

City Commission Meeting

May 16, 2023 at 5:30 PM

118 W Central Ave, Arkansas City, KS

Please join our meeting https://global.gotomeeting.com/join/254845437 Or dial in using your phone: United States: +1 (571) 317-3122 Access Code: 254 845 437

I. Routine Business

- 1. Roll Call
- 2. Opening Prayer and Pledge of Allegiance
- 3. Additions or Deletions (Voice Vote)
- 4. Approval of the Agenda (Voice Vote)

II. Awards and Proclamations

- Proclaim May 14-20, 2023, as National Police Week and May 15, 2023, as Peace Officers Memorial Day in Arkansas City.
- 2. Proclaim May 21-27, 2023, as National EMS Week in Arkansas City.

III. Consent Agenda (Voice Vote)

Note: All matters listed below on the Consent Agenda are considered under one motion and enacted by one motion. There should be no separate discussion. If such discussion is desired, any item may be removed from the Consent Agenda and then considered separately under Section VI: New Business.

1. Approve the May 2, 2023, regular meeting minutes as written.

IV. New Business

City Manager Department

- 1. Consider approving a request from SCK Health for release of funds from the Unpledged Healthcare Sales Tax Fund from the City of Arkansas City, in the amount of \$68,893.03. (Voice Vote)
- 2. Approve a request from Lena Helms with Skinsations, to waive the age restriction at the Agri-Business Building during their 30th Anniversary Celebration Event on October 7, 2023. (Voice Vote)
- 3. A Resolution authorizing the City of Arkansas City to execute an agreement with Gordon CPA, LLC for the provision of audit services for years ending December 31, 2023, 2024, 2025, 2026, and 2027. (Voice Vote)

V. Items for Discussion by City Commissioners

VI. Comments from the Audience for Items not on the Agenda

The public will be allowed to speak on issues or items that are not scheduled for discussion on the agenda. Individuals should address all comments and questions to the Commission. Comments should be limited to issues and items relevant to the business of the Governing Body. The Commission will not discuss or debate these items, nor will the Commission make decisions on items presented during this time. Each person will be limited to three (3) minutes.

VII. City Manager Reports and Updates

VIII. Financial Summary

1. April 2023 Financial Summary

IX. Adjournment



WHEREAS, Congress and the President of the United States of America have designated **May 15** as Peace Officers Memorial Day and the week in which **May 15** falls as National Police Week; and

WHEREAS, members of the Arkansas City Police Department play an essential role in safeguarding the rights and freedoms of the citizens of our City, especially during this ongoing coronavirus pandemic; and

WHEREAS, it is important that all citizens know and understand the problems, duties, and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, protecting citizens against violence or disorder, and protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the Arkansas City Police Department has grown to be a modern, scientific, and community-focused law enforcement agency that continually provides an essential and vital public service.

NOW, THEREFORE, the Mayor of the City of Arkansas City, Kansas, calls upon all citizens of Arkansas City to observe the week of **May 14-20, 2023**, as

NATIONAL POLICE WEEK

in Arkansas City, with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of Arkansas City to observe Monday, May 15, 2023, as

PEACE OFFICERS MEMORIAL DAY

in honor of those law enforcement officers who, through their courageous deeds, have lost their lives or become disabled in the performance of duty.

In witness thereof I have hereunto set my hand and caused this seal to be affixed:

Name/Title: Diana L. Spielman, Mayor

Date: May 16, 2023



WHEREAS, emergency medical services are a vital public need; and

WHEREAS, the members of emergency medical services teams are ready to provide life-saving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves both the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services have grown to fill a gap by providing important, out-of-hospital care, including preventative medicine, follow-up care and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, firefighters, police officers, dispatchers, educators, administrators, prehospital nurses, emergency nurses, emergency physicians, trained members of the public and other out-of-hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their life-saving skills; and

WHEREAS, it is appropriate to recognize the value and accomplishments of emergency medical services providers by designating National EMS Week, which was first authorized in 1984 by President Gerald Ford.

NOW, THEREFORE, the Mayor of the City of Arkansas City, Kansas, does hereby proclaim the week of **May** 21-27, 2023, as

NATIONAL EMS WEEK

in Arkansas City, and encourage the community to observe this week with appropriate programs, ceremonies, and activities, and recognize this year's theme: "EMS: Where Emergency Care Begins".

In witness thereof I have hereunto set my hand and caused this seal to be affixed:

Name/Title: Diana L. Spielman, Mayor

Date: May 16, 2023



City Commission Agenda Item

Meeting Date: May 16, 2023

From: Tiffany Parsons, City Clerk

Item: Approve the May 2, 2023, Regular Meeting Minutes

Purpose: Approve the May 2, 2023, regular meeting minutes as written.

Background:

Each meeting, the City Commission reviews and approves the minutes of its prior meeting(s).

Commission Options:

- 1. Approve with consent agenda.
- 2. Remove item from consent agenda for further consideration.

Approved for Agenda by:

Randy Frazer, City Manager



Tuesday, May 2, 2023 Regular Meeting Minutes 118 W Central Ave, Arkansas City, KS

Routine Business

1. Roll Call

PRESENT

Commissioner Kanyon Gingher Commissioner Charles Jennings Commissioner Scott Rogers Commissioner Jay Warren Mayor Diana Spielman

ABSENT

None

Also present from staff: City Manager Randy Frazer, City Attorney Larry Schwartz, Police Chief Eric Burr, Police Captain Jim Holloway, Principal Planner Josh White, Interim Assistant Fire/EMS Chief Patrick Ramirez, EMS Director Jeri Wheatley, IT Manager Matt Metzinger, and City Clerk Tiffany Parsons.

