



Sedgwick County Association of Cities

AGENDA

Sedgwick County Association of Cities

September 9, 2023

8:30 -10:00 a.m.

Bentley City Hall

150 S. Wichita Ave

Bentley, KS 67016

1. Welcome & Introductions, Mayor Ashley Velazquez, SCAC Vice-Chair
2. Approval of July 8, 2023, SCAC Meeting Minutes (pgs 3-8). : Mayor Ashley Velazquez
Recommended Action: Approve the Minutes from the July 8, 2023, SCAC meeting
3. Approval of August 31, 2023 Treasurer's Report (pg 9): Council Member Gina Gregory, SCAC Treasurer
Recommended Action: Approve the August 31, 2023 Treasurer's Report
4. SCAC Administration: Mayor Ashley Velazquez
Discuss Social Media
Recommended Action: Take appropriate action
5. City Clerk and Municipal Finance Officers Conference and Professional Development (pg 10-11): CCMFOA Member Leslie Stephan
Recommended Action: Receive and file
6. Sedgwick County Corrections Updates and Juvenile Corrections Complex CIP: Steven Stonehouse, Director
Recommended Action: Receive and file
7. Bentley - State of the City: Mayor Tracy Pribbenow
Recommended Action: Receive and file
8. Local Ad Valorem Tax Revenue (LAVTR): Sedgwick County Commissioner Jim Howell
Recommended Action: Receive and file
9. Around the County: City and other reports
Recommended Action: Receive and file

Sedgwick County Association of Cities

<http://www.sedgwickcocities.com>

scac@sedgwickcocities.com



Sedgwick County Association of Cities

AGENDA

Upcoming Meetings:

- **Saturday, November 11, 2023, 8:30am – Valley Center, KS**
- **Saturday, January 13, 2024, 8:30am – Location TBD**

Sedgwick County Association of Cities (SCAC) Meeting Minutes

July 8th, 2023

Woolsey Hall at Wichita State University
1845 Fairmount St
Wichita, KS 67208

SCAC met at 9:00 AM on Saturday, July 8th, 2023, at Woolsey Hall on Wichita State University's campus. SCAC chair, Mayor Pat Stivers (Maize) presided. SCAC members and visitors are shown on the attached list.

Welcome: All attendees stood for the flag salute. Mayor Stivers welcomed all members and guests to the meeting. All attendees introduced themselves.

Cities in Attendance: Bel Aire, Bentley, Clearwater, Derby, Haysville, Kechi, Maize, Mount Hope, Park City, Valley Center, Wichita

Presentation of Gift to Former Executive Director Laura Rainwater

Mayor Randy White (Derby) presented a gift to SCAC's former Executive Director, Laura Rainwater. Mayor White thanked Laura for helping SCAC grow and providing opportunities for Sedgwick County cities to learn from each other. Mayor White also encouraged members to spread the word about Laura's work in the Sedgwick County Election Office.

Laura accepted the gift and shared her gratitude for the relationships built through SCAC. She also shared that there will be 62 polling sites with 530 election workers at the upcoming primary election on August 1st, 2023.

Hugo Wall School Update

Dr. David Guo, interim director of the Hugo Wall School of Public Affairs at Wichita State University, welcomed all attendees. Dr. Guo shared about the Hugo Wall School's programs and his hope that the school can work alongside local governments.

Tonya Bronleewe, director of the Environmental Finance Center, shared about grant funding for two major projects in the region focused on access to water infrastructure and environmental justice. The Heartland Environmental Justice Center is being established as a part of one of the projects.

Approval of Minutes from May 13, 2023 meeting

Mayor Tracy Pribbenow (Bentley) proposed a correction to add Bentley to the list of represented cities.

ACTION TAKEN: Motion made by Mayor Tracy Pribbenow (Bentley) to APPROVE May 13, 2023 meeting minutes with the correction. Seconded by Mayor Russ Kessler (Haysville).

Motion passed 11-0.

Approval of June 30, 2023 Treasurer's Report

Council Member Gina Gregory (Valley Center) presented the June 30, 2023 Treasurer's Report (attached).

ACTION TAKEN: Motion made by _____ (Bentley) to APPROVE the June 30, 2023 Treasurer's Report. Seconded by Mayor Ashley Velazquez (Kechi). **Motion passed 11-0.**

SCAC Administration

ACTION TAKEN: Motion made by Mayor Randy White (Derby) to ADD three agenda items: funding and dues; bank account management; and social media/website administration. Seconded by Mayor Ashley Velazquez (Kechi). **Motion passed 11-0.**

Funding and Dues

- Current dues are \$150; have been \$100 in the past
- Ideas for using funds: scholarship funding for either City Clerks conference, Hugo Wall School MPA students, or Law Enforcement Training center students
- Laura Rainwater suggested reaching out to Misty Bruckner from the PPMC to learn how SCAC could support local City Clerks through the conference
- Discussion on usage of funds tabled for now

