

## **AGENDA**

### **CALL TO ORDER**

### **AGENDA ITEMS**

- [1.](#) 2023 Budget presentation

### **ADJOURNMENT**

For information on how to view prior meetings, please visit our website at <https://www.lansingks.org>. If you require any special assistance, please notify the City Clerk prior to the meeting.

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# WORKSESSION ITEM

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TO: Tim Vandall, City Administrator  
FROM: Elizabeth Sanford, Finance Director  
DATE: June 20, 2022  
SUBJECT: 2023 Budget Review

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Finance Director Beth Sanford will present an overview of the 2023 budget. The presentation is attached.

The city's estimated assessed valuation increased from \$96,977,897 to \$109,238,631. This increase generates an additional \$12,261 per mill. The city's current mill levy rate is 41.031 mills. The Revenue Neutral Rate is 36.426 mills. The proposed 2023 Budget reflects a mill levy of 39.319, a decrease of 1.712 mills.

The following capital & supplemental items have been requested and are included in the Proposed 2023 Budget:

|  |                 |
|--|-----------------|
| • Carpet/remodel/paint CED/PW side of Municipal Building | \$44,000        |
| • Part-time Assistant Librarian                          | \$34,000        |
| • Municipal Court Content Manager software               | \$12,200        |
| • Full-time Parks Maintenance Worker                     | \$58,000        |
| • Parks Utility golf cart                                | \$20,000        |
| • Mobile Message Board for PW/Parks/WW                   | \$25,000        |
| • Speed study on K-7 between Mary and McIntyre           | <u>\$50,000</u> |
| Total  | \$243,200       |

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## WORKSESSION ITEM #

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## 2023 BUDGET REVIEW



| <u>Revenues</u>                | <u>2021<br/>Actual</u> | <u>2022<br/>Budget</u> | <u>2023<br/>Requested</u> |
|--------------------------------|------------------------|------------------------|---------------------------|
| Property Taxes                 | \$2,371,538            | \$2,756,142            |                           |
| Motor Vehicle Taxes            | \$309,484              | \$286,037              | \$323,559                 |
| Local Alcoholic Liquor Tax     | \$17,942               | \$16,115               | \$19,122                  |
| Local Sales and Use Tax        | \$1,280,220            | \$1,130,000            | \$1,260,000               |
| County Sales and Use Tax       | \$1,321,287            | \$1,185,000            | \$1,300,000               |
| Franchise Fees                 | \$680,517              | \$668,800              | \$677,800                 |
| Business/Occupational Licenses | \$61,865               | \$44,000               | \$52,000                  |
| Permits/Fees                   | \$96,451               | \$69,500               | \$69,500                  |
| Court Fees                     | \$46,869               | \$40,000               | \$40,000                  |
| Police Fines & Forfeitures     | \$325,252              | \$354,500              | \$354,500                 |
| Animal Control                 | \$22,974               | \$25,000               | \$25,000                  |
| Other Fees/Grants              | \$43,592               | \$47,900               | \$48,900                  |
| Federal Grants                 | \$1,821                | \$0                    | \$0                       |
| <b>Total Revenues</b>          | <b>\$6,579,150</b>     | <b>\$6,622,994</b>     | <b>\$4,190,381</b>        |



# GENERAL FUND REVENUES



| Department           | 2021 Actual        | 2022 Budget        | 2023 Requested     | Difference      | Justification  |
|----------------------|--------------------|--------------------|--------------------|-----------------|--|
| Administration       | \$123,024          | \$158,918          | \$134,821          | (\$24,097)      |  |
| Police               | \$1,952,622        | \$2,113,443        | \$2,177,585        | \$64,142        | Increase gas & oil                                   |
| Municipal Court      | \$204,186          | \$222,454          | \$235,382          | \$12,928        | Increase in judge and prosecutor fees                |
| Streets              | \$180,257          | \$240,874          | \$174,776          | (\$66,098)      | 2022 includes C&S item – skid steer loader & trailer |
| Street Lighting      | \$170,389          | \$201,000          | \$208,000          | \$7,000         | Upgrade to Centre Dr lights                          |
| Building Maintenance | \$74,584           | \$74,811           | \$77,198           | \$2,387         | Increase gas & oil                                   |
| CED                  | \$523,500          | \$657,925          | \$622,876          | (\$35,049)      | 2022 includes C&S item – paint/carpet library        |
| Finance              | \$279,799          | \$291,494          | \$294,270          | \$2,776         |  |
| Public Works         | \$277,453          | \$288,271          | \$302,534          | \$14,263        | Increase engineering services and training           |
| City Administrator   | \$160,075          | \$161,121          | \$163,940          | \$2,819         |  |
| Community Center     | \$2,739            | \$7,590            | \$7,563            | (\$27)          |  |
| Parks & Recreation   | \$517,102          | \$659,009          | \$652,457          | (\$6,552)       |  |
| Activity Center      | \$113,914          | \$191,745          | \$134,539          | (\$57,206)      | 2022 includes C&S item – activity ctr gym doors      |
| IT                   | \$81,952           | \$101,785          | \$96,285           | (\$5,500)       |  |
| Council              | \$49,596           | \$50,757           | \$50,757           | \$0             |  |
| Non-Departmental     | \$404,483          | \$503,950          | \$624,450          | \$120,500       | Compensation study adjustments                       |
| Transfers            | \$1,035,000        | \$1,160,000        | \$1,160,000        | \$0             |  |
| <b>Total</b>         | <b>\$6,265,944</b> | <b>\$7,085,147</b> | <b>\$7,117,433</b> | <b>\$32,286</b> |  |