- 1. Opening Prayer was led by Mayor Spielman and the Pledge of Allegiance was led by Presley Pearman.
- 2. There were no additions or deletions to the agenda.
- 3. Approval of the Agenda

Motion made by Commissioner Rogers, Seconded by Commissioner Warren to approve the addition to agenda as written.

Voting Yea: Commissioner Gingher, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

Awards and Proclamations

- 1. Recognize and honor Haylee McCorgary, Kamryn Mendoza, and Maycee Wolfenbarger as Arkansas City's Outstanding Student Award scholarship recipients for 2022-2023.
 - City Clerk Parsons recognized the 2023 Outstanding Student Award finalists, giving a background of the program which began in 1984. Mayor Spielman honored and presented each student a certificate and scholarship from the City of Arkansas City. The Second Runner-up and \$250 scholarship recipient was Arkansas City Middle School student Haylee McCorgary. The First Runner-up and \$500 scholarship recipient was Cowley College student Maycee Wolfenbarger. And this year's Overall Outstanding Student was Arkansas City High School student Kamryn Mendoza, receiving a \$1,000 scholarship.
- 2. Proclaim May 4, 2023, as a Day of Prayer in Arkansas City as read by Riyen Satterlee. Certificate of appreciation presented to Riyen by Commissioner Warren.
- 3. Proclaim May 7-14, 2023, as National Music Week in Arkansas City as read by Grant Beeson. Certificate of appreciation presented to Grant by Commissioner Jennings.

4. Proclaim May 6-12, 2023, as National Nurses Week and May 7-13, 2023, as National Hospital Week in Arkansas City as read by Emma Mangold. Certificate of appreciation presented to Emma by Commissioner Gingher.

Recognition of Visitors/Staff

- 1. Chief Burr introduced officer new police officer Cody Hutchison. Hutchison was sworn in by City Clerk Parsons.
- Recognize the Arkansas City Police Department promotions of Combs, Horinek, Tuxhorn and Yzquierdo. Chief Burr announced the recent promotions, providing background of credentials on each officer presenting them with awards.

Consent Agenda

Note: All matters listed below on the Consent Agenda are considered under one motion and enacted by one motion. There should be no separate discussion. If such discussion is desired, any item may be removed from the Consent Agenda and then considered separately under Section VI: New Business.

Motion made by Commissioner Warren, Seconded by Commissioner Rogers to approve the consent agenda as written.

1. Approve the April 18, 2023, regular meeting minutes as written.

Motion made by Commissioner Warren, Seconded by Commissioner Rogers to approve the consent agenda as written.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

New Business

City Manager Department

1. City Clerk Parsons posed an Ordinance authorizing the vacating of all of Taylor Avenue adjoining Lot 1 of Block 15 and Lot 14 of Block 4, Sleeth Addition, Arkansas City, Cowley County, Kansas.

Principal Planner White presented the item to the commission which was also reviewed by the Planning Commission during the April 11th Public Hearing, who voted to recommend the vacation.

Motion made by Commissioner Warren, Seconded by Commissioner Rogers.

Roll Call Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved and given <u>Ordinance No. 2023-05-</u>4580.

2. City Clerk Parsons presented a Resolution authorizing the City of Arkansas City to purchase four (4), 16-foot industrial fans from Hunter Fan Company, for an amount not to exceed \$19,984.00.

Assistant Fire/EMS Chief Ramirez spoke of the reasoning behind the request to evacuate diesel fumes and reduce the heat in the building that will be paid for using COVID funds and the American Provider Relief Grant previously received. EMS Director Wheatly expanded on this request explaining the fans are needed to improve air flow and reduce extreme heat conditions during the summer in the EMS bays and that the grant needs to be utilized by June of this year.

Initial Motion made by Commissioner Rogers, Seconded by Commissioner Warren to approve a Resolution authorizing the City of Arkansas City to purchase four (4), 16-foot industrial fans from Hunter Fan Company, for an amount not to exceed \$19,984.00.

Mayor Spielman asked for further discussion. Upon confirming the grant application was done in house, Commission Jennings made the request to add the "expression of appreciation to the governing body for the efforts to secure the grant" as an addition at the end of the motion made.

Motion made by Commissioner Rogers, Seconded by Commissioner Warrant to approve a Resolution authorizing the City of Arkansas City to purchase four (4), 16-foot industrial fans from Hunter Fan Company, for an amount not to exceed \$19,984.00, extending an expression of appreciation to the governing body for the efforts to secure the grant.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved and given Resolution No. 2023-05-3549.

 City Clerk Parsons presented a Resolution authorizing the City of Arkansas City to purchase two (2)
 ZOLL X Series Advanced Cardiac Monitor/Defibrillators, from ZOLL Medical Corporation of Chelmsford, MA, for an amount not to exceed \$82,660.75.

EMS Director Wheatly spoke about the four Zoll monitors the department currently has that are outdated and unable to perform software upgrades. The plan is to replace two of the monitors this year and eventually the other two monitors next year.

Motion made by Commissioner Rogers, Seconded by Commissioner Gingher to approve a Resolution authorizing the City of Arkansas City to purchase two (2) ZOLL X Series Advanced Cardiac Monitor/Defibrillators, from ZOLL Medical Corporation of Chelmsford, MA, for an amount not to exceed \$82,660.75.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved and given **Resolution No. 2023-05-3550**.

Items for Discussion by City Commissioners

Commissioner Warren inquired with City Manager Frazer about the status of the signs on 1st Street. Frazer confirmed that an email had been sent out to Chief Burr and Public Services Superintendent Tapia.

Commissioner Warren questioned the number of current applicants and the overall side-by-side application process. Chief Burr elaborated that five applications have been received to date and that the application begins with the City Clerk, who forwards the applications to Chief Burr for inspection and approval. Upon inspection and approval, payment and permit stickers are issued by the Utility Billing Office.

