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Approval of the Appropriation Ordinance for the period ending August 25, 2020, subject to the release of HUD expenditures when funds are received.
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ORDINANCE NO. S-1072 - Consider adopting Ordinance No. S-1072, calling for a Special Election to be held on October 6, 2020, for the purpose of voting on a proposition to authorize the City of Pittsburg, Kansas, to levy a special purpose citywide retailers' sales tax in the amount of one-half of one percent (0.50%) to be levied for a term of five (5) years, to take effect April 1, 2021, or the next available date, with the revenue therefrom to pay for the maintenance and repair of City streets, and not to exceed one hundred thousand dollars (\$100,000.00) annually to pay for a sidewalk repair matching fund for property owners.
 Ordinance No. S-1072 21

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, August 25, 2020
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Flag Salute Led by the Mayor
- b. Public Input

CONSENT AGENDA:

- a. Approval of the August 11, 2020, City Commission Meeting minutes.
- b. Approval of the Appropriation Ordinance for the period ending August 25, 2020, subject to the release of HUD expenditures when funds are received.
ROLL CALL VOTE.

SPECIAL PRESENTATION:

- a. SILVERBACK PROJECT UPDATE - Mr. Vena will provide an update on the Silverback Landing Project. **Receive for file.**

CONSIDER THE FOLLOWING:

- a. FIXED ASSET POLICY - Consider staff recommendation to adopt a newly created City Fixed Asset Policy. **Approve or disapprove the newly created City Fixed Asset Policy.**
- b. ORDINANCE NO. S-1072 - Consider adopting Ordinance No. S-1072, calling for a Special Election to be held on October 6, 2020, for the purpose of voting on a proposition to authorize the City of Pittsburg, Kansas, to levy a special purpose citywide retailers' sales tax in the amount of one-half of one percent (0.50%) to be levied for a term of five (5) years, to take effect April 1, 2021, or the next available date, with the revenue therefrom to pay for the maintenance and repair of City streets, and not to exceed one hundred thousand dollars (\$100,000.00) annually to pay for a sidewalk repair matching fund for property owners. **Approve or disapprove the adoption of Ordinance No. S-1072 and, if approved, authorize the Mayor to sign the Ordinance on behalf of the City.**

NON-AGENDA REPORTS & REQUESTS:

ADJOURNMENT

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
August 11th, 2020

A Regular Session of the Board of Commissioners was held at 5:29 p.m. on Tuesday, August 11th, 2020, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Dawn McNay presiding and the following members present: Cheryl Brooks, Larry Fields, Chuck Munsell and Patrick O'Bryan.

Mayor McNay led the flag salute.

PUBLIC INPUT –

Zack Sachs, 121 West 25th Street, expressed concern regarding the condemned home next to his. Mr. Sachs indicated that he is interested in purchasing the property and asked for an update on the status of the property. City Manager Daron Hall told Mr. Sachs that he would contact him on August 12th, 2020.

APPROVAL OF MINUTES – On motion of O'Bryan, seconded by Brooks, the Governing Body approved the July 28th, 2020, City Commission Meeting minutes as presented. Motion carried.

APPROPRIATION ORDINANCE – On motion of O'Bryan, seconded by Brooks, the Governing Body approved the Appropriation Ordinance for the period ending August 11th, 2020, subject to the release of HUD expenditures when funds are received with the following roll call vote: Yea: Brooks, Fields, McNay, Munsell and O'Bryan. Motion carried.

CITY HALL CUSTOMER PAYMENT KIOSK – On motion of O'Bryan, seconded by Fields, the Governing Body approved staff recommendation to purchase a customer payment kiosk for City Hall from Adcomp Systems Group in the amount of \$29,163. Motion carried with Munsell voting in opposition.

STOP SIGN PLACEMENT – On motion of O'Bryan, seconded by Munsell, the Governing Body authorized the placement of stop signs at 5th Street, 6th Street, 8th Street and 9th Street where they intersect with Tucker Avenue. Motion carried.