# GENERAL FUND EXPENSES

| Transfer to          | 2023 Requested |
|----------------------|----------------|
| Capital Improvements | \$940,000      |
| Equipment Reserve    | \$100,000      |
| Special Parks        | \$0            |
| Special Highway      | \$120,000      |

# TAX LEVY FUNDS

| 2023 Projected Budget    | General     | Library   | Debt Service |
|--------------------------|-------------|-----------|--------------|
| <b>Beginning Balance</b> | \$2,899,358 | \$158,007 | \$208,821    |
| <b>Revenues</b>          | \$7,078,767 | \$364,916 | \$2,118,291  |
| <b>Total Receipts</b>    | \$9,978,125 | \$522,923 | \$2,327,112  |
| <b>Expenses</b>          | \$7,117,433 | \$431,328 | \$1,821,831  |
| <b>Ending Balance</b>    | \$2,860,692 | \$91,595  | \$505,281    |

# SPECIAL REVENUE FUNDS

| 2023 Projected Budget    | Special Highway | Special Alcohol Liquor | Transient Guest | Sales Tax (\$.45) | CIP         | Special Parks | Equipment Reserve |
|--------------------------|-----------------|------------------------|-----------------|-------------------|-------------|---------------|-------------------|
| <b>Beginning Balance</b> | \$226,761       | \$51,962               | \$218,738       | \$425,348         | \$838,540   | \$174,210     | \$158,350         |
| <b>Revenues</b>          | \$486,790       | \$19,122               | \$58,010        | \$555,020         | \$1,070,010 | \$87,732      | \$110,010         |
| <b>Total Receipts</b>    | \$713,551       | \$44,786               | \$276,748       | \$980,368         | \$1,908,550 | \$261,942     | \$268,360         |
| <b>Expenses</b>          | \$647,085       | \$2,750                | \$130,267       | \$705,190         | \$1,520,000 | \$89,450      | \$160,000         |
| <b>Ending Balance</b>    | \$66,466        | \$68,334               | \$146,481       | \$275,178         | \$388,545   | \$172,492     | \$108,360         |

# ENTERPRISE FUNDS

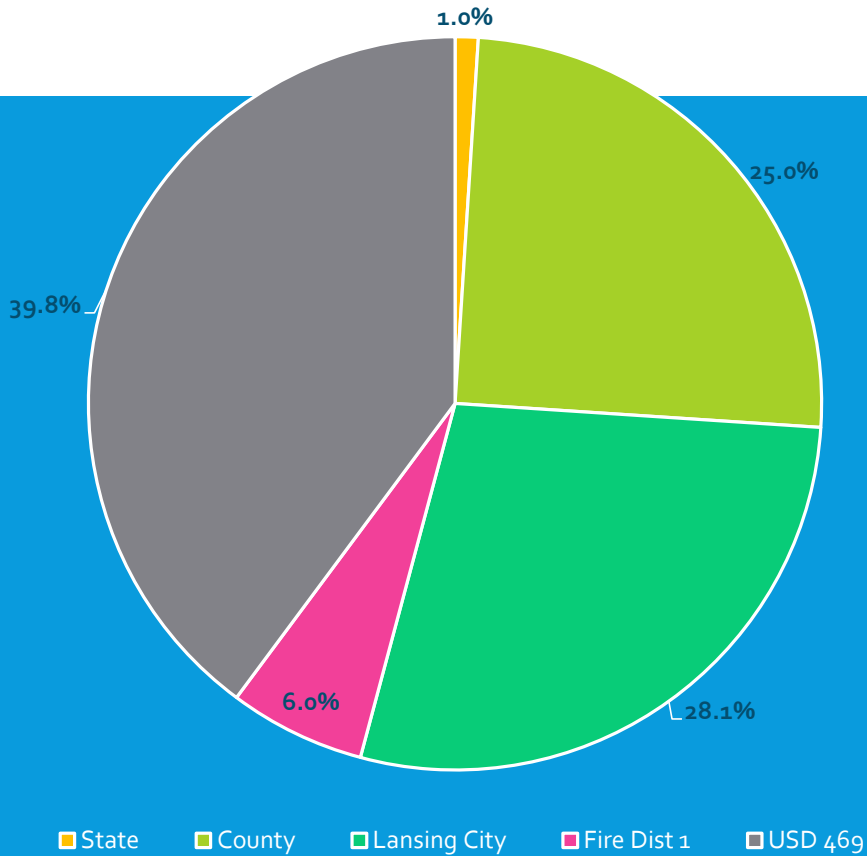
| 2023 Projected Budget    | Wastewater  | Solid Waste |
|--------------------------|-------------|-------------|
| <b>Beginning Balance</b> | \$2,630,519 | \$158,219   |
| <b>Revenues</b>          | \$3,088,100 | \$617,560   |
| <b>Total Receipts</b>    | \$6,569,663 | \$775,779   |
| <b>Expenses</b>          | \$4,313,221 | \$570,800   |
| <b>Ending Balance</b>    | \$1,405,398 | \$204,979   |



