



**AGENDA  
CITY COMMISSION MEETING  
Tuesday, June 21, 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. June 7, 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 approve a request from Finney County Historical Society for a waiver of the sign ordinance and fee for three signs to be placed at Third Street & Kansas Avenue, Main Street zoo entrance and the north zoo fence west of the museum from July 3–10, 2016.

B. The Governing Body is asked to consider and allow the Mayor to declare Garden City as a Community Supporting Breastfeeding proclamation as requested by St. Catherine Hospital.

**VII. REPORT OF THE CITY MANAGER**

A. Congratulations to the Electric Department on the occasion of receiving the American Public Power Associations 2015 Safety Award.

B. Presentation by Assistant to the City Manager Cottrell of an update on the Southwest Chief Route Improvement TIGER grant project.

C. Presentation by Fire Chief Shelton regarding the recent Public Protection Classification (PPC) summary report prepared by Insurance Services Office, Inc. (ISO).

D. Presentation of the June 2016 staff report from the Garden City Regional

Airport.

- E. Presentation of the May 2016 building report from Neighborhood & Development Services.
- F. Presentation of the May 2016 code compliance report from Neighborhood & Development Services.
- G. Presentation of the May 2016 monthly Financial Report from Service and Finance.
- H. Presentation of May 2016 Fire Department Activity Reports.
- I. Presentation of the May 2016 staff report from Lee Richardson Zoo

## **VIII. MEETINGS OF NOTE**

June 23, 2016 - Sparq Natural Gas - Dual Fuel CNG Dump Truck Demo & Presentation at U Pump It at 156 N. Campus Drive at 8:00 a.m.

July 4, 2016 - Annual Fireworks Display at Finney County Exhibition lot at approximately 9:45 p.m. with the Garden City Municipal Band performing at Lee Richardson Zoo from 7:00 p.m. - 10:00 p.m.

July 9, 2016 - Jungle Run II Car Show at Lee Richardson Zoo from 11:00 a.m. - 2:00 p.m. and registration from 8:00 a.m. - 11:00 a.m.

July 9, 2016 - Finney County Historical Museum 7th Annual Flea Market Festival of Antiques, Collectibles, Art and Crafts from 8:00 a.m. - 2:00 p.m.

July 27 - 31, 2016 - Finney County Fair

July 30, 2016 - Downtown Summer Sidewalk Sales featuring the 2nd Annual Downtown ChowDown, Watermelon Feed and Sidewalk Chalk Art Contest

August 10 - 14, 2016 - Southwest Kansas Pro-Am

August 20, 2016 - Downtown Vision's 2016 Art Banner Walk

August 27, 2016 – Garden City Area Chamber of Commerce 10<sup>th</sup> Annual Wine Tasting Event at the Clarion Inn at 7:00 p.m.

September 5 - 11, 2016 - Garden City Charity Classic / Symetra Tour

September 17, 2016 - Fall Fest 2016

November 5, 2016 - Banner Art Auction

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

- A. Appropriation Ordinance No. 2414-2016A.

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

- A. The Governing Body is asked to consider and approve a Comprehensive Plan amendment and a rezone of 921 W. Mary Street, from "I-2" Medium Industrial District to the "C-2" General Commercial District.  
Ordinance No. \_\_\_\_\_-2016. An ordinance approving the rezoning of land from "I-2" Medium Industrial District, to "C-2" General Commercial District; amending the zoning ordinance and the district zoning map of the City; and repealing the current zoning ordinance and district zoning map; all to the code of ordinances of the City of Garden City, Kansas.

**XI. OLD BUSINESS**

- A. The Governing Body is asked to review and consider water rate adjustment.

**XII. NEW BUSINESS**

- A. Review of 2017 Budget - General Fund (#01).
- B. The Governing Body is asked to consider and approve the bid from Emery Sapp & Sons, Inc., for taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38).
- C. The Governing Body is asked to consider and approve a waiver to allow dual occupancy in East Garden Village Manufactured Home Park.
- D. The Governing Body is asked to consider and approve an appointment to the Zoo Advisory Board.
- E. ***Consent Agenda for approval consideration:***

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

- 1. The Governing Body is asked to consider and approve Task Order Number 4 between the City of Garden City and HNTB for Construction Observation Services for taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38).
- 2. The Governing Body is asked to consider and approve the Application for Federal Assistance for the taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38).
- 3. The Governing Body is asked to consider and approve licenses for June 21, 2016.

**XIII. CITY COMMISSION REPORTS**

- A. Commissioner Cessna

B. Commissioner Dale

C. Commissioner Doll

D. Mayor Law

E. Commissioner Fankhauser

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

- A. Presentation of the May 12, 2016 minutes from the Airport Advisory Board.
- B. Presentation of the April 25, 2016 minutes of the Garden City Recreation Commission.
- C. Presentation of the June 2016 Zoo Advisory Board agenda and minutes

#### **XV. ADJOURN**

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

City of Garden City  
June 7, 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, June 7, 2016 with all members present. Commissioner Fankhauser opened the meeting with the Pledge of Allegiance to the Flag and the Invocation.

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

Meetings of note:

- June 2-4, 2016 at 7:30 p.m. and June 5, 2016 at 2:00 p.m. – Monkey Business performance at the Finnup Center in the Baffa Lecture Hall
- June 6, 2016 – Public meeting of the Finney County Board of Commissioners and City of Garden City Commissioners in the Carol Brown Conference Room at the County Administrative Building at 311 N. 9<sup>th</sup> Street to discuss land banks in Finney County at 1:00 p.m.
- June 7-12, 2016 - Flying Legends of Victory tour at Garden City Regional Airport. B-17 free viewing from 9:00 am - 6:00 pm.
- June 9-11 at 7:30 p.m. and June 12, 2016 at 2:00 p.m. - Monkey Business performance at the Finnup Center in the Baffa Lecture Hall
- June 11, 2016 - Beef Empire Days Community Feed at Lee Richardson Zoo on the west green from 9:00 a.m. - 11:00 p.m.
- June 11, 2016 - Beef Empire Days Main Street parade at 10:30 a.m.
- June 11-12, 2016 – from 9:00 a.m.- 6:00 p.m., two A-10 Warthogs will be on static display at Garden City Regional Airport
- July 30, 2016 - Downtown Summer Sidewalk Sales
- August 20, 2016 - Downtown Vision's 2016 Art Banner Walk

Appropriation Ordinance No. 2413-2016A, “AN APPROPRIATION ORDINANCE MAKING CERTAIN APPROPRIATIONS FOR CERTAIN CLAIMS IN THE AMOUNT OF \$6,482,737.74” was read and considered section by section. Commissioner Fankhauser moved to approve and pass Appropriation Ordinance No. 2413-2016A. Commissioner Dale seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

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

1. Bank of the West, P.O. Box 2830, Omaha, NE 68103-2830
2. Commerce Bank, 215 N. Main Street, Garden City, KS 67846-9989
3. Garden City State Bank, P.O. Box G, Garden City, KS 67846
4. First National Bank, P.O. Box 928, Syracuse, KS 67878
5. Western State Bank, 1500 E. Kansas Avenue, Garden City, KS 67846
6. American State Bank & Trust Co., P.O. Box 1346, Great Bend, KS 67530-1346
7. Valley State Bank, 1701 E. Mary Street, Garden City, KS 67846

Resolution No. 2657-2016, “A RESOLUTION DESIGNATING CERTAIN BANKS, SAVINGS AND LOAN ASSOCIATIONS AND FEDERALLY CHARTERED SAVINGS BANKS AS DEPOSITORIES OF PUBLIC FUNDS OF THE CITY OF GARDNE CITY, KANSAS PURSURANT TO THE PROVISIONS OF K.S.A. 9-1401” was read and considered section by section. Commissioner Fankhauser moved to approve Resolution No. 2657-2016. Commissioner Doll seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Commissioner Doll moved to approve “A RESOLUTION AUTHORIZING THE REMOVAL OF NUISANCE CONDITIONS FROM THE PROPERTY LISTED BELOW IN THE CITY OF GARDEN CITY, KANSAS, PURSUANT TO SECTION 38-139 OF THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS (1117 Gillespie Drive - Stacks of totes and other things against the garage)” was read and considered section by section. Commissioner Fankhauser seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Nay	Nay	Yea	Yea	Nay

The resolution did not pass.

Resolution No. 2658-2016, “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 (1706 Campus Drive - Blue truck, 1615 Johnson Street - 2 minivans, 607 Conkling Avenue-White minivan, 1314 Bancroft Street - Black car)” was read and considered section by section. Commissioner Fankhauser moved to approve Resolution No. 2658-2016. Commissioner Doll seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

Public Utilities Director Muirhead reviewed and discussed options for water rate adjustment. The Governing Body directed staff to draft an additional option with a balance of \$250,000 and a level rate increase over the 2017-2021.

Commissioner Fankhauser moved to approve and accept the 2016 National Historic Preservation Fund Grants awarded to Garden City. Commissioner Doll seconded the motion. The vote was taken by yeas and nays and recorded as follows:

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

2:00 p.m. - Charles H. Claar, Jr., and Theresa Dasenbrock from the accounting firm Lewis, Hooper & Dick, LLC presented the City's 2015 Comprehensive Annual Financial Report.

Commissioner Doll stepped down from the bench.

Commissioner Cessna moved to approve the distribution of the Downtown Development Fund for the following locations at the amounts listed:

- 115 E. Laurel Street – \$33,520
- 110 Stevens Avenue/113 W. Pine Street - \$50,000
- 325 N. Main Street - \$50,000
- 309 N. Main Street - \$35,647

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

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Abstained	Yea	Yea

Commissioner Doll returned to her seat at the bench.

Finance Director Hitz reviewed the Tax Funds & their Support Funds - Review Tax Funds - Recreation Commission (#25), Bond & Interest (#40), Airport (#60), Airport Improvement (#61). Review of Internal Service Funds - Health Insurance (#55), Health Insurance Reserve (#56).

Commissioner Fankhauser moved to approve the following:

1. The Governing Body considered and approved the Grant Agreement between the U.S. Department of Transportation Federal Aviation Administration and the City of Garden City for snow removal at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-35-2016).
2. The Governing Body considered and approved the Storage Space Lease between the U.S. Department of Transportation Federal Aviation Administration and the City of Garden City for storage space at Garden City Regional Airport.
3. The Governing Body considered and approved an application for 2016 Vegetation Mowing for Code Violations.
4. The Governing Body considered and approved the Final Plat of a Replat of Tract A, East Cambridge Square, Phase Two.
5. The Governing Body considered and approved the Final Plat and Development Agreement of the Ranch House Addition.
6. The Governing Body considered and approved licenses for June 7, 2016.

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

Cessna	Dale	Doll	Fankhauser	Law
Yea	Yea	Yea	Yea	Yea

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

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Chris Law, Mayor

ATTEST:

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Celyn N. Hurtado, City Clerk

### **City Commission Reports**

Commissioner Fankhauser commented that he enjoyed the pre-meeting tour at Lee Richardson Zoo and seeing the new rhinos. Commissioner Fankhauser reminded everyone that Beef Empire Days parade is Saturday, June 11, 2016 at 10:30 a.m.

Commissioner Cessna stated it was a great and interesting tour of the zoo. Commissioner Cessna congratulated and thanked staff on the good report on the City audit. Commissioner Cessna reminded everyone of the Beef Empire Days activities and the B-17 and Warthogs that will be at Garden City Regional Airport over the weekend of June 11-12, 2016.

Commissioner Dale thanked the staff for the pre-meeting tour of Lee Richardson Zoo and stated it's great to see all the activity going on at the Zoo. Commissioner Dale appreciates Finance Director Hitz, the Service & Finance staff and Lewis, Hooper & Dick for their work on the city audit report.

Commissioner Doll thanked Zoo Director Newland and staff for the tour of Lee Richardson Zoo.

Mayor Law thanked Zoo Director Newland and staff for the tour of Lee Richardson Zoo. Mayor Law thanked city staff and Lewis, Hooper & Dick for their work on the city audit. Mayor Law stated he attended the open house for the new African Community Center and was pleased to see several officers from the Garden City Police Department in attendance. Mayor Law commended Officer Matt Cole for his presentation on what GCPD does in the community and how the officers are here to help citizens.

# Petitions



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Celyn N. Hurtado, City Clerk  
**DATE:** June 21, 2016  
**RE:** 2016 Finney County Historical Society sign waiver request

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### **ISSUE:**

The Governing Body is asked to consider and approve a request from Finney County Historical Society for a waiver of the sign ordinance and fee for three signs to be placed at Third Street & Kansas Avenue, Main Street zoo entrance and the north zoo fence west of the museum from July 3–10, 2016.

### **ATTACHMENTS:**

Description	Upload Date	Type
Special Events Request	6/17/2016	Backup Material



# 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

6-1-16

Today's Date

Flea Market Festival of Antiques, Collectibles & Crafts

Name of Event (if applicable)

July 9, 2016

Date of Event

Lee Richardson Zoo (South of Museum)

Location of Event

8 A.M. - 2 P.M.

Start and End Time of Event

Gathering of vendors (booths) (Museum Fund raiser)

Purpose of the Event

Finney County Historical Society 403 S. 4th  
PO Box 796

Applicant Name (please print)

Address

Phone

Steve Quakenbush, director 272-3664(w) 521-3752(c)

Additional Contact Names & Phone Numbers

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

Street Closure and/or Barricades		Steven's Park Bandshell		Noise Waiver**	
Extra Trash Receptacles		Restrooms (Park Shelter Keys)		Electricity Access	
Additional Request/Remarks	<u>Free waiver on 3x8 temporary banner July 3-10, 3rd + Kansas (Friends + Joys Park)</u>				

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 or 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

6-1-16

Date

For office use only	City Manager/Commission	City Downtown/Vision	
Police		Electric	
Fire		Public Works	
Inspection	<u>X</u>	Parks/Grounds	
City Manager/Commission		Application Received by	



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Celyn N. Hurtado, City Clerk  
**DATE:** June 21, 2016  
**RE:** Community Supporting Breastfeeding Proclamation

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### **ISSUE:**

The Governing Body is asked to consider and allow the Mayor to declare Garden City as a Community Supporting Breastfeeding proclamation as requested by St. Catherine Hospital.

### **BACKGROUND:**

Garden City has received the "Community Supporting Breastfeeding" designation from the Kansas Breastfeeding Coalition, Inc. Garden City is one of eleven communities in Kansas to receive this designation for cities who have built a strong culture of breastfeeding support.

### **ALTERNATIVE:**

None.

### **RECOMMENDATION:**

Staff recommends approval of the proclamation.

### **FISCAL NOTE:**

None.

### **ATTACHMENTS:**

Description	Upload Date	Type
2016 Comm Support Breastfeeding Proclamation	6/17/2016	Backup Material
CSB Press Release	6/17/2016	Backup Material
CSB Invite	6/17/2016	Backup Material

## PROCLAMATION

- WHEREAS, the people of Garden City, Kansas are deserving of good health and human milk is the preferred and most appropriate source of nutrition for infants; and
- WHEREAS, breastfeeding is a proven prevention strategy, protecting both infants and mothers from a host of chronic and acute diseases and conditions and builds a foundation for life-long health and wellness; and
- WHEREAS, employers that provide workplace lactation support experience an impressive return on investment, including lower health care costs, absenteeism, turnover rates, and productivity; and
- WHEREAS, Garden City has an active and effective local breastfeeding coalition and breastfeeding support group; and
- WHEREAS, the hospital in Garden City is committed to providing maternity care practices supportive of breastfeeding as evidence by their participation in the “Baby-Friendly Hospital” quality improvement program and designation as a “High 5 for Mom & Baby” hospital; and
- WHEREAS, Garden City has twenty eight (28) public establishments supportive of mothers needing to nurse in public as evidenced by their participation in the “Breastfeeding Welcome Here” program; and
- WHEREAS, Garden City has six (6) employers who have received the “Breastfeeding Employee Support Award” in recognition of their high level support of their breastfeeding employees; and
- WHEREAS, Garden City has twenty two (22) child care providers who have completed a course in “How to Support the Breastfeeding Mother & Family”; and
- WHEREAS, Garden City has built a culture of breastfeeding support through the above activities and has met all criteria established by the Kansas Breastfeeding Coalition to be recognized as a community supporting breastfeeding;

NOW, THEREFORE, I, Chris Law, Mayor of the City of Garden City, Kansas do hereby declare Garden City as a

### ***Community Supporting Breastfeeding***

As designated by the Kansas Breastfeeding Coalition, and encourage all citizens to support breastfeeding families wherever and whenever possible. Signed and sealed this 21<sup>st</sup> day of June, 2016.

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Chris Law, Mayor

Attest:

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Celyn N. Hurtado, City Clerk



Contact: Brenda Bandy  
Phone: (785) 477-4666  
Email: [bandy@kansas.net](mailto:bandy@kansas.net)

FOR IMMEDIATE RELEASE

## **Community of Garden City Receives Designation**

Garden City, KS, June 17, 2016 – Garden City, Kansas has received the “Community Supporting Breastfeeding” designation from the Kansas Breastfeeding Coalition, Inc.

Garden City is one of eleven communities in Kansas to receive this designation for cities who have built a strong culture of breastfeeding support. The designation will be presented by Brenda Bandy, Program Director of the Kansas Breastfeeding Coalition on Wednesday, June 22<sup>nd</sup> at 11 am at St. Catherine Hospital. The public is encouraged to attend.

According to Bandy, Garden City received the designation, a “Community Supporting Breastfeeding,” for achieving a high level of community support for breastfeeding as outlined in the coalition’s criteria. She said they provide support to breastfeeding families through their local breastfeeding coalition, hospital, and the breastfeeding support group. St. Catherine Hospital is committed to providing maternity care practices supportive of breastfeeding as evidence by their participation in the “Baby-Friendly Hospital” quality improvement program and designation as a “High 5 for Mom & Baby” hospital.

To date, twenty eight public establishments in Garden City have participated in the “Breastfeeding Welcome Here” program, 6 employers have received the “Breastfeeding

Employee Support Award” and twenty two child care providers have completed a course in “How to Support the Breastfeeding Mother and Family.”

Pointing out that many nursing mothers abandon breastfeeding when faced with obstacles, Bandy said, “Garden City has woven a net of breastfeeding support through the community.” She cited research showing the importance of support, not in just the health department or hospital. Research shows adequate support for breastfeeding benefits the community through a healthier population, a stronger economy, through savings in health care expenses, increased family connections and reduced post-consumer waste from formula tins. It is estimated Kansas could save \$122 million in health care costs and prevent an excess of eight deaths per year if 90% of Kansas families breastfed exclusively for the recommended period of six months.

"We want to shine the spotlight on communities who are making it easier for mothers to meet their breastfeeding goals and serving as an example to other communities in Kansas to follow suit," says Martha Hagen, Kansas state breastfeeding coordinator and Past Chair of the Kansas Breastfeeding Coalition Board of Directors.

The Kansas Breastfeeding Coalition is a non-profit 501(c) 3 with the mission to improve the health and well-being of Kansans by working collaboratively to promote, protect and support breastfeeding. Membership in the Kansas Breastfeeding Coalition is open to the public.

###

If you'd like more information about this topic, or would like to schedule an interview with Brenda Bandy, call (785) 477-4666 or email [bandy@kansas.net](mailto:bandy@kansas.net).

# You're invited

## To celebrate Garden City's new designation as a ***“Community Supporting Breastfeeding”***

Garden City is one of the first communities in Kansas to receive this designation given to communities in Kansas who have built a culture of breastfeeding support across many sectors in the community as measured by the six criteria for this designation. The designation will be presented by Brenda Bandy, Program Director on behalf of the Kansas Breastfeeding Coalition.

Join the Community Breastfeeding Coalition (CBC) at St. Catherine Hospital in celebration of this important designation.

To be recognized:

- 25 businesses who welcome breastfeeding families
- 6 businesses who support their breastfeeding employees
- Early child education providers who support breastfeeding families
- Organizations and individuals who make this designation possible

**We will celebrate on Wednesday, June 22, 2016 @ 11A.M. with a catered lunch from Tequilas, one of our first Breastfeeding Welcome Here businesses in Garden City. We will be in Classroom B and C at St. Catherine Hospital.**



# Report of the City Manager



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Matt Allen, City Manager  
**DATE:** June 21, 2016  
**RE:** Recognition of the Electric Department receiving American Public Power Associations 2015 Safety Award.

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### **ISSUE:**

Congratulations to the Electric Department on the occasion of receiving the American Public Power Associations 2015 Safety Award.

### **BACKGROUND:**

#### **GARDEN CITY ELECTRIC UTILITY HONORED WITH NATIONAL AWARD FOR OUTSTANDING SAFETY PRACTICES**

WASHINGTON, D.C., APRIL 4, 2016 – The Garden City Electric Utility has earned the American Public Power Association’s Safety Award of Excellence for safe operating practices in 2015. The utility earned the 3<sup>rd</sup> place award in the category for utilities with 30,000 – 59,999 worker-hours of annual worker exposure. Aaron Haderle, chair of the APPA Safety Committee and Superintendent of T&D Operations at Kissimmee Utility Authority, presented the award on April 4, during the association’s annual Engineering & Operations Technical Conference, held in Minneapolis, Minnesota.

“Safety is and always will be our industry’s top priority,” said Haderle. “Each of these utilities should be proud of the work they’ve done to make public power communities across the country safer.”

More than 250 utilities entered the annual Safety Awards, which is among the highest number of entrants in the history of the program. Entrants were placed in categories according to their number of worker hours and ranked based on the most incident-free records during 2015. The incidence rate, used to judge entries, is based on the number of work-related reportable injuries or illnesses and the number of worker-hours during 2015, as defined by the Occupational Safety and Health Administration (OSHA).

Mike Muirhead, Public Utilities Director of The City of Garden City Electric Utility, said “We at The City of Garden City are proud of the service we provide to our customers, but above all else, we are proud of our safety record—proud that we do everything we can to send our people home to their families each and every night.”

The Safety Awards have been held annually for the last 56 years. APPA is the national organization representing more than 2,000 not-for-profit, community- and state- owned electric utilities.

**ALTERNATIVE:**

Informational only.

**RECOMMENDATION:**

Informational only.

**FISCAL NOTE:**

Informational only.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Steve Cottrell, Assistant to the City Manager  
**DATE:** June 21, 2016  
**RE:** Southwest Chief Route Improvement TIGER Grant Update

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### **ISSUE:**

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

### **BACKGROUND:**

Work is nearing completion on the Southwest Chief Route Improvement TIGER VI grant. The BNSF Super Gang is down to the last two miles of rail replacement just west of Pierceville. The 2016 work got underway on February 26th and with the exception of some finishing touches at several grade crossings, will be completed by June 20th. In the early stages of work this year, a second smaller rail gang worked on replacing the siding turnouts.

The Super Gang is the largest single crew in the BNSF workforce, consisting of 51 people and 22 pieces of equipment. Two subcontractors assist with welding the new rail segments together and in salvage of the old rail.

D.J. Mitchell, BNSF Vice President of Passenger Operations, is preparing a request for Federal Rail Administration consideration to take the funds received from salvaging the old rail and adding around 3 extra miles of relay, to the TIGER VI grant. The additional work would displace future work needed in the TIGER VIII grant recently submitted by the City of Lamar.

BNSF has submitted five sets of invoices totaling \$20,607,268, or 94.66% of the \$21,769,963 project.

The City of La Junta is in final stages of the TIGER VII grant preparation with the FRA, and hopefully will be able to get underway in the next 30 to 45 days. TIGER VII has a few more partners than we have with TIGER VI, as the Colorado and New Mexico DOTs are partners.

### **ALTERNATIVE:**

None

### **RECOMMENDATION:**

None

### **FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
TIGER project update - pictures	6/14/2016	Backup Material



Old south side rail laying to side, Super Gang working on north rail about 2 miles west of Pierceville



New rail on near side installed, old bolted rail far side, replacement rail in center ready for installation



New rail both sides in place, old bolted rail laying off to sides, looking east from Raceway Road



Old rail being picked up for salvage, between Farmland Road & Towns Road



Old rail ready for hauling to salvage/recycler



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Allen Shelton, Fire Chief  
**DATE:** June 21, 2016  
**RE:** Public Protection Classification Grading Change

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### **ISSUE:**

Presentation by Fire Chief Shelton regarding the recent Public Protection Classification (PPC) summary report prepared by Insurance Services Office, Inc. (ISO).

### **BACKGROUND:**

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection - as measured by the PPC program - and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk.

The last classification was conducted in August of 2011, resulting in a classification of a three (3) rating. The best rating would be a one (1), the poorest rating being a ten (10).

ISO conducted an on-site survey in March of this year. The following areas were surveyed; emergency communications, water supply and fire department equipment, staffing, training, geographic distribution of fire companies and community risk reduction. Requested information regarding the water department was delivered by Fred Jones and emergency communications by Kathy Fairchild.

The results of the completed analysis for the City of Garden City was reported to Ms. Janet Doll as she was the sitting Mayor at the time the survey began. The proposed classification change will take place September 1, 2016, as stated in the attached letter. The classification will change from a rating of 3/10 to a 2/10. This should have a favorable affect for insurance policyholders of homes and business in our community.

At this point our community could very well be on the way to obtain a 1 classification in the future. This not by the work of a few but by the past commissioners and present that have assured quality emergency communications, water supply, fire equipment, staffing, training and distribution of fire companies for our citizens.

**ALTERNATIVE:**

None

**RECOMMENDATION:**

Review what actions could be taken to obtain a classification rating of 1 in the future.

**FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
Garden City FPSA	6/17/2016	Backup Material
Garden city FDS	6/17/2016	Backup Material
ISO Letter - Chief Shelton	6/17/2016	Backup Material
ISO Letter - Mayor Doll	6/17/2016	Backup Material
5 Mile Service Area - Road Symbol	6/17/2016	Backup Material

**Public Protection Classification  
(PPC™)**

**Summary Report**

**Garden City FPSA**

**KANSAS**

**Prepared by**

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**May 2016**

## Background Information

### Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC™) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

## Data Collection and Analysis

ISO has evaluated and classified over 48,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

### **PPC Grade**

The PPC grade assigned to the community will depend on the community's score on a 100-point scale.

<b>PPC</b>	<b>Points</b>
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

## New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

### New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

### Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

### What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

### **What's changed?**

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

### **Benefits of the revised split class designations**

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

### **New water class**

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

### **What's changed with Class 10W?**

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

### **What's the benefit of Class 10W?**

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

### **What does the fire chief have to do?**

Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

### **What if I have additional questions?**

Feel free to contact ISO at 800.444.4554 or email us at [PPC-Cust-Serv@iso.com](mailto:PPC-Cust-Serv@iso.com).

## Distribution of PPC Grades

The 2015 published countrywide distribution of communities by the PPC grade is as follows:



## Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at [www.isomitigation.com/talk/](http://www.isomitigation.com/talk/).

We also have a website dedicated to our Community Hazard Mitigation Classification programs at [www.isomitigation.com](http://www.isomitigation.com). Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at [www.isomitigation.com](http://www.isomitigation.com).

## PPC Review

ISO concluded its review of the fire suppression features being provided for Garden City FPSA. The resulting community classification is **Class 02/10**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FIRS Feature	Earned Credit	Credit Available
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.70	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.40	3
<b>440. Credit for Emergency Communications</b>	<b>9.10</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumps	0.48	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	3.99	4
553. Credit for Reserve Ladder and Service Trucks	0.17	0.50
561. Credit for Deployment Analysis	6.63	10
571. Credit for Company Personnel	7.59	15
581. Credit for Training	8.89	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>38.75</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	28.74	30
621. Credit for Hydrants	2.56	3
631. Credit for Inspection and Flow Testing	5.21	7
<b>640. Credit for Water Supply</b>	<b>36.51</b>	<b>40</b>
<b>Divergence</b>		
	-2.75	-
<b>1050. Community Risk Reduction</b>	<b>3.64</b>	<b>5.50</b>
<b>Total Credit</b>	<b>85.25</b>	<b>105.50</b>

### **Emergency Communications**

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	<b>Earned Credit</b>	<b>Credit Available</b>
414. Credit Emergency Reporting	<b>2.70</b>	<b>3</b>
422. Credit for Telecommunicators	<b>4.00</b>	<b>4</b>
432. Credit for Dispatch Circuits	<b>2.40</b>	<b>3</b>
<b>Item 440. Credit for Emergency Communications:</b>	<b>9.10</b>	<b>10</b>

#### **Item 414 - Credit for Emergency Reporting (3 points)**

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

<b>Item 410. Emergency Reporting (CER)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</b> For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	20.00	20
<b>1. E9-1-1 Wireless</b> Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
<b>2. E9-1-1 Voice over Internet Protocol (VoIP)</b> Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points.	25.00	25
<b>3. Computer Aided Dispatch</b> Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	5.00	15
<b>4. Geographic Information System (GIS/AVL)</b> The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.	15.00	15
<b>Review of Emergency Reporting total:</b>	<b>90.00</b>	<b>100</b>

**Item 422- Credit for Telecommunicators (4 points)**

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

<b>Item 420. Telecommunicators (CTC)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A1. Alarm Receipt (AR)</b> Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p><b>A2. Alarm Processing (AP)</b> Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p><b>B. Emergency Dispatch Protocols (EDP)</b> Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization</p>	20.00	20
<p><b>C. Telecommunicator Training and Certification (TTC)</b> Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	20.00	20
<p><b>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</b> Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	20.00	20
<p><b>Review of Telecommunicators total:</b></p>	100.00	100

#### **Item 432 - Credit for Dispatch Circuits (3 points)**

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

**Item 432 "Credit for Dispatch Circuits (CDC)" = 2.40 points**

### **Fire Department**

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	<b>Earned Credit</b>	<b>Credit Available</b>
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.48	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.99	4
553. Credit for Reserve Ladder and Service Trucks	0.17	0.5
561. Credit for Deployment Analysis	6.63	10
571. Credit for Company Personnel	7.59	15
581. Credit for Training	8.89	9
730. Credit for Operational Considerations	2.00	2
<b>Item 590. Credit for Fire Department:</b>	<b>38.75</b>	<b>50</b>

### **Basic Fire Flow**

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.

### Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **2 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

**Item 513 "Credit for Engine Companies (CEC)" = 6.00 points**

**Item 523 - Credit for Reserve Pumpers (0.50 points)**

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

**Item 523 "Credit for Reserve Pumpers (CRP)" = 0.48 points**

**Item 532 – Credit for Pumper Capacity (3 points)**

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

**Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points**

**Item 549 – Credit for Ladder Service (4 points)**

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **0 service companies** in service.

**Item 549 "Credit for Ladder Service (CLS)" = 3.99 points**

**Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)**

The next item reviewed is Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)". This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

**Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)" = 0.17 points**

**Item 561 – Deployment Analysis (10 points)**

Next, Item 561 "Deployment Analysis (DA)" is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

**Item 561 "Credit Deployment Analysis (DA)" = 6.63 points**

#### **Item 571 – Credit for Company Personnel (15 points)**

Item 571 "Credit for Company Personnel (CCP)" reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, "Kelley" days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **8.48 on-duty personnel** and an average of **11.00 on-call personnel** responding on first alarm structure fires.

**Item 571 "Credit for Company Personnel (CCP)" = 7.59 points**

**Item 581 – Credit for Training (9 points)**

<b>Training</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A. Facilities, and Use</b> For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</p>	<b>35.00</b>	<b>35</b>
<p><b>B. Company Training</b> For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	<b>25.00</b>	<b>25</b>
<p><b>C. Classes for Officers</b> For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	<b>10.80</b>	<b>12</b>
<p><b>D. New Driver and Operator Training</b> For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	<b>5.00</b>	<b>5</b>
<p><b>E. Existing Driver and Operator Training</b> For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	<b>5.00</b>	<b>5</b>
<p><b>F. Training on Hazardous Materials</b> For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	<b>1.00</b>	<b>1</b>
<p><b>G. Recruit Training</b> For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	<b>5.00</b>	<b>5</b>
<p><b>H. Pre-Fire Planning Inspections</b> For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	<b>12.00</b>	<b>12</b>

**Item 580 "Credit for Training (CT)" = 8.89 points**

**Item 730 – Operational Considerations (2 points)**

Item 730 "Credit for Operational Considerations (COC)" evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

<b>Operational Considerations</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Standard Operating Procedures</b> The department should have established SOPs for fire department general emergency operations	50	50
<b>Incident Management Systems</b> The department should use an established incident management system (IMS)	50	50
<b>Operational Considerations total:</b>	<b>100</b>	<b>100</b>

Item 730 "Credit for Operational Considerations (COC)" = 2.00 points

**Water Supply**

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	<b>Earned Credit</b>	<b>Credit Available</b>
616. Credit for Supply System	28.74	30
621. Credit for Hydrants	2.56	3
631. Credit for Inspection and Flow Testing	5.21	7
<b>Item 640. Credit for Water Supply:</b>	<b>36.51</b>	<b>40</b>

**Item 616 – Credit for Supply System (30 points)**

The first item reviewed is Item 616 "Credit for Supply System (CSS)". This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

**Item 616 "Credit for Supply System (CSS)" = 28.74 points**

**Item 621 – Credit for Hydrants (3 points)**

The second item reviewed is Item 621 "Credit for Hydrants (CH)". This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 1117 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ -inch outlets	654
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	370
C/D. With only a 2½ -inch outlet or with less than a 6 -inch branch	93
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 "Credit for Hydrants (CH)" = 2.56 points

**Item 630 – Credit for Inspection and Flow Testing (7 points)**

The third item reviewed is Item 630 "Credit for Inspection and Flow Testing (CIT)". This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

**Frequency of Inspection (FI):** Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

**Note:** The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

**Total points for Inspections = 2.43 points**

**Frequency of Fire Flow Testing (FF):** Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

**Total points for Fire Flow Testing = 2.78 points**

**Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 5.21 points**

**Divergence = -2.75**

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

**Community Risk Reduction**

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	1.33	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.29	2.2
1044. Credit for Fire Investigation Programs (CIP)	1.02	1.1
<b>Item 1050. Credit for Community Risk Reduction</b>	<b>3.64</b>	<b>5.50</b>

<b>Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Prevention Code Regulations (PCR)</b> Evaluation of fire prevention code regulations in effect.	2.76	10
<b>Fire Prevention Staffing (PS)</b> Evaluation of staffing for fire prevention activities.	8.00	8
<b>Fire Prevention Certification and Training (PCT)</b> Evaluation of the certification and training of fire prevention code enforcement personnel.	0.51	6
<b>Fire Prevention Programs (PCP)</b> Evaluation of fire prevention programs.	13.00	16
<b>Review of Fire Prevention Code and Enforcement (CPCE) subtotal:</b>	24.27	40

<b>Item 1033 – Credit for Public Fire Safety Education (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Public Fire Safety Educators Qualifications and Training (FSQT)</b> Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	5.00	10
<b>Public Fire Safety Education Programs (FSP)</b> Evaluation of programs for public fire safety education.	18.50	30
<b>Review of Public Safety Education Programs (CFSE) subtotal:</b>	23.50	40

<b>Item 1044 – Credit for Fire Investigation Programs (1.1 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Investigation Organization and Staffing (IOS)</b> Evaluation of organization and staffing for fire investigations.	8.00	8
<b>Fire Investigator Certification and Training (IQT)</b> Evaluation of fire investigator certification and training.	4.50	6
<b>Use of National Fire Incident Reporting System (IRS)</b> Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
<b>Review of Fire Investigation Programs (CIP) subtotal:</b>	18.50	20

**Summary of PPC Review**

**for**

**Garden City FPSA**

<b>FSTRS Item</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.70	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.40	3
<b>440. Credit for Emergency Communications</b>	<b>9.10</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.48	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.99	4
553. Credit for Reserve Ladder and Service Trucks	0.17	0.5
561. Credit for Deployment Analysis	6.63	10
571. Credit for Company Personnel	7.59	15
581. Credit for Training	8.89	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>38.75</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	28.74	30
621. Credit for Hydrants	2.56	3
631. Credit for Inspection and Flow Testing	5.21	7
<b>640. Credit for Water Supply</b>	<b>36.51</b>	<b>40</b>
<b>Divergence</b>	<b>-2.75</b>	<b>—</b>
<b>1050. Community Risk Reduction</b>	<b>3.64</b>	<b>5.50</b>
<b>Total Credit</b>	<b>85.25</b>	<b>105.5</b>

**Final Community Classification = 02/10**

INSURANCE SERVICES OFFICE, INC.  
**HYDRANT FLOW DATA SUMMARY**

City Garden City, Ppa

County Kansas (Finney)

State KANSAS (15)

Witnessed by Insurance Services Office

Date Mar 11, 2016

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83)(C)(d^2)(p^{.75})$			PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE	
				INDIVIDUAL HYDRANTS		TOTAL	STATIC	RESID.	NEEDED **	AVAIL.			
1		College Drive & Kansas	Garden City Water Department, Low	1030	0	0	1030	62	54	5000	2500		
10		Talley Trail @ water tower	Garden City Water Department, High	2020	0	0	2020	58	56	2350	9900		
11		Nelson & Old Lovers Lane	Garden City Water Department, Low	1140	0	0	1140	52	50	3000	5100		
12		North 5 Street & Spruce	Garden City Water Department, Low	2070	0	0	2070	58	54	3000	7000		
13		Sante Fe & 9th	Garden City Water Department, Low	1000	0	0	1000	58	57	2250	7100		
14		East Fulton Street & Hudson	Garden City Water Department, Low	1750	0	0	1750	64	54	2500	3900		
15		Fair and 11th	Garden City Water Department, High	1030	0	0	1030	72	22	2250	1100		
16		East Kansas Avenue & Campus	Garden City Water Department, High	1320	0	0	1320	60	52	2250	3100		
17		East Labador Boulevard & Pearly Jane	Garden City Water Department, High	1910	0	0	1910	58	50	2250	4400		
18		2009 W. Mary	Garden City Water Department, High	1140	0	0	1140	62	52	2500	2500		
19		Buffalo Jones Avenue & 10th	Garden City Water Department, Low	530	0	0	530	57	56	4500	3700		
1a		College Drive & Kansas	Garden City Water Department, Low	1030	0	0	1030	62	54	4500	2500		
1b		College Drive & Kansas	Garden City Water Department, Low	1030	0	0	1030	62	54	3000	2500		
2		North Main Street & Olive	Garden City Water Department, Low	1000	0	0	1000	60	58	4500	5000		
20		Hansline & Parkwood	Garden City Water Department, High	1350	0	0	1350	68	43	750	1900		
21		314 Inge St.	Garden City Water Department, Low	1190	0	0	1190	74	70	750	4900		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

\*Comm = Commercial; Res = Residential.

\*\*Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,000 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

\*\*\* (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

INSURANCE SERVICES OFFICE, INC.  
HYDRANT FLOW DATA SUMMARY

City Garden City Fpsa

County Kansas(Furney)

State KANSAS (15)

Witnessed by: Insurance Services Office

Date Mar 11, 2016

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM			PRESSURE		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE	
				INDIVIDUAL HYDRANTS		TOTAL	PSI		NEEDED **	AVAIL.			
22		612 Kensington	Garden City Water Department, Low	2550	0	0	2550	70	45	1500	3700		
22a		612 Kensington	Garden City Water Department, Low	2550	0	0	2550	70	45	1000	3700		
23		Ballard Dr and Grandview	Southwind Public Water Supply, Main	1000	0	0	1000	68	18	750	1000		
24		W. Jones & Reiff	Wheatland Electric Water, Main	1320	0	0	1320	86	68	2000	2700		
25		N. 3rd & Smith	Wheatland Electric Water, Main	500	0	0	500	68	30	750	850		
2a		North Main Street & Olive	Garden City Water Department, Low	1000	0	0	1000	60	58	3000	5000		
3		Fleming Street & Kansas	Garden City Water Department, Low	2300	0	0	2300	61	52	4000	5200		
3a		Fleming Street & Kansas	Garden City Water Department, Low	2300	0	0	2300	61	52	3500	5200		
4		Main & Laurel	Garden City Water Department, Low	1000	0	0	1000	58	56	4000	4900		
4a		Main & Laurel	Garden City Water Department, Low	1000	0	0	1000	58	56	3500	4900		
5		Magnolia and Spruce	Garden City Water Department, Low	840	0	0	840	53	49	4000	2600		
5a		Magnolia and Spruce	Garden City Water Department, Low	840	0	0	840	53	49	750	2600		
6		Prospect and 3rd	Garden City Water Department, High	1090	0	0	1090	48	46	4000	4500		
6a		Prospect and 3rd	Garden City Water Department, High	1090	0	0	1090	48	46	750	4500		
7		Mels and Fleming	Garden City Water Department, High	990	0	0	990	56	54	3500	4700		
8		North Campus Drive & Fleming OCCC Main Bldg	Garden City Water Department, Low	1130	0	0	1130	60	50	3000	2400		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

\*Comm = Commercial; Res = Residential.

\*\*Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

\*\*\* (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.



**Public Protection Classification  
(PPC™)**

**Summary Report**

**Garden City FDS**

**KANSAS**

**Prepared by**

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P.O. Box 5404  
Mt. Laurel, New Jersey 08054-5404  
1-800-444-4554**

**May 2016**

## Background Information

### Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC™) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

## Data Collection and Analysis

ISO has evaluated and classified over 48,000 fire protection areas across the United States using its FSRs. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumps 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

## **PPC Grade**

The PPC grade assigned to the community will depend on the community's score on a 100-point scale.

<b>PPC</b>	<b>Points</b>
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

## New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

### New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

### Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

### What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

**What's changed?**

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

**Benefits of the revised split class designations**

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

**New water class**

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

**What's changed with Class 10W?**

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

**What's the benefit of Class 10W?**

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

**What does the fire chief have to do?**

Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

**What if I have additional questions?**

Feel free to contact ISO at 800.444.4554 or email us at [PPC-Cust-Serv@iso.com](mailto:PPC-Cust-Serv@iso.com).

## Distribution of PPC Grades

The 2015 published countrywide distribution of communities by the PPC grade is as follows:



## Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at [www.isomitigation.com/talk/](http://www.isomitigation.com/talk/).

We also have a website dedicated to our Community Hazard Mitigation Classification programs at [www.isomitigation.com](http://www.isomitigation.com). Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at [www.isomitigation.com](http://www.isomitigation.com).

