



# 2024 Adopted Budget



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# GOVERNING BODY

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Bryan Chapman  
Mayor



Kramer Siemens  
Councilmember



Monty Leonard  
Councilmember



Dan Hartman  
Councilmember



Brenda DeHaven  
Councilmember



Kirby Stucky  
Councilmember

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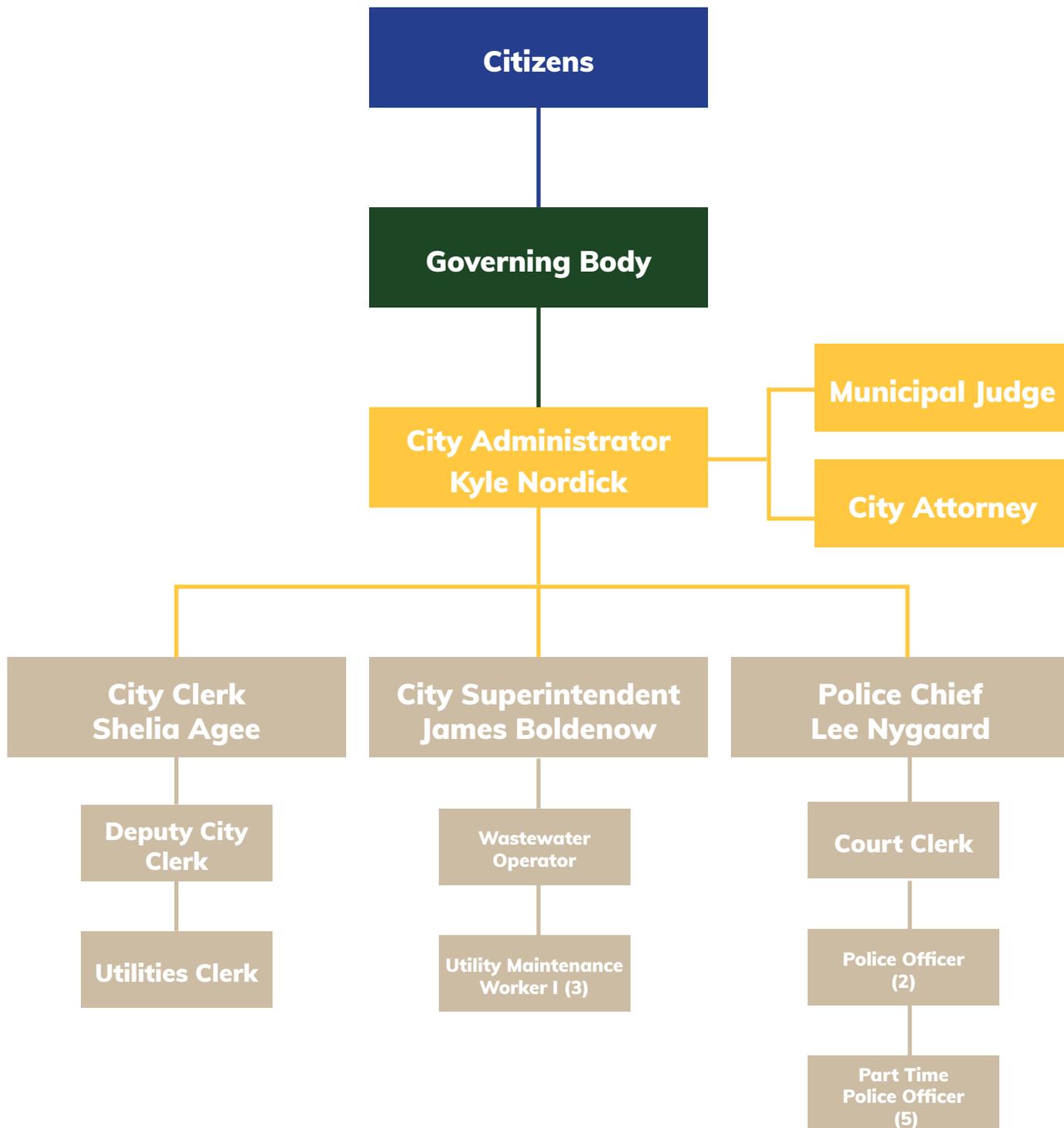
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# ORGANIZATIONAL CHART

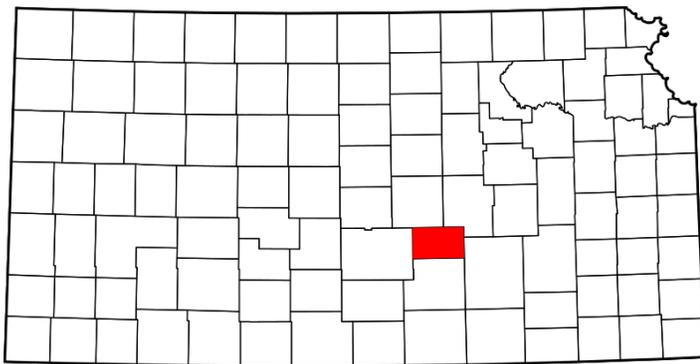
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# CITY PROFILE

## Introduction

The City of Sedgwick is located in the southern portion of Harvey County along the border of Sedgwick County in south central Kansas. Sedgwick is conveniently located 15 miles between Newton, to the north, and Wichita, to the south. This location ensures a lower cost of living to residents, with a high quality of life expected from a rural community. The city was incorporated in 1872 and was the first city to incorporate in Harvey County. Today, the city encompasses 1.3 square miles of land and enjoys a modest population of 1,603 residents.



## Governmental Structure

The City of Sedgwick operates under the form of government known as the Mayor-Council model. Under this model, policy making and legislative authority are vested in a Governing Body consisting of the Mayor, who is a non-voting member, and five Council members. The five Council members are elected at large, serving four-year, staggered terms, with three Council members elected biannually. The Council members are responsible, among other things, for adopting ordinances and resolutions, adopting an annual budget, and confirming appointments of certain officials of boards and committees.

The Mayor is also elected at large and is responsible, among other things, to preside over Council meetings, formulate the council agenda, appoint the Municipal Court Judge, City Attorney, City Administrator, City Clerk, City Treasurer, and Chief of Police, and to publicly represent the City. The City Administrator is responsible to the Mayor for the administration of all city affairs placed in his or her charge. All City department heads report directly to the City Administrator. The City Administrator works to ensure that policies adopted by the Governing Body are implemented and to facilitate communication among the Mayor, City Council members, and City Staff.



Kanza-COOP Elevator

## Cost of Living

According to City-Data.com, the cost of living in Sedgwick is 12.5% lower than the U.S. average. The Cost of Living Index measures the cost to purchase standard goods and services including groceries, housing, utilities, transportation, health care and other goods, and then compares those costs to the national average score of 100. The city's low cost of living and moderate household income means Sedgwick residents enjoy a high quality of life for a lower cost. Sedgwick's poverty rate is estimated at 10% (U.S. Census Bureau).

## Population

	Population	% Change
2020 Census Estimate	1,603	2.8%
2010 Census	1,559	0.3%
2000 Census	1,554	9.6%
1990 Census	1,418	-

## Education

Sedgwick Unified School District #439 has an enrollment of approximately 455 students. Students attend one elementary/middle school before transitioning into the high school. In 2022, the elementary school was the recipient of the National Blue Ribbon for Excellence. This year marks the completion of construction which updated the entire school campus to include updated recreational areas, a detention pond, updated library for the elementary school and much more.

# CITY PROFILE

## Utilities

The City owns and operates its own wastewater utility system. The Water Distribution System for the City of Sedgwick is overseen by five employees. We purchase our water from the Public Wholesale Water Supply District #17 and contract with the City of Newton for treatments. . Kansas Gas supplies natural gas. Evergy supplies electricity to the City.

## Public Safety

The Sedgwick Police Department is comprised of a Police Chief, who oversees daily operations within the department, one full-time officer, and four part-time officers.

The Sedgwick Fire Department services an area of 36 square miles and is completely volunteer based. In years prior, the department has been innovative in obtaining Federal Funding for equipment and PPE purchases. Most notable was the awarding of \$500,000 regional grant for communications equipment which was a collaborative effort with Newton and Halstead Fire Departments.

## Recreation & Cultural Activities

Recreational activities are provided by the Sedgwick Recreation Commission which is a jointly funded committee by USD 439 and the City of Sedgwick. The commission offers multiple youth athletic leagues and operates a community fitness facility.

Sedgwick Public Works maintains all municipal park lands within the city. In 2022, the city took ownership of two ponds located on the northeast section of town. These ponds are maintained by the Public Works department and stocked annually by the Kansas Department of Wildlife.



Moonlight Market

In 2023, the City joined with Sodality Place owner Rebecca Whistler to establish a monthly farmers market festival called “Moonlight Market”. This monthly market provides our local makers a venue space to promote and sell their items as well as brings in tourism dollars from those visiting to shop.

Principal Employers	Employees
USD 439	105
UNRUH FABRICATION	39
DIVERSICARE OF SEDGWICK	36
CITY OF SEDGWICK	11

Principal Property Taxpayers	Valuation
KANZA COOP	\$725,989
UNRUH FABRICATION	\$364,650
WILBUR ELLIS	\$229,625
DOLLAR GENERAL	\$201,850

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# Budget Process

# BUDGET PROCESS

2024 Budget Calendar	
May 15, 2023	Budget Requests reviewed by administration; Budgets returned to Department Heads for revisions (if necessary)
May 17, 2023	Regular Council Meeting
May 22, 2023	Revised Budget Requests due back to City Administrator
June 15, 2023	Revenue Neutral Rate received by County Clerk
July 5, 2023	2024 Proposed Budget Presentation
July 20, 2023	Notify County Clerk with Intent to Exceed the Revenue Neutral Rate
August 2, 2023	2024 Budget Work Session - Review/Discuss Notice of Tax Rate and Budget Hearings
August 3, 2023	Publish Notice of Public Hearing
August 23, 2023	RNR & Budget Hearings, Adoption of 2024 Budget

## Overview

Each year, the Sedgwick City Council adopts an annual budget, which serves as the primary policy document for City operations over the course of the following year. The scarcity of resources and stewardship of public funds makes the budget process vital to effective government operations. The annual budget is created according to State law and City policy, with input from citizens, Council members, and staff. The annual budget is created in an environment governed by State law and City policy.

## Basis of Accounting

When households pay their monthly bills, they are faced with a timing problem; specifically, when to consider the money for the bills spent: when the checks are written, when the bill payments are mailed, when the companies can be expected to actually receive the checks, or when the bank statement arrives at the end of the month showing the checks have actually been cashed. The sooner that monies are considered spent, the less likelihood there is to overspend the balance in the account. Similarly, it is important for governments to spend only the money they have on hand. For governments then, the answer to this timing question for earnings (revenue) as well as expenditures is provided by the basis of accounting.

Kansas legally requires a modified accrual basis of accounting in which revenues are not recognized until received. Encumbrances are reported as a charge to the current budget. At the end of the fiscal year (December

31), unencumbered appropriations lapse, except for capital project funds and some grant funds. Capital project funds are carried forward until the project has reached completion. Due to the modified accrual basis of accounting, the actual data presented in the budget document differs from the City of Sedgwick's annual finance statements.

## Basis of Budgeting

In a household, a budget is a plan that can be easily modified. If one member of the household gets a bonus, for example, the family can spend more money than it originally budgeted. Business budgeting operates in much the same way: if sales are up, the business can spend more than budgeted to buy new inventory. This is one of the major ways in which governmental budgeting differs from other budgets. Budgets for local governments are a plan for spending, but they also have the force of law. In the City of Sedgwick, no department head can spend more than is budgeted for their department. If more is needed, a budget adjustment must be approved.

Kansas states require annual budgets to be legally adopted for all fund types, unless they are exempted by a specific statute. Financial commitments cannot exceed the total amount of the adopted budget. Allocations for funds and departments cannot exceed the approved and budgeted total amount.

According to state statutes, the legal level of budgetary control is the aggregate total expenditures at the fund level. Therefore, the City's budget is organized, adopted, and controlled at the fund level. Once the City has published, adopted, and filed the expenditure budget of a given fund, the expenditure authority of that fund cannot, by law, be exceeded without a formal amendment process.

Details of the City's budgeted funds, as well as a classification of departments by fund, is provided in this book. Generally, separate funds are established in response to statutory requirements such as when legislation authorizes cities to levy/receive taxes for some specific purpose. Additionally, ad valorem tax (also known as property tax) revenue and mill levies are budgeted at the fund level.

Another rationale for establishing separate funds is when the nature of the operation is sufficiently different to warrant its segregation from other governmental operations. Proprietary funds, which are operated according to distinct and separate accounting principles, are a good example.

#### Fund Structure

The City of Sedgwick operates three different types of funds: (1) Property Tax Supported Funds, (2) Special Funds (Non Property Tax Supported), and (3) Proprietary Funds.

#### Property Tax Supported Funds include:

- » General Fund
- » Debt Service Fund
- » Library Fund
- » Employee Benefits

#### Special Funds, Non Property Tax Supported include:

- Special Highway
- Special Parks and Recreation

#### Proprietary Funds Include:

- Water Utility Fund
- Sewer Utility Fund
- Refuse Utility Fund

#### Revenue Projections

The amount of funding the Governing Body chooses to spend on outcomes drives the budget process. The first step in the budget development process is the projection of revenues by City staff. Since future revenues cannot be known for certain, the framework for the whole budget development process is built upon assumption about the City's economic and financial future. Staff studies trends in

the performance of each revenue source and considers economic conditions and events that could alter the projections.

Forecasting revenues is one of the most difficult tasks the City encounters when preparing a budget. If assumptions are too optimistic, policymakers may adopt programs that will not be supported by actual revenues in the coming year. If assumptions are too pessimistic, the budget process becomes constrained by reducing programs and expenditures or finding new revenue sources, including tax increases.

#### Statutory Requirements

There are five statutes that apply to the budget process: the budget law, the cash basis law, the limit on indebtedness, the open meetings law, and the open records act. These statutes govern the content and process by which the annual budget is adopted.

#### Budget Law (K.S.A. 79-2925 - 79-2937)

All cities are subject to the budget law and must prepare an annual budget to be certified to the County Clerk by September 14. The annual budget provides the city with expenditure authority and the authority to levy taxes to finance those expenditures. All money that belongs to the City must be included in the annual budget, with the exception of money received as a gift and held in trust for a designated purpose, as these funds do not belong to the City. Prior to the adoption, the Governing Body must give a minimum ten day notice and conduct a public hearing for the purpose of answering questions of taxpayers about the proposed budget.

Additional requirements are as follows:

- Each fund is required to show an itemized budget of receipts and expenditures for three years: the prior year actuals, current budget year, and proposed budget year.
- A balanced budget must be prepared for each fund with a tax levy.
- Miscellaneous category of revenues or expenditures is not to exceed ten percent.
- Budgeted transfers from one fund to another fund must be authorized by statute.
- The budget law allows a budget credit for reimbursed expenses.
- Not all funds require a budget for the proposed budget year, but a fund page must still be prepared.

### **Cash Basis Law (K.S.A. 10-1101)**

The Kansas Cash Basis Law prohibits cities from creating a financial obligation unless there is money on hand in the proper fund with which to pay the indebtedness.

### **Limit on Indebtedness (K.S.A. 10-309)**

Kansas law limits outstanding long-term debt (bonds and temporary notes) to a maximum of 30% of assessed valuation. For the purpose of establishing the debt limit, the assessed value includes the value assigned to motor vehicles. However, motor vehicles are not included in the assessed value for determining the mill levy. Debt issued for storm or sanitary sewers, certain street intersections, and city utilities are not subject to the limit. Furthermore, debt issued under some statutes may be specifically exempted by the authorizing legislation.

### **Open Meetings (K.S.A. 75-4317)**

Several meetings are required to properly develop and finalize the budget. As with regularly scheduled monthly City Council meetings, budget deliberations are open to the public when a quorum is present. State laws provides specific instances in which the City Council may enter an executive session, but no binding decisions are permitted in such closed sessions. The City of Sedgwick prepares an agenda for all meetings and makes them available to the public through various methods. The public is encouraged to attend and participate in all open meetings regarding the budget.