Comments from the Audience for Items not on the Agenda

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Resident Mickie Schmith of 426 N. C St. spoke of his interest to be a part of the activities at the Northwest Community Center. Schmith questioned specifically, "what goes on there for kids and in the future what more could go on there for children?". Further stating that he "would be happy to be part of that process" as he has been involved in lots of youth programming in his 43-year profession.

Commissioner Warren recommended speaking to the Northwest Community Center Board. City Manager Frazer mentioned that he would like to set up a time to discuss options with Mr. Schmith going forward.

City Manager Reminders and Updates

- 1. City Manager Frazer provided the commissioner with the following:
 - Legislative update from the Reef organization. Keep an eye on local sales tax.
 - Watch the governor's veto powers concerning Senate Bill 8.
 - ➤ Budget Retreat May 12th with schedule list provided to commission.
 - ➤ Enterprise fleet management update: new vehicles gained with selling of used we came out ahead of what we spent last year, yielding a \$1,000 gain on four vehicles which saved money on fuel and maintenance costs. Trucks are next on the list.
 - Project updates:
 - Concrete poured on the north side of the 5th Street alley. South side to be poured the end of this week.
 - 15th Street Bridge demo scheduled to start for this week.
 - The truck stop sewer design is waiting for KDOTS approval so it's 50 percent complete.
 - Maddison Street mill and overlay from Summit to 8th Street to begin the end of May.

Adjournment

Motion made by Commissioner Warren, Seconded by Commissioner Rogers to adjourn the meeting.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Gingher. Mayor Spielman declared the meeting adjourned.

(Seal)	THE CITY OF ARKANSAS CITY BOARD OF CITY COMMISSIONERS
ATTEST:	
	Diana L. Spielman, Mayor
Tiffany Parsons, City Clerk	
Prepared by:	
Tiffany Parsons, City Clerk	

Section, Item 1.



City Commission Agenda Item

Meeting Date: May 16, 2023

From: Jennifer Waggoner, Finance Director/Treasurer

Item: Unpledged Healthcare Sales Tax Funds Request

Purpose: Consider approving a request from SCK Health for release of funds from the Unpledged

Healthcare Sales Tax Fund from the City of Arkansas City, in the amount of \$68,893.03. (Voice

Vote)

Background:

This request is for the release of the available Unpledged Healthcare Sales Tax Funds. The charity care details provided by the hospital are enclosed to support this amount.

Commission Options:

- 1. Approve
- 2. Disapprove
- 3. Table for further consideration

Amount: \$68,893.03

Fund: 45-Compensating Use Tax Funds Department: 100-Non-Governmental Expense Code: 8110-

Distribution to Other Agency

⊠Included in budget	Grant	Bonds	Other (explain)
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Approved for Agenda by:

Randy Frazer, City Manager



Medical Center Specialty Clinic Primary Care - Summit Clinic Primary Care - Ark City Behavioral Health **Urgent Care** Midwives

BOARD OF TR Dan Jurkovich, (

Section, Item 1. Kanyon Gingher. Vice Chair Jay Warren, Treasurer

Brittany Carder, Member Jeff Bowman Chief Executive Officer

Bob Mathews, Member

May 3, 2023

City of Arkansas City, Kansas Attn: Jennifer Waggoner 118 West Central Arkansas City, KS 67005

Dear Jennifer,

I am writing to request Compensating Use Tax Funds from the City in the amount of \$68,893.03. The Charity Care details are enclosed that support this amount. Thank you for your assistance with this. Let me know if you need further information.

Best Regards,

Debbie Hockenbury

Chief Financial Officer

SCK Health Medical Center

6401 Patterson Parkway

Arkansas City, KS 67005

620-441-5924

SCK Health

50715.000	99031 CHARITY CARE WRITE-OF	FF 1.00	76.96 01/28	/22
50715.000			-9653.81 01/31	/22
50715.000	99031 CHARITY CARE WRITE-OF	FF -1.00	-1235.00 01/31	/22
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**TOTAL	** 50715.000 CHARITY CARE W/0	OFF -BAD DERT	-95767.52	-18.00 OTY

95,767.52 (71,646.29) Submitted Dec 2022 24,121.23

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50715.00	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-5117.00	03/31/22		1
50715.00	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-1593.70	03/31/22		9
50715.00	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-1233.50	03/31/22		-
50715.00	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-1901.87	03/31/22		4
50715.00	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-1523.00	03/31/22		4
50715.00	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-4816.61			1
50715.00	99031	CHARITY C	ARE	WRITE-OFF		-118.00			1
50715.00	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-51214.27	03/31/22		1
50715.00	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-343.00	03/31/22		9
50715.000	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-2788.11	03/31/22		
50715.000	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-412.50	03/31/22		
50715.000	99031	CHARITY C	ARE	WRITE-OFF		-457.69			
50715.000	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-2139.17	03/31/22		- 1
50715.000	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-287.00	03/31/22		
50715.000	99031	CHARITY C	ARE	WRITE-OFF		-306.99			2
50715.000	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-1475.00	03/31/22		1
50715.000	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-1484.00	03/31/22		1
50715.000	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-27785.33	03/31/22		
50715.000	99031	CHARITY C	ARE	WRITE-OFF	-1.00	-29610.84	03/31/22		
TO	TAL 5071	5.000 CHAR	ITY	CARE W/OFF	-BAD DEBT	-134929.	58 -	20.00	QTY

134,929.58 24,121.23 Above remaining 159,050.81 68,893.03 Submitted 05/03/2023 90,157.78 Remaining



City Commission Agenda Item

Meeting Date: May 16, 2023

From: Tiffany Parsons, City Clerk

Item: Agri-Business Building Age Restriction Waiver

Purpose:

Approve a request from Lena Helms with Skinsations, to waive the age restriction at the Agri-Business Building during their 30th Anniversary Celebration Event on October 7, 2023. **(Voice Vote)**

Background:

Skinsations 30th Anniversary Celebration Event is scheduled for October 7, 2023, from 5:00 pm to 10:00 pm, at the Agri Business Building. They have hired Gypsy Bev. Co., LLC of Winfield, KS to serve alcoholic beverages at the event. Gypsy Bev. Co. is a licensed caterer with the State of Kansas and is qualified to be licensed with the city to host this event.

