

**EDGERTON CITY COUNCIL
MEETING AGENDA
CITY HALL, 404 EAST NELSON STREET
August 25, 2022
7:00 P.M.**

Call to Order

1. **Roll Call** _____ Roberts _____ Longanecker _____ Lewis _____ Beem
 _____ Stambaugh _____ Lebakken
2. **Welcome**
3. **Pledge of Allegiance**

Consent Agenda *(Consent Agenda items will be acted upon by one motion unless a Council member requests an item be removed for discussion and separate action)*

4. Approve Minutes from August 11, 2022 Regular City Council Meeting
5. Approve Resolution No. 08-25-22A Recognizing Meat Inferno as a "Public Festival" for the Purposes of the City's Noise Restrictions
6. Approve Resolution No. 08-25-22B Providing for the Creation of Temporary No Parking Zones on Certain Streets to Permit the Holding of Meat Inferno 2022
7. Approve Ordinance No. 2115 Amending the City of Edgerton Municipal Code, Adding to Chapter 1, Administration, Article 9, Section 1-901, Records Retention Policy for the City of Edgerton, Kansas
8. Approve Renewing the Appointment of Adam Draskovich to the Edgerton Planning Commission for a Term Ending in September 2025
9. Approve Ordinance No. 2116 Amending Chapter XIV of the Edgerton, Kansas Municipal Code to Incorporate the 2022 Standard Traffic Ordinance, Subject to Existing Local Traffic Provisions in the City Code Which Supplement and/or Modify Certain Sections Thereof
10. Approve Ordinance No. 2117 Amending Chapter XI, Article I, Section 11-101 of the Code of the City of Edgerton, Kansas, Concerning the Uniform Public Offense Code
11. Approve Resolution No. 08-25-22C Setting Forth the Authority for Members of the Governing Body and City Staff with Regard to the City's Accounts at Central Bank of the Midwest
12. Approve the Purchase of Five (5) Radar Traffic Counters from Street Smart Rental

Motion: _____ Second: _____ Vote: _____

Regular Agenda

13. **Declaration.** At this time Council members may declare any conflict or communication they have had that might influence their ability to impartially consider today's issues.
14. **Public Comments.** The City of Edgerton encourages public participation in local governance issues. To facilitate an efficient and effective meeting, persons wishing to address the City Council must sign-up before the meeting begins. Speakers must provide their name and address for the record and are limited to three (3) minutes. The maximum time limit for all speakers will be thirty (30) minutes. Comments on personnel matters or matters pending before court/other outside tribunals are not permitted. Any comments are for informational purposes only. No action will be taken.

The Mayor may modify these provisions, as necessary. The Mayor may limit any unnecessary, off-topic, or redundant comments or presentations. Speakers should address their comments to City Council members only and should not speak to fellow audience members. City Council members will not engage in a dialogue or debate with speakers. Speakers and audience members should conduct themselves in a civil and respectful manner. Disruptive conduct may result in removal from the meeting.

15. Presentation by Representative Ken Collins regarding designation of a portion of Highway 56 as PFC Shane Austin Memorial Highway

Business Requiring Action

16. **PUBLIC HEARING FOR RESOLUTION NO. 08-25-22D OF THE CITY OF EDGERTON, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE**

17. **CONSIDER RESOLUTION NO. 08-25-22D OF THE CITY OF EDGERTON, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE**

Motion: _____ Second: _____ Vote: _____

18. **PUBLIC HEARING FOR THE PROPOSED 2023 BUDGET**

19. **PUBLIC HEARING FOR RESOLUTION NO. 08-25-22E TEMPORARILY WAIVING CITY PROHIBITION AS TO THE SALE AND CONSUMPTION OF ALCOHOLIC LIQUOR ON CERTAIN PUBLIC PROPERTY FOR MEAT INFERNO EVENT**

20. **CONSIDER RESOLUTION NO. 08-25-22E TEMPORARILY WAIVING CITY PROHIBITION AS TO THE SALE AND CONSUMPTION OF ALCOHOLIC LIQUOR ON CERTAIN PUBLIC PROPERTY FOR MEAT INFERNO EVENT**

Motion: _____ Second: _____ Vote: _____

21. **CONSIDER RESOLUTION NO. 08-25-22F AUTHORIZING SPECIAL EVENT PERMIT FOR SALE AND CONSUMPTION OF ALCOHOLIC LIQUOR ON CERTAIN PUBLIC PROPERTY WITHIN THE CITY OF EDGERTON, KANSAS**

Motion: _____ Second: _____ Vote: _____

22. **CONSIDER AMENDMENT TO RESIDENTIAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES CONTRACT**

Motion: _____ Second: _____ Vote: _____

23. **CONSIDER APPROVAL OF AGREEMENT WITH DIGIT EARTH CONSULTING LLC FOR SLUDGE REMOVAL SERVICES**

Motion: _____ Second: _____ Vote: _____

24. Report by the City Administrator

- State of Kansas Hazard Mitigation Plan

25. Report by the Mayor

26. Future Meeting Reminders:

- September 8th: City Council Meeting – 7:00PM
- September 13th: Planning Commission Meeting – 7:00PM
- September 22nd: City Council Meeting – 7:00PM
- October 11th: Planning Commission Meeting – 7:00PM
- October 13th: City Council Meeting – 7:00PM
- October 27th: City Council Meeting – 7:00PM

27. CONSIDER RECESSING INTO EXECUTIVE SESSION PURSUANT TO K.S.A. 75-4319(B)(2) FOR CONSULTATION WITH AN ATTORNEY DEEMED PRIVILEGED IN THE ATTORNEY-CLIENT RELATIONSHIP TO INCLUDE CITY ATTORNEY AND CITY ADMINISTRATOR FOR THE PURPOSES OF CONTRACT NEGOTIATIONS

Motion: _____ Second: _____ Vote: _____

28. Adjourn Motion: _____ Second: _____ Vote: _____

EVENTS

August 31st: Senior Trivia and Muffins
September 5th: Labor Day – City Offices Closed
September 10th: Edgerton Movie Night

City of Edgerton, Kansas
Minutes of City Council Regular Session
August 11, 2022

A Regular Session of the City Council (the Council) was held in the Edgerton City Hall, 404 E. Nelson, Edgerton, Kansas on August 11, 2022. The meeting convened at 7:22 PM with Mayor Roberts presiding.

1. ROLL CALL

Clay Longanecker	present
Josh Lewis	present
Josh Beem	absent
Josie Stambaugh	absent
Deb Lebakken	present via telephone

With a quorum present, the meeting commenced.

Staff in attendance: City Administrator, Beth Linn
Planning and Zoning Coordinator/Deputy City Clerk, Chris Clinton
Public Works Director, Dan Merkh
Public Works Superintendent, Trey Whitaker
Development Services Director, Katy Crow
Accountant, Justin Vermillion
Capital Improvement Project Manager, Brian Stanley
Finance Director, Karen Kindle

2. WELCOME

3. PLEDGE OF ALLEGIANCE

Consent Agenda (*Consent Agenda items will be acted upon by one motion unless a Council member requests an item be removed for discussion and separate action*)

4. Approve Minutes from July 28, 2022 Regular City Council Meeting
5. Approve Resolution 08-11-22A Appointing Beth Linn as Zoning Administrator for the City of Edgerton.

Councilmember Longanecker made motion to approve the consent agenda, seconded by Councilmember Lewis. The items were approved, 3-0.

Regular Agenda

6. **Declaration.** At this time Councilmembers may declare any conflict or communication they have had that might influence their ability to impartially consider today's issues.

There were no declarations made by the Councilmembers.

7. **Public Comments.** The City of Edgerton encourages public participation in local governance issues. To facility an efficient and effective meeting, persons wishing to address

the City Council must sign-up before the meeting begins. Speakers must provide their name and address for the record and are limited to three (3) minutes. The maximum time limit for all speakers will be thirty (30) minutes. Comments on personnel matters or matters pending before court/other outside tribunals are not permitted. Any comments are for informational purposes only. No action will be taken. The Mayor may modify these provisions , as necessary. The Mayor may limit any unnecessary, off-topic, or redundant comments or presentations. Speakers should address their comments to City Councilmembers only and should not speak to fellow audience members. City Council members should conduct themselves in a civil and respectful manner. Disruptive conduct may result in removal from the meeting.

Mr. James Oltman, President of ElevateEdgerton!, approached the Council. He stated he is speaking in support of the proposed Planned Unit Development (PUD). He explained Edgerton is in need of additional housing. This is confirmed by the Edgerton housing assessment completed last year. There are real life examples of this need being shown, including a previous Councilmember needing to move out of the City as there was not a house to fit their needs. Rausch Coleman has been discussing a possible development in the City since July 23, 2018, so this proposal has been years in the making. This particular developer will be able to market the homes to large number of buyers. Potential buyers would include people looking for larger homes, older people wanting to downsize, and first-time home buyers. This proposal has not been made in haste and is well researched. He implored the Council to be on the side of progress.

Mr. Dan Merkh, Public Works Director, spoke before the Council. He introduced Mr. Rick Scholler, who is a new Public Works employee. Mr. Scholler stated he currently lives in Wellsville and has done hands-on work all his life. He wanted to be closer to home and has enjoyed learning new things during his first few days employed with the City. He said he has worked on farms and like to go fishing and hunting. The Council welcomed Mr. Scholler to the City. Mr. Merkh explained Public Works is almost fully staffed once again.

Business Requiring Action

- 8. CONSIDER ORDINANCE NO. 2113 ADOPTING THE RECOMMENDATION OF THE CITY OF EDGERTON PLANNING COMMISSION TO APPROVE APPLICATION ZA2022-01 FOR THE REZONING OF APPROXIMATELY 80.4 ACRES OF LAND LOCATED AT THE SOUTHWEST CORNER OF 207TH STREET/BRAUN STREET AND 8TH STREET/EDGERTON ROAD FROM JOHNSON COUNTY "RUR (RURAL DISTRICT) TO CITY OF EDGERTON "PUD" (PLANNED UNIT DEVELOPMENT) ZONING.**

Ms. Katy Crow, Director of Development Services, approached the Council. She reminded the Council about the presentation a few months ago about Planned Unit Developments and how they operate. This is the first development application of this type in Edgerton. She stated the City of Edgerton received the rezoning Application ZA2022-01 from Jesse Fulcher, the applicant representative for the owners, Dennis L. Dwyer, Vickie J. Dwyer, David L. Dwyer, and Kendra L. Dwyer, and the developer, Rausch Coleman Homes, requesting the rezoning of an 80.4-acre parcel located southwest corner of 207th Street/ Braun Street and 8th Street/Edgerton Road in Edgerton, Kansas from Johnson County "RUR" zoning to City of Edgerton "PUD" zoning. The parcel was annexed into the City of Edgerton on April 14, 2022.

The current zoning designation of RUR is considered a holding designation and thus an appropriate zoning designation is required under the City of Edgerton Unified Development Code (UDC) for development. This request is to rezone the parcel to Planned Unit Development (PUD) with the intent of developing a 275 single family residential home development, which is Conceptual Plan Application PUD2022-01, which will be presented later to the Council.

Ms. Crow explained City staff reviewed the rezoning application with respect to the Edgerton Comprehensive Plan, the Edgerton UDC Zoning and Subdivision Regulations, and the laws of the State of Kansas, in particular the "Golden Criteria" as established by the Supreme Court of Kansas in 1978. She said the Planning Commission held a Public Hearing on July 12, 2022 regarding this rezoning request and voted 3-0 to recommend approval of Application ZA2022-01 subject to two stipulations. Those stipulations are all infrastructure requirements of the City are met and all requirements of the City for a PUD are met. She informed the Council that copies of the Staff Report and draft minutes were included in the packet. City staff has not received any further public comment for this application following the Planning Commission action on July 12, 2022.

Councilmember Longanecker moved to approve Ordinance No. 2113. Councilmember Lewis seconded the motion. Ordinance No. 2113 was approved, 3-0.

9. **CONSIDER ORDINANCE NO. 2114 ADOPTING THE RECOMMENDATION OF THE EDGERTON PLANNING COMMISSION TO APPROVE APPLICATION PUD2022-01 FOR A PLANNED UNIT DEVELOPMENT CONCEPT PLAN FOR 80.4 ACRES OF LAND LOCATED AT THE SOUTHWEST CORNER OF 207TH STREET/BRAUN STREET AND 8TH STREET/EDGERTON ROAD IN EDGERTON, KANSAS.**

Ms. Crow spoke before the Council. She stated that the first step for a Planned Unit Development (PUD) is the rezoning which was done by Ordinance No. 2113. The Conceptual Plan is the next step and will take the place of the Preliminary Plat that is typically done with other developments.

Ms. Crow explained the project acreage is divided by use. The residential lots will comprise 48.2 acres, the green space will make up 9.7 acres, the storm drainage will contain 3.4 acres, and the remaining 19.1 acres will be made up of dedicated right-of-way. The houses in the subdivision will be three (3) to four (4) bedrooms with two (2) or 3 baths and range from 1,300 square feet to 2,400 square feet. Each home will have a 2 or 3 car garage and all of the front façades will be completely masonry on the first floor. She said there will be a Homeowner's Association (HOA) with a Declaration of Covenants, Conditions, and Restrictions (CCR's) that only owners within the subdivision must abide by. She said a tree that measures one and a half (1.5) to two (2) in inches in caliper shall be planted in the front yard of every lot. There will be trees planted every forty (40) feet along 8th Street/Edgerton Road and 207th Street/Braun Street along the exterior of the subdivision. The applicant has indicated that home prices are anticipated to be between \$275,000 and \$350,000. Ms. Crow said the development will be split into 4 phases over 5 years. The first phase will have eighty-one (81) lots, the second phase will have seventy (70) lots, the third phase will have sixty-one (61) lots, and the final phase will be made of sixty-three (63) lots.

Ms. Crow said the UDC states the purpose of a PUD is to encourage and allow a more creative and imaginative project design that is possible under standard district zoning regulations. The flexibility allowed when designing a PUD will result in a community which can include more green space for recreational activities, walking trails, playgrounds, and other amenities. She explained there is a difference from the proposed lot sizes than that of standard requirements for R-1, single-family residential, zoning. The applicant has requested a departure from the standard lot width of 70 feet as some of the interior lots in the subdivision are fifty (50) feet wide. The UDC requires that perimeter lots of a PUD match the width or depth of adjacent properties. This development meets that requirement.

Councilmember Longanecker inquired if the narrower lots will change the setback requirements.

Ms. Crow said as a balance to the narrower lots on the interior of the subdivision, the applicant has included a ten (10) foot walking trail along 207th Street/Braun Street and 8th Street/Edgerton Road, a playground area in the center of the development and proposed sidewalks throughout the development. She stated in addition to the lot width and setback deviations, the applicant has requested a departure from the PUD requirement of sixteen (16) feet between single family detached dwellings. The applicant is requesting the spacing between the residential units be 10 feet with each dwelling unit having a five (5) foot side yard setback with that setback being measured to the exterior building wall. She explained this would allow overhangs or eaves to encroach into the setback. The City's contracted building official review has noted that all aspects of the building, eaves included, needs to be a minimum of 10 feet apart, unless fire rated materials, such as cement fiberboard, are used in construction.

Ms. Crow stated Article 6, Section 6.1(C)(9)(b) of the UDC states that any departure from the any requirement specified in the UDC or other City ordinances and regulations is a privilege and shall be granted upon recommendation of the Planning Commission and approval by the Governing Body. Both City staff and the Planning Commission recommended approval of the departure from the standard R-1 lot sizes for this project and the standards for setback distances as long as fire rated materials are used in construction.

Ms. Crow explained on July 12, 2022, the Planning Commission held a public hearing regarding this Conceptual Plan request and voted 3-0 to recommend approval of Application PUD2022-01 subject to stipulations. Those stipulations are all infrastructure requirements of the City are met, all requirements of the City for a PUD are met, and the Planning Commission recommendation to grant the departure from PUD standards for setback distance on side yards between residential units as long as fire rated materials are used in construction. She said the Staff Report and draft minutes were provided in the packet. City staff has not received any further public comment for this application following the Planning Commission action on July 12, 2022.

Mayor Roberts explained a PUD is a give and take development. The City allows items that differ than traditional development and the developer adds amenities and other incentives for the buyers. He said he has received phone calls about requiring storm shelters for houses that will not have basements. He knows of shelters that people can buy and install in the garage or elsewhere in the house. Mayor Roberts stated he knows it is an option for

buyers to select to have it installed during the construction of the home, but he inquired if Rausch Coleman would have it as a standard item to be included and if the homebuyer wants to opt out of the installation of the storm shelter, they can.

Mr. John Stone with Rausch Coleman addressed the Council. He answered that Rausch Coleman has only one (1) community that has that requirement. He explained the size of the storm shelter takes up enough space in a garage that an owner of a pick-up truck will not be able to fit their truck in the garage. Restrictions like that will hurt sales and the price can make the homes unaffordable for first-time homebuyers. Mr. Stone explained during their internal discussions, Rausch Coleman would need to charge roughly \$4,000 for 3-bedroom house and about \$5,000 for a 4-bedroom house. It is possible to get a storm shelter and install it on a model home to show it as an option so potential buyers get an idea how much space one takes up.

Mayor Roberts stated from the community's perspective, it would show good will towards the potential residents and would help fix a growing concern. He stated an area storm shelter that is managed by the HOA is another solution. He is aware this is a premature discussion, but it is a community desire to address it. Mr. Stone agreed it is a safety concern and having a family of his own, he understands the concern. He said having a storm shelter on display in the model home would be a good way for people to see it and better decide if they want to pursue that option.

Mayor Roberts said the installation of the storm shelter can be included in the mortgage if the home is still under construction. Councilmember Longanecker agreed and said the shelter would need to be installed during construction of the house. Mr. Stone explained the storm shelter would need to be attached to the property prior to the mortgage being agreed upon. Councilmember Longanecker said the shelter would have to be installed prior to closing on the property.

Councilmember Lewis inquired if any of the houses will have a basement. Mr. Stone answered that some houses will have basements, but in order for Rausch Coleman to offer a range of prices, they mostly construct houses on slabs as it is much cheaper.

Mayor Roberts stated it is best to for the storm shelter to be standard and the buyers have the option to remove the storm shelter. He said he is attempting to quell any concerns regarding the safety of the future residents. Mr. Stone agreed it is best to have the choice of the storm shelter. Mayor Roberts reiterated his sentiment that the storm shelters should be opted out of, instead of opting to have one installed. Mr. Stone explained there is more prep work to install a storm shelter, especially when there is a lot of them ordered. Mayor Roberts stated this discussion does not stop the Council from taking action on this item, but the storm shelter requirement could be discussed during the drafting of the development agreement. He would rather the option be to remove the storm shelter instead of the option of adding one on.

Mayor Roberts inquired if the storm shelter could be installed outdoors. Ms. Crow replied there are requirements for accessory structures and lot coverage for R-1 zoned parcels, but with the PUD there is flexibility for those requirements to be stipulated. She added it is not required by the current adopted building code, but some municipalities have put in their

UDC or adopted the requirement as part of the building code. Mayor Roberts said he does not mind if the storm shelter is outdoors as part of a patio and if a homeowner does not want it, they have the option to not have it installed. He recognizes that some of the storm shelters are aesthetically pleasing, but the inside of the shelter is much more beautiful in the middle of a tornado and homeowner could paint it. Ms. Crow said that is a possibility depending on the HOA requirements. Mayor Roberts recommended Rausch Coleman have a conversation with a company that offers storm shelters. He has seen a lot of info on the New Day Tornado Shelter that a lot of people call "the Egg." The New Day Tornado Shelter website was shown on the screen. Mayor Roberts the interior could be tight, especially for bigger families, but it is better than nothing during a tornado.

Councilmember Longanecker inquired if this development needed to be done as a PUD. Mr. Stone answered a PUD is not as prevalent as doing traditional R-1 zoning. Mr. Shawn Cheevers, Rausch Coleman Homes, said he has built PUDs before. Councilmember Longanecker asked how many people want a house on a slab versus a basement. Mr. Cheevers replied building on a slab is cheaper and in Blue Springs, Missouri they are seeing empty nesters love a house on slab since there are no stairs at all. He explained that a ranch house will still have some stairs to get into the home if constructed on a basement. The development in Blue Springs is roughly eighty percent (80%) of homes on slabs, especially a ranch style house.

Mr. Cheevers said first-time home buyers are typically moving out of townhomes and apartments that do not have storm shelters, so they are generally not concerned about not having one. He explained the Egg is one type of shelter that can be installed in a closet and outdoors as there are pillars that go ten (10) to twelve (12) feet into the ground. When a tornado shelter is rated to withstand a F5 tornado, it is rated purely for the wind speed. The main threat in a tornado is the debris. The debris is what causes most of the injuries or deaths attributed to tornados. Mayor Roberts agreed and said people are in the storm shelters for a maximum of thirty (30) minutes. Mr. Cheevers stated being inside a house has its benefits as there are other weather hazards with a severe thunderstorm. He explained that adding a basement to a house adds roughly \$30,000 to \$35,000 to the price of a new house. Installing a basement all depends on the type of soil and topography of the lot. Mr. Cheevers said he knows and has met the developer of the Egg and it can be purchased at major retailers in some areas. He stated that homes constructed on a slab do have their advantages. Mayor Roberts added it is currently recommended for people to shelter in place during tornadic storms and that is why a storm shelter area should be included inside the home. Mr. Cheevers said Rausch Coleman will research a solution that benefits all of the parties. He explained he has not opted to get a shelter for his townhome. Mayor Roberts said a lot of cities that require storm shelters have been hit or nearly hit by a tornado. There are places in town that do not have storm shelters as is and he does not want to add to that number. He stated this will be discussed more later as discussion of the development agreement continues. He feels there is value in storm shelters and having that option might help buyers decide to buy here in Edgerton.

Councilmember Longanecker stated he read through the HOA's CCRs and was impressed by it. He inquired as to what sureties does the City have that the HOA will maintain the grounds and other requirements listed in the CCRs. Mr. Cheevers replied that Rausch Coleman will hire a 3rd party company to manage the HOA and that is what the company

does. The 3rd party will help start the HOA then the community members will join the board and run the HOA. The HOA will mow the greenspaces, do the general maintenance of the park, and beautification of the common spaces. Homeowners can meet during the board meetings, and they could decide to add amenities if the community wishes to do so. He said the HOA is a great way of getting homeowners to volunteer for their community. The HOAs Rausch Coleman installs are always ran by 3rd party companies that oversee many HOAs in the Kansas City metro area. Mr. Cheevers explained the City can and will still enforce the municipal code and the lawns must adhere to the City standard. Councilmember Longanecker stated the HOA has more strict standards than the City. Mr. Cheevers replied the HOA is installed to handle minor issues and to keep the community conforming to a more uniform style. He said it will help maintain property values in the subdivision since there will not be any outliers in style. Mayor Roberts explained a HOA is a sub form of government and if the HOA decides to add a pool and those homeowners want to increase their dues, they can do so. He said the more expensive HOAs will maintain all of the exterior landscaping, mowing of people's lawns, and snow removal. This proposed HOA will not be like that. Mr. Cheevers agreed and stated Rausch Coleman want affordable housing and as part of that goal they stay away from pools because of the added costs and liability. They install the base amenities to start harmoniously and allow the residents decide the future of the subdivision.

Ms. Crow stated this is the first step of development. The applicant will need to return with a Final Plan and Plat. Mayor Roberts inquired if a Final Plan and Plat will be needed for each phase. Ms. Crow answered that is up to the applicant. They can do one large Final Plan and Plat for the entire parcel, or a Final Plan and Plat can be done for each phase. Ms. Beth Linn, City Administrator, stated the development agreement will be presented to the Council at a later date as well.

Mayor Roberts said it has been 4 years since the first communication Rausch Coleman has had with the City. They have been great to work with and have had a good dialog and open conversations since the start. He explained that is not the case with all developers. Mr. Stone stated the City has been pleasant to deal with and they have not always had that sentiment for every city. Mayor Roberts explained development is a two-way street and if both parties are willing to work together, it goes smoother.

Councilmember Longanecker moved to approve Ordinance No. 2114. Councilmember Lewis seconded the motion. Ordinance No. 2114 was approved, 3-0.

10. Report by the City Administrator

- 2nd Quarter Financial Report

Ms. Karen Kindle, Finance Director, addressed the Council. She stated she will review the General Fund first. She started with the revenues. She stated that 83.3% of the Ad Valorem tax, which is paid as property tax, has had 2 of the 3 distributions paid to the City and the remaining will be paid shortly. The Local Compensating Use Tax is hard to predict because it depends on what companies and individuals purchase for delivery to their home or place of business, but the revenue is ahead of the budget. She explained that is the same with the County Use Tax. In the Charges for Services revenue, the City is ahead of what was budgeted due to the payment from the Tax Increment Financing

for Edgerton Crossing and event sponsors. Ms. Kindle stated that generally, the City is on track with expenditures. The second quarter bill from the Johnson County Sheriff has not been paid at this time. Fees regarding Economic Development were transferred in July and will not show on this report. Information Technology is lower at this time because of the software contract is renewed. She said the City is within the required reserves and within its budget authority.

Ms. Kindle addressed the Water Fund. She said the revenues are on target. The expenditures are on track. The Fleet Maintenance expenditure is spent as needed to maintain the vehicles. She said the City is within required reserves and its budget authority.

Ms. Kindle then focused on the Sewer Fund. She said the revenues are at what is typically seen at this time of the year. The amount of revenue is affected by the commercial users and depends on the watering of the properties. The revenue will increase after dry months as watering increases. She explained the expenditures are in line. The City made one more bond payment earlier this month and transfers were completed in July so those will be seen on next quarterly report. She said the City is at the required reserves and within its budget authority.

11. Report by the Mayor

- Mayor Roberts thanked everyone for their patience during the delay of the start of the meeting. He thanked Councilmember Lebakken for joining the meeting, even during a family crisis.

12. Future Meeting Reminders:

- August 25th: City Council Meeting – 7:00PM
- September 8th: City Council Meeting – 7:00PM
- September 13th: Planning Commission Meeting – 7:00PM
- September 22nd: City Council Meeting – 7:00PM
- October 11th: Planning Commission Meeting – 7:00 PM
- October 13th: City Council Meeting – 7:00PM
- October 27th: City Council Meeting – 7:00PM

13. CONSIDER RECESSING INTO EXECUTIVE SESSION PURSUANT TO K.S.A. 75-4319(B)(2) FOR CONSULTATION WITH AN ATTORNEY DEEMED PRIVILEGED IN THE ATTORNEY/CLIENT EXCEPTION TO INCLUDE THE CITY ATTORNEY, CITY ADMINISTRATOR, AND BOND COUNSEL FOR THE PURPOSES OF CONTRACT NEGOTIATIONS.

Councilmember Longanecker moved to table the executive session to the August 25, 2022 meeting due to the absence of the City Attorney. Councilmember Lewis seconded the motion. The executive session was table to the August 25, 2022 meeting, 3-0.

14. Adjourn

Councilmember Longanecker inquired to the timeframe for development of the PUD. Mr. Stone answered Rausch Coleman will have to get the development plans in order and get bids for materials. He estimated it will take thirty (30) to sixty (60) days to get those bids. Councilmember Longanecker asked when development will start. Mr. Stone replied at this moment, it is too early to tell yet as there are still some items to clarify. Councilmember Longanecker asked if could be by spring. Mr. Cheevers said they will have to go back to engineering to get plans finalized, but hopefully around April of 2023 they will be able to start moving dirt and installing some of the infrastructure. He estimated possible by third quarter of 2023 to start construction of houses. Mayor Roberts added he is hoping to see a home on the market by the end of next year. Councilmember Longanecker stated he wanted to ask as many others will have this question. Mayor Roberts agreed and said those questions will really arise when equipment is on site.

Councilmember Lewis moved to adjourn the meeting. Councilmember Longanecker seconded the motion. The meeting was adjourned at 8:12 PM, 3-0.

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Parks and Recreation

Agenda Item: Consider Resolution 08-25-22A Recognizing Meat Inferno as a “Public Festival” for Purposes of the City’s Noise

Background/Description of Item:

This is the inaugural year for City of Edgerton’s Meat Inferno BBQ Competition Event to be held in Downtown Edgerton on October 7-8, 2022. This is a Kansas City Barbeque Society (KCBS) sanctioned event. We will anticipate having Masters teams from across the Kansas City region and surrounding states come to compete in the contest. On Friday October 7th, we will have a kids barbeque competition, food trucks, a fire performer, and a live band for the community to enjoy. On Saturday, October 8th during the day, we will have a backyard burger competition and a science show for the community to enjoy. More information about the event can be found at www.meatinferno.com.

Within this resolution is permission to waive the City’s noise restrictions on the evening of Friday, October 7, 2022 and during the day on Saturday, October 8, 2022.

Related Ordinance(s) or Statue(s): Article 6 of Chapter XI of the Code of the City of Edgerton

Funding Source: N/A

Budget Allocated: N/A

Finance Director Approval: N/A

Recommendation: Approve Resolution 08-25-22A Recognizing Meat Inferno as a “Public Festival” for Purposes of the City’s Noise Restrictions

Enclosed: Draft Resolution 08-25-22A

Prepared by: Brittany Paddock, Recreation Coordinator

RESOLUTION NO. 08-25-22A

A RESOLUTION RECOGNIZING MEAT INFERNO AS A "PUBLIC FESTIVAL" FOR THE PURPOSES OF THE CITY'S NOISE RESTRICTIONS

WHEREAS, the City Council of the City of Edgerton, Kansas wishes to partner with Edgerton Frontier Days Association to provide a safe and enjoyable Edgerton Frontier Days; and

WHEREAS, Article 6 of Chapter XI of the Code of the City of Edgerton regulates the levels of noise and sound within the City but said regulations do not apply when the governing body recognizes the event where the noise and sound is to occur as a "public festival".

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

SECTION ONE: Meat Inferno a "Public Festival": Meat Inferno is hereby recognized as a public festival and, therefore, the noise restrictions contained within Article 6 of Chapter XI of the Code of the City of Edgerton shall not apply to noise and sounds made or generated by the public festival to be held on October 7 and 8, 2022.

SECTION TWO: Effective Date: This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body.

ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF EDGERTON, KANSAS ON THE 25TH DAY OF AUGUST 2022.

ATTEST:

CITY OF EDGERTON, KANSAS

Christopher Clinton, Deputy City Clerk

By: _____
Donald Roberts, Mayor

APPROVED AS TO FORM:

Lee W. Hendricks, City Attorney

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Parks and Recreation

Agenda Item: Consider Resolution No. 08-25-22B for Temporary No Parking Related to Frontier Days

Background/Description of Item:

As part of the 2022 Meat Inferno event, City staff is requesting that parking be prohibited along certain streets during the festival in order to help with traffic around the event and protect pedestrian safety.

Staff is requesting that the following streets be closed to parking on Thursday, October 6, 2022 at 12:00 P.M. to Saturday, October 8, 2022 at 6:00 P.M. **on both sides:**

1. **East 5th Street:** East McCarty Street to East Nelson Street;
2. **East McCarty Street:** East 4th Street to East 5th Street;
3. **East Hulett Street:** East 4th Street to East 5th Street;
4. **East Nelson Street:** East 2nd Street to East 3rd Street;
5. **East Martin Street:** East 3rd Street to East 4th Street;
6. **East 3rd Street:** East Nelson to East Martin Street;
7. **East 4th Street:** from the alleyway one half block south of East Nelson Street to East Martin Street;
8. **East 3rd Street:** from the alleyway one half block south of East Hulett Street to East Nelson Street.

Staff is further requesting that a no parking zone be created from Thursday, October 6, 2022 at 12:00 P.M. to Saturday, October 8, 2022 at 6:00 P.M. **on the side of the street notated** of the following streets:

1. **East side of East 3rd Street:** from 56 Highway (East Morgan Street) south to the alleyway one half block south of East Hulett Street;
2. **West side of 5th Street:** from East Nelson Street to East Martin Street;
3. **North side of East Martin Street:** from East 5th Street to East 4th Street;
4. **North side of East Hulett Street:** from East 3rd Street to East 4th Street, excluding that portion of East Hulett Street which shall be closed completely.
5. **North side of East McCarty Street:** from East 3rd Street to East 4th Street.

No parking zones as described above are shown on the enclosed map. This resolution addresses **ONLY** no parking. Street closures related to the event (as shown on the map) were previously approved by City Council in Resolution No. 02-24-22A.

Related Ordinance(s) or Statue(s): n/a

Funding Source: N/A

Budget Allocated: N/A

Finance Director Approval: N/A

Recommendation: Approval of Resolution No. 08-25-22B for Temporary No Parking Related to Frontier Days

Enclosed: Draft Resolution No. 08-25-22B
No Parking Zone Map

Prepared by: Brittany Paddock, Recreation Coordinator

RESOLUTION 08-25-22B

A RESOLUTION OF THE CITY OF EDGERTON, KANSAS, PROVIDING FOR THE CREATION OF TEMPORARY NO PARKING ZONES ON CERTAIN STREETS TO PERMIT THE HOLDING OF MEAT INFERNO 2022

WHEREAS, the Meat Inferno Barbeque Competition will be held in the City of Edgerton on October 7th and October 8th, 2022; and

WHEREAS, Meat Inferno will be held in a central and convenient location for participants and that location will necessitate the creation of no parking zones to allow participants to access and enjoy the event; and

WHEREAS, the creation of temporary no parking zones is necessary to permit the event to be held.