### **Kansas Open Records (K.S.A. 45-215)**

The Kansas Open Records Act provides that all public records are open to public inspection, unless specifically exempt by law or court ruling. Records that are readily available may be provided electronically and/or in physical format. Fees may apply. If a record is requested and access is denied, a specific reason for the denial must be given.

### **Budget Amendments (K.S.A. 79-2929)**

Since the annual budget is formulated well in advance of its execution, the City Council recognizes that it may be necessary to amend a budget after adoption. K.S.A. 79-2929 permits budgets to be increased for previously unbudgeted increases through revenue other than property tax. The City of Sedgwick may authorize amendment of any current year budget, at the fund level, after giving public notice and holding a public hearing as required by statute.



**Dear Honorable Mayor Bryan Chapman, City Council Members, and Citizens of Sedgwick:**

The primary focus of the City’s budget and budgeting process is to develop, adopt and implement a plan for accomplishing goals in the upcoming year, while keeping consistent with the long-term vision of the City. This budget has been designed to be consistent with the overarching objectives of the City. I am pleased to present the 2024 Proposed Budget for the City of Sedgwick, Kansas.

**2024**

The 2024 Adopted Budget includes \$3,080,467 in total revenue, which is a 1.5% increase from the 2023 estimate of \$3,035,664. The 2024 Adopted Budget includes \$3,839,112 in expenditures, which is an 31.25% increase from the 2023 estimate of \$2,639,353.

The City’s major revenue sources (ad valorem tax and sales tax), revenue and expenditures by fund type, capital improvements, City staffing information, and future budget implications are included in this section.

**Ad Valorem Tax Revenue**

The City’s largest revenue stream, ad valorem tax (also known as property tax), is derived from the market value of real estate throughout the City. For the 2024 budget cycle, the City’s assessed valuation increased by 8.03%. The table below presents the City’s annual assessed valuation since 2021.

	2021 Actual	2022 Actual	2023 Estimate	2024 Proposed
Assessed Valuation	\$10,733,859	\$11,210,110	\$11,789,408	\$12,818,592
% Change	1.26%	4.25%	4.91%	8.03%

The City of Sedgwick has maintained a relatively flat mill levy for the past ten years. The City’s goal is to continue maintaining, and ultimately enhancing, the level of service that citizens have come to expect. The total mill levy for 2024 is 74.990 mills.

City funds receiving property tax revenue include the General Fund, Debt Service Fund, Library Fund, and Employee Benefits Fund.

Fund	2021 Rate	2022 Rate	2023 Rate	2024 Proposed
General	32.142	34.648	34.536	42.883
Debt Service	25.867	22.782	20.671	14.671
Library	3.432	3.998	3.998	3.723
Employee Benefits	13.549	13.547	15.785	13.713
<b>Total</b>	<b>74.990</b>	<b>74.975</b>	<b>74.990</b>	<b>74.990</b>

Residential property is taxed at 11.50% of its assessed value. To calculate how much you pay to the City of Sedgwick in property taxes, take 11.50% of your home's value, multiply by the mill levy and divide by 1,000. For 2024, the owner of a \$200,000 home within the City of Sedgwick will pay approximately \$1,725.00 in Sedgwick property taxes.

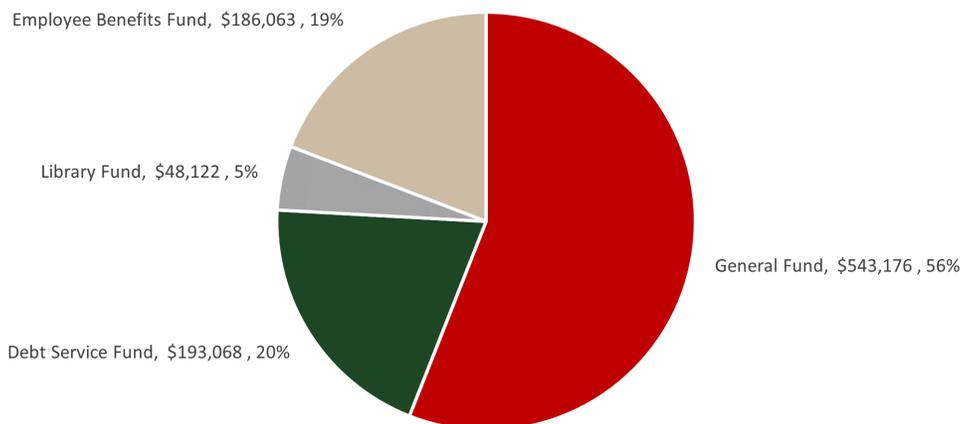
With the 2024 mill levy remaining steady, the City of Sedgwick's mill levy remains comparative to other municipalities in the region. The following table compares the 2024 Adopted Budget mill levies of other cities in the region and the resulting city taxes on a \$200,000 home.

City	Mill Levy	Taxes on \$200,000 Home
Hesston	38.439	\$884.00
Walton	51.483	\$1,184.00
North Newton	51.881	\$1,193.00
Valley Center	54.856	\$1,262.00
Bentley	61.784	\$1,421.00
Newton	70.383	\$1,619.00
Sedgwick	74.990	\$1,725.00
Halstead	75.406	\$1,734.00
Burrton	76.089	\$1,750.00

The 2024 Adopted Budget mill levy of 74.990 is projected to generate \$970,429 in property tax revenue, which is an increase of 0.94% from the estimated property tax revenue for 2023 of \$961,266. For 2024, property tax accounts for 31.50% of all projected revenue.

The following chart presents how the total projected property tax revenue for 2024 \$970,429 will be allocated by fund.

2023 Property Tax Revenue by Fund



## Sales Tax Revenue

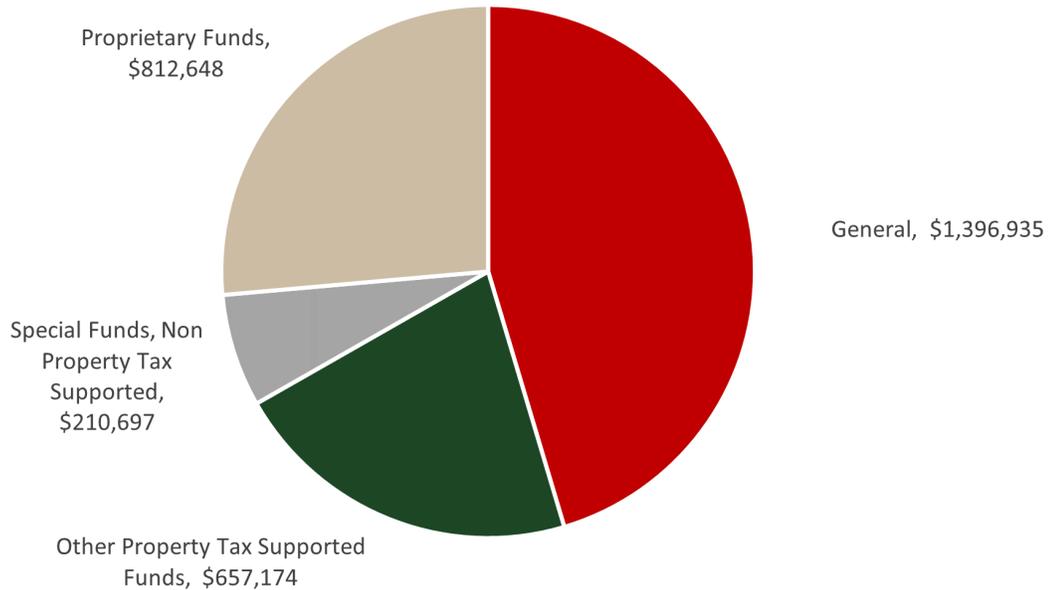
The City of Sedgwick imposes a 0.5% local sales tax that is collected by the State and remitted to the City on a monthly basis. This amount is committed to street maintenance and improvements within the City and reflected in the Special Streets & Highway Fund. The following chart shows total sales tax revenue received since 2020. For 2024, sales tax accounts for 4.60% of all projected revenue.



## Budgeted Revenue By Fund Type

The 2024 Proposed Budget includes \$3,077,454 in total revenue, which is a 1.36% increase from the 2023 estimate of \$3,035,664.

### 2023 Revenue by Fund Type



### General Fund

The General Fund is the major operating and taxing fund for the City of Sedgwick. It totals \$1,407,845 in revenue or 40.29% of total revenue. Services funded include Administration, Ambulance, Police, Fire, Municipal Court, Swimming Pool, Community Relations, Parks, Cemetery, Streets, and Maintenance.

### Other Property Tax Supported Funds

The mill levy of each of these funds (plus the General Fund) constitute the total mill levy of the City. The Debt Service Fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditures for principal and interest. The Library Fund is used to account for the City's tax levy funding of the operation of the municipal library. The Employee Benefits Fund is used to account for the City's portion of social security, health and dental insurance, retirement, workers compensation, and unemployment insurance contributions. These funds account for 27.77% of total revenue.

### Special Funds, Non Property Tax Supported

These funds are established to account for resources that are legally restricted to expenditures for specific purposes. Funds in this category do not receive revenue from property tax. This category includes the Special Highway and Special Parks and Recreation Funds. These funds account for 6.28% of total revenue.

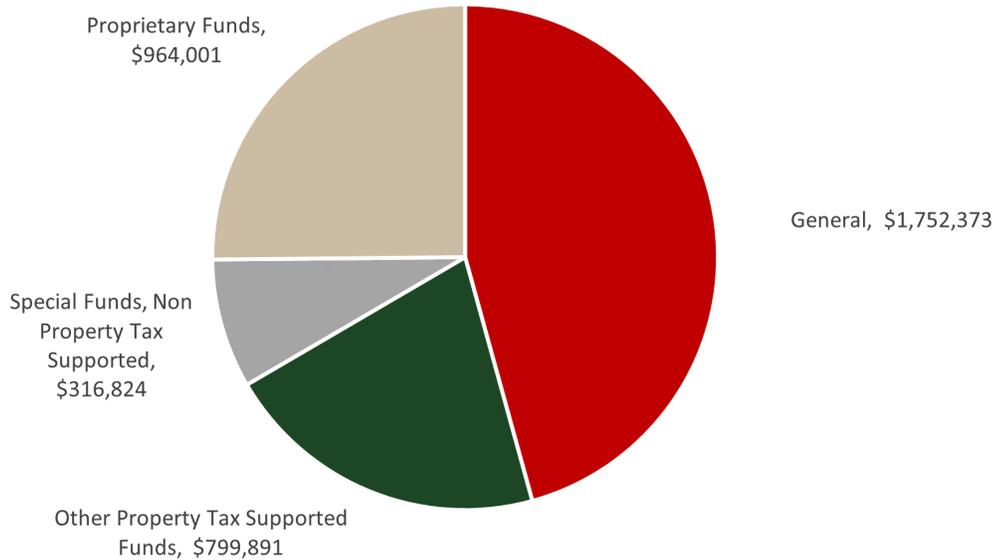
### Proprietary Funds

These funds include the Water Utility, Sewer Utility, and Refuse Utility. These operations are funded and operated in a manner similar to private business, where the intent of the Governing Body is that costs of providing services to the general public on a continuing basis be financed or recovered primarily through user charges. These funds account for 25.67% of total revenue.

## Budgeted Expenditures By Fund Type

The 2024 Proposed Budget includes \$3,833,089 in total expenditures, 31.14% increase from the 2023 estimate of \$2,639,337.

2023 Expenditures by Fund Type



## Expenditure Categories

Budgeted expenditures are grouped into multiple categories: Personnel, Contractual, Commodities, Capital Outlay, and Transfers

### Personnel

The Personnel category is used only to account for salaries and overtime. Social security, workers compensation insurance, health/dental/vision insurance, retirement contributions, and other benefits are accounted for in the Employee Benefits Fund.

### Contractual

The Contractual category is for costs related to legal agreements. Examples include contracts for professional services, insurance, utilities, and maintenance.

### Commodities

The Commodities category is used to account for the purchase of items such as general supplies, uniforms, material used in the maintenance and repair of buildings and equipment, fuel, and other miscellaneous tools.

### Capital Outlay

The Capital Outlay category is used to purchase or significantly improve equipment or infrastructure with a cost in excess of \$5,000 and a useful life of 3+ years. Each Capital Outlay purchase is detailed in the Capital Improvement section of this book.

### Transfers

The Transfers category is used to account for the transfer of monies from one fund to another.

## Capital Improvements Overview

The City of Sedgwick defines capital assets as those with an initial individual cost of \$5,000 or greater and a useful life of 3+ years. Capital assets include property, plant, equipment, and infrastructure assets.

The Capital Improvement Plan is a 5-year plan detailing current and future capital improvement projects and their associated cost. The implementation cost of the 2024 Capital Improvement Plan estimate is \$3,157,169. A brief summary of 2024 capital improvements is below.

OPERATIONAL CATEGORY	PROJECT NAME	ESTIMATED COST	FUNDING SOURCE
ADMINISTRATION	Strategic Plan	\$15,000	CIP-ADMIN
ADMINISTRATION	Library Roof	\$15,000	CIP-ADMIN
ADMINISTRATION	Council Chambers Renovations	\$4,500	CIP-ADMIN
ADMINISTRATION	Senior Center Renovations	\$10,000	CIP-ADMIN
ADMINISTRATION/POLICE	Security Cameras	\$13,079	CIP-ADMIN/CIP-PD
EMS	EMS Service	\$125,000	CIP-EMS
FIRE	Brush Truck	\$18,900	CEF-FIRE/AFG GRANT
FIRE	Gear Storage Rack	\$10,000	CEF-FIRE
FIRE	Training Ground - Shipping Container	\$10,000	CEF-FIRE
FIRE	Scott Air Pack (2030 Purchase)	\$20,000	CEF-FIRE
FIRE	Fire Station Remodel	\$25,000	CIP-FIRE
MAINTENANCE	Leaf Suction Machine	\$30,000	CEF-MAINT.
MAINTENANCE	Industrial Park Building Renovations	\$25,000	CIP-MAINT.
MAINTENANCE	Historical Society Renovations	\$20,000	CIP-MAINT.
POLICE	Axon	\$16,280	CIP-PD
POLICE	Durango Payment	\$16,020	CIP-PD
STREETS	East Side Paving	\$2,390,670	BOND/SP. STREETS
STREETS	Downtown Christmas Decorations	\$8,000	CIP-STREETS
STREETS	Sidewalk Grant	\$20,000	CIP-STREETS
WATER	East Side Water Line Replacment	\$275,000	BOND/WATER UTILITY
WATER	AMI- Meter Reading System	\$51,740	WATER UTILITY
WATER	Water Valve Replacement	\$24,000	WATER UTILITY
WATER	Fire Hydrant Replacement	\$13,980	WATER UTILITY
<b>TOTAL</b>		<b>\$3,157,169</b>	

Authorized Paid Positions				
Department	Position	2022	2023	2024
City Council	Mayor	1	1	1
	Councilmember	5	5	5
Administration	City Administrator	1	1	1
	City Clerk	1	1	1
	Deputy City Clerk	1	1	0
	Utility Clerk	1	1	1
	Office Aide	0	0	1
Municipal Court	Court clerk	1	1	1
Police Department	Police Chief	1	1	1
	Full-Time Police Officer	1	1	2
	Part-Time Police Officer	5	5	5
Fire Department	Fire Chief	1	1	1
	Volunteer Firefighters			
Public Works	City Superintendent	1	1	1
	Maintenance Worker I	3	3	3
	Wastewater Treatment Operator	0	0	1
Classification by Category				
	Full Time	10	10	11
	Part Time	6	6	6
	Seasonal	2	2	2

Note: Full-time employees work 30 or more hours per week. Part-time employees work less than 40 hours per week. The numbers do not include contracted employees such as the City Attorney or Municipal Judge

## Revenue Neutral Rate

During the 2021 legislative session, the tax lid was removed and the legislature enacted SB 13 and HB 2104. This legislation establishes new notice and public hearing requirements if the proposed budget will exceed the property tax levee's revenue neutral rate. These requirements took effect for the City's 2022 budget and will continue for the foreseeable future. The Revenue Neutral Rate (RNR) is 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.

To calculate the revenue neutral rate, the County Clerk shall divide the property tax revenue the City levied for the previous tax year by the total of all taxable assessed valuation in the City for the current tax year, and then multiply the quotient by 1,000 to express the rate in mills. This information is required by law to be presented by the County to the City no later than June 15.

