

CITY COMMISSION MEETING AGENDA

City Hall Commission Chambers

Monday, March 21, 2016

7:00 p.m.

MEETING #5032

CALL TO ORDER

ROLL CALL

INVOCATION BY Chris Conners, Christ the King Luthern Church

PLEDGE OF ALLEGIANCE

PETITIONS & PROCLAMATIONS

VISITORS (Limit of five minutes per individual and fifteen minutes per topic. Final action may be deferred until the next City Commission meeting unless an emergency situation does exist).

Annual Update from Great Plains Development Inc.

Thanks to USD 443 for their support of the Kansas 1A Basketball Tournament and Tournament Update.

Thanks to Dodge City Community College for their assistance with the train derailment in Gray County

CONSENT CALENDAR

1. Approval of City Commission Meeting Minutes, March 8, 2016;
2. Appropriation Ordinance No. 6, March 21, 2016;
3. Cereal Malt Beverage License:
 - a. El Korita Restaurant
 - b. Dodge City Athletics Baseball Association
4. Approval of Letter of Support for Tax Credits for DCCC. Report by Melissa McCoy

ORDINANCES & RESOLUTIONS

Resolution No. 2016-06 – A Resolution establishing fees and rates for Water Utility Service for the City of Dodge City. Report by Nannette Pogue.

Resolution No. 2016-07 – A Resolution establishing fees and rates for Sanitary Sewer Services for the City of Dodge City. Report by Nannette Pogue.

Resolution No. 2016-08 – A Resolution establishing fees and rates for Solid Waste Collection Services in the City of Dodge City. Report by Nannette Pogue.

Resolution NO. 2016-09 – A Resolution establishing fees and rates for Storm Water Utility Service for the City of Dodge City. Report by Nannette Pogue.

Resolution No. 2016-10 – A Resolution establishing rates for the Longbranch Lagoon Aquatics Facility. Report by Paul Lewis.

NEW BUSINESS

1. Approval of Bids for the purchase of golf carts at Mariah Hills Golf Course. Report by Ryan Reid.

2. Approval of bids for mowers for the Public Buildings and Grounds Departments. Report by Ryan Reid.

3. Approval of Essential Air Service recommendation. Report by Corey Keller.

4. Approval of Para Transit Implementation Plan. Report by Ernestor DeLaRosa.

5. Approval of proposal to sell former TM Deal property. Report by Melissa McCoy.

6. Appointment to Recycling Advisory Board and SMPC Advisory Board. Report by Jane Longmeyer.

OTHER BUSINESS

ADJOURNMENT

**Place on
City/County**
126627

**INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES**

(This form has been prepared by the Attorney General's Office)

City or County of City of Dodge City

SECTION 1 – LICENSE TYPE
Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit
Check One: <input checked="" type="checkbox"/> License to sell cereal malt beverages for consumption on the premises. <input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licenses premises.

SECTION 2 – APPLICANT INFORMATION
Kansas Sales Tax Registration Number (required): <u>036-264310385F-01</u>
Name <u>MANUEL VELASCO</u> Phone No. <u>(620) 253-5414</u> Date of Birth <u>11-02-1965</u>
Residence Street Address <u>710 ARAPAHOE P.O. BOX 824 DODGE CITY</u> City <u>DODGE CITY</u> Zip Code <u>67801</u>
Applicant Spousal Information
Spouse Name _____ Phone No. _____ Date of Birth _____
Residence Street Address _____ City _____ Zip Code _____

SECTION 3 – LICENSED PREMISE	
Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name <u>El Kevita Restaurant</u>	Name <u>Monica Hernandez</u>
Business Location Address <u>1604 Ave H</u>	Address <u>1604 Ave H</u>
City <u>Dodge City</u> State <u>KS</u> Zip <u>67801</u>	City <u>Dodge City</u> State <u>KS</u> Zip <u>67801</u>
Business Phone No. <u>(620) 371-6008</u>	<input checked="" type="checkbox"/> I own the proposed business or special event location. <input type="checkbox"/> I do not own the proposed business or event location.
Business Location Owner Name(s) <u>Monica Hernandez</u>	

SECTION 4 – APPLICANT QUALIFICATION	
I am a U.S. Citizen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of Kansas for at least one year prior to application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have resided within the state of Kansas for <u>20</u> years.	
I am at least 21 years old.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of this county for at least 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Within 2 years immediately preceding the date of this application, neither I nor my spouse ¹ has been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Have Have Not
My spouse has previously held a CMB license. <u>N/A</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
My spouse has never been convicted of one of the crimes mentioned above while licensed. <u>N/A</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES**

(This form prepared by the Attorney General's Office)

SECTION 5 – MANAGER OR AGENT QUALIFICATION		
My place of business or special event will be conducted by a manager or agent.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide the following:		
Manager/Agent Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code
Manager or Agent Spousal Information		
Spouse Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code
Qualification Statement		
My manager/agent and his/her spouse ² meets all of the qualifications in Section 4.		<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 6 – DURATION OF SPECIAL EVENT		
Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct. (K.S.A. 53-601)

SIGNATURE *Mant Veloso* DATE 03-15-2016

FOR CITY/COUNTY OFFICE USE ONLY:		
<input type="checkbox"/> License Fee Received	Amount \$ _____ Date _____	
(\$25 - \$50 for Off-Premise license or \$25-200 On-Premise license)		
<input type="checkbox"/> \$25 CMB Stamp Fee Received	Date _____	
<input type="checkbox"/> Background Investigation	<input type="checkbox"/> Completed Date _____	<input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified
<input type="checkbox"/> New License Approved	Valid From Date _____ to _____	By: _____
<input type="checkbox"/> License Renewed	Valid From Date _____ to _____	By: _____
<input type="checkbox"/> Special Event Permit Approved	Valid From Date _____ to _____	By: _____

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS 66625-3512.

¹ If renewal application, applicant's spouse not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(9)
² Spouse not required to be U.S. citizen, Kansas resident or over 21 years of age. K.S.A. 41-2703(b)(9)

\$225.00

Print Form

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or County of Dodge City

SECTION 1 – LICENSE TYPE	
Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One:	
<input checked="" type="checkbox"/> License to sell cereal malt beverages for consumption on the premises.	
<input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.	