THEREFORE, BE IT RESOLVED by the City Council of Edgerton, Kansas;

That a no parking zone is hereby created from Thursday, October 6, 2022 at 12:00 P.M. to Saturday, October 8, 2022 at 6:00 P.M. **on both sides** of the following streets:

1. **East 5th Street:** East McCarty Street to East Nelson Street;
2. **East McCarty Street:** East 4th Street to East 5th Street;
3. **East Hulett Street:** East 4th Street to East 5th Street;
4. **East Nelson Street:** East 2nd Street to East 3rd Street;
5. **East Martin Street:** East 3rd Street to East 4th Street;
6. **East 3rd Street:** East Nelson to East Martin Street;
7. **East 4th Street:** from the alleyway one half block south of East Nelson Street to East Martin Street;
8. **East 3rd Street:** from the alleyway one half block south of East Hulett Street to East Nelson Street.

That a no parking zone is hereby created from Thursday, October 6, 2022 at 12:00 P.M. to Saturday, October 8, 2022 at 6:00 P.M. **on the side of the street notated** of the following streets:

1. **East side of East 3rd Street:** from 56 Highway (East Morgan Street) south to the alleyway one half block south of East Hulett Street;
2. **West side of 5th Street:** from East Nelson Street to East Martin Street;
3. **North side of East Martin Street:** from East 5th Street to East 4th Street;
4. **North side of East Hulett Street:** from East 3rd Street to East 4th Street, excluding that portion of East Hulett Street which shall be closed completely.
5. **North side of East McCarty Street:** from East 3rd Street to East 4th Street.

PASSED AND APPROVED by the City Council of Edgerton, Kansas on the 25th day of August, 2022.

ATTEST:

CITY OF EDGERTON, KANSAS

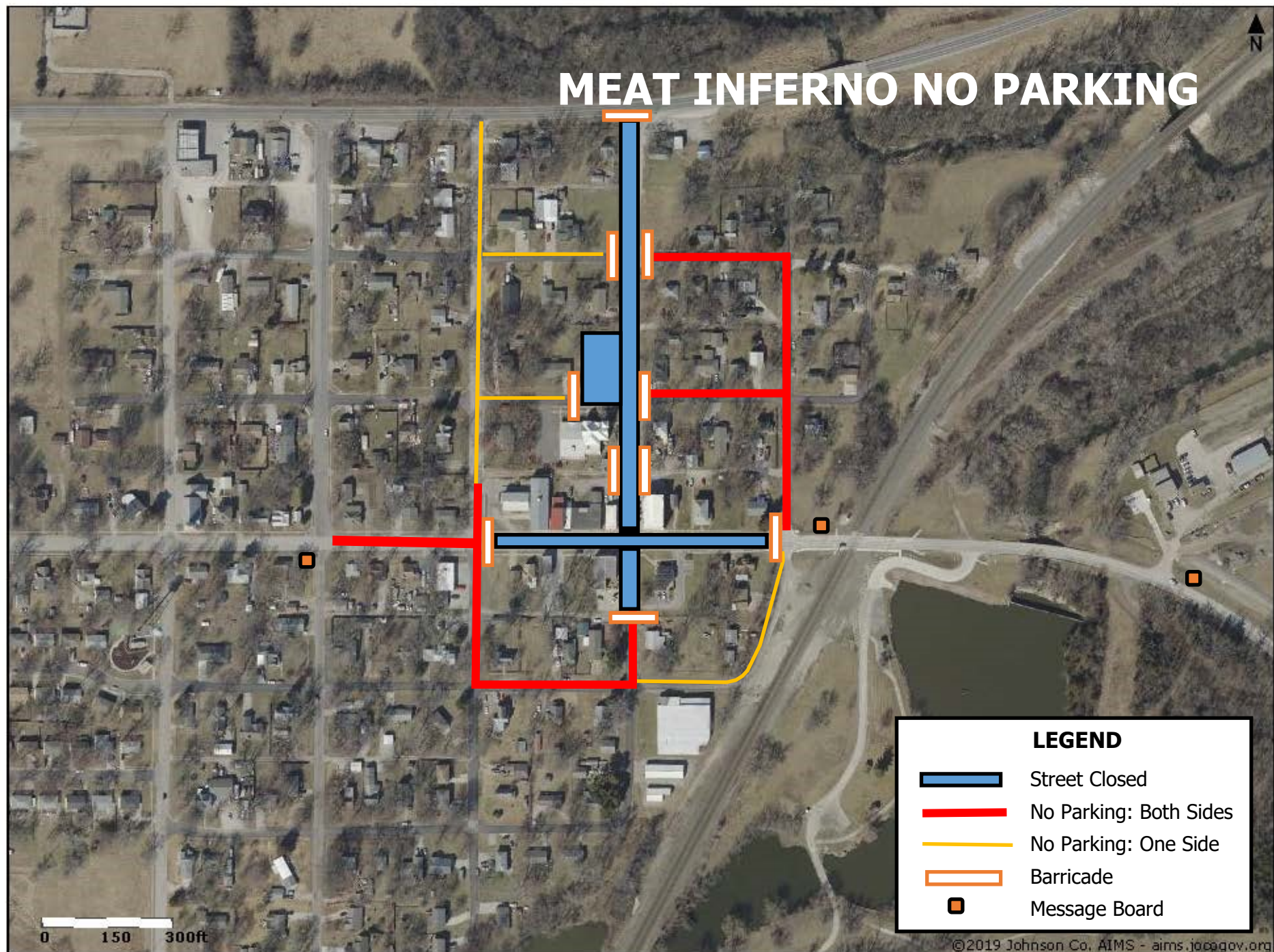
Christopher Clinton, Deputy City Clerk

By: _____
Donald Roberts, Mayor

APPROVED AS TO FORM:

Lee W. Hendricks, City Attorney

MEAT INFERNO NO PARKING



City Council Action Item

Council Meeting Date: August 25, 2022

Department: Administration

Agenda Item: Consider Ordinance No. 2115 Amending the City of Edgerton Municipal Code, Adding to Chapter 1, Administration, Article 9, Section 1-901, Records Retention Policy for The City of Edgerton, Kansas.

Background/Description of Item:

A Records Retention and Disposition Schedule is a key component when establishing an essential records management program. By regulating the storage of records during all phases of the records life cycle, the schedule allows an agency to manage records more effectively as a valuable resource. It is even more important that the process for this schedule be enacted to provide usefulness to the organization.

The contents of this manual were prepared to assist the City of Edgerton departments and divisions in making educated decisions about the retention, disposition, and destruction of records.

Records reflect activities that are constantly changing, therefore the retention requirements for them will require periodic review.

This manual was created with assistance from the Kansas State Historical Society and the City of Topeka, Kansas Records Retention Schedules and in consultation with City Attorney and City's Economic Development Counsel.

Related Ordinance(s) or Statue(s): N/A

Funding Source: N/A

Budget Allocated: N/A

Finance Director Approval: N/A

Recommendation: Approve Ordinance No. 2115 Amending the City of Edgerton Municipal Code, Adding to Chapter 1, Administration, Article 9, Section 1-901, Records Retention Policy for The City of Edgerton, Kansas.

Enclosed: Draft Copy of the City of Edgerton, Records Retention Schedule

Prepared by: Beth Linn, City Administrator

ORDINANCE NO. 2115

AN ORDINANCE AMENDING CHAPTER I OF THE MUNICIPAL CODE OF THE CITY OF EDGERTON, KANSAS TO INCLUDE ARTICLE 9, SECTION 1-901 TO ESTABLISH A RECORD RETENTION POLICY AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF EDGERTON, KANSAS:

SECTION 1. Chapter I of the City Code of the City of Edgerton, Kansas, is hereby amended to include an Article 9, Section 1-901 which reads as follows:

ARTICLE 9. RECORDS RETENTION POLICY

1-901. RECORDS RETENTION POLICY OVERVIEW. There is hereby incorporated by reference for the purpose of establishing the document entitled "City of Edgerton Records Retention Schedule". No fewer than one copy of said document shall be marked or stamped "Official Copy as adopted by the Code of the City of Edgerton" and which there shall be attached a copy of this section. Said official copy shall be filed with the City clerk and shall be open to inspection and available to the public at all reasonable hours. All employees for the City shall be supplied with copies of such policies as may be deemed necessary.

SECTION 2. REPEAL OF CONFLICTING ORDINANCES. All ordinances or sections of ordinances in conflict herewith are hereby repealed.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its passage, approval and publication once in the City's official paper.

PASSED by the Council and APPROVED by the Mayor on this 25th day of August, 2022.

DONALD ROBERTS, Mayor

ATTEST:

CHRISTOPHER CLINTON, Deputy City Clerk

APPROVED AS TO FORM:

LEE W. HENDRICKS, City Attorney

2022

RECORDS RETENTION SCHEDULE

CITY OF EDGERTON, KS

Prepared By: Alexandria Clower
CITY CLERK, CITY OF EDGERTON, KS
Approved by the Governing Body: _____



DRAFT

CITY OF EDGERTON, KS

RECORD RETENTION GUIDELINES

A Records Retention and Disposition Schedule is a key component when establishing an essential records management program. By regulating the storage of records during all phases of the records life cycle, the schedule allows an agency to manage records more effectively as a valuable resource. It is even more important that the process for this schedule be enacted to provide usefulness to the organization.

The contents of this manual were prepared to assist the City of Edgerton departments and divisions in making educated decisions about the retention, disposition, and destruction of records.

Records reflect activities that are constantly changing, therefore the retention requirements for them will require revision, as needed. Consequently, records retention and disposition schedules, including this general one, often need modification or additions to be effective. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors, and there may be some important common record series not addressed here which may need to be added. The City Clerk's Department welcomes all comments and suggestions concerned with improvement of the general schedule through modifications and additions.

This manual was created with assistance from the Kansas State Historical Society and the City of Topeka, Kansas.

(This Page is Intentionally Left Blank)

TABLE OF CONTENTS

NATURE OF RECORDS MANAGEMENT	5
RECORDS RETENTION	7
ANIMAL CONTROL	9
CITY CLERK	11
CITY COMMUNICATIONS.....	19
CITY COUNCIL OFFICE.....	21
CITY ADMINISTRATOR	23
CODE ENFORCEMENT	25
COMMON RECORDS.....	27
DEVELOPMENT SERVICES DEPARTMENT	31
ENGINEERING DEPARTMENT.....	35
FACILITY OPERATIONS.....	37
FINANCE.....	39
FLEET OPERATIONS	43
HUMAN RESOURCES DEPARTMENT.....	45
INFORMATION TECHNOLOGY.....	47
LEGAL DEPARTMENT	49
MUNICIPAL COURT.....	51
PAYROLL RECORDS	53
PUBLIC WORKS DEPARTMENT.....	55
RISK MANAGEMENT.....	57
UTILITIES DEPARTMENT.....	59
DISPOSING OF RECORDS.....	63
RECORD DESTRUCTION CERTIFICATE.....	65

(This Page is Intentionally Left Blank)

NATURE OF RECORDS MANAGEMENT

What is a record? "Records" include any type of information received or created during the process of official government business. The form of record can be paper documents consisting of, but not limited to, correspondence, memorandums, ledgers, and other means such as, but not limited to, audio tapes, video recordings, microfilm, photographs, and electronic document storage systems or other materials, regardless of physical form or characteristics. Non-records are the convenience copies that are made of records either created or received that are not evidence of the organization's activities (blank forms, magazines, catalogues, trade journals, federal or state policies or regulations, books, pamphlets, etc.)

Records are considered the institutional memory of an organization. Many of the records document the origin, evolution and operation of the governmental entity and responses to the needs of the community. Officials depend upon records for the day-to-day management and are used to plan, analyze, and track programs and events. Records provide officials with information for essential decision making.

Local records provide evidence for both citizens and the responsibilities of government. Many of the records are important for research – legal, public interest, and historical. Records also help ensure the organization's accountability by documenting its operations and performance.

An excerpt from The Kansas Electronic Records Management Guidelines states:

Records have traditionally been equated with physical objects, even though Kansas statutes define records without regard to their physical characteristics. The Government Records Preservation Act, for example, defines records in terms of their function and their relationship to the transaction of official business. According to K.S.A. 45-402(d):

"Government records" means all volumes, documents, reports, maps, drawings, charts, indexes, plans, memoranda, sound recordings, microfilms, photographic records and other data, information, or documentary material, regardless of physical form or characteristics, storage media or condition of use, made or received by an agency in pursuance of law or in connection with the transaction of official business or bearing upon the official activities and functions of any governmental agency. Published material acquired and preserved solely for reference purposes, extra copies of documents preserved only for convenience of reference and stocks of publications, blank forms and duplicated documents are not included within the definition of government records.
(www.kshs.org)

Basic aspects of record management include:

- Acknowledgement that Records Management is an important administrative function and supported by all levels of staff and elected officials
- Noted responsibility for organization of records
- Employees trained in the basics of records management
- Retained only long enough to meet the needs for administrative, fiscal, legal, historical, mandated, or other purposes

In essence, government functions maintain and create many forms of records. It is the agency's responsibility to maintain the records according to the needs of the organization, following a defined retention schedule.

RECORDS RETENTION

The objective of records management is to “ensure the records serve the purposes for which they were created as effectively as possible.” In addition, it is also the objective to provide a proper disposition, after the records have served those purposes.

It is beneficial to think of records in a life cycle concept. First stage is creation – information which is received or generated brings the record into being. Now that the records enter active life, they are to be filed and reviewed regularly. After a while, and that can vary from record to record, the record has served its intended purpose. It may never be accessed again or very infrequently. At this point, the record enters an inactive phase. After some time in the inactive stage, most records become obsolete, no longer having usefulness for the agency, and no value for historical purpose or other researching needs. This phase of records falls under the period of disposition. Generally, the disposition for these records is destruction, in accordance with legal requirements. Lastly, the small amount, estimated to be approximately five percent (5%) of records are estimated to have enduring value due to the information contained for administrative, fiscal, legal, historical or other viable continuing research. These items are archival records.

To recap; records follow the pattern of (1) creation; (2) active; (3) inactive; (4) disposition; and possibly, (5) archival.

The City of Edgerton minimum Retention Schedule is incorporated within this manual. It should be reviewed bi-annually or earlier, to ensure proper retention guidelines are followed per Kansas Statutes.

(This Page is Intentionally Left Blank)

ANNUAL CHICKEN PERMIT APPLICATIONS

Includes applications received from residents under Municipal Code Chapter 2, Article 2, Section 2-201.

Active: 3 years

Disposition: Destroy

ANNUAL DOMESTIC ANIMAL REGISTRATION INFO

Carbon copy of animal's registration form; including City tag number, ownership name & address, animals breed and sex, and owner contact information.

Active: 3 years

Disposition: Destroy

ANNUAL FARM AND FOWL ANIMAL PERMIT APPLICATIONS

Includes applications received from residents under Municipal Code Chapter 2, Article 1, Section 2-206.

Active: 3 years

Disposition: Destroy

**CODE VIOLATION CASES – GENERAL
NON-REGISTRATION, AT LARGE ANIMAL**

Includes, but not limited to, citations, case notes and photos.

Active: 3 years

Disposition: Destroy

**CODE VIOLATION CASES – PUBLIC SAFETY AND NEGLECT
BITES, NEGLECT/BABLUSE, RELINQUISHMENT, TRANSFERS**

Includes, but not limited to, citations, case notes and photos.

Active: 5 years

Disposition: Destroy

KENNEL INSPECTIONS

Includes, but not limited to, inspection reports, notes and any correspondence.

Active: 5 years

Disposition: Destroy

QUARTERLY REPORTS

Includes, but not limited to, department specific violations, complaints, permits issued, inspections completed, etc.

Active: 5 years

Disposition: Destroy

(This Page is Intentionally Left Blank)

ABSTRACTS

Disposition: permanent – 1 copy

ADMINISTRATIVE ACTION FORMS

Details actions taken by Administration of the City

Disposition: permanent – 1 copy

ALCOHOL LICENSING FILES

Includes applications and other related documents for City issued licenses

Active: until license is expired or obsolete

Inactive: 5 years

Disposition: destroy

ANNEXATION CASE FILES

Includes consents, petitions, and other related documents

Disposition: permanent – 1 copy

ANNUAL BUDGET

Includes operating and annual budgets for the City. See also Finance Schedule.

Disposition: permanent – 1 copy

ANNUAL REPORTS – CITY AGENCIES

Disposition: permanent – 1 copy

ANNUAL REPORTS – OTHER AGENCIES

Inactive: while useful, but not to exceed 5 years

Disposition: destroy

ASSESSMENTS

Includes public improvement special assessments, code enforcement abatements, and other assessments

Active: until all accounts paid, written off or sent to the County

Inactive: 3 years

Disposition: destroy

BOND DOCUMENTS (Prior to Bond Issuance)

Includes workpapers, correspondence and other misc. related to General Obligation Bonds, Industrial Revenue Bonds, Home Rule Revenue Bonds, etc.

Active: until the applicable bond transcript is received

Disposition: destroy

BOND POST-CLOSING DOCUMENTS

Includes bond requisitions, certifications, etc.

Active: until all obligations are paid

Inactive: 2 years

Disposition: destroy

BOND TRANSCRIPTS

Includes General Obligation Bonds, Industrial Revenue Bonds, Home Rule Revenue Bonds, etc.

Active: until all obligations are paid

Inactive: 5 years

Disposition: destroy; retain 1 copy permanently

BUDGET PREPARATION FILE

Active: until close of subsequent budget process

Inactive: 2 years - scan relevant information to electronic

Disposition: destroy

CAPITAL IMPROVEMENT PLAN

Plan of the City for a 5-year term

Disposition: permanent

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: destroy

CHARTER ORDINANCES

Disposition: permanent – 1 copy

CITY FORMS (Blank)

Active: until superseded or obsolete

Disposition: destroy

CITY LICENSES/PERMITS

Applications, plans, revisions, inspections, and correspondence for City Licenses and Permits.

Including, but not limited to, the following: Business Licenses, Fireworks Permits, Food Truck Permits, Special Event Permits, Solicitors Permits, Block Party Permits, Unconventional Vehicle Permits, etc.

Active: until license is expired or obsolete

Inactive: 5 years

Disposition: destroy

CLAIMS

Claims filed against the City

Active: 10 years

Disposition: destroy

CLASSIFICATION SPECIFICATIONS

Active: retain while current
Disposition: destroy

COMPLAINT FILES

Correspondence and documentation of action taken, if any. Retain complaints that are directly related to policy change permanently. Retain others as follows:

Active: retain while useful; but not more than 5 years
Disposition: destroy

CONDEMNATIONS

Disposition: permanent – 1 copy

CONTRACTORS' LIABILITY INSURANCE/BOND RECORDS

Active: 5 years after expiration
Disposition: destroy

CONTRACTS

Contract/Agreements approved by the Governing Body

Active: until contract is expired or canceled
Inactive: 5 years
Disposition: destroy

CORRECTIONS FILE

Corrections to documents that had been previously recorded

Disposition: permanent – 1 copy

CORRESPONDENCE (Routine)

Includes mail, letters, memos, copies, telephone messages, etc.

Active: retain while useful; but not more than 5 years
Disposition: destroy

DEEDS

Original deeds for all property owned by the City

Disposition: permanent – 1 copy

DIVISION POLICIES

Division policies as well as incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organization history of the department

Disposition: permanent – 1 copy

EASEMENTS

Original easement agreements

Disposition: permanent – 1 copy

ELECTRONIC RECORDS

Includes microfilmed or imaged documents. Use the retention schedule of the record series listed herein. The hard copy of a document can be destroyed after a document has been microfilmed or scanned, provided the image has been verified for accuracy. Any exception to this rule will be listed with that record series.

FINAL PLATS

Disposition: permanent – 1 copy

FRANCHISE FILE

Includes cable TV, telephone, internet, gas and electricity

Disposition: permanent – 1 copy

GOVERNING AGENCY REGULATIONS

Includes City, State, and Federal governing agencies' manuals and requirements

Active: until superseded or obsolete

Disposition: destroy

GOVERNING BODY ITEMS THAT WERE WITHDRAWN OR NOT ADOPTED

Active: 5 years

Disposition: destroy

GOVERNING BODY MINUTES

Record of all governing body actions

Disposition: permanent – 1 copy

GOVERNING BODY PACKETS

Record of all governing body actions including agendas, handouts, zoning cases, project budgets, and other related documents

Disposition: permanent – 1 copy

GRANT FILES

Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year.

Active: until project year is closed, and audit is completed

Inactive: 5 years or until completion of any action, whichever is later

Disposition: destroy after all grant funds have been expended.

GRIEVANCE FILES

Includes transcripts, exhibits, and other related documents

Active: 5 years after grievance is settled

Disposition: destroy

INSURANCE POLICIES

Active: until cancellation or expiration
Inactive: 5 years
Disposition: destroy

INVENTORIES

Includes equipment, vehicles, and other inventories
Active: until superseded or obsolete
Disposition: destroy

JOB DESCRIPTION (Reference copy)

Active: until superseded or obsolete
Disposition: destroy

LICENSE AND PERMIT SURETY BONDS OR INSURANCE DOCUMENTS

Active: until expired or canceled
Inactive: 5 years
Disposition: destroy

MUNICIPAL CODE BOOK

Includes active supplements. Amendments to the code are kept with the council packet(s) and ordinance(s) approving the amendment.
Disposition: permanent – 1 copy

OPEN MEETING NOTICIES

Recorded dates and times for all committees, boards, and governing body
Active: 2 years
Disposition: destroy

OPEN RECORDS REQUESTS

Active: 3 years
Disposition: destroy

ORDINANCES

Disposition: permanent – 1 copy

PENSION INFORMATION (KPERS)

KPERS Actuarial Report kept within Audit Information. Quarterly KPERS reports are kept within Payroll Accounts Payable. See Payroll Records Schedule.
Disposition: permanent – 1 copy

PETITIONS – MISCELLANEOUS

Active: 5 years; seek archival approval before destroying
Disposition: destroy

PETITIONS TO PUT ISSUE ON BALLOT

Disposition: permanent – 1 copy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: destroy

PROJECT BUDGETS

Includes documents related to CIP Budget.

Disposition: permanent – 1 copy

PROOF OF PUBLICATIONS

Includes documents related to Ordinances, Resolutions, Public Hearings, RFPs, Budget, Treasurer Reports, etc.

Active: 5 years

Disposition: permanent

PUBLIC IMPROVEMENT PROJECT PETITIONS

Active: until consideration from Governing Body, at which time decision is made

Inactive: 5 years

Disposition: destroy

PUBLIC OFFICIAL BONDS

Signed by the governing body, etc.

Active: while in office

Inactive: 10 years

Disposition: destroy

RECEIPTS/DEPOSIT SLIPS

Daily listing of money received, and accounts credited. See Finance Schedule

Active: 3 years

Disposition: destroy

RECORDS MANAGEMENT

Includes completed survey forms, inventories, destruction lists, transfer records, and other related documents

Disposition: permanent – 1 copy

REPORTS – MISCELLANEOUS

Includes City Committees, councils, boards, panels, and advisory bodies

Disposition: permanent

RESOLUTIONS

Dispositions: permanent – 1 copy

SPECIFICATIONS

Related to city projects and purchases

Active: until contract is signed

Inactive: 5 years

Disposition: destroy

STATE REVOLVING LOAN FILES

Includes application, award notice, public hearing notices, RFP's, correspondence, reports, purchase orders, banking records, accounting ledgers and other reports maintained by grant year

Active: until final audit is closed

Inactive: 5 years

Disposition: destroy

SUPERVISOR'S FILES

Limited to required documents for current oversight of employee: A) work schedule; B) leave information; C) attendance record; D) overtime hours distribution; E) current payroll status report; F) current active disciplinary track items (1 year after resolution or per contract); G) last performance evaluation; H) performance observations since the last evaluation (positive and negative); I) requests for safety equipment and uniforms; and J) worker's compensation information. Purge after every evaluation.

Active: while employee is under direct supervision

Inactive: 1 year

Disposition: destroy

SURVEYS AND STUDIES – FINAL REPORT

Includes surveys and studies done by city agencies or paid for by city agencies

Disposition: permanent – 1 copy

SURVEYS AND STUDIES – RELATED DOCUMENTS

Includes surveys and studies done by city agencies or paid for by city agencies

Active: 5 years

Disposition: destroy

TITLE CERTIFICATES

Includes titles for all city-owned vehicles

Active: while vehicle is owned

Disposition: transfer to new owner

WARRANTY FILES

Includes warranties, promises, and other related documents

Active: 5 years or life of warranty, whichever is longer

Disposition: destroy

(This Page is Intentionally Left Blank)

BROCHURES AND NEWSLETTERS

Includes City newsletter and other items published through Marketing and Communications

Disposition: permanent – 1 copy

PHOTOGRAPHIC AND VIDEO MATERIALS

Negatives, photo-prints, slides, films, digital prints, and videotapes that were used in official publications; return others to appropriate department

Active: 1 year

Disposition: destroy

SCRAPBOOKS AND ALBUMS OF HISTORICAL INFO

Collection of miscellaneous documents, newspaper clippings and pictures regarding department history

Disposition: permanent

SOCIAL MEDIA REPORTS

Active: 2 years

Disposition: destroy

STATE OF THE CITY ADDRESS

Active: 7 years

Disposition: retain until no longer useful, then destroy

PRESS RELEASES

Retain press releases about special events permanently. Retain all others as follows:

Active: 2 years

Disposition: destroy

(This Page is Intentionally Left Blank)

CITY COUNCIL MEMBER FILES

Copies of correspondence and other information relating to the specific council member

Active: retain while useful

Disposition: destroy

COMMUNITY ISSUES FILE

Community projects, issues, complaints or other items of interest to the community. Includes correspondence, contract copies, annual reports, surveys, studies, emails and other related documents

Active: 5 years

Disposition: destroy

CONSTITUENT SERVICES PROGRAM

Community complaints and/or issues from constituents to inform councilmembers and city departments

Active: retain while useful

Disposition: destroy

RESEARCH FILES

Records of research conducted on subjects in response to council member request

Active: retain while useful

Disposition: destroy

SPECIAL COMMITTEES (Special committees may be established when there is an issue which needs special focus and would be better handled outside standing committees. This committee would be created by a majority of the Council.) All documentation that supports recommendation by the Committee including but not limited to; presentations, notes, minutes, handouts, reports, studies.

Disposition: permanent

(This Page is Intentionally Left Blank)

CITIZEN COMPLAINT FILE

Correspondence and notes regarding individual citizen issues.

Active: 5 years

Disposition: destroy

COMMUNITY INVOLVEMENT FILES

Documents cooperative relationships as well as community relations

Active: retain while useful; but not more than 5 years

Disposition: destroy

COMMUNITY ISSUES FILE

Community projects, issues, complaints about major problems, or other items of interest to the community. Includes correspondence, contract copies, annual reports, surveys, studies and other related documents

Active: 5 years

Disposition: destroy

CORRESPONDENCE

Includes inquiries, memos, copies, emails, telephone records, etc.

Active: 5 years

Disposition: destroy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: destroy

PROJECT MANAGEMENT FILES

On-going correspondence on status of projects

Active: until project is completed

Inactive: 5 years

Disposition: destroy

(This Page is Intentionally Left Blank)

BILLING FILES

Includes bills sent to property owners for abatement costs (remaining open until collections is complete)

Active: 5 years

Disposition: permanent – digital copy

CASE FILES – W/O COURT APPEARANCE

Includes documents related to cases without a court appearance such as, case notes, photos, and any correspondence.

Active: 3 years

Disposition: destroy

CASE FILES – W/COURT APPEARANCE

Includes documents related to cases with court appearance such as, case notes, photos, and any correspondence.

Active: 5 years

Disposition: destroy

CONTRACTOR FILES

Includes copies of contracts. See also City Clerk Schedule

Active: until superseded, plus 1 year

Disposition: destroy

DEMOLITION FILES

City-ordered demolitions of privately owned facilities, including, but not limited to, cost estimates of repair, pictures of property, publicized code compliance notices, mailings, and notifications

Active: 2 years or until bill is paid

Inactive: 10 years

Disposition: permanent – 1 copy

QUARTERLY REPORTS

Includes, but not limited to, department specific violations, complaints, permits issued, inspections completed, etc.

Active: 5 years

Disposition: Destroy

(This Page is Intentionally Left Blank)

ADA COMPLAINTS/GRIEVANCES

Documentation of complaints and/or grievance occurring in current division facilities

Active: 3 years after file is closed

Disposition: destroy

APPOINTMENT BOOKS/CALENDARS/FACILITY RESERVATIONS

Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meeting rooms, etc.

Active: retain until no longer useful

Disposition: delete/destroy

BIDS (Informational)

Office supplies, small office equipment, office services, etc., under \$5,000

Active: 5 years

Disposition: destroy

BIDS AND REQUEST FOR PROPOSALS (successful)

Active: life of contract

Inactive: 5 years

Disposition: destroy

BIDS AND REQUEST FOR PROPOSALS (unsuccessful)

Active: 5 years

Disposition: destroy

BUDGET PREPARATION FILE

Active: close of subsequent budget process

Disposition: destroy

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: destroy

CITY LICENSES/PERMITS

Applications, plans, revisions, inspections, and correspondence for City Licenses and Permits. Including, but not limited to, the following: Business Licenses, Fireworks Permits, Food Truck Permits, Special Event Permits, Solicitors Permits, Block Party Permits, Unconventional Vehicle Permits, etc.

Active: 1 year

Inactive: 3 years, scan to electronic

Disposition: destroy

COMMITTEE FILES – MISCELLANEOUS FILE

Includes minutes, agendas, correspondence, rosters and other related documents from committees

Active: 3 years

Disposition: destroy

COMPLAINT FILES

Correspondence and documentation of action taken. Retain complaints that are directly related to policy change permanently. Retain all others as follows:

Active: retain while useful; but not more than 5 years

Disposition: destroy

CONTRACTS

Includes instructors, vendors, contractors, developers, and other contracts. See also City Clerk Schedule

Active: until contract is expired or canceled

Inactive: 5 years

Disposition: destroy

CONTRACTORS LIABILITY INSURANCE/BOND RECORDS

Active: 5 years after expiration

Disposition: destroy

CORRESPONDENCE (Routine)

Includes inquiries, memos, copies, telephone records, etc.

Active: retain while useful; but not more than 5 years

Disposition: destroy

DIVISION POLICIES

Division policies as well as incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organization history of the department

Disposition: permanent

ELECTRONIC RECORDS

Includes microfilmed or imaged documents. Use the retention schedule of the record series listed herein. The hard copy of a document can be destroyed after a document has been microfilmed or scanned, provided the image has been verified for accuracy. Any exception to this rule will be listed with that record series

FORMS (Blank)

Active: until superseded or obsolete

Disposition: destroy

GOVERNING AGENCY REGULATIONS

Includes City, State, and Federal governing agencies' manuals and requirements

Active: until superseded or obsolete

Disposition: destroy

GRANT ADMINISTRATIVE AND FINANCIAL FILES

Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year.

Active: until project year is closed, and audit is completed

Inactive: 5 years or until completion of any action, whichever is later

Disposition: destroy after all grant funds have been expended.

INCIDENT REPORTS

Documentation of incidents occurring in current departments

Active: 5 years

Disposition: destroy

INVENTORIES

Includes equipment, records, vehicles, and other inventories

Active: until superseded or obsolete

Disposition: destroy

JOB DESCRIPTIONS (Reference Copy)

Active: until superseded or obsolete

Disposition: destroy

PROJECT GENERAL FILES

Includes ordinances, resolutions, contracts, specifications and other documents for projects which are duplicated elsewhere. See also Project Master File and City Clerk Schedule

Active: until accepted for maintenance

Inactive: 1 year

Disposition: destroy after noting related document numbers on cover sheet

PROJECT MASTER FILE

Includes documentation unique to current division for project. See also Project General Files

Disposition: permanent

REFERENCE BOOKS/JOURNALS

Also includes newsletters and seminar notebooks

Active: until superseded or obsolete

Disposition: destroy

VEHICLE OPERATION RECORDS

Includes documents related to the use of City-owned vehicles. See also Fleet Services Schedule

Active: 3 years

Disposition: destroy

VOLUNTEER RECORDS

Includes application, job description, training, recruitment records, recognition, background checks, liability waiver and Emergency Medical Authorization Form, address, and other related documents

Active: while current

Inactive: 2 years

Disposition: destroy

WARRANTY FILES

Includes warranties, promises and other related documents

Active: 5 years or life of warranty, whichever is longer

Disposition: destroy

ANNEXATION CASE FILES

Disposition: permanent

BOARD OF ZONING APPEALS FILES

Includes minutes, appeals, correspondence, index and other related documents

Active: until case closed

Inactive: 5 years

Disposition: permanent

BLASTING PERMITS

Includes applications, maps, blast reports and survey reports.

Active: 5 years

Disposition: permanent

BUILDING CODES

Disposition: permanent – 1 copy

BUILDING PERMITS

Includes applications, plans, any revised plans, inspection reports, and plan review comments.

Active: until permit closed

Inactive: 2 years, scan to electronic

Disposition: permanent

BUILDING PERMIT RESPONSES

Responses to permit applications

Active: retain while useful; not more than 4 years

Disposition: destroy

COMPREHENSIVE PLAN

Disposition: permanent

CONDITIONAL USE PERMITS

Includes applications, plans, Planning Commission minutes, and Protest Petitions.

Active: until expiration of Conditional Use Permit

Inactive: 5 years

Disposition: permanent

CORRESPONDENCE (project related)

Active: 5 years

Disposition: permanent if unique to project; otherwise destroy

FLOOD PLAIN DEVELOPMENT

Includes applications, plans, any revised plans, and engineer reports.

Active: 5 years

Disposition: permanent

LAND DISTURBANCE PERMITS

Includes applications, plans, any revised plans, inspection reports, and plan review comments.

Active: 5 years

Disposition: permanent

LOT SPLITS

Includes applications, plats, and review comments.

Active: 2 years

Disposition: permanent digital copies are recorded through the County.

PLANNED UNIT DEVELOPMENT PLANS

Includes applications, plans, plats, and development agreements.

Active: 5 years

Disposition: permanent

PLANNING COMMISSION

Includes agendas, minutes, packets, testimony and applications.

