Special District
Library

2023

CERTIFICATE

To the Clerk of Saline County, State of Kansas
We, the undersigned, officers of
Salina Public Library
certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted
as the maximum expenditures for the various funds for the year ; and
(3) the Amount(s) of 2022 Ad Valorem Tax are within statutory limitations for the Budget.

Table of Contents:		Page No.	Adopted Budget: Budget Authority for Expenditures	Adopted Budget: Amount of 2022 Ad Valorem Tax	Adopted Budget: Final Tax Rate (County Clerk's Use Only)
Allocation of MVT, RVT, 16/20M Veh		2			
Schedule of Transfers		3			
of Indebt. & Lease/Purchase		4			
Computation to Determine State Library Grant		5			
Fund	**K.S.A.**				
General	75-2551	6	3,134,500	2,446,212	4.925
Debt Service	10-113	7			
Employee Benefits	12-16,102	7	563,000	290,485	.585
Non-Budgeted Funds					
Totals		x	3,697,500	2,736,697	5.510
Budget Hearing Notice				County Clerk's Use Only	
Combined Rate and Budget Hearing Notice		9		Nov 1, 2022 Total Assessed Valuation	503,880,021
RNR Hearing Notice					
Neighborhood Revitalization Rebate					

Valuation Less TIF
496,759,566

Revenue Neutral Rate 5.528

County Clerk's Use Only - November 1, 2022 - Final Assessed Valuation			
County	Final Valuation	County	Final Valuation
Saline County			
		Total of all counties:	

Assisted by:

Address:

Email:

Judith A. Nold.
Tony Rex

Attest: 11/2, 2022

Tamik Doss
County Clerk

Governing Body

CPA Summary

RECEIVED
AUG 23 REC'D
SALINE COUNTY CLERK

SALINE COUNTY COUNTY CLERK STATE OF KANSAS

Salina Public Library
Saline County

2023

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

2022 Budgeted Funds	Tax Levy Amount in 2022 Budget	Allocation for Year 2023				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	2,293,459	260,055	3,366	589	11,193	589
Debt Service		0	0	0	0	0
Employee Benefits	431,649	48,945	634	111	2,107	111
		0	0	0	0	0
		0	0	0	0	0
Total	2,725,108	309,000	4,000	700	13,300	700

County Treas Motor Vehicle Estimate 309,000

County Treas Recreational Vehicle Estimate 4,000

County Treas 16/20M Vehicle Estimate 700

County Treas Commercial Vehicle Tax Estimate 13,300

County Treas Watercraft Tax Estimate 700

MVT Factor 0.11339

RVT Factor 0.00147

16/20M Factor 0.00026

Comm Veh Factor 0.00488

Watercraft Factor 0.00026

Salina Public Library
Saline County

2023

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Interest Rate %	Amount Issued	Amount Outstanding Jan 1, 2022	Date Due		Amount Due 2022		Amount Due 2023	
					Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:										
None				0	0	0	0	0	0	0
Total G.O.				0			0	0	0	0
Revenue Bonds:										
None				0	0	0	0	0	0	0
Total Revenue				0			0	0	0	0
Other:										
None				0	0	0	0	0	0	0
Total Other				0			0	0	0	0
Total				**0**			**0**	**0**	**0**	**0**

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Items Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance On Jan 1, 2022	Payments Due 2022	Payments Due 2023
None				0	0	0	0
			Total	**0**	**0**	**0**	**0**

***If leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.

WORKSHEET FOR STATE GRANT-IN-AID TO PUBLIC LIBRARIES AND REGIONAL LIBRARY SYSTEMS

Budgeted Year: 2023

Library found in: Salina Public Library
Saline County

As provided in KSA 75-2553 *et seq.*, two tests are used to determine eligibility for State Library Grant. If the grant is approved, then the municipality's library will be paid the grant on February 15 of each year.