SECTION 2 – APPLICANT INFORMATION			
Kansas Sales Tax Registration Number (required):			
Name of Corporation Dodge City Athletics Baseball Association		Principal Place of Business 1715 Central Avenue	
Corporation Street Address 1715 Central Avenue		Corporation City Dodge City	State Kansas
Date of Incorporation April 3, 2007		Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Agent Name Glenn I. Kerbs		Phone No. (620) 225-0238	
Residence Street Address 116 Carefree Lane		City Dodge City	State Kansas
			Zip Code 67801

SECTION 3 – LICENSED PREMISE			
Licensed Premise (Business Location or Location of Special Event)		Mailing Address (If different from business address)	
DBA Name Dodge City A's		Name Dodge City A's	
Business Location Address Cavalier Field, San Jose Drive		Address P.O. Box 1473	
City Dodge City	State Kansas	City Dodge City	State Kansas
Zip 67801		Zip 67801	
Business Phone No. (620) 225-0238		<input type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business location.	
Business Location Owner Name(s)			

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK			
List each person and their spouse, if applicable. Attach additional pages if necessary.			
Name Glenn I. Kerbs		Position President	
Residence Street Address 116 Carefree Lane		City Dodge City	State Kansas
			Zip Code 67801
Spouse Name		Position	
Residence Street Address		City	State
			Zip Code
Name Charles D. Konrade		Position Secretary/Treasurer	
Residence Street Address 10278 129 Road		City Spearville	State Kansas
			Zip Code 67876
Spouse Name		Position	
Residence Street Address		City	State
			Zip Code
Name Ed Kimminau		Position Director	
Residence Street Address 2215 McCoy		City Dodge City	State Kansas
			Zip Code 67801
Spouse Name		Position	
Residence Street Address		City	State
			Zip Code

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK (CONTINUED)

Name Ruby Beatty	Position Director	Date of Birth 10-28-1948
Residence Street Address 800 Overhill	City Dodge City	State Kansas
		Zip Code 67801
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name John Oldham	Position Director	Date of Birth 07-15-1963
Residence Street Address 2021 Cactus Road	City Dodge City	State Kansas
		Zip Code 67801
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name Phillip Stephenson	Position Director	Date of Birth 09-19-1960
Residence Street Address 1307 Hancock	City Dodge City	State Kansas
		Zip Code 67801
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name Danny Thomas	Position Director	Date of Birth 02-10-1966
Residence Street Address 1401 Elbow Bend	City Dodge City	State Kansas
		Zip Code 67801
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code

SECTION 5 – MANAGER OR AGENT INFORMATIONMy place of business or special event will be conducted by a manager or agent. Yes No

If yes, provide the following:

Manager/Agent Name	Phone No.	Date of Birth
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Residence Street Address	City	Zip Code
--------------------------	------	----------

Manager or Agent Spousal Information

Spouse Name	Phone No.	Date of Birth
-------------	-----------	---------------

Residence Street Address	City	Zip Code
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SECTION 6 – QUALIFICATIONS FOR LICENSURE

Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:
 (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.

 Yes No

Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:
 (1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.

 Yes No

All of the individuals identified in Sections 4 & 5 are at least 21 years of age¹.

 Yes No
SECTION 6 – DURATION OF SPECIAL EVENT

Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
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End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
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I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE



DATE March 10, 2016

FOR CITY/COUNTY OFFICE USE ONLY:

 License Fee Received Amount \$ _____ Date _____
 (\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)

 \$25 CMB Stamp Fee Received Date _____

 Background Investigation Completed Date _____ Qualified Disqualified

 New License Approved Valid From Date _____ to _____ By: _____

 License Renewed Valid From Date _____ to _____ By: _____

 Special Event Permit Approved Valid From Date _____ to _____ By: _____

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

¹ Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)



City of Dodge City

806 N. Second Ave.
PO Box 880
Dodge City, KS 67801

Phone: 620-225-8100
FAX: 620-225-8144
www.dodgecity.org

Memorandum

To: City Manager
City Commissioners

From: Melissa McCoy

Date: March 16, 2016

Subject: Letter of Support for DCCC application for
Rural Development Tax Credit Grant

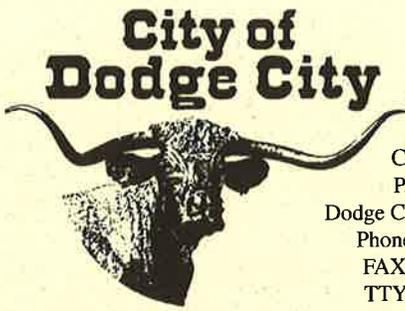
Agenda Item: Consent Agenda

Recommendation:

Staff recommends approval of request from Dodge City Community College (DCCC) for a letter of support from the City of Dodge City for their application for the Rural Development Tax Credit Grant from the Kansas Department of Commerce.

Background:

DCCC is applying for a Rural Development Tax Credit Grant from the Kansas Department of Commerce to help provide funds to complete their Student Fitness Center. The Student Fitness Center is a needed amenity for the students of DCCC. Studies have shown that students who participate in physical activities are more likely to stay in college, graduate at higher rates, earn higher GPA's and have an overall more satisfying college experience. The Center will be included in the activities center which will be located in the monolithic dome. The dome is also a FEMA approved safe room that will double as a tornado shelter for the college and community.



CITY HALL
P.O. Box 880
Dodge City, KS 67801-0880
Phone: 620/225-8100
FAX: 620/225-8144
TTY: 620/225-8115
www.dodgecity.org

March 21, 2016

Tara Schraeder
Dodge City Community College Foundation
2501 N. 14th Avenue
Dodge City, KS 67801

Dear Ms. Schraeder,

It is our understanding that the Dodge City Community College Foundation is applying for a Rural Development tax credit grant from the Kansas Department of Commerce to help complete the new student fitness center.

A student fitness center is needed for the students at Dodge City Community College. Studies have shown that students who participate in physical activities are more likely to stay in college, graduate at higher rates, earn higher GPA's, and have a more satisfying college experience.

The activities center will be built as a monolithic dome which is a FEMA approved safe room that will double as a tornado shelter for the college and community whenever there is severe weather. This facility will be a nice addition to the college and the community.

As representatives of the City of Dodge City, we are pleased to provide our full support in this effort for your application to the Kansas Department of Commerce. Please do not hesitate to contact us, if there is anything else we can do to help you obtain this grant.

Sincerely,

Joyce Warshaw, Mayor

Jan Scoggins, Commissioner

Rick Sowers, Vice Mayor

Kent Smoll, Commissioner

Brian Delzeit, Commissioner



City of Dodge City

City of Dodge City
806 N. Second Ave.
67801

Phone: 620-225-8100
FAX: 620-225-8144
www.dodgecity.org

Memorandum

To: City Manager
From: Nannette Pogue
Date: March 17, 2016
Subject: Utility Service Rates
Agenda Item: Ordinances and Resolutions

Recommendation: I recommend the approval of: Resolution No. 2016-06, setting fees for the water utility; Resolution No. 2016-07, setting fees for the sanitary sewer service, Resolution No. 2016-08, setting fees for solid waste collection; and Resolution No. 2016-09, setting fees for the storm water utility service for the City of Dodge City.