Active: 5 years

Disposition: permanent

PLATS – PRELIMINARY

Includes applications, correspondence, plans, revised plans and plan review comments.

Active: 2 years

Disposition: retain until Final Plat is recorded and Platted, destroy.

PLATS – FINAL

Includes applications, correspondence, plans, revised plans and plan review comments.

Active: 5 years

Disposition: permanent digital copies are recorded through the County.

QUARTERLY REPORTS

Includes, but not limited to, department specific violations, complaints, permits issued, inspections completed, etc.

Active: 5 years

Disposition: Destroy

SIGN PERMITS

Includes applications, cutsheets, any revised cutsheets, renderings, any revised renderings.

Active: 5 years

Disposition: permanent

SITE PLAN – PRELIMINARY

Includes applications, Staff Reports, plans, any revised plans, and Planning Commission minutes.

Active: 5 years or until superseded

Disposition: permanent

SITE PLAN – FINAL

Includes applications, Staff Reports, plans, any revised plans, and Planning Commission minutes.

Active: 5 years or until superseded

Disposition: permanent

TEMPORARY CONSTRUCTION USE

Includes applications, Planning Commission minutes, packets, and testimony.

Active: 5 years

Disposition: permanent

TRADE LICENSE CODE BOOKS

Includes mechanical, plumbing, fire, traffic, electrical, housing, and other codes

Disposition: permanent – 1 copy

UNIFIED DEVELOPMENT CODE BOOK

Includes active supplements. Amendments to the code are kept with the planning commission/council packet(s) and ordinance(s) approving the amendment.

Disposition: permanent – 1 copy

VACATION PETITION FILES

Includes street, alley and easement vacations

Disposition: permanent

ZONING AMENDMENTS (REZONING APPLICATIONS)

Includes applications, Planning Commission and Governing Body minutes, packets, testimony and Protest Petitions.

Active: 5 years

Disposition: permanent

ZONING PETITION FILES

Disposition: permanent

ZONING PETITION RESPONSES

Responses to new cases. See also City of Edgerton Planning Department

Active: retain while useful; but not more than 4 years

Disposition: destroy

(This Page is Intentionally Left Blank)

AERIAL PHOTOGRAPHS

Disposition: permanent

AS-BUILT DRAWINGS

Drawings of a final project.

Active: 2 years

Disposition: permanent

BRIDGE INVENTORY

Includes records, load rating calculations, photographs, etc.

Disposition: permanent

CONTRACTS (project related)

Includes engineering firms, instructors, vendors, contractors, developers, service, and other contracts.

Active: until project is completed and accepted for maintenance

Disposition: permanent

CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS FOR PROJECTS

Active: until project is completed

Disposition: permanent

EASEMENTS

Original easement agreements, including Right-of-Way, Temporary Construction, etc.

Disposition: permanent

INTERSECTION FILES

Water/Sewer main location drawings

Disposition: permanent

PLAT MAPS

Half-sized recorded plats obtained from County

Disposition: permanent

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: destroy

PROOF OF PUBLICATION - PROJECTS

Active: 3 years

Disposition: permanent

SUBDIVISION FILES

Disposition: permanent

SURVEY FILE

Includes horizontal and vertical control data land survey research and evaluation documents, field survey data and construction staking records, land survey plats and documents

Disposition: permanent

TRAFFIC COUNT BOOKS

Used to perform safety and warrant analysis

Disposition: permanent

TRAFFIC DISRUPTION PERMITS

Active: 3 years

Disposition: destroy

TRAFFIC LOCATION FILES

Consists of all traffic activity at a given location

Disposition: permanent

TRAFFIC SIGNAL PLANS

Disposition: permanent

ZONING PETITION RESPONSES

Responses to new cases. See also Development Services Department.

Active: retain while useful; but not more than 4 years

Disposition: destroy

EQUIPMENT CHECK OUT LOGS

Active: until all equipment is returned
Disposition: destroy

MAPS/PLANS

Includes electrical, plumbing, heating, and other facility plans for various city buildings

Active: while city owns property
Disposition: destroy

WORK ORDERS (internal)

Includes emails or other correspondence for request for service

Active: 1 year
Disposition: destroy

(This Page is Intentionally Left Blank)

ABSTRACT OF TAXES

Disposition: permanent

ACCOUNTS PAYABLE DOCUMENTS

Includes check registers, direct deposit registers, wire registers, approved reports, invoices and purchase orders

Active: 5 years

Disposition: destroy

ACCOUNTS RECEIVABLE

Includes amounts owed to the City for services provided such as Infrastructure Inspection Fees, etc.

Active: 1 year after paid in full

Disposition: destroy

ANNUAL BUDGET

Active: 10 years; merge to one central file

Disposition: permanently – 1 copy

ANNUAL LEVY BY TAX UNIT REPORT

Disposition: permanent

APPRAISER ANNUAL REVALUATION REPORT

Disposition: permanent

ASSET RECORDS

Inventory, maintenance records and other related documents for equipment

Active: until equipment is sold or superseded

Disposition: destroy

AUDIT REPORTS

Results of audits conducted by local, state, federal and/or non-governmental auditing agencies

Active: 3 years

Disposition: permanently – 1 copy

BANKING RECORDS

Includes bank statements, bank reconciliation, deposit books and slips, and cancelled checks in any format

Active: 5 years

Disposition: destroy

BOND DOCUMENTS (Prior to Bond Issuance)

Includes workpapers, correspondence and other misc. related to General Obligation Bonds, Industrial Revenue Bonds, Home Rule Revenue Bonds, etc.

Active: until the applicable bond transcript is received

Disposition: destroy

BOND POST-CLOSING DOCUMENTS

Includes bond requisitions, certifications

Active: until all obligations are paid

Inactive: 2 years

Disposition: destroy

BOND TRANSCRIPTS

Includes General Obligation Bonds, Industrial Revenue Bonds, Home Rule Revenue Bonds, etc.

Active: until all obligations are paid

Inactive: 5 years

Disposition: destroy; retain 1 copy permanently

CERTIFICATES OF DEPOSIT

Active: until maturity

Disposition: return to bank

CHECKS UNCLAIMED

Unclaimed checks, including payroll, vendor, and other checks

Active: 2 years from date of issuance

Disposition: destroy

CID DOCUMENTS

(Other than Transcripts)

Active: retain until CID Bond Transcript is received

Disposition: destroy

CID TRANSCRIPTS

Active: retain until CID term ends plus 2 years

Disposition: destroy

CIP BUDGET

Active: 10 years; merge to one central file

Disposition: permanently – 1 copy

DAILY FEES CASHIERING BATCHES

Contains receipt reports, deposit slips and other supporting documents

Active: 5 years

Disposition: destroy

GRANT FILES

Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year.

Active: until project year is closed, and audit is completed

Inactive: 5 years or until completion of any action, whichever is later

Disposition: destroy after all grant funds have been expended.

INVESTMENT RECORDS

Includes monthly reports generated by Investment Manager and transaction confirmations

Active: 5 years

Disposition: destroy

JOURNAL ENTRIES

Includes budget adjustment entries

Active: 5 years

Disposition: destroy

LIQUOR TAX ENTITIY REPORTS

Active: 10 years

Disposition: destroy

PAYROLL DOCUMENTS

Includes timecards/sheets, leave requests, direct deposit reports, payroll adjustment records, and payroll registers

Active: 5 years

Disposition: destroy

PRELIMINARY ASSESSED VALUE REPORTS

Disposition: permanent

PROOF OF PUBLICATIONS

Includes documents related to RFPs, Budget, Treasurer Reports, etc. See also City Clerk Schedule

Active: 5 years

Disposition: permanent

PURCHASING CARD TRANSACTIONS (P-CARDS)

Monthly transaction reports and or/receipts

Active: 5 years

Disposition: destroy

QUARTERLY FINANCIAL REPORTS

Active: 1 year
Inactive: retain until final audit report is issued
Disposition: destroy

SALES TAX ENTITIY REPORTS

Active: 10 years
Disposition: destroy

SALES TAX DISTRIBUTION REPORTS

Active: 10 years
Disposition: destroy

SURPLUS PROPERTY LIST

Copies of forms and supporting documents used to remove capital equipment from the office inventory

Active: 3 fiscal years
Disposition: destroy

TIF DOCUMENTS

(Other than Transcripts)

Active: retain until TIF Bond Transcripts is received
Disposition: destroy

TIF TRANSCRIPTS

Active: retain until final project plan is terminated plus 2 years
Disposition: destroy

TRANSIENT GUEST TAX ENTITIY REPORTS

Active: 10 years
Disposition: destroy

TREASURER CHECKS & WIRES

Active: 5 years
Disposition: destroy

USE TAX ENTITIY REPORTS

Active: 10 years
Disposition: destroy

USE TAX DISTRIBUTION REPORTS

Active: 10 years
Disposition: destroy

FLEET BILLING RECORDS

Includes charges to other departments, cost analysis and other related documents

Active: 5 years

Disposition: destroy

FUEL RECORDS

Details amount of fuel purchased

Active: 3 years

Disposition: destroy

INVENTORIES

Includes vehicles, equipment, parts, records, and other inventories

Active: until superseded or obsolete

Disposition: destroy

USED OIL MANIFESTS

Details amount of oil generated, date oil transferred

Active: 3 years

Disposition: destroy

VEHICLE AND EQUIPMENT OPERATION RECORDS

Includes documents related to the use of City-owned vehicles and equipment

Active: 3 years

Inactive: 2 years

Disposition: destroy

VEHICLE AND EQUIPMENT PURCHASE RECORDS

Includes title documents, lease information, etc.

Active: ownership of vehicle and equipment

Inactive: release to new owner

VEHICLE AND EQUIPMENT REPAIR RECORDS

Includes preventative and emergency repairs. Also called Work Order Report

Active: ownership of vehicle and equipment

Disposition: destroy

WARRANTY FILES

Includes warranties, promises and other related documents

Active: 5 years or life of warranty, whichever is longer

Disposition: destroy

(This Page is Intentionally Left Blank)

ACCIDENT REPORTS

Documentation of accidents occurring in current division's facilities including volunteer accident reports

Active: 5 years

Disposition: destroy

COMPLAINT FILES

Active: 5 years

Disposition: shred hard copy, permanent electronic files

CONFIDENTIAL FILES

Includes: physician records of examination, diagnostic records, laboratory test records, drug screening records, health plan application forms, KPERS, FMLA, accident reports, workers' compensation reports, detailed background checks, etc.

Active: tenure plus 2 years

Disposition: shred hard copy, permanent electronic files kept for 65 years

GREIVANCE FILES

Active: 5 years

Disposition: shred hard copy, permanent electronic files

PERSONNEL FILES

Includes: employment application, background check, policy signatures, tax forms, payroll actions, discipline actions, awards, training, performance appraisals, exit interview form, tuition reimbursement, position description, etc.

Active: tenure plus 2 years

Inactive: scan electronic – hold for 50 years

Disposition: destroy

PERSONNEL MANUAL

Active: until superseded

Inactive: 3 years

Disposition: destroy

TRAINING RECORDS – INDIVIDUAL

Record of continuing education course completed, date, and any certificates. See Personnel File retention.

Active: while individual is employed

Disposition: destroy

TRAINING RECORDS – OFFICIAL

Training manuals, course outlines, and listing of all courses offered with dates

Disposition: permanent – 1 copy

(This Page is Intentionally Left Blank)

COMPUTER BACKUPS

Tapes and disks which hold backups for servers and networks. Retain the annual backup while city owns the computer system that reads the information. Retain all others as follows:

Active: 1 year
Disposition: destroy

QUARTERLY MANAGED SERVICE REPORTS

Active: 5 years
Disposition: destroy

REQUEST FOR SERVICE

E-mail or other correspondence regarding problems and solutions

Active: 1 year
Disposition: destroy

SOFTWARE LICENSING

Active: retain while current
Disposition: destroy

VIDEO SURVEILLANCE AND SECURITY CAMERA SYSTEMS

Device memory, hardware storage devices, tape and optical media (does not include traffic detection video systems, sewer camera inspection video systems, process and control camera systems, law enforcement video systems, court video systems and still frames captured from digital cameras)

Active: 7 days or 168 hours
Disposition: erased or overwritten

(This Page is Intentionally Left Blank)

CLAIMS

Active: 10 years

Disposition: destroy

COMPLAINT FILES

Correspondence and documentation of action taken. Retain complaints that are directly related to policy change permanently. Retain others as follows:

Active: retain while useful; but not more than 5 years

Disposition: destroy

CONSUMER PROTECTION CASE FILES

Active: until resolved

Inactive: 5 years

Disposition: destroy

LAWSUITS

Includes outside counsel files and other related documents

Active: until case is closed, and all appeal time has been met

Inactive: 10 years

Disposition: destroy

OPEN MEETING NOTICES

Notices of open meetings throughout city

Active: 1 year

Disposition: destroy

RESEARCH FILES

Includes drafts and research to support ordinances

Active: retain while useful

Disposition: destroy

(This Page is Intentionally Left Blank)

ACCOUNTS RECEIVABLE

Includes amounts owed to the City for parking citations, speeding citations, code violations, and all other violations listed within City Ordinances.

Active: 1 year after paid in full

Disposition: destroy

APPEAL FILES ON MUNICIPAL COURT CASES

Records on cases that have been appealed to District Court

Active: until case is closed, and all appeal time has been met

Inactive: 7 years

Disposition: destroy

COMMUNITY SERVICE RECORDS

Retain a summary of community service performed by an individual permanently. Retain all supporting documents as follows:

Active: until service is completed, and case is closed

Inactive: 5 years

Disposition: destroy

COURT BOND DOCUMENTS

Active: until expired or paid

Inactive: 5 years

Disposition: destroy

DOCKETS

Retain any dockets that could be used to establish criminal history on all offenses equivalent to an A or B misdemeanor for 50 years. Retain all others as follows:

Active: 5 years

Disposition: destroy

DUI CASE FILES

Maintain original diversion agreements and Waivers of Right to Counsel permanently. Dispose of other documents as follows:

Active: until case is closed with no further activity

Inactive: 7 years

Disposition: destroy

MUNICIPAL COURT CASE FILES

Does not include DUI or Criminal Weapon Violations

Active: until case is closed with no further activity

Inactive: 7 years

Disposition: destroy

PROBATION RECORDS

Includes client files, intoxication reports, shoplifting reports, house arrest reports and other related documents. Retain Waivers of Right to Counsel for 50 years. Retain all others as follows:

Active: until individual has completed program
Inactive: 5 years
Disposition: destroy

TICKETS -- DISMISSED OR VOID

Retained to show identity of individual who dismissed or voided the ticket

Active: 2 years
Disposition: destroy

TICKETS - OFFENSE EQUIVALENT TO AN (A) OR (B) MISDEMEANOR

Active: 50 years
Disposition: destroy

TICKETS-TRAFFIC OR PARKING

Active: 3 years
Disposition: destroy

WARRANT RECORDS

Active: until served or expired
Inactive: 5 years
Disposition: destroy

COMPENSATION ADJUSTMENT FORM

Active: retain until entered in computer; file in personnel

Disposition: destroy along with personnel file, follow personnel retention schedule

COURT-ORDERED PAYMENTS

Includes child support, garnishments, and bankruptcy orders, answers, and receipts. Held within personnel file.

Active: 5 years after release of wages

Disposition: destroy

DIRECT DEPOSIT AUTHORIZATION RECORDS

Active: until superseded or no longer in effect

Disposition: destroy active along with personnel file; follow personnel retention schedule

EMPLOYEE STATUS CHANGE FORM

Active: retain until entered in computer; file in personnel

Disposition: destroy along with personnel file, follow personnel retention schedule

KPERS REPORT

Details employee name, social security number, and annual contribution amounts (no longer receive annual report, reports are from previous years until 2015). Reports are now held on same schedule as Payroll Accounts Payable Records.

Disposition: permanent (for previous years until 2015)

PAYROLL ACCOUNTS PAYABLE RECORDS

Accounts payable related to payroll and benefits. Includes check registers, wire registers, direct deposit registers, approval reports and invoices.

Active: 5 years

Disposition: destroy

PAYROLL DEDUCTION AUTHORIZATION FORMS

Includes health and benefit enrollments and other voluntary deductions; does not include Direct Deposit Authorizations

Active: retain until entered in computer; file in personnel

Disposition: destroy along with personnel file, follow personnel retention schedule

PAYROLL DOCUMENTS

Includes time sheets, time entry reports, payroll registers and direct deposit reports.

Active: 5 fiscal years

Disposition: destroy

TAX REPORTS

Includes but is not limited to, 1099 Forms, W-2 Forms, 941 Forms, K-3 Forms, and undelivered W-2 Forms

Active: 5 years

Disposition: destroy

UNEMPLOYMENT INSURANCE QUARTERLY REPORTS

Active: 2 years

Disposition: destroy

ASSET RECORDS

Includes installation plans, operation brochures, manufacturing information, or any list of components for items related to sidewalks, valves, hydrants, etc.

Active: while structure exists and in service, product is installed or able to be installed.

Inactive: documents pertaining to install, maintenance and operation, held for 3 years while product is still active.

Disposition: destroy

CAPITAL IMPROVEMENT PLAN

Active: until CIP is completed

Inactive: 1 year, final CIP is held under City Clerk Schedule terms.

Disposition: destroy

COMMUNITY ISSUES FILE

Working files of special issues, complaints about major problems, or other items of interest to the community; includes correspondence, contract copies, annual reports, surveys, studies, and other related documents

Active: retain while useful; but not more than 10 years

Disposition: destroy

CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS:

Active: 5 years after expiration

Disposition: destroy

FINANCIAL REPORTS

Includes Financial Reports, budgets for Public Works accounts, and other computer-generated financial documents

Active: 5 years

Disposition: destroy

PRESENTATION FILES

Final versions of handouts, speeches, and presentations given at seminars and meetings

Active: 10 years

Disposition: destroy

PROJECT BUDGETS

Includes documents related to CIP Budget.

Disposition: permanent – 1 copy

PROJECT FILES – MAJOR STRUCTURES

Comprehensive records and plans of all major structure projects. Includes buildings, bridges, parks, treatment plants and other major structures

Active: while structure exists

Inactive: 5 years

Disposition: destroy

PROJECT FILES – MISCELLANEOUS

Comprehensive records, including plans, of projects not listed above. See also related documents in this schedule as well as Public Works Schedule.

Active: until accepted for maintenance

Inactive: 5 years

Disposition: destroy

PUBLIC WORKS ADMINISTRATIVE ACTION AGENDAS

Tracking system for documents

Disposition: 5 years

RIGHT OF WAY PERMITS

Application and permit for excavation, street cut, and curb cut under the City of Edgerton
Municipal Code Chapter XII, Article 3

Active: until completion of project

Inactive: 5 years

Disposition: permanent

STATE REVOLVING LOAN FILES

Includes application, award notice, public hearing notices, RFP's, correspondence, reports, purchase orders, banking records, accounting ledgers and other reports maintained by grant year

Active: until final audit is closed

Inactive: 5 years

Disposition: destroy

TOUR AND PRESENTATION SCHEDULES

Correspondence and documentation about group tours of facilities or staff visits to other locations

Active: retain while useful; but not more than 5 years

Disposition: destroy

BLOOD-BORNE PATHOGEN FILES

Includes claims files and program monitor files

Active: 30 years

Disposition: destroy

CLAIM FILES

Includes real and personal property for which insurance has been purchased

Active: 5 years or until all statute of limitations have expired, whichever is longer

Disposition: destroy

INSURANCE POLICIES

Policies which the City of Edgerton has purchased

Active: until expired or cancelled

Inactive: 5 years

Disposition: destroy

MOTOR VEHICLE RECORDS

Includes one record for each person who drives a city-owned vehicle

Active: 5 years

Disposition: destroy

PROFESSIONAL ORGANIZATION FILES

Includes Policy and Procedure Drafts/Final Copies

Active: until superseded

Inactive: 2 years

Disposition: destroy

SAFETY COMMITTEE FILE

Includes notes, minutes and other documents from division or department meetings which are used as a reference tool for policy-making bodies

Active: 5 years

Disposition: destroy

SAFETY INSPECTION FILES - CITY

Conducted by Safety Director and KMIT(IMA). Includes all correspondence and follow-up.

Active: until completion of subsequent inspection

Inactive: 5 years

Disposition: destroy

SAFETY INSPECTION FILES STATE

Conducted by Kansas Department of Labor

Active: until completion of subsequent inspection

Inactive: 5 years

Disposition: destroy

SAFETY MANUAL

Active: until superseded
Inactive: 3 years
Disposition: destroy

SAFETY RECORDS

Includes documented safety management processes and procedures, such as: Incident investigation reports, safety recommendations, related remedial actions and their follow-up. Safety assessment reports and supporting material.

Active: until superseded or obsolete
Disposition: destroy

SELF-INSURANCE CLAIM FILES

Includes automobile physical damage fund and other items self-insured by the City

Active: 5 years or until all statute of limitations have expired, whichever is longer
Disposition: destroy

STATISTICAL REPORTS

Includes monthly, quarterly and annual city and county workers compensation reports and reports of vehicle claims. Retain annual (or December) report permanently. Retain all others as follows:

Active: until audit completed
Inactive: 1 year
Disposition: destroy

WORKERS COMPENSATION CLAIM FILES

Retain computerized history 30 years. Retain hard copy files as follows:

Active: 5 years or until all statute of limitations have expired, whichever is longer
Disposition: destroy

WORKERS COMPENSATION DIRECT PAYMENT REQUESTS

This series does NOT include all other purchasing documents

Active: 5 years
Disposition: destroy

WORKERS COMPENSATION SELF-INSURANCE PERMIT FILES

Includes application, permit and supporting documents

Active: until expired or cancelled
Inactive: 5 years
Disposition: destroy

WORKER'S COMPENSATION QUARTERLY REPORTS

List of paid-to-date and summary report

Active: 1 year
Disposition: destroy

ABANDONED WATER SERVICE INFORMATION

Includes address, index, etc., to old water services

Disposition: permanent

BIOSOLIDS APPLICATION SITE RECORDS

Includes Biosolids Application Rate Worksheets, Soil Samples Data, Yearly Biosolids Reports, and Bi-monthly Biosolids Analysis. Reported to Kansas Department of Health and Environment annually. Retain annual report permanently. Retain all other information as follows:

Active: 5 years

Disposition: destroy

CORPS OF ENGINEERS EXCAVATION PERMITS

Documents regarding building permits within 500 feet of the levee

Disposition: permanent

CONSUMER CONFIDENCE REPORT

Active: 10 years

Disposition: destroy

DAILY OPERATIONS LOG

Includes readings on flow, pump age, chemicals, special notes, etc. as well as identity of employee doing the reading

Active: 10 years

Disposition: destroy

EASEMENTS

Original easement agreements

Disposition: permanent

FINANCIAL STATEMENTS AND WORK PAPERS

Active: 3 years

Disposition: destroy

GREASE INTERCEPTOR INSPECTION REPORT FORMS

Active: 5 years

Disposition: destroy

GREASE TRAP PROGRAM AGENDAS/LETTERS/REPORTS

Active: 5 years

Disposition: destroy

GREASE TRAP QUARTERLY REPORT FORMS

Active: 5 years

Disposition: destroy

LABORATORY RECORDS

Includes analyst data and lab reports; also used in conjunction with reports to Kansas Department of Health and Environment which are retained permanently

Active: 10 years

Disposition: destroy

LEGISLATIVE RECORDS

Includes current action in the Kansas State Legislature regarding water

Active: until close of subsequent legislative term

Disposition: destroy

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM

Includes all documents required to sustain City of Edgerton's permits

Active: 5 years

Disposition: destroy

REVENUE ANALYSIS

Study used as basis for rate increases

Active: 15 years

Disposition: destroy

SCADA DATA

Operational data on the plants, pumps and towers gathered by and stored by the control system

Active: 10 years

Disposition: permanent Digital Media

SANITARY SEWER CONNECTIONS/INSPECTIONS

Disposition: permanent

SANITARY SEWER EASEMENTS

Disposition: permanent

SERVICE WORK ORDERS – EXTERNAL

Includes accounting codes, items used, selling costs, labor costs, etc.

Active: 5 years

Disposition: destroy

SERVICE WORK ORDERS – INTERNAL

Completed by field workers

Active: 5 years

Disposition: destroy

STORM SEWER CONNECTIONS/INSPECTIONS

Disposition: permanent

STORM SEWER EASEMENTS

Disposition: permanent

STUDIES OF UTILITY SYSTEMS

Retain permanently if directly related to city and city policy. Retain others as follows:

Active: while useful

Disposition: destroy

TANK PERMITS

Includes above or below ground tanks. Retain removal certification permanently.

Retain all other documents as follows:

Active: until tank is removed

Inactive: 2 years

Disposition: destroy

UTILITY CONTRACTS

Active: life of contract

Inactive: until account is paid off

Disposition: scan to electronic - destroy hard copy, retain 1 copy permanently

WASTEWATER INFRASTRUCTURE CONTRACTS

Active: life of contract

Inactive: 3 years

Disposition: destroy

WATER CONNECTION AGREEMENTS

Disposition: permanent

WATER DISTRIBUTION SYSTEM REPORT

Disposition: permanent

WATER INFRASTRUCTURE CONTRACTS

Active: life of contract

Disposition: destroy

WORK ORDERS

Record of work completed as preventative maintenance

Active: 5 years

Disposition: destroy

WORK REQUESTS

Record of work performed on an emergency basis; also called Emergency Calls or Service Requests

Active: 5 years

Disposition: destroy

WATER DIVISION EASEMENTS

Includes property descriptions

Active: life of easement

Disposition: permanent

WATER RATE STUDY

Study completed by outside consulting firm

Active: 15 years

Disposition: destroy

WATER RIGHTS FILES

Includes annual water use reports

Disposition: permanent

DISPOSING OF RECORDS

Keeping records forever is neither cost-effective nor practical. When minimum retention periods have been met, and it is determined the documents will be disposed of, there are several ways to fulfill this act. If the record is in a paper or other format in physical storage, the item may be shred and/or sold for recycling. However, any documents containing confidential information must be shred under supervision.

Items stored through electronic means should be deleted and destroyed in the most efficient manner according to the storage system.

Retention schedules do not preempt sound judgment. If records are needed for legal or audit purposes beyond the recommended retention period, check with the proper department before destroying.

Documents and/or records series which are destroyed should be noted on the destruction certificate and signed off on by the Records Manager.

(This Page is Intentionally Left Blank)

RECORD DESTRUCTION CERTIFICATE

The Records Destruction Certificate form should be used by records staff to document destruction of records. A printed copy of the completed and signed document should be retained, permanently.

Fill in the data on the Record Destruction Certificate as follows:

- **Date:** Enter the month, day, year the Certificate is prepared.
- **Department/Division:** Enter the name of the department and or division which is responsible for the record.
- **Destruction Date:** Enter the date the records are destroyed and acknowledged by Record Custodian.
- **Record Series:** Enter the series or items for the records being destroyed; multiple series may be recorded on the Certificate.
- **Inclusive Dates:** Enter the oldest and most recent dates of the records being destroyed.
- **Retention Period:** Enter the length of minimum retention required for the series of documents.
- **Volume:** Enter the amount of each series of records being destroyed. This may be identified in cubic feet, number of boxes, megabytes, or in some other unit of measure – explain, if necessary.
- **Records Manager:** Enter the name and signature of the Records Manager responsible for the records.

DRAFT

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Administration

Agenda Item: Consider Ordinance No. 2116 Amending Chapter XIV of the Edgerton, Kansas Municipal Code to Incorporate the 2022 Standard Traffic Ordinance, Subject to Existing Local Traffic Provisions in the City Code Which Supplement and/or Modify Certain Sections Thereof

Background/Description of Item:

Annually, the League of Kansas Municipalities prepares and publishes the code known as the Standard Traffic Ordinance (STO) for Kansas Cities. This ordinance will adopt the Standard Traffic Ordinance for Kansas Cities, 49th Edition, published in 2022 except such articles, sections, parts or portions as are omitted, deleted, modified, or changed by Sections 14-102 through 14-105 of the Code of the City of Edgerton. Included with this item is a document prepared by LKM which outlines the changes between the 2021 and 2022 editions of the STO.

The City Attorney has reviewed and approved Ordinance 2116 as submitted for adoption.

Related Ordinance(s) or Statue(s): Edgerton City Code Chapter XIV

Funding Source: N/A

Budget Allocated: N/A

Finance Director Approval: N/A

Recommendation: Approve Ordinance No. 2116 Amending Chapter XIV of The Edgerton, Kansas Municipal Code to Incorporate The 2022 Standard Traffic Ordinance, Subject to Existing Local Traffic Provisions in the City Code Which Supplement and/or Modify Certain Sections Thereof

Enclosed: Draft Ordinance No. 2116
Summary of Changes to the STO, 49th Edition from League of Kansas Municipalities

Prepared by: Kara Banks, Marketing and Communications Manager

ORDINANCE NO. 2116

AN ORDINANCE AMENDING CHAPTER XIV OF THE EDGERTON, KANSAS MUNICIPAL CODE TO INCORPORATE THE 2022 STANDARD TRAFFIC ORDINANCE, SUBJECT TO EXISTING LOCAL TRAFFIC PROVISIONS IN THE CITY CODE WHICH SUPPLEMENT AND/OR MODIFY CERTAIN SECTIONS THEREOF.

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

SECTION 1: Chapter XIV, Section 14-101 of the Edgerton, Kansas Municipal Code is hereby amended to state the following:

ARTICLE 1. STANDARD TRAFFIC ORDINANCE

14-101. UNIFORM CODE INCORPORATED. There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Edgerton, Kansas, that certain code known as the "Standard Traffic Ordinance for Kansas Cities," 49th Edition, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such articles, sections, parts or portions as are omitted, deleted, modified, or changed by Section 14-102 of the existing Code of the City of Edgerton. No fewer than one copy of said Standard Traffic Ordinance shall be marked or stamped "Official Copy as Adopted by Ordinance No. 2116" with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the City Clerk to be open for inspection and available to the public at all reasonable hours. The Sheriff's Department of Johnson County, Kansas, the municipal judge and all administrative departments of the City charged with enforcement of the Ordinance shall be supplied, at the cost to the city, such number of official copies of such Standard Traffic Ordinance similarly marked, as may be deemed expedient.

SECTION 2: Article 2 of Chapter XIV of the Edgerton, Kansas Municipal Code is hereby preserved and any modifications or supplements to the Standard Traffic Ordinance stated therein are now applicable to the 2022 "Standard Traffic Ordinance for Kansas Cities," 49th Edition.

SECTION 3: Repeal. Former Chapter XIV, Section 14-101 of the Edgerton Municipal Code is hereby repealed and replaced.

SECTION 4: Effective Date. This Ordinance shall be effective after its passage, approval, and publication once in the City's official paper.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR OF EDGERTON, KANSAS ON THE 25th DAY OF AUGUST, 2022.

DONALD ROBERTS, Mayor

ATTEST:

CHRISTOPHER CLINTON, Deputy City Clerk

APPROVED AS TO FORM:

LEE W. HENDRICKS, City Attorney

2022 Changes to the Standard Traffic Ordinance and Uniform Public Offense Code

By Nicole Proulx Aiken, Deputy General Counsel, League of Kansas Municipalities

The Legislature made several changes to statutes affecting the STO and UPOC this session. This article provides a list of those changes.

Changes to the STO

Section 1 Definitions.

The following definitions were amended: All-Terrain Vehicle (SB 101), Electric-Assisted Bicycle (SB 101), Electric-Assisted Scooter (SB 101), Motor Vehicle (SB 101), Motorcycle (SB 101), and Motorized Bicycle (SB 101).

Section 10.1. Funeral Processions and Sec. 119. Parades and Processions.

The Legislature did not make changes to any statutes affecting funeral processions or parades. The League, however, added chief “of police or designee” to these sections to provide more flexibility for reviewing them.

Section 30. Driving Under the Influence of Intoxicating Liquor or Drugs; Penalties.

HB 2377, Section 4, amends the penalties for driving under the influence; allows courts to waive any portion of a fine, except for the \$250 required to be remitted to the state treasurer, if the individual completes a court-ordered education or treatment; clarifies that amending or dismissing a charge is permitted if there is not sufficient admissible evidence to support a conviction beyond a reasonable doubt; and modifies the definition for “imprisonment.”

Section 30.1. Driving Commercial Motor Vehicle Under the Influence of Intoxicating Liquor or Drugs; Penalties.

HB 2377, Section 9, amends the penalties for driving a commercial motor vehicle under the influence; allows courts to waive any portion of a fine, except for the \$250 required to be remitted to the state treasurer, if the individual completes a court-ordered education or treatment; clarifies that amending or dismissing a charge is permitted if there is not sufficient admissible evidence to support a conviction beyond a reasonable doubt; and modifies the definition for “imprisonment.”

Section 30.5. Commercial Driver’s Licenses; Diversion Agreements Not Allowed.

HB 2377, Section 10, prohibits prosecuting attorneys from masking, deferring imposition of judgment, or giving an individual a diversion “that would prevent a commercial learner’s permit or commercial driver’s license holder’s conviction from appearing on the CDLIS driver record of a local traffic law that occurred in any type of motor vehicle.” This prohibition does not apply to parking, vehicle weight, or other vehicle defect violations.

Section 126.1.1. Display of License Plate.

Subsection (e) requiring law enforcement officers to issue a warning for certain violations expired on January 1, 2022, and has been deleted.

Section 135. Electric-Assisted Bicycles, Traffic Law Application.

SB 101, Section 9, amends the state statute on electric-assisted bicycles. The amendments clarify electric-assisted bicycles are allowed on streets, highways, etc. The bill provides that individuals do not need a driver’s license or vehicle liability insurance to ride an electric-assisted bicycle. The bill also exempts electric-assisted bicycles from the motor vehicle definition. The League amended the STO to mirror state law but, under K.S.A. 8-1592b(f)(2), a city may adopt an ordinance further restricting and governing the operation of electric-assisted bicycles on streets, highways, roadways, sidewalks, sidewalk areas, bicycle or multi-use paths, or trail or trail networks.