ACTION TAKEN: Motion made by Council Member Toyia Bulla (Bentley) to reduce member dues to \$100 from \$150. Seconded by Mayor Ashley Velazquez (Kechi). **Motion passed 11-0.**

Bank Account Management

- At the last SCAC meeting, members discussed moving bank account management over to Sedgwick County
- Account activity is usually limited to collecting dues once a year, paying for website management, and purchasing flowers for funerals
- Some members raised concerns about maintaining autonomy and managing relationship with the County

ACTION TAKEN: Motion made by Mayor Randy White (Derby) to TRANSFER bank account management responsibilities to Sedgwick County. Seconded by Ashley Velazquez (Kechi). **Motion failed 5-6.**

Social Media/Website Administration

- Website's main function is for posting minutes and meeting notices; currently does not receive much traffic
- Sedgwick County's website and social media both have much higher traffic than what SCAC currently has; transferring administration to Sedgwick County would eliminate the need to pay for website management
- Some members believe that keeping SCAC Facebook page as it is would help maintain identity; Tania Cole, Assistant County Manager, offered to talk to the Sedgwick County Communications department to determine if they have the capacity to take on managing the Facebook page

ACTION TAKEN: Motion made by Council Member Becky Tuttle (Wichita) to TRANSFER website administration to Sedgwick County and DELAY voting on social media administration until the next meeting. Seconded by Council Member Gina Gregory (Valley Center). **Motion passed 11-0.**

Sedgwick County Emergency Communications Updates and CAD System

Elora Forshee, Director of Sedgwick County Emergency Communications shared the following updates from the department:

- Emergency Communications utilized non-emergency line from June 30th-July 5th to keep 911 lines open over the holiday
 - Currently, non-emergency line is only activated at certain times of year
 - Hope to move towards 311 service in the future
- Computer-aided dispatch (CAD) system launched in April
 - Used to keep record of calls; nucleus of everything done in public safety
 - Tyler Technologies was selected as vendor
- Department staffing is currently at 80%; has returned to pre-COVID turnover rates
 - Goal is to remain at 90-95%
 - One academy class is in session currently; two more will begin in August
 - 106 total positions within department: 86 in operations, 20 in supervisory/administrative/radio shop roles
- Renovation of Emergency Communications building began in April
 - Working with Employee Advisory Board to ensure that needs are met
 - Staff is working in Law Enforcement Training Center during renovation; will return to building in August
- SCAC members can help by promoting Civic Ready alerts and sharing message in communities that people should not hang up if they call 911 and get a recording in the call queuing system

Sedgwick County Update

Commissioner Jim Howell (Sedgwick County) provided the following updates from the County:

- Sedgwick County Fire District 1
 - 20 trucks currently providing alerts through HAAS system, five more to come
 - July 18th, 6:00 PM: First Steering Council meeting at Station 32
- County Budget process
 - July 11th, 1:00 PM: County manager's recommended budget presentation
 - August 2nd, 6:00 PM: First public hearing
 - August 23rd, 9:00 AM: Final public hearing
- Emergency Operations Center
 - Seeking grant funding from Department of Defense to build new building for Emergency Operations
 - Purchased land near MacArthur and Meridian
 - Building on North Main will transition to 911/Emergency Communications only

Other Business

- Council Member Becky Tuttle (Wichita) reminded attendees of the upcoming Wichita Area Metropolitan Planning Organization (WAMPO) meeting on July 11th
 - Encouraged attendees to promote three WAMPO surveys to communities

- Shared that WAMPO staff will attend any group or meeting to talk about the surveys
- Around the County updates postponed until next meeting
- Tours of Woolsey Hall to take place immediately following adjournment

Adjournment

ACTION TAKEN: Motion made by Council Member Gina Gregory to ADJOURN the meeting. Seconded by Becky Tuttle. **Meeting adjourned at 10:31 AM.**

Upcoming meetings

- **Saturday, September 9, 2023, 8:30 am – Bentley, KS**
- **Saturday, November 11, 2023, 8:30 am – Location TBD**
- **Saturday, January 13, 2024, 8:30 am – Location TBD**

Respectfully submitted by:

Elizabeth Ewers, Management Intern, Sedgwick County Manager's Office

Date of Minutes approval: _____

DRAFT



Sedgwick County Association of Cities

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TREASURER'S FINANCIAL REPORT

For Month Ending June 30, 2023

BEGINNING BALANCE (March 1, 2023) **\$11,645.92**

INCOME (Deposits)

Date	Description	Amount
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TOTAL INCOME		\$0.00
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EXPENSES

Date	Check No.	Description	Amount
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TOTAL EXPENSES			\$0.00
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ENDING CASH BALANCE (June 30, 2023) **\$11,645.92**