PUBLIC HEARING - LOAN APPLICATION - WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT – Following Public Hearing, on motion of O'Bryan, seconded by Fields, the Governing Body approved Resolution No. 1237, authorizing the filing of an application with the Kansas Department of Health and Environment for a Loan under the Kansas Water Pollution Control Revolving Fund Act (K.S.A. 1988 Supp. 65-3321 through 65-3329) in the anticipated amount of \$40,000,000 to finance proposed improvements for the Pittsburg Wastewater Treatment Plant, and authorized the Mayor to sign the Resolution on behalf of the City. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
August 11th, 2020

PUBLIC HEARING - PROPOSED 2021 BUDGET – Following Public Hearing, on motion of Fields, seconded by O’Bryan, the Governing Body approved the 2021 Budget, and authorized the Mayor and City Commissioners to sign the State Budget Certificate Form on behalf of the City. Motion carried.

APPOINTMENT TO MEMORIAL AUDITORIUM ADVISORY BOARD – On motion of Munsell, seconded by Fields, the Governing Body appointed Darcie Shultz to fill an unexpired term as a member of the Memorial Auditorium Advisory Board effective immediately and to conclude on December 31, 2022. Motion carried.

REQUEST TO CHANGE ZONING – On motion of Fields, seconded by O’Bryan, the Governing Body approved the recommendation of the Planning Commission/Board of Zoning Appeals, to grant the request submitted by Jason Wesco, on behalf of the Community Health Center of Southeast Kansas (CHCSEK), to change the existing zoning of the property located at 601 East 30th Street from RP-3 Planned Medium Density Residential to CP-0 Planned Commercial Office District to allow an educational facility to be constructed, and directed staff to prepare the necessary Ordinance. Mayor McNay abstained due to her employment with the Community Health Center of Southeast Kansas. Motion carried.

Prior to the vote, Commissioner O’Bryan announced that he serves as a non-paid board member for the Community Health Center of Southeast Kansas.

CHANGE ORDER NO. 8 AND FINAL PAYMENT - EMERY SAPP & SONS – On motion of Brooks, seconded by Munsell, the Governing Body approved Change Order No. 8, reflecting an increase of \$6,484.60, making a new contract construction amount of \$1,318,624.00, and final payment in the amount of \$26,372.48 to Emery Sapp & Sons, of Springfield, Missouri, for the Silverback Way roadway construction, and authorized the Mayor to sign the necessary documents on behalf of the City. Motion carried.

CITY CONNECTING LINK IMPROVEMENT PROJECT (CCLIP) – On motion of O’Bryan, seconded by Munsell, the Governing Body approved the City Connecting Link Improvement Project (CCLIP) Programming Request for a Surface Preservation project as part of the Kansas Department of Transportation (KDOT) State Fiscal Year 2022 CCLIP Program, with KDOT allocating a maximum match of \$300,000.00 for the construction and construction engineering for the mill and overlay of US-69B (North Broadway) from 2nd to 5th Streets and K-126 (4th Street) from Pine to Broadway, and authorized the Mayor and appropriate City officials to sign the Project Programming Request. Motion carried.

DEVELOPMENT PROCESS REVISION – Deputy City Manager Jay Byers provided a review of Article 2 of the Zoning Ordinance and Subdivision Regulations regarding the procedure for the approval of subdivisions.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
August 11th, 2020

NON-AGENDA REPORTS & REQUESTS:

ATTENDANCE AT CITY BOARD/COMMITTEE MEETINGS - Mayor McNay requested that City Commissioners notify the City Clerk if they are planning to attend City Board/Committee meetings in order to avoid a violation of the Kansas Open Meetings Law.

GROWTH OF PITTSBURG - Commissioner Fields suggested that Pittsburg needs to focus on growth and become more pro-business. Commissioner Fields provided comparisons between Pittsburg and Joplin, Missouri.

ADJOURNMENT: On motion of O'Bryan, seconded by Fields, the Governing Body adjourned the meeting at 6:30 p.m. Motion carried.