Changes to the UPOC

Section 1.1. Definitions.

The League deleted the definitions for advance voting site, because it is in Sec. 7.14, and maliciously, because that term is not used in the UPOC. The definitions for controlled substance and law enforcement officer were also updated to mirror state law. Other definitions that were amended include: Dwelling (HB 2508), Motor Vehicle (SB 101), Possession (HB 2508), Public Employee (HB 2508), Vehicle Dealer (SB 101), Wildlife (SB 101), and Written Instrument (HB 2508).

Section 3.2.1. Sexual Battery.

The League updated the editor's note in light of *City of Shawnee v. Adem*, 214 Kan 12 (2021). There, the Kansas Supreme Court held the Kansas Offender Registration Act applies to any person convicted of sexual battery under Sec. 3.2.1. of the UPOC.

Section 6.1. Theft.

SB 483, Section 1, amends the theft statute to address the theft of remote service units. The League also amended the editor's note to include changes made by SB 408 and HB 2492.

Section 6.5. Criminal Deprivation of Property.

The League added the motor vehicle definition to this section to match state law.

Section 6.18. Motor Vehicle Dealers; Selling Motor Vehicles Without a License.

SB 101, Section 10, amends the definitions of vehicle and motor vehicle, exempting electric-assisted bicycles from those definitions.

Section 7.5. Distribution of Unattributed Applications for Advance Voting Ballots.

The League deleted this provision from the UPOC in light of *VoteAmerica v. Schwab*, 2021 WL 5918918 (D. Kan. 2021).

Section 7.14. Electioneering.

HB 2138, Section 7, clarifies that the electioneering offense does not apply to certain individuals, such as certain county election office employees while they are performing their duties as employees.

Section 7.15. Intimidation of a Witness or Victim.

The League added the definition civil injury or loss to match state law.

Section 9.9.5. Unlawful Possession of a Simulated Substance.

The League added the definition of simulated controlled substance to this section.

Section 10.30. Operating an Aircraft Under the Influence, Section 10.30.1 Same; Preliminary Breath Test, and Section 10.30.2. Same; Definitions.

HB 2377, Sections 1-4 added a new offense for operating an aircraft under the influence. The League added this offense to Sections 10.30–10.30.2.

Section 11.8. Gambling.

SB 84, Section 20, excludes sports wagering from the definition of bet.

In addition, to the changes described above, the League updated several citations to state law and changed “his or her” and “her or she” to “their” or “they” to be more inclusive. 🌞

🌞 **Nicole Proulx Aiken** is the Deputy General Counsel for the League of Kansas Municipalities. She can be reached at nproulxaiken@lkm.org.

**NOW
AVAILABLE**



STO / UPOC
Standard Traffic Ordinance *Uniform Public Offense Code*

GO TO THE LEAGUE WEBSITE
SERVICES → PUBLICATIONS → SEARCH STO OR UPOC
TO FIND THE MOST UP-TO-DATE STANDARD TRAFFIC ORDINANCE
AND UNIFORM PUBLIC OFFENSE CODE.

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Administration

Agenda Item: Consider Ordinance 2117 Amending Chapter XI, Article I, Section 11-101 of the Code of the City of Edgerton, Kansas, Concerning the Uniform Public Offense Code.

Background/Description of Item:

Annually, the League of Kansas Municipalities prepares and publishes the code known as the Uniform Public Offense Code (UPOC) for Kansas Cities. This ordinance will adopt the Uniform Public Offense Code 38th Edition 2022, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such articles, sections, parts or portions as are omitted, deleted, modified, or changed Section 11-102 of the existing Code of the City of Edgerton. Included with this item is a document prepared by LKM which outlines the changes between the 2021 and 2022 editions of the UPOC.

The City Attorney has reviewed and approved Ordinance 2117 as submitted for adoption.

Related Ordinance(s) or Statue(s): Edgerton City Code Chapter XI

Funding Source: N/A

Budget Allocated: N/A

Finance Director Approval: N/A

Recommendation: Approve Ordinance No. 2117 Amending Chapter XI, Article 1, Section 11-101 of the Code of the City Of Edgerton, Kansas, Concerning the Uniform Public Offense Code

Enclosed: Ordinance No. 2117

Summary of changes to the UPOC, 38th Edition provided by the League of Kansas Municipalities

Prepared by: Kara Banks, Marketing and Communications Manager

ORDINANCE NO. 2117

AN ORDINANCE AMENDING CHAPTER XI, ARTICLE 1, SECTION 11-101 OF THE CODE OF THE CITY OF EDGERTON, KANSAS, CONCERNING THE UNIFORM PUBLIC OFFENSE CODE

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

SECTION 1: That Chapter XI, Article 1, Section 11-101 of the Code of the City of Edgerton is hereby amended to read as follows:

11-101. UNIFORM CODE INCORPORATED. There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Edgerton, Kansas, that certain code known as the "Uniform Public Offense Code," 38th Edition 2022, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such articles, sections, parts or portions as are omitted, deleted, modified, or changed by Section 11-102 of the existing Code of the City of Edgerton. No fewer than one copy of said Uniform Public Offense Code "Official Copy as Adopted by Ordinance No. 2117" with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance, and filed with the City Clerk to be open for inspection and available to the public at all reasonable hours. The Sheriff's Department of Johnson County, Kansas, the municipal judge and all administrative departments of the City charged with enforcement of the Ordinance shall be supplied, at the cost to the city, such number of official copies of such Uniform Public Offense Code similarly marked, as may be deemed expedient.

SECTION 2: Repeal. Former Chapter XI, Article 1, Section 11-101 of the Edgerton Municipal Code is hereby repealed.

SECTION 3: Effective Date. This Ordinance shall be effective after its passage, approval and publication once in the City's official paper.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR OF EDGERTON, KANSAS ON THE 25th DAY OF AUGUST, 2022.

DONALD ROBERTS, Mayor

ATTEST:

CHRISTOPER CLINTON, Deputy City Clerk

APPROVED AS TO FORM:

LEE W. HENDRICKS, City Attorney

2022 Changes to the Standard Traffic Ordinance and Uniform Public Offense Code

By Nicole Proulx Aiken, Deputy General Counsel, League of Kansas Municipalities

The Legislature made several changes to statutes affecting the STO and UPOC this session. This article provides a list of those changes.

Changes to the STO

Section 1 Definitions.

The following definitions were amended: All-Terrain Vehicle (SB 101), Electric-Assisted Bicycle (SB 101), Electric-Assisted Scooter (SB 101), Motor Vehicle (SB 101), Motorcycle (SB 101), and Motorized Bicycle (SB 101).

Section 10.1. Funeral Processions and Sec. 119. Parades and Processions.

The Legislature did not make changes to any statutes affecting funeral processions or parades. The League, however, added chief “of police or designee” to these sections to provide more flexibility for reviewing them.

Section 30. Driving Under the Influence of Intoxicating Liquor or Drugs; Penalties.

HB 2377, Section 4, amends the penalties for driving under the influence; allows courts to waive any portion of a fine, except for the \$250 required to be remitted to the state treasurer, if the individual completes a court-ordered education or treatment; clarifies that amending or dismissing a charge is permitted if there is not sufficient admissible evidence to support a conviction beyond a reasonable doubt; and modifies the definition for “imprisonment.”

Section 30.1. Driving Commercial Motor Vehicle Under the Influence of Intoxicating Liquor or Drugs; Penalties.

HB 2377, Section 9, amends the penalties for driving a commercial motor vehicle under the influence; allows courts to waive any portion of a fine, except for the \$250 required to be remitted to the state treasurer, if the individual completes a court-ordered education or treatment; clarifies that amending or dismissing a charge is permitted if there is not sufficient admissible evidence to support a conviction beyond a reasonable doubt; and modifies the definition for “imprisonment.”

Section 30.5. Commercial Driver’s Licenses; Diversion Agreements Not Allowed.

HB 2377, Section 10, prohibits prosecuting attorneys from masking, deferring imposition of judgment, or giving an individual a diversion “that would prevent a commercial learner’s permit or commercial driver’s license holder’s conviction from appearing on the CDLIS driver record of a local traffic law that occurred in any type of motor vehicle.” This prohibition does not apply to parking, vehicle weight, or other vehicle defect violations.

Section 126.1.1. Display of License Plate.

Subsection (e) requiring law enforcement officers to issue a warning for certain violations expired on January 1, 2022, and has been deleted.

Section 135. Electric-Assisted Bicycles, Traffic Law Application.

SB 101, Section 9, amends the state statute on electric-assisted bicycles. The amendments clarify electric-assisted bicycles are allowed on streets, highways, etc. The bill provides that individuals do not need a driver’s license or vehicle liability insurance to ride an electric-assisted bicycle. The bill also exempts electric-assisted bicycles from the motor vehicle definition. The League amended the STO to mirror state law but, under K.S.A. 8-1592b(f)(2), a city may adopt an ordinance further restricting and governing the operation of electric-assisted bicycles on streets, highways, roadways, sidewalks, sidewalk areas, bicycle or multi-use paths, or trail or trail networks.



Changes to the UPOC

Section 1.1. Definitions.

The League deleted the definitions for advance voting site, because it is in Sec. 7.14, and maliciously, because that term is not used in the UPOC. The definitions for controlled substance and law enforcement officer were also updated to mirror state law. Other definitions that were amended include: Dwelling (HB 2508), Motor Vehicle (SB 101), Possession (HB 2508), Public Employee (HB 2508), Vehicle Dealer (SB 101), Wildlife (SB 101), and Written Instrument (HB 2508).

Section 3.2.1. Sexual Battery.

The League updated the editor's note in light of *City of Shawnee v. Adem*, 214 Kan 12 (2021). There, the Kansas Supreme Court held the Kansas Offender Registration Act applies to any person convicted of sexual battery under Sec. 3.2.1. of the UPOC.

Section 6.1. Theft.

SB 483, Section 1, amends the theft statute to address the theft of remote service units. The League also amended the editor's note to include changes made by SB 408 and HB 2492.

Section 6.5. Criminal Deprivation of Property.

The League added the motor vehicle definition to this section to match state law.

Section 6.18. Motor Vehicle Dealers; Selling Motor Vehicles Without a License.

SB 101, Section 10, amends the definitions of vehicle and motor vehicle, exempting electric-assisted bicycles from those definitions.

Section 7.5. Distribution of Unattributed Applications for Advance Voting Ballots.

The League deleted this provision from the UPOC in light of *VoteAmerica v. Schwab*, 2021 WL 5918918 (D. Kan. 2021).

Section 7.14. Electioneering.

HB 2138, Section 7, clarifies that the electioneering offense does not apply to certain individuals, such as certain county election office employees while they are performing their duties as employees.

Section 7.15. Intimidation of a Witness or Victim.

The League added the definition civil injury or loss to match state law.

Section 9.9.5. Unlawful Possession of a Simulated Substance.

The League added the definition of simulated controlled substance to this section.

Section 10.30. Operating an Aircraft Under the Influence, Section 10.30.1 Same; Preliminary Breath Test, and Section 10.30.2. Same; Definitions.

HB 2377, Sections 1-4 added a new offense for operating an aircraft under the influence. The League added this offense to Sections 10.30–10.30.2.

Section 11.8. Gambling.

SB 84, Section 20, excludes sports wagering from the definition of bet.

In addition, to the changes described above, the League updated several citations to state law and changed “his or her” and “her or she” to “their” or “they” to be more inclusive. 🌟

🌟 **Nicole Proulx Aiken** is the Deputy General Counsel for the League of Kansas Municipalities. She can be reached at nproulxaiken@lkm.org.

**NOW
AVAILABLE**



STO / UPOC

Standard Traffic Ordinance *Uniform Public Offense Code*

GO TO THE LEAGUE WEBSITE
SERVICES → PUBLICATIONS → SEARCH STO OR UPOC
TO FIND THE MOST UP-TO-DATE STANDARD TRAFFIC ORDINANCE
AND UNIFORM PUBLIC OFFENSE CODE.

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Administration

Agenda Item: Consider Resolution No. 08-25-22C Setting Forth the Authority for Members of the Governing Body and City Staff with Regard to the City's Accounts at Central Bank of the Midwest

Background/Description of Item: The City maintains accounts at Central Bank of the Midwest to carry out the business of the City. In October of 2020, the Governing Body approved Resolution No. 10-08-20C documenting banking authority for staff and members of the Governing Body. Due to recent staff changes, a new resolution is needed by the bank.

Changes to the banking resolution are:

- Remove Katy Crow, Development Services Director, due to her last day with the City being August 31, 2022.


Staff will use this banking resolution to work with the bank to update their records for the City's accounts.

Related Ordinance(s) or Statue(s): Resolution No. 10-08-20C

Funding Source: n/a - this resolution denotes who has authority regarding the City's bank accounts at Central Bank of the Midwest.

Budget Allocated: n/a

Finance Director Approval:

x 
Karen Kindie, Finance Director

Recommendation: Approve Resolution No. 08-25-22C Setting Forth the Authority for Members of the Governing Body and City Staff with Regard to the City's Accounts at Central Bank of the Midwest.

Enclosed: Draft Resolution 08-25-22C

Prepared by: Karen Kindie, Finance Director

RESOLUTION NO. 08-25-22C

A RESOLUTION SETTING FORTH THE AUTHORITY FOR MEMBERS OF THE GOVERNING BODY AND CITY STAFF REGARDING THE CITY'S ACCOUNTS AT CENTRAL BANK OF THE MIDWEST.

WHEREAS, the City of Edgerton, Kansas, maintains accounts at Central Bank of the Midwest; and

WHEREAS, the City Council wishes to designate by Resolution those members of the Governing Body and City of Edgerton Staff who are authorized to discuss accounts, withdraw funds, endorse or authorize checks, amend online banking preferences, be listed as authorized signors and take any and all other actions listed below involving City accounts at Central Bank of the Midwest.

NOW, THEREFORE, BE IT RESOLVED, that Central Bank of the Midwest, ("Financial Institution") is hereby designated a depository of the City of Edgerton, Kansas, for the purpose of banking services, and that with the exception of Municipal Court Account #***82, which is described further below, the following individuals are authorized to discuss with Financial Institution any and all City accounts:

<u>Name</u>	<u>Title</u>
Donald Roberts	Mayor
Elizabeth Linn	City Administrator
Karen Kindle	Finance Director
Irene Eastwood	City Treasurer
Kathy Clark	Accounting Technician
Justin Vermillion	Accountant
Alexandria Clower	City Clerk

BE IT FURTHER RESOLVED that the following individuals are hereby individually authorized to open any deposit or checking accounts in the name of the City; to endorse or authorize checks and orders for the payment of money; and withdraw funds on deposit with Financial Institution and shall be listed as signers on said account signature cards. This authority shall be for all City accounts with the exception of Municipal Court Account #***82 which is described further below:

<u>Name</u>	<u>Title</u>
Donald Roberts	Mayor
Elizabeth Linn	City Administrator
Irene Eastwood	City Treasurer
Alexandria Clower	City Clerk

BE IT FURTHER RESOLVED that the following individuals acting individually, are authorized to instruct Financial Institution, either by written or verbal instructions, to make changes to the set up of the on-line banking system.

<u>Name</u>	<u>Title</u>
Donald Roberts	Mayor
Elizabeth Linn	City Administrator

BE IT FURTHER RESOLVED that for Municipal Court Account, account #***82, the following individuals are hereby individually authorized to endorse or authorize checks and orders for the payment of money; and withdraw funds on deposit with Financial Institution in Municipal Court Account, account #***82, and shall be listed as signers on said account signature cards:

<u>Name</u>	<u>Title</u>
Donald Roberts	Mayor
Elizabeth Linn	City Administrator

BE IT FURTHER RESOLVED that the following individuals are hereby authorized to discuss Municipal Court Account, account #***82:

<u>Name</u>	<u>Title</u>
Donald Roberts	Mayor
Elizabeth Linn	City Administrator
Karen Kindle	Finance Director
Kathy Clark	Accounting Technician
Alexandria Clower	City Clerk
Justin Vermillion	Accountant

BE IT FURTHER RESOLVED that the City acknowledges and agrees that Financial Institution may rely on alternative signature and verification codes issued to or obtained from the individual(s) named on this resolution. The Term “alternative signature and verification codes” includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that is filed separately by the City with Financial Institution from time to time) Financial Institution is authorized to treat the facsimile signature as the signature of the individual(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature on file.

BE IT FURTHER RESOLVED that this resolution shall continue in force and Central Bank of the Midwest may consider the facts concerning and holders of said offices, respectively, and their signatures, to be and continue as set forth herewith until written notice to the contrary is duly served on said financial institution.

ADOPTED THIS 25th DAY OF AUGUST, 2022,

By: _____
Donald Roberts, Mayor

ATTEST:

Christopher Clinton, Deputy City Clerk

APPROVED AS TO FORM:

Lee W. Hendricks, City Attorney

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Public Works

Agenda Item: Consider the Purchase of Five (5) Radar Traffic Counters from Street Smart Rental.

Background/Description of Item:

On July 15, 2021, at the 2022 Budget City Council Budget Work Session staff made the recommendation to move several pieces of equipment from the unfunded equipment list to the funded program for 2021-2022. This included the purchase of the Radar Traffic Counting units. On August 9, 2021, City Council approved this purchase as part 2022 Annual Budget (Current Program for Vehicle and Equipment: 2021-2022).

Today, the Public Works Department conducts traffic counts by contracting with BG Consultants to administer these needs. Staff has found that it can be difficult to secure this type of contracting in the window of time that traffic counts are needed. There has been a significant increase to the number of times traffic counting data has been needed for projects and grant applications. As the City continues to grow so will the need to have traffic counting data as an "in-house" function.

The City of Edgerton uses traffic counts to understand volume, vehicle classification/type, speed. These metrics are a critical component in defining future project needs and submitting data to Johnson County related to the County Assistance Road System (CARS) program. There are several styles of traffic counter available such as roadway mounted tube counters, roadway mounted microwave counters, and right-of-way radar counters. Staff recommends radar traffic counters as the best option from a safety perspective, as these units are installed in the right-of-way and does not require staff to be in the roadway for installation and maintenance. All the referenced units are portable that will allow the city to conduct traffic counting along any roadway within the city limits. Each of the units provide similar data and have similar features.

The Vehicle and Equipment Policy requires the preparation of the specifications for the replacement of equipment with an effort for those to be as "standard" as possible to provide for economical and efficient repairs. It also requires that the city first use cooperative purchasing partnerships. Currently, there are no cooperative partnerships for this class of equipment. Staff solicited for bids from local vendors as well as online retailers. Street Smart Rental is the lowest most qualified bidder, providing Radar Traffic Counters that meet the metrics outlined above. Five radar traffic counters totals \$19,700 (\$3,940 each).

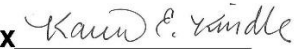
In addition to the purchase of the radar traffic counters, staff must source mounting hardware, devices, and equipment components, these will allow for the counters to be installed in any situation that may arise. These items are estimated to be \$1,500 to \$2,000 and will be purchased once the radar traffic counters are delivered.

Combined the purchase of five radar traffic counters and all necessary mounting hardware/devices/equipment will be under approved allocated budget of \$24,000.

Related Ordinance(s) or Statue(s):

Funding Source: Equipment Reserve Fund - General

Budget Allocated: \$24,000

x 

Finance Director Approval: Karen Kindle, Finance Director

<p>Recommendation: Award the Purchase of Five (5) Radar Traffic Counters from Street Smart Rental in an Amount Not to Exceed \$19,700.</p>

Enclosed: Requisition Form Traffic Counters w/ quotes

Prepared by: Dan Merkh, Public Works Director



Item requested:

Date: _____

Describe need for requested item:

Describe bid process and attach documentation:

NAME / DESCRIPTION	UNIT COST	TOTAL COST	RECOMMEND	NOTES
	\$	\$	<input type="checkbox"/>	
	\$	\$	<input type="checkbox"/>	
	\$	\$	<input type="checkbox"/>	
	\$	\$	<input type="checkbox"/>	
	\$	\$	<input type="checkbox"/>	

Requested by: _____ Date: _____

Account Number: _____ Budget Available: ☐ _____

Department Head Approval: _____ Date: _____

City Administrator Approval (\$15,000): _____ Date: _____

City Council Approval (> \$15,000): _____ Date: _____

JAMAR Technologies, Inc.

TRAFFIC COUNTING EQUIPMENT AND SUPPLIES
DISTANCE MEASURING EQUIPMENT AND SUPPLIES

1500 Industry Road, Suite C

Hatfield, PA 19440

Phone 215-361-2244 • Fax 215-361-2267

P - (816) 206-2358 Ext. 0000

F - (000) 000-0000 Ext. 0000

EDGERTON; CITY OF (KS)

404 E NELSON ST

EDGERTON KS 66021

TREY WHITAKER


QUOTATION

DATE:

7/20/2022

QUOTATION NO.

93514

		CUSTOMER ID	SALES PERSON	SHIPPING METHOD	PAYMENT TERMS	REQUIRED SHIP DATE	MASTER NUMBER
		EDGERTON (KS)	JON M	UPS	NET 30	0/0/0000	161,598
QUANTITY ORDERED	ITEM NUMBER	DESCRIPTION				UNIT PRICE	EXTENDED PRICE
1 EACH	RRLE-II-BT-S	LAW ENFORCEMENT II RADAR KIT W/STARNEXT - THIS BLUETOOTH-READY RADAR BUNDLE INCLUDES:				\$4,495.0000	\$4,495.00
1.00 Each	LAW ENFORCEMENT II RAD					\$0	\$0.00
1.00 Each	STARNEXT SOFTWARE					\$0	\$0.00
		- SUPPORT AND UPDATES INCLUDED					
1.00 Each	MOUNTING KIT					\$0	\$0.00
2.00 Each	BATTERIES - LITHIUM					\$0	\$0.00
1.00 Each	BATTERY CHARGER					\$0	\$0.00
1.00 Each	DOWNLOAD CABLE					\$0	\$0.00
1.00 Each	LOCKS & CHAIN					\$0	\$0.00
PRICE IS VALID FOR 30 DAYS UNLESS OTHERWISE NOTED							
By 							
						Subtotal	\$4,495.00
						Misc	\$0.00
						Tax	\$0.00
						Freight	\$41.00
						Total	\$4,536.00



Traffic Logix Corporation
3 Harriett Lane
Spring Valley, NY 10977 USA
Tel: (866) 915-6449
Fax: (844) 405-6449
www.trafficlogix.com

Page | 1
Quote Number QUO-23768-G7Q0D0
Created Date 7/27/2022
Expiration Date 8/29/2022
Prepared by Adrian Madrid

QUOTATION

Contact: Trey Whitaker
Phone: (816) 206-2358
Email: twhitaker@edgertonks.org

City of Edgerton KS
404 Nelson St.
Edgerton, Kansas 66021-0255

Shipping Address:

404 Nelson St.
Edgerton, Kansas 66021-0255

Standard Features (Included) – Speed Tracker

- The Speed Tracker comes with 1 year of unlimited SafePace Cloud access. SafePace Cloud is renewable annually with bundling and multi-year term discounts available.

Special Notes

- Sourcewell Contract number is #070821-LGX pricing has been applied
- Sourcewell Contract number for Edgerton is #34823
- Freight rate has been included and based on standard dock-to-dock delivery with no special off-loading services included i.e. forklift, tailgate, pallet jack, etc...

Quote Line Items – All Prices shown are in \$ US Dollar

Product	Product Code	Quantity	Sales Price	Total Price
SafePace Speed Tracker Battery Powered (Black Enclosure) incl. handle and keyed lock, holds (1) Batt	SPST-BAT-BLK	2	\$1,597.00	\$3,194.00

Totals

Subtotal:	\$3,194.00
Freight:	Included
Sales Tax (if applicable):	\$286.66
Grand Total:	\$3,194.00

Terms: 1% - 10 days – Net 30

Payment: MC, VISA, AMEX. Credit card payments over \$10K will include an additional 2% fee.

Tax: IF TAX EXEMPT, Please Provide Tax Exempt Certificate with Order



Traffic Logix Corporation
3 Harriett Lane
Spring Valley, NY 10977 USA
Tel: (866) 915-6449
Fax: (844) 405-6449
www.trafficlogix.com

Page | 2

Quote Number QUO-23768-G7Q0D0
Created Date 7/27/2022
Expiration Date 8/29/2022
Prepared by Adrian Madrid

Freight: Freight quotation is valid for a period of 21 days after it is issued. Beyond that, freight quotations will require confirmation or adjustment.

Changes/Returns: 30% for standard orders and 50% on custom orders.

Delivery Requirements

Please Indicate the availability of the following as this determines the freight costs:

1. Do You have a Loading Dock? - Yes/No
2. Do you have a Fork Lift and Pallet Jack to unload? - Yes/No
3. Can access be gained by a 53 foot truck for delivery? - Yes/No
4. Is the delivery address a Construction site? - Yes/No
5. Is the delivery address a Military site? - Yes/No
6. If shipping to Military site, is a U.S. Driver required? - Yes/No

Quote Acceptance Information

Signature _____

Name _____

Title _____

Date _____

Thank you for choosing Traffic Logix. Please sign and return to:

amadrid@trafficlogix.com
Adrian Madrid
Regional Account Manager
469-803-2127

Please complete to set up new account: <https://trafficlogix.com/business-application-form/>

From: [David Stace](#)
To: [Trey Whitaker](#)
Subject: Re: Additional Information Request - Street Smart Rental
Date: Tuesday, July 26, 2022 3:57:12 PM
Attachments: [image.png](#)
[image.png](#)
[image.png](#)
[image.png](#)
[image.png](#)
[image.png](#)

Good afternoon, I apologize for the delay on the pricing information. Please review below what prices are on the Armadillo Tracker and Speed Lane Pro. Just to let you know we have two brand new tracker units arriving at our shop that are both open to purchase. I can have the unit placed in the mail and sent to your location in 3-5 business days.



Speed Lane Pro Purchase Price: \$5,387 before tax and freight per unit

Patented (US Patent: US10317525 & EU Patent: EP3117235) true dual beam “speed trap” technology inherently provides accurate measurements without the need for in situ calibration.

World’s lowest power usage highly integrated multi-lane traffic measurement radar. At 0.85 Watts the SpeedLane® Pro requires 10X less power than competing products.

FCC and CE listed for full 250MHz operation to suit a variety of application requirements.

Mounts on the side of the road for non-intrusive traffic data collection and works in all weather and lighting conditions.

Simultaneously measures all vehicles in 16 user defined lanes.

All traffic measurements are on a per-vehicle, per-lane basis, available in real-time and stored in device memory.

Lane-by-lane vehicle counts, length based class, average and 85th percentile speeds, occupancy, headway and gap measurements.

Companion Windows application provides an intuitive GUI to set all configuration parameters, display real time plots of targets and view snapshots & streaming HD video.

Built-in long range Class I 2.1+EDR Bluetooth, RS232/RS485 serial ports and Ethernet. 512 Mbytes of on-board storage plus uSD card expansion slot.

Built-in 1.3MP HD video camera for sighting makes setup a snap and allows convenient remote monitoring of traffic.

Comprehensive Houston Radar protocol, C and C# SDK.

Powerful SQL based query interface for historical data.

Optional cloud based server to aggregate data from multiple devices provides quick and seamless dashboard view.

Optional built-in UPS with rechargeable battery keeps the unit running for over 24hrs on loss of external power.

Optional MPPT solar charger for optimal winter and cloudy day charging.

Optional internal 96Whr LiFePO4 battery for temporary or solar installations.

Optional penta band GSM cellular modem for remote access.

Optional built-in PoE (Power over Ethernet).

Optional Ethernet

Optional 9 or 18 Hour 800×600 10fps Video Recording*

***Video recording requires high speed connectivity option (Ethernet, 3g)**



Purchase price per unit: **\$3,200 before tax and freight per unit**

Armadillo Tracker is a fully integrated multi-lane bidirectional traffic statistics gathering device. Featuring small size and no-hassle field setup, it is the leading non-intrusive real-time and archiving statistics collector in the world.

USB port & Ultra Long Range Bluetooth are standard 3.5 hr Fast AC charger

- 12VDC car charger

- Security ON/OFF Switch

- Beeper for on-road detection verification & battery status

- 2+ Weeks Run Time On Batteries

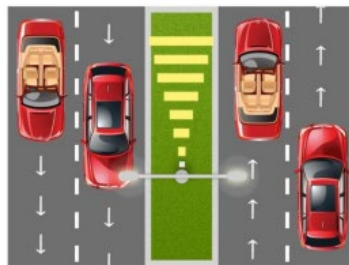
Three Possible Road Installation Options for the Armadillo Tracker



Armadillo on the side with 1 lane each direction



Armadillo on the side with 2 lanes incoming. No outgoing lanes can be detected



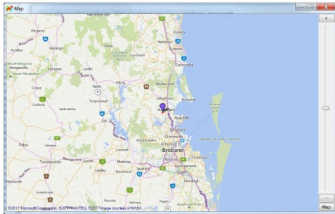
Armadillo on single lane median with up to 2 lanes on each side

Optional 5 Watt Solar kit with Connector: \$700 per unit



Optional MPPT solar charger efficiently charges the battery from a small 5 watt solar panel even in overcast conditions to keep it going year around.

Optional GPS Data Tagger: **\$375 per unit**



With the geotagging option, users can move Armadillo® Tracker from location to location before downloading all data sets and be confident that every data set will be properly associated with its location.

Optional Weatherproof Rugged Carrying Case: **\$365 per unit**



Total with options = \$4,640.00

Weatherproof rugged carrying case for the Armadillo and accessories.

- Watertight, Crushproof and Dustproof
 - Easy-Open Double Throw Latches
 - Rugged, Light Weight Design
 - No-Leak O-Ring Seal
 - Impact Resistant
 - Automatic Pressure Equalization Valve
- Balances interior pressure while keeping water out

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Administration

Agenda Item: Consider Resolution No. 08-25-22D Of The City Of Edgerton, Kansas To Levy A Property Tax Rate Exceeding The Revenue Neutral Rate

Background/Description of Item:

In March 2021, Senate Bill 13 (SB 13) was signed by the Governor and became effective beginning with the 2022 Budget. SB 13 repealed the previous tax lid which focused to the total property tax revenue required for the budget. SB 13 focuses on the mill rate and provides for the calculation of the Revenue Neutral Rate (RNR). The RNR calculation uses last year's property tax revenue and this year's estimated assessed valuation to arrive at the mill rate that would be required to receive the same property tax revenue as last year. SB 13 doesn't provide for any adjustments to the RNR to capture economic growth, issuance of debt or County errors in the assessed valuation numbers.

Enclosed with this packet is Frequently Asked Questions about the Revenue Neutral Rate (RNR).

At the Council Meeting on June 10, 2021, the City's Financial Advisor and City staff presented information about SB 13 and asked for direction from the Council regarding suggested adjustments to the RNR. The resulting policy direction document is attached. Those adjustments are:

- Roll-off of all types of incentives (i.e., property tax abatements)
- New territory/annexations
- Growth in assessed value of non-residential property
- Growth in assessed value of residential property due to inflation based on the CPI-U
- Issuance of General Obligation (GO) debt
- Errors by Johnson County

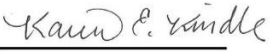
The property tax revenue amount included in the 2023 General Fund Budget was calculated based on these adjustments.

The City is required to hold an RNR Public Hearing and pass a resolution setting the mill rate to be used for the 2023 Budget. The notice of the public hearing was published in the Gardner News on August 3, 2022, and on the City's website as required by State statute. The RNR public hearing was held earlier this evening. The attached draft Resolution No. 08-25-22D establishes the City's mill rate at 29.669 mills.

Related Ordinance(s) or Statue(s): K.S.A. 79-2925

Funding Source: N/A

Budget Allocated: N/A

x 

Finance Director Approval: Karen Kindle, Finance Director

Recommendation: Approve Resolution No. 08-25-22D Of The City Of Edgerton, Kansas To Levy A Property Tax Rate Exceeding The Revenue Neutral Rate.

Enclosed: Resolution No. 08-25-22D
Revenue Neutral Rate (RNR) FAQs

Prepared by: Karen Kindle, Finance Director

Resolution No. 08-25-22D

A RESOLUTION OF THE CITY OF EDGERTON, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the City of Edgerton was calculated as 27.351 mills by the Johnson County Clerk; and

WHEREAS, the budget proposed by the Governing Body of the City of Edgerton will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on August 25, 2022 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the City of Edgerton, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

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

The City of Edgerton shall levy a property tax rate exceeding the Revenue Neutral Rate of 29.669 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 25th day of August 2022 and **SIGNED** by the Mayor.

Donald Roberts, Mayor

Attested:

Christopher Clinton, Deputy City Clerk

Lee W. Hendricks, City Attorney

Revenue Neutral Rate FAQs

What is a Revenue Neutral Rate (RNR)?

The tax rate in mills that would generate the same property tax revenue in dollars as levied the previous tax year using the current tax year's total assessed valuation. If the City were to stay revenue neutral every year, they would have to provide this year's services, with this year's prices, on last year's budget.

Why is the City holding a hearing about the Revenue Neutral Rate?

If the City collects even one more dollar in property tax revenue, it exceeds the Revenue Neutral Rate and is required to hold a hearing by state law.

Why would the City exceed RNR?

The Edgerton City Council has set a policy to determine when additional property tax revenue would be collected.

1. Roll off of all types of incentives (like property tax abatements)
2. New Territory or Annexations
3. Growth in assessed value of non-residential property
4. Growth in assessed value of residential property due to inflation
5. Issuance of General Obligation Debt
6. Errors by Johnson County

Proposed FY 2023 Budget

The City Council has expressed intent to reduce the mill levy from 29.913 to 29.669 for the upcoming budget year. This exceeds the RNR of 27.351.

