



**** AGENDA ****

City Commission Study Session

Wednesday, February 9, 2022

Municipal Court Room

518 Mechanic Street

10:00 a.m.

- Emporia State University Update.
- Discuss Flashing light at the Intersection of 6th Avenue & Congress Street.
- 2021 End of the Year Review.
- Discuss Proposal to Conduction Community Survey for the City.
- Strategic Session Update.

No Luncheon

Tentative Agenda for February 16th Commission Meeting at 7:00 p.m.

- ORDER OF BUSINESS
- PROCLAMATIONS
- PUBLIC FORUM
- NEW BUSINESS
- COMMUNICATIONS
- CONSENT AGENDA
- INFORMATIONAL ITEMS
- GOVERNING COMMENTS
- EXECUTIVE SESSION

**If you need accommodations due to a disability to participate in this event, meeting, or activity, or alternative format of written materials contact Jeff Lynch, City of Emporia ADA Coordinator at least 48 hours before the event at 620-343-4275 or jlynch@emporia-kansas.gov*


Engineering Department

Memo

To: City Commission
From: Jim Ubert *JMU*
CC: Trey Cocking & Department Heads
Date: February 3, 2022
Re: Flashing Traffic Signal on 6th Ave. (US-50) at Congress St.

Ed Owens and I will give an update on the flashing traffic signal on 6th Avenue (US-50 Highway) at Congress Street in the context of accident history at the intersection, status of the signal controller, and KDOT's stance toward it.



To: City Commissioners
From: Janet Harrouff 
Date: February 4, 2022
RE: 2021 Year end summary

2021 continued to be a challenging year due to COVID issues but, revenues came in strong and city staff continued to keep the expenses down, which allowed the City of Emporia to end the year in a good financial position. All funds are above the minimum fund balance levels and year end unencumbered balances were better than the 2021 estimated balances. The cover sheet for each fund has been prepared showing the actual 2021 balances and the 2021 budgeted balances. The capital items purchased in each fund are also included.

General Fund: The 2021 budgeted unencumbered cash balance was \$3,550,570 and a cash reserve level of 20.27%. The actual year-end unencumbered cash balance is \$4,726,013, \$1,175,442 higher than budget and a cash reserve level of 28.37%. The 2021 actual beginning cash balance was \$264,782 higher than budget. The General Fund has an unencumbered cash balance of \$356,196 more than 2020 year end balance.

The revenue was \$1,895,331 higher than budget. Some highlights were:

- Sales tax was \$685,788 higher,
- County wide sales tax was \$469,035 higher,
- Franchise taxes were \$81,466 higher,
- Building permits were \$124,407 higher,
- Ambulance fees were \$242,179 lower,
- Golf fees were \$179,350 higher,
- Airport fuel sales were \$114,195 higher,
- Investment interest was \$22,979 lower,
- Administration Fees were \$347,855 higher,

The expenses were \$1,198,917 higher than budget when the excess carryover is not taken into consideration. Some highlights were:

- Personnel Services were \$37,452 lower,
- Travel & Training was \$58,258 lower,
- Vehicle Maintenance was \$77,182 lower,
- Capital Outlay was \$139,504 lower,

Contractual Services were \$114,663 lower,
Transferred \$1,100,729 to the Internal Improvement fund for future projects,
Transferred \$500,000 to Worker's Comp Fund.

Multi Year Fund: A total of \$2,456,569 was spent on numerous projects within the city limits. \$1,342,022 was spent on streets and sidewalks; \$60,211 was spent on storm water drainage; \$220,050 on Library Roof and atrium window; \$216,000 on water/accounting/hr office space; and \$200,284 on other building improvements. Sales tax was \$451,908 higher than the original budget. The ending cash balance is \$3,304,126 which will be carried over to 2022 for completion of 2021 projects.

Library Fund: Revenue was \$8,009 lower than budget, which was mostly Ad Valorem tax payments. The Library was paid all available funds.

Convention & Tourism Fund: Transient guest tax collections increased \$75,377 during 2021 compared to 2020 and was \$134,077 more than budget. All allocations were reduced by 25% to the agencies to reflect the decrease in travel. The ending unencumbered cash balance is \$649,121, which was \$181,067 higher than budget.

Industrial Fund: Revenue was \$266 less than budget. There were no expenses. The unencumbered ending cash balance was \$19,924.

Industrial Development Sales Tax Fund: Revenue was \$169 lower due to lower interest rates. After paying \$1,000,000 for the land purchase on South Weaver & South Logan the balance for any future land purchases is \$100,000. \$195,906 was spent on clearing the REG land. The ending unencumbered cash balance is \$247,080, \$53,927 more than budgeted unencumbered cash balance.

Special Alcohol Fund: Liquor Tax collections was \$6,358 higher than budget. The fund has an ending unencumbered cash balance of \$89,340.

Special Park Fund: The Liquor Tax collections was \$6,358 higher than budget. The municipal band allocation of \$10,000 was not paid out in 2021. A mower for \$60,512 was paid for out of the fund. The ending unencumbered cash balance is \$128,117.

Special Street Fund: The beginning cash balance was \$133,595 higher than budget. The gas tax was \$78,395 higher than budget. Expenses were \$8,634 higher than budget. The unencumbered cash balance is \$528,679 which is \$221,936 higher than budgeted.

Drug Forfeitures Fund: The ending unencumbered cash balance was \$46,037. Drug forfeiture receipts were \$1,115 less than budget. Expenditures were \$21,420 higher than original budget.

Bond & Interest Fund: Revenue was \$4,581 higher than budgeted. The ending unencumbered cash balance was \$1,340,016. \$1,410,000 was paid on the principal balance of the bonds. The current outstanding GO bond balance is \$6,240,000.

Water Fund: The Water fund started the year with \$1,138,929 more in unencumbered cash than budgeted. Water sales were \$1,409,923 higher than budget. The higher revenue is due to an industry increasing their production. Penalties and service charges were \$14,236 higher than budget due.

Expenses were \$716,949 higher than budget due to the reimbursements from the state water loan, \$250,866 more in maintenance & repair and \$342,000 more in chemical costs. The water fund ended the year with a cash reserve of 47.13% and an unencumbered cash balance of \$3,285,379 which is \$1,764,656 higher than the original budget. The water fund has \$11,169,336 in outstanding debts.

Wastewater Fund: The fund started the year with \$606,659 more in unencumbered cash than budgeted. The Wastewater charges were \$504,792 higher than budget. The expenses were \$324,163 lower than budget, maintenance & repair was \$120,092 lower. The fund has an unencumbered cash balance of \$2,404,259 which is \$835,614 higher than the original budget and a reserve level of 42.48%. The current outstanding GO bond balance is \$29,051,353.

Solid Waste Fund: The beginning unencumbered cash balance was \$1,411,401 higher than budget. The roll off revenue was \$447,408 higher than budget and polycart & dumpster revenue was \$264,876 higher than budget. The expenses were \$80,241 less than budget. Maintenance & Repair was \$21,017 lower and contractual services was \$190,269 lower. This fund has an unencumbered cash balance of \$4,012,947 and a reserve level of 80.25%. The unencumbered cash is \$2,118,363 higher than budget.

ARPA Funds: The City received \$1,877,053 from the American Rescue Plan Act. Bonuses were paid to all staff and staff is compiling a list of options on how to spend the remaining balance. A second payment will be received in 2022 for the same amount.