Currently, the Agri-Business Building allows alcohol during events if certain rules/regulations are followed:

- Any serving of alcoholic liquor or set-ups must be done by a vendor, group, or person holding a State temporary liquor license, or a caterer's license. The license may be obtained from the State alcoholic beverage division for a cost of \$25.00. Call 785.368.8222 (choose option 5 then 4) to obtain an application. This must be done a minimum of 14 days prior to the event in order for the license to be reviewed by the State. If serving 3.2 Cereal Malt Beverage only, the license must be obtained by the City.
- Applicant must schedule use of the Agri-Business Building with the Finance Department and pay the rental fee for the building.
- 3. Applicant must complete this alcoholic beverage permit application and pay the \$50 per each calendar day permit fee to the City Clerk's Office.
- 4. All events must be approved in advance by the City Manager.
- 5. Permits will be valid for no more than three (3) consecutive days, only for a six (6) hour period each day between the hours of 10:00 AM and 12:00 Midnight.
- 6. No person under 21 years of age shall be permitted within the interior of the agri-business building during the event.
- 7. The permit holder shall provide security approved by the police chief or his designee in the form of an off-duty, uniformed police officer or a uniformed security officer.
- 8. Permit only applies to the interior of the building. No one may carry an open container or consume alcohol outside the building.
- 9. Events where guests are invited and requested to bring their own alcoholic beverages and set-ups are limited only to specifically invited guests. Events of this type cannot be open to the public or uninvited guests. For this, the state Temporary Liquor License is not required. Note: Setups cannot be provided to the guests.
- 10. Any group, person, or organization convicted of violating any of the permit rules and regulations will be ineligible to apply for another permit until the offense is expunged from their record in accordance with law.

(Ref. Ord. 2011-11-4290; Sec. 50-262)

The only exemption being requested is to waive the age restriction to allow persons under 21 in the building during the event. Lena Helms and Gyspy Bev Co., as the licensed Caterer through the State of Kansas, have provided reasonable assurances that they will take all necessary precautions to ensure the property is used in full compliance with applicable state and local law. There will be a designated fenced-in area for of age participants to partake in alcoholic beverages being served.

Section , Item 2.

Commission Options:

- 1. Approve request
- 2. Disapprove request
- 3. Table for further consideration

Fiscal	Impact:
ı ıscuı	mpact.

Amount:				
Fund:	Department:	Expense Code:		
Included in	budget	Grant	Bonds	Other Not Budgeted

Approved for Agenda by:

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: May 16, 2023

From: Jennifer Waggoner, Finance Director/Treasurer

Item: Selection of Auditing Services for Fiscal Years 2023-2027

<u>Purpose:</u> A Resolution authorizing the City of Arkansas City to execute an agreement with Gordon CPA,

LLC for the provision of audit services for years ending December 31, 2023, 2024, 2025, 2026,

and 2027. (Voice Vote)

Background:

The last Request For Proposal (RFP) for auditing services was sent out in 2018. The audit firm of Gordon CPA, LLC was selected at that time and have audited our records for the City for the five years of 2018-2022. The firm has provided great service and the City has been pleased.

Government Finance Officers of America (GFOA) recommends multiyear agreements of at least five years to allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit and to help reduce the costs by allowing auditors to recover certain "startup" costs over several years rather than over a single year. Based on this, it is our standard practice to send RFP for auditing services for 5 years.

The attached RFP was distributed to 23 firms with 4 submitting bids. The bid summary is attached. After review of the bids, staff recommends selecting Gordon CPA, LLC as auditors for the City's financial records for the years ending December 31, 2023, 2024, 2025, 2026, and 2027.

Commission Options:

- 1. Approve the Resolution
- 2. Disapprove the Resolution
- 3. Table the Resolution for further discussion

Fiscal Impact:

Amount: \$15,050 to \$16,950 per year for 5 years										
Fund: 01-General Department: 209-Finance Expense Code: 6211-Auditing										
∑Included in budg	get	Grant	Bonds	Other Not Budgeted						
Approved for Agenda by:										
July -										

Randy Frazer, City Manager

RESOLU	TION NO.	2023-05-	

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO EXECUTE AN AGREEMENT WITH GORDON CPA, LLC FOR THE PROVISION OF AUDIT SERVICES FOR YEARS ENDING DECEMBER 31, 2023, 2024, 2025, 2026, AND 2027.

WHEREAS, there is a requirement under K.S.A. 75-1122 to retain an independent accountant to conduct an annual audit of the City's financial statements; and

WHEREAS, the City management believes the stewardship of the City's financial resources is the highest priority and an audit of these practices is in alignment with that priority; and

WHEREAS, City management recommends the selection of the accounting firm Gordon CPA, LLC; and

WHEREAS, Gordon CPA, LLC has proposed to provide the necessary services at an expense not to exceed \$79,910 for the City's audit, \$27,605 for Component Units (Library and Firefighter Relief Association), plus Single Audit Fee of \$2,500 to \$3,050 per year if applicable for five years; and

WHEREAS, sufficient funds are available for this purpose.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: That the Governing Body of the City of Arkansas City hereby authorizes the Mayor and/or City Manager of the City of Arkansas City to execute an Agreement with Gordon CPA, LLC for the provision of auditing services of the City's financial records for the years ending December 31, 2023, 2024, 2025, 2026, and 2027 at a cost not to exceed \$79,910 for the City's audit, \$27,605 for Component Units (Library and Firefighter Relief Association), plus Single Audit Fee of \$2,500 to \$3,050 per year if applicable.

