



**AGENDA  
CITY COMMISSION MEETING  
Tuesday, May 2, 2017  
1:00 PM**

**City Administrative Center, 301 N. 8th Street**

**I. Note:**

**Pre-meeting at 11:00 a.m. – 11:45 a.m., located in the large meeting room at the City Administrative Center for the Commission to hear a presentation regarding the Friends of Buffalo Dunes. Administrative staff will be present and the pre-meeting is open to the public.**

**II. REGULAR MEETING CALLED TO ORDER AND CITY CLERK  
ANNOUNCING QUORUM PRESENT**

**III. PLEDGE OF ALLEGIANCE TO THE FLAG AND INVOCATION**

**IV. APPROVAL OF THE MINUTES OF THE LAST REGULAR MEETING,  
WHICH IF NO CORRECTIONS ARE OFFERED, SHALL STAND  
APPROVED**

A. April 18, 2017 City Commission minutes.

**V. PUBLIC COMMENT Agenda Schedule Allowance: 30 minutes (5 minutes  
per spokesperson)**

**VI. CONSIDERATION OF PETITIONS, MEMORIALS AND REMONSTRANCES**

A. The Governing Body is asked to consider the following requests from Deann Gillen, Executive Director on behalf of Beef Empire Days, Inc.

1. The use of the west greens at Lee Richardson Zoo from 11:30 a.m. - 5:00 p.m on Saturday, June 10, 2017 for the annual Chuckwagons in the Park. This request includes closure of the drive in gates and a waiver of half of the fees associated to closing the drive thru.
2. The use of the west greens at Lee Richardson Zoo from 1:00 p.m. - 9:00 p.m. on Sunday, June 4, 2017 for a volleyball tournament. This request includes a waiver of the fees to extend park hours and access to SW gate for pedestrians.
3. Waiver of the \$2,500 carnival deposit fee and \$300 per day fees from May 17 - 29, 2017.

B. Recognition of the 2017 1st Quarter City of Garden City Safety Award recipients.

- C. The Governing Body is asked to consider and proclaim the week of May 14-20, 2017 as Lee Richardson Zoo Week in Garden City, Kansas.
- D. The Governing Body is asked to consider and allow the Mayor to proclaim the week of May 7-13, 2017 as Drinking Water Week in Garden City, Kansas.
- E. The Governing Body is asked to consider and approve use of Lee Richardson Zoo, and the serving of beer and wine, on May 25, 2017 for Leadership Kansas - Taste of Garden City Event.

## **VII. REPORT OF THE CITY MANAGER**

- A. Communication & Project Manager Freburg will demonstrate features of the City's new website for the Governing Body.
- B. Assistant City Manager Cunningham will present details of summer pool operations.
- C. Presentation of the results from the Golf Professional Profile Process.
- D. Congratulations to Mayor Dale on the occasion of his selection to serve as the Southwest Kansas representative on the Kansas Mayors Association.
- E. Presentation of the first quarter 2017 Fire Department activity reports.
- F. Presentation of the Monthly Sales Tax Report from Service and Finance.

## **VIII. MEETINGS OF NOTE**

- May 1, 2017 - Joint Meeting of the Governing Bodies of Garden City, Holcomb and Finney County at 11:30 a.m. in the Carol Brown Conference Room at the Finney County Administrative Center
- May 6, 2017 - Lee Richardson Zoo - Volunteer Informational/Recruitment meeting at the Finnup Center for Conservation Education at 1:00 p.m.
- May 16, 2017 - Blues at the Zoo on the west green of Lee Richardson Zoo at 6:00 p.m.
- May 18, 2017 - FCEDC Business 2 Business Breakfast; "Emotional Commitment = Employee Engagement: at the Finney County Community Services Building at 7:30 a.m.
- May 18, 2017 - Kansas Water Authority meeting at the Clarion Inn at 8:00 a.m.
- May 19, 2017 - Police Memorial Day at the Law Enforcement Center from 10:00 a.m. - 10:20 a.m.
- May 19, 2017 - Coffee with a Cop at the Law Enforcement Center from 10:30 a.m. - 12:00 p.m.
- May 20, 2017 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.
- July 8, 2017 - Jungle Run Car Show on the west green of Lee Richardson Zoo from 8:00 a.m. - 3:00 p.m.

## **IX. CONSIDERATION OF APPROPRIATION ORDINANCE**

- A. Appropriation Ordinance No. 2434-2017A

## **X. CONSIDERATION OF ORDINANCES AND RESOLUTIONS**

### **XI. OLD BUSINESS**

- A. The Governing Body is asked to review and select power supply options.

### **XII. NEW BUSINESS**

- A. The Governing Body is asked to consider a waiver to Code of Ordinance Section 62-12; the waiver is to allow for the discharge of consumer fireworks within the city limits of Garden City. The request for waiver is specific to coincide with the sale of fireworks in the State of Kansas per K.A.R. 22-6-5.
- B. The Governing Body is asked to consider and approve an application for a Kansas Emergency Solutions Grant through KHRC.
- C. Review of Enterprise & Support Funds - Golf Course (#70), Golf Course Bldg. (#71), Solid Waste (#75) and Drainage Utility (#79).
- D. Staff requests Governing Body consideration of an Executive Session pursuant to K.S.A. 75-4319(b)(2) pertaining to consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship.
- E. Staff requests Governing Body consideration of an Executive Session pursuant to K.S.A. 75-4319(b)(6) pertaining to preliminary discussions relating to the acquisition of real property.

#### **F. *Consent Agenda for approval consideration:***

(The items listed under this "consent agenda" are normally considered in a single motion and represent items of routine or prior authorization. Any member of the Governing Body may remove an item prior to the vote on the consent agenda for individual consideration.)

- 1. The Governing Body is asked to consider and accept the low bid from Rusty Eck Ford for a 2-ton dump truck with 4-5 yard dump body for the Water Division.
- 2. The Governing Body is asked to consider and approve bids received on March 31, 2017 for the demolition of a dilapidated, unsafe, unfit or dangerous structure located at 205 S. Fourth Street.
- 3. The Governing Body is asked to consider and approve bids received on March 31, 2017 for the demolition of a dilapidated, unsafe, unfit or dangerous structure located at 207 S. Fourth Street.
- 4. The Governing Body is asked to consider and approve the sub-surface irrigation bid for Clint Lightner Baseball Stadium.
- 5. The Governing Body is asked to consider and approve the licenses for May 2, 2017.

### **XIII. CITY COMMISSION REPORTS**

- A. Mayor Dale

B. Commissioner Doll

C. Commissioner Law

D. Commissioner Fankhauser

E. Commissioner Cessna

#### **XIV. OTHER ENTITIES**

Presentation of the February 27, 2017 minutes from the Garden City Recreation Commission Board.

Presentation of the April 24, 2017 minutes from the Garden City Recreation Commission.

Presentation of the April 18, 2017 Police/Citizens Advisory Board Minutes.

#### **XV. ADJOURN**





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Celyn N. Hurtado, City Clerk  
**DATE:** May 2, 2017  
**RE:** 04-18-2017 City Comm minutes

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**ISSUE:**

April 18, 2017 City Commission minutes.

**BACKGROUND:**

None.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
04-18-17 CC minutes	4/28/2017	Backup Material

**THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
City of Garden City  
April 18, 2017

The regular meeting of the Board of Commissioners of the City of Garden City was held at 1:00 p.m. at the City Administrative Center on Tuesday, April 18, 2017 with all members present. Commissioner Cessna opened the meeting with the Pledge of Allegiance to the Flag and the Invocation.

Mayor Law stated that he has appreciated the time he spent representing this community as the Mayor of Garden City. Mayor Law stated he has always tried to understand the issues brought before the Governing Body and then tried to apply the best result for the community. Mayor Law thanked his wife, friends, family and staff for supporting him during his term as Mayor. Mayor Law thanked past Mayors that he felt mentored him including Senator John Doll and David Crase and added that the Commissioners do not always agree on issues, but always remain able to work together for the better of the community.

Commissioner Fankhauser moved to appoint Commissioner Dale as Chairperson to the Board, to assume the duties and title of Mayor. Commissioner Cessna seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Former Mayor Law presented the traditional wooden gavel to Mayor Dale. Mayor Dale presented a recognition award to former Mayor Law.

Mayor Dale stated it was a compliment to be deemed worthy for the position of Mayor by his fellow Commissioners. Mayor Dale stated that in the last four years he has watched each Commissioner serve in such a way that has set the bar of excellence to a new all-time high. Mayor Dale thanked his fellow colleagues for offering him the opportunity to serve as Mayor of our fine city. He stated with their support and City Manager Allen and his great staff, he looks forward to serving the City with an eye to the future and working together to maintain the quality of life we are enjoying in Garden City. Mayor Dale thanked everyone for attending the meeting.

Commissioner Doll moved to appoint Commissioner Cessna as the Vice-Chairperson, to assume the duties and title of Vice-Mayor and serve as the Chairperson in the absence of the Mayor. Mayor Dale seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Commissioner Cessna moved to approve the City Clerk and City Attorney as personnel authorized to be seated at the Commission bench. Commissioner Doll seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Commissioner Cessna moved to approve to designate The Garden City Telegram as the official city newspaper. Commissioner Doll seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

A brief reception for family, friends and residents followed the reorganization of the City Commission of the City of Garden City in the large meeting room at the City Administration Center.

Duane West spoke to the Governing Body about the Circle of Friendship Club here in Garden City.

Commissioner Cessna moved to approve a request from Toni Martin and Miranda Unruh for a waiver of the noise ordinance on June 10, 2017 from 4:00 p.m. - midnight for a neighborhood block party on the 2900 block of Loraine Street. Commissioner Fankhauser seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Joyce Grover, Executive Director of the Kansas Coalition Against Sexual and Domestic Violence recognized Family Crisis Services, Executive Director, Janene Radke, as recipient of the Visionary Award given by the National Sexual Violence Resource Center.

The City received correspondence from Cox Communications regarding channel line-up changes.

Assistant City Manager Cunningham provided an update on the search process for the golf professional at Buffalo Dunes Golf Course. A Meet & Greet will be held at Samy’s Spirits and Steakhouse on April 28, 2017 at 6:30 p.m.to discuss the process for hiring the new Golf Professional and to meet the Interim Head Golf Professional and Interim Golf Superintendent.

Staff provided the following items of information for Governing Body review: from Director of Aviation Powell the monthly staff report, from Neighborhood Development & Services Director Kentner the monthly building and code compliance reports, from Public Works Director Curran the monthly City Link Ridership report, from Finance Director Hitz the monthly Financials, from Police Chief Utz the monthly activity report and from Zoo Director Newland the monthly staff report.

Meetings of note:

- April 15, 2017 – Legislative Coffee at Heartland Cancer Center in the basement Conference room at 10:00 a.m.
- April 19, 2017 – Earth Day Celebration at Lee Richardson Zoo from 9:00 a.m. - 2:00 p.m.
- April 20, 2017 – FCEDC Business 2 Business Breakfast; "Managing Risk, Personnel & Safety" at the Finney County Community Services Building at 7:30 a.m.
- April 20, 2017 – Law Enforcement Explorer Recruitment Night at Garden City High School at 6:00 p.m.
- April 20, 2017 – Historic Preservation Plan Kickoff meeting at the City Administrative Center, Commission Chambers at 6:30 p.m.
- April 21-22, 2017 – League of Kansas Municipalities; Kansas Mayors Association Conference and League's Leadership Summit at the United Wireless Arena in Dodge City
- April 22, 2017 – Garden City Fire Department Honor Guard - Keeper of the Flame Reception at Samy’s Spirits and Steakhouse at 6:00 p.m.
- April 22-24, 2017 – Western Kansas Congressional Delegation reception in Washington, D.C.
- April 28, 2017 – Buffalo Dunes Golf Course – Meet Greet at Samy’s Spirits & Steakhouse, North Central Ballroom at 6:30 p.m.
- May 18, 2017 – FCEDC Business 2 Business Breakfast; "Emotional Commitment=Employee Engagement" at the Finney County Community Services Building at 7:30 a.m.
- May 19, 2017 – Police Memorial Day at the Law Enforcement Center from 10:00 a.m. – 10:20 a.m.

- May 19, 2017 – Coffee with a Cop at the Law Enforcement Center from 10:30 a.m. – 12:00 p.m.
- May 20, 2017 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.

Appropriation Ordinance No. 2433-2017A, “AN APPROPRIATION ORDINANCE MAKING CERTAIN APPROPRIATIONS FOR CERTAIN CLAIMS IN THE AMOUNT OF \$1,806,943.45 was read and considered section by section. Commissioner Cessna moved to approve and pass Appropriation Ordinance No. 2433-2017A. Commissioner Doll seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

The Governing Body considered the following resolution regarding banking institutions to be designated as depositories for the City's public funds.

Resolution No. 2701-2017, “A RESOLUTION DESIGNATING CERTAIN BANKS, SAVINGS AND LOAN ASSOCIATIONS AND FEDERALLY CHARTERED SAVINGS BANKS AS DEPOSITORIES OF PUBLIC FUNDS OF THE CITY OF GARDEN CITY, KANSAS, PURSUANT TO THE PROVISIONS OF K.S.A. 9-1401” was read and considered section by section. Commissioner Fankhauser moved to approve Resolution No. 2701-2017. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

The Governing Body considered an ordinance raising the age of purchasing and possessing tobacco products to 21 years old.

Ordinance No. 2760-2017, “AN ORDINANCE REGULATING THE PURCHASE, POSSESSION, SELLING, GIVING OR FURNISHING CIGARETTES, ELECTRONIC CIGARETTES, OR TOBACCO PRODUCTS TO PERSONS UNDER 21 YEARS OF AGE IN THE CITY OF GARDEN CITY, KANSAS; AMENDING SECTIONS 62-2(5-6) AND 62-2(5.7) OF THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS; REPEALING CURRENT CODE SECTIONS 62-2(5.6) AND 62-2(5.7); ALL TO THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS” was read and considered section by section. Commissioner Cessna moved to approve Ordinance No. 2760-2017. Commissioner Doll seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Nay

The Governing Body considered a rezone of 500 College Street from ”R-3”, Multiple Family Residential District to “C-2”, General Commercial District.

Ordinance No. 2761-2017, “AN ORDINANCE APPROVING THE REZONING OF LAND FROM “R-3” MULTIPLE FAMILY RESIDENTIAL DISTRICT “C-2” GENERAL COMMERCIAL DISTRICT; AMENDING THE ZONING ORDINANCE, THE ZONING REGULATIONS, AND THE DISTRICT ZONING MAP OF THE CITY; AND REPEALING THE CURRENT ZONING ORDINANCE, THE ZONING REGULATIONS, AND THE DISTRICT ZONING MAP; ALL TO THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS” was read and considered section by section. Commissioner Cessna moved to approve Ordinance No. 2761-2017. Commissioner Doll seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

At 2:00 p.m. - Mayor Dale opened the public hearing for the purpose of the Governing Body hearing and answering concerns, questions, and/or objections of taxpayers relating a resolution to adopt an improvement district in the 2300 block of 9th Street.

Neighborhood Development Services Assistant Director Davidson explained the options for the resolution to the Governing Body. The first option is to approve the district proposed in the signed petition. This district leaves out lots 7 and 8 of Block B. This option has the approval of more than 51% of the owners of record. The second option is to include only the lots that have not been developed in the subdivision. This will place the burden of the cost on the developers of these lots. The third option is to include all lots within the Solze Replat Subdivision. This option will place the burden of the cost equally among all property owners.

Dean Ryan addressed the Governing Body on behalf of Vernon Solze and Eric Solze to support Option 1. Mike Pittillo and Shelli Lalicker addressed the Governing Body with their opposition to the improvements of the district and both believe the Developer should pay the cost of the improvements. Donelda Lalicker addressed the Governing Body in support of Option 2.

There being no comments from the public, Mayor Dale closed the public hearing.

Resolution No. 2700-2017, “A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE 2300 BLOCK OF 9TH STREET, IN THE CITY OF GARDEN CITY, KANSAS; SETTING FORTH THE GENERAL NATURE OF THE IMPROVEMENTS, THE ESTIMATED OR PROBABLE COST THEREOF, THE EXTENT OF THE IMPROVEMENT DISTRICT TO BE ASSESSED FOR THE COST THEREOF, THE METHOD OF ASSESSMENT, AND THE APPORTIONMENT OF THE COST BETWEEN THE IMPROVEMENT DISTRICT AND THE CITY AT LARGE; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH THE FINDINGS OF THE GOVERNING BODY” was read and considered section by section. Commissioner Doll moved to approve Resolution No. 2701-2017 with the Benefit District being only the undeveloped lots and the apportionment of cost set at 50% to the Benefit District and 50% to the City-at-large, as identified in Option 2. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Commissioner Cessna moved to approve a Grant Amendment Request for submittal to the FRA. The request was proposed by BNSF to amend the grant to allow additional rail relay work to be performed with the salvage value received and other savings to the project. Commissioner Doll seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Finance Director Hitz reviewed major issues and assumptions used to draft the City Manager’s Proposed 2018 budget, briefly reviewed commission goals & strategies identified in the City Commission Retreat, and the 2017 & 2018 Capital Improvement Program and proposed financing of those projects. The Special Revenue, Support & Misc. Funds - TI F (#04), Capital improvement Reserve (#5), CD Loan Fund (#6), Cemetery Endowment (#7), Community Trust Reserve (#8), DEA Enforcement (#10), Drug Enforcement (#11), E-911 Funds (#15), Finnup Foundation (#18), 12-6 a13 Revolving Fund (#26), Risk Reserve (#27), Special Drug & Alcohol (#29),

Special Parks & Rec (#30), Special Trafficway (#32), Street (#01-133), Workers Compensation (#35), Workers Compensation Reserve (#36), Community Development (#50), Economic Development Revolving Loan (#52), Project Development (#53) were also reviewed.

Water Resource Manger Jones presented the annual review of the Water Conservation and Drought Response Plan.

Commissioner Cessna moved to approve the revisions to the Water Conservation and Drought Response Plan. Commissioner Doll seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Assistant to the City Manager Cottrell reviewed projects authorized in the 2017 budget and/or proposed in the 2017 and 2018 Capital Improvement Programs that require debt financing with the Governing Body. This matter will be discussed again during the budget process leading to a final decision.

Assistant to the City Manager Cottrell discussed projects to which the City's allocation of KDOT Federal Fund Exchange Program can be applied. This matter will be discussed again during the budget process leading to a final decision.

Commissioner Cessna moved to approve Phase One of the Comprehensive Forestry Plan to remove nuisance, misplaced and/or hazardous trees at Valley View Cemetery. Commissioner Fankhauser seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Commission Fankhauser moved to approve appointing Candy Downer and Pat Veesart to serve as City of Garden City representatives on the Finney County Transit Committee for two-year terms. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Commissioner Cessna moved to approve the following:

1. The Governing Body considered and approved the low street sealing bids opened Tuesday, April 11, 2017 at 10:00 a.m.

SEALING CONTRACTOR			B & H Paving Scott City, KS		APAC Dodge City, KS	
Item	Unit	Quantity	Unit Price	Extension	Unit Price	Extension
PART A ~ SEAL COAT						
Seal Coat	S.Y.	342,390	\$ 0.2570	\$ 87,994.23	0.48	\$ 164,347.20
OIL VENDOR			Ergon Asphalt & Emulsions Solomon, KS		Vance Brothers Kansas City, MO	
Item	Unit	Quantity	Unit Price	Extension	Unit Price	Extension
PART B ~ CUTBACK ASPHALT SUPPLY						
MC-3000	Gallons	85,700	\$ 2.190	\$ 187,683.00	\$ 2.400	\$ 205,680.00
COVER MATERIAL/SAND VENDOR			Huber Sand Garden City, KS		Klotz Sand Holcomb, KS	
Item	Unit	Quantity	Unit Price	Extension	Unit Price	Extension
PART C ~ COVER MATERIAL						
Gravel CM-A, delivered	Tons	4,900	14.95	\$ 73,255.00	15.25	\$ 74,725.00

2. The Governing Body considered and approved the low bid for the purchase of 290 sideload trash containers.

BIDDERS	290 3 YD SIDELOAD	GOV'T DISCOUNT	TOTAL	DELIVERY DATE
Downing Sales & Service Phillipsburg, MO	\$482.00			
	Each	\$0.00	\$139,780.00	3 - 4 weeks
Wastequip Mfg Statesville, NC	\$542.00			
	Each	\$0.00	\$157,180.00	4 - 6 weeks
Ameri-Kan Ft Wayne, IN	\$806.00			
	Each	\$0.00	\$233,740.00	8 - 11 weeks

3. The Governing Body considered and approved the contractor licenses for April 18, 2017.

Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Absent	Yea

Commissioner Cessna moved that the City Commission go into executive session pursuant to K.S.A. 75-4319 (b)(6) for 5 minutes for the purpose of preliminary discussion relating to the acquisition of real property and that the City Commission reconvene into open session in the City Commission Chambers at 4:12 p.m. with City Manager Allen, Assistant to the City Manager Cunningham and Assistant City Attorney Cunningham in attendance. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

At the expiration of the designated time, and in open session, Mayor Dale stated no action was taken.

Mayor Dale adjourned the meeting since there was no further business before the Governing Body.

\_\_\_\_\_  
Melvin L. Dale, Mayor

ATTEST:

\_\_\_\_\_  
Celyn N. Hurtado, City Clerk

**City Commission Reports**

Commissioner Cessna thanked Commissioner Law for his year of dedicated service as being the Mayor and welcomed Mayor Dale as the new Mayor. Commissioner Cessna thanked Zoo staff for the pre-meeting presentation on the Strategic plan for Lee Richardson Zoo. Commissioner Cessna mentioned the new Law Enforcement

Explorer would host a recruitment event on April 20, 2017 in the Commons Area at Garden City High School. Commissioner Cessna encouraged all to attend the Preservation Plan Kickoff meeting to be held April 20, 2017 at 6:30 p.m. in the City Commission Chambers. Commissioner Cessna hopes to see the trend of great enplanement numbers at the Airport continue and was happy to see the Coffee with Cop event taking off and encouraged participation at the next event at the Law Enforcement Center on May 19, 2017. Commissioner Cessna was pleased to see the covering on the fence at the Trans Load complex to help block the facility for the residents in the area. Commissioner Cessna commented that the Big Pool improvements are looking great.

Mayor Dale commented that he noticed that each Commissioner mentioned something good happening in Garden City and he hopes other Governing Bodies have so many good things to say about their communities. Mayor Dale congratulated Executive Director Janene Radke on receiving the Visionary Award by the National Sexual Violence Resource Center. Mayor Dale stated that Commissioner Law will be a hard act to follow and said that he was amazed how he would wait, listen and then speak.

Commissioner Doll thanked Commissioner Law for the wonderful job he did as Mayor and thanked him for his efforts. Commissioner Doll congratulated Mayor Dale on his new position on the Commission. Commissioner Doll commented that she appreciates all city staff but especially the Water Department for their work with the youth in the community and encouraging them to work in local government. Commissioner Doll thanked the staff at the Zoo for the pre-meeting presentation and stated it was cool to learn that Lee Richardson Zoo is one of 230 AZA accredited zoos in the world.

Commissioner Law congratulated Executive Director Janene Radke on her award and stated she is very deserving of it. Commissioner Law stated he, along with staff members will be representing Garden City in Washington, D.C. at Western Kansas Delegation Reception on Monday, April 24, 2017.

Commissioner Fankhauser thanked Commissioner Law for his service as Mayor and stated he did a great job. Commissioner Fankhauser stated the old Recreation house that he and his wife purchased is nearing completion and he hopes to have an open house soon to show what updates have been made. Commissioner Fankhauser enjoyed the pre-meeting presentation at Lee Richardson Zoo on the strategic plan. Commissioner Fankhauser commented that he had never heard of the Circle of Friendship idea and thanked Duane West for bringing it to the Commission meeting.





## **MEMORANDUM**

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Celyn N. Hurtado, City Clerk  
**DATE:** May 2, 2017  
**RE:** 2017 Beef Empire Days Requests

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### **ISSUE:**

The Governing Body is asked to consider the following requests from Deann Gillen, Executive Director on behalf of Beef Empire Days, Inc.

1. The use of the west greens at Lee Richardson Zoo from 11:30 a.m. - 5:00 p.m on Saturday, June 10, 2017 for the annual Chuckwagons in the Park. This request includes closure of the drive in gates and a waiver of half of the fees associated to closing the drive thru.
2. The use of the west greens at Lee Richardson Zoo from 1:00 p.m. - 9:00 p.m. on Sunday, June 4, 2017 for a volleyball tournament. This request includes a waiver of the fees to extend park hours and access to SW gate for pedestrians.
3. Waiver of the \$2,500 carnival deposit fee and \$300 per day fees from May 17 - 29, 2017.

### **BACKGROUND:**

Beef Empire Days plans to have the Chuckwagons in the park to Lee Richardson Zoo on June 10, 2017. Planned events include a car show, educational and industry vendor booths and entertainment throughout the day.

### **ALTERNATIVES:**

1. Approve all requests as presented.
2. Make other recommendations or suggestions for requests.
3. Deny all requests.

### **RECOMMENDATION:**

Staff recommends Alternative 1.

### **FISCAL NOTE:**

If all requests are approved as requested the total amount for fees waived for Beef Empire Days would be \$6,000.00. The daily carnival fees would be \$3,900 (13 days x \$300 per day). The refundable carnival deposit fee is \$2,500.00. The waiver to close the gates at Lee Richardson Zoo would be \$500.00.

Waiver of the carnival daily fees and deposit would amount to \$3500.00.

Waiver of 1/2 of the fees for closure of Lee Richardson Zoo vehicle traffic would amount to \$500.00.

**ATTACHMENTS:**

Description	Upload Date	Type
SER - BED Carnival	4/27/2017	Backup Material
SER- BED Chuckwagon & Entertainment	4/27/2017	Backup Material
SER - BED Volleyball	4/27/2017	Backup Material
SER - BED Meeting Notes	4/27/2017	Backup Material



# Special Event Request

301 N 8th Street  
PO Box 998  
Garden City, KS 67846  
620-276-1278

☒ Other  
☐ Carnival/Circus\*  
☐ Sports Event\*  
☐ Haunted House\*  
☐ Parade\*\*  
\*License Required  
\*\*Parade Application Required

**March 10, 2017**

Today's Date

**BED Carnival**

Name of Event (if applicable)

**Wednesday, 5/17 - Sunday, 5/29/2017**

Date of Event

**Finney Co. Fairgrounds Parking Lot**

Location of Event

Start and End Time of Event

**Beef Empire Days**

Purpose of the Event

**Deann Gillen, Executive Director**

**206 E Fulton Terrace, GC**

**620-275-6807**

Applicant Name (please print)

Address

Phone

Additional Contact Names & Phone Numbers

**Please mark for all request. (Note: Amenities are not available at all locations.)**

Street Closure and/or Barricades	n/a	Steven's Park Bandshell	n/a	Noise Waiver**	n/a
Extra Trash Receptacles	Fri 5/19-Sun 5/28 - Extra dumpsters & barrels on paved main parking lot	Restrooms (Park Shelter Keys)	n/a	Electricity Access	yes
Additional Request/Remarks	Waive daily fee & deposit, Wed 5/17 - Electrical unites on west end of fairgrounds parking lot to activate carnival residential units (shut off date will be determined later), Fri 5/19-Mon 5/29 - Lights at fairgrounds parking lot turned on for carnival & other BED events held at fairgrounds				

Compliance with Code of Ordinances Sections 62-21 to 62-25, pertaining to levels of noise that are permitted, is required unless a waiver is granted by the Governing Body or the City Manager for a specifically designated date and time period. A copy of the applicable code sections can be obtained from the City Clerk.

**\*\*Please note that a waiver of noise ordinance does not prohibit an officer or City official from advising you to lower the amplified noise of your event or issuing a citation upon failure to comply with such warnings.**

**RESOLUTION NO. 2435-2011**

A Resolution granting to the City Manager, or Designee, the authority to grant certain request of persons, businesses of groups for special events or activities.

By signing below, I hereby certify that I have read and understand the statements above and that all related information which I have provided are true, accurate and complete to the best of my knowledge.

**Request on file**

Signature

**March 10, 2017**

Date

For office use only		GC Downtown Vision		n/a	
Police	Capt. Reagle 3/14/2017		Electric	CL 3/14/2017 - JS 3/15/2017 Call before event	
Fire	Chief Shelton 3/14/2017		Public Works	SC 3/14/2017	
Inspection	n/a		Parks/Grounds	n/a	
City Manager/Commission			Application Received by		Raelene Stoecklein 3/10/2017



# Special Event Request

301 N 8th Street  
PO Box 998  
Garden City, KS 67846  
620-276-1278

☒ Other  
☐ Carnival/Circus\*  
☐ Sports Event\*  
☐ Haunted House\*  
☐ Parade\*\*  
\*License Required  
\*\*Parade Application Required

**March 10, 2017**

Today's Date

**BED Chuckwagon & Entertainment at the Zoo**

Name of Event (if applicable)

**LRZ West Green**

Location of Event

**Beef Empire Days**

Purpose of the Event

**Saturday, June 10, 2017**

Date of Event

**11:30 a.m. - 5:00 p.m.**

Start and End Time of Event

**Deann Gillen, Executive Director**

**206 E Fulton Terrace, GC**

**620-275-6807**

Applicant Name (please print)

Address

Phone

Additional Contact Names & Phone Numbers

**Please mark for all request. (Note: Amenities are not available at all locations.)**

Street Closure and/or Barricades	Close zoo to through traffic	Steven's Park Bandshell	n/a	Noise Waiver**	yes
Extra Trash Receptacles	2 extra dumpsters	Restrooms (Park Shelter Keys)	n/a	Electricity Access	yes
Additional Request/Remarks	Waive 1/2 fee for closing through traffic, some set up on Friday 6/9, Saturday 6/10-ear show, educational booths, vendors, entertainment & industry throughout the day				

Compliance with Code of Ordinances Sections 62-21 to 62-25, pertaining to levels of noise that are permitted, is required unless a waiver is granted by the Governing Body or the City Manager for a specifically designated date and time period. A copy of the applicable code sections can be obtained from the City Clerk.

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**Request on file**

Signature

**March 10, 2017**

Date

For office use only		GC Downtown Vision		n/a	
Police	Capt. Reagle 3/22/17 4/24/17	Electric	Call before event JS 3/20/17		
Fire	Chief Shelton 3/20/17 4/25/17	Public Works	meeting before Comm SC 3/21/17 4/24/17		
Zoo	meeting before Comm. KN 3/22/17 4/24/17	Parks/Grounds	AL 3/20/2017		
City Manager/Commission		Application Received by		Raelene Stoecklein 3/10/2017 4/24/17	



# Special Event Request

301 N 8th Street  
PO Box 998  
Garden City, KS 67846  
620-276-1278

xx Other  
Carnival/Circus\*  
Sports Event\*  
Haunted House\*  
Parade\*\*  
\*License Required  
\*\*Parade Application Required

**March 28, 2017**

Today's Date

**Beef Empire Days - Volleyball Tournament**

Name of Event (if applicable)

**Sunday, June 04, 2017**

Date of Event

**LRZ West Green**

Location of Event

**1:00 p.m. - 9:00 p.m.**

Start and End Time of Event

**Joining the BED events**

Purpose of the Event

**Jyme Cinnamon-Dodge City Sports, LLC**

**Dodge City, KS**

**620-253-1785**

Applicant Name (please print)

Address

Phone

[dcscsports@gmail.com](mailto:dcscsports@gmail.com)

Additional Contact Names & Phone Numbers

**Please mark for all request. (Note: Amenities are not available at all locations.)**

Street Closure and/or Barricades	n/a	Steven's Park Bandshell	n/a	Noise Waiver**	n/a
Extra Trash Receptacles	n/a	Restrooms (Park Shelter Keys)	n/a	Electricity Access	n/a
Additional Request/Remarks	Waive fee for staff to drive in for set up/tear down, waive fee to extend hours to 9:00 p.m. to accomodate tear down/clean up, 2-nets on west green area (will be responsible for irrigation/turf damage), access to SW gate for pedestrians (someone will man the gate while open)				

Compliance with Code of Ordinances Sections 62-21 to 62-25, pertaining to levels of noise that are permitted, is required unless a waiver is granted by the Governing Body or the City Manager for a specifically designated date and time period. A copy of the applicable code sections can be obtained from the City Clerk.

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By signing below, I hereby certify that I have read and understand the statements above and that all related information which I have provided are true, accurate and complete to the best of my knowledge.

**Request on file**

Signature

**March 28, 2017**

Date

For office use only		GC Downtown Vision		n/a	
Police		Zoo			
Fire		Public Works			
Inspection	n/a	Parks/Grounds			
City Manager/Commission		Application Received by	Raelene Stoecklein 3/28/2017		

## **BEEF EMPIRE DAYS – MEETING NOTES FROM 4/21/2017**

Attended by - Sam Curran-Public Works, Andy Liebelt-Parks Department, Chief Shelton-GCFD., Capt. Reagle-GCPD, Kristie Newland-LRZ, Jimme Skinner-Electric Department, Deann Gillen-BED, Raelene Stoecklein-Special Events

Discussion on BED event covering Saturday, 6-3 & Saturday, 6-10

### **6/3-Stevens Park**

- Children's parade has been cancelled
- Christian concert 4 p.m.- 10 p.m.

### **6/10-Stevens Park**

- Chuckwagon Breakfast 6:30 a.m. – 9:30 p.m. – no changes
  - Block parking stalls on south side of Spruce from band shell to 7<sup>th</sup> ST
  - 2 Extra dumpsters on Spruce ST

### **6/10-Parade (REVISED)**

- Standard Parade Route and time-closing Main ST
- Roping off Main St for parade goes safety
- Block parking stalls at 305 N Main ST for parade announcers flatbed trailer
- GCPD assistance for parade & traffic control at 9<sup>th</sup> & Isabel (guaranteed-per Capt. Reagle)
- BED responsible for animal waste clean up
- No throwing candy

### **6/10-LRZ West Green – Chuckwagon & Entertainment**

- BED will work with Zoo Director & staff on times for set up and tear down, codes for gate, BED on site contact
- BED will have volunteers at gate entrance
- Request closing zoo to through traffic-Commission agenda
- No car show or evening entertainment
- Request GCFD w/ truck(s) & GCPD
- NO alcohol on zoo property – check coolers at gate
- ATV drivers must have DL and follow safety guidelines
- 2 extra dumpsters
- Electric needs will be handled by Electric Dept. staff (don't shut off breaker to Parks irrigation system)

### **6/3-LRZ West Green**

Volleyball Tournament in not sponsored by Beef Empire Days Inc.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Allie Medina, Human Resources Director  
**DATE:** May 2, 2017  
**RE:** City of Garden City Safety Award - 1st Quarter 2017

---

### **ISSUE:**

Recognition of the 2017 1st Quarter City of Garden City Safety Award recipients.

### **BACKGROUND:**

Each quarter all employees may submit nominations to recognize those who go above and beyond the normal duties to help improve the safety of their department, organization or to motivate employees to take that extra step with safety. The Safety Committee selects one recipient per quarter that receives a personal day that can be used over the next year. At the end of the year, one of the quarterly winners will be selected as the Annual Individual Safety Recognition Recipient and will receive \$175.

The Safety Committee selected Tony Herman and Angela Herman as the recipients of the first quarter's award. Tony and Angela were nominated by Kristi Newland. Kristi provided the committee with the following information regarding Tony and Angela's work practices:

Tony and Angela increased employee safety awareness and demonstrated safety leadership to enhance the safety of others. While on personal time, Tony and Angela recognized and came across products that are used in the education division at the Zoo. These products were recalled and had been deemed unfit for use. They took pictures and immediately notified Zoo staff that were working on grounds in order to locate the products and immediately remove those products for disposal. The recalled product would have been used for crafts with children in the community. By recognizing and taking quick action this prevented possible health issues from arising and showed a commitment to the City and the Zoo's safe practices. This also showed a commitment to the community that goes above and beyond the regularly scheduled work time.

The Safety Committee would like to commend Tony and Angela on their actions by enhancing the safety of others and utilizing safety training appropriately. The Safety Committee would also like to thank Kristi for her nomination.

### **ALTERNATIVES:**

None.

### **RECOMMENDATION:**

#### **First Quarter Award Recipients**

Tony Herman

Angela Herman

The Safety Committee wishes to thank you for your support of all City of Garden City Safety programs.

**FISCAL NOTE:**

None.





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kristi Newland, Zoo Director  
**DATE:** May 2, 2017  
**RE:** Lee Richardson Zoo Week Proclamation 2017

---

### **ISSUE:**

The Governing Body is asked to consider and proclaim the week of May 14-20, 2017 as Lee Richardson Zoo Week in Garden City, Kansas.

### **BACKGROUND:**

Lee Richardson Zoo is celebrating its 90th birthday on May 20, 2017. Activities are planned throughout the week starting May 14 and culminating in the birthday celebration on the 20th.

The zoo was started in 1927 through the efforts of local members of the Izaak Walton League (a national conservation organization) and has continued for 90 years to contribute to the community through education, conservation and recreation. Lee Richardson Zoo has evolved over the years to continue to offer guests unique, top quality experiences as well as top quality care to the resident animals. The zoo continues to shine a positive light on the City of Garden City for residents and visitors alike.

Lee Richardson Zoo is one of only 232 zoos and aquariums in the country that meet the high standards of the Association of Zoos and Aquariums and is the oldest of the seven accredited zoos in the state of Kansas. The zoo is open 360 days during the year and is proud to contribute to the quality of life in the community.

### **ALTERNATIVES:**

The Governing Body may elect to issue the proclamation or not.

### **RECOMMENDATION:**

Zoo staff recommend issuing the proclamation.

### **FISCAL NOTE:**

There is no fiscal expense related to the proclamation.

### **ATTACHMENTS:**

Description	Upload Date	Type
Lee Richardson Zoo Week Proclamation 2017	4/25/2017	Backup Material

# PROCLAMATION

- Whereas,** Lee Richardson Zoo was founded ninety years ago and continues to contribute to the quality of life of those within the community, and is a source of pride for Garden City and the region; and
- Whereas,** the founding of the zoo was focused on conservation, and to this day the zoo engages in conservation as a key component of its mission, achieved through conservation education and contributing to the care and preservation of threatened and endangered populations and wild habitats through efforts at the zoo and around the world; and
- Whereas,** Lee Richardson Zoo has evolved over the years to maintain the high standards necessary to provide top quality care for the resident animals and to offer a safe, welcoming environment for all ages of guests, thanks to the dedicated staff and zoo supporters; and
- Whereas,** the zoo provides some of the most unique educational experiences to local students as well as those around the world through distance learning presentations, offering insight into our natural treasures; and
- Whereas,** Lee Richardson Zoo has spent ninety years connecting people with wildlife, inspiring appreciation and understanding of the natural world through conservation, education, and engaging experiences

Now, therefore, I, Melvin L. Dale, Mayor of the City of Garden City, do hereby proclaim the week of May 14-20, 2017 as:

## LEE RICHARDSON ZOO WEEK

In the City of Garden City and encourage all residents to visit the zoo and express their appreciation to the staff and the numerous zoo supporters in the community for this exceptional asset.

**SIGNED AND SEALED** this 2nd day of May 2017

---

Melvin L. Dale, Mayor

ATTEST:

---

Celyn N. Hurtado, City Clerk



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Fred Jones, Water Resource Manager  
**DATE:** May 2, 2017  
**RE:** 2017 Drinking Water Week Proclamation.

---

### **ISSUE:**

The Governing Body is asked to consider and allow the Mayor to proclaim the week of May 7-13, 2017 as Drinking Water Week in Garden City, Kansas.

### **BACKGROUND:**

Water Department staff request recognition by the Governing Body of National Drinking Water Week.

For more than 35 years the American Water Works Association and its members have celebrated Drinking Water Week – a unique opportunity for both water professionals and the communities they serve to join together in recognizing the vital role water plays in our daily lives.

### **ALTERNATIVES:**

1. Approve the proclamation as presented.
2. Deny the proclamation.

### **RECOMMENDATION:**

Staff recommends approval of the proclamation.

### **FISCAL NOTE:**

None.

### **ATTACHMENTS:**

Description	Upload Date	Type
Drinking Water Week Proclamation	4/26/2017	Exhibit

# PROCLAMATION

**WHEREAS,** water is our most valuable natural resource; and

**WHEREAS,** only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

**WHEREAS,** any measure of a successful society – low mortality rates, economic growth and diversity, productivity, and public safety – are in some way related to access to safe water; and

**WHEREAS,** we are all stewards of the water infrastructure upon which future generations depend; and

**WHEREAS,** each citizen of our city is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues by getting to know their water;

**NOW, THEREFORE,** I, Melvin Dale, Mayor of the City of Garden City, do hereby proclaim the week of May 7-13, 2017 as

## Drinking Water Week

In the City of Garden City, and call upon the citizens of Garden City to observe the week with appropriate programs and activities. Furthermore, I encourage the citizens of Garden City to seek information about their water supply and its role in the community.

SIGNED AND SEALED this 2<sup>nd</sup> day of May 2017.

---

Melvin Dale, Mayor

ATTEST:

---

Celyn N. Hurtado, City Clerk



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Jennifer Cunningham, Local Program Chair for Leadership Kansas 2017  
**DATE:** May 2, 2017  
**RE:** Leadership Kansas 2017 - Taste of Garden City Event

---

### **ISSUE:**

The Governing Body is asked to consider and approve use of Lee Richardson Zoo, and the serving of beer and wine, on May 25, 2017 for Leadership Kansas - Taste of Garden City Event.

### **BACKGROUND:**

Leadership Kansas started in 1979 and is the second oldest statewide leadership program in the country. The program was established to identify a group of diverse, established leaders from across the state and develop programming that introduces the participants to the most important topics/issues in Kansas. The program centers around visiting six communities over six months each year. The program begins in April and ends in October. Garden City has been the first stop of the program for at least the last 30 years.