During the 2024 budget process, it was determined that the RNR of 68.973 mills would not meet the City's budgetary needs for FY2024. To maintain the high level of service the residents of Sedgwick are accustomed to, city staff forecast revenue totals and came to the conclusion that holding the mill levy the same as 2023 would meet the needs of the City's annual budget. Steps will be followed to legally exceed the Revenue Neutral Rate, including notification of the County Clerk on July 6, 2023, publication, and public hearings for both the Revenue Neutral Rate and the FY2024 Annual Budget on August 23, 2023.

## **Housing**

The City of Sedgwick continues to assess and adapt to the impacts of an aging housing stock. In 2023, USD 439 commissioned a strategic plan that showed that 39% of the schools population was from out of district students. Furthermore, the study revealed that due to the lack of houses and the increased age of housing stock, the district, and likewise the city, could experience negative growth. Balancing the demand for housing with available supply can be a significant challenge which is why the city is working with private developers to bring new housing opportunities to fruition in 2024.

## **Strategic Planning**

The City of Sedgwick is dedicated to our commitment of planning for our future with our residents in mind. This budget shows that dedication by allocating \$15,000 to the CIP to establish a strategic plan in 2024. Compilation of this plan will include multiple community engagement sessions where residents will have the opportunity to work side-by-side with governing body officials towards the development of a living document that outlines the goals and aspirations for the future of Sedgwick. Once established, this document will become a guideline for governing body officials during future budget sessions.

## **Conclusion**

In summary, the 2024 proposed budget embodies a strategic road map for our city's financial future. It encapsulates our commitment to prudent fiscal management while striving to meet the evolving needs and aspirations of our community.

Throughout this budgeting process, we have diligently assessed the various demands on our resources, weighing each decision against its potential impact on our residents' lives. Our primary objective has been to ensure the effective delivery of essential services, the maintenance of our infrastructure, and the facilitation of community growth.

This budget underscores our dedication to transparency and accountability, fostering trust among our stakeholders. By allocating resources responsibly and prioritizing projects that enhance the overall quality of life, we aim to not only meet immediate requirements but also lay the foundation for sustained progress.

It is important to recognize that this budget is not a static document, but rather a dynamic tool that can adapt to changing circumstances. As City Administrator, I am committed to monitoring our financial performance closely and making necessary adjustments in response to unforeseen challenges or opportunities.

I want to extend my gratitude to all those who have contributed to the development of this budget - the department heads, community members, and elected officials. It's through collaboration and a shared vision that we have arrived at a budget that reflects our aspirations for a vibrant, secure, and prosperous city. It is an honor and privilege to serve the City of Sedgwick. I remain focused and excited about the future of our fine city.

Serving you with pride,



Kyle Nordick  
City Administrator



# ALL FUNDS SUMMARY

## All Funds Summary

The 2024 Proposed Budget includes \$3,077,454 in total revenue, which is a 1.36% increase from the 2023 estimate of \$3,035,664. The 2024 Proposed Budget includes \$3,833,089 in total expenditures, which is a 31.14% increase from the 2023 estimate of \$2,639,337.

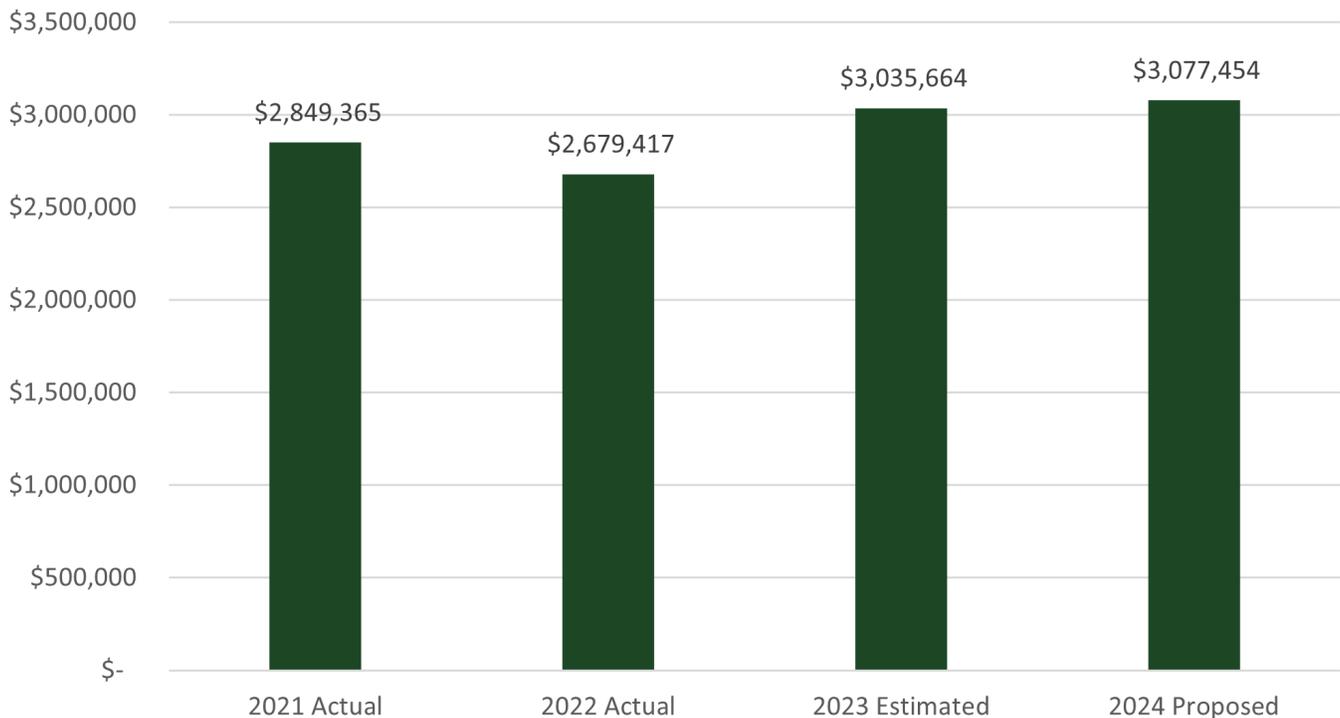
The City of Sedgwick must adopt a balanced budget in accordance with Kansas Statutes. Although the budgeted expenditures set the City's legal spending authority, unless absolutely necessary, the City will not exhaust all of that budget authority and will have a carryover in those funds. The following table shows the beginning balance of all funds at the beginning of 2024 and the projected carryover balance of all funds after the 2024 Proposed Budget's revenues and expenses are calculated. Beginning balance of all funds on January 1, 2024 is \$901,007. The 2024 Proposed Budget projects a carry over balance of all funds of \$145,373.

Fund	Fund Balance Jan. 1, 2024	2024 Revenues	2024 Expenditures	Fund Balance Dec. 31, 2024
General	\$371,448	\$1,396,935	\$1,752,373	\$16,011
Debt Service	\$64,540	\$341,224	\$400,286	\$5,478
Library	\$1,166	\$57,227	\$58,387	\$6
Employee Benefits	\$87,615	\$258,723	\$341,218	\$5,120
Special Highway	\$86,778	\$204,248	\$286,198	\$4,828
Special Parks and Recreation	\$25,249	\$6,449	\$30,626	\$1,072
Water Utility	\$130,619	\$406,586	\$504,621	\$32,585
Sewer Utility	\$98,711	\$282,850	\$331,420	\$50,140
Refuse Utility	\$34,881	\$123,212	\$127,960	\$30,133
<b>TOTAL</b>	<b>\$901,007</b>	<b>\$3,077,454</b>	<b>\$3,833,089</b>	<b>\$145,373</b>

## Historical Revenues - All Funds

Fund	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
General	\$1,065,517	\$1,182,165	\$1,229,281	\$1,396,935	12.00%
Debt Service	\$497,974	\$466,162	\$440,230	\$341,224	(29.01%)
Library	\$44,132	\$50,147	\$52,176	\$57,227	8.83%
Employee Benefits	\$196,163	\$222,627	\$268,964	\$258,723	(3.96%)
Special Highway	\$233,687	\$237,223	\$218,903	\$204,248	(7.18%)
Special Parks and Recreation	\$6,500	\$6,627	\$6,449	\$6,449	-
Water Utility	\$401,235	\$416,682	\$413,609	\$406,586	(1.73%)
Sewer Utility	\$282,756	\$282,773	\$283,295	\$282,850	(0.16%)
Refuse Utility	\$121,399	\$121,237	\$122,757	\$123,212	0.37%
<b>TOTAL</b>	<b>\$2,849,365</b>	<b>\$2,679,417</b>	<b>\$3,035,664</b>	<b>\$3,077,454</b>	<b>1.36%</b>

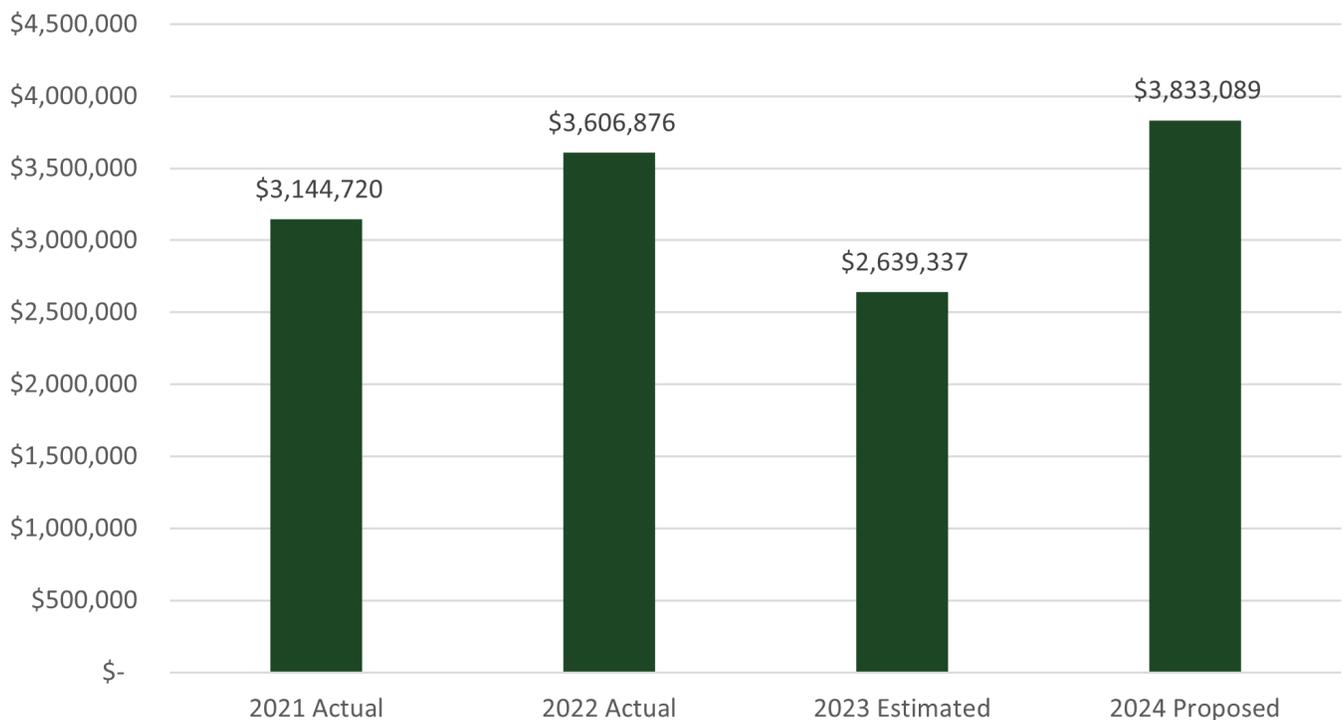
### Historical Revenues



## Historical Expenditures - All Funds

Fund	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
General	\$1,081,378	\$1,095,313	\$1,045,593	\$1,752,373	40.33%
Debt Service	\$449,181	\$458,270	\$383,583	\$400,286	4.17%
Library	\$43,000	\$50,386	\$52,121	\$58,387	10.73%
Employee Benefits	\$185,611	\$183,365	\$252,893	\$341,218	25.89%
Special Highway	\$164,099	\$354,056	\$159,707	\$286,198	44.19%
Special Parks and Recreation	-	-	-	\$30,626	100%
Water Utility	\$519,000	\$567,798	\$380,340	\$504,621	24.63%
Sewer Utility	\$537,100	\$346,263	\$268,059	\$331,420	19.12%
Refuse Utility	\$165,350	\$156,834	\$97,041	\$127,960	24.16%
<b>TOTAL</b>	<b>\$3,144,720</b>	<b>\$3,606,876</b>	<b>\$2,639,337</b>	<b>\$3,833,089</b>	<b>31.14%</b>

### Historical Expenditures





# GENERAL FUND



# GENERAL FUND

## Overview

The General Fund is the primary funding source of non-utility City operations and includes revenues, expenditures, and transfers to other funds. General Fund expenditures consist of nine operational departments: Administration, Police, Fire, Municipal Court, Swimming Pool, Parks, Cemetery, Streets and Maintenance. General Fund operations are funded largely by property tax revenue and by an assortment of non-property taxes, fees, fines and charges for service.

The 2024 Proposed Budget presents a balanced General Fund with available resources totaling \$1,768,384 and expenditures totaling \$1,752,373 resulting in projected General Fund carry over balance of \$16,011. The 2024 proposed revenues represent a projected increase of \$539,103, or 30.49%, compared to the most recent 2023 estimates. The 2024 proposed expenditures represent an increase of \$706,780, or 40.33%, from the most recent 2023 estimates. The General Fund mill levy as presented is 74.990, which remains constant with 2023.

## Revenues

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Ad Valorem Tax	\$314,450	\$352,346	\$373,467	\$549,696	32.06%
Delinquent Tax	\$10,424	\$9,375	\$3,762	\$3,762	-
Motor Vehicle Tax	\$30,320	\$49,463	\$59,361	\$49,248	(17.04%)
Recreational Vehicle Tax	\$621	\$1,054	\$1,333	\$1,076	(19.28%)
16/20M Tax	\$45	\$16	\$12	\$173	93.06%
Commercial Vehicle Tax	\$4,473	\$1,866	\$2,824	\$1,784	(36.83%)
Watercraft Tax	\$9	\$15	\$19	\$343	94.46%
Local Alcoholic Liquor	\$6,500	\$6,727	\$6,482	\$6,682	2.99%
Compensating Use Tax	\$45,762	\$53,131	\$51,455	\$53,455	3.74%
Sales Tax	\$340,653	\$354,487	\$364,690	\$369,690	1.35%
Franchise Tax	\$107,357	\$123,912	\$121,919	\$121,919	-
Licenses & Permits	\$12,925	\$17,226	\$11,195	\$6,195	(44.66%)
Fees & Fines	\$61,950	\$36,205	\$56,764	\$60,264	5.81%
Pool Admissions & Concessions	\$30,265	\$28,756	\$30,495	\$28,495	(6.56%)
Reimbursed Expenses	\$3,932	\$3,675	\$1,785	\$1,685	(5.60%)
Township Fire Protection Fees	\$30,496	\$27,246	\$33,069	\$33,069	-
Interest	\$3,070	\$11,141	\$15,638	\$15,138	(3.20%)

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
State Assessed Utilities	\$24,523	\$24,211	\$25,724	\$25,724	-
Proceeds	\$14,595	-	-	-	-
Reimbursement - Senior Center	\$3,224	\$12,898	\$5,640	\$5,640	-
Reimbursement - Cemetery	\$8,912	\$9,152	\$9,152	\$9,152	-
Franchise Fees	-	\$41,035	\$40,983	\$40,150	(2.03%)
In Lieu of Taxes (IRB)	\$2,822	\$3,414	\$4,214	\$4,214	-
Neighborhood Revitalization Rebate	\$327	-	(\$410)	-	-
Misc.	\$8,517	\$14,816	\$9,709	\$9,382	(3.37%)
<b>TOTAL REVENUES</b>	<b>\$1,065,518</b>	<b>\$1,182,165</b>	<b>\$1,229,281</b>	<b>\$1,396,935</b>	<b>12.00%</b>