TOTAL OUTSTANDING DEPOSITIS

TOTAL OUTSTANDING CHECKS

RECONCILED BANK BALANCE **\$11,645.92**

Respectfully submitted,

Gina Gregory, Secretary/Treasurer, Sedgwick County Association of Cities

Meeting Attendance

Jim Benage	Bel Aire
Tracy Pribbenow	Bentley
Toyia Bulla	Bentley
Justin Shore	Clearwater
Lily Wu	Community Volunteer/Wichita Mayoral Candidate
Randy White	Derby
Tonya Bronleewe	Environmental Finance Center (WSU)
Lonny Wright	Guest
Paul Davis	Guest
Russ Kessler	Haysville
Dr. David Guo	Hugo Wall School of Public Affairs
Dr. Mercy Umeri	Hugo Wall School of Public Affairs
Ashley Velazquez	Kechi
Karen Fitzmier	Maize
Pat Stivers	Maize
Terry Somers	Mount Hope
John Lehnherr	Park City
Tom Jones	Park City
George Capps	Park City
Brandi Baily	Park City
Katie Dawes	Regional Economic Area Partnership
Pete Meitzner	Sedgwick County
Jim Howell	Sedgwick County
Laura Rainwater	Sedgwick County Election Commissioner
Elora Forshee	Sedgwick County Emergency Communications
Rusty Leeds	Sedgwick County Manager's Office
Tania Cole	Sedgwick County Manager's Office
Mike Zamrzla	U.S. Senator Jerry Moran's office
Ronald Colbert	Valley Center
Gina Gregory	Valley Center
Becky Tuttle	Wichita



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TREASURER'S FINANCIAL REPORT

For Month Ending August 31, 2023

BEGINNING BALANCE (August 1, 2023) \$11,645.92

INCOME (Deposits)

Date	Description	Amount
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TOTAL INCOME \$0.00

EXPENSES

Date	Check No.	Description	Amount
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TOTAL EXPENSES \$0.00

ENDING CASH BALANCE (August 31, 2023) \$11,645.92

TOTAL OUTSTANDING DEPOSITS

TOTAL OUTSTANDING CHECKS

RECONCILED BANK BALANCE \$11,645.92

Respectfully submitted,

Gina Gregory, Secretary/Treasurer, Sedgwick County Association of Cities

Membership Benefits:



City Clerks & Municipal
Finance Officers Association

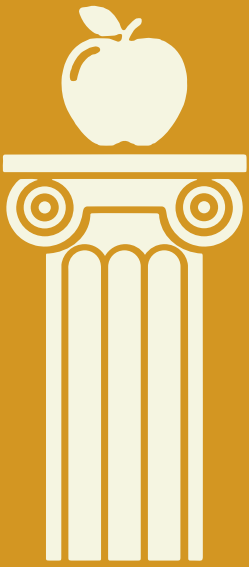
- Discounts to attend annual Institute/Academy, Spring Conference and other training opportunities
- Training Scholarship Opportunities
- Access to Listserv
- Access to post jobs on the CCMFOA website
- Access to Resources, Information, and Links to Other Professional Websites
- Mentoring for New City Clerks
- Networking Support
- Educational Seminars
- Annual Certification Institute and Academy
- "Wings" Quarterly Newsletter
- Regional Meetings
- Scholarship Opportunities:
 - IIMC Annual Conference
 - First time attendees for Spring Conference
 - Fall Institute
- Mildred Vance "City Clerk and Municipal Finance Officer of the Year" Award
- Access

CCMFOA MEMBERSHIP = 410

Member Costs:

- First Class City = \$125
- Second Class City = \$75
- First Class City = \$50

Institute/Academy:



CCMFOA Institute/Academy Program will be delivered November 13 – 15, 2023 at the Hyatt Regency Hotel in Wichita, KS. Participants complete a nationally approved hybrid curriculum provided on-demand and in-person. Clerk's that complete Years 1 - 4 and meet national requirements receive their Certified City Clerk designation. Clerk's that attend Academy and meet national requirements receive their Master City Clerk designation. Clerks receive their designations from the International Institute of Municipal Clerks (IIMC).

Registration Fees (does not include travel/hotel costs)

- Year 1 = \$485 (receive 38 contact hours)
- Year 2 = \$485 (receive 33 contact hours)
- Year 3 = \$485 (receive 34 contact hours)
- Year 4 = \$355 (receive 20 contact hours)
- Academy = \$305 (receive 12 contact hours)

Annual Conference

The CCMFOA Annual Conference is scheduled for March 20 – 22, 2024 in Manhattan, KS. The conference registration fee is \$325- travel and hotel costs are additional. Attendees receive 13 contact hours for their participation.



Sedgwick County CCMFOA Members

City of Andale
City of Bel Aire
City of Bentley
City of Cheney
City of Clearwater
City of Colwich
City of Derby
City of Garden Plain
City of Goddard
City of Haysville
City of Maize
City of Mount Hope
City of Park City
City of Valley Center
City of Wichita

CCMFOA Professional Development Opportunities:

- Spring Conference
- Virtual training sessions (8)
- Regional In-person training (1 in each region)
- Institute/Academy
- Athenian Dialogue (2)
- Regional Meetings