The event always takes place in Garden City towards the end of May on a Wednesday, Thursday and Friday. The class visits Royal Dairy, Reeve Cattle, Tyson, and hears a variety of speakers on agriculture, energy and diversity. I went through the class in 2014, chaired the event in 2016 and continue to do so in 2017. In the past, the Thursday night event is made up of five alumni hosting eight class members in their home. The host home cooks steaks, appetizers, and entertains the class. It has been a huge success for many years. Last year that was not possible due to the close proximity to Memorial Day and a number of alumni being out of town.

We tried something new, called a Taste of Garden City. It included five local restaurants serving Vietnamese, Italian, Thai, Mexican and American food to the class. There was a live band, bar tent, animal ambassadors and alumni present to talk about our wonderfully diverse community. The event required the zoo to shut down two hours early on May 26, 2016 to allow for set-up and preparation. Additionally, we served beer and wine during the event.

The event was such a success and show case of our community that the Leadership Kansas Executive Director has requested this same Thursday event again. We would need to close the zoo two hours early on May 25, 2017. Additionally, we again would like to serve beer and wine.

The Leadership Kansas alumni group will be donating money to both Lee Richardson Zoo and Friends of Lee Richardson Zoo for their cooperation along with purchasing items from the Safari Shop for the gift baskets that are given to the class upon their arrival to Garden City. The alumni group is also paying the five local restaurants and buying the beer and wine locally.

**ALTERNATIVES:**

1. Allow Lee Richardson Zoo to close two hours early on May 25, 2017 and allow service of beer and wine in the zoo for the Taste of Garden City event.
2. Deny closure of Lee Richardson Zoo two hours early and deny service of beer and wine in the zoo for the Taste of Garden City event.

**RECOMMENDATION:**

I would request your approval of the accommodations for the Taste of Garden City event.

**FISCAL NOTE:**

None.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Jennifer V Cunningham, Assistant City Manager  
**DATE:** May 2, 2017  
**RE:** The Big Pool - Summer Details

---

### **ISSUE:**

Assistant City Manager Cunningham will present details of summer pool operations.

### **BACKGROUND:**

The Big Pool was taken over by the City at the end of the 2016 season. Several City staff members have been working tirelessly on a "new look" and "new feel" for the Summer of 2017. After a lot of hard work and balancing the wants and needs of patrons we are finally ready to roll out some important details.

The Grand Opening Event will take place on May 27, 2017. The Grand Opening Event flier is attached here. The hours that day will be from 12-5 p.m. and 7-9 p.m. During the 12-5 p.m. session patrons will receive free admission and free tube and toy rentals. Every 100th patron will win a free summer pass to The Big Pool. During each break there will be games to participate in and the prizes will include:

- Gift card(s) to the concession stand to be used anytime during Summer 2017
- A season pass for 1/2 price
- Several free week long passes
- 1/2 off an Event Rental
- "Your Name" Day at The Big Pool - You and 10 friends get in free

Also attached here for your review is the Menu for the concession stand at The Big Pool. We serve a variety of drinks, candy, ice cream, chips and meal options. New this year to the concession stand is pretzels, chili for hot dogs and nachos and jalapenos for nachos.

The full summer calendar is attached. The calendar will be blown up posted on the fence at the entrance so that it can be viewed anytime. Some highlights include:

- Lap Swim - Monday thru Thursday from 6-7 p.m.
- 1st Friday of the Month \$1 Night Swims 7-9 p.m.
- Added evening hours Friday thru Sunday 7-9 p.m.
- Dads Swim Free on Father's Day
- Parents Swim Free on Parents Day
- Water Aerobics - Tuesday & Thursday 6:15-7 p.m.
- Seniors Swim Free on Tuesdays EVERY Week

- Weekend Hours Through Labor Day Weekend
- Special 4th of July Event

Rates for the summer will remain at \$2 per person per swim session. Evening swimming will be an additional \$2 even if you paid for the day time swim session. We will have the ability to take credit cards both for admission and for concessions. Summer passes can be purchased for \$72.00 per person, this is a great deal at only 29 percent of the cost for the entire summer. This would cover all available day and night time swimming sessions for the 2017 season. These can be purchased through Assistant City Manager Cunningham by emailing [jennifer.cunningham@gardencityks.us](mailto:jennifer.cunningham@gardencityks.us).

We are so excited to have you meet our staff and join us for some summer time fun! Please help us have a wonderful and FUN Grand Opening!

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
Grand Opening	4/27/2017	Backup Material
Summer Calendar 2017	4/27/2017	Backup Material
Concession Menu	4/27/2017	Backup Material



# The BIG POOL

## Grand Opening May 27

Come Join The Fun! 12-5 p.m. (All Guests Welcome)  
7-9 p.m. (Over 18 Only)

Free Admission, Tube and Toy Rental from 12-5 p.m.  
From 7 -9 p.m. Admission will be \$2 and Tube and Toy Rental will be \$1

Every 100<sup>th</sup> Patron wins a  
Summer Pass to the Big Pool

During each break there will be games with prizes including:

Gift card to the concession stand  
to be used anytime during  
Summer 2017

Season pass for 1/2 price

Several week-long passes to  
the pool

1/2 off an Event Rental

"Your Name" Day at the Big  
Pool- You and 10 friends  
get in free

Jennifer Cunningham  
Assistant City Manager  
620.276.1157

Ellie Kennedy  
Pool Manager  
620.640.0283



@TheBigPool

[www.garden-city.org](http://www.garden-city.org)

# MAY 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
					New Guard Certification	
21	22	23	24	25	26	27
	Big Pool Training					GRAND OPENING 12-5 pm & 7-9 pm
28	29 Blue Tide Swim Praticce 7:30 am-9 am MEMORIAL DAY 1-6 pm & 7-9 pm	30 Normal Pool Hours 1 pm-6 pm Lap Swim 6 pm- 7 pm Water Aerobics 6:15 pm- 7 pm	31 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am			

# JUNE 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1  Lap Swim 6 pm- 7 pm Water Aerobics 6:15 pm- 7 pm	2 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am \$1 Evening Swim Weekend Pool Hours 1 pm-6 pm & 7 pm-9 pm	3 Lap Swim 12 pm- 1 pm
4 Lap Swim 12 pm- 1 pm  Weekend Pool Hours 1 pm-6 pm & 7 pm-9 pm	5 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am  Lap Swim 6 pm- 7 pm Swim Lessons 6:15 pm- 7:45 pm	6 Water Aerobics 6:15 pm- 7 pm Seniors Swim Free	7 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	8 Water Aerobics 6:15 pm- 7 pm	9 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	10 Lap Swim 12 pm- 1 pm
11 Lap Swim 12 pm- 1 pm	12 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am  Lap Swim 6 pm- 7 pm Swim Lessons 6:15 pm- 7:45 pm	13 Water Aerobics 6:15 pm- 7 pm Seniors Swim Free	14 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	15 Water Aerobics 6:15 pm- 7 pm	16 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	17 Lap Swim 12 pm- 1 pm
18 Lap Swim 12 pm- 1 pm  DADS SWIM FREE	19 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am  Lap Swim 6 pm- 7 pm Swim Lessons 6:15 pm- 7:45 pm	20 Water Aerobics 6:15 pm- 7 pm Seniors Swim Free	21 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	22 Water Aerobics 6:15 pm- 7 pm	23 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	24 <u>Closed</u> Blue Tide Summer Meet
25 Lap Swim 12 pm- 1 pm	26 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am  Lap Swim 6 pm- 7 pm Swim Lessons 6:15 pm- 7:45 pm	27 Water Aerobics 6:15 pm- 7 pm Seniors Swim Free	28 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	29 Water Aerobics 6:15 pm- 7 pm	30 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	

# JULY 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 4 <sup>TH</sup> OF JULY EVENT
2 Lap Swim 12 pm- 1 pm	3 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am  Lap Swim 6 pm- 7 pm	4 Reduced Pool Hours 12 pm- 4 pm	5 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am  Lap Swim 6 pm- 7 pm	6 Water Aerobics 6:15 pm- 7 pm	7 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am  \$1 Evening Swim	8 <u>Closed</u> Seahawks Summer Meet
9 Lap Swim 12 pm- 1 pm	10 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am  Lap Swim 6 pm- 7 pm Swim Lessons 6:15 pm- 7:45 pm	11 Water Aerobics 6:15 pm- 7 pm Seniors Swim Free	12 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	13 Water Aerobics 6:15 pm- 7 pm	14 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	15 Lap Swim 12 pm- 1 pm
16 Lap Swim 12 pm- 1 pm	17 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am  Lap Swim 6 pm- 7 pm Swim Lessons 6:15 pm- 7:45 pm	18 Water Aerobics 6:15 pm- 7 pm Seniors Swim Free	19 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	20 Water Aerobics 6:15 pm- 7 pm	21 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	22 Lap Swim 12 pm- 1 pm
23 Lap Swim 12 pm- 1 pm PARENTS SWIM FREE	24 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am  Lap Swim 6 pm- 7 pm Swim Lessons 6:15 pm- 7:45 pm	25 Water Aerobics 6:15 pm- 7 pm Seniors Swim Free	26 Blue Tide Swim Praticce 7:30 am-9 am Seahawks Swim Praticce 9 am-11 am	27 Water Aerobics 6:15 pm- 7 pm	28 Blue Tide Swim Praticce 7:30 am-9 am	29 Lap Swim 12 pm- 1 pm
30 Lap Swim 12 pm- 1 pm	31 Lap Swim 6 pm- 7 pm Swim Lessons 6:15 pm- 7:45 pm					

# AUGUST 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Water Aerobics 6:15 pm- 7 pm Seniors Swim Free Lap Swim 6 pm- 7 pm Swim Lessons 6:15 pm- 7:45 pm	<b>2</b>	<b>3</b> Water Aerobics 6:15 pm- 7 pm	<b>4</b> \$1 Evening Swim	<b>5</b> Lap Swim 12 pm- 1 pm
<b>6</b> Lap Swim 12 pm- 1 pm	<b>7</b>  Lap Swim 6 pm- 7 pm	<b>8</b> Water Aerobics 6:15 pm- 7 pm Seniors Swim Free	<b>9</b>	<b>10</b> Water Aerobics 6:15 pm- 7 pm	<b>11</b> LAST WEEKDAY OPEN	<b>12</b> Weekend Only Pool Hours  Lap Swim 12 pm- 1 pm
<b>13</b> Weekend Only Pool Hours  Lap Swim 12 pm- 1 pm	CLOSED					<b>19</b> Weekend Only Pool Hours  Lap Swim 12 pm- 1 pm
<b>20</b> Weekend Only Pool Hours  Lap Swim 12 pm- 1 pm	CLOSED					<b>26</b> Weekend Only Pool Hours  Lap Swim 12 pm- 1 pm
<b>27</b> Weekend Only Pool Hours  Lap Swim 12 pm- 1 pm	CLOSED					
	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

# SEPTEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <u>Closed</u>	2 Weekend Only Pool Hours  Lap Swim 12 pm- 1 pm
3 Lap Swim 12 pm- 1 pm	4 LAST DAY  Weekend Pool Hours	5	6	7	8	9  DOG SWIM
10  POOL CLOSED	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# DRINKS

## Soft Drinks

\$2

*Coke      Diet Coke*  
*Sprite      Mello Yello*  
*Mr. Pibb      Fanta Orange*  
*Minute Maid Lemonade*  
*Minute Maid Pink Lemonade*

## POWERADE

\$2

*Fruit Punch      Mountain Blast*  
*Grape      Lemon Lime*

## Water

\$1

## Gold Peak Ice Tea

\$2.25

*Lemon Sweetened Tea*  
*Sweetened Black Tea*  
*Unsweetened Black Tea*  
*Peach*

## Tum-E-Yummies

\$1.50

*Very Berry Blue*  
*Fruitabulous Punch*  
*Greentastic Apple*

# CANDY

**Kit Kat**

**Snickers**

**Twix**

**Peanut M&Ms**

**\$1.25**

**Reeses**

**Skittles**

**Sour Gummy Bears**

**\$1.50**

# ICE CREAM

**Orange Dream Bar**

**\$1**

**Homemade Vanilla Bar**

**Strawberry Shortcake Bar**

**\$2**

**Jolly Rancher Bomb Pop**

**\$1.50**

**Big Booper Sandwich**

**\$2.50**



**Pretzel** \$2  
*w/cheese* \$2.50

**Hot Dog** \$2  
*w/cheese* \$2.50  
*w/chili* \$2.50

**Nachos** \$2  
*w/jalapenos* \$2.25  
*w/chili & cheese* \$2.50

## **CHIPS** \$1

**Doritos**  
*Nacho Cheese* *Cool Ranch*

**Sunchips**  
*Garden Salsa* *Harvest Cheddar*

**Cheetos**  
*Original* *Hot*

**Lays Kettle Chips**

## **MEAL DEALS**

**Hot Dog, Chips, Drink** \$4.50

**Pretzel w/cheese, Candy, Drink** \$5.25

**Nachos w/cheese, Candy, Drink** \$4.75

add chili for 50¢

add jalapenos for 25¢





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Jennifer V Cunningham, Assistant City Manager  
**DATE:** May 2, 2017  
**RE:** Golf Professional Profile

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### **ISSUE:**

Presentation of the results from the Golf Professional Profile Process.

### **BACKGROUND:**

At the meeting on April 18, 2017 the Golf Professional Profile Process was launched. That process has come to a close and the results along with the final product are attached.

The Human Resources Department in partnership with Finney County Economic Development Corporation administered a Golf Professional Survey. The purpose of the survey was to gather information regarding the Golf Professional position and the Buffalo Dunes Golf Course to create the profile document for the position. The profile document is used to market the Golf Professional position, provide applicants with information about the position, community and organization, and assist in creation of the Assessment Center.

The survey provided a community perspective on the position and the Golf Course. Below is a summary of the survey information.

There were a total of 66 surveys completed. Of the 66 surveys, 21 surveys were completed in person and provided additional feedback for consideration. Survey respondents ranked the top seven qualities (in order of importance) for the new Golf Professional at Buffalo Dunes as follows:

1. Engaged with the members and patrons
2. Working with youth golf
3. Developing staff
4. Develop and manage great men's and women's leagues
5. Growing the game among women
6. Developing a business model that lowers cost
7. Gaining a larger share of the Southwest Kansas golf market

Survey respondents ranked the following statements (in order of importance) as describing the "mission" of Buffalo Dunes Golf Course.

1. To offer a high quality public golf experience
2. To offer a low cost public golf experience
3. To help attract visitors and residents to Garden City

#### 4. To develop new golfers

Of the survey respondents 21% play non-tournament golf three to seven times in a usual month, while 27% averaged eight or more times in a usual month. Of the survey respondents 28% play tournament golf one to two times in a usual month, while 32% averaged three to seven times in a usual month. Approximately 70% of respondents volunteered two times or less per year at Buffalo Dunes.

Current satisfaction levels showed less than 8% with any level of dissatisfaction. Approximately 34% of respondents were moderately satisfied and approximately 44% of respondents indicated that they were very satisfied with the course overall.

Demographic information showed that 42% of respondents were female and 58% were male. Age of respondents fell in a majority of three categories: ages 25-34 (23%), ages 45-54 (22%), and ages 55-64 (25%). Approximately 89% of respondents live in Finney County. Of the respondents 79% did not have children under 13 years old living in the household and 74% also did not have children between the ages of 13 and 18 living in the household. Approximately 86% of respondents identified their ethnicity/race as White/Non-Hispanic.

Staff appreciates the participation in this process and looks forward to getting even more involved in the Assessment Center. This profile will begin running nationally as of May 1, 2017.

#### **ALTERNATIVES:**

None.

#### **RECOMMENDATION:**

None.

#### **FISCAL NOTE:**

None.

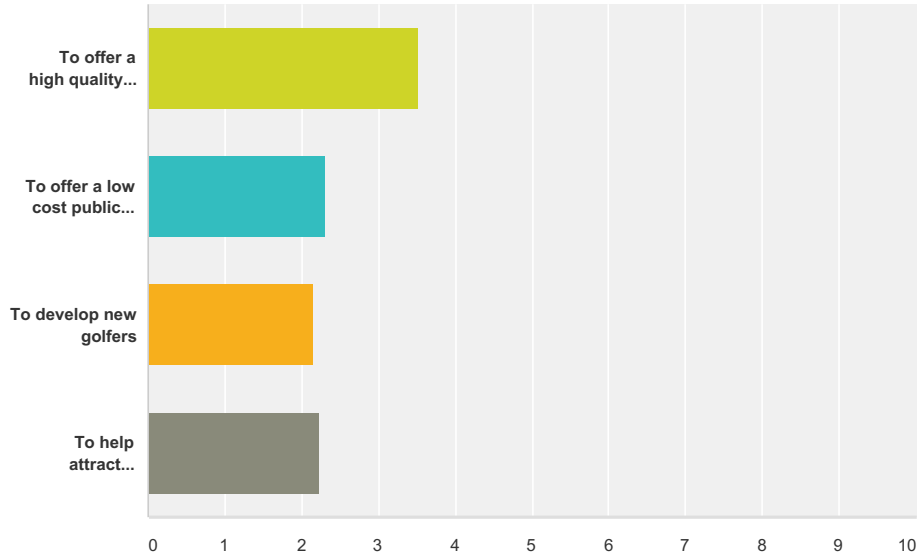
#### **ATTACHMENTS:**

Description	Upload Date	Type
Survey Results	4/26/2017	Backup Material
Golf Professional Profile	4/27/2017	Backup Material

# Buffalo Dunes Golf Professional Profile Development Survey

**Q1 Rank (1 to 4) the amount you agree each statement describes the “mission” of Buffalo Dunes Golf Course. (1=agree the most to 4=agree the least)**

Answered: 66 Skipped: 0

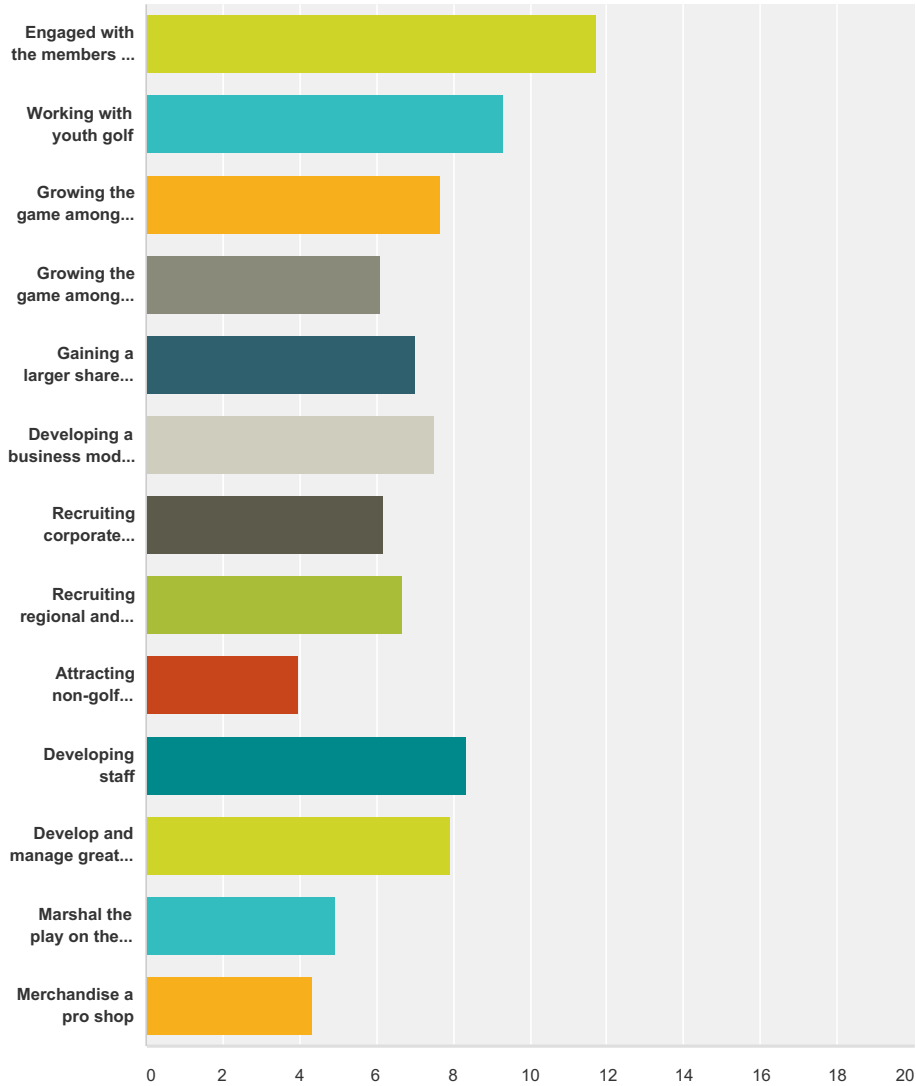


	1	2	3	4	Total	Score
To offer a high quality public golf experience	70.49% 43	14.75% 9	11.48% 7	3.28% 2	61	3.52
To offer a low cost public golf experience	8.20% 5	44.26% 27	18.03% 11	29.51% 18	61	2.31
To develop new golfers	10.00% 6	20.00% 12	45.00% 27	25.00% 15	60	2.15
To help attract visitors and residents to Garden City	19.05% 12	23.81% 15	19.05% 12	38.10% 24	63	2.24

## Buffalo Dunes Golf Professional Profile Development Survey

**Q2 Rank (1 to 13) how important each of these qualities are for the new Golf Professional at Buffalo Dunes. (1=most important to 13=least important)**

Answered: 65 Skipped: 1



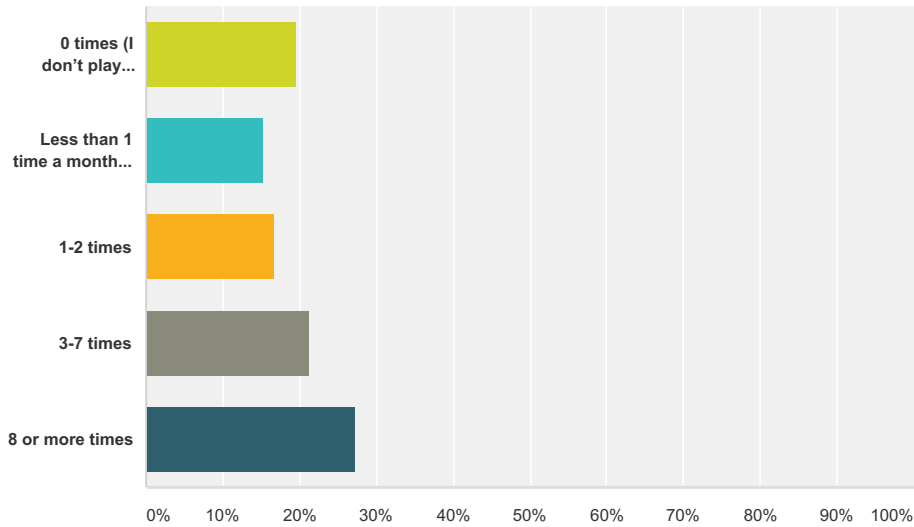
	1	2	3	4	5	6	7	8	9	10	11	12	13	Total	Score
Engaged with the members and patrons	59.02% 36	14.75% 9	13.11% 8	1.64% 1	0.00% 0	4.92% 3	1.64% 1	1.64% 1	0.00% 0	0.00% 0	1.64% 1	1.64% 1	0.00% 0	61	11.74
Working with youth golf	4.84% 3	17.74% 11	24.19% 15	6.45% 4	14.52% 9	8.06% 5	8.06% 5	1.61% 1	9.68% 6	1.61% 1	3.23% 2	0.00% 0	0.00% 0	62	9.32
Growing the game among women	6.35% 4	11.11% 7	7.94% 5	9.52% 6	7.94% 5	15.87% 10	4.76% 3	4.76% 3	9.52% 6	6.35% 4	7.94% 5	6.35% 4	1.59% 1	63	7.70

## Buffalo Dunes Golf Professional Profile Development Survey

Growing the game among minorities	<b>4.76%</b> 3	<b>3.17%</b> 2	<b>9.52%</b> 6	<b>11.11%</b> 7	<b>4.76%</b> 3	<b>0.00%</b> 0	<b>9.52%</b> 6	<b>6.35%</b> 4	<b>6.35%</b> 4	<b>15.87%</b> 10	<b>6.35%</b> 4	<b>11.11%</b> 7	<b>11.11%</b> 7	63	6.11
Gaining a larger share of the Southwest Kansas golf market	<b>9.84%</b> 6	<b>3.28%</b> 2	<b>1.64%</b> 1	<b>4.92%</b> 3	<b>18.03%</b> 11	<b>8.20%</b> 5	<b>11.48%</b> 7	<b>13.11%</b> 8	<b>4.92%</b> 3	<b>3.28%</b> 2	<b>6.56%</b> 4	<b>8.20%</b> 5	<b>6.56%</b> 4	61	7.02
Developing a business model that lowers costs	<b>1.59%</b> 1	<b>11.11%</b> 7	<b>12.70%</b> 8	<b>11.11%</b> 7	<b>7.94%</b> 5	<b>11.11%</b> 7	<b>6.35%</b> 4	<b>6.35%</b> 4	<b>9.52%</b> 6	<b>6.35%</b> 4	<b>6.35%</b> 4	<b>3.17%</b> 2	<b>6.35%</b> 4	63	7.52
Recruiting corporate tournaments and outings	<b>3.23%</b> 2	<b>0.00%</b> 0	<b>8.06%</b> 5	<b>9.68%</b> 6	<b>8.06%</b> 5	<b>9.68%</b> 6	<b>6.45%</b> 4	<b>8.06%</b> 5	<b>8.06%</b> 5	<b>9.68%</b> 6	<b>17.74%</b> 11	<b>3.23%</b> 2	<b>8.06%</b> 5	62	6.18
Recruiting regional and national competitions	<b>3.17%</b> 2	<b>4.76%</b> 3	<b>1.59%</b> 1	<b>14.29%</b> 9	<b>7.94%</b> 5	<b>9.52%</b> 6	<b>7.94%</b> 5	<b>15.87%</b> 10	<b>6.35%</b> 4	<b>11.11%</b> 7	<b>6.35%</b> 4	<b>6.35%</b> 4	<b>4.76%</b> 3	63	6.70
Attracting non-golf revenue opportunities to Buffalo Dunes	<b>0.00%</b> 0	<b>1.56%</b> 1	<b>0.00%</b> 0	<b>1.56%</b> 1	<b>4.69%</b> 3	<b>4.69%</b> 3	<b>1.56%</b> 1	<b>14.06%</b> 9	<b>9.38%</b> 6	<b>7.81%</b> 5	<b>17.19%</b> 11	<b>21.88%</b> 14	<b>15.63%</b> 10	64	3.98
Developing staff	<b>6.25%</b> 4	<b>15.63%</b> 10	<b>6.25%</b> 4	<b>10.94%</b> 7	<b>10.94%</b> 7	<b>12.50%</b> 8	<b>7.81%</b> 5	<b>6.25%</b> 4	<b>10.94%</b> 7	<b>6.25%</b> 4	<b>4.69%</b> 3	<b>1.56%</b> 1	<b>0.00%</b> 0	64	8.34
Develop and manage great men's and women's leagues	<b>3.13%</b> 2	<b>17.19%</b> 11	<b>7.81%</b> 5	<b>7.81%</b> 5	<b>9.38%</b> 6	<b>4.69%</b> 3	<b>17.19%</b> 11	<b>12.50%</b> 8	<b>3.13%</b> 2	<b>9.38%</b> 6	<b>1.56%</b> 1	<b>3.13%</b> 2	<b>3.13%</b> 2	64	7.95
Marshal the play on the course during leagues and normal patron play	<b>0.00%</b> 0	<b>1.59%</b> 1	<b>6.35%</b> 4	<b>7.94%</b> 5	<b>6.35%</b> 4	<b>4.76%</b> 3	<b>6.35%</b> 4	<b>6.35%</b> 4	<b>11.11%</b> 7	<b>3.17%</b> 2	<b>9.52%</b> 6	<b>14.29%</b> 9	<b>22.22%</b> 14	63	4.94
Merchandise a pro shop	<b>1.54%</b> 1	<b>0.00%</b> 0	<b>3.08%</b> 2	<b>6.15%</b> 4	<b>1.54%</b> 1	<b>4.62%</b> 3	<b>9.23%</b> 6	<b>1.54%</b> 1	<b>9.23%</b> 6	<b>16.92%</b> 11	<b>7.69%</b> 5	<b>18.46%</b> 12	<b>20.00%</b> 13	65	4.34

**Q3 In a usual month how many times do you go to Buffalo Dunes Golf Course to play non-tournament golf?**

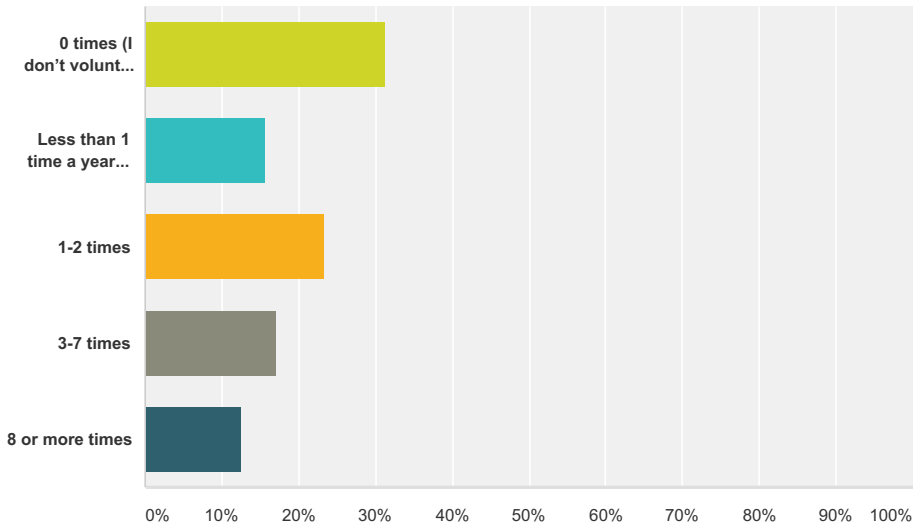
Answered: 66 Skipped: 0



Answer Choices	Responses	
0 times (I don't play non-tournament golf at Buffalo Dunes)	19.70%	13
Less than 1 time a month (less than once a month, but I do play non-tournament golf at Buffalo Dunes)	15.15%	10
1-2 times	16.67%	11
3-7 times	21.21%	14
8 or more times	27.27%	18
<b>Total</b>		<b>66</b>

Q4 In a usual year how many times do you volunteer to help an event at Buffalo Dunes Golf Course?

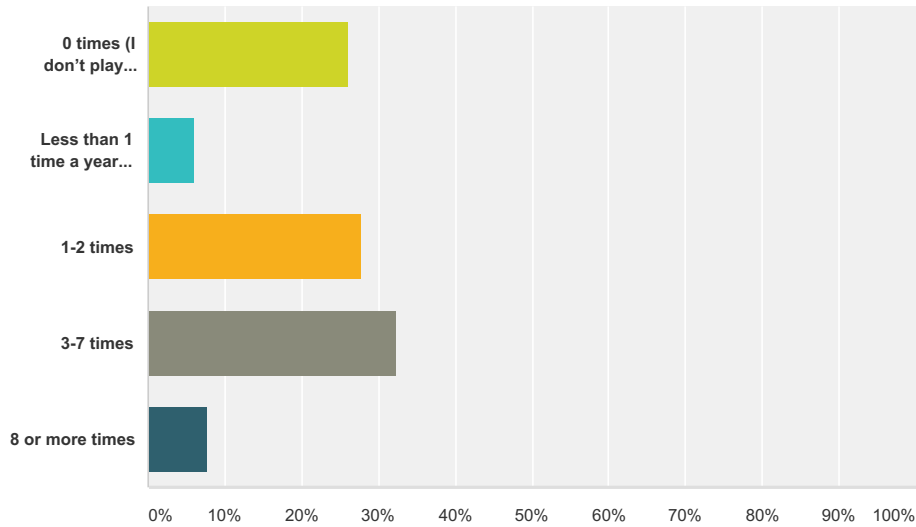
Answered: 64 Skipped: 2



Answer Choices	Responses	
0 times (I don't volunteer at Buffalo Dunes)	31.25%	20
Less than 1 time a year (less than once a year, but I have volunteered at Buffalo Dunes)	15.63%	10
1-2 times	23.44%	15
3-7 times	17.19%	11
8 or more times	12.50%	8
Total		64

**Q5 In a usual year how many times do you go to Buffalo Dunes Golf Course to play tournament golf?**

Answered: 65 Skipped: 1

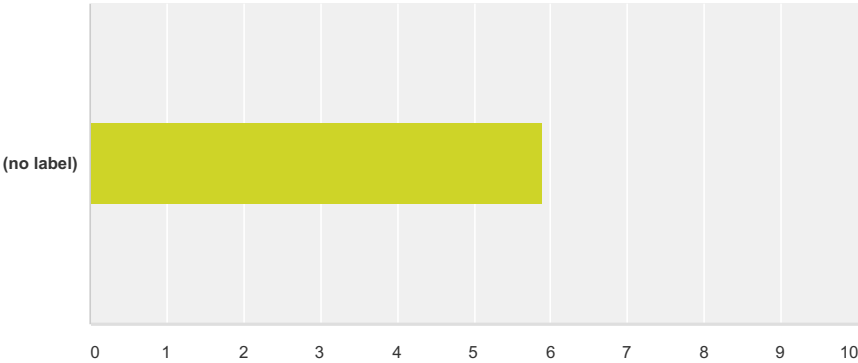


Answer Choices	Responses	
0 times (I don't play tournament golf at Buffalo Dunes)	26.15%	17
Less than 1 time a year (less than once a year, but I do play tournament golf at Buffalo Dunes)	6.15%	4
1-2 times	27.69%	18
3-7 times	32.31%	21
8 or more times	7.69%	5
<b>Total</b>		<b>65</b>



Q6 What is your current level of satisfaction of Buffalo Dunes Golf Course overall?

Answered: 64 Skipped: 2



	Very Dissatisfied	Moderately Dissatisfied	Slightly Dissatisfied	Neutral	Slightly Satisfied	Moderately Satisfied	Very Satisfied	Total	Weighted Average
(no label)	4.69% 3	1.56% 1	1.56% 1	7.81% 5	6.25% 4	34.38% 22	43.75% 28	64	5.88

# Buffalo Dunes Golf Professional Profile Development Survey

## Q7 Tell us about your favorite part/thing about Buffalo Dunes Golf Course:

Answered: 52 Skipped: 14

#	Responses	Date
1	The course is in perfect golfing condition!	4/24/2017 2:07 PM
2	The condition of the golf course today is in the best golf condition in many years. Clay is doing a wonderful job. Loren is also engaged with the members and very interested in keeping everyone informed of what is going on. Also, a tremendous asset for the growth of junior golf as it is very important to him. Both men should be retained in permanent positions.	4/22/2017 3:55 PM
3	Beautiful, well maintained course. Friendly staff.	4/21/2017 3:20 PM
4	Beautiful, well maintained course. Friendly staff.	4/21/2017 3:18 PM
5	I am a sales rep and have never played the course, but know the shop and tournaments well. Buffalo Dunes has, historically, generated a lot of business for the city through tournament business. This is a highlight I see imperative for BD to continue to stay consistent in. Similarly, the dedication of the golf pro to offering lessons, club fittings, and a well merchandised shop qualifies BD as the mecca of golf in SW Kansas.	4/21/2017 2:22 PM
6	First and foremost is the interim Pro Loran. He is a people person, courteous, professional and always looking for ways to improve Buffalo Dunes. He makes people feel welcome and gives the best possible experience for golfers of all types. He has a great business mind and has worked very hard through the years. He is definitely a class act and he would be a shoe in for the Head Professional in my opinion as well as the majority of the patrons who frequent Buffalo Dunes. Of course Buffalo Dunes is a beautiful, challenging golf course and always in magnificent shape, especially this year. The course is in prime shape for being so early in the year. The interim greens superintendent Clay and maintenance staff has worked really hard to have Buffalo Dunes in this kind of shape so soon. Kudos to Loran, Clay and staff! I would like to add another thought to the hiring process. No disrespect to the City of Garden City or the hiring process. The city has two interim individuals that are more than qualified for each position and I always wondered when these individuals are definitely positive assets to the city and community, why waste time, money and everything else when you have these assets right at your fingertips? I can tell you that I have been a member of Buffalo Dunes since 1980 and have pretty much seen it all at Buffalo Dunes. All I can say is from my experience is that Loran and Clay should already have the head jobs. They are class act individuals who work truly hard to improve the quality of Buffalo Dunes and the relationship with the patrons who pass by the course for a round of golf and also for all of the members of Buffalo Dunes. Loran and Clay are the individuals for these HEAD positions. Definitely a HUGE improvement from the past! Believe me!	4/21/2017 8:40 AM
7	The Course	4/21/2017 7:48 AM
8	I love receiving the e-mails from the Interim Pro - Loran. He is doing a wonderful job of communicating	4/20/2017 9:12 PM
9	That we have a nice golf course.	4/20/2017 3:34 PM
10	Condition of the course	4/20/2017 1:32 PM
11	Low cost for the high quality course	4/20/2017 1:24 PM
12	Big City course in a small accessible location.	4/20/2017 12:34 PM
13	The golf course is always in great condition.	4/20/2017 12:07 PM
14	Well known course. Well taken care of	4/20/2017 10:56 AM
15	The course is beautiful and well maintained	4/20/2017 10:53 AM
16	Great course - well taken care of	4/20/2017 10:50 AM
17	How nice the course is	4/20/2017 10:46 AM
18	Beautiful, well kept & low cost course	4/20/2017 10:44 AM
19	I feel like I am at home when I am there. Loran is very good at listening and helping me when I need it. The youth helping are good.	4/20/2017 10:41 AM
20	Ladies Golf Night. Excellent condition of the course	4/20/2017 10:37 AM
21	The Interim Head Golf Professional	4/20/2017 10:34 AM
22	Course conditions	4/20/2017 10:31 AM
23	The unique terrain of the course. It's unlike anything in SWK.	4/20/2017 10:28 AM
24	Price! Course	4/20/2017 10:24 AM
25	The golf course is always in fantastic shape!	4/20/2017 8:11 AM

## Buffalo Dunes Golf Professional Profile Development Survey

26	I love the staff. Loran has done a wonderful job during his interim. The things he has changed in the short amount of time with little staff has been very impressive	4/20/2017 8:08 AM
27	The sense of community and belonging amongst the members, staff, and community holders.	4/19/2017 8:03 PM
28	beautiful course	4/19/2017 5:11 PM
29	I am a big fan of the course design and it's amenities. It is a course that can appeal to high handicaps or professionals.	4/19/2017 5:00 PM
30	the overall well kept condition of the course . the cordialness of the pro shop and maintenance crew.it is a big city course with small town atmosphere.	4/19/2017 4:41 PM
31	Women's golf, Lady's league	4/19/2017 3:47 PM
32	Very nice course. Peaceful.	4/19/2017 2:45 PM
33	I enjoy the course conditions. I believe it is well maintained and hope that it stays that way.	4/19/2017 2:14 PM
34	Course conditions, it's always in great shape.	4/19/2017 2:02 PM
35	The condition of the course is always good. There are a few days where the course needs maintenance, such as aeration and other jobs that are necessary to keep the course in quality shape. I would estimate that 95 percent of the time the course is great.	4/19/2017 1:54 PM
36	The course.	4/19/2017 1:18 PM
37	I love that buffalo dunes is a family, and a second home for a lot of people in this area. Interim pro Loran Richmeier is a huge benefit to buffalo dunes, he grew up playing the course and loves it. He is pro active in youth golf, women's league and men's, as well as pouring his heart and soul into accomendating all the big tournaments that come to town. I think he would be a huge assist And benefit to our community to keep him on as head pro, his roots are planted in gc and he has already showed the community on and off the course how much he cares about buffalo dunes.	4/19/2017 1:13 PM
38	Trees	4/19/2017 1:00 PM
39	Friendly staff and well groomed course.	4/19/2017 12:53 PM
40	its a great course that is very affordable.	4/19/2017 12:25 PM
41	Buffalo Dunes is a great place to play and practice. Best part of Buffalo Dunes is the cost to play. The rate for youth golf is \$7 to play 18 holes and it is \$100 a year for a membership. This allows for younger kids to come and play and take up the game. The cost of membership is unbelievable when you compare it with other courses in Kansas that are at the same level. This is truly an amazing course at a great price. Loran has done a great job in the short amount of time of trying to connect more people into golf.	4/19/2017 12:22 PM
42	The maintenance crew does a great job!	4/19/2017 11:52 AM
43	High quality course that is always well maintained. Although Southwind is a privet course I would rather play at Buffalo Dunes. The staff is always friendly and easy to work with and the price is decent.	4/19/2017 11:30 AM
44	quality of course and cost	4/19/2017 9:59 AM
45	Buffalo Dunes is ranked among the top 3 golf courses in the state of Kansas for municipal courses. The interim golf pro(Loran) is doing a better job already than past pros.	4/19/2017 8:16 AM
46	lthe course is always in great shape and the staff is awesome. Loran Richmeier. He's very professional and does a great job of managing the golf course.	4/18/2017 6:52 PM
47	The easy atmosphere Loran helped create	4/18/2017 6:30 PM
48	Nice, well maintained coursecourse	4/18/2017 6:08 PM
49	Loran as the Head Pro and Clay Payne as the superintendent	4/18/2017 6:07 PM
50	Playing golf	4/18/2017 5:57 PM
51	How nice of a course it is and how affordable it is.	4/18/2017 5:46 PM
52	Friendly. Loran has been great in handling himself and the course since Cole has stepped back. Very helpful and quick to offer advice or a solution. The dunes has always been friendly and welcoming and I hope to see that continue.	4/18/2017 4:55 PM