# C&S ITEMS REQUESTED FOR 2022

| Department      | Item   | Amount           |
|-----------------|--|------------------|
| CED/PW          | Carpet/remodel/paint   | \$44,000         |
| Library         | Part-time Assistant Librarian  | \$34,000         |
| Municipal Court | Tyler Content Manager software                                       | \$12,200         |
| Parks           | Parks Laborer  | \$58,000         |
| Parks           | Utility Golf Cart  | \$20,000         |
| PW/Streets/WW   | Mobile Message Board   | \$25,000         |
| PW/Police       | Speed study K-7 between Mary & McIntyre                              | \$50,000         |
|                 | <b>Total C&amp;S</b>   | <b>\$243,200</b> |
| PW CIP          | Reconfigure islands/lights on Centre Drive (transfer from GF to CIP) | \$715,000        |

# Mill Levy

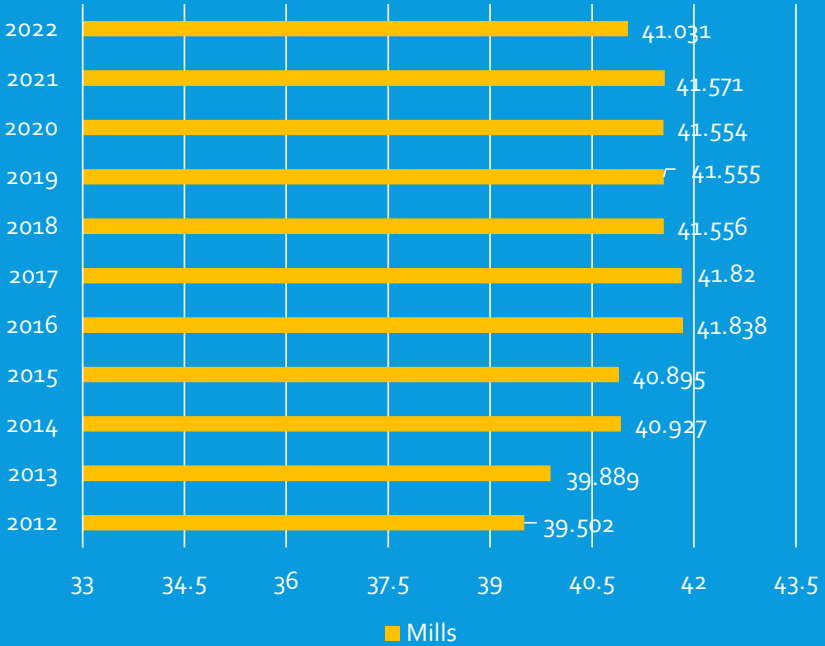


| Taxing Entity               | \$100,000 Home    | \$200,000 Home    | \$300,000 Home    |
|-----------------------------|-------------------|-------------------|-------------------|
| State – 1.5                 | \$17.25           | \$34.50           | \$51.75           |
| County – 36.691             | \$421.95          | \$843.89          | \$1,265.84        |
| Lansing City – 41.031       | \$471.86          | \$943.71          | 1415.57           |
| Fire Dist 1 - \$8.923       | \$102.61          | \$205.23          | \$307.84          |
| USD 469 – 57.371            | \$659.77          | \$1,319.53        | \$1,979.30        |
| <b>Total Levy – 145.516</b> | <b>\$1,673.43</b> | <b>\$3,346.87</b> | <b>\$5,020.30</b> |