2021 Year End Summary**GENERAL FUND**

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|---|------------------|------------------|------------------|------------------|----------------|
| Beginning Cash Balance | 3,633,385 | 3,700,301 | 4,155,391 | 4,369,817 | 4,105,035 |
| REVENUE | | | | | |
| Ad Valorem Property Tax | 4,045,948 | 4,420,053 | 4,417,628 | 4,722,275 | 4,774,506 |
| Taxes | 10,561,918 | 10,598,987 | 10,808,057 | 11,463,854 | 10,211,505 |
| Intergovernmental Taxes | 229,765 | 253,582 | 279,522 | 272,554 | 243,829 |
| Licenses & Permits | 209,579 | 206,176 | 266,849 | 291,189 | 153,750 |
| Charges for Services | 2,280,518 | 2,314,116 | 2,430,920 | 2,130,562 | 2,139,700 |
| Fines & Fees | 525,437 | 527,095 | 459,166 | 508,360 | 536,100 |
| Use of Property and Money | 226,572 | 319,457 | 171,112 | 144,759 | 193,024 |
| Reimbursements | 213,272 | 202,766 | 190,885 | 218,280 | 172,233 |
| Misc. Rev. - Administrative Transfers | 2,467,288 | 2,659,421 | 2,850,461 | 2,825,943 | 2,325,935 |
| Transfer from Solid Waste Fund | | 0 | 0 | 0 | 0 |
| Transfer from Health Insurance Fund | | 0 | | | 0 |
| Operating Revenues | 6,925 | 4,915 | 0 | 45,240 | 4,700 |
| Nonoperating Revenues | (505) | 41,159 | 34,175 | 27,597 | 0 |
| TOTAL RECEIPTS | 20,766,717 | 21,547,727 | 21,908,775 | 22,650,613 | 20,755,282 |
| EXPENDITURES | | | | | |
| Personnel Services | 11,747,383 | 12,137,598 | 12,227,083 | 12,695,664 | 12,733,116 |
| Vacancy Rate | | 0 | 0 | | 0 |
| Maintenance & Repair | 809,637 | 569,299 | 728,580 | 720,136 | 891,454 |
| Commodities | 1,308,610 | 1,297,346 | 1,020,754 | 1,255,899 | 1,366,270 |
| Other Charges | 685,959 | 586,172 | 662,237 | 324,256 | 705,818 |
| Capital Outlay | 424,847 | 670,422 | 652,929 | 334,083 | 473,587 |
| Debt Reduction | | 0 | | | 0 |
| Stock | (1,983) | 3,098 | 1,154 | 0 | 0 |
| Transfer to Industrial Development Sales Tax | 900,000 | 900,000 | 925,000 | 925,000 | 925,000 |
| Transfer to Multi Year Fund | 2,385,756 | 2,453,064 | 2,535,236 | 2,953,164 | 2,353,715 |
| Transfer to Project accounts | 827,202 | 1,037,917 | 2,136,021 | 1,640,729 | 40,000 |
| Transfer to B&I for Hanger payment | 0 | 0 | 0 | 0 | 0 |
| Utilities | 465,723 | 438,828 | 439,002 | 561,222 | 488,450 |
| Communications | 85,779 | 87,965 | 91,173 | 96,294 | 116,650 |
| Training and Travel | 174,083 | 178,202 | 70,355 | 145,922 | 204,250 |
| Jail Expenses | 58,430 | 90,600 | 29,600 | 34,520 | 75,000 |
| Other Contractual | 892,756 | 810,614 | 724,494 | 821,776 | 3,936,439 |
| Excess Carryover | | 0 | 0 | | 0 |
| Outstanding PO's | 0 | (288,760) | (69,277) | | 0 |
| TOTAL EXPENDITURES | 20,764,182 | 20,972,365 | 22,174,341 | 22,508,666 | 24,309,749 |
| Revenue less expenses | 2,535 | 575,362 | (265,566) | 141,948 | (3,554,467) |
| Cash Basis Adjustments/Non-appropriated Balance | 64,381 | (120,272) | 479,992 | 214,248 | |
| Ending Cash Balance | 3,700,301 | 4,155,391 | 4,369,817 | 4,726,013 | 550,568 |
| Base for Reserve calculation | 16,226,377 | 15,910,962 | 15,925,155 | 16,655,689 | 20,517,447 |
| 15% Reserve | 2,433,957 | 2,386,644 | 2,388,773 | 2,498,353 | 3,077,617 |
| Amount over 15% Reserve | 1,266,344 | 1,768,747 | 1,981,044 | 2,227,659 | (2,527,049) |
| Percentage | 22.80% | 26.12% | 27.44% | 28.37% | 2.68% |

2021 Year End Summary**Multi Year Fund**

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| Beginning Cash Balance | \$1,259,422.00 | \$1,612,866.00 | \$1,731,255.00 | \$2,920,067.20 | \$2,920,066.00 |
| Revenue | | | | | |
| Sales Tax | \$2,385,756.00 | \$2,464,704.00 | \$2,535,236.00 | \$2,837,664.25 | \$2,680,456.00 |
| Interest | \$25,875.00 | \$48,117.00 | \$15,119.00 | \$1,815.08 | \$30,000.00 |
| Misc Revenue | \$50,752.00 | \$0.00 | \$0.00 | | |
| Accounts Receivable | \$650.00 | \$1,463.00 | -\$236.00 | \$1,150.00 | |
| TOTAL RECEIPTS | \$2,463,033.00 | \$2,514,284.00 | \$2,550,119.00 | \$2,840,629.33 | \$2,710,456.00 |
| EXPENDITURES | | | | | |
| Projects | \$2,109,589.00 | \$2,395,895.00 | \$1,394,881.00 | \$2,456,569.06 | \$5,143,590.00 |
| Outstanding PO's | | | -\$33,574.20 | | |
| TOTAL EXPENDITURES | \$2,109,589.00 | \$2,395,895.00 | \$1,361,306.80 | \$2,456,569.06 | \$5,143,590.00 |
| Revenue Less Expenses | \$353,444.00 | \$118,389.00 | \$1,188,812.20 | \$384,060.27 | -\$2,433,134.00 |
| Ending Cash Balance | \$1,612,866.00 | \$1,731,255.00 | \$2,920,067.20 | \$3,304,127.47 | \$486,932.00 |

City of Emporia, Kansas

2021 Year End Summary

2/9/2022

Library Fund

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|-------------------------------|------------------|------------------|------------------|------------------|----------------|
| Beginning Cash Balance | \$0 | \$1,600 | (\$0) | (\$0) | \$0 |
| REVENUE | | | | | |
| Ad Valorem Property Tax | \$729,210 | \$791,574 | \$788,532 | \$832,333 | \$842,867 |
| Back Tax Collection | \$17,271 | \$18,092 | \$20,491 | \$14,757 | \$15,000 |
| Motor Vehicle Tax | \$114,767 | \$90,848 | \$135,520 | \$99,565 | \$96,472 |
| Recreational Vehicle Tax | \$830 | \$931 | \$1,034 | \$1,142 | \$949 |
| AdValorem Tax Reduction | (\$9,589) | (\$9,822) | (\$8,903) | (\$10,017) | (\$9,500) |
| General Fund Contribution | | \$0 | | | \$0 |
| TOTAL RECEIPTS | \$852,489 | \$891,623 | \$936,674 | \$937,779 | \$945,788 |
| EXPENDITURES | | | | | |
| Insurance Refund | | \$0 | | | \$0 |
| Misc Projects | | \$0 | | | |
| Appropriation | \$850,889 | \$893,223 | \$936,674 | \$937,779 | \$945,788 |
| TOTAL EXPENDITURES | \$850,889 | \$893,223 | \$936,674 | \$937,779 | \$945,788 |
| Ending Cash Balance | \$1,600 | (\$0) | (\$0) | (\$0) | \$0 |

2021 Year End Summary

Convention & Tourism Fund

2/9/2022

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning Cash Balance | \$299,558 | \$388,105 | \$522,927 | \$531,610 | \$451,429 |
| REVENUE | | | | | |
| Transient Guest Tax | \$690,576 | \$713,538 | \$558,700 | \$634,077 | \$500,000 |
| Interest on Investment | \$4,113 | \$7,540 | \$3,096 | \$300 | \$3,000 |
| Fence rental | \$8,912 | \$6,988 | \$0 | \$8,128 | \$3,000 |
| Return of amount over allowed reserve | \$0 | | | | \$0 |
| Miscellaneous | (\$604) | (\$744) | \$1,346 | | \$0 |
| Accounts Receivable - fence rental | \$0 | | | \$0 | \$0 |
| TOTAL RECEIPTS | \$702,997 | \$727,322 | \$563,142 | \$642,506 | \$506,000 |
| EXPENDITURES | | | | | |
| CVB Appropriation | \$358,750 | \$360,000 | \$365,000 | \$273,750 | \$273,750 |
| Truster Sports Complex | | \$0 | | | \$0 |
| City cost associated with events | \$25,000 | \$30,000 | \$0 | \$30,000 | \$30,000 |
| Civic Auditorium improvements | \$0 | \$0 | \$50,000 | \$50,000 | \$50,000 |
| Red Rock's Appropriation | \$7,500 | \$7,500 | \$7,500 | \$5,625 | \$5,625 |
| Main Street Historical District | | \$0 | | | \$0 |
| Emporia Main Street | \$44,000 | \$50,000 | \$50,000 | \$37,500 | \$37,500 |
| Breckinridge Hotel | | \$0 | | | \$0 |
| Emporia Arts Council Support | \$10,000 | \$10,000 | \$10,000 | \$7,500 | \$7,500 |
| Emporia Granda | \$20,000 | \$20,000 | \$20,000 | \$15,000 | \$15,000 |
| Symphony in the Flint Hills | | \$0 | | | \$0 |
| Unbound Bike Event | \$25,000 | \$25,000 | \$0 | \$25,000 | \$25,000 |
| Glass Blown Open | \$30,000 | \$25,000 | \$0 | \$25,000 | \$25,000 |
| Junior World Event | \$0 | \$15,000 | \$0 | | \$0 |
| PDGA Professional Disc Golf World | | \$0 | \$0 | \$20,000 | \$20,000 |
| Municipal Band Appropriation | \$10,000 | \$0 | | | \$0 |
| ESU Foundation - Welch Stadium Imp | \$50,000 | \$50,000 | \$50,000 | | \$0 |
| Free for Kansas - Music event | | \$0 | \$0 | \$10,000 | \$0 |
| Dynamic Discs | | | | | \$0 |
| Fence Purchase | | | | | \$0 |
| Miscellaneous | \$34,200 | \$18,750 | \$1,959 | \$12,750 | \$0 |
| Special Projects | | \$0 | \$0 | | \$468,054 |
| Outstanding PO's | \$0 | (\$18,750) | \$0 | \$12,870 | |
| TOTAL EXPENDITURES | \$614,450 | \$592,500 | \$554,459 | \$524,995 | \$957,429 |
| Ending Cash Balance | \$388,105 | \$522,927 | \$531,610 | \$649,121 | \$0 |
| Transient Guest Tax Receipts | | | | | |
| 1ST QUARTER-JANUARY | \$143,742.00 | \$149,499.38 | \$172,538.00 | \$193,559.51 | \$105,764.76 |
| 2ND QUARTER-APRIL | \$104,627.80 | \$127,440.51 | \$125,683.39 | \$132,542.30 | \$135,567.13 |
| 3RD QUARTER-JULY | \$143,242.09 | \$213,098.04 | \$207,494.60 | \$80,649.41 | \$192,642.58 |
| 4TH QUARTER-OCTOBER | \$159,608.07 | \$200,537.74 | \$207,822.11 | \$151,949.08 | \$200,102.99 |
| TOTAL | \$551,219.96 | \$690,575.67 | \$713,538.10 | \$558,700.30 | \$634,077.46 |