# Buffalo Dunes Golf Professional Profile Development Survey

## Q8 Tell us about ways to improve Buffalo Dunes Golf Course:

Answered: 49 Skipped: 17

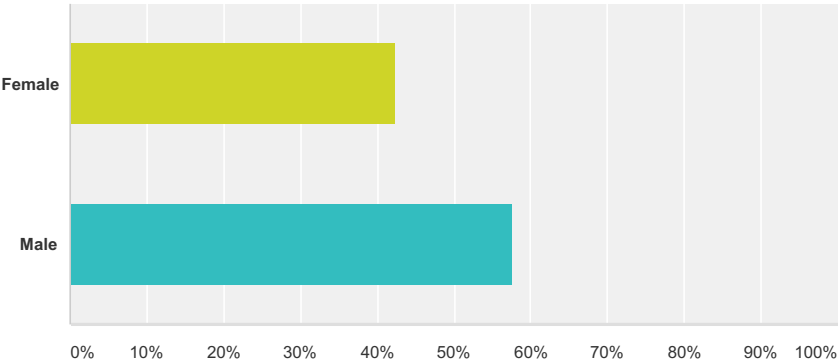
#	Responses	Date
1	improve customer experience/better customer interaction.	4/24/2017 2:07 PM
2	Removal of many of the pine trees and replacement at strategic locations of penal sand traps. If trees are not removed at least trim the grass under them so that golf balls can be found rather than slowing up play. Several places need to have that done. Figure a way so that local players may always have a place to hit off grass on the practice range. Your local patrons are your greatest asset. Treat them as such.	4/22/2017 3:55 PM
3	Facilities need updated.	4/21/2017 3:20 PM
4	Facilities need updated.	4/21/2017 3:18 PM
5	The golf shop is outdated. From what I understand, there are plans for an update.	4/21/2017 2:22 PM
6	About the only improvement that I have seen through the years is that Buffalo Dunes is in need of course Marshalls. Especially when the busy season begins. I'm sure there is a way to get this accomplished without too much hassle whether it be hiring some extra staff or using members to volunteer? I know this has been a complaint for many, many years with members. There has been some marshalling in the past but never consistent. Not only having the course marshalled will wake some golfers, but will help with the pace of play. Sometimes it can get ridiculous and frustrating out there. Marshalls would be a good thing! Other than that I cant think of anything else because Loran and Clay has the ship sailing smoothly and efficiently!	4/21/2017 8:40 AM
7	Do not give the pro shop to the pro. Give it to an organization or the city. The pro will manage the pro shop as part of his/her job.	4/21/2017 7:48 AM
8	Improved involvement by the Pro in day to day activities and better management by the superintendent. Both of these items have improved with the recent change of staff.	4/21/2017 12:06 AM
9	Buffalo Dunes is a public golf course yet it is closed to the public a lot. I understand the need to bring in tournaments but the prices were raised for membership yet the number of available play days decreased.	4/20/2017 9:12 PM
10	Ask the right questions!! If you treat member good you will increase members! Retirees are the only members that benefit. To many tournaments on weekends for people that work!! How did the 80's and 90's have more rounds than now??? I golf a lot in the state and neighboring states so I do understand upkeep and expenses of a golf course. I also feel that Loran Richmeir will make a great head golf professional at buffalo dunes.	4/20/2017 3:34 PM
11	Youth League	4/20/2017 1:32 PM
12	Increase the number and variety of leagues	4/20/2017 1:24 PM
13	Being more visible within the community	4/20/2017 12:34 PM
14	Although it would be a substantial task, I believe that a new clubhouse would be a tremendous improvement to Buffalo Dunes.	4/20/2017 12:07 PM
15	From what I've head from users is that there is currently not enough non-tournament time to play	4/20/2017 10:58 AM
16	Communication/marketing could be improved	4/20/2017 10:53 AM
17	Communication between course and golf public Women's resources	4/20/2017 10:50 AM
18	No sprinklers during women's tournament.	4/20/2017 10:41 AM
19	Better communication with patrons/pro ie: signs, email, etc. Better Pro Shop Building	4/20/2017 10:37 AM
20	Hire Interim Head Golf Professional as full time Head Golf Professional	4/20/2017 10:34 AM
21	Less scramble tournaments	4/20/2017 10:31 AM
22	Modernize clubhouse, update landscape around clubhouse & course, etc.	4/20/2017 10:28 AM
23	New Club House. New Driving Range. Better Equipment	4/20/2017 10:24 AM
24	Hire Loran as the Golf pro!	4/20/2017 8:11 AM
25	clubhouse is small and out dated women's restrooms are not adequate	4/20/2017 8:08 AM
26	Start with the clubhouse. It's hard to rank some of things you mentioned above, or recruit outside organizations/companies to come in without adequate space. I think a great clubhouse (I know you're in talks currently) could be another community center/spot to help grow the city and the game. It will certainly make the list of 13 above much easier to handle, in regards to the Head Pro, if a new clubhouse is built.	4/19/2017 8:03 PM
27	Too many tournaments and too costly to continue golfing as much as I would like. Lack of attention to ladies golf by prior pro major problem.	4/19/2017 5:11 PM

## Buffalo Dunes Golf Professional Profile Development Survey

28	Buffalo Dunes is a little ways out of town. Finding ways to pull people from the surrounding area as well as Garden City would be a good way to increase traffic. Offering packages or tee time combos for groups, or individuals like me, might be an option.	4/19/2017 5:00 PM
29	i'm a little prejudice ,as my Grandson Loran hopes to be the next pro. first hiring loran would be a great step. having been raised in the area and is already acquainted with job requirements and members . i think it would be a huge loss if either of these applicants were not hired. Clay has the course in the best condition i've ever seen it for this early in the year and i hear he plans for more improvements.I think he and Loran would work together. as the saying goes , a bird in hand is worth two in bush. Hire Them !	4/19/2017 4:41 PM
30	Advertise more	4/19/2017 3:47 PM
31	The change in management is a good start. Mr. Wassinger was neither helpful or professional anytime I have been at the golf course, which is why I don't play there much. Had the atmosphere been different I would have played more. At GPCU events the management was rude and unprofessional and I champion each year not to have our tournament there. Unfortunately, we are having our tournament this year at Southwind which is now managed by Mr. Wassinger. I tried to volunteer last year with the semi professionals played but the instructions were poor and no follow-up was given. I like to play golf, I would like to volunteer, but it would have to be under much better circumstances than I have experienced thus far.	4/19/2017 2:24 PM
32	New Pro Shop. Creating a facility that would serve as a better spot to host tournaments will drive in more revenue.	4/19/2017 2:14 PM
33	Remodel the club house.	4/19/2017 2:02 PM
34	Marshall the course more to prevent all of the silly stuff that goes on. People driving carts everywhere, being reckless with the carts. Not filling divots or fixing ball marks. Cutting in front of people that are playing the front nine. You get to hole 10 and someone has cut in front of you. There are too many people that play out there that do what they want when they want. Course marshalls would stop a lot of this nonsense.	4/19/2017 1:54 PM
35	Lower the rates for a single member. It is over priced compared to family.	4/19/2017 1:18 PM
36	Hire Loran Richmeier as Head Pro :)	4/19/2017 1:13 PM
37	Stop cutting down trees, it is not a links golf course and should not be	4/19/2017 1:00 PM
38	Possible par 3 course. Expand club house.	4/19/2017 12:53 PM
39	Have a more strict code of play. what I mean is to have single players join a group when possible and to not have groups start on hole 10.	4/19/2017 12:25 PM
40	Things to improve 1) Too many tournaments on the weekends during the summer. This time is taking away from the true members. 2) Needs to be a council of some type or board that has multiple golfers on there so they can take issues to the pro and people at the top. This allows the chain of command to happen instead of getting people just complaining to each other. Then people can take action.	4/19/2017 12:22 PM
41	Improve the Club House staff quantity	4/19/2017 11:52 AM
42	Cole leaving was probably a good thing. Loren is usually the one who ran things anyway and always did a great job at helping during large events.	4/19/2017 11:30 AM
43	Not have a tournament every weekend at Dunes and allow members to be able to play.	4/19/2017 8:16 AM
44	Finding ways to open the course to public when there are always tournaments.	4/18/2017 6:52 PM
45	Less focus on tournaments	4/18/2017 6:30 PM
46	Find a southwest Kansas individual that is committed to the community and can balance the needs of local members and the need for tournaments to generate revenue.	4/18/2017 6:08 PM
47	Hire Loran and Clay Payne as the superintendent. Don't hire outside guys that will mess up a great system that is currently in place. Buffalo Dunes is the best bang for the buck in the entire state. Don't mess that up.	4/18/2017 6:07 PM
48	Pace of play	4/18/2017 5:46 PM
49	Need a Club House....would allow members to enjoy themselves after golfing for the afternoon as well as attract more teams to come to tournaments from high school and college to local such as the Buffalo Dunes Ladies tournament	4/18/2017 4:55 PM

Q9 Your gender:

Answered: 66 Skipped: 0

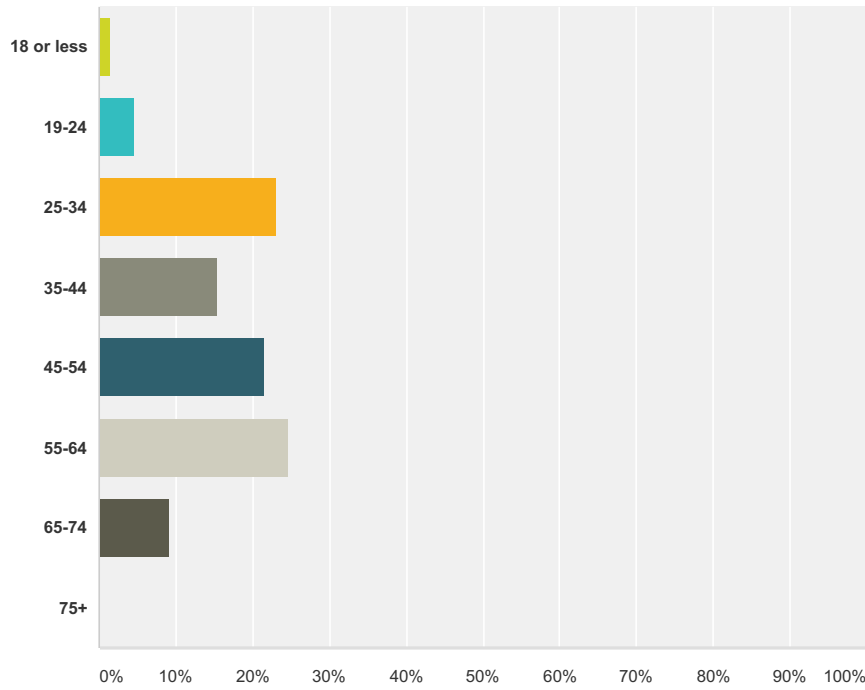


Answer Choices	Responses	
Female	42.42%	28
Male	57.58%	38
Total		66

# Buffalo Dunes Golf Professional Profile Development Survey

## Q10 Your age:

Answered: 65 Skipped: 1

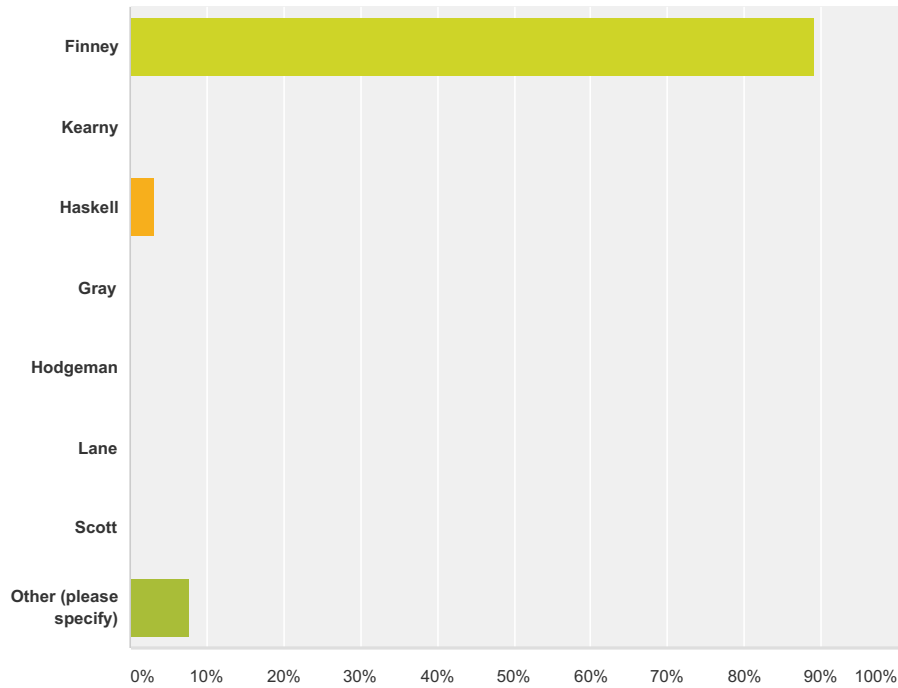


Answer Choices	Responses
18 or less	1.54% 1
19-24	4.62% 3
25-34	23.08% 15
35-44	15.38% 10
45-54	21.54% 14
55-64	24.62% 16
65-74	9.23% 6
75+	0.00% 0
<b>Total</b>	<b>65</b>

# Buffalo Dunes Golf Professional Profile Development Survey

## Q11 What county do you live in?

Answered: 64 Skipped: 2



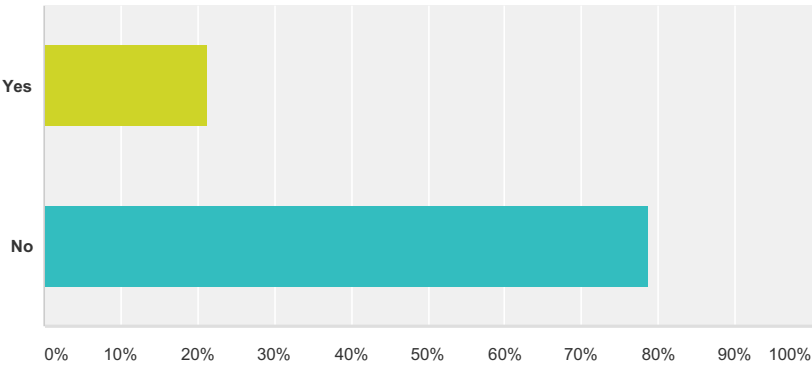
Answer Choices	Responses	
Finney	89.06%	57
Kearny	0.00%	0
Haskell	3.13%	2
Gray	0.00%	0
Hodgeman	0.00%	0
Lane	0.00%	0
Scott	0.00%	0
Other (please specify)	7.81%	5
<b>Total</b>		<b>64</b>

#	Other (please specify)	Date
1	Sedgwick	4/21/2017 2:22 PM
2	riley	4/20/2017 9:15 PM
3	Atlanta	4/19/2017 8:03 PM
4	Riley	4/19/2017 5:00 PM
5	Trego	4/19/2017 2:02 PM



Q12 Do you have children under 13 years old living in your household?

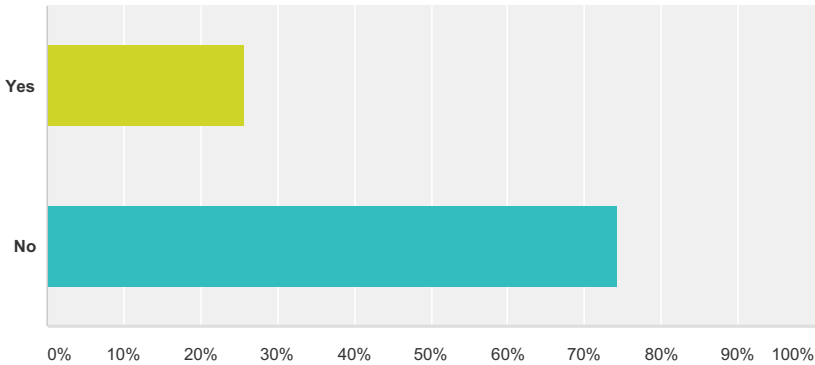
Answered: 66 Skipped: 0



Answer Choices	Responses	
Yes	21.21%	14
No	78.79%	52
Total		66

Q13 Do you have children between 13-18 years old living in your household?

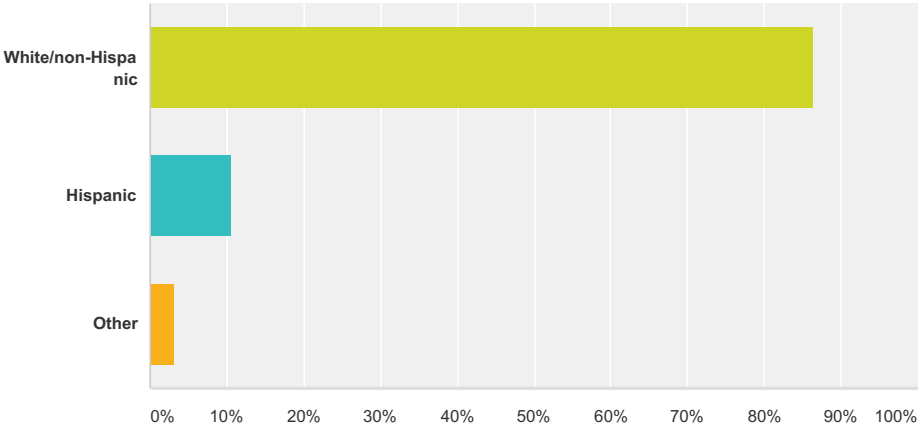
Answered: 66 Skipped: 0



Answer Choices	Responses	
Yes	25.76%	17
No	74.24%	49
Total		66

Q14 What ethnicity/race do you most identify with?

Answered: 66 Skipped: 0



Answer Choices	Responses	
White/non-Hispanic	86.36%	57
Hispanic	10.61%	7
Other	3.03%	2
Total		66

**The City of Garden City, Kansas**  
*invites your interest in the position of*  
**Golf Professional at**  
**Buffalo Dunes Golf Course**





## THE COMMUNITY

Garden City, located 75 miles east of the Colorado state line and 200 miles west of Wichita, KS, is the regional hub of western Kansas and the county seat of Finney County. The community is home to several financial institutions, medical facilities, churches, and retail shopping areas.

With more than 20 languages spoken in the local school system, Garden City's diverse culture makes it a unique place to live, work and play. Garden City is home to Lee Richardson Zoo, the largest zoological park in western Kansas. It is also home to two regulation golf courses, a nationally recognized community college, The Big Pool, and several parks. A number of special public events are held in Garden City throughout the year.

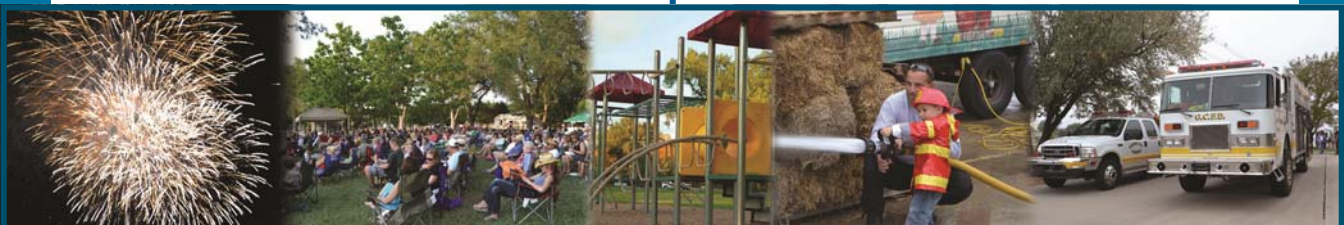
Incorporated in 1883, Garden City currently occupies 10.8 square miles in southwest Kansas and serves a population of 30,948 people. Garden City's average age is 31 while the average household size is 2.88 people. The region's trade area has a population of more than 190,000 people.

The opportunity to learn and the art of learning are central philosophies for our educational system. Private and public schools include 16 elementary schools, two middle schools, two fifth and sixth grade centers, a high school and a community college that offers diverse learning opportunities to all age and interest levels.

The community passed a \$97.5 million bond issue, and opened a new state-of-the-art high school in August 2012.

Agribusiness has long been the base of our economy and supports a multitude of related industries that have a worldwide impact. Because of the tremendous volume and wealth of agribusiness, manufacturers and marketers locate to the Garden City area to better serve this broad consumer base. Industries in and around Garden City offer products and support services such as water well technology, systematic irrigation, box fabrication, metal casting and fabrication, extrusion of plastics and many more. The Garden City area is also rich in natural resources and welcomes both traditional and renewable energy production. Economic diversity is key and a high quality of life abounds in Garden City as we serve the extended region with retail, services, education and healthcare.

St. Catherine Hospital is the regional health center for the southwest Kansas region. This hospital, complete with the latest in medical technology and equipment, has 24-hour emergency services, a Level II Newborn Intensive Care Unit, a Cardiac Rehabilitation Unit, a Cancer Treatment Center, a Multi-Specialty clinic, an Ambulatory Surgical Center, along with Telemedicine facilities. It serves as headquarters for more than 50 physicians and 600 employees.







## GOVERNMENT

The City of Garden City was incorporated in 1883 and became a city of the first class in 1974. The City operates under a Commission-Manager form of government with commissioners having staggered terms. The five members of the City Commission are elected to overlapping four-year terms of office. An election for City Commissioners is held every odd-numbered year. The Mayor is elected to a one-year term by the Commissioners.

The City Manager is appointed by the City Commission and is charged with the efficient and effective administration of the City.

## THE DEPARTMENT

Opened in 1976 on land donated by E.C. Brookover SR., Buffalo Dunes is owned and operated by the City of Garden City. Beautifully conditioned, the course has bluegrass fairways, bentgrass greens and native grasses that challenges the golfer and provide a memorable experience. The course can play at differing lengths based upon a player's skill level, with yardages from 5,452 to the championship tees of 6,891 yards. Buffalo Dunes has played host to numerous Kansas Golf Association state championships through the years as well as hosting high school regional and state tournaments. The AJGA, SWKS Pro AM and the LPGA's Symetra Tour are making stops here in 2017. Buffalo Dunes's tradition is heightened by the continuity of its professional staff. The course has had only four golf professionals and three

golf course superintendents in its 37 year history.

## BUFFALO DUNES GOLF PROFESSIONAL

This position is responsible for the management and operation of Buffalo Dunes Golf Course in conjunction with the Golf Superintendent. The Buffalo Dunes Golf Professional will be responsible for supervising all club house employees, as well as marketing scheduled activities and professional services to patrons.

## PRINCIPAL JOB RESPONSIBILITIES

The City is seeking an experienced Golf Professional to:

- Engage and foster positive public relations with members and patrons of the Course.
- Develop, promote and conduct a successful Junior Golf Program
- Support and encourage development of staff.
- Develop and manage men's and women's leagues.
- Promote, manage, and assist with growing the game among women.
- Develop a business model that lowers costs for the organization and patrons.
- Implement strategies that focus on gaining a larger share of the Southwest Kansas golf market.

Other primary responsibilities include:

- Manage, supervise and market the practice driving range area of the course.





- Promote, schedule and offer golf carts for use on the golf course.
- Promote, manage and assist with golf tournaments at the golf course.
- Provide and market professional services to patrons.
- Prepare and monitor department budget.

## QUALIFICATIONS

The candidate must have a class A-1, B-1 or B-8 PGA Certification and three years of experience as either a Head Golf Professional or the first assistant to a Head Golf Professional. Other combinations of experience and education that meet the minimum requirements may be substituted. The candidate must also be well organized, detail oriented, able to prioritize and delegate effectively, and demonstrate knowledge of current principles and practices of modern golf courses. The candidate must have the ability to multi-task and should possess excellent team, organizational, and communications skills (verbal and written) to effectively work and build rapport with customers and community members.

Candidates must have a valid driver's license. A high school diploma or GED is required.

## COMPENSATION

The City of Garden City offers a competitive benefits package. Salary DOQ.

- **Health Insurance:** The City provides a full family medical package that includes medical, prescription and dental insurance. All employees pay a share of insurance premiums (wellness rates) through payroll deduction. Presently, that share will vary based on the contribution tier (see benefit summary).
- **Grow Well Clinic and Wellness Program:** The benefits you will receive from Grow Well include a yearly health risk assessment, an individualized review of your assessment results with a registered nurse, access to the Grow Well Clinic, coaching for improved lifestyle management, lab rechecks and onsite wellness training if applicable.
- **Retirement:** The City participates in the Kansas Public Employees Retirement Program (KPERS).
- **Deferred Compensation:** In addition, the City offers deferred compensation programs to all employees on a voluntary basis for additional retirement savings.
- **Life Insurance:** The City provides life insurance plans through Advance and KPERS. Additional coverage may be purchased through KPERS.
- **Holidays:** 10 holidays are granted annually.
- **Leave:** Vacation leave is accrued at the rate of 12 days per year for 0-5 years, 16 days per year for 6-10 years, 18 days per year for 11-15 years and 22 days per year for 16+ years.





for 16+ years. Personal leave of 2 days per year, with 3 personal days allotted after 5 years of service. Sick leave is also an available benefit.

- **Professional Development:** The City Manager is committed to providing employees with exceptional training opportunities including regular attendance at State and National professional conferences within their relevant disciplines.
- **Other Programs:** Flexible Spending , Educational Reimbursement, Employee Recognition Plan and Computer/Exercise Equipment Purchase are all offered as well.

## PROCESS

Resume review will begin July 1, 2017. Following the review of applications, the City Manager will select a group of finalists to participate in an assessment center to identify the top candidate and to offer finalists an opportunity to fully evaluate the community so that they can better assess the professional and personal opportunity. It is anticipated the assessment center will take place in August 2017.

## HOW TO APPLY

Qualified individuals should submit a City application, letter of application, resume, and three work-related references to:

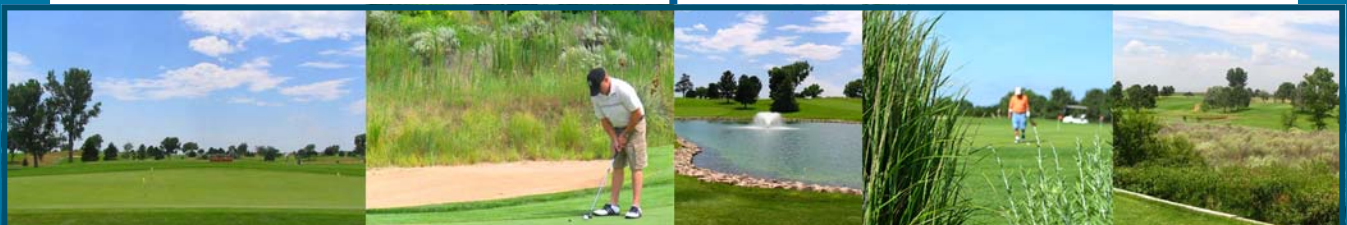
Allie Medina, HR Director  
City of Garden City  
PO Box 998, 301 N. 8th Street  
Garden City, KS 67846

Voice: 620.276.1172

Fax: 620.271.1409

Email: [allie.medina@gardencityks.us](mailto:allie.medina@gardencityks.us)

The City of Garden City is proud to be a EEO employer.







## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Allen Shelton, Fire Chief  
**DATE:** May 2, 2017  
**RE:** Fire Department Activity Report First Quarter 2017

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**ISSUE:**

Presentation of the first quarter 2017 Fire Department activity reports.

**BACKGROUND:**

Attachments of the Fire Department Incident and Inspection reports for the first quarter of 2017.

**ALTERNATIVES:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
2017 1st Quarter Incident Report	4/25/2017	Backup Material
2017 1st Quarter Inspection Report	4/25/2017	Backup Material

# Garden City Fire Department

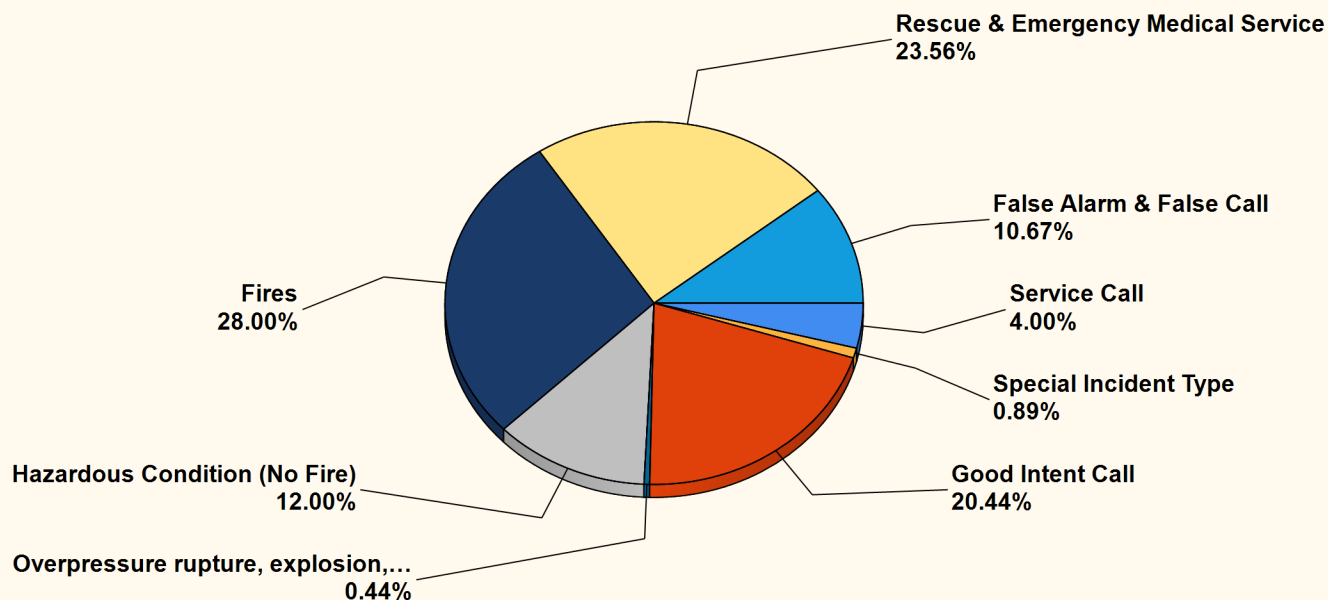
Garden City, KS

This report was generated on 4/25/2017 1:54:03 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2017 | End Date: 03/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	63	28.00%
Overpressure rupture, explosion, overhear - no fire	1	0.44%
Rescue & Emergency Medical Service	53	23.56%
Hazardous Condition (No Fire)	27	12.00%
Service Call	9	4.00%
Good Intent Call	46	20.44%
False Alarm & False Call	24	10.67%
Special Incident Type	2	0.89%
<b>TOTAL</b>	<b>225</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	4	1.78%
111 - Building fire	9	4.00%
113 - Cooking fire, confined to container	2	0.89%
118 - Trash or rubbish fire, contained	3	1.33%
123 - Fire in portable building, fixed location	1	0.44%
130 - Mobile property (vehicle) fire, other	2	0.89%
131 - Passenger vehicle fire	4	1.78%
132 - Road freight or transport vehicle fire	1	0.44%
135 - Aircraft fire	1	0.44%
138 - Off-road vehicle or heavy equipment fire	1	0.44%
140 - Natural vegetation fire, other	1	0.44%
142 - Brush or brush-and-grass mixture fire	3	1.33%
143 - Grass fire	21	9.33%
151 - Outside rubbish, trash or waste fire	2	0.89%
154 - Dumpster or other outside trash receptacle fire	4	1.78%
160 - Special outside fire, other	3	1.33%
171 - Cultivated grain or crop fire	1	0.44%
221 - Overpressure rupture of air or gas pipe/pipeline	1	0.44%
300 - Rescue, EMS incident, other	1	0.44%
311 - Medical assist, assist EMS crew	8	3.56%
320 - Emergency medical service, other	1	0.44%
322 - Motor vehicle accident with injuries	20	8.89%
324 - Motor vehicle accident with no injuries.	22	9.78%
353 - Removal of victim(s) from stalled elevator	1	0.44%
410 - Combustible/flammable gas/liquid condition, other	1	0.44%
411 - Gasoline or other flammable liquid spill	3	1.33%
412 - Gas leak (natural gas or LPG)	6	2.67%
421 - Chemical hazard (no spill or leak)	1	0.44%
424 - Carbon monoxide incident	2	0.89%
440 - Electrical wiring/equipment problem, other	2	0.89%
444 - Power line down	8	3.56%
445 - Arcing, shorted electrical equipment	4	1.78%
510 - Person in distress, other	1	0.44%
542 - Animal rescue	1	0.44%
551 - Assist police or other governmental agency	1	0.44%
561 - Unauthorized burning	6	2.67%
600 - Good intent call, other	19	8.44%
611 - Dispatched & cancelled en route	11	4.89%
622 - No incident found on arrival at dispatch address	7	3.11%
631 - Authorized controlled burning	4	1.78%
650 - Steam, other gas mistaken for smoke, other	2	0.89%
651 - Smoke scare, odor of smoke	2	0.89%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.44%
700 - False alarm or false call, other	11	4.89%
730 - System malfunction, other	1	0.44%
736 - CO detector activation due to malfunction	1	0.44%
743 - Smoke detector activation, no fire - unintentional	8	3.56%
745 - Alarm system activation, no fire - unintentional	2	0.89%
746 - Carbon monoxide detector activation, no CO	1	0.44%
900 - Special type of incident, other	2	0.89%
<b>TOTAL INCIDENTS:</b>	<b>225</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

# Garden City Fire Department

Garden City, KS

This report was generated on 4/25/2017 1:56:14 PM



StartDate: 01/01/2017 | EndDate: 03/31/2017

OCCUPANCY	COUNT
<b>INSPECTION TYPE: CMB &amp; Liquor License</b>	
Fraternal Club	1
Liquor Store	3
Mercantile	5
Restaurant	1
<b>INSPECTION TYPE: Company</b>	
Assembly	9
Auto Repair	2
Auto Sales and Maintenance	20
Bakeries	2
Bank	5
Beauty/Barber Shop	13
Business Office	134
Church/Places of Worship	13
Detention Facility	2
Hazardous Materials Facility	1
Medical, Surgical, Psychiatric	9
Medical/Dental Office	11
Mercantile	68
Moderate Hazard Storage	1
Motel/Hotel	2
Multi-Family Residential	1
Other	3
Pharmacy	1
Restaurant	11
Storage	1
<b>INSPECTION TYPE: Complaint</b>	
Mercantile	1
Restaurant	2
<b>INSPECTION TYPE: Construction</b>	
Mercantile	2

Locked inspections only.



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 1132

Page # 1

OCCUPANCY	COUNT
<b>INSPECTION TYPE: Daycare Centers</b>	
Day Care	1
Preschool	1
<b>INSPECTION TYPE: Fire Protection System Inspection</b>	
Auto Sales and Maintenance	3
Mercantile	3
Multi-Family Residential	2
Other	8
Residential Board & Care	4
<b>INSPECTION TYPE: Inspection</b>	
Business Office	1
Motel/Hotel	2
<b>INSPECTION TYPE: Reinspection</b>	
Assembly	1
Beauty/Barber Shop	1
Business Office	3
Church/Places of Worship	4
Medical, Surgical, Psychiatric	3
Mercantile	4
Restaurant	4
<b>INSPECTION TYPE: Special Hazard</b>	
Restaurant	2
<b>INSPECTION TYPE: Zoning Compliance</b>	
Bar/Nightclub	1
Business Office	8
Medical/Dental Office	2
Mercantile	2
Other	3
Restaurant	1

Locked inspections only.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Service and Finance  
**DATE:** May 2, 2017  
**RE:** Monthly Sales Tax Report - April 2017

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**ISSUE:**

Presentation of the Monthly Sales Tax Report from Service and Finance.

**BACKGROUND:**

Attached is the Service and Finance Monthly Sales Tax Report for April 2017.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
Monthly Sales Tax Report - April 2017	4/24/2017	Backup Material

CITY OF GARDEN CITY, KANSAS  
ANALYSIS OF COUNTY-WIDE SALES TAX RECEIPTS

MONTH RECEIVED	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
JANUARY	99,080	87,049	90,999	89,620	90,890	96,504	112,365	136,559	194,148	172,402	201,675	215,987	207,262	300,664	307,037	317,152
FEBRUARY	119,867	107,746	112,817	106,162	108,918	117,464	120,392	112,708	168,090	206,332	201,136	213,048	244,277	362,832	358,531	364,135
MARCH	89,945	83,994	93,138	83,528	84,800	91,096	111,384	127,434	176,275	176,089	187,616	198,757	200,357	290,207	301,101	282,153
APRIL	86,892	88,516	82,176	88,156	88,367	97,920	97,076	105,529	136,058	140,393	176,191	179,735	202,588	302,975	303,689	302,845
MAY	94,809	97,270	92,019	96,607	100,809	103,484	113,955	102,518	173,875	182,165	217,621	215,823	225,522	329,154	324,679	
JUNE	101,379	98,922	86,040	82,884	99,561	98,793	107,235	110,225	174,577	192,468	197,406	205,745	227,284	313,770	298,761	
JULY	99,915	97,573	91,205	88,888	95,381	109,492	130,863	126,193	163,203	175,188	199,698	238,623	232,796	313,034	330,600	
AUGUST	96,327	91,715	97,295	101,836	104,308	99,317	123,221	103,580	180,595	178,778	209,006	213,331	223,986	317,123	303,152	
SEPTEMBER	88,585	102,820	94,038	87,159	93,570	106,941	133,521	111,381	174,612	178,054	180,008	232,303	304,118	318,362	326,369	
OCTOBER	102,705	97,918	90,696	105,259	101,146	112,166	117,796	108,343	174,202	189,062	203,819	218,503	313,005	301,429	330,331	
NOVEMBER	82,869	78,619	89,706	95,946	94,231	107,500	117,428	111,973	153,378	174,342	208,611	184,384	304,259	308,291	321,505	
DECEMBER	101,296	96,993	94,616	88,792	94,570	109,693	114,846	160,409	161,622	196,711	182,159	236,524	312,690	312,260	310,550	
TOTAL RECEIPTS	<u>1,163,668</u>	<u>1,129,136</u>	<u>1,114,745</u>	<u>1,114,837</u>	<u>1,156,551</u>	<u>1,250,370</u>	<u>1,400,082</u>	<u>1,416,852</u>	<u>2,030,635</u>	<u>2,161,984</u>	<u>2,364,946</u>	<u>2,552,763</u>	<u>2,998,144</u>	<u>3,770,101</u>	<u>3,816,305</u>	<u>1,266,285</u>
PERCENTAGE CHANGE	-2.70%	-2.97%	-1.27%	"FLAT"	3.74%	8.11%	11.97%	1.20%	43.32%	6.47%	9.39%	7.94%	17.45%	25.75%	1.23%	

July 1, 2014 - 1/4 cent expires 10/1/2025  
October 1, 2015 - 1/4 cent expires 9/30/2021

CITY OF GARDEN CITY, KANSAS  
ANALYSIS OF CITY SALES TAX RECEIPTS

MONTH RECEIVED	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
JANUARY	379,780	309,257	357,335	335,673	351,457	351,627	409,255	529,129	415,161	432,278	483,869	508,705	480,712	521,960	543,148	543,924
FEBRUARY	444,123	419,884	434,310	423,853	416,061	444,506	465,707	415,062	416,555	509,745	497,844	514,511	575,307	638,635	629,836	638,147
MARCH	321,705	304,720	346,371	316,320	317,599	338,956	418,336	461,822	432,675	426,585	438,777	468,745	469,435	470,493	502,661	474,000
APRIL	303,909	313,029	317,571	318,835	321,431	358,967	361,119	388,668	328,743	328,309	409,253	411,491	468,167	493,539	514,449	504,284
MAY	340,131	354,013	345,880	351,143	372,027	382,562	426,812	362,989	430,701	442,882	502,577	481,623	528,216	556,737	569,117	
JUNE	336,435	356,920	340,240	319,314	364,552	363,536	398,458	413,934	423,173	471,595	457,884	469,940	526,978	523,569	524,973	
JULY	359,143	329,005	338,923	330,628	350,754	394,947	456,516	469,538	402,144	431,189	453,965	554,262	540,941	540,334	551,396	
AUGUST	342,529	322,875	376,955	371,521	377,510	372,473	456,809	373,995	433,641	420,914	490,394	504,212	526,281	546,571	535,506	
SEPTEMBER	324,385	366,794	362,024	323,475	341,558	388,244	463,398	421,706	415,115	433,117	424,160	529,341	509,837	548,219	534,225	
OCTOBER	368,395	357,624	341,725	369,193	365,725	408,881	446,179	411,421	425,392	450,833	468,586	501,467	516,778	517,874	563,222	
NOVEMBER	296,743	287,373	339,384	337,133	351,892	352,723	435,767	402,883	390,433	412,877	474,976	422,213	496,772	528,692	541,283	
DECEMBER	381,904	364,126	338,971	338,058	356,317	396,872	432,701	461,792	412,973	481,207	424,131	501,046	519,605	539,387	522,361	
TOTAL RECEIPTS	<u>4,199,181</u>	<u>4,085,619</u>	<u>4,239,689</u>	<u>4,135,146</u>	<u>4,286,883</u>	<u>4,554,294</u>	<u>5,171,057</u>	<u>5,112,939</u>	<u>4,926,706</u>	<u>5,241,531</u>	<u>5,526,416</u>	<u>5,867,556</u>	<u>6,159,029</u>	<u>6,426,010</u>	<u>6,532,177</u>	<u>2,160,355</u>
PERCENTAGE CHANGE	-1.53%	-2.70%	3.77%	-2.47%	3.67%	6.24%	13.54%	-1.12%	-3.64%	6.39%	5.44%	6.17%	4.97%	4.33%	1.65%	





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Mike Muirhead, Public Utilities Director  
**DATE:** May 2, 2017  
**RE:** Long-term Power Supply

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### **ISSUE:**

The Governing Body is asked to review and select power supply options.

### **BACKGROUND:**

John Krawjewski of JK Energy Consulting (JK) has presented a revised analysis of power supply proposal starting in 2018. The analysis was provided to the Governing Body on April 4, 2017. However, it contained an error. Both KMEA (KCBPU) and the Sunflower Electric Power Corporation (SEPC) were notified of the error and given the opportunity to submit a best and final proposal. JK's revised and final analysis is attached for your review.

