



City Commission Agenda
Tuesday, May 14, 2024, 5:30 PM
City Commission Chambers, 950 S. Grant Ave.

- Call to Order
 - Roll Call
 - Pledge of Allegiance
 - Invocation
1. AWARDS, PROCLAMATIONS, PRESENTATIONS:
 - a. Master Municipal Clerk (MMC) Presentation to City Clerk Alicia Hidalgo
 2. APPROVAL OF AGENDA
 3. MINUTES -
 - a. April 23, 2024, Regular Meeting Minutes
 4. ITEMS FROM CITIZENS

Rules of the Commission: Any citizen desiring to address the Commission shall be recognized by the Chair, advance to the podium, state his/her name and address in an audible tone for the record. Presentations shall be limited to five (5) minutes unless extended by a vote of the majority of the Commission. The Commission does not hear matters involving litigation or City Personnel. The Commission does not take action on subjects not on the agenda unless unusual or hardship conditions exist. Citizens may address the Commission on agenda items as they are brought to the floor.
 5. ITEMS FROM GROUPS
 6. CONSENT AGENDA

All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commission member or citizen requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

 - a. Lease #60.04 Guillermo Castro
 - b. Lease #TS-11.01 Ormiston Air
 - c. CMB License - Rincon Latino, LLC, 608 N. Kansas Ave.
 7. Resolution No. 2415 - Authorizing Financing of Solar Energy Generation Improvements
 8. Police Purchase of Body Armor
 9. Willow Tree Maintenance Purchases

- a. Greens Mower
 - b. Purchase of Sand Bunker Rake
- 10. Financial Policies & Procedures Manual
- 11. Language Access Plan
- 12. City Slogan & Modified Logo
- 13. Library Board Appointment
- 14. Land Transfer
- 15. Animal Control Discussion
- 16. CITY STAFF
- 17. CITY MANAGER'S REPORT
- 18. ITEMS FROM COMMISSIONERS
- 19. VOUCHERS
 - a. 05/14/2024 VOUCHERS
 - ADJOURNMENT



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 1.a.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From:

RE: Master Municipal Clerk (MMC) Presentation to City Clerk Alicia Hidalgo

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 3.a.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Alicia Hidalgo, City Clerk

RE: April 23, 2024, Regular Meeting Minutes

Attached are the April 23, 2024, Regular Meeting Minutes.

Recommendation:

Staff recommends approval of the April 23, 2024, Regular Meeting Minutes.

THE REGULAR MEETING OF THE LIBERAL CITY COMMISSION
April 23, 2024

The regular meeting of the Liberal City Commission was held at 5:30 p.m. at City Commission Chambers located at 950 S. Grant Ave., on Tuesday, April 23, 2024.

Commission Present: Mayor Jose Lara, Vice Mayor Jeff Parsons, Janeth Vazquez, and Ron Warren. Matt Landry was absent.

City Staff Present: City Manager Rusty Varnado, Assistant City Manager Brad Beer, Assistant City Manager Chris Ford, City Clerk Alicia Hidalgo, Municipal Court Judge Jason Maxwell, Grants Director Karen LaFreniere, Building Director Keith Bridenstine, Code Enforcement Officer James Kulow, Special Projects Manager Steve Carroll, and City Attorney Lynn Koehn.

Mayor Lara called the meeting to order. City Clerk Hidalgo read the roll call and declared a quorum present. The Pledge of Allegiance was recited and Commissioner Warren gave the invocation.

1. AWARDS, PROCLAMATIONS, PRESENTATIONS. *No items.*

2. APPROVAL OF AGENDA.

Vice Mayor Parsons stated they need to add an Executive Session after Commission Comments.

Commissioner Warren moved to approve the agenda, as amended, with Commissioner Vazquez seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

3. MINUTES:

a. April 2, 2024 Special Meeting Minutes.

Vice Mayor Parsons moved to approve the April 2, 2024, Special Meeting minutes, as presented, with Commissioner Warren seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

b. April 9, 2024, Regular Meeting Minutes.

Vice Mayor Parsons moved to approve the April 9, 2024, regular meeting minutes, with Commissioner Warren seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

4. Items from Citizens. *No items were presented.*

5. Items from Groups. *No items were presented.*

6. CONSENT AGENDA

a. February P/Z meeting minutes

b. Lease #52.01 Millwright Best Repair LLC

c. Lease #190.04 I.C.S Scrap Metal

d. Liberal CVB Advisory Board Minutes

Commissioner Warren moved to approve the consent agenda, as printed, with Commissioner Vazquez seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

7. Oxford House Information.

- Municipal Court Judge Jason Maxwell stated they changed their program name from Drug Court to Treatment Court. He gave stats and noted there is no housing for their people. They need more structure than what is provided at Stepping Stone Shelter.
- Oxford House Alumni Nathan Guile provided information regarding the Oxford Houses and their plans to move forward with housing in our community.

8. Ortuno Addition RHID

a. Rescind Ordinance No. 4613.

- Grants Director Karen LaFreniere stated this item was approved by Ordinance No. 4613. It was discovered the newspaper did not publish the public hearing, so the process had to start over. She did make sure the public hearing notice was published.
- City Attorney Koehn explained the situation and stated it was no fault of the City; it just did not get published.

Commissioner Warren moved to rescind Ordinance No. 4613, with Vice Mayor Parsons seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

b. Public Hearing.

Mayor Lara opened the Public Hearing.

- Grants Director Karen LaFreniere stated the legal notice was published.

Mayor Lara closed the Public Hearing.

c. Ordinance No. 4615 – Establishing the Ortuno Addition RHID and Adopting the Development Plan.

Mayor Lara requested Commission consideration of Ordinance No. 4615, entitled "AN ORDINANCE OF THE GOVERNING BODY OF THE CITY OF LIBERAL, KANSAS ESTABLISHING A RURAL HOUSING INCENTIVE DISTRICT WITHIN THE CITY AND ADOPTING A PLAN FOR THE DEVELOPMENT OF HOUSING AND PUBLIC FACILITIES IN SUCH DISTRICT, AND MAKING CERTAIN FINDINGS IN CONJUNCTION THEREWITH (ORTUNO ADDITION, MCCRAY REPLAT)."

Commissioner Vazquez moved to approve Ordinance No. 4615 and adopt the development plan for Ortuno Addition, as presented, with Commissioner Warren seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

9. Ordinance No. 4616 – Vacating a Portion of Seneca Street.

Mayor Lara requested Commission consideration of Ordinance No. 4616, "AN ORDINANCE VACATING THE NORTH TWENTY-FIVE (25') FEET AND THE SOUTH TWENTY-FIVE (25') FEET OF SENECA STREET, LOCATED BETWEEN BLOCK ONE (1) LOT SIX (6) AND BLOCK TWO (2) LOT ONE (1) IN THE HOLLY RIDGE THIRD ADDITION TO THE CITY OF LIBERAL, SEWARD COUNTY, KANSAS, LEAVING A TEN (10') FOOT DRAINAGE RIGHT OF WAY."

Building Director Keith Bridenstine stated this ordinance will leave a 10-foot wide right of way for the drainage flume, with the remainder of the street reverting to the adjoining landowners.

- Additional discussion was held.

Commissioner Warren moved to adopt Ordinance No. 4616, as presented, with Commissioner Vazquez seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

10. Resolution No. 2413 – Vehicle Abatement at 23 West 3rd.

Mayor Lara requested Commission consideration of Resolution No. 2413, entitled "A RESOLUTION AUTHORIZING THE REMOVAL OF MOTOR VEHICLE NUISANCES FROM CERTAIN PROPERTIES IN THE CITY OF LIBERAL, KANSAS, PURSUANT TO CHAPTER 8 OF THE CODE OF ORDINANCES OF THE CITY OF LIBERAL, KANSAS."

- Code Enforcement Officer James Kulow stated the black Mercedes located at 23 West 3rd has had numerous notices and certified letters to remove the vehicle. It is still out of compliance today.

Commissioner Warren moved to adopt Resolution No. 2413, with Vice Mayor Parsons seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

11. Splash Pads.

- Special Projects Manager Steve Carroll has been working on two splash pads one in Mahuron Park and one in McCray Park. He recommends using Oasis Water Playgrounds Inc. from Houston, Texas. The project will take six weeks to complete and cost \$500,000.
- Site preparation, irrigation, electrical expenses, and work will be completed in-house.
- Additional discussion was held.

Commissioner Vazquez moved to enter into a contract with Oasis Water Playgrounds and allow the City Manager to sign the contract with the project to be funded from the Housing and Community Development portion of the One Cent Sales Tax, not to exceed \$550,000, with Commissioner Warren seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

12. Animal Control Ordinance.

Mayor Lara requested Commission consideration of Ordinance No. 4617, entitled "AN ORDINANCE OF THE CITY OF LIBERAL, KANSAS AMENDING CHAPTER 2, ARTICLE 3 REGULATING DOGS AND CATS WITHIN THE CITY OF LIBERAL, KANSAS."

- Special Projects Manager Carroll stated staff was asked to address citizen concerns regarding the health and safety issues that stem from unattended dogs and cats roaming our city streets. Staff recommends adopting a new city ordinance, which would replace Liberal City Code Chapter 2, Article 3, and implement associated fees. The new ordinance will require all dogs and cats to be registered, licensed annually, and have proof of vaccination for rabies at six (6) months of age. Additionally, we propose encouraging responsible pet ownership by making it a violation for animals to defecate on public and private property without immediate removal.
- Registration and licensing tie directly to rabies vaccination, which is a common practice across the country. Implementing this ordinance is a lawful way to address citizens' health and safety concerns, and reduce overpopulation and operating expenses. The following are some of our statistics, the results from public surveys, and the efforts of our Animal Control Department.
- Additional discussion was held. It was noted the fees will go into effect on January 1, 2025.

Commissioner Warren moved to adopt Ordinance No. 4617, with Vice Mayor Parsons seconding the motion. The motion carried by a vote of 3 to 1, with Commissioner Vazquez against and Commissioner Landry absent.

13. LPD Joining Regional Drug Task Force.

- Police Chief Chet Pinkson stated the Liberal Police Department is requesting to join a regional Drug Task Force, which includes the Haskell County Sheriff's Office and the Seward County Sheriff's Office. The Task Force is being formed to address the illicit drugs, including methamphetamines and opioids, within Haskell and Seward counties.
- The advantages were discussed.
- City Attorney Koehn explained how the MOU came together.

Commissioner Vazquez moved to approve the Memorandum of Understanding for the Liberal Police Department to join the Regional Task Force with Haskell and Seward Counties, with Vice Mayor Parsons seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

14 CITY STAFF. *No items.*

15. CITY MANAGER'S REPORT. *No items.*

16. ITEMS FROM COMMISSIONERS

Commissioner Warren: Thank you to everybody for what you are doing and the efforts in our community to try to help people and make things better.

Commissioner Vazquez: Thank you to all of the staff and we have a full house tonight so thank you to everybody who's here with us in our meeting and everybody who's joining us live. I'm just looking forward to the splash pads. I know it's going to bring more recreational activities for our families here in the community and of course the Police Department for putting this drug Task Force together. I know we've been working hard on a lot of educational campaigns, so thank you for all your hard work.

Vice Mayor Parsons: Special thanks to the folks from Oxford House. I think it's a tremendous thing and if we can add that to our community, I think it's definitely a good thing. Looking down the agenda, it seems like thanks to Staff for bringing these things to us that we can address solving problems, creating a RHID, just a lot of positive things not just in this agenda particularly, but as an ongoing thing. Thanks for that. I appreciate everybody showing up tonight.

Mayor Lara: Thank you all for coming. Thank you for working for the community. I am excited about the process that we're doing, whether it's just small items where we're trying to clean up the city, different ordinances to try and get things better for everybody, different recreational activities with the splash pads, and having more options. Watching the Municipal Court working with as many agencies as they can whether it's the Police Department or Oxford House to try and help our community and some of those members of the community. I think this was a good meeting, a lot of progress is being done, and we'll just continue to work on that. Thank you all.

Commissioner Landry was absent.

17. EXECUTIVE SESSION.

Vice Mayor Parsons moved to adjourn into an Executive Session for ten (10) minutes to discuss the City Manager's Contract pursuant to K.S.A. 75-4319(b)(1) for the purpose of discussing personnel matters of non-elected personnel and invites City Manager Varnado and the City Attorney. They will go in at 6:35 p.m. and return at 6:45 p.m. The motion was seconded by Commissioner Warren and carried 4 to 0, with Commissioner Landry absent.

Mayor Lara inquired if the Commission wished to take any action as a result of the Executive Session.

Vice Mayor Parsons moved to approve the Employment Agreement Addendum, as presented, with Commissioner Warren seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

18. VOUCHERS:

\$1,921,957.60 dated April 23, 2024.

Commissioner Warren moved to approve the vouchers, as presented, with Commissioner Vazquez seconding the motion. The motion carried by a vote of 4 to 0, with Commissioner Landry absent.

The meeting was adjourned by Mayor Lara.

Jose Lara, Mayor

ATTEST:

Alicia Hidalgo, MMC, City Clerk



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 6.a.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Judy Hernandez, Accountant I

RE: Lease #60.04 Guillermo Castro

Recommendation:

Staff requests Commission consideration to approve the attached Lease Agreement #60.04 with Guillermo Castro.

AIRPORT LEASE

THIS AGREEMENT, entered into this 1st day of March, 2024, by and between the City of Liberal ("Lessor") and **Guillermo Castro, 1225 N Calhoun Ave. Liberal, KS. 67901**
Phone: (620) 655-7298 ("Lessee").

WHEREAS, Lessor is the owner of the following described premises situated on the Liberal Mid-America Regional Airport, Seward County, Kansas:

Lot 9 of Block 13
Lot 9 = 180' x 319' = 57,600 sq. ft.

WHEREAS, the Lessee desires to occupy and lease the above described premises.

NOW, THEREFORE, it is agreed between the parties hereto, as follows:

1. Leased Premises and Purposes. Lessor leases to Lessee and Lessee rents from Lessor the above described premises located at the Liberal Mid-America Regional Airport for the purpose of providing the Lessor with revenue to support the Liberal Mid-America Regional Airport, and such use by Lessee of the above described premises shall at all times be compatible with airport operations.

2. Term. The term of this Lease is for **One (1) Year beginning on March 1, 2024.** There is no option to renew this Agreement, and any hold over will be considered a month to month lease on the same terms as set forth herein. This Lease shall automatically terminate without further obligation by either party if Lessor's right to possession of said airport properties terminates in any way.

3. Rental. Lessee agrees to pay Lessor **\$2,522.88 per year or \$210.24 per month.** Rental payments are due on the tenth day of each month, and will be considered late after the eleventh day of each month, incurring a late charge beginning on the eleventh day of each month amounting to 10% of the monthly rent.

4. Security Deposit. No security deposit is required under this lease.

5. Restrictions on Use. This Lease is made subject to and the Lessee agrees to comply with and be bound by the following:

a. The terms and conditions under which Lessor holds possession of the airport and airport properties and the terms and conditions contained in the Quitclaim Deed by which the Lessor acquired title to the airport;

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- b. Rules and regulations of the Federal Aviation Administration;
- c. All other laws and regulations of the United States, State of Kansas, or any other governmental entity's laws, rules, and regulations applicable to said premises;
- d. No mobile homes or house trailers for living quarters may be placed on the leased premises and the premises shall not to be used for dwelling purposes;
- e. Lessee agrees to furnish service on a fair, equal, and not unjustly discriminatory basis to all of its users, and to charge fair, reasonable and not unjustly discriminatory prices for each unit or service; provided, that Lessee may make reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions to volume purchasers;
- f. Lessee shall not be authorized or granted an exclusive right within the meaning of Section 308 of the Federal Aviation Act of 1958;
- g. Lessor reserves the right to further development or improve the landing area and all publicly owned air and navigation facilities of the airport as it sees fit, regardless of the desires or views of the Lessee, and without interference or hindrance by Lessee;
- h. Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstruction, together with the right to prevent Lessee from erecting, or permitting to be erected, any building or other structure on the airport which in the opinion of the Lessor would limit the usefulness of the airport or constitute a hazard to aircrafts;
- i. During time of war or national emergency, Lessor shall have the right to enter into an agreement with the United States government for military/naval use of all or part of the landing area, the publicly owned air navigation facilities, and/or other areas or facilities of the Liberal Mid-America Regional Airport, including the leased premises. If any such agreement is executed, the provisions of this instrument, insofar as they are inconsistent with the provisions of the agreement with the United States Government, shall be suspended;
- j. This Agreement shall be subordinate to the provisions of any outstanding Agreement between Lessor and the United States relative to the maintenance, operation or development of the airport;
- k. Lessee agrees to abide by all laws, rules, and regulations affecting the leased premises or Lessee's use of the leased premises, and in particular will not jeopardize

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any reasonable function of the Liberal Mid-America Regional Airport or its ability to receive federal funding;

l. Lessee agrees that in connection with the use of the leased premises, Lessee shall not discriminate against any person on the grounds of race, color, or national origin, or be otherwise subject to discrimination in connection with Lessee's the use of the leased premises; that any construction of improvements on, over or under the leased premises in the furnishing of service thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination; and that Lessee shall use the premises in compliance with all other requirements imposed by 49 C.F.R. Part 21, Non-Discrimination in Federally Assisted Programs of the Department of Transportation;

m. No rights granted by this Agreement will be exercised in a manner which would interfere with or adversely affect the use, operation, maintenance or development of the airport;

n. There is hereby reserved to the Lessor, its successors and assigns, for the use and benefit of the public, a free and unrestricted right of flight for the passage of aircraft in the air space above the leased premises, together with the right to cause in said air space such noise as may be inherent in the operation of the aircraft, now known or hereafter used for navigation of or flight in the air, using said air space or landing at, taking off from, or operating on or about the Liberal Mid-America Regional Airport;

o. Lessee shall not cut down or remove any tree from the leased premises without the written consent of the Lessor;

p. Lessee shall keep the leased premises clean, neat, and presentable, shall not increase any existing fire hazards, and shall not use the leased premises in a manner which would in any way annoy or interfere with the other tenants or users of the Liberal Mid-America Regional Airport. The Lessee shall keep the lot or piece of land free and clear of all weeds and obnoxious growths and shall such cut such weeds and obnoxious vegetation growths before the same blossoms or matures or attains a size sufficient to interfere in any manner with the health, convenience or pleasure of persons living near or adjacent to such premises or of persons using the streets, alleys or sidewalks and shall not permit the seeds therefrom to be scattered upon the same or adjacent property.

In the event Lessor, in its sole discretion, believes the premises violate the requirements of sub (p), then Lessor shall give written notice to Lessee of the items in violation. Lessee shall have five (5) days from receipt of said notice to cure said violation(s). In the event Lessee fails to cure such violation(s), then Lessor may elect to cure the violation(s)

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and assess the costs to the Lessee for immediate payment. The costs to cure the violation(s) shall include any and all reasonable fees including but not limited to hourly work per worker not to exceed \$20 per hour, mileage, etc. Costs shall be documented and provided to Lessee with the amount to be paid in writing. Failure to timely pay shall be considered a breach of the lease agreement;

q. Lessee shall comply with all federal, state, and local regulations upon the installation of above ground or below ground storage tanks, and shall obtain the prior written consent of the Lessor before any such installation.

r. In the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease for a purpose for which a DOT program or activity is extended or for another purpose involving the provision of similar services or benefits, the Lessee shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49CFR Part 21, Non-Discrimination Federally Assisted Programs of the Department of Transportation and as said regulations may be amended.

t. Alcohol Consumption on City Airport Property Prohibited. Lessee shall comply with City ordinances regarding the prohibited consumption of any type of alcoholic liquor upon City Airport property.

u. Animals at Large. Lessee shall comply with City ordinances prohibiting the owning, harboring or having the custody or possession of any dog to cause or allow such animal to run at large within the City and City Airport property. Off-leash dogs on the airport not only present a nuisance to other airport tenants, but to the general safety of airport operations.

v. Land Purchase. In the event Lessor makes the determination to sell the leased premises, Lessee shall have first right of refusal to pursue said purchase.

6. Liability and Insurance. Lessee shall hold Lessor free, including reasonable attorneys' fees, and harmless from all claims, damages, suits, or causes of action resulting from injuries to persons or property and arising thereon or out of the use, occupancy, or condition of the leased premises and shall carry, maintain and **deposit proof with the Lessor of liability insurance with an insurance company**, satisfactory to Lessor, insuring Lessor as an additional named insured, against liability in the minimum amount of \$1,000,000 per occurrence arising on or about the leased premises, together with \$25,000 property damage insurance. In addition thereto, Lessee shall obtain and maintain adequate fire, accident, casualty, and extended coverage insurance covering the replacement value of contents (including fixtures and attached improvements not considered part of the building for insurance purposes) of any building or personal property owned by Lessor on the leased premises, and again provide Lessor with proof of same and name Lessor as an additional insured. If Lessor is required to resort to an attorney

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to defend or enforce any of its rights against Lessee and prevails in such litigation, Lessee shall pay Lessor's reasonable attorney's fees and court costs.

7. Utilities. Lessee shall pay promptly all charges for heat, light, gas, water and power used by Lessee in or upon the leased premises; shall pay promptly for garbage and sewage removal and waste removal, if any.

8. Taxes. Lessee shall pay all annual taxes and assessments levied against any buildings, fixtures, attached improvements, or real estate on the leased premises, and in addition thereto Lessee shall pay all taxes and special assessments assessed against the personal property or real property located on the leased premises. Lessee's tax payment shall be due at the time it would be due if Lessee were the owner of the leased premises.

9. Inspection. Lessor and its agent shall have free access to the leased premises during all reasonable hours for the purpose of examining the same and to ascertain if they are in good repair, and to make reasonable repairs which the Lessor may require or desire to make. Lessee, by taking possession of the property accepts it in that condition existing at the time of occupancy and waives any claim Lessee may have concerning the condition of the property. Lessee acknowledges that taking possession includes a full and complete inspection of the property. Lessor shall not be liable for any defects, latent or otherwise, on the leased premises.

10. Repairs and Modification. Lessee agrees that any repairs or modifications made to City owned buildings or personal property leased hereunder can be made at the Lessee's own expense if less than \$100.00, if it does not devalue the property or do structural damage to the property. Under all other situations including when Lessee wants Lessor to pay, Lessee shall obtain prior approval from the Airport Manager, with the right to appeal any repairs and modifications greater than \$300.00 to the City Manager. If approval is not received, Lessee can be required to pay for the cost of repair or modification or remove it at Lessee's expense, at Lessor's discretion. All requests for approval of the Airport Manager or City Manager shall be accompanied by two estimates for the repair or modification.

11. Environmental Hazard.

a. Environmental Studies. Lessee acknowledges that Lessee has obtained (at its sole cost and expense) a Phase I environmental site assessment report with respect to the leased premises (the "Phase I Report"), has ordered and shall obtain (at its sole cost and expense) a Phase II environmental site assessment report with respect to the leased premises (the "Phase I Report" and, together with the Phase I Report, the "Environmental Reports"), and upon receipt shall share a copy of such reports with Lessor. Upon completion of "Phase II Study", Lessee and the Lessor will evaluate the findings and if the condition of the site is acceptable to both parties, then both parties shall execute this lease. Lessee will then take possession of the premises.

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b. Release and Indemnity by Lessor. Lessor and Lessee acknowledge and agree that Lessee shall not have any liability or responsibility whatsoever for claims, costs, damages or expenses arising from the presence of "Hazardous Materials" (as defined below) on or about the leased premises. In furtherance of the foregoing:

(i) Waiver. Lessor hereby waives and releases Lessee, its members, managers, officers, directors, other agents, and their respective successors and assigns (all such persons collectively, the "Lessee Parties"), from and against all claims, costs, damages, and expenses (including but not limited to all attorneys' fees, investigation costs and remediation costs) arising from or in any way relating to the presence of any Hazardous Materials on or about the leased premises as of the commencement of this Airport Lease or at any time prior to the commencement of this Airport Lease, including but not limited to any contamination or Hazardous Materials disclosed in the Environmental Reports.

(ii) Indemnity. Lessor at its sole cost and expense and at no cost to Lessee shall indemnify, defend, and hold the Lessee Parties free and harmless from and against all claims, costs, damages, and expenses (including but not limited to all attorneys' fees, investigation costs and remediation costs with respect to any Hazardous Materials) arising from or in any way relating to the presence of any Hazardous Materials on or about the leased premises as of the commencement of this Airport Lease or at any time prior to the commencement of this Airport Lease, including but not limited to any contamination or Hazardous Materials disclosed in the Environmental Reports. If an event occurs that entitles Lessee, or that Lessee believes entitles it, to indemnification pursuant to this Section 11(b)(ii) with respect to a third party claim, Lessee shall promptly notify Lessor thereof. Lessee shall cooperate reasonably with Lessor and its counsel in the defense of such claim and shall be entitled to full access to information with respect thereto and to participate in the defense thereof at its own cost and expense. Any compromise, settlement or offer of settlement of such claim by Lessor shall require the prior written consent of Lessee, which consent shall not be unreasonably withheld. Unless such consent is obtained, Lessor shall continue the defense of such claim.

(iii) Hazardous Materials. For purposes of this Airport Lease, the term:

(A) "Hazardous Materials" means (i) "hazardous substance," as defined in the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. section 9601, et seq.), as amended, or any successor statute, (ii) "hazardous material," as defined in the Hazardous Materials Transportation Act (49 U.S.C. section 1801, et seq.), as amended, or any successor statute, (iii) "hazardous

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waste," "solid waste," "sludge," "used oil," "recycled oil," "lubricating oil," and "re-refined oil," as defined in the Resource Conservation and Recovery Act of 1976 (42 U.S.C. section 6901, et seq.), as amended, or any successor statute, (iv) asbestos or products containing asbestos, or (v) any substances, materials or wastes listed in (A) the United States Department of Transportation Hazardous Materials Table (49 C.F.R. section 172.101), as amended, (B) the Environmental Protection Agency List (40 C.F.R. Part 302), as amended, or (C) any other list published by any federal or state governmental entity now or in the future.

(B) "Hazardous Materials Laws" means federal, State, and local laws, rules, regulations, and ordinances that are applicable to the Property or Lessee's use thereof, and that regulate the use, storage, release, or remediation of the release of Hazardous Materials.

c. Warranty by Lessee. Subject to the obligations of Lessor under the foregoing provisions of this Section 11, for the duration of this Lease, Lessee warrants that it will not use, or permit to be used, Hazardous Materials on the leased premises, except in compliance with Hazardous Materials Laws. As soon as Lessee becomes aware of any violation or potential violation of Hazardous Materials Laws on the leased premises, or any investigation, complaint or inquiry regarding the same, Lessee immediately shall inform Lessor. Lessee shall keep current all licenses or permits concerning air, water, underground tanks, dumping, storage, or other uses of the leased premises. Lessee further agrees to indemnify, defend, and hold Lessor harmless from and against any liability, loss, cost, damage, or expense, including, without limitation, reasonable attorney fees, arising from any violation by Lessee of its warranty under this Section 11(c).

d. Phase I Report at Expiration or Termination. Prior to the expiration or termination of the term of this Lease, Lessee at its sole cost and expense shall procure a Phase I environmental site assessment of the leased premises as of the expiration or termination of the term of this Lease and deliver a copy thereof to Lessor and follow any recommendations contained.

12. Oil and Gas Leases. All existing oil and gas leases covering the leased premises are prior in right and time to this Lease and this Lease is subject to its terms and conditions insofar as the use of the surface of the leased premises is concerned. Lessor reserves the right to enter into future oil and gas leases covering all or part of the leased premises, and in such event, the oil and gas Lessee shall pay reasonable damages to the Lessee named herein for the interference to the Lessee's use of the surface and Lessor will make an equitable abatement of rent based on the square footage of the surface taken by the oil and gas Lessee. The City will use its best efforts to limit any interference caused to Lessee by oil and gas leasing operations.

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13. Assignment and Sublease. Lessee may not assign or sublease all or any part of the premises, and any attempt to do so is void, unless expressly approved in writing by Lessor.

14. Default. Lessee shall be in default if any of the following occur:

- a. Rent is more than ten (10) days past due, even though the late payment fee will continue to accrue;
- b. Failure to perform any term, condition, or covenant of this Lease;
- c. Lessee becomes bankrupt or insolvent, or has a Petition in bankruptcy or for the appointment of a receiver filed by or against Lessee;
- d. Lessee makes an assignment for the benefit of creditors;
- e. Lessee abandons the premises;
- f. Lessee has any part of the leased premises taken by writ of execution;
- g. Lessee allows any type of lien to attach to the leased premises;
- h. Lessee fails to timely pay any tax assessment becoming due during the Lease term.

In the event of default by Lessee, Lessor, besides other rights or remedies it may have according to law, shall have the immediate right of re-entry and may remove all persons and property from the leased premises, with such property removed (or secured) and stored in a public warehouse or elsewhere at the cost of, and for the account of Lessee, all without service or notice or resort to legal process and without being deemed guilty of or liable for trespass or becoming liable for any loss or damage which may be occasioned thereby. Additionally, Lessor may take all reasonable steps to bring the lease into compliance and assess the cost incurred in bringing the lease into compliance against the Lessee.

15. Non-Waiver. Any waiver by Lessor of a breach by the Lessee of any covenant, term, or condition contained in this lease shall not be construed to be a waiver of any subsequent breach of the same or other covenant, term, or condition.