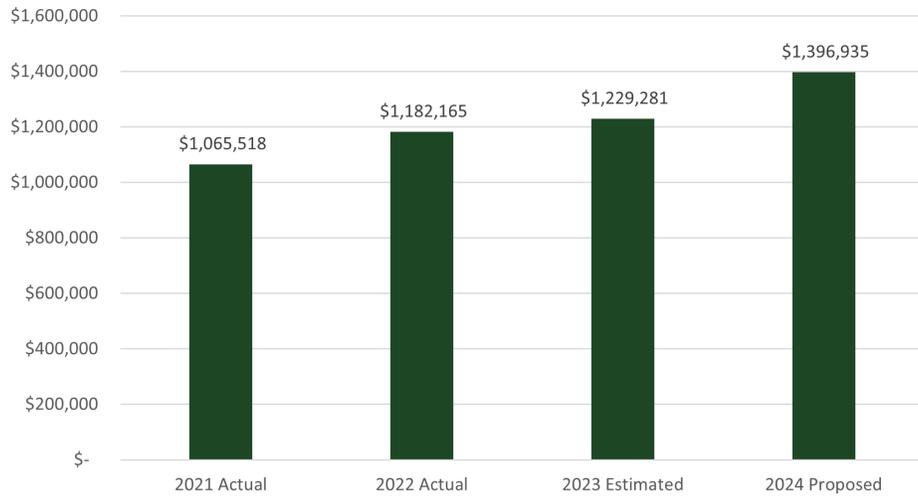
## Expenditures

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Administration	\$254,708	\$237,760	\$297,071	\$295,956	(0.38%)
Ambulance	\$170,000	\$178,500	\$189,000	\$200,000	5.50%
Police	\$172,765	\$160,072	\$201,600	\$279,412	27.85%
Fire	\$35,449	\$36,665	\$36,539	\$51,065	28.45%
Legal	\$32,215	\$34,614	\$41,629	\$53,871	23.97%
Swimming Pool	\$52,781	\$51,909	\$80,547	\$96,826	16.81%
Community Relations	\$20,680	\$27,000	\$25,750	\$49,000	47.45%
Parks	\$10,442	\$17,592	\$15,513	\$19,445	20.22%
Cemetery	\$8,912	\$9,152	\$14,427	\$10,680	(25.97%)
Streets	\$71,448	\$87,780	\$93,598	\$105,112	10.95%
Maintenance	\$37,730	\$51,832	\$49,920	\$65,661	23.97%
Transfer to CIP	\$104,086	-	-	\$313,014	100%
Transfer to CEF	\$110,161	\$202,438	-	\$46,900	100%
Cash Reserve				\$165,430	
<b>TOTAL</b>	<b>\$1,081,378</b>	<b>\$1,095,313</b>	<b>\$1,045,593</b>	<b>\$1,752,373</b>	<b>40.33%</b>

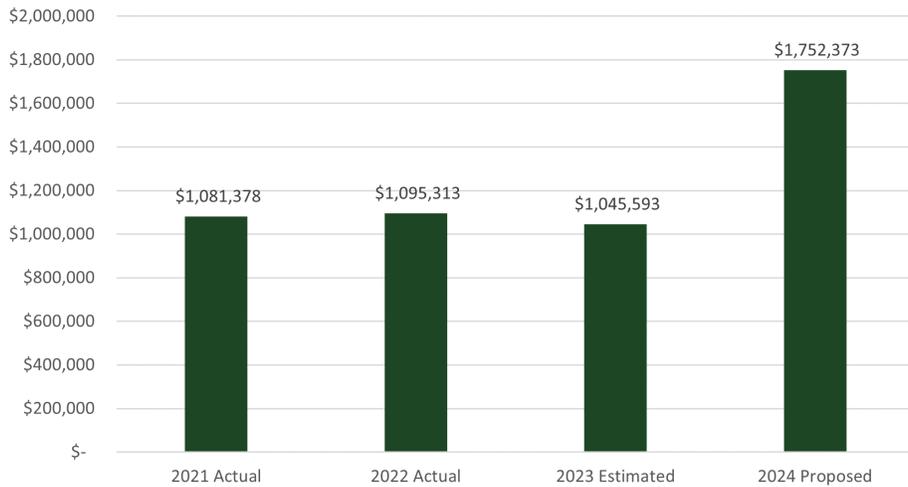
## End of Fiscal Year Balance

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Beginning Balance (Jan. 1)	\$116,770	\$100,909	\$187,761	\$371,448	49.45%
Total Revenues	\$1,065,517	\$1,182,165	\$1,229,281	\$1,396,935	12.00%
Total Expenditures	\$1,081,378	\$1,095,313	\$1,045,593	\$1,752,373	40.49%
<b>TOTAL</b>	<b>\$100,909</b>	<b>\$187,761</b>	<b>\$371,448</b>	<b>\$16,010</b>	<b>(95.69%)</b>

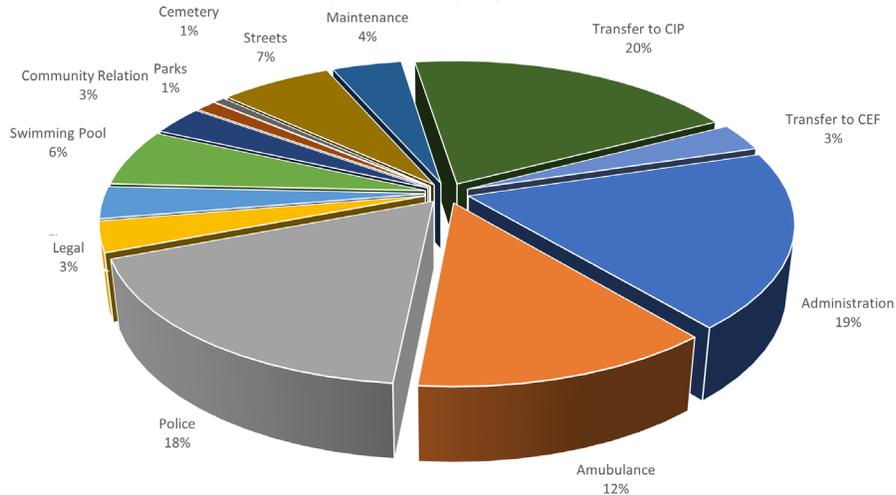
### General Fund Revenues



### General Fund Expenditures



### Expenditures by Department





# DEPARTMENT BUDGETS

# ADMINISTRATION DEPARTMENT

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## Overview

The Administration Department is responsible for decision making, administrative support, direction and guidance for all City departments, programs, and projects. Administration provides needed services to all departments for the coordination of operations and is the focal point for day-to-day management of the City government.

The City Administrator leads the Administration Department. In addition to general management, the department is the main cost center for finance/budgeting, human resources, and the City Clerk functions.

## 2024 BUDGET HIGHLIGHTS

1. Personnel budget includes the reclassification of one position from full-time to part time resulting in a salary reduction of \$9,058 or 4.37%.
2. Transfers to the CIP total \$41,039.24, which will be allocated to the creation of a strategic plan (\$15,000), roofing of the Lilian Tear Library (\$15,000), installation of security cameras on various city properties (\$6,539.23) and council chamber renovations (\$4,500).

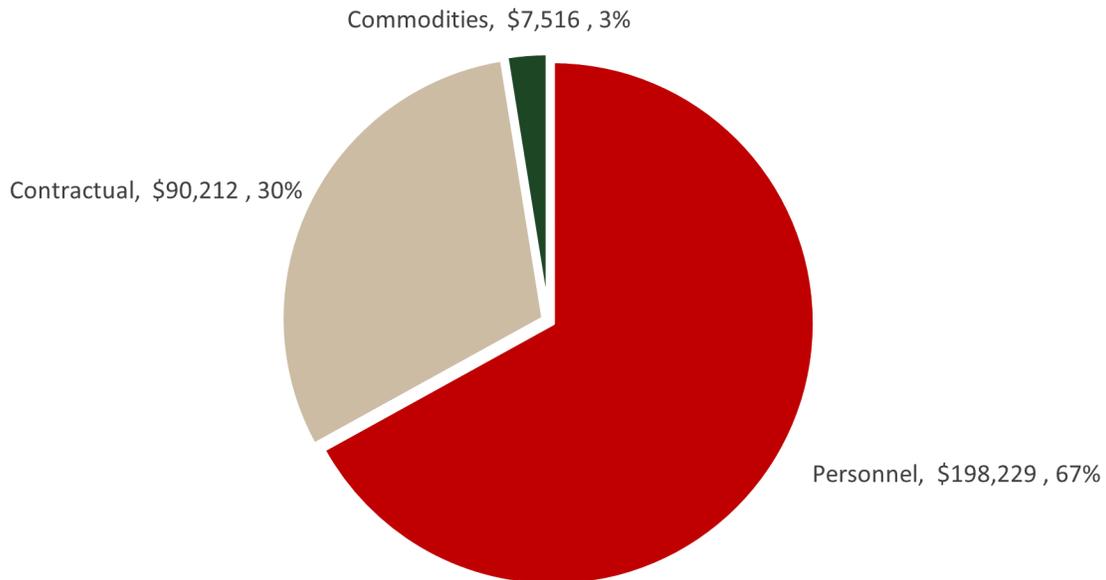


## Expenditures

Total Administration expenditures included in the 2024 Proposed Budget have increased \$1,115, or 0.38%, from the most recent 2023 budget estimates.

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$141,288	\$162,355	\$207,287	\$198,229	(4.37%)
Contractual	\$78,832	\$69,399	\$79,469	\$90,212	11.91%
Commodities	\$4,589	\$6,007	\$10,315	\$7,516	(27.14%)
Capital Outlay	\$30,000	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$254,709</b>	<b>\$237,761</b>	<b>\$297,071</b>	<b>\$295,956</b>	<b>0.38%</b>

### Expenditures By Category



# AMBULATORY FUND

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## Overview

The Ambulatory Fund was established in 2017 to account for the agreement between the City of Halstead and the City of Sedgwick for providing ambulatory services.

## 2024 BUDGET HIGHLIGHTS

1. Contractual increase is driven by an increased cost of service in the Sedgwick/Halstead contract. This year marks the final year of the contract. Starting in 2025, Sedgwick will reestablish EMS service internally.
2. Transfer of \$150,000 to CIP for reestablishment of EMS service.

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel					
Contractual	\$170,000	\$178,500	\$189,000	\$200,000	5.5%
Commodities					
Capital Outlay					
<b>TOTAL EXPENDITURES</b>	<b>\$170,000</b>	<b>\$178,500</b>	<b>\$189,000</b>	<b>\$200,000</b>	<b>5.5%</b>



# POLICE DEPARTMENT

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## Overview

The Sedgwick Police Department, in partnership with the community, endeavors to operate a police agency with a focus on preventing crime in a respectful manner, demonstrating that everyone matters.

The department is comprised of the Chief of Police, (1) full time police officer, (1) part-time municipal clerk, and several part time officers as schedule needs dictate.

## 2024 BUDGET HIGHLIGHTS

1. The 2024 Proposed Budget includes the funding of an additional officer (1.0 FTE). This will provide for the start of 24/7 coverage.
2. Transfer of \$6,539.24 to CIP for installation of security cameras on the outside of the Police Department building.

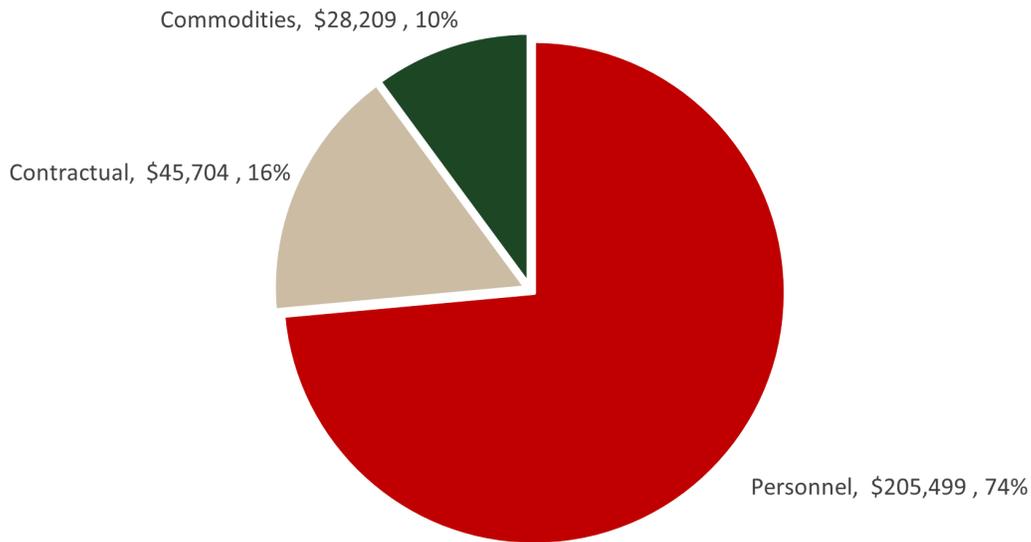


## Expenditures

Total Police expenditures included in the 2024 Proposed Budget have increased \$75,812, or 27.33%, from the most recent 2023 budget estimates.

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$119,565	\$119,403	\$140,221	\$205,499	31.78%
Contractual	\$35,277	\$22,729	\$37,207	\$45,704	18.59%
Commodities	\$17,923	\$17,940	\$24,173	\$28,209	7.77%
Capital Outlay	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$172,765</b>	<b>\$160,072</b>	<b>\$201,600</b>	<b>\$279,412</b>	<b>27.33%</b>

Expenditures By Category



# FIRE DEPARTMENT

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## Overview

The Sedgwick Fire Department is a volunteer based department comprised of a Fire Chief and (14) firefighters. Sedgwick Fire Department responds to structure fires, vehicle fires and rescues, brush fires, water rescues, and first response medical calls.

In 2023, Sedgwick Fire responded to 99 calls for assistance; 69% of these calls were medical in nature. Sedgwick Fire responded to 30 fires.

## 2024 BUDGET HIGHLIGHTS

1. \$18,900 transfer into the CEF to be utilized as a grant match for the purchase of one (1) new brush truck.
2. \$20,000 transfer into the CEF to initiate savings for new Scott Air Packs expected to be purchased in 2030.
3. \$25,000 transfer into the CIP to be utilized for the anticipated remodel of the Fire Station.
4. Procurement of new gear storage racks (+\$10,000).
5. Procurement of materials to construct new fire training grounds (+\$10,000).

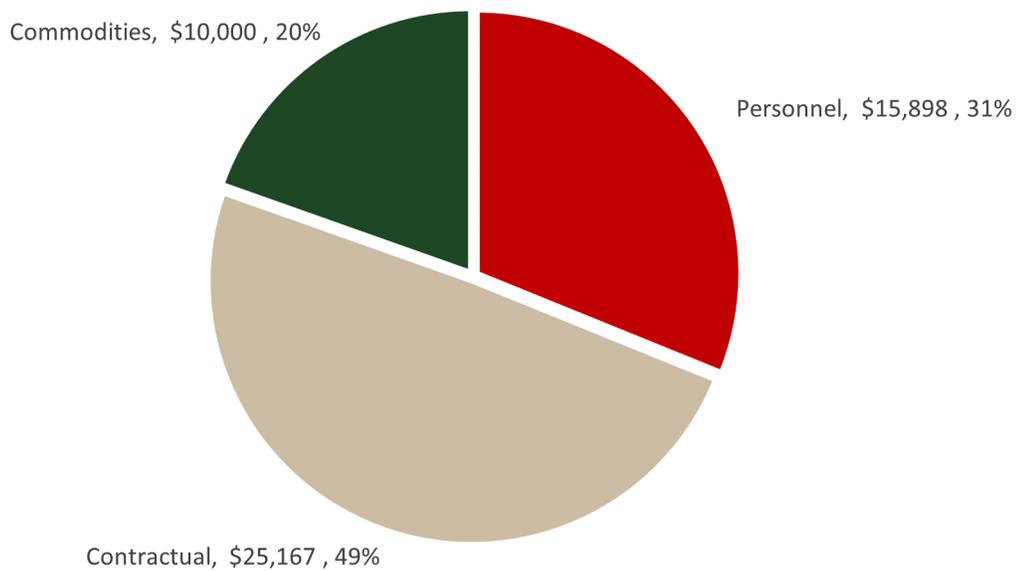


## Expenditures

Total Fire expenditures included in the 2024 Proposed Budget have increased \$14,526, or 28.45%, from the most recent 2023 budget estimates.