In 2014 the City started receiving its wholesale power from the Kansas Municipal Energy Agency (KMEA) through several different contractual agreements. These agreements included capacity and energy, each differing in price, length of the contract, and source. The City, through KMEA, also installed three SGT-400 gas turbines at the Jameson Energy Center (JEC) to offset capacity requirements with the Southwest Power Pool (SPP). With some of the existing power supply agreements expiring at the end of 2017, and with local load growth, it will be necessary to acquire additional capacity to stay in compliance with the SPP criteria.

To that end, KMEA solicited power supply resource proposals from Dogwood Energy Facility (Dogwood), Kansas City Board of Public Utilities (KCBPU) SEGA Engineering on local generation and projected market pricing for the next 10 years. JK also solicited pricing from the Sunflower Electric Power Corporation (SEPC) and then reviewed all of these proposals as possible cost effective power supply options. JK was also asked to provide the Governing Body a report that would outline these options and to provide future power cost projections.

JK also recommended that the due diligence report, from SEGA Engineering, regarding Dogwood be completed prior to a decision being made as to whether or not to participate in equity ownership in the facility. This report has been completed and is attached for your review and discussion.

Representatives from KMEA, Dogwood, SEPC and City staff will be present to answer questions from the Governing Body.

### **ALTERNATIVES:**

1. Authorize the Mayor to sign the necessary documents to proceed with equity ownership in the

Dogwood Facility, and a capacity only Power Purchase Agreement with the KMEA for the Sunflower Electric Power Corporation offer.

2. Authorize the Mayor to sign the necessary documents to proceed with equity ownership in the Dogwood Facility, and a capacity only Power Purchase Agreement with the KMEA for the KCBPU offer.
3. Authorize the Mayor to sign the necessary documents to proceed with equity ownership in the Dogwood Facility.
4. Reject alternatives 1-3 and direct staff to continue to look for other power supply opportunities.

**RECOMMENDATION:**

Staff recommends the Governing Body select alternatives 1, 2 or 3.

**FISCAL NOTE:**

The fiscal impact of selecting equity ownership in the Dogwood Facility will be approximately \$16,320,000.00 through (20 year) bonds, and approximately \$815,000.00 in cash at the time of closing.

The fiscal impact of the Sunflower offer will be approximately \$9,141,000.00 over a 7 year period.

The fiscal impact of the KCBPU offer will be approximately \$8,265,000.00 over a 7 year period. Attached are 2 total power supply estimates based upon Dogwood / Sunflower and Dogwood / KCBPU coupled with other power supply costs.

Total power supply costs from 2007 through 2017 are also attached.

**ATTACHMENTS:**

Description	Upload Date	Type
Garden City Capacity Analysis - Supplemental Capacity Analysis	4/28/2017	Backup Material
Garden City Capacity 4262017	4/26/2017	Backup Material
SEGA Dogwood Review	4/26/2017	Backup Material
GC total Dogwood and KCBPU	4/26/2017	Backup Material
GC total Dogwood and Sunflower	4/26/2017	Backup Material
Delivered annual GC costs	4/26/2017	Backup Material

April 24, 2017

Mike Muirhead  
City of Garden City  
PO Box 998  
Garden City, KS 67846

RE: Supplemental Analysis – Best and Final Capacity Purchase Proposals

Dear Mike:

JK Energy Consulting, LLC (JKEC) is pleased to submit this letter report to the City of Garden City (City) summarizing the supplement analysis of capacity purchase options for 2019 through 2025. This is based on a 5 MW purchase in 2019 and 2020, increasing to 30 MW in 2021 through 2025. This analysis was necessary because Sunflower and BPU were each given an opportunity to submit a best and final proposal. The initial proposals were relatively close in cost.

## ***Economic Assessment***

### **Economic Parameters**

The economic parameters used for this proposal were similar to the parameters used in the March 29, 2017 letter report. These parameters were as follows:

1. The discount rate for calculating the net present value (NPV) of power supply costs was 3.5%.
2. The evaluation was based on 5 MW of capacity in 2019 and 2020, increasing to 30 MW in 2021 through 2025.
3. The analysis only considered the equivalent cost of capacity without delivered energy.
4. Additional transmission costs beyond the cost of network integration transmission service were not included. It is possible there would be directly assigned upgrade costs associated with network deliveries; however, the City would likely have at least \$5.4 million in costs funded by SPP under current SPP "Safe Harbor Cost Limit" rules.
5. BPU chose to submit a revised proposal while Sunflower chose not to amend their original proposal. The revised proposal from BPU was compared to the original Sunflower proposal.

6. An error in 2019 and 2020 in Table 4d from the original letter report was corrected. The original Table 4d was based on 30 MW in these two years instead of 5 MW as was intended. This correction affected both suppliers.

## Economic Comparison of Alternatives

Table 1 summarizes the economic analysis of the BPU and Sunflower capacity options. It appears BPU is lower cost than the Sunflower proposal on a NPV basis during this time period. Each resource would provide accredited capacity for meeting the City's requirements under SPP resource adequacy rules. Each would likely have limited effect on constrained interfaces and would likely be deliverable across the SPP transmission system to the City's distribution system. Based on the NPV of the two proposals, BPU was lower cost than Sunflower by approximately \$726,000.

**Table 1**  
**Garden City, Kansas**  
**Comparison of Net Present Value**  
**Capacity Options: 2019-2025 (1)**  
**Final Evaluation**  
**(\$000)**

<b>Option</b>	<b>NPV (2) Cost</b>
BPU	3,952
Sunflower Option 2	4,688

Note:

- (1) 5 MW purchase in 2019-2020, increasing to 30 MW in 2021-2025.
- (2) In 2018 dollars, based on 3.5% discount rate.

## Conclusions

Based on the information provided and the analysis completed, the following was concluded:

1. BPU's revised proposal was lower cost than the original Sunflower proposal for Garden City's capacity needs of 5 MW in 2019 and 2020, increasing to 30 MW in 2021 through 2025.
2. The BPU revised proposal cost was approximately \$726,000 less than the Sunflower proposal, based on the NPV in 2018 dollars.

Mike Muirhead

April 24, 2017

Page 3

JKEC appreciates the opportunity to provide this analysis for the City. If you have any questions, please feel free to contact me.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "J.A. Krajewski", is positioned above the printed name.

John A. Krajewski, P.E.  
JK Energy Consulting, LLC

JAK/kam

April 26, 2017

Mike Muirhead  
City of Garden City  
PO Box 998  
Garden City, KS 67846

RE: Review of Capacity Alternatives – Final Report

Dear Mike:

JK Energy Consulting, LLC (JKEC) is pleased to submit this letter report to the City of Garden City (City) summarizing the analysis of various capacity resource alternatives that would supply the peak demand requirements for the electric system. This letter summarizes the results of the economic analysis and identifies several non-economic factors that may affect the City's decision on future capacity resources.

### ***Background***

The City owns and operates its electric system, serving approximately 11,600 electric customers located within the corporate limits. The City serves a mix of residential, commercial and industrial customers typical of a large municipal utility. In recent years, load growth has exceeded that for the immediate region, with additional new commercial and industrial customers. In 2017, the City's projected peak demand is expected to increase to approximately 77 MW, approximately 11 MW higher than the peak set in 2015.

The City currently purchases its total power supply requirements from a portfolio of resources managed by the Kansas Municipal Energy Agency (KMEA). Resources include local generation owned by KMEA sold under a life-of-unit agreement, capacity purchases with energy, long-term energy purchases without capacity, and market energy purchase. Transmission service is supplied by Sunflower Electric Power Cooperative (Sunflower) via the Southwest Power Pool (SPP) Open Access Transmission Tariff (OATT). Local access service over sub-transmission facilities (less than 100 kV) is provided by Wheatland Electric Cooperative, Inc. (Wheatland) through a transmission tariff filed and approved by the Kansas Corporation Commission (KCC).

Power supply costs have decreased significantly since 2013, when the City was still purchasing its resource needs from Wheatland. In 2014, it was estimated the City saved more than \$4 million by switching power suppliers from Wheatland to KMEA. Further decreases in power supply costs are expected in 2016 and in the future because of rate reductions for transmission and local access fees paid to Sunflower and Wheatland.

Projected load growth and the expiration of two short-term capacity purchases will cause a capacity deficit in 2018 and beyond. Unless additional capacity is secured, the City would be out of compliance with SPP Criteria that requires a minimum reserve margin of 12% above the projected load. Failure to comply with the SPP minimum reserve margin could result in the assessment of a penalty equal to the capacity deficit multiplied by a capacity charge based on the imputed cost of new capacity, multiplied by a penalty factor.

KMEA and the City have identified several options to secure additional capacity to meet future needs. These options include short-term market purchases, construction of additional local generation, and purchase of ownership in a large multi-owner generating plant. The purpose of this letter report is to summarize the analysis of capacity needs, including an economic assessment of the various alternatives, and a discussion of non-economic factors.

## **Existing System**

### **Peak Demand Requirements**

The system peak demand represents the maximum hourly energy usage over the course of a calendar year. The City typically establishes its peak demand during the summer season when residential air conditioning usage is at its highest.

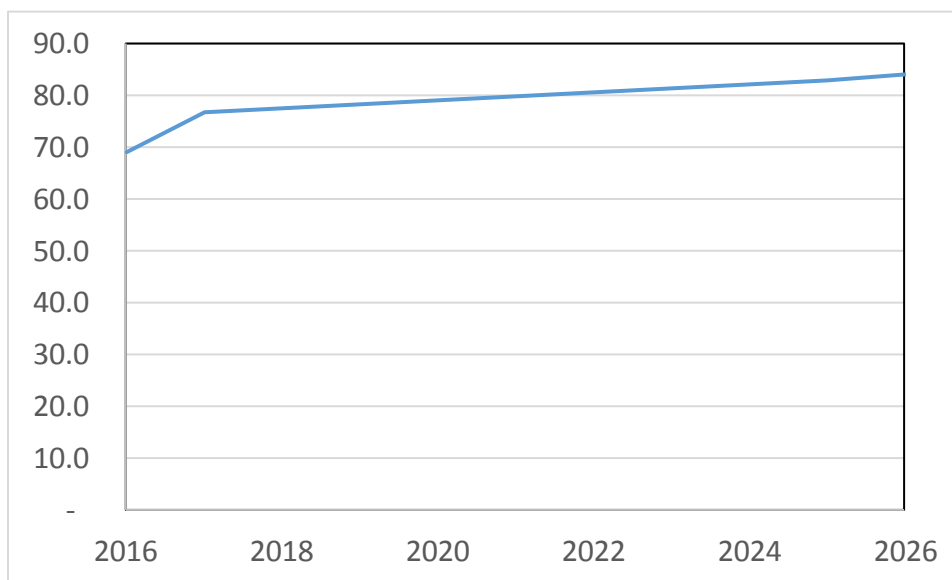
Table 1 (see page 3) shows the actual peak demand for 2016 with projected peak demand for 2017 through 2026. This data is shown graphically in Figure 1 (see page 3). The peak demand projection was prepared by KMEA with input from Garden City. The peak demand in 2016 was approximately 69.1 MW. In 2017, the projected peak demand is 76.8 MW, an increase of approximately 11%. The increase from 2016 to 2017 is primarily driven by a new large industrial customer. Growth in 2018 through 2026 is driven by typical load growth patterns associated with new customers and increased usage by existing customers. The data in Table 1 and Figure 1 does not include the SPP reserve margin.

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**Table 1**  
**Projected Peak Demand**  
**City of Garden City, Kansas**  
**2016 - 2026**

Year	Peak Demand (MW)	Increase (%)
2016	69.1	
2017	76.8	11.1%
2018	77.6	1.0%
2019	78.3	0.9%
2020	79.1	1.0%
2021	79.9	1.0%
2022	80.7	1.0%
2023	81.5	1.0%
2024	82.3	1.0%
2025	83.1	0.9%
2026	84.0	1.1%

**Figure 1**  
**Projected Peak Demand (excluding SPP Reserves)**  
**2016 through 2026**  
**(MW)**





## **Existing Capacity Resources**

The City has approximately 85 MW of capacity secured through 2017. Between 2018 and 2021, all of the existing capacity purchase agreements expire except for the Western Area Power Administration purchase. This summary does not include the energy purchase from Heartland Consumers Power District, which provides a capacity option in future years that has not been executed.

## **Firm Capacity Purchases**

Western Area Power Administration (WAPA). The City purchases 2.3 MW of firm capacity (including reserves) and associated energy under a long-term agreement that expires in 2054.

Grand River Dam Authority (GRDA). This resource is a 3.1 MW purchase of firm capacity (including reserves) and associated energy originally purchased by a number of KMEA members from GRDA. Those members had excess capacity and energy and resold a portion of their purchases to the City. This purchase expires December 31, 2018.

## **System Capacity Purchases**

Kansas City Power & Light (KCPL). This resource is a 37 MW capacity purchase (without reserves) from accredited capacity associated with Spearville wind farm. This purchase is divided into a 10 MW capacity and energy purchase and a 27 MW capacity-only purchase. The capacity-only purchase does not include associated energy. The 10 MW capacity and energy purchase is effective through December 31, 2018. The 27 MW capacity-only purchase is effective through December 31, 2020.

Associated Electric Cooperative, Inc. (AECI). This resource is a 15 MW capacity-only purchase (without reserves) from accredited capacity associated with the Flatridge 2 wind farm. This purchase is for capacity only and does not include associated energy. This capacity purchase is effective through December 31, 2017.

## **Owned Generation**

Jameson Energy Center (JEC). This resource consists of three simple-cycle combustion turbines located in the southeast portion of the City's electric service territory. JEC was placed into commercial service prior to the summer of 2014 and supplies peaking capacity and local emergency backup during transmission outages. Total capacity at JEC is approximately 27 MW based on operating conditions during summer peak periods. The City has a life-of-unit contract with KMEA for the output from this project with ownership-like rights and obligations.

## Comparison of Peak Demand and Capacity Resources

Table 2 summarizes the comparison of peak demand and capacity resources for 2016 through 2026, based on the projected peak demand shown in Table 1 and committed capacity resources. The comparison is based on SPP Criteria, which required a 13.6% margin in 2016. The SPP reserve margin decreases to 12% in 2017.

**Table 2**  
**Projected Capacity Requirements and Resources**  
**City of Garden City, Kansas**  
(MW)

Description	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Peak Demand</b>	69.1	76.8	77.6	78.3	79.1	79.9	80.7	81.5	82.3	83.1	84.0
<b>Transmission Losses (1)</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Total System Demand + Losses</b>	69.1	76.8	77.6	78.3	79.1	79.9	80.7	81.5	82.3	83.1	84.0
<b>Capacity Sales Reserves (2)</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total Capacity Requirements</b>	77.8	85.4	86.3	87.4	88.3	89.2	90.1	91.0	91.9	92.8	93.8
<b>Firm Purchases</b>											
GRDA	3.1	3.1	3.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
WAPA LAP	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3
<b>Total Firm Purchases</b>	5.4	5.4	5.4	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3
<b>Generation Resources</b>											
Jameson Unit #1	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2
Jameson Unit #2	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0
Jameson Unit #3	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0
<b>Total Generation</b>	27.2	27.2	27.2	27.2	27.2	27.2	27.2	27.2	27.2	27.2	27.2
<b>Capacity Purchases</b>											
KCPL Spearville	37.0	37.0	37.0	27.0	27.0	0.0	0.0	0.0	0.0	0.0	0.0
AECI Flatridge 2	15.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total Capacity</b>	52.0	52.0	37.0	27.0	27.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total Capacity Resources</b>	84.6	84.6	69.6	56.5	56.5	29.5	29.5	29.5	29.5	29.5	29.5
<b>Capacity Surplus / (Deficit)</b>	7.0	(1.0)	(17.0)	(31.0)	(32.0)	(60.0)	(61.0)	(62.0)	(62.0)	(63.0)	(64.0)

Notes

- (1) Transmission losses are included in peak demand.
- (2) For 2016, reserve margin is 13.6% of peak demand excluding load served by firm power resources. In 2017 through 2026, the reserve margin decreases to 12%.

Sufficient capacity resources were secured in 2016 to provide for peak demand requirements and SPP-required reserve margins. In 2017, there would be a deficit of 1 MW, which is relatively small and could be addressed through a short-term, summer-only purchase in 2017. In 2018, the capacity deficit increases to 17 MW as a result of the expiration of the AECI Flatridge 2 purchase. In 2019, the capacity deficit increases to 31 MW as a result of the expiration of the 3.1 MW GRDA purchase and 10 MW capacity and energy purchase from KCPL. By 2026, the capacity deficit increases to 64 MW as load increases and the 27 MW KCPL purchase expires in 2021.

A long-term capacity purchase of at least 30 MW by 2019 would address most of the City's capacity deficit through 2020. Additional short-term, summer season purchases of less than 5 MW would be needed in 2019 and 2020. In 2021, the City will need additional

long-term purchases or owned generation resources to address the capacity deficit resulting from the expiration of the KCPL agreement.

Figure 2 shows existing capacity resources for summer 2019. There is a projected shortfall of 30.9 MW, primarily resulting from the expiration of capacity-only purchases at the end of 2018. Garden City will have 27 MW of market-priced capacity purchased in summer 2019; however, this contract expires at the end of calendar year 2020.

**Figure 2**  
**Existing Capacity Resources**  
**Summer 2019**

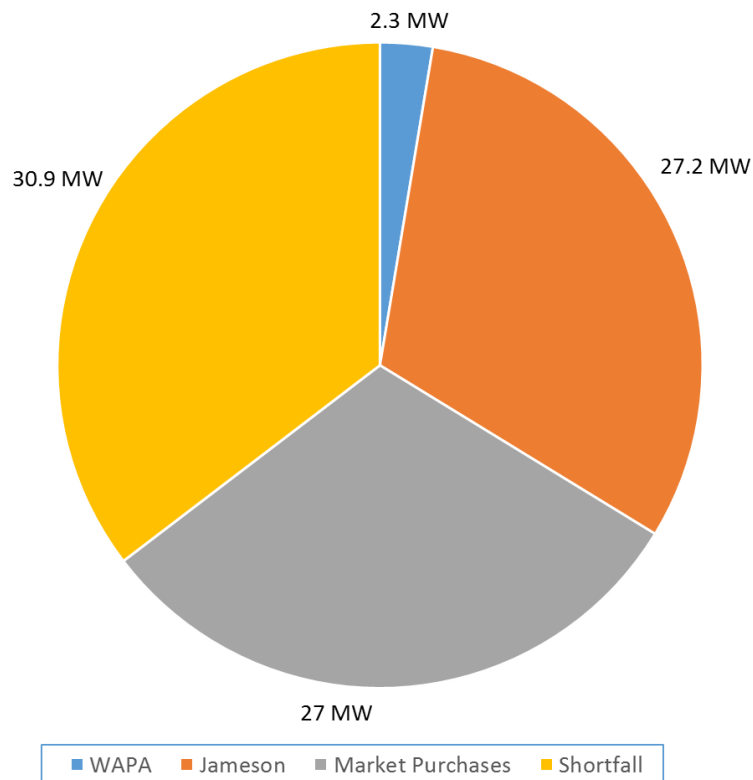


Table 3a (see page 7) shows the comparison of capacity requirements and resources with a 30 MW capacity purchase beginning in 2018. This purchase would leave a 30 MW capacity deficit to address through short-term purchases. It is also possible that the new industrial load will be less than expected or load growth rates will be lower than expected. In either case, the capacity deficit may vary from this projection.

**Table 3a**  
**Projected Capacity Requirements and Resources**  
**With 30 MW Generation Capacity and Short-Term Purchases**  
**City of Garden City, Kansas**  
(MW)

Description	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Peak Demand</b>	69.1	76.8	77.6	78.3	79.1	79.9	80.7	81.5	82.3	83.1	84.0
<b>Transmission Losses (1)</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Total System Demand + Losses</b>	69.1	76.8	77.6	78.3	79.1	79.9	80.7	81.5	82.3	83.1	84.0
<b>Capacity Sales</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Reserves (2)</b>	8.7	8.6	8.7	9.1	9.2	9.3	9.4	9.5	9.6	9.7	9.8
<b>Total Capacity Requirements</b>	77.8	85.4	86.3	87.4	88.3	89.2	90.1	91.0	91.9	92.8	93.8
<b>Firm Purchases</b>											
GRDA	3.1	3.1	3.1	-	-	-	-	-	-	-	-
WAPA LAP	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3
<b>Total Firm Purchases</b>	5.4	5.4	5.4	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3
<b>Generation Resources</b>											
Jameson Unit #1	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2
Jameson Unit #2	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0
Jameson Unit #3	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0
New Capacity Resource	-	-	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0
<b>Total Generation</b>	27.2	27.2	57.2	57.2	57.2	57.2	57.2	57.2	57.2	57.2	57.2
<b>Capacity Purchases</b>											
KCPL Spearville	37.0	37.0	37.0	27.0	27.0	-	-	-	-	-	-
AECI Flatridge 2	15.0	15.0	-	-	-	-	-	-	-	-	-
Short-Term	-	5.0	-	5.0	5.0	35.0	35.0	35.0	35.0	35.0	35.0
<b>Total Capacity</b>	52.0	57.0	37.0	32.0	32.0	35.0	35.0	35.0	35.0	35.0	35.0
<b>Total Capacity Resources</b>	84.6	89.6	99.6	91.5	91.5	94.5	94.5	94.5	94.5	94.5	94.5
<b>Capacity Surplus / (Deficit)</b>	6.8	4.2	13.3	4.1	3.2	5.3	4.4	3.5	2.6	1.7	0.7

Notes

- (1) Transmission losses are included in peak demand.
- (2) For 2016, reserve margin is 13.6% of peak demand excluding load served by firm power resources. In 2017 and thereafter, reserve margin is 12.0%.

Table 3b (see page 8) shows the projected surplus with 48 MW of additional capacity. In 2018, 30 MW of capacity would be added, followed by 18 MW that would be available in 2020 if the local generation option is pursued. This scenario would still require the purchase of 5 MW of short-term capacity in 2019, 15 MW in 2021 and 2022, and 20 MW in 2023 through 2026.

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**Table 3b**  
**Projected Capacity Requirements and Resources**  
**With 48 MW Generation Capacity and Short-Term Purchases**  
**City of Garden City, Kansas**  
(MW)

Description	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Peak Demand</b>	69.1	76.8	77.6	78.3	79.1	79.9	80.7	81.5	82.3	83.1	84.0
<b>Transmission Losses (1)</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Total System Demand + Losses</b>	69.1	76.8	77.6	78.3	79.1	79.9	80.7	81.5	82.3	83.1	84.0
<b>Capacity Sales</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Reserves (2)</b>	8.7	8.6	8.7	9.1	9.2	9.3	9.4	9.5	9.6	9.7	9.8
<b>Total Capacity Requirements</b>	77.8	85.4	86.3	87.4	88.3	89.2	90.1	91.0	91.9	92.8	93.8
<b>Firm Purchases</b>											
GRDA	3.1	3.1	3.1	-	-	-	-	-	-	-	-
WAPA LAP	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3
<b>Total Firm Purchases</b>	5.4	5.4	5.4	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3
<b>Generation Resources</b>											
Jameson Unit #1	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2	9.2
Jameson Unit #2	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0
Jameson Unit #3	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0
New Capacity Resources (3)	-	-	30.0	30.0	48.0	48.0	48.0	48.0	48.0	48.0	48.0
<b>Total Generation</b>	27.2	27.2	57.2	57.2	75.2	75.2	75.2	75.2	75.2	75.2	75.2
<b>Capacity Purchases</b>											
KCPL Spearville	37.0	37.0	37.0	27.0	27.0	-	-	-	-	-	-
AECI Flatridge 2	15.0	15.0	-	-	-	-	-	-	-	-	-
Short-Term	-	5.0	-	5.0	-	15.0	15.0	20.0	20.0	20.0	20.0
<b>Total Capacity</b>	52.0	57.0	37.0	32.0	27.0	15.0	15.0	20.0	20.0	20.0	20.0
<b>Total Capacity Resources</b>	84.6	89.6	99.6	91.5	104.5	92.5	92.5	97.5	97.5	97.5	97.5
<b>Capacity Surplus / (Deficit)</b>	6.8	4.2	13.3	4.1	16.2	3.3	2.4	6.5	5.6	4.7	3.7

Notes

- (1) Transmission losses are included in peak demand.
- (2) For 2016, reserve margin is 13.6% of peak demand excluding load served by firm power resources. In 2017 and thereafter, reserve margin is 12.0%.
- (3) Based on schedule for Dogwood transaction closing and construction schedule for 18 MW of local generation.

## Identification of Capacity Options

Several capacity options were identified that would meet the capacity need identified in Table 2. These options were identified in consultation with KMEA and the City. The options included the following:

- **Market Purchases.** This option involves continuing to purchase capacity from third party, market-priced resources. This strategy has been used to purchase more than 50 MW of capacity in 2016 and 2017. Prices would be dependent on market conditions.
- **Construct Local Generation.** This option consists of multiple reciprocating diesel or natural gas-fired generating units. This type of technology is commonly used for peaking generation throughout the Midwest. Based on information provided by Sega, Inc., 18 MW of additional local generation could be available for calendar year 2020.

- Capacity Purchase from Sunflower. This option would consist of a capacity-only purchase from Sunflower for a period of five years (Option 1) or 10 years (Option 2), beginning in 2019. After initial analysis by JKEC, the Sunflower proposal was revised to include a purchase of 5 MW in 2019 and 2020, increasing to 30 MW in 2021 through 2025. Sunflower was given the opportunity to submit a best and final proposal, and they chose not to amend their original proposal.
- Capacity Purchase from BPU. This proposal was received after the issuance of the original final report. BPU offered 5 MW of capacity in 2019 and 2020, increasing to 30 MW in 2021 through 2028. The capacity would be delivered from the Cimarron Bend wind farm. BPU was given the opportunity to submit a best and final proposal, and they chose to submit a revised proposal.
- Dogwood Energy Facility (Dogwood). This option involves an ownership share of a 650 MW combined cycle generating plant located near Kansas City, Missouri. A combined cycle generating facility uses a combustion turbine (similar to a jet engine) to produce electricity with a heat-recovery steam generator and steam turbine that relies on the heat from the combustion turbine exhaust to generate additional energy.

Dogwood is jointly-owned by four municipal utilities and Kelson Energy, an independent power producer who originally purchased the plant from a third party. Kelson has offered to sell a portion of its ownership share at a fixed price. The City's cost responsibility would be for its ownership percentage of fixed operating and maintenance (O&M) costs, capital expenditures, fuel, and variable O&M costs. The City would be entitled to its ownership percentage of revenues from energy and ancillary service sales into the SPP Integrated Marketplace.

## **Economic Assessment**

### **Economic Parameters**

A number of parameters were used to develop the economic assessment. These parameters included the following:

1. An evaluation period of 20 years was used, which included the years 2018 through 2037. Further analysis of the Sunflower capacity purchase was completed for five and 10-year periods, beginning in 2019.
2. The discount rate for calculating the net present value of power supply costs was 3.5%.
3. For options that involved issuing debt, a financing term of 30 years with an interest rate of 3.5% based on current market conditions.
4. The comparison of all options was based on 30 MW in 2018 through 2037.
5. An additional analysis of residual capacity needs after the initial 30 MW need, consisting of 5 MW in 2019 and 2020, increasing to 30 MW in 2021 through 2025, was completed for the Sunflower and BPU proposals.

6. For the local generation option, the projected installed cost of capacity was \$1,162 per installed kW of capacity. This included debt issuance costs and interest during construction. This cost was based on cost projections provided by Sega, Inc. and was based on a project size of 18 MW.
7. For Dogwood, capital costs, O&M costs, projected capital improvements and advance funding of Payment in Lieu of Tax obligations were based on a confidential proposal dated July 29, 2016.
8. The JEC was included for reference purposes, based on actual debt service costs and an estimate of fixed O&M costs.
9. SPP market capacity purchase prices were based on current market conditions through 2020. Escalation rates for the Expected case were 3% annually in 2021 and beyond. The SPP High case was based on escalation rates that would increase the capacity price to a level of 50% above the Expected case by 2025.
10. For the Dogwood Expected case, SPP Integrated Marketplace energy and ancillary service net margins were included based on recent operating history.
11. In the Dogwood High case, it was assumed that there would be no net margins for energy and ancillary service sales in the Integrated Marketplace.
12. The analysis only considered the equivalent cost of capacity without delivered energy. With the exception of net margins for the Dogwood Expected case, energy-related revenues were not considered.
13. Additional transmission costs beyond the cost of network integration transmission service were not included. It is possible there would be directly assigned upgrade costs associated with network deliveries; however, the City would likely have at least \$5.4 million in costs funded by SPP under current SPP "Safe Harbor Cost Limit" rules.

## **Economic Comparison of Alternatives**

Figure 3 (see page 11) shows a graphical comparison of capacity costs, expressed in \$/kW-month units, for the study period of 2018 through 2037. In general, it appears that purchasing capacity from Sunflower, BPU or market-priced resources is the lowest cost alternative through 2027 under the "Low" cost scenario. In 2027 and beyond, the Dogwood Expected price scenario is less expensive than either the market-priced capacity or Sunflower purchases.

Over the long term, capacity prices that are less than the cost of developing new resources are not sustainable. In general, market prices for capacity will move in a range that approximates the cost of construction for new capacity. During periods of surplus capacity, prices will be less than the cost of construction. During periods when capacity margins are closer to SPP-mandated minimums, it is likely the cost of capacity will equal or exceed the cost of new generation.

The current cost of JEC is included for reference purposes on Figure 3. At the time the City chose to pursue JEC, there were limited options that could be completed in time to serve the City's summer needs after the Wheatland contract was terminated. The cost of JEC is lower than the cost would have been if the City continued purchasing capacity and

energy from Wheatland; however, current options are lower cost because the City is not limited to resources that can be installed quickly.

**Figure 3**  
**Estimated Capacity Price for Various Resources**  
**City of Garden City, KS**  
**(\$/kW-month)**

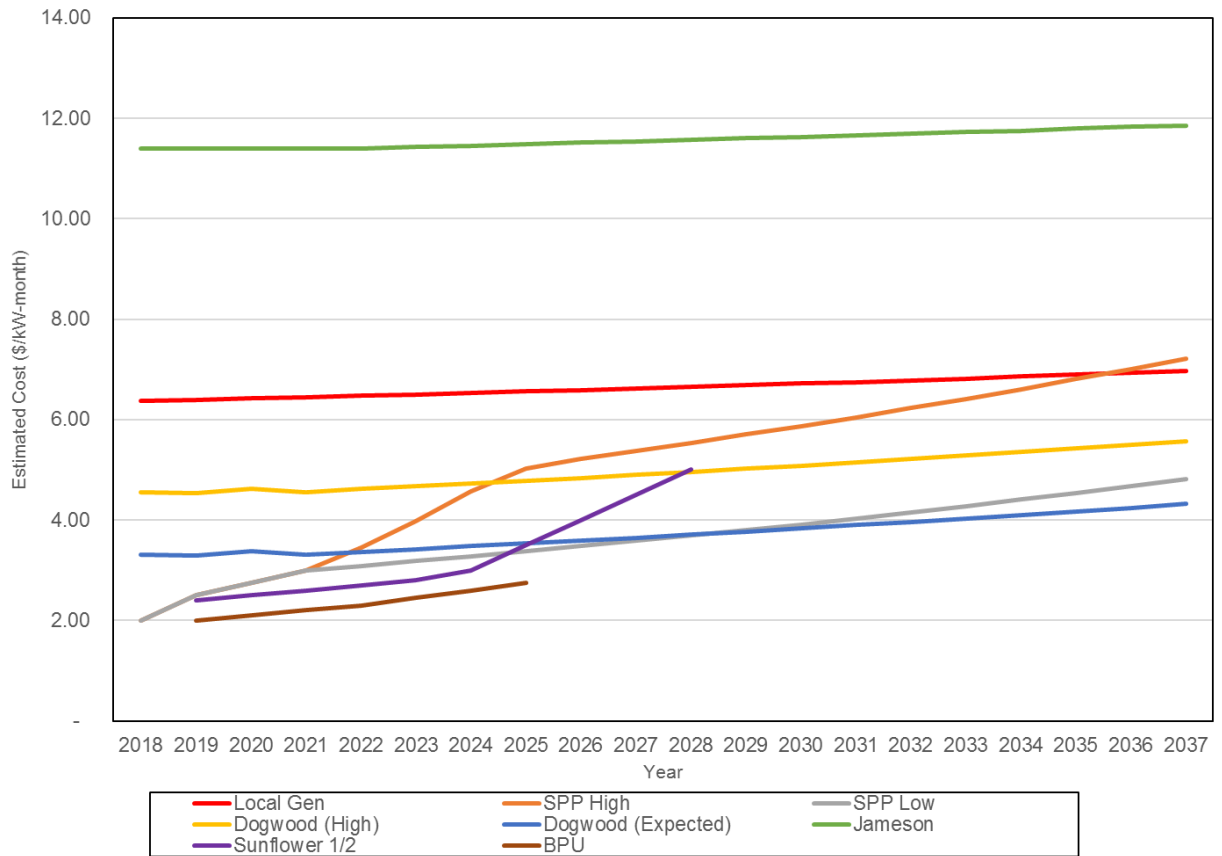


Table 4a (see page 12) shows the net present value of capacity costs for each of the evaluated options for a 20-year study period. The Dogwood Expected case is less expensive than developing Local Generation and purchasing SPP Market Purchases in the High price scenario. Pursuing Local Peaking generation would cost approximately \$15.7 million more than the Dogwood Expected case, or approximately \$9.0 million more than Dogwood High case. The Sunflower purchase was not included in Table 4a since it was not available over the entire study period.



**Table 4a**  
**Garden City, Kansas**  
**Comparison of Net Present Value: 2018-2037**  
**Capacity Options**  
**(\$000)**

Option	NPV (1) Cost	Cost / (Savings) from Dogwood Base	
		(\$000)	(%)
Dogwood (Expected)	\$ 19,355	-	-
Dogwood (High)	25,975	6,619	34.2%
SPP Low	18,449	(907)	-4.7%
SPP High	25,196	5,840	30.2%
Local Peaking	35,015	15,660	80.9%

Note:

(1) Net present value of costs in 2018 dollars based on 3.5% discount rate.

Table 4b (see page 13) shows a comparison for a five-year study period, consisting of 2019 through 2023. This analysis includes Option 1 from Sunflower, which is a capacity-only sale. The cost of capacity from BPU or Sunflower is lower cost than the other capacity options studied for this period. Constructing additional local generation would cost approximately \$6.2 million more than purchasing capacity from Sunflower over this timeframe.

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**Table 4b**  
**Garden City, Kansas**  
**Comparison of Net Present Value: 2019-2023**  
**Capacity Options**  
**(\$000)**

Option	NPV (1) Cost	Cost / (Savings) from Dogwood Base	
		(\$000)	(%)
Dogwood (Expected)	\$ 5,448	-	-
Dogwood (High)	7,480	2,032	37.3%
SPP Low	4,702	(746)	-13.7%
SPP High	5,053	(395)	-7.3%
BPU	3,580	(1,868)	-34.3%
Sunflower Option 1 (2)	4,215	(1,233)	-22.6%
Local Peaking (2)	10,478	5,030	92.3%

Note:

- (1) Net present value of costs in 2018 dollars based on 3.5% discount rate.
- (2) Based on 30 MW capacity purchase / project size for comparison purposes.

Table 4c (see page 14) shows a comparison for a 10-year study period, consisting of 2019 through 2028. This analysis includes Option 2 from Sunflower, which is a capacity-only sale. The cost of capacity from Sunflower is lower cost than the other capacity options studied for this period. Constructing additional local generation would cost approximately \$9.9 million more than purchasing capacity from Sunflower on a net present value over this timeframe.

The SPP Market Purchases in a low market price environment would be lower cost than the Dogwood Expected case and Local Generation. Dogwood is expected to have a more stable cost structure and would not be subject to market fluctuations as SPP Market Purchases would experience. A significant increase in market prices could reverse any near-term savings from relying on market purchases. Dogwood would also provide a more-effective energy cost hedge than capacity-only purchases from the SPP market or from Sunflower.

**Table 4c**  
**Garden City, Kansas**  
**Comparison of Net Present Value: 2019-2028**  
**Capacity Options**  
**(\$000)**

Option	NPV (1) Cost	Cost / (Savings) from Dogwood Base	
		(\$000)	(%)
Dogwood (Expected)	\$ 10,358	-	-
Dogwood (High)	14,101	3,742	36.1%
SPP Low	9,456	(902)	-8.7%
SPP High	12,067	1,709	16.5%
Sunflower Option 2 (2)	9,642	(716)	-6.9%
Local Peaking (2)	19,493	9,135	88.2%

Note:

- (1) Net present value of costs in 2018 dollars based on 3.5% discount rate.
- (2) Based on 30 MW capacity purchase / project size for comparison purposes.

Table 4d (see page 15) shows a comparison of the two lowest cost proposals for the period 2019-2025. The evaluation is based on 5 MW of capacity in 2019 and 2020, increasing to 30 MW in 2021 through 2025, which is the projected capacity deficit if 30 MW of Dogwood is purchased. The end date of 2025 was based on feedback from City staff indicating a desire to limit the term of purchases from third parties. This analysis is based on the final proposals from Sunflower and BPU.

It appears BPU is lower cost than the Sunflower proposal on a net present value basis during this time period. Each resource would provide accredited capacity for meeting the City's requirements under SPP resource adequacy rules. Each resource would likely have limited effect on constrained interfaces and would likely be deliverable across the SPP transmission system to the City's distribution system. Based on the NPV of the two proposals, BPU's final proposal was lower cost than Sunflower by approximately \$726,000.

**Table 4d**  
**Garden City, Kansas**  
**Comparison of Net Present Value**  
**Capacity Options: 2019-2025 (1)**  
**Final Evaluation**  
**(\$000)**

<b>Option</b>	<b>NPV (2) Cost</b>
BPU	3,952
Sunflower Option 2	4,688

Note:

- (1) 5 MW purchase in 2019-2020, increasing to 30 MW in 2021-2025.
- (2) In 2018 dollars, based on 3.5% discount rate.

Table 5 (see page 16) provides an annual comparison between Sunflower Option 2 and Local Generation, based on a local generation project of 18 MW. Sunflower Option 2 is less expensive throughout the study period, though the savings decreases from \$1 million in 2019 to approximately \$530,000 by 2028. The local generation option does not include potential energy and ancillary service revenues from the SPP Integrated Marketplace.

Based on the economic analysis shown in Table 5, it is not economically feasible to construct local generation when compared to other capacity options. Local generation may be feasible under certain circumstances. If a local customer was willing to provide a contribution in aid of construction to help ensure more reliable service, it may be feasible to pursue local generation.

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**Table 5**  
**Garden City, Kansas**  
**Comparison of Net Present Value: 2019-2028**  
**Sunflower vs Local Generation: 18 MW**  
**(\$000)**

Year	Sunflower Option 2	Local Generation	Cost / (Savings) from Sunflower Option 2	
			(\$000)	(%)
2019	\$ 518,400	\$ 1,520,005	\$ 1,001,605	193.2%
2020	540,000	1,529,005	989,005	183.1%
2021	561,600	1,538,230	976,630	173.9%
2022	583,200	1,547,685	964,485	165.4%
2023	604,800	1,557,377	952,577	157.5%
2024	648,000	1,567,312	919,312	141.9%
2025	756,000	1,577,494	821,494	108.7%
2026	864,000	1,587,932	723,932	83.8%
2027	972,000	1,598,630	626,630	64.5%
2028	1,080,000	1,609,595	529,595	49.0%

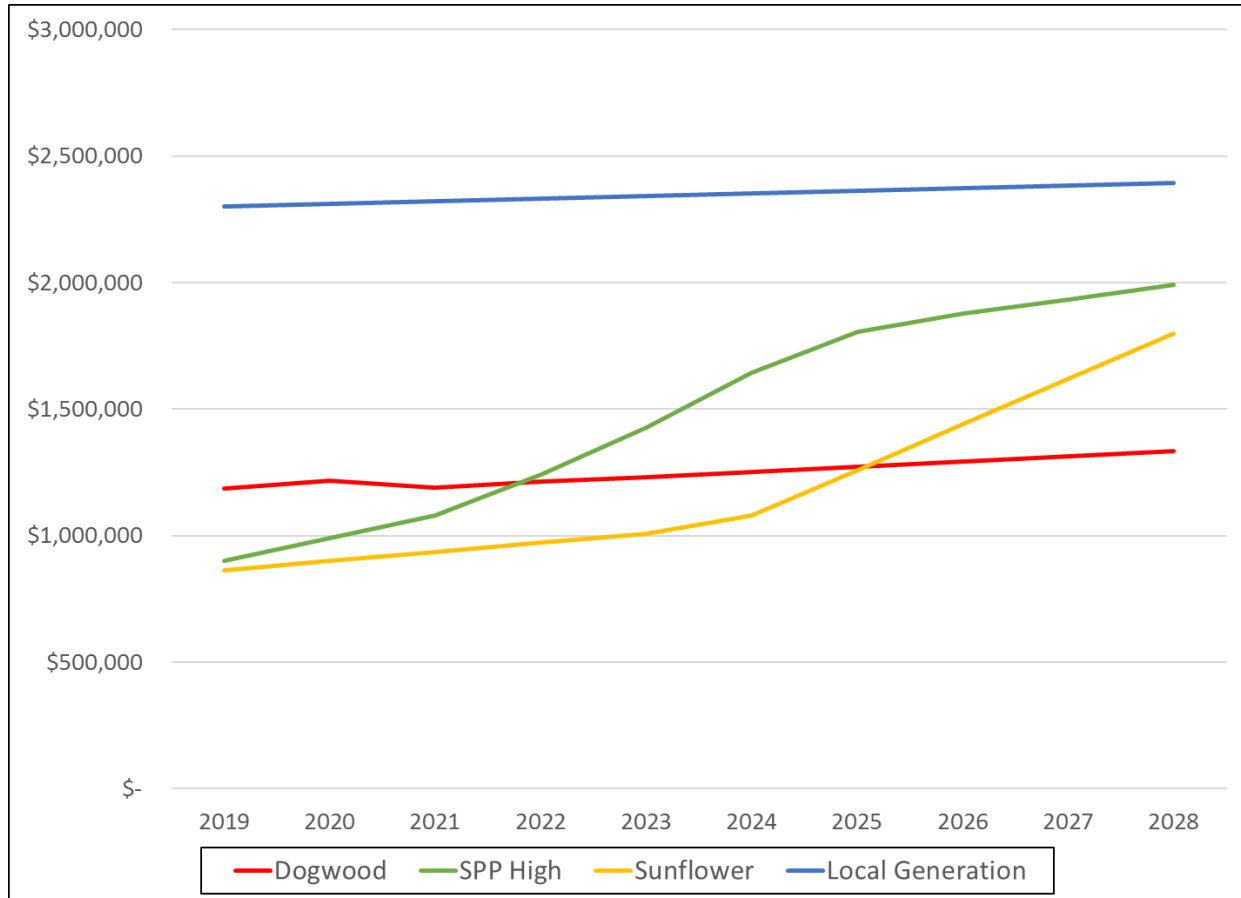
Note:

(1) Net present value of costs in 2018 dollars based on 3.5% discount rate.