16. Total Agreement and Modifications in Writing. This Agreement contains the entire agreement between the parties and cannot be changed or terminated except by written instrument subsequently executed by the parties. This Agreement and the terms and conditions applied and are binding on the heirs, legal representatives, successors, and assigns of both parties.

Lessee Initials: _____

17. Attorneys' Fees. If any action is commenced to construe this Airport Lease or to enforce the rights or duties of either party hereto, then the party prevailing in that action shall be entitled to recover its attorneys' fees in that action as well as all attorneys' fees, costs and expenses of enforcing any judgment entered therein.

IN WITNESS WHEREOF, the parties hereof have executed this Airport Lease the day and year first above written.

CITY OF LIBERAL

By: _____
Mayor

ATTEST: _____
City Clerk

LESSEE

By Guillermo Castro

(Typed/Printed Name of Lessee)

Lessee Initials: _____



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 6.b.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Judy Hernandez, Accountant I

RE: Lease #TS-11.01 Ormiston Air

Recommendation:

Staff requests Commission consideration to approve the attached Lease Agreement #TS-11.01 with Ormiston Air.

Lease No. TS-11.01

AIRPORT LEASE

THIS AGREEMENT, entered into this **1st day of January, 2023**, by and between the City of Liberal ("Lessor") and Ormiston Air, PO Box 43 Kismet, KS 67859 , Liberal, KS 67901, Phone: (620) 629-7386 ("Lessee").

WHEREAS, Lessor is the owner of the following described premises situated on the Liberal Mid-America Regional Airport, Seward County, Kansas:

**T-Hangar S-11 of the South Set of T-Hangars
Building #809**

WHEREAS, the Lessee desires to occupy and lease the above described premises.

NOW, THEREFORE, it is agreed between the parties hereto, as follows:

1. Leased Premises and Purposes. Lessor leases to Lessee and Lessee rents from Lessor the above described premises located at the Liberal Mid-America Regional Airport for the purpose of providing the Lessor with revenue to support the Airport, and such use by Lessee of the above described premises shall at all times be compatible with airport operations.

2. Term. The term of this Lease is for **One (1) Year** beginning on **January 1, 2024**. There is no option to renew this Agreement, and any hold over will be considered a month-to-month lease on the same terms as set forth herein. This Lease shall automatically terminate without further obligation by either party if Lessor's right to possession of said airport properties terminates in any way.

3. Rental. Lessee agrees to pay Lessor **\$848.81 per year in advance or \$70.73 per month**. Rental payments are due on the tenth day of each month, and will be considered late after the eleventh day of each month, incurring a late charge beginning on the eleventh day of each month amounting to 10% of the monthly rent.

4. Security Deposit. A Security Deposit is not necessary under this lease.

5. Restrictions on Use. This Lease is made subject to and the Lessee agrees to comply with and be bound by the following:

a. The terms and conditions under which Lessor holds possession of the airport and airport properties and the terms and conditions contained in the Quitclaim Deed by which the Lessor acquired title to the Airport;

b. Rules and regulations of the Federal Aviation Administration;

c. All applicable laws, ordinances, rules and regulations of the federal, state, county and municipality wherein leased premises are located, including compliance with future laws and regulations, i.e., those passed after the date of this agreement;

d. No mobile homes or house trailers for living quarters may be placed on the leased premises and the premises shall not to be used for dwelling purposes;

e. Lessee agrees to furnish service on a fair, equal, and not unjustly discriminatory basis

- b. Failure to perform any term, condition, or covenant of this Lease;
- c. Lessee becomes bankrupt or insolvent, or has a Petition in bankruptcy or for the appointment of a receiver filed by or against Lessee;
- d. Lessee makes an assignment for the benefit of creditors;
- e. Lessee abandons the premises;
- f. Lessee has any part of the leased premises taken by writ of execution;
- g. Lessee allows any type of lien to attach to the leased premises.
- h. Lessee fails to timely pay any tax assessment becoming due during the Lease term.

In the event of default by Lessee, Lessor, besides other rights or remedies it may have according to law, shall have the immediate right of re-entry and may remove all persons and property from the leased premises, with such property removed (or secured) and stored in a public warehouse or elsewhere at the cost of, and for the account of Lessee, all without service or notice or resort to legal process and without being deemed guilty of or liable for trespass or becoming liable for any loss or damage which may be occasioned thereby. Additionally, Lessor may take all reasonable steps to bring the lease into compliance and assess the cost incurred in bringing the lease into compliance against the Lessee.

15. Non-Waiver. Any waiver by Lessor of a breach by the Lessee of any covenant, term, or condition contained in this lease shall not be construed to be a waiver of any subsequent breach of the same or other covenant, term, or condition.

16. Total Agreement and Modifications in Writing. This Agreement contains the entire agreement between the parties and cannot be changed or terminated except by written instrument subsequently executed by the parties. This Agreement and the terms and conditions applied and are binding on the heirs, legal representatives, successors, and assigns of both parties.

IN WITNESS WHEREOF, the parties hereof have executed this Airport Lease the day and year first above written.

CITY OF LIBERAL

By _____
Mayor

ATTEST: _____
City Clerk

LESSEE

By _____

(Typed/Printed Name of Lessee)

according to law, shall have the immediate right of re-entry and may remove all persons and property from the leased premises, with such property removed (or secured) and stored in a public warehouse or elsewhere at the cost of, and for the account of Lessee, all without service or notice or resort to legal process and without being deemed guilty of or liable for trespass or becoming liable for any loss or damage which may be occasioned thereby. Additionally, Lessor may take all reasonable steps to bring the lease into compliance and assess the cost incurred in bringing the lease into compliance against the Lessee.

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16. Total Agreement and Modifications in Writing. This Agreement contains the entire agreement between the parties and cannot be changed or terminated except by written instrument subsequently executed by the parties. This Agreement and the terms and conditions applied and are binding on the heirs, legal representatives, successors, and assigns of both parties.

IN WITNESS WHEREOF, the parties hereof have executed this Airport Lease the day and year first above written.

CITY OF LIBERAL

By _____
Mayor

ATTEST: _____
City Clerk

LESSEE

By 

Rock Ormiston II
(Typed/Printed Name of Lessee)

Lessee Initials ROZ



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 6.c.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Alicia Hidalgo, City Clerk

RE: CMB License - Rincon Latino, LLC, 608 N. Kansas Ave.

Rincón Latino LLC is requesting a Cereal Malt Beverage (CMB) license for consumption on the premises located at 608 N. Kansas Avenue.

Recommendation:

Staff recommends approval of the CMB license.

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

☐ City or ☐ County of city of Liberal

SECTION 1 - LICENSE TYPE

Check One: ☒ New License ☐ Renew License ☐ Special Event Permit

Check One:

☒ License to sell cereal malt beverages for consumption on the premises.

☐ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 - APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 8184038

I have registered as an Alcohol Dealer with the TTB. ☒ Yes (required for new application)

Name of Corporation <u>Rincon Latino LLC</u>	FEIN <u>92-3807955</u>		
Corporation Street Address <u>608 N Kansas ave</u>	Corporation City <u>Liberal</u>	State <u>KS</u>	Zip Code <u>67901</u>
Date of Incorporation <u>06/01/23</u>	Articles of Incorporation are on file with the Secretary of State. ☒ Yes ☐ No		
Resident Agent Name <u>Yael A Guzman</u>	Phone No. <u>620-419-8203</u>		
Residence Street Address <u>406 N Prospect ave</u>	City <u>Liberal</u>	State <u>KS</u>	Zip Code <u>67901</u>

SECTION 3 - LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name <u>Rincon Latino LLC</u>	Name <u>Yael Guzman</u>
Business Location Address <u>608 N Kansas ave</u>	Address <u>406 N Prospect ave</u>
City <u>Liberal</u> State <u>KS</u> Zip <u>67901</u>	City <u>Liberal</u> State <u>KS</u> Zip <u>67901</u>
Email Address(s) Please separate values with a comma. <u>RinconLatino88@gmail.com</u>	
Business Phone No. <u>(620) 309-7440 4170</u>	☐ Applicant owns the proposed business location. ☒ Applicant does not own the proposed business location.
Business Location Owner Name(s)	

SECTION 4 - OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse*, if applicable. Attach additional pages if necessary.

Name <u>Yael A Guzman</u>	Position <u>owner</u>	100%	Date of Birth <u>04/10/03</u>
Residence Street Address <u>406 N Prospect ave</u>	City <u>Liberal</u>	State <u>KS</u>	Zip Code <u>67901</u>
Spouse Name <u>NA</u>	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Age
Residence Street Address	City	State	Zip Code
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Age
Residence Street Address	City	State	Zip Code



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 7.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Scarlette Diseker, Finance Director

RE: Resolution No. 2415 - Authorizing Financing of Solar Energy Generation Improvements

On February 27, 2024, the City Commission voted unanimously to move forward with the solar energy project and designate \$800,000 from the Streets, Drainage, and Other Capital Improvements portion of the One Cent Sales Tax to get the project underway. Resolution No. 2415 authorizes the solar energy public improvements to the Police Department, Recreation Center, Wastewater Treatment Plant, and City Hall and provides for the payment of the costs. It states that the City may issue general obligation bonds, when authorized to do so by the City Commission, to finance all or a portion of the public improvements.

Resolution No. 2415 also allows for the reimbursement of expenditures made within 60 days of the current date, which would include our project start-up funds cost of \$800,000.

Recommendation:

Staff requests City Commission consideration to approve the resolution authorizing solar energy generation improvements and providing for the payment of the costs at the Police Department, Recreation Center, Wastewater Treatment Plant, and City Hall.

RESOLUTION NO. 2415

A RESOLUTION OF THE CITY OF LIBERAL, KANSAS, AUTHORIZING CERTAIN PUBLIC IMPROVEMENTS AND PROVIDING FOR THE PAYMENT OF THE COSTS THEREOF.

WHEREAS, K.S.A. 13-1024a, as amended by Charter Ordinance No. 37 (the “Act”) of the City of Liberal, Kansas (the “City”), provides that for the purpose of paying for any bridge, viaduct, street, transportation, sidewalk, path, or pedestrian way improvement, airport, public building, facility, or structure, parking improvement, or other public infrastructure, utility or works, including any appurtenances related thereto and the land necessary therefor, for lands and improvements for public parks and recreation facilities, including golf courses, stadiums and community centers, and developing and making improvements to the same, within or without the City, for the establishment, development and construction of crematories, desiccating or reduction works, including any appurtenances related thereto and the land necessary therefor, within or without the City, or for the improvement, repair or extension of any waterworks, sanitary sewer facilities, sewage treatment or disposal plant, sewerage system, storm water improvement, electric light plant, telecommunications, crematory, desiccating or reduction works or other public utility plant or works owned by the City, and for the purpose of rebuilding, adding to or extending to the same or acquiring land necessary therefor from time to time, as the necessities of the City may require, or for the acquisition of equipment, vehicles and other personal property to be used in relation to any of the improvements authorized herein, the City may borrow money and issue its general obligation bonds for the same; and

WHEREAS, the City may issue such general obligation bonds when authorized to do so by the adoption of a resolution by the City Commission (the “Governing Body”) describing the purpose to be provided for and the amount of general obligation bonds to be issued, such bonds to be issued, sold, delivered and retired in accordance with the provisions of the general bond law; and

WHEREAS, the Governing Body desires to authorize the issuance of general obligation bonds of the City to finance all or a portion of the public improvements set forth below.

THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LIBERAL, KANSAS:

Section 1. Public Improvements; Bond Authorization. The Governing Body hereby authorizes the acquisition and installation of solar energy generation improvements to certain public buildings including City Hall, the waste water treatment plant, the recreation center, and the police department, and all improvements related thereto (the “Project”). The estimated costs of the Project are \$3,800,000. The costs of the Project, interest on interim financing and associated financing costs, shall be payable from the proceeds of general obligation bonds of the City issued under authority of the Act (the “Bonds”).

Section 2. Reimbursement. The Bonds may be issued to reimburse expenditures made on or after the date which is 60 days before this date, pursuant to Treasury Regulation § 1.150-2.

Section 3. Effective Date. This Resolution shall take effect and be in full force from and after its adoption by the Governing Body.

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ADOPTED by the City Commission on May 14, 2024.

(SEAL)

Jose Lara, Mayor

ATTEST:

Alicia Hidalgo, MMC, City Clerk



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 8.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Chester Pinkston, Police Chief

RE: Police Purchase of Body Armor

The LPD is requesting funding in the amount of \$19,522.50 to purchase body armor for 11 officers.

Recommendation:

To approve the request with the recommended motion:

I make a motion to approve the purchase of 11 ballistic vests for the Liberal Police Department in an amount not to exceed \$20,000 paid through budget funds in the general fund.



**LIBERAL POLICE DEPARTMENT
MEMORANDUM
CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # _____**

TO: Mayor Jose Lara
Vice-Mayor Jeff Parsons
City Commissioner Matt Landry
City Commissioner Janeth Vasquez
City Commissioner Ron Warren

FROM: Chester Pinkston, Chief of Police

DATE: May 14, 2024

SUBJECT: Purchase of Body Armor

Brief Description of Request:

Each year the Liberal Police Department purchases new vests for newly hired officers and replaces expired ballistic vests for current officers. This year 11 vests are needed. The City is partially reimbursed through the Patrick Leahy Bulletproof Vest Partnership (BVP) Program, administered by the U.S. Department of Justice. The rate of reimbursement is up to 50% of expenditures.

LPD utilizes Baysingers Police Supply as our vendor for uniforms and equipment. They are based out of Wichita, and will send a representative to our department to measure the officers to ensure fit. Other vendors will not travel to our department which requires us to send the officers to the location of the vendor. This lack of service is magnified if we have issues with the vests which require them to be sent back for alterations.

Baysingers carries the Safariland outer carrier vest and panels that we currently use. The department has a budgeted line item, 100-4210-46085 for uniform expenses. There is approximately **\$28,000.00** remaining in this line item. We are requesting **\$19,522.50** for the purchase of body armor. We are expecting reimbursement of approximately half of this cost.

Proposed Motion:

I make a motion to approve the purchase of 11 ballistic vests for the Liberal Police Department in the amount of **\$19,522.50**.



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 9.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Chris Vermillion, Golf Maintenance Director

RE: Willow Tree Maintenance Purchases

The golf course staff is requesting to purchase an off-lease mower and an off-lease sand bunker rake. The information is attached.

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 9.a.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Chris Vermillion, Golf Maintenance Director

RE: Greens Mower

A new greens mower was budgeted for Willow Tree Golf Course in 2024 for \$54,000. Budgeted funds were insufficient to cover the cost of a new mower due to industry-wide increases in the price of equipment. Purchase of an off-lease Jacobsen Eclipse 322 from Kansas Golf and Turf is being put forward to defray some of the cost. The mower is coming off of a lease at Prairie Dunes Country Club in Hutchinson Ks, and has approximately 1300 hours on it. This machine is in stock and can be delivered immediately. Both Professional Turf Products (Toro) and Van Wall Equipment (John Deere) were solicited for bids of similar equipment with none being put forth.

Recommendation:

Staff recommends the purchase of this machine for a cost of \$22,000.



WWW.KANSASGOLFANDTURF.COM

800-260-6095 316-267-9111

5701 N CHUZY DRIVE WICHITA, KS 67219

4/1/2024

QUOTE

ATTENTION: CHRIS VERMILLION
WILLOW TREE GOLF COURSE

MANUFACTURER:	MODEL DESCRIPTION:	LIST PRICE	MUNICIPAL PRICE
JACOBSEN	NEW ECLIPSE 360 GAS HYBRID	\$74,283.00	\$59,427.00
	LIMITED AVAILABILITY		
	15-BLADE REELS		
	GROOVED SEGMENTED ROLLERS		
	FREIGHT AND SETUP:	<u>\$1,200.00</u>	<u>\$1,200.00</u>
	<i>SUBTOTAL:</i>	<i>\$75,483.00</i>	<i>\$60,627.00</i>

JACOBSEN	OFF LEASE ECLIPSE 322 GAS HYBRID	N/A	\$20,000.00
	APPROXIMATELY 1300 HOURS		
	15-BLADE REELS		
	GROOVED SEGMENTED ROLLERS		
	<i>SUBTOTAL:</i>		<i>\$20,000.00</i>

JACOBSEN	NEW GREENS KING IV GAS	\$51,701.00	\$41,362.00
	LIMITED AVAILABILITY		
	11-BLADE REELS		
	GROOVED SEGMENTED ROLLERS		
	FREIGHT AND SETUP:	<u>\$1,200.00</u>	<u>\$1,200.00</u>
	<i>SUBTOTAL:</i>	<i>\$52,901.00</i>	<i>\$42,562.00</i>

SMITHCO	NEW SAND STAR II	\$28,949.00	\$24,606.00
	18 HP GAS ENGINE, 2 OR 3 WHEEL		
	ON/OFF PARALLEL DRIVE		
ATTACHMENTS:	72" PRO RAKE	\$1,788.00	\$1,519.00
	MID MOUNT SCARIFIER - STRAIGHT BLADE	\$1,670.00	\$1,419.00
	40" ALUMINUM MANUAL PLOW	\$2,003.00	\$1,702.00
	FREIGHT AND SETUP:	<u>\$750.00</u>	<u>\$750.00</u>
	SUBTOTAL:	\$35,160.00	\$29,996.00

SMITHCO	OFF LEASE SAND STAR II	N/A	\$12,500.00
	APPROXIMATELY 1000 HOURS		
	OR		
	SAND STAR IV (3WD w/ POWER STEERING)	N/A	\$15,000.00
	APPROXIMATELY 700 HOURS		
ATTACHMENTS:	NEW ATTACHMENTS, SO SAME PRICE AS ABOVE, WILL LET YOU KNOW IF ANY USED ATTACHMENTS ARE AVAILABLE.		

DELIVERY:	NO CHARGE
FREIGHT AND SETUP:	NO CHARGE
SUB TOTAL:	
TAX:	AS APPLICABLE
TOTAL PRICE:	

THANK YOU FOR CONSIDERING KANSAS GOLF AND TURF FOR ALL YOUR EQUIPMENT NEEDS. THE PRICES QUOTED ARE VALID FOR 30 DAYS.

QUOTE BY: RYAN BLEW, KGT

Approved by: _____ Date: _____



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 9.b.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Chris Vermillion, Golf Maintenance Director

RE: Purchase of Sand Bunker Rake

Willow Tree staff is requesting an off-lease bunker rake be purchased. Their current machine is a 1998 Toro SandPro with approximately 5,000+ hours on it, and an upgrade is badly needed. Kansas Golf and Turf currently has a Smithco Sand Star IV that is coming off-lease from Prairie Dunes Country Club in Hutchinson Ks with approximately 700 hours on it. Bids for similar machines were solicited from Professional Turf Products (Toro) and Van Wall Equipment (John Deere) with none being put forth.

Recommendation:

Staff recommends that the Smithco Sand Star IV be purchased at a cost of \$20,000.



WWW.KANSASGOLFANDTURF.COM

800-260-6095 316-267-9111

5701 N CHUZY DRIVE WICHITA, KS 67219

4/1/2024

QUOTE

ATTENTION: CHRIS VERMILLION
WILLOW TREE GOLF COURSE

MANUFACTURER:	MODEL DESCRIPTION:	LIST PRICE	MUNICIPAL PRICE
JACOBSEN	NEW ECLIPSE 360 GAS HYBRID	\$74,283.00	\$59,427.00
	LIMITED AVAILABILITY		
	15-BLADE REELS		
	GROOVED SEGMENTED ROLLERS		
	FREIGHT AND SETUP:	<u>\$1,200.00</u>	<u>\$1,200.00</u>
	<i>SUBTOTAL:</i>	<i>\$75,483.00</i>	<i>\$60,627.00</i>

JACOBSEN	OFF LEASE ECLIPSE 322 GAS HYBRID	N/A	\$20,000.00
	APPROXIMATELY 1300 HOURS		
	15-BLADE REELS		
	GROOVED SEGMENTED ROLLERS		
	<i>SUBTOTAL:</i>		<i>\$20,000.00</i>

JACOBSEN	NEW GREENS KING IV GAS	\$51,701.00	\$41,362.00
	LIMITED AVAILABILITY		
	11-BLADE REELS		
	GROOVED SEGMENTED ROLLERS		
	FREIGHT AND SETUP:	<u>\$1,200.00</u>	<u>\$1,200.00</u>
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SMITHCO	NEW SAND STAR II	\$28,949.00	\$24,606.00
	18 HP GAS ENGINE, 2 OR 3 WHEEL		
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ATTACHMENTS:	72" PRO RAKE	\$1,788.00	\$1,519.00
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	40" ALUMINUM MANUAL PLOW	\$2,003.00	\$1,702.00
	FREIGHT AND SETUP:	<u>\$750.00</u>	<u>\$750.00</u>
	SUBTOTAL:	\$35,160.00	\$29,996.00

SMITHCO	OFF LEASE SAND STAR II	N/A	\$12,500.00
	APPROXIMATELY 1000 HOURS		
	OR		
	SAND STAR IV (3WD w/ POWER STEERING)	N/A	\$15,000.00
	APPROXIMATELY 700 HOURS		
ATTACHMENTS:	NEW ATTACHMENTS, SO SAME PRICE AS ABOVE, WILL LET YOU KNOW IF ANY USED ATTACHMENTS ARE AVAILABLE.		

DELIVERY:	NO CHARGE
FREIGHT AND SETUP:	NO CHARGE
SUB TOTAL:	
TAX:	AS APPLICABLE
TOTAL PRICE:	

THANK YOU FOR CONSIDERING KANSAS GOLF AND TURF FOR ALL YOUR EQUIPMENT NEEDS. THE PRICES QUOTED ARE VALID FOR 30 DAYS.

QUOTE BY: RYAN BLEW, KGT

Approved by: _____ Date: _____



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 10.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Scarlett Diseker, Finance Director

RE: Financial Policies & Procedures Manual

The City of Liberal Finance Department has worked over five months to review our existing Purchasing Manual and update it to a more robust Financial Policy that includes an annual calendar for planning purposes, specific fund definitions, important budgetary deadlines, and expectations for Department Heads and staff members as it pertains to expending monies.

Financial Policies are central to a strategic, long-term approach to financial management. According to the Government Finance Officers Association, the adoption of formal, written Financial Policies helps governments to:

- 1) Institutionalize good financial management practices.
- 2) Clarify strategic intent for financial management.
- 3) Define boundaries and limits on actions staff may take.
- 4) Support good bond ratings and potentially reduce the cost of borrowing.
- 5) Promote long-term and strategic thinking.
- 6) Manage risks to financial condition.
- 7) Comply with established public management best practices.

We feel that the approval of this updated Financial Policy will help move the City forward in a more structured manner and assist with succession planning as new staff members are added and trained on the expectations of our entity.

Recommendation:

Staff recommends City Commission consideration to approve the Financial Policies & Procedures Manual.

FINANCIAL POLICIES & PROCEDURES



A Manual for The City of Liberal, KS

APPROVED BY CITY MANAGER May 14, 2024

Rusty Varnado

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- 20. BUDGETING**
- 21. FUND ACCOUNTING**
- 22. EXTERNAL AUDIT AND REPORTING OF FRAUD, THEFT, OR MISUSE**
- 23. ADDENDUM: FINANCIAL CALENDAR**

1. AUTHORITY:

The City of Liberal purchasing and contracting policies are based upon State Statues, City Ordinances, and Administrative Regulations adopted by the City Commission. These policies serve as the regulations and procedures that are employed in daily operations of the City.

Objectives:

- To secure the greatest value for dollar spent (economy in quality).
- To obtain lower prices through bid competitions and group purchasing.
- To improve budgetary control.
- To standardize specifications, where practical.
- To purchase for the City of Liberal in accordance with the City's Ordinances and in accordance with the Statues of the State of Kansas.
- Strive to interest all vendors and contractors in competing.
- Treat all vendors and contractors fairly.
- Consider cooperative purchasing with other local governments or with the State of Kansas.
- Conduct ourselves with honesty and truth and demand the same from vendors.

Conflict of Interest:

No City Manager or employee shall accept any valuable gift (caps, coffee mugs, pens, pencils, note pads, etc., and items under \$100.00 in value are excluded) whether in the form of service, loan, thing, or promise, from any person, firm, or corporation which to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall any such official or employee:

- Accept any gift, favor, or thing of value that may tend to influence the City Manager in the discharge of his or her duties
- Grant in the discharge of his or her duties any improper favor, service, or item of value.
- For non-conflicting gifts in excess of \$100 value, a Gift, Entertainment and Favor Disclosure Form must be completed and submitted to the Finance Department.

No City Manager, director, or employee shall be signatory upon, discuss in an official capacity, vote on any issue concerning or otherwise participate in his or her capacity as a public official or employee in the making of any contract with any person or business:

- In which the City Manager, director, or employee owns a legal or equitable interest exceeding \$5,000 or five percent, whichever is less, individually or collectively with his or her spouse; or
- From which the City Manager, director, or employee receives, in the current or immediately preceding or succeeding calendar year, any salary, gratuity, or other compensation or remuneration having a dollar value of \$1,000 or more; or
- In which he or she shall hold the position of officer or director, irrespective of the amount of compensation received from or ownership held in the business.

Contracts:

Except as provided in this policy, the City Manager or acting Mayor, with a majority vote by the Commission, are the only individuals authorized to contractually bind the City by the execution of a contract. Any official signature shall be attested by the City Clerk.

Used Equipment:

The City does not generally purchase used equipment. However, if it can be demonstrated that it is advantageous to do so, used equipment may be purchased from an established and reliable vendor. Normal bidding procedures should be considered for this type of purchase.

2. DEFINITIONS:

Bids: Refers to the quotation or proposal from a vendor for the commodity or service required. Sealed bids are those to be received at a specific time and place for opening. Informal bids may be received orally or in writing and will be a firm price quotation.

Bonds: Bonds used in the purchasing and contracting process are the Bid Bond, Contract and Maintenance Bond, and Statutory Bond.

Department: Refers to any office, institution, department, division, board, commission, or agency of the City government except as specifically excluded by law.

Emergency Purchases: Refers to only those made for commodities or services to meet unforeseen emergencies are time sensitive and that would otherwise cause a loss to the City.

Quotes: Refers to bids taken by the department, either orally or in writing with or without advertising, in lieu of the procedure followed in receiving sealed bids.

Price Agreement (Sub Orders): Refers to that procedure whereby contracts are awarded on the basis of bids for supplying an indefinite amount of commodity or commodities, service or services. Price agreements will contain either certain unit prices or a varying price scale, for stipulated periods of time, and such other terms as may be set forth in the agreement.

Public Works and Public Improvement Projects: Refers to those contractual services and materials purchased for capital construction which is stationary and has a depreciation schedule of

a relatively long period, such as, the construction or repair of buildings, streets, bridges, municipal enterprises, etc.

Purchasing Card (City Credit Card): A credit card issued for official City business, including bank and store cards.

Specifications: Refers to an adequate description of the commodity or service required, including all data necessary to provide the bidder with the exact needs and desires of the using agency.

3. GENERAL PURCHASING PROCEDURES:

A. Authority:

The City Manager and each Department and/or Division Head have purchasing authority for the City of Liberal. Department and/or Division Heads are authorized to delegate purchasing authority within their department or division as needed for efficient operations. Department and/or Division Heads shall cooperate in joint purchasing plans through which the best interest of the City will be served. Department and/or Division Heads have the signature authority to commit or purchase up to \$2,000, unless the City Manager has established another dollar amount in the system. Commitments or purchases greater than \$2,000, but less than \$10,000, must receive Director of Finance and Assistant City Manager or City Manager approval. Commitments or purchases of \$10,000 or more must receive approval from the City Commission, unless they are an ordinary or recurring non-capital maintenance item or expense. The City Manager and Mayor have emergency spending authority of \$25,000.

B. Responsibility:

Department and/or Division Heads have responsibility for procurement of suitable materials, supplies, equipment, and services at the best possible prices for quality required. Each Department and/or Division Head has the authority and responsibility to determine and prepare purchase requirements, specifications, conduct purchase transactions, and process necessary operational purchases.

Department and/or Division Heads shall obtain and engage in as much competition as possible in the solicitation of bids, pricing, and procurement.

The Finance Department may conduct periodic purchasing audits to determine if purchasing procedures are being properly followed. Such audits will check for unauthorized items being purchased, purchases being split into small increments in order to bypass procedures for larger purchases, see how effectively departments are making follow-up inquiries for delinquent deliveries, shortages, damaged, and/or incorrect materials, verify invoice prices and extensions are correct and the items were actually received and used by the department, and whether adequate departmental control records are being kept. Departmental delegated purchasing authority will be revoked for an employee if abuse or irresponsible purchasing is discovered.

C. Purchases Excluded from Purchasing Procedure:

Any purchase which is a “sole source of supply,” if approved by the City Manager’s office, may be exempt from procedural purchase requirements of the City. For the purpose of this manual, “sole source of supply” shall mean:

- Any supplier who is the only seller of goods or services available to the City.
- Specific equipment which is the standard item used by the City in multiple operations or locations when equipment from a different supplier would require additional expense to maintain a second set of repair parts.
- A seller whose product or service is necessary for the well-being of the City which, if purchased elsewhere, would be economically impractical. This exception shall not be applicable to the use of Federal Funds and is not intended to be a waiver of federal, state, or local laws prohibiting discrimination.
- Contracts for independent audits, special legal, special engineering and construction, or special financing and administrative survey service.
- Utilities, advertising, and like services.
- Items on Government Contract may be excluded from normal Procurement Policies but must have a contract number cited on the requisition.