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$12,905	\$13,248	\$13,300	\$15,898	16.34%
Contractual	\$12,386	\$16,550	\$18,029	\$25,167	28.36%
Commodities	\$10,158	\$6,868	\$5,210	\$10,000	47.90%
Capital Outlay	-	-	-	-	-
TOTAL EXPENDITURES	\$35,449	\$36,666	\$36,539	\$51,065	28.45%

Expenditures By Category



# LEGAL DEPARTMENT

## Overview

The City of Sedgwick Legal Department oversees all processes of the court, collects fines and assessments, files and preserves all legal and clerical documentation, manages dockets and sets trial dates. The Municipal Court Clerk handles the non-judicial administrative matters of the court.

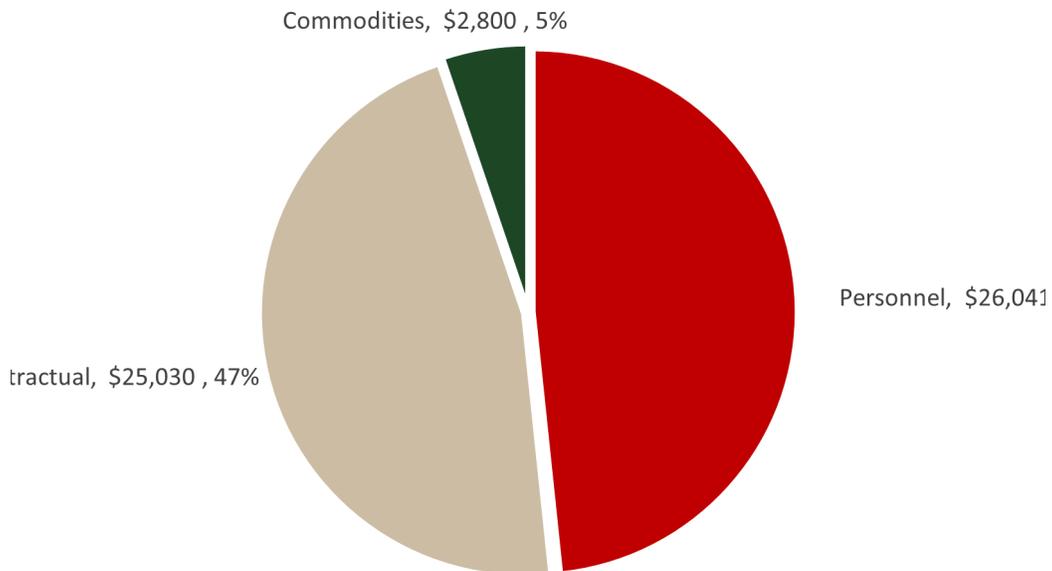
The Sedgwick Legal Department includes one part-time Court Clerk position. The Municipal Court Judge and Prosecutor positions are contract employees.

## Expenditures

Total Legal expenditures included in the 2024 Proposed Budget have increased \$12,242, or 22.72%, from the most recent 2023 budget estimates.

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$18,061	\$20,041	\$21,496	\$26,041	5.05%
Contractual	\$13,125	\$13,304	\$17,626	\$25,030	29.58%
Commodities	\$1,030	\$1,269	\$2,507	\$2,800	10.46%
Capital Outlay	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$32,216</b>	<b>\$34,614</b>	<b>\$41,629</b>	<b>\$53,871</b>	<b>22.72%</b>

Expenditures By Category



# SWIMMING POOL

## Overview

The Sedgwick Public Pool is open annually from Memorial Day through August, providing citizens with multiple aquatic activities such as swim lessons, swim team, water aerobics and daily swim. The facility is also home to the City’s splash park, which was originally built in 2016. The general fund is primarily used to account for expenditures of personnel and daily operations.

## 2024 BUDGET HIGHLIGHTS

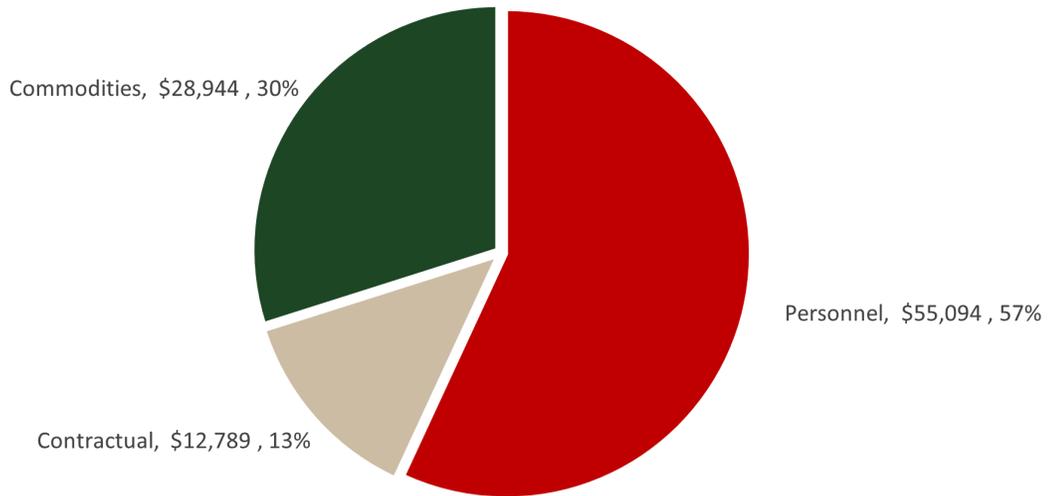
- 1. Personnel - \$25,596 increase from 2022 was due to increased salaries for lifeguards.
- 2. Commodities - \$10,000 included for updating seating and amenities

## Expenditures

Total Swimming Pool expenditures included in the 2024 Proposed Budget have increased \$16,279, or 16.81%, from the most recent 2023 budget estimates.

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$26,583	\$26,874	\$51,879	\$55,094	5.84%
Contractual	\$11,693	\$12,272	\$11,555	\$12,789	9.65%
Commodities	\$14,505	\$12,762	\$17,113	\$28,944	40.88%
Capital Outlay	-	-	-	-	-
TOTAL EXPENDITURES	\$52,781	\$51,909	\$80,547	\$96,826	16.81%

Expenditures By Category



# COMMUNITY RELATIONS

## Overview

The Community Relations fund is used to account for expenditures related to supporting local civic organizations through donation requests from the Governing Body. The City of Sedgwick prides itself on being a community partner and supporting the growth of commerce and educational activities within the city.

## 2024 BUDGET HIGHLIGHTS

- \$23,900 increase (48.78%) from 2023 includes funding (+\$20,000) for the Downtown Revitalization Grant, (+\$5,000) for the Chamber of Commerce Fund.

## Expenditures

Total Community Relations expenditures included in the 2024 Proposed Budget have increased \$23,250, or 47.45%, from the most recent 2023 budget estimates.

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	-	-	-	-	-
Contractual	\$20,680	\$27,000	\$25,750	\$49,000	47.45%
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$20,680</b>	<b>\$27,000</b>	<b>\$25,750</b>	<b>\$49,000</b>	<b>47.45%</b>



# PARKS

## Overview

The City of Sedgwick Public Works and Utilities Department is responsible for the maintenance and operations of all parks facilities in Sedgwick, including Sedgwick Municipal and DeHaven Parks. Maintenance operations include landscaping responsibilities, grounds keeping, facility repairs and CIP implementation. This general fund primarily funds personnel and limited operational expenditures. The City also has the Special Parks and Recreation fund to account for large capital projects/purchases.

## 2024 BUDGET HIGHLIGHTS

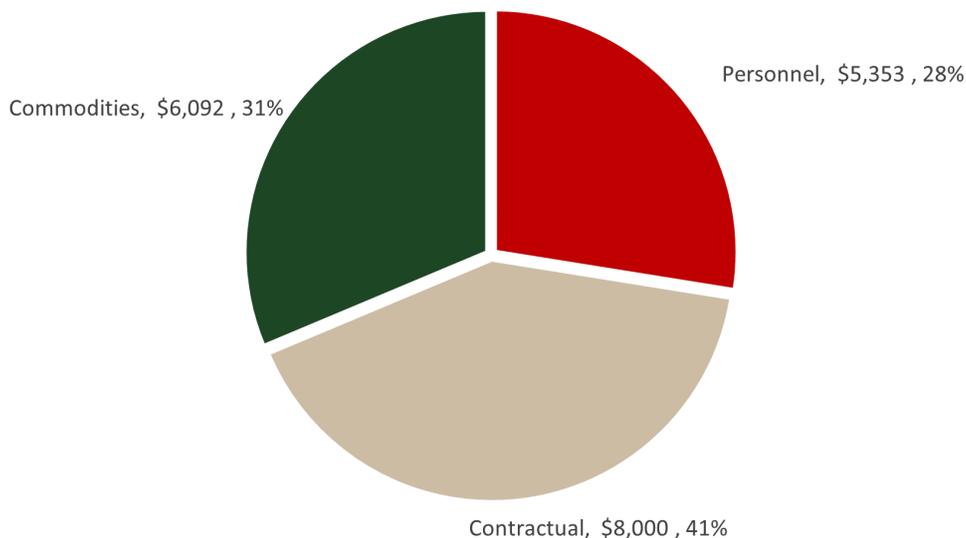
1. Personnel - Increase is driven primarily by the addition of one (+1 FTE) full time employee to the Public Works and Utilities Division.

## Expenditures

Total Parks expenditures included in the 2024 Proposed Budget have increased \$3,932, or 20.22%, from the most recent 2023 budget estimates.

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$4,107	\$5,108	\$5,653	\$5,353	(5.31%)
Contractual	\$4,093	\$8,254	\$5,269	\$8,000	34.14%
Commodities	\$2,242	\$4,231	\$4,591	\$6,092	24.64%
Capital Outlay	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$10,442</b>	<b>\$17,592</b>	<b>\$15,513</b>	<b>\$19,445</b>	<b>20.22%</b>

Expenditures By Category



# CEMETERY

## Overview

The Cemetery Fund is utilized to account for City salaries for the oversight of Hillside Cemetery.

## 2024 BUDGET HIGHLIGHTS

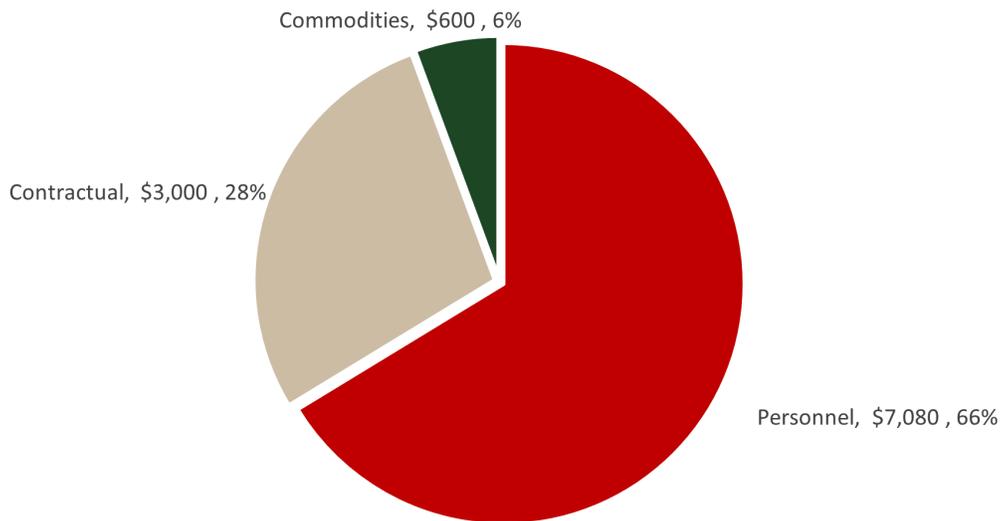
1. Personnel - Decrease of \$4,291 or 37.74% due to the reclassification of full time position in administration to part time.

## Expenditures

Total Cemetery expenditures included in the 2024 Proposed Budget have decreased \$3,747, or 25.97%, from the most recent 2023 budget estimates.

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$7,506	\$6,200	\$11,371	\$7,080	(37.74%)
Contractual	\$1,232	\$2,609	\$2,655	\$3,000	11.5%
Commodities	\$174	\$343	\$401	\$600	33.17%
Capital Outlay	-	-	-	-	-
TOTAL EXPENDITURES	\$8,912	\$9,152	\$14,427	\$10,680	(25.97%)

Expenditures By Category



# STREETS

## Overview

The City of Sedgwick Public Works and Utilities Department is responsible for inspecting, monitoring, and repairing more than miles of streets, alleys and other access ways. This general fund primarily funds personnel and limited operational expenditures. The City also has the Special Streets and Highways fund which accounts for large capital projects/purchases and to assist the General Fund in funding operational expenditures.

## 2024 BUDGET HIGHLIGHTS

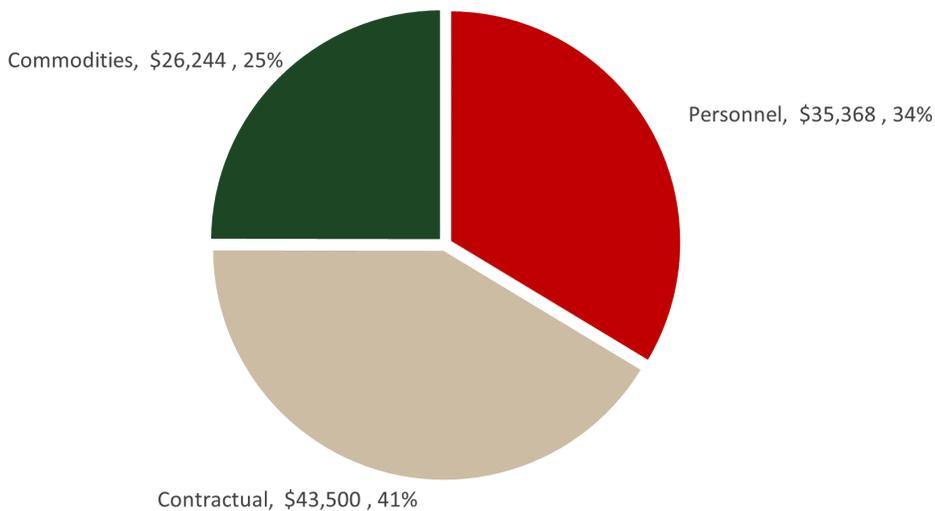
1. Personnel - Increase is driven primarily by the addition of one (+1 FTE) full time employee to the Public Works and Utilities Division.
2. Transfers to the CIP total \$28,000, (\$20,000) Sidewalk Incentive Program and (\$8,000) Downtown Christmas decorations.

## Expenditures

Total Streets expenditures included in the 2024 Proposed Budget have increased \$11,514, or 10.95%, from the most recent 2023 budget estimates. This increase is largely contributed to the additional full time employee being added to public works.

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$23,701	\$23,996	\$24,578	\$35,368	30.51%
Contractual	\$36,689	\$33,169	\$39,577	\$43,500	9.02%
Commodities	\$11,058	\$30,615	\$29,443	\$26,244	(10.87%)
Capital Outlay	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$71,448</b>	<b>\$87,780</b>	<b>\$93,598</b>	<b>\$105,112</b>	<b>10.95%</b>

Expenditures By Category



# MAINTENANCE

## Overview

Maintenance is under the supervision of the Public Works City Superintendent and is responsible for the every-day response and long range planning of repairs and updates to public buildings owned and operated by the City.

