CITY OF COFFEYVILLE **BOARD OF COMMISSIONERS AGENDA ITEM**		
MEETING DATE	August 27, 2013	
RESOLUTION OR ORDINANCE NUMBER	R-13-68	
AGENDA TITLE	**Cancellation of City Warrants Relating to Outstanding Water and Light Refund Checks**	
REQUESTING DEPARTMENT	Finance Department	
PRESENTER	Angie Naden, Treasurer	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	[ ] Yes [ ] No
PURPOSE	To cancel water and light refund checks that have been outstanding longer than 3 years.	

BACKGROUND	Water and Light security deposits are collected and deposited into a Water and Light Refund checking account when utility services are requested by our customers. Those deposits are held by the City as security for the payment of utility bills. Checks are written to refund security deposits for the following reasons: • If a residential utility customer has made timely payments for an entire year, that customer is refunded their security deposit, which for an active account is in the form of a credit to their utility account. • When a customer closes their utility account the security deposit is applied to their final bill. If the amount of the deposit is greater than the amount of the final bill, a refund check is generated and mailed to the customer. According to KSA 12-822, all outstanding refund checks for water and light security deposits may be placed in the operating funds of such utilities upon the following conditions: • The money has remained on deposit with the municipal utility for more than 3 years from the date service was discontinued. • No demand for such money has been made at any time during the 3 year period. • The whereabouts of the person to whose account the money is credit is unknown and a reasonable effort has been made to determine the same. • Following the expiration of the 3 year period, the City must publish, once each week for two consecutive weeks in the newspaper of general circulation in the county in which the utility is located, a notice listing any person whose deposit remains on account, and that a demand for such money must be made within 60 days.
SPECIAL NOTES	None

ANALYSIS	Two sets of outstanding water and light refund checks were published in the Coffeyville Journal (1st set – May 18, 2013 and May 25, 2013; 2nd set – May 22, 2013 and May 29, 2013). The total amount of all checks that remain unclaimed after the required 60 day waiting period is $1,412.36.
PUBLIC INFORMATION PROCESS	List of outstanding refund checks over 3 years old were published 2 times in the Coffeyville Journal. Additionally, the list of outstanding checks was published on the City's website.
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends authorizing the cancellation of the outstanding water and light refund checks in the amount of $1,412.36 and depositing those funds into the respective utility operating funds.
REFERENCE DOCUMENTS ATTACHED	None

RESOLUTION NO. R-13-68

A RESOLUTION TO AUTHORIZE THE CANCELLATION OF OUTSTANDING REFUND CHECKS FOR WATER & LIGHT SECURITY DEPOSITS IN THE AMOUNT OF $1,412.36.

BE IT RESOLVED, by the Board of Commissioners of the City of Coffeyville, KS, that the City Treasurer is hereby directed on behalf of the City of Coffeyville, Kansas, to cancel the outstanding water and light security deposit refund checks shown on the attached list in the amount of $1,412.36. These warrants meet the requirements of K.S.A. 12-822. The aforementioned balance shall be placed in the operating funds of the respective utilities upon cancellation.

Adopted this 27th day of August 2013.

_____
David George, Mayor

_____
Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Paul Kritz, City Attorney

RESOLUTION R-13-

DETAILED LIST OF WATER AND LIGHT REFUND CHECKS TO BE CANCELLED:

CHECK	DATE	NAME	SERVICE #	AMOUNT
4444	01/06/05	Blackwell, Beau	54-0180-18	4.96
4479	02/09/05	Haupt, Ann Marie	54-5475-07	48.83
4487	02/15/05	Cook, Aaron	26-9508-07	3.92
4492	02/15/05	Miller, Joe or Joyce	51-0840-04	41.47
4497	02/23/05	Donovan, Brett	46-9060-09	79.40
4501	02/23/05	Union Pacific Railroad	45-7360-00	49.82
4509	03/10/05	Fernandez, Sherrie	41-4220-03	49.73
4513	03/10/05	Lagunes, Ruben	15-6090-07	30.02
4546	04/07/05	Ellyson, Angel	10-1309-16	6.93
4558	04/07/05	Sauage, Jessica	10-1279-13	50.77
4555	04/07/05	Orozco, Felipe	35-0100-13	9.85
4557	04/07/05	Santiago, Jeanette	20-7667-15	17.26
4572	04/12/05	Lopez, Diego F	26-9423-10	30.17
4574	04/12/05	Yarnal, Sarah E	16-4620-11	18.59
4583	05/06/05	Chaney, Charles	12-6300-02	0.32
4607	05/20/05	Borjas, Ellen D	12-5670-09	24.99
4618	05/20/05	Hazen, Jana	30-3920-13	14.89
4642	06/08/05	Cox, Bradford	15-6090-08	25.38
4660	06/13/05	Wood, Jocelyn	44-3300-07	24.44
4666	06/15/05	Murota, Saki	26-9505-06	76.99
4692	07/12/05	Lee, Vinson	47-1470-08	76.45
4709	07/26/05	Knipp, Brijet	20-7628-15	1.01
4728	08/04/05	Garnder, Dave & Jeanette	41-6895-09	2.09
4733	08/04/05	Toland, M/Henry, B	162035-02	55.47
4749	08/25/05	Caban, Linda	34-1500-05	1.70
4750	08/25/05	Farris, Karen	36-0280-07	0.99
4754	08/25/05	Plaza Apartments	20-7628-16	52.36
4820	10/20/05	Wint, Dixie K	24-4240-24	2.38
58956	12/05/08	Finley, Shirley A	05-5003-14	12.30
58977	12/16/08	Francisco, Magdalena J	13-3640-14	57.11
59136	01/08/09	Sitsler, Jaimie	20-7628-20	42.28
59301	01/14/09	Neal, Amanda Jo	27-5280-26	1.40
60021	03/11/09	Tomas, Miguel F	24-5160-10	50.35
60036	03/17/09	Lomeli, Maria	11-44-8018	120.06
60221	03/31/09	Corser, Michelle L	20-7642-20	17.22
60255	04/09/09	Melton, Sharon	10-1308-13	7.66
60260	04/09/09	Thompson, Michelle D	26-9426-18	1.72
60254	04/09/09	Allen, Gary W	07-1050-08	1.33
60257	04/09/09	Clark, Elizabeth M	12-0840-21	3.80
60430	04/21/09	McCartney, Tyler P	15-2835-12	18.55
60432	04/21/09	Isaacs, Brianna J	28-2300-12	2.12
60796	05/21/09	Colber, Joseph M	21-6600-33	0.32
61140	06/18/09	Gibbons, Jessica	08-0720-15	34.74

61336	07/01/09	Totman, Perry	26-7520-09	14.90
61359	07/09/09	Vasquez, Kristal Y	10-1338-05	4.17
61365	07/09/09	Freitas, Joseph G	20-7662-14	2.87
61757	08/05/09	Rodriquez, Juan	26-9422-04	5.98
62062	08/28/09	Fugate, Cathy	50-0007-00	1.05
62557	10/22/09	Vernon, Crystal	17-2060.26	1.56
62781	11/04/09	Veley, Jason R	19-5880-09	34.72
63060	11/25/09	Rogers, Brendan E	04-1423-22	47.09
63064	11/25/09	Beckwith, Dalenia	20-7650-20	9.02
63075	12/02/09	Garza, Maria A	33-9009-04	4.61
63222	12/16/09	Remaz Results	68-8550-02	7.28
63381	12/22/09	Sanchez, Jessica M	10-4380-06	15.02
64551	04/12/10	Werdahl, George E	05-5015-12	42.90
64710	04/28/10	Smith, Betty J	35-3700-06	13.17
64712	04/30/10	Acuff, Sherah L	08-1400-09	5.66
64729	05/06/10	Billups, Nalesha R	08-1480-12	9.12
64735	05/06/10	Brown, Edward R	38-4859-02	21.10
				1,412.36