First test:

	Current Year 2022	Proposed Year 2023

Ad Valorem Tax	$2,293,459	$2,446,212
Delinquent Tax	$50,000	$50,000
Motor Vehicle Tax	$243,844	$260,055
16/20M Vehicle Tax	$586	$589
LAVTR	$0	$0
	$0	$0
TOTAL TAXES	$2,587,889	$2,756,856
Difference in Total Taxes:	$168,967	
Qualify for grant: Qualify		

Second test:

Assessed Valuation	$459,861,906	$495,049,786
Did Assessed Valuation Decrease?	No	
Levy Rate	5.073	4.941
Difference in Levy Rate:	(0.132)	
Qualify for grant: Not Qualify		

Overall does the municipality qualify for a grant? **Qualify**

If the municipality would not have qualified for a grant, please see the below narrative for assistance from the State Library.

Salina Public Library
Saline County
FUND PAGE FOR FUNDS WITH A TAX LEVY

2023

Adopted Budget **General**	Prior Year Actual for 2021	Current Year Estimate for 2022	Proposed Budget Year for 2023
Unencumbered Cash Balance Jan 1	509,330	623,513	430,889
Receipts:			
Ad Valorem Tax	2,156,329	2,293,459	x
Delinquent Tax	66,591	50,000	50,000
Motor Vehicle Tax	253,898	243,844	260,055
Recreational Vehicle Tax	3,317	2,932	3,366
16/20M Vehicle Tax	600	586	589
Commercial Vehicle Tax	11,314	11,057	11,193
Watercraft Tax	0	754	589
LAVTR	0	0	0
Excise Tax	2,791	3,444	2,856
Interest	389	0	0
CKLS	8,000	0	0
In Lieu of Taxes (IRB)			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	**2,503,229**	**2,606,076**	**328,648**
Resources Available:	**3,012,559**	**3,229,589**	**759,537**
Expenditures:			
Salaries - ALL	1,459,023	1,600,000	1,945,000
Security	4,094	6,000	6,000
Materials	314,539	368,000	390,500
Supplies & Postage	8,047	32,000	38,000
Utilities Light/Heat & Water	87,605	96,000	107,000
Phone/TV	4,161	4,200	6,500
Repairs & Maintenance	69,192	55,000	60,000
Furniture & Equipment	9,431	12,000	17,000
Staff Development	4,601	7,000	15,000
Accounting	8,387	14,500	16,500
Insurance	21,717	23,000	30,000
Connections	13,583	38,500	41,000
Public Relations	33,393	35,500	48,000
Technology	69,766	77,000	79,000
Processing	0	0	45,000
Contingency	11,507	15,000	25,000
Capital Expenses	0	125,000	80,000
Capital Fund Transfer	270,000	290,000	100,000
Appropriated Reserve	0	0	85,000
Cash Forward (2023 column)			
Miscellaneous			
Does misc. exceed 10% Total Expenditures			
Total Expenditures	**2,389,046**	**2,798,700**	**3,134,500**
Unencumbered Cash Balance Dec 31	623,513	430,889	x
2021/2022/2023 Budget Authority Amount:	2,703,500	2,907,600	3,134,500
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	3,134,500
		Tax Required	2,374,963
	Delinquent Comp Rate:	3.0%	71,249
		Amount of 2022 Ad Valorem Tax	2,446,212

CPA Summary

Salina Public Library 2023

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **Debt Service**	Prior Year Actual for 2021	Current Year Estimate for 2022	Proposed Budget Year for 2023
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax			x
Delinquent Tax			
Motor Vehicle Tax			0
Recreational Vehicle Tax			0
16/20M Vehicle Tax			0
Commercial Vehicle Tax			0
Watercraft Tax			0
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Cash Basis Reserve (2023 column)			
Miscellaneous			
Does misc. exceed 10% of Total Expenditures			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	x
2021/2022/2023 Budget Authority Amount:			0
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	0
		Tax Required	0
	Delinquent Comp Rate:	3.0%	0
		Amount of 2022 Ad Valorem Tax	0