City of Emporia, Kansas

2021 Year End Summary

Industrial Fund

2/9/2022

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|-----------------------------------|------------------|------------------|------------------|------------------|----------------|
| Beginning Cash Balance | 38,737 | 40,474 | 42,420 | 18,768 | 18,795 |
| REVENUE | | | | | |
| Ad Valorem Property Tax | 1,026 | 949 | 1,091 | 999 | 1,000 |
| Back Tax Collections | 27 | 25 | 28 | 19 | 21 |
| Motor Vehicle Tax | 174 | 125 | 171 | 139 | 117 |
| Ad Valorem Tax Reduction | (13) | (12) | (12) | (12) | (16) |
| Interest on Investment | 578 | 922 | 138 | 11 | 300 |
| Miscellaneous | | | | | |
| TOTAL RECEIPTS | 1,792 | 2,009 | 1,416 | 1,156 | 1,422 |
| EXPENDITURES | | | | | |
| Travel Expense & Miscellaneous | 0 | 0 | | | 1,185 |
| Other charges | 0 | | | | 0 |
| Contractual Services | 55 | 63 | 25,068 | | 0 |
| Special Projects and Reserve Fund | 0 | 0 | | | 19,032 |
| TOTAL EXPENDITURES | 55 | 63 | 25,068 | 0 | 20,217 |
| Ending Cash Balance | 40,474 | 42,420 | 18,768 | 19,924 | 0 |

City of Emporia, Kansas

2021 Year End Summary

2/9/2022

Industrial Development Sales Tax

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|-------------------------------|------------------|------------------|------------------|------------------|----------------|
| Beginning Cash Balance | \$211,360 | \$397,629 | \$436,805 | \$442,855 | \$442,852 |
| Revenue: | | | | | |
| Sales Tax Receipts | \$900,000 | \$900,000 | \$925,000 | \$925,000 | \$925,000 |
| Interest Income | \$11,535 | \$22,141 | \$5,465 | \$231 | \$400 |
| Miscellaneous | \$0 | \$0 | \$585 | \$1,000,000 | \$1,000,000 |
| REG Repayment | \$40,200 | \$0 | | | \$0 |
| Kansas Gas Rebate - REG | \$0 | \$0 | | | \$0 |
| RDA returned money | \$39,265 | \$2,035 | | | |
| Total Revenue | \$991,000 | \$924,176 | \$931,050 | \$1,925,231 | \$1,925,400 |
| Expense: | | | | | |
| Appropriation to the RDA | \$308,000 | \$325,000 | \$350,000 | \$350,000 | \$350,000 |
| Emporia Enterprises | \$25,000 | \$35,000 | \$25,000 | \$25,000 | \$25,000 |
| Miscellaneous | \$0 | \$0 | | \$99 | \$0 |
| Land Purchase for Industr | \$175,000 | \$175,000 | \$200,000 | \$200,000 | \$200,000 |
| Land Purchase | | \$0 | \$0 | \$1,000,000 | \$1,000,000 |
| Gas Line Bond Pmt | \$86,936 | \$0 | | | \$0 |
| Land Purchase Bond Pmt | \$185,339 | \$0 | | | \$0 |
| Transfer to B&l water proj | \$0 | \$350,000 | \$350,000 | \$350,000 | \$350,000 |
| REG Demolition | | \$0 | \$0 | \$195,906 | \$250,099 |
| Water Valves | \$24,456 | | | | \$0 |
| Special Projects | \$0 | \$0 | \$0 | | \$0 |
| Total Expenses | \$804,731 | \$885,000 | \$925,000 | \$2,121,005 | \$2,175,099 |
| Ending Cash Balance | \$397,629 | \$436,805 | \$442,855 | \$247,080 | \$193,153 |

City of Emporia, Kansas

2021 Year End Summary

2/9/2022

Special Alcohol Fund

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|-------------------------------|------------------|------------------|------------------|------------------|----------------|
| Beginning Cash Balance | 89,550 | 83,216 | 100,656 | 73,443 | 79,155 |
| REVENUE | | | | | |
| Private Club Liquor Tax | 92,876 | 102,450 | 66,238 | 86,358 | 80,000 |
| Interest on Investment | 1,190 | 1,890 | 549 | 40 | 600 |
| TOTAL RECEIPTS | 94,066 | 104,340 | 66,787 | 86,397 | 80,600 |
| EXPENDITURES | | | | | |
| Appropriations | 100,400 | 86,900 | 94,000 | 70,500 | 70,500 |
| Special Projects | | 0 | 0 | | 89,255 |
| TOTAL EXPENDITURES | 100,400 | 86,900 | 94,000 | 70,500 | 159,755 |
| Ending Cash Balance | 83,216 | 100,656 | 73,443 | 89,340 | 0 |

| Appropriations | Receive in 2017 | Receive in 2018 | Receive in 2019 | Receive in 2020 | Receive in 2021 |
|--------------------------------------|--------------------|---------------------|--------------------|--------------------|--------------------|
| Cross Winds | \$20,000.00 | \$20,000.00 | \$20,000.00 | \$20,000.00 | \$15,000.00 |
| Corner House | \$55,000.00 | \$75,000.00 | \$55,000.00 | \$65,000.00 | \$48,750.00 |
| Emporia State University | \$5,400.00 | \$5,400.00 | \$5,400.00 | \$9,000.00 | \$6,750.00 |
| Emporia State University USD #253 | | | \$6,500.00 | \$0.00 | \$0.00 |
| Total | \$80,400.00 | \$100,400.00 | \$86,900.00 | \$94,000.00 | \$70,500.00 |

| Receipts | 2017 | 2018 | 2019 | 2020 | 2021 |
|-------------------------|--------------------|--------------------|---------------------|--------------------|--------------------|
| 1ST QUARTER - MARCH | \$24,673.40 | \$20,419.16 | \$26,806.24 | \$22,675.47 | \$17,214.78 |
| 2ND QUARTER - JUNE | \$22,036.20 | \$26,757.14 | \$22,937.76 | \$21,611.91 | \$18,634.04 |
| 3RD QUARTER - SEPTEMBER | \$22,549.91 | \$21,039.84 | \$26,000.31 | \$7,881.01 | \$25,844.73 |
| 4TH QUARTER - DECEMBER | \$24,335.37 | \$24,660.05 | \$26,705.52 | \$14,069.40 | \$24,664.21 |
| TOTAL | \$93,594.88 | \$92,876.19 | \$102,449.83 | \$66,237.79 | \$86,357.76 |