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk

VENDOR SET: 99 City of Pittsburg, KS
 BANK: * ALL BANKS
 DATE RANGE: 8/05/2020 THRU 8/18/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	C-CHECK		VOID CHECK	V	8/07/2020			187385
	C-CHECK		VOID CHECK	V	8/07/2020			187386
	C-CHECK		VOID CHECK	V	8/07/2020			187398
	C-CHECK		VOID CHECK	V	8/07/2020			187399
	C-CHECK		VOID CHECK	V	8/07/2020			187400
1	SMITH, JOSIE	VOIDED						
1	SMITH, JOSIE	VOIDED						
	C-CHECK	VOIDED	SMITH, JOSIE	V	8/07/2020			187408
	C-CHECK		VOID CHECK	V	8/07/2020			187411
	C-CHECK		VOID CHECK	V	8/07/2020			187412
1108	EVERGY KANSAS CENTRAL INC							
1108	EVERGY KANSAS CENTRAL INC							
	C-CHECK	INVOICED	EVERGY KANSAS CENTRAL	V	8/14/2020			187424
0187	PITTSBURG ROTARY CLUB							809.08CR
0187	PITTSBURG ROTARY CLUB							
	C-CHECK	VOIDED	PITTSBURG ROTARY CLUB	V	8/14/2020			187429
								487.50CR

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	10	VOID DEBITS 0.00		
		VOID CREDITS 1,508.78CR		
		1,508.78CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		10	1,508.78CR	0.00	0.00
BANK:	TOTALS:	10	1,508.78CR	0.00	0.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: 80144 BMO HARRIS BANK
 DATE RANGE: 8/05/2020 THRU 8/18/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0026	STANDARD INSURANCE COMPANY	D	8/07/2020			000000		1,548.58
0224	KDOR	D	8/05/2020			000000		754.51
0224	KDOR	D	8/06/2020			000000		5,847.72
0321	KP&F	D	8/07/2020			000000		43,704.26
0728	ICMA	D	8/07/2020			000000		550.00
1050	KPERS	D	8/07/2020			000000		37,372.15
5904	TASC	D	8/07/2020			000000		6,617.29
6415	GREAT WEST TANDEM KPERS 457	D	8/07/2020			000000		4,661.50
6952	ADP INC	D	8/14/2020			000000		6,209.00
7290	DELTA DENTAL OF KANSAS INC	D	8/07/2020			000000		3,540.05
7290	DELTA DENTAL OF KANSAS INC	D	8/14/2020			000000		2,522.27
7877	TRUSTMARK HEALTH BENEFITS INC	D	8/06/2020			000000		10,488.19
7877	TRUSTMARK HEALTH BENEFITS INC	D	8/13/2020			000000		40,167.78
5644	FRED SPIGARELLI, P.A.	E	8/10/2020			008978		1,000.00
6740	ED M FELD EQUIPMENT COMPANY, I	E	8/10/2020			008979		650.00
8205	MRI SOFTWARE LLC	E	8/10/2020			008980		940.00
0044	CRESTWOOD COUNTRY CLUB	E	8/10/2020			008981		272.00
0046	ETTINGERS OFFICE SUPPLY	E	8/10/2020			008982		37.37
0054	JOPLIN SUPPLY COMPANY	E	8/10/2020			008983		125.48
0087	FORMS ONE, LLC	E	8/10/2020			008984		165.00
0101	BUG-A-WAY INC	E	8/10/2020			008985		60.00
0105	PITTSBURG AUTOMOTIVE	E	8/10/2020			008986		98.60