Adopted Budget **Employee Benefits**	Prior Year Actual for 2021	Current Year Estimate for 2022	Proposed Budget Year for 2023
Unencumbered Cash Balance Jan 1	164,198	242,493	220,524
Receipts:			
Ad Valorem Tax	418,131	431,649	x
Delinquent Tax	12,742	12,000	8,000
Motor Vehicle Tax	49,395	47,256	48,945
Recreational Vehicle Tax	645	568	634
16/20M Vehicle Tax	112	114	111
Commercial Vehicle Tax	2,201	2,143	2,107
Watercraft Tax	0	145	111
Excise Tax	542	656	544
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	**483,768**	**494,531**	**60,452**
Resources Available:	**647,966**	**737,024**	**280,976**
Expenditures:			
Social Security	105,935	129,000	155,000
KPERS	123,534	160,000	162,000
Unemployment	2,235	2,500	5,000
Health Insurance	165,402	215,000	230,000
Workman Comp, EAP, Cafeteria Plan	8,367	10,000	11,000
Cash Forward (2023 column)			
Miscellaneous			
Does misc. exceed 10% of Total Expenditures			
Total Expenditures	**405,473**	**516,500**	**563,000**
Unencumbered Cash Balance Dec 31	242,493	220,524	x
2021/2022/2023 Budget Authority Amount:	568,000	593,000	563,000
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	563,000
		Tax Required	282,024
	Delinquent Comp Rate:	3.0%	8,461
		Amount of 2022 Ad Valorem Tax	290,485

CPA Summary

Salina Public Library

NON-BUDGETED FUNDS

(Only the actual budget year for 2021 is reported)

2023

Non-Budgeted Funds

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
Capital Improvement		**Fines & Misc.**		**Programming**		**State Aid**				
Unencumbered Cash Balance Jan 1	743,731	Unencumbered Cash Balance Jan 1	196,733	Unencumbered Cash Balance Jan 1	14,447	Unencumbered Cash Balance Jan 1	0	Unencumbered Cash Balance Jan 1		Total 954,911
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
	270,000		122,206		14,978		13,232			
Total Receipts	270,000	Total Receipts	122,206	Total Receipts	14,978	Total Receipts	13,232	Total Receipts	0	420,416
Resources Available:	1,013,731	Resources Available:	318,939	Resources Available:	29,425	Resources Available:	13,232	Resources Available:	0	1,375,327
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
	87,167		120,238		29,425		13,232			
Total Expenditures	87,167	Total Expenditures	120,238	Total Expenditures	29,425	Total Expenditures	13,232	Total Expenditures	0	250,062
Cash Balance Dec 31	926,564	Cash Balance Dec 31	198,701	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	1,125,265 **
										1,125,265 **

** Note: These two block figures should agree.

CPA Summary

Page No.

2023

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of

Salina Public Library

Saline County

will meet on August 23, 2022 at 7 a.m. at Salina Public Library - Prescott Room for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of tax to be levied and the revenue neutral rate. Detailed budget information is available at Salina Public Library and will be available at this hearing.

SUPPORTING COUNTIES

Saline County (home county)

BUDGET SUMMARY

Proposed Budget 2023 Expenditures and Amount of Current Year Estimate for 2022 Ad Valorem Tax establish the maximum limits of the 2023 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual for 2021		Current Year Estimate for 2022		Proposed Budget Year for 2023		
FUND	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	of 2022 Ad Valo	Proposed Estimated Tax Rate*
General	2,389,046	4.925	2,798,700	5.073	3,134,500	2,446,212	4.941
Debt Service							
Employee Benefits	405,473	0.955	516,500	0.955	563,000	290,485	0.587
Non-Budgeted Funds	250,062						
Totals	3,044,581	5.880	3,315,200	6.028	3,697,500	2,736,697	5.528
						Revenue Neutral Rate **	*5.528*
Less: Transfers	270,000		290,000		140,000		
Net Expenditures	2,774,581		3,025,200		3,557,500		
Total Tax Levied	2,647,297		2,725,108		x		
Assessed Valuation	456,352,518		459,861,906		495,049,786		

Outstanding Indebtedness, Jan 1,	2020	2021	2022
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

***Revenue Neutral Rate as defined by KSA 79-2988*

Melanie Hedgespeth

Director

Page No.

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

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Totals	3,044,581	5.880	3,315,200	6.028	3,697,500	2,736,697	5.528
					*Revenue Neutral Rate***		*5.528*
Less: Transfers	270,000		290,000		140,000		
Net Expenditures	2,774,581		3,025,200		3,557,500		
Total Tax Levied	2,647,297		2,725,108		x		
Assessed Valuation	456,352,518		459,861,906		495,049,786		

Outstanding Indebtedness, Jan 1,	2020	2021	2022
G.O. Bonds	0	0	0
Revenue	0	0	0
Bonds Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

***Revenue Neutral Rate as defined by KSA 79-2988*

Melanie Hedgespeth
Director

Resolution No. 22-31

A RESOLUTION OF THE Salina Public Library, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the Salina Public Library was calculated as 5.528 mills by the Saline County Clerk; and

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

WHEREAS, the Governing Body held a hearing on August 23, 2022 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the Salina Public Library, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE Salina Public Library:

The Salina Public Library may levy a property tax rate exceeding the Revenue Neutral Rate.
This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 23rd day of August 2022 and SIGNED by the Governing Body.