If approved, the City would use the modest increase in revenue to invest in street maintenance, water and sewer infrastructure, public safety and to help cover increased operating costs caused by inflation.

2023 Budget Process



5-Yr Capital
Improvement
Project
List Approved

Outside Agencies
Request Funding



Budget Work
Session

Budget Public
Hearing



Budget Approved



City of Edgerton 2023 Budget Work Session July 7, 2022



Packet Items

General Fund Budget

Utility Funds Budget

Other Funds Budget

Vehicles & Equipment



**City of Edgerton
2023 Budget Work Session
July 7, 2022**

General Fund Budget



June 30, 2022

To: Mayor and City Council Members

From: Beth Linn, City Administrator
Karen Kindle, Finance Director

Re: 2023 Recommended General Fund Budget

Please find enclosed with this memo the 2023 Recommended General Fund Budget. The General Fund contains the general operations of the City which are funded by a mixture of general-purpose revenues including property taxes, sales and use taxes, user fees and charges and payment in lieu of taxes for abated properties. Also included with this memo are (1) the calculation of the recommended mill rate for the 2023 Budget per Council direction given at the June 10, 2021, Council Meeting; and (2) the list of adjustments to the Revenue Neutral Rate (RNR) in accordance with the policy direction given by Council at the June 10, 2021 Council Meeting.

2022 Estimate

The 2022 estimated revenues and expenditures reflect staff's evaluation of the activity so far in 2022 compared to the budget approved for 2022. A line item with an estimate of more than 100% means that staff expects the 2022 activity to exceed the budget. A line item with an estimate that is less than 100% means that staff anticipates the 2022 activity to be less than the budget.

Throughout the annual budget process, the City Council approved the use of the Consumer Price Index for All Urban Consumers (CPI-U) as reported by the US Bureau of Labor Statistics (BLS). In January 2022, BLS stated that "from December 2020 to December 2021, consumer prices for all items rose 7.0 percent, the largest December to December percent change since 1981." In recent years prior to 2021, the CPI-U had typically been below 2%. Based on this extreme spike in CPI-U, staff has included in the 2022 Estimate a 7% cost-of-living adjustment equal to the CPI-U for all staff that would become effective in August 2022.

Revenues

Property Tax Revenue

In March 2021, Senate Bill 13 (SB 13) was signed by the Governor and became effective for the 2022 Budget. SB 13 repealed the previous tax lid which focused to the total property tax revenue required for the budget. SB 13 focuses on the mill rate and provides for the calculation of a RNR. This RNR calculation takes last year's property tax revenue divided by this year's estimated assessed valuation to arrive at the mill rate that would be required to receive the same property tax revenue. SB 13 doesn't provide for any adjustments to the RNR to capture economic growth, issuance of debt or County errors in the assessed valuation numbers. At the Council Meeting on June 10, 2021, the City's Financial Advisor and City staff presented information about SB 13 and asked for direction from the Council regarding suggested adjustments to the RNR. The property tax revenue amount included in the 2023 General Fund Budget was calculated based on the Council direction provided.

Mill Levy Rate

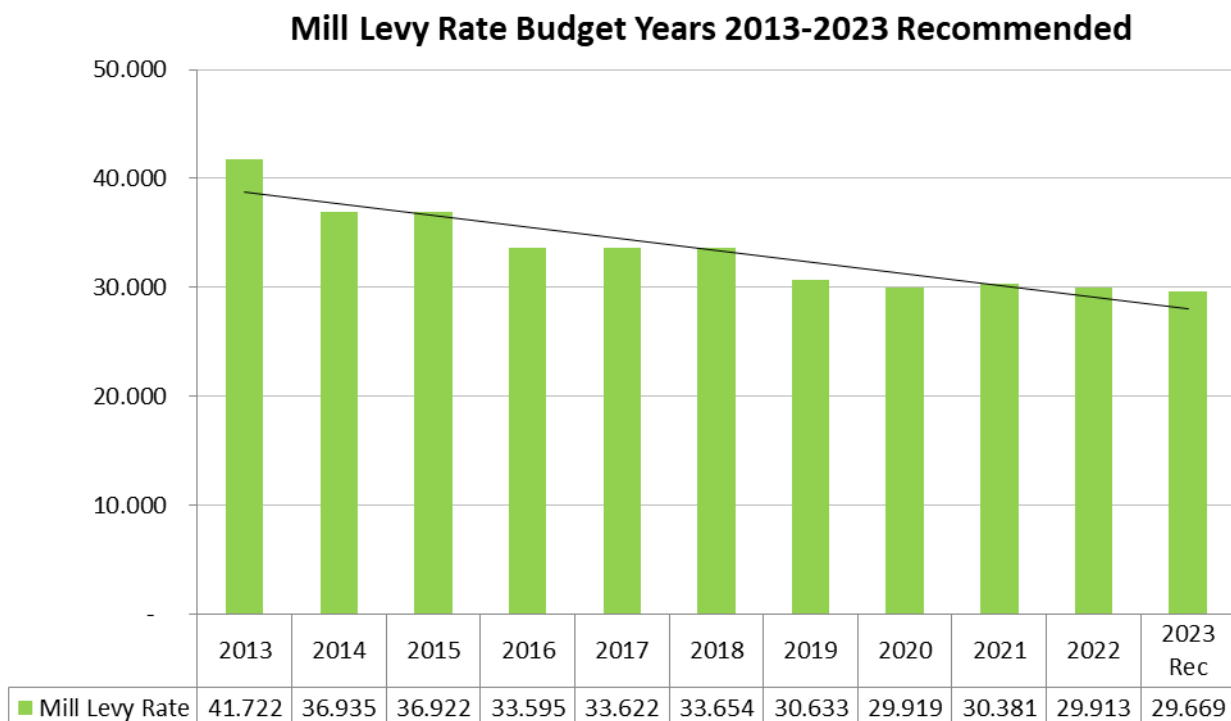
Since 2009, the City of Edgerton has lowered the mill levy rate over 12 mills. The ability to lower the mill levy rate while maintaining or increasing property tax revenue collection is driven by the growth in the value of one mill.

The chart below shows the information regarding the RNR, adjustments for categories approved at the June 10, 2021, Council Meeting and the recommended mill rate for the 2023 Budget. In order to levy the recommended mill rate, the City Council will have to hold a public hearing and pass a resolution. The public hearing is scheduled to occur during the August 25, 2022, Council Meeting. The City must also provide a notice of intent to hold the public hearing to the County Clerk no later than July 20, 2022.

	Revenue Neutral Rate (RNR)	Recommended Adjustments To the RNR	Recommended Mill Rate for the 2023 Budget
Property Tax Revenue	\$1,624,995	\$132,398	\$1,757,393
Estimated Mill Rate	27.351	2.318	29.669

The 2021 mill rate for the 2022 Budget was 29.913. **The recommended 2022 mill rate for the 2023 Budget represents a 0.8% DECREASE in the mill rate.**

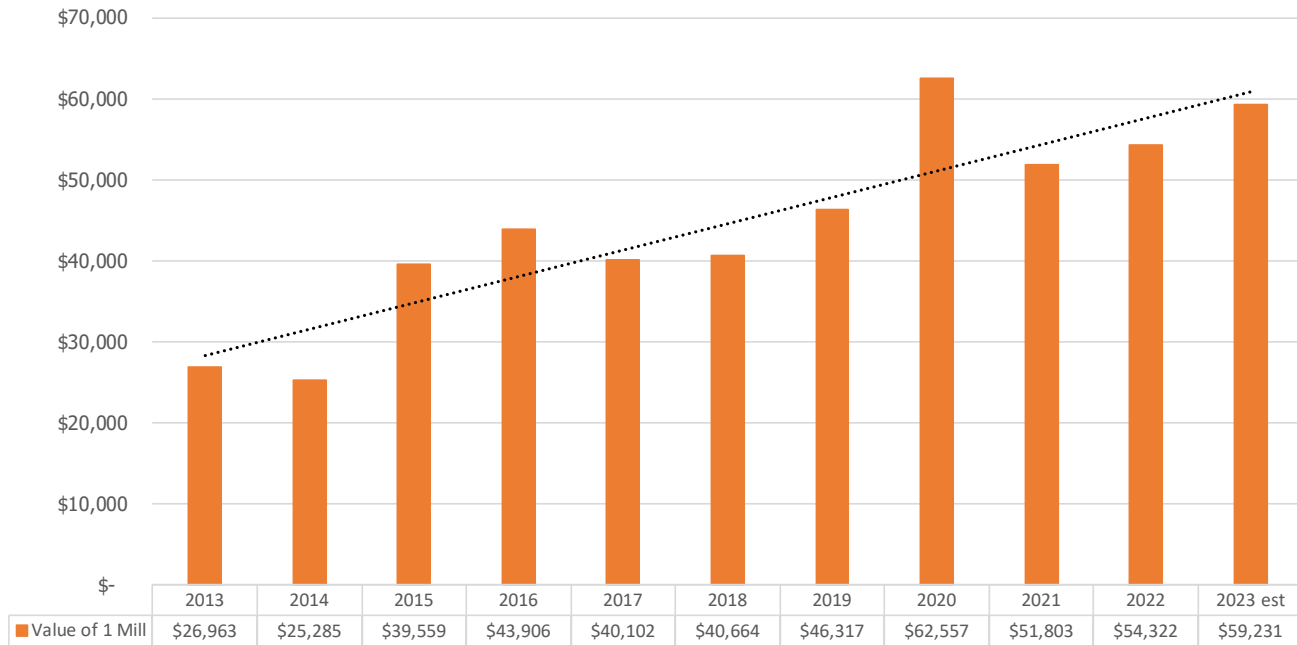
The graph below shows a history of the City's mill rate since 2012 (for the 2013 Budget).



Value of One Mill

Growth in the value of one mill results from citywide increase in appraised valuation. Since 2009, the value of one mill has grown by \$49,635. The most significant factor in increasing the city's appraised valuation is the new construction at Logistics Park Kansas City and surrounding area. The value of one mill can fluctuate due to the timing of construction and the appraisal process. Improvements under construction on January 1st will receive a partial value for that assessment year based on the percentage of completion. If an abatement is processed for the next assessment year, the City's assessed value will decrease, sometimes causing an overall decrease from the prior year. The chart below shows the change in the value of one mill since the 2013 budget process.

Value of One Mill



Other Revenue

The chart below provides information about changes from the 2022 Budget to the 2023 Budget in the other sources of revenue for the General Fund.

Revenue Item	Change from 2022 Budget to 2023 Budget
LPKC Pilot	The revenue from payments in lieu of taxes for abated properties at LPKC has increased to reflect the addition of Inland Port LII, for which the first year of abatement is the 2023 budget.
City TIF Increment	This number is the amount of City property tax that is deposited into the TIF Funds. It is subtracted from the amount of total property tax to be received since it will be deposited directly into the TIF funds when distributions are received from the County Treasurer.
Motor Vehicle Tax Recreational Vehicle Tax 16/20M Vehicle Tax	Small increase based on the estimate provided by the County Treasurer.
Local Alcoholic Liquor Tax	Significant increase based on estimates provided by the Kansas State Treasurer as well as review of the trend in the actuals.
Use Tax	Increase in Local Use Tax based on amount received in 2021 and collection trend in 2022. Increase in County Use Tax reflects a 4% increase over the 2022 estimate based on the County's 2023 budget information.
Sales Tax	Increase in Local Sales Tax based on amount received in 2021 and collection trend in 2022. Increase in County Sales Tax reflects a 2% increase over the 2022 estimate based on the County's 2023 budget information.
Franchise Tax	Increased to reflect the trend in the actuals for the last few years.
Licenses & Permits	Left the same to reflect the trend in the actuals for the last few years. Note: contracted inspection and plan review services expenditures will fluctuate based on permits issued so if permits not issued an

	revenue not received, there also will not be any related plan review and inspection fees.
Fines & Forfeitures	The increase in this revenue source reflects the growth in the court docket over the last few years. The number and type of tickets issued will affect this revenue source.
Charges for Services	The 2022 Budget included an increase for trash services since the bids would occur after the budget was approved. The budget was adjusted to reflect the actual contract approved. The City charges customers for half of the trash service cost.
Reimbursements/Miscellaneous	The City doesn't typically budget any funds in this category. This category is used to account for reimbursements for things like insurance claims, sale of trash stickers and other small receipts not categorized elsewhere.
Investment Income	This revenue source had been affected by the pandemic. The amount is the same in 2023 as it is difficult to determine how much rates will increase in the coming months.

Expenditures

The budget amount is an estimate of resources needed to carry out the level of services the Governing Body offers its citizens. The approved budget sets the legal level of budget authority at the fund level, which the City cannot exceed without going through the budget amendment process.

Changes in expenditures between budget years can occur for several reasons: (1) County/State/Federal mandates/change in charges/fees; (2) inflation; (3) change in level of service, including corresponding changes in personnel; (4) more refined budgeting for a program(s) based on actual experience, etc.

Appendix A includes information about the change in each department's budget from year to year.

Other Sources & Uses

Transfers to/from other funds are listed in this section of the fund schedule. These transactions are more of a one-time occurrence than they are routine.

Transfers from the TIF Funds consist of the annual TIF administrative fee the City is allowed to collect from TIF revenues related to the Homestead Lane Retail TIF District project plans. There are currently two project plans: (1) A1 – On the Go Travel Plaza and (2) B1 – Edgerton Crossing. The 2022 Estimate reflects that the City will receive the balance due on the Plan A1 initial TIF fee and most of the balance due on the Plan B1 initial TIF fee. The remainder of the Plan B1 initial TIF fee will be received in 2023.

Transfers to Equipment Reserve are typically done each year to systematically save for replacement of the City's vehicles and equipment. Staff has included a \$125,000 transfer to equipment reserve in the 2023 recommended budget, which is the same as the transfer in the 2022 budget.

Transfers to capital projects will vary from year to year depending to the projects approved and the funding sources for those projects. The Governing Body reviews projects and discusses priorities and staff available capacity at the CIP work session in October each year. At a meeting following that work session, the Governing Body approves the CIP, setting the budget and timing for projects. After the CIP is approved, the budget for transfers to capital projects is updated to reflect the approved plan.

Ending Balance and Reserves

The carryforward balance from 2021 to 2022 was greater than estimated during the 2022 Budget process due to lower expenditures for 2021 than originally forecast as well as some revenue sources exceeding projections. The projected balance at the end of 2022 and 2023 exceeds the required reserves, leaving funding available for projects or other priorities.

SB 13 Policy Direction

Recommend City Council direct staff to prepare the budget to capture property tax revenue for the following categories:

1. Roll-off of all types of incentives (i.e. property tax abatements)

2. New Territory/Annexations

3. Growth in assessed value of non-residential property

4. Growth in assessed value of residential property due to inflation based on the CPI-U

5. Issuance of General Obligation (GO) Debt

6. Errors by Johnson County

City of Edgerton
Calculation of the Adjustment to the RNR
for the 2023 Budget

Real Property							
Class	Description	Nov 2021	6/15/2022 AV			Change	
			#'s Co Clerk	Pending Exemptions	Adj #'s	Nov 2021-6/15/2022 Adj	Council Policy
R	Residential Including Apartments	\$ 12,043,535	\$ 13,369,740	\$ -	\$ 13,369,740	\$ 1,326,205	capture revenue incr up to CIP-U
A	Agricultural Land Use & Improvements	\$ 182,152	\$ 183,813	\$ -	\$ 183,813	\$ 1,661	capture all revenue
C	Commercial & Industrial	\$ 5,999,456	\$ 7,369,138	\$ -	\$ 7,369,138	\$ 1,369,682	capture all revenue
V	Vacant Lots	\$ 4,188,933	\$ 4,561,441	\$ (157,201)	\$ 4,404,240	\$ 215,307	capture all revenue
N	Not for Profit	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
O	All Other Real Property	\$ 1,611	\$ 1,680	\$ -	\$ 1,680	\$ 69	capture all revenue
U	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
ED	Exempt Dam	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
EI	Exempt IRB	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
EIC	Exempt IRB for Com	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
EIR	Exempt IRB for Res	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
EIV	Exempt IRB for Vac	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
EX	Exempt Ec Dev	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
EXC	Exempt Ec Dev for Com	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
EXR	Exempt Ec Dev for Res	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
EXV	Exempt Ec Dev for Vac	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
E	All Other Tax Exempt Property	\$ -	\$ -	\$ -	\$ -	\$ -	capture all revenue
Total Real Property		\$ 22,415,687	\$ 25,485,812	\$ (157,201)	\$ 25,328,611	\$ 2,912,924	

Personal Property							
Class	Description	Nov 2021	6/15/2022 AV			Change	
			#'s Co Clerk	Adj	Adj #'s	Nov 2021-6/15/2022 Adj	Council Policy
	Personal Property	\$ 168,743	\$ 164,587	\$ -	\$ 164,587	\$ (4,156)	capture all revenue

State Assessed							
Class	Description	Nov 2021	6/15/2022 AV			Change	
			#'s Co Clerk	Adj	Adj #'s	Nov 2021-6/15/2022 Adj	Council Policy
	State Assessed	\$ 31,738,810	\$ 33,739,301	\$ -	\$ 33,739,301	\$ 2,000,491	capture all revenue
Grand Totals		\$ 54,323,240	\$ 59,389,700	\$ (157,201)	\$ 59,232,499	\$ 4,909,259	

Calculation of Adjustment to RNR							
Change in Assessed Value All Non-Residential (Category 3)					\$	3,583,054	
Residential New Construction Assessed Value (Category 2)					\$	-	
Allowable Change in Assessed Value - Residential per Council Policy (Category 4)							
Assessed Value - Residential incl Apartments at Nov 2021			\$	12,043,535			
Allowable Increase % Per Council Policy (CPI-U @ 12/31/2021)				7.0%			
Allowable Residential Assessed Value Increase Per Council Policy			\$	843,047			
Total Change in Residential Assessed Value Nov 2021 to 6/15/2022			\$	1,326,205			
Less: Residential New Construction			\$	-			
Residential Change in Assessed Valuation due to Reappraisal			\$	1,326,205			
Allowable increase in Residential Assessed Valuation					\$	843,047	
Total Allowable Change in Assessed Value Per Council Policy					\$	4,426,101	
Nov 2021 Mill Rate for the 2022 Budget						29.913	
Allowable increase in Property Tax Revenue per Council Policy					\$	132,398	
Property Tax Levied 2021 for 2022 Budget					\$	1,624,995	
Total Property Tax Revenue for the 2023 Budget					\$	1,757,393	
Base Mill Rate Needed						29.669	
Mill Rate Needed for GO Debt Service					\$	-	
Total Mill Rate Needed						29.669	
RNR						(27.351)	
Adjustment to the RNR						2.318	

City of Edgerton
General Fund

Mill Rate:	30.881	30.381	29.913		29.669 calculated
Revenue from 1 Mill:	\$62,557	\$51,804	\$54,323		\$59,231 est.
	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ 1,617,667	\$ 1,582,699	\$ 1,855,359	\$ 2,098,780	\$ 1,901,407
Revenues:					
Ad Valorem Tax	1,931,860	1,573,849	1,624,996	100%	1,757,393
City TIF Increment	-	-	(38,158)	100%	(50,425)
LPKC PILOT	483,853	545,837	589,332	100%	620,119
Delinquent Tax	-	-	-	-	-
Motor Vehicle Tax	52,969	52,830	52,830	100%	53,576
Recreational Vehicle Tax	933	835	835	100%	823
16/20M Vehicle Tax	372	375	375	100%	488
Local Alcoholic Liquor Tax	2,780	2,780	5,000	180%	9,000
City 1% Use Tax	113,600	182,000	200,000	127%	253,000
County Use Tax	70,000	70,000	100,000	117%	122,000
City 1% Sales Tax	431,000	471,000	485,000	109%	540,000
County Sales Tax	334,000	322,000	375,000	99%	380,000
Franchise Tax	110,000	110,000	180,000	111%	199,000
Licenses & Permits	756,300	321,000	224,000	100%	224,000
Charges for Services	118,000	118,000	98,700	110%	85,470
Fines & Forfeitures	30,000	30,000	75,000	107%	80,000
Reimbursements	-	-	-	-	-
Investment Income	15,000	17,000	15,000	100%	15,000
Total Revenue	\$ 4,450,667	\$ 3,817,506	\$ 3,987,910	104%	\$ 4,289,444
Expenditures:					
General Government	961,959	983,479	1,050,748	93%	1,138,238
Law Enforcement	502,868	507,043	556,036	100%	572,719
Public Works	615,625	597,835	565,620	99%	721,645
Parks	253,490	264,727	315,043	97%	336,947
Facilities	115,450	126,325	143,570	97%	142,424
Fleet Maintenance	51,200	54,200	52,700	97%	62,250
Community Development	356,153	334,048	387,348	99%	494,000
Economic Development	507,200	502,200	506,700	99%	494,775
Information Technology	57,631	49,587	81,872	98%	89,167
Employee Benefits	484,532	556,209	555,093	94%	602,718
Total Expenditures	\$ 3,906,108	\$ 3,975,653	\$ 4,214,730	97%	\$ 4,654,883
Revenues Over(Under) Expenditures	\$ 544,559	\$ (158,147)	\$ (226,820)		\$ (365,439)
Other Financing Sources & Uses					
Transfers from Other funds:					
Transfer from Capital Projects Fund	\$ -	\$ -	\$ -	-	\$ -
Transfer from TIF Funds-City TIF Fee	\$ -	\$ -	\$ 17,656	264%	\$ 5,343
Transfers to Other Funds:					
Transfer to Equipment Reserve Fund-General	(325,000)	(125,000)	(125,000)	100%	(125,000)
Transfer to Mayor's Holiday Fund	-	-	-		-
Transfer to Capital Projects Fund	(273,441)	(66,500)	(195,000)	100%	-
Total Other Financing Sources & Uses	\$ (598,441)	\$ (191,500)	\$ (302,344)		\$ (119,657)
Balance 12/31	\$ 1,563,785	\$ 1,233,052	\$ 1,326,195	\$ 1,901,407	\$ 1,416,310

Undesignated Reserve:	\$ 666,504	\$ 741,330
Portion Designated for Self-Insured Losses:	\$ 50,000	\$ 50,000
Reserve Per Policy - 17% of Budgeted Expenditures:	\$ 716,504	\$ 791,330
Unencumbered Cash Over(Under) Requirement:	\$ 1,184,902	\$ 624,980
Undesignated Reserve:	\$ 1,003,683	\$ 1,113,721
Portion Designated for Self-Insured Losses:	\$ 50,000	\$ 50,000
Reserve Per Policy - 25% of Budgeted Expenditures:	\$ 1,053,683	\$ 1,163,721
Unencumbered Cash Over(Under) Requirement:	\$ 847,724	\$ 252,590

Funding Sources: Property tax, sales tax, franchise fees, user fees and charges

Expenditures: General operations of the City

Appendix A – Expenditures Approved Budgets Year-to-Year Detail

General Government

2020 Budget – 2021 Budget	2021 Budget – 2022 Budget	2022 Budget -2023 Recommended
<ul style="list-style-type: none"> Changed allocation for Asst. City Administrator position from 25% to 100% to reflect a change in focus for the duties of this position from project management to general administration (human resources, risk management, insurance) and reduced the number of months in 2021 that the position would be filled from 12 months to 6 months. Removed the cost for the biennial Citizen Survey. 	<ul style="list-style-type: none"> Reflects an entire year of the Assistant City Administrator position being filled. Added the cost for the biennial Citizen Survey. Increased legal services to reflect increase in legal matters requiring the use of the City Attorney. Reduced Marketing/Advertising to reflect spending levels the last few years since adding the Marketing/Communications Manager. Reduced consulting services since some of those items will be handled by the Asst. City Administrator position. 	<ul style="list-style-type: none"> Funded 1/3 of a new Customer Service Representative position (shared with General Government and Public Works). Removed biennial Citizen Survey. Reduced trash contract cost to reflect current contract. Estimated 15% increase in property/casualty insurance cost. Increase in support for community partners per direction given at the May 26, 2022, meeting: <ul style="list-style-type: none"> Project Grad Robert Cook Memorial Votech Scholarship Increase in investment advisor fees.

Law Enforcement

2020 Budget – 2021 Budget	2021 Budget – 2022 Budget	2022 Budget -2023 Recommended
<ul style="list-style-type: none"> Reflects a 0.8% increase in the contract with the Sheriff's Department for policing services. Maintains the Community Officer. Includes a small increase related to the prosecutor for the Municipal Court. 	<ul style="list-style-type: none"> Reflects a 1.00% decrease in the contract with the Johnson County Sheriff's for policing services. Maintains the Community Officer. Includes a small increase related to the prosecutor for the Municipal Court. Includes the expenditures related to the addition of a 2nd court docket. 	<ul style="list-style-type: none"> Reflects a 6.3% increase in the cost of the contract with the Johnson County Sheriff's Office for policing services. Increase in prisoner board fees charged by Johnson County. Increase cost for court support services

Public Works

2020 Budget – 2021 Budget	2021 Budget – 2022 Budget	2022 Budget -2023 Recommended
<ul style="list-style-type: none"> Converted the Foreman position to a Maintenance Tech II position. Added dollars for career progression for Public Works staff. 	<ul style="list-style-type: none"> Moved Infrastructure Inspection costs to the Economic Development Fund. 	<ul style="list-style-type: none"> Funded internal career progression Funded on-call pay Funded 1/3 of a new Customer Service Representative position (shared with General Government and Public Works).

<ul style="list-style-type: none"> Reduced electric costs for streetlights and traffic signals to be more in line with actuals. Increased ice control due to the increased expenditures for responding to storms. Increased traffic control to account for the increase in sign work required. 		<ul style="list-style-type: none"> Increased utility and maintenance costs for streetlights and traffic signals Increased costs for contracted professional services Increased costs for supplies (i.e. uniforms, construction, snow/ice control and signs)
---	--	--

Parks

2020 Budget – 2021 Budget	2021 Budget – 2022 Budget	2022 Budget -2023 Recommended
<ul style="list-style-type: none"> Increased support for the Frontier Days 50th anniversary. Increased costs for other community events based on actual expenditures. 	<ul style="list-style-type: none"> \$5,000 reduction in support for Frontier Days since it isn't an anniversary year. Based on recent feedback from Edgerton citizens, staff included an additional \$50,000 in Parks and Recreation to add a new community-wide event. The 2020 Citizen Survey ranked City special events and festivals as the second most important priority for the City to emphasize over the next two years. This was confirmed by the Recreation Programming survey in fall 2020 which ranked community events as the top priority in the Priority Investment Ranking. 	<ul style="list-style-type: none"> Increased costs to Community Picnic and Fireworks event Increase in supplies Increase in Frontier Days support per Council direction at the May 26, 2022, meeting.

Facilities

2020 Budget – 2021 Budget	2021 Budget – 2022 Budget	2022 Budget -2023 Recommended
<ul style="list-style-type: none"> Reflects a 10% increase in utility rates. Reflects a small increase in the rental rate for the Studio B. Increased cost for internet service due to upgrading the service in late 2019. Increased building and ground maintenance to cover supply costs. Increased trash service related to the dumpster and recycling at the Public Works Facility. 	<ul style="list-style-type: none"> Increased cost for internet service due to upgrading the service in 2022. 	<ul style="list-style-type: none"> Small decrease in cleaning contract new contract. Small decrease in internet cost. Upgrade in 2022 was less than estimated.

Fleet Maintenance

2020 Budget – 2021 Budget	2021 Budget – 2022 Budget	2022 Budget -2023 Recommended
<ul style="list-style-type: none"> Increased maintenance to reflect additions to the fleet and the age of some of the items in the fleet. 	<ul style="list-style-type: none"> Increased maintenance to reflect additions to the fleet and the age of some of the items in the fleet. Reduced fuel costs based on spending the last few years. 	<ul style="list-style-type: none"> Increase in fuel cost due to significant change in current fuel prices. Increase in maintenance contract. Increase costs in vehicle and equipment maintenance.

Community Development

2020 Budget – 2021 Budget	2021 Budget – 2022 Budget	2022 Budget -2023 Recommended
<ul style="list-style-type: none"> Decrease in salaries due to budgeting Building Inspector position at lower portion of the range. Increase in veterinary services due to change in policy at the Lawrence Humane Society. Increase in legal fees to reflect increased usage of the City Attorney for various code enforcement matters. Increase in abatement costs due to potential properties that might be subject to the process. 	<ul style="list-style-type: none"> Increase in professional services due to not filling building inspector position. 	<ul style="list-style-type: none"> Funded 1/3 of a new Customer Service Representative position (shared with General Government and Public Works). Reallocation of funding to professional services due to vacancy.

Economic Development

2020 Budget – 2021 Budget	2021 Budget – 2022 Budget	2022 Budget -2023 Recommended
<ul style="list-style-type: none"> Small increase in the BNSF increment. Removed Chamber membership and related sponsorship for the magazine. 	<ul style="list-style-type: none"> Small increase in the BNSF increment. 	<ul style="list-style-type: none"> Small decrease in the BNSF increment. Decrease in the utility sales tax to be transferred to the Public Infrastructure Fund based on the trend in actuals.

Information Technology

2020 Budget – 2021 Budget	2021 Budget – 2022 Budget	2022 Budget -2023 Recommended
<ul style="list-style-type: none"> Decrease due to restructuring the contract with the IT provider which occurred after the 2020 budget was adopted. 	<ul style="list-style-type: none"> Estimating 10% increase in IT Provider contract Rest of increase due to first year of annual maintenance for new software system 	<ul style="list-style-type: none"> Estimating 10% increase in contracted IT services. Moved cost of cyber insurance from General Government.

		<ul style="list-style-type: none"> • Increase in cost of IT equipment replacement.
--	--	---

Employee Benefits

2020 Budget – 2021 Budget	2021 Budget – 2022 Budget	2022 Budget -2023 Recommended
<ul style="list-style-type: none"> • Reduced budget for position vacancies <ul style="list-style-type: none"> ○ Asst. City Admin – 6 months ○ Building Inspector – 2 months ○ Rec Coordinator – 2 months • First year that the Asst. City Administrator was allocated 100% to the General Fund. • Estimated 20% increase in health insurance premiums. • Estimated 10% increase in dental and vision premiums. 	<ul style="list-style-type: none"> • Estimated 10% increase in health insurance premiums. • Estimated 3% increase in dental and vision premiums. 	<ul style="list-style-type: none"> • Estimated 10% increase in health insurance premiums. • Estimated 3% increase in dental and vision premiums.

**City of Edgerton
2023 Budget Work Session
July 7, 2022**

Utility Funds Budget





June 30, 2022

To: Mayor and City Council Members

From: Beth Linn, City Administrator
Karen Kindle, Finance Director
Dan Merkh, Public Works Director

Re: 2023 Recommended Water Fund Budget

Attached please find the 2023 Recommended Budget for the Water Fund. This fund contains the water utility operation of the City.

2022 Estimate

The 2022 estimated revenues and expenditures reflect staff's evaluation of the activity so far in 2022 compared to the budget approved for 2022. A line item with an estimate of more than 100% means that staff expects the 2022 activity to exceed the budget. A line item with an estimate that is less than 100% means that staff anticipates the 2022 activity to be less than the budget.

Throughout the annual budget process, the City Council approved the use of the Consumer Price Index for All Urban Consumers (CPI-U) as reported by the US Bureau of Labor Statistics (BLS). In January 2022, BLS stated that "from December 2020 to December 2021, consumer prices for all items rose 7.0 percent, the largest December to December percent change since 1981." In recent years prior to 2021, the CPI-U had typically been below 2%. Based on this extreme spike in CPI-U, staff has included in the 2022 Estimate a 7% cost-of-living adjustment equal to the CPI-U for all staff that would become effective in August 2022.

Revenues

The water utility operations are considered an enterprise, and as such, the funding for operations come from user charges. The user charges needed to fund the utility operations are calculated based on the operation and maintenance costs required to run the utility, the debt service payments required on outstanding debt and any costs for capital outlay, such as equipment or capital improvements to the system.

Charges for Services

- The revenues are from the 2022 Rate Study Report prepared by Raftelis included in this packet for reference. Raftelis will present the study results at the budget work session on July 7th. The 2022 Rate Study Report recommends a small increase of \$2.06 per month for the average customer for 2023. **As proposed for 2023, the total monthly city utility bill for the average household would be the cheapest utility bill when compared to average household bills for electric, gas, cell phone and cable.** The study also includes a comparison of neighboring jurisdictions; however, rates

included for surrounding jurisdictions have not yet been updated with proposed rate increases for 2023.

- If there is consensus to adopt the recommendation in the 2022 Rate Study Report, staff would bring back the updated fee resolution for Council consideration at a meeting in September.
- This category also includes the tower rent received from AT&T. There is a small increase for this source based on annual increases built into the lease agreement.

Fines & Forfeitures

- The 2023 Budget is the same as the 2022 Budget.

Investment Income

- The 2023 Budget is the same as the 2022 Budget.

Expenditures

Fleet Maintenance

- The 2023 budget is the same as the 2022 budget.

Information Technology

- Includes the replacement of IT equipment according to the replacement schedule.
- Includes a 10% increase in contracted IT provider services.

Production

- The 2023 Budget is the same as the 2022 Budget.

Distribution

- Increased costs for implementation of the federally mandated Lead and Copper Rule Revisions (LCRR) from EPA in alignment with the Safe Water Drinking Act.

Administrative-Water

- Removed the cost for the rate study. Rate studies will be conducted in even years going forward.
- Upgraded Utilities Maintenance Technician to Plant Operator to build redundancy for system operations and succession planning

Employee Benefits

- Includes a 10% increase in health insurance premiums and a 3% increase in dental and vision insurance premiums based on information from the City's provider, Midwest Public Risk. The City has been fortunate that actual increases the last three years have been less than 10%.

Debt Service

- Includes the State Revolving Loan payments for the AMI meter system. The loan is scheduled to be paid off in 2037.