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0112	MARRONES INC	E	8/10/2020			008987		68.98
0117	GATEHOUSE MEDIA KANSAS HOLDING	E	8/10/2020			008988		502.77
0128	ASCENSION VIA CHRISTI HOSPITAL	E	8/10/2020			008989		4,201.00
0142	HECKERT CONSTRUCTION CO INC	E	8/10/2020			008990		147,770.34
0194	KANSAS STATE TREASURER	E	8/10/2020			008991		4,850.75
0276	JOE SMITH COMPANY, INC.	E	8/10/2020			008992		108.07
0292	UNIFIRST CORPORATION	E	8/10/2020			008993		54.50
0317	KUNSHEK CHAT & COAL CO, INC.	E	8/10/2020			008994		4,109.84
0335	CUSTOM AWARDS, LLC	E	8/10/2020			008995		276.72
0516	AMERICAN CONCRETE CO INC	E	8/10/2020			008996		7,617.16
0534	TYLER TECHNOLOGIES INC	E	8/10/2020			008997		390.00
0746	CDL ELECTRIC COMPANY INC	E	8/10/2020			008998		5,812.50
0823	TOUCHTON ELECTRIC INC	E	8/10/2020			008999		99.00
0866	AVFUEL CORPORATION	E	8/10/2020			009000		14,632.40
1792	B&L WATERWORKS SUPPLY, LLC	E	8/10/2020			009001		999.92
2161	RECORDED BOOKS INC	E	8/10/2020			009002		55.65
2526	SERVICEMASTER OF SE KANSAS	E	8/10/2020			009003		177.43
2707	THE LAWNSCAPE COMPANY, INC.	E	8/10/2020			009004		337.50
2921	DATAPROSE LLC	E	8/10/2020			009005		4,700.82
2994	COMMERCIAL AQUATIC SERVICE INC	E	8/10/2020			009006		637.31
4059	PSU - PRINTING & DESIGN SERVI	E	8/10/2020			009007		939.03
4618	TRESA LYNNE MILLER	E	8/10/2020			009008		722.00

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5275	US LIME COMPANY-ST CLAIR	E	8/10/2020			009009		4,895.39
5482	JUSTIN HART	E	8/10/2020			009010		60.00
5648	JASON WISKE	E	8/10/2020			009011		1,000.00
6487	CENTRAL PS&S HOLDINGS LLC	E	8/10/2020			009012		9,465.55
6936	HAWKINS INC	E	8/10/2020			009013		732.05
7038	SIGNET COFFEE ROASTERS	E	8/10/2020			009014		45.00
7283	TRUSTMARK HEALTH BENEFITS INC	E	8/10/2020			009015		37,935.67
7407	LIMELIGHT MARKETING LLC	E	8/10/2020			009016		500.00
7427	OLSSON INC	E	8/10/2020			009017		1,305.75
7629	EARLES ENGINEERING & INSPECTIO	E	8/10/2020			009018		82,929.20
7852	TRIA HEALTH, LLC	E	8/10/2020			009019		1,577.62
7959	ALL ABOARD FOUNDATION	E	8/10/2020			009020		2,485.06
8147	CHEM-AQUA, INC.	E	8/10/2020			009021		395.00
8200	PLUNKETT'S PEST CONTROL INC	E	8/10/2020			009022		530.00
8246	BETHANY ANN BROOKS	E	8/10/2020			009023		512.00
8275	ADCOMP SYSYEMS INC	E	8/13/2020			009024		21,872.25
2004	AIRE-MASTER OF AMERICA, INC.	E	8/17/2020			009025		34.44
0046	ETTINGERS OFFICE SUPPLY	E	8/17/2020			009026		1,154.35
0101	BUG-A-WAY INC	E	8/17/2020			009027		160.00
0105	PITTSBURG AUTOMOTIVE	E	8/17/2020			009028		512.77
0112	MARRONES INC	E	8/17/2020			009029		665.33
0117	GATEHOUSE MEDIA KANSAS HOLDING	E	8/17/2020			009030		1,784.76