Background: In March of 1992 the City Commission adopted Ordinance No. 2997 that sets forth an annual review of utility rates. Rates for utility service are set by the City Commission through adoption of the appropriate ordinance. City Code requires the commission to review rates annually to ensure adequate income is received to cover operational maintenance, capital and debt requirements. At a minimum, the rates for each utility shall be adjusted by the amount of increase in the Consumer Price Increase, (CPI), for the Midwestern part of the U.S. The CPI is tabulated by the Bureau of Labor Statistics in Kansas City, KS. Information received from the Bureau in December, 2015, indicates that the Dodge City area had an annual increase of 1.5% in 2015. From this figure, the City of Dodge City will base their increase for water, wastewater, solid waste services and drainage for 2016. The increase in the water rate is 1.5% and the base fee will increase 1.5%. The sewer rate will increase by 1.5% and the sewer monthly service charge will increase by 1.5%. Both the solid waste and drainage fees have a proposed increase of 1.5%. Both the Resolution establishing rates for water and the Resolution establishing rates for sanitary sewer include a section that allows the City to charge one and one half the rate for service outside the city limits. To date, the City has not charged the one and one half rate for services outside the city limits.

Justification: The fee increases are part of an annual review of the fees to ensure adequate income is received to cover the costs of operation, capital and debt.

Additional Information: All fees including Industrial fees have been increased for the sanitary sewer fund. This will include the negotiated rates charged to National Beef and Mid-America Washout.

Financial Considerations: As the operational costs increase, the fees will keep pace to cover the costs of operations, debt payments and capital costs. We continue to make sure the wastewater revenues are adequate to cover future bond payments.

Purpose/Mission: On-going improvement of the City's utility systems

Legal Considerations: None

Attachments: 1. Resolutions; 2. Spreadsheet that illustrates current rates vs. proposed rates; 3. a list of rates from other similar size cities in Kansas.

RESOLUTION NO. 2016-06

A RESOLUTION ESTABLISHING FEES AND RATES FOR WATER UTILITY SERVICE FOR THE CITY OF DODGE CITY.

WHEREAS, for the peace, health, safety, and welfare of the citizens of Dodge City, it is deemed necessary for the City to provide water utility service to its citizens; and

WHEREAS, it is necessary for each and every resident using the water utility of Dodge City to pay a fair and equitable share of the cost of operation for said utility; and

WHEREAS, Chapter 15, Article I, Section 123 requires the rates for water usage by all residents of the City to be set annually by Commission Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Dodge City, Kansas, that the following shall be the fee schedule for Water Utility Service in Dodge City.

Section 1: REPEAL: Resolution 2015-06; adopted on the 16th day of March, 2015, is hereby repealed.

Section 3: RATES ESTABLISHED:

A. Fees for residents within the corporate limits of the City of Dodge City:

New Service Connection Fee	\$26.00
New service connection fee	\$52.00
After normal business hours, Saturdays, Sundays and Holidays	
Monthly Base Fee	\$ 8.17
Cost per thousand Gallons water	\$ 2.19
Kansas Water Protection fee	
Per thousand gallons water	\$.032

Sales Tax for Commercial Accounts
No Sales Tax on Residential Service

B. Fees for the residents within the service area of the City of Wright shall be the same as those listed above, plus any additional fees that were established when the City of Wright was originally provided with water service through the City of Dodge City's Water Utility.

- C. Fees will be one and one half times outside the corporate limits of Dodge City or the area serviced by the Wright Improvement District.

Section 4: LATE FEE: All bills for utility services furnished by the City are payable as specified under Chapter 15, Article I, Section 124. Failure to pay the total utility bill on the required date will result in a charge equal to 10% of the bill.

Section 5: DELINQUENCY FEE: a delinquency fee of \$40.00 will be charged to the past due account if not paid by the reminder due date

Section 6: RESTORATION OF SERVICE AFTER DISCONTINUANCE: Should the utility services be discontinued for being delinquent as outlined in Chapter 15, Article 1, Section 127, service shall be restored upon the payment of all rates, charges, penalties, and delinquency fees due. An additional charge for restoring service on Saturdays, Sundays and holidays is \$15.00.

Section 7: A fee of \$25.00 shall be charged to shut off water service for repair.

Section 8. New utility service applications will be required to provide a current signed and dated lease agreement prior to utility service being granted. The lease agreement will have the current lessee's name that is applying for utility service plus the landlord's name, address and phone number. The lease agreement shall be signed by both parties with current dates. Copies of the lease agreement will be required. If the applicant is delinquent for prior utility services, all delinquent accounts shall be paid and current before utility services is granted.

Section 9. EFFECTIVE DATE: The rates specified hereinabove shall be come effective during the month of April, 2016 as appropriate and upon its adoption by the City Commission and publication in the official City newspaper.

PASSED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY, KANSAS, this 21th day of March, 2016.

Mayor

ATTEST:

Nannette Pogue, City Clerk

RESOLUTION NO. 2016-07

A RESOLUTION ESTABLISHING FEES AND RATES FOR SANITARY SEWER SERVICE FOR THE CITY OF DODGE CITY.

WHEREAS, for the peace, health, safety, and welfare of the citizens of Dodge City, it is deemed necessary for the City to provide wastewater collection and treatment service to its citizens; and

WHEREAS, such wastewater collection and treatment services includes residential, commercial, and industrial users; and

WHEREAS, Federal Regulations require that all users pay a fair and equitable share of the collection of wastewater and for the costs of treatment plant construction, operation and maintenance, and replacement costs.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Dodge City, Kansas, that the following shall be the fee schedule for Sewer Service in Dodge City.

Section 1: REPEAL: Resolution 2015-07 adopted on the 16th day of March, 2015 is hereby repealed.

Section 2: SEWER USE FEES:

Sewer use fees to pay for the cost of collection and treatment of wastewater, for operation and maintenance of the wastewater collection and treatment system and for the cost of replacement of components of the system shall be established, as set forth herein below:

2.1 Residential Customers

Monthly Service charge	\$16.43
Monthly volume charge per 1,000 gallons	\$2.22

2.2 Mobile Home Parks served by master meter (s)

Monthly service charge	\$16.43
Master meter monthly accumulative reading, Q, multiplied by \$2.19 per 1,000 gallons	A= (Q) (2.22) (1000)
Total Bill =	T= \$16.43 + A

2.3 Commercial Customers with wastewater having strengths not exceeding 300 mg/1 of five day biological oxygen demand (BOD) or 700 mg/1 of total dissolved solids (TDS) per day:

Monthly service charge	\$16.43
Monthly volume charge per 1,000 gallons	\$2.22

2.4 Industrial Customers and Commercial Customers exceeding the BOD and TDS limits set forth in 2.3 hereinabove but not using the City sewer system:

Monthly service charge	\$16.43
Monthly volume charge per 1,000 gallons	\$2.22
Monthly 5 day BOD charge per lb.	\$0.1155
Monthly TDS charge, per lb.	\$0.0711