2021 Year End Summary

Special Park Fund

2/9/2022

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|-----------------------------------|------------------|------------------|------------------|------------------|----------------|
| Beginning Cash Balance | \$224,703 | \$42,101 | \$66,684 | \$117,929 | \$64,187 |
| REVENUE | | | | | |
| Private Club Liquor Tax | \$92,876 | \$102,450 | \$66,238 | \$86,358 | \$80,000 |
| Donations & Grants | | \$0 | \$0 | | \$0 |
| Lake Kahola Proceeds | | \$0 | | | \$0 |
| Trf of funds from project account | | \$0 | | \$4,266 | \$0 |
| Interest on Investment | \$1,567 | \$1,009 | \$547 | \$77 | \$500 |
| TOTAL RECEIPTS | \$94,443 | \$103,459 | \$66,785 | \$90,701 | \$80,500 |
| EXPENDITURES | | | | | |
| Capital Outlay | \$0 | \$53,372 | \$0 | \$60,513 | \$65,000 |
| Municipal Band Allocation | \$0 | \$10,000 | \$0 | | \$10,000 |
| Miscellaneous | | | | | \$0 |
| Commodities | \$0 | \$0 | | | \$0 |
| Contractual Services | \$2,045 | \$0 | | \$20,000 | \$0 |
| Other Charges | \$0 | \$10 | | | \$0 |
| Transfer to Project Account | \$275,000 | \$15,494 | \$15,540 | | \$0 |
| Special Projects | \$0 | \$0 | \$0 | | \$69,687 |
| TOTAL EXPENDITURES | \$277,045 | \$78,876 | \$15,540 | \$80,513 | \$144,687 |
| Ending Cash Balance | \$42,101 | \$66,684 | \$117,929 | \$128,117 | \$0 |
| Receipts | | | | | |
| | 2017 | 2018 | 2019 | 2020 | 2021 |
| 1ST QUARTER - MARCH | \$24,673.40 | \$20,419.16 | \$26,806.24 | \$22,675.47 | \$17,214.77 |
| 2ND QUARTER - JUNE | \$22,036.20 | \$26,757.13 | \$22,937.76 | \$22,611.90 | \$18,634.04 |
| 3RD QUARTER - SEPTEMBER | \$22,549.91 | \$21,039.84 | \$26,000.31 | \$7,881.00 | \$25,844.73 |
| 4TH QUARTER - DECEMBER | \$24,335.37 | \$24,660.05 | \$26,705.53 | \$14,069.39 | \$24,664.03 |
| TOTAL | \$93,594.88 | \$92,876.18 | \$102,449.84 | \$67,237.76 | \$86,357.57 |

2021 Year End Summary

2/9/2022

Special Street Fund

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|
| Beginning Cash Balance | 486,371 | 549,872 | 581,741 | 546,751 | 413,156 |
| REVENUE | | | | | |
| Gasoline Tax | 673,930 | 677,776 | 642,215 | 712,575 | 634,180 |
| Special City-County Tax | 79,650 | 79,320 | 74,828 | 85,230 | 78,975 |
| Damages | 7,891 | 7,404 | 17,238 | 9,118 | 0 |
| Interest on Investment | 8,673 | 13,343 | 3,661 | 341 | 5,500 |
| Transfer of Funds | | 0 | | | 0 |
| Sale of Salvage | 8,492 | | | 294 | 0 |
| Miscellaneous | 6,094 | 1,443 | 32,240 | 8,072 | 0 |
| TOTAL RECEIPTS | 784,730 | 779,286 | 770,182 | 815,630 | 718,655 |
| EXPENDITURES | | | | | |
| Personnel Services | 442,887 | 439,205 | 478,560 | 562,723 | 485,398 |
| Vacancy | | 0 | | | 0 |
| Maintenance & Repair | 47,767 | 67,907 | 86,150 | 64,508 | 94,170 |
| Commodities | 112,212 | 126,842 | 84,522 | 96,866 | 121,550 |
| Other Charges | 20,145 | 29,949 | 27,789 | 38,711 | 50,600 |
| Capital Outlay | 52,830 | 48,137 | 77,136 | | 0 |
| Transfer of Funds | | 0 | | 15,403 | 0 |
| Utilities | 24,499 | 21,248 | 20,596 | 22,042 | 30,050 |
| Communications | 1,917 | 1,112 | 1,025 | 1,584 | 1,700 |
| Training & Travel | 3,188 | 6,648 | 2,039 | 2,567 | 4,300 |
| Contractual Services | 15,784 | 53,032 | 31,521 | 29,585 | 37,300 |
| Special Projects | 0 | 0 | 0 | 0 | 306,743 |
| Audit Adjustments | 0 | 5,700 | (4,166) | (287) | 0 |
| Outstanding PO's | 0 | (52,363) | | | |
| TOTAL EXPENDITURES | 721,229 | 747,417 | 805,172 | 833,702 | 1,131,811 |
| Net Change in Cash | 63,501 | 31,869 | (34,990) | (18,072) | (413,156) |
| Ending Cash Balance | 549,872 | 581,741 | 546,751 | 528,679 | 0 |
| Receipts | | | | | |
| | 2017 | 2018 | 2019 | 2020 | 2021 |
| 1st Quarter - Jan Payment | \$166,387.87 | \$169,274.62 | \$168,525.42 | \$173,837.48 | \$161,594.64 |
| 2nd Quarter - April Payment | \$154,534.15 | \$156,526.16 | \$161,370.99 | \$163,486.85 | \$149,245.64 |
| Extra Payment- June | | | | | \$54,671.53 |
| 3rd Quarter - July Payment | \$165,952.71 | \$171,880.23 | \$170,138.12 | \$140,178.69 | \$172,643.49 |
| 4th Quarter - Oct Payment | \$172,602.97 | \$176,248.57 | \$177,741.69 | \$164,712.37 | \$174,419.30 |
| Total | \$659,477.70 | \$673,929.58 | \$677,776.22 | \$642,215.39 | \$712,574.60 |

City of Emporia, Kansas

2021 Year End Summary

2/9/2022

Drug Forfeiture Fund

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|--------------------------------|------------------|------------------|------------------|------------------|----------------|
| Beginning Cash Balance | \$71,093 | \$46,442 | \$46,414 | \$68,301 | 44,416 |
| REVENUE | | | | | |
| Receipts from Drug Forfeitures | \$19,883 | \$25,282 | \$27,163 | \$4,115 | 5,000 |
| Interest on Investment | \$651 | \$987 | \$317 | \$41 | 300 |
| Miscellaneous | \$0 | | | | |
| TOTAL RECEIPTS | \$20,534 | \$26,269 | \$27,480 | \$4,156 | 5,300 |
| EXPENDITURES | | | | | |
| Commodities | \$45,100 | \$26,175 | \$860 | \$26,075 | 5,000 |
| Capital Outlay | \$0 | \$0 | | | - |
| Communications | \$85 | \$122 | | \$345 | - |
| Other Charges | | | | | - |
| Transfer of funds | | | | | - |
| Other Contractual | | \$0 | | | - |
| Travel & Training | | | | | - |
| Maintenance & Repair | \$0 | \$0 | \$4,733 | \$0 | - |
| Special Projects | | \$0 | \$0 | | 44,716 |
| TOTAL EXPENDITURES | \$45,185 | \$26,297 | \$5,593 | \$26,420 | 49,716 |
| Ending Cash Balance | \$46,442 | \$46,414 | \$68,301 | \$46,037 | \$0 |