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0135	PITTSBURG AREA CHAMBER OF COMM	E	8/17/2020			009031		21,250.00
0276	JOE SMITH COMPANY, INC.	E	8/17/2020			009032		112.38
0294	COPY PRODUCTS, INC.	E	8/17/2020			009033		119.68
0335	CUSTOM AWARDS, LLC	E	8/17/2020			009034		39.98
0345	THE VICTOR L PHILLIPS CO	E	8/17/2020			009035		377.30
0577	KANSAS GAS SERVICE	E	8/17/2020			009036		472.62
0628	BERRY COMPANIES, INC.	E	8/17/2020			009037		1,431.33
0746	CDL ELECTRIC COMPANY INC	E	8/17/2020			009038		275.00
0784	MIRACLE RECREATION EQUIP CO	E	8/17/2020			009039		1,015.00
1141	THE G W VAN KEPPEL COMPANY	E	8/17/2020			009040		345.47
1478	KANSASLAND TIRE #1828	E	8/17/2020			009041		1,013.20
1619	MIDWEST TAPE, LLC	E	8/17/2020			009042		17.24
2186	PRODUCERS COOPERATIVE ASSOCIAT	E	8/17/2020			009043		1,313.89
3192	MUNICIPAL CODE CORP	E	8/17/2020			009044		532.40
3281	USA BLUE BOOK	E	8/17/2020			009045		167.85
3668	MID AMERICA PROPERTIES OF PITT	E	8/17/2020			009046		2,006.45
4307	HENRY KRAFT, INC.	E	8/17/2020			009047		279.04
5049	CRH COFFEE INC	E	8/17/2020			009048		81.80
5640	WELLPATH LLC	E	8/17/2020			009049		72.00
5791	HOSPITAL DISTRICT #1 OF CRAWFO	E	8/17/2020			009050		464.11
5855	STERICYCLE, INC.	E	8/17/2020			009051		190.38
6203	THE SOUTHWEST PAPER CO INC	E	8/17/2020			009052		66.24

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6214	PITT PLASTICS INC	E	8/17/2020			009053		37.98
6394	KEVIN R. HALL	E	8/17/2020			009054		650.00
6485	MISSION CONSTRUCTION CO INC	E	8/17/2020			009055		59,745.96
6851	SCHULTE SUPPLY INC	E	8/17/2020			009056		2,291.04
7028	MATTHEW L. FRYE	E	8/17/2020			009057		400.00
7239	JERRY MILLER	E	8/17/2020			009058		400.00
7448	CARUS CORPORATION	E	8/17/2020			009059		2,658.48
7839	VISION SERVICE PLAN INSURANCE	E	8/17/2020			009060		1,747.06
7900	CI TECHNOLOGIES, INC	E	8/17/2020			009061		1,700.00
8188	ADOBE INC	E	8/17/2020			009062		66.35
0523	AT&T	R	8/07/2020			187384		7,737.49
6545	CENTER POINT INC	R	8/07/2020			187387		386.27
5759	COMMUNITY HEALTH CENTER OF SEK	R	8/07/2020			187388		1,000.00
4263	COX COMMUNICATIONS KANSAS LLC	R	8/07/2020			187389		44.28
4263	COX COMMUNICATIONS KANSAS LLC	R	8/07/2020			187390		95.45
4263	COX COMMUNICATIONS KANSAS LLC	R	8/07/2020			187391		79.86
4263	COX COMMUNICATIONS KANSAS LLC	R	8/07/2020			187392		29.40
4263	COX COMMUNICATIONS KANSAS LLC	R	8/07/2020			187393		13.44
4263	COX COMMUNICATIONS KANSAS LLC	R	8/07/2020			187394		1,699.99
7517	CRAW-KAN TELEPHONE COOPERATIVE	R	8/07/2020			187395		1,319.94
0375	WICHITA WATER CONDITIONING	R	8/07/2020			187396		7.50
1108	EVERGY KANSAS CENTRAL INC	R	8/07/2020			187397		103,097.39