2.5 Industrial Customers and Commercial customers exceeding the BOD and TDS limits set forth in 2.3 hereinabove and who use the City sewer system shall pay both a monthly service charge, and a monthly volume and strength charge as specified:

Monthly service charge	\$16.43
Monthly volume charge	\$2.22
Monthly 5 day BOD charge per lb.	\$0.1155
Monthly TDS charge, per lb.	\$0.0711

The calculation of the strength charges for BOD and TDS shall be made as follows:

$$SBOD = V_s \times 8.34 \times CBOD \times BOD$$

$$STDS = V_s \times 8.34 \times CTDS \times TDS$$

$$ST = SBOD + STDS$$

Where:

SBOD shall be the strength charge attributable to 5 day biochemical demand

STDS shall be the strength charge attributable to the Total Dissolved Solids

V_s shall be the wastewater volume in million gallons

8.34 shall be the weight of water, pounds per gallon

CBOD shall be the unit charge for 5 day Biochemical Oxygen Demand in dollars per pound

CTDS shall be the unit charge for Total Dissolved Solids in dollars per pound

BOD shall mean five day BOD in mg/l

TDS shall mean Total Dissolved Solids in mg/l

- 2.7 National Beef, which is an industrial customer, has negotiated the following rate to discharge a high volume of wastewater that may exceed the limits allowed for industrial customers. The rate is based on a daily discharge of wastewater regardless of flow.

Volume charge regardless of flow per month	\$1,238.14 per million gallons
BOD ₅ > 2,889,866 lbs. per month	\$0.0319 per pound above parameter
TSS > 2,281,046 lbs. per month	\$0.0319 per pound above parameter
TDS > 1,521,238 lbs. per month	\$0.0319 per pound above parameter
O&G > 1,155,946 lbs. per month	\$0.0319 per pound above parameter

- 2.8 Mid-America Washout, which is an industrial customer, has negotiated the following rate to discharge a high volume of wastewater than may exceed the limits allowed for industrial customers. The rate structure is based on a daily discharge of 50,000 gallons of wastewater.

Volume charge if flow <= 1.5 million gallons per month	\$1,611.23 per million gallons
Volume charge if flow >1.5 million gallons per month	\$2,416.85 per million gallons
BOD > 25,020 lbs. per month	\$ 0.0571 per pound above parameter
TSS > 20,016 lbs. per month	\$ 0.0571 per pound above parameter
TDS > 13,448 lbs. per month	\$ 0.0571 per pound above parameter

- 2.7 Fees will be one and one half times outside the corporate limits of Dodge City.

3.0 OTHER TYPES OF CONTRIBUTORS

Any person desiring to use the wastewater treatment system by transporting liquid matter to said system by a means other than through the sewer system may do so if the quantity, quality, type, and character of the liquid waste to be deposited in the system is of a type permitted under the laws of the City, and consists solely of organic or biodegradable waste from septic tanks and cesspools.

Such fees shall be based on two factors, a flat fee designed to pay for testing and the cost of administration and billing and a volume charge.

To simplify the administration and accounting for the material dumped, the volume charge will be based on the total volume of the tank used, rather than a measurement of the actual volume of

material in the tank. The OMI staff has the right to measure any tank to determine the volume if there is any question about the reported volume.

The septage disposal fee shall be as follows:

Flat fee for administration and testing	\$36.49
Volume charge	\$ 0.1563 per gallon

4.0 EXTRA MONITORING FOR HIGH STRENGTH WASTES

When regulations require monitoring of wastewater from any user, whether for extra strength or for high discharges, that user shall pay a monitoring charge consisting of all costs for personnel, materials and equipment necessary to collect and analyze samples of the wastewater and shall also pay an additional administrative charge of 10% of the cost of collection and analysis.

5.0 PERMIT APPLICATION FEES

All applicants required to obtain a Wastewater Contribution Permit shall pay permit fee, at the time their application is filed with the City, of \$100.00 to cover the costs of checking and processing said Application. No application shall be accepted by the City unless the fee is paid at the time of filing.

6.0 EFFECTIVE DATE: The rates specified hereinabove shall be come effective during the month of April, 2016 as appropriate and upon its adoption by the City Commission and publication in the official City newspaper.

PASSED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY, KANSAS, the 21st day of March, 2016.

Mayor

ATTEST:

Nannette Pogue, City Clerk

RESOLUTION NO. 2016-08

A RESOLUTION ESTABLISHING FEES AND RATES FOR SOLID WASTE COLLECTION SERVICE IN THE CITY OF DODGE CITY

WHEREAS, for the peace, health, safety, and welfare of the citizens of Dodge City, it is deemed necessary for the City to provide Solid Waste Collection service to its citizens; and

WHEREAS, such Solid Waste Collection services includes both scheduled and non-scheduled garbage, refuse and trash pickup and disposal, and;

WHEREAS, because of current Ford County Landfill regulations, yard waste must be separated from municipal solid waste, now requiring the City to make separate collections, and;

WHEREAS, it is necessary for each and every citizen of the City of Dodge City to pay a fair and equitable share of the cost of this Solid Waste Collection Service.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Dodge City, Kansas:

Section 1: REPEAL: Resolution 2015-08; adopted on the 16th day of March, 2015, is hereby repealed.

Section 2: SERVICE TO DWELLINGS:

2.1 Dwellings shall include all single family residences, duplexes, or two family dwellings. Fees for dwellings shall be \$17.01 per month per dwelling plus an additional fee of \$1.32 per month per dwelling for recycling and the handling of disposal of household hazardous wastes.

2.2 Multiple family dwellings shall be all residential buildings, except hotels or motels, having three (3) or more separate living units. Fees for multiple family dwellings shall be \$17.01 for the first dwelling unit and \$11.47 for each additional dwelling unit plus an additional fee per month per unit of \$1.32 for recycling and the handling of disposal of household hazardous wastes.

2.3 Special fees. In addition to the base rates provided herein above, special fees shall be charged in those cases where the Sanitation Department personnel shall be required to collect such items as refrigerators, stoves, furniture, etc., and large accumulations of trash or metal. In addition, trash placed by either the poly-kart or dumpster will also be subject to an additional charge.