D. Emergency Purchases:

Emergency purchases which do not follow the normal purchasing policies for commodities or services to meet unforeseen emergencies that would otherwise cause a loss to the City require Department Head and City Manager approval.

E. Requisitions and Purchase Orders:

A requisition is used to record information about the purchase, such as the initiating department, the commodities being ordered and the accounting distribution to be pre-encumbered as a result of the request. A requisition is required to generate a purchase order.

A purchase order authorizes a vendor to supply goods or services to the City and provide an invoice for the Finance Department to pay the vendor.

Requisitions and corresponding invoices must be coded and initialed/signed by the Department Head before delivering to the Finance Department.

F. City Credit Cards:

City Policy is that all commodities and services are preferred to be paid on open account or, if necessary, with a City credit card, unless the vendor does not accept credit cards. Then it will be paid by a City check.

G. Construction Projects:

The policy of the City of Liberal regarding construction of public improvements is developed under the authority of Charter Ordinance No. 9, which exempts the City from the provisions of K.S.A. 13-1017. Construction projects include: the construction or reconstruction of any street, highway, sidewalk, bridge, sewer main, water main, storm sewer, traffic signals, electric transmission or distribution line, or any other public improvement, other than emergency repairs thereto.

H. Taxes on Purchases:

The City of Liberal is exempt from all federal, state, and county taxes, with the exception of state tax on gasoline and room tax. For purchases of goods and services, a sales tax exemption form will be provided to the vendor by the Finance Department. For construction projects, a Project Sales Tax Exemption Certificate will be provided to the contractor; this form is obtained through the Director of Finance.

4. PURCHASING VALUE LEVELS AND REQUIREMENTS:

For the purchase of any budgeted or approved non-budgeted capital outlay, all City departments shall adhere to the following procedures:

- The Department Head shall prepare written specifications for the item(s) to be purchased. These specifications shall be thorough in nature and provide the bidder with the necessary information in which to respond back to the City. Specifications shall include the name of the contact person and their phone number as well as the deadline to submit a bid quotation.
- A list of all potential local vendors shall be identified by the department. Each local vendor shall receive a copy of the specifications.
- Upon receipt of the bids or quotations, the Department Head shall review bids or quotations and review with the City Manager, and/or the Finance Director and/or City Commission as identified in the Table Below. After obtaining the necessary approval, the Department Head shall have authorization to proceed with a requisition and/or purchase order or contract and notification of the bid award to the vendor with the lowest bid who meets the specification.

TABLE 1 PURCHASING & CONTRACTING VALUE LEVELS			
<i>Bid Process</i>	<i>Purchase Value</i>	<i>Approval of Purchase</i>	<i>Format of Purchase</i>
Verbal or written quotes	< \$2,000	Department Head	City Credit Card or Invoice
Attempt 3 quotes	\$2,000 to \$10,000	Department Head & Director of Finance & City Manager or Assistant City Manager	City Credit Card, Invoice or PO
Formal Bids	>\$10,000	City Commission	Contract or PO

Purchases Under \$2,000:

Small dollar purchases are defined as a commodity or service under \$2,000. All purchases should be made competitively. Purchases under \$2,000 may be made by City credit card, or Invoice, if approved by the Department/Division Head in advance.

Purchases Between \$2,000 and \$10,000:

Competitive bids or written quotes on purchases between \$2,000 and \$10,000 will be obtained by the department. Purchases between \$2,000 and \$10,000 may be made by City credit card or Requisition and Purchase Order, to be approved by the Department Head and Director of Finance and City Manager or Assistant City Manager in advance.

Purchases Exceeding \$10,000:

All purchases in excess of \$10,000 shall require a contract or requisition and purchase order and shall utilize the formal bid process, to be approved by the City Commission, unless they are an ordinary or recurring non-capital maintenance item or expense.

5. SPECIFICATIONS:

Specifications are the responsibility of the Department Head or other qualified personnel. All specifications shall be definite, certain, and allow competition. All technical content of specifications constitutes that information which describes the commodity, service or construction desired.

Modification or interpretation of specifications after their distribution must be by addendum only. These will be issued by the Department Head to every prospective bidder who receives a copy of the original specifications.

The Department Head shall prepare standard specifications. After preparation, these standard specifications shall apply alike in terms and effect to future purchases and contracts for the commodity or service described.

Specifications common to all bids are as follows:

- Any bid which stipulates that the work will be performed in a greater period of time than originally specified shall be deemed irregular.
- The successful bidder may be required to satisfy the City as to his experience, competence, integrity, required licensing, reliability, and his resources.
- No bidder shall provide more than one (1) bid, unless it is for an option to the requested specifications.
- Bidders may be required to provide an acceptable bidding bond of five percent (5%) of the total bid as guarantee that he will file all bonds required and enter into the contract.
- In obtaining material or equipment which meets the requirements for performance and quality, the preparation of clear and complete specifications is essential.
- Specifications may be simple as a list of requirements or very complex, requiring detailed explanations, in writing.
- Specifications should be prepared in a manner which would effectively exclude any responsible bidder from offering a comparable product or service.
- Specify the brand and model number of the desired equipment, including the names and model numbers of two or more manufacturers, whenever possible.
- Identify the features and/or characteristics considered essential to the function or intended use of the product. Specifications should be edited for nonessential proprietary features or characteristics of the name brands which tend to effectively exclude competition in bidding.
- Minor deviations in size and operational characteristics from those set forth in the original specifications may be considered when such deviations do not adversely affect the intended use or function at the desired level of performance.

6. BIDS AND CONTRACTS:

Bidding documents should state whether or not the project is subject to sales tax. The City of Liberal is exempt from state and local sales tax. On non – exempt projects, the cost of applicable sales tax on material, equipment and supplies incorporated in the work shall be included in the contract prices for the work. The Director of Finance, Director of Compliance, or Assistant City Manager will coordinate issuance of the project sales tax exemption certificate.

Projects involving state or federal aid or grants usually have additional contract and bidding requirements such as front – end documents (boilerplate), specifications and/or provisions, or certifications that are submitted with the proposal. The Department Head is responsible for getting those items to the Director of Grants and/or their Executive Supervisor in a timely manner. The

Director of Grants will assist the Department Head with necessary documentation for reporting to the grant authority.

The bidding process shall allow at least two weeks from when the documents are available to contractors to the bid opening. Bid openings for projects requiring City Commission approval shall be scheduled in advance of the City Commission meeting so that the bid tabulation and recommendation of award can be transmitted in the agenda packet. Additional time should be allowed for complex projects, if references must be checked or concurrence of the award is required by an outside agency.

Bidders do not have to be in attendance. Bid openings are open to the public; after checking and tabulation, the results may be distributed to the bidders or other interested parties. Bids received after the scheduled bid opening shall be returned unopened, NO EXCEPTIONS. No bidder may withdraw his bid for at least thirty days after the bid opening. The City reserves the right to reject any or all bids, to waive informalities, and to accept the bid deemed to be in the best interest of the City.

Modified bids are prohibited. The Department Head shall not permit any modifications of bids after the expiration of the time deadline. Any changes in bids such as type, quality, price or price items, guarantees, service terms, delivery, or any other changes of commodities or services is not permitted except by negotiated bid. Whenever circumstances warrant and if authorized by the Governing Body, the City Manager may negotiate bids submitted. The low qualified bidder must be made part of all negotiations.

Projects under \$2,000:

For any construction estimated to cost less than \$2,000, an informal process may be used. The Department Head will obtain at least three quotes, which may be by telephone, email, or in writing. Local contractors should be given the opportunity to respond. Publication of a Notice to Bidders in the newspaper is not required. Written specifications and/or plans shall be provided. In lieu of obtaining Governing Body acceptance and approval of such bids, the Department Head may submit the tabulation of bids/quotes to the City Manager and/or Director of Finance with a Requisition for approval and issuance of a Purchase Order, which takes the place of a written contract and is the authorization and is the authorization to proceed.

Projects between \$2,000 and \$10,000:

For any construction estimated to cost between \$2,000 and \$10,000, a shortened formal bidding process administered by either the Department Head, Assistant City Manager, or City Manager will be followed. The Department Head must attempt to obtain three quotes. Written specifications and/or plans shall be provided. When applicable, an engineer's estimate is usually provided. The Department Head will present all bids to the Governing Body for approval.

Projects exceeding \$10,000:

For any construction estimated to cost over \$10,000, a formal bidding process administered by the City Clerk will be followed. Written specifications and/or plans shall be provided. Sealed bids submitted at a public bid opening are required. The bid opening will be held at the City Hall. Bid

security shall be required on construction projects. A Notice to Bidders shall be published on the City's website. An Engineer's Estimate is preferred. The Department Head will submit a tabulation of bids to the Governing Body for approval.

On construction projects exceeding \$100,000, contracts shall be required to furnish surety bonds. For contracts under \$100,000 which do not require surety bonds, the City requires the Contractor to certify that subcontractors and suppliers are being paid in a timely manner.

AWARD OF BIDS:

In the event of a project/purchase exceeding \$10,000, the bid tabulation and recommendation of award shall be transmitted to the City Commission in the agenda packet. The recommendation for awarding a contract shall also request authorization for the Mayor and City Clerk to execute the contract when all required documents have been returned by the Contractor.

The Governing Body shall choose the bid to accept, while reserving the right to accept the bid deemed to be the best interest of the City. If there is any whose bid does not exceed the Engineer's Estimate, the Governing Body is encouraged to consider the following:

- A. In determining the bid "deemed to be in the best interest of the City", in addition to price, the Governing Body is recommended to consider the following:
 - The ability, capacity, qualifications, and skill of the bidder to perform the contract or provide the service required.
 - Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 - The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
 - The quality of performance of previous contracts of service by the bidder.
 - The previous and existing compliance of the bidder with the laws and ordinances relating to the contract or service.
 - The number and scope of conditions attached to the bid.
- B. For all public improvements not utilizing federal or state refunds, in determining the bid to accept, the Governing Body may also consider the domicile of a bidder. If there are bids from a bidder having a principal place of business in Seward County, Kansas (local bidder) and a bidder with a principal of business outside of Seward County, Kansas, and the lowest bid is submitted by a bidder which is not a local bidder, the Governing Body, in its discretion, may award the bid to the local bidder if the City Commission deems this to be in the best interest of the City.

In the event of accepting a local bidder who is not the low bidder, the City Commission is strongly encouraged to adhere to this policy in making its determination: If all other factors

set forth above are substantially in conformity with those factors as applied to the low bidder and 1.) the project cost is \$250,000 or less, and the local bidder is not more than 1% greater than the low bid, or if the project cost is more than \$250,000, and the local bidder is not more than .5% greater than the low bid, and 2) the local bidder agrees in writing to meet the low bid within 48 hours (two business days) after receiving notification from the City then the Commission may choose the low bidder.

- C. If a responsible bidder proposes to enter into the contract at a price exceeding the Engineer's Estimate cost, or if no responsible bidder submits a bid that is within two percent (2%) of the Engineer's Estimate, all bids shall be rejected and the same proceedings as before shall be repeated. In the event a responsible bidder submits a bid that is the lowest bid, and the bid only exceeds the Engineer's Estimate by two percent (2%) or less of the total estimated cost of the project, the Governing body may, in its discretion, let the contract to such lowest responsible bidder, if the lowest responsible bidder agrees to reduce its bid to an amount equal to the Engineer's Estimate within 48 hours (two business days) of notice of the results of the bidding procedure. In the event such a bidder does not choose to reduce its bid to meet the Engineer's Estimate, the Governing Body is strongly encouraged to reject all bids.

BONDS:

There are three types of Bonds used in the purchasing and contracting process: Bid Bond, Contract and Maintenance Bond, and Statutory Bond. These bonds must be issued by a bonding company authorized to do business in Kansas by the Kansas State Department of Insurance and approved by the Governing Body. Bonds must delete any reference to a notice period or claims period that is less than the five (5) year Statute of Limitations applicable under Kansas law. Said Bonds shall be furnished along with the other contract documents within fifteen (15) working days.

Bid Bond: Bid Bonds are required to ensure that the vendor honors his bid and signs a contract. If Bid Bonds are required, but not included in the sealed bid, the bid is rejected and not read. When bid security is required, it may be by a Bid Bond, or by a certified or cashier's check. Bid security shall be in the amount of five percent (5%) of the total bid. Bid Bonds or certified or cashier's checks shall be kept and maintained by the Finance Department.

Contract and Maintenance Bond: All construction projects, exceeding \$100,000 in value will require a Contract and Maintenance Bond in the amount of one hundred percent (100%) of the total bid. The maintenance period shall run for one year after the date of final acceptance of the project.

Statutory Bond: K.S.A. 60-1111 requires in all contracts exceeding \$100,000 entered into by the City for the purpose of making public improvements, constructing or repairing any public building that the contractor provide a bond guaranteeing payment of all indebtedness incurred for labor furnished, materials, equipment or supplies used or consumed in connection with or in or about the construction, improvements or repairs. The bond is issued to the State of Kansas and filed with the Clerk of the District Court.

Certification of Payment: For contracts under \$100,000, which do not require Statutory Bonds, the Contractor is required to certify that subcontractors and suppliers are being paid in a timely manner. The *Certificate of Subcontractor and Supplier Payment* will be the certifying document.

7. PROFESSIONAL SERVICES CONTRACTS:

The City utilizes a Qualifications Based Selection (QBS) process for professional services (i.e. consulting, engineering, architectural, legal). Professional services are not subject to competitive bidding, but are determined based upon the qualifications of the individual or firm to provide the necessary services. For the purpose of selecting and retaining professional consultant services, the following process shall be followed (Projects involving state or federal aid or grants may be subject to procedures prescribed by that agency):

REQUEST FOR QUALIFICATIONS:

The City shall solicit professional services through a Request for Qualifications (RFQ) from at least five, generally no more than ten, professionals deemed qualified to provide the necessary services. The City may invite only pre-selected professionals to respond to the RFQ or it may publish an open notice to any and all interested professionals in such newspaper or newsletters as deemed appropriate to reach the maximum audience. All local qualified consultants shall be invited to respond. The City may also use a listing of pre-qualified professionals developed by a state agency, such as KDOT or KDHE.

The RFQ should include the following information to assist the consultants with their response:

- Project location.
- Scope of work (the more detail the better).
- Specific design standards or regulations that will be met.
- Desired bid letting date.
- Other time constraints.

The RFQ shall, at a minimum, request the following information in the form of a “letter of interest”:

- Name of the firm or individual.
- Description of the firm’s or individual’s background, capabilities, and relevant experience.
- Names and numbers of personnel that would or could be assigned to the project, including their qualifications and relevant experience.
- Personnel and support services available to the project compared to the current workload at the firm.

- Evidence of the implementation of a functioning affirmative action program for the firm.

SELECTION PROCESS:

Following receipt of Letters of Interest, a selection committee will review and reduce (shortlist) the candidate field to a minimum of three. The selection committee shall be comprised of three to five members from the following groups: City Manager, Assistant City Manager, City Clerk, Director of Finance, Director of Special Projects, and the Department/Division Head who would be directly involved with the consultant. The City Manager will have final approval authority.

The selection committee may conduct personal or telephone interviews. In the event one-of the original selection committee members was not a member of the Governing Body, then a member of the Governing Body should be included. The final selection will be based upon the following criteria, as applicable:

- Capability of providing the services.
- Recent experience with comparable projects.
- Reputation for personal and professional competence, ethics, and integrity.
- Current workload.
- Capability to meet the schedules and/or deadlines.
- Professional background and caliber of key personnel.
- Capability and evidence of projects being completed on time and within budget.
- Quality of previous projects.
- If a branch office is to be used, capability of that office to complete the project and/or the availability of support from the main office to provide support approach and conceptual understanding of the proposed project individual or firm's experience on other City of Liberal project references.

NEGOTIATION OF CONTRACT:

After the selection committee has ranked the consultants, a recommendation shall be forwarded to the Governing Body to begin negotiations with the top ranked consultant. The top ranked consultant will be asked for a cost proposal. The proposal shall preferably be a detailed cost with a not to exceed limit based upon actual costs, however the proposal may also be on a percentage of construction cost. If the proposal is acceptable or can be negotiated to an acceptable amount, the proposal shall be recommended to the Governing Body for acceptance and award of a contract. If the proposal is unacceptable or cannot be negotiated to an acceptable level, negotiations will cease with that consultant and be undertaken with the second ranked consultant. The professional

services contract shall normally be a city standard format document. Non – standard format contracts may be used, but shall require review by the City Attorney.

ADMINISTRATION OF CONTRACT:

The City Manager or Assistant City Manager shall have administrative responsibilities over the professional services contract (processing, payments, etc.) and shall maintain the official City contract file. While the Department/Division Head is responsible for general oversight of the project, consultant payments will be initiated and/or approved by the Department/Division Head prior to forwarding their Executive Supervisor for processing.

8. DESIGN BUILD CONTRACTS:

AUTHORITY:

The policy of the City of Liberal regarding construction of public improvements is developed under the authority of Charter Ordinance No. 9, which exempts the City from the provision of K.S.A. 13-1017. An as alternative to the standard design – bid – build procedure, the Governing Body may, in its discretion and if deemed in the best interest of the City, utilize the following design – build procedure and award a contract to a designer/contractor team.

REQUEST FOR QUALIFICATIONS:

The City shall solicit design-build services through a Request for Qualifications (RFQ) from a suitable number of design professionals and general contractors deemed qualified to provide the necessary services. The City may invite only pre-selected professionals to respond to the RFQ or it may publish an open notice to any and all interested professionals on the City website. The City may secure professional services to define the project needs or scope of work which may include facility size, performance needs, finish requirements, capacities, etc.

The RFQ should include the following information to assist the consultants with their response:

- Project location.
- Scope of work (the more detail the better).
- Specific design requirements and needs.
- Specific design standards, codes or regulations that will be met.
- Budget constraints.
- Time constraints.

The RFQ shall, at a minimum, request the following information in the form of a “Letter of Interest”:

- Name of the design- build team.
- Description of the design- build team's background, capabilities and relevant experiences.
- Names and numbers of personnel that would or could be assigned to the project, including their qualifications and relevant experience.
- Personnel and support services available to the project compared to the current workload of the firm.

SELECTION PROCESS:

Following receipt of the Letters of Interest, a selection committee will review the letters of interest and reduce (shortlist) the candidate field to a minimum of three. The selection committee shall be comprised of three to five members from the following group: City Manager, Assistant City Manager, City Clerk, Director of Finance, Director of Special Projects, and the Department/Division Head who would be directly involved with the consultant. The City Manager will have final approval authority.

The selection committee may conduct personal or telephone interviews. If the original committee did not have a member of the Governing Body, then a member of the Governing Body should be included. The selection committee may use the professional services selection criteria to reduce the candidate field.

QUALITATIVE PROPOSALS:

After the selection committee has completed the shortlist, a recommendation shall be forwarded to the Governing Body to begin the design and cost proposal (qualitative proposal) phase. The qualitative proposal requirements may be further refined from the RFQ information and may include preliminary design solutions, construction management plans, other qualitative issues, and a firm price proposal. The firm price proposal will be submitted in separate sealed envelopes. The selection committee will conduct interviews with the shortlist teams. The selection committee will rank the design-build teams based upon the interviews and the qualitative proposals. After the interviews have been completed and the ranking established, the firm price proposals are opened and read.

EXECUTION OF CONTRACTS:

The design-build contract shall be prepared by the team and presented to the City Attorney, City Manager, or Assistant City Manager for review prior to submission to the Governing Body. The contract shall require Professional Liability Insurance for the design phase and the normal bonding required for a public improvement project for the construction phase. The Director of Finance or Assistant City Manager will issue a Project Sales Tax Exemption Certificate at the appropriate time.

ADMINISTRATION OF CONTRACTS:

The City Manager or Assistant City Manager shall have administrative responsibilities over all construction contracts (processing contractor payments, etc.) and shall maintain the official City contract files. When the Department Head is responsible for construction oversight, contractor payments will be initiated and/or approved by the Department Head prior to forwarding to the Executive Supervisor for processing.

Change orders to contracts may be authorized by the City Manager or City Commission in those cases when sufficient project funding is available.

9. AMENDMENT OF CONTRACT DOCUMENTS:

The standard documents may be amended from time to time to meet the requirements of City finances, state and/or federal law or regulations. The City Manager shall coordinate any amendments with the City Attorney. Substantive Changes shall require approval by the Governing Body before becoming effective.

10. PRICE AGREEMENTS:

Price Agreements are used to purchase commodities in which 1.) there is not adequate storage space, 2.) cannot be stored because of spoilage, or 3.) no definite estimate of required amounts can be made. Such commodities may include concrete, street construction and surfacing materials, drugs, chemicals, gas, oil, and certain replacement parts. By purchasing such commodities through Purchase Agreements, the City can lower per unit costs and eliminate the need for repetitive procedures.

GAS CARDS:

A fuel purchase agreement, which provides gas cards, has been established to provide a convenient efficient means to purchase fuel from a local vendor. A gas card is assigned to a vehicle or specified equipment and is intended only for the use for City vehicles and equipment. Misuse of a gas card will result in disciplinary actions against the card user. This may include personal financial responsibility for the purchase and consideration of disciplinary action up to and including removal from position and possible criminal prosecution. The gas card user will turn in documentation of fuel purchases daily to the Finance Department.

11. RECEIVING, INSPECTION AND ACCEPTANCE OF MERCHANDISE:

Receiving, inspection, and acceptance of goods transported by common carrier are the responsibility of the ordering department. Shipments should be delivered directly to the ordering department. As merchandise arrives at the delivery point, it should be received and inspected without delay. Acceptance of merchandise occurs when the receiver signs the carrier's bill of lading or other delivery document. Any shortages, overages, evidence of damage or other inconsistencies must be clearly noted and outlined by the receiver on the carrier's bill of lading or

other delivery document. If merchandise is accepted without notation of inconsistencies, or if evidence of damage is not noted, the City is at risk of losing their rightful claim to reimbursement, credit or replacement.

When the receiving personnel are unable to determine the validity of grade certificates, or other certification regarding the quality of goods received, the items in question should be received for storage only pending clear certification.

On **F.O.B.** destination shipments, the seller owns the goods while in transit and title does not pass on to the City until the merchandise has been received and accepted in satisfactory condition. The receiver must carefully note any inconsistencies or evidence of damage and immediately notify the vendor to establish this claim. On F.O.B. shipping point transactions, the receiver should exercise the same care in receiving because the City owns the merchandise while in transit and is responsible for filing the required claims.

CONCEALED DAMAGE:

In order to reduce the possibility of concealed damage, request that merchandise deliveries are shipped F.O.B destination, uncrated, set-up or erected and ready for use in specific location. Avoid moving crated or carton-packaged merchandise and perform the detailed inspection as soon as possible after receipt of merchandise (within seven to ten days). Report discovery of concealed damage to the carrier and request inspection, then notify the vendor.

FREIGHT AND EXPRESS PAYMENTS:

Normally freight charges should be included in the purchase order and designed as F.O.B. destination prepaid and allowed. Departments should closely analyze all freight invoices to determine their liability for payment. Identify each shipment to the related freight or express bill and to the related order.

12. CITY CREDIT CARD:

PURPOSE:

This Policy provides for the authorization, handling, and proper use of City of Liberal credit cards and is applicable to all City Departments. It applies to all purchase and purchase- related documents prepared or processed by City Departments, regardless of the source of funds. The objectives in using the City credit card are to provide a means of procurement where normal invoicing for purchases is not possible.

This program is designed to delegate authority and responsibility for proper use of the City credit card directly to the departments. The Finance Department is responsible for managing the Program and each department is responsible for managing their City credit card account in a manner that conforms to the City's Purchasing Policy. Monthly dollar limits should continually be considered by the City credit cardholder and care should be taken not to exceed the monthly card limit. Each

City credit cardholder is required to verify and certify all purchases before the City credit card statement and invoices and/or receipts are submitted for payment processing.

AUTHORIZATION:

City credit card may be used to purchase and pay for eligible goods and services that cannot otherwise be obtained through normal invoicing methods. A Department Head should discuss their needs for a higher monthly limit with the Director of Finance. Individual credit line increases will be considered, dependent upon the availability of the City's overall credit and the justification and need of the increase, at the discretion of the Director of Finance. The City credit card is specifically imprinted with "City of Liberal" to avoid being mistaken for a personal credit card.

OBTAINING A CITY CREDIT CARD:

Department Head will:

- Be assigned the responsibility of card security, monthly reconciliation, and tracking the use of the card.
- Reconcile monthly statements for their department.

Finance Department will:

- Approve or deny City credit card requests.
- Set monthly spending limits.
- Submit approved requests to the City credit card vendor.
- Distribute City credit cards to cardholders.
- Retain signed receipt of card and update internal spreadsheets with card numbers.

Card Applicants will:

- Sign for receipt of card and forward to the Finance Department.
- Ensure that the Finance Department has copies of the front and back of any updated card.

AUTHORITY AND RESPONSIBILITY:

Finance Department:

The Finance Department is responsible for the implementation and oversight of the Program. The Finance Department will:

- Develop a process for Department Heads to reconcile card accounts each month.

- Monitor accounts for inappropriate or illegal use.
- Revoke card privileges for inappropriate or illegal use.
- Suspend card privileges for failure to provide transaction documentation in a timely manner.
- Increase or decrease card spending limits as necessary.

Department Head:

The Department Head is responsible for overseeing the department's City credit card purchases. The Department Head will:

- Monitor the account for inappropriate or illegal use.
- Reconcile the City credit card transactions with the monthly statement.

Department Head purchases shall be approved by the City Manager and Finance Director. This Purchasing Policy places direct responsibility for the proper and lawful execution of purchasing actions upon the cardholder. The City credit card bears the cardholder's name and may only be used by the cardholder, or any other City employee authorized by the cardholder. No employee of the City of Liberal has authority to issue instructions or approve a procedure that is in direct violation with the law or City policies or procedures. Any act exceeding an individual's authority is no longer an act of the City but becomes a personal responsibility. This may include personal financial responsibility for the purchase and consideration of disciplinary actions up to and including removal from position and possible criminal prosecution. Cardholder understands that the City of Liberal may withhold his/her final paycheck until the purchasing card is returned.

All employees must maintain the highest standard of conduct. Any conflict of interest or appearance thereof between an employee's City responsibilities and his/her personal life must be avoided. Cardholder responsibilities are to:

- Make eligible purchases within authorized spending limits and funds available.
- Use the card for purchasing items in accordance with City policies.
- The cardholder must inform the merchant that the purchase is for "Official City Business" and not subject to state or local sales tax.
- For larger purchases where the merchant refuses to waive the tax, the cardholder can present a State Tax Exemption Form. Cardholders can get a copy of the exemption form from the Finance Department.
- Maintain the City credit card in a secure fashion and prevent unauthorized charges to the account.

- Give purchase documentation to the Finance Department no later than the 15th of each month to ensure prompt payment.
- Assist with reconciling the purchase documentation with the monthly card statement.
- Notify the Finance Department if the card is lost or stolen.

CITY CREDIT CARD USE:

Over – the – Counter Purchases:

Although the process may vary slightly, the following steps give a general overview of how the City credit card works. A cardholder using the City credit card should:

- Identify the purchase needed and determine funds availability.
- Determine if the purchase amount is within their per-approved purchase limit. If yes, proceed to the next step. If no, check with their supervisor for details on how to proceed.
- Purchase goods/services.
- Provide merchant with the City credit card or card number and expiration date, and inform the merchant that the purchase is for “Official City Business” and not subject to state or local sales tax. If merchant refuses to waive the sales tax, contact the Finance Department who can provide a Sales Tax Exemption Certificate to the cardholder or fax or email and exemption form to the merchant.
- Retain receipts (i.e. cash register receipt, purchasing card charge slip.) and give receipt, supporting documentation and reconciled statement to the Finance Department for processing.

Telephone and Internet Orders:

An employee using the City credit card to order by telephone or Internet should:

- Consider local vendors who may be able to provide similar goods or services.
- Identify the purchase needed and determine funds availability.
- Determine if the purchase amount is within the pre-approved monthly purchase limit. If yes, proceed to the next step. If no, check with the Finance Department for details on how to proceed.
- Contact the merchant and place the order.
- Purchase goods/services.

- Inform the merchant that the purchase is for “Official City Business” and not subject to state or local sales tax. If the merchant refuses to waive the sales tax, contact the Finance Department who can provide a Sales Tax Exemption Certificate to the cardholder or Fax or email the exemption form to the merchant.
- Provide the merchant with the card number and expiration date, and relay all pertinent information to the supplier, e.g., cardholder name, shipping address, etc.
- Inspect and verify order accuracy, quality, and price when merchandise arrives.
- Retain shipping documents and receipts received with the merchandise, and give all related documents to the Finance Department.

SALES TAX EXEMPTION:

Most purchases that are billed directly to the City of Liberal are exempt from sales tax. For larger purchases where the merchant refuses to waive the tax, the cardholder can present a Sales Tax Exemption Form, which may be obtained from the Finance Department. If the merchant refuses to waive the sales tax, contact the Finance Department who can fax or email an exemption form to the merchant.

CARD SECURITY:

The cardholder is responsible for safeguarding the City credit card at all times. The cardholder should never allow any unauthorized individuals to use the card or account number and should never use the City credit card to procure personal items.

LOST OR STOLEN CARD:

When a City credit card is lost or stolen, the cardholder should contact the Finance Department. Contact should be immediate so that the highest level of detail regarding account activity leading up to the lost or stolen date can be provided.