Figure 4 (see page 17) shows an estimate of the annual costs for Dogwood (Expected), Sunflower, SPP High and Local Generation. The costs for Dogwood are expected to remain stable relative to SPP High and are lower than constructing local generation. By 2028, the costs for Dogwood are comparable to the cost of Sunflower. Dogwood is estimated to cost approximately \$320,000 more than Sunflower in 2019; however, by 2028 Dogwood is estimated to cost approximately \$465,000 less than Sunflower's 10-year proposal.

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**Figure 4**  
**Annual Capacity Costs**  
**2019 through 2028**



### Value of Lost Load / Local Backup Generation Analysis

One benefit of constructing local generation that is not included in the economic analysis shown in Table 6 (see page 18) is the local reliability benefit that would be provided from local generation. The proposed site for the additional generation is adjacent to the City's largest industrial load center. There are 34.5 kV connections to other substations that would enable generation to serve other City loads if a transmission outage occurs.

An analysis of the "Value of Lost Load" was conducted to determine a breakeven operation period based on avoided interruptions of retail load. There is a cost to retail customers, particularly commercial and industrial customers, if electric service is interrupted. Costs may include loss of production, loss of retail sales, and product spoilage. For this analysis, the unserved energy cost was based on a 2013 report prepared for the Electric Reliability Council of Texas (ERCOT) by London Economics International, LLC. The unserved energy cost calculation in the report is used by ERCOT for reliability studies. The calculated unserved energy cost for commercial/industrial

customers was \$5,679/MWh in 2011. Applying 2% annual escalation results in a cost of \$6,654/MWh in 2019.

For 2019, the breakeven amount of unserved energy that would be avoided with local generation is approximately 151 MWh (see Table 6). This is based on a cost differential of \$1 million and the unserved energy cost of \$6,654/MWh. Based on an 18 MW project size, avoiding eight hours of interruption would offset the potential cost of the local generation project cost. By 2028, avoiding four hours of interruption in a year would offset the cost differential between Sunflower Option 2 and the local generation option.

**Table 6**  
**Garden City, Kansas**  
**Break-Even Analysis - Unserved Energy Costs**  
**Sunflower Option 2 vs Local Generation**  
**(\$000)**

Year	Cost Differential (1)	Unserved Energy Cost (\$/MWh) (2)	Break-Even Analysis	
			MWh	Hours (3)
2019	\$ 1,001,605	\$ 6,654	151	8
2020	989,005	6,787	146	8
2021	976,630	6,923	141	8
2022	964,485	7,061	137	8
2023	952,577	7,203	132	7
2024	919,312	7,347	125	7
2025	821,494	7,493	110	6
2026	723,932	7,643	95	5
2027	626,630	7,796	80	4
2028	529,595	7,952	67	4

Note:

- (1) See Table 5.
- (2) "Estimating the Value of Lost Load Briefing paper prepared for the Electric Reliability Council of Texas, Inc." London Economics International LLC, June 17th, 2013. Figure 43, Commercial/Industrial composite. Escalated 2% annually from 2011 amount.
- (3) Break-even MWh divided by 18 MW rated capacity of local generation.

## ***Non-Economic Considerations***

There are a number of non-economic factors that should be considered. These factors include the reliability of cost projections, reliability of generating resources and control over resource decisions.

Currently, there is a great deal of uncertainty in market price projections for capacity in the SPP region. While the SPP Criteria have always had a minimum reserve margin requirement, it has never been enforceable through a penalty mechanism. In 2016, the SPP Board and other stakeholder groups voted to implement a policy that would create enforceable reserve margin requirements beginning in 2017. This policy requires each “Load Responsible Entity” (LRE) to maintain a 12% reserve margin based on a weather-normalized load forecast. Each LRE must submit evidence in advance of its capacity resources as well as the forecast peak demand, based on a forecast that has 50% probability of being too high or too low (50/50 forecast). Any entity that does not secure adequate capacity will be required to pay a penalty rate for its projected capacity deficit.

As SPP transitions to an enforceable reserve margin requirement, it is possible there will be more demand for market capacity resources as LREs work to ensure they have sufficient capacity to avoid paying a penalty. This could result in increases to the market price of capacity. There is also a possibility that SPP transitions to an organized capacity market as other regions have done in recent years. In those regions, capacity prices have increased and become more volatile.

Generally, unit ownership provides greater pricing stability as compared to market purchases. Most of the costs associated with ownership are relatively stable, including debt service and fixed O&M costs. Capital improvement costs fluctuate somewhat based on overhaul schedules and unexpected equipment failures. If the City decides to pursue this project, it will be important to complete an independent condition assessment to determine the potential for future capital improvement expenditures that are related to the current condition of the facility.

Unit ownership provides greater control over decision-making. Dogwood is jointly owned by five municipal utilities and an independent power producer. All decisions are made by an operating committee that votes using “double majority” voting, meaning each decision must be approved by a majority of the owners and a majority of the ownership shares. This approach helps ensure all owners, small and large, have a say in the decision-making process.

This analysis looked solely at the cost of capacity associated with Dogwood, with some benefits assigned to sales of energy and ancillary services into the SPP Integrated Marketplace. One benefit of Dogwood would be access to cost-based energy produced by a facility with an excellent heat rate and high reliability. When there are market disruptions that result in high market prices without a corresponding increase in fuel costs,



owning a generating asset provides an effective energy price hedge. These benefits may offset a portion of the cost difference between market prices and the cost of Dogwood.

### ***Resource Profile – Proposed Capacity Plan***

Figure 5 shows the proposed capacity plan for Summer 2019. The proposed plan eliminates most the capacity deficit and reduces potential exposure to market price fluctuation. The 5 MW purchase from Sunflower or BPU would need to be completed by January 1, 2019 to finalize the capacity plan.

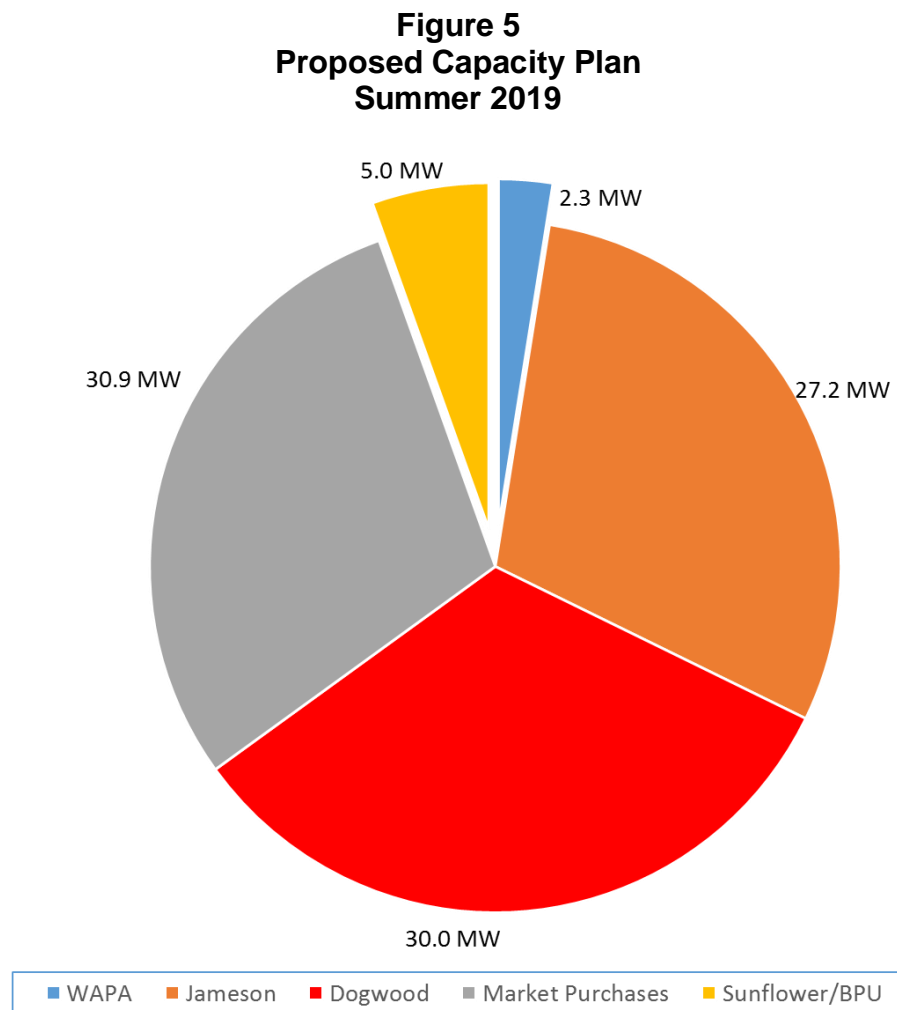


Table 7 (see page 21) is a projected breakdown of the various cost components for Dogwood in 2018, including the projected energy cost offset that can be applied to the capacity cost. The projected annual cost for 2018 is approximately \$1.2 million. Of this cost, 75% is related to debt service. Fixed O&M is the second largest cost component. Fuel and variable O&M costs are offset by revenues from sales into the SPP Integrated Marketplace, with an expected net revenue (SPP Revenues less fuel and variable O&M

costs) of approximately \$450,000. Capital improvements are expected to cost approximately \$38,000.

**Table 7**  
**Garden City, Kansas**  
**Annual Cost - Dogwood Purchase**  
**(\$000)**

<b>Cost Component</b>	<b>Annual Cost (\$)</b>
Fixed O&M	699,480
Fuel	1,554,143
Variable O&M	162,374
SPP Offset	(2,166,517)
Capital Improvements	38,269
Debt Service	902,836
Total	1,190,585

## **Conclusions**

Based on the information provided and the analysis completed, the following was concluded:

1. The City's capacity deficit is approximately 17 MW in 2018, increasing to 64 MW by 2026.
2. A 30 MW capacity resource would address most of the City's capacity needs through 2020.
3. Market purchases, based on the Low cost scenario for capacity costs, would provide the lowest cost option.
4. Purchasing short-term capacity from Sunflower would be less expensive than the Dogwood purchase through 2025. In 2026 through 2028, Dogwood's projected cost is less than the Sunflower capacity purchase.
5. Dogwood is the lowest cost option under the High market purchase price scenario, based on expected revenues from the SPP Integrated Marketplace.
6. Constructing local generation is more expensive than Dogwood and market purchases.
7. Dogwood is more cost-effective as a generation ownership option than constructing additional local generation.
8. Dogwood would provide several non-economic benefits, including price stability. It would also provide an effective energy price hedge during market disruptions.

9. The largest cost risk associated with Dogwood is related to future capital improvements. A condition assessment of the facility would identify potential risks for unexpected capital improvements in the near future.
10. Considering only capacity costs and excluding reliability benefits and Integrated Marketplace revenues, Sunflower would be less expensive than constructing additional local generation through 2028.
11. BPU would be less expensive than the Sunflower capacity proposal, based on purchasing 5 MW in 2019 and 2020, increasing to 30 MW in 2021 through 2025.

## **Recommendations**

Based on the analyses completed and conclusions reached, the following is recommended:

1. The City should work to secure at least 30 MW of capacity in 2018 through 2020.
2. If the stability associated with ownership of a generating facility is important, the City should pursue a purchase of an ownership share of Dogwood.
3. Before committing to purchasing an ownership share of Dogwood, the City should work with KMEA to complete additional due diligence related to the physical condition of Dogwood. This due diligence should be completed by a qualified engineering firm with experience in electric generation facility design and operations.
4. The City should not pursue local generation at this time.
5. If a large customer requests additional local backup generation, it may be feasible to construct local generation if the customer is willing to pay a capital contribution or a rate adder to cover the cost differential between local generation and other capacity options.
6. The City should pursue a 5 MW purchase in 2019 and 2020, increasing to 30 MW in 2021 through 2025 from either BPU or Sunflower. This should be completed by January 1, 2019.

## **Next Steps - Dogwood**

If the due diligence demonstrates that Dogwood is in good condition, the City should work with KMEA to complete additional steps related to becoming an owner. These steps include:

1. Negotiate necessary agreements with KMEA. The anticipated structure of the transaction would involve KMEA being the actual “owner” with the benefits and costs of ownership transferred to Garden City through a life of unit purchase agreement.
2. Participate with KMEA in the negotiation of the purchase agreement with Dogwood.
3. Complete a transmission service request for designation of Dogwood as a network resource for the City.

Mike Muirhead

April 26, 2017

Page 23

4. Assist KMEA in the issuance of tax-exempt bonds to fund the purchase.

JKEC appreciates the opportunity to provide this study for the City. I look forward to answering your questions on this letter and assisting you in implementing its recommendations.

Sincerely yours,



John A. Krajewski, P.E.  
JK Energy Consulting, LLC

JAK/kam

C: Gregg Ottinger

Based upon this review,

Sega has not identified any fatal flaws nor become aware of any significant items or issues that would cause us to recommend against the purchase of participation in an ownership share of this facility.

Sega's findings have not changed since our initial due diligence review of Dogwood that was performed more than five years ago. The performance, operation, and maintenance of the plant in the interim have further confirmed our earlier opinions. Sega is not aware of any reason to recommend against KMEA's ownership participation in Dogwood.

		Contract Year												
		2016 Actuals	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Peak Demand (MW)		69.09	76.78	77.55	78.32	79.11	79.90	80.70	81.50	82.32	83.14	83.97	84.81	85.66
Capacity Requirement (MW)		77.75	85.35	86.21	87.45	88.32	89.21	90.10	91.01	91.92	92.84	93.77	94.71	95.66
Annual Usage (MWhs)		283,965	321,231	341,231	344,643	348,090	351,571	355,086	358,637	362,224	365,846	369,504	373,199	376,931
Total Accredited Capacity (MW)		84.62	84.62	99.62	92.52	92.52	90.52	90.52	90.52	90.52	90.52	95.52	95.52	95.52
Net Generating Capacity (MW)		6.87	(0.73)	13.41	5.07	4.20	1.31	0.42	(0.49)	(1.40)	(2.32)	1.75	0.81	(0.14)
Resource MW Allocation		Annual Estimate MWh's by Resource												
WAPA	2.3	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521
KCP&L (Paper Capacity)	27	-	-	-	-	-	-	-	-	-	-	-	-	-
KCP&L	10	38,952	42,823	42,823	-	-	-	-	-	-	-	-	-	-
EMP2	3.1	22,636	22,636	22,636	-	-	-	-	-	-	-	-	-	-
AECI	15	-	-	-	-	-	-	-	-	-	-	-	-	-
Wind Project	10	-	-	-	43,800	43,800	43,800	43,800	43,800	43,800	43,800	43,800	43,800	43,800
Whelan	15	111,516	118,260	118,260	118,260	118,260	-	-	-	-	-	-	-	-
Jameson Energy Center	27	6,486	6,000	6,000	6,000	6,000	8,000	10,000	12,000	14,000	16,000	16,000	16,000	18,000
Dogwood	30	-	-	91,980	91,980	91,980	91,980	91,980	91,980	91,980	91,980	91,980	91,980	91,980
BPU Paper Capacity	5-30'	-	-	-	-	-	-	-	-	-	-	-	-	-
Market Energy		97,854	124,991	53,011	78,082	81,529	201,270	202,785	204,336	205,923	207,545	211,203	245,558	247,290
Subtotal		283,965	321,231	341,231	344,643	348,090	351,571	355,086	358,637	362,224	365,846	369,504	403,859	407,591
Resource		Annual Estimate Total \$ by Resource												
WAPA		\$ 287,921	\$ 255,179	\$ 259,007	\$ 262,892	\$ 266,835	\$ 270,838	\$ 274,900	\$ 279,024	\$ 283,209	\$ 287,457	\$ 291,769	\$ 296,146	\$ 300,588
KCP&L		\$ 358,560	\$ 648,000	\$ 810,000	\$ 972,000	\$ 1,134,000								
KCP&L		\$ 1,717,836	\$ 1,858,805	\$ 1,858,805										
EMP2		\$ 1,018,272	\$ 1,031,921	\$ 1,045,838										
AECI		\$ 423,000	\$ 495,000											
Wind Project		\$ -				\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610
Whelan		\$ 4,042,455	\$ 4,286,925	\$ 4,493,880	\$ 4,553,010	\$ 4,671,270								
Jameson Energy Center		\$ 3,760,283	\$ 3,435,238	\$ 3,073,138	\$ 3,079,838	\$ 3,084,752	\$ 3,091,185	\$ 3,100,819	\$ 3,108,410	\$ 3,113,963	\$ 3,122,486	\$ 3,128,734	\$ 3,137,715	\$ 3,144,185
Dogwood		\$ -		\$ 4,145,265	\$ 4,169,870	\$ 4,194,720	\$ 4,219,820	\$ 4,245,170	\$ 4,270,773	\$ 4,296,633	\$ 4,322,752	\$ 4,349,131	\$ 4,389,096	\$ 4,429,660
BPU Paper Capacity		\$ -		\$ -	\$ 120,000	\$ 126,000	\$ 128,000	\$ 130,000	\$ 132,000	\$ 134,000	\$ 136,000	\$ 138,000	\$ 140,000	\$ 142,000
Market Energy		\$ 2,004,068	\$ 2,859,794	\$ 1,261,407	\$ 1,932,304	\$ 2,098,296	\$ 5,387,256	\$ 5,644,939	\$ 5,915,635	\$ 6,200,024	\$ 6,498,822	\$ 6,877,914	\$ 7,820,062	\$ 8,2

	Power Supply Summary Estimates--Garden City (Dogwood & Sunflower)												
	Contract Year												
	2016 Actuals	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Peak Demand (MW)	69.09	76.78	77.55	78.32	79.11	79.90	80.70	81.50	82.32	83.14	83.97	84.81	85.66
Capacity Requirement (MW)	77.75	85.35	86.21	87.45	88.32	89.21	90.10	91.01	91.92	92.84	93.77	94.71	95.66
Annual Usage (MWhs)	283,965	321,231	341,231	344,643	348,090	351,571	355,086	358,637	362,224	365,846	369,504	373,199	376,931
Total Accredited Capacity (MW)	84.62	84.62	99.62	92.52	92.52	90.52	90.52	90.52	90.52	90.52	95.52	95.52	95.52
Net Generating Capacity (MW)	6.87	(0.73)	13.41	5.07	4.20	1.31	0.42	(0.49)	(1.40)	(2.32)	1.75	0.81	(0.14)
Resource	MW Allocation	Annual Estimate MWh's by Resource											
WAPA	2.3	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521	6,521
KCP&L (Paper Capacity)	27	-										-	-
KCP&L	10	38,952	42,823	42,823									
EMP2	3.1	22,636	22,636	22,636								-	-
AECI	15	-										-	-
Wind Project	10	-		43,800	43,800	43,800	43,800	43,800	43,800	43,800	43,800	43,800	43,800
Whelan	15	111,516	118,260	118,260	118,260								
Jameson Energy Center	27	6,486	6,000	6,000	6,000	8,000	10,000	12,000	14,000	16,000	16,000	16,000	18,000
Dogwood	30			91,980	91,980	91,980	91,980	91,980	91,980	91,980	91,980	61,320	61,320
SECI Paper Capacity	5-30'												
Market Energy		97,854	124,991	53,011	78,082	81,529	201,270	202,785	204,336	205,923	207,545	211,203	245,558
Subtotal		283,965	321,231	341,231	344,643	351,571	355,086	358,637	362,224	365,846	369,504	373,199	376,931
Resource		Annual Estimate Total \$ by Resource											
WAPA		\$ 287,921	\$ 255,179	\$ 259,007	\$ 262,892	\$ 266,835	\$ 270,838	\$ 274,900	\$ 279,024	\$ 283,209	\$ 287,457	\$ 291,769	\$ 296,146
KCP&L		\$ 358,560	\$ 648,000	\$ 810,000	\$ 972,000	\$ 1,134,000							\$ 300,588
KCP&L		\$ 1,717,836	\$ 1,858,805	\$ 1,858,805									
EMP2		\$ 1,018,272	\$ 1,031,921	\$ 1,045,838									
AECI		\$ 423,000	\$ 495,000										
Wind Project		\$ -			\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610	\$ 917,610
Whelan		\$ 4,042,455	\$ 4,286,925	\$ 4,493,880	\$ 4,553,010	\$ 4,671,270							
Jameson Energy Center		\$ 3,760,283	\$ 3,435,238	\$ 3,073,138	\$ 3,079,838	\$ 3,084,752	\$ 3,091,185	\$ 3,100,819	\$ 3,108,410	\$ 3,113,963	\$ 3,122,486	\$ 3,128,734	\$ 3,137,715
Dogwood		\$ -		\$ 4,145,265	\$ 4,169,870	\$ 4,194,720	\$ 4,219,820	\$ 4,245,170	\$ 4,270,773	\$ 4,296,633	\$ 4,322,752	\$ 4,349,131	\$ 4,414,368
SECI Paper Capacity		\$ -		\$ -	\$ 144,000	\$ 150,000	\$ 936,000	\$ 972,000	\$ 1,008,000	\$ 1,080,000	\$ 1,260,000	\$ 1,197,000	\$ 1,197,000
Market Energy		\$ 2,004,068	\$ 2,859,794	\$ 1,261,407	\$ 1,932,304	\$ 2,098,296	\$ 5,387,256	\$ 5,644,939	\$ 5,915,635	\$ 6,200,024	\$ 6,498,822	\$ 6,877,914	\$ 7,820,062
Subtotal		\$ 13,612,395	\$ 14,870,863	\$ 16,947,339	\$ 15,113,912	\$ 16,517,483	\$ 14,822,709	\$ 15,155,439	\$ 15,499,453	\$ 15,891,440	\$ 16,409,127	\$ 16,762,158	\$ 17,782,900
Power Supply (\$/MWh)		\$ 47.94	\$ 46.29	\$ 49.67	\$ 43.85	\$ 47.45	\$ 42.16	\$ 42.68	\$ 43.22	\$ 43.87	\$ 44.85	\$ 45.36	\$ 47.65
Transmission													
SECI		\$ 4,020,562	\$ 3,009,600	\$ 3,310,560	\$ 3,641,616	\$ 3,914,737	\$ 4,208,342	\$ 4,523,968	\$ 4,863,266	\$ 5,228,011	\$ 5,620,112	\$ 6,041,620	\$ 6,534,616
Wheatland LAC		\$ 718,415	\$ 544,000	\$ 549,440	\$ 554,934	\$ 560,484	\$ 566,089	\$ 571,749	\$ 577,467	\$ 583,242	\$ 589,074	\$ 594,965	\$ 600,914
Subtotal		\$ 4,738,977	\$ 3,553,600	\$ 3,860,000	\$ 4,196,550	\$ 4,475,221	\$ 4,774,431	\$ 5,095,718	\$ 5,440,733	\$ 5,811,252	\$ 6,209,186	\$ 6,636,585	\$ 7,141,540
KMEA Project Admin. & EMS Fees		\$ 689,781	\$ 702,099	\$ 742,699	\$ 749,626	\$ 756,622	\$ 763,688	\$ 770,825	\$ 778,034	\$ 785,314	\$ 792,667	\$ 800,094	\$ 824,096
Total Annual \$ Estimate		\$ 19,041,153	\$ 19,126,561	\$ 21,550,038	\$ 20,060,089	\$ 21,749,326	\$ 20,360,828	\$ 21,021,982	\$ 21,718,219	\$ 22,488,006	\$ 23,410,979	\$ 24,198,836	\$ 25,491,196
Total \$/MWh (Power Supply, Trans. & Admin)		\$ 67.05	\$ 59.54	\$ 63.15	\$ 58.21	\$ 62.48	\$ 57.91	\$ 59.20	\$ 60.56	\$ 62.08	\$ 63.99	\$ 65.49	\$ 68.30

## EMP2 Delivered Electricity Costs - Garden City KS

	2007	2008	2009	2010
Jan	\$831,638.32	\$973,405.69	\$971,340.22	\$1,126,693.05
Feb	\$861,073.01	\$1,018,925.20	\$948,435.42	\$1,070,277.55
Mar	\$856,407.05	\$964,778.22	\$970,677.03	\$1,051,107.49
Apr	\$907,202.39	\$1,347,218.87	\$906,744.83	\$1,138,916.74
May	\$1,086,319.51	\$1,497,739.54	\$1,292,219.61	\$1,393,941.63
Jun	\$1,360,280.43	\$1,720,797.45	\$1,723,370.37	\$1,952,390.24
Jul	\$1,736,881.85	\$2,238,218.38	\$1,862,688.09	\$2,307,971.83
Aug	\$1,705,020.55	\$1,965,257.96	\$1,910,044.84	\$2,345,968.59
Sep	\$1,512,516.05	\$1,334,275.88	\$1,265,853.30	\$1,502,256.97
Oct	\$1,346,536.51	\$1,094,241.93	\$1,114,439.38	\$1,263,337.03
Nov	\$789,386.27	\$997,012.43	\$1,060,985.94	\$1,150,885.42
Dec	\$970,964.00	\$1,069,315.18	\$1,233,304.57	\$1,201,827.93
Year To Date Totals	\$13,964,225.94	\$16,221,186.73	\$15,260,103.60	\$17,505,574.47



2011	2012	2013	2014	2015	2016
\$1,283,619.45	\$1,486,044.10	\$1,556,625.66	\$1,561,731.33	\$1,801,033.59	\$1,446,103.14
\$1,187,637.30	\$1,377,516.12	\$1,431,912.88	\$1,785,140.71	\$1,451,316.38	\$1,592,471.72
\$1,177,501.21	\$1,262,831.19	\$1,349,599.02	\$1,436,483.24	\$1,436,448.12	\$1,353,156.91
\$1,041,934.70	\$1,380,364.28	\$1,654,606.56	\$1,237,190.69	\$1,403,480.71	\$1,362,272.41
\$1,398,669.46	\$1,801,890.81	\$1,821,756.90	\$1,537,089.96	\$1,464,450.99	\$1,514,454.51
\$2,089,022.89	\$2,333,910.77	\$2,648,133.43	\$1,590,590.97	\$1,650,204.19	\$1,728,093.38
\$2,593,796.83	\$2,619,366.60	\$2,799,003.21	\$1,833,867.79	\$1,917,925.14	\$1,849,272.02
\$2,538,016.32	\$2,459,449.63	\$2,560,073.26	\$2,214,677.60	\$1,863,347.62	\$1,866,300.70
\$1,718,889.29	\$1,824,737.22	\$2,127,654.92	\$1,644,193.78	\$1,706,355.71	\$1,578,112.92
\$1,335,085.69	\$1,368,092.35	\$1,660,270.29	\$1,553,903.81	\$1,337,504.47	\$1,833,139.63
\$1,224,029.52	\$1,368,357.56	\$1,496,285.29	\$1,407,610.84	\$1,164,932.77	\$1,485,460.17
\$1,328,208.54	\$1,456,022.29	\$1,632,051.87	\$1,616,139.33	\$1,179,070.23	\$1,546,887.46
\$18,916,411.20	\$20,738,582.92	\$22,737,973.29	\$19,418,620.05	\$18,376,069.92	\$19,155,724.97

[illegible]



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Allen Shelton, Fire Chief  
**DATE:** May 2, 2017  
**RE:** Waiver of Code of Ordinance Section 62-12 Discharge of Fireworks

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### **ISSUE:**

The Governing Body is asked to consider a waiver to Code of Ordinance Section 62-12; the waiver is to allow for the discharge of consumer fireworks within the city limits of Garden City. The request for waiver is specific to coincide with the sale of fireworks in the State of Kansas per K.A.R. 22-6-5.

### **BACKGROUND:**

The discharge of consumer fireworks within the city limits of Garden City has been a long standing option for its citizens during the Fourth of July holiday. The sell and discharge of fireworks in Finney County follows K.S.A. 22-6-5; permitted dates of June 27 through July 5.

In 2015 and 2016 the City Commission approved a waiver to the City's Code of Ordinance Section 62-12 allowing for the discharge of consumer fireworks within the city limits during the days of June 27 through July 5 from 10:30 a.m. to 10:30 p.m.

The history of firework related fires between June 27 through July 5 City/County for 2015 and 2016:

- 2015 - 12
- 2016 - 2

Garden City Fire Department and Garden City Police Department distributed educational flyers to citizens on the discharge dates in 2015 and 2016. The flyers highlighted legal times for discharge and fireworks safety.

### **ALTERNATIVES:**

1. Waiver of a specific section of cities code of ordinance 62-12 to allow for discharge of consumer fireworks within the city limits of Garden City, Kansas during the days of June 27 through July 5, 2017 from the hours of 10:30 a.m. to 10:30 p.m.
2. Waiver of a specific section of cities code of ordinance 62-12 to allow for discharge of consumer fireworks within the city limits of Garden City, Kansas during the days of July 3 through July 5, 2017 from the hours of 10:30 a.m. to 10:30 p.m.
3. No waiver of cities code of ordinance 62-12 to allow for the discharge of fireworks within the city limits of Garden City, Kansas.

**RECOMMENDATION:**

Staff recommendation is to allow the discharge of consumer fireworks within the cities limits of Garden City, Kansas from the dates of June 27 through July 5, 2017 within the hours of 10:30 a.m. to 10:30 p.m. to coincide with the sale and discharge of fireworks in the State of Kansas and Finney County.

Recommendation is based on the previous years of firework related calls for the Garden City Fire Department.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
Kansas Administrative Regulations 22-6	4/25/2017	Backup Material
Finney County Resolution 9-2015	4/25/2017	Backup Material

**22-6-1. Definitions; exclusions.** (a)(1) “Fireworks” shall have the meaning specified in national fire protection association standard no. 1123, which is adopted by reference in K.A.R. 22-6-20.

(A) “Consumer fireworks” shall have the meaning specified in national fire protection association standard no. 1123, which is adopted by reference in K.A.R. 22-6-20.

(B) “Display fireworks” shall have the meaning specified in national fire protection association standard no. 1123, which is adopted by reference in K.A.R. 22-6-20.

(C) “Pyrotechnic article” shall have the meaning specified in national fire protection association standard no. 1124, which is adopted by reference in K.A.R. 22-6-20.

(2) “Novelties” shall have the meaning specified in the American pyrotechnic association standard no. 87-1, which is adopted by reference in K.A.R. 22-6-20.

(3) “Responsible person” means an individual who has the power to direct the management and policies of the applicant pertaining to explosive materials.

(b) Nothing in these regulations shall apply to the following:

(1) Toy smoke devices as defined in the American pyrotechnic association standard no. 87-1, section 3.2.3;

(2) toy paper caps as defined in the American pyrotechnic association standard no. 87-1, section 3.3;

(3) the manufacture, storage, sale, or use of signals necessary for the safe operation of railroads or other classes of public or private transportation;

(4) the military or naval forces of the United States or of this state, or to peace officers;; and

(5) the sale or use of blank cartridges for ceremonial or theatrical or athletic events.

(Authorized by and implementing K.S.A. 2007 Supp. 31-133; effective Jan. 1, 1973; amended December 29, 2008)

**22-6-5. Sale; days permitted.** A seasonal retailer shall not sell fireworks, except during the fireworks season. The fireworks season shall be the period beginning on June 27 and ending on July 5 of each calendar year. (Authorized by K.S.A. 2007 Supp. 31-506; implementing K.S.A. 2007 Supp. 31-502; effective Jan. 1, 1973; amended May 1, 1985; amended May 1, 1986; amended December 29, 2008)

**22-6-9. Discharge of fireworks.** (a) A person shall not ignite or discharge fireworks into, under, or from a car or vehicle, whether moving or standing still; or on a public roadway or the right-of-way adjoining a public roadway.

(b) Fireworks shall not be discharged within 100 feet of any “place of institution,” as defined by national fire protection association standard no. 101, which is adopted by reference in K.A.R. 22-1-3, or any retail fireworks stand or facility where fireworks are stored. (Authorized by and implementing K.S.A. 2007 Supp. 31-133; effective Jan. 1, 1973; amended May 1, 1986; amended December 29, 2008)

**22-6-12. Illegal fireworks.** Fireworks not permitted by K.S.A. 31-155, and amendments thereto, shall be illegal to be sold, possessed, manufactured, or transported. Any person in violation of this regulation may be subject to additional penalties, including criminal prosecution. (Authorized by and implementing K.S.A. 2007 Supp. 31-133; effective Jan. 1, 1973; amended May 1, 1986; amended December 29, 2008)

**22-6-16. Registration of bottle rocket manufacturers and wholesalers.** (a)

Any manufacturer or wholesaler of bottle rockets who desires to store, handle, possess, or transport bottle rockets in this state for any use outside this state shall register annually with the office of the state fire marshal.

(b) Any person desiring to store, handle, possess, or transport bottle rockets in this state shall complete a registration application furnished by the office of the state fire marshal. This application shall be completed and received by the state fire marshal's office before May 31 of each year. Each registration shall be valid for one year from June 1 to May 31 of the following year. The application shall contain name of applicant, name of business, address of business, description of business activity, destination and disposition of the bottle rockets, and any other information deemed necessary by the state fire marshal. (Authorized by and implementing K.S.A. 31-133, 31-155, 31-156; effective May 1, 1982; amended May 1, 1983.)

**22-6-18. Records.** (a) Each licensee with a permit to store display fireworks shall keep an accurate inventory of all firework materials on hand. (b) Each operator of a temporary retail stand shall maintain a list of what consumer firework items are on the premises, indicating the Kansas licensed distributor from whom those items were purchased. This list shall be provided to law enforcement, the fire department, or the local authority, upon request. (Authorized by K.S.A. 2007 Supp. 31-133 and 31-506; implementing K.S.A. 2007 Supp. 31-133 and 31-505; amended December 29, 2008)

**22-6-19. Purchase of display fireworks in another state.** (a) Any person who holds a valid Kansas display operator license pursuant to K.A.R. 22-6-24 may purchase display fireworks from a federally licensed dealer located in a state other than Kansas and may have display fireworks purchased in that state transported to a permitted firework storage site in Kansas.

(b) A person who holds a Kansas display operator license shall not transport display fireworks across a state line in that person's own transport vehicle unless that person also holds a valid permit issued by the bureau of alcohol, tobacco, firearms, and explosives authorizing this activity. (Authorized by and implementing K.S.A. 2007 Supp. 31-133; effective December 29, 2008)

**22-6-20. Adoptions by reference.** (a) The following national fire protection association standards, including annexes, are hereby adopted by reference:

(1) No. 160, "standard for the use of flame effects before an audience," 2006 edition, except for section 2-3.2;

(2) no. 1123, "code for fireworks display," 2006 edition, except for section 2-3.3;

(3) no. 1124, "code for the manufacture, transportation, storage, and retail sales of fireworks and pyrotechnic articles," 2006 edition, with the following deletions and substitutions:

(A) In section 5-1.1.2 (1), the words "that are not bullet sensitive" shall be deleted;

(B) in section 6-2.7.1, the words "using an approved test sampling plan" shall be deleted and replaced by the following: "or a CPSC-approved test sampling plan shall be used";

(C) sections 2-3.5, 6-5.2.3, 6-5.2.4, 6-14.4, 7-3.19.4, and 7-4.6.3 shall be deleted;

(D) in section 7-3.14.1.1, the text “three or as determined in accordance with NFPA 101, Life Safety Code, whichever number is greater” shall be deleted and replaced by the following: “two, or as determined in accordance with national fire protection association standard no. 101, which is adopted by reference in K.A.R. 22-1-3, whichever number is greater”; and

(E) in section 7-3.15.6, the words “horizontally ejected” shall be inserted before “pyrotechnic components”; and

(4) no. 1126, “standard for the use of pyrotechnics before a proximate audience,” 2006 edition, except for section 2-3.2.

(b) Chapter three in American pyrotechnics association standard 87-1, “standard for construction and approval for transportation of fireworks, novelties, and theatrical pyrotechnics,” 2001 edition, is hereby adopted by reference, except for the following:

(1) Section 3.8;

(2) section 3.9; and

(3) section 3.10. (Authorized by and implementing K.S.A. 2007 Supp. 31-133 and K.S.A. 2007 Supp. 31-506; effective December 29, 2008)

**22-6-21. Manufacturing license.** (a) Except for any hobbyist manufacturer, each person engaged in the manufacture of fireworks in the state of Kansas shall obtain a license from the office of the state fire marshal.

(b) Each applicant shall indicate which of the following classes the applicant is requesting a license for on the application:

(1) Manufacture of consumer fireworks;

(2) manufacture of display fireworks;

(3) manufacture of pyrotechnic articles; or

(4) unlimited manufacture.

(c) Each applicant shall meet the following requirements:

(1) Provide a list of the name of each individual, owner, partner, and other responsible person in the applicant’s business; and

(2) pay a nonrefundable fee of \$400.

(d) Each manufacturing license shall be valid for one year from the date of issuance.

(e) Each licensee shall keep the original license posted on the manufacturing site at all times while engaging in manufacturing operations. A copy of the license shall not be accepted as valid proof of licensure if the licensee is questioned by law enforcement, the fire department, or the local authority.

(f) Each licensee shall comply with national fire protection standard no. 1124, which is adopted by reference in K.A.R. 22-6-20, and all local, state, and federal regulations, statutes, and laws. (Authorized by K.S.A. 2007 Supp. 31-506; implementing K.S.A. 2007 Supp. 31-503; effective December 29, 2008)

**22-6-22. Hobbyist manufacturer license.** (a) Each person engaged in the manufacture of consumer fireworks, display fireworks, or pyrotechnic articles for that individual’s personal use shall obtain a license from the office of the state fire marshal.

(b) Each applicant shall meet the following requirements:

(1) Obtain a valid display operator license pursuant to K.A.R. 22-6-24; and

(2) pay a nonrefundable fee of \$50.

(c) Each licensee shall keep the original license posted on the manufacturing site at all times while engaging in manufacturing operations. A copy of the license shall not be accepted as valid proof of licensure if the licensee is questioned by law enforcement, the fire department, or the local authority.

(d) The hobbyist manufacturer license shall be valid for four years from the date of issuance.

(e) The licensee shall comply with national fire protection association standard no. 1124, which is adopted by reference in K.A.R. 22-6-20, and all local, state, and federal regulations, statutes, and laws. (Authorized by K.S.A. 2007 Supp. 31-506; implementing K.S.A. 2007 Supp. 31-503; effective December 29, 2008)

**22-6-23. Distributor license.** (a) Each person engaged in the distribution of fireworks shall obtain a license from the Kansas state fire marshal's office.

(b) Each applicant shall indicate which of the following classes the applicant is requesting a license for on the application:

- (1) Distributor of consumer fireworks;
- (2) distributor of display fireworks;
- (3) distributor of pyrotechnic articles; or
- (4) unlimited distributor.

(c) Each applicant shall meet the following requirements:

- (1) Provide a list of the name of each individual, owner, partner, and other responsible person in the applicant's business; and
- (2) pay a nonrefundable fee of \$300.

(d) Each distributor license shall be valid for one year from the date of issuance.

(e) Each licensee shall keep the original license posted on the distribution site at all times while engaging in distribution operations. A copy of the license shall not be accepted as valid proof of licensure if the licensee is questioned by law enforcement, the fire department, or the local authority.

(f) A license shall not be required for any of the following:

- (1) Anyone who possesses a valid Kansas manufacturing license as specified in K.A.R. 22-6-21;
- (2) anyone who transports fireworks from one state to another state through the state of Kansas if the ultimate destination of the fireworks is not within the state of Kansas;
- (3) anyone who sells consumer fireworks during a fireworks season as a seasonal retailer;
- (4) any freight delivery company or common carrier, as defined in 49 C.F.R. 171.8 on April 15, 1976, as amended; or
- (5) any out-of-state person who sells, transports, delivers, or gives fireworks to a Kansas licensed manufacturer or distributor.

(g) Each licensee shall comply with national fire protection association standard nos. 1124 and 1126, which are adopted by reference in K.A.R. 22-6-20, and with all local, state, and federal regulations, statutes, and laws. (Authorized by K.S.A. 2007 Supp. 31-506; implementing K.S.A. 2007 Supp. 31-503; effective December 29, 2008)

**22-6-24. Display operator license.** (a) Each person who operates an outdoor display of display fireworks, as defined in K.A.R. 22-6-1, shall obtain a license from the office of the state fire marshal.



(b) Each applicant shall meet all of the following requirements:

(1) The applicant shall provide proof of experience in the performance of at least three firework displays in the last four years.

(A) For each of the three required displays, each applicant for a new display operator license shall include documentation of participation as an assistant under a display operator who has a valid Kansas license at the time of the displays. The licensed display operator shall provide written verification of the applicant's participation in the display.

(B) For each of the three required displays, each applicant for renewal of the display operator license shall provide a signature from the local jurisdiction, organization sponsoring the display, Kansas licensed distributor who produced the display, or another Kansas licensed operator assisting with the display.

(2) The applicant shall pay a nonrefundable fee of \$40 for the initial application and the exam. For each additional exam required, the applicant shall be assessed a fee of \$10.

(3) The applicant shall complete a written examination, administered by the state fire marshal, and shall be required to achieve a passing score of at least 80 percent.

(c) The display fireworks operator license shall be valid for four years from the date of issuance.

(d) Each licensee shall keep the original license on the licensee's person at all times while performing duties as a display operator. A copy of the license shall not be accepted as valid proof of licensure if the licensee is questioned by law enforcement, the fire department, or the local authority.

(e) No fee shall be charged for a display operator license for any person who is an officer or employee of the state or any political taxing subdivision of the state if that person is acting on behalf of the state or political taxing subdivision.

(f) Each licensee shall comply with national fire protection association standard no. 1123, which is adopted by reference in K.A.R. 22-6-20, and all local, state, and federal regulations, statutes, and laws. (Authorized by K.S.A. 2007 Supp. 31-506; implementing K.S.A. 2007 Supp. 31-503; effective December 29, 2008)

**22-6-25. Proximate pyrotechnic operator license.** (a) Each person who operates any indoor or outdoor pyrotechnic article, as defined in K.A.R. 22-6-1, shall obtain a license from the state fire marshal.

(b) Each applicant shall indicate which of the following classes the applicant is requesting a license for on the application:

(1) Indoor proximate pyrotechnic operator license;

(2) outdoor proximate pyrotechnic operator license;

(3) flame effect pyrotechnic operator license; or

(4) unlimited proximate pyrotechnic operator license.

(c) Each applicant shall meet all of the following requirements:

(1) The applicant shall provide proof of experience in the performance of at least three firework displays in the last four years.

(A) The applicant for a new license shall provide documentation of experience in the performance of at least three displays of pyrotechnic articles in the last four years. The use of at least four individual devices of pyrotechnic articles shall be used to qualify as a display.

(B) For each of the three displays required for renewal of the proximate pyrotechnic license, the applicant shall acquire a signature from the local jurisdiction, organization

sponsoring the display, Kansas licensed distributor who produced the display, or another Kansas licensed proximate pyrotechnic operator licensee assisting with the display.

(2) The applicant shall pay a nonrefundable fee of \$40 for the initial application and the exam. For each additional exam required, the applicant shall be assessed a fee of \$10.

(3) The applicant shall complete a written examination, administered by the state fire marshal, and shall be required to achieve a passing score of at least 80 percent.

(d) The proximate pyrotechnic operator license shall be valid for four years from the date of issuance.

(e) Each licensee shall keep the original license on the licensee's person at all time while performing duties as a proximate pyrotechnic operator. A copy of the license shall not be accepted as valid proof of licensure if the licensee is questioned by law enforcement, the fire department, or the local authority.

(f) No fee shall be charged for a proximate pyrotechnic operator license for any person who is an officer or employee of the state or any political taxing subdivision of the state if that person is acting on behalf of the state or political taxing subdivision.

(g) Each licensee shall comply with national fire protection association standard nos. 160 and 1126, which are adopted by reference in K.A.R. 22-6-20, and all local, state, and federal regulations, statutes, and laws. (Authorized by K.S.A. 2007 Supp. 31-506; implementing K.S.A. 2007 Supp. 31-503; effective December 29, 2008)

**22-6-26. Fireworks storage permit.** (a) Each person who stores display fireworks shall obtain a permit from the state fire marshal. A permit shall not be required for the use of day boxes, as defined in national fire protection association standard no. 1124, which is adopted by reference in K.A.R. 22-6-20, at a display site.

(b) Each applicant shall meet the following requirements:

(1) Hold a valid Kansas license to possess fireworks. The license shall be at least one of the following:

(A) Display operator license;

(B) hobbyist manufacturer license;

(C) manufacturing license;

(D) distributor license; or

(E) proximate pyrotechnic operator license; and

(2) pay a nonrefundable fee of \$25.

(c) Each licensee shall keep the original permit at the location of the storage site. A copy shall not be accepted as a valid permit if the permit holder is questioned by law enforcement, the fire department, or the local authority.

(d) Each storage permit shall be valid for one of the following, whichever occurs first:

(1) Four years from the date of issuance;

(2) the expiration date of the license specified in paragraph (b)(1); or

(3) the date on which the storage site is vacated if the site is vacated before the expiration date of the permit. The permit holder shall notify the Kansas state fire marshal's office and the local authority having jurisdiction when the site is vacated and is no longer in use.

(e) No fee shall be charged for a fireworks storage permit for any person who is an officer or employee of the state or any political taxing subdivision of the state if that person is acting on behalf of the state or political taxing subdivision.

(f) Each licensee shall comply with all local, state, and federal regulations, statutes, and laws. (Authorized by K.S.A. 2007 Supp. 31-506; implementing K.S.A. 2007 Supp. 31-504; effective December 29, 2008)

**22-6-27. Denial, suspension or revocation of permit or license.** (a) A license or permit shall be denied issuance, suspended, or revoked by the state fire marshal if the state fire marshal finds that the applicant, licensee, or permit holder meets either of the following conditions:

(1) Has been convicted of a felony; or

(2) knowingly provided false information in conjunction with an application for a license or permit.

(b) A license or permit may be denied issuance, suspended, or revoked by the state fire marshal if the state fire marshal finds that the applicant, licensee, or permit holder meets either of the following conditions:

(1) Violated any provision of any regulation of the state fire marshal; or

(2) failed, neglected, or refused to provide direct supervision over any unlicensed person who assisted in the performance of a fireworks display. (Authorized by and implementing K.S.A. 2007 Supp. 31-133 and 31-506; effective December 29, 2008)

RESOLUTION NO. 9 - 2015

A RESOLUTION PERTAINING TO THE SALE, HANDLING, USE OR STORAGE OF FIREWORKS WITHIN FINNEY COUNTY, KANSAS; ESTABLISHING REGULATIONS THEREFORE; AND REPEALING FINNEY COUNTY RESOLUTION 20-2012.

WHEREAS, the Board of County Commissioners of Finney County, Kansas, has, in its judgment, determined that the sale, handling, use and storage of certain fireworks within Finney County, Kansas are a hazard to the citizens of the County; and

WHEREAS, K.S.A. 31-134 authorizes the Board of County Commissioners to regulate or prohibit the sale, handling, use or storage of fireworks within the boundaries of the County; and

WHEREAS, K.S.A. 19-101, et seq., defines the County Commissioners power of local legislation and authority for enforcement of Resolution; and

WHEREAS, Finney County Resolution 20-2013, amending Resolution 32-2003, was adopted June 4, 2012 to establish standards and permit requirements related to the sale, handling, use and storage of fireworks.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Finney County, Kansas, that effective upon publication hereof, the sale, handling, use and/or storage of fireworks as hereafter defined, shall be and are hereby regulated in the unincorporated areas of Finney County, as follows:

- a) The Kansas Fireworks Act, Kansas Statutes Annotated, Chapter (31), Article 5 (K.S.A. 31-501 to 31-513) are incorporated herein and adopted by reference in their entirety.
- b) The Kansas Administrative Regulations (KAR) 22-6-1 through 22-6-27, promulgated pursuant to the authority granted in K.S.A. 31-506 are incorporated by reference and adopted in their entirety.
- c) All rules and regulations adopted by KAR 22-6-1 through 22-6-27 incorporating by reference nationally recognized fire prevention codes that are in effect as of the effective date hereof are hereby adopted.
- d) Any person(s), organization or other lawful entity desiring to sell authorized fireworks in Finney County, Kansas, shall, ***at least two (2) weeks prior to the first date for sale of said fireworks***, obtain an application from the County Clerk and, upon proper completion, payment of fees, and verification by the County Fire Marshal that the applicant is in compliance with all laws, a permit shall be issued by the Clerk of Finney County, Kansas, authorizing such person(s) organization or

other lawful entity to do so. The person(s), organization or other lawful entity shall pay \$100.00 for said permit. ***The fee for a permit purchased less than two (2) weeks prior to the first date of sale of said fireworks shall be \$200.00.***

- e) An organization may obtain a permit from the Clerk of Finney County, Kansas, allowing such organization to store, handle, use, but not sell fireworks which are commonly used in commercial fireworks displays within Finney County, under the following terms and conditions:
1. Permits issued hereunder shall be valid for one (1) day only, and the date shall be specifically stated on such permit.
  2. Any permit issued hereunder shall be valid only at a location specifically stated on the permit issued hereunder.
  3. Payment of a \$100.00 fee for each permit to the Clerk of Finney County, Kansas.
  4. All permits shall be obtained at least two (2) weeks prior to any display. ***Permits obtained less than two (2) weeks prior to any display shall be \$200.00.***
  5. Permits shall be issued only to those organizations wishing to provide a display of fireworks for the public, and any such display must be supervised by a competent adult experienced in the use and display of fireworks. The supervising adult must be approved by the Fire Chief prior to obtaining a permit.
  6. Any organization seeking a permit must show to the Clerk of the County proof of insurance insuring against bodily injury and property damage in the amount of \$100,000.00 by single limit policy for damages arising out of accidents during the fireworks display.
- f) Any person(s), organization or other entity found to sell fireworks prohibited by this Resolution or any person(s), organization or other entity found to have in his, her or its possession any fireworks prohibited by this Resolution shall be fined in an amount not less than \$200.00 nor more than \$500.00 per occurrence. Any person(s), organization or other entity found to have violated this Resolution shall forfeit his, her or its license and shall not be eligible to have a license reissued.
- g) It shall be unlawful for any person, organization or other entity to sell fireworks



approved for sale herein on days other than June 27, 2015 through July 5, 2015 from 10:30a.m. to 10:30p.m. and each time, day and year thereafter.

- h) It shall be unlawful for any person, organization or other entity to discharge fireworks on days other than June 27, 2015 through July 5, 2015 from 10:30a.m. to 10:30p.m. and each time, day and year thereafter.
- i) This Resolution shall take effect upon its publication in the Official County Newspaper.
- j) Finney County Resolution 20-2012 is hereby repealed.

Adopted this 1 day of June, 2015.

THE BOARD OF FINNEY COUNTY  
COMMISSIONERS OF FINNEY COUNTY,  
KANSAS

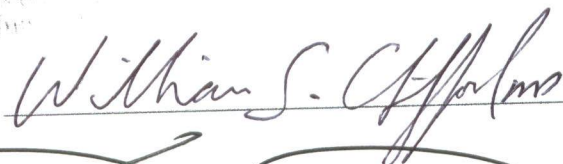


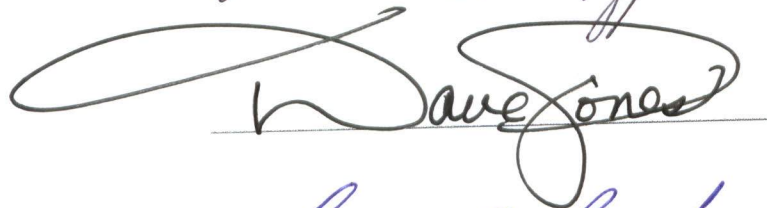
Chairman

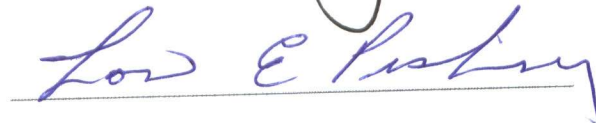


Finney County Clerk













## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** May 2, 2017  
**RE:** Kansas Emergency Solutions Grant Application

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### **ISSUE:**

The Governing Body is asked to consider and approve an application for a Kansas Emergency Solutions Grant through KHRC.

### **BACKGROUND:**

Staff, on behalf of the City of Garden City, has been approached by Marci Smith of Catholic Charities of SWKS and Janene Radke of Family Crisis Center to apply for the 2017/ 2018 Kansas Emergency Solutions Grant (ESG). This grant is administered by Kansas Housing Resource Corporation (KHRC) and requires a city or county to be the primary recipient on the grant. The ESG program is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The grant request totals \$67,391.25. If awarded, this grant would aid the sub-recipients, the Catholic Charities of SWKS and the Family Crisis Center, in their quest to alleviate homelessness in Southwest Kansas. The monies would specifically help to pay for housing for domestic violence victims (top priority) and chronically homeless persons or families.

The City has participated in the ESG program in the past. Around five years ago the City determined to no longer participate in this program due to complications with the previous sub-recipients ability to provide all necessary documentation during the administration of the grant. This had the potential to jeopardize the City's standings with KHRC and the City's outlook of receiving future grants.

Staff has been in contact with Great Plains Development, Inc. to administer and manage the grant on behalf of the City for this ESG program. Less than 3% of the total funds received from this grant are allocated for administrative costs. If the grant is awarded, Great Plains Development, Inc. would receive 90% of the 3% administrative costs. If, however, Great Plains Development, Inc. is unable to administer the grant, staff will manage the grant and retain all of the administrative funds.

### **ALTERNATIVES:**

1. The Governing Body may approve staff to apply for the ESG grant on behalf of Catholic Charities of SWKS and the Family Crisis Center.
2. The Governing Body may elect to not approve staff to apply for the ESG grant on behalf of

Catholic Charities of SWKS and the Family Crisis Center.

**RECOMMENDATION:**

Staff recommends alternative 1, to approve staff to apply for the grant.

**FISCAL NOTE:**

All administrative costs will be recouped from the grant.

**ATTACHMENTS:**

Description	Upload Date	Type
ESG 2017 application	4/26/2017	Backup Material



## KANSAS EMERGENCY SOLUTIONS GRANT APPLICATION

**Instructions:** Please complete all sections of the KESG application.

**SECTION I: SUB RECIPIENT APPLICANT INFORMATION (City, County)**

*Sub Recipient is responsible for the administration of the ESG and coordination of the ESG programs in the geographical jurisdiction.*

**A. APPLICANT INFORMATION**

Sub Recipient City of Garden City, Kansas

Authorized Representative Carol Davidson Title Assistant Director, N&DS

Address 301 N. 8<sup>th</sup> St. City Garden City

State KS Zip 67846 Federal I.D. Number 48-6009982

Contact to whom questions about this application should be directed: Carol Davidson

Telephone 620-276-1170 Fax 620-276-1173

E-mail Address Carol.davidson@gardencityks.us

**B. TOTAL ESG REQUEST (all applying agencies)**

ESG Agency	Street Outreach	Shelter	Homeless Prevention	Rapid Re-Housing	HMIS	Totals
Catholic Charities of SWKS	\$ -	\$ -	\$ 7,491.71	\$ 16,880.66	\$ 1,534.88	\$ 25,907.25
Family Crisis Center	\$ -	\$ 40,000.00	\$ -	\$ -	\$ 1,484.00	\$ 41,484.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Totals	\$ -	\$ 40,000.00	\$ 7,491.71	\$ 16,880.66	\$ 3,018.88	\$ 67,391.25

**C. COUNTIES OF ESG SERVICES:**

1. Finney 4. \_\_\_\_\_
2. \_\_\_\_\_ 5. \_\_\_\_\_
3. \_\_\_\_\_ 6. \_\_\_\_\_

**D. PERFORMANCE OUTCOME MEASURES**

The U. S. Department of Housing and Urban Development (HUD) is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported to HUD which will enable HUD to describe performance results at the National Level. HUD's outcome performance measurement system has three objectives and three outcomes which are listed below.

**1. Select one of the following that best fits your project objective:**

- ☐ Suitable living environment  
☒ Decent affordable housing  
☐ Creating economic opportunity

**2. Select at least one of the following that describes the outcome your project will achieve:**

(NOTE: Outcomes show how programs benefit a community or people served.)

- ☐ Availability/Accessibility (Applies to activities that make services, infrastructure, housing, shelter, or employment opportunities available or accessible to low income persons by improving or providing new services, etc.)  
☒ Affordability (This applies to making an activity more affordable for low income persons.)  
☐ Sustainability (Using ESG resources in a targeted area to help make that area more viable or livable.)

**3. Please describe the process to establish and select the above objectives and outcomes. (Must be included)**

Every two years the Finney County Economic Development Corporation conducts a Community Housing Assessment Team Study (CHAT). The area has struggled with housing stock and a high-level of owner occupied with limited rental market for a number of year. The 2014 CHAT cited several major housing needs with special emphasis on rental development with generating factors including tighter credit for home ownership, influx of people seeking jobs and the arrival of special needs populations including low-income households. The community thought that through a combination of efforts there would be the development of enough rental units to meet the projected five-year need. However, they believe that the 2016 report will show an even more serious shortage.

**Certification:** To the best of my knowledge and belief, the data in this application are true and correct. This document has been duly authorized by the governing body of the applicant. The applicant will ensure compliance with the ESG regulations of 24 CFR Part 576, the Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200, the ESG grant agreement and federal and state regulations if assistance is approved.

\_\_\_\_\_  
Signature of Authorized Official of Governing Body

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**SECTION IV: ESG APPLICATION (completed by each agency providing ESG services)****A) SUB RECIPIENT AGENCY**

*Sub recipient agency is required to be an existing Emergency Shelter, Homeless Services Provider or Other Program that provides services to homeless clients. It is also required to be a Local Government or nonprofit 501 (c) (3).*

Agency's Legal Name: Catholic Charities of Southwest Kansas, Inc. Federal ID#: 48-0697602

Street/P.O. Box: 603 N. 8<sup>th</sup> St.

City: Garden City State: KS Zip: 67846 County: Finney

Chief Executive Officer: Debbie Snapp CEO Email: dsnapp@catholiccharitiesswks.org

Chief Financial Officer: Melissa Legleiter CFO Email: mlegleiter@catholiccharitiesswks.org

ESG Contact Person: (name and title): Debbie Snapp, Executive Director

Email of ESG Contact Person: dsnapp@catholiccharitiesswks.org

Alternate ESG Contact Person: (Name and Title): Melissa Legleiter, Office Manager

Alternate Email of ESG Contact Person: mlegleiter@catholiccharitiesswks.org

**B. AGENCY TYPE:**

- ☐ Emergency Shelter – temporary stay  
☒ Homeless Services Provider  
☐ Other ( Provide Description) \_\_\_\_\_

Please identify the **primary at risk** homeless category the program will serve. Please check the appropriate categories below:

- ☒ Chronically homeless Persons or families – 2<sup>nd</sup> priority  
☐ HIV/AIDS  
☐ Elderly  
☐ Veterans  
☐ Mental Health  
☐ Youth  
☒ Domestic Violence Victims – 1<sup>st</sup> priority  
☐ Substance abuse  
☐ Other \_\_\_\_\_

**C. PROGRAM PARTNERSHIPS**

Please identify and describe all partnerships with other agencies related to service delivery to your identified program beneficiaries needs. Agency contact (name of person, email and phone) information *must* be included.

Emmaus House <i>Homeless Shelter/food pantry</i>	Robin Marsh	620-275-2008	<a href="mailto:emmaushouse@wbsnet.org">emmaushouse@wbsnet.org</a>
The Salvation Army <i>Family Thrift Store and Food Pantry</i>	Joyce Curran	620-276-4027	<a href="mailto:joyce_curran@usc.salvationarmy.org">joyce_curran@usc.salvationarmy.org</a>
Family Crisis Center <i>Domestic Violence Shelter</i>	Janene Radke	620-275-2018	<a href="mailto:fcs.janene@sbcglobal.net">fcs.janene@sbcglobal.net</a>
Garden City Housing Authority <i>Low Income Housing</i>		620-276-1240	
Compass Behavioral Health <i>Behavioral and Mental Health</i>	Lisa Southern	620-276-7689	<a href="mailto:lsouthern@compassbh.org">lsouthern@compassbh.org</a>
Genesis Family Health <i>Health Ministry</i>	Leslie Gallardo	620-275-1766	
Garden City Police Dept <i>Law Enforcement</i>	Chief Mike Utz	620-276-1300	<a href="mailto:mutz@gardencityks.us">mutz@gardencityks.us</a>
Harvest America <i>Housing, employment, financial and food assistance</i>	Marcella Garcia	620-227-7882	<a href="mailto:mgarcia@harvestamerica.org">mgarcia@harvestamerica.org</a>
Live Well Finney County <i>Community Coalition</i>	Callie Dyer		<a href="mailto:calliedyer@centura.org">calliedyer@centura.org</a>
United Way of Garden City <i>Funding partner</i>	Susan Escareno	620-275-1425	<a href="mailto:fcuwed@gmail.com">fcuwed@gmail.com</a>

**D. PROPOSED PROJECT ACCOMPLISHMENTS**

Please list expected program accomplishment(s) if funding is awarded:

*(Accomplishments must be described in terms of households served, people served, etc.)*

**PROPOSED ACCOMPLISHMENTS:**

Total number of households to be served: 10

Total unduplicated individuals to be served: 20

Indicate the number of unduplicated adults to be served: 12

Indicate the number of unduplicated children to be served: 8

**E. Attach 501 (C) 3 status letter (must be IRS letter) (att. 1)**

**F. Attach Certificate of Good Standing (must be copy of current certificate from Kansas Secretary of State) (att. 2)**

**G. Attach Certification of Local Unit of Government approval Statement and Signature Form. (att. 3)**

**Agency Certification:** To the best of my knowledge and belief, the data in this agency's portion of this ESG application are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Executive Director, Catholic Charities of Southwest Kansas, Inc.  
Title

**SECTION V: ESG ACTIVITY FUNDING**

Please provide details on EACH activity your agency will provide if funded.

**C. Homeless Prevention**

Homeless Prevention	Amount Requested
Rental Assistance ( Short-Term / Medium-Term)	3,600.00
Utility Assistance	0
Rental Arrears ( up to 2 months)	1,200.00
Security Deposits (up to 2 months )	0
Moving Costs	0
Services Costs	0
Case Management	2,691.71
<b>TOTAL</b>	<b>\$7,491.71</b>

**Homeless Prevention:** Please provide a detailed description of your program and service delivery

ESG funds will be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness. This may include rent or utility assistance including up to 2 months of rental arrears.

Services will be implemented under the following criteria:

1. Individuals and households assisted must have an income at or below 30% of the area median income, as determined by HUD, with adjustments for smaller and larger families.
2. Persons/families receiving funding must be at risk of becoming homeless and temporary rent or utility assistance would prevent them from becoming homeless.
3. Priority will be given to individuals and families who are currently in housing but are at risk of becoming homeless and temporary rent or utility assistance would prevent them from becoming homeless, or who need assistance to move to another unit and fall into at least one of these secondary risk criteria:
  - a. Household has moved 2 or more times due to economic reasons over a 60 day period
  - b. Individual or family is living in a home of another or doubled-up due to economic hardship
  - c. Individual or family lives in a hotel or motel not paid for by a government or charitable organization.
  - d. Household lives in an overcrowded housing unit as defined by the US Census Bureau
  - e. Householder is exiting a publicly funded institution or system of care
  - f. DCF involvement with children and youth
  - g. Domestic violence problems
  - h. Households experiencing persistent housing instability due to factors such as chronic physical health or mental health conditions, substance addition, histories of domestic violence or abuse, the presence of a child with disabilities or having two or more barriers to employment.

After eligibility is established an *ESG Documentation Checklist: Homeless Prevention* will be completed including: Income verification for all members of the household over 18 years of age, documentation required for rent assistance and/or utility assistance. Appropriate referrals will be made for services such as: food assistance, financial literacy, weatherization, budget payment options and other appropriate referrals as needed. Assistance payments will be made within one week of client contact. Participant will receive education on Fair Housing and Grievance Policy.

**D. Rapid Re-Housing**

<b>Rapid Re-Housing</b>	<b>Amount Requested</b>
Rental Assistance ( Short-Term / Medium-Term)	7,200.00
Utility Assistance	1,000.00
Rental Arrears ( up to 2 months)	0
Security Deposits (up to 2 months )	2,400.00
Moving Costs	0
Services Costs	0
Case Management	6,280.66
<b>TOTAL</b>	<b>\$16,880.66</b>

**Rapid Re-Housing:** Please provide a detailed description of your program and service delivery

ESG funds will be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve housing stability. The Rapid Re-Housing Program will be implemented under the following criteria:

1. Referrals to the program will be received from emergency shelters, domestic violence shelters and other community partners, other programs of Catholic Charities of Southwest Kansas and 211.
2. To be eligible for the program, the family must meet HUD's definition of homelessness. For each potential participant a *Participant Eligibility Worksheet* will be completed the following documentation used to prove eligibility:
  - a. Written referral from the Emergency Shelter certifying residence
  - b. Documentation from another community services agency reporting that the family has been living in their car or on the streets and has requested services.
  - c. A signed and dated written certification from a third party regarding the family's whereabouts
  - d. If no other documentation is available and at least three attempts have been made to verify homelessness by contact with emergency shelters, domestic violence shelters or other community partners, a self report of homelessness can be used. All contact attempts must be documented on the Self Declaration of Housing Status Form. The form must be signed by participant and staff prior to entry into the program.
3. Funds may be used to pay housing owners, utility companies and other third parties. Assistance may include: Rental application fees, Security deposits equal to no more than 2 month's rent, First and last month's rent, Standard utility deposits, Utility payments. Funds may pay for up to 3 months per program participant, including payments in arrears. Cannot exceed one time of service in any 3 year period.
4. Rental assistance of up to 6 months may be provided during any 3 year period to include: Short-term rental assistance (up to 3 months), Medium-term rental assistance (up to 6 months. Income verification must be obtained after the 3<sup>rd</sup> month in order to recertify.), Payment of rental arrears (1 x for up to 3 months of rent in arrears including late fees). Rental assistance may be tenant-based or project-based. All units must meet Fair Market Rent requirements as established by HUD. A Rental Assistance Contract must be in place for each unit assisted.
5. In order to maintain housing, eligible household will have at least one adult who is able to work, has a history of employment, is working or is searching for work.

Upon entry into the program an *Eligibility Worksheet* will be completed and documentation obtained. If eligibility is established a *Risk Factors Eligibility Assessment* will be completed. Levels of barriers will determine the amount of time the participant remains on the program. If not eligible, the applicant is referred to Homeless Prevention. The *Rental Assistance Contract* will be completed for 3 months. Income verification will be required to extend past 3 months. Participant will receive education on Fair Housing Rights, Grievance Policy and Termination Policy.

## E. HMIS

HMIS	Amount Requested
Hardware / Software	0
Equipment Costs	0
Data Entry / Analysis	1,013.60
Data Quality	0
Training	0
Reporting	521.28
<b>TOTAL</b>	<b>\$1,534.88</b>

**HMIS:** Please provide a detailed description of your program and service delivery

Data on all persons served and all activities assisted under ESG will be entered into the community-wide HMIS in accordance with HUD's standards on participation, data collection, and reporting.

Gina Pack, Office Assistance will perform all Data Entry, Analysis and Reporting for the ESG Program. Estimated cost for Data Entry/Analysis is \$1,013.60 figured at 70 hours @ \$14.48 per hour. Estimated cost for Reporting for the program is \$521.28 figured at 36 hours @ \$14.48 per hour.



**F. MATCH REQUIREMENTS**

ESG requires a 100% match. The sub recipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by KHRC. The sub recipient must identify the source of match at the time of applying for ESG.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

- The sub recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

Please identify the sources and amounts of proposed matching funds:

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_

If matching funds will be provided through in-kind services, please describe the source and amounts of proposed in-kind matching funds below:

Description and value of Donated Building

\$ \_\_\_\_\_

Description and value of Donated Materials

\$ \_\_\_\_\_

Description and value of any Lease on Building

\$ \_\_\_\_\_

Salary paid to staff of the grantee or fees paid to a nonprofit recipient (as appropriate) in carrying out the ESG program.

\$ 27,807.25

Time and Services contributed by volunteers to carry out the ESG Program, must be determined at the rate consistent with those ordinarily paid by other employers for similar work in the same labor market.

\$ \_\_\_\_\_

Total Match amount:

\$ 27,807.25

**SECTION VI: AGENCY CAPACITY**

**A.** How long has your organization served homeless populations?

- ☐ 10 or more years  
☒ 5-9 years  
☐ Less than 5 years

**B.** Is your organization an active member of any of the following? Please check those that apply.

- ☒ Balance of State Continuum of Care  
☒ Regional/Local Planning Meetings  
☒ State/Local Consolidated Plan Process  
☒ Regional/Local Homeless Committees

**C.** How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.

Executive Director, Debbie Snapp attends Continuum of Care meetings. She has served as a non-voting member of the Kansas Statewide Homeless Coalition Board of Directors. She Chairs the Southwest Kansas Regional Homeless Coalition and is also currently serving on the Coordinated Entry sub-committee and has served on other sub-committees as needed.

**1. Please provide documentation of membership to organizations (letter signed by organization chair). (att. 4)**

**D.** Briefly describe the organization's board of director's fiscal oversight committee. How many members does it have, how often does it meet, and what are its responsibilities? Are there policies and procedures? If so, what entity is responsible for oversight?

The Catholic Charities of Southwest Kansas Board of Directors does not have a fiscal oversight committee, however the board as a whole provides fiscal oversight. They review financial records at the quarterly board meetings. The Board President reviews and signs the annual report to the State of Kansas and the IRS 990. The Board of Directors consists of 10 members and has policies and procedures in place to address programs, governance and fiscal management of the agency.

**1. Attach List of Board Members for sub recipient agency (att. 5)**

**2. Attach a Organization Chart of sub recipient agency (att. 6)**

**E.** What type of financial management system does the organization have? Describe the organization's system of checks and balances in its fiscal management. What is the division of responsibilities to ensure good fiscal oversight? Explain who maintains the organization's accounting records and if there is a software system utilized, please be specific as to the type and capabilities of the software or accounting system.

The agency uses Quickbooks Online Plus as their accounting system. Within the system the agency has the capability of keeping track of grant funding and expenses using subclasses of charts of accounts. The agency can create reports which give a total amount spent vs. amount remaining. Reports are processed at the end of each month.

Melissa Legleiter, Office Manager, is primarily responsible for all account functions for the organization however, the Executive Director, Debbie Snapp, provides fiscal oversight for all financial transactions on a day-to-day basis. All expenses must be approved by the Executive Director. Both parties have access to the accounting system and all of its functions. At the end of each quarter, the Board of Directors meets to approve the financial statements for the prior quarter. An independent audit is performed yearly to monitor all financial transactions.

1. **Attach a copy of the agency's most recent audit. (att. 7)**
2. **Attach a completed W-9 Form for Sub recipient. (att. 8)**

F. Does your agency have pending civil or criminal proceedings filed or being processed currently or have such been processed over the past three years? If the answer is "yes" an explanation must be provided with official documentation or court record that demonstrates the status of the issue.

No pending civil or criminal proceedings are currently filed nor being processed nor have such been processed over the past three years against Catholic Charities of Southwest Kansas.

G. Provide an address and physical description of the shelter and/or service delivery site.  
Domestic Violence providers provide only physical description.

The Catholic Charities of Southwest Kansas office is located at 603 N. 8th, Garden City, KS 67846. The building is in a strip mall with other local businesses. This is a rented office. Catholic Charities provides a wide array of social services from their offices.

H. Explain how agency will identify and document homeless status of a client.

To be eligible for the program, the family must meet HUD's definition of homelessness. For each potential participant, a *Participant Eligibility Worksheet* will be completed and included in the file. The preferred method of documentation of ESG Eligibility should utilize point (a)(b)and(c) listed below. However, point (d) can be used when supported by at least three attempts to verify homelessness by contact with emergency shelters, domestic violence shelters and other community partners.

- a. Written referral from the Emergency Shelter certifying that family has resided in the shelter.
- b. Documentation from another community services agency reporting that the family has been living in their car or on the streets and has requested services.
- c. A signed and dated written certification from a third party regarding the family's whereabouts for the past.
- d. A self report of homelessness can be used only after every attempt has been made to document homelessness in points a-c. All attempts to contact other agencies must be documented on the *Self Declaration of Housing Status Form* and included in the participant file. Signature by participant and staff must be obtained prior to entry into the program.

I. Are there any current HUD findings against the agency? If yes, please explain.

No current HUD findings against Catholic Charities of Southwest Kansas

J. Attach a copy of the program rules and policies. (att. 9)

K. Attach a copy of program termination / grievance policy and procedures. (att. 10)

**SECTION VII: PERFORMANCE OUTCOMES****A. Written Standards for Provision of ESG Assistance – See Attachment 11****B. Anticipated Project Outcomes – See Attachment 12****SECTION IV: ESG APPLICATION (completed by each agency providing ESG services)****A) SUB RECIPIENT AGENCY**

*Sub recipient agency is required to be an existing Emergency Shelter, Homeless Services Provider or Other Program that provides services to homeless clients. It is also required to be a Local Government or nonprofit 501 (c) (3).*

Agency's Legal Name: Family Crisis Services, Inc. Federal ID#: 48-0949166

Street/P.O. Box: 106 W. Fulton

City: Garden City State: KS Zip: 67846 County: Finney

Chief Executive Officer: Janene Radke CEO Email: fcs.janene@sbcglobal.net

Chief Financial Officer: \_\_\_\_\_ CFO Email: \_\_\_\_\_

ESG Contact Person: (name and title): Janene Radke, Director

Email of ESG Contact Person: fcs.janene@sbcglobal.net

Alternate ESG Contact Person: (Name and Title): \_\_\_\_\_

Alternate Email of ESG Contact Person: \_\_\_\_\_

**B. AGENCY TYPE:**

☒ Emergency Shelter – temporary stay

☐ Homeless Services Provider

☐ Other ( Provide Description) \_\_\_\_\_

Please identify the **primary at risk** homeless category the program will serve. Please check the appropriate categories below:

☐ Chronically homeless Persons or families

☐ HIV/AIDS

☐ Elderly

☐ Veterans

☐ Mental Health

☐ Youth

☒ Domestic Violence Victims

☐ Substance abuse

☐ Other \_\_\_\_\_

**C. PROGRAM PARTNERSHIPS**

Please identify and describe all partnerships with other agencies related to service delivery to your identified program beneficiaries needs. Agency contact (name of person, email and phone) information *must* be included.

Emmaus House <i>Homeless Shelter/food pantry</i>	Robin Marsh	620-275-2008	<a href="mailto:emmaushouse@wbsnet.org">emmaushouse@wbsnet.org</a>
The Salvation Army <i>Family Thrift Store and Food Pantry</i>	Joyce Curran	620-276-4027	<a href="mailto:joyce_curran@usc.salvationarmy.org">joyce_curran@usc.salvationarmy.org</a>
Family Crisis Center <i>Domestic Violence Shelter</i>	Janene Radke	620-275-2018	<a href="mailto:fcs.janene@sbcglobal.net">fcs.janene@sbcglobal.net</a>
Garden City Housing Authority <i>Low Income Housing</i>		620-276-1240	
Compass Behavioral Health <i>Behavioral and Mental Health</i>	Lisa Southern	620-276-7689	<a href="mailto:lsouthern@compassbh.org">lsouthern@compassbh.org</a>
Genesis Family Health <i>Health Ministry</i>	Leslie Gallardo	620-275-1766	
Garden City Police Dept <i>Law Enforcement</i>	Chief Mike Utz	620-276-1300	<a href="mailto:mutz@gardencityks.us">mutz@gardencityks.us</a>
Harvest America <i>Housing, employment, financial and food assistance</i>	Marcella Garcia	620-227-7882	<a href="mailto:mgarcia@harvestamerica.org">mgarcia@harvestamerica.org</a>
Live Well Finney County <i>Community Coalition</i>	Callie Dyer		<a href="mailto:calliedyer@centura.org">calliedyer@centura.org</a>
United Way of Garden City <i>Funding partner</i>	Susan Escareno	620-275-1425	<a href="mailto:fcuwed@gmail.com">fcuwed@gmail.com</a>

#### D. PROPOSED PROJECT ACCOMPLISHMENTS

Please list expected program accomplishment(s) if funding is awarded:

*(Accomplishments must be described in terms of households served, people served, etc.)*

##### PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: 25

Total unduplicated individuals to be served: 125

Indicate the number of unduplicated adults to be served: 65

Indicate the number of unduplicated children to be served: 60

E. Attach 501 (C) 3 status letter (must be IRS letter) (att. 1)

F. Attach Certificate of Good Standing (must be copy of current certificate from Kansas Secretary of State) (att. 2)

G. Attach Certification of Local Unit of Government approval Statement and Signature Form. (att. 3)

**Agency Certification:** To the best of my knowledge and belief, the data in this agency's portion of this ESG application are true and correct.

Signature

Date

Executive Director

Title

**SECTION V: ESG ACTIVITY FUNDING**

Please provide details on EACH activity your agency will provide if funded.

**B. Emergency Shelter**

Emergency Shelter	Amount Requested
Essential Services	\$24,500
Renovation Activities	\$4,000
Shelter Operations	\$11,500
Vouchers (Hotel or Motel where ES unavailable)	
<b>TOTAL</b>	<b>\$40,000</b>

**Emergency Shelter:** Please provide a detailed description of your program and service delivery

Shelter is provided for victims of domestic violence and sexual assault who are in dangerous situations and fleeing from violence. The shelter is a single story house, with full basement, located in an undisclosed residential neighborhood. Main level accommodations include two bedrooms, two bathrooms, kitchen, living room, and office. The kitchen is fully stocked with dishes, utensils and cooking products for survivors to use. Through grant funding, the agency purchases food for survivors to cook for themselves and their children. There are sliding glass doors that open into the back yard which has a privacy fence and a playground area for children to enjoy, as well as, a patio table and chairs. The living room is equipped with a television, VHS/DVD player and a selection of family movies for residents to enjoy during their stay. The bedrooms on the main level and in the basements each have several beds, at least one dresser and a closet to allow families room to keep their personal belongings. On the main level there is a security door with a keypad entrance which opens into the front of the residence. Residents are given the code to enter in the event employees are not there and the code is changed as survivor's move out. Living accommodations in the basement include two bedrooms, a living room area with seating and a television, and a storage area where extra supplies for the shelter are kept. There is a fully supplied laundry room for survivors to do their laundry on-site. A rotating laundry schedule is formulated to accommodate each survivor's needs. The shelter has a security system which is set by staff at night and turned off in the morning. Doors are kept locked at all times to ensure survivors' safety while they are residing at the shelter. For added security and support for survivors, the Shelter Coordinator is available from 9:00 a.m.-5:00 p.m. Monday -Friday. A shelter advocate is available from 5:00 p.m.-10:00 p.m. Monday-Friday. Overnight staff is on site from 10:00 p.m. - 6:00 a.m. seven days a week and additional staff is available from 10:00 a.m.-6:00 p.m. Saturday-Sunday. There is an elementary school within walking distance, as well as, public transportation and a grocery store, so survivors have easy access to other resources in the community. In addition, there is a computer on-site that is available for survivors to use for job searches, housing searches and maintaining contact with family members in other areas. Residents are sheltered for an initial 30 day stay. During that period of time, they work with an advocate to achieve the goals they set. These goals include things such as finding housing, applying for jobs, obtaining counseling, working on budgeting, and enrolling children in school. If at the end of 30 days they are unable to find housing, they are able to request an extension to allow for more time to find housing or a job. All services are provided at no cost to residents and information is confidential.

## E. HMIS

HMIS	Amount Requested
Hardware / Software	
Equipment Costs	
Data Entry / Analysis	\$984
Data Quality	
Training	
Reporting	\$500
<b>TOTAL</b>	<b>\$1,484</b>

**HMIS:** Please provide a **detailed description** of your program and service delivery

Data on all persons served and all activities assisted under ESG will be entered into the community-wide HMIS in accordance with HUD's standards on participation, data collection, and reporting.



**F. MATCH REQUIREMENTS**

ESG requires a 100% match. The sub recipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by KHRC. The sub recipient must identify the source of match at the time of applying for ESG.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

- The sub recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

Please identify the sources and amounts of proposed matching funds:

1. Victims Of Crime Act Federal Grant \$ 335,824
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_

If matching funds will be provided through in-kind services, please describe the source and amounts of proposed in-kind matching funds below:

Description and value of Donated Building

\$ \_\_\_\_\_

Description and value of Donated Materials

\$ \_\_\_\_\_

Description and value of any Lease on Building

\$ \_\_\_\_\_

Salary paid to staff of the grantee or fees paid to a nonprofit recipient (as appropriate) in carrying out the ESG program.

\$ \_\_\_\_\_

Time and Services contributed by volunteers to carry out the ESG Program, must be determined at the rate consistent with those ordinarily paid by other employers for similar work in the same labor market.

\$ \_\_\_\_\_

Total Match amount:

\$ 335,824

**SECTION VI: AGENCY CAPACITY**

**A.** How long has your organization served homeless populations?

- ☒ 10 or more years  
☐ 5-9 years  
☐ Less than 5 years

**B.** Is your organization an active member of any of the following? Please check those that apply.

- ☐ Balance of State Continuum of Care  
☐ Regional/Local Planning Meetings  
☐ State/Local Consolidated Plan Process  
☒ Regional/Local Homeless Committees

**C.** How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.

Family Crisis Services, Inc., is an active member of the Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and fully participates in the work of the Coalition including; regularly attending quarterly Program Council meetings, and other state and local advocacy events. Family Crisis Services, Inc., participates in KCSDV's Accreditation process.

**2. Please provide documentation of membership to organizations (letter signed by organization chair). (att. 4)**

**D.** Briefly describe the organization's board of director's fiscal oversight committee. How many members does it have, how often does it meet, and what are its responsibilities? Are there policies and procedures? If so, what entity is responsible for oversight?

We currently have a 7 member board of directors, but are working to find new members. The Executive Director of the agency provides the board with all the financial reports for the agencies. This includes a copy of all transactions paid, a statement of activity for the agency overall and a profit and loss report for each grant as well as general funds. The Treasurer reviews all reports and presents the report to the full board at their monthly meetings. The board asks questions for clarification of the reports and after all questions have been answered, the entire board votes to accept the reports. In addition, the board treasurer transfers funds to the agency checking account to enable the agency program assistant to pay bills. The treasurer also reviews all bank statements and ensures they are balanced. We have policies and procedures to ensure all financial duties with the board and administrative staff are in place to ensure accuracy and responsibility. The board of directors is responsible for financial oversight of the agency.

**3. Attach List of Board Members for sub recipient agency (att. 5)**

**4. Attach a Organization Chart of sub recipient agency (att. 6)**

**E.** What type of financial management system does the organization have? Describe the organization's system of checks and balances in its fiscal management. What is the division of responsibilities to ensure good fiscal oversight? Explain who maintains the organization's accounting records and if there is a software system utilized, please be specific as to the type and capabilities of the software or accounting system.

The agency uses a cash basis through the QuickBooks Non-Profit Edition software. We have policies in place to ensure good fiscal oversight of the agency. The Program Assistant is responsible for depositing monies into the accounts. This position is also responsible for entering the data into QuickBooks and preparing the checks to pay bills and process payroll. The Executive Director is then responsible for checking the accuracy of the data in QuickBooks and signing the checks. Checks over \$1,500 require two signatures. This can be composed of any of the following: The Executive Director, Board Treasurer, Board President or Board Vice-President. After checks are signed, the Program Assistant scans the bills and checks to keep a digital copy with the agency then mails them out. We have a Bookkeeper that checks to ensure all financial information has been entered into QuickBooks correctly and then prepares the financial reports for the agency grants. The Executive Director then runs the reports for the Board of Directors to approve at their monthly meetings. The Board Treasurer will transfer monies from the Operational Account to the Checking Account as requested by the Executive Director. This position also reviews reports to ensure they are accurate. They also balance bank statements monthly.

**1. Attach a copy of the agency's most recent audit. (att. 7)**

**2. Attach a completed W-9 Form for Sub recipient. (att. 8)**

**F.** Does your agency have pending civil or criminal proceedings filed or being processed currently or have such been processed over the past three years? If the answer is "yes" an explanation must be provided with official documentation or court record that demonstrates the status of the issue.

No. Our agency has never had a civil nor criminal proceeding filed against it.

**G.** Provide an address and physical description of the shelter and/or service delivery site.  
Domestic Violence providers provide only physical description.

The shelter is a single story house, with full basement, located in an undisclosed residential neighborhood. Main level accommodations include two bedrooms, two bathrooms, kitchen, living room, and office. There are sliding glass doors that open into the back yard which has a privacy fence and a playground area for children to enjoy. On the main level there is a security door with a keypad entrance which opens into the front of the residence. Living accommodations in the basement include two bedrooms, a living room area, and a storage area. There is a fully supplied laundry room. The shelter has a security system. There is an elementary school within walking distance, as well as, public transportation and a grocery store.

**H.** Explain how agency will identify and document homeless status of a client.

Family Crisis Services, Inc. evaluates those requesting shelter by completing a thorough intake *in person*. The intake is used to determine if the person seeking shelter is *fleeing domestic violence* (thus meeting the definition of *homeless* under HUD regulations), and therefore *eligible* for ESG assistance. Emergency shelter is the only ESG-funded program operated by the Center. This will be documented on a self-report form for homelessness/domestic violence/ at risk individuals.

**I.** Are there any current HUD findings against the agency? If yes, please explain.

No.

**J.** Attach a copy of the program rules and policies. **(att. 9)**

**K.** Attach a copy of program termination / grievance policy and procedures. **(att. 10)**

**CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies to the best of his or her knowledge and belief that:

- a. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of an cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form III "Disclosure Form to Report Lobbying", in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**STATEMENT REGARDING DISCRIMINATION**

The applicant agrees and warrants that in the performance of an executed third party contract with the state that it will not discriminate or permit discrimination against religious creed, age, marital status, national origin, sex, mental retardation or physical disability including, but not limited to, blindness, unless it can be shown by the applicant that such disability prevents performance of work involved in any manner prohibited by the laws of the United States or of the State of Kansas, and the applicant further agrees to provide the Commission on Equal Opportunities with such information requested by the Commission concerning the employment as they relate to the provisions of this section.

I, \_\_\_\_\_ (the duly authorized representative of the applicant) do hereby certify that all the facts, figures and representations made in this application are true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL  
REGULATIONS**

The use of federal funds triggers the requirement of compliance with federal environmental regulations developed by the Department of Housing and Urban Development (HUD). These regulations, contained in 24 CFR Part 50 and Part 58 "Environmental Review Procedures for Recipients Assuming HUD Responsibilities", require compliance with the National Environmental Policy Act (NEPA), as well as several related federal laws, regulations and Executive Orders. In order to ensure compliance with these environmental regulations, the state shall require a complete description of all physical work to be undertaken, including specifications and drawings where applicable. This information is necessary to ensure that all environmental reviews and paperwork can be completed by the state in order to satisfy HUD requirements. No funds will be released or vouchers paid for physical activities unless environmental clearance has been obtained from HUD. NO construction activities may occur without formal notification from the City that the release of environmental conditions has occurred.

All physical projects must comply, where applicable, with environmental requirements, guidelines and statutory obligations in the following areas, as outlined in 24 CFR Parts 50 and 58, Historic Properties Protection; Flood plain Management and Wetland Protection; Coastal Zone Management Requirements; Sole Source Aquifer Protection; Wildlife, Endangered Species, and Wild and Scenic River Protection; Water Quality Regulations; Air Quality; Solid Waste Management Regulations; Farmland Protection; and other HUD Environmental Standards.

All work plans will be reviewed to ensure compliance with applicable environmental standards. The following sections briefly outline the statutory compliance areas which will affect most physical activities undertaken with CDBG funds.

**Historic Properties:** All properties to be rehabilitated, renovated, demolished or physically changed in any manner will be reviewed to determine if they are contained on the State of Kansas Historic List. If a structure is contained on the Historic List, rehabilitation or renovation activities must adhere to the National Secretary of the Interior's Standards for Rehabilitation. Any proposed activity which does not adhere to the Secretary of the Interior's Standards must be reviewed by the Kansas State Historic Preservation Office (SHPO) prior to commencement of the activity. All requirements outlined by SHPO and, where necessary, the Advisory Council on Historic Preservation, must be met before funds can be released. These requirements also pertain to demolition activities.

**Air Quality/Asbestos Abatement:** Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

**Lead-Based Paint Abatement:** Prior to the rehabilitation of any residential structure or non-dwelling facility commonly used by children under seven years, all applicable surfaces of units constructed prior to 1978 shall be inspected to determine if lead-based paint surfaces exist. If defective lead-based painted surfaces are present, notification and abatement, in accordance with all local, state and federal laws and regulations must occur prior to the release of funds. If no lead-based paint is present, a signed letter, stating the date of inspection, the name of the inspector, and the absence of lead-based paint, must be presented to the state.

**Other Applicable Statutory Requirements:** If a property to be rehabilitated is located within a flood zone, wetland area or coastal zone, the proposed project must be reviewed to ensure consistency with applicable local, state and federal regulations. If the subject property is located in an airport clear zone or within an industrial/commercial area, the project must be reviewed to ensure that any potential site safety hazards are addressed.

To the best of your knowledge:

**Does the proposed project area contain lead-based paint?**

\_\_\_\_\_ Yes ☒ No \_\_\_\_\_ Unsure

**Does the proposed project area contain asbestos containing materials?**

\_\_\_\_\_ Yes ☒ No \_\_\_\_\_ Unsure

As the applicant, the undersigned assures the commitment to compliance with the environmental Regulations outlined by HUD.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Attachment 1 – 501(c) (3) IRS Letters

**Internal Revenue Service**  
**P.O. Box 2508**  
**Cincinnati, OH 45201**

**Department of the Treasury**

**Date: May 29, 2015**

**Person to Contact:**

R. Meyer ID# 0110429

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

53-0196617

**Group Exemption Number:**

0928

United States Conference of Catholic  
Bishops  
3211 4<sup>th</sup> Street, NE  
Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your May 19, 2015, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2015*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2015* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Tamera Ripperda  
Director, Exempt Organizations

2017-  
2018

Kansas  
ESG

District Director

1100 COMMERCE STREET  
DALLAS, TX 75242-0000

Date:

Oct 19 1985

FAMILY CRISIS SERVICES  
P O BOX 1092  
GARDEN CITY, KS 67846

Employer Identification Number:

48-0949166

Contact Person:

EO TECHNICAL ASSISTOR

Contact Telephone Number:

(214) 767-3526

Our Letter Dated:

Oct 1, 1985

Caveat Applies:

N/A

Dear Applicant

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi). Your exempt status under Code section 501(c)(3) is still in effect.

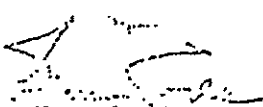
Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of such status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

  
Glenn Cagle  
District Director

Letter 1050(DG/CS)

Attachment 2 – Certificates of Good Standing

4/18/2017

<https://www.kansas.gov/bess/flow/main?execution=e1s9>

**STATE OF KANSAS  
OFFICE OF  
SECRETARY OF STATE  
KRIS W. KOBACH**

I, KRIS W. KOBACH, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number: 0268193

Entity Name: CATHOLIC CHARITIES OF SOUTHWEST KANSAS, INC

Entity Type: KANSAS NOT FOR PROFIT CORPORATION

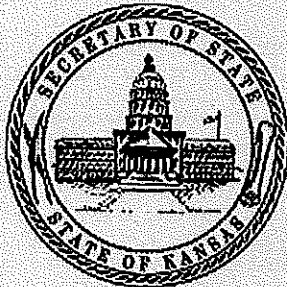
State of Organization: KS

Resident Agent: CATHOLIC CHARITIES OF SOUTHWEST KANSAS, INC

Registered Office: 906 CENTRAL AVE, DODGE CITY, KS 67801

was filed in this office on June 03, 1965, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of April 18, 2017

**KRIS W. KOBACH  
SECRETARY OF STATE**

Certificate ID: 940586 - To verify the validity of this certificate please visit <https://www.kansas.gov/bess/flow/validate> and enter the certificate ID number.

<https://www.kansas.gov/bess/flow/main?execution=e1s9>

1/1

**STATE OF KANSAS**  
**OFFICE OF**  
**SECRETARY OF STATE**  
**KRIS W. KOBACH**

I, KRIS W. KOBACH, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number: 0761692

Entity Name: FAMILY CRISIS SERVICES, INC.

Entity Type: DOM:NOT FOR PROFIT CORPORATION

State of Organization: KS

Resident Agent: FAMILY CRISIS SERVICES, INC.

Registered Office: 106 W Fulton St, GARDEN CITY, KS 67846

was filed in this office on August 18, 1982, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of April 14, 2017

**KRIS W. KOBACH**  
**SECRETARY OF STATE**

Certificate ID: 939146 - To verify the validity of this certificate please visit <https://www.kansas.gov/bess/flow/validate> and enter the certificate ID number.



**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL  
FOR NONPROFIT ORGANIZATIONS**

**RECEIVING 2017 EMERGENCY SOLUTIONS GRANT FUNDS FROM STATE SUBRECIPIENTS**

I, \_\_\_\_\_ (*name and title*), duly authorized to act on behalf of the  
\_\_\_\_\_ (*name of jurisdiction*), hereby approve the following emergency solutions grant  
activities proposed by Catholic Charities of Southwest Kansas (*name of nonprofit organization*), which are to be  
located in \_\_\_\_\_ (*name(s) of jurisdiction(s)*):

By: \_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Typed or Written Name of Signatory Local Official

\_\_\_\_\_  
Title



**CERTIFICATION OF LOCAL GOVERNMENT APPROVAL**

**FOR NONPROFIT ORGANIZATIONS**

**RECEIVING 2017 EMERGENCY SOLUTIONS GRANT FUNDS FROM STATE SUBRECIPIENTS**

I, \_\_\_\_\_ (*name and title*), duly authorized to act on behalf of the  
\_\_\_\_\_ (*name of jurisdiction*), hereby approve the following emergency solutions grant  
activities proposed by Family Crisis Services, Inc. (*name of nonprofit organization*), which are to be located in  
\_\_\_\_\_ (*name(s) of jurisdiction(s)*):

By: \_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Typed or Written Name of Signatory Local Official

\_\_\_\_\_  
Title

**Attachment 4 – Documentation of Membership to Organizations**



April 3, 2017

Regarding: Emergency Solution Grant – CoC Membership

To Whom It May Concern:

Catholic Charities of Southwest Kansas has been a valued member of the Kansas Balance of State Continuum of Care (BoS CoC) and has been in good standing for many years. Debbie Snapp, who is the Executive Director, attends all BoS CoC monthly meetings as well as participates on the Notice of Funding Availability Committee and the Point-in-Time Committee. In addition, Ms. Snapp serves as the Southwest Regional Coordinator for the BoS CoC and plays a leadership role in coordinating services and resources across the southwest region of the state.

Sincerely,

*Kate Watson*

Kate Watson, Executive Director  
Kansas Statewide Homeless Coalition  
2001 Haskell Avenue  
Lawrence, KS 66046  
785-760-4355  
[kwatson@kshomeless.com](mailto:kwatson@kshomeless.com)





634 SW Harrison  
Topeka, KS 66603  
785-232-9784

coalition@kcsdv.org  
kcsdv.org  
facebook.com/KCSDV

April, 10, 2017

To Whom It May Concern;

The Kansas Coalition Against Sexual and Domestic Violence (KCSDV), founded in 1982, is a membership organization of 27 domestic violence and sexual assault programs located across the state. Each program has a representative on the Program Council, which serves as an important networking and advisory body to the work of KCSDV, as well as the other advocacy programs in Kansas.

Family Crisis Services, Inc., is an active member of KCSDV and fully participates in the work of the Coalition including; regularly attending quarterly Program Council meetings, and other state and local advocacy events.

Family Crisis Services, Inc., participates in KCSDV's Accreditation process. Accreditation is a system by which the delivery and efficacy of sexual assault and domestic violence services are assessed and monitored to ensure the best possible outcome for survivors, victims, clients, and communities in Kansas. Family Crisis Services, Inc. has Full Accreditation status.

Sincerely,

A handwritten signature in cursive script that reads 'Joyce Grover'.

Joyce Grover  
Executive Director

**Attachment 5 – Lists of Board Members**

**CATHOLIC SOCIAL SERVICE - DIOCESE OF DODGE CITY  
BOARD OF DIRECTORS  
4/2017**

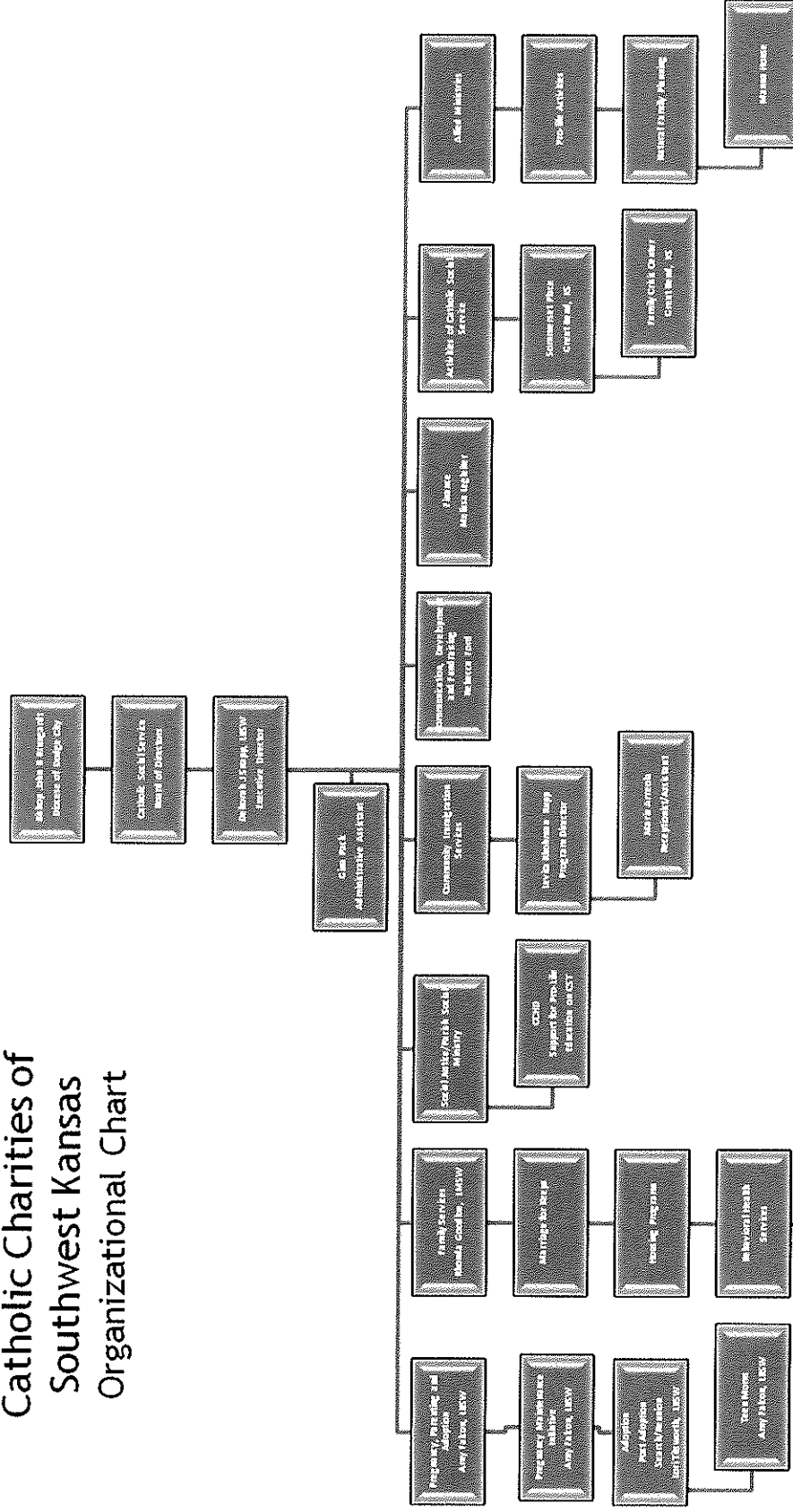
Patty Dunkle Secretary (11/87)	2306 Keri Dodge City 67801	227-7376 (home) 227-6370 (work) <a href="mailto:ped@centerabank.com">ped@centerabank.com</a>	Centera Bank
Dave Snapp (07/90)	2803 Center Ave. Dodge City 67801	225-2412 (home) 225-5051 (work) <a href="mailto:dsnapp3@starrtech.net">dsnapp3@starrtech.net</a>	Attorney
Mike Stein President (03/94)	3016 Toalson Dodge City 67801	225-2156 (home) 227-4400 ext. 4419 (work) <a href="mailto:mstein@fairpoint.com">mstein@fairpoint.com</a>	Fairpoint Communications
Rev. Ted A. Skalsky (9/06)	408 W. Carthage St Meade 67864	227-3442 <a href="mailto:tedsky5@gmail.com">tedsky5@gmail.com</a>	Pastor St. John the Baptist
Alvin Bergkamp (07/96)	P.O. Box 21 Lakin 67860	355-7608 <a href="mailto:bergkamp@pld.com">bergkamp@pld.com</a>	Farmer
Kathy Massoth (5/14)	PO Box 27 Cimarron 67836	620-855-3148 <a href="mailto:emassoth@ucom.net">emassoth@ucom.net</a>	
Sr. Charlotte Brungardt (11/10)	5601 Navajo Rd Great Bend 67530	603-6563 (home) 792-1232 ext 128 (work) <a href="mailto:Charlotteteb_op@hotmail.com">Charlotteteb_op@hotmail.com</a>	Dominican Sisters of Peace
Rev. Robert Schremmer (07/09)	P.O. Box 137 Dodge City 67801	227-1500 <a href="mailto:rschremmer@dcdiocese.org">rschremmer@dcdiocese.org</a>	Vicar General and Moderator of Curia
Trish Keller (2/15)	805 Davis St. Garden City 67846	275-0546 <a href="mailto:Patricia.keller@gcccks.edu">Patricia.keller@gcccks.edu</a>	Garden City Community College

**FAMILY CRISIS SERVICES, INC.  
BOARD OF DIRECTORS  
4/2017**

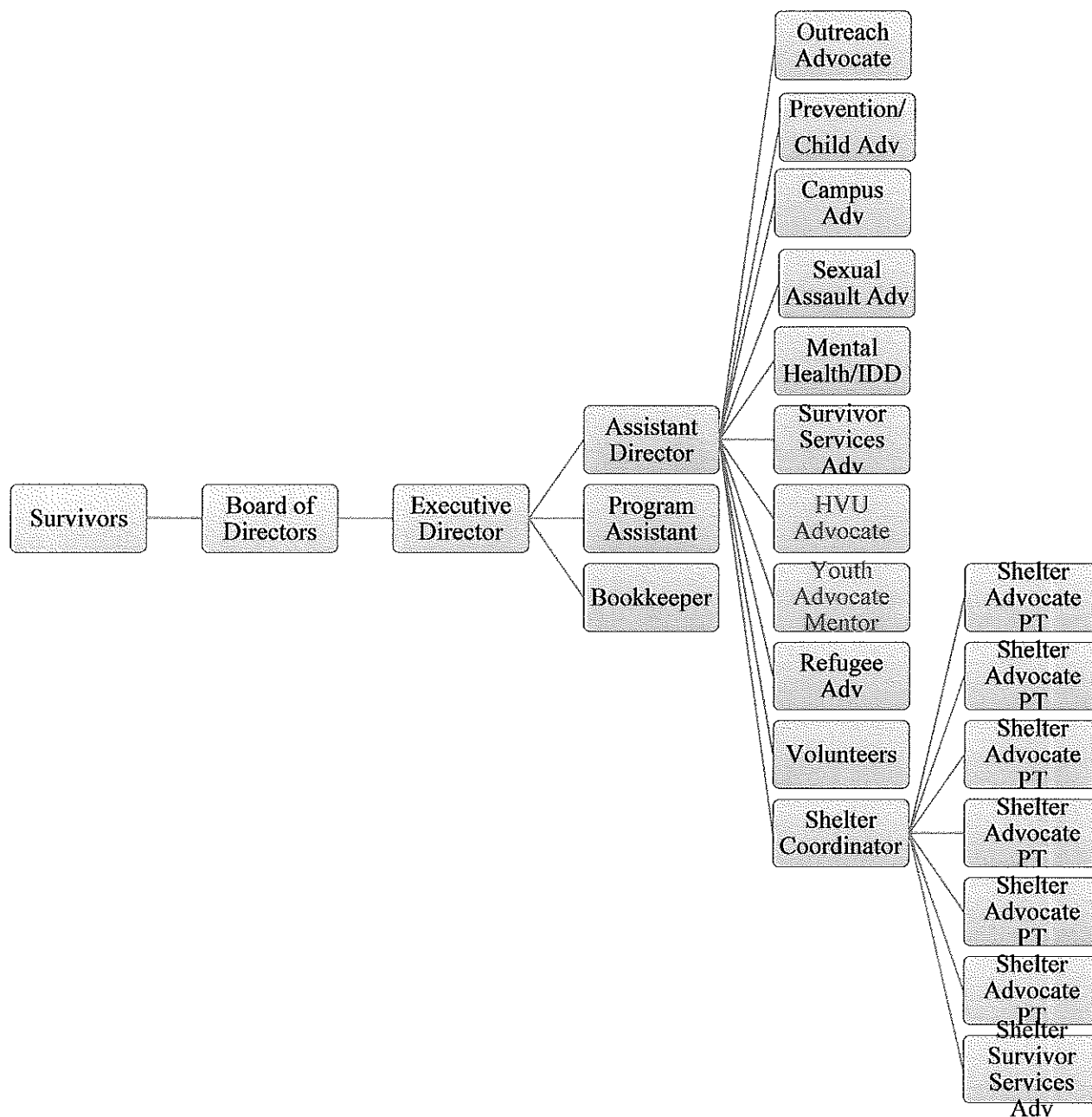
Michael Reagle Vice President (1/31/15)	1827 Koster Garden City 67846	620-276-2626 <a href="mailto:michael.reagle@gardencityks.us">michael.reagle@gardencityks.us</a>	Garden City Police Department
John Birky (2/11/16)	902 N. 5 <sup>th</sup> St.. Garden City 67846	620-277-8676 <a href="mailto:johnbirky@wellspringfamilyhealthcare.com">johnbirky@wellspringfamilyhealthcare.com</a>	Wellspring Family Health Care
Dawn Mesa Secretary (1/26/13)	2190 Andover Dr. Garden City 67846	620-276-6892 <a href="mailto:dmesa@compassbh.org">dmesa@compassbh.org</a>	Compass Behavioral Health
Henk Rijfkogel (2/15/09)	602 Wheatridge Garden City 67846	620-276-3611 (W) 620-272-6311 (C) <a href="mailto:Henk_325@yahoo.com">Henk_325@yahoo.com</a>	Business Owner
Katrina Lowry President (3/3/14)	1605 Old Manor Garden City 67846	620-290-7275 <a href="mailto:katrin.a.lowry@gmail.com">katrin.a.lowry@gmail.com</a> <a href="mailto:klowry@rcdekids.org">klowry@rcdekids.org</a>	RCDC
Robin Bergkamp (4/10/17)	1008 Lyle Garden City 67846	620-272-1794 <a href="mailto:robin@palacecomputers.com">robin@palacecomputers.com</a>	Business Owner
Jenny Biera Treasurer (1/28/12)	646 Wheatridge Garden City 67846	620-805-2598 <a href="mailto:jenny.biera@emsc.net">jenny.biera@emsc.net</a>	EMSC Director, Financial Planning

Attachment 6 - Organizational Charts

# Catholic Charities of Southwest Kansas Organizational Chart



**FAMILY CRISIS SERVICES, INC.**  
**ORGANIZATIONAL CHART**



**Attachment 7 – Audits**

- **7A – Catholic Charities of Southwest Kansas**

- 7B – Family Crisis Services, Inc.

**Attachment 8 – W-9 Form**



## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>City of Garden City</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from FATCA reporting code (if any) <i>(Applies to accounts maintained outside the U.S.)</i>
<input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
5 Address (number, street, and apt. or suite no.) <b>301 North 8th Street</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Garden City, KS 67846</b>	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		
or								
Employer identification number								
4	8	-	6	0	0	9	9	8 2

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign  
Here

Signature of  
U.S. person ▶

*Christie Rojas*

Date ▶

*1-3-2017*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Attachment 9 – Copy of Rules and Policies****Catholic Charities of Southwest Kansas  
Emergency Solutions Grant (ESG)  
Community Coordination Policy****Policy:**

Catholic Charities of Southwest Kansas (CCSWKS) participates in coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers in order to provide seamless services for homeless and/or at risk of being homeless participants. Because the centralized intake into the ESG program is emergency shelters, domestic violence shelters and other community partners as well as Catholic Charities of Southwest Kansas, CCSWKS will collaborate with Emergency and Domestic Violence Shelters, School District Homeless Liaisons, and other Social Service Providers in identifying families or individuals with barriers to housing and self-sufficiency.

**Procedures:**

- a. CCSWKS participates fully in the local county or Balance of State Continuum of Care (CoC).
  - i. Participating agencies attend monthly meetings and receive updates on programming and services within the county.
  - ii. Participating agencies receive frequent emails from the local CoC with updates on community services and as a mechanism of contacting service providers.
- b. CCSWKS uses the MAACLink HMIS system in order to ascertain a full picture of services provided to clients/households by area agencies.
  - iii. MAACLink provides a message board for updates on local programming.
  - iv. CCSWKS participates in monthly Caseworker Resource Committee meetings to share emerging developments in practice and updates from community providers.
- c. CCSWKS is the direct access point through existing Emergency Assistance Programming. This will allow for outreach to homeless families directly through Emergency Assistance Case Managers who provide information to clients about services for homelessness at the time of assessment.
- d. CCSWKS participates in the Centralized Intake process developed through the Southwest Kansas Homeless Coalition.

**Catholic Charities of Southwest Kansas**  
**Emergency Solutions Grant (ESG)**  
**Eligibility Determination Policy – Homeless Prevention**

**Policy:**

Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness. This may include rent or utility assistance and include deposits. The Homeless Prevention Program will be implemented under the following criteria :

1. Individuals and households assisted under the homelessness prevention component must have an income at or below 30% of the area median income, as determined by HUD, with adjustments for smaller and larger families.
2. Persons/families receiving funding under this program must be at risk of becoming homeless and temporary rent or utility assistance would prevent them from becoming homeless.
3. Priority will be given to individuals and families who are currently in housing but are at risk of becoming homeless and temporary rent or utility assistance would prevent them from becoming homeless, or who need assistance to move to another unit and fall into at least one of these secondary risk criteria:
  - a. Household has moved 2 or more times due to economic reasons over a 60 day period
  - b. Individual or family is living in a home of another or doubled-up due to economic hardship
  - c. Individual or family lives in a hotel or motel not paid for by a government or charitable organization
  - d. Household lives in an overcrowded housing unit as defined by the US Census Bureau
  - e. Householder is exiting a publicly funded institution or system of care
  - f. DCF involvement with children and youth
  - g. Domestic violence problems
  - h. Households experiencing persistent housing instability due to factors such as chronic physical health or mental health conditions, substance addiction, histories of domestic violence or abuse, the presence of a child with disabilities or having two or more barriers to employment

**Procedures:**

Complete the *ESG Documentation Checklist: Homelessness Prevention*. The following documentation may be required:

1. Income verification for all members of the household over 18 years of age.
  - a. Income verification includes earned income, child support, SSI payments, pensions, unemployment.
  - b. If no income is reported, client should bring supporting documents such as DCF documentation, statement from their last employer or last paycheck stub.
  - c. If client is paid in cash, a letter from the employer is required.
2. ESG Documentation Checklist
  - a. For Rent (additional documentation maybe required as recommended by checklist):
    - I. A copy of a current lease
    - II. An eviction notice signed by the court and within 10 days of court order.
    - III. An Intent to Rent letter for deposits or first month's rent
    - IV. Photo identification for the person requesting assistance and listed in the lease agreement

b. Utility Assistance (additional documentation may be required as recommended by checklist):

- I. A copy of a current utility bill in the clients or household members name
- II. Photo identification for the person listed on the bill

2. Screen for income eligibility. Use the Area Median Income Chart (30%) of Median Income.
3. Compare the lease agreement to the amount of rent requested in the eviction notice. Only rent amount can be paid and no fees are allowable or ensure the person's name on the utility bill matches the photo identification.
4. Compare the date rent is due to the date of the lease agreement. All rent must be past due in order to qualify.
5. Compare members in household on MAAC form to household members in the lease.
6. Contact landlord to ensure that they will work with the client and allow for at least 30 days of shelter or contact the energy company to ensure that they will work with the client and allow for at least 30 days of service.
7. Review Fair Housing rights and Grievance Policy. Put copy in the file.
8. Give appropriate referrals such as: food stamps, financial literacy, weatherization, budget payment options and other appropriate referrals as needed.
9. Enter payment into the appropriate budget spreadsheet.
10. Enter intake, payment, case management, and referrals into MAAC.
11. Complete accounts payable document and submit for payment within one week of client contact.

**Catholic Charities of Southwest Kansas**  
**Emergency Solutions Grant (ESG)**  
**Eligibility Determination Policy – Rapid Re-Housing**

Policy:

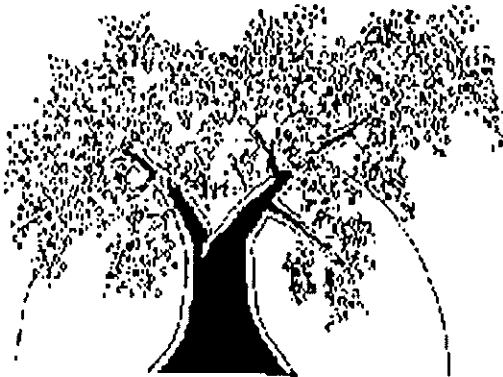
ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve housing stability. All households who receive Rapid Re-Housing assistance under ESG must meet HUD's definition. The Rapid Re-Housing Program will be implemented under the following criteria :

2. The centralized intake into the ESG program is emergency shelters, domestic violence shelters and other community partners as well as Catholic Charities of Southwest Kansas. Referrals are taken directly from 211.
3. To be eligible for the program, the family must meet HUD's definition of homelessness. For each potential participant, a *Participant Eligibility Worksheet* will be completed and included in the file. The preferred method of documentation of ESG Eligibility should utilize point (a)(b)and(c) listed below. However, point (d) can be used when supported by at least three attempts to verify homelessness by contact with emergency shelters, domestic violence shelters and other community partners.
  - a. Written referral from the Emergency Shelter certifying that family has resided in the shelter.
  - b. Documentation from another community services agency reporting that the family has been living in their car or on the streets and has requested services.
  - c. A signed and dated written certification from a third party regarding the family's whereabouts for the past.
  - d. A self report of homelessness can be used only after every attempt has been made to document homelessness in points a-c. All attempts to contact other agencies must be documented on the *Self Declaration of Housing Status Form* and included in the participant file. Signature by participant and staff must be obtained prior to entry into the program.
4. For Rapid Re-Housing Relocation and Stabilization Services, ESG funds may be used to pay housing owners, utility companies and other third parties. Assistance may include:
  - a. Rental application fees
  - b. Security deposits equal to no more than 2 months rent
  - c. First and last months rent
  - d. Standard utility deposits
  - e. Utility payments, ESG funds may pay for up to 3 months of utility payments per program participant, including utility payments in arrears. Utility payment assistance to a participant cannot exceed one time of service in any 3 year period.
5. For Rapid Re-Housing, ESG may provide a program participant with up to 6 months of rental assistance during any 3 year period. This assistance may include:
  - a. Short-term rental assistance is assistance for up to three months of rent.

- b. Medium-term rental assistance is assistance for up to six months. Income verification must be obtained after the third month of rent in order to recertify under ESG. Income verification must be placed in client file.
  - c. Payment of rental arrears consists of a one-time payment for up to 3 months of rent in arrears, including any late fees on those arrears.
  - d. Rental assistance may be tenant-based or project-based.
  - e. All units must meet Fair Market Rent requirements as established by HUD.
  - f. A Rental Assistance Contract must be in place for each unit assisted.
6. In order to maintain housing, eligible households will have at least one adult who is able to work, has a history of employment, is working or is searching for work.
  7. All Eligibility documents are signed by participant and case manager and kept in the participant file in the enrollment section.

#### Eligibility Determination Procedure:

1. Participant enters program through centralized intake.
2. Participant Eligibility Worksheet is completed and supportive homelessness document is obtained. Documentaton is put in file.
3. If the Eligibility Worksheet denotes that the applicant meets the standards of homelessness, then the *Risk Factors Eligibility Assessment* is completed. If the applicant does not meet the standard of homelessness, then the applicant is referred to Homeless Prevention.
4. If applicant is determined homeless, eligiblity for Rapid Re-Housing has been determined and the applicant may be enrolled into the ESG Rapid Re-Housing Program. Level of barriers on the *Risk Factors Eligibility Assessment* will determine the amount of time participant remains in the program. The maximum amount of time is 6 months.
5. The *Rental Assistance Contract* will be completed for 3 months. Income verification will be determined prior to the fourth month of rental payment in order to extend the *Rental Assistance Contract* for a maximum of three additional months.
6. Participant will receive education on Fair Housing Rights and the Greivance Policy. Copies will be placed in client file.
7. Clients will receive information regarding termination from program.



**The Family Crisis Services, Inc.  
Shelter Welcome Packet  
FCS Philosophy**

FCS strives to provide an environment promoting the healing and growth of women and their children centered on:

- Respect and recognition of individuals' skills and abilities
- Care and concern for one another
- Support
- Esteem Building
- Access to information, resources, and options
- Advocacy

**FCS Mission**

The Mission of Family Crisis Services, Inc. is to provide empowerment-based advocacy services to the family, friends, and survivors of domestic and sexual violence, as well as providing prevention and educational programs to the community to encourage social change.

**Client Rights and Responsibilities**

While in shelter you have the right to:

- a safe and healthy environment;
- continue your role as an authority and caregiver to your children when they accompany you to shelter;

- negotiate the length of your stay in shelter with your Advocate;
- utilize other community services.

**Shelter**

Welcome to the FCS shelter. We realize that coming here is a difficult decision for you and we strive to provide an environment that promotes everyone's safety and healing. We hope this packet will help your stay here be as successful as possible.

Violence against you is not your fault, and you are not alone. Unfortunately, many factors that shape the lives and choices of women in our society put women at risk of violence. Our work is dedicated to positive change for victims of abuse and our community.

Although you will find that you have many things in common with the other residents of the shelter, we also realize you are a unique individual. An Advocate will work with you in a planning process so we can serve you the best way possible.

You may observe by the level of activities at the shelter that we serve many persons in and out of the shelter. Trained volunteers and professional staff work together to manage the shelter and provide crisis intervention services. FCS services are free, thanks to funding provided from several sources.

**Cooperative Living**

The daily demands of cooperative living pose both an opportunity and a challenge to residents of the FCS shelter. We believe that contact here with other women can be a potentially life-changing experience. We are inspired by the many ways residents support one another.

A staff person is available around the clock to assure the safety and security of the shelter, but each resident's cooperation is an essential part of that process. Following is a list of expectations of all residents.

**Resident Responsibilities**

- All residents who are in shelter have the responsibility to develop a Service Action Plan with their Advocate to set goals for the future;
- All residents are responsible for maintaining confidentiality;
- All residents are responsible for treating staff and other residents with respect. Profanity and shouting may offend and frighten others and are not permitted.
- Because space is limited, personal belongings that are kept in shelter must be kept to a minimum. Each person is limited to 2 rubbermaid containers of items and 3 for children;
- Furniture must remain in place due to fire exits and air vents;
- Due to the fire risk, candles are not allowed in shelter;
- All medication must be locked up in your locker for safety reasons. You have access to your medications when you need and all residents are responsible for taking their medication as prescribed;
- All residents are expected to attend the weekly house meeting.
- Residents may smoke only in the designated area on the north side of the shelter. Anyone smoking inside the house will be asked to leave immediately.
- Residents must sign in and out of the shelter and be let in and out of the front door by a staff member or volunteer for safety reasons;
- All food is provided by FCS and is shared;
- Food and drinks can be stored and eaten only in the kitchen and dining room;
- All residents with children must supervise their children at all times.



## **Confidentiality**

Everyone staying at FCS shelter has a right to feel safe, therefore confidentiality is very important. The privacy, safety, and security of each person here requires the cooperation of each resident. You have broken confidentiality if you:

- arrange to be picked up/dropped off within two blocks of the shelter;
- begin walking toward the shelter after you have been dropped off and before your ride leaves;
- tell how much time it will take you to get to or from your pick-up/drop-off point;
- tell anyone the location of the shelter;
- bring anyone in or near the shelter;
- give any type of description of the shelter;
- take pictures or video using a cell phone, camera, or webcam
- using a web cam in shelter;
- tell the names of residents (adults or children) or the last names of staff; or give out any information about other residents.

## **FCS Services**

We applaud your decision to seek safety. It is our intention to provide the emotional and practical support that you need, both now and in the future. Advocates want to be available to you and you will have an Advocate assigned to you who will meet with you on a regular basis. Please let your Advocate know if you are not able to meet when scheduled. Other services are available to you, including:

- Case management
- Transportation will be provided by staff and volunteers when possible to necessary appointments, job searches, and educational pursuits
- Advocacy
- Community referrals
- Continuing services once you have left shelter

**Family Crisis Services, Inc.  
Clients Rights and Responsibilities Signature Form**

Family Crisis Services, Inc., is an Equal Opportunity Service Provider. No person shall be denied services because of race, national origin, color, religion, sex, gender, gender identity (or expression), age, sexual orientation, military status, disability, or on any other basis that would be in violation of any applicable federal, state, or local law.

A person who believes s/he has been subjected to discrimination in connection with any Family Crisis Services, Inc. program or service, or has been retaliated against for engaging in protected activity, can file a complaint with Janene Radke, the Family Crisis Services, Inc.'s civil rights liaison, at 620-275-2018.

If you wish to file a complaint with the KHRC or the Office for Civil rights, you must do so within 180 days of the alleged violation.

Kansas Human Rights Commission (KHRC)  
900 SW Jackson  
Suite 568-South  
Landon Office Building, Topeka, KS 66612-2818 phone: 785-296-  
3206  
fax: 785-296-0589  
TTY: 785-296-0245  
http://www.khrc.net

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, NW  
Washington, DC 20531.

**Confidentiality**

FCS's services are confidential. I understand that FCS staff persons will not disclose information about, or records of, my services to anyone outside the agency without a written release of information. An exception might be required if:

- a staff member believes I pose a danger to myself or others; or
- a staff member suspects my child is the victim of abuse or neglect; or
- a staff member, having consulted with the Executive Director or the Assistant Director, believes I am planning a crime threatening harm to persons or property; or
- the Executive Director receives a subpoena compelling testimony in a court of law and/or the production of documents. The Executive Director, after consultation with staff, client,

**Client Rights**

As a client of the Family Crisis Services, Inc. I have the right:  
To confidentiality as stated above,  
To be treated fairly,  
To be treated with dignity and respect,  
To have a personal case advocate,  
To be informed of services,  
To safely provide feedback about the services I receive, and  
To terminate services at any time.

\_\_\_\_\_ This agency, along with the Office of the Attorney General, is interested in improving services available to victims in Kansas. If you have any suggestions or complaints about the services provided to you and wish to share them with the Office of the Attorney General, please complete the form/survey available at <http://www.ksag.org/page/serving-victims> or call 1-800-828-9745.

**Liability waivers**

- \_\_\_\_\_ I agree to allow FCS staff or volunteers to transport me and/or my children in their vehicles.
- \_\_\_\_\_ I will not hold FCS staff or volunteers liable for accidental injury to my children or me.
- \_\_\_\_\_ I consent to emergency medical treatment if I am unable to indicate consent.
- \_\_\_\_\_ I will not hold FCS responsible for lost or stolen articles.

**Emergency Contact:** I give FCS staff permission to contact the individual noted below in the event of emergency, or should it be necessary to check on my welfare:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FCS Staff Signature

\_\_\_\_\_  
Date

Family Crisis Services, Inc. Shelter  
Clients Rights and Responsibilities Signature Form

Shelter Security Responsibilities

I will support FCS staff efforts to provide safety, security, and privacy for all.

I will not disclose the location of the shelter, meeting place, or the identities of other clients to persons outside FCS

I will not bring weapons, alcohol, or illegal drugs onto FCS property.

I will not commit acts of physical or verbal aggression towards others, including residents and FCS staff members

I will not smoke in the shelter.

Shelter Living Agreement

I have received a Welcome Packet which outlines the rights and responsibilities for shelter living and agree to abide by these rules.

I will store all prescription and nonprescription medication in my locker.

I will indicate my destination and estimated time of return on the designated sign-out sheet.

I understand only shelter staff and volunteers can let me in and out the front door.

I understand the alarm is set at 11:00 p.m., and that after that time I will need to call the hotline to have staff let me in.

I will attend House Meeting and Support Group, and meet with my Case Advocate individually as scheduled.

I will maintain my assigned personal space, and understand staff may inspect that space to ensure compliance with health, fire, and safety regulations, and shelter rules.

Children I have been provided a Children's Welcome handout and agree to the guidelines.

Violations I understand violations of shelter policy may result in my being asked to exit from shelter. Staff will provide written warnings when possible. However, violation of Shelter Security Rights and Responsibilities (above) will not be tolerated. Should my shelter stay be terminated for violations, I can appeal that termination to the Executive Director.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
FCS Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## BASIC FACTS ABOUT THE FAIR HOUSING ACT

**What Housing Is Covered?** The Fair Housing Act covers most housing.

### What Is Prohibited?

**In the Sale and Rental of Housing:** No one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap: **1)** Refuse to rent or sell housing, **2)** Refuse to negotiate for housing, **3)** Make housing unavailable, **4)** Deny a dwelling, **5)** Set different terms, conditions or privileges for sale or rental of a dwelling, **6)** Provide different housing services or facilities, **7)** Falsely deny that housing is available for inspection, sale, or rental, **8)** For profit, persuade owners to sell or rent (blockbusting) or **9)** Deny anyone access to or membership in a facility or service (such as a multiple listing service) related to the sale or rental of housing.

**In Mortgage Lending:** No one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap (disability): **1)** Refuse to make a mortgage loan, **2)** Refuse to provide information regarding loans, **3)** Impose different terms or conditions on a loan, **4)** Discriminate in appraising property, **5)** Refuse to purchase a loan or, **6)** Set different terms or conditions for purchasing a loan.

In Addition, it is illegal for anyone to: **1)** Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right, **2)** Advertise or make any statement that indicates a limitation or preference based on race, color, national origin, religion, sex, familial status, or handicap.

**Additional Protection if You Have a Disability:** If you or someone associated with you: **1)** Have a physical or mental disability (including hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex and mental retardation) that substantially limits one or more major life activities, **2)** Have a record of such a disability, or **3)** Are regarded as having such a disability, your landlord may not: **1)** Refuse to let you make reasonable modifications to your dwelling or common use areas, at your expense, if necessary for the disabled person to use the housing. (Where reasonable, the landlord may permit changes only if you agree to restore the property to its original condition when you move.), **2)** Refuse to make reasonable accommodations in rules, policies, practices or services if necessary for the disabled person to use the housing. Examples: A building with a no pets policy must allow a visually impaired tenant to keep a guide dog. An apartment complex that offers tenants ample, unassigned parking must honor a request from a mobility-impaired tenant for a reserved space near her apartment if necessary to assure that she can have access to her apartment.

### If You Think Your Rights Have Been Violated

If you think your rights have been violated, the Housing Discrimination Complaint Form is available for you to download, complete and return, or complete online and submit, or you may write HUD a letter, or telephone the HUD Office nearest you. You have one year after an alleged violation to file a complaint with HUD, but you should file it as soon as possible.

**What to Tell HUD:** **1)** Your name and address, **2)** The name and address of the person your complaint is against (the respondent), **3)** The address or other identification to the housing involved, **4)** A short description to the alleged violation (the event that caused you to believe your rights were violated), **5)** The date(s) to the alleged violation

**Where to Write or Call:** Send the Housing Discrimination Complaint Form or a letter to the HUD Office nearest you or you may call that office directly. If You Are Disabled: HUD also provides a toll-free TIY phone for the hearing impaired: 1-800-927-9275.

### For Further Information:

The Fair Housing Act and HUD's regulations contain more detail and technical information. If you need a copy of the law or regulations, contact the HUD Office nearest you.

**Attachment 10 – Copy of Program Termination Policies and Procedures****CATHOLIC CHARITES OF SOUTHWEST KANSAS  
Program Termination Policy**

While we never expect for someone's participation in the Rapid Re-housing program to be terminated for reasons other than "Moved into Permanent Housing," sometimes the unforeseen happens and termination from the program is necessary.

A participant's program participation may be terminated for any of the following reasons:

1. Program Completion
2. Three non-compliance issues
3. Police contact concerning illegal drugs in the rental unit while being paid by CCSWKS
4. Refusal to comply with program requirements
5. Not meeting monthly goals or making progress towards goal completion
6. Client chooses to end program or disappears
7. Death of client

All documentation should be attached to the Notice of Program Termination document including corrective action plans and goal sheets. A program participant can receive up to two warnings with corrective action plans prior to termination. However, depending on the severity of the infraction, immediate termination is possible.

When a participant is terminated for reasons other than program completion, client disappears or death, the case manager will assist client with transition options. Referrals to other programs will be made if appropriate and a letter of program participation/homelessness will be given to the client.

The client will also be given the opportunity to file an appeal and speak with the Program Director prior to exiting the program.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

**Family Crisis Services, Inc. Termination Policy****IX. Grievances**

FCS, INC. promotes a safe, respectful environment for all survivors and employees in every program of the agency. To ensure that differences or conflicts are resolved in a supportive and respectful manner, the following procedures are followed:

- Procedure      Every attempt should be made to resolve issues, problems or misunderstandings at an information level, directly between the affected people.
- If a survivor is unable to resolve differences with another resident or employee, they may ask to meet with their assigned Advocate to discuss and identify possible solutions. (If the grievance is with their assigned Advocate, they should proceed to the next step).
  - If the matter still has not been resolved to the survivor's satisfaction, the survivor can complete a 'Survivor Grievance Form' and submit it to the Executive Director. The Executive Director will review the grievance and provide a written response to the survivor within ten business days of receipt.
  - If the survivor does not agree with the Executive Director's decision, she can appeal the decision by re-submitting the 'Survivor Grievance Form' to the Executive Director, indicating their request for an appeal.
  - The grievance committee will make a final decision on the grievance within ten business days of received the grievance form. The survivor will be notified of the final decision in writing.

Family Crisis Services, Inc. does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender, gender identity (or expression), age, disability, or military status. If you believe you have been the victim of discrimination, you should contact one or both of these entities within 180 days of the alleged civil rights violation:

- a. The Kansas Human Rights Commission (KHRC)  
900 SW Jackson, Suite 568-South  
Landon State Office Building  
Topeka KS 66612  
phone: 785-296-3206; fax: 785-296-0589; TTY: 785-296-0245
- b. Office for Civil Rights  
601 East 12th Street - Room 353  
Kansas City, MO 64106  
Voice Phone (800) 368-1019  
FAX (816) 426-3686  
TDD (800) 537-7697

## CLIENT GRIEVANCE FORM

Date: \_\_\_\_\_

To: Janene Radke, Executive Director

From : \_\_\_\_\_  
Name of person initiating grievance

Please state grievance below:

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What do you suggest be done to correct this problem?

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(ADD ADDITIONAL PAGES AS NEEDED)

Signature \_\_\_\_\_

Sign the completed form and place it in a sealed envelope. Mail to: Janene Radke, 106 W. Fulton, Garden City, KS 67846.  
Your grievance will be reviewed and a decision will be given to you within ten business days of filing.



**Attachment 11 – Written Standards Certification****A. Written Standards for Provision of ESG Assistance**

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the federal regulations.
10. *Participation in HMIS.* The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

**Please certify you have established applicable Written Standards for ESG. (Do not attach a copy of your Written Standards). (att.11)**

Name Deborah J. Snapp Title Executive Director, Catholic Charities of SW Kansas

Signature \_\_\_\_\_ Date \_\_\_\_\_

**A. Written Standards for Provision of ESG Assistance**

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: 24 CFR 576.2 and 24 CFR 576.500 (b-e).
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**Please certify you have established applicable Written Standards for ESG. (Do not attach a copy of your Written Standards). (att.11)**

Name Janene Radke Title Executive Director, Family Crisis Services, Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Attachment 12 – Performance Outcomes Certification****B. ANTICIPATED PROJECT OUTCOMES**

The chart below describes two significant outcome(s) for each activity funded by ESG. These outcomes will apply to all projects funded for the 2016 ESG period.

**Outcomes:** An outcome represents a specific result a program is intended to achieve. An outcome can also be defined as the specific objective of a specific program.

**Performance Measurement:** Performance measurement is generally defined as regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.

**Please certify that you understand the performance outcomes and measurements for your ESG activities. (att.12)**

ESG ACTIVITY	EXPECTED OUTCOME	PERFORMANCE MEASUREMENT
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations.	APR (submitted quarterly)
Shelter	75% of clients with less than 90 days in shelter exit to destination other than homelessness.	APR (submitted quarterly)
Street Outreach	50% of clients will access housing (ES,TH,SH,PH or PSH)	APR (submitted quarterly)
Street Outreach	75% of clients will access Essential Services	Service Summary (submitted quarterly)
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.	Agency follow up procedure (submitted quarterly)
Homeless Prevention	75% of clients will access permanent housing	HMIS APR (submitted quarterly)
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.	Agency Follow up procedure (submitted quarterly)
Rapid Re Housing	75% of clients will access permanent housing	HMIS APR (submitted quarterly)
1 <sup>st</sup> Quarter 7/01/17 – 9/30/17 Report due 10/20/17	2 <sup>nd</sup> Quarter 10/01/17 – 12/31/17 Report due 01/20/18	3 <sup>rd</sup> Quarter 01/01/18 – 3/31/18 Report due 4/20/18
		4 <sup>th</sup> Quarter 4/01/18 – 6/30/18 Report due 7/20/18

Name Deborah J. Snapp Title Executive Director, Catholic Charities of SW Kansas

Signature \_\_\_\_\_ Date \_\_\_\_\_

**B. ANTICIPATED PROJECT OUTCOMES**

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1 <sup>st</sup> Quarter 7/01/17 – 9/30/17 Report due 10/20/ 17	2 <sup>nd</sup> Quarter 10/01/17 – 12/31/17 Report due 01/20/18	3 <sup>rd</sup> Quarter 01/01/18 – 3/31/18 Report due 4/20/18	4 <sup>th</sup> Quarter 4/01/18 – 6/30/18 Report due 7/20/18

Name Janene Radke Title Executive Director, Family Crisis Services, Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Melinda Hitz, Finance Director  
**DATE:** May 2, 2017  
**RE:** Budget Discussions - May 2, 2017

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**ISSUE:**

Review of Enterprise & Support Funds - Golf Course (#70), Golf Course Bldg. (#71), Solid Waste (#75) and Drainage Utility (#79).

**BACKGROUND:**

None.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None at this time.

**FISCAL NOTE:**

2018 budget discussions.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Fred Jones, Water Resource Manager  
**DATE:** May 2, 2017  
**RE:** Bid Award to Rusty Eck Ford for a 2-ton dump truck with 4-5 yard dump body for the Water Division.

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### **ISSUE:**

The Governing Body is asked to consider and accept the low bid from Rusty Eck Ford for a 2-ton dump truck with 4-5 yard dump body for the Water Division.

### **BACKGROUND:**

The Water Division solicited bids for replacement of the 1996 Ford Dump truck currently in service. Five bidders responded to the advertisement for bids. The low bid was submitted by Rusty Eck Ford submitted the low bid of \$62,272.97. The bid tabulation sheet is attached to this agenda item.

### **ALTERNATIVES:**

1. Award the bid from Rusty Eck Ford in the amount of \$62,272.97.
2. Select an alternate bid as submitted.
3. Reject all bids.

### **RECOMMENDATION:**

Staff recommends the Governing Body approve Alternative 1, awarding the bid to Rusty Eck Ford in the amount of 62,272.97.

### **FISCAL NOTE:**

This vehicle is budgeted for purchase in 2017. GL Code is 080-315-6100.08.

### **ATTACHMENTS:**

Description	Upload Date	Type
Dump Truck Bid Tab	4/21/2017	Exhibit

# CITY OF GARDEN CITY

## TWO TON DUMP TRUCK WITH 4-5 YARD BED

### Bid Tabulation Sheet

Date & Time: Thursday, 20 April 2017 2:00 p.m.  
 Equipment: One (1) Two Ton Dump Truck with 4-5 Yard Bed  
 Location: USC

DEPT. BUDGET  
WATER \$80,000.00

BIDDERS	LIST PRICE	GOV'T DISCOUNT	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Rusty Eck Ford- Wichita Ks Richard Rector	\$62,272.92		\$62,272.92	16 - 18 weeks	2017 Ford F-650 Regular Cab 10' Davis Bed
Custom Truck & Equipment Joe Boatright	\$63,797.00		\$63,797.00	18 weeks	2017 Ford F-650 Regular Cab 10' Davis Bed
Freightliner- Liberal Ks Kevin Tabor	\$82,887.00		\$82,887.00	18-22 weeks	2018 Freightliner M2 106 11' Henderson Bed
Kenworth- Liberal Ks Travis Apsley	\$84,610.00		\$84,610.00	22 weeks	2018 Kenworth T270 10' Bibeau Bed
Peterbuilt- Garden City Ks Brian Tabor	\$87,016.00		\$87,016.00	12-14 weeks	2018 Peterbuilt 330 11' Henderson Bed



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** May 2, 2017  
**RE:** Demolition Bid Approval for 205 S. Fourth Street

---

### **ISSUE:**

The Governing Body is asked to consider and approve bids received on March 31, 2017 for the demolition of a dilapidated, unsafe, unfit or dangerous structure located at 205 S. Fourth Street.

### **BACKGROUND:**

The house at 205 S. Fourth Street has been considered unsafe, unfit or a dangerous structure.

On January 3, 2017 the Governing Body approved an unsafe, unfit or dangerous structure order for the demolition of the house at 205 S. Fourth Street.

On March 25, 2017 a bid packet was put together and opened to the public for the demolition of the structure.

On March 31, 2017 three bids were received by the Neighborhood & Development Services from Lee Construction in the amount of \$12,977, Russell Excavation in the amount of \$12,500, and Huber Land and Water in the amount of \$16,250.

### **ALTERNATIVES:**

The Governing Body may approve the submitted bid from Russell Excavation for \$12,500.

### **RECOMMENDATION:**

Staff recommends approving the lowest bid from Russell Excavations.

### **FISCAL NOTE:**

Fees assessed through the code compliance process cover the cost of contractors. However, if the violator does not pay fees, the city covers the cost of the contractor until the fee is collected through either collections or through a lien on the property.

In either case a lien will be placed on the property for the cost of demolition. The city would have to pay for the upfront costs.

### **ATTACHMENTS:**

Description	Upload Date	Type
Demolition Bids for 205 S. Fourth Street	4/28/2017	Backup Material



# CITY OF GARDEN CITY

## Demolition Bid

### QUOTE TABULATION SHEET

Date & Time: Friday March 31, 2017 @12pm

Location: Situation Room

DEPT.

Neighborhood & Development Services

BIDDERS	BID FOR: Demolition of 205 S. 4th St.	EXCEPTIONS & COMMENTS
Lee Construction	\$12,977.00	
<b>Russell Excavation</b>	<b>\$12,500.00</b>	
Huber Land and Water	\$16,250.00	

---



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** May 2, 2017  
**RE:** Demolition Bid Approval for 207 S. Fourth Street

---

### **ISSUE:**

The Governing Body is asked to consider and approve bids received on March 31, 2017 for the demolition of a dilapidated, unsafe, unfit or dangerous structure located at 207 S. Fourth Street.

### **BACKGROUND:**

The house at 207 S. Fourth Street has been considered unsafe, unfit or a dangerous structure.

On January 3, 2017 the Governing Body approved an unsafe, unfit or dangerous structure order for the demolition of the house at 207 S. Fourth Street.

On March 25, 2017 a bid packet was put together and opened to the public for the demolition of the structure.

On March 31, 2017 three bids were received by the Neighborhood & Development Services from Lee Construction in the amount of \$11,836, Russell Excavation in the amount of \$12,500, and Huber Land and Water in the amount of \$16,250.

### **ALTERNATIVES:**

The Governing Body may approve the submitted bid from Lee Construction for \$11,836.

### **RECOMMENDATION:**

Staff recommends approving the lowest bid from Lee Construction.

### **FISCAL NOTE:**

Fees assessed through the code compliance process cover the cost of contractors. However, if the violator does not pay fees, the city covers the cost of the contractor until the fee is collected through either collections or through a lien on the property.

In either case a lien will be placed on the property for the cost of demolition. The city would have to pay for the upfront costs.

### **ATTACHMENTS:**

Description	Upload Date	Type
Demolition Bids for 207 S. Fourth Street	4/28/2017	Backup Material

# CITY OF GARDEN CITY

## Demolition Bid

### QUOTE TABULATION SHEET

Date & Time: Friday March 31, 2017 @12pm

Location: Situation Room

DEPT.

Neighborhood & Development Services

BIDDERS	BID FOR: Demolition of 207 S. 4th St.	EXCEPTIONS & COMMENTS
Lee Construction	\$11,836.00	
Russell Excavation	\$12,500.00	
Huber Land and Water	\$16,250.00	

---



## **MEMORANDUM**

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Andy Liebelt, Superintendent of Public Grounds  
**DATE:** May 2, 2017  
**RE:** Clint Lightner Sub-Surface Irrigation Project

---

### **ISSUE:**

The Governing Body is asked to consider and approve the sub-surface irrigation bid for Clint Lightner Baseball Stadium.

### **BACKGROUND:**

On February 26, 2016, Fred Jones, City of Garden City Water Resource Manager, submitted an application with the Department of the Interior Bureau of Reclamation, to grant funds for a sub-surface irrigation project at Clint Lightner Baseball Stadium. The City of Garden City was awarded the grant. The City Commission approved the project and the City's financial obligation of \$92,250.00 at a special Commission meeting on September 13, 2016.

Andy Liebelt, Superintendent of Public Grounds, researched and assembled the project during this process. In February of 2017, the project went out for bid. Notice of bids went out via mail and email to four contractors in Kansas. Notice was printed in the Garden City Telegram and the City of Garden City website. Two more local contractors attended the mandatory pre-bid meeting. Bids were opened on April 20, 2017. The City received one bid from Turf Solutions, McPherson, KS for \$183,743.00. The contract budget for the project is \$184,500.00. A difference of \$757.00.

The main qualification for bidding was a requirement of three previous installations of sub-surface irrigation on sports fields of a minimum of 1.5 acres in size. Turf Solutions has met all the qualifications. Superintendent Liebelt has checked references and is satisfied with the contractor and his work.

The project is slated to start in early August of 2017, directly following the Garden City Wind baseball season. Some areas of the project that will not affect events at Clint Lightner may begin earlier than August.

### **ALTERNATIVES:**

1. Accept Turf Solutions bid of \$183,743.00 to install the sub-surface irrigation project at Clint Lightner Baseball Stadium.
2. Reject the bid.
3. Direct staff to other alternatives.

### **RECOMMENDATION:**

Staff recommends Alternative 1: Accept Turf Solutions bid of \$183,743.00 to install the sub-surface irrigation project at Clint Lightner Baseball Stadium.

**FISCAL NOTE:**

City of Garden City Cost:	\$91,871.50
Bureau of Reclamation Cost:	<u>\$91,871.50</u>
Total:	\$183,743.00

2017 Water Project Bond - \$183,743; fund cite: #041-91-000-6040.05; Budgeted Amount \$184,500.00.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** May 2, 2017  
**RE:** New and Renewed Contractor Licenses for May 2, 2017

---

### **ISSUE:**

The Governing Body is asked to consider and approve the licenses for May 2, 2017.

### **BACKGROUND:**

Attached is the list of contractors who have applied for a new license or license renewal from Neighborhood & Development Services. All of the contractors on this list have completed the requirements necessary to obtain their license for 2017.

### **ALTERNATIVES:**

- 1) The Governing Body may elect to approve licenses as presented.
- 2) The Governing Body may elect to not approve licenses as presented.

### **RECOMMENDATION:**

Staff recommends approval of licenses as presented.

### **FISCAL NOTE:**

None.

### **ATTACHMENTS:**

Description	Upload Date	Type
Contractor Agenda	4/26/2017	Backup Material



# **CONTRACTOR LICENSE AGENDA**

**May 2, 2017**

## **2017 NEW**

### **CLASS B General**

Beougher Construction, LLC  
Juan Lamas

## **2017 RENEWAL**

### **CLASS B General**

Fast Eddie's Construction & Repair, LLC



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Debbie Bridgemen, Secretary - GCRC  
**DATE:** May 2, 2017  
**RE:** 02-27-2017 GCRC minutes

---

**ISSUE:**

Presentation of the February 27, 2017 minutes from the Garden City Recreation Commission Board.

**BACKGROUND:**

Presentation of the February 27, 2017 minutes from the Garden City Recreation Commission Board.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
02-27-17 GCRC minutes	4/27/2017	Backup Material

**Garden City Recreation Commission  
Revised Minutes  
February 27, 2017**

**I. Called Meeting to Order**

Chairperson Myca Bunch called the meeting to order at 5:15 pm. Other board members present were Deb Oyler, Keith Rathbun, Marilyn Porter and Jamie Warren. GCRC staff present were Superintendent Aaron Stewart and Finance Director Debbie Bridgeman.

**II. Approval of Agenda**

Marilyn Porter moved and Deb Oyler seconded to approve the agenda. The motion carried with all in favor.

**III. Consent Agenda**

- Minutes of Regular Meeting January 30, 2017
- Staff Reports for February 2017
- Participation Reports

The board reviewed the minutes. Jamie noted that under the Superintendent's report the word passed was spelled wrong. Jamie also stated that under new business he thought his motion to approve the purchase of the radios should have been to approve up to 7 radios instead of 7 radios. The board reviewed the staff and participation reports. Aaron explained that we are working on making the reports more uniform and restructuring the participation report to reflect the number of participants, not the number of times they participated. Jamie Warren moved to approve the consent agenda with the changes to the minutes. Deb seconded the motion. The motion carried with all in favor.

**IV. Financials**

Aaron reviewed the financials. Aaron stated that one of the things we are implementing this year is allocating the percentage of tax dollars into the cost centers to get an actual cost recovery. He stated that Sports did well last month, it was at about 91% cost recovery. He also stated that Fitness struggled the most. Revenue was down about \$13,000.00 from last year due to the fact that we did not do the Corporate Meltdown and fitness classes along with memberships were down a little bit as well. Aaron stated that overall we are down about \$6,700.00 in fees from last year. He also stated that this year the City didn't include the \$330,000.00 budgeted for the Employee Benefit Fund in January, they will be paying it quarterly. If they had included it, we would have been \$298,000.00 above where we were last year. Deb moved and Jamie seconded to accept the financials. The motion carried with all in favor.

**V. Superintendents Report**

- Reappointment of Deb Oyler
- KRPA Conference

Aaron welcomed Deb Oyler back, she has officially been appointed to her first term of 4 years. Aaron reported on the KRPA conference that he and Jared attended. He stated that he attended a couple of classes on social media and brought back information to Katie who has already started to implement it. Aaron stated that the staff has gone through customer service training through Fred Pryor and 5 staff members are scheduled to go to a one day conference on Supervision and Managing in March.

## **VI. Old Business**

### **a. New Logo Adoption**

The board discussed the options for the new logo. They all agreed on the colors but none of the logos really jumped out at them and they would like to see some other options.

### **b. Background Checks/Disqualifications**

Aaron stated that this should have been in the packet last month to follow up on what the policy actually was. The board reviewed the policy. Aaron stated that it doesn't violate any EEO Policies or Procedures. Jamie moved and Keith seconded to accept the Employee Background Check Policy as presented. The motion carried with all in favor.

### **c. Alcohol Sales/Deane Wiley**

Aaron stated that we as a staff are interested in selling alcohol for adult softball at Deane Wiley because it is already being consumed there and this would give us the opportunity to capture some revenue. Aaron stated that we have made some inquiries to other Recreation Commissions that sell alcohol and there is a possibility to generate \$50,000.00 to \$100,000.00 in revenue. He also stated that the additional liability insurance would only cost \$400.00 a year. The Board discussed the pros and cons regarding the sale of alcohol. Aaron stated we are only beginning to look into this and was asking whether the Board was interested in selling alcohol. The board agreed to look further into the feasibility of selling alcohol.

### **d. Board Recruitment/By-Laws Discussion & Approval**

Aaron stated that we had talked about the process of putting Board members in place previously and everyone agreed there needed to be some changes. Aaron presented a draft of the revised Commission By-Laws with a recommendation process for board appointment explaining his idea of how the process should work. He stated that it would not change the City's process but would attach to the back end and allow us to put a recommendation to them. The Board discussed the board appointment process and was in agreement with some minor changes in the verbiage. Marilyn voiced her opposition to some of the duties of the Chairman. The Board discussed what the duties of the Chairman should be. Marilyn suggested that some of the verbiage needed to be changed but did not know what it should be. Jamie suggested that we table this until next month and Marilyn could present the verbiage she prefers for discussion.

### **e. Website**

Aaron stated that we talked about Civic Plus in December and there was some concern raised as to why the City was moving away from them. He stated that he talked to the City and he and Katie had gone through 5 different website demos and they narrowed it down to Vision and Civic Plus. Vision is who the City is going with and they offered us a sub-site off of the City but it was still more expensive than Civic Plus. Aaron requested that we forego the formal bid process and accept the informal quotes and approve the 4 year payment contract at \$23,940.00 with Civic Plus. Jamie asked if this was budgeted for. Aaron stated that it was not; the first year's payment of \$5,985.00 would come out of the reserve from last year and we would budget out the next 4 years. Marilyn moved to accept Civic Plus. Aaron recommended going with the 4 year plan. Myca suggested that we limp along one more year with the current website before making this huge investment. Marilyn removed her motion to continue further discussion. Myca voiced her concerns in investing in this area, knowing that we have other areas we need to address, such as replacing vehicles and would like to get another 12 months of stability under us. Aaron disagreed and stated that he felt like we needed to start attacking the things that we can afford to, that would further attract people to participate and drive in the revenue; we need to help pay for some of the other things we need. Jamie stated that if we are going to do a

Re-Brand, we either need to do it or not and this is part of the process. Marilyn moved to move forward with the Civic Plus four year payment option. Keith seconded the motion. The motion carried with Jamie, Deb, Keith and Marilyn in favor and Myca opposed.

The Board took a five minute recess

**f. Strategic Planning**

Aaron presented the questionnaire on Strategic Planning that was given to the Board in December and they were to complete and bring back to this meeting for discussion. It was decided to limit this discussion to 10 minutes as we have a lot of other items to go over. The board discussed how to incorporate our mission and core values into everything we do by having a clear direction starting with leadership and training. They discussed creating a culture through leadership and getting everyone on board, staff as well as board members and integrating it into our everyday life.

**VII. New Business**

**a. Approval of Apparel RFP**

Aaron presented the RFP for the apparel of staff and participants and stated that it is a little misleading but they were trying to get everything on the same page to compare apples to apples and we would not exceed what we currently have budgeted. He explained that he was looking for an initial agreement with three annual renewals; that if approved we would not have to re-bid every year but it would be presented to the board for review and signature. One Stop Print Shop was the low bid at \$74,668.00 but Aaron estimated that the actual cost would be about \$50,000.00 annually. Jamie moved to go with the One Stop Print Shop as the low bid. Marilyn seconded the motion. The motion carried with all in favor.

**b. Approval of Equipment Bid**

The Athletic department is asking for approval to order needed equipment from both BSN Sports for \$2,505.05 and RT Sporting Goods for \$7,968.88. Deb moved and Keith seconded to accept the equipment bid. The motion carried with all in favor.

**c. Policy Manual Adoption**

Aaron presented the revised policy manual and stated that it has been reviewed by the City's Human Resource Department and by our attorney. He stated that we formed a sub committee consisting of Jared, Juan, Debbie, Marilyn and himself to revise the manual. Aaron highlighted some of the changes that were made including the performance evaluations, merit increases, years of service appreciation, the probation period, terminations and the dress code policy. There were changes to the communication and social media policies, travel expenses as well as converting the vacation and sick pay into personal time off and the employee assistance program. He stated that we would review and or revise it on an annual basis. Myca left at 8:35 pm and Jamie assumed the role of Chair for the remainder of the meeting. Deb moved and Marilyn seconded to approve the Policy Manual. The motion carried with all in favor.

**d. Asset Replacement**

Aaron presented an asset replacement schedule stating that he wanted to give the board something to show them where we are at. He stated that it was broken down by department and there was nothing to vote on, but something to use to formulate a replacement plan.

**e. Election of Officers**

Aaron stated we need to elect a Chair and a Vice Chair. Marilyn nominated Jamie to step up to Chair. Deb seconded the motion. The motion carried with all in favor. Deb moved and Keith seconded to appoint Marilyn to Vice Chair. The motion carried with all in favor.

**VIII. Executive Session**

Deb moved and Keith seconded to go into executive session for 5 minutes for the purpose of discussing personnel. The Board and Aaron went into executive session at 9:08 pm. The board came out of executive session at 9:13 pm. There was no action taken.

**IX. Garden City Recreation Commission Questions and Comments**

Aaron thanked everyone hanging in there through this long meeting and told everyone to expect another long one next month.

**X. Adjournment**

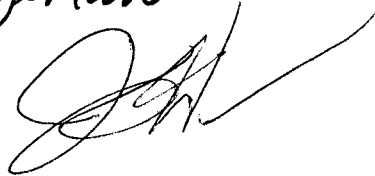
Deb moved and Keith seconded to adjourn the meeting. The motion carried with all in favor. The meeting adjourned at 9:18 pm.

*Debbie Bridgeman*

Secretary

Debbie Bridgeman

Approved: *3/27/17*

A handwritten signature, likely of Keith, in black ink, positioned to the right of the date and the name Debbie Bridgeman.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Celyn N. Hurtado, City Clerk  
**DATE:** May 2, 2017  
**RE:** 04-24-17 GCRC minutes

---

**ISSUE:**

Presentation of the April 24, 2017 minutes from the Garden City Recreation Commission.

**BACKGROUND:**

None.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
04-24-2017 GCRC minutes	4/26/2017	Backup Material

## **Garden City Recreation Commission**

### **Minutes March 27, 2017**

#### **I. Called Meeting to Order**

Chairperson Jamie Warren called the meeting to order at 5:15 pm. Other board members present were Marilyn Porter, Deb Oyler, Keith Rathbun and Myca Bunch. GCRC staff present were Superintendent Aaron Stewart, Finance Director Debbie Bridgeman, Athletic Supervisor Jared Rutti, Recreation Coordinator-Arts & Communication Katie Hummel, Recreation Coordinator – Fitness Athena Towns, Maintenance Supervisor Chuck Reinert, Administrative Assistant Rita Diaz, Recreation Clerk Angie Wesley, Personal Trainer/Fitness Specialist Darlene Holmes, Recreation Clerk Juan Castillo Jr., Building Custodian Marcia Baird and Maintenance Staff Brian Craig, Charles Morgan, Jacinto Carrillo, Theron Kells, and Carlos Calderon.

#### **II. Staff Mingle**

The staff and Board introduced themselves and there was 30 minutes of intermingling with everyone.

#### **III. Approval of Agenda**

Myca moved and Marilyn seconded to approve the agenda. The motion carried with all in favor.

#### **IV. Consent Agenda**

- Minutes of Regular Meeting February 27, 2017
- Staff & Participation Reports for February 2017

The Board reviewed the minutes. Myca noted that under b. in Old Business it should be Jamie moved instead of move and under item e. the word participant should be changed to participate. Myca also stated she thought we should include the dollar amounts in the approval of the Apparel FRP and the Equipment Bid under New Business for the official record. The board reviewed the staff and participation reports. They discussed the problem of the ground gophers at the ball fields as well as the Spring play we are doing. They also discussed the plateau of memberships at Core and how to generate more revenue. Deb moved to approve the consent agenda with the corrections to the minutes. Myca seconded the motion. The motion carried with all in favor.

#### **V. Financials**

Aaron reviewed the financials. Aaron noted that we received \$75,000.00 from the City for the Employee Benefit Funds which we discussed last month and we would receive our next payment in June. He stated that overall fees are up about \$6,400.00 from last year; Sports were up about \$18,000.00 but Fitness was down about \$13,600.00. Aaron also stated that labor benefits are down \$28,000.00 due to vacant positions and that total expenses were down about \$8,500.00 from last year. He stated the biggest things are Sports is doing well and the Ad Valorem tax is down due the way the City is dispersing the Employee Benefit Funds. Marilyn left at 6:33 pm. Myca moved and Deb seconded to approve the financials. The motion carried with all in favor.

#### **VI. Superintendents Report**

- Clint Lightner Repairs
- Website



- Meeting w/local Apparel Vendors
- Rec Coordinator-Athletics

Aaron reported that this week we are doing some repairs at Clint Lightner to the turf which the High School is partnering with us so it will only cost us around \$750.00. He also stated they are doing repairs to the mound but that should be covered by warranty. Aaron reported that we had our initial meeting for the website design and our timeline to launch is October 27, 2017. He reported that he and Marilyn met with the local Apparel Vendors regarding the Apparel bid and after 1 ½ hours agreed to disagree. He stated that he did agree to change the service contract for the Apparel to one year only and remove the 3 annual renewals. Aaron suggested for future procurement, the board could pass a policy that requires the Commission to stay local if the local vendor is within 3 to 5 % of the lowest qualified bid. He also suggested we cap that at a certain dollar amount. Aaron reported that we have hired Logan Singhisen as the Recreation Coordinator for Athletics. He is currently the Assistant Director at Andover but was raised in Holcomb. He will be starting April 10<sup>th</sup>.

## **VII. Old Business**

### **a. New Logo Adoption**

Aaron presented five new logos for the Board to review. The Board narrowed it down to two. They discussed having a stacked, horizontal and a wrapped logo. Aaron stated that they needed to choose a primary logo and we could have a secondary logo. Deb moved to approve the stacked logo as the primary logo. Myca seconded the motion. The motion carried with all in favor. Aaron stated we have one more thing with the logo; the slogan that goes with the logo. Our current slogan is Come play with us. Aaron stated that we have come up with a new slogan that he would like us to adopt "Live Active". They agreed we needed a new slogan. Myca moved and Keith seconded to accept Live Active as our new slogan. The motion carried with all in favor.

### **b. Board Recruitment/By-Laws Adoption**

Aaron presented a copy of the By-Laws that he revised along with a copy that Marilyn revised. The Board reviewed both copies and agreed to make the following changes: Under 1.4 Duties of the Chairman: Remove Work in partnership with the Superintendent to make sure board resolutions are carried out ; Add as necessary to the end of Assists Superintendent in conducting new board member orientation; Change Oversees search for a new superintendent to Coordinates search process for a new superintendent; Add with all board members to the end of Coordinates Superintendent's annual performance evaluation and change Signs checks weekly with the Superintendent to Sign such official papers and/or checks as prepared (checks are signed on a weekly basis). Under 3.4 Duties of All Board Members: Add Attend all Board meetings. Keith moved and Deb seconded to approve the revised By-Laws. The motion carried with all in favor.

### **c. Strategic Planning**

Aaron presented the in-process Strategic Planning work sheet. The Board reviewed what they discussed at the last meeting and continued the discussion as to how we incorporate our mission and core values into everything we do. They discussed educating and providing the community opportunities to improve their lifestyles. They talked about how our mission statement and core values are our map to guide us in making decisions in everything we do, whether it be dealing with staff and volunteers or operational steps. The discussion moved on to how our vision statement reflects our mission and core values. They discussed how our core values define us, and are our guiding principles to help make decisions. They agreed that our

vision statement is a condensed version of our core values. Aaron stated he saw our vision statement as the motion to the core values and mission. It is the step forward, we know what we are supposed to do, we know how we are going to do it; this is the direction we are going. Aaron then asked how do we get to our vision. The Board agreed we need to take calculated risks and have trust in the Superintendent as well as living the core values. We need to be unified from the top down; we are all here for the community and the Rec as a whole. They discussed how we can be trendsetters. They agreed that we need to gather input from the community and have five people on the board who are engaged and thinking of the betterment of the community. They decided to table further discussion to the next meeting.

**VIII. New Business**

**a. Approval to destroy Financial & Personnel Files**

Aaron stated that we are required by policy to ask permission to dispose of old files and presented the list of files for approval, adding that we used the Government guidelines in determining which files should be disposed. Myca moved to accept the destruction of files. Deb seconded the motion. The motion carried with all in favor.

**b. Approval of G&S Purchase**

Aaron requested that the Board officially accept the purchase of Hilltopper field material in the amount of \$6,944.00 which he previously emailed to everyone. Keith moved and Myca seconded to purchase the G&S field material. The motion carried with all in favor.

**c. Apparel Contract**

Aaron presented the Apparel contract with A One Stop Print Shop and stated it is for only one year and it is outlined as it was presented in the bid. Aaron stated that it was just for the record as they had approved the bid last month.

**IX. Executive Session**

Deb moved to go into executive session for 30 minutes for the purpose of discussing personnel. Myca seconded the motion. The Board and Aaron went into executive session at 8:28 pm. The Board came out of executive session at 8:40 pm.

**X. Garden City Recreation Commission Questions and Comments**

Jamie stated that we accomplished a lot today. Aaron stated that we have done a lot the last 2 meetings and thought we should be able to cut our meetings down to 2 – 2 ½ hours. Myca inquired as to when we should nominate a treasurer and Aaron suggested we wait until the elections in February 2018.

**XI. Adjournment**

Deb moved and Myca seconded to adjourn the meeting. The motion carried with all in favor. The meeting adjourned at 8:46 pm.

Secretary

Debbie Bridgeman



Approved: 

4/24/17



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Michael D. Utz, Chief of Police  
**DATE:** May 2, 2017  
**RE:** April 2017 Police/Citizens Advisory Board Minutes

---

**ISSUE:**

Presentation of the April 18, 2017 Police/Citizens Advisory Board Minutes.

**BACKGROUND:**

Attached are the meeting minutes for the Police/Citizens Advisory Board meeting held on April 18, 2017.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
PCAB Minutes from April 17, 2017	4/24/2017	Backup Material



**MICHAEL D. UTZ**  
CHIEF OF POLICE

**RAQUEL ARELLANO**  
ADMINISTRATIVE ASSISTANT

**COURTNEY PREWITT**  
PATROL CAPTAIN

**MICHAEL REAGLE**  
COMMUNITY RESPONSE DIVISION  
CAPTAIN

**MICHAEL RADKE**  
INVESTIGATIONS DIVISION  
CAPTAIN

**RANDY RALSTON**  
OFFICE OF PROFESSIONAL  
STANDARDS CAPTAIN

**KATHY FAIRCHILD**  
SUPPORT SERVICES DIRECTOR

**EMILY BURNS**  
BUDGET ANALYST

**GARDEN CITY POLICE  
DEPARTMENT**  
304 N. 9<sup>TH</sup> ST.  
P.O. BOX 998  
GARDEN CITY, KS  
67846-0998  
620.276.1300  
FAX 620.276.1350  
[www.gcpolice.org](http://www.gcpolice.org)

## Garden City Police Department

### Police Citizens Advisory Board

April 18, 2017

5:30 pm – 6:30 pm

Present: Mellaina Johnson, Stan Kennedy, Alisha Weber, Steve Jones, Alyssa Ralston, and Sgt. Andrew Roush

Absent: Charles Allen, Jeff Starkey, Darla Samy, Connie Bonwell, and Vinh Nguyen

Staff: Chief Michael Utz, Raquel Arellano

#### I. Call Meeting to Order

Co-Chairperson Mellaina Johnson called the meeting to order at 5:42 p.m.

#### II. Approval of Minutes

The minutes of the previous meeting were unanimously approved.

#### III. Review of Master Activity Report

Chief Utz presented the information of the March 2017 Master Activity Report.

#### IV. Report From the Chief

Members were informed that on May 1, 2017, four patrol officers and two communicators would begin their employment with the Garden City Police Department.

Two patrol and one communications applicant are currently in the employment background phase.

Chief Utz announced that an information and recruitment night for the Law Enforcement Explorer Program is April 20, 2017. The meeting is to inform parents and interested participants about the program. The event will take place in the Commons area of the Garden City High School.

Chief Utz provided a brief overview of the Law Enforcement Explorer program.

The Student Academy graduation is scheduled for May 6, 2017, further details will be forthcoming.

Chief Utz reported on the April 13<sup>th</sup> event of "Coffee with a Cop" hosted by St. Catherine's Hospital and Mosaic's Solid Grounds Coffee Shop.



**MICHAEL D. UTZ**  
CHIEF OF POLICE

**RAQUEL ARELLANO**  
ADMINISTRATIVE ASSISTANT

**COURTNEY PREWITT**  
PATROL CAPTAIN

**MICHAEL REAGLE**  
COMMUNITY RESPONSE DIVISION  
CAPTAIN

**MICHAEL RADKE**  
INVESTIGATIONS DIVISION  
CAPTAIN

**RANDY RALSTON**  
OFFICE OF PROFESSIONAL  
STANDARDS CAPTAIN

**KATHY FAIRCHILD**  
SUPPORT SERVICES DIRECTOR

**EMILY BURNS**  
BUDGET ANALYST

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MPO Kerley will be teaching a Civilian Motor Class Safety course at the Garden City Police Department on May 13, 2017.

Police Memorial Week begins May 15, 2017. On May 19, 2017, the Garden City Police Department will host a Police Memorial ceremony at the Law Enforcement Center from 10:00 a.m. to 10:20 a.m. Immediately following the ceremony, GCPD will host "Coffee with a Cop" in the training room at the Law Enforcement Center.

Chief Utz provided a brief review of the 2018 Budget.

## **VI: Report from Guests & Board Members**

Alisha Weber requested information on the educational programs or resources the Garden City Police Department currently uses for teaching pre-school aged children on when to use 911.

Stan Kennedy gave positive feedback on the ease of navigation and amount of information available in the new P2C module.

## **VII: Adjournment**

Meeting Adjourned at 6:35 p.m.