2.4 Commercial rate. The commercial rate will apply to landlords, contractors, or any other type of business that would require pick up of large accumulations of trash

Special fees for some items are as follows:

ITEM	FEE
Refrigerators	\$5.00 plus any fee for disposal of compressor or refrigerant
Freezers	\$5.00 plus any fee for disposal of compressor or refrigerant
Air Conditioners	\$5.00 plus any fee for disposal of compressor or refrigerant
Stoves, dishwashers or other white goods	\$5.00 per item
Metal goods	\$5.00 per item
Furniture, Mattresses, Carpet, or other large household items	\$5.00 per item
Bagged or loose trash not in poly-kart or dumpster	\$1.00 per 40 lb. Bag
Should there be more than three (3) items placed at curb for special pickup, these items will be considered as a bulky accumulation and subject to that charge.	
Trees and other large brush accumulations and other bulky large accumulations	Minimum of \$25.00 per load plus \$12.50 per hour plus landfill charges
Alley Cleanup	Minimum of \$25.00 per load plus \$12.50 per hour plus landfill charges
Late Pickup	A \$2.00 charge for pickup of items and karts not placed at the curb by 7:00 a.m. on the scheduled day for pickup
Commercial Rates as follows:	
Large accumulations of brush, loose or bagged household trash, and other bulky large accumulations	\$40.00 per load plus \$25.00 per hour plus landfill fees
Special Cleanup Fee	\$100 per hour equipment fee plus \$25 per hour staff fee plus landfill charges and any other costs associated to the cleanup

Section 3. SERVICE TO HOME OCCUPATIONS

Home occupations and similar activities, but not including child care facilities shall pay \$17.01 per month fee for the residence and shall also pay an additional \$17.01 per month fee for service to the home occupation. Such home occupations shall also pay an additional \$1.32 each for the residence and for the home occupation for recycling and the handling and disposal of household hazardous wastes.

Section 4. SPECIAL CONDITIONS

Any special conditions not included in the above rate schedule shall be determined by the Superintendent of Public Works, subject to the approval of the Governing Body.

Section 5. YARD WASTE

As the Ford County Landfill requires that all yard wastes be separated from solid waste and that all yard wastes cannot be bagged, the City of Dodge City requires all residents desiring to have their yard waste disposed of by the City shall rent a container, provided by the City, for a cost of \$2.72 per month. Residents may dispose of yard waste by bagging the waste. Bags may not weigh more than 40 lbs. when full. Crews will pick up the bags for \$1.00 per bag.

Section 6. EFFECTIVE DATE: The rates specified hereinabove shall be come effective during the month of April, 2016 as appropriate and upon its adoption by the City Commission and publication in the official City newspaper.

PASSED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY, KANSAS, the 21st day of March, 2016.

Mayor

ATTEST:

Nannette Pogue, City Clerk

RESOLUTION NO. 2016-09

**A RESOLUTION ESTABLISHING FEES AND RATES FOR STORM WATER
UTILITY SERVICE FOR THE CITY OF DODGE CITY.**

WHEREAS, for the peace, health, safety, and welfare of the citizens of Dodge City, it is deemed necessary for the City to provide Storm Water Utility Service to its citizens; and

WHEREAS, it is necessary for each and every resident of the City of Dodge City to pay a fair and equitable share of the cost of operation for said utility; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Dodge City, Kansas, that the following shall be the fee schedule for Storm Water Utility Service in Dodge City.

Section 1: REPEAL: Resolution 2015-09; adopted on the 16th day of March, 2015, is hereby repealed.

Section 2: RATES ESTABLISHED:

All properties are assessed \$1.22 per Drainage Unit per month. A Drainage Unit Has been established by Charter Ordinance No. 33.

Section 3. EFFECTIVE DATE: The rates specified hereinabove shall be come effective during the month of April, 2016 as appropriate and upon its adoption by the City Commission and publication in the official City newspaper.

PASSED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY, KANSAS this the 21st day of March, 2016.

Mayor

ATTEST:

Nannette Pogue, City Clerk

2015 Utility Rates versus 2016 Utility Rates

	<u>2015</u>	<u>2016</u>
Water:		
Base Fee	\$8.05	\$8.17
Per 1000 gallon charge	\$2.16	\$2.19
Sewer:		
Base Fee	\$16.19	\$16.43
Per 1000 gallon charge (Residential, Commercial and Industrial)	\$2.19	\$2.22
Industrial and Commercial exceeding BOD & TDS limits		
Monthly 5 day BOD charge per lb.	\$0.1138	\$0.1155
Monthly TDS charge, per lb.	\$0.0700	\$0.0711
Septage Disposal Fee		
Flat fee for the administration and testing	\$35.950	\$36.490
Volume charge, per gallon	\$0.1540	\$0.1563
National Beef		
Volume charge regardless of flow per month per million gallons	\$1,219.85	\$1,238.14
BOD5 > 2,889866 lbs per month - per pound above parameter	0.0314	0.0319
TSS > 2,281046 lbs per month - per pound above parameter	0.0314	0.0319
TDS > 1,521,238 lbs per month - per pound above parameter	0.0314	0.0319
O&G > 1,155,946 lbs. per month - per pound above parameter	0.0314	0.0319
Mid-America Washout		
Volume charge if flow <= 1.5 mil gallons per month - per mil gal.	\$1,587.42	\$1,611.23
Volume charge if flow > 1.5 mil gallons per month - per mil gal.	\$2,381.13	\$2,416.85
BOD > 25,202 lbs. per month - per pound above parameter	\$0.5630	\$0.0571
TSS > 20,016 lbs. per month - per pound above parameter	\$0.5630	\$0.0571
TDS > 13,448 lbs. per month - per pound above parameter	\$0.5630	\$0.0571
Solid Waste:		
Refuse Pickup	\$16.76	\$17.01
Recycling Fee	\$1.30	\$1.32
Additional Unit	\$11.30	\$11.47
Grass Cart	\$2.68	\$2.72
Drainage		
Per Unit Fee	\$1.20	\$1.22