Judith A. Nold Gary R Cox

Roll Call Vote

Library Board Member	Yes	No	No Vote
1 - Judy Nold	X		
2 - Gerry Cox	X		
3 - David Greiser	X		
4 - Lisa Mahler	X		
5 - Brendan Burke	X		
6 - Susan Kelly	X		
7 - Helen Gregg	X		
8 - Dr. Trent Davis	X		
TOTAL	8	0	0

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Judith A. Nold Gerry R Cox

Roll Call Vote

Library Board Member	Yes	No	No Vote
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3 - David Greiser	X		
4 - Lisa Mahler	X		
5 - Brendan Burke	X		
6 - Susan Kelly	X		
7 - Helen Gregg	X		
8 - Dr. Trent Davis	X		
TOTAL	8	0	0

ACTION - 2023 Budget

2023 Budget

Special District
Library

2023

CERTIFICATE

To the Clerk of Saline County, State of Kansas
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Salina Public Library
certify that: (1) the hearing mentioned in the attached publication was held;
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Budget Hearing Notice				County Clerk's Use Only	
Combined Rate and Budget Hearing Notice		9		Nov 1, 2022 Total Assessed Valuation	
RNR Hearing Notice					
Neighborhood Revitalization Rebate					
				Revenue Neutral Rate	5.528

ACTION OPTIONS - 2023 BUDGET

1. To approve the 2023 budget as presented.
2. To deny the action.

BOARD MEETING - MOTIONS

1. MOTION - Board member provides a motion.

SALINA PUBLIC LIBRARY

301 W. Elm
Salina, KS 67401

Notice of Revenue Neutral Rate Intent

Pursuant to KSA 79-1460, 79-1801, 79-2024, 79-2525c

The governing body of Salina Public Library, hereby notifies the Saline County Clerk the revenue neutral rate intent:

X	Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is 6.018. The date of our hearing is August 24, 2021 at 7 AM and will be held at Salina Public Library - 301 W. Elm, Salina, KS.
	No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the County Clerk on or before AUgust 25, 2021.

Danielle N Brown (Jul 16, 2021 13:26 CDT)

Salina Public Library Board Chair - Danielle Brown

Jul 16, 2021

Date

Doss Jamie

From: Melanie Hedgespeth <director@salinapublic.org>
Sent: Friday, July 16, 2021 2:03 PM
To: Doss Jamie
Subject: Re: Exceeding RNR
Attachments: 2022 - RNR - Salina Public Library.pdf

EXTERNAL EMAIL:

This email originated from outside of the organization. Do Not click any links or open any attachments unless you trust the sender and know the content is safe.

Attached is the letter for the RNR.
Also I provided the screenshot of the budget summary page for you.

Let me know if this works and is acceptable for you.

Have a great weekend!

NOTICE OF BUDGET HEARING

The governing body of

Salina Public Library

Saline County

will meet on August 24, 2021 at 7 a.m. at Salina Public Library for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied. Detailed budget information is available at Salina Public Library and will be available at this hearing.

SUPPORTING COUNTIES

Saline County (home county)

BUDGET SUMMARY

Proposed Budget 2022 Expenditures and Amount of 2021 Ad Valorem Tax establish the maximum limits of the 2022 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022		
FUND	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	Estimate Tax Rate*
General	2,254,169	4.950	2,620,500	4.925	2,907,600	2,293,459	5.065
Debt Service							
Employee Benefits	420,489	0.963	531,300	0.955	593,000	431,649	0.953
Non-Budgeted Funds	173,475						
Totals	2,848,133	5.913	3,151,800	5.880	3,500,600	2,725,108	6.018
Revenue Neutral Rate **							*5.843*
Less: Transfers	270,000		130,000		130,000		
Net Expenditures	2,578,133		3,021,800		3,370,600		
Total Tax Levied	2,648,768		2,647,297		xxxxxxxxxxxxxxx		
Assessed Valuation	454,467,318		456,352,518		452,800,229		

Outstanding Indebtedness,

On Fri, Jul 16, 2021 at 9:12 AM Doss Jamie <jamie.doss@saline.org> wrote:
That's for the governing body or the clerk of the governing body to sign.