Transfers to Other Funds

- The recommended budget includes a \$15,000 transfer to the Equipment Reserve Fund-Water.

Ending Balance and Reserves

The projected balance at the end of 2023 meets the level required by Council policy.

Future Considerations

The financial plan presented in the 2022 Rate Study Report is a forecast that relies on assumptions made about expenditures, customer base, debt service requirements, etc. These factors can change, and as more information is obtained, the assumptions will be updated.

Staff is inventorying the water system components to analyze and develop a replacement plan. That plan, along with the Vehicle and Equipment Plan already in place, will provide information about future funding needs that are not currently reflected in the financial plan. Another future consideration that might affect the financial plan is the wholesale water contract renewal with the City of Baldwin City.

City of Edgerton Water Fund

	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ 219,376	\$ 225,037	\$ 176,502	\$ 168,723	\$ 137,901
Revenues:					
Charges for Services	462,450	482,450	462,222	101%	487,630
Fines & Forfeitures	23,000	20,000	20,000	100%	20,000
Reimbursements	-	-	-	-	-
Investment Income	2,000	2,500	2,500	100%	2,500
Total Revenue	\$ 487,450	\$ 504,950	\$ 484,722	101%	\$ 510,130
Expenditures:					
Fleet Maintenance	4,200	5,700	6,075	95%	6,075
Information Technology	32,559	25,379	49,878	95%	51,738
Production	175,000	175,000	175,000	95%	175,000
Distribution	46,740	54,130	54,505	95%	63,030
Administrative - Water	125,815	132,715	143,054	99%	150,151
Employee Benefits	32,042	35,143	36,429	94%	37,938
Debt Service	97,345	97,349	56,153	100%	14,957
Total Expenditures	\$ 513,701	\$ 525,416	\$ 521,094	97%	\$ 498,889
Revenues Over(Under) Expenditures	\$ (26,251)	\$ (20,466)	\$ (36,372)		\$ 11,241
Other Financing Sources & Uses:					
Transfers from Other funds:					
Transfer from Water Reserve Fund	-	-	-	0%	-
Transfer from Capital Projects Fund	-	-	-	0%	-
Transfers to Other Funds:					
Transfer to Equipment Reserve Fund-Water	-	-	(25,000)	60%	(15,000)
Transfer to Capital Projects Fund	-	-	-		-
Total Other Financing Sources & Uses	\$ -	\$ -	\$ (25,000)	60%	\$ (15,000)
Balance 12/31	\$ 193,125	\$ 204,571	\$ 115,130	\$ 137,901	\$ 134,142
<i>Reserve Per Policy - 17% of Budgeted Expenditures:</i>	\$ 88,586	\$ 84,811			
<i>Unencumbered Cash Over(Under) Requirement:</i>	\$ 49,315	\$ 49,331			
<i>Reserve Per Policy - 25% of Budgeted Expenditures:</i>	\$ 130,274	\$ 124,722			
<i>Unencumbered Cash Over(Under) Requirement:</i>	\$ 7,628	\$ 9,420			

Funding Sources: Charges to users of the City's water system

Expenditures: Water system operation and maintenance



June 30, 2022

To: Mayor and City Council Members

From: Beth Linn, City Administrator
Karen Kindle, Finance Director
Dan Merkh, Public Works Director

Re: 2023 Recommended Sewer Fund Budget

Attached please find the 2023 Recommended Budget for the Sewer Fund.

2022 Estimate

The 2022 estimated revenues and expenditures reflect staff's evaluation of the activity so far in 2022 compared to the budget approved for 2022. A line item with an estimate of more than 100% means that staff expects the 2022 activity to exceed the budget. A line item with an estimate that is less than 100% means that staff anticipates the 2022 activity to be less than the budget.

Throughout the annual budget process, the City Council approved the use of the Consumer Price Index for All Urban Consumers (CPI-U) as reported by the US Bureau of Labor Statistics (BLS). In January 2022, BLS stated that "from December 2020 to December 2021, consumer prices for all items rose 7.0 percent, the largest December to December percent change since 1981." In recent years prior to 2021, the CPI-U had typically been below 2%. Based on this extreme spike in CPI-U, staff has included in the 2022 Estimate a 7% cost-of-living adjustment equal to the CPI-U for all staff that would become effective in August 2022.

Revenues

The sewer utility operations are considered an enterprise, and as such, the funding for operations come from user charges. The user charges needed to fund the utility operations are calculated based on the operation and maintenance costs required to run the utility, the debt service payments required on outstanding debt and any costs for capital outlay such as equipment or capital improvements to the system.

Licenses & Permits

- This revenue is generated from businesses that are using holding tanks because they are not yet connected to the City's wastewater system. The City estimates that there will be two businesses at LPKC that will have a holding tank permit in 2023.

Charges for Services

- The revenues are from the 2022 Rate Study Report prepared by Raftelis included in this packet for reference. Raftelis will present the study results at the budget work session on July 7th.

- The 2023 revenue reflects Edgerton’s exploration of the purchase of Gardner’s interest in the Big Bull Creek Wastewater Treatment Plant infrastructure and could terminate the flow from Gardner to the plant. Estimates are based on the termination of flow from Gardner beginning October 2022.
- The 2022 Rate Study Report recommends an increase of \$2.55 per month for the average customer for 2023. **As proposed for 2023, the total monthly city utility bill for the average household would be the cheapest utility bill when compared to average household bills for electric, gas, cell phone and cable.** The study also includes a comparison of neighboring jurisdictions; however, rates included for surrounding jurisdictions have not yet been updated with proposed rate increases for 2023.
 - If there is consensus to adopt the recommendation in the 2022 Rate Study Report, staff would bring back the updated fee resolution for Council consideration at a meeting in September.

Investment Income

- The 2023 Budget is the same as the 2022 Budget.

Expenditures

Fleet Maintenance

- The 2023 Budget is the same as the 2022 Budget.

Information Technology

- Includes the replacement of IT equipment according to the replacement schedule.
- Includes a 10% increase in contracted IT provider services.

Treatment Plant

- Increased costs in treatment supplies and contracted sludge disposal services
- Decreased costs based on potential termination of flow from Gardner.

Sewer Line Maintenance

- The 2023 Budget is the same as the 2022 Budget.

Lift Stations/Vaults

- Increase cost in the generator maintenance contract

Administrative-Sewer

- Removed the cost for the rate study. Rate studies will be conducted in even years going forward.
- Upgraded Utilities Maintenance Technician to Plant Operator to build redundancy for system operations and succession planning

Employee Benefits

- Includes a 10% increase in health insurance premiums and a 3% increase in dental and vision insurance premiums based on information provided by the City's provider, Midwest Public Risk.

Debt Service

- Includes the payment for the Series 2016A and 2016B General Obligation Bonds for the conversion of the old treatment plant to a lift station. The project was completed in 2017. The bonds are scheduled to be paid off in 2046 and 2048, respectively.

Transfers to Other Funds

- A \$50,000 Transfer to Capital Projects has been included to fund future capital projects.

Ending Balance and Reserves

The projected balance at the end of 2023 meets the level required by Council policy.

Future Considerations

The financial plan presented in the 2022 Rate Study Report is a forecast that relies on assumptions made about expenditures, customer base, debt service requirements, etc. These factors can change, and as more information is obtained, the assumptions will be updated.

The Wastewater Master Plan process is in the final stage. That plan, along with the Vehicle and Equipment Plan already in place, will provide information about future funding needs that are not currently reflected in the financial plan.

City of Edgerton Sewer Fund

	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ 476,681	\$ 413,698	\$ 338,155	\$ 577,918	\$ 456,410
Revenues:					
Licenses & Permits	-	-	-	-	100
Charges for Services	741,000	682,408	761,529	94%	704,931
Reimbursements	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Investment Income	3,500	3,500	3,500	100%	3,500
Total Revenue	\$ 744,500	\$ 685,908	\$ 765,029	94%	\$ 708,531
Expenditures:					
Fleet Maintenance	4,700	5,700	6,075	95%	6,075
Information Technology	33,326	25,499	49,879	95%	51,738
Treatment Plant	204,945	198,330	195,674	126%	193,772
Sewer Line Maintenance	7,100	10,700	11,700	95%	11,700
Lift Stations/Vaults	21,114	29,967	34,562	95%	35,756
Administrative - Sewer	223,811	214,858	224,738	90%	235,028
Employee Benefits	56,193	61,513	63,261	79%	65,055
Debt Service	94,438	94,438	94,438	100%	194,438
Total Expenditures	\$ 645,627	\$ 641,005	\$ 680,327	102%	\$ 793,562
Revenues Over(Under) Expenditures	\$ 98,873	\$ 44,903	\$ 84,702		\$ (85,031)
Other Financing Sources & Uses:					
Transfers from Other funds:					
Transfer from Sewer Reserve Fund	-	-	-	-	-
Transfer from LPKC Phase I Maintenance Fee	-	-	-	-	194,438
Transfer from Capital Projects Fund	-	-	-	-	-
Transfers to Other Funds:					
Transfer to Equipment Reserve Fund-Sewer	(50,000)	(50,000)	(25,000)	100%	-
Transfer to Capital Projects Fund	(100,000)	(118,000)	(125,000)	100%	(50,000)
Total Other Financing Sources & Uses	\$ (150,000)	\$ (168,000)	\$ (150,000)	100%	\$ 144,438
Balance 12/31	\$ 425,554	\$ 290,601	\$ 272,857	\$ 456,410	\$ 515,817
<i>Reserve Per Policy - 17% of Budgeted Expenditures:</i>	\$	115,656	\$	134,906	
<i>Unencumbered Cash Over(Under) Requirement:</i>	\$	340,754	\$	380,911	
<i>Reserve Per Policy - 25% of Budgeted Expenditures:</i>	\$	170,082	\$	198,391	
<i>Unencumbered Cash Over(Under) Requirement:</i>	\$	286,328	\$	317,427	

Funding Sources: Charges to users of the City's sewer system

Expenditures: Sewer system operation and maintenance



Utility Rates FY 2023



2023 Proposed Average
Monthly Water Charge



\$42.63

an increase of
\$2.06

2023 Residential Monthly
Trash, Recycling, Yard Waste &
Weekly Large Item Charge

\$7.50

an increase of
\$0

2023 Proposed Average
Monthly Sewer Charge

\$34.27

an increase of
\$2.55



Total monthly utility bill is less than...

Average monthly
natural gas bill
\$112.37



Average monthly
cell phone bill
\$127.37



Average monthly
electricity bill
\$117.62

2023 Proposed Total
Average Monthly Utility Bill

\$84.40
per month



Average monthly
cable package
\$217.42

Why yearly increases?

Both water and sewer are considered enterprise funds, which means they operate like a business. The user charges are based on how much money is needed to run the utility, any debt service payments and capital costs.

CITY OF **Edgerton**

Water and Wastewater Rate Study

Draft Report / June 2022

Table of Contents

1.	INTRODUCTION	1
1.1.	BACKGROUND OF THE STUDY	1
1.1.1.	Objectives of the Study.....	1
1.1.2.	Customer Data	1
1.1.3.	Revenue Requirements.....	1
1.2.	WATER RATE STUDY FINDINGS.....	2
1.3.	SEWER RATE STUDY FINDINGS.....	4
1.4.	BILL IMPACTS	6

1.1. List of Figures

Figure 1: 2020 Units of Service	1
Figure 2: Proposed Water Financial Plan	2
Figure 3: Proposed Water Financial Plan Graph	3
Figure 4: Proposed Water Rates	3
Figure 5: Proposed Sewer Financial Plan.....	4
Figure 6: Proposed Sewer Financial Plan Graph	5
Figure 7: Proposed Sewer Rates	5
Figure 8: Bill Impacts	6
Figure 9: Monthly Bill Comparison - 3,000 Gallons	6

1.1 Introduction

1.1.1.BACKGROUND OF THE STUDY

The City of Edgerton retained Raftelis in 2022 to update the City's Utility Rate Study (Study). The purpose of the Study was to develop financial plans and rates to promote self-sustainability of the City's separate water and sewer utilities and recommend retail rates for service consistent with the financial plans for the utilities.

1.1.2.OBJECTIVES OF THE STUDY

The major objective of the study was to update financial plans for the water and sewer enterprises to ensure financial sufficiency, meet operation and maintenance (O&M) expense, debt service, and continue the financial health of the utilities.

1.1.3.CUSTOMER DATA

During the course of this project, the City provided Raftelis with a variety of financial information, including but not limited to, audited and unaudited financial results, customer billing data, and cost and revenue data. Raftelis did not independently assess or test for the accuracy of such data – historic or projected. We have relied on this data in the formulation of our findings and subsequent recommendations, as well as in the preparation of this report.

The forecast of use and accounts includes several changes to the sewer customer base. The City is in the process of exploring the acquisition of the share of the Big Bull Creek Wastewater Treatment facility that is currently owned by the City of Gardner. If that acquisition takes place, Gardner would no longer send wastewater to the City's plant for treatment. Staff estimates flow could cease after the end of September 2022, which is what is reflected in the financial plan in Section 1.3 below. This will represent approximately a 18% decrease in total contributed wastewater in 2022 and 42% in 2023. The City also expects to begin treating wastewater from several new commercial customers who are expected to contribute approximately 12 million gallons per year in 2023; these new customers will account for approximately 17% of total wastewater volume that year.

Figure 1: 2021 Units of Service

Utility	Annual Bills	Usage (1,000 Gal)
Water	8,282	29,566
Sewer	7,434	126,677

1.1.4.REVENUE REQUIREMENTS

The revenue requirements for the City's water and sewer utility include the O&M expense for each utility as well as debt service. The operating and maintenance expense is escalated by an average of approximately 5% each year across the water and sewer utilities to reflect expected inflationary increases in costs in future years. The forecast also assumes the City will spend 95% of budgeted expenses. The debt service is based on the City's current outstanding debt, including the most recently issued debt used to finance improvements to the City's sewer utility. The financial plans do not currently include any capital improvements for the water utility and limited amounts for the sewer utility, though City Staff indicates such improvements may be necessary in the future.

1.2. Water Rate Study Findings

Raftelis updated a five-year water utility financial plan for the study period. This plan determines the financial status of the water utility under recommended rates. Raftelis recommends regularly updating the water financial plan to recognize changes in capital improvements, customer's water usage characteristics, and system growth.

Based on the water utility's current revenue requirements, we are proposing an increase in all water rates of 5% in 2023 through 2027. Current projections suggest that these levels of rate increases are sufficient to cover operating expenses and debt service, as well as provide a small amount of additional funding in future years for equipment at the discretion of the Council. The forecast also includes periodic expenditures from the Equipment Reserve Fund.

The City's reserve policy requires that a reserve of 17-25% of budgeted operating/debt service expenditures be maintained in the Water Fund. This plan will maintain the operating reserve at 25% of annual operating expenses and debt service and reserves additional surpluses to fund major future capital and equipment spending. The City meets or exceeds this target for each year of the study period.

Figures 2 and 3 present the water financial plan in tabular and graphic form.

Figure 2: Proposed Water Financial Plan

Water Utility Cash Flow	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	Actual	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Revenue							
Retail Customer Revenue	\$ 416,714	\$ 428,367	\$ 449,785	\$ 472,275	\$ 495,888	\$ 520,683	\$ 546,717
Other Revenue	66,919	59,300	60,345	60,345	60,345	60,345	60,345
Total: Revenue	\$ 483,633	\$ 487,667	\$ 510,130	\$ 532,620	\$ 556,233	\$ 581,028	\$ 607,062
Proposed Revenue Adjustment			5.00%	5.00%	5.00%	5.00%	5.00%
Revenue Requirement							
Operating Expenses	\$ 387,848	\$ 447,336	\$ 459,735	\$ 482,010	\$ 506,378	\$ 531,987	\$ 558,898
Existing Debt Service	97,346	56,153	14,957	14,955	14,955	14,955	14,958
Budgeted Transfers	27,500	15,000	15,000	25,000	30,000	30,000	30,000
Total: Revenue Requirement	\$ 512,693	\$ 518,489	\$ 489,692	\$ 521,965	\$ 551,334	\$ 576,942	\$ 603,857
Surplus/(Deficit)	\$ (29,060)	\$ (30,822)	\$ 20,438	\$ 10,654	\$ 4,900	\$ 4,086	\$ 33,205
Debt Service Coverage	0.98	0.71	3.36	3.38	3.33	3.27	3.21
Fund Balances (End of Year)							
Operating (25% Budget)	\$ 121,298	\$ 125,872	\$ 118,673	\$ 124,241	\$ 130,333	\$ 136,735	\$ 143,464
Operating (Unencumbered)	47,429	12,033	39,670	44,756	43,563	41,247	67,724
System Development	25,772	25,772	25,772	25,772	25,772	25,772	25,772
Equipment	53,006	56,126	33,626	43,226	59,576	52,826	82,826
Total: Fund Balances	\$ 247,506	\$ 219,804	\$ 217,741	\$ 237,996	\$ 259,245	\$ 256,581	\$ 319,786

Figure 3: Proposed Water Financial Plan Graph

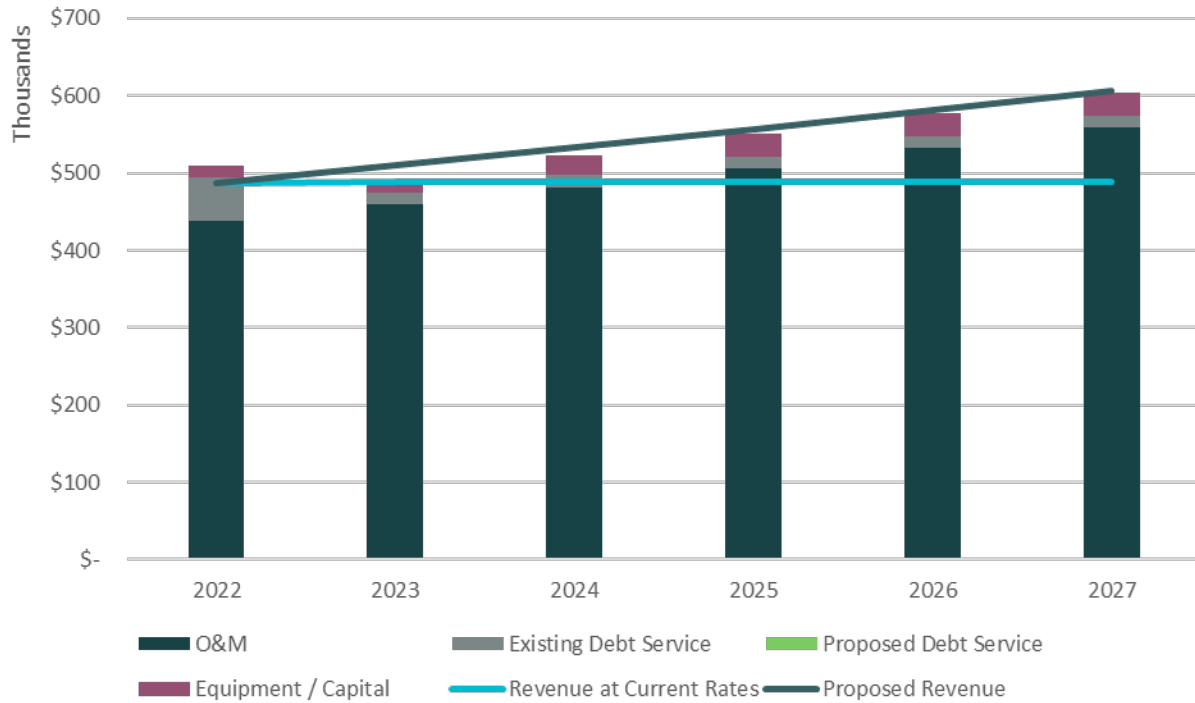


Figure 4 presents a forecast of the proposed inside city water rates.

Figure 4: Proposed Water Rates

Proposed Water Rates	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	Actual	Current	Forecast	Forecast	Forecast	Forecast	Forecast
Fixed Monthly Charge							
5/8"	\$ 21.15	\$ 21.63	\$ 22.72	\$ 23.86	\$ 25.06	\$ 26.32	\$ 27.64
1"	25.14	25.71	27.00	28.35	29.77	31.26	32.83
1 1/2"	31.77	32.49	34.12	35.83	37.63	39.52	41.50
2"	39.76	40.66	42.70	44.84	47.09	49.45	51.93
3"	58.39	59.71	62.70	65.84	69.14	72.60	76.23
4"	84.97	86.89	91.24	95.81	100.61	105.65	110.94
6"	151.46	154.87	162.62	170.76	179.30	188.27	197.69
8"	231.26	236.47	248.30	260.72	273.76	287.45	301.83
Volume Rate (1,000 Gal.)							
Below 2000	\$ 4.36	\$ 4.46	\$ 4.69	\$ 4.93	\$ 5.18	\$ 5.44	\$ 5.72
2001 -10000	9.79	10.02	10.53	11.06	11.62	12.21	12.83
Above 10001	13.50	13.81	14.51	15.24	16.01	16.82	17.67

1.3. Sewer Rate Study Findings

Raftelis updated a five-year sewer utility financial plan for the study period. This plan determines the financial status of the sewer utility under recommended rates. Raftelis recommends regularly updating the sewer financial plan to recognize changes in capital improvements, customer's usage characteristics and system growth, especially as usage from the LPKC continues to evolve.

Based on the revenue requirements for the sewer utility, Raftelis proposes 8% increases in the sewer rates for the City's retail customers in FY 2023 through FY 2027. These rate increases are necessary to provide the ability to pay principal on the utility's most recent debt issuance which will begin in FY 2023.

The financial plan also includes a one-time transfer from Fund 92 of an amount equal to the utility's 2023 debt service to partially make up for the revenue shortfall caused by the cessation of wastewater from the City of Gardner. Without this transfer, the City would deplete its unencumbered operating reserve by 2025 and fall below the minimum reserve balance of 17% of O&M by 2027.

Figures 5 and 6 present the financial plan in tabular and graphical formats. The forecast of revenue at current rates shown as a light blue line in Figure 6 does not include the transfer from Fund 92 in order to demonstrate its importance.

Figure 5: Proposed Sewer Financial Plan

Sewer Utility Cash Flow	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast
Revenue							
Retail Customer Revenue	\$ 554,878	\$ 570,407	\$ 704,181	\$ 760,515	\$ 821,356	\$ 887,065	\$ 958,030
Wholesale Revenue	224,222	145,759	-	-	-	-	-
Other Revenue	4,275	4,350	4,350	4,350	4,350	4,350	4,350
Transfer from Fund 92	-	-	194,438	-	-	-	-
Total: Revenue	\$ 783,375	\$ 720,516	\$ 902,969	\$ 764,865	\$ 825,706	\$ 891,415	\$ 962,380
Proposed Revenue Adjustment			8.00%	8.00%	8.00%	8.00%	8.00%
Revenue Requirement							
Operating Expenses	\$ 459,518	\$ 597,586	\$ 569,168	\$ 604,308	\$ 636,867	\$ 671,241	\$ 707,536
Existing Debt Service	94,438	94,438	194,438	192,438	195,438	193,338	196,238
Budgeted Transfers	171,640	150,000	50,000	50,000	50,000	50,000	50,000
Total: Revenue Requirement	\$ 725,595	\$ 842,024	\$ 813,605	\$ 846,746	\$ 882,304	\$ 914,578	\$ 953,773
Surplus/(Deficit)	\$ 57,779	\$ (121,508)	\$ 89,363	\$ (81,881)	\$ (56,598)	\$ (23,164)	\$ 8,607
Debt Service Coverage	3.42	1.30	1.71	0.83	0.96	1.13	1.29
Fund Balances (End of Year)							
Operating (25% Budget)	\$ 138,489	\$ 173,006	\$ 190,901	\$ 199,186	\$ 208,076	\$ 216,145	\$ 225,943
Operating (Unencumbered)	439,429	283,404	354,872	264,706	199,218	167,986	166,794
System Development	882,435	882,435	882,435	882,435	882,435	882,435	882,435
Equipment	153,845	177,195	47,695	47,695	21,045	21,045	21,045
WWTP Major Maintenance	103,134	103,134	103,134	103,134	103,134	103,134	103,134
Total: Fund Balances	\$1,717,332	\$1,619,175	\$1,579,038	\$1,497,157	\$1,413,909	\$1,390,746	\$ 1,399,352

Figure 6: Proposed Sewer Financial Plan Graph

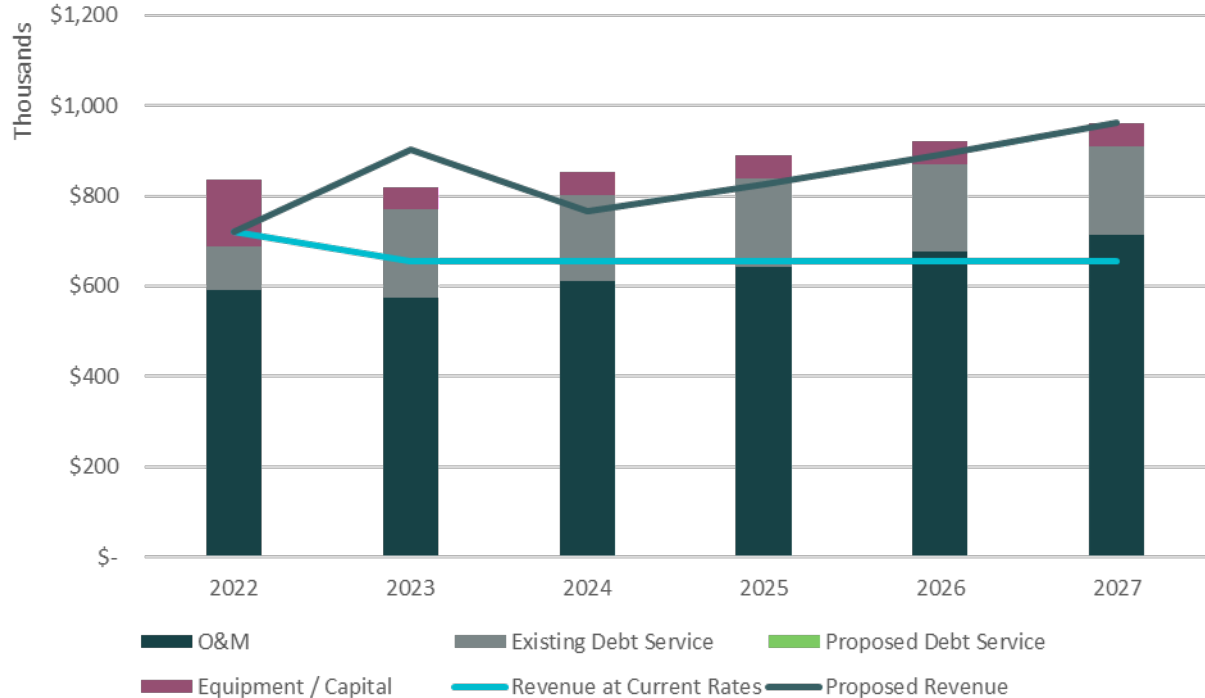


Figure 7 presents a forecast of the proposed sewer rates.

Figure 7: Proposed Sewer Rates

Sewer Rates	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		FY 2027	
	Actual		Current		Forecast		Forecast		Forecast		Forecast		Forecast	
Fixed Monthly Charge	\$	6.75	\$	7.09	\$	7.66	\$	8.28	\$	8.95	\$	9.67	\$	10.45
Volume Rate (1,000 Gal.)		7.81		8.21		8.87		9.58		10.35		11.18		12.08

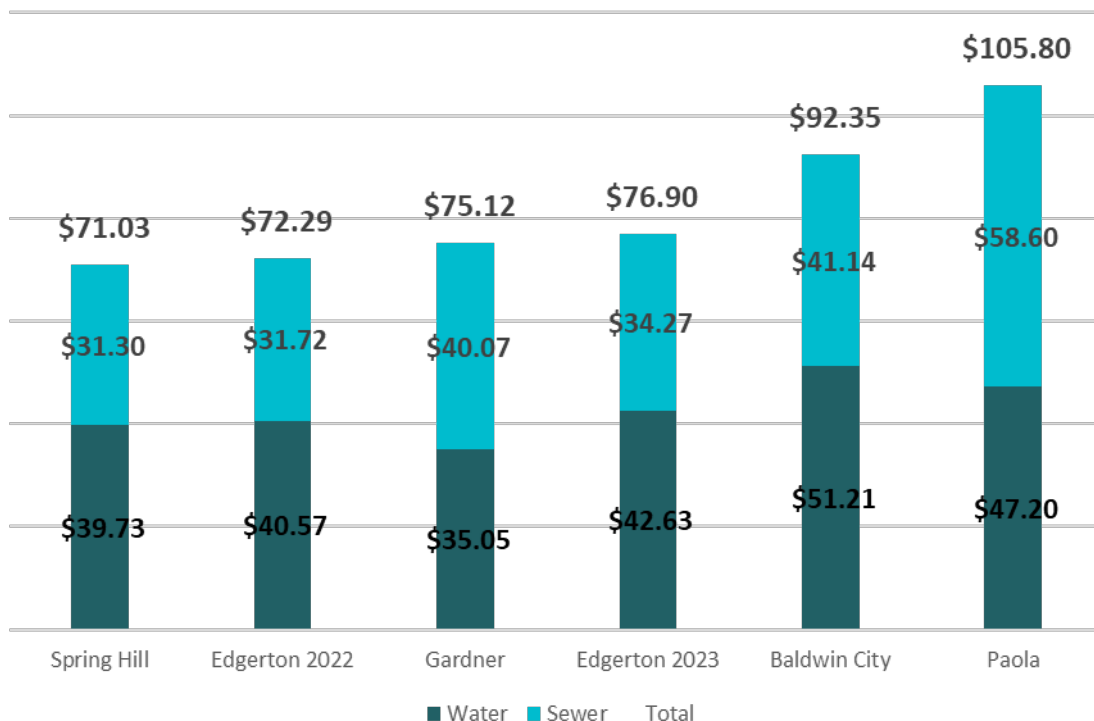
1.4. Bill Impacts

Figure 8 presents a typical residential water, sewer, and combined bill for varying levels of water use. Figure 9 compares 2022 and proposed 2023 typical water and sewer bill in the City of Edgerton to bills in neighboring communities in 2022.

Figure 8: Bill Impacts

Bill Impacts	Meter Size	Volume (kgal)	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
			Current	Forecast	Forecast	Forecast	Forecast	Forecast
Water Bill								
Small	5/8"	3	\$ 40.57	\$ 42.63	\$ 44.78	\$ 47.04	\$ 49.41	\$ 51.91
Medium	5/8"	8	90.67	95.28	100.08	105.14	110.46	116.06
Large	5/8"	15	179.76	188.89	198.40	208.43	218.98	230.07
Sewer Bill								
Small		3	\$ 31.72	\$ 34.27	\$ 37.02	\$ 40.00	\$ 43.21	\$ 46.69
Medium		8	72.77	78.62	84.92	91.75	99.11	107.09
Large		15	130.24	140.71	151.98	164.20	177.37	191.65
Combined Bill								
Small	5/8"	3	\$ 72.29	\$ 76.90	\$ 81.80	\$ 87.04	\$ 92.62	\$ 98.60
Medium	5/8"	8	163.44	173.90	185.00	196.89	209.57	223.15
Large	5/8"	15	310.00	329.60	350.38	372.63	396.35	421.72

Figure 9: Monthly Bill Comparison - 3,000 Gallons



**City of Edgerton
2023 Budget Work Session
July 7, 2022**

Other Funds Budget





June 30, 2022

To: Mayor and City Council Members

From: Beth Linn, City Administrator
Karen Kindle, Finance Director

Re: Other Funds 2023 Recommended Budgets

Attached are the budget schedules for the other funds for which the City adopts a budget. The sections below provide additional information about the 2023 Recommended Budget for these funds.

Special Highway Fund

The Special Highway Fund is the fund the City is required to establish by state statute to track the revenues and expenditures related to the state gasoline tax.

Revenues

The portion of the gas tax that is distributed to cities is distributed on a per capita basis. The League of Kansas Municipalities provides an estimate of the gas tax revenue for the current year and the budget year. The League shows an increase in the 2022 estimated revenue and a small increase from that amount to the 2023 estimated revenue. The City's portion of the state gasoline tax revenue has experienced a slight increase over the last few years.

Expenditures

Expenditures of gas tax revenues are limited to street maintenance by state statute. The City uses the gas tax revenue to fund the Annual Street Preservation Program. The funds are transferred to the Capital Projects Fund and deposited into the Annual Street Preservation Project.

Special Parks and Recreation Fund

The Special Parks & Recreation Fund is the fund the City is required to establish by state statute to track the revenues and expenditures related to the tax on alcoholic beverages sold by any club, caterer or drinking establishment. A portion of the taxes paid within the City limits are returned to the City and must be allocated 50% to the General Fund and 50% to the Special Parks and Recreation Fund.

Revenues

The Kansas State Treasurer provides an estimate of the alcohol tax for the budget year. Staff reviewed that estimate as well as the trend in the actuals, including the two distributions received so far in 2022 to estimate the revenue to be received in 2023. This review resulted in an increase in estimated revenue for the 2023 budget year.

Expenditures

Expenditures of the portion of the alcohol tax revenue deposited in the Special Parks & Recreation Fund are limited to park and recreation programs and improvements. Council has not designated any funds from this source for new programs or capital projects, so the balance has continued to accumulate. The 2023 Recommended Budget includes a transfer to the Capital Projects fund should the Council decide later to utilize the balance in this fund.

Bond & Interest Fund

The Bond & Interest Fund contains the transactions related to some of the debt obligations of the City. Currently, this fund contains the transactions related to the Series 2020A General Obligation Bonds, which refunded the 2012A General Obligation Bonds related to the Sunflower Benefit District. Debt obligations related to water operations are paid from the Water Fund. Debt obligations related to the sewer operations are paid from the Sewer Fund. Debt obligations related to LPKC Phases 1 and 2 are paid from their respective Public Infrastructure Funds in accordance with the development agreements and master trust indentures.