All other fees Remain the same

CITY RATES 2016

	NEW SERVICE FEE	RECONNECT	SHUT OFF FOR REPAIR	Amount of Water	Rates	Base Rate Water	Sewer Rates	Base Rate Sewer	Trash Rates	Yard Waste	RETURN CHECK FEE
Garden City											
Residential	\$25.00 deposit, get back after 1 yr without being late \$15.00 service fee after hours \$75.00 + \$25.00 deposit + \$15.00 service fee	\$15.32 ELECTRIC IN TWO WEEKS THEY SHUT OFF WATER THEN PAYS ANOTHER DEPOSIT OF \$25.00	n/c n/c after hrs	0-15,000 15,001-30,000 30,001-60,000 60,001 and over	ICL \$1.80 OCL \$3.32 ICL \$2.05 OCL \$4.00 ICL \$2.45 OCL \$4.90 ICL \$3.00 OCL \$6.00	ICL \$11.15 OCL \$22.30 3/4" mtr ICL \$12.65 OCL \$25.30 1" mtr ICL \$15.15 OCL \$30.30 1 1/2" mtr ICL \$23.90 OCL \$47.80 2" mtr ICL \$42.65 OCL \$85.30 3" mtr ICL \$61.15 OCL \$122.30 4" mtr ICL \$80.15 OCL \$160.30 6" mtr ICL \$130.15 OCL \$260.30 8" mtr	\$2.00 per 1000 gal new occupant/multi users \$32.00	\$7.00 base fee	22.50 per month \$11.00 per additional Multiple family units \$22.50 per month \$11.00 per additional	no yard waste goes with trash	\$25.00
Commercial	\$35.00 deposit, get back after 1 yr without being late \$15.00 service fee after hours \$75.00 + \$25.00 deposit + \$15.00 service fee	\$15.00	n/c n/c after hrs	no tier	Inside city limits \$1.86 Outside city limits \$3.72		\$2.00 per 1000 gal OCL - ALL RATES DOUBLED	\$12.00 base fee			
Liberal											
Residential & Commercial after hours	\$20.00	\$30.00	\$20.00 no after hrs reconnect	first 3,000 gal additional 1,000 gal	\$6.70 \$2.60		\$8.00 first 3,000 gal \$3.00 each additional 1,000 gal \$16.65 for first year		\$12.80 per month \$25.00 per month commercial	50 bags \$9.00	\$30.00
Hays											
Residential & Commercial	\$100.00 deposit refund after two years have elapsed good credit	\$22.00	NC regular hours After hrs \$30.00	100 cubic feet	ICL \$2.10 OSL \$3.56 100 cubic feet ICL \$4.20 OSL \$7.14 100 cubic feet Conservation tier ICL \$8.40 OSL \$14.29 100 cubic feet Conservation tier 2 (Residential Only) ICL \$11.67 OSL \$19.84 100 cubic feet Conservation tier 2 Warning of Water Emergency (Residential Only)	ICL \$10.10 OCL \$17.16 5/8" mtr. ICL \$18.33 OCL \$31.15 3/4" mtr. ICL \$26.55 OCL \$45.13 1" mtr ICL \$46.01 OCL \$73.12 2" mtr ICL \$84.15 OCL \$143.06 2" mtr ICL \$125.29 OCL \$212.99 3" mtr ICL \$207.57 OCL \$352.87 4" mtr ICL \$413.27 OCL \$702.56 6" mtr	ICL \$2.83 OSL \$4.79 100 cubic feet	Residential average \$23.97 ICL \$6.99 OCL 11.86 5/8" mtr ICL \$12.67 OCL \$21.53 3/4" mtr ICL \$18.35 OCL \$31.19 1" mtr ICL \$29.73 OCL \$50.55 1 1/2" mtr ICL \$58.18 OCL \$98.89 2" mtr ICL \$86.63 OCL \$147.23 3" mtr ICL \$143.50 OCL \$243.95 4" mtr ICL \$285.71 OCL \$485.70 6" MTR No City Water ICL \$33.31 OCL \$56.61	\$15.20 per month \$7.60 per additional	\$1.05 per tag	\$25.00
Great Bend											
Residential & Commercial	n/c \$26.50 after regular office hours	\$15.90 regular office hours or \$8.48 if they pay the bill at the door	n/c		\$2.21 per 1000 gal	\$8.80 5/8" mtr \$9.74 1" mtr \$10.62 1 1/2" mtr \$11.33 2" mtr \$11.99 3" mtr \$12.60 4" mtr	\$22.70 customer w/o average \$3.80 per 1,000	\$7.54 base fee	no city trash	no city yard	\$25.00
Dodge City											
Residential & Commercial	\$26.00 service fee \$52.00 after hours service fee	\$40.00 \$52.00 after hours	\$25.00	1000 gal	\$2.16 per 1000 gal		\$8.05	\$2.19	\$16.19	\$18.06	\$2.68 Additional trash \$11.30



Parks and Recreation

PO Box 880 • Dodge City KS 67801 • Phone: 620/225-8160 • Fax: 620/225-8144

Memorandum

To: Cherise Tieben, City Manager
City Commissioners

From: Paul Lewis, Parks & Recreation Director

Date: March 16, 2016

Subject: Resolution 2016-10 Long Branch Lagoon Fees

Agenda Item: Ordinances and Resolutions

RECOMMENDATION: Staff recommends the attached fee schedule for daily admissions and season passes at Long Branch Lagoon be approved. The daily fee/ season pass rates were presented to the Community Facility Advisory Board for their input.

BACKGROUND: Long Branch Lagoon will open for the 2016 swim season and in advance of that opening, fees and charges need to be established. Staff has researched daily admission and pass fees at similar facilities. Additionally Water's Edge and StandGuard Aquatics have also provided potential pricing structures based on their experience. That information is all summarized on the table attached with this memo.

Based on that information, staff recommends the following fee schedule:

JUSTIFICATION: From the beginning this project was projected to be operated on a municipal based pricing structure. The proposed fee structure is consistent with that goal and provides affordable fees to generate repeat visits to the facility.

The season pass provides an attractive price point encouraging guests to enjoy the park on a frequent basis. It's also priced on an individual basis so families only pay for the numbers of passes they need.

Finally group discounts are available for day cares, teams, churches, businesses, etc. Group discounts are intended for use during normal operational hours. Pricing for larger, after hours parties will be negotiated based on the services required.

Ages	LBL Proposed
Daily Fees	
0-2 years	Free
3-17 years	\$5.00
18-59 years	\$7.00
60+ years	\$5.00
Season Passes	
All Ages	\$70.00
Group Rates	
15+	\$4/person

FINANCIAL CONSIDERATIONS: Based on anticipated attendance, this fee structure will provide revenue necessary to cover the majority of the operating expenses of the park.

Item	No.	Days	Fee	Total
Season Passes				
Individual	900	--	\$ 70.00	\$ 63,000
Daily Passes				
Youth	400	85	\$ 5.00	\$ 170,000
Adult	100	85	\$ 7.00	\$ 59,500
Senior	50	85	\$ 5.00	\$ 21,250
Sub-Total				\$ 250,750
				\$ 313,750

In addition to daily fees and passes, the Why Not Dodge Fund will also receive 25% of concession sales and 50% of program fees, i.e. swim classes, exercise classes, party rentals, etc.

Expenses are projected as follows based on 85 operating days at 7.5 hours per day.

StandGuard Operations	243,844
StandGuard Management	89,900
Utilities	46,540
	380,284

Revenue minus expenditures leaves a projected shortfall of \$66,494 which is within the \$75,000 operating loss anticipated for the facility.

PURPOSE/MISSION: This recommended fee structure is consistent with the original goals of the program which were to provide a quality aquatic experience with an affordable fee structure. This structure will encourage participation from throughout the region and drive repeat day visits from the southwest Kansas region.

LEGAL CONSIDERATIONS: N/A

ATTACHMENTS: Comparison Table

RESOLUTION NO. 2016-10

**A RESOLUTION ESTABLISHING FEES AND RATES FOR
LONG BRANCH LAGOON WATER PARK**

WHEREAS, The City of Dodge City and Ford County have developed Long Branch Lagoon Water Park with Why Not Dodge sales tax revenue in order to provide recreational opportunities for citizens of Dodge City and Ford County and to attract tourists and visitors to the area; and

WHEREAS, The City of Dodge City is responsible for maintaining and operating Long Branch Lagoon Water Park according to established operating budgets; and

WHEREAS, The City desires to establish an affordable schedule of fees and charges to provide an aquatic amenity to encourage participation from citizens and generates attendance from regional visitors and tourists to the area.

NOW, THEREFORE be it resolved by the governing body of the City of Dodge City that the following schedule of Admission and Pass fees be established.

Section I. Fees

A. Daily Fees:

0-2 years	Free
3-17 years	\$5.00
18-59 years	\$7.00
60+ years	\$5.00

B. Season Passes: \$70 per person

C. Group Rate: 15 or more \$4 per person

Section II. Special Promotions

A. The Director of Parks and Recreation may from time to time approve special promotional rates and fees in order to promote Long Branch Lagoon. Such promotions shall be approved by the City Manager prior to publication and/or implementation.

Section V. Effective Date

A. This Resolution shall take effect following its adoption by the Governing Body.

ADOPTED AND APPROVED by the Governing Body of the City of Dodge City this 21st day of March, 2016.

JOYCE WARSHAW, MAYOR

ATTEST:

NANNETTE POGUE, CITY CLERK

Water Park Fee Comparison

Ages	Derby Rock River Rapids	Salina Kenwood Cove	Hays Water Park	Liberal Adventure Bay	Stand Guard	Water's Edge	LBL Proposed
Daily Fees							
0-2 years	Free	Free	Free		Free	Free	Free
3-17 years	\$8.00	\$3.50	\$3.00	\$3.00	\$7.00	\$4.00	\$5.00
18-59 years	\$9.00	\$5.50	\$4.00	\$4.00	\$9.00	\$6.00	\$7.00
60+ years	\$8.00	\$2.50	\$4.00		\$6.00	\$4.00	\$5.00
Season Passes							
All Ages	\$70.00		\$40.00			\$65.00	\$70.00
Youth		\$65	\$110		\$70.00		
Adult		\$110	\$160		\$85.00		
Senior					\$60.00	\$25.00	
Family		\$195	\$250		\$240.00	\$195.00	
Group Rates							
15+							\$4/person
20+	\$1 off						
10 to 20					20% disc		
20 to 50					30% disc		
50 to 100					40% disc		
100+					Negotiated		
Liberal	Children (0-15) - Adults (16+)						

Memorandum

*To: City Manager
City Commissioners*

From: Ryan Reid

Date: March 15 2016

Subject: Golf Cars

Agenda Item: New Business

Recommendation: Staff recommends accepting the bid from Masek Golf Car Company with their trade in for \$83,550 representing a five year lease purchase.

Bid tabulation is attached for your review.

Background: Mariah Hills currently has a fleet of forty (40) cars. The thirty (30) that we are recommending that we trade in were purchased in 2007 and have seen a lot of use. The City has been doing leasing for golf carts for some time now. We expect to see up to five years of useful life from the new cars after the lease is complete and the lease allows the cars to be purchased within the operating budget.

Staff will obtain the best financing for this purchase if approved by the Commission.

Justification: Masek had the lowest bid.

Financial Considerations:

This purchase is budgeted (\$17,000 budgeted for this purchase for this year)

Attachments: Bid Tabulation, photo

Bid Results

Gas Powered Golf Cars
Tuesday, March 1st, 2016

Lease Option 1								
Bidder	Make/Model	Base Bid Cost	Base Bid Per Car	Trade in 30 cars (per car)	Total Trade in	\$ Per Car/Year	Annual for 30 cars	5 year total
M&M Golf Cars LLC	Club Car Precedenti 2	\$136,500	\$4,550	\$1,700	\$51,000	\$625	\$18,754.50	\$93,772.50
Masek Golf Car Company	Yamaha YDRA Drive EF1	\$128,970	\$4,299	\$1,750	\$52,500	\$557	\$16,710	\$83,550.00

Low bid that
staff recommends



Yamaha Drive EFI
Gas Powered Golf Car

Memorandum

*To: City Manager
City Commissioners*

From: Ryan Reid

Date: March 16 2016

Subject: Wing Deck Rotary Mowers (3)

Agenda Item: New Business

Recommendation: Staff recommends accepting the bid from American Implement (with their trade in) for \$133,684 for three John Deere 1600 Turbo II Wing Deck Rotary mowers. The mowers are \$45,728 each before the trade in.

Bid tabulation is attached for your review.

Background: Staff opened bids 2016 02 23 for three wing deck rotary mowers. These mowers are for use by three Divisions: Parks, Athletic Field Maintenance, and Golf. Three vendors responded to the request for bids.

The low bid was provided by American Implement (for \$133,684) for three new John Deere 1600 TurboSeries II mowers. These mowers meet specifications and were listed as approved models by Staff in the bid document.

Justification: These mowers operate daily during the mowing season for these divisions and are used to maintain the community grounds, parks, golf course, athletic fields, and open areas in the community. The wide cutting area (128 inch maximum) improves efficiency.

Existing mowers are at the end of their life and have become costly to maintain. The Parks mower is a 2002 Hustler 4600, the Golf a 2008 Jacobson 6010, and the AFM unit is a 2004 Jacobson HR 5111.

Financial Considerations:

This purchase is budgeted in the MERF. \$155,000 was budgeted for these three mowers.

Attachments: Bid Tabulation, photo

2016 03 14

Bid Tab

Wing Deck Rotary Mowers

<u>Bidder</u>	<u>\$ Each</u>	<u>Make/Model</u>	<u>Trade in on one (1)</u> <u>Jacobsen 6010 Mower</u>	<u>Sub</u>	<u>Total w/Trade in</u>	
KS Golf & Turf	\$49,986	Jacobsen R-311T	\$ 4,000.00	\$149,958	\$145,958	
Professional Turf Products	\$51,904	Toro Groundsmaster 4000 30609	\$ 711.00	\$155,710.95	\$154,999.95	
American Implement	\$45,728	John Deere 1600 TurboSeries II	\$ 3,500.00	\$137,184.00	\$133,684.00	Low bid



Memorandum

*To: City Manager
City Commissioners*

From: Corey Keller

Date: March 17, 2016

*Subject: Airline Selection Committee
Recommendation*

Agenda Item: New Business

Recommendation: Staff, the Airport Advisory Board, and the Airline Selection Committee recommend that Commission allow staff to recommend Peninsula Airways to the Federal Department of Transportation (DOT) to be the Essential Air Service (EAS) provider for Dodge City.

In the event that Peninsula Airways cannot fulfill their proposal submitted for Dodge City it would be the recommendation of the group that our second option be Boutique Air as Dodge City's EAS provider.

Background: On February 29, 2016 the DOT accepted proposals for Dodge City, Liberal, Garden City, and Hays EAS program. Dodge City and Liberal received 5 proposals for air service from the DOT. In 2014 staff hired Sixel a consultant to help solicit Airlines to Dodge City and Liberal. With the help of Sixel we received bids from

1. Peninsula Airways offering 2 round trip flights per weekday and 1 round trip in a triangle pattern with Liberal to Denver utilizing a 34 seat Saab 340. (Schedule of flights is provided)
2. Boutique Air offering 18 nonstop flights to Denver per week utilizing an 8/9 seat Pilatus PC-12. They also presented an option to swap one or two of the flights per day to Dallas.
3. AeroDynamic Inc. (ADI) offering 12 nonstop or 5 nonstop and 19 one stop flights shared with Liberal to Denver utilizing a 50 seat Embraer Regional Jet.
4. Via Air offering a 30 seat Embraer Brasilia with either 18 or 12 nonstop flights to Denver.
5. Greatlakes offering a 19 nonstop or 12 nonstop flights per week to Denver utilizing either a 9/18 seats Beechcraft 1900 or a 30 Seat Embraer Brasilia.

On March 4, 2016 the Airport Advisory Board met and recommended forming an Airline Selection to study and meet with any airlines for this EAS selection process. On March 16, 2016 the Airline Selection Committee made up of Alba Ortiz, Susan Otterstein, Paul Yaroslaski, Pat Morse, Ray Slattery, Ken Strobel, and Kent Smoll met to review the EAS proposals. The committee unanimously agreed that the proposal from Peninsula Airways

should be our first option for our recommendation to DOT and in the event Pen Air could not fulfil their proposal to DOT, Boutique Air would be the second option.

Justification: Recent years Dodge City's commercial air service has declined greatly, enplanements continue to decline due to the reliability of our commercial air service or lack thereof. The Airport Advisory Board, the Selection Committee, and staff agree that to revitalize the people using the airport and to increase enplanements a change in our commercial service is necessary.

Financial Considerations: The recommendation has no monetary value to City Of Dodge City.

This is only a recommendation, the final decision will be made by the US Secretary of Transportation with assistance from the Department of Essential Air Service office.

Attachments:

Bid Comparison Sheet for Dodge City and Liberal
Pen Air's proposed schedule

Pen Air Proposed Schedule for Dodge City and Liberal

First 6 months

KS XXXX	DEP DEN	845	ARR LBL	1105
KS XXXX	DEP LBL	1135	ARR DDC	1205
KS XXXX	DEP DDC	1225	ARR DEN	1245
KS XXXX	DEP DEN	1330	ARR DDC	1550
KS XXXX	DEP DDC	1620	ARR LBL	1650
KS XXXX	DEP LBL	1710	ARR DDC	1730

RON (After 6 Months)

KS XXXX	DEP DDC	730	ARR LBL	800
KS XXXX	DEP LBL	820	ARR DEN	840
KS XXXX	DEP DEN	945	ARR LBL	1205
KS XXXX	DEP LBL	1235	ARR DEN	1255
KS XXXX	DEP DEN	1100	ARR DDC	1320
KS XXXX	DEP DDC	1350	ARR DEN	1410
KS XXXX	DEP DEN	1650	ARR LBL	1910
KS XXXX	DEP LBL	1930	ARR DDC	2000

BID COMPARISON SHEET

DDC											Cost of			Hub	
Carrier	Equip	Seats	Freq	Type	Hub	Subsidy	O&D	Per O&D	Seg Fare	Segments	Seats	Operation	LF	Seg Cost	Seat Cost
ADI	ERJ	50	24	Nonstop	DEN	\$4,752,963	8,174	\$581.47	\$83	1,228	61,400	\$5,190,186	13.31%	\$4,227	\$84.53
	ERJ	50	24	With LBL	DEN	\$2,912,616	8,174	\$356.33	\$83	961	48,050	\$3,468,372	29.80%	\$3,609	\$72.18
Boutique	PC-12	8	36	Nonstop	DEN/DFW	\$3,552,281	10,000	\$355.23	\$95	1,835	14,680	\$4,312,306	68.12%	\$2,350	\$293.75
PenAir	SF340	33	24	Nonstop	DEN	\$2,926,975	7,575	\$386.40	\$139	1,211	39,963	\$3,809,349	18.96%	\$3,146	\$95.32
	SF340	33	24	With LBL	DEN	\$1,593,702	7,575	\$210.39	\$139	908	29,964	\$2,566,217	25.28%	\$2,826	\$85.64
Via Air	E-120	30	36	Nonstop	DEN	\$5,846,787	5,300	\$1,103	\$110	1,835	55,050	\$6,129,142	9.63%	\$3,340	\$111.34
	E-120	30	24	Nonstop	DEN	\$4,049,755	5,300	\$764	\$110	1,223	36,690	\$4,417,683	14.45%	\$3,612	\$120.41
Great Lakes	E-120	30	24	Nonstop	DEN	\$2,729,815	14,500	\$188	\$92	1,223	36,690	\$3,880,678	39.52%	\$3,173	\$105.77
	B-1900	19	36	Nonstop	DEN	\$2,949,874	17,500	\$169	\$95	1,835	34,865	\$4,402,219	50.19%	\$2,399	\$126.26
LBL											Cost of			Hub	
Carrier	Equip	Seats	Freq	Type	Hub	Subsidy	O&D	Per O&D	Seg Fare	Segments	Seats	Operation	LF	Seg Cost	Seat Cost
ADI	ERJ	50	24	Nonstop	DEN	\$4,517,747	8,935	\$505.62	\$83	1,228	61,400	\$5,027,984	14.55%	\$4,094	\$81.89
	ERJ	50	24	With LBL	DEN	\$2,912,616	8,935	\$325.98	\$83	961	48,050	\$3,468,372	29.80%	\$3,609	\$72.18
Boutique	PC-12	8	36	Nonstop	DEN	\$3,541,745	9,800	\$361.40	\$95	1,835	14,680	\$4,278,805	66.76%	\$2,332	\$291.47
	PC-12	8	36	Nonstop	DFW	\$3,635,127	9,800	\$370.93	\$95	1,835	14,680	\$4,377,873	66.76%	\$2,386	\$298.22
PenAir	SF340	33	24	Nonstop	DEN	\$2,839,736	8,379	\$338.91	\$139	1,211	39,963	\$3,789,791	20.97%	\$3,129	\$94.83
	SF340	33	24	With LBL	DEN	\$1,593,702	8,379	\$190.20	\$139	908	29,964	\$2,566,217	27.96%	\$2,826	\$85.64
Via Air	E-120	30	36	Nonstop	DEN	\$4,712,272	17,938	\$263	\$95	1,835	55,050	\$6,127,063	32.58%	\$3,339	\$111.30
	E-120	30	24	Nonstop	DEN	\$3,306,409	13,861	\$239	\$95	1,223	36,690	\$4,415,604	37.78%	\$3,610	\$120.35
Great Lakes	E-120	30	24	Nonstop	DEN	\