SECTION TWO: That the Governing Body of the City of Arkansas City hereby authorizes the Mayor and/or City Manager of the City of Arkansas City to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION THREE: This Resolution will be in full force and effect from its date of passage by the City Commission of the City of Arkansas City.

PASSED AND RESOLVED by the governing body of the City of Arkansas City, Kansas, on May 16, 2023.

(Seal)	 Diana L. Spielman, Mayor
ATTEST:	Bland E. Spielman, Wayor
Tiffany Parsons, City Clerk	
APPROVED AS TO FORM	
Larry R. Schwartz, City Attorney	

CERTIFICATE

, hereby certify that the above and fore	going is a true and correct copy of Resolution No. 2023-05
of the City of Arkansas City, Kansas adop appears of record in my office.	oted by the governing body on May 16, 2023, as the same
DATED:	
	Tiffany Parsons, City Clerk

		Fees For Services				Fees For Related Services					Notes					
				Co	mponent											
Audit Firm	Year		City		Units		Single Audit	Tota	al W/O Single Audit		Partner	Ma	anager		Staff	
	2023	\$	7,900	\$	7,000		2,500	•	14,900							\$4000 Library, \$3000 FRA
	2024	\$,	\$	7,000		2,500		14,900							
Varney & Associates, CPAS, LLC	2025	\$,	\$	7,000		2,500		14,900	\$	375	Ś	195	Ś	150	*Original bid did not include component units
variety de Associates, el As, EEC	2026	\$,	\$	7,000		2,500		14,900	7	3,3	7	133	7	13.	as separate audits. Second bid submitted after
	2027	\$	•	\$	7,000	_	2,500		14,900							contacting April to clarify.
	Total	\$	39,500	\$	35,000	\$	12,500	\$	87,000							
	2023	\$	13,000		6,000		5,000	\$	19,000							\$4000 Library, \$2000 FRA
	2024	\$	•	\$	6,000		5,000	\$	19,350							
AdamsBrown, LLC	2025	\$	•	\$	6,000		5,000	\$	19,800	\$	465	\$	215	\$	18!	
Additisbrown, LEC	2026	\$	14,200		6,000		5,000		20,200	7	-103	7	213	7	10.	
	2027	\$	14,650	_	6,000	_	5,000		20,650							
	Total	\$	69,000	\$	30,000	\$	25,000	\$	124,000							
	2023	\$	15,050	\$	5,200	\$	2,500	\$	20,250							\$4000 Library, \$1200 FRA
	2024	\$	15,500	\$	5,355	\$	2,625	\$	20,855							
Gordon CPA, LLC	2025	\$	15,965	\$	5,520	\$	2,750	\$	21,485	\$	165	Ġ	140	Ġ	120	
GOTGOT CFA, LLC	2026	\$	16,445	\$	5,680	\$	2,900	•	22,125	7	103	Y	140	Y	120	
	2027	\$	16,950	\$	5,850	\$	3,050	\$	22,800							
	Total	\$	79,910	\$	27,605	\$	13,825	\$	121,340							
	2023	\$	33,000	\$	2,000	\$	7,500	\$	35,000							\$1000/component unit
	2024	\$	33,000	\$	2,000	\$	7,500	\$	35,000							Single Audit includes two major grants, each
Loyd Group, LLC	2025	\$	34,000	\$	2,000	\$	7,500	\$	36,000	\$	300	¢	225	¢	150	additional grant would be \$2500 each
Loyd Group, LLC	2026	\$	35,000	\$	2,000	\$	7,500	\$	37,000	۲	300	J	223	Ų	130	
	2027	\$	35,000	\$	2,000	\$	7,500		37,000							
	Total	\$	170,000	\$	10,000	\$	37,500	\$	217,500							
	2018	\$	13,250	\$	4,500	\$	2,000	\$	17,750							
	2019	\$	13,515	\$	4,590	\$	2,040	\$	18,105							
Prior Audit Expense	2020	\$	13,785	\$	4,680	\$	2,080	\$	18,465							
Gordon CPA, LLC	2021	\$	14,060	\$	4,775	\$	2,120	\$	18,835							
	2022	\$	14,340	\$	4,870	\$	2,160	\$	19,210							
	Total	\$	68,950	\$	23,415	\$	10,400	\$	102,765							



City of Arkansas City, Kansas REQUEST FOR PROPOSALS AUDITING SERVICES

For the fiscal years ending December 31, 2023, 2024, 2025, 2026 and 2027

City of Arkansas City, Kansas REQUEST FOR PROPOSALS AUDITING SERVICES

INTRODUCTION

1.1. SCOPE

The City of Arkansas City, Kansas, invites qualified certified public accounting firms licensed to practice in Kansas to submit proposals for the provision of auditing services according to the requirements of this Request for Proposal (RFP).

The purpose of this process is to obtain competitive prices for auditing services for Arkansas City, Kansas. The audit shall be performed on all funds of the City of Arkansas City and the following related municipal entities: Library and Firefighter's Relief Association.

Single Audit Act requirements may apply because the City may receive and use more than \$750,000 in federal funds in 2023, 2024, 2025, 2026 and 2027.

1.2. TERM

The selected firm shall be designated as the City's auditor for a five-year period commencing with the FY 2023 (fiscal year ending December 31, 2023) audit and continuing through the FY 2027 audit.