SEPARATION OF CARDHOLDER:

Prior to separation from the cardholder’s department or assignment to another function that does not require cardholder authority, the cardholder will surrender the card to the Finance Department. The cardholder will review with the Finance Department the status of any unreconciled, questionable, partially approved, or unresolved and disputed transactions, and identify any supplies and/or services which have been ordered but not yet received, so appropriate action can be taken to complete these activities. Cardholder understands that the City of Liberal may withhold his/her final paycheck until the City credit card is returned and all items have been reconciled.

CITY CREDIT CARD CHANGES:

There may be occasions when the information about the cardholder in the bank's master file must be changed (e.g. location change, default accounting charge, authorization limits). The Department Head will make the request and the Finance Department will make the appropriate change.

CARD MISUSE/ FRAUD:

Misuse of the City credit card will require the City credit card to be withdrawn from the cardholder. Disciplinary actions may be taken against the cardholder. This may include personal financial responsibility for the purchase and consideration of disciplinary action up to and including removal from the position and possible criminal prosecution. Misuse includes but is not limited to: purchases for personal use by the cardholder or cardholder's family, purchases of alcohol, tobacco, or other unrelated items to City business, repeated disregard for use of Tax-Exempt Number, etc.

13. INVENTORY:

An inventory shall be kept for recording acquisition and dispensing/use of equipment and supplies. Supervision and control of the stockroom(s) shall be the responsibility of the Department Head. Inventory of stock, as determined by the Finance Director, shall be maintained by an approved inventory file system. Annual surprise audits shall be conducted by the Finance Department to ensure quality control of on-site inventories.

14. FIXED ASSETS:

The Finance Department maintains a fixed assets data base. Department Heads track and monitor purchases meeting the fixed assets threshold value of \$5,000 and reports qualifying items to the Finance Department. A Vehicle Assignment/Take Home Form must be filled out and approved by the Department Head and City Manager along with a copy of the invoice attached.

15. VEHICLE REGISTRATION:

The Finance Department maintains records of State Registration of ALL City vehicles, handles the annual purchase of vehicle licenses, and records vehicle transfer with the State of Kansas. Department Heads track and monitor new vehicle purchases and coordinate with the Finance Department for new or replacement tags when required.

Upon delivery of a new vehicle, a Vehicle Assignment/Take Home Form must be filled out along with a copy of the invoice attached. All information pertaining to the vehicle should be completed except for the tag number and registration fee. At this point, a title should also be given to the Finance Department. The Finance Department will add the insurance to the vehicle, purchase the tag and registration title and order a new gas card if needed.

If an invoice is not received upon delivery of the vehicle, and the department needs to use the vehicle, then all paperwork except the invoice attachment should be turned in to the Finance

Department. Insurance is added only at the time the paperwork is completed and turned in, and the vehicle should not be driven until insurance is obtained. Once the paperwork is turned in, the Finance Department will process the license, registration and title. After the license has been acquired, the department will be contacted to pick up the license, registration, and proof of insurance. Be sure to put the registration pocket in the glove box of the vehicle. When transferring a vehicle, both departments must complete and turn in a Vehicle Assignment/Take Home Form. The vehicle being transferred keeps the original car tag. Please bring this to the Finance Department's attention at the time the paperwork is turned in. Gas cards are not transferred with the vehicle.

When deleting a vehicle, whether it is being sent to auction or is being used as a trade-in, the Finance Department must be notified. Insurance remains on the vehicle until the information has been received. Your department should notify the Finance Department of the vehicles going to auction at the time you submit the initial information to the Auction Coordinator.

If a department makes changes to the vehicle numbering, the Department Head is responsible for completing the Vehicle Assignment/Take Home Form or providing a list showing the old number and the new number that has been assigned. It is important that the Finance Department's master vehicle list is accurate.

16. SURPLUS EQUIPMENT:

Whenever a Department Head determines that various equipment and materials are beyond use, or are of no further use to the department, the Director of Finance shall be notified. No department shall permit any such materials to be loaned, destroyed, or removed from the City's custody without prior approval of the Executive Supervisor.

Materials and equipment which are of no further use by a department may be transferred to another department, if usable, if a need for said materials or equipment has been established by that department. If no department demonstrates a need for said materials or equipment, the City Manager, Assistant City Manager, Director of Special Projects, or Director of Finance will proceed to dispose of items as soon as practicable or sell items through public auction. The term public auction shall include a sealed bid process, online auction, in person auction, etc. Impounded vehicles may also be sold at this time. The City Manager must be made aware of all items going to auction. This process is administered by the Director of Special Projects.

When title transfers are involved, the Finance Department shall handle the transactions.

If the Department Head, with Executive Supervisor approval, determines the equipment in question should be junked, they will be responsible for the actual disposal of the equipment. The Department Head will also be responsible for ensuring the Finance Department is informed.

If equipment can be reassigned to another department, the receiving Department Head will be responsible for affecting the physical transfer of the equipment within a reasonable period of time.

The initiating Department Head will be responsible for ensuring the Finance Department is informed.

If the equipment is neither junked nor transferred, it will be declared to be surplus and then be offered to local non-profit for a reasonable price or placed in the Surplus Equipment Auction. The Department Head will be responsible for ensuring that the Finance Department is informed.

17. DIVERSION EXPENDITURES:

The City of Liberal has a diversion fund established in conjunction with the Liberal Municipal Court. Said diversion fund is governed by applicable Kansas statutes and regulations which shall be strictly adhered. The use of diversion funds shall be at the discretion of the City Prosecutor for the City of Liberal, Kansas with the following conditions as outlined herein.

The use of diversion funds shall be used for the benefit of prosecution of city offenses and may be used for training, law enforcement equipment, city court equipment, city prosecution equipment, and other items as deemed appropriate for the prosecution of city offenses.

For purchases of items less than \$5,000.00:

A Department Head requesting the use of diversion funds, shall submit a written letter detailing the request to the city prosecutor. The letter shall be on the department's letterhead and shall include the following:

- The purpose of the request.
- The cost of the request.
- A statement regarding the benefit of the purchase to the purpose of City prosecution.
- Supporting documentation, if applicable, for the request.

The City Prosecutor at his or her election may require additional quotes and/or information of the Department Head for the requested purchase. In the event the City Prosecutor denies the request, then there shall be no further process and the purchase will be denied.

In the event the City Prosecutor approves of the request, then the letter request along with supporting documentation and a letter from the City Prosecutor shall be forwarded to the City Manager for his or her review. The letter from the City Prosecutor shall state a not to exceed amount and reference the item to be purchased.

As long as the expenditure is consistent with the purpose of city prosecution as contemplated herein, then the City Manager shall approve the request. If the City Manager denies the request, at the election of the Department Head, the matter can be placed on the agenda and the commission can vote to approve or deny the request. In the event the City Manager approves the request then the City Manager shall forward his or her approval to the Department Head granting the authority to proceed with such request.

The Department Head shall then complete the purchase process as outlined in this manual with the diversion funds being used to pay for said purchase.

For purchases of items greater than \$5,000.00:

A Department Head requesting the use of diversion funds, shall submit a written letter detailing the request to the city prosecutor. The letter shall be on the department's letterhead and shall include the following:

- The purpose of the request.
- The cost of the request.
- A statement regarding the benefit of the purchase to the purpose of City prosecution.
- Supporting documentation, if applicable, for the request.

The City Prosecutor at his or her election may require additional quotes and/or information of the Department Head for the requested purchase. In the event the City Prosecutor denies the request, then there shall be no further process and the purchase will be denied.

In the event the City Prosecutor approves of the request, then the letter request along with supporting documentation and a letter from the City Prosecutor shall be forwarded to the City Manager for his or her review. The letter from the City Prosecutor shall state a not to exceed amount and reference the item to be purchased. Said request shall then be placed on the next available commission meeting and the Department Head shall attend and explain the request to the commission.

As long as the expenditure is consistent with the purpose of city prosecution as contemplated herein, then it is strongly encouraged that the City Commission approves the request. If the request is denied by the Commission, diversion funds shall not be used as requested. In the event the Commission approves the request, then the Department Head shall have the authority to proceed with such request.

The Department Head shall then complete the purchase process and funds shall be paid as approved and voted on from the diversion funds.

18. REPORTING OF EXPENDITURES:

The City will report all expenses, both from Payroll and Accounts Payable, on a bi-monthly schedule to the Governing Body for approval. The Expenditure Activity Listing will be uploaded into the Civic Clerk software no later than 12:00 p.m. on the Thursday prior to Commission Meeting. In the event of a Thursday holiday, the Expenditure Activity Listing will be due on the Wednesday prior to Commission Meeting by 5:30 p.m.

If the City Clerk needs to modify the due date for any other reason, he or she will provide sufficient notice to the Finance Department.

19. PRESENTING PURCHASE REQUESTS:

The Department Head who submits the purchase requests to the Governing Body must appear in person to present their item. Any Department Head who fails to present their item in person, or find a related party who can appear in their place, will be asked to move their request to the following Commission Meeting.

20. BUDGETING:

Taxing subdivision not exceeding the Revenue Neutral Rate are due to the County Clerk by August 25th.

Taxing subdivisions following procedure to exceed Revenue Neutral Rate will hold hearings between August 20th and September 20th and submit certified budgets to County Clerk by October 1st. RNR Hearing must be published at least 10 days prior to hearing and include all required information. A resolution and roll call vote must be completed and included with budget documents if subdivision exceeds RNR (KSA 79-2988).

The last day to notify the County Clerk of intent to levy above RNR is July 20th (KSA 79-2988). The City will prove the County Clerk with the proposed tax rate and hearing information. The County Clerk will then notify taxpayers via mail/email of all taxing subdivisions exceeding RNR 10 days prior to the first hearing.

RNR Hearing can be held prior to or in conjunction with the Budget Hearing (KSA 79-2988).

Notice of Budget Hearing must be published at least 10 days prior to hearing (KSA 79-2929).

Budgets, in their entirety, are required to be submitted to the County Clerk electronically (KSA 79-2930).

Public Hearings and Publications provide an opportunity for the City to evaluate current services, measure and compare needs for different services, and balance community needs against the tax burden necessary to finance them.

General:

- 1) Public Funds may not be expended unless Budgeted (exceptions);
- 2) Monies in a Fund, unexpended at the end of the year, will be rebudgeted the following year as deemed necessary
- 3) Monies may not be transferred from one fund to another (exceptions)

Exception to 1:

- a) Capital Improvement Fund
- b) Utility Reserve Funds
- c) Grants and Trusts

Exception to 3:

- a) Budgeted Transfers

The City Manager and Finance Director are responsible for the preparation of the budget, contingent upon approval from the Governing Body. The City Manager and Finance Director are

responsible for the administration of the budget and ensuring that all expenditures are consistent with the budget. All purchases and contracts shall be approved as per this document.

The Finance Director is responsible for exporting budget sheets from the accounting software and distributing these to Department Heads no later than June. The Finance Director, City Manager, and Assistant City Managers will review budget sheets and Capital Equipment Replacement Forms in July. After reviewing and making any adjustments to the initial requests, City leadership may choose to meet with Department Heads to address any questions or concerns about their requests. During this process, some of the items discussed will be adequacy of personnel (number), capital outlay (large projects or long-term costs) and other major improvements within the department. The Finance Director, with input from the City Manager and Assistant City Managers, will import these requests back into the accounting software and create Budget Workbooks for the Leadership Team and Governing Body.

The Finance Director, City Manager, and Assistant City Managers will present a preliminary budget to the Governing Body no later than the first week of September. The process of presenting the budget will take place over one day in a Public Work Session at Commission Chambers. Department Heads will all be assigned 15-minute time slots (other than the Chief of Police, who will be issued 30 minutes). They will be expected to present large, requested expenses and answer any questions from the Governing Body. Funds that will be discussed during the Public Work Session include: General, Special Revenue, Economic Incentives, Intergovernmental, ½ % Educational Sales Tax, 1% Sales Tax, Debt Service, Airport, Air Museum, Solid Waste, Wastewater, and Water.

The budget will be voted on by the Governing Body no later than the third week of September in order to finalize state paperwork and publications.

After the Publication of Proposed Budget, increases in expenditures are not permitted, while the council may reduce expenditures during or after the budget hearing and prior to final adoption.

***NOTE: The Budget may be amended during the appropriate fiscal year if it is determined that receipts are greater than projected. During the amendment process, no additional revenue from Property Tax is permitted, only the expenditure of existing funds.

21. FUND ACCOUNTING:

Definition of Fund: KSA.79-2925 defines “fund” as a fund authorized by statute to be established; not the individual budgeted items of a fund. Rather, it refers to the total of the individual items. A fund has been defined as “a sum of money or other resources set aside for the purpose of carrying on specific activities or to attain certain objectives in accordance with special regulations, restrictions, or limitations. A fund is a distinct financial and legal entity.”

KSA.79-2927 requires an itemized budget, classified by funds (which is the total of the items in each particular fund). The statute also requires that an item for miscellaneous purposes shall not exceed 10 percent of the total amount of the budget and this refers to the budget total for the particular fund.

The general rule is that items or accounts within a fund may be changed during the budget year, by action of the governing body. Changes in the total of receipts or expenditures in a budgeted fund must be by an amendment to the budget.

Each fund is accounted for by providing a separate set of self-balancing accounts, recording cash and other financial resources together with all related liabilities and residual equities or balances, and changes therein. They are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

General Fund: This fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund: This fund is used to account for the proceeds of specific revenue sources (other than special assessments, expendable trust or major capital projects) that are legally restricted to expenditures for specified purposes.

Economic Incentives Fund: This fund is used to account for the proceeds of CID's (Community Improvement Districts), TIF's (Tax Increment Financing), and TGT's (Transient Guest Taxes). Funds are distributed from the state level, and the City acts as an administrative pass through with retention of a certain percentage for admin fees.

Intergovernmental: This fund is used to account for financial transactions that are shared between other local government entities.

½ % Educational Sales Tax: This fund is used to account for the proceeds of the City's additional ½ % Sales Tax (per Interlocal Agreement) that is collected for the purpose of USD 480's bond debt repayment plan. The City acts as an administrative pass through with no retention of any funds for admin fees.

1 % Sales Tax: This fund is used to account for the proceeds of the City's additional 1% Sales Tax that is collected for the purpose of developing and growing the community. The City appropriates the funds into five different categories upon receipt: Streets, Drainage, and Capital Improvements, Economic Development, Crime Prevention, Housing, and Beautification.

Debt Service Fund: This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

Capital Project Fund (Construction in Progress): This fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds.)

Enterprise Funds: These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other

purposes. The City has the following Enterprise Funds: Airport, Solid Waste, Wastewater, and Water.

22. EXTERNAL AUDIT AND REPORTING OF FRAUD, THEFT OR MISUSE:

Every municipality with gross receipts in excess of \$275,000, or with general obligation or revenue bonds in excess of this amount, must have an annual audit. Cities may Charter out of this requirement (KSA 75-1122).

Every municipality with grant receipts in excess of \$750,000 must also conduct a Single Audit in compliance with Federal Award Requirements.

State statute requires every municipality to utilize accounting and fiscal procedures conforming to Generally Accepted Accounting Principles (GAAP). A city may adopt a resolution waiving conformance to GAAP (KSA 75-1120a).

Audits must be conducted by a licensed municipal accountant or by a certified public accountant.

The City of Liberal, Kansas contracts annually for an independent audit to be completed on all funds, policies and procedures. The City of Liberal opts out of the GAAP requirement (in favor of KMAAG) by the passage of an annual resolution.

It is the duty of each employee who knows of any fraud, theft or misuse of City assets, including cash, supplies, equipment, services, etc., to report the same to the appropriate City officials. The report may be made orally or in writing. The “appropriate City official” may include any of the following:

- The Employee’s Immediate Supervisor
- The Employee’s Department Head
- The City Manager
- The Assistant City Manager
- The City Finance Director
- The City Commission

****NOTE: The report to the “appropriate City official” should follow and adhere to the City’s Chain of Command wherever possible.

No person filing a report under this policy shall be subject to retribution or retaliation of any kind for doing so.



City of Liberal Financial Calendar 2024

January

- Close 2023 & roll year in accounting system
- Activate 2024 Budget in accounting system
- Distribute 2024 Budgets to Department Heads
- Print & distribute 1099's to qualifying vendors
- E-file 1099's with the State of Kansas & IRS
- Update changes to sales tax with Golf, Tourism, Rec, & Air Museum
- Mail property tax bills for airport leases
- Finalize 13th Period invoices by second check run
- Balance donation & construction numbers from previous year
- Submit Q4 2023 Treasurer's Report to newspaper (on or before the 19th)

February

- Begin internal audits for departments
- Capitalize & close projects
- Update City of Liberal Finance Policy if necessary
- Meet with IMA for Pre-Renewal of Employee Health Insurance

March

- Run 2023 Depreciation for Fixed Assets
- Close 13th Period
- Schedule 2023 Audit with Hay, Rice, & Associates
- Report salaries for Workers Compensation to Al Shank Insurance

April

- Present Insurance Renewal with Al Shank Insurance to Commission
- Submit Q1 2024 Treasurer's Report to newspaper (on or before the 19th)

May

- Export 2025 Budget Sheets from accounting system
- Conduct 2023 Audit with Hay, Rice, & Associates
- Pay property taxes to the County

June

- Distribute 2025 Budget Sheets via email
- Finalize 2023 Financial Statements
- Schedule 2023 Exit Audit with Hay, Rice, & Associates
- Obtain property valuation estimates from the County Clerk (includes RNR)
- Mail property tax bills for airport leases
- Meet with IMA to finalize Employee Health Insurance Renewal

July

- Notify County Clerk of intent to levy above RNR
- Provide County Clerk proposed tax rate & hearing information
- Notify taxpayers via mail/email of all taxing subdivisions exceeding RNR 10 days prior to first hearing (performed by County Clerk)
- Conduct Open Enrollment for Employee Health Insurance
- Submit Q2 2024 Treasurer's Report to newspaper (on or before the 19th)

August

- Submit RNR Hearing to newspaper (10 days prior)
- Hold RNR Hearing
- Conduct 2025 Budget Work Session
- Turn Special Assessments into the County (on or before the 25th)

September

- Distribute 2023 Audit Reports
- Schedule 2023 Audit Presentation for Commission
- Submit 2023 Audit Report Notification to newspaper (no specific date requirement)
- Sign 2024 Audit Agreement
- Submit 2025 Budget Hearing to newspaper (10 days prior)
- Hold 2025 Budget Hearing
- Pass Resolution to exceed RNR
- Certify 2025 Budget to County Clerk
- Submit 2025 Budget to State of Kansas

October

- Submit Q3 2024 Treasurer's Report to newspaper (on or before the 19th)
- Conduct 2025 Non-Profit Appropriation Request Interviews

November

- Review property tax exemptions
- Prepare property tax spreadsheets
- Review 1099 vendors & cross reference Liberal Sports Tournaments
- Mail 2025 Non-Profit Letters

December

- Present 2024 GAAP Waiver to City Commission
- Perform EOY write-off's & present to City Commission
- Review capital projects & present EOY transfers to City Commission
- Review EOY Budget Amendments
- Submit 2024 Budget Amendment Hearing to newspaper (10 days prior)
- Prepare Budget Amendment Ordinance
- Hold EOY Financial Hearing & present Budget Amendments
- Submit Budget Amendment Ordinance to newspaper (no specific date requirement)
- Deliver Budget Amendment Packet for County Clerk
- Distribute Fixed Asset Listings to Departments for review
- Review EOY Audit Checklist before closing year
- Prepare Recurring JV Transfers for 2025
- Watch CIC Year-End Processing videos for any updates & changes
- Pay property taxes to the County
- Review & update Fee Schedule for 2025



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 11.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Karen LaFreniere, Grants Director

RE: Language Access Plan

In order to comply with Federal Regulations, it has been recommended that the City adopt a Language Access Plan in addition to the Title VI Policy and Limited English Proficiency Plan.

Recommendation:

Staff recommends approval of the Language Access Plan as presented.

City of Liberal Language Access Plan

The City of Liberal will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of City of Liberal is to ensure meaningful communication with LEP customers and their authorized representatives involving their interactions with city staff. The policy also provides for communication of information contained in vital documents. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and customers and their families will be informed of the availability of such assistance free of charge.

City of Liberal employees currently serving on the Limited English Proficiency Committee are: Compliance Officer Scarlett Diseker, Human Resources Director Angelica Arroyo, Utility Billing Director Melissa Cowan, Building Programs Coordinator Erika Villa, and Grant Director Karen LaFreniere.

Angelica Arroyo serves as Language Assistance Coordinator and Erika Villa serves as the Fair Housing Compliance Officer.

Policy Statement

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

The City of Liberal LEP Committee will conduct a regular review of the language access needs of our customers, as well as update and monitor the implementation of this policy and these procedures, as necessary. They will develop language access initiatives and report findings and recommendations to the Liberal City Commission and Management Team.

PROCEDURES AND ACTION STEPS:

ELEMENT 1. Assessment: Needs and Capacity Identifying LEP Persons and Their Language

The City of Liberal will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card or "I speak cards," or posters to determine the language. In addition, when records are kept of past interactions with customers or family members, the language used to communicate with the LEP person will be included as part of the record.

Four Factor Analysis.

Factor 1: Determine the number or proportion of LEP individuals in the eligible service population.

The City of Liberal conducted a self-assessment and review of the language matrix and confirmed that non-English language that is most frequently encountered in day-to-day operations is: **Spanish**.

Factor 2: The frequency LEP individuals come in contact with City Staff.

Persons with LEP contact the City in person or by phone to request City services, ask about programs, and activities on a daily basis.

Factor 3: The nature and importance of the program, activity, or service provided by the City to LEP individuals:

The City has several departments that provide programs and services to LEP persons. The departments with the most public contact are: Utility Billing, Recreation, Police, Building, Human Resources and Fire. For persons with LEP who seek the City's programs and services, it is essential that the City program offices continue to identify forms, documents and other informational materials that play a role in ensuring that the programs and services are offered equally.

Factor 4: Determine the Resources available to assist LEP individuals.

The City of Liberal has implemented the following actions to provide resources needed to assist persons with LEP.

- Hiring and training bilingual staff where bilingual skills are needed;
- Providing contracted third-party oral telephonic interpretation services at no charge to the person with LEP;
- Providing contracted written translation services to produce non-English language materials; and
- Training public-contact employees on the available language assistance services.

Action Steps:

Fair Housing Compliance Officer (FHCO), Erika Villa, or her designee will:

- a. Conduct annual or biannual assessments of ongoing language access needs and the comprehensiveness and effectiveness of the services being provided.
- b. Identify gaps where language assistance services are inadequate to meet LEP needs. Identify and take specific steps at all office locations to enhance language assistance services.
- c. Contract with qualified and professional linguists that meet HUD language assistance service needs based on experience, education and training certifications. FHCO will establish safeguards in the LEP contracts to ensure quality assurance that includes a review process.
- d. Use data resources, such as U.S. Census data when program -specific data is unavailable, to evaluate the extent of need for language assistance services in particular languages or dialects.
- e. Research new procedures and practices proven to enhance the provision of more efficient language assistance services and share such practices with City employees.

- f. Update the language matrix annually as an addendum to the LAP to capture any changes in demographic data.
- g. Review policies for the recruitment, hiring, and assessment of bilingual and multilingual applicants. This review includes the need to further outline the hiring strategy for assessing applicants' proficiency and competency in the identified foreign language(s).
- h. Explore the need for establishing the criteria for bilingual staff to be eligible to act on behalf of the City. These criteria should consider experience, education, professional training and certifications, staff's understanding of professional and ethical obligations as an interpreter or translator for the City, and a template that records the certified bilingual staff's encounter with persons with LEP.
- i. Train public-contact employees on language access policies and procedures, including how to access language assistance services to communicate and interact with persons with LEP, interpreters and translators.

ELEMENT 2. Delivery of Services—Obtaining A Qualified Interpreter

Language Assistance Coordinator (LAC), Angelica Arroyo at 620-626-2212, is responsible for:

- (a)** Maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual staff available **7:30 a.m. to 5:30 p.m. Monday through Friday**;
- (b)** Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;
- (c)** Obtaining an outside interpreter if a bilingual staff member or staff interpreter is not available or does not speak the needed language.

The following have agreed to provide qualified interpreter services:

Ragan Hickert—Sign Language, from 7:30 am to 5:30 pm, Monday-Friday, telephone: 620-391-2475

Ronny Naz—Kechi, from 7:30 am to 5:30 pm, Monday-Friday, telephone: 620-621-1870

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other customers will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

Action Steps:

LEP Committee will:

- a. Regularly monitor the efficacy of services provided and share effective practices with the City Commission and Management Team.
- b. Collect data to identify language needs demographically and the language services required at various service delivery contact points.
- c. Establish policies and guidelines for identifying the language needs of persons with LEP to improve services.

ELEMENT 3. Oral Language Assistance Services

The City of Liberal provides oral language assistance (such as qualified interpreters) in both face-to-face (onsite oral interpretation and sign language) and telephone encounters to facilitate access to City services and programs. The oral telephonic interpretation service allows city employees to communicate with a person with LEP, at no charge to them. The City of Liberal is currently working to train staff on these LEP services so that employees can appropriately assist persons with LEP.

Action Steps:

LEP Committee will

- a. Continue managing a program that ensures persons with LEP are provided oral language assistance services in accordance with this plan.
- b. Maintain and monitor the internal webpage that provides resources available to City staff.
- c. Continue the dissemination of language resources to City staff.
- d. Continue the coordination of routine marketing of available LEP services to City staff.
- e. Continue sharing information about the City of Liberal's oral language resources to City staff as appropriate.
- f. Continue ongoing training of City staff on available oral language resources as needed.

ELEMENT 4. Providing Written Translations

The City of Liberal must provide written translations of vital documents and important information to ensure meaningful access and equal opportunity to participate in City services, programs, and activities. Once a program office identifies its vital documents, it must also prioritize the translation of the documents.

Vital documents that are available in English and Spanish include: Utility billing shut-off notices, job applications, employee benefit brochure, HUD Fair Housing notices, housing program applications, housing program information, building department permits, and notice of language assistance at no cost.

Action Steps:

- a. When translation of vital documents is needed, the City of Liberal will submit documents for translation into frequently-encountered languages to Angelica Arroyo to submit to the proper interpreter. Original documents being submitted for translation will be in final, approved form with updated and accurate information.
- b. Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.
- c. **Angelica Arroyo** will set benchmarks for translation of vital documents into additional languages over time.

ELEMENT 5. Providing Notice To LEP Persons at No Cost

City of Liberal will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. At a minimum, notices and signs will be posted and provided at all points of entry. Notification will also be provided through one or more of the following: outreach documents, telephone voice mail menus, local newspapers, radio and television stations, community-based organizations and the City of Liberal's website (www.cityofliberal.org).

FHCO and LAC will:

- a. Continue managing a program that ensures persons with LEP are provided written language assistance services in accordance with the City's needs, capacity and this Plan.
- b. Identify materials available in non-English languages, and consider revising documents as needed to ensure quality and accuracy.
- c. Continue to contract with qualified linguists that meet language assistance service needs based on extensive experience, education and training certifications.
- d. Maintain and monitor the webpage that lists resources available to City staff.
- e. Continue ongoing training of City staff on available written language resources as needed.
- f. Continue identifying and translating all documents that are determined to be vital by the respective program office.

ELEMENT 6. Staff Training

The City of Liberal has committed the needed resources and will provide employee training as necessary to ensure staff understands the City's LEP policies and procedures. This training will help ensure that all City employees are aware of the resources available and the procedures to access these resources (interpreters, bilingual staff, translation services, telephonic interpretation, on-site interpretation, sign language and Braille). These efforts will assist staff to effectively communicate and interact with persons with LEP. During new employee orientations, the City provides training to employees on LEP services, such as interpretation and translation policies, how to access the services and who to contact for additional information about the services. The City will also provide training to

current staff, especially those in public-contact positions on the procedures for accessing the City's language assistance services when encountering oral and written communication in non-English languages.

Action Steps:

- a. Ensure that the City continues its commitment of adequate resources in training City staff that are selected to implement this plan for their respective program offices.
- b. Continue to train staff on the policies and procedures of the agency's language assistance program and the use of the available resources to provide language assistance to persons with LEP.
- c. Advance the language assistance service program by expanding the types of training resources made available to City staff.
- d. Improve the dissemination of training materials that assist staff in providing meaningful access for persons with LEP.
- e. Provide ongoing staff training, especially for those in public-contact positions, on when and how to access and utilize oral and written language assistance services, how to work with interpreters and translators and how to access technical assistance.
- f. Prepare an annual training schedule to increase awareness of the City's language assistance program. This schedule lists trainings that are to be conducted in each fiscal year focusing on offices with public-contact positions.

ELEMENT 7—Assessment: Access and Quality

The City of Liberal will regularly review the accessibility and quality of language access services and activities for persons with LEP. This is to ensure persons with LEP receive quality and accurate language access services.

The City will take reasonable steps to ensure that vendors providing language services include quality assurance and performance standards in the contracts for their services. The language assistance contract includes requirements of providing evidence of the linguists'/interpreters'/translators' foreign language proficiency, professional certifications, educational background, and work experience.

Action Steps:

FHCO and LAC will:

- a. Regularly review the language assistance program and take the necessary steps to improve the quality and accuracy of services provided to persons with LEP.
- b. Identify best practices for continuous quality improvement regarding its language assistance services.
- c. Implement methods for measuring improvements in access to the agency's language assistance services.