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6923	HUGO'S INDUSTRIAL SUPPLY INC	R	8/07/2020			187401		59.85
0225	KDOR	R	8/07/2020			187402		8,271.46
6119	LACAL EQUIPMENT INC	R	8/07/2020			187403		2,453.95
7938	ROSANO DEL PILAR MENDEZ	R	8/07/2020			187404		25.00
7601	MEYER LAW FIRM, LLC	R	8/07/2020			187405		27.00
3434	PITTSBURG SUNRISE ROTARY	R	8/07/2020			187406		162.50
0175	REGISTER OF DEEDS	R	8/07/2020			187407		21.00
1	SMITH, JOSIE	V	8/07/2020			187408		212.20
1	SMITH, JOSIE	VOIDED						
1	SMITH, JOSIE	VOIDED						
	M-CHECK	VOIDED	8/07/2020			187408		212.20CR
8201	ROGER CLEVELAND GOLF COMPANY I	R	8/07/2020			187409		76.50
2350	WCA WASTE SYSTEMS INC	R	8/07/2020			187410		976.70
1	SMITH, JOSIE	R	8/13/2020			187414		212.20
6154	4 STATE MAINTENANCE SUPPLY INC	R	8/14/2020			187415		116.70
5283	CLASS LTD	R	8/14/2020			187416		49.80
7657	COPY PRODUCTS, INC.	R	8/14/2020			187417		137.08
4263	COX COMMUNICATIONS KANSAS LLC	R	8/14/2020			187418		90.85
4263	COX COMMUNICATIONS KANSAS LLC	R	8/14/2020			187419		96.51
0375	WICHITA WATER CONDITIONING	R	8/14/2020			187420		21.00
8209	DPC ENTERPRISES LP	R	8/14/2020			187421		1,368.00
7116	EMC INSURANCE COMPANIES	R	8/14/2020			187422		365.15
7493	EMERY SAPP & SONS INC	R	8/14/2020			187423		26,372.48

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1108	EVERGY KANSAS CENTRAL INC	V	8/14/2020			187424		809.08
1108	EVERGY KANSAS CENTRAL INC							
1108	EVERGY KANSAS CENTRAL INC							
M-CHECK	EVERGY KANSAS CENTRAL INVOICED	V	8/14/2020			187424		809.08CR
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	8/14/2020			187425		460.10
7392	ASSURECO RISK MANAGEMENT & REG	R	8/14/2020			187426		350.00
1991	OFFICE OF STATE FIRE MARSHAL	R	8/14/2020			187427		90.00
1343	PITTSBURG KIWANIS CLUB	R	8/14/2020			187428		150.00
0187	PITTSBURG ROTARY CLUB	V	8/14/2020			187429		487.50
0187	PITTSBURG ROTARY CLUB							
0187	PITTSBURG ROTARY CLUB							
M-CHECK	PITTSBURG ROTARY CLUB VOIDED	V	8/14/2020			187429		487.50CR
7151	QUADIENT FINANCE USA INC	R	8/14/2020			187430		1,000.00
0175	REGISTER OF DEEDS	R	8/14/2020			187431		20.00
7576	SEK URGENT CARE, LLC	R	8/14/2020			187432		125.00
6377	SOUTHEAST KANSAS RECYCLING CEN	R	8/14/2020			187433		30.00
8201	ROGER CLEVELAND GOLF COMPANY I	R	8/14/2020			187434		193.04
5589	VERIZON WIRELESS SERVICES, LLC	R	8/14/2020			187435		369.20
2350	WCA WASTE SYSTEMS INC	R	8/14/2020			187436		603.70
1	WORLEY, ROY	R	8/14/2020			187437		1,500.00
4636	EVERGY KANSAS CENTRAL INC. (HA	R	8/14/2020			187469		809.08
3434	PITTSBURG SUNRISE ROTARY	R	8/14/2020			187470		487.50

VENDOR SET: 99 City of Pittsburg, KS
BANK: 80144 BMO HARRIS BANK
DATE RANGE: 8/05/2020 THRU 8/18/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	45	164,111.14	0.00	162,602.36
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	13	163,983.30	0.00	163,983.30
EFT:	85	474,304.56	0.00	474,304.56
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	3	VOID DEBITS 0.00		
		VOID CREDITS 1,508.78CR	1,508.78CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: 80144 TOTALS:	146	800,890.22	0.00	800,890.22
BANK: 80144 TOTALS:	146	800,890.22	0.00	800,890.22
REPORT TOTALS:	146	800,890.22	0.00	800,890.22

Passed and approved this 25th day of August, 2020.

