



**AGENDA  
CITY COMMISSION MEETING  
Tuesday, March 21, 2017  
1:00 PM**

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

- I. Note:**  
**No Pre-meeting.**
- 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. March 7, 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 and allow the Mayor to proclaim March 21, 2017 as Jesse Nunez Day.
  - B. The Governing Body is asked to consider and allow the Mayor to proclaim March 22, 2017 as Zeke Herrera Day.
  - C. The Governing Body is asked to consider and allow the Mayor to proclaim March 23, 2017 as Jacob Holt Day.
  - D. The Governing Body is asked to consider and allow the Mayor to proclaim March 21 - 28, 2017 as Garden City High School Ladies Bowling Championship Week.
- VII. REPORT OF THE CITY MANAGER**
  - A. Staff will update the Governing Body on the new department-wide software system (SunGard) used by the Garden City Police Department.
  - B. Presentation of the 2016 annual report from the Garden City Police Department stating the local forfeiture income and expenditures.
  - C. Presentation of the February 2017 Cemetery Report.

- D. Presentation of the February 2017 City Link Ridership Report from Public Works.
- E. Presentation of the February 2017 Master activity report from the Garden City Police Department.
- F. Presentation of the Monthly Financial Report from Service and Finance.
- G. Presentation of the February 2017 monthly staff report from Lee Richardson Zoo.
- H. Presentation of the February 2017 Building Report from Neighborhood & Development Services.
- I. Presentation of the February, 2017 Code Compliance Report from Neighborhood & Development Services.

#### **VIII. MEETINGS OF NOTE**

- A.
  - March 25, 2017 – Legislative Coffee at Heartland Cancer Center in the basement Conference room at 10:00 a.m.
  - March 21, 2017 – Public Health Law Center breakfast presentation at the Heartland Cancer Center in the basement Conference room at 8:30 a.m.
  - 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 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 22-24, 2017 – Western Kansas Congressional Delegation reception in Washington, D.C.
  - 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 20, 2017 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.

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

- A. Appropriation Ordinance No. 2431-2017A

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

- A. The Governing Body is asked to consider and approve a rezone of 1013 N Seventh Street from "C-2", General Commercial District to "R-3", Multiple Family Residential District.

1. Ordinance No. \_\_\_\_\_-2017, an Ordinance approving the rezoning of land from "C-2" General Commercial district to "R-3" Multiple Family



Residential District; amending the Zoning Ordinance, the Comprehensive Plan of the City, and the District Zoning Map of the City; repealing the current Zoning Ordinance, and District Zoning Map; all to the Code of Ordinances of the City of Garden City, Kansas.

- B. The Governing Body is asked to consider and approve a resolution to set a date and time for a public hearing for the Governing Body to determine the advisability of making improvements in the 2300 block of 9th Street.

1. Resolution No. \_\_\_\_\_-2017, a resolution of the Governing Body of the City of Garden City, Kansas, directing and ordering a public hearing on the advisability of the making of certain improvements and establishing an improvement district in the 2300 block of 9th Street in the City of Garden City, Kansas; establishing the date and time of a public hearing on such matter, and providing for the giving of notice of such public hearing.

## **XI. OLD BUSINESS**

## **XII. NEW BUSINESS**

- A. The Governing Body is asked to re-appoint the Honorable Peter J. Ramirez as the Garden City Representative to serve on the Community Corrections Advisory Board for a two-year term from April 2017 - March 2019.
- B. The Governing Body is asked to consider and approve the distribution of Community Grant Funds as recommended by the Alcohol Fund Advisory Committee.
- C. The Governing Body is asked to consider and approve the distribution of AFAC funds as recommended by the Alcohol Fund Advisory Committee.
- D. The Governing Body is asked to consider and approve the distribution of Art Grant funds as recommended by the Art Grant Committee.
- E. The Governing Body is asked to consider and approve a Federal Fund Exchange Request for the 2017 fund allotment with the Kansas Department of Transportation.
- F. The Governing Body is asked to consider and approve an agreement with the Kansas Department of Transportation for the reconstruction of Farmland Road related to the Transload Facility.
- G. The Governing Body is asked to consider and approve a professional services agreement between the City of Garden City and Utility Service Co. establishing a preventative maintenance program for water towers and steel ground reservoirs in Garden City.
- H. The City Commission is asked to consider and approve their 2017-2018 goals.
- I. 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.

- J. Staff requests Governing Body consideration of an Executive Session pursuant to K.S.A. 75-4319(b)(1) pertaining to personnel matters of non-elected personnel and their contractual obligations because if this matter were discussed in open session it might invade the privacy of those discussed.

***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 approve the 2017 Vehicle/Equipment Purchases for Golf, Electric, Water, and Solid Waste.
2. The Governing Body is asked to consider and approve the purchase of a Mini Track Loader.
3. Quit Claim Deed from Diana L. Guajardo transferring Space 3, Lot 139, Zone H, located in Valley View Cemetery to Kevin Thomas.
4. The Governing Body is asked to consider and approve the contractor licenses for March 21, 2017.

**XIII. CITY COMMISSION REPORTS**

A. Mayor Law

B. Commissioner Fankhauser

C. Commissioner Cessna

D. Commissioner Dale

E. Commissioner Doll

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

Presentation of the Public Utilities Advisory Board Minutes for February 2017 meeting.

Presentation of the agenda and minutes for the Zoo Advisory Board March 2017 meeting.

#### **XV. ADJOURN**

**THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

City of Garden City  
March 7, 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, March 7, 2017 with all members. Commissioner Doll opened the meeting with the Pledge of Allegiance to the Flag and the Invocation.

Barbara Campbell discussed the billing process for utility services the lack of playground equipment at the park located at 709 W. Maple.

Commissioner Cessna moved to allow the Mayor to proclaim March 2017 as Intellectual and Development Disabilities Awareness Month in Garden City, Kansas. 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

Randy Partington, ESGR (Employer Support of the Guard and Reserve) Area Chair for Southwest Kansas, recognized and honored Sergeant Edward Ochs and Master Patrol Officer Emily Relph from the Garden City Police Department and Computer Service Manager Clay Billings from the IT & Communication Department.

Commissioner Cessna moved to approve a request from Ms. Jera McGraw, President of the Tumbleweed Festival, Inc. for the use of and the waiver of fees for the west green at Lee Richardson Zoo on August 25-27, 2017 for the 26th annual Tumbleweed Festival. The request includes set-up from August 21-24, 2017 and teardown August 27-28, 2017. The request also includes allowing volunteers to drive in the gates at no charge and closing the drive-in gates during the festival to maintain safe walking areas. Commissioner 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 Fankhauser moved to approve a request from Kendall Kepley to allow under Code Sections 6-35 and 6-133 the possession and consumption of cereal malt beverages or alcoholic liquors on a public sidewalk, alley or street on Grant Avenue from 8th Street to Main Street to include the sidewalk, street and alley on October 14, 2017 from 3:00 p.m. - 10:00 p.m. for a wedding party. 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 Fankhauser moved to approve a request from Cory King, Kansas Kruisers, for a Summer Daze Car Show in Stevens Park on Saturday, June 17, 2017 from 7:30 a.m. – 7:30 p.m. with the closing of Heroes Way. Commissioner Dale seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Nay	Yea	Nay	Yea	Yea

Commissioner Cessna moved to approve a request from the Finney County Historical Society for a waiver of the sign ordinance and fee for three signs to be placed at Third Street & Kansas Avenue, Main Street Zoo entrance and the north zoo fence west of the museum from March 4-12, 2017. 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

Communication & Project Manager Freburg provided information on the Citizen's Academy 2017.

Police Chief Utz and Captain Reagle presented an update on the Feral Cat Trap-Neuter-Return (TNR) program. After discussion, City Manager Allen stated there will be an update at a City Commission meeting in June 2017.

Fire Chief Shelton gave an update on recent calls for services related to grass fires.

Meetings of note:

- March 7, 2017 – Statewide Tornado Drill at 10:00 a.m. as part of Kansas Severe Weather Awareness Week, (March 6 – 10, 2017)
- March 7, 2017 – Ronald McDonald House Charity event at both McDonald locations from 5:00 p.m. – 8:00 p.m.
- March 8, 2017 – Groundwater Management District #3 Annual Meeting at the Grant County Civic Center at 9:00 a.m.
- March 9, 2017 – Garden City Area Chamber of Commerce Banquet in the Courtyard of the Horace Good Middle School, TBA
- March 16, 2017 - FCEDC - Business 2 Business Breakfast "Is Your Culture a Competitive Advantage?" at 7:30 a.m. at Finney County Community Services Building
- March 18, 2017 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.
- March 21, 2017 - Public Health Law Center breakfast presentation in the basement Conference room of the Heartland Cancer Center at 8:30 a.m.
- March 23, 2017 - Citizen's Academy 2017 - Program to be held in the Large Meeting Room at the City Administrative Center from 5:30 - 8:00 p.m.
- March 30, 2017 - Citizen's Academy 2017 - Program will begin in the south parking lot of the Law Enforcement Center from 5:30 - 8:00 p.m.
- April 6, 2017 - Citizen's Academy 2017 - Program to be held in the Large Meeting Room at the City Administrative Center from 5:30 - 8:00 p.m.
- April 13, 2017 - Citizen's Academy 2017 - Program to be held at Buffalo Dunes Golf Course from 5:30 - 8:00 p.m.
- April 15, 2017 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.
- April 19, 2017 – Earth Day Celebration at Lee Richardson Zoo
- April 20, 2017 - FCEDC - Business 2 Business Breakfast "Managing Risk, Personnel & Safety" at 7:30 a.m. at the Finney County Community Services Building
- April 20, 2017 - Citizen's Academy 2017 - Program to be held at the ARFF Station at the Garden City Regional Airport from 5:30 - 8:00 p.m.
- April 22-24, 2017 – Western Kansas Congressional Delegation reception in Washington, D.C.
- April 27, 2017 - Citizen's Academy 2017 - Program to be held at the Utility Service Center from 5:30 - 8:00 p.m.
- May 4, 2017 - Citizen's Academy 2017 - Program to be held at Lee Richardson Zoo from 5:30 - 8:00 p.m.
- May 11, 2017 - Citizen's Academy 2017 - Closing Dinner/Graduation - Program to be held in the Large Meeting Room at the City Administrative Center from 5:30 - 8:00 p.m.
- May 16, 2017 - Citizen's Academy 2017 - Recognition at City Commission Meeting at 1:00 p.m.
- May 18, 2017 - FCEDC - Business 2 Business Breakfast "Emotional Commitment=Employee Engagement" at 7:30 a.m. at the Finney County Community Services Building

- May 20, 2017 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.

Appropriation Ordinance No. 2430-2017A, “AN APPROPRIATION ORDINANCE MAKING CERTAIN APPROPRIATIONS FOR CERTAIN CLAIMS IN THE AMOUNT OF \$2,658,286.34 was read and considered section by section. Commissioner Doll moved to approve and pass Appropriation Ordinance No. 2430-2017A. Commissioner 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

Resolution No. 2698-2017, “A RESOLUTION EXPRESSING SUPPORT FOR THE CONSTRUCTION OF AFFORDABLE MULTI-FAMILY APARTMENT UNITS TO BE LOCATED ON AN APPROXIMATELY 3 ACRE SITE ON THE WEST SIDE OF CAMPUS DRIVE IN THE CITY OF GARDEN CITY, KANSAS” was read and considered section by section. Commissioner Cessna moved to approve Resolution No. 2698-2017. 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

Commissioner Doll moved to approve a professional services agreement and task order with Mid America Consultants, Inc., for \$375,000.00 to implement improvements to the Water Department Supervisory Control and Data Acquisition System (SCADA). 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

Commissioner Fankhauser stepped down from his seat at the bench.

Commissioner Cessna moved to approve the Second Lease Amendment between the City of Garden City and Airport Raceway Corporation for lease of land located at Garden City Regional Airport. Commissioner Dale 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 Fankhauser returned to his seat at the bench.

Commissioner Cessna moved to approve an Amendment to Task Order Number 5 between the City of Garden City and HNTB for design and bidding services for the construction of Runway 17-35 repairs and replacement of airfield holding position signs at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-39). Commissioner Doll seconded the vote. 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 that the City Commission go into executive session pursuant to K.S.A. 75-4319 (b)(6) for ten 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 3:10 p.m. with City Attorney Grisell, City Manager Allen, Neighborhood & Development Services Director Kentner and Neighborhood & Development Services Assistant Director

Davidson present. 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 the expiration of the designated time, and in open session, Mayor Law stated no action was taken.

Mayor Law moved that the City Commission go into executive session pursuant to K.S.A. 75-4319(b)(2) for ten minutes for the purpose of consultation with City legal counsel on matters which are privileged in the attorney/client relationship which if discussed in open session would waive that privilege and that the City Commission reconvene into open session in the City Commission Chambers at 3:23 p.m. with City Attorney Grisell, City Manager Allen and Public Utilities Director Muirhead present. 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

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

Commissioner Doll moved to approve the following:

1. The Governing Body considered and approved a proposal from Hydro Resources Mid Continent, Inc. for \$135,157.00 to drill Well #31 and install the pump and piping in accordance with KDHE regulations.
2. The Governing Body considered and approved a bid for the construction of a well house that will enclose Well #31, a new well that will be located near the intersection of Fulton Street and Spencer St. in Garden City, Kansas.

Bidder	Bid Security	List of Sub contractors Form	Substantial Completion	Final Completion	Addendum No. 1	Lump Sum Bid Price
Dick Construction, Inc.	X	X	60 days	75 days	X	\$113,324.00
Lee Construction, Inc.	X	X	60 days	75 days	X	\$108,600.00
Engineer’s Estimate	-	-	-	-	-	\$125,000.00

3. The Governing Body considered and approved the bids received for the Harvest Street drainage project.

Bidder	Bid Security	List of Sub contractors Form	Substantial Completion	Final Completion	Addendum No. 1	Base Bid Price	Add Alt #1 Bid Price
APAC-Kansas Inc Shears Division	X	X	6/5/17	7/5/17	X	\$155,048.00	\$103,681.00
Nowak Construction	X	X	6/5/17	7/5/17	X	\$271,120.60	\$115,246.00
Engineer’s Estimate	-	-	-	-	-	\$184,284.00	\$147,290.00

4. The Governing Body considered and approved the contractor licenses for March 7, 2017.
5. Quit Claim Deed from Bernard D. Haflich transferring Spaces 3 and 4, Lot 53, Zone H, located in Valley View Cemetery to Kaye Lightner.

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

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

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Chris Law, Mayor

ATTEST:

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Celyn N. Hurtado, City Clerk

### **City Commission Reports**

Commissioner Doll thanked Water Resource Manager Jones for his presentation on Water Consumption and stated it is great to see the uses that technology can provide. Commissioner Doll commented that she believes there is a short window to pay utility bills. Commissioner Doll

Mayor Law stated it was happy to see staff going above and beyond their work duties to help other co-workers and congratulated Sergeant Edward Ochs, Master Patrol Officer Emily Relph and Computer Service Manager Clay Billings on the occasion of them receiving recognition from Employer Support of the Guard and Reserve (ESGR). Mayor Law congratulated Police Records Clerk Connie Bachman on her retirement and thanked her for her service. Mayor Law thanked Water Resource Manager Jones for the Water Consumption report during the pre-meeting.

Commissioner Fankhauser thanked Water Resource Manager Jones for the Water Consumption report. Commissioner Fankhauser stated he will be gone for the March 21, 2017 City Commission meeting.

Commissioner Cessna echoed the thoughts of the other Commissioners and stated the City has great things happening and great staff doing it.

Commissioner Dale echoed the thoughts of the other Commissioners. Commissioner Dale asked verification on the time for the Chamber banquet. Commissioner Dale commented that he was happy to see the ESGR recognizing those that go above and beyond to help our military families and thanked them for their work.





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Celyn N. Hurtado, City Clerk  
**DATE:** March 21, 2017  
**RE:** 2017 GCHS Wrestling - Nunez proclamation

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**ISSUE:**

The Governing Body is asked to consider and allow the Mayor to proclaim March 21, 2017 as Jesse Nunez Day.

**BACKGROUND:**

None.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
2017 GCHS - Nunez	3/13/2017	Backup Material

## ***PROCLAMATION***

WHEREAS, To excel in any sport, you must demonstrate, in addition to natural ability, an outstanding spirit of dedication, enthusiasm and hard work; and

WHEREAS, The 182-pound 6A State Championship was captured with a victory of 8-7 at Hartman Arena on February 25, 2017; and

WHEREAS, Senior Jesse Nunez is to be commended for an outstanding season.

**NOW, THEREFORE,** I, Chris Law, Mayor of the City of Garden City, Kansas do hereby proclaim March 21, 2017 as

### **Jesse Nunez Day**

in Garden City, Kansas and urge all citizens to acknowledge and express their pride in your accomplishments and to encourage our youth in their endeavors towards excellence in life and show appreciation for your good sportsmanship.

Signed and sealed this 21st day of March, 2017.

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Chris Law, Mayor

Attest:

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Celyn N. Hurtado, City Clerk



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Celyn N. Hurtado, City Clerk  
**DATE:** March 21, 2017  
**RE:** 2017 GCHS Wrestling - Herrera Proclamation

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**ISSUE:**

The Governing Body is asked to consider and allow the Mayor to proclaim March 22, 2017 as Zeke Herrera Day.

**BACKGROUND:**

None.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
2017 GCHS Wrestling - Herrera	3/13/2017	Backup Material

## ***PROCLAMATION***

- WHEREAS, To excel in any sport, you must demonstrate, in addition to natural ability, an outstanding spirit of dedication, enthusiasm and hard work; and
- WHEREAS, The 195-pound 6A Regional Championship was captured with a victory of 11-2 at Hutchinson on February 18, 2017; and
- WHEREAS, The 195-pound 6A State Championship was captured with a victory of 7-6 at Hartman Arena on February 25, 2017; and
- WHEREAS, Senior Zeke Herrera is to be commended for an outstanding season.

**NOW, THEREFORE,** I, Chris Law, Mayor of the City of Garden City, Kansas do hereby proclaim March 22, 2017 as

### **Zeke Herrera Day**

in Garden City, Kansas and urge all citizens to acknowledge and express their pride in your accomplishments and to encourage our youth in their endeavors towards excellence in life and show appreciation for your good sportsmanship.

Signed and sealed this 21st day of March, 2017.

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Chris Law, Mayor

Attest:

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Celyn N. Hurtado, City Clerk



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Celyn N. Hurtado, City Clerk  
**DATE:** March 21, 2017  
**RE:** 2017 GCHS Wrestling - Holt proclamation

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**ISSUE:**

The Governing Body is asked to consider and allow the Mayor to proclaim March 23, 2017 as Jacob Holt Day.

**BACKGROUND:**

None.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
2017 GCHS Wrestling - Holt proclamation	3/13/2017	Backup Material

## ***PROCLAMATION***

WHEREAS, To excel in any sport, you must demonstrate, in addition to natural ability, an outstanding spirit of dedication, enthusiasm and hard work; and

WHEREAS, The 113-pound 6A State Championship was captured with a victory by fall at Hartman Arena on February 25, 2017; and

WHEREAS, Freshmen Jacob Holt is to be commended for an outstanding season.

**NOW, THEREFORE,** I, Chris Law, Mayor of the City of Garden City, Kansas do hereby proclaim March 23, 2017 as

### **Jacob Holt Day**

in Garden City, Kansas and urge all citizens to acknowledge and express their pride in your accomplishments and to encourage our youth in their endeavors towards excellence in life and show appreciation for your good sportsmanship.

Signed and sealed this 21<sup>st</sup> day of March, 2017.

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Chris Law, Mayor

Attest:

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Celyn N. Hurtado, City Clerk



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Celyn N. Hurtado, City Clerk  
**DATE:** March 21, 2017  
**RE:** 2017 GCHS Ladies Bowling Team Championship proclamation

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**ISSUE:**

The Governing Body is asked to consider and allow the Mayor to proclaim March 21 - 28, 2017 as Garden City High School Ladies Bowling Championship Week.

**BACKGROUND:**

None.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
2017 GCHS State Ladies Ladies Bowling Team	3/17/2017	Backup Material

**PROCLAMATION**

- WHEREAS,** The Garden City High School Buffalo Girls Bowling Team won the Kansas State Bowling 6A Championship for the first time in program history and the first State Championship by a women's program at Garden City High School, and
- WHEREAS,** As a team these young ladies set a new bowling program record with their team score of 2431, a record they had previously set with a 2425 the week prior to State Tournament, and
- WHEREAS,** This team was also the 2017 Western Athletic Conference champion, and the Regional runner-ups, and
- WHEREAS,** Team members also had individual honors throughout the year with Alexis Leon taking Individual Championship at Regionals and Ryleigh Whitehurst taking the Great Plains High School Invitational Tournament Individual Championship as well as Regional and State Tournament Runner-up honors, and
- WHEREAS,** The 2017 State Champions of Class 6A consisted of: Madison Farr, senior and Captain; Karly Larson, freshman; Angelina Leeper, freshman; Alexis Leon, sophomore; Faith Whited, sophomore; and Ryleigh Whitehurst, sophomore.
- WHEREAS,** The Garden City High School Team also includes a dedicated staff of: Head Coach Kip Nichols and Assistant Coach Bethany Howard.
- NOW, THEREFORE,** I, Chris Law, Mayor of the City of Garden City, Kansas do take great pleasure in expressing the appreciation of the City Commission and all citizens of this community on this unique achievement and hereby proclaim the week of March 21<sup>st</sup> – 28<sup>th</sup>, 2017 as

**GARDEN CITY HIGH SCHOOL LADIES BOWLING  
CHAMPIONSHIP WEEK**

And call upon all citizens of our community to encourage our youth in their endeavors towards excellence in life.

Signed and sealed this 21<sup>st</sup> day of March, 2017.

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Chris Law, Mayor

Attest:

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Celyn N. Hurtado, City Clerk





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Michael D. Utz, Chief of Police  
**DATE:** March 21, 2017  
**RE:** GCPD Police 2 Citizen (P2C) software update.

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### **ISSUE:**

Staff will update the Governing Body on the new department-wide software system (SunGard) used by the Garden City Police Department.

### **BACKGROUND:**

The Garden City Police Department (GCPD) previously used a software system that was purchased in 1992, and this system had become antiquated and lacked the ability to query data. GCPD Staff researched and found the SunGard Company they were using also had a Windows-based product available that the data could be converted, and would meet the future needs of GCPD.

In 2015, the Governing Body authorized the GCPD to purchase the new System through SunGard. Through efforts of a core group of GCPD personnel in working with SunGard to complete various conversions and learning the System, the GCPD went online with the new System in April of 2016.

In addition to the capability of running reports to obtain requested data and query data, several new modules and features are available such as case management, analytical reports, mapping of incidents, kathracial profiling reports, Police 2 Citizen (P2C), auto vehicle locate on patrol vehicles and others.

GCPD is unveiling the P2C, which is a web base module that allows individuals to access various department data. Chief Utz discussed this module as one of the areas of value in his presentation to the Governing Body on February 21, 2017. The current areas of the module that will be released to the public include access to municipal court warrants, traffic accidents, and an automated police blotter.

The link to the P2C module is: <http://172.24.111.234/p2c>

### **ALTERNATIVES:**

None.

### **RECOMMENDATION:**

None.

### **FISCAL NOTE:**

The new System has been previously approved by the Governing Body and purchased through a seven-year plan through Clayton Holdings. There is no additional cost anticipated at this time.





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Michael D. Utz, Chief of Police  
**DATE:** March 21, 2017  
**RE:** 2016 Local Forfeiture Case Summary

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**ISSUE:**

Presentation of the 2016 annual report from the Garden City Police Department stating the local forfeiture income and expenditures.

**BACKGROUND:**

A requirement of KSA 60-4117 (d)(2) is an annual report from the Garden City Police Department to the Governing Body stating the local forfeiture income and expenditures.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

See attached for breakdown of distributions and expenditures.

**ATTACHMENTS:**

Description	Upload Date	Type
2016 Local Forfeiture Breakdown	3/14/2017	Backup Material



## MEMORANDUM

**TO:** City of Garden City Board of Commissioners  
**FROM:** Michael D. Utz, Chief of Police  
**DATE:** March 6, 2017  
**SUBJECT:** 2016 Local Forfeiture Case Summary

**MICHAEL D. UTZ**  
CHIEF OF POLICE

**RAQUEL ARELLANO**  
ADMINISTRATIVE ASSISTANT

**RANDY RALSTON**  
OFFICE OF PROFESSIONAL  
STANDARDS CAPTAIN

**MICHAEL REAGLE**  
COMMUNITY RESPONSE DIVISION  
CAPTAIN

**MICHAEL RADKE**  
INVESTIGATIONS DIVISION  
CAPTAIN

**COURTNEY PREWITT**  
PATROL CAPTAIN

**KATHY KUENSTLER**  
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

In compliance with the annual reporting requirements outlined in KSA 60-4117(d)(2), below is a summary of the 2016 Local Forfeiture income and expenditures:

**Total 2016 Local Forfeiture income was distributed as follows per the Finney County District Court Order of Forfeiture/Dispersal:**

Garden City Police Department:	\$17,552.57
Finney County Sheriff's Office (JTF):	\$10,202.34
Finney County Clerk of the District Court:	\$390.00
Finney County Attorney's Office:	\$3,980.54
Finney County Treasurer (Publication Fees):	\$213.29
<b>TOTAL 2016 FORFEITURE INCOME:</b>	<b>\$32,338.74</b>

**Total 2016 Local Forfeiture expenditures are as follows:**

Canine Travel, Training and Care:	\$3,116.62
2016 Victory Commander Motorcycle:	\$29,046.65
Undercover Vehicle Repair/Equipment:	\$1,979.06
2017 Dodge Ram:	\$10,000.00
Prescription Drop off Box Ad (Split w/ FISO):	\$275.00
Patrol Uniforms & Jackets	\$8,393.88
<b>TOTAL 2016 EXPENDITURES:</b>	<b>\$52,811.21</b>

**Current pending Local Forfeiture cash & vehicles:**

Forfeiture Currency Currently in Evidence:	\$11,050.00
Two (2) Vehicles Pending Auction*:	\$3,900.00

*\*Value of vehicles obtained from Kelley Blue Book and estimated total could vary greatly depending on actual condition and auction selling price.*



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Cemetery Sexton, Kelly Stevenson  
**DATE:** March 21, 2017  
**RE:** Cemetery Monthly Report for February 2017.

---

**ISSUE:**

Presentation of the February 2017 Cemetery Report.

**BACKGROUND:**

None.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

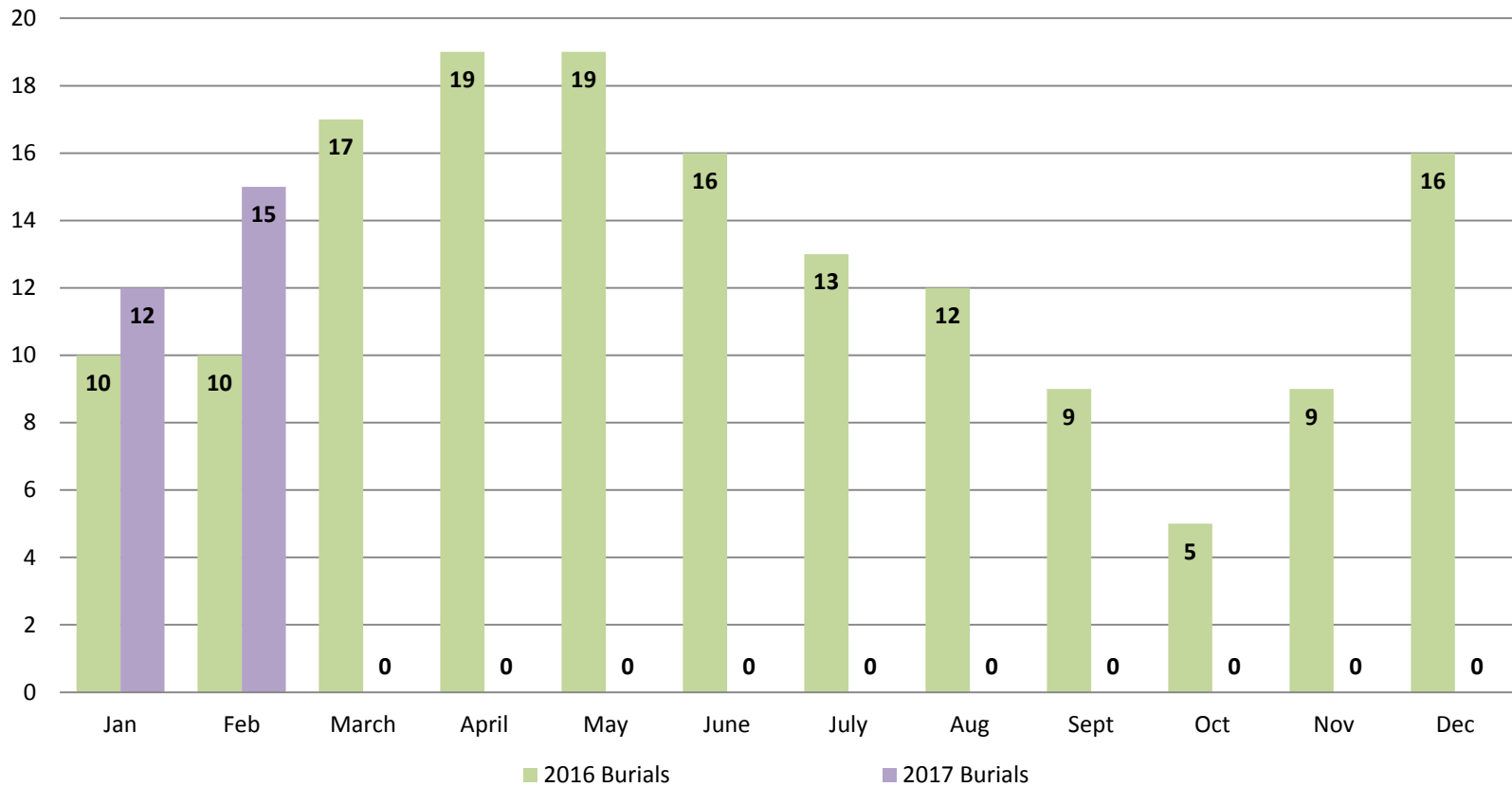
None.

**ATTACHMENTS:**

Description	Upload Date	Type
Cemetery Burial Charts 2016 vs 2017	3/6/2017	Backup Material
Cemetery Revenue Chart Feb 2017	3/6/2017	Backup Material

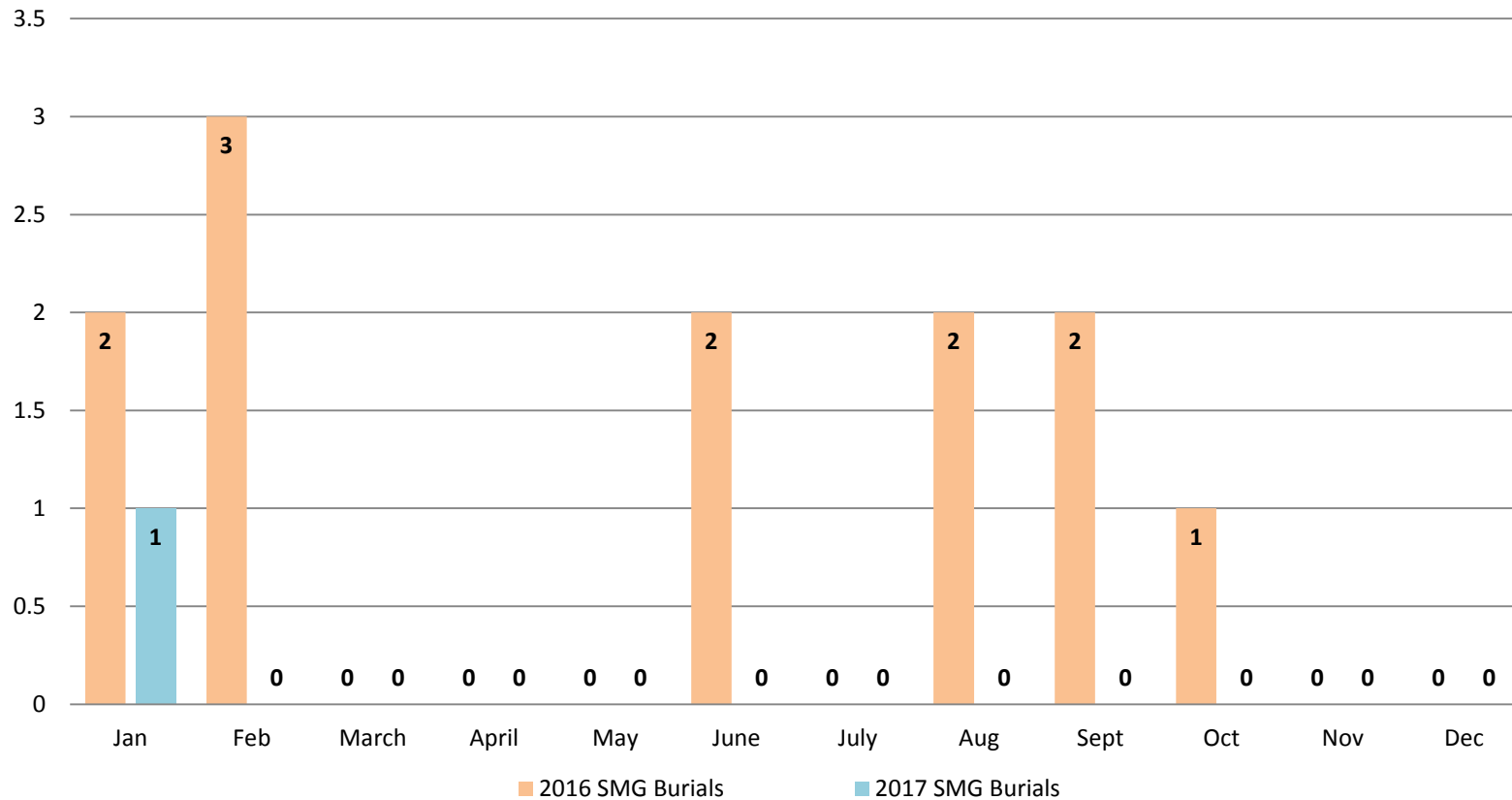
## Cemetery Department Burial Chart

### Valley View Cemetery 2016 vs. 2017

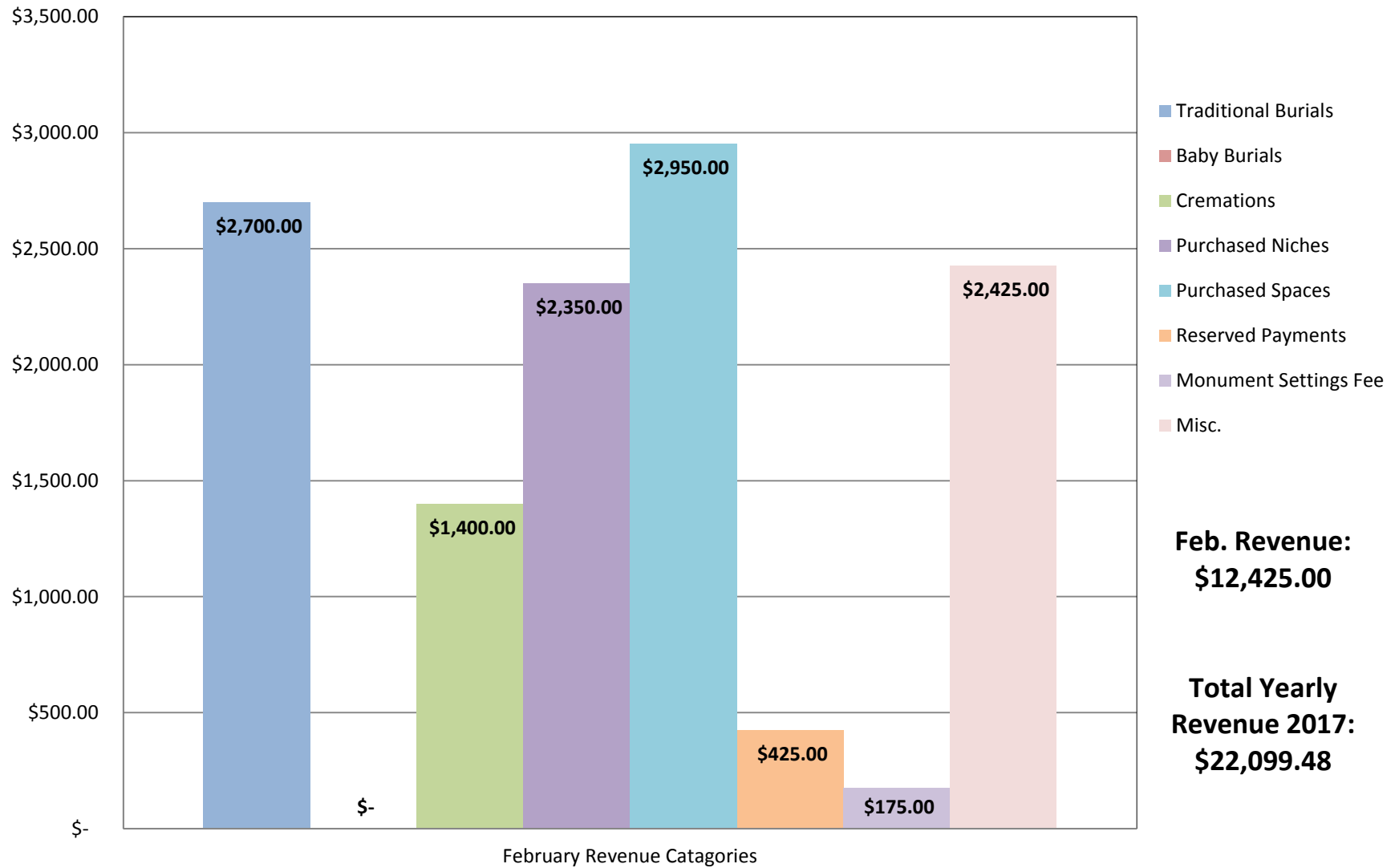


## Cemetery Department Burial Chart

### Sunset Memorial Gardens 2016 vs. 2017



**Cemetery Department**  
**Monthly Revenue**  
**February 2017**







## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Sam Curran, Public Works Director  
**DATE:** March 21, 2017  
**RE:** City Link Monthly Comparison Report - February 2017

---

**ISSUE:**

Presentation of the February 2017 City Link Ridership Report from Public Works.

**BACKGROUND:**

Attached is the Public Works Ridership Report for February 2017.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
Ridership - February 2017	3/14/2017	Backup Material

## CITY RIDERSHIP YEARLY COMPARISON

Month	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Jan	901	2,984	3,375	3,945	5,583	5,044	6,344	5,237	4,999	4,492
Feb	1,028	3,356	4,076	3,923	5,726	4,159	4,870	4,535	5,296	4,602
Mar	1,393	3,321	4,382	5,165	6,125	5,541	6,479	5,554	5,846	
Apr	1,662	3,504	4,603	5,184	4,804	5,120	6,584	5,708	5,608	
May	2,026	3,321	4,424	5,072	5,795	6,368	6,801	5,280	5,476	
Jun	2,320	4,361	5,246	6,435	6,576	7,274	6,887	7,310	6,019	
Jul	3,598	4,814	4,528	6,363	7,031	7,501	7,356	6,935	5,474	
Aug	3,256	4,635	4,922	6,454	7,993	6,673	7,217	6,492	6,356	
Sep	2,962	3,988	4,287	5,290	5,063	5,644	7,229	6,915	6,212	
Oct	3,712	4,227	4,745	5,258	5,842	7,175	6,905	5,716	5,983	
Nov	2,561	3,410	4,126	4,627	4,482	5,420	4,514	4,462	5,144	
Dec	3,036	3,564	4,783	4,789	4,214	5,369	5,225	5,203	4,837	
<b>TOTAL</b>	<b>28,455</b>	<b>45,485</b>	<b>53,497</b>	<b>62,505</b>	<b>69,234</b>	<b>71,288</b>	<b>76,411</b>	<b>69,347</b>	<b>67,250</b>	<b>9,094</b>



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Michael D. Utz, Chief of Police  
**DATE:** March 21, 2017  
**RE:** Master Activity report from the Garden City Police Department for February 2017.

---

**ISSUE:**

Presentation of the February 2017 Master activity report from the Garden City Police Department.

**BACKGROUND:**

Attached is the February 2017 Master activity report from the Garden City Police Department.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
February 2017 Master Activity Report	3/13/2017	Backup Material



## GARDEN CITY POLICE DEPARTMENT

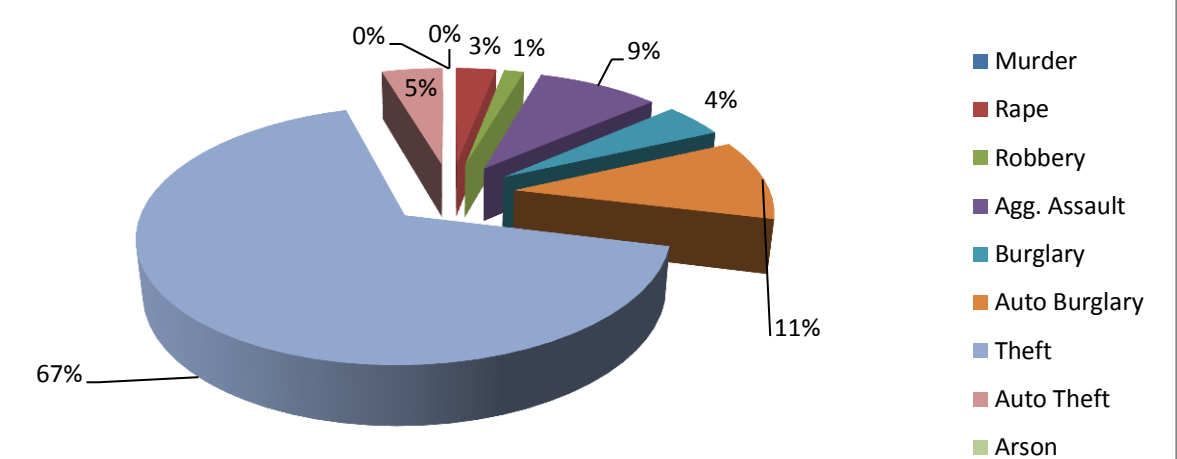
### Monthly Activity Report - February 2017

#### Offenses Reported

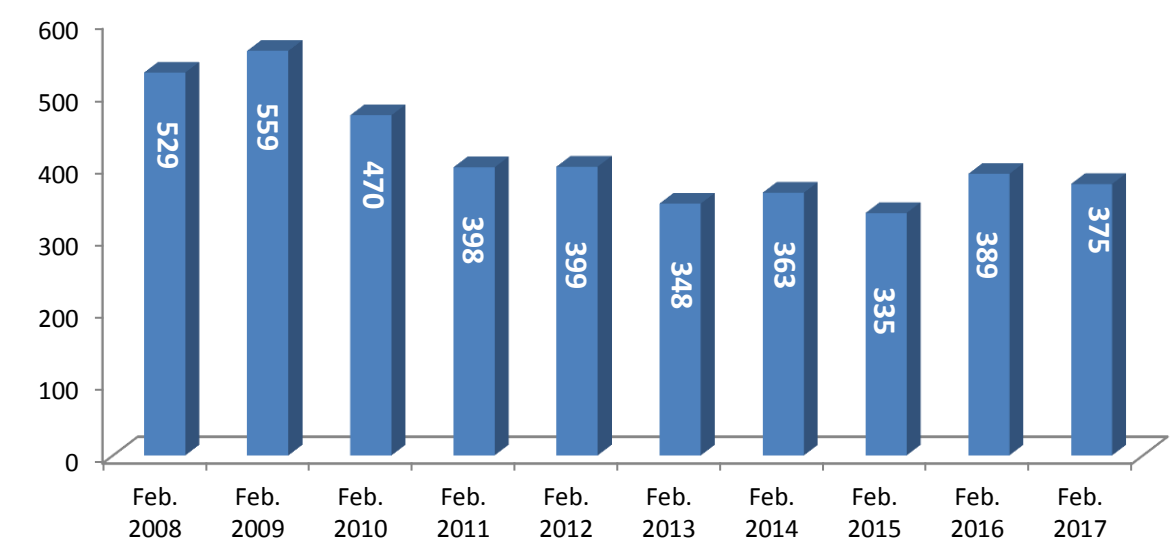
	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD	Arrest Feb. 2017	Arrest To Date 2017
<b>Part 1 Crimes</b>							
Murder	0	0	0	0	UNDF	0	1
Rape	2	4	1	4	UNDF	0	2
Robbery	0	2	0	1	100%	0	1
Agg. Assault	8	12	4	9	33%	3	7
Burglary	1	6	4	7	-14%	3	5
Auto Burglary	7	14	0	2	600%	0	3
Theft	47	88	48	109	-19%	18	41
Auto Theft	3	6	0	2	200%	0	0
Arson	0	0	1	1	-100%	0	0
<b>Total:</b>	<b>68</b>	<b>132</b>	<b>58</b>	<b>135</b>	<b>-2%</b>	<b>24</b>	<b>60</b>
<b>Misc. Part 2 Crimes</b>							
Criminal Trespass	8	12	4	5	140%	4	7
Criminal Damage	4	17	18	47	-64%	0	1
Drug Violation	29	57	18	44	30%	31	65
Forgery	0	3	0	0	UNDF	0	0
Graffiti	0	0	1	1	-100%	0	0
Sexual Exploitation	1	5	0	0	UNDF	0	1
Kidnapping	0	2	0	1	100%	0	1
Liquor Violations	0	0	0	0	UNDF	16	17
Sex Offenses	1	2	0	0	UNDF	1	1
Simple Assault	9	18	13	24	-25%	6	12
DV Battery	6	15	3	12	UNDF	5	11
Weapons	1	2	0	1	100%	1	2
Stalking	0	1	0	1	UNDF	0	1
All Other Crimes	27	79	40	81	-2%	43	107
<b>Total:</b>	<b>86</b>	<b>213</b>	<b>97</b>	<b>217</b>	<b>-2%</b>	<b>107</b>	<b>226</b>

Community Statistics 2011-2017							
	2011	2012	2013	2014	2015	2016	2017
Population	28,855	29,167	30,678	30,761	30,945	30,948	30,948
New Commercial Business	10	10	11	11	29	3	N/A
New Residential Homes	46	20	61	34	95	16	N/A
Patrolling Area	8.68 sq miles	9.07 sq miles	9.18 sq miles	9.31 sq miles	9.75 sq miles	10.23 sq miles	10.23 sq miles

2017 - YTD Part 1 Crimes



YTD Total Offenses - 10 Year Trend

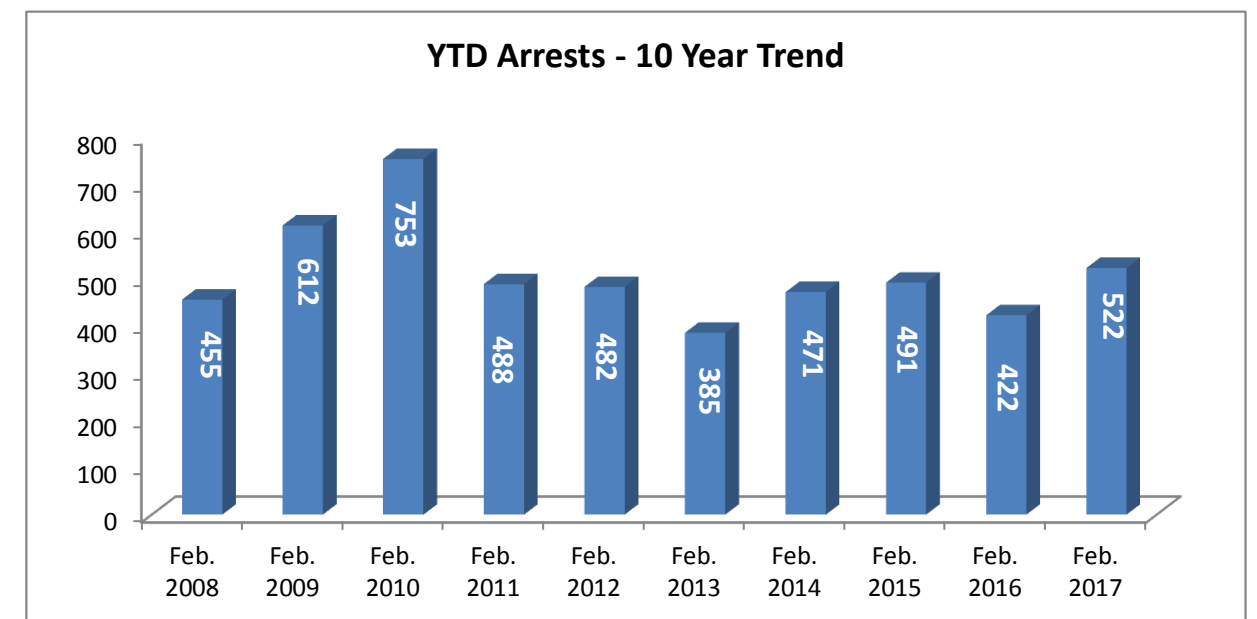


Offense Reports Summary

	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016
Offense Reports	168	375	179	397
Patrol/CRD Supplemental Repo	295	547	96	185

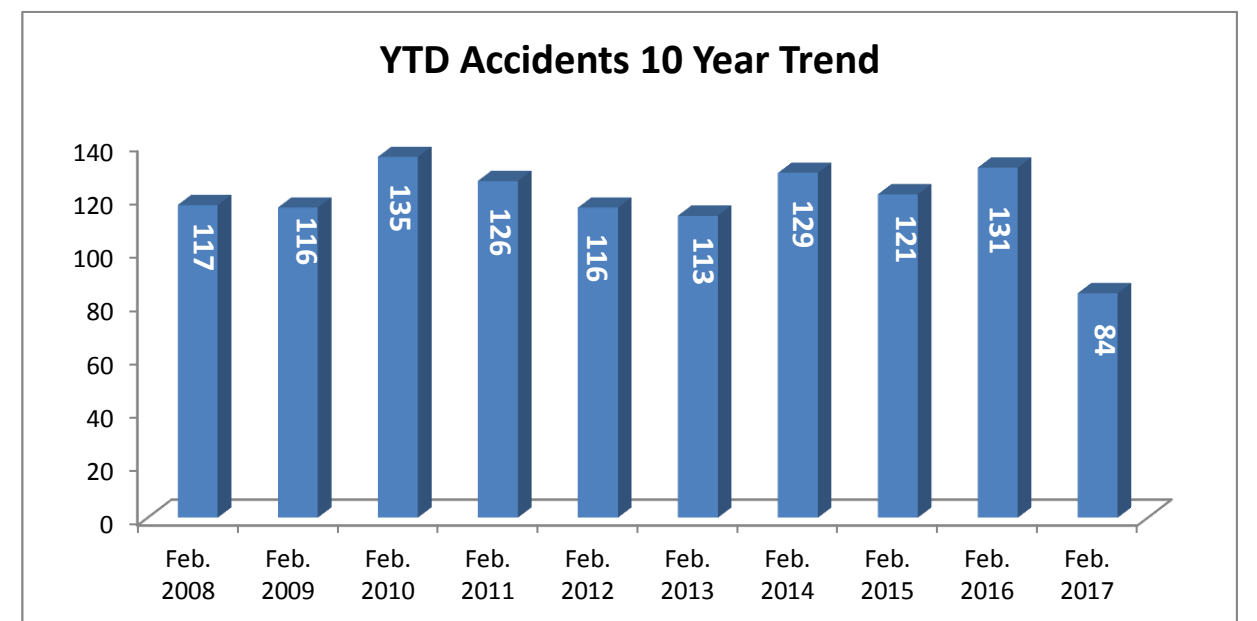
## Arrests

	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD
All Other Adult Arrests	181	377	100	226	67%
Alcohol Related Arrests	11	31	13	34	-9%
Drug Related Arrests	31	62	27	60	3%
<b>Total Adult Arrest</b>	<b>223</b>	<b>470</b>	<b>140</b>	<b>320</b>	<b>47%</b>
All Other Juveniles Detained	14	29	17	53	-45%
Alcohol Related Detained	0	0	0	2	-100%
Drug Related Detained	0	3	0	2	50%
Curfew Violations	11	20		3	567%
<b>Total Juvenile Arrest</b>	<b>25</b>	<b>52</b>	<b>17</b>	<b>60</b>	<b>-13%</b>
<b>Total Custody:</b>	<b>248</b>	<b>522</b>	<b>157</b>	<b>380</b>	<b>37%</b>



## Accidents

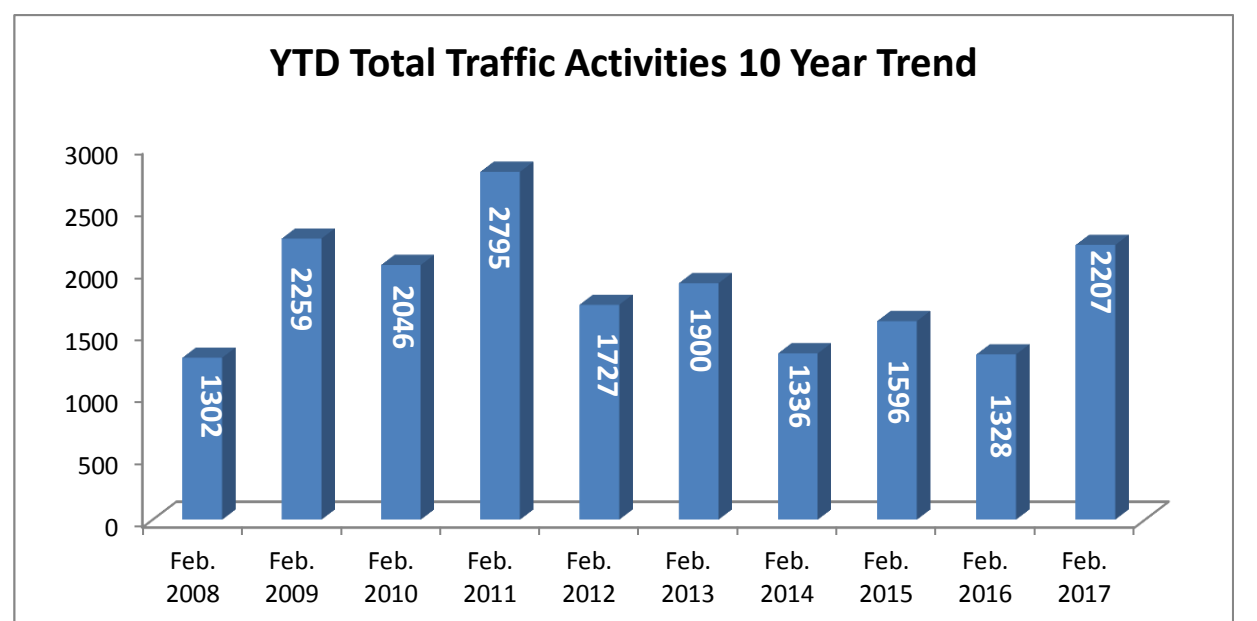
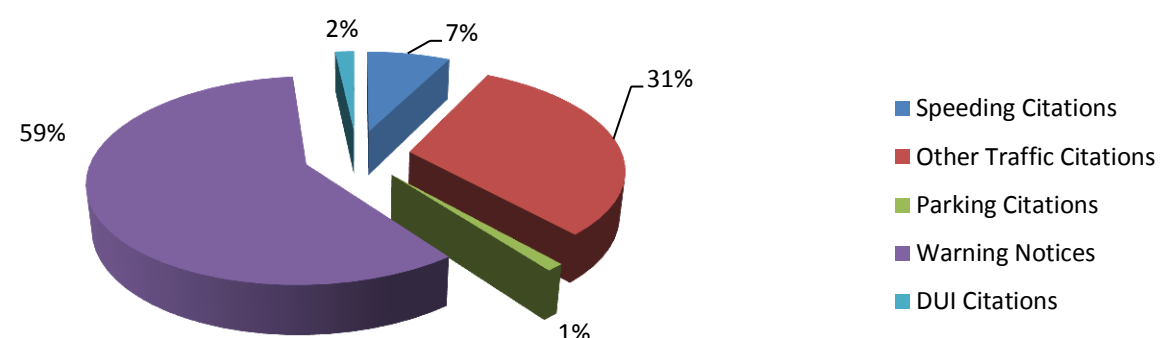
	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD
Fatal Accidents	0	0	0	0	UNDF
Injury Accidents	2	5	8	12	-58%
Non-Injury Accidents	33	79	61	119	-34%
<b>Total Accidents:</b>	<b>35</b>	<b>84</b>	<b>69</b>	<b>131</b>	<b>-36%</b>



## Traffic Enforcement

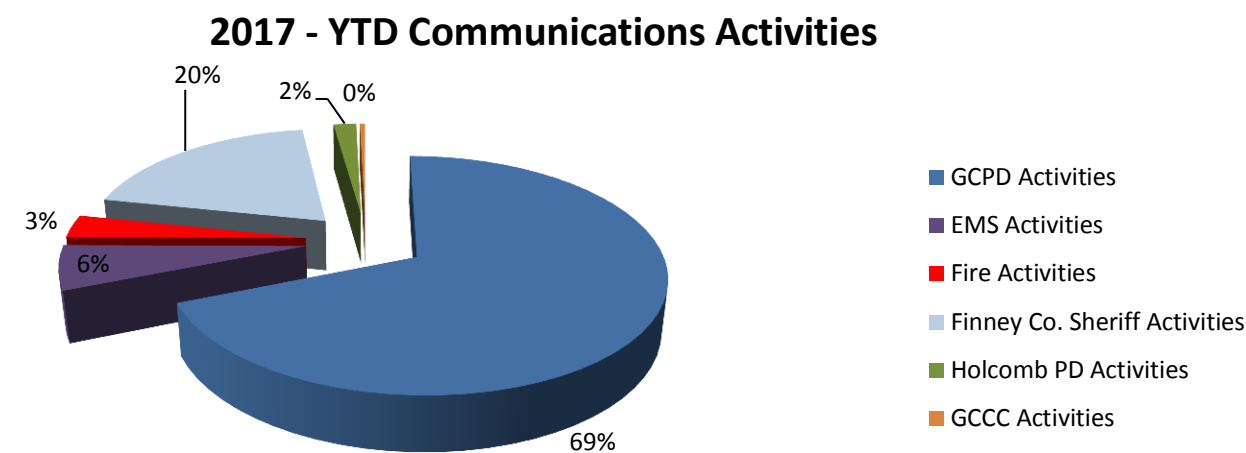
	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD
Speeding Citations	61	165	50	63	162%
Other Traffic Citations	323	684	213	416	64%
Parking Citations	12	26	6	14	86%
Warning Notices	639	1294	312	819	58%
DUI Citations	15	38	10	16	138%
<b>Totals:</b>	<b>1050</b>	<b>2207</b>	<b>591</b>	<b>1328</b>	<b>66%</b>

**2017 - YTD Traffic Activities**

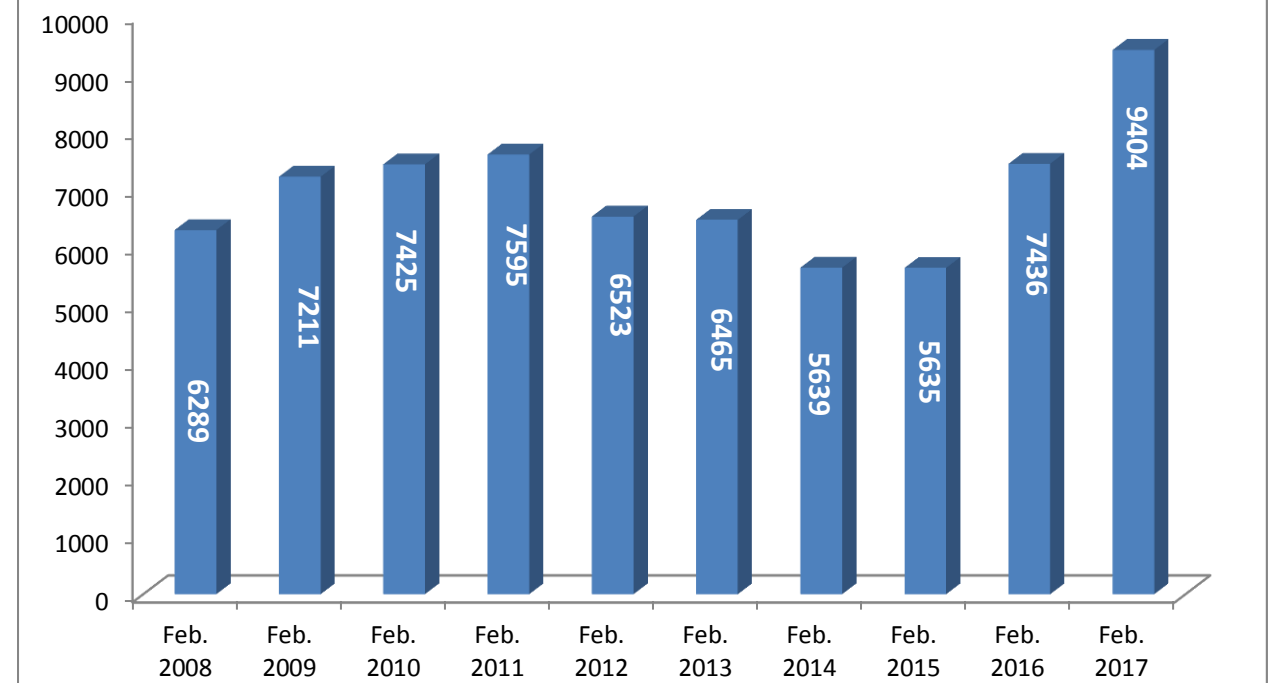


## Communications Center Activities

	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD
GCPD Activities	3247	6483	2620	5410	20%
EMS Activities	320	584	0	N/A	UNDF
Fire Activities	152	299	141	259	15%
Finney Co. Sheriff Activities	1395	1829	776	1512	21%
Holcomb PD Activities	80	170	136	255	-33%
GCCC Activities	23	39	0	N/A	UNDF
<b>Totals:</b>	<b>5217</b>	<b>9404</b>	<b>3673</b>	<b>7436</b>	<b>26%</b>
911 Calls	1244	2650	1288	2732	-3%



**YTD Communications Activities 10 Year Trend**



## Investigations

	Feb. 2017		YTD 2017		%
	Assigned	Cleared	Assigned	Cleared	Cleared
<b>Part 1 Crimes</b>					
Murder & non-Negligent	0	0	1	0	UNDF
Robbery	0	0	1	0	UNDF
Assault/Battery/Agg Aslt, Agg	9	7	13	9	69%
Burglary	0	1	2	4	200%
Auto Burglary	0	0	0	0	UNDF
Theft	18	8	25	13	52%
Arson	0	0	0	0	UNDF
<b>Total:</b>	<b>27</b>	<b>16</b>	<b>42</b>	<b>26</b>	<b>62%</b>
<b>Misc. Part 2 Crimes</b>					
Forgery/Counterfeiting	10	0	10	3	UNDF
Fraud	0	0	0	0	UNDF
Vandalism	2	0	2	0	UNDF
Weapons Violation	1	1	2	1	50%
Sex Offense	11	5	18	12	67%
Drug Violation	29	30	42	33	79%
Gambling	0	0	0	0	UNDF
Other Reportable Offenses	32	8	47	24	51%
Runaway	3	0	4	0	UNDF
<b>Total:</b>	<b>88</b>	<b>44</b>	<b>125</b>	<b>73</b>	<b>58%</b>
<b>Grand Totals</b>	<b>115</b>	<b>60</b>	<b>167</b>	<b>99</b>	<b>59%</b>

**Misc. Investigations Activities**

	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016
Current Active Cases	268	N/A	N/A	N/A
Supplemental Reports	102	198	145	259
Search Warrants	3	18	6	10
Forfeitures Filed	0	0	1	1
*HVU Cases Assigned	6	19	N/A	N/A
K9 Deployments	9	21	13	27
**ICAC Cases	0	16	N/A	N/A
Computer Forensic Hours	117	322	31	110
***VSA /Criminal Polygraph	0	13	5	7

\*HVU -Household Violence Unit

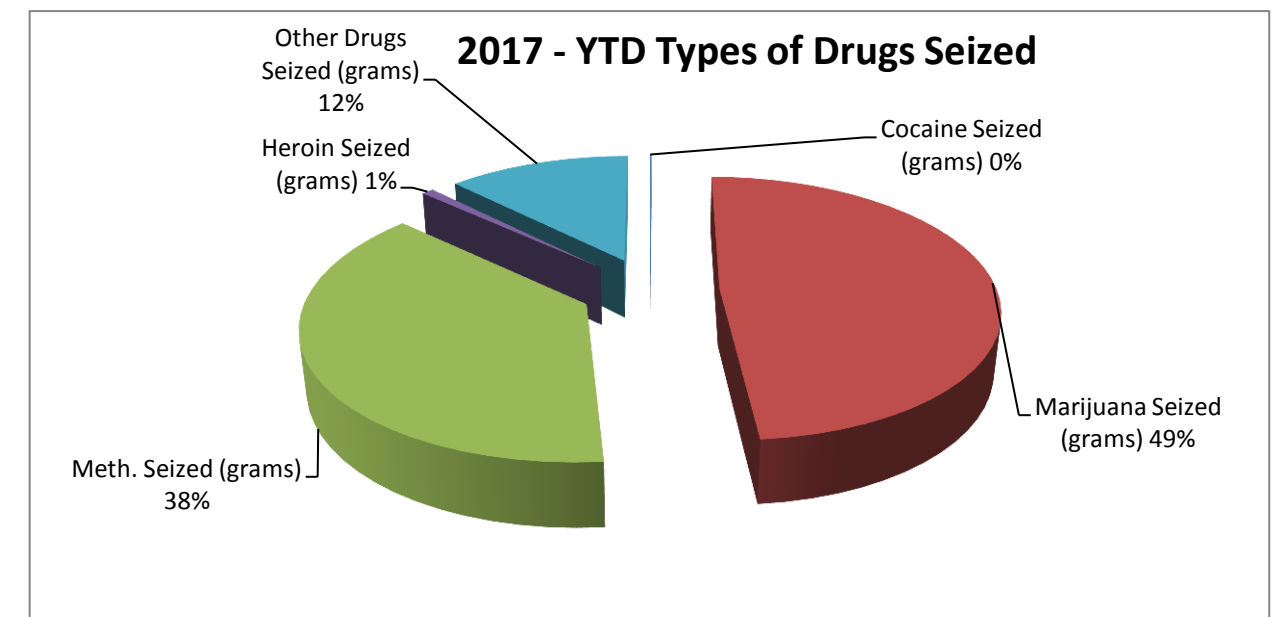
\*\*ICAC -Internet Crimes Against Children

\*\*\*VSA -Voice Stress Analysis

## Evidence Section

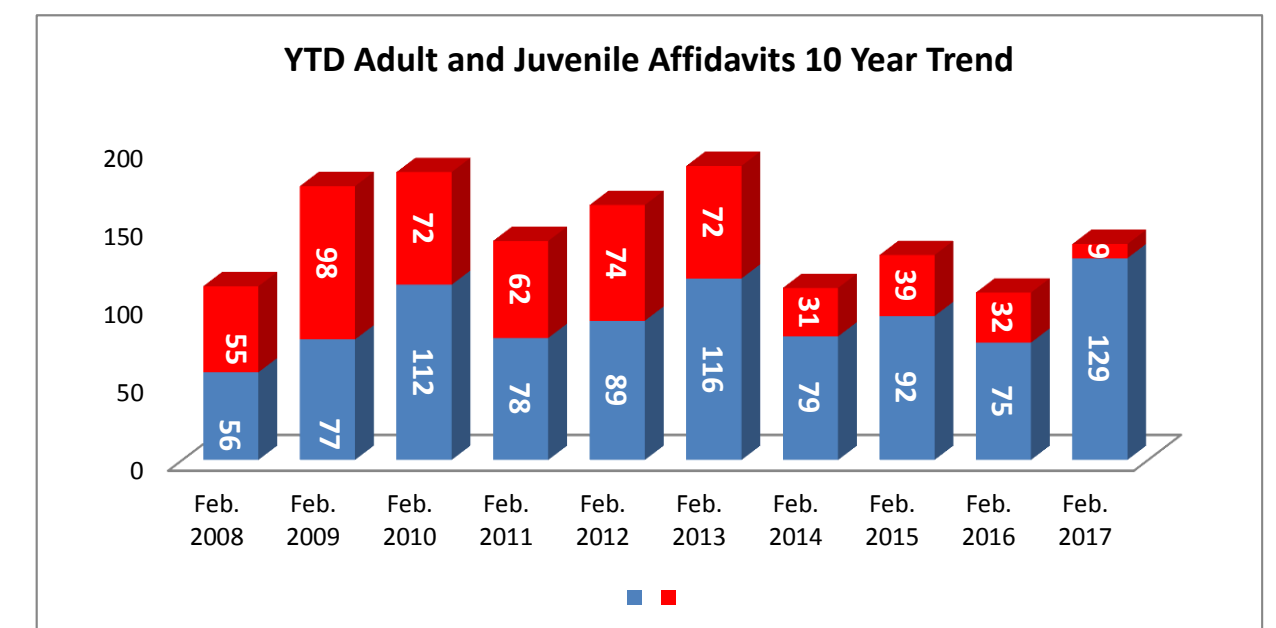
### GCPD Property and Evidence Seized

	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD
Evidence Collected	136	393	132	391	1%
Guns Seized	4	10	0	6	67%
Cocaine Seized (grams)	0.4	0.4	0	3.46	-88%
Marijuana Seized (grams)	48.43	203.8	664.83	835.79	-76%
Methamphetamine Seized (grams)	125.49	159.86	43.58	126.16	27%
Heroin Seized (grams)	3.43	3.43	0	0	UNDF
Other Drugs Seized (grams)	0	52.5	0	0	UNDF
Prescription Drugs Seized (pills)	14	36	75.5	261.5	-86%
RX Drugs Drop Box (lbs.)	0	0	0	41	-100%



## Affidavits

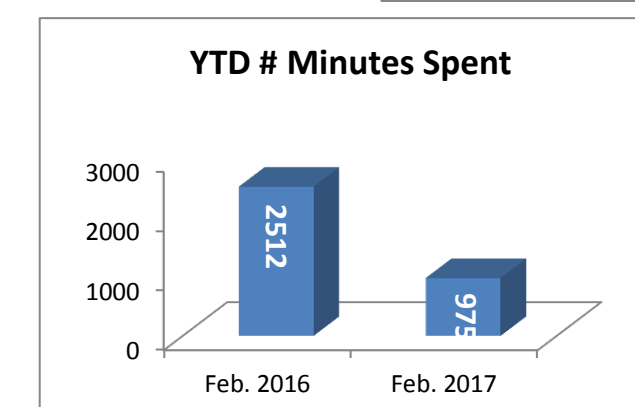
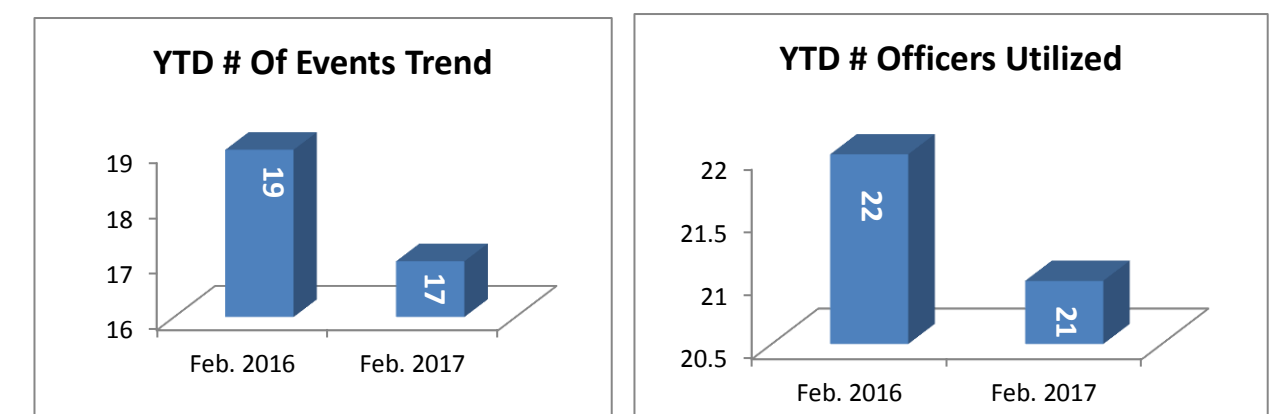
	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD
Adult Affidavits	65	129	40	75	72%
Juvenile Affidavits	6	9	12	32	-72%
<b>Total:</b>	<b>71</b>	<b>138</b>	<b>52</b>	<b>107</b>	<b>29%</b>



## Events

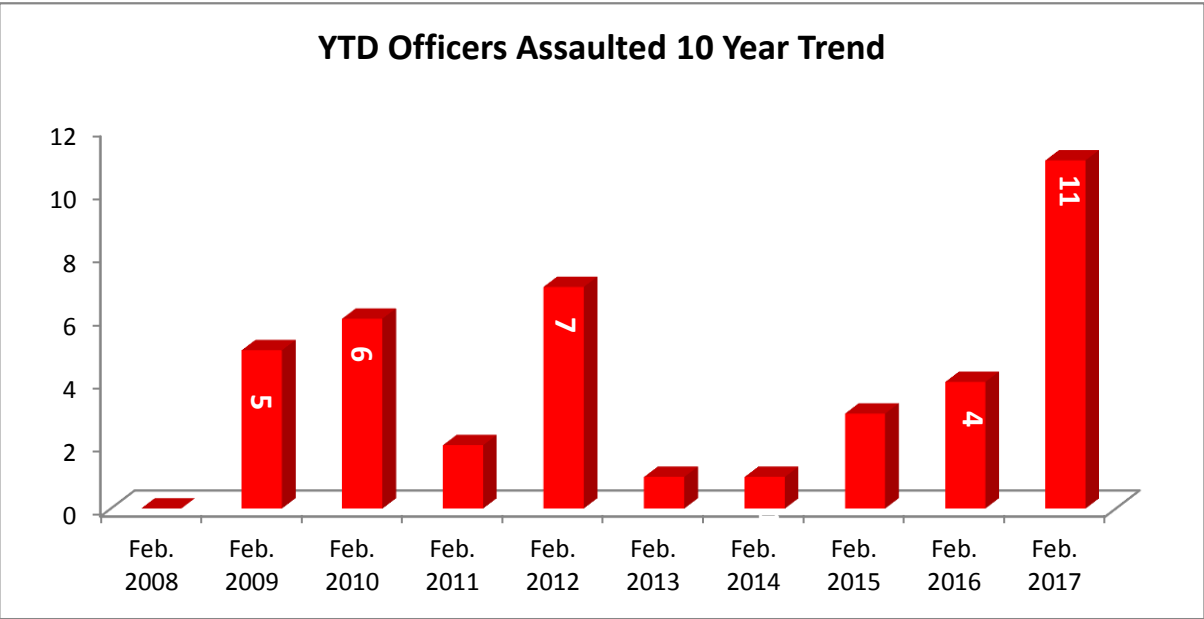
	# of Events	Feb. 2017 Minutes Spent	# of People Attended	# of Officers Assigned	YTD Minutes Spent	YTD # Of People Attended	YTD # Of Officers Assigned
Community Program	0	0	0	0	60	250	1
Presentations	2	120	27	2	830	316	20
Events	0	0	0	0	0	0	0
Parades	0	0	0	0	0	0	0
Traffic Control	0	0	0	0	0	0	0
Other	0	0	0	0	85	12	2
<b>Total:</b>	<b>2</b>	<b>120</b>	<b>27</b>	<b>2</b>	<b>975</b>	<b>578</b>	<b>23</b>

\*This does not include SRO presentations



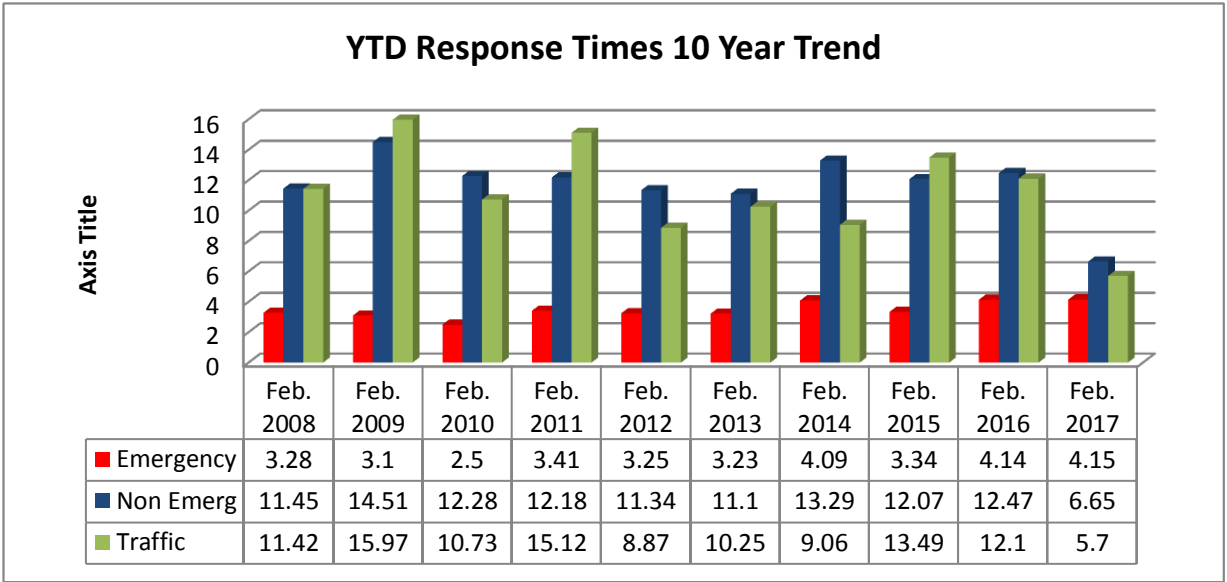
Officers Assaulted

	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD
Firearm	0	0	0	0	UNDF
Cutting Instrument	5	5	0	0	UNDF
Other Dangerous Weapon	0	3	0	0	UNDF
Hands, Fist, Feet, Etc.	1	3	0	4	-25%
Police Service Dog	0	0	0	0	UNDF
Total Assaults:	6	11	0	4	175%



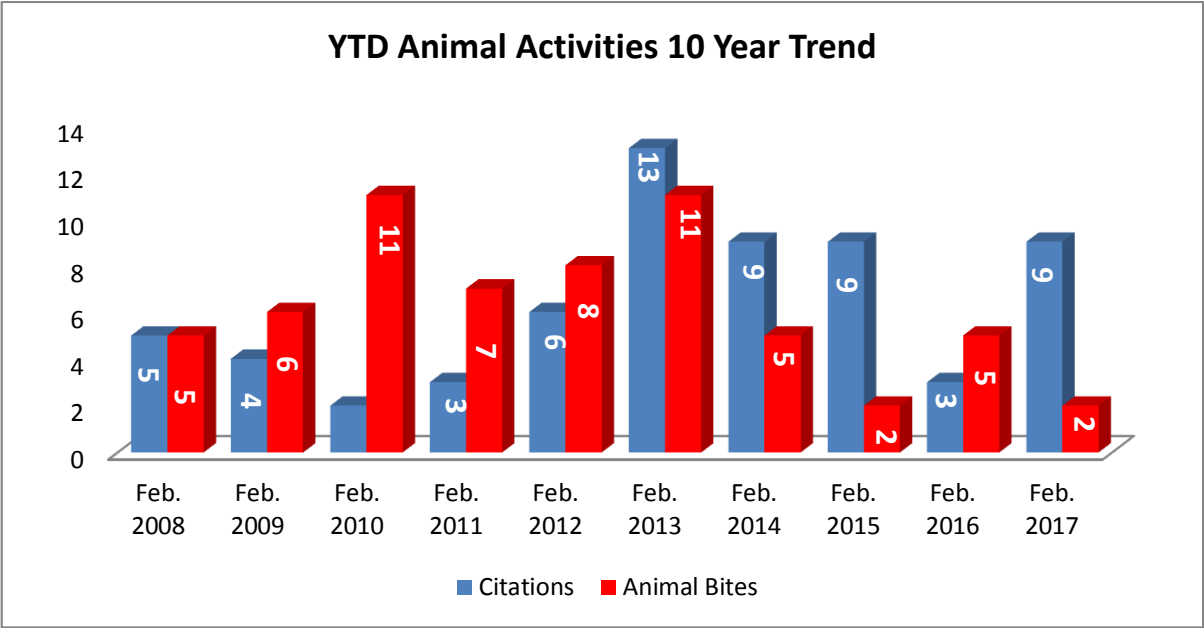
Response Time Summary Overview

	Feb. 2017	Feb. 2016
Average Emergency	4.15	4.14
Average Non-Emergency	6.65	12.47
Average Traffic Accident	5.7	12.1



Animal Incidents

	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD
Citations Issued	5	9	2	3	200%
Animal Bites	0	2	0	5	-60%

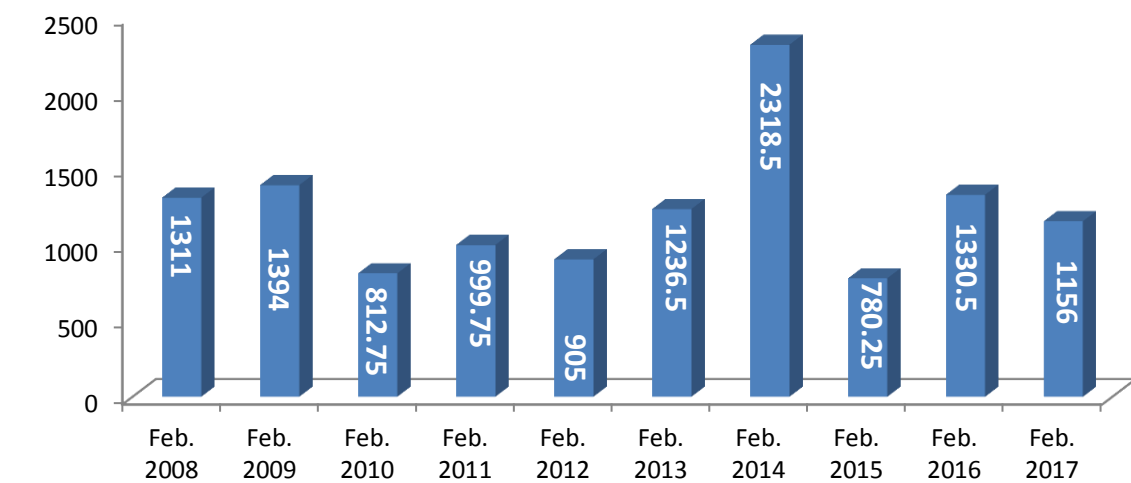




## Training Hours Received Overview

	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD
Administrative	24.00	37.50	0.00	112.00	-67%
Patrol/CRD Division	518.50	985.50	466.00	772.00	28%
Support Services Division	52.00	59.00	16.00	137.00	-57%
Investigations Division	75.50	125.50	0.00	80.00	57%
Instructor Hours	43.00	93.00	43.00	49.50	88%
<b>SUB-TOTAL TRAINING HRS</b>	<b>713.00</b>	<b>1300.50</b>	<b>525.00</b>	<b>1150.50</b>	<b>13%</b>
Academy Training Hours	184.00	504.00	160.00	160.00	UNDF
SWAT Training Hours	259.00	279.00	0.00	20.00	1295%
<b>TOTAL TRAINING HOURS</b>	<b>1156.00</b>	<b>2083.50</b>	<b>685.00</b>	<b>1330.50</b>	<b>57%</b>

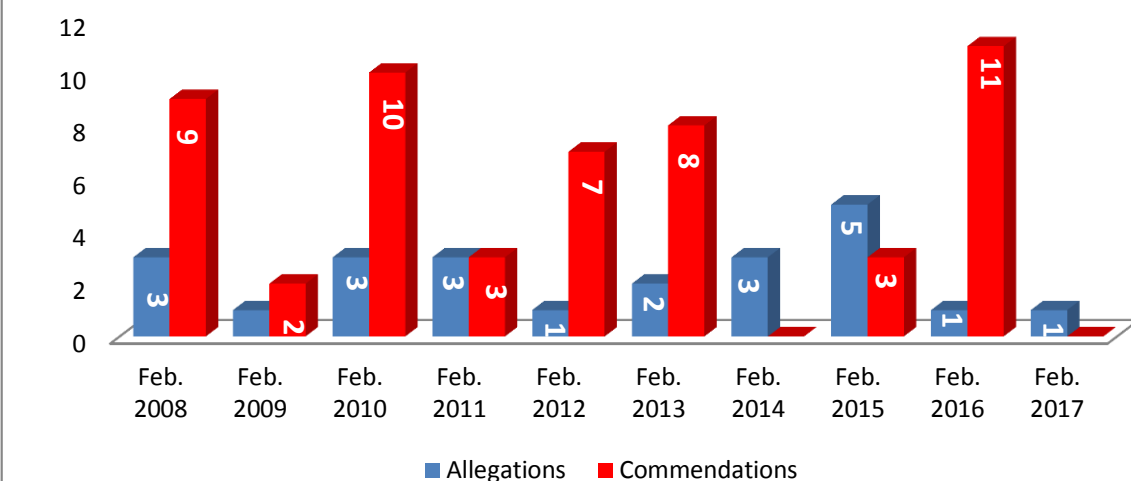
YTD Training Hours 10 Year Trend



## Administrative Overview

	Feb. 2017	YTD 2017	Feb. 2016	YTD 2016	% Change YTD
Allegations Received	1	2	1	1	UNDF
Unfounded	0	0	0	0	UNDF
Unsubstantiated	0	0	0	0	UNDF
Sustained	0	0	0	0	UNDF
Exonerated	0	0	0	1	-100%
Violation Not Based On Complaint	0	0	0	0	UNDF
Investigations In Progress	0	1	2	3	-67%
Administrative Closure	1	1	0	1	UNDF
Commendations	0	3	5	11	-73%
Backgrounds Completed	1	1	N/A	N/A	UNDF
Backgrounds Active	5	10	N/A	N/A	UNDF
Tested Applicants	0	4	N/A	N/A	UNDF
New Hires	0	0	N/A	N/A	UNDF

YTD Administrative Investigations 10 Year Trend





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Service and Finance  
**DATE:** March 21, 2017  
**RE:** Monthly Financial Report - February 2017.

---

**ISSUE:**

Presentation of the Monthly Financial Report from Service and Finance.

**BACKGROUND:**

Attached is the Service and Finance Monthly Financial Report for February 2017.

**ALTERNATIVES:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
Monthly Financial Report - February 2017	3/1/2017	Backup Material



**City of Garden City**  
**Monthly Financial Report FY 2017**  
**For the Two Months Ended February 28, 2017**  
 Unaudited--Intended for Management Purposes Only

The following is a summary of the City's financial results for the General Funds and Utility Funds. The subsequent pages provide some narrative, comparison cash balances, line item analysis, and graphic display of revenue trends for the City's General and Utility Funds. This report is intended to assist the City Commission and the City's Administrative team in managing the operational budget. This information is summarized from unaudited financial statements for the monthly period that ended February 28, 2017.

**GENERAL FUND AT A GLANCE**

Category		Revised 2017 Budget	2017 YTD Actual	2016 YTD Actual
Revenues		23,094,500	5,651,195	5,673,616
Expenditures		24,735,874	4,464,423	4,676,403
<b>Revenues Over(Under)</b>		<b>(1,641,374)</b>	<b>1,186,772</b>	<b>997,213</b>

**UTILITY FUND REVENUES AT A GLANCE**

Category		Revised 2017 Budget	2017 YTD Actual	2016 YTD Actual
Electric		33,107,500	4,688,168	4,787,229
Solid Waste		3,731,250	640,461	636,767
Drainage Utility		208,250	35,130	34,301
Water and Sewage		9,044,836	1,084,259	999,434
<b>TOTAL</b>		<b>46,091,836</b>	<b>6,448,019</b>	<b>6,457,731</b>

**SELECTED GENERAL FUND REVENUES AT A GLANCE**

Category		Revised 2017 Budget	2017 YTD Actual	2016 YTD Actual
City Sales Tax		6,300,000	1,182,071	1,172,984
County Sales Tax		3,675,000	681,288	665,568
Franchise Tax				
Gas Utility		460,000	93,669	93,724
Telephone		58,500	7,659	10,461
CATV		232,000	55,512	58,372
Building Permits		253,700	32,279	149,674
Municipal Court Fines		900,000	174,474	148,383



**City of Garden City**  
**Monthly Financial Report FY 2017**  
**For the Two Months Ended**  
**February 28, 2017**

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**General Fund**

General Fund Revenues collected through February were \$5,651,195. The February revenues represent 24.47% of the total revenues expected in the General Fund. Property tax distribution was 58.60% for the first of five payments in 2017.

General Fund Expenses are at 18.05% of the total expenditures expected in the General Fund.

**Selected Revenues**

■City Sales Tax—Ahead by \$9,087 compared to February 2016 year to date collections, .77% ahead of 2016 for the two months ended.

■County Sales Tax— Collections for the two months ended are ahead of 2016 by \$15,720 or 2.36%.

■Franchise Tax—Budget estimates for 2017 remain approximately the same as 2016. All Franchise actual 2017 are behind 2016.

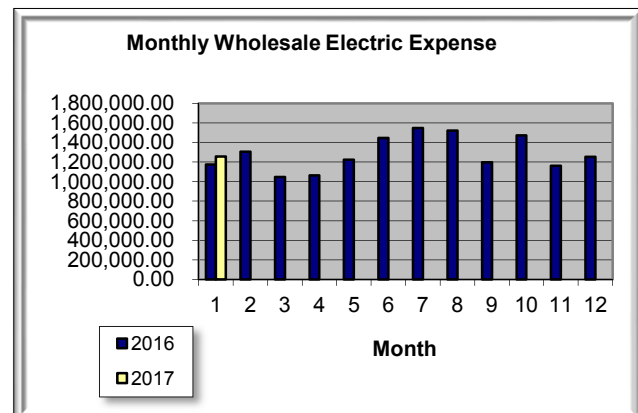
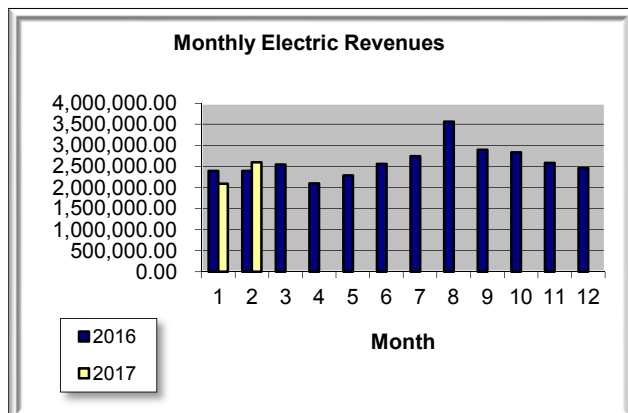
■Building Permits—Budget estimates for 2017 are based on 2016 revenues. Receipts are lower than this period in 2016.

■Municipal Court Fines—Budget estimates were based on 2016 actual and collections through February are ahead of 2016.

**Utility Funds**

A summary of Utility Fund revenue performance is outlined below:

■Electric revenues – revised budget at \$33,107,500 for 2017 were \$4,688,168 through two months or 14.16% of budget.



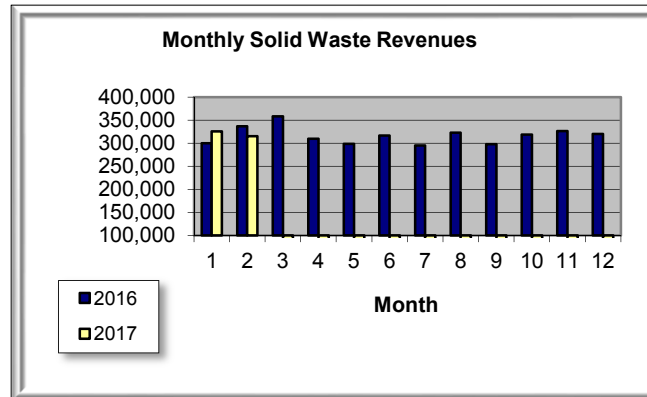
A main expense is Wholesale Electric in the Utility Fund. The 2017 revised budget for wholesale electric is \$18,200,000. The wholesale electric expense for February was not available at this printing.



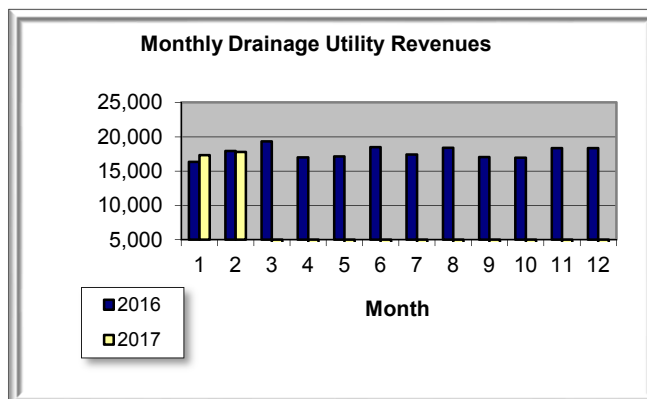
**City of Garden City**  
**Monthly Financial Report FY 2017**  
**For the Two Months Ended**  
**February 28, 2017**

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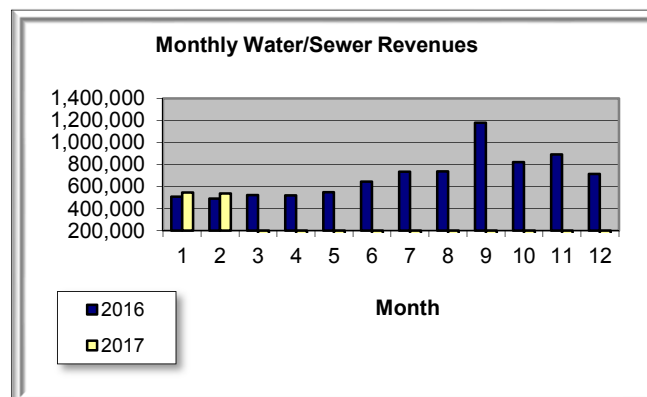
■Solid Waste revenues – revised budget at \$3,731,250 for 2017 were \$640,461 through two months or 17.16% of budget.



■Drainage Utility revenues – revised budget at \$208,250 for 2017 were \$35,130 through two months or 16.87%.



■Water and Sewage revenues - revised budget at \$9,044,836 for 2017 were \$1,084,259 through two months or 11.99% of budget.



CITY OF GARDEN CITY, KANSAS  
Comparison of Cash Balances with Encumbrances and Composition of Cash  
For the Month Ended February 28, 2017

Fund		Unencumbered Cash Balance 1/1/2017	Receipts and Transfers	Expenditures and Transfers	Unencumbered Cash Balance 2/28/2017	Add Payables and Encumbrances	Treasurer's Cash 2/28/2017
<u>Operating</u>							
1	General	5,776,318.02	5,651,195.17	4,464,422.76	6,963,090.43	6.00	6,963,096.43
<u>Debt Service Fund</u>							
40	Bond and Interest	338,263.77	1,210,112.50	0.00	1,548,376.27	0.00	1,548,376.27
<u>Special Revenue Funds</u>							
4	TIF	397,425.78	961,244.89	360,310.89	998,359.78	0.00	998,359.78
5	Capital Improvement	1,297,511.01	33,119.05	22,176.44	1,308,453.62	0.00	1,308,453.62
6	Community Development Loan	18,618.95	355.26	0.00	18,974.21	0.00	18,974.21
7	Cemetery Endowment	28,943.55	786.64	0.00	29,730.19	0.00	29,730.19
8	Community Trust	1,580,013.98	369.93	-436,111.38	2,016,495.29	0.00	2,016,495.29
10	DEA Forfeiture	36,516.18	616.81	0.00	37,132.99	0.00	37,132.99
11	Drug Enforcement	56,387.74	15,836.89	7,944.83	64,279.80	0.00	64,279.80
15	Enhanced Wireless 911	496,402.28	34,882.02	26,725.42	504,558.88	0.00	504,558.88
18	Finnup Trust	141,227.02	0.00	17,243.84	123,983.18	0.00	123,983.18
25	Recreation	535.91	573,501.08	574,036.99	0.00	0.00	0.00
26	Revolving	86,121.60	-196.00	0.00	85,925.60	0.00	85,925.60
27	Special Liability	89,924.37	0.00	6,412.01	83,512.36	0.00	83,512.36
29	Special Alcohol Programs	97,777.26	0.00	0.00	97,777.26	0.00	97,777.26
30	Special Recreation and Parks	110,771.54	1,426.74	3,201.45	108,996.83	0.00	108,996.83
32	Special Trafficway	1,297,505.08	182,291.55	34,116.27	1,445,680.36	0.00	1,445,680.36
50	Community Development	0.00	0.00	0.00	0.00	0.00	0.00
52	Economic Development	350,113.05	6,472.14	0.00	356,585.19	0.00	356,585.19
53	Project Development	585,576.14	332.52	58,900.90	527,007.76	0.00	527,007.76
	Total Special Revenue	6,671,371.44	1,811,039.52	674,957.66	7,807,453.30	0.00	7,807,453.30
<u>Capital Projects Funds</u>							
41	2013-GO Bond Projects	0.00	250,000.00	13,662.57	236,337.43	0.00	236,337.43
42	2014-GO Bond Projects	560,254.61	0.00	56,196.15	504,058.46	0.00	504,058.46
43	2015-GO Bond Projects	486,894.60	0.00	0.00	486,894.60	0.00	486,894.60
44	2015-Temp Notes	-5,926.39	300,000.00	79,561.04	214,512.57	0.00	214,512.57
45	2016-GO Bond Projects	559,587.27	0.00	0.00	559,587.27	0.00	559,587.27
48	Tiger Grant	175,938.25	0.00	0.00	175,938.25	0.00	175,938.25
49	2013-Temp Notes Schulman Cross	157,160.27	0.00	0.00	157,160.27	0.00	157,160.27
	Total Capital Projects	1,933,908.61	550,000.00	149,419.76	2,334,488.85	0.00	2,334,488.85
<u>Enterprise Funds</u>							
Electric Utility:							
67	Capital Reserve	2,250,000.00	125,000.00	0.00	2,375,000.00	0.00	2,375,000.00
68	General	7,468,780.73	4,688,168.10	3,243,468.50	8,913,480.33	179,305.25	9,092,785.58
69	Security Deposits	526,174.27	36,200.32	11,578.95	550,795.64	0.00	550,795.64
	Total Electric Utility	10,244,955.00	4,849,368.42	3,255,047.45	11,839,275.97	179,305.25	12,018,581.22
Water and Sewer Utility:							
80	General	2,097,511.72	1,084,259.25	965,500.36	2,216,270.61	0.00	2,216,270.61
81	Wastewater Repair and Replacem	181,414.13	21,153.79	0.00	202,567.92	0.00	202,567.92
82	Water and Sewage Maintenance f	445,272.61	31,746.37	0.00	477,018.98	0.00	477,018.98
	Total Water and Sewer Utility	2,724,198.46	1,137,159.41	965,500.36	2,895,857.51	0.00	2,895,857.51
Airport:							
60	General	1,639,783.70	456,600.51	188,144.95	1,908,239.26	0.00	1,908,239.26
61	Airport Improvement	165,031.35	632,630.25	765,826.18	31,835.42	0.00	31,835.42
	Total Airport	1,804,815.05	1,089,230.76	953,971.13	1,940,074.68	0.00	1,940,074.68
Solid Waste Utility:							
75	General	2,241,743.23	640,461.24	417,210.43	2,464,994.04	0.00	2,464,994.04
Recreation Area:							
70	General Golf Course	71,261.42	237,531.34	129,775.21	179,017.55	0.00	179,017.55
71	Golf Course Building	18,576.23	67.50	0.00	18,643.73	0.00	18,643.73
	Total Recreation Area	89,837.65	237,598.84	129,775.21	197,661.28	0.00	197,661.28
Drainage Utility:							
79	General	445,958.05	35,129.98	34,379.20	446,708.83	0.00	446,708.83
<u>Internal Service Funds</u>							
55	Health Insurance	308,731.68	603,449.07	926,382.80	-14,202.05	0.00	-14,202.05
56	Health Insurance Reserve	1,725,488.91	0.00	0.00	1,725,488.91	0.00	1,725,488.91
35	Workers Compensation	317,285.68	308,000.00	304,786.50	320,499.18	0.00	320,499.18
36	Workers Compensation Reserve	687,948.47	0.00	2,474.69	685,473.78	0.00	685,473.78
	Total Internal Service	3,039,454.74	911,449.07	1,233,643.99	2,717,259.82	0.00	2,717,259.82
	Total All Funds	35,310,824.02	18,122,744.91	12,278,327.95	41,155,240.98	179,311.25	41,334,552.23



City of Garden City  
Statement of Revenues and Expenditures-General Fund Revenues  
From 2/1/2017 Through 2/28/2017

**001 - GENERAL FUND**

		Curr Month Collections	YTD Collections	Revised Budget	Uncollected Balance
Income					
3022	CONNECTING LINKS	0.00	18,783.08	75,000.00	(56,216.92)
3023	CONSUMER USE TAX	82,508.83	174,987.63	900,000.00	(725,012.37)
3028	LIQUOR CONSUMPTION TAX	0.00	0.00	100,000.00	(100,000.00)
3040	AD VALOREM TAX	0.00	1,978,732.83	3,294,763.00	(1,316,030.17)
3041	AD VALOREM BACK TAX	0.00	34,066.06	140,000.00	(105,933.94)
3044	CITY SALES TAX	638,147.11	1,182,071.25	6,300,000.00	(5,117,928.75)
3046	COUNTY SALES TAX	364,135.22	681,287.60	3,675,000.00	(2,993,712.40)
3055	MOTOR VEHICLE TAX	0.00	88,243.63	462,305.00	(374,061.37)
3056	RECREATIONAL VEHICLE TAX	0.00	1,527.21	9,798.00	(8,270.79)
3057	HEAVY DUTY VEHICLE TAX	0.00	1,331.81	1,853.00	(521.19)
3058	COMMERCIAL VEHICLE TAX	0.00	518.53	25,406.00	(24,887.47)
3065	CATV FRANCHISE	55,512.20	55,512.20	232,000.00	(176,487.80)
3066	GAS UTILITY FRANCHISE	0.00	93,668.87	460,000.00	(366,331.13)
3067	TELEPHONE FRANCHISE	3,678.81	7,658.74	56,000.00	(48,341.26)
3068	TELECOM FRANCHISE	0.00	0.00	2,500.00	(2,500.00)
3115	CEMETERY SPACES	6,025.00	8,919.48	40,000.00	(31,080.52)
3150	IDENTIFIED LONG/SHORT	(163.95)	(613.21)	0.00	(613.21)
3301.01	ANIMAL BOARDING	0.00	604.10	15,000.00	(14,395.90)
3301.02	CAR STORAGE & TOWING	2,268.00	4,588.00	18,500.00	(13,912.00)
3301.05	FEES-FALSE ALARM	3,000.00	3,000.00	3,000.00	0.00
3301.06	FEES-ENGINEERING SERVICES	0.00	0.00	50,000.00	(50,000.00)
3301.07	FEES-GATE RECEIPTS	1,070.00	1,390.00	23,000.00	(21,610.00)
3301.08	FEES-GRAVE OPENINGS	7,800.00	10,525.00	96,000.00	(85,475.00)
3301.09	FEES-MONUMENT SETTING	100.00	100.00	2,500.00	(2,400.00)
3301.10	FEES-PLAT FILING	227.00	267.00	2,000.00	(1,733.00)
3301.11	FEES-REZONING	250.00	250.00	3,000.00	(2,750.00)
3301.12	FEES-RURAL FIRE CONTRACTS	0.00	(1,350.00)	195,000.00	(196,350.00)
3301.13	FEES-WAIVER FILING	0.00	250.00	3,500.00	(3,250.00)
3301.16	FINES-MUNICIPAL COURT	93,172.87	174,368.61	900,000.00	(725,631.39)
3301.17	FEES-STATE JUDGE	303.00	550.88	1,300.00	(749.12)
3301.18	FEES-STATE LAW ENFORCEMENT	5,821.10	10,611.94	49,000.00	(38,388.06)
3301.19	FEES-REINSTATEMENT	670.00	994.00	5,000.00	(4,006.00)
3301.20	FEES-RESTITUTION	1,388.72	(2,878.95)	1,000.00	(3,878.95)
3301.21	LEGAL COPIES	445.00	879.25	3,000.00	(2,120.75)
3301.23	FEES-CRIME STOPPER INFRACTION	1,936.12	2,655.12	18,000.00	(15,344.88)
3301.24	FEES-CRIME STOPPER MAJOR	100.00	305.00	500.00	(195.00)
3301.25	FEES-FAMILY CRISIS	(40.00)	105.00	0.00	105.00
3301.27	BIG POOL ADMISSION	0.00	0.00	63,000.00	(63,000.00)
3350.02	LICENSE-ARBORIST	0.00	0.00	1,000.00	(1,000.00)
3350.03	LICENSE-CEREAL MALT BEVERAGE	0.00	100.00	3,750.00	(3,650.00)
3350.04	LICENSE-CONTRACTOR	2,500.00	5,300.00	35,000.00	(29,700.00)
3350.05	ZONING COMPLIANCE	50.00	175.00	0.00	175.00
3350.06	LICENSE-ELECTRICIAN	580.00	1,380.00	7,500.00	(6,120.00)
3350.08	LICENSE-ITINERANT MERCHANT	0.00	365.00	8,000.00	(7,635.00)
3350.09	LICENSE-LIQUOR	500.00	1,000.00	16,750.00	(15,750.00)
3350.10	LICENSE-MECHANICAL	680.00	1,700.00	7,000.00	(5,300.00)
3350.12	LICENSE-PAWN SHOP	0.00	0.00	75.00	(75.00)



City of Garden City  
Statement of Revenues and Expenditures-General Fund Revenues  
From 2/1/2017 Through 2/28/2017

3350.13	LICENSE-PLUMBER	400.00	1,980.00	4,000.00	(2,020.00)
3350.15	LICENSE-TAXI	0.00	45.00	100.00	(55.00)
3350.16	TAGS-DOG & CAT	381.01	472.21	2,500.00	(2,027.79)
3400.01	PERMITS-BUILDING	12,081.10	21,146.05	200,000.00	(178,853.95)
3400.02	PERMITS-CURB CUT	0.00	0.00	1,000.00	(1,000.00)
3400.03	PERMITS-ELECTRIC	383.00	2,025.00	6,000.00	(3,975.00)
3400.04	PERMITS-EXCAVATION	60.00	60.00	2,500.00	(2,440.00)
3400.05	PERMITS-GAS	191.00	338.00	4,000.00	(3,662.00)
3400.06	PERMITS-HOUSE MOVING	0.00	0.00	200.00	(200.00)
3400.08	PERMITS-MECHANICAL	789.00	1,889.00	16,000.00	(14,111.00)
3400.09	PERMITS-PLUMBING	920.00	4,951.42	16,000.00	(11,048.58)
3400.11	PERMITS-TV & SIGN	935.00	1,870.00	8,000.00	(6,130.00)
3435	INTEREST INCOME	5,115.47	5,152.63	40,000.00	(34,847.37)
3437	FINANCE CHARGE INCOME	742.98	780.30	15,000.00	(14,219.70)
3440.02	RENTAL-CITY FACILITIES	1,535.47	4,240.78	42,500.00	(38,259.22)
3440.03	RENTAL-DEPOT	100.00	200.00	1,200.00	(1,000.00)
3447	ROYALTIES-GAS WELLS	1,312.00	1,921.84	19,000.00	(17,078.16)
3450	SALE OF PROPERTY-AUCTION	0.00	0.00	10,000.00	(10,000.00)
3454	SALE OF PROPERTY-LAND	0.00	0.00	20,000.00	(20,000.00)
3456	SALE OF PROPERTY-POLICE CARS	0.00	0.00	9,000.00	(9,000.00)
3464	REPAYMENT-TEKVET TECHNOLOGIES	1,131.86	2,263.72	0.00	2,263.72
3470.01	REIMBURSE-ADMINISTRATIVE COSTS	0.00	0.00	1,000.00	(1,000.00)
3470.04	REIMBURSE-POLICE SERVICES	0.00	2,662.50	250,000.00	(247,337.50)
3470.07	UTILITY FUNDS REIMBURSEMENT	373,250.00	746,500.00	4,478,250.00	(3,731,750.00)
3470.08	REIMBURSE-COUNTY	169,250.00	194,250.00	190,000.00	4,250.00
3470.09	REIMBURSE-HOLCOMB	42,000.00	42,000.00	45,000.00	(3,000.00)
3470.11	REIMBURSE-ANIMAL SHELTER	72,750.00	72,750.00	72,750.00	0.00
3515	FUEL TAX REFUND	0.00	0.00	3,000.00	(3,000.00)
3600.01	MISCELLANEOUS-ADMINISTRATION	1.61	106.61	500.00	(393.39)
3600.02	MISCELLANEOUS-CEMETERY	25.00	25.00	1,000.00	(975.00)
3600.04	MISCELLANEOUS-INSPECTION	25.00	75.00	0.00	75.00
3600.05	MISCELLANEOUS-PARK & ZOO	0.00	1,439.70	0.00	1,439.70
3600.07	MISCELLANEOUS-POLICE	60.00	(1,880.25)	0.00	(1,880.25)
4010.01	TRANSFER-HEALTH INSURANCE RESV	0.00	0.00	330,000.00	(330,000.00)
Total Income		<u>1,956,104.53</u>	<u>5,651,195.17</u>	<u>23,094,500.00</u>	<u>(17,443,304.83)</u>





City of Garden City  
Statement of Revenues and Expenditures-General Fund Expenses  
From 2/1/2017 Through 2/28/2017

**001 - GENERAL FUND**

		Curr Month Expenses	YTD Expenses	Revised Budget	Budget Remaining
	Expenses				
111	CITY COMMISSION	5,203.79	14,854.26	107,100.00	92,245.74
112	CITY MANAGER	21,087.06	139,028.85	647,148.00	508,119.15
113	SERVICE AND FINANCE	25,966.92	126,740.00	862,300.00	735,560.00
114	LEGAL SERVICES	14,864.32	15,524.32	191,050.00	175,525.68
115	MUNICIPAL COURT	32,499.13	82,201.53	564,900.00	482,698.47
116	HUMAN RESOURCES	4,901.63	28,470.95	176,900.00	148,429.05
117	INFORMATION TECH	32,439.25	147,261.07	729,750.00	582,488.93
118	CITY PROSECUTION	<u>5,801.37</u>	<u>30,326.41</u>	<u>213,350.00</u>	<u>183,023.59</u>
	Total Administration	142,763.47	584,407.39	3,492,498.00	2,908,090.61
121	POLICE-ADMINISTRATIVE	127,033.67	204,448.28	2,110,880.00	1,906,431.72
122	POLICE-INVESTIGATIONS	39,435.87	233,738.38	1,192,740.00	959,001.62
123	POLICE-PATROL	141,426.65	671,742.04	3,993,950.00	3,322,207.96
124	POLICE-SUPPORT SERVICES	35,767.86	186,702.86	1,369,129.00	1,182,426.14
125	POLICE-ANIMAL CONTROL	<u>3,260.49</u>	<u>126,864.56</u>	<u>334,000.00</u>	<u>207,135.44</u>
	Total Police	346,924.54	1,423,496.12	9,000,699.00	7,577,202.88
131	PUBLIC WORKS-PLANNING,COMM	28,558.35	226,193.44	1,322,100.00	1,095,906.56
133	PUBLIC WORKS-STREET MAINT	269,110.09	590,639.20	1,519,600.00	928,960.80
134	PUBLIC WORKS-CEMETERY	7,436.08	37,113.65	267,950.00	230,836.35
135	PUBLIC WORKS-PARKS	31,188.26	124,234.02	1,008,550.00	884,315.98
136	PUBLIC WORKS-BIG POOL	<u>34,954.84</u>	<u>44,820.84</u>	<u>484,450.00</u>	<u>439,629.16</u>
	Total Public Works	371,247.62	1,023,001.15	4,602,650.00	3,579,648.85
141	ZOO-ADMINISTRATIVE	21,974.47	70,835.55	449,450.00	378,614.45
142	ZOO-MAINTENANCE DIVISION	9,808.81	46,710.19	361,750.00	315,039.81
144	ZOO-ANIMAL DIVISION	<u>39,481.92</u>	<u>163,454.36</u>	<u>1,183,000.00</u>	<u>1,019,545.64</u>
	Total Zoo	71,265.20	281,000.10	1,994,200.00	1,713,199.90
151	FIRE-ADMINISTRATIVE	10,140.55	50,619.06	286,300.00	235,680.94
152	FIRE-OPERATIONS	86,390.19	468,327.25	3,009,600.00	2,541,272.75
153	FIRE-VOLUNTEERS	0.00	676.52	21,900.00	21,223.48
154	FIRE-ARFF STATION	<u>359.36</u>	<u>359.36</u>	<u>97,650.00</u>	<u>97,290.64</u>
	Total Fire	96,890.10	519,982.19	3,415,450.00	2,895,467.81
161	CEMETERY-OPERATIONS	6,813.30	47,085.81	330,830.00	283,744.19
171	CAPITAL IMPROVEMENT	402,450.00	510,450.00	1,569,547.00	1,059,097.00
181	EMPLOYEE BENEFITS	<u>75,000.00</u>	<u>75,000.00</u>	<u>330,000.00</u>	<u>255,000.00</u>
	Total Expenses	<u>1,513,354.23</u>	<u>4,464,422.76</u>	<u>24,735,874.00</u>	<u>20,271,451.24</u>



City of Garden City  
Statement of Revenues and Expenditures-Utility Fund Revenues  
From 2/1/2017 Through 2/28/2017

		Curr Month Collections	YTD Collections	Revised Budget	Uncollected Balance
Income					
068	ELECTRIC				
3101	COLLECTIONS-ELECTRIC	2,386,454.40	4,389,034.97	31,700,000.00	(27,310,965.03)
3110.01	COLLECTIONS-COIN BOX	0.00	0.00	250.00	(250.00)
3118	CONNECT FEES	5,235.00	8,010.00	98,000.00	(89,990.00)
3150	IDENTIFIED LONG/SHORT	(4.15)	(4.15)	0.00	(4.15)
3151	UNIDENTIFIED LONG/SHORT	(21.44)	53.43	0.00	53.43
3154	INSUFFICIENT FUNDS CHECKS	643.08	1,041.14	0.00	1,041.14
3155	RETURNED CHECK CHARGE	500.00	875.00	5,000.00	(4,125.00)
3185	PENALTIES	0.00	0.00	85,129.00	(85,129.00)
3201	REIMBURSE-DEVELOPER	6,300.00	6,300.00	75,000.00	(68,700.00)
3435	INTEREST INCOME	21.24	21.24	0.00	21.24
3492	SALES TAX	81,594.92	163,325.98	1,139,121.00	(975,795.02)
3600	MISCELLANEOUS	119,418.99	119,510.49	5,000.00	114,510.49
	Total Electric	2,600,142.04	4,688,168.10	33,107,500.00	(28,419,331.90)
075	SOLID WASTE-GENERAL				
3111	COLLECTIONS-SOLID WASTE	290,632.19	589,320.04	3,600,000.00	(3,010,679.96)
3185	PENALTIES	18,995.73	38,258.31	80,000.00	(41,741.69)
3195	RECYCLING SALES	4,967.30	12,350.97	50,000.00	(37,649.03)
3435	INTEREST INCOME	101.92	101.92	1,250.00	(1,148.08)
3470.12	REIMBURSE-RENT A TRUCK	340.00	430.00	0.00	430.00
	Total Solid Waste	315,037.14	640,461.24	3,731,250.00	(3,090,788.76)
079	DRAINAGE UTILITY				
3104.01	DRAINAGE FEE	16,561.35	33,879.98	208,000.00	(174,120.02)
3435	INTEREST INCOME	0.00	0.00	250.00	(250.00)
3600	MISCELLANEOUS	1,250.00	1,250.00	0.00	1,250.00
	Total Drainage Utility	17,811.35	35,129.98	208,250.00	(173,120.02)
080	WATER AND SEWAGE				
3102.01	COLLECTIONS-SEWER	203,510.80	404,040.12	2,526,086.00	(2,122,045.88)
3103	COLLECTIONS-WATER	316,525.99	606,969.24	5,500,000.00	(4,893,030.76)
3118	CONNECT FEES	990.00	1,890.00	18,000.00	(16,110.00)
3120	COUNTY SEWER FEES	4,212.64	19,199.20	112,000.00	(92,800.80)
3130	FIRE LEG FEES	195.00	14,275.00	16,000.00	(1,725.00)
3185	PENALTIES	0.00	0.00	105,000.00	(105,000.00)
3201	REIMBURSE-DEVELOPER	1,200.00	3,135.00	30,000.00	(26,865.00)
3225	SALE OF MATERIAL	0.00	200.00	8,000.00	(7,800.00)
3228	SEWER MAINTENANCE FEES	326.00	13,167.82	4,500.00	8,667.82
3229	SEWER TANK FEES	90.00	5,760.81	135,000.00	(129,239.19)
3230	SEWER TAP FEES	500.00	500.00	0.00	500.00
3257	WATER TANK SALES	2,430.46	2,280.46	40,000.00	(37,719.54)
3260	WATER TAP FEES	3,825.65	7,307.30	30,000.00	(22,692.70)
3494	TAX-WATER CONSUMPTION	3,276.32	5,534.30	55,000.00	(49,465.70)
3515	FUEL TAX REFUND	0.00	0.00	250.00	(250.00)
3600	MISCELLANEOUS	0.00	0.00	15,000.00	(15,000.00)
4010.20	TRANSFER-WTR SYS MAINT RESV	0.00	0.00	250,000.00	(250,000.00)
4010.21	TRANSFER-WASTEWTR R&R RESV	0.00	0.00	200,000.00	(200,000.00)
	Total Water and Sewer	537,082.86	1,084,259.25	9,044,836.00	(7,960,576.75)
Total Income		3,470,073.39	6,448,018.57	46,091,836.00	(39,643,817.43)



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kristi Newland, Zoo Director  
**DATE:** March 21, 2017  
**RE:** Lee Richardson Zoo monthly report - February 2017.

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**ISSUE:**

Presentation of the February 2017 monthly staff report from Lee Richardson Zoo.

**BACKGROUND:**

Attached is the February 2017 monthly staff report from Lee Richardson Zoo.

**ALTERNATIVES:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
Lee Richardson Zoo monthly report	3/15/2017	Backup Material



# CITY OF GARDEN CITY ZOO DEPARTMENT FEBRUARY 2017 MONTHLY REPORT

## **ANIMAL CARE DIVISION**

### **ACCESSIONS:**

#### **Births/Hatchings:**

None

#### **Transactions (Purchases, donations, etc.)**

None

### **DEACCESSIONS**

#### **Deaths:**

0.1 African Hedgehog Euthanized due to neoplasia

0.0.1 Brown recluse spider Undetermined

0.0.1 African spurred tortoise infant Found dead

#### **Transactions (Sales, donations, etc.)**

None

Basilisk lizard was moved to MOA indoor habitat. Keeper II Angela Herman attended AZA Avian Management Course. Scott Newland. Curator of Birds from the Sedgwick County Zoo gave a presentation to staff on his experience at the CITES Conference in South Africa. As a conservation action, LRZ along with other AZA accredited zoos in Kansas funded his trip.

## **ADMINISTRATION DIVISION**

Sarah Colman was hired as the new General Curator and will start later in March. Director Newland presented a summary of 2016 at the FOLRZ Annual Dinner including a video compilation put together by Education Curator Buchman, and participated in an AZA Membership Committee conference call. The all-staff monthly meeting covered the Zoo/FOLRZ Strategic Plan. The revised 2017/proposed 2018 budget and zoo's Fennip Foundation Trust request were submitted. Staff completed four AZA surveys (Green Practices, Research, Field/Mission-related Conservation, and Earned Revenue), and updated the zoo's demographic information on the AZA website. LRZ was selected to host the 2017 spring KAZoo meeting (on April 28). Zoo staff is assisting on the script and facilitating pictures/footage for an FOLRZ welcoming video for the zoo. Zoo staff attended several City committee meetings. The Polar Strut took place in the zoo and at the pool.

## **EDUCATION DIVISION**

Registration for spring break ZooAdventure was opened. Camp runs March 13th to the 17th. Birthday parties were restructured after doing cost analyses. Now there is only one package and additional items are available for extra cost. Signs currently under development include directional signs throughout the zoo, Pet Trade sign in MOA, and child-friendly Pollinator Pal signs for the butterfly gardens. Crafts are being developed for future StoryTime programs. The Education division completed the second portion of an animal training workshop developed by Animal and Education division curators. Animal and Education Division staff attended a conference call with other black-footed ferret exhibitors and USFWS. The education division gave 80 formal programs to 1,701 people. Distance Learning earned \$1,820. Distance Learning demonstrations were given to schools nationwide to promote the technology and LRZ programming.

## **MAINTENANCE DIVISION**

The primary projects for the maintenance team for February were cutting down the pampas grass that grows in various places throughout the zoo and rebuilding the Moody bench and shade structure that is on the bear yard overlook. The "cactus garden" in the southwest corner of the zoo was cleaned up and wood chipped. A rope fence and a bison silhouette donated by Helen Batchelder were added to the area. The basilisk lizard exhibit was turned over to the keeper staff so they could put the final touches on it. Several doors in the NAP holding yards were repaired. Numerous fence posts were replaced in both rope barriers and larger barrier fences. The barn owl enclosure was remodeled to add a removable dividing wall. The butterfly garden and the landscaped area by the lions were made ready for wood chipping. The zoo's 90th birthday banner was hung at the arches above the pedestrian entrance. Seasonal positions in the division were advertised. All of these tasks were in addition to the various day-to-day tasks that the department regularly performs such as a zoo-wide trash run, maintaining the duck food dispensers, padlock creation and repair, pruning trees out of fences and maintaining the perimeter fence.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** March 21, 2017  
**RE:** February 2017 Building Report from Neighborhood & Development Services

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**ISSUE:**

Presentation of the February 2017 Building Report from Neighborhood & Development Services.

**BACKGROUND:**

Attached is the February 2017 Building Report from Neighborhood & Development Services.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
February, 2017 Building Report	3/15/2017	Backup Material

# Neighborhood & Development Services

## Building Report

### February 2017



# FINNEY COUNTY

## 2017 MONTHLY BUILDING REPORT

2017 Monthly Report		Single Family Includes Modular Permits	Single Family Manufactured Permits	Multi-Family Permits (two or more attached dwellings)	Residential Remodel Permits	Commercial Permits	Industrial Permits	Commercial & Industrial Remodel Permits	Misc. Permits (Utility, Religious, Public or Non-Profit)	Total Fee, Permits & Valuation	Total Number of Inspections
JAN	FEE		413.00		1,085.00	3,377.00		2,122.00		6,997.00	61
	PERMITS		1	-	17	9	-	1	-	28	
	VALUATION		66,560		111,265	419,350		365,000		962,175	
FEB	FEE	1,159.00	413.00	-	809.00	-	-	5,801.00	-	8,182.00	69
	PERMITS	1	1	-	13	-	-	4	-	19	
	VALUATION	184,846	66,560	-	37,550	-	-	1,298,875	-	1,587,831	
MAR	FEE	-		-			-		-	0.00	
	PERMITS	-		-			-		-	0	
	VALUATION	-		-			-		-	0	
APR	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-					-	0	
MAY	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
JUN	FEE		-	-		-	-		-	0.00	
	PERMITS		-	-		-	-		-	0	
	VALUATION		-	-		-	-		-	0	
JUL	FEE		-	-		-	-		-	0.00	
	PERMITS		-	-		-	-		-	0	
	VALUATION		-	-		-	-		-	0	
AUG	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
SEP	FEE									0.00	
	PERMITS									0	
	VALUATION									0	
OCT	FEE									0.00	
	PERMITS									0	
	VALUATION									0	
NOV	FEE									0.00	
	PERMITS									0	
	VALUATION									0	
DEC	FEE									0.00	
	PERMITS									0	
	VALUATION									0	
2017 TOTAL PERMITS		1	2	0	30	9	0	5	0	15,179.00	130
										47	
										2,550,006	

Council District	Permit Type	Address	Amount	Value	Purpose	Structure	Project Description
Finney County	BUILDING PERMIT	3835 East SCHULMAN Avenue	55	2800	Building	Residential Remodel	ADD CONCRETE FLOOR
Finney County	ELECTRICAL	510 BURNSIDE LOT 25A	42	300	Electrical	Residential Remodel	INSTALL 100AMP BOX
Finney County	ELECTRICAL	1450 North SHORE CIRCLE	42	350	Electrical	Residential Remodel	TRENCH FOR UNDERGROUND WIRING 24 INCHES DEEP, PUT WIRE DOWN AND COVER IT UP FOR WELL
Finney County	GAS	2040 South RACEWAY	29	1000	Gas Permit	Residential Remodel	SWITCHING CUSTOMER FROM WELL GAS TO NATURAL GAS
Finney County	BUILDING PERMIT	910 PONDEROSA	1159	184846	Building	SF Residential Includes Modular	SINGLE FAMILY RESIDENTIAL
Finney County	BUILDING PERMIT	3195 GOLDEN CREST	62	4000	Building	Residential Remodel	STORAGE SHED / CONCRETE SLAB
Finney County	BUILDING PERMIT	1704 GRANDVIEW EAST	131	10500	Building	Residential Remodel	REMOVE AND REPLACE ROOF
Finney County	ELECTRICAL	830 MIDSTATES	32	200	Electrical	Commercial/Industrial Remodel	INSTALL NEW SERVICE FOR SHOP BUILDING
Finney County	BUILDING PERMIT	3290 North ANDERSON	1937	395000	Building	Commercial/Industrial Remodel	75x160 WAREHOUSE ADDITION- STEEL BUILDING
Finney County	PLUMBING	206 West AVENUE A	42	50	Plumbing	Residential Remodel	ROUGH IN FOR RESTROOM IN GARAGE
Finney County	BUILDING PERMIT	2601 West MARY #512	412.5	66560	Building	SF Manufactured (HUD Standards)	INSTALLING A MOBILE HOME (YEAR 2000 MODEL)
Finney County	DEMO PERMIT	900 South FARMLAND	30	300	Demo	Commercial/Industrial Remodel	DEMO OF 4 BUILDINGS
Finney County	ELECTRICAL	3325 West SIX MILE RD	29	1200	Electrical	Residential Remodel	BRING HOUSE TOO MEET NEW CODE 100 AMP DISCONNECT ON OUTSIDE OF HOUSE - RISER, PANEL, BREAKERS, NEW FEEDER- INSTALL GFCI'S KITCHEN COUNTER AND BATH ROOM
Finney County	BUILDING PERMIT	4760 LEONARD CIRCLE Drive	55	2000	Building	Residential Remodel	BUILDING A NEW FENCE
Finney County	BUILDING PERMIT	1120 South RIDGE Road	55	1000	Building	Residential Remodel	REMOVE AND REPLACE ROOF
Finney County	BUILDING PERMIT	14860 East TENNIS Road	209	12000	Building	Residential Remodel	STEM WALL FOUNDATION AND BREEZEWAY - OWNER WILL NEED TO PULL ANOTHER PERMIT FOR THE REST OF THE PROJECT.
Finney County	PLUMBING	2020 MILFORD	29	850	Plumbing	Residential Remodel	INSTALL 50 GALLON WATER HEATER
Finney County	ELECTRICAL	2715 RIVERVIEW Drive	29	1500	Electrical	Residential Remodel	INTALL A NEW METER FOR THE PURPOSE OF INSTALLING A NEW WELL
Finney County	BUILDING PERMIT	3105 North IBP	3802	903375	Building	Commercial/Industrial Remodel	REMOVE AND REPLACE FREEZER ROOFING



# GARDEN CITY

## 2017 MONTHLY BUILDING REPORT

2017 Monthly Report		Single Family Includes Modular Permits	Single Family Manufactured Permits	Multi-Family Permits (two or more attached dwellings)	Residential Remodel Permits	Commercial Permits	Industrial Permits	Commercial & Industrial Remodel Permits	Misc. Permits (Utility, Religious, Public or Non-Profit)	Total Fee, Permits & Valuation	Total Number of Inspections
JAN	FEE	1,416.00		-	2,378.00		1,050.00	2,541.00	162.00	7,547.00	324
	PERMITS	1		-	51		1	24	2	79	
	VALUATION	208,000		-	175,036		220,000	370,967	8,100	982,103	
FEB	FEE	2,324.00		-	2,966.00	-	-	4,460.00	534.00	10,284.00	243
	PERMITS	3			64			22	2	91	
	VALUATION	363,500		-	186,371	-	-	647,109	73,740	1,270,720	
MAR	FEE	-		-			-		-	0.00	
	PERMITS	-		-			-		-	0	
	VALUATION	-		-			-		-	0	
APR	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
MAY	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
JUN	FEE		-	-		-	-		-	0.00	
	PERMITS		-	-		-	-		-	0	
	VALUATION		-	-		-	-		-	0	
JUL	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
AUG	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
SEP	FEE	-		-			-		-	0.00	
	PERMITS	-		-			-		-	0	
	VALUATION	-		-			-		-	0	
OCT	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
NOV	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
DEC	FEE									0.00	
	PERMITS									0	
	VALUATION									0	
2017 TOTAL PERMITS		4	0	0	115	0	1	46	4	17,831.00	567
										170	
										2,252,823	

Council District	Permit Type	Address	Amount	Value	Purpose	Structure	Project Description
Garden City	GAS	4170 East HWY 50 , LOT 301	29	200	Gas Permit	Residential Remodel	GAS PRESSURE TEST
Garden City	GAS	2007 HATTIE Street	29	500	Gas Permit	Residential Remodel	GAS LINE REPAIR AND GAS PRESSURE TEST
Garden City	MECHANICAL	1609 FLEMING	56	3025	Mechanical	Residential Remodel	CHANGE OUT FURNACE - FLAMES COMING OUT OF OLD ONE
Garden City	UTILITY	3513 HOPPER Court	466.3	3500	Electrical	Residential Remodel	NEW SINGLE FAMILY HOME - ELECTRIC METER
Garden City	UTILITY	3513 HOPPER Court	50	3500	Plumbing	Residential Remodel	NEW SINGLE FAMILY HOME - WATER METER
Garden City	BUILDING PERMIT	306 CENTER	29	230	Building	Residential Remodel	CHAIN LINK FENCE 4FT
Garden City	SIGN PERMIT	2424 Taylor	35	0	Temporary Sign		TEMPORARY BANNER (16 OZ REFILLABLE COFFEE CUP)
Garden City	MECHANICAL	1010 North FIFTH	105	8059	Mechanical	Residential Remodel	REPLACE FURNACE AND AIR CONDITIONER #432473
Garden City	BUILDING PERMIT	2012 ARAPAHO	56	6000	Building	Residential Remodel	TEAR OFF AND REPLACE SHINGLES
Garden City	BUILDING PERMIT	3513 HOPPER Court	702	0	Building	SF Residential Includes Modular	NEW SINGLE FAMILY HOME - SPRINKLER AND FENCE
Garden City	BUILDING PERMIT	159 CLOVERLEAF	29	0	Building	Residential Remodel	6 FT WOOD FENCE
Garden City	BUILDING PERMIT	2616 North SEVENTH	56	3200	Building	Residential Remodel	ADD ON TO STORAGE SHED
Garden City	GAS	1412 North THIRD	29	550	Gas Permit	Residential Remodel	HOOK UP GAS LINE TO METER. GAS PRESSURE TEST.
Garden City	BUILDING PERMIT	2900 CAMPUS DR	641.25	110744	Building	Commercial/Industrial Remodel	RE-ROOF ON THE RANCH HOUSE
Garden City	BUILDING PERMIT	908 North SIXTH	105	7267	Building	Residential Remodel	REMOVE EXISTING ROOF MATERIAL AND INSTALL LAMINATES
Garden City	BUILDING PERMIT	425 North EIGHTH Street	552.5	95000	Building	Commercial/Industrial Remodel	MISCELLANEOUS REMODEL
Garden City	BUILDING PERMIT	2214 East Kansas Avenue	62	4000	Building	Commercial/Industrial Remodel	COLUMN REPAIR-MASONRY & CONCRETE
Garden City	BUILDING PERMIT	620 MAGNOLIA	29	1200	Building	Residential Remodel	FREE STANDING PAVILION (TIN ROOF)
Garden City	BUILDING PERMIT	1207 North EIGHTH Street	29	2500	Building	Residential Remodel	REPLACE ROOF SHINGLES
Garden City	BUILDING PERMIT	1113 PERSHING	105	7680	Building	Residential Remodel	NEW LAWN SHED-MUST BE SETBACK 4' FROM PROPERTY LINE. MATERIAL OF SHED MUST BE FLOOD PROOF. SHED MUST HAVE VENTS.
Garden City	SIGN PERMIT	312 East FINNUP DR	0	0	Temporary Sign	Commercial/Industrial Remodel	TEMPORARY SIGN PERMIT (ANTIQUES APPRAISAL FAIR)
Garden City	SIGN PERMIT	312 East FINNUP DR	0	0	Temporary Sign	Commercial/Industrial Remodel	TEMPORARY SIGN (ANTIQUES APPRAISAL FAIR) (SIGN WILL BE PLACED ON MAIN ST ACROSS FROM THE WATERING HOLE)
Garden City	SIGN PERMIT	510 East KANSAS Avenue	0	0	Roof Sign	Commercial/Industrial Remodel	TEMPORARY BANNER SIGN ON THIRD AND KANSAS (FRIENDS AND FROGS PARK)
Garden City	BUILDING PERMIT	304 North MAIN	29	2200	Building	Residential Remodel	TILE, CABINETS, PLUMBING AND INSTALLING ELECTRICAL OUTLETS
Garden City	ELECTRICAL	611 GARDEN CITY APT 4	29	1300	Electrical	Residential Remodel	INSTALL A NEW METER FOR APT #4
Garden City	PLUMBING	1520 North TWELFTH	29	150	Plumbing	Residential Remodel	INSTALL A SPRINKLER SYSTEM IN THE FRONT AND BACK OF HOME
Garden City	MECHANICAL	1312 North SEVENTH Street	404	61740	Mechanical	Misc	REPLACEMENT OF CHILLER
Garden City	UTILITY	1501 JOE MCGRAW Street	1420.57	0	Plumbing	Residential Remodel	WATER METER - NEW SHOP AND OFFICE
Garden City	BUILDING PERMIT	1511 North ELEVENTH	56	5500	Building	Residential Remodel	6' WOOD FENCE
Garden City	BUILDING PERMIT	2109 FLEMING	105	7500	Building	Residential Remodel	REMOVE AND REPAIR TILE AND INSTALL TPO ON FLAT ROOF
Garden City	BUILDING PERMIT	615 PENNSYLVANIA	105	0	Building	Residential Remodel	POUR CONCRETE PAD / INSTALL 12 X 24 STURDY BUILD SHED 4' SETBACK FROM NEIGHBORS PROPERTY LINE, 20' SETBACK FROM ALLEY AND 20' SETBACK FROM WALKER STREET
Garden City	EXCAVATION	2301 North ZIPPER Street	30	300	Excavation	Residential Remodel	FILL IN HOLE BESIDE HOUSE WITH CONCRETE
Garden City	PLUMBING	605 BRIAR HILL	105	15000	Plumbing	Residential Remodel	SANITARY SEWER REPLACEMENT
Garden City	BUILDING PERMIT	711 West MAPLE	56	4616	Building	Residential Remodel	REMOVE 3 TAB SHINGLES AND INSTALL 30 YEAR SHINGLES
Garden City	BUILDING PERMIT	1210 PARKWOOD	29	3000	Building	Residential Remodel	REMOVE AND REPLACE A ROOF
Garden City	BUILDING PERMIT	408 North FOURTH	29	600	Building	Residential Remodel	ADD SIDING TO HOME
Garden City	EXCAVATION	1221 BELMONT Place	30	1000	Excavation	Residential Remodel	REPLACE SEWER SERVICE LINE
Garden City	PLUMBING	1605 West DIANE	29	990	Plumbing	Residential Remodel	INSTALL 30 GALLON NATURAL GAS WATER HEATER
Garden City	PLUMBING	2008 PINECREST	56	5835.79	Plumbing		REPLACE EXISTING SEWER LINE FROM CITY MAIN TO HOME
Garden City	PLUMBING	701 North SIXTH	56	5000	Plumbing		REMODEL INSIDE OF HOUSE NEW SEWER LINE, REPIPE ALL OF INTERIOR
Garden City	PLUMBING	304 North FIFTH	29	1000	Plumbing	Residential Remodel	REPLACE WATER HEATER AND VALVE ON GAS LINE

Garden City	PLUMBING	1221 BELMONT Place	29	1000	Plumbing	Residential Remodel	REPLACE SERVICE SEWER LINE FROM BACK YARD TO ALLEY
Garden City	GAS	801 North MAIN	32	2000	Gas Permit	Commercial/Industrial Remodel	SEPARATE GAS LINES FROM THESE 2 OFFICES AND PRESSURE TEST - HAVE BHE PUT NEW METER AND CONNECT
Garden City	MECHANICAL	1515 PIONEER	29	1750	Mechanical	Residential Remodel	REPLACE FURNACE - CRACK IN HEAT EXCHANGER
Garden City	BUILDING PERMIT	903 West OLIVE	56	3200	Building	Residential Remodel	10 X 8 SHED - SHED CAN BE SET ON PROPERTY LINE. 10 FT FROM HOUSE
Garden City	BUILDING PERMIT	3991 WILDWOOD Drive	29	700	Building	Residential Remodel	SET FORMS AND POUR DRIVEWAY
Garden City	BUILDING PERMIT	1625 SUMMIT	105	6400	Building	Residential Remodel	REPLACE EXISTING SHED - SHED CAN BE PLACED ON PROPERTY LINE.
Garden City	UTILITY	1908 WINDY VIEW	0	0	Electrical	Misc	INSTALLING NEW UTILITY POLE
Garden City	UTILITY	1801 DIANE	0	0	Electrical	Misc	REPLACE METER PEDESTAL NORTH SIDE OF ALLEY
Garden City	BUILDING PERMIT	2319 TONIO	105	13440	Building	Residential Remodel	GARAGE 24X14
Garden City	ELECTRICAL	507 East CHESTNUT	29	500	Electrical	Residential Remodel	INSTALL 100 AMP MAIN DISCONNECT TO HOUSE
Garden City	ELECTRICAL	1401 East HACKBERRY	29	300	Electrical	Residential Remodel	CONNECT GENERATOR TO TRANSFER SWITCH. CONNECT TRANSFER SWITCH TO SERVICE
Garden City	PLUMBING	2277 West MARY Street	32	2500	Plumbing	Commercial/Industrial Remodel	TAP IN TO WATER METER AND PLACE PIPE
Garden City	ELECTRICAL	504 East MAPLE	0	5000	Electrical	Commercial/Industrial Remodel	NEW 200 AMP SERVICE - THE BIG POOL
Garden City	PLUMBING	303 SANTA FE	29	740	Plumbing	Residential Remodel	INSTALL 40 GALLON W/H
Garden City	MECHANICAL	2008 SUNFLOWER	105	6900	Mechanical	Residential Remodel	CHANGE OUT OF EQUIPMENT FURNACE, COIL AND AC UNIT
Garden City	BUILDING PERMIT	2404 MAIN	29	50	Building	Residential Remodel	REPLACING A FENCE
Garden City	EXCAVATION	SUA140086 CAMPUS	0	0	Excavation	Commercial/Industrial Remodel	RE-COMPACT 12" WATER MAIN
Garden City	PLUMBING	4101 East HWY 50 LOT 201	29	45	Plumbing	Residential Remodel	CHANGE OUT PIPES ONE FROM THE FURNACE AND ONE FOR THE STOVE: GAS PRESSURE TEST
Garden City	GAS	205 North NINTH	29	200	Gas Permit	Residential Remodel	PRESSURE TEST GAS LINE
Garden City	UTILITY	3302 PARKVIEW	0	0	Electrical	Misc	INSTALLING STREET LIGHT POLES-EAST CAMBRIDGE SQUARE PHASE 2 3302, 3131 PARKVIEW LN AND 3506 HOPPER CT
Garden City	BUILDING PERMIT	1508 East LAUREL	56	4000	Building	Residential Remodel	DRIVEWAY
Garden City	BUILDING PERMIT	1202 East FULTON	1125	240000	Building	Commercial/Industrial Remodel	STORAGE UNITS - (3 BUILDINGS)COMPACTION TEST REQUIRED BEFORE / SLAB WORK
Garden City	BUILDING PERMIT	1621 East FULTON	64	1500	Building	Commercial/Industrial Remodel	PLACEMENT OF STORAGE SHED (TEMPORARY)
Garden City	PLUMBING	1502 North TENTH	29	899	Plumbing	Residential Remodel	INSTALLED 40 GALLON WATER HEATER
Garden City	MECHANICAL	3004 North THIRD	130	12000	Mechanical	Misc	CHANGE OUT 15 TON PACKAGE UNIT
Garden City	UTILITY	000 NINTH	0	0	Plumbing	Misc	WATER MAIN BREAK - SOUTH 9TH STREET AND WEST MALE STREET
Garden City	UTILITY	217 INGE	0	0	Plumbing	Misc	REPLACE A LIGHT POLE (217 INGE AVE BLDG C)
Garden City	BUILDING PERMIT	301 North EIGHTH	0	4000	Building	Commercial/Industrial Remodel	BUILDING STORAGE ROOM
Garden City	BUILDING PERMIT	2104 ARAPAHO	56	6000	Building	Residential Remodel	6 FOOT FENCE
Garden City	ELECTRICAL	301 North EIGHTH	0	2000	Electrical	Commercial/Industrial Remodel	INSTALL CONVICIENCE OUTLETS- 1 DATA LINE 2X4 DROP IN
Garden City	PLUMBING	3304 EAGLE Drive	29	2000	Plumbing	Residential Remodel	SPRINKLER SYSTEM
Garden City	PLUMBING	3306 EAGLE Drive	29	2000	Plumbing	Residential Remodel	SPRINKLER SYSTEM
Garden City	PLUMBING	1312 ST JOHN	29	800	Plumbing	Residential Remodel	EMERGENCY - INSTALL 40 GALLON NG WATER HEATER IN STORM CELLAR
Garden City	BUILDING PERMIT	2270 IDLE WILD Way	821	185000	Building	SF Residential Includes Modular	SINGLE FAMILY RESIDENTIAL
Garden City	BUILDING PERMIT	1001 GILLESPIE	52.5	14000	Building	Residential Remodel	ADDITION AND REMODEL (PERMIT RENEWAL)
Garden City	ELECTRICAL	2210 North MAIN	29	680	Electrical	Residential Remodel	REPLACE SERVICE RISER
Garden City	PLUMBING	1531 North TWELFTH	29	300	Plumbing	Residential Remodel	INSTALL BLACK HILLS PROVIDED WATER HEATER 40 GALLON NG
Garden City	PLUMBING	2505 North TAYLOR	32	2000	Plumbing	Commercial/Industrial Remodel	INSTALL WATER LINE
Garden City	UTILITY	2270 IDLE WILD Way	466.3	3500	Electrical	Residential Remodel	METER AND CONNECT FEE (100 AMP METER)
Garden City	UTILITY	2270 IDLE WILD Way	50	3500	Plumbing	Residential Remodel	METER AND CONNECT FEES(1" WATER TAP)
Garden City	BUILDING PERMIT	1003 LYLE	29	300	Building	Residential Remodel	LAWN MOWER STORAGE
Garden City	GAS	126 STEVENS	32	385	Gas Permit	Commercial/Industrial Remodel	REPAIR GAS LEAK - GAS PRESSURE TEST
Garden City	GAS	1302 East FULTON	29	1000	Gas Permit	Residential Remodel	NEW GAS LINE FOR FURNACE - GAS PRESSURE TEST
Garden City	MECHANICAL	3210 YELLOWSTAR	56	4100	Mechanical	Residential Remodel	CHANGE OUT 3 1/2 TON A/C 75K 80% FURNACE
Garden City	MECHANICAL	816 CAMPUS	62	5500	Mechanical	Commercial/Industrial Remodel	CHANGE OUT 6 - 5 TON PACKAGE UNITS

Garden City	UTILITY	2324 North ELEVENTH Street	466.3	3500	Electrical	Residential Remodel	NEW SINGLE FAMILY HOME METER CONNECT FEES AND DEPOSIT
Garden City	UTILITY	2324 North ELEVENTH Street	50	3500	Plumbing	Residential Remodel	NEW SINGLE FAMILY HOME METER CONNECT FEE AND DEPOSIT
Garden City	BUILDING PERMIT	2277 West MARY Street	130	20000	Building	Commercial/Industrial Remodel	GRADING AND SITE WORK FOR NEW TEMP. CONCRETE PLANT
Garden City	UTILITY	2270 GLENWOOD	50	3500	Plumbing	Residential Remodel	METER CONNECT FEE-1' TAP
Garden City	UTILITY	2270 GLENWOOD	466.3	3500	Electrical	Residential Remodel	METER CONNECT FEE-200 AMP
Garden City	BUILDING PERMIT	3304 EAGLE Drive	29	1000	Building	Residential Remodel	SHED RELOCATE
Garden City	BUILDING PERMIT	1704 North ELEVENTH Street	56	5000	Building	Residential Remodel	REMOVE AND REPLACE 30 YR LAMINATED SHINGLES
Garden City	BUILDING PERMIT	2609 HENDERSON	29	2000	Building	Residential Remodel	CEDAR PICKET FENCE
Garden City	BUILDING PERMIT	1312 North TWELFTH	56	5600	Building	Residential Remodel	6FT CEDAR FENCE
Garden City	BUILDING PERMIT	1001 SUMMIT	29	1000	Building	Residential Remodel	PICKET FENCE
Garden City	MECHANICAL	2205 CHEROKEE	56	4500	Mechanical	Residential Remodel	INSTALL NEW FURNACE AND A/C
Garden City	UTILITY	310 West KANSAS	466.3	3500	Electrical	Commercial/Industrial Remodel	METER CONNECT FEE
Garden City	PLUMBING	612 West FULTON	29	800	Plumbing	Residential Remodel	REPLACE SERVICE WATER LINE
Garden City	PLUMBING	210 West EMERSON	29	800	Plumbing	Residential Remodel	REPLACE PIPE
Garden City	SIGN PERMIT	330 South HWY 83	825	3000	Wall Sign	Commercial/Industrial Remodel	11 SIGN PERMITS FOR DFA FLATLAND DAIRY FARMERS OF AMERICA
Garden City	PLUMBING	810 North FOURTH	29	300	Plumbing	Residential Remodel	REMOVE & INSTALL 40 GALLON WATER HEATER
Garden City	MECHANICAL	1101 West OLIVE	105	8000	Mechanical	Residential Remodel	COMPLETE SYSTEM CHANGE - FURNACE SOOTED UP
Garden City	UTILITY	2201 East SPRUCE Street	3552.85	3500	Plumbing	Commercial/Industrial Remodel	INSTALL A NEW 1 1/2 INCH WATER METER
Garden City	BUILDING PERMIT	1207 North EIGHTH Street	29	1000	Building	Residential Remodel	REPLACE A 6 FT WOODEN FENCE
Garden City	BUILDING PERMIT	1404 West THOMPSON Street	105	25000	Building	Commercial/Industrial Remodel	CHAIN LINK / SLABS
Garden City	BUILDING PERMIT	2713 North ELEVENTH	690	123480	Building	Commercial/Industrial Remodel	REMOVE AND REPLACE CURRENT OFFICE W/ PRE-APPROVED MODULAR OFFICE
Garden City	SIGN PERMIT	2900 CAMPUS	75	1000	Pole Sign	Commercial/Industrial Remodel	4 X 8 FOOT SIGN
Garden City	ELECTRICAL	603 East JOHNSON	29	1500	Electrical	Residential Remodel	DOUBLE THROW SWITCH
Garden City	BUILDING PERMIT	2324 North ELEVENTH Street	800.6	178500	Building	SF Residential Includes Modular	NEW HOME

# HOLCOMB

## 2017 MONTHLY BUILDING REPORT

2017 Monthly Report		Single Family Includes Modular Permits	Single Family Manufactured Permits	Multi-Family Permits (two or more attached dwellings)	Residential Remodel Permits	Commercial Permits	Industrial Permits	Commercial & Industrial Remodel Permits	Misc. Permits (Utility, Religious, Public or Non-Profit)	Total Fee, Permits & Valuation	Total Number of Inspections
JAN	FEE			-	241.00	-	-		-	241.00	15
	PERMITS			-	3	-	-		-	3	
	VALUATION			-	18,800	-	-		-	18,800	
FEB	FEE			1,157.00	392.00	-	-		-	1,549.00	39
	PERMITS			1,3	6	-	-		-	6	
	VALUATION			234,000	30,300	-	-		-	264,300	
MAR	FEE	-		-			-		-	0.00	
	PERMITS	-		-			-		-	0	
	VALUATION	-		-			-		-	0	
APR	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
MAY	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
JUN	FEE		-	-		-	-		-	0.00	
	PERMITS		-	-		-	-		-	0	
	VALUATION		-	-		-	-		-	0	
JUL	FEE		-	-		-	-		-	0.00	
	PERMITS		-	-		-	-		-	0	
	VALUATION		-	-		-	-		-	0	
AUG	FEE			-		-	-		-	0.00	
	PERMITS			-		-	-		-	0	
	VALUATION			-		-	-		-	0	
SEP	FEE									0.00	
	PERMITS									0	
	VALUATION									0	
OCT	FEE									0.00	
	PERMITS									0	
	VALUATION									0	
NOV	FEE									0.00	
	PERMITS									0	
	VALUATION									0	
DEC	FEE									0.00	
	PERMITS									0	
	VALUATION									0	
2017 TOTAL PERMITS		0	0	1,3	9	0	0	0	0	1,790.00	54
										9	
										283,100	

Council District	Permit Type	Address	Amount	Value	Purpose	Structure	Project Description
Holcomb	GAS	204 SHARECROPPER	69	5000	Gas Permit	Residential Remodel	INSTALL GAS FIREPLACE
Holcomb	BUILDING PERMIT	404 RUSSELL	29	2000	Building		6 FOOD WOOD PICKET, CONCRETE FOOTER
Holcomb	BUILDING PERMIT	104 VERNA	105	20000	Building	Residential Remodel	REMOVE FULL WALL AND MAKE HALF WALL / ELECTRICAL
Holcomb	BUILDING PERMIT	300 JEREMY	29	3000	Building	Residential Remodel	BUILD BATHROOM IN BASEMENT
Holcomb	PLUMBING	107 SANTA FE	29	300	Plumbing	Residential Remodel	REMOVE AND INSTALL NEW WATER HEATER PROVIDED BY BLACK HILLS ENERGY
Holcomb	BUILDING PERMIT	300 ANNA	29	2000	Building	Residential Remodel	REPLACE FLUE PIPE AND SHEETROCK DAMAGED CEILINGS
Holcomb	BUILDING PERMIT	401 EMMANUEL #7, 8 & 9	1156.6	234000	Building	Multi-Family	BUILD TRIPLEX UNITS #13,14 & 15
Holcomb	BUILDING PERMIT	201 SYDNEE	131	0	Building	Residential Remodel	6' WOOD FENCE



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** March 21, 2017  
**RE:** February, 2017 Code Compliance Report from Neighborhood & Development Services.

---

**ISSUE:**

Presentation of the February, 2017 Code Compliance Report from Neighborhood & Development Services.

**BACKGROUND:**

Attached is the February, 2017 Code Compliance Report from Neighborhood & Development Services.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

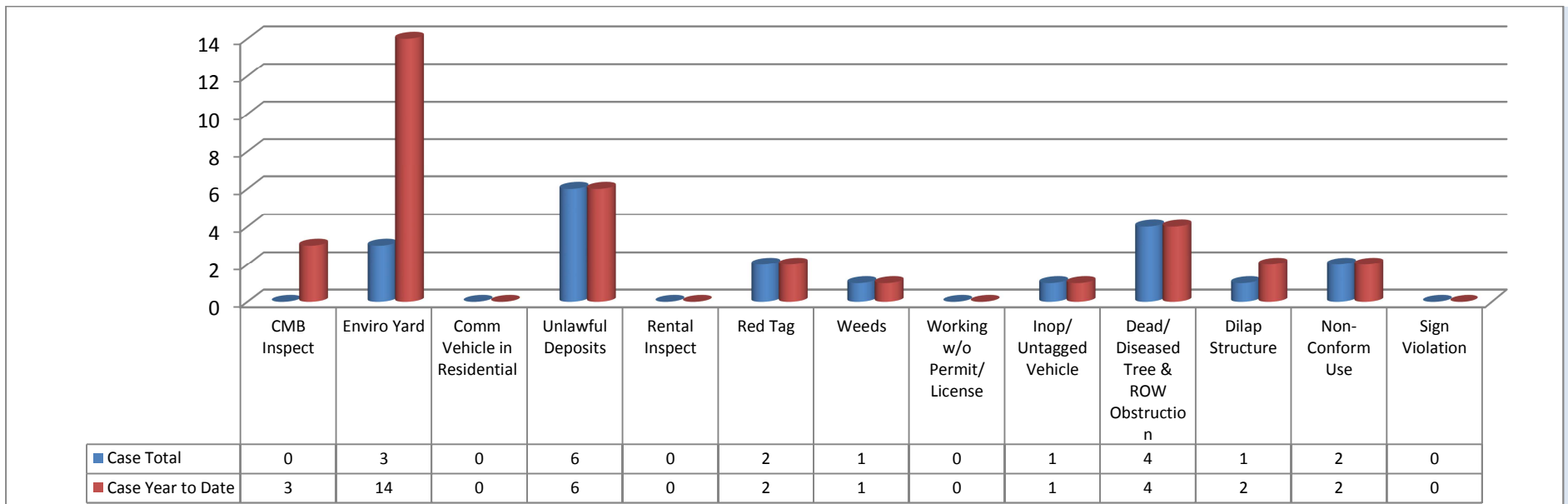
None.

**ATTACHMENTS:**

Description	Upload Date	Type
February, 2017 Code Compliance Report	3/15/2017	Backup Material



## FEBRUARY 2017 CODE COMPLIANCE REPORT



Jurisdiction	File#	Address	Category	Description	Open Date	Close Date
Garden City	17-000176	206 Third	Nonconforming Use	Nonconforming use of parking and storing vehicles on this lot.	2/3/2017	2/16/2017
Garden City	17-000180	501 Hudson	Environmental Yard	Cars parked on unimproved surface.	2/3/2017	2/13/2017
Garden City	17-000181	1117 Gillespie	Environmental Yard	Backyard is a mess.	2/3/2017	2/13/2017
Garden City	17-000182	1706 Campus	Vehicles	Car with flat tire.	2/3/2017	2/22/2017



Jurisdiction	File#	Address	Category	Description	Open Date	Close Date
Garden City	17-000195	2210 North Main	Red Tag	MAST WAS BENT, PULLED AWAY FROM METER CAN, AND SERVICE ENTRANCE CONDUCTOR ARE BARE FROM RUBBING ON THE ROOF.	2/7/2017	
Garden City	17-000198	2210 North Main	Red Tag	TEMPORARY POWER	2/7/2017	
Garden City	17-000224	2712 Rock	Unlawful Deposits	Limbs and mattresses in alley ROW.	2/9/2017	2/13/2017
Garden City	17-000236	1002 Taylor	Weeds	Tall weeds in the alley.	2/13/2017	
Garden City	17-000240	1002 Taylor	Dilapidated Structure	Dilapidated fence.	2/13/2017	
Garden City	17-000246	2608 Chainey	Unlawful Deposits	Furniture and other items put by the alley.	2/13/2017	
Garden City	17-000251	1010 Summit	Unlawful Deposits	Pile of Tree branches in the alley.	2/14/2017	2/15/2017
Garden City	17-000271	148 Cloverleaf	Unlawful Deposits	Tree logs around trash bin in alley.	2/16/2017	2/22/2017
Garden City	17-000295	152 Cloverleaf	Unlawful Deposits	Bunch of tree logs in the alley ROW.	2/22/2017	
Garden City	17-000310	2102 Tara	Nonconforming Use	Rooster on property.	2/23/2017	
Garden City	17-000327	1515 Hattie	Unlawful Deposits	Piles of wood and toys in front ROW.	2/24/2017	
Garden City	17-000328	411 Santa Fe	Environmental Yard	Refrigerator and washer/dryers in the front yard.	2/24/2017	



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Service Director  
**DATE:** March 21, 2017  
**RE:** GC2017-01: A Rezone of 1013 N Seventh Street

---

### **ISSUE:**

The Governing Body is asked to consider and approve a rezone of 1013 N Seventh Street from "C-2", General Commercial District to "R-3", Multiple Family Residential District.

1. Ordinance No. \_\_\_\_\_-2017, an Ordinance approving the rezoning of land from "C-2" General Commercial district to "R-3" Multiple Family Residential District; amending the Zoning Ordinance, the Comprehensive Plan of the City, and the District Zoning Map of the City; repealing the current Zoning Ordinance, and District Zoning Map; all to the Code of Ordinances of the City of Garden City, Kansas.

### **BACKGROUND:**

<b>Date:</b>	March 21, 2017	<b>Jurisdiction:</b>	Garden City
<b>Owner:</b>	Greg Trejo		
<b>Applicant:</b>	Greg Trejo		
<b>Requested Action:</b>	Rezoning from "C-2" General Commercial District to "R-3" Multiple Family Residential District		
<b>Purpose:</b>	Rezone property to allow for the use of the property as residential.		
<b>Location address:</b>	1013 N. Seventh St., Garden City, KS		
<b>Comprehensive Plan:</b>	The proposed land use is consistent with the Comprehensive Plan. Future land use is categorized as Commercial/Residential.		
<b>Sites Existing Zoning:</b>	"C-2" General Commercial District		
<b>Surrounding Zoning:</b>	North "C-2" General Commercial District South "R-3" Multiple Family Residential District East "R-3" Multiple Family Residential District West "C-2" General Commercial District		
<b>Land Area:</b>	Contains 0.16 acres +/-		
<b>Notice Date:</b>	This project was published and noticed by mail as required by code.		

### **Comments & Required Improvements**

1. The applicant is requesting to rezone this parcel from "C-2", General Commercial

District to "R-3", Multiple Family Residential District.

2. There is currently a house and garage on the property.

3. The applicant purchased this property with the intention of making repairs and fixing it up in order to resell it again as a residential property and not a commercial property. The rezoning of this property will allow for a wider base of possible buyers because the requirements that need to be met for insurance and loans are less stringent.

4. The rezoning of this property is consistent with the Comprehensive Plan.

The Governing Body may approve according to the criteria in Section 27.040. Below is the complete list of these criteria:

#### 27.040. AMENDMENT EVALUATION CRITERIA.

Prior to taking any action on a request for an amendment which is not a general revision of the Zoning Regulations and which will affect specific property, the Planning Commission shall give consideration to the following evaluation criteria:

(A) The physical character of the neighborhood surrounding the property under consideration.

(B) The existing zoning and land uses of properties both adjacent and near the property under consideration,

(C) The suitability under existing conditions of the subject property for the land uses to which it has been zoned

(D) The extent to which removal or alteration of the existing zoning classification will affect nearby properties (outlined in (B) above),

(E) The length of time the subject property has remained vacant as zoned (if applicable),

(F) The relative gain to the public health, safety and welfare by the change of value of the landowner's property compared to any hardship that may be imposed upon the landowner,

(G) The consideration of recommendations of permanent or professional staff (if applicable),

(H) The conformance of a proposed zoning change to the adopted or recognized Comprehensive Plan being utilized by the City of Garden City, Kansas, and

(I) Other factors relevant or specific to a particular proposed zoning amendment. (Ord. #1770, 11/2/91)

#### **ALTERNATIVES:**

1. The Governing Body may elect to approve the rezoning request.

2. The Governing Body may elect to not approve the rezoning request.

#### **RECOMMENDATION:**

**Staff Recommendation:** Staff recommends approval of the rezoning request.

**Planning Commission Recommendation:** On February 16, 2017, the Planning Commission recommended approval of the rezoning request.

Members Present: 9

Yea Vote - 9

Nay Vote - 0

#### **FISCAL NOTE:**

None.

#### **ATTACHMENTS:**

Description	Upload Date	Type
February 16, 2017 Minutes	3/15/2017	Backup Material
Vicinity Map & Pictures	3/15/2017	Backup Material
Ordinance	3/15/2017	Ordinance



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FINNEY COUNTY  
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INSPECTIONS  
620-276-1120

CODE COMPLIANCE  
620-276-1120

PLANNING AND  
ZONING  
620-276-1170

CITY ADMINISTRATIVE  
CENTER  
301 N. 8<sup>TH</sup>  
P.O. Box 998  
GARDEN CITY, KS  
67846-0998  
PH 620.276.1170  
FAX 620.276.1173  
www.garden-city.org

*\*Attached are the minutes from the Planning Commission pertaining to this case.*

**GC2017-01 Rezone 1013 N 7<sup>th</sup> from “C-2” to “R-3” , Greg Trejo**

*Staff Larsen reads staff report.*

*OPEN PUBLIC COMMENT*

*CLOSE PUBLIC COMMENT*

*Member Law – Is it single-family now?*

*Staff Davidson – Yes it is.*

*Chairman Lopez – I think we have faced similar issues on the north side of Kansas before with some properties like that.*

*Secretary Kentner – (refers to vicinity map) You have dealt with this several times in the past. When people go to sell their properties they want to be able to sell for commercial potential. When they can't sell it for commercial then they want to sell as residential. It's really difficult for them to get a loan (as commercial) and this just makes it easier; we have clarified that for this area in the past.*

*Chairman Lopez – I think it makes it easy for them if they want to make any improvements, doesn't it?*

*Secretary Kentner – Yes it does.*

***MEMBER GERMANN MAKES MOTION TO APPROVE THE REZONE OF 1013 N 7<sup>TH</sup> STREET FROM “C-2” GENERAL COMMERCIAL DISTRICT TO “R-3” MULTIPLE FAMILY RESIDENTIAL DISTRICT. MEMBER SCHWINDT SECONDS THE MOTION.***

Votes were taken by yeas and nays and recorded as follows:

Germann	Hitz	Gigot	Howard	Law	Lopez	Schneider	Schwindt	Stewart
Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea	Yea

*\*These minutes are draft only and have not been approved by the Planning Commission.*



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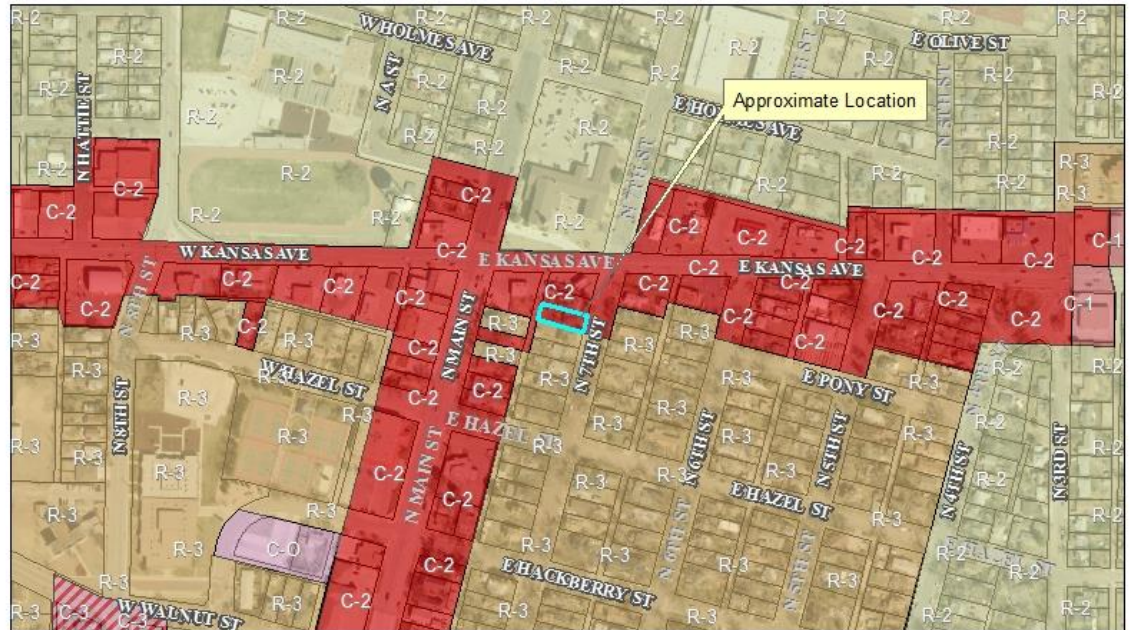
GARDEN CITY, KS

67846-0998

PH 620.276.1170

FAX 620.276.1173

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



Case Number: GC2017-01  
Applicant: Greg Trejo  
Address: 1013 N 7th Street  
Request: Rezone from "C-2" to "R-3"







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Figure 1: View of the front of 1013 N. 7<sup>th</sup>, looking northwest



Figure 2: View of the back of 1013 N 7<sup>th</sup>, looking east.

(Published in the Garden City Telegram on the \_\_\_\_ day of March, 2017)

ORDINANCE NO. \_\_\_\_\_ -2017

AN ORDINANCE APPROVING THE REZONING OF LAND FROM "C-2" GENERAL COMMERCIAL DISTRICT TO "R-3" MULTIPLE FAMILY RESIDENTIAL DISTRICT; AMENDING THE ZONING ORDINANCE AND THE DISTRICT ZONING MAP OF THE CITY; AND REPEALING THE CURRENT ZONING ORDINANCE AND DISTRICT ZONING MAP; ALL TO THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS.

**BE IT ORDAINED by the Governing Body of the City of Garden City, Kansas:**

**SECTION 1.** The Zoning Ordinance of the City of Garden City, Kansas, adopted by Ordinance No. 2528-2011, with all amendments thereto, is hereby amended to rezone the below described real property from "C-2" General Commercial District to "R-3" Multiple Family Residential District:

Lot Sixteen (16), Block Three (3), Stevens Addition to the City of Garden City, Finney County, Kansas.

**SECTION 2.** The District Zoning Map referred to in the Zoning Regulations, Section 3.020, of the City of Garden, Kansas, adopted by Ordinance No. 2528-2011, as previously existing and amended, be and the same is hereby amended, to be consistent with the amendments set forth herein.

**SECTION 3.** The current Zoning Ordinance, Zoning Regulations, and District Zoning Map of the City of Garden City, Kansas, as previously existing and amended, be and the same hereby are repealed, to be replaced as specified in this ordinance. All sections of the Zoning Ordinance, Zoning Regulations, and District Zoning Map not specifically amended herein, shall remain in full force and effect.

**SECTION 4.** That this ordinance shall be in full force and effect from and after its publication in the Garden City Telegram, the official city newspaper.

APPROVED AND PASSED by the Governing Body of the City of Garden City, Kansas, this 21st day of March, 2017.

\_\_\_\_\_  
CHRIS LAW, Mayor

ATTEST:

\_\_\_\_\_  
CELYN N. HURTADO, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
RANDALL D. GRISELL, City Counselor





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** March 21, 2017  
**RE:** Resolution Establishing a Date and Time for a Public Hearing for the use of specials in the 2300 Block of 9th Street (Solze Replat)

---

### **ISSUE:**

The Governing Body is asked to consider and approve a resolution to set a date and time for a public hearing for the Governing Body to determine the advisability of making improvements in the 2300 block of 9th Street.

1. Resolution No. \_\_\_\_\_-2017, a resolution of the Governing Body of the City of Garden City, Kansas, directing and ordering a public hearing on the advisability of the making of certain improvements and establishing an improvement district in the 2300 block of 9th Street in the City of Garden City, Kansas; establishing the date and time of a public hearing on such matter, and providing for the giving of notice of such public hearing.

### **BACKGROUND:**

In October 2016, Eric Solze approached staff concerning creating a special district to provide infrastructure improvements to the 2300 block on 9th Street. The infrastructure improvements will include paving along with curb and gutter on 9th Street. On October 18, 2016, this Governing Body authorized staff to begin the petition process to establish a special assessment district. Staff has been working with Mr. Solze on the petitions. On March 14, 2017 staff found the petition to be sufficient for the Governing Body to consider the request (See attached petition).

Kansas State Statute 12-6a04 requires that a public hearing be set for the Governing Body to be able to make findings as to the advisability of the improvement. Staff presents a resolution to establish the date and time of the public hearing which will be April 18, 2017 at 2:00 p.m.

### **ALTERNATIVES:**

1. The Governing Body may elect to pass the attached resolution
2. The Governing Body may elect to not pass the attached resolution

### **RECOMMENDATION:**

Staff recommends alternative 1, to pass the attached resolution.

### **FISCAL NOTE:**

If the petition process is authorized, the special assessment district will provide 30% of the funding with the City-at-large providing 70% of the funding. The City's portion (approximately \$98,000) will likely impact the 2018 budget.

**ATTACHMENTS:**

Description	Upload Date	Type
Resolution	3/15/2017	Resolution
Petition	3/15/2017	Backup Material

(Published in the Garden City Telegram on the \_\_\_\_\_ day of April, 2017.)

**RESOLUTION NO. \_\_\_\_\_-2017**

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF GARDEN CITY, KANSAS, DIRECTING AND ORDERING A PUBLIC HEARING ON THE ADVISABILITY OF THE MAKING OF CERTAIN IMPROVEMENTS AND ESTABLISHING AN IMPROVEMENT DISTRICT IN THE 2300 BLOCK OF 9<sup>TH</sup> STREET IN THE CITY OF GARDEN CITY, KANSAS; ESTABLISHING THE DATE AND TIME OF A PUBLIC HEARING ON SUCH MATTER, AND PROVIDING FOR THE GIVING OF NOTICE OF SUCH PUBLIC HEARING.**

**WHEREAS**, a petition was filed with the City Clerk of the City of Garden City, Kansas, on March 6, 2017 (Petition), pursuant to K.S.A. 12-6a01 *et seq.*, proposing certain improvements to the City of Garden City, Kansas (City), setting forth the following: (a) the general nature of the proposed improvements; (b) the estimated or probable cost of the proposed improvements; (c) the extent of the proposed improvement district to be assessed for the cost of the proposed improvements; (d) the proposed method of assessment; (e) the proposed apportionment of the cost between the improvement district and the city at large; and, (f) a request that such improvements be made without notice and hearing as required by K.S.A. 12-6a04(b); and

**WHEREAS**, the Governing Body of the City of Garden City, Kansas (Governing Body), finds and determines that the Petition is sufficient pursuant to K.S.A. 12-6a04; and

**WHEREAS**, The Governing Body directs and orders a public hearing on the advisability of the improvements.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Garden City, Kansas, as follows:

**SECTION 1. Proposed Improvements.** The Governing Body hereby declares its intent to consider the making of certain improvements and establishing an improvement district. The improvement district is proposed to be formed within the boundaries of the real estate legally described in **Exhibit A**.

**SECTION 2. Public Hearing.** Notice is hereby given that a public hearing will be held by the Governing Body to consider the advisability of the making of certain improvements and establishing an improvement district in the City on April 18, 2017, at the City Commission Meeting Room, City Hall, 301 N. 8<sup>th</sup> Street, Garden City, Kansas 67846; the public hearing to commence at 2:00 p.m., or as soon thereafter as the Governing Body can hear the matter. At the public hearing, the Governing Body will receive public comment on such matters, and may, after the conclusion of such public hearing, make findings as to the advisability of the improvements.

**SECTION 3. Notice of Public Hearing.** The City Clerk is hereby authorized and directed to provide for notice of the public hearing by taking the following actions:

- (a) The notice of the hearing shall be given by not less than two (2) publications in the Garden City Telegram, the official city newspaper.
- (b) The two (2) publications shall be a week apart and at least three (3) days shall elapse between the last publication and the hearing.

- (c) Notice shall be given as to:
- i. Time and place of hearing;
  - ii. General nature of the proposed improvements;
  - iii. The estimated on probable costs;
  - iv. Extent of the proposed improvement district to be assessed;
  - v. The proposed method of assessment; and
  - vi. Proposed apportionment of cost, if any, between the improvement district and the city at large.

**PASSED AND APPROVED** this 21<sup>st</sup> day of March, 2017, by the Governing Body of the City of Garden City, Kansas.

Chris Law, Mayor

---

ATTEST:

---

Celyn N. Hurtado, City Clerk

APPROVED AS TO FORM:

---

Randall D. Grisell, City Counselor

# EXHIBIT A

Solze Replat, Garden City, Finney County, Kansas

## SOLZE REPLAT OF LOT 12, JOHNS ADDITION TO THE CITY OF GARDEN CITY, KANSAS

STATE OF KANSAS, FINNEY COUNTY, SS.

I, Robert H. Jones, a regularly licensed and practicing professional engineer, of Garden City, Finney County, Kansas, hereby certify that I have surveyed and laid out into lots, blocks, streets and alleys Lot 12 of Johns Addition to the City of Garden City, Finney County, Kansas, also described as beginning at a point 700.42 feet south and 858.33 feet west of the North Quarter corner of Section 7, Township 24 South, Range 32 East of the 6th Rd. in Finney County, Kansas, said point being the Northeast corner of Lot 12, of Johns Addition, thence west along the north line of said Lot 12 a distance of 329.0 feet, thence at a deflection angle to the left of 89°23' a distance of 590.6 feet, thence at a deflection angle to the left of 89°26' a distance of 329.3 feet, thence at a deflection angle to the left of 89°25' a distance of 590.5 feet to the place of beginning containing 4.462 acres more or less, which area is plotted and designated on this sheet as SOLZE REPLAT OF LOT 12, JOHNS ADDITION TO THE CITY OF GARDEN CITY, KANSAS, and appears of record in the office of the Register of Deeds of Finney County, Kansas, in Plat Book 3, at page 34, and is identical with the above described 4.462 acre tract.

I further certify that the size of the lots, and blocks and width of streets and alleys in said Replat are shown and represented in figures and lines upon said Plat appearing on this sheet.

ROBERT H. JONES, P.E.  
Consulting Engineer  
Garden City, Kansas

### DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That we, Ned G. Solze and Mattie I. Solze, his wife, proprietors and owners of the property described in the foregoing Certificate of Robert H. Jones, a regularly licensed and practicing professional engineer, of Garden City, Kansas, have caused to be laid out and plotted said SOLZE REPLAT OF LOT 12, JOHNS ADDITION TO THE CITY OF GARDEN CITY, KANSAS, as certified to by Robert H. Jones on this sheet.

All streets, avenues and alleys included within said Replat are fully set forth and designated upon said Plat and intended to be, and are hereby dedicated for public use and purposes as highways. Blocks "A" and "B" and the several lots in said Replat are designated by numbers and their precise length and width are indicated by figures, and their respective boundary lines are shown, expressing their dimensions in feet and decimals of a foot.

IN WITNESS WHEREOF, We have signed the above and foregoing Dedication of Lot 12, Johns Addition, 1968.

Ned G. Solze  
Mattie I. Solze

STATE OF KANSAS, FINNEY COUNTY, SS.

BE IT REMEMBERED, That on this 23 day of July, 1968, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Ned G. Solze and Mattie I. Solze, his wife, who are personally known to me to be the same persons who executed the foregoing instrument of writing, and duly acknowledge the execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

My commission expires 11/20/1971.

Howard B. Campbell  
NOTARY PUBLIC (Notary Seal)

State of Kansas, County of Finney, ss.

This Plat and Dedication of Solze Replat of Lot 12, Johns Addition to the City of Garden City, Kansas, has been submitted to and considered by the Garden City-Finney County Metropolitan Area Planning Commission of Garden City, Kansas, and it is hereby transmitted to the Governing Body of the City of Garden City, Kansas, with the recommendation that the Plat and Dedication be approved as proposed.

Dated this 23 day of July, 1968.

THE GARDEN CITY-FINNEY COUNTY METROPOLITAN  
AREA PLANNING COMMISSION

By: Howard B. Campbell  
Chairman (Notary Seal)

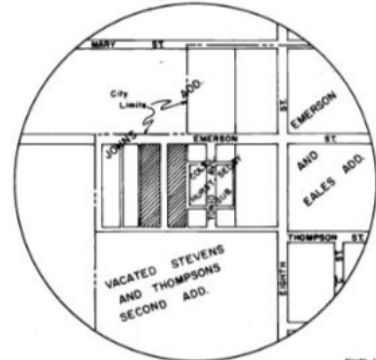
State of Kansas, Finney County, ss.

The attached Plat and Dedication of Solze Replat of Lot 12, Johns Addition to the City of Garden City, Kansas, having been submitted to the Governing Body of the City of Garden City, Kansas, and to the City Attorney of the regular meeting held on the 22 day of July, 1968, said Plat, after examination and consideration, is by the Governing Body of said City of Garden City, Kansas, and the City Attorney hereby approved this 22 day of July, 1968.

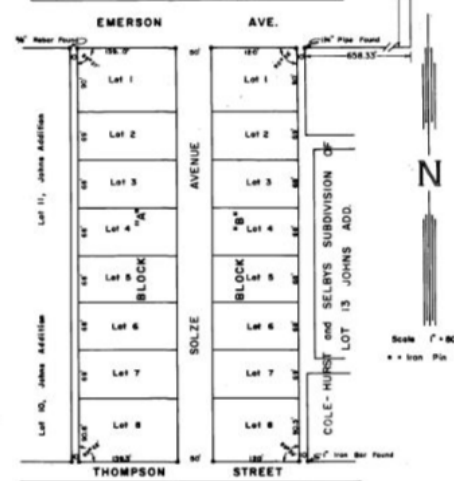
THE CITY OF GARDEN CITY, KANSAS

By: [Signature]  
Commissioner (James S. Sloan)  
[Signature]  
City Clerk (Chas. B. Reagle)  
[Signature]  
[Signature]  
[Signature]

ATTEST: [Signature]  
City Clerk (Chas. B. Reagle)  
[Signature]



VICINITY MAP





## NEIGHBORHOOD &

## DEVELOPMENT

## SERVICES

## DEPARTMENT

## SERVING

## GARDEN CITY

## HOLCOMB

## AND

## FINNEY COUNTY

620-276-1170

## INSPECTIONS

620-276-1120

## CODE COMPLIANCE

620-276-1120

## PLANNING AND ZONING

620-276-1170

## CITY ADMINISTRATIVE

## CENTER

301 N. 8<sup>TH</sup>

P.O. Box 998

GARDEN CITY, KS

67846-0998

PH 620.276.1170

FAX 620.276.1173

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

## Exhibit 1

## PETITION

## SOLZE ADDITION

TO: The Governing Body of the City of Garden City, Kansas:

We, as owners of record of property liable for assessment for the proposed improvement described below, do hereby request that the improvement be made in the manner provided by K.S.A. 12-6a01 et seq:

A. The improvement proposed to be made is as follows:

To construct 9<sup>th</sup> Street, from W Emerson Street south to W Thompson Street, Garden City, Kansas.

B. The estimated or probable cost of such improvement is: 139,919.00.

C. The extent of the improvement district proposed to be assessed for the costs of the proposed improvement is:

Lots 1 through 8, Block A, and lots 1 through 6, Block B, Solze Replat, Garden City, Kansas

D. The proposed method of assessment is per square foot on each lot and parcel of property within the improvement district.

E. The proposed apportionment of cost between the improvement district and the City-at-large is thirty percent (30%) to be assessed against the improvement district and seventy percent (70%) to be paid by the City-at-large.

We further request that such improvement be made without notice and hearing as required in subsection (1) of K.S.A. 12-6a05.



NEIGHBORHOOD &  
DEVELOPMENT  
SERVICES

DEPARTMENT  
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GARDEN CITY  
HOLCOMB

AND  
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CITY ADMINISTRATIVE  
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## BENEFIT DISTRICT MAP 9<sup>TH</sup> STREET IMPROVEMENT EMERSON TO THOMPSON





NEIGHBORHOOD &  
DEVELOPMENT

SERVICES

DEPARTMENT

SERVING

GARDEN CITY

HOLCOMB

AND

FINNEY COUNTY

620-276-1170

INSPECTIONS

620-276-1120

CODE COMPLIANCE

620-276-1120

PLANNING AND  
ZONING

620-276-1170

NOTE: Names may not be withdrawn from the Petition by the signers thereof after the Governing Body commences consideration of the Petition or later than seven (7) days after such filing, whichever occurs first.

<u>SIGNATURE</u>	<u>DATE SIGNED</u>	<u>PROPERTY OWNED WITHIN PROPOSED IMPROVEMENT DISTRICT</u>
		<u>SOLZE REPLAT</u>
Shelli Lalicker		Lot 1 and 2, Block A
Vernon L. Solze	2-27-17	Lot 3, 7 and 8, Block A Lot 3, 4, 5 and 6, Block B
Donelda Lalicker		Lot 4, Block A Lot 2, Block B
Jerry Lalicker		Lot 4, Block A Lot 2, Block B
Eric L Solze		Lot 5 and 6, Block A
Michael T Pittillo		Lot 1, Block B
Stephanie K Pittillo		Lot 1, Block B

THIS PETITION was filed in my office the 14<sup>th</sup> day of March, 2017

THIS PETITION examined, considered and found sufficient by the Governing Body of the City of Garden City, Kansas, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Celyn N. Hurtado

CITY ADMINISTRATIVE  
CENTER  
301 N. 8<sup>TH</sup>  
P.O. Box 998  
GARDEN CITY, KS  
67846-0998  
PH 620.276.1170  
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NOTE: Names may not be withdrawn from the Petition by the signers thereof after the Governing Body commences consideration of the Petition or later than seven (7) days after such filing, whichever occurs first.

NEIGHBORHOOD &  
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<u>SIGNATURE</u>	<u>DATE SIGNED</u>	<u>PROPERTY OWNED WITHIN PROPOSED IMPROVEMENT DISTRICT</u>
		<u>SOLZE REPLAT</u>
_____	_____	)
Shelli Lalicker	_____	) Lot 1 and 2, Block A
_____	_____	)
Vernon L Solze	_____	) Lot 3, 7 and 8, Block A ) Lot 3, 4, 5 and 6, Block B
_____	_____	)
Donelda Lalicker	_____	) Lot 4, Block A ) Lot 2, Block B
_____	_____	)
Jerry Lalicker	_____	) Lot 4, Block A ) Lot 2, Block B
 02/17/17	02/17/17	)
Eric L Solze	_____	) Lot 5 and 6, Block A
_____	_____	)
Michael T Pittillo	_____	) Lot 1, Block B
_____	_____	)
Stephanie K Pittillo	_____	) Lot 1, Block B

THIS PETITION was filed in my office the 14<sup>th</sup> day of March, 2017  
THIS PETITION examined, considered and found sufficient by the Governing Body of the  
City of Garden City, Kansas, this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Celyn N. Hurtado



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Celyn N. Hurtado, City Clerk  
**DATE:** March 21, 2017  
**RE:** 25th Judicial District Community Corrections - Re-appt

---

### **ISSUE:**

The Governing Body is asked to re-appoint the Honorable Peter J. Ramirez as the Garden City Representative to serve on the Community Corrections Advisory Board for a two-year term from April 2017 - March 2019.

### **BACKGROUND:**

None.

### **ALTERNATIVES:**

1. Approve the re-appointment.
2. Deny the re-appointment and consider another applicant.

### **RECOMMENDATION:**

Staff recommends approving the re-appointment.

### **FISCAL NOTE:**

None.

### **ATTACHMENTS:**

Description	Upload Date	Type
25th Judicial District Community Corrections - Re-appt	3/13/2017	Backup Material

# FINNEY *KS* COUNTY *KS*

**Finney County Department of Corrections  
Community Corrections and Juvenile Detention Center  
Katrina Pollet, Executive Director 620-272-3800  
Beth Beavers, Director 620-272-3625**

Wednesday, February 15, 2017

Garden City Commission  
P.O. Box 499  
Garden City, Kansas 67846

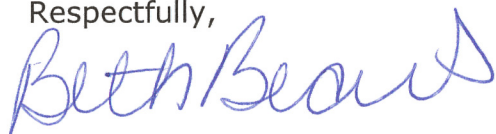
RE: Judge Peter J. Ramirez

Dear Commissioners:

The 25<sup>th</sup> Judicial District Community Corrections is requesting the re-appointment of the Honorable Peter J. Ramirez as the Garden City representative to serve on the Community Corrections Advisory Board. In accordance with KSA 75-5297, the appointment would be for a two-year term and run from April 2017 through March 2019.

Please feel free to contact me if you have any questions. Your assistance in this matter is greatly appreciated.

Respectfully,



Beth A. Beavers  
Director

cc: Judge Ramirez  
Copy



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Jennifer Cunningham, Staff Liaison  
**DATE:** March 21, 2017  
**RE:** 2017 Community Grant Recommendations

---

### **ISSUE:**

The Governing Body is asked to consider and approve the distribution of Community Grant Funds as recommended by the Alcohol Fund Advisory Committee.

### **BACKGROUND:**

The Alcohol Fund Advisory Committee serves as the Community Grant Selection Committee and has provided the Governing Body with a set of recommendations for distributing Community Grant funds in 2017. AFAC members are Greg Hands, Susan Escareno, and Verna Weber.

The City Commission authorized up to \$30,250.00 in the FY 2017 Budget for the Community Grant. Eleven agencies submitted applications for the 2017 Community Grant with requests totaling \$57,010.00. The Committee recommends awarding \$30,250.00 in grant funds to seven agencies as follows:

Agency	Amount Requested	Amount Recommended
Mexican Fiesta	\$ 2,000.00	\$ 1,000.00
Meals on Wheels	\$ 7,000.00	\$ 6,400.00
Magic's H.O.P.E	\$ 4,560.00	\$ 0.00
Communities in Schools of Mid-America	\$ 5,000.00	\$ 4,000.00
Kansas Children's Service League	\$ 6,000.00	\$ 5,000.00
Dominican Sisters Ministry of Presence	\$ 1,800.00	\$ 1,000.00
Community Daycare	\$ 10,000.00	\$ 8,000.00
St. Catherine Hospital Development Foun.	\$ 1,750.00	\$ 0.00
Miles of Smiles**	\$ 10,900.00	\$ 0.00
Habitat for Humanity**	\$ 3,000.00	\$ 0.00
Girl Scouts	\$ 5,000.00	\$ 4,850.00
Total	\$ 57,010.00	\$ 30,250.00

\*\*Denotes organization received funding for two consecutive years

### **ALTERNATIVES:**

1. Approve the Committee's recommendation to award \$30,250.00 in Community Grant funds to seven agencies as outlined.
2. Alter the Committee's recommendation and award funding as the Governing Body sees fit.
3. Do not approve the Committee's recommendation and send the item back to the Committee

for further review.

**RECOMMENDATION:**

The Committee requests the Governing Body approve their recommendation to allocate \$30,250.00 in 2017 Community Grants as outlined above.

**FISCAL NOTE:**

If approved, \$30,250.00 would be awarded from Fund 001-171-6165 "Social Funding."

**ATTACHMENTS:**

Description	Upload Date	Type
Community Grant Scoring Matrix 2017	3/17/2017	Backup Material
1. Community Grant Applications 2017	3/17/2017	Backup Material
2. Community Grant Applications 2017	3/17/2017	Backup Material
3. Community Grant Applications 2017	3/17/2017	Backup Material

## 2017 Community Grant Scoring Sheet

Agency \_\_\_\_\_

**INSTRUCTIONS:** Please put a check or X in the box you feel corresponds to the agency's proficiency in each category. Scores of 4 should be reserved for those programs that exceed the expectations, 5 for those programs that went above and beyond the agency's predictions for their impact on the community.

<b>CRITERIA</b> (with suggested points to consider)	1 Fails to Meet Expectation	2 Lacking in Expectation	3 Meets Expectation	4 Above Average Expectation	5 Exceeds Expectation		<b>NOTES</b>
<b>Background</b> <ul style="list-style-type: none"> <li>• Explanation of organization.</li> <li>• Explanation of project.</li> <li>• Effective completion date.</li> </ul>							
<b>EFFECTIVENESS</b> <ul style="list-style-type: none"> <li>• Meets a demonstrated need in our community?</li> <li>• Not duplicating services?</li> <li>• Demonstrate a well thought out project.</li> </ul>							
<b>FINANCIAL MANAGMENT</b> <ul style="list-style-type: none"> <li>• Total cost given.</li> <li>• Percentage they are requesting.</li> <li>• Project viability if total funds are not received?</li> <li>• Any other sources of funding?</li> </ul>							
<b>TOTAL SCORE</b> (15 pts possible)							





COMMUNITY MEXICAN FIESTA  
ASSOCIATION OF GARDEN CITY  
PO BOX 84  
GARDEN CITY KS 67846

February 15, 2017

Directors:

Angelica Castillo Chappel  
**President**

Jesse Nunez  
**Vice-President**

Lizeth Garfio  
**Secretary**

Kristi Kells  
**Treasurer**

Committee Representatives

Salvador Castillo  
**Entertainment Chair**

Miss Garden City Fiesta  
2016 Queen

Sydney Rodriguez  
**GCCC Student**

Jennifer Cunningham  
Assistant City Manager  
301 N. 8<sup>th</sup>  
PO Box 998  
Garden City, KS 67846

Dear Jennifer,

The Garden City Community Mexican Fiesta has requested the help of the city through its *Community Grant* in the past. As you make your grant distribution decisions we hope that you keep us in mind. This year we will be celebrating the 91<sup>st</sup> Anniversary of the longest running community event of Garden City.

The Community Mexican Fiesta is a public non-profit 501 (c) (3) organization whose mission is *to celebrate Mexico's Independence from Spanish rule, to promote cultural awareness in our community and, to provide financial assistance to students hoping to attend Garden City Community College by expanding our Endowment Scholarship Fund.*

The City of Garden City has been generous in the past and has donated at the platinum level of \$2,000.00; the help that you are able to provide will help us with the planning of the event, the Miss Garden City Fiesta Pageant, entertainment, activities, etc.

On behalf of the board of directors for the Fiesta, we thank you in advance for your consideration and any help that you are able to provide, we also thank the City's employees and support for all of the help they have provided in the past to put this great event together.

If you have any further questions or if any additional information is needed, please feel free to contact myself at (620) 290-6264 or Kristi Kells, Treasurer at (620) 260-1481.

Sincerely,

Angelica Castillo Chappel  
President



February 14, 2017

Ashley Freburg, Communications Specialist  
301 N. 8<sup>th</sup>  
Garden City, Kansas 67846

Dear Community Grant Selection Committee,

The Finney County Committee on Aging, Inc. would like to take this time to thank The City of Garden City for your investment in our homebound residents in Finney County. Your generous gift of \$5,000.00 last year helped us continue our mission to enhance the nutritional health of Finney County homebound and to offer free meals to those of limited means.

Our goal is to provide a low-cost, nutritious meal to the homebound in Finney County, a goal we have been committed to since 1972 when Meals on Wheels was started. St. Catherine Hospital prepares our meals. They have a registered dietician that plans the varied nutritious menus. The cost of our meals are \$3.30 which recently went up \$.30 cents. No one is ever turned away because they cannot afford the cost. Currently we have eight (8) routes, seven (7) in town and one (1) county route. The program involves two (2) staff members and 300-350 volunteers a year to deliver the meals and provide a safety check and a social contact to the homebound on a daily basis. Meals are delivered Monday thru Friday with a choice of a sack lunch for Saturday that's delivered along with Friday's meal.

Meals on Wheels delivers a nutritious meal, a safety check and the smile that serve as a lifeline to seniors of limited mobility. This combination goes well beyond fighting the battle against the hunger that threatens one in six of America's seniors – it provides the support and peace of mind that enable them to remain safe and securely in their own homes as they continue to age.

Last year Meals on Wheels delivered 24,121 meals to all our clients. Of those meals 8,803 meals were served to forty two (42) low income clients throughout the year. The cost of those meals was \$25,879.10. These are citizens with very limited income, no family to help them and usually large medical expenses. So far this year we have twenty four (24) low income clients receiving free or reduced price meals. Two (2) of these clients live outside of Garden City on the county route so not only do we need funding for these meals but also the gas, insurance and repairs on the Meals on Wheels' vehicle.

Other services we offer to all our clients is blizzard packs. These are packages of non-perishable food that we send out to everyone. In the event of bad weather and we cannot get out to deliver meals they have the package of food on hand to eat. These blizzard packs gives our clients, their families and us peace of



mind when we are having inclement weather. Meals on Wheels also buys ice chest for clients who can't afford them.

Since 2010 Meals on Wheels has been cut 40% by the county. Our program budget for this year is \$178,880.00, we received \$46,630.00 in Mil Levy. I am asking for funding in the amount of \$7,000.00. The extra \$2,000.00 will help with those who cannot afford the new meal price and to help make up for some of the loss in funding from Finney County United Way due to them not meeting their fundraising goal. The funds will be used to purchase free and reduced meals, blizzard packs, ice chests and programing which includes gasoline, insurance, repairs to our vehicle, office supplies used in printing our menus, labels for the food containers and wages.

We are a 501 (c) 3 nonprofit organization and our Federal ID# is 48-0687950. If you have any questions, please contact me at 620-272-3620.

Sincerely,

A handwritten signature in cursive script that reads "Patti Thummel". The signature is written in dark ink and is positioned below the word "Sincerely,".

Patti Thummel  
Meals on Wheels Director



Magic's H.O.P.E.  
Therapeutic Horsemanship Program

Mailing Address:  
1515 Northshore Circle  
Garden City, KS 67846

Physical Address:  
9091 N Jennie Barker Road  
Garden City, KS 67846



Jennifer Cunningham, Assistant City Manager  
301 N 8<sup>th</sup>  
PO Box 998  
Garden City, KS 67846

February 7, 2017

City of Garden City,

We are a new equine assisted therapy program in Garden City, Ks located north on Jennie Barker road. We offer a variety of services and programs to our community.

Our mission is to offer a wide range of horse-related programs to children, adults and families with special needs to promote the physical, psychological, emotional, social, and spiritual well-being of our clients. We cater to a wide range of clients consisting of individuals, and/or families whom have more than one rider.

We do hope this year you will be able to support our new service called Horse Play. This is a brand new program in which we will work with the foster/and or adopted children of our local community. The goal of Horse Play is to positively impact the life course of a foster and/or adopted youth who has experienced early developmental trauma.

We are requesting \$ 2,000 for this project in the form of rider expense/scholarship. It cost approximately \$100 to seat a rider on a horse. We, however, charge only \$35 per lesson for therapeutic services. The funding would provide a chance for foster/adopted children to be able to build a relationship with a horse which in turn will transfer to a healthy human relationship.

We accomplish this by engaging children in a weekly mentorship program where they achieve individualized life goals through equine facilitated learning. Children in the program meet one-on-one with a trained, committed mentor and a horse each week for 10 months out of the year, working through a customized plan of care. This would be a program that would continue on as long as Magic's HOPE is able to keep the program funded through grants. At this time we have no other contributors for this program.

Thank you so much for taking the time to consider our Horse Play service. You have touched many hearts and we are sure they will be forever grateful. We appreciate your consideration of our request.

Respectfully Submitted,

Sarah Kennington

  
Executive Director

Magic's H.O.P.E.

Therapeutic Horsemanship Program

620-640-2241

[magics.hope.program@gmail.com](mailto:magics.hope.program@gmail.com)

H.O.P.E.  
Horses & Hounds Offering People Experiences



## **City of Garden City Community Grant Application to Request Funds**

### **Applicant**

Communities In Schools of Mid-America  
2721 W. 6<sup>th</sup> Street, Suite E  
Lawrence, KS 66049

### **Contact Person**

Anna Barger, Director of Programs and Initiatives  
2721 W. 6<sup>th</sup> Street, Suite E  
Lawrence, KS 66049  
785-856-1723  
[Anna.Barger@cismidamerica.org](mailto:Anna.Barger@cismidamerica.org)

### **Program Requesting Funds**

Communities In Schools of Mid-America at Southwest Kansas serving Garden City High School

**Amount Requested:** \$5,000

### **Project Description**

Imagine wanting to go to school, but having no shoes to wear. Wanting to learn, but being too hungry to think. Wanting to graduate, but having to drop out because you need to get a job. This is the harsh reality for millions of students in the U.S., as more students than ever before in our nation's history are living in poverty. By the time you finish reading this sentence another student will have dropped out, abandoning their chances of living up to their full potential.

It may sound like an overwhelming issue, but the solution is simple. Young people thrive when adults care about them on a one-to-one level. That's exactly with Communities In Schools (CIS) provides. At CIS of Mid-America, we work directly inside schools, helping vulnerable students and those with the greatest risk of dropping out. We empower students to stay in school and on the path to graduation each year. Our trained Site Coordinators do this by partnering with teachers, mobilizing the community to offer students extra support, and doing whatever it takes to help them succeed. Our unique model works because it's based on national research, driven by community relationships and supported by local resources. More importantly, we know it works because we see it in the faces and hear it in the stories of thousands of students and alumni we've helped during the last 20 plus years.

CIS of Mid-America at Southwest Kansas serves Garden City High School. Garden City High School has an enrollment of 2,109 students with 64.7% of the student population receiving free or reduced lunches (a key indicator that a student is living in poverty). More than 74% of these students represent minority populations. In addition to its high poverty rates, Garden City High School experiences multiple issues with student mobility or transiency, a condition where a person or family only lives or works in one

place for a short time. The challenge for the school that has lots of students where this condition exists includes:

- Poor Attendance Rates
- High Drop Out Rates
- Lack of Parent Involvement & School Contribution
- Loss of Consistency in Education Impact
  - i.e. learning curve from having familiar environment, teachers, methods and tools
- Low Predictability in School Budget Planning

CIS of Mid-America places highly qualified Site Coordinators directly into schools. Once there, our job is to connect students and their families to basic and critical community resources that are tailored to each student's specific needs. By providing students with a one-on-one relationship with a caring adult, we create a safe place to learn and grow, a strong start to a healthy future, a path toward a marketable skill upon graduation, and a chance to give back to peers and the community. As a result, this evidence-based model, called integrated student supports (ISS) is proven to both decrease dropout rates and increase graduation rates.

Our strategy focuses on the CIS Tiers of Support model. CIS Site Coordinators work with school staff each year to complete a needs assessment and determine what areas need to be addressed to best support the school's needs. Site Coordinators coordinate the planned activities in multiple facets:

- Whole-School Programs—Designed to be widely available services to foster a positive school climate and address school-level risk factors.
  - Services may include basic needs (clothing and food), mentoring, tutoring, health care coordination, summer and after-school programs, family engagement, career awareness and more.
- Targeted Services—These services are typically provided in a group setting, which brings together students who have a common need.
  - An example of this support would be a Grief Support Group in which a local grief support counselor is brought in to discuss the topic with a small group of students who have experienced a similar loss.
- Case Management—Site Coordinators work with school leadership to identify students who have characteristics that place them at risk of dropping out.
  - Once students have been identified, the Site Coordinator receives parent/guardian consent; assesses their needs and assets; created individualized plans for action; provides/brokers/coordinates/monitors/adjusts service delivery; and, evaluates student progress against the established goal throughout the school year.

Funds provided by the City of Garden City will be used to support CIS support services at Garden City High School.



### **Project Goal**

Our ultimate goal is to continue to provide services that meet both individual student and whole school needs, resulting in outcomes similar or better to those of the previous school year at Garden City High School. In a recent poll, 88% of U.S. teachers said that student poverty is the number one barrier to effective learning in the classroom, and acknowledged that they spend 20 percent of their time and personal resources addressing these barriers. Through the services that CIS offers, we are able to diminish the burden felt on teachers and school administration.

“CIS combines the best of what we know works—a caring adult and the effective use of metrics and evidence-based strategies—to drive positive, measureable outcomes for the students they serve.”

-Beth Shiroishi, VP Global and Corporate Social Responsibility, Strategy and Insights, AT&T

We measure our success by the results we are able to achieve for the young people we serve. We carefully evaluate all aspects of our programs, and use that information to constantly improve. Despite the challenges to success that poverty created for those served, with CIS of Mid-America's support during the 2015-2016 school year at Garden City High School:

- 84% showed academic improvement,
- 74% had a demonstrated improvement in behavior,
- 68% showed improvement in school attendance,
- 98% of seniors graduated from high school,
- 73% of students were promoted to the next grade, and
- 96% of students stayed in school.

### **Funding Sustainability**

CIS of Mid-America is dedicated to continuing to provide services at Garden City High School. We work hard to develop partnerships and relationships with volunteers and funders to ensure sustainability of this site.

In 2014, CIS of Mid-America became the only affiliate in the national CIS network to have sites located in multiple states. We leverage public, foundation, corporate, and individual funds for our work. We are a visionary organization with strong leadership at the staff and board levels. We intend to continue our plan for growth within our five-state network. Additional CIS sites will allow us to maximize the economies of scale inherent in a central office/multi-state service area. We seek diverse revenue streams to support our operations and work continually to identify risks to those funding streams. We have successfully identified resources and support in a region that is resource-scarce, allowing us to expand from one service location in 2007 to a current total of 46 sites in four states, with plans to add operations in our fifth state with the beginning of services in Kansas City, Missouri slated for the 2017-2018 school year.

During 2016, CIS of Mid-America embarked upon a restructuring process in order to increase efficiencies and pave the way for potential growth and expansion. During the restructuring process, CIS of Mid-America grew the Main Office Resource Development team from one full-time staff to two full-time staff and one full-time AmeriCorps VISTA member. The growth was a strategic effort to increase program sustainability and fundraising efforts.

By funding this proposal, the City of Garden City is providing CIS of Mid-America with the capacity that is critical to sustaining our programming in Garden City High School. Through your support, the Main Office Resource Development Team, in collaboration with CIS of Mid-America Area Directors can devote considerable resources to securing alternate, long-term funding through individual and corporate donors, the local school district, as well as through local and regional competitive grants.

On average, one high school dropout will cost taxpayers roughly \$292,000, as they're more likely to need community assistance (CIS Spring 2016 National Impact Report). Alternatively, the annual cost per student served by CIS of Mid-America during the 2015-2016 school year was only \$101. Economic Modeling Specialists, Inc. found that an investment of one dollar in CIS programs creates \$11.60 in economic benefit to the community!

#### **Additional Contributors**

CIS of Mid-America at Southwest Kansas seeks funding from diverse sources in the Garden City area to stabilize program funding and allow for potential program expansion. We receive funding from private individuals, small businesses, foundations, and the public sector including but not limited to: Finney County United Way, Sam's Club, Wal-Mart, Western Kansas Community Foundation, Finnup Foundation, Kansas State Department for Children & Families, Kansas Volunteer Commission, Caterpillar National, and more.





# Kansas Children's Service League

877.530.5275  
www.kcsl.org

## 2017 City of Garden City Community Grant Application

### Applicant:

Kansas Children's Service League / Head Start Program  
Federal ID # 48-0543749

### Contact Information:

Melissa Gallegos, Grant Development Manager  
705 Ballinger Dr., Garden City, KS. 67846  
620-276-3232, ext. 1101  
[mgallegos@kcsl.org](mailto:mgallegos@kcsl.org)

### Project:

KCSL is requesting funds to resurface the playground at our East Garden Village location (4101 E. HWY. 50 Lot #531, Garden City, KS. 67846) and replace the existing pea gravel with rubber matting. The entire project will cost approximately \$28,575 (see bid from Downey Lawn & Landscape). We are only asking for a grant from the City of Garden City to cover a portion of the expenses. The remainder of the expenses will be covered by KCSL and other funding sources.

Funds Requested: \$6,000 (21% of entire cost)

### Specific Use of Funds:

If awarded, the grant award will be used towards the installation of the concrete the rubber matting material will be placed upon. The concrete will create a lasting foundation for the rubber matting and will increase the life of the product.

### Goal of the Project:

The mission of the Kansas Children's Service League (KCSL) is "to protect and promote the well-being of children". Everything we do is centered on this statement, and as we are entrusted with the children of our community, we are constantly seeking new ways to improve processes and impact, including technology and equipment.

With the help of the City of Garden City's Community Grant in 2016, we were able to replace the worn down fencing around the playground at the East Garden Village location, to be compliant with new standards as well as ensure safety for the kids when



in our care. To further improve our East Garden Village location, we are in need of new surface material for the playground which will consist of removing the current pea gravel, pouring a 4 inch layer of concrete and installing the rubber matting. The rubber matting has proven to be more shock absorbing for little ankles, knees and bottoms to prevent unnecessary injury, and be more economical than traditional playground surfaces of gravel or rubber mulch due to the durability and little to no maintenance of the product. By installing a product of this quality, we won't have to worry about replacement for many years to come or the cost to refill the gravel on an annual basis to keep within Head Start Guidelines for surface depth. The annual expense to refill the playground with gravel is nearly \$4,000, so this product will have paid for itself in just 7 years.

For a child to be eligible for the Head Start Program, the family must fall at or below the federal poverty guidelines, which statistically puts children at a greater disadvantage. We believe these children should have the same opportunities as their peers because we could be shaping a future Mayor, City Councilman, School Teacher, Police Officer, Firefighter, etc.. The Head Start program focuses on whole family support, mental health awareness and coaching, individualized learning opportunities for children, and health screenings such as dental, vision and hearing. The program promotes school readiness by building cognitive, social, and emotional skills so they are prepared when entering the school system. Head Start also promotes the importance of physical activity for development in the children that we serve. Our standards require each facility to have a playground for children as a part of our physical and nutritional guidelines, to exert excess energy, and to increase blood flow to the brain for increased learning potential.

Currently, the Head Start program runs in parallel with the public school schedule. When school is not in session, including evenings and weekends, the playground is accessible to all families in the East Garden Village. With the improved surface material and the new fence that has been installed, this playground will improve the physical landscape of the community by providing manicured, well-maintained space for community members to come together and enjoy the outdoors. Playgrounds also serve as a FREE and convenient outdoor activity for afterschool or any free-time that offers an opportunity for additional social interaction and improves the overall quality of life. Because of grants and funding made possible by the City of Garden City, we hope to be





able to keep improving the facilities so the kids can have a safe playground they feel proud of and want to play on for years to come.

**Is this a One-Time Project or Program?**

This is a one-time project request for this particular portion of the entire playground improvement plan. Future requests *may* be made for other components to finish improvements to the playground.

**Other Contributors:**

KCSL / Head Start relies heavily on In-Kind donations as we have a matching requirement for our Federal Head Start Grant which funds 75% of our program. In-Kind donations are cash, volunteer hours/services, and grants. Because we have to raise 25% of our budget in In-Kind, any donations received are essentially matched at a 1:4 rate. Our parents are a great asset when coming to raising In-Kind as they volunteer to help in classrooms, help prepare lessons for teachers, and do work KCSL would otherwise pay for. We plan on utilizing our parents with the removal of the old pea gravel to cut down on cost as well as acquire In-Kind hours.

We are also asking assistance from the Finnup Foundation for this project.

# Downey Lawn & Landscape

PO Box 1  
211 E. Soule Ave  
Ingalls, KS 67853-0001

## Estimate

Date	Estimate #
2/9/2017	02082017-2

Name / Address
Kansas Childrens Service League 4101 E Hwy 50 Lot 531 Garden City, KS 67846

			Project
Description	Qty	Rate	Total
This would be going with a solid rubber tile floor that is 2 1/2 inches thick over concrete			
Eco-Safety 2.5-inch" Rubber Playground Surfacing including surfacing, freight, and installation	1,250	17.50	21,875.00T
Concrete 4 inches thick under rubber surface	1,250	5.00	6,250.00T
Travel expenses for crew for 2 days stay	1	450.00	450.00T
Sales Tax		0.00%	0.00
<b>Total</b>			<b>\$28,575.00</b>

Phone # 620-271-2629 Fax # 620-335-5756 nathandowney@hotmail.com www.DowneyLawn.com

**DOMINICAN SISTERS MINISTRY OF PRESENCE**

1002 GILLESPIE  
GARDEN CITY, KS 67846-5943  
620-521-1387  
February 6, 2017

To: The Garden City Commission  
Re: Application to Request Funds from the City of Garden City Community Grant  
From: Sister Janice Thome

After reviewing the cover letter and reading the Commission's goals for our community, Sister Roserita and I think that the option of "a significant benefit to a targeted segment of the population" would be the one under which our application falls.

We give families \$60 toward their utility bills once a year. We do this for persons who need help toward their deposit to begin services with the city as well. As far as we know we are the only entity in town that will do so.

Since the number of persons/families has increased again this past year to a total of over \$12,000, we would like to ask for an increased amount from this fund this year. Since the money we are requesting would be coming back to the city in the form of payment for the utility bills, we feel like the city will benefit from this granting us this money as well as benefitting the families we assist with it.

1. Dominican Sisters Ministry of Presence-Sister Janice Thome
2. 620-521-1387 [presence@odsgc.net](mailto:presence@odsgc.net) 1002 Gillespie Pl. Garden City
3. Utility Assistance to the economic poor
4. \$1,800
5. We assist families in economic stress with \$60 toward the payment of their outstanding utility bills once a year. The \$1,800 would thus be assisting 30 families to pay their bills. We also give a person who is opening an account for services \$60 toward their deposit. We would earmark the \$1,800 to be paid only to the city of Garden City utilities.
6. The goal of this program would be to help families continue to access electricity and the other city provided utilities.
7. We have been doing this service for 19 years and fund it through donations. We will continue to do so.
8. We have some regular donors but largely the donations come in from sources we cannot predict. An example of a regular donor would be the small parish of Sister Roserita that sends in a monthly donation and has for a number of years.

Thank you for considering this request.

Sincerely,

*Sister Janice Thome*  
Sister Janice Thome





**MILES OF SMILES**  
Therapeutic Horsemanship Program  
PO Box 426  
Garden City, Kansas 67846  
620-260-9997  
[www.miles-of-smiles.org](http://www.miles-of-smiles.org)



February 6, 2017

City of Garden City Community Grant  
301 North 8<sup>th</sup>  
PO Box 998  
Garden City, KS 67846

Re: 2017 Community Grant Submission

Attention: Ms. Jennifer Cunningham,

Thank you for the opportunity to apply for 2017 Community Grant funding supplied by and through the City of Garden City. Our community-based 501(c)3 organization, Miles of Smiles Therapeutic Horsemanship, assists individuals with physical, mental and emotional disabilities or injuries with horse-related therapies.

It is with great passion, dedication and determination that the Miles of Smiles organization has reached its 20<sup>th</sup> year of service to the communities of Southwest Kansas. Now more than ever we are striving to provide new services while improving and expanding the existing services we've always offered.

Our number-one priority is safety. Not only clients, but our volunteers, families, caregivers, instructors and the horses themselves all deserve to be in the safest environment we can provide. One of our biggest safety deficiencies is our inability to safely mount and dismount all program participants. Currently, we are very limited by the equipment we use when mounting and dismounting participants from wheelchairs or other transport devices. Right now, volunteers, staff, and family members must literally lift some participants onto their horses. Mounting & dismounting are critical times when safety can be compromised because of the risk of falling or helpers dropping a participant.

The Community Grant would provide us at Miles of Smiles the ability to purchase and use a portable lift system that would greatly reduce the safety risks for the participant, staff and horses. The lift, manufactured by Life Essentials, is a self-contained trailer mounted device that utilizes a seat/sling with a crane arm to lift and maneuver the participant on and off the horse. The lift offers a more consistent, safer way to mount and dismount our participants and would also give us the ability to offer services to more chair or device-bound people.

Another great advantage to this system is the unit is built onto a two-wheeled trailer that can be towed and utilized indoors or outdoors. The lift would also give us the ability to expand our program

and have the opportunity to tow the whole trailer-mounted device to horse shows or events and use it to help a participant mount and dismount a horse so everyone can participate.

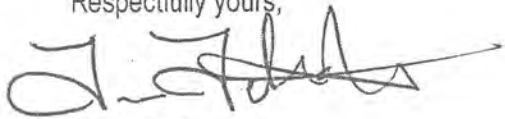
The cost of the unit would come to a total of \$10,900.00. This the delivered price with an \$800.00 discount of the delivery charges.

It is only through funding from grants such as yours that Miles of Smiles Therapeutic Horsemanship can continue to provide much needed physical, emotional therapeutic and adaptive horsemanship opportunities to our clients and the communities of Southwest Kansas.

Please consider the Miles of Smiles organization as a candidate for the Community Grant and help us safely serve all who want to participate in equine therapy despite their physical limitations.

Please do not hesitate to call with any questions or need for additional information.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Tim Telinde', with a long horizontal flourish extending to the right.

Tim Telinde  
Director  
Miles of Smiles Therapeutic Horsemanship



## PORTABLE EQUESTRIAN LIFT

LIFE ESSENTIALS, INC. PORTABLE SLING LIFT FOR EQUESTRIAN APPLICATION:

TRAILER IS BUILT FROM 4"X4" X 3/16" WALL STEEL TUBING, WITH A 2200# AXLE. THE MAST IS A 4"X 4" X 5/6" STEEL TUBE WITH A #50 CHAIN DRIVEN BY 2 CUSTOM MOTORS MADE BY MINNESOTA ELECTRIC, AND A CUSTOM 60:1 BOSTON GEARBOX.

THE ARM PIVOT IS MANUAL AND PUT TOGETHER WITH BS1616 NEEDLE BEARINGS. THIS ALLOWS SMOOTH AND LONG LASTING MOTION.

THE POWER COMES FROM AN ONBOARD GROUP 27 DEEP CYCLE BATTERY THAT IS MAINTAINED WITH A SCHUMACHER FULL SIZE BATTERY CHARGER, THIS IS CONTAINED IN A TRAVEL BOX MOUNTED TO THE LEFT SIDE OF THE TRAILER.

THE BOX ALSO CONTAINS A LAMINATED SET UP PROCEDURE, THE FUSE BOX THE SWITCH FOR DEPLOYING AND STOWING THE MAST, THE OWNERS MANUAL, EXTRA FUSES, A KEY SWITCH FOR POWER TO THE LIFT, AND EXTRA KEY.

THE UP AND DOWN MOTION IS DONE WITH A HANDHELD RECHARGEABLE RADIO REMOTE PENDANT SWITCH SO THE OPERATOR CAN STAY BESIDE THE RIDER AND HORSE AND OPERATE THE LIFT. THERE IS A BACK UP WIRED PENDANT IN THE BATTERY BOX

THE SLING IS MADE BY ACCESS UNLIMITED FROM NEW YORK, WITH A MESH MATERIAL, IF IT GETS WET IT WILL DRY QUICKLY. THE SLING IS ATTACHED TO A BAR BY SLIP LOOPS AND THE BAR ATTACHES TO THE SWING ARM WITH 5/16" WELDED LINK CHAIN THROUGH A SLIP LOOP WITH A SAFETY DISC. THE SLING CAN SPIN 360 DEGREES ON THE SWING ARM.

MAINTENANCE IS MINIMAL: SPRAY THE MAST CHAIN ONCE A YEAR WITH A CHAIN LUBE, KEEP BATTERY CHARGED AND REPLACE WHEN IT SHOWS SIGNS OF WEAKNESS. CHECK THE SLING FOR WEAR AND REPLACE WHEN NECESSARY.



Life essentials

8796 S US 231  
BROOKSTON, IN 47923  
765-563-3158  
FID#30-0531057

# Estimate

Date	Estimate #
10/6/2016	13648

Name / Address
MILES OF SMILES 901 W MAPLE STREET TIM TELINDE GARDEN CITY, KS 67846

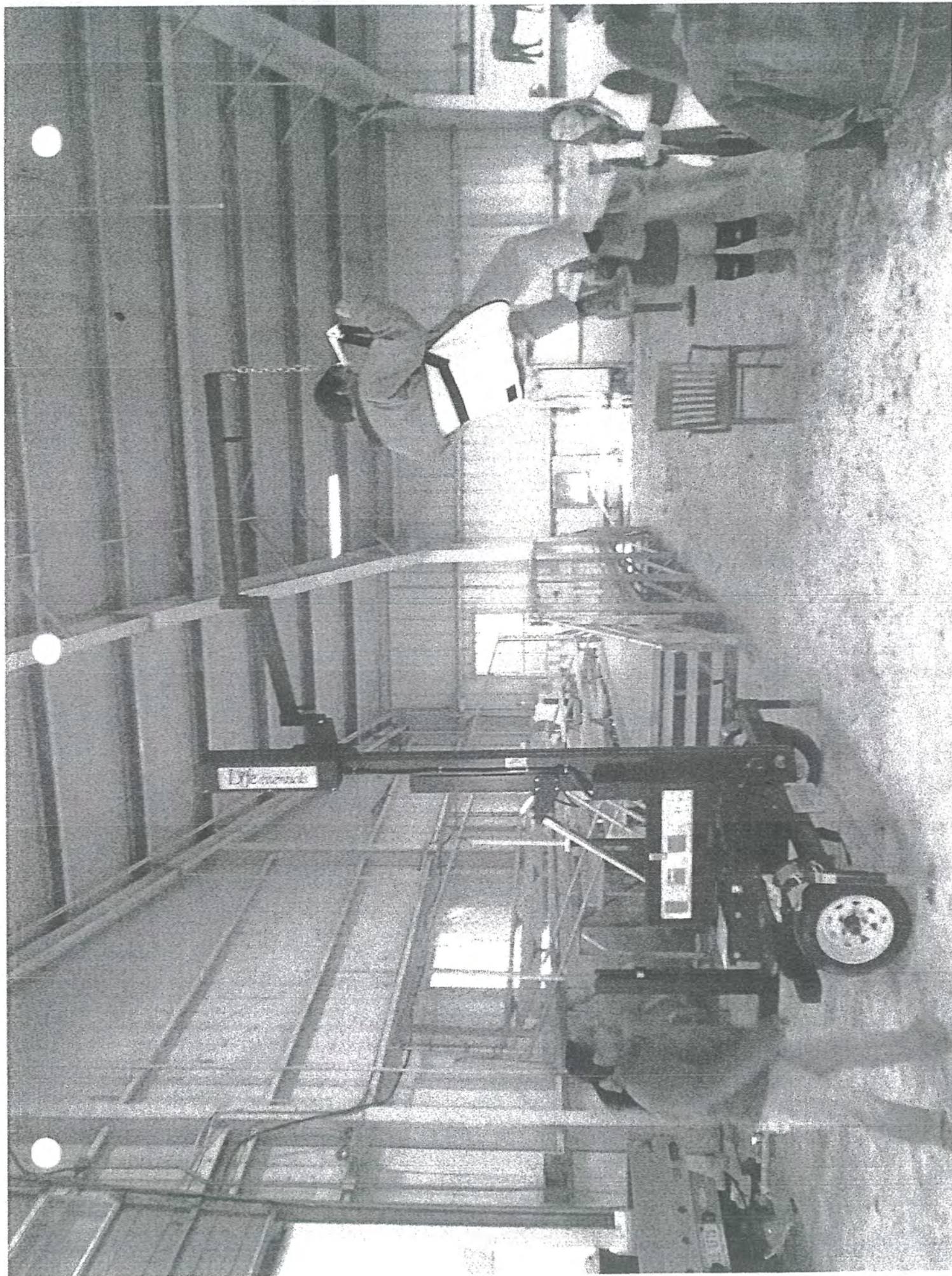
Ship To
MILES OF SMILES 901 W MAPLE STREET TIM TELINDE GARDEN CITY, KS 67846

Terms	ADD 4% CREDIT CARD...

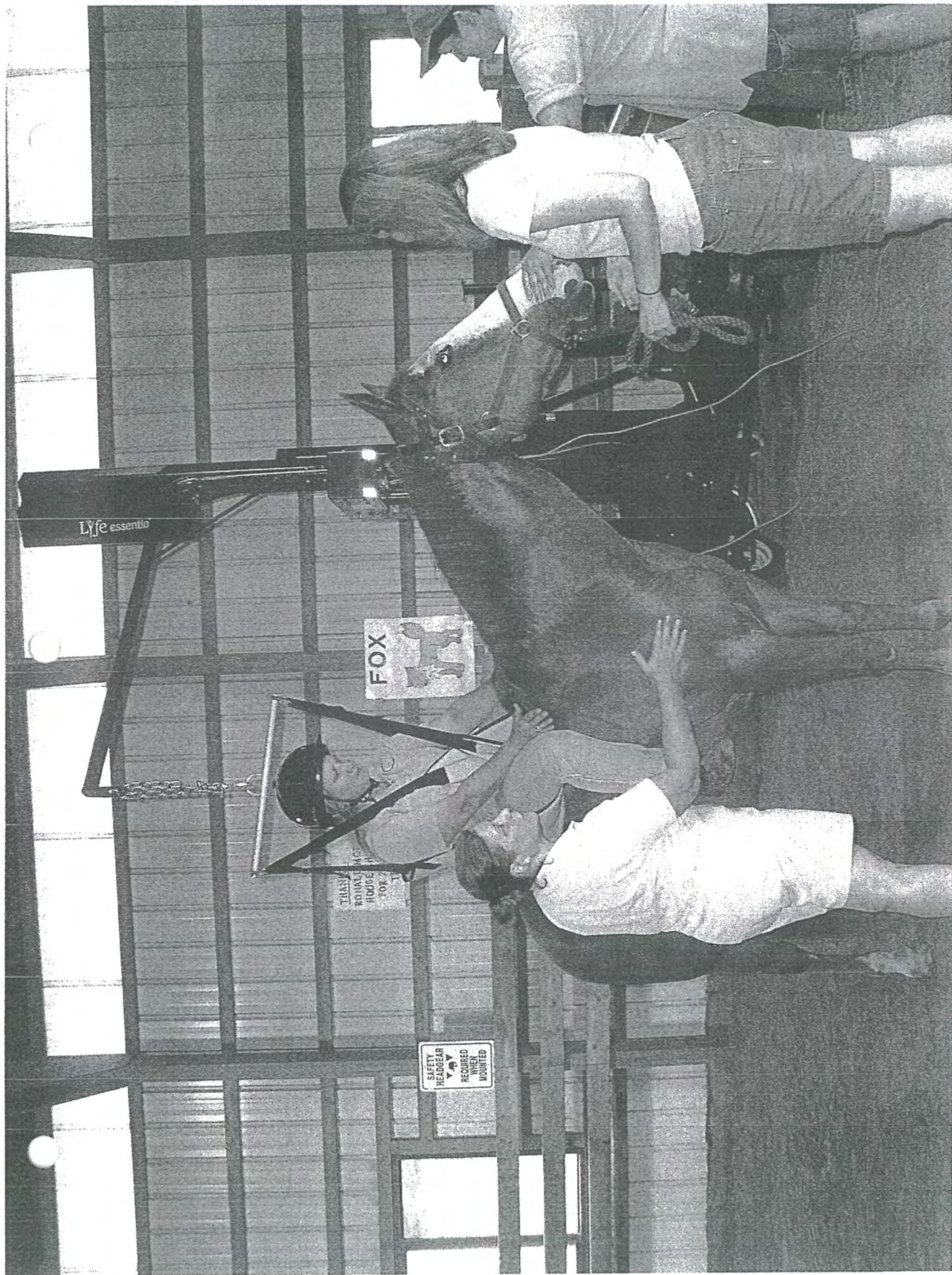
Item	Description	Qty	Rate	Total
EQL-TR	LIFT, EQUESTRIAN, TRAILER MOUNTED, MANUAL SWING ARMS, W/SLING, BATTERY & CHARGER UP AND DOWN IS 12V MECHANICAL OPERATION, BACK AND FORTH JOINTS ARE MANUAL W/RADIO REMOTE SWITCH FOR THE UP AND DOWN MOTION	1	10,500.00	10,500.00
Delivery Charge	SHIPPING (REG \$1200) I'LL PERSONALLY DELIVER IT FOR KATHY SMITH	1	400.00	400.00
<b>Total</b>				\$10,900.00

Phone #	Fax #	E-mail	Web Site
7655633158	765-563-3257	lifeessentials@earthlink.net	www.lifeessentialslifts.com

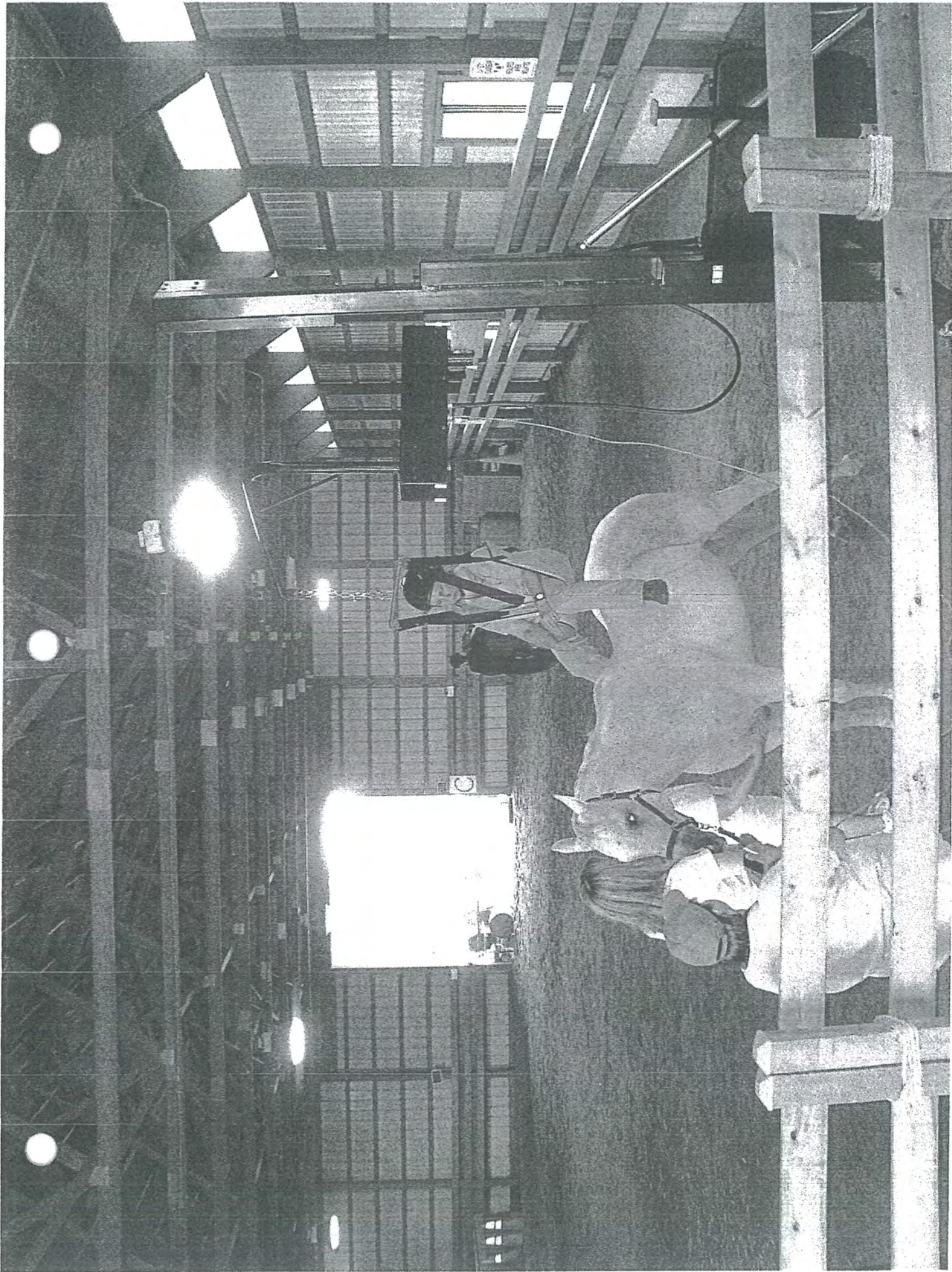




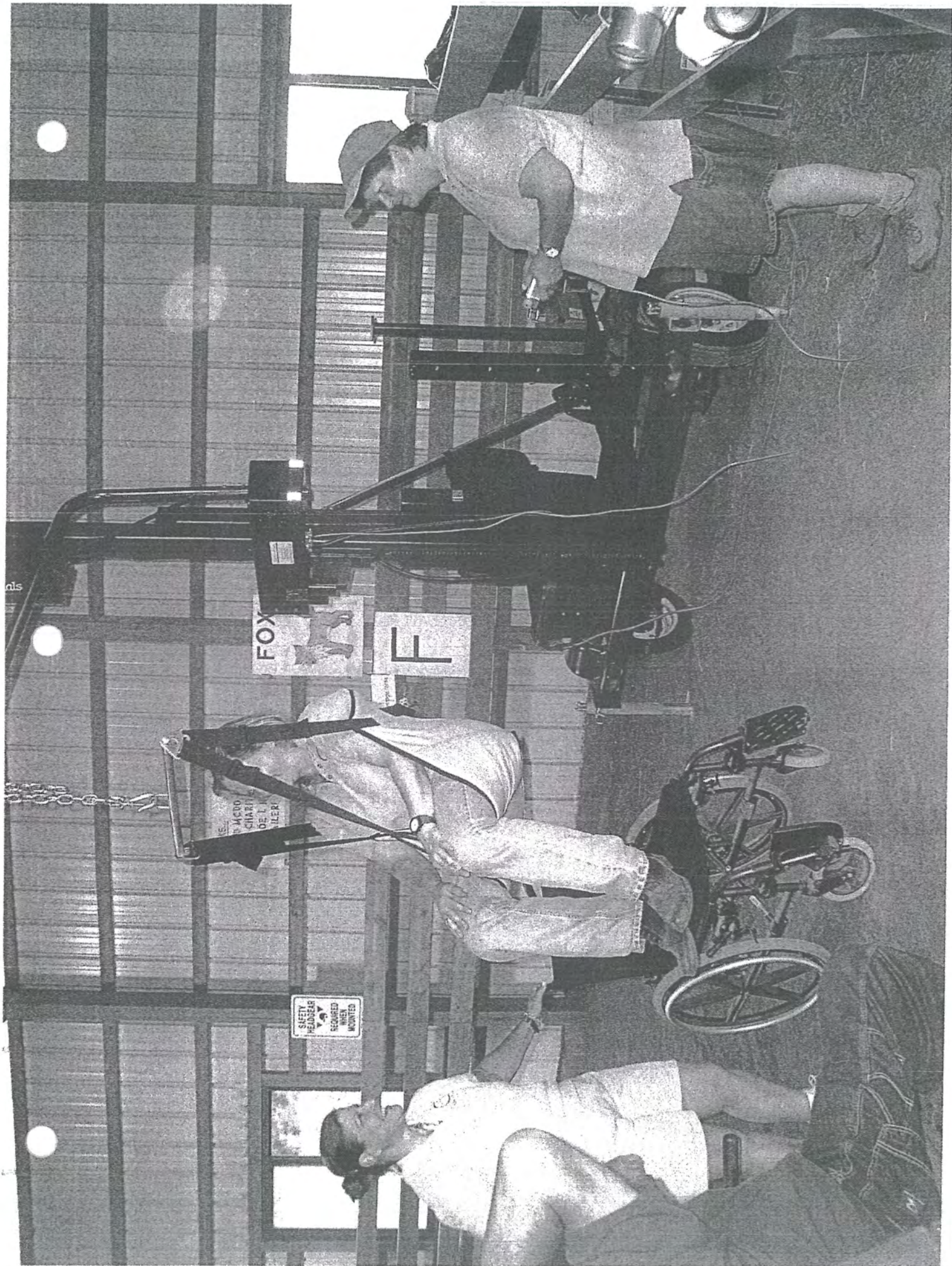


















City of Garden City Community Grant

2017

Garden City Habitat for Humanity

Lana Christensen – Grant Writer

620 275-1169

[schristensen60@sbcglobal.net](mailto:schristensen60@sbcglobal.net)

2616 Carriage Lane Garden City, KS 67846

Garden City, KS 67846

Project: To build homes for qualifying families in Garden City

Amount requested: \$3,000.00

The mission of Habitat for Humanity is, what the poor need is not charity but capital, not case workers but coworkers. And what those more fortunate need is a wise, honorable and just way of helping others. The local habitat was established to help address the issue of poverty housing.

Garden City Habitat for Humanity has worked for 19 years to build homes for those families who are able to meet the criteria and therefore qualify to be homeowners.

Habitat is requesting \$3,000 to help with the costs of building the next home. Construction will begin in April of 2017. This home will be built for a husband and wife with five children and one grandchild who now live in a small trailer that is substandard. They are very anxious to become homeowners. Each family is required to contribute 500 hours sweat equity toward the building of their home.

These funds will be used to buy building supplies as in lumber, shingles, concrete, sheetrock and nails and other construction items as needed.

Each home is a one-time project with other homes to be built as families are qualified.

Garden City receives funds from the Finnup Foundation and will request \$10,000 this year. We also receive funds each year from the Navajo Taco Dinner at the 1<sup>st</sup> Christian Church. Habitat receives funds from the Finney County Attorney's office from diversion funds. The president of the Habitat board has met with Harbor Freight about a partnership. We partner with several other local businesses to assist with construction. They provide much needed labor and building supplies. Habitat utilizes over 100 volunteers each year.

Garden City Habitat for Humanity would appreciate any support the City of Garden City grant can give and looks forward to working with you to provide housing to the needy of our community. If you have any questions feel free to call Lana Christensen at 620 275-1169.

## Application for Community Grant Funds

From: Community Daycare Center  
2620 N. 8<sup>th</sup>  
Garden City, KS 67846

Contact: Esther Pena  
[Communitydaycare.8th@gmail.com](mailto:Communitydaycare.8th@gmail.com),  
[cdccbookkeeper@gmail.com](mailto:cdccbookkeeper@gmail.com)  
620-805-6300

### **PROJECT – Playground Project**

Community Daycare Center has two local centers, the larger of the two is located at 505 College Dr. , where we are licensed for 97 children. The smaller center is located at 2620 N. 8<sup>th</sup> Street and is licensed for 68 children.

The 8<sup>th</sup> Street Center is the smaller of our two centers as well as the older building and playground area. Our playground is seriously outdated and requiring not only new surfacing but new playground equipment. This is a large financial undertaking that we will not be able to do without first raising the funds necessary for this project. We have been speaking with Playground World and would like to resurface the playground with bonded mulch and then put new playground equipment. (See example) This would be in the area used by the 3 to 5 year old kids. We will also be releveling the ground in the toddler area, putting the rubber mats already in use back on to the playground surface.

This project will be broke into three phases as funds are raised:

Phase 1: Releveling the toddler area approximate cost \$1,000

Phase 2: Dirt work and concrete for bonded mulch approximate cost \$5,000

Phase 3: Poured in place mulch approximate cost \$8,000

Phase 4: Playground equipment approximate cost \$5,500 plus labor \$3,500 total \$9,000

This project will take a large amount of volunteers to complete and we will be setting up a parent committee to help with this. We will try to get the toddler area completed with 100% volunteer hours and will also have volunteers come in to set up the playground equipment. Playground World will send out one person to supervise and assist in the process as long as we have volunteers available. This will save a considerable amount of money.

### **BUDGET NARRATIVE**

The soft quote received by Playground World is \$22,478.63. (See attached) Our goal for this project is \$25,000 as we understand there are always unforeseen costs. We have started some small fundraisers

and have begun reaching out to our parents and businesses within the community to help fund this project. We will also be applying for additional community based grants such as Black Hills Energy, Home Depot, Wheatlands and others we may be able to locate. We have raised around \$900 since the first of November in fundraisers and donations.

**AMOUNT REQUESTED**

\$10,000.00

**PROJECT GOAL**

Our timeline for this project is:

Phase 1: To be completed by the April 30, 2017

Phase 2: To be completed by June 30, 2017

Phase 3: To be completed by December 31, 2017

Phase 4: To be completed by March 31, 2018

Applications must be received by 4:00 p.m., February 17, 2017. Please mail or hand-deliver to:

Jennifer Cunningham, Assistant City Manager

301 N. 8th

PO Box 998

Garden City, KS 67846

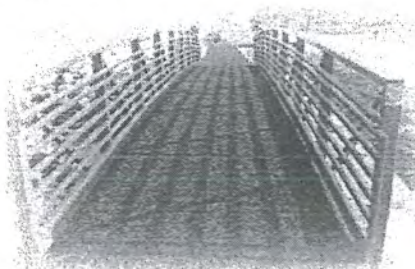




Rubber Designs  
Bonded Rubber Mulch

## Bonded Rubber Mulch

Rubber Designs Bonded Rubber Mulch Safety Surfacing is a one step pour that provides a cost-effective, long-lasting, safe, and durable option for any playground or park setting.



Bonded Rubber Mulch is a single layer system that can be poured in various thicknesses depending on the fall height requirement and offers the convenience of a one day installation.

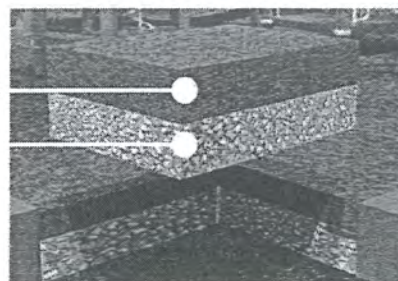
Rubber Designs safety surfacing has shock absorbing properties. It is also in accordance with the procedures outlined in ASTM F-1292-96 and ASTM F-1951-99, conforming to standard specifications for impact attenuation of

surfaces under and around playground equipment.

Rubber Designs Bonded Rubber Mulch offers a seamless, anti-fatigue surface that is perfect for any playground, and is also a great low-maintenance landscaping option.

PIP Mulch

Sub-Base



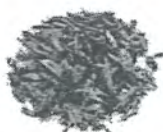
30



**Rainbow**  
(mix of red/green/yellow)  
RAT6601-50lb



**Rustic**  
(mix of red/brown)  
RUT6611-50lb



**Jungle**  
(mix of red/brown/yellow)  
JUT6621-50lb



MADE IN USA



RECYCLED



ECO-FRIENDLY



SLIP RESISTANT



ADA ACCESSIBLE



COST SAVING



SAFETY APPROVED



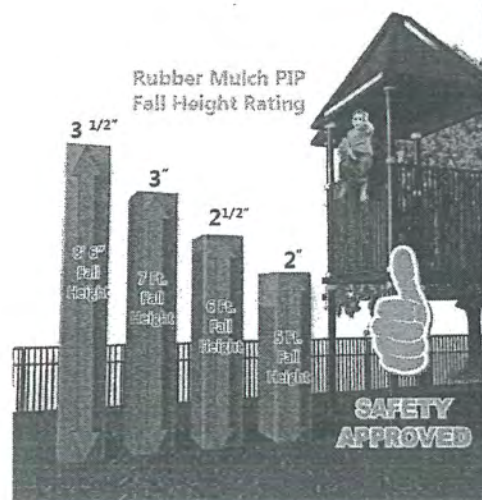
POURABLE



LOW MAINTENANCE



DURABLE







Fry & Associates, Inc.  
101 E 15th Ave, North Kansas City MO 64116  
t. 816-221-4825 f. 816-221-4831

# QUOTE

**Number** FRYQ59309  
**Date** Nov 4, 2016

End User	Ship To	Bill To
<b>Community Daycare Center</b> Marci Smith 505 College Dr. Garden City, Kansas 67846 United States	<b>Community Daycare Center</b> 505 College Dr. Garden City, Kansas 67846 United States	<b>Community Daycare Center</b> Marci Smith 505 College Dr. Garden City, Kansas 67846 United States

Associates	P.O. Number	Ship Via	Terms
Ashley Trammell Steve Jones		Common	Cash In Advance / Prepay

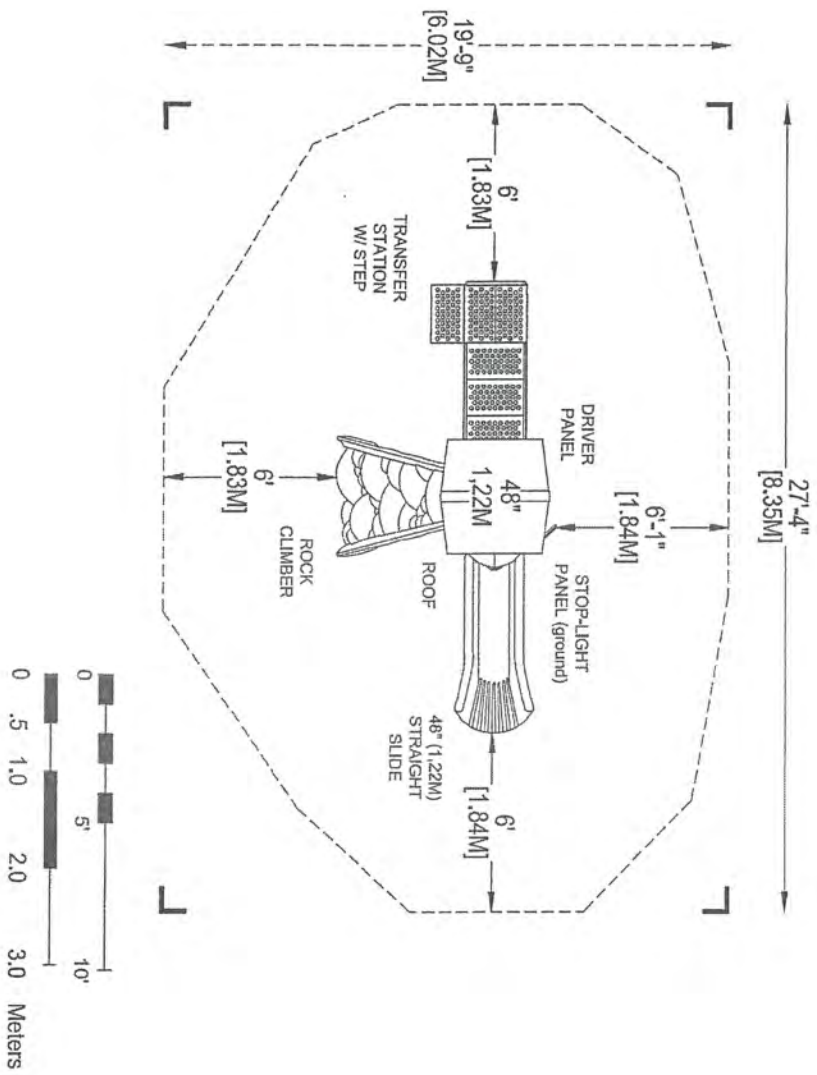
Qty	Description	Unit Price	Ext. Price
1	PSD-1101-FTD MIGHTY FUN MOUNTAIN-FTD	\$5,410.00	\$5,410.00
1	RTPBR Poured in Place Mulch Jungle Turf Color	\$8,008.00	\$8,008.00
Customer is responsible to secure site during and after installation. Fry & Associates cannot be responsible for damage to site after installation is complete.			
96	Install Concrete By Others 8" Curb, 96 LF	\$18.00	\$1,728.00
560	Install AB3 Compaction 560 Sq.Ft.	\$3.00	\$1,680.00
1	Install Equipment Installation	\$3,500.00	\$3,500.00
		<b>SubTotal</b>	\$20,326.00
		<b>Tax</b>	\$1,239.63
		<b>Shipping</b>	\$913.00
		<b>Total</b>	<b>\$22,478.63</b>

**Shipping Contact:** Marci Smith  
**Email:** cdccbookkeeper@gmail.com

**Phone:** (620) 275-5757  
**Fax:**

Quote Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Pricing is CASH pricing. 3.5% will be added to the total for credit card transactions



ADA SCHEDULE			
Required	2	1	1
President	3	1	1

✓ ASTM F1487-11  
✓ CPSC #325

PROJECT NO:	SCALE:
PSD-101E-FTD	1/4"=1'-0"
DRAWN BY:	Paper Size
B. THROUP	<b>B</b>
DATE:	
31-AUG-15	

**PLAYWORLD®**  
PLAYWORLD SYSTEMS, INC.  
1000 Buffalo Road  
Lewisburg, PA  
17837-9795 USA

EQUIPMENT SIZE:  
15'4" x 7'9" x 11'0"  
4,67M x 2,36M x 3,35M

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USE ZONE:  
27'4" x 19'9"  
8,35M x 6,02M

AREA:	PERIMETER:
441 SqFt.	78 Ft.
40.97 SqM.	23.77M

FALL HEIGHT:  
4 FT.  
1.22M

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USER CAPACITY: 10

AGE GROUP: 2-5

# MIGHTY FUN MOUNTAIN

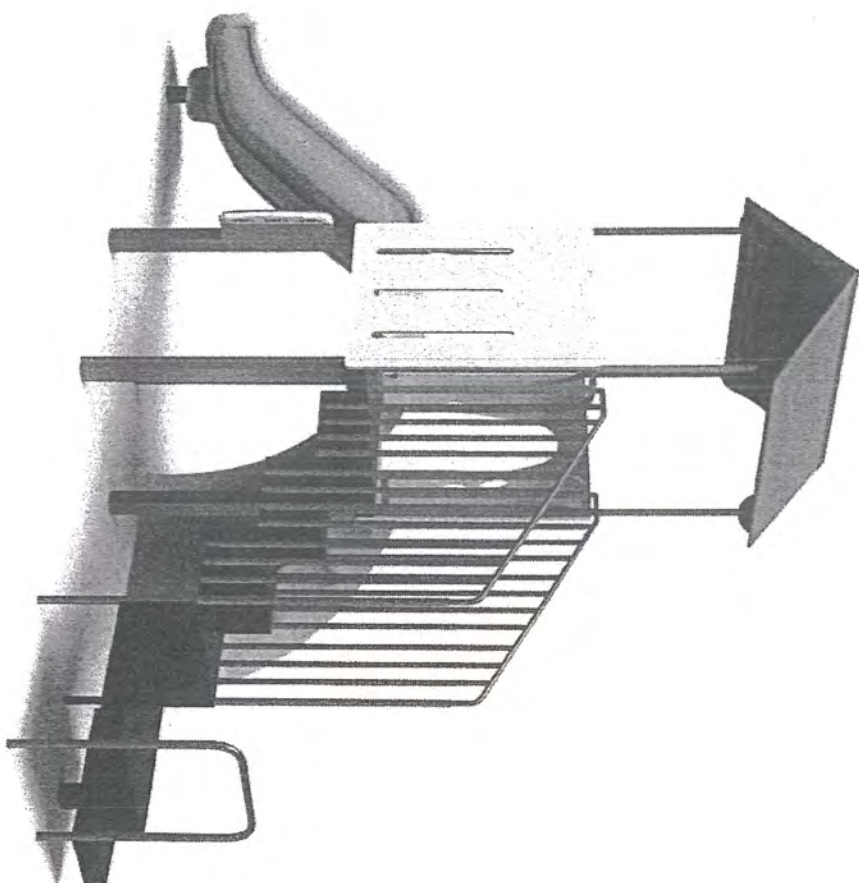
## CATALOG PRE-DESIGN

# Mighty Fun Mountain

PSD-1101-FTD

Equipment Manufacturer

 **PLAYWORLD**  
The world needs play.

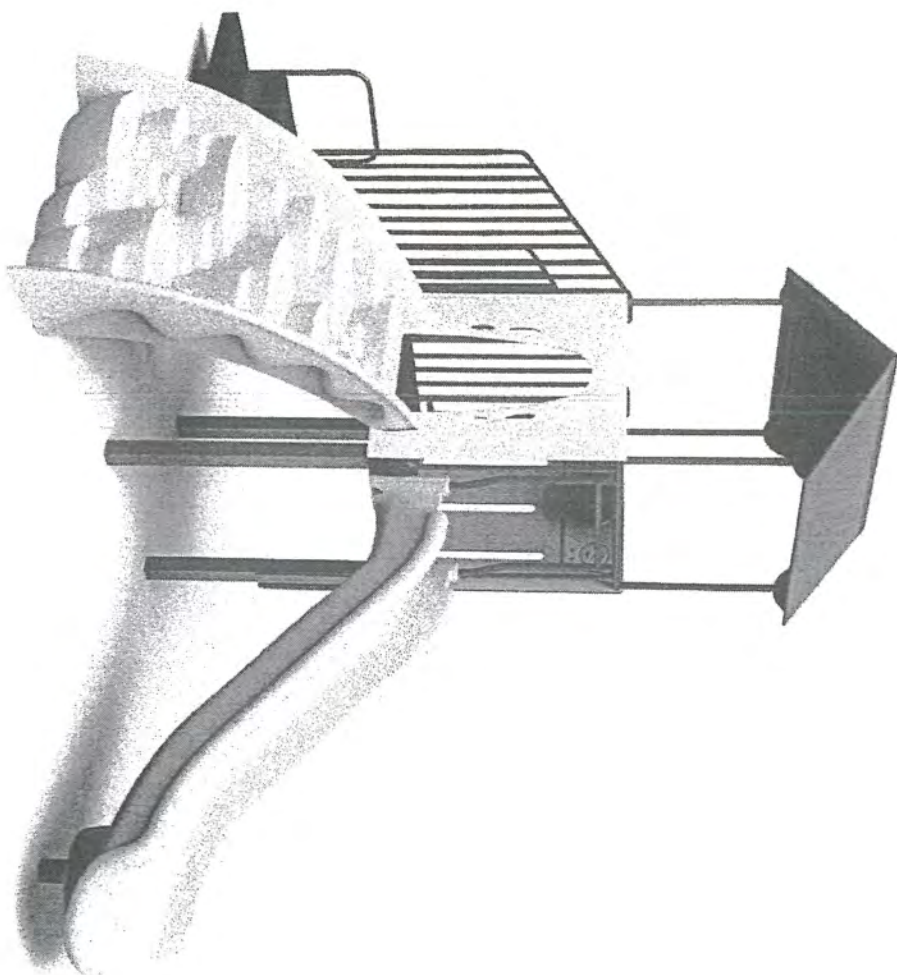


# Mighty Fun Mountain

PSD-1101-FTD

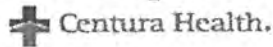
Equipment Manufacturer

 **PLAYWORLD**  
The world needs play.





# St. Catherine Hospital Development Foundation



Ciara Crandall  
Stewardship Coordinator  
401. E. Spruce  
Garden City, KS 67846  
620-272-2177  
ciaracrandall@centura.org

February 16, 2017

Community Grant Selection Committee  
Att: Jennifer Cunningham  
Assistant City Manager  
301 N. 8<sup>th</sup>  
PO Box 998  
Garden City, KS. 67846

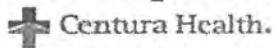
Garden City Community Grant Committee,

On behalf of the St. Catherine Hospital Development Foundation I am requesting funding assistance in the amount of \$1,750.00 for two picnic tables at \$875 each. These picnic tables will promote wellness at St. Catherine Hospital for associates, patients and caregivers. It is our hope that upon review the Garden City Community Grant Committee will support our mission and see the need for this project.

St. Catherine Hospital has been the cornerstone for health care in our region for the past 85 years and one of the largest employers in Garden City. We want to encourage our patients and staff to live healthier lifestyles by providing them opportunities to do so while at work and in the hospital. At St. Catherine Hospital it is our mission to extend the healing ministry of Christ by caring for those who are ill and by nurturing the health of the people in our communities. Our goal is to continually fulfill our Christ centered mission by celebrating the value of each person's life by loving; offering care to people regardless of who they are, what they believe, or where they are from.

Research shows that an average American spends 87 percent of their time in enclosed buildings and 6 percent of their time in enclosed vehicles. It is important to St. Catherine Hospital that we provide an atmosphere for our associates, patients and caregivers to utilize our outdoor space. Along with our already successful associate wellness program that provides walking activities and wellness training, St. Catherine Hospital would like to offer picnic tables. These picnic tables will be placed in a designated area to allow

# St. Catherine Hospital Development Foundation



associates to go outside for lunch, dinner, breaks and hold meetings outdoors. Going outdoors can also boost energy, increase brain function and relieve stress while working.

Since medical studies show that nature is essential to health care and healing, many hospitals are renovating outdoor areas such as the one described above. These areas are therapeutic and designed specifically to help patients and caregivers in their healing process. When many people think of hospital design and its impact, they often believe it can be superficial and subjective endeavor however there are multiple examples throughout the world that have demonstrated—with clinical data—that design has a measurable, desirable impact on clinical outcomes and cost. These evidence-based designs have saved lives, reduced pain, improved clinical outcomes, and made less painful (and even provided some delight during) some of the most difficult moments in people's lives.

With the full support of the St. Catherine Hospital Board of Directors, Executive Team, St. Catherine Hospital Development Board and staff of over 600 employees we are confident that this project will have a long lasting and lifesaving impact on our entire service area. We welcome The J.E. and L.E. Mabee Foundation, Inc. to our facility and look forward to working with you. Thank you for allowing us the opportunity to submit this request.

Sincerely,

Ciara Crandall  
Stewardship Coordinator



Girl Scouts of Kansas Heartland  
City of Garden City Community Grant  
2017 Grant Application

**Date:** February 16, 2017

**Name of Applicant:** Girl Scouts of Kansas Heartland

**Address:** 360 Lexington Rd., Wichita, KS 67218

**Phone:** 316-684-6531

**Name of Project/Program:** Youth Leadership Development / Community Based Program

**Amount Requested:** \$5,000

**Contact Person:** Liz Workman - [lworkman@gskh.org](mailto:lworkman@gskh.org)

Formed in 1935, Girl Scouts of Kansas Heartland (GSKH) is the premier girl leadership organization in Kansas, and the only girl-led leadership organization in Garden City. Our mission is to build girls of courage, confidence, and character who make the world a better place. The Girl Scout Leadership Experience – or GSLE – is the foundation of all Girl Scout activities. At Girl Scouts, guided by supportive adults and peers, girls empower themselves for a lifetime of leadership through age-appropriate activities that enable them to discover their values, skills, and world around them; connect with others in a multicultural environment; and take action to make a difference in their world. These activities are designed to be girl led, cooperative, and hands-on - processes that create high-quality experiences conducive to learning.

Since 1912, girls have explored new fields of knowledge, learned valuable skills, and developed strong core values through Girl Scouts. Girl Scouts is the organization best positioned to help girls develop important leadership skills they need to become successful adults. Studies show that the development of attitudes, behaviors, and skills like confidence, conflict resolution, and problem solving are critical to well-being and rival academic and technical skills in their capacity to predict long-term positive life outcomes. Through the Girl Scout Leadership Experience, girls develop attitudes and skills that enable them to become responsible, productive, caring, and engaged citizens.

While most after-school activities focus on development of a specific set of skills related to sports, art, or music, what makes Girl Scouts unique is the extent of activities available to girls. Girls who participate in our Youth Development Programs – traditional troop programs - learn important life skills through earning badges; explore the outdoors and care for the environment through camping and field trips; gain problem-solving skills and teamwork through hands-on STEM activities; become entrepreneurs through our Cookie Program, and improve and enrich their communities through community service projects. Girls also develop friendships with other girls in their troops and feel supported and valued by an adult troop leader. To bolster these experiences, our council collaborates with other organizations to provide Girl Scouts with additional opportunities in four primary program areas: STEM, Outdoor, Entrepreneurship and Life Skills.

Girl Scout Community Based programs provide an alternative delivery of the Girl Scout Leadership Experience. Community Based Program provide the Girl Scout Leadership Experience, primarily in Title I schools, to girls who are not able to participate in traditional Girl Scout troops due to barriers of cost, transportation or parent time. Community Based Programs are delivered in six-session modules focusing on topics such as self-esteem, conflict resolution, anti-bullying, problem solving, teamwork, financial literacy, STEM and leadership. Girl Scouts works together with the designated school administrator to select the curricula that will best meet the needs identified for girls at their school.



Through this program, Girl Scouts meet underserved girls where they are to provide them with progressive Girl Scout Leadership experiences that enable them to develop the Girl Scout outcomes.

When girls participate in the GSLE, whether through Youth Development or Community Based programs, they experience 5 measurable leadership benefits or "outcomes": Strong Sense of Self – Girl have confidence in their abilities, and form positive identities; Positive Values – Girls act ethically, honestly, and responsibly, and show concern for others; Challenge Seeking – Girls take appropriate risks, try things even if they might fail, and learn from mistakes; Healthy Relationships-Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively; Community Problem Solving – Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create "action plans" to solve them. These outcomes are foundational attitudes, skills and behaviors that are critical to becoming responsible, productive, caring and engaged citizens. – Competencies that fewer and fewer girls are getting through formal academic channels. Girl Scouts projects that 80% girls participating in Youth Development and Community Development programs will demonstrate these outcomes.

In Girl Scout membership year 2016 (Oct. 1, 2015 – Sept. 30, 2016) GSKH served 244 girls in Youth Development and 26 girls in Community Based programs in Garden City. At present, for Girl Scout membership year 2017 (Oct. 1, 2016 – Sept. 30, 2017) there are 228 girls and 58 adults participating in Youth Development programs and 40 girls participating in Community Based programs through a partnership with the Garden City YMCA's afterschool program. Registration for both programs is ongoing throughout the membership year.

GSKH is fortunate to partner with local businesses and organizations to provide programs for girls in Garden City. In 2017, girls will be able to attend programs at the Garden City Arts and Lee Richardson Zoo. Through a new partnership with Boy Scouts of Santa Fe Trail, girls will also have the opportunity to attend Spanish Peaks Camp in June of 2017.

Girl Scouts of Kansas Heartland is requesting \$5,000 to provide Youth Development and Community Based programs to girls in Garden City. The support received from the City of Garden City will pay membership dues, program supplies and uniform costs for girls participating in Community Based programs in Garden City - \$3,360.00 – approximately \$84 per girl. The remaining will help provide financial assistance for membership dues for girls and adults participating in Youth Development programs - \$1,640.00. In membership 2017 Girl Scouts has already provided 81 girls and 28 adults with financial assistance for membership dues totaling \$1,635.00 - \$15 per member.

GSKH works throughout the year to secure grant funding, increase our annual giving contributions, and maximize all possible funding streams. GSKH is committed to continuously seeking diverse funding opportunities from individuals, corporations, and foundations for Council support. In our outlying areas, GSKH works closely with local corporations and individual donors to grow support for our programs. GSKH has previously secured funding from the Finnup Foundation Trust and the United Way of Finney County for Youth Development and Community Based Programs in Garden City. Both will be targeted for 2017/2018 funding.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Jennifer Cunningham, Staff Liaison  
**DATE:** March 21, 2017  
**RE:** 2017 AFAC Recommendations

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### **ISSUE:**

The Governing Body is asked to consider and approve the distribution of AFAC funds as recommended by the Alcohol Fund Advisory Committee.

### **BACKGROUND:**

The Alcohol Fund Advisory Committee met on March 1, 2017 to discuss the distribution of grant funds to area agencies to create or maintain programs targeting drug and alcohol use prevention or treatment. The first meeting was used to discuss scoring, questions for the interview process and additional requested items from agencies. Each of the nine agencies were contacted with an interview time and questions to prepare for in advance along with a list of additional documentation to bring. Interviews were held on March 9, 2017 and each agency was given 30 minutes. AFAC members are Greg Hands, Susan Escareno, and Verna Weber.

The Alcohol Fund Advisory Committee was established in 1982 to advise the governing bodies of the City and County on the distribution of alcohol consumption tax funds. Funding for AFAC is established in KSA 79-41a04, which creates an Alcoholic Liquor Fund, and prescribes how those monies are to be distributed back to local units of government. For cities with populations greater than 6,000.00 the law sets forth that 1/3 of the money be credited to the general fund, 1/3 be credited to a special parks and recreation fund, and 1/3 to special alcohol and drug programs funded in the city treasury. AFAC is responsible for recommending to the City and County how the final third dedicated to special alcohol and drug programs will be distributed. AFAC applicants are expected to provide a strategic description of how requested funds will be used. Recipients are expected to provide documentation as to their success in fulfilling their commitment.

While the committee seriously considers any request for funding that meets the criteria of KSA 79-41a04, AFAC is particularly interested in areas of substance abuse prevention. The committee monitors the distribution of funds as they relate to six categories identified by the Center for Substance Abuse Prevention: Problem Identification, Referral Alternatives and Activities, Community-Based Change Efforts, Environmental Approaches, Prevention, and Education Information Dissemination.

The Alcohol Fund Advisory Committee has completed its review of applications for 2017 funding. The Committee combined a new process using a scoring matrix and the process previously developed which is based on a solicitation of requests, evaluation of those requests, and monitoring the past use of funds for those agencies that have previously participated in the

program.

The Committee received eight applications requesting a total of \$93,400.00. The City of Garden City has budgeted \$102,000.00. After reviewing agency proposals, the AFAC Committee respectfully submits the following funding recommendations:

Agency	Amount Requested	Amount Recommended
Finney County Department of Corrections	\$ 21,400.00	\$ 23,000.00
Real Men Real Leaders	\$ 4,560.00	\$ 4,560.00
City on a Hill	\$ 8,000.00	\$ 4,000.00
Seeds of Hope Jail Ministry	\$ 5,900.00	\$ 5,900.00
Spirit of the Plains CASA	\$ 12,500.00	\$ 12,500.00
Boy Scouts of America	\$ 4,540.00	\$ 4,540.00
Garden City High School Project Graduation	\$ 3,000.00	\$ 2,000.00
Big Brothers Big Sisters of Finney & Kearny	\$ 33,500.00	\$ 26,780.00
Total	\$ 93,400.00	\$ 83,280.00

**ALTERNATIVES:**

1. Approve the Committee's recommendation to award \$83,280.00, to a total of eight (8) agencies.
2. Alter the Committee's recommendation and award funding as the Governing Body sees fit.
3. Do not approve the Committee's recommendation and send the item back to the Committee for further review.

**RECOMMENDATION:**

AFAC recommends Governing Body consideration and approval of Alternative 1 as the committee members feel the distribution levels represent a balanced, effective, and appropriate use of funds.

**FISCAL NOTE:**

If approved, the City of Garden City will expend \$83,240.00 from the AFAC Fund for the purposes of funding the AFAC Grant. There will remain a balance of \$18,760.00.

**ATTACHMENTS:**

Description	Upload Date	Type
AFAC Grant Scoring Matrix 2017	3/17/2017	Backup Material
AFAC Applications 2017	3/17/2017	Backup Material

# AFAC Grant 2017 Scoring Sheet

Agency \_\_\_\_\_

**INSTRUCTIONS:** Please put a check or X in the box you feel corresponds to the agency's proficiency in each category. Scores of 4 should be reserved for those programs that exceed the expectations, 5 for those programs that went above and beyond the agency's predictions for their impact on the community.

<b>CRITERIA</b> (with suggested points to consider)	<b>1</b> Fails to Meet Expectation	<b>2</b> Lacking in Expectation	<b>3</b> Meets Expectation	<b>4</b> Above Average Expectation	<b>5</b> Exceeds Expectation		<b>NOTES</b>
<b>EFFICIENCY</b> <ul style="list-style-type: none"> <li>• How will the funds be used?</li> <li>• Understanding of how that use relates to KSA 79-41a04.</li> <li>• Coordination with other agencies/programs?</li> <li>• Program need, accessibility and availability of services?</li> <li>• Measurable objectives?</li> </ul>							
<b>EFFECTIVENESS</b> Does the request address one or more of the following; <ul style="list-style-type: none"> <li>• 1) alcoholism and drug abuse prevention and education,</li> <li>• 2) alcohol and drug detoxification,</li> <li>• 3) intervention in alcohol and drug abuse, or</li> <li>• 4) treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.</li> </ul>							
<b>FINANCIAL MANAGMENT</b> <ul style="list-style-type: none"> <li>• Is the financial information presented clearly &amp; accurately?</li> </ul> Project budget: <ul style="list-style-type: none"> <li>• Detailed projected expenses.</li> <li>• Other forms of funding.</li> <li>• % requested from AFAC</li> </ul>							
<b>INTERVIEW</b> <ul style="list-style-type: none"> <li>• Were they prepared?</li> <li>• Did they answer all questions fully?</li> <li>• Level of excitement about their project?</li> </ul>							
<b>DATA</b> <ul style="list-style-type: none"> <li>• What types of data sets are being used?</li> <li>• How will they be evaluated?</li> <li>• Will those data sets meet the requirements for the efficiency piece requires?</li> <li>• Can they be measured mid-year and end of year?</li> </ul>							
<b>TOTAL SCORE</b> (25 pts possible)							



# FINNEY *KS* COUNTY *KS*

**Finney County Department of Corrections  
Community Corrections and Juvenile Detention Center**  
Katrina Pollet, Executive Director 620-272-3800  
Beth Beavers, Director 620-272-3625

February 17, 2017

Jennifer Cunningham, Assistant City Manager  
PO Box 998  
Garden City, KS 67846

Re: Application for Alcohol Tax Funds

Dear Mrs. Cunningham,

Please find enclosed the Finney County Department of Corrections application for the use of Alcohol Tax Funds. As a result of indigent status of many of our individuals in Garden City and Finney County, we are requesting \$21,400 to pay for services. \$15,000 of this amount would be for the adult Outpatient Treatment Program for Chronic Substance Abusers, and those who have a recurrent history of arrest and/or conviction or probation/parole violations for continued substance abuse activity. This \$15,000 dedicated to the adult division would allow us to provide a needed treatment and workbooks for 20 individuals who are unable to pay due to financial status. The remaining \$6,400 left from the requested \$21,400 would be for the juvenile Drug and Alcohol Prevention Program (DAP). This class provides education to juveniles about the short term and long term effects that drugs and alcohol could have on them, the consequences of using drugs and participating in underage drinking. The grant would allow use to provide the DAP class, including worksheets and handouts to 40 juvenile clients who are unable to pay due to financial status/hardship.

While the agency receives state funding for the provision of probation services to a targeted client population, we are not a state operated program and depend on grant funding and client fee payments to support the services that we offer, in the counties that we serve. For example, the Adult Division – Rehabilitative Services, provides substance abuse counseling and education services (i.e., ADIS and life skills programs) and relies solely on grants and offender fees for funding.

If you have any questions about our application or agency, feel free to contact me by telephone or email. Your attention to our request is greatly appreciated.

Sincerely,

  
Beth Beavers, Director

# Application for use of Alcohol Tax Funds

2017 City of Garden City

Alcohol Fund Advisory Committee

You may provide additional information. However, this form must be completed

	<p>Agency Name: Finney County Department of Corrections</p> <p>Primary Contact Name: Beth Beavers</p> <p>Address: 607 W. Santa Fe Garden City, KS 67846</p> <p>Phone Number: 620-272-3625</p> <p>Email Address: bbeavers@finneycounty.org</p>
<p>How will requested funds be used? Refer to KSA 79-41a04 for guidelines on usage.</p>	<p>The Finney County Department of Corrections was created and now encompasses Youth Services and Adult Community Corrections/Rehabilitative Services within one agency. Both juvenile and adult clients are served separately under their own division.</p> <p>The Finney County Department of Corrections, Youth Services Division would use these funds to allow 40 juvenile clients to participate in the Drug and Alcohol Prevention (DAP) class. This is an 8 hour class that is held on days that school is not in session to help accommodate toward client needs. This class may be held on an occasional Saturday, pending that there is no available week day to hold this class because of other obligations. Juvenile clients may be straight referred into the program by their officer or they can be recommended to complete this class based of a referral made from an evaluation that they have completed. Referrals can also come from District and Municipal Courts, Court Services Officers, and Diversion Officers within Garden City and Finney County. The alcohol tax funds would allow the agency to offer this needed service to those individuals who would not be able to take this class because of financial reasons. These funds would cover referrals from Garden City and within Finney County.</p> <p>While the Adult Services Division program receives state funding to serve a target offender population, the agency is not a state operated program and depends on grant funding and fee generation to support the services offered in the counties that it serves. For example, the Rehabilitative Services component provides substance abuse counselling and education services (i.e., ADIS, domestic violence and life</p>

	<p>skills programs) and relies solely on grants and fees for funding. The population that the agency serves are people who are in the court system. They are typically financially strapped due to court fees, restitution, unemployment or underemployed. Since there are limited substance abuse programs for individuals in Finney County, the purpose of the requested funds is to provide the needed services of the Outpatient Treatment Program for Chronic Substance Abusers to persons that are unable to pay for substance abuse treatment that they need. The alcohol tax funds would allow the agency to offer the needed services to those individuals who would not be able to obtain the needed treatment. Offenders will be evaluated to determine a need for services through the completion of a comprehensive evaluation to determine their history and level of difficulty with illicit drugs or alcohol. Referrals would be accepted from the District and Municipal Courts, Community Corrections Officers, Court Services Officers and State Parole Officers within Garden City and Finney County.</p>																
Requested Amount of Funding	<p>The requests funding amount is for the following breakdown of the projected expenses:</p> <table border="1"> <tr> <td>Drug and Alcohol Prevention Class (DAP) for 40 juvenile clients</td><td><math>\\$150 \times 40 = \underline{\\$6,000}</math></td></tr> <tr> <td>Worksheets and handouts for 40 juvenile clients</td><td><math>\\$10 \times 40 = \underline{\\$400.00}</math></td></tr> <tr> <td>Juvenile total</td><td>Total: \$6,400.00</td></tr> </table> <table border="1"> <tr> <td>Outpatient treatment for 20 adult offenders</td><td><math>\\$720 \times 20 = \underline{\\$14,400}</math></td></tr> <tr> <td>Outpatient treatment workbooks for 15 adult offenders</td><td><math>\\$30 \times 20 = \underline{\\$600.00}</math></td></tr> <tr> <td>Adult total</td><td>Total: \$15,000.00</td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td><b>\$21,400.00</b></td></tr> </table>	Drug and Alcohol Prevention Class (DAP) for 40 juvenile clients	$\$150 \times 40 = \underline{\$6,000}$	Worksheets and handouts for 40 juvenile clients	$\$10 \times 40 = \underline{\$400.00}$	Juvenile total	Total: \$6,400.00	Outpatient treatment for 20 adult offenders	$\$720 \times 20 = \underline{\$14,400}$	Outpatient treatment workbooks for 15 adult offenders	$\$30 \times 20 = \underline{\$600.00}$	Adult total	Total: \$15,000.00				<b>\$21,400.00</b>
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Adult total	Total: \$15,000.00																
	<b>\$21,400.00</b>																



	Total Requested with Adult and Juvenile Services		
<p>Project budget: Please include as much detail as possible concerning your projected expenses as they relate to the request. The budget should also include all streams of funding from partners and in kind donations that will be used to complete the project.</p>	<p>The project budget for salary and benefits for the juvenile and adult staff is approximately \$26.00 an hour. Two adult staff positions are funded thru reimbursements and one juvenile staff is funded thru a grant.</p>		
<p>Describe how your request will address <b>one or more</b> of the following;</p> <ol style="list-style-type: none"> <li>1.) Alcoholism and drug abuse prevention and education,</li> <li>2.) Alcohol and drug detoxification</li> <li>3.) Intervention in alcohol and drug abuse, or</li> <li>4.) Treatment of person who are alcoholics or drug</li> </ol>	<p>The Youth Division Drug and Alcohol Prevention Program (DAP) is a 1 day, 8 hour basic education program that focuses on substance abuse related behaviors and issues. The program is designed to assist youth in developing more awareness of the dangers that substance abuse presents and the skills to avoid those dangers. Each class will complete a pre-test at the beginning of the class and at the conclusion they will complete a post-test. During the class they will complete a substance questionnaire that they will answer a variety of true or false questions based on their knowledge.</p> <p>The juvenile DAP program covers a variety of topics including: long term and short term effects that methamphetamine, marijuana, cocaine, heroin, and inhalants have on the brain. Juvenile clients learn about the effects of drinking and driving and the consequences of receiving a DUI and long and short term impact that underage drinking can make on their lives and those around them. During this program they gain facts on how alcohol damages the growing adolescent brain and how marijuana can affect the body. Other substances that are covered in this program are tobacco, stimulants, club drugs, and performance-enhancing drugs. Another component of this education program is the opportunity for each individual</p>		

<p>abusers or are in danger of becoming alcoholics or drug abusers.</p>	<p>to give a personal report on the reasons why they are in the class, how they feel about being there, and some consequences that they may have faced because of the choices they made. This personal report gives them the opportunity to reflect on the choices that they have made in the past and how they can make more positive choices in the future. There is also a section of sexually transmitted infections that covers essential health information, including clear instructions on STI prevention that is discussed during DAP.</p> <p>The Adult Division Rehabilitative Services Outpatient Treatment Program for Chronic Substance Abusers expanded services, as described in this grant application, will provide non-residential alcohol and drug counseling in a therapeutic setting for the diagnostic and primary treatment of our clients on a scheduled and non-scheduled basis. Clients with present or past histories of alcohol and or drug abuse, whose current physical or emotional status allow them to function in their own community will be considered eligible for services. The chronic abuse treatment program typically consists of 12 individual sessions and 24 (2 hour) group sessions at \$20 per hour. The program is tailored to meet the client's needs. The program can be longer or shorter than the above amounts. The topics of the programs are covered in two different phases.</p> <p>The first phase focuses on the following: addictive disease concepts, physiological and psychological effects of drugs and alcohol, drug and alcohol education, introduction to 12 Step Programs, AIDS/hepatitis/communicable disease education, assertiveness training, self-esteem, denial, anger, resentment, fears, instability, problem solving, values &amp; relationships, loss, and grief.</p> <p>The second phase of treatment will focus on continuing sobriety and relapse issues. The Aftercare/Relapse prevention module will require ongoing regular sessions addressing the topics that will include, but not limited to: the recovery process, utilizing support groups, understanding relapse, relapse prevention, co-dependency education, managing post-acute withdrawal, phases and warning signs or relapse, stress, depression, and family support/involvement.</p>
	<p>The Youth Division sets an internal goal of 75% successful completions from the DAP class. This is based on the total</p>

<p>What data sets will you use to measure the effectiveness of your project?</p>	<p>number of juveniles that enter into the class divided by the number of successful completions.</p> <p>The Youth Division case managers will identify those youth that need to complete the DAP class. Other agencies in Garden City and/or Finney County can also refer juveniles into the class. The juveniles that are identified, will be referred into the next available DAP class. The participants in this DAP class will need to be a resident of Garden City and/or Finney County.</p> <p>This grant would help to alleviate financial strain that the juvenile and their parents/guardians might be experiencing. Any juvenile that is recommended for the Drug and Alcohol Prevention class will be able to complete this education class free of charge until the number of spots available are depleted. Juvenile clients will not need to apply for and complete an indigency form to determine eligibility for financial assistance. If a juvenile needs the class, then the class will be offered to them free of charge regardless of their financial status.</p> <p>The Adult Division sets an internal goal of 75% successful completions from the program. This is based on the number of clients that enter into treatment divided by the number of successful completions.</p> <p>The Adult Division will identify those offenders that need financial assistance by having them fill out an application for indigency determination. The applicant will have to be a resident of Finney County and/or Garden City. The applications will then be forwarded to the director/ deputy director who will either grant or deny the application based on the criteria answered. These applications will be maintained by the director. If the application is granted a monthly invoice of services provided will be attached to the application. The application is as follows:</p>
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**25th Judicial District Community Corrections**  
**APPLICATION FOR INDIGENCY DETERMINATION**

**A. Information for the Applicant:**

1. If the director/deputy director finds that you meet the official financial guidelines to have any or all of the fees incurred with the 25<sup>th</sup> Judicial District Community Corrections, you will still be required to pay costs, fees or restitution imposed by the court.
2. You must file a separate application anytime your financial situation no longer meets the official guidelines or the director/deputy director requires you to do so.
3. At any time, you may request or the director/deputy director may require a review of your eligibility for a waiver of fees; and, at any time, the director/deputy director may require you to pay fees previously waived or to pay future fees.
4. When you sign this form, you will have to swear or affirm that you have completely and truthfully provided all information sought, to the best of your knowledge and ability.
5. The information you give in this form will be confidential.
6. Except for signatures, all information must be clearly printed.

***If you knowingly give any incomplete and/or false information, you may be prosecuted for the crime of false swearing.***

**B. Information about You and Your Case:**

1. Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

2. Describe the fees and amount that you are requesting to be waived:

\_\_\_\_\_  
\_\_\_\_\_

**C. Information about Your Financial Situation:**

1. What is your current yearly household net income (take-home) from all sources (salary or wages, business(es), government payments, rents, pensions, interest, etc.):  
\$ \_\_\_\_\_

2. List the names and relationships to you of all the persons supported by this income, whether or not they are \_\_\_\_\_ household \_\_\_\_\_ members:

\_\_\_\_\_  
\_\_\_\_\_

3. What is the total number of these persons? \_\_\_\_\_

4. How much money do you and your household members have in cash, checking and savings accounts, deposit certificates, an/or bonds (liquid assets)? \$ \_\_\_\_\_

5. List your regular monthly household debt-payment and other expenses  
(mortgage, car, and other debt payments; food, rent, utilities, medical transportation, child-care, and other expenses):

\_\_\_\_\_  
\_\_\_\_\_

6. What is the total amount of these monthly expenses?  
\$ \_\_\_\_\_

7. List all cars, trucks, motorcycles, or recreational vehicles (all-terrain vehicles, motor homes, snowmobiles, boats), including their make, model, and year, that you and your household members own:

\_\_\_\_\_

8. What is the total value of the above items? \$ \_\_\_\_\_

9. List all real estate (houses, lots, land, rental property, other commercial property) that you or your household members own:

\_\_\_\_\_

10. What is the total value of the above items? \$ \_\_\_\_\_

11. What would be the consequences for you if a waiver of fees \_\_\_\_\_ is \_\_\_\_\_ denied?

\_\_\_\_\_

By signing my name on this form, I swear to or affirm: the completeness and truthfulness, to the best of my ability and knowledge, of the information I have provided and my belief that I have a right to a waiver.

Signature of Applicant: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of  
, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**For Agency Use Only**



	<p>The affiant's application for a waiver is (initial one):</p> <p>_____ Granted</p> <p>_____ Denied</p> <p>Date: _____</p> <p>Signature of Director/Deputy Director:</p> <p>_____</p> <p><b>FN2.2AID</b></p>
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Please complete and return to Jennifer Cunningham, Assistant City Manager, PO Box 998, Garden City, KS 67846 by 4:00 p.m., February 17, 2016. For a digital version of this form, please visit the City of Garden City website at [www.garden-city.org](http://www.garden-city.org).

**Application for use of Alcohol Tax Funds**

*2017 City of Garden City*

*Alcohol Fund Advisory Committee*

**You may provide additional information. However, this form must also be completed.**

Agency Name: Primary Contact Name: Address: Phone Number: Email Address:	Real Men Real Leaders Mentoring program Jonas Cruz ( Executive Director) P.O> Box 2037 (620) 521-1693 Jonascruz1369@yahoo.com
How will requested funds be used? Refer to KSA 79-41a04 for guidelines on usage.	<p>Project: ' AWARE' Health Wellness</p> <p>Positive youth development is the key piece of the prevention puzzle involving changing the youth culture and offering ways for the youths to feel powerful, capable and determined about life without alcohol or drugs.</p> <p>The Program focuses in educating and teaching youth males ages 10 years old to 15years old the effects of alcohol and drug abuse before heading in to high school by having eight sessions in the summer months of June, July and August. Our group would like to have a custom shirt to wear every Thursday to keep motivated as a group. Our program starts by renting out two vans one from Trinity Lutheran Church and YMCA. The two drivers and two vans will pick students from home around noon and provide a healthy meal to make sure our students get a chance to eat as most of the students come from a low income background. After lunch we visit the location for training and teaching from the community professional experts, Instructor and male mentors for an hour of life skills training. Next the students will have a chance to have a fun positive activity to stay healthy such as (Bowling, Swimming, Golf, Gym, Movie) then will finish with a snack and start taking students home.</p> <p>Funds will help cover the cost of Instructor, van driver, transportation rental, shirts, healthy meals and snacks, and incentives for positive reinforcement.</p>
Requested Amount of Funding	\$4,560.00
Project budget: Please include as much detail as possible concerning your projected expenses as they relate to the request. The budget should also include all streams of funding from partners and in kind donations that will be used to complete the project.	<p>Advertising and program material-\$500.00 (Custom Printing T-Shirts 30- students @ \$10 per shirt along with office supplies for printing material and advertising for recruiting)</p> <p>Transportation Rental Vans-\$800.00 (8 classes-two vans needed at \$50 per van/class) includes Insurance, mileage and gas. (Students are picked up from home and taken home)</p> <p>Healthy Meals - \$1,200.00 (30 students @ \$4 per meal for the eight sessions)</p> <p>Healthy Snacks and bottle water-\$100.00</p>

	<p>Positive Incentives of achievements-\$1,000.00 (Swimming, Bowling, Gym, Movies, Golf)</p> <p>Instructor- \$480.00 (8-classes-3 hours @ \$20.00)</p> <p>Van Driver-\$480.00 (8-classes-3 hours @ \$20.00)</p>
<p>Describe how your request will address <b>one or more</b> of the following;</p> <ol style="list-style-type: none"> <li>1) alcoholism and drug abuse prevention and education,</li> <li>2) alcohol and drug detoxification,</li> <li>3) intervention in alcohol and drug abuse, or</li> <li>4) treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.</li> </ol>	<p>Real Men Real Leaders mentoring program will help mentor Finney County youth to teach life skills through hands on core values for youth males.</p> <p>Studies show youth males will start drinking alcohol and using drugs as early as the age of 10 years old. That's why if we can educate early by the community experts and have our culturally male mentors to be instrumental as a male role model and make aware of what can happen when making a wrong choice and how alcohol and drugs will affect you for the rest of your life.</p> <p>Project: "AWARE" Health Wellness will prevent alcoholism and drug abuse by having 25-30 students go through an 8-week "AWARE" sessions through the summer break. Community professional experts and program male mentors will participate in teaching about the health concerns with real examples by taking our students to visit establishments through a 8-week sessions in the summer (June, July, August) held on every Thursday from Noon to 3:00p.m.</p> <p>Program Visits:</p> <ol style="list-style-type: none"> <li>1. Kansas Highway Patrol-Teaching about the importance of seat belts and dealing with alcohol experiences.</li> <li>2. Garden City Police- Alcohol and Drug class</li> <li>3. Garden City Fire Department-Alcohol and Drug related rescues</li> <li>4. Finney County EMS-Treating Victims from Alcohol and Drug abusers</li> <li>5. Finney County Sheriff Department-inform what happens when you go to jail for Alcohol and drugs.</li> <li>6. Finney County Courthouse-inform the consequences and laws if Alcohol and Drugs are involved.</li> <li>7. Juvenile Center-Tour Facility and talk to counselor.</li> <li>8. Compass Behavioral Health-Alcoholism information &amp; treatment solutions.</li> </ol> <p>Visiting each place will inform our students the at-risk assessment and make a right choice before using alcohol or drugs.</p>
<p>What data sets will you use to measure the effectiveness of your project?</p>	<ol style="list-style-type: none"> <li>1. Attendance Achievement for all sessions</li> <li>2. Survey of program</li> <li>3. Completion Contract</li> </ol>

	4. Certificate for completing wellness "AWARE" project
Do you have any other partners in this project? If so, please tell us about them.	No extra funders for this project.

Please complete and return to Jennifer Cunningham, Assistant City Manager, PO Box 998, Garden City, KS 67846 by 4:00 p.m., February 17, 2017. For a digital version of this form, please visit the City of Garden City website at [www.garden-city.org](http://www.garden-city.org).

### **Alcoholic Liquor Fund**

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### **The Garden City Alcohol Fund Advisory Committee**

The City and County Commissions established in 1982 (City: Ord. 1484, and County: Res. 18-82) the policies of the local Alcohol Fund Advisory Committee (AFAC). AFAC has advised the governing bodies on the distribution of alcohol consumption tax funds since inception. In 1990, the City and County Commissions changed the composition of the board from 12 members to 3 (City: Res. 1553, and County: Res. 11-90), but the charge of the group remains the same.

Currently, AFAC is committed to establishing a process by which to distribute the funds in a manner that enables the group to monitor effectiveness. Applicants are expected to provide a strategic description of how requested funds will be used and recipients are expected to provide documentation as to their success in fulfilling their commitment.

While the committee will seriously consider any request for funding that meets the criteria of KSA 79-41a04, AFAC is particularly interested in areas of substance abuse prevention. The committee monitors the distribution of funds as they relate to the following six categories identified by the Center for Substance Abuse Prevention:

- 1) Problem Identification and Referral
- 2) Alternatives and Activities
- 3) Community-Based Change Efforts
- 4) Environmental Approaches
- 5) Prevention Education
- 6) Information Dissemination

AFAC conducts mid-year and end of year reviews on all awarded funds. Distribution of funds comes in four, quarterly payments (generally disbursed in March, June, September, and December). The entire application needs to be complete in order for you to be considered.

**Contacts**

Kevin Bascue, AFAC member

Susan Escareno, AFAC member

Verna Weber, AFAC member

Jennifer Cunningham, Staff liaison to AFAC



# Application for use of Alcohol Tax Funds

2017 City of Garden City

Alcohol Fund Advisory Committee

**You may provide additional information. However, this form must also be completed.**

Agency Name: Primary Contact Name: Address: Phone Number: Email Address:	City On A Hill, Inc. Miranda Unruh, LBSW, TLAC – Program Director 116 ½ E Chestnut, Garden City, KS 67846 (620)276-0831 Miranda@cityonahill.kscoxmail.com
How will requested funds be used? Refer to KSA 79-41a04 for guidelines on usage.	The requested funds would be utilized to help build the Adolescent Treatment and Prevention Program at City On A Hill in Garden City. Treatment services provided to adolescents will include individual and group sessions facilitated by a licensed substance abuse counselor. With the new Juvenile Justice Reform in Kansas, we can expect to see a greater number of adolescents in need of treatment remaining in the community rather than being moved out of the community for services.  Prevention and Education presentations will also be available to the community by request.
Requested Amount of Funding	\$8,000
Project budget: Please include as much detail as possible concerning your projected expenses as they relate to the request. The budget should also include all streams of funding from partners and in kind donations that will be used to complete the project.	Supplies/ Equipment (workbooks, videos, posters, ect) - \$7,000 *This will include adolescent specific supplies and equipment. This will also include educational handouts to be provided with prevention services provided to individuals or local organizations. Counselor's Salary - \$42,000 Marketing - \$1,000 *This will include brochures outlining the adolescent program that will be implemented (as described above), that will be distributed to local community organizations, medical service providers, and schools.  City On A Hill will fund the Counselor's salary as listed above.
Describe how your request will address <b>one or more</b> of the following; 1) alcoholism and drug abuse prevention and education, 2) alcohol and drug detoxification, 3) intervention in alcohol and drug abuse, or 4) treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.	The Adolescent Treatment and Prevention Program will address identifying adolescents with substance abuse issues as well as intervening with treatment services as deemed necessary by a qualified service provider. City On A Hill will offer level one outpatient treatment services to those who meet criteria, and will be able to make referrals as necessary to other levels of treatment suitable for adolescents. The program will also address prevention and education services that will be available to the community by request.
What data sets will you use to measure the effectiveness of your project?	Data used to measure the effectiveness of the project will be the number of adolescents served by the program, and successful completions.

Do you have any other partners in this project? If so, please tell us about them.	None to list
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Jennifer Cunningham, Staff liaison to AFAC

# Application for use of Alcohol Tax Funds

2017 City of Garden City

Alcohol Fund Advisory Committee

**You may provide additional information. However, this form must also be completed.**

Agency Name: Primary Contact Name: Address: Phone Number: Email Address:	Seeds of Hope Jail Ministry, Inc. Marci Smith 603 N. 8 <sup>th</sup> , Garden City, KS 67846 620-260-7846 <a href="mailto:Marci.seedsofhope@gmail.com">Marci.seedsofhope@gmail.com</a>
How will requested funds be used? Refer to KSA 79-41a04 for guidelines on usage.	To pay for office and classroom space for our MRT Program and MRT Supplies as well as a portion of the MRT Facilitator's salary. We will also continue providing case management services to community members that have been incarcerated or are experiencing substance abuse issues. This will allow more efficient referrals to community resources and services to help reduce recidivism.
Requested Amount of Funding	\$5,900.00
Project budget: Please include as much detail as possible concerning your projected expenses as they relate to the request. The budget should also include all streams of funding from partners and in kind donations that will be used to complete the project.	MRT Supplies (Books \$25.00 each x 40) = \$1,000.00 x 50% = \$500.00 Finnup Foundation will pay the other 50%  Rent for Group Space (\$100 per month x 12) = \$1,200.00  Case Management Services (Contract with Catholic Charities \$600.00 per quarter x 4) = \$2,400.00  MRT Facilitator (Average of \$600 per month x 12) = \$7,200 x 25% = \$1,800.00 additional 75% to be paid by Finnup Foundation  Finnup Foundation will also provide funding for MRT Incentives and Background checks. We will also participate in fundraising as available and usually earn about \$1,000 per year. Director salary is paid primarily by United Way.
Describe how your request will address <b>one or more</b> of the following; 1) alcoholism and drug abuse prevention and education, 2) alcohol and drug detoxification, 3) intervention in alcohol and drug abuse, or 4) treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.	Seeds of Hope currently offers Moral Reconation Training (MRT) to all participates. MRT is a recognized evidence based program for offenders and substance abusers. It is also recognized as "best practice" for a cost-effective program that reduces recidivism. Cognitive based programming effects the offenders thinking thus changing their behavior. Clients are rewarded for meeting their goals in MRT through gift cards, straight talk phones and other incentives.

	<p>By including a case manager it provides more accountability to the clients by monitoring them more closely within the community and providing resources at a more effective time frame. We have developed a very strong collaboration with Catholic Charities and have been able to help with housing, substance abuse and other resources.</p> <p>We have recently started offering MRT in the jail and this seems to be going well at this point, our goal is that they would attend a few sessions in jail and then when released come to the community based program and receive additional services to help with recidivism.</p> <p>All participants will be referred to Catholic Social Services</p>
What data sets will you use to measure the effectiveness of your project?	<p>Number that attend at least 12 sessions of MRT will be considered successful</p> <p>Number that do not get re-arrested during a 6-12 month period.</p> <p>How many are referred to drug and alcohol counseling</p> <p>How many are referred to other community programs</p>
Do you have any other partners in this project? If so, please tell us about them.	Catholic Charities, area churches, Mentoring4Success through KDOC, Emmaus House, United Way, Live Well Finney County

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#### **Alcoholic Liquor Fund**

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#### **Contacts**

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# Application for use of Alcohol Tax Funds

2017 City of Garden City

Alcohol Fund Advisory Committee

**You may provide additional information. However, this form must also be completed.**

Agency Name: Primary Contact Name: Address: Phone Number: Email Address:	Spirit of the Plains, CASA Inc. Lori Jacobs 310 E. Walnut, Ste. 208 PO Box 656 GC, KS 67846 620-271-6197 casa@wbsnet.org						
How will requested funds be used? Refer to KSA 79-41a04 for guidelines on usage.	To provide advocacy for every abused and neglected child in the court system which will lead to a safe, permanent home placement free of alcohol and drug abuse. To give these children a "voice in court". Funds will be used for the training, assistance, and support of CASA volunteers, Board Members, and staff as well as providing prevention resources to the children we serve.						
Requested Amount of Funding	\$12,500.00						
Project budget: Please include as much detail as possible concerning your projected expenses as they relate to the request. The budget should also include all streams of funding from partners and in kind donations that will be used to complete the project.	<table> <tr> <td>Recruitment, training, and supervision of CASA volunteers (staff support)</td> <td>\$10,000.00</td> </tr> <tr> <td>Volunteer, Board and Staff Development</td> <td><u>2,500.00</u></td> </tr> <tr> <td>Total Request:</td> <td>\$12,500.00</td> </tr> </table>	Recruitment, training, and supervision of CASA volunteers (staff support)	\$10,000.00	Volunteer, Board and Staff Development	<u>2,500.00</u>	Total Request:	\$12,500.00
Recruitment, training, and supervision of CASA volunteers (staff support)	\$10,000.00						
Volunteer, Board and Staff Development	<u>2,500.00</u>						
Total Request:	\$12,500.00						
Describe how your request will address <b>one or more</b> of the following; 1) alcoholism and drug abuse prevention and education, 2) alcohol and drug detoxification, 3) intervention in alcohol and drug abuse, or 4) treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.	<p>CASA volunteers enhance protective factors and reverse or reduce risk factors as they consistently meet with and mentor the youth and/or their families assigned to our agency.</p> <p>CASA volunteers facilitate referrals to community services and suggest alternatives to negative and/or illegal behaviors on the part of the child and their family if reintegration is the goal. If reintegration is no longer the goal, then the child(ren) are the main focus.</p> <p>CASA volunteers/staff make recommendations to the Court in regards to the parents/children obtaining alcohol and drug evaluations and to follow the recommendations made in the assessments. We follow up with these recommendations for the duration of the case.</p> <p>The goal of our program is to ensure every child who enters the court system finds a safe, permanent home where they are nurtured and can thrive, which helps to provide protective factors for children who come from homes where alcohol and/or drug use is the norm.</p>						

What data sets will you use to measure the effectiveness of your project?	Statistics are gathered regarding the number of children/families served in which drug and/or alcohol abuse is an issue. These statistics include the number of children reintegrated back into their homes where drugs and/or alcohol were an issue. Our agency utilizes a database that is able to track the number of children/families affected by drugs and/or alcohol that we serve including the number of recommendations for drug/alcohol evaluations and treatment goals. (See attached narrative for additional information).
Do you have any other partners in this project? If so, please tell us about them.	Because of the specialized area of child welfare we work within, we do not have specified project partners. However, we routinely collaborate with the school districts in our jurisdiction, DCF, St. Francis Community Services, Compass Behavioral Health, Russell Child Development Center, Kansas Children's Service League, and many other community organizations to advocate for the best interests of the children we serve.

Please complete and return to Jennifer Cunningham, Assistant City Manager, PO Box 998, Garden City, KS 67846 by 4:00 p.m., February 17, 2017. For a digital version of this form, please visit the City of Garden City website at [www.garden-city.org](http://www.garden-city.org).

#### **Alcoholic Liquor Fund**

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#### **The Garden City Alcohol Fund Advisory Committee**

The City and County Commissions established in 1982 (City: Ord. 1484, and County: Res. 18-82) the policies of the local Alcohol Fund Advisory Committee (AFAC). AFAC has advised the governing bodies on the distribution of alcohol consumption tax funds since inception. In 1990, the City and County Commissions changed the composition of the board from 12 members to 3 (City: Res. 1553, and County: Res. 11-90), but the charge of the group remains the same.

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While the committee will seriously consider any request for funding that meets the criteria of KSA 79-41a04, AFAC is particularly interested in areas of substance abuse prevention. The committee monitors the distribution of funds as they relate to the following six categories identified by the Center for Substance Abuse Prevention:

- 1) Problem Identification and Referral
- 2) Alternatives and Activities
- 3) Community-Based Change Efforts
- 4) Environmental Approaches
- 5) Prevention Education
- 6) Information Dissemination

AFAC conducts mid-year and end of year reviews on all awarded funds. Distribution of funds comes in four, quarterly payments (generally disbursed in March, June, September, and December). The entire application needs to be complete in order for you to be considered.

**Contacts**

Kevin Bascue, AFAC member

Susan Escareno, AFAC member

Verna Weber, AFAC member

Jennifer Cunningham, Staff liaison to AFAC



(AFAC Grant Application Attachment)

Through the services provided by our Court Appointed Special Advocates (or CASAs), Spirit of the Plains, CASA, Inc. addresses the social problems of child abuse, child neglect, substance abuse, juvenile offenses, and truancy. CASA volunteers act as objective, independent observers who interview all parties involved in a child's case and then provide this information along with recommendations regarding placement, permanency, and any necessary adjunct services, such as those related to drug and alcohol abuse issues, to the Court in the form of a written report for each court hearing. In addition, the volunteer meets with the child or children on their case to provide direct services to the child, including mentoring if the child is old enough.

Our agency served a total of 127 abused and neglected children in 2016. **A prevalent issue in the vast majority of these "child in need of care" cases is drug and alcohol abuse.** In 2016, 69 of the 127 children we served (54%) were directly affected by issues of substance abuse at the time their case entered the court system. CASA volunteers or staff made recommendations in their Reports to the Court for the parents/children to complete a drug and alcohol assessment and to follow the recommendations of the assessment with the majority of the parents/children completing an evaluation. When illegal drugs and/or alcohol abuse is added to the mix of child abuse and neglect, the severity of the situation worsens.

**CASA volunteers deal with alcohol and drug abuse issues by:** 1) interviewing all parties, including parents, and alerting the court of confirmed or suspected drug and alcohol abuse; 2) making recommendations/referrals for intervention and treatment; 3) monitoring of the parent's and/or child's treatment progress or lack thereof; 4) and, encouraging individuals to complete treatment programs and to maintain sobriety. The safety of children is always our paramount concern, and this is difficult, if not impossible, to obtain until drug and alcohol issues are addressed and treated. Our volunteers and staff participated in 274 court hearings along with over 197 case plans and meetings in the year 2016 regarding the children we serve (this does not include home and child visitations). Each and every one of these hearings/meetings addresses the tasks of the reintegration or permanency plan for these families. CASA monitors and addresses these tasks which include drug and alcohol assessments, completion of the drug and alcohol treatment, the parent/child's willingness to submit to UA's, and the willingness to stay clean and sober once their treatment was completed.

Our program seeks to target individual risk factors such as alienation and lack of social bonding through building a positive relationship with the children so they have an adult in their lives they can trust. This relationship is built through consistent contact with the child during the duration of their court case. We target the child's attitudes toward alcohol, tobacco, and drugs through communication about these issues and through positive role modeling and education. Through communication, the volunteer can hold the child accountable and work to decrease or eliminate the potential for drug use. Volunteers also target poor social skills, academic failure, aggressive behavior, and rebelliousness with the youth on their case through open and active

communication, education, and by setting expectations for the child that these behaviors are inappropriate. By being the child's mentor, volunteers can help to create a drug and alcohol free lifestyle.

It is important for CASA volunteers to receive initial and ongoing training. Spirit of the Plains, CASA provides a minimum of thirty hours of initial training to volunteers, and an additional twelve hours of inservice is made available each year. Our agency uses the training module provided by the National CASA Association which includes an entire unit specifically devoted to drug and alcohol issues ("The Impact of Substance Abuse/Chemical Dependency on Children & Families"). Additionally, written material and inservice meetings are made available to CASA volunteers in order to provide timely and valuable information regarding issues of drug and alcohol abuse. Our inservices are made available to not only CASA volunteers, but to the medical and mental health community, parents, foster parents, social service agencies, and the general public.

In addition to the previously mentioned information, it is important to understand that CASA volunteers must receive adequate training, support, and supervision. This is provided by CASA staff members. Each volunteer is assigned to a staff member, and close monitoring and support is provided. Staff members provide guidance to advocates, and this assistance is critical due to the ever-changing welfare, social, and court systems. CASA staff members maintain case files, edit and process volunteer court reports, accompany CASA volunteers to all hearings, provide insight and encouragement to volunteers who become overwhelmed or frustrated, remain available to volunteers on a twenty-four hour basis in times of emergency, and assist in negotiating disagreements between agencies and/or professionals involved with "child in need of care" cases.

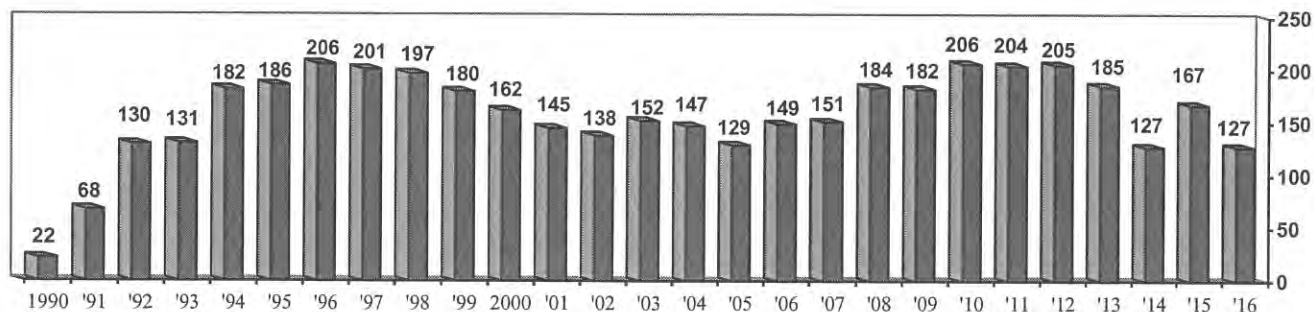
Our agency is also involved with other community service agencies that focus on drug/alcohol prevention efforts and healthy lifestyles. It is the desire of Spirit of the Plains, CASA to assist children found in drug environments and to help them in their transition to foster care and/or relative care when necessary. Our agency continues to seek ways whereby we can assist with prevention, intervention, and treatment of children and families suffering with issues of drug and alcohol abuse.

At this time, Spirit of the Plains, CASA is assigned to work with 62 abused and neglected children. Three full-time staff supervise volunteers and their cases. According to the US Department of Health and Human Services, when families do not receive proper treatment for substance abuse, children are more apt to remain in foster care longer and re-enter once they have returned home. Our staff and volunteers work diligently to make sure these families receive the services needed and once the children are placed back home, they remain there. It is the desire of our agency to serve as many children as possible, while at the same time providing quality training and support for their CASA volunteers. The number of children involved in the Finney County court system as "children in need of care" identifies the need for CASA.



The following graph illustrates the number of CINC cases served by Spirit of the Plains, CASA:

**Number of Children Served by Year**



It is difficult to estimate the percentage of time spent on drug, alcohol and related problems. However, CASA has firm statistics which reveal that fifty-four percent (54%) of the “child in need of care” cases served by Spirit of the Plains, CASA in 2016 involved parents in which drug and/or alcohol abuse was one of the primary areas of concern (and/or the children themselves had drug or alcohol issues). Cumulative data for 2016 is being compiled at this time.

The overall goal of CASA is to improve the quality of life for children who have suffered abuse and/or neglect. To that end, 100% of agency time is devoted to providing quality advocacy service.

The reality in our community is that literally hundreds of children are exposed to the effects of drug and alcohol abuse along with child abuse and neglect. Spirit of the Plains, CASA seeks to intervene in the lives of these very deserving children and to improve the quality of life for them. It is our belief that once the community is aware of the needs of these children, individuals and businesses will step up to meet these needs.

#### **Goals and Objectives of the Organization:**

The overall objective for Spirit of the Plains, CASA is to provide each abused and neglected child with a "voice in court". In order to promote this objective, our agency has the following goals in place: 1) completion of at least two group volunteer training sessions per year, with additional volunteers being trained through our independent training curriculum; 2) strengthening public awareness of CASA; 3) development of stable funding; 4) ensuring that the ratio of volunteers to staff is manageable; 5) and, provision of appropriate support and supervision of volunteers.

**Program Evaluation Methods:**

1. Spirit of the Plains, CASA is certified annually by the Office of Judicial Administration in Topeka, Kansas, using as criteria Supreme Court Administrative Order No. 82: CASA Standards and Guidelines. Our agency has met all criteria for certification since the inception of the CASA program (1990).
2. Spirit of the Plains, CASA submits an Annual Report to the Office of Judicial Administration in Topeka, Kansas. The compilation of the reports from Kansas CASA programs is used to evaluate and compare program strengths and advancements.
3. Spirit of the Plains, CASA reports annually to the National CASA Association and provides statistical year-end information. The compilation of the reports from across the nation is used to measure how our CASA program compares to other programs nationwide (using median statistics).
4. Spirit of the Plains, CASA will continue gathering specific data regarding drug and alcohol issues. Our agency will also continue to educate volunteers and community members on the effects of drug and/or alcohol abuse on parents and children.
5. Spirit of the Plains, CASA will continue to conduct an annual goal-setting and review session whereby staff, Board Members, volunteers, and others have an opportunity to provide insight into program strengths and needs.

**Spirit of the Plains, CASA  
List of References**

Chief Judge Wendel W. Wurst  
271-6100

Finney County Attorney Susan Richmeier  
272-3508

Assistant Finney County Attorney Tamara Hicks  
272-3508

Magistrate Judge Christopher Sanders  
271-6113



BOY SCOUTS OF AMERICA®  
SANTA FE TRAIL COUNCIL

February 6, 2017

Jennifer Cunningham, Assistant City Manager  
City of Garden City AFAC  
PO Box 998  
Garden City, KS 67846

Dear Ms. Cunningham:

The Santa Fe Trail Council, Boy Scouts of America sole purpose is to be an educational organization that teaches citizenship training, leadership and character development for the youth of Southwest Kansas by the values of the Boy Scouts Oath and Law since 1946. Jimmy Stewart, actor, said best in May 1980 when he received the Los Angeles Area Council's Distinguished Scouter Award. Jimmy Stewart was a Boy Scout in Troop 3 in Indiana, PA. As an adult, he was a dedicated friend of Scouting. The night's highlight was Jimmy Stewart's stirring speech about the Scout Oath, which he called "40 words ... that can make an awfully big difference."

"On my honor I will do my best to do my duty to God and my country and to obey the Scout Law. To help other people at all times, to keep myself physically strong, mentally awake and morally straight." I learned those words as a very young man. Most of you men in this room learned them when you were very young. They have stayed with me through a lifetime, as I know they have with you. For many of us, those words have changed the world, and yet, the Scout Oath has only 40 words in it. Forty words that can make an awfully big difference in the way the boy who becomes a man lives out his life. Let's take just a minute to talk about these 40 words and what they mean to all of us. Scouts and non-Scouts alike."

The Scout Strong healthy living program is a new program that is imbedded in the advancement program. The council goal is for every Scout to earn the Cub Scout Rank or Boy Scout First Class Rank or Venturing Award within one year of joining a Pack or Troop or Crew. One of the requirements each Scout must complete to earn this rank is to participate in a school, community, or troop program on the dangers of using drugs, alcohol, tobacco and other practices that could be harmful to their health; then discuss what they learned with their family, and explain the dangers of substance addictions. Scout Strong requires each Scout to discuss what they learn about the dangers of drugs and alcohol with their families we're able to significantly multiply the number of people we're educating on the dangers of substance abuse. This \$4,540 request is for the purchase Scout Strong training books, awards and certificates.

The program of the Boy Scouts of America instills values in youth through weekly Scout meetings, community service projects, leadership training, and helping them to achieve self-confidence through the advancement achievement programs. These programs are offered in settings such as outdoor adventures at Spanish Peaks Scout Ranch or through the merit badge achievement program which introduces Scouts to career and hobby adventures. It is with this experience that youth learn life skills and learn the traits necessary to become confident future leaders of our communities.

Jimmy Stewart ended his speech by saying, "I happen to believe that the man who was a Scout is a better man for it. And the world is a better world because of this organization called the Boy Scouts." Thank you for the opportunity to share is special project with the committee.

Sincerely,

Michael W. Stewart  
Scout Executive/CEO  
Santa Fe Trail Council BSA

Cc: Council President: Mark Goudy; Board Members: Victor Hawkins, Ron Catanese, Sterling Hall, Dr. Ken Trzaska, Tom Willis, Dave Snapp, Steve Karlin, Jim Douglass

1513.5 E. Fulton Terrace  
Garden City, KS 67846-6165  
781-275-5162

-275-6508 FAX

[www.sftcbsa.org](http://www.sftcbsa.org) [www.spanishpeaksscouteranch.com](http://www.spanishpeaksscouteranch.com)

Prepared. For Life.™



# Application for use of Alcohol Tax Funds

2017 City of Garden City

Alcohol Fund Advisory Committee

**You may provide additional information. However, this form must also be completed.**

Agency Name: Primary Contact Name: Address: Phone Number: Email Address:	Santa Fe Trail Council, Boy Scouts of America Michael Stewart, Scout Executive/CEO 1513.5 E Fulton Terrace, Garden City, KS 67846 620-275-5162 michael.stewart@scouting.org
How will requested funds be used? Refer to KSA 79-41a04 for guidelines on usage.	Boy Scouting helps youth develop strong values that stay with them throughout their lives. This is particularly true for youth who stay in Scouting for one or more years. The Scout Strong healthy living program is a new program that is imbedded in the advancement program. The council goal is for every Scout to earn the Cub Scout Rank or Boy Scout First Class Rank or Venturing Award within one year of joining a Pack or Troop or Crew. One of the requirements each Scout must complete to earn this rank is to participate in a school, community, or troop program on the dangers of using drugs, alcohol, tobacco and other practices that could be harmful to their health; then discuss what they learned with their family, and explain the dangers of substance addictions. Scout Strong requires each Scout to discuss what they learn about the dangers of drugs and alcohol with their families we're able to significantly multiply the number of people we're educating on the dangers of substance abuse.
Requested Amount of Funding	\$4,540
Project budget: Please include as much detail as possible concerning your projected expenses as they relate to the request. The budget should also include all streams of funding from partners and in kind donations that will be used to complete the project.	Scout Strong Healthy Living program budget Revenue 1) Southwest KS Comm. Foundation \$ 500 2) Thomas Blair Fund – DC \$ 200 3) Friends of Scouting Campaign – program \$ 350 Total \$ 1,050  Expenses 1) Educational Materials (videos, books, pamphlets) \$ 1,610 2) Youth Posters \$ 355 3) Youth & Adult Awards (patches, pins, certificates) \$ 2,475 4) Printing materials \$ 850 5) Postage \$ 300 Total \$ 5,590
Describe how your request will address <b>one or more</b> of the following; 1) alcoholism and drug abuse prevention and education, 2) alcohol and drug detoxification, 3) intervention in alcohol and drug abuse, or 4) treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.	A major tool in the Scout Strong initiative will be the "Choose to Refuse" program. Tool is the Boy Scouts of America national program to educate young people on the dangers of substance abuse. The program involves positive adult role models presenting a set of easily understood facts that will get children talking—and learning—about the dangers of drug use and abuse. Participants are given a 18-page workbook which features five drug-free kids who speak to today's youth about many of the drug-related issues they may possibly face. We also provide each participant with a foldout body chart that illustrates the calamitous ill effects caused by substance abuse. After completing the "Choose to Refuse" program and pledging to live a healthy lifestyle both youth and adults will be presented a water bottle with Scout Strong. In addition to these challenge water bottles there are awards for youth at each age level.

	<p>Cub Scouts (Boys 6 -10): Physical Fitness Belt Loop &amp; Fitness Activity Pin – Requirements: Give a short report to your den or family on the dangers of drugs and alcohol. Tell an adult member of your family about the bad effects smoking or chewing tobacco would have on your body. Tell an adult member of your family four reasons why you should not use alcohol and how it could affect you. Tell an adult member of your family what drugs could do to your body and how they would affect your ability to think clearly.</p> <p>Boy Scouts (Boys 11-18): Athletics, Physical Fitness, Sports Merit Badges – Requirements: Research and explain to your merit badge counselor the importance of maintaining good health habits, especially during training - and how the use of tobacco products, alcohol, and other harmful substances can negatively affect your health and performance in athletic activities. Research and explain to your merit badge counselor why preventive habits are important are in maintaining good health. Research and explain to your counselor the effect of tobacco products, alcohol, and other potentially harmful substances to your body. Research and explain to your merit badge counselor the importance of maintaining good health habits. Research and explain to your merit badge counselor how the use of tobacco products can negatively affect your health and your performance in sports activities. Research and explain to your merit badge counselor how the use of alcohol: can negatively affect your health and your performance in sports activities. Research and explain to your merit badge counselor how the use of other harmful substances can negatively affect your health and your performance in sports activities.</p> <p>Venturing (Boys &amp; Girls 14-18): Physical Fitness Award – Requirements: Research and explain the hazards of performance-enhancing drugs, including the dangers of using each of the following groups of drugs: stimulants, painkillers, anabolic steroids, beta blockers, diuretics, alcohol, marijuana, and cocaine.</p>
What data sets will you use to measure the effectiveness of your project?	<ol style="list-style-type: none"> <li>1. The number of Boy Scouts receiving alcohol and substance abuse education while earning the 2nd Class Rank.</li> <li>2. The number of Scouts receiving alcohol and substance abuse education while earning the Webelos badge.</li> <li>3. The number of Scouts receiving alcohol and substance abuse education while earning the Physical Fitness merit badge.</li> <li>4. The number of Scouts receiving alcohol and substance abuse education while earning the Athletics merit badge.</li> <li>5. The number of Scouts receiving alcohol and substance abuse education while earning the Sports merit badge.</li> <li>6. The number of youth and adults in Wake County trained at a Pack, troop or crew led a “Choose to Refuse” education program.</li> <li>7. The number of youth and adults in receiving substance abuse education through the “Choose to Refuse” program or Scout Strong activities at a Council sponsored council program event.</li> <li>8. The number of Boy Scouts &amp; Venturers receiving alcohol and substance abuse education through the “Choose to Refuse” program while attending summer camp.</li> <li>9. The number of Cub Scouts receiving alcohol and substance abuse education through the Choose to Refuse program while attending Day Camp or Resident Camp.</li> </ol>



Do you have any other partners in this project? If so, please tell us about them.

There are no other partners with this project. No other partners

Please complete and return to Jennifer Cunningham, Assistant City Manager, PO Box 998, Garden City, KS 67846 by 4:00 p.m., February 17, 2017. For a digital version of this form, please visit the City of Garden City website at [www.garden-city.org](http://www.garden-city.org).

### **Alcoholic Liquor Fund**

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- 1) Problem Identification and Referral
- 2) Alternatives and Activities
- 3) Community-Based Change Efforts
- 4) Environmental Approaches
- 5) Prevention Education
- 6) Information Dissemination

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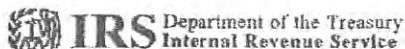
### **Contacts**

Kevin Bascue, AFAC member

Susan Escareno, AFAC member

Verna Weber, AFAC member

Jennifer Cunningham, Staff liaison to AFAC



CINCINNATI OH 45999-0038

In reply refer to: 0248254921  
Jan. 20, 2017 LTR 4167C 0  
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BODC: TE

BOY SCOUTS OF AMERICA  
% STEPHANIE PHILLIPS  
1325 W WALNUT HILL LN  
IRVING TX 75038



003738

Employer identification number: 22-1576300  
Group exemption number: 1761

Dear Taxpayer:

This is in response to your request dated Jan. 10, 2017, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in November 1965, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to [www.irs.gov/charities](http://www.irs.gov/charities) for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0248254921  
Jan. 20, 2017 LTR 4167C 0  
22-1576300 000000 00  
00014112

BOY SCOUTS OF AMERICA  
% STEPHANIE PHILLIPS  
1325 W WALNUT HILL LN  
IRVING TX 75038

Sincerely yours,

A handwritten signature in dark ink, appearing to read "K. A. Billups". The signature is fluid and cursive, with the first name "Kim" and last name "Billups" clearly distinguishable.

Kim A. Billups, Operations Manager  
Accounts Management Operations I



BOY SCOUTS OF AMERICA®  
NATIONAL COUNCIL

Saturday, January 28, 2017

Michael W. Stewart, SE  
Santa Fe Trail, #194  
1513-1/2 East Fulton Terrace  
Garden City, KS 67846-6165

Re: Requests for information regarding your council's federal tax-exempt status

Dear Michael:

This letter clarifies the tax-exempt status of your council. The Boy Scouts of America, National Council, is recognized as a public charity and tax exempt under IRC Section 501(c)(3), as well as IRC Section 170(b)(1)(A)(vi). We are not a private foundation as described in IRC Section 509(a). A copy of our current tax-exempt determination letter is attached.

For tax purposes, your council is a bona fide subordinate organization of the Boy Scouts of America, in good standing, and covered under the Boy Scouts of America's group exemption ruling, IRS Ruling No. 1761. Though the council is a separate entity and responsible for its own, independent audit, our exemption ruling extends the same recognition of tax-exempt status to this council as to the Boy Scouts of America National Council.

Each year, the Boy Scouts of America National Office submits to the IRS in electronic format a list of approved subordinate organizations which includes all local councils and their endowment trusts. Your council's information is on the attached list of subordinates.

On behalf of the many young men and women you serve in your council area, thank you again for all you do for Scouting. Questions, if any, can be directed to Russ McNamer, Associate General Counsel – Tax and Corporate, National Office, Legal Department, (972) 580-2226 (O), (214) 801-6974 (C) or [Russ.McNamer@scouting.org](mailto:Russ.McNamer@scouting.org).

Very truly yours,

Michael Surbaugh  
Chief Scout Executive

*Attachments*  
*2017 IRS Letter*  
*IRS Group Exemption Spreadsheet*

1325 West Walnut Hill Lane  
P.O. Box 152079  
Irving, TX 75015-2079  
972-580-2000  
[www.scouting.org](http://www.scouting.org)

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[illegible]



**Application for use of Alcohol Tax Funds**

*2017 City of Garden City*

*Alcohol Fund Advisory Committee*

**You may provide additional information. However, this form must also be completed.**

Agency Name: Primary Contact Name: Address: Phone Number: Email Address:	GCHS Project Graduation Adel Parr 2720 Buffalo Way Blvd <a href="mailto:aparr@gckschools.com">aparr@gckschools.com</a>
How will requested funds be used? Refer to KSA 79-41a04 for guidelines on usage.	To provide prizes, food and entertainment to GCHS Graduates.
Requested Amount of Funding	\$3,000
Project budget: Please include as much detail as possible concerning your projected expenses as they relate to the request. The budget should also include all streams of funding from partners and in kind donations that will be used to complete the project.	Based on Community Support and donations for the year. Project Graduation has been sponsored for the last 29 years, by local businesses, community leaders, GCHS teachers and students and parent volunteers and Youth pastors. The yearly Project Graduation budget supports the door prizes, food, entertainment and give away prizes to the graduating student. We are very fortunate to not have a charge for the facility and music. We use the YMCA and have a donor for the music setup and equipment for the night. Lifeguards are also provided in kind by the YMCA.
Describe how your request will address <b>one or more</b> of the following; 1) alcoholism and drug abuse prevention and education, 2) alcohol and drug detoxification, 3) intervention in alcohol and drug abuse, or 4) treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.	Project Graduation Promotes the message that celebrating with alcohol or drugs is the right choice. We are able to provide a positive and drug free place to celebrate our graduates many accomplishments and wish them the very best future. Statistics show that Prom and Graduation nights are times when teenagers are 40% more likely to use drugs & alcohol or try something new.

What data sets will you use to measure the effectiveness of your project?	The effectiveness of this program is that we haven't had any fatalities in our community that I'm presently aware of for graduating seniors.
Do you have any other partners in this project? If so, please tell us about them.	Jina Arellano, Celyn Hurtado, Andrea Mayes, Elizabeth Tabor

Please complete and return to Jennifer Cunningham, Assistant City Manager, PO Box 998, Garden City, KS 67846 by 4:00 p.m., February 17, 2017. For a digital version of this form, please visit the City of Garden City website at [www.garden-city.org](http://www.garden-city.org).

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Currently, AFAC is committed to establishing a process by which to distribute the funds in a manner that enables the group to monitor effectiveness. Applicants are expected to provide a strategic description of how requested funds will be used and recipients are expected to provide documentation as to their success in fulfilling their commitment.

While the committee will seriously consider any request for funding that meets the criteria of KSA 79-41a04, AFAC is particularly interested in areas of substance abuse prevention. The committee monitors the distribution of funds as they relate to the following six categories identified by the Center for Substance Abuse Prevention:

- 1) Problem Identification and Referral
- 2) Alternatives and Activities
- 3) Community-Based Change Efforts
- 4) Environmental Approaches

- 5) Prevention Education
- 6) Information Dissemination

AFAC conducts mid-year and end of year reviews on all awarded funds. Distribution of funds comes in four, quarterly payments (generally disbursed in March, June, September, and December). The entire application needs to be complete in order for you to be considered.

**Contacts**

Kevin Bascue, AFAC member

Susan Escareno, AFAC member

Verna Weber, AFAC member

Jennifer Cunningham, Staff liaison to AFAC

**Application for use of Alcohol Tax Funds**

*2017 City of Garden City*

*Alcohol Fund Advisory Committee*

**You may provide additional information. However, this form must also be completed.**

Agency Name: Primary Contact Name: Address: Phone Number: Email Address:	Big Brothers Big Sisters of Finney & Kearny Counties Tammy Wilson 1312 N 7 <sup>th</sup> St. or PO Box 1544, Garden City 620-275-2424 or 620-640-8614 bbbs@gcnet.com
How will requested funds be used? Refer to KSA 79-41a04 for guidelines on usage.	To provide two proven evidence based youth alcohol prevention programs: Big Brothers Big Sisters will provide proven, evidenced-based, one to one supervised mentoring programs for youth ages 5-17 throughout the year, and to provide staff and supplies for one existing and one new Summer Playground Program Site to be coordinated with the two sites Garden City Recreation provides. These sites will provide healthy activities, leadership and decision making skills, and will provide an evidenced based alcohol prevention program for youth at these 4 sites. Youth will be served a meal through the school district, and have access to Books on the Bus. The new site will be held at the new County Building that houses Youth Services.
Requested Amount of Funding	<u>\$33,500</u>
Project budget: Please include as much detail as possible concerning your projected expenses as they relate to the request. The budget should also include all streams of funding from partners and in kind donations that will be used to complete the project.	<u>\$27,000</u> (60 youth @\$450 per child for year)  To provide for staff support, volunteer recruitment and training, case management, and supplies all directly related to one to one mentoring services to children.  \$6,500 To provide for staff and supplies all directly related to services to children attending at East Garden Village and the Youth Services sites. These sites will provide healthy activities, leadership and decision making skills, and will provide an educational, evidenced based alcohol prevention program for youth at these 4 sites. We will also be implementing the alcohol prevention program at Finnup Park, and Scout Park Playground Programs (run by Garden City Recreation) for <u>8 weeks</u> this summer.
Describe how your request will address <b>one or more</b> of the following; 1) alcoholism and drug abuse prevention and education, 2) alcohol and drug detoxification, 3) intervention in alcohol and drug abuse, or 4) treatment of persons who are	Our request will address alcohol prevention and education, through placing mentors with area school children ages <b>5</b> 13, volunteer community mentors with children ages 5-17, and to facilitate parents/guardians of youth we serve by providing them with information on existing resources/referrals specific to their family situation. Use of Keep a clear mind

alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.	Our request for summer funds will address alcohol prevention and education, healthy alternative activities, safety, and community resources to children ages 5-13, and educational activities for children attending this program at no cost to them. These children would not otherwise have the opportunity to attend something like this. Lunch will also be provided. It will run from 9:30 a.m. to 1:30 each day Monday through Thursday in June and July for 8 weeks.
What data sets will you use to measure the effectiveness of your project?	<p>We will measure our effectiveness in our mentoring programs through use of an instrument developed for Big Brothers Big Sisters of America that provides outcomes and tracks each child in 21 key areas including alcohol/drug prevention.</p> <p>For the playground program, we will use the instrument that the evidenced based, educational youth alcohol prevention program requires.</p>
Do you have any other partners in this project? If so, please tell us about them.	Garden City Community College, USD 457 and USD 363, and local law enforcement provide mentors for our programs. We also work with any local entity who refers a child, the school districts, and Youth Services to provide

Please complete and return to Jennifer Cunningham, Assistant City Manager, PO Box 998, Garden City, KS 67846 by 4:00 p.m., February 17, 2017. For a digital version of this form, please visit the City of Garden City website at [www.garden-city.org](http://www.garden-city.org).

#### **Alcoholic Liquor Fund**

The State of Kansas, in KSA 79-41a04, creates an Alcoholic Liquor Fund, and describes how those moneys are to be distributed back to local units of government. For cities with population greater than 6,000 (Garden City fits that category) the law sets forth that 1/3 of the money be credited to the general fund, 1/3 be credited to a special parks and recreation fund, and 1/3 to a special alcohol and drug programs fund in the city treasury.

#### **The Garden City Alcohol Fund Advisory Committee**

The City and County Commissions established in 1982 (City: Ord. 1484, and County: Res. 18-82) the policies of the local Alcohol Fund Advisory Committee (AFAC). AFAC has advised the governing bodies on the distribution of alcohol consumption tax funds since inception. In 1990, the City and County Commissions changed the composition of the board from 12 members to 3 (City: Res. 1553, and County: Res. 11-90), but the charge of the group remains the same.

Currently, AFAC is committed to establishing a process by which to distribute the funds in a manner that enables the group to monitor effectiveness. Applicants are expected to provide a strategic description of how requested funds will be used and recipients are expected to provide documentation as to their success in fulfilling their commitment.





## **Big Brothers Big Sisters of Finney & Kearny Counties**

1312 N. 7th  
P.O. Box 1544  
Garden City, KS 67846

(620) 275-2424  
[bbbs@gcnet.com](mailto:bbbs@gcnet.com)

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February 17, 2016

City Manager's Office  
AFAC Committee Members  
PO Box 499  
Garden City, KS 67846

Dear Committee Members:

We would like to apply for AFAC Funding for 2017. If you have questions, or for further information, please contact me at the above address or at (620) 640-8614. Thank you for your consideration of our request.

The Big Brothers Big Sisters one to one mentoring model uses evidence -based research methods that have been validated and proven to effectively prevent alcohol use in youth with both short-term and long term results. Of the following six categories identified by the Center for Substance Abuse Prevention:

- 1) Problem Identification and Referral
- 2) Alternatives and Activities
- 3) Community-Based Change Efforts
- 4) Environmental Approaches
- 5) Prevention Education
- 6) Information Dissemination

Our project will include Problem Identification and Referral, Alternatives and Activities, Community-Based Change Efforts, Prevention Education, and Information Dissemination.

### **NEED**

According to the Finney County Kansas Communities that Care data, most trends show a steady decrease in risk factors for alcohol use. However, some do show increases and the need for funding Big Brothers Big Sisters. Please see attached charts for each risk factor. Attachment 1.

## **PRINCIPLES OF EFFECTIVENESS**

### **(Problem Identification and Referral/Community-Based Change Efforts)**

Every Big Brothers Big Sisters mentoring program utilizes an award winning, validated, evidence-based, Program Outcome Evaluation Tool created by Big Brothers Big Sisters of America, Inc., from information gathered from parents/guardians, volunteers, schools, and mental health agencies (if relevant). Big Brothers Big Sisters of Finney County has used this tool for more than 10 years to effectively measure each child's progress in 21 key areas as well as overall trends in these areas to identify those issues which need more attention to successfully improve the mental health and overall success of each child in our program. (Question 15 specifically asks if the child has been able to avoid substance abuse- drugs/alcohol).

Big Brothers Big Sisters programs have been proven effective as prevention programs. According to a major four-year study by Public/Private Ventures, youth matched with a Big Brother or sister were 70% less likely to be arrested, 53% less likely to skip school, 33% less likely to engage in violent confrontations, 46% less likely to initiate drug use (70% less likely for minority students), and 27% less likely to start drinking alcohol (50% less likely for minority students). A 2-year study of five School-Based Mentoring Programs by Big Brothers Big Sisters of America, funded by UPS, showed that of youth matched one-to-one at school: 64% had better attitudes toward school, 58% achieved higher grades in social studies, languages, and math, 60% improved relationships with adults, and 64% had higher self-confidence. Providing adult volunteer mentors has a positive impact with far-reaching results, as children with positive self-confidence and academic success are less likely to drop out of school and less likely to begin using drugs or alcohol or engaging in delinquent behavior.

BBBSA distinguishes itself from other mentoring programs via rigorous published standards and required procedures:

- ☐ *Orientation* is required for all volunteers.
- ☐ *Volunteer Screening* includes a written application, a background check, an extensive interview, and a home assessment; it is designed to screen out those who may inflict psychological or physical harm, lack the capacity to form a caring bond with the child, or are unlikely to honor their time commitments.
- ☐ *Youth Assessment* involves a written application, interviews with the child and the parent, and a home assessment; it is designed to help the caseworker learn about the child in order to make the best possible match, and also to secure parental permission.
- ☐ *Matches* are carefully considered and based upon the needs of the youth, abilities of volunteers, preferences of the parent, and the capacity of program

staff.

- ② *Supervision* is accomplished via an initial contact with the parent, youth, and volunteer within two weeks of the match; monthly telephone contact with the volunteer, parent and/or youth during the first year; and quarterly contact with all parties during the duration of the match.

Program Outcomes Nationally with very high risk youth:

An evaluation of the BBBSA program has been conducted to assess children who participated in BBBSA compared to their non-participating peers. After an eighteen month period, BBBSA youth:

- were 46% less likely than control youth to initiate drug use during the study period.
- were 27% less likely to initiate alcohol use than control youth.
- were almost one-third less likely than control youth to hit someone.
- were better than control youth in academic behavior, attitudes, and performance.
- were more likely to have higher quality relationships with their parents or guardians than control youth.
- were more likely to have higher quality relationships with their peers at the end of the study period than did control youth.

The information for this fact sheet was excerpted from: McGill, D.E., Mihalic, S.F., & Grotspeter, J. K. (1998). *Blueprints for Violence Prevention, Book Two: Big Brothers Big Sisters of America*. Boulder, CO: Center for the Study and Prevention of Violence.

Big Brothers Big Sisters of Finney & Kearny Counties is required to follow this model in its programs, and utilize BBBSA's program outcome evaluations. Every child in our programs are evaluated using this national model that tracks the needs and progress of each child. The process includes the child's parent or guardian from the beginning and providing input throughout the life of the match.

"Research shows that youth who participate in mentoring relationships experience a number of positive benefits. These benefits include better attendance and attitude toward school, **less drug and alcohol use**, improved social attitudes and relationships, more trusting relations and better communication with parents and a better chance of going on to higher education." (*Mentoring: A Promising Strategy for Youth Development Child Trends, 2002*).

The Big Brothers Big Sisters Mentoring Program is designed to help participating youth ages 6-18 ("Littles") reach their potential through supported matches with adult volunteer mentors ages 18 and older ("Bigs"). Also BBBS was listed under the content focus of Substance Abuse Prevention and Mental Health, specifically, for target populations 5-12, Male/female, Black, African American, American Indian/Alaska native, Hispanic/Latino, Asian, and Caucasian populations. Key outcomes reduced/elimination of initiation of drug use, aggressive behavior, school competence/achievement and improved family relationships. SAMHSA's National Registry of Evidence-based Programs and Practices (NREPP): Substance Abuse Prevention Programs (Ages 6-12; 13-17).

The Coalition for Evidence-Based Policy (<http://evidencebasedprograms.org/full-list-of-programs>) lists Big Brothers Big Sisters under Social Programs that work: Substance Abuse Prevention/Treatment. (Volunteer Program for disadvantaged youth, ages 6-18): Randomized controlled trial shows sizeable decrease in youths' drug and alcohol use and violent behavior.

The National Resilience Research for Prevention Programs article on Big Brothers Big Sisters Mentoring: The Power of Developmental Relationships discussed the following: "One critical finding of Emmy Werner's classic resilience research (1992) is the power of caring relationships to protect healthy development despite environmental risk (Benard, 1991). What has remained an unanswered question, however, is whether intentionally created caring relationships between adult mentors and youths can provide this protective effect. The prevention field now has a research-based answer, a clear Yes!

Public/Private Ventures (P/PV) evaluation of the oldest, most reputable mentoring effort, Big Brothers/Big Sisters of America, offers a benchmark prevention research model for resilience-based mentoring. Our research presents clear and encouraging evidence that caring relationships between adults and youth can be created and supported by programs, and can yield a wide range of tangible benefits, the investigators state. Furthermore, The most notable results are the deterrent effect on initiation of drug and alcohol use, and the overall positive effects on academic performance that the mentoring experience produced (Tierney, Grossman, and Resch, 1995, p. iv). Among all children mentored, the most dramatic results were seen in Little Brothers and Little Sisters whose mentors believed in the innate ability of the youths to solve their own problems. These adults did not attempt to fix the child through simplistic, disempowering tactics. In its four-part evaluation, P/PV examined program practices and implementation (Furano, Roaf, Styles, and Branch, 1993); volunteer recruitment and screening (Roaf, Tierney, and Hunte, 1994); and the nature of the relationships between volunteers and youths (Morrow and Styles, 1995). The culminating study, Making a Difference, explored the impact of mentoring on youth behavior (Tierney et al., 1995) The National Resilience Resource Center, University of Minnesota, Minneapolis and the Center for the Application of Prevention Technologies, 2001.

To answer this question, researchers looked at P/PV's three earlier studies: the study of mentor program practices and implementation; volunteer recruitment and screening; and the nature of the relationships between volunteers and youth. The researchers attribute



successful outcomes to two overall characteristics: the developmental one-to-one relationships and the program's supportive infrastructure. Morrow and Styles relationship formation study, *Building Relationships With Youth in Program Settings* (1995), in which 82 matches were studied in greater depth for a nine-month period, illuminates the nature of the relationships that were of sufficient intensity and duration to produce positive effects. These investigators found the most successful mentors were able to develop lasting and supportive friendships with the youths by taking time to establish and maintain trust, listening sympathetically and nonjudgmentally, encouraging joint decisions about fun activities and negotiating mutually satisfactory activities (pp. 115-116). Later research offers powerful validation of the resiliency perspective with the discovery that sustained relationships were those developmental ones in which the mentor saw himself or herself as a friend, not as a teacher or preacher (Tierney et al., 1995, p. 51). Unlike some other relationships between mentors and youths, the developmental relationships were grounded in the mentor's belief that he or she was there to meet the developmental needs of the youth to provide supports and opportunities the youth did not have. While most developmental volunteers ultimately hoped to help their youth improve in school and be more responsible, they centered their involvement and expectations on developing a reliable, trusting relationship, and expanded the scope of their efforts only as the relationship strengthened (Morrow and Styles, 1995, p. ii).

These volunteers placed top priority on making the relationships enjoyable and fun for both partners. Furthermore, they were there for the Little Brother or Sister, listened nonjudgmentally, looked for the youths interests and strengths, and incorporated the youths into the decision-making process (gave them voice and choice ) of their activities. From a resilience perspective, adult mentors provided the three protective factors: a caring relationship, positive expectations and respect, and ongoing opportunities for participation and contribution. According to the researchers, adult mentors saw risks existing in the environment not in the youths. Fortunately, two-thirds of the 82 relationships examined were developmental. In contrast, in prescriptive relationships, the adult volunteers believed their primary purpose was to guide the youths toward the values, attitudes, and behaviors the adult deemed positive. Adults in these relationships set the goals, the pace and/or the ground rules for the relationship. These volunteers were reluctant to adjust their expectations of the youth or their expectation of how quickly the youth's behavior could change (Morrow and Styles, 1995, p. iii). A majority of these prescriptive volunteers were there to fix kids typically, to improve school performance. Thus, most of their shared time was spent in conversation about grades and classroom behavior, not fun activities. For these volunteers, risk was seen as existing within the young person. What seemed to stand out for these prescriptive volunteers was less the deficiencies present in the youth's environment, and more particularly in terms of morals and values those present in the youth themselves deficiencies prescriptive volunteers frequently sought to rectify (Morrow and Styles, 1995, p. 40).

Not surprisingly, adults and youths in prescriptive matches found the relationship frustrating and nonsupportive. Of these relationships, only 29 percent met consistently (compared with 93 percent of the developmental), and at the 18-month follow-up, only 32 percent were ongoing (compared with 91 percent of the developmental) (Morrow and



Styles, 1995, p. 18). A Prescriptive Relationship Youth: When I went out with my Big Brother he...said, Okay, let's go get the library card and let's go to the library and check out a book. But I stayed at the library all day and he kept coming back, and telling me I didn't have the right information. So I studied there until closing time in the library. I was sitting there doing a report on toads and frogs, and when he came back, I had my report done, but I didn't have a rough draft. So like I wrote word for word out of the book; he said that's cheating. I just sat there and dropped in tears. Interviewer: What upset you about that? Youth: I didn't wanna stay there, I felt like I was supposed to write the report in my own words. Like some of it I got out of the book and some of it came out of my own head...I had to do it over... And when he picked me up from the library, it was raining. (Abridged from Building Relationships With Youth in Program Settings, p. 63).

A Developmental Relationship Mentor: [When he told me about a bad grade] I kind of focused on his other grades first, he said that he had done a good job with the other ones. And then I asked him if he wanted to do better in it, and then I kind of asked him how he could do better. And it was a pretty simple thing because he just didn't do a couple reports. So we decided that, you know, the next ones he got I would help him with them if he wanted. And we did that twice. You know, so it's like what can we do together to do this... When I came home with even a B or even an A-, sometimes it would be well why did you get a minus here. It wasn't like, oh you did great. So I was sensitive to that. (From Building Relationships With Youth in Program Settings, p. 59).

Supportive Program Infrastructure From the studies of Big Brothers/Big Sisters recruitment and screening, and program practices, as well as earlier P/PV research on mentoring, the researchers conclude that there are some program irreducibles that are prerequisites for an effective mentoring program. Intensive supervision and support of mentors by paid staff was especially critical to successful outcomes. Supervision is a hallmark of the Big Brothers/Big Sisters approach to mentoring...[and] the program practice most associated with positive match outcomes (Furano et al., 1993, p. 61). Those sites following the Big Brothers/Big Sisters procedures for regular supervision had matches that met at the highest rates; those agencies that reduced this function had problems. Another enormous but often-unacknowledged benefit of using paid staff is stability and continuity. Case managers ensure that youth are not left on their own if their mentor pulls out. In fact, several investigators (Ferguson, 1990; Freedman, 1993; Higgins, Furano, Toso, and Branch, 1991) found that even in programs with volunteer mentors, case managers and youth workers play an important and stable role with youth.

Mentoring Program Irreducibles: The Big Brothers/Big Sisters mentoring studies clearly outline the essentials of a successful program. It is not mentoring but relationships that foster resilience, that make the difference. These are the musts no administrator should overlook:

- Thorough volunteer screening that weeds out adults who are unlikely to keep their time commitment or might pose a safety risk to the youth.

- Mentor training that includes communication and limit-setting skills, tips on relationship-building and recommendations on the best way to interact with a young person.
- Matching procedures that take into account the preferences of the youth, the youth's family and the volunteer, and that use a professional case manager to analyze which volunteer would work best with which youth.
- Intensive supervision and support of each match by a case manager who has frequent contact with the parent/guardian, volunteer and youth, and provides assistance when requested or as difficulties arise. (Adapted from *Making a Difference*, p. 52)

Lessons Learned More than anything, the Big Brothers/Big Sisters mentoring program evaluation establishes the importance of teaching mentors to demonstrate their belief in the innate resilience, capacity, and health of all youth. The research also highlights the critical role sound program management plays. Program philosophy, fit between mentor and youth, and intensity of contacts all matter tremendously. In summary, the P/PV evaluation points in these directions: The resilience approach to youth development is key to prevention and education efforts. Focusing on fostering resilience rather than on reducing high-risk behaviors brings results. Perhaps the finding with the greatest implication for prevention and education is the power of a non-problem-focused intervention to produce more positive and greater results than the problem-focused interventions that previously dominated the prevention field.

As this research shows, Participation in a Big Brothers/Big Sisters program reduced illegal drug and alcohol use, began to improve academic performance, behavior and attitudes, and improved peer and family relationships. Yet the Big Brothers/Big Sisters approach does not target those aspects of life, nor directly address them. It simply provides a caring, adult friend (Tierney et al., 1995, p. 1). In fact, as *Making a Difference* so eloquently demonstrates, an exclusive focus on risk reduction and academic outcomes may push adults into trying to fix and control youth. In Big Brothers/Big Sisters programs, a prescriptive viewpoint resulted in another disappointment, another failed relationship for youngsters assigned to such mentors. It is this societal thinking that has led to, for instance, zero-tolerance policies that expel youths from school and push students onto the streets. At its extreme, a prescriptive approach to social policies can lead to the incarceration of more and more young people who could be successfully reached with a more hopeful resilience approach.

It's HOW we do what we do that counts more than what program we do. Mentoring works IF the mentors are developmental in approach. Mentoring does not work if the mentors are prescriptive. Successful work with youths requires that adults see the innate resilience and health of young people (Marshall, 1998). Other studies have reached similar conclusions (Resnick et al., 1997; Hattie et al., 1997). Tierney recommends more research to explore the impact of both volunteer and youth characteristics (p. 53). Health and resilience unfold in environments of caring relationships, high-expectation messages, and opportunities for participation and contribution. These environments meet basic human needs for love and belonging, respect, identity, mastery, power, and meaning (Benard, 1991). Sound program

management is critical. Program procedures and policies must be well attended to. A Big Brothers/Big Sisters match is carefully administered and supported by rigorous standards and trained personnel. Big Brothers/Big Sisters staff members strive for matches that are not only safe and suited to the child's needs but also harmonious and built to last. They take care in selecting volunteers, orienting them, and matching them with children. But Big Brothers/Big Sisters workers are more than just matchmakers. They provide ongoing support, consultation, and supervision to the youth and the youth's family, and often the mentor receives training support that helps all parties get through rough spots in the relationship. P/PV estimates an effort like this costs \$1,000 for each mentored youth (Tierney et al., p. 52).

The health of the helper must be a focus of prevention and education efforts. The mental health and wellbeing of the mentor are critical for program success. The Big Brothers/Big Sisters evaluation found that serving the needs of mentors is as important as serving the needs of youth. According to Ferguson's 1990 study, most programs expect to use volunteer mentors to supplement the love and attention that their paid staffs provide to children, but those that have tried have experienced only limited success at finding mentors and keeping them active. They have discovered that fulfilling mentors' needs is as important for sustaining their involvement as fulfilling youths' needs is to sustaining theirs (p. 15). This finding directly parallels what has been discovered by educational researchers like McLaughlin (1990): Meeting the needs of teachers is a fundamental prerequisite to engaging students. Caregivers must connect to their own health in order to be developmental in their approach with youth: nonjudgmental, respectful, empathic, hopeful, and reciprocal. Mentors, adult helpers, cannot give what they do not have (Mills, 1993). Planning for "mentor-rich" environments must be a major focus of prevention, education, and youth services. Researcher Marc Freedman (1993) explains, "Creating mentor-rich settings—schools, social programs, youth organizations—is one way of moving beyond the chimera of super-mentoring, in which a single charismatic adult is called on to be a dramatic influence, providing all the young person's needs in one relationship. In reality, young people need more than one relationship to develop into healthy adults" (p. 111).

He continues, "our aspiration should be to create planned environments conducive to the kind of informal interaction that leads to mentoring. Indeed, such an approach is rooted in the historic strength and traditional practice of extended and fictive kin structures in many low-income communities particularly African-American neighborhoods" (p. 112). Shay Bilchik from the U.S. Department of Justice makes a similar point in considering JUMP. This mentoring program, run by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), is based on Big Brothers/Big Sisters and was evaluated by P/PV. In 1997 Bilchik said, "OJJDP's two-year experience with JUMP suggests that strengthening the role of mentoring as a component of youth programming may pay handsome dividends in improved school performance and reduced antisocial behavior, including alcohol and other drug abuse. Furthermore, reports the OJJDP (Grossman and Garry, 1997), 'For the past 30 years, society's attention and resources were directed predominately at teenagers' problems. The Big Brothers/Big Sisters results suggest society's focus has been too narrow. P/PV's evaluation suggests [such mentoring] is likely to be more effective in producing responsible young adults than the traditional approach to youth policy, which has



attempted to prevent specific problems or to correct problems that have already arisen. These traditional elements will still be needed, but they should complement and support the basic developmental needs addressed by mentoring programs. Creating these mentor-rich environments, then, means expanding the world of developmental adult contacts for all young people. This includes supporting parents through family-centered social policies that promote flexible work policies, parental leave, time off to work in schools, decent wages, family health-care benefits, and quality childcare. Programs enhancing parental well-being and schedules conducive to parent participation are important.

The Big Brothers/Big Sisters study, along with years of research on resilience and positive youth development, show clearly the path for youth policy and educational reform. (See other publications in this series.) Unless we focus on the mediating variables of relationships, beliefs, and opportunities for participation, we will not achieve the desired outcomes of reduced alcohol and other drug abuse, school success, and compassionate and responsible citizens. This is the key message of resiliency research and the Big Brothers/Big Sisters evaluation; this is the message for prevention practitioners, educators, youth and education policymakers, and our adult society."

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Tierney, J.; Grossman, J.; and Resch, N. (1995, November). *Making a Difference: An Impact Study of Big Brothers/Big Sisters*. Philadelphia: Public/Private Ventures.

Werner, E. and Smith, R.

(1992). *Overcoming the Odds: High Risk Children From Birth to Adulthood*. Ithaca, NY: Cornell University Press. \*

According to the National Institute of Justice, Crime Solutions gov, "Big Brothers Big Sisters focuses on meeting the needs of communities that are facing hardship by helping youth withstand the many negative effects of adversity. The program is intended for youth between the ages of 6 and 18 who often come from single-parent households and low-income neighborhoods. In some cases, they are coping with the stress of parental incarceration. Youth targeted for this program are at high risk of exposure to violence and trauma at home and in the community.

### **Program Theory**

BBBS mentoring is loosely based on the theory of social control, where attachments to prosocial, supportive adults, a commitment to appropriate goals, and a mutually trusting relationship between the mentor and mentee (adult and youth) can allow the child to begin to feel more socially accepted and supported. The increased level of support from adults allows youths to view themselves in a more positive light and engage in more constructive behavior. *Youth who are more socially bonded have more to lose from misbehavior.*

### **Key Personnel**

Most mentors in the BBBS CBM programs are adults from 22 to 49 years old. ***Staff supervision and support are critical*** to ensuring that the mentor and youth meet regularly to build positive relationships.

### **Program Components**

The program involves one-to-one mentoring between a Big Brother or Big Sister (the mentor or adult) and a Little Brother or Little Sister (the mentee or youth) that takes place in a community setting. The match between the adult and youth is the most important part of the intervention, because this pairing can lead to a caring and supportive relationship, which can be crucial for youth at high risk.

Goals of the one-to-one mentorship are established between the BBBS case manager and the parent/guardian, along with the child. One goal is to develop a relationship that is mutually satisfying, where both mentor and mentee wish to come together freely on a regular basis. Other goals may include better school attendance or grades, improving relationships with family members, learning new skills, or developing a new hobby. Matches tend to engage in developmentally appropriate social activities such as going to a movie, shopping, attending a sports event, going to a restaurant, reading books, going on a hike, going to museums, or simply hanging out and sharing thoughts. According to Grossman and Garry (1997), "Such activities enhance communication skills, develop relationship skills, and support positive decision-making.

BBBSA provides local agencies with mentoring program guidelines about screening, matching, training, supervising, and monitoring mentors/volunteers. Local BBBS affiliates recruit and screen volunteer applicants for matches; the affiliates also screen youths, who usually come from single-parent households and who must (along with their parents)



desire to enter into a match. The BBBS affiliate carefully matches adult volunteers with youngsters on the basis of backgrounds; on the stated preferences of adult volunteers, parents, and youths; and on geographic proximity. Although individual agencies may customize their programs to fit specific needs, the national infrastructure oversees recruitment, screening, matching, and supervision. The screening and matching process provides an opportunity to select adults who are most likely to be successful mentors and match them with adolescents who share a common belief system.

### **Evaluation Outcomes: Study 1 Substance Abuse**

According to results from the Tierney, Grossman, and Resch (2000) study, mentored youths in the Big Brothers Big Sisters (BBBS) program were 46 percent significantly less likely to initiate drug use and 27 percent less likely to initiate alcohol use (minority youth were 70% less likely to initiate alcohol use, compared to control group participants).

Our community-based and school-based one to one mentoring programs have been very effective within our community for 33 years. We provide this free service in which our carefully screened, and trained volunteer mentors visit their matched *little's* in school classrooms or in the community once a week. During this time, the youth receives assistance with schoolwork, emotional support, alcohol/drug/gang prevention education, and community resource education, as well as companionship with a positive role model with whom they learn to trust. This supervised bond combine with individualized case plans for each child is what creates lasting behavior changes in these youth.

Short term, students show increased self esteem, better grades, school success, school participation, reduced truancy and delinquency, elimination or reduction of first underage use of alcohol/drugs, or better relationships with parents/peers, and increases ability to make good decisions. Long term outcomes show high school graduation, post high school education including college, gainful employment, and ability to manage issues without use of drugs/alcohol.

Big Brothers Big Sisters of Finney & Kearny Counties matches hundreds of local children with carefully trained and supervised mentors. They are making a difference for those children facing adversity in our community. Statistics show that kids who participate in Big Brothers Big Sisters programs are more likely to graduate high school, and more likely not to be involved in the juvenile justice system or to use alcohol. Those youth with a high school diploma will earn on average \$10,000 per year more than those without a diploma. They are also more likely to attend college, which raises their income exponentially.

It costs approximately \$180.00 per DAY to house a youth in the local juvenile detention center and \$223.74 to house a youth in the Juvenile Correctional Facility. The average stay for a youth in a JCF is 270 days, costing the taxpayers in the State of Kansas \$48,000 to \$60,410 per year per child!

BBBS focus is to help children facing adversity to become productive citizens able to achieve lifelong success. We want to eliminate the chances of the children in our community becoming a statistic. Our agency runs on a small staff and a large group of volunteers within our community. Our staff trains volunteers to work with our children and their families. The staff also monitors each match to ensure the child's needs and goals for success are being met. Every staff member is required to complete an 83 hour program management certification course through Big Brothers Big Sisters of America to maintain the efficacy of the model, to protect the children who are matched with local volunteers and to assure their understanding of the programs and needs of our youth. This is completed on line and by webinar, and is kept on file in our office each year and turned into Big Brothers Big Sisters of America with our required Annual reports.

Our professional staff track each child's progress on a monthly basis to make sure the ever changing needs of each child are met—whether that is academically, emotionally, or socially. School personnel, the child's guardian and our case managers work diligently with each child and volunteer to ensure the success of each child.

**Our *outcomes* completed on children in our local Finney County programs consistently show effective results as reported by local teachers, counselors, volunteers, parents, and each individual child.**

The following % of students maintained acceptable levels or showed improvement:

- **100% were able to avoid substance/alcohol use**
- 98% improved self confidence
- 98% were able to express their feelings appropriately
- 97% were able to make decisions
- 96% had hobbies or interests outside of school
- 98% had appropriate hygiene
- 97% had a good sense of the future
- 97% were able to use community resources
- 99% were able to use school resources
- 93% performed well in school, 64% improved in reading
- 97% had a good attitude at school
- 89% showed good school preparedness
- 96% participated in class
- 90% were able to maintain good behavior in classroom
- 96% were able to avoid delinquency
- 100% were able to avoid early parenting
- 99% showed trust toward their teacher
- 99% showed respect for other cultures
- 99% showed good relationship with their family

- 93% showed good relationships with peers
- 96% showed good relationships with other adults
- 66% showed improved grades, 24% in 1 subject, 32% in 2 subjects, 3% in 3 subjects, 1% in 4 or more (39% unknown)
- 71% showed improvement in reading, and
- 100% of youth and parents were satisfied with the program

Not only were the vulnerable, at-risk youth referred and matched with a mentor able to avoid alcohol use, they were able to show the protective effects of mentoring were substantial in all areas.

### **Information Dissemination**

**With funding from AFAC in 2016, our agency successfully matched 56 Finney County with a mentor. Through this funding, we screened and trained volunteers, disseminated alcohol prevention education materials to school personnel, and information on increasing self-esteem in children, gang prevention, cultural awareness, tolerance, how to talk to children, available community resources, and when to ask for help.**

Our school-based mentoring and community-mentoring programs are a vital community resource because they help to fill the gap for those underserved youth who require extra attention. We are still serving youth ages 5 to 17, from Burmese refugees to kids on the verge of dropping out, and kids who are living in poverty/have had family members arrested, have a history of family substance abuse, and have no goals for the future. These kids get the help they need at school, at home, and in the community through our programs.

### **Our goals for Youth Alcohol Prevention are:**

- **To follow the Big Brothers Big Sisters Proven, Evidence-Based Model and recruit, screen, train mentors to be matched one to one with a minimum of 60 underserved youth from the targeted areas as determined by local needs assessment: Youth who are in families where their parent/guardian is on probation, has been in jail, history of substance abuse, children who live in homes where English is not the primary language, minority/refugees, or children that are at high risk due to other listed factors and are failing at school in one or more subjects. To achieve alcohol use prevention in youth matched in our programs.**
- **To ensure children in our programs demonstrate an ability to avoid substance abuse as reported on Program Outcome Evaluations. 90% demonstrating the ability to avoid substance abuse, 90% of children to demonstrate an ability to avoid delinquency and gang involvement, and 90% showing improvement in mental health, 90% showing improvement in school performance.**

Children should still have hope and we know that *effective prevention programs not only increase knowledge, but produce lasting changes in behavior*. Our program has been successful year after year in doing just that.

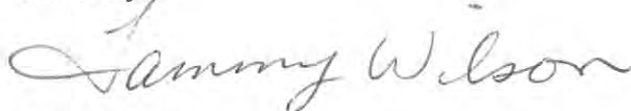
The portion of this project we are asking for AFAC funding is to serve the one to one matches and their families, approximately 60 children. The cost per match would be \$450 per child for a year. (Please see attached budget breakdown, Attachment 2). This is an investment that has been proven again and again, Nationally and Locally to be effective in changing risky behaviors which include alcohol use/abuse by minors.

We provide consistent, structured, monitored stable one to one relationships between caring adults that involve weekly ongoing face to face meetings between the volunteer and child, and focus on the development of character, capabilities, and confidence of the children. We include the parent/guardian in our training, provide them an opportunity for input, and provide them with resources. Our volunteers also receive training on gangs, drug/alcohol prevention, community resources, building self-esteem in children, and how to talk to children. Our programs help children feel they are safe and can develop life goals.

#### **AFAC QUALIFICATION**

Big Brothers Big Sisters of Finney & Kearny Counties serves youth primarily in Garden City. Our program qualifies for AFAC funding according to the categories identified by the Center for Substance Abuse Prevention.

Sincerely,



Tammy Wilson  
Executive Director  
Big Brothers Big Sisters of Finney & Kearny Counties  
1312 N 7<sup>th</sup> St  
PO Box 1544  
Garden City, KS 67846  
(620)275-2424  
(620) 640-8614  
[bbbs@gcnet.com](mailto:bbbs@gcnet.com)

**Attachment 1**

**Communities That Care  
Finney County, Kansas  
Data**

**Related to Youth and Alcohol**



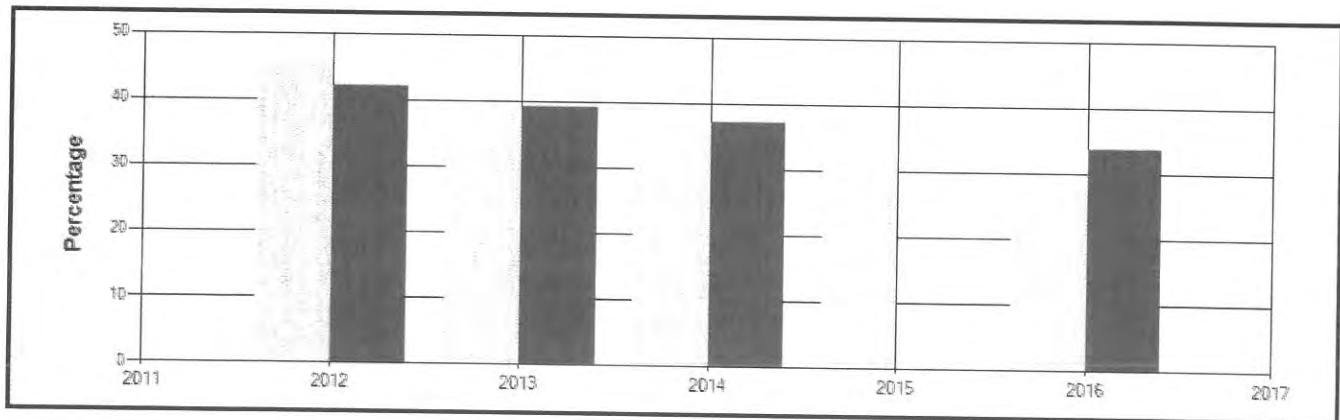


Due to decreased participation rates, statewide comparison data are not available for 2015.

On how many occasions have you had beer, wine or hard liquor to drink in your lifetime (more than just a few sips)?

County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	45.90	38.60	36.55	30.80	27.80
State	42.10	38.15	37.10		33.58

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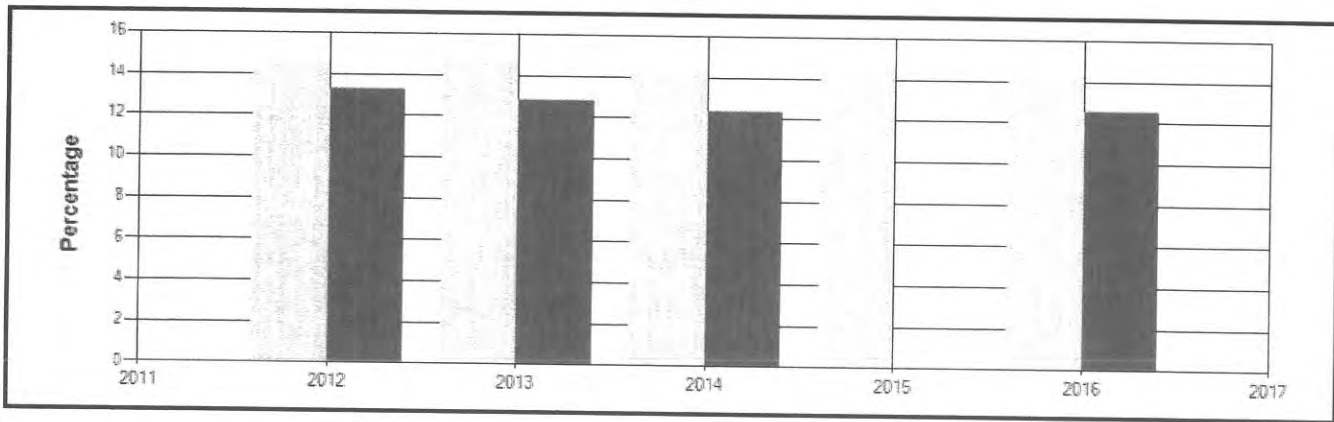


Due to decreased participation rates, statewide comparison data are not available for 2015.

On how many occasions have you had beer, wine or hard liquor to drink in your lifetime (more than just a few sips)?

County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)

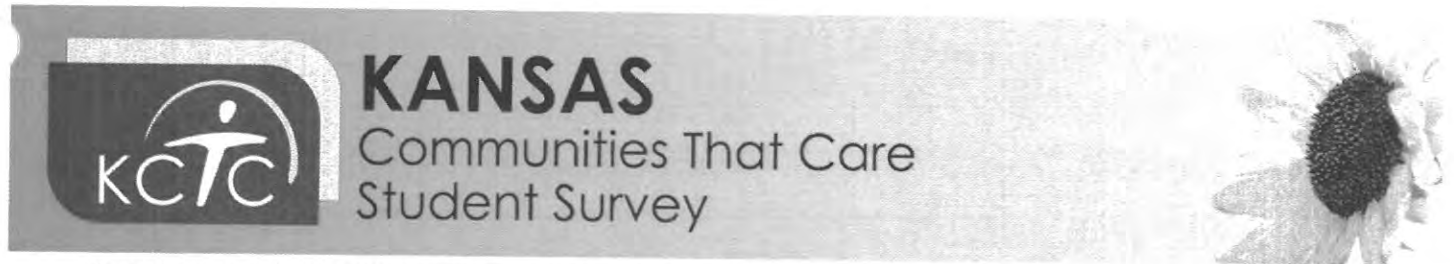


Year	2012	2013	2014	2015	2016
County	14.56	14.71	14.25	14.56	14.31
State	14.27	12.79	12.31		12.52

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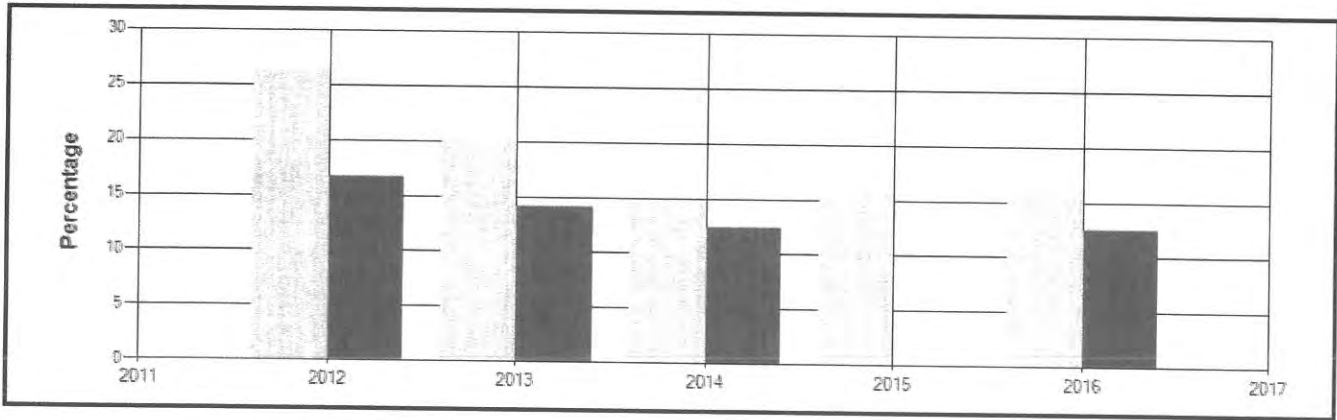


Due to decreased participation rates, statewide comparison data are not available for 2015.

On how many occasions have you had beer, wine or hard liquor to drink in your lifetime (more than just a few sips)?


County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	26.18	20.00	14.61	15.55	16.16
State	16.64	14.04	12.82		12.46

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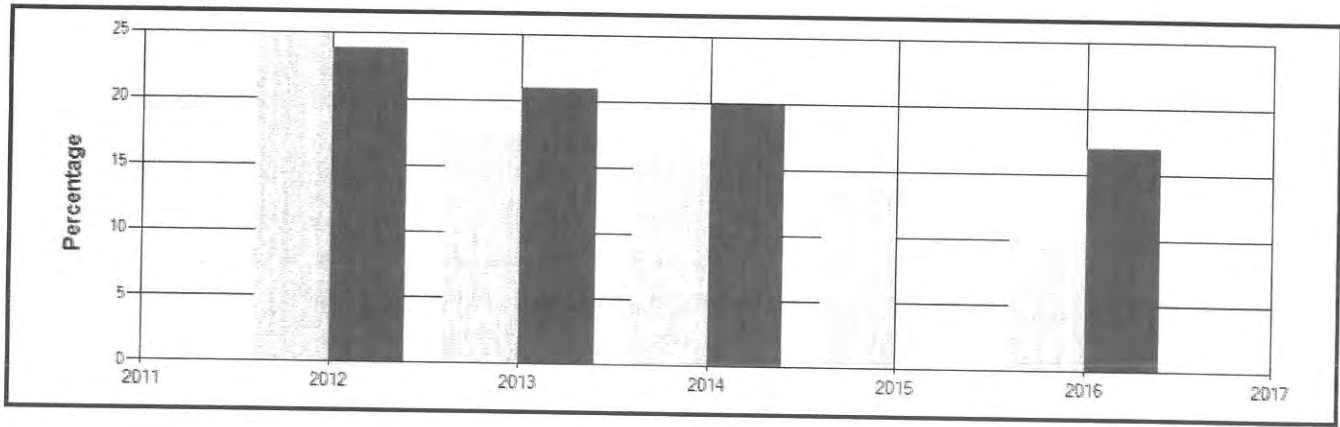


Due to decreased participation rates, statewide comparison data are not available for 2015.

On how many occasions (if any) have you had beer, wine or hard liquor during the past 30 days?

County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	24.68	17.42	16.04	13.54	10.74
State	23.75	20.87	19.91		16.98

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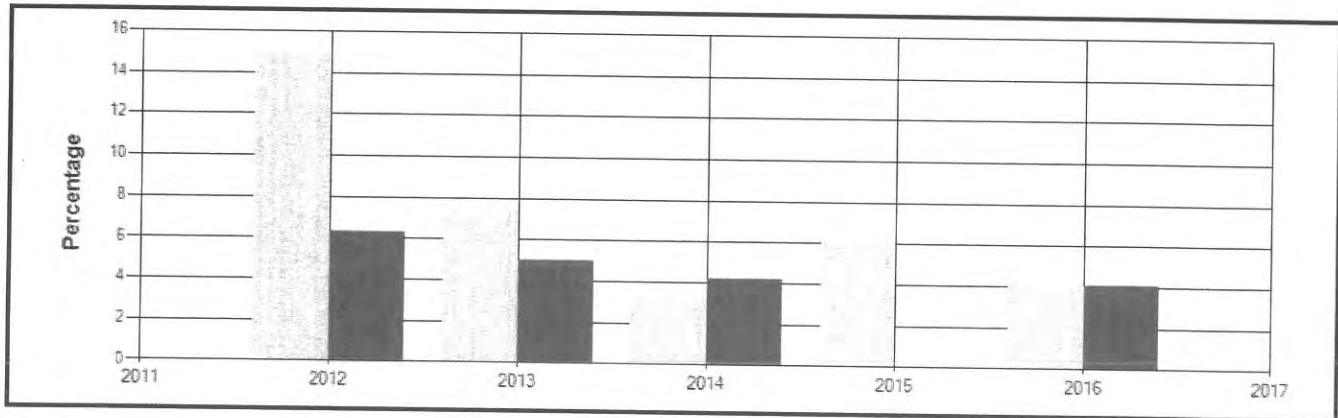


Due to decreased participation rates, statewide comparison data are not available for 2015.

On how many occasions (if any) have you had beer, wine or hard liquor during the past 30 days?

County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)



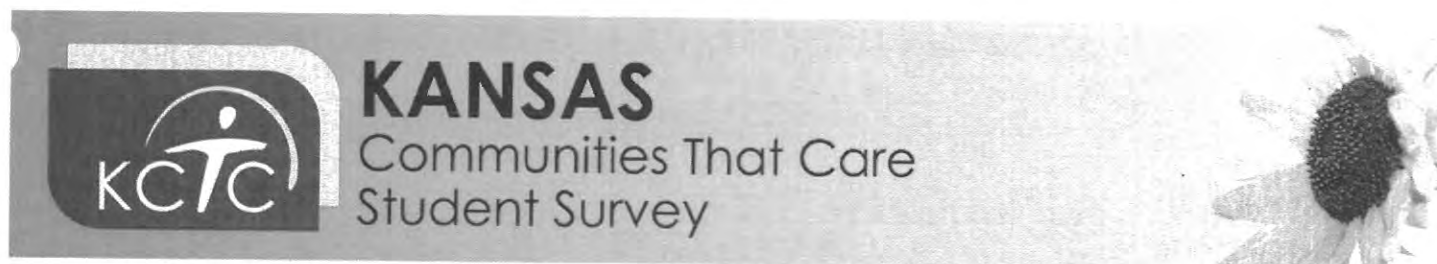
Year	2012	2013	2014	2015	2016
County	14.80	7.40	3.26	6.09	4.14
State	5.2%	4.8%	4.17		4.04

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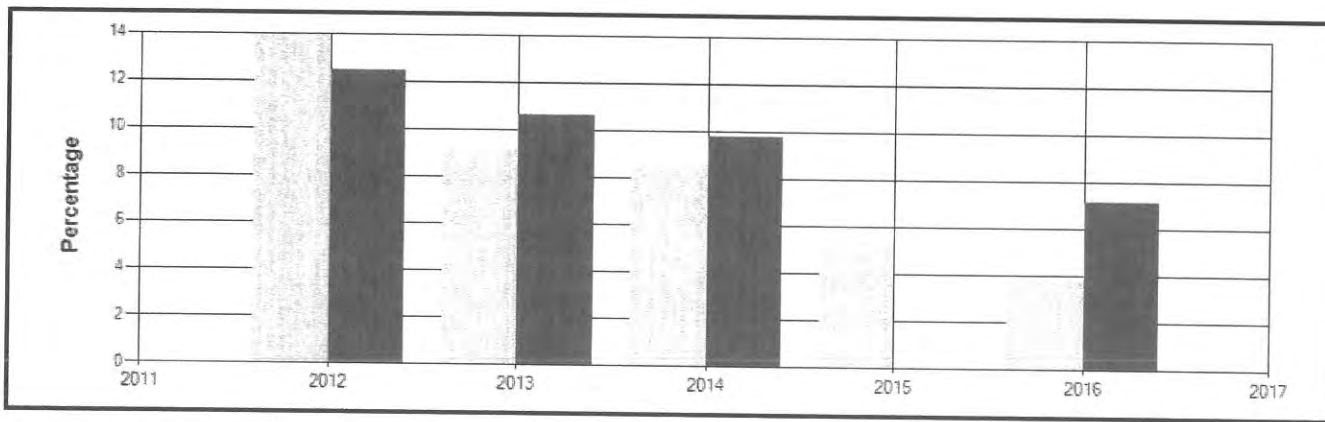


Due to decreased participation rates, statewide comparison data are not available for 2015.

Think back over the last two weeks. How many times have you had five or more alcoholic drinks in a row?


County: 
 Level: 
 Beginning Year: 
 Ending Year: 
 Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	13.90	9.13	8.52	5.35	3.71
State	12.45	10.61	9.76		7.15

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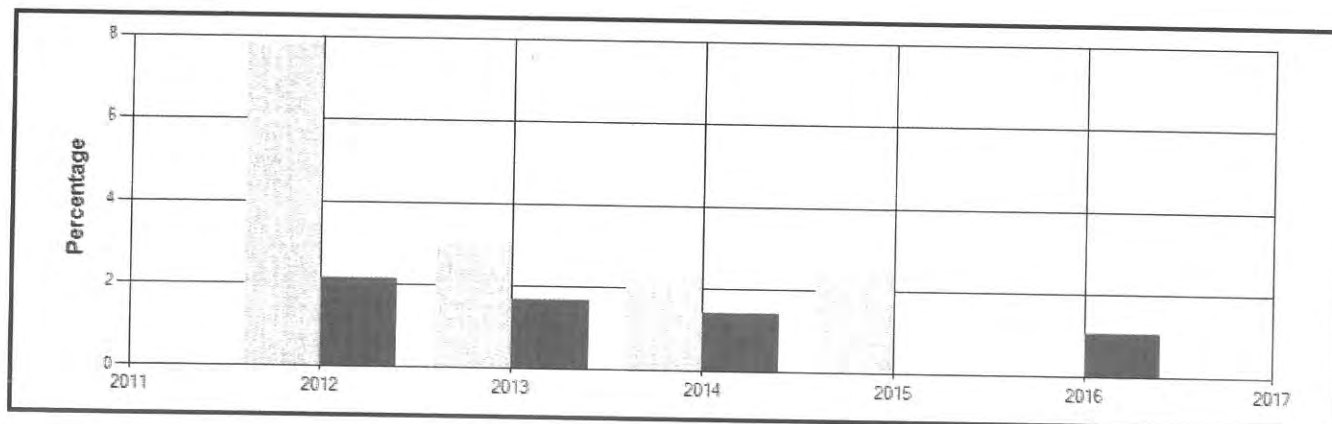


Due to decreased participation rates, statewide comparison data are not available for 2015.

Think back over the last two weeks. How many times have you had five or more alcoholic drinks in a row?


County: 
 Level: 
 Beginning Year: 
 Ending Year: 
 Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	7.82	3.03	2.24	2.53	0.00
State	12.18	1.40			0.04

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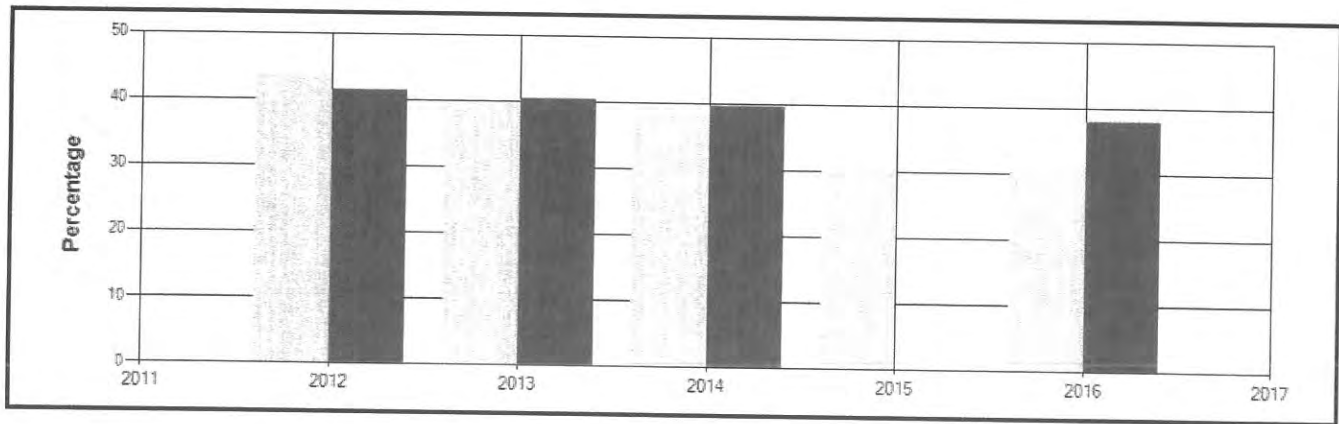


Due to decreased participation rates, statewide comparison data are not available for 2015.

Have any of your brothers or sisters ever: drunk beer, wine or hard liquor (for example, vodka, whiskey, or gin)?

County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)

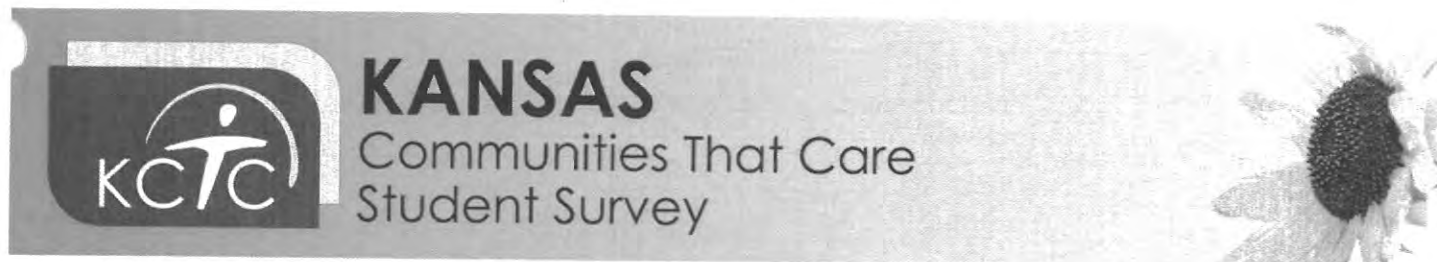


Year	2012	2013	2014	2015	2016
County	43.70	39.63	38.12	30.16	30.79
State	41.48	40.47	39.46		37.87

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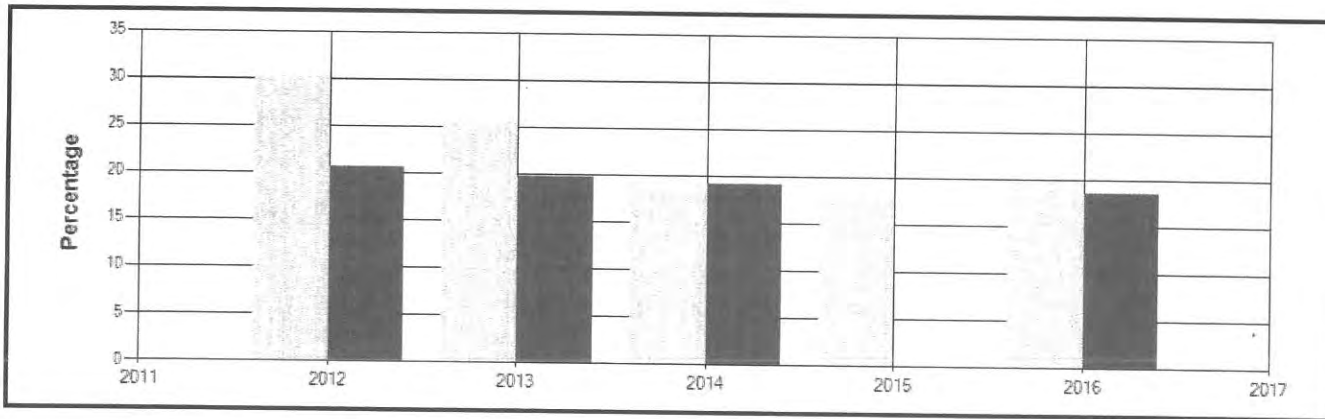


Due to decreased participation rates, statewide comparison data are not available for 2015.

Have any of your brothers or sisters ever: drunk beer, wine or hard liquor (for example, vodka, whiskey, or gin)?


County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)

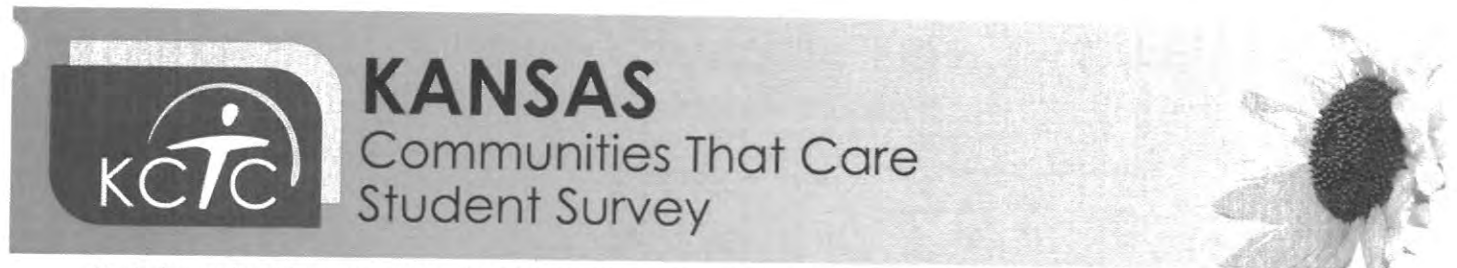


Year	2012	2013	2014	2015	2016
County	30.15	25.49	19.03	17.83	19.67
State	20.57	19.68	19.05	-	18.81

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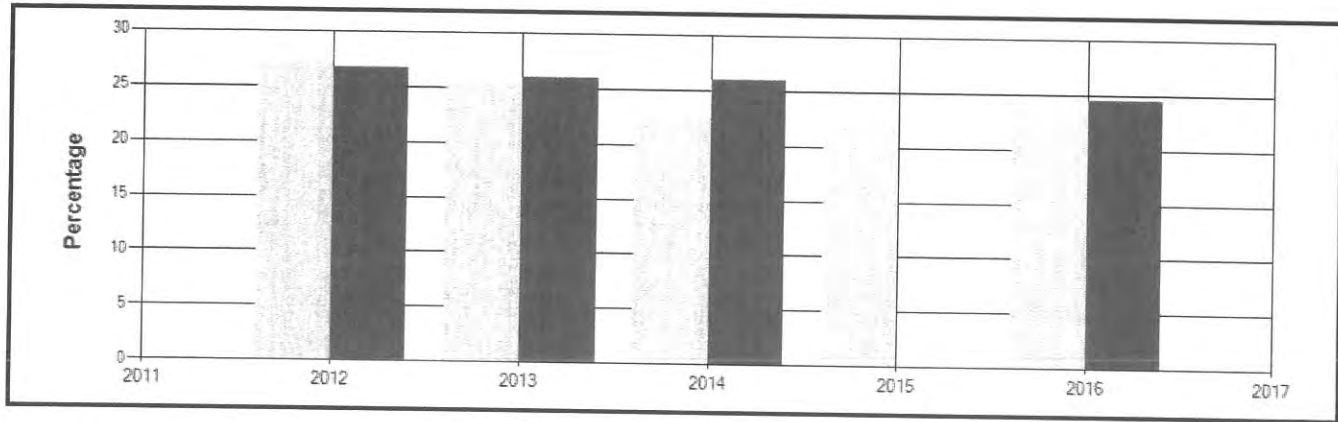


Due to decreased participation rates, statewide comparison data are not available for 2015.

Has anyone in your family ever had a severe alcohol or drug problem?


County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	27.10	25.41	22.43	21.74	23.27
State	26.65	25.98	25.96		24.52

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# KANSAS

## Communities That Care Student Survey

Due to decreased participation rates, statewide comparison data are not available for 2015.

Has anyone in your family ever had a severe alcohol or drug problem?

County:

Finney County ▼

Level:

6th Grade ▼

Beginning Year

2012 ▼

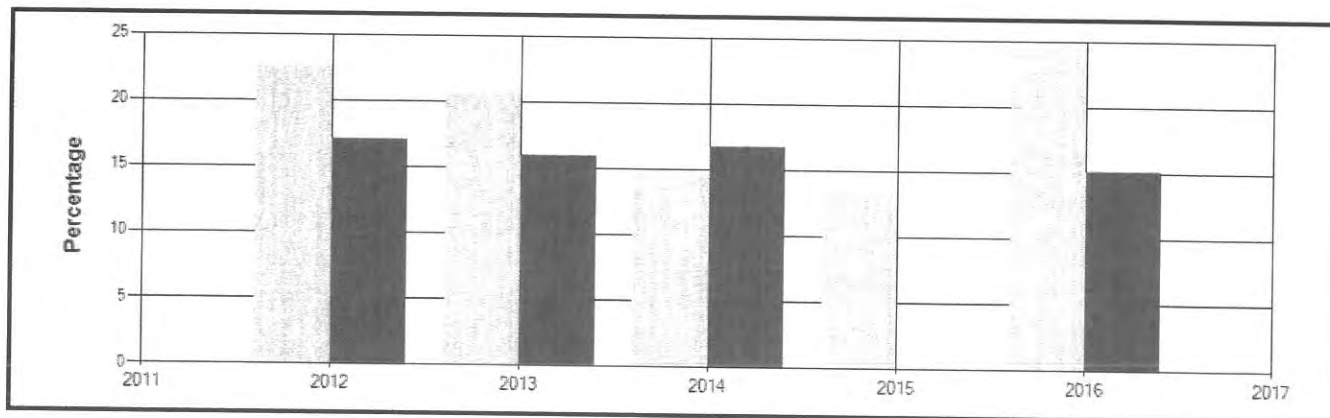
Ending Year

2016 ▼

Response:

Yes ▼

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	22.52	20.62	14.46	13.27	24.47
State	17.01	15.95	16.70		15.11

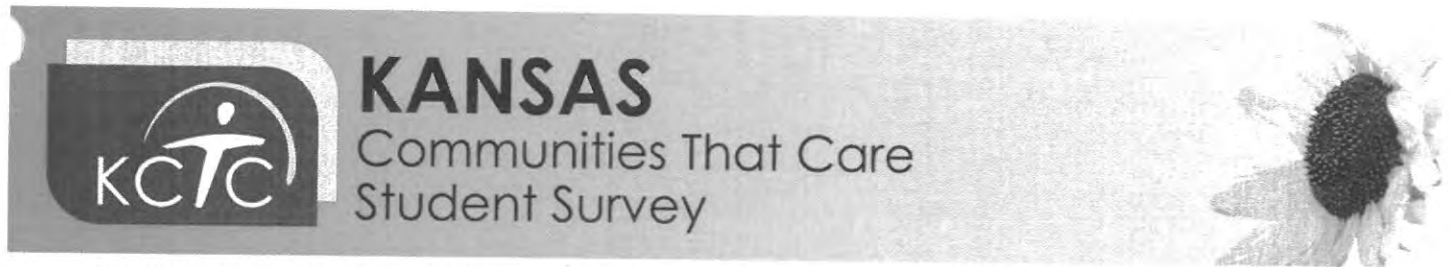
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Due to decreased participation rates, statewide comparison data are not available for 2015.

How old were you when you first: had more than a sip or two of beer, wine or hard liquor (for example, vodka, whiskey, or gin)?

County:

Finney County ▼

Level:

All Ages/Grade ▼

Beginning Year

2012 ▼

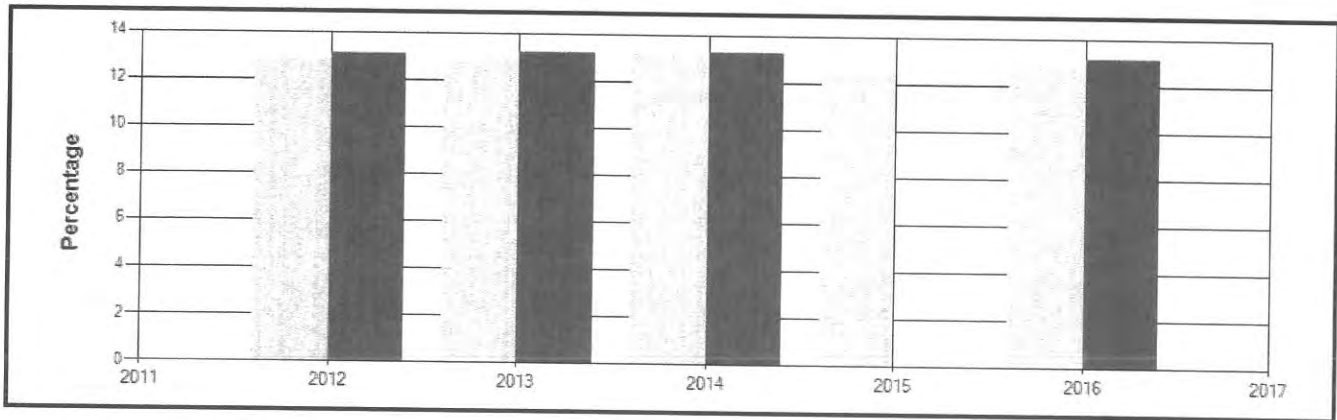
Ending Year

2016 ▼

Response:


Average Age ▼

[Back to Questions/Indicators](#)

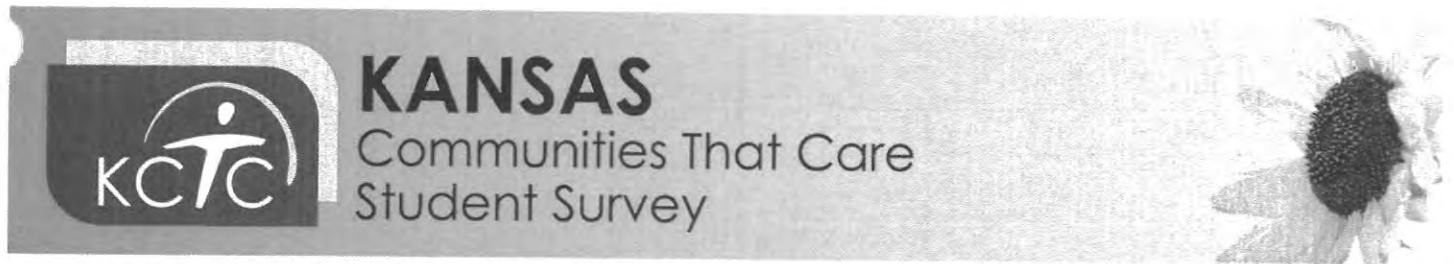


Year	2012	2013	2014	2015	2016
County	12.81	12.78	13.11	12.41	12.86
State	13.09	13.16	13.74		13.16

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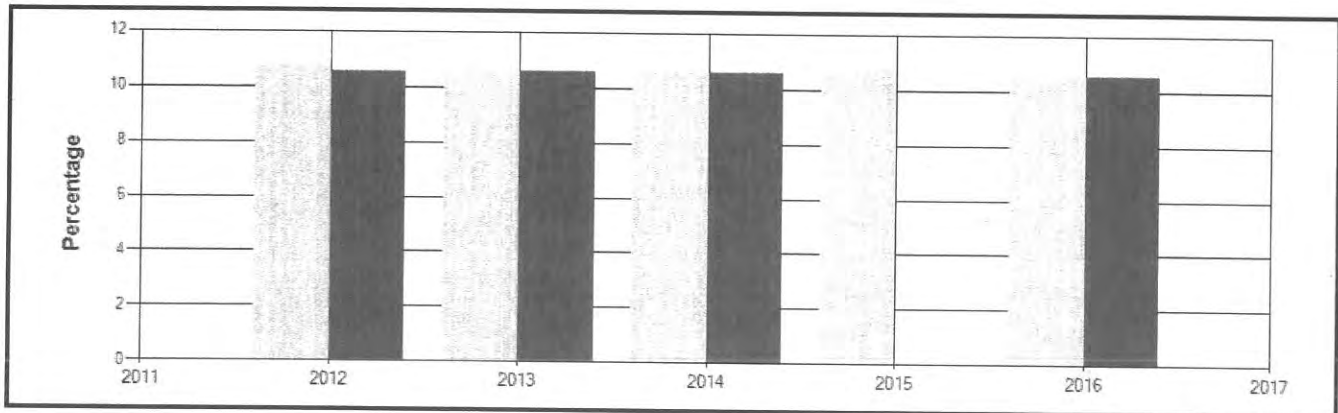


Due to decreased participation rates, statewide comparison data are not available for 2015.

How old were you when you first: had more than a sip or two of beer, wine or hard liquor (for example, vodka, whiskey, or gin)?


County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)

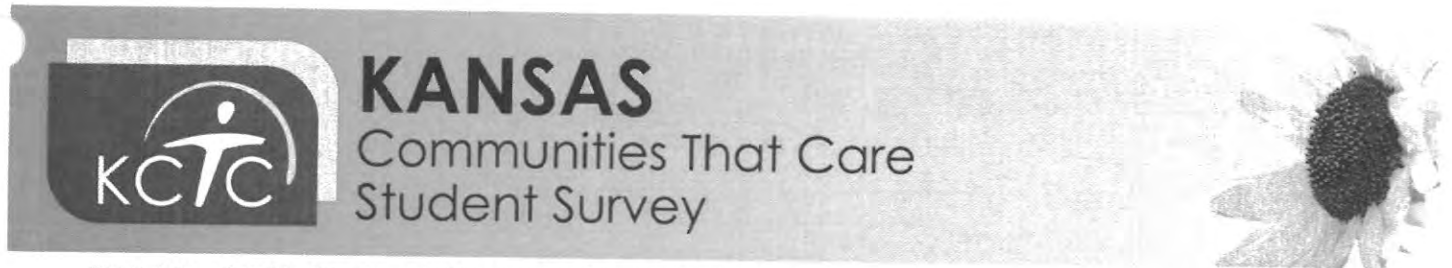


Year	2012	2013	2014	2015	2016
County	10.73	10.59	10.58	10.71	10.53
State	10.54	10.57	10.57		10.53

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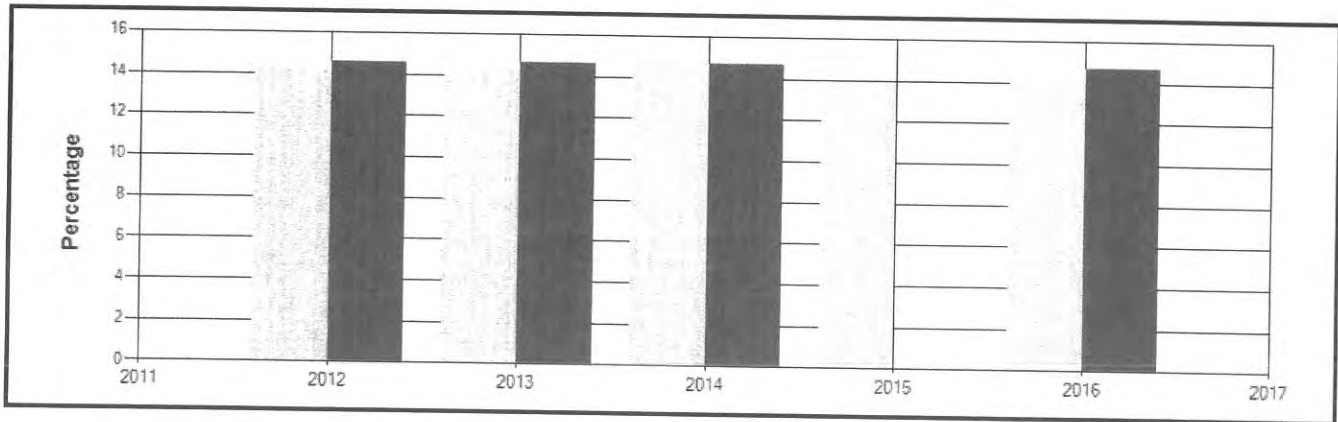


Due to decreased participation rates, statewide comparison data are not available for 2015.

How old were you when you first: began drinking alcoholic beverages regularly, that is, at least once or twice a month?


County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	14.17	14.22	14.83	13.78	14.06
State	14.55	14.59	14.69		14.59

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# KANSAS

## Communities That Care Student Survey



Due to decreased participation rates, statewide comparison data are not available for 2015.

How old were you when you first began drinking alcoholic beverages regularly, that is, at least once or twice a month?

County:

Finney County ▼

Level:

6th Grade ▼

Beginning Year

2012 ▼

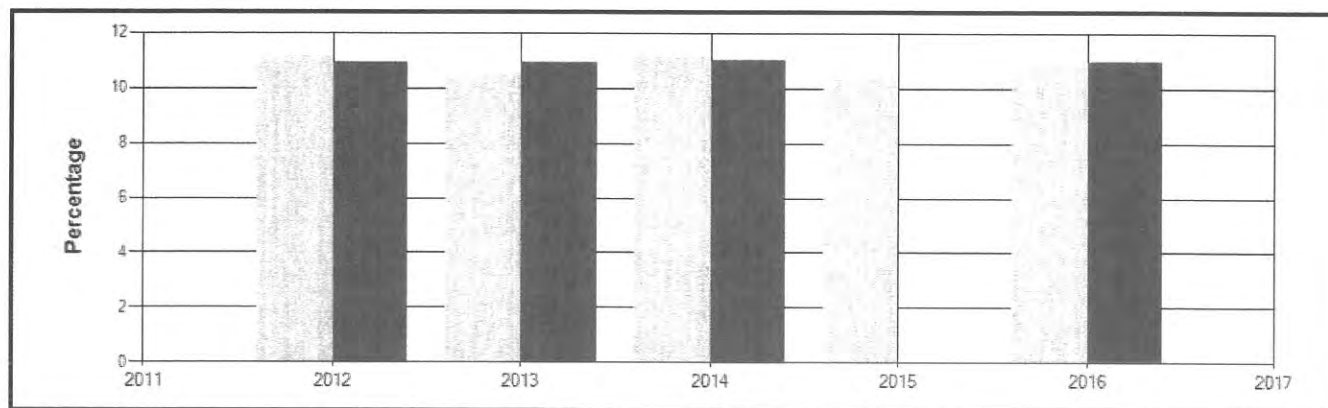
Ending Year

2016 ▼

Response:

Average Age ▼

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	11.11	10.50	11.11	10.43	10.75
State	10.91	10.94	11.01		10.96

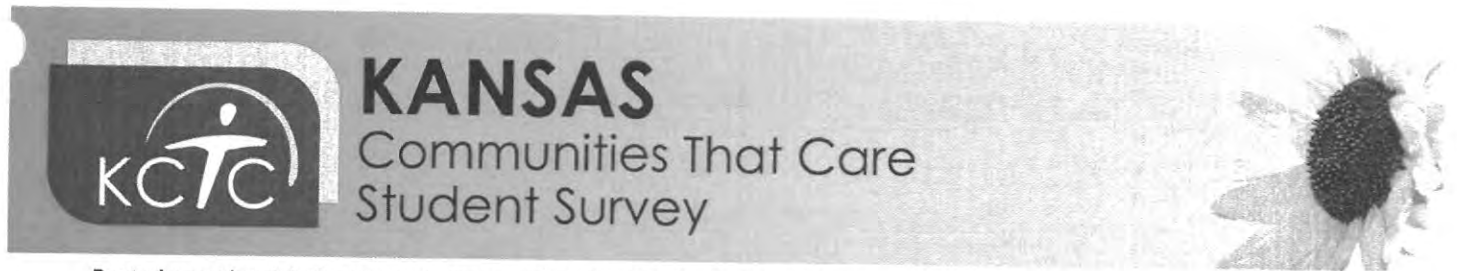
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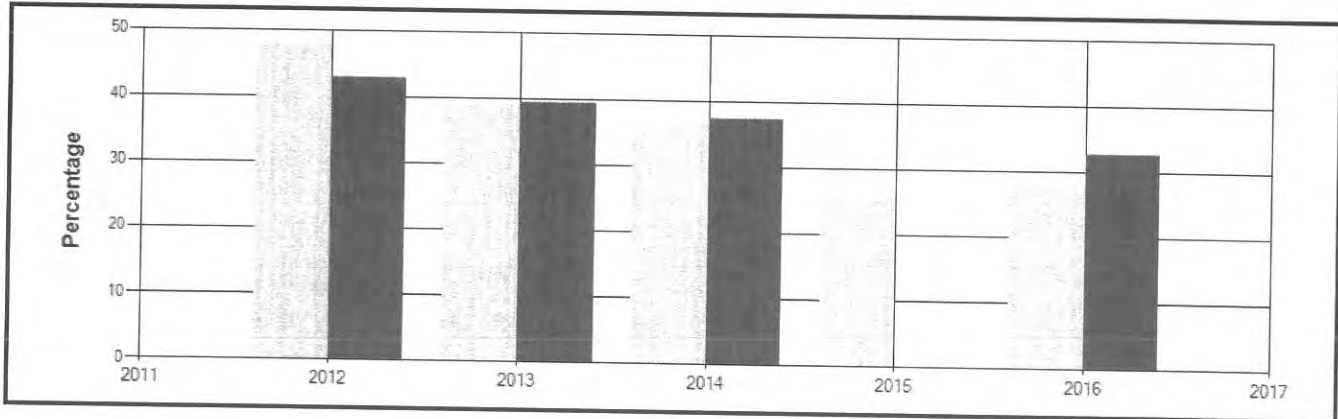


Due to decreased participation rates, statewide comparison data are not available for 2015.

Think of your four best friends (the friends you feel closest to). In the past year (12 months), how many of your best friends have: tried beer, wine or hard liquor (for example, vodka, whiskey, or gin) when their parents didn't know about it?


County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	47.75	38.99	36.26	25.79	27.96
State	42.74	39.34	37.35		32.72

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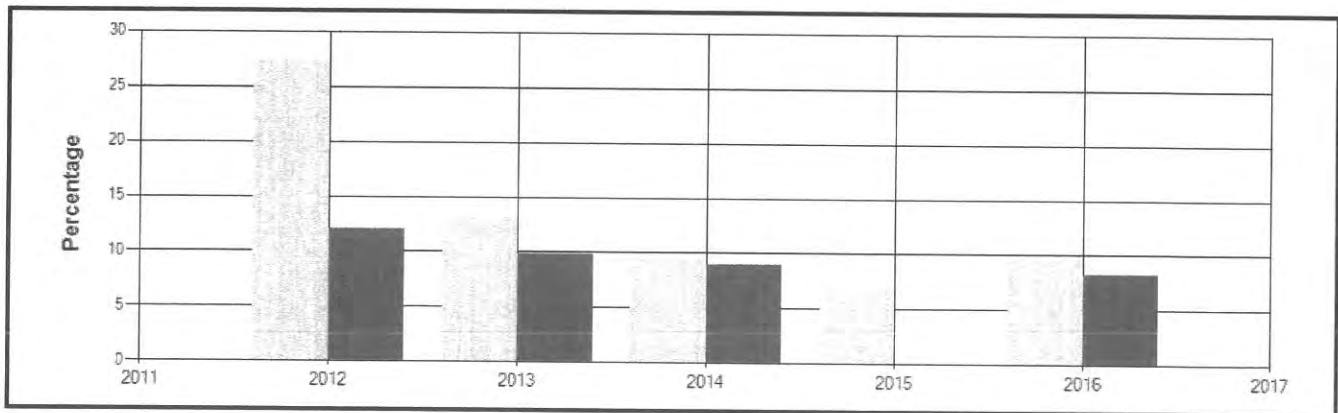


Due to decreased participation rates, statewide comparison data are not available for 2015.

Think of your four best friends (the friends you feel closest to). In the past year (12 months), how many of your best friends have: tried beer, wine or hard liquor (for example, vodka, whiskey, or gin) when their parents didn't know about it?


County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	27.32	13.06	9.36	6.64	9.59
State	11.98	9.76	8.90		8.17

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# KANSAS

## Communities That Care Student Survey



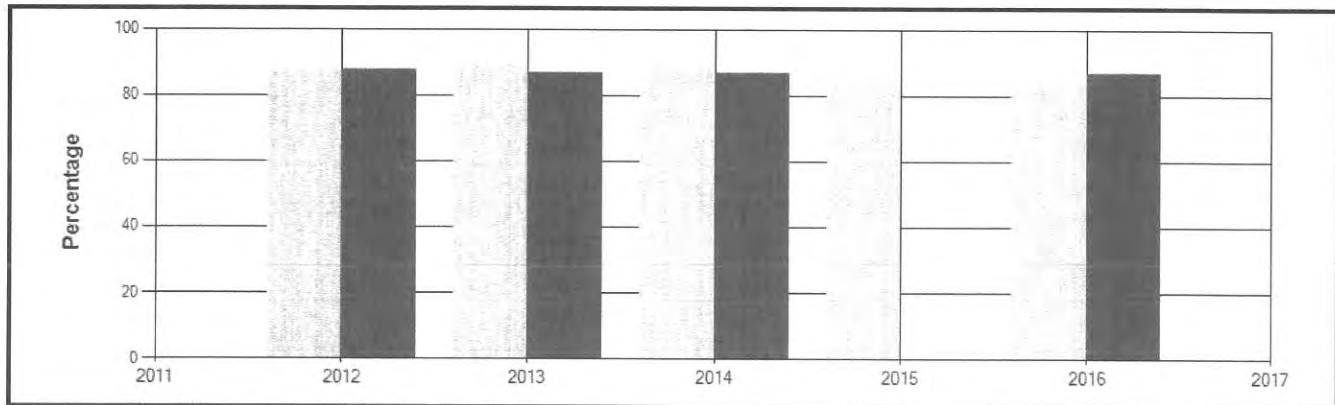
Due to decreased participation rates, statewide comparison data are not available for 2015.

How much do you think people risk harming themselves (physically or in other ways) if they: take one or two drinks of an alcoholic beverage (beer, wine, liquor) nearly every day?

County:  Level:  Beginning Year:  Ending Year:


Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	87.22	88.82	88.64	84.11	83.17
State	87.57	86.86	86.87		86.74

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# KANSAS

## Communities That Care Student Survey



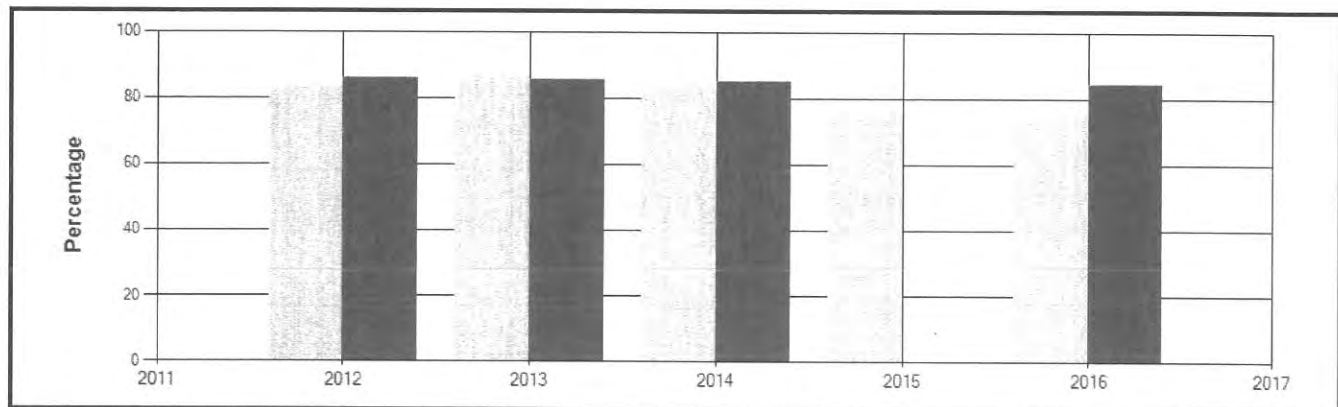
Due to decreased participation rates, statewide comparison data are not available for 2015.

How much do you think people risk harming themselves (physically or in other ways) if they: take one or two drinks of an alcoholic beverage (beer, wine, liquor) nearly every day?

County:  Level:  Beginning Year:  Ending Year:


Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	83.38	86.30	83.33	75.53	75.41
State	86.28	85.85	85.71		84.58

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# KANSAS

## Communities That Care Student Survey

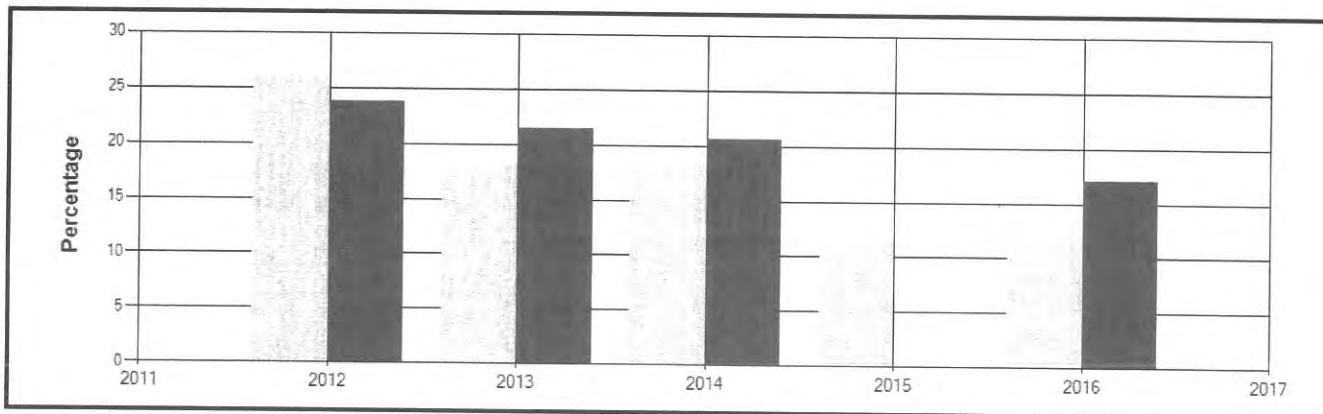


Due to decreased participation rates, statewide comparison data are not available for 2015.

You are at a party at someone's house, and one of your friends offers you a drink containing alcohol. What would you say or do?


County: 
 Level: 
 Beginning Year: 
 Ending Year: 
 Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	26.05	18.09	18.21	11.35	11.82
State	23.75	21.39	20.52		10.98

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# KANSAS

## Communities That Care Student Survey

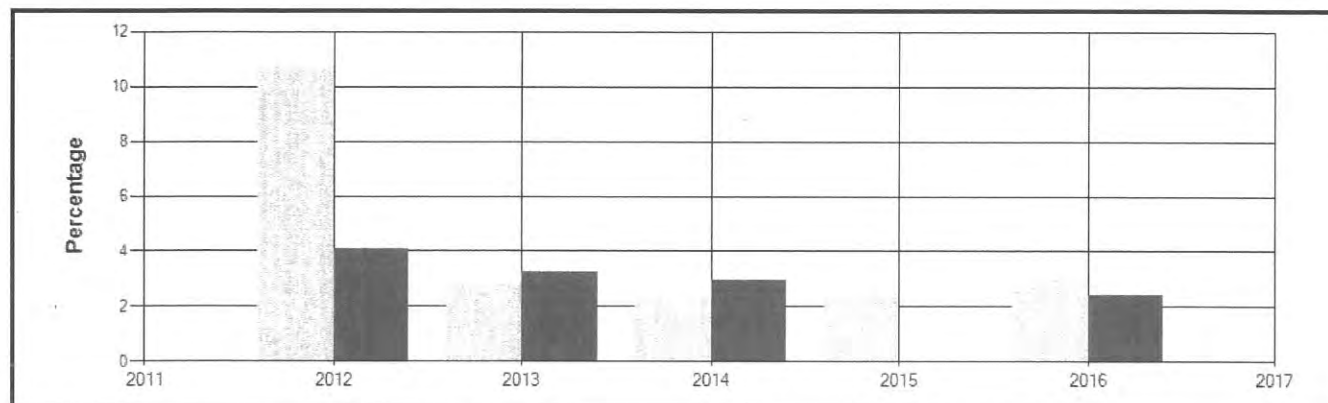


Due to decreased participation rates, statewide comparison data are not available for 2015.

You are at a party at someone's house, and one of your friends offers you a drink containing alcohol. What would you say or do?


County:  Level:  Beginning Year:  Ending Year:  Response:

[Back to Questions/Indicators](#)

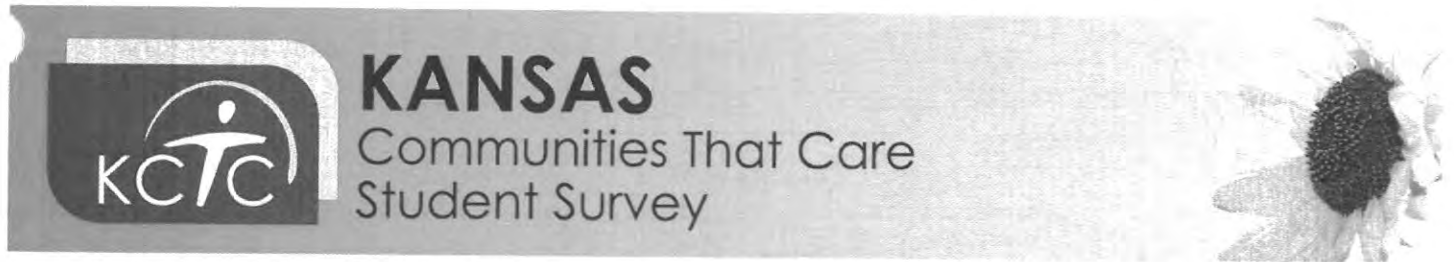


Year	2012	2013	2014	2015	2016
County	10.73	2.82	2.24	2.47	3.00
State	2.07	2.25	2.83		2.34

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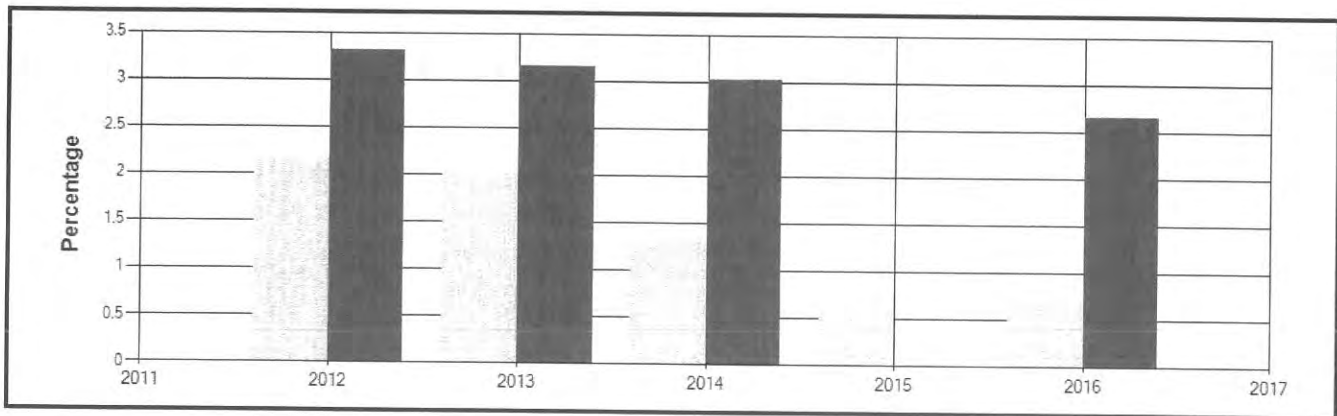


Due to decreased participation rates, statewide comparison data are not available for 2015.

How wrong do your parents feel it would be for you to: drink beer, wine or hard liquor (for example, vodka, whiskey, or gin) regularly (at least once or twice a month)?


County: 
 Level: 
 Beginning Year: 
 Ending Year: 
 Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	2.16	2.00	1.36	0.58	0.71
State	3.01	3.16	3.43		2.65

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# KANSAS

## Communities That Care Student Survey

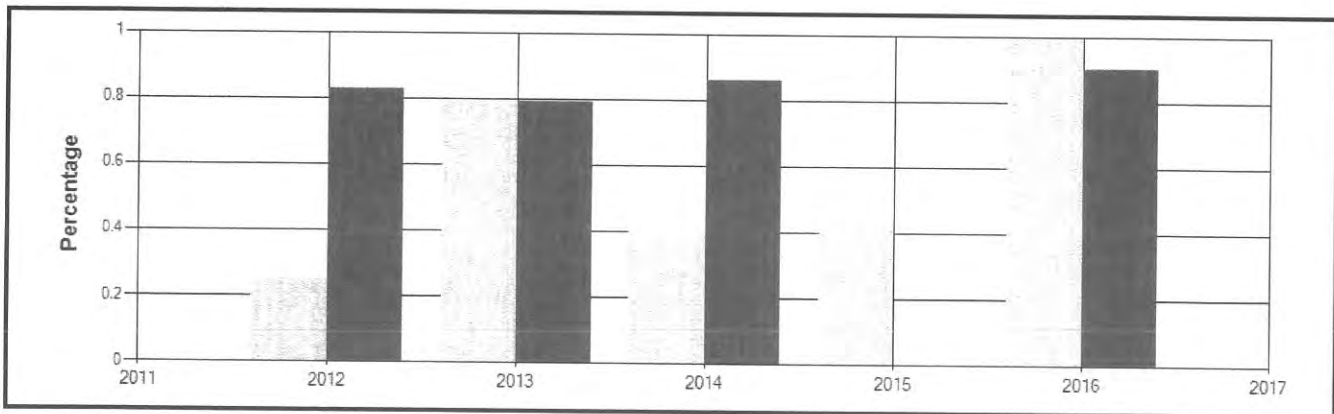


Due to decreased participation rates, statewide comparison data are not available for 2015.

How wrong do your parents feel it would be for you to: drink beer, wine or hard liquor (for example, vodka, whiskey, or gin) regularly (at least once or twice a month)?


County: 
 Level: 
 Beginning Year: 
 Ending Year: 
 Response:

[Back to Questions/Indicators](#)



Year	2012	2013	2014	2015	2016
County	0.25	0.79	0.40	0.43	0.99
State	0.83	0.79	0.66		0.90

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**Attachment 2**

**Budget Breakdown**

**Big Brothers Big Sisters Mentoring Programs**

## **Cost Breakdown for Big Brothers Big Sisters Mentoring Program**

We figure the cost of the matches according to need to the projected referred youth for that year. For 2017 the cost of our program is \$450 per match for the year. We are well below the National average of \$1,000 to \$1,500 per match.

Our projected number of matches for the year is 500. We are asking AFAC to fund 60 of the highest risk matches for alcohol use for 2017. We will assess these youth when they are referred to get this data. The more funding we are allotted, the more youth we can reach.

The budget breakdown of each \$450 is:

\$27	Volunteer recruitment in the community
\$59	Enrollment Process for youth and volunteer
\$90	Costs per Volunteer Assessment
\$ 14	Match Meeting
\$149	For Monthly Match support for volunteer, child, teacher, parent
\$113	<u>For operational costs: liability insurance, communication, activities, supplies, mileage</u>

**\$450 per match X 60 high risk youth served= \$27,000**



# SUMMER PLAYGROUND PROGRAM

A Community-wide Cooperative Program Providing Free Summer Activities for Children in Garden City

For the second part of our funding, we would like you to consider our Summer Playground Program under number 2) Alternatives and Activities.

We would like to apply for AFAC Funding for 2017 for the Summer Playground Program. This program is being conducted through the cooperative efforts of the Big Brothers Big Sisters of Finney & Kearny Counties, Youth Services, and Garden City Recreation Commission. The Summer Playground Program began in 2006 with help from Boy Scouts, Garden City Community College, K-State Extension, GCCC/Educational Talent search, USD 457, and the Community Health Coalition. We are asking for \$6,500 pay for part of the costs associated with this program.

As a result of funding given to Garden City Recreation and Big Brothers Big Sisters by the city and county, we were able to serve 174 youth ages 5-15 at 3 sites: The programs were able to run Monday –Thursdays in June and July for seven weeks. Educational presentations were provided by Lee Richardson Zoo, Commerce Bank, Finney County Extension Nutrition and Animal Health, Books on the Bus, Finney County Sheriff's Office, Beef Empire Days Royalty, Kansas Highway Patrol, GCCC, and the Garden City Fire Department. For 2017, we will have a speaker every other week that focusses on alcohol and drug prevention. We will also continue to use the

Lunch was provided each day by USD 457 through a USDA lunch program grant. Staff and supplies for each site were paid for by grants from the City of Garden City, AFAC, United Way, Finnup Foundation, and Western Kansas Community Foundation. Staff training was provided in-kind by Garden City Recreation Commission and Big Brothers Big Sisters. In addition, Garden City Recreation was funded through United Way to provide bus rides to Finnup Park for youth in the Towns Riverview South Areas. We will be adding a site at the County Youth Services Building as was requested by the Director. The area is an at risk area due to the Santa Fe Avenue area being noted as having 28% of their area population living below the poverty level, and 35% in the East Garden Village area living below poverty level.

These agencies came together in a truly cooperative effort to better serve youth in the community who would not otherwise be engaged in positive activities during the summer. Engaging these children in positive activities and exposing them to area agency representatives will help them become more aware of the community around them. In turn, creating a more educated, more productive area work force in the future. As well as preventing juvenile crimes such as vandalism, graffiti, underage drinking, theft, and early parenting. These children were able to participate free of charge in positive activities each day, receive lunch, and have access to the Big Pool. In addition, for the last two years each site has been able to raise a vegetable garden. The kids work in the gardens over the summer and are able to consume the fresh fruit and vegetables they have grown. The Finney County Extension Office has provided education on nutrition, growing vegetables, and recipes for the food they kids grow.

The funds we are requesting would be used to provide shared supplies, and labor for the programs at the East Garden Village and the Youth Services sites. Equipment will be saved and used for future years. Our objectives for this program are alcohol prevention in youth through activities and mentoring, to create a safe environment where children feel welcome, to educate youth about the negative influences in our community and how they can combat them, provide transportation to the areas of the community where children would not otherwise be able to attend due to location or non-ability to be transported. Many of these children would be left at home in the summer unsupervised.

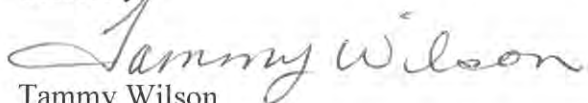
This program will be open to all youth in the community who want to participate with special focus by summer playground program agencies serving high risk youth from East Garden Village, and the Santa Fe area. We will use the City Bus when needed for transportation. The school district will be providing a nutritious lunch for all participating youth and the Books on the Bus program will visit each site every week. Along with educational speakers and

Other participating businesses/agencies from the community are Commerce Bank, Red Cross, the Garden City Fire Department, the Garden City Police Department, Finney County Humane Society, Finney County Extension Office, Boy Scouts, Finney County EMS, Lee Richardson Zoo, Boy Scouts, Telegram, GCCC, The Art Center and Buffalo Refuge.

Big Brothers Big Sisters and the Garden City Recreation Commission will be coordinating and providing the programs at the 4 sites. In addition, Big Brothers Big Sisters and the Rec Commission will be providing liability insurance and responsible adult staff at each site. We are requesting funding from several sources for our program and the Recreation Commission is requesting their own.

The students at BBBS sites will be receiving an hour of school work time in addition to the 2 ½ hours of playground time. This will be before lunch. We will continue to use the Keep a Clear Mind Program for one more year with some modifications to increase positive results. Big Brothers Big Sisters 48-1007859 will be the fiscal agent for the purposes of this grant. If you have further questions please contact Tammy Wilson, Big Brothers Big Sisters (620) 275-2424 or (620) 640-8614. We are responsible for the completion and oversight of this project. Thank you for your consideration of this project.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Wilson".

Tammy Wilson  
Executive Director  
Big Brothers Big Sisters

## Report on Keep a Clear Mind

"The Keep A Clear Mind drug education program won the Center for Substance Abuse Prevention's Exemplary Program Award, was named as a Model Program by several national and state groups, and is currently listed on the National Registry of Evidence-Based Programs and Practices."

Keep a Clear Mind is an educational prevention program that is designed to involve the child and the parent, teaching that an open line of communication is vital in the prevention steps with young children's right to choose. Each of the 4 different booklets were discussed and gone over with the children before the book was sent home, as was the importance of the idea that talking to their parents was a step in the right direction in prevention. We used this tool as an opportunity to openly talk with the kids about the importance of choice, and keeping a level and clear mind to make decision. Along with the follow-up news letters sent home during the duration of the summer.

Each booklet provided an opportunity for the child to take it home and discuss the concept with his or her parent. The goal of the program is that the child will return the booklet with the parent's signature to show acknowledgement of completion. The child then receives a reward for the action. The tracking of this number provides the research for the Keep a Clear Mind developer and creates data into the effectiveness of the open communication and prevention. This method of data-collect may not be completely valid in all environments because it leads to an open ended idea of did they or did they not.

The summer program staff, feels like the program wasn't as beneficial to the needs of our participants so we tried to tailor the information so we knew they were getting it from some adult in their lives. We realized early on that the program wasn't as affective in our particular areas, because of the lack of parental involvement with the children we serve. As our numbers show, there was a lack of parental involvement at all sites. The most parental involvement came from the Scout Park area of town with an average of 42% returned over the course of the 4 week program. East Garden Village had a 17% return rate over the course of the 4 weeks and Finnup Park returned 11% over the 4 week course. Creating an overall total of 28% of returned booklets over the 3 locations, this number is low by our standards. We understand there is some error in the numbers due to the lack of proper accountability for the number given out at each location.

We believe that the participants were given vital information and were accepting of the information as it came from the staff of the program. We feel that the missed step was the parental involvement, and therefore the lack of open communication failed. As we re-evaluate the effectiveness of this type of programming in our core audience, we realize it may not be the most effective way or measuring the understanding of prevention. However we are confident in the information and the nature it was given and adapted to the audience, when we detected an issue. Prevention is about the message and how it was received. Keep a Clear Mind is an ideal program when adapted to the needs of our program sites, the participants showed signs of understanding and growth. Many participants reported talking about these topics with adults, just not returning the booklet.

### 2017 Budget for Program

**Contract Labor**

1 Coordinator	\$2000
4 Assistants	\$4320 (3 Assts X \$10.00/hr X 4 hrs/day X 36 days)
Educational Programs	In Kind
Rent	In Kind
Lunch	In Kind (Provided by USD #457)
Sports Supplies	In Kind (Provided by another grant)
Crafts	\$84
Cups	In Kind Donated
Ice (\$1 X 4 days X 8 wks X 3)	\$96
<b>TOTAL AFAC/City Request</b>	<b>\$6,500</b>

**Other**

Program Coordinator	\$2000
Promotion	\$1000 In Kind
<del>Transportation</del>	<del>\$8500</del> (requested from other entities)
Training for staff	\$160 In Kind
Liability Insurance	In Kind
Administration	\$ 700 (requested from other entities)
Additional Assistants	\$2000 (requested from other entities)
<u>Supplies for other sites</u>	<u>\$3355 (requested from other entities)</u>
<b>TOTAL</b>	<b>\$17,715</b>

TOTAL PROJECT BUDGET      \$24,215.00

Cost per child for the whole summer is \$72 per child.

NOTE: We have to have so many adults per number of children due to safety.

### **Attachment 3**

## **Big Brothers Big Sisters of America**

### **Forms/data collection**

### **Brochures**

The forms contained in this attachment are property of Big Brothers Big Sisters of America and cannot be used in full or in part without express written permission from Big Brothers Big Sisters of America





# Big Brothers Big Sisters of Finney & Kearny Counties

PO Box 1544

(620) 275-2424

Garden City, KS 67846

[bbbs@gcnet.com](mailto:bbbs@gcnet.com)

## SCHOOL REFERRAL FORM

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Language spoken in home \_\_\_\_\_

Child is being referred for:

Academic problems \_\_\_\_\_ Behavior problems \_\_\_\_\_ Social problems \_\_\_\_\_

To your knowledge does the child have any siblings that have been arrested? \_\_\_\_\_

Does the child have problems with attendance? \_\_\_\_\_

Please list three best 1-hour time slots this child can work with a mentor:

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

Mentor Preferences: Male \_\_\_\_\_ or Female \_\_\_\_\_ / Bilingual? \_\_\_\_\_ Other: \_\_\_\_\_

In your opinion how does this student compare with his/her peers in the following areas:

	Well below average	Below average	Average	Above average	Well above average	Don't know
<b>CONFIDENCE</b>						
1) Self-confidence						
2) Able to express feelings						
3) Decision making						
4) Has interests or hobbies						
5) Personal hygiene, appearance						
6) Sense of the future						
<b>COMPETENCE</b>						
7) Uses community resources						
8) Uses school resources						
9) Academic performance						
10) Attitude toward school						
11) School preparedness (homework)						
12) Class participation						
13) Classroom behavior						
14) Able to avoid delinquency						
15) Able to avoid substance abuse						
16) Able to avoid early parenting						
<b>CARING</b>						
17) Shows trust toward school staff						
18) Respects other cultures						
19) Relationship with family						
20) Relationship with peers						
21) Relationship with other adults						

COMPLETED BY: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Jennifer Cunningham, Staff Liaison  
**DATE:** March 21, 2017  
**RE:** 2017 Art Grant Recommendations

---

### **ISSUE:**

The Governing Body is asked to consider and approve the distribution of Art Grant funds as recommended by the Art Grant Committee.

### **BACKGROUND:**

The Art Grant program was developed in 2012 as a formal process by which arts programs can request funding from the City. Art Grant Committee Members are Troy Nanninga, Shawna Deal, and Melissa Gallegos.

The City Commission allocated \$15,250.00 from the social fund line item to fund the Art Grant program for FY2017. The City received five applications requesting a total of \$10,250.00. The Art Grant Selection Committee recommends awarding \$11,750.00 to the five applicants as outlined below.

Agency	Amount Requested	Amount Recommended
Edith Scheuerman Tigerrific Sign Choir	\$ 1,500.00	\$ 1,500.00
Tumbleweed Festival	\$ 2,000.00	\$ 2,500.00
Southwest Kansas Live on Stage	\$ 2,500.00	\$ 3,000.00
Garden City Arts	\$ 3,250.00	\$ 3,750.00
Boy Scouts of America	\$ 1,000.00	\$ 0.00
Total	\$ 10,250.00	\$ 11,750.00

### **ALTERNATIVES:**

1. Approve the Committee's recommendation to award \$11,75.000 in Art Grant funds to the five agencies as outlined.
2. Alter the Committee's recommendation and award funding as the Governing Body sees fit.
3. Do not approve the Committee's recommendation and send the item back to the Committee for further review.

### **RECOMMENDATION:**

The Committee requests the Governing Body approve their recommendation to allocate \$11,750.00 in 2017 Art Grants as outlined above.

### **FISCAL NOTE:**

If approved, \$11,750.00 would be awarded from Fund 001-171-6165 "Social Funding." The account would then have \$3,500.00 remaining.

**ATTACHMENTS:**

Description	Upload Date	Type
Art Grant Applications	3/17/2017	Backup Material



## Edith Scheuerman Tigerrific Sign Choir

Edith Scheuerman Elementary School

1901 Wilcox Ave.

Garden City, KS 67846

lking@gckschools.com

620-805-7350



Thank you for the opportunity to apply for the Garden City Community Grant. This is the twelfth year that the Edith Scheuerman Tigerrific Sign Choir has been offered to our students as an activity in which to participate.

Choir members are in 1<sup>st</sup> through 4<sup>th</sup> grade and stay after school to practice each Monday for an hour and a half. The number of students in the choir varies each year, with 45 students currently in the choir. They have a short recess and a snack as they have already been at school for an entire day. Students are taught to sing various songs and to sign them as well. This year the whole Sign Choir learned a dance to go with one of our Christmas songs. Our school houses the elementary program for the deaf and hard of hearing and all students are taught some sign language in the mornings when possible before school. Being in sign choir affords students the opportunity to learn more sign language and the chance to give back to the community in so many positive ways by performing at various functions. It is very beneficial for children to be involved in extra-curricular activities, especially music! Research states that students who are involved in activities tend to stay out of trouble and perform better in school.

We have participated in numerous community events including the Veteran's Day Parade and the Winter Parade. We have performed at many functions; private Christmas parties, dinners at the Senior Citizen Center, Garden Valley Retirement Home, caroled at homes and businesses around town, Dillon's West, Wal-Mart Market Place and Walgreens. Other various community organizations we have had the privilege to perform at are the, Crystal Apple Award ceremony, USD #457 staff dinner, Garden City Community College, Garden City High School, Lakin Retirement Village, Ulysses Spring Fling, Rotary Club, USD #457 School Board Meetings, Kansas Honor Flight Fundraiser, RCDC Fantasy Tree Festival, Stevens Park, performances for students' families and friends, and performances for the Edith Scheuerman staff and students.

In the recent years we have received funds from Garden City Lewis Automotive Group of Garden City and various private donors. Three years in a row we have sold sign choir shirts as a fund raiser only making \$2.00 per shirt. Another small fundraiser we do in the fall is Freddy's night for the Edith Scheuerman Tigerrific Sign Choir, with that we make \$250.00. Each year we look for organizations that are willing to help fund our group. This school year we have received a \$100.00 donation from the Women's group of the Brethren. In the recent years it has become extremely harder to receive any formal donations.

For twelve years Loretta King (Interventionist Paraprofessional) has volunteered as the sign/music director/ sponsor of the Edith Scheuerman Tigerrific Sign Choir. This year we have added three new sponsors to the Edith Scheuerman Tigerrific Sign Choir; Tami Moore (Resource Teacher), Diane Martinez (Nutrition Secretary) and Doris Spor (Resource Paraprofessional). Money donated has gone towards buying uniform shirts for formal performances for the students, which are kept at school. Each trip we take, and we take many, is made possible by USD #457 but we do pay the standard field trip fee for local trips and an extra charge for out of town trips. Money is regularly spent on snacks for the children and additional CDs and new sheet music. Occasionally we buy costumes for the choir members. For seven years now another small fundraiser we do is go around the community and serenade to people for Valentine's Day, we break about even to pay for our bussing and buy carnations to give to the recipients.

We always have a busy Christmas season....each year consisting of several performances as well as an evening of caroling! During which we have spent \$150.00 on bussing. This year we were able to purchase our PA system to perform at bigger venues! We would like to purchase a parabolic microphone to go along with our PA system. We are always buying new music, any wardrobe to go with our theme of our programs, CDs and we always need money for snacks for the Sign Choir members. Bussing will continue to be expenditure as well. We would like to request \$1500.00 in grant money to sustain our choir for the rest of this school year and into the next one. We always tell our sign choir members it is always good to give back to our community. Giving back to our community is a great lesson to teach our Sign Choir members. Thank you for considering our request.

Respectfully submitted,

Loretta King

Doris Spor

Tami Moore

Diane Martinez





FESTIVAL  
Garden City's Music & Arts Festival

February 16, 2017

Jennifer Cunningham  
Assistant City Manager  
301 N. 8<sup>th</sup>  
Garden City, KS 67846

Thank you for the opportunity to be considered for a City of Garden City Arts Grant. I have enclosed our project narrative in support of the request for a \$2,000 grant. This funding will be used toward the cost of the Children's Arts and Craft Program including the Arts Tent, Facepainting Tent and Balloon Artists.

We realize that requests are many and funding is limited so your consideration of our proposal is greatly appreciated. If additional information is needed please contact me at 620-290-1011 or at [katfriesen@gmail.com](mailto:katfriesen@gmail.com).

Sincerely,

A handwritten signature in cursive script that reads "Kathy Friesen". The ink is dark and the signature is fluid.

Kathy Friesen  
Tumbleweed Festival Board of Directors  
PO Box 269  
Garden City, KS 67846



# THE TUMBLEWEED FESTIVAL

## 2017 PROJECT NARRATIVE

### THE EVENT

For the past 25 years the Tumbleweed Festival has taken place on the 4<sup>th</sup> weekend in August and has truly become a part of our community. As it continues to grow, it attracts approximately 5,000 during the three-day weekend, from not only Garden City but also the surrounding area and states. Musical performances featured throughout the weekend provide a broad selection of genres for the enjoyment of patrons. Well-shaded areas on the east green of Lee Richardson Zoo make an ideal area for the event.

### THE CHILDREN'S AREA

The Children's Area has also been an important part of the Tumbleweed Festival from its very beginning. The clown, magician, and puppet performances on the Stage, the projects in the Art Tent and activities in the surrounding area are planned to stimulate the imagination and creativity of the many children who visit each year. Last year we appreciated receiving grants from the City of Garden City, the Finnup Foundation and Western Kansas Community Foundation. These grants provided for approximately half of the total expenses. The overall costs for the Children's Area in 2017 are budgeted at \$20,000.

We would like to request a grant of \$2,000 from the City of Garden City to underwrite the cost of equipment and supplies for the Children's Arts and Craft Program including the Art Tent, Facepainting Tent and Balloon Artists.

### THE ORGANIZATION

The mission of the Tumbleweed Festival is to heighten community awareness and appreciation of the arts. The Festival seeks to promote artists, both performing and visual, directly and indirectly by giving them an opportunity and venue to display their talents. Our goals also include providing a forum for the community to unite and actively participate in many different ways and levels by developing a broad base of community support through volunteerism and financial underwriting. Many community businesses participate through financial sponsorships and in-kind contributions. Support is also provided by grants from area foundations and funds. As an all-volunteer organization, the Festival relies on the participation of over 200 volunteers from the community to manage the 3-day weekend of the Festival. Tumbleweed Festival Inc. is a 501(c)(3) organization. Our tax ID number is 48-1113143.



# ***Southwest Kansas Live On Stage***

February 9, 2017

Jennifer Cunningham  
Assistant City Manager  
301 North Eighth Street  
Garden City, KS 67846

Dear Jennifer:

Enclosed is Southwest Kansas Live on Stage's application for the City of Garden City Arts Grant. The 2017-2018 concert season will be our 71<sup>st</sup> concert season. We have five exciting, varied concerts planned and three student outreaches for next year and look forward to bringing them to the Southwest Kansas community.

On behalf of the Officers and the Board of Directors of Southwest Kansas Live on Stage, I would like to thank you for your generous support in the past, and last year it helped us provide five artistically varied, professional, and entertaining concerts and two outreaches to local students. We appreciate your consideration of Southwest Kansas Live on Stage's Arts Grant Application in 2017. Your support is very much appreciated by the Board, the volunteers, and the members of our organization to enhance the quality of life in Southwest Kansas, and we look forward to presenting professional, live, educational, and entertaining concerts in the future.

If you have any questions, please feel free to contact me at (620) 275-2878.

Sincerely,

Nancy Randolph  
Southwest Kansas Live on Stage Board Member

Enclosures

City of Garden City Arts Grant  
Application to Request Funds  
February 2017

**1. Name of Applicant:**

Southwest Kansas Live on Stage, Inc.  
P.O. Box 1827  
Garden City, KS 67846

- 2. Contact Information:** Nancy Randolph, Board Member, (620) 275-2878  
[nsrandolph@sbcglobal.net](mailto:nsrandolph@sbcglobal.net)  
3001 Lost River Drive, Garden City, KS 67846

Fred Askren, President, (620) 272-4848  
[faskren@gmail.com](mailto:faskren@gmail.com)  
501 North Fifth, Garden City, KS 67846

- 3. Project:** Continued support of Southwest Kansas Live on Stage, Inc., (SWKSLOS), a non-profit community concert organization in its 71<sup>st</sup> year, bringing five professional, educational, and live artist performances to Southwest Kansas.

- 4. Amount Requested:** \$2,500

- 5. The specific use of the money requested as it relates to your entire project or program:**

The grant funds requested would be used to partially pay the artists' fees for the 2017 -2018 concert season. For 2017-2018 we have selected five artists and three outreach programs to the youth in Southwest Kansas. We have allocated \$35,000 for artists' fees. Attached is a playbill from 2016-2017 which shows the artists presented this year and the artists selected for 2017-2018. A copy of our proposed budget for 2017-2018 is attached, which reflects the additional costs associated with presenting these concerts.

- 6. Identify the goal of the project or program:**

The goal of SWKSLOS is to provide quality live entertainment to the people and families of Southwest Kansas and the surrounding area. We are proud to be able to provide these international and renowned artists at the local level for the benefit of the residents of Southwest Kansas and provide artistic entertainment, cultural exposure at the local level without having to drive hours to attend concerts. With season memberships and sponsorships we are able to provide 600 plus Southwest Kansas residents the ability to enjoy the five concerts offered and five to eight reciprocity concerts in nearby cities.



We also focus on providing music education and exposure to the youth in our community. In 2016-2017 we scheduled two student outreaches. One outreach was held in January with Tenore where 200 plus Garden City High School Students attended the outreach where Tenore sang for them, interacted with the students, and answered questions posed by the students. We have our second student outreach on February 15 for the Horace Good Middle School students, which administration expects 200 plus students to attend. We are pleased to be able to help support our youth of Southwest Kansas in this fashion.

**7. Explain if this is a one-time project or program. If it is not, explain plans for funding in future years:**

The 2017-2018 concert season will be SWKSLOS 71<sup>st</sup> year of providing musical entertainment and education to our community. What an amazing accomplishment over the years through several generations!

We are a membership supported organization and actively seek additional sponsorship and grant funding to supplement the expenses of bringing these exceptional artists to Southwest Kansas. We also encourage patron members who wish to support SWKSLOS.

Our membership fees continue to be \$ 70 for a single adult season ticket (early bird \$60), \$130 for a couple season ticket (\$120 early bird); \$170 for a family season ticket with children (\$160 early bird); and \$40 for a season student ticket. A season ticket includes reciprocity to Liberal, Dodge City, and Great Bend concerts for free. Attending the additional concerts is an added benefit to our members.

We are presently having a sponsorship drive and approaching 100 new businesses to expand our financial support base to continue to provide these musical performances. In addition, we are having a mass mailing to 2,000 plus Garden City resident to build our membership. We have heard it said that SWKSLOS is the best kept secret in Southwest Kansas. We need to increase awareness of what we offer to the cultural experience in Southwest Kansas.

**8. Identify other contributors (those already committed and those targeted) to your project or program:**

We have attached a list of sponsors and patrons in 2016-2017 and what they contributed, which we anticipate their continued support in the 2017-2018 as well. We are seeking new sponsors and new members during our sponsorship and membership campaign in February and March. Advertisers are listed in our playbill, which help with expenses of advertising, playbill preparation and other expenses incurred.

We also have applied for grants and received grant funding to support our budget to bring in artists as reflected in the patron list.

Attached is a list of our 2016-2017 board members. Many volunteer hours are invested by the members to select, coordinate, seek funding and advertising and sponsorships and present these musically and culturally varied concerts in Southwest Kansas which enhance the quality of life of our residents. We appreciate your assistance in this effort!

9. If you have received Art Grant funding in the past, please indicate when and how funds were used.

SWKSLOS received grant funds of \$1,500 in 2016 for the 2016-2017 concert season and was used to partially pay artists fees. Attached is a copy of a check dated 8/30/16 for \$9,804 to Live on Stage for partial payment of artist fees for the Little Big Band.



**SOUTHWEST KANSAS LIVE ON STAGE  
BOARD OF DIRECTORS  
2016-2017**

Last	First	Street Address	City	Phone	Cell	Email Address	Term
Askren	Fred	501 North Fifth	GC	276-0500	272-4848	faskren@gmail.com	2019
Berry	Belinda	P.O. Box 172	GC		260-7247	belindaleaberry@gmail.com	2018
Bryant	Irene	901 North Second	GC	276-7555		None	2018
Carrasco	Daniel	1619 E. Laurel	GC		805-5041	danielacarrasco100@gmail.com	Jr.
Cessna	Wynema	Box 151	Ingalls	335-5304	338-5272	wcessna@gckschools.com	2017
Chase	Susan	1502 Harding, Suite 1	GC	276-4070	805-2020	susan@schase@kscoxmail.com	2017
Corbett	Rick	2016 Belmont	GC	275-0351		rickcorbett@cox.net	2019
Currier	Delores	840 N. Sullivan	Ulysses	356-2565	316-322-5018	cdcu@pld.com	2017
Eves	Mary	1603 Bluff	GC		272-4331	marygck@gmail.com	2019
Germann	Marilyn	1404 Kingsbury	GC	276-7315	272-6760	rgermann@cox.net	2019
Germann	Ralph	1404 Kingsbury	GC	276-7315	272-6760	rgermann@cox.net	2017
Jarboe	Marsha	Box 235	Deerfield	426-7256		music_loverus@yahoo.com	2018
Jervis	Tiffany	2924 _____ Place	GC		785-209-4350	tiffany.jervis@gmail.com	2017
Jones	Wynnell	Box 353	Deerfield	426-6667	214-4446	wjones@pld.com	2017
Kunz	Verlene	1307 E. Melanie Lane	GC	275-4057		vkunz@cox.net	2018
Larmer	Karen	1218 Ridgewood'GC		272-0050		kslarmer@yahoo.com	2018
Lauber	Joyce	712 Antelope	Scott City	872-3591	214-2318	jlauber@usd466.org	2017
Mason	Julie	1105 Viola	Scott City	872-2303	874-5902	jimason@wbsnet.org	2019
Messenger	Betty	802 E. Hackberry	GC	276-0667		None	2017
Neff	Donna	Box 1128	Lakin	355-7197	272-6656	neffwit@pld.com	2019
Nelson	Joanne	2708 Belmont	GC	276-7560	640-7929	jnelson@gckschools.com	2017
Olomon	Kirk	816 Price	GC	275-9717	276-5725	kolo058@hotmail.com	2018
Powell	Alexis	570 Sage Hill Trail	GC		290-3710	alexispowell000@gmail.com	Jr.
Randolph	Nancy	3001 Lost River Drive	GC	271-6108	275-2878	nsrandolph@sbcglobal.net	2018
Retsema	Kriz	633 Briar Hill Drive	GC		290-0507	krizretsema@hotmail.com	2019
Rutherford	Meranda	103 E. Hackberry	GC		805-1632	Meranda_k_8@outlook.com	Jr.
Small	Marilyn	701 Harding	GC	276-2226		mymall701@yahoo.com	2019
VanPelt	David	1316 Elizabeth	Scott City	872-7215	874-0255	dvanpelt0129@att.net	2018
West	Duane	Box 712	GC	276-6754		dowest@gcnet.com	2018

## SPONSORSHIPS 2016 – 2017

NAME	IN-KIND	CASH
<b>GOLD</b>		
PIONEER COMUNICATIONS	\$4,500.00	
<b>SILVER</b>		
Garden City Telegram	2250.00	
Garden City State Bank		1000.00
Commerce Bank		1500.00
Southwest KS. Miracle – Ear		1500.00
Garden Pharmacy		1500.00
Western Kansas Broadcasting	2250.00	
<b>BRONZE</b>		
Ulysses News	1,125.00	
Wards Garden Center		750.00
High Plains Public Radio	1,125.00	
Western State Bank		750.00
Scheopner's Water	1,125.00	
Golden Plains Credit Union		750.00
High Plains Urology		750.00
Whartons for Every Bloomin Thing		750.00
<b>Totals</b>	<b>\$12,375.00</b>	<b>\$9250.00</b>
 <b>Adds for Playbill</b>		
American Family Neil Hawley		300.00
Fry Eye		450.00
Landmark National Bank		300.00
Coldwell Banker		300.00
Plaza Pharmacy		300.00
Rutter Cline Insurance		300.00
Dr. Randy McVey		300.00
Stone Angel Jewelry		300.00
A-1 Signe Pro	450.00	
Downtown Vision	450.00	
American State Bank		300.00
<b>Totals</b>	<b>900.00</b>	<b>2850.00</b>
<b>Grand Totals</b>	<b>13,275.00</b>	<b>12,100.00</b>

# THANK YOU!

## Patrons of Southwest Kansas Live on Stage

2016-2017

**Friends: \$25 - \$149**

Adams Real Estate  
Neil and Bernadette Austin  
John and Gloria Battin  
Susan Burgardt  
Ric Dalke  
Dick Fankhauser  
Gwyneth Frack  
Gary and Mary Fuller  
Susie Gooden  
Barbara and Larry Goss  
Ronald Hall  
Ramona Haney  
Betty Harvey  
Eric Hoeme  
John and Debra Hoke  
Judy Hopson  
Bernard and Merrie Huschka  
Thomas and Mary Koksai  
Joyce Lauber  
Elizabeth McCleary  
Julie Mason  
Minnie Miller  
Dick and Jerri Moore  
Martin Neff  
Bruce and Patricia Reichmuth  
Roger and Janet Reed  
Emilie Schmelzried  
Clinton and Delaine Stalker  
Gary and Doris Tabor  
Larry and Kay Thompson  
Susan VanDolah  
Bobby and Caroline Welch  
Randy and Leanna Wolfe  
Sidney Worf

**Contributor: \$150 - \$249**

Delores Currier  
Pam Kells  
Michel Knoll

**Sponsor: \$250 - \$499**

Keith and Wynnell Jones  
Bruce Melin  
Cecil O'Brate

**Patron: \$500 - \$999**

Steve and Dr. Marilyn Douglass  
Ralph and Marilyn Germann  
Betty Messenger  
Finney County Convention  
and Visitors Bureau

**Benefactor: \$1,000 - \$4,999**

Lee and Brenda Reeve  
Finnup Foundation  
City of Garden City  
Western Kansas Community  
Foundation

**Grand Benefactor: \$5,000  
and up**

Orvileta and Duane West  
in honor of their 60<sup>th</sup> wedding  
anniversary

\*\*\* Our apologies to anyone  
who was accidentally left off  
this list \*\*\*



**BUDGET**  
1/1/17 through 12/31/17

Category Description	
<b>INCOME</b>	
2017 - 18 Corporate Sponsor	10,000
2017 - 18 Patrons	8,500
2017 - 18 Grants	8,000.
2017 - 18 Membeships	32,000
Other Income Ads	2,000
<b>TOTAL INCOME</b>	<b>60500</b>
<b>EXPENSES</b>	
Advertisements	2,000
Artist Fees	35000
Bsnk Charges	15
Contract Labor	3800
Custom Hire	300
Equipment	75
Fees	1200
Fee BMI	200
GCSB Fees	25
Insurance	1300
Meals for Artists	175
Piano Tuning	900
Postage	70
Printing	3500
Programs	400
Sales Tax	2750
Service Charges	15
Sound Operator	100
Stage Hands	400
Stamps	47
Suntust Fees	10
Supplies	325
<b>TOTAL EXPENSES</b>	<b>52607</b>
<b>TOTAL INCOME-EXPENSES</b>	<b>7893</b>

**SOUTHWEST KANSAS  
LIVE ON STAGE INC.**  
P.O. BOX 1827  
GARDEN CITY, KS 67846

18-1/1010

3727

DATE 8/30/16

PAY TO THE  
ORDER OF

Live On Stage Inc

\$ 9864<sup>00</sup>

Ninety Eight Thousand & Four & no/100 DOLLARS



Security of funds  
not guaranteed  
by FDIC or NCUA



**Commerce Bank**  
Garden City, Kansas 67846 4892  
www.commercebank.com

Fred Asken

MEMO

Little Big Band

Robert H. Hermann  
TREAS

⑆101000019⑆ 750051519⑆ 3727

FD-18 (1)



Location: LIVE UN.SLALC  
 For Deposit Only to Acct#: 3601769:  
 Date: 09/06/16  
 Deposited by: 81060Z048\_cherie

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
 RESERVED FOR FINANCIAL INSTITUTION USE \*

Regions  
 Date: 09/06/16  
 >062000019<

**Security Features:**  
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 Security Features:  
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 • Results of document alteration:  
 • MP Small wave in line appears as dotted line when photocopied  
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 • Security Screen  
 • Verbiage on back of check

\* FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

# 2017 Art Programs

## Garden City Arts

Prepared for: City Commissioners  
City of Garden City

Prepared by: Katy Guthrie  
Executive Director

### Description

Garden City Arts is seeking funding for our 2017 Summer Children's Programs, our 2017 Art Field Trips, and the 50th celebration of Art in the Park. These programs will benefit the community by providing services, otherwise limited in availability, to residents in Garden City, KS and the surrounding area thus improving the quality of life.

*Garden City*  
**ARTS**

Garden City Arts  
318 N Main  
Garden City, KS 67846

(620) 640-4657  
gardencityarts@gmail.com  
www.gardencityarts.org

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# Project Summary

Since 1989, Garden City Arts has enriched the lives of individuals of all ages by encouraging creativity and providing access to the arts. Garden City Arts is asking the City of Garden City to provide 28% of the funds for the combined cost of 3 out of 17 programs planned for 2017. The programs are as follows:

## **2017 Summer Children's Programs: May 23, 2017 - July 27, 2017**

- Garden City Arts has a fun and educational lineup of classes and events planned this summer for children of all ages. The schedule will expose children to a variety of artmaking techniques and contemporary artists. Between 30 - 35 classes/workshops will be offered this summer with prices ranging from \$0 - \$15.

## **2017 Art Field Trips: April 2017 - April 2018**

- One of the most popular programs at Garden City Arts is Art Field Trips. Any non-profit organization or school group can request a free art trip to the gallery that includes a mini tour and art lesson.

## **Art in the Park: June 24th**

- Sandhills Art Association and Garden City Arts will be partnering this year to bring back Art in the Park for its 50th celebration. The event will include art vendors, art demonstrations, free family art making activities and live musical performances.

## REQUESTED FUNDS

PROGRAM EXPENSES		
2017 Summer Children's Programs		
	Art Instructors' Salary	\$1,500.00
	Part-Time Art Assistant	\$800.00
	Art Supplies	\$500.00
SUBTOTAL:		\$2,800.00
Art Field Trips		
	Art Supplies	\$200.00
SUBTOTAL:		\$200.00
Art in the Park		
	Children's Art Supplies	\$250.00
SUBTOTAL:		\$250.00
TOTAL REQUESTED FUNDS:		\$3,250.00

# GOALS

## 2017 SUMMER PROGRAMS

- To provide quality art programming for children in Garden City and the surrounding area who otherwise have limited access to art education.
- To provide free or affordable art programming for families with limited means.

## ART FIELD TRIPS

- To provide quality art programming for children in Garden City who otherwise have limited access to art education in their classrooms.
- To expose children to local artists and art exhibits featured in the gallery.

## ART IN THE PARK

- To provide local and regional artists an avenue to sell their products.
- To revive a 50 year-old event that was once a staple in the community.
- To improve the quality of life for community members of all ages, gender, ethnicity and

# SUSTAINABILITY

In order to sustain our free arts programming throughout the year, Garden City Arts will continue to charge fees for all of our adult classes and small fees on select children's classes. Class fees will help cover Garden City Arts operational costs in 2017.

All three programs for which monies are being request are reoccurring programs that will continue annually. Garden City Arts will continue to seek funding via sponsorships from businesses, grants through local and regional foundations, and donations from our patrons.

# SOURCES OF FUNDING

SOURCE	STATUS	AMOUNT
City of Garden City	Pending	\$3,250.00
Finnup Foundation	Pending	\$6,709.00
Golden Plains Credit Union (Sponsorship)	Received	\$250.00
Garden City COOP (Sponsorship)	Received	\$250.00
Black Hills Energy (Sponsorship)	Received	\$250.00
Garden City Arts Donations	Budget Approved	\$850.00

**TOTAL REQUESTED FUNDS:** \$11,559.00



# 2017 Art Program Budget

PROGRAM INCOME		
2017 Summer Children's Programs		
	Class Fees	\$350.00
	Finnup Foundation	\$5750.00
	City of Garden City	2800.00
SUBTOTAL:		\$8,900.00
Art Field Trips		
	Garden City Arts Donations	\$500.00
	City of Garden City	\$200.00
SUBTOTAL:		\$700.00
Art in the Park		
	Sponsorships	\$750.00
	Finnup Foundation	\$959.00
	City of Garden City	\$250.00
SUBTOTAL:		\$1959.00
TOTAL:		\$11,559.00

PROGRAM EXPENSES		
2017 Summer Children's Programs		
	Director's Salary	\$5750.00
	Art Instructors' Salary	\$1,500.00
	Part-Time Art Assistant	\$800.00
	Art Supplies	\$750.00
	Advertising	\$100.00
SUBTOTAL:		\$8900.00
Art Field Trips		
	Art Instructor's Salary	\$500.00
	Art Supplies	\$200.00
SUBTOTAL:		\$700.00
Art in the Park		
	Advertising	\$500.00
	Postage/Office Supplies	\$250.00
	Director's Salary	\$959.00
	Children's Art Supplies	\$250.00
SUBTOTAL:		\$1959.00
TOTAL:		\$11,559.00

# 2016 City of Garden City Funds

The City of Garden City awarded Garden City Arts \$2,200 in monies last year for our 2016 Summer Children's Programs and 2016 Art Field Trips. Please refer to the tables and charts below for details on how those funds were utilized.

EXPENSE	MONTHS USED	AMOUNT
Summer Art Instructors (Salary)	MAY 2016 - AUG 2016	\$916.72
Art Supplies (Summer Classes)	MAY 2016 - AUG 2016	\$583.28
Art Field Trip Instructors (Salary)	APR 2016 - JAN 2017	\$514.53
Art Supplies (Art Field Trips)	APR 2016 - JAN 2017	\$185.47

**TOTAL:** \$2,200.00

## 2016 Program Statistics

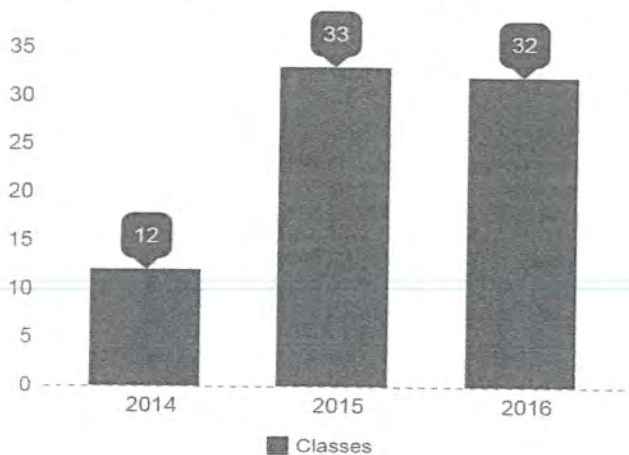
### SUMMER CHILDREN'S PROGRAMS

- ♦ 32 Kids Classes
- ♦ 3 Free Family Art Events
- ♦ 489 Encounters

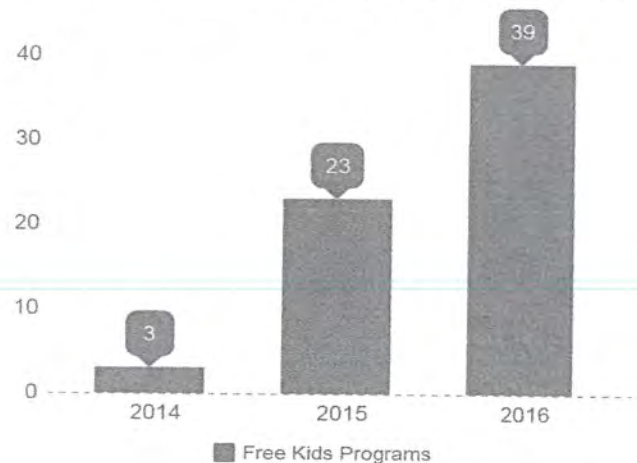
### ART FIELD TRIPS

- ♦ 11 Art Field Trips
- ♦ 6 Schools Participated
- ♦ 2 Children's Clubs Participated
- ♦ 203 Participants

SUMMER CLASSES AT GCA



FREE KIDS PROGRAMS AT GCA





# Background Information

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Garden City Arts is a 501(c)(3) non-profit arts organization that is dedicated to enriching lives and encouraging creativity through the arts. Our gallery is located in downtown Garden City, KS where we host 8 - 10 art exhibits every year and showcase the talents of local artists in our gift section. We also provide monthly film viewings, public works of art, cultural programs and art classes for both children and adults.

## Accomplishments in 2016

- Garden City Arts hosted **184 art events**, ranging from art openings and cultural festivals to art classes! Over the course of 2016, our programs and events benefited people of all ages in Southwest Kansas.
- Through art sales and hosting artist workshops at the gallery, Garden City Arts generated **\$18,002.59 of income for local artists** working in Kansas.
- Programs like Drop-In Art Saturday and school field trips are part of the **50 free art events** Garden City Arts offered in 2016!
- Garden City Arts hosted our 2nd Annual Sidewalk Chalk Contest, our 5th Annual Dia de Los Muertos Festival and our 15th Annual Southwest Kansas Photo Contest. All three of these events saw an increase in participants!
- Despite increasing our free art programs by 38%, Garden City Arts ended 2016 with a surplus thanks to increased donations from community members and local businesses!



318 N Main St  
Garden City, KS 67846  
(620) 260-9700 | [gardencityarts@gmail.com](mailto:gardencityarts@gmail.com)

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February 17th, 2017

To Whom It May Concern:

Thank you for the opportunity to apply for the City of Garden City's 2017 Art Grant. We believe our mission statement, to enrich lives and encourage creativity through the arts, aligns with the City of Garden City's goal to provide community wide art programming.

Our proposal requests \$3,250.00 to fund our 2017 Summer Children's Programs, our 2017 Art Field Trips and the 50th celebration of Art in the Park. We have already secured \$1,600.00 in funds for these projects and currently have a grant request submitted to one other organization.

Thank you once again for this opportunity! Please contact me by emailing [gardencityarts@gmail.com](mailto:gardencityarts@gmail.com) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy Guthrie".

Katy Guthrie  
Executive Director  
Garden City Arts





BOY SCOUTS OF AMERICA®  
SANTA FE TRAIL COUNCIL

February 6, 2017

Jennifer Cunningham, Assistant City Manager  
City of Garden City Art Grant  
PO Box 998  
Garden City, KS 67846

Dear Ms. Cunningham:

The Santa Fe Trail Council, Boy Scouts of America sole purpose is to be an educational organization that teaches citizenship training, leadership and character development for the youth of Southwest Kansas by the values of the Boy Scouts Oath and Law since 1946. Jimmy Stewart, actor, said best in May 1980 when he received the Los Angeles Area Council's Distinguished Scouter Award. Jimmy Stewart was a Boy Scout in Troop 3 in Indiana, PA. As an adult, he was a dedicated friend of Scouting. The night's highlight was Jimmy Stewart's stirring speech about the Scout Oath, which he called "40 words ... that can make an awfully big difference."

"On my honor I will do my best to do my duty to God and my country and to obey the Scout Law. To help other people at all times, to keep myself physically strong, mentally awake and morally straight." I learned those words as a very young man. Most of you men in this room learned them when you were very young. They have stayed with me through a lifetime, as I know they have with you. For many of us, those words have changed the world, and yet, the Scout Oath has only 40 words in it. Forty words that can make an awfully big difference in the way the boy who becomes a man lives out his life. Let's take just a minute to talk about these 40 words and what they mean to all of us. Scouts and non-Scouts alike."

At the new council service center (402 E Fulton Street) will house "The Jessie Montes Art Gallery" which is a vision of Duane and Orvileta West to have a public gallery to display the two and three dimensional art created by Jessie Montes. The collection was assembled by the West's over the past twenty years. The art is a unique genre using cardboard base to create two dimensional art of landscapes, portraits and abstract designs as well as three dimensional sculptures. The Santa Fe Trail Council provides gallery space to permanently display the unique art of Jessie Montes as well as offering art appreciation classes to 200 Scouts. The classes will be taught by local artists using the Cub Scout Award badge and the Boy Scout Art merit badge. This \$1,000 request is for the purchase of an art training aids and supplies in teaching art appreciation classes to 200 Scouts.

The program of the Boy Scouts of America instills values in youth through weekly Scout meetings, community service projects, leadership training, and helping them to achieve self-confidence through the advancement achievement programs. These programs are offered in settings such as outdoor adventures at Spanish Peaks Scout Ranch or through the merit badge achievement program which introduces Scouts to career and hobby adventures. It is with this experience that youth learn life skills and learn the traits necessary to become confident future leaders of our communities.

Jimmy Stewart ended his speech by saying, "I happen to believe that the man who was a Scout is a better man for it. And the world is a better world because of this organization called the Boy Scouts." Thank you for the opportunity to share is special project with the committee.

Sincerely,

Michael W. Stewart  
Scout Executive/CEO  
Santa Fe Trail Council BSA

Cc: Council President: Mark Goudy, Council Board Members: Victor Hawkins, Ron Catanese, Sterling Hall, Dr. Ken Trzaska, Tom Willis, Dave Snapp, Steve Karlin, Jim Douglass

1513.5 E. Fulton Terrace  
Garden City, KS 67846-6165

785-275-5162  
785-6508 FAX

[www.sftcbsa.org](http://www.sftcbsa.org) [www.spanishpeaksscout ranch.com](http://www.spanishpeaksscout ranch.com)

Prepared. For Life.™







**Proposal for:**  
**City of Garden City Art Grant**

January 6, 2017

## **ORGANIZATION INFORMATION**

**Organization Name:** Santa Fe Trail Council, Boy Scouts of America

**Address:** 1513 E Fulton Terrace

**City:** Garden City **State:** KS **Zip:** 67846

**Telephone Number:** (620) 275-5162

**Fax Number:** (620) 275-6508

**Website address:** [www.sftcbsa.org](http://www.sftcbsa.org)

**Contact Person and Title:** Michael Stewart, Scout Executive/CEO

**Telephone Number:** (620) 275-5162

**Fax Number:** (620) 275-6508

**E-mail:** [michael.stewart@scouting.org](mailto:michael.stewart@scouting.org)

**Name & Title of CEO/Director:** Michael Stewart, Scout Executive/C.E.O.

### **Brief Statement about Organization History and Mission:**

The purpose of Boy Scouts of America, incorporated on February 8, 1910, and chartered by Congress in 1916, is to provide an educational program for boys and young adults to build character, to train in the responsibilities of participating citizenship and to develop personal fitness. The Boy Scouts of America is the only youth organization chartered by Congress as an educational program.

The Santa Fe Trail Council, Boy Scouts of America was chartered in 1946 to be headquartered in Garden City, KS. The council serves families of the 19 counties in southwest Kansas. Being a youth development organization currently there are 547 youth and 209 adult leaders served in 2016. Scouting helps young people develop strong values that stay with them throughout their lives. This is particularly true for Scouts who stay in Scouting for one or more years.

On December 9, 2016 the executive board of the Santa Fe Trail Council accepted the financial gift for a new council service center from Duane and Orvileta West of Garden City. The council service center is to serve the needs of Scouts, adult Scouters and Scouting families by providing Scout supplies, training facilities, operational staff and a community presents on a main traffic artery. As a part of the gift, the board has authorized an Art Gallery to be available in the council service center to display the 43 art works of Jessie Montes. The gallery will be available for public viewing of the art. In addition to the art the Santa Fe Trail Council will have art appreciation classes by using local artist giving instruction for the Cub Scout Art award and the Boy Scout Art merit badge.

**Project Narrative Art Gallery's Art appreciation classes:** The Jessie Montes Gallery is vision of Duane and Orvileta West to have public gallery to display the two and three dimensional art created by Jessie Montes. The collection was assembled by the West's over the past twenty years. The art is a unique genre using cardboard base to create two dimensional art of landscapes, portraits and abstract designs as well as three dimensional sculptures. The Santa Fe Trail Council provides gallery space to permanently display the unique art of Jessie Montes as well as offering art appreciation classes to 200 Scouts. The classes will be taught by local artists using the Cub Scout Award badge and the Boy Scout Art merit badge.

**Project Funds Requested:** \$1,000

**Specific Use of the funds:** The funds will be used to purchase training aids and supplies in teaching art appreciation classes to 200 Scouts.

**Goal of the Project:** To provide Scouts an opportunity for appreciation of art with in the Garden City Community.

**Project one-time:** The training aids and supplies will last for a number of years.


**Contributors to project:** Duane & Orvileta West

**Arts Grant Funding:** No requests in the past number of years.

CINCINNATI OH 45999-0038

In reply refer to: 0248254921  
Jan. 20, 2017 LTR 4167C 0  
22-1576300 000000 00

00014111  
BODC: TE

  
BOY SCOUTS OF AMERICA  
% STEPHANIE PHILLIPS  
1325 W WALNUT HILL LN  
IRVING TX 75038

003738

Employer identification number: 22-1576300  
Group exemption number: 1761

Dear Taxpayer:

This is in response to your request dated Jan. 10, 2017, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in November 1965, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to [www.irs.gov/charities](http://www.irs.gov/charities) for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).





BOY SCOUTS OF AMERICA®  
NATIONAL COUNCIL

Saturday, January 28, 2017

Michael W. Stewart, SE  
Santa Fe Trail, #194  
1513-1/2 East Fulton Terrace  
Garden City, KS 67846-6165

Re: Requests for information regarding your council's federal tax-exempt status

Dear Michael:

This letter clarifies the tax-exempt status of your council. The Boy Scouts of America, National Council, is recognized as a public charity and tax exempt under IRC Section 501(c)(3), as well as IRC Section 170(b)(1)(A)(vi). We are not a private foundation as described in IRC Section 509(a). A copy of our current tax-exempt determination letter is attached.

For tax purposes, your council is a bona fide subordinate organization of the Boy Scouts of America, in good standing, and covered under the Boy Scouts of America's group exemption ruling, IRS Ruling No. 1761. Though the council is a separate entity and responsible for its own, independent audit, our exemption ruling extends the same recognition of tax-exempt status to this council as to the Boy Scouts of America National Council.

Each year, the Boy Scouts of America National Office submits to the IRS in electronic format a list of approved subordinate organizations which includes all local councils and their endowment trusts. Your council's information is on the attached list of subordinates.

On behalf of the many young men and women you serve in your council area, thank you again for all you do for Scouting. Questions, if any, can be directed to Russ McNamer, Associate General Counsel – Tax and Corporate, National Office, Legal Department, (972) 580-2226 (O), (214) 801-6974 (C) or [Russ.McNamer@scouting.org](mailto:Russ.McNamer@scouting.org).

Very truly yours,

Michael Surbaugh  
Chief Scout Executive

*Attachments*  
*2017 IRS Letter*  
*IRS Group Exemption Spreadsheet*

1325 West Walnut Hill Lane  
P.O. Box 152079  
Irving, TX 75015-2079  
972-580-2000  
[www.scouting.org](http://www.scouting.org)

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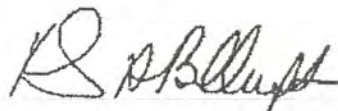




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Jan. 20, 2017 LTR 4167C 0  
22-1576300 000000 00  
00014112

BOY SCOUTS OF AMERICA  
% STEPHANIE PHILLIPS  
1325 W WALNUT HILL LN  
IRVING TX 75038

Sincerely yours,

A handwritten signature in black ink, appearing to read "K. A. Billups".

Kim A. Billups, Operations Manager  
Accounts Management Operations 1

381324910102	BOY SCOUTS OF AMERICA	3271 CHIEF ORENOS COUNCIL	507 W ATTENTION RD	FLINT	MI	485072404079
381324923102	BOY SCOUTS OF AMERICA	365 LAKE HICKORY AREA COUNCIL	507 W ATTENTION RD	FLINT	MI	485072404079
381324923402	BOY SCOUTS OF AMERICA	3272 GREAT LAKES COUNCIL TR FUND	507 W ATTENTION RD	FLINT	MI	485072404079
382192654002	BOY SCOUTS OF AMERICA	3272 GREAT LAKES COUNCIL TR FUND	507 W ATTENTION RD	FLINT	MI	485072404079
382471498102	BOY SCOUTS OF AMERICA	3272 GREAT LAKES COUNCIL TR FUND	507 W ATTENTION RD	FLINT	MI	485072404079
383135986102	BOY SCOUTS OF AMERICA	3272 GREAT LAKES COUNCIL TR FUND	507 W ATTENTION RD	FLINT	MI	485072404079
370620296101	BOY SCOUTS OF AMERICA	144 ABRAHAM LINCOLN COUNCIL TR FUND	5231 S 6TH STREET	SPRINGFIELD	IL	485072404079
370621188101	BOY SCOUTS OF AMERICA	117 PRAIRIELANDS COUNCIL	3301 FRABIER DR	CHAMPAIGN	IL	618221085016
370621593101	BOY SCOUTS OF AMERICA	138 W D BOYCE COUNCIL	674 NE MADISON AVE	PEORIA	IL	618221085016
370721254101	BOY SCOUTS OF AMERICA	144 ABRAHAM LINCOLN COUNCIL	5231 S 6TH STREET	SPRINGFIELD	IL	618221085016
370721254102	BOY SCOUTS OF AMERICA	124 LINCOLN TRAILS COUNCIL	3251 S 6TH STREET RD STE 1	SPRINGFIELD	IL	618221085016
383421254102	BOY SCOUTS OF AMERICA	144 MISSISSIPPI VALLEY COUNCIL	1238 OAK ST AVE	DECATUR	IL	623031216128
38609146102	BOY SCOUTS OF AMERICA	270 SOUTHWEST MICHIGAN COUNCIL TRIS	507 W ATTENTION RD	FLINT	MI	485072404079
386440251102	BOY SCOUTS OF AMERICA	265 LAKE HURON AREA COUNCIL CAMP VI	507 W ATTENTION RD	FLINT	MI	485072404079
386532491102	BOY SCOUTS OF AMERICA	274 SCENIC TRAILS COUNCIL TR FUND	507 W ATTENTION RD	FLINT	MI	485072404079
386952428101	BOY SCOUTS OF AMERICA	255 GREAT SAUK TRAIL COUNCIL TR FUND	507 W ATTENTION RD	FLINT	MI	485072404079
390806125101	BOY SCOUTS OF AMERICA	502 MINIST TRAILS COUNCIL TR FUND	PO BOX 20624	LEHIGH VALLEY	PA	180020674241
390806125102	BOY SCOUTS OF AMERICA	624 CANTARY AREA COUNCIL	2600 CANTARY RD	LA CROSSE	WI	536816984417
390807227101	BOY SCOUTS OF AMERICA	651 CANTARY AREA COUNCIL	801 BLUEHORN RD	WILKESBARA	WI	531881698417
390813397101	BOY SCOUTS OF AMERICA	635 CANTARY VALLEY COUNCIL	710 S HASTINGS WAY	EAU CLAIRE	WI	544401545108
391118420101	BOY SCOUTS OF AMERICA	635 BAY LAKE COUNCIL	3511 CAMP PHILLIPS RD	WESTON	WI	540120216711
39124216101	BOY SCOUTS OF AMERICA	320 NORTHERN STAR COUNCIL INDIANHEA	PO BOX 267	APHLTON	WI	530120216711
3956042137101	BOY SCOUTS OF AMERICA	636 THREE HARBORS COUNCIL TR FUND	330 S 84TH ST	HOLTON	WI	530120216711
3956073497101	BOY SCOUTS OF AMERICA	636 TRIST	186 ANDERSEN SCOUT CAMP RD	MILWAUKEE	WI	532141084803
410053845101	BOY SCOUTS OF AMERICA	286 CENTRAL MINNESOTA COUNCIL	537 JUNCTION RD STE 2000	MADISON	WI	537121514005
410055583101	BOY SCOUTS OF AMERICA	286 VOYAGEURS AREA COUNCIL	1191 SCOUT DR	SARTELL	MN	563727452913
410698109101	BOY SCOUTS OF AMERICA	229 GANEAHER COUNCIL	3872 STEIBER RD	HERMANTOWN	MN	558111733712
4116118642101	BOY SCOUTS OF AMERICA	NORTHERN STAR COUNCIL TR FUND	1124 11 1/2 ST SE	ROCHESTER	MN	559904027247
412027251101	BOY SCOUTS OF AMERICA	133 ILIUMDA COUNCIL TR FUND	115 W 1ST ST N	SAINT PAUL	MN	551021717939
416073900101	BOY SCOUTS OF AMERICA	160 CROSSROADS OF AMERICA COUNCIL F	1715 FALLS RD	WINSTON SALEM	NC	271011811891
420604104101	BOY SCOUTS OF AMERICA	281 TWIN VALLEY COUNCIL	810 MADISON AVE	INDIANAPOLIS	IN	462561617253
420691215101	BOY SCOUTS OF AMERICA	117 HAWKETE AREA COUNCIL	660 32ND AVE SW	CHICAGO	IL	550016769992
420985053101	BOY SCOUTS OF AMERICA	117 NORTHFAST IDOWA COUNCIL	PO BOX 712	DAKOTA RAPIDS	IA	524043916066
436075050101	BOY SCOUTS OF AMERICA	117 MID IDOWA COUNCIL INC	6123 SCOUT TRL	DES MOINES	IA	52800732312
446008841101	BOY SCOUTS OF AMERICA	517 GREATER ST LOUIS AREA COUNCIL T	2929 AIRPORT BLVD	SAINT LOUIS	MO	503211601126
431901317102	BOY SCOUTS OF AMERICA	507 DEER OF AMERICA COUNCIL TR FUND	4568 W PINE BLVD	KANSAS CITY	MO	63108186861
431901316102	BOY SCOUTS OF AMERICA	306 OZARK TRAILS COUNCIL TR FUND	PO BOX 419748	KANSAS CITY	MO	63108186861
446012744101	BOY SCOUTS OF AMERICA	311 RYAN FARMERS COUNCIL CAMPBARDONH	1616 S EASTGATE AVE	SPRINGFIELD	MO	658092116165
430652676101	BOY SCOUTS OF AMERICA	311 GREATER ST LOUIS AREA COUNCIL	1616 S EASTGATE AVE	SPRINGFIELD	MO	658092116165
430655866101	BOY SCOUTS OF AMERICA	653 GREATER RIVERS COUNCIL	PO BOX 1119	SAINT JOSEPH	MO	65108186861
440545995101	BOY SCOUTS OF AMERICA	307 HEART OF AMERICA COUNCIL	4568 W PINE BLVD	SAINT LOUIS	MO	65108186861
440546294101	BOY SCOUTS OF AMERICA	306 OZARK TRAILS COUNCIL	1203 FAY ST	COLUMBIA	MO	652014718932
450252415101	BOY SCOUTS OF AMERICA	429 NORTHERN LIGHTS COUNCIL	10210 HOLMES RD	KANSAS CITY	MO	6411



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Steve Cottrell, Assistant to the City Manager  
**DATE:** March 21, 2017  
**RE:** KDOT Fund Exchange 2017

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### **ISSUE:**

The Governing Body is asked to consider and approve a Federal Fund Exchange Request for the 2017 fund allotment with the Kansas Department of Transportation.

### **BACKGROUND:**

This is the seventh year of the fund exchange program. The federal to state funds exchange rate is 90%, and a local match is not required. In 2016, the Kansas Department of Transportation (KDOT) and City entered into a master agreement for these funds, so that we now simply submit an annual request to exchange funds. It is not necessary to identify a specific project on the request. The submittal deadline is April 14<sup>th</sup>.

KDOT estimates that Garden City is eligible for \$306,920.75 in FFY 2017, or \$272,228.68 in state exchange funds. This amount combined with \$146,178.83 in carryover from previous years, will provide the City with \$422,407.01 in funding. Funds can be “stockpiled” for up to three years, to cover more expensive projects. Our carryover funding would need to be expended by the end of 2018.

The funds must be used for all phases of a road or bridge improvement projects, on any street in the City, including new construction, reconstruction and pavement maintenance. Other eligible work includes traffic signals, signing, pavement markings, sidewalks and ramps, curb & gutter replacement, and storm sewer repairs.

Staff will present options for project selection by the Governing Body at a future meeting.

### **ALTERNATIVES:**

1. Approve the 2017 Federal Fund Exchange request to exchange funds.
2. Defer action until a later date.

### **RECOMMENDATION:**

Staff recommends approval of submitting the 2017 Federal Fund Exchange Request to Exchange Funds.

### **FISCAL NOTE:**

The fund exchange program allows the City to avoid debt financing or do additional projects. The City temporarily borrows funds from the Community Trust Reserve, Fund 008, until reimbursement from KDOT is received.

**ATTACHMENTS:**

Description

KDOT FFE Request form

Upload Date

3/14/2017

Type

Backup Material





**KANSAS DEPARTMENT OF TRANSPORTATION  
BUREAU OF LOCAL PROJECTS  
REQUEST TO EXCHANGE FEDERAL FUNDS UNDER THE FEDERAL-AID FUND  
EXCHANGE MASTER AGREEMENT**

Date:

County/City: City of Garden City

Federal Funds to Be Exchanged: \$306,920.75

The Secretary of Transportation is hereby requested to make available to the city/county State Funds in exchange for the city's/county's allotment of Federal Funds in the amount stated above. The Exchange will be made under the Terms and Conditions as set forth in the city/county's Federal Fund Exchange Master Agreement previously executed between the city/county and the Secretary. This request shall be attached to and become a part of the city/county's Federal Funds Exchange Agreement.

Contact Person: Steve Cottrell Title: Assistant to the City Manager

Address: PO Box 998 Garden City KS 67846

Phone: 620-276-1119 Email: steve.cottrell@gardencityks.us

Signature\* Date

Chris Law

Typed or Printed Name

Mayor

Title

*\*The representative signing this request must be authorized by law to bind the city/county to an agreement.*





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Steve Cottrell, Assistant to the City Manager  
**DATE:** March 21, 2017  
**RE:** KDOT Agreement for Farmland Road Economic Development Project

---

### **ISSUE:**

The Governing Body is asked to consider and approve an agreement with the Kansas Department of Transportation for the reconstruction of Farmland Road related to the Transload Facility.

### **BACKGROUND:**

The Kansas Department of Transportation (KDOT) has provided Agreement No. 16-17, for Project No. 28 KA-4531-01, for City approval. The agreement provides \$1,500,000 in KDOT funding for reconstruction of Farmland Road from US-50/400 to Mansfield Road. The City and County will need to determine the funding source for the local match of approximately \$750,000. This is the second piece of the \$4,500,000 funding package from KDOT for the Transload project. The \$3,000,000 rail siding grant has been completed.

ASM Engineering Consultants, under contract with TP&L, is designing the project, for a letting by early June.

The agreement is in standard KDOT format and has been reviewed by City Counselor Grisell.

### **ALTERNATIVES:**

1. Approve KDOT Agreement No. 16-17.
2. Defer action to a later date.

### **RECOMMENDATION:**

Staff recommends approval of the Farmland Road Agreement No. 16-17 with KDOT.

### **FISCAL NOTE:**

We will make payments on the construction contract from fund 008, Community Trust Reserve, and submit reimbursement requests to KDOT. The City and County will need to determine the funding source for the local match of approximately \$750,000.

### **ATTACHMENTS:**

Description	Upload Date	Type
KDOT Agreement No 16-17	3/14/2017	Backup Material

PROJECT NO. 28 KA-4531-01  
CONSTRUCTION  
CITY OF GARDEN CITY, KANSAS

## AGREEMENT

This Agreement is between the **Secretary of Transportation**, Kansas Department of Transportation (KDOT) (the “Secretary”) and the **City of Garden City, Kansas** (“City”), collectively, the “Parties.”

### RECITALS:

- A. The City has requested and the Secretary has authorized a construction project, as further described in this Agreement.
- B. Pursuant to the laws of Kansas, including K.S.A. 2013 Supp. 68-2314b, the Secretary is authorized to provide assistance to cities for roads and bridges not on the state highway systems, and is further authorized to provide transportation improvement assistance for transportation-sensitive economic opportunities on a local basis.
- C. Cities may, under certain circumstances, enter into agreements with the Secretary for the financing and construction of local streets.

**NOW THEREFORE**, in consideration of these premises and the mutual covenants set forth herein, the Parties agree to the following terms and provisions.

## ARTICLE I

**DEFINITIONS:** The following terms as used in this Agreement have the designated meanings:

- 1. **“Agreement”** means this written document, including all attachments and exhibits, evidencing the legally binding terms and conditions of the agreement between the Parties.
- 2. **“City”** means City of Garden City, Kansas, with its principal place of business at 301 N. 8th St. Garden City, KS, 67846.
- 3. **“Construction”** means the work done on the Project after Letting, consisting of building, altering, repairing, improving or demolishing any structure, building or highway; any drainage, dredging, excavation, grading or similar work upon real property.
- 4. **“Construction Contingency Items”** means unforeseeable elements of cost within the defined project scope identified after the Construction phase commences.
- 5. **“Construction Engineering”** means inspection services, material testing, engineering consultation and other reengineering activities required during Construction of the Project.

6. **“Consultant”** means any engineering firm or other entity retained to perform services for the Project.
7. **“Contractor”** means the entity awarded the Construction contract for the Project and any subcontractors working for the Contractor with respect to the Project. **“Design Plans”** means design plans, specifications, estimates, surveys, and any necessary studies or investigations, including, but not limited to, environmental, hydraulic, and geological investigations or studies necessary for the Project under this Agreement.
8. **“Effective Date”** means the date this Agreement is signed by the Secretary or the Secretary’s designee.
9. **“Encroachment”** means any building, structure, farming, vehicle parking, storage or other object or thing, including but not limited to signs, posters, billboards, roadside stands, fences, or other private installations, not authorized to be located within the Right of Way which may or may not require removal during Construction pursuant to the Design Plans.
10. **“FHWA”** means the Federal Highway Administration, a federal agency of the United States.
11. **“Hazardous Waste”** includes, but is not limited to, any substance which meets the test of hazardous waste characteristics by exhibiting flammability, corrosivity, or reactivity, or which is defined by state and federal laws and regulations, and any pollutant or contaminant which may present an imminent and substantial danger to the public health or welfare, including but not limited to leaking underground storage tanks. Any hazardous waste as defined by state and federal laws and regulations and amendments occurring after November 11, 1991, is incorporated by reference and includes but is not limited to: (1) 40 C.F.R. § 261 et seq., Hazardous Waste Management System; Identification and Listing of Hazardous Waste; Toxicity Characteristics Revisions; Final Rule; (2) 40 C.F.R. § 280 et seq., Underground Storage Tanks; Technical Requirements and State Program Approval; Final Rules; (3) 40 C.F.R. § 300, National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule; and (4) K.S.A. 65-3430 et seq., Hazardous Waste.
12. **“KDOT”** means the Kansas Department of Transportation, an agency of the state of Kansas, with its principal place of business located at 700 Southwest Harrison Street, Topeka, KS, 66603-3745.
13. **“Letting” or “Let”** means the process of receiving bids prior to any award of a Construction contract for any portion of the Project.
14. **“Non-Participating Costs”** means the costs of any items or services which the Secretary, acting on his own behalf, reasonably determines are not Participating Costs.
15. **“Notice of Acceptance”** means a written notification from the Secretary that the Secretary has received certification from the City that the Project has been completed in compliance with the Project plans, specifications, and applicable standards and that the Secretary accepts

the construction provided for and contemplated by the Agreement as completed in accordance with the requirements of this Agreement.

16. **“Participating Costs”** means expenditures for items or services which are an integral part of highway, bridge and road construction projects, as reasonably determined by the Secretary.
17. **“Parties”** means the Secretary of Transportation and KDOT, individually and collectively, and the City.
18. **“Preliminary Engineering”** means pre-construction activities, including but not limited to design work, generally performed by a consulting engineering firm that takes place before Letting.
19. **“Project”** means all phases and aspects of the Construction endeavor to be undertaken by the City, as and when authorized by the Secretary prior to Letting, being: **reconstruction of South Farmland Rd from US-400 to Mansfield Rd to provide access to Garden City transload facility** and is the subject of this Agreement.
20. **“Project Limits”** means that area of Construction for the Project, including all areas between and within the Right of Way boundaries as shown on the Design Plans.
21. **“Responsible Bidder”** means one who makes an offer to construct the Project in response to a request for bid with the technical capability, financial capacity, human resources, equipment, and performance record required to perform the contractual services. The bidder must be eligible and listed on KDOT’s prequalified list.
22. **“Right of Way”** means the real property and interests therein necessary for Construction of the Project, including fee simple title, dedications, permanent and temporary easements, and access rights, as shown on the Design Plans.
23. **“Secretary”** means the Secretary of Transportation of the state of Kansas, and his or her successors and assigns.
24. **“TP&L”** means Transportation Partners and Logistics, LLC, with its principal place of business located at 110 S Jennie Barker Rd, Garden City, KS 67846.
25. **“Utilities” or “Utility”** means all privately, publicly or cooperatively owned lines, facilities and systems for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, and other similar commodities, including non-transportation fire and police communication systems which directly or indirectly serve the public.

## ARTICLE II

### SECRETARY RESPONSIBILITIES:

1. **Technical Information on Right of Way Acquisition.** The Secretary will provide technical information upon request to help the City acquire rights of way in accordance with the laws and with procedures established by KDOT's Bureau of Right of Way and the Office of Chief Counsel such that the City may obtain participation of state funds in the cost of the Project.
2. **Payment of Costs.** The Secretary agrees to reimburse the City for one hundred percent (100%) of the total actual costs of Construction (which includes the costs of all Construction Contingency Items), but not to exceed \$1,500,000.00 for the Project. The Secretary shall not be responsible for the total actual costs of Preliminary Engineering, Construction Engineering, Right of Way, or Utility adjustments for the Project. When the final payment is processed it will be paid by the Secretary less a maximum \$500.00 retainage. The \$500.00 retainage will be released once the closeout documents have been received and reviewed by KDOT.
3. **Reimbursement Payments.** The Secretary agrees to make partial payments to the City for amounts not less than \$1,000.00 and no more frequently than monthly. Such payments will be made after receipt of proper billing and approval by a licensed professional engineer employed by the City that the Project is being constructed within substantial compliance of the Design Plans.
4. **Verification of Development is a Condition Precedent to Reimbursement.** The Secretary shall not reimburse the City until the Secretary receives verification from the City that development necessitating the Project is underway. Verification for the Project may consist of evidence of construction, such as a building permit, for the Transload facility. Failure to submit verification of development by TP&L, shall result in the Secretary cancelling the Project.

## ARTICLE III

### CITY RESPONSIBILITIES:

1. **Legal Authority.** The City agrees to adopt all necessary ordinances and/or resolutions and to take such administrative or legal steps as may be required to give full effect to the terms of this Agreement.
2. **Design and Specifications.** The City shall be responsible to make or contract to have made Design Plans for the Project.
3. **Letting and Administration by City.** The City shall Let the contract for the Project and shall award the contract to the lowest Responsible Bidder upon concurrence in the award by the Secretary. The City further agrees to administer the construction of the Project in accordance with the Design Plans, and the documents set forth in Article III, paragraph 4 below, and to administer the payments due the Contractor, including the portion of the cost borne by the Secretary.
4. **Conformity with State and Federal Requirements.** The City shall be responsible to design the Project or contract to have the Project designed in conformity with the state and federal



design criteria appropriate for the Project in accordance with the current Local Projects LPA Project Development Manual, Bureau of Local Project's (BLP) project memorandums, the current KDOT Design Manual, Geotechnical Bridge Foundation Investigation Guidelines, Bureau of Design's road memorandums, the current version of the KDOT Standard Specifications for State Road and Bridge Construction with Special Provisions, and with any necessary Project Special Provisions required by the Secretary or by the City with the Secretary's concurrence, A Policy on Geometric Design of Highways and Streets of the American Association of State Highway and Transportation Officials Policy, the KDOT Access Management Policy, the KDOT Access Management Construction Project Guidelines, and the latest version, as adopted by the Secretary, of the Manual on Unified Traffic Control Devices (MUTCD), as applicable.

5. **Submission of Design Plans to Secretary.** Upon their completion, the City shall have the Design Plans submitted to the Secretary by a licensed professional engineer attesting to the conformity of the Design Plans with the items in Article III, paragraph 4 above. The Design Plans must be signed and sealed by the licensed professional engineer responsible for preparation of the Design Plans. In addition, geological investigations or studies must be signed and sealed by either a licensed geologist or licensed professional engineer in accordance with K.S.A. 74-7042, who is responsible for the preparation of the geological investigations or studies.

6. **Consultant Contract Language.** The City shall include language requiring conformity with Article III, paragraph 4 above, in all contracts between the City and any Consultant with whom the City has contracted to perform services for the Project. In addition, any contract between the City and any Consultant retained by them to perform any of the services described or referenced in this paragraph for the Project covered by this Agreement must contain language requiring conformity with Article III, paragraph 4 above. In addition, any contract between the City and any Consultant with whom the City has contracted to prepare and certify Design Plans for the Project covered by this Agreement must also contain the following provisions:

(a) **Completion of Design.** Language requiring completion of all plan development stages no later than the current Project schedule's due dates, exclusive of delays beyond the Consultant's control.

(b) **Progress Reports.** Language requiring the Consultant to submit to the City (and to the Secretary upon request) progress reports at monthly or at mutually agreed intervals in conformity with the official Project schedule.

(c) **Third Party Beneficiary.** Language making the Secretary a third party beneficiary in the agreement between the City and the Consultant. Such language shall read:

“Because of the Secretary of Transportation of the State of Kansas’ (Secretary’s) obligation to administer state funds, federal funds, or both, the Secretary shall be a third party beneficiary to this agreement between the City and the Consultant. This third party beneficiary status is for the limited purpose of seeking payment or reimbursement for damages and costs the Secretary or the City or both incurred or will incur because the Consultant failed to comply with its contract obligations under this Agreement or because of the Consultant’s negligent acts, errors, or omissions. Nothing in this provision

precludes the City from seeking recovery or settling any dispute with the Consultant as long as such settlement does not restrict the Secretary's right to payment or reimbursement."

7. **Responsibility for Adequacy of Design.** The City shall be responsible for and require any consultant retained by it to be responsible for the adequacy and accuracy of the Design Plans for the Project. Any review of these items performed by the Secretary or Secretary's representatives is not intended to and shall not be construed to be an undertaking of the City's and its Consultant's duty to provide adequate and accurate Design Plans for the Project. Reviews by the Secretary are not done for the benefit of the Consultant, the construction Contractor, the City, any other political subdivision, or the traveling public. The Secretary makes no representation, express or implied warranty to any person or entity concerning the adequacy or accuracy of the Design Plans for the Project, or any other work performed by the Consultant or the City.

8. **Performance Bond.** The City further agrees to require the Contractor to provide a performance bond in a sum not less than the amount of the contract as awarded.

9. **Plan Retention.** The City will maintain a complete set of final Design Plans reproducible, as-built prints, approved shop drawings, and structural materials certification for five (5) years after the Project's completion. The City further agrees to make such reproducible, prints, drawings, and certifications available for inspection by the Secretary upon request. The City shall provide access to or copies of all the above-mentioned documents to the Secretary.

10. **General Indemnification.** To the extent permitted by law and subject to the maximum liability provisions of the Kansas Tort Claims Acts as applicable, the City will defend, indemnify, hold harmless, and save the Secretary and the Secretary's authorized representatives from any and all costs, liabilities, expenses, suits, judgments, damages to persons or property, or claims of any nature whatsoever arising out of or in connection with the provisions or performance of this Agreement by the City, the City's employees, agents, subcontractors or its consultants. The City shall not be required to defend, indemnify, or hold the Secretary harmless for negligent acts or omissions of the Secretary or Secretary's authorized representatives or employees.

11. **Indemnification by Contractors.** The City agrees to require the Contractor to indemnify, hold harmless, and save the Secretary and the City from personal injury and property damage claims arising out of the act or omission of the Contractor, the Contractor's agent, subcontractors (at any tier), or suppliers (at any tier). If the Secretary or the City defends a third party's claim, the Contractor shall indemnify the Secretary and the City for damages paid to the third party and all related expenses either the Secretary or the City or both incur in defending the claim.

12. **Authorization of Signatory.** The City shall authorize a duly appointed representative to sign for the City any or all routine reports as may be required or requested by the Secretary in the completion of the Project.

13. **Right of Way.** The City agrees to the following with regard to Right of Way:

(a) **Right of Way Acquisition.** The City will, in its own name, as provided by law, acquire by purchase, dedication or condemnation all the Right of Way shown on the final

Design Plans in accordance with the schedule established by City. The City agrees the necessary Right of Way shall be acquired in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended by the Surface Transportation and Uniform Relocation Assistance Act of 1987, and administrative regulations contained in 49 C.F.R. Part 24, entitled Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs. The City shall certify to the Secretary, on forms provided by the KDOT's Bureau of Local Projects, such Right of Way has been acquired. The City further agrees it will have recorded in the Office of the Register of Deeds all Right of Way, deeds, dedications, permanent easements and temporary easements.

(b) Right of Way Documentation. The City will provide all legal descriptions required for Right of Way acquisition work. Right of way descriptions must be signed and sealed by a licensed land surveyor responsible for the preparation of the Right of Way descriptions. The City further agrees to acquire Right of Way in accordance with the laws and with procedures established by KDOT's Bureau of Right of Way and the Office of Chief Counsel. The City agrees copies of all documents, including recommendations and coordination for appeals, bills, contracts, journal entries, case files, or documentation requested by the Office of Chief Counsel will be delivered within the time limits set by the Secretary.

(c) Relocation Assistance. The City will contact the Secretary if there will be any displaced person on the Project prior to making the offer for the property. The Parties mutually agree the Secretary will provide relocation assistance for eligible persons as defined in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended by the Surface Transportation and Uniform Relocation Assistance Act of 1987, and as provided in 49 C.F.R. Part 24, entitled Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs, and in general accordance with K.S.A. 58-3501 to 58-3507, inclusive, and Kansas Administrative Regulations 36-16-1 et seq.

(d) Non-Highway Use of Right of Way. Except as otherwise provided, all Right of Way provided for the Project shall be used solely for public street purposes. Any disposal of or change in the use of Right of Way or in access after Construction of the Project will require prior written approval by the Secretary.

(e) Trails and Sidewalks on Right of Way. Intentionally deleted.

14. **Removal of Encroachments.** The City shall initiate and proceed with diligence to remove or require the removal of all Encroachments either on or above the limits of the Right of Way within its jurisdiction as shown on the final Design Plans for this Project. It is further agreed all such Encroachments will be removed before the Project is advertised for Letting; except the Secretary may permit the Project to be advertised for Letting before such Encroachment is fully removed if the Secretary determines the City and the owner of the Encroachment have fully provided for the physical removal of the Encroachment and such removal will be accomplished within a time sufficiently short to present no hindrance or delay to the Construction of the Project.

15. **Future Encroachments.** Except as provided by state and federal laws, the City agrees it will not in the future permit Encroachments upon the Right of Way of the Project, and specifically will require any gas and fuel dispensing pumps erected, moved, or installed along the Project be placed no less than the distance permitted by the National Fire Code from the Right of Way line.

16. **Utilities.** The City agrees to the following with regard to Utilities:

(a) **Utility Relocation.** The City will move or adjust, or cause to be moved or adjusted, and will be responsible for such removal or adjustment of all existing Utilities necessary to construct the Project in accordance with the final Design Plans. New or existing Utilities to be installed, moved, or adjusted will be located or relocated in accordance with the current version of the KDOT Utility Accommodation Policy (UAP), as amended or supplemented.

(b) **Status of Utilities.** The City shall furnish the Secretary a list identifying existing and known Utilities affected, together with locations and proposed adjustments of the same and designate a representative to be responsible for coordinating the necessary removal or adjustment of Utilities.

(c) **Time of Relocation.** The City will expeditiously take such steps as are necessary to facilitate the early adjustment of any Utilities, initiate the removal or adjustment of the Utilities, and proceed with reasonable diligence to prosecute this work to completion. The City shall certify to the Secretary on forms supplied by the Secretary that all Utilities required to be moved prior to Construction have either been moved or a date provided by the City as to when, prior to the scheduled Letting and Construction, Utilities will be moved. The City shall move or adjust or cause to be moved or adjusted all necessary Utilities within the time specified in the City's certified form except those necessary to be moved or adjusted during Construction and those which would disturb the existing street surface. The City will initiate and proceed to complete adjusting the remaining Utilities not required to be moved during Construction so as not to delay the Contractor in Construction of the Project.

(d) **Permitting of Private Utilities.** The City shall certify to the Secretary all privately owned Utilities occupying public Right of Way required for the Construction of the Project are permitted at the location by franchise, ordinance, agreement or permit and the instrument shall include a statement as to which party will bear the cost of future adjustments or relocations required as a result of street or highway improvements.

(e) **Indemnification.** To the extent permitted by law, the City will indemnify, hold harmless, and save the Secretary and the Contractor for damages incurred by the Secretary and Contractor because identified Utilities have not been moved or adjusted timely or accurately.

(f) **Cost of Relocation.** Except as provided by state and federal laws, the expense of the removal or adjustment of the Utilities located on public Right of Way shall be borne by the owners. The expense of the removal or adjustment of privately owned Utilities located on private Right of Way or easements shall be borne by the City except as provided by state and federal laws.

17. **Hazardous Waste.** The City agrees to the following with regard to Hazardous Waste:

(a) **Removal of Hazardous Waste.** The City shall locate and be responsible for remediation and cleanup of any Hazardous Waste discovered within the Project Limits. The City shall take appropriate action to cleanup and remediate any identified Hazardous Waste prior to Letting. The City will also investigate all Hazardous Waste discovered during Construction and shall take appropriate action to cleanup and remediate Hazardous Waste. The standards to establish cleanup and remediation of Hazardous Waste include, but are not limited to, federal programs administered by the Environmental Protection Agency, State of Kansas environmental laws and regulations, and local government standards where the Hazardous Waste is located.

(b) **Responsibility for Hazardous Waste Remediation Costs.** The City shall be responsible for all damages, fines or penalties, expenses, fees, claims and costs incurred from remediation and cleanup of any Hazardous Waste within the Project Limits which is discovered prior to Letting or during Construction.

(c) **Hazardous Waste Indemnification.** The City shall hold harmless, defend, and indemnify the Secretary, the Secretary's agents and employees from all claims, including contract claims and associated expenses, and from all fines, penalties, fees or costs imposed under state or federal laws arising out of or related to any act of omission by the City in undertaking cleanup or remediation for any Hazardous Waste.

(d) **No Waiver.** By signing this Agreement the City has not repudiated, abandoned, surrendered, waived or forfeited its right to bring any action, seek indemnification or seek any other form of recovery or remedy against any third party responsible for any Hazardous Waste on any Right of Way within the Project limits. The City reserves the right to bring any action against any third party for any Hazardous Waste on any Right of Way within the Project limits.

18. **Inspections.** The City is responsible to provide Construction Engineering for the Project in accordance with the documents identified in Article III, paragraph 4 above.

(a) **By City Personnel.** City personnel who are fully qualified to perform the inspection services in a competent and professional manner may be utilized by the City to inspect the Project, in which case the City shall provide the Secretary with a list of such personnel who will act as the assigned inspectors and their certifications.

(b) **By a Consultant.** If the City does not have sufficient qualified engineering employees to accomplish the Construction Engineering on this Project, it may engage the professional services of a qualified consulting engineering firm to do the necessary services. However, any Consultant retained must represent it is in good standing and full compliance with the statutes of the State of Kansas for registration of professional engineers, the FHWA, and all Federal agencies, provide personnel who are fully qualified to perform the services in a competent and professional manner, and provide the Secretary with a list of assigned inspectors and their certifications.



(c) **Protective Clothing.** The City will require at a minimum all City personnel and all Consultant personnel performing Construction Engineering comply with the high visibility apparel requirements of the *KDOT Safety Manual*, Chapter 4, Section 8 Fluorescent Vests. If the City executes an agreement for Construction Engineering, the agreement shall contain this requirement as a minimum. The City may set additional clothing requirements for adequate visibility of personnel.

19. **Corrective Work.** Representatives of the Secretary may make periodic inspections of the Project and the records of the City as may be deemed necessary or desirable. The City will direct or cause its contractor to accomplish any corrective action or work required by the Secretary's representative as needed for a determination of state participation. The Secretary does not undertake (for the benefit of the City, the Contractor, the Consultant, or any third party) the duty to perform day-to-day detailed inspection of the Project or to catch the Contractor's errors, omissions or deviations from the final Design Plans.

20. **Traffic Control.** The City agrees to the following with regard to traffic control for the Project:

(a) **Temporary Traffic Control.** The City shall provide a temporary traffic control plan within the Design Plans, which includes the City's plan for handling multi-modal traffic during Construction, including detour routes and road closings, if necessary, and installation of alternate or temporary pedestrian accessible paths to pedestrian facilities in the public Right of Way within the Project Limits. The City's temporary traffic control plan must be in conformity with the latest version of the Manual on Uniform Traffic Control Devices (MUTCD), as adopted by the Secretary, and be in compliance with the American Disabilities Act of 1990 (ADA) and its implementing regulations at 28 C.F.R. Part 35, and FHWA rules, regulations, and guidance pertaining to the same. The Secretary or the Secretary's authorized representative may act as the City's agent with full authority to determine the dates when any road closings will commence and terminate. The Secretary or the Secretary's authorized representative shall notify the City of the determinations made pursuant to this section.

(b) **Permanent Traffic Control.** The location, form and character of informational, regulatory and warning signs, of traffic signals and of curb and pavement or other markings installed or placed by any public authority, or other agency as authorized by K.S.A. 8-2005, must conform to the manual and specifications adopted under K.S.A. 8 2003, and any amendments thereto are incorporated by reference.

(c) **Parking Control.** The City will control parking of vehicles on the City streets throughout the length of the Project covered by this Agreement. On street parking will be permitted until such time as parking interferes with the orderly flow of traffic along the street.

(d) **Traffic Movements.** The arterial characteristics inherent in the Project require uniformity in information and regulations to the end that traffic may be safely and expeditiously served. The City shall adopt and enforce rules and regulations governing traffic movements as may be deemed necessary or desirable by the Secretary.

21. **Access Control.** The City will maintain the control of access rights and prohibit the construction or use of any entrances or access points along the Project within the City other than those shown on the final Design Plans and in accordance with the KDOT Access Management Policy, unless prior approval is obtained from the Secretary.

22. **Economic Development Determination.** The City shall quantify the impact of the Project on economic development and submit to the Secretary information detailing the number of jobs created, average salary, and other economic benefits generated due to economic development activities associated with the Project. This information shall be submitted within one year of Notice of Acceptance of the Project.

23. **Maintenance.** When the Project is completed and final acceptance is issued, the City will, at its own cost and expense, maintain the Project and will make ample provision each year for such maintenance. If notified by the State Transportation Engineer of any unsatisfactory maintenance condition, the City will begin the necessary repairs within thirty (30) days and will prosecute the work continuously until it is satisfactorily completed.

24. **Financial Obligation.** The City will be responsible for one hundred percent (100%) of the total actual costs of Construction (which includes the costs of all Construction Contingency Items) that exceed \$1,500,000.00 for the Project. Further, the City agrees to be responsible for one hundred percent (100%) of the total actual costs of Preliminary Engineering, Construction Engineering, Right of Way, and Utility adjustments for the Project. The City shall also pay for any Non-Participating Costs incurred for the Project.

25. **Prior Costs Incurred.** The City shall be responsible for one hundred percent (100%) of any Project costs incurred by the City for the Project prior to the funding for the Project being authorized, obligated, and approved by the Secretary.

26. **Audit.** The City will participate and cooperate with the Secretary in an annual audit of the Project. The City shall make its records and books available to representatives of the Secretary for audit for a period of five (5) years after date of final payment under this Agreement. If any such audits reveal payments have been made with state funds by the City for items considered Non-Participating Costs, the City shall promptly reimburse the Secretary for such items upon notification by the Secretary.

27. **Accounting.** Upon request by the Secretary and in order to enable the Secretary to report all costs of the Project to the legislature, the City shall provide the Secretary an accounting of all actual Non-Participating Costs which are paid directly by the City to any party outside of the Secretary and all costs incurred by the City not to be reimbursed by the Secretary for Preliminary Engineering, Right of Way, Utility adjustments, Construction, and Construction Engineering work phases, or any other major expense associated with the Project.

28. **Cancellation by City.** If the City cancels the Project or fails to provide verification of development, it will reimburse the Secretary for any costs incurred by the Secretary prior to the cancellation of the Project. The City agrees to reimburse the Secretary within thirty (30) days after receipt by the City of the Secretary's statement of the cost incurred by the Secretary prior to the cancellation of the Project.

## ARTICLE IV

### GENERAL PROVISIONS:

1. **Incorporation of Documents.** The final Design Plans, special provisions, Construction Contract Proposal (as available), the Project Procedures Manuals, the agreement estimate for Construction Engineering services (if applicable) and other Special Attachments are all essential documents of this Agreement and are hereby incorporated by reference and made a part of this Agreement.
2. **Compliance with Federal and State Laws.** The City agrees to comply with all appropriate state and federal laws and regulations applicable to the Project.
3. **Civil Rights Act.** The Special Attachment No. 1, pertaining to the implementation of the Civil Rights Act of 1964, is attached and made a part of this Agreement.
4. **Contractual Provisions.** The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part hereof.
5. **Headings.** All headings in this Agreement have been included for convenience of reference only and are not to be deemed to control or affect the meaning or construction or the provisions herein.
6. **Binding Agreement.** This Agreement and all contracts entered into under the provisions of this Agreement shall be binding upon the Secretary and the City and their successors in office.
7. **No Third Party Beneficiaries.** No third party beneficiaries are intended to be created by this Agreement and nothing in this Agreement authorizes third parties to maintain a suit for damages pursuant to the terms or provisions of this Agreement.

***The signature page immediately follows this paragraph.***

**IN WITNESS WHEREOF** the Parties have caused this Agreement to be signed by their duly authorized officers as of the Effective Date.

ATTEST: CITY OF GARDEN CITY, KANSAS

CITY CLERK (Date) MAYOR

Kansas Department of Transportation  
Secretary of Transportation

(SEAL) BY: Catherine M. Patrick, P.E. (Date)  
State Transportation Engineer

**CONTRACTUAL PROVISIONS ATTACHMENT**

**Important:** This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.



## KANSAS DEPARTMENT OF TRANSPORTATION

Special Attachment  
To Contracts or Agreements Entered Into  
By the Secretary of Transportation of the State of Kansas

NOTE: Whenever this Special Attachment conflicts with provisions of the Document to which it is attached, this Special Attachment shall govern.

THE CIVIL RIGHTS ACT OF 1964, and any amendments thereto,  
REHABILITATION ACT OF 1973, and any amendments thereto,  
AMERICANS WITH DISABILITIES ACT OF 1990, and any amendments thereto,  
AGE DISCRIMINATION ACT OF 1975, and any amendments thereto,  
EXECUTIVE ORDER 12898, FEDERAL ACTIONS TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY  
POPULATIONS AND LOW INCOME POPULATIONS 1994, and any amendments thereto,  
49 C.F.R. Part 26.1 (DBE Program), and any amendments thereto

### NOTIFICATION

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964 (78 Stat. 252), §504 of the Rehabilitation Act of 1973 (87 Stat. 355) and the Americans with Disabilities Act of 1990 (42 USC 12101), the Age Discrimination Act of 1975 (42 USC 6101), the regulations of the U.S. Department of Transportation (49 C.F.R., Part 21, 23, and 27), issued pursuant to such Act, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations (1994), and the DBE Program (49 C.F.R., Part 26.1), hereby notifies all contracting parties that, the contracting parties will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, religion, color, gender, age, disability, national origin, or minority populations and low income populations as more specifically set out in the following “Nondiscrimination Clauses”.

### CLARIFICATION

Where the term “Consultant” appears in the following “Nondiscrimination Clauses”, the term “Consultant” is understood to include all parties to contracts or agreements with the Secretary of Transportation of the State of Kansas.

### Nondiscrimination Clauses

During the performance of this contract, the Consultant, or the Consultant’s assignees and successors in interest (hereinafter referred to as the “Consultant”), agrees as follows:

- 1) Compliance with regulations: The Consultant will comply with the regulations of the U.S. Department of Transportation relating to nondiscrimination in its federally-assisted programs and codified at Title 49, Code of Federal Regulations, Parts 21, 23 and 27, (hereinafter referred to as the “Regulations”). The Regulations are herein incorporated by reference and made a part of this contract.
- 2) Nondiscrimination: The Consultant, with regard to the work performed by the Consultant after award and prior to the completion of the contract work, will not discriminate on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations in the selection and retention of subcontractors, including in the procurements of materials and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) Solicitations for Subcontractors, including Procurements of Material and Equipment: In all solicitations, either competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract including procurements of materials and equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant’s obligation under this contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations.

- 4) Information and Reports: The Consultant will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and the Secretary of the Transportation of the State of Kansas will be permitted access to the Consultant's books, records, accounts, other sources of information, and facilities as may be determined by the Secretary of Transportation of the State of Kansas to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Secretary of Transportation of the State of Kansas and shall set forth what efforts it has made to obtain the information.
- 5) Employment: The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, gender, age, disability, or national origin.
- 6) Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Secretary of Transportation of the State of Kansas shall impose such contract sanctions as the Secretary of Transportation of the State of Kansas may determine to be appropriate, including, but not limited to,
  - (a) withholding of payments to the Consultant under the contract until the Consultant complies, and/or
  - (b) cancellation, termination or suspension of the contract, in whole or in part.
- 7) Disadvantaged Business Obligation
  - (a) Disadvantaged Business as defined in the Regulations shall have a level playing field to compete for contracts financed in whole or in part with federal funds under this contract.
  - (b) All necessary and reasonable steps shall be taken in accordance with the Regulations to ensure that Disadvantaged Businesses have equal opportunity to compete for and perform contracts. No person(s) shall be discriminated against on the basis of race, color, gender, or national origin in the award and performance of federally-assisted contracts.
  - (c) The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of Federally-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.
- 8) Executive Order 12898
  - (a) To the extent permitted by existing law, and whenever practical and appropriate, all necessary and reasonable steps shall be taken in accordance with Executive Order 12898 to collect, maintain, and analyze information on the race, color, national origin and income level of persons affected by programs, policies and activities of the Secretary of Transportation of the State of Kansas and use such information in complying with Executive Order 12898.
- 9) Incorporation of Provisions: The Consultant will include the provisions of paragraphs (1) through (8) in every subcontract, including procurements of materials and equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the Secretary of Transportation of the State of Kansas may direct as a means of enforcing such provisions including sanctions for noncompliance: PROVIDED, however, that, in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into such litigation to protect the interests of the State.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Fred Jones, Water Resource Manager  
**DATE:** March 21, 2017  
**RE:** Water Tower and Reservoir Repairs and Preventive Maintenance Agreement

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### **ISSUE:**

The Governing Body is asked to consider and approve a professional services agreement between the City of Garden City and Utility Service Co. establishing a preventative maintenance program for water towers and steel ground reservoirs in Garden City.

### **BACKGROUND:**

The City engaged Utility Service Co. to inspect the four City water towers, the East Reservoir, and the Clear Well Reservoir at the WECI Reverse Osmosis Plant in September 2016. The inspection and paint testing occurred through the fall of 2016. Utility Service Co. presented their report to Water Department staff for review in January 2017.

The inspection identified the following issues:

- All towers and steel reservoirs need exterior painting before the coatings fail to the extent that exterior coating will require blasting preparation. Because the City's towers were constructed before the ban on lead paint, blasting will cause the restoration cost to increase, and require containment of the material blasted off the tower surface. Paint testing indicates the City's elevated towers have some exterior lead paint content. The most effective way to remediate the paint issue is to ensure it is sealed in place by a sound exterior coating.
- Interior coatings on all the towers and reservoirs are at a stage that requires replacement before the coating fails and causes damage to the metal tank structures.
- Campus & Mary, 3<sup>rd</sup> & Mary, Taylor Ave towers, and the East Reservoir need upgraded vents that are resistant to wind and moisture damage and are compliant with KDHE regulation.
- All towers and reservoirs included in this report need upgrades to the ladders and climbing safety devices.

The scope of work proposed Utility Service Co. will address all the issues outlined in the inspection report. When completed all facilities will be restored to a condition that meets current sanitary and safety regulations required by KDHE. Utility Service Co. is a licensed engineering firm in the State of Kansas, and the scope of work proposed will be submitted to KDHE for approval before the start of work. A detailed scope of work is attached to this agenda item.

This proposal includes City participation in the Utility Service Co. Tank Maintenance Program. The program is an ongoing preventive maintenance project that involves the inspection of all the City's water towers and steel reservoirs every year. Annually, one-half of the facilities will have an exterior inspection and spot exterior repairs; the remaining facilities will be drained, cleaned, disinfected and internally inspected. Like the exterior inspection, interior defects are repaired immediately. The fee for this

program is inclusive of any needed repairs and includes emergency services such as graffiti repair, post-storm inspection. The fee includes any Engineering required to maintain the towers and reservoirs in the Tank Maintenance Program. It is our opinion that this annual pro-active effort will improve the maintenance of the most valuable assets in the Water Department by making tank maintenance a scheduled activity, much like changing the oil in your car at a prescribed interval.

**ALTERNATIVES:**

1. Approve the proposal from Utility Service Co. and enter into a preventative maintenance program for the City's elevated towers and steel reservoirs for a cost of \$485,879.00 in 2017.
2. Deny the proposal and direct staff to find an alternative solution to perform repairs to the City's elevated towers and steel reservoirs.

**RECOMMENDATION:**

Staff recommends Alternative 1. Please refer to the Fiscal Note for more information regarding the terms of the agreement.

**FISCAL NOTE:**

The project is budgeted from GL Code: 080-31-311-6040.04 (Materials- Mains) the fund balance is \$1,450,000.00.

The Tank Maintenance Program will apply to the following assets: Water Towers (Campus & Mary, Main & Kansas, 3<sup>rd</sup> & Mary, Taylor Ave) and steel reservoirs (East Reservoir, Wheatland Reservoir). The Schedule of Work and Fees is attached to this agenda item.

The cost of the program will be \$485,879.00 for six years 2017-2022. In year seven, the program cost will be \$215,719.00 annually. The first six years of the agreement will include a spread cost of restoration and participation in the Tank Maintenance Program. Starting in year seven the restoration cost will be satisfied, and the City will continue with the Tank Maintenance Program. Future exterior and interior renovations are included in the Tank Maintenance Program fee as long as the City continues in the program.

The City may cancel the agreement at any time. It is important to note that the City will have to reimburse Utility Service Co. if the agreement is canceled before year six because the cost of tower and tank restoration is incorporated into the maintenance fee during the first six years.

If approved by the Commission, staff notes that the authorization is for the portion of the program to be completed in 2017. Water Department staff will present the agreement renewal for Commission approval in subsequent years and be responsible for reflecting the cost of this tank maintenance agreement in the City budget.

City Attorney Grisell has reviewed the Master Services Agreement presented in this agenda item.

**ATTACHMENTS:**

Description

Upload Date    Type



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Matthew C. Allen, City Manager  
**DATE:** March 21, 2017  
**RE:** 2017-2018 City Commission Goals

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### **ISSUE:**

The City Commission is asked to consider and approve their 2017-2018 goals.

### **BACKGROUND:**

The City Commission met on February 23, 2017 and developed the attached goals for 2017-2018. The goals will be used to assist staff in developing the 2018 budget, and is a tool by which staff performance can be evaluated.

In addition to the goals document, attached is a list of items that received the Governing Body's first dot stickers during the retreat.

### **ALTERNATIVES:**

1. Approve the 2017-2018 goals as presented.
2. Approve the 2017-2018 goals with amendments.
3. Do not approve the 2017-2018 goals.

### **RECOMMENDATION:**

Approve the 2017-2018 goals as presented.

### **FISCAL NOTE:**

None

### **ATTACHMENTS:**

Description	Upload Date	Type
2017-2018 Goals	3/17/2017	Backup Material
First Dot	3/17/2017	Backup Material



**2017-2018  
City of Garden City  
Strategic Objective Plan**

**ACTION STEPS**

**DEPARTMENTS**

**STATUS**

**GOAL: Continue to Expand Garden City Regional Airport**

Establish a development master plan for airside properties that reflects a Regional Airport.

Design terminal alternatives to service regional commercial air service.

**GOAL: Address water regionally in a manner that preserves the quality and quantity of the resource**

Be present and active in regional and statewide water policy discussions.

Develop existing City water rights.

Reduce water use by City departments and model Next Generation Landscaping in the community.

Develop residential and business water use reduction strategies.

Develop reuse strategies for storm water and effluent.

Continue waterline cleaning program.

## GOAL: Evaluate and Improve Public Facilities

Develop a funding strategy for and design a future Fire Station		
Incorporate solar power/renewable energy in the City's power portfolio		
Continue development of Lee Richardson Zoo		
Encourage active, healthy living through built environment		
Street Improvements - Concrete Arterials, Heroes Way, Entryways, 8th Street South of Walnut, Traffic on the east side of town		
Expand the storm water management system on the east side of town.		

## GOAL: Continue to Encourage Development

Encourage residential development, including both infill development and new residential additions to meet housing needs as identified in the CHAT Report.		
Explore possibility of a consolidated recreational complex		
Develop the STAR Bond project		
Encourage retail development citywide		

Continue land bank research and seek legislative assistance to overcome hurdles		
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Continue to support the Central Business District through use of the Downtown Development Fund and exploration of liquor by the drink sales		
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<p><b>GOAL: Develop Succession Plan</b></p>
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Create succession plans for key staff positions		
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Expand Garden City Regional Airport

Solar Power/Renewable Energy

Fire Station

Continue Zoo development

Water Conservation



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Sam Curran, Public Works Director  
**DATE:** March 21, 2017  
**RE:** 2017 Vehicle/Equipment Purchases

---

### **ISSUE:**

The Governing Body is asked to consider and approve the 2017 Vehicle/Equipment Purchases for Golf, Electric, Water, and Solid Waste.

### **BACKGROUND:**

Bids were opened March 9, 2017 in the Administration Building at 10:00 a.m. for the following:

- Toro Groundsmaster 4000-D mower
- 4WD Half Ton Super Crew Cab
- 4WD Half Ton Pickup
- Two Ton Dump Truck
- Super Duty One Ton Chassis only
- CNG Sideload Collection Truck
- CNG Poly-Kart Collection Truck

Staff recommends rejecting the Two Ton Dump Truck bid for not meeting the City's specifications.

Staff has attached the bid tabulation sheets for your review.

### **ALTERNATIVES:**

1. Approve the following bids:

- Golf - Toro Groundsmaster 4000-D mower
- Electric - 4WD Half Ton Super Crew Cab
- Water - 4WD Half Ton Pickup
- Water - Super Duty One Ton Chassis only
- Solid Waste - CNG Sideload Collection Truck
- Solid Waste - CNG Poly-Kart Collection Truck

and rejecting the following low bid:

- Water - Two Ton Dump Truck

2. Reject all bids.

### **RECOMMENDATION:**

Staff recommends Governing Body consideration and approval of purchasing the following:



- Toro Groundsmaster 4000-D mower - \$56,006.00 from Professional Turf Products
- 4WD Half Ton Super Crew Cab - \$33,817.23 from Burtis Motor
- 4WD Half Ton Pickup - \$26,140.00 from Burtis Motor
- Super Duty One Ton Chassis only - \$25,626.00 from Burtis Motor
- **CNG Sideload Collection Truck - \$181,077.00 from Freightliner Liberal.**
- CNG Poly-Kart Collection Truck - \$231,158.00 from Freightliner Liberal

and rejecting the following bid:

- Two Ton Dump Truck - \$76,883.00 from Doonan Peterbilt

**FISCAL NOTE:**

- Toro Groundsmaster 4000-D mower - \$56,006.00, fund cite #070-70-712-6100.04, budgeted amount \$61,000.00
- 4WD Half Ton Super Crew Cab - \$33,817.23, fund cite #080-41-411-6100.08, budgeted amount \$36,000.00
- 4WD Half Ton Pickup - \$26,140.00, fund cite #080-31-315-6100.08, budgeted amount \$26,500.00
- Super Duty One Ton Chassis only - \$25,626.00, fund city #080-31-314-6100.08, budgeted amount \$42,840.00
- **CNG Sideload Collection Truck - \$181,077.00, fund cite #075-51-511-6100.16, budgeted amount \$200,000.00**
- CNG Poly-Kart Collection Truck - \$231,158.00, fund cite #075-51-511-6100.16, budgeted amount \$250,000.00

**ATTACHMENTS:**

Description	Upload Date	Type
Toro 4000-D Mower Bid Tab - 2017	3/14/2017	Backup Material
4WD Half Ton Super Crew Bid Tab - 2017	3/14/2017	Backup Material
4WD Half Ton Bid Tab - 2017	3/14/2017	Backup Material
Two Ton Dump Truck Bid Tab - 2017	3/14/2017	Backup Material
Super Duty One Ton Bid Tab - 2017	3/14/2017	Backup Material
CNG Poly-Kart Collection Truck Bid Tab - 2017	3/14/2017	Backup Material
CNG Sideload Bid Tab - march 2017 - Updated	3/20/2017	Backup Material

# CITY OF GARDEN CITY

## TORO 4100-D MOWER

### Bid Tabulation Sheet

Date & Time: Thursday, 9 March 2017 10:00 a.m.  
 Equipment: One (1) Toro 4100-D Mower  
 Location: Commission Chambers

DEPT. BUDGET  
Golf \$61,000.00

070-70-712-6100.04

BIDDERS	LIST PRICE	GOV'T DISCOUNT	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Professional Turf Products Chad Stearns	\$81,260.00	(\$25,254.00)	\$56,006.00	2 - 6 weeks	Toro Groundsmaster 4000-D 30609
Colorado Golf and Turf Tyler Dickey	No Bid				
MTI Distributing Matt Arnzen	No Bid				

# CITY OF GARDEN CITY

## 4WD HALF TON SUPER CREW CAB

Bid Tabulation Sheet

Date & Time: Thursday, 9 March 2017 10:00 a.m.  
 Equipment: One (1) 4WD Half Ton Super Crew Cab  
 Location: City Hall

DEPT.                      BUDGET

**ELECTRIC**                      **\$36,000.00**

080-41-411-6100.08

Bidders	Non-Taxable Cost	Less Gov't Discount	Tax	Total Cost	Delivery Date	Exceptions & Comments
Burtis Motor Company Eldon Dailey	\$44,935.00	(\$13,811.00)	\$2,692.23	\$33,816.23 Ex tax: 1.00 \$33,817.23	8 - 10 weeks	2017 Ford F-150 Super Crew 4 x 4
Western Motor Buzz Garner	\$47,330.00	(\$12,930.00)	\$2,975.61	\$37,375.61	6 - 8 weeks	2017 GMC Crew Cab 4 x 4
Legacy Auto Center Storm Denison	\$40,465.00	(\$5,664.00)	\$3,455.68	\$38,256.68 Title: 399.00 \$38,655.68	2 weeks subject to availability and prior sale	2017 1500 Tradesman Quad Cab 4 x 4
Lewis Motor Company Brad Lewis	NO BID					

# CITY OF GARDEN CITY

## 4WD HALF TON PICKUP

Bid Tabulation Sheet

Date & Time: Thursday, 9 March 2017 10:00 a.m.  
 Equipment: One (1) 4WD Half Ton Pickup  
 Location: City Hall

DEPT.                      BUDGET  
Water                      \$26,500.00

001-14-135-6100.09

Bidders	Non-Taxable Cost	Less Gov't Discount	Total Cost	Delivery Date	Exceptions & Comments
Burtis Motor Company Eldon Dailey	\$37,105.00	(\$10,966.00)	<div> <div>\$26,139.00</div> <div>Ex tax: 1.00</div> <div>\$26,140.00</div> </div>	8 - 10 weeks	2017 Ford F-150 Reg Cab 4 x 4
Western Motor Buzz Garner	\$37,225.00	(\$9,675.00)	\$27,550.00	6 - 8 weeks	2017 GMC Reg Cab 4 x 4
Legacy Auto Center Storm Denison	\$37,455.00	(\$4,988.00)	<div> <div>\$32,467.00</div> <div>Title: 399.00</div> <div>\$32,866.00</div> </div>	2 weeks subject to availability and prior sale	2017 1500 Tradesman Reg Cab 4 x 4
Lewis Motor Company Brad Lewis	NO BID				

# CITY OF GARDEN CITY

## TWO TON DUMP TRUCK WITH 4-5 YARD BED

Bid Tabulation Sheet

Date & Time: Thursday, 9 March 2017 10:00 a.m.  
 Equipment: One (1) Two Ton Dump Truck with 4-5 Yard Bed  
 Location: City Hall

DEPT.                      BUDGET  
WATER                      \$80,000.00

BIDDERS	LIST PRICE	GOV'T DISCOUNT	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Doonan Peterbilt of GB Warren Doonan	\$76,883.00		\$76,883.00	6 - 12 weeks	2018 Peterbilt 337
Doonan Peterbilt of GB Warren Doonan	\$76,883.00		\$76,883.00	6 - 12 weeks	2018 Peterbilt 337
Maupin-Western Star Truck Kevin Tabor	\$86,589.00		\$86,589.00	20 weeks	Freightliner M2 106 Henderson 11' Bed
Maupin-Western Star Truck Kevin Tabor	\$86,885.00		\$86,885.00	18 weeks	Freightliner M2 106 Warren 11' Bed



# CITY OF GARDEN CITY

## SUPER DUTY ONE TON (CHASSIS ONLY)

Bid Tabulation Sheet

Date & Time: Thursday, 9 March 2017 10:00 a.m.  
 Equipment: One (1) Super Duty One Ton (Chassis Only)  
 Location: City Hall

DEPT.                      BUDGET  
**WATER**                      **\$42,840.00**

080-31-314-6100.08

Bidders	Non-Taxable Cost	Less Gov't Discount	Total Cost	Delivery Date	Exceptions & Comments
Burtis Motor Company Eldon Dailey	\$36,635.00	(\$11,010.00)	\$25,625.00 Ex tax: 1.00 \$25,626.00	8 - 10 weeks	2017 Ford F-350 Chassis Only
Western Motor Buzz Garner	\$36,310.00	(\$8,615.00)	\$27,695.00	6 - 8 weeks	2017 GMC 3500 Chassis Only
Legacy Auto Center Storm Denison	\$36,175.00	(\$4,175.00)	\$32,000.00 Title: 399.00 \$32,399.00	2 weeks subject to availability and prior sale	2017 Ram 3500 Chassis Only
Lewis Motor Company Brad Lewis	NO BID				

# CITY OF GARDEN CITY

## SOLID WASTE **CNG** POLY-KART TRUCK

Bid Tabulation Sheet

Date & Time: Thursday, 9 March 2017 10:00 a.m.  
 Equipment: One (1) Solid Waste **CNG** Poly-Kart Truck  
 Location: City Hall

DEPT. BUDGET  
**SOLID WASTE** **\$250,000.00**

075-51-511-6100.16

BIDDERS	LIST PRICE	GOV'T DISCOUNT	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Freightliner Liberal Kevin Tabor Liberal, KS	\$231,158.00		\$231,158.00	28 - 30 weeks	2017 Freightliner 114SD RH Drive Kois Bros CS9000 Body

# CITY OF GARDEN CITY

## SOLID WASTE **CNG** COLLECTION TRUCK (SIDELOAD)

Bid Tabulation Sheet

Date & Time: Tuesday, 23 February 2016 10:00 a.m.  
 Equipment: One (1) Solid Waste **CNG** Collection Truck (SIDELOAD)  
 Location: City Hall

DEPT.                      BUDGET  
**SOLID WASTE**                      **\$120,000.00**

075-51-511-6100.16

BIDDERS	LIST PRICE	GOV'T DISCOUNT	LESS TRADE-IN <b>#104</b>	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Downing Sales & Service Inc. Jaret Wohler Phillipsburg, MO	\$184,127.00		(\$25,000.00)	\$159,127.00	210 - 270 days	<b>REJECTED - Did not meet Specifications</b> 2018 Freightliner 114SD Pak-mor HLR29
<b>Freightliner Liberal</b> <b>Kevin Tabor</b> <b>Liberal, KS</b>	<b>\$197,077.00</b>		<b>(\$16,000.00)</b>	<b>\$181,077.00</b>	<b>24 weeks</b>	<b>BEST LOW BID</b> <b>Freightliner 114SD</b> <b>SEC Champion</b>
Freightliner Liberal Kevin Tabor Liberal, KS	\$206,382.00		(\$16,000.00)	\$190,382.00	24 weeks	Freightliner 114SD Kois Bros CL8100
Kois Brothers Equip Co Ernest Kois Commerce City, CO	\$206,382.00		(\$15,000.00)	\$191,382.00	18 - 26 weeks	2018 Freightliner M2 112 GS Products 8000 Series
Liberal Kenworth Travis Apsley Liberal, KS	\$225,753.00		(\$15,000.00)	\$210,753.00	28 weeks	2018 Kenworth T440 GS Products CL 8127
Liberal Kenworth Travis Apsley Liberal, KS	\$214,948.00			\$214,948.00	24 weeks	2018 Kenworth T440 30 yd Champion

# CITY OF GARDEN CITY

## SOLID WASTE **CNG** COLLECTION TRUCK (SIDELOAD)

Bid Tabulation Sheet

Date & Time: Tuesday, 23 February 2016 10:00 a.m.  
 Equipment: One (1) Solid Waste **CNG** Collection Truck (SIDELOAD)  
 Location: City Hall

DEPT. BUDGET  
**SOLID WASTE** **\$188,120.00**

075-51-511-6100.16

BIDDERS	LIST PRICE	GOV'T DISCOUNT	LESS TRADE-IN #104	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Downing Sales & Service Inc. Jaret Wohler Phillipsburg, MO	\$184,127.00		(\$25,000.00)	\$159,127.00	210 - 270 days	2018 Freightliner 114SD Pak-mor HLR29
Freightliner Liberal Kevin Tabor Liberal, KS	\$197,077.00		(\$16,000.00)	\$181,077.00	24 weeks	Freightliner 114SD SEC Champion
Freightliner Liberal Kevin Tabor Liberal, KS	\$206,382.00		(\$16,000.00)	\$190,382.00	24 weeks	Freightliner 114SD Kois Bros CL8100
Kois Brothers Equip Co Ernest Kois Commerce City, CO	\$206,382.00		(\$15,000.00)	\$191,382.00	18 - 26 weeks	2018 Freightliner M2 112 GS Products 8000 Series
Liberal Kenworth Travis Apsley Liberal, KS	\$225,753.00		(\$15,000.00)	\$210,753.00	28 weeks	2018 Kenworth T440 GS Products CL 8127
Liberal Kenworth Travis Apsley Liberal, KS	\$214,948.00			\$214,948.00	24 weeks	2018 Kenworth T440 30 yd Champion

# CITY OF GARDEN CITY

## SOLID WASTE CNG COLLECTION TRUCK (SIDELOAD)

Bid Tabulation Sheet

Date & Time: Tuesday, 23 February 2016 10:00 a.m.  
 Equipment: One (1) Solid Waste CNG Collection Truck (SIDELOAD)  
 Location: City Hall

DEPT. BUDGET  
**SOLID WASTE** **\$188,120.00**

075-51-511-6100.16

BIDDERS	LIST PRICE	GOV'T DISCOUNT	LESS TRADE-IN <span style="color: red;">#104</span>	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Armor Equipment Steve Simpson Kansas City, MO						
Bruckner Mack Jacob Medearis Hays, KS						
Bruckners Tim Lang Hays, KS						
Bruckners Drew Wilkins Hays, KS						
Central Detroit Jason White Wichita, KS						
Dodge City International Ken Kerschen						



# CITY OF GARDEN CITY

## SOLID WASTE **CNG** COLLECTION TRUCK (SIDELOAD)

Bid Tabulation Sheet

Date & Time: Tuesday, 23 February 2016 10:00 a.m.  
 Equipment: One (1) Solid Waste **CNG** Collection Truck (SIDELOAD)  
 Location: City Hall

DEPT. BUDGET  
**SOLID WASTE** **\$188,120.00**

075-51-511-6100.16

BIDDERS	LIST PRICE	GOV'T DISCOUNT	LESS TRADE-IN <b>#104</b>	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Garden City, KS						
Doonan Peterbilt of GB Warren Doonan Great Bend, KS						
Downing Sales & Service Inc. Teresa Cossey Phillipsburg, MO						
Kansas Truck Center Terry Meyers Wichita, KS						
Kansas Truck Center JR McFarland Liberal, KS						
Key Equipment & Supply Josh Kingsley Kansas City, KS						
Layton Truck Equipment						

# CITY OF GARDEN CITY

## SOLID WASTE **CNG** COLLECTION TRUCK (SIDELOAD)

Bid Tabulation Sheet

Date & Time: Tuesday, 23 February 2016 10:00 a.m.  
 Equipment: One (1) Solid Waste **CNG** Collection Truck (SIDELOAD)  
 Location: City Hall

DEPT. BUDGET  
**SOLID WASTE** **\$188,120.00**

075-51-511-6100.16

BIDDERS	LIST PRICE	GOV'T DISCOUNT	LESS TRADE-IN <b>#104</b>	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Charles Mason Colorado Springs, CO						
Liberal Kenworth Matt Friederich Liberal, KS						
Maupin-Western Star Truck Kevin Tabor Dodge City, KS						
Midwest Truck & Equipment Scott Lemon Wichita, KS						
Momentum Fuel Tech Jeff Mullins Roanoke, TX						
Peterbilt of Garden City Tommy Dorman Oklahoma City, OK						

# CITY OF GARDEN CITY

## SOLID WASTE **CNG** COLLECTION TRUCK (SIDELOAD)

Bid Tabulation Sheet

Date & Time: Tuesday, 23 February 2016 10:00 a.m.  
 Equipment: One (1) Solid Waste **CNG** Collection Truck (SIDELOAD)  
 Location: City Hall

DEPT.                      BUDGET  
**SOLID WASTE**                      **\$188,120.00**

075-51-511-6100.16

BIDDERS	LIST PRICE	GOV'T DISCOUNT	LESS TRADE-IN <b>#104</b>	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Peterbilt of Garden City Brian Tabor Garden City, KS						
Premier Truck Group Tobin Gump Oklahoma City, OK						
Southwestern Equipment Ricky Perry Justin, TX						
Southwestern Equipment Sheldon Ellis Huntsville, TX						
Southwestern Equipment Gary Carter Justin, TX						
Truck Component Services Bonnie Shockley Strafford, MO						

# CITY OF GARDEN CITY

## SOLID WASTE **CNG** COLLECTION TRUCK (SIDELOAD)

Bid Tabulation Sheet

Date & Time: Tuesday, 23 February 2016 10:00 a.m.  
 Equipment: One (1) Solid Waste **CNG** Collection Truck (SIDELOAD)  
 Location: City Hall

DEPT.                      BUDGET  
**SOLID WASTE**                      **\$188,120.00**

075-51-511-6100.16

BIDDERS	LIST PRICE	GOV'T DISCOUNT	LESS TRADE-IN <b>#104</b>	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Truck Parts and Equipment Gene Scheer Wichita, KS						
Volvo of Denver Rick Robidoux Commerce City, CO						



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Andy Liebelt, Parks Superintendent  
**DATE:** March 21, 2017  
**RE:** 2017 Equipment Purchase for Parks Mini Track Loader

---

### **ISSUE:**

The Governing Body is asked to consider and approve the purchase of a Mini Track Loader.

### **BACKGROUND:**

Bids were opened March 14, 2017 in the Administration Building at 10:00 a.m. for one (1) Mini Track Loader. Low bidder was Berry Tractor for \$19,300.00.

Staff has attached the bid tabulation sheet for your review.

### **ALTERNATIVES:**

1. Approve the low bid from Berry Tractor for \$19,300.00.
2. Reject all bids.

### **RECOMMENDATION:**

Staff recommends Governing Body consideration and approval of purchasing the Mini Track Loader from Berry Tractor for \$19,300.00.

### **FISCAL NOTE:**

Mini Track Loader - \$19,300.00; fund cite #001-14-135-6100.09, budgeted amount \$25,000.00.

### **ATTACHMENTS:**

Description	Upload Date	Type
Mini Track Loader Bid Tab - 2017	3/14/2017	Backup Material



# CITY OF GARDEN CITY

## MINI TRACK LOADER

Bid Tabulation Sheet

Date & Time: Tuesday, 14 March 2017 10:00 a.m.  
 Equipment: One (1) Mini Track Loader  
 Location: City Hall

DEPT. BUDGET  
**Parks** **\$25,000.00**

001-14-135-6100.09

BIDDERS	LIST PRICE	GOV'T DISCOUNT	NET CITY COST	DELIVERY DATE	EXCEPTIONS & COMMENTS
Berry Tractor Frank Martin	\$24,163.20	(\$4,863.20)	\$19,300.00	6 weeks	Bobcat MT55
Ditch Witch Undercon	\$23,918.00	(\$1,618.00)	\$22,300.00	8 weeks	Ditch Witch SK600
Vermeer Great Plains	\$27,712.00	(\$3,869.00)	\$23,843.00	6 - 8 weeks	Vermeer S450TX



## **MEMORANDUM**

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Cemetery Department  
**DATE:** March 21, 2017  
**RE:** Quit Claim Deed March 2017

---

### **ISSUE:**

Quit Claim Deed from Diana L. Guajardo transferring Space 3, Lot 139, Zone H, located in Valley View Cemetery to Kevin Thomas.

### **BACKGROUND:**

None.

### **ALTERNATIVES:**

None.

### **RECOMMENDATION:**

None.

### **FISCAL NOTE:**

None.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** March 21, 2017  
**RE:** New and Renewed Contractor Licenses for 3/21/2017

---

### **ISSUE:**

The Governing Body is asked to consider and approve the contractor licenses for March 21, 2017.

### **BACKGROUND:**

Attached is a list of contractors who have applied for a new or renewal license 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

### **RECOMMENDATION:**

Staff recommends approval of licenses as presented.

### **FISCAL NOTE:**

None.

### **ATTACHMENTS:**

Description	Upload Date	Type
Contractor Agenda	3/15/2017	Backup Material

# **CONTRACTOR LICENSE AGENDA**

**March 21, 2017**

## **2017 NEW**

### **CLASS B General**

Fast Eddie's Construction & Repair, LLC

### **CLASS D-M Mechanical**

Central Mechanical Wichita, LLC

## **2017 RENEWAL**

### **CLASS B General**

Garden City Habitat for Humanity

### **CLASS D-E Electrical**

E&E A/C

### **CLASS D-M Mechanical**

E&E A/C

### **CLASS D-P Plumbing w/Gas**

Crist Plumbing

E&E A/C



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Mike Muirhead, Public Utilities Director  
**DATE:** March 21, 2017  
**RE:** Public Utilities Advisory Board Minutes for February 2017 meeting.

---

**ISSUE:**

Presentation of the Public Utilities Advisory Board Minutes for February 2017 meeting.

**BACKGROUND:**

Attached is the Public Utilities Advisory Board Minutes for February 2017 meeting.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
PUAB Minutes 02-16-2017	3/16/2017	Backup Material



**MINUTES  
PUBLIC UTILITIES ADVISORY BOARD  
GARDEN CITY, KANSAS**

Thursday, February 16, 2017

The Public Utilities Advisory Board meeting was held at 5:30 p.m. Thursday, February 16, 2017 in the Meeting Room at the City of Garden City Administrative Center located at 301 North 8<sup>th</sup> Street, Garden City, Kansas.

**A. CALL MEETING TO ORDER**

Chairman C. Smith called the meeting to order at 5:30 p.m.

Present: C. Smith, J. Smith, S. Michel, Also in attendance; City Staff M. Muirhead, S. Curran, R. Griffin, F. Jones, and C. Davidson. Others present were Shannon Dick and Gary Conditt (guest). Not present was J. Christner, K. Campbell, S. Dyer, and Gilbert Valerio.

- Informational meeting only - did not have a quorum.

**B. OLD BUSINESS.**

None.

**C. NEW BUSINESS.**

- 1.) Drainage Utility Presentation presented by Public Works Director Sam Curran.
- 2.) 2016 Water Consumption Review presented by Water Department Resource Manager Fred Jones
- 3.) Customer Water Use Report Project PowerPoint, presented by Water Department Resource Manager Fred Jones and Shannon Dick with Western Kansas Statistical Lab.

**D. ADJOURN MEETING.**

Meeting adjourned at 7:05 p.m.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kristi Newland, Zoo Director  
**DATE:** March 21, 2017  
**RE:** Zoo Advisory Board agenda and minutes for March 2017 meeting.

---

**ISSUE:**

Presentation of the agenda and minutes for the Zoo Advisory Board March 2017 meeting.

**BACKGROUND:**

Attached are the agenda and minutes for the March 2017 meeting.

**ALTERNATIVES:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
ZAB minutes	3/15/2017	Backup Material
ZAB agenda	3/15/2017	Backup Material

Zoo Advisory Board  
Minutes of Meeting Held  
Tuesday, March 7, 2017

Members Present: Phil Sloderbeck, Jimmy Deal, Donna Lightner, Taylor Freburg, Ryan Derstein, Stacy Regan-Green,

Members Absent: Kathy Diehl

Others Present: Kristi Newland, Donna Wohler, Jessica Norton

- I. The meeting was called to order at 5:08
- II. Approval of Agenda –The agenda was approved.
- III. Approval of Minutes –The minutes of the February meeting were approved.
- IV. New Business
  - a. Zoo Monthly Report – The Basilisk lizard is now on exhibit in the MOA indoor habitat. A General Curator was hired and will start later this month. Staff submitted revised 2017/2018 budget information and Finnup Trust requests. Spring break camp will take place next week. Signs are being developed for the butterfly garden, and butterfly-friendly flowers will be planted soon. A rope fence and the bison silhouette from the Watering Hole were added to the cactus garden in the southwest corner of the zoo.
  - b. FOLRZ Report – The FOLRZ Board has gained new members. They are considering a Brew at the Zoo event, possibly on July 8, coinciding with the Jungle Run car show. Also preparing for Blues at the Zoo and getting contractors to look at the carousel project. \$63.00 was raised in 2 days at the Safari Shoppe in their round up Pennies for Primates. The Safari Shoppe will be encouraging visitors to bring their own, or buy reusable bags, and will charge a 25 cent bag/conservation fee for plastic bags that will go to the Madagascar Fauna & Flora Group.
- V. Old Business
  - a. Zoo's 90<sup>th</sup> Birthday Update – The planning committee met and decided to focus on a week of celebrations. Beginning with Mother's Day on May 14, it will include a photo contest, Blues at the Zoo on the 16<sup>th</sup>, Endangered Species Day on the 19<sup>th</sup>, and culminate on Saturday the 20<sup>th</sup> with a cake contest, costume contest, keeper chats, enrichment/gifts for animals, etc.
  - b. Zoo CIP Report – Phil reported on the final CIP meeting. He said there were approximately 95 City projects and all 6 of the zoo projects scored higher than the average. Overall, the Architectural Plans for Hospital/Tiger/Entrance were ranked #2, the Hospital Expansion #6, the Primate Exhibit #15, and Flamingo Exhibit #19.
  - c. Zoo Strategic Plan Review – Kristi went over the new Strategic Plan for the FOLRZ Board and ZAB covering Mission and Vision, marketing, education, conservation, and financial stability. She will email the plan to the boards.

VI. Board Member Reports –

VII. The meeting was adjourned at 6:10.

**Next scheduled Meeting is April 4, 2017, at 5:00 p.m.**

# FINNUP CENTER FOR CONSERVATION EDUCATION

5:00 PM, TUESDAY, MARCH 7, 2017

## I. CALL TO ORDER

## II. APPROVAL OF AGENDA

## III. APPROVAL OF MINUTES

## IV. NEW BUSINESS

1. Zoo Monthly Report
2. FOLRZ Report

## V. OLD BUSINESS

1. Zoo CIP Report
2. Zoo Strategic Plan Review
3. Zoo's 90<sup>th</sup> Birthday Update

## VI. BOARD MEMBER REPORTS

## VII. ADJOURN