Should the selected firm be sold, change ownership or otherwise transfer its assets to a third-party auditor, the agreement to provide auditing services shall be assumed by the successor/third party auditor, except that the City shall have the sole option to terminate this contract without recourse upon receipt of written notification of the assumption of the agreement.

Cancellation of services will require a transition period. This transition period will be a minimum period of 3 months under full-service terms.

2. PROPOSAL PROCEDURES

2.1. ANTICIPATED PROPOSAL SCHEDULE

Issue Request For Proposal March 31, 2023

Proposals Due May 1, 2023 by 2:00 p.m.

Review Proposals May 2 – 8, 2023

Notification of firm selection May 9, 2023

Selection Made May 16, 2023 Commission Meeting

2.2. INQUIRIES REGARDING THIS REQUEST FOR PROPOSAL

Additional information concerning this RFP may be obtained by contacting:

- Jennifer C. Waggoner, Finance Director/Treasurer (620) 441-4404 or jwaggoner@arkansascityks.gov
- Copies of the 2021 audit and 2022 and 2023 budgets are available on our website at https://www.arkcity.org/finance/page/annual-budget-documents or upon request.

2.3. PROPOSAL SUBMISSION PACKAGE OVERVIEW

The proposal submission package shall include the following information:

- Contact Information
- Transmittal Letter
- Independence and License
- Firm Profile
- Staff Qualifications
- Prior Audit Experience
- Audit Approach
- Audit Quality Control
- References
- Fees for Services

Please refer to Section 5 for complete detail.

2.4. SUBMISSION OF PROPOSALS

Four (4) copies of the Proposal Submission Package should be delivered to:

City of Arkansas City Attn: Jennifer C. Waggoner 118 W. Central Ave Arkansas City, KS 67005

Proposals are due by 2 p.m. on Monday, May 1, 2023. Proposals should be in a sealed package, clearly marked "Audit Proposal" on the exterior of the package. Proposals received after the specified date and time, or unsealed or unmarked proposals WILL NOT BE CONSIDERED.

An individual who is authorized to bind the firm to all commitments made in the proposal must sign the proposal.

2.5. EFFECTIVE PERIOD OF PROPOSALS

All proposals must remain in effect for 90 days after the proposal due date.

2.6 EVALUATION AND AWARD CRITERIA

A. General elements (20 points)

- The audit firm is independent and licensed to practice in Kansas.
- The audit firm has no conflict of interest with regard to any other work performed by the firm for the City.
- The audit firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

B. Fees for services (25 points)

- Provide maximum fee for each annual audit and the fee rate for related services.
- Fee rate will be stated separately for component units for each annual audit.

C. Technical Qualifications (30 points)

- The firm's past experience and performance on Kansas municipal audit engagements, including public utilities.
- The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

D. Staffing and Procedures (25 points)

- Adequacy of proposed staffing plan for various segments of the engagement.
- Adequacy of audit, review, and reporting procedures.
- Ability to meet or exceed the proposed reporting schedule.

Although price for services will be an important factor in the evaluation of proposals, the City is not required to choose the lowest bidder. Evaluation and acceptance of a proposal will be based on the total package of services offered.

The City Manager, Finance Director and Accountant will review each proposal. After this review, the staff will present their recommendation for consideration by the City Commission.

2.7. RIGHT OF REJECTION BY CITY OF ARKANSAS CITY

The City reserves the right to award this contract to the accounting firm that best meets the requirements of the RFP, and not necessarily to the lowest bidder. Further, the City reserves the right to reject any or all proposals prior to the execution of the contract, with no penalty to the City.

2.8. ANTI-DISCRIMINATION CLAUSE

The City of Arkansas City, being an equal opportunity employer, will not discriminate against any bidder because of race, color, religion, sex or national origin; any person or group which enters into a contract with the City of Arkansas City must agree to comply with any and all applicable federal and state laws regarding the prohibition of discrimination. All bidders, by placing a bid, shall accept the affirmative duty to ascertain and comply with such laws.

3. GENERAL INFORMATION

3.1. BACKGROUND INFORMATION

The City operates under a Commission/Manager form of government. Each elected official serves either a four or two-year term. Arkansas City has a population of 11,929. There are approximately 126 full-time equivalent employees.

The City of Arkansas City offers the following services to its citizens:

- Law Enforcement
- Code Enforcement
- Parks and Facilities
- Municipal Court
- Library

- Fire & EMS Protection
- Water Utility
- Wastewater Utility
- Stormwater Utility
- Sanitation Collection

3.2. BASIS OF ACCOUNTING

The City uses the regulatory basis of accounting. Cash receipts and disbursements are recorded in accordance with the cash basis and budget laws of Kansas.

Each year since 2011, the City of Arkansas City has adopted a resolution to waive the generally accepted accounting principles (GAAP) reporting requirements of K.S.A. 75-1120a, and any amendments thereto. The City plans to continue this practice.

The City uses Tyler Technologies' INCODE V.X financial software for its accounting system and V9 for Utility Billing.

3.3. FUND STRUCTURE

The City uses the following funds in its financial reporting:

General Fund:

General

Special Purpose Funds:

- Special Recreation & Park
- Special Street & Highway
- Tourism
- Alcohol Program
- Public Library
- Land Bank Fund
- Healthcare Sales Tax Fund
- Unpledged Healthcare Sales Tax Fund
- CID Sales Tax Fund
- Special Law Enforcement Trust
- Equipment Reserve Fund
- Municipalities Fight Addiction Fund

Bond and Interest Fund:

• Bond and Interest

Capital Project Fund:

Capital Improvement

Business Funds:

- Stormwater Utility
- Water Utility
- Sewer Utility
- Sanitation Utility

Agency Fund:

Municipal Court

4. OTHER INFORMATION

4.1. STANDARDS

The audits are to be prepared on the basis of cash receipts and disbursement as adjusted to show compliance as set forth by the cash basis and budget laws of Kansas as set forth by the American Institute of Certified Public Accountants, the Kansas Municipal Audit Guide, and if applicable, the standards set forth for financial audits in GAO's Government Auditing Standards, the provisions of the Single Audit Act of 1984 and OMB Circular A-133, and the AICPA industry audit guide Audits of State and Local Governmental Units.