## 2024 BUDGET HIGHLIGHTS

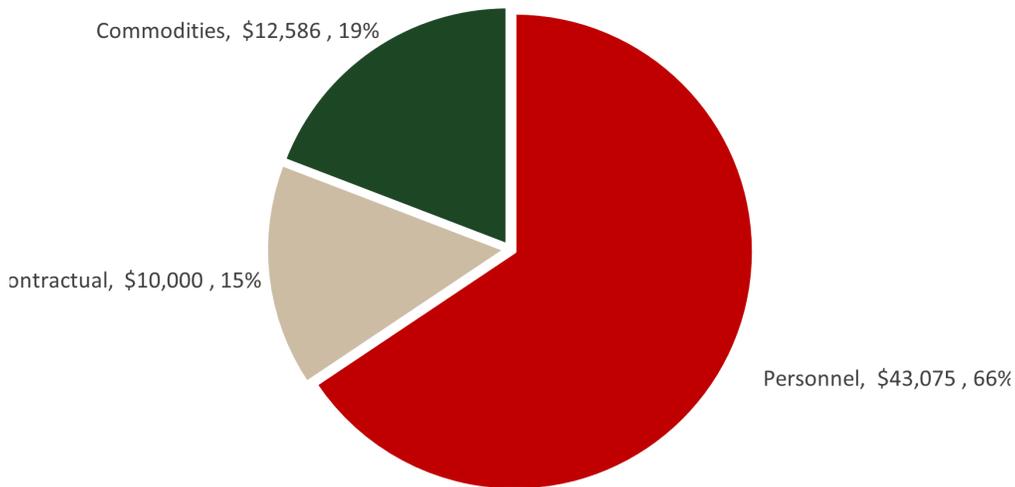
1. Personnel - Increase is driven primarily by the addition of one (+1 FTE) full time employee to the Public Works and Utilities Division.
2. Transfers to the CIP total \$55,000. (\$25,000) Warehouse remodel, (\$20,000) Historical Society renovations, (\$10,000) Senior Center renovations.

## Expenditures

Total Maintenance expenditures included in the 2024 Proposed Budget have increased \$15,741, or 23.97%, from the most recent 2023 budget estimates. This increase is largely contributed to the additional full time employee being added to public works.

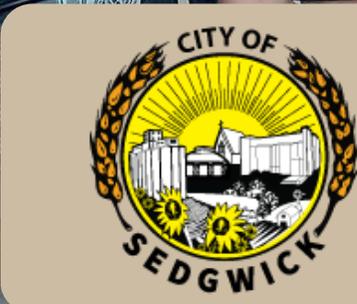
	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$28,455	\$31,960	\$29,647	\$43,075	31.18%
Contractual	\$5,284	\$8,672	\$9,420	\$10,000	5.80%
Commodities	\$3,991	\$11,200	\$10,858	\$12,586	13.73%
Capital Outlay	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$37,730</b>	<b>\$51,832</b>	<b>\$49,920</b>	<b>\$65,661</b>	<b>23.97%</b>

Expenditures By Category



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# OTHER PROPERTY TAX SUPPORTED FUNDS

## DEBT SERVICE FUND

### Overview

The Debt Service Fund is used to account for and report financial resources that are restricted, committed or assigned to expenditures for principal and interest. Debt Service Fund operations are funded through the payment of special assessments, transfers from other operating funds, and property taxes.

The 2024 Proposed Budget presents a balanced Debt Service Fund budget with resources totaling \$405,764 and expenditures totaling \$400,286 leaving a budgeted Debt Service Fund carry over balance of \$5,478. The 2024 estimated revenues represent a decrease of \$99,006, or 22.49%, from the most recent 2023 estimates. The 2024 proposed expenditures represent an increase of \$16,703 or 4.17%. The Debt Service Fund mill levy as proposed is 14.671 which is an decrease of 6 mills compared to 2023. This decrease is primarily driven by the anticipated expiration of bonds.

### Revenues

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Ad Valorem Tax	\$252,815	\$232,160	\$243,697	\$188,068	(22.83%)
Delinquent Tax	\$6,878	\$7,048	\$3,706	\$5,000	25.88%
Motor Vehicle Tax	\$49,440	\$41,216	\$30,574	\$29,477	(3.59%)
Recreational Vehicle Tax	\$1,055	\$860	\$709	\$645	(9.03%)
16/20M Tax	-	\$28	\$10	\$103	90.29%
Commercial Vehicle Tax	\$2,023	\$1,504	\$1,135	\$1,068	(5.90%)
Watercraft Tax	\$15	\$13	\$12	\$205	94.15%
Transfers	\$23,569	\$52,000	\$25,000	-	-
State Assessed Utilities	\$19,735	\$15,919	\$15,397	\$7,397	(51.96%)
Special Assessments	\$146,112	\$115,823	\$119,261	\$109,261	(8.38%)
Neighborhood Revitalization Rebate	(\$3,667)	(\$408)	\$729	-	-
<b>TOTAL REVENUES</b>	<b>\$497,974</b>	<b>\$466,163</b>	<b>\$440,230</b>	<b>\$341,224</b>	<b>(22.49%)</b>

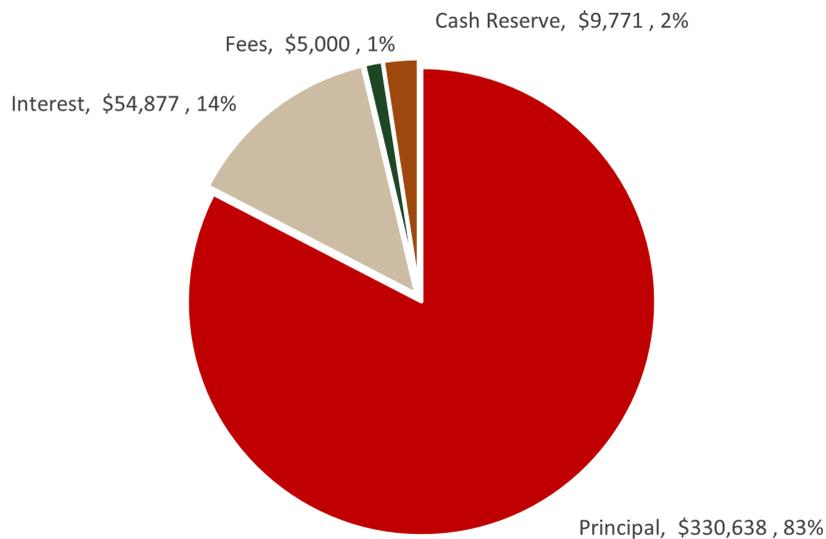
## Expenditures

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Principal	\$361,048	\$379,029	\$320,434	\$330,638	3.09%
Interest	\$87,523	\$79,237	\$63,149	\$54,877	(15.07%)
Fees	\$610	\$4	-	\$5,000	100%
Cash Reserve	-	-	-	\$9,771	-
<b>TOTAL</b>	<b>\$449,181</b>	<b>\$458,270</b>	<b>\$383,583</b>	<b>\$400,286</b>	<b>4.17%</b>

## End of Fiscal Year Balance

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Beginning Balance (Jan. 1)	\$48,793	-	\$7,892	\$64,540	90.25%
Total Revenues	\$497,974	\$466,162	\$440,230	\$341,224	(40.98%)
Total Expenditures	\$449,181	\$458,270	\$383,583	\$400,286	4.17%
<b>TOTAL</b>	<b>-</b>	<b>\$7,892</b>	<b>\$64,540</b>	<b>\$5,478</b>	<b>(94.42%)</b>

### Expenditures By Category



## LIBRARY FUND

### Overview

The Library Fund is used to account for the City's tax levy funding of the operation of Lilian Tear Library. Revenue is funded largely by property taxes and supplemented through state aid, fines and donations from the public, which is not included below. Expenditures represent the transfer of monies from the City of Sedgwick to the Library Board.

### Revenues

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Ad Valorem Tax	\$33,554	\$40,747	\$42,895	\$47,721	10.11%
Delinquent Tax	\$773	\$959	\$401	\$401	-
Motor Vehicle Tax	\$5,536	\$5,401	\$5,624	\$5,701	1.35%
Recreational Vehicle Tax	\$114	\$114	\$125	\$125	-
16/20M Tax	\$2	\$3	\$1	\$20	95.00%
Commercial Vehicle Tax	\$218	\$199	\$198	\$207	4.35%
Watercraft Tax	\$2	\$2	\$2	\$40	95.00%
State Assessed Utilities	\$2,618	\$2,794	\$2,978	\$3,012	1.13%
Reimbursements	\$1,600		-	-	-
Neighborhood Revitalization Rebate	(\$284)	(\$72)	(\$48)	-	-
<b>TOTAL</b>	<b>\$44,132</b>	<b>\$50,147</b>	<b>\$52,176</b>	<b>\$57,227</b>	<b>8.83%</b>

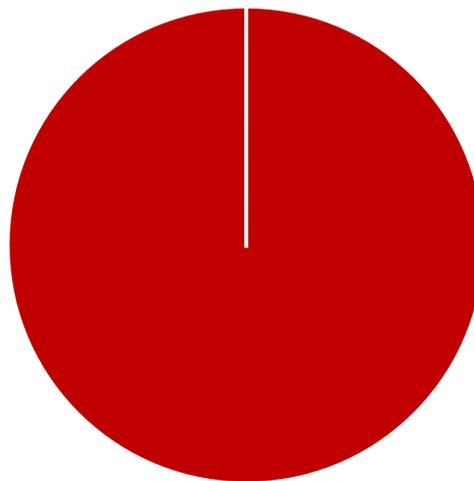
## Expenditures

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Appropriation to Library Board	\$43,000	\$50,386	\$52,121	\$58,387	10.73%
TOTAL	\$43,000	\$50,386	\$52,121	\$58,387	10.73%

## End of Fiscal Year Balance

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Beginning Balance (Jan. 1)	\$218	\$1,350	\$1,111	\$1,166	4.72%
Total Revenues	\$44,132	\$50,147	\$52,176	\$57,227	8.83%
Total Expenditures	\$43,000	\$50,386	\$52,121	\$58,387	6.04%
TOTAL	\$1,350	\$1,111	\$1,166	\$6	(99.49%)

## Expenditures By Category



Transfer to Librarby Board, \$58,387 , 100%

## EMPLOYEE BENEFITS FUND

### Overview

The Employee Benefits Fund is used to account for the City's portion of social security, health and dental insurance, retirements, workers compensation and unemployment insurance contributions. The fund is largely financed through ad valorem and other various taxes.

### Revenues

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Ad Valorem Tax	\$132,354	\$138,263	\$171,795	\$175,778	2.26%
Delinquent Tax	\$1,555	\$3,308	\$1,288	-	-
Motor Vehicle Tax	\$31,155	\$21,874	\$18,481	\$8,975	(51.44%)
Recreational Vehicle Tax	\$655	\$453	\$416	\$645	35.50%
16/20M Tax	-	\$18	\$5	\$103	95.15%
Commercial Vehicle Tax	\$1,275	\$788	\$674	\$1,068	36.89%
Watercraft Tax	\$9	\$7	\$7	\$205	96.59%
State Assessed Utilities	\$10,337	\$9,466	\$11,757	\$11,757	-
Reimbursement	\$638	\$11,129	\$225	-	-
Reimbursement - Water	\$8,685	\$18,189	\$29,134	\$27,442	(5.81%)
Reimbursement - Refuse	\$165	-	\$301	\$320	5.94%
Reimbursement - Sewer	\$6,150	\$19,373	\$27,128	\$24,490	(9.72%)
Reimbursement - Library	\$3,696		\$3,567	\$3,567	-
Reimbursement - Cemetery	-		\$3,768	\$3,768	-
Reimbursement - Senior Center	\$1,401		\$605	\$605	-
Neighborhood Revitalization Rebate	(\$1,921)	(\$243)	(\$188)	-	100%
<b>TOTAL REVENUES</b>	<b>\$196,163</b>	<b>\$222,626</b>	<b>\$268,964</b>	<b>\$258,723</b>	<b>(3.81%)</b>

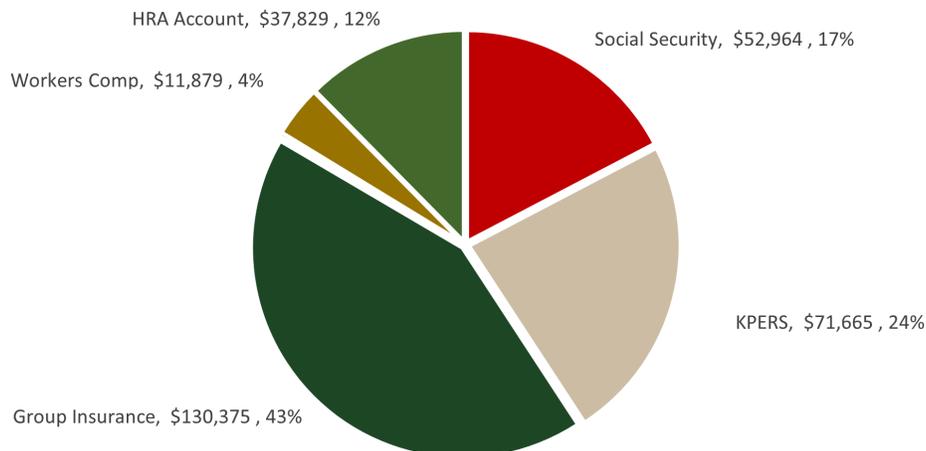
## Expenditures

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Social Security	\$34,513	\$42,912	\$41,588	\$52,964	24.65%
KPERS	\$39,736	\$40,346	\$51,426	\$71,665	39.35%
Group Insurance	\$73,272	\$64,468	\$113,221	\$130,375	15.15%
Unemployment	\$510	\$791	\$671	\$854	27.27%
Medicare	\$7,659				
Workers Comp	\$8,146	\$6,809	\$10,276	\$11,879	15.60%
HRA Account	\$21,775	\$28,038	\$35,712	\$37,829	5.93%
Cash Reserve	-	-	-	\$35,652	100%
<b>TOTAL</b>	<b>\$185,611</b>	<b>\$183,365</b>	<b>\$252,893</b>	<b>\$341,218</b>	<b>34.93%</b>

## End of Fiscal Year Balance

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Beginning Balance (Jan. 1)	\$21,732	\$32,284	\$71,545	\$87,615	18.34%
Total Revenues	\$196,163	\$222,626	\$268,964	\$258,723	3.81%
Total Expenditures	\$185,611	\$183,365	\$252,893	\$341,218	34.93%
<b>TOTAL</b>	<b>\$32,284</b>	<b>\$71,545</b>	<b>\$87,616</b>	<b>\$5,120</b>	<b>(94.16%)</b>

Expenditures By Category



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SEDGWICK  
*Salutes Our*  
HOMETOWN HEROES



**JOE J. DEEDS**  
U.S. AIR FORCE  
LT. COL



**SPECIAL  
FUNDS**

## SPECIAL HIGHWAY FUND

### Overview

Funding is provided through the motor fuel taxes distributed from the State of Kansas Special City and County Highway fund and through the 1/2 cent retailers' sales tax initiative that was passed by public vote in 2019. By statute, these monies are required to be used specifically for construction and rehabilitation of City roadways.