## PPC Review

ISO concluded its review of the fire suppression features being provided for Garden City FDS. The resulting community classification is **Class 04/10**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply. The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.70	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.40	3
<b>440. Credit for Emergency Communications</b>	<b>9.10</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.50	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	3.06	4
553. Credit for Reserve Ladder and Service Trucks	0.17	0.50
561. Credit for Deployment Analysis	3.93	10
571. Credit for Company Personnel	11.81	15
581. Credit for Training	8.89	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>39.36</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	8.00	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	6.20	7
<b>640. Credit for Water Supply</b>	<b>17.20</b>	<b>40</b>
<b>Divergence</b>		
	-7.14	--
<b>1050. Community Risk Reduction</b>	<b>2.31</b>	<b>5.50</b>
<b>Total Credit</b>	<b>60.83</b>	<b>105.50</b>

### Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	<b>Earned Credit</b>	<b>Credit Available</b>
414. Credit Emergency Reporting	2.70	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.40	3
<b>Item 440. Credit for Emergency Communications:</b>	<b>9.10</b>	<b>10</b>

#### **Item 414 - Credit for Emergency Reporting (3 points)**

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

<b>Item 410. Emergency Reporting (CER)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</b> For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	20.00	20
<b>1. E9-1-1 Wireless</b> Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
<b>2. E9-1-1 Voice over Internet Protocol (VoIP)</b> Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
<b>3. Computer Aided Dispatch</b> Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	5.00	15
<b>4. Geographic Information System (GIS/AVL)</b> The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.	15.00	15
<b>Review of Emergency Reporting total:</b>	<b>90.00</b>	<b>100</b>

**Item 422- Credit for Telecommunicators (4 points)**

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

<b>Item 420. Telecommunicators (CTC)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A1. Alarm Receipt (AR)</b> Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p><b>A2. Alarm Processing (AP)</b> Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p><b>B. Emergency Dispatch Protocols (EDP)</b> Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	20.00	20
<p><b>C. Telecommunicator Training and Certification (TTC)</b> Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	20.00	20
<p><b>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</b> Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	20.00	20
<p><b>Review of Telecommunicators total:</b></p>	100.00	100

#### **Item 432 - Credit for Dispatch Circuits (3 points)**

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

**Item 432 "Credit for Dispatch Circuits (CDC)" = 2.40 points**

## Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	<b>Earned Credit</b>	<b>Credit Available</b>
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.06	4
553. Credit for Reserve Ladder and Service Trucks	0.17	0.5
561. Credit for Deployment Analysis	3.93	10
571. Credit for Company Personnel	11.81	15
581. Credit for Training	8.89	9
730. Credit for Operational Considerations	2.00	2
<b>Item 590. Credit for Fire Department:</b>	<b>39.36</b>	<b>50</b>

## Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 1500 gpm.

### Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas, the Basic Fire Flow, and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **2 engine companies**

- a) **2 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **2 engine companies** to support a Basic Fire Flow of 1500 gpm.
- c) **2 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **2 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

**Item 513 "Credit for Engine Companies (CEC)" = 6.00 points**

**Item 523 - Credit for Reserve Pumpers (0.50 points)**

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

**Item 523 "Credit for Reserve Pumpers (CRP)" = 0.50 points**

**Item 532 - Credit for Pumper Capacity (3 points)**

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 1500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

**Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points**

**Item 549 - Credit for Ladder Service (4 points)**

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **0 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **1 service companies** in service.

**Item 549 "Credit for Ladder Service (CLS)" = 3.06 points**

**Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)**

The next item reviewed is Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)". This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

**Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)" = 0.17 points**

**Item 561 – Deployment Analysis (10 points)**

Next, Item 561 "Deployment Analysis (DA)" is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

**Item 561 "Credit Deployment Analysis (DA)" = 3.93 points**

#### **Item 571 – Credit for Company Personnel (15 points)**

Item 571 "Credit for Company Personnel (CCP)" reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, "Kelley" days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms, then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **8.48 on-duty personnel** and an average of **10.00 on-call personnel** responding on first alarm structure fires.

**Item 571 "Credit for Company Personnel (CCP)" = 11.81 points**

**Item 581 – Credit for Training (9 points)**

<b>Training</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A. Facilities, and Use</b> For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</p>	35.00	35
<p><b>B. Company Training</b> For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	25.00	25
<p><b>C. Classes for Officers</b> For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	10.80	12
<p><b>D. New Driver and Operator Training</b> For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	5.00	5
<p><b>E. Existing Driver and Operator Training</b> For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	5.00	5
<p><b>F. Training on Hazardous Materials</b> For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	1.00	1
<p><b>G. Recruit Training</b> For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	5.00	5
<p><b>H. Pre-Fire Planning Inspections</b> For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	12.00	12

**Item 580 "Credit for Training (CT)" = 8.89 points**

**Item 730 – Operational Considerations (2 points)**

Item 730 "Credit for Operational Considerations (COC)" evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

<b>Operational Considerations</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Standard Operating Procedures</b> The department should have established SOPs for fire department general emergency operations	50	50
<b>Incident Management Systems</b> The department should use an established incident management system (IMS)	50	50
<b>Operational Considerations total:</b>	<b>100</b>	<b>100</b>

**Item 730 "Credit for Operational Considerations (COC)" = 2.00 points**

**Water Supply**

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	<b>Earned Credit</b>	<b>Credit Available</b>
616. Credit for Supply System	8.00	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	6.20	7
<b>Item 640. Credit for Water Supply:</b>	<b>17.20</b>	<b>40</b>

**Item 616 – Credit for Supply System (30 points)**

The first item reviewed is Item 616 "Credit for Supply System (CSS)". This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

**Item 616 "Credit for Supply System (CSS)" = 8.00 points**

**Item 621 – Credit for Hydrants (3 points)**

The second item reviewed is Item 621 "Credit for Hydrants (CH)". This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 5 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ -inch outlets	5
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

**Item 621 "Credit for Hydrants (CH)" = 3.00 points**

**Item 630 – Credit for Inspection and Flow Testing (7 points)**

The third item reviewed is Item 630 "Credit for Inspection and Flow Testing (CIT)". This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

**Frequency of Inspection (FI):** Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

**Note:** The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

**Total points for Inspections = 3.20 points**

**Frequency of Fire Flow Testing (FF):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

**Total points for Fire Flow Testing = 3.00 points**

**Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 6.20 points**

**Divergence = -7.14.**

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

**Community Risk Reduction**

	<b>Earned Credit</b>	<b>Credit Available</b>
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	<b>0.06</b>	2.2
1033. Credit for Public Fire Safety Education (CFSE)	<b>1.27</b>	2.2
1044. Credit for Fire Investigation Programs (CIP)	<b>0.98</b>	1.1
<b>Item 1050. Credit for Community Risk Reduction</b>	<b>2.31</b>	<b>5.50</b>

<b>Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Prevention Code Regulations (PCR)</b> Evaluation of fire prevention code regulations in effect.	0.00	10
<b>Fire Prevention Staffing (PS)</b> Evaluation of staffing for fire prevention activities.	0.00	8
<b>Fire Prevention Certification and Training (PCT)</b> Evaluation of the certification and training of fire prevention code enforcement personnel.	0.00	6
<b>Fire Prevention Programs (PCP)</b> Evaluation of fire prevention programs.	1.00	16
<b>Review of Fire Prevention Code and Enforcement (CPCE) subtotal:</b>	<b>1.00</b>	<b>40</b>

<b>Item 1033 – Credit for Public Fire Safety Education (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Public Fire Safety Educators Qualifications and Training (FSQT)</b> Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	5.00	10
<b>Public Fire Safety Education Programs (FSP)</b> Evaluation of programs for public fire safety education.	18.00	30
<b>Review of Public Safety Education Programs (CFSE) subtotal:</b>	<b>23.00</b>	<b>40</b>

<b>Item 1044 – Credit for Fire Investigation Programs (1.1 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Investigation Organization and Staffing (IOS)</b> Evaluation of organization and staffing for fire investigations.	8.00	8
<b>Fire Investigator Certification and Training (IQT)</b> Evaluation of fire investigator certification and training.	3.75	6
<b>Use of National Fire Incident Reporting System (IRS)</b> Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
<b>Review of Fire Investigation Programs (CIP) subtotal:</b>	<b>17.75</b>	<b>20</b>

**Summary of PPC Review**  
**for**  
**Garden City FDS**

FSRS Item	Earned Credit	Credit Available
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.70	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.40	3
<b>440. Credit for Emergency Communications</b>	<b>9.10</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.06	4
553. Credit for Reserve Ladder and Service Trucks	0.17	0.5
561. Credit for Deployment Analysis	3.93	10
571. Credit for Company Personnel	11.81	15
581. Credit for Training	8.89	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>39.36</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	6.00	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	6.20	7
<b>640. Credit for Water Supply</b>	<b>17.20</b>	<b>40</b>
<b>Divergence</b>	<b>-7.14</b>	<b>-</b>
<b>1050. Community Risk Reduction</b>	<b>2.31</b>	<b>5.50</b>
<b>Total Credit</b>	<b>60.83</b>	<b>105.5</b>

**Final Community Classification = 04/10**

INSURANCE SERVICES OFFICE, INC.  
**HYDRANT FLOW DATA SUMMARY**

City: Garden City Fds

County: Kansas(Finney)

State: KANSAS (15)

Witnessed by: Insurance Services Office

Date: Mar 18, 2016

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C)d^2)^{0.54}$			PRESSURE PSI		FLOW - AT 20 PSI		REMARKS***	MODEL TYPE	
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED --			AVAIL.
HW 1		800 Wilderness	Fire Department Supply	0	0	0	550	0	0	500	550		CTR
HW 2		4665 E Rte 50	Fire Department Supply	0	0	0	600	0	0	2250	600		CTR
HW 3		2650 N Farmland	Fire Department Supply	0	0	0	500	0	0	1500	500		CTR
HW 4		3945 N Farmland	Fire Department Supply	0	0	0	450	0	0	1500	450		CTR
HW 5		5585 N Jenny Barker	Fire Department Supply	0	0	0	400	0	0	2000	400		CTR
HW 6		1580 E Rte 50	Fire Department Supply	0	0	0	600	0	0	2250	600		CTR
HW 7		2508 -10 W Rte 50	Fire Department Supply	0	0	0	550	0	0	3500	550		CTR

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

\*Comm = Commercial; Res = Residential.

\*\*Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,600 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

\*\*\* (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.



1000 Bishops Gate Blvd. Ste. 300  
Mt. Laurel NJ 08054-5404

T 1.800.444.4554 Opt 2  
F 1.800.777.3929

May 30, 2016

Mr. Allen Shelton, Chief  
Garden City FDS  
302 N 9th St  
Garden City, Kansas, 67846

RE: Garden City Fds, Finney County, Kansas  
Public Protection Classification: 04/10  
Effective Date: September 01, 2016

Dear Mr. Allen Shelton,

We wish to thank you Mr. Fred Jones and Mr. Allen Shelton for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" – formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."
- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Dominic Santanna*

Dominic Santanna  
Manager -National Processing Center

cc: Mr. Fred Jones, Water Superintendent, Garden City Water Department  
Mrs. Kathy Fairchild, 911 Director, Garden City Police Department  
Mr. Allen Shelton, Chief, Garden City Fire Department



1000 Bishops Gate Blvd. Ste. 300  
Mt. Laurel NJ 08054-5104

T 1.800.444.4554 Opt 2  
F 1.800.777.3929

May 30, 2016

Ms. Janet Doll, Mayor  
Garden City FPSA  
301 N 8th St  
Garden City, Kansas, 67846

RE: Garden City Fpsa, Finney County, Kansas  
Public Protection Classification: 02/10  
Effective Date: September 01, 2016

Dear Ms. Janet Doll,

We wish to thank you Mr. Allen Shelton, Mr. Fred Jones, Mr. Ty Brookover and Mr. Perry Smith for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

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If you have any questions about your classification, please let us know.

Sincerely,

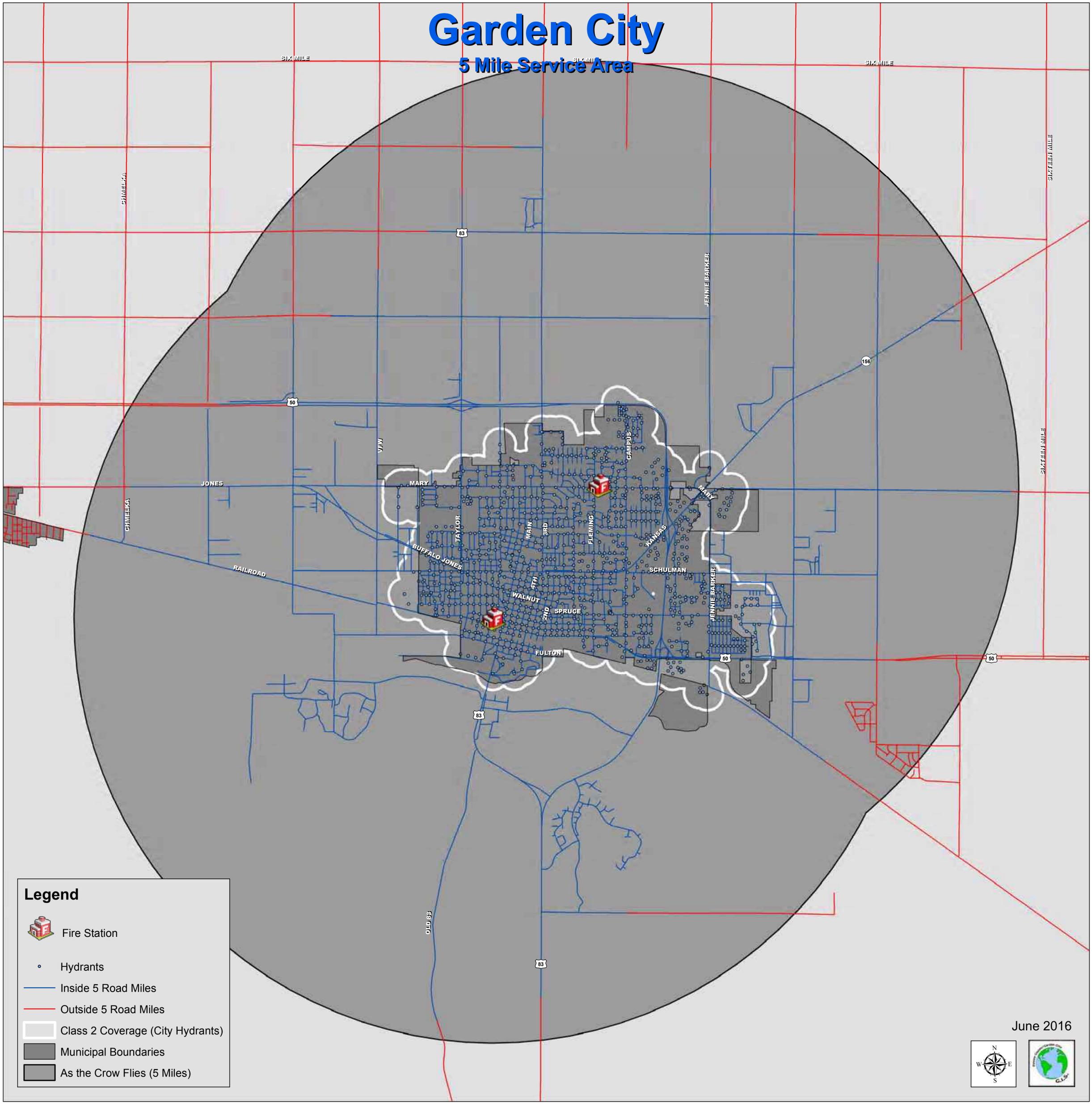
*Dominic Santanna*

Dominic Santanna  
Manager -National Processing Center

cc: Mrs. Kathy Fairchild, 911 Director, Garden City Police Department  
Mr. Allen Shelton, Chief, Garden City Fire Department  
Mr. Fred Jones, Water Superintendent, Garden City Water Department  
Mr. Ty Brookover, Water Supervisor, Southwind Public Water Supply  
Mr. Perry Smith, Water Superintendent, Wheatland Electric Water

# Garden City

## 5 Mile Service Area



**Legend**

-  Fire Station
-  Hydrants
-  Inside 5 Road Miles
-  Outside 5 Road Miles
-  Class 2 Coverage (City Hydrants)
-  Municipal Boundaries
-  As the Crow Flies (5 Miles)

June 2016



# Staff Reports



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Rachelle Powell, Director of Aviation  
**DATE:** June 21, 2016  
**RE:** June Report

---

**ISSUE:**

Presentation of the June 2016 staff report from the Garden City Regional Airport.

**BACKGROUND:**

Attached is the Garden City Regional Airport staff report for June 2016.

**ALTERNATIVE:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

None

**ATTACHMENTS:**

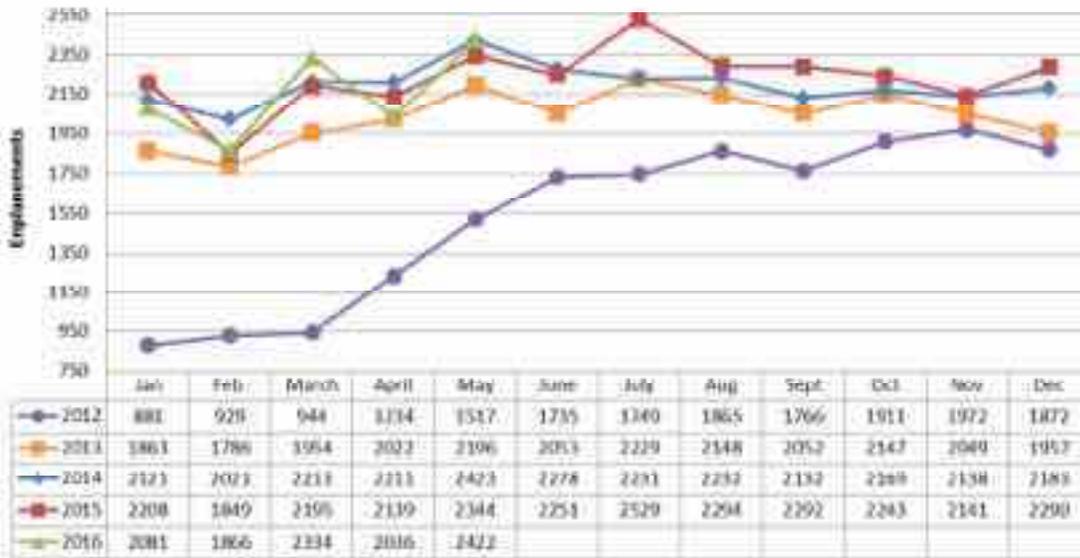
Description	Upload Date	Type
Airport June Report	6/15/2016	Backup Material

## GARDEN CITY REGIONAL AIRPORT MONTHLY REPORTS

### Airline Enplanement Comparison

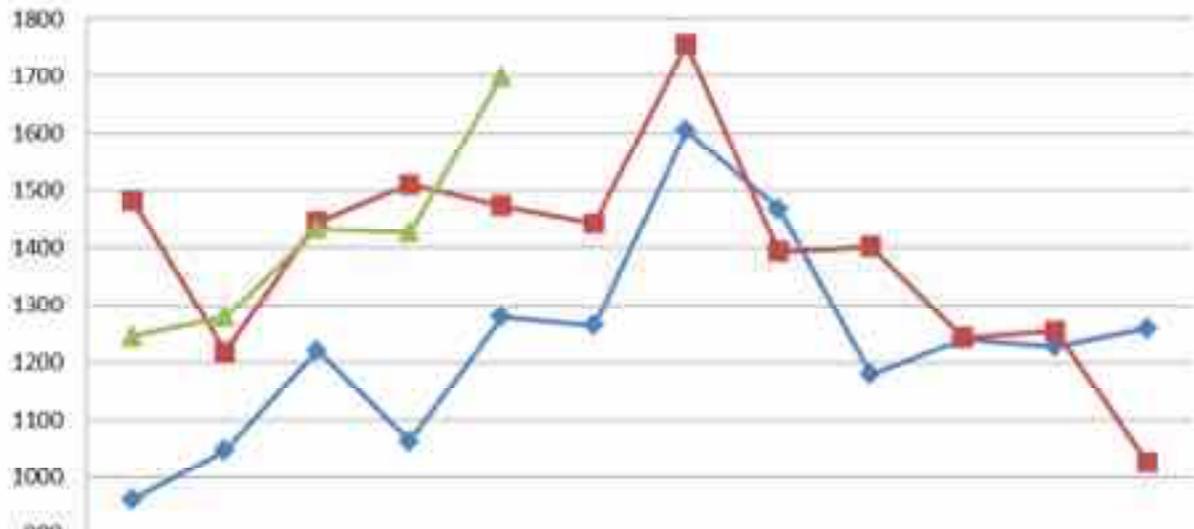


### Airline and Charter Enplanement Data



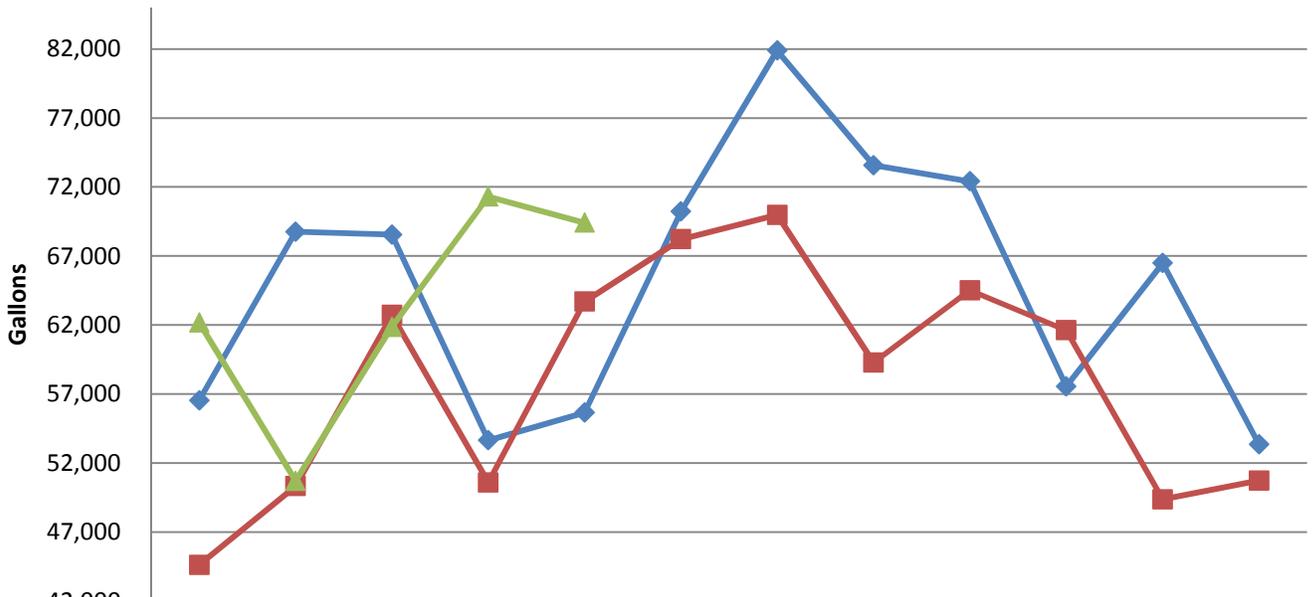
2012	2013	2014	2015	2016
18,375	24,456	26,428	26,775	10,769

### Monthly Operations Comparison



	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
2014	961	1047	1221	1063	1280	1265	1605	1469	1180	1242	1228	1260
2015	1483	1219	1447	1511	1474	1443	1755	1394	1402	1244	1255	1026
2016	1247	1280	1434	1428	1699							

### Fuel Sale Comparison



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2014	56,530	68,751	68,546	53,644	55,653	70,217	81,890	73,572	72,412	57,550	66,486	53,354
2015	44,612	50,324	62,730	50,590	63,698	68,212	69,973	59,283	64,515	61,617	49,361	50,728
2016	62,178	50,701	61,858	71,305	69,416							



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** June 21, 2016  
**RE:** May 2016 building report from Neighborhood & Development Services

---

**ISSUE:**

Presentation of the May 2016 building report from Neighborhood & Development Services.

**BACKGROUND:**

Attached is the Neighborhood & Development Services building report for May 2016.

**ALTERNATIVE:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

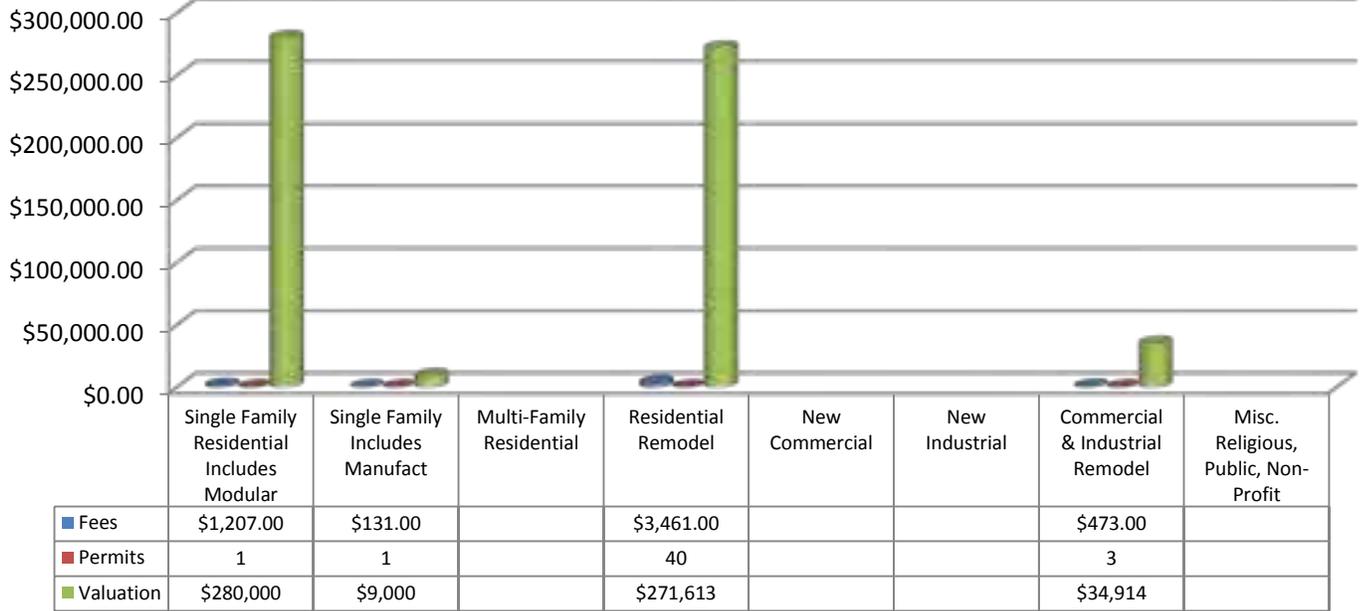
None

**ATTACHMENTS:**

Description	Upload Date	Type
May 2016 Building Report	6/14/2016	Backup Material

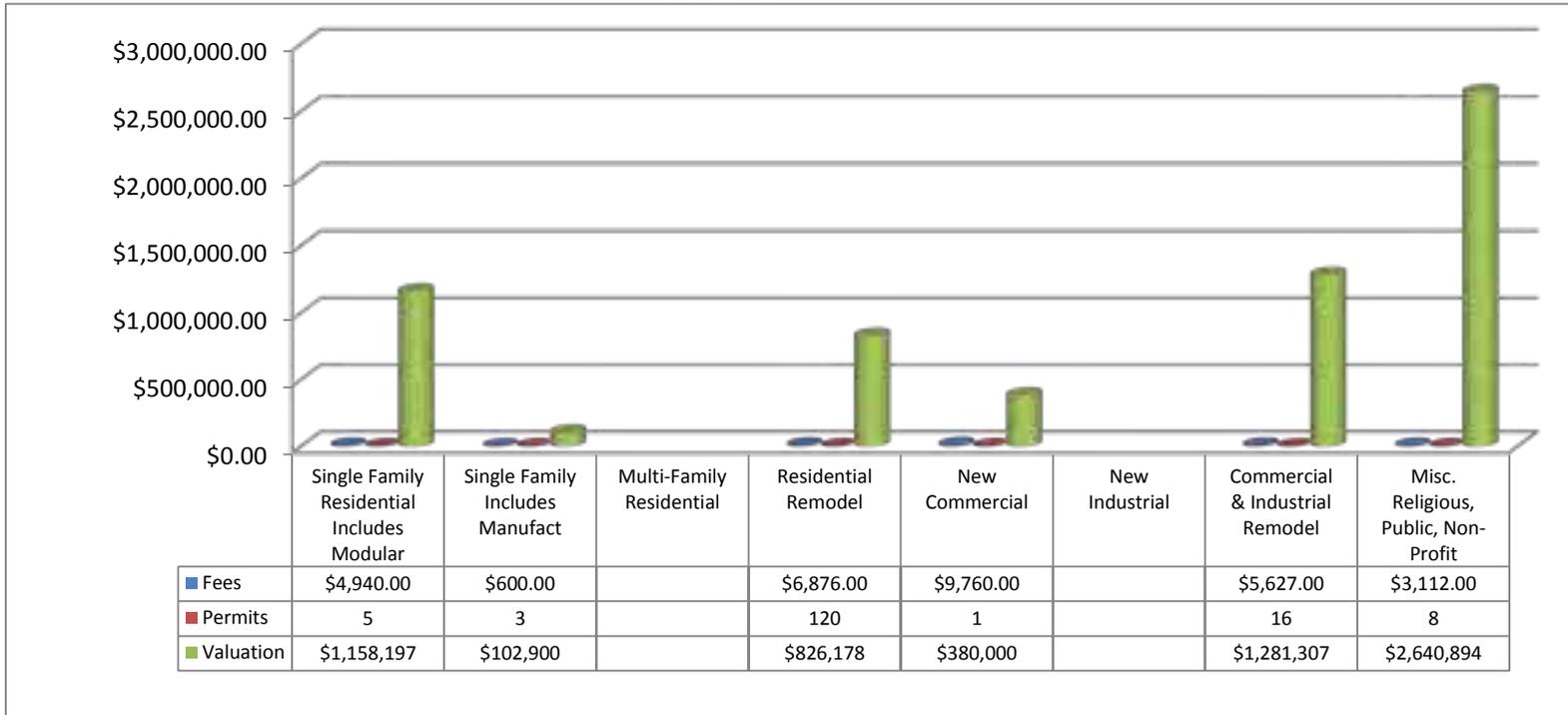
# Planning & Community Development Building Report May 2016





Council District	Permit Type	Address	Amount	Value	Purpose	Structure	Project Description
Finney County	BUILDING PERMIT	3013 West OLLER	285	26900	Building	Commercial/Industrial Remodel	PLACE 1999 MANUFACTURED HOME ON COMMERCIAL LOT
Finney County	BUILDING PERMIT	4680 West JONES	45	500	Building	Commercial/Industrial Remodel	6FT WOOD CEDAR
Finney County	MECHANICAL	2025 South OLD HWY 83	143	7514	Mechanical	Commercial/Industrial Remodel	REPLACE FURNACE & AIR CONDITIONER
Finney County	ELECTRICAL	1115 RIDGE	42	600	Electrical	Residential Remodel	REPLACE FAILED BRACKET, BURN UP IN FIRE SERVICE WITH NEW, HAS 100 AMP MAIN BRAKER PANEL GROUNDED TO NEW PANEL SPLIS AND REPAIR
Finney County	BUILDING PERMIT	2106 GRANDVIEW EAST	118	7500	Building	Residential Remodel	TEAR OFF REROOF COMP
Finney County	BUILDING PERMIT	107 WELLINGTON	69	5500	Building	Residential Remodel	REAR OFF REROOF COMP 30 YR
Finney County	BUILDING PERMIT	2717 North HWY 83	42	2700	Building	Residential Remodel	REPLACE & REPLACE TRUSS
Finney County	BUILDING PERMIT	5520 EL DELMO	118	6185	Building	Residential Remodel	REMOVE AND REPLACE COMP
Finney County	PLUMBING	585 DEER TRACK	42	900	Plumbing	Residential Remodel	INSTALL 50 GALLON NG WATER HEATER
Finney County	GAS	340 FARMLAND # 51	42	250	Gas Permit	Residential Remodel	GAS PRESSURE TEST
Finney County	GAS	2800 North FARMLAND #1	42	300	Gas Permit	Residential Remodel	GAS PRESSURE TEST, FIX LEAK
Finney County	BUILDING PERMIT	105 CAMBRIDGE	118	13380	Building	Residential Remodel	REMOVE EXISTING ROOFING MATERIL TO THE DECK & REPLACE WITH LAMINATE SHINGLES
Finney County	BUILDING PERMIT	525 TOWNS	118	6836	Building	Residential Remodel	REMOVE EXISTING ROOFING MATERIAL TO THE DECK & REPLACE WITH LAMINATE SHINGLES
Finney County	BUILDING PERMIT	525 TOWNS	118	6838	Building	Residential Remodel	REMOVE EXISTING ROOFING MATERIAL TO THE DECK & REPLACE WITH LAMINATE SHINGLES
Finney County	BUILDING PERMIT	5555 LAKE	118	10878	Building	Residential Remodel	REROOF COMP
Finney County	BUILDING PERMIT	111 NOTTINGHAM	105	9225	Building	Residential Remodel	REMOVE/REPLACE ROOF W/ 36 SQUARES OF COMP SHINGLES
Finney County	PLUMBING	1429 KENSINGTON	42	850	Plumbing	Residential Remodel	INSTALL 40 GALLON NG WATER HEATER
Finney County	BUILDING PERMIT	106 HAMPTON	69	5500	Building	Residential Remodel	TEAR OFF REROOF SHINGLES - COMP
Finney County	ELECTRICAL	205 REDFORD	42	1000	Electrical	Residential Remodel	REPLACING 200 AMP DISCONNECT
Finney County	BUILDING PERMIT	1775 ANDOVER	69	5000	Building	Residential Remodel	RE ROOF 30YR COMP IR CLASS 4
Finney County	BUILDING PERMIT	106 DRURY	118	0	Building	Residential Remodel	REROOF 30 YR COMP IR CLASS 4 COMP
Finney County	BUILDING PERMIT	21185 East ROCKPIT	105	7300	Building	Residential Remodel	REMOVE/REPLACE ROOF WITH 23 SQUARES OF COMP SHINGLES

Finney County	BUILDING PERMIT	1725 LINCOLN	131	15000	Building	Residential Remodel	REMODEL & STORAGE
Finney County	PLUMBING	1901 GRANDVIEW EAST	42	900	Plumbing	Residential Remodel	INSTALL 50 GALLON NG WATER HEATER
Finney County	BUILDING PERMIT	902 West MAPLE	157	13000	Building	Residential Remodel	ADDITION TO BUILDING
Finney County	GAS	3746 West JONES	42	400	Gas Permit	Residential Remodel	GAS PRESSURE TEST
Finney County	MECHANICAL	111 KANSAS	69	3181	Mechanical	Residential Remodel	REPLACE FURNACE
Finney County	BUILDING PERMIT	2210 GRANDVIEW EAST	118	17081	Building	Residential Remodel	REMOVE EXISTING ROOFING MATERIAL TO THE DECK & REPLACE WITH LAMINTE SHINGLES EVERSTEEL
Finney County	BUILDING PERMIT	104 NOTTINGHAM	118	11729	Building	Residential Remodel	REMOVE EXISTING ROOFING MATERIAL TO THE DECK & REPLACE WITH LAMINATE SHINGLES
Finney County	BUILDING PERMIT	1702 GRANDVIEW EAST	118	12220	Building	Residential Remodel	REMOVE EXISTING ROOFING MATERIAL TO THE DECK & RPELACE WITH LAMINATE SHINGLES
Finney County	BUILDING PERMIT	107 DURHAM	118	13000	Building	Residential Remodel	REROOF IR LANDMARK
Finney County	GAS	2401 West KANSAS # 17	29	100	Gas Permit	Residential Remodel	LEAK IN GAS LINE
Finney County	ELECTRICAL	601 West TAYLOR JONES	42	0	Electrical	Residential Remodel	UPGRADE SERVICE
Finney County	BUILDING PERMIT	535 GINGER	69	4313	Building	Residential Remodel	REROOF COMP
Finney County	BUILDING PERMIT	2840 East RODKEY	213	50000	Building	Residential Remodel	23X28.3 ADDITION & 12X5 PORCH ADDITION
Finney County	BUILDING PERMIT	2340 North SHERLOCK	42	1500	Building	Residential Remodel	METAL POST FENCE 8FT
Finney County	MECHANICAL	109 CAMBRIDGE	56	4000	Mechanical	Residential Remodel	REPLACE AIR CONDITIONER
Finney County	MECHANICAL	109 CAMBRIDGE	69	4000	Mechanical	Residential Remodel	REPLCE AIR CONDITIONER
Finney County	BUILDING PERMIT	930 TOWNS	118	6947	Building	Residential Remodel	REMOVE EXISTING ROOF MATERIAL TO THE DECK & REPLACE WITH LAMINATE SHINGLES
Finney County	BUILDING PERMIT	570 GINGER	118	8200	Building	Residential Remodel	TEAR OFF REROOF COMP
Finney County	BUILDING PERMIT	10735 APPALOOSA	95	4400	Building	Residential Remodel	PORCH ON BACK DECK
Finney County	BUILDING PERMIT	101 SUFFOLK	118	10000	Building	Residential Remodel	RE ROOF 30 YR LAMINATE
Finney County	PLUMBING	930 TOWNS	42	900	Plumbing	Residential Remodel	INSTALL 40 GALLON NG WATER HEATER
Finney County	BUILDING PERMIT	2601 West MARY # 504	131	9000	Building	SF Manufactured (HUD Standards)	NEW MOBLE HOME BLOCK 9 LEVEL - will need to install parking pad concrete or asphalt
Finney County	BUILDING PERMIT	9660 East HWY 156	1207	28000 0	Building	SF Residential Includes Modular	NEW RESIDENCE ON FARMSTEAD - vapor/radon barrier

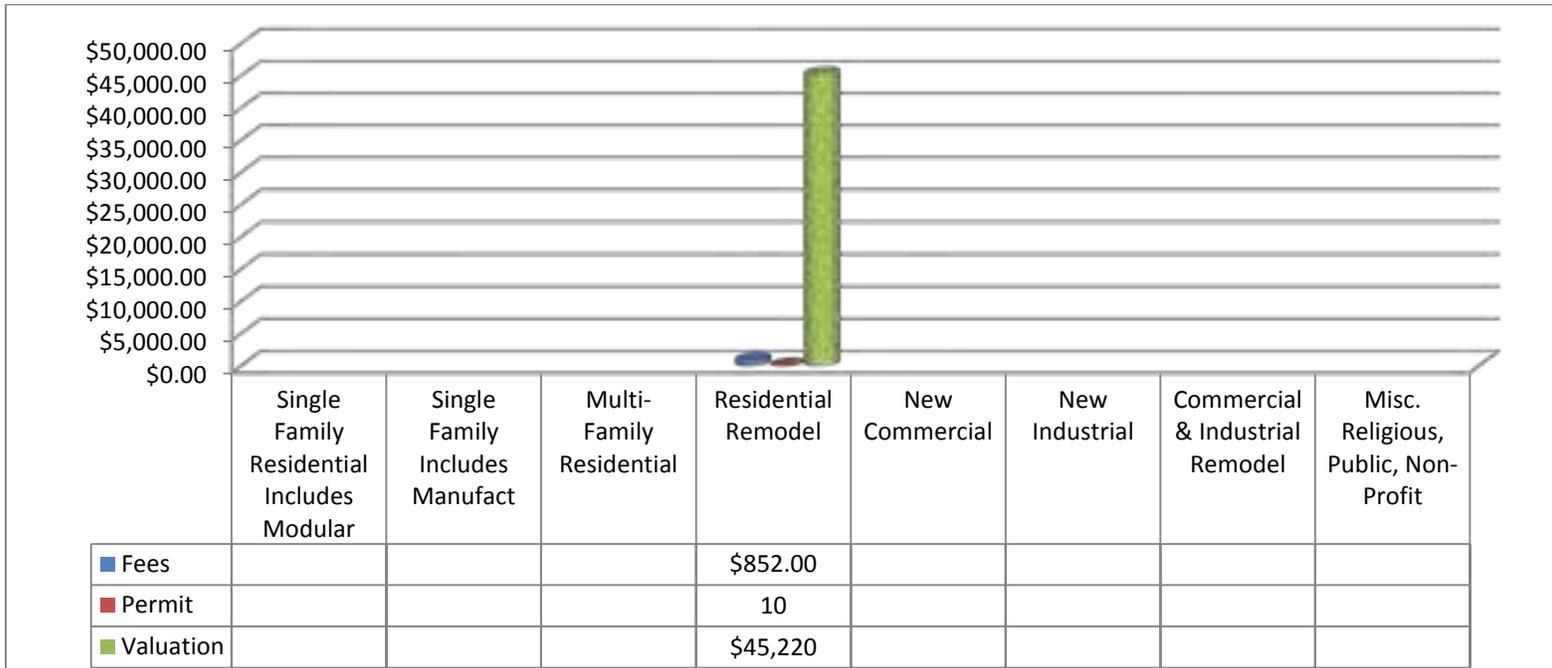
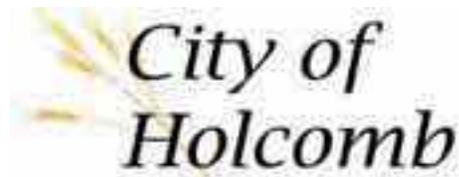


Council District	Permit Type	Address	Amount	Value	Purpose	Structure	Project Description
Garden City	BUILDING PERMIT	113 PINE Street	346	88000	Building	Commercial/Industrial Remodel	REMODEL DRYWALL WINDOWS HVAC STUCCO TILE
Garden City	BUILDING PERMIT	301 EIGHTH	0	3200	Building	Commercial/Industrial Remodel	PARTITION OFFICE WALLS
Garden City	BUILDING PERMIT	1103 North TAYLOR	32	3000	Building	Commercial/Industrial Remodel	FRAME AND INSTALL METAL ON FRONT OF BUILDING
Garden City	BUILDING PERMIT	314 North MAIN	220	50000	Building	Commercial/Industrial Remodel	EXTERIOR REMODEL - will need to apply for sign
Garden City	BUILDING PERMIT	1514 HARDING Avenue	32	2500	Building	Commercial/Industrial Remodel	REPLACE BRICK OUTSIDE WALL
Garden City	BUILDING PERMIT	3101 East KANSAS	4322	1081000	Building	Commercial/Industrial Remodel	REMODEL
Garden City	DEMO PERMIT	304 North MAIN	30	0	Demo	Commercial/Industrial Remodel	DEMOLITION INSIDE
Garden City	ELECTRICAL	3110 East KANSAS	62	4500	Electrical	Commercial/Industrial Remodel	INSTALL CIRCUIT FOR AIR COMPRESSOR INSTALL CIRCUIT FOR NITROGEN GENERATOR AND AIR DRYER INSTALL CIRCUIT FOR POWER SAVER MAIFOLD
Garden City	ELECTRICAL	1500 East KANSAS	220	30000	Electrical	Commercial/Industrial Remodel	INSTALL 48 KW GENERATOR & TRANSFER SWITCH ON COMPUTER SYSTEM PANEL
Garden City	GAS	1500 East KANSAS	32	1250	Gas Permit	Commercial/Industrial Remodel	INSTALL A GAS LINE TO A NEW GENERATOR
Garden City	MECHANICAL	2106 East SPRUCE	32	2600	Mechanical	Commercial/Industrial Remodel	1 AMERSTAR R22 AIR CONDITIONER
Garden City	MECHANICAL	2703 TAYLOR JONES	62	3500	Mechanical	Commercial/Industrial Remodel	INSTALL GRILL IN KITCHEN
Garden City	MECHANICAL	602 North MAIN	130	9507	Mechanical	Commercial/Industrial Remodel	1 80000 BTU FURNACE TRANE. 1 4 TON EVAPORATOR COIL TRANE, 3 1/2 TON AIR CONDITIONER TRANE
Garden City	PLUMBING	401 West KANSAS	32	2250	Plumbing	Commercial/Industrial	INSTALLING SERVICE FOR A SPRINKLER SYSTEM

						Remodel	
Garden City	SIGN PERMIT	215 North MAIN	75	0	Wall Sign	Commercial/Industrial Remodel	KFSA- RUTTER CLINC, WALL
Garden City	SIGN PERMIT	2011 North TAYLOR Avenue	0	0	Pole Sign	Commercial/Industrial Remodel	FC WHEELS AND TIRES- WALL SIGN
Garden City	BUILDING PERMIT	302 North NINTH	0	1700000	Building	Misc	REMODEL & ADDITION TO CENTRAL FIRE STATION
Garden City	BUILDING PERMIT	2009 North MAIN	29	1699	Building	Misc	SHED - PROBUILT
Garden City	BUILDING PERMIT	1202 A	29	3000	Building	Misc	REBUILD GABLE ENDS AND SOFFET
Garden City	BUILDING PERMIT	801 CAMPUS	2990	860000	Building	Misc	CONCRETE THE PARKING LOT- PART THAT HAS BEEN DONE ALREADY
Garden City	ELECTRICAL	301 North EIGHTH	0	300	Electrical	Misc	3 RECEPTALS
Garden City	ELECTRICAL	301 North EIGHTH	0	75000	Electrical	Misc	ELECTRICAL SERVICE UPGRADE - no charge city project
Garden City	PLUMBING	306 North SEVENTH	29	895	Plumbing	Misc	REPLACED WATER HEATER WITH A 40 GALLON NAT GAS WATER HEATER
Garden City	SIGN PERMIT	2720 CAMPUS	35	0	Temporary Sign	Misc	CHURCH OF THE NAZRENE TEMP SIGN
Garden City	BUILDING PERMIT	1221 LAREU RD	9760	3800000	Building	New Commercial	LEWIS AUTOMOTIVE GROUP
Garden City	BUILDING PERMIT	1506 MIKE'S	29	2300	Building	Residential Remodel	6' WOOD FENCE
Garden City	BUILDING PERMIT	1007 PATS	29	525	Building	Residential Remodel	6' WOOD SHADOW
Garden City	BUILDING PERMIT	616 North ELEVENTH	29	2500	Building	Residential Remodel	8 WOOD PIKETS
Garden City	BUILDING PERMIT	411 North FOURTH	29	1500	Building	Residential Remodel	REPLACE OLD SHINGLES WITH NEW ONES 7 WINDOWS & 2 DOORS - son will possible be living there in future
Garden City	BUILDING PERMIT	1312 CONARD	56	4500	Building	Residential Remodel	RE- ROOF
Garden City	BUILDING PERMIT	4101 East HWY 50 #433	29	300	Building	Residential Remodel	REPLACING SIDING
Garden City	BUILDING PERMIT	950 North JENNIE BARKER #169	29	850	Building	Residential Remodel	INSTALL 4FT CHAIN LINK FENCE
Garden City	BUILDING PERMIT	950 North JENNIE BARKER #169	58	200	Building	Residential Remodel	INSTALL 4FT CHAIN LINK FENCE
Garden City	BUILDING PERMIT	2350 GLENWOOD	56	5000	Building	Residential Remodel	WOOD FENCE 6FT
Garden City	BUILDING PERMIT	701 COLE Circle	56	5168	Building	Residential Remodel	6' CEDAR FENCE
Garden City	BUILDING PERMIT	502 JENNA	29	1000	Building	Residential Remodel	BUILD A PATIO ROOF 16 x 16
Garden City	BUILDING PERMIT	3606 COLE Circle	105	6016	Building	Residential Remodel	6' CEDAR
Garden City	BUILDING PERMIT	3602 COLE Circle	105	7818	Building	Residential Remodel	6' CEDAR
Garden City	BUILDING PERMIT	3610 COLE Circle	56	5592	Building	Residential Remodel	6' CEDAR
Garden City	BUILDING PERMIT	3614 COLE Circle	56	5592	Building	Residential Remodel	6' CEDAR
Garden City	BUILDING PERMIT	3618 COLE Circle	56	5592	Building	Residential Remodel	6' CEDAR
Garden City	BUILDING PERMIT	406 West CHESTNUT	56	6000	Building	Residential Remodel	EXTENDING A ROOM 12 x 13- if it meets setback 5' side and 20' front
Garden City	BUILDING PERMIT	607 GARDEN CITY	105	12500	Building	Residential Remodel	RECRATIONAL SHED
Garden City	BUILDING PERMIT	901 CENTER	200	35000	Building	Residential Remodel	REMODEL - BATHROOM, KITCHEN, LIVING ROOM, BEDROOMS
Garden City	BUILDING PERMIT	950 North JENNIE BARKER # 120	29	1000	Building	Residential Remodel	REPLACE AND REMOVE WOOD SHINGLES
Garden City	BUILDING PERMIT	1807 CAMPUS DR	29	2400	Building	Residential Remodel	CONCRETE SLAB
Garden City	BUILDING PERMIT	1204 North TAYLOR	130	12000	Building	Residential Remodel	REMOVE SIDEWALK CUT OUT BLOCK & REPLACE & REPLACE SIDEWALK
Garden City	BUILDING PERMIT	512 BANCROFT	29	2500	Building	Residential Remodel	HANDICAP RAMP
Garden City	BUILDING PERMIT	1304 KINGSBURY	105	8500	Building	Residential Remodel	BASEMENT REMODEL
Garden City	BUILDING PERMIT	713 West FULTON	29	1000	Building	Residential Remodel	RE ROOFING SHINGLES
Garden City	BUILDING PERMIT	2801 EIGHTH	105	9662	Building	Residential Remodel	6FT CHAIN FENCE
Garden City	BUILDING PERMIT	2916 BELMONT	29	500	Building	Residential Remodel	CONCRETE
Garden City	BUILDING PERMIT	2710 North TENTH	29	1000	Building	Residential Remodel	OUTDOOR STORAGE SHED 8 X 10
Garden City	BUILDING PERMIT	2420 BELMONT	29	3000	Building	Residential Remodel	PATIO
Garden City	BUILDING PERMIT	401 North THIRD	29	850	Building	Residential Remodel	9 x 13 DECK WITH 2x13 ROOF
Garden City	BUILDING PERMIT	609 JENNY	200	40000	Building	Residential Remodel	ADDITION IN THE BACK
Garden City	BUILDING PERMIT	911 North EIGHTH	29	2000	Building	Residential Remodel	REPAIR TREE DAMAGE & REROOF NORTH SIDE
Garden City	BUILDING PERMIT	1705 North SIXTH	29	1800	Building	Residential Remodel	6' CEDAR FENCE
Garden City	BUILDING PERMIT	2116 CENTER	29	3000	Building	Residential Remodel	BRICK & WOOD 6FT
Garden City	BUILDING PERMIT	1910 North EIGHTH	29	1000	Building	Residential Remodel	WOOD 9FT FENCE WITH CONCRETE FOUNDATION
Garden City	BUILDING PERMIT	408 North FIRST	29	600	Building	Residential Remodel	CONCRETE
Garden City	BUILDING PERMIT	950 North JENNIE BARKER # 43	29	600	Building	Residential Remodel	STORAGE BUILDING - must be 10' from all surrounding structures
Garden City	BUILDING PERMIT	304 FLORENCE	105	7000	Building	Residential Remodel	3 NEW EGRESS WINDOWS IN BASEMENT

Garden City	BUILDING PERMIT	2107 COMMANCHE	29	400	Building	Residential Remodel	6FT WOOD FENCE
Garden City	BUILDING PERMIT	1612 North NINTH	56	5000	Building	Residential Remodel	REROOF TEAR OFF 3 TAN INSTALL 30 YR
Garden City	BUILDING PERMIT	304 East JOHNSON	105	7500	Building	Residential Remodel	REROOF TEAR OFF INSTALL 30 YRS
Garden City	BUILDING PERMIT	1506 West OLIVE	29	1500	Building	Residential Remodel	INSTALL ONE PATIO DOOR
Garden City	BUILDING PERMIT	2112 North SEVENTH	29	3000	Building	Residential Remodel	8FT CEDAR FENCE
Garden City	BUILDING PERMIT	908 North THIRD	29	2700	Building	Residential Remodel	EXTEND CONCRETE PAD & PLACE 10 x 12 WOOD SHED
Garden City	BUILDING PERMIT	1709 North SIXTH	29	1800	Building	Residential Remodel	CEDAR 6'
Garden City	BUILDING PERMIT	619 NINTH	105	7000	Building	Residential Remodel	REPLACE ROOF W/3-TAB SHINGLES
Garden City	BUILDING PERMIT	914 INGE	29	50	Building	Residential Remodel	WOODS & METAL
Garden City	BUILDING PERMIT	613 LONG	29	1000	Building	Residential Remodel	POUR CONCRETE
Garden City	BUILDING PERMIT	606 North TWELFTH	0	3000	Building	Residential Remodel	POUR NEW DRIVEWAY AND SIDEWALK
Garden City	BUILDING PERMIT	1710 CENTER	76	10026	Building	Residential Remodel	REMOVE AND REPLACE ROOF COMP
Garden City	BUILDING PERMIT	1306 B	29	60	Building	Residential Remodel	4FT GALVENIXED RABIT FENCE AND WOOD
Garden City	BUILDING PERMIT	1002 North FIFTH	29	1000	Building	Residential Remodel	REPLACING SIDING AND 2 WINDOWS
Garden City	BUILDING PERMIT	705 COLE Circle	56	3313	Building	Residential Remodel	6FT CEDAR FENCE - Cracked curb & gutter
Garden City	BUILDING PERMIT	115 East LAUREL	220	41900	Building	Residential Remodel	REPLACE METAL CONAPY ROOFS REVOCER BUILT UP ROOF
Garden City	BUILDING PERMIT	909 West OLIVE	29	300	Building	Residential Remodel	CONCRETE AROUND THE HOUSE
Garden City	BUILDING PERMIT	4101 East HWY 50 371	29	750	Building	Residential Remodel	4' CHAIN LINK FENCE
Garden City	BUILDING PERMIT	713 COLE Circle	56	3313	Building	Residential Remodel	6' CEDAR FENCE - Cracked curb & gutter
Garden City	BUILDING PERMIT	717 COLE Circle	0	3313	Building	Residential Remodel	6' CEDAR FENCE
Garden City	BUILDING PERMIT	709 COLE Circle	56	3313	Building	Residential Remodel	6' CEDAR FENCE
Garden City	BUILDING PERMIT	1011 North FIRST	29	2500	Building	Residential Remodel	SIDEWALK & PATIO
Garden City	BUILDING PERMIT	801 CAMPUS	1132	110000	Building	Residential Remodel	CONCRETE THE PARKING LOT- PART THAT HAS BEEN DONE ALREADY
Garden City	BUILDING PERMIT	1101 North TAYLOR	32	2000	Building	Residential Remodel	CONCRETE REMOVAL AND REPLACEMENT IN PARKING LOT
Garden City	BUILDING PERMIT	8TH, 9TH, FULTON	0	241000	Building	Residential Remodel	20' WATERMAIN RELOCATION
Garden City	BUILDING PERMIT	521 COLONY	105	7390	Building	Residential Remodel	REMOVE AND REPLACE SHINGLES 3 TAB SHINGLES
Garden City	DEMO PERMIT	623 GARDEN CITY	30	0	Demo	Residential Remodel	DEMOLITION
Garden City	DEMO PERMIT	409 HUDSON	30	0	Demo	Residential Remodel	DEMO GARAGE
Garden City	ELECTRICAL	611 CENTER	29	500	Electrical	Residential Remodel	RE ATTAH SERVICE
Garden City	ELECTRICAL	703 East SANTA FE	29	700	Electrical	Residential Remodel	REPLACE ELECTRICAL PANEL UPGRADE 200 AMP
Garden City	ELECTRICAL	1102 East HAMLIN	29	1000	Electrical	Residential Remodel	RELOCATE 100 AMP SERVICE
Garden City	ELECTRICAL	1301 CONARD	29	800	Electrical	Residential Remodel	REPLACE 100 AMP SERIVCE
Garden City	ELECTRICAL	502 North THIRTEENTH	29	700	Electrical	Residential Remodel	SERVICE REWORK
Garden City	ELECTRICAL	401 West KANSAS	32	750	Electrical	Residential Remodel	INSTALLING SERVICE FOR A SPRINKLER SYSTEM
Garden City	ELECTRICAL	311 East SANTA FE	29	700	Electrical	Residential Remodel	ELECTRICAL SERVICE UPGRADE
Garden City	EXCAVATION	603 West FAIR	30	0	Excavation	Residential Remodel	REPLACING SEWER LINE FROM HOUSE TO ALLEY
Garden City	EXCAVATION	109 West MENDENHALL	30	0	Excavation	Residential Remodel	REPAIR DRAIN LINE
Garden City	GAS	205 North TAYLOR	29	400	Gas Permit	Residential Remodel	GAS PRESSURE TEST
Garden City	GAS	107 West WALNUT	29	1000	Gas Permit	Residential Remodel	RUN NEW GAS SYSTEM FORM METER TO W HEATER, FURNACE, DRYER
Garden City	GAS	1806 DIANE	29	275	Gas Permit	Residential Remodel	GAS PRESSURE TEST LEAKING BACKYARD
Garden City	MECHANICAL	1002 GILLESPIE	29	940	Mechanical	Residential Remodel	INSTALL BATHROOM EXHAUST FAN
Garden City	MECHANICAL	2106 C	56	6500	Mechanical	Residential Remodel	INSTALL NEW FURANCE COIL A/C
Garden City	MECHANICAL	2823 LORAIN	105	6890	Mechanical	Residential Remodel	REPLACE FURNACE & AIR CONDITIONER
Garden City	MECHANICAL	306 WASHINGTON	56	3900	Mechanical	Residential Remodel	3 TON 13 SEET CONDENSER AND EVAPORATOR COIL
Garden City	MECHANICAL	805 North TAYLOR	56	3250	Mechanical	Residential Remodel	FURUISH AND INSTALL 3.5 T 13 SEER CONDENSER AND EVAPOVATOR COIL
Garden City	MECHANICAL	1627 SUMMIT	56	5600	Mechanical	Residential Remodel	REPLACE FURNACE & AIR CONDITIONER
Garden City	MECHANICAL	1123 KENSINGTON	29	3000	Mechanical	Residential Remodel	CHANGE OUT 3 TON A/C
Garden City	MECHANICAL	1007 East MARY	29	2659	Mechanical	Residential Remodel	REPLACE AIR CONDITIONER
Garden City	MECHANICAL	606 PERSHING # 111	29	2100	Mechanical	Residential Remodel	CHANGE OUT 2 TON A/C
Garden City	MECHANICAL	813 PATS	56	4554	Mechanical	Residential Remodel	REPLACE AIR CONDITIONER
Garden City	MECHANICAL	2110 CHEROKEE	56	5100	Mechanical	Residential Remodel	INSTALL A 13 SEEK A/C 80% FURNACE AND COIL

Garden City	MECHANICAL	506 SIXTH	56	4000	Mechanical	Residential Remodel	CHANGE OUT 75K 80% FURNACE & 2 1/2 TON A/C
Garden City	MECHANICAL	2501 HILLMAN	56	3450	Mechanical	Residential Remodel	INSTALL CONDENSER AND COIL
Garden City	MECHANICAL	1705 GRANDVIEW EAST	56	3900	Mechanical	Residential Remodel	CHANGE OUT 5 TON A/C
Garden City	MECHANICAL	2403 PAWNEE	56	5000	Mechanical	Residential Remodel	CHANGE OUT 56K 95% FURNACE & 2 1/2 TON A/C
Garden City	MECHANICAL	322 North MAIN	62	4450	Mechanical	Residential Remodel	1 5 TON AIR CONDITIONER TRANE
Garden City	MECHANICAL	3030 East KANSAS	130	11119	Mechanical	Residential Remodel	REPLACE ICE MACHINE
Garden City	MECHANICAL	4101 East HWY 50 # 562	56	4162	Mechanical	Residential Remodel	REPLACE AIR CONDITIONER
Garden City	MECHANICAL	2927 CLIFF	105	7032	Mechanical	Residential Remodel	REPLACE FURNACE & AIR CONDITIONER
Garden City	MECHANICAL	2411 OAKLEY	29	2313	Mechanical	Residential Remodel	REPLACE AIR CONDITIONER
Garden City	MECHANICAL	1719 East KANSAS	130	24761	Mechanical	Residential Remodel	REPLACE TWO ROOF TOP UNITS
Garden City	MECHANICAL	2930 PATTY	56	4500	Mechanical	Residential Remodel	CHANGE OUT 84K 95% FURNACE & 3 TON A/C
Garden City	PLUMBING	1017 North SEVENTH	29	300	Plumbing	Residential Remodel	INSTALL 40 GALLON NG WATER HEATER
Garden City	PLUMBING	2613 North THIRD	29	1500	Plumbing	Residential Remodel	SPRINKLER SYSTEM - tie in to city meters require a licensed plumber to do
Garden City	PLUMBING	2823 ELDORADO # A	29	800	Plumbing	Residential Remodel	INSTALL 40 GALLON NG WATER HEATER - canceled repairs only per eva
Garden City	PLUMBING	2511 LEE	29	780	Plumbing	Residential Remodel	INSTALL 40 GAL NG WATER HEATER
Garden City	PLUMBING	801 CAMPUS	56	4500	Plumbing	Residential Remodel	REPAIR A DOMESTIC WATER LINE IN BETWEEN THE DORM BUILDING
Garden City	PLUMBING	1212 BUFFALO JONES	32	800	Plumbing	Residential Remodel	INSTALL FRYER GREASE HELDING TANK
Garden City	PLUMBING	708 East FAIR	56	6500	Plumbing	Residential Remodel	LAWN SPRINKLER SYSTEM WITH 1 PUB
Garden City	PLUMBING	1001 CENTER	29	900	Plumbing	Residential Remodel	INSTALL 50 GALLON NG WATER HEATER
Garden City	PLUMBING	2609 BELMONT	29	2000	Plumbing	Residential Remodel	INSTAL UNDERGROUNG IRRIGATION SYSTEM
Garden City	PLUMBING	603 West FAIR	29	2500	Plumbing	Residential Remodel	REPLACING SEWER LINE FROM HOUSE TO ALLEY
Garden City	PLUMBING	1608 BANCROFT	29	0	Plumbing	Residential Remodel	INSTALL 50 GALLON NG WATER HEATER
Garden City	PLUMBING	1612 East SPRUCE	29	500	Plumbing	Residential Remodel	INSTALL UNDERGROUND LAWN SPRINKLER SYSTEM-
Garden City	PLUMBING	420 SUSAN	56	3800	Plumbing	Residential Remodel	INSTALL UNDERGROUND SPRINKLER SYSTEM
Garden City	PLUMBING	2341 GLENWOOD Drive	29	4000	Plumbing	Residential Remodel	UNDERGROUND SPRINKLER INSTALL
Garden City	PLUMBING	2507 COACHMAN	29	1000	Plumbing	Residential Remodel	UNDERGROUND IRRIGATION SYSTEM
Garden City	PLUMBING	109 West MENDENHALL	29	800	Plumbing	Residential Remodel	REPAIR DRAIN LINE
Garden City	BUILDING PERMIT	950 North JENNIE BARKER # 22	200	45300	Building	SF Manufactured (HUD Standards)	SET UP AND HOOK UP UTILITIES DRIVEWAY & SIDEWALK
Garden City	BUILDING PERMIT	950 North JENNIE BARKER # 21	200	28800	Building	SF Manufactured (HUD Standards)	SET HOUSE DOWN ANCHER & HOOK UP UTILITES
Garden City	BUILDING PERMIT	950 North JENNIE BARKER # 39	200	28800	Building	SF Manufactured (HUD Standards)	SET UP HOUSE DOWN ANCHER & HOOK UP UTILITES
Garden City	BUILDING PERMIT	2311 IDLEWILD Way	943.4	220500	Building	SF Residential Includes Modular	NEW SINGLE FAMILY HOME FINISHED BASEMENT WITH FENCE
Garden City	BUILDING PERMIT	3306 EAGLE Drive	975	200000	Building	SF Residential Includes Modular	NEW SINGLE FAMILY HOME FINISHED BASEMENT W/ FENCE
Garden City	BUILDING PERMIT	3305 EAGLE Drive	912.8	211407	Building	SF Residential Includes Modular	NEW SINGLE FAMILY HOME FINISHED BASEMENT W/ FENCE
Garden City	BUILDING PERMIT	3307 EAGLE Drive	909.4	210975	Building	SF Residential Includes Modular	NEW SINGLE FAMILY HOME WITH FINISHED BASEMENT W FENCE
Garden City	BUILDING PERMIT	3304 EAGLE Drive	1199.4	315315	Building	SF Residential Includes Modular	NEW SINGLE FAMILY HOME FINISHED BASEMENT W/ FENCE



Council District	Permit Type	Address	Amount	Value	Purpose	Structure	Project Description
Holcomb	BUILDING PERMIT	209 BARBER	118	6700	Building	Residential Remodel	REMOVE & REPLACE 3 TAB SHINGLES
Holcomb	BUILDING PERMIT	208 TYLER	223	10000	Building	Residential Remodel	BUILDING A DECK ON BACK PATIO
Holcomb	BUILDING PERMIT	307 ANNA	69	5600	Building	Residential Remodel	TEAR OFF REROOF
Holcomb	BUILDING PERMIT	103 SANTA FE	42	1000	Building	Residential Remodel	CONCRETE WORK
Holcomb	BUILDING PERMIT	305 LAURA	69	4500	Building	Residential Remodel	TEAR OFF AND REPLACE SHINGLES 3 TAB SHINGLES
Holcomb	BUILDING PERMIT	100 REDFORD	82	5000	Building	Residential Remodel	INSTALL A 10 x 12 SHED
Holcomb	BUILDING PERMIT	207 TYLER	69	4890	Building	Residential Remodel	PORCH FACE REPAIR REMOVE AND REPLACE STEPS AND SIDEWALK
Holcomb	BUILDING PERMIT	201 South HENDERSON	42	60	Building	Residential Remodel	CHAIN LINK FENCE 4FT
Holcomb	MECHANICAL	115 RYAN	69	3470	Mechanical	Residential Remodel	REPLACE AIR CONDITIONER
Holcomb	MECHANICAL	106 NUNN	69	4000	Mechanical	Residential Remodel	CHANGE OUT 75K 80% & 3 TON A/C



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** June 21, 2016  
**RE:** Neighborhood & Development Services May 2016 Code Compliance Report

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**ISSUE:**

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

**BACKGROUND:**

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

**ALTERNATIVE:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

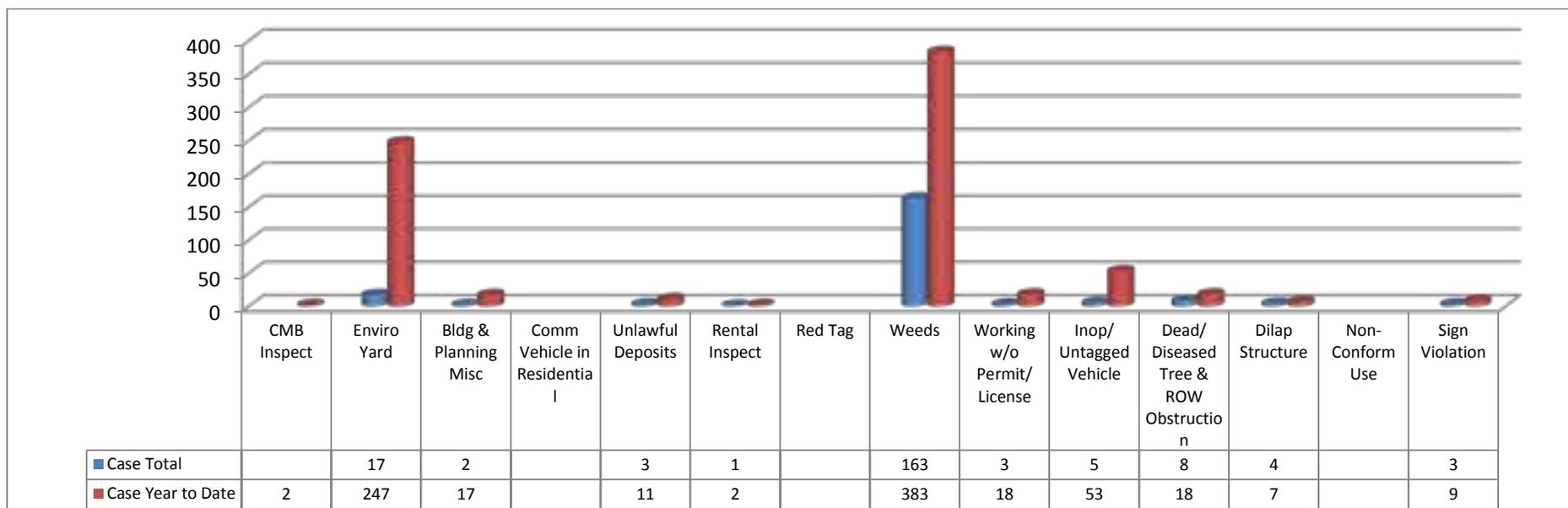
None

**ATTACHMENTS:**

Description	Upload Date	Type
May 2016 Code Compliance Report	6/14/2016	Backup Material



## May 2016 CODE COMPLIANCE REPORT



Jurisdiction	File#	Address	Category	Description	OpenDate	CloseDate
Garden City	16-001564	105 North TWELFTH	Bldg Code Misc	CARMA NIGHT CLUB - CERTIFICATE OF COMPLIANCE	5/18/2016	
Garden City	16-001672	1625 North TAYLOR	Bldg Code Misc	GARDEN CITY AMMONIA PROGRAM - CERTIFICATE OF COMPLIANCE	5/25/2016	
Garden City	16-001588	1009 Gillespie	Dead or Diseased Trees	Dead Tree	5/19/2016	
Garden City	16-001626	1009 Gillespie	Dead or Diseased Trees	2nd Dead Tree	5/23/2016	
Garden City	16-001627	1117 Gillespie	Dead or Diseased Trees	Dead Tree	5/23/2016	
Garden City	16-001628	1121 GILLESPIE	Dead or Diseased Trees	Dead Tree	5/23/2016	
Garden City	16-001733	1712 ST JOHN	Dead or Diseased Trees	TREE	6/2/2016	
Garden City	16-001652	1314 BANCROFT	Dilapidated Structure	ABANDONED HOUSE	5/24/2016	5/25/2016
Garden City	16-001565	1107 Gillespie	Dilapidated Structure	Broken windows	5/18/2016	

Garden City	16-001597	205 FOURTH	Dilapidated Structure	DILAPIDATED STRUCTURE	5/20/2016	
Garden City	16-001598	207 FOURTH	Dilapidated Structure	DILAPIDATED STRUCTURE	5/20/2016	
Garden City	16-001340	401 Hudson	Environmental Yard	Tires, tree limbs, washer/dryer, and hot water heater in yard.	5/4/2016	
Garden City	16-001345	402 Evans	Environmental Yard	White car parked on an unimproved surface.	5/4/2016	5/11/2016
Garden City	16-001348	705 Evans	Environmental Yard	Tree limb piles, tires and sheet rock/wood debris pile	5/4/2016	5/11/2016
Garden City	16-001351	709 Evans	Environmental Yard	Cars parked on unimproved surface	5/4/2016	5/5/2016
Garden City	16-001355	709 Santa Fe	Environmental Yard	Vehicles parked on unimproved surface.	5/5/2016	5/13/2016
Garden City	16-001367	2622 Main	Environmental Yard	Tires in backyard.	5/5/2016	5/17/2016
Garden City	16-001522	611 Teitelbaum	Environmental Yard	Concrete piles and wood piles	5/16/2016	5/24/2016
Garden City	16-001530	2013 Third	Environmental Yard	Vehicles parked on unimproved surface in backyard.	5/16/2016	5/23/2016
Garden City	16-001540	1802 Campbell	Environmental Yard	Tree limb pile in alley.	5/17/2016	5/24/2016
Garden City	16-001572	1617 Conard	Environmental Yard	Wood piles along the alley.	5/19/2016	5/27/2016
Garden City	16-001573	1609 Safford	Environmental Yard	Brush and wood pile in the alley.	5/19/2016	5/24/2016
Garden City	16-001574	2001 Feather	Environmental Yard	Trees extending to far into the alley.	5/19/2016	
Garden City	16-001586	711 First	Environmental Yard	Car parked on unimproved surface.	5/19/2016	5/26/2016
Garden City	16-001587	709 Third	Environmental Yard	Car parked on unimproved surface.	5/19/2016	
Garden City	16-001697	1712 Prairie Park	Environmental Yard	RV parked where it is not allowed.	5/27/2016	
Garden City	16-001726	1621 SUMMIT	Environmental Yard	PARKING ON UNIMPROVE SURFACES	6/1/2016	6/2/2016
Garden City	16-001737	611 Center	Environmental Yard	RV parked where its not allowed.	6/2/2016	
Garden City	16-001699	2615 North MAIN APT 7A	RENTAL INSPECTION	RENTAL INSPECTION	5/27/2016	
Garden City	16-001576	707 Evans	ROW Obstruction	Tree	5/19/2016	
Garden City	16-001706	1622 Pioneer	ROW Obstruction	Trees in alley needing to be trimmed back.	5/27/2016	
Garden City	16-001707	2802 C	ROW Obstruction	Trees interfering with the alley ROW.	5/27/2016	6/2/2016
Garden City	16-001708	702 Conkling	ROW Obstruction	Tree interfering with the alley ROW.	5/27/2016	6/2/2016
Garden City	16-001341	707 East Kansas	Sign	Temporary sign expired.	5/4/2016	5/4/2016
Garden City	16-001581	2204 Kansas	Sign	Temp. banner expired.	5/19/2016	5/19/2016
Garden City	16-001696	519 West MARY- #112	Sign	Sign Permit	5/27/2016	5/27/2016
Garden City	16-001426	1111 Fleming	Sign	Temporary sign expired.	5/10/2016	5/10/2016
Garden City	16-001575	1705 A	Unlawful Deposits	Railroad ties and other trash dumped in alley by trash dumpster.	5/19/2016	5/26/2016
Garden City	16-001691	641 Wheatridge	Unlawful Deposits	Fence posts in dumpster.	5/27/2016	
Garden City	16-001693	705 Seventh	Unlawful Deposits	Brush behind dumpster.	5/27/2016	
Garden City	16-001357	607 Conkling	Vehicles	White minivan inoperable.	5/5/2016	
Garden City	16-001468	1708 North EIGHTH	Vehicles	INOPERABLE CAR	5/11/2016	5/11/2016
Garden City	16-001494	2008 Eighth	Vehicles	Inoperable vehicle.	5/12/2016	
Garden City	16-001585	708 Main	Vehicles	Untagged vehicle.	5/19/2016	
Garden City	16-001728	302 Fifth	Vehicles	White Cadillac with no tags..	6/1/2016	
Garden City	16-001286	508 Pennsylvania	Weeds	Weeds	5/2/2016	5/3/2016
Garden City	16-001287	706 Pennsylvania	Weeds	Weeds	5/2/2016	5/9/2016
Garden City	16-001288	1211 Walker	Weeds	Weeds	5/2/2016	5/3/2016
Garden City	16-001289	1210 Wallace	Weeds	Weeds	5/2/2016	5/9/2016
Garden City	16-001290	1212 Mulberry	Weeds	Weeds	5/2/2016	5/20/2016
Garden City	16-001291	616 Garden City	Weeds	Weeds	5/2/2016	5/10/2016
Garden City	16-001292	114 Walnut	Weeds	Weeds	5/2/2016	5/3/2016

Garden City	16-001293	115 Hazel	Weeds	Weeds	5/2/2016	5/9/2016
Garden City	16-001295	913 Eighth	Weeds	Weeds	5/2/2016	5/9/2016
Garden City	16-001297	913 Eighth	Weeds	Tires in front yard.	5/2/2016	5/9/2016
Garden City	16-001298	903 Eighth	Weeds	Weeds	5/2/2016	5/9/2016
Garden City	16-001324	305 Holmes	Weeds	Weeds	5/3/2016	5/10/2016
Garden City	16-001325	307 Holmes	Weeds	Weeds	5/3/2016	5/10/2016
Garden City	16-001326	1117 Fifth	Weeds	Weeds	5/3/2016	5/10/2016
Garden City	16-001327	1601 A	Weeds	Weeds	5/3/2016	5/10/2016
Garden City	16-001328	112 Olive	Weeds	Weeds	5/3/2016	5/10/2016
Garden City	16-001329	311 Sixth	Weeds	Weeds	5/3/2016	5/17/2016
Garden City	16-001330	205 Sixth	Weeds	Weeds	5/3/2016	5/17/2016
Garden City	16-001331	201 Sixth	Weeds	Weeds	5/3/2016	5/10/2016
Garden City	16-001332	204 Sixth	Weeds	Weeds	5/3/2016	5/4/2016
Garden City	16-001333	206 Sixth	Weeds	Weeds	5/3/2016	5/23/2016
Garden City	16-001334	205 Fifth	Weeds	Weeds	5/3/2016	5/10/2016
Garden City	16-001335	801 Hackberry	Weeds	Weeds	5/3/2016	5/10/2016
Garden City	16-001346	403 Evans	Weeds	Weeds	5/4/2016	
Garden City	16-001347	502 Evans	Weeds	Weeds	5/4/2016	5/5/2016
Garden City	16-001349	705 Evans	Weeds	Weeds	5/4/2016	5/11/2016
Garden City	16-001350	709 Evans	Weeds	Weeds	5/4/2016	5/12/2016
Garden City	16-001358	710 Pennsylvania	Weeds	Weeds	5/5/2016	5/6/2016
Garden City	16-001359	705 Pennsylvania	Weeds	Weeds	5/5/2016	5/12/2016
Garden City	16-001360	907 Conkling	Weeds	Weeds	5/5/2016	5/6/2016
Garden City	16-001361	801 Walnut	Weeds	Weeds	5/5/2016	5/12/2016
Garden City	16-001362	201 Tenth	Weeds	Weeds	5/5/2016	5/23/2016
Garden City	16-001363	2012 Hattie	Weeds	Weeds	5/5/2016	5/12/2016
Garden City	16-001364	2006 Hattie	Weeds	Weeds	5/5/2016	
Garden City	16-001365	2005 Hattie	Weeds	Weeds	5/5/2016	
Garden City	16-001366	2008 Tenth	Weeds	Weeds	5/5/2016	5/12/2016
Garden City	16-001378	1002 Seventh	Weeds	Weeds	5/6/2016	5/12/2016
Garden City	16-001379	501 Santa Fe	Weeds	Weeds	5/6/2016	5/13/2016
Garden City	16-001380	405 Santa Fe	Weeds	Weeds	5/6/2016	5/13/2016
Garden City	16-001381	302 Seventh	Weeds	Weeds	5/6/2016	5/9/2016
Garden City	16-001382	309 Center	Weeds	Weeds	5/6/2016	5/9/2016
Garden City	16-001383	301 Center	Weeds	Weeds	5/6/2016	5/9/2016
Garden City	16-001384	306 Ballinger	Weeds	Weeds	5/6/2016	5/9/2016
Garden City	16-001385	603 Taylor	Weeds	Weeds	5/6/2016	5/13/2016
Garden City	16-001386	610 Pennsylvania	Weeds	Weeds	5/6/2016	5/9/2016
Garden City	16-001387	1209 Walker	Weeds	Weeds	5/6/2016	5/9/2016
Garden City	16-001388	1207 Walker	Weeds	Weeds	5/6/2016	5/13/2016
Garden City	16-001389	618 Thirteenth	Weeds	Weeds	5/6/2016	5/13/2016
Garden City	16-001390	3318 PRIMROSE	Weeds	WEEDS	5/6/2016	5/20/2016
Garden City	16-001400	2405 SCHULMAN	Weeds	WEEDS	5/9/2016	5/9/2016
Garden City	16-001401	110 MCCOY	Weeds	WEEDS	5/9/2016	5/27/2016
Garden City	16-001403	2622 Main	Weeds	Weeds in alley.	5/9/2016	5/9/2016

Garden City	16-001411	601 Olive	Weeds	Weeds	5/9/2016	6/1/2016
Garden City	16-001412	1603 Eleventh	Weeds	Weeds	5/9/2016	5/16/2016
Garden City	16-001413	1610 Eleventh	Weeds	Weeds	5/9/2016	5/16/2016
Garden City	16-001414	612 Eleventh	Weeds	Weeds	5/9/2016	5/16/2016
Garden City	16-001415	2005 Ninth	Weeds	Weeds	5/9/2016	5/16/2016
Garden City	16-001416	2007 Ninth	Weeds	Weeds	5/9/2016	5/16/2016
Garden City	16-001417	2009 Ninth	Weeds	Weeds	5/9/2016	5/10/2016
Garden City	16-001418	2106 Ninth	Weeds	Weeds	5/9/2016	6/1/2016
Garden City	16-001419	2108 Ninth	Weeds	Weeds	5/9/2016	5/16/2016
Garden City	16-001420	2204 Ninth	Weeds	Weeds	5/9/2016	5/16/2016
Garden City	16-001421	2012 Ninth	Weeds	Weeds	5/9/2016	5/16/2016
Garden City	16-001422	2010 Ninth	Weeds	Weeds	5/9/2016	5/16/2016
Garden City	16-001423	608 Fair	Weeds	Weeds	5/9/2016	5/10/2016
Garden City	16-001441	1830 COMMANCHE	Weeds	WEEDS	5/10/2016	5/19/2016
Garden City	16-001443	802 Fair	Weeds	Weeds	5/10/2016	6/1/2016
Garden City	16-001444	603 Fair	Weeds	Weeds	5/10/2016	5/11/2016
Garden City	16-001445	507 Fair	Weeds	Weeds	5/10/2016	5/17/2016
Garden City	16-001446	2105 Eighth	Weeds	Weeds	5/10/2016	5/17/2016
Garden City	16-001447	2109 Eighth	Weeds	Weeds	5/10/2016	5/17/2016
Garden City	16-001448	507 Meeker	Weeds	Weeds	5/10/2016	5/17/2016
Garden City	16-001449	509 Meeker	Weeds	Weeds	5/10/2016	5/17/2016
Garden City	16-001450	516 Thompson	Weeds	Weeds	5/10/2016	6/1/2016
Garden City	16-001451	1703 Sixth	Weeds	Weeds	5/10/2016	5/17/2016
Garden City	16-001452	2112 Third	Weeds	Weeds	5/10/2016	5/11/2016
Garden City	16-001453	1710 Third	Weeds	Weeds	5/10/2016	6/1/2016
Garden City	16-001454	605 Harding	Weeds	Weeds	5/10/2016	5/17/2016
Garden City	16-001455	1223 Parkwood	Weeds	Weeds	5/10/2016	6/1/2016
Garden City	16-001467	1303 North MAIN	Weeds	WEEDS	5/11/2016	5/18/2016
Garden City	16-001471	401 Hudson	Weeds	Weeds	5/11/2016	5/17/2016
Garden City	16-001478	1708 Third	Weeds	Weeds	5/11/2016	5/18/2016
Garden City	16-001479	1606 Third	Weeds	Weeds	5/11/2016	5/18/2016
Garden City	16-001480	509 Fair	Weeds	Weeds	5/11/2016	
Garden City	16-001481	601 Fair	Weeds	Tree limb pile in alley spilling into the middle of the alley.	5/11/2016	5/18/2016
Garden City	16-001482	510 Meeker	Weeds	Weeds	5/11/2016	5/18/2016
Garden City	16-001483	514 Meeker	Weeds	Weeds	5/11/2016	5/12/2016
Garden City	16-001484	402 Ninth	Weeds	Weeds	5/11/2016	
Garden City	16-001489	707 East SANTA FE	Weeds	WEEDS	5/12/2016	5/25/2016
Garden City	16-001493	1907 Eighth	Weeds	Weeds	5/12/2016	5/16/2016
Garden City	16-001495	1708 Eighth	Weeds	Weeds	5/12/2016	5/16/2016
Garden City	16-001496	1606 A	Weeds	Weeds	5/12/2016	5/20/2016
Garden City	16-001497	1603 Main	Weeds	Weeds	5/12/2016	5/20/2016
Garden City	16-001498	1505 Main	Weeds	Weeds	5/12/2016	6/1/2016
Garden City	16-001499	1411 Main	Weeds	Weeds	5/12/2016	5/20/2016
Garden City	16-001500	1409 Main	Weeds	Weeds	5/12/2016	5/20/2016
Garden City	16-001501	1408 A	Weeds	Weeds	5/12/2016	5/20/2016

Garden City	16-001502	1405 Main	Weeds	Weeds	5/12/2016	5/20/2016
Garden City	16-001503	1310 A	Weeds	Weeds	5/12/2016	5/23/2016
Garden City	16-001504	1301 Main	Weeds	Weeds	5/12/2016	5/16/2016
Garden City	16-001506	149 Shamrock	Weeds	Weeds	5/13/2016	
Garden City	16-001509	1402 Mac Street	Weeds	WEEDS	5/13/2016	5/25/2016
Garden City	16-001511	1107 Gillespie	Weeds	Weeds	5/13/2016	
Garden City	16-001519	1209 Hattie	Weeds	Weeds	5/16/2016	5/23/2016
Garden City	16-001520	611 Teitelbaum	Weeds	Weeds	5/16/2016	5/24/2016
Garden City	16-001523	1206 Eleventh	Weeds	Weeds	5/16/2016	6/1/2016
Garden City	16-001524	1111 Tenth	Weeds	Weeds	5/16/2016	5/23/2016
Garden City	16-001525	1204 Tenth	Weeds	Weeds	5/16/2016	
Garden City	16-001526	1207 Tenth	Weeds	Weeds	5/16/2016	5/23/2016
Garden City	16-001527	1210 Tenth	Weeds	Weeds	5/16/2016	
Garden City	16-001529	1212 Tenth	Weeds	Weeds	5/16/2016	
Garden City	16-001538	1801 Wilcox	Weeds	Weeds	5/17/2016	5/24/2016
Garden City	16-001539	1617 Conard	Weeds	Weeds	5/17/2016	
Garden City	16-001541	1609 Safford	Weeds	Weeds	5/17/2016	5/24/2016
Garden City	16-001542	1610 Conard	Weeds	Weeds	5/17/2016	5/24/2016
Garden City	16-001543	1308 Conard	Weeds	Weeds	5/17/2016	5/24/2016
Garden City	16-001544	1304 Conard	Weeds	Weeds	5/17/2016	5/24/2016
Garden City	16-001545	1629 Bancroft	Weeds	Weeds	5/17/2016	5/19/2016
Garden City	16-001546	1611 Bancroft	Weeds	Weeds	5/17/2016	5/19/2016
Garden City	16-001577	1606 Olive	Weeds	Weeds	5/19/2016	
Garden City	16-001578	1616 Bancroft	Weeds	Weeds	5/19/2016	
Garden City	16-001579	1420 Campbell	Weeds	Weeds	5/19/2016	5/25/2016
Garden City	16-001580	1405 Olive	Weeds	Weeds	5/19/2016	
Garden City	16-001589	1615 Conkling	Weeds	Weeds	5/19/2016	5/26/2016
Garden City	16-001590	1610 Summit	Weeds	Weeds	5/19/2016	5/26/2016
Garden City	16-001591	1620 Summit	Weeds	Weeds	5/19/2016	
Garden City	16-001592	1313 Bancroft	Weeds	Weeds	5/19/2016	5/26/2016
Garden City	16-001593	1315 Bancroft	Weeds	Weeds	5/19/2016	5/26/2016
Garden City	16-001594	1111 Pearl	Weeds	Weeds	5/19/2016	5/20/2016
Garden City	16-001595	1115 Pearl	Weeds	Weeds	5/19/2016	5/26/2016
Garden City	16-001604	509 Moore	Weeds	Weeds	5/20/2016	5/23/2016
Garden City	16-001605	1611 Hattie	Weeds	Weeds	5/20/2016	5/24/2016
Garden City	16-001606	1515 Hattie	Weeds	Weeds	5/20/2016	6/1/2016
Garden City	16-001607	1514 Hattie	Weeds	Weeds	5/20/2016	5/24/2016
Garden City	16-001608	1504 Hattie	Weeds	Weeds	5/20/2016	5/23/2016
Garden City	16-001609	1509 Hattie	Weeds	Weeds	5/20/2016	5/24/2016
Garden City	16-001610	1313 Hattie	Weeds	Weeds	5/20/2016	5/27/2016
Garden City	16-001611	1311 Hattie	Weeds	Weeds	5/20/2016	5/27/2016
Garden City	16-001612	630 Olive	Weeds	Weeds	5/20/2016	5/27/2016
Garden City	16-001613	620 Olive	Weeds	Weeds	5/20/2016	
Garden City	16-001614	614 Olive	Weeds	Weeds	5/20/2016	5/23/2016
Garden City	16-001615	1508 Ninth	Weeds	Weeds	5/20/2016	6/1/2016

Garden City	16-001640	905 Ninth	Weeds	Weeds	5/23/2016	6/1/2016
Garden City	16-001641	615 Ninth	Weeds	Weeds	5/23/2016	6/1/2016
Garden City	16-001642	613 Ninth	Weeds	Weeds	5/23/2016	6/1/2016
Garden City	16-001643	601 Ninth	Weeds	Weeds	5/23/2016	6/1/2016
Garden City	16-001644	519 Ninth	Weeds	Weeds	5/23/2016	
Garden City	16-001645	514 Ninth	Weeds	Weeds	5/23/2016	
Garden City	16-001646	512 Ninth	Weeds	Weeds	5/23/2016	
Garden City	16-001647	510 Ninth	Weeds	Weeds	5/23/2016	6/2/2016
Garden City	16-001648	506 Ninth	Weeds	Weeds	5/23/2016	
Garden City	16-001659	322 Eleventh	Weeds	Weeds	5/24/2016	5/27/2016
Garden City	16-001660	302 Eleventh	Weeds	Weeds	5/24/2016	
Garden City	16-001661	306 Eleventh	Weeds	Weeds	5/24/2016	
Garden City	16-001662	308 Eleventh	Weeds	Weeds	5/24/2016	
Garden City	16-001663	212 Eleventh	Weeds	Weeds	5/24/2016	
Garden City	16-001664	303 Eleventh	Weeds	Weeds	5/24/2016	
Garden City	16-001665	301 Eleventh	Weeds	Weeds	5/24/2016	5/27/2016
Garden City	16-001666	613 Twelfth	Weeds	Weeds	5/24/2016	5/27/2016
Garden City	16-001667	619 Twelfth	Weeds	Weeds	5/24/2016	
Garden City	16-001680	416 MAGNOLIA	Weeds	WEEDS	5/26/2016	6/2/2016
Garden City	16-001686	1002 Main	Weeds	Weeds	5/27/2016	
Garden City	16-001723	332 Garden	Weeds	Weeds	6/1/2016	
Garden City	16-001317	1102 West PROSPECT	Work w/o Permit	WORKING WITH PERMIT POUR CONCRETE	5/3/2016	
Garden City	16-001474	1101 North TAYLOR	Work w/o Permit	WORKING WITHOUT PERMIT	5/11/2016	
Garden City	16-001620	515 - 517 North EIGHTH	Work w/o Permit	WORKING WITHOUT PERMIT	5/23/2016	



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Service and Finance  
**DATE:** June 21, 2016  
**RE:** Monthly Financial Report - May 2016

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**ISSUE:**

Presentation of the May 2016 monthly Financial Report from Service and Finance.

**BACKGROUND:**

Attached is the Service and Finance Monthly Financial Report for May 2016.

**ALTERNATIVE:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
Monthly Financial Report - May 2016	6/3/2016	Backup Material



**City of Garden City**  
**Monthly Financial Report FY 2016**  
**For the Five Months Ended May 31, 2016**  
 Unaudited--Intended for Management Purposes Only

The following is a summary of the City's financial results for the General Funds and Utility Funds. The subsequent pages provide some narrative, comparison cash balances, line item analysis, and graphic display of revenue trends for the City's General and Utility Funds. This report is intended to assist the City Commission and the City's Administrative team in managing the operational budget. This information is summarized from unaudited financial statements for the monthly period that ended May 31, 2016.

**GENERAL FUND AT A GLANCE**

Category	Revised 2016 Budget	2016 YTD Actual	2015 YTD Actual
Revenues	21,959,250	10,438,180	9,909,391
Expenditures	23,722,530	9,706,097	9,188,932
<b>Revenues Over(Under)</b>	<b>(1,763,280)</b>	<b>732,083</b>	<b>720,460</b>

**UTILITY FUND REVENUES AT A GLANCE**

Category	Revised 2016 Budget	2016 YTD Actual	2015 YTD Actual
Electric	33,029,813	11,718,958	11,772,032
Solid Waste	3,531,250	1,603,422	1,521,496
Drainage Utility	207,750	87,769	86,680
Water and Sewage	8,140,250	2,592,621	2,621,131
<b>TOTAL</b>	<b>44,909,063</b>	<b>16,002,769</b>	<b>16,001,340</b>

**SELECTED GENERAL FUND REVENUES AT A GLANCE**

Category	Revised 2016 Budget	2016 YTD Actual	2015 YTD Actual
City Sales Tax	6,200,000	2,759,212	2,681,364
County Sales Tax	3,654,500	1,595,038	1,585,831
Franchise Tax			
Gas Utility	460,000	257,082	320,980
Telephone	58,000	25,624	24,987
CATV	232,000	116,418	117,131
Building Permits	228,692	255,516	172,669
Municipal Court Fines	925,000	351,653	359,747



**City of Garden City  
 Monthly Financial Report FY 2016  
 For the Five Months Ended  
 May 31, 2016**

**General Fund**

General Fund Revenues collected through May were \$10,438,180. The May revenues represent 47.53% of the total revenues expected in the General Fund. Property tax distribution was 60.27% for the second of five payments in 2016.

General Fund Expenses are at 40.83% of the total expenditures expected in the General Fund.

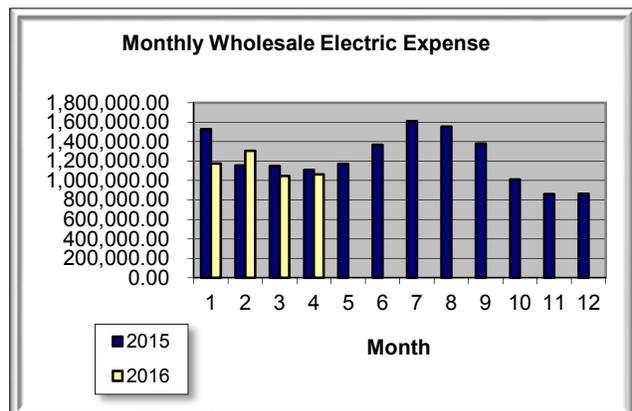
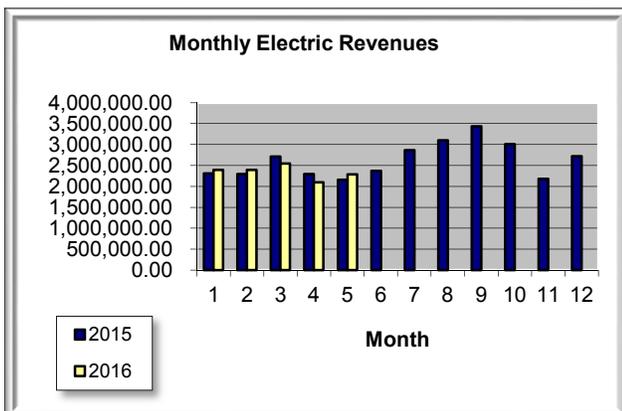
**Selected Revenues**

- City Sales Tax—Ahead by \$77,848 compared to May 2015 year to date collections, 2.90% ahead of 2015 for the five months ended.
- County Sales Tax— Collections for the five months ended are ahead of 2015 by \$9,207 or .58%.
- Franchise Tax—Budget estimates for 2016 remain approximately the same as 2015. Gas utility actual 2016 is behind 2015.
- Building Permits—Budget estimates for 2016 are based on 2015 revenues. Receipts are higher than this period in 2015.
- Municipal Court Fines—Budget estimates were based on 2015 actual and collections through May were behind 2015.

**Utility Funds**

A summary of Utility Fund revenue performance is outlined below:

- Electric revenues – revised budget at \$33,029,813 for 2016 were \$11,718,958 through five months or 35.48% of budget.

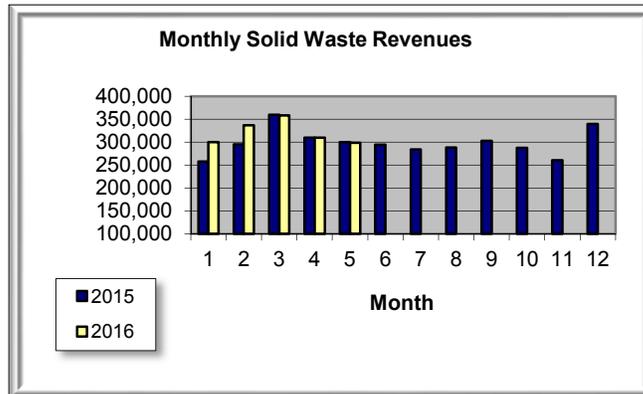


A main expense is Wholesale Electric in the Utility Fund. The 2016 revised budget for wholesale electric is \$17,697,000. The wholesale electric expense for May was not available at this printing.

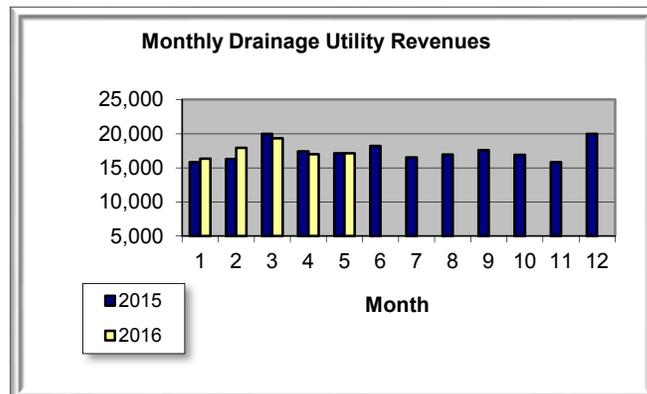


**City of Garden City**  
**Monthly Financial Report FY 2016**  
**For the Five Months Ended**  
**May 31, 2016**

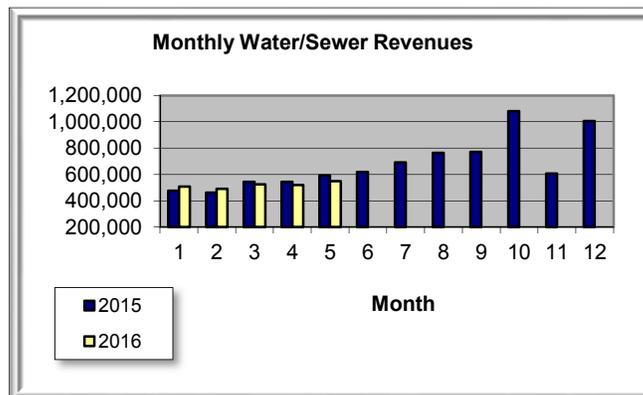
■ Solid Waste revenues – revised budget at \$3,531,250 for 2016 were \$1,603,422 through five months or 45.41% of budget.



■ Drainage Utility revenues – revised budget at \$207,750 for 2016 were \$87,769 through five months or 42.25%.



■ Water and Sewage revenues - revised budget at \$8,140,250 for 2016 were \$2,592,621 through five months or 31.85% of budget.





CITY OF GARDEN CITY, KANSAS  
 Comparison of Cash Balances with Encumbrances and Composition of Cash  
 For the Five Months Ended May 31, 2016

Fund	Unencumbered Cash Balance 1/1/2016	Receipts and Transfers	Expenditures and Transfers	Unencumbered Cash Balance 5/31/2016	Add Payables and Encumbrances	Treasurer's Cash 5/31/2016
<u>Operating</u>						
1 General	5,544,638.09	10,438,180.10	9,586,289.40	6,396,528.79	119,808.00	6,516,336.79
<u>Debt Service Fund</u>						
40 Bond and Interest	568,195.17	1,138,749.49	275,387.50	1,431,557.16	0.00	1,431,557.16
<u>Special Revenue Funds</u>						
4 TIF	704,354.92	789,363.05	502,772.28	990,945.69	0.00	990,945.69
5 Capital Improvement	1,085,118.66	321,025.59	402,125.86	1,004,018.39	0.00	1,004,018.39
6 Community Development Loan	16,816.55	930.60	0.00	17,747.15	0.00	17,747.15
7 Cemetery Endowment	34,782.01	2,561.54	14,000.00	23,343.55	0.00	23,343.55
8 Community Trust	1,495,344.12	30,426.19	89,943.83	1,435,826.48	0.00	1,435,826.48
10 DEA Forfeiture	36,448.64	6,076.95	8,160.04	34,365.55	0.00	34,365.55
11 Drug Enforcement	83,804.91	6,500.81	28,906.69	61,399.03	0.00	61,399.03
15 Enhanced Wireless 911	384,213.80	83,569.59	28,114.45	439,668.94	0.00	439,668.94
18 Finnup Trust	124,583.05	80,000.00	27,460.41	177,122.64	0.00	177,122.64
19 JAG Grant	11,942.00	0.00	0.00	11,942.00	0.00	11,942.00
25 Recreation	0.00	578,625.75	578,625.75	0.00	0.00	0.00
26 Special Improvements	84,458.93	1,860.75	0.00	86,319.68	0.00	86,319.68
27 Special Liability	85,220.06	0.00	1,695.86	83,524.20	0.00	83,524.20
29 Special Alcohol Programs	77,017.98	26,581.99	22,500.00	81,099.97	0.00	81,099.97
30 Special Recreation and Parks	76,750.99	31,447.72	17,608.68	90,590.03	0.00	90,590.03
32 Special Trafficway	1,033,976.11	363,272.78	78,133.54	1,319,115.35	165,640.00	1,484,755.35
50 Community Development Grant	0.00	0.00	0.00	0.00	0.00	0.00
52 Economic Development	413,848.24	14,452.93	100,517.87	327,783.30	0.00	327,783.30
53 Project Development	641,116.42	831.30	261,841.15	380,106.57	0.00	380,106.57
Total Special Revenue	<u>6,389,797.39</u>	<u>2,337,527.54</u>	<u>2,162,406.41</u>	<u>6,564,918.52</u>	<u>165,640.00</u>	<u>6,730,558.52</u>
<u>Capital Projects Funds</u>						
41 2013-GO Bond Projects	179,119.48	0.00	0.00	179,119.48	0.00	179,119.48
42 2014-GO Bond Projects	1,086,094.10	0.00	416,754.33	669,339.77	0.00	669,339.77
43 2015-GO Bond Projects	494,734.00	0.00	0.00	494,734.00	0.00	494,734.00
44 2015-Temp Notes	18,267.16	300,000.00	243,096.99	75,170.17	0.00	75,170.17
48 Tiger Grant	3,300,000.00	10,848,330.13	9,941,251.75	4,207,078.38	0.00	4,207,078.38
49 2013-Temp Notes Schulman Cross	352,434.91	0.00	37,885.75	314,549.16	0.00	314,549.16
Total Capital Projects	<u>5,430,649.65</u>	<u>11,148,330.13</u>	<u>10,638,988.82</u>	<u>5,939,990.96</u>	<u>0.00</u>	<u>5,939,990.96</u>
<u>Enterprise Funds</u>						
Electric Utility:						
67 Capital Reserve	1,500,000.00	250,000.00	0.00	1,750,000.00	0.00	1,750,000.00
68 General	7,653,808.21	11,718,957.69	10,268,155.16	9,104,610.74	25,260.04	9,129,870.78
69 Security Deposits	503,559.73	123,115.00	27,379.23	599,295.50	0.00	599,295.50
Total Electric Utility	<u>9,657,367.94</u>	<u>12,092,072.69</u>	<u>10,295,534.39</u>	<u>11,453,906.24</u>	<u>25,260.04</u>	<u>11,479,166.28</u>
Water and Sewer Utility:						
80 General	2,807,779.52	2,592,620.91	2,854,027.33	2,546,373.10	26,392.00	2,572,765.10
81 Wastewater Repair and Replacem	250,032.77	53,943.01	0.00	303,975.78	0.00	303,975.78
82 Water and Sewage Maintenance F	448,871.10	71,952.73	0.00	520,823.83	0.00	520,823.83
Total Water and Sewer Utility	<u>3,506,683.39</u>	<u>2,718,516.65</u>	<u>2,854,027.33</u>	<u>3,371,172.71</u>	<u>26,392.00</u>	<u>3,397,564.71</u>
Airport:						
60 General	1,159,222.06	854,048.21	336,956.74	1,676,313.53	17,950.00	1,694,263.53
61 Airport Improvement	37,594.19	523,642.34	558,253.96	2,982.57	0.00	2,982.57
Total Airport	<u>1,196,816.25</u>	<u>1,377,690.55</u>	<u>895,210.70</u>	<u>1,679,296.10</u>	<u>17,950.00</u>	<u>1,697,246.10</u>
Solid Waste Utility:						
75 General	1,665,289.95	1,603,421.97	1,079,947.71	2,188,764.21	324,005.00	2,512,769.21
Recreation Area:						
70 General Golf Course	2,848.99	398,397.88	362,137.06	39,109.81	31,300.00	70,409.81
71 Golf Course Building	13,415.98	585.00	0.00	14,000.98	0.00	14,000.98
Total Recreation Area	<u>16,264.97</u>	<u>398,982.88</u>	<u>362,137.06</u>	<u>53,110.79</u>	<u>31,300.00</u>	<u>84,410.79</u>
Drainage Utility:						
79 General	445,610.85	87,768.70	36,973.26	496,406.29	0.00	496,406.29
<u>Internal Service Funds</u>						
55 Health Insurance	560,884.79	1,435,368.17	1,755,604.13	240,648.83	0.00	240,648.83
56 Health Insurance Reserve	1,355,488.91	0.00	0.00	1,355,488.91	0.00	1,355,488.91
35 Workers Compensation	431,503.24	366,120.00	262,556.00	535,067.24	0.00	535,067.24
36 Workers Compensation Reserve	455,633.99	66.05	4,101.04	451,599.00	0.00	451,599.00
Total Internal Service	<u>2,803,510.93</u>	<u>1,801,554.22</u>	<u>2,022,261.17</u>	<u>2,582,803.98</u>	<u>0.00</u>	<u>2,582,803.98</u>
Total All Funds	<u>37,224,824.58</u>	<u>45,142,794.92</u>	<u>40,209,163.75</u>	<u>42,158,455.75</u>	<u>710,355.04</u>	<u>42,868,810.79</u>



City of Garden City  
Statement of Revenues and Expenditures-General Fund Revenues  
From 5/1/2016 Through 5/31/2016

001 - GENERAL FUND

		Curr Month Collections	YTD Collections	Revised Budget	Uncollected Balance
Income					
3022	CONNECTING LINKS	0.00	37,413.47	75,000.00	(37,586.53)
3023	CONSUMER USE TAX	89,966.40	513,184.62	860,000.00	(346,815.38)
3028	LIQUOR CONSUMPTION TAX	0.00	26,582.00	90,000.00	(63,418.00)
3035	STATE REVENUE STAMP	(50.00)	(75.00)	0.00	(75.00)
3040	AD VALOREM TAX	0.00	2,089,238.06	3,397,180.00	(1,307,941.94)
3041	AD VALOREM BACK TAX	0.00	42,560.79	140,000.00	(97,439.21)
3044	CITY SALES TAX	569,117.36	2,759,211.51	6,200,000.00	(3,440,788.49)
3046	COUNTY SALES TAX	324,678.69	1,595,037.67	3,654,500.00	(2,059,462.33)
3055	MOTOR VEHICLE TAX	0.00	131,682.32	409,258.00	(277,575.68)
3056	RECREATIONAL VEHICLE TAX	0.00	2,047.96	3,144.00	(1,096.04)
3057	HEAVY DUTY VEHICLE TAX	0.00	1,870.56	1,726.00	144.56
3058	COMMERCIAL VEHICLE TAX	0.00	14,931.10	0.00	14,931.10
3065	CATV FRANCHISE	58,045.87	116,417.81	232,000.00	(115,582.19)
3066	GAS UTILITY FRANCHISE	0.00	257,082.44	460,000.00	(202,917.56)
3067	TELEPHONE FRANCHISE	4,874.18	24,974.51	58,000.00	(33,025.49)
3068	TELECOM FRANCHISE	422.00	649.15	0.00	649.15
3115	CEMETERY SPACES	5,250.00	20,165.52	50,000.00	(29,834.48)
3150	IDENTIFIED LONG/SHORT	(408.95)	(2,276.95)	0.00	(2,276.95)
3151	UNIDENTIFIED LONG/SHORT	0.00	10.00	0.00	10.00
3301.01	ANIMAL BOARDING	(68.41)	3,554.41	15,000.00	(11,445.59)
3301.02	CAR STORAGE & TOWING	2,227.50	5,879.50	20,000.00	(14,120.50)
3301.05	FEES-FALSE ALARM	0.00	1,300.00	3,000.00	(1,700.00)
3301.06	FEES-ENGINEERING SERVICES	5,800.00	5,800.00	0.00	5,800.00
3301.07	FEES-GATE RECEIPTS	2,660.00	8,400.00	23,000.00	(14,600.00)
3301.08	FEES-GRAVE OPENINGS	7,275.00	30,125.00	65,000.00	(34,875.00)
3301.09	FEES-MONUMENT SETTING	325.00	1,100.00	3,000.00	(1,900.00)
3301.10	FEES-PLAT FILING	241.00	1,010.00	2,000.00	(990.00)
3301.11	FEES-REZONING	700.00	1,450.00	2,500.00	(1,050.00)
3301.12	FEES-RURAL FIRE CONTRACTS	0.00	0.00	190,000.00	(190,000.00)
3301.13	FEES-WAIVER FILING	500.00	1,550.00	3,000.00	(1,450.00)
3301.16	FINES-MUNICIPAL COURT	61,650.23	351,703.32	925,000.00	(573,296.68)
3301.17	FEES-STATE JUDGE	147.62	860.15	2,000.00	(1,139.85)
3301.18	FEES-STATE LAW ENFORCEMENT	2,907.58	18,386.79	50,000.00	(31,613.21)
3301.19	FEES-REINSTATEMENT	81.00	1,844.00	10,250.00	(8,406.00)
3301.20	FEES-RESTITUTION	(3,179.50)	5,303.86	0.00	5,303.86
3301.21	LEGAL COPIES	409.00	1,486.75	2,500.00	(1,013.25)
3301.22	PROBATION SCREENING	0.00	0.00	250.00	(250.00)
3301.23	FEES-CRIME STOPPER INFRACTION	1,083.47	5,804.23	10,000.00	(4,195.77)
3301.24	FEES-CRIME STOPPER MAJOR	(147.59)	434.41	500.00	(65.59)
3301.25	FEES-FAMILY CRISIS	0.00	(50.00)	0.00	(50.00)
3350.01	LICENSE-AMUSEMENT	0.00	200.00	1,000.00	(800.00)
3350.02	LICENSE-ARBORIST	0.00	0.00	500.00	(500.00)
3350.03	LICENSE-CEREAL MALT BEVERAGE	0.00	0.00	2,500.00	(2,500.00)
3350.04	LICENSE-CONTRACTOR	1,400.00	6,100.00	30,000.00	(23,900.00)
3350.05	ZONING COMPLIANCE	175.00	875.00	0.00	875.00
3350.06	LICENSE-ELECTRICIAN	440.00	2,360.00	6,000.00	(3,640.00)
3350.08	LICENSE-ITINERANT MERCHANT	0.00	3,675.00	8,000.00	(4,325.00)
3350.09	LICENSE-LIQUOR	500.00	3,550.00	4,500.00	(950.00)
3350.10	LICENSE-MECHANICAL	200.00	1,980.00	4,000.00	(2,020.00)
3350.12	LICENSE-PAWN SHOP	25.00	75.00	100.00	(25.00)



City of Garden City  
Statement of Revenues and Expenditures-General Fund Revenues  
From 5/1/2016 Through 5/31/2016

3350.13	LICENSE-PLUMBER	220.00	1,760.00	3,000.00	(1,240.00)
3350.15	LICENSE-TAXI	0.00	45.00	100.00	(55.00)
3350.16	TAGS-DOG & CAT	(358.03)	815.96	2,250.00	(1,434.04)
3400.01	PERMITS-BUILDING	24,600.15	238,166.97	180,000.00	58,166.97
3400.02	PERMITS-CURB CUT	0.00	0.00	500.00	(500.00)
3400.03	PERMITS-ELECTRIC	588.00	1,567.00	8,000.00	(6,433.00)
3400.04	PERMITS-EXCAVATION	350.00	802.00	2,500.00	(1,698.00)
3400.05	PERMITS-GAS	306.00	837.00	4,042.00	(3,205.00)
3400.06	PERMITS-HOUSE MOVING	0.00	0.00	150.00	(150.00)
3400.08	PERMITS-MECHANICAL	1,518.00	6,007.25	12,000.00	(5,992.75)
3400.09	PERMITS-PLUMBING	808.00	5,062.50	14,000.00	(8,937.50)
3400.11	PERMITS-TV & SIGN	260.00	3,073.00	7,500.00	(4,427.00)
3435	INTEREST INCOME	2,579.47	14,148.97	42,000.00	(27,851.03)
3437	FINANCE CHARGE INCOME	82.57	57.34	30,000.00	(29,942.66)
3440.02	RENTAL-CITY FACILITIES	1,005.31	6,197.27	50,000.00	(43,802.73)
3440.03	RENTAL-DEPOT	100.00	500.00	1,200.00	(700.00)
3447	ROYALTIES-GAS WELLS	350.11	3,669.81	30,000.00	(26,330.19)
3450	SALE OF PROPERTY-AUCTION	0.00	0.00	18,000.00	(18,000.00)
3454	SALE OF PROPERTY-LAND	0.00	300.00	0.00	300.00
3470.04	REIMBURSE-POLICE SERVICES	128,381.20	128,381.20	225,000.00	(96,618.80)
3470.07	UTILITY FUNDS REIMBURSEMENT	340,525.00	1,702,625.00	4,084,100.00	(2,381,475.00)
3470.08	REIMBURSE-COUNTY	0.00	185,000.00	185,000.00	0.00
3470.09	REIMBURSE-HOLCOMB	0.00	42,000.00	45,000.00	(3,000.00)
3515	FUEL TAX REFUND	0.00	1,250.77	0.00	1,250.77
3600.01	MISCELLANEOUS-ADMINISTRATION	0.00	49.31	0.00	49.31
3600.02	MISCELLANEOUS-CEMETERY	85.00	360.00	0.00	360.00
3600.04	MISCELLANEOUS-INSPECTION	0.00	0.00	500.00	(500.00)
3600.07	MISCELLANEOUS-POLICE	0.00	38.79	0.00	38.79
	Total Income	<u>1,638,648.23</u>	<u>10,438,180.10</u>	<u>21,959,250.00</u>	<u>(11,521,069.90)</u>



City of Garden City  
Statement of Revenues and Expenditures-General Fund Expenses  
From 5/1/2016 Through 5/31/2016

001 - GENERAL FUND

		Curr Month			
		Expenses	YTD Expenses	Revised Budget	Budget Remaining
	Expenses				
111	CITY COMMISSION	5,951.08	37,023.07	117,500.00	80,476.93
112	CITY MANAGER	53,020.94	319,418.84	705,000.00	385,581.16
113	SERVICE AND FINANCE	58,741.88	323,516.89	833,780.00	510,263.11
114	LEGAL SERVICES	15,790.81	65,821.41	142,000.00	76,178.59
115	MUNICIPAL COURT	34,562.21	188,685.48	541,750.00	353,064.52
116	HUMAN RESOURCES	10,976.21	68,301.16	181,500.00	113,198.84
117	INFORMATION TECH	62,843.69	201,248.35	576,500.00	375,251.65
118	CITY PROSECUTION	<u>12,894.91</u>	<u>99,485.32</u>	<u>274,500.00</u>	<u>175,014.68</u>
	Total Administration	254,781.73	1,303,500.52	3,372,530.00	2,069,029.48
121	POLICE-ADMINISTRATIVE	469,508.87	920,332.84	1,905,750.00	985,417.16
122	POLICE-INVESTIGATIONS	82,027.29	367,596.32	1,011,750.00	644,153.68
123	POLICE-PATROL	290,160.84	1,547,943.53	4,132,050.00	2,584,106.47
124	POLICE-SUPPORT SERVICES	82,340.49	502,033.86	1,502,250.00	1,000,216.14
125	POLICE-ANIMAL CONTROL	<u>19,704.32</u>	<u>99,802.33</u>	<u>256,850.00</u>	<u>157,047.67</u>
	Total Police	943,741.81	3,437,708.88	8,808,650.00	5,370,941.12
131	PUBLIC WORKS-PLANNING,COMM	85,473.93	463,585.88	1,119,850.00	656,264.12
133	PUBLIC WORKS-STREET MAINT	79,642.79	853,610.90	1,526,250.00	672,639.10
135	PUBLIC WORKS-PARKS	<u>49,607.20</u>	<u>465,435.42</u>	<u>1,004,250.00</u>	<u>538,814.58</u>
	Total Public Works	214,723.92	1,782,632.20	3,650,350.00	1,867,717.80
141	ZOO-ADMINISTRATIVE	33,630.65	178,382.74	469,700.00	291,317.26
142	ZOO-MAINTENANCE DIVISION	24,525.25	110,341.55	354,000.00	243,658.45
144	ZOO-ANIMAL DIVISION	<u>82,103.71</u>	<u>408,286.36</u>	<u>1,158,250.00</u>	<u>749,963.64</u>
	Total Zoo	140,259.61	697,010.65	1,981,950.00	1,284,939.35
151	FIRE-ADMINISTRATIVE	18,334.54	111,713.26	288,250.00	176,536.74
152	FIRE-OPERATIONS	251,591.53	1,187,374.48	2,835,250.00	1,647,875.52
153	FIRE-VOLUNTEERS	662.65	2,017.96	21,880.00	19,862.04
154	FIRE-ARFF STATION	<u>280.81</u>	<u>1,200.98</u>	<u>97,750.00</u>	<u>96,549.02</u>
	Total Fire	270,869.53	1,302,306.68	3,243,130.00	1,940,823.32
161	CEMETERY-OPERATIONS	48,335.79	205,909.55	622,900.00	416,990.45
171	CAPITAL IMPROVEMENT	32,929.80	652,028.92	1,768,020.00	1,115,991.08
181	EMPLOYEE BENEFITS	0.00	<u>325,000.00</u>	<u>325,000.00</u>	<u>0.00</u>
	Total Expenses	<u>1,905,642.19</u>	<u>9,706,097.40</u>	<u>23,772,530.00</u>	<u>14,066,432.60</u>



City of Garden City  
 Statement of Revenues and Expenditures-Utility Fund Revenues  
 From 5/1/2016 Through 5/31/2016

		Curr Month Collections	YTD Collections	Revised Budget	Uncollected Balance
Income					
068	ELECTRIC				
3101	COLLECTIONS-ELECTRIC	2,178,544.52	11,137,860.52	31,623,813.00	(20,485,952.48)
3110.01	COLLECTIONS-COIN BOX	452.59	740.76	250.00	490.76
3118	CONNECT FEES	6,684.68	30,109.68	98,000.00	(67,890.32)
3150	IDENTIFIED LONG/SHORT	(15.32)	(1,445.75)	0.00	(1,445.75)
3151	UNIDENTIFIED LONG/SHORT	6.29	(219.45)	0.00	(219.45)
3154	INSUFFICIENT FUNDS CHECKS	(690.46)	(3,702.26)	0.00	(3,702.26)
3155	RETURNED CHECK CHARGE	325.00	1,825.00	5,000.00	(3,175.00)
3185	PENALTIES	19,249.05	19,249.05	85,000.00	(65,750.95)
3201	REIMBURSE-DEVELOPER	0.00	11,632.00	55,000.00	(43,368.00)
3435	INTEREST INCOME	21.18	83.36	2,000.00	(1,916.64)
3492	SALES TAX	83,297.82	404,424.68	1,155,750.00	(751,325.32)
3600	MISCELLANEOUS	2,397.02	55,900.10	5,000.00	50,900.10
4010.05	TRANSFER-ELECTRIC UTILITY	0.00	62,500.00	0.00	62,500.00
	Total Electric	2,290,272.37	11,718,957.69	33,029,813.00	(21,310,855.31)
075	SOLID WASTE-GENERAL				
3111	COLLECTIONS-SOLID WASTE	291,007.82	1,491,950.69	3,400,000.00	(1,908,049.31)
3185	PENALTIES	0.00	88,410.52	80,000.00	8,410.52
3195	RECYCLING SALES	7,218.05	20,939.85	50,000.00	(29,060.15)
3435	INTEREST INCOME	101.92	401.10	1,250.00	(848.90)
3515	FUEL TAX REFUND	0.00	1,719.81	0.00	1,719.81
	Total Solid Waste	298,327.79	1,603,421.97	3,531,250.00	(1,927,828.03)
079	DRAINAGE UTILITY				
3104.01	DRAINAGE FEE	17,147.25	87,768.70	207,500.00	(119,731.30)
3435	INTEREST INCOME	0.00	0.00	250.00	(250.00)
	Total Drainage Utility	17,147.25	87,768.70	207,750.00	(119,981.30)
080	WATER AND SEWAGE				
3102.01	COLLECTIONS-SEWER	198,088.17	1,030,211.98	2,700,000.00	(1,669,788.02)
3103	COLLECTIONS-WATER	322,060.10	1,371,278.79	4,550,000.00	(3,178,721.21)
3118	CONNECT FEES	1,290.00	5,905.00	18,000.00	(12,095.00)
3120	COUNTY SEWER FEES	4,305.84	45,798.48	112,000.00	(66,201.52)
3130	FIRE LEG FEES	0.00	17,545.00	15,500.00	2,045.00
3185	PENALTIES	0.00	8,587.74	110,000.00	(101,412.26)
3201	REIMBURSE-DEVELOPER	0.00	2,094.98	30,000.00	(27,905.02)
3225	SALE OF MATERIAL	0.00	508.95	15,000.00	(14,491.05)
3228	SEWER MAINTENANCE FEES	346.00	1,650.00	4,500.00	(2,850.00)
3229	SEWER TANK FEES	14,078.84	62,728.93	135,000.00	(72,271.07)
3257	WATER TANK SALES	1,423.00	5,842.40	55,000.00	(49,157.60)
3260	WATER TAP FEES	2,915.25	17,463.93	65,000.00	(47,536.07)
3494	TAX-WATER CONSUMPTION	3,936.63	15,280.46	65,000.00	(49,719.54)
3515	FUEL TAX REFUND	0.00	0.00	250.00	(250.00)
3600	MISCELLANEOUS	0.00	7,724.27	15,000.00	(7,275.73)
4010.20	TRANSFER-WTR SYS MAINT RESV	0.00	0.00	150,000.00	(150,000.00)
4010.21	TRANSFER-WASTEWTR R&R RESV	0.00	0.00	100,000.00	(100,000.00)
	Total Water and Wastewater	548,443.83	2,592,620.91	8,140,250.00	(5,547,629.09)
	Total Income	3,154,191.24	16,002,769.27	44,909,063.00	(28,906,293.73)



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Allen Shelton, Fire Chief  
**DATE:** June 21, 2016  
**RE:** Presentation of May 2016 Fire Department Activity Reports.

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**ISSUE:**

Presentation of May 2016 Fire Department Activity Reports.

**BACKGROUND:**

Attached is the Fire Department Incident and Inspections report for the month of May 2016.

**ALTERNATIVE:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
Incident Report May 2016	6/15/2016	Backup Material
Inspections Report May 2016	6/15/2016	Backup Material

# Garden City Fire Department

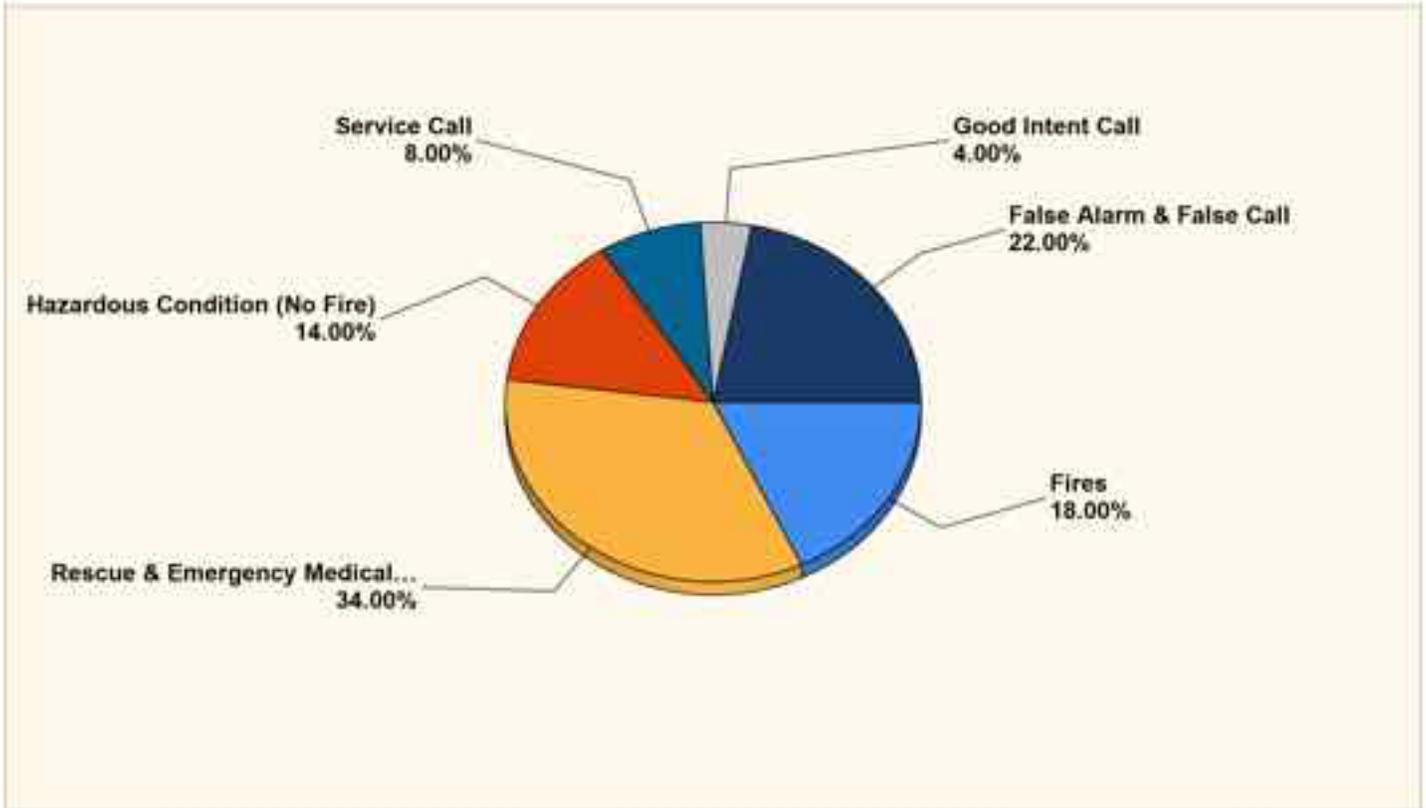
Garden City, KS

This report was generated on 6/14/2016 11:30:29 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2016 | End Date: 05/31/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	9	18.00%
Rescue & Emergency Medical Service	17	34.00%
Hazardous Condition (No Fire)	7	14.00%
Service Call	4	8.00%
Good Intent Call	2	4.00%
False Alarm & False Call	11	22.00%
<b>TOTAL</b>	<b>50</b>	<b>100.00%</b>

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

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	8.00%
130 - Mobile property (vehicle) fire, other	1	2.00%
142 - Brush or brush-and-grass mixture fire	2	4.00%
154 - Dumpster or other outside trash receptacle fire	2	4.00%
300 - Rescue, EMS incident, other	1	2.00%
322 - Motor vehicle accident with injuries	9	18.00%
324 - Motor vehicle accident with no injuries.	6	12.00%
353 - Removal of victim(s) from stalled elevator	1	2.00%
412 - Gas leak (natural gas or LPG)	4	8.00%
413 - Oil or other combustible liquid spill	1	2.00%
444 - Power line down	1	2.00%
445 - Arcing, shorted electrical equipment	1	2.00%
500 - Service Call, other	1	2.00%
551 - Assist police or other governmental agency	3	6.00%
611 - Dispatched & cancelled en route	1	2.00%
622 - No incident found on arrival at dispatch address	1	2.00%
700 - False alarm or false call, other	7	14.00%
743 - Smoke detector activation, no fire - unintentional	2	4.00%
745 - Alarm system activation, no fire - unintentional	2	4.00%
<b>TOTAL INCIDENTS:</b>	<b>50</b>	<b>100.00%</b>

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

# Garden City Fire Department

Garden City, KS

This report was generated on 6/14/2016 11:24:06 AM



StartDate: 05/01/2016 | EndDate: 05/31/2016

OCCUPANCY	COUNT
<b>INSPECTION TYPE: Alarm System Test</b>	
Medical/Dental Office	1
<b>INSPECTION TYPE: CMB &amp; Liquor License</b>	
Assembly	1
<b>INSPECTION TYPE: Company</b>	
Beauty/Barber Shop	2
Business Office	3
Medical, Surgical, Psychiatric	1
Mercantile	4
<b>INSPECTION TYPE: Construction</b>	
Bank	1
Bar/Nightclub	1
Low Hazard Storage	1
Medical/Dental Office	1
Motel/Hotel	2
<b>INSPECTION TYPE: Educational</b>	
Auto Repair	1
Middle School	1
<b>INSPECTION TYPE: Fire Protection System Inspection</b>	
Bank	1
Business Office	1
Detention Facility	2
Medical/Dental Office	1
Motel/Hotel	3
Other	2
<b>INSPECTION TYPE: Hood and Duct Inspection</b>	
Restaurant	1
<b>INSPECTION TYPE: Zoning Compliance</b>	
Bar/Nightclub	1
Business Office	2

Locked inspections only.



emergencyreporting.com

Doc Id: 1132

Page # 1



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kristi Newland, Zoo Director  
**DATE:** June 21, 2016  
**RE:** Lee Richardson Zoo monthly report - May 2016

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**ISSUE:**

Presentation of the May 2016 staff report from Lee Richardson Zoo

**BACKGROUND:**

Attached is the May 2016 staff report from Lee Richardson Zoo

**ALTERNATIVE:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
Zoo monthly report	6/13/2016	Backup Material



# CITY OF GARDEN CITY ZOO DEPARTMENT MAY 2016 MONTHLY REPORT

## ANIMAL DIVISION

### ACCESSIONS:

#### Births/Hatchings

- 1.3 Pronghorn
- 0.1 Goral
- 0.0.2 Swift fox kits

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

- 1.0 Black Rhino Breeding loan from Zoo Atlanta

### DEACCESSIONS

#### Deaths

- 0.0.1 Leopard frog Euthanized – muscle atrophy from bacterial infection
- 0.1 Goral Euthanized - Bone cancer/advanced age
- 1.0 Kangaroo Euthanized - complications from myopathy

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

- 0.1 Red panda Transfer to Zoo New England - SSP breeding rec
- 1.0 Emerald starling SSP rec transfer to Staten Island Zoo

Birds are back in the Asia flight and MOA flight for the summer. Zoo recognition of Endangered Species Day. The rhinos ventured into their outdoor exhibit and are doing well.

## ADMINISTRATION DIVISION

The Zoo's AZA Accreditation inspection took place. We receive final results in September. Staff is working with FOLRZ and Zoo Advisors on updating a joint strategic plan (for Zoo and FOLRZ), and continuing development of the security camera project. Monkey Business rehearsals took place. Staff attended the KAZoos meeting in Wichita, and Zoo Director Newland attended a workshop on fund raising there as well. Leadership Kansas held a mini version of "A Wild Affair" as part of their Garden City visit. Roof repairs were made to the Finnup Center. Staff completed 7 radio spots and weekly "Zoo to You" Telegram columns.

## EDUCATION DIVISION

The education division gave 134 formal programs to 3699 people, reached an additional 467 people through 11 hours of informal programming, and 4 classes learned from 6 discovery box check-outs. Distance Learning educational offerings earned \$1,780 this month. Once again the education division attended the Ark River Festival utilizing the Aquatic Invaders program provided by AZA and was touted by many students and teachers as being their favorite part of the daylong event geared to 5th and 6th graders. The zoo held a combined celebration for Endangered Species Day and welcoming the black rhinos. The celebration consisted of animal caretaker talks, discovery carts, a craft, and a save the rhinos pledge. The education division continues to work on graphics throughout the zoo due to new species or basic wear and tear. Summer Adventure registrations were opened and staff continue to develop programming for the week long educational camps. The department is accepting applications for the part time Education Aide position due to the departure of Abel Loza who accepted a full-time position elsewhere in town.

## MAINTENANCE DIVISION

The Maintenance team joined other staff members in preparing for the zoo's AZA accreditation inspection. Routine mowing and weed-eating continued throughout the zoo as well as mulching the "bubble", the front of Wild Asia, and the Triangle. Time was invested in tidying up around the maintenance shop, clearing out the "gator graveyard," and recycling/disposing of the metal scrap in the junk pile. A fence and platforms for the waterfall pump area and a fence at the Giraffe viewing deck to block touch access to the animals were added for safety reasons. The public railing was extended out from the front of the Amur Leopard exhibit to increase the buffer space. New graphics were installed around the Rhino exhibit and at the Butterfly Garden. Repairs were made to Pallas Cat doors, brackets for the benches in the Siamang barn, the weather station, and public restrooms. Sections of the floor of the gazebo at the Goldfish Pond were replaced to extend the life of the structure.

# Consideration of Appropriation Ordinance

# Ordinances & Resolutions



**MEMORANDUM**

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** June 21, 2016  
**RE:** GC2016-17&23: Amend the Comprehensive Plan and rezone 921 W. Mary St., from "I-2" to "C-2"

**ISSUE:**

The Governing Body is asked to consider and approve a Comprehensive Plan amendment and a rezone of 921 W. Mary Street, from "I-2" Medium Industrial District to the "C-2" General Commercial District.

Ordinance No. \_\_\_\_\_-2016. An ordinance approving the rezoning of land from "I-2" Medium Industrial District, to "C-2" General Commercial District; amending the zoning ordinance and the district zoning map of the City; and repealing the current zoning ordinance and district zoning map; all to the code of ordinances of the City of Garden City, Kansas.

**BACKGROUND:**

<b>General Information</b>	
<b>Date:</b>	March 14, 2016
<b>Jurisdiction:</b>	Garden City
<b>Owner:</b>	David Brakey
<b>Applicant:</b>	David Brakey
<b>Requested Action:</b>	Comprehensive Plan Amendment and Rezoning from "I-2" Medium Industrial District to "C-2" General Commercial District.
<b>Purpose:</b>	Rezone a nonconforming property for a permitted use.
<b>Location Address:</b>	921 W. Mary St., Garden City, KS.
<b>Comprehensive Plan:</b>	The proposed land use is not consistent with the Comprehensive Plan. Future land use categorized as Light/Medium Industrial.
<b>Sites Existing Zoning:</b>	"I-2" Medium Industrial District
<b>Surrounding Zoning:</b>	North "I-2" Medium Industrial District South "C-2" General Commercial District East "I-2" Medium Industrial District West "C-2" General Commercial District
<b>Land Area:</b>	Contains 0.33 acres +/-
<b>Notice Date:</b>	This project was published and noticed by mail as required by code.

## Comments & Required Improvements:

1. Staff is proposing to amend the Comprehensive Plan and to allow for the rezone of 921 W. Mary Street. CrossFit was previously located at 1008 W. Mary Street which is zoned "C-2", which allows for gyms as a permitted use. During the past couple months they moved locations to their new location at 921 W. Mary Street. After they moved in, they submitted a certificate of zoning compliance which could not be approved due to incorrect zoning. Staff has since talked with the owner of CrossFit and the owner of the property and a solution was brought forth that they request a rezone of the property. The owner would like to rezone to "C-2" General Commercial District.
2. The existing building is 5,000 square feet and requires 50 parking spaces. Currently there are 6 spaces on CrossFit's property which would require a parking waiver for the remaining 44 spaces. Therefore, the applicant is requesting a waiver as outlined in section 24.090. They would like to share parking with the Veterans of Foreign Wars located at 1101 W. Mary Street, which is within 200 feet of the applicant's property. We do not have a written agreement between CrossFit and the Veterans of Foreign Wars for shared use of the parking facilities located at the Veterans of Foreign Wars building at this time. We have sat down with Bob Sanders, Post Commander of the Veterans of Foreign Wars, and he explained that he would like to meet with the Veterans of Foreign Wars board before drafting up a permanent agreement. The Veterans of Foreign Wars board does not meet until April 25, 2016. Until then, Mr. Sanders has agreed to issue a temporary parking agreement but will not be able to fully approve this request until the board meets to discuss this issue.
3. There is potential to create approximately 10 additional parking spaces at 921 W. Mary by removing the fence enclosing the west side of the property.
4. The facility passed its building inspection by both the Fire Department and the Inspections Department on March 8, 2016 and March 25, 2016.
5. The Comprehensive Plan for the City shows this parcel as Light/Medium Industrial potential. The applicant is requesting that the Comprehensive Plan be amended to show this parcel as commercial potential, to allow for the rezone. (Case GC2016-17)  
The Governing Body may make their recommendation and state their findings according to the criteria in Section 27.040. Below is the complete list of these criteria:

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### 27.040. AMENDMENT EVALUATION CRITERIA.

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

- (A) The physical character of the neighborhood surrounding the property under consideration.
- (B) The existing zoning and land uses of properties both adjacent and near the property under consideration,

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

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

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

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

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

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

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

**ALTERNATIVE:**

The Governing Body may:

1. Approve or deny the amendment as it has been presented.
2. Approve or deny the amendment with changes.

**RECOMMENDATION:**

Staff Recommendation:

1. Staff recommends approval for amending the comprehensive plan.
2. Staff recommends approval of the rezoning following the amendment evaluation criteria for letters B and C. +
3. Staff recommends approval of the parking exception.

Planning Commission Recommendation:

1. Deny amending the Comprehensive Plan from potential Industrial District to potential Commercial District.

Members Present- 8

Yea Vote- 8

Nay Vote- 0

2. Deny the rezoning of the property in question from "I-2" Medium Industrial District, to "C-2" General Commercial District.

Members Present- 8

Yea Vote- 8

Nay Vote- 0

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
Planning Commission Minutes	6/15/2016	Backup Material
Ordinance	6/15/2016	Backup Material
Letter - VFW - Parking	6/17/2016	Backup Material

*\*Attached are the minutes from the Planning Commission pertaining to this case  
\*These minutes are draft only. They have not been approved by the Planning Commission.*

4/21/2016

**GC2016-17/23 Rezone 921 W. Mary "I-2" to "C-2" and Amendment to the Comprehensive Plan, David Brakey**

*Staff Croteau reads staff report.*

*David Brakey – We are not asking to rezone in the center of a Medium-Industrial district, we're just moving the line so to speak. We would rather not address the issue of taking the chain link fence down and creating additional parking if that was possible. Bob Sanders seems to be fairly positive that they'll make the approval for the additional parking over at VFW. I think fifty parking spaces are more than ample for what occurs at the CrossFit. CrossFit isn't a typical gym; their maximum class size is fifteen people. We understand there's some crossover in between classes so to say that we need fifteen to seventeen parking spaces would be some crossover from one class ending to the other one starting.*

***OPEN PUBLIC COMMENT***

*Frank Wendler – I own the property adjacent to Mr. Brakey's property. My concern with this whole thing is this was addressed a year ago about rezoning. It was voted down at rezoning because we had a business leave that had been there a long time because he was nonconforming. We still have two businesses there that are nonconforming. Now we have this case that comes up and we have a parking issue. My issue with this whole thing is that we fought this because we did not want the zoning changed. It's zoned Industrial and should remain industrial. The parking issue is that they're parking in front of my property. I have had conversations with people that park there and have threatened to tow their cars. I went over and expressed my concerns and they weren't concerned at all. It's industrially zoned, let's leave it that way.*

*Joey Kelch – We have had some issues with parking and I addressed it and told my clients not to park there; I even put up a sign showing where the line was. However, we can't control every single person that parks out there. VFW is going to temporarily allow us a parking permit for their parking lot. We only have fifteen to twenty cars parked there at once, so I think fifty parking spaces is a little much to ask for but if that's required we will do that.*

*Ashley Oylar – I represent Hard at Play and Stone Creek Spas. We own the property at 901 West Mary which is at the far east end of that block. There is traffic that is going on due to the noncompliant businesses in the area. Part of our business is signage so we do a lot of lettering on semis and things like that. For those types of customers, they need to be able to pull their vehicle through and be able to get onto our lot. One of the reasons we preferred to locate where we did was because we are industrial and fit in their approved uses and made sure of that before we moved in. We are now inundated with traffic and have had people parking in my lot. I don't know who the cars belong to but they're not my customers. There's also trash and debris from the water cups they set out. Because of that, they have the potential to negatively affect my property value. This business doesn't belong in Light-Industrial district.*

*Karen Dechant – I am a client at project fitness. The morning is probably the busiest time, from five a.m. to eight a.m. Most of those businesses are not open during that time. I have never seen anybody parked past that parking sign that Joey has put up. I can't imagine a client parking a block away to walk to Project Fitness when there's parking spaces right there. As far as traffic, I encourage you to go by there to see what the traffic pattern is.*

*Franz Seba – I own two buildings in that area and I would like it to stay zoned the way it is.*

*Ken Green – I don't think the parking is what represents what the fitness center is. We were drug in here a year ago fighting the same thing. We have a comprehensive plan that's in place that was voted down unanimously by the City Commission. One of the businesses that was there moved out because that's what was requested that they do but two of those nonconforming businesses are still there operating even though they are not zoned properly. Mr. Brakey should be able to stay there like the other two businesses without rezoning our property because the other two businesses don't meet any more than what he's asking for. I don't think it's just their parking that's there; I think it's the other two businesses as well that use everybody else's parking also. I own several lots and buildings in there and this year I purchased two buildings there under*

the agreement that we had, which was that this would remain Light-Industrial. Last year when this was shot down by the City Commission, it took three times back to the Planning and City Commission where it was voted down unanimously that we weren't going to do that. I think the City needs to take care of what's in there now because they don't fit the zoning criteria.

*Sam Oyler* – My property is located at 901 West Mary. A few issues that have concerned me are related to safety due to the exercising along the street. The clients are cutting between my cars and trailers. I have people coming in and out of my building running forklifts to load and unload hot tubs. When someone gets hit because they are trespassing on my property, where are we at? We are industrial and we need to be safe. I would appreciate it if we did not rezone and kept it safe for everybody.

*Ciro Macias* – I am the owner of 913 West Mary and I own a body shop. These buildings are built for industrial and there's a lot of traffic because there's not much space up there. My concern is not being able to sell my building later if it's rezoned to commercial. We have fought over this issue before and I would like to keep it zoned industrial.

*David Brakey* – I think everything that has been brought up is valid and needs to be considered. I'll be the first to say that this wasn't done correctly as far as CrossFit moving in. I had some businesses that we visited with pretty strongly whose concerns were service vehicles and environmental issues. I wasn't blatantly allowing something that was nonconforming; I thought I was making a better choice in the environmental aspect.

David Brakey explains different ways CrossFit has been beneficial to the health of some members in the community.

*Sam Oyler* – It comes down to the rules being the rules and enforcing those rules.

*Jake Dechant* – I am Joeys father-in-law who helped move in. As far as parking, I think they need to look at the other businesses in the area between their business and Project Fitness. At any given time, there are no more than twenty cars at Project Fitness.

*Ashley Oyler* – Were the proper permits pulled when they did the work on the building?

*Karen Dechant* – We did not need any building permit when we moved in. We didn't alter the building.

*Ken Green* – The issue comes down to a zoning issue and we've seen nothing happen with the nonconforming businesses that exist over there.

*Chairmen Lopez* – I think we should deal with the issue at hand, sir.

**CLOSE PUBLIC COMMENT**

*Chairman Lopez* – I did have one question with respect to Mr. Green's concern about being drug in here every year. Correct me if I'm wrong, but staff does not have a choice if something is brought before the Commission if somebody applies.

*Secretary Kentner* – That is correct. The Governing Body does not require a year in between requests from an independent person.

*Chairperson Lopez* – My point is that you as staff are not in the position to decline an application before this board.

*Secretary Kentner* – That is correct. We are required by the City Commission to take in any application at any request whether it's against or for the zoning regulations. I do think it's important that the Planning Commission is aware of what happened last year as was said in the public hearing.

Staff Kentner explained the background of previous zoning that was heard by the Planning Commission and City Commission in this same area.

Staff Kentner explains the Certificate of Zoning Compliance created and adopted by the Governing body that was put into effect on January 1, 2016. This certificate is required to be obtained by all new or relocating businesses. This allows for zoning, safety of the building and code compliance to be checked prior to moving in to business.

*Secretary Kentner* – In this case, that certificate was not obtained before moving in to that property. A lot of issues have also come up in the past regarding sign permits in that area, however, state law requires that staff cannot look at content on signage. A permit was issued for that location by a sign company but there was no checking on the zoning.

*Member Stewart* – What's the tax liability of industrial versus commercial?

*Secretary Kentner* – That would be a question for the appraiser that I could find out for you.

*David Brakey* – I did talk with the appraiser and I found out that it is strictly based on the added value to the property whether they remodel on the inside or add to the building.

*Secretary Kentner* – As far as parking requirements, the parking regulations that are currently in place group all gyms together. We don't distinguish one type of gym from another so that's why that total number of parking spaces is required. Parking is the number one concern for staff because these properties were all built under the industrial zoning and are all industrial size lots. However, the code does allow for shared parking within two hundred feet and the owners can ask anyone within that radius for that exception. The property in question has a few spots in front of the building and VFW has the largest parking lot nearby. It would be up to the property owners to control their own parking. If the VFW does not provide them with the rest of the parking spaces then they would not be meeting parking requirements.

*Member Stewart* – It's difficult for us to rezone that based on parking from VFW. They might get along fine with Mr. Kelch but what about the person that moves in next?

*Kaleb Kentner* – The parking exception would only be for CrossFit at that location. If a new business were to move in they would have to come back to you and ask for an exception.

*Chairman Lopez* – There's another issue here though because the VFW does have some large functions sometimes and I question if that parking will always be available. Another concern is the increase in liability exposure that some of these businesses have already mentioned such as injuring people running through their parking lot. I think some of them were saying that the parking was extending into their area and it shouldn't fall on them to prove that there is a problem there because they know what their situation was before this business moved in and they see what their situation is now.

*Member Howard* – We've been through this before and the City, as far as I'm concerned, has not taken care of business. They let people move in and now they decided to put a stop to it. You now have businesses that stayed when they were told to move. I think it's up to the City now to take responsibility for it now.

*Member Germann* – I have some of the same concerns that everybody else does. We put this Certificate of Zoning Compliance into place because of problems like this and I don't think we should allow problems like this to continue. As far as the issues for the people that are there now and have been there, that is for the City to deal with. I don't see that we can just turn a blind eye and allow them in. We don't want to make an example of anybody, but we have to say that these are the rules and pay attention to why they are in place. Moreover, some of the things that stand out to me looking into the amendment evaluation criteria are: Item D regarding affected nearby properties, Item F regarding safety issues, and Item H regarding the zoning with the comprehensive plan. Is it really in our best interest to continue encroaching on this industrial area that's been long standing? It's a business that's not run by an owner, it's a tenant. What's going to happen when CrossFit moves on and someone wants to put in an industrial business in there? Are we going to zone it back?

*Staff Davidson* – Just to clarify, in the comprehensive plan it shows the property in question zoned as industrial.

*Staff Kentner* – Before you can address the zoning part of it, it's a question of whether or not it's feasible to address the comprehensive plan to expand that boundary and approve this property.

*Member Hitz* – I went out and looked and there were a lot of cars parked out there. I wouldn't vote on anything unless I knew for sure that VFW was going to grant them the ability to park over there. But then the question goes further because we are unaware of how long of a term they are going to give them. That's not a good solution. Until I can be satisfied in my mind that they can solve their parking problem by using the VFW parking spaces, I am not going to be in favor of doing anything there. I would think you would make sure you had all the bases covered before moving in, which included parking and zoning. In my opinion, we should turn this back to the City and let them resolve it then we can act on something.

Discussion ensued regarding spot zoning.

**MEMBER HOWARD MAKES MOTION TO DENY AMENDING THE COMPREHENSIVE PLAN FROM POTENTIAL INDUSTRIAL DISTRICT TO POTENTIAL COMMERCIAL DISTRICT. MEMBER HITZ SECONDS MOTION.**

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

Germann	Hitz	Gigot	Howard	Law	Lopez	Schneider	Schwindt	Stewart
Yea	Yea	Yea	Yea	Yea	Yea	Not Present	Yea	Yea

*MEMBER HITZ MAKES MOTION TO DENY THE REZONING OF THE PROPERTY IN QUESTION FROM I-2 MEDIUM INDUSTRIAL DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT. MEMBER HOWARD SECONDS MOTION.*

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

Germann	Hitz	Gigot	Howard	Law	Lopez	Schneider	Schwindt	Stewart
Yea	Yea	Yea	Yea	Yea	Yea	Not Present	Yea	Yea

*NO ACTION WAS TAKEN REGARDING THE PARKING EXCEPTION DUE TO THE DENIAL OF THE COMPREHENSIVE PLAN AND ZONING REQUIREMENTS.*

(Published in the Garden City Telegram on the \_\_\_\_\_ day of May, 2016)

ORDINANCE NO. \_\_\_\_\_-2016

AN ORDINANCE APPROVING THE REZONING OF LAND FROM "I-2" MEDIUM INDUSTRIAL DISTRICT TO "C-2" GENERAL COMMERCIAL DISTRICT; AMENDING THE ZONING ORDINANCE AND THE DISTRICT ZONING MAP OF THE CITY; AND REPEALING THE CURRENT ZONING ORDINANCE AND DISTRICT ZONING MAP; ALL TO THE CODE OF ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS.

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

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

Lot One (1), Block One (6), 83 Commercial Subdivision, Garden City, Finney County, Kansas.

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

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

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

APPROVED AND PASSED by the Governing Body of the City of Garden City, Kansas, this 17th day of May, 2016.

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

ATTEST:

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

APPROVED AS TO FORM:

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

VFW POST 2279  
1101 W. Mary Street  
Garden City, KS 67846  
(620) 275-1825

June 16, 2016

Kaleb Kentner  
Neighborhood & Development Services  
City of Garden City  
P. O. Box 998  
Garden City, KS 67846

Kaleb Kentner:

This letter is to inform City of Garden City, David Brakey and all parties involved effective on 22 Jun 2016, as of 23 May 2016 the VFW Post 2279 membership has approved the request for use of the parking lot located at 1101 W Mary, Garden City, KS.

There will be an additional agreement with terms to be forth coming between VFW Post 2279 and David Brakey after our next post meeting with the City of Garden City to be provided a copy.

  
Robert H. Sanders  
Post Commander

# Old Business



**MEMORANDUM**

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Public Utilities Director Muirhead  
**DATE:** June 21, 2016  
**RE:** Water rate adjustment option for consideration.

**ISSUE:**

The Governing Body is asked to review and consider water rate adjustment.

**BACKGROUND:**

PEC was retained by the City to perform a water utility rate study to evaluate and analyze historical and projected revenues and expenditures to develop a water rate that will meet the City's financial requirements. This study helps determine the water utility's financial ability to address proposed water system improvement and recommendations from the 2014 Garden City Water Distribution System Master Plan.

The Public Utilities Advisory Board (PUAB) has reviewed the Water Rate Study twice and recommended it be presented to the Governing Body. The Governing Body directed staff to provide options for consideration of a water rate adjustment at its meeting on May 17, 2016.

There are two major components of our water rate structure, 1) Minimum Monthly Charges: which covers the City's fixed annual expenditures including debt service, staff expenses and monthly fee for Wheatland Electric WTP and 2) Water Usage Rates: which cover operations, maintenance, contract engineering and planned improvements and purchases.

After reviewing three rate adjustments proposed by staff at its June 7, 2016 meeting, the Governing Body directed staff to provide another rate structure that included graduated adjustments over the 5-year period that would generate approximately \$250,000 in cash carry over on December 31, 2017. That adjustment is presented herewith.

- **Minimum Monthly Charges:** Cover the City's fixed annual expenditures including debt service, staff expenses and monthly fee for Wheatland Electric WTP.

Meter Size (in.)	Present	2017	2018	2019	2020	2021	2022
3/4	\$ 11.15	\$ 13.94	\$ 16.03	\$ 17.63	\$ 19.39	\$ 20.36	\$ 20.36
1	\$ 12.65	\$ 15.81	\$ 18.18	\$ 20.00	\$ 22.00	\$ 23.10	\$ 23.10
1.5	\$ 15.15	\$ 18.94	\$ 21.78	\$ 23.96	\$ 26.35	\$ 27.67	\$ 27.67
2	\$ 23.90	\$ 29.88	\$ 34.36	\$ 37.97	\$ 41.57	\$ 43.65	\$ 43.65
3	\$ 42.65	\$ 53.31	\$ 61.31	\$ 67.44	\$ 74.18	\$ 77.89	\$ 77.89
4	\$ 61.15	\$ 76.44	\$ 87.90	\$ 96.69	\$103.36	\$111.68	\$111.68
6	\$ 80.15	\$100.19	\$115.22	\$126.74	\$139.41	\$146.38	\$146.38
8	\$130.15	\$162.69	\$187.09	\$205.80	\$226.38	\$237.70	\$237.70
10	\$148.90	\$186.13	\$214.04	\$235.45	\$258.99	\$271.94	\$271.94

- **Water Usage Rates:** Cover operations, maintenance, contract engineering and planned improvements and purchases.

Residential			Commercial	
0 - 15,000 gallons	15,000 - 30,000	30,001 - 60,000	60,000+ gallons	All Water Usage

Year	(Charge per 1,000 gallons)	gallons (Charge per 1,000 gallons)	gallons (Charge per 1,000 gallons)	(Charge per 1,000 gallons)	(Charge per 1,000 gallons)
Present	\$1.86	\$2.05	\$2.45	\$3.00	\$1.80
2017	\$2.12	\$2.42	\$2.89	\$3.54	\$2.19
2018	\$2.25	\$2.56	\$3.06	\$3.75	\$2.33
2019	\$2.39	\$2.72	\$3.25	\$3.98	\$2.47
2020	\$2.53	\$2.88	\$3.44	\$4.22	\$2.61
2021	\$2.68	\$3.05	\$3.65	\$4.47	\$2.77
2022	\$2.84	\$3.24	\$3.87	\$4.74	\$2.94

	2017	2018	<u>Projected</u> 2019	2020	2021	2022
Beginning Balance	\$ 0	\$ 251,742	\$ 997,786	\$ 2,188,696	\$ 3,361,892	\$ 5,248,404
Total Revenue	\$ 5,921,181	\$ 6,615,366	\$ 7,079,899	\$ 7,686,915	\$ 8,167,726	\$ 8,576,000
Total Expenditures	\$-5,669,439	\$-5,869,321	\$-5,888,988	\$-6,513,720	\$-6,281,214	\$-6,580,089
Ending Balance	\$ 251,742	\$ 997,786	\$ 2,188,696	\$ 3,361,892	\$ 5,248,404	\$ 5,244,315

**ALTERNATIVE:**

A) Governing Body approve the alternative presented herewith with an implementation date of October 1, 2016, with an ordinance to be presented for consideration and approval at the July 5, 2016 meeting.

B) Governing Body direct staff to provide other rate adjustment alternatives.

**RECOMMENDATION:**

Staff recommends that the Governing Body approve alternative A with an implementation date of October 1, 2016. An ordinance will be presented for consideration and approval at the July 5, 2016 meeting.

**FISCAL NOTE:**

It is estimated that this adjustment will generate a positive cash flow in the water utility of approximately \$250,000 on December 31, 2017 and approximately an accumulated positive balance of \$7,200,000 on December 31, 2022.

**ATTACHMENTS:**

Description	Upload Date	Type
options 1-3	6/15/2016	Backup Material

**OPTION #1**

PEC Recommended Rate Increases

**•Minimum Monthly Charges:**

Meter Size (in)	Present	2017	2018	2019	2020	2021
3/4	\$11.15	\$13.94	\$16.03	\$17.63	\$19.39	\$20.36
1	\$12.65	\$15.81	\$18.18	\$20.00	\$22.00	\$23.10
1.5	\$15.15	\$18.94	\$21.78	\$23.96	\$26.35	\$27.67
2	\$23.90	\$29.88	\$34.36	\$37.97	\$41.57	\$43.65
3	\$42.65	\$53.31	\$61.31	\$67.44	\$74.18	\$77.89
4	\$61.15	\$76.44	\$87.90	\$96.69	\$103.36	\$111.68
6	\$80.15	\$100.19	\$115.22	\$126.74	\$139.41	\$146.38
8	\$130.15	\$162.69	\$187.09	\$205.80	\$226.38	\$237.70
10	\$148.90	\$186.13	\$214.04	\$235.45	\$258.99	\$271.94

PEC Recommended Rate Increases

**•Water Usage Rates:**

	0 - 15,000 gallons (Charge per 1,000 gallons)	15,000-30,000 gallons (Charge per 1,000 gallons)	30,001-60,000 gallons (Charge per 1,000 gallons)	60,000+ gallons (Charge per 1,000 gallons)	All Water Usage (Charge per 1,000 gallons)
Present	\$1.80	\$2.05	\$2.45	\$3.00	\$1.86
2017	\$2.25	\$2.56	\$3.06	\$3.75	\$2.33
2018	\$2.48	\$2.82	\$3.37	\$4.13	\$2.56
2019	\$2.60	\$2.96	\$3.54	\$4.33	\$2.69
2020	\$2.60	\$2.96	\$3.54	\$4.33	\$2.69
2021	\$2.60	\$2.96	\$3.54	\$4.33	\$2.69

Projected

	2017	2018	2019	2020	2021
Beginning Balance \$0		\$498,963	\$1,687,559	\$3,306,144	\$4,618,244
Total Revenues	\$6,168,402	\$7,057,917	\$7,507,574	\$7,825,820	\$8,000,069
Total Expenditures	(\$5,669,439)	(\$5,869,321)	(\$5,888,988)	(\$6,513,720)	(\$6,337,099)

Ending Balance	\$498,963	\$1,687,559	\$3,306,144	\$4,618,244	\$6,337,099
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**OPTION #2**

**•Minimum Monthly Charges:**

Meter Size (in)	Present	2017	2018	2019	2020	2021
3/4	\$11.15	\$13.94	\$16.03	\$17.63	\$19.39	\$20.36
1	\$12.65	\$15.81	\$18.18	\$20.00	\$22.00	\$23.10
1.5	\$15.15	\$18.94	\$21.78	\$23.96	\$26.35	\$27.67
2	\$23.90	\$29.88	\$34.36	\$37.97	\$41.57	\$43.65
3	\$42.65	\$53.31	\$61.31	\$67.44	\$74.18	\$77.89
4	\$61.15	\$76.44	\$87.90	\$96.69	\$103.36	\$111.68
6	\$80.15	\$100.19	\$115.22	\$126.74	\$139.41	\$146.38
8	\$130.15	\$162.69	\$187.09	\$205.80	\$226.38	\$237.70
10	\$148.90	\$186.13	\$214.04	\$235.45	\$258.99	\$271.94

**•Water Usage Rates:**

Year	0-15,000 gallons (Charge per 1,000 gallons)	15,000 - 30,000 gallons (Charge per 1,000 gallons)	30,001 - 60,000 gallons (Charge per 1,000 gallons)	60,000+ gallons (Charge per 1,000 gallons)	All Water Usage (Charge per 1,000 gallons)
Present	\$1.80	\$2.05	\$2.45	\$3.00	\$1.86
2017	\$2.00	\$2.30	\$3.06	\$3.75	\$2.00
2018	\$2.25	\$2.56	\$3.37	\$4.13	\$2.33
2019	\$2.50	\$2.82	\$3.54	\$4.33	\$2.56
2020	\$2.60	\$2.96	\$3.54	\$4.33	\$2.69
2021	\$2.60	\$2.96	\$3.54	\$4.33	\$2.69

	2017	2018	<u>Projected</u> 2019	2020	2021
Beginning Balance	\$0	(\$12,780)	\$761,008	\$2,128,528	\$3,445,574
Total Revenues	\$5,656,659	\$6,643,109	\$7,256,508	\$7,830,766	\$8,005,041
Total Expenditures	(\$5,669,439)	(\$5,869,321)	(\$5,888,988)	(\$6,513,720)	(\$6,281,214)

Ending Balance      (\$12,780)      \$761,008      \$2,128,528      \$3,445,574      \$5,169,401

**OPTION #3**

**•Minimum Monthly Charges:**

Meter Size (in)	Present	2017	2018	2019	2020	2021
3/4	\$11.15	\$13.94	\$16.03	\$17.63	\$19.39	\$20.36
1	\$12.65	\$15.81	\$18.18	\$20.00	\$22.00	\$23.10
1.5	\$15.15	\$18.94	\$21.78	\$23.96	\$26.35	\$27.67
2	\$23.90	\$29.88	\$34.36	\$37.97	\$41.57	\$43.65
3	\$42.65	\$53.31	\$61.31	\$67.44	\$74.18	\$77.89
4	\$61.15	\$76.44	\$87.90	\$96.69	\$103.36	\$111.68
6	\$80.15	\$100.19	\$115.22	\$126.74	\$139.41	\$146.38
8	\$130.15	\$162.69	\$187.09	\$205.80	\$226.38	\$237.70
10	\$148.90	\$186.13	\$214.04	\$235.45	\$258.99	\$271.94

**•Water Usage Rates:**

Year	0 - 15,000 gallons (Charge per 1,000 gallons)	15,000 - 30,000 gallons (Charge per 1,000 gallons)	30,001 - 60,000 gallons (Charge per 1,000 gallons)	60,000+ gallons (Charge per 1,000 gallons)	All Water Usage (Charge per 1,000 gallons)
Present	\$1.86	\$2.05	\$2.45	\$3.00	\$1.80
2017	\$1.96	\$2.30	\$3.06	\$3.75	\$2.00
2018	\$2.15	\$2.56	\$3.37	\$4.13	\$2.33
2019	\$2.33	\$2.82	\$3.54	\$4.33	\$2.56
2020	\$2.56	\$2.96	\$3.54	\$4.33	\$2.69
2021	\$2.69	\$2.96	\$3.54	\$4.33	\$2.69

	<b><u>Projected</u></b>				
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Beginning Balance	\$0	(\$52,137)	\$622,278	\$1,844,698	\$3,121,180
Total Revenues	\$5,617,302	\$6,543,736	\$7,111,409	\$7,790,201	\$8,097,205
Total Expenditures	(\$5,669,439)	(\$5,869,321)	(\$5,888,988)	(\$6,513,720)	(\$6,281,214)
Ending Balance	(\$52,137)	\$622,278	\$1,844,698	\$3,121,180	\$5,169,401

**OPTION #4**

Direct staff to develop different rate considerations other than alternatives 1-3.

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# New Business



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Melinda Hitz, Finance Director  
**DATE:** June 21, 2016  
**RE:** Budget Discussions-June 21st, 2016

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**ISSUE:**

Review of 2017 Budget - General Fund (#01).

**BACKGROUND:**

None.

**ALTERNATIVE:**

None.

**RECOMMENDATION:**

None at this time.

**FISCAL NOTE:**

2017 budget discussions.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Rachelle Powell, Director of Aviation  
**DATE:** June 21, 2016  
**RE:** AIP 38 Bid

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### **ISSUE:**

The Governing Body is asked to consider and approve the bid from Emery Sapp & Sons, Inc., for taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38).

### **BACKGROUND:**

The project incorporates reconstruction of three areas to improve pavement conditions at the airport. The taxilane reconstruction is located at the north end of the airport. The current taxilane is rated "very poor" based on the 2012 Pavement Condition Index Study. There is a portion of the taxilane that provides access to the corporate hangars that is not eligible under the Airport Improvement Program and will be funded solely by the City of Garden City in the amount of \$60,901.25. Pavement that provides access to the fuel farm and the ARFF (Aircraft Rescue Fire Fighting) station was rated "failed" during the 2012 Pavement Condition Index Study.

The project was publicly advertised for bid on May 11, 2016 and the bid opening was on May 27, 2016. The AIP eligible base bid consists of reconstructing the taxilane, the non-AIP eligible base bid is for the corporate hangar taxilane, and the AIP eligible bid alternative is for the reconstruction of the ARFF and fuel farm access road. The bid tab summary is below:

<b>Bidder</b>	<b>AIP Base Bid</b>	<b>Non-AIP Base Bid</b>	<b>AIP Bid Alternative</b>	<b>Total</b>
Emery Sapp & Sons, Inc.	\$702,248.40	\$60,901.25	\$398,588.15	\$1,161,737.80

HNTB has provided the attached documentation: Recommendation for Award of Construction Contract, Contract Award Documentation and the Explanation of Single Bid.

### **ALTERNATIVE:**

1. Approve the bid in the amount of \$1,161,737.80 from Emery Sapp & Sons, Inc., for taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38) and authorization for the Mayor and City Clerk to execute the contract agreement upon FAA concurrence of the award.
2. Do not award the bid.
3. Governing Body guidance to staff.

### **RECOMMENDATION:**

Staff recommends approval of the bid in the amount of \$1,161,737.80 from Emery Sapp & Sons, Inc., for taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38) and authorization for the Mayor and City Clerk to execute the contract agreement upon FAA concurrence of the award.

**FISCAL NOTE:**

The portion of the taxilane that is not AIP eligible is funded through the Airport’s budget line item of 060-000-6001 in the amount of \$60,901.25. The remaining amount of \$1,100,836.55 is AIP eligible. FAA will fund 90% and the City of Garden City will fund 10%. The City’s 10% portion of the project will be bonded.

Construction	\$1,100,836.55
<i>Federal Funds 90%</i>	<i>\$990,752.89</i>
<i>City Funds 10%</i>	<i>\$110,083.66</i>
Non AIP Eligible City Funds 100%	\$ 60,901.25
<b>Total Cost of Construction</b>	<b>\$1,161,737.80</b>

-

**ATTACHMENTS:**

Description	Upload Date	Type
Recommendation of Award of Construction Contract	6/15/2016	Backup Material
Contract Award Documentation	6/15/2016	Backup Material
Explanation of Single Bid	6/15/2016	Backup Material

June 9, 2016

Ms. Rachelle Powell  
Director of Aviation  
Garden City Regional Airport  
2225 S. Air Service Rd., Suite 112  
Garden City, KS 67846

**Re: HNTB Recommendation for Award of Construction Contract  
Taxilane and ARFF/ Fuel Farm Access Road Reconstruction**

Dear Ms. Powell:

HNTB has reviewed the one bid package received Friday, May 27 for the *Taxilane and ARFF/ Fuel Farm Access Road Reconstruction* project. Enclosed is documentation for the contract award.

**HNTB recommends the contract be awarded to Emery Sapp & Sons, Inc. of Kansas City, Missouri in the amount of \$1,161,737.80.** The Emery Sapp & Sons, Inc. bid represents the lowest bid and meets the requirements to be considered a responsive and responsible bid. A single unit price and cost extension discrepancy was found and reconciled in the bid proposal from Emery Sapp & Sons, Inc and the cost previously mentioned accounts for this correction.

With regard to DBE participation on the project, Emery Sapp & Sons, Inc. was able to meet the City's 4.56 percent DBE goal. They achieved a total DBE participation of 12.81% through the utilization of Myco Construction Corporation, Perry Fulsom Construction, Inc., and Cillessen and Sons, Inc. for the bid.

The City of Garden City should retain the bid bond from Emery Sapp & Sons, Inc. as they are the lowest and sole bidder, respectively. Following City acceptance of the Emery Sapp & Sons, Inc. bid and successful execution of the construction contract between the City and Emery Sapp & Sons, Inc., The City of Garden City should return the bid bond to Emery Sapp & Sons, Inc.

Following your review of this letter and the attachments, please forward one copy of the enclosed bid tabulation documents and a Sponsor-written Recommendation of Award letter to Todd Rastorfer per FAA requirements.

If you have any questions please do not hesitate to contact me at (913) 312-4922.

Sincerely,  
HNTB Corporation

Ryan A. Shropshire, PE



Enclosures

**Garden City Regional Airport AIP 3-20-0024-038  
Taxilane and ARFF/ Fuel Farm Access Road Reconstruction**

**Contract Award Documentation per Section 1020 of AIP Sponsor Guide**

The Contractor's (Emery Sapp & Sons, Inc.) bid was reviewed for errors, proper extension of unit prices, bid irregularities and balance, and for bidder responsiveness and guarantee. Item number 2 of the contractor's base bid had an error in it. The bid price was written as "twenty five dollars and twenty five cents", but the numerical value was shown as \$25.15 and that price was extended to a bid extension of \$578.45.

The Form of Proposal portion of the Contract Documents' Instructions to Bidders, states "In the event of a discrepancy, the written value will take precedence. The base bid AIP eligible total was originally \$702,246.10, but will be corrected to be \$702,248.40. The non-AIP eligible portion total was \$60,901.25 and the bid alternate total was \$398,588.15

The contractor's bid acknowledged the receipt of the Addendum Number 1 on May 25, 2016.

The contractor's bid included the required 5% bid bond.

The contractor's bid certified 100% compliance with the buy America clause.

The contractor's bid utilized DBE firm's participation that exceeded the project DBE goal of 4.56% and all required documents were provided and signed.

All appropriate signatures were included with the bid and its documentation.

The contractor provided evidence of their ability to perform the work required in the contract.

**The following Attachments have been included to support the Contract Award:**

Attachment A: Copy of Bid Tabulation

Attachment B: DBE Information

Attachment C: Buy American

Attachment D: Sponsor Certification for Award of Contract

**Attachment A: Copy of Bid Tabulation**

Garden City Regional Airport

BID TABULATION

A.I.P. PROJECT NUMBER: 3-20-0024-038

PROJECT TITLE: Taxilane and ARFF/Fuel Farm Access Road Reconstruction

5/27/16 @ 1:00 pm

NOTE: IN THE EVENT OF DISCREPANCY, UNIT PRICE SHALL GOVERN.

BASE BID

					ENGINEER'S ESTIMATE		Emery Sapp & Sons, Inc.	
Item No.	FAA No.	Unit	Quantity	Item Description:	Unit Price	Extension	Unit Price	Extension
1	P-101-1	SY	3,798	5" ACP Pavement Removal	\$15.00	\$56,970.00	\$2.15	\$8,165.70
2	P-101-2	SY	23	5" PCCP Pavement Removal	\$15.00	\$345.00	\$25.25	\$580.75
3	P-101-3	SF	1,005	Pavement Marking Removal	\$3.00	\$3,015.00	\$1.05	\$1,055.25
4	P-102-1	LS	1	Maintenance of Traffic	\$12,000.00	\$12,000.00	\$16,875.00	\$16,875.00
5	P-105-1	LS	1	Mobilization	\$107,000.00	\$107,000.00	\$212,306.01	\$212,306.01
6	P-151-1	LS	1	Clearing and Grubbing	\$9,300.00	\$9,300.00	\$2,247.00	\$2,247.00
7	P-152-1	CY	1,820	Unclassified Excavation	\$25.00	\$45,500.00	\$17.00	\$30,940.00
8	P-152-2	CY	132	Embankment in Place	\$10.00	\$1,320.00	\$2.10	\$277.20
9	P-156-1	LF	100	Silt Fence	\$6.00	\$600.00	\$10.00	\$1,000.00
10	P-158-1	SY	3,789	Fly Ash Treated Subgrade	\$5.00	\$18,945.00	\$8.50	\$32,206.50
11	P-158-2	TN	268	Fly Ash	\$115.00	\$30,820.00	\$108.50	\$29,078.00
12	P-159-1	SY	3,893	Geotextile Fabric	\$3.00	\$11,679.00	\$2.35	\$9,148.55
13	P-209M-1	SY	3,552	4" Crushed Aggregate Base Course	\$12.00	\$42,624.00	\$9.15	\$32,500.80
14	P-403-1	TN	7	ACP Surface Course	\$80.00	\$560.00	\$275.00	\$1,925.00
15	P-403-2	TN	7	ACP Base Course	\$80.00	\$560.00	\$275.00	\$1,925.00
16	P-501-1	SY	2,867	6" Portland Cement Concrete Pavement	\$65.00	\$186,355.00	\$62.00	\$177,754.00
17	P-501-2	SY	338	6" Reinforced Portland Cement Concrete Pavement	\$95.00	\$32,110.00	\$81.75	\$27,631.50
18	P-501-3	SF	6	Concrete Patching	\$36.00	\$216.00	\$85.50	\$513.00
19	P-602-1	GAL	17	Bituminous Prime Coat	\$5.50	\$93.50	\$10.00	\$170.00
20	P-603-1	GAL	6	Bituminous Tack Coat	\$5.50	\$33.00	\$10.00	\$60.00
21	P-620-1	SF	2,300	Taxiway Marking	\$2.00	\$4,600.00	\$4.00	\$9,200.00
22	D-701-1	LF	35	15" Slotted Drain	\$50.00	\$1,750.00	\$178.00	\$6,230.00
23	D-701-2	EA	2	15" Slotted Drain End Section	\$550.00	\$1,100.00	\$751.00	\$1,502.00
24	D-701-3	LF	45	15" Corrugated Metal Pipe (CMP)	\$50.00	\$2,250.00	\$56.75	\$2,553.75
25	D-705-1	LF	979	4" Perforated PVC Underdrain	\$20.00	\$19,580.00	\$19.15	\$18,747.85
26	D-705-2	LF	20	4" Non-Perforated PVC Underdrain	\$11.00	\$220.00	\$22.20	\$444.00
27	D-705-3	EA	5	Underdrain Cleanout, In Shoulder	\$1,600.00	\$8,000.00	\$565.00	\$2,825.00
28	D-705-5	LF	20	French Drain	\$20.00	\$400.00	\$33.85	\$677.00
29	T-901-1	AC	2	Seeding	\$1,700.00	\$3,230.00	\$3,000.00	\$5,700.00
30	T-908-1	AC	2	Mulching	\$4,000.00	\$7,600.00	\$2,000.00	\$3,800.00
31	L-108-1	LF	2,500	#8 L-824C 5kV Cable Installed In Duct Or Conduit	\$1.25	\$3,125.00	\$4.55	\$11,375.00
32	L-108-2	LF	1,200	#6 Solid BSDC Counterpoise, Incl. Ground Rods And Connectors	\$1.00	\$1,200.00	\$2.85	\$3,420.00
33	L-108-3	LF	150	#6 BSDC Ground, Incl. Ground Rods And Connectors	\$5.00	\$750.00	\$25.10	\$3,765.00
34	L-108-4	LF	1,050	Trench And Backfill For Offset Counterpoise	\$2.50	\$2,625.00	\$2.25	\$2,362.50
35	L-110-1	LF	1,100	1W-2" Sch. 40 PVC Conduit, DEB, Incl. Trench And Backfill	\$8.00	\$8,800.00	\$3.40	\$3,740.00
36	L-110-2	LF	65	1W-2" Sch. 40 PVC Conduit, Concrete Encased, Incl. Trench And Backfill	\$13.00	\$845.00	\$22.80	\$1,482.00
37	L-111-1	EA	34	Ground Rod Earth Resistance Testing	\$150.00	\$5,100.00	\$114.00	\$3,876.00
38	L-125-1	EA	23	Furnish And Install L-867B Light Base In Earth	\$800.00	\$18,400.00	\$570.50	\$13,121.50
39	L-125-2	EA	28	Furnish L-861T LED Twy Edge Fixture And Transformer	\$400.00	\$11,200.00	\$297.00	\$8,316.00
40	L-125-3	EA	28	Install Fixture And Transformer	\$125.00	\$3,500.00	\$114.00	\$3,192.00
41	L-125-4	EA	1	L-858 LED Lighted Sign, Size 1, Style 2/3, 2 Module, Single Face, Incl. Foundation	\$5,000.00	\$5,000.00	\$4,677.00	\$4,677.00
42	L-125-5	EA	1	Relocate 2-Mod Lighted Sign w/Transformer Onto New Foundation	\$2,000.00	\$2,000.00	\$3,423.00	\$3,423.00
43	L-125-6	EA	11	Remove Fixture And Transformer, Return To Owner	\$50.00	\$550.00	\$29.00	\$319.00
44	L-125-7	EA	1	Demo Existing Sign Foundation	\$250.00	\$250.00	\$456.00	\$456.00
45	L-125-8	EA	6	Demo Existing Light Base	\$100.00	\$600.00	\$114.09	\$684.54
<b>BASE BID TOTAL ITEMIZED PRICES</b>						\$672,720.50		\$702,248.40

Discrepancy in PDF between numerical and written out values

two dollars and thirty cents more than original bid

\$ 702,246.10 \*as written in proposal  
\$ 2.30 difference

Garden City Regional Airport

BID TABULATION

A.I.P. PROJECT NUMBER: 3-20-0024-038

PROJECT TITLE: Taxilane and ARFF/Fuel Farm Access Road Reconstruction

5/27/16 @ 1:00 pm

NOTE: IN THE EVENT OF DISCREPANCY, UNIT PRICE SHALL GOVERN.

BASE BID NON AIP

					ENGINEER'S ESTIMATE		Emery Sapp & Sons, Inc.	
Item No.	FAA No.	Unit	Quantity	Item Description:	Unit Price	Extension	Unit Price	Extension
1	P-101-5	SY	501	5" ACP Pavement Removal (non-AIP)	\$15.00	\$7,515.00	\$3.60	\$1,803.60
2	P-152-3	CY	73	Unclassified Excavation (non-AIP)	\$25.00	\$1,825.00	\$28.65	\$2,091.45
3	P-158-3	SY	524	Fly Ash Treated Subgrade (non-AIP)	\$5.00	\$2,620.00	\$8.55	\$4,480.20
4	P-158-4	TN	37	Fly Ash (non-AIP)	\$115.00	\$4,255.00	\$108.50	\$4,014.50
5	P-159-2	SY	524	Geotextile Fabric (non-AIP)	\$3.00	\$1,572.00	\$2.35	\$1,231.40
6	P-209M-2	SY	524	4" Crushed Aggregate Base Course (non-AIP)	\$12.00	\$6,288.00	\$9.15	\$4,794.60
7	P-501-6	SY	455	6" Portland Cement Concrete Pavement (non-AIP)	\$65.00	\$29,575.00	\$80.75	\$36,741.25
8	P-501-7	SY	69	6" Reinforced Portland Cement Concrete Pavement (non-AIP)	\$95.00	\$6,555.00	\$83.25	\$5,744.25
<b>BASE BID (NON AIP) TOTAL ITEMIZED PRICES</b>						\$60,205.00		\$60,901.25

Garden City Regional Airport

BID TABULATION

A.I.P. PROJECT NUMBER: 3-20-0024-038

PROJECT TITLE: Taxilane and ARFF/Fuel Farm Access Road Reconstruction

5/27/16 @ 1:00 pm

NOTE: IN THE EVENT OF DISCREPANCY, UNIT PRICE SHALL GOVERN.

BID ALTERNATE

					ENGINEER'S ESTIMATE		Emery Sapp & Sons, Inc.	
Item No.	FAA No.	Unit	Quantity	Item Description:	A.I.P. Funding	Extension	Unit Price	Extension
1	P-101-4	SY	3,630	7" PCCP Pavement Removal	\$3,630.00		\$4.20	\$15,246.00
2	P-152-1	CY	801	Unclassified Excavation	\$801.00		\$14.00	\$11,214.00
3	P-156-1	LF	578	Silt Fence	\$578.00		\$6.00	\$3,468.00
4	P-158-1	SY	3,650	Fly Ash Treated Subgrade	\$3,650.00		\$8.85	\$32,302.50
5	P-158-2	TN	258	Fly Ash	\$258.00		\$108.50	\$27,993.00
6	P-159-1	SY	3,959	Geotextile Fabric	\$3,959.00		\$2.35	\$9,303.65
7	P-209M-1	SY	3,782	4" Crushed Aggregate Base Course	\$3,782.00		\$9.15	\$34,605.30
8	P-403-3	TN	33	ACP Surface Course	\$33.00		\$275.00	\$9,075.00
9	P-403-4	TN	33	ACP Base Course	\$33.00		\$275.00	\$9,075.00
10	P-501-4	SY	2,935	8" Portland Cement Concrete Pavement	\$2,935.00		\$61.50	\$180,502.50
11	P-501-5	SY	409	8" Reinforced Portland Cement Concrete Pavement	\$409.00		\$82.80	\$33,865.20
12	P-501-8	LF	141	Fuel Containment Barrier	\$141.00		\$37.85	\$5,336.85
13	P-602-1	GAL	86	Bituminous Prime Coat	\$86.00		\$10.00	\$860.00
14	P-603-1	GAL	29	Bituminous Tack Coat	\$29.00		\$10.00	\$290.00
15	D-705-1	LF	821	4" Perforated PVC Underdrain	\$821.00		\$19.15	\$15,722.15
16	D-705-2	LF	70	4" Non-Perforated PVC Underdrain	\$70.00		\$22.20	\$1,554.00
17	D-705-3	EA	5	Underdrain Cleanout, In Shoulder	\$5.00		\$564.00	\$2,820.00
18	D-705-4	EA	1	Concrete Splash Block	\$1.00		\$555.00	\$555.00
19	T-901-1	AC	0.4	Seeding	\$0.40		\$6,000.00	\$2,400.00
20	T-908-1	AC	0.4	Mulching	\$0.40		\$6,000.00	\$2,400.00
<b>BID ALTERNATE TOTAL ITEMIZED PRICE</b>						\$0.00		\$398,588.15

**Attachment B: DBE Information**

**UTILIZATION STATEMENT  
Disadvantage Business Enterprise**

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner. (Please mark the appropriate box)

- The bidder/offeror is committed to a minimum of 4.56 %DBE utilization on this contract.
- The bidder/offeror, while unable to meet the DBE goal of 4.56 %, hereby commits to a minimum of    % DBE utilization on this contract and also submits documentation, as an attachment, demonstrating good faith efforts (GFE).

The undersigned hereby further assures that the information included herein is true and correct, and that the DBE firm(s) listed herein have agreed to perform a commercially useful function in the work items noted for each firm. The undersigned further understands that no changes to this statement may be made without prior approval from the Civil Right Staff of the Federal Aviation Administration.

EMERSON SALES & SERVICE, INC.  
Bidder's/Offeree's Firm Name

TIMOTHY B. PAULSON  
Signature

5/27/2016  
Date

TIMOTHY B. PAULSON - VICE PRES.



**DBE UTILIZATION SUMMARY**

<u>Percentage</u>	<u>Contract Amount</u>	<u>DBE Amount</u>	<u>Contract</u>
DBE Prime Contractor	\$ _____ x 1.00 =	\$ _____	_____ %
DBE Subcontractor	\$ <u>101982.35</u> x 1.00 =	\$ <u>101982.35</u>	<u>9.261</u> %
DBE Supplier	\$ _____ x 0.60 =	\$ _____	_____ %
DBE Manufacturer	\$ _____ x 1.00 =	\$ _____	_____ %
Total Amount DBE		\$ _____	_____ %
DBE Goal		\$ _____	_____ %

\* If the total proposed DBE participation is less than the established DBE goal, Bidder must provide written documentation of the good faith efforts as required by 49 CFR Part 26.

**LETTER OF INTENT**  
**Disadvantage Business Enterprise**  
*(This page shall be submitted for each DBE firm)*

**Bidder/Offer:** Name: EMERY SAPP & SONS, INC.  
Address: 140 WALNUT STREET  
City: WINDSOR State: MO Zip: 64106

**DBE Firm:** DBE Firm: Myco Construction Corporation  
Address: PO Box 750  
City: Wheatland State: OK Zip: 73097

**DBE Contact Person:** Name: Michelle M Young Phone: 405-745-7655 X1

**DBE Certifying Agency:** Okla. Dept. of Transportation Expiration Date: N/A  
*Each DBE Firm shall submit evidence (such as a photocopy) of their certification status.*

**Classification:**  Prime Contractor  Subcontractor  Joint Venture  
 Manufacturer  Supplier

Work item(s) to be performed by DBE	Description of Work Item	Quantity	Total	
Soil-Stabilization	Fly Ash Stabilization	7,963 / SY	<del>-\$48,972.45</del>	47812.35
Fly Ash Material	Fly Ash	563/TN	<del>-\$53,485.00</del>	49970.00
Mobilization	Mobilization	1/EA	<del>-\$4,200.00</del>	4200.00

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated participation is as follows:

DBE contract amount: \$ 101,982.35 Percent of total contract: 9.26% BREFID # ALT # 1

**AFFIRMATION:**

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By:  Owner/President  
(Signature) (Title)

If not submitted with the proposal, the successful Bidder shall furnish, prior to execution of the contract agreement, written affirmation from each identified Disadvantaged Business Enterprise (DBE) firm of their intent to participate in the project.

**In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.**

Oklahoma Department of Transportation  
Civil Rights Division/Disadvantaged Business Enterprise Program

*This is to certify that*

**Myco Construction, Corporation**

*has been certified as a*

**Disadvantaged Business Enterprise**

*in the area(s) of*

Soil Stabilization, Excavation, Grading, Bases, Surfaces,  
Incidental Construction, Striping, Seal Coating

In compliance with 49 CFR Part 26 for DBE Certification and Part 23 for ACDBE Certification  
Reviewed and Approved for Continuing Eligibility on **November 13, 2015**



Certificate No.: 1077

NAICS Code(s): 237310

*Jenny Clouse, Civil Rights Division Manager*

January 7, 2013  
*Effective Date*

**LETTER OF INTENT**  
 Disadvantaged Business Enterprise  
*(This page shall be submitted for each DBE firm)*

**Bidder/Officer**

Name: EMERY SAPP & SONS, INC.  
 Address: 140 WALNUT STREET  
 City: KANSAS CITY State: MO Zip: 64106

**DBE Firm:**

Name: PERRY FULSON CONST. INC.  
 Address: 858 BLACKJACK  
 City: GRENOLA State: KS Zip: 67346

**DBE Contact Person:**

Name: PERRY FULSON Phone: 620 441-2773

**DBE Certification Agency:**

Name: KDOT Expiration Date: N/A

*Each DBE Firm shall submit evidence (such as a photocopy) of their certification status.*

**Classification:**

- Prime Contractor   
  Subcontractor   
  Joint Venture  
 Manufacturer   
  Supplier

Work Item(s) to be performed by DBE	Description of Work Item	Quantity	Total
<u>MAR</u>		<u>1</u>	<u>10000.00</u>
<u>SILT FENCE</u>		<u>675</u>	<u>4462.50</u>
<u>MATERIALS</u>			<u>1200.00</u>
<u>SEEDING</u>			<u>2100.00</u>
<u>SILT P</u>			

The bidder/officer is committed to utilizing the above named DBE firm for the work described above. The estimated participation is as follows:

DBE Contract Amount: \$ 28768.00 Percent of Total Contract: 2.48 %

**Affirmation:**

The above named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: Perry Fulson  
 (Signature)

OWNER  
 (Title)

In the event the bidder/officer does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

### DBE LETTER OF INTENT

#### Disadvantaged Business Enterprise

(A separate form shall be submitted for each DBE firm)

**Bidder:**

Name: EMERY SAPP & SONS, INC.

Address: 140 WALNUT STREET

City: KANSAS CITY State: MO Zip: 64106

**DBE Firm:**

Name: Cillessen & Sons, Inc.

Address: 2300 E Tigua PO Box 9

City: Kechi State: KS Zip: 67067

**DBE Contact Person:**

Name: Paula Cillessen Phone: (316) 682-2400

**DBE Certification Agency:**

Name: KS Dept of Transportation Expiration Date: 2/19/2017

Each DBE firm shall submit evidence (such as a photocopy) of their KDOT certification.

**DBE Classification:**

- Contractor
  Subcontractor
  Joint Venture  
 Manufacturer
  Supplier
  Owner-Operator-Trucking

Work Items to be Performed by DBE	Description of Work Item	Quantity	Total
003	Pavement Marking Removal	1,005	1,055.25
004	Maintenance of Traffic	Lump Sum	6,000.00
005	Mobilization	Lump Sum	1,800.00
021	Taxiway Marking	2,300	9,200.00

The Bidder/Offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated participation is as follows:

DBE Contract Amount: \$18,055.25 Percent of Total Contract: 1.55%

**Affirmation:**

The above named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: Paula Cillessen  
(Signature)

President 5/25/16  
(Title) (Date)

In the event the bidder/offeror does not receive award of the prime contract, and all representations in this letter of intent and Affirmation shall be null and void.

KANSAS STATEWIDE CERTIFICATION PROGRAM



CERTIFIES

*Cillessen & Sons, Inc.*

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*Disadvantaged Business Enterprise (DBE)/Woman Business Enterprise (WBE)*

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NAICS Code/Work Type(s): 237310-Highway, Street & Bridge Construction

2/19/2014

Effective Date

*Rhonda Harris*

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Rhonda Harris, Director  
Office of Minority & Women Business  
Kansas Department of Commerce

*Doria Watson*

---

Doria Watson, Administrator  
Office of Contract Compliance  
Kansas Department of Transportation

**Attachment C: Buy American**

Buy America Certification  
(Title 49 U.S.C. Section 50101)

PROJECT NAME:	Taxilane and ARFF/Fuel Farm Access Road Reconstruction
AIRPORT NAME:	Garden City Regional Airport
AIP NUMBER:	3-20-0024-038

This solicitation and any resulting contract are subject to the Buy America requirements of 49 U.S.C. Section 50101. The bidder certifies it and all associated subcontractors will comply with the Buy American preferences established under Title 49 U.S.C. Section 50101 as follows:

## U.S.C. Section 50101 - Buying goods produced in the United States

- (a) Preference. - The Secretary of Transportation may obligate an amount that may be appropriated to carry out section 106(k), 44502(a)(2), or 44509, subchapter I of chapter 471 (except section 47127), or chapter 481 (except sections 48102(e), 48106, 48107, and 48110) of this title for a project only if steel and manufactured goods used in the project are produced in the United States.
- (b) Waiver. - The Secretary may waive subsection (a) of this section if the Secretary finds that -
- (1) Applying subsection (a) would be inconsistent with the public interest;
  - (2) The steel and goods produced in the United States are not produced in a sufficient and reasonably available amount or are not of a satisfactory quality;
  - (3) When procuring a facility or equipment under section 44502(a)(2) or 44509, subchapter I of chapter 471 (except section 47127), or chapter 481 (except sections 48102(e), 48106, 48107, and 48110) of this title -
    - A. The cost of components and subcomponents produced in the United States is more than 60 percent of the cost of all components of the facility or equipment; and
    - B. Final assembly of the facility or equipment has occurred in the United States; or
  - (4) Including domestic material will increase the cost of the overall project by more than 25 percent.
- (c) Labor Costs. - In this section, labor costs involved in final assembly are not included in calculating the cost of components.

As a matter of bid responsiveness, the bidder or offeror must complete and submit this certification with their bid proposal. The bidder must sign and date the certification. The bidder/offeror must indicate how they propose to comply with the Buy America provision by selecting one of the following certification statements.

The bidder hereby certifies that it will comply with Title 49 U.S.C Section 50101(a) by only installing steel and manufactured products produced in the United States of America. The bidder further agrees that if chosen as the apparent low bid, it will submit documentation to the owner that demonstrate all steel and manufactured products are 100% manufactured in the United States.

The bidder hereby certifies that it cannot fully comply with the Buy America preferences of Title 49 U.S.C Section 50101(a); the bidder therefore requests a waiver per Title 49 U.S.C Section 50101(b). The bidder further agrees that upon notification from the Owner, the bidder identified with the apparent low bid agrees to prepare and submit a waiver request and component calculation information to the owner within Thirty (30) calendar days of the date of the notice of apparent low bid.

EMERY SAND & SANDS, INC.

Bidder's Firm Name

Timothy Paulson

Signature

TIMOTHY B. PAULSON - VICE PRES.

Date

5/27/2016



Buy America Waiver Request  
Title 49 U.S.C Section 50101 (b)

For Airfield Development Projects funded under the Airport Improvement Program

Type of Waiver Request:

The bidder may request a waiver subject to the provisions of Section 50101(b)(3) or Section 50101(b)(4). The bidder may not request a waiver under Section 50101(b)(1) or Section 50101(b)(2). Bidder is hereby advised that the Owner's approval with the bidder's waiver request is contingent upon FAA approval. The bidder must select one of the following applicable waiver provisions:

- Section 50101(b)(3): Bidder hereby requests a waiver to Buy America preferences based upon Section 50101(b)(3) for the equipment identified below. The bidder certifies that \_\_\_% of the cost of components and subcomponents comprising the equipment are produced in the United States and that final assembly occurs within the United States. (Bidder must attach a copy of the component cost calculation table)

Equipment: Electrical

- Section 50101(b)(4): Bidder hereby requests a waiver to Buy America preferences based upon Section 50101(b)(4). The bidder asserts provision of domestic material increases the cost of the overall project by more than 25%. (Note: This type of waiver is very rare)

Certification Signature

In accordance with Section 50101(b), we request a waiver to the Buy America provisions based on the above certification and attached documentation.

ENERGY SALES & SERVICE, INC.  
Bidder's Firm Name

5/27/2016  
Date

Timothy Paulson  
Signature  
TIMOTHY B. PAULSON - VICE PRES.



**Instructions for Section 50101(b)(3) Waiver:**

1. "Equipment" in Section 50101 shall mean the following:
  - a) Individual type "L" items (Airfield Lighting Equipment) as listed in FAA Advisory Circular 150/5345-53C.
  - b) Individual bid items as established within FAA Advisory Circular 150/5370-10E. The bid item application may not be applied for the type "L" items listed in AC 150/5345-53C.
  - c) A waiver request may only address one specific equipment item. Submit separate requests for each equipment item for which a waiver.
  - d) Items listed under the Nationwide Waiver do not require further review. Please refer to the following webpage:  
[http://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/media/buy\\_american\\_waiver.xls](http://www.faa.gov/airports/aip/procurement/federal_contract_provisions/media/buy_american_waiver.xls)
2. The bidder must base the U.S. percentage upon the value that results from completing a component cost calculation table similar to the attached format. Bidder shall avoid mere pro forma efforts to establish the waiver request percentage. The Bidder must submit the component cost calculation table as an attachment to the waiver request.
3. Components/subcomponents are the material and products composing the "equipment".
4. The final assembly of the AIP-funded "equipment" must be within the USA (*Section 50101(b)(3)(B)*). Final assembly is the substantial transformation of the components and subcomponents into the end product.
5. All steel used in the "Equipment" must be produced in the United States.
6. The Buy American requirements apply to all tier contractors and subcontractors. All contractors/subcontractors are required to provide appropriate documentation that indicates origin of manufacturer and percentage of domestic made product.
7. The bidder is hereby advised there is no implied or expressed guarantee that a requested waiver will be issued by the Federal Aviation Administration (FAA). Less than 60% USA component/subcomponent proposed for this facility CANNOT be waived. Products made with foreign steel are not eligible for a waiver.

**Instructions for Section 50101(b)(4) Waiver:**

1. The 25% cost increase waiver is rarely applicable. Consult Owner before making this request.

**North America Free Trade Act (NAFTA)**

The NAFTA does not apply to the AIP. Products and material made in Canada or Mexico must be considered as foreign made products.

COMPONENT COST CALCULATION TABLE

- In lieu of completing this table, bidder may prepare a spreadsheet that addresses the same information and calculations as presented herein.
- An authorized person shall attest under signature and date that the submitted information is accurate and complete.
- The bidder/contractor shall submit the signed component cost calculation table to the Owner as an attachment to the written request.
- The component breakout shall be along major components of the equipment.
- Submit separate calculations for each different equipment type. Do not combine the component cost calculations of different types of equipment.
- For Airfield development projects, equipment is defined as the "L" items (Airfield Lighting Equipment) as listed in FAA Advisory Circular 138/5345-11C and the "H" individual bid items as established within FAA Advisory Circular 138/5370-10E. The individual bid item method may not be applied to the "L" type items.

Equipment Type: NONE

Component/Subcomponents	Name of Manufacturer	Country of Origin	Cost of Foreign Manufactured Components/Subcomponents	Cost of USA Manufactured Components/Subcomponents
<u>NONE</u>				

Sum of US Manufactured Component/Subcomponent Costs: NASum of all Equipment Components and Subcomponents: NAPercentage of Equipment Components Manufactured in the United States: NAPlace of Final Assembly: NACertification Signature

I hereby certify the above information is accurate and complete.

EMERY SAITZ  
Bidder/Prime ContractorSLETHANE  
DateTimothy Brubaker  
SignatureTIMOTHY B. BRUBAKER - VICE PRES.

**Attachment D: Sponsor Certification for Award of Contract**

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## Equipment and Construction Contracts Airport Improvement Sponsor Certification

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Sponsor: City of Garden City, Kansas  
Airport: Garden City Regional Airport  
Project Number: AIP 3-20-0024-038  
Description of Work: Taxiway and ARFF Access Road

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a "covered contract" under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor's officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).  
 Yes  No  N/A
  
2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).  
 Yes  No  N/A

3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.

Yes  No  N/A

4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:

- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
- b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)), and
- c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).

Yes  No  N/A

5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)) was or will be:

- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
- b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
- c. Publicly opened at a time and place prescribed in the invitation for bids; and
- d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.

Yes  No  N/A

6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:

- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
- b. Plan for publicizing and soliciting an adequate number of qualified sources; and
- c. Listing of evaluation factors along with relative importance of the factors.

Yes  No  N/A

7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).

Yes  No  N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

Yes  No  N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

Yes  No  N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)

Yes  No  N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

Yes  No  N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR part 200, Appendix II).

Yes  No  N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes  No  N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$150,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes  No  N/A

Attach documentation clarifying any above item marked with "no" response.

#### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 9<sup>th</sup> day of June, 2016.

Name of Sponsor: City of Garden City, Kansas

Name of Sponsor's Authorized Official: Rachelle Powell

Title of Sponsor's Authorized Official: Director of Aviation

Signature of Sponsor's Authorized Official

Rachelle Powell

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

**Garden City Regional Airport AIP 3-20-0024-038**  
**Taxilane and ARFF/ Fuel Farm Access Road Reconstruction**

**Explanation of Single Bid Received per Section 1010 of AIP Sponsor Guide**

1) This project and its plans were listed with the following agencies:

Kansas Construction News Report (KCNR)

Kansas Contractors Association

ePlan Online Plan Room Service

Dodge Data & Analytics

Construct Connect

In addition to the above agencies, phone calls were made to 25 potential bidders, in an effort to interest them in bidding on the project. The majority of the contractors that were contacted had all the work they could handle, already under contract, or the location was too far to for a competitive bid. Seven contractors attended the pre-bid meeting and indicated an interest in bidding on the project. Emery Sapp & Sons, Inc. was the only contractor to submit a bid. The reasons for not bidding responses from ESI Contracting Corp, Smoky Hill Construction, and APAC Shears can be found in **Attachment A**. The primary reasons were due to the constraints of other potential/ ongoing projects and the ability to submit a competitive bid.

2) We have reviewed the plans and specifications for this project and we do not believe the project requirements to unduly restrict competition. Most potential contractors will need to mobilize in from several hours away and potentially results in contractor's crews being assigned to more easily accessible projects. A taxiway project was bid in May of 2015 at Garden City Regional Airport and two contractors' submitted bids, but neither decided to bid on this project for reasons previously stated.

3) An analysis of the bid prices for this project has been made and can be found in **Attachment B**. Prices from three KDOT projects in KDOT District 6, along with prices obtained, in a recent bid opening, at the Garden City Regional Airport. The prior Garden City project was a slightly larger project than the Taxilane and ARFF/ Fuel Farm Road Reconstruction project, so the unit prices will be lower than those received for this project. This is due to the greater quantities and spreading costs over those quantities. KDOT has fewer projects in District 6 and most of the projects they do have are asphalt mill and overlay, and grading. The three projects used are smaller, more urban projects and they are the only projects containing similar bid items, that KDOT has bid in that area in the last year. Few of the KDOT bid items are comparable to FAA bid items due to the difference in specifications and to the manner in which the bid items are broken out. The bid prices received for the Garden City project, compared well with bid prices from other projects, where the items were the same or similar. Therefore we believe the unit prices received for the Taxilane and ARFF/ Fuel Farm Road Reconstruction project, to be reasonable.

**ATTACHMENT A: CONTRACTOR NO BID RESPONSES**

## Matthew Walsh

---

**From:** Marshall, Jordan (APAC Shears) <Jordan.Marshall@apac.com>  
**Sent:** Wednesday, June 01, 2016 11:14 AM  
**To:** Matthew Walsh  
**Subject:** Garden City Airport

APAC decided not to bid on this project because our crew is pretty booked up for the year as well as it would be lots of mobilizing back and forth and that would make our pricing uncompetitive.

Thank You for the invitation to bid this project.

Jordan Marshall  
APAC Kansas Inc., Shears Division  
620-899-3236



## ESI CONTRACTING CORP

---

June 2, 2016

Mr. Matt Walsh  
HNTB Corporation  
715 Kirk Drive  
Kansas City, MO 64105

Garden City Regional Airport – Taxilane and ARFF Fuel Road

Dear Mr. Walsh,

As per Dirk Hudson's phone conversation with you on June 1, 2016, ESI did not bid the Garden City Regional Airport – Taxilane and ARFF Fuel Road Project for two reasons.

The first reason was that ESI had picked up some more work recently that had consumed additional time from our estimating department and schedule.

The second reason was that ESI experienced a heavy rain period (approximately two weeks) that will extend our current contracts and projects due to damaging weather events. With the previous commitments currently under contract, ESI did not think we could provide our Corporate Values of Quality, Technical Excellence, and Schedule up to ESI's standards on this given project.

If ESI had not been experiencing the amount of work load during this period of time, ESI would have been bidding the above mentioned project.

ESI greatly appreciates the invitation to bid on the project and desires to work for you in the near future. Please keep us in mind for future projects and bid opportunities.

Please call Alan Wolfe at 816-935-0912 or Dirk Hudson at 816-352-5526 if you have any questions.

ESI wishes you success on this project and looks forward to maintaining our relationship with you and all of HNTB.

Thank you,

Alan E. Wolfe  
General Manager and President

## Matthew Walsh

---

**From:** Mike Chart <mchart@smokyhillconst.com>  
**Sent:** Friday, June 03, 2016 9:42 AM  
**To:** Matthew Walsh  
**Subject:** Garden City Regional Airport AIP 3-20-0024-038

Matt,

We had planned on bidding this project May 27, 2016 as well as multiple projects at the May 25 KDOT letting. We were the apparent low bidders on 2 KDOT projects and determined that our potential work load if the projects are awarded would not allow us to take on any more work at this time.

Thanks,

Michael Chart  
Smoky Hill Construction, LLC  
645 E. Crawford, #E8  
Salina, KS. 67401  
PH: 785/825-1224

**ATTACHMENT B: GCK BID ANALYSIS**

Garden City Regional Airport

BID TABULATION

A.I.P. PROJECT NUMBER: 3-20-0024-038

PROJECT TITLE: Taxilane and ARFF/ Fuel Farm Access Road Reconstruction

5/27/16 ~ 1:00 pm

NOTE: IN THE EVENT OF DISCREPANCY, UNIT PRICE SHALL GOVERN.

BASE BID

				ENGINEER'S ESTIMATE		Emery Sapp & Sons, Inc.		2015 GCK Taxiway Project			Average Bid Price KDOT District 6			
Item No.	FAA No.	Unit	Quantity	Item Description:	Unit Price	Extension	Unit Price	Extension	Quantity	Unit Price	Extension	Quantity	Unit Price	Extension
1	P-101-1	SY	3,798.00	5" ACP Pavement Removal	\$ 15.00	\$56,970.00	\$2.15	\$8,165.70			\$0.00			\$0.00
2	P-101-2	SY	23.00	5" PCCP Pavement Removal	\$ 15.00	\$345.00	\$25.25	\$580.75			\$0.00			\$0.00
3	P-101-3	SF	1,005.00	Pavement Marking Removal	\$ 3.00	\$3,015.00	\$1.05	\$1,055.25	4,552	\$2.55	\$2,562.75			\$0.00
4	P-102-1	LS	1.00	Maintenance of Traffic	\$ 12,000.00	\$12,000.00	\$16,875.00	\$16,875.00	1	\$26,625.00	\$26,625.00			\$0.00
5	P-105-1	LS	1.00	Mobilization	\$ 107,000.00	\$107,000.00	\$212,306.01	\$212,306.01	1	\$144,990.00	\$144,990.00			\$0.00
6	P-151-1	LS	1.00	Clearing and Grubbing	\$ 9,300.00	\$9,300.00	\$2,247.00	\$2,247.00	1	\$14,630.00	\$14,630.00			\$0.00
7	P-152-1	CY	1,820.00	Unclassified Excavation	\$ 25.00	\$45,500.00	\$17.00	\$30,940.00	3,865	\$25.40	\$46,228.00	123	\$22.95	\$41,769.00
8	P-152-2	CY	132.00	Embankment in Place	\$ 10.00	\$1,320.00	\$2.10	\$277.20	3,135	\$3.55	\$468.60			\$0.00
9	P-156-1	LF	100.00	Silt Fence	\$ 6.00	\$600.00	\$10.00	\$1,000.00	5,740	\$3.50	\$350.00	110	\$11.93	\$1,193.00
10	P-158-1	SY	3,789.00	Fly Ash Treated Subgrade	\$ 5.00	\$18,945.00	\$8.50	\$32,206.50	11,709	\$3.65	\$13,829.85			\$0.00
11	P-158-2	TN	268.00	Fly Ash	\$ 115.00	\$30,820.00	\$108.50	\$29,078.00	774	\$97.85	\$26,223.80	178	\$111.02	\$29,753.36
12	P-159-1	SY	3,893.00	Geotextile Fabric	\$ 3.00	\$11,679.00	\$2.35	\$9,148.55	10,969	\$1.35	\$5,255.55			\$0.00
13	P-209M-1	SY	3,552.00	4" Crushed Aggregate Base Course	\$ 12.00	\$42,624.00	\$9.15	\$32,500.80	10,737	\$13.40	\$47,596.80			\$0.00
14	P-403-1	TN	7.00	ACP Surface Course	\$ 80.00	\$560.00	\$275.00	\$1,925.00			\$0.00			\$0.00
15	P-403-2	TN	7.00	ACP Base Course	\$ 80.00	\$560.00	\$275.00	\$1,925.00			\$0.00			\$0.00
16	P-501-1	SY	2,867.00	6" Portland Cement Concrete Pavement	\$ 65.00	\$186,355.00	\$62.00	\$177,754.00	8,368	\$44.50	\$127,581.50	5,359	\$60.57	\$173,654.19
17	P-501-2	SY	338.00	6" Reinforced Portland Cement Concrete Pavement	\$ 95.00	\$32,110.00	\$81.75	\$27,631.50	36	\$73.65	\$24,893.70			\$0.00
18	P-501-3	SF	6.00	Concrete Patching	\$ 36.00	\$216.00	\$85.50	\$513.00			\$0.00	76	\$35.12	\$210.72
19	P-602-1	GAL	17.00	Bituminous Prime Coat	\$ 5.50	\$93.50	\$10.00	\$170.00			\$0.00			\$0.00
20	P-603-1	GAL	6.00	Bituminous Tack Coat	\$ 5.50	\$33.00	\$10.00	\$60.00			\$0.00			\$0.00
21	P-620-1	SF	2,300.00	Taxiway Marking	\$ 2.00	\$4,600.00	\$4.00	\$9,200.00	5,676	\$1.60	\$3,680.00			\$0.00
22	D-701-1	LF	35.00	15" Slotted Drain	\$ 50.00	\$1,750.00	\$178.00	\$6,230.00			\$0.00			\$0.00
23	D-701-2	EA	2.00	15" Slotted Drain End Section	\$ 550.00	\$1,100.00	\$751.00	\$1,502.00			\$0.00	2	\$515.00	\$1,030.00
24	D-701-3	LF	45.00	15" Corrugated Metal Pipe (CMP)	\$ 50.00	\$2,250.00	\$56.75	\$2,553.75			\$0.00	15	\$45.68	\$2,055.60
25	D-705-1	LF	979.00	4" Perforated PVC Underdrain	\$ 20.00	\$19,580.00	\$19.15	\$18,747.85	4,355	\$18.20	\$17,817.80			\$0.00
26	D-705-2	LF	20.00	4" Non-Perforated PVC Underdrain	\$ 11.00	\$220.00	\$22.20	\$444.00	275	\$8.55	\$171.00			\$0.00
27	D-705-3	EA	5.00	Underdrain Cleanout, In Shoulder	\$ 1,600.00	\$8,000.00	\$565.00	\$2,825.00	11	\$1,605.00	\$8,025.00			\$0.00
28	D-705-5	LF	20.00	French Drain	\$ 20.00	\$400.00	\$33.85	\$677.00			\$0.00			\$0.00
29	T-901-1	AC	1.90	Seeding	\$ 1,700.00	\$3,230.00	\$3,000.00	\$5,700.00	8	\$1,605.00	\$3,049.50			\$0.00
30	T-908-1	AC	1.90	Mulching	\$ 4,000.00	\$7,600.00	\$2,000.00	\$3,800.00	8	\$4,012.50	\$7,623.75			\$0.00
31	L-108-1	LF	2,500	#8 L-824C 5kV Cable Installed In Duct Or Conduit	\$ 1.25	\$3,125.00	\$4.55	\$11,375.00	10,000	\$1.05	\$2,625.00			\$0.00
32	L-108-2	LF	1,200	#6 Solid BSDC Counterpoise, Incl. Ground Rods And Connectors	\$ 1.00	\$1,200.00	\$2.85	\$3,420.00	7,025	\$1.30	\$1,560.00			\$0.00
33	L-108-3	LF	150	#6 BSDC Ground, Incl. Ground Rods And Connectors	\$ 5.00	\$750.00	\$25.10	\$3,765.00	300	\$2.15	\$322.50			\$0.00
34	L-108-4	LF	1,050	Trench And Backfill For Offset Counterpoise	\$ 2.50	\$2,625.00	\$2.25	\$2,362.50	4,150	\$0.55	\$577.50			\$0.00
35	L-110-1	LF	1,100	1W-2" Sch. 40 PVC Conduit, DEB, Incl. Trench And Backfill	\$ 8.00	\$8,800.00	\$3.40	\$3,740.00			\$0.00			\$0.00
36	L-110-2	LF	65	1W-2" Sch. 40 PVC Conduit, Concrete Encased, Incl. Trench And Backfill	\$ 13.00	\$845.00	\$22.80	\$1,482.00	10	\$37.45	\$2,434.25			\$0.00
37	L-111-1	EA	34	Ground Rod Earth Resistance Testing	\$ 150.00	\$5,100.00	\$114.00	\$3,876.00	73	\$133.75	\$4,547.50			\$0.00
38	L-125-1	EA	23	Furnish And Install L-867B Light Base In Earth	\$ 800.00	\$18,400.00	\$570.50	\$13,121.50	45	\$642.00	\$14,766.00			\$0.00
39	L-125-2	EA	28	Furnish L-861T LED Twy Edge Fixture And Transformer	\$ 400.00	\$11,200.00	\$297.00	\$8,316.00	39	\$187.25	\$5,243.00			\$0.00
40	L-125-3	EA	28	Install Fixture And Transformer	\$ 125.00	\$3,500.00	\$114.00	\$3,192.00	41	\$90.95	\$2,546.60			\$0.00
41	L-125-4	EA	1	L-858 LED Lighted Sign, Size 1, Style 2/3, 2 Module, Single Face, Incl. Foundation	\$ 5,000.00	\$5,000.00	\$4,677.00	\$4,677.00	2	\$3,745.00	\$3,745.00			\$0.00
42	L-125-5	EA	1	Relocate 2-Mod Lighted Sign w/Transformer Onto New Foundation	\$ 2,000.00	\$2,000.00	\$3,423.00	\$3,423.00			\$0.00			\$0.00
43	L-125-6	EA	11	Remove Fixture And Transformer, Return To Owner	\$ 50.00	\$550.00	\$29.00	\$319.00			\$0.00			\$0.00
44	L-125-7	EA	1	Demo Existing Sign Foundation	\$ 250.00	\$250.00	\$456.00	\$456.00			\$0.00			\$0.00
45	L-125-8	EA	6	Demo Existing Light Base	\$ 100.00	\$600.00	\$114.09	\$684.54			\$0.00			\$0.00
<b>BASE BID TOTAL ITEMIZED PRICES</b>						\$672,720.50		\$702,248.40			\$559,969.95			\$249,665.87

Garden City Regional Airport

BID TABULATION

A.I.P. PROJECT NUMBER: 3-20-0024-038

PROJECT TITLE: Taxilane and ARFF/ Fuel Farm Access Road Reconstruction

5/27/16 ~ 1:00 pm

NOTE: IN THE EVENT OF DISCREPANCY, UNIT PRICE SHALL GOVERN.

BASE BID (NON-AIP)

				ENGINEER'S ESTIMATE		Emery Sapp & Sons, Inc.		Average Bid Price 2015 GCK Taxiway Project			Average Bid Price KDOT District 6			
Item No.	FAA No.	Unit	Quantity	Item Description:	Unit Price	Extension	Unit Price	Extension	Quantity	Unit Price	Extension	Quantity	Unit Price	Extension
1	P-101-5	SY	501.00	5" ACP Pavement Removal (non-AIP)	\$ 15.00	\$7,515.00	\$3.60	\$1,803.60			\$0.00			\$0.00
2	P-152-3	CY	73.00	Unclassified Excavation (non-AIP)	\$ 25.00	\$1,825.00	\$28.65	\$2,091.45	3,865	\$25.40	\$1,854.20	123	\$22.95	\$1,675.35
3	P-158-3	SY	524.00	Fly Ash Treated Subgrade (non-AIP)	\$ 5.00	\$2,620.00	\$8.55	\$4,480.20	11,709	\$3.65	\$1,912.60			\$0.00
4	P-158-4	TN	37.00	Fly Ash (non-AIP)	\$ 115.00	\$4,255.00	\$108.50	\$4,014.50	774	\$97.85	\$3,620.45	178	\$111.02	\$4,107.74
5	P-159-2	SY	524.00	Geotextile Fabric (non-AIP)	\$ 3.00	\$1,572.00	\$2.35	\$1,231.40	10,969	\$1.35	\$707.40			\$0.00
6	P-209M-2	SY	524.00	4" Crushed Aggregate Base Course (non-AIP)	\$ 12.00	\$6,288.00	\$9.15	\$4,794.60	10,737	\$13.40	\$7,021.60			\$0.00
7	P-501-6	SY	455.00	6" Portland Cement Concrete Pavement (non-AIP)	\$ 65.00	\$29,575.00	\$80.75	\$36,741.25	8,368	\$44.50	\$20,247.50	5,359	\$60.57	\$27,559.35
8	P-501-7	SY	69.00	6" Reinforced Portland Cement Concrete Pavement (non-AIP)	\$ 95.00	\$6,555.00	\$83.25	\$5,744.25	36	\$73.65	\$5,081.85			\$0.00
<b>BASE BID TOTAL ITEMIZED PRICES</b>						\$60,205.00		\$60,901.25			\$40,445.60			\$33,342.44

Garden City Regional Airport

BID TABULATION

A.I.P. PROJECT NUMBER: 3-20-0024-038

PROJECT TITLE: Taxilane and ARFF/ Fuel Farm Access Road Reconstruction

5/27/16 ~ 1:00 pm

NOTE: IN THE EVENT OF DISCREPANCY, UNIT PRICE SHALL GOVERN.

BID ALTERNATE

Item No.	FAA No.	Unit	Quantity	Item Description:	ENGINEER'S ESTIMATE		Emery Sapp & Sons, Inc.		Average Bid Price 2015 GCK Taxiway Project			Average Bid Price KDOT District 6		
					Unit Price	Extension	Unit Price	Extension	Quantity	Unit Price	Extension	Quantity	Unit Price	Extension
1	P-101-4	SY	3,630.00	7" PCCP Pavement Removal	\$ 20.00	\$72,600.00	\$4.20	\$15,246.00			\$0.00			\$0.00
2	P-152-1	CY	801.00	Unclassified Excavation	\$ 25.00	\$20,025.00	\$14.00	\$11,214.00	3,865	\$25.40	\$20,345.40	123	\$22.95	\$18,382.95
3	P-156-1	LF	578.00	Silt Fence	\$ 6.00	\$3,468.00	\$6.00	\$3,468.00	5,740	\$3.50	\$2,023.00	110	\$11.93	\$6,895.54
4	P-158-1	SY	3,650.00	Fly Ash Treated Subgrade	\$ 5.00	\$18,250.00	\$8.85	\$32,302.50	11,709	\$3.65	\$13,322.50			\$0.00
5	P-158-2	TN	258.00	Fly Ash	\$ 115.00	\$29,670.00	\$108.50	\$27,993.00	774	\$97.85	\$25,245.30	178	\$111.02	\$28,643.16
6	P-159-1	SY	3,959.00	Geotextile Fabric	\$ 3.00	\$11,877.00	\$2.35	\$9,303.65	10,969	\$1.35	\$5,344.65			\$0.00
7	P-209M-1	SY	3,782.00	4" Crushed Aggregate Base Course	\$ 12.00	\$45,384.00	\$9.15	\$34,605.30	10,737	\$13.40	\$50,678.80			\$0.00
8	P-403-3	TN	33.00	ACP Surface Course	\$ 80.00	\$2,640.00	\$275.00	\$9,075.00			\$0.00			\$0.00
9	P-403-4	TN	33.00	ACP Base Course	\$ 80.00	\$2,640.00	\$275.00	\$9,075.00			\$0.00			\$0.00
10	P-501-4	SY	2,935.00	8" Portland Cement Concrete Pavement	\$ 90.00	\$264,150.00	\$61.50	\$180,502.50	8,368	\$44.50	\$130,607.50	554	\$89.10	\$261,508.50
11	P-501-5	SY	409.00	8" Reinforced Portland Cement Concrete Pavement	\$ 110.00	\$44,990.00	\$82.80	\$33,865.20	36	\$73.65	\$30,122.85			\$0.00
12	P-501-8	LF	141.00	Fuel Containment Barrier	\$ 25.00	\$3,525.00	\$37.85	\$5,336.85			\$0.00			\$0.00
13	P-602-1	GAL	86	Bituminous Prime Coat	\$ 5.50	\$473.00	\$10.00	\$860.00			\$0.00			\$0.00
14	P-603-1	GAL	29	Bituminous Tack Coat	\$ 5.50	\$159.50	\$10.00	\$290.00			\$0.00			\$0.00
15	D-705-1	LF	821.00	4" Perforated PVC Underdrain	\$ 20.00	\$16,420.00	\$19.15	\$15,722.15	4,355	\$18.20	\$14,942.20			\$0.00
16	D-705-2	LF	70.00	4" Non-Perforated PVC Underdrain	\$ 11.00	\$770.00	\$22.20	\$1,554.00	275	\$8.55	\$598.50			\$0.00
17	D-705-3	EA	5.00	Underdrain Cleanout, In Shoulder	\$ 1,600.00	\$8,000.00	\$564.00	\$2,820.00	11	\$1,605.00	\$8,025.00			\$0.00
18	D-705-4	EA	1.00	Concrete Splash Block	\$ 600.00	\$600.00	\$555.00	\$555.00			\$0.00			\$0.00
19	T-901-1	AC	0.40	Seeding	\$ 1,700.00	\$680.00	\$6,000.00	\$2,400.00	8	\$1,605.00	\$642.00			\$0.00
20	T-908-1	AC	0.40	Mulching	\$ 4,000.00	\$1,600.00	\$6,000.00	\$2,400.00	8	\$4,012.50	\$1,605.00			\$0.00
<b>BASE BID TOTAL ITEMIZED PRICES</b>						\$547,921.50		\$398,588.15			\$303,502.70			\$315,430.15



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** June 21, 2016  
**RE:** Waiver Request to allow dual occupancy in East Garden Village

---

### **ISSUE:**

The Governing Body is asked to consider and approve a waiver to allow dual occupancy in East Garden Village Manufactured Home Park.

### **BACKGROUND:**

Michael Olien of Black Diamond Energy Services US has submitted a request for a waiver to allow the installation of temporary dual-occupancy manufactured units in East Garden Village Manufactured Home Park. The waiver is being requested for a two (2) year term. Mr. Olien has been in contact with Robert Martin, the owner of Park, and they have worked out an agreement for the installation of these units if the waiver is granted.

The proposed dual occupancy units will be located in the northeast side of the Manufactured Home Park, with the first structure being placed on lot 601 (which is on Maple Street). The entire two-unit structure is 60' x 13' 4". Each unit will contain a living room, kitchen, bath and one bedroom. The units will be rented out on a month to month basis. With the demand, Mr. Olien would like to add additional units, totally up to no more than sixteen (16) units. The units will be restricted to single occupancy and the tenants will be required to abide to specific rules and regulations for these units. In addition, the applicant will be required to meet all building code regulations and zoning regulations of the City. Please see attached documents for the site plan, floor plan, exterior details, and the rules and regulations that will apply to these units.

According to the latest Community Housing Assessment Team Study (CHAT), there is still a strong need for rental units in the Affordable to Low category which are rentals that are \$700.00 or lower. The CHAT shows that between 2015 and 2019 twenty five (25) units are needed each year to meet the demand. If granted, this waiver would provide additional temporary affordable to low rental housing units in Garden City.

The governing body has previously considered and granted waivers for RVs for specified time frames within Manufactured Home Park zoning districts.

### **ALTERNATIVE:**

The Governing Body may:

1. Grant the waiver to allow dual-occupancy units for 2 years.

2. Grant the waiver to allow dual-occupancy units for 3 years.
3. Deny the requested waiver.

**RECOMMENDATION:**

Staff recommends Alternative number one, to approve the waiver for a two year term.

**FISCAL NOTE:**

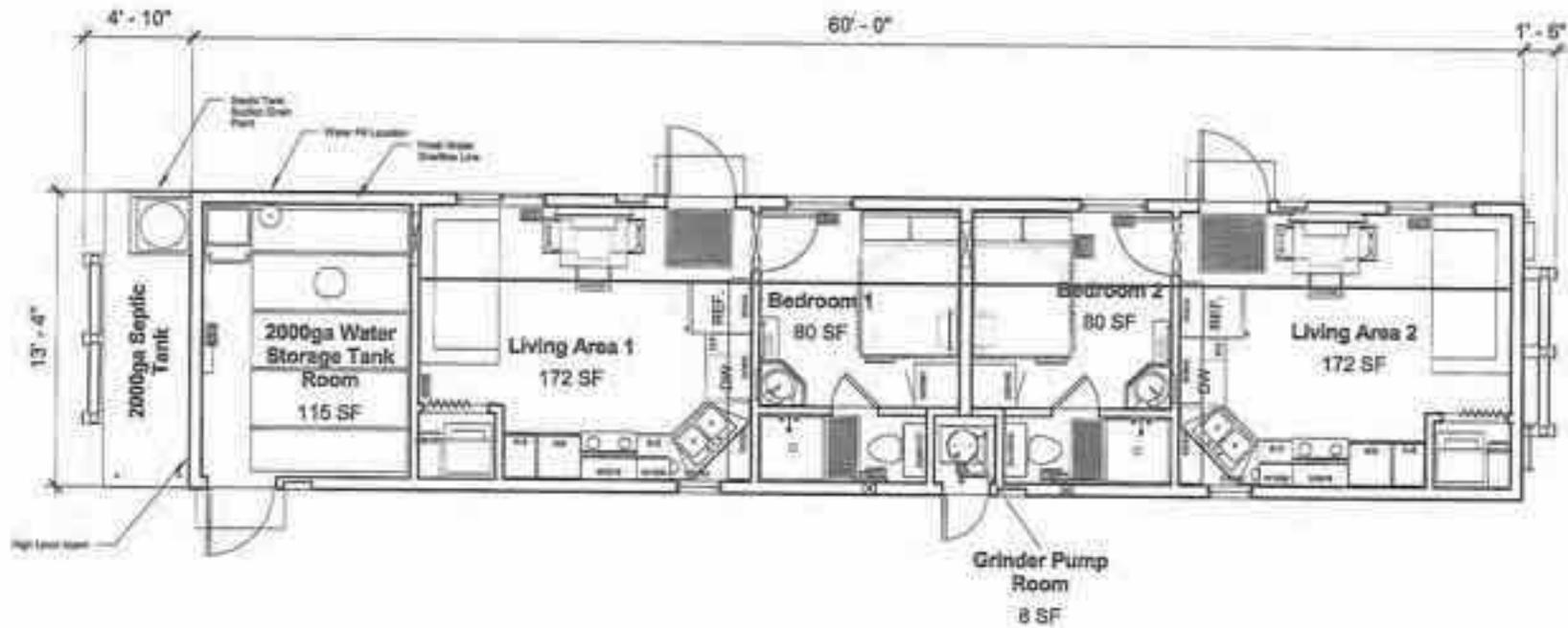
None.

**ATTACHMENTS:**

Description	Upload Date	Type
East Garden Village Attachments	6/15/2016	Backup Material
Waiver request	6/16/2016	Backup Material



DOUBLE END WELL SITE  
 THIS UNIT CONTAINS TWO SELF CONTAINED HOUSING UNITS. EACH UNIT IS FULLY EQUIPPED AND INCLUDES ITS OWN BATHROOM, LIVING AREA, AND KITCHEN, AS WELL AS DISHWASHERS, WASHER, AND DRYERS. THESE UNITS CONTAIN 2000 GALLON POTABLE WATER SYSTEMS AS WELL AS A 2000 GALLON SEPTIC SYSTEM AND IS COMPLETELY SELF CONTAINED.



1 A000 Sales  
 3/16" = 1'-0"

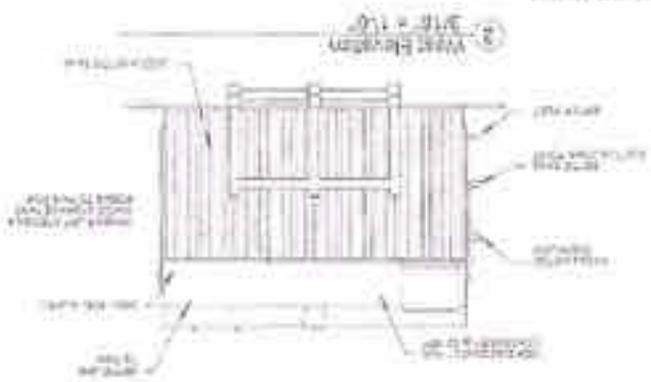
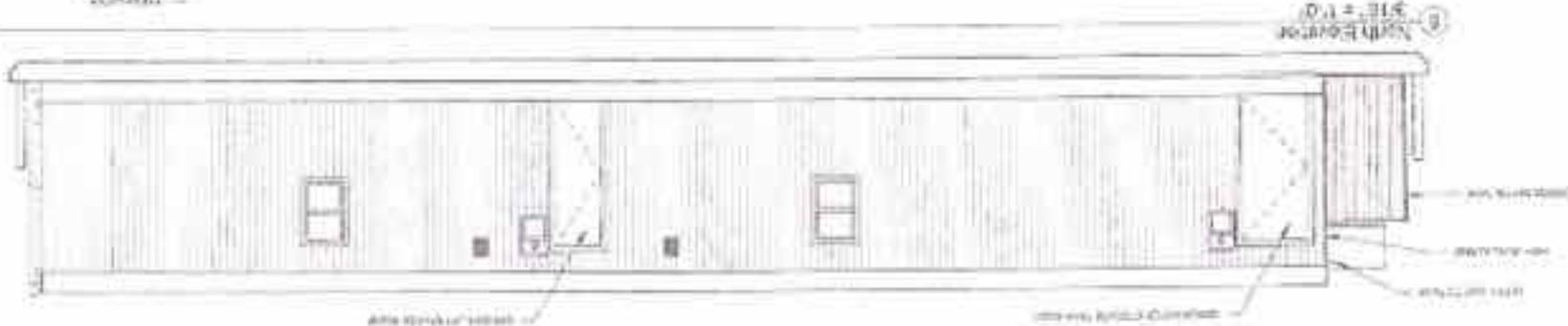
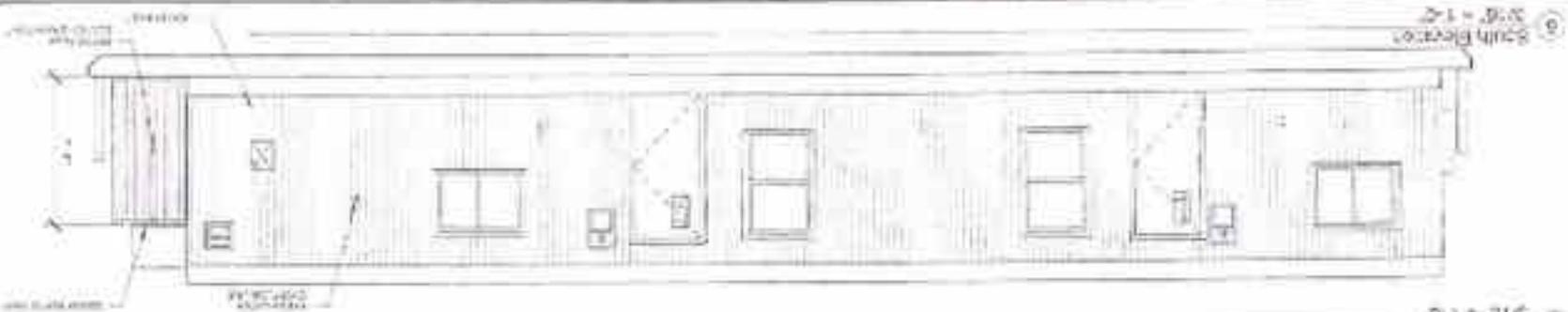
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DATE	BY	DESCRIPTION	SP	SAS
01/15/15	...	ISSUE FOR REVIEW	TN	00001
02/10/15	...	ISSUE FOR PRODUCTION	TN	100004
03/11/15	...	...	...	...

PROJECT TITLE	13-4 X 60' DBL END WELL SITE
DRAWING TITLE	Site
PROJECT NO.	2015-08
DWG NO.	002



NO. 000	00000	DATE	00/00/00	SCALE	1/4" = 1'-0"	PROJECT	00000
DESIGNER	00000	CLIENT	00000	DATE	00/00/00	PROJECT	00000
SECTION ONE TWO THREE				NO.	00000	PROJECT	00000
DATE	00/00/00	SCALE	1/4" = 1'-0"	PROJECT	00000	PROJECT	00000







*Please ensure sheet is filled in completely!*

NAME:			<input type="checkbox"/> Male <input type="checkbox"/> Female	Phone Number:	
HOME ADDRESS:					Emergency Contact Name:
CITY:		PROVINCE:		Emergency Contact Number:	
POSTAL CODE:		ESTIMATED STAY:	# <input type="checkbox"/> days <input type="checkbox"/> weeks <input type="checkbox"/> months	Relation:	
Vehicle Make:		Vehicle Model:		License Plate:	
Your Company Name:				Staff:	Days <input type="checkbox"/> Nights <input type="checkbox"/>
Business Phone:					
Supervisor:			Supervisor Phone:		
Signature:			Print name:		

**For Office Use Only:**

Was there a reservation made:	<input type="checkbox"/> yes <input type="checkbox"/> no	Check In Date:	
Room/Unit Number:		Clerk's Initial:	
Card Number:			

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# Garden City Kansas location Rules and Regulations Outline

As our guest, it is mandatory you read, sign and adhere to all Rules and Regulations. Failure to comply will result in suspension of Rental privileges and will be asked to vacate units.

- + Co-operation with all staff including security is a requirement to staying on site.
- + Soiled Outside footwear and coveralls must be removed in entry area prior to entering the other portions of the units.
- + Storage of oil, gas, propane, charcoal or burning of incense, mosquito coils or any open flame is prohibited in units.
- + Alcohol is prohibited in public areas. Public displays of intoxication is grounds for removal from site.
- + The possession, consumption or distribution of illegal drugs is strictly prohibited.
- + The registered occupant is responsible for damages in assigned rooms or common areas within park.
- + Damages to your assigned Unit must be reported immediately by calling ( 713-294-0459 ).
- + Quiet time is 10:00PM through 5:00AM. Excessive noise is NOT allowed at any time. Please respect other Tenants.
- + Alteration of or tampering with electrical / plumbing equipment is prohibited.
- + No alterations, modifications or tampering of any park property is permitted at any time.
- + Smoking is allowed in designated areas only ( Outside ), smoking inside all rooms is prohibited.
- + Parking in designated areas only, limit 1 parking space per Tenant and only 1 Tenant per A/B unit allowed.
- + Black Diamond Group or East Garden Village assumes no responsibility for lost, damaged or stolen property.
- + The Park Manager or their representative may enter leased units at any time without notice; for safety, medical, security, and maintenance reasons, or to inspect the conditions of premises.
- + Exterior areas ( lot ) must be kept in Neat appearance all times.
- + All tenants checking out of units must remove all personal belongings prior to final walk through and the keys being turned over in the same clean condition as move in.
- + Animals/ pets of any kind are strictly prohibited.
- + Unit keys not returned will be billed to the Lessee per incident at a \$20.00 charge.
- + Units come stocked with ( see list ) and Lessee will be charged for replenishment of missing items upon move out.
- + Lessees are responsible for the cleanliness of the units.
- + Fighting, violence, or causing disturbance are all grounds for removal from the unit and park property.

Signature and Date:



**BLACK DIAMOND**  
ENERGY SERVICES



# Memo

**To:** Garden City Commission  
**From:** Michael Olien  
**cc:** Carol Davidson  
**Date:** June 16, 2016  
**Re:** Wavier

---

**City Commission we are asking for a 24 month renewable waiver on the following standards within the (Development Standards for Manufactured Home Park District)**

- 1) Allowance of 2 – tenants per Lot space , 1A & 1B per unit ( see floor plan of units)
- 2) Allowance of off street parking spaces i.e.: 1 for unit A and 1 for unit B

Thank you for your considerations

Michael A. Olien

Sales Representative

Black Diamond Energy Services US

| C: 713.294.0459 | Toll free 888-929-9061

13050 WCR, 16 Fort Lupton, CO 80621 USA

[molien@blackdiamondgroup.com](mailto:molien@blackdiamondgroup.com)

[www.blackdiamondgroup.com](http://www.blackdiamondgroup.com)





## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Zoo Director Kristi Newland  
**DATE:** June 21, 2016  
**RE:** Consideration and approval of appointment to the Zoo Advisory Board

---

### **ISSUE:**

The Governing Body is asked to consider and approve an appointment to the Zoo Advisory Board.

### **BACKGROUND:**

The Zoo Advisory Board has one vacancy due to the expiring term of Tammy Rieth. One application was received to fill the open position. Ms. Stacy Regan-Green is excited about the opportunity to serve the city and the zoo. Her application is attached for the Governing Body's consideration.

### **ALTERNATIVE:**

1. Approve the recommended appointment.
2. Deny the recommended appointment.

### **RECOMMENDATION:**

Zoo Director Newland and the Zoo Advisory Board recommend the appointment of Stacy Regan-Green to the Zoo Advisory Board.

### **FISCAL NOTE:**

There is no fiscal impact caused by this action.

### **ATTACHMENTS:**

Description	Upload Date	Type
Zoo Advisory Board application	6/15/2016	Backup Material

**GARDEN CITY IS MY TOWN TOO!**

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

NAME: Stacy Hagan-Green

HOME PHONE: 275-0448

ADDRESS: 109 Hampton Ct.

<sup>cell</sup>  
WORK PHONE: 640-4596

OCCUPATION (if employed): \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_

HOW LONG HAVE YOU BEEN A RESIDENT OF GARDEN CITY? 58 yrs.

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

No longer working at a career and now have the time to give back to the community.

OTHER APPLICABLE EXPERIENCE: Former Sales rep for KSNB TV.

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

Airport

Lee Richardson Zoo

Alcohol Fund Advisory Board

Parks & Tree

Building Board of Appeals

Planning Commission

Cultural Relations

Plumbing/Mechanical

Electrical Examiners

Police/Citizen

Environmental Issues

Recreation Commission

Golf

Traffic Committee

Landmarks Commission

Zoning Board of Appeals

Local Housing Authority

Youth Council

**RETURN THIS FORM TO:**

City Manager's Office  
City Administrative Center  
P.O. Box 499  
Garden City, KS 67846-0499

# Consent Agenda



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Rachelle Powell, Director of Aviation  
**DATE:** June 21, 2016  
**RE:** Task Order 4

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### **ISSUE:**

The Governing Body is asked to consider and approve Task Order Number 4 between the City of Garden City and HNTB for Construction Observation Services for taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38).

### **BACKGROUND:**

The City of Garden City entered into a Master Agreement for Professional Services with HNTB on January 21, 2014 and authorized HNTB services for the projects. Task Order 4 provides construction observation services for the construction of airfield improvements consisting of taxilane and ARFF/Fuel Farm Access Road Reconstruction. The FAA requires an independent analysis of the proposed fee. Steve Cottrell, Assistant to the City Manager conducted the analysis and finds the proposed fee is reasonable for the project.

### **ALTERNATIVE:**

1. Approve Task Order Number 4 between the City of Garden City and HNTB for Construction Observation Services for taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38).
2. Do not approve Task Order Number 3 between the City of Garden City and HNTB for Construction Observation Services for taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38).
3. Governing Body provide guidance for staff.

### **RECOMMENDATION:**

Staff recommends approval of Task Order Number 4 between the City of Garden City and HNTB for Construction Observation Services for taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38).

### **FISCAL NOTE:**

The project will be bonded. The proposed funding for the Construction Observation Services is as follows:

Construction Observation Services	\$264,743.00
Federal Funds 90%	\$238,268.70
City Funds 10%	\$ 26,474.30

**ATTACHMENTS:**

Description	Upload Date	Type
Cottrell's Independent Cost Analysis	6/15/2016	Backup Material
Task Order 4	6/17/2016	Backup Material



## MEMORANDUM

**TO:** Rachelle Powell, Director of Aviation

**FROM:** Steve Cottrell, Assistant to the City Manager

**DATE:** 14 June 2016

**RE:** Engineering services (Task Order No. 4) Independent Engineering Cost Analysis: AIP No. 3-20-0038 – Taxilane & Access Road construction phase services

I have evaluated the scope of engineering services and fees for the referenced project. I have prepared an independent cost estimate and find that the fees for design phase services would be \$286,675.

In my opinion, the proposed fee of \$264,743 for the design phase services is reasonable for this project.

If additional information is needed, please let me know.

A handwritten signature in cursive script, appearing to read "Steve F. Cottrell".

CITY COMMISSION

J. CHRISTOPHER LAW,

Mayor

ROY CESSNA

MELVIN L. DALE

JANET A. DOLL

DAN FANKHAUSER

MATTHEW C. ALLEN

City Manager

MELINDA A. HITZ, CPA

Finance Director

RANDALL D. GRISELL

City Counselor

CITY ADMINISTRATIVE

CENTER

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

P.O. Box 998

GARDEN CITY, KS

67846-0998

620.276.1160

FAX 620.276.1169

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

Garden City Regional Airport  
 Design Engineering Fee Analysis  
 Independent cost estimate  
 AIP # 3-20-0024-38  
 TAXILANE & ACCESS ROAD CONSTRUCTION PHASE  
 6/14/2016

**DIRECT SALARY COSTS:**

POSITION	ESTIMATED HOURS			TOTAL	RATE/HR	COST
	ADMIN	INSPECTION	CLOSEOUT			
Partner	8	0	2	10	\$ 100.00	\$ 1,000.00
Project Manager	16	180	70	266	\$ 60.00	\$ 15,960.00
Resident engineer	8	1100	10	1118	\$ 50.00	\$ 55,900.00
Staff Civil Engineer	8	100	0	108	\$ 45.00	\$ 4,860.00
Clerical	16	0	12	12	\$ 40.00	\$ 480.00
	56	1380	94	1530		\$ 78,200.00

**OVERHEAD:**

Overhead multiplier                      Total Direct Salary x 150.00%                      **Overhead**                      \$117,300.00

**SUBTOTAL:**

**Total Direct Salary + Overhead                      \$ 195,500.00**

**PROFIT/FIXED FEE:**

Total Direct Salary + Overhead x 15.00% **Profit/Fixed Fee                      \$29,325.00**

**Subtotal                      \$224,825.00**

**DIRECT NONSALARY EXPENSES:**

Travel - airfare (R/T)	1 Trips @	\$1,000.00 / Trip =	\$1,000.00
Travel - Re vehicle	15000 Miles @	\$0.54 / Mi =	\$8,100.00
Per Diem	110 Days @	\$125.00 / Day =	\$13,750.00
Materials and Supplies			\$4,000.00

**Total Out-of-Pocket Expenses                      \$26,850.00**

**SUB-CONSULTANT COSTS**

Material Testing	\$ 25,000.00
Electrical sub-consultant	\$ 10,000.00

**Total Sub-Consultant Costs                      \$ 35,000.00**

<b>TOTAL FEE                      \$ 286,675.00</b>
---



Steven F. Cottrell, PE  
 City Engineer  
 6/14/2016

**TASK ORDER NUMBER 4**  
*Construction Observation Services*  
*Taxilane and ARFF/Fuel Farm Access Road*

This Task Order is made as of \_\_\_\_\_, 2016, under the terms and conditions established in the MASTER AGREEMENT FOR PROFESSIONAL SERVICES, dated January 21, 2014 (the Agreement), between the City of Garden City, Kansas (Owner) and HNTB Corporation (HNTB). This Task Order is made for the following purpose, consistent with the Project defined in the Agreement:

*Provide construction observation services for the reconstruction of the Taxilane between Taxiways A9 and A10 and for the reconstruction of the ARFF/Fuel Farm Access Road. To assist in the quality assurance monitoring for the project, the following firms shall serve as subconsultants to HNTB: Terracon Consultants Inc. shall provide material testing services and Aviation Alliance, Inc. shall provide electrical engineering services.*

**Section A. – Scope of Services**

A.1. HNTB shall perform the following Services:

1. Project Management:
  - a. Perform project management; contract administration; Owner and FAA coordination; and sub consultant management of Terracon and Aviation Alliance.
2. Construction Observation Services:
  - a. Prepare Contractor Notice to Proceed Letter
  - b. Prepare Construction Observation Plan
  - c. Review Contractor's furnished safety plan and schedule
  - d. Prepare Contract Documents for Owner, FAA, Contractor, and Engineer
  - e. Provide engineering support throughout construction
  - f. Prepare pre-construction agenda
  - g. Attend and conduct pre-construction conference at GCK
  - h. Prepare and distribute pre-construction conference minutes
  - i. Review shop drawings
  - j. Monitor construction to assure conformance with the plans and specifications
  - k. Conduct progress meetings
  - l. Perform material testing in accordance with project specifications
  - m. Prepare Contractor pay estimates, ECHO Drawdown forms, and SF-271 Request for Reimbursement Forms on a monthly basis
  - n. Prepare change orders
  - o. Review certified payrolls for prevailing wage rates
  - p. Conduct Labor Standard interviews
  - q. Prepare punch lists
  - r. Prepare final inspection agenda
  - s. Conduct final inspection with Owner, FAA, and Contractor
  - t. Prepare and distribute final inspection minutes
3. Project Closeout Services:
  - a. Prepare and submit Record Drawings based on Contractor's markups
  - b. Prepare and distribute Final Project Report
  - c. Update ALP

- d. Conduct a project warranty inspection with the Owner, prior to the end of the warranty period
- e. Prepare Final Outlay Report SF-271

A.2. The following Services are not included in this Task Order, but shall be provided as Additional Services if authorized or confirmed in writing by the Owner.

- 1. Update of airport pavement management system report
- 2. Additional project inspection caused by Contractor overrunning the Contract time.

A.3. In conjunction with the performance of the foregoing Services, HNTB shall provide the following submittals/deliverables (Documents) to Owner:

*Part I: Construction Observation Services:*

- 1. Sponsor Certification for Construction Contracts
- 2. Approved Shop Drawings
- 3. Approved Certified Payrolls
- 4. Pay estimates and SF-271 forms (submitted electronically).
- 5. Change Orders
- 6. Sponsor Quarterly Performance Reports (submitted electronically).

*Part II: Project Closeout Services:*

- 1. Project Closeout Report (2-Owner, 1-FAA, 1-HNTB).
- 2. Record Drawings based on Contractor's markups (2-Owner, 1-HNTB)
- 3. Sponsor Certification for Final Acceptance

**Section B. - Schedule**

HNTB shall perform the Services according to the following schedule:

- 1. On-site construction services shall begin upon issuance of Notice-to-Proceed for the Contractor to begin the project. On-site construction services are based on providing full time construction observation services for one hundred and ten (110) calendar days.
- 2. Record Drawings and Project Closeout Report shall be completed within ninety (90) calendar days after final inspection.
- 3. Warranty inspection shall be completed within three hundred and sixty five (365) calendar days after the final inspection.

**Section C. - Compensation**

C.1. For performing the Services identified within **Section A - Scope of Services**, A.1.1. Project Management and A.1.2. Construction Observation Services, the Owner shall pay HNTB an amount for payroll plus an overhead of 146.83% for all office principals and employees engaged directly in the Services, plus a fixed fee, plus Reimbursable Expenses as further defined below and subconsultants fees. The total compensation for A.1.1. and A.1.2. Is not to exceed **\$248,896**, based on the following estimate of costs:

Office Payroll	\$14,888
Office Overhead	\$21,860
Field Payroll	\$51,070
Field Overhead	\$74,987
Reimbursable Expenses	\$25,856

Fixed Fee	\$24,421
Subconsultant Fee (Terracon)	\$25,300
Subconsultant Fee (Aviation Alliance Inc.)	<u>\$10,514</u>
Total Not To Exceed Amount	\$248,896

C.2. For performing the Services identified within **Section A. Scope of Services**, A.1.3. Project Closeout Services, the Owner shall pay HNTB a lump sum amount of **\$15,847**. HNTB may alter the compensation distribution between individual phases, tasks or work assignments to be consistent with the Services actually rendered, within the total lump sum amount.

C.3. Total compensation for A.1.1., A.1.2., and A.1.3. shall not exceed **\$264,743**.

C.4. Adjustment of the upper limit may be made should HNTB establish and the Owner agree that there has been, or is to be, a material change in the: (a) scope, complexity or character of the Services or the Project; (b) conditions under which the Services are required to be performed, or (c) duration of the services, if a change in the Schedule warrants such adjustment.

C.5. Any services rendered by HNTB beyond those described in **Section A - Scope of Services** shall be compensated on the following basis:

In the event additional project construction observation services are required, cost shall be compensated on a time and materials basis, including overhead rates defined in Section C.1., plus 15% fixed fee based on loaded labor costs, plus expenses for all costs associated with providing construction services beyond the 110 calendar day period.

C.6. HNTB's estimate of the amount that will become payable for Additional Services is only an estimate. If it becomes apparent that this estimated compensation amount will be exceeded, Owner shall agree in writing to additional compensation exceeding said estimated amount.

C.7. Progress Payments: Owner shall make monthly periodic progress payments for Services. The amounts due for Additional Services will also be invoiced monthly. Invoices shall be due and payable upon receipt.

C.8. Reimbursable Expense Definition: Reimbursable expenses include, but are not limited to, transportation, subsistence, reproduction of reports, drawings, specifications, and other Project documents, courier services, materials, supplies, equipment rental and other costs specific to the Project.

C.9. Timing of Services: The total compensation is based on the Services being performed according to the approved schedule and completed within four hundred and seventy five (475) days of the Owner written NTP. Should the time to complete the Services extend beyond this period, HNTB and Owner agree to negotiate an equitable change to the compensation maximum or to provide Additional Services on the basis set forth herein.

#### **Section D. - Owner's Responsibilities**

Owner shall perform and/or provide the following in a timely manner so as not to delay the Services of HNTB. Unless otherwise provided in this Task Order, Owner shall bear all costs incident to compliance with the following:

1. Provide an original executed Task Order.

**Section E. - Other Provisions**

The parties agree to the following provisions with respect to this specific Task Order:

1. No other provisions are incorporated.

IN WITNESS WHEREOF, Owner and HNTB have executed this Task Order.

City of Garden City, Kansas  
(Owner)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

HNTB Corporation  
(HNTB)

Signature Wayne Feuerborn

Name Wayne Feuerborn

Title Vice President

Date 6/4/2016

**ATTACHMENT A  
COST PLUS FIXED PAYMENT  
Garden City Regional Airport  
Taxilane and ARFF/Fuel Farm Access Road**

**1. Direct Salary Costs**

<i>Detailed Scope and Fee/Description of Work</i>	Title						Hours Totals	Dollars Totals
	Principal in Charge	Department Manager	Senior Inspector	Project Manager	Junior Engineer	Administration		
	\$101.84	\$61.36	\$47.20	\$50.56	\$31.15	\$37.52		

**Project Management**

Project Management		3		10		7	20	\$952
Monthly Project Review	5			5		5	15	\$950
Workplan Development		1		6			7	\$365
Subconsultant Contracting	2	2		6		2	12	\$705
Subtotal	7	6	0	27	0	14	54	\$2,971

**Construction Phase**

Submittal Review				20	20		40	\$1,634
Construction Observation Plan				8	8		16	\$654
Requests for Information				20	10		30	\$1,323
Engineering Support				20	20		40	\$1,634
Engineer Site Visit x 2				32	32		64	\$2,615
Payroll Review				0			0	\$0
Pay Estimate Processing				16			16	\$809
Preconstruction Conference			16	16			32	\$1,564
Progress Meetings				15	15		30	\$1,226
Field Inspection (110 calendar days, 5.5 days/week @ 12 hours/day)			1038				1038	\$48,994
Final Inspection and Punch List			24	20			44	\$2,144
Final Change Order			4	2			6	\$290
Final Pay Estimate				2			2	\$101
Subtotal	0	0	1082	171	105	0	1358	\$62,987

**Total Direct Salary Costs**

Field CN labor	\$51,070	<u>\$65,958</u>
Office PM labor	\$2,971	
Office CN labor	\$11,917	

**2. Office Labor and General & Administrative Overhead**

Office PM Percentage of Direct Salary Costs	146.83%	\$4,363
Office CN Percentage of Direct Salary Costs	146.83%	\$17,497

**3. Field Labor and General & Administrative Overhead**

Field CN Percentage of Direct Salary Costs	146.83%	\$74,987
--	---------	----------

**4. Subtotal of Items 1, 2, and 3**

**\$162,805**

**5. Fixed Payment (Profit for Labor and Overhead)**

15%	\$24,421
-----	----------

**6. Direct Nonsalary Expenses**

<b>Transportation</b>			
Company Vehicle	17248	\$0.540 /mile	\$9,314
Rental Car	4	\$150.000 /each	\$600
<b>Inspector Lodging and Meals</b>			
Per Diem	110	\$129.00 /day	\$14,190
Hotel for Site Visits	8	\$120.00 /night	\$960
<b>Food</b>			
Meals	32	\$15.00 /meal	\$480
<b>Printing</b>			
8.5x11	180	\$0.07 /page	\$13
11x17	140	\$0.14 /page	\$20
Reports	4	\$50.00 /report	\$200
<b>Other</b>			
Shipping	2	\$40.00 /shipping	\$80
<b>Total Expense</b>			<b>\$25,856</b>

**7. Subcontract Cost**

Terracon Consultants Inc.	\$25,300
Aviation Alliance Inc.	\$10,514

**8. Total Cost (project management & construction phase)**

(Items 4, 5, 6, & 7)	<b>\$248,896</b>
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**ATTACHMENT B**  
**LUMP SUM FEE**  
**Garden City Regional Airport**  
**Taxilane and ARFF/Fuel Farm Access Road**

**1. Direct Salary Costs**

Title  
Rate

***Detailed Scope and Fee/Description of Work***

	Principal in Charge	Department Manager	Senior Inspector	Senior Engineer	Project Manager	Technician	Administration	Hours Totals	Dollars Totals
	\$101.84	\$61.36	\$47.20	\$65.00	\$50.56	\$41.60	\$37.52		
Overhead	146.83%	146.83%	146.83%	146.83%	146.83%	146.83%	146.83%		
Profit	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%		
Gross Rate	\$ 289.08	\$ 174.17	\$ 133.98	\$ 184.51	\$ 143.52	\$ 118.08	\$ 106.50		

***Project Closeout Phase***

As-Built Record Drawings		2	10		8	12		32	\$4,253
Final Engineer's Report		4			32			36	\$5,289
Update ALP		1			4	4		9	\$1,221
Update Part 139 Sign and Marking Plan					1	4		5	\$616
Update 5 year CIP for FY 2018					8	4		12	\$1,620
Warranty Inspection					16			16	\$2,296
Subtotal	0	7	10	0	69	24	0	110	\$15,296

**3. Direct Nonsalary Expenses**

Transportation

Company Vehicle Rental 1 \$150.00 /each \$150

Food/Lodging

Hotel 1 \$120.00 /night \$120

Meals 2 \$15.00 /meal \$30

Printing

8.5x11 65 \$0.07 /page \$5

11x17 120 \$0.14 /page \$17

Reports 3 \$50.00 /report \$150

Other

Shipping 2 \$40.00 /shipping \$80

Total Expense **\$551**

**4. Subcontract Cost**

Terracon Consultants Inc.  
Aviation Alliance, Inc.

**5. Total Lump Sum Payment (project closeout phase)**

(Items 2, 3, & 4)

**\$15,847**

# ATTACHMENT C

## FEDERAL CONTRACT PROVISIONS FOR A/E AGREEMENTS

ALL REFERENCES MADE HEREIN TO "CONTRACTOR", "BIDDER", AND "OFFEROR" SHALL PERTAIN TO THE ARCHITECT/ENGINEER (A/E). ALL REFERENCES MADE HEREIN TO "SUBCONTRACTOR" SHALL PERTAIN TO ANY AND ALL SUBCONSULTANTS UNDER CONTRACT WITH THE A/E.

ALL REFERENCES MADE HEREIN TO "SPONSOR" SHALL PERTAIN TO THE STATE, CITY, AIRPORT AUTHORITY OR OTHER PUBLIC ENTITY EXECUTING THE CONTRACT WITH THE A/E.

### ACCESS TO RECORDS AND REPORTS

Reference: 2 CFR § 200.326, 2 CFR § 200.333

The contractor must maintain an acceptable cost accounting system. The contractor agrees to provide the Sponsor, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

### CIVIL RIGHTS – GENERAL

Reference: 49 USC § 47123

The contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon.

In these cases the provision obligates the party or any transferee for the longer of the following periods:

(a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or

(b) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

## CIVIL RIGHTS – TITLE VI ASSURANCES

### 1) Title VI Solicitation Notice

Reference: Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration

The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### 2) Title VI Clauses for Compliance with Nondiscrimination Requirements

Reference: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

- a) **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the **Title VI List of Pertinent Nondiscrimination Statutes and Authorities**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- b) **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- c) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
- d) **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- e) **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- i. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - ii. Cancelling, terminating, or suspending a contract, in whole or in part.
- f) **Incorporation of Provisions:** The contractor will include the provisions of paragraphs a) through f) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

### 3) **Title VI List of Pertinent Nondiscrimination Authorities**

Reference: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

#### **DISADVANTAGED BUSINESS ENTERPRISE**

Reference: 49 CFR part 26

**Contract Assurance (§ 26.13)** - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

**Prompt Payment (§26.29)** - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) calendar days from the receipt of each payment the prime contractor receives from the Sponsor. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Sponsor. This clause applies to both DBE and non-DBE subcontractors.

#### **FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

Reference: 29 USC § 201, et seq.

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Wage and Hour Division.

## **LOBBYING AND INFLUENCING FEDERAL EMPLOYEES**

Reference: 49 CFR part 20, Appendix A

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the bidder or offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

## **OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

Reference: 20 CFR part 1910

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## **RIGHT TO INVENTIONS**

Reference: 2 CFR § 200 Appendix II(F)

All rights to inventions and materials generated under this contract are subject to requirements and regulations issued by the FAA and the Sponsor of the Federal grant under which this contract is executed.

## **TRADE RESTRICTION CLAUSE**

Reference: 49 CFR part 30

The contractor or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c) has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If the contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the contractor agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The contractor shall provide immediate written notice to the sponsor if the contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

## **TEXTING WHEN DRIVING**

(References: Executive Order 13513, and DOT Order 3902.10)

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA

encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

The contractor must promote policies and initiatives for employees and other work personnel that decrease crashes by distracted drivers, including policies to ban text messaging while driving. The contractor must include these policies in each third party subcontract involved on this project.

#### **VETERAN'S PREFERENCE**

Reference: 49 USC § 47112(c)

In the employment of labor (except in executive, administrative, and supervisory positions), preference must be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Title 49 United States Code, Section 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

## **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$10,000**

### **TERMINATION OF CONTRACT**

Reference: 2 CFR § 200 Appendix II(B)

- a) The Sponsor may, by written notice, terminate this contract in whole or in part at any time, either for the Sponsor's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice services must be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the Sponsor.
- b) If the termination is for the convenience of the Sponsor, an equitable adjustment in the contract price will be made, but no amount will be allowed for anticipated profit on unperformed services.
- c) If the termination is due to failure to fulfill the contractor's obligations, the Sponsor may take over the work and prosecute the same to completion by contract or otherwise. In such case, the contractor is liable to the Sponsor for any additional cost occasioned to the Sponsor thereby.
- d) If, after notice of termination for failure to fulfill contract obligations, it is determined that the contractor had not so failed, the termination will be deemed to have been effected for the convenience of the Sponsor. In such event, adjustment in the contract price will be made as provided in paragraph 2 of this clause.
- e) The rights and remedies of the sponsor provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

## **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$25,000**

### **DEBARMENT AND SUSPENSION (NON-PROCUREMENT)**

References: 2 CFR part 180 (Subpart C), 2 CFR part 1200, DOT Order 4200.5 DOT Suspension & Debarment Procedures & Ineligibility

#### ***CERTIFICATE REGARDING DEBARMENT AND SUSPENSION (BIDDER OR OFFEROR)***

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that at the time the bidder or offeror submits its proposal that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

#### ***CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (SUCCESSFUL BIDDER REGARDING LOWER TIER PARTICIPANTS)***

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”, must verify each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <https://www.sam.gov>.
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to tell a higher tier that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedy, including suspension and debarment.

## **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$100,000**

### **BREACH OF CONTRACT TERMS**

Reference 2 CFR § 200 Appendix II(A)

Any violation or breach of terms of this contract on the part of the contractor or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

### **CLEAN AIR AND WATER POLLUTION CONTROL**

References: 49 CFR § 18.36(i)(12) and 2 CFR § 200 Appendix II(G)

Contractors and subcontractors agree:

1. That any facility to be used in the performance of the contract or subcontract or to benefit from the contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
2. To comply with all the requirements of Section 114 of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq. and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 and Section 308 of the Acts, respectively, and all other regulations and guidelines issued thereunder;
3. That, as a condition for the award of this contract, the contractor or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the contract is under consideration to be listed on the EPA List of Violating Facilities;
4. To include or cause to be included in any construction contract or subcontract which exceeds \$100,000 the aforementioned criteria and requirements.

### **CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS**

Reference: 2 CFR § 200 Appendix II (E)

1. Overtime Requirements.

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) above, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

3. Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration or the Sponsor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 above.

4. Subcontractors.

The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section.

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## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Rachelle Powell, Director of Aviation  
**DATE:** June 21, 2016  
**RE:** AIP 38 Grant Application

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### **ISSUE:**

The Governing Body is asked to consider and approve the Application for Federal Assistance for the taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38).

### **BACKGROUND:**

The project incorporates reconstruction of three areas to improve pavement conditions at the airport. The taxilane reconstruction is located at the north end of the airport. The current taxilane is rated "very poor" based on the 2012 Pavement Condition Index Study. There is a portion of the taxilane that provides access to the corporate hangars that is not eligible under the Airport Improvement Program and will be funded solely by the City of Garden City in the amount of \$60,901.25. Pavement that provides access to the fuel farm and the ARFF (Aircraft Rescue Fire Fighting) station was rated "failed" during the 2012 Pavement Condition Index Study.

HNTB has provided the attached AIP-38 Grant Application.

### **ALTERNATIVE:**

1. Approve the Application for Federal Assistance for the taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38) and authorization for the Mayor, City Clerk, and City Attorney to execute the Grant Agreement between the Federal Aviation Administration and the City of Garden City.
2. Do not approve the Application for Federal Assistance.
3. Governing Body guidance to staff.

### **RECOMMENDATION:**

Staff recommends approval of the Application for Federal Assistance for the taxilane, ARFF and fuel farm access road reconstruction at the Garden City Regional Airport (Airport Improvement Program (AIP) 3-20-00-24-38) and authorization for the Mayor, City Clerk, and City Attorney to execute the Grant Agreement between the Federal Aviation Administration and the City of Garden City.

### **FISCAL NOTE:**

The portion of the taxilane that is not AIP eligible is funded through the Airport's budget line item of 060-000-6001. The remainder of the project will be bonded (90% funded by the FAA and 10% funded by the City of Garden City).

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Construction	\$1,100,836.55
Engineering Services -Design	\$ 169,548.00
Engineering Services - Construction	\$ 264,743.00
Administrative Expense	\$ 2,500.00
<b>Total Cost of AIP 38</b>	<b>\$1,537,627.55</b>
<i>Federal Funds 90%</i>	<i>\$1,383,864.80</i>
<i>City Funds 10%</i>	<i>\$ 153,762.75</i>
Non AIP Eligible City Funds 100%	\$ 60,901.25

**ATTACHMENTS:**

Description	Upload Date	Type
AIP 38 Grant Application	6/17/2016	Backup Material

GARDEN CITY REGIONAL AIRPORT

GARDEN CITY, KANSAS

APPLICATION FOR FEDERAL ASSISTANCE

A.I.P. PROJECT NO. 3-20-0024-038

CONSTRUCTION OF TAXILANE AND ARFF/ FUEL FARM  
ACCESS ROAD RECONSTRUCTION

June 13, 2016

PREPARED BY:

City of Garden City  
Garden City, Kansas

HNTB Corporation  
Overland Park, Kansas

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**Application for Federal Assistance SF-424**

* 1. Type of Submission <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): - Select One -  * Other (Specify)	
* 3. Date Received:		4. Application Identifier: GCK			
5a. Federal Entity Identifier: AIP 3-20-0024-036			* 5b. Federal Award Identifier:		
<b>State Use Only:</b>					
6. Date Received by State:			7. State Application Identifier:		
<b>8. APPLICANT INFORMATION:</b>					
* a. Legal Name: City of Garden City, Kansas					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 48-6009962			* c. Organizational DUNS: 073324220		
<b>d. Address:</b>					
* Street1: 2225 S Air Service Rd., Suite 112 Street 2:					
* City: Garden City County: Finney * State: Kansas Province: Country: *Zip/ Postal Code: 67846					
<b>e. Organizational Unit:</b>					
Department Name:			Division Name:		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
Prefix: Ms		First Name: Rachelle			
Middle Name:					
* Last Name: Powell		Suffix:			
Title: Director of Aviation					
Organizational Affiliation: City of Garden City, Kansas					
* Telephone Number: (620) 276-1190			Fax Number: (620) 276-1192		
* Email: rachelle.powell@gardencityks.us					

**Application for Federal Assistance SF-424**

\*9. Type of Applicant 1: Select Applicant Type:

C. City or Township Government:

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

\* Other (specify):

\* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

\*12. Funding Opportunity Number:

Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Garden City, Finney County, Kansas

\* 15. Descriptive Title of Applicant's Project:

AIP 30-20-0024-038: Taxi Lane and ARFF/Fuel Farm Access Road Reconstruction

Attach supporting documents as specified in agency instructions.



**Application for Federal Assistance SF-424**

**\*Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

## Application for Federal Assistance (Development and Equipment Projects)

### PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A	
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.	
<b>Item 1.</b> Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Item 2.</b> Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 3.</b> Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 4.</b> Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 5.</b> Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> The project is included in an approved PFC application. If included in an approved PFC application, does the application only address AIP matching share? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> The project is included in another Federal Assistance program. Its CFDA number is below. 20-106	
<b>Item 6.</b> Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:	
<input type="checkbox"/> De Minimis rate of 10% as permitted by 2 CFR § 200.414.	
<input type="checkbox"/> Negotiated Rate equal to	% as approved by (the Cognizant Agency)
on	(Date) (2 CFR part 200, appendix VII).
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

**PART II - SECTION B**

**Certification Regarding Lobbying**

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

**PART II – SECTION C**

The Sponsor hereby represents and certifies as follows:

**1. Compatible Land Use** – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

The City of Garden City presently holds title to 1,847.92 acres of land designated as airport property. The City of Garden City has also acquired 3.31 acres of aviation easement surrounding the airport property.

**2. Defaults** – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

None.

**3. Possible Disabilities** – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None.

**4. Consistency with Local Plans** – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

Yes.

**5. Consideration of Local Interest** – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes.

**6. Consultation with Users** – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

Yes.

**7. Public Hearings** – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

Not applicable.

**8. Air and Water Quality Standards** – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

Not applicable.

**PART II – SECTION C (Continued)**

**9. Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None.

**10. Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

The City of Garden city holds title to 1,847.92 acres of fee simple property. The City has acquired 3.31 acres of avigation easement surrounding the airport. All properties are shown on the attached Exhibit "A" Property Map.

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

None.

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

None.

<sup>1</sup> State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

**PART III – BUDGET INFORMATION – CONSTRUCTION**

**SECTION A – GENERAL**

1. Federal Domestic Assistance Catalog Number: 20-106  
 2. Functional or Other Breakout: AIP

**SECTION B – CALCULATION OF FEDERAL GRANT**

Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			\$ 2,500
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			169,548
5. Other Architectural engineering fees			
6. Project inspection fees			264,743
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			1,100,837
12. Equipment			
13. Miscellaneous			
14. Subtotal (Lines 1 through 13)			\$ 1,537,628
15. Estimated income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			1,537,628
17. Less: Ineligible Exclusions (Section C, line 23 g.)			
18. Subtotal (Lines 16 through 17)			\$ 1,537,628
19. Federal Share requested of Line 18			1,383,864
20. Grantee share			153,764
21. Other shares			
22. TOTAL PROJECT (Lines 19, 20 & 21)			\$ 1,537,628

<b>SECTION C - EXCLUSIONS</b>	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. <b>Total</b>	

<b>SECTION D - PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE</b>	
<b>24. Grantee Share - Fund Categories</b>	<b>Amount</b>
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	153,764
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. <b>TOTAL - Grantee share</b>	<b>\$ 153,764</b>
<b>25. Other Shares</b>	<b>Amount</b>
a. State	
b. Other	
c. <b>TOTAL - Other Shares</b>	
<b>26. TOTAL NON-FEDERAL FINANCING</b>	<b>\$ 153,764</b>

<b>SECTION E - REMARKS</b> (Attach sheets if additional space is required)

**PART IV – PROGRAM NARRATIVE**  
(Suggested Format)

<b>PROJECT:</b> 3-20-0024-038
<b>AIRPORT:</b> Garden City Regional Airport (GCK)
<b>1. Objective:</b> This project will provide for construction administration, construction inspection, testing of materials, and construction of a Taxiway and ARFF/ Fuel Farm Access Road Reconstruction at the Garden City Regional Airport (GCK). The Kansas Department of Transportation (KDOT) conducted a pavement evaluation and determined the Pavement Condition Index (PCI) and assigned a PCI value of 28 to the Taxiway and a value of 7 to the ARFF and Fuel Farm Road. The values represent pavement in very poor and failed condition, respectively. This project's objective is to reconstruct the pavement to improve the current conditions.
<b>2. Benefits Anticipated:</b> Reconstruction of the Taxiway and ARFF/ Fuel Farm Access Road will improve the pavement condition, which will enhance the safety of aircraft and airport service vehicle operations.
<b>3. Approach:</b> (See approved Scope of Work in Final Application) This phase of the project will complete the construction phase services and the construction of the proposed Taxiway and ARFF/ Fuel Farm Access Road reconstruction.
<b>4. Geographic Location:</b> The City of Garden City owns and operates GCK, which is located in the southwestern portion of Kansas in Finney County. GCK is located approximately 10 miles east of downtown Garden City on Highway 50.
<b>5. If Applicable, Provide Additional Information:</b> N/A
<b>6. Sponsor's Representative:</b> (include address & telephone number) Rachelle Powell - Director of Aviation (620) 276-1190 2225 S. Air Service Rd., Suite 112 Garden City, Kansas 67846



## ASSURANCES

### Airport Sponsors

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#### A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

#### B. Duration and Applicability.

1. **Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

### 3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Airport Revenue so long as the airport is used as an airport.

### C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

#### 1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

#### Federal Legislation

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- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.<sup>1</sup>
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq.<sup>2</sup>
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.<sup>1,2</sup>
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).<sup>1</sup>
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.<sup>1</sup>
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.<sup>1</sup>
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.) prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 - 42 U.S.C. 4151, et seq.<sup>1</sup>
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.<sup>1</sup>
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.<sup>1</sup>
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.<sup>1</sup>
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.<sup>2</sup>
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

#### **Executive Orders**

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- a. Executive Order 11246 - Equal Employment Opportunity<sup>1</sup>
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 - Flood Plain Management
- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction<sup>1</sup>
- f. Executive Order 12898 - Environmental Justice

#### **Federal Regulations**

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- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].<sup>4,5,6</sup>
- c. 2 CFR Part 1200 - Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.<sup>1</sup>
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.<sup>1</sup>
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).<sup>1</sup>
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).<sup>1</sup>
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.<sup>3</sup>
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 - Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.

- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.<sup>1,2</sup>
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.<sup>1</sup>
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

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#### **Specific Assurances**

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

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#### **Footnotes to Assurance C.1.**

- <sup>1</sup> These laws do not apply to airport planning sponsors.
- <sup>2</sup> These laws do not apply to private sponsors.
- <sup>3</sup> 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- <sup>4</sup> On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.

- <sup>5</sup> Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- <sup>6</sup> Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

**2. Responsibility and Authority of the Sponsor.**

**a. Public Agency Sponsor:**

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**b. Private Sponsor:**

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

**3. Sponsor Fund Availability.**

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

**4. Good Title.**

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

**5. Preserving Rights and Powers.**

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

**6. Consistency with Local Plans.**

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**7. Consideration of Local Interest.**

It has given fair consideration to the interest of communities in or near where the project may be located.

**8. Consultation with Users.**

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

**9. Public Hearings.**

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**10. Metropolitan Planning Organization.**

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

**11. Pavement Preventive Maintenance.**

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

**12. Terminal Development Prerequisites.**

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and

has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

### **13. Accounting System, Audit, and Record Keeping Requirements.**

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

### **14. Minimum Wage Rates.**

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

### **15. Veteran's Preference.**

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

### **16. Conformity to Plans and Specifications.**

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans,

specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

**17. Construction Inspection and Approval.**

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

**18. Planning Projects.**

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

**19. Operation and Maintenance.**

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal,

state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
  - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
  - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

#### **20. Hazard Removal and Mitigation.**

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

#### **21. Compatible Land Use.**

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

#### **22. Economic Nondiscrimination.**

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or

to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-

- 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
  - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
  - d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
  - e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
  - f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
  - g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
  - h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
  - i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

### **23. Exclusive Rights.**

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

### **24. Fee and Rental Structure.**

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

### **25. Airport Revenues.**

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
  - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or

operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

- 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
  - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
  - c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

## **26. Reports and Inspections.**

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and

- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
  - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
  - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

**27. Use by Government Aircraft.**

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

**28. Land for Federal Facilities.**

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

**29. Airport Layout Plan.**

- a. It will keep up to date at all times an airport layout plan of the airport showing
  - 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
  - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and

roads), including all proposed extensions and reductions of existing airport facilities;

- 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
  - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

### 30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (c) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
  - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
  - 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

- 3) **Real Property.** Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. **Duration.**

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
- 2) So long as the sponsor retains ownership or possession of the property.

- d. **Required Solicitation Language.** It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The (Name of Sponsor), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

e. **Required Contract Provisions:**

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a

covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

- a) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- E. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

### 31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another

eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.

- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

### **32. Engineering and Design Services.**

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

### **33. Foreign Market Restrictions.**

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

### **34. Policies, Standards, and Specifications.**

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated \_\_\_\_\_ (the latest approved version as of this grant offer) and included in this grant, and in accordance

with applicable state policies, standards, and specifications approved by the Secretary.

**35. Relocation and Real Property Acquisition.**

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

**36. Access By Intercity Buses.**

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

**37. Disadvantaged Business Enterprises.**

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

**38. Hangar Construction.**

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

### 39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that:
  - 1) Describes the requests;
  - 2) Provides an explanation as to why the requests could not be accommodated;  
and
  - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.

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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor: City of Garden City, Kansas  
Airport: Garden City Regional Airport  
Project Number: AIP 3-20-0024-038  
Description of Work: Taxiway and ARFF Access Road

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).  
 Yes  No  N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).  
 Yes  No  N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).  
 Yes  No  N/A
4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).  
 Yes  No  N/A

5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
  - b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- Yes  No  N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- Yes  No  N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §160.300).
- Yes  No  N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
  - b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- Yes  No  N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- Yes  No  N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- Yes  No  N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).
- Yes  No  N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- Yes  No  N/A
13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:
- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
  - b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
  - c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place (2 CFR §200.318(j)).
- Yes  No  N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes  No  N/A

Attach documentation clarifying any above item marked with "no" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the foregoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this 9<sup>th</sup> day of June, 2016

Name of Sponsor: City of Garden City, Kansas

Name of Sponsor's Authorized Official: Rachelle Powell

Title of Sponsor's Authorized Official: Director of Aviation

Signature of Sponsor's Authorized Official: Rachelle Powell

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

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Sponsor: City of Garden City, Kansas  
Airport: Garden City Regional Airport  
Project Number: AIP 3-20-0024-038  
Description of Work: Taxiway and ARFF Access Road

### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes  No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes  No

3. The sponsor or sub-recipient certifies that it has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes  No

Attach documentation clarifying any above item marked with "no" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the foregoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this 9<sup>th</sup> day of June, 2016

Name of Sponsor: City of Garden City, Kansas

Name of Sponsor's Authorized Official: Rachelle Powell

Title of Sponsor's Authorized Official: Director of Aviation

Signature of Sponsor's Authorized Official: Rachelle Powell

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor: City of Garden City, Kansas

Airport: Garden City Regional Airport

Project Number: AIP 3-20-0024-038

Description of Work: Taxiway and ARFF Access Road

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1989.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes  No  N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The sponsor's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes  No  N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes  No  N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

a. Abide by the terms of the statement; and

b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes  No  N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes  No  N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and

b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes  No  N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes  No  N/A

Site(s) of performance of work (2 CFR § 182.230):

**Location 1**

Name of Location: Garden City Regional Airport

Address: 2225 South Air Service Road, Garden City, Kansas 67846

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

Attach documentation clarifying any above item marked with "no" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 9<sup>th</sup> day of June, 2016

Name of Sponsor: City of Garden City, Kansas

Name of Sponsor's Authorized Official: Rachelle Powell

Title of Sponsor's Authorized Official: Director of Aviation

Signature of Sponsor's Authorized Official: Rachelle Powell

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

---

## Equipment and Construction Contracts Airport Improvement Sponsor Certification

---

Sponsor: City of Garden City, Kansas  
Airport: Garden City Regional Airport  
Project Number: AIP-3-20-0024-038  
Description of Work: Taxiway and ARFF Access Road

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a "covered contract" under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor's officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).  
 Yes  No  N/A
  
2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).  
 Yes  No  N/A

3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.

Yes  No  N/A

4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:

- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
- b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)), and
- c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).

Yes  No  N/A

5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)) was or will be:

- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
- b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
- c. Publicly opened at a time and place prescribed in the invitation for bids; and
- d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.

Yes  No  N/A

6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:

- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
- b. Plan for publicizing and soliciting an adequate number of qualified sources; and
- c. Listing of evaluation factors along with relative importance of the factors.

Yes  No  N/A

7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II)

Yes  No  N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):
- a. Only one qualified person/firm submits a responsive bid;
  - b. Award is to be made to other than the lowest responsible bidder; and
  - c. Life cycle costing is a factor in selecting the lowest responsive bidder.
- Yes  No  N/A

9. All construction and equipment installation contracts contain or will contain provisions for:
- a. Access to Records (5 200.336)
  - b. Buy American Preferences (Title 49 U.S.C. § 50101)
  - c. Civil Rights - General Provisions and Title VI Assurances (41 CFR part 60)
  - d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
  - e. Occupational Safety and Health Act requirements (29 CFR part 1920)
  - f. Seismic Safety - building construction (49 CFR part 41)
  - g. State Energy Conservation Requirements - as applicable (2 CFR part 200, Appendix II)
  - h. U.S. Trade Restriction (49 CFR part 30)
  - i. Veterans Preference (49 USC § 47112(c))
- Yes  No  N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:
- a. Davis-Bacon and Related Acts (29 CFR part 5)
  - b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)
- Yes  No  N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).
- Yes  No  N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:
- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
  - b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
  - c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
  - d. Provisions that address termination for cause and termination for convenience (2 CFR part 200, Appendix II).
- Yes  No  N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes  No  N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$150,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671g), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes  No  N/A

Attach documentation clarifying any above item marked with "no" response.

#### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 9<sup>th</sup> day of June, 2016

Name of Sponsor: City of Garden City, Kansas

Name of Sponsor's Authorized Official: Rachelle Powell

Title of Sponsor's Authorized Official: Director of Aviation

Signature of Sponsor's Authorized Official:

Rachelle Powell

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

---

Sponsor: City of Garden City, Kansas  
Airport: Garden City Regional Airport  
Project Number: AIP 3-20-0024-038  
Description of Work: Taxiway and ARFF Access Road

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).  
 Yes    No    N/A
  
2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).  
 Yes    No    N/A
  
3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).  
 Yes    No    N/A

4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).
- Yes  No  N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).
- Yes  No  N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).
- Yes  No  N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).
- Yes  No  N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).
- Yes  No  N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).
- Yes  No  N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).
- Yes  No  N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120 (FAA Order 5100.38it, par. 3-92)
- Yes  No  N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and Installation as contained in Advisory Circular (AC) 150/5370-10.
- Yes  No  N/A
- b. Snow Removal Equipment as contained in AC 150/5220-20.
- Yes  No  N/A
- c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.
- Yes  No  N/A

13. For construction activities within or near aircraft operational areas(AOA).

- a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.
- b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.
- c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-25).

Yes  No  N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

Yes  No  N/A

Attach documentation clarifying any above item marked with "no" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 7<sup>th</sup> day of May, 2016

Name of Sponsor: City of Garden City, Kansas

Name of Sponsor's Authorized Official: Rachelle Powell

Title of Sponsor's Authorized Official: Director of Aviation

Signature of Sponsor's Authorized Official

Rachelle Powell

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

---

## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

---

Sponsor: City of Garden City, Kansas  
Airport: Garden City Regional Airport  
Project Number: AIP 3-20-0024-038  
Description of Work: Taxiway and ARFF Access Road

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).  
 Yes  No  N/A
  
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2). Yes  No  N/A
  
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).  
 Yes  No  N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12):
- Yes  No  N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10):
- Yes  No  N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes  No  N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5):
- Yes  No  N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes  No  N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes  No  N/A

10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).

Yes  No  N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes  No  N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a) Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b) Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c) Prepare and retain as-built plans (Order 5100.38).

Yes  No  N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes  No  N/A

Attach documentation clarifying any above item marked with "no" response.

#### Sponsor's Certification

I certify, for the project identified herein, responses to the foregoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 9<sup>th</sup> day of June, 2016

Name of Sponsor: City of Garden City, Kansas

Name of Sponsor's Authorized Official: Rachelle Powell

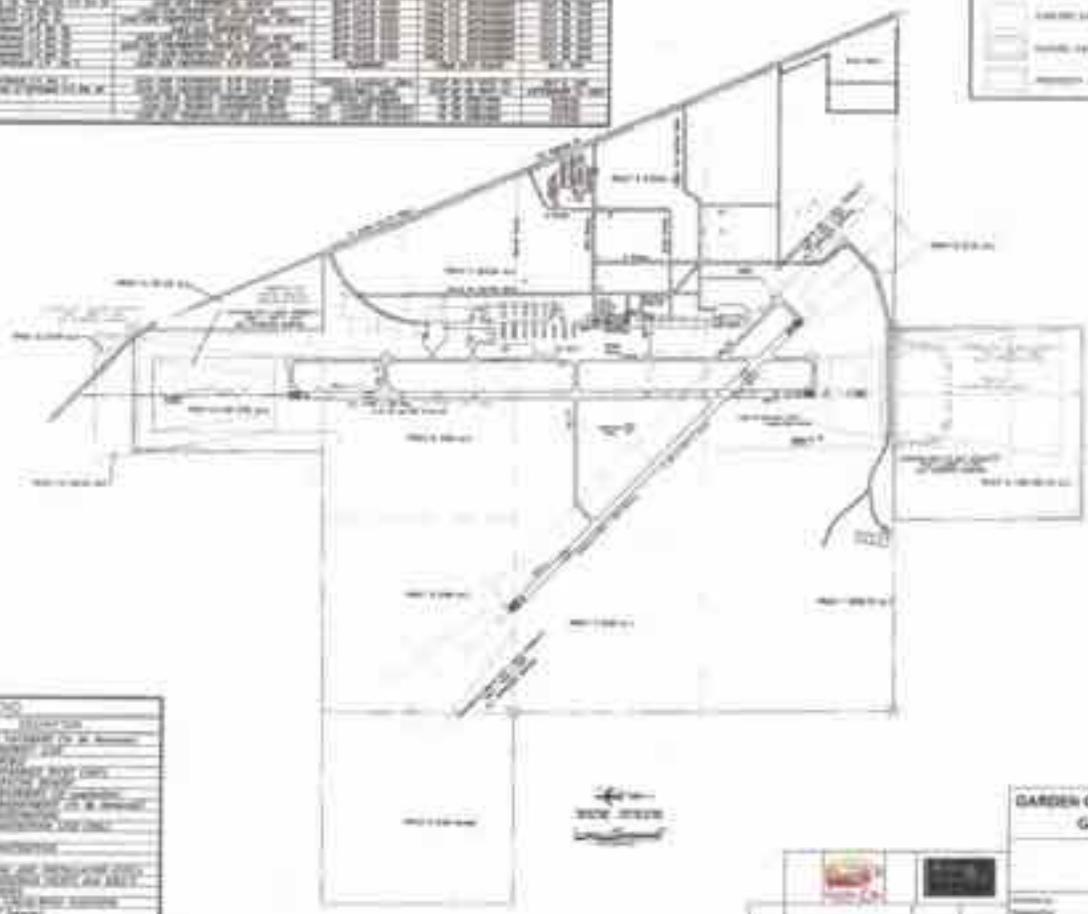
Title of Sponsor's Authorized Official: Director of Aviation

Signature of Sponsor's Authorized Official: Rachelle Powell

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

AIRPORT PROPERTY DATA										
PROPERTY ID	DATE ACQUIRED	ACQUISITION METHOD	PROPERTY TYPE	LOCATION	AREA (SQ FT)	AREA (ACRES)	OWNER	STATUS	REMARKS	DATE
1	1960	DEED	LAND	Runway	1,000,000	23.0	City of Garden City	Active		
2	1960	DEED	LAND	Taxiway	500,000	11.5	City of Garden City	Active		
3	1960	DEED	LAND	Apron	200,000	4.6	City of Garden City	Active		
4	1960	DEED	LAND	Hangar	100,000	2.3	City of Garden City	Active		
5	1960	DEED	LAND	Office	50,000	1.1	City of Garden City	Active		
6	1960	DEED	LAND	Control Tower	20,000	0.5	City of Garden City	Active		
7	1960	DEED	LAND	Terminal	150,000	3.4	City of Garden City	Active		
8	1960	DEED	LAND	Runway	1,000,000	23.0	City of Garden City	Active		
9	1960	DEED	LAND	Taxiway	500,000	11.5	City of Garden City	Active		
10	1960	DEED	LAND	Apron	200,000	4.6	City of Garden City	Active		

AIRPORT PROPERTY LEGEND	
[Symbol]	EXISTING AIRPORT
[Symbol]	PLANNED AIRPORT
[Symbol]	PROPERTY ACQUIRED BY OTHER AGENCIES



LEGEND	
[Symbol]	EXISTING AIRPORT
[Symbol]	PLANNED AIRPORT
[Symbol]	PROPERTY ACQUIRED BY OTHER AGENCIES
[Symbol]	EXISTING ROAD
[Symbol]	PLANNED ROAD
[Symbol]	EXISTING UTILITY
[Symbol]	PLANNED UTILITY
[Symbol]	EXISTING FENCE
[Symbol]	PLANNED FENCE
[Symbol]	EXISTING CURB
[Symbol]	PLANNED CURB
[Symbol]	EXISTING DRIVE
[Symbol]	PLANNED DRIVE
[Symbol]	EXISTING SIDEWALK
[Symbol]	PLANNED SIDEWALK
[Symbol]	EXISTING BIWAY
[Symbol]	PLANNED BIWAY
[Symbol]	EXISTING TRAIL
[Symbol]	PLANNED TRAIL
[Symbol]	EXISTING FENCE
[Symbol]	PLANNED FENCE
[Symbol]	EXISTING CURB
[Symbol]	PLANNED CURB
[Symbol]	EXISTING DRIVE
[Symbol]	PLANNED DRIVE
[Symbol]	EXISTING SIDEWALK
[Symbol]	PLANNED SIDEWALK
[Symbol]	EXISTING BIWAY
[Symbol]	PLANNED BIWAY
[Symbol]	EXISTING TRAIL
[Symbol]	PLANNED TRAIL

**GARDEN CITY REGIONAL AIRPORT**  
**GARDEN CITY, KS**  
**EXHIBIT A**

Scale: 1" = 100'

North Arrow

DATE: 10/15/2010

DRAWN BY: [Name]

CHECKED BY: [Name]



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kaleb Kentner, Neighborhood & Development Services Director  
**DATE:** June 21, 2016  
**RE:** New and Renewed Licenses

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**ISSUE:**

The Governing Body is asked to consider and approve licenses for June 21, 2016.

**BACKGROUND:**

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

**ALTERNATIVE:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
June 21 Contractor License	6/14/2016	Backup Material

**CONTRACTOR LICENSE AGENDA**

**June 21, 2016**

**2016 NEW**

**CLASS D- E ELECTRICAL**

Watcher Inc

**CLASS D- R ROOFING**

Preferred Roofing & Guttering LLC

**CLASS E- SOC SPECIALIZED OTHER**

Preferred Roofing & Guttering LLC

**2016 RENEWAL**

**CLASS A- GENERAL CONTRACTOR**

J&L Construction

# Other Entities Minutes



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Rachelle Powell, Director of Aviation  
**DATE:** June 21, 2016  
**RE:** Airport Advisory Board Minutes

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**ISSUE:**

Presentation of the May 12, 2016 minutes from the Airport Advisory Board.

**BACKGROUND:**

Attached is the May 12, 2016 minutes from the Airport Advisory Board.

**ALTERNATIVE:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
May 12, 2016 Airport Advisory Board Minutes	6/15/2016	Backup Material



**GARDEN CITY REGIONAL AIRPORT  
ADVISORY BOARD MINUTES  
MAY 12, 2016**

**5:00 P.M. MEETING CALLED TO ORDER**

**MEMBERS PRESENT**

Charlie Robinson, Marlo Miller, Darin Germann, and Jette DeSalvo.

**MEMBERS ABSENT**

Ken Frey and Max Meschberger.

**STAFF PRESENT**

Rachelle Powell, Darroch Perkins, and Miranda Benedict.

**ITEM 1 PUBLIC COMMENT**

No public comment.

**ITEM 2 APPROVAL OF APRIL 14, 2016 MINUTES**

Charlie Robinson made a motion to approve the April 14, 2016 Airport Advisory Board minutes. Jette DeSalvo seconded the motion. The motion passed unanimously.

**ITEM 3 AIRPORT ADVISORY BOARD MEMBERS**

Mr. Ziegler resigned from the board in April. He served as the board's vice-chairperson.

Staff requests the Airport Advisory Board consideration and recommendation on appointing a new vice-chairperson and filling the vacated board position.

Darin Germann made a motion to recommend waiting until December's board meeting to review applicants to appoint; as well as, electing Charlie Robinson as vice-chairperson. The board will have an additional two vacancies to fill as Mr. Robinson and Mr. Frey's second consecutive term will expire. Marlo Miller seconded the motion. The motion passed unanimously.

**ITEM 4 HELTZEN LEASE**

Rolf Heltzen rents the land identified below. The land is approximately 7.44 acres. The term of the lease is 50 years beginning on July 1, 2009 and ending on June 30, 2059. The lease has rent increases occurring every five years. Rent is

currently \$500 per month. The next rent increase will occur on July 1, 2019 to \$650 per month.



The Airport Advisory Board recommended approval of the automatic renewal of the lease between Rolf Heltzen and the City of Garden City.

**ITEM 5      DIRECTOR’S REPORT**

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

**ITEM 6      MONTHLY REPORTS**

Staff reviewed the monthly reports with the Airport Advisory Board.

**ITEM 7      BOARD MEMBER COMMENTS**

- A.      Charlie Robinson –Commented on the flight times; as well as, gate changes and the absence of departure gates at DFW.
- B.      Ken Frey –Absent.
- C.      Marlo Miller –No comment.
- D.      Darin Germann –No comment.
- E.      Max Meschberger –Absent.
- F.      Jette DeSalvo-Inquired on load factor for casino flight.
- G.      Vacant

**ITEM 9      ADJOURNMENT**

Charlie Robinson made a motion to adjourn. Jette DeSalvo seconded the motion.  
The motion passed unanimously.



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kathleen Whitley, Interim Superintendent  
**DATE:** June 21, 2016  
**RE:** Garden City Recreation Commission minutes

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**ISSUE:**

Presentation of the April 25, 2016 minutes of the Garden City Recreation Commission.

**BACKGROUND:**

Attached are the minutes from the Garden City Recreation Commission meeting.

**ALTERNATIVE:**

None.

**RECOMMENDATION:**

None.

**FISCAL NOTE:**

None.

**ATTACHMENTS:**

Description	Upload Date	Type
04-25-16 GCREC minutes	6/17/2016	Backup Material

**Garden City Recreation Commission**  
**Minutes**  
**Monday, April 25, 2016**  
**310 N 6<sup>th</sup> St.**

**I. Called Meeting to Order**

Chairperson Myca Bunch called the meeting to order at 5:15pm. Other GCRC Board members present were Jamie Warren and Marilyn Porter. GCRC Staff present were Interim Superintendent Kathleen Whitley, Bookkeeper Debbie Bridgeman, Aquatics Director Monica Colborn, Maintenance Director Chuck Reinert, Health/Fitness Specialist Darlene Holmes, Maintenance employees Charles Morgan and Marcia Baird and Finance Director Terri Hahn. Guests present were Angie Haflich, Garden City Telegram, Tim Boulware, Western Kansas Broadcast Center and James Hahn.

**II. Approval of Agenda**

Kathleen Whitley requested the addition of two items to the agenda under VII. New Business: b. Employee Sharing Agreement and c. Appoint New Secretary/Treasurer. Jamie Warren moved and Marilyn Porter seconded the motion to approve the amended agenda. The motion carried with all in favor.

**III. Consent Agenda**

- Minutes of Regular Meeting March 28, 2016
- Minutes of Special Meeting April 6, 2016
- Staff Reports for April 2016
- Participation Reports

Jamie questioned the April 6 minutes regarding Dan Fankhauser's comment about "the elephant in the room". Terri Hahn said she would check the voice recording of the meeting to determine if the comment is correct or not. (The voice recording of the April 6 meeting was reviewed and the comment referred to in the minutes is correct.)

Myca asked about the daily passes for CORE. 212 seemed to be a lot and Myca wondered how many were turning into memberships. Kathleen replied that most of the passes are from hotels. Marilyn asked if the guest staying at the hotels pay for the passes. Debbie Bridgeman replied that the guests staying at the hotels pay \$3.00 per pass. The Board asked if the CORE is reimbursed for the passes that the guest uses. Kathleen said she will check on this.

Jamie Warren asked about the recent rugby game played at Esquivel Soccer Park. He asked Chuck Reinert if there were any comments by Kenneth Henderson staff about the condition of the field after the game. Chuck voiced concerns about the condition of the field after the game. Another rugby game is scheduled for June 4. Chuck mentioned that maintenance staff will have to paint the field. Jamie asked what the rental rate is on the soccer field. Kathleen replied that she will check on the rental rates and report back to the Board. Jamie Warren moved and Marilyn seconded the motion to approve the consent agenda. The motion carried with all in favor.

**IV. Financial Reports for March 2016**

Kathleen went over the financial reports for March 2016. Overall, net income is higher than a year ago and revenues and expenditures are well within budget.

*Myca J. Bunch*

Marilyn moved and Jamie seconded to approve the consent agenda. The motion carried with all in favor.

**V. Superintendent's Report**

- **Resignation Maintenance Department David Richter** – Kathleen reported that David Richter resigned effective April 15, 2016. Ramiro Serrano, a seasonal employee, has been transferred into David's position.
- **Retirement Terri Hahn, Finance Director** – Kathleen reported that Terri Hahn submitted her letter of retirement effective April 29, 2016. A retirement reception will be held on Friday, April 29, 2016, from 3:30 PM to 5:00 PM. Kathleen has transferred Debbie Bridgeman into the Finance Director position effective May 1, 2016.

**VI. Old Business**

1. **Discussion of Telephone System** – Kathleen reported that she entered into an agreement with the City for new phones. The cost of the phones will be \$3,767.00, with an additional monthly fee of no more than \$30.00 per month. Currently, the monthly bill is approximately \$200.00. The new phones will be in the Maintenance Building, Activity Center and at the Pool.
2. **Summer Youth Musical** – Kathleen reported that the license has been approved for the summer youth musical Shrek, The Musical Jr. Performances will be August 5 and 6<sup>th</sup>. Auditions will begin June 13 & 14. Misty Baldwin will be the director for this program. The participant fee will be \$20.00 per youth.
3. **Management Study** – Kathleen presented a prioritized list to the Board of the Management Study recommendations. The list was a summary of the prioritization of each of the board members, from high to low. Kathleen visited with the Board about scheduling a planning session with board members and GCRC directors to further discuss the management study and develop a strategic plan and establish goals for the future. Myca explained that she would like a meeting to discuss further goals. Kathleen will get back with everyone on a date for this meeting.

**VII. New Business**

- a. **Discussion Superintendent Position** – Kathleen visited with the Board about posting the Superintendent position. It was the consent of the Board to do so. Kathleen reported that she would post the position with the Kansas Parks and Recreation Association and with the web site Indeed.
- b. **Employee Sharing Agreement** – Kathleen presented an Employee Sharing Agreement with S&O, LLC for Aquatics Director Monica Colborn. Marilyn moved and Jamie seconded the motion to approve the agreement. The motion carried with all in favor.
- c. **Appoint New Secretary/Treasurer** – Jamie moved and Marilyn seconded the motion to appoint Debbie Bridgeman as the new Secretary/Treasurer. The motion carried with all in favor.

**VIII. Executive Session**

There was no executive session.

**IX. Garden City Recreation Commission Questions and Comments**

There were no questions or comments.

**X. Adjournment**

Marilyn moved and Jamie seconded to adjourn the meeting. The motion passed with all in favor. The meeting adjourned at 5:47pm.

Secretary  
Terri Hahn  
Debbie Bridgeman

*Debbie Bridgeman*

*Approved Stalitz*

*Myca J. Bunch*

**Garden City Recreation Commission  
Planning Session  
Minutes  
Wednesday, May 11, 2016  
310 N 6<sup>th</sup> Street**

Kenne Witson lead the planning session starting at 8:30am. Board members present were Chairperson Myca Bunch, Jamie Warren and Marilyn Porter. GCRC Staff present were Interim Superintendent Kathleen Whitley, Finance Director Debbie Bridgeman, Aquatics Director Monica Colborn, Maintenance Director Chuck Reinert, Wellness/Fitness Director Meghan McFee, Sports Director and Recreation Specialist/UIC Travis Neidig. Guest present was Angie Haflich, Garden City Telegram.

Kenne lead the group in planning a strategy to address the Management Study Recommendations. Topics covered were Membership Retention and cost Recovery goals at Core Fitness, along with growth. Overview of Budget & Program-based Budgeting Process, Focus on Programming for Highly Utilized Sports and taking the next steps in visioning for specific departments, growth and translate vision to practical application.

Kathleen Whitley stated she received Board Member Marcus Ramos letter of resignation. Jamie moved to accept his resignation and Marilyn 2<sup>nd</sup> it.

Meeting was adjourned at 11:59am.

*Approved 5/13/16*

*Debbie Bridgeman  
Myca J. Bunch*



## MEMORANDUM

**TO:** Governing Body  
**THRU:** Matthew C. Allen, City Manager  
**FROM:** Kristi Newland, Zoo Director  
**DATE:** June 21, 2016  
**RE:** Zoo Advisory Board agenda and minutes for June 2016 meeting

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**ISSUE:**

Presentation of the June 2016 Zoo Advisory Board agenda and minutes

**BACKGROUND:**

Attached is the June 2016 Zoo Advisory Board agenda and minutes

**ALTERNATIVE:**

None

**RECOMMENDATION:**

None

**FISCAL NOTE:**

None

**ATTACHMENTS:**

Description	Upload Date	Type
Zoo advisory board agenda	6/10/2016	Backup Material
Zoo advisory board minutes	6/10/2016	Backup Material

FINNUP CENTER FOR CONSERVATION  
EDUCATION

5:00 PM, TUESDAY, JUNE 7, 2016

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. NEW BUSINESS

1. Zoo Monthly Report
2. FOLRZ Report
3. Board Member Term Renewal & Election of New Officers
4. New Board Member Recommendations

V. OLD BUSINESS

1. Strategic Plan Updates
2. Monkey Business Update – ~ June 2<sup>nd</sup> – 12<sup>th</sup>

VI. BOARD MEMBER REPORTS

VII. ADJOURN

Zoo Advisory Board  
Minutes of Meeting Held  
Tuesday, June 7, 2016

Members Present: Jimmy Deal, Phil Sloderbeck, Donna Lightner, Kathy Diehl

Members Absent: Ryan Derstein, Tammy Rieth, Taylor Freburg

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

- I. The meeting was called to order at 5:10
- II. Approval of Agenda –The agenda was approved.
- III. Approval of Minutes –The minutes from the May meeting were approved.
- IV. New Business
  - a. Zoo Monthly Report – The spring season means there are several new arrivals; pronghorn, goral, and swift fox were born at the zoo. The 4 pronghorn are all going to other zoos. The rhinos have been outside, settling into their new exhibits and swapping yards. The mother of the baby goral was the oldest female on record and was diagnosed with bone cancer and euthanized. Zoo staff were busy preparing for the AZA Accreditation inspection which took place this month; the zoo has until July 29 to submit a written response to concerns. Final results will be received in September. The zoo held a combined celebration for Endangered Species Day and welcoming the rhinos. Public fences at the giraffe and Amur leopard exhibits were expanded for safety reasons.
  - b. FOLRZ Report – Jessica passed out the new color newsletter, which has a different, more eye-catching, format. The Richardson Riverbed Mining Sluice is up and running. The Dippin’ Dots cart and sluice will be operated by the same crew and have the same hours.
  - c. Board Member Term Renewals & Election of New Officers –Terms will expire for Tammy, Jimmy & Taylor. Tammy will go off the board; Jimmy & Taylor have each offered to serve another term. Kathy moved that Jimmy & Taylor be reappointed to the board; Phil seconded and the motion passed. Election of Officers will take place at the next meeting.
  - d. New Board Member Recommendations – An application was received from Stacy Regan-Green to fill the position vacated by Tammy. Jimmy made a motion to appoint Stacy to the Board. Kathy seconded and the motion passed. Kristi will submit the recommendation to the City Commission for approval.
- V. Old Business
  - a. Strategic Plan Updates – Kristi & Jessica have been working with Zoo Advisors. We have received a preliminary summary from the first visit and continue to work toward a final plan.
  - b. Monkey Business Update – The production has started and is going well. Tickets are still available for the remaining shows.
- VI. Board Member Reports – The Board discussed the Beef Empire Days events that are taking place at the zoo on Saturday.
- VII. The meeting was adjourned at 5:50.

**Next scheduled Meeting is July 5, 2016 at 5:00 p.m.**