- d. Meet annually with the LEP Committee to evaluate and update the plan.
- e. If there is a change to the position of either Fair Housing Compliance Officer or Language Assistance Coordinator (LAC), the LEP Committee will meet within 30 days to appoint a qualified replacement to the position.

ELEMENT 8—Stakeholder Consultation

The City of Liberal FHCO and LAC have the responsibility for: (1) Coordinating language access services by providing customer service and technical assistance to City staff and the public; (2) ensuring language access services are available to assist City staff that communicate and interact with persons with LEP; and (3) securing qualified and reputable contracted vendor(s). In accordance with this Plan, the City shall consult with its stakeholders to identify language assistance needs of persons with LEP, implement the most effective language access strategies and obtain information to conduct assessments of customer needs.

Action Steps:

- a. Identify opportunities to include stakeholder involvement in developing policies and procedures to encourage access to City programs and services.
- b. Consult stakeholders to review the accessibility, accuracy, of the City's language assistance services.
- c. Share the City's LAP and resources with stakeholders and solicit feedback.
- d. Research outreach efforts to persons with LEP and gather feedback about the effectiveness of the Plan. Collect their recommendations to further develop the LEP.
- e. Research the intake and complaint process for LEP related issues.

ELEMENT 9—Digital Information

When evaluating technologies, the City considers the needs of persons with LEP, the resources available to meet those needs, and the effect technology can have on the LEP population. To ensure persons with LEP have access to digital information, the City is exploring cost-effective options for updating the existing IT infrastructure to improve the accessibility of the City's translated materials on its website.

FHCO and LAC will:

- a. Consider opportunities to leverage social media to increase awareness of language assistance services and products available in non-English languages to persons with LEP.
- b. Explore strategies to display link's on the City's website to indicate that documents are also available for viewing or downloading in Spanish.

ELEMENT 10—Grant Assurance and Compliance

Grantees receiving federal funds must comply with federal civil rights laws and provide written notice of their legal obligation and compliance with regulations as they relate to language access. Program reviews can present opportunities for reviewers to determine if recipients are complying with program and civil rights regulations.

Action Steps:

FHCO and LAC will:

- a. Research policies and procedures to ensure grantees comply with federal civil rights laws and regulations.
- b. Ensure that civil rights laws and regulations are included in all City program grants and documents to ensure grantees comply with their civil rights obligations.

Appendix: Definitions

Bilingual/Multilingual Staff—A staff person or employee who has demonstrated proficiency in English and reading, writing, speaking, or understanding at least one other language.

Fair Housing Compliance Officer (FHCO)—Primary point of contact with respect to the Limited English Proficiency policy.

Interpretation—The act of listening to a communication in one language and orally converting it to another language while retaining the same meaning.

Language Access—is achieved when persons with LEP can communicate effectively with City employees and participate in City programs and services.

Language Assistance Coordinator--

Language Assistance Services—Oral and written language services needed to assist persons with LEP to communicate effectively with staff and to provide persons with LEP meaningful access to, and an equal opportunity to participate full in, the services, activities, or programs administered by the City.

Limited English Proficient (LEP)—Individuals for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. Persons with LEP may be competent in English for certain types of communication, but still be LEP for other purposes.

LEP Committee—consists of city staff from key departments that have the majority of public contact. The FHCO and LAC will serve on the LEP Committee.

Meaningful Access—Language assistance that results in accurate, timely, and effective communication at no cost to the person with LEP. For persons with LEP, meaningful access denotes access that is not significantly restricted, delayed, or inferior and compared to programs or activities provided to English proficient individuals.

Preferred Primary Language—The language that a person with LEP identifies as the preferred language that he or she uses to communicate effectively.

Program Office—refers to the office or department of the City that focuses on specific programs or services offered by the City.

Qualified Interpreter—An in-house or contracted translator or interpreter who has demonstrated his or her competence to interpret or translate through court certification or is authorized to do so by contract with the City.

Translation—The replacement of written text from one language into an equivalent written text in another language.

Vital Documents—Paper or electronic written material that contains information that is critical for accessing a service, program, or activity or is required by law. Vital documents may include, for example: applications, consent forms, complaint forms, notices of rights and disciplinary action; notices advising persons with LEP of the availability of free language assistance and letter or notices that require a response from the customer.



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 12.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From: Keeley Moree, Director of Public Affairs

RE: City Slogan & Modified Logo

Public engagement activities were conducted in 2023 regarding the City of Liberal's logo and official slogan. Surveys and community feedback indicated a preference for retaining the current logo appearance while adopting a new slogan: "From generosity to prosperity."

The slogan change requires a modified logo, which would be phased into new City branding over time. A phased approach to logo replacement will not incur additional taxpayer expense.

Recommendation:

Staff recommend the City Commission adopt a new city slogan - "from generosity to prosperity" - and modified logo design as presented.

CURRENT LOGO



UPDATED LOGO





**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 13.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From:

RE: Library Board Appointment

The Liberal Memorial Library Board Recommendation: The Liberal Memorial Library Board recommends that Debra Huddleston be appointed to serve on the library board to begin June 2024 and June 2028.

Recommendation:

RESUME FOR CITY OF LIBERAL BOARD APPOINTMENTS

Name: Debra Huddleston Date: 5-6-24
Mailing Address: 208 Wilson St Liberal ^{Cell} Home Telephone: 620 624 8832
Residential Address: Same as mailing Occupation: LACP staff
Office Telephone: none Office Address: none

Board Preference(s):

1. Library
2. _____
3. _____

EMPLOYMENT	JOB/TITLE	DATES OF EMPLOYMENT
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<u>Liberal Area Coalition for Families</u>	<u>Board Secretary, Firms Market Mgr., Voter Engagement</u>	<u>12-17</u>
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Education, volunteer services, or other applicable experience or training:

SCDC graduate, extensive volunteer experience, have been through
board training offered by SCDC

References:

NAME	ADDRESS	POSITION
1. <u>Ken Buntzloff</u>	<u>9418 Cobb St., Liberal</u>	<u>LACP Board President</u>
2. <u>Laura Thomas</u>	<u>1007 N. Prospect, Liberal</u>	<u>Adolescent Support Services</u>
3. <u>Kathleen Alonso</u>	<u>25 S. Pershing, Liberal</u>	<u>LACP voter engagement</u>

Debra Huddleston
Signature

Please return completed form to:
City Manager's Office
324 North Kansas Avenue, P.O. Box 2199
Liberal, KS 67905-2199
(620) 626-2202

* FOR STAFF USE ONLY *
* Appointed to: _____ *
* For a term of: _____ *



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 14.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From:

RE: Land Transfer

G&G owns two lots that are not suitable for development due to size and utility easements needed for infrastructure installation. The city owns four lots that are from the legacy self-help program. The staff is proposing the city trade their usable lots to G&G for the two unusable ones. The city agrees to mow and maintain the lots received and G&G agrees to build homes on the lots transferred from the city.

Recommendation:

REAL ESTATE AGREEMENT

THIS CONTRACT is made and entered into this ____ day of _____ 2024, by and between G & G Developments, LLC of Blanchard, Oklahoma with an address of 942 S County Line Road, Blanchard, OK 73010, through its authorized agent Gerald D. Edwards, hereinafter called "G&G" and the City of Liberal, Kansas, a municipal corporation of the State of Kansas, hereinafter called "CITY".

For good and valuable consideration, the receipt of which is hereby acknowledged, and for the covenants and promises contained herein, the parties agree as follows:

1. PROPERTY. CITY hereby agrees to grant to G&G and agrees to convey title to G&G Lots 24-27 of Block 4 of the Doll Addition to the City of Liberal, Kansas, and G&G hereby agrees to grant and convey an easement to CITY on Lot 23 of Block 4 of the Doll Addition to the City of Liberal, Kansas as well as convey title to the CITY of Lot 6, Block 16 of the Doll Addition to the City of Liberal, Kansas under the terms and conditions hereinafter set forth, the following described property, to-wit:

LEGAL DESCRIPTION:

CITY will convey the following real estate to G&G upon condition of G&G granting an easement on a title on Lot 23 of Block 4 of the Doll Addition to the City of Liberal, Kansas and title to Lot 6, Block 16 of the Doll Addition to the City of Liberal, Kansas as contained herein; the property the CITY will convey to G&G is as follows:

"All of Lots 24-27 of Block Four (4) of the Doll Addition to the City of Liberal, Seward County, Kansas." The physical address to said properties in numerical lot order being 610 Griffith St, 600 Griffith St, 1110 Larry St., and 1120 Larry St respectively.

Subject to easements of record, restrictions and protective covenants of record, unmatured special assessments, zoning laws and ordinances, and any encroachments which would be determined by survey; together with all the permanent improvements thereon, and appurtenances belonging thereto.

G&G will convey to the CITY a sewer and storm drain easement on Lot Twenty-three (23) of Block Four (4) of the Doll Addition to the City of Liberal, Seward County, Kansas more particularly described as follows:

" A municipal easement with the right of ingress and egress for the purpose of installing and maintaining sewer and storm drainage on the South thirty (30) feet of Lot Twenty-three (23) of Block Four (4) of the Doll Addition to the City of Liberal, Seward County, Kansas."

Subject to easements of record, restrictions and protective covenants of record, unmatured special assessments, zoning laws and ordinances, and any encroachments which would be determined by survey; together with all the permanent improvements thereon, and appurtenances belonging thereto.

G&G will convey to the CITY title to Lot Six (6) of Block Sixteen (16) of the Doll Addition to the City of Liberal, Seward County, Kansas more particularly described as follows:

“ All of Lot Six (6) of Block Sixteen (16) of the Doll Addition to the City of Liberal, Seward County, Kansas.”

Subject to easements of record, restrictions and protective covenants of record, unmatured special assessments, zoning laws and ordinances, and any encroachments which would be determined by survey; together with all the permanent improvements thereon, and appurtenances belonging thereto.

2. CONSIDERATION. The consideration for the transaction described herein is given to the CITY by means of the defined easement from G&G and lot; likewise the consideration for G&G granting said easement and lot is based upon the grant of the legal property Lots 24-27 as described herein from the CITY to G&G. The CITY also states, that such transfer of property is for the economic benefit and development of the community.

3. TITLE. CITY shall convey title of said real estate to G&G free of all encumbrances, except easements and restrictions of record, by warranty deed which shall be executed and delivered as soon as practicable after the execution of this agreement. Likewise, G&G shall execute and deliver to the CITY title to the real estate by warranty deed and the easement defined herein as soon as practicable after the execution of this agreement. Neither party shall file the respective documents with the Seward County Register of Deeds until both conveyances have been provided to the other party.

4. TAXES. Taxes, assessments, matured annual special assessments, and Homeowners Association dues, if applicable, for the calendar year next preceding the calendar year in which transfer occurs and all preceding years shall be paid by the entity transferring the property to the other. The current year's taxes, assessments, matured annual special assessments, and Homeowners Association dues, if applicable shall be prorated as of the date of the transfer if practicable. If the current year's taxes and assessments are not determinable at the time of transfer, a proration of taxes and assessments shall be made and based upon the next preceding year's taxes and assessments. The entity receiving the property shall pay for all taxes, assessments, unmatured special assessments, and Homeowners Association dues, if applicable which become due after the date of transfer.

5. INSPECTION. The parties hereto have acknowledged inspection of the property and are making these transfers of the property in AS-IS condition.

6. TRANSFER. The CITY and G&G shall not sell, assign or transfer this contract or any interest under it, or any interest in or to said properties, without first obtaining the written consent of the other party hereto.

7. TIME OF THE ESSENCE. Time is made of the essence of this contract.

8. SURVEY. Neither party requests a survey to be done for the transfer contemplated herein.

9. PRESENT CONDITION. The parties shall deliver and the receiving party shall accept the property in its present condition as of the date of transfer. Until the transfer date or possession date, the parties agree to maintain the property in the same condition as of the time of execution of this agreement.

10. INDEPENDENT ADVICE. Both parties acknowledge that they have relied on their own judgment and their own independent advice before entering into this agreement, and do not rely on the other party's advice or advice of the other party's attorney.

11. SIGNATURE OF PARTIES. Due to G&G of this agreement being a corporation, the president/resident agent shall sign this agreement, and the corporation shall provide, within fourteen (14) days from the time of signing this agreement, a corporate resolution or other documentation authorizing the signing of this agreement. Due to the CITY of this agreement being a municipal corporation, the same shall be signed by the City Manager, attested to by the City Clerk and approved by the City Mayor.

12. BINDING EFFECT/KANSAS LAW. This contract is the entire understanding between the parties and includes all previous negotiations and contemporaneous negotiations and statements. This contract shall not be modified or changed except in writing and signed by both parties. This contract shall be deemed to be executed in the State of Kansas and governed by Kansas's law. The covenants and agreements contained in this contract shall be binding upon the parties hereto and their respective heirs, executors, administrators and assigns.

IN WITNESS WHEREOF, the parties have signed their names the day and year first above written.

G&G:

Gerald D. Edwards, PE
Managing Member
G & G Developments, LLC

CITY:

Rusty Varnado, City Manager for the City of Liberal, Kansas

ATTEST:

Alicia Hidalgo, City Clerk for the City of Liberal, Kansas

APPROVED BY:

Jose Lara, Mayor for the City of Liberal, Kansas



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 15.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From:

RE: Animal Control Discussion

Animal Control Discussion.

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 17.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From:

RE: CITY MANAGER'S REPORT

Recommendation:



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM # 19.a.**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From:

RE: 05/14/2024 VOUCHERS

Voucher Summary List:

Accounts Payable Vouchers: \$542,420.73

Rec Center Officials & Special Runs: \$1,736,068.40

HR Expense Vouchers: \$253,554.09

Total: \$2,532,043.22

Recommendation:



**Voucher Summary List
City Commission Meeting
05/14/24**

Accounts Payable Vouchers: \$542,420.73

Rec Center Officials & Special Runs: \$1,736,068.40

HR Expense Vouchers: \$253,554.09

TOTAL: \$2,532,043.22

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 0000 - NONDEPARTMENTAL				
520-0000-27200	3 ANNUAL SERVICE CONTRACT	CHEMSCAN INC	15814	\$4,300.00
601-0000-28175	HEALTH EQUITY/WAGE WORKS	WAGEWORKS, INC	INV6069895	\$1,415.75
601-0000-28175	HEALTH EQUITY/WAGE WORKS	WAGEWORKS, INC	INV6088425	\$442.88
Subtotal for Department 0000 :				\$6,158.63

Department: 4100 - NON DEPARTMENTAL

100-4100-32101	MARCH & APRIL CMB LICENSES (EL RANCHO/SABOR A MEX/DOLLAR GEN	KANSAS DEPARTMENT OF REVENUE	90954	\$75.00
100-4100-32704	LOS JALAPENOS-REIMBURSEMENT ON BUSINESS LIC/OVERPAY	LOS JALAPENOS	91810	\$20.00
100-4100-43031	CLAIM #1772978	EMC INSURANCE COMPANIES	6:22-CV-01264	\$691.50
100-4100-44030	WOOD JOINTS/FURNITURE GLIDES	WESTLAKE HARDWARE INC	7712304	\$34.56
100-4100-44031	WALLPLATES	STANION WHOLESALE ELECTRIC CO	5712685-00	\$2.80
100-4100-44031	BULBS	STANION WHOLESALE ELECTRIC CO	5716199-00	\$15.52
100-4100-44031	BULBS	STANION WHOLESALE ELECTRIC CO	5717296-00	\$38.50
100-4100-44031	ELECTRICAL SUPPLIES	STANION WHOLESALE ELECTRIC CO	5718621-00	\$91.60
100-4100-44031	PAINT SUPPLIES	WESTLAKE HARDWARE INC	7712231	\$30.15
100-4100-44031	DOOR STOP	WESTLAKE HARDWARE INC	7712396	\$4.99
100-4100-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$276.85
100-4100-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$339.15
100-4100-45030	APRIL PHONE/INTERNET	UNITED TELEPHONE ASSOCIATION	2141600	\$812.17
100-4100-46010	OFFICE SUPPLIES	SOUTHERN OFFICE SUPPLY INC	317678	\$228.70
100-4100-46010	OFFICE SUPPLIES	SOUTHERN OFFICE SUPPLY INC	317721	\$144.54
100-4100-46011	JANITORIAL SUPPLIES	SERVICE JANITORIAL SUPPLY INC	329819	\$242.00
100-4100-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$49.13

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4100-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$0.64
100-4100-46013	WEEKLY CHARGES	UNITED PARCEL SERVICE	000066E179164	\$32.90
100-4100-46013	SHIPPING	UNITED PARCEL SERVICE	000066E179174	\$32.90
100-4100-46013	WEEKLY CHARGES	UNITED PARCEL SERVICE	000066E179184	\$32.90
100-4100-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$21.60
100-4100-48090	PAYROLL TAX PENALTIES/INTEREST	FEDERAL TAXES	04/18/24	\$10,608.09
100-4100-48090	COFFEE	PRAIRIE FIRE COFFEE	1568888	\$123.80
100-4100-48090	PAPER DELIVERY FEE	WEX BANK	96902347	\$10.00
100-4100-48090	RASH SINCLAIR REBATE	WEX BANK	96902347	(\$3.86)
100-4100-48096	CAMERA INSTALLATION	INA ALERT INC	16932-F	\$61,895.57
735-4100-44030	DEFIBRILLATORS	AED BRANDS, LLC	160853	\$7,595.10
735-4100-46085	DUTY BOOT	GALLS LLC	027617324	\$194.94

Subtotal for Department 4100 : \$83,641.74

Department: 4110 - LEGISLATIVE

100-4110-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$240.06
100-4110-46010	ENGRAVED ITEMS	SOUTHERN OFFICE SUPPLY INC	317413	\$37.50
100-4110-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$1.76
100-4110-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$108.00

Subtotal for Department 4110 : \$387.32

Department: 4120 - MUNICIPAL COURT/DIVERSION

100-4120-34108	D BATZ-RESTITUTION FOR A S ALIRES	DIEGO BATZ	2022000366	\$60.00
100-4120-34108	J ORTEGA-RESTITUTION FOR M S SENA	JOSEFINA ORTEGA	2023001746	\$240.00
100-4120-34108	J ORTEGA-M S SENA	JOSEFINA ORTEGA	2023001746.2	\$360.00
100-4120-34108	L GONZALEZ-RESTITUTION J WHITE	LOUISA GONZALEZ	2023001359	\$419.50

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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4120-43060	GIFT CARD INCENTIVES	WALMART COMMUNITY BRC	APRIL 2024	\$200.00
100-4120-44031	REPAIR LABOR	SCANTLIN'S FURNITURE	230832	\$150.00
100-4120-44032	MARCH CAR WASHES	SQUEAKY CLEAN CAR WASH LLC	4333	\$13.00
100-4120-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$317.04
100-4120-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$317.04
100-4120-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$255.62
100-4120-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$317.04
100-4120-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$10.06
100-4120-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$159.75
100-4120-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$45.08
100-4120-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$237.60
100-4120-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$1,750.85
100-4120-48090	RUG	WALMART COMMUNITY BRC	APRIL 2024	\$9.92
722-4120-43060	DRUG TESTS	MICRO DISTRIBUTING II,LTD	1341152	\$99.90
722-4120-43060	SWEAT PATCH ANALYSIS	PHARMCHEM INC	INV431298	\$127.80
722-4120-43060	FUEL/MUNICIPAL COURT	WEX BANK	96902347	\$174.17

Subtotal for Department 4120 : \$5,264.37

Department: 4121 - MUNICIPAL COURT/DRUG COUR

209-4121-44030-004	CAM/WBS DAILY MONITORING FEE	ALCOHOL MONITORING SYSTEMS	306951	\$413.91
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Subtotal for Department 4121 : \$413.91

Department: 4130 - CITY MANAGER

100-4130-44030	HP LASERJET FUSER KIT	CDW GOVERNMENT INC	QP92039	\$199.77
100-4130-44030	OFFICE FURNITURE/COMPLIANCE	SOUTHERN OFFICE SUPPLY INC	317606	\$4,861.00
100-4130-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$122.91

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4130-45080	REIMBURSE TRAVEL EXPENSE	VARNADO, RUSTY	04/23/24	\$343.99
100-4130-46010	TONER/FORD	SOUTHERN OFFICE SUPPLY INC	317300	\$161.99
100-4130-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$151.20
Subtotal for Department 4130 :				\$5,840.86

Department: 4150 - FINANCE DEPARTMENT

100-4150-43080	GFOA MEMBERSHIP DUES	GOVERNMENT FINANCE OFFICERS AS	2442001	\$190.00
100-4150-44030	WEBCAM/VID DOCK STATION	CDW GOVERNMENT INC	QQ32343	\$1,622.93
100-4150-44030	MONITOR	CDW GOVERNMENT INC	QQ37016	\$313.76
100-4150-44030	CALCULATOR	SOUTHERN OFFICE SUPPLY INC	317696	\$255.99
100-4150-45541	LEGALS: Q1 2024 TREASURERS REPORT	HIGH PLAINS DAILY LEADER AND TIME	115269	\$67.50
100-4150-46010	TONER	SOUTHERN OFFICE SUPPLY INC	317437	\$228.99
100-4150-46010	DRY ERASE BOARD	SOUTHERN OFFICE SUPPLY INC	317654	\$106.00
100-4150-46010	OFFICE SUPPLIES	SOUTHERN OFFICE SUPPLY INC	317725	\$23.99
100-4150-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$214.40
100-4150-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$151.20
100-4150-48090	EMBROIDERY	SIGN EXPRESS	4359	\$80.00
Subtotal for Department 4150 :				\$3,254.76

Department: 4152 - PERSONNEL DEPARTMENT

100-4152-46010	TONER	SOUTHERN OFFICE SUPPLY INC	317486	\$58.75
100-4152-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$6.40
100-4152-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$86.40
100-4152-46090	DIVIDERS	SOUTHERN OFFICE SUPPLY INC	317472	\$20.60
Subtotal for Department 4152 :				\$172.15

Department: 4160 - BUILDING MAINTENANCE

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4160-44032	OIL/ANTIFREEZE/UNIT #5	NAPA OF LIBERAL	692857	\$33.97
100-4160-44032	CAR CLEANING SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$33.42
100-4160-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$124.85
100-4160-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$40.64
100-4160-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$200.00
100-4160-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$86.40
100-4160-46088	BASIN WRENCH	WESTLAKE HARDWARE INC	7712498	\$20.99
100-4160-46088	SCREWDRIVERS	WESTLAKE HARDWARE INC	7712517	\$25.77
100-4160-46090	SAW BLADE SET	WESTLAKE HARDWARE INC	7712251	\$24.99

Subtotal for Department 4160 : \$591.03

Department: 4180 - I.T. DEPARTMENT

100-4180-46028	2024 SONIC WALL LICENSING	CDW GOVERNMENT INC	QP81301	\$0.00
100-4180-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$259.20
100-4180-46028	Dist: 0	POWER PROTECTION PRODUCTS	100518	\$3,615.00
100-4180-47045	SCREEN PROTECTOR/FANVIL X210 ENTERPRISE VOIP PHONE	AMAZON CAPITAL SERVICES	1WY3-1LTJ-CTXF	\$178.98
100-4180-47045	2024 COMPUTER REFRESH PROJECT	CDW GOVERNMENT INC	QP81301	\$6,177.18

Subtotal for Department 4180 : \$10,230.36

Department: 4190 - PLANNING & ZONING

100-4190-45041	LEGALS:SENECA PLANNING	HIGH PLAINS DAILY LEADER AND TIME	114915	\$54.00
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Subtotal for Department 4190 : \$54.00

Department: 4210 - POLICE ADMINISTRATION

100-4210-43036	CONTRACT MEDICAL SERVICES	SEWARD COUNTY SHERIFF'S OFFICE	04/09/2024	\$1,000.00
100-4210-43036	PRISONER PRESCRIPTIONS	SEWARD COUNTY SHERIFF'S OFFICE	04/09/24	\$228.80

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4210-43036	02/03/2021 PRISONER MEDICAL BILL-M BEAMAN	SOUTHWEST MEDICAL CENTER	02/03/2021	\$169.30
100-4210-44030	FIRE EXTINGUISHER FOR ALL PATROL UNITS	CF SERVICE & SUPPLY LLC	169180	\$867.80
100-4210-44030	TRACTOR SUPPLY CREDIT CARD PAYMENT	TRACTOR SUPPLY CREDIT PLAN	APRIL 2024	\$165.95
100-4210-44031	FIRE SAFETY-ANNUAL INSPECTION	CF SERVICE & SUPPLY LLC	169187	\$47.25
100-4210-44031	ADHESIVE	MEAD LUMBER DO IT CENTER	10475090	\$5.79
100-4210-44031	BULBS	STANION WHOLESALE ELECTRIC CO	5718148-00	\$31.04
100-4210-44032	SAFETY CONES/POCKET LIGHTS	GOLDEN WEST INDUSTRIAL SUPPLY	2125437	\$990.12
100-4210-44032	UNIT 39-VEHICLE REPAIRS	HODGES COLLISION REPAIR LLC	13743	\$3,437.63
100-4210-44032	UNIT 9-REAR BUMPER	HODGES COLLISION REPAIR LLC	13752	\$1,179.00
100-4210-44032	UNIT 38-REAR BUMPER	HODGES COLLISION REPAIR LLC	13765	\$902.80
100-4210-44032	UNIT 22-LOWER AIR DEFLECTOR & REAR BUMPER	HODGES COLLISION REPAIR LLC	13773	\$1,326.10
100-4210-44032	UNIT 12-TIRE SERVICE	KANSASLAND TIRE CO	19675	\$29.94
100-4210-44032	MARCH CAR WASHES	SQUEAKY CLEAN CAR WASH LLC	4335	\$36.69
100-4210-44032	MARCH CAR WASHES	SQUEAKY CLEAN CAR WASH LLC	4350	\$32.00
100-4210-44032	MARCH CAR WASHES	SQUEAKY CLEAN CAR WASH LLC	4356	\$40.00
100-4210-44032	MARCH FLEET CHARGES	STONE CREEK DEVELOPMENT LLC	2024-724	\$146.00
100-4210-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$174.81
100-4210-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$271.39
100-4210-45061	PRISONER MEALS	SEWARD COUNTY SHERIFF'S OFFICE	4/09/24	\$13,362.00
100-4210-45062	PRISONER MAINTENANCE	SEWARD COUNTY TREAS-PRISONER M AINT	04/09/24	\$11,340.00
100-4210-46010	OFFICE SUPPLIES	QUILL	38108599	\$314.49
100-4210-46010	OFFICE SUPPLIES	QUILL	38109192	\$188.96
100-4210-46010	DESK LAMP	QUILL	38120825	\$21.90
100-4210-46010	BIRTHDAY CARDS	QUILL	38143129	\$39.99

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Ledger	Description	Vendor Name	Invoice	Amount
100-4210-46010	TONER	QUILL	38263092	\$443.99
100-4210-46010	IMAGING UNIT	QUILL	38273315	\$77.99
100-4210-46010	OFFICE SUPPLIES	SOUTHERN OFFICE SUPPLY INC	316300	\$65.16
100-4210-46010	TONER	SOUTHERN OFFICE SUPPLY INC	317637	\$434.29
100-4210-46010	NAMEPLATES	SOUTHERN OFFICE SUPPLY INC	317744	\$35.98
100-4210-46011	SPONGE	WALMART COMMUNITY BRC	APRIL 2024	\$4.68
100-4210-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$62.75
100-4210-46013	POLICE DEPT	UNITED PARCEL SERVICE	000066E179184	\$34.39
100-4210-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$362.99
100-4210-46026	FUEL/PD	WEX BANK	96510429	\$4,337.41
100-4210-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$1,166.40
100-4210-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$227.62
100-4210-46028	FLEET TRACKING SYSTEMS	VERIZON CONNECT	326000059259	\$284.25
100-4210-46045	AR15 STOCK ASSEMBLY & KITS	BROWNELLS INC	2024411145860	\$668.11
100-4210-46085	10/03/2023 LPD NEW BADGES	ENTENMANN-ROVIN CO	0176819-IN	\$5,665.00
100-4210-46085	BLACKINTON NAMETAG	GALLS LLC	027518597	\$25.85
100-4210-46090	(8) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING LLC	119523	\$56.00
100-4210-46090	SHRED SERVICE	UNDERGROUND VAULTS & STORAGE	1060679	\$25.00
100-4210-46612	OFFICE SUPPLIES	SOUTHERN OFFICE SUPPLY INC	315507	\$127.70
100-4210-46612	BATTERIES	WESTLAKE HARDWARE INC	7712314	\$23.98
100-4210-48090	AMMUNITION	DEFENSE TECHNOLOGY	I016-000021885	\$2,463.25
100-4210-48090	HIGH TEMPERATURE PAPER	SALTUS TECHNOLOGIES	2404-77	\$1,340.00
100-4210-48092	FINDING THE LEADER IN YOU-DENVER CO J ESPINOZA	CALIBRE PRESS	24103237	\$359.00
100-4210-48092	MPR-OKLAHOMA CITY D UNDERWOOD	FBI-LEEDA	200103952	\$795.00

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City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4210-48093	12/28/2023 M CHEEKS-120	COMFORT SUITES	70656818.2	\$113.42
100-4210-48093	SLIDE ADVERTISING	SOUTHGATE	1425	\$100.00