2021 Year End Summary

2/9/2022

Bond & Interest Fund

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| Beginning Cash Balance | \$433,647 | \$919,890 | \$749,434 | \$883,336 | \$792,168 |
| REVENUE | | | | | |
| Ad Valorem Property Tax | \$1,520,235 | \$1,623,766 | \$1,625,239 | \$1,666,109 | 1,687,237 |
| Back Tax Collection | \$50,060 | \$45,325 | \$45,798 | \$30,394 | 40,000 |
| Special Assessments | \$197,700 | \$210,316 | \$113,561 | \$115,984 | 78,252 |
| Motor Vehicle Tax | \$282,768 | \$191,372 | \$280,526 | \$207,641 | 200,866 |
| Ad Valorem Tax Reduction | -\$19,972 | -\$20,143 | -\$18,356 | -\$20,142 | (20,000) |
| Interest on Investment | \$11,033 | \$34,719 | \$11,552 | \$951 | 10,000 |
| Recreation Center - Pool renovation | \$23,499 | \$23,499 | | | 0 |
| Recreation Center - Office/Locker Remodel | \$22,642 | \$22,822 | | | 0 |
| Recreation Center - Ball Diamond Improven | \$47,800 | \$46,600 | \$50,400 | \$49,050 | 49,050 |
| Recreation Center - Fitness Room | \$62,060 | \$48,560 | \$49,420 | \$50,220 | 50,220 |
| Industrial Land Payment - Ind Sales Tax | \$0 | \$0 | | | 0 |
| Sale of Bonds | \$0 | \$0 | \$4,055,000 | | 0 |
| Gas Line Payment - Ind Sales Tax | \$185,339 | \$0 | \$0 | | 0 |
| Hanger Payment - General Fund | \$86,936 | \$0 | | | 0 |
| Miscellaneous | \$62 | \$0 | \$364,611 | | 0 |
| Transfer of Funds from Project Accounts | \$617,344 | \$469,407 | \$24,700 | | 0 |
| TOTAL RECEIPTS | \$3,087,506 | \$2,696,243 | \$6,602,451 | \$2,100,206 | \$2,095,625 |
| EXPENDITURES | | | | | |
| Principal | \$2,270,000 | \$2,496,000 | \$1,945,515 | \$1,410,000 | 1,469,000 |
| Interest Coupons | \$331,263 | \$370,699 | \$153,938 | \$233,526 | 126,169 |
| Transfer of funds | \$0 | | \$4,369,096 | | |
| Misc projects | \$0 | \$0 | \$0 | | 1,292,624 |
| TOTAL EXPENDITURES | \$2,601,263 | \$2,866,699 | \$6,468,549 | \$1,643,526 | 2,887,793 |
| Ending Cash Balance | \$919,890 | \$749,434 | \$883,336 | \$1,340,016 | \$0 |

2021 Year End Summary

2/9/2022

Water Fund

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|------------------------------|---------------------|------------------|--------------------|--------------------|--------------------|
| BEGINNING CASH | 1,684,659 | 1,282,341 | 2,036,236 | 2,814,941 | 1,676,012 |
| REVENUE | | | | | |
| Sale of Water | 5,337,648 | 6,021,314 | 6,266,137 | 7,009,923 | 5,600,000 |
| Service Charge | 119,284 | 116,643 | 93,954 | 113,879 | 110,000 |
| Penalties | 81,887 | 88,150 | 89,198 | 90,357 | 80,000 |
| Sale of Salvage | 0 | 0 | | | 0 |
| Reimbursed Expense | 2,315 | 30,407 | 2,641 | 24,076 | 750 |
| Interest on Investment | 30,991 | 42,340 | 17,213 | 2,176 | 16,000 |
| Sale of Bonds | 5,595,000 | 0 | 0 | | 0 |
| Trf from Industrial Fund | 0 | 350,000 | 350,000 | 350,000 | 350,000 |
| Trf from Project fund | 744 | 40,083 | 500,000 | 911,242 | 0 |
| Non Operating Revenue | (261,434) | 0 | | 0 | 0 |
| Miscellaneous | 14,705 | 586,112 | 11,302 | 1,123 | 3,350 |
| TOTAL RECEIPTS | 10,921,140 | 7,275,049 | 7,330,445 | 8,502,776 | 6,160,100 |
| EXPENDITURES | | | | | |
| Personnel Services | 735,560 | 763,033 | 806,576 | 934,160 | 934,165 |
| Vacancy | | 0 | | | 0 |
| Maintenance & Repair | 719,570 | 623,147 | 605,406 | 832,416 | 581,550 |
| Commodities | 816,115 | 896,855 | 888,377 | 1,151,039 | 796,000 |
| Other Charges | 120,279 | 176,936 | 173,049 | 179,576 | 194,970 |
| Capital Outlay | 146,617 | 489,410 | 539,043 | 107,207 | 145,000 |
| Debt Payment | 1,294,230 | 1,627,313 | 1,724,728 | 1,481,772 | 1,603,204 |
| Stock | 0 | (12,756) | (37,161) | 672 | 5,000 |
| Transfer to Project Account | 5,640,333 | 245,534 | 0 | 953,933 | 0 |
| Utilities | 463,289 | 418,893 | 446,426 | 530,136 | 502,350 |
| Communications | 29,889 | 40,337 | 26,222 | 28,434 | 45,100 |
| Travel & Training | 5,484 | 9,885 | 2,668 | 11,606 | 13,750 |
| Contractual Services | 593,305 | 773,730 | 655,414 | 624,152 | 1,567,900 |
| Administrative Fee 16%, 17% | 956,454 | 1,023,449 | 1,064,487 | 1,155,328 | 926,400 |
| Excess Carryover | | 0 | | | |
| Change in Liabilities | (197,667) | 6,550 | (159,411) | 41,910 | 0 |
| Outstanding PO's | 0 | (561,162) | (184,084) | | |
| TOTAL EXPENDITURES | 11,323,458 | 6,521,154 | 6,551,740 | 8,032,338 | 7,315,389 |
| NET CHANGE IN CASH | (402,318) | 753,895 | 778,705 | 470,438 | (1,155,289) |
| ENDING CASH BALANCE | 1,282,341 | 2,036,236 | 2,814,941 | 3,285,379 | 520,723 |
| Principal Bond Payments | (1,131,563) | (1,350,000) | (1,395,000) | (1,155,000) | (1,248,216) |
| Depreciation | 1,077,666 | 1,171,834 | 1,334,357 | 1,399,907 | 1,170,760 |
| Capitalized Assets | (16,254,492) | (282,566) | (958,129) | (4,498,277) | (145,000) |
| Liabilities | | | | | |
| ADJUSTMENTS | (16,308,389) | (460,732) | (1,018,772) | (4,253,370) | (222,456) |
| Base for reserve calculation | 5,536,508 | 5,786,210 | 6,012,697 | 6,971,199 | 7,170,389 |
| 20% reserve amount | 1,107,302 | 1,157,242 | 1,202,539 | 1,394,240 | 1,434,078 |
| Amount over 20% reserve | 175,039 | 878,994 | 1,612,402 | 1,891,139 | (913,355) |
| Percent | 23.16% | 35.19% | 46.82% | 47.13% | 7.26% |

2021 Year End Summary

2/9/2022

Wastewater Fund

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|------------------------------|------------------|------------------|--------------------|------------------|--------------------|
| BEGINNING CASH | 1,316,168 | 2,458,833 | 2,058,232 | 2,616,765 | 2,010,106 |
| REVENUE | | | | | |
| Sales/Charges | 4,365,714 | 5,036,750 | 5,299,292 | 5,604,381 | 5,100,000 |
| Extra Strength Surcharge | 66,331 | 70,964 | 108,556 | 123,584 | 91,940 |
| Interest on Investment | 37,954 | 58,260 | 14,826 | 1,708 | 22,000 |
| New System taps | 600 | 1,000 | 827 | 1,300 | 1,000 |
| Loss on sales of assets | 0 | | | 0 | |
| Trf to projects | 0 | 280,000 | 500,000 | 349,769 | 0 |
| Sale of Bonds | 812,273 | | | | 0 |
| Miscellaneous | 2,990 | (513,273) | 59,603 | 39,990 | 1,000 |
| TOTAL RECEIPTS | 5,285,862 | 4,933,701 | 5,983,104 | 6,120,732 | 5,215,940 |
| EXPENDITURES | | | | | |
| Personnel Services | 734,253 | 748,940 | 777,618 | 843,199 | 925,100 |
| Vacancy | | 0 | | 0 | 0 |
| Maintenance & Repair | 311,218 | 707,588 | 151,600 | 411,842 | 291,750 |
| Commodities | 99,394 | 147,321 | 142,302 | 216,784 | 166,000 |
| Other Charges | 141,211 | 131,457 | 129,302 | 153,916 | 139,250 |
| Capital Outlay | 217,570 | 263,985 | 317,711 | 56,245 | 70,000 |
| Debt Payment | 458,317 | 2,046,991 | 2,677,894 | 2,562,638 | 2,651,301 |
| Transfer to Project fund | 858,333 | 9,333 | 72,444 | 617,004 | 0 |
| Utilities | 456,151 | 495,598 | 489,542 | 549,126 | 516,500 |
| Communications | 20,327 | 22,751 | 19,282 | 22,222 | 28,350 |
| Travel & Training | 4,383 | 3,797 | 696 | 4,069 | 7,000 |
| Contractual Services | 160,068 | 226,403 | 151,412 | 300,226 | 1,252,150 |
| Administrative Fee 16%, 17% | 610,000 | 610,000 | 610,000 | 610,000 | 610,000 |
| Excess Carryover | | 0 | 0 | | |
| Change in Liabilities | 71,972 | 69,356 | (115,232) | (14,035) | 0 |
| Outstanding PO's | 0 | (149,218) | | | |
| TOTAL EXPENDITURES | 4,143,197 | 5,334,302 | 5,424,571 | 6,333,238 | 6,657,401 |
| NET CHANGE IN CASH | 1,142,665 | (400,601) | 558,533 | (212,506) | (1,441,461) |
| ENDING CASH BALANCE | 2,458,833 | 2,058,232 | 2,616,765 | 2,404,259 | 568,645 |
| ADJUSTMENTS | | | | | |
| Depreciation | 989,318 | 1,005,412 | 1,958,791 | 2,014,563 | 2,014,564 |
| Principal Bond Payments | (195,306) | (1,492,446) | (2,058,017) | (1,981,720) | (1,997,510) |
| Capitalized Assets | (453,406) | (1) | (3,198,963) | (429,599) | (70,000) |
| Change in Liabilities | | 0 | | | |
| ADJUSTMENTS | 340,606 | (487,035) | (3,298,189) | (396,756) | (52,946) |
| Base for reserve calculation | 3,067,294 | 5,060,984 | 5,034,416 | 5,659,988 | 6,587,401 |
| 20% Cash Reserve amount | 613,459 | 1,012,197 | 1,006,883 | 1,131,998 | 1,317,480 |
| Amount over 20% Cash Reserve | 1,845,374 | 1,046,035 | 1,609,882 | 1,272,262 | (748,835) |
| Percentage | 80.16% | 40.67% | 51.98% | 42.48% | 8.63% |

2021 Year End Summary

2/9/2022

Solid Waste Fund

as of December 31, 2021

| | 2018 (Actual) | 2019 (Actual) | 2020 (Actual) | 2021 (Actual) | 2021 Budget |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| BEGINNING CASH | 2,263,885 | 2,447,244 | 3,110,960 | 3,853,256 | 2,441,855 |
| REVENUE | | | | | |
| Refuse Collection Fees | 2,719,880 | 2,986,938 | 2,778,214 | 2,964,876 | 2,700,000 |
| Loss on Sale of Assets | (42,744) | (157,970) | | | 0 |
| Interest on Investments | 46,218 | 73,647 | 20,595 | 2,276 | 30,000 |
| Trf from Health Ins - Premiums | | 0 | | | 0 |
| Resale of Recyclables | 123,205 | 71,238 | 93,356 | 181,252 | 70,000 |
| Box Container Fees | 1,512,097 | 1,565,415 | 1,697,825 | 1,936,847 | 1,489,439 |
| Landfill Fees | 485,361 | 562,406 | 593,564 | 537,818 | 557,659 |
| Transfers | | 0 | | | 0 |
| Miscellaneous | 73,785 | 17,578 | 31,547 | 18,999 | 4,768 |
| TOTAL RECEIPTS | 4,917,802 | 5,119,252 | 5,215,101 | 5,642,068 | 4,851,866 |
| EXPENDITURES | | | | | |
| Personnel Services | 1,535,699 | 1,641,135 | 1,748,869 | 1,867,236 | 1,938,246 |
| Vacancy | | 0 | | | 0 |
| Maintenance & Repair | 230,132 | 151,511 | 191,301 | 283,017 | 262,000 |
| Commodities | 258,668 | 246,657 | 191,064 | 324,094 | 270,225 |
| Other Charges | 68,242 | 75,675 | 121,801 | 133,708 | 168,630 |
| Capital Outlay | 476,745 | 739,338 | 458,623 | 481,908 | 260,000 |
| Utilities | 45,090 | 44,152 | 38,914 | 41,521 | 49,850 |
| Communications | 29,275 | 34,380 | 27,618 | 37,874 | 41,100 |
| Transfer to project | 25,000 | 55,564 | | | 0 |
| Travel & Training | 1,749 | 3,078 | 588 | 1,607 | 9,250 |
| Contractual Services | 1,321,928 | 1,368,648 | 1,333,757 | 1,453,031 | 1,643,300 |
| Administrative Fee 16%, 17% | 806,264 | 858,055 | 820,683 | 870,040 | 759,536 |
| Excess Carryover | | 0 | | | |
| Change in Liabilities | (64,349) | (555,251) | (197,949) | (11,658) | 0 |
| Outstanding PO's | 0 | (207,406) | (262,464) | | |
| TOTAL EXPENDITURES | 4,734,443 | 4,455,536 | 4,472,805 | 5,482,378 | 5,402,137 |
| NET CHANGE IN CASH | 183,359 | 663,716 | 742,296 | 159,691 | (550,271) |
| ENDING CASH BALANCE | 2,447,244 | 3,110,960 | 3,853,256 | 4,012,947 | 1,891,584 |
| ADJUSTMENTS | | | | | |
| Principal Payments | 0 | 0 | 0 | 0 | 0 |
| Depreciation | 295,912 | 335,122 | 389,418 | 392,526 | 500,000 |
| Capitalized Assets | (635,529) | (515,558) | (238,347) | (467,157) | (260,000) |
| Change in Liabilities | | 0 | | | |
| ADJUSTMENTS | (339,617) | (180,436) | 151,071 | (74,630) | 240,000 |
| Base for reserve calculation | 4,257,698 | 3,716,198 | 4,014,182 | 5,000,470 | 5,142,137 |
| 20% cash reserve amount | 851,540 | 743,240 | 802,836 | 1,000,094 | 1,028,427 |
| Amount over 20% Cash Reserve | 1,595,704 | 2,367,720 | 3,050,420 | 3,012,853 | 863,157 |
| Percentage | 57.48% | 83.71% | 95.99% | 80.25% | 36.79% |

2021 Year End Summary

2/9/2022

Revenue Detail and Expenditure Summary

as of December 31, 2021

| Fund | 2021 Budgeted Ending Unencumbered Cash Balance | Budget Reserve Percentage | Actual Ending Unencumbered Cash Balance | Actual Reserve Percentage |
|--|---|---------------------------------|---|---------------------------------|
| GENERAL FUND With Excess carryover amount | \$550,568.00 | 2.68% | \$4,726,012.53 | 28.37% |
| GENERAL FUND Without Excess carryover amount | \$3,550,570.00 | 20.27% | \$4,726,012.53 | 28.37% |
| MULTI YEAR FUND | \$486,932.00 | | \$3,304,127.47 | |
| LIBRARY FUND | \$0.00 | | \$0.00 | |
| CONVENTION & TOURISM FUND | \$0.00 | | \$649,121.06 | |
| INDUSTRIAL FUND | \$0.00 | | \$19,924.03 | |
| INDUSTRIAL DEVELOPMENT SALES TAX FUND | \$193,153.00 | | \$247,080.37 | |
| SPECIAL ALCOHOL FUND | \$0.00 | | \$89,340.30 | |
| SPECIAL PARKS & RECREATION | \$0.00 | | \$128,117.00 | |
| SPECIAL STREET FUND | \$0.00 | | \$528,678.64 | |
| DRUG FORFEITURES | \$0.00 | | \$46,036.82 | |
| BOND & INTEREST FUND | \$0.00 | | \$1,340,016.01 | |
| WATER WORKS FUND | \$520,723.00 | 7.26% | \$3,285,379.04 | 47.13% |
| WASTE WATER FUND | \$568,645.00 | 8.63% | \$2,404,259.27 | 42.48% |
| SOLID WASTE DISPOSAL FUND | \$1,891,584.00 | 36.79% | \$4,012,946.96 | 80.25% |

| Fund | 2021 Estimated Unencumbered Cash Balance | Budget Reserve Percentage | Actual Ending Unencumbered Cash Balance | Actual Reserve Percentage |
|---------------------------------------|--|---------------------------------|---|---------------------------------|
| GENERAL FUND | \$4,515,233.00 | 25.29% | \$4,726,013.00 | 28.37% |
| MULTI YEAR FUND | \$1,015,631.00 | | \$3,304,127.47 | |
| LIBRARY FUND | \$0.00 | | \$0.00 | |
| CONVENTION & TOURISM FUND | \$606,062.00 | | \$649,121.06 | |
| INDUSTRIAL FUND | \$19,899.00 | | \$19,924.03 | |
| INDUSTRIAL DEVELOPMENT SALES TAX FUND | \$253,102.00 | | \$247,080.37 | |
| SPECIAL ALCOHOL FUND | \$77,967.00 | | \$89,340.30 | |
| SPECIAL PARKS & RECREATION | \$132,234.00 | | \$128,117.00 | |
| SPECIAL STREET FUND | \$496,206.00 | | \$528,678.64 | |
| DRUG FORFEITURES | \$72,327.00 | | \$46,036.82 | |
| BOND & INTEREST FUND | \$1,328,355.00 | | \$1,340,016.01 | |
| WATER WORKS FUND | \$2,620,859.00 | 52.08% | \$3,285,379.04 | 47.13% |
| WASTE WATER FUND | \$2,606,765.00 | 41.46% | \$2,404,259.27 | 42.48% |
| SOLID WASTE DISPOSAL FUND | \$3,428,906.00 | 36.79% | \$4,012,946.96 | 80.25% |

| Year | Funding Source | Department | Description | Budget Amount | Actual Amount | Years to Bond |
|------|-------------------|--------------------|---|---------------|------------------|---------------|
| 2021 | General Fund | City Wide | Communication Equipment | \$30,000 | \$30,000 | |
| 2021 | General Fund | Engineering | Replace Engineering Vehicle (2001) | \$28,500 | \$28,716 | |
| 2021 | General Fund | EMS | Monitor/Defibrillator | \$42,500 | \$42,487 | |
| 2021 | General Fund | EMS | EMS Pick up (2000) | \$30,000 | | |
| 2021 | General Fund | Fire | SCBA Pressurized Cylinder | \$20,000 | Received a Grant | |
| 2021 | General Fund | Golf Course | 1 Fairway Mower (2000) 4500 Hours | \$65,000 | \$60,513 | |
| 2021 | General Fund | Park Civic | Replace two stand on mowers | \$20,000 | \$10,846 | |
| 2021 | General Fund | Park -Civic | Replace Mowing Truck with Used (2003) | \$20,000 | | |
| 2021 | General Fund | Police | 2 Mobile data terminals & 2 Video Cameras | \$23,500 | \$19,749 | |
| 2021 | General Fund | Police | 8 Tasers | \$14,000 | \$13,688 | |
| 2021 | General Fund | Police | 10 Body Cameras | \$21,000 | \$18,630 | |
| 2021 | General Fund | Police | Video Server | \$12,000 | \$12,000 | |
| 2021 | General Fund | Police | 2 Supervisor Patrol Vehicles (Full Size Pickups) | \$114,600 | \$89,294 | |
| 2021 | Mil levy | Airport | Replace Aviation Fuel Tanker Truck - 1986 | \$175,000 | \$124,950 | 5 |
| 2021 | Mil levy | Paving | 30th Ave additional | \$225,000 | \$915,667 | 10 |
| 2021 | Mil levy | Industrial | Industrial building purchase and/or land purchase | \$500,000 | \$120,941 | 10 |
| 2021 | Mil Levy | Special Street | Replace a 2000 JD 310SE Backhoe | \$130,000 | \$112,407 | 5 |
| 2021 | Mil Levy | Fire | 30 SCBA Replacement units, cylinders & face masks | \$285,000 | \$211,802 | 5 |
| 2021 | Mil Levy | Sign & Marking | Light Duty aerial bucket truck w 30-35 foot reach - (1998) | \$150,000 | \$163,481 | 5 |
| 2021 | Mil Levy | Special Street | Street Sweeper Vacuum (2012) | \$305,000 | \$285,902 | 5 |
| 2021 | Multi-Year | Administration | Private/Public partnership | \$400,000 | | |
| 2021 | Multi-Year | Airport | Replace existing RW 1-19 edge lighting & guidance signs (FAA 90%) | \$40,987 | \$8,160 | |
| 2021 | Multi-Year | Sidewalk | ADA Sidewalks | \$50,000 | | |
| 2021 | Multi-Year | Civic Building | ADA Improvements | \$200,000 | | |
| 2021 | Multi-Year | Civic Building | 618 Mechanic Roof | \$60,000 | | |
| 2021 | Multi-Year | Civic Building | Roof Caps | \$35,000 | \$36,600 | |
| 2021 | Multi-Year | Civic Building | Replace Steam lines & update HVAC updates | \$50,000 | | |
| 2021 | Multi-Year | Civic Building | Civic Fire Alarm Card Update 1st half | \$60,000 | \$57,659 | |
| 2021 | Multi-Year | Civic Building | Remodel Water Department | \$261,243 | \$215,954 | |
| 2021 | Multi-Year | Civic Building | Acoustical absorpion material for main arena | \$88,750 | \$5,506 | |
| 2021 | Multi-Year | Civic Building | Carniage Library Study | \$26,000 | \$18,700 | |
| 2021 | Multi-Year | Library | Replace Library Roof & Atrium window | \$220,050 | \$220,050 | |
| 2021 | Multi-Year | Paving | 6th & Prarie Intersection Improvements | \$75,000 | | |
| 2021 | Multi-Year | Storm Water | Miscellaneous Storm Water Projects | \$108,276 | | |
| 2021 | Multi-Year | Storm Water | Dorsett Dr East side to Linn St | \$48,194 | \$60,212 | |
| 2021 | Multi-Year | Storm Water | Lakeridge Rd to Bayfront Dr | \$14,810 | | |
| 2021 | Multi-Year | Alley | Alley East of LCSB 800 Block | \$60,000 | \$66,768 | |
| 2021 | Multi-Year | Sidewalk | Pedestrian Crossing 15th & Chestnut | \$10,000 | \$9,906 | |
| 2021 | Multi-Year | Sidewalk | Hazardous Sidewalk Program & CG Program | \$103,474 | \$98,075 | |
| 2021 | Multi-Year | Sidewalk | North side of 24th Westridge to Industrial - Grant Match | \$70,000 | | |
| 2021 | Multi-Year | Parking Lot | Mechanic Parking Lots 600-700 Block | \$482,500 | \$11,036 | |
| 2021 | Multi-Year | Parking | 8th & Commercial Street parking for Main Street | \$40,000 | \$45,921 | |
| 2021 | Multi-Year | Paving | Road F Utilities & Easements | \$250,000 | \$250,000 | |
| 2021 | Multi-Year | Paving | Misc. Street Repairs | \$100,000 | \$100,000 | |
| 2021 | Multi-Year | Paving | Street Rehabilitation | \$900,000 | \$707,365 | |
| 2021 | Multi-Year | Golf Course | Driving Range artificial turf tee line/zoysia sod | \$25,000 | \$23,120 | |
| 2021 | Multi-Year | Golf Course | Master plan design of golf course, range, bldg | \$12,250 | | |
| 2021 | Multi-Year | Fire- Station 2 | Overhead door replacement | \$12,000 | \$12,333 | |
| 2021 | Multi-Year | Fire- Station 2 | Replace HVAC in admin and dorms & Jace Controller | \$68,000 | \$74,992 | |
| 2021 | Multi-Year | Park | JAC Slides - renovate or repair | \$35,000 | \$30,000 | |
| 2021 | Multi-Year | Park | Hammond Park - repaint tennis courts | \$13,000 | \$12,280 | |
| 2021 | Multi-Year | Sign & Marking | Camera(Loop Projectors) Traffic System at 6th & Rural | \$90,000 | | |
| 2021 | Multi-Year | Street | Chip Seal | \$200,000 | \$163,990 | |
| 2021 | Multi-Year | Zoo | Bus Parking | \$20,000 | | |
| 2021 | Multi-Year | Zoo | Parking lot at Zoo | \$164,000 | \$439 | |
| 2021 | Multi-Year | Zoo | Hay & Storage building 30x40 concrete floor | \$50,000 | \$46,482 | |
| 2021 | Solid Waste | Transfer Station | 2010 Wheel Loader w/Setco Solid tires/wheels | \$200,000 | \$164,184 | |
| 2021 | Solid Waste | Transfer Station | Complete Equipment Storage Building | \$60,000 | \$60,000 | |
| 2021 | Special Park | Golf Course | 1 fairway mower (2000) 4200 hours | \$65,000 | \$60,513 | |
| 2021 | Waste Water Fund | Sewer Maintenance | Sanitary Sewer along Americus Rd (US 50 to Rd 180, to serve Evergy prop | \$475,000 | \$831,033 | 15 |
| 2021 | Waste Water Fund | Sewer Maintenance | Arundel Sewer main FEMA 85% | \$500,000 | | 15 |
| 2021 | Waste Water Fund | Sewer Maintenance | Rehab Lift Station #2 CDBG \$700,000 total cost \$1,700,000 | \$1,000,000 | \$379,880 | 20 |
| 2021 | Waste Water Fund | Sewer Maintenance | Replace 2011 Sewer Vacotr Truck (Split with Water) | \$225,000 | \$225,068 | 5 |
| 2021 | Waste Water Fund | Waste Water Plant | Replace Roof on Effluent pump Bld. | \$70,000 | \$24,250 | |
| 2021 | Waste Water Fund | Sewer Maintenance | Repair 24" sewer line in Peter Pan Park | \$110,000 | \$115,560 | |
| 2021 | Waste Water Fund | Sewer Maintenance | Pickup 1/2 ton (1999) (Split with Water) | \$15,000 | | |
| 2021 | Water Fund | Water Distribution | Pickup 1/2 ton (1999) (Split with Sewer) | \$15,000 | | |
| 2021 | Water Fund | Water Plant | Alum Feeder System | \$60,000 | | |
| 2021 | Water Fund | Water Plant | Repair stem on elevated tower on 12th Ave | \$25,000 | | |
| 2021 | Water Fund | Water Plant | Clearwell Emergency Fill Line | \$60,000 | | |
| 2021 | Water Fund - Bond | Water Plant | Actuator Upgrade | \$550,000 | \$290,069 | 15 |
| 2021 | Water Fund - Bond | Water Plant | Turbidimeter Upgrade | \$300,000 | \$123,875 | 15 |

| | | | | | | |
|------|----------------------|--------------------|--|-------------|-------------|----|
| 2021 | Water Fund - Bond | Water Plant | Raw Water Intake & Low Water Dam (FEMA 85%) | \$1,000,000 | \$1,682,521 | 15 |
| 2021 | Water Fund - Bond | Water Distribution | Replace 2011 Sewer Vactor Truck (Split with Sewer) | \$225,000 | \$225,068 | 5 |
| 2021 | Water Fund -State Id | Water Main | Watermain project (6th Ave Woodland to Lincoln) | \$880,000 | \$82,084 | 20 |
| 2021 | Water Fund -State Id | Water Main | Watermain project (Grand to Chestnut) on 12th ave | \$1,285,000 | \$1,279,425 | 20 |



January 26, 2022

Trey Cocking
City Manager
City of Emporia
620-343-4252 (Office)
P.O. Box 928
Emporia, KS 66801
tcocking@emporia-kansas.gov

Subject: Proposal to Conduct a Community Survey for the City of Emporia, Kansas

Dear Mr. Cocking:

ETC Institute is pleased to submit a quote to conduct a Community Survey for the City of Emporia, Kansas. If selected for this project, ETC Institute will provide the following services:

Task 1: Design the Survey and Prepare the Sampling Plan. Task 1 will include the following services:

- Working with City staff to develop the content of the survey. ETC Institute will meet with the City via phone to discuss the goals and objectives for the project. To facilitate the survey design process, ETC Institute will also provide the City with sample surveys created for similar projects. It is anticipated that 3-4 drafts of the survey will be prepared before the survey is approved by the City. The survey will be up to 6 pages in length.
- Participating in meetings by phone to develop the survey.
- Conducting a pilot test of the survey to ensure the questions are understood. Based on the results of the pilot test, ETC Institute will recommend changes (if needed) to the survey.
- Selecting a random sample of residents to be contacted for the survey. The sample will be address-based.

Deliverable Task 1. ETC Institute will provide a copy of approved survey instrument.

Task 2: Administer the Survey. Task 2 will include the following services:

- ETC Institute will administer the survey by a combination of mail and online.
- ETC Institute will mail the survey and a cover letter (on City letterhead) to a random sample of households in the City. Only one survey per household will be sent. Postage-paid envelopes will be provided by ETC Institute for each respondent. The City will provide a cover letter for the mailed survey. The cover letter will contain a link to an online version of the survey. Residents who receive the survey will have the option of returning the printed survey by mail or completing it on-line.
- In order to maximize the number of residents who complete the survey, ETC Institute's survey administration fees include one \$500 Visa gift card. This gift card will be used as an incentive to encourage residents to complete the survey. The Visa gift card will be awarded by randomly selecting one person from all respondents to the survey.
- Approximately 10-12 days after the surveys are mailed, ETC Institute will follow-up via e-mail and/or text with households that received a mailed survey. ETC Institute will continue following up with households until reaching the targeted number of completed surveys. Listed below are two sampling plan options for your consideration:
 - A sample of 300 completed surveys. A sample size of 300 completed surveys will provide results that have a margin of error of +/-5.5% at the 95% level of confidence at the City level.
 - A sample of 400 completed surveys. A sample size of 400 completed surveys will provide results that have a margin of error of +/-4.9% at the 95% level of confidence at the City level.
- ETC Institute will monitor the distribution of the sample to ensure that the sample reasonably reflects the demographic composition of the City with regard to geographic dispersion, age, gender, race/ethnicity and other factors. ETC Institute will weight the data as needed if one or more demographic groups is over/underrepresented relative to recent Census estimates for the City's population.

Deliverable Task 2. ETC Institute will provide a copy of the overall results for each question on the survey.

Task 3: Analysis and Final Report. ETC Institute will submit a final report to the City. At a minimum, this report will include the following items:

- Formal report that includes an executive summary of the survey methodology and a description of major findings.
- Charts and graphs that show the overall results of each question on the survey.
- Benchmarking analysis showing how the City compares to other communities regionally and nationally.
- Importance-Satisfaction Analysis that will identify the areas where the greatest opportunities exist to enhance overall satisfaction with City services.
- GIS maps that show geocoded survey results for selected questions on the survey

- Tabular data that shows the results for each question on the survey, including open ended questions.
- A copy of the survey instrument

Deliverable Task 3: ETC Institute will submit the survey findings report in an electronic format. ETC Institute will also provide the raw data in an Excel database, or other format as requested by the City.

Project Schedule

Listed below is ETC Institute’s typical timeline for administering a community survey. Since the surveys will be administered entirely in-house, the completion date for the project is completely within our control. If desired, we can meet a more ambitious timeline and are available to start at a date most convenient for the City.

- **Month 1**
Design survey instrument
Finalize sampling plan
- **Months 2-3**
Administer the survey
- **Month 4**
Draft Report Submitted for review
Prepare and Deliver the Final Report

Fee

The table below shows a breakdown of the fees for the services described in this proposal. The total cost for a sample size of 300 surveys would be \$13,500, and 400 surveys would be \$17,000.

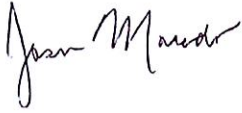
| Task | 300 Surveys | 400 Surveys |
|---|--------------------|--------------------|
| Design Survey & Prepare Sampling Plan | \$2,500.00 | \$3,000.00 |
| Administration of a 15-20 minute survey (up to 6 pages) | \$8,500.00 | \$11,500.00 |
| Formal Report (<i>includes executive summary, charts, benchmarking, Importance-Satisfaction Analysis, GIS maps</i>) | \$2,500.00 | \$2,500.00 |
| TOTAL | \$13,500.00 | \$17,000.00 |

Optional Services. If desired, ETC Institute will provide the following “optional” services. The fees for “optional” services would be in addition to the prices shown in the table above.

- A webinar presentation of the final results at a date to be determined by the City (\$500). This could be provided in lieu of an on-site presentation.
- An on-site presentation of the final results at a date to be determined by the City (\$2,500).
- Interactive Data Dashboard that will provide the ability to query the full set of survey results in real time anywhere with access to the Internet. Described in more detail on page 5. (\$5,000)

CLOSING: We appreciate your consideration of this proposal and look forward to your decision. If you have any questions, please do not hesitate to call me at (913) 254-4514.

Sincerely,

A handwritten signature in black ink that reads "Jason Morado". The signature is written in a cursive style with a large initial "J" and "M".

Jason Morado
Director of Community Research
ETC Institute
725 W. Frontier Circle
Olathe, KS 66061
(913) 254-4514
jason.morado@etcinstitute.com

DirectionFinder® 2.0 Interactive Data Dashboard

ETC Institute can design an interactive data dashboard to help our clients review and analyze their survey data. The dashboard will allow our clients to query the full set of survey results in real time anywhere with access to the Internet. Our interactive data dashboards give our clients the ability to explore the data and drill-down into the results on-demand, and does not require a special request for additional analysis. The dashboard can include the following features:

- **Trend Analysis** showing the results for previous community surveys that ETC Institute has administered for your community. The dashboard allows our clients to easily compare results from previous surveys.
- **GIS Mapping** showing the survey results mapped out geographically throughout your community. The maps will geographically display results not only for your current survey, but will also show changes in satisfaction from previous surveys.
- **Benchmarking Analysis** showing how your community compares to other communities across the country. The dashboard will allow our clients to compare their results to other communities regionally, nationally, and based on population of other communities.
- **Priority Analysis** showing the top priorities for our clients to focus on, based on ETC Institute's **Importance-Satisfaction Analysis** and **Priority Investment Ratings Analysis**. Priorities can be displayed for various demographic and geographic areas using the interactive features of the data dashboard.
- **Cross-Tabular Data Analysis** which gives our clients the ability to cross tabulate specific questions on the survey showing how different groups of respondents responded to various questions on the survey.



An example of a dashboard that ETC Institute created for the City of Raleigh can be viewed here:

<https://www.etcinstitute.com/directionfinder2-0/raleigh/>