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk



FINANCE AND ADMINISTRATION
201 West 4th Street · Pittsburg KS 66762

(620) 231-4100
www.pittks.org

Interoffice Memorandum

TO: Daron Hall, City Manager

FROM: Larissa Bowman, Deputy Director of Finance

DATE: August 12, 2020

SUBJECT: City Fixed Asset Policy

Staff is recommending approval of a newly created Fixed Asset Policy. The Government Finance Officers Association recommends that governments adopt a formal fixed asset policy.

Thank you.

cc: Tammy Nagel, City Clerk
Jamie Clarkson, Finance Director



**City of Pittsburg, Kansas
Fixed Asset Policy
August 25, 2020**

INTRODUCTION

The City of Pittsburg defines fixed assets as tangible equipment or infrastructure with a value exceeding one thousand dollars and a useful life exceeding one fiscal year. The City's fixed assets are resources used to provide public services to the community. Therefore, the City has a responsibility to manage, control, and safeguard these assets to ensure maximum benefit is obtained for the citizens of the City.

The implementation of an effective and accurate process for controlling fixed assets is necessary for:

- Reporting Purposes: The City prepares its financial statements in accordance with Generally Accepted Accounting Principles (GAAP). Government regulations require tracking a fixed asset's cost, depreciation, and disposal.
- Insurance Purposes: in the event of a loss, it is necessary to have accurate records to restore or replace the fixed asset.
- Accountability and Transparency: fixed assets are purchased with taxpayer's money; therefore, it is important to account for the use of funds.

PURPOSE

The purpose of this policy is to establish management guidelines governing the control and reporting of fixed assets.

SCOPE

This policy will address the following aspects of fixed asset management:

- Acquisition, identification, and disposal of fixed assets
- Responsibility for proper use, maintenance, insurance, and safeguarding fixed assets
- Classification of fixed assets
- Recording fixed asset transactions

POLICY STATEMENT

The City of Pittsburg is committed to:

- Recording, updating, and maintaining fixed assets transactions including acquisitions, transfers, adjustments, depreciation, and disposals in a timely and accurate manner
- Classifying fixed assets into the following categories:
 - Land
 - Buildings and structures
 - Machinery and equipment
 - Infrastructure
 - Construction in Progress
- Limiting the use of City fixed assets to achieve the City's stated goals and objectives (no personal use of City fixed assets)
- Reporting fixed asset transactions in accordance with GAAP and other federal, state, and local regulations

RESPONSIBILITIES

City Commission

The City Commission is responsible for approval of the acquisition, remodeling, repair, maintenance, renovation, and construction of fixed assets that cost more than \$20,000 in accordance with the City Purchasing Policy. The City Commission also authorizes disposal of fixed assets to be sold or gifted.

City Manager

The City Manager is responsible for approving the acquisition, remodeling, repair, maintenance, renovation, and construction of fixed assets that cost more than \$5,000 but less than \$20,000 in accordance with the City Purchasing Policy.

City Clerk

The City Clerk is responsible for maintaining adequate insurance on fixed assets and maintaining insurance records.

Department Directors

Department Directors are responsible for submitting accurate information to the City Manager, Finance Director and the City Clerk regarding the acquisition and disposal of City fixed assets. The Department Directors are also responsible for the safeguarding of City fixed assets within their scope of authority.

Finance Director

The Finance Director or designee is responsible for establishing, maintaining, supervising, and coordinating the fixed asset system, and valuing, capitalizing, and depreciating fixed assets. The Finance Director has discretion in determining if purchases are to be capitalized as some purchases exceed one thousand dollars but are for repairs or are determined to be operating expenses. The Finance Director is responsible for preparing fixed asset financial information for reporting and budgeting purposes.

All City Employees

All City employees are responsible for using, maintaining, and safeguarding the City's fixed assets in a responsible manner.

FIXED ASSET CLASSIFICATIONS AND DEPRECIATION

Accurately reporting, recording, and depreciating the City's fixed assets in a consistent manner requires classifying assets according to type and establishing an estimated life expectancy of assets by type.