Subtotal for Department 4210 : \$55,649.96

Department: 4211 - ANIMAL CONTROL DIVISION

100-4211-34503	K GRANDY-RABIES VACCINE & SPAY/NEUTER	KATHY GRANDY	04/03/2024	\$15.00
100-4211-34504	K GRANDY-RABIES VACCINE & SPAY/NEUTER	KATHY GRANDY	04/03/2024	\$80.00
100-4211-43091	VETERINARY SERVICES	PANHANDLE VETERINARY CLINIC LLC	6157	\$75.00
100-4211-43091	VETERINARY SERVICES	PANHANDLE VETERINARY CLINIC LLC	6306	\$60.00
100-4211-43094	SPAY/NEUTER CLINIC LUNCH	PETTY CASH	6459	\$235.00
100-4211-43094	SUPPLIES/SPAY & NEUTER CLINIC	WALMART COMMUNITY BRC	APRIL 2024	\$48.04
100-4211-43094	SUPPLIES/SPAY & NEUTER CLINIC	WALMART COMMUNITY BRC	APRIL 2024	\$116.32
100-4211-44024	REPAIR MOWER	SMALL ENGINE SPECIALIST	10000510	\$525.00
100-4211-44031	MONTHLY PEST CONTROL	RINE EXTERMINATING INC	63223	\$75.00
100-4211-44031	REPAIR SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$1.56
100-4211-45060	JANITORIAL SUPPLIES	SERVICE JANITORIAL SUPPLY INC	329726	\$183.50
100-4211-45080	K SKINNER-303	COMFORT SUITES AURORA	72085073	\$102.36
100-4211-46010	(2) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING LLC	119298	\$21.00
100-4211-46010	TONER	SOUTHERN OFFICE SUPPLY INC	317074	\$105.99
100-4211-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$21.70
100-4211-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$55.04
100-4211-46011	FUEL/ANIMAL SHELTER	WEX BANK	96902347	\$380.88
100-4211-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$291.77
100-4211-46026	FUEL	MADDEN OIL CO	5167/2403089726	\$435.86
100-4211-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$151.20

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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4211-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$191.50
100-4211-46615	KENNEL SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$34.36
100-4211-46615	KENNEL SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$61.78
100-4211-46619	DOG FOOD	WALMART COMMUNITY BRC	APRIL 2024	\$179.88
100-4211-48090	SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$124.70

Subtotal for Department 4211 : \$3,572.44

Department: 4220 - FIRE

100-4220-44024	WEED KILLER	WESTLAKE HARDWARE INC	7712344	\$25.99
100-4220-44030	BLACK GLOVES	FASTENAL COMPANY	KSLIB104102	\$157.00
100-4220-44030	BLACK GLOVES	FASTENAL COMPANY	KSLIB104217	\$156.20
100-4220-44030	LADDER HEAT SENSORS	HAYS FIRE AND RESCUE	6995D	\$154.53
100-4220-44030	VACUUM	WALMART COMMUNITY BRC	APRIL 2024	\$164.00
100-4220-44030	SEALANT	WESTLAKE HARDWARE INC	7712162	\$15.18
100-4220-44030	SEALANT/CLEANER	WESTLAKE HARDWARE INC	7712163	\$27.17
100-4220-44030	SEALANT	WESTLAKE HARDWARE INC	7712178	\$15.98
100-4220-44030	SAW BLADES	WESTLAKE HARDWARE INC	7712214	\$24.99
100-4220-44030	BIT SET	WESTLAKE HARDWARE INC	7712344	\$14.99
100-4220-44030	HAWSAW BLADES	WESTLAKE HARDWARE INC	7712433	\$7.99
100-4220-44031	DOOR CLOSURE	SOUTHWEST GLASS & DOOR INC	106872	\$200.00
100-4220-44032	TIRES/UNIT #21	M & M TIRE SERVICE	156736	\$1,050.00
100-4220-44032	CABIN FILTER/UNIT #21	O'REILLY AUTOMOTIVE STORES INC	1453-355435	\$19.91
100-4220-44032	PROPANE	SOUTHWEST GAS EQUIPMENT CO INC	1067130	\$13.92
100-4220-44032	MARCH FLEETWASH CHARGES	SQUEAKY CLEAN CAR WASH LLC	4338	\$9.50
100-4220-44032	FITTINGS/UNIT #17	WESTLAKE HARDWARE INC	7712277	\$8.96

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4220-44032	FITTINGS	WESTLAKE HARDWARE INC	7712278	\$6.47
100-4220-44032	CREDIT/RETURN FITTINGS	WESTLAKE HARDWARE INC	7712279	(\$4.78)
100-4220-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$184.76
100-4220-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$434.74
100-4220-46011	PAPER TOWELS	WALMART COMMUNITY BRC	APRIL 2024	\$17.72
100-4220-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$2.56
100-4220-46013	FIRE DEPT	UNITED PARCEL SERVICE	000066E179164	\$14.06
100-4220-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$617.36
100-4220-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$540.00
100-4220-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$80.00
100-4220-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$110.00
100-4220-46086	PPE-GLOVES 8 HOODS	HEIMAN FIRE EQUIPMENT	0930745-IN	\$1,243.53
100-4220-46090	AAA 8 9V BATTERIES	FASTENAL COMPANY	KSLIB104179	\$25.51
100-4220-46090	TESTING SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$38.62
100-4220-46090	EMPLOYEE DINNER SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$22.23
100-4220-46090	WHITE VINEGAR	WALMART COMMUNITY BRC	APRIL 2024	\$3.74
100-4220-46090	SPRAY PAINT	WESTLAKE HARDWARE INC	7712436	\$31.96
201-4220-44247	REIMAINING BAL - INV #41924	ROSENBAUER AMERICA LLC	41924	\$5,544.00

Subtotal for Department 4220 : \$10,978.79

Department: 4240 - BUILDING INSPECTION SVC

100-4240-44032	FUEL	MADDEN OIL CO	4240/2403089713	\$414.07
100-4240-44032	MARCH FLEET CHARGES	STONE CREEK DEVELOPMENT LLC	2024-722	\$5.25
100-4240-44032	RIVETS/RIVETER	WALMART COMMUNITY BRC	APRIL 2024	\$14.68
100-4240-44064	MOW/619 N MISSOURI	TRI STATE POWERWASHING LLC	24-CG-003	\$100.00

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City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4240-44064	MOW/802 N OKLAHOMA	TRI STATE POWERWASHING LLC	24-CG-005	\$100.00
100-4240-44064	MOW/525 N MISSOURI	TRI STATE POWERWASHING LLC	24-CG-006	\$100.00
100-4240-44064	MOW/602 N OKLAHOMA	TRI STATE POWERWASHING LLC	24-CG-007	\$100.00
100-4240-44064	MOW/717 N PENNSYLVANIA	TRI STATE POWERWASHING LLC	24-CG-008	\$100.00
100-4240-44064	MOW/531 S NEW YORK	TRI STATE POWERWASHING LLC	24-CG-017	\$100.00
100-4240-44064	MOW/422 S CALHOUN	TRI STATE POWERWASHING LLC	24-CG-019	\$100.00
100-4240-44064	MOW/806 N MISSOURI	TRI STATE POWERWASHING LLC	274-CG-004	\$100.00
100-4240-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$265.79
100-4240-46010	NAMEPLATES/NAMEPLATE HOLDER	SOUTHERN OFFICE SUPPLY INC	316375	\$35.85
100-4240-46010	BUSINESS CARDS/J CUEVAS	SOUTHERN OFFICE SUPPLY INC	317596	\$35.00
100-4240-46010	DOOR HANGER FORMS	SOUTHERN OFFICE SUPPLY INC	317601	\$160.00
100-4240-46010	TONER	SOUTHERN OFFICE SUPPLY INC	317633	\$234.99
100-4240-46010	NAMEPLATE	SOUTHERN OFFICE SUPPLY INC	317712	\$13.95
100-4240-46010	MOUSEPAD	SOUTHERN OFFICE SUPPLY INC	317720	\$8.02
100-4240-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$23.34
100-4240-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$23.88
100-4240-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$24.04
100-4240-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$0.64
100-4240-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$166.32
100-4240-48090	LEGALS: NOTICE TO PROPERTY	HIGH PLAINS DAILY LEADER AND TIME	115181	\$67.50
100-4240-48090	EMBROIDERY	SIGN EXPRESS	4369	\$51.00

Subtotal for Department 4240 : \$2,344.32

Department: 4250 - COMMUNICATIONS

202-4250-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$184.33
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Ledger	Description	Vendor Name	Invoice	Amount
202-4250-45030	COMMUNICATIONS MONTHLY BILLING	AT&T	0742047047-04252	\$500.00
202-4250-45030	COMMUNICATIONS MONTHLY BILLING	AT&T	0742048048-04252	\$500.00
202-4250-45060	JANITORIAL SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$109.89
202-4250-46010	USB DRIVES	WALMART COMMUNITY BRC	APRIL 2024	\$35.93
202-4250-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$38.95
202-4250-46022	ELECTRIC BILLING/COMMUNICATIONS	CMS ELECTRIC COOP INC	860000/APR 2024	\$596.10
202-4250-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$280.80
202-4250-48090	(2) 5 GALLON WATER	SCHEOPNER'S WATER CONDITIONING LLC	119289	\$14.00
202-4250-48090	COFFEE	WALMART COMMUNITY BRC	APRIL 2024	\$26.48
Subtotal for Department 4250 :				\$2,286.48

Department: 4290 - TRAFFIC CONTROL MAINT DIV

100-4290-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$41.45
100-4290-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$102.55
100-4290-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$373.45
100-4290-46069	HICKORY & WARREN SCHOOL FLASHER	CF SERVICE & SUPPLY LLC	169071	\$205.00
100-4290-46071	STREET/TRAFFIC SIGNS	VISUAL SIGNS	7926	\$268.00
100-4290-46087	SAFETY REIMBURSEMENT-BOOTS	DUERSON, JOHN	04/15/2024	\$200.00
Subtotal for Department 4290 :				\$1,190.45

Department: 4300 - STREET/HIGHWAY

100-4300-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$145.49
100-4300-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$96.63
100-4300-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$43.20
100-4300-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$80.00
207-4300-48090	EMBROIDERY	SIGN EXPRESS	4369	\$120.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Subtotal for Department 4300 :				\$485.32
Department: 4320 - REFUSE				
510-4320-44031	FITTINGS	WESTLAKE HARDWARE INC	7712292	\$50.93
510-4320-44032	STOCK ITEMS	BEARING HEADQUARTERS COMPANY	5973174	\$1,430.55
510-4320-44032	STOCK-FILTERS	LIBERAL KENWORTH	03P162959	\$954.46
510-4320-44032	UNITS 59 & 57-ELBOW UPPER RAD HOSE	LIBERAL KENWORTH	03P165172	\$52.20
510-4320-44032	MOUNT/DISMOUNT TIRES/UNIT #91	M & M TIRE SERVICE	156717	\$101.00
510-4320-44032	MOUNT/DISMOUNT/UNIT #54	M & M TIRE SERVICE	156906	\$61.00
510-4320-44032	REPAIR PARTS/UNIT #93	TNT HYDRAULIC INC	31281	\$86.42
510-4320-44032	PURGE VALVE KIT/UNIT #94	TRUCK CENTER COMPANIES	XA102043528:01	\$17.95
510-4320-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$130.06
510-4320-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$360.70
510-4320-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$43.16
510-4320-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$21.60
510-4320-46050	METAL BOTTOMS-REPAIR ON 3YD CONTAINER	MCS - MOBILE CONTAINER SERVICE IN	40949	\$9,374.79
510-4320-46090	CARBONATE PLUS SUPER CONC	BART BAKER SERVICES INC	6819A	\$450.00
510-4320-48090	DOT PHYSYCAL-G LUJAN	LIBERAL FAMILY CHIROPRACTIC	04/11/2024	\$80.00
510-4320-48090	LUMBER	MEAD LUMBER DO IT CENTER	10482654	\$120.88
Subtotal for Department 4320 :				\$13,335.70
Department: 4330 - FLEET MAINTENANCE				
100-4330-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$518.42
100-4330-46089	BOLTS AND NUTS STOCK ROOM	BEARING HEADQUARTERS COMPANY	5973170	\$459.59
100-4330-46089	STOCK ROOM SUPPLIES	BUMPER TO BUMPER AUTO PARTS LIB	516626	\$352.50
100-4330-46089	BOLTS AND NUTS FOR STOCK SUPPLIES	FASTENAL COMPANY	KSLIB104063	\$26.90

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Subtotal for Department 4330 :				\$1,357.41
Department: 4340 - ENGINEERING				
100-4340-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$1.63
100-4340-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$21.60
Subtotal for Department 4340 :				\$23.23
Department: 4350 - SEWER ADMINISTRATIVE				
520-4350-44030	FIRE SAFETY	CF SERVICE & SUPPLY LLC	169186	\$311.95
520-4350-44030	SALT TABLETS	WESTLAKE HARDWARE INC	7712557	\$113.88
520-4350-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$258.06
520-4350-44043	MARCH COPY CHARGES	SOUTHERN OFFICE SUPPLY INC	316422	\$69.05
520-4350-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$124.35
520-4350-46011	JANITORIAL SUPPLIES	SERVICE JANITORIAL SUPPLY INC	329640	\$151.05
520-4350-46011	JANITORIAL SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$105.50
520-4350-46016	ANALYTICAL CHARGES	PACE ANALYTICAL SERVICES INC	2460203214	\$490.70
520-4350-46016	ANALYTICAL CHARGES	PACE ANALYTICAL SERVICES INC	2460203822	\$490.70
520-4350-46016	ANALYTICAL CHARGES	PACE ANALYTICAL SERVICES INC	2460204160	\$490.70
520-4350-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$1,011.47
520-4350-46026	FUEL/UNIT #167	WEX BANK	96902347	\$79.37
520-4350-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$129.60
520-4350-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$50.00
520-4350-46090	PAIN RELIEVERS	GRAINGER	9060930170	\$79.22
Subtotal for Department 4350 :				\$3,955.60
Department: 4351 - SEWER LINE CLEANING				
520-4351-44030	AIR FILTER	O'REILLY AUTOMOTIVE STORES INC	1453-355107	\$10.59

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
520-4351-44032	REMAN TRANSMISSION & TRANSMISSION OIL COOLER	AUTO ZONE COMMERCIAL PROGRAM	1640264956	\$9,088.98
520-4351-44032	CR-CORE TRANSMISSION	AUTO ZONE COMMERCIAL PROGRAM	1640269171	(\$4,000.00)
520-4351-44032	CR-TRANSMISSION CORE	AUTO ZONE COMMERCIAL PROGRAM	1640274640	(\$4,000.00)
520-4351-44032	DURALAST HEATER CORE	AUTO ZONE COMMERCIAL PROGRAM	1640274954	\$4,000.00
520-4351-44032	TRANSMISSION SERVICE	CHRYSLER CORNER INC	111509	\$342.91
520-4351-44032	UNIT 96-BLK HEATS/NYLON CONNECTOR	FASTENAL COMPANY	KSLIB104165	\$24.64
520-4351-44032	REPAIR UNIT #101	TNT HYDRAULIC INC	31132	\$1,033.53
520-4351-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$41.45
520-4351-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$169.66
520-4351-46026	FUEL/UNIT #63	WEX BANK	96902347	\$48.00
520-4351-46026	FUEL	WEX BANK	96902347	\$53.55
520-4351-46026	FUEL/UNIT #63	WEX BANK	96902347	\$69.68
520-4351-46026	FUEL/UNIT #63	WEX BANK	96902347	\$70.62
520-4351-46026	FUEL/UNIT #63	WEX BANK	96902347	\$83.12
520-4351-46026	FUEL/UNIT #189	WEX BANK	96902347	\$588.20
520-4351-46026	FUEL/UNIT #189	WEX BANK	96902347	\$87.98
520-4351-46026	FUEL/UNIT #102	WEX BANK	96902347	\$53.63

Subtotal for Department 4351 : \$7,766.54

Department: 4352 - SEWER PLANT OPERATION

520-4352-44024	TRIMMER	WESTLAKE HARDWARE INC	7712269	\$239.00
520-4352-44030	DECK WHEELS FOR HUSTLER RIDING MOWER	KEATING TRACTOR & EQUIPMENT INC	352332	\$36.74
520-4352-44030	OILS	LUBRICATION ENGINEERS INC	IN524394	\$1,809.00
520-4352-44030	LUBRICANT	LUBRICATION ENGINEERS INC	IN524509	\$280.55
520-4352-44030	HOSE ASSEMBLY	SOUTHWEST ENERGY PRODUCTS	326676	\$69.14

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
520-4352-44030	PIPE WRENCHES	SOUTHWEST ENERGY PRODUCTS	326677	\$255.79
520-4352-44030	HOSE MENDERS	SOUTHWEST ENERGY PRODUCTS	326678	\$111.70
520-4352-44030	FITTINGS	WESTLAKE HARDWARE INC	7712329	\$33.00
520-4352-44031	BOX FAN	WESTLAKE HARDWARE INC	7712209	\$29.99
520-4352-44032	TIRE/UNIT #30	M & M TIRE SERVICE	156903	\$212.44
520-4352-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$223.30
520-4352-46026	FUEL/UNIT #30	WEX BANK	96902347	\$77.63
520-4352-46026	FUEL/UNIT #63	WEX BANK	96902347	\$69.88
520-4352-46026	FUEL/UNIT #30	WEX BANK	96902347	\$54.71
520-4352-48090	LUMBER	MEAD LUMBER DO IT CENTER	10433069	\$42.36

Subtotal for Department 4352 : \$3,545.23

Department: 4370 - STREET LIGHTING

100-4370-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$162.61
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Subtotal for Department 4370 : \$162.61

Department: 4500 - RECREATION ADMINISTRATION

100-4500-44030	GOLF SIMULATOR MONITOR	CDW GOVERNMENT INC	QQ12170	\$885.57
100-4500-44030	REIMBURSEMENT-IT SUPPLIES FOR REC CENTER	LUNCEFORD, TIM	92370	\$63.37
100-4500-44030	STOVE CORD	WALMART COMMUNITY BRC	APRIL 2024	\$20.36
100-4500-44030	5 GALLON WATER BOTTLE	WALMART COMMUNITY BRC	APRIL 2024	\$15.30
100-4500-44030	FITTINGS	WESTLAKE HARDWARE INC	7712307	\$39.96
100-4500-44030	FITTINGS	WESTLAKE HARDWARE INC	7712424	\$18.36
100-4500-44031	FIRE SAFETY-ANNUAL INSPECTION	CF SERVICE & SUPPLY LLC	169189	\$267.70
100-4500-44031	QUARTERLY FIRE SPRINKLER INSPECTION	PRYOR AUTOMATIC SPRINKLER SYSTE	13204	\$400.00
100-4500-44031	BI-MONTHLY PEST CONTROL	RINE EXTERMINATING INC	95960995	\$250.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4500-44031	DANCE STUDIO IMPROVEMENT	WESTLAKE HARDWARE INC	7712208	\$79.12
100-4500-44031	FITTINGS	WESTLAKE HARDWARE INC	7712261	\$46.97
100-4500-44031	CREDIT/RETURN FITTING	WESTLAKE HARDWARE INC	7712263	(\$6.99)
100-4500-44031	FITTING	WESTLAKE HARDWARE INC	7712266	\$3.99
100-4500-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$205.96
100-4500-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$82.90
100-4500-45040	ALL-DAY CORE BASIC 50/50 TEE	BLUE CHIP ATHLETIC	199732	\$1,000.50
100-4500-46010	COPY PAPER	SOUTHERN OFFICE SUPPLY INC	317616	\$28.72
100-4500-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$41.68
100-4500-46010	CARDSTOCK	WALMART COMMUNITY BRC	APRIL 2024	\$8.67
100-4500-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$3.84
100-4500-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$306.97
100-4500-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$3,117.18
100-4500-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$216.00
100-4500-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$86.40
100-4500-47041	4 TIER METAL SHELVES	WALMART COMMUNITY BRC	APRIL 2024	\$236.00
100-4500-48090	GYM TOWELS	WALMART COMMUNITY BRC	APRIL 2024	\$20.38

Subtotal for Department 4500 : \$7,438.91

Department: 4520 - RECREATION

100-4520-45241	CAL RIPKEN CONC	BEN E KEITH FOODS	43437821	\$977.64
100-4520-45241	CAL RIPKEN	BEN E KEITH FOODS	43441926	\$999.32
100-4520-45241	REC CONC & CAL RIPKEN CONC	FUN EXPRESS	73066005801	\$176.35
100-4520-45241	CONCESSIONS/CAL RIPKEN	WALMART COMMUNITY BRC	APRIL 2024	\$153.59
100-4520-45241	CONCESSIONS/CAL RIPKEN	WALMART COMMUNITY BRC	APRIL 2024	\$19.58

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4520-45241	CONCESSIONS/CAL RIPKEN	WALMART COMMUNITY BRC	APRIL 2024	\$274.69
100-4520-45241	CONCESSIONS/CAL RIPKEN	WALMART COMMUNITY BRC	APRIL 2024	\$64.52
100-4520-45241	CONCESSIONS/CAL RIPKEN	WALMART COMMUNITY BRC	APRIL 2024	\$141.50
100-4520-45241	CONCESSIONS/CAL RIPKEN	WALMART COMMUNITY BRC	APRIL 2024	\$55.12
100-4520-45241	CONCESSIONS/CAL RIPKEN	WALMART COMMUNITY BRC	APRIL 2024	\$49.75
100-4520-45241	CONCESSIONS/CAL RIPKEN	WALMART COMMUNITY BRC	APRIL 2024	\$46.12
100-4520-45249	EZ FOLD CART/YOUTH BAT/WILSON BASKETBALL	BSN SPORTS INC	924698918	\$423.97
100-4520-45253	COMPETITIVE SOCCER ITEMS	BSN SPORTS INC	924757077	\$273.94
100-4520-46210	SOFTBALL CONC	BEN E KEITH FOODS	43437821	\$977.65
100-4520-46210	CONCESSIONS/SOFTBALL	WALMART COMMUNITY BRC	APRIL 2024	\$188.97
100-4520-46210	CONCESSIONS/SOFTBALL	WALMART COMMUNITY BRC	APRIL 2024	\$113.39
100-4520-46210	CONCESSIONS/SOFTBALL	WALMART COMMUNITY BRC	APRIL 2024	\$69.67
100-4520-46210	CONCESSIONS/SOFTBALL	WALMART COMMUNITY BRC	APRIL 2024	\$65.13
100-4520-46212	REC CONC	BEN E KEITH FOODS	43441926	\$999.32
100-4520-46212	REC CONC & CAL RIPKEN CONC	FUN EXPRESS	73066005801	\$176.34
100-4520-46212	CONCESSIONS/REC CENTER	WALMART COMMUNITY BRC	APRIL 2024	\$79.96
100-4520-46212	CONCESSIONS/REC CENTER	WALMART COMMUNITY BRC	APRIL 2024	\$283.80
100-4520-46212	CONCESSIONS/REC CENTER	WALMART COMMUNITY BRC	APRIL 2024	\$72.27
100-4520-46213	CONCESSIONS/TRAILER	WALMART COMMUNITY BRC	APRIL 2024	\$77.70
100-4520-46213	CONCESSIONS/TRAILER	WALMART COMMUNITY BRC	APRIL 2024	\$47.34
100-4520-46238	CONCESSIONS/TOURNAMENT	WALMART COMMUNITY BRC	APRIL 2024	\$146.26
100-4520-46239	DIGITAL PRINTED BANNER SOFTBALL TOURNAMENT	FJ WRAPZ & GRAPHIX	1222	\$816.00
100-4520-46239	YOUTH & ADULT SPORTS	FJ WRAPZ & GRAPHIX	1229	\$510.00
100-4520-46239	SPORTS TOURNAMENT TROPHY	HASTY AWARDS	03241993	\$909.49

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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4520-46239	TROPHIES/MEDALS	HASTY AWARDS	04241198	\$505.13
100-4520-46239	ONLINE SCHEDULING/BASKETBALL SPRING 2024	QUICKSCORES LLC	240799	\$25.00
100-4520-46239	MOUNTED POSTERS	SOUTHERN OFFICE SUPPLY INC	317498	\$105.00
100-4520-46239	SUPPLIES/TOURNAMENT	WALMART COMMUNITY BRC	APRIL 2024	\$87.74
100-4520-46239	BATTLE AT THE OZ TOURNAMENT	WESTERN KANSAS USSSA	00010	\$380.00
100-4520-46240	MACGREGOR MERCURY SOCCERBALL	BSN SPORTS INC	924680894	\$544.60
100-4520-46240	SUPPLIES/YOUTH SPORTS	WALMART COMMUNITY BRC	APRIL 2024	\$14.93
100-4520-46242	SUPPLIES/ADULT PROM	WALMART COMMUNITY BRC	APRIL 2024	\$484.00
100-4520-46242	SUPPLIES/EASTER EGG HUNT	WALMART COMMUNITY BRC	APRIL 2024	\$33.60
100-4520-46242	SUPPLIES/EASTER EGG HUNT	WALMART COMMUNITY BRC	APRIL 2024	\$115.66
100-4520-46242	SUPPLIES/ADULT PROM	WALMART COMMUNITY BRC	APRIL 2024	\$91.77
209-4520-48090-004	2024 SUMMER YOUTH SHIRTS	BLUE CHIP ATHLETIC	199158	\$1,359.00
Subtotal for Department 4520 :				\$12,935.81

Department: 4521 - GRIFF GOLF

100-4521-46252	SUPPLIES/GRIFF GOLF	WALMART COMMUNITY BRC	APRIL 2024	\$58.96
Subtotal for Department 4521 :				\$58.96

Department: 4540 - SWIMMING POOL

100-4540-44030	UPDATING CHAIRS AT BAY-2024 SEASON	ARLAN COMPANY INC	15601	\$3,236.09
100-4540-44030	ADVENTURE BAY UPDATES	ARLAN COMPANY INC	15635	\$1,220.96
100-4540-45252	WKSC ANNUAL DUES/WINTER SWIM MEET FEES	WESTERN KANSAS SWIM CLUB	04/14/24	\$1,079.25
100-4540-46017	ADVENTURE BAY POOL CHEMICALS-2024 SEASON	ARLAN COMPANY INC	15606	\$8,388.88
100-4540-46017	POOL CHEMICAL ORDER-2024 SEASON	ARLAN COMPANY INC	15616	\$5,950.55
100-4540-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$24.30

Operator: daisy.torres

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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4540-46274	POOL RENTAL 04/07/24/CPR PROMPT MANIKIN	SEWARD COUNTY COMMUNITY COLLEGE	04/05/24	\$250.00
100-4540-46275	LIFEGUARD RECERTIFICATION-ISMAEL CARRILLO	AMERICAN RED CROSS	22679066	\$184.00
Subtotal for Department 4540 :				\$20,334.03

Department: 4550 - GOLF COURSE

100-4550-42501	RESALE GOLF SHOES	ACUSHNET TITLEIST COMPANY	917462473	\$932.95
100-4550-42501	SHIRTS & WIND SHIRTS	ACUSHNET TITLEIST COMPANY	917738972	\$1,614.70
100-4550-42501	GLOVES	CLEVELAND GOLF INC	7917154 SO	\$122.32
100-4550-42501	PUTTER GRIPS	J & M GOLF	0696085-IN	\$201.80
100-4550-42502	GOLF	BEN E KEITH FOODS	43437821	\$180.72
100-4550-42502	CONCESSIONS/PRO-SHOP	PEPSI-COLA COMPANY	42401007	\$546.97
100-4550-42502	CONCESSIONS	WALMART COMMUNITY BRC	APRIL 2024	\$17.52
100-4550-42502	CONCESSIONS	WALMART COMMUNITY BRC	APRIL 2024	\$55.86
100-4550-42502	CONCESSIONS/PRO-SHOP	WILLOW TREE GOLF PETTY CASH	#2077	\$134.00
100-4550-42502	CONCESSIONS/PRO-SHOP	WILLOW TREE GOLF PETTY CASH	#2078	\$314.80
100-4550-42503	PRE-SOLD IRONS	ACUSHNET TITLEIST COMPANY	917724466	\$1,078.53
100-4550-42503	PRE SOLD BAGS	J & M GOLF	0696085-IN	\$116.40
100-4550-42503	PRE-SOLD HYBRIDS	TAYLOR MADE GOLF PRODUCTS INC	37343523	\$478.58
100-4550-42503	PRE-SOLD HEADCOVER	TAYLOR MADE GOLF PRODUCTS INC	37358177	\$27.91
100-4550-42503	PRE-SOLD SHAFT	TAYLOR MADE GOLF PRODUCTS INC	37362209	\$143.36
100-4550-44024	RYEGRASS SEED	CURTIS & CURTIS INC	66181	\$8,970.08
100-4550-44030	WATER VALVE FOR BALL WASHER	HAVOC SUPPLY	D854	\$14.65
100-4550-44031	HINGE/PADLOCK/BULBS	WESTLAKE HARDWARE INC	7712274	\$103.92
100-4550-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$5.96
100-4550-46010	OFFICE SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$4.74

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4550-46011	JANITORIAL SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$8.56
100-4550-46017	FERTILIZER	MIDWEST TURF INC	5013	\$8,875.00
100-4550-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$187.40
100-4550-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$80.00
Subtotal for Department 4550 :				\$24,216.73