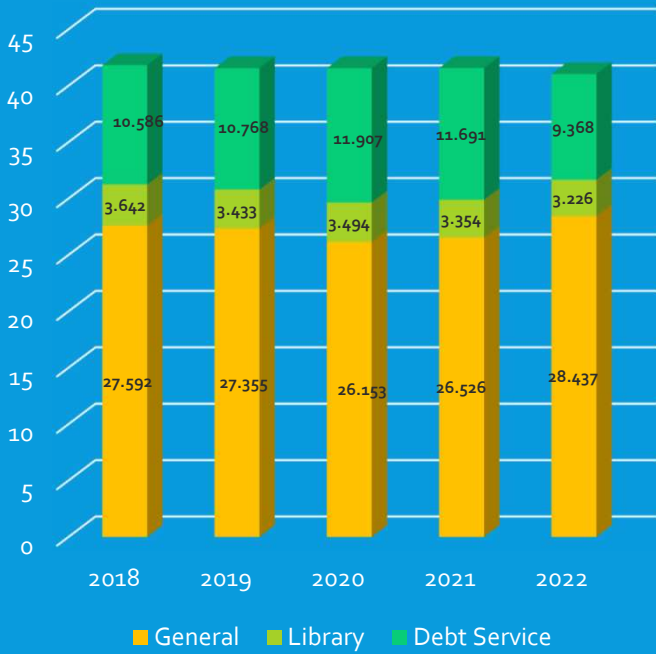
|         | \$100,000 Home | \$200,000 Home | \$300,000 Home |
|---------|----------------|----------------|----------------|
| 1 mill  | \$11.50        | \$23.00        | \$34.50        |
| 2 mills | \$23.00        | \$46.00        | \$69.00        |
| 3 mills | \$34.50        | \$69.00        | \$103.50       |
| 4 mills | \$46.00        | \$92.00        | \$138.00       |

# MILL LEVY

## Mills



## Mills by Tax Levy Fund



# MILL LEVY COMPARISON

| Property Tax      | 2022 Mill Levy | Proposed 2023 Mill Levy | 12% Valuation Increase | Property Tax Increase |
|-------------------|----------------|-------------------------|------------------------|-----------------------|
| Mills             | 41.031         | 39.319                  |                        |                       |
| on \$100,000 home | \$471.86       | \$452.17                | \$506.43               | \$54.26               |
| on \$200,000 home | \$943.71       | \$904.34                | \$1,012.86             | \$108.52              |
| on \$300,000 home | \$1,415.57     | \$1,356.51              | \$1,519.29             | \$162.78              |

|                       | 2022 Budget  | RNR Rate      | Proposed 2023 Budget |           |
|-----------------------|--------------|---------------|----------------------|-----------|
| Mill Levy             | 41.031       | 36.426        | 39.319               |           |
| Assessed Valuation    | \$96,977,897 | \$109,238,631 | \$109,238,631        |           |
| Tax Dollars Generated | \$3,979,100  | \$3,979,100   | \$4,295,154          | \$316,054 |

# QUESTIONS?

**CAPITAL AND SUPPLEMENTAL  
REQUEST FORM  
FISCAL YEAR 2023**

**I. Department/Division:**

**CED/Public Works**

**II. Item Requested:**

**Carpet the CED/PW side of the Municipal Annex Building and paint the remaining rooms that were not painted during the 2022 project.**

**III. Request Justification:**

Since the CED / Public Works offices were placed in this building in 2009, the interior of the building had not been painted or recarpeted until 2022 when Council authorized the painting of most of the interior of the building, with only a few rooms that didn't get painted due to the effort required to move plans / file boxes / etc. These unpainted areas will have to have things moved to carpet, and it didn't seem prudent to move things twice since we did not do carpet in 2022. Staff feels it would be appropriate to finish out the project by recarpeting the CED / PW offices and repainting the remaining interior rooms to protect the longevity and appearance of the building.

**IV. Explain how the request will improve efficiency/effectiveness:**

By protecting and maintaining the interior of the building, we protect the City's investment in this facility. Preventative maintenance such as this prevents projects from becoming emergencies and ensures the long life of City facilities.

**IV. Cost:**

**\$44,000**

**\$1600 for painting remaining rooms (Plan storage room, Bathroom by PW Director, and File Room)**

**\$33000 for carpeting**

**\$5400 for moving**

**\$4000 for removing a sink and water fountain and replacing with a cabinets, counter, and sink (outside PW Director office)**

**Supporting documentation attached?**

Yes – A 2022 quote from City Wide Facility Solutions, who was the contractor for the 2022 project, is included for review. Numbers provided were increased by roughly 10% to account for inflation and material cost increases. The project would be re-bid before letting in 2023.

City of Lansing, Kansas  
800 First Terrace, Lansing, Kansas 66043

## Service Agreement

**By:** City Wide Maintenance Co., Inc. d/b/a City Wide Facility Solutions

**To:** City of Lansing, Kansas

**Re:** Bid for Municipal Building Recarpeting of City Offices and Painting

**Scope of Work:** Under the Proposal, City Wide Facility Solutions will execute the following described work, which Owner agrees is a full and accurate designation of work.