Revenues

The Recommended Budget includes the amount of special assessments payable to the City from the properties within the Sunflower Benefit District for 2023. Collections are at 130% so far in 2022 due to collection of delinquent special assessments. Collections were only 62% in 2021. There is adequate fund balance on hand to cover debt payments in addition to a reserve that is maintained in the Series 2020A Bond Reserve Fund.

Expenditures

The expenditures in the Recommended Budget reflect the amount payable on the Series 2020A General Obligation Bonds related to the Sunflower Benefit District in 2023. Bond payments have been made according to the debt schedule each year. The Series 2020A GO Bonds are scheduled to be paid of in 2030.

TIF – Edgerton Office

On August 22, 2019, the Governing Body approved Ordinance No. 2020 which established the Edgerton Office TIF covering Project Area A and Project Area B. Both project areas will contain a multi-story office building. To date, redevelopment project plans have not been adopted for either of the two project areas. At this time, all activity related to the Edgerton Office TIF District is accounted for in the TIF-Edgerton Office Fund.

Revenues

The majority of the revenues in this fund come from the incremental ad valorem property tax for properties included in the Project Areas. Other revenues can include reimbursements for legal fees and financial advisor services.

Expenditures

Expenditures can include payment for legal and financial services, city administrative fee and eligible expenditures per future Disposition and Development Agreements (DDA) adopted via resolution of the Governing Body.

At this time, the City does not expect to have eligible expenditures in 2023. Funds will accumulate until a project plan is adopted by the Governing Body; however, transfers to capital projects are listed so there is budget authority should a project plan be adopted after budget approval.

TIF – Homestead Lane Retail District

On August 22, 2019, the Governing Body approved Ordinance No. 2021 which established the Homestead Lane Retail District TIF covering two project areas, Project Area A and Project Area B. Activity related to the two project areas is accounted for as follows:

- Project Area A is accounted for in the TIF-Homestead Ln Redev Dist A Fund.
- Project Area B is accounted for in the TIF-Homestead Ln Redev Dist B Fund.

Once a project plan is approved by the Governing Body, a new fund is established to account for the activity related to that specific project plan.

The Governing Body has approved two project plans for the Homestead Lane Retail TIF District:

- On July 9, 2020, the Governing Body approved Ordinance No. 2041 adopting a redevelopment project plan for Project Plan A1, commonly known as the On-the-Go Travel Plaza. The activity related to this project plan is accounted for in the TIF-Proj Plan A1 Homestead Ln Fund.
- On November 18, 2021, the Governing Body approved Ordinance No. 2099 adopting a redevelopment project plan for Project Plan B1, commonly known as Edgerton Crossing. The activity related to this project plan is accounted for in the TIF-Proj Plan B1 Homestead Ln Fund.

Revenues

The majority of the revenues in the funds related to the Homestead Lane Retail TIF District come from the incremental ad valorem property tax for properties included in the Project Areas. Other revenues can include reimbursements for legal fees and financial advisor services.

Expenditures

Expenditures can include payment for legal fees and financial services as well as the City administrative fee and eligible expenditures per the Disposition and Development Agreements (DDA's) adopted by the Governing Body. Current DDA's are:

- My Store III, Inc., adopted by Resolution No. 07-09-20A
- Woodstone Properties, LLC, adopted by Resolution No. 11-18-2021A

Expenditures for 2023 were calculated based on the current DDA's.

City of Edgerton Special Highway Fund

	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ 1,190	\$ -	\$ 6,100	\$ 11,593	\$ 8,463
Revenues:					
Gasoline Tax	47,610	40,030	45,880	106%	49,600
Total Revenue	\$ 47,610	\$ 40,030	\$ 45,880	106%	\$ 49,600
Expenditures:					
Public Works	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues Over(Under) Expenditures	\$ 47,610	\$ 40,030	\$ 45,880		\$ 49,600
Other Financing Sources & Uses:					
Transfers to Other Funds:					
Transfer to Capital Projects Fund	48,800	40,030	51,980	100%	58,063
Total Other Financing Sources & Uses	\$ (48,800)	\$ (40,030)	\$ (51,980)		\$ (58,063)
Balance 12/31	\$ -	\$ -	\$ -	\$ 8,463	\$ -
Expenditure Detail:					
Annual Street Preservation Program	\$ 48,800	\$ 40,030	\$ 51,980	100%	\$ 58,063
	\$ 48,800	\$ 40,030	\$ 51,980	100%	\$ 58,063

Funding Sources: State gasoline tax (per gallon)

Expenditures: Maintenance of City streets

City of Edgerton Special Parks & Recreation Fund

	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ 28,139	\$ 29,532	\$ 35,531	\$ 38,687	\$ 47,687
Revenues:					
Local Alcoholic Liquor Tax	3,100	2,780	5,000	180%	9,000
Total Revenue	\$ 3,100	\$ 2,780	\$ 5,000	180%	\$ 9,000
Expenditures:					
Parks	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues Over(Under) Expenditures	\$ 3,100	\$ 2,780	\$ 5,000		\$ 9,000
Other Financing Sources & Uses:					
Transfers to Other Funds:					
Transfer to Capital Projects Fund	31,239	32,312	40,531	0%	56,687
Total Other Financing Sources & Uses	\$ (31,239)	\$ (32,312)	\$ (40,531)		\$ (56,687)
Balance 12/31	\$ -	\$ -	\$ -	\$ 47,687	\$ -

Expenditure Detail:

Transfer to CIP	\$ 56,687
	<u>\$ 56,687</u>

Funding Sources: Special alcohol tax per K.S.A. 79-41a04 (1/2 of total alcohol tax received by the City)

Expenditures: Park & Recreation programs and improvements

City of Edgerton Bond & Interest Fund

	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ 661,402	\$ 597,497	\$ 538,924	\$ 447,851	\$ 385,225
Revenues:					
Special Assessments	245,634	238,954	238,954	100%	238,954
Investment Income	-	-	-	-	-
Total Revenue	\$ 245,634	\$ 238,954	\$ 238,954	100%	\$ 238,954
Expenditures:					
Debt Service	255,005	300,708	301,580	100%	307,290
Total Expenditures	\$ 255,005	\$ 300,708	\$ 301,580	100%	\$ 307,290
Revenues Over(Under) Expenditures	\$ (9,371)	\$ (61,754)	\$ (62,626)		\$ (68,336)
Other Financing Sources & Uses:					
Transfers from Other funds:	-	-	-	-	-
Transfers to Other Funds:	-	-	-	-	-
Total Other Financing Sources & Uses	\$ -	\$ -	\$ -	\$ -	\$ -
Balance 12/31	\$ 652,031	\$ 535,743	\$ 476,298	\$ 385,225	\$ 316,889

Funding Sources: Special assessments

Expenditures: Debt service payments on the City's 2020 outstanding GO bonds

Notes: The City's 2020 outstanding GO bonds will be paid off in 2030.

**City of Edgerton
TIF - Edgerton Office**

	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ -	\$ -	\$ -	\$ -	\$ 30
Revenues:					
TIF Revenue	-	-	31	97%	30
Charges for Services	-	-	-	-	-
Reimbursements	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ 31	98%	\$ 30
Expenditures:					
Administration	-	-			-
TIF Office Redevelopment	-	-	31	0%	60
Total Expenditures	\$ -	\$ -	\$ 31	0%	\$ 60
Revenues Over(Under) Expenditures			\$ -		\$ (30)
Other Financing Sources & Uses:					
Transfers from Other Funds:					
Transfer from General Fund	-	-	-	-	-
Transfers to Other Funds:					
None					
Total Other Financing Sources & Uses	\$ -	\$ -	\$ -		\$ -
Balance 12/31	\$ -	\$ -	\$ -	\$ 30	\$ -

Funding Sources: Property tax revenue increment from area designated in TIF district documents

Expenditures: City administrative fee, reimbursements to developers per development agreements

City of Edgerton
TIF - Homestead Ln - Redevelopment District A

	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ -	\$ 1,190	\$ (8,968)	\$ (8,887)	\$ 34,599
Revenues:					
TIF Revenue		47,610	48,983	98%	47,796
Charges for Services	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Reimbursements	-	-	-	-	-
Total Revenue	\$ -	\$ 47,610	\$ 48,983	98%	\$ 47,796
Expenditures:					
Administration	-	-	-	-	-
TIF Project Plan A1	-	-	-	-	-
TIF Homestead Ln Redevelopment District A	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues Over(Under) Expenditures	\$ -	\$ 47,610	\$ 48,983		\$ 47,796
Other Financing Sources & Uses:					
Transfers to Other Funds:					
Transfer to the General Fund	-	-	(4,375)	100%	-
Transfer to Capital Projects	-	-	(35,640)	0%	(82,395)
Total Other Financing Sources & Uses	\$ -	\$ -	\$ (40,015)		\$ (82,395)
Balance 12/31	\$ -	\$ 48,800	\$ -	\$ 34,599	\$ -

Funding Sources: Property tax revenue increment from area designated in TIF district documents

Expenditures: City administrative fee, reimbursements to developers per development agreements

City of Edgerton
TIF - Homestead Ln Project Plan A1 (On-the-Go Travel Center)

	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ -	\$ -	\$ 117	\$ -	\$ -
Revenues:					
TIF Revenue	-	-	62,246	98%	108,655
Charges for Services	-	-	-	-	-
Reimbursements	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ 62,246	98%	\$ 108,655
Expenditures:					
Administration	-	-	-	-	-
TIF Project Plan A1	-	-	17,959	133%	54,056
Total Expenditures	\$ -	\$ -	\$ 17,959	133%	\$ 54,056
Revenues Over(Under) Expenditures	\$ -	\$ -	\$ 44,287		\$ 54,599
Other Financing Sources & Uses:					
Transfers to Other Funds:					
Transfer to General Fund - Admin Fee	-	-	(13,281)	101%	(543)
Transfer to Capital Projects	-	-	(31,123)	76%	(54,056)
Total Other Financing Sources & Uses	\$ -	\$ -	\$ (44,404)		\$ (54,599)
Balance 12/31	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources: Property tax revenue increment from area designated in TIF district documents

Expenditures: City administrative fee, reimbursements to developers per development agreements

City of Edgerton
TIF - Homestead Ln - Redevelopment District B

	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ -	\$ -	\$ 33,236	\$ 33,246	\$ 252
Revenues:					
TIF Revenue	-	-	41,051	0%	329
Charges for Services	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Reimbursements	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ 41,051	0%	\$ 329
Expenditures:					
Administration	-	-	-	-	-
TIF Homestead Ln Redevelopment District B	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues Over(Under) Expenditures	\$ -	\$ -	\$ 41,051		\$ 329
Other Financing Sources & Uses:					
Transfers to Other Funds:					
Transfer to Capital Projects	-	-	(41,176)	-	(581)
Transfer to General Fund - Admin Fee	-	-	(33,111)	100%	-
Total Other Financing Sources & Uses	\$ -	\$ -	\$ (41,176)		\$ (581)
Balance 12/31	\$ -	\$ -	\$ 33,111	\$ 252	\$ -

Funding Sources: Property tax revenue increment from area designated in TIF district documents

Expenditures: City administrative fee, reimbursements to developers per development agreements

City of Edgerton
TIF - Homestead Ln Project Plan B1 (Edgerton Crossing)

	2020 Budget	2021 Budget	2022 Budget	2022 Estimate	2023 Recommended
Balance 1/1	\$ -	\$ -	\$ -	\$ -	\$ 39,879
Revenues:					
TIF Revenue	-	-	-	100%	41,084
Charges for Services	-	-	-	-	-
Reimbursements	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	-	\$ 41,084
Expenditures:					
Administration	-	-	-	-	-
TIF Project Plan B1	-	-	-	-	38,081
Total Expenditures	\$ -	\$ -	\$ -	-	\$ 38,081
Revenues Over(Under) Expenditures	\$ -	\$ -	\$ -		\$ 3,003
Other Financing Sources & Uses:					
Transfers from Other Funds:					
Transfers to Other Funds:					
Transfer to General Fund - Admin Fee	-	-	-	-	(4,800)
Transfer to Capital Projects	-	-	-	-	(38,081)
Total Other Financing Sources & Uses	\$ -	\$ -	\$ -		\$ (42,881)
Balance 12/31	\$ -	\$ -	\$ -	\$ 39,879	\$ -

Funding Sources: Property tax revenue increment from area designated in TIF district documents

Expenditures: City administrative fee, reimbursements to developers per development agreements

**City of Edgerton
2023 Budget Work Session
July 7, 2022**

Vehicles & Equipment





June 30, 2022

To: Mayor and City Council Members

From: Beth Linn, City Administrator
Karen Kindle, Finance Director
Dan Merkh, Public Works Director

Re: Vehicles Equipment 2022-2027

Staff has reviewed and updated the Vehicles & Equipment Plan for 2022-2027. The document is divided into the following sections:

- Recommended Budget – items scheduled for replacement in 2022 and 2023.
- Current Program – items scheduled for replacement in 2024-2027.
- Future Program – items scheduled for replacement in 2028 or later.
- Unfunded Equipment – items that have been requested but have not been funded.

The Vehicle & Equipment Process includes the following steps:

- Review the plan and obtain consensus on funding new requests, if any, at the budget work session.
- Staff updates the plan documents to reflect Governing Body direction given at the work session and brings back the plan for formal approval with the other 2023 Budget documents. This approval sets the budget for the purchase of the equipment items.
- After approval of the plan, purchase of the individual items will be made in 2022/2023 in accordance with the City's Purchasing Policy, including obtaining Governing Body approval if required by the Purchasing Policy.

Equipment Condition Rating Scale

New to the program this year is a rating scale to note the condition of each equipment item. The scale takes into account the age of the item, number and extent of repairs and visual inspection of the item.

Condition Rating	Rating Title	Rating Description
1	Failed	Unit outside the useful life - catastrophic emergency maintenance & repair needed to safely operate
2	Poor	Unit has traditionally received some urgent maintenance and/or minor emergency maintenance - Typically in the 7 - 9 yrs. of service
3	Fair	Unit has traditionally received only minor maintenance outside the traditional PM's - Typically in the 4 - 6 yrs. of service
4	Good	Unit has only received Standard PM's - Typically in the 1 - 3 yrs. of service.
5	Excellent	Brand New Unit - No PM's to-date

Recommended Budget 2022-2023 (Exhibit A)

Items on this list are recommended for replacement within the current year and the next budget year. There are columns that indicate the budget that was approved last year, the year a piece of equipment will be ordered and the year the payment will be made for the equipment item. For large equipment, it sometimes takes 9-12 months for the equipment to arrive after the order is placed, so having the two columns showing order year and payment year clarifies when the funding is actually needed for cash flow and forecasting purposes.

We have broken the document into three sections: (1) purchases that will need to come back through Council for approval per the Purchasing Policy; (2) purchases that can be approved by the City Administrator per the Purchasing Policy; and (3) payments required per lease agreements or other similar contracts. In each section we have listed the items in the order of priority. Also, we have added a column to indicate which items have an approved budget amount.

Timing for items in the Recommended Budget were updated as follows:

- The order year and payment year for the storm siren were updated from 2021 to 2022 as that project will not be undertaken until later in 2022.
- The phone system replacement year was moved up from 2025 to 2022. The current system has experienced issues with reliability over the past nine months. To prevent further interruption to phone services, staff would like to replace the system as soon as possible.

Amounts for existing items in the Recommended Budget were updated as follows:

- The cost for the Ford F-350 was increased from \$38,000 to \$45,000 to reflect an increase in truck prices.

Current Program (Exhibit B)

This list contains the items to be replaced in the balance of the five-year program (2024-2027). Staff reviewed the timing and replacement cost for these items and made the following changes from the plan that was approved by Council on September 9, 2021.

- Staff grouped together individual trucks with their related plows and spreaders. This involved some plow and spreader item replacement years to change to be the same as the truck to which they belong. Plows and spreaders are purchased as part of the truck and are sold with the truck at the end of its useful life.
 - Plow P-528 replacement year changed from 2027 to 2024.
 - Spreader S-528 replacement year changed from 2027 to 2024.
 - Plow P-530 replacement year changed from 2027 to 2025.
- Replacement costs were researched and updated as follows:
 - Truck 528 cost increased from \$46,500 to \$48,497.
 - Truck 454 replacement cost increased from \$32,500 to \$39,000.
 - Truck 819 replacement cost increased from \$32,500 to \$39,000.

Future Program (Exhibit C)

Items on this list have been reviewed by staff and have been determined to not need replacement within the five-year plan. Staff reviewed the timing and replacement cost for these items and made the following changes from the plan that was approved by Council on September 9, 2021.

- Items purchased in 2021 were added to the appropriate year in the future program.
 - Ford F350 4WD (Truck 520) – 2031 \$46,500
 - BBCWWTP Aeration Diffuser – 2031 \$25,500
 - Mack Granite FR Tandem Dump Truck (Truck 427) – 2034 \$181,866
 - Henke 12 ft Plow (P-427) – 2034 \$15,000
 - American Equipment Anti-ice Unit VariTech (S-427) – 2034 \$16,674
 - Warren Spreader AC-2400-16 – 2034 \$20,000
- Costs were reviewed and updated for items in 2023-2026
 - Ford F-350 CC (Truck 646) – from \$46,500 to \$53,000
 - Ford F-350 CC (Truck 647) – from 42,500 to \$53,000
 - Palfinger – PCB 20 Utility Bed (UB-647) – from \$11,000 to \$17,250
 - Palfinger – PSC 3218 Service Crane – from \$22,000 to \$30,000.
 - Mack Granite GU 432 Dump Truck (Truck 728) – from \$140,500 to \$213,500.
 - Tough Equipment ARM SPX 10ft Plow (P-728) – from \$7,500 to \$14,250.
 - Tough Equipment ARM Tail Gate Spreader (S-728) – from \$4,500 to \$17,500.
 - Rotary SMO14 Vehicle Lift – from \$13,500 to \$16,250.
- The ABI Rascal Pro Infield Groomer was left off the list last year. It has been added with a replacement year of 2031 and a cost of \$5,800.

Fund Summary (Exhibit D)

This schedule shows the estimated revenues and expenditures for 2022-2027 based on the Recommended Budget and the Current Program.

Revenues During 5-Year Plan

- The Equipment Reserve Fund – General shows an annual funding of \$125,000 occurring in each year of the plan.
- The Equipment Reserve Fund – Water shows transfers from the Water Fund beginning in 2022. They begin at \$15,000 per year in years 2022-2023 and increase to \$25,000 in 2025 then increase again to \$30,000 in years 2026-2027.
- The Equipment Reserve Fund – Sewer shows a transfer from the Sewer Fund in 2022 of \$25,000. There are not any transfers planned in years 2023-2027.

Ending Fund Balances During the 5-Year Plan

- Equipment Reserve Fund – General
 - The balance at the end of the 5-year plan is positive; however, there are items on the unfunded list in addition to the replacement needs noted in the Future Program.
- Equipment Reserve Fund – Water

- The balance at the end of the 5-year plan is positive; however, there are water items on the unfunded list. In addition, Utility staff are inventorying the system components which will result in more information about future equipment replacement needs.
- Equipment Reserve Fund – Sewer
 - The balance at the end of the 5-year plan is positive; however, there are a few items on the unfunded list. In addition, Utility staff are inventorying the system components which will result in more information about future equipment replacement needs.

Unfunded Equipment (Exhibit E)

The items on the Unfunded Equipment List are new items that have been requested by staff or the item requested is a significant change from the item being replaced and is, therefore, being treated as a new request.

There are two parts to this list. The first part is the list of requests that staff recommends be funded. The second part of the list are the requests that staff does not recommend funding at this time.

Staff is not currently recommending any items on the unfunded list be funded.

City of Edgerton
Vehicle Equipment Replacement
Recommended Budget 2022-2023

Priority #	Budgeted in 2022-2026 Plan	Equipment Description	Dept.	Equip Type	Purch Year	Model Year	Current Mileage/ Hours	Est. Yearly Mileage/ Hours	Usage Frequency	General Condition	Approved Budget	Projected Replace Cost	Order Year	Payment Year	Alloc % Fund 13 General	Alloc % Fund 27 Water	Alloc % Fund 37 Sewer
Purchase Approval - Council																	
1	Yes	Storm Siren	PW	Storm Siren	New	New	New	New	New	New	\$ 26,000	\$ 26,000	2022	2022	100%	0%	0%
2	Yes	Storm Siren	PW	Storm Siren	New	New	New	New	New	New	\$ 26,000	\$ 26,000	2022	2022	100%	0%	0%
3	Yes	Traffic Counters	PW	Equipment	New	New	New	New	New	New	\$ 24,000	\$ 24,000	2022	2022	100%	0%	0%
4	Yes	Message Boards	PW	Equipment	New	New	New	New	New	New	\$ 34,000	\$ 34,000	2022	2022	100%	0%	0%
5	Yes	Compact Track/Wheel Loader	PW	Equipment	New	New	New	New	New	New	\$ 85,000	\$ 85,000	2023	2023	100%	0%	0%
6	Yes	Hydraulic Hammer Attachment	PW	Equipment	New	New	New	New	New	New	\$ 17,000	\$ 17,000	2023	2023	100%	0%	0%
7	Yes	Ford F-350 4WD (replacing an F-250)	UT	Vehicle	2000	2000	131863	8000 +	Daily	2	\$ 38,000	\$ 45,000	2023	2023	0%	50%	50%
8	Yes	Case 1840 Uni-Loader	UT	Equipment	?	1995	1416	?	Daily	2	\$ 30,000	\$ 30,000	2023	2023	0%	50%	50%
9	Yes	Sewer Equipment Sewer Jet (trailer)	UT	Equipment	2009	2009	105	17	Daily	2	\$ 75,000	\$ 92,000	2023	2023	0%	0%	100%
Purchase Approval - City Administrator																	
11	Yes	Edgerton Rd Tank Butterfly Valves Replaceme	UT	Water Syst	1982	1982	NA	NA	Daily	2	\$ 10,230	\$ 10,230	2022	2022	0%	100%	0%
12	No	Phone System	AD	Equipment	2017	2017	N/A	N/A	Daily	1	\$ 5,000	\$ 5,000	2022	2022	34%	33%	33%
13	No	Hustler Super Z HD 60RD - HTE934935	PW	Equipment	2017	2017	338		Seasonally	2	\$ 13,000	\$ 13,000	2023	2023	100%	0%	0%
14	No	Hustler Super Z HD 72RD - HTE934976	PW	Equipment	2017	2017	438		Seasonally	2	\$ 13,500	\$ 13,500	2023	2023	100%	0%	0%
Contract Payments																	
None.																	
Changed since 2022 Budget Process																	

City of Edgerton
Vehicle Equipment Replacement Current Program (2024-2027)

Item #	Equipment Description	VIN/Serial #	Item Number	Dept.	Equip Type	Purch Year	Model Year	Current Mileage/ Hours	Est. Yearly Mileage/ Hours	Usage Frequency	General Condition	Projected Replace Cost	Updated Est. Replacement Year	Alloc % Fund 13 General	Alloc % Fund 27 Water	Alloc % Fund 37 Sewer
1	Concrete Saw			PW	Equipment	New	New	New	New	New	New Req	\$ 20,000	2024	100%	0%	0%
2	Baldwin Booster Pump Replacement			UT	Water Syst			NA	NA	Daily	2	\$ 15,400	2024	0%	100%	0%
3	Storm Siren - 1100 W. Braun		EM02	PW	Storm Siren	1999	1999	NA	NA	Occasionally	3	\$ 26,000	2024	100%	0%	0%
4	Ford F-350 4WD - Flat Bed -> Plow & Spread	1FTRF3B61FEA88528	528	PW	Vehicle	2014	2014	45,361	8000 +	Daily	3	\$ 46,500	2024	100%	0%	0%
5	Boss 8' to 10' EXT Snow Plow STB19200	401250652	P-528	PW	Snow & Ice	2017	2017	NA	NA	Seasonally	3	\$ 8,000	2024	100%	0%	0%
6	Buyers Salt Dogg - 8ft Elect.	oo4780	S-528	PW	Snow & Ice	2017	2017	NA	NA	Seasonally	3	\$ 7,600	2024	100%	0%	0%
7	Trailer Mounted Generator			PW	Equipment	New	New	New	New	New	New Req	\$ 30,000	2025	34%	33%	33%
8	Ford F150 EcoBoost (Bldg. Inspector)	1FTEX1EP9FKE51454	454	CD	Vehicle	2015	2015	31,317		Daily	4	\$ 39,000	2025	100%	0%	0%
9	Ford F-150 EcoBoost (Charlie)	1FTEX1EPXFKD30819	819	CD	Vehicle	2015	2015	43,024	6,000	Daily	4	\$ 39,000	2025	100%	0%	0%
10	Simplicity 32 walk behind mower (Codes)	2014429254	254	CD	Equipment	2010	2010	215		Seasonally	3	\$ 3,000	2025	100%	0%	0%
11	Ford F-250 4WD Truck ->F350 plow	1ZTRF3B61FEA88530	530	PW	Vehicle	2014	2014	61,390	8000 +	Daily	3	\$ 46,500	2025	100%	0%	0%
12	Boss 8' to 10' EXT Snow Plow STB19200	401250953	P-530	PW	Snow & Ice	2017	2017	NA	NA	Seasonally	3	\$ 8,000	2025	100%	0%	0%
13	Storm Siren - 207th & Columbine Cemetery		EM06	PW	Storm Siren	New Req	New Req	NA	NA	Occasionally	New Req	\$ 26,000	2025	100%	0%	0%
14	60 Inch Bad Boy Outlaw Zero Turn Mower (BBCWWTP)		OO6	UT	Equipment	2015	2015	159		Seasonally	3	\$ 13,000	2025	0%	0%	100%
15	Starlight Utility Trailer	1HWFS162541	541	UT	Equipment		1987	NA	NA	Daily	2	\$ 7,500	2025	0%	50%	50%
16	Wright Stander 61" Zero Turn Mower	107296EF	6EF	PW	Equipment	2018	2018	734		Seasonally	3	\$ 12,850	2025	100%	0%	0%
17	Ford F-350 4WD (Parks)	1FT8W3B60HEE05312	312	PK	Vehicle	2017	2017	29,488	6,000	Daily	4	\$ 46,500	2027	100%	0%	0%
18	Snow Plow (Parks Truck)	1.70221E+16	P312	PK	Snow & Ice	2017	2017	NA	NA	Seasonally	4	\$ 8,000	2027	100%	0%	0%
19	Neptune Water Meters (1/4 of all meters)			UT	Meter	2016	2016	NA	NA	Daily	4	\$ 36,750	2027	0%	100%	0%

City of Edgerton
Vehicle Equipment Replacement Future Program (2028+)

Item #	Equipment Description	VIN/Serial #	Item Number	Dept.	Equip Type	Purch Year	Model Year	Current Mileage/ Hours	Est. Yearly Mileage/ Hours	Usage Frequency	General Condition	Projected Replace Cost	Updated Est. Replacement Year	Alloc % Fund 13 General	Alloc % Fund 27 Water	Alloc % Fund 37 Sewer
1	Neptune Water Meters (1/4 of all meters)			UT	Meter	2016	2016	NA	NA	Daily	4	\$ 36,750	2028	0%	100%	0%
2	Ford F-350 CC - w/ Spreader	1FD8W3H64KED68646	646	PW	Vehicle	2019	2019	12,116.0	8000 +	Daily	5	\$ 53,000	2028	100%	0%	0%
3	Future Line - Rancher Flat Bed		FB-646	PW	Vehicle	2019	2019	NA	NA	Daily	5	\$ 9,000	2028	100%	0%	0%
4	Meyers 9.0 LP Commercial		P-646	PW	Snow & Ice	2019	2019	NA	NA	Daily	5	\$ 7,200	2028	100%	0%	0%
5	Ford F-350 CC	1FD8W3H64KED68647	647	UT	Vehicle	2019	2019	20,631.0	8000 +	Daily	5	\$ 53,000	2028	0%	50%	50%
6	Palfinger - PCB 20 Utility Bed		UB-647	UT	Vehicle	2019	2019	NA	NA	Daily	5	\$ 17,250	2028	0%	50%	50%
7	Palfinger - PSC 3218 Service Crane		SC-647	UT	Equipment	2019	2019	NA	NA	Daily	5	\$ 30,000	2028	0%	50%	50%
8	Neptune Water Meters (1/4 of all meters)			UT	Meter	2016	2016	NA	NA	Daily	4	\$ 36,750	2029	0%	100%	0%
9	John Deere 50G Compact Excavator	1FF050GXPGH284368	368	PW	Equipment	2017	2017	171.1	NA	Daily	5	\$ 70,000	2029	34%	33%	33%
10	Neptune Water Meters (1/4 of all meters)			UT	Meter	2016	2016	NA	NA	Daily	5	\$ 36,750	2029	0%	100%	0%
11	Utility Task Vehicle (Kubota)	A5KC2GDBAHG034584	584	PK	Equipment	2017	2017	431	NA	Daily	4	\$ 20,000	2030	100%	0%	0%
12	UTV Plow V5289	21615504	P-584	PK	Snow & Ice	2017	2017	NA	NA	Seasonally	4	\$ 5,000	2030	100%	0%	0%
13	Mack Granite GU 432	1M2AX34C2HM010728	728	PW	Heavy Truck	2017	2017	0	3,000	Weekly	5	\$ 213,500	2030	100%	0%	0%
14	Tough Equipment ARM SPX 10ft Plow	7796	P-728	PW	Snow & Ice	2017	2017	NA	NA	Seasonally	5	\$ 14,250	2030	100%	0%	0%
15	Tough Equipment ARM Tail Gate Spreader	9.14.2017	S-728	PW	Snow & Ice	2017	2017	NA	NA	Seasonally	5	\$ 17,500	2030	100%	0%	0%
16	Traffic CAD Software	229968H BC170600	PWS03-2	PW	Equipment	2017	2017	NA	NA	Weekly	5	\$ 3,300	2030	100%	0%	0%
17	Graphtec FC8600-130 Sign Plotter		PWS03	PW	Equipment	2017	2017	NA	NA	Weekly	5	\$ 9,500	2030	100%	0%	0%
18	48" HSRA Squeese Roller		PWS03-3	PW	Equipment	2017	2017	NA	NA	Weekly	5	\$ 2,300	2030	100%	0%	0%
19	Portable Radios (4)			PW	Equipment	2020	2020	NA	NA	Daily	5	\$ 9,800	2030	100%	0%	0%
20	BBCWTP Aeration Basin Diffuser Replacement			UT	Sewer Syst	2021	2031	NA	NA	Daily	5	\$ 25,500	2031	0%	0%	100%
21	Ford F-350 4WD	1FT8X3B60MEC70520	520	PW	Vehicle	2021	2021	5,689	8000+	Daily	5	\$ 46,500	2031	100%	0%	0%
22	Boss Plow		P-520	PW	Snow & Ice	2021	2021	NA	NA	Seasonally	5	\$ 8,000	2031	100%	0%	0%
23	ABI Rascal Pro Infield Groomer 10-99077	A-112037	O37	PK	Equipment	2021	2021	NA	NA	Seasonally	5	\$ 5,800	2031	100%	0%	0%
24	Allen-Bradley PLC (Baldwin BPS)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 3,000	2031	0%	100%	0%
25	Allen-Bradley PLC (Spoon Creek BPS)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 3,000	2031	0%	100%	0%
26	Allen-Bradley PLC (Control Valve Hwy 56)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 3,000	2031	0%	100%	0%
27	Allen-Bradley PLC (Control Valve 207th)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 3,000	2031	0%	100%	0%
28	Allen-Bradley PLC (Water Tower-County Line)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 3,000	2031	0%	100%	0%
29	Allen-Bradley PLC (Water Tower-Edgerton Rd)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 3,000	2031	0%	100%	0%
30	Allen-Bradley PLC (Water Tower-Manor Tank)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 3,000	2031	0%	100%	0%
31	MDS iNET II Radio (Baldwin BPS)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 2,500	2031	0%	100%	0%
32	MDS iNET II Radio (Spoon Creek BPS)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 2,500	2031	0%	100%	0%
33	MDS iNET II Radio (Control Valve-Hwy 56)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 2,500	2031	0%	100%	0%
34	MDS iNET II Radio (Control Valve-207th)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 2,500	2031	0%	100%	0%
35	MDS iNET II Radio (Water Tower-County Line)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 2,500	2031	0%	100%	0%
36	MDS iNET II Radio (Water Tower-Edgerton Rd)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 2,500	2031	0%	100%	0%
37	MDS iNET II Radio Water Tower-Manor Tank)			UT	SCADA	2016	2016	NA	NA	Daily	4	\$ 2,500	2031	0%	100%	0%
38	Rotory SMO14 - Vehicle Lift	FA7147	147	PW	Equipment	2016	2016	NA	NA	Daily	5	\$ 16,250	2032	100%	0%	0%
39	Seal Master Crack Pro 125 Asphalt Crack Sea	1S9P1151XL0420511	511	PW	Equipment	2020	2020	37	NA	Seasonally	5	\$ 58,000	2033	100%	0%	0%
40	Animal Control Truck Bed Insert - Dogs			CD	Equipment	2019	2019	NA	NA	Daily	5	\$ 4,500	2034	100%	0%	0%
41	Mack Granite FR Tandem Dump Truck	1M2GR3GC3NM025427	427	PW	Heavy Truck	2021	2021	2,354	3,000	Weekly	5	\$ 181,866	2034	100%	0%	0%
42	American Equipment Anti-Ice Unit VariTech	14180	B-427	PW	Equipment	2021	2021	NA	NA	Seasonally	5	\$ 16,674	2034	100%	0%	0%
43	Henke 12 Ft Plow 36R12IS-ECT	32232	P-427	PW	Snow & Ice	2021	2021	NA	NA	Seasonally	5	\$ 15,000	2034	100%	0%	0%
44	Warren Spreader AC-2400-16	SC20815	S-427	PW	Snow & Ice	2021	2021	NA	NA	Seasonally	5	\$ 20,000	2034	100%	0%	0%
45	Cub-Cadet Snow Blower - 31DH975W710	16174B10153	153	PW	Equipment	2015	2015	NA	NA	Seasonally	5	\$ 3,200	2035	100%	0%	0%
46	Storm Siren - IMF Lift Station		EM05	PW	Storm Siren	2015	2015	NA	NA	Occasionally	4	\$ 26,000	2035	100%	0%	0%
47	Kubota SSV75 Skid Steer - 23116/8HL2632	JKUS075K10J23116	116	PW	Equipment	2017	2017	322	50	Weekly	5	\$ 46,500	2036	0%	50%	50%