### Revenues

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Gas Tax	\$48,108	\$43,999	\$45,200	\$44,870	(0.73%)
County Transfers - Gas	\$2,454	\$2,340	\$2,340	\$2,320	(0.85%)
1/2 Cent Sales Tax	\$183,125	\$190,884	\$171,363	\$157,058	(8.35%)
<b>TOTAL REVENUES</b>	<b>\$233,687</b>	<b>\$237,223</b>	<b>\$218,903</b>	<b>\$204,248</b>	<b>(6.69%)</b>

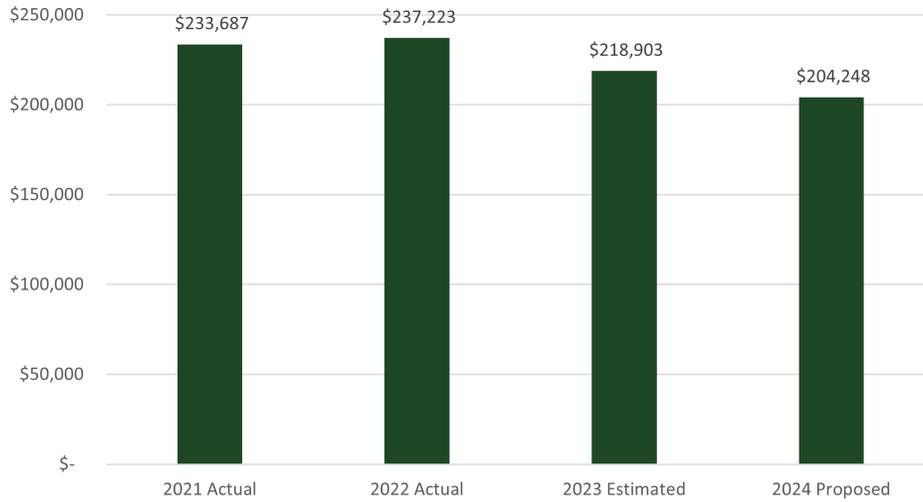
### Expenditures

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Transfer to CIP - Streets	\$57,148	\$117,000	-	\$91,198	100%
Contractuals	\$106,951	\$237,056	\$159,707	\$195,000	18.10%
<b>TOTAL EXPENDITURES</b>	<b>\$164,100</b>	<b>\$354,056</b>	<b>\$159,707</b>	<b>\$286,198</b>	<b>44.20%</b>

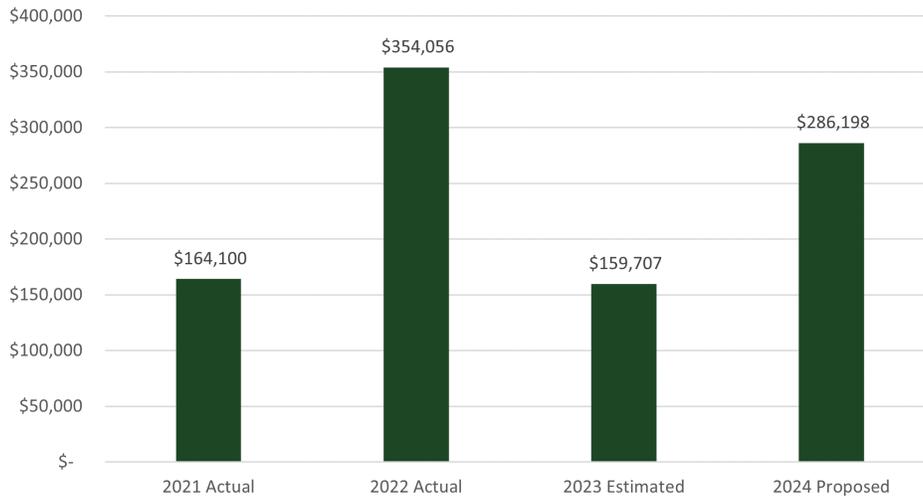
### End of Fiscal Year Balance

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Beginning Balance (Jan. 1)	\$74,827	\$144,415	\$27,582	\$86,778	68.22%
Total Revenues	\$233,687	\$237,223	\$218,903	\$204,248	(6.69%)
Total Expenditures	\$164,099	\$354,056	\$159,707	\$286,198	44.20%
<b>TOTAL</b>	<b>\$144,415</b>	<b>\$27,582</b>	<b>\$86,778</b>	<b>\$4,828</b>	<b>(94.44%)</b>

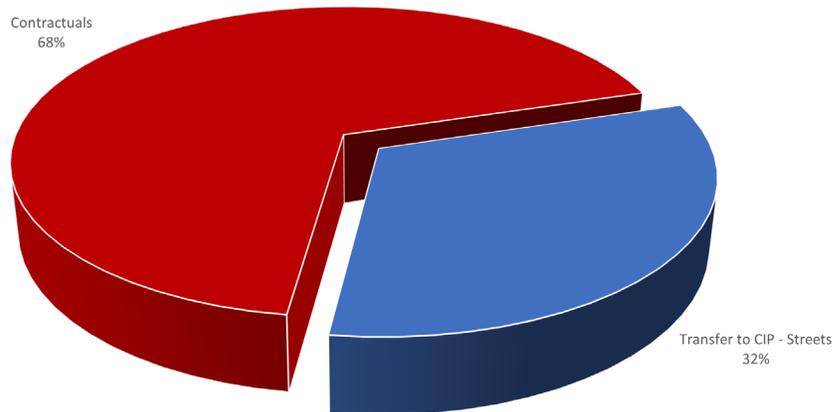
### Special Highway Fund Historical Revenues



### Special Highway Fund Historical Expenditures



### Expenditures by Category



## SPECIAL PARKS AND RECREATION

### Overview

Funding is provided through the alcohol liquor taxes distributed from the State of Kansas. Expenditures are used for park equipment and capital improvements.

### Revenues

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Local Alcohol Tax	\$6,500	\$6,627	\$6,449	\$6,449	-
<b>TOTAL REVENUES</b>	<b>\$6,500</b>	<b>\$6,627</b>	<b>\$6,449</b>	<b>\$6,449</b>	<b>-</b>

### Expenditures

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Contractuals	-	-	-	\$24,626	100%
Transfer to CIP	-	-	-	\$6,000	100%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$30,626</b>	<b>100%</b>

### End of Fiscal Year Balance

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Beginning Balance (Jan. 1)	\$5,674	\$12,174	\$18,801	\$25,249	25.54%
Total Revenues	\$6,500	\$6,627	\$6,449	\$6,449	-
Total Expenditures	\$0	-	-	\$30,626	100%
<b>TOTAL</b>	<b>\$12,174</b>	<b>\$18,801</b>	<b>\$25,249</b>	<b>\$1,072</b>	<b>(95.75%)</b>

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# PROPRIETARY FUNDS

# WATER UTILITY

## Overview

The Water Utility Fund is used to account for the maintenance and upgrade of the City's water distribution system. The City of Sedgwick purchases water from the Public Wholesale Water Supply District #17 and contracts with the City of Newton. The City maintains approximately 10 miles of water lines.

## Revenues

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Water Sales	\$384,741	\$400,284	\$395,520	\$388,497	(1.78%)
Late Charges	\$5,785	\$6,235	\$5,955	\$5,955	-
Water Tax	\$4,834	\$5,070	\$4,710	\$4,710	-
Miscellaneous	\$5,875	\$5,092	\$7,423	\$7,423	-
<b>TOTAL REVENUES</b>	<b>\$401,235</b>	<b>\$416,681</b>	<b>\$413,609</b>	<b>\$406,586</b>	<b>(1.70%)</b>

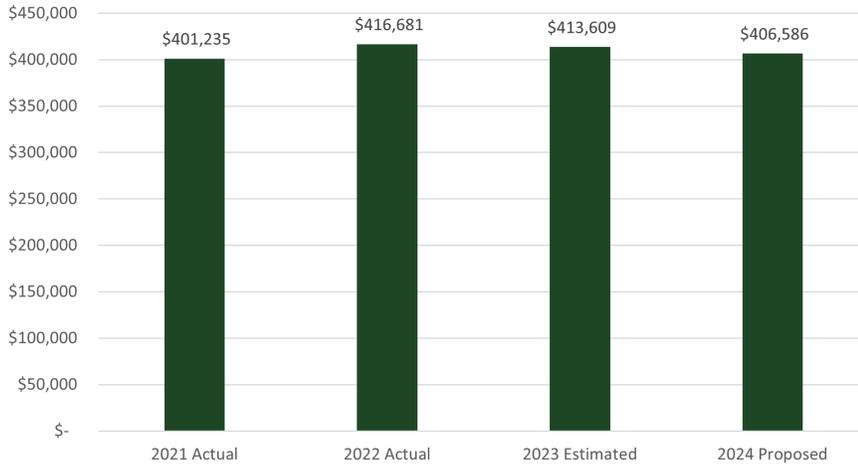
## Expenditures

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$61,839	\$53,753	\$67,426	\$90,504	25.50%
Contractuals	\$145,238	\$221,593	\$229,701	\$255,280	10.02%
Commodities	\$11,980	\$60,652	\$33,397	\$36,445	8.36%
Transfer to Bonds & Interest	\$23,569	\$52,000	-	-	-
Reimburse Employee Benefits	\$8,685	\$18,189	\$29,134	\$27,442	(5.81%)
Transfer to CIP/CEF	\$247,689	\$140,776	-	\$75,000	-
Transfer to General	\$20,000	\$20,834	\$20,680	\$19,950	(3.53%)
<b>TOTAL EXPENDITURES</b>	<b>\$519,000</b>	<b>\$567,797</b>	<b>\$380,340</b>	<b>\$504,621</b>	<b>32.68%</b>

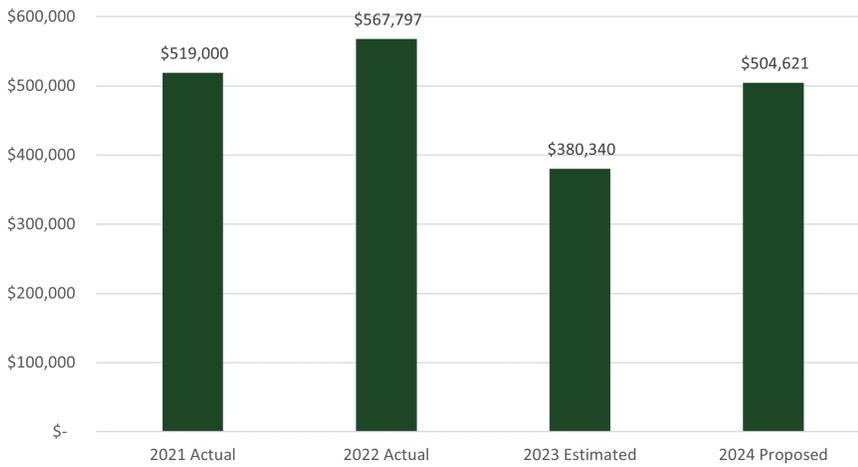
## End of Fiscal Year Balance

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Beginning Balance (Jan. 1)	\$366,231	\$248,466	\$97,350	\$130,619	25.47%
Total Revenues	\$401,235	\$416,682	\$413,609	\$406,586	(1.70%)
Total Expenditures	\$519,000	\$567,798	\$380,340	\$504,621	32.68%
<b>TOTAL</b>	<b>\$248,466</b>	<b>\$97,350</b>	<b>\$130,619</b>	<b>\$32,585</b>	<b>(75.05%)</b>

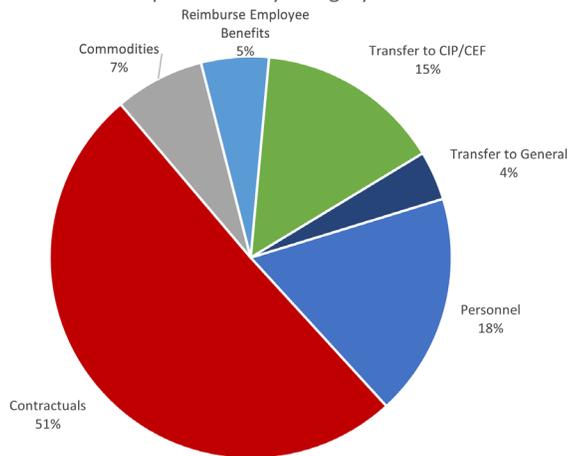
### Water Utility Fund Historical Revenues



### Water Utility Fund Historical Expenditures



### Expenditures by Category



## SEWER UTILITY

### Overview

The City of Sedgwick owns and operates its own sewage treatment plant which is responsible for collecting, treating and releasing wastewater from businesses and residents. The City maintains miles of sanitary sewer lines, operating a gallon-per-day wastewater treatment plant.

### Revenues

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Sewer Charges	\$273,656	\$273,069	\$274,820	\$274,820	-
Late Charges	\$5,288	\$5,827	\$5,508	\$5,508	-
Miscellaneous	\$3,813	\$3,878	\$2,966	\$2,521	(15.00%)
<b>TOTAL REVENUES</b>	<b>\$282,757</b>	<b>\$282,774</b>	<b>\$283,295</b>	<b>\$282,850</b>	<b>(0.16%)</b>

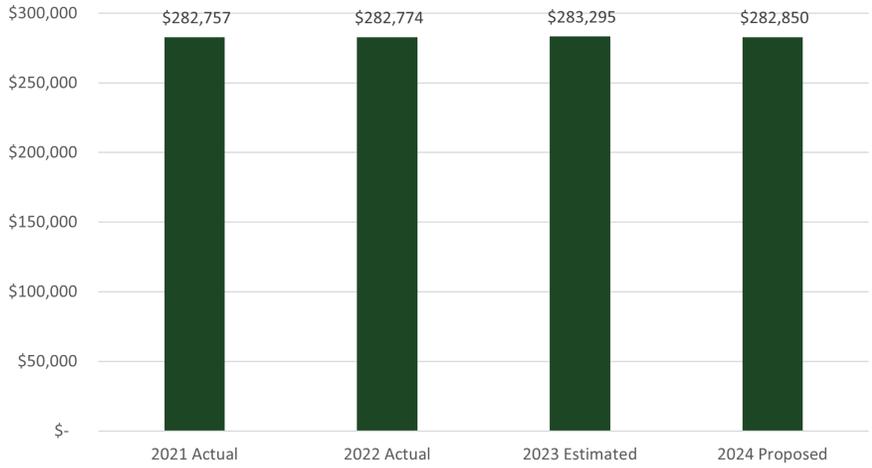
### Expenditures

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$54,677	\$62,072	\$60,583	\$74,172	18.32%
Contractuals	\$97,834	\$119,299	\$145,447	\$165,705	12.23%
Commodities	\$12,330	\$16,167	\$20,736	\$21,903	5.33%
Transfer to Employee Benefits	\$6,150	\$19,373	\$27,128	\$24,490	(9.72%)
Transfer to General Fund - Franchise Fee	\$15,000	\$14,139	\$14,165	\$14,150	(0.11%)
Transfer to CIP/CEF	\$351,109	\$115,214	-	\$31,000	100%
<b>TOTAL EXPENDITURES</b>	<b>\$537,100</b>	<b>\$346,264</b>	<b>\$268,059</b>	<b>\$331,420</b>	<b>23.64%</b>

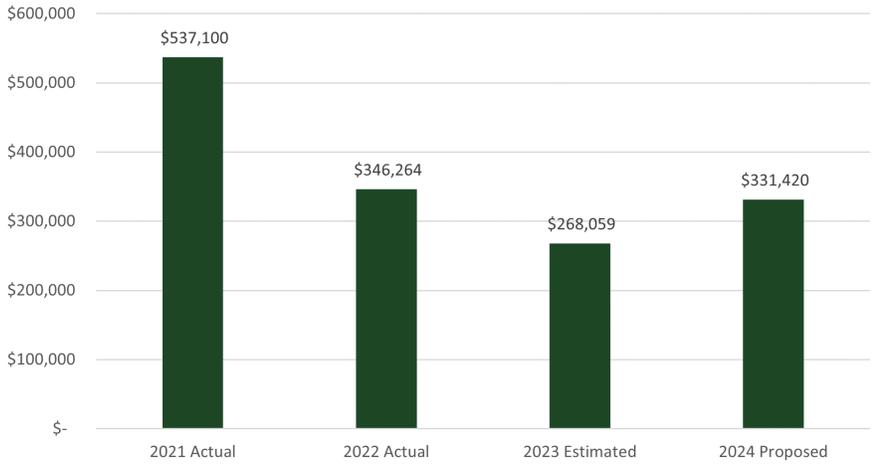
### End of Fiscal Year Balance

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Beginning Balance (Jan. 1)	\$401,309	\$146,965	\$83,475	\$98,711	15.43%
Total Revenues	\$282,757	\$282,773	\$283,295	\$282,850	(.16%)
Total Expenditures	\$537,100	\$346,263	\$268,059	\$331,420	23.64%
<b>TOTAL</b>	<b>\$146,965</b>	<b>\$83,475</b>	<b>\$98,711</b>	<b>\$50,140</b>	<b>(49.20%)</b>

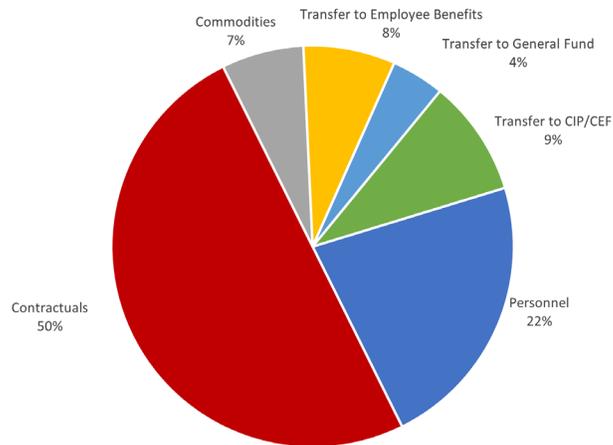
### Sewer Utility Fund Historical Revenues



### Sewer Utility Fund Historical Expenditures



### Expenditures by Category



# REFUSE

## Overview

The City of Sedgwick contracts with Waste Connections for solid waste removal within the City. The Refuse Fund is used for expenditures related to the contract.