The following classifications and life expectancy estimates will be used for recording, depreciating, and reporting City fixed assets:

Land	not depreciated
Buildings	15-50 years
Machinery and equipment	3-15 years
Water and sewer treatment plants	50 years
Water and sewer lines	50 years
Infrastructure	15-50 years
Construction in Progress	Depreciation does not begin until fixed asset is placed in service

FIXED ASSET DISPOSTIONS

Finance staff works with the City's departments annually to review the City's fixed assets. When it is determined that a fixed asset is no longer viable to the City's operations the following methods are utilized to dispose of the City fixed asset:

- Sold
- Traded-in
- Obsolescence
- Junked
- Gifted to another government agency

(Published in The Morning Sun on _____, 2020)

ORDINANCE NO. S-1072

AN ORDINANCE CALLING FOR A SPECIAL ELECTION TO BE HELD ON OCTOBER 6, 2020 FOR THE PURPOSE OF VOTING ON A PROPOSITION TO AUTHORIZE THE CITY OF PITTSBURG, KANSAS, TO LEVY A SPECIAL PURPOSE CITYWIDE RETAILERS' SALES TAX IN THE AMOUNT OF ONE-HALF OF ONE PERCENT (0.50%) TO BE LEVIED FOR A TERM OF FIVE (5) YEARS, TO TAKE EFFECT APRIL 1, 2021, OR THE NEXT AVAILABLE DATE, WITH THE REVENUE THEREFROM TO PAY FOR THE MAINTENANCE AND REPAIR OF CITY STREETS, AND NOT TO EXCEED ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) ANNUALLY TO PAY FOR A SIDEWALK REPAIR MATCHING FUND FOR PROPERTY OWNERS.

WHEREAS, K.S.A. 12-187, et seq., authorizes cities to submit to the qualified electors of the City the question of levying a special purpose retailers' sales tax to be collected by the Kansas Department of Revenue with revenue therefrom returned to the City ; and

WHEREAS, the Governing Body of the City of Pittsburg has determined that a special purpose retailers ' sales tax in the amount of one-half of one percent (0.50%), with the revenue therefrom to pay for the maintenance and repair of city streets, and not to exceed One Hundred Thousand Dollars (\$100,000.00) annually to pay for a sidewalk repair matching fund for property owners, is necessary for such purposes, and has determined it is in the best interests of the City to call for an election for authorization to levy the described special purpose retailers' sales tax.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS:

SECTION ONE:

An election is hereby called to be held in the manner prescribed by law on the 6th day of October, 2020, for the purpose of submitting to the qualified electors of the City of Pittsburg, Kansas, a special question regarding a special purpose retailers' sales tax as set out in Section Two hereof, in accordance with K.S.A. 12-187, et seq. , and all other provisions of law.

SECTION TWO:

At the election, the following special question shall be submitted:

Shall the following be adopted?

Shall a retailers' sales tax in the amount of one-half of one percent (0.50%) be levied in the City of Pittsburg, Kansas for a term of five (5) years to take effect on April 1, 2021, or the next available date, with the revenue therefrom to pay for the maintenance and repair of city streets, and not to exceed One Hundred Thousand Dollars (\$100,000.00) annually to pay for a sidewalk repair matching fund for property owners?

SECTION THREE:

If approved by a majority of the electors voting thereon, such tax shall be subject to all applicable state laws and administrative rules and regulations of the Kansas Department of Revenue. The services of the Kansas Department of Revenue shall be utilized to administer, enforce and collect such tax.

SECTION FOUR:

The election is requested to be conducted on October 6, 2020, by the Crawford County, Kansas election officer, with notice published in accordance with K.S.A. 12-187, et seq., and K.S.A. 10-120, and amendments thereto.

SECTION FIVE:

This Ordinance shall take effect and be in force from and after its passage and publication as provided by law.

SECTION SIX:

Upon publication of this Ordinance, the City Clerk shall deliver a duly certified copy of this Ordinance to the Crawford County, Kansas election officer.

PASSED AND APPROVED by the Governing Body this ____ day of _____, 2020.

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk