



**AGENDA
CITY COMMISSION MEETING
Tuesday, April 5, 2016
1:00 PM**

City Administrative Center, 301 N. 8th Street

I. Note:

No Pre-Meeting.

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

III. PLEDGE OF ALLEGIANCE TO THE FLAG AND INVOCATION

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

A. March 15, 2016 City Commission minutes.

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

VI. CONSIDERATION OF PETITIONS, MEMORIALS AND REMONSTRANCES

A. The Governing Body is asked to consider and allow the Mayor to proclaim April 6, 2016 as Michael Prieto Day.

B. The Governing Body is asked to consider and allow the Mayor to proclaim April 7, 2016 as Jesse Nunez Day.

C. The Governing Body is asked to consider allowing the Mayor to proclaim the week of April 5 - 12, 2016 as Garden City High School Wrestling Championship Week.

D. The Governing Body is asked to consider and allow the Mayor to proclaim April 8, 2016 as Tristan Funk Day.

E. The Governing Body is asked to consider and allow the Mayor to proclaim April 12 - 19, 2016 as Garden City High School Bowling Championship Week.

F. The Governing Body is asked to consider and allow the Mayor to proclaim April 2016 as Child Abuse Prevention Month.

G. The Governing Body is asked to consider a waiver of the Itinerant Merchant license fee for Stutzman Greenhouse by Garden True Value.

H. The Governing Body is asked to consider and approve use of Lee Richardson

Zoo facilities for Friends of Lee Richardson Zoo fund-raising events for 2016.

VII. REPORT OF THE CITY MANAGER

- A. Presentation of the February 2016 monthly code compliance report from Neighborhood & Development Services.
- B. Presentation of 2017 City Budget Information from City Staff.

VIII. MEETINGS OF NOTE

- April 9-12, 2016 – Western Kansas Congressional Delegation briefing and reception in Washington, D.C.
- April 20, 2016 – Earth Day – Party for the Planet at Lee Richardson Zoo
- June 2-4, 2016 - "Monkey Business" performance at the Finnup Center in the Baffa Lecture Hall at 7:30 p.m.
- June 5, 2016 - "Monkey Business" performance at the Finnup Center in the Baffa Lecture Hall at 2:00 p.m.
- June 6, 2016 – June 16, 2016 – Flying Legends of Victory will make a tour stop at Garden City Regional Airport. The B-17 Sentimental Journey will be on display for free viewing from 9:00 am - 6:00 pm. A small donation is requested to tour the aircraft and tickets to fly in the aircraft are available!
- June 9-11, 2016 - "Monkey Business" performance at the Finnup Center in the Baffa Lecture Hall at 7:30 p.m.
- June 12, 2016 - "Monkey Business" performance at the Finnup Center in the Baffa Lecture Hall at 2:00 p.m.

IX. CONSIDERATION OF APPROPRIATION ORDINANCE

- A. Appropriation Ordinance No. 2409-2016A.

X. CONSIDERATION OF ORDINANCES AND RESOLUTIONS

- A. The Governing Body is asked to consider and approve a Resolution of Intent to Issue Industrial Revenue Bonds (IRB) for Ranch House Senior Living, LLC for the development of a senior housing complex at 2802 N. Campus Drive.

Resolution No. _____-2016, a resolution stating the intent of the Governing Body of the City of Garden City, Kansas to issue Industrial Revenue Bonds in an aggregate principal amount not to exceed \$38,000,000 to pay costs of acquiring, constructing and equipping commercial facilities within the city.

- B. The Governing Body is asked to consider and approve a correction to Municipal Code Ordinance 86-14 -- Maximum Speed Limits.

Ordinance No. _____ - 2016, an ordinance regulating maximum speed limits in the City of Garden City, Kansas; amending Code Section 86-14; repealing current Code Section 86-14; all to the Code of Ordinances of the City of Garden City, Kansas.

- C. The Governing Body is asked to consider and approve an amendment to City Code of Ordinance 90-304 (f) power factor adjustment.

Ordinance No. _____ - 2016, an ordinance regulating Electric Service within the City of Garden City, Kansas; amending Code Section 90-304; repealing current Code Section 90-304; all to the Code of Ordinances of the City of Garden City, Kansas.

- D. The Governing Body is asked to consider and approve a Resolution of Support for a TIGER VIII grant application being submitted by Lamar, Colorado on behalf of the Southwest Chief Rural Rail Partnership and is asked to consider a pledge of financial support in the amount of \$12,500.

Resolution No. _____-2016 A Resolution encouraging efforts to maintain the Southwest Chief passenger service through the states of Kansas, Colorado and New Mexico and pledging financial participation in the Lamar Colorado TIGER VIII grant application.

XI. OLD BUSINESS

XII. NEW BUSINESS

- A. President of Finney County Economic Development Corporation, Lona Duvall will be present to review the first quarter report for 2016 with the Governing Body.
- B. The Governing Body is asked to consider a rate increase for Cereal Malt Beverage licenses in Garden City, Kansas.
- C. The Governing Body is asked to consider and approve the distribution of the Downtown Development Fund for 628 N. 8th Street.
- D. The Governing Body is asked to consider and approve the distribution of the Downtown Development Fund for 424 N. Main Street.
- E. The Governing Body is asked to consider identifying the number of board reorganizations, and the dates of those reorganizations, to account for the change in dates of local elections created by State law regarding local elections enacted in 2015.
- F. ***Consent Agenda for approval consideration:***

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

1. The Governing Body is asked to consider accepting the low bid for street sealing opened Wednesday, March 23, 2016 at 10:00 am.
2. The Governing Body is asked to consider and approve a Real Estate Purchase Option for right-of-way and the purchase of property for the Kansas Avenue widening project, from Maria Cerritos-Mora, a/k/a Maria Cerritos, and Jose Ramirez, her husband.
3. The Governing Body is asked to consider and approve the bid from

Davis Electric Inc. in the amount of \$71,400.00, for the electrical equipment upgrade at the City Administrative Center.

4. Quit Claim Deed from Kenneth Dickenson transferring Space 1, Lot 120, Zone A, of Sunset Memorial Gardens to Sharon A. Murray.
5. The Governing Body is asked to consider and approve licenses for April 5, 2016.

XIII. CITY COMMISSION REPORTS

A. Commissioner Cessna

B. Commissioner Dale

C. Mayor Doll

D. Commissioner Law

E. Commissioner Fankhauser

XIV. OTHER ENTITIES

- A. Presentation of the March 10, 2016 meeting minutes from the Community Health Advisory Board.
- B. Presentation of the March 22, 2016 meeting minutes for the Police/Citizens Advisory Board meeting held on March 22, 2016.
- C. Presentation of the January 27, 2016 meeting minutes from the Garden City Recreation Commission.
- D. Presentation of the February 29, 2016 meeting minutes of the Garden City Recreation Commission.

XV. ADJOURN

THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

City of Garden City

March 15, 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, March 15, 2016 with all members except Commissioner Cessna present. Commissioner Law opened the meeting with the Pledge of Allegiance to the Flag and the Invocation.

Gilbert Valerio, Finney County Emergency Management Director spoke about the Severe Weather Awareness week and that the City was going to participate in a state wide exercise to test severe weather sirens.

Kay Gillespie asked the Governing Body if there were any questions regarding the Trap, Neuter and Release program. Mayor Doll stated that staff is preparing something for the Governing Body's consideration at a future meeting.

Mayor Doll and City Manager Allen recognized the Golf, Wastewater Treatment Plant, Fleet Maintenance and Traffic divisions as the recipients of the annual 2015 Department Safety Award, Kelly Stevenson, Cemetery Department as the recipient of the 4th Quarter Safety Recognition Award and Matt Bribiesca, Electric Department as the overall recipient of the 2015 Safety Recognition Program. The Zoo Department was recognized for the annual Most Improved Safety Record Award, based upon the Safety Committee's review of accidents/workers' compensation claims per department from 2015 and 2014.

Commissioner Fankhauser moved to approve and allow Kansas Organization of Recyclers and Kansas Department of Health and Environment Bureau of Waste Management to serve beer and other cereal malt beverages for consumption at the Finnup Center on April 6, 2016 from 6:00 p.m. - 8:00 p.m. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

There was a presentation of the annual report from the Garden City Police Department stating the local forfeiture income and expenditures.

Assistant to the City Manager Cottrell gave an update on the Southwest Chief Route Improvement TIGER grant project.

City Manager Allen congratulated City Clerk Celyn Hurtado on fulfilling all the requirements for the Certified Municipal Clerk (CMC) Program of the International Institute of Municipal Clerks (IIMC) and earning her CMC designation.

City Manager Allen acknowledged the passing of Robert M. "Bob" Halloran. Allen noted that Bob was very influential in the professional development of many current members of the City's management team and his impact on the development of this community during his tenure as Assistant City Manager and City Manager was significant.

Staff provided several items of information for Governing Body review including the following: from Director of Aviation Powell, the monthly airport report, from Cemetery Director Stevenson the monthly report, from Community Development Director Kentner the monthly building, from Finance Director Hitz the monthly financials, from Police Chief Utz the monthly activity report, from Public Works Director Curran the monthly transit report and city projects update and from Zoo Director Newland the monthly zoo report.

Meetings of note:

- March 15, 2016 – Garden City Area Chamber of Commerce monthly breakfast at The Golf Club at Southwind at 7:30 a.m.
- March 15, 2016 – Garden City Area Chamber of Commerce to host the Garnand Funeral Home Open House from 5:00 p.m. – 6:30 p.m.
- March 19, 2016 – Legislative Coffee at St. Catherine Hospital, Classroom B at 10:00 a.m.
- March 24, 2016 - Citizens Academy at Buffalo Dunes Golf Course at 5:30 p.m.
- March 29, 2016 – Town Hall Meeting at the City Administrative Center at 7:00 p.m.
- March 31, 2016 – Citizen Academy at City Administrative Center
- April 9-12, 2016 - Western Kansas Congressional Delegation meetings and reception in Washington, D.C.
- April 20, 2016 - Earth Day - Party for the Planet at Lee Richardson Zoo

Appropriation Ordinance No. 2408-2016A, “AN APPROPRIATION ORDINANCE MAKING CERTAIN APPROPRIATIONS FOR CERTAIN CLAIMS IN THE AMOUNT OF \$2,552,870.18” was read and considered section by section. Commissioner Fankhauser moved to approve and pass Appropriation Ordinance No. 2408-2016A. Commissioner Dale seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

The Governing Body considered an ordinance to affirm the City of Garden City's adoption and continued operation under the Commission-Manager form of government.

Ordinance No. 2718-2016, “AN ORDINANCE AFFIRMING THE CITY OF GARDEN CITY'S ADOPTION AND CONTINUED OPERATION UNDER THE COMMISSION-MANAGER FORM OF GOVERNMENT RECOGNIZING THE TRANSITION TO NOVEMBER MUNICIPAL ELECTIONS; CONFIRMING THE NUMBER AND TERMS OF COMMISSIONERS AND THE FILING OF A VACANCY IN OFFICE; AND SETTING FORTH THE DUTIES OF THE CITY MANAGER” was read and considered section by section. Commissioner Fankhauser moved to approve Ordinance No. 2718-2016. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

The Governing Body considered a lease purchase financing for Police Department equipment.

Resolution No. 2650-2016, “A RESOLUTION AUTHORIZING THE CITY OF GARDEN CITY TO ENTER INTO A MUNICIPAL LEASE/PURCHASE AGREEMENT (LEASE NO. 1000880-004) FOR POLICE DEPARTMENT EQUIPMENT WITH COMMERCE BANK NA” was read and considered section by section. Commissioner Fankhauser moved to approve Resolution No. 2650-2016. Commissioner Dale seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

The Governing Body considered an ordinance regulating the use and operation of pedicabs in the City of Garden City, Kansas.

Ordinance No. 2719-2016, “AN ORDINANCE PROVIDING FOR THE LICENSING AND OPERATION OF PEDICABS WITHIN THE CITY OF GARDEN CITY, KANSAS; CREATING NEW ARTICLE IV AND NEW CODE

SECTIONS 98-104, 98-105, 98-106, AND 98-107, ALL TO THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS” was read and considered section by section. Commissioner Law moved to approve Ordinance No. 2719-2016. Commissioner Fankhauser seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna Dale Doll Fankhauser Law
Absent Yea Yea Yea Yea

Resolution No. 2651-2016, “A RESOLUTION AUTHORIZING THE REMOVAL OF MOTOR VEHICLE NUISANCES FROM CERTAIN PROPERTIES IN THE CITY OF GARDEN CITY, KANSAS, PURSUANT TO SECTION 38-63 OF THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS (2005 N Main St - Silver Sentra)” was read and considered section by section. Commissioner Fankhauser moved to approve Resolution No. 2651-2016. Commissioner Dale seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Commissioner Law moved to approve the distribution of Community Grant Funds as recommended by the Alcohol Fund Advisory Committee. Commissioner Fankhauser seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna Dale Doll Fankhauser Law
Absent Yea Yea Yea Yea

Agency	Amount Requested	Amount Recommended
Bad Boyz Boxing	\$ 2,000	0
Communities in Schools	\$ 5,000	\$ 4,300
Community Mexican Fiesta**	\$ 2,000	\$ -
Families Together	\$ 1,500	\$ 750
Finney County Committee on Aging	\$ 6,000	\$ 5,000
Finney County RSVP	\$ 3,000	\$ 1,800
Friends of Garden City Arts***	\$ 5,000	\$ -
Genesis Family Health*	\$ 1,500	\$ -
Garden City Habitat for Humanity	\$ 3,000	\$ 1,500
Garden City Storm	\$ 1,800	\$ -
Girl Scouts	\$ 5,000	\$ 3,350
Kansas Children's Service League	\$ 5,858	\$ 5,858
Kansas Kruisers	\$ 2,500	\$ -
Kansas State Research and Extension Center	\$ 1,000	\$ 1,000
LiveWell Finney County*	\$ 2,600	\$ -
Miles of Smiles	\$ 13,340	\$ 6,600
Moore, Tamilla	\$ 669	\$ -
Southeast Asian Mutual Assistance Association*	\$ 17,500	\$ -
Summer Playground Program*	\$ 6,500	\$ -
Total	\$ 83,767	\$ 30,158

Commissioner Fankhauser moved to approve the distribution of AFAC funds as recommended by the Alcohol Fund Advisory Committee. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna Dale Doll Fankhauser Law
Absent Yea Yea Yea Yea

Agency	Amount Requested	Amount Recommended
25th Judicial Community Corrections	\$ 18,500	\$ 16,000
25th Judicial Youth Services	\$ 21,970	\$ 18,000
Big Brothers Big Sisters & Summer Playground Program	\$ 32,500	\$ 23,000
Catholic Charities of Southwest Kansas	\$ 10,000	\$ 7,500
City on a Hill	\$ 8,000	\$ -
Compass Behavioral Health	\$ 3,447	\$ 2,300
Finney County	\$ 707	\$ -
Genesis Family Health	\$ 1,700	\$ 1,700
LiveWell Finney County	\$ 3,500	\$ 3,500
Real Men Real Leaders	\$ 4,500	\$ 3,500
SafeRide	\$ 32,000	\$ -
Seeds of Hope Jail Ministry	\$ 5,200	\$ 4,500
Southeast Asian Mutual Assistance Association	\$ 12,900	\$ 10,000
Spirit of the Plains CASA	\$ 12,500	\$ 10,000
Total	\$ 167,424.00	\$ 100,000.00

Commissioner Fankhauser moved to approve the distribution of Art Grant funds as recommended by the Art Grant Committee. Commissioner Dale seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

Agency	Amount Requested	Amount Recommended
Ad Astra Out West	\$ 2,000.00	\$ 1,500.00
Arts Fusion Initiative	\$ 3,500.00	\$ 1,500.00
Edith Scheuerman Tigerrific Sign Choir	\$ 1,500.00	\$ 1,000.00
Finney County Preservation Alliance	\$ 5,000.00	\$ 1,500.00
Friends of Garden City Arts	\$ 5,000.00	\$ 1,000.00
Garden City Arts	\$ 3,921.20	\$ 2,200.00
Southwest Kansas Live On Stage	\$ 2,500.00	\$ 1,500.00
Steps Dance School	\$ 4,000.00	\$ 1,000.00
String Academy of the Plains	\$ 4,200.00	\$ 500.00
Tumbleweed	\$ 3,000.00	\$ 2,000.00
YMCA	\$ 5,800.00	\$ 1,500.00
Total	\$ 40,421.20	\$ 15,200.00

Commissioner Fankhauser moved to approve the appointment of City of Garden City representatives, Utilities Director Mike Muirhead, Electric Superintendent Cliff Sonnenberg and Electrical Engineering SCADA Manager Kent Pottorf to serve on the KMEA (Kansas Municipal Energy Agency) Board of Directors and to execute Certificates in accordance with the Agency's Bylaws. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

Commissioner Law moved to combine the widening of Kansas Avenue between Main Street and Third Street, replacing the water main from Seventh Street to Third Street projects with the reconstruction of Kansas Avenue between Belmont Place and Anderson Street and rebid the three combined projects in the spring of 2016. Commissioner Dale seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

Commissioner Fankhauser moved to formally recommend to the United States Department of Transportation (USDOT) that they accept the proposal from American Airlines to provide Essential Air Service at Garden City Regional Airport to include flexibility substituting regional jets, either the EMB-140, EMB145 or CRJ200 aircraft

and the request to waive the right to hold-in American Airlines service upon issuance of 120-days-notice to terminate service. Commissioner Law seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

Commissioner Dale moved to approve the distribution of \$50,000 from the Downtown Development Fund for 312 N. Eighth Street and 124 Grant Avenue projects. Commissioner Fankhauser seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

Commissioner Law moved to approve the purchase of one (1) CNG Solid Waste Collection Truck from Maupin-Western Star Truck, Dodge city for \$180,885 with incentives proposed by Sparq Natural Gas, LLC, U Pump It Country Corner and Black Hills Energy and the CNG conversion for a City Dump Truck proposed by Sparq Natural Gas LLC, U Pump It Country Corner and Black Hills Energy. Commissioner Dale seconded the motion. The vote was recorded by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

Commissioner Fankhauser moved to approve the following:

1. Governing Body consideration and approval for the purchase of the following items: 20' Mowing Deck for Airport, 4WD Tractor for Golf, $\frac{3}{4}$ Ton 4WD Chassis for Water, 4WD Half Ton Pickup for Parks and a 4WD Half Ton Pickup for Planning.
2. The Governing Body is asked to consider and approve a Real Estate Purchase Agreement for the purchase of property for the Kansas Avenue widening project, from Rickilene Emery, a/k/a Ricklene Emery, Deborah Lanette Mossman, Daniel Neil Messenger, Martha Dinkle, a/k/a Martha Jane Dinkel, and Tony Lee Messenger.
3. Quit Claim Deed from Veterans of Foreign Wars transferring Space 5, Lot 239, Zone A of Valley View Cemetery to Caroline Klaus.
4. Contractors' Licenses

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

Cessna	Dale	Doll	Fankhauser	Law
Absent	Yea	Yea	Yea	Yea

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 thanked Cemetery Director Stevenson for the tour at the Cemetery and stated there is a lot going on there. Commissioner Fankhauser thanked and congratulated the safety award recipients. Commissioner Fankhauser congratulated City Clerk Hurtado on her CMC designation. Commissioner Fankhauser commented that former City Manager and friend, Bob Halloran would be missed and that they may have not always agreed on issues, Bob always listened.

Commissioner Cessna was absent.

Commissioner Dale stated great things were happening at the Cemetery Department and commended Cemetery Director Stevenson for thinking outside the box. Commissioner Dale congratulated and thanked the safety award recipients and stated it is great to have city staff that think about work safety. Commissioner Dale congratulated City Clerk Hurtado on her CMC designation. Commissioner Dale stated when he first came to Garden City, Bob Halloran welcomed him to the city and community and stated Bob was a great guy, great manager and was always willing to help the Fire Service agencies with anything that was needed.

Mayor Doll stated Bob Halloran will be missed by a tremendous amount of people and stated he had a huge impact on the community. Mayor Doll congratulated City Clerk Hurtado and the safety award recipients for 2016. Mayor Doll thanked Cemetery Director Stevenson for his presentation at the pre-meeting.

Commissioner Law congratulated City Clerk Hurtado on her CMC designation and stated it takes a lot of personal time to complete the schooling needed. Commissioner Law congratulated and thanked the safety award recipients and all departments for their efforts in safety and stated the rewards are huge. Commissioner Law thanked Cemetery Director Stevenson and Superintendent of Public Grounds Liebelt for their efforts to improve the landscaping at both the Cemetery and local parks. Commissioner Law commented that he enjoyed the time he sat with Bob Halloran on the United Way board. Commissioner Law stated it is very rare to have only three City Managers in one community.

Petitions



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn N. Hurtado, City Clerk
DATE: April 5, 2016
RE: 2016 GCHS Wrestling - Prieto proclamation

ISSUE:

The Governing Body is asked to consider and allow the Mayor to proclaim April 6, 2016 as Michael Prieto Day.

ATTACHMENTS:

Description	Upload Date	Type
2016 GCHS Wrestling - Prieto	3/30/2016	Backup Material

PROCLAMATION

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

WHEREAS, The 138-pound 6A State Championship was captured with a victory of 1-0 at Hartman Arena on February 27, 2016; and

WHEREAS, Senior Michael Prieto is to be commended for an outstanding season.

NOW, THEREFORE, I, Janet A. Doll, Mayor of the City of Garden City, Kansas do hereby proclaim April 6th, 2016 as

Michael Prieto Day

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

Signed and sealed this 5th day of April, 2016.

Janet A. Doll, Mayor

Attest:

Celyn N. Hurtado, City Clerk



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn N. Hurtado, City Clerk
DATE: April 5, 2016
RE: 2016 GCHS Wrestling - Nunez Proclamation

ISSUE:

The Governing Body is asked to consider and allow the Mayor to proclaim April 7, 2016 as Jesse Nunez Day.

ALTERNATIVE:

ATTACHMENTS:

Description	Upload Date	Type
2016 GCHS Wrestling - Nunez	3/31/2016	Backup Material

PROCLAMATION

- WHEREAS, To excel in any sport, you must demonstrate, in addition to natural ability, an outstanding spirit of dedication, enthusiasm and hard work; and
- WHEREAS, The 170-pound 6A State Championship was captured with a victory of 3-1 at Hartman Arena on February 27, 2016; and
- WHEREAS, Junior Jesse Nunez is to be commended for an outstanding season.

NOW, THEREFORE, I, Janet A. Doll, Mayor of the City of Garden City, Kansas do hereby proclaim April 7th, 2016 as

Jesse Nunez Day

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

Signed and sealed this 5th day of April, 2016.

Janet A. Doll, Mayor

Attest:

Celyn N. Hurtado, City Clerk



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn N. Hurtado, City Clerk
DATE: April 5, 2016
RE: 2016 GCHS Wrestling Team Proclamations

ISSUE:

The Governing Body is asked to consider allowing the Mayor to proclaim the week of April 5 - 12, 2016 as Garden City High School Wrestling Championship Week.

ATTACHMENTS:

Description	Upload Date	Type
2016 GCHS Wrestling Team Proclamation	3/30/2016	Backup Material

PROCLAMATION

- WHEREAS,** The Garden City High School Buffalo Wrestling Team won the Kansas State Wrestling 6A Championship for a fourth time in four years. This is the 11th wrestling Championship win in Garden City High School history; and
- WHEREAS,** Michael Prieto, in the 138 pound class, earned the title of 2016 State Champion; and
- WHEREAS,** Jesse Nunez, in the 170 pound class, earned the title of 2016 State Champion; and
- WHEREAS,** The 2016 State Champions of Class 6A for 2016 consisted of: at 120 – Kaj Perez, 3rd place; 138 – Michael Prieto, State Champion; 145 – Curtis Near, 6th place; 152 – Alec Castillo – 3rd Place; 160 – Quinton LaPointe, 4th Place; 170 – Jesse Nunez, State Champion; 182 – Antonio Perez; 195 – Zeke Herrera, 2rd place; 220 – Benny Hernandez, 3rd place 285 – Aaron Lozano, 3rd place; and
- WHEREAS,** The Garden City High School Team also includes a dedicated staff of: Head Coach Carlos Prieto, Coaches Paul Lappin, Jacob Waller, Kevin Perez, Jon Baker, Nathan Smith and Managers Kaci Finch, Jordan Terrones, Evelyn Arredondo, and Priscilla Salazar.

NOW, THEREFORE, I, Janet A. Doll, Mayor of the City of Garden City, Kansas do take great pleasure in expressing the appreciation of the City Commission and all citizens of this community on this unique achievement and hereby proclaim the week of April 5th – 12th, 2016 as

**GARDEN CITY HIGH SCHOOL WRESTLING
CHAMPIONSHIP WEEK**

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

Signed and sealed this 5th day of April, 2016.

Janet A. Doll, Mayor

Attest:

Celyn N. Hurtado, City Clerk



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn N. Hurtado, City Clerk
DATE: April 5, 2016
RE: 2016 Bowling Champion - Tristan Funk proclamation

ISSUE:

The Governing Body is asked to consider and allow the Mayor to proclaim April 8, 2016 as Tristan Funk Day.

ATTACHMENTS:

Description	Upload Date	Type
2016 GCHS Bowling - Funk proclamation	3/30/2016	Backup Material

PROCLAMATION

- WHEREAS, To excel in any sport, you must demonstrate, in addition to natural ability, an outstanding spirit of dedication, enthusiasm and hard work; and
- WHEREAS, As a member of the record setting 6A State Champion Boys Bowling team from Garden City High School, the team champion of the Great Plains High School Invitational Tournament, the Bishop Carroll All Kansas Invitational Tournament, the Western Athletic Conference champions, and
- WHEREAS, The 6A Individual State Championship was captured with a state record tying score of 803 at Northrock Lanes in Wichita on March 3, 2016; and
- WHEREAS, Senior Tristan Funk is to be commended for an outstanding season.

NOW, THEREFORE, I, Janet A. Doll, Mayor of the City of Garden City, Kansas do hereby proclaim April 8th, 2016 as

Tristan Funk Day

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

Signed and sealed this 5th day of April, 2016.

Janet A. Doll, Mayor

Attest:

Celyn N. Hurtado, City Clerk



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn N. Hurtado, City Clerk
DATE: April 5, 2016
RE: 2016 GCHS Bowling Team Championship proclamation

ISSUE:

The Governing Body is asked to consider and allow the Mayor to proclaim April 12 - 19, 2016 as Garden City High School Bowling Championship Week.

ATTACHMENTS:

Description	Upload Date	Type
2016 GCHS Bowling proclamation	3/30/2016	Backup Material

PROCLAMATION

WHEREAS, The Garden City High School Buffalo Boys Bowling Team won the Kansas State Bowling 6A Championship for the first time in program history with a State record setting score of 2868, and

WHEREAS, Tristan Funk earned the title of 2016 Individual State Champion with a combined series score of 803 and tied an individual state tournament record with that score, and

WHEREAS, As a team this group of young men captured the 6A State Championship, the team championship of the Great Plains High School Invitational Tournament, the team championship of the Bishop Carroll All Kansas Invitational Tournament, the Western Athletic Conference champions, and

WHEREAS, The 2016 State Champions of Class 6A for 2016 consisted of: Mickey Bridges, senior; Tristan Funk, senior; Ryan Strecker, senior; Taylor Larsen, junior; Karl (Bubba) Larson Jr., junior; and Kristopher Henderson, sophomore.

WHEREAS, The Garden City High School Team also includes a dedicated staff of: Head Coach Kip Nichols and Assistant Coach Bethany Nichols.

NOW, THEREFORE, I, Janet A. Doll, Mayor of the City of Garden City, Kansas do take great pleasure in expressing the appreciation of the City Commission and all citizens of this community on this unique achievement and hereby proclaim the week of April 12th – 19th, 2016 as

**GARDEN CITY HIGH SCHOOL BOWLING
CHAMPIONSHIP WEEK**

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

Signed and sealed this 5th day of April, 2016.

Janet A. Doll, Mayor

Attest:

Celyn N. Hurtado, City Clerk



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn N. Hurtado, City Clerk
DATE: April 5, 2016
RE: April 2016 Child Abuse Prevention Proclamation

ISSUE:

The Governing Body is asked to consider and allow the Mayor to proclaim April 2016 as Child Abuse Prevention Month.

ATTACHMENTS:

Description	Upload Date	Type
April 2016 Child Abuse Prevention Proclamation	3/31/2016	Backup Material

Proclamation

- WHEREAS,** children are key to the state's future success, prosperity and quality of life and, while children are our most valuable resource, they are also our most vulnerable; and
- WHEREAS,** children have a right to be safe and to be provided an opportunity to thrive, learn and grow; and
- WHEREAS,** child abuse and neglect can be prevented by supporting and strengthening Kansas' families, thus preventing the far-reaching effects of maltreatment, providing the opportunity for children to develop healthy, trusting family bonds; and consequently, building the foundations of communities; and
- WHEREAS,** we must come together as partners so that the voices of our children are heard by all and we are as a community extending a helping hand to children and families in need; and
- WHEREAS,** by providing safe, stable and nurturing relationships for our children, free of violence, abuse and neglect, we can ensure that Kansas' children will grow to their full potential as the next generation of leaders, helping to secure the future of this state and nation;

NOW, THEREFORE, I, Janet A. Doll, Mayor of the City of Garden City, Kansas do hereby proclaim April 2016 as

Child Abuse Prevention Month

in Garden City and call upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to prevent child abuse, thereby strengthening the communities in which we live.

Signed and sealed this 5th day of April, 2016.

Janet A. Doll, Mayor

Attest:

Celyn N. Hurtado, City Clerk



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn N. Hurtado, City Clerk
DATE: April 5, 2016
RE: Garden True Value Itinerant Merchant fee Waiver Request

ISSUE:

The Governing Body is asked to consider a waiver of the Itinerant Merchant license fee for Stutzman Greenhouse by Garden True Value.

BACKGROUND:

The Governing Body passed Ordinance No. 2529-2011 and Ordinance No. 2530-2011 on October 18, 2011 setting the fees for Local and Non-Local Itinerant Merchant licenses in the City of Garden City. One of the many purposes of the regulations at the time of adoption was to protect local business who have significant investments in the community in regards to property and sales taxes. It helps keep competing business on a similar playing field.

- Local Itinerant Business license is a license for any business that has a permanent physical location of not less than one thousand (1,000) square feet of retail space within the city, and has operated for a minimum of twelve (12) consecutive months.
- Non-Local Itinerant Business license is a license for any business that does not have a permanent physical location of at least one thousand (1,000) square feet of retail space within the city, or has a permanent physical location within the city but has not operated for the minimum requirement of twelve (12) consecutive months.

The fees for each license are listed below:

Local Itinerant Business License - \$365 per calendar year

Non-Local Itinerant Business License - \$300 per day or \$900 per month

	2012	2013	2014	2015
Local	4	2	4	5
Non-Local	9	8	11	6
Withdraw				1
Denied				1
Total	13	10	15	13

There has been one instance that the Governing Body has approved the consideration of a Non-

Local business to be considered as a Local business. That business has requested that waiver for three consecutive years and is located in Finney County.

ALTERNATIVE:

1. Approve a complete waiver of the Itinerant Merchant license fee.
2. Approve and authorize Stutzman Greenhouse to be considered a “Local” applicant and direct staff to charge the \$365.00 annual fee.
3. Deny the waiver request and require the “Non-Local” fee of \$300/day or \$900/month remain in effect for Stutzman Greenhouse

RECOMMENDATION:

Based on previous actions of the Governing Body staff recommends Alternative 3.

FISCAL NOTE:

If alternative #1 is selected no fee will be collected.

If alternative #2 is selected, \$365.00 will be applied to GL account 001-19-000-3350.08

If alternative #3 is selected, \$300/day or \$900 will be applied to GL account 001-19-000-3350.08

ATTACHMENTS:

Description	Upload Date	Type
Letter from Garden True Value	3/30/2016	Backup Material

Garden True Value

1615 TAYLOR PLAZA
GARDEN CITY, KANSAS 67846
PHONE 275-4136
1-800-865-5641

March 23, 2016

Governing Body of
City of Garden City Kansas

Dear Sir:

We are making a request to wave the itinerant merchant license to have Stutzman Greenhouse come on our premises for 6 months of the year, it will be a steel frame display with shade cloth on the top, and it will be bolted down. If this could be done we would appreciate it.

Thank you



Von Hunn

Owner

Garden True Value

True Value.
Anything To Help..



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Kristi Newland, Zoo Director
DATE: April 5, 2016
RE: Friends of Lee Richardson Zoo 2016 Events

ISSUE:

The Governing Body is asked to consider and approve use of Lee Richardson Zoo facilities for Friends of Lee Richardson Zoo fund-raising events for 2016.

BACKGROUND:

Friends of Lee Richardson Zoo began in 1975 as a non-profit organization to raise funds to support zoo improvements. Over the years "Boo! At the Zoo" and "A Wild Affair" have become their most successful events. FOLRZ requests permission to host these events again. A Wild Affair would be held on September 24th and Boo At the Zoo would be held on October 22nd. Proceeds from these events will go towards the new primate exhibit at Lee Richardson Zoo.

The request for A Wild Affair includes closing the zoo for set up on the day of the event, allowance to serve alcohol during the event (attendance is restricted to those 21 years of age and older), charging an admission fee for the event, and the assistance of Zoo and Electric Department staff.

The request for Boo at the Zoo includes closing the zoo for set up on the day of the event, and charging an admission fee for the event, as well as assistance from the Street Department (street barricades), Zoo Department and Electric Department.

Specific requests have been submitted by FOLRZ for each event and are included.

ALTERNATIVE:

1. Grant all requests by FOLRZ for events in 2016.
2. Deny all requests by FOLRZ for events in 2016.
3. Take action that grants the request partially and denies it partially for FOLRZ events in 2016.

RECOMMENDATION:

Zoo Director Newland recommends alternative #1.

FISCAL NOTE:

Closing to guests for the day reduces some income generated by the zoo and FOLRZ. For security purposes Zoo staff will be on grounds at all times during the event as well as set up and tear down. Zoo staff will modify schedules as possible to reduce any overtime impact. FOLRZ covers all event costs related to advertising, equipment rentals, etc. Proceeds from the events will go toward the new primate exhibit which is an investment in the Lee Richardson Zoo.

ATTACHMENTS:

Description	Upload Date	Type
FOLRZ 2016 AWA event requests	3/22/2016	Cover Memo
FOLRZ 2016 Boo event request	3/22/2016	Cover Memo
Special Events Request - 2016 AWA and Boo	4/1/2016	Backup Material



MEMORANDUM

March 18, 2016

To: Governing Body, City Manager

From: Jessica Norton, Friends of Lee Richardson Zoo Executive Director

Ref: “A Wild Affair” Event

Issue: Requests for “A Wild Affair” fundraising event September 24, 2016

Background: The eleventh annual “A Wild Affair” is scheduled 6 p.m. September 24, 2016. The event features live music, live and silent auctions, chilled beer and wine served while local restaurants and caterers provide a delicious “taste of Southwest Kansas.” Guests must be 21 to enter. Proceeds will go toward the new primate exhibit and the event proves to be our largest fundraiser of the year. We are in the process of securing sponsors to cover the costs involved in holding the event. The event will take place in and around the zoo’s Wild Asia and Cat Canyon exhibits from approximately 6 – 10 p.m. We request permission to close the zoo all day September 24, and reopen at 6 p.m. for event attendees. Admission to the event will be through the Finnup Center for Conservation Education. We would like to request permission to serve alcohol in the form of wine and beer to ticket holders 21 and older showing proper identification between 6 – 10 p.m.

Options: The Commission may grant or deny any of the above requests including:

- Zoo closure
- Admission fee
- Allowance to serve alcohol
- Electrical needs to be coordinated with the Electrical Department.

Recommendations: The Zoo director and FOLRZ director recommends granting of all requests as proceeds from this event will benefit fundraising efforts for zoo improvements.

Fiscal Notes: All known expenses for the event, advertising, etc., are being covered by our sponsors, so the only expected expense to the zoo department will be preparation time as well as staff overtime to have sufficient personnel on hand for safety considerations and cleanup. Proceeds go toward the new primate exhibit.

MEMORANDUM

March 18, 2016

To: Governing Body, City Manager

From: Jessica Norton, Friends of Lee Richardson Zoo Executive Director

Ref: “Boo! At The Zoo” Event

Issue: Requests for “Boo! At The Zoo” fundraising event October 22, 2016.

Background: The 22nd annual “Boo! At The Zoo” is scheduled for 4 p.m. October 22, 2016. The event offers local children a fun and safe trick-or-treat experience, while also supporting Zoo improvements. “Boo! At The Zoo” has become a family tradition in Garden City and draws an average of 5,000 people annually in a single night. Proceeds will go toward the new primate exhibit. We are in the process of securing sponsors to cover the costs involved in holding the event. The event will take place in and around the zoo from approximately 4 – 9 p.m. We request permission to close the zoo for preparation all day October 22, and reopen at 4 p.m. for event attendees. Admission to the event will be through the Ben Grimsley Arches of the zoo.

Options: The Commission may grant or deny any of the above requests including:

- Zoo closure
- Admission fee
- Street barricades to block off Finnup Drive from Sixth Street to Fourth Street, to be coordinated with the Street Department.
- Electrical needs to be coordinated with the Electrical Department.

Recommendations: The Zoo director and FOLRZ director recommends granting of all requests as proceeds from this event will benefit fundraising efforts for zoo improvements.

Fiscal Notes: All known expenses for the event, advertising, etc., are being covered by our sponsors, so the only expected expense to the zoo department will be minimal staff overtime to have sufficient personnel on hand for safety considerations and cleanup. Proceeds go toward the new primate exhibit.



Special Event Request

301 N 8th Street
 PO Box 998
 Garden City, KS 67846
 620-276-1130

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

March 18, 2016

Today's Date

Boo! at the Zoo

Name of Event (if applicable)

Lee Richardson Zoo

Location of Event

Fundraise for new primate exhibit

Purpose of the Event

Jessica Norton

Applicant Name (please print)

312 E. Finnup Dr., Garden City

Address

620-276-6243

Phone

Kristi Newland 620-276-1250, Tony Herman 620-276-1230

Additional Contact Names & Phone Numbers

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

Street Closure and/or Barricades	barricade Finnup Dr. from 6th to 4th street	Steven's Park Bandshell	Noise Waiver**	
Extra Trash Receptacles	x	Restrooms (Park Shelter Keys)	Electricity Access	x
Additional Request/Remarks	Closure of the zoo all day October 22, 2016 for preparation and reopen at 4 p.m. for event attendees. Charge admission			

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

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

RESOLUTION NO. 2435-2011

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

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

Signature

March 18, 2016

Date

For office use only		GG-Downtown Vision	Zoo	approved 4/1/16
Police	approved 4/1/16	Electric	approved	4-1-16
Fire	approved 4/1/16	Public Works	approved	4-1-16
Inspection	N/A	Parks/Grounds	N/A	
City Manager/Commission		Application Received by	Celyn 3/18/16	



Special Event Request

301 N 8th Street
 PO Box 998
 Garden City, KS 67846
 620-276-1130

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

March 18, 2016

Today's Date

A Wild Affair

Name of Event (if applicable)

Lee Richardson Zoo

Location of Event

Fundraise for new primate exhibit

Purpose of the Event

Jessica Norton

Applicant Name (please print)

312 E. Finnup Dr., Garden City

Address

620-276-6243

Phone

Kristi Newland 620-276-1250, Tony Herman 620-276-1230

Additional Contact Names & Phone Numbers

Saturday, September 24, 2016

Date of Event

approximately 6-10 p.m.

Start and End Time of Event

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

Street Closure and/or Barricades		Steven's Park Bandshell		Noise Waiver**	x
Extra Trash Receptacles		Restrooms (Park Shelter Keys)		Electricity Access	x
Additional Request/Remarks	Closure of the zoo all day September 24, 2016 and reopen at 6 p.m. attendees, serve alcohol, admission fee				

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

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

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

Signature

March 18, 2016

Date

For office use only		GC Downtown Vision	zoo	approved	4/1/16
Police	approved 4/1/16	Electric		approved	4/1/16
Fire	approved 4/1/16	Public Works		approved	4/1/16
Inspection	N/A	Parks/Grounds		N/A	
City Manager/Commission		Application Received by		Wyn	3/18/16

Report of the City Manager

Staff Reports



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Kaleb Kentner, Neighborhood & Development Services Director
DATE: April 5, 2016
RE: Neighborhood & Development Services Monthly Code Compliance Report - February 2016

ISSUE:

Presentation of the February 2016 monthly code compliance report from Neighborhood & Development Services.

BACKGROUND:

Attached is the Neighborhood & Development Services code compliance report for February 2016.

ALTERNATIVE:

None

RECOMMENDATION:

None

FISCAL NOTE:

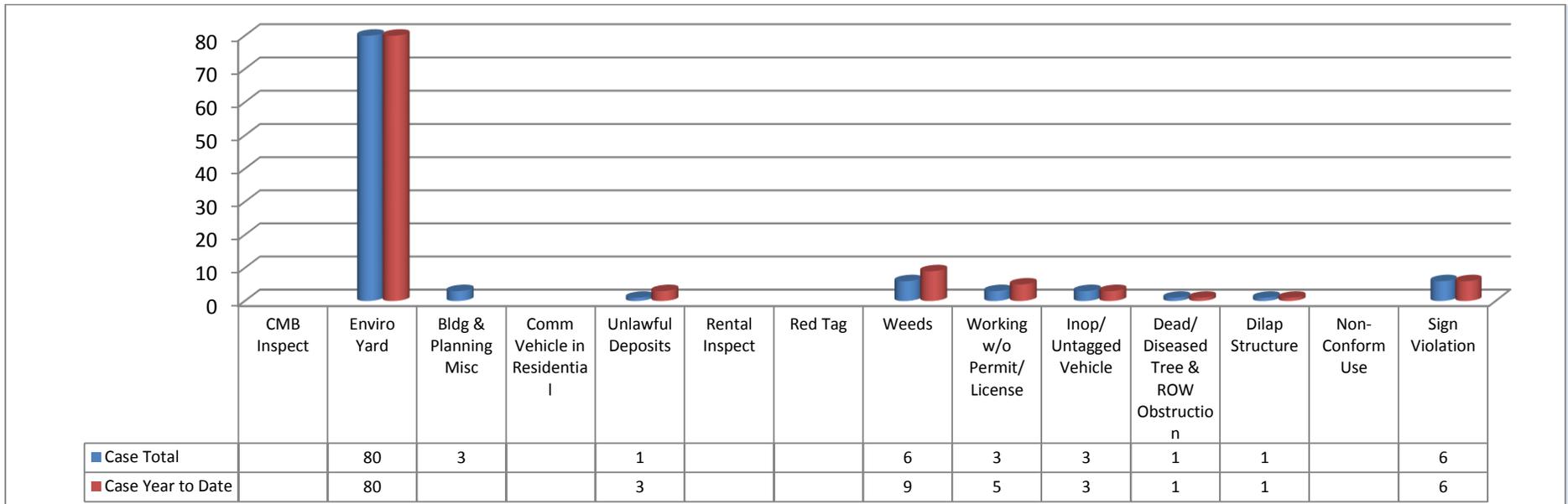
None

ATTACHMENTS:

Description	Upload Date	Type
February 2016 Code Enforcement Report	3/29/2016	Cover Memo



FEBRUARY 2016 CODE COMPLIANCE REPORT



Jurisdiction	File#	Address	Category	Description	OpenDate	CloseDate
Garden City	16-000204	212 West FULTON	Bldg Code Misc	LA PLAYA DORADA	2/9/2016	
Garden City	16-000344	707 West FULTON	Bldg Code Misc	KID'S FIESTA & MORE	2/23/2016	
Garden City	16-000365	519 West MARY	Bldg Code Misc	PRODUCE STORE	2/25/2016	
Garden City	16-000176	616 West OLIVE	Dead or Diseased Trees	TREES	2/4/2016	2/5/2016
Garden City	16-000259	4101 East HWY 50	Dilapidated Structure	BUILDING INSPECTION	2/16/2016	

Garden City	16-000150	1117 Gillespie	Environmental Yard	Bed on porch.	2/3/2016	2/16/2016
Garden City	16-000173	1011 lyle	Environmental Yard	brush	2/4/2016	
Garden City	16-000180	2517 North A Street	Environmental Yard	Tarp boat	2/4/2016	2/5/2016
Garden City	16-000187	2201 Main	Environmental Yard	Washers in back yrd	2/5/2016	2/9/2016
Garden City	16-000193	108 West HAMLIN	Environmental Yard	Lot of stuff in yard.	2/5/2016	2/18/2016
Garden City	16-000202	2508 Main	Environmental Yard	Vehicles parked on unimproved surface.	2/8/2016	2/12/2016
Garden City	16-000207	1603 West MARY	Environmental Yard	Big wood/brush pile on side of property.	2/9/2016	
Garden City	16-000210	1601 Johnson	Environmental Yard	Black Honda parked on unimproved surface	2/9/2016	2/18/2016
Garden City	16-000224	1117 Gillespie	Environmental Yard	Environmental yard issue.	2/11/2016	2/12/2016
Garden City	16-000226	1420 Campbell	Environmental Yard	Vehicles parked on unimproved surface	2/11/2016	2/19/2016
Garden City	16-000227	1402 Campbell	Environmental Yard	Tan Hummer parked on unimproved surface	2/11/2016	2/19/2016
Garden City	16-000229	1325 Conkling	Environmental Yard	Truck parked on unimproved surface.	2/11/2016	2/19/2016
Garden City	16-000240	709 Evans	Environmental Yard	Refrigerator on front porch.	2/12/2016	2/16/2016
Garden City	16-000243	403 North 2nd Street	Environmental Yard	Mattress and couch/chair in front yard.	2/12/2016	2/23/2016
Garden City	16-000245	205 Second	Environmental Yard	Refrigerator and stove in front yard.	2/12/2016	
Garden City	16-000246	1308 Laurel	Environmental Yard	Car parked on unimproved surface.	2/12/2016	2/23/2016
Garden City	16-000249	206 Santa Fe	Environmental Yard	Car parked on unimproved surface.	2/12/2016	2/16/2016
Garden City	16-000250	202 Seventh	Environmental Yard	Cars parked on unimproved surface.	2/12/2016	2/23/2016
Garden City	16-000261	2515 Sixth	Environmental Yard	Red Pickup parked on unimproved surface.	2/16/2016	2/17/2016
Garden City	16-000262	2511 Third	Environmental Yard	Blue Mustang parked on unimproved surface.	2/16/2016	2/24/2016
Garden City	16-000263	2007 Third	Environmental Yard	Blue car parked on unimproved surface.	2/16/2016	2/24/2016
Garden City	16-000264	2017 Sixth	Environmental Yard	SUV Parked on unimproved surface.	2/16/2016	2/24/2016
Garden City	16-000265	2208 Sixth	Environmental Yard	Red Jeep parked on unimproved surface.	2/16/2016	2/24/2016
Garden City	16-000266	2313 Seventh	Environmental Yard	Furniture on porch and on side of the fence in the backyard.	2/16/2016	

Garden City	16-000267	2015 Seventh	Environmental Yard	Black car parked on unimproved surface.	2/16/2016	2/24/2016
Garden City	16-000268	1908 B	Environmental Yard	Tires, Stove and Dryer in parking area against the fence.	2/16/2016	
Garden City	16-000269	1919 B	Environmental Yard	Chair on front porch not meant for outdoors.	2/16/2016	
Garden City	16-000270	2308 B	Environmental Yard	Pickup parked on unimproved driveway.	2/16/2016	2/24/2016
Garden City	16-000271	2315 B	Environmental Yard	Washer/Dryer in driveway.	2/16/2016	3/2/2016
Garden City	16-000280	1211 Belmont	Environmental Yard	Car parked on unimproved surface.	2/17/2016	
Garden City	16-000282	1203 Old Manor	Environmental Yard	Furniture in front yard.	2/17/2016	2/18/2016
Garden City	16-000283	1217 Old Manor	Environmental Yard	Cars parked on unimproved surface.	2/17/2016	3/3/2016
Garden City	16-000285	1217 Old Manor	Environmental Yard	Furniture in yard on side of house.	2/17/2016	2/25/2016
Garden City	16-000286	1213 Pinecrest	Environmental Yard	Truck parked on unimproved surface.	2/17/2016	2/25/2016
Garden City	16-000287	1205 Pinecrest	Environmental Yard	Vehicle parked on unimproved surface.	2/17/2016	2/25/2016
Garden City	16-000288	2302 Yosemite	Environmental Yard	Refrigerator in driveway.	2/17/2016	2/25/2016
Garden City	16-000296	1002 Taylor	Environmental Yard	Vehicles parked on unimproved surface.	2/18/2016	2/26/2016
Garden City	16-000297	1619 Conkling	Environmental Yard	Car parked on unimproved surface.	2/18/2016	
Garden City	16-000298	1618 Summit	Environmental Yard	Tires in front yard.	2/18/2016	2/26/2016
Garden City	16-000299	1316 Bancroft	Environmental Yard	Cars parked on unimproved surface.	2/18/2016	2/26/2016
Garden City	16-000300	2505 Lee	Environmental Yard	Mustang parked on unimproved surface.	2/18/2016	2/26/2016
Garden City	16-000301	2308 Dee	Environmental Yard	Stove on front porch.	2/18/2016	2/26/2016
Garden City	16-000303	1806 Julie	Environmental Yard	Mattresses in front yard.	2/18/2016	2/26/2016
Garden City	16-000305	411 Florence	Environmental Yard	Car and Truck parked on unimproved surface.	2/18/2016	2/19/2016
Garden City	16-000307	115 Prospect	Environmental Yard	Truck parked on unimproved surface.	2/18/2016	2/19/2016
Garden City	16-000310	2805 Broadmoor	Environmental Yard	Refrigerator in driveway.	2/19/2016	2/26/2016
Garden City	16-000314	904 Inge	Environmental Yard	SUV Parked on an unimproved surface.	2/19/2016	2/29/2016
Garden City	16-000315	225 Inge	Environmental Yard	Furniture in yard.	2/19/2016	2/22/2016
Garden City	16-000316	803 Ida	Environmental Yard	Furniture in yard.	2/19/2016	
Garden City	16-000317	710 Elm	Environmental Yard	Car parked on unimproved surface.	2/19/2016	2/22/2016

Garden City	16-000320	707 Bancroft	Environmental Yard	Car parked on unimproved surface.	2/19/2016	2/22/2016
Garden City	16-000321	910 Thirteenth	Environmental Yard	Car parked on unimproved surface.	2/19/2016	2/29/2016
Garden City	16-000322	1508 Jan	Environmental Yard	Sofa , Trash, etc. in front yard.	2/19/2016	2/26/2016
Garden City	16-000329	304.5 first	Environmental Yard	Washer/Dryer in driveway.	2/22/2016	
Garden City	16-000330	406 FIRST	Environmental Yard	Vehicles parked on unimproved surface.	2/22/2016	2/23/2016
Garden City	16-000331	408 First	Environmental Yard	Furniture on front porch.	2/22/2016	3/1/2016
Garden City	16-000332	411 First	Environmental Yard	Furniture on front porch.	2/22/2016	
Garden City	16-000336	1615 Laurel	Environmental Yard	Car parked on unimproved surface.	2/22/2016	3/1/2016
Garden City	16-000337	1605 Jan	Environmental Yard	Car parked on unimproved surface.	2/22/2016	3/1/2016
Garden City	16-000338	1604 Jan	Environmental Yard	Car Parked on unimproved surface.	2/22/2016	
Garden City	16-000347	607 Jenny	Environmental Yard	Car parked on unimproved surface.	2/23/2016	3/9/2016
Garden City	16-000349	626 Olive	Environmental Yard	Car parked on unimproved surface.	2/23/2016	3/2/2016
Garden City	16-000350	1408 Eleventh	Environmental Yard	Tires against house.	2/23/2016	3/9/2016
Garden City	16-000351	903 Howerton	Environmental Yard	Cars parked on unimproved surface.	2/23/2016	3/9/2016
Garden City	16-000363	1208 Pinecrest	Environmental Yard	Tire in alley.	2/25/2016	2/25/2016
Garden City	16-000374	1607 Kello	Environmental Yard	Mattresses in front yard.	2/26/2016	2/29/2016
Garden City	16-000375	1601 Vinzant	Environmental Yard	Car parked on unimproved surface.	2/26/2016	
Garden City	16-000376	1607 Vinzant	Environmental Yard	Furniture in yard	2/26/2016	2/29/2016
Garden City	16-000377	714 Summit	Environmental Yard	Car Parked on unimproved surface.	2/26/2016	2/29/2016
Garden City	16-000378	607 Conkling	Environmental Yard	Cars parked on unimproved surface.	2/26/2016	
Garden City	16-000379	511 Taylor	Environmental Yard	TV and other items in yard.	2/26/2016	
Garden City	16-000380	310 Eleventh	Environmental Yard	Furniture in front yard.	2/26/2016	2/29/2016
Garden City	16-000382	313 Tenth	Environmental Yard	Trucks parked on unimproved surface.	2/26/2016	2/29/2016
Garden City	16-000185	2313 Seventh	Environmental Yard	Stuff on Front porch	2/4/2016	2/5/2016
Garden City	16-000186	1019 4	Environmental Yard	Chair in yard	2/4/2016	2/8/2016
Garden City	16-000275	1211 BUFFALO JONES	Environmental Yard	PLEASE FILL OUT	2/17/2016	
Garden City	16-000171	2418 Heritage	Environmental Yard	Electric cord run through alley and tires	2/4/2016	2/9/2016
Garden City	16-000228	1625 Conkling	Environmental Yard	Refrigerator in yard by garage.	2/11/2016	3/8/2016
Garden City	16-000312	1508 JAN	Environmental Yard	JUNK IN THE FRONT YARD	2/19/2016	2/19/2016
Garden City	16-000319	801 Taylor	Environmental Yard	Furniture on side of fence in back yard.	2/19/2016	2/29/2016
Garden City	16-000159	2401 Heritage	Plan Misc	evergreen tree tearing up side mirrors on truck	2/4/2016	2/4/2016

Garden City	16-000189	513 West Mary	Plan Misc	116 W Mary. Mary's Novelty Shop	2/5/2016	2/5/2016
Garden City	16-000168	1402 fulton	Sign	Insuranc sign	2/4/2016	2/9/2016
Garden City	16-000169	1101 Kansas	Sign	Banner	2/4/2016	2/4/2016
Garden City	16-000381	310 Eleventh	Sign	4 Sale sign on tree.	2/26/2016	
Garden City	16-000155	917 East Kansas	Sign	Signs h&r block	2/3/2016	
Garden City	16-000156	713 East Kansas	Sign	P&r income tax sign	2/3/2016	2/8/2016
Garden City	16-000167	700 Fulton	Sign	Sign at ramirez income tax	2/4/2016	2/16/2016
Garden City	16-000170	2401 Heritage	Unlawful Deposits	Mattress	2/4/2016	2/8/2016
Garden City	16-000149	211.5 South 4th	Vehicles	Check for parking on north side of lot.	2/3/2016	2/10/2016
Garden City	16-000181	2504 A	Vehicles	Black Car with blue flames	2/4/2016	
Garden City	16-000182	108 Hamlin	Vehicles	Truck parked on unimproved surface	2/4/2016	2/18/2016
Garden City	16-000183	2410 A	Vehicles	Car parked on unimproved surface in front of house.	2/4/2016	2/5/2016
Garden City	16-000184	1305 A	Vehicles	White truck with flat tire	2/4/2016	2/8/2016
Garden City	16-000192	1308 A	Vehicles	White pickup	2/5/2016	2/11/2016
Garden City	16-000194	1019 fourth	Vehicles	Car No tagged	2/5/2016	
Garden City	16-000209	1601 Johnson	Vehicles	Black Honda inoperable	2/9/2016	2/18/2016
Garden City	16-000225	709 Evans	Vehicles	Parking on front lawn and back yard.	2/11/2016	2/12/2016
Garden City	16-000230	1603 Safford	Vehicles	Old car under tarp	2/11/2016	2/19/2016
Garden City	16-000231	2304 DEE	Vehicles	Grey Car on blocks	2/11/2016	
Garden City	16-000232	1705 Benton	Vehicles	Car under tarp.	2/11/2016	2/19/2016
Garden City	16-000233	516 Prosect	Vehicles	Cars parked on unimproved surface.	2/11/2016	2/19/2016
Garden City	16-000235	2706 Belmont	Vehicles	Black car with flat tires.	2/11/2016	3/4/2016
Garden City	16-000244	206 South Sixth	Vehicles	Truck on blocks and missing one tire.	2/12/2016	2/23/2016
Garden City	16-000247	211 Seventh	Vehicles	White car with flat tires.	2/12/2016	
Garden City	16-000278	1615 Johnson	Vehicles	Minivans with flat tires and expired tags.	2/17/2016	
Garden City	16-000279	1601 Belmont	Vehicles	Old truck in two pieces.	2/17/2016	2/25/2016
Garden City	16-000281	1201 Belmont	Vehicles	Old truck with flat tires.	2/17/2016	
Garden City	16-000304	1801 Diane	Vehicles	Gold color car with flat tires and no plate.	2/18/2016	3/4/2016
Garden City	16-000306	305 Florence	Vehicles	Whit Jeep on blocks.	2/18/2016	
Garden City	16-000333	1401 Chestnut	Vehicles	Car on ramps.	2/22/2016	3/1/2016

Garden City	16-000334	415 Davis	Vehicles	Red car on blocks.	2/22/2016	3/1/2016
Garden City	16-000335	412 Magnolia	Vehicles	White car on blocks.	2/22/2016	
Garden City	16-000348	601 Jenny	Vehicles	Black car on blocks and tire off.	2/23/2016	
Garden City	16-000353	1706 Campus	Vehicles	Blue classic truck with flat tires.	2/24/2016	
Garden City	16-000158	1108 Chestnut	Vehicles	Classic Cars	2/3/2016	
Garden City	16-000178	1001 LAMPLIGHTER	Vehicles	motor home and car with flat tire in street.	2/4/2016	2/4/2016
Garden City	16-000201	2314 HERITAGE	Vehicles	INOPERABLE/UNTAGGED VEHICLE	2/8/2016	2/24/2016
Garden City	16-000161	1009 Gillespie	Weeds	Brush in alley needs cut down	2/4/2016	2/11/2016
Garden City	16-000162	1008 Hackberry	Weeds	brush in alley needs cut down.	2/4/2016	
Garden City	16-000163	1012 Theron	Weeds	Brush and vehicles in alley.	2/4/2016	2/4/2016
Garden City	16-000164	1015 theron	Weeds	brush in alley needs cut down	2/4/2016	
Garden City	16-000309	3408 Oregon	Weeds	Weeds behind 931 Smokey Hill	2/19/2016	2/19/2016
Garden City	16-000166	1016 THERON	Weeds	brush and vehicles in alley.	2/4/2016	2/4/2016
Garden City	16-000153	504 North FIFTH	Work w/o Permit	MIGHT BE A FENCE GOING UP WITHOUT A PERMIT	2/3/2016	
Garden City	16-000212	105 North JENNIE BARKER	Work w/o Permit	WORKING WITHOUT A PERMIT	2/9/2016	
Garden City	16-000368	501 North NINTH	Work w/o Permit	STOP WORK ORDER - INSTALLING SPRINKLERS	2/25/2016	



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Melinda Hitz, Finance Director
DATE: April 5, 2016
RE: 2017 City Budget Information

ISSUE:

Presentation of 2017 City Budget Information from City Staff.

BACKGROUND:

2017 City Budget Calendar and Budget Assumptions.

ALTERNATIVE:

None.

RECOMMENDATION:

None.

FISCAL NOTE:

None.

ATTACHMENTS:

Description	Upload Date	Type
2017 City Budget Information	3/30/2016	Backup Material

2016 City Budget Calendar

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016

S	M	T	W	T	F	S
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26	27	28	29	30		

July 2016

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24	25	26	27	28	29	30
31						

August 2016

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 19th

Review of major issues and assumptions used to draft 2017 department budgets. Review commission goals & strategies that were identified in the City Commission Retreat. Review the 2016 & 2017 Capital Improvement Program along with proposed financing of those projects. Review of Special Revenue, Support & Misc. Funds - TIF (#04), Capital improvement Reserve (#5), CD Loan Fund (#6), Cemetery Endowment (#7), Community Trust Reserve (#8), DEA Enforcement (#10), Drug Enforcement (#11), E-911 Funds (#15), Finnup Foundation (#18), 12-6 a13 Revolving Fund (#26), Risk Reserve (#27), Special Drug & Alcohol (#29), Special Parks & Rec (#30), Special Trafficway (#32), Street (#01-133), Workers Compensation (#35), Workers Compensation Reserve (#36), Community Development (#50), Economic Development Revolving Loan (#52), Project Development (#53).

May 3rd

Review of Enterprise & Support Funds - Golf Course (#70), Golf Course Bldg. (#71), Solid Waste (#75), Drainage Utility (#79).

May 17th

Review of Enterprise & Support Funds - Electric Capital Reserve (#67). Electric Utility (#68), Utility Deposit (#69), Water & Wastewater Utility (#80), Wastewater Repair & Replacement (#81), and Water Maintenance Reserve(#82).

June 7th

Review of Tax Funds & their Support Funds - General Fund Revenue and General Fund Administrative Divisions. 2015 City Audit Presented. Review Tax Funds - Recreation Commission (#25), Bond & Interest (#40), Airport (#60), Airport Improvement (#61).

June 21st

Review of Tax Funds & General Fund (#01), Health Insurance (#55), Health Insurance Reserve (#56).

July 1st

Special Meeting if needed for 2017 budget.

July 5th

Discussion of 2017 City Mill Levy, Final Review & Determination of 2017 Budget ;

Authorization for Publication.

July 8th

Publish proposed budget and hearing notice (Legal Deadline: August 5th).

July 19th

Public Hearing, adopt 2017 Budget (Legal Deadline: August 15th).

August 25th

Certify to County Clerk (Legal Deadline: August 25th).

2016 Budget Assumptions For 2017 City Budget

Certain broad assumptions are determined in February and March, 2016 to establish a basic foundation for building the City's budget. These general assumptions provide a framework to City staff, the City Manager, and the City Commissioners for setting priorities, determining service levels, and allocating limited financial resources. Some adjustments have been made from updated information available through March, 2016.

The following general assumptions were used in guiding the development of the City's 2017 Budget.

City Valuation

The valuation for the City is prepared by the County Appraiser and supplied to the City no later than July 1st. The valuation is very important and is used to determine the City's overall mill levy. At this time we assume that the City's valuation will increase by 2%.

Revenues

- At this point, the revenue estimates that revolve around our local economy (such as sales tax, building permits, interest earnings) are budgeted the same as 2016.
- At this time, utility Rates (user fees) for 2017 remain at the same rate as 2016.
- State funds we currently receive (liquor tax, highway tax, connecting link) in 2016 are more conservatively estimated for 2017 to reflect uncertainty in the State of Kansas' budget and legislative decisions.

Expenditures

- *Overall Inflation Factor* estimates used to calculate the cost to continue providing existing City services are projected at a range from 1.0% to 5.0% for 2017, depending upon particular service or commodity.
- *Fuel Cost* for 2017 estimated actuals are approximately equal to 2014 actual. Cost for 2016 are projected to increase above 2015 estimated actual by 3%.
- *Personnel Cost and Benefits* associated with personnel is the largest General Fund expense in the City budget, representing 69.67% of General Fund 2015 actuals and 72.25% of 2014 General Fund Budget. The proposed 2017 budget reflects a 2% salary pool. It is unlikely that the natural increase in 2016 and 2017 revenue line items (City sales tax, County sales tax, building permits & consumer use tax) will be sufficient to cover a 2% salary pool.
- *Health Insurance Cost - Employer*
 1. Per contract for 2015 - \$820.00
 2. Per contract for 2016 - \$820.00
 3. Per contract for 2017 - \$820.00

Expenditures Continued...

- ***Social Security / Medicare*** is projected to have no change in 2017. Current combined rate is 7.65% for employer.
- ***KPERS / KP&F*** is projected to have a 8% increase in 2017.
- ***Workers Compensation*** is premium based through KMIT and is projected to cost \$1,080 per position in 2017.
- ***Capital Improvement Program*** cost are programmed into the department budgets or into the debt financing. The bond issue is identified early on in the budget process for consideration.
- ***New Equipment*** is identifies in each department proposal with either a financing option or outright purchase.

Consideration of Appropriation Ordinance

Ordinances & Resolutions



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Steve Cottrell, Assistant to the City Manager
DATE: April 5, 2016
RE: Consideration of a Resolution of Intent to Issue Industrial Revenue Bonds for Ranch House Senior Living, LLC, project

ISSUE:

The Governing Body is asked to consider and approve a Resolution of Intent to Issue Industrial Revenue Bonds (IRB) for Ranch House Senior Living, LLC for the development of a senior housing complex at 2802 N. Campus Drive.

Resolution No. _____-2016, a resolution stating the intent of the Governing Body of the City of Garden City, Kansas to issue Industrial Revenue Bonds in an aggregate principal amount not to exceed \$38,000,000 to pay costs of acquiring, constructing and equipping commercial facilities within the city.

BACKGROUND:

In 2013, Finney County Economic Development Corporation initiated a study regarding senior living availability in Finney County. That study showed that there is a clearly defined shortage of senior living options available. In response to that study, Midwest Health has designed a comprehensive senior living community to include a full spectrum of senior living including independent living, assisted living, and skilled nursing. They are now seeking Industrial Revenue Bonds through the City of Garden City and plan to begin construction in 2016. Staff has been working with the developer since last summer. We anticipate having a developer's agreement for City Commission consideration at your May 3rd meeting.

The developer is requesting consideration and approval of the Notice of Intent in order to secure a sales tax exemption certificate for the construction.

The developer has asked the City to consider granting an exemption from ad valorem taxes for project. This Resolution does not include any agreement for ad valorem tax exemption, but anticipates your consideration of an ad valorem property tax exemption at later dates. Recommendation on tax abatement will be pursuant to the Finney County, Kansas Tax Abatement Policy, which the City has adopted.

The City's Bond Counsel, Mary Carson, has prepared the attached Resolution of Intent for Governing Body consideration and approval.

ALTERNATIVE:

1. Approve the Resolution of Intent.

2. Defer action until a later date.

RECOMMENDATION:

Staff recommends approval of the Resolution of Intent.

FISCAL NOTE:

There is no cost to the City for this action. The City has no responsibility for repayment of any obligations under the IRB.

ATTACHMENTS:

Description	Upload Date	Type
resolution of Intent	3/31/2016	Resolution

RESOLUTION NO. ____-2016

OF THE

GOVERNING BODY

OF THE

CITY OF GARDEN CITY, KANSAS

RELATING TO THE INTENT TO ISSUE
NOT TO EXCEED
\$38,000,000
INDUSTRIAL REVENUE BONDS
(RANCH HOUSE SENIOR LIVING, LLC)

RESOLUTION NO. ____-2016

A RESOLUTION STATING THE INTENT OF THE GOVERNING BODY OF THE CITY OF GARDEN CITY, KANSAS TO ISSUE INDUSTRIAL REVENUE BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$38,000,000 TO PAY COSTS OF ACQUIRING, CONSTRUCTING AND EQUIPPING COMMERCIAL FACILITIES WITHIN THE CITY.

WHEREAS, the governing body of the City of Garden City, Kansas (the “City”) desires to promote, stimulate and develop the general economic welfare and prosperity of the City, and to further promote, stimulate and develop the general economic welfare and prosperity of the State of Kansas; and

WHEREAS, pursuant to the provisions of K.S.A. 12-1740 to 12-1749d, inclusive, as amended (the “Act”), and all other acts amending or supplementing the Act, the City is authorized to issue revenue bonds of the City to pay costs of certain facilities (as defined in the Act) and to lease such facilities to private persons, firms or corporations; and

WHEREAS, Ranch House Senior Living, LLC, a Kansas limited liability company (the “Tenant”), has asked the City to provide for the issuance of certain industrial revenue bonds in an amount not to exceed \$38,000,000 (the “Bonds”) pursuant to the Act, to pay costs of the anticipated purchase, acquisition, construction and equipping of a multi-phased senior living facility, including independent living, assisted living, skilled nursing facilities and related residential cottages and office buildings, located at Pioneer Road and Campus Drive in the City (the “Master Project”), to be owned by the City and leased to the Tenant; and

WHEREAS, the Master Project is planned to be constructed in phases with one or buildings and facilities constructed and financed at a time (individually each phase is referred to here as a “Project”); and

WHEREAS, the City has found it advisable and in the interest and for the welfare of the City and its inhabitants for the City to issue the Bonds under the Act, with the Bonds to be paid solely out of rentals, revenues, and receipts derived from the lease of each Project to the Tenant; and

WHEREAS, the Tenant has asked the City to consider granting an exemption from ad valorem taxes for the Master Project as authorized and provided in K.S.A. 79-201a *Second* and pursuant to the Finney County, Kansas Tax Abatement Policy, which the City has adopted as the City’s tax abatement policy; and

WHEREAS, the City does not intend this Resolution to include any agreement for ad valorem tax exemption for each Project and anticipates its consideration of an ad valorem property tax exemption on the Projects will be held by the City later on dates to be determined, according to the proper publication and notice requirements of the laws of the State of Kansas.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GARDEN CITY, KANSAS:

SECTION 1. Approval of Master Project. The City finds and determines the Master Project will promote, stimulate and develop the general economic welfare and prosperity of the City and the State of Kansas through the promotion and advancement of physical and mental health and commercial development of the City and the issuance of the Bonds to pay costs of the Master Project will further the public purposes set forth in the Act.

SECTION 2. Intent to Issue Bonds. The City determines and declares the intent of the City to assist the Tenant in completing the Master Project through issuance of the Bonds of the City to finance each Project, with the Bonds to be issued from time to time, in one or more series, in an aggregate principal amount of not to exceed \$38,000,000 for the purposes of purchasing, acquiring, constructing, and equipping the Master Project, all subject to the limitations, conditions and requirements of the Act and this Resolution. Bonds issued for the first phase Project are expected to be issued in the principal amount of \$20,000,000.

SECTION 3. Issuance of Bonds; Conditions to Issuance. Subject to the conditions of this Resolution the City will (a) issue its Bonds in one or more series to pay costs of acquiring, constructing, improving and equipping each Project, with the Bonds having maturities, interest rates, redemption terms and other provisions as are determined by an ordinance of the City, (b) provide for the lease (with an option to purchase) of each Project to the Tenant; and (c) adopt such resolutions and ordinances and authorize the execution and delivery of documents and the taking of actions as may be necessary or advisable for authorization and issuance of the Bonds by the City, and (d) take or cause to be taken any other action as is required to implement this Resolution.

The issuance of the Bonds and execution and delivery of any documents relating to the Bonds are subject to: (1) obtaining the passage, approval and publication of an ordinance or ordinances of the City authorizing issuance of the Bonds in one or more series; (2) obtaining any necessary governmental approvals; (3) agreement by the City, the Tenant and the purchaser of the Bonds upon (a) mutually acceptable terms for each series of Bonds and for the sale and delivery of each series of Bonds, (b) mutually accepted terms and conditions of any documents related to issuance of each series of Bonds and each Project, including but not limited to a lease agreement and other agreements relating to security for and payment of Bonds the terms of which shall be in compliance with the Act and mutually satisfactory to the City and the Tenant, (c) the repayment to the City for all expenses incurred in connection with the Bonds, and (d) the successful negotiation and sale of the Bonds, which sale shall be the responsibility of the Tenant and not the City; (4) agreement by the City (working with the County as provided in the City's tax abatement policies) and the Tenant on mutually acceptable terms and conditions relating to ad valorem tax exemption with respect to the Master Project and thereafter with respect to each Project; (5) the commitment by Tenant to pay and the payment of all expenses of the City related to issuance of the Bonds and the Master Project, including all legal fees and expenses of Bond Counsel relating to the issuance of the Bonds; (6) compliance with the City's policies and procedures and requirements of the Act relating to industrial revenue bonds and ad valorem tax exemption, including, but not limited to, adoption of a separate resolution of intent for issuance of

Bonds for each Project for which a series of Bonds is issued; (7) each resolution of intent relating to a separate Project shall identify an expiration date for the issuance of Bonds and commencement of the terms of the tax exemption as determined by the City's governing body at the time the resolution of intent for that Project is adopted.

SECTION 4. Sale of Bonds; Authority to Proceed. The sale of the Bonds shall be the responsibility of the Tenant but arrangements for the sale of the Bonds are subject to the City's approval. The Tenant is authorized to proceed with acquisition and completion of the Master Project (provided all other City approvals and permits are obtained) and to advance such funds as are necessary to accomplish such purposes, and to the extent permitted by law, the City will reimburse the Tenant for such expenditures from proceeds of the Bonds, when and if issued. Notwithstanding the authorization in the preceding sentence, the Tenant proceeds at its own risk and if, for any reason, Bonds are not issued, the City will have no liability to the Tenant for any reason. The Act provides the City may only issue each series of Bonds by adopting an ordinance authorizing that series of Bonds and providing for the terms and details of that series of Bonds. The Act further provides the City may only approve an ad valorem tax exemption after completion of a costs benefit analysis, a public hearing, and issuance of industrial revenue bonds to pay costs of the property that is the subject of the tax exemption. The City has not yet adopted an ordinance, authorized any series of Bonds for the Master Project or completed the necessary steps to approve a tax exemption for the property financed by the Bonds. This Resolution only evidences the intent of the City to issue Bonds for the Master Project and to approve a tax exemption for each Project. The City does not intend this Resolution to include any agreement for ad valorem tax exemption for the Project. The consideration for ad valorem property tax exemption on the Project will be had by the City at appropriate later dates according to the publication and notice requirements of the laws of the State of Kansas.

SECTION 5. Limited Obligations. Each series of Bonds and the interest payable on such Bonds shall be special and limited obligations of the City, payable solely from the rents, revenues and receipts derived by the City from the lease of each Project to the Tenant or the Tenant's assignee as authorized by this Resolution. The Bonds shall not be a general obligation of the City, the state of Kansas or any political subdivision thereof, shall not constitute a pledge of the full faith and credit of the City, the State of Kansas or any other political subdivision thereof and shall not be payable in any manner from taxation.

SECTION 6. Termination. This Resolution terminates and shall be considered repealed in the event of any of the following:

(a) Failure of the Tenant to issue the first series of the Bonds for a Project in the minimum principal amount of \$12,000,000 within 36 months of the effective date of this Resolution; or

(b) Failure of the Tenant to issue a minimum of \$20,000,000 for the Master Project within 60 months of the effective date of this Resolution.

SECTION 7. Further Action. The Mayor, City Clerk, Triplett, Woolf & Garretson, LLC, the City’s Bond Counsel, and City staff are authorized and directed to take all such other actions not inconsistent with this Resolution as may be appropriate or desirable to accomplish the purposes contemplated by this Resolution, including but not limited to, (1) execution on behalf of the City of an appropriate notices of proposed issuance of such Bonds with the Kansas State Board of Tax Appeals pursuant to K.S.A. 12-1744a, (2) providing applicable notices of public hearings with respect to the proposed issuance of such Bonds in accordance with K.S.A. 12-1749c or K.S.A. 12-1749d, (3) seeking a retailers’ sales tax exemption certificate for the construction and equipping of the Projects, and (4) requesting any necessary approvals of issuance of the Bonds as required by the Act or laws of the State of Kansas.

SECTION 8. Effective Date. This Resolution shall become effective upon its approval and adoption by the governing body of the City of Garden City, Kansas.

ADOPTED AND APPROVED by the governing body of the City of Garden City, Kansas on April 5, 2016.

CITY OF GARDEN CITY, KANSAS

[seal]

By _____
Janet Doll, Mayor

ATTEST:

By _____
Celyn N. Hurtado, City Clerk



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Jennifer V. Cunningham, Assistant City Manager
DATE: April 5, 2016
RE: 86-14 Maximum Speed Limits

ISSUE:

The Governing Body is asked to consider and approve a correction to Municipal Code Ordinance 86-14 -- Maximum Speed Limits.

Ordinance No. _____ - 2016, an ordinance regulating maximum speed limits in the City of Garden City, Kansas; amending Code Section 86-14; repealing current Code Section 86-14; all to the Code of Ordinances of the City of Garden City, Kansas.

BACKGROUND:

Municipal Code Section 86-14. - Maximum speed limits—Designation, states:

"In accordance with the provisions of section 33 of the Standard Traffic Ordinance, as amended, K.S.A. 8-1559, and K.S.A. 8-1560, as amended, and as applicable to the designated streets, the following maximum speed limits are hereby established. Should a speed limit designated in this section be different than, or in conflict with, a maximum speed limit established in section 86-2 of this Code, amending section 33 of the Standard Traffic Ordinance, this section shall control the maximum speed limit in effect on the designated street, as follows:

(1) Main Street (US 83B, US 50B/83B): 40 miles per hour beginning at the actual south city limits and extending northerly for approximately 0.27 mile to the beginning of the four-lane pavement; 30 miles per hour from the beginning of the four-lane pavement northerly for approximately 0.25 mile to a point 50 feet north of the centerline of Santa Fe Street, and 20 miles per hour from a point 50 north of the centerline of Santa Fe Street northerly through the business district.

The language "a point 50 north" is omitting the word "feet" to make it "a point 50 feet north." The issue has been raised that there is no way for a citizen to know where the speed zone is located because of this omission. One could infer from the language "that the 30 mph zone ends at a point 50 feet north (of Santa Fe)" that the 20 mph speed zone starts at that same point," however adding feet in the correct place would clear up any confusion.

City Attorney, Randy Grisell, has updated the ordinance and it is attached with the change.

ALTERNATIVE:

1. Add "feet" in between 50 and north in Municipal Code Ordinance 86-14. Maximum Speeds.
2. Leave the ordinance as it is written.

RECOMMENDATION:

Staff recommends alternative #1.

FISCAL NOTE:

There is no fiscal note.

ATTACHMENTS:

Description	Upload Date	Type
86-14 Maximum Speed Limits 2016	3/30/2016	Backup Material

(Published in the Garden City Telegram on the ____ day of April, 2016)

ORDINANCE NO. _____-2016

AN ORDINANCE REGULATING MAXIMUM SPEED LIMITS IN THE CITY OF GARDEN CITY, KANSAS; AMENDING CODE SECTION 86-14; REPEALING CURRENT CODE SECTION 86-14; ALL TO THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS.

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

SECTION 1. Section 86-14 of the Code of Ordinances of the City of Garden City, Kansas, is hereby amended to read as follows:

Section 86-14. Maximum speed limits-Designation.

In accordance with the provisions of section 33 of the Standard Traffic Ordinance, as amended, K.S.A. 8-1559, and K.S.A. 8-1560, as amended, and as applicable to the designated streets and alleys, the following maximum speed limits are hereby established. Should a speed limit designated in this section be different than, or in conflict with, a maximum speed limit established in section 86-2 of this Code, amending section 33 of the Standard Traffic Ordinance, this section shall control the maximum speed limit in effect on the designated street, as follows:

- (1) Main Street (US 83B, US 50B/83B): 40 miles per hour beginning at the actual south city limits and extending northerly for approximately 0.27 mile to the beginning of the four-lane pavement; 30 miles per hour from the beginning of the four-lane pavement northerly for approximately 0.25 mile to a point 50 feet north of the centerline of Santa Fe Street, and 20 miles per hour from a point 50 feet north of the centerline of Santa Fe Street northerly through the business district.
- (2) Fulton Street (US 50B): 45 miles per hour beginning at the actual east city limits and extending westerly for approximately 0.68 mile to a point 792 feet east of the centerline of Campus Drive; 40 miles per hour from a point 792 feet east of the centerline of Campus Drive westerly for approximately 0.55 miles to a point 72 feet east of the centerline of Fleming Street; 35 miles per hour from a point 72 east of the centerline of Fleming Street westerly for approximately 0.81 mile to a point 69 feet east of the centerline of Fourth Street; 30 miles per hour from a point 69 feet east of the centerline of Fourth Street westerly through the business district and junction of Fulton Street and Main Street and westerly to the west city limits.

- (3) Kansas Avenue (K 156, US 50B/83B): 45 miles per hour beginning at the east city limits and extending westerly for approximately 0.21 mile to a point 287 feet west of the centerline of Leslie Road; 40 miles per hour from the point 287 feet west of the centerline of Leslie Road westerly for approximately 1.27 miles to a point 298 feet east of the centerline of Fleming Street; 35 miles per hour from a point 298 feet east of the centerline of Fleming Street westerly for approximately 0.55 mile to a point 284 feet east to the centerline of Fourth Street; 30 miles per hour from a point 284 feet east of the centerline of Fourth Street westerly to Five Points intersection.
- (4) Campus Drive: 40 miles per hour from the intersection of Campus Drive and Fulton St. (US 50B) and running north to the north city limits.
- (5) Mary Street: 40 miles per hour commencing at the west city limits boundary at a point 500 feet east of the centerline of VFW Road and continuing thence east to the east city limits boundary at the intersection of US 50/83/400 (Bypass) and Mary Street.
- (6) Taylor Avenue (US 83B): 35 miles per hour from Five Points intersection running north to a point 300 feet north of Campbell Avenue; 45 miles per hour from a point 300 feet north of Campbell Avenue running north to a point 530 feet north of the centerline of Mary Street; 55 miles per hour from a point 530 feet from the centerline of Mary Street north to the north city limits.
- (7) Third Street: 40 miles per hour commencing at a point 125 feet north of the centerline of Long Boulevard and running north to the north city limits.
- (8) Cherokee Road: 20 miles per hour commencing at the intersection of Cherokee Road and Pawnee Road and running north to Mary Street.
- (9) Maple Street: 20 miles per hour commencing at the intersection of Maple Street and Fifth Street and running east to Third Street.
- (10) Fourth Street: 20 miles per hour commencing at the intersection of Maple Street and Fourth Street and running north to Fulton Street.
- (11) Spruce Street: 20 miles per hour commencing at the intersection of Sixth Street and Spruce Street and running east to Fourth Street.
- (12) Parks: 20 miles per hour within any park.
- (13) Alleys: 15 miles per hour in all alleys within the city limits.

SECTION 2. Section 86-14 of the Code of Ordinances of the City of Garden City, Kansas, is hereby repealed, to be replaced as specified in this ordinance.

SECTION 3. If any section, clause, sentence, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

SECTION 4. This ordinance shall take effect and be in force from and after its publication in the Garden City Telegram.

APPROVED AND PASSED by the Governing Body of the City of Garden City, Kansas, the 5th day of April, 2016.

Janet A. Doll, Mayor

ATTEST:

Celyn N. Hurtado
City Clerk

APPROVED AS TO FORM:

Randall D. Grisell
City Attorney



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Mike Muirhead, Public Utilities Director
DATE: April 5, 2016
RE: Amending Code of Ordinance 90-304 (f) power factor adjustment.

ISSUE:

The Governing Body is asked to consider and approve an amendment to City Code of Ordinance 90-304 (f) power factor adjustment.

Ordinance No. _____ - 2016, an ordinance regulating Electric Service within the City of Garden City, Kansas; amending Code Section 90-304; repealing current Code Section 90-304; all to the Code of Ordinances of the City of Garden City, Kansas.

BACKGROUND:

It was brought to Utilities Director Muirhead's attention that the existing language in the Code of Ordinance 90-304(f) was somewhat confusing and possibly incomplete. After review, it was determined that the existing language was indeed confusing and should be amended for clarification purposes. It should also be noted that there are currently no Garden City electrical customers that fall into the power factor correction clause of this ordinance.

Existing language:

(f) Power factor adjustment. The customer will, at all times, maintain at the City's point of delivery a power factor as near unity as practicable. If the power factor for the period during which the billing demand is established is below 95 percent lagging, then the demand as measured will be subject to increase by one-half percent for each one percent that the power factor correction equipment will be such as to prevent, at all times, excessive voltage fluctuations on the city's lines and will be switched with customer's load.

Proposed new language:

(f) Power factor adjustment. The customer will, at all times, maintain at the City's point of delivery a power factor as near unity as practicable. If the power factor for the 15-minute period during which the billing demand is established is less than 95 percent, then the billing demand shall be calculated as the measured demand, multiplied by 0.95, and divided by the power factor at the time the monthly billing demand is established.

In the event the customer continually operates at a power factor of less than 0.75, or the customer's equipment causes excessive voltage fluctuations on city lines, the city reserves the right to install appropriate power factor correction equipment or other appropriate mitigation measures at the expense of the customer. If the city determines it is necessary to install power factor correction equipment, because of a low recurring power factor or excessive voltage

fluctuations, the city shall notify the customer of such need in writing and provide thirty (30) days for customer to take corrective measures. If customer fails to take steps to correct the low power factor or excessive voltage fluctuations, city shall install the appropriate corrective measures at the customer's expense.

ALTERNATIVE:

- 1) Governing Body approval of amending Code of Ordinance 90-304 (f) power factor adjustment.
- 2) Governing Body does not approve of amending Code of Ordinance 90-304 (f) power factor adjustment.

RECOMMENDATION:

Staff recommends Governing Body approve option #1 amending Code of Ordinance 90-304 (f) power factor adjustment.

FISCAL NOTE:

There is no fiscal impact with this amendment.

ATTACHMENTS:

Description	Upload Date	Type
903-304 (electric service.2016)	3/30/2016	Backup Material

ORDINANCE NO. _____-2016

AN ORDINANCE REGULATING ELECTRIC SERVICE WITHIN THE CITY OF GARDEN CITY, KANSAS; AMENDING CODE SECTION 90-304; REPEALING CURRENT CODE SECTION 90-304; ALL TO THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS.

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

SECTION 1. Section 90-304 of the Code of Ordinances of the City of Garden City, Kansas, is hereby amended to read as follows:

Section 90-304. Large general service within corporate limits.

- (a) *Availability.* Electric service under this schedule is available at points adjacent to the city's existing distribution facilities located within the corporate limits of the city. It is not available for breakdown, standby, or resale service.
- (b) *Application.* Electrical service under this schedule is applicable to any nondomestic customer for all electric service supplied at one location and measured through one meter. A customer's billing demand shall normally exceed 17 kw for four or more billing cycles over 12 continuous billing cycles in order to qualify for this rate schedule, unless otherwise directed by the city manager and director of public utilities.
- (c) *Character of service.* The service coming under this section is alternating current, 60 hertz, single- or three-phase, as available, at the available standard voltage. The character of service will be at the city's discretion.
- (d) *Net monthly rate.* The rates imposed under this section are as follows:

Rate schedule, effective February 15, 2013:
Customer charge, per month\$85.00
Demand charge\$11.86
Energy charge, per kwh\$0.0690
- (e) *Billing demand.* The billing demand shall be the highest measured 15-minute integrated demand during the current billing month.
- (f) *Power factor adjustment.* The customer will, at all times, maintain at the city's point of delivery a power factor as near unity as practicable. If the power factor for the 15-minute period during which the billing demand is established is less than 95 percent, then the billing demand shall be calculated as the measured demand, multiplied by 0.95, and divided by the power factor at the time the monthly billing demand is established.

In the event the customer continually operates at a power factor of less than 0.75, or the customer's equipment causes excessive voltage fluctuations on city lines, the city reserves the right to install appropriate power factor correction equipment or other appropriate mitigation measures at the expense of the customer. If the city determines it is necessary to install power factor correction equipment because of a low recurring power factor or excessive voltage fluctuations, the city shall notify the customer of such need in writing and provide thirty (30) days for customer to take corrective measures. If customer fails to take steps to correct the low power factor or excessive voltage fluctuations, city shall install the appropriate corrective measures at the customer's expense.

SECTION 2. Section 90-304 of the Code of Ordinances of the City of Garden City, Kansas, is hereby repealed, to be replaced as specified in this ordinance.

SECTION 3. If any section, clause, sentence, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

SECTION 4. This ordinance shall take effect and be in force from and after its publication in the Garden City Telegram.

APPROVED AND PASSED by the Governing Body of the City of Garden City, Kansas, the 19th day of April, 2016.

Janet A. Doll, Mayor

ATTEST:

Celyn N. Hurtado
City Clerk

APPROVED AS TO FORM:

Randall D. Grisell
City Attorney



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Staff
DATE: April 5, 2016
RE: Resolution of Support for a TIGER VIII Grant

ISSUE:

The Governing Body is asked to consider and approve a Resolution of Support for a TIGER VIII grant application being submitted by Lamar, Colorado on behalf of the Southwest Chief Rural Rail Partnership and is asked to consider a pledge of financial support in the amount of \$12,500.

Resolution No. _____-2016 A Resolution encouraging efforts to maintain the Southwest Chief passenger service through the states of Kansas, Colorado and New Mexico and pledging financial participation in the Lamar Colorado TIGER VIII grant application.

BACKGROUND:

Similar to the TIGER VI and TIGER VII applications successfully submitted by Garden City and La Junta, this application seeks to improve remaining segments of rail in Kansas and Colorado which supports the Southwest Chief passenger rail service. The pledge of funds, combined with funds from the state Departments of Transportation, BNSF and Amtrak will provide the local match to a grant request which, if awarded, would address most most of the remaining portions of rail in Kansas, Colorado and New Mexico which were identified by Amtrak and BNSF as needing repaired in order to preserve service along the route.

ALTERNATIVE:

1. Approve the Resolution and pledge the funding.
2. Approve the Resolution and do not pledge the funding.
3. Do not approve the Resolution or the funding.

RECOMMENDATION:

Staff recommends Approving the Resolution in Support of the City of Lamar, Colorado's TIGER VIII application on behalf of the Southwest Chief Rural Rail Partnership and pledges financial support in the amount of \$12,500.

FISCAL NOTE:

The \$12,500 will be incorporated into the preparation of the 2017 budget.

ATTACHMENTS:

Description	Upload Date	Type
Southwest Chief TIGER VIII Resolution	4/1/2016	Backup Material

RESOLUTION NO. _____-2016

**A RESOLUTION ENCOURAGING EFFORTS TO MAINTAIN THE
SOUTHWEST CHIEF PASSENGER SERVICE THROUGH THE STATES
OF KANSAS, COLORADO AND NEW MEXICO AND PLEDGING
FINANCIAL PARTICIPATION IN THE LAMAR COLORADO TIGER
VIII GRANT APPLICATION MATCH**

WHEREAS, Amtrak's Southwest Chief serves Kansas on its route between Chicago and Los Angeles on the host railroad line of Burlington Northern Santa Fe; and

WHEREAS, eastbound and westbound trains stop at Garden City daily and served more than 49,673 Kansas passengers in 2015; and

WHEREAS, Amtrak provides a transportation link to the residents of southwest Kansas that is of growing importance and will likely become critical as rising energy prices curtail the attractiveness of driving and flying; and

WHEREAS, railway freight traffic has declined, thereby reducing monies customarily set aside for rail maintenance and consequently forcing travel at lower speeds; and

WHEREAS, it has been estimated that the rail traversed by the Southwest Chief is in immediate need of more than \$100 million in rail repairs in three states, including Kansas, Colorado and New Mexico, in order to resume normal speeds; and

WHEREAS, it has been further projected that rail repairs over the course of the entire rail will total \$300 million over the next ten years; and

WHEREAS, Amtrak is unable to make said repairs given current fiscal conditions; and

WHEREAS, the Southwest Chief Rural Rail Partnership, of which Garden City is a member, has joined many other communities in Kansas and Colorado to support both financially and legislatively the upgrade of the line between Kansas, Colorado and New Mexico; and

WHEREAS, in 2014 the City of Garden City and in 2015 the City of LaJunta Colorado, both on behalf of the Southwest Chief Rural Rail Partnership, successfully applied and received a \$12.4 million TIGER VI discretionary grant

and \$15.2 million TIGER VII discretionary grant respectively to be utilized for repairs along the Kansas and Colorado portions of this route; and

WHEREAS, the City of Lamar, Colorado, intends to apply for TIGER VII funding to continue needed repairs through the Kansas and Colorado sections of this line.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Garden City, Kansas that the City of Garden City offers our support of the Lamar, Colorado, TIGER VIII application and agrees to pledge \$12,500.00 toward the grant match to be paid in 2017 should the grant be awarded.

ADOPTED by the Governing Body of the City of Garden City, Kansas this 5th day of April 2016.

Janet A. Doll, Mayor

ATTEST:

Celyn N. Hurtado, City Clerk

Old Business

New Business



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Lona Duvall, President, Finney County Economic Development Corporation
DATE: April 5, 2016
RE: FCEDC 1st Quarter 2016 update

ISSUE:

President of Finney County Economic Development Corporation, Lona Duvall will be present to review the first quarter report for 2016 with the Governing Body.

ALTERNATIVE:

Presentation purposes only.

RECOMMENDATION:

No recommendation.

FISCAL NOTE:

None.

ATTACHMENTS:

Description	Upload Date	Type
FCEDC 1st Quarter 2016 update	3/30/2016	Backup Material

Finney County Economic Development Corporation

FCEDC Partners Quarterly Report 2016 First Quarter

FCEDC Regular monthly meetings are the 4th Wednesday of each Month at 7:30 a.m. in the City of Garden City Commission chambers. Meetings are open to the public and we welcome attendance from community members.

Events Coordinated and/ or sponsored by FCEDC

Finney County Workforce Connection: Building Bridges II

Prospect Updates

FCEDC is currently working with multiple companies in relation to the Transload Facility

3-16-1: FCEDC is assisting a logistics company with site location and employment needs (unrelated to Transload)

3-16-2: FCEDC is assisting a logistics company with site location and employment needs (unrelated to Transload)

Completed Projects—2016 to date

- Holcomb Big Lowe Project: Loves/ Sonic/ Subway is operational

Project Updates

- DFA/ Meadowlark Dairy Nutrition is under construction
- Transload Project is moving forward in collaboration with City of Garden City, Finney County, KDOT, private stakeholders, and BNSF
- City of GC/ FCEDC are assisting with IRB financing for senior living project
- Home Plus model senior living has announced groundbreaking
- FCEDC is assisting a downtown real estate owner with development projects

Existing Business Assistance

- Assisting existing businesses with zoning requirements, logistical assistance and incentives for expansion projects
- Working with local builders to develop home-building opportunities
- Assist local business with rail freight options and improved service
- Assist local businesses with accessing State incentives for hiring, training, expansion, etc.
- Assist local businesses with setting up training and meetings in Finney County

Continuing Partnerships

- Finney County Workforce Connection
- Downtown Vision—continue to work together to improve downtown core district businesses, housing development and quality of life improvements
- GCCC—continued efforts to increase awareness of GCCC programs and to create additional opportunities for workforce training specifically:
 - Construction trades training
 - Welding training
- Convention and Visitors Bureau—Open communication lines to identify opportunities to recruit and support business activities that create overnight stays in Finney County
- Chamber of Commerce—Involvement in Legislative Agenda policy formation and service to existing businesses
- Garden City Area Builders Association—assist with legislative updates, training opportunities and housing information

Continuing Initiatives

- Housing development
 - Renovation project to create downtown living
 - Assisting developers with RHID application and housing type selection based on market conditions
 - Assisting construction company with housing type selection based on market conditions and location assistance
- Workforce development
- Industrial park development
- Regulatory improvement for business climate
- Legislative missions

2016 Focus

- Workforce Development and recruitment—collaboration with the Finney County Workforce Connection

- Community cleanliness projects: FCEDC is working with Finney County, City of GC, and City of Holcomb to develop and maintain a sustainable community cleanup initiative
- Continue to address housing solutions to meet demand of growing workforce needs
- Recruitment of Industrial and Manufacturing prospects
- Core District redevelopment and recruitment
- Continuous quality of life improvement to aid in the recruitment of new industry and workforce
- Senior Living development



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Celyn N. Hurtado, City Clerk
DATE: April 5, 2016
RE: Cereal Malt Beverage license rate increase

ISSUE:

The Governing Body is asked to consider a rate increase for Cereal Malt Beverage licenses in Garden City, Kansas.

BACKGROUND:

The City of Garden City issues Cereal Malt Beverage licenses to approximately 31 businesses each year. CMB licenses are valid from January 1 or the opening date of a new business through December 31. The current fee for a CMB license is \$75 for on premise consumption with the exception of limited retailer fee (bowling alleys, concession stands) of \$125. The fee for off-premise consumption is \$75. Included in the fees is the State CMB Stamp Fee of \$25 per license fee that is sent to the Kansas Department of Revenue.

Pursuant to K.S.A. 41-2702(d)(1) and K.S.A. 41-2702(d)(2), cities and counties may charge an annual license fee in addition to the State CMB Stamp fee. The city/county may not alter the license fee schedule. The fee schedule is:

- On-Premise Consumption (taverns, restaurants, etc.) \$25 - \$200
- Off-Premise Consumption (grocery stores, convenience stores, etc.) \$25 - \$50

The City has not raised the CMB fees since October 4, 1994. Staff would like to raise the rates for all on premise licenses to \$125.00 which would include the \$25.00 fee to the Department of Revenue.

Below is a list of fees from other Kansas municipalities.

City	Off-Premise/Retail	On-Premise
Jodge City	\$75.00	\$225.00
Liberal	\$75.00	\$200.00
Manhattan	\$75.00	\$225.00
Salina	\$75.00	\$225.00
Hutchinson	\$75.00	\$125.00
Overland Park	\$75.00	\$125.00
Ways	\$75.00	\$100.00

ALTERNATIVE:

1. Direct staff to draft an ordinance to increase the Cereal Malt Beverage license fees to \$125.00 for on-premise licenses.
2. Direct staff to other alternatives.
3. Do nothing and leave Cereal Malt Beverage license fees as they are currently set.

RECOMMENDATION:

Staff recommends Alternative #1. If approved the new fees will be presented in an ordinance at the April 15, 2016 meeting.

FISCAL NOTE:

If alternative #1 is selected, the additional revenue based on license figures in 2016 would be an increase of \$700.00 to fund 001-00-000-3035.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Kaleb Kentner, Neighborhood & Development Services Director
DATE: April 5, 2016
RE: Distribution of the Downtown Development Fund for 628 N. 8th Street.

ISSUE:

The Governing Body is asked to consider and approve the distribution of the Downtown Development Fund for 628 N. 8th Street.

BACKGROUND:

Lisa Harris has submitted an application for the Downtown Development Fund for the re-modeling and upgrades to her business, Streeter Cleaners, located at 628 N. 8th Street. The property is located in the C-3, Central Business District. The total cost of renovation is estimated to be \$53,942.00, and Ms. Harris is asking for an 80% reimbursement amount of \$43,153.00. The application submittal has been attached for the Commission's review.

The project is to include the purchase and installation of a new boiler and three (3) new air conditioning units. A new exterior door will be installed to the business along with new paint for the interior of the building.

The Downtown Development Fund has a current balance of \$244,000 for the remainder of 2016. The cost to the Downtown Development Fund will be less than \$50,000. The other application that we received for less than \$50,000 was The Hot Spot located at 407 N. 8th Street. This project was funded in its entirety (\$20,800).

This project is in compliance with the Downtown Master Plan and the Garden City Zoning Regulations.

ALTERNATIVE:

The Governing Body may:

1. Fully fund the presented project at \$43,153.00.
2. Fund the requested application at a different amount.
3. Deny the requested application for the Downtown Development Fund.

RECOMMENDATION:

The Governing Body may choose any of the alternatives or create a new viable option.

FISCAL NOTE:

There is currently \$244,000 in the fund. If this application is awarded at the amount requested, it would use 17.69% of the remaining funds. The Downtown Development Fund is funded by the

General Fund.

ATTACHMENTS:

Description

Harris DDF Application

Upload Date

3/30/2016

Type

Backup Material



APPLICATION FOR DOWNTOWN DEVELOPMENT FUND

RESOLUTION #

DATE:

PLEASE PRINT OR TYPE

OWNER'S NAME

Lisa Harris
Streeter Cleaners

OWNER'S MAILING ADDRESS

1009 E. Mary
Garden City, KS 67846

PHONE NUMBERS

HOME 620-287-2154

WORK 620-276-3481

PROPERTY ADDRESS

628 N. 8th St.
Garden City, KS 67846

EMAIL jalayne1009@gmail.com

PROPERTY IDENTIFICATION INFORMATION

(Parcel ID number and Legal description are documented on your tax statement or call the County Clerk's Office)

COPY OF DEED

RECEIPT OF PAID TAXES

LEGAL DESCRIPTION

Use additional sheets if necessary

PARCEL IDENTIFICATION NUMBER (CAMA)

27418010330040000000

See attachment #1

PROPERTY IMPROVEMENTS

PLEASE CHECK ALL THAT APPLY

Environmental Remediation Façade Renovation Interior Remodel Efficiency Upgrades

2nd Story Residential/ Commercial Development Demolition Expense

IS PROPERTY LISTED ON HISTORIC REGISTRY OR LOCATED WITHIN A HISTORIC DISTRICT BOUNDARY?

No

Yes (must attach proof of historic registration)

PROPOSED PROPERTY IMPROVEMENTS

IMPROVEMENT DESCRIPTION

(Please be specific and Use additional sheets if necessary)

See attachment #2

IMPROVEMENT (cost estimates) \$53,942.⁰⁰

See attachment #3

\$43,153.00 (80%)

PROJECTED CONSTRUCTION SCHEDULE

4 / 20 / 16

START DATE

6 / 20 / 16

FINISH DATE

PROPERTY OWNER / APPLICANTS SIGNATURE

DATE

FOR OFFICE USE ONLY

APPROVALS:

Community Development Date of Approval _____

Finance Director Date of Approval _____

Streeter Cleaners was established in Garden City 75 years ago (with ownership of the Streeter family spanning four generations). The cleaning shop has been located on North Eighth Street this entire span of time. The business has been an asset to Garden City and the surrounding area.

We would use the funds to purchase a new boiler and have said boiler installed. This piece of equipment is essential to conduct our business. The boiler we have currently is outdated and in need of extensive repairs.

Streeter Cleaners is also asking for funds to purchase and install three new air conditioner units. The unit used now needs to be replaced due to the age and condition. We would replace it with more efficient and more cost effective units.

A portion of these funds will be used to purchase a new back door. The door needs to be replaced due to weathering. This would also make the business more secure.

We are asking for funds to paint some of the interior at Streeter Cleaners to improve the overall appearance of such a historical business.

This grant would be very beneficial to Streeter Cleaners as well as the down town area.

State of Kansas, Finney County SS.
This instrument was filed for Record
02/01/2010 at 04:08 PM
& recorded in Book 0293 on Page 26
Fees: \$8.00
2010-00454

Entered in Transfer Record in my office this
2nd day of Feb A.D., 2010

Cornelle Becker, Deputy
Finney County Clerk

293 026

Ulrike Lappin
ULRIKE LAPPIN,
FINNEY COUNTY REGISTER OF DEEDS
by *Alan Priedel*
Deputy

DATA ENTRY ✓
LAND INDEX ✓



AFFIDAVIT OF EQUITABLE INTEREST

The undersigned, of lawful age and being first duly sworn, subscribes and states as follows:

1) By instrument dated 2-1, 2010, we are purchasing from **Jo Ann Glasse**
property legally described as:

Lots Fifty-six (56), Fifty-seven (57) and Fifty-eight (58) in Block One (1), Jones Addition and the South Twenty-seven and half feet (S. 27 1/2') of the West Ten Feet (W. 10') of Lot Eighteen (18), Block Thirty-eight (38), Stevens Addition to Garden City, Finney County, Kansas.

2) By virtue of said above-mentioned instrument, now in escrow, or to be placed in escrow at Commerce Bank the undersigned hereby claim an equitable interest in and to said property from and after the date of said above-mentioned instrument.

3) Further affiant sayeth naught.
Dated 2-1, 2010

Anthony L. Harris

Anthony L. Harris

Lisa J. Harris

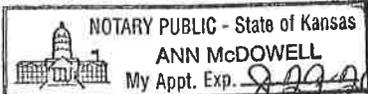
Lisa J. Harris

STATE OF KANSAS

COUNTY OF FINNEY

} ss.

SUBSCRIBED AND SWORN TO before me on 2-1-10 by **Anthony L. Harris and Lisa J. Harris, husband and wife.**



Ann McDowell

Notary Public

My Appointment Expires: _____

FROM *628 N. 8th*
Garden City, Mo. 67844

Entered in Transfer Record in my office, this *30th* day of *July* 19*84*
Donna Strickert
County Clerk.

STATE OF KANSAS } as
Finney County,
This instrument was filed for record on the *27* day of *July* 19*84*, at *1:15* o'clock *P.* M., and duly recorded in Book *55* of Deeds, at page *727*
Rita Alsop
Register of Deeds.

By _____ Deputy.
FEEES.
Register of Deeds, for recording, \$ *5.00*
County Clerk, for transfer, \$ _____
Total, \$ _____

THIS DEED, Made this *24* day of *July* 19 *84*, between *KATHRYN RUTH STREETER, a/k/a*
KATHRYN R. STREETER, a widow,

of *Finney* County, in the State of *Kansas*
as first party, and
M. E. GLASSE and JoANN GLASSE,
husband and wife,

of *Finney* County, in the State of *Kansas*
as joint tenants with the right of survivorship and not as tenants in common,
as second parties,

WITNESSETH: In consideration of the sum of
Ten Dollars (\$10.00)-----and *00/100* Dollars
and other good and valuable consideration
the receipt of which is hereby acknowledged, first party hereby convey s
and warrant s unto second parties, as joint tenants with the right of sur-
vivorship and not as tenants in common, all the following described real estate
situated in the County of *Finney*
State of *Kansas*, to wit:

Lot Fifty-six (56), in Block One (1), of Jones
Addition to Garden City, Finney County, Kansas,

INDEXED
DIRECT
INDIRECT

TO HAVE AND TO HOLD THE SAME, Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, forever, as joint tenants, the survivor to take the whole estate.

First party, for herself, her heirs, executors and administrators do hereby covenant, promise and agree to and with second parties that at the delivery of these presents she is lawfully seized in her own right of an absolute and indefeasible estate of inheritance, in fee simple, of and in all and singular the above described premises together with the appurtenances; that the same are free, clear, discharged and unincumbered of and from all former and other grants, estates, taxes, assessments and incumbrances of what nature or kind soever, except;

subject only to easements, restrictions and rights of way of record

and that she will WARRANT AND FOREVER DEFEND the same unto second parties, as joint tenants with the right of survivorship and not as tenants in common, and the heirs and assigns of the survivor of them, against first party, her heirs, and all and every person or persons whomsoever lawfully claiming or to claim the same.

IN WITNESS WHEREOF, first party, has hereunto set her hand, the day and year first above written.

Kathryn R. Streeter
KATHRYN RUTH STREETER, a/k/a
KATHRYN R. STREETER

STATE OF KANSAS, FINNEY COUNTY, ss. *July*, 19 *84*, before me, the
BE IT REMEMBERED, That on this *24* day of *July*, 19 *84*, before me, the
undersigned, a Notary Public in and for the County and State aforesaid, came
KATHRYN RUTH STREETER, a/k/a KATHRYN R. STREETER, a widow,

who is personally known to me to be the same person who executed the foregoing deed, and duly acknowledged the execution of the same.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last above written.



June 2, 19 *88*
Donna Strickert
DONNA STRICKERT Notary Public

Fees:
628 FROM
Garden City, KS TO
62844

THIS DEED, Made this 29 day of June, 1984, between Louis R. Wagner and Regina Ruthella Wagner

of Finney County, in the State of Kansas, as first party, and M. E. Glasse of Finney County, in the State of Kansas, as second party,

WITNESSETH, That first party, in consideration of the sum of One-----and 00 DOLLARS, and other valuable consideration 100 the receipt of which is hereby acknowledged, does by these presents CONVEY

AND QUITCLAIM, unto second party, his heirs and assigns, all the estate, right, title, interest, and claim which first party has in and to the following described real estate situated in the County of Finney and State of Kansas, to wit:

Entered in Transfer Record in my office, this 30th day of July 1984
Donna Strickert
County Clerk
STATE OF KANSAS, Finney County, ss.
This instrument was filed for record on the 27 day of July 1984 at 1:15 o'clock P. M. and duly recorded in Book 55 of Deeds, at page 728
Rita Alsop
Register of Deeds, Deputy.
FEES.
Register of Deeds, for recording, \$ 5.00
County Clerk, for transfer, \$
Total, \$

INDEXED
DIRECT
INDIRECT

Lot Fifty-seven (57) and Lot Fifty-eight (58), Block One (1), Jones Addition, and the South twenty-seven and one-half (S 27 1/2) feet of the West ten (W 10) feet of Lot Eighteen (18) Block Thirty-eight (38), Stevens Addition to the City of Garden City.

TO HAVE AN TO HOLD THE SAME, Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging, or in any wise appertaining, forever.
In Witness Whereof, first party has executed this deed on the day and year first above written.

Louis R. Wagner
Louis R. Wagner

Regina Ruthella Wagner
Regina Ruthella Wagner

STATE OF KANSAS, FINNEY COUNTY, ss.
BE IT REMEMBERED, That on this 29 day of June, 1984, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came

Louis R. Wagner and Regina Ruthella Wagner who are personally known to me to be the same persons who executed the above deed, and duly acknowledged the execution of the same.

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



My appointment expires June 2 1988
Donna Strickert
DONNA STRICKERT Notary Public.

Receipt Num: 7764 1st Half **Year:** 2015 **Stmt Num:** 9506 **Real Estate**
HARRIS ANTHONY L & LISA J 1009 E MARY ST LABRADOR RIDGE SUBDIVISION---239, S05, T
GARDEN CITY KS 67846-3349 GARDEN CITY KS 67846-3349 24, R32W, BLOCK 05, E 5' LOT 3 & LOT 4 E
X S 10'
Parcel ID: 27305030090080000000 **ADDR:** 1009 E MARY
Lot: **Blk:** 05 LABRADOR RIDGE SUB **Receipt Amount:** 1255.14
Sec: 05 **Twp:** 24 **Rng:** 32W **Fees:**

Receipt Num: 7765 1st Half **Year:** 2015 **Stmt Num:** 23368 **Personal Property**
STREETERS CLEANERS 628 N EIGHTH BOILER W D 1988 CLEAN MACHINE 1975
GARDEN CITY KS 67846-5509 GARDEN CITY KS 67846-5509 CONVEYOR 1982 CONVEYOR 1983
CONVEYOR 1985 DRYER 1984
PRESS CISSELL 1983 PRESS CISSELL 1984
Parcel ID: 001 21 STREETCLEAN **ADDR:** 628 N EIGHTH
Lot: **Blk:** **Receipt Amount:** 119.24
Sec: 00 **Twp:** 00 **Rng:** 00 **Fees:**

Receipt Num: 7766 1st Half **Year:** 2015 **Stmt Num:** 8413 **Real Estate**
GLASSE JOANN %HARRIS ANTHONY L & LISA STEVENS 2ND ADD BLK 38---395, S18, T24,
628 N 8TH STREET GARDEN CITY KS 67846-5305 R32W, BLOCK 01, LOT 56,57,58 & S 27.5' O
F W 10' LOT 18 & N 2' OF W 10' LOT 19
Parcel ID: 27418010330040000000 **ADDR:** 628 N EIGHTH
Lot: **Blk:** 01 STEVENS 2ND ADD BLK 38 **Receipt Amount:** 1331.61
Sec: 18 **Twp:** 24 **Rng:** 32W **Fees:**

CountyWorks by Manatron

KB/WSB/RCT

Total Tax: 2705.99
Total Fees:
TOTAL RECEIPTS: 2705.99

Check: \$2,705.99
Ck Num: 1012

HARRIS ANTHONY L & LISA J
1009 E MARY ST
GARDEN CITY KS 67846-3349

#1: Legal Description: Lots Fifty-six (56), Fifty-seven (57) and Fifty-eight (58) in Block One (1), Jones Addition and the South Twenty-seven and half feet (S.27 ½') of the West Ten Feet (W. 10') of Lot Eighteen (18), Block Thirty-eight (38), Stevens Addition to Garden City, Finney County, Kansas.

#2: Improvement Description: Remove old boiler and replace with newer more cost effective boiler that runs most of our dry cleaning equipment (see American Boiler Proposal).
Install new Evaporative air conditioners that will be more cost effective and do a better job of cooling in such a warm work environment (see Ducts in a Row Estimate).
Install a new exterior entrance door as current door frame is rusted out due to weathering making the door difficult to open and close (see Fuller Construction Estimate).
Paint front interior for improved customer appeal (see Eastman and Rhoades Proposal).

#3: Improvement Cost Estimates:

Boiler: 40,085.00 + Tax (3,467.35) = Total Boiler estimate: \$43,552.35

Air Conditioning: \$7,089.52

Exterior Door: \$2,200.00

Painting: \$1,100.00

Total Improvement Cost: \$53,941.87



American Boiler & Mechanical

www.americanboilermech.com

PROPOSAL

March 15, 2016

Streeter Cleaners
Attn: Lisa
628 N 8th St
Garden City, KS 67846

Thank you for the opportunity to quote this project:

- Replacement of your existing steam boiler.

American Boiler will perform the following scope of work:

- Isolate existing boiler using isolation valves for gas and water feed.
- Drain boiler, and disconnect gas, water feed, blowdown, and flue connections.
- Disconnect power connection to existing boiler.
- Demo out existing boiler, boiler will be dismantled and removed from premises.
- Supply and set in place new Hurst 15HP steam boiler.
 - o Boiler will fit through man door, may require removing door and doorway trim
- We will install a new back flow preventer after bathroom water supply to meet code requirements.
- We will remove all galvanized piping between feed tank, blow down, and new boiler and replace with black carbon steel piping and fittings.
- We will run new vent from feed tank to nearest exterior wall (currently piped into blowdown line)
- Tie-in gas supply and run new flue for boiler.
- Set in place and reconnect water softener.
- Startup boiler and test for proper operation.
- We will supply a new 7CT7M-FE Burks pump for you to keep on hand as a spare.

The lump sum price for the above, excluding taxes, shall be,

Forty Thousand Eighty-Five Dollars (\$40,085.00) excluding sales tax

Respectfully Submitted by:
American Boiler and Mechanical

Jacob Klein

Jacob Klein – Project Manager
3/15/2016

Date of Proposal

Please initial that you have read our Terms and Conditions:

Initials: JK

Date: 3/16/16

Customer Acceptance by:

Lisa Harris Owner

Signature of Acceptance

Title

3/16/16
Date of Acceptance

P.O. #

4950 Bischoff Avenue
St. Louis, MO 63110
Phone: 314-865-3000
FAX: 314-865-3001
800-235-5377

602 East 12th Avenue
N. Kansas City, MO 64116
Phone: 816-421-0382
FAX: 816-421-7071
888-440-0382

400 N. 2nd St.
Salina, KS 67401
Phone: 785-827-6829
FAX: 785-823-9651
800-227-6829





Ducts in a Row

4565 E Hwy 50
 Unit 3E
 Garden City 67846 US

ADDRESS
Streeter Cleaners 628 N. 8th St. Garden City, KS 67846

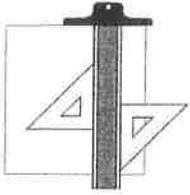
ESTIMATE #	DATE
1198	03/10/2016

ACTIVITY	QTY	RATE	AMOUNT
Equipment	1	4,150.00	4,150.00
3-EVAPORATIVE COOLER'S SETS DOWN DUCT AND ONE SIDE DUCT) (TWO			
Duct and Ventilation	1	500.00	500.00
DUCT WORK REPAIR TO TIE IN			
Installation Supplies	1	1,100.00	1,100.00
ELE PARTS / TIE IN ON ROOF WATER TIGHT			
Freight	1	100.00	100.00
Freight			
Labor:Labor- 2 men	8.50	117.00	994.50T
Labor- 2 men			
Permit and fees	1	59.00	59.00
Permit and fees			
Lift	1	100.00	100.00
Lift Rental			

SUBTOTAL	7,003.50
TAX (8.65%)	86.02
TOTAL	\$7,089.52

Accepted By

Accepted Date



Fuller Construction

2802 N Main St
Garden City, Ks 67846
6202871125

ESTIMATE

Number: E151

Date: March 17, 2016

Bill To:

Streeter Cleaners
628 8th
Garden City, Ks 67846

Ship To:

Terms	Project
	Exterior door

Date	Description	Amount
	Labor and materials to remove existing back exterior door and frame, install new metal frame and metal door in block opening. Prime and paint	2,200.00
<i>Thank you T.C.</i>		
Total		\$2,200.00

Fax

PROPOSAL

FROM: Painting By:
LaVetta Eastman and Bridget Rhoades
620-260-8713 or 620-290-3702
305 S. 7th
Garden City, KS 67846

To: Streeter Cleaner's

WORK PERFORMED AT:

628 N. 8th Street
Garden City, KS 67846

DATE: 03/07/2016

DESCRIPTION OF WORK

Prep and paint interior front of shop to include dressing rooms

- *Customer will choose color
- * Paint and all other supplies will be included

Total: \$1100.00

Thank you for your consideration.



INSPECTIONS: PH 620-276-1120 FAX: 620-276-1173 WEB:
gardencity.org
301 N. 8th, P.O. BOX 998 Garden City, KS 67846

**MECHANICAL
PERMIT**

**Permit #: M16-000037
Issue Date: 03/24/2016**

Location: Garden City

Job Site Information:

628 North EIGHTH
Garden City, KS 67846

Property Owner:

HARRIS, ANTHONY L & LISA GLASSE, JOANN
628 N 8TH ST
GARDEN CITY KS 67846-5305

Applicant Information:

DUCTS IN A ROW
DUCTS IN A ROW
[4565 E HWY 50 UNIT 3E
GARDEN CITY KS 67846

Legal Description:

Zoning District: [Gas:::2614:::6282][Gas:::2614:::6283][Gas:::2614:::6989]

Description of Work: REWRAP DUCT WORK INSTALL 3 NEW EVAPORATOR COOLER

Contractor Information

License #:

Electrical:

Mechanical: DUCTS IN A ROW

16-5203

*****NOTICE TO OWNERS WORKING ON THEIR OWN PROJECTS*****

An owner may take out electrical/plumbing/HVAC/gas permits on their own house in which they reside. The owner may replace or repair electrical/plumbing/HVAC/gas, providing they have taken out proper permits and the work is properly inspected and approved. The owner may hire a laborer, however if the owner employs a handy man, electrician, plumber, HVAC contractor, etc, the hired individual shall be a contractor, licensed by the City of Garden City. Non-licensed help cannot be utilized. I, the undersigned have read this notice and its requirements and I signify that I intend to do my own work in each of the building areas for which I have obtained permits and that any assistance which I may require in these areas will be provided by a licensed contractor. I am aware, that should I utilize any non-licensed help with the exception of general laborers, that this shall be grounds for immediate revocation of the building permit.

Permit Information:

Work to begin: [Gas:::2614:::6462@@@1] and to be completed:
[Gas:::2614:::6463@@@1]

Type of Work: Mechanical

Description of Work: REPLACE METAL DOOR AND FRAME

Valuation: \$7,500.00

I HEREBY AFFIRM THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND ALSO AGREE TO COMPLY WITH ALL APPLICABLE PROVISIONS OF CHAPTER 18, BUILDINGS REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY AND OTHER APPLICABLE REGULATIONS AND LAWS THAT MAY APPLY. DEMOLITION MUST BE COMPLETED WITHIN 60 DAYS OR THIS PERMIT SHALL BE NULL AND VOID.

I HEREBY UNDERSTAND THAT THERE WILL BE A FINE FOR VIOLATIONS.

Building Official:

Blair Mungworth

Date: March 30, 2016

PERMISSION HAS BEEN GRANTED TO PERFORM THE WORK INCLUDED IN THIS APPLICATION. THIS PERMIT SHALL NOT BE CONSTRUED TO PERMIT ANY VIOLATION OF APPLICABLE LAWS, REGULATIONS, ORDINANCES, AND CODES. CONSTRUCTION MUST BE STARTED WITHIN 180 DAYS AND WORK SHALL NOT BE SUSPENDED FOR MORE THAN 180 DAYS OR THIS PERMIT SHALL BE NULL AND VOID.

****Office Use Only****

Receipt #: 11521

Amount Paid: 130.00

Amount Due: 0.00



INSPECTIONS: PH 620-276-1120 FAX: 620-276-1173
 WEB: gardencity.org
 301 N. 8th, P.O. BOX 998 Garden City, KS 67846

BUILDING PERMIT

Permit #: B16-000181
 Issue Date: 03/24/2016

Location: Garden City

Job Site Information:
 628 North EIGHTH
 Garden City, KS 67846

Property Owner:
 HARRIS, ANTHONY L & LISA GLASSE,
 JOANN
 628 N 8TH ST
 GARDEN CITY KS 67846-5305

Applicant Information:
 Tim Fuller Construction
 Tim Fuller Construction
 2802 N MAIN
 Garden City KS 67846

Subdivision:
 Legal Description:
 Zoning District:
 Description of Work: REPLACE METAL DOOR AND FRAME

Contractor Information
General Contractor:
Electrical:
Mechanical:
Plumbing:

License #:

NOTICE TO OWNERS WORKING ON THEIR OWN PROJECTS

An owner may take out permits to build a house in which they reside. The owner may build the structure and do his own plumbing, wiring and heating and air, providing they have taken out proper permits for each of the above and each is properly inspected and approved. The owner may hire a laborer, however if the owner employs a carpenter, plumber, electrician or mechanical (heating & air) installer, the hired individual shall be a contractor, licensed and bonded by the City of Garden City. Non-licensed help cannot be utilized. I, the undersigned have read this notice and its requirements and I signify that I intend to do my own work in each of the building areas for which I have obtained permits and that any assistance which I may require in these areas will be provided by a licensed and bonded contractor. I am aware, that should I utilize any non-licensed help with the exception of general laborers, that this shall be grounds for immediate revocation of the building permit.

Building Permit Information: Work to begin: and to be completed:

Floor Area: sqft
 Living Space: sqft
 Basement: sqft
 Finished:
 Rough In:
 Garage: sqft
 Decks: sqft
 Porches: sqft

Total Site Area
 sqft:
 acres:
 Lot Coverage:
 Total Area:
 #Bathrooms:
 #Bedrooms:
 Total # Rooms:

Valuation: \$2,200.00
 Water Pipe Diameter:
 Electric Meter:
 Waste:

I HEREBY AFFIRM THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND ALSO AGREE TO COMPLY WITH ALL APPLICABLE PROVISIONS OF CHAPTER 18, BUILDINGS REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY AND OTHER APPLICABLE REGULATIONS AND LAWS THAT MAY APPLY.

I HEREBY UNDERSTAND THAT THERE WILL BE A FINE FOR VIOLATIONS.

Building Official: *Blair H. Linquist*

Date: March 30, 2016

PERMISSION HAS BEEN GRANTED TO PERFORM THE WORK INCLUDED IN THIS APPLICATION. THIS PERMIT SHALL NOT BE CONSTRUED TO PERMIT ANY VIOLATION OF APPLICABLE LAWS, REGULATIONS, ORDINANCES, AND CODES. CONSTRUCTION MUST BE STARTED WITHIN 180 DAYS AND WORK SHALL NOT BE SUSPENDED FOR MORE THAN 180 DAYS OR THIS PERMIT SHALL BE NULL AND VOID.

****Office Use Only****

Receipt #: 11520

Amount Paid: 32.00

Amount Due: 0.00



INSPECTIONS: PH 620-276-1120 FAX: 620-276-1173 WEB:
gardencity.org
301 N. 8th, P.O. BOX 998 Garden City, KS 67846

**MECHANICAL
PERMIT**

**Permit #: M16-000040
Issue Date: 03/30/2016**

Location: Garden City

Job Site Information:

628 North EIGHTH
Garden City, KS 67846

Property Owner:

HARRIS, ANTHONY L & LISA
628 N 8TH ST
GARDEN CITY KS 67846-5305

Applicant Information:

AMERICAN BOILER SERVICES, INC
AMERICAN BOILER SERVICES, INC.
[4950 BISCHOFF AVE
ST LOUIS MO 63110

Legal Description:

Zoning District: [Gas::2614::6282][Gas::2614::6283][Gas::2614::6989]

Description of Work: INSTALLATION OF ONE NEW 15 HP HURST VERTICAL STEAM BOILER.
REPLACEMENT OF NECESSARY FEED WATER, BLOWDOWN, STEAM, AND GAS PIPING.

Contractor Information

License #:

Electrical:

Mechanical: AMERICAN BOILER SERVICES, INC

16-5331

*****NOTICE TO OWNERS WORKING ON THEIR OWN PROJECTS*****

An owner may take out electrical/plumbing/HVAC/gas permits on their own house in which they reside. The owner may replace or repair electrical/plumbing/HVAC/gas, providing they have taken out proper permits and the work is properly inspected and approved. The owner may hire a laborer, however if the owner employs a handy man, electrician, plumber, HVAC contractor, etc, the hired individual shall be a contractor, licensed by the City of Garden City. Non-licensed help cannot be utilized. I, the undersigned have read this notice and its requirements and I signify that I intend to do my own work in each of the building areas for which I have obtained permits and that any assistance which I may require in these areas will be provided by a licensed contractor. I am aware, that should I utilize any non-licensed help with the exception of general laborers, that this shall be grounds for immediate revocation of the building permit.

Permit Information:

Work to begin: [Gas::2614::6462@@@1] and to be completed:
[Gas::2614::6463@@@1]

Type of Work: Mechanical

**Description of Work: INSTALLATION OF ONE NEW 15 HP HURST VERTICAL STEAM BOILER.
REPLACEMENT OF NECESSARY FEED WATER, BLOWDOWN, STEAM, AND GAS PIPING.
Valuation: \$40,000.00**

I HEREBY AFFIRM THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND ALSO AGREE TO COMPLY WITH ALL APPLICABLE PROVISIONS OF CHAPTER 18, BUILDINGS REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY AND OTHER APPLICABLE REGULATIONS AND LAWS THAT MAY APPLY. DEMOLITION MUST BE COMPLETED WITHIN 60 DAYS OR THIS PERMIT SHALL BE NULL AND VOID.

I HEREBY UNDERSTAND THAT THERE WILL BE A FINE FOR VIOLATIONS.

Building Official:

Blair Mungworth

Date: March 30, 2016

PERMISSION HAS BEEN GRANTED TO PERFORM THE WORK INCLUDED IN THIS APPLICATION. THIS PERMIT SHALL NOT BE CONSTRUED TO PERMIT ANY VIOLATION OF APPLICABLE LAWS, REGULATIONS, ORDINANCES, AND CODES. CONSTRUCTION MUST BE STARTED WITHIN 180 DAYS AND WORK SHALL NOT BE SUSPENDED FOR MORE THAN 180 DAYS OR THIS PERMIT SHALL BE NULL AND VOID.

****Office Use Only****

Receipt #: 11576

Amount Paid: 220.00

Amount Due: 0.00

Front View of Building





Interior to be Painted

Boiler to be replaced



Exterior Door to be Replaced





MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Kaleb Kentner, Neighborhood & Development Services Director
DATE: April 5, 2016
RE: Downtown Development Fund - 424 N. Main Street

ISSUE:

The Governing Body is asked to consider and approve the distribution of the Downtown Development Fund for 424 N. Main Street.

BACKGROUND:

Gene and Cherie Davis have submitted an application for the Downtown Development Fund for the re-modeling of their business, Davis Designs, located at 424 N. Main Street. The property is located in the C-3, Central Business District. The total cost of renovation is \$39,600, and Mr. and Mrs. Davis are asking for an 80% reimbursement amount of \$31,680. The application submittal has been attached for the Commission's review.

The project is to include all new exterior windows, the replacement of two (2) air conditioning units, new carpet in two rooms and new tile in the entry-way.

The Downtown Development Fund has a current balance of \$244,000 for the remainder of 2016. The cost of this project to the fund will be less than \$50,000. The only other application that was received and approved for less than \$50,000 was the Hot Spot located at 407 N. 8th Street. The commission voted to fund that project in its entirety (\$20,800).

ALTERNATIVE:

The Governing Body may:

1. Fully fund the presented project at \$31,680.
2. Fund the requested application at a different amount.
3. Deny the requested application for the Downtown Development Fund

RECOMMENDATION:

The Governing Body may choose any of the alternatives or create a new viable option.

FISCAL NOTE:

There is currently \$244,000 in the fund. If this application is awarded at the amount requested, it would use 12.98% of the remaining funds. The Downtown Development Fund is funded by the General Fund.

ATTACHMENTS:

Description	Upload Date	Type
Davis Application	3/30/2016	Backup Material



APPLICATION FOR DOWNTOWN DEVELOPMENT FUND

RESOLUTION # _____

DATE: _____

PLEASE PRINT OR TYPE

OWNER'S NAME

Gene & Cherie Davis

OWNER'S MAILING ADDRESS

121 Rd LL
Sublette Ks 67878

PHONE NUMBERS

HOME 620 275 6939

WORK 620 272 1497

PROPERTY ADDRESS

424-462 N Main
Garden City, Ks 67846

EMAIL

PROPERTY IDENTIFICATION INFORMATION

(Parcel ID number and Legal description are documented on your tax statement or call the County Clerk's Office)

COPY OF DEED

RECEIPT OF PAID TAXES

LEGAL DESCRIPTION

Use additional sheets if necessary

Stevens, JA Addition 384 518 724
R 32 W Block 27 Lots 01-02
Sec 18 Twp 24 Rng 32 W
0 01464

PARCEL IDENTIFICATION NUMBER (CAMA)

PROPERTY IMPROVEMENTS

PLEASE CHECK ALL THAT APPLY

- Environmental Remediation
- Façade Renovation
- Interior Remodel
- Efficiency Upgrades
- 2nd Story Residential/ Commercial Development
- Demolition Expense

IS PROPERTY LISTED ON HISTORIC REGISTRY OR LOCATED WITHIN A HISTORIC DISTRICT BOUNDARY?

No

Yes (must attach proof of historic registration)

PROPOSED PROPERTY IMPROVEMENTS

IMPROVEMENT DESCRIPTION

(Please be specific and Use additional sheets if necessary)

Carpet 2 rooms, Tile entry
Replace windows
Replace 2 AC units

IMPROVEMENT (cost estimates) \$ 39,600

80% → \$31,680

PROJECTED CONSTRUCTION SCHEDULE

START DATE

[Signature]

PROPERTY OWNER / APPLICANTS SIGNATURE

FINISH DATE

3.9.16

DATE

FOR OFFICE USE ONLY

APPROVALS:

- Community Development Date of Approval _____
- Finance Director Date of Approval _____



300 693

JOINT TENANCY WARRANTY DEED

GRANTOR(S): GARY L. VITERISE, a single person

GRANTEE(S): EUGENE R. DAVIS and CHERYL F. DAVIS, Husband and Wife, as joint tenants with the rights of survivorship and not as tenants in common

In consideration of One Dollar and other valuable consideration, the receipt of which is hereby acknowledged, the Grantor(s) GRANT, BARGAIN, SELL AND CONVEY to Grantee(s), the following described premises, to wit:

Lots One (1) and Two (2), Block Twenty-seven (27), Stevens Addition to Garden City, Finney County, Kansas.

Subject to all easements, restrictions, reservations and covenants, if any, now of record the Grantor(s) hereby covenanting that the Grantor(s), their heirs, successors and assigns, the title to the premises unto the Grantee(s), their heirs, successors and assigns, against the lawful claims of all persons whomsoever, excepting however the general taxes for the current calendar year and thereafter, and the special taxes becoming a lien after the date of this deed.

Dated: 7/22/11, 2011

DATA ENTRY ✓
LAND INDEX ✓

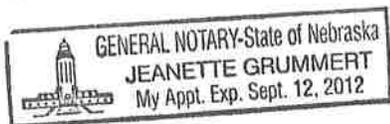
[Signature of Gary L. Viterise]
GARY L. VITERISE

STATE OF Nebraska)
COUNTY OF Lancaster) ss. 2 day of Sept A.D., 20 11
Elsa Ulrich
Finney County Clerk

On July 22, 2011, this deed was acknowledged before me by GARY L. VITERISE, a single person

Notary Public [Signature of Jeanette Grummert]

My appointment expires:



State of Kansas, Finney County SS.
This instrument was filed for Record
09/01/2011 at 01:58 PM
& recorded in Book 0300 on Page 693
Fees: \$8.00
2011-03819
[Signature of Clerk]
ULRIKE LAPPIN
FINNEY COUNTY REGISTER OF DEEDS

Yr: 2015 Stmt: 5064 R/E
DAVIS EUGENE R & CHERYL F
121 ROAD LL

27418010430020000000

Loan Co:

STEVENS, JA ADDITION---389, S18, T24,
R32W, BLOCK 27, LOTS 01-02

SUBLETTE KS 67877-8087

T/U: 001 City/Twp: 21 Sub Div: STEVENS, JA ADDN
Levy: 151.897 Sec: 18 Twp: 24 Rng: 32W Lot: 01-02
Land: 3250 Impr: 63598 424 N MAIN 67846

USD: 457
Blk: 27

Typ	Rec Num	Date	Tax	Int/Fee
CUR *	04 005901	12/21/2015	5077.01	

Gen Tax:	10154.01
Specials:	
Total Tax:	10154.01
ADV Paid:	
Rec To-Dt:	5077.01
Balance:	5077.00
Int To-Dt:	
Fees:	
Total Due:	5077.00

*=Posted to Distribution File

Press any key to continue

Loan Co:

Yr: 2014 Stmt: 5254 R/E

27418010430020000000

DAVIS EUGENE R & CHERYL F
121 ROAD LL

STEVENS, JA ADDN---389, S18, T24, R32W,
BLOCK 27, Lot 01 - 02

SUBLETTE KS 67877-8087

T/U: 001 City/Twp: 21 Sub Div: STEVENS, JA ADDN

USD: 457

Levy: 145.971 Sec: 18 Twp: 24 Rng: 32W Lot: 01

Blk: 27

Land: 3250 Impr: 63423 424 N MAIN 67846

Typ	Rec Num	Date	Tax	Int/Fee	Gen Tax:	9732.32
CUR *	04 005128	12/19/2014	4866.16		Specials:	
CUR *	30 008670	05/11/2015	4866.16		Total Tax:	9732.32

ADV Paid:

Rec To-Dt: 9732.32

Balance:

Int To-Dt:

Fees:

Total Due:

*=Posted to Distribution File

Press any key to continue

J & M PAINT & WALLCOVERING

1615 Buffalo Jones Ave. • Garden City, Kansas 67846

(620) 276-3811 • Watts # 1-800-310-3811

Email: jandmpaint@gmail.com

FLOOR COVERING ESTIMATE

CUSTOMER: Davis Design							DATE: 2/26/16
ADDRESS: Main St					VENDOR:		MECHANIC:
CITY: GC		STATE:	ESTIMATOR: #14		PHONE:		
ROOM:	SUB-FLOOR	MATERIAL (PATTERN & SIZE)	NO. OF CUTS	SQ. YDS. □	PRICE PER UNIT	TOTAL PRICE	
	concrete	Chateau Color: Cala Lily #2	12x172.75	230.34	\$ 22.23	\$	5,120.46
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
		MILEAGE				\$	-
		Cove base 120 ft/case		240	\$ 1.19	\$	285.60
		transition		90	\$ 2.50	\$	225.00
		ADHESIVE: Top Gun		15	\$ 59.95	\$	899.25
		Underlayment				\$	-
		DISPOSAL				\$	50.00
		MISC:				\$	70.00
					MATERIAL	\$	6,650.31
					TAX	\$	575.25
					MATERIAL TOTAL	\$	7,225.56
		REMOVING OLD FLOOR					
		SANDING AND PREPARING FLOOR DISCONNECTING & MOVING APPLIANCES AND FURNITURE		ESTIMATE ONLY	15	\$ 45.00	\$ 675.00
		EXTRA LABOR FOR STEPS					\$
		COVING			125	\$ 0.75	\$ 93.75
		LAYING FLOOR			230.34	\$ 5.00	\$ 1,151.70
		CUTTING DOORS				\$	-
		MISC.				\$	-
		MISC.				\$	-
						LABOR	
						TAX	
						LABOR TOTAL	\$ 1,920.45
		TOTAL JOB COST (LABOR AND MATERIAL)				\$	9,146.01
WE REQUIRE 50% DEPOSIT ON ALL FLOOR COVERING INSTALLATIONS							
SPECIAL INSTRUCTIONS:							
COMPANY REPRESENTATIVE: <i>Jacque Sower ~ Thank You!</i>							

**KINNEY GLASS INC.
 BOX 1613 415 NORTH EIGHTH
 GARDEN CITY KS 67846
 (620)275-9687 Fax:(620)275-9689
 Tax# 48-0687528**

**Quote: 8511
 Date:02/18/2016**

Customer

GENE & CHERIE DAVIS
 121 RD LL
 SUBLETTE KS 67877

Ph:(620)272-1497

Csr:CURT Tech: PO Terms:NET30

<u>Qty</u>	<u>Part / Description</u>	<u>Item Total</u>
1	wE WILL FURNISH AND INSTALL ALL THE MATERIALS EXPLAINED IN THE NOTE SECTION.	12,307.00
1.00	BUILDING PERMIT - BUILDING PERMIT (HNO SALES TAX)	105.00

Notes: 1) WE PROPOSE TO RETROFIT ALL THE OPENINGS ON THE NORTH SIDE OF THE DESIGN BUILDING, THE FRONT ENTRANCE SIDELITES AND WEST WINDOWS TO THE DESIGN BUILDING AND THE SOUTH WINDOW ON THE WEST ELEVATION OF THE SOUTH BUILDING WITH BRONZE ALUMINUM SASH FRAMING (WILL BE FIT IN THE INSIDE OF THE EXISTING ALUMINUM FRAMING) AND GLAZE EACH OPENING WITH 1" SOLAR BAN 60 SOFT COAT LOWE ON THE # 2 SURFACE OF THE CLEAR OUTBOARD PIECE.
 2) WE WILL ALSO REMOVE THE EXISTING ALUMINUM FRAMING AND GLASS IN THE TWO WINDOWS ON THE NORTH SIDE OFF THE SOUTH BUILDING. WE WILL REPLACE THE FRAMING WITH 2" X 4 1/2" BRONZE THERMAL FRAMING AND 1" SOLARBAN 60 LOWE GLASS.

Job Site: DAVIS DESIGN
 MAIN STREET
 GARDEN CITY KS 67846

Your flat invoice message here.

Signature _____

<u>Tax</u>	<u>Total</u>	<u>Payments</u>	<u>Balance</u>
1,064.56	13,476.56	0.00	13,476.56

Unger's Heating & Air Conditioning, Inc.

PO Box 896
Garden City, KS 67846
(620)-275-5550

Proposal

Date
3/7/2016

Proposal Submitted To:

Gene Davis
121 Rd LL
Sublette, KS 67877

Job Name And Location: 426 N. Main St.

We hereby submit specifications and estimates, subject to all terms and conditions as set forth on both sides, as follows:

BACK AREA for Davis Design.

materials and labor to install

(1) Goodman 140,000 btu (80% EFF) 5 ton 14 SEER air conditioner
Mod#DTG0601401DXXX

to include:

- hail guard
- fresh air damper
- curb adapter
- city permit
- crane rental

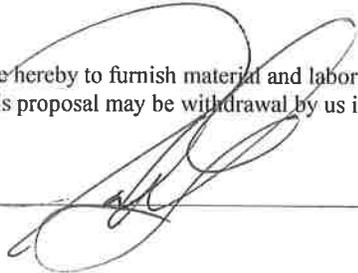
Price: 8,734.37 tax included

Garden City Finney Sales Tax

We propose hereby to furnish material and labor - complete in accordance with above specifications.

NOTE: This proposal may be withdrawal by us if not accepted within 30 days.

Signature _____



Accepted: The above prices, sepcifications and conditions are satisfactory and hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Unger's Heating & Air Conditioning, Inc.

PO Box 896
Garden City, KS 67846
(620)-275-5550

Proposal

Date
3/4/2016

Proposal Submitted To:

Gene Davis
121 Rd LL
Sublette, KS 67877

Job Name And Location:

For SW Corner of Building "Office Area"

We hereby submit specifications and estimates, subject to all terms and conditions as set forth on both sides, as follows:

- (1) TRANE TUE1B080A9481A 80,000 BTU
(80 % Eff) Furnace
- (1) TRANE 4TXCB036BC3HCB 3 Ton Coil
- (1) TRANE 4TTR3036G1000N 3 Ton Air Conditioner (13.0 SEER)

Material and labor installed complete to include:

- new AC disconnect & whip
- new refrigeration lines
- new emergency drain pan
- condensate overflow switch
- Thermostat

Price \$7144.82 tax included
Garden City Finney Sales Tax

We propose hereby to furnish material and labor - complete in accordance with above specifications.
NOTE: This proposal may be withdrawal by us if not accepted within 30 days.

Signature _____

Accepted: The above prices, sepcifications and conditions are satisfactory and hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____



INSPECTIONS: PH 620-276-1120 FAX: 620-276-1173
 WEB: gardencity.org
 301 N. 8th, P.O. BOX 998 Garden City, KS 67846

BUILDING PERMIT

Permit #: B16-000124
 Issue Date: 03/11/2016

Location: Garden City

Job Site Information:
 426 North MAIN
 GARDEN CITY, 67846

Property Owner:
 DAVIS, EUGENE R DAVIS, CHERYL F
 121 ROAD LL
 SUBLETTE KS 67877-8087

Applicant Information:
 Kinney Glass, Inc.
 Kinney Glass, Inc.
 415 N. 8th Street
 Garden City KS 67846

Subdivision:
 Legal Description: LOTS 1 & 2 BLK 27
 Zoning District:
 Description of Work: UPGRADING EXTERIOR WINDOWS

Contractor Information
General Contractor: Kinney Glass, Inc.
Electrical:
Mechanical:
Plumbing:

License #:
 16-4824

NOTICE TO OWNERS WORKING ON THEIR OWN PROJECTS

An owner may take out permits to build a house in which they reside. The owner may build the structure and do his own plumbing, wiring and heating and air, providing they have taken out proper permits for each of the above and each is properly inspected and approved. The owner may hire a laborer, however if the owner employs a carpenter, plumber, electrician or mechanical (heating & air) installer, the hired individual shall be a contractor, licensed and bonded by the City of Garden City. Non-licensed help cannot be utilized. I, the undersigned have read this notice and its requirements and I signify that I intend to do my own work in each of the building areas for which I have obtained permits and that any assistance which I may require in these areas will be provided by a licensed and bonded contractor. I am aware, that should I utilize any non-licensed help with the exception of general laborers, that this shall be grounds for immediate revocation of the building permit.

Building Permit Information: Work to begin: and to be completed:

Floor Area: sqft	Total Site Area	Valuation: \$13,476.00
Living Space: sqft	sqft:	
Basement: sqft	acres:	Water Pipe Diameter:
Finished:	Lot Coverage:	Electric Meter:
Rough In:	Total Area:	Waste:
	#Bathrooms:	
Garage: sqft	#Bedrooms:	
Decks: sqft	Total # Rooms:	
Porches: sqft		

I HEREBY AFFIRM THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND ALSO AGREE TO COMPLY WITH ALL APPLICABLE PROVISIONS OF CHAPTER 18, BUILDINGS REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY AND OTHER APPLICABLE REGULATIONS AND LAWS THAT MAY APPLY.

I HEREBY UNDERSTAND THAT THERE WILL BE A FINE FOR VIOLATIONS.

Building Official: *Blair M. Mungworth* Date: March 29, 2016

PERMISSION HAS BEEN GRANTED TO PERFORM THE WORK INCLUDED IN THIS APPLICATION. THIS PERMIT SHALL NOT BE CONSTRUED TO PERMIT ANY VIOLATION OF APPLICABLE LAWS, REGULATIONS, ORDINANCES, AND CODES. CONSTRUCTION MUST BE STARTED WITHIN 180 DAYS AND WORK SHALL NOT BE SUSPENDED FOR MORE THAN 180 DAYS OR THIS PERMIT SHALL BE NULL AND VOID.

****Office Use Only****	
Receipt #: 11407	Amount Paid: 130.00 Amount Due: 0.00



INSPECTIONS: PH 620-276-1120 FAX: 620-276-1173 WEB:
gardencity.org
301 N. 8th, P.O. BOX 998 Garden City, KS 67846

**MECHANICAL
PERMIT**

**Permit #: M16-000031
Issue Date: 03/10/2016**

Location: Garden City

Job Site Information:

426 North MAIN
GARDEN CITY, 67846

Property Owner:

DAVIS, EUGENE R DAVIS, CHERYL F
121 ROAD LL
SUBLETTE KS 67877-8087

Applicant Information:

Unger's Heating & Air Conditioning, Inc.
Unger's Heating & Air Conditioning, Inc.
[PO Box 896
Garden City KS 67846

Legal Description: LOTS 1 & 2 BLK 27

Zoning District: [Gas:::2614:::6282][Gas:::2614:::6283][Gas:::2614:::6989]

Description of Work: REPLACE 1 - 140,000 RTU PACKAGE UNIT ON ROOF AND REPLACE 1 - 3 TON /
80000 BTU PLIT SYSTEM

Contractor Information

License #:

Electrical:

Mechanical:

*****NOTICE TO OWNERS WORKING ON THEIR OWN PROJECTS*****

An owner may take out electrical/plumbing/HVAC/gas permits on their own house in which they reside. The owner may replace or repair electrical/plumbing/HVAC/gas, providing they have taken out proper permits and the work is properly inspected and approved. The owner may hire a laborer, however if the owner employs a handy man, electrician, plumber, HVAC contractor, etc, the hired individual shall be a contractor, licensed by the City of Garden City. Non-licensed help cannot be utilized. I, the undersigned have read this notice and its requirements and I signify that I intend to do my own work in each of the building areas for which I have obtained permits and that any assistance which I may require in these areas will be provided by a licensed contractor. I am aware, that should I utilize any non-licensed help with the exception of general laborers, that this shall be grounds for immediate revocation of the building permit.

Permit Information:

Work to begin: [Gas:::2614:::6462@@@1] and to be completed:
[Gas:::2614:::6463@@@1]

Type of Work: Mechanical

**Description of Work: REPLACE 1 - 140,000 RTU PACKAGE UNIT ON ROOF AND REPLACE 1 - 3 TON /
80000 BTU PLIT SYSTEM**

Valuation: \$15,878.00

I HEREBY AFFIRM THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND ALSO AGREE TO COMPLY WITH ALL APPLICABLE PROVISIONS OF CHAPTER 18, BUILDINGS REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY AND OTHER APPLICABLE REGULATIONS AND LAWS THAT MAY APPLY. DEMOLITION MUST BE COMPLETED WITHIN 60 DAYS OR THIS PERMIT SHALL BE NULL AND VOID.

I HEREBY UNDERSTAND THAT THERE WILL BE A FINE FOR VIOLATIONS.

Building Official:

Blair M. Inghworth

Date: March 29, 2016

PERMISSION HAS BEEN GRANTED TO PERFORM THE WORK INCLUDED IN THIS APPLICATION. THIS PERMIT SHALL NOT BE CONSTRUED TO PERMIT ANY VIOLATION OF APPLICABLE LAWS, REGULATIONS, ORDINANCES, AND CODES. CONSTRUCTION MUST BE STARTED WITHIN 180 DAYS AND WORK SHALL NOT BE SUSPENDED FOR MORE THAN 180 DAYS OR THIS PERMIT SHALL BE NULL AND VOID.

****Office Use Only****

Receipt #: 11397

Amount Paid: 105.00

Amount Due: 0.00



Exterior of Building showing windows to be replaced

Tile to be replaced



New Carpet





MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Staff
DATE: April 5, 2016
RE: Selecting a Board Chairperson (Mayor) between April 2016 and January 2018

ISSUE:

The Governing Body is asked to consider identifying the number of board reorganizations, and the dates of those reorganizations, to account for the change in dates of local elections created by State law regarding local elections enacted in 2015.

BACKGROUND:

In 2015, the Kansas Legislature passed House Bill 2104 which moved city elections from April of odd years (a Home Rule decision made by Garden Citizens) to November of odd years (uniformity mandated by the State legislature). City Attorney Randy Grisell has identified that the terms of Commissioners Doll, Dale and Law will extend from April 2017 until the second Monday in January 2018 (the uniform date to take office following a November 2017 election).

While the above has been clarified and requires no action, and the provisions required to continue operating under the City-Manager Plan Act were adopted by ordinary ordinance at your March 15, 2015 regular meeting, the unanswered question concerns how the Commission will handle rotating the chairperson duties and title (Mayor).

ALTERNATIVE:

There are several alternatives, but staff has identified a few for the Commission to consider:

1. Extend the time of the Mayor appointed at the April 2016 Meeting until the reorganization meeting in January 2018. Past commission practice would suggest Chris Law would be selected Mayor in April 2016.
2. Extend the term of Mayor for Janet Doll until the first meeting in August 2016, and reorganize the board at that meeting. Past Commission practice would have the Commission appointing Chris Law to serve as Mayor at that time and he would hold the duties and title until the January 2018 reorganization meeting. This splits equally the time of Mayor between the top two vote getters in the 2013 election over the period between the reorganization meeting following the 2015 election and the reorganization meeting following the (moved) 2017 election.
3. Select from among the membership any "shortened term" Mayor at the second meeting of April 2017. That Commissioner would serve until the January 2018 reorganization meeting.

RECOMMENDATION:

None.

FISCAL NOTE:

None.

Consent Agenda



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Sam Curran, Public Works Director
DATE: April 5, 2016
RE: 2016 Street Sealing Bid

ISSUE:

The Governing Body is asked to consider accepting the low bid for street sealing opened Wednesday, March 23, 2016 at 10:00 am.

BACKGROUND:

Chip seals have been used by the City as a preventative process to rehabilitate weathered asphalt surfaces. This bid process involves bidding out the contractor, oil and cover material separately.

The community is divided into six equal segments which we call "cycles". The streets (Cycle three) scheduled this year are located south of Kansas Avenue to City Limits between Main Street and Center Street and south of Spruce Street to City Limits between Center Street and Fleming Street (map attached).

The following are the low bids for 2016:

	<u>Description</u>	<u>Quantities</u>	<u>Unit/Pricing</u>	<u>Costs</u>
Klotz Sand	Cover Material/ton	4,450	\$15.48	\$68,886.00
Ergon Asphalt & Emulsions	Oil/gallon	82,000	\$2.02	\$165,640.00
B & H Paving	Contractor/s.y.	327,550	\$0.19	\$62,234.50
			Total	\$296,760.50

The bid tabulation sheet and map has been included for the Governing Body's review.

ALTERNATIVE:

1. Approve the low bids from Klotz Sand for \$68,886.00, Ergon Asphalt & Emulsions for \$165,640.00 and B & H Paving for \$62,234.50 totaling \$296,760.50.
2. Reject the low bids and forego the Annual Street Sealing Program for 2016.

RECOMMENDATION:

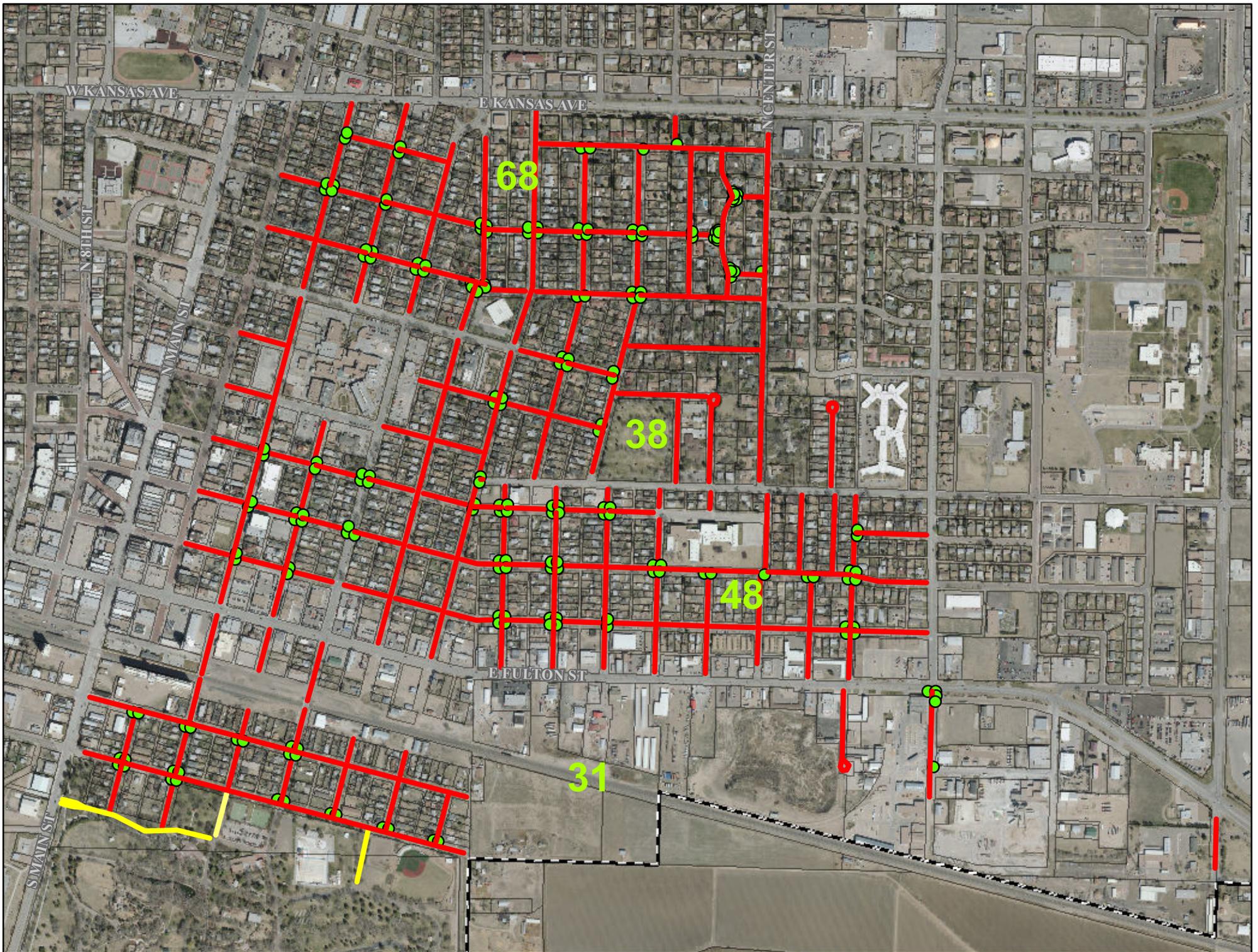
Staff recommends Governing Body consideration and approval of accepting the low bids from Klotz Sand for \$68,886.00, Ergon Asphalt & Emulsions for \$165,640.00 and B & H Paving for \$62,234.50 totaling \$296,760.50.

FISCAL NOTE:

2016 Street Sealing Project \$296,760.50 - General Fund cite #001-21-133-5530.07 and Special Trafficway Fund cite #032-21-211-5530.07; Budgeted Amount \$417,000.00.

ATTACHMENTS:

Description	Upload Date	Type
2016 STREET SEALING MAP - CYCLE 3	3/23/2016	Backup Material
2016 STREET SEALING BID TABULATION	3/31/2016	Backup Material



2016 - STREET SEALING PROJECT

CITY OF GARDEN CITY, KANSAS
PUBLIC WORKS DEPARTMENT

Bid Tabulation

3/23/16 10:00 am

SEALING CONTRACTOR			B & H PAVING SCOTT CITY, KS							
Item	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
PART A ~ SEAL COAT										
Seal Coat	S.Y.	327,550	0.19	\$ 62,234.50						
OIL VENDOR			ERGON ASPHALT & EMULSIONS SOLOMON, KS		VANCE BROTHERS INC. KANSAS CITY, MO					
Item	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
PART B ~ CUTBACK ASPHALT SUPPLY										
MC-3000	Gallons	82,000	2.02	\$ 165,640.00	2.65	\$ 217,300.00				
COVER MATERIAL/SAND VENDOR			KLOTZ SAND HOLCOMB, KS		HUBER SAND GARDEN CITY, KS					
Item	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
PART C ~ COVER MATERIAL										
Gravel CM-A, delivered	Tons	4,450	15.48	\$ 68,886.00	16.95	\$ 75,427.50				

Parts A, B, C are not tied.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Kaleb Kentner, Neighborhood & Development Services Director
DATE: April 5, 2016
RE: Kansas Avenue Widening Project - Land Acquisition for 1022 N. 6th St.

ISSUE:

The Governing Body is asked to consider and approve a Real Estate Purchase Option for right-of-way and the purchase of property for the Kansas Avenue widening project, from Maria Cerritos-Mora, a/k/a Maria Cerritos, and Jose Ramirez, her husband.

BACKGROUND:

The City Attorney has completed negotiations with Mrs. Cerritos for her property at 1022 N. 6th St. The Cerritos property is possibly going to be acquired in total as part of the widening of Kansas Avenue. Copies of the settlement documents are attached. Previously, acquisition of the additional right-of-way and construction easements were completed on eight other parcels.

ALTERNATIVE:

1. The Governing Body may approve the Real Estate Purchase Option
2. The Governing Body may defer action to a later date.

RECOMMENDATION:

Staff recommends approval of the contract and authorization to close on the property.

FISCAL NOTE:

The cost to acquire the property will be funded from fund 53 - Project Development. The total purchase price to be paid by the City shall be one hundred thirty thousand dollars (\$130,000).

ATTACHMENTS:

Description	Upload Date	Type
Real Estate Purchase Agreement	3/29/2016	Cover Memo

REAL ESTATE PURCHASE AGREEMENT

THIS REAL ESTATE PURCHASE AGREEMENT (Agreement), made and entered the _____ day of March, 2016, by and between, MARIA CERRITOS-MORA, a/k/a Maria Cerritos, and JOSE RAMIREZ, her husband (SELLER), and CITY OF GARDEN CITY, KANSAS, a municipal corporation (CITY).

WITNESSETH:

- A. SELLER owns real estate located in Garden City, Finney County, Kansas.
- B. CITY desires to purchase the real estate (Property), upon the terms of this Agreement.

NOW, THEREFORE, in consideration of the premises, covenants, and payments hereinafter set out, the parties agree as follows:

1. PROPERTY. The description of the Property is commonly known and numbered as 1022 North Sixth Street, City of Garden City, Finney County, State of Kansas, legally described as follows:

Lot Four (4) of McAllister's Replat of Trinkles Subdivision of Block Two (2), Stevens Addition to the City of Garden City, Finney County, Kansas, except a tract Five Feet (5') wide along the South side of said Lot Four (4).

2. PURCHASE PRICE. The total purchase price of One Hundred Thirty Thousand Dollars (\$130,000) (Purchase Price) shall be paid at time of closing.

3. CLOSING AND POSSESSION. This Agreement shall close on or before April 13, 2016, at **First American Title, 417 North Eighth, Garden City, Kansas**. CITY shall be entitled to possession of the Property on or before sixty (60) days after the date of closing. The date of closing of this transaction may be modified only by consent of both parties to this Agreement.

4. CLOSING AGENT. The parties hereby designate and appoint **First American Title, 417 North Eighth, Garden City, Kansas**, as Closing Agent for this Agreement.

- (a) Prior to or at closing, SELLER shall execute and deposit with the Closing Agent a Warranty Deed, prepared by CITY, conveying merchantable title to and in the name of CITY, subject only to oil and gas leases, easements, restrictions, covenants, reservations and rights-of-way of record, if any.
- (b) In the event the Property is subject to any mortgage encumbrances which are to be paid at closing, SELLER shall cause each lender to submit a written pay-off statement to the Closing Agent not less than three (3) days prior to closing. The pay-off statement shall set forth the total amount to be paid as of the closing date, together with a per diem interest rate accrual amount.
- (c) At time of closing, upon the payment of One Hundred Thirty Thousand Dollars (\$130,000) by CITY, and the full performance of each and every term and condition herein required of CITY and SELLER, the Closing Agent shall and is hereby instructed to release and deliver to CITY the Warranty Deed executed by SELLER.
- (d) The Closing Agent shall record all instruments and deliver all closing instruments to the appropriate parties. Any instruments recorded by the Closing Agent shall be mailed or delivered to the appropriate party promptly upon return to the Closing Agent by the recording agency.

- (e) Any fees paid to the Closing Agent for preparing closing documents and closing the transaction shall be paid in the manner hereinafter set forth.
- (f) The Closing Agent shall furnish to SELLER an IRS approved 1099-S information reporting form on or before January 31 of the year following closing.

5. TITLE EVIDENCE. Within twenty (20) days of the execution of this Agreement, SELLER shall obtain and deliver to CITY a Title Commitment for an owner's title insurance policy in the amount of the Purchase Price, covering title to the Property, showing fee simple title vested in SELLER, subject only to any mortgage encumbrances or other liens that are to be satisfied at closing. The title commitment may also reflect mineral reservations, oil and gas leases, utility easements, setbacks, protective and restrictive covenants and rights-of-way or record which do not render the Property unsuitable for residential purposes. (Permitted Exceptions).

- (a) The title commitment shall be conclusive evidence of SELLER's title as therein shown, subject only to the Permitted Exceptions.
- (b) CITY shall have a period of twenty (20) days to examine the commitment and notify SELLER in writing of CITY's objections, if any, to the marketability of SELLER's title. Any exception to title to which CITY fails to timely object will be deemed a Permitted Exception.
- (c) If CITY timely makes any objections to the marketability of title, SELLER shall correct such defects or have the title insurer commit to insure against loss or damage that may be occasioned by such exceptions.
- (d) If SELLER fails to have the exceptions removed or correct any defects, or in the alternative, to obtain the commitment of the title insurance specified above as to such exceptions or defects, CITY may elect to terminate this Agreement.

6. PROPERTY TAXES AND ASSESSMENTS. All property taxes due for years prior to the year of closing shall be paid by SELLER. The property taxes due for the year of closing shall be prorated to the date of closing, based upon the taxes due for the year prior to closing. The Property is not subject to special assessments.

7. TRANSACTION COSTS. The transaction costs associated with this transaction shall be paid as follows:

- (a) SELLER shall pay for:
 - i. any legal fees incurred by SELLER in connection with this transaction;
 - ii. any legal fees and expenses required to provide marketable title;
 - iii. one-half (1/2) the cost of the owner's title insurance; and
 - iv. one-half (1/2) of the closing fees charged by the Closing Agent.
- (b) CITY shall pay for:
 - i. any legal fees incurred by CITY in connection with this transaction;
 - ii. the cost of having this Agreement prepared;
 - iii. the cost of preparing and recording the Warranty Deed;

- iv. one-half (1/2) of the cost of the owner's title insurance; and
- v. one-half (1/2) of the closing fees charged by the Closing Agent.

8. DEFAULT. If any payment due hereunder is not paid, honored or tendered when due, or if any other obligation hereunder is not performed as herein provided, there shall be the following remedies:

(a) IF SELLER IS IN DEFAULT

- i. CITY may elect to treat this Agreement as terminated; or
- ii. CITY may elect to treat this Agreement as being in full force and effect and CITY shall have the right to an action for specific performance.

(b) IF CITY IS IN DEFAULT

- i. SELLER may elect to treat this Agreement as terminated; or
- ii. SELLER may elect to treat this Agreement as being in full force and effect and SELLER shall have the right to an action for specific performance.

9. EXAMINATION OF PROPERTY/WARRANTIES. CITY has carefully examined the Property and warrants that the purchase was negotiated after consideration of any and all possible defects in the Property and takes the Property in an **AS IS** condition. **BOTH CITY AND SELLER ACKNOWLEDGE AND AGREE THAT THERE HAVE NOT BEEN ANY OTHER EXPRESS OR IMPLIED WARRANTIES MADE WITH RESPECT TO THE PROPERTY TO BE CONVEYED TO CITY HEREUNDER.**

10. AFTER CLOSING.

- (a) SELLER, and SELLER's immediate family, shall have the right to continue using and occupying the residential dwelling situated on the Property, as a private single family dwelling, free of rent, for sixty (60) days after the date of closing. SELLER shall be solely responsible for paying for all utility services required on the Property. SELLER shall be responsible for any and all maintenance necessary to keep the Property in a clean and neat condition. The Property shall be kept by SELLER in a neat and orderly fashion, including, but not limited to, mowing of grass and control of weeds.
- (b) SELLER agrees to vacate the Property within sixty (60) days of the date of closing in a like or better condition than it is at closing, reasonable wear and tear excepted.
- (c) SELLER shall be responsible for the maintenance, repair, and replacement of all major items on or at the Property, including but not limited to, heating, air conditioning, sewer, plumbing and electrical systems, in proper working order, and shall keep the roof watertight during the period SELLER continues living in the Property after closing. SELLER shall be solely responsible for any repair or replacement for damage occurring as a result of the negligence, acts, or omissions of SELLER, their family members or guests.
- (d) It shall be CITY's sole responsibility to insure the Property against casualty, damage and loss during the period SELLER continues living in the Property after closing. SELLER shall be responsible for insurance on their personal property and any and all contents in the residence, or located on the Property.

- (e) In the event the Property is destroyed or rendered wholly uninhabitable by fire, storm, or other casualty, SELLER shall vacate the Property immediately. CITY shall have no obligation to provide substitute or replacement housing for SELLER.
- (f) CITY shall not be liable for damage to any property or any injury or death to SELLER, SELLER's family, guests, invitees, or agents occurring on the Property, regardless of cause or fault. SELLER hereby agrees to indemnify, defend and hold CITY harmless from any and all claims or assertions of any kind and nature.
- (g) SELLER covenants and agrees at all times to keep the Property free from liens and encumbrances of whatever kind or nature arising from, or predicated upon, materials furnished or work or labor performed upon the Property at SELLER's request or by SELLER's authority.
- (h) In the event SELLER shall remain in the Property after the expiration of the sixty (60) day period, CITY may, at its option, elect to treat SELLER as one who has not removed at the end of the sixty (60) day period, and thereupon be entitled to all the remedies against SELLER provided by law in that situation.

11. REGISTERED SEX OFFENDER LIST. Kansas law requires persons who are convicted of certain crimes, including certain sexually violent crimes, to register with the sheriff of the county in which they reside. If CITY desires information regarding those registrants, it may find information on the homepage of the Kansas Bureau of Investigation (KBI) at <http://www.kansas.gov/kbi> or by contacting the local sheriff's office.

12. LEAD-BASED PAINT. SELLER has no reports or records pertaining to lead-based paint or lead-based paint hazards with respect to the Property. Furthermore, CITY acknowledges the following:

EVERY PURCHASER OF ANY INTEREST IN RESIDENTIAL REAL PROPERTY ON WHICH A RESIDENTIAL DWELLING WAS BUILT PRIOR TO 1978 IS NOTIFIED THAT SUCH PROPERTY MAY PRESENT EXPOSURE TO LEAD FROM LEAD-BASED PAINT THAT MAY PLACE YOUNG CHILDREN AT RISK OF DEVELOPING LEAD POISONING. LEAD POISONING IN YOUNG CHILDREN MAY PRODUCE PERMANENT NEUROLOGICAL DAMAGE INCLUDING LEARNING DISABILITIES, REDUCED INTELLIGENCE QUOTIENT, BEHAVIORAL PROBLEMS, AND IMPAIRED MEMORY. LEAD POISONING ALSO POSES A PARTICULAR RISK TO PREGNANT WOMEN. THE SELLER OF ANY INTEREST IN RESIDENTIAL REAL PROPERTY IS REQUIRED TO PROVIDE THE BUYERS WITH ANY INFORMATION ON LEAD-BASED PAINT HAZARDS. A RISK ASSESSMENT OR INSPECTION FOR POSSIBLE LEAD-BASED PAINT HAZARDS IS RECOMMENDED PRIOR TO PURCHASE.

13. GENERAL COVENANTS. The parties further agree as follows:

- (a) Notices shall be in writing and shall be deemed to be given if delivered personally, sent via facsimile, sent via next-day delivery service, or mailed by registered or certified mail, postage prepaid to the parties at the following addresses:

- i. If to CITY: Matthew C. Allen
City Manager
P. O. Box 998
Garden City, Kansas 67846

ii. If to SELLER: Maria Cerritos-Mora
1022 North Sixth Street
Garden City, Kansas 67846

Either party may change the name or address to which notices shall be sent by notifying the other party of such change, in writing.

- (b) The terms and provisions of this Agreement shall be binding upon and inure to the benefit of and be enforceable by the respective heirs, legal representatives, successors, and permitted assigns of the parties hereto.
- (c) CITY shall not have any right to assign any or all of the rights and/or obligations herein without the prior written consent of SELLER, which consent shall not be unreasonably withheld.
- (d) This Agreement shall be construed and enforced in accordance with the laws of the State of Kansas.
- (e) This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.
- (f) One or more waivers of any breach of a covenant or requirement herein by SELLER shall not be deemed a further waiver of the same.
- (g) This Agreement shall not be altered, amended, or modified, except in writing, signed by all parties hereto.
- (h) All representations, agreements, warranties, and covenants made by SELLER and CITY under this Agreement shall survive the closing of this transaction.
- (i) There are no oral or otherwise non-written representations which have been made by the parties concerning the Property or this transaction.

IN WITNESS WHEREOF, the undersigned SELLER and CITY have executed this Agreement on the dates set forth below.

3-24-2016
Date

Maria Cerritos-Mora
Maria Cerritos-Mora
Social Security No. _____

3-24-2016
Date

Jose RAMIREZ
Jose Ramirez
Social Security No. _____

"SELLER"

CITY OF GARDEN CITY, KANSAS

Date

By _____
Janet A. Doll, Mayor

"CITY"

ATTEST:

Celyn N. Hurtado, City Clerk



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Mike Muirhead, Public Utilities Director
DATE: April 5, 2016
RE: 2016 electrical improvement bid at the City Administrative Center.

ISSUE:

The Governing Body is asked to consider and approve the bid from Davis Electric Inc. in the amount of \$71,400.00, for the electrical equipment upgrade at the City Administrative Center.

BACKGROUND:

The City Administrative Center (CAC), constructed in 1982, is requiring the removal of several components of the electrical system that serves the facility. Bid specifications were advertised and a pre-bid meeting was held on Thursday, March 17, 2016 where two electrical contractors were in attendance. One bid was received and opened at 10:00 a.m. on March 29, 2016 at the CAC.

Engineers estimate was \$96,000.00 and the bid received for \$71,400.00 is below the engineer's estimate.

ALTERNATIVE:

- 1) Award the bid from Davis Electric Inc. in the amount of \$71,400.
- 2) Reject the bid from Davis Electric Inc. and direct staff to re bid the project.

RECOMMENDATION:

Staff recommends the Governing Body approve alternative #1.

FISCAL NOTE:

The funding for this project was budgeted in the 2016 budget - G/L code 005-17-000-5370.01 that currently has a balance of \$152,686.00.

ATTACHMENTS:

Description	Upload Date	Type
Specifications	3/30/2016	Backup Material
Bid Davis Electric CAC	3/30/2016	Backup Material



PROJECT MANUAL

City of Garden City, Kansas

Garden City Administration Building

PROJECT NO. 20-15673-000-0951

PREPARED BY

PROFESSIONAL ENGINEERING CONSULTANTS, PA
303 South Topeka, Wichita, Kansas 67202
316-262-2691 / www.pec1.com

OCTOBER 2015

ELECTRICAL INDEX

Division 26 - Electrical

260500	Common Work Results For Electrical
260519	Low Voltage Electrical Power Conductors And Cables
260526	Grounding And Bonding For Electrical Systems
260533	Raceway and Boxes for Electrical Systems
262416	Panelboards
262810	Overcurrent Protective Devices
262816	Enclosed Switches And Circuit Breakers
264313	Surge Protective Devices For Low-Voltage Electrical Power Circuits

SECTION 260500 –COMMON WORK RESULTS FOR ELECTRICAL

PART 1 - GENERAL

1.1 GENERAL CONDITIONS:

- A. The General Conditions, Supplementary General Conditions, General Requirements, and Special Conditions shall be and are hereby made a part of this Section of the specifications.
- B. In case of conflicts between the electrical drawings and Division 26 of these specifications, the more stringent requirements shall govern. In all cases, notify the Engineer for direction.
- C. The requirements of COMMON WORK RESULTS FOR ELECTRICAL establish minimum requirements, apply to, and are hereby made a part of all sections of Division 26 of this specification.

1.2 DESCRIPTION:

- A. The electrical work shall include all labor, materials, tools, transportation, equipment, services and facilities, required for the complete, proper and substantial installation of all electrical work shown on the plans, and/or outlined in these specifications. The installation shall include all materials, appliances, and apparatus not specifically mentioned herein or noted on the drawings but which are necessary to make a complete working installation of all electrical systems.
- B. All of the electrical related work required for this project (unless specified otherwise) is a part of the Electrical Contract price but is not necessarily specified under this division of the specifications or shown on the electrical drawings. Therefore, all divisions of the specifications and all drawings shall be consulted.
- C. The floor plan drawings are schematic only and are not intended to show the exact routing of raceway systems unless dimensions are noted on the drawings. Final routing will be governed by field conditions (structural members, mechanical equipment, ductwork, etc.) and shall be determined by the Contractor and approved by the Engineer. Any changes in routing shall not change the design of the raceway system.
- D. The floor plan drawings showing device and equipment locations are schematic only and are not intended to show exact locations unless dimensions are noted on the drawings. The Contractor shall review all contract drawings that may affect the location of equipment to avoid possible interference and permit full coordination of all work. The right to make any reasonable change in location within 6'-0", is reserved by the Engineer up until the time of rough-in at no extra cost.
- E. Furnish and install electrical wiring, systems, equipment and accessories in accordance with the specifications and drawings. Capacities and ratings of cable,

panelboards, and other items, arrangement for specified items in general are shown on drawings.

- F. Electrical service entrance equipment (arrangements for temporary and permanent connections to the power company's system) shall conform to the power company's requirements. Coordinate fuses, circuit breakers and relays with the power company's system, and obtain power company approval. Provide all required temporary building power and lighting. Remove when finished. Installation of temporary power and lighting shall comply with N.E.C. and OSHA requirements.
- G. Ampacities specified or shown on the drawings are based on copper conductors, with the conduit and raceways accordingly sized.

1.3 MINIMUM REQUIREMENTS:

- A. Codes Rules and Regulations: Execute all work under ADA, the latest rules and regulations of the National Electrical Code Standard of the National Board of Fire Underwriters, the National Fire Protection Association, and with all laws, regulations and ordinances of the County, State, City, and the Utility Company.
- B. Codes shall govern in case of any direct conflict between codes, plans and specifications; except when plans and specifications require higher standards than those required by code. Variance from the plan and specifications made to comply with code must be approved by the Engineer. If approved they shall be made with no increased cost to the Owner.

1.4 STANDARDS:

- A. All material and equipment shall be listed, labeled or certified by Underwriters Laboratories, Inc., where such standards have been established. Equipment and material which are not covered by UL Standards will be accepted provided equipment and material is listed, labeled, certified or otherwise determined to meet safety requirements of a nationally recognized testing laboratory. Equipment of a class which no nationally recognized testing laboratory accepts, certifies, lists, labels, or determines to be safe, will be considered if inspected or tested in accordance with national industrial standards, such as NEMA, or ANSI. Evidence of compliance shall include certified test reports and definitive shop drawings.
- B. Definitions:
 - 1. Certified: Equipment is "certified" if:
 - a. Equipment has been tested and found by a nationally recognized testing laboratory to meet nationally recognized standards, or to be safe for use in a specified manner.
 - b. Production is periodically inspected by a nationally recognized testing laboratory.
 - c. It bears a label, tag, or other record of certification.

2. Nationally recognized testing laboratory: A testing laboratory which is approved, in accordance with OSHA regulations, by the Secretary of Labor.

1.5 QUALIFICATIONS (PRODUCTS AND SERVICES):

- A. Manufacturers Qualifications: The manufacturer shall regularly and presently produce, as one of the manufacturer's principal products, the equipment and material specified for this project, and shall have manufactured the item for at least three years.
- B. Product Qualification:
 1. Manufacturer's product shall have been in satisfactory operation, on three installations of similar size and type as this project, for approximately three years.
 2. The Engineer reserves the right to require the Contractor to submit a list of installations where the products have been in operation before approval.
- C. Service Qualifications: There shall be a permanent service organization maintained or trained by the manufacturer which will respond within four hours of receipt of notification that service is needed. Submit name and address of service organization.

1.6 MANUFACTURED PRODUCTS:

- A. Materials and equipment furnished shall be new, of best quality and design, free from defects, of current production by manufacturers regularly engaged in the manufacture of such items, for which replacement parts should be available. All items used on this project shall be free of asbestos, PCB, and mercury material.
- B. When more than one unit of the same class of equipment is required, such units shall be the product of a single manufacturer.
- C. Equipment Assemblies and Components:
 1. Components of an assembled unit need not be products of the same manufacturer unless indicated otherwise.
 2. Manufacturers of equipment assemblies, which include components made by others, shall be completely responsible for the final assembled unit.
 3. Components shall be compatible with each other and with the total assembly for the intended service.
 4. Constituent parts which are similar shall be the product of a single manufacturer.
- D. Factory and Field wiring shall be identified on the equipment being furnished and on all wiring diagrams.

1.7 EQUIPMENT PROTECTION:

- A. Equipment and material shall be protected during shipment and storage against physical damage, dirt, moisture, cold and rain.
- B. During installation, equipment, controls, controllers, circuit protective devices, and other like items, shall be protected against entry of foreign matter and be vacuum cleaned both inside and outside before testing, operating and painting.
- C. Damaged equipment shall be, as determined by the Engineer, placed in satisfactory operating condition or be returned to the source of supply for repair or replacement.
- D. Painted surfaces shall be protected with factory installed removable heavy Kraft paper, sheet vinyl or equal.
- E. Damaged paint on equipment and materials shall be restored to the original quality of paint and workmanship as used by the manufacturer so repaired area is not obvious.

1.8 GENERAL WORK REQUIREMENTS:

- A. Arrange, phase and perform work to assure electrical service both temporary and permanent for buildings at all times.
- B. Coordinate location of equipment and conduit with other trades to minimize interferences.
- C. Examination of Site:
 - 1. Visit the site, inspect the existing conditions and check the drawings and specifications so as to be fully informed of the requirements for completion of the work.
 - 2. Lack of such information shall not justify an extra to the contract price.
- D. Permits:
 - 1. Obtain and pay for all licenses and permits, fees, inspection and certificates required for the execution of this work.
 - 2. Pay fees and charges for connection to outside services and use of property.
 - 3. Deliver permits and certificates to the Engineer to be transmitted to the Owner.
- E. Services:
 - 1. This Contractor shall pay for all expenses, deposits, reimbursements, etc., required by the local rules and codes for the service to the buildings, complete and ready for use. See plot plan.

2. Consult Power Company for their requirements and for coordinating with their installation. Contractor shall provide any work thus required beyond that indicated by the drawings and specifications. He shall bear all expense involved for the complete installation of the electrical service (both temporary and permanent) to the building ready for operation, including utility service charges, except as specifically excluded on the plans.
3. This Contractor shall consult all local departments to verify requirements and bid installation of service in accordance with local codes and Utility company rules and regulations.

F. Responsibility:

1. This Contractor will be held responsible for any and all damage to any part of the building or to the work of other contractors, as may be caused through this contractor's operation.
2. Any mutilation of building finishes or equipment initiated by electrical construction shall be properly corrected by the respective finishing contractor and paid for by the Electrical Contractor.
3. The operation of the temporary power and the permanent electrical system shall be the responsibility of this Contractor until acceptance of the building by the Owner.
4. Build in all openings, sleeves, chases, etc., for conduit and equipment. Seal or grout all openings after installation of the conduits.
5. Build in bolts, brackets, hangers etc., for work established, furnished and set by this Contractor.
6. All concrete work required for equipment furnished and set by this Contractor including clean up pads under electrical gear, fixture bases, transformer bases, etc.
7. Painting: All painting of electrical equipment installed in finished areas shall be done by the Contractor. Paint all wiremold, exposed conduit and equipment, etc., to match final wall colors.

G. Workmanship and Coordination:

1. Make installation substantially as shown on the plans.
2. Make alterations in location of apparatus or conduit as may be required to conform to building construction without extra charge.
3. Mechanical equipment service clearances and electrical apparatus service clearances as specified in their respective manufacturer's product data shall be maintained free from conduit.
4. Cooperate with other trades in their installation of work.
5. Complete the installation in a workmanlike manner, completely connected and ready to give proper and continuous service.
6. Use only experienced licensed electricians.

H. Cutting and Patching:

1. When it is necessary for the Electrical Contractor to cut building materials, it shall be done in a neat and workmanlike manner meeting with the approval of the Engineer.
2. Holes through concrete shall be carefully drilled with a "Concrete Termite" drill. A Star Drill or Air Hammer will not be permitted. Structural members shall not be cut without approval from the Engineer.
3. Any penetrations made in exterior or basement foundation walls shall be sealed with Thunderline "Link-Seal" connections, as manufactured by Thunderline Corporation, Wayne, Michigan.

I. Manufacturer's Instructions:

1. Apply, install, connect, erect, use, clean, and condition articles, materials and equipment as directed by the manufacturer.

1.9 EQUIPMENT INSTALLATION AND REQUIREMENTS:

A. Equipment location shall be as close as practical to locations shown on the drawings.

B. Working spaces shall not be less than specified in the National Electrical Code for all voltages specified.

C. Inaccessible Equipment:

1. Where the Engineer determines that the Contractor has installed equipment without proper clearances or not conveniently accessible for operation and maintenance, equipment shall be removed and reinstalled as directed at no additional cost to the Owner.

a. Install access panels as approved by the Engineer to provide access to all equipment, J-boxes and outlets located in non-accessible spaces. Panels shall be flush locking type with a fire rating equal to the ceiling system.

2. "Conveniently accessible" is defined as being capable of being reached without the use of ladders, or without climbing or crawling under or over obstacles such as motors, pumps, belt guards, transformers, piping, and ductwork. Outlet and box covers shall be removable by using regular length (8") screw drivers.

D. Distribution Equipment:

1. All items of Electrical Distribution Equipment (switchboards - panelboards - disconnects) shall be of one manufacturer, unless specifically noted on the drawings, in the specifications, or approved by

the Engineer. Intermixing of distribution equipment by different manufacturers will not be permitted.

2. Provide a Type 1 surge protective device for lightning protection on each service entrance for each building. The surge protective device shall meet the requirements of UL 1449, 3rd Edition. Refer to drawings for voltage and phasing of service. Arrester shall be located within the main switch, panel or switchboard enclosure and connected with 12” maximum leads. Surge protective devices shall have an enclosure suitable for indoor or outdoor mounting and shall utilize metal oxide varistors that are individually fused.
 - a. 120/208 and 120/240 V: Maximum Voltage Protection Ratings shall be 700V L-N and 1200V L-L. Minimum MCOV rating shall be 150V, minimum nominal discharge current shall be 10,000A, minimum short circuit current rating shall be 22,000A, and minimum surge current rating shall be 36,000A. Square D – by Schneider Electric #SDSA1175 or approved equal. Three phase service requires two single-phase arresters.
3. Equipment layouts on the drawings are based on one manufacturer. Verify all actual equipment sizes with equipment manufacturer prior to bidding.
4. If layout changes are required due to differing electrical manufacturer’s equipment size, they must be submitted to and approved by the Engineer. National Electric Code working clearances must be maintained at all times. Extra remuneration will not be allowed for layout changes that differ from those shown.
5. Provide and install all steel supports as required for mounting of electrical equipment.
6. Anchor all free standing electrical equipment including switchboards, switchgear, substations, motor control centers, paralleling gear, transfer switches, transformers, etc. to the floor with plated, 1/2" diameter minimum, anchor bolts or as recommended by the manufacturer.

1.10 NAMEPLATES:

- A. General: The following items shall be equipped with nameplates:
 1. Disconnect switches (fused or nonfused), transformers, switchgear and switchboards (including branch circuit breakers/switches), panelboards, separately mounted circuit breakers, starters, contactors, relays, junction boxes and pull boxes.
- B. Inscription: Nameplates shall adequately describe the function or use of the particular equipment involved. Nameplates for panelboards and switchboards shall include the panel designation, voltage, and phase, A.I.C. rating of the supply (see schedules, one-line diagram, and color coding). For example, "Panel A" 120/208 V, 3-Phase, 4-Wire, 10,000 A.I.C. or “50,000 AIC with 22 KA Breakers, Series with class ‘J’ Fuses”:

1. Phase A - Black
 2. Phase B - Red
 3. Phase C - Blue
 4. Neutral - White
 5. Ground - Green
- C. The name used for a machine nameplate shall be the same as the one used on the machine's motor starter, disconnect and P.B. station nameplates. Nameplates for fused switches and panels shall also indicate fuse type and size. All panelboards fed from the emergency system shall be labeled "Emergency System", in addition to the instructions listed above.
- D. Construction: Nameplates shall be laminated phenolic plastic white front and back with black core. Nameplates for emergency system panelboards and transfer switch shall be laminated phenolic plastic red front and back with white core. Lettering shall be engraved through front layer to form 1/4" black characters. Nameplates shall be securely fastened to the equipment to be identified, with No. 4 Phillips, round head, cadmium plated, steel self tapping screws or nickel plated brass bolts. Motor nameplate may be nonferrous metal not less than 0.03 inches thick, die stamped. In lieu of separate plastic nameplates, engraving directly on device plates is acceptable. Letters engraved thus, shall be filled with contrasting enamel. All nameplates and their installation are part of this work. Free hand lettering or dymo label marker will not be acceptable.

1.11 MATERIALS OF APPROVED EQUAL:

- A. Where items of equipment and/or materials are specifically identified herein by a manufacturer's name, model or catalog number, and only such specific items may be used in the base bid, except as hereinafter provided.
- B. Unless requests for changes in base bid specifications are received, approved and noted by written addendum prior to the opening of bids, the successful contractor will be held to furnish specified items.
- C. After contract is awarded, changes in specifications shall be made only as defined under "Substitution of Equipment".

1.12 SUBSTITUTION OF EQUIPMENT:

- A. After execution of the contract, substitution of equipment of makes other than those specifically named in the contract documents, may be approved by the Engineer, only if the equipment named in the specifications cannot be delivered to the job in time to complete the work in proper sequence and due to conditions beyond control of the Contractor. Provide documentary proof in writing from the manufacturer that the specified equipment will not be available in time. If the Contractor is responsible for the delay, the substitution will not be approved.
- B. Requests for substitutions must be accompanied by documentary proof of equality or difference in price and delivery, if any, in form of certified quotations from suppliers of both specified and proposed equipment.

- 1.13 SUBMITTALS: In Accordance with Section SAMPLES AND SHOP DRAWINGS, furnish the following:
- A. The Engineer's approval shall be obtained for all equipment and material before delivery to the job site. Delivery, storage or installation of equipment or material which has not had prior approval will not be permitted at the job site.
 - B. All submittals shall include adequate descriptive literature, catalog cuts, shop drawings and other data necessary for the Engineer to ascertain that the proposed equipment and materials comply with specification requirements. Catalog cuts submitted for approval shall be legible and clearly identify equipment being submitted.
 - C. Submittals shall be complete and submitted together for each section. Individual systems and equipment assemblies which consist of more than one item or component shall be made for the system or assemble as a whole. Partial submittals will not be considered for approval.
 - 1. Mark the submittals, "SUBMITTED UNDER SECTION_____". Mark out all statements on sheets that do not apply otherwise. The Engineer may select options and equipment not originally specified. All options that are not marked out will be assumed that the Contractor will furnish the same.
 - 2. Submittals shall be marked to show specification reference including the section and paragraph numbers.
 - 3. Submit each section separately.
 - 4. Mark catalog cuts to indicate equipment, capacities, finishes, sizes, etc. Each individual item shall have its own sheet provided for approval. (Example: Separate sheets for each panelboard.)
 - D. The submittals shall include the following:
 - 1. Information that confirms compliance with contract requirements. Include the manufacturer's name, model or catalog numbers, catalog information, technical data sheets, shop drawings, pictures, nameplate data and test reports as required.
 - 2. Elementary and interconnection wiring diagrams for communication and signal systems, control system and equipment assemblies. All terminal points and wiring shall be identified on wiring diagrams.
 - 3. Parts list which shall include those replacement parts recommended by the equipment manufacturer, quantity of parts, current price and availability of each part.
 - 4. Quantities of materials will not be verified by the Engineer. Approval stamp on shop drawings does not constitute approval of quantities listed on shop drawings.
 - 5. Shop drawings:
 - a. All shop drawings shall be checked and signed by this contractor and general contractor prior to submittal to the Engineer.

- b. Shop drawings submitted without Contractor's signatures or approval and verification will not be approved.
 - c. Shop drawings shall be submitted on panelboards and disconnects.
6. Each sheet shall be either 8 1/2" x 11"; 8 1/2" x 13"; or 11" x 17" bond with a 5" x 3" clear area for engineer's stamp. (This area shall not be used by this contractor or the general contractor's stamp.) Larger drawings shall be able to be blue printed.
- E. Engineer's acceptance of Compliance Submittals will not relieve the Contractor from his responsibility for any deviations from the requirements of the contract documents, unless Contractor has in writing called Engineer's attention to such deviation at the time of submission and the Engineer has given written approval to the specific deviation; nor shall any acceptance by Engineer relieve Contractor from responsibility for errors or omissions in Compliance Submittals.
- F. Quantity of Submittals: See the general specification sections.

1.14 ELECTRICAL WORK COMPLETION:

- A. Before requesting final inspection the following work must be completed.
- B. Operating Instructions:
- 1. The Contractor shall submit along with the shop drawings of the equipment, three (3) copies of operating instructions for all items. Instructions shall be prepared by the manufacturer of the equipment.
 - 2. After the operating instructions have been approved by the Engineer, the Contractor shall include the three (3) copies in maintenance instructions brochures.
 - 3. The Contractor shall also obtain all manufacturers' instructions, manuals, and one complete set of drawings and turn these over to the Engineer at the completion of the project.
 - 4. The Contractor shall keep in a safe place; all keys and special wrenches furnished with equipment under this contract and shall give same to the Engineer at the completion of the project.
 - 5. The Contractor shall prepare a complete brochure, in triplicate, covering all systems and equipment furnished and installed under his contract. Brochures shall be submitted to the Engineer for approval and delivery to the Owner. The cost of this brochure shall be included in the contract cost. Brochures shall contain the following:
 - a. Certified equipment drawings and/or catalog data clearly marked for equipment furnished as required for approval submission under detailed section of the specifications.
 - b. Complete operating and maintenance instructions for each item of equipment.
 - c. Complete part list for each equipment item.

- d. Any special emergency operating instructions or a list of service organizations (including addresses and telephone numbers) capable of rendering emergency service to the various parts of the system.
6. Brochures shall be bound in hard backed three ring binders with an index, sub dividers and reinforced sheets.
 - a. Project name and address.
 - b. Section of work covered by brochure, i.e., "Electrical Work".
 - c. Name and address of Engineer.
 - d. Name and address of Contractor.
 - e. Telephone number of Contractor, including night or emergency number.
7. In addition to these written instructions, each respective Contractor shall fully and carefully instruct the Owner, or Owner's selected representatives, as to the proper operation, care and maintenance of each system and its equipment.

1.15 TESTING AND ADJUSTMENT:

- A. Record loads on each phase of all panelboards, distribution panels, switchboards, transformers and submit final readings to the Engineer for records. This Contractor shall adjust equipment, instruments, gages, meters etc., as required to test and adjust these systems.
- B. Perform tests for insulation resistance in accordance with the requirements of the National Electrical Code and ensure that all circuits are free from short circuits.
- C. Keep a calibrated voltmeter and ammeter available at all times and provides service for test readings when and as required, up until the project is accepted by the Owner.

1.16 AS-BUILT DRAWINGS:

- A. Show on black or blue line prints in red ink all changes from original plans made during the installation. Return two (2) sets of red marked drawings, specifications and addenda, as set forth in the General Conditions, to the Engineer upon completion of the project.

1.17 FINAL INSPECTION:

- A. Final inspection will be made upon written request from the Contractor after the project is completed; in accordance with the Supplementary General Conditions.
- B. Furnish a workman familiar with this project to accompany the Engineer on final inspection and have available ladders, drop cords, and other equipment as required to gain access to any portion of this system.

- C. This Contractor shall be represented at the inspection by a person of authority responsible to demonstrate to the engineer that his work conforms to the intent of the plans and specifications.
- D. Extra inspections made necessary by the Electrical Contractor's failure to comply with the conditions as set forth above shall be charged to the Contractor for the Inspector's time both on the job and spent in travel between the office and the project site.

1.18 GUARANTEE:

- A. Guarantee all work, material and equipment for a period of one year after date of substantial completion.
- B. During the one year guarantee period the Electrical Contractor shall be responsible for any defects which develop in the electrical systems. Upon notification of a defect the Electrical Contractor shall make immediate effort to correct it and shall notify the Engineer when this work is completed.
- C. Repairs and/or replacements shall be made with no cost to Owner.
- D. This service to be provided throughout the guarantee period.

1.19 SINGULAR NUMBER:

- A. Where any device or part of equipment is referred to in these specifications in the singular number (such as "the switch"), such reference shall be deemed to apply to as many such devices as are required to complete the installation as shown on the drawings.

END OF SECTION 260500

SECTION 260519 - LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY:

- A. Section includes:
 - 1. Building wires and cables rated 600 VAC and less.
 - 2. Connectors, splices, and terminations rated 600 VAC and less.
 - 3. Wire lubricating compound.
 - 4. Control wiring.
 - 5. Communication and signal wiring.
 - 6. Fireproofing tape.

1.3 SUBMITTALS

- A. Product Data (Where indicated in Section “Common Work Results for Electrical”, provide the following information): For each type of product indicated.

1.4 QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended use.
- B. Comply with NFPA 70.
- C. Comply with NEMA WC 70.

PART 2 - PRODUCTS

2.1 CONDUCTORS AND CABLES (POWER AND LIGHTING):

- A. Conductors and Cables: NEMA WC 70, except as hereinafter specified.
 - 1. All conductors shown on plans are sized for copper.
 - 2. UL label required.
- B. Single Conductor:
 - 1. Soft annealed copper.

2. Stranded for sizes No. 8 and larger. Solid or stranded for sizes No. 10 and smaller, except that conductors for remote control, alarm, and signal circuits, classes 1, 2, and 3, shall be stranded unless specifically indicated otherwise.
3. Minimum size No. 12, except where larger sizes are shown. (Size No. 14 minimum for controls).

C. Stranding:

1. Conductors between stationary and moving devices, such as hinged doors or panels, shall have Class H or Class K stranding. All other conductors shall have Class B or Class C stranding.

D. Insulation:

1. THHN-THWN, XHHW - Sizes No. 12 and larger.

2.2 SPLICES AND JOINTS:

A. In accordance with UL 486 A, B, D and NEC.

B. Split-bolt type connectors are not allowed.

C. Branch circuits (No. 10 and smaller):

1. Connectors: Solderless, screw-on, reusable pressure cable type, 600 volt, 105 degree C. with integral insulation, approved for copper and aluminum conductors.
2. The integral insulator shall have a skirt to completely cover the stripped wires.
3. The number, size, and combination of conductors, as listed on the manufacturer's packaging shall be strictly complied with.

D. Branch Circuits (No. 8 and No. 6):

1. Connectors: Pre-insulated, mechanical, reusable cable type, 600 volt, 90 degree C. with integral insulation, approved for copper and aluminum conductors, cold temperature rated to -45 degree C. Connectors shall be equal to those manufactured by Polaris Connectors.
2. Provide connectors rated for the location where installed.
3. The number, size, and combination of conductors, as listed on the manufacturer's packaging shall be strictly complied with.

E. Feeder Circuits:

1. All feeder conductors shall be the same size and type and be continuous from the overcurrent device to the panel or equipment the feeder terminates at.
2. Connectors shall be indent type, UL listed for use with the size and type of wire installed of high conductivity and corrosion-resistant material. Do

not install more than one conductor per connector unless the connector is UL listed for use with the number of conductors installed.

3. Power distribution blocks shall be provided for splices or where quantity or size of conductors exceeds the terminal rating of the device to be connected. Power distribution blocks shall be equal to Square D by Schneider Electric Class 9080 Type LB or Ferraz Shawmut 62000-69000 Series. Provide with covers. Power distribution blocks shall be securely mounted in a code sized enclosure.
4. Field installed compression connectors for cable sizes 250 kcmil and larger shall have not less than two clamping elements or compression indents per wire.
5. Insulate splices and joints with materials approved for the particular use, location, voltage, and temperature. Insulation rating shall be not less than that of the conductor that is being joined.
6. Plastic electrical insulating tape: Flame retardant, cold and weather resistant.

2.3 CONTROL WIRING:

- A. Unless otherwise specified in other sections of these specifications, size control wiring as specified for power and lighting wiring, except the minimum size shall be not less than No. 14, 90 degrees C. insulation. Where stranded conductors are used, provide with spade type insulated copper terminals.
- B. Size wire large enough so that the voltage drop under inrush conditions does not adversely affect operation of the controls.

2.4 COMMUNICATION AND SIGNAL WIRING:

- A. Shall conform to the recommendations of the manufacturers of the communication and signal systems; however, not less than what is shown.
- B. Wiring shown is for typical systems. Provide wiring as recommended by the manufacturer for the systems being furnished.
- C. Multi-conductor cables shall have the conductors color coded.

2.5 WIRE LUBRICATING COMPOUND:

- A. The cable pulling lubricant shall be compatible with all cable jackets. The lubricant shall be UL (or CSA) listed. The lubricant shall contain no waxes, greases, silicones, or polyalkylene glycol oils or waxes.
- B. A 200-gram sample of the lubricant, when placed in an one-foot, split metal conduit and fully dried for 24 hours at 105 degrees C, shall not spread a flame more than three-inches beyond a point of ignition at a continued heat flux of 40 kW/m². Total time of test shall be one-half hour.
- C. Approved Lubricant is:

1. Polywater J from American Polywater Corporation

PART 3 - EXECUTION

3.1 INSTALLATION, GENERALLY:

- A. Install in accordance with the NEC, and as specified.
- B. Install all wiring in raceway systems.
- C. Where No. 10 or No. 12 stranded conductors terminate at receptacles, toggle switches, or other devices with a screw-type connection, provide a solid conductor pigtail or spade-type connector listed for use with the appropriate class of stranded wire.
- D. Install a ground wire sized per NEC 250.122 in each conduit containing phase conductors.
- E. Color Code:
 - 1. All conductors shall be identified by circuit number and color coding at all termination points and splices. All conductors shall be identified in all pull and junction boxes by the following method of color coding. Means of identification shall be permanently posted at each branch circuit panel with a nameplate identifying color coding system used in that panelboard.

Phase	208/120V
A	Black
B	Red
C	Blue
Neutral	White
Ground	Green

- 2. Use solid color compound or solid color coating for No. 6 and smaller branch circuit conductors and neutral sizes.
- 3. Phase conductors No. 4 and larger color code using one of the following:
 - a. Solid color compound or solid color coating.
 - b. Colored as specified using 3/4-inch wide tape. Apply tape in half overlapping turns for a minimum of three-inches for terminal points, and in junction boxes, pull boxes, troughs, manholes, and handholes. Apply the last two laps of tape with no tension to prevent possible unwinding. Where cable markings are covered by tape, apply tags to cable stating size and insulation type.
 - c. Yellow stripe on isolated ground may be 1/4-inch wide yellow tape on top of green.
- 4. Where neutrals are located in the same raceway, junction box or enclosure, neutrals shall be marked or labeled to indicate which circuit conductor (phase conductor) they are associated with. Neutrals (with

- stripes matching the associated phase conductor color) meeting the requirements of NEC Section 200.6 are acceptable for this purpose.
5. For modifications and additions to existing wiring systems, color coding shall conform to the existing wiring system.
 6. Provide plastic engraved color code legend on each panelboard and switchboard per NEC Section 210.5 (C).
 7. All improperly color coded conductors will be completely replaced at no additional cost to Owner.
- F. All cable and wiring shall be continuous between electrical equipment. Splices shall not be added except as required for taps in branch circuits or as approved by the engineer.
- G. Splice cables and wires only in outlet boxes, junction boxes, pull boxes, manholes, or handholes. Do not splice cables in panelboards, switchboards, disconnects, etc.
- H. Install cable supports for all vertical feeders in accordance with the NEC. Provide split wedge type which firmly clamps each individual cable and tightens due to cable weight.
- I. For panelboards, cabinets, wireways, switches, and equipment assemblies, neatly form, and tie all cables.
- J. Seal cable and wire entering a building from underground between the wire and conduit, where the cable exits the conduit, with a non-hardening approved compound.
- K. Wire Pulling:
1. Provide installation equipment that will prevent the cutting or abrasion of insulation during pulling of cables.
 2. Use ropes made of nonmetallic material for pulling feeders.
 3. Attach pulling lines for feeders by means of either woven basket grips or pulling eyes attached directly to the conductors, as approved by the Engineer.
 4. Pull multiple cables into a single conduit with a single continuous pull.
 5. Use wire lubricant per this specification when recommended by the cable manufacturer or as required to prevent damage to cables during installation.

3.2 SPLICE INSTALLATION:

- A. Splices and terminations shall be mechanically and electrically secure.
- B. Where the Engineer determines that unsatisfactory splices or terminations have been installed, remove the devices and install approved devices at no additional cost to the Owner.

3.3 CONTROL, COMMUNICATION, AND SIGNAL WIRING INSTALLATION:

- A. Unless otherwise specified in other sections of these specifications, install wiring as described below. Wiring shall be connected to perform the functions shown and specified in other sections of this specification.
- B. Except where otherwise required, install a separate power supply circuit for each system, or control equipment, or control power. Circuit to nearest 120 volt panel or nearest emergency panel if equipment controlled is connected to emergency system. Use spare 20 Amp breakers in panels where none are designated. Verify all requirements with actual equipment supplied in field.
- C. Install a breaker lock-on clip on the handle of the branch circuit breaker for the power supply circuit for each system to prevent accidental de-energizing of the systems. Lock-on clips for circuit breakers serving fire alarm systems shall be painted red.
- D. System voltages shall not exceed 120 volts and shall be lower voltages where shown on the drawings or required by the NEC.
- E. Wire and cable identification:
 - 1. Install a permanent wire marker on each wire at each termination, outlet box, junction box, panel, and device. Markers shall be typed or handwritten and shall be clearly legible.
 - 2. Identifying numbers and letters on the wire markers shall correspond to those on the wiring diagrams used for installing the systems.
 - 3. Wire markers shall retain their markings after cleaning.
 - 4. In each manhole and handhole, install permanent, waterproof tags to identify the cable type/system and the building or area served.

3.4 FEEDER IDENTIFICATION:

- A. In each, interior pullbox and junction box, identify each phase, neutral and/or ground conductor by conductor color coding or tape based on system voltage.
- B. In manholes and handholes, install permanent, waterproof tags to identify the cable type. Identify each phase, neutral, and/or ground conductor by conductor color coding or tape based on system voltage.

3.5 FIELD TESTING:

- A. Feeders and branch circuits shall have their insulation tested after installation and before connection to utilization devices such as fixtures, motors, or appliances.
- B. Test shall be performed by megger and conductors shall test free from short-circuits and grounds.
- C. Test conductors' phase-to-phase and phase-to-ground.

D. Megger motors after installation but before start-up and test free from grounds.

E. The Contractor shall furnish the instruments, materials, and labor for these tests.

END OF SECTION 260519

SECTION 260526 - GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this section.

1.2 SUMMARY:

- A. This section includes grounding and bonding systems and equipment.
- B. This section includes grounding and bonding systems and equipment, plus the following special applications:
 - 1. Foundation steel electrodes.
 - 2. Ground bonding common with lightning protection system.
 - 3. Underground distribution grounding.

1.3 SUBMITTALS:

- A. Product Data (Where indicated in Section “Common Work Results for Electrical”, provide the following information): For each type of product indicated.
- B. As-Built Data: Plans showing dimensioned as-built locations of grounding features, including the following:
 - 1. Ground rods.
 - 2. Grounding arrangements and connections for separately derived systems.
- C. Test Records: Submit the following test records to the Engineer for review and approval, and include in the operational and maintenance manuals:
 - 1. Grounding system tests per paragraph FIELD QUALITY CONTROL in Part 3 of this Section.

1.4 QUALITY ASSURANCE:

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Comply with UL 467 for grounding and bonding materials and equipment.

PART 2 - PRODUCTS

2.1 CONDUCTORS:

- A. Insulated General Purpose: UL and NFPA 70 approved types, copper, with THW, XHHW or dual rated THHN-THWN insulation color identified green.
- B. Bare Copper Conductors:
 - 1. Solid Conductors: ASTM B3.
 - 2. Stranded Conductors: ASTM B8.
- C. Size conductors not less than what is shown on the drawings and not less than required by the NFPA 70.

2.2 GROUND BUS:

- A. Pre-drilled rectangular bars of annealed copper, 1/4 by 4 inches in cross-section with 9/32 inch holes spaced 1-1/8 inches apart. Stand-off insulators shall comply with UL 891 for use in switchboards, 600V and shall be Lexan or PVC, impulse tested at 5000V.

2.3 GROUND RODS:

- A. Copper-clad steel, sectional type, 3/4-inch diameter by 20 feet long.

2.4 CONNECTORS:

- A. Listed and labeled by a NRTL acceptable to the authorities having jurisdiction for applications in which used and for specific types, sizes, and combinations of conductors and other items connected.
- B. Bolted Connectors for Conductors and Pipes: Copper or copper alloy.
- C. Welded Connections:
 - 1. Exothermic welding kits of types recommended by kit manufacturer for materials being joined and installation conditions.
 - 2. For structural steel, steel grounding stud for compression connector.
- D. Compression Connectors: Hydraulic crimped, irreversible compression type kits. Connectors shall be factory filled with oxide inhibitor. All crimps shall be made with a hydraulic tool that embosses the index number on the outside of the connector.
- E. Bus-Bar Connectors: Mechanical type, cast silicon bronze, solderless compression-type wire terminals, and long barrel, two-bolt connection to ground bus bar.

- F. All splices and grounding electrode connections shall be made with exothermic welds or with hydraulic compression fittings.

2.5 INTERSYSTEM GROUND BAR:

- A. Complies with UL 467.
- B. Base and cover shall be impact resistant and UV rated.
- C. Shall be rated for copper and aluminum conductors.
- D. Shall have provisions for one main grounding electrode conductor and a minimum of four bonding conductors.

PART 3 - EXECUTION

3.1 APPLICATIONS:

- A. Conductors: Install solid or stranded conductors for #10 AWG and smaller and stranded conductors for #8 AWG and larger unless otherwise indicated.
- B. Grounding Bus: Install in electrical equipment rooms, in rooms housing service equipment, and elsewhere as indicated.
 - 1. Install bus horizontally, on insulated spacers 2 inches minimum from wall, 6 inches above finished floor unless otherwise indicated.
- C. Isolated Ground Conductors: Green colored insulation with continuous yellow stripe. On feeders with isolated ground, identify isolated grounding conductor with alternating bands of green and yellow tape, with at least three bands of green and two bands of yellow.
- D. Conductor Terminations and Connections:
 - 1. Pipe and Equipment Grounding Conductor Terminations: Bolted connectors.
 - 2. Underground Connections: Welded connectors or hydraulic compression connectors except as otherwise indicated.
 - 3. Connections to Structural Steel: Welded connectors.
 - 4. Aboveground Connections to Ground Rods: Bolted connectors.

3.2 INSTALLATION, GENERALLY:

- A. Ground in accordance with the NFPA 70 as shown, and as hereinafter specified. All equipment ground conductors shall be terminated on a ground bus or ground lug attached to equipment can.
- B. Service Grounding:
 - 1. Equipment grounding conductors and grounding electrode conductors shall be connected to the ground bus.

2. Install a main bonding jumper between the neutral and ground buses.
- C. System Grounding:
1. Secondary service neutrals shall be grounded at the supply side of the secondary disconnecting means and at the related transformers.
 2. Separately derived systems (transformers downstream from the service entrance) ground the secondary neutral.
 3. Individual Buildings: Bond Main Disconnect ground bus to building steel, 20 foot re-bar in foundation, water pipe, driven ground, and ground ring.
- D. Equipment Grounding:
1. Metallic structures, enclosures, raceways, junction boxes, outlet boxes, cabinets, machine frames, and other conductive items in close proximity with electrical circuits shall be grounded for personnel safety and to provide a low impedance path for possible ground fault currents.

3.3 SECONDARY EQUIPMENT AND CIRCUITS:

- A. Main Bonding Jumper: Connect the secondary service neutral to the ground bus in the service equipment.
- B. Water Pipe and Supplemental Electrode:
1. Provide a ground conductor connection between the service equipment ground bus and the metallic water pipe system. Jumper insulating joints in the water pipe.
 2. Provide a supplemental grounding electrode and bond to the water pipe ground, or connect to the service equipment ground bar.
- C. Service Disconnect: Provide a ground bar bolted to the enclosure with lugs for connecting the various grounding conductors. Connect the neutral to the ground bus (main bonding jumper).
- D. Conduit Systems:
1. Ground all metallic conduit systems.
 2. Non-metallic conduit systems shall contain a grounding conductor.
 3. Conduit provided for mechanical protection containing only a grounding conductor, bond to that conductor at the entrance and exit from the conduit via grounding bushings.
- E. Feeders and Branch Circuits: Install green grounding conductors with feeders and branch circuits in all feeders and branch circuits and in any raceway containing a phase conductor.
- F. Boxes, Cabinets, Enclosures, and Panelboards:
1. Bond the grounding wires to each pullbox, junction box, outlet box, cabinets, and other enclosures through which the ground wires pass

(except for special grounding systems for intensive care units and other critical units shown.).

2. Make ground wire connections to ground bus in motor control centers, panelboards, etc.

3.4 CONDUCTIVE PIPING:

- A. Bond all conductive piping systems in the building to the electrical system ground. Bonding connections shall be made as close as practical to the water pipe ground or service equipment ground bus.

3.5 SPLICES:

- A. All splices and grounding electrode connections shall be made with exothermic welds or with hydraulic compression fittings.

3.6 GROUNDING RESISTANCE:

- A. Grounding system ground resistance must not exceed 5 ohms. Final tests shall assure that this requirement is met.
- B. Where permanent ground connections are required, make the connections by the exothermic process or hydraulic compression method to form solid metal joints.
- C. Where rock prevents the driving of vertical ground rods, install grounding electrodes in horizontal trenches to achieve the specified resistance.
- D. Where more than one ground rod is required to meet the specified resistance, they shall be located at least 10 feet apart. Interconnect with grounding electrode conductor below grade and as otherwise indicated.

3.7 INSTALLATION:

- A. Grounding Conductors: Route along shortest and straightest paths possible unless otherwise indicated or required by Code. Avoid obstructing access or placing conductors where subject to strain, impact, or damage.
- B. Grounding electrode conductors shall be continuous.

3.8 FIELD QUALITY CONTROL:

- A. Inspect grounding and bonding system conductors and connections for tightness and proper installation. Inspect compression type connections for proper die index number embossment.
- B. Perform the following testing:
 1. After installing grounding system, but before permanent electrical circuits have been energized, test for compliance with requirements.
 2. Test completed grounding system as each location where a maximum ground-resistance level is specified, at service disconnect enclosure

grounding terminal, at ground test wells, and at ground rods. Make tests at ground rods before any conductors are connected.

- a. Measure ground resistance no fewer than two full days after the last trace of precipitation and without soil being moistened by any means other than natural drainage or seepage and without chemical treatment or other artificial means of reducing natural ground resistance.
- b. Perform tests by fall-of-potential method according to IEEE 81. Submit test results to the Engineer.
- c. Excessive Ground Resistance: If resistance to ground exceeds specified values, promptly notify Engineer and include recommendations for reducing ground resistance.

END OF SECTION 260526

SECTION 260533 – RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Description:

- 1. This section includes the furnishing, installation, and connection of raceways, fittings, and boxes to form complete, coordinated, grounded raceway systems. Raceways are required for all wiring unless shown or specified otherwise.
- 2. The term conduit, as used in this specification, shall mean any or all of the raceway types specified.

- B. Section Includes:

- 1. Metal conduits, tubing, and fittings.
- 2. Non-metallic conduits and fittings.
- 3. Metal wireways and auxiliary gutters.
- 4. Non-metallic wireways and auxiliary gutters.
- 5. Surface raceways.
- 6. Boxes and enclosures.
- 7. Handholes and boxes for exterior underground cabling.

1.3 DEFINITIONS:

- A. ARC: Aluminum rigid conduit.
- B. GRC: Galvanized rigid steel conduit.
- C. IMC: Intermediate metal conduit.
- D. RGS: Rigid galvanized steel.

1.4 ACTION SUBMITTALS:

- A. Product Data (Where indicated in Section “Common Work Results for Electrical”, provide the following information): For surface raceways, wireways and fittings, floor boxes, hinged-cover enclosures, and cabinets.
- B. Shop Drawings (Where indicated in Section “Common Work Results for Electrical”, provide the following information): For custom enclosures and cabinets. Include plans, elevations, sections, and attachment details.

PART 2 - PRODUCTS

2.1 CONDUIT:

- A. Raceway Size: In accordance with the NFPA 70 but not less than 1/2-inch unless otherwise shown. Where permitted by the NFPA 70, 1/2-inch flexible conduit may be used for connections to recessed lighting fixtures.
- B. Raceway Supports:
 - 1. Parts and hardware: Zinc-coat or provide equivalent corrosion protection.
 - 2. Pipe Straps: Fed. Spec. FF-S-760, Type I, Style A or B.
 - 3. Individual Raceway Hangers: Designed for the purpose, having a pre-assembled closure bolt and nut, and provisions for receiving a hanger rod.
 - 4. Multiple Raceway (trapeze) hangers: Not less than 1-1/2 by 1-1/2 inch, 12 gauge steel, cold formed, lipped channels or not less than 2-1/8 by 2-1/8 inch, 18 gauge B-Line "4Dimension Channel"; with not less than 3/8-inch diameter steel hanger rods.
 - 5. Solid Masonry and Concrete Anchors: Fed. Spec. FF-S-325; Group III self-drilling expansion shields, or machine bolt expansion anchors Group II, Type 2 or 4, or Group VIII.
- C. Conduit Fittings for Hazardous (Classified) Locations: Comply with UL 886 and NFPA 70.

2.2 RACEWAYS:

- A. Install raceway types as shown on drawings and as listed below.
- B. Metal Conduit:
 - 1. Rigid steel: UL 6 and ANSI C80.1.
 - 2. Rigid aluminum: UL 6A and ANSI C80.5.
 - 3. Rigid intermediate steel conduit (IMC): UL 1242 and ANSI C80.6.
 - 4. Electrical metallic tubing (EMT): U.L. 797 and ANSI C80.3. Maximum size 5-inch. Permitted only with cable rated 600 volts or less.
 - 5. Flexible steel conduit (commercial Greenfield): UL 1, zinc-coated steel.
 - 6. Liquid-tight flexible metal conduit: UL 360 flexible galvanized steel tubing covered with extruded liquid-tight jacket of polyvinyl chloride (PVC). Provide conduit with a continuous copper bonding conductor spiral between the convolutions.
 - 7. PVC Coated Rigid Steel: NEMA RN 1. Conduit and fittings shall be as manufactured by Robroy Industries; Plasti-Bond, Perma-Cote, and KorKap or Thomas & Betts; Ocal. Any deviation will require approval of the specifying Engineer or Owner.
 - a. Shall be UL listed.
 - b. All male threads on conduit, elbows and nipples shall be protected by application of a urethane coating.

- c. All female threads on fittings or conduit couplings shall be protected by application of a urethane coating.
- C. Conduit Fittings for Metal Conduit:
- 1. Comply with NEMA FB 1 and UL 514B.
 - 2. Rigid steel and IMC conduit fittings:
 - a. Standard threaded couplings, locknuts, bushings, and elbows: Fed. Spec. W-F-408, except only material of steel or malleable iron is acceptable. Integral retractable type IMC couplings are acceptable also.
 - b. Locknuts: Bonding type with sharp edges for digging into the metal wall of an enclosure
 - c. Bushings: Metallic insulating type, consisting of an insulating insert molded or locked into the metallic body of the fitting. Bushings made entirely of metal or nonmetallic material are not permitted. Bushings for conduit smaller than 1-1/4-inch shall have flared bottom with ribbed sides.
 - d. Erickson (union-type) and set screw type couplings: Approved for use in concrete are permitted for use to complete a conduit run where conduit is installed in concrete. Use set screws of case hardened steel with hex head and cup point to firmly seat in conduit wall for positive ground. Tightening of set screws with pliers is prohibited.
 - e. Sealing fittings: Threaded cast iron type. Use continuous drain type sealing fittings to prevent passage of water vapor. In concealed work, install fittings in flush steel boxes with blank coverplates having the same finishes as that of other electrical plates in the room.
 - f. In trade sizes 2-1/2 inches to 4-inches for rigid steel raceway or intermediate metal raceway, contractor may use Allied 'Kwik-Couple' fittings in lieu of individual steel couplings. 'Kwik-Couple' fittings shall not be used in hazardous locations. Where 'Kwik-Couple' fittings are used exterior for vertical risers, install fitting with taper end up.
 - 3. Electrical metallic tubing fittings:
 - a. Fed. Spec. W-F-408, except only material of steel for compression type. Steel or die-cast is acceptable for set screw type. Die-cast compression is not acceptable.
 - b. Couplings and connectors: Concrete tight and rain tight, with connectors having flared throats. Use gland and ring compression type or set screw type couplings and connectors. Set screw type couplings for conduit 2 inches and larger shall be four set screws each. Use set screws of case-hardened steel with hex head and cup point to firmly seat in wall of conduit for positive grounding.
 - c. Indenter type connectors or couplings are prohibited.

- d. In trade sizes 1-1/4 inches to 4 inches, contractor may use Allied “Kwik-Fit EMT” or “Kwik-Fit Compression EMT” fittings in lieu of individual steel couplings.
- 4. Flexible steel conduit (greenfield) fittings:
 - a. Fed. Spec. W-F-406 and UL 5, except only steel or malleable iron material is acceptable.
 - b. Clamp type, with insulated throat.
- 5. Liquid-tight flexible metal conduit fittings:
 - a. Fed. Spec. W-F-406, except only steel or malleable iron material is acceptable.
 - b. Type incorporating a threaded grounding cone, a steel or plastic compression ring, and a gland for tightening. Connectors shall have insulated throats.
- 6. Expansion and deflection couplings:
 - a. UL 467 and UL 514.
 - b. Accommodate, 1.9 cm (0.75”) deflection, expansion, or contraction in any direction, and allow 30 degree angular deflections.
 - c. Include internal flexible metal braid sized to guarantee conduit ground continuity and fault currents in accordance with UL 467, NFPA 70 Section 250.98, and the NFPA 70 code tables for ground conductors.
 - d. Shall be watertight, seismically qualified, corrosion-resistant, threaded for and compatible with rigid or intermediate metal conduit.
 - e. Jacket: Flexible, corrosion-resistant, watertight, moisture and heat resistant molded rubber material with stainless steel jacket clamps.
 - f. Expansion fittings shall accommodate a minimum of 4-inches of movement.
- D. Nonmetallic Conduit:
 - 1. PVC Conduit: NEMA TC 2 and UL 651 Schedule 40, conduit size is 3/4-inch minimum.
- E. Conduit Fittings for Non-Metallic Conduits:
 - 1. PVC Conduit: Comply with NEMA TC 3; match to conduit type and material.

2.3 OUTLET BOXES:

- A. UL-50, UL514A and NEMA OS 1.

- B. Cast metal where required by NFPA 70 or shown, and equipped with rustproof boxes; NEMA FB 1.
- C. Sheet metal boxes: 4-inch square, galvanized steel, except where otherwise shown.
- D. Boxes installed in concrete or masonry and boxes larger than two gang shall be masonry type.
- E. Box extensions used to accommodate building finishes shall be of the same material as the recessed box.
- F. Boxes for use with IMC or RGS raceways shall be cast 'F' type or stainless steel unless noted otherwise on the drawings.
- G. Boxes for use with nonmetallic conduit: Comply with NEMA OS2 and UL 514C.

2.4 WIREWAYS AND AUXILIARY GUTTERS:

- A. Sized according to NFPA 70.
- B. Equip with hinged covers, except where removable covers are shown. Wireways shall only be permitted as indicated on the drawings or approved by the Engineer.
- C. Fittings and accessories: Include covers, couplings, offsets, elbows expansion joints, adapters, hold down straps, end caps, and other fittings to match and mate with wireways as required for a complete system.
- D. Metal Wireways:
 1. Sheet metal complying with UL 870 and NEMA 250.
 2. Metal wireways installed outdoors shall be listed and labeled as defined in NFPA 70 and shall be marked for intended location and application.

2.5 PULL AND JUNCTION BOXES:

- A. Small boxes shall comply with NEMA OS 1.
- B. Larger boxes shall comply with UL 50 and NEMA 250.
- C. Pull and junction boxes shall be code gauge steel boxes with hinged, bolted or screwed covers. Boxes shall be flush or surface mounted as shown or required.
- D. Junction and pull box shall be installed where shown on drawings and additional boxes shall be installed if required for pulling of wire provided location and installation is approved by the Engineer. All boxes shall be code construction with screw type cover and shall be installed in accessible locations.
- E. Pull and junction boxes for use with IMC or RGS raceways shall be cast 'FS' type or stainless steel unless noted otherwise on the drawings. Comply with NEMA FB 1 and UL 1773 with gasketed cover.

PART 3 - EXECUTION

3.1 RACEWAY:

- A. Minimum 1/2-inch above grade, 3/4-inch below grade, and 1-inch on site, unless otherwise noted.
- B. A ground wire, sized per NFPA 70 Section 250.122 shall be installed in all conduits containing phase conductor(s).
- C. RGS or IMC must be used at all times when exposed to weather or physical abuse and in all NFPA 70 classified hazardous locations. EMT may not be used in direct contact with earth, or in concrete slabs on grade.
- D. U.L. approved Schedule 40 P.V.C. conduit may be used where feeders or branch circuits are to be run in earth or slabs (3/4" minimum).
 - 1. Use PVC coated RGS ells and risers approved for underground use. All conduit risers through concrete floors shall be RGS from below the top of the floor slab. Use conduit adapters when converting from PVC to steel conduit.
 - 2. Use plastic spacers when more than one conduit is installed together. See Drawings for areas requiring concrete encasement.
- E. All nonmetallic (PVC and fiberglass) conduits shall be provided with separate ground conductor sized per NFPA 70.

3.2 PENETRATIONS:

- A. Cutting or Holes:
 - 1. Locate holes in advance where they are proposed in the structural sections such as ribs or beams. Obtain the approval of the Structural Engineer prior to drilling through structural sections.
 - 2. Cut holes through concrete and masonry in new and existing structures with a diamond core drill or concrete saw. Pneumatic hammer, impact electric, hand or manual hammer type drills are not allowed, except where permitted by the Structural Engineer as required by limited working space.
- B. Fire Stop:
 - 1. Where conduits, wireways, and other electrical raceways pass through fire partitions, fire walls, smoke partitions, or floors, install a fire stop that provides an effective barrier against the spread of fire, smoke and gases, and maintains specified fire rating. Completely fill and seal clearances between raceways and openings with the fire stop material. See Section "Common Work Results for Low Voltage Systems Cabling" for firestopping requirements for low voltage cabling sleeves.

C. Fire Barrier Penetration Seals:

1. Manufacturer: Subject to compliance with requirements, provide fire barrier penetration seals of one of the following:
 - a. Electro Products Div./3M
 - b. Nelson; Unit of General Signal.
2. Provide seals for any opening through fire-rated walls, floors, ceilings, or assemblies used as passage for components such as conduits or cables.
3. Cracks, voids or holes up to 4-inch diameter: Use putty or caulking, one-piece intumescent elastomer, non-corrosive to metal, compatible with synthetic cable jackets, and capable of expanding 10 times when exposed to flame or heat and UL-listed.
4. Openings greater than 4-inch diameter and raceway sleeves thru floors at telephone terminal boards: Use sealing system capable of passing 3-hour fire test in accordance with ASTM E-814, consisting of wall wrap or liner, partitions, and end caps capable of expanding when exposed to temperatures of 250 degrees to 350 degrees F (121 to 177·C), that is UL-listed. KBS "Sealbags" manufactured by P-W Industries will be acceptable.
5. Execution: Fill entire opening with sealing compound. Adhere to manufacturer's installation instructions. All fire barrier seals shall meet the rating of the wall.

D. Waterproofing:

1. Install sleeves and sleeve seals at exterior floor, exterior wall, and roof conduit penetrations and completely seal clearances around the conduit and sleeve and make watertight as specified in Section, SEALING AND CAULKING.

3.3 CONDUIT SYSTEMS INSTALLATION, GENERAL:

- A. Installation: In accordance with UL, NFPA 70, as shown, and as hereinafter specified.
 1. Where non-metallic (PVC or fiberglass) conduits are used, a ground wire sized per NFPA 70 Section 250.122 shall be provided if not already specified.
- B. All branches of the emergency system shall be installed entirely independent of other raceway systems. Common supports and hangers may be used.
- C. Raceway Burial Depths: (Underground work)
 1. 18" minimum, 30" maximum cover to grade or bottom of floor slab.
 2. 24" minimum under streets, highways, roads, alleys, driveways and parking lots.

3. 2" minimum below concrete slab inside a building.
4. Prior to any underground work, contractor shall verify and locate all existing underground utilities. All existing utilities may not be shown on the drawings. Verify in field with owner and with utility locating services. The contractor shall exercise extreme caution when trenching or boring, hand digging at all crossings and where in close proximity of existing utilities. Repair existing parking lots, streets, roads, alleys, driveways, etc. to its original condition in a timely manner prior to substantial completion. Contractor shall be responsible for any damage to underground utilities.
5. Underground conduits shall be installed in a sand bed and in an organized manner.

D. Install raceways as follows:

1. Comply with NECA 1, comply with NECA 101 for metal conduit and NECA 102 for aluminum conduit except where requirements on drawings or this article are stricter.
2. In complete runs before pulling in cables or wires.
3. Flattened, dented, or deformed raceways are not permitted. Remove and replace the damaged raceways with new undamaged material.
4. Assure raceway installation does not encroach into the ceiling height head room, walkways, or doorways.
5. Cut square with a hacksaw, ream, remove burrs, and draw up tight.
6. Mechanically and electrically continuous.
7. Independently support raceway. Do not use other supports i.e., (suspended ceilings, suspended ceiling supporting members, lighting fixtures, mechanical piping, or mechanical ducts.). Group raceways with common supports where possible. Conduit shall be supported within 12-inches of connectors.
8. Close ends of empty raceway with plugs or caps at the rough-in stage to prevent entry of debris, until wires are pulled in.
9. Raceway installations under fume and vent hoods are prohibited.
10. Secure raceways to cabinets, junction boxes, pull boxes and outlet boxes with bonding type locknuts. For RGS and IMC raceway installations, provide a locknut on the inside of the enclosure, made up wrench tight. Do not make raceway connections to junction box covers.
11. Flashing of penetrations of the roof membrane is specified in Section, FLASHING AND SHEET METAL.
12. Raceways shall not be used as a support.
13. Use thread compounds that are UL approved conductive type to insure low resistance ground continuity through the raceways.
14. Tightening set screws with pliers is prohibited.
15. Keep raceways a minimum of 6 inches away from parallel runs of flues and steam or hot-water pipes.

E. Raceway Bends:

1. Make bends with standard raceway bending machines.

2. Raceway hickey may be used for slight offsets, and for straightening stubbed out raceways.
 3. Bending of raceways with a pipe tee or vise is prohibited.
- F. Raceways Installed Under Metal - Corrugated Sheet Roof Decking
1. Where rigid metal conduit or intermediate metal conduit is not used, raceways shall be installed and supported so the nearest outside surface of the raceway is not less than 1.5 inches from the nearest surface of the roof decking.
- G. PVC coated RGS:
1. Use only fittings listed for use with this type of conduit.
 2. Patch and seal all joints, nicks, and scrapes in PVC coating after installing conduit and fittings. Use sealant recommended by conduit manufacturer and apply in thickness and number of coats recommended by manufacturer.
 3. Right angle beam clamps and U bolts shall be specially formed and sized to snugly fit the outside diameter of the coated conduit.
 4. All clamping, cutting, threading, bending, and assembly instructions listed in the manufacturer's installation guide should be vigorously followed. Installer certification, before installation, is required.

3.4 CONCEALED WORK INSTALLATION:

A. General:

1. Raceway and Outlet Boxes Installation: All raceway systems work and outlet boxes shall be installed concealed in walls, floor and roof construction or concealed within furred spaces or above ceilings. In equipment or mechanical rooms exposed work shall include feeders and connections to equipment unless noted otherwise.

B. In Concrete:

1. Raceway: RGS, IMC, PVC or EMT; except do not install EMT in concrete slabs that are in contact with soil, gravel or vapor barriers.
2. Align and run raceways in direct lines.
3. Install raceways through concrete beams only when the following occurs:
 - a. Where shown on the structural drawings.
 - b. As approved by the Structural Engineer prior to construction, and after submittal of drawing showing location, size, and position of each penetration.
4. Installation of raceways in concrete that is less than three inches thick is prohibited. All raceways installed in concrete shall be approved by the Structural Engineer.

- a. Raceway outside diameter larger than one-third of the slab thickness is prohibited.
 - b. Space between raceways in slabs: Approximately six conduit diameters apart, except one conduit diameter at conduit crossings.
 - c. Install raceways approximately in the center of the slab so that there will be a minimum of 3/4-inch of concrete around the raceways.
5. Make couplings and connections watertight.
- C. Above Furred or Suspended Ceilings and in Walls:
1. Raceways for conductors 600 volts and below:
 - a. RGS, IMC, rigid aluminum, or EMT. Types mixed indiscriminately in the same system are prohibited.
 - b. Do not use aluminum in wet locations or in contact with concrete.
 2. Raceways for conductors above 600 volts:
 - a. RGS or rigid aluminum. Do not use aluminum in wet locations or in contact with concrete.
 - b. Aluminum conduit mixed indiscriminately with other types in the same system is prohibited.
 3. Align and run raceways parallel or perpendicular to the building lines.
 4. Connect recessed or lay-in lighting fixtures and all other devices installed in a lay-in ceiling to raceway runs with flexible metal conduit extending from a junction box to the fixture. Provide a ground wire in all flexible conduits.
 5. Tightening set screws with pliers is prohibited.

3.5 EXPOSED WORK INSTALLATION:

- A. Raceways for Conductors 600 volts and below:
1. RGS, IMC, rigid aluminum, or EMT. Types mixed indiscriminately in the system are prohibited.
 2. Do not use aluminum in wet locations or in contact with concrete.
 3. All raceways exposed to physical abuse and in all industrial pump, treatment plant locations shall be RGS, or IMC.
- B. Align and run raceways parallel or perpendicular to the building lines.
- C. Install horizontal runs close to the ceiling or beams and secure with raceway straps.
- D. Surface metallic raceways:
1. Surface metallic raceway shall only be used where shown on the drawings, and in remodels and modifications to existing where wall and ceiling

voids do not permit concealed installation but shall not be used at any other location unless called for on the drawings.

2. All surface raceway and outlets must be painted to match the surface it is attached to.
3. Install a ground wire sized per NFPA 70 Section 250.122 for the largest circuit in the raceway if not already specified.

3.6 WET OR DAMP LOCATIONS:

- A. Unless otherwise shown, use raceways of RGS or IMC above grade. Use PVC conduit below grade, except RGS ells and risers shall be used.
- B. Provide sealing fittings, to prevent passage of water vapor, where raceways pass from warm to cold locations, i.e., (refrigerated spaces, constant temperature rooms, air conditioned spaces) or similar spaces.
- C. When RGS ells and risers are used below grade or when RGS or IMC conduit or RGS ells and risers are used below concrete building slabs in contact with soil, gravel, or vapor barriers, conduit shall have a minimum 20 mil PVC tape or coated with bituminous asphaltum compound.

3.7 MOTORS AND VIBRATING EQUIPMENT:

- A. Use flexible metal conduit (Type FMC) for connections to motors and other electrical equipment subject to movement, vibration, misalignment, cramped quarters, or noise transmission. Provide liquid-tight flexible metal conduit Type (LFMC) for installation in exterior locations, kitchens, moisture or humidity laden atmosphere, corrosive atmosphere, water or spray wash-down operations, treatment plants, pump stations, and locations subject to seepage or dripping of oil, grease or water. Provide a green ground wire with all flexible metal conduit.

3.8 EXPANSION JOINTS:

- A. Expansion fittings shall be used wherever the change in length of PVC conduit due to temperature variation exceeds 0.25-inches per NEC Section 352.44.
- B. All conduits routed outdoors or in non-conditioned spaces (i.e., attics, non-insulated plenums, etc.) shall have expansion fittings per the following:
 1. Steel: One expansion fitting in runs longer than 40 feet. Provide additional expansion fittings every 200 feet.
 2. Aluminum: One expansion fitting in runs longer than 20 feet. Provide additional expansion fittings every 100 feet.
 3. PVC: One expansion fitting in runs longer than 20 feet. Provide additional expansion fittings every 50 feet.
- C. Equip raceways 3-inches and larger, that are rigidly secured to the building structure on opposite sides of a building expansion joint, with expansion and deflection couplings. Install the couplings in accordance with the manufacturer's recommendations.

- D. Equip raceways smaller than 3-inches, that are rigidly secured to the building structure on opposite sides of a building expansion joint, with junction boxes located 12-inches either side of the expansion joint. Connect junction boxes with 24-inches of flexible conduit that is slack (to allow for movement). Flexible conduit shall have an insulated copper bonding jumper installed. In lieu of this flexible conduit, expansion and deflection couplings as specified above for 3-inches and larger conduits are acceptable.

3.9 RACEWAY SUPPORTS, INSTALLATION:

- A. All raceways shall have supports at maximum spacing of 10-feet and within 3-feet of a fitting, elbow, change of direction, box outlet or enclosure. Safe working load shall not exceed 1/4 of proof test load of fastening devices. This shall apply to both vertical and horizontal conduit runs.
- B. Use pipe straps or individual raceway hangers for supporting individual conduits.
- C. Support multiple raceway runs with trapeze hangers. Use trapeze hangers that are designed to support a load equal to or greater than the sum of the weights of the raceways, wires, hanger itself, and 200 pounds. Attach each raceway with U-bolts or other approved fasteners.
- D. Support raceways independently of junction boxes; pull boxes, fixtures, suspended ceiling T-bars, angle supports, and similar items.
- E. Fasteners and Supports in Solid Masonry and Concrete:
 - 1. New Construction: Use steel or malleable iron concrete inserts set in place prior to placing the concrete.
 - 2. Existing Construction:
 - a. Steel expansion anchors not less than 1/4-inch bolt size and not less than 1-1/8 inch embedment.
 - b. Power set fasteners not less than 1/4-inch diameter with depth of penetration not less than 3-inches.
 - c. Use vibration and shock resistant anchors and fasteners for attaching to concrete ceilings.
- F. Hollow Masonry: Toggle bolts are permitted. Bolts supported only by plaster are not acceptable.
- G. Metal Structures: Use machine screw fasteners or other devices specifically designed and approved for the application.
- H. Attachment by wood plugs, rawl plug, plastic, lead or soft metal anchors, or wood blocking and bolts supported only by plaster is prohibited.
- I. Chair, wire, or perforated strap shall not be used to support or fasten conduit.

- J. Spring steel type supports "caddy clips" that are listed for the intended use are acceptable in appropriate locations.
- K. Vertical Supports: Vertical raceway runs shall have riser clamps and supports in accordance with NFPA 70 and as shown. Provide supports for cable and wire with fittings that include internal wedges and retaining collars.

3.10 BOX INSTALLATION:

- A. Boxes for Concealed Raceways:
 - 1. Mount flush. Boxes protruding from the finished wall surface or with more than 1/8-inch gap between the wall or outlet mounted in the box will be changed out with all wall reconstruction expense paid by the Electrical Contractor.
 - 2. Provide raised covers for boxes to suit the wall or ceiling, construction and finish.
- B. In addition to boxes shown, install additional boxes where needed to prevent damage to cables and wires during pulling in operations.
- C. Remove only knockouts as required and plug unused openings. Use threaded plugs for cast metal boxes and snap-in metal covers for sheet metal boxes.
- D. All outlet boxes shall be set true to horizontal and vertical lines parallel to walls, floors and ceilings and true to finish lines. All boxes shall be secured to ceilings or walls so all installations are solidly mounted.
- E. Boxes for exterior exposed work (where approved by the engineer) shall be Appleton or Pyle National Type FS or FSC for shallow devices and Type FD or FDC for deep devices. Boxes for ceiling mounted light fixtures shall have approved no-bolt fixture studs. Boxes used as junction boxes shall have beveled edge flat steel blank cover.
- F. Where outlet boxes are mounted exposed in unfinished areas, (where approved by the engineer) surface mounted boxes shall be 4-inches square, have rounded corners and 1/2-inch raised steel cover plates.
- G. Mark all junction boxes and pull boxes and/or the conduit where it enters the box with panel designation and circuit number in permanent, black marker. Mark on the outside where located in unfinished spaces and mark on the inside in finished spaces.

END OF SECTION 260533

SECTION 262416 - PANELBOARDS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions, apply to this Section.

1.2 SUMMARY:

- A. Section includes:
 - 1. Lighting and appliance branch-circuit panelboards.
 - 2. Distribution panelboards.

1.3 SUBMITTALS:

- A. Product Data: For each type of panelboard, switching and overcurrent protective device, transient voltage surge suppressor, accessory, and component indicated. Include dimensions and manufacturers' technical data on features, performance, electrical characteristics, ratings, and finishes.
- B. Shop Drawings: For each panelboard and related equipment, include the following information:
 - 1. Dimensional data.
 - 2. Enclosure type, per NEMA 250.
 - 3. Detailed bus configuration, including current and voltage ratings.
 - 4. Short-circuit current rating of panelboard and overcurrent protective devices.
 - a. Where series ratings are permitted and utilized, submit evidence of series ratings for each selected combination of fuses and/or circuit breakers.
 - 5. Evidence of NRTL listing for series rating of installed devices.
 - 6. Detailed features, characteristics, ratings, and factory settings of individual overcurrent protective devices and auxiliary components.
 - 7. Layout or elevation of each panelboard showing the relative locations of all specified breakers, lugs, accessories, and features.
 - 8. Wiring diagrams for power, signal, and control wiring.
- C. Operation and Maintenance Data: Include operation and maintenance data for all panelboards and components in the operation and maintenance manuals. Data shall include, but not be limited to:
 - 1. Manufacturer's written instructions for testing and adjusting overcurrent protective devices.
 - 2. Summary of final settings for all adjustable overcurrent protective devices.

3. Print or copy of all final panel schedules in 8.5" x 11" format.
- D. Test Records: Submit the following test records to the Engineer for review and approval, and include in the operation and maintenance manuals:
1. Load Balancing: Submit records of load readings before and after load balancing, per paragraph ADJUSTING in Part 3 of this Section.

1.4 QUALITY ASSURANCE:

- A. Source Limitations: Obtain panelboards, overcurrent protective devices, components, and accessories through one source from a single manufacturer.
- B. Product Selection for Restricted Space: Drawings may indicate maximum dimensions for panelboards including clearances between panelboards and adjacent surfaces and other items. Comply with any indicated maximum dimensions.
- C. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- D. Comply with NEMA PB 1 and NFPA 70.

1.5 COORDINATION:

- A. Coordinate layout and installation of panelboards and components with other construction that penetrates wall or is supported by them, including electrical and other types of equipment, raceways, piping, encumbrances to workspace clearance requirements, and adjacent surfaces. Maintain required workspace clearances and requires clearances for equipment access doors and panels.
- B. Coordinate sizes and locations of any concrete bases with actual equipment provided.

1.6 PROJECT CONDITIONS:

- A. Interruption of Existing Electric Service: Do not interrupt electric service to facilities occupied by Owner or others unless permitted under the following conditions:
 1. Notify Owner in writing, not fewer than two days in advance of proposed interruption of service.
 2. Do not proceed with interruption of electric service without Owner's written permission.
 3. Comply with NFPA 70E.

PART 2 - PRODUCTS

2.1 GENERAL REQUIREMENTS FOR PANELBOARDS:

- A. All panelboard components shall be the product and assembly of the same manufacturer. All similar units of all panelboards shall be of the same manufacturer.
- B. All panelboards shall be completely factory assembled with molded case circuit breakers or switches.
- C. Panelboards shall have main breaker, main switch, or main lugs, voltage, bus sizing, and flush or surface mounting as indicated on the Drawings.
- D. Enclosures: Flush or surface mounted as indicated on the Drawings
 - 1. Rated for environmental conditions at installed location:
 - a. Indoor Dry and Clean Locations: NEMA 250, Type 1.
 - b. Outdoor Locations: NEMA 250, Type 3R.
 - 2. Cabinets:
 - a. Finish shall be galvanized steel.
 - b. Shall not have ventilation openings for panels with bus ratings of 225 amperes or less.
 - c. Back and sides shall be fabricated from one piece of formed steel for lighting and appliance branch-circuit panelboards.
 - d. Shall contain a minimum of four interior mounted studs and necessary hardware for “in” and “out” adjustment of panel interior.
 - e. Gutter sizes for cabinets containing through-feeders shall be increased by the amount required for auxiliary gutters in the NEC.
 - f. For multi-section flush-mounted panelboards, all cabinets shall be the same height.
 - 3. Front Trim:
 - a. Shall include frame and door with concealed hinges.
 - b. Shall be secured to cabinet with screws. Trim clamps are not allowed.
 - c. Shall be galvanized steel, factory finished immediately after cleaning and pretreating with manufacturer’s standard two-coat, baked-on finish consisting of prime coat and thermosetting top coat.
 - d. Shall be same width and height as cabinet for surface-mounted panels. Shall overlap cabinet by at least 0.75 inches for flush-mounted panels.
 - e. Shall not have ventilation openings for panels with bus ratings of 225 amperes or less.

- f. Shall include a welded angle on the rear to support and align trim to cabinet.
- g. Shall be separate for each section of multi-section panelboards. For flush installations, trims and doors of all sections shall be the same height.
- h. All trims for circuit breaker panelboards with bus ratings of 600 amperes or less shall be hinged trim construction with a concealed piano hinge on the right side. Trim shall be able to be hinged open by operating a latch or removing no more than four (4) screws.

4. Doors:

- a. Shall be galvanized steel, factory finished immediately after cleaning and pretreating with manufacturer's standard two-coat, baked-on finish consisting of prime coat and thermosetting top coat.
- b. Shall be provided with concealed butt hinges welded to the doors and trim.
- c. In making switching devices accessible, doors shall not uncover any live parts.
- d. Shall have directory card holder with transparent protective cover for card, permanently mounted to inside of door.
- e. Shall have the manufacturer's standard flush lock. All panels shall use the same key.

E. Phase, Neutral, and Ground Buses:

- 1. Material shall be plated copper or aluminum, with copper connection straps bolted together and rigidly supported on molded insulators.
- 2. Phase bus bars for panels with single pole branches shall be arranged for sequential phasing of branch circuit devices.
- 3. Phase bus bar connections for breakers with trip settings of 100 amperes and less shall be arranged so that a two-pole breaker may be substituted for two single-pole breakers, and a three-pole breaker may be substituted for three single-pole breakers, without any modifications to the bus bars or connecting straps.
- 4. Protective devices shall be able to be replaced without removing adjacent units or main bus connectors, and without drilling or tapping. Panel phase bus connections to protective devices shall be field removable by means of a screwdriver.
- 5. Neutral bus shall be full sized. Neutral bus shall be rated for 200 percent of phase bus ampacity for panels fed from K-Factor Rated transformers and as indicated on the Drawings.
- 6. Equipment ground bus shall be bonded to cabinet, and shall have adequate terminals and lugs for all branch circuit and feeder equipment grounding conductors.
- 7. Isolated ground bus shall be provided when indicated on the Drawings. It shall be insulated from the cabinet, and shall have adequate terminals and lugs for all branch circuit and feeder isolated grounding conductors.

8. In multi-section panelboards, the bussing in each section shall be full size. In all except the final section, provide sub-feed line-side lugs or feed-through load-side lugs for cable connections to the other sections. Sections with tapped bus or cross-over bus shall not be accepted.
 9. Coordinate lug quantities and sizes with the feeders serving the panel, as scheduled on the Drawings.
- F. Future Devices: Where designated on panel schedule or one-line diagram as “space” or “future”, include all mounting brackets, bus connections, filler plates, and necessary appurtenances necessary for installation of devices.
- G. Panelboard Short-Circuit Current Rating:
1. Refer to the Drawings for required A.I.C. ratings for each panelboard.
 2. Panelboards shall bear a UL label indicating the integrated equipment rating.
 3. Rating Options:
 - a. Fully rated panelboards and circuit breakers.
 - b. Series rated with line side Class-J or Class-L fuse.
 - c. Series rated with line side circuit breaker.

2.2 LIGHTING AND APPLIANCE BRANCH-CIRCUIT PANELBOARDS:

- A. Shall comply with the GENERAL REQUIREMENTS FOR PANELBOARDS listed above.
- B. 240 Volt Panelboards: Subject to compliance with requirements, provide product from one of the following list of manufacturers and types:
1. Square D by Schneider Electric: NQOD
- C. Shall comply with NEMA PB 1, lighting and appliance branch-circuit type.
- D. Branch Overcurrent Protective Devices: Shall be bolt-on circuit breakers, replaceable without disturbing adjacent units.
- E. Doors: Shall have flush latch. For doors over 36” in height, provide two latches.

2.3 DISTRIBUTION PANELBOARDS:

- A. Shall comply with the GENERAL REQUIREMENTS FOR PANELBOARDS listed above.
- B. Circuit Breaker Distribution Panelboards: Subject to compliance with requirements, provide product from one of the following list of manufacturers and types:
1. Square D by Schneider Electric: I-Line
- C. Shall comply with NEMA PB 1, power and feeder distribution type.

- D. Branch Overcurrent Protective Devices:
 - 1. For circuit breaker distribution panelboards, shall be circuit breakers, replaceable without disturbing adjacent units.
 - 2. For fusible distribution panelboards, shall be fused switches.
- E. Cabinet Finish: May be factory primed and suitable treated with a corrosion-resisting paint finish meeting applicable UL standard for outdoor applications.
- F. Doors:
 - 1. Shall be provided where distribution panelboards are installed in finished rooms.
 - 2. Shall have a vault-type latch with three-point catch arranged to fasten door at top, center, and bottom.

2.4 DISCONNECTING AND OVERCURRENT PROTECTIVE DEVICES:

- A. Molded Case Circuit Breaker (MCCB):
 - 1. Molded Case Circuit Breakers shall comply with the requirements specified in Section “Overcurrent Protective Devices”.
 - 2. Circuit breakers shall be factory-installed in the panelboards in the same numbered positions indicated on the Drawings.
 - 3. Thermal-Magnetic or Non-Adjustable Electronic Trip Molded Case Circuit Breakers shall be provided for all panelboard circuit breakers less than 400 amperes, unless noted otherwise.
 - 4. Adjustable Electronic Trip Molded Case Circuit Breakers shall be provided for all panelboard circuit breakers 400 amperes and larger, unless noted otherwise.
 - 5. Where indicated on the drawings breaker shall be provided with a handle blocking clip, allowing the breaker to be blocked in the “ON” position.

2.5 SURGE PROTECTIVE DEVICES:

- A. Shall comply with requirements specified in Section “Surge Protective Devices for Low-Voltage Electrical Power Circuits”.

PART 3 - EXECUTION

3.1 EXAMINATION:

- A. Examine panelboards before installation. Reject panelboards that are damaged or rusted or have been subjected to water saturation.
- B. Examine elements and surfaces to receive panelboards for compliance with installation tolerances and other conditions affecting performance of the Work.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION:

- A. Where indicated on the Drawings, install panelboards on concrete bases, in addition to attaching them to the vertical finished or structural surface behind the panelboard.
- B. Install wall-mounted panelboards so that the maximum height of the highest circuit breaker or switch above the finished floor does not exceed 78 inches. The bottom of the cabinet shall not be less than 6 inches above the finished floor.
- C. Mount panelboard cabinet plumb and rigid, without distortion of the box. Mount recessed panelboards with fronts uniformly flush with wall finish and mating with back box.
- D. Arrange panelboard sections for easy removal without disturbing other sections. Locate sections so that present and future conduits can be conveniently connected. Coordinate sizes of cabinets with the designated installation space.
- E. Where flush-mounted panelboards are specified, install one 3/4-inch empty conduit into an accessible ceiling space for every three single-pole spare breakers or breaker spaces, for future use.
- F. Multi-section panelboards shall be coupled together by conduit nipples appropriately sized for all feeder wiring installed between the sections.
- G. Where multi-section panelboards are flush-mounted, sections shall be arranged side by side and shall be 1.5 inches apart.
- H. Arrange conductors in gutters into neat groups and bundle and wrap with nylon cable ties.
- I. At the direction of the Engineer, where panelboards are installed in public areas, paint the exposed surfaces of the trims, doors, and cabinets to match surrounding wall finishes after the panelboards are installed.

3.3 IDENTIFICATION

- A. Identify all field-installed conductors, interconnect wiring, and components.
- B. Panelboard Nameplates: Label each panelboard with a nameplate as indicated on the Drawings and as specified elsewhere.
- C. Create a type-written schedule of circuits in each panelboard, after approval of the Engineer, and install in the directory holder in each panelboard.
 - 1. Circuit descriptions shall include final room numbers, room descriptions, and items or equipment served.
 - 2. Spare breakers and breaker spaces shall be neatly marked in pencil, to allow for future updates of the schedule.

3. Schedules shall be typed on paper directory cards, or printed on card stock appropriately sized for the directory sleeves provided on the panel door.

3.4 ADJUSTING:

- A. Adjust moving parts and operable components to function smoothly, and lubricate as recommended by manufacturer.
- B. Load Balancing: If the contractor modifies the circuiting arrangement from what is shown on the plans, the contractor shall be responsible for balancing the loads between phases. The maximum difference of load between phases shall not exceed 20%. Submit calculations to the engineer for review.
- C. All adjustable trip circuit breakers shall be, as a default, set by the manufacturer to match as closely as possible the trip curve of a fuse of the same ampacity rating (Class J fuses for 600 amperes and less, Class L for over 600 amperes). Ground fault default settings shall be minimum time delay and low pickup, and shall be field adjusted up as necessary to avoid nuisance tripping.
 1. Contractor may use reduced settings during construction if desired.
- D. Set final values for all field-adjustable circuit breaker trip ranges as directed by the Engineer.

END OF SECTION 262416

SECTION 262810 - OVERCURRENT PROTECTIVE DEVICES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY:

- A. Section includes:
 - 1. Molded Case Circuit Breakers (MCCBs)
 - 2. Insulated Case Circuit Breakers (ICCBs)
 - 3. Molded Case Switches

1.3 DEFINITIONS:

- A. ICCB: Insulated Case Circuit Breaker
- B. MCCB: Molded Case Circuit Breaker

1.4 SUBMITTALS:

- A. Product Data: For each type of product indicated. Include construction details, material, dimensions, and descriptions of individual components.
 - 1. Dimensions and manufacturer's technical data on features, performance, and electrical characteristics.
 - 2. Current and voltage ratings.
 - 3. Short-circuit current ratings (both interrupting and withstand, as appropriate).
 - 4. Evidence of UL listing for series rating of installed devices.
- B. Operation and Maintenance Data:
 - 1. Manufacturer's written instructions for testing, operating, and adjusting overcurrent protective devices.
 - 2. Summary of final settings for all adjustable overcurrent protective devices.

1.5 QUALITY ASSURANCE:

- A. Source Limitations: Obtain overcurrent protective devices, components, and accessories, within same product category, through one source from a single manufacturer.

- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for the intended locations and application.
- C. Comply with NFPA 70.
- D. Comply with NEMA FU 1 for cartridge fuses.
- E. Comply with UL 248-11 for plug fuses.
- F. Comply with UL 489 for circuit breakers.

PART 2 - PRODUCTS

2.1 MOLDED-CASE CIRCUIT BREAKERS:

- A. Shall be provided as factory installed components of panelboards or switchboards, or as separately enclosed units, as specified in other Sections or on the Drawings.
- B. Manufacturers: Subject to compliance with requirements, provide product from one of the following list of manufacturers:
 - 1. Square D by Schneider Electric
- C. General Requirements: Comply with UL 489, NEMA AB 1, and NEMA AB 3, with interrupting capacity to comply with available fault currents.
- D. Standard Features and Accessories:
 - 1. Standard frame sizes, trip ratings, and number of poles.
 - 2. Line connections shall be bolt-on.
 - 3. Lugs: Mechanical type, suitable for the trip rating, number and size of conductors, and conductor material.
 - 4. Multi-pole units shall be enclosed in a single housing or be factory-assembled to operate as a single unit. They shall have a trip element for each pole, a common trip bar for all poles, and a single operator.
 - 5. Operating handle shall indicate ON, TRIPPED, and OFF positions.
 - 6. Shall be 80% rated, unless 100% rating is shown on the Drawings or is otherwise specified.
 - 7. Application Listing: Appropriate for application:
 - a. Type SWD for switching fluorescent lighting loads.
 - b. Type HID for feeding fluorescent and high-intensity discharge (HID) lighting circuits.
 - c. Type HACR for feeding heating, air conditioning, and refrigeration equipment.
- E. Optional Features and Accessories: Provide where indicated on the Drawings or otherwise specified.
 - 1. Ground-Fault Protection: Relay and trip unit with push-to-test feature.

2. Handle Clamp: Loose attachment, for holding circuit-breaker handle in on position.
3. Handle Padlocking Device: Fixed attachment, for padlocking circuit-breaker handle in off position.
4. Shunt Trip: 120-Volt trip coil energized from separate circuit, set to trip when at least 75% of coil voltage is applied, with coil clearing contact.

F. Thermal-Magnetic (or Non-Adjustable Electronic Trip) Circuit Breakers:

1. Shall have inverse time element for low-level overloads.
2. Shall have instantaneous magnetic trip element for short circuits.
3. Shall have front-mounted, field-adjustable magnetic trip setting for circuit-breaker frame sizes 250 amperes and larger. Factory setting shall be LO, unless otherwise noted.

G. Adjustable Electronic Trip Circuit Breakers:

1. Shall have RMS sensing.
2. Shall have field replaceable rating plug and field replaceable electronic trip unit.
3. Shall have the following field-adjustable settings:
 - a. Instantaneous trip.
 - b. Long-time delay and pickup levels.
 - c. Short-time delay and pickup levels.
4. Shall have a digital current ammeter.
5. Shall have a trip test button to provide a means to manually trip the breaker.
6. Shall have permanently installed provisions for padlocking the breaker in the open position.
7. Field adjustable settings shall be protected by a transparent cover.

2.2 MOLDED-CASE SWITCHES:

A. Manufacturers: Subject to compliance with requirements, provide product from one of the following list of manufacturers:

1. Square D by Schneider Electric

B. General Requirements: MCCB with fixed, high-set instantaneous trip only, and short-circuit withstand rating equal to equivalent breaker frame interrupting rating.

C. Features and Accessories:

1. Standard frame sizes and number of poles.
2. Lugs: Suitable for the trip rating, number and size of conductors, and conductor material.

PART 3 - EXECUTION

3.1 EXAMINATION:

- A. Examine overcurrent protective devices before installation. Reject units that are moisture damaged or physically damaged.
- B. Examine holders to receive fuses for compliance with installation tolerances and other conditions affecting performance, such as rejection features.
- C. Examine utilization equipment nameplates and installation instructions. Install overcurrent protective devices of sizes and with characteristics appropriate for each piece of equipment.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 CIRCUIT BREAKER APPLICATIONS:

- A. Refer to applicable Drawings and Specification Sections for information on types of circuit breakers to be installed in particular applications. Applicable Sections may include, but not be limited to, "Switchboards", "Panelboards", and "Enclosed Switches and Circuit Breakers".

3.3 IDENTIFICATION:

- A. Install labels complying with requirements found on the Drawings and elsewhere in this Specification. Install labels at every fused switch and each fuse block, socket, or holder which indicate fuse replacement information

END OF SECTION 262810

SECTION 262816 - ENCLOSED SWITCHES AND CIRCUIT BREAKERS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY:

- A. Section includes:
 - 1. Enclosed Circuit Breakers
 - 2. Enclosures

1.3 DEFINITIONS:

- A. NC: Normally closed
- B. NO: Normally open

1.4 SUBMITTALS:

- A. Product Data: For each type of enclosed switch, circuit breaker, accessory, and component indicated. Include dimensions and manufacturers' technical data on features, performance, electrical characteristics, ratings, factory setting, accessories, and finishes.
 - 1. Enclosure types and details for types other than NEMA 250, Type 1.
 - 2. Current and voltage ratings.
- B. Shop Drawings: For enclosed switches and circuit breakers. Include plans, elevations, sections, details, and attachments to other work. Include wiring diagrams for power, signal, and control wiring.
- C. Operation and Maintenance Data: Include operation and maintenance data for all enclosed switches and circuit breakers in the operation and maintenance manuals. Data shall include, but not be limited to:
 - 1. Manufacturer's written instructions for testing and adjusting enclosed switches and circuit breakers.

1.5 QUALITY ASSURANCE:

- A. Source Limitations: Obtain enclosed switches and circuit breakers, components, and accessories, within same product category, through one source from a single manufacturer.

- B. Product Selection for Restricted Space: Drawings may indicate maximum dimensions for enclosed switches and circuit breakers, including clearances between enclosures and adjacent surfaces and other items. Comply with indicated maximum dimensions.
- C. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for the intended locations and application.
- D. Comply with NFPA 70.

1.6 COORDINATION:

- A. Coordinate layout and installation of switches, circuit breakers, and components with equipment served and adjacent surfaces. Maintain required workspace clearances and requires clearances for equipment access doors and panels.

1.7 PROJECT CONDITIONS:

- A. Interruption of Existing Electric Service: Do not interrupt electric service to facilities occupied by Owner or others unless permitted under the following conditions:
 - 1. Notify Owner in writing, not fewer than two days in advance of proposed interruption of service.
 - 2. Do not proceed with interruption of electric service without Owner's written permission.
 - 3. Comply with NFPA 70E.

PART 2 - PRODUCTS

2.1 ENCLOSED CIRCUIT BREAKERS:

- A. Circuit breakers shall comply with Section "Overcurrent Protective Devices".
 - 1. Shall be Thermal-Magnetic or Non-adjustable Electronic Trip Molded-Case for breakers less than 400 amperes, unless noted otherwise.
 - 2. Shall be adjustable Electronic Trip Molded-Case for breakers 400 amperes and larger, unless noted otherwise.

2.2 ENCLOSURES:

- A. Comply with NEMA AB 1, NEMA KS 1, NEMA 250, and UL 50.
- B. Enclosure Types: Shall be compatible with environmental conditions at installed locations, unless more stringent requirements are specified on the Drawings or elsewhere in the Specifications.
 - 1. Indoor Dry and Clean Locations: NEMA 250, Type 1.
 - 2. Outdoor Locations: NEMA 250, Type 3R.

- C. Finished Spaces: In finished spaces, enclosures shall be flush mounted unless otherwise noted.

PART 3 - EXECUTION

3.1 EXAMINATION:

- A. Examine elements and surfaces to receive enclosed switches and circuit breakers for compliance with installation tolerances and other conditions affecting performance of the work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION:

- A. Install individual wall-mounted switches and circuit breakers with tops at uniform height unless otherwise indicated. Maximum mounting height and required working clearances shall comply with NFPA 70.
- B. Install fuses in fusible devices.
 - 1. Where fuses serve utilization equipment or motors, coordinate final fuse sizes with equipment nameplates and comply with listed minimum and maximum sizes.
 - 2. Plug fuses installed in fustats shall be sized for 125 percent of the nameplate full load amps or running load amps.
- C. Comply with NECA 1.

3.3 IDENTIFICATION:

- A. Identify field-installed conductors, interconnecting wiring, and components.
- B. Label each enclosure with engraved nameplate.

3.4 ADJUSTING:

- A. Adjust moving parts and operable components to function smoothly, and lubricate as recommended by manufacturer.
- B. Set field-adjustable circuit breaker trip ranges.

END OF SECTION 262816

SECTION 264313 – SURGE PROTECTIVE DEVICES FOR LOW-VOLTAGE ELECTRICAL POWER CIRCUITS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY:

- A. Section includes field-mounted and factory-mounted surge protective devices for low-voltage (120 to 600 V) power distribution and control equipment.

1.3 DEFINITIONS:

- A. ATS: Acceptance Testing Specifications.
- B. SPD: Surge Protective Device.
- C. TVSS: Transient voltage surge suppressor(s), both singular and plural; also, transient voltage surge suppression.
- D. VPR: Voltage Protection Rating.

1.4 SUBMITTALS:

- A. Product Data: For each type of product indicated. Include rated capacities; installed dimensions and operating weights; electrical characteristics, furnished specialties, and accessories.
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work. Include wiring diagrams for power, signal, and control wiring.
- C. Operation and Maintenance Data: Include operation and maintenance data for all surge protective devices in the operation and maintenance manuals.

1.5 QUALITY ASSURANCE:

- A. Source Limitations: Obtain surge protective devices, components, and accessories, within same product category, through one source from a single manufacturer.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for the intended locations and application.

- C. The unit shall be UL 1449 Listed (internally mounted units shall be UL recognized) as a Surge Protective Device and UL 1283 Listed as an Electromagnetic Interference Filter. Internally mounted units shall maintain the UL Listing of the equipment they are mounted in.
- D. Comply with NFPA 70.
- E. Comply with IEEE C62.41.2 and test devices according to IEEE C62.45.

1.6 COORDINATION:

- A. Coordinate layout and installation of surge protective devices and components with equipment served and adjacent surfaces. Maintain required workspace clearances and required clearances for equipment access doors and panels.

1.7 PROJECT CONDITIONS:

- A. Service Conditions: Rate surge protective devices for continuous operation under the following conditions unless otherwise indicated:
 - 1. Maximum Continuous Operating Voltage: Not less than 115 percent of nominal system operating voltage for 480/277Y and not less than 125 percent of nominal system operating voltage for 208/120Y.
 - 2. Operating Temperature: 30 to 150 deg F (0 to 65 deg C).
 - 3. Humidity: 0 to 95 percent, non-condensing.
 - 4. Altitude: Less than 12,000 feet above sea level.

1.8 EXTRA MATERIALS:

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Replaceable Protection Modules: 1 of each size and type installed.

PART 2 - PRODUCTS

2.1 MANUFACTURERS:

- A. Manufacturers: Subject to compliance with requirements, provide product from one of the following list of manufacturers:
 - 1. Current Technologies
 - 2. Liebert Corp.
 - 3. Square D by Schneider Electric
 - 4. Transtector

2.2 GENERAL REQUIREMENTS:

- A. UL 1449 Listed.
- B. Internally mounted within the electrical equipment unless noted otherwise.
- C. Modular design with field-replaceable modules, minimum of 1 module per phase.
- D. MOV's shall be individually fused per mode, with a 200-kA minimum interrupting capacity and shall be classified by the NEC as an overcurrent protection device allowing tapped device conductors from a disconnect without an overcurrent device.
- E. UL 1449 3rd Edition minimum nominal discharge current rating of 20kA per mode.
- F. Bolted compression lugs for internal wiring.
- G. Integral disconnecting means if direct bussed connected.
- H. Redundant suppression circuits.
- I. LED indicator lights for power and protection status.
- J. On board diagnostic monitoring with audible alarm, and silencing switch, to indicate when protection has failed and when failure of even one MOV has occurred.
- K. Surge-event operations counter.
- L. EMI/RFI filtering of -50dB @ 100kHz.
- M. Protection Modes and UL 1449 3rd Edition Maximum Voltage Protection Ratings shall be as follows:

Voltage	Line-to-Neutral	Line-to-Ground	Neutral-to-Ground	Line-to-Line
120/208Y, 3 Phase, 4 Wire	700V	800V	700V	1200V

2.3 SERVICE ENTRANCE SURGE PROTECTIVE DEVICES:

- A. Devices shall be factory installed and built-in with direct bussed connections.
- B. Include integral 60A disconnect switch.
- C. Peak Single-Impulse Surge Current Rating: 150 kA per phase.

2.4 ENCLOSURES:

- A. Internally mounted unless otherwise specified. Add-on devices shall comply with NEMA 250, matching the enclosure or panel being protected.

PART 3 - EXECUTION

3.1 INSTALLATION OF SURGE PROTECTIVE DEVICES:

- A. Install devices at service entrance on load side of main disconnect, with ground lead bonded to service entrance ground.
- B. SPD equipment and devices. Upon completion the Representative shall submit a letter certifying the complete installation is per this specification and per all manufacturer's requirements and recommendations.

3.2 CONNECTIONS:

- A. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.

3.3 FIELD QUALITY CONTROL:

- A. Testing: Perform the following field quality-control testing:
 - 1. After installing surge protective devices, but before electrical circuitry has been energized, test for compliance with manufacturer's published field testing requirements.
 - 2. Complete startup checks according to manufacturer's written instructions.
 - 3. Perform each visual and mechanical inspection and electrical test stated in NETA ATS, Section 7.19. Certify compliance with test parameters.
- B. Manufacturer shall repair or replace malfunctioning units. Retest after repairs or replacements are made.
- C. Verify that electrical wiring installation complies with this specification and manufacturer's installation requirements.
- D. Do not perform insulation resistance (megger) tests of the distribution wiring equipment with the surge protective devices installed. Disconnect all wires, including neutral, before conducting insulation resistance tests, and reconnect immediately after the testing is over.

3.4 START-UP SERVICE::

- A. The manufacturer shall train the Owner's maintenance personnel to adjust, operate, and maintain surge protective devices (minimum one (1) hr of field training).
 - 1. Train Owner's maintenance personnel on procedures and schedules for maintaining suppressors.
 - 2. Review data in maintenance manuals.
 - 3. Contractor shall schedule training with Owner, through Engineer, with at least seven days advance notice.

END OF SECTION 264313

PROPOSAL
CITY ADMINISTRATIVE CENTER
ELECTRICAL UPGRADE

TO THE CITY OF GARDEN CITY, KANSAS:

The undersigned hereby certifies that he has carefully examined the drawings, specifications, contract documents, location, character and extent of the work to be done under this contract. He further certifies that he is familiar with the type of construction and materials involved within the scope of this contract.

The undersigned hereby proposes to furnish all tools, appliances, equipment, materials and labor required to construct and complete the construction in a thorough and workmanlike manner in accordance with the plans, specifications and documents attached hereto, for the following prices, to-wit:

1. Construct Electrical Upgrade improvements, in accordance with the plans and specifications, for the LUMP SUM price of:
Seventy-one thousand four hundred dollars and zero cents
(\$71,400.00) (Includes Taxes)

2. SUBCONTRACTOR IDENTIFICATION
 - a. List any subcontractors, and the work they will do on this project. Subcontractors may be used subject to the approval of the Governing Body of the City of Garden City, Kansas.

<u>SUBCONTRACTOR</u>	<u>ADDRESS</u>	<u>WORK TO BE DONE</u>

- b. NO SUBCONTRACTOR WILL BE USED

3. The undersigned hereby acknowledges the receipt of the following addenda:
1
4. The undersigned is a Corporation or L.L.C. , Partnership , Individual .
FEID or SSN 48-0926496
5. The undersigned anticipates that construction will be commenced on or about April 18th, 2016, and will be completed on or about June 30th, 2016.

BIDDER Davis Electric Inc.

ADDRESS 600 West Avenue A
Cimarron KS 67835

By Alan Riney
(Printed Name)

Title President

Alan Riney
(Signature)

3-29-16
(Date)
alanr@daviselectricinc.com
(e-mail)

CERTIFICATION OF NONSEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employee any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity Clause in any contract resulting from acceptance of this bid. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurant and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The Bidder agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontractors exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

BIDDER Davis Electric Inc.

By Alan Riney
(Printed Name)

Title President

ADDRESS 600 West Avenue A

Alan Riney
(Signature)

Cimarron KS 67835

3-29-16
(Date)



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Cemetery Department
DATE: April 5, 2016
RE: Quit Claim Deed transferring ownership of Burial Rights of Space at Sunset Memorial Gardens

ISSUE:

Quit Claim Deed from Kenneth Dickenson transferring Space 1, Lot 120, Zone A, of Sunset Memorial Gardens to Sharon A. Murray.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Kaleb Kentner, Neighborhood & Development Services Director
DATE: April 5, 2016
RE: New and Renewed Licenses

ISSUE:

The Governing Body is asked to consider and approve licenses for April 5, 2016.

BACKGROUND:

Attached is the list of contractors who have applied for new or renewal licenses from Neighborhood & Development Services. All of the contractors on the list have completed all requirements to obtain their license for 2016.

Also included in the list are licenses for a Cereal Malt Beverage and Precious Metal license. All licensees have completed all requirements to obtain their license for 2016.

ALTERNATIVE:

None

RECOMMENDATION:

None

FISCAL NOTE:

None

ATTACHMENTS:

Description	Upload Date	Type
04-05-2016 licenses	4/1/2016	Backup Material

CONTRACTOR LICENSE AGENDA

April 5, 2016

2016 NEW

CLASS D – E ELECTRICAL CONTRACTOR

Loder Electric Services

CEREAL MALT BEVERAGE

U Pump It #217

2016 RENEWAL

CLASS B GENERAL CONTRACTOR

Aurelio's Home Improvement

CLASS D-E ELECTRICAL CONTRACTOR

E&E A/C

CLASS D- M MECHANICAL

E&E A/C

CLASS D – PLUMBING WITH GAS

E&E A/C

CLASS E-SOC SPECIALIZED OTHER CONTRACTOR

Gary's Tree & Landscaping
All Safe Fire Protection LLC

CLASS D-SI SIGN INSTALLATION

Ron's Sign Company

PRECIOUS METAL DEALER

Janet Doll Goldsmith

Other Entities Minutes



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Kaleb Kentner, Neighborhood & Development Services Director
DATE: April 5, 2016
RE: Presentation of the monthly approved minutes from the Community Health Advisory Board.

ISSUE:

Presentation of the March 10, 2016 meeting minutes from the Community Health Advisory Board.

BACKGROUND:

Attached is the Community Health Advisory Board approved minutes for January, 2016.

ALTERNATIVE:

None.

RECOMMENDATION:

None.

FISCAL NOTE:

None.

ATTACHMENTS:

Description	Upload Date	Type
Community Health Advisory Board Approved Minutes & Agenda	3/16/2016	Cover Memo

**COMMUNITY HEALTH ADVISORY BOARD
AGENDA**

Thursday, March 10, 2016
4:30 P.M. City Commission Chamber – Garden City, Kansas

Note: If you require any accommodation (i.e. qualified interpreter, large print, reader, hearing assistance) in order to attend this meeting, please notify this office at (620) 276-1170 no later than 48 hours prior to the scheduled commencement of the meeting.

- I. CALL REGULAR MEETING TO ORDER**
- II. APPROVAL/REVIEW OF MINUTES from January 14th meeting**
- III. GENERAL STAFF REPORT AND UPDATE**
- IV. BUSINESS**
 - A. Review Community Gardens with City owned properties**
 - B. Sunflower Grant**
- V. ADJOURN**

**MINUTES
COMMUNITY HEALTH ADVISORY BOARD
GARDEN CITY, KANSAS**

THURSDAY JANUARY 14, 2016 AT 4:30PM

The Community Health Advisory Board met in the City Administration Building located at 301 N. Main Street, Garden City, Kansas at 4:30 P.M.

Present were Co-chairperson Koksai, Member Campbell, Member Desalvo, Member Gerstner, Member Shrader, and Member Swords. Also in attendance were Community Health Advisory Board Staff Liaisons Davidson, Thibault, Betts, and Croteau.

I. CALLED MEETING TO ORDER

At 4:38 pm. *Co-chairperson Koksai* called the meeting to order.

II. APPROVAL/REVIEW OF MINUTES:

- a) *Member Gerstner* makes a motion to approve the minutes from November 12, 2015. *Member Desalvo* seconds the motion. Votes were taken by yeas and nays and recorded as follows:

Campbell	Desalvo	Gerstner	Koksai	Nusser	Shrader	Swords	Taylor	Unruh
Yea	Yea	Yea	Yea	Not Present	Yea	Yea	Not Present	Not Present

Motion passed.

III. GENERAL STAFF REPORT AND UPDATE

- a) *Staff Davidson* follows up on recommendation that the board made at the last meeting for the Trail Marker grant. *Co-chairperson Koksai* says she was waiting on the official minutes for that. Discussion ensued regarding the possibility of a letter drafted by staff to show the recommendation of the placement of trail markers presented at the last meeting. *Staff Davidson* concludes that staff will assemble a recommendation letter with a map, including the total amount of trail marker signs as requested by board.
- b) *Staff Davidson* reminds and encourages board and staff members to attend the Road Diet Traffic Study discussion, where the results for the traffic study will be presented.

BUSINESS

- a) **Letter of Support for Finney County Commissioners**

Staff Davidson follows up on the discussion regarding the possibility of a letter being offered to the Finney County Commissioners in support of their efforts to gain a grant for trails. *Staff Davidson* presents a copy of the letter drafted by staff and has the board review it. *Co-chairperson Koksai* recommends they include all of the members' names on the letter to confirm to the commissioners as to who takes part in the committee.

Member Gerstner makes a motion to use the amended letter drafted by staff to support the County. *Member Desalvo* seconds the motion.

Campbell	Desalvo	Gerstner	Koksai	Nusser	Shrader	Swords	Taylor	Unruh
Yea	Yea	Yea	Yea	Not Present	Yea	Yea	Not Present	Not Present

Motion passed.

- b) **Review Community Gardens**

Staff Davidson presents a map illustrating the location of community gardens. Discussion ensued regarding possible locations of community gardens and potentially appropriate areas where new gardens could be placed. *Member Campbell* proposes the idea of drawing up a separate map displaying vacant properties owned by the City to consider those properties as possible areas for community gardens. *Member Campbell* says it would be nice to come up with a strategic plan to serve each community with said gardens. *Member Shrader* asks if the City has a policy on water rates for the community gardens because that could be used to incentivize people as they develop in the future. *Staff Davidson* says she could check on the rates for that. *Member Campbell* brings up the use of purple water from the dairy plant. *Staff Davidson* says the only issue with using the purple water would be getting it

carried out to various locations. Discussion ensued regarding ways to access the purple water and how it could be used effectively to service the community gardens. *Staff Davidson* says she wants to make sure that the purple water is safe to use on vegetable gardens. *Member Gerstner* suggests that they should first figure out where the City lots are and see if it's possible to create gardens in the selected areas, and then proceed from there. *Member Shrader* says that Tracy Johnson can get farm to table grants to do gardens in school playgrounds for the schools that have extra land. The produce would go to the neighborhood families. Discussion ensued regarding possible settings for school gardens. *Staff Davidson* says staff will check into City owned properties for the purpose of potential community gardens.

Next meeting time confirmed as February 11, 2016 at 4:30 pm.

Meeting adjourned at approximately 5:06 pm.



Kaleb Kentner
Carol Davidson
Mackenzie Thibault

Secretary



Judy Nusser, Chairman

vic chair person



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Michael D. Utz, Chief of Police
DATE: April 5, 2016
RE: March 2016 Advisory Board Minutes

ISSUE:

Presentation of the March 22, 2016 meeting minutes for the Police/Citizens Advisory Board meeting held on March 22, 2016.

BACKGROUND:

Attached are the meeting minutes for the Police/Citizens Advisory Board meeting held on March 22, 2016.

ALTERNATIVE:

None.

RECOMMENDATION:

None.

FISCAL NOTE:

None.

ATTACHMENTS:

Description	Upload Date	Type
March 2016 PCAB Meeting Notes	3/25/2016	Cover Memo

Garden City Police Department
Police Citizens Advisory Board
March 22, 2016

Present: Michael D. Utz, Chief of Police; Chuck Allen, Chairperson; Mellaina Johnson, Vice Chairperson; Sergeant Andrew Roush; Andrew Hanser; Alicia Weber; Stan Kennedy; Connie Bonwell; Lupe Carrasco, Administrative Assistant.

Not Present: Brandon Neeb; Vinh Nguyen; Darla Samy.

Chief Utz gave members a Garden City Police Department challenge coin and Sergeant Andrew Roush explained the heraldry of the coin.

Chief Utz inquired of the interest of the appointment of a Chairperson and Vice Chairperson. Through a selection by the PCAB, Chuck Allen was appointed Chairperson and Mellaina Johnson was appointed Vice Chairperson.

Chief Utz led a discussion of the the past Kansas Special Olympics tournament held last Sunday where employees from each division of the Garden City Police Department was represented.

Chief Utz and Sergeant Roush led the discussion of the new organization chart for the GCPD. Discussion was held about the Special Investigations Unit (SIU).

Chief Utz announced the promotion of SSG Michael Radke to Captain and he is assigned to the Investigations Division. Information was provided about the upcoming promotion process to Sergeant to fill the void left by SSG Radke and the new Sergeant to SIU.

An overview of the monthly activity reports and biased base policing report was held.

A SunGard software update was given to board members.

A discussion over the GCPD 2017 budget was held.

Members were given an opportunity to give their opinion on the proposed outer vests for officers. All members present unanimously agreed that the vests did not have a "militaristic" look about them and the officer's ergonomic well-being was a great benefit. Members recommended that the GCPD look at implementing the outer vest for officers.



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Kathleen Whitley, Interim Superintendent
DATE: April 5, 2016
RE: 01-27-16 GC Recreation Comm minutes

ISSUE:

Presentation of the January 27, 2016 meeting minutes from the Garden City Recreation Commission.

BACKGROUND:

Presentation of the January 27, 2016 meeting minutes from the Garden City Recreation Commission.

RECOMMENDATION:

None.

FISCAL NOTE:

None

ATTACHMENTS:

Description	Upload Date	Type
01-27-16 GC Rec minutes	3/30/2016	Backup Material

**Garden City Recreation Commission
Minutes
Wednesday, January 27, 2016
310 N 6th St.**

I. Call Meeting to Order

Chairperson Marcus Ramos called the meeting to order at 5:15pm. GCRC Board Members present were Anna Urrutia, Alyssa Benavidez, Jamie Warren and Myca Bunch. GCRC Staff present were Recreation Specialist/UIC Travis Neidig, Sports Director Jared Rutti, Wellness Director Meghan McFee, Aquatics Director Monica Colborn, Maintenance Director Chuck Reinert, Maintenance Custodial Marcia Baird, Maintenance Department Brian Craig, Charles Morgan and Finance Director Terri Hahn. Guest was Sonnie Baird, Verna Weber, James Hahn and Garden City Telegram Angie Haflich.

II. Approval of Agenda

Finance Director Terri Hahn asked to add to the agenda, under Superintendents Report, George Wharton's proposal. Motion by Myca Bunch to approve the amended agenda. The motion was seconded by Alyssa Benavidez. Motion carried with all in favor.

III. Consent Agenda

The following shall stand approved/accepted as presented unless action is taken to remove an item from the consent agenda.

- **Minutes of Regular Meeting December 22, 2015**
- **Staff Reports for January 2016**
- **Participation Reports**

Motion by Myca Bunch to approve the consent agenda with change made under New Business, d. Chair and Vice-Chair nominations – Motion by Jamie Warren to table this until the next meeting. The motion was seconded by Anna Urrutia. Motion carried with all in favor instead of 4 yea's and 1 opposed. The motion was seconded by Jamie Warren. Motion carried with all in favor.

IV. Financial Reports for December 2015

Chairperson Marcus Ramos asked about 909 E Fulton St., Cox Communication is internet service. Finance Director Terri Hahn explained that she has tried to get out of the contract with Cox, but it is a three (3) year contract, we would have to buy out the contract. Board Member Myca Bunch recommended visiting with Greater Gold Wrestling group and Red Hawk about using the internet.

Board Member Myca Bunch asked about the Profit and Loss with monies transfer into Art and Sports Department, Terri explained that she made journal entries into the Arts and Sports Department out of Administration to cover salaries for Arts Director Brian Seagraves and Sports Director Jared Rutti. I also transferred into the Employee Benefit fund out of Administration so there is not a negative in the account.

Board Member Myca Bunch also asked about the negatives numbers in the Maintenance Account. Finance Director Terri Hahn said that she would check into why and get back with them on why.

Motion by Jamie Warren to approve the financial reports for December 2015, seconded by Anna Urrutia. Motion carried with all in favor.

V. Superintendents Report

- **306 N 6th St** – in the board packets was Meghan McFee thirty (30) day notice of moving from 306 N 6th St. She will be officially out on February 17, 2016. Also Scheopners at 302 N 6th will be staying another month due to closing problems with their bank.
- **Active Network Electronic Signature Pads** – by using the electronic signature pads we can have the customers sign the waivers and refund policy and electronically store the signature. Jamie Warren suggested waiting on the electronic signature pads. Motion by Alyssa Benavidez to table the electronic signature pads, seconded by Jamie Warren. Motion carried with all in favor.
- **George Wharton proposal** – Mr. George Wharton visited with Sports Director Jared Rutti and I on proposing using the old Today Office Furniture store as a wellness center. Rent could run anywhere from #3500 to \$4000 a month. He would renovate the property. Furnace and air conditioner needs to be replaced. Office in the back of building. Plenty of parking. Refer Mr. Wharton to Chairperson Marcus Ramos if he comes in.

VI. New Business

- a. **Aquatics Director Monica Colborn Presentation – Aquatics Director Monica Colborn went over The Big Pool issues she would like to change.** - See below.
- b. **Aquatics Director Monica Colborn request approval of Aquatics proposals.** – Aquatics Director Monica Colborn presented several items for approval.
 1. **Increase BP admission to \$3/person based on 2015 attendance.** This would increase revenue by approximately \$23,000 for the 2016 season – Motion by Jamie Warren to table the admission fee to \$3 per person, seconded by Anna Urrutia. Motion carried with all in favor.
 2. **Increase swim meet rental fees to \$1000/day** – the current agreement reads “\$3/swimmer + 30% gross concession profit. Must provide WKSC officials report and concession profit/loss statement.” The YMCA did not provide either documentation at the conclusion of their meet this year. Also, the current agreement does not show for payment prior to the event as do all other rentals require. To eliminate any change of error delay in payment or dishonesty of earnings, a flat rate would be charged. Example: This summer, Scott City held the two (2) day WKSC Championship meet. They received a CVB grant for their event. Instead of hassling with concessions profits and head counts, we agreed upon a flat rate of \$2,000 for their event. – Motion by Jamie Warren to increase swim meet rental fees to \$1000 a day. The motion was seconded by Myca Bunch. Motion carried with all in favor.
 3. **Change the opening weather conditions to 75 and sunny** – The policy reads “70 degrees”, which other pools in SW Kansas also use. However, our pool is not heated. On one occasion, the conditions were 70 and cloudy and we didn’t have any patrons until 2:00pm, and then it was only ten (10) patrons by 3:00pm. If conditions are not 75 and sunny by 1:00pm, the pool will be closed for the day. – Board Member Jamie Warren thought this was more a policy change then GCRC Board approval. Motion by Jamie Warren to table the opening weather conditions to 75 and sunny, seconded by Myca Bunch. Motion carried with all in favor.
 4. **Eliminated Big Pool Coupon Books.** – In 2015, revenue from coupons was \$1,898.00, and expenses to print was \$515.00. Coupons are valued at 25 cents off

of general admission price. While coupon books are beneficial when admitting large groups (it speed up admission gate procedures), it is an expense we could cut that would not greatly impact day to day operations. – Motion by Jamie Warren to not print the coupon books, seconded by Alyssa Benavidez. Motion carried with all in favor.

5. **Eliminate a Slide Attendant position** – Currently, there is a slide attendant at the bottom of the slide and one at the top of the slide. The job of the attendant at the bottom of the slide is to make sure the rider meets the height requirement. The top attendant can absorb that responsibility and still perform their duties as assigned. However, this is not ideal. It would impact our day to day operations by slowing down the line, allowing patrons to stand for long periods of time on an elevated surface, and in the case of a child who does not meet the height requirement once reaching the top of the slide, they will have to walk all the way back down squeezing past other patrons on an elevated surface. - Board recommended trying this on a trial bases and let them know what happens.
 6. **Require staff to purchase uniforms.** – Staff is required to wear a specific uniform, which include: a color specific one piece suit for females or long length trunks for males, a color specific tank top, a whistle, and SPF 50 sunblock. In 2015, swimwear was \$932.00, tanks were \$360.00, and whistles and sunblock totaled \$365.00, for a total of \$1,657.00. While the Department of Labor states that we are within our means to require staff to purchase their own uniform, I feel that this should be one of the last cuts made – Motion by Jamie Warren to table this until the next meeting, seconded by Alyssa Benavidez. Motion carried with all in favor.
- c. **Aquatics Director Monica Colborn request approval to attend AOAP Conference March 6-10, 2016** – Myca Bunch recommended not going to the conference this year. Motion by Myca Bunch to cancel the registration for the AOAP Conference for Aquatics Director Monica Colborn, seconded by Jamie Warren. Motion carried with all in favor.
 - d. **Aquatics Director Monica Colborn request approval for CPO Certification March 29-30th, 2016** – Aquatics Director Monica Colborn told the Board that this is to recertify her for her pool license. The two (2) day certification is held in Wichita, KS., teaches her how to run pools, monitor chemicals and pumps. She has had over ten (10) years of CPO certification. Every five (5) years have to recertify. Also, you have a national organization that will back you if you run into problems. State of Kansas does not required health codes as Colorado. Motion by Jamie Warren to allow Aquatics Director Monica Colborn to attend the CPO certification con, March 29 – 30th in Wichita, KS. The motion was seconded by Myca Bunch. Motion carried with all in favor.
 - e. **Wellness Director Meghan McFee Presentation** – Wellness Director Meghan McFee told the Board that she has raise her class fees by \$2.00. Has cut down on labor cost. Core memberships are growing. Equipment is still warranty and labor is not covered after one (1) year.
One Yoga class has been cancelled, on Kickboxing participants have the option to purchases gloves, Board suggested having the kickboxing program upstairs at the Activity Center. Meghan said that she would have to measure the room. The upstairs is hot. Problem with scheduling issue around the evening classes if held at Activity Center.

Purple Wave – As of today bids are at \$9,000. As soon as the auction is over Purple Wave will send papers on who brought the equipment. Buyers are required to call Meghan and made arrangements on picking up the equipment.

February 4th is the first anniversary of Core. There will be giveaways. Members can pay \$5.00 for a contest to track minutes on cardio machines, call Heart and Soul. Staff will log the minutes and who has the most will win 50% of the prize and 50% going to a charity of their choice.

Super bowl Sunday opened to everyone, will have football drills and other different exercise drills. This will be open to everyone not just members.

Myca Bunch recommended marketing quarterly and keeps on corporate memberships, visit new business each month for new memberships. Meghan is setting up meetings in person to go over membership.

CVB will not be sponsoring the chip timing system; will try to find someone else.

- f. **Sports Director Jared Rutti Presentation** – Sports Director Jared Rutti suggested eliminating scorekeeper. Labor costs run \$6,000.00 a year. Some teams are ok with it others are not. This would apply to adult teams only. Jared would rather not eliminate the scorekeepers. Sports Director Jared Rutti put a survey out for adult softball leagues. It was put on survey monkey and on Facebook. Then they had a few of the softball people come in for a meeting on January 6th and discussed issues, questions or ideas they had to make the league better for them. Jared suggested not handing out softball to the teams, this could save \$3,043.00.
- Sports Direction Jared Rutti is also in charge of the Concessions with the help from Marcia Baird. He is recommending cutting labor cost, by cutting the number of workers at certain concessions stands and changing hours of operations. Jared is looking at beer and pizza sales at Wiley. Concessions begin in March with Wiley with 7, 8, 9pm games, for spring coed softball.
- Will get bids on the advertising signs for Clint Lightner. Will get prices using the boards that we had and on new materials for signs.
- Did receive the \$15,000.00 from Pepsi for scoreboards. Scoreboard in the Gym need to be purchases, Jared will send out a new bid for prices.
- Gym floor and goals also need repaired. The gym floor is warping it also needs to be resurfaced. The floor needs to be recut so floor can float and needs to be resurfaced. Cables and raise and lower the goals need to be replaced.
- Motion by Jamie Warren to elimtate softballs given to adult softball teams. The motion was seconded by Myca Bunch. Motion carried with all in favor.

Recess

Board Member Myca Bunch asked to add Maintenance Director Chuck Reinert, under VI. New Business, j. The motion was seconded by Jamie Warren. Motion carried with all in favor.

- g. **Maintenance Department Chuck Reinert** – Maintenance Director Chuck Reinert informed the Board that Clint Lightner’s walk thru is scheduled with the City Commissioners on February 16th at 11am. So far the City of Garden City has spent a total of \$70,645.62 at Clint Lightner: \$3,500.00 on concrete for sidewalks, \$7,034.00 on dugout roof materials, \$6,000.00 on entrance fence, \$16,372.00 on synthetic turf to

repair dugouts, \$29,825.00 on synthetic turf, \$1,100.00 on thirty-seven (37) posts for batting cage, \$3,150.00 on benches for dugouts.
On Fansler Field - \$14,911.00 irrigation installation, \$10,050.00 sod, \$1,020.00 hydro seeding left and right field, \$10,520.00 infield materials of clay and sand, \$1,563.25 for warning track materials, \$7,857.50 of fence repairs. Totaling \$48,421.75.

City is planning on using \$70,000 a year for upgrades. Next year locker rooms, restrooms, concessions and parking lot across the street are in the planning. City of Garden City as allocated \$11,000 for future tournaments that might come to Garden City.

- h. **Arts Director Brian Seagraves Resignation** –Arts Director Brian Seagraves gave his resignation for January 29, 2016. Going to Athens, Georgia, as Arts & Nature Administrator at Athens-Clarke County. Motion by Myca Bunch to accept Brian Seagraves resignation on January 29, 2016. The motion was seconded by Jamie Warren. Motion carried with all in favor.
- i. **Arts Director Brian Seagraves is recommending to sell the Kiln.** – Alyssa Benavidez asked to table the Arts Director Brian Seagraves is recommending selling the Kiln.
- j. **Clifford Hope Auditorium Project Upgrades** – Myca Bunch recommended meeting with USD 457 and Southwest Live on Stage about the agreement on Clifford Hope Auditorium Project. Board Member Jamie Warren asks about an update at the next meeting. Board asked to be tabled until then.

VII. Old Business

- 1. **Name(s) for GCRC Board replacements to give to the City of Garden City Commissioners and GCRC Board at large appointment.** – Sonnie Baird, Verna Weber, Monique Davidovic and Jonathan Galia are the names that the City of Garden City has sent over. Monique Davidovic no longer lives in Garden City. Board Members Myca Bunch also wanted to be renewed for another term. There is a memo included for Chairperson Marcus Ramos to sign for City Commissioners approval at their next meeting. Board Member Anna Urrutia term is approved thru the Garden City Recreation Commission Board. Board Member Myca Bunch recommending contacting Jonathan Galia and interviewing him and Verna Weber. Motion by Jamie Warren to table the GCRC Board replacements until the next meeting. The motion was seconded by Alyssa Benavidez. Motion carried with all in favor.
Motion by Jamie Warren to send Myca Bunch recommendation for renewal to the City Commissioners for approval, seconded by Alyssa Benavidez. Motion carried with all in favor.
- 2. **Chair and Vice-Chair Nominations.** - Tabled.
- 3. **Approval to seek new Legal Counsel.** – Board Member Jamie Warren said he visited with Attorney Rick Marquez about representing the GCRC on legal matters. Motion by Jamie Warren to hire Attorney Rick Marquez has Garden City Recreation Commission legal counsel. The motion was seconded by Myca Bunch. Motion carried with all in favor.

4. **RFQ-Municipal Recreation Commission Management Study.** – Board Member Jamie Warren explained that the Novak Consulting Group will be here February 8-12th at City Administration building. There will also be town hall community meeting scheduled. City will be paying for the study.

VIII. Executive Session-Recreation Board will go into executive session for the purpose of discussing personnel and/or real property. The Recreation Commission Board will reconvene into open session upon completion.

Motion by Jamie Warren to go into executive session for the purpose of discussing personnel for twenty (20) minutes. The motion was seconded by Myca Bunch. Motion carried with all in favor.

Went into executive session at 7:30pm.

Motion by Myca Bunch to come out of executive session, the motion was seconded by Jamie Warren. Motion carried with all in favor.

Out of executive session at 7:49pm.

Motion by Myca Bunch to process developing a job requirement description to hire an Interim Director-advertising in KRPA-NRPA and local entities. The motion was seconded by Alyssa Benavidez. Motion carried with all in favor.

IX. Garden City Recreation Commission Questions and Comments

X. Adjournment

Motion by Alyssa Benavidez to adjourn, the motion was seconded by Jamie Warren. The meeting adjourned at 7:51pm.

Terri Hahn
Secretary

Approved 02/29/2016



MEMORANDUM

TO: Governing Body
THRU: Matthew C. Allen, City Manager
FROM: Kathleen Whitley, Interim Superintendent
DATE: April 5, 2016
RE: 02-19-16 GC Rec Commission minutes

ISSUE:

Presentation of the February 29, 2016 meeting minutes of the Garden City Recreation Commission.

BACKGROUND:

Presentation of the February 29, 2016 meeting minutes of the Garden City Recreation Commission.

ALTERNATIVE:

None.

RECOMMENDATION:

None.

FISCAL NOTE:

None.

ATTACHMENTS:

Description	Upload Date	Type
February 19, 2016 GC Rec Comm minutes	3/30/2016	Backup Material

**Garden City Recreation Commission
Minutes
Special Meeting
Friday, February 19, 2016
310 N 6th St.**

I. Call Meeting to Order

Chairperson Marcus Ramos called the meeting to order at 8am. GCRC Board Members present were Anna Urrutia, Jamie Warren and Myca Bunch. GCRC Staff present were Secretary/Receptionist Rita Diaz and Angie Wesley, Bookkeeper Debbie Bridgeman, Aquatics Director Monica Colborn, Sports Director Jared Rutti, Recreation Specialist/UIC Travis Neidig, Wellness Director Meghan McFee, Maintenance Director Chuck Reinert, Maintenance Staff Charles Morgan, Marcia Baird and Primitivo Romo Jr. Guest present was City of Garden City City Commissioner Dan Fankhauser, James Hahn, Marilyn Porter, Garden City Telegram Angie Haflich and Western Kansas Broadcast News Reports Tim Boulware.

II. Approval of Agenda

Motion by Jamie Warren to approve the agenda, seconded by Myca Bunch. Motion carried with all in favor.

III. New Business

a. Discussion of Interim Superintendent Position.

Motion by Myca Bunch to go into executive session for the purpose of discussing personnel for ten (10) minutes. The motion was seconded by Jamie Warren. Motion carried with all in favor.

Went into executive session at 8:01am.

Motion by Jamie Warren to come out of executive session at 8:08am. The motion was seconded by Myca Bunch. Motion carried with all in favor

Out of executive session at 8:08am.

Motion by Myca Bunch to approve the hiring of Kathleen Whitley as Interim Superintendent for the Garden City Recreation Commission for part-time. The motion was seconded by Jamie Warren. Motion carried with all in favor. 4-0. Alyssa Benavidez absent.

Questions

James Hahn asked if current GCRC employees were given the opportunity to apply for the interim position and said it seemed unusual to hire someone from the outside to take on duties that would be more familiar to a current employee.

GCRC Board Members Myca Bunch replied that the Board made it clear at the January 27th board meeting that the position was available and that anyone interested in it could provide the board with a resume. And with the GCRC current financial crisis, the board is operating under unusual circumstances.

We're under a lot of scrutiny right now. We had to ask the city for quite a bit of money. These are not normal circumstances of a director just leaving. We need a person with extensive financial background, such as Mrs. Whitley to help us out in the interim basis.

GCRC Board Member Myca Bunch said when the search begins for a permanent director, the position will be made available to both the general public and current GCRC Staff members.

Angie Haflich with the GC Telegram asked how many applications were taken.

GCRC Board Member Myca Bunch replied whoever was interested, no applications.

Aquatics Director Monica Colborn asked if the interim position was advertised thru KRPA.

GCRC Board Members Myca Bunch and Jamie Warren replied no.

GCRC Board Member Myca Bunch replied that when we open this up on a permanent basis, we will conduct the most thorough search possible because we cannot afford to ever be back in this position again. We had a set of skills that we were looking for, and Mrs. Whitley exceeded those.

GCRC Board Member Jamie Warren said that GCRC's and USD 457's accounting methods are similar, making Mrs. Whitley a good fit for the interim position.

Angie Haflich with GC Telegram asked what is the GCRC paying Mrs. Whitley.

GCRC Board Member Myca Bunch and Jamie Warren replied that is in negotiations.

GC City Commissioner Dan Fankhauser explained that the City of Garden City is doing a management study which the city is paying for to see what happens. The study should be done in March.

He also said that the results of the management study might result in some organizational changes.

We don't know for sure what they're going to uncover, so you don't know what direction this is going to take in the next six months. The City Commissioners will be faced with some tough decisions.

Marilyn Porter asked City Commissioner Dan Fankhauser if the management study will be made public?

Mr. Fankhauser replied yes.

Wellness Director Meghan McFee asked if Mrs. Whitley would be available at 4am if there happen to be a four inch (4") snow storm, and advising whether the Core should open or not. Core Fitness hours are 4:30am to 10:30pm. Meghan might need to contact Mrs. Whitley at odd hours.

GCRC Board Member Jamie Warren replied that Mrs. Whitley and Meghan will need to work this out.

IV. Executive Session-Recreation Board will go into executive session for the purpose of discussing personnel and/or real property. The Recreation Commission Board will reconvene into open session upon completion.

V. Garden City Recreation Commission Questions and Comments

VI. Adjournment

Motion by Myca Bunch to adjourn the meeting. The motion was seconded by Anna Urrutia. The meeting adjourned at 8:20am.

Terri Hahn
Secretary

Approved 02/29/2016