We are pleased to propose the following:

### Scope-

**Prep walls for paint**  
**Paint walls, 2 coats, Cashmere Low Luster**  
**Demo base to paint**  
*\$1395.00 Includes Labor and Material*

**General Furniture and Equipment Move for Carpet Installation**  
*\$4880.00 General Labor and Equipment*

**Demo carpet and dispose**  
**Demo wall cove base**  
**Installation of new carpet squares (colors and styles TBD)**  
**Installation of new 4-inch wall base color TBD**  
*\$29,700.00 Includes Labor and Materials*

**Total Cost- \$35,975.00**

### Office Sink Project

**Demo under sink wall.**  
**Keep countertop and sink.**  
**Provide and install two 36" cabinets around existing plumbing.**  
**Re-installation of original countertop with original sink.**  
**Remove Drinking fountain.**  
**Wall repair and paint.**

**Total Cost- \$3475.00**



*Work to be completed during standard business hours*

*Dark accent colors may require a skim coat on wall, not included*

*Pictures removed by tenants and if they go back leave hook so you don't have to re-measure (all hooks left will be painted around/over, not patched)*

*Cost includes labor to remove and re-set all furniture (to include desks, tables, cabinets, printers, racks, shelves and other office equipment)*

*All personal items and paper stock are to be removed prior to scheduling. If all items specified are occupied with belongings an additional cost of \$4325.00 will be charged.*

*Pricing is good for 15 days.*

Thank you for the opportunity to provide you with this Proposal. Pending your approval, we can

schedule the work. Please feel free to call me with any questions or comments at (816) 398-3926

Sincerely,

Zachary West  
Facility Solutions Manager





This CONTRACT (the "Contract") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between City Wide Maintenance Co., Inc. d/b/a City Wide Facility Solutions ("City Wide") and \_\_\_\_\_, organized under the laws of the State of \_\_\_\_\_ ("Customer"), each sometimes referred to individually as a "Party" and collectively as the "Parties."

**Services and Products.** Services and products (if applicable) will be provided as set forth in a separate document ("Service Agreement") signed by representatives of the Parties.

**Scope of Work.** Services shall be provided in a professional and workmanlike manner in conformity with the Scope of Work "City Wide Personnel" consists of City Wide employees, agents and/or subcontractors. City Wide shall retain full responsibility for the Services of any City Wide Personnel.

**Invoices.** Customer agrees to pay the charges for Services and Products as set forth in the Service Agreement. City Wide will invoice Customer on or about the first workday of each month these Services and products are provided, such invoices are due and payable by the end of that month. Monthly fees for Services may be prorated by City Wide when appropriate. Invoices for any additional services and/or products will be sent immediately upon completion of the additional services, or delivery of the additional products. Payment for these services and products will be due within ten (10) days from the invoice date. Payment methods accepted are Check, Money Order, Electronic Funds Transfer, Wire Transfer, or ACH, unless prearranged and noted on the Service Agreement page. City Wide has the option to apply payment to a different invoice than may be designated by the Customer. Customer shall be responsible for all products and Services provided to the location set forth in the Service Agreement until City Wide receives notice by certified mail return receipt requested of a change in ownership of the location. **Any dispute concerning an invoice must be identified in writing within ten (10) days of the invoice date.** In the event the customer does not make payment, or file dispute, within the terms set forth, City Wide shall have the right to terminate its' Services and product delivery immediately without notice or liability. In addition, if Customer does not pay within stated terms, City Wide shall add and collect finance charges at a rate of **1 1/2%** per month, or the maximum rate permitted by law, on all amounts over terms, plus reasonable attorneys' or collection fees, and any other costs incurred by City Wide to enforce City Wide's rights hereunder.

**Indemnification.** Customer and City Wide shall fully indemnify, defend and hold harmless the other for any and all costs and expenses (including reasonable attorneys' fees) for any and all claims, costs, expenses and damages arising as a result of acts or omissions of the other, its employees, agents, guests, invitees and/or representatives.

**Non-Solicitation.** While Services are being provided hereunder and for a period of 180 days following the termination of City Wide's Services, Customer shall not employ, contract with nor have any business dealings whatsoever with any individual or company that was an employee, agent or subcontractor of City Wide (or a parent, subsidiary, franchisee, related or associated company) or employee, agent or subcontractor of a City Wide subcontractor, while Services were being provided hereunder.