Additionally, the auditor will be responsible for communication and interpretation of any significant changes made in governmental reporting and shall respond to reasonable inquiries by City staff during the contract years.

4.2. FINANCIAL REPORTS AND MANAGEMENT LETTER

The primary outcome of the audit shall be a financial report prepared by the auditing firm. City staff is available for minor consultation, but the principle work shall be the responsibility of the audit firm. The report shall communicate in a separate letter to management any reportable conditions found during the audit.

4.3. WORKING PAPERS

Audit work papers shall remain in the custody of the auditor. However, any succeeding auditors shall be given access to audit work papers and shall have the right to copy such work papers pertaining to the audit for a period of three (3) years after the expiration of the audit contract. Upon request, the auditor will provide copies of work papers pertaining to any questionable costs or findings determined in the audit and must be made available upon request for examination by authorities of federal or state agencies or other governmental oversight agencies.

4.4. REPORTING

In completing the audit(s), the following dates will be adhered to, with subsequent years following corresponding dates:

- A. The City of Arkansas City will have records ready for audit and all management personnel available to meet with the firm's personnel no later than February 28th of each year, for the audit of the prior calendar year. Preliminary fieldwork can be performed at any time after receipt of a signed engagement letter.
- B. The draft of the audit, detailed adjusted trial balance and audit adjusting journal entries shall be available for review no later than May 15th of each year, for the audit of the prior calendar year. The auditor will review the audit draft with City management for each respective audit report before the final report is prepared.
- C. The final audit report and management letters must be dated no later than May 31st each year, for the audit of the prior calendar year. Ten bound copies, one unbound copy and a PDF format copy will be required.
- D. The auditor will have a representative present at a City Commission meeting to discuss the audit and management letter in time to meet the required 240-day reporting requirement of the City's bond issues as stated in the Omnibus Continuing Disclosure Undertaking.

5. PROPOSAL REQUIREMENTS

5.1. STANDARDS

In order to achieve a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified below.

- A. **Contact Information** The name of the proposing firm, firm address and telephone number, name and email address of a contact person, and a signature and date.
- B. Letter of Transmittal A signed transmittal letter briefly stating the proposer understands the work to be done, why the firm believes itself to be best qualified to perform the engagement, and any other information they consider essential to their proposal.
- C. Independence and License The firm should provide an affirmative statement that it is independent of the City in accordance with the professional standards and ethics promulgated by the AICPA. The firm should also provide an affirmative statement indicating that the firm and all assigned key professional staff are properly licensed to practice in Kansas.
- D. Firm Profile At a minimum, the proposal should state the size of the firm, the size of the firm's governmental audit staff, and the location of the office from which the work on this engagement will be performed. The firm must maintain Error and Omission Insurance in an amount standard in the industry for auditors of municipalities, but in no event shall coverage be less than \$100,000 per occurrence.
- E. **Staff Qualifications** The proposal should describe the qualifications of staff to be assigned to the audit. The description should include the composition of the audit team and prior experience of the individual audit team members. The proposal should include resumes of the individual audit team members.
- F. Prior Audit Experience The proposal should describe prior auditing experience of the proposing office. The experience listing should be limited to the last five years and should include prior experience auditing Kansas municipalities, including electric, water and wastewater utilities, and A-133 audits.
- G. Audit Approach The proposal should set forth a general audit plan, including an explanation of the audit methodology to be followed to perform the services required in the request for proposals. Each proposal should detail the approach to be taken to gain and document an understanding of the City's internal control structures.
- H. **Audit Quality Control** Briefly describe your firm's quality control and procedures. State whether these policy and procedures have been subjected to a professional "peer review" program to provide for an independent review of their effectiveness. Include a copy of your firms' most recent peer review report and related letter of comments, if applicable.

- I. References The proposal should include at least 3 municipal government client references, including contact persons and telephone numbers.
- J. Fees for Services Provide the firm's all-inclusive maximum fee for the requested work in this proposal. Fee proposal must include a breakdown of audit services for the City, each component unit, and Single Audit.



AUDITING SERVICES PROPOSAL

Name of Accou	nting Firn	n:								
Proposal Subm	itted by:									
Address:										
Contact Person	: <u> </u>									
Email: Phone:										
Fees for Service	<u>es:</u>									
Year	City	,	Component Unit	s Single Audit	Total					
2023										
2024										
2025										
2026										
2027										
TOTAL										
Fee Rates for R	Related Se	ervices:								
Manager										
Staff										
City, Kansas, pur Services, for the Upon Acceptanc	suant to the Fiscal Yea te by the Ci	ne terms and c ars ending Dec ity of Arkansa	conditions established cember 31, 2023, 202 s City, this shall beco	in the City's Request 24, 2025, 2026 and 2 me a valid and bindin	to the City of Arkansas for Proposals, Auditing 027 (hereafter "RFP"). Ig contract which shall fully set forth herein.					
Signature:				Date:						
ACCEPTED BY TH	IE CITY OF	ARKANSAS CI	TY, KANSAS							
Sianature:				Date:						