Jamie R. Doss
Saline County Clerk

On Jul 16, 2021 8:53 AM, Melanie Hedgespeth <director@salinapublic.org> wrote:

EXTERNAL EMAIL:

This email originated from outside of the organization. Do Not click any links or open any attachments unless you trust the sender and know the content is safe.

Quick question - at the bottom on the "witness" seal and signature area - that is for you correct? I don't need our board chair to sign it?

On Wed, Jul 14, 2021 at 1:48 PM Doss Jamie <jamie.doss@saline.org<mailto:jamie.doss@saline.org>> wrote:
I have a letter. You can just put it on your letter head.

Thank you,
Jamie R. Doss, MCC, FIO

Master Certified County Clerk | Election Officer | Freedom of Information Officer
Saline County Clerk | 785-309-5820 P | 785-309-5826 F |
www.saline.org<https://link.zixcentral.com/u/459dfa5d/WJbWOD3m6xGdu70JIoY8jw?u=http%3A%2F%2Fwww.saline.org%2F>
City-County Courthouse, Room 215 | 300 W. Ash St | Salina, KS 67401

From: Melanie Hedgespeth <director@salinapublic.org<mailto:director@salinapublic.org>>
Sent: Tuesday, July 13, 2021 9:58 AM
To: Doss Jamie <jamie.doss@saline.org<mailto:jamie.doss@saline.org>>
Subject: Exceeding RNR

EXTERNAL EMAIL:

This email originated from outside of the organization. Do Not click any links or open any attachments unless you trust the sender and know the content is safe.
Our board in their meeting today decided we are exceeding the Revenue Neutral Rate.

Do I just need to email that information from the budget to you by July 20th?
Is there anything specific you need, or just that page of the budget file with that information?

They did ask about the "mailing".... I thought that this year there was no mailing correct? Neither you nor our Library has to do that? I thought it started in 2022.

Thanks.

[Logo]<https://link.zixcentral.com/u/dceb6f84/ziBt4urj6xGEOaMzh3soMg?u=https%3A%2F%2Fsalinapubliclibrary.org%2F>

Melanie Hedgespeth | Director

a: Salina Public Library | 301 W. Elm St. | Salina, KS 67401
w:
salinapubliclibrary.org<https://link.zixcentral.com/u/212ca014/dqBt4urj6xGgaqMzh3soMg?u=http%3A%2F%2Fsalinapubliclibrary.org%2F>
p: (785) 825-8991, ext. 226

Mission: Connecting people to information, learning and culture.

Core Values: Service Minded | People-Centered | Lifelong Learning

Saline County Clerk/Election Office

Jamie R Doss – County Clerk/Election Officer

Phone: (785) 309-5820
FAX: (785) 309-5826
E-mail: Jamie.Doss@saline.org
www.saline.org

300 W Ash St. Rm 215
P.O. Box 5040
Salina, KS 67402-5040

Notice of Revenue Neutral Rate Intent

PURSUANT TO K.S.A 79-1460, 79-1801, 79-2024, 79-2925c

THE GOVERNING BODY OF SALINA PUBLIC LIBRARY **, HEREBY NOTIFIES THE SALINE COUNTY CLERK THE REVENUE NEUTRAL RATE INTENT;**

✓ Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is 5.528. The date of our hearing is Aug. 23, 2022 at 7 (AM)/PM and will be held at 301 W. ELM address in SALINA, Kansas.

____ No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to the County Clerk on or before August 25, 2022.

WITNESS my hand and official seal on 7/19, 2022.

(Seal)

Melanie Hedgespeth
Clerk or Officer of Governing Body

NOTE: Notice required to be sent to County Clerk on or before 5 p.m. on July 20, otherwise Revenue Neutral Rate cannot be exceeded. Signed notice may be scanned and sent electronically.