**Compliance.** The Customer agrees to keep, or cause to keep, all of its facilities in conformity with all applicable federal, state or local laws, ordinances and regulations, as well as in conformity with requests made by City Wide to facilitate the performance of its Services, and agrees to fully indemnify, defend and hold harmless City Wide from any loss, injury or damages (including attorneys' fees) caused by the Customer's failure to abide by the terms of this paragraph and/or this Agreement.

**Insurance.** Customer shall maintain adequate insurance protection covering the subject premises and its employees, including coverage for statutory workers' compensation and comprehensive general liability for bodily injury and property damage. City Wide agrees to maintain in effect at all times the applicable insurance.

**Force Majeure.** If the performance of any part of this Contract by City Wide is prevented, hindered, or otherwise made impracticable by reason of any flood, riot, fire, or act of God, City Wide shall be excused from its performance for a commercially reasonable period of time to the extent that it is prevented, hindered or delayed by such causes.

**Assignments.** This agreement shall bind all parties, their heirs, assigns, successors, agents and representatives. City Wide may assign this Agreement and its obligations hereunder.

**Arbitration.** The parties hereto agree that any dispute respecting the interpretation of this Agreement, a breach hereof or otherwise dealing with this Agreement (and addendums or amendments thereto), shall be resolved by binding arbitration conducted in the appropriate forum. **THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION TO WHICH THE PARTIES AGREED TO BE BOUND.**

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized representatives as of the first written above.

City of Lansing, Kansas

City Wide Maintenance Co., Inc. d/b/a City Wide Facility Solutions

By: \_\_\_\_\_

Date: \_\_\_\_\_ 11/30/21 \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_ Zachary West \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_ CBS Executive \_\_\_\_\_

**CAPITAL AND SUPPLEMENTAL  
REQUEST FORM  
FISCAL YEAR 2023**

**I. Department/Division:**

Library

**II. Item Requested:**

Assistant Librarian (Part-Time)

**III. Request Justification:**

Funding for a part-time assistant librarian position was originally going to be requested in 2020 for the 2021 budget year, but that was put on hold due to the pandemic. Now that operations are normalizing, we would like to request that an additional part-time position is added for the library.

The employee will assist patrons with inquiries, check materials in-and-out, provide support for the high-volume exchange of materials through courier, and assist with special events for the library and other city departments.

**IV. Explain how the request will improve efficiency/effectiveness:**

The addition of a part-time staff member this position will:

1. Provide support to the processing of incoming and outgoing materials for courier, which will enable the full-time staff to have a more time available to fulfill duties not directly associated with public services
2. Help alleviate wait-time by assisting patrons during peak library usage
3. Assist with the preparation of library programs freeing up the Librarian and Director to plan and execute programming.
4. Alleviate the burden by providing coverage for time-off requests and trainings

**V. Cost:**

\$34,000

**Supporting documentation attached?**

**(Please rank your requests if submitting more than one)**

**Department Ranking:**

**CAPITAL AND SUPPLEMENTAL  
REQUEST FORM  
FISCAL YEAR 2023**

- I. **Department/Division:** Finance/Municipal Court
- II. **Item Requested:** Tyler Content Manager software application
- III. **Request Justification:**  
 The City of Lansing began using Incode court software in 2000. It is one of the most popular court case management programs among courts across Kansas. More and more courts are trying to go “paperless” or “paper-lite” to minimize physical document/file storage requirements and to be able to access information in electronic format. Tyler Content Manager (TCM) makes this easier by providing links to important documents directly inside our court software. By using this program, we can scan paperwork to TCM and not have to dig through files looking for things. We will also reduce the amount of physical storage that gets boxed up at the end of each year to be stored either downstairs in City Hall or upstairs at the Activity Center.
- IV. **Explain how the request will improve efficiency/effectiveness:**  
 We are currently scanning in lots of court papers (notices to appear, citations, attorney documents, case files, reports, etc.) and it has helped us by having items accessible in electronic form. Currently, we scan to a separate folder on our server labeled “Court Charts”; in order to keep things separated, we also have subfolders that we drill down into to save files. If I’m in court, and the judge wants to see a particular file for a particular case, I have to minimize our court software program, open Windows Explorer, and repeatedly click on folder names until I get to the document. For example, it could take clicking on the Court server, then the Court subfolder, then the Court Charts subfolder, then the 2022 subfolder, then the folder for that particular case, where I’m finally able to pull up the requested document. If we used TCM, we would still have the documents scanned, but we could stay in the court software program and click a link that would take us directly to the requested file much faster.
- V. **Cost:** \$12,186, with a recurring annual maintenance fee of \$1,605.

**Supporting documentation attached? Yes** (quote and explanatory e-mail)

(Please rank your requests if submitting more than one)

**Department Ranking:**

Item 1.