## Revenues

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Refuse Charges	\$91,122	\$91,614	\$92,489	\$92,944	0.49%
Recycling Fees	\$28,398	\$27,911	\$28,450	\$28,450	-
Miscellaneous	\$1,880	\$1,713	\$1,819	\$1,819	-
<b>TOTAL REVENUES</b>	<b>\$121,400</b>	<b>\$121,238</b>	<b>\$122,757</b>	<b>\$123,212</b>	<b>0.37%</b>

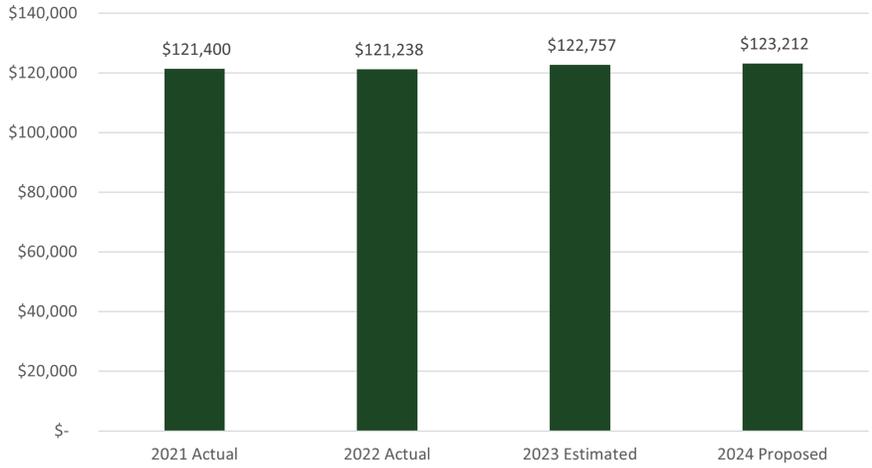
## Expenditures

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Personnel	\$740	\$102	\$966	\$1,055	8.44%
Contractuals	\$84,423	\$83,356	\$88,121	\$93,534	5.79%
Commodities	\$1,194	\$2,140	\$1,516	\$2,000	24.2%
Transfer to Employee Benefits	\$165	-	\$301	\$320	5.94%
Transfer to CIP/CEF	\$73,078	\$65,174	-	\$25,000	100%
Transfer to General Fund - Franchise Fee	\$5,750	\$6,062	\$6,138	\$6,050	(1.43%)
<b>TOTAL EXPENDITURES</b>	<b>\$165,350</b>	<b>\$156,834</b>	<b>\$97,041</b>	<b>\$127,960</b>	<b>24.16%</b>

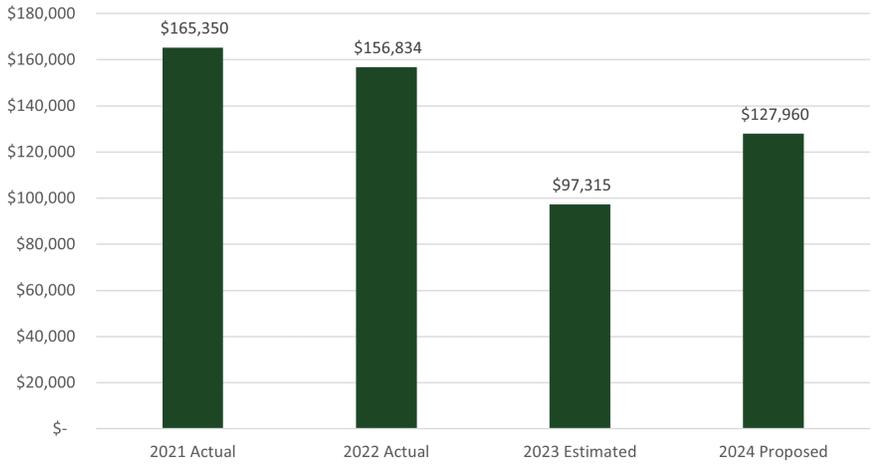
## End of Fiscal Year Balance

	2021 Actual	2022 Actual	2023 Estimated	2024 Proposed	% Change
Beginning Balance (Jan. 1)	\$88,714	\$44,763	\$9,166	\$34,881	73.72%
Total Revenues	\$121,399	\$121,237	\$122,757	\$123,212	0.37%
Total Expenditures	\$165,350	\$156,834	\$97,041	\$127,960	24.16%
<b>TOTAL</b>	<b>\$44,763</b>	<b>\$9,166</b>	<b>\$34,881</b>	<b>\$30,134</b>	<b>(13.61%)</b>

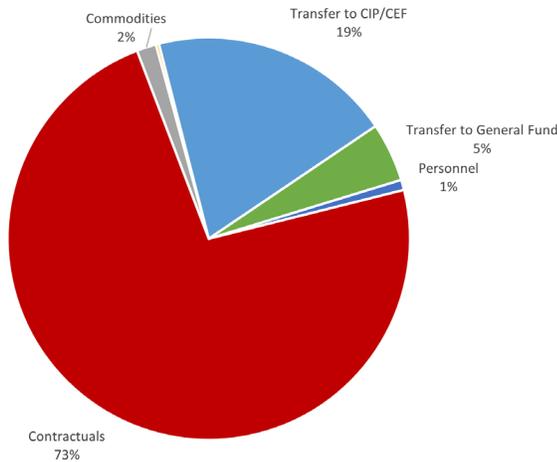
### Refuse Fund Historical Revenues



### Refuse Fund Historical Expenditures



### Expenditures by Category



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# CAPITAL IMPROVEMENT PLAN



## Overview

The Capital Improvement Plan is a 5-year plan detailing current and future capital projects and/or purchases and their associated costs. The City of Sedgwick defines capital assets as those with an individual cost of \$5,000 or greater and a useful life of 3+ years. Capital assets include property, plant, equipment and infrastructure assets.

The 2024-2029 Capital Improvement Plan includes a budgeted implementation cost of \$3,157,169 for fiscal year 2024. A brief summary of programmed 2024 capital improvements and purchases is below.

OPERATIONAL CATEGORY	PROJECT NAME	ESTIMATED COST	FUNDING SOURCE
ADMINISTRATION	Strategic Plan	\$15,000	CIP-ADMIN
ADMINISTRATION	Library Roof	\$15,000	CIP-ADMIN
ADMINISTRATION	Council Chambers Renovations	\$4,500	CIP-ADMIN
ADMINISTRATION	Senior Center Renovations	\$10,000	CIP-ADMIN
ADMINISTRATION/POLICE	Security Cameras	\$13,079	CIP-ADMIN/CIP-PD
EMS	EMS Service	\$125,000	CIP-EMS
FIRE	Brush Truck	\$18,900	CEF-FIRE/AFG GRANT
FIRE	Gear Storage Rack	\$10,000	CEF-FIRE
FIRE	Training Ground - Shipping Container	\$10,000	CEF-FIRE
FIRE	Scott Air Pack (2030 Purchase)	\$20,000	CEF-FIRE
FIRE	Fire Station Remodel	\$25,000	CIP-FIRE
MAINTENANCE	Leaf Suction Machine	\$30,000	CEF-MAINT.
MAINTENANCE	Industrial Park Building Renovations	\$25,000	CIP-MAINT.
MAINTENANCE	Historical Society Renovations	\$20,000	CIP-MAINT.
POLICE	Axon	\$16,280	CIP-PD
POLICE	Durango Payment	\$16,020	CIP-PD
STREETS	East Side Paving	\$2,390,670	BOND/SP. STREETS
STREETS	Downtown Christmas Decorations	\$8,000	CIP-STREETS
STREETS	Sidewalk Grant	\$20,000	CIP-STREETS
WATER	East Side Water Line Replacement	\$275,000	BOND/WATER UTILITY
WATER	AMI- Meter Reading System	\$51,740	WATER UTILITY
WATER	Water Valve Replacement	\$24,000	WATER UTILITY
WATER	Fire Hydrant Replacement	\$13,980	WATER UTILITY
<b>TOTAL</b>		<b>\$3,157,169</b>	

## GLOSSARY

### **16/20M Vehicle Tax**

The State of Kansas collects tax on larger vehicles and distributes a portion to cities.

### **Accounting System**

The set of records and procedures that are used to record, classify, and report information on the financial status and operations of the City.

### **Accrual Basis of Accounting**

A method of accounting that recognizes the effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

### **Ad Valorem Tax**

A tax levied on the assessed value of real and personal property (also referred to as property tax).

### **Adopted Budget**

A financial plan presented, reviewed, and approved by the City Council for the upcoming fiscal year. It is approved by October 1 and becomes effective January 1 of the following year.

### **Alcoholic Liquor Tax**

Kansas imposes a 10% tax on the sale of drinks by clubs, caterers, and drinking establishments.

### **Allocation**

Assigning one or more items of cost or revenue to one or more accounts of an organization according to the benefits received, responsibilities, or other logical measure of use.

### **Appraised Value**

The market value of real property, personal property and utilities as determined by the Harvey County Appraiser.

### **Appropriation**

Expenditure authority approved by the Governing Body with specific limitations as to the amount.

### **Assessed Value**

The official value placed on real estate, personal property and utilities as a basis for levying taxes. The value is determined by the property classification and its associated assessment rate; residential real estate is assessed at 11.5%. Commercial real estate is assessed at 25%.

### **Assets**

Property owned by the City which has monetary value.

### **Balanced Budget**

By statute, cities in Kansas are required to submit a balanced budget to the State. The City of Sedgwick's budget is considered balanced when the beginning fund balance plus revenues equals expenditures in all appropriated funds for the fiscal year.

### **Basis of Accounting**

The accounting method used to determine when revenues and expenditures are recognized.

### **Basis of Budgeting**

The accounting method utilized in the preparation and execution of the budget. The City of Sedgwick utilizes the cash basis for all budgeted funds.

### **Beginning Unencumbered Cash Balance**

Financial resources available in a fund that were carried over from the prior fiscal year. These resources are available for appropriation.

### **Bond**

A financial instrument used for long-term borrowing. The City of Sedgwick uses bonds to finance large capital projects. Lenders, the purchasers of the bonds, are repaid the principal amount in annual installments and accrued interest semi-annually.

### **Budget**

A plan of financial operation including an estimate of proposed expenditures for a given period and proposed means of financing them. In Kansas, counties, cities,

townships and most special districts use the calendar year as the budget period.

### **Budget Adoption**

A formal process by which the budget is approved by the Governing Body.

### **Budget Amendment**

The legal means by which an adopted budget may be increased. The budget may only be increased with revenues other than ad valorem taxes. The amendment process follows similar steps as the budget adoption.

### **Budget Calendar**

Schedule of important dates or milestones followed by City departments in the preparation, review, and administration of the budget.

### **Budget Publication**

A legal step towards budget adoption. To meet legal requirements, the public must be given at least 10 days notice prior to the scheduled meeting.

### **Capital Expenditures**

Funds used to acquire or improve long-term assets. The dollar value threshold for individual capital expenditures is \$5,000.

### **Capital Improvement Plan (CIP)**

The CIP is a five-year plan designed to improve and enhance the City's physical infrastructure or heavy equipment, which includes buildings, land, equipment as well as any services related to public improvements. CIP items have an expenditure of at least \$5,000, and a useful life of 3+ years.

### **Capital Outlay**

Expenditure category used to account for the allocation of resources towards capital improvements

### **Certification**

A formal, written declaration that certain facts are true or valid.

### **Charges for Services**

Revenue category that includes fees for service such as sewer or facility reservations.

### **City Council**

The Governing Body of the City responsible for making policy decisions. It is comprised of a non-partisan Mayor and five Council Members elected at-large.

### **City of the Third Class**

Kansas statute provides for three classification of cities based on population. Classification of cities originally helped establish the powers and duties of each incorporated city. However, now all cities in Kansas have the same powers as a result of the Constitutional Home Rule Amendment passed in July of 1961. Though classifications have remained in statute and in municipal culture as a historical remnant, they serve as a general reference tool for the size of a city.

### **Comprehensive Plan**

This is the primary planning document for the City of Sedgwick. This plan establishes community-wide goals on a variety of topics and serves as the basis for making sound land-use decisions. Generally speaking, all other planning documents and tools, such as zoning, serve to support and implement the comprehensive plan.

### **Commodities**

Supplies required by the City departments in order to provide services.

### **Consumer Price Index (CPI)**

A statistical description of price levels provided by the United States Department of Labor. The index is used as a measure of the increase in the cost of living.

### **Contractual Services**

The cost of services provided by external entities.

### **Cost of Living Adjustment (COLA)**

A salary increase usually related to the inflation rate.

**Debt Service**

Expenditure category that includes the annual payments required to support bond borrowing issues (principal and interest).

**Department**

An organizational unit which is functionally unique in delivery of services. A department may contain one or more programs.

**Employee Benefits**

Social security, retirement, unemployment compensation, workers compensation insurance and health/life/dental/vision insurance for eligible employees paid by the City of Sedgwick through the payroll process.

**Encumbrance**

Monies not yet paid out, but which are dedicated to a specific expense for goods or services being received or already received.

**Ending Fund Balance**

Financial resources available in a fund at the end of the fiscal year. These are carried forward to the next fiscal year as Unencumbered Cash Balance and may be appropriated.

**Expenditure**

An outlay of cash for the purpose of acquiring an asset or providing a service.

**Fees**

General term used for any charge levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Examples of fees include building permits, fines, and user charges.

**Fiscal year**

Period used for accounting and budgeting. The City of Sedgwick has a fiscal year of January 1 through December 31.

**Franchise**

A special privilege granted by a government, permitting the use of public property.

**Full-Time Equivalent (FTE)**

Staffing levels are measured in FTEs to give a consistent comparison from year to year. An FTE is one full-time position filled for the entire year.

**Fund**

An independent fiscal and accounting entity for recording expenditures and revenues, comparable to an individual bank account. Funds are established for specific activities and are subject to special limitations.

**Fund Accounting**

The activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of governments. This is accomplished through the use of funds.

**General Fund**

The General Fund of Sedgwick is a legally required fund which accounts for the general operations and activities that the City provides that do not need to be accounted for elsewhere. The General Fund includes Police, Fire, Parks, Maintenance, Community Development, Administration, and Municipal Court. The General Fund is the primary operating fund for the City.

**General Obligation Bond (G.O. Bond)**

A financial instrument giving borrowing power to a municipality, based upon the pledge of property taxes to retire the debt.

**Generally Accepted Accounting Principles (GAAP)**

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity.

**Governing Body**

The elected officials of the City; they Mayor and City Council.

**Grant**

A monetary contribution by a government or an organization to financially support a particular function or purpose.

**Home Rule**

The ability of cities to govern themselves independently from the state government. Cities must still abide by state laws. Kansas passed the Home Rule Amendment to the state constitution in 1961.

**Impact Fees**

Fees charged to developers to cover that anticipated cost of improvements that will be needed as a result of growth and development.

**Interest Expenditure**

A fee charged by the lender to a borrower for use of borrowed money.

**Interest Revenue**

The earning received from investments.

**Interfund Transfer**

This is a permanent reallocation of assets from one fund to another.

**Investments**

Interest income earned on public funds being held until expended. Investments can only be made in instruments specified by state law.

**Levy**

A compulsory collection of monies or the imposition of taxes. The total amount of taxes, special assessments or service charges imposed by a government to support governmental activities.

**Mill**

A monetary unit used to express the property tax rate. One mill is equivalent to one-thousandth of a dollar, or \$1 of tax per \$1,000 of assessed value.

**Motor Vehicle Tax**

The County Appraiser is required to determine the value of motor vehicles and place them within the statutorily prescribed classifications. The value of a motor vehicle is multiplied by the assessment rate of 20% to produce the tax value.

**Ordinance**

An enforceable law or statute enacted by a municipality.

**Personnel Services**

An expenditure category that includes all costs related to employee compensation and taxes.

**Principal**

The amount borrowed, or the amount borrowed which remains unpaid.

**Proprietary Funds**

Used to account for activities that are financed through customer user fees, similar to private business enterprises.

**Public Hearing**

A meeting or portion of a meeting set up to give members of the public an opportunity to speak on a particular subject, such as the proposed annual budget. Kansas requires cities to hold a public hearing prior to the adoption of the budget.

**Resolution**

An act that is typically less formal than an ordinance, expressing the opinion of the Governing Body and generally dealing with matters of a special or temporary character or setting policy.

**Revenue**

A source of income which finances operations