Department: 4560 - PARKS

100-4560-34805	REFUND/MAHURON BLDG RENTAL	MARTHA MONTES	CV 90845	\$600.00
100-4560-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$41.45
100-4560-46010	PRINTER INK	WALMART COMMUNITY BRC	APRIL 2024	\$85.00
100-4560-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$1.87
100-4560-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$296.25
100-4560-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$204.37
100-4560-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$86.40
100-4560-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$50.00
100-4560-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$80.00
100-4560-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$80.00
100-4560-46087	SAFETY REIMBURSEMENT-BOOTS	HERNANDEZ, JOE	04/16/2024	\$152.59
100-4560-46088	LUG WRENCH/FLOOR JACK	WALMART COMMUNITY BRC	APRIL 2024	\$97.94
Subtotal for Department 4560 :				\$1,775.87

Department: 4570 - PARKS

100-4570-44024	TURF TANK LEASE/SUBSCRIPTION	TURF TANK	45082	\$16,000.00
100-4570-46088	LUG WRENCH/FLOOR JACK	WALMART COMMUNITY BRC	APRIL 2024	\$94.98
209-4570-47090-004	SPRAY PAINT	WESTLAKE HARDWARE INC	7712323	\$13.00
209-4570-47090-004	DRILL BITS/CONCRETE SCREWS/CONDUIT CLAMPS	WESTLAKE HARDWARE INC	7712439	\$36.75

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Subtotal for Department 4570 :				\$16,144.73
Department: 4580 - ARKALON RECREATIONAL AREA				
100-4580-44031	ARKALON BATH HOUSE TAPE/BLU TUBE	HAVOC SUPPLY	D768	\$9.96
100-4580-44031	ARKALON BATH HOUSE-PLUMBING PARTS	HAVOC SUPPLY	D773	\$106.15
100-4580-44031	ARKALON BATH HOUSE BALL VALVE AND RING	HAVOC SUPPLY	D774	\$26.95
100-4580-44031	PVC CEMENT/PVC FITTINGS	HAVOC SUPPLY	D779	\$22.73
100-4580-45030	INTERNET SERVICE	IDEATEK TELCOM	567840	\$150.00
100-4580-46011	TRASH BAGS/TOISSUE PAPER	SERVICE JANITORIAL SUPPLY INC	329603	\$86.05
100-4580-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$10.40
100-4580-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$548.35
100-4580-48090	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$43.20
Subtotal for Department 4580 :				\$1,003.79
Department: 4611 - DEPOT BUILDING FACILITY				
100-4611-44031	FIRE SAFETY	CF SERVICE & SUPPLY LLC	169188	\$35.00
100-4611-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$150.84
100-4611-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$279.66
Subtotal for Department 4611 :				\$465.50
Department: 4612 - GRIER HOUSE				
100-4612-44031	MAINT CONTROL PROGRAM/ELEVATOR	KONE INC	921614545	\$500.00
100-4612-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$2,165.12
100-4612-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$1,294.14
Subtotal for Department 4612 :				\$3,959.26
Department: 4700 - GENERAL				

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
401-4700-48031-000	INTEREST/GO-18A	KANSAS STATE TREASURER	04/18/2024	\$8,185.05
401-4700-48031-000	INTEREST/GO-18B	KANSAS STATE TREASURER	04/18/2024	\$7,622.45
401-4700-48031-000	INTEREST/GO-20A	KANSAS STATE TREASURER	04/18/24	\$3,382.47
401-4700-48031-000	INTEREST/GO-20B	KANSAS STATE TREASURER	04/18/24	\$1,042.53
Subtotal for Department 4700 :				\$20,232.50

Department: 4920 - CEMETERY

100-4920-44031	ANNUAL INSPECTION	CF SERVICE & SUPPLY LLC	169190	\$67.20
100-4920-44031	KEY	WESTLAKE HARDWARE INC	7712288	\$3.99
100-4920-44032	5007126-CREDIT TAKEN BY MISTAKE	FOSS MOTOR CO INC	STATEMENT 03/25/	\$10.71
100-4920-44032	ANTIFREEZE/NOZZLE/UNIT #42	O'REILLY AUTOMOTIVE STORES INC	1453-355448	\$100.97
100-4920-44032	MARCH FLEET CHARGES	STONE CREEK DEVELOPMENT LLC	2024-723	\$9.00
100-4920-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$41.45
100-4920-45030	INTERNET BILLING	ZITO MEDIA	CEMETERY 04/29/	\$75.95
100-4920-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$3.84
100-4920-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$235.85
100-4920-46090	TISSUE PAPER	WESTLAKE HARDWARE INC	7712235	\$12.99
100-4920-46090	GRILL LIGHTER	WESTLAKE HARDWARE INC	7712288	\$13.99
100-4920-48090	CR-TAX	CARROT-TOP INDUSTRIES INC	CM2971	(\$50.03)
100-4920-48090	POW/MIA FLAG & US FLAG	CARROT-TOP INDUSTRIES INC	INV128014	\$611.53
100-4920-48090	CEMETERY CERTIFICATE-DURAN	PETTY CASH	6458	\$21.00
100-4920-48090	CEMETARY CERTIFICATE-MORENO	PETTY CASH	6460	\$21.00
Subtotal for Department 4920 :				\$1,179.44

Department: 4930 - UTILITY BILLING

100-4930-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$836.48
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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4930-46013	CYCLE 1 APRIL BILLS	UTILITY PETTY CASH FUND	CV 90883	\$2,913.83
100-4930-46013	CYCLE 2 APRIL BILLS	UTILITY PETTY CASH FUND	CV 90884	\$2,728.95
100-4930-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$86.40
Subtotal for Department 4930 :				\$6,565.66

Department: 4940 - WATER UTILITY ADMIN

530-4940-43022	OPERATOR CODE: OP08891 CERTIFICATE CODE: WW1-A AGUILAR	KANSAS DEPT OF HEALTH & ENVIRON HEALTH	04/02/2024	\$20.00
530-4940-43022	OPERATOR CODE:OP08891 CERTIFICATE CODE:DW4-J AGUILAR	KANSAS DEPT OF HEALTH & ENVIRON HEALTH	04/06/2024	\$20.00
530-4940-43022	COMPETENT PERSON FOR T & E R STEELE/C CAMACHO	KANSAS RURAL WATER ASSOCIATION	5202	\$180.00
530-4940-44030	VACUUM PARTS	WALMART COMMUNITY BRC	APRIL 2024	\$36.20
530-4940-44030	FITTINGS	WESTLAKE HARDWARE INC	7712284	\$8.38
530-4940-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$146.69
530-4940-45080	2024 KRWA CONFERENCE	KANSAS RURAL WATER ASSOCIATION	04/09/2024	\$235.00
530-4940-46011	CLEANING SUPPLIES/SQWIN MIX	FASTENAL COMPANY	KSLIB104084	\$705.20
530-4940-46011	CLEANER	SERVICE JANITORIAL SUPPLY INC	329608	\$77.60
530-4940-46011	JANITORIAL SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$11.94
530-4940-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$3.07
530-4940-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$1,290.84
530-4940-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$237.60
530-4940-48090	FIRST KIT CABINET SERVICE	CINTAS FIRST AID & SAFETY	5207860096	\$121.39
Subtotal for Department 4940 :				\$3,093.91

Department: 4941 - WATER UTILITY

530-4941-44024	FILTERS	KEATING TRACTOR & EQUIPMENT INC	352682	\$156.07
530-4941-44024	BLADES/KEY/PULLEY/BOLTS & WASHER	KEATING TRACTOR & EQUIPMENT INC	352829	\$59.40

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
530-4941-44026	BK DISPENSER	FASTENAL COMPANY	KSLIB104140	\$59.00
530-4941-44032	LOW PROFILE FEMALE MAXI FUSE	AUTO ZONE COMMERCIAL PROGRAM	1640297174	\$5.88
530-4941-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$201.49
530-4941-46013	WATER SAMPLES	UNITED PARCEL SERVICE	000066E179164	\$94.07
530-4941-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$902.51
530-4941-46022	WELL #63	CMS ELECTRIC COOP INC	12786/APR 2024	\$1,285.89
530-4941-46022	WELL #61	CMS ELECTRIC COOP INC	12786/APR 2024	\$737.67
530-4941-46022	WELL #62	CMS ELECTRIC COOP INC	12786/APR 2024	\$870.01
530-4941-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$7,719.31
530-4941-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$50.00
530-4941-46028	MICRO-COMM TELEMETRY	MICRO-COMM INC	04/01/24	\$6,500.00
Subtotal for Department 4941 :				\$18,641.30

Department: 4942 - WATER DISTRIBUTION

530-4942-44030	HOTSY PRESSURE WASHER	BART BAKER SERVICES INC	6817A	\$116.50
530-4942-44032	OIL CHANGE FOR E42-M BOBCAT EXCAVATOR	BERRY TRACTOR AND EQUIPMENT CO	02118034	\$4,145.02
530-4942-44032	OIL SERVICE	CHRYSLER CORNER INC	111960	\$108.20
530-4942-44032	FLAT REPAIR/UNIT #32	M & M TIRE SERVICE	156850	\$26.00
530-4942-44036	BRASS GASKETS/BALL METER	CORE & MAIN LP	U653362	\$1,253.90
530-4942-44036	GREEN MARKING PAINT	CORE & MAIN LP	U656928	\$132.25
530-4942-44036	METER-COUPPLINGS	CORE & MAIN LP	U658361	\$622.12
530-4942-44036	PARTS FOR WATER LINE PROJECTS	CORE & MAIN LP	U669854	\$5,041.36
530-4942-44036	POOL GASKET	CORE & MAIN LP	U673917	\$28.80
530-4942-44036	EYEWEAR/GLOVES	FASTENAL COMPANY	KSLIB	\$140.56
530-4942-44036	THRD BUSH	FERGUSON ENTERPRISES LLC #3326	0259588	\$215.71

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
530-4942-44036	THRD NRS GATE	FERGUSON ENTERPRISES LLC #3326	0259684	\$274.80
530-4942-44036	PVC FITTING FOR WATER LINES	HAVOC SUPPLY	D786	\$31.95
530-4942-44036	COPPER TUBING	SCHULTE SUPPLY INC	S1213155.001	\$4,190.00
530-4942-44036	FITTING	SCHULTE SUPPLY INC	S1213285.001	\$399.95
530-4942-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$265.79
530-4942-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$237.67
530-4942-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$411.57
530-4942-46630	WATER HYDRANT	CORE & MAIN LP	U252838	\$3,762.50

Subtotal for Department 4942 : \$21,404.65

Department: 4950 - AIRPORT UTILITY

501-4950-44030	BOLT KIT & BLADE	KEATING TRACTOR & EQUIPMENT INC	352323	\$540.93
501-4950-44031	ANNUAL FIRE INSPECTION	CF SERVICE & SUPPLY LLC	169193	\$308.10
501-4950-44031	BAD DOOR OPERATOR AT AIRPORT GARAGE	J & T ELECTRIC	1804	\$285.00
501-4950-44031	PEST CONTROL	PLUNKETT'S PEST CONTROL	8484950	\$66.77
501-4950-44031	DOOR REPAIRS	SOUTHWEST GLASS & DOOR INC	106845	\$350.00
501-4950-44031	DOOR STOPPERS/FITTINGS	WESTLAKE HARDWARE INC	7712322	\$21.18
501-4950-44031	FITTINGS	WESTLAKE HARDWARE INC	7712522	\$47.09
501-4950-44032	UNIT 99-TUBE ASY	FOSS MOTOR CO INC	5007412	\$172.26
501-4950-44032	UNIT 99-FLYWHEEL ASY	FOSS MOTOR CO INC	5007489	\$50.82
501-4950-44032	REAR MAIN SEAL KIT	O'REILLY AUTOMOTIVE STORES INC	1453-348137	\$19.32
501-4950-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$86.46
501-4950-46010	HANGING FOLDERS	SOUTHERN OFFICE SUPPLY INC	317662	\$37.83
501-4950-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$29.01
501-4950-46017	REPLACE FOAM AND PURPLE K USED AT AIRPORT	DANKO EMERGENCY EQUIPMENT	135079	\$3,778.40

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
501-4950-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$751.27
501-4950-46026	FUEL	MADDEN OIL CO	4210/2403089709	\$375.75
501-4950-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$129.60
501-4950-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$80.00
501-4950-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$80.00

Subtotal for Department 4950 : \$7,209.79

Department: 4951 - AIRPORT IMPROVEMENTS

503-4951-43034-100	PROFESSIONAL SERVICES 02/24/24-03/29/24	LOCHNER	CO0119923-CO7	\$2,943.39
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Subtotal for Department 4951 : \$2,943.39

Department: 4952 - AIRPORT LAND SALES

502-4952-47090	COMPACT TRACK LOADER	WHITE STAR MACHINERY & SUPPLY	08021517	\$68,637.05
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Subtotal for Department 4952 : \$68,637.05

Department: 4953 - AIR MUSEUM

504-4953-44032	ANTIQUE VEHICLE PROPERTY TAX/AIR MUSEUM	SEWARD COUNTY TREASURER	04/10/24	\$17.00
504-4953-44035	ANNUAL INSPECTION	CF SERVICE & SUPPLY LLC	169182	\$556.20
504-4953-44035	DROP CLOTHS	WALMART COMMUNITY BRC	APRIL 2024	\$19.88
504-4953-44035	SPRINKLERS/GRASS SEED	WESTLAKE HARDWARE INC	7712151	\$81.96
504-4953-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$162.12
504-4953-46010	CLOTHES HANGERS	WALMART COMMUNITY BRC	APRIL 2024	\$30.32
504-4953-46011	JANITORIAL SUPPLIES	WALMART COMMUNITY BRC	APRIL 2024	\$42.92
504-4953-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$129.60
504-4953-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$80.00

Subtotal for Department 4953 : \$1,120.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4956 - AIR MUSEUM/ROBOTICS				
209-4956-45090-004	JUDGING & CODING/ROBOTIC TOURNEY	SMALLDRIDGE, ANASTASIA L	CV 91744	\$150.00
209-4956-48090-004	SNACKS/ROBOTICS	WALMART COMMUNITY BRC	APRIL 2024	\$50.12
Subtotal for Department 4956 :				\$200.12
Department: 4970 - CONVENTION/TOURISM				
206-4970-43080	2ND QUARTERLY DUES	LIBERAL LIONS CLUB	04/15/2024	\$32.50
206-4970-44043	COPY MACHINE LEASES	SOS LEASING	JUNE 2024	\$248.33
206-4970-44047	BILLBOARD RENT-BALKO OK	LINDMARK OUTDOOR MEDIA	INV88386	\$350.00
206-4970-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$41.45
206-4970-45040	FULL PAGE AD IN GLOBAL HEROES-DALLAS NEWS	IVY HOUSE MEDIA LIMITED	GHM-0524-020	\$3,500.00
206-4970-45040	KANSAS TRAVEL GUIDE LISTINGS	KANSAS TOURISM	4238	\$2,800.00
206-4970-45040	USA TODAY GO ESCAPE AD	POWER PLAY MARKETING	04/10/24	\$3,500.00
206-4970-45040	SPRING HWY 83 MAGAZINE AD	SOWDERS	763381	\$115.00
206-4970-45080	FEB MEALS	LIBERAL LIONS CLUB	04/15/2024	\$18.00
206-4970-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$170.00
206-4970-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$60.08
206-4970-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$138.28
206-4970-46026	FUEL/TOURISM	WEX BANK	96902347	\$105.16
206-4970-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$86.40
206-4970-46028	INTERNET SERVICE	IDEATEK TELCOM	567840	\$83.00
206-4970-46028	WEB MAINTENANCE-KALI FORMS ISSUE RESEARCH	JENRUS FREELANCE	4531	\$170.00
206-4970-49774	TOURISM GRANT FOR RANCH RODEO	CROSSROADS CENTER INC	04/18/2024	\$2,000.00
206-4970-49774	TOURISM GRANT-THE SANDLOT MOVIE EVENT	LIBERAL BASEBALL ASSOCIATION	04/22/2024	\$1,500.00

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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
206-4970-49774	GRANT/PRCA RODEO ADS	SEWARD COUNTY RODEO ASSOCIATIO	04/19/24	\$12,500.00
206-4970-49779	TRAVEL SHOW BOOTH RENTAL	UNICOMM	10250036	\$4,195.00

Subtotal for Department 4970 : \$31,613.20

Department: 5050 - CONSTRUCTION IMPROVEMENTS

301-5050-46021-700	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$951.98
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Subtotal for Department 5050 : \$951.98

Department: 6010 - GENERAL OPERATIONS

260-6010-44030	ANNUAL INSPECTION OF FIRE EXTINGUISHER	CF SERVICE & SUPPLY LLC	169199	\$542.35
260-6010-44030	FIRE EXTINGUISHER SIGN	CF SERVICE & SUPPLY LLC	169453	\$81.00
260-6010-44030	BOOTS AND KNEE PADS-CONCRETE CREW	FASTENAL COMPANY	KSLIB104062	\$269.97
260-6010-44030	HOSE TO REPAIR HYD LEAK	KEATING TRACTOR & EQUIPMENT INC	352127	\$148.96
260-6010-44030	V-BELT	NAPA OF LIBERAL	693457	\$11.99
260-6010-44030	FUEL CANS	UNITED RENTALS INC	232676896-001	\$111.90
260-6010-44032	UNIT #110 TIRES REPLACEMENT	EMPIRE MOTORS LLC	1507	\$984.00
260-6010-44032	REPAIR UNIT #186	TRUCK CENTER COMPANIES	RA102004055:01	\$391.00
260-6010-44032	ELECTRONIC CONTROL UNITS/UNIT #186	TRUCK CENTER COMPANIES	XA102043069:01	\$931.42
260-6010-44032	CREDIT/RETURN ELECTRONIC CONTROL UNIT/#186	TRUCK CENTER COMPANIES	XA102043144:01	(\$159.38)
260-6010-44062	NEW BATTERIES FOR CONCRETE SAW	HILTI INC	4622644340	\$460.62
260-6010-44062	REBAR	MEAD LUMBER DO IT CENTER	10484665	\$1,380.80
260-6010-46021	GAS SERVICE BILLING	BLACK HILLS CORPORATION	MAY #1 2024	\$77.41

Subtotal for Department 6010 : \$5,232.04

Department: 6012 - OTHER IMPROVEMENTS

260-6012-48836	HOSE FOR DRAINAGE CONTROL AT RUSH DITCH	BEARING HEADQUARTERS COMPANY	5964899	\$1,593.75
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Operator: daisy.torres 5/9/2024 9:08:46 AM

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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
260-6012-48836	CONCRETE FOR CURVE AND GUTTER REPAIR	CROELL INC	833406	\$724.75
260-6012-48836	CONCRETE FOR CURVE AND GUTTER REPAIR	CROELL INC	833614	\$432.50
260-6012-48836	ROLLER REFILLS	MEAD LUMBER DO IT CENTER	10446315	\$18.20
260-6012-48836	PRE-MIX CONCRETE	MEAD LUMBER DO IT CENTER	10451416	\$14.58
260-6012-48836	ANNUAL WEED CONTROL	PRO-TECH SPRAYING SERVICE	327572	\$95.00
Subtotal for Department 6012 :				\$2,878.78

Department: 6020 - ECONOMIC DEVELOPMENT

261-6020-46010	TONER	SOUTHERN OFFICE SUPPLY INC	317486	\$58.75
261-6020-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$43.20
Subtotal for Department 6020 :				\$101.95

Department: 6021 - PUBLIC TRANSPORTATION

261-6021-44032	UNIT 218-ADJUST LIFT	CHANCE'S SERVICE CENTER	0060775	\$69.58
261-6021-44032	FLAT REPAIR/UNIT #217	M & M TIRE SERVICE	156793	\$26.00
261-6021-44032	FLAT REPAIR/UNIT #218	M & M TIRE SERVICE	156848	\$26.00
261-6021-44032	MAKE KEY FOR BUS #218	MORGAN LOCKSMITHING	10857	\$103.00
261-6021-44032	BUS WASH/UNIT #202	SQUEAKY CLEAN CAR WASH LLC	4334	\$17.00
261-6021-44032	BUS WASH/UNIT #200	SQUEAKY CLEAN CAR WASH LLC	4334	\$34.00
261-6021-46010	TONER	SOUTHERN OFFICE SUPPLY INC	317486	\$58.74
261-6021-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$2.91
261-6021-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$64.80
Subtotal for Department 6021 :				\$402.03

Department: 6030 - CRIME/DRUG PREVENTION

262-6030-48095	BINDER POUCHES	WALMART COMMUNITY BRC	APRIL 2024	\$17.46
262-6030-48098	TRACTOR SUPPLY CREDIT CARD PAYMENT	TRACTOR SUPPLY CREDIT PLAN	APRIL 2024	\$91.99

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Subtotal for Department 6030 :				\$109.45
Department: 6040 - HOUSING				
263-6040-45030	CELLULAR/TABLET SERVICE	VERIZON WIRELESS	9962263963	\$41.45
263-6040-45041	LEGALS: RES 2411	HIGH PLAINS DAILY LEADER AND TIME	115272	\$162.00
263-6040-46010	TONER	SOUTHERN OFFICE SUPPLY INC	317486	\$58.75
263-6040-46013	MONTHLY POSTAGE	RESERVE ACCOUNT	APR 23	\$0.64
263-6040-46028	GOOGLE BUISINESS APPS	GOOGLE LLC	4968594846	\$43.20
263-6040-48070	NEW CONSTRUCTION INCENTIVE/1211 LARRY ST	OC QUALITY CUSTOM HOMES LLC	04/24/2024	\$7,500.00
263-6040-48070	NEW CONSTRUCTION INCENTIVE/1221 LARRY ST	OC QUALITY CUSTOM HOMES LLC	04/24/24	\$7,500.00
263-6040-48851	1720 N CAIN AVE/G ALMARAZ-HERNANDEZ	AMERICAN TITLE & ABSTRACT SPEC IN	04/25/2024	\$3,000.00
263-6040-48851	400 S CAIN - D PITTMAN	ELC SERVICES	04/15/2024	\$3,000.00
263-6040-48851	PAINT PROGRAM/1500 BLUEBELL RD #125	SHERWIN WILLIAMS	8246-3	\$345.53
263-6040-48851	PAINT PROGRAM/2535 RAMEY RD	SHERWIN WILLIAMS	8324-8	\$348.87
263-6040-48851	PAINT PROGRAM/203 S ACADEMY	SHERWIN WILLIAMS	8384-2	\$348.24
Subtotal for Department 6040 :				\$22,348.68
Department: 6050 - BEAUTIFICATION				
264-6050-44024	BARE GROUND APPLICATION	PRO-TECH SPRAYING SERVICE	316629	\$5,427.23
264-6050-44024	TAPE	WESTLAKE HARDWARE INC	7712320	\$23.98
264-6050-44030	BELT	BUMPER TO BUMPER AUTO PARTS LIB	516782	\$19.82
264-6050-44030	BELT FOR ABI	BUMPER TO BUMPER AUTO PARTS LIB	516790	\$19.82
264-6050-44030	FUSES	O'REILLY AUTOMOTIVE STORES INC	1453-356428	\$9.00
264-6050-44030	FACE SHIELD LENS	WESTLAKE HARDWARE INC	7712145	\$13.99
264-6050-44030	AIR FILTER	WESTLAKE HARDWARE INC	7712158	\$11.18

Operator: daisy.torres

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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
264-6050-44030	HAMMER DRILL	WESTLAKE HARDWARE INC	7712255	\$259.99
264-6050-44031	ANNUAL INSPECTION	CF SERVICE & SUPPLY LLC	169191	\$186.85
264-6050-44031	MAHURON RESTROOMS	HAVOC SUPPLY	D785	\$65.09
264-6050-44031	PARK RESTROOMS 12PVC CAP	HAVOC SUPPLY	D788	\$5.76
264-6050-44031	SOCCER RESTROOM ELBOWS/JOINT NUTS/VALVE	HAVOC SUPPLY	D805	\$187.21
264-6050-44031	SOCCER RESTROOM PLUMBING FITTINGS	HAVOC SUPPLY	D806	\$60.68
264-6050-44031	LEET PARK BATHROOMS PACK SPRING/BRASS STEM	HAVOC SUPPLY	D811	\$249.10
264-6050-44031	COUNTRY CLUB RESTROOMS VALVE/COUPLING/RING	HAVOC SUPPLY	D825	\$48.83
264-6050-44031	HEATING ELEMENTS/VALVE	WESTLAKE HARDWARE INC	7712199	\$58.97
264-6050-44031	FITTINGS	WESTLAKE HARDWARE INC	7712205	\$91.93
264-6050-44031	FITTINGS	WESTLAKE HARDWARE INC	7712404	\$33.16
264-6050-44031	FITTINGS	WESTLAKE HARDWARE INC	7712421	\$49.57
264-6050-44031	FITTINGS	WESTLAKE HARDWARE INC	7712521	\$32.55
264-6050-44031	FITTING	WESTLAKE HARDWARE INC	7712524	\$0.79
264-6050-44032	ANNUAL INSPECTION	CF SERVICE & SUPPLY LLC	169192	\$103.90
264-6050-44032	V BELT/UNIT #161	O'REILLY AUTOMOTIVE STORES INC	1453-355030	\$28.53
264-6050-44095	ROSE FOOD	WALMART COMMUNITY BRC	APRIL 2024	\$23.88
264-6050-46011	CLEANER/DISINFECNTANT	SERVICE JANITORIAL SUPPLY INC	329610	\$331.70
264-6050-46011	JANITORIAL SUPPLIES	SERVICE JANITORIAL SUPPLY INC	329681	\$282.35
264-6050-46011	MOPHEADS	SERVICE JANITORIAL SUPPLY INC	329684	\$96.00
264-6050-46011	PAPER TOWELS/TISSUE PAPER	SERVICE JANITORIAL SUPPLY INC	329740	\$183.50
264-6050-46011	PAPER TOWEL DISPENSERS	WESTLAKE HARDWARE INC	7712199	\$39.98
264-6050-46011	TISSUE PAPER	WESTLAKE HARDWARE INC	7712320	\$139.98

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
264-6050-46011	BATTERIES FOR DISPENSER	WESTLAKE HARDWARE INC	7712421	\$19.99
264-6050-46011	TISSUE PAPER	WESTLAKE HARDWARE INC	7712440	\$139.98
264-6050-46022	ELECTRIC SERVICE BILLING	SOUTHERN PIONEER ELECTRIC CO	MAY #1 2024	\$27.93
264-6050-46032	BATTERIES FOR IRRIGATION CONTROLLERS	FASTENAL COMPANY	KSLIB104186	\$35.33
264-6050-46032	IRRIGARION STOCK	HAVOC SUPPLY	D834	\$64.80
264-6050-46032	PRESSURE CAP	WESTLAKE HARDWARE INC	7712183	\$1.79
264-6050-46032	FITTINGS/CEMENT/PRIMER PVC	WESTLAKE HARDWARE INC	7712412	\$19.76
264-6050-48868	2024 SPRING TREE MATCH ORDER	GREENLEAF NURSERY COMPANY INC	10-71391-1	\$6,118.00
264-6050-48868	ANNUAL PLANTING	GREENLEAF NURSERY COMPANY INC	10-71391-2	\$1,265.11
264-6050-48868	POTTING SOIL	WESTLAKE HARDWARE INC	7712497	\$750.00
264-6050-48886	J DOMINGUEZ-REFUND FOR 1 TREE PURCHASE	JOSE DOMINGUEZ	90844	\$30.00
Subtotal for Department 6050 :				\$16,558.01

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Grand Total : \$542,420.73

Department Totals		
Department	Dept. Description	Department Total
0000	NONDEPARTMENTAL	\$6,158.63
4100	NON DEPARTMENTAL	\$83,641.74
4110	LEGISLATIVE	\$387.32
4120	MUNICIPAL COURT/DIVE	\$5,264.37
4121	MUNICIPAL COURT/DRUG	\$413.91
4130	CITY MANAGER	\$5,840.86
4150	FINANCE DEPARTMENT	\$3,254.76
4152	PERSONNEL DEPARTMEN	\$172.15
4160	BUILDING MAINTENANCE	\$591.03
4180	I.T. DEPARTMENT	\$10,230.36
4190	PLANNING & ZONING	\$54.00
4210	POLICE ADMINISTRATION	\$55,649.96
4211	ANIMAL CONTROL DIVISI	\$3,572.44
4220	FIRE	\$10,978.79
4240	BUILDING INSPECTION SV	\$2,344.32
4250	COMMUNICATIONS	\$2,286.48
4290	TRAFFIC CONTROL MAIN	\$1,190.45
4300	STREET/HIGHWAY	\$485.32

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
	4320	REFUSE		\$13,335.70
	4330	FLEET MAINTENANCE		\$1,357.41
	4340	ENGINEERING		\$23.23
	4350	SEWER ADMINISTRATIVE		\$3,955.60
	4351	SEWER LINE CLEANING		\$7,766.54
	4352	SEWER PLANT OPERATIO		\$3,545.23
	4370	STREET LIGHTING		\$162.61
	4500	RECREATION ADMINISTR		\$7,438.91
	4520	RECREATION		\$12,935.81
	4521	GRIFF GOLF		\$58.96
	4540	SWIMMING POOL		\$20,334.03
	4550	GOLF COURSE		\$24,216.73
	4560	PARKS		\$1,775.87
	4570	PARKS		\$16,144.73
	4580	ARKALON RECREATIONA		\$1,003.79
	4611	DEPOT BUILDING FACILIT		\$465.50
	4612	GRIER HOUSE		\$3,959.26
	4700	GENERAL		\$20,232.50
	4920	CEMETERY		\$1,179.44
	4930	UTILITY BILLING		\$6,565.66
	4940	WATER UTILITY ADMIN		\$3,093.91
	4941	WATER UTILITY		\$18,641.30