Quoted By:  
Quote Expiration:  
Quote Name:

Kellie Thomasson  
10/31/22  
Content Manager

**Sales Quotation For:**

City of Lansing  
800 1st Ter  
Lansing KS 66043-1725

**Tyler Software**

| Description           | License Total   | Annual Maintenance |
|-----------------------|-----------------|--------------------|
| Tyler One             |                 |                    |
| Content Manager Suite |                 |                    |
| Core                  | \$ 6,421        | \$ 1,605           |
| <b>TOTAL:</b>         | <b>\$ 6,421</b> | <b>\$ 1,605</b>    |

**Services**

| Description           | Hours/Units | Extended Price  | Maintenance |
|-----------------------|-------------|-----------------|-------------|
| Content Manager Suite |             |                 |             |
| Professional Services | 32          | \$ 4,160        | \$ 0        |
| <b>TOTAL:</b>         |             | <b>\$ 4,160</b> | <b>\$ 0</b> |

| Summary               | One Time Fees    | Recurring Fees  |
|-----------------------|------------------|-----------------|
| Total Tyler Software  | \$ 6,421         | \$ 1,605        |
| Total Tyler Services  | \$ 4,160         |                 |
| <b>Summary Total</b>  | <b>\$ 10,581</b> | <b>\$ 1,605</b> |
| <b>Contract Total</b> | <b>\$ 12,186</b> |                 |

**Detailed Breakdown of Professional Services (Included in Summary Total)**

| Description           | Hours     | Extended Price  | Maintenance |
|-----------------------|-----------|-----------------|-------------|
| <b>Tyler One</b>      |           |                 |             |
| Content Manager Suite |           |                 |             |
| Core                  | 32        | \$ 4,160        | \$ 0        |
| <b>Sub-Total</b>      | <b>32</b> | <b>\$ 4,160</b> | <b>\$ 0</b> |
| <b>TOTAL:</b>         | <b>32</b> | <b>\$ 4,160</b> | <b>\$ 0</b> |

**Comments**

- Some services may be delivered remotely via web-based training.
- Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - o Implementation and other professional services fees shall be invoiced as delivered.
  - o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  - o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  - o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project

Item 1.

Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.

o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler’s SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ P.O.#: \_\_\_\_\_

**CAPITAL AND SUPPLEMENTAL  
REQUEST FORM  
FISCAL YEAR 2023**

**I. Department/Division:**

Parks and Recreation

**II. Item Requested:**

Full time parks maintenance worker

**III. Request Justification:**

When we opened Bernard Park originally, staff spoke with the City Council about adding an additional maintenance person to help with the additional work. Unfortunately, the economy was bad at the time, and we never hired that position. While going through the planning process for the upcoming park improvements, we have been talking again about the need for additional staff. With the additional maintenance and mowing that will be associated with the new baseball and softball complex, additional help will be needed.

**IV. Explain how the request will improve efficiency/effectiveness:**

Currently we have 3 dedicated park maintenance staff including the Parks and Recreation Superintendent. The staff is currently very busy with the workload that they have. Adding the baseball and softball complex will add maintenance and more frequent mowing to an area that we do not currently maintain at the level that will be needed. An additional staff worker will help with this, along with all other aspects of park maintenance. It should also help to free up the Parks and Recreation Superintendent to spend more time on supervisory tasks.

**V. Cost:**

\$58,000.00 including benefits

**Supporting documentation attached?**

N/A

**(Please rank your requests if submitting more than one)**

**Department Ranking: 1**



**CAPITAL AND SUPPLEMENTAL  
REQUEST FORM  
FISCAL YEAR 2023**

**I. Department/Division:**

Parks and Recreation

**II. Item Requested:**

Utility Golf Cart - electric

**III. Request Justification:**

This piece of equipment would be used primarily at the new baseball/softball complex for field maintenance, trash removal, and other maintenance tasks. It could be used during the day for preparation and by game support staff for various duties. It could also be utilized for other maintenance tasks withing Bernard Park and for City Events.

**IV. Explain how the request will improve efficiency/effectiveness:**

This would give us a low impact method of maintaining the fields without hauling or driving other pieces of equipment to the park to do so. We do not wish to store large quantities of fuel at the park; therefore, we would like to consider an electric option. The request overall will greatly expedite the speed at which work can be completed, as well as allowing us to load and haul bulk materials that will be needed for repairs.

**V. Cost:**

\$20,000.00

**Supporting documentation attached?**

picture

**(Please rank your requests if submitting more than one)**

**Department Ranking: 2**

Item 1.