City of Edgerton
Vehicle Equipment Replacement Future Program (2028+)

Item #	Equipment Description	VIN/Serial #	Item Number	Dept.	Equip Type	Purch Year	Model Year	Current Mileage/ Hours	Est. Yearly Mileage/ Hours	Usage Frequency	General Condition	Projected Replace Cost	Updated Est. Replacement Year	Alloc % Fund 13 General	Alloc % Fund 27 Water	Alloc % Fund 37 Sewer
48	Cold Planer - AP450HD	C13117	CP-116	PW	Equipment	2018	2018	NA	NA	Seasonally	5	\$ 13,480	2036	0%	50%	50%
49	Kubota Box Broom	1072694K	BB-116	PW	Equipment	2020	2020	NA	NA	Seasonally	5	\$ 8,900	2037	100%	0%	0%
50	Kubota SSV75 Skid Steer - Tooth Bucket	1031804K	TB-116	PW	Equipment	2017	2017	NA	NA	Weekly	5	incl w/skid steer	2036	0%	50%	50%
51	Kubota SSV75 Skid Steer - Smooth Bucket	1011803K	SB-116	PW	Equipment	2017	2017	NA	NA	Weekly	5	incl w/skid steer	2036	0%	50%	50%
52	John Deere Smooth Bucket	X2010041649	SB#2-116	PW	Equipment	2016	2016	NA	NA	Monthly	5	incl w/skid steer	2036	100%	0%	0%
53	Apprentice Tool Set	Cornwell -	PWS02	PW	Equipment	2016	2016	NA	NA	Daily	5	\$ 6,000	2036	100%	0%	0%
54	Homestead Ln (S) @ I35	203361c/ts		PW	Traffic Signal	2016	2016	NA	NA	Daily	5	\$ 145,000	2036	100%	0%	0%
55	Homestead Ln (N) @ I35	203651c/ts		PW	Traffic Signal	2016	2016	NA	NA	Daily	5	\$ 145,500	2036	100%	0%	0%
56	Homestead Ln @ 199th St	327081c/ts		PW	Traffic Signal	2016	2016	NA	NA	Daily	5	\$ 130,000	2036	100%	0%	0%
57	Homestead Ln @ 191th St	191081c/ts		PW	Traffic Signal	2016	2016	NA	NA	Daily	5	\$ 207,000	2036	100%	0%	0%
58	Storm Siren - Manor Park		EM01	PW	Storm Siren	2016	2016	NA	NA	Occasionally	4	\$ 26,000	2036	100%	0%	0%
59	Mahindra 2555 HST Compact Tractor	55HC K00859	859	PK	Equipment	2018	2018	83	150	Weekly	5	\$ 34,000	2037	100%	0%	0%
60	Mahindra 2555 Loader	55CL K00383	L-859	PK	Equipment	2018	2018	NA	NA	Weekly	5	incl with tractor	2037	100%	0%	0%
61	Mahindra Box Blade	245749	BB-859	PK	Equipment	2018	2018	NA	NA	Monthly	5	\$ 1,172	2037	100%	0%	0%
62	Mahindra Aerator-12	K13361-1	A-859	PK	Equipment	2018	2018	NA	NA	Monthly	5	\$ 3,350	2037	100%	0%	0%
63	Lamar 83" x 18' Trailer	5RVUC182XJP056353	353	PK	Equipment	2017	2017	NA	NA	Daily	5	\$ 3,500	2037	100%	0%	0%
64	Cat 12m3 AWD Motor Grader	CAT0012MHN9B00409	409	PW	Equipment	2017	2017	238		Weekly	5	\$ 300,000	2037	100%	0%	0%
65	V-Plow (Cat 12m3 AWD Motor Grader)		VP-409	PW	Equipment	2014	2014	NA	NA	Seasonally	5	\$ 25,000	2037	100%	0%	0%
66	Volvo DD25B Roller	VCE0D25BF0H661034	O34	PW	Equipment	2018	2018	7	50	Seasonally	5	\$ 36,000	2037	100%	0%	0%
67	191st St @ Waverly Rd			PW	Traffic Signal	2017	2017	NA	NA	Daily	5	\$ 211,000	2037	100%	0%	0%
68	Diamond C 13 Deckover Equipment Trailer	46UFU2426J1195966	966	PW	Equipment	2018	2018	NA	NA	Daily	5	\$ 8,290	2038	34%	33%	33%
69	Diamond C 48HDT	46UF2423J1203361	361	PW	Equipment	2018	2018	NA	NA	Daily	5	\$ 9,359	2038	100%	0%	0%
70	Catepillar 926M Wheel Loader w/3 yd bucket	D8T628932J308897	897	PW	Equipment	2020	2020	167	NA	Weekly	5	\$ 157,000	2040	100%	0%	0%
71	Dynamax Grapple Bucket for Wheel Loader	170430	DB-897	PW	Equipment	2020	2020	NA	NA	Weekly	5	\$ 22,000	2040	100%	0%	0%
72	Catepillar Fork Attachement for Wheel Loader	532-8222	F-897	PW	Equipment	2020	2020	NA	NA	Weekly	5	\$ 3,500	2040	100%	0%	0%
73	Motor Grader Scarifier	8AW02416	SF-409	PW	Equipment	2020	2020	NA	NA	Weekly	5	\$ 5,000	2040	100%	0%	0%
74	Streetlights - Homestead Ln Interchange			PW	Streetlight	2013	2013	NA	NA	Daily	5	\$ 228,000	2043	100%	0%	0%
75	Streetlights - Waverly Rd Bridge			PW	Streetlight	2016	2016	NA	NA	Daily	5	\$ 222,300	2046	100%	0%	0%
76	Streetlights - Homestead & 207th			PW	Streetlight	2019	2019	NA	NA	Daily	5	\$ 417,640	2049	100%	0%	0%

City of Edgerton
 Vehicle & Equipment Replacement
 Fund Summary 2021-2027

Fund 13 - General Equipment Reserve Fund

	2021	2022	2023	2024	2025	2026	2027
Beginning Balance, Jan 1	\$ 429,453	\$ 278,352	\$ 291,652	\$ 288,152	\$ 305,052	\$ 245,502	\$ 370,502
Transfers in or Other Revenues	126,775	125,000	125,000	125,000	125,000	125,000	125,000
Vehicle/Equipment Purchases	(277,876)	(111,700)	(128,500)	(108,100)	(184,550)	-	(54,500)
Ending Balance, 12/31	\$ 278,352	\$ 291,652	\$ 288,152	\$ 305,052	\$ 245,502	\$ 370,502	\$ 441,002

Fund 27 - Water Equipment Reserve Fund

	2021	2022	2023	2024	2025	2026	2027
Beginning Balance, Jan 1	\$ 53,006	\$ 53,006	\$ 56,126	\$ 33,626	\$ 43,226	\$ 59,576	\$ 89,576
Transfers in or Other Revenues	-	15,000	15,000	25,000	30,000	30,000	30,000
Vehicle/Equipment Purchases	-	(11,880)	(37,500)	(15,400)	(13,650)	-	(36,750)
Ending Balance, 12/31	\$ 53,006	\$ 56,126	\$ 33,626	\$ 43,226	\$ 59,576	\$ 89,576	\$ 82,826

Fund 37 - Sewer Equipment Reserve Fund

	2021	2022	2023	2024	2025	2026	2027
Beginning Balance, Jan 1	\$ 117,612	\$ 153,845	\$ 177,195	\$ 47,695	\$ 47,695	\$ 21,045	\$ 21,045
Transfers in or Other Revenues	53,640	25,000	-	-	-	-	-
Vehicle/Equipment Purchases	(17,407)	(1,650)	(129,500)	-	(26,650)	-	-
Ending Balance, 12/31	\$ 153,845	\$ 177,195	\$ 47,695	\$ 47,695	\$ 21,045	\$ 21,045	\$ 21,045

**City of Edgerton
Unfunded Equipment**

Exhibit E

Unfunded New Vehicle and Equipment Request - Recommended

Item #	Equipment Description	Dept.	Equip Type	Estimated Cost	Recommended Year	Alloc % Fund 13 General	Alloc % Fund 27 Water	Alloc % Fund 37 Sewer

Unfunded New Vehicle and Equipment Request - Not Recommended

Item #	Equipment Description	Dept.	Equip Type	Estimated Cost	Recommended Year	Alloc % Fund 13 General	Alloc % Fund 27 Water	Alloc % Fund 37 Sewer
1	PTO Overseeder (tractor attachment) (ballfields)	PK	Equipment	\$ 10,000	n/a	100%	0%	0%
2	Concrete Crack Seal Machine (trailer mounted)	PW	Equipment	\$ 80,000	n/a	100%	0%	0%
3	Diagnostic Scan Tool	PW	Equipment	\$ 18,000	n/a	100%	0%	0%
4	Dump Truck	PW	Heavy Truck	\$ 98,000	n/a	100%	0%	0%
5	GPS Data Collection System	PW	Equipment	\$ 15,000	n/a	100%	0%	0%
6	Snow Blower attachment for UTV (trail size)	PW	Equipment	\$ 22,000	n/a	100%	0%	0%
7	Storm Siren	PW	Storm Siren	\$ 26,000	n/a	100%	0%	0%
8	Generator for 8th Street Lift Station	UT	Equipment	\$ 35,000	n/a	0%	0%	100%
9	Sewer Inspection Camera	UT	Equipment	\$ 60,000	n/a	40%	0%	60%
10	Sewer Push Camera	UT	Equipment	\$ 12,500	n/a	40%	0%	60%
11	Trench Box	UT	Equipment	\$ 22,000	n/a	50%	25%	25%

FY 2023 Budget Work Session: Revenue Sources

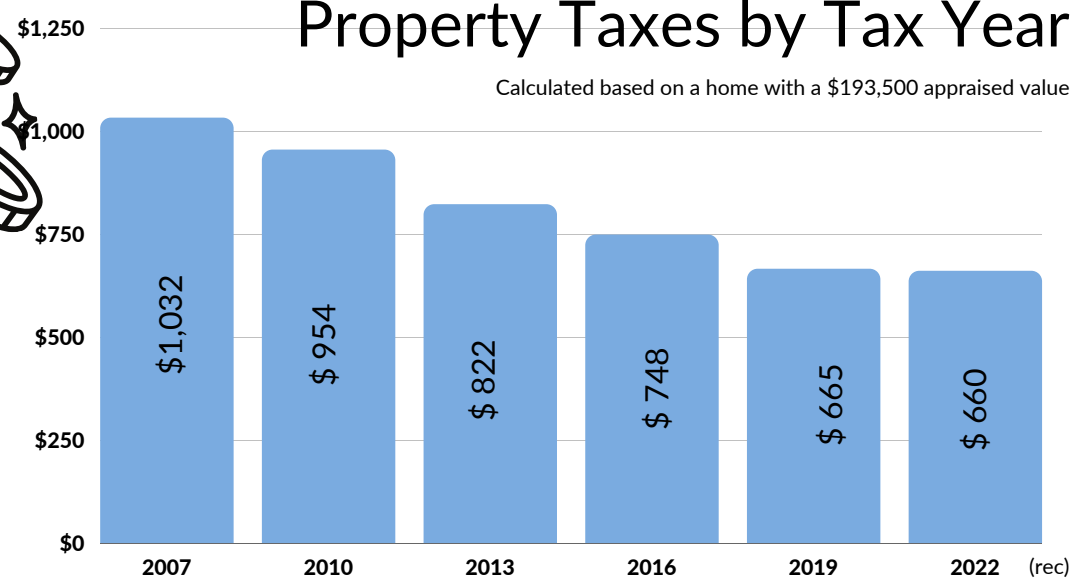
Ad Valorem

Ad valorem is a tax on all real and personal property that is not exempt. Ad valorem (from Latin) means it is based on value.

State law requires that all real and tangible personal property be assessed at fair market value.

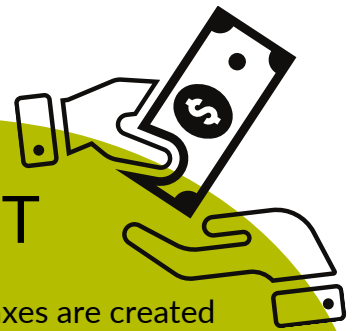
Ad valorem taxes are calculated based on the assessed valuation of taxable real property as of January 1 each year. The Johnson County Appraiser sets the 2022 average home value in Edgerton at:

Appraised Value \$193,500
Assessment Percentage 11.5%
Assessed Value \$22,253



The mill levy is the dollar amount of property tax to be raised. The mill levy is calculated based on the final assessed valuation and the mill rate set by the Governing Body.

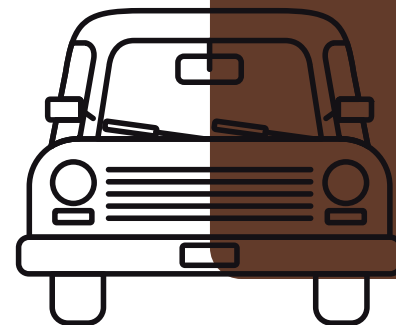
PILOT



Payments in Lieu of Taxes are created in development agreements with companies receiving tax abatements. PILOTs run for 10 years on a building. Failure to pay results in the loss of the abatement.

All taxing jurisdictions receive distributions based on their portion of the mill levy.

Motor Vehicle Tax



Motor Vehicle Tax is a county-wide average mill rate applied to the assessed valuation of vehicles registered in Edgerton. Paid annually at time of registration.

Liquor Tax

10% tax on liquor sold by clubs, caterers & drinking establishments.



70% of tax paid within the City is returned to the City - half into the General Fund, half to Parks & Rec

Sales & Use Tax

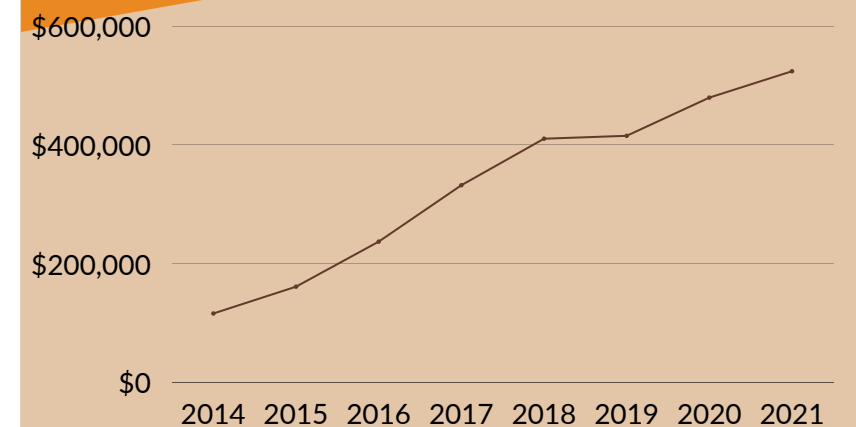


Two components: City's 1% tax on retail sales within the City & City's share of County sales taxes.

The largest portion of our sales taxes come from LPKC, especially equipment and repair services.

Use tax is a tax on goods purchased by Kansans from outside Kansas on which no sales tax was paid. Use tax fluctuates from year to year.

City's 1% Sales Tax Collections



Other Revenue Sources

Franchise Tax - 5% of gross receipts for utilities operating within the City, includes electric, gas, cable, phone

Permits & Fees - Building permits, business licenses, animal licenses

Charges for Services - Residential trash fees and paid Parks & Rec programs

Fines and Forfeitures - Based on Municipal Court fines and forfeitures of bonds

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Parks and Recreation

Agenda Item: Consider Resolution No. 08-25-22E Temporarily Waiving City Prohibition As To The Sale And Consumption Of Alcoholic Liquor On Certain Public Property For Meat Inferno Event

Background/Description of Item:

Edgerton's Meat Inferno event will be held October 7-8, 2022. City staff has requested permission to sell and serve alcoholic liquor (i.e. alcoholic beverages other than 3.2% beer [a/k/a cereal malt beverage]) at the event.

Chapter III, Article I, Section 3-202 of the Code of the City of Edgerton prohibits serving cereal malt beverages or alcoholic liquor within 200 feet of any church, school, nursing home, library, or hospital. This prohibition may be waived by the governing body after public notice, followed by a hearing and finding by the governing body that the proximity of the location, where the cereal malt beverage or alcoholic liquor will be served, is not adverse to the public welfare or safety.

City Council will hold a Public Hearing on August 25, 2022 prior to considering this resolution.

If approved, Resolution No. 08-25-22 would grant the waiver requested by City staff, with the following stipulations:

- The sale and consumption of alcoholic liquor shall be allowed in an area on Nelson Street between East Third Street and East Fourth Street (specifically designated and approved by the City Administrator)
- Between the hours of 5:30 pm and 10:00 pm on October 7, 2022
- Point of sale for alcoholic liquor shall be 307 E. Nelson Street by properly licensed individuals or groups only
- No alcoholic liquor may be sold or dispensed in glass bottles or containers, only plastic, paper cups or cans may be used

City staff will inform the Johnson County Sheriff's Office and request deputies to be present at the event during the proposed request to serve alcoholic liquor on the above date and time.

Related Ordinance(s) or Statue(s): Chapter III, Article I, Section 3-202

Funding Source: N/A

Budget Allocated: N/A

Finance Director Approval: N/A

**Recommendation: Approve Resolution No. 08-25-22E Temporarily
Waiving City Prohibition As To The Sale And Consumption Of Alcoholic
Liquor On Certain Public Property**

Enclosed: Draft Resolution No. 08-25-22E

Prepared by: Brittany Paddock, Recreation Coordinator

RESOLUTION NO. 08-25-22E

A RESOLUTION TEMPORARILY WAIVING CITY PROHIBITION AS TO THE SALE AND CONSUMPTION OF ALCOHOLIC LIQUOR ON CERTAIN PUBLIC PROPERTY

WHEREAS, the City of Edgerton together with the Kansas City Barbeque Society is holding a contest on October 7, 2022 in the City of Edgerton, Kansas; and

WHEREAS, the City of Edgerton together with the Kansas City Barbeque Society requests permission to sell and serve alcoholic liquor (i.e. alcoholic beverages other than 3.2% beer [a/k/a cereal malt beverage]) at this contest; and

WHEREAS, Chapter III, Article 1, Section 3-202 of the Code of the City of Edgerton prohibits the serving alcoholic liquor within 200 feet of a church, school, nursing home, library or hospital, but said prohibition may be waived by the governing body after public notice, followed by a hearing and finding by the governing body that the proximity of the location, where the cereal malt beverage or alcoholic liquor will be served, is not adverse to the public welfare or safety.

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

SECTION ONE: Finding: That the Governing Body, after receiving a request from the City of Edgerton and the Kansas City Barbeque Society, does hereby find and conclude that the proximity of the requested location for the sale and consumption of alcoholic liquor is not adverse to the public welfare or safety.

SECTION TWO: Waiver Granted: That the Governing Body, pursuant to Chapter III, Article I, Section 3-202 of the Edgerton City Code, hereby grants the waiver requested by the City of Edgerton and the Kansas City Barbeque Society, with the following stipulations:

- a) The sale and consumption of alcoholic liquor shall be allowed in an area on Nelson Street between East Third Street and East Fourth Street (specifically designated and approved by the City Administrator) between the hours of 5:00 pm and 11:00 pm on October 7, 2022.
- b) The location of the point of sale for alcoholic liquor shall be 307 E. Nelson Street by properly licensed individuals or groups only.
- c) No alcoholic liquor may be sold or dispensed in glass bottles or containers, only plastic, paper cups or cans may be used.

SECTION THREE - Effective Date: This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body.

ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF
EDGERTON, KANSAS ON THE 25TH DAY OF AUGUST 2022.

ATTEST:

CITY OF EDGERTON, KANSAS

Christopher Clinton, Deputy City Clerk

By: _____
Donald Roberts, Mayor

APPROVED AS TO FORM:

Lee W. Hendricks, City Attorney

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Parks and Recreation

Agenda Item: Consider Resolution No. 08-25-22F Authorizing Special Event Permit For Sale And Consumption Of Alcoholic Liquor On Certain Public Property Within The City Of Edgerton, Kansas

Background/Description of Item:

Edgerton Frontier Days will be held October 7-8, 2022. City staff has requested permission to sell and serve alcoholic liquor (i.e. alcoholic beverages other than 3.2% beer [a/k/a cereal malt beverage]) at the Festival.

If approved, Resolution No. 08-25-22F authorizes the Special Event Permit, with the following stipulations:

- The sale and consumption of alcoholic liquor shall be allowed in an area on Nelson Street between East Third Street and East Fourth Street (specifically designated and approved by the City Administrator)
- Between the hours of 5:30 pm and 10:30 pm on October 7, 2022.
- Point of sale for alcoholic liquor shall be 307 E. Nelson Street by properly licensed individuals or groups only
- No alcoholic liquor may be sold or dispensed in glass bottles or containers, only plastic, paper cups or cans may be used.

Chapter III, Article 3-202 of the Edgerton Municipal Code prohibits the sale or service of alcoholic liquor within two hundred feet of any church, school, nursing home, library or hospital. The location requested by City staff is within two hundred feet of the Edgerton Library.

Section 3-202(b) allows the Governing Body to waive this distance requirement for special event permit holder following holding a public hearing. The Edgerton City Council will be holding a public hearing to consider this request on August 25, 2022. Holding a public hearing and approval of this distance waiver is required for this special event permit prior to the event.

Related Ordinance(s) or Statute(s): Chapter III, Article 5 of Edgerton Municipal Code

Funding Source: N/A

Budget Allocated: N/A

Finance Director Approval: N/A

<p>Recommendation: Approve Resolution No. 08-25-22F Authorizing Special Event Permit For Sale And Consumption Of Alcoholic Liquor On Certain Public Property Within The City Of Edgerton, Kansas</p>

Enclosed: Draft Resolution No. 08-25-22F

Prepared by: Brittany Paddock, Recreation Coordinator

RESOLUTION NO. 08-25-22F

A RESOLUTION AUTHORIZING A SPECIAL EVENT PERMIT FOR THE SALE AND CONSUMPTION OF ALCOHOLIC LIQUOR ON CERTAIN PUBLIC PROPERTY WITHIN THE CITY OF EDGERTON, KANSAS

WHEREAS, the City of Edgerton together with Kansas City Barbeque Society is holding a contest on October 7, 2022 in the City of Edgerton, Kansas; and

WHEREAS, Article 5 of Chapter III of the Code of the City of Edgerton requires that an entity desiring to sell and serve alcoholic liquor on public property at an event open to the public must, in addition to obtaining the required permit from the State of Kansas, also apply and obtain a Special Event Permit from the City; and

WHEREAS, the City of Edgerton together with the Kansas City Barbeque Society requests a Special Event Permit to sell and serve alcoholic liquor (i.e. alcoholic beverages other than 3.2% beer [a/k/a cereal malt beverage]) at its contest on October 7, 2022.

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

SECTION ONE: Special Event Permit Authorized: That the Governing Body does hereby authorize the City Clerk, in accordance with Article 5 of Chapter III of the Edgerton City Code, to issue the City of Edgerton and the Kansas City Barbeque Society a Special Event Permit for sale and consumption of alcoholic liquor per the requirements contained within Article 5 and with the following additional stipulations:

- a) The Special Event Permit provided for herein is only valid if the required permit from the State of Kansas is obtained by the City of Edgerton, the Kansas City Barbeque Society or a party designated by the Kansas City Barbeque Society.
- b) The sale and consumption of alcoholic liquor shall be allowed in an area on Nelson Street between East Third Street and East Fourth Street (specifically designated and approved by the City Administrator) between the hours of 5:00 pm and 11:00 pm on October 7, 2022.
- c) The location of the point of sale for alcoholic liquor shall be 307 E. Nelson Street by properly licensed individuals or groups only.
- d) No alcoholic liquor may be sold or dispensed in glass bottles or containers, only plastic, paper cups or cans may be used.

SECTION TWO: Waiver of Application Fees: The City of Edgerton, in appreciation for the many anticipated benefits to be enjoyed by the community from this event, waives any City application or permit fees for issuance of the Special Event Permit.

SECTION THREE - Effective Date: This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body.

ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF
EDGERTON, KANSAS ON THE 25TH DAY OF AUGUST 2022.

ATTEST:

CITY OF EDGERTON, KANSAS

Christopher Clinton, Deputy City Clerk

By: _____
Donald Roberts, Mayor

APPROVED AS TO FORM:

Lee W. Hendricks City Attorney

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Utilities

Agenda Item: Consider Amendment To Residential Solid Waste Collection And Disposal Services Contract

Background/Description of Item: In October 2021, Edgerton City Council approved the Residential Solid Waste Collection and Disposal Services Contract with Gardner Disposal Services, Inc. (GDS). The fees for that agreement remained the same with two exceptions. One was a nominal increase in costs for removal of street sweeper debris. The second change was a significant increase in the fees for removal of sludge from Big Bull Creek Wastewater Treatment Facility (BBC WWTF).

As part of the 2023 annual budget process, staff solicited bids from contractors specializing in sludge removal and disposal in hopes of securing better pricing for this service. Upon receiving two qualified bids lower than current pricing, staff approached GDS with the request to consider an amendment to current contract removing the sludge disposal services.

The current Agreement allows the City and GDS to mutually agree to modify the Contract. Gardner Disposal has agreed to an amendment to our Contract to removal only the sludge disposal services. The remainder of the Contract remains unchanged.

The draft enclosed amendment was drafted by the City Attorney. Staff would recommend approval pending review/approval by GDS and City Attorney.

Related Ordinance(s) or Statue(s): N/A

Funding Source: N/A

Budget Allocated: N/A

Finance Director Approval: N/A

Recommendation: Approve Amendment To Residential Solid Waste Collection And Disposal Services Contract Pending Review/Approval By GDS And City Attorney and Authorize the Mayor to Execute

Enclosed: Draft Amendment to Residential Solid Waste Collection and Disposal Services Contract

Prepared by: Beth Linn, City Administrator

**AMENDMENT TO RESIDENTIAL SOLID WASTE COLLECTION
AND DISPOSAL SERVICES CONTRACT**

This Amendment ("Amendment") is hereby incorporated into the existing Contract known as the Residential Solid Waste Collection and Disposal Services Contract ("Contract"), entered into by and between City of Edgerton ("City") and Gardner Disposal Services, Inc. ("Contractor") on October 14, 2021. City and Contractor mutually agree to modify the Contract as stated herein, and if any conflict exists between the terms of the original Contract and this Amendment, the terms of this Amendment shall govern.

WHEREAS, City and CONTRACTOR agree as follows:

1. Schedule IV of the Contract includes a list of services provided by CONTRACTOR to CITY.
2. Included in those services was the disposal of sludge and the provision of a dumpster for the same.
3. CITY and CONTRACTOR have determined that it would be beneficial to both parties if the disposal of sludge and provision of a dumpster for sludge were removed as services provided by CONTRACTOR pursuant to the Contract.
4. CONTRACTOR hereby agrees to delete "Sludge Disposal" from the Scope of Work of the CONTRACT as described in Schedule IV City Facilities Big Bull Creek Wastewater Treatment Facility Item No. D3.
5. CONTRACTOR agrees to delete and cease charging the CITY for the corresponding rates for Big Bull Creek Wastewater Facility to provide the twenty-yard dumpster for sludge disposal shall be removed.
6. All remaining terms of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed the dates written below.

CITY OF EDGERTON, KANSAS

GARDNER DISPOSAL SERVICES, INC.

Name: _____

Name: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

City Council Action Item

Council Meeting Date: August 25, 2022

Department: Utilities

Agenda Item: Consider Approval of Agreement With Digital Erth Consulting LLC For Sludge Removal Services.

Background/Description of Item:

In October 2021, Edgerton City Council approved the Residential Solid Waste Collection and Disposal Services Contract with Gardner Disposal Services, Inc. (GDS). The fees for that agreement remained the same with two exceptions. One was a nominal increase in costs for removal of street sweeper debris. The second change was a significant increase in the fees for removal of sludge from Big Bull Creek Wastewater Treatment Plant (BBCWWTP).

In June, 2022, the City of Edgerton solicited bids for the service of removing/disposing of sanitary sewer sludge produced at BBCWWTP. Two bids were received, with the lowest and best bid being Digital Erth Consulting LLC for \$585 per truckload. Truckloads are typically ten tons or less and Digital Erth Consulting LLC is providing the container.

The existing contract for the sludge removal service is a higher cost per ton as well as a trip charge for each visit.

Attached to this item is the proposed agreement. This agreement is currently with Digital Erth Consulting LLC for their review. Staff recommends approving this agreement pending final approval from City Attorney.

Related Ordinance(s) or Statue(s): N/A

Funding Source: Sewer Fund

Budget Allocated: \$18,660

Finance Director Approval: N/A

Recommendation: Approve Agreement With Digital Erth Consulting LLC For Sludge Removal Services.

Enclosed: Sludge Removal Agreement - Draft

Prepared by: Dan Merkh, Public Works Director

SLUDGE REMOVAL AGREEMENT

THIS SLUDGE REMOVAL AGREEMENT (the "Agreement") is made this _____ day of _____, 2022, by and between the City of Edgerton (the "City"), a municipal corporation, and Digital Erth Consulting, LLC, ("DEC") a validly existing, Kansas limited liability company. The parties hereby agree as follows:

SECTION ONE: SERVICES

DEC hereby agrees to provide the following Class B sewage sludge disposal services to City:

1. DEC will provide a container with a capacity of ten (10) cubic yards (about ten tons) to City on a continuous basis.
2. DEC agrees to respond and collect disposed sludge no greater than the next business day following notification from City staff.
3. DEC will maintain records as required by 40 CFR 503.
4. DEC will prepare all parts of the "Land Application Forms for Kansas Domestic Wastewater Treatment Facilities" report and submit the same to the EPA as required by law.
5. DEC will be responsible for all soil testing. City will be responsible for sludge testing requirements of the report.
6. Title to the sewer sludge shall pass to DEC when placed in DEC's truck.
7. All solid waste hauled by DEC shall be so contained, tied or enclosed that leaking, spilling, or blowing are prevented. DEC shall immediately clean up any leaking, spilled or blown items, particularly hydraulic fluid and petroleum products.

SECTION TWO: COST

DEC will dispose of sewage sludge at the rate of \$585.00 per truckload, with a truckload being up to ten (10) cubic yards (approximately ten tons). DEC agrees that there will be no additional trip charge.

SECTION THREE: TERM

The term of this Agreement shall be one year upon execution by the parties of this Agreement. City may terminate this agreement at any time following written notice. All subsequent contract extensions, if any, shall be in increments of one (1) year.

SECTION FOUR: LEGAL COMPLIANCE

In performing pursuant to this Agreement, DEC will comply with all applicable State and Federal laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the work to be performed, and all said laws, ordinances, rules, and regulations as they exist now or are amended in the future, shall apply to the Agreement throughout, and they shall be deemed to be included in this Agreement as though written out in full as part of this Agreement. Equipment utilized by DEC must comply with all axle weight restrictions.

Notwithstanding the foregoing paragraph, any change in the existing City Charter or any ordinance of the City, shall not affect the validity of this Agreement or alter, modify, or amend the obligations or duties of, or the privileges or benefits occurring to DEC hereof. But if any such changes result in a significant change in DEC's obligations under this Agreement, then City and DEC will engage in good faith negotiation concerning adjusting the compensation paid to DEC to reflect the changes in obligations.

SECTION FIVE: INSURANCE, INDEMNITY AND TRANSFER

1. DEC's Insurance. DEC shall maintain the following insurance [being reviewed by City's insurance provider].....
2. Indemnity. DEC will indemnify, defend, and save harmless the City, its officers, agents, servants, and employees from and against any and all Court actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney fees to the extent resulting from an alleged willful or negligent act or omission of DEC, its officers, agents, servants and employees in the performance of this Agreement.
3. Kansas Tort Claims Act. Nothing herein shall be construed as either the City or DEC waiving the immunities and liability limitations afforded to them by the Kansas Tort Claims Act. Additionally, the parties specifically agree that the terms of this section, and the terms of this agreement, shall be subject to and limited by the Kansas Cash Basis Law (K.S.A. 10-1101 *et seq.*) and the Kansas Budget Law (K.S.A. 79-2935 *et seq.*), and amendments thereto.
4. Transfer and Assignment. Other than by operation of law, no assignment of the Contract or rights accruing under this Contract shall be made in whole or in part by the Contractor without express written consent of the City. In the event of an assignment, the assignee shall assume the liability of the Contractor. The obligations of the Contractor are not to be sub-contracted, assigned, or transferred to any person or organization without first having obtained written consent of the City.

SECTION SIX: GOVERNING LAW

1. This Agreement is entered into in the state of Kansas and shall be subject to the laws of that state in all matters of interpretation.

IN WITNESS WHEREOF, the parties have set their hands this ____ day of _____, 2022.

CITY OF EDGERTON, KANSAS

DIGITAL EARTH CONSULTING, LLC

Donald Roberts, Mayor

Charles Finley

ATTEST:

Chris Clinton, Deputy City Clerk

APPROVED AS TO FORM:

Lee W. Hendricks, City Attorney

DRAFT