CITY OF ARKANSAS CITY, KANSAS FINANCIAL SUMMARY

Year-To-Date April 30, 2023

	Cash Summary											Budget Summary							
Fund	В	1/1/2023 eginning Cash Balance		Prior Year ncumbrances/ justing Entries		Receipts		Disbursements	A	Change in ssets/Liabilities	End	/30/2023 ling Cash salance		Budget	En	ncumbrances	ı	Budget Variance Favorable nfavorable)	% Remaining (67%)
01 - GENERAL FUND	\$	2,895,567.21	\$	235,440.90	\$	4,570,263.46	\$	4,416,260.36	\$	(383,501.09) \$	\$ 2	2,430,628.32	\$	13,389,936	\$	16,534.38	\$	8,957,141	67%
15 - STORMWATER FUND	\$	440,484.20	\$	-	\$	74,620.75	\$	53,958.87	\$	(16,575.97) \$	\$	444,570.11	\$	346,287	\$	-	\$	292,328	84%
16 - WATER FUND	\$	3,744,233.50	\$	352,062.11	\$	1,970,607.98	\$	2,011,148.83	\$	(529,401.59) \$	\$ 2	2,822,228.95	\$	5,626,946	\$	456,379.57	\$	3,159,418	56%
18 - SEWER FUND	\$	5,825,432.80	\$	1,280,786.91	\$	4,935,943.14	\$	1,654,832.06	\$	(2,463,310.26) \$	\$ 5	5,362,446.71	\$	4,659,731	\$	332,816.53	\$	2,672,082	57%
19 - SANITATION FUND	\$	1,444,768.15	\$	-	\$	647,326.62	\$	400,477.21	\$	(185,585.91) \$	\$ 1	1,506,031.65	\$	1,933,112	\$	205,671.48	\$	1,326,963	69%
20 - SPECIAL RECREATION FUND	\$	41,151.85	\$	-	\$	4,571.65	\$	-	\$	- \$	\$	45,723.50	\$	57,041	\$	-	\$	57,041	100%
21 - SPECIAL STREET FUND	\$	501,383.18	\$	-	\$	693,880.67	\$	112,929.06	\$	2,450.17 \$	\$ 1	1,084,784.96	\$	1,289,108	\$	-	\$	1,176,179	91%
23 - TOURISM/CONVENTION FUND	\$	58,921.39	\$	-	\$	74,730.27	\$	53,749.34	\$	- \$	\$	79,902.32	\$	200,398	\$	-	\$	146,649	73%
26 - SPECIAL ALCOHOL FUND	\$	82,849.19	\$	-	\$	4,596.65	\$	1,000.00	\$	(1,708.89) \$	\$	84,736.95	\$	103,678	\$	-	\$	102,678	99%
27 - PUBLIC LIBRARY FUND	\$	-	\$	-	\$	246,703.97	\$	246,703.97	\$	- \$	\$	-	\$	457,400	\$	-	\$	210,696	46%
29 - SPECIAL LAW ENF TRUST FUND	\$	3,540.14	\$	-	\$	-	\$	-	\$	- \$	\$	3,540.14	Not a	a Budgeted Fund					
31 - LAND BANK FUND	\$	16,950.90	\$	-	\$	-	\$	-	\$	- \$	\$	16,950.90	\$	11,211	\$	-	\$	11,211	100%
32 - MUNICIPALITIES FIGHT ADDICTION FUND	\$	2,852.63	\$	-	\$	26,902.57	\$	457.00	\$	- \$	\$	29,298.20	\$	-	\$	-	\$	(457)	0%
43 - BOND & INTEREST FUND	\$	108,383.41	\$	-	\$	1,940,586.00	\$	1,175,335.98	\$	- \$	\$	873,633.43	\$	2,615,798	\$	-	\$	1,440,462	55%
44 - HEALTHCARE SALES TAX FUND	\$	178,275.32	\$	-	\$	589,224.30	\$	589,224.30	\$	(178,275.32) \$	\$	-	\$	2,120,000	\$	-	\$	1,530,776	72%
45 - UNPLEDGED HEALTHCARE SALES TAX FUND	\$	-	\$	-	\$	51,885.65	\$	-	\$	- \$	\$	51,885.65	\$	441,285	\$	-	\$	441,285	100%
53 - MUNICIPAL COURT FUND	\$	21,152.55	\$	13,979.42	\$	-	\$	7,173.13	\$	16,670.87 \$	\$	16,670.87	Not a	a Budgeted Fund					
54 - EQUIPMENT RESERVE FUND	\$	184,746.02	\$	-	\$	-	\$	-	\$	- \$	\$	184,746.02	Not a	a Budgeted Fund					
57 - CID SALES TAX FUND	\$	-	\$	-	\$	17,654.60	\$	17,654.60	\$	- \$	\$	-	\$	70,000	\$	-	\$	52,345	75%
68 - CAPITAL IMPROVEMENT FUND	\$	3,183,124.40	\$	-	\$	57,556.76	\$	963,650.00	\$	(360,000.00) \$	\$ 1	1,917,031.16	Not a	a Budgeted Fund					
TOTALS	\$	18,733,816.84	\$	1,882,269.34	\$	15,907,055.04	\$	11,704,554.71	\$	(4,099,237.99)	\$ 16,	954,809.84	\$	33,321,931.00		- 			

INDEBTEDNESS:	
2019 PBC	\$ 16,415,000
GO 2020 REFUNDING & IMPROVEMENT BOND	\$ 17,785,000
GO 2022 TAXABLE STROTHER FIELD	\$ 4,470,000
2019 FERRARA PUMPER TRUCK LEASE	\$ 362,095
2021 RAVO STREET SWEEPER	\$ 85,785
2023 WWTP SRF LOAN	\$ 9,500,000
TOTAL	\$ 48,617,880

Note: Information is Unaudited