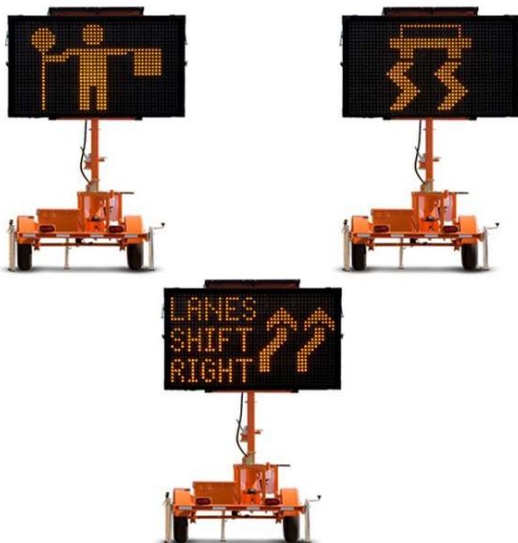
CAPITAL AND SUPPLEMENTAL  
REQUEST FORM  
FISCAL YEAR 2023

- I. **Department/Division:** Streets / Wastewater / Parks&Rec
- II. **Item Requested:** Mobile Message Board
- III. **Request Justification:** There is often instances were construction traffic changes and/or road closures need to be conveyed to the public. Additionally, these signs have been rented/ used for events to denote parking and or location closures to the traveling public.
- IV. **Explain how the request will improve efficiency/effectiveness:** Having this equipment in house will likely results in increased availability and utilization.
- V. **Cost: \$25,000** To be partially paid by streets / wastewater funding.

Supporting documentation attached?

Wanco Mini-Matrix Message Board Sign And Trailer, Full Graphic Display, Solar And Battery Powered WWTM

\$21,133.47



(Please rank your requests if submitting more than one)

Department Ranking: 2-PW 1-WW

**CAPITAL AND SUPPLEMENTAL  
REQUEST FORM  
FISCAL YEAR 2023**

- I. **Department/Division:** Public Works
- II. **Item Requested:** Reconfiguration of the islands / lights on Centre Drive
- III. **Request Justification:** The city council requested turn analysis for standard semi-trailer trucks onto Centre Drive. The result of that show that the island on the south has potential conflicts. This project has multiple options to address that issue.
- IV. **Explain how the request will improve efficiency/effectiveness:** The removal of the island on the south will facilitate access by large tractor-trailer type vehicles.\_\_\_\_
- IV. **Cost:** One Island Removal - \$70,000. Full Project \$715,000 (Both Islands and Lights both sides per vendor plan)

**See attached Exhibit showing locations**

| Island Modification for turn lanes | Qty       | Unit   | Unit Price | Extended     |
|------------------------------------|-----------|--------|------------|--------------|
| Contract Documents                 | 1         | LS     | 12,000     | \$ 12,000.00 |
| Mobilization                       | 1         | LS     | 10,000     | \$ 10,000.00 |
| Demolition                         | 1         | LS     | 6,000      | \$ 6,000.00  |
| Electrical Reconfiguration         | 1         | LS     | 5,000      | \$ 5,000.00  |
| Base Prep (rock)                   | 40        | YD3    | 25         | \$ 1,000.00  |
| Asphalt Base                       | 100       | Ton    | 90         | \$ 9,000.00  |
| Asphalt Surface                    | 30        | Ton    | 100        | \$ 3,000.00  |
| Curb repair                        | 200       | LF     | 55         | \$ 11,000.00 |
| Traffic Control                    | 1         | LS     | 5,000      | \$ 5,000.00  |
| Pavement Markings                  | 1         | LS     | 1,500      | \$ 1,500.00  |
|                                    |           |        | Sub Total  | \$ 63,500.00 |
|                                    |           |        | 10% Cont.  | \$ 6,350.00  |
| \$                                 | 70,000.00 | Budget | Estimate   | \$ 69,850.00 |

| New Centre Drive Lights (bothsides) | Qty        | Unit   | Unit Price | Extended      |
|-------------------------------------|------------|--------|------------|---------------|
| Contract Documents                  | 1          | LS     | 50,000     | \$ 50,000.00  |
| Mobilization                        | 1          | LS     | 25,000     | \$ 25,000.00  |
| Site Prep                           | 1          | LS     | 5,000      | \$ 5,000.00   |
| Electrical Service Conduit          | 4,500      | LF     | 12         | \$ 54,000.00  |
| Existing Light Demolition           | 40         | EA     | 700        | \$ 28,000.00  |
| New Light Post - Mat                | 35         | EA     | 8,000      | \$ 280,000.00 |
| New List Post Installation          | 35         | EA     | 1,000      | \$ 35,000.00  |
| Site Restoration                    | 4,500      | LF     | 5          | \$ 22,500.00  |
| Traffic Control                     | 1          | LS     | 15,000     | \$ 15,000.00  |
|                                     |            |        | Sub Total  | \$ 514,500.00 |
|                                     |            |        | 10% Cont   | \$ 51,450.00  |
| \$                                  | 575,000.00 | Budget | Estimate   | \$ 565,950.00 |

**Department Ranking: 3**