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
	4942	WATER DISTRIBUTION		\$21,404.65
	4950	AIRPORT UTILITY		\$7,209.79
	4951	AIRPORT IMPROVEMENT		\$2,943.39
	4952	AIRPORT LAND SALES		\$68,637.05
	4953	AIR MUSEUM		\$1,120.00
	4956	AIR MUSEUM/ROBOTICS		\$200.12
	4970	CONVENTION/TOURISM		\$31,613.20
	5050	CONSTRUCTION IMPROV		\$951.98
	6010	GENERAL OPERATIONS		\$5,232.04
	6012	OTHER IMPROVEMENTS		\$2,878.78
	6020	ECONOMIC DEVELOPMEN		\$101.95
	6021	PUBLIC TRANSPORTATIO		\$402.03
	6030	CRIME/DRUG PREVENTIO		\$109.45
	6040	HOUSING		\$22,348.68
	6050	BEAUTIFICATION		\$16,558.01
		Grand Total:		\$542,420.73

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Department: 4520 - RECREATION

100-4520-46242	Invoice 02/22/24	NOE OLVERA	ReInv-106924-2024-	\$450.00
Subtotal for Department 4520 :				\$450.00
Grand Total :				\$450.00

Department Totals		
Department	Dept. Description	Department Total
4520	RECREATION	\$450.00
Grand Total:		\$450.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4100 - NON DEPARTMENTAL				
100-4100-45020	RENEW POLICY	AL SHANK INSURANCE INC	30726	\$350.00
100-4100-45020	LAW ENFORCEMENT LIABILITY	AL SHANK INSURANCE INC	30777B	\$39,538.00
100-4100-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$922.34
100-4100-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$74,296.13
100-4100-45020	CRIME POLICY	AL SHANK INSURANCE INC	30777D	\$1,296.00
100-4100-45020	INLAND MARINE INSURANCE	AL SHANK INSURANCE INC	30777F	\$50.00
100-4100-45020	INLAND MARINE INSURANCE	AL SHANK INSURANCE INC	30777F	\$20,153.00
100-4100-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$93,805.00
100-4100-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$9,396.00
100-4100-45020	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$558.40
100-4100-45020	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$4,285.91
100-4100-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$3,708.00
Subtotal for Department 4100 :				\$248,358.78
Department: 4110 - LEGISLATIVE				
100-4110-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$364.27
100-4110-45021	PUBLIC OFFICIAL LIABILITY	AL SHANK INSURANCE INC	30777E	\$30,682.00
Subtotal for Department 4110 :				\$31,046.27
Department: 4120 - MUNICIPAL COURT/DIVERSION				
100-4120-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$5,992.75
100-4120-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$973.00
Subtotal for Department 4120 :				\$6,965.75
Department: 4130 - CITY MANAGER				
100-4130-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$3,019.88

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Subtotal for Department 4130 :				\$3,019.88
Department: 4150 - FINANCE DEPARTMENT				
100-4150-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$5,193.72
Subtotal for Department 4150 :				\$5,193.72
Department: 4152 - PERSONNEL DEPARTMENT				
100-4152-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$2,162.09
Subtotal for Department 4152 :				\$2,162.09
Department: 4160 - BUILDING MAINTENANCE				
100-4160-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$2,596.86
100-4160-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$2,069.00
Subtotal for Department 4160 :				\$4,665.86
Department: 4180 - I.T. DEPARTMENT				
100-4180-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$2,138.59
100-4180-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$353.00
Subtotal for Department 4180 :				\$2,491.59
Department: 4210 - POLICE ADMINISTRATION				
100-4210-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$38,259.56
100-4210-45020	INLAND MARINE INSURANCE	AL SHANK INSURANCE INC	30777F	\$3,981.00
100-4210-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$35,668.00
Subtotal for Department 4210 :				\$77,908.56
Department: 4211 - ANIMAL CONTROL DIVISION				
100-4211-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$2,796.62
100-4211-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$3,001.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4211-46620	TRANSPORT DRIVER-AURORA CO 04/20/24	SKINNER, KAYCEE	CV 90920	\$150.00
Subtotal for Department 4211 :				\$5,947.62
Department: 4220 - FIRE				
100-4220-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$15,816.16
100-4220-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$4,371.18
100-4220-45020	INLAND MARINE INSURANCE	AL SHANK INSURANCE INC	30777F	\$4,871.00
100-4220-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$13,015.00
Subtotal for Department 4220 :				\$38,073.34
Department: 4240 - BUILDING INSPECTION SVC				
100-4240-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$3,244.00
Subtotal for Department 4240 :				\$3,244.00
Department: 4250 - COMMUNICATIONS				
202-4250-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$9,188.88
202-4250-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$5,831.78
202-4250-45020	INLAND MARINE INSURANCE	AL SHANK INSURANCE INC	30777F	\$9,782.00
202-4250-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$501.00
Subtotal for Department 4250 :				\$25,303.66
Department: 4290 - TRAFFIC CONTROL MAINT DIV				
100-4290-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$1,363.06
100-4290-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$2,510.00
Subtotal for Department 4290 :				\$3,873.06
Department: 4300 - STREET/HIGHWAY				
100-4300-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$9,106.63

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4300-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$13,009.00
207-4300-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$2,373.60
207-4300-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$1,506.42
Subtotal for Department 4300 :				\$25,995.65
Department: 4320 - REFUSE				
510-4320-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$9,165.38
510-4320-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$6,130.08
510-4320-45020	INLAND MARINE INSURANCE	AL SHANK INSURANCE INC	30777F	\$103.00
510-4320-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$2,132.00
510-4320-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$21,635.00
Subtotal for Department 4320 :				\$39,165.46
Department: 4322 - RECYCLE DIVISION				
510-4322-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$493.52
Subtotal for Department 4322 :				\$493.52
Department: 4330 - FLEET MAINTENANCE				
100-4330-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$940.04
Subtotal for Department 4330 :				\$940.04
Department: 4350 - SEWER ADMINISTRATIVE				
520-4350-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$4,617.94
520-4350-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$6,406.00
520-4350-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$127,411.00
520-4350-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$6,240.00
Subtotal for Department 4350 :				\$144,674.94

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4351 - SEWER LINE CLEANING				
520-4351-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$799.03
Subtotal for Department 4351 :				\$799.03
Department: 4352 - SEWER PLANT OPERATION				
520-4352-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$4,676.69
Subtotal for Department 4352 :				\$4,676.69
Department: 4500 - RECREATION ADMINISTRATION				
100-4500-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$3,548.65
100-4500-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$3,030.00
Subtotal for Department 4500 :				\$6,578.65
Department: 4520 - RECREATION				
100-4520-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$152.76
100-4520-46239	REIMBURSEMENT/UMPIRES BATTLE AT THE OZ	SPORTS TOURNAMENT PETTY CASH	CV 91018	\$7,420.00
Subtotal for Department 4520 :				\$7,572.76
Department: 4540 - SWIMMING POOL				
100-4540-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$1,586.32
Subtotal for Department 4540 :				\$1,586.32
Department: 4550 - GOLF COURSE				
100-4550-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$5,463.98
100-4550-45020	WILLOW TREE LIQUOR LIABILITY	AL SHANK INSURANCE INC	30774	\$500.00
100-4550-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$284.00
Subtotal for Department 4550 :				\$6,247.98
Department: 4560 - PARKS				

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4560-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$7,344.06
100-4560-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$7,412.00
Subtotal for Department 4560 :				\$14,756.06
Department: 4580 - ARKALON RECREATIONAL AREA				
100-4580-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$352.51
100-4580-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$1,069.00
Subtotal for Department 4580 :				\$1,421.51
Department: 4611 - DEPOT BUILDING FACILITY				
100-4611-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$4,019.00
Subtotal for Department 4611 :				\$4,019.00
Department: 4612 - GRIER HOUSE				
100-4612-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$7,586.00
Subtotal for Department 4612 :				\$7,586.00
Department: 4920 - CEMETERY				
100-4920-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$1,104.55
100-4920-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$1,134.00
Subtotal for Department 4920 :				\$2,238.55
Department: 4940 - WATER UTILITY ADMIN				
530-4940-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$4,723.70
530-4940-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$8,397.16
530-4940-45020	INLAND MARINE INSURANCE	AL SHANK INSURANCE INC	30777F	\$14,755.00
530-4940-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$10,893.00
530-4940-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$3,887.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Subtotal for Department 4940 :				\$42,655.86
Department: 4941 - WATER UTILITY				
530-4941-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$2,173.84
530-4941-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$2,130.00
Subtotal for Department 4941 :				\$4,303.84
Department: 4942 - WATER DISTRIBUTION				
530-4942-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$6,333.51
530-4942-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$8,149.00
Subtotal for Department 4942 :				\$14,482.51
Department: 4950 - AIRPORT UTILITY				
501-4950-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$2,091.59
501-4950-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$1,327.44
501-4950-45020	INLAND MARINE INSURANCE	AL SHANK INSURANCE INC	30777F	\$6,374.00
501-4950-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$20,747.00
501-4950-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$2,837.00
Subtotal for Department 4950 :				\$33,377.03
Department: 4953 - AIR MUSEUM				
504-4953-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$3,454.64
504-4953-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$2,192.51
504-4953-45020	INLAND MARINE INSURANCE	AL SHANK INSURANCE INC	30777F	\$55.00
504-4953-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$12,832.00
Subtotal for Department 4953 :				\$18,534.15
Department: 4970 - CONVENTION/TOURISM				

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
206-4970-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$1,680.32
206-4970-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$1,066.42
206-4970-45020	COMMERCIAL PROPERTY INSURANCE	AL SHANK INSURANCE INC	30777G	\$530.00
206-4970-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$942.00
Subtotal for Department 4970 :				\$4,218.74

Department: 6020 - ECONOMIC DEVELOPMENT

261-6020-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$1,974.08
261-6020-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$1,252.86
Subtotal for Department 6020 :				\$3,226.94

Department: 6021 - PUBLIC TRANSPORTATION

261-6021-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$4,970.46
261-6021-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$3,154.53
261-6021-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$11,098.00
Subtotal for Department 6021 :				\$19,222.99

Department: 6040 - HOUSING

263-6040-42060	WORKERS COMPENSATION	AL SHANK INSURANCE INC	30777H	\$599.27
263-6040-45020	GENERAL LIABILITY INSURANCE	AL SHANK INSURANCE INC	30777C	\$380.33
Subtotal for Department 6040 :				\$979.60

Department: 6050 - BEAUTIFICATION

264-6050-45022	BUSINESS AUTO INSURANCE	AL SHANK INSURANCE INC	30777A	\$396.00
Subtotal for Department 6050 :				\$396.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Grand Total : \$868,404.00

Department Totals		
Department	Dept. Description	Department Total
4100	NON DEPARTMENTAL	\$248,358.78
4110	LEGISLATIVE	\$31,046.27
4120	MUNICIPAL COURT/DIVE	\$6,965.75
4130	CITY MANAGER	\$3,019.88
4150	FINANCE DEPARTMENT	\$5,193.72
4152	PERSONNEL DEPARTMEN	\$2,162.09
4160	BUILDING MAINTENANCE	\$4,665.86
4180	I.T. DEPARTMENT	\$2,491.59
4210	POLICE ADMINISTRATION	\$77,908.56
4211	ANIMAL CONTROL DIVISI	\$5,947.62
4220	FIRE	\$38,073.34
4240	BUILDING INSPECTION SV	\$3,244.00
4250	COMMUNICATIONS	\$25,303.66
4290	TRAFFIC CONTROL MAIN	\$3,873.06
4300	STREET/HIGHWAY	\$25,995.65
4320	REFUSE	\$39,165.46
4322	RECYCLE DIVISION	\$493.52
4330	FLEET MAINTENANCE	\$940.04

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
	4350	SEWER ADMINISTRATIVE		\$144,674.94
	4351	SEWER LINE CLEANING		\$799.03
	4352	SEWER PLANT OPERATIO		\$4,676.69
	4500	RECREATION ADMINISTR		\$6,578.65
	4520	RECREATION		\$7,572.76
	4540	SWIMMING POOL		\$1,586.32
	4550	GOLF COURSE		\$6,247.98
	4560	PARKS		\$14,756.06
	4580	ARKALON RECREATIONA		\$1,421.51
	4611	DEPOT BUILDING FACILIT		\$4,019.00
	4612	GRIER HOUSE		\$7,586.00
	4920	CEMETERY		\$2,238.55
	4940	WATER UTILITY ADMIN		\$42,655.86
	4941	WATER UTILITY		\$4,303.84
	4942	WATER DISTRIBUTION		\$14,482.51
	4950	AIRPORT UTILITY		\$33,377.03
	4953	AIR MUSEUM		\$18,534.15
	4970	CONVENTION/TOURISM		\$4,218.74
	6020	ECONOMIC DEVELOPMEN		\$3,226.94
	6021	PUBLIC TRANSPORTATIO		\$19,222.99
	6040	HOUSING		\$979.60
	6050	BEAUTIFICATION		\$396.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
		Grand Total:	\$868,404.00	

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Department: 6010 - GENERAL OPERATIONS

260-6010-49018	Invoice 03/18/2024	SUNRAY LLC	ReInv-107607-2024-	\$800,000.00
Subtotal for Department 6010 :				\$800,000.00
Grand Total :				\$800,000.00

Department Totals		
Department	Dept. Description	Department Total
6010	GENERAL OPERATIONS	\$800,000.00
Grand Total:		\$800,000.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Department: 4100 - NON DEPARTMENTAL

735-4100-47042	TRUCK PURCHASE FOR CITY MANAGER	INTEGRITY MOTOR SPORTS	04/24/2024	\$60,000.00
Subtotal for Department 4100 :				\$60,000.00
Grand Total :				\$60,000.00

Department Totals		
Department	Dept. Description	Department Total
4100	NON DEPARTMENTAL	\$60,000.00
Grand Total:		\$60,000.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4100 - NON DEPARTMENTAL				
100-4100-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$67.36
Subtotal for Department 4100 :				\$67.36
Department: 4210 - POLICE ADMINISTRATION				
100-4210-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$122.89
Subtotal for Department 4210 :				\$122.89
Department: 4211 - ANIMAL CONTROL DIVISION				
100-4211-43094	SPAY/NEUTER CLINIC	JESSICA LEE BRAUN	04/11/24	\$4,785.00
100-4211-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$85.02
Subtotal for Department 4211 :				\$4,870.02
Department: 4220 - FIRE				
100-4220-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$14.52
Subtotal for Department 4220 :				\$14.52
Department: 4300 - STREET/HIGHWAY				
100-4300-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$90.68
Subtotal for Department 4300 :				\$90.68
Department: 4320 - REFUSE				
510-4320-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$93.91
Subtotal for Department 4320 :				\$93.91
Department: 4330 - FLEET MAINTENANCE				
100-4330-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$33.87
Subtotal for Department 4330 :				\$33.87
Department: 4352 - SEWER PLANT OPERATION				

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
520-4352-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$170.21
Subtotal for Department 4352 :				\$170.21
Department: 4500 - RECREATION ADMINISTRATION				
100-4500-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$19.07
Subtotal for Department 4500 :				\$19.07
Department: 4520 - RECREATION				
100-4520-30919	REFUND	SPORTS TOURNAMENT PETTY CASH	CV 91020	\$50.00
100-4520-46239	REIMBURSEMENT/BASKETBALL OFFICIALS	SPORTS TOURNAMENT PETTY CASH	CV 91019	\$1,080.00
Subtotal for Department 4520 :				\$1,130.00
Department: 4550 - GOLF COURSE				
100-4550-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$76.88
Subtotal for Department 4550 :				\$76.88
Department: 4560 - PARKS				
100-4560-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$206.54
Subtotal for Department 4560 :				\$206.54
Department: 4920 - CEMETERY				
100-4920-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$42.32
Subtotal for Department 4920 :				\$42.32
Department: 4940 - WATER UTILITY ADMIN				
530-4940-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$44.18
Subtotal for Department 4940 :				\$44.18
Department: 4941 - WATER UTILITY				
530-4941-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$38.63

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Subtotal for Department 4941 :				\$38.63
Department: 4950 - AIRPORT UTILITY				
501-4950-45060	JANUARY MATS/SHOP TOWELS/MOP HEADS	UNIFIRST CORPORATION	MARCH 2024	\$65.58
Subtotal for Department 4950 :				\$65.58
Department: 4970 - CONVENTION/TOURISM				
206-4970-45030	862401009/APRIL	AT&T LONG DISTANCE	APRIL 2024	\$127.74
Subtotal for Department 4970 :				\$127.74

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Grand Total : \$7,214.40

Department Totals		
Department	Dept. Description	Department Total
4100	NON DEPARTMENTAL	\$67.36
4210	POLICE ADMINISTRATION	\$122.89
4211	ANIMAL CONTROL DIVISI	\$4,870.02
4220	FIRE	\$14.52
4300	STREET/HIGHWAY	\$90.68
4320	REFUSE	\$93.91
4330	FLEET MAINTENANCE	\$33.87
4352	SEWER PLANT OPERATIO	\$170.21
4500	RECREATION ADMINISTR	\$19.07
4520	RECREATION	\$1,130.00
4550	GOLF COURSE	\$76.88
4560	PARKS	\$206.54
4920	CEMETERY	\$42.32
4940	WATER UTILITY ADMIN	\$44.18
4941	WATER UTILITY	\$38.63
4950	AIRPORT UTILITY	\$65.58
4970	CONVENTION/TOURISM	\$127.74
Grand Total:		\$7,214.40

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4100 - NON DEPARTMENTAL				
100-4100-46028	INTERNET SERVICE	EPIC TOUCH	CITY HALL/MAY 20	\$304.50
100-4100-48090	CRIMINAL HISTORY/BACKGROUND CHECK	INFORMATION NETWORK OF KANSAS	4205898	\$103.00
Subtotal for Department 4100 :				\$407.50
Department: 4211 - ANIMAL CONTROL DIVISION				
100-4211-46028	INTERNET SERVICE	EPIC TOUCH	ANIMAL CONTROL	\$162.75
100-4211-46620	TRANSPORT DRIVER-WICHITA 05/04/2024	TOVILLA, ANA	90922	\$50.00
Subtotal for Department 4211 :				\$212.75
Department: 4220 - FIRE				
100-4220-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4024430	\$135.61
100-4220-46028	INTERNET SERVICE	EPIC TOUCH	N FIRE STATION/M	\$162.75
Subtotal for Department 4220 :				\$298.36
Department: 4300 - STREET/HIGHWAY				
100-4300-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4024430	\$132.86
100-4300-46028	INTERNET SERVICE	EPIC TOUCH	STREET DEPT/MA	\$162.75
Subtotal for Department 4300 :				\$295.61
Department: 4320 - REFUSE				
510-4320-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4024430	\$293.21
510-4320-46028	INTERNET SERVICE	EPIC TOUCH	SANITATION/MAY	\$162.75
Subtotal for Department 4320 :				\$455.96
Department: 4330 - FLEET MAINTENANCE				
100-4330-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4024430	\$66.93
Subtotal for Department 4330 :				\$66.93

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 4350 - SEWER ADMINISTRATIVE				
520-4350-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4024430	\$18.33
520-4350-46028	INTERNET SERVICE	EPIC TOUCH	WASTEWATER/MA	\$162.75
Subtotal for Department 4350 :				\$181.08
Department: 4352 - SEWER PLANT OPERATION				
520-4352-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4024430	\$138.88
Subtotal for Department 4352 :				\$138.88
Department: 4500 - RECREATION ADMINISTRATION				
100-4500-45030	INTERNET SERVICE	EPIC TOUCH	WATER PARK/MAY	\$131.25
Subtotal for Department 4500 :				\$131.25
Department: 4520 - RECREATION				
100-4520-46239	REIMBURSEMENT FOR UMPIRES BASEBALL TOURNAMENT	SPORTS TOURNAMENT PETTY CASH	91021	\$2,500.00
Subtotal for Department 4520 :				\$2,500.00
Department: 4560 - PARKS				
100-4560-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4024430	\$113.65
Subtotal for Department 4560 :				\$113.65
Department: 4570 - PARKS				
100-4570-46028	INTERNET BILLING	EPIC TOUCH	BB & SB/MAY 2024	\$162.75
100-4570-46028	INTERNET SERVICE	EPIC TOUCH	MAHURON/MAY 20	\$162.75
100-4570-46028	INTERNET BILLING	EPIC TOUCH	SCOUT HUT/MAY 2	\$130.50
Subtotal for Department 4570 :				\$456.00
Department: 4612 - GRIER HOUSE				

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-4612-45030	INTERNET SERVICE	EPIC TOUCH	GRIER HOUSE/MA	\$162.75
Subtotal for Department 4612 :				\$162.75
Department: 4941 - WATER UTILITY				
530-4941-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4024430	\$952.57
Subtotal for Department 4941 :				\$952.57
Department: 4942 - WATER DISTRIBUTION				
530-4942-46028	INTERNET SERVICE	EPIC TOUCH	WATER TOWERS/	\$63.00
Subtotal for Department 4942 :				\$63.00
Department: 4953 - AIR MUSEUM				
504-4953-46021	NATURAL GAS SERVICE	CONSTELLATION NEWENERGY	4024430	\$750.81
Subtotal for Department 4953 :				\$750.81
Department: 6040 - HOUSING				
263-6040-48851	730 N CLAY AVE-L ROSE	AMERICAN TITLE & ABSTRACT SPEC IN	04/26/2024	\$3,000.00
263-6040-48851	128 W COOLIDGE-M RIOS	LEO'S CONSTRUCTION	575352	\$7,910.00
Subtotal for Department 6040 :				\$10,910.00

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
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Grand Total : \$18,097.10

Department Totals		
Department	Dept. Description	Department Total
4100	NON DEPARTMENTAL	\$407.50
4211	ANIMAL CONTROL DIVISI	\$212.75
4220	FIRE	\$298.36
4300	STREET/HIGHWAY	\$295.61
4320	REFUSE	\$455.96
4330	FLEET MAINTENANCE	\$66.93
4350	SEWER ADMINISTRATIVE	\$181.08
4352	SEWER PLANT OPERATIO	\$138.88
4500	RECREATION ADMINISTR	\$131.25
4520	RECREATION	\$2,500.00
4560	PARKS	\$113.65
4570	PARKS	\$456.00
4612	GRIER HOUSE	\$162.75
4941	WATER UTILITY	\$952.57
4942	WATER DISTRIBUTION	\$63.00
4953	AIR MUSEUM	\$750.81
6040	HOUSING	\$10,910.00
Grand Total:		\$18,097.10

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
Department: 0000 - NONDEPARTMENTAL				
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$932.25
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$308.52
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$401.85
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$423.03
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$441.25
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$462.10
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$540.60
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$599.32
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$6,413.89
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$801.97
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$256.43
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$973.46
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$974.41
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$1,107.12
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$1,119.41
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$1,319.18
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$1,500.05
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$3,227.78
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$754.88
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$126.43
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$10.01
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$27.40
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$37.88
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$42.81

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$49.40
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$59.97
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$93.98
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$261.81
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$117.15
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$258.92
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$140.16
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$161.99
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$187.55
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$211.23
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$218.02
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$227.66
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$227.88
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$108.08
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$103.18
100-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$98.93
100-0000-20100	Automatic Invoice From Payroll - Void Check 184108	FEDERAL TAXES	PRVD-4252024125	(\$155.69)
100-0000-20100	Automatic Invoice From Payroll - Void Check 184108	FEDERAL TAXES	PRVD-4252024125	(\$36.41)
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$138.72
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$350.40
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$129.38
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$288.84
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$351.78
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$522.01

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$154.29
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$192.27
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$401.44
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$188.45
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$221.70
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$1,099.90
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$257.65
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$271.56
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$383.85
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$915.26
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$1,099.96
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$1,118.98
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$1,525.40
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$2,089.55
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$12,659.54
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$19,419.56
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$273.41
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$941.17
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$484.45
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$749.44
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$737.89
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$712.76
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$680.61
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$601.11
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$431.15

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$1,020.65
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$195.71
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$213.63
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$333.24
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$314.04
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$290.15
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$227.85
100-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$336.24
100-0000-20100	Automatic Invoice From Payroll - Void Check 184108	KANSAS PUBLIC EMPLOYEES	PRVD-4252024125	(\$257.65)
202-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$312.47
202-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$1,336.00
202-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$402.17
202-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$1,041.64
202-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$915.67
206-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$289.04
206-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$67.59
206-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$256.23
206-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$245.40
207-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$43.00
207-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$183.85
207-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$314.04
209-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$24.72
209-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$105.74
261-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$735.81

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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
261-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$172.08
261-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$819.68
261-0000-20400	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$255.08
261-0000-20400	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$59.66
261-0000-20400	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$434.08
501-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$96.12
501-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$410.98
501-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$698.91
504-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$138.95
504-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$594.14
504-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$63.12
504-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$528.33
504-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$271.57
510-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$413.47
510-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$87.01
510-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$20.35
510-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$1,767.90
510-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$1,067.17
510-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$162.39
510-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$101.90
510-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$158.62
510-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$346.64
510-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$683.15
510-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$707.63
520-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$806.04

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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
520-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$224.61
520-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$188.51
520-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$960.37
520-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$986.38
520-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$61.14
520-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$162.38
520-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$217.49
520-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$227.47
520-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$252.64
520-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$742.18
520-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$451.62
530-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$43.27
530-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$184.99
530-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$225.73
530-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$312.58
530-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$965.19
530-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$1,336.49
530-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$754.43
530-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$144.33
530-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$157.21
530-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$167.30
530-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$255.94
530-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$465.30
530-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$839.78
530-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$1,164.97

Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
530-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$40.76
530-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$315.97
601-0000-28111	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$7,171.53
601-0000-28111	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$30,664.36
601-0000-28111	Automatic Invoice From Payroll - Void Check 184108	FEDERAL TAXES	PRVD-4252024125	(\$36.41)
601-0000-28111	Automatic Invoice From Payroll - Void Check 184108	FEDERAL TAXES	PRVD-4252024125	(\$155.69)
601-0000-28112	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$31,940.45
601-0000-28112	Automatic Invoice From Payroll - Void Check 184108	FEDERAL TAXES	PRVD-4252024125	(\$130.65)
601-0000-28113	Automatic Invoice From Payroll	STATE EMPLOYEE TAXES	PR-42520248446	\$20,641.39
601-0000-28113	Automatic Invoice From Payroll - Void Check 184108	STATE EMPLOYEE TAXES	PRVD-4252024125	(\$117.87)
601-0000-28121	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$10,212.54
601-0000-28131	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$21,109.79
601-0000-28131	Automatic Invoice From Payroll - Void Check 184108	KANSAS PUBLIC EMPLOYEES	PRVD-4252024125	(\$150.67)
601-0000-28141	Automatic Invoice From Payroll	EMPOWER RETIREMENT	PR-42520248444	\$151.00
601-0000-28141	Automatic Invoice From Payroll	EMPOWER RETIREMENT	PR-42520248444	\$740.00
601-0000-28150	23-10131	CARL B DAVIS	PR-425202484410	\$247.50
601-0000-28152	SW17DM000180	KANSAS PAYMENT CENTER	PR-42520248447	\$323.08
601-0000-28152	SW10DM000115 KULOW	KANSAS PAYMENT CENTER	PR-42520248447	\$203.08
601-0000-28152	SW08DM000058 PEREZ JUAREZ	KANSAS PAYMENT CENTER	PR-42520248447	\$174.92
601-0000-28152	000680496001 TORRES MASIAS	OKLAHOMA CENTRALIZED SUPPORT	PR-42520248448	\$138.46
601-0000-28152	0012037437FA090532	TX CHILD SUPPORT SDU	PR-42520248449	\$138.46
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$741.00

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Invoices Selected for Payment - By Department

City of Liberal, KS

Ledger	Description	Vendor Name	Invoice	Amount
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$994.50
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$418.00
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$1,407.00
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$1,296.00
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$4,217.50
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$2,898.50
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$2,520.00
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$1,895.00
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$1,485.50
601-0000-28160	Automatic Invoice From Payroll	BLUE CROSS - BLUE SHIELD	PR-42520248441	\$1,485.00
601-0000-28165	Automatic Invoice From Payroll	AFLAC INSURANCE COMPANY	PR-42520248443	\$3,195.83
601-0000-28165	Automatic Invoice From Payroll	AFLAC INSURANCE COMPANY	PR-42520248443	\$1,193.74
722-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$27.71
722-0000-20100	Automatic Invoice From Payroll	FEDERAL TAXES	PR-42520248445	\$118.50
722-0000-20100	Automatic Invoice From Payroll	KANSAS PUBLIC EMPLOYEES	PR-42520248442	\$205.49

Subtotal for Department 0000 : \$253,554.09

Grand Total : \$253,554.09

Department Totals		
Department	Dept. Description	Department Total
0000	NONDEPARTMENTAL	\$253,554.09
Grand Total:		\$253,554.09



**CITY OF LIBERAL
CITY COMMISSION MEETING
May 14, 2024
AGENDA ITEM #**

To: Mayor Jose Lara
Vice Mayor Jeff Parsons
Commissioner Ron Warren
Commissioner Janeth Vazquez
Commissioner Matt Landry

Date: May 14, 2024

From:

RE: ADJOURNMENT

Recommendation: