



AGENDA
CITY COMMISSION MEETING
Tuesday, January 19, 2016
1:00 PM

I. Note:

Pre-meeting at 11:00 a.m. – 11:45 a.m. at the U Pump It Country Corner at 156 N. Campus Drive for the Commission to tour the new CNG fueling facility. Administrative staff will be present and the pre-meeting is open to the public. Following the pre-meeting, a lunch will be served at 301 N. 8th Street.

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. January 5, 2016 City Commission minutes.

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

A. Kay Gillespie has requested time to speak to the Governing Body on the topic of the TNR (trap, neuter and release program).

VI. CONSIDERATION OF PETITIONS, MEMORIALS AND REMONSTRANCES

A. Governing Body consideration and approval to allow the Mayor to proclaim January 24 - 30, 2016 as Health Awareness week.

B. Governing Body consideration and acceptance of an offer to purchase surplus City property at 309 N. Second Street from Alejandro Valenzuela Uranga.

VII. REPORT OF THE CITY MANAGER

A. Assistant City Manager Cunningham will provide an update on the Voice Over Internet Phone Service project that is now complete.

B. City Manager Allen will provide an update on the selection of a consultant to conduct a management study of the Garden City Recreation Commission.

C. Presentation of the December staff report from the Garden City Regional Airport.

- D. Presentation of the December Building Report from Neighborhood & Development Services.
- E. Presentation of the December activity report from the Garden City Police Department.
- F. Presentation of the December staff report from Lee Richardson Zoo.

VIII. MEETINGS OF NOTE

- A.
 - January 25, 2016 – Southwest Kansas Chambers of Commerce “SW Kansas Night Out in Topeka” at Capitol Plaza in Topeka – 5:00 – 8:00 p.m.
 - February 11, 2016 – Garden City Area Chamber of Commerce Banquet, 6:30 p.m. in the commons area at Garden City High School.
 - February 20, 2016 - Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.
 - March 19, 2016 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.

IX. CONSIDERATION OF APPROPRIATION ORDINANCE

- A. Appropriation Ordinance No. 2404-2016A.

X. CONSIDERATION OF ORDINANCES AND RESOLUTIONS

XI. OLD BUSINESS

XII. NEW BUSINESS

- A. City Commission consideration and appointment of one member to fill an unexpired term on the Art Grant Committee.
- B. Governing Body consideration of appointing one of two representatives to the Finney County Economic Development Corporation Board of Directors.
- C. Governing Body consideration and approval of the semi-annual report for the CDBG Revolving Loan Fund on behalf of Great Plains Development, Inc.
- D. Governing Body Consideration and approval of bids received January 12, 2016 for the Central Fire Station addition. As the low bid exceeded the Architect's Estimate, the Governing Body is asked to approve a negotiated bid pursuant to the Purchasing and Contracting Manual.
- E. ***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. Governing Body consideration of awarding bids that were received on January 5, 2016 to install underground conduit and concrete equipment vaults for the Meadowlark Dairy Processing Plant - Project UE2015-44.

2. Governing Body consideration of awarding bids that were received on January 5, 2016 from five (5) vendors for the underground conductor needed to install underground power lines for the Meadowlark Dairy Processing Plant Project UE2015-44.
3. The Police Department is requesting Governing Body consideration and approval of the sole source bid from Lenco for a Lenco BearCat G-3, 4WD, 6.7L Turbo Diesel.
4. The Garden City Police Department is requesting Governing Body consideration and approval of bids for police patrol vehicles.
5. Permission for Rachel Rodriguez to reserve Space 2, Lot 27, Zone J of Valley View Cemetery for the consideration of \$50.00 for the period of one year.
6. Licenses

XIII. CITY COMMISSION REPORTS

A. A. Commissioner Cessna

B. Commissioner Dale

C. Mayor Doll

D. Commissioner Law

E. Commissioner Fankhauser

XIV. OTHER ENTITIES

A. Presentation of the Garden City Regional Airport Advisory Board monthly minutes.

B. Presentation of the Zoo Advisory Board agenda and minutes.

XV. ADJOURN

THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

City of Garden City
January 5, 2016

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, January 5, 2016 with all members present. Commissioner Fankhauser opened the meeting with the Pledge of Allegiance to the Flag and the Invocation.

Kenny Green addressed the Governing Body with his concerns regarding the Garden City Recreation Commission budget issues.

The City received correspondence from Cox Communications regarding cost increases.

Commissioner Fankhauser moved to set the date for the Commission Goal Setting Retreat as Monday, February 22, 2016 at the Finnup Center. 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

Staff provided items of information for Governing Body review including the following: from Finance Director Hitz, the monthly sales tax report and from Police Chief Utz the monthly activity report.

Meetings of note:

- ✓ January 2, 2016 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:30 a.m.
- ✓ January 25, 2016 – Southwest Kansas Chambers of Commerce “SW Kansas Night Out in Topeka” at Capitol Plaza in Topeka – 5:00 – 8:00 p.m.
- ✓ February 11, 2016 – Garden City Area Chamber of Commerce Banquet, 6:30 p.m. in the commons area at Garden City High School.
- ✓ February 20, 2016 - Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.
- ✓ March 19, 2016 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.

Appropriation Ordinance No. 2403-2016A, “AN APPROPRIATION ORDINANCE MAKING CERTAIN APPROPRIATIONS FOR CERTAIN CLAIMS IN THE AMOUNT OF \$42,440,652.31,” was read and considered section by section. Commissioner Fankhauser moved to approve and pass Appropriation Ordinance No. 2403-2016A. 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 Cessna moved to approve the destruction of specific records from 2010 and older as provided for by the Kansas State Historical Society Department of Archives, and Section 2-742 of the Code of Ordinances of the City of Garden City. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Commissioner Cessna moved to approve an Employment Agreement between the City of Garden City, Kansas and Matthew C. Allen, City Manager for the year 2016.

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 Law moved to reappoint Ray Navarro to serve a two-year term from January 1, 2016 – December 31, 2017 and appoint Martin Heiman to fill an unexpired term to expire December 31, 2017 on the Golf Advisory Board. 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 Cessna moved to appoint Andrew Hanser to serve until May 2016, Jeff Starkey and Darla Samy to serve two-year terms from January 2016 - December 31, 2017 on the Police Citizens Advisory Board. Commissioner Fankhauser seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Nay	Yea	Nay

Commissioner Fankhauser moved to reappoint Tammy Murillo to serve as the Garden City general representative for a two-year term from January 1, 2016 – December 31, 2018 on the Community Corrections Advisory Board. 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 moved to approve the following:

1. Governing Body consideration and approval of bids received December 22, 2015 for construction of a Columbarium at Valley View Cemetery.
2. Quit Claim Deed from Joe &/or Gloria Sena transferring Space 5, Lot 795, Brookover Addition of Valley View Cemetery to Ada Craig.
3. Permission for Maria I. Gonzalez to reserve Space 5, Lot 24, Zone J of Valley View Cemetery for the consideration of \$50.00 for the period of one year.
4. Permission for Javier or Mary Olguin to reserve Space 8, Lot 27, Zone J of Valley View Cemetery for the consideration of \$50.00 for the period of one year.
5. Licenses:

(2015 New)

- a) J&J Construction Class D-P Plumbing w/ Gas
- b) Commercial Trade Services, LLC Class D-P Plumbing w/ Gas

(2016 Renewal)

- c) Dondlinger & Sons Construction Co., Inc. Class A General
- d) Lee Construction, Inc. Class A General
- e) ALT Inc. Class A General
- f) G & R Concrete Specialists – Precision Builders, Inc. Class A General
- g) John H. Hotz Class B General
- h) Cook Construction Class B General
- i) McPherson Development Co., Inc. Class B General
- j) Tim Routon Construction Class B General
- k) Berry Roofing Class B General

- l) Roger Schmidt..... Class B General
- m) Fuller Construction..... Class B General
- n) Morales Construction..... Class B General
- o) Rod Fercking Construction..... Class B General
- p) J&J Construction..... Class B General
- q) Germann Homes..... Class B General
- r) Diamondz Construction..... Class B General
- s) Rowland Concrete Construction..... Class B General
- t) Johnson Septic Tank Service, LLC..... Class B General
- u) Integrity Siding & Window LLC..... Class C General
- v) Top Shelf Construction LLC..... Class C General
- w) Nationwide Builders & Contractors..... Class C General
- x) RA Concrete Construction..... Class D-CO Concrete
- y) Lin R. Rogers Electrical Contractors, Inc. Class D-E Electrical
- z) Heller’s Electric..... Class D-E Electrical
- aa) Encore Electric Inc..... Class D-E Electrical
- bb) Shelley Electric, Inc..... Class D-E Electrical
- cc) Davis Electric, Inc..... Class D-E Electrical
- dd) 5 Star Electric, Inc..... Class D-E Electrical
- ee) Quality Electrical..... Class D-E Electrical
- ff) Scheeter Electric..... Class D-E Electrical
- gg) NAAB Electric Inc..... Class D-E Electrical
- hh) Caros Electric, LLC..... Class D-E Electrical
- ii) Knipp Equipment Inc..... Class D-E Electrical
- jj) Kugler Electric LLC..... Class D-E Electrical
- kk) 3G Electric, Inc..... Class D-E Electrical
- ll) B&B Electric Inc..... Class D-E Electrical
- mm) Blue Star Contracting LLC..... Class D-E Electrical
- nn) RDH Electric Inc..... Class D-E Electrical
- oo) Wildcat Electric LLC..... Class D-E Electrical
- pp) Morales Electric..... Class D-E Electrical
- qq) Dan’s Electrical Service..... Class D-E Electrical
- rr) AMF Electrical Contractors, Inc..... Class D-E Electrical
- ss) Black Hills Energy..... Class D-E Electrical
- tt) Weber’s Refrigeration & Heating Inc..... Class D-M Mechanical
- uu) Knipp Equipment Inc., DBA Kansas Trane..... Class D-M Mechanical
- vv) ServExperts, Inc..... Class D-M Mechanical
- ww) Kelly Ramos..... Class D-M Mechanical
- xx) Ray Omo Inc..... Class D-M Mechanical
- yy) Comfort Specialists Heating & Cooling..... Class D-M Mechanical
- zz) Black Hills Energy..... Class D-M Mechanical
- aaa) Heinz Plumbing..... Class D-P Plumbing
- bbb) Big D Plumbing..... Class D-P Plumbing
- ccc) Weber’s Refrigeration & Heating Inc..... Class D-P Plumbing
- ddd) BT Plumbing Co. Inc..... Class D-P Plumbing
- eee) Ray Omo Inc..... Class D-P Plumbing
- fff) Black Hills Energy..... Class D-P Plumbing
- ggg) BT Plumbing..... Class E-BF Backflow Test
- hhh) St. Catherine Hospital..... Class E-BF Backflow Test
- iii) BJ Concrete..... Class E-SOC Specialized Other
- jjj) Cliff’s Lawn Sprinkler Service..... Class E-SOC Specialized Other
- kkk) J & G Concrete..... Class E-SOC Specialized Other
- lll) McPherson Concrete Storage Systems, Inc. Class E-SOC Specialized Other
- mmm) Superior Fence of Western KS, LLC..... Class E-SOC Specialized Other
- nnn) Roger Schmidt..... Class E-SOC Specialized Other
- ooo) Acosta Homes Inc..... Class E-SOC Specialized Other
- ppp) Scheopner’s Water Conditioning, LLC..... Class E-WC Water Conditioning

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 Cessna moved to approve a replat of Lot 11 of Block 7, Chappel Heights First Addition. 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 Cessna moved that the City Commission go into executive session pursuant to K.S.A. 75-4319(b)(1) for 10 minutes for the purpose of discussing 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 and that the City Commission reconvene into open session in the City Commission Chambers at 1:45 p.m. with City Attorney Grisell and Public Utilities Director Muirhead present. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

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

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

Janet A. Doll, Mayor

ATTEST:

Celyn N. Hurtado, City Clerk

City Commission Reports

Commissioner Fankhauser commented that the pre-meeting for the Finney County Economic Development Corporation Board applicants went well and that the City has two great candidates to choose from for the City representative. Commissioner Fankhauser stated the sales tax hit an all-time record high in December. Commissioner Fankhauser said he believes the enplanements for Garden City Regional Airport should be at least 26,000 for 2015.

Commissioner Cessna had no comments.

Commissioner Dale commented that the sales tax numbers were up and that it was good news for Garden City. Commissioner Dale invited and encouraged the public to attend a chili feed hosted by 4H for the Honor Flight on January 16, 2016.

Mayor Doll noted that Garden City was recently ranked the #1 City in Kansas to Achieve Work-Life Balance. Mayor Doll stated that 2015 was an amazing year and she is looking forward to 2016.

Commissioner Law thanked Kenny Green for his concern regarding the Recreation Commission and stated frustration is felt by all. Commissioner Law stated it will take time to move forward and that the management study will help to see what Garden City needs from a Recreation Commission.

Petitions



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn Hurtado, City Clerk
DATE: January 19, 2016
RE: Health Awareness Week Proclamation.

ISSUE:

Governing Body consideration and approval to allow the Mayor to proclaim January 24 - 30, 2016 as Health Awareness week.

BACKGROUND:

Polly Witt, Health Services Coordinator at Garden City Public Schools requests a proclamation for Health Awareness week in Garden City. Ms. Witt invited Mayor Doll to read the proclamation to an all school assembly at Abe Hubert Elementary School on Monday, January 25, 2016 at 8:15 a.m.

ALTERNATIVE:

No alternatives.

RECOMMENDATION:

Staff recommends approval of proclamation.

FISCAL NOTE:

None.

ATTACHMENTS:

Description	Upload Date	Type
GC Public Schools request	1/12/2016	Backup Material
Health Awareness Proclamation	1/12/2016	Backup Material



January 4, 2016

Dear Garden City Commissioners:

Garden City Public Schools and St. Catherine Hospital would like to have the week of January 24 through January 30 declared as Health Awareness Week for all citizens of Garden City and our community. During this week information and activities are planned to enhance citizens' physical, mental, spiritual, and emotional health.

I would like to invite Garden City Mayor Janet Doll, to read the Health Awareness Proclamation to an all school assembly at Abe Hubert Elementary School on Monday, January 25 at 8:15 AM.

Thank you for your consideration of this Proclamation. I wish to extend an invitation to all Garden City Commissioners to visit any of the Garden City Public Schools throughout the week and participate in the healthy activities.

If you have any questions you may contact:

Polly Witt, Health Services Coordinator
Garden City Public Schools
1205 Fleming
Garden City, KS 67846
620.805.7071
pwitt@gckschools.com

Sincerely,

A handwritten signature in black ink, appearing to read 'Polly Witt', is written over a faint, larger version of the school logo.

Polly Witt
Health Services Coordinator

P R O C L A M A T I O N

WHEREAS, Garden City, knows the value of community health and supports the citizens in their efforts to be healthy; and

WHEREAS, health does not happen in isolation; health arises out of our situation, our relations, our family and our community. We cannot create health without creating community; and

WHEREAS, all aspects of the community...health care, human services, education, business/industry, faith/spiritual, cultural, economic, government, law enforcement, and citizens are working together to continually improve the environment; and

WHEREAS, working together we can nurture and protect the citizens, share knowledge and pool resources, and enable people to achieve their maximum potential; and

WHEREAS, a healthy community is not a perfect place, but is in a dynamic state of renewal and improvement and building a culture that supports healthy life choices and a high quality of life; and

WHEREAS, during this week, all over the community of Garden City, citizens of all ages will be given information that will enhance their physical, mental, spiritual, emotional health; and

WHEREAS, during this fourteenth annual Health Awareness Week, the community of Garden City is grateful for the vast well of caring and healing through the various activities provided for their benefit; and

NOW, THEREFORE, I, Janet A. Doll, Mayor of the City of Garden City, Kansas,

Do hereby proclaim the week of January 24 – January 30, 2016 as

HEALTH AWARENESS WEEK

In Garden City, and urge all residents of Garden City to take advantage of the many wellness opportunities available this week.

DONE this 19th day of January 2016.

Janet A. Doll, Mayor

ATTEST:

Celyn Hurtado, City Clerk



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Steve Cottrell, Assistant to the City Manager
DATE: January 19, 2016
RE: Offer to purchase surplus City property - 309 N. Second Street

ISSUE:

Governing Body consideration and acceptance of an offer to purchase surplus City property at 309 N. Second Street from Alejandro Valenzuela Uranga.

BACKGROUND:

The City used to have a water well on a small parcel at 309 N. Second Street. Due to water quality and pumping rate, the well was abandoned several years ago. The well was subsequently plugged and the site was cleared. Mr. Uranga lives next door to the south and approached the City about acquiring the parcel for enlarging his yard.

Mr. Uranga was advised to submit a written request for Governing Body consideration. Mr. Uranga's written offer of \$300.00 is attached.

ALTERNATIVE:

1. The Governing Body may accept the offer and authorize Staff to complete the transfer.
2. The Governing Body may make a counter offer.
3. The Governing Body may reject the offer and direct Staff to advertise the property for sale.

RECOMMENDATION:

Staff seeks direction from the Governing Body.

FISCAL NOTE:

There is no cost to the City for this action. Revenue from this sale will go into the Water Fund. The property would be back on the tax rolls and generate less than \$50 annually in City property tax, which would be divided among the General Fund, Bond & Interest and the Airport in proportion to the mills levied for each in a given year. The City will also realize a small savings in avoided maintenance expense.

ATTACHMENTS:

Description	Upload Date	Type
Offer to purchase property	1/13/2016	Backup Material

January 13, 2016

TO WHOM IT MAY CONCERN:

Good Afternoon,

My name is Alejandro Valenzuela Uranga. I would like to take this opportunity to express my congratulations for all the new projects, programs and improvements in our City creating great benefits to our community.

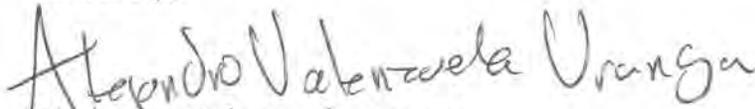
I am a current Garden City resident. My address is 307 N 2nd Street. The purpose of this letter is to make a request to increase the size of my lot to include the small lot North of my address that the City of Garden City owns. According my last conversation with the Engineering Department there used to be a water pump located on that property. The pump is no longer there and the well has been capped.

I would like to make an offer of \$300 for that piece of property. See the attached map.

I see several benefits to this purchase. I will take care of the property. Currently the property is overgrown with weeds. The Parks Department would no longer have to weed the property. In the future I will fence in all the property. I would like more space for my children to play.

If you have any questions, I can be reached by personal telephone (505) 304-5017, or work telephone at the Wastewater Treatment Plant (620) 276-1280.

Sincerely,


Alejandro Valenzuela Uranga



407

405

403

401

N 3RD ST

410

406

404

402

605

607

405

403

611

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407

N 2ND ST

412

410

404

E LAUREL ST

E LAUREL ST

E LAUREL ST

Phimphasone property

City lot 25' x 140'

Uranga property

311

307

305

303

301

N 3RD ST

312

310

308

304

302

609

307

303

E CHESTNUT ST

N 2ND ST

312

308

306

302

N 3RD ST

212

211

209

207

E CHESTNUT ST

E CHESTNUT ST

N 2ND ST

212

710

Report of the City Manager



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Jennifer Cunningham, Assistant City Manager
DATE: January 19, 2016
RE: Voice Over Internet Phone Service (VOIP) - Update

ISSUE:

Assistant City Manager Cunningham will provide an update on the Voice Over Internet Phone Service project that is now complete.

BACKGROUND:

The initial stages and configuration began immediately. The actual deployment of phones was done in phases to allow our IT Department to sufficiently learn the system. The first phase was completed with CNP Technologies on site October 30, 2015. This included the City Administrative Building and the Service Center. The second phase included everything else and was complete on December 29, 2015. The second phase was configured and deployed entirely by our own IT Department.

This project included 205 phones at 16 locations. This included an initial install of devices, configuration in the network and a port to keep the existing numbers. In addition, the IT Department worked to ensure the City received the porting of an additional 400 phone numbers that are not currently in use but that belong to the City. This will allow for additional phones or number changes as the City grows or makes changes to the organization.

Things our IT Department did along the way to ensure the project went smoothly:

- learned to deploy a fax finder system to deliver to email
- provided 6 user training sessions along with deploying videos and other resources to help employees with the system
- each department had to have separate configurations: how to forward calls, what would happen when a phone was not answered and when an auto attendant would be used
- our entire network had to be sub-netted so that one location would not bring the entire system down and it was broken up into these segments: IT, GIS, 2nd floor City Admin, Service and Finance, Planning, Inspections, Electric, Fire, Parks and Police Department

The Police Department was supposed to be a port separate from the rest in a third phase. AT&T made a mistake and ported all of the numbers including the Police Department during the second phase. This caused incoming calls from AT&T landlines to 276-1300 thru 276-1309 to fail. Additionally, administrative numbers in this block could not be transferred to 911. The first issue has been resolved by AT&T. The second issue requires a 911 specialist from AT&T to be on site and this is happening on January 20, 2016. A temporary fix is in place on the second issue which allows this to happen through a VoIP system phone until the January

20, 2016

This was a very large project with a large portion of the work done within our own IT Department. CNP Technologies commented that it was the most hands on department they had ever worked with and complimented the IT Department on the abilities to configure and work with the system throughout the process. The City now has uniformity in their system and has a more user friendly product.

Features the employees enjoy:

- Listening to voicemail from an email out of the office
- Ring configuration
- Directory that is built into the system for one touch dialing
- Conferencing ability
- Speaker performance

As with any new system, especially one that is software based the IT Department will continue to do updates, change configurations and learn more about the system and ways that it can benefit employees and citizens. At this time though, the scope of the project as it was presented to the Commission back in June of 2015 is complete.

ALTERNATIVE:

No alternatives, this is an update.

RECOMMENDATION:

No recommendation, this is an update.

FISCAL NOTE:

This project had a total cost of \$125,558.24. It was set-up on a 36 month lease with three payments. The first of those payments was made by The Service Center Expansion Project and was paid in August 2015. The last two payments will be paid from the General Fund-IT Department in August 2016 and August 2017. The monthly bill cost going from \$7,400 to \$4,006.40 will be reflected beginning on our February 2016 statement.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Matt Allen, City Manager
DATE: January 19, 2016
RE: Update on the selection of a consultant to conduct a management study of the Garden City Recreation Commission.

ISSUE:

City Manager Allen will provide an update on the selection of a consultant to conduct a management study of the Garden City Recreation Commission.

BACKGROUND:

At a December 9, 2015 Special Meeting of the City Commission, the Commission provided Garden City Recreation Commission (GCRC) with \$382,597.66 in financing, to be repaid with the sale of three properties south of the Recreation Center and withholding \$166,298.61 from GCRC's January tax distribution. In addition, the GCRC Board and the City Commission agreed that a third party management study was appropriate to independently review operations and make recommendations for public recreation in the community moving forward.

A Request for Proposals went out and three proposals were received. A committee with City staff, City Commission and GCRC board representation interviewed the three firms which submitted proposals. The Committee identified The Novak Consulting Group as the top proposal and an agreement on the terms of the project and total price was drawn up in the attached letter and approved.

Work has already begun on the project. The Recreation Commission has been providing Novak group with requested information regarding their operations. The Novak Consulting Group is targeting the week of February 8-12 to be in the community conducting interviews and stakeholder meetings. Once their travel arrangements are confirmed, they will provide notice of, and schedule, interviews and stakeholder meetings.

The Novak Consulting Group's proposal is based on a cope of work and timeline which will provide a report by April 1, 2106.

ALTERNATIVE:

None

RECOMMENDATION:

None. This information is provided as an update.

FISCAL NOTE:

Cost of the study is \$34,750 and will be a General Fund expense paid from out of the "Capital Improvement" department which houses other GCRC related expenses. This expense was not budgeted, but sufficient General Fund cash carry-over exists to cover the expense and it will be reflected in the revised 2016 budget when the 2017 budget is adopted.

ATTACHMENTS:

Description	Upload Date	Type
Novak Consulting Group Proposal for GCRC Management Study	1/13/2016	Backup Material
Novak Consulting signed engagement letter	1/13/2016	Backup Material

City of Garden City
Municipal Recreation Commission
Management Study

January 4, 2016



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1-7-16 Conference Call

Jonathan
Michelle



January 4, 2016

Ms. Jennifer Cunningham
Assistant City Manager
City of Garden City
301 N. 8th Street
Garden City, KS 67846

Dear Ms. Cunningham:

The mission of The Novak Consulting Group is to strengthen organizations, for those they serve and those who work in them. We are dedicated to providing management consulting services to local government and nonprofit organizations. The firm was originally established as Public Management Partners in 2001. Since then, we have been providing our clients with the very best thinking and execution in organizational design, development, and improvement.

We are pleased to submit this proposal for a Municipal Recreation Commission Management Study to the City of Garden City. This proposal is based on a careful review of the City's Request for Qualifications and our experience completing similar work for other jurisdictions across the country.

Our project team for Garden City is comprised of skilled professionals, seasoned in local government with direct experience in all facets of parks and recreation operations. Our team has had significant success working with many local governments to review operations with the goal of improving organizational performance and efficiency. We are confident our customized approach will provide the City with a plan for maximizing opportunities for efficiency, effectiveness, and financial accountability and sustainability of the Recreation Commission while providing quality services to the public and its patrons. The work will be completed within the specified time period.

We look forward to the opportunity to serve Garden City in this engagement. Please contact me at (513) 309-0444 or jnovak@thenovakconsultinggroup.com should you have any questions.

Sincerely,

Julia D. Novak
President

About The Novak Consulting Group

For nearly a decade, a highly respected management consulting firm named Public Management Partners helped a variety of organizations function more effectively. Through the years the firm built a sizeable client base of predominantly local governments and nonprofit organizations in the Midwest. Projects ranged from those as small as conducting community workshops to those as sweeping as analyzing the operational efficiency of entire departments within a city or county.

In 2009, Julia D. Novak acquired Public Management Partners and founded The Novak Consulting Group, staffed by consultants with decades of collective experience. With The Novak Consulting Group, Julia built on Public Management Partners' reputation for innovation and results while expanding the company's services nationwide. Her company meets a wider range of needs, consulting with governments in the areas of public works, public safety, human resources, finance, planning, IT, and more. We provide our clients with the very best thinking and execution in organizational design, development, and improvement. Our services include:

- Performance Audits
- Organizational Assessment and Optimization
- Process Management
- Performance Measurement
- Organizational Development
- Community Outreach and Engagement
- Facilitation and Training
- Executive Search

The Novak Consulting Group provides unparalleled service to our clients. Leaders in local government and nonprofit communities have come to rely on The Novak Consulting Group for high caliber advice developed through subject matter expertise and customized project approaches.

- **Focused expertise.** Our expertise lies in strengthening two kinds of organizations: local governments and nonprofits. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a very specific group of clients.
- **Flexibility to serve you better.** We employ a core staff of senior-level consultants, and draw from our pool of subject matter experts when their expertise can help us to serve you better. This approach results in a more responsive and efficient project providing the services that you desire and the results that you need.
- **Decades of collective experience.** Our associates and subject matter experts have decades of experience in strengthening local governments and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to director of management information systems.
- **Personal service from senior-level consultants.** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While a large firm may assign your business to junior-level people, our firm and approach provides exceptional levels of personal service from senior-level consultants.

The Novak Consulting Group and its staff have extensive experience working with local government clients. Our focus is on providing solutions that work within the available resources and culture of the organizations we assist. The most innovative solutions in the world are valueless if they cannot be implemented or will not be accepted by the community. We pride ourselves on our ability to listen, analyze, and work with our clients to find not just a random selection of best practices taken from a manual, but real solutions that can be implemented effectively. There is no value to a consulting study that, once completed, occupies shelf space never to be opened again. We are pleased that our prior engagements have resulted in corresponding actions by our clients to implement the recommendations that we have jointly developed.

At The Novak Consulting Group, one of our strengths is the ability to build on existing capabilities and resources and to help organizations see things from a different perspective. We do this through listening to our clients and really understanding what they have to say. While there are books full of best practices, stock solutions to complex problems are rarely effective. We do not operate with a pre-packaged set of recommendations, and we diligently work to avoid trying to fit our clients into a standard mold. We do not sell boiler plate solutions.

We recognize that there will always be competing interests between level and cost of service. Defining "good enough" is a significant challenge aided by knowing that work is both necessary and being delivered as efficiently as possible. Every organization develops traditions, practices, and routines. It is essential that these be subject to regular review and analysis to be sure that they continue to represent best practices meeting the needs of the community and not simply an excuse to avoid change. Our staff has substantial experience developing performance measures departments can use to track progress over time. We have helped our clients create benchmarks that establish a baseline for performance and objectives for the future.

The Novak Consulting Group is excited about the opportunity to assist the City of Garden City. Because we came from local government careers, we have sat on the same side of the table as you. Hiring outside consultants to evaluate operations in any organization is challenging; it can be disruptive and intimidating, while at the same time it can be illuminating and exciting. We understand the importance of respecting the staff who are in place to serve the public. We assume good intent and work with our clients to collaboratively develop recommendations for improvement. Without this, implementation of recommendations and lasting improvements are not typically successful. We believe this intentional approach, coupled with our extensive expertise in all facets of parks and recreation operations, make us uniquely qualified to assist the City.

References

The Novak Consulting Group has assisted numerous local governments across the country with operational audits. The following is a summary of relevant engagements. Included with our response is a listing of all of our clients. We would be happy to provide additional information about these or any of our prior projects.

Hastings, Nebraska engaged The Novak Consulting Group to conduct an organizational assessment of all City departments, including Parks and Recreation. The assessment included a structural review of the City's relationship with the Utilities Department.

Joe Patterson, City Administrator
(402) 461-2309 jpatterson@cityofhastings.org

Reno, Nevada engaged The Novak Consulting Group to conduct a Core Services Review of the Public Works Department and the Parks, Recreation and Cultural Services Department. These reviews included an in-depth analysis of opportunities for enhanced efficiency and effectiveness, an evaluation of existing services level standards, and an assessment of the City's true 'core services' in in both departments.

Jaime Schroeder, City Manager's Office
(775) 348-3915 schroederj@reno.gov

Munster, Indiana engaged The Novak Consulting Group to conduct an organizational review of all departments, including the Parks and Recreation Department. An assessment of the Town's major financial funds was also conducted to provide an analysis of the Town's fiscal health.

Dustin Anderson, Town Administrator
(219) 836-6905 danderson@munster.org

Warrenville, Illinois engaged The Novak Consulting Group to conduct a service level and staffing study of its Public Works Department, including all maintenance and facility management functions. The primary purpose of this study was to review operations and develop recommendations that would improve operational efficiency and effectiveness and prepare the City for the eventual retirement of key staff. The recommendations offered in the report outlined an approach designed to convert the considerable institutional experience and knowledge that existed within the department into work processes and systems that could be leveraged to ensure continued effectiveness.

Jennifer McMahon, Assistant City Administrator
(630) 393-9427 JMcMahon@warrenville.il.us

La Plata County, Colorado engaged The Novak Consulting Group several times since 2013 for multiple organizational assessments. Work completed to date includes staffing analyses for the La Plata County Sheriff's Department, Human Services Department, Planning Department, Engineering Department, and the Motor Vehicles Department. A detailed assessment of General Services was also recently completed. This included a review of all facilities and custodial staffing for the County.

Kelli Ganevsky, Human Resources Director
970-382-6361 Kelli.Ganevsky@co.laplata.co.us

Dublin, Ohio has retained The Novak Consulting Group for a number of projects since 2009. In 2013, The Novak Consulting Group conducted a review of the organization's structure and a specific analysis of operating departments. This work resulted in a City-wide reorganization to improve efficiency and effectiveness of operations.

Michelle Crandall, Assistant City Manager
(614) 410-4400 mcrandall@dublin.oh.us

Fredericksburg, Virginia engaged The Novak Consulting Group to complete a comprehensive organizational study of the City government, which included all City departments under the purview of the City Manager. The purpose of this study was to improve organizational performance, as well as assess staffing needs so that capacity could be added strategically in the organization as resources become available. Several core processes were mapped to identify improvement opportunities.

Beverly R. Cameron, City Manager
(540) 372-1010 brcameron@fredericksburgva.gov

Bios of Consulting Team

Our project team is made up of senior-level consultants with direct local government experience. What sets our project team apart is our ability to explore and relate to local community values while at the same time investigating realistic approaches for cost-effective solutions.

Organizational Assessment Practice Leader Michelle Ferguson – Michelle began her consulting career in 2005 following 10 years of direct experience in local government management, which included serving as Assistant County Manager in Arlington County, Virginia overseeing the County's capital improvement program. As a consultant, Michelle has led reviews of local government organizations across the country as the firm's organizational assessment practice leader. Michelle is skilled in project management, process improvement strategies, performance measurement, consent building, and public process design. Her special expertise is performance measurement, capital budgeting and financing, project implementation, and process re-engineering.

Associate Jonathan Ingram – Jonathan has over seven years of consulting experience and has developed an expertise in police and public safety analysis. Jonathan joined The Novak Consulting Group in January 2012, having most recently served as a budget manager for the City of Cincinnati, Ohio. In addition to his expert financial analysis, Jonathan has also conducted numerous reviews of parks and recreation departments while serving as a consultant.

Analysts Haley Kadish and Joshua Rauch – Haley and Josh will provide research and analytical support to our project team. All members of our project team are employees of The Novak Consulting Group; no subconsultants will be used to complete the scope of work outlined in this proposal. Complete resumes for each of our team members are included.

Michelle L. Ferguson, Organizational Assessment Practice Leader

Michelle has over 18 years of management experience in local government, and she currently serves as the organizational effectiveness practice leader for The Novak Consulting Group, having been with the firm since its inception.

Michelle began her consulting career in 2005 following 10 years of direct experience in local government management, which included serving as Assistant County Manager in Arlington County, Virginia.

Michelle excels at helping local governments continuously improve their organizations and enhance service to the public. She is skilled in project management, process improvement strategies, performance measurement, consent building, and public process design.

As a consultant, Michelle has completed detailed organizational reviews of entire jurisdictions and recommended improvements to processes and departments across the country. Specific department reviews have included the functions of development review, parks and recreation, public works, human services, human resources, capital budgeting, and collections. Additionally, she has provided customized training in the development and use of performance measures to assist numerous organizations continuously improve service delivery.

Michelle is also a skilled facilitator, able to bring diverse groups of people together to articulate shared visions and priorities. She has lead strategic planning engagements at the community, organizational, and department levels, and she has facilitated numerous staff and governing body retreats.

During her tenure with Arlington County, Michelle was responsible for the daily management and implementation of the County's \$500 million capital program. She also led the organization-wide performance measurement initiative establishing their Balanced Scorecard. Prior to Arlington County, Michelle served as Assistant City Manager in Overland Park, Kansas.

Michelle earned a bachelor's degree in political science from Loyola University-Chicago and a master's degree in public administration from the University of Kansas. She is a member of the International City/County Management Association. She also served as the president of the Metropolitan Association of Local Government Assistants in Washington, D.C and has presented at state and national conferences on topics such as strategic planning, effective governing bodies, and council-staff relations.

Education

Master of Public Administration, University of Kansas

Bachelor of Arts, Loyola University - Chicago

Industry Tenure

18 years

Consulting, 8 years

Local Government, 10 years

Jonathan Ingram, Associate

Jonathan Ingram has nine years of experience in local government management, most recently as a budget manager in the City of Cincinnati, Ohio Budget Office. Prior to that, Jonathan served as a management consultant and worked in the City Manager's Office for City of Highland Park, Illinois.

During his tenure with the City of Cincinnati, Jonathan was responsible for managing the development and administration of a \$1 billion operating budget. In addition, Jonathan also conducted special analysis projects, served on the City's collective bargaining team and co-managed the implementation of an enterprise budget system.

Jonathan is a skilled financial analyst, with extensive experience in budget and revenue analysis; however, he also has extensive experience as a management and operations consultant to local governments in the United States and abroad.

As a consultant, Jonathan has completed operations reviews for multiple local governments, and has helped a broad range of departments, from police to public works, improve service delivery. He has developed staffing and deployment plans for City operating departments, analyzed and facilitated inter-governmental consolidations, helped local governments develop custom performance management systems and facilitated the development of long-term strategic plans.

Jonathan's special expertise is local government budgeting and finance, operations analysis, project management, public safety staffing analysis, process improvement and performance measurement. He is adept at evaluating business problems with equal consideration given to both cost and quality of service.

Jonathan earned a bachelor's degree in political science from Aurora University and a master's degree in public administration from Northern Illinois University. He is a member of the International City/County Management Association and the Ohio City/County Management Association.

Education

*Master of Public
Administration, Northern
Illinois University*

*Bachelor of Art, Aurora
University*

Industry Tenure

9 years

Consulting, 5 years

Local Government, 4 years

Haley Kadish, Analyst

Haley has experience in both the public and private sectors. Prior to joining The Novak Consulting Group, Haley served as an ICMA Local Government Management Fellow in Catawba County, North Carolina. As a fellow, she improved the talent recruitment and selection process, developed departmental performance measures, assisted in the development and implementation of a community food sustainability plan, and improved operations by researching and analyzing options for many special projects throughout the County.

Haley started her career in the private sector as a virtual solutions subject matter expert for Procter & Gamble. During her tenure, she launched and managed virtual consumer research services in multiple product categories and led a global team.

While in graduate school at The Ohio State University, Haley served the Franklin County, Ohio Child Support Enforcement Agency as a program analysis intern. She also served as a public affairs intern for the U.S. State Department in Zambia.

Haley earned a bachelor's degree in business administration from University of Texas at Austin and a master's degree in public administration from Ohio State University. She is a member of the International City/County Management Association. Haley is an accomplished artist and her analytic and technical skills are complemented by her design skills.

Education

*Master of Public
Administration, Ohio State
University*

*Bachelor of Art, University
of Texas, Austin*

Industry Tenure

Local Government, 3 years

Joshua Rauch, Analyst

Josh has experience in several local government settings, most recently with the Economic Development Division of the City of Springfield, Ohio. While there, he assisted with business retention and expansion activities, provided staff support for tax incentive negotiations and reporting, and helped develop the City's marketing strategy.

Josh began his career as an undergraduate intern with the City of Dayton, Ohio. He had responsibility for organizing community engagement events for young adults working in Dayton over the summer months. He built on this experience during graduate school when he began working for the City of Mission, Kansas. There he helped coordinate a variety of community events, including public budget hearings, community input sessions, and a successful attempt to set the Guinness World Record for the Largest Painting Made with Footprints.

Aside from community engagement, Josh has helped formulate, implement, and administer new policies and programs related to transportation funding, social media engagement, code enforcement and neighborhood assistance, information technology, sustainability planning, and performance measurement.

Josh earned a bachelor's degree from the University of Dayton and a master's degree in public administration from the University of Kansas. He is a member of the International City/County Management Association.

Education

Master of Public Administration, The University of Kansas

Bachelor of Arts, Political Science, University of Dayton

Industry Tenure

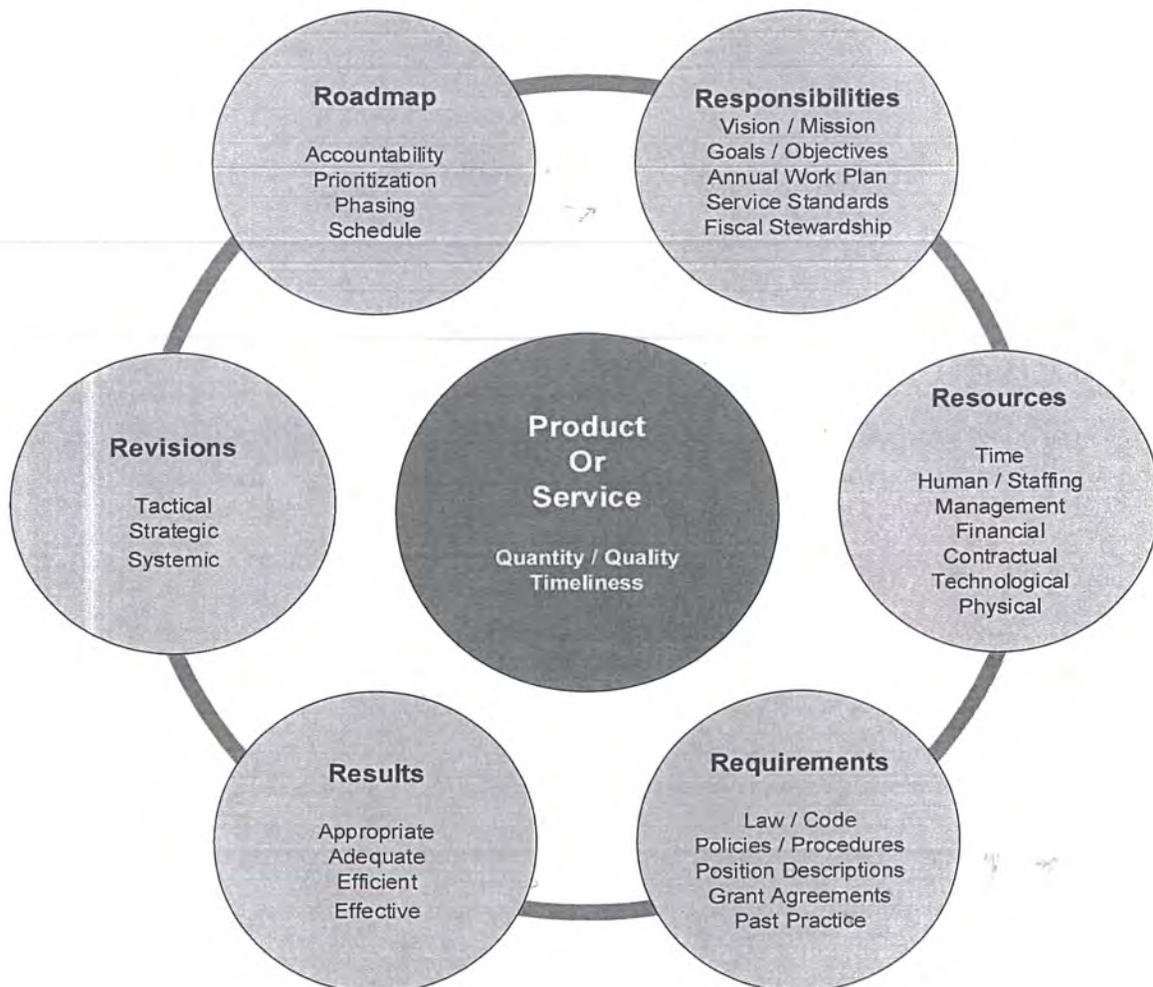
Local Government, 6 years

Strategy for Conducting the Management Study

The City of Garden City is seeking a qualified consulting firm to conduct management study of the Garden City Recreation Commission.

The scope of work as presented in the City's RFQ is best supported through a comprehensive assessment approach that can quickly identify potential areas of improvement. This will allow the project team to focus efforts on these areas and best leverage project resources for maximum organizational and operational improvement for the City.

To meet this need in the review of the City's Recreation Commission, The Novak Consulting Group proposes to use our "Six R" approach. This involves soliciting and collecting information regarding the Recreation Commission's Responsibilities, Resources, Requirements, and Results in order to identify possible organizational and operational Revisions with an associated Roadmap to implement positive change. This approach is depicted in the following graphic:



- **Responsibilities** refer to the sources and level of mandate/direction for services. These may derive from vision, mission, goals, and objectives, local service standards and expectations for fiscal stewardship. We will review services to determine source and level of mandate in order to better understand service level constraints and opportunities for change.
- **Resources** refer to all assets available to the Commission to achieve its respective responsibilities. These resources may include the following: time; human resources; staffing; management capacity/capability; financial position; contractual services; technological assets (hardware, software, communications, training); and, physical assets (buildings, equipment, vehicles).
- **Requirements** refer to the sources of direction to management and staff regarding service approach and methodology. These sources provide staff with direction on how they should approach their respective tasks and complete their assignments. These sources may derive from law, codes or adopted policies and procedures to less formal mechanisms including continuation of past practice through initial or on-the-job training. We will review and assess service and process requirements to better understand existing business processes and opportunities for positive change.
- **Results** refer to the service yield derived from the provided services. These services are the result of rationally developed process requirements applying available resources in pursuit of prioritized fulfillment of responsibilities. The results phase links current operations with future planning and management reporting to provide data for better management decision-making.
- **Revisions** refer to the depth and breadth of continuing change necessary to support improved performance as indicated from results and performance reporting. This change can range from a high level involving holistic or systemic issues (i.e., should we be in this business) to strategic issues (should we consider alternative service sources) to tactical issues (improving the productivity, efficiency and effectiveness of the activity or service.)
- **Roadmap** refers to the plans to implement revisions in order to improve service delivery and product quality while maintaining or reducing unit costs. The Roadmap provides an action plan for the client that identifies recommended priorities, identifies accountability for implementation, suggestions for phasing implementation and an expected schedule to reach milestones.

Work Plan

Activity 1: Begin Engagement

In this project task, our project manager will work with your project team to finalize the project plan, refine the scope, discuss project protocols, and refine the project calendar. Throughout the project, we will provide you with regular project status reports, designed to maintain planned project progress and budget, to identify and resolve project issues, and to review project work products.

In addition to formal status reporting, we anticipate numerous informal opportunities for the City to discuss various project and operating issues with our project manager and team leaders. We welcome the opportunity to have this informal dialogue since we believe that it will contribute to a more successful project.

Activity 2: Conduct Field Work

In order to understand the current operations of the Commission and its programs, The Novak Consulting Group will request and review a variety of background information from the City and Commission staff.

Thorough data collection relates particularly to budgeting and financing, work volumes, work cycle times, demands for service, equipment and facility inventory and other detailed data necessary for a complete analysis. We will tailor the collection of data to the needs and issues of the Recreation Commission and its operations. As an example, we typically collect the following data to better understand operations:

- Work volume relative to staff resources;
- Customer service performance standards and compliance reports;
- Budgets, including revenues and expenditures;
- Current fees and data supporting fee calculations;
- Cost recovery information;
- Current cost allocation plans and supporting data and calculations;
- Internal financial reports;
- Internal cost allocations by work unit;
- Program attendance data;
- Job descriptions, wage and compensation plans;
- Records reflecting training and certifications;
- Organization charts and staffing tables, including changes over the preceding three to five years;
- Strategic organizational plans;
- Relevant customer satisfaction data;
- Management reports, including any applicable performance measurement and reporting; and,
- Information technology infrastructure, including hardware and application inventories, use of field technologies, and system strategic plans.

We will employ several different techniques for learning about the Commission in order to collect sufficient data to understand operations. These techniques include the following activities:

- We schedule and conduct confidential interviews with key staff. The interviews cover the organization, structure, and volume of work; the business processes used to accomplish work; supervisory relationships; performance management; and perceived strengths and weaknesses.
- As appropriate, we will also conduct interviews with City staff who interact frequently with the Recreation Commission, as well as representatives of the Recreation Commission Board.
- In addition to formal interviews, we may conduct selected operational observations in order to understand how work is actually performed in your normal work environments. This will include walk-throughs in offices and work site visits, as well as tours of recreation facilities.

As an optional component for the City's consideration, The Novak Consulting Group will also conduct individual or group interviews with key Commission stakeholders – these could be patrons, vendors, community partners, or other stakeholders with a vested interest in the operations and financial stability of the Commission and its programs.

At the conclusion of the field work, we will prepare a summary report of all feedback. Findings will be incorporated into the overall project direction, analysis, and recommendations. A summary of our initial observations and recommendations will be reviewed with the project team.

Activity 3: Conduct Financial Analysis

Next, The Novak Consulting Group will review and analyze available financial data regarding Commission operations. We will explore options – both in terms of revenues and expenditures – for increasing financial viability and sustainability of operations. This assessment will be designed to provide a full and accurate understanding of the Commission’s current financial condition. This will establish a baseline of the Commission’s fiscal health, allowing the City to gauge its fiscal outlook and better anticipate and respond to future financial issues. This aspect of the project will involve:

- Reviewing the current and recent budgets; year-end financial reports; independent audit reports and management letters; current revenue and expenditure reports; and other relevant information and factors that may affect the current and future financial condition of the Commission;
- Analyzing the Commission’s financial history focusing on such factors as expenditures, tax base, fees, and other current revenue sources, operating positions, and unfunded liabilities; and
- Examining current budgeted revenue and expenditure patterns in relation to historical data, ongoing operations, other salary and benefit requirements, financial interrelationships with various City funds, and other obligations of the Commission and the City.

Activity 4: Assess Program and Management Options

In order to further assess program offerings, The Novak Consulting Group will develop and administer an online survey designed to solicit input from recreation users. A summary of the survey results will be incorporated into the project findings and recommendations.

As part of our analysis, we evaluate the performance of the Commission as it compares to industry standards of performance. The resulting diagnostic provides a quick and objective overview of both the quantitative and qualitative work activities of the Commission. The Novak Consulting Group has developed industry best management practices (BMPs) in many area of local government service. This information was developed from our previous work with state and federal regulatory agencies, professional associations and industry groups, as well as other sources. We will compare and contrast programs and practices in the Commission with other successful recreation organizations.

We will evaluate the organization and structure of the Recreation Commission to assess its impacts on program operations now and in the future. We will look at both the organizational alignment of the Commission as well as how it integrates with the overall structure of your government.

Based on the assessment, we will develop specific information on organizational structure and program service delivery, and identify any alternative approaches to improve program delivery. We will assess operational policies and procedures, including relevant personnel rules that impact the efficient operations of the Commission and delivery of program services.

Activity 5: Prepare Project Report

At this point in the project The Novak Consulting Group project team will have conducted interviews, observations, and related data collection in order to identify potential issues for the Commission. These issues will be ranked in order of importance and documented in a summarized issue identification format. This document will also summarize our reasoning behind the identification of each issue, how it may impact operational and financial forecasting as well as our proposed strategy for pursuing these issues.

We will meet with the project team to review the findings and observations from the previous tasks. Based on feedback from that meeting, The Novak Consulting Group will prepare a draft report. The report will include an executive summary, our methodology and approach, and a thorough description of all recommendations for the Recreation Commission. The draft report will be presented to the City for review for factual accuracy and to discuss content and approach. Next, we will prepare and present the final report, based on feedback from the City.

Project Timeline

We have prepared a draft schedule which we will review the schedule with the City as part of Activity 1 to ensure the City's needs are met. The schedule is included as Attachment A.

Cost Proposal

The total, not-to-exceed price to complete the scope of work outlined in this proposal is \$34,750, including all professional fees and expenses.

Should the City wish to include the additional stakeholder interviews, the total cost is \$37,500. \$2250

It is our practice to invoice clients monthly, based on the percentage of work completed.

Attachment A – Project Timeline

Schedule

Garden City Recreation Commission

	start	2	3	4	5	6	7	8	9
	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29
Activity 1 - Begin Engagement									
1.1		█							
1.2	█								
1.3		█							
Activity 2 - Conduct Field Work									
2.1	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29
2.2		█							
2.3		█							
2.4		█	█						
2.5		█	█						
Activity 3 - Conduct Financial Analysis									
3.1	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29
3.2		█	█	█	█				
3.3		█	█	█	█	█			
3.4					█	█			
Activity 4 - Assess Program and Management Options									
4.1	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29
4.2		█	█	█	█				
4.3			█	█	█	█			
4.4			█	█	█	█	█		
4.5					█	█	█		
4.6						█	█		
Activity 5 - Prepare Project Report									
5.1	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29
5.2							█	█	█
5.3								█	█

who we work for



Project Type: **Organizational Assessment and Optimization (OA)**

Executive Search (ES)

Strategic Planning and Facilitation (SPF)

Training (T)

State	Jurisdiction	Project Type	
Arizona	Peoria	ES	
	Sierra Vista	SPF	
California	Gilroy	OA	
	Hayward	SPF	
	Manhattan Beach	SPF	
	Palo Alto	SPF	
	San Luis Obispo	SPF	
	Colorado	Adams County	SPF
Colorado	Aurora	SPF	
	Boulder	OA	SPF T
	Fort Collins	OA	SPF
	Greeley	OA	
	La Plata County	OA	
	Routt County		SPF
	Westminster		SPF
	Connecticut	Greenwich	ES
Connecticut	Groton	OA	
	Manchester	OA	SPF T
	Mansfield	OA	
	Windsor	ES	
	Delaware	Kent County	ES
Delaware	Milford	ES	
	Rehoboth Beach	ES	
Illinois	Evanston	OA	
	Geneva		SPF
	Gurnee		SPF
	Peoria County	ES	
	Warrenville	OA	
	Woodbridge		SPF
Indiana	Munster	OA	
Kansas	Edgerton	ES	
	Edwardsville		SPF
	Garden City	OA	
	Gardener		SPF
	Roeland Park		SPF
	Shawnee	OA	SPF
	Unified Gov't of KCK		SPF
Louisiana	New Orleans	OA	
Maryland	Aberdeen	OA	ES SPF T
	Berwyn Heights	ES	
	Cambridge	ES	
	College Park		SPF

State	Jurisdiction	Project Type		
Maryland	Gaithersburg	ES		
	Garrett Park	ES		
	La Plata	ES		
Maryland	Maryland State Judiciary		SPF	
	New Carrollton	ES		
	Rockville	OA	SPF	
	Sykesville	ES		
	Massachusetts	Franklin County	OA	
Massachusetts	Pioneer Valley Planning Commission	OA		
	Michigan	Ann Arbor	SPF	
Michigan	Midland		SPF	
	Novi		ES	
Missouri	Clayton		SPF	
	Maryville		SPF	
	Parkville		SPF	
	Platte City	OA		
	Sikeston		SPF	
	St. Louis County		SPF	
Missouri	University City		SPF	
	Nebraska	Hastings	OA	
Nevada	Reno	OA		
New Jersey	New Jersey Health Initiative	OA		
New York	Ithaca	OA		
North Carolina	Albemarle		SPF	
	Brevard		SPF	
	Cary		SPF	
	Greensboro	OA		
	Raleigh	OA	SPF	
North Carolina	Swansboro		SPF	
	Wilmington	OA		
	Ohio	Beavercreek Township	OA	
	Ohio	Blendon Township		SPF
		Blue Ash		SPF
	Cincinnati	OA	SPF	
	Clearcreek Township	OA	SPF	
Cleveland Heights	OA	ES SPF		
Delaware	OA			
Delaware	Delaware County		SPF	
	Delaware County EMS		SPF	

who we work for



Project Type: **Organizational Assessment and Optimization (OA)** **Executive Search (ES)** **Strategic Planning and Facilitation (SPF)** **Training (T)**

State	Jurisdiction	Project Type
Ohio	Dublin	OA ES SPF
	Gahanna	SPF
	Hudson	ES
	Oberlin	OA ES SPF
	Portsmouth	ES
	Powell	SPF
	Sandusky	ES
	Sharonville	SPF
	Troy	OA
	Upper Arlington	ES SPF
	Washington Township	OA ES
	Westerville	ES
	Worthington	SPF
	Oklahoma	Norman
Oregon	Gresham	SPF
	Hillsboro	SPF
	Wilsonville	OA SPF
Pennsylvania	Duquesne	OA
	Exeter Township	OA
	Farrell	OA
	Harrisburg	OA
	Hazleton	OA
	Lancaster County	OA
	Nanitoke	OA
	Reading	OA
	St. Marys	OA
Texas	Allen	SPF
	Cedar Hill	SPF
	Lancaster	ES SPF
	University Park	SPF
	The Woodlands	OA SPF
Utah	Murray	SPF
	South Jordan	SPF
Virginia	Fredericksburg	OA
	Hampton	SPF
	Loudoun County	ES
	Vienna	SPF
Washington	Sequim	OA SPF T
	Shoreline	ES T
Wisconsin	Mequon	ES
	Washington County	SPF

Organizations & Associations	Project Type
Ann Arbor Transportation Authority, Michigan	SPF
Connecticut Town and City Management Association	T
International City/County Management Association	SPF T
Maryland Municipal League	T
Miami University of Ohio	T
Miami Valley Risk Management Authority, Ohio	SPF
Midland Community Foundation, Michigan	SPF
Minnesota Municipal League	T
Missouri Municipal League	SPF
National Association of State and Local Equity Funds	SPF
National League of Cities	T
Ohio City/County Management Association	SPF T
Owens-Corning, Ohio	SPF
USAID - Moldova	T
United Methodist Church:	
Baltimore Washington Annual Conference	OA
California-Nevada Annual Conference	OA
Connectional Table	OA
Dakotas Annual Conference	OA
Florida Annual Conference	OA
Florida United Methodist Foundation	OA ES SPF
General Board Of Discipleship	ES SPF
General Board Of Higher Education And Ministry	OA ES
Global Ministries	OA ES SPF T
Justice For Our Neighbors	SPF
Louisiana Annual Conference - Wesley Center	SPF
St. John's Church, Louisiana	SPF
United Methodist Committee On Relief	OA ES SPF
Western Pennsylvania Annual Conference	ES



January 8, 2016

Matthew C. Allen
City Manager
City of Garden City
301 N. 8th Street
Garden City, KS 67846

Dear Matt:

The Novak Consulting Group is excited to begin assisting the City of Garden City with the Municipal Recreation Commission Management Study.

As described in our January 4, 2016 proposal, the not-to-exceed fee to complete the engagement is \$34,750. This fee includes all professional fees and expenses for the elements outlined in the scope of work. It is our practice to invoice clients monthly, based on work completed.

We anticipate conducting the field work for this engagement from February 8 - 12, 2016. This site time will be used for a combination of interviews with City staff and elected officials, Recreation Commission staff and Board members, and other community stakeholders as determined by the City.

Should you have any questions, please contact Organizational Assessment Practice Leader Michelle Ferguson at (828) 777-6588 or mferguson@thenovakconsultinggroup.com. Thank you for the opportunity to be of service to the City of Garden City.

Sincerely,

Julia D. Novak
President

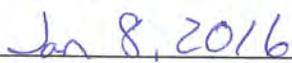
Accepted for the City of Garden City:



Signature



Name, Title



Date



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Rachelle Powell, Director of Aviation
DATE: January 19, 2016
RE: Presentation of the December staff report from the Garden City Regional Airport.

ISSUE:

Presentation of the December staff report from the Garden City Regional Airport.

BACKGROUND:

Attached is the Airport staff report for December 2015.

ALTERNATIVE:

None.

RECOMMENDATION:

None.

FISCAL NOTE:

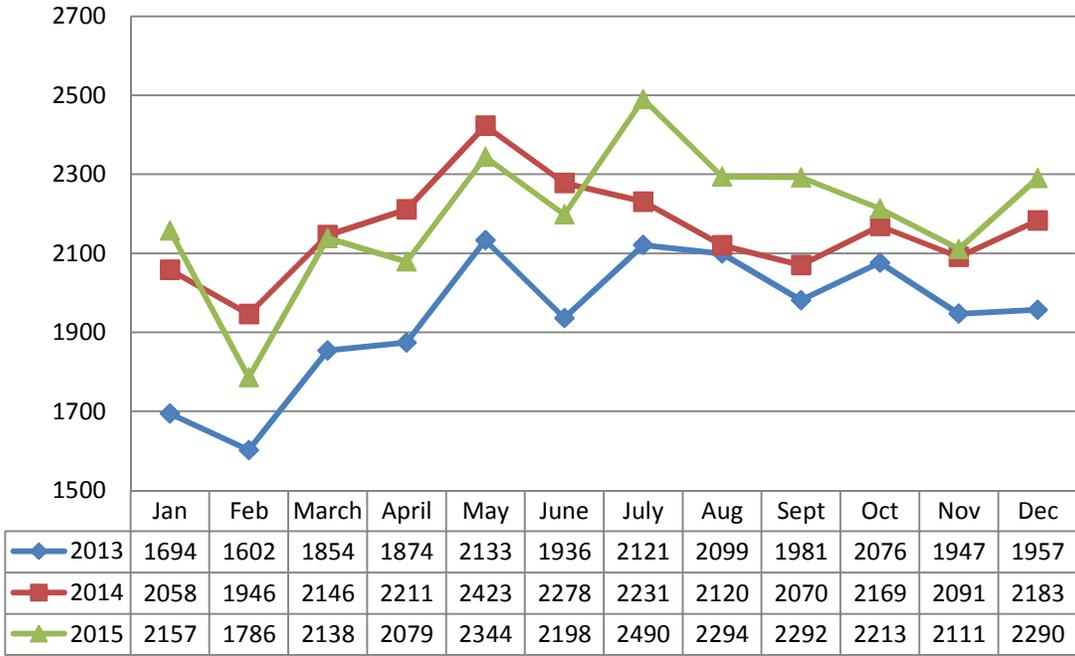
None.

ATTACHMENTS:

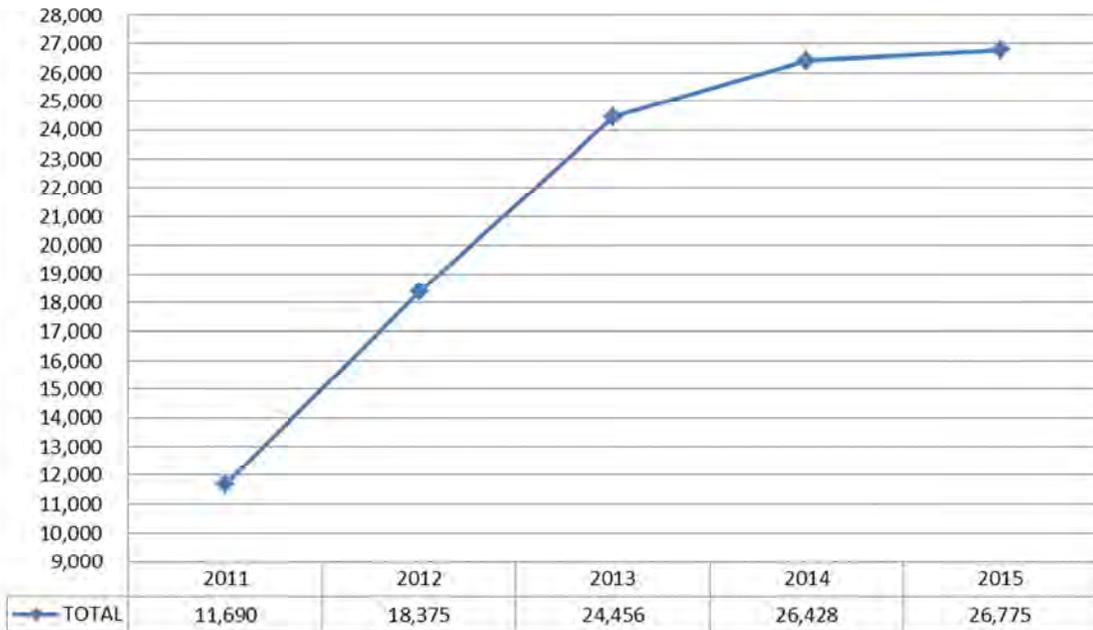
Description	Upload Date	Type
Airport Report	1/12/2016	Backup Material

**GARDEN CITY REGIONAL AIRPORT
MONTHLY REPORTS**

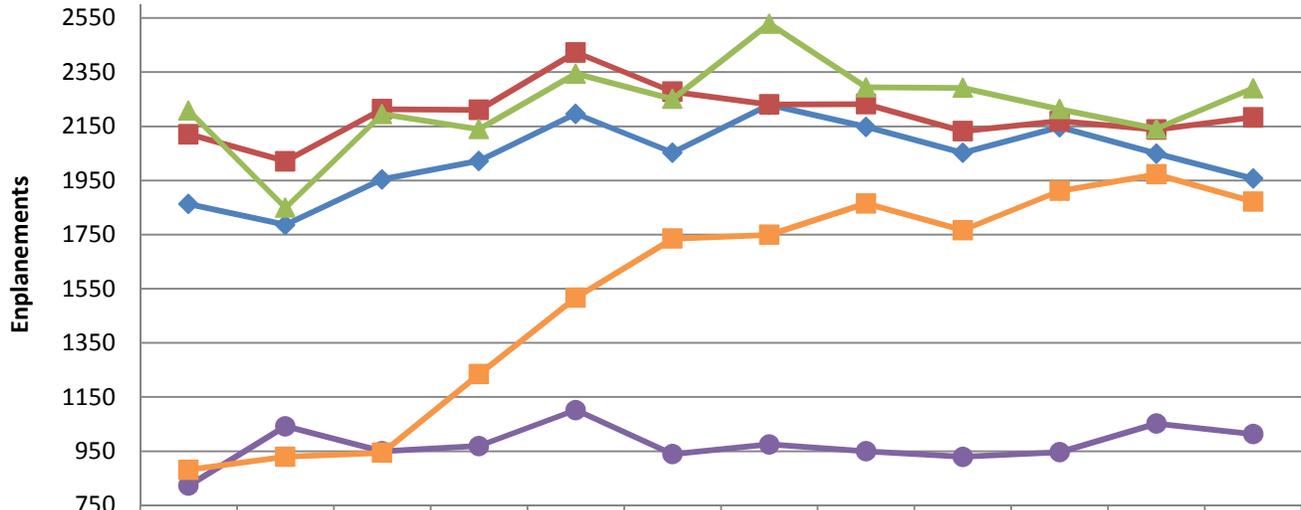
Airline Enplanement Comparison



Total Enplanements

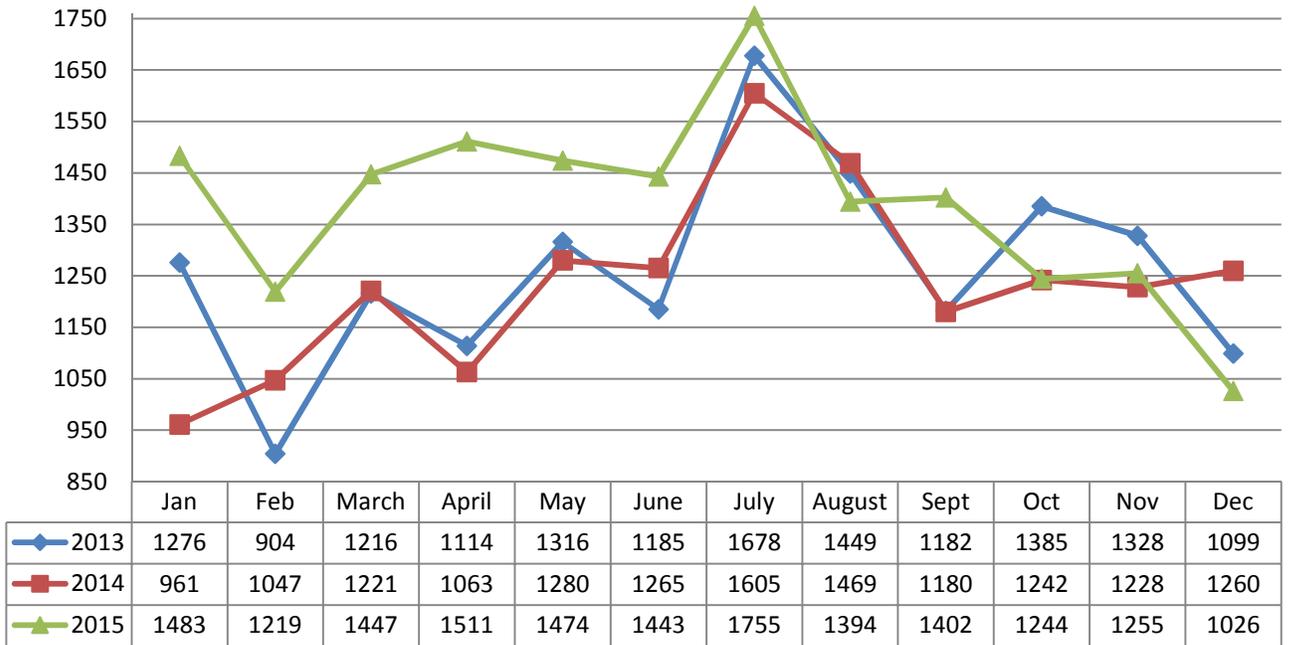


Airline and Charter Enplanement Data

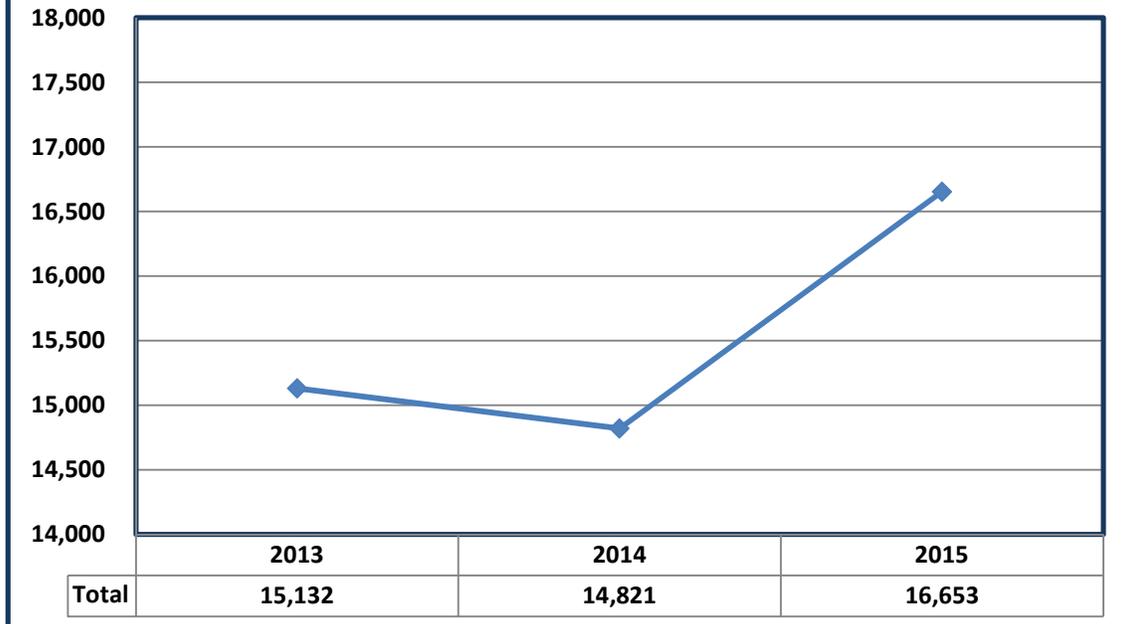


	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2011	823	1042	950	969	1102	939	975	950	929	946	1052	1013
2012	881	929	944	1234	1517	1735	1749	1865	1766	1911	1972	1872
2013	1863	1786	1954	2022	2196	2053	2229	2148	2052	2147	2049	1957
2014	2121	2021	2213	2211	2423	2278	2231	2232	2132	2169	2138	2183
2015	2208	1849	2195	2139	2344	2251	2529	2294	2292	2213	2141	2290

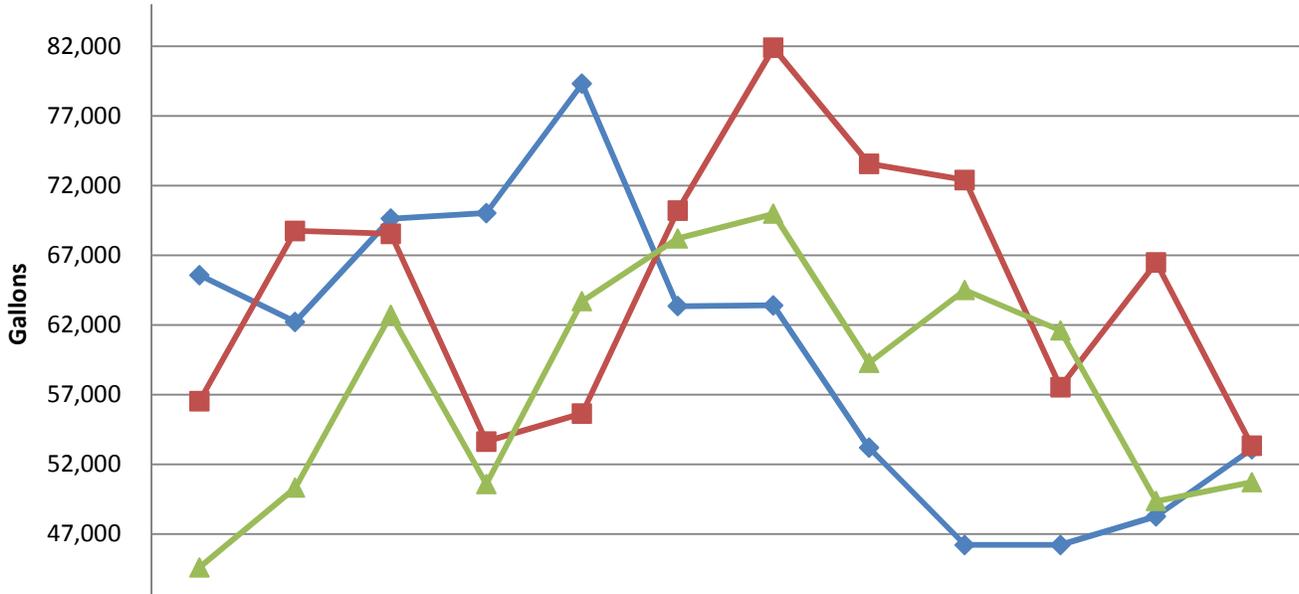
Monthly Operations Comparison



Annual Operations Comparison

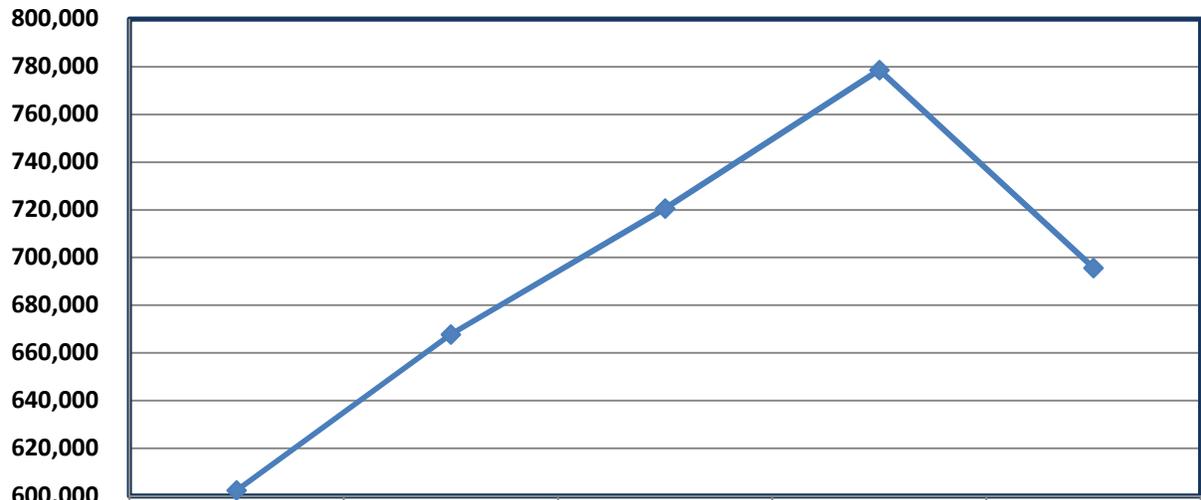


Fuel Sale Comparison



2013	65,588	62,233	69,633	70,033	79,310	63,357	63,412	53,200	46,228	46,228	48,283	53,098
2014	56,530	68,751	68,546	53,644	55,653	70,217	81,890	73,572	72,412	57,550	66,486	53,354
2015	44,612	50,324	62,730	50,590	63,698	68,212	69,973	59,283	64,515	61,617	49,361	50,728

Annual Fuel Comparison



Total	602,405	667,735	720,603	778,605	695,643
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MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Neighborhood & Development Services Director Kentner
DATE: January 19, 2016
RE: December Building Report

ISSUE:

Presentation of the December Building Report from Neighborhood & Development Services.

BACKGROUND:

Attached is the Neighborhood & Development Services Building Report for December, 2015.

ALTERNATIVE:

None.

RECOMMENDATION:

None.

FISCAL NOTE:

None

ATTACHMENTS:

Description	Upload Date	Type
December 2015 Building Report	1/14/2016	Backup Material

Planning & Community Development Building Report DECEMBER 2015





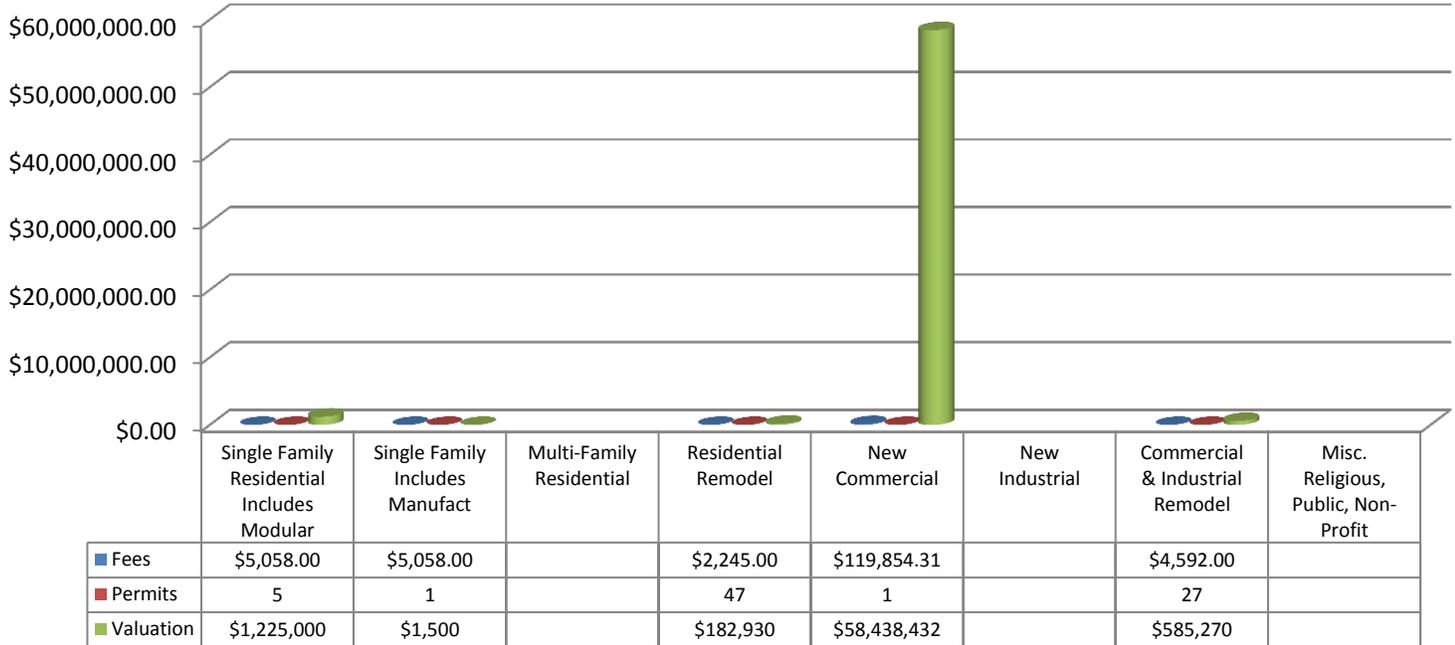
	Single Family Residential Includes Modular	Single Family Includes Manufact	Multi-Family Residential	Residential Remodel	New Commercial	New Industrial	Commercial & Industrial Remodel	Misc. Religious, Public, Non-Profit
■ Fees	\$1,744.30			\$473.00	\$6,160.00		\$332.00	
■ Permits	2			7	1		3	
■ Valuation	\$423,300			\$24,364	\$2,000,000		\$30,000	

Council District	Permit Type	Address	Amount	Value	Purpose	Structures	Project Description
Finney County	BUILDING PERMIT	655 INDUSTRIAL	220	26000	Building	Commercial/Industrial Remodel	OFFICE ADDITION
Finney County	BUILDING PERMIT	1325 West SIX MILE	69	4000	Building	Commercial/Industrial Remodel	METAL FENCING 4FT - maintain existing frontage row/setback utility easements
Finney County	DEMO PERMIT	1004 North ANDERSON	43	0	Demo	Commercial/Industrial Remodel	DEMOLITION OF STEEL BUILDING AND CONCRETE FOOTINGS
Finney County	BUILDING PERMIT	2901 North EIGHTH	6160	2000000	Building	New Commercial	NEW ADDITION
Finney County	BUILDING PERMIT	2050 MILFORD	118	6863.99	Building	Residential Remodel	RE-ROOFING LAMINATE SHINGLES 26SQ FT
Finney County	BUILDING PERMIT	950 TOWNS	69	3500	Building	Residential Remodel	PORCH ADDITION
Finney County	BUILDING PERMIT	201 BULLARD	118	8000	Building	Residential Remodel	WROUGHT IRON 5FT
Finney County	MECHANICAL	3920 North THIRD	42	4000	Mechanical	Residential Remodel	INSTALLED FURNACE AND AIR UNIT
Finney County	PLUMBING	5742 CRESTVIEW	42	500	Plumbing	Residential Remodel	ADD GAS LINE TO HOUSE RELOCATION OF THE METER
Finney County	PLUMBING	1703 GRANDVIEW EAST	42	650	Plumbing	Residential Remodel	REPLACE 50 GAL WATER HEATER
Finney County	PLUMBING	3920 North THIRD	42	850	Plumbing	Residential Remodel	INSTALL NG WATER HEATER
Finney County	BUILDING PERMIT	6120 OLD POST	55	1300	Building	SF Manufactured (HUD Standards)	MOVING MOBLE HOME 1999 16x80
Finney County	BUILDING PERMIT	1710 North FARMLAND	1689.3	422000	Building	SF Manufactured (HUD Standards)	NEW CONSTRUCTION- UNFINISHED BASEMENT



GARDEN CITY

— KANSAS —

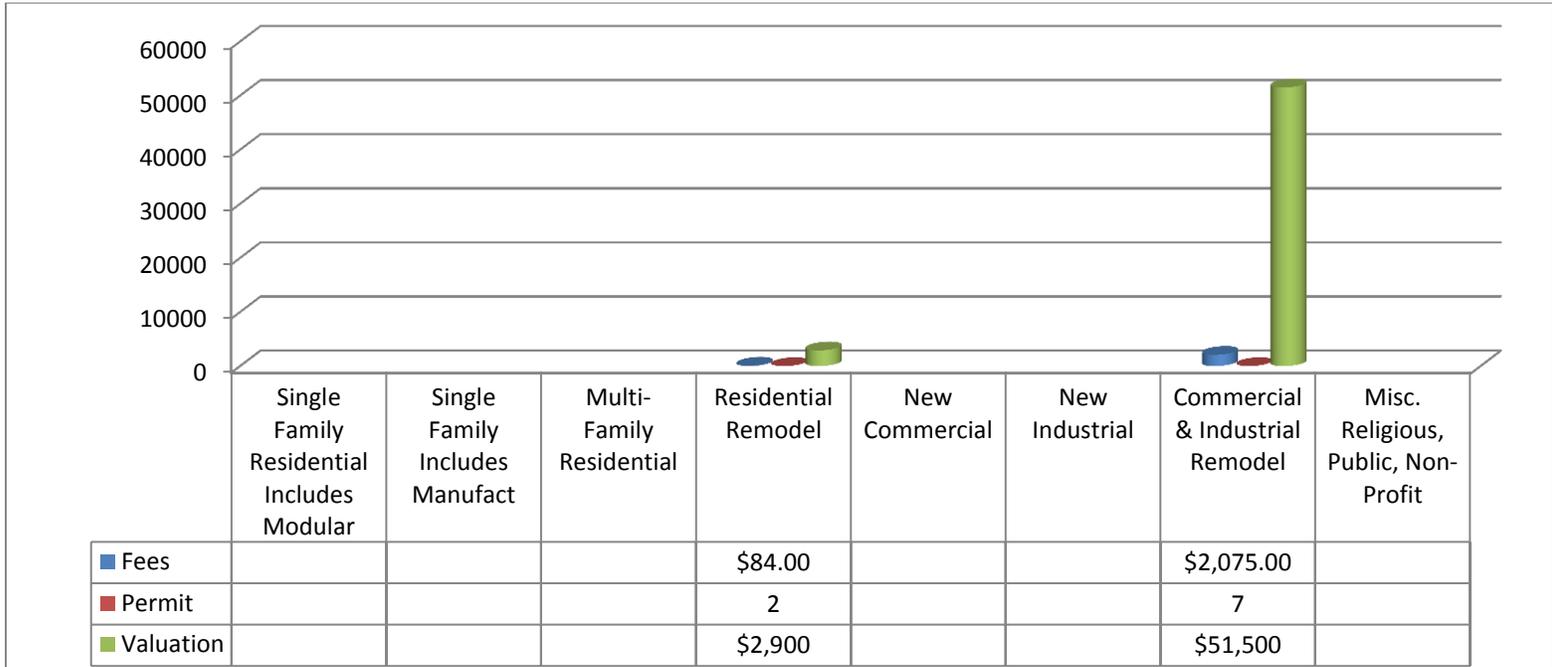
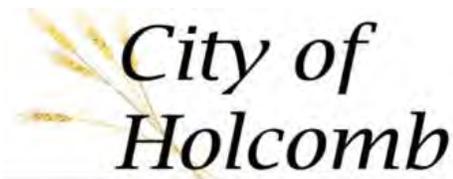


Council District	Permit Type	Address	Amount	Value	Purpose	Structures	Project Description
Garden City	BUILDING PERMIT	1203 East FULTON	32	300	Building	Commercial/Industrial Remodel	SAFTEY RAIL AND HAND RAIL
Garden City	BUILDING PERMIT	1103 East FULTON	124	3500	Building	Commercial/Industrial Remodel	REPLACE PARKING SLAB
Garden City	BUILDING PERMIT	2502 East KANSAS	220	50000	Building	Commercial/Industrial Remodel	REMODEL EXTERIOR - HOLIDAY
Garden City	BUILDING PERMIT	139 CLOVERLEAF	62	3500	Building	Commercial/Industrial Remodel	ADDING CONCRETE
Garden City	BUILDING PERMIT	1601 BUFFALO JONES	130	15000	Building	Commercial/Industrial Remodel	REMOVE AND INSTALL CONCRETE ON PARKING LOT
Garden City	BUILDING PERMIT	3560 West JONES	45	2500	Building	Commercial/Industrial Remodel	DRIVEWAY
Garden City	BUILDING PERMIT	601 East KANSAS	130	6500	Building	Commercial/Industrial Remodel	CONCRETE FOUNDATION & SLABFOR BEER CAVE
Garden City	BUILDING PERMIT	2308 East KANSAS Avenue	130	25000	Building	Commercial/Industrial Remodel	LOADING DOCK
Garden City	BUILDING PERMIT	1701 East MARY Street	190	45000	Building	Commercial/Industrial Remodel	ADDITIONAL TO BANK PARKING LOT
Garden City	BUILDING PERMIT	2006 East MARY Street	220	30000	Building	Commercial/Industrial Remodel	REMOVE ALL (13) EXISTING ANTENNAS; ADD (9) NEW ANTENNAS
Garden City	BUILDING PERMIT	3095 North EIGHTH	233	30000	Building	Commercial/Industrial Remodel	REPLACING (6) ANTENNAS ON EXISTING CELL TOWER

Garden City	BUILDING PERMIT	105 West CHESTNUT	220	30000	Building	Commercial/Industrial Remodel	REPLACING (9) ANTENNAS ON EXISTING WIRELESS ROOFTOP FACILITY
Garden City	ELECTRICAL	1203 East FULTON	32	1000	Electrical	Commercial/Industrial Remodel	FIXED OUT RECEPTECLES AND PLACED IN THE GROUND
Garden City	EXCAVATION	1601 BUFFALO JONES	30	0	Excavation	Commercial/Industrial Remodel	GROUND WORK - EL COQUISTADOR
Garden City	MECHANICAL	1109 East FULTON	130	7500	Mechanical	Commercial/Industrial Remodel	INSTALL 4 TON ROOFTOP UNIT
Garden City	MECHANICAL	1006 North TWELFTH	29	800	Mechanical	Commercial/Industrial Remodel	INSTALL GAS LINE OT FURNACE AND WATER HEATER
Garden City	MECHANICAL	401 East SPRUCE Street	56	5600	Mechanical	Commercial/Industrial Remodel	CHANGING OUT 3TON PACKAGE UNIT
Garden City	PLUMBING	2102 East SPRUCE	32	850	Plumbing	Commercial/Industrial Remodel	INSTALL 40 GALLON NG WATER HEATER
Garden City	PLUMBING	1505 East SPRUCE	105	10020	Plumbing	Commercial/Industrial Remodel	REPLACE A 100 GALLON NAT GAS WATER HEATER
Garden City	SIGN PERMIT	3285 East HWY 50	300	0	Monument Sign	Commercial/Industrial Remodel	LOVE'S TRAVEL STOPS & COUNTRY STORE - 3 WALL ADHESIRE (2' 3 1/2")
Garden City	SIGN PERMIT	1301 East KANSAS	0	0	Ground Sign	Commercial/Industrial Remodel	REFACE SIGN - BANK OF THE WEST
Garden City	SIGN PERMIT	3108 East KANSAS	70	0	Ground Sign	Commercial/Industrial Remodel	TEMPORARY CONSTRUCTION SIGN FOR ENGINEERS
Garden City	SIGN PERMIT	410 East SPRUCE	150	5000	Wall Sign	Commercial/Industrial Remodel	2 PERMANENT WALL SIGNS HEARTLAND ONCOLOGY LLC (P.O. BOX 3557)
Garden City	SIGN PERMIT	3285 East HWY 50	225	0	Wall Sign	Commercial/Industrial Remodel	LOVE'S TRAVEL STOPS & COUNTRY STORE - 3 WALL ADHESIRE (2' 3 1/2")
Garden City	SIGN PERMIT	107 GRANT Avenue	35	200	Temporary Sign	Commercial/Industrial Remodel	TEMPORARY SIGN - A - FRAME SIDEWALK SIGN
Garden City	BUILDING PERMIT	740 PARALLEL	1557	300000	Building	New Commercial	FOUNDATION WORK ONLY- DUPONT PIONEER
Garden City	BUILDING PERMIT	330 South HWY 83	119854.31	58438432	Building	New Commercial	USDA Dairy Dryer Process Plant
Garden City	BUILDING PERMIT	1004 North THIRD	105	13000	Building	Residential Remodel	NEW SHED - cannot be made of metal must no exceed height of main structure
Garden City	BUILDING PERMIT	2022 COMMANCHE	105	20000	Building	Residential Remodel	REMOVE EXT SIDING & BRICK REPLACE WITH SIDNG AND STONE
Garden City	BUILDING PERMIT	1503 JAN	29	600	Building	Residential Remodel	PORCH
Garden City	BUILDING PERMIT	608 East JOHNSON	105	8939	Building	Residential Remodel	INSTALL 2 REPLACEMENT WINDOWS
Garden City	BUILDING PERMIT	403 East SANTA FE	29	3000	Building	Residential Remodel	CURB CUT AND STREET / FIXING SEWER LINE
Garden City	BUILDING PERMIT	1008 North SECOND	29	400	Building	Residential Remodel	DEMO SIDEWALK AND REPAIR FRONT ENTRY STEP
Garden City	BUILDING PERMIT	604 MAGNOLIA	29	2000	Building	Residential Remodel	CONCRETE PAD AND SIDEWALK
Garden City	BUILDING PERMIT	707 West MAPLE	29	1500	Building	Residential Remodel	VINYL FENCE 3'
Garden City	BUILDING PERMIT	2131 PIONEER Road	56	3915	Building	Residential Remodel	STORAGE
Garden City	BUILDING PERMIT	1308 East JOHNSON	105	16000	Building	Residential Remodel	REPLACING WINDOWS
Garden City	BUILDING PERMIT	1011.5 North ELEVENTH	105	20000	Building	Residential Remodel	MOTHER IN LAW SUITE IN BACK
Garden City	BUILDING PERMIT	414 DAVIS	105	18000	Building	Residential Remodel	REMOVE AND REPLACELAP SIDING AND WINDOWS

Garden City	ELECTRICAL	2801 EIGHTH #36	29	750	Electrical	Residential Remodel	UPGRADE 100 AMP SERVICES TO OFFICE
Garden City	ELECTRICAL	405 East LAUREL	29	300	Electrical	Residential Remodel	INSTALL POWER FOR NEW FURNACE
Garden City	ELECTRICAL	1006 North TWELFTH	105	9000	Electrical	Residential Remodel	INSTALL FURNACE AND AC AND ALL DUCT 95% FURNACE AND 13 SEER A/C
Garden City	ELECTRICAL	663 WHEATRIDGE	29	600	Electrical	Residential Remodel	RELOCATING EXISTING PANEL BOX IN KITCHEN TO OUSIDE LOCATION & REWORK SERVICE
Garden City	EXCAVATION	1007 EVANS	30	0	Excavation	Residential Remodel	REPLACING SEWER LINE
Garden City	GAS	2801 EIGHTH #36	29	250	Gas Permit	Residential Remodel	GAS PRESSURE TEST
Garden City	GAS	1207 PINECREST	29	300	Gas Permit	Residential Remodel	PRESSURE TEST GAS LINE HOOK UP TO NEW GAS METER
Garden City	GAS	2109 CENTER	29	650	Gas Permit	Residential Remodel	REPIPING GAS LINE PRESSURE TEST
Garden City	GAS	4101 East HWY 50 #126	29	200	Gas Permit	Residential Remodel	GAS PRESSURE TEST
Garden City	GAS	2315 North EIGHTH	29	150	Gas Permit	Residential Remodel	GAS PRESSURE TEST
Garden City	MECHANICAL	1505 COTTONTAIL	56	5945	Mechanical	Residential Remodel	REPLACE FURANCE AND AIR CONDITION
Garden City	MECHANICAL	1122 PERSHING	56	3115	Mechanical	Residential Remodel	REPLACE FURNACE
Garden City	MECHANICAL	2003 North THIRD	29	2500	Mechanical	Residential Remodel	CHANGE OUT 60K 90% FURNACE
Garden City	MECHANICAL	518 CHESTERFIELD	56	4052	Mechanical	Residential Remodel	REPLACE FURNACE
Garden City	MECHANICAL	1011 EVANS	29	805	Mechanical	Residential Remodel	INSTALL A 40 GALLON NATURAL GAS WATER HEATER
Garden City	MECHANICAL	2005 North TENTH	56	4117	Mechanical	Residential Remodel	REPLACE FURNACE
Garden City	MECHANICAL	309 North FIRST	56	3250	Mechanical	Residential Remodel	INSTALLING NEW FURANCE
Garden City	MECHANICAL	921 DAVIS	105	8000	Mechanical	Residential Remodel	CHANGE OUT 56K, 92%, 70K 92% FURNACES AND 2 TON AND 3 TON A/C
Garden City	PLUMBING	1505 East SPRUCE	105	10850	Plumbing	Residential Remodel	INSTALL 100 GALLON NAT GAS WATER HEATER
Garden City	PLUMBING	810 North FIRST	56	4419	Plumbing	Residential Remodel	REPLACE FURNACE AND EVAPORATOR COIL
Garden City	PLUMBING	2407 FLEMING	29	750	Plumbing	Residential Remodel	REPLACE 40 GAL WATER HEATER
Garden City	PLUMBING	2820 CLIFF	29	740	Plumbing	Residential Remodel	INTSALL 40 GAL WATER HEATER
Garden City	PLUMBING	1203 East FULTON	32	500	Plumbing	Residential Remodel	WATER HEATER INSTALL/REPAIR
Garden City	PLUMBING	1007 EVANS	29	2000	Plumbing	Residential Remodel	REPLACING SEWER LINE
Garden City	PLUMBING	921 DAVIS	29	2056	Plumbing	Residential Remodel	INSTALL GAS LOG SET
Garden City	PLUMBING	307 North THIRTEENTH	29	850	Plumbing	Residential Remodel	INSTALL 40 GALLON NG WATER HEATER
Garden City	PLUMBING	701 East HAMLIN	56	4750	Plumbing	Residential Remodel	LAWN SPRINKLER SYSTEM WITH 1 PUB
Garden City	PLUMBING	204 West CAMPBELL	29	1900	Plumbing	Residential Remodel	REPLACE NEW SERVICE WATER LINE
Garden City	PLUMBING	314 West EDWARDS	29	800	Plumbing	Residential Remodel	REMOVE AND INSTALL 40 GAL WATER HEATER
Garden City	PLUMBING	702 ST JOHN	29	1800	Plumbing	Residential Remodel	REROUTE EXISTING SEWER LINE TO NEW LOCATION IN BACK OF PROPERTY LINES
Garden City	PLUMBING	802 East HACKBERRY	29	800	Plumbing	Residential Remodel	REMOVE AND REPLACE 40 GALLON WATER HEATER
Garden City	PLUMBING	212 East MAPLE	29	900	Plumbing	Residential Remodel	REMOVE AND REPLACE 50 GALLON WATER HEATER

Garden City	PLUMBING	1014 EVANS	29	700	Plumbing	Residential Remodel	REMOVE AND REPLACE 40 GALLON WATER HEATER
Garden City	PLUMBING	441 North SUSAN Street	56	3400	Plumbing	Residential Remodel	INSTALL SPRINKLER SYSTEM
Garden City	PLUMBING	805 SUMMIT	29	2000	Plumbing	Residential Remodel	REPLACE WATER SERVICE LINE FROM METER TO HOME
Garden City	BUILDING PERMIT	950 North JENNIE BARKER # 11	29	1500	Building	SF Manufactured (HUD Standards)	SET UP AND HOOK UP ALL UTILITES
Garden City	BUILDING PERMIT	2281 GLENWOOD	1141.6	299000	Building	SF Residential Includes Modular	NEW SINGLE FAMILY HOUSE FINISHED BASEMENT- must beset back 25' from wildwood & glenwood at least
Garden City	BUILDING PERMIT	2330 GLENWOOD	1042	250000	Building	SF Residential Includes Modular	NEW SINGLE FAMILY HOME UNFINISHED BASEMENT
Garden City	BUILDING PERMIT	2320 GLENWOOD	1042	250000	Building	SF Residential Includes Modular	NEW SINGLE FAMILY HOME UNFINISHED BASEMENT
Garden City	BUILDING PERMIT	1908 WINDY VIEW	984.2	233000	Building	SF Residential Includes Modular	NEW HOME - UNFINISHED BASEMENT
Garden City	BUILDING PERMIT	421 SUSAN	848.2	193000	Building	SF Residential Includes Modular	NEW SINGLE FAMILY HOUSE - UNFINISHED BASEMENT- is in proposed flood plain garage must be 25' from property line 24" above curb



Council District	Permit Type	Address	Amount	Value	Purpose	Structures	Project Description
Holcomb	BUILDING PERMIT	1500 North JONES Avenue	350	50000	Building	Commercial/Industrial Remodel	NEW CONVENIENCE STORE & FUEL STATION-LOVE'S TRAVEL STOP, HOLCOMB
Holcomb	ELECTRICAL	0 East JONES	0	1500	Electrical	Commercial/Industrial Remodel	PROVIDE POWER AND CONTROL WIRING FRO NEW SERVICE LIFT
Holcomb	SIGN PERMIT	1500 North JONES Avenue	300	0	Ground Sign	Commercial/Industrial Remodel	LOVE'S TRAVEL STOP AND COUNTRY STORE- HI RISE(95/ VARIES) , STREET SIGN(25/12"4'), 2 WALL BUILDING (66/286"), (24"/10'9-3/8")
Holcomb	SIGN PERMIT	1500 North JONES Avenue	300	0	Wall Sign	Commercial/Industrial Remodel	LOVE'S TRAVEL STOP AND COUNTRY STORE- HI RISE(95/ VARIES) , STREET SIGN(25/12"4'), 2 WALL BUILDING (66/286"), (24"/10'9-3/8")
Holcomb	SIGN PERMIT	1500 North JONES Avenue	225	0	Ground Sign	Commercial/Industrial Remodel	LOVE'S TRAVEL STOP AND COUNTRY STORE- HI RISE(95/ VARIES) , STREET SIGN(25/12"4'), 2 WALL BUILDING (66/286"), (24"/10'9-3/8")
Holcomb	SIGN PERMIT	1500 North JONES Avenue	300	0	Wall Sign	Commercial/Industrial Remodel	LOVE'S TRAVEL STOP AND COUNTRY STORE- HI RISE(95/ VARIES) , STREET SIGN(25/12"4'), 2 WALL BUILDING (66/286"), (24"/10'9-3/8")

Holcomb	SIGN PERMIT	1500 North JONES Avenue	300	0	Wall Sign	Commercial/Industrial Remodel	LOVE'S TRAVEL STOP AND COUNTRY STORE- HI RISE(95/ VARIES) , STREET SIGN(25/12"4'), 2 WALL BUILDING (66/286"), (24"/10'9-3/8")
Holcomb	PLUMBING	206 OLDWEILER	42	900	Plumbing	Residential Remodel	REMOVE OLD AN DINSTALL NEW 40 GAL WATER HEATER
Holcomb	PLUMBING	216 REDFORD	42	2000	Plumbing	Residential Remodel	WATER LINE REPLACEMENT



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Michael D. Utz, Chief of Police
DATE: January 19, 2016
RE: Presentation of the December activity report from the Garden City Police Department.

ISSUE:

Presentation of the December activity report from the Garden City Police Department.

BACKGROUND:

Attached is the Garden City Police Department staff report for December, 2015.

ALTERNATIVE:

None.

RECOMMENDATION:

None.

FISCAL NOTE:

None

ATTACHMENTS:

Description	Upload Date	Type
Master Activity Report - December 2015	1/12/2016	Backup Material
Crime Comparison	1/15/2016	Backup Material

GARDEN CITY POLICE DEPARTMENT
MASTER ACTIVITY REPORT
 December of 2015
INCIDENTS REPORTED

OFFENSES	THIS MONTH	LAST MONTH	TO DATE THIS YEAR
Murder/Manslaughter	0	0	2
Rape	1	1	15
Robbery	0	2	9
Aggravated Assault	6	4	60
Burglary	8	5	90
Theft	73	58	672
Auto Theft	4	1	35
Arson	0	0	6
TOTAL	92	71	889
All Other Crimes	128	129	1666
GRAND TOTAL	220	200	2555

CRIMINAL ENFORCEMENT ACTIVITIES

DESCRIPTION	THIS MONTH	LAST MONTH	TO DATE THIS YEAR
Adult Arrests	225	195	2736
Juveniles Detained	27	38	385
TOTAL CUSTODY	252	233	3121
Alcohol Related	22	13	266
Drug Related	37	25	409
Curfew Violations	1	10	66

INVESTIGATIONS DIVISION ACTIVITIES

DESCRIPTION	THIS MONTH	LAST MONTH	TO DATE THIS YEAR
Total Cases Assigned	21	21	340
Total Active Cases	184	173	2133
Adult Affidavits Filed	7	6	141
Juvenile Affidavits Filed	4	4	21
Follow-Up Contacts	636	753	7088
Special Assignments	24	20	389
Search Warrants	6	8	295
Supplemental Reports	83	136	2007
Other Reports	205	145	2433
Cases Referred For Prosecution	25	22	596

TRAFFIC ACCIDENT INVESTIGATIONS

DESCRIPTION	THIS MONTH	LAST MONTH	TO DATE THIS YEAR
Fatal Accidents	0	0	0
Injury Accidents	4	7	59
Non-Injury Accidents	39	54	622
TOTAL ACCIDENTS	43	61	681
Private Property Accidents	4	4	47

**GARDEN CITY POLICE DEPARTMENT
 MASTER ACTIVITY REPORT
 December of 2015**

OFFICERS ASSAULTED

DESCRIPTION	THIS MONTH	LAST MONTH	TO DATE THIS YEAR
Firearm	0	0	0
Cutting Instrument	0	0	0
Other Dangerous Weapon	1	0	5
Hands, Fist, Feet, Etc.	1	5	38
Police Service Dog	0	0	0
TOTAL ASSAULTS	2	5	35

PATROL/CRD DIVISIONS SUMMARY

DESCRIPTION	THIS MONTH	LAST MONTH	TO DATE THIS YEAR
Offense Reports	246	220	2795
Supplemental Reports	102	108	1489
Other Reports	91	74	1239
Community Oriented Policing	227	216	3108
Speeding Citations	23	42	490
Other Traffic Citations	273	183	3909
Parking Citations	28	17	165
Warning Notices	429	318	6634
Penal Summons	36	32	433
Felony Cases Cleared	41	32	377
Misdemeanor Cases Cleared	119	96	1454
DUI Cases Cleared	9	6	144
Insecure Premises	13	8	156
Field Interviews	7	7	91
Citizen & Business Assists	134	141	1830
Alarms	85	73	964
Adult Affidavits Filed	53	35	473
Juvenile Affidavits Filed	19	14	218

COMMUNICATIONS CENTER ACTIVITIES

DESCRIPTION	THIS MONTH	LAST MONTH	TO DATE THIS YEAR
Non-Traffic Activities	2326	2175	30164
Traffic Activities	760	519	9866
TOTAL ACTIVITIES	3086	2694	40030
911 Calls	1527	1511	18787
Finney County Sheriff's Office Activities	447	400	5307

**GARDEN CITY POLICE DEPARTMENT
 MASTER ACTIVITY REPORT
 December of 2015**

RESPONSE TIME SUMMARY

DESCRIPTION	THIS MONTH	LAST YEAR	5 YEARS AGO
Average Emergency	3.36	2.28	3.05
Average Non-Emergency	12.37	11.47	15.02
Average Traffic Accident	12.43	14.33	38.74

ANIMAL INCIDENT ACTIVITIES

DESCRIPTION	THIS MONTH	LAST MONTH	TO DATE THIS YEAR
Animals Impounded	118	120	1813
Animals Disposed	38	61	512
Citations Issued	1	0	25
Animal Bites	2	2	32
Adoptions	22	16	289

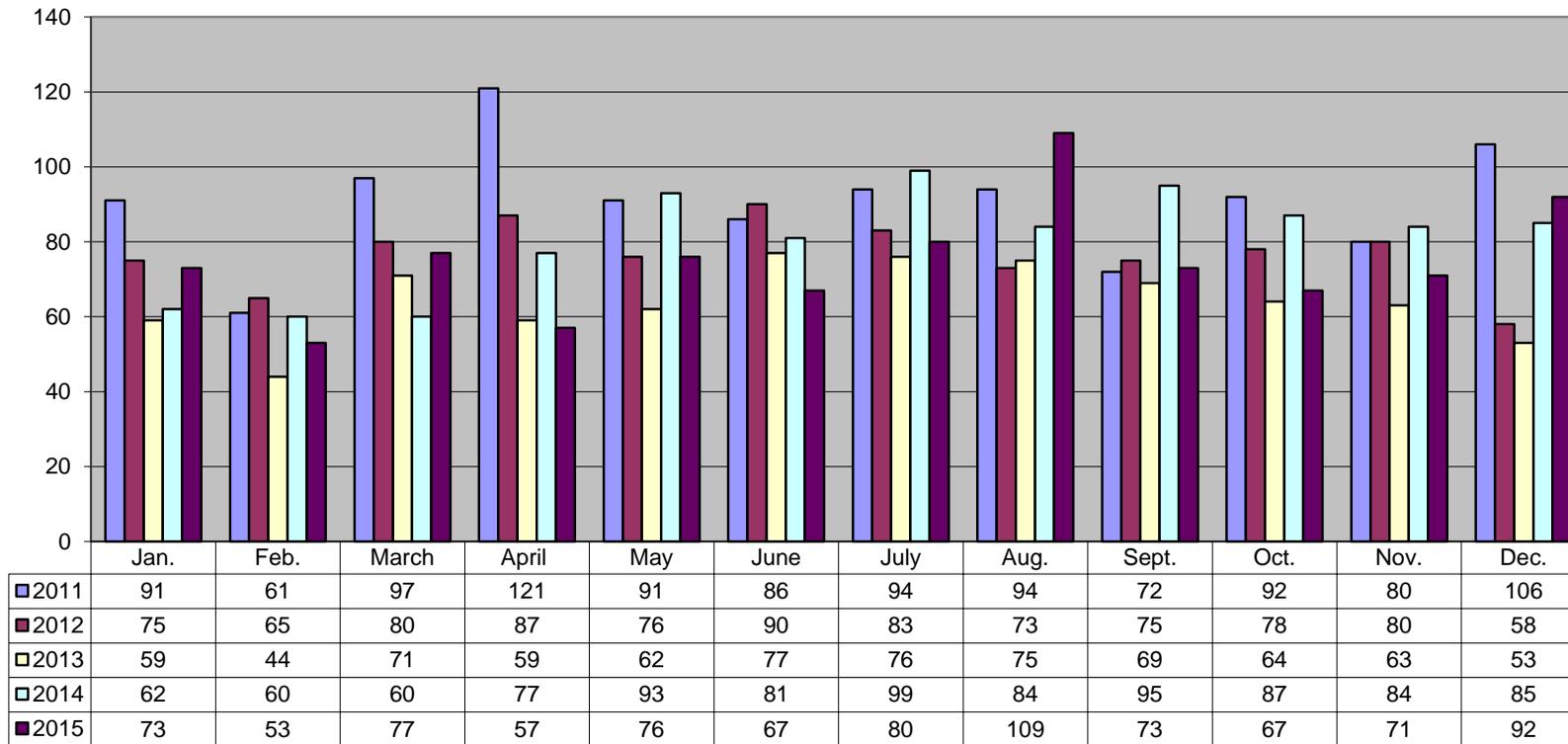
TRAINING HOURS RECEIVED

DESCRIPTION	THIS MONTH	LAST MONTH	TO DATE THIS YEAR
Administrative	0.00	34.00	352.00
Patrol/CRD Division	84.75	304.00	4436.75
Support Services Division	9.00	0.00	493.25
Investigation Division	0.00	43.00	646.00
Instructor Hours	24.50	12.00	768.00
SUB-TOTAL TRAINING HRS	118.25	393.00	6696.00
Academy Training Hours	0.00	0.00	3200.00
TOTAL TRAINING HOURS	118.25	393.00	9896.00

ADMINISTRATIVE INVESTIGATIONS

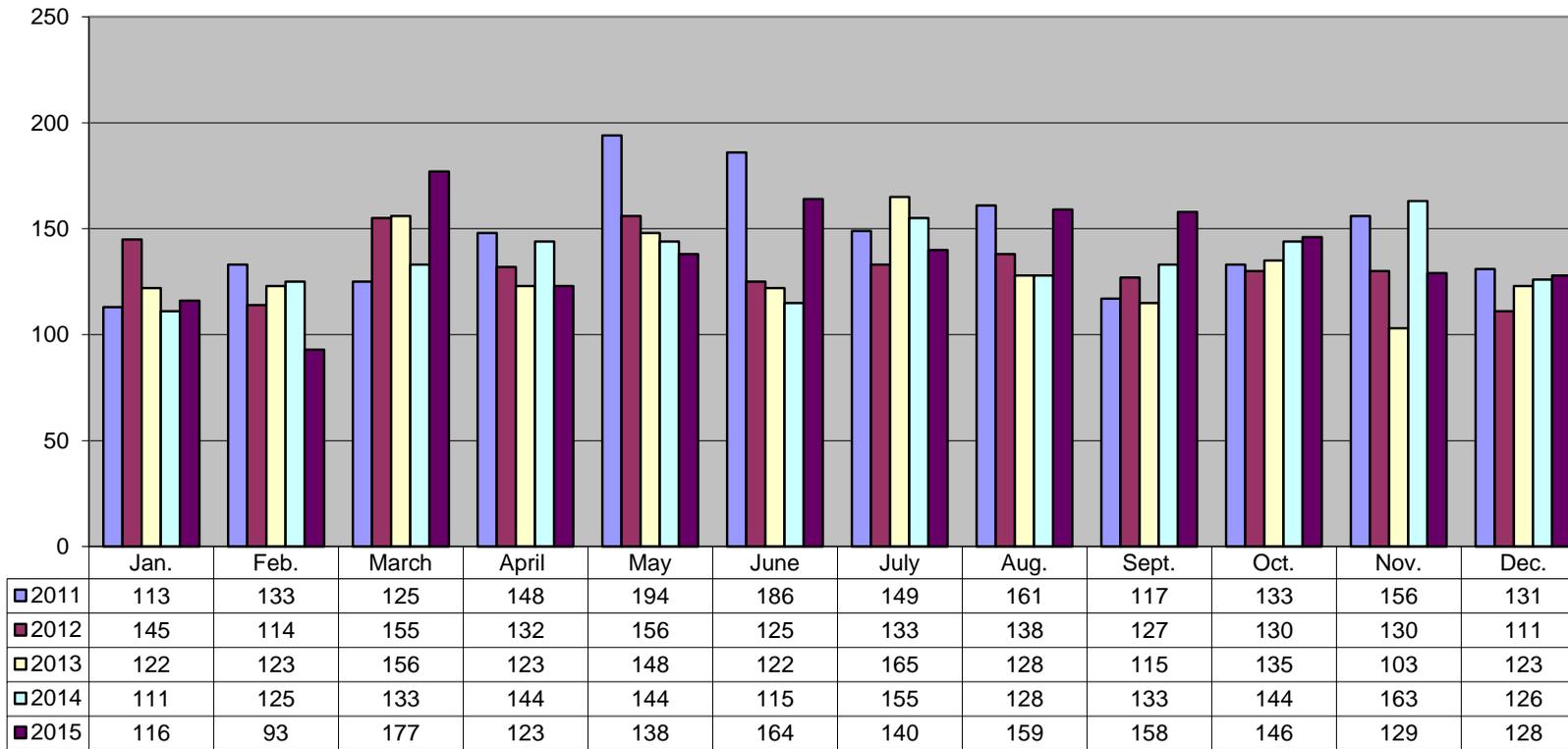
DESCRIPTION	THIS MONTH	LAST MONTH	TO DATE THIS YEAR
Allegations Received	1	1	18
Unfounded	0	0	1
Unsubstantiated	0	0	2
Sustained	0	0	6
Exonerated	0	0	4
Violation Not Based On Complaint	0	0	1
Investigation In Progress	3	3	23
Administrative Closure	1	0	5
Commendations	2	2	30

Part I Crimes



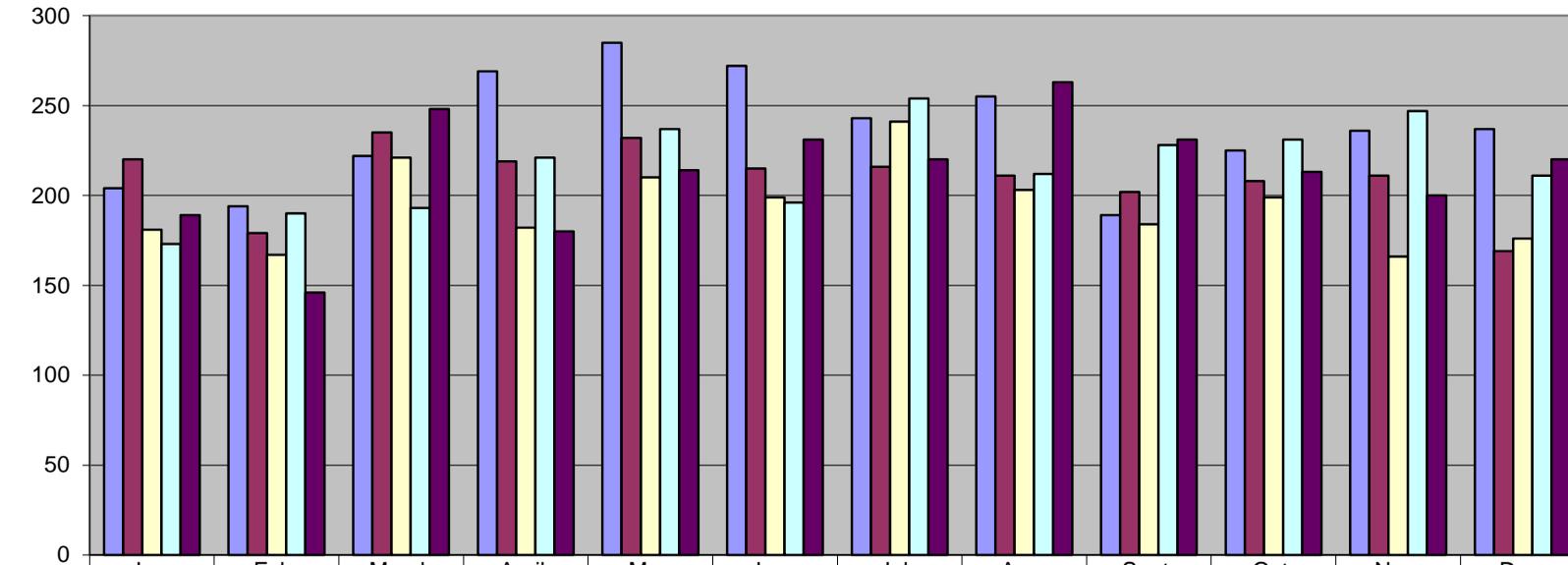
Part I Crimes - Murder, Manslaughter, Rape, Robbery, Agg. Assault, Burglary, Theft, Auto Theft, Arson

All Other Crimes



All Other Crimes may include: Interference with Police Officer, Criminal Threats, Disorderly Conduct, Criminal Trespass, Narcotic Violations, Liquor Violations, Indecent Liberties with Child, Kidnapping, DUI, Graffiti, Forgery, Weapons Violation, Criminal Damage to Property

Grand Total All Crimes



	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
■ 2011	204	194	222	269	285	272	243	255	189	225	236	237
■ 2012	220	179	235	219	232	215	216	211	202	208	211	169
■ 2013	181	167	221	182	210	199	241	203	184	199	166	176
■ 2014	173	190	193	221	237	196	254	212	228	231	247	211
■ 2015	189	146	248	180	214	231	220	263	231	213	200	220



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Lee Richardson Zoo
DATE: January 19, 2016
RE: Presentation of the December staff report from Lee Richardson Zoo.

ISSUE:

Presentation of the December staff report from Lee Richardson Zoo.

BACKGROUND:

Attached is the zoo staff report for December, 2015

ALTERNATIVE:

None

RECOMMENDATION:

None

FISCAL NOTE:

None

ATTACHMENTS:

Description	Upload Date	Type
zoo monthly report	1/12/2016	Backup Material



CITY OF GARDEN CITY ZOO DEPARTMENT NOVEMBER 2015 MONTHLY REPORT

ANIMAL DIVISION

ACCESSIONS:

Births/Hatchings

None

Transactions (Purchases, donations, etc.)

None

DEACCESSIONS

Deaths

0.1	Black widow	Found deceased in enclosure
8.2.2	Madagascar Hissing cockroaches	Undetermined
0.0.1	Chilean rose tarantula	Result of injuries sustained from fall – burst abdomen
1.0	Gaur	Died under sedation, aspiration pneumonia

Transactions (Sales, donations, etc.)

0.1	Red kangaroo	Sold to Hemker Park, Minn
2.0	Goral	Transfer to Hogle Zoo (breeding rec)

The Gaur was sedated to remove a mass from his neck – grade 1 sarcoma; was then sedated to re-suture incision site after his activity opened the site again; and sedated again days later to attempt to deliver antibiotics and IV fluids. Started Pallas' Cat fecal assay collection for testosterone study. Red Panda cubs made their debut outside. AAZK Bowling for Rhinos took place on November 7 raising over \$1300 for rhino conservation. Received breeding recommendation from Black rhino TAG/SSP to receive a male rhino from Atlanta Zoo and a female from Cleveland Metroparks Zoo.

ADMINISTRATION DIVISION

The zoo received acknowledgement for participation in a conservation project with other zoos and the Sahara Conservation Fund –the project received Top Honors for International Conservation for 2015 from AZA. Zoo staff voted on vetted conservation programs that could receive funding from duck pond monies. Senior staff reviewed end of year budget (submitted carry over amounts to City Finance Director) and are working on the AZA accreditation application. Annual report for 2014 is under final review. Vehicle admission hours to the zoo changed to 10-4. Director and FOLRZ Executive Director met with Skip Mancini regarding performances to raise funds for the new primate exhibit. Director, Facilities Manager and Education Curator reviewed zoo layout for security camera placement. Two new appointments were made by the City Commission to the Zoo Advisory Board. Senior staff members are reviewing/updating zoo personnel manual and developing the schedule for 2016 all-staff monthly meetings. Staff holiday potluck was held.

EDUCATION DIVISION

The education division gave 127 formal programs to 3208 people, reached an additional 73 people through informal programming, and 748 people in 30 classes learned from 7 discovery box checkouts. Wild Wednesdays are now every Wednesday (through March). A Docent appreciation trip to the Kansas City Zoo took place. Staff began designing Zoo Adventure Winter camps. Education Curator is in communication with Jayson Fann (original builder) regarding Spirit Nest repairs. Due to the cold weather there was no attendance this month for Family Nature Club. Staff is organizing for the annual volunteer recognition party, organizing bio-facts and graphics, and outlining all current programs, as well as developing new content for the zoo's website. The Education division is still looking for an individual to fill the position of Education Assistant. Staff reviewed condition of existing graphics for long range budgeting purposes.

MAINTENANCE DIVISION

We continued steps to transform the old red panda exhibit into the new Pallas Cat exhibit by finishing the faux stones at the base of the domes and securing the mesh to the frames. The public fence for that exhibit will be installed the first week of December which will finalize the construction. Repairs were made to light fixtures in the bear barn, several leaking water feature valves, jaguar, siamang, and MOA flight doors, hay barn siding, and the MOA water heater flue. The Asia fogger was winterized and the MOA fogger prepped for installation next spring. Several signs and benches were placed on grounds. Time was devoted to ensuring the zoo is well prepared for winter weather. Two staff attended a qualified electrical worker course. Contractors completed sidewalk repairs in various areas around the zoo as well as tree trimming.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn Hurtado, City Clerk
DATE: January 19, 2016
RE: Meetings of Note

ISSUE:

- January 25, 2016 – Southwest Kansas Chambers of Commerce “SW Kansas Night Out in Topeka” at Capitol Plaza in Topeka – 5:00 – 8:00 p.m.
- February 11, 2016 – Garden City Area Chamber of Commerce Banquet, 6:30 p.m. in the commons area at Garden City High School.
- February 20, 2016 - Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.
- March 19, 2016 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.

Consideration of Appropriation Ordinance

Ordinances & Resolutions

Old Business

New Business



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Ashley Freburg, Staff Liaison
DATE: January 19, 2016
RE: Art Grant Committee Appointment

ISSUE:

City Commission consideration and appointment of one member to fill an unexpired term on the Art Grant Committee.

BACKGROUND:

The Arts Grant Committee makes recommendations to the City Commission concerning the appropriation and use of Art Grant funds. Current board members are Shawna Deal and Melissa Gallegos. Member Brian Seagraves has resigned from the board as he will be relocating out-of-state. The Commission is therefore asked to appoint a member to fill the vacant position. The term expires December 31, 2016.

Staff has received an application from community member Sean Collins. The application is attached.

ALTERNATIVE:

1. Appoint Sean Collins for a term ending December 31, 2016.
2. Solicit further applications from community members.

RECOMMENDATION:

Staff would recommend City Commission consideration and appointment of Sean Collins to fill the unexpired term on the Art Grant Committee.

FISCAL NOTE:

None

ATTACHMENTS:

Description	Upload Date	Type
Sean Collins Art Grant Committee Application	1/12/2016	Backup Material

GARDEN CITY IS MY TOWN TOO!

I would be willing to serve on a planning or advisory board/committee.

NAME: Sean Collins HOME PHONE: (785) 766-8972

ADDRESS: 305 Bollinger St. WORK PHONE: (620) 271-7801

E-MAIL ADDRESS: Sean.collins@westernmotor.com

OCCUPATION (if employed): Director of Marketing

PLACE OF EMPLOYMENT: Western Motor

HOW LONG HAVE YOU BEEN A RESIDENT OF GARDEN CITY? 28 years

DESCRIBE WHY YOU ARE INTERESTED IN SERVING ON A BOARD/COMMISSION:

To help my community & to better understand the inner-workings of my government

OTHER APPLICABLE EXPERIENCE: I have been on several local nonprofit boards & am aware of the parliamentary procedure.

PLEASE CHECK THE ONES IN WHICH YOU ARE INTERESTED IN SERVING:

Airport Advisory Board

Alcohol Fund Advisory Committee

Art Grant Committee

Building Safety Board of Appeals

Community Health Advisory Board

Cultural Relations Board

Golf Advisory Board

Landmarks Commission

Lee Richardson Zoo Advisory Board

Local Housing Authority

Parks & Tree Board

Planning Commission

Police/Citizen Board

Public Utilities Advisory Board

Recreation Commission

Traffic Advisory Committee

Zoning Board of Appeals

RETURN THIS FORM TO:

City Manager's Office - Attn: Celyn
City Administrative Center
P.O. Box 998
Garden City, KS 67846-0998



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Matt Allen, City Manager
DATE: January 19, 2016
RE: City appointment to the Finney County Economic Development Corporation Board of Directors.

ISSUE:

Governing Body consideration of appointing one of two representatives to the Finney County Economic Development Corporation Board of Directors.

BACKGROUND:

In November 2015 the Finney County Economic Development Corporation solicited interest in serving as the City representative on their Board of Directors. The position requiring appointment was the expiring term of Catherine (Cathy) McKinley. Cathy informed the City Commission in early December 2015 that she would not be seeking reappointment.

Two citizens expressed interest in the position; Ed Fisher and Phil Escareno. The City Commission interviewed the two candidates during the January 5, 2016 pre-meeting.

In a January 11, 2016 letter to the City Commission and the FCEDC Board, Ed Fischer asked to be removed from consideration.

ALTERNATIVE:

1. Appoint Phil Escareno to the FCEDC Board as a City of Garden City representative for the period January 1, 2016 through December 31, 2018.
2. Ask FCEDC to begin the solicitation of interest process again to generate additional candidates.

RECOMMENDATION:

Staff recommends appointing Phil Escareno to the FCEDC Board as a City of Garden City representative for the period January 1, 2016 through December 31, 2018.

FISCAL NOTE:

None.

ATTACHMENTS:

Description	Upload Date	Type
2015 memo from FCEDC regarding City appointment	1/14/2016	Backup Material
Phil Escareno expression of interest	1/14/2016	Backup Material
Ed Fischer expression of interest	1/14/2016	Backup Material
Ed Fischer withdrawl	1/14/2016	Backup Material

Memorandum

To: Matt Allen

From: Tom Walker, Chairman of the Board, Finney County Economic Development Corporation

Re: FCEDC Board Appointment

November 24, 2015

FCEDC has one board term expiring December 31, 2015 that is to be appointed by the City of Garden City. It is the position currently held by Catherine McKinley. As you know, the process for appointment of board members is as follows:

1. FCEDC advertises for interested parties to submit a letter of interest/ resume';
2. FCEDC forwards the letters of interest to the appointing entity (we also encourage the governing body to ask individuals who they may be interested in having serve to submit letters of interest); and
3. The appointing body may choose to interview candidates and approve an appointment from the interested pool.

Please let us know when you will be scheduling interviews and the appointment so that we may advise interested parties of when that will take place.

Thank you.

Tom Walker
Chairman

Celyn Hurtado

Subject: FW: Board of Directors Finney County Economic Development open position.

From: Escareno, Phil [<mailto:Phil.Escareno@blackhillscorp.com>]

Sent: Monday, December 28, 2015 11:23 AM

To: Lona DuVall (lona@ficoedc.com)

Subject: Board of Directors Finney County Economic Development open position.

Lona, Good morning, Tom Walker called me last week and we discussed the open position that will be open on the Board for the City of Garden City. I would like to submit my name to be considered for the open position on the Finney County Economic Development Board of Directors.

I was on the board from 2003 to 2006 representing the Chamber. I am very familiar with a lot of Economic Dev. Projects in the community with BHE's involvement. Know the importance of confidentiality on those projects. I am very interested in seeing that the right projects that fit our community come to reality.

Please let me know if there is anything else that I need to do for consideration in the position.

Look forward to hearing from you.

Sincerely,

Phil Escareno
Black Hills Kansas Gas
Large Volume Field Sales Representative
1810 Buffalo Jones Ave
Garden City, Ks. 67846
Direct . 620.275.3811
Mobile: 620.272.1258
phil.escareno@Blackhillscorp.com

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This email has been checked for viruses by Avast antivirus software.

www.avast.com

Edmond M. Fischer
2720 N 7th. St.
Garden city, Ks. 67846
620 805-5129
EMFNYKS@JUNO.COM

11/20/2015

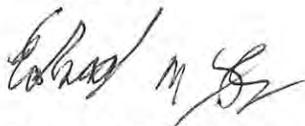
Finney County Economic Development Corporation
FCEDC
1509 East Fulton Terrace
Garden City, Ks. 67846

Dear Finney County Economic Development Corporation:

After serving 5+ years on the GC Airport Advisory Board I feel as if I am already working for Economic Development, as we all know a good transportation hub is crucial for a county to grow. My tenure is up at the AAB and a natural progression would be the Economic Development Board.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Edmond M. Fischer', written in a cursive style.

Edmond M. Fischer

Edmond M. Fischer
2720 N 7th St.
Garden City, KS. 67846
H(620)805-5129 C(620) 805-9816

PROFILE:

INSTRUCTOR and ELECTRONICS TECHNICIAN

PROVIDED DIRECT LEADERSHIP, GUIDANCE, COUNSELING AND INSTRUCTION to over 200 Personnel.

COORDINATED the Development, Installation and READY FOR TRAINING Inspection of the **COMPUTER BASED TRAINING (CBT)** system.

DEVELOPED an in house training program for the computerized conveyor system ensuring the proficiency of 37 technicians.

DEVELOPED a supervisors instructor guide for OSHA lock out standards upgrading the facilities LOTO training program.

CONDUCTED 4 major PLC software revisions improving the overall effectiveness of the automated mail processing system.

AWARDS:

NAVY ACHIEVEMENT MEDAL (2)

MASTER TRAINING SPECIALIST.

NAVY GOOD CONDUCT MEDAL (2)

NATIONAL DEFENSE MEDAL.

NAVY UNIT COMMENDATION.

MERITORIOUS UNIT COMMENDATION.

USPS INCENTIVE AWARDS (4)

PERSONAL COMMENDATIONS RECEIVED FROM:

SECRETARY OF THE NAVY John Lehman	CAPTAIN J. A. NUERNBERGER
REAR ADMIRAL R. L. RICH, JR.	CAPTAIN J. S. BAUMSTARK
REAR ADMIRAL W. E. RICKMAN	CAPTAIN F. M. CONWAY
USPS Plant Manager Robert A. Daruk	LCDR T. E. SOUSA

WORK HISTORY:

2015 Retired

2012 - 2015

Garden City Community College Industrial Maintenance Instructor.

2008 - 2012

Recovering from cervical injury received while working.

94 - 2008

U.S. POSTAL SERVICE, MORGAN GMF 341 9th. avenue, New York NY.
Maintenance Supervisor, Electronic Technician. Responsible for a 37 man maintenance crew, the safe operation of, and total maintenance of 12 automated mail cancellation machines, 5 miles of automated conveyors, and numerous support equipment, and the training of crew personnel in mechanics, electronics and OSHA lock out-tag out procedures.

Edmond M. Fischer
2720 N 7th St.
Garden City, KS. 67846
H(620)805-5129 C(620) 805-9816

91 - 93

US Navy FBM OPERATIONAL TEST SUPPORT UNIT 2, Cape Canaveral FL.
Navigation Supervisor, Duty Chief Petty Officer.

87 - 91

US Navy TRIDENT TRAINING FACILITY, Kings Bay, GA.
Lead Instructor, Curriculum Developer.

83 - 87

USS MICHIGAN (SSBN 727), Seattle, WA.
Tactical Navigation Electronics Technician, Deck Division Leading
Petty Officer, Navigation Supervisor, Assistant Intelligence
Officer, 3M Coordinator, Ships Photographer and Sonar Operator.

EDUCATION:

7 USPS service schools for equipment maintenance.

A.S.DEGREE, City University Bellevue, WA. (1991)

29 NAVY Service Schools, Both technical and administrative.
(list available)

Thomas A. Edison Vocational High School (68 - 72)
Queens, New York. Major: Electronics. Minor: Physics, Drafting
and Chemistry.

11 January, 2016

To: Garden City Mayor, City Commissioners and the Finney County Economic Development Board

From: Edmond M. Fischer

Due to personal reasons beyond my control I must remove myself from consideration of serving on the Finney County Economic Development Board.

Edmond M. Fischer

A handwritten signature in black ink, appearing to read "Edmond M. Fischer", with a stylized flourish at the end.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn Hurtado, City Clerk
DATE: January 19, 2016
RE: Great Plains Development Semi- Annual report

ISSUE:

Governing Body consideration and approval of the semi-annual report for the CDBG Revolving Loan Fund on behalf of Great Plains Development, Inc.

BACKGROUND:

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Great Plains Development Inc., manages these accounts for the City of Garden City and is required to send a semi-annual report to the Kansas Department of Commerce.

ALTERNATIVE:

None.

RECOMMENDATION:

Staff recommends approval of the semi-annual report for the period ending December 31, 2015.

FISCAL NOTE:

None.

ATTACHMENTS:

Description	Upload Date	Type
Semi-Annual report - CDBG #87-BR-206	1/15/2016	Backup Material



100 Military Avenue • Suite 128
P.O. Box 1116
Dodge City, KS 67801-1116
620-227-6406 • fax 620-225-6051
gpd@gpdionline.com • www.gpdionline.com

Date: January 6, 2016
To: Melinda Hitz, Finance Director
Re: Semi-Annual Report
From: Faye Trent & Bob Wetmore
Co-Directors

At this time we have one possible project in various stages of application completion, but have not determined the sources for the loan. We are waiting on some additional information that will help us look at the eligibility requirements for various sources.

A loan for Robinson's Furniture in the amount of \$100,000 was approved by the City on September 15, 2015. The loan documents have been prepared and sent to Randy Grisell for approval. Loan closing is scheduled for January.

We will continue notifying the banks about the available funds and ask for their participation in the CDBG/RLF program.

Program Income Report for Economic Development

A. GRANTEE NAME: City of Garden City

B. GRANT NUMBER: 87-BF-206

C. SEMI-ANNUAL--FOR PERIOD ENDING: JUNE 30, 20____ OR DECEMBER 31, 2015

ACCOUNT BALANCES

1) BALANCE BROUGHT FORWARD	<u>\$397,731.93</u>
2) PLUS: ALL DEPOSITS THIS PERIOD	<u>\$16,249.02</u>
3) INTEREST ON BANK ACCOUNT EARNED THIS PERIOD	<u>\$183.24</u>
4) *OTHER INCOME	<u>\$0.00</u>
5) SUBTOTAL	<u>\$414,164.19</u>
6) MINUS: ALL LOANS MADE DURING PERIOD	<u>\$0.00</u>
7) ADMINISTRATIVE FEES	<u>\$315.95</u>
8) *OTHER LOSSES (include funds returned to state)	<u>\$3,750.00</u>
9) TOTAL	<u>\$410,098.24</u>

*EXPLANATION OF LOSS OR INCOME: Other Income is late fees or release fees collected from clients, other losses are release fees reimbursed to GPDI and other legal fees.

10) NAME AND ADDRESS OF BANK OF DEPOSIT: Commerce Bank

P.O. Box F

Garden City, KS 67846

CERTIFICATION: I certify to the best of my knowledge and belief that the information contained in this report is true and correct.

SIGNATURE: _____ DATE: _____

TYPED NAME: Janet A. Doll

TITLE: Mayor

PREPARER'S NAME: Faye Trent, Great Plains Development, Inc.

PREPARER'S EMAIL ADDRESS: ftrent@gpdionline.com

PREPARER'S PHONE NUMBER: 620-227-6406

Grant/Local Loan Collection Report

A. GRANTEE NAME: City of Garden City B. GRANT NUMBER: 87-BF-206-015
 C. NAME OF COMPANY: Estes Enterprises, Inc. (A & W Drive-In)
 D. SEMI-ANNUAL -- FOR PERIOD ENDING: December 31, 2015
 E. GRANT AMOUNT TO BE REPAYED: \$150,000.00 F. FREQUENCY OF PAYMENT: Monthly
 G. TERM OF REPAYMENT: 120 MOS. H. INTEREST RATE: 7%
 I. DUE DATE OF FIRST PAYMENT OF COMBINED PRINCIPAL AND INTEREST: 8/1/2009
 J. DUNS NUMBER: #010970522 (Required after 3/10/08)

1 CURRENT PERIOD INFORMATION:

a. ACTUAL DATE OF FIRST PAYMENT THIS PERIOD: 6/25/2015
 b. ACTUAL DATE OF LAST PAYMENT THIS PERIOD: 11/23/2015
 c. NUMBER OF PAYMENTS RECEIVED THIS PERIOD: 6
 d. DOLLAR AMOUNT OF INTEREST RECEIVED THIS PERIOD: \$ 2,916.27
 e. DOLLAR AMOUNT OF PRINCIPAL RECEIVED THIS PERIOD: \$ 7,510.89
 f. DOLLAR AMOUNT OF ADMINISTRATIVE FEES PAID THIS PERIOD: \$ 98.67

2 AGGREGATE INFORMATION:

a. TOTAL NUMBER OF PAYMENTS RECEIVED TO DATE: 67
 b. TOTAL DOLLAR AMOUNT OF INTEREST RECEIVED TO DATE: \$ 45,511.83
 c. TOTAL DOLLAR AMOUNT OF PRINCIPAL RECEIVED TO DATE: \$ 71,080.53
 d. TOTAL DOLLAR AMOUNT OF ADMINISTRATIVE FEES PAID TO DATE: \$ 1,292.73
 e. BALANCE OF PRINCIPAL AND INTEREST DUE: \$ 92,020.34

3 JOB INFORMATION:

	PROPOSED	ACTUAL
a. NUMBER OF JOBS RETAINED WITH THIS PROJECT:	<u>0</u>	<u>0</u>
b. NUMBER OF LMI JOBS RETAINED WITH THIS PROJECT:	<u>0</u>	<u>0</u>
c. NUMBER OF JOBS CREATED WITH THIS PROJECT:	<u>30</u>	<u>0</u>
d. NUMBER OF LMI JOBS CREATED WITH THIS PROJECT:	<u>16</u>	<u>0</u>
e. NUMBER OF BASE JOBS:	<u>0</u>	<u>0</u>

MUST ATTACH DATED AMORTIZATION SCHEDULE OF PAYMENTS

IS THIS LOAN CURRENT? YES NO

(IF NOT, WHY AND WHAT STEPS ARE BEING TAKEN) Business was closed the end of May 2011 due to change in
lessor. Payments are being kept current while client looks for new location. 6/30/12 -Was not able to find a good location for a good
price, moved A&W equipment to Long John Silvers, Garden City & remodeled store. 12/31/14 -Client granted 3 month payment deferral.
Payments to start again 3/1/15.

Kansas Department of Commerce & Housing

03/95 (Rev)

Small Cities Community Development Block Grant Program

VI-7

Grant/Local Loan Collection Report

A. GRANTEE NAME: City of Garden City B. GRANT NUMBER: 87-BF-206-016
 C. NAME OF COMPANY: Sinfully Sweet Bakery, LLC
 D. SEMI-ANNUAL -- FOR PERIOD ENDING: December 31, 2015
 E. GRANT AMOUNT TO BE REPAID: \$25,000.00 F. FREQUENCY OF PAYMENT: Monthly
 G. TERM OF REPAYMENT: 84 MOS. H. INTEREST RATE: 7%
 I. DUE DATE OF FIRST PAYMENT OF COMBINED PRINCIPAL AND INTEREST: 1/1/2010
 J. DUNS NUMBER: 831891242 (Required after 3/10/08)

1 CURRENT PERIOD INFORMATION:

a. ACTUAL DATE OF FIRST PAYMENT THIS PERIOD: 7/7/2015
 b. ACTUAL DATE OF LAST PAYMENT THIS PERIOD: 12/17/2015
 c. NUMBER OF PAYMENTS RECEIVED THIS PERIOD: 5
 d. DOLLAR AMOUNT OF INTEREST RECEIVED THIS PERIOD: \$
 e. DOLLAR AMOUNT OF PRINCIPAL RECEIVED THIS PERIOD: \$ 721.86
 f. DOLLAR AMOUNT OF ADMINISTRATIVE FEES PAID THIS PERIOD: \$ 126.58

2 AGGREGATE INFORMATION:

a. TOTAL NUMBER OF PAYMENTS RECEIVED TO DATE: 19
 b. TOTAL DOLLAR AMOUNT OF INTEREST RECEIVED TO DATE: \$ 523.15
 c. TOTAL DOLLAR AMOUNT OF PRINCIPAL RECEIVED TO DATE: \$ 3,479.86
 d. TOTAL DOLLAR AMOUNT OF ADMINISTRATIVE FEES PAID TO DATE: \$ 831.25
 e. BALANCE OF PRINCIPAL AND INTEREST DUE: \$ 28,724.22

3 JOB INFORMATION:

	PROPOSED	ACTUAL
a. NUMBER OF JOBS RETAINED WITH THIS PROJECT:	<u>0</u>	<u>0</u>
b. NUMBER OF LMI JOBS RETAINED WITH THIS PROJECT:	<u>0</u>	<u>0</u>
c. NUMBER OF JOBS CREATED WITH THIS PROJECT:	<u>3</u>	<u>0</u>
d. NUMBER OF LMI JOBS CREATED WITH THIS PROJECT:	<u>2</u>	<u>0</u>
e. NUMBER OF BASE JOBS:	<u>0</u>	<u>0</u>

MUST ATTACH DATED AMORTIZATION SCHEDULE OF PAYMENTS

IS THIS LOAN CURRENT? YES NO

(IF NOT, WHY AND WHAT STEPS ARE BEING TAKEN) 6/30/12 -Borrower filed individual bankruptcy this period, loan is in LLC. 6/30/14 -City obtained and sold equipment for \$1,500. 12/31/14 -Payments being received from bankruptcy trustee.

Kansas Department of Commerce & Housing

Grant/Local Loan Collection Report

A. GRANTEE NAME: City of Garden City B. GRANT NUMBER: 87-BF-206-018
 C. NAME OF COMPANY: The Paraclete Group, Inc.
 D. SEMI-ANNUAL -- FOR PERIOD ENDING: December 31, 2015
 E. GRANT AMOUNT TO BE REPAYED: \$39,500.00 (Not drawn \$17,500.00) F. FREQUENCY OF PAYMENT: Monthly
 G. TERM OF REPAYMENT: 84 MOS. H. INTEREST RATE: 7%
 I. DUE DATE OF FIRST PAYMENT OF COMBINED PRINCIPAL AND INTEREST: 12/1/2011
 J. DUNS NUMBER: #017220836 (Required after 3/10/08)

1 CURRENT PERIOD INFORMATION:

a. ACTUAL DATE OF FIRST PAYMENT THIS PERIOD: 6/25/2015
 b. ACTUAL DATE OF LAST PAYMENT THIS PERIOD: 11/30/2015
 c. NUMBER OF PAYMENTS RECEIVED THIS PERIOD: 6
 d. DOLLAR AMOUNT OF INTEREST RECEIVED THIS PERIOD: \$ 222.80
 e. DOLLAR AMOUNT OF PRINCIPAL RECEIVED THIS PERIOD: \$ 4,877.20
 f. DOLLAR AMOUNT OF ADMINISTRATIVE FEES PAID THIS PERIOD: \$ 90.70

2 AGGREGATE INFORMATION:

a. TOTAL NUMBER OF PAYMENTS RECEIVED TO DATE: 52
 b. TOTAL DOLLAR AMOUNT OF INTEREST RECEIVED TO DATE: \$ 4,833.97
 c. TOTAL DOLLAR AMOUNT OF PRINCIPAL RECEIVED TO DATE: \$ 19,029.65
 d. TOTAL DOLLAR AMOUNT OF ADMINISTRATIVE FEES PAID TO DATE: \$ 697.99
 e. BALANCE OF PRINCIPAL AND INTEREST DUE: \$ 6,791.96

3 JOB INFORMATION:

	PROPOSED	ACTUAL
a. NUMBER OF JOBS RETAINED WITH THIS PROJECT:	<u>6</u>	<u>6</u>
b. NUMBER OF LMI JOBS RETAINED WITH THIS PROJECT:	<u>2</u>	<u>2</u>
c. NUMBER OF JOBS CREATED WITH THIS PROJECT:	<u>0</u>	<u>0</u>
d. NUMBER OF LMI JOBS CREATED WITH THIS PROJECT:	<u>0</u>	<u>0</u>
e. NUMBER OF BASE JOBS:	<u>6</u>	<u>6</u>

Actual is through XX/XX/XX, (Complete or Not Complete)

No further updating after XX/XX/XX

MUST ATTACH DATED AMORTIZATION SCHEDULE OF PAYMENTS

LOCAL REVOLVING LOAN PROGRAM CLOSE-OUT CERTIFICATE Completed: 6/30/2012 To KDOC: 7/18/2012
 Original to KDOC, copy to Borrower's File (under Approval in Section 5) - Required for loans approved after 1/1/11.

IS THIS LOAN CURRENT? YES NO

(IF NOT, WHY AND WHAT STEPS ARE BEING TAKEN) Did not draw down \$17,500 of original funded project.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Steve Cottrell, Assistant to the City Manager
DATE: January 19, 2016
RE: Central Fire Station Addition Bids

ISSUE:

Governing Body Consideration and approval of bids received January 12, 2016 for the Central Fire Station addition. As the low bid exceeded the Architect's Estimate, the Governing Body is asked to approve a negotiated bid pursuant to the Purchasing and Contracting Manual.

BACKGROUND:

The Governing Body authorized bidding this project on August 4, 2015. Funding for the project was subsequently authorized with a temporary financing issue on December 1, 2015. The project was advertised for bids on December 8, 2015.

Two bids were received and are shown on the attached bid tabulation. The low bid was submitted by Harbin Construction, LLC, Salina, for \$1,723,000.00. This exceeds the architect's estimate of \$1,700,000.00. However, the low bid is still within the allowable 2.0% overage. The contractor has agreed to lower his bid to the architect's estimate of \$1,700,000.00.

ALTERNATIVE:

- 1) Award the contract to Harbin Construction, LLC.
- 2) Defer action until a later date.

RECOMMENDATION:

Staff recommends awarding the contract to Harbin Construction, LLC in the amount of \$1,700,000.00 and authorizing the Mayor and City Clerk to execute the contract when the documents have been provided by the contractor.

FISCAL NOTE:

Funding for this project is provided from the 2015 Temporary Financing issue. The recommended award is within the \$2,250,000 budget for the building and water main relocation. If awarded, the total amount under contract will be \$2,060,293.00, including architect fees.

ATTACHMENTS:

Description	Upload Date	Type
Bid Tabulation	1/13/2016	Backup Material

BID TABULATION FORM

Garden City Fire Dept. Central Station

302 N. 9th Street

Garden City, Kansas

Architect Project No. 201514

January 12, 2016

CONTRACTOR	ADDENDUMS REC.	BID BOND 5%	BASE BID PROPOSAL	Alt. #1 Fdn. Drain	Alt. #2 Landscaping	Plumbing, HVAC & Electrical Sub-Contractors
Dick Construction, Inc. Garden City, Kansas	1. X	x	\$1,800,000	\$12,000	\$19,200	Tatro Plumbing
	2. X					Davis Electric
	3. X					
	4. X					
Harbin Construction, Inc. Salina, Kansas	1. X	x	\$1,723,000	\$9,500	\$18,250	Tatro Plumbing
	2. X					Davis Electric
	3. X					
	4. X					
Lee Construction, Inc. Garden City, Kansas	1.		No Bid			
	2.					
	3.					
	4.					
RF Construction, LLC. Manhattan, Kansas	1.		No Bid			
	2.					
	3.					
	4.					
GMCN Architects, P.A. Architect's Estimate	1. X	N/A	not to exceed	not to exceed	not to exceed	
	2. X		\$1,700,000	\$40,000	\$50,000	
	3. X					
	4. X					

Consent Agenda



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Mike Muirhead, Public Utilities Director
DATE: January 19, 2016
RE: Utilities bid award to Dick Construction for trench and conduit- Meadowlark Dairy

ISSUE:

Governing Body consideration of awarding bids that were received on January 5, 2016 to install underground conduit and concrete equipment vaults for the Meadowlark Dairy Processing Plant - Project UE2015-44.

BACKGROUND:

Bids were solicited from seven (7) contractors to install underground conduit and concrete equipment vaults for Project UE2015-44 on December 11, 2015. We received two (2) bids on January 5, 2016 at 2 pm CT to the Electric Service Center 140 Harvest St. Bid reviews and recommendations are included. The Electric Division is in the process of extending primary electrical circuits to the Meadowlark Dairy Processing Plant Project UE2015-44. This will require conduit and concrete equipment vaults to be installed for electrical circuits to feed the new plant.

<u>CONTRACTOR</u>	<u>TOTAL BID</u>
Dick Construction	\$53,955.00
Lee Construction	No Bid Received
Dreiling Construction	No Bid Received
Speer Construction	No Bid Received
Underground Specialists	No Bid Received
D & K Environmental	\$93,303.75
Little Construction	No Bid Received
Engineer's Estimate	\$64,200.00

ALTERNATIVE:

- 1). Accept bid from Dick Construction.
- 2). Reject all bids and direct staff to re advertise for bids.

RECOMMENDATION:

Staff recommends alternative #1 awarding the contract to Dick Construction in the amount of \$53,955.00 for the installation trench and conduit.

FISCAL NOTE:

The Electric Division has adequate funds to pay for this switchgear out of the Contractor Fund, GL Fund #068-41-411-6040.01. Meadowlark Dairy has paid \$142,000 to the City of Garden City towards this project.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Mike Muirhead, Public Utilities Director
DATE: January 19, 2016
RE: Utilities Bid award to Techline Inc.- Power Cable - Meadowlark Dairy

ISSUE:

Governing Body consideration of awarding bids that were received on January 5, 2016 from five (5) vendors for the underground conductor needed to install underground power lines for the Meadowlark Dairy Processing Plant Project UE2015-44.

BACKGROUND:

The Electric Division is in the process of extending primary electrical circuits to the Meadowlark Dairy Processing Plant Project UE2015-44. This will require underground conductor to be installed for electrical circuits to feed the new plant.

Bids were received as follows:

<u>VENDOR</u>	<u>TOTAL BID</u>
Techline, Inc.	\$184,305.17
Wesco Distribution	\$187,590.74
Anixter Power Solutions	\$196,399.22
Kriz-Davis Co.	\$190,381.40
Stanion Wholesale Electric Co.	\$184,548.77
Stanion Wholesale Electric Co.	\$261,594.43

ALTERNATIVE:

- 1). Accept low bid from Techline Inc. in the amount of \$184,305.17
- 2). Reject all bids and direct staff to re-advertise for bids.

RECOMMENDATION:

Staff recommends alternative #1, awarding the contract to Techline Inc. in the total amount of \$184,305.17.

FISCAL NOTE:

The Electric Division has adequate funds (balance of \$551,000) to pay for this cable out of the GL Fund #068-41-411-6040.01.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Michael D. Utz, Chief of Police
DATE: January 19, 2016
RE: Governing Body consideration and approval for the purchase of an armored rescue vehicle.

ISSUE:

The Police Department is requesting Governing Body consideration and approval of the sole source bid from Lenco for a Lenco BearCat G-3, 4WD, 6.7L Turbo Diesel.

BACKGROUND:

The Police Department's aging armored vehicle is over 30 years old. The age of this vehicle has become an issue on several different operations during which the vehicle suffered mechanical failures that prevented it from being used during said operation. This lack of reliability has also led to the Police Department deeming the vehicle not worthy of highway travel. Furthermore, the ballistic protection offered by our current vehicle is minimal and fails to address current trends of criminals using rifles.

This vehicle and the numerous limitations was discussed during budget deliberations and the estimated lease payment is part of the 2016 Budget.

ALTERNATIVE:

1. Approve the sole source bid from Lenco.
2. Disapprove the purchase of this vehicle.

RECOMMENDATION:

Police Department Staff recommends approving the sole source bid from Lenco

FISCAL NOTE:

The purchase of this vehicle will be financed over 7 years. At the 02 February 2016 Commission Meeting, the the lease purchase quotes will be presented for approval. Payments will be approximately \$42,500.00, and is included in the 2016 Budget.

ATTACHMENTS:

Description	Upload Date	Type
Picture	1/12/2016	Backup Material
Sole Source Information	1/12/2016	Backup Material





Protecting Our Nation's Defenders™

August 3, 2015

Garden City Police Department
Attn: Capt. Courtney Prewitt
304 N 9th St.
Garden City, KS 67846

Re: Lenco Sole Source for the Lenco BearCat®

Dear Capt. Prewitt,

This letter is to inform you that Lenco Armored Vehicles is the Sole Source Manufacturer for the Lenco BearCat Armored SWAT Truck(s) or the equivalent.

- We employ secret and proprietary processes in the design and manufacture of the Lenco BearCat to provide superior ballistic performance at a lighter weight than any competitive vehicles.
We employ a patented, zero gravity counter balanced roof hatch system which enhances operator safety and security.
We have developed secret engineering processes to offer a turning radius of 17' 8", which is shorter than the overall length of the vehicle, thereby providing enhanced tactical maneuverability.
We employ secret and proprietary processes to modify the vehicle chassis to re-distribute the armor, chassis and occupant weights proportionately between the front & rear axles.
U.S. State Department Armor Level E designation. <See Attached>

We are the only manufacturer, distributor, authorized dealer or supplier of this product or its equivalent.

Sole Source References:

Table with 3 columns: Agency Name, Contact Name, and Phone Number. Includes St. Charles County Sheriff's, New York State Police, U.S. State Department, Illinois State Police, Los Angeles Police Dept., and New Jersey State Police.

Sincerely,

Handwritten signature of James J. Massery
James J. Massery, Sales Manager

SWORN TO AND SUBSCRIBED BEFORE ME,
This 3rd day of August, 2015

Handwritten signature of Timothy D. Mangun
TIMOTHY D. MANGUN
A NOTARY PUBLIC IN & FOR Commission Exp. 10/08/21
The State of Massachusetts/County of Berkshire



TIMOTHY D. MANGUN
NOTARY PUBLIC
Commonwealth of Massachusetts
My Commission Expires
October 8, 2021

Designer and Manufacturer of Tactical Armored Security Vehicles
10 Betnr Industrial Drive · Pittsfield, MA 01201 · Tel (413) 443-7359 · Fax (413) 445-7865
www.LencoArmor.com · e-mail: Info@LencoArmor.com

JUSTIFICATION AND APPROVAL FOR OTHER THAN FULL AND OPEN COMPETITION FOR THE ACQUISITION OF A NAME BRAND PRODUCT

1. The Office of Acquisition Management is conducting this acquisition for 13 Armored Assault Vehicles, on behalf of the Bureau of Diplomatic Security, Defensive Equipment/Armored Vehicle Division (DS/PSP/DEAV).
2. **Nature and/or description of the action being approved.** Purchase 13 armored assault vehicles that meet or exceed the Department of State (DoS) Level "E" ballistic specifications.
3. **A description of the supplies or services required to meet the Department's needs.** DS/PSP/DEAV has a requirement to acquire 13 armored assault vehicles for immediate deployment to Iraq and Afghanistan for security details. These vehicles must be armored to meet or exceed DoS Level "E" ballistic specifications. These vehicles must also have an armored gun turret mounted in the roof area of the vehicle.

REQUIREMENTS

1. MRAP Assault Vehicle with the following options: Diesel engine, export compliance, four wheel drive, Hutchinson VFI run flat system, rear auxiliary AC/Heating, intercom system, radio prep package, military cupola, gun mount for 240/.50 with pedestal, advance BMI MRP gunners seat, floor jack 3.5 ton, MRAP upgrade package to include upgraded wheels and tires, and V-shaped hull, blast seats (8 seats).
2. MRAP Assault Vehicle with VIP package and the following options: Diesel engine, export compliance, Back up Camera System, electric power, heated mirrors, high capacity rear AC/heating system, high intensity driving lights, intercom system, radio prep package, run-flat tires, spare tire with run-flat, high gloss exterior paint, V-shaped hull, blast seat (6 seats), and emergency escape hatch.
3. MRAP Assault Vehicle with the following options: Diesel engine, export compliance, four wheel drive, Hutchinson VFI run flat system, rear auxiliary AC/Heating, intercom system, radio prep package, MEDEVAC (4) litter pkg., floor jack 3.5 ton, MRAP upgrade package to include upgraded wheels and tires, and V-shaped hull, blast seats (2).
4. FOB delivery to Springfield, VA.

5. **An identification of the statutory authority permitting other than full and open competition.** DS/IP/SPC/WMD requests that this purchase fall under the authority of 41 USC 253(c)(1), FAR 6.304 (a)(2) and 8.405-6 (b)(1) (USC 501), for the purchase of a name brand product manufactured by LENC0 Armored Vehicies, who is the only manufacturer of the Lenco BearCat, product number BC55003, a commercial item in accordance with FAR Part 12.
6. **A demonstration that the proposed contractor's unique qualifications or the nature of the acquisition requires use of the authority cited.** Presently, the DoS IDIQ contracts do not have these types of assault vehicles as line items. However, Lenco has been producing this vehicle for local and state agencies for years. In addition, Lenco fully understands DoS ballistic specifications and their experience with various armor systems will expedite the delivery of these vehicles in Iraq and Afghanistan.
7. **A description of efforts made to ensure that offers are solicited from as many potential sources as is practicable.** A notice will be publicized in accordance with 5.102(a)(6) on or about September 13, 2010 on GSA eBuy.com.
8. **A determination by the Contracting Officer that the anticipated cost to the Government will be fair and reasonable.** Per FAR 8.404(d), supplies offered on the schedule are listed at fixed prices. GSA has already determined the prices of supplies under schedule contracts to be fair and reasonable. Therefore, ordering activities are not required to make a separate determination of fair and reasonable pricing.
9. **A description of the market survey conducted and the results or a statement of the reasons a market survey was not conducted.** DS via AQM has issued five (5) different IDIQ contracts for the procurement of armored vehicles and none of these vendors produce this type of armored vehicle. DS has in the past purchased the M1114 HUMVEE from DOD vendors to satisfy our requirement for ballistic Level E specifications with a turret on the roof. Unfortunately, the military M114 HUMVEE has been discontinued. The replacement vehicle for M1114 is being produced by American General Corporation and this new armored vehicle is limited to only carrying five (5) personnel. DS has a minimum requirement to carry at least six (6) personnel at one time. The Lenco Bearcat VIP is capable of carrying six (6) personnel and the Lenco Bearcat is capable of carrying up to eight (8) personnel plus a position for the gunner in the turret. During our review of this new armored vehicle for DOD, the cost is double to the present cost of a Lenco Bearcat.

10. **Any other facts supporting the use of other than full and open competition.** The Lenco BearCat model contains highly specialized features which are specifically designed to accommodate our security operational needs in Iraq and Afghanistan and no other source can meet these requirements without substantial additional program costs and time, which will severely impact our mission. Lenco has developed and integrated mission critical applications and equipment essential to meeting our security goals in Iraq and Afghanistan. Lenco possesses and utilizes proprietary equipment and designs to manufacture and outfit these armored vehicles necessary for this mission and is the only known source that can meet the standardized logistic, training and program requirements for DS. These armored vehicles from Lenco have been through a tremendous amount of ballistic and blast testing to validate the armoring systems being deployed on these vehicles. These tests have been completed by the Department of Defense for the US Army and US Navy, H.P White Laboratory, an independent lab for numerous US Government Agencies and commercial armoring companies and the Department of State. By completing this order in a timely matter, DS will be able to ship these armored vehicles to Iraq and Afghanistan to support our security requirements and possibly save lives.

11. **A listing of sources, if any, that expressed, in writing, an interest in the acquisition.** The Armored Group expressed an interest in writing in response to GSA eBuy posting #RFQ516305.

12. **A statement of the actions, if any, the agency may take to remove or overcome any barriers to competition before any subsequent acquisition for the supplies or services required.** The barrier to full competition is the brand name specific requirements identified in paragraphs two (2) and three (3) above. Lenco Armored Vehicles is the only vendor that produces this type of vehicle and fully understands DOS and NIJ specifications for armoring these vehicles. At this time, the barrier cannot be removed unless there is a change in the operational needs identified by DS/PSP/DEAV contained herein. If operational needs or technological changes occur then this barrier may be lifted in the future. DS/PSP/DEAV and A/LM/AQM will continue to seek ways of removing any barriers to competition on future related acquisitions.

CERTIFICATIONS

I certify that this justification is accurate and contains complete data necessary to support the recommendation for other than full and open competition.

September 23, 2010

Date



Name: Ricky J. Motley

Title: AV Program Manager

Date

Name:

Title:

I certify that this submission is accurate, and that it contains complete information necessary to enable other officials to make an informed recommendation for approval or disapproval.

Date

9/24/10



Name:

Title:

AGM/BRO

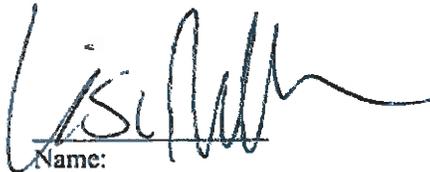
APPROVALS

Contracting Activity Competition Advocate
(Required for actions exceeding \$550,000 but not exceeding \$11,500,000)

APPROVED BY:

Date

9/24/2010



Name:

Title:

AGM/BRO



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Michael D. Utz, Chief of Police
DATE: January 19, 2016
RE: Governing Body consideration and approval for purchase of police patrol vehicles.

ISSUE:

The Garden City Police Department is requesting Governing Body consideration and approval of bids for police patrol vehicles.

BACKGROUND:

The bids were requested from five different vendors. The bids were opened on the 15th and 21st of December 2015 at 2:00pm. In the interest of seeking the best value for the City of Garden City, bids were sent to several different vendors. The table below details the vendors and the bids that were received from each:

PATROL VEHICLES

Vendor	Location of Vendor	Net Cost to City (Per Vehicle)	Delivery Time	Exceptions and Comments
Burtis Motor Company	Garden City, Kansas	\$30,856	8-10 Weeks	2016 Ford Police Interceptor Utility **Winning Bid** with local vendor clause
Lewis Ford	Dodge City, Kansas	NO BID REC'D	NO BID REC'D	NO BID REC'D
Mel Hamilton Ford	Wichita, Kansas	NO BID REC'D	NO BID REC'D	NO BID REC'D
Olathe Ford	Olathe, Kansas	NO BID REC'D	NO BID REC'D	NO BID REC'D
KHP Partners / GSA Auto	Internet	\$30,715	12 Weeks	2016 Ford Police Interceptor Utility

UNMARKED VEHICLES

Vendor	Location of Vendor	Net Cost to City (Per Vehicle)	Delivery Time	Exceptions and Comments
Burtis Motor Company	Garden City, Kansas	\$30,856	8-10 Weeks	2016 Ford F-150 **Winning Bid
Lewis	Garden City,	NO BID	NO BID	NO BID REC'D

Automotive	Kansas	REC'D	REC'D	
Mel Hamilton Ford	Wichita, Kansas	NO BID REC'D	NO BID REC'D	NO BID REC'D
Olathe Ford	Olathe, Kansas	NO BID REC'D	NO BID REC'D	NO BID REC'D
Western Motors	Garden City, Kansas	NO BID REC'D	NO BID REC'D	NO BID REC'D
Legacy Auto	Garden City, Kansas	\$32,175	6-8 Weeks	2016 Dodge Ram 1500
KHP Partners / GSA Auto	Internet	* \$25,989 ** \$31,497 *** \$31,872	12 Weeks	* Dodge Ram 1500 (Does Not Meet Specs) ** GMC 1500 *** Ford F-150

ALTERNATIVE:

1. Approve the winning bid from Burtis Motor Company.
2. Reject the winning bid and begin the bid process again.

RECOMMENDATION:

The Police Department Staff recommends Governing Body consideration and approval for the purchase of six (6) Ford Police Interceptor Utility Vehicles and one (1) Ford F-150 Pickup through Burtis Motor Company.

FISCAL NOTE:

The total winning bid for six (6) Patrol Vehicles is \$185,136.00 financed over three years.
The winning bid for one (1) Unmarked Vehicle is \$30,856.00 and will be purchased outright.
The following general ledger accounts will be utilized:
GL Account Number 005-17-000-5252
GL Account Number 001-12-121-6100.16 (New Equipment – Vehicles)
GL Account Number 011-12-000-3430 (Local Forfeiture Fund) – *F-150 Only*
GL Account Number 010-12-000-3430 (DEA Forfeiture Fund) – *F-150 Only*

ATTACHMENTS:

Description	Upload Date	Type
Police Patrol Vehicle Bids	1/12/2016	Backup Material
Police Unmarked Vehicle Bids	1/12/2016	Backup Material

Six (6) POLICE PACKAGE SPORT UTILITY VEHICLES (SUV)

These specifications describe the mechanical and comfort required which will be used by the City of Garden City Police Department. Below are required features.

All vehicles must be pursuit rated.

COLOR

Single tone black exterior clear coat paint. Interior shall be gray and black in color.

All Standard Equipment to include:

- Std 75-mph rear-impact crash tested
- Std All-wheel drive (AWD)
- Std 3.7L Ti-VCT V6 FFV, FlexFuel capability, and Active Fuel Management. Must have a battery with rundown protection. Unable to confirm run down protection
- Std Units shall have 4-wheel heavy-duty disc with Anti-Lock Brake System (ABS) which are police-calibrated
- Std 6-speed automatic overdrive transmission with a certified speedometer and All Wheel Drive (AWD)
- Std 12-volt power points: Utility - 2
- Std Alternator - Heavy-duty 220-amp
- Std Audio - AM/FM stereo/single-CD player with MP3 capability, clock and 6 speakers (Utility)
- Std Badge - Flex Fuel/AWD
- Std Badge - Police Interceptor®
- Std Battery - Heavy-duty (78-amp-hr/750 CCA)
- Std Built-in steel intrusion plates in both front seat backs
- Std Climate controls - Manual air conditioning
- Std Column shifter
- Std Console mounting plate - Front
- Std Cooling system - Heavy-duty
- Std Cruise control
- Std Easy Fuel® capless fuel filler
- Std Electric power-assisted steering - Heavy-duty
- Std Engine-hour meter
- Std Engine idle meter
- Std Exterior key locks - Driver, front-passenger and decklid/liftgate
- W/59E • Fleet key
- Std Flooring - Heavy-duty vinyl
- Std Full-size spare wheel and tire, TPMS
- Std Glass - Solar-tinted 1st row; privacy glass 2nd and 3rd rows (Utility)
- Std Headlamps - Projector-beam halogen
- Std Headliner
- Std Independent front and rear suspensions
- Std Mirrors - Power side view, manual foldaway with integrated blind spot mirrors
- Std MyFord® with 4.2" color LCD display including digital speed readout in police instrument cluster and center stack "smart display"
- Std Power-adjustable pedals
- Std Power door locks
- Std Powertrain mounts - Heavy-duty
- Std Power windows with one-touch-up/-down driver's side with disable feature
- Std Recovery hooks (Utility)
- Std Redundant digital speedometer display
- Std Red/white dome light - 1st row
- Std Scuff plates - Front and rear

December 14, 2015

- Std Seat – Front heavy-duty cloth, 6-way power driver's with manual lumbar
- Std Seat – Front heavy-duty cloth passenger
- Std Seat – Rear vinyl 60/40 split (Utility)
- Std Taillamps – LED (Utility)
- Std Tilt steering column (Utility)
- Std Tires – P245/55R18 all-season BSW
- Std Transmission – 6-speed automatic (police-calibrated)
- Std Trunk/cargo area – Flat load floor
- Std Universal top tray for police equipment
- Std Wheels – Heavy-duty Black 18" steel 5-spoke
- Std Level III Ballistic Door Panels (2) Right & Left Hand
- Std Reverse sensor system (Include back up Camera)

Additional Features Include:

Front Headlamp/Police Interceptor Housing Only – Dealer Code: 86P

Ultimate Wiring Package – Dealer Code: 67U

Police Wire Harness Connector Kit – Front – Dealer Code: 47C

Police Wire Harness Connector Kit – Rear – Dealer Code: 21P

Dark Car Feature - Dealer Code: 43D

Red/White Dome Lamp in Cargo Area – Dealer Code: 17T

Driver Only LED Spot Lamp (Whelen) – Dealer Code: 51T

SYNC Basic Voice-Activated Communications System – Dealer Code: 53M

Heated Sideview Mirrors – Dealer Code: 549

Keyed Alike – 1435x – Dealer Code: 59E

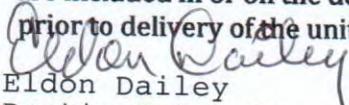
NOTE

All bid prices shall include any standard factory equipment, standard safety equipment and any standard Police equipment installed items not specifically mentioned in the above specifications. All bids shall be for a top of the line vehicle having all items listed in their respective published specifications as standard items on the package. All bid prices shall include the price of the title.

Inspection of the vehicles will be made as soon as possible. Vehicles with missing equipment or otherwise failing to meet or comply with specification will not be accepted and will become the vendor's responsibility.

Any item which is set forth in the itemized specifications that is standard equipment on the unit and included in the unit base price should be indicated as such by marking "standard" or "N/C" – no charge.

The successful bidder must furnish at the time of delivery, a copy of the factory invoice listing required accessories and will furnish at time of delivery a certificate attesting that all specifications are included in or on the delivered unit as bid. Said certificate form will be furnished to the City prior to delivery of the unit.


Eldon Dailey
Burtis Motor Co.

December 14, 2015

For Six (6) New 2016 Police Interceptor Utility Vehicles:

Type of Vehicle 2016 Ford Police Interceptor Utility Vehicle

Delivery time in weeks from date of order being placed: 8 to 10 weeks, with the delivery date of vehicles to be delivered by the vendor to the Garden City Police Department no later than _____, ____ 2016.

The bidder further agrees that the delivery of said vehicle(s) will not be delivered until after **January 31, 2016**; and that the Garden City Police Department/City of Garden City will not render payment for said vehicles until after such delivery date in 2016.

The following Bids are per vehicle:

GROSS LIST PRICE	\$ <u>37,125.00</u>
LESS TAXES	\$ <u>-0-</u>
NET LIST PRICE	\$ <u>37,125.00</u>
LESS CITY DISCOUNT	\$ <u>-6,269.00</u>
NET CITY COST	\$ <u>30,856.00</u>
DELIVERY CHARGE	\$ <u>-0-</u>

Bid submitted on 14 day of December 2015.
(Day) (Month)

Bid Submitted by: Eldon Dailey
(Signature)

Burtis Motor Co.
(Company)

Printed manuals are not available. CD s only.
Citys Cost: \$149.95



Price Comparison

SUMMARY							
POLICE USE VEHICLES - SUVS - (100L - SUV, POLICE USE, 4 DOOR)							
CONTRACTOR	MODEL	MODEL YR.	ADDITIONAL INFO	MPG (City/Hwy/Combined)	g CO2/mile	TOTAL PRICE	N/A
FORD	POLICE INTERCEPTOR UTILITY	2016		15/20/17	537	\$ 30,715.11	
GM	TAHOE	2016		16/23/18	481	\$ 37,220.52	*

Note: Incl. (Includes) = The selected option is part of a package that includes the listed options.
 Req. (Requires) = In order to get the selected option, you must also select from the listed required options.
 Excl. (Excludes) = The selected option cannot be ordered with the listed options.

Note: " * " Denotes that one or more options are **NOT AVAILABLE (N/A)** . Please see Contract Detail below:

Manufacturer	FORD AFV	GM AFV
Model Picture		
Model	Police Interceptor Utility	TAHOE
Model Year	2016	2016
Additional Info		
Program 1122	Yes	Yes
Base Price \$ (A)	27,245.00	31,010.00
+ Vehicle Options :		
AREQ	0.00	0.00
AWD	0.00	5,343.00
BPDP	2,599.00	N/A
BTCS	0.00	0.00
CLD	16.00	0.00
CNS	-150.00	-150.00
E85 	0.00	0.00
KA	41.00	24.00
MER2	49.00	0.00
PEPP	41.00	625.00

Price; Comparison

PWD	0.00	0.00
SLED	344.00	N/A
SRO	226.00	0.00
Addtl Required Vehicle Options(G)	0.00	0.00
Total Vehicle Options (B)	3,166.00	5,842.00
= Subtotal Unit Price (A+B+G)	30,411.00	36,852.00
Quantity (C)	x 6	x 6
= Sub-Total\$ (A+B+G)*C	182,466.00	221,112.00
+ GSA Surcharge	1,824.66	2,211.12
=Total Selling Price (F)	184,290.66	223,323.12
=Unit Selling Price \$) (F/C)	30,715.11	37,220.52
	Select Model	Select Model

[Back to Options](#)

MPG and g CO2/mile Comparison

Vehicle Model	Police Interceptor Utility		TAHOE	
	MPG	g CO2/mile	MPG	g CO2/mile
Base Model	15/20/17	537	16/23/18	481
AWD	15/20/17	537	16/22/18	498
E85	15/20/17	537	11/17/13	461

Option Description	Vendor Data
AREQ - ADDITIONAL REQUIREMENTS	
AWD - OEM ALL WHEEL DRIVE	
BPDP - BALLISTIC PANELS-DRIVER AND PASSENGER DOORS	
BTCS - BLUETOOTH COMPATIBLE SYSTEM	FORD - MADE STANDARD TO VEHICLE
CLD - COURTESY LAMP DISABLE	
CNS - CONSIGNEE DELIVERY (NO DEALER PREP)	
E85 - ETHANOL FLEXIBLE FUEL AFV	
KA - SAME KEY ON ORDER	
MER2 - MIRRORS-EXTERIOR-REARVIEW-LEFT & RIGHT-HEATED/REMOTE	
PEPP - POLICE EQUIPMENT PACKAGE PRE-WIRING	GM - Inc GM packages 6J3, 6J4, 6J7 & WX7
PWD - POWERED DRIVER'S SEAT	
SLED - LED Spotlight	

SRO - OEM REVERSE OBSTACLE SENSOR

Print

December 15, 2015

(1) New 2016 or newer 4-door crew cab pick-up truck

These specifications describe the mechanical and comfort required which will be used by the City of Garden City Police Department. Below are required features.

2016 Ford F-150 XLT Trim 4-Wheel Drive

COLOR

Black, dark blue or dark gray exterior clear coat paint. Interior shall be gray or black in color.

All Standard Equipment to include the following minimum requirements:

- Vehicle shall be new with less than 1,000 miles on vehicle
- Std • Four wheel Drive (4X4) with alternate switch or transfer case to 2-wheel drive.
- * • V-6 engine with Flex Fuel capability. Units shall have 4-wheel heavy-duty disc with Anti-Lock Brake System (ABS) and 6-speed automatic overdrive transmission
- Std • Alternator - Heavy-duty 220-amp (200 Amp Alternator)
- Std • Audio - AM/FM stereo/single-CD player with auxiliary input, clock and speakers
- W/Pkg • Adjustable accelerator and brake pedals
- * • Battery - Heavy-duty (78-amp-hr/750 CCA) (70 Amp Hr 650 CCA)
- Std • Climate controls - Manual air conditioning
- Std • Cooling system - Heavy-duty (Fail Safe Cooling)
- Std • Cruise control
- Std • Electric power-assisted steering - Heavy-duty
- Std • Exterior key locks - Driver, front-passenger and tailgate (Pass & Tailgate Remote Entry)
- Std • Flooring - carpet
- Std • Full-size spare wheel and tire
- Std • Glass -tinted
- Std • Headlamps - Projector-beam halogen
- Std • Headliner
- Std • Independent front and rear suspensions (Rear Susp. Springs 2 Stage Variable Rate)
- Std • Mirrors -exterior driver and passenger side
- Std • Power door locks
- Std • Power windows with one-touch-up/-down driver's side with disable feature
- Std • Recovery hooks (Utility)
- Std • Digital speedometer display
- Std • Seat - Front heavy-duty cloth split bucket style seats
- Std • Seat - rear heavy-duty cloth passenger
- Std • Tilt steering column (Utility) (Trlescoping Steering Column)
- * • Tires - 235/70R17 all-season BSW
- Std • Wheels - Heavy-duty 17 stock aluminum or chrome wheels
- Std • Running boards
- Std • Bed of truck shall be at least 6.5 feet (length) with a minimum cargo volume of 60-cubic feet
- Std • Ability to deactivate daytime running lights
- 96W • Spray on bed liner
- 67T • Trailer brake controller
- 57Q • Rear window electric defroster
- 853B • OEM draw bar receiver class iv with heavy duty trailer light/brake plug connector
- Std • Remote keyless entry

Additional Optional Features Include (complete a break down option list for each item:

- Black in color aluminum retractable truck bed cover that is water proof (similar to the Retrax brand) (800.00 To 1300.00 Plus Installion. Brand and Model)
- W/Pkg • 6-way power driver's seat
- 59R • Remote start \$181.00
- Std • Synchronize system for cell phones (hand free system)
- Std • Solar-tinted glass (35-percent window tint on all sides and rear glass)(privacy Glass Rear Doors and Back Glass, Driver & Pass. Doors Tinted Glass

Ellen Oriler

December 15, 2015
2016 Ford F-150 Super Crew 4-Wheel Drive
XLT Trim

EXCEPTION(S) TO BID CONDITION AND SPECIFICATIONS:

City of Garden City
Police Vehicle

5.0 Liter V8 Engine. V6 Engine Not Available W/157" W/B 6.5' BED
and 4-Wheel Drive
Alternator 200 Amp Hr. 220 N/A
Battery 70 Amp 650CCA (78 Amp Hr 750 CCA N/A
Cooling System Also W/Fail Safe Cooling
Exterior Key Locking Driver Door Only, Passenger Door and Tailgate
use Keyless Entry.
(5) 265/70R X 17 BSW All-Terrain W/4X4
Privacy Glass Two Rear Doors and Rear Window, Front Passenger and
Driver Door Door Tinted Glass, Privacy Glass is 22%

Eldon Dailey
Eldon Dailey
Burtis Motor Co.

(1) New 2016 or newer 4-door crew cab pick-up truck

Type of Vehicle 2016 Ford f-150 Super Crew 4X4 XLT TRim

Delivery time in weeks from date of order being placed: 8 to 10 weeks, with the delivery date of vehicles to be delivered by the vendor to the Garden City Police Department no later than _____, ____ 2016.

The bidder further agrees that the delivery of said vehicle(s) will not be delivered before January 31, 2016.

The following Bids are per vehicle:

GROSS LIST PRICE	\$ <u>45,500.00</u>
LESS TAXES	\$ <u>-0-</u>
NET LIST PRICE	\$ <u>45,500.00</u>
LESS CITY DISCOUNT	\$ <u>-14,605.00</u>
LESS TRADE IN	\$ <u>-0-</u>
DELIVERY CHARGE	\$ <u>-0-</u>
NET CITY COST	\$ <u>30,895.00</u>

The Following Options will be added to the NET CITY COST:

Option 1	Retractable bed cover	\$ <u>800.00 to 1300.00 Plus Install</u>
Option 2	8 way -way power driver's seat	\$ <u>W/Pkg.</u>
Option 3	Remote start	\$ <u>181.00</u>
Option 4	Synchronize hands free	\$ <u>Std W/Pkg.</u>
Option 5	35% glass tint on all glass	\$ <u>Std WPkg.</u>

Bid submitted on 15 day of December 20 15
(Day) (Month)

Bid Submitted by: Eldon Dailey
(Signature)

Burtis Motor Co.
(Company)

Printed Manuals N/A CD's Only

(1) New 2016 or newer 4-door crew cab pick-up truck

Type of Vehicle 2016 Ram 1500 Quad cab 4x4

Delivery time in weeks from date of order being placed: 6-8 weeks, with the delivery date of vehicles to be delivered by the vendor to the Garden City Police Department no later than March 1st 2016.

The bidder further agrees that the delivery of said vehicle(s) will not be delivered before January 31, 2016.

The following Bids are per vehicle:

GROSS LIST PRICE	\$	<u>42,700</u>
LESS TAXES	\$	
NET LIST PRICE	\$	<u>42,700</u>
LESS CITY DISCOUNT	\$	<u>-10,874</u>
LESS TRADE IN	\$	
DELIVERY CHARGE	\$	<u>349⁰⁰</u>
NET CITY COST	\$	<u>32,175⁰⁰</u>

The Following Options will be added to the NET CITY COST:

Option 1	Retractable bed cover	\$	<u>1275⁰⁰</u>
Option 2	6-way power driver's seat	\$	<u>N/C</u>
Option 3	Remote start	\$	<u>N/C</u>
Option 4	Synchronize hands free	\$	<u>N/C</u>
Option 5	35% glass tint on all glass	\$	<u>N/C</u>

no charge items included in package price of truck

Bid submitted on 17 day of December 2015
(Day) (Month)

Bid Submitted by: [Signature]
(Signature) STORM DENISON

Legacy Chrysler Dodge Jeep Ram
(Company)

LEGACY CHRYSLER DODGE JEEP RAM
 1621 E FULTON STREET
 GARDEN CITY, KS 678466138

Configuration Preview

Date Printed: 2015-12-17 2:57 PM
 Estimated Ship Date:

VIN:
 VON:

Quantity: 1
 Status: BA - Pending order
 FAN 1: 005L6 City of Garden City
 Kansas
 FAN 2:
 Client Code:
 Bid Number: TB6065
 PO Number:

Sold to:
 LEGACY CHRYSLER DODGE JEEP RAM (45658)
 1621 E FULTON STREET
 GARDEN CITY, KS 678466138

Ship to:
 LEGACY CHRYSLER DODGE JEEP RAM (45658)
 1621 E FULTON STREET
 GARDEN CITY, KS 678466138

Vehicle: 2016 1500 SLT QUAD CAB 4X4 (140 in WB 6 FT 4 IN box) (DS6H41)

	Sales Code	Description	MSRP(USD)
Model:	DS6H41	1500 SLT QUAD CAB 4X4 (140 in WB 6 FT 4 IN box)	37,700
Package:	22G	Customer Preferred Package 22G	0
	ERB	3.6L V6 24V VVT Engine	0
	DFL	8-Spd Auto 845RE Trans (Make)	0
Paint/Seat/Trim:	PBU	True Blue Pearl Coat	0
	APA	Monotone Paint	0
	*M9	Cloth 40/20/40 Prem Bench Seat	1,000
	-X8	Black/Diesel Gray	0
Options:	MAF	Fleet Purchase Incentive	0
	MRT	Chrome Tubular Side Steps	525
	DSA	Anti-Spin Differential Rear Axle	0
	XFH	Class IV Receiver Hitch	335
	YEP	Manuf Statement of Origin	0
	XMF	Spray in Bedliner	475
	XHC	Trailer Brake Control	0
	AAR	Trailer & Traction Group	1,120
	4DH	Prepaid Holdback	0
	AJB	Remote Start & Security Alarm Group	350
	4ES	Delivery Allowance Credit	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB6065	Government Incentives	0
Discounts:	XKN	Flex Fuel Vehicle	0
	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,195
Total Price:			<u>42,700</u>

Order Type: Fleet
 Scheduling Priority: 1-Sold Order

PSP Month/Week:
 Build Priority: 99

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



Price Comparison

SUMMARY							
PICKUP TRUCKS (4X4) - (55C - 4X4 PICKUP,FULLSIZE,CREW CAB,6700 GVWR,SPECIAL SERVICE VEH)							
CONTRACTOR	MODEL	MODEL YR.	ADDITIONAL INFO	MPG (City/Hwy/Combined)	g CO2/mile	TOTAL PRICE	N/A
FCA US LLC	RAM 1500 SSV	2016		13/19/15	584	\$ 25,989.32	*
GM	K1500 SSV	2016		16/22/18	525	\$ 31,497.86	
FORD	F150 SSV	2016		15/21/17	522	\$ 31,872.57	*

Note: Incl. (Includes) = The selected option is part of a package that includes the listed options.
 Req. (Requires) = In order to get the selected option, you must also select from the listed required options.
 Excl. (Excludes) = The selected option cannot be ordered with the listed options.

Note: "*" Denotes that one or more options are **NOT AVAILABLE (N/A)**. Please see Contract Detail below:

Manufacturer	FCA US LLC	GM AFV	FORD AFV
Model Picture			
Model	RAM 1500 SSV	K1500 SSV	F150 SSV
Model Year	2016	2016	2016
Additional Info			
Program 1122	Yes	Yes	Yes
Base Price \$ (A)	25,169.00	29,256.00	30,365.00
+ Vehicle Options :			
BLS	266.00	415.00	380.00
CM	91.00	90.00	116.00
		Req: (MF= 0)	
DTG	0.00	175.00	256.00
E85 APV	N/A	0.00	0.00
L6	N/A	300.00	N/A
LT	206.00 Incl: AT	335.00	240.00
RB	N/A	615.00	200.00
RKE	0.00	0.00	0.00
Addtl Required Vehicle Options(G)	0.00	0.00	0.00
Total Vehicle Options (B)	563.00	1,930.00	1,192.00
= Subtotal Unit Price (A+B+G)	25,732.00	31,186.00	31,557.00
Quantity (C)	x 1	x 1	x 1
= Sub-Total\$ (A+B+G)*C	25,732.00	31,186.00	31,557.00
+ GSA Surcharge	257.32	311.86	315.57
=Total Selling Price (F)	25,989.32	31,497.86	31,872.57
=Unit Selling Price \$) (F/C)	25,989.32	31,497.86	31,872.57
	Select Model	Select Model	Select Model

[Back to Options](#)

MPG and g CO2/mile Comparison

Vehicle Model	RAM 1500 SSV		K1500 SSV		F150 SSV	
Base/Options	MPG	g CO2/mile	MPG	g CO2/mile	MPG	g CO2/mile
Base Model	13/19/15	584	16/22/18	525	15/21/17	522
E85			11/14/12	525	0/0/0	0

Option Description	Vendor Data
AT - ALL TERRAIN TIRE TREAD	
BLS - BEDLINER, OEM SPRAY-ON	
CM - CARPETED FLOOR COVERING	
DTG - DARK TINTED GLASS	
E85 - ETHANOL FLEXIBLE FUEL 	FORD - 8/5.0L FFV
L6 - SHORT BED PICKUP BODY	GM - 6'6" box
LT - LIGHT TRUCK TIRES	
MF - FLOOR MATS	
RB - RUNNING BOARDS	
RKE - REMOTE KEYLESS ENTRY	

Print



Price Comparison

SUMMARY							
PICKUP TRUCKS (4X4) - (55C - 4X4 PICKUP, FULLSIZE, CREW CAB, 6700 GVWR, SPECIAL SERVICE VEH)							
CONTRACTOR	MODEL	MODEL YR.	ADDITIONAL INFO	MPG (City/Hwy/Combined)	g CO2/mile	TOTAL PRICE	N/A
FCA US LLC	RAM 1500 SSV	2016		13/19/15	584	\$ 26,351.91	*
GM	K1500 SSV	2016		16/22/18	525	\$ 31,548.36	*
FORD	F150 SSV	2016		15/21/17	522	\$ 34,116.79	*

Note: Incl. (Includes) = The selected option is part of a package that includes the listed options.
 Req. (Requires) = In order to get the selected option, you must also select from the listed required options.
 Excl. (Excludes) = The selected option cannot be ordered with the listed options.

Note: "*" Denotes that one or more options are **NOT AVAILABLE (N/A)**. Please see Contract Detail below:

Manufacturer	FCA US LLC	GM 	FORD
Model Picture			
Model	RAM 1500 SSV	K1500 SSV	F150 SSV
Model Year	2016	2016	2016
Additional Info			
Program 1122	Yes	Yes	Yes
Base Price \$ (A)	25,169.00	29,256.00	30,365.00
+ Vehicle Options :			
AP	102.00	N/A	N/A
BLS	266.00	415.00	380.00
BTCS	0.00	0.00	0.00
CM	91.00	90.00 Req: (MF= 0)	116.00
CNS	-155.00	-150.00	-150.00
CU	N/A	50.00	0.00
DTG	0.00	175.00	Included
E85	N/A	0.00	0.00
IE1	N/A	N/A	1,596.00
L6	N/A	300.00	N/A
LT	206.00 Incl: AT	335.00	240.00
RB	N/A	615.00	200.00
RD	124.00	150.00	256.00 Incl: DTG
RKE	0.00	0.00	0.00
RKS	288.00	N/A	N/A
RS	N/A	N/A	0.00
SRO	N/A	N/A	220.00 Req: (RH4= 556)

Addl Required Vehicle Options(G)	0.00	0.00	556.00
Total Vehicle Options (B)	922.00	1,980.00	2,858.00
= Subtotal Unit Price (A+B+G)	26,091.00	31,236.00	33,779.00
Quantity (C)	x 1	x 1	x 1
= Sub-Total\$ (A+B+G)*C	26,091.00	31,236.00	33,779.00
+ GSA Surcharge	260.91	312.36	337.79
=Total Selling Price (F)	26,351.91	31,548.36	34,116.79
<hr/>			
=Unit Selling Price \$) (F/C)	26,351.91	31,548.36	34,116.79
	Select Model	Select Model	Select Model

[Back to Options](#)

MPG and g CO2/mile Comparison

Vehicle Model	RAM 1500 SSV		K1500 SSV		F150 SSV	
Base/Options	MPG	g CO2/mile	MPG	g CO2/mile	MPG	g CO2/mile
Base Model	13/19/15	584	16/22/18	525	15/21/17	522
E85			11/14/12	525	0/0/0	0
IE1					16/22/18	486

<u>Option Description</u>	<u>Vendor Data</u>
AP - ADJUSTABLE OPERATING PEDALS	
AT - ALL TERRAIN TIRE TREAD	
BLS - BEDLINER, OEM SPRAY-ON	
BTCS - BLUETOOTH COMPATIBLE SYSTEM	
CM - CARPETED FLOOR COVERING	
CNS - CONSIGNEE DELIVERY (NO DEALER PREP)	
CU - CLOTH UPHOLSTERY	FORD - Front only
DTG - DARK TINTED GLASS	
E85 - ETHANOL FLEXIBLE FUEL 	FORD - 8/5.0L FFV
IE1 - Increased Power Engine 1	FORD - 6/3.5L EcoBoost HP/TORQUE 365/420
L6 - SHORT BED PICKUP BODY	GM - 6'6" box
LT - LIGHT TRUCK TIRES	
MF - FLOOR MATS	
RB - RUNNING BOARDS	
RD - REAR WINDOW ELECTRIC DEFROSTER	
RH4 - OEM DRAW BAR RECEIVER CLASS IV	
RKE - REMOTE KEYLESS ENTRY	
RKS - REMOTE KEYLESS START	
RS - RECLINING BUCKET/CAPTAINS CHAIRS	
SRO - OEM REVERSE OBSTACLE SENSOR	

[Print](#)

CITY OF GARDEN CITY
POLICE DEPARTMENT

JAMES R. HAWKINS
CHIEF OF POLICE

304 N. 9TH STREET
GARDEN CITY, KANSAS 67846

620-276-1300
FAX: 620-276-1313
OR 620-276-1314

November 1, 2015

Burtis Motors

601 West Kansas Avenue
Garden City, Kansas 67846

Attn: New and Leased Vehicle Departments

The City of Garden City Police Department will receive sealed bids for the provision of one **(1) new 2016 or newer 4-door crew cab pick-up truck as per the attached specifications for the Garden City Police Department.** Bids must be received by 2:00 PM on December 20, 2015. Late bids will not be considered nor returned.

**PART ONE
GENERAL TERMS AND INSTRUCTIONS**

SECTION I - TERMS AND CONDITIONS

- 1.1 All bids submitted shall be valid for a minimum of 90 days, unless otherwise specified.
- 1.2 The equipment furnished under these specifications shall be the latest improved model in current, as offered to commercial trade, and shall be of quality workmanship and material. The bidder represents that all equipment offered under this specification shall be new. USED, SHOPWORN DEMONSTRATOR, PROTOTYPE OR DISCONTINUED MODELS ARE NOT ACCEPTABLE, UNLESS SPECIFICALLY STATED OTHERWISE IN THE SPECIFICATIONS.
- 1.3 The City reserves the right to cancel or make null and void, any purchase order, if delivery cannot be made on the specified delivery date.
 - 1.3.1 In case of default by the contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- 1.4 The bidder agrees if their proposal is accepted to guarantee the design, material and workmanship of the unit bid upon the current factory warranty, and to replace free of charge F.O.B. delivery point, any parts that fail to meet this guarantee. Any part or assembly parts failing due to design, material or workmanship within the warranty period must be replaced by the bidder free of charge to the City of Garden City, Kansas, and any labor involved in these failures must be furnished or paid for by the bidder for the warranty period. The dealer shall furnish a properly executed service and warranty with the vehicles. All items shall be delivered F.O.B. destination. Delivery costs and charges shall be included in the bid, unless otherwise stated in the specifications or proposal.
- 1.5 The name and manufacturer, trade name, manufacturer or vendor catalog number mentioned in the specifications and proposal sheet is for the purpose of designating a minimum standard of quality and type and for no other reason. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any items unless, otherwise stated in the specifications or proposals.

- 1.6 Materials shall be of good commercial quality for the intended service and shall be produced by use of current manufacturing processes. Material shall be treated to resist rust, corrosion and wear. The design of the mechanical members shall be such that the stress imposed through normal shock loads at maximum torque shall not cause rupture or permanent deformations or undue wear on any member.
- 1.7 The bidder shall satisfy the purchasing official that they maintain a store or branch staffed with qualified servicemen and with provisions for securing parts from the manufacturer within a reasonable length of time.
- 1.8 Bid awards are not official until a purchase order is issued or the Police Department is notified of the successful vendor in writing. Awards will be made to the best responsible bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements, deliver terms and guarantee clauses shall all be taken into consideration.
- 1.9 Bidders must submit with their bid the latest printed specifications and advertising literature on the unit they propose to furnish. Bidder shall supply one (1) parts book, one (1) service and repair manual. The sum of \$500.00 will be retained from payment until all manuals are provided as specified
- 1.10 The bidder shall be responsible for making arrangements for pick up and return of vehicle to the City of Garden City, Kansas Fleet Maintenance Shop, 103 S. Ninth Street, Garden City, Kansas 67846 for all warranty repairs through a local authorized dealer.
- 1.11 The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specification of this bid. This sheet is labeled "Exception(s) to Bid Conditions and Specifications," and shall be attached to the Bid.
- 1.12 The purchaser reserves the right to reject any or all bids, to waive any informality to bids, to accept in whole or in part such bid or bids as may be deemed in the best interest of the purchaser.
- 1.13 Inspection of the vehicles will be made as soon as possible. Vehicles with missing equipment or otherwise failing to meet or comply with specifications will not be accepted and will become the vendor's responsibility.
- 1.14 **Delivery of vehicle by delivery date specified on Bid Quotation Form is a material condition of bid. Failure to deliver vehicle by delivery date stated on Bid Quotation Form shall result in liquidated damages of .1 percent per day after deliver date until delivery of the vehicle. The liquidated damages will be withheld from final payment to bidder. As an additional or alternative remedy if bidder is not able to meet the delivery date and the delivery date is more than 30 days past the original delivery date stated on Bid Quotation Form, the City of Garden City shall have the option to rescind acceptance of this bid and any purchase contract.**

SECTION II - SUBMISSION OF BID

- 2.1 Bid received after the designated date and time will not be opened nor returned.
- 2.2 All bids shall be submitted on and in accordance with forms for this purpose, which are available from the Police Department or similar bid if by electronic means. Additional supplementary documentation, when requested, shall be submitted on the bidder's letterhead.
- 2.3 All bids are to be submitted in sealed, plainly marked envelopes. Envelopes shall be marked in the bottom left corner with the "Police Vehicle Bids". Facsimile and telephone bids will

not be accepted, however web based bids will be accepted provided they can be accessed on the day of bid opening.

- 2.4 An authorized officer or agent of the company submitting the bid must sign all bids in order to be considered.
- 2.5 Bids, which show omission, irregularity, alteration of forms, additions not called for, or conditional or unconditional unresponsive bids may be rejected.
- 2.6 Any bids submitted with corrected errors shall have the correction initialed by the person signing the bid.
- 2.7 Bidder shall submit with bid, the latest information and detailed specifications on equipment they propose to furnish. This literature is for informational purpose only, and shall be used to help determine a product's compliance with specifications.

SECTION III - BID EVALUATION

- 3.1 The City reserves the right to evaluate all bids, waive any technical or informalities, reject any and/or bids and proposals, and further specifically reserves the right to make the award and/or awards in the best interest of the City.
- 3.2 After the bids are opened, each will be carefully reviewed. Generally, a decision as to who the best bidder is will be made within 24 hours after the bids are opened but will wait for approval from the City Commission.
- 3.2 The bid evaluation will be made on the following criteria:
 - 3.2.1 Bid price
 - 3.2.2 Compliance with specifications
 - 3.2.3 Product features and serviceability
 - 3.2.4 Availability of warranty service and parts
 - 3.2.5 Prompt pay discount, if offered, and meeting requirements
 - 3.2.6 Delivery date.
- 3.3 The City may waive minor differences in specifications, provided these differences do not violate the specification intent, materially affect the operation for which the item or items being purchased nor increase the estimated maintenance and repair cost to the City.
- 3.4 In order for a prompt pay discount to be considered as a factor in the award of this bid, the minimum days allowed for payment to receive discount shall be 15 days after the receipt of a correct invoice.
- 3.5 The City reserves the right to award all bids in their entirety or part, whichever, in its opinion, best serves the interest of the City.
- 3.6 Unless clearly shown on the bid that it is the intent a reduced total price is being offered on the basis of receiving an award of all items covered by the total, a total should be the actual sum of the extension of unit prices; otherwise, in the event of any discrepancy between a unit price(s), extended price(s) and/or total price(s), unit price shall govern and the bid will be refigured accordingly.
- 3.7 The City shall be the sole judge as to an item meeting or exceeding the specifications.
- 3.8 Time of delivery is a part of the consideration and must be stated.
- 3.9 **If there are bids from a bidder having a principal place of business in Finney County, Kansas (local bidder), and a bidder with a principal place of business outside of Finney**

County, Kansas, and the lowest bid is submitted by a bidder which is not a local bidder, the Governing Body may award the bid to the local bidder, under the following conditions:

(i) For City vehicles, the amount of the bid of the local bidder is not more than 2% greater than the amount of the low bid.

- 3.10 NON-COLLUSION: Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Kansas or United States law.

SECTION IV - BILLING AND PAYMENT

- 4.1 The vendor shall submit an invoice in duplicate to:

Garden City Police Department
Attn: Emily Burns
304 N. 9th Street
Garden City, KS 67846

- 4.2 The City of Garden City is tax exempt. Total bid is to be F.O.B. Garden City, Kansas. The City of Garden City reserves the right to reject any and all bids.

- 4.3 Payment by the City shall be made within thirty (30) days after delivery, unless otherwise specifically provided, subject to any discounts offered.

4.2.1 Payment will be made by the City to the vendor upon receipt of invoice, a copy of the certificate of Origin, Bill-of-Sale, and acceptance of the vehicle by the City.

4.2.2 Any prompt pay discount will be computed from the date of delivery of the equipment, supplies, or materials at destination, when final inspection and acceptance are at those points, or from the date the correct invoice is received, if the latter is later than the date of delivery.

(1) New 2016 or newer 4-door crew cab pick-up truck

These specifications describe the mechanical and comfort required which will be used by the City of Garden City Police Department. Below are required features.

COLOR

Black, dark blue or dark gray exterior clear coat paint. Interior shall be gray or black in color.

All Standard Equipment to include the following **minimum requirements:**

- Vehicle shall be new with less than 1,000 miles on vehicle
- Four wheel Drive (4X4) with alternate switch or transfer case to 2-wheel drive.
- V-6 engine with Flex Fuel capability. Units shall have 4-wheel heavy-duty disc with Anti-Lock Brake System (ABS) and 6-speed automatic overdrive transmission
- Alternator - Heavy-duty 220-amp
- Audio - AM/FM stereo/single-CD player with auxiliary input, clock and speakers
- Adjustable accelerator and brake pedals
- Battery - Heavy-duty (78-amp-hr/750 CCA)
- Climate controls - Manual air conditioning
- Cooling system - Heavy-duty
- Cruise control
- Electric power-assisted steering - Heavy-duty
- Exterior key locks - Driver, front-passenger and tailgate
- Flooring - carpet
- Full-size spare wheel and tire
- Glass -tinted
- Headlamps - Projector-beam halogen
- Headliner
- Independent front and rear suspensions
- Mirrors -exterior driver and passenger side
- Power door locks
- Power windows with one-touch-up/-down driver's side with disable feature
- Recovery hooks (Utility)
- Digital speedometer display
- Seat - Front heavy-duty cloth split bucket style seats
- Seat - rear heavy-duty cloth passenger
- Tilt steering column (Utility)
- Tires - 235/70R17 all-season BSW
- Wheels - Heavy-duty 17 stock aluminum or chrome wheels
- Running boards
- Bed of truck shall be at least 6.5 feet (length) with a minimum cargo volume of 60-cubic feet
- Ability to deactivate daytime running lights
- Spray on bed liner
- Trailer brake controller
- Rear window electric defroster
- OEM draw bar receiver class iv with heavy duty trailer light/brake plug connector
- Remote keyless entry

Additional Optional Features Include (complete a break down option list for each item:

- Black in color aluminum retractable truck bed cover that is water proof (similar to the Retrax brand)
- 6-way power driver's seat
- Remote start
- Synchronize system for cell phones (hand free system)
- Solar-tinted glass (35-percent window tint on all sides and rear glass)

NOTE

All bid prices shall include any standard factory equipment, standard safety equipment and any standard Police equipment installed items not specifically mentioned in the above specifications. All bids shall be for a top of the line vehicle having all items listed in their respective published specifications as standard items on the package. All bid prices shall include the price of the title.

Inspection of the vehicles will be made as soon as possible. Vehicles with missing equipment or otherwise failing to meet or comply with specification will not be accepted and will become the vendor's responsibility.

Any item which is set forth in the itemized specifications that is standard equipment on the unit and included in the unit base price should be indicated as such by marking "standard" or "N/C" - no charge.

The successful bidder must furnish at the time of delivery, a copy of the factory invoice listing required accessories and will furnish at time of delivery a certificate attesting that all specifications are included in or on the delivered unit as bid. Said certificate form will be furnished to the City prior to delivery of the unit.

Bids will be accepted until **2:00 p.m. on December 20, 2015**, and will be opened at the Garden City Police Department at such time. The proposals will then be reviewed and a recommendation made for acceptance by the City Commission at the first meeting following receipt.

Please submit your bid to the Garden City Police Department, Attn: Sergeant Bill Powers, 304 N. 9th Street, Garden City, Kansas 67846 on or before December 20, 2015. Mark on the outside of the envelope: "POLICE VEHICLE BIDS". Please contact Sergeant Bill Powers at 620-276-1340 or richard.powers@gardencityks.us for any questions you may have.

Please resolve any questions which you may have regarding the Minimum Specifications, bid requirements, etc. before the bid opening by contacting Sergeant Bill Powers of the Garden City Police Department at (620) 276-1340 or richard.powers@gardencityks.us.

Thank you for your time and cooperation in this matter.

Courtney Prewitt, Captain
Interim CHIEF OF POLICE

IDENTICAL LETTERS WERE MAILED, HAND DELIVERED, OR SUBMITTED
ELECTRONICALLY ON THE SAME DATE:

Burtis Motors

601 West Kansas Avenue
Garden City, Kansas 67846

Olathe Ford Sales Inc. DBA Olathe Ford Lincoln Mercury

Ford Fleet Police Vehicles
1845 E. Santa Fe
Olathe, Ks 66062

Mel Hambleton Ford

Ford Fleet Sales
11771 W. Kellogg
Wichita, KS 67209

Lewis Automotive Group

1903 E. US 50 Business
Garden City, KS 67846

Western Motors

409 E. Fulton
Garden City, KS 67846

Legacy Auto Center

1621 E. Fulton
Garden City, KS 67846

Olathe Ford Sales Inc. DBA Olathe Ford Lincoln Mercury

Ford Fleet Sales
1845 E. Santa Fe
Olathe, KS 66062

GSA Auto (Government Auto Site)

www.autochoice.gsa.gov



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Cemetery Department
DATE: January 19, 2016
RE: Reserve Burial Rights of Space at Valley View Cemetery

ISSUE:

Permission for Rachel Rodriguez to reserve Space 2, Lot 27, Zone J of Valley View Cemetery for the consideration of \$50.00 for the period of one year.

BACKGROUND:

None

ALTERNATIVE:

None

RECOMMENDATION:

None

FISCAL NOTE:

This one-time \$50 revenue will be coded to the General Fund in line item 3115 - Cemetery Spaces.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Neighborhood & Development Services
DATE: January 19, 2016
RE: Licenses

ISSUE:

Licenses

BACKGROUND:

Attached is the list of contractors who have applied for a new or renewal contractor license from Neighborhood & Development Services.

ALTERNATIVE:

None.

RECOMMENDATION:

None.

FISCAL NOTE:

None.

ATTACHMENTS:

Description	Upload Date	Type
Contractor Licensing	1/14/2016	Backup Material

CONTRACTOR LICENSE AGENDA

JANUARY 19, 2016

2016 NEW

CLASS B GENERAL CONTRACTOR

Rawack

2016 RENEWAL

CLASS A GENERAL CONTRACTOR

Building Solution LLC
Hutton Construction Corp.
The Law Company Inc.
Tatro Plumbing Co. Inc.
APAC-Kansas Inc

CLASS B GENERAL CONTRACTOR

Harmon Construction
McMillan Plumbing
DV Construction
McMillan Plumbing
TJ'S Construction

CLASS D-E ELECTRICAL CONTRACTOR

Wallace Electric LLC
Hemmert Electric
McMillan Plumbing
J&T Electric LLC
GC Electric LLc
McMillan Plumbing
Electrical Solutions Company
Wichita Electric Co. Inc

CLASS D-M MECHANICAL CONTRACTOR

A&J Sheet Metal & Air LLC
Ducts in a Row
ALTA Refrigeration Inc
McMillan Plumbing
Angel A/C & Refrigeration
Tatro Plumbing Co. Inc.

CLASS D-P PLUMBING W/ GAS CONTRACTOR

Johnson Septic Tank Services & Plumbing LLC
Solomon's Plumbing LLC
McMillan Plumbing
Tatro Plumbing Co. Inc.

CLASS E-BF BACKFLOW TEST CONTRACTOR

Tatro Plumbing Co. Inc

CLASS E-SOC SPECIALIZED OTHER CONTRACTOR

The Green Solutions

Other Entities Minutes



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Rachelle Powell, Director of Aviation
DATE: January 19, 2016
RE: December 2015 Airport Advisory Board Minutes

ISSUE:

Presentation of the Garden City Regional Airport Advisory Board monthly minutes.

BACKGROUND:

Attached is the Airport Advisory Board minutes for December 2015.

ALTERNATIVE:

None

RECOMMENDATION:

None

FISCAL NOTE:

None

ATTACHMENTS:

Description	Upload Date	Type
AAB December Minutes	1/15/2016	Backup Material



**GARDEN CITY REGIONAL AIRPORT
ADVISORY BOARD MINUTES
DECEMBER 10, 2015**

5:30 P.M. MEETING CALLED TO ORDER

MEMBERS PRESENT

Ed Fischer, Charlie Robinson, Ken Frey, Marlo Miller, Darin Germann, Max Meschberger, and Steve Ziegler.

MEMBERS ABSENT

None.

STAFF PRESENT

Darroch Perkins

ITEM 1 PUBLIC COMMENT

No public comment.

ITEM 2 APPROVAL OF NOVEMBER 12, 2015 MINUTES

Marlo Miller made a motion to approve the November 12, 2015 Airport Advisory Board minutes. Darin Germann seconded the motion. The motion passed unanimously.

ITEM 3 LEASE REVIEW

The Airport Raceway Corporation rents 14.5 acres of land to operate a motor vehicle raceway. The rental amount is \$500.00 per year. The lease was amended on December 6th, 2011 to extend the term of the agreement for one additional five year term and change the annual rent and payment dates for the rental payments.

Staff requests the Airport Advisory Board consideration and recommendation of the automatic renewal of the lease between Airport Raceway Corporation and the City of Garden City.

Max Meschberger made a motion to approve the automatic renewal of the Airport Raceway Corporation lease and Ken Frey seconded the motion. The motion passed unanimously.

ITEM 4 DIRECTOR'S REPORT

Staff discussed the Director's Report with the Airport Advisory Board.

ITEM 5 MONTHLY REPORTS

Staff reviewed the monthly reports with the Airport Advisory Board.

ITEM 6 BOARD MEMBER COMMENTS

- A. Ed Fischer – Thanked all applicable parties for his time on the board.
- B. Charlie Robinson –Enjoyed CIP meetings, “really good education about the public.”
- C. Ken Frey – Bid his farewell to Ed Fisher.
- D. Marlo Miller – No comment.
- E. Darin Germann – No comment.
- F. Max Meschberger – No Comment.
- E. Steve Ziegler – No Comment.

ITEM 7 ADJOURNMENT

Ken Frey made a motion to adjourn. Ed Fisher seconded the motion. The motion passed unanimously.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Lee Richardson Zoo
DATE: January 19, 2016
RE: Presentation of the Lee Richardson Zoo Advisory Board agenda and minutes.

ISSUE:

Presentation of the Zoo Advisory Board agenda and minutes.

BACKGROUND:

Attached is the ZAB agenda and minutes for January, 2016

ALTERNATIVE:

None

RECOMMENDATION:

None

FISCAL NOTE:

None

ATTACHMENTS:

Description	Upload Date	Type
Zoo Advisory Board Agenda	1/13/2016	Cover Memo
January Zoo Advisory Board Minutes	1/13/2016	Cover Memo

FINNUP CENTER FOR CONSERVATION
EDUCATION

5:00 PM, TUESDAY, JANUARY 5, 2016

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. NEW BUSINESS

1. Zoo Monthly Report
2. FOLRZ Report
 - a. Annual Dinner – Tuesday, January 26

V. OLD BUSINESS

1. Board Tour – Saturday, January 9 at 10:00 am

VI. BOARD MEMBER REPORTS

VII. ADJOURN

Thanks.

Kristi (276-1250)

Zoo Advisory Board
Minutes of Meeting Held
Tuesday, January 5, 2016

Members Present: Taylor Freburg, Jimmy Deal, Donna Lightner, Ryan Derstein, Tammy Rieth, Phil Sloderbeck

Members Absent: Kathy Diehl

Others Present: Kristi Newland, Donna Wohler, Jordan Piha, Jessica Norton

- I. The meeting was called to order at 5:11
- II. Approval of Agenda –The agenda was approved.
- III. Approval of Minutes –The minutes from the December meeting were approved.
- IV. New Business
 - a. Zoo Monthly Report – The Pallas Cat exhibit has been completed and the cats are on exhibit. A training door was installed inside the mountain lion barn to train the cats for vet procedures so sedation is not needed as often. Staff is hard at work on the AZA accreditation application. The zoo shared a video on social media demonstrating giraffe hoof training at LRZ, and it has been seen by over 75,000 people. The Volunteer recruitment coffee is Saturday at 2:00 and will provide information about the 3 levels of zoo volunteer opportunities. A new sign was installed at the butterfly garden identifying the area to the public. Other signs that will educate the public about butterflies & how to help them are under development. The Take Conservation Home sign is up and has conservation reminder magnets for guests to take home. The Spirit Nest was transformed into 2 Dream Nests that are now safe to play around. The board discussed the timeline for rhino transfers and exhibit renovations.
 - b. FOLRZ Report – A grant was received from the Mary Jo Williams Charitable Trust for \$10,000 to help fund the Strategic Plan update. The Safari Shoppe is closed for inventory and will reopen mid to late February. The Safari Shoppe has made a profit in recent years and contributed \$50,000 to the primate exhibit project. An outpost building will be placed near the River Mining Sluice to house and sell sluice supplies, snacks, and gift items and store the Dippin Dots cart. Tails in Tinseltown took place and went well. The board discussed memberships and strategies to increase members.
 - i. Annual Dinner – Tuesday, January 26 – There will be a panel discussion made up of LRZ zookeepers with Kathy Sexson moderating. Guests can submit questions they have about the zoo, zookeepers and animals.
- V. Old Business
 - a. Board Tour – Saturday, January 9 – Due to forecasted cold temperatures, the board will reschedule the tour and discuss a new date at the next meeting.
- VI. Board Member Reports – Tammy was very complimentary of the Keepers' rapport with the animals from her walks around the zoo.
- VII. The meeting was adjourned at 6:11 p.m.

Next scheduled Meeting is February 2, 2016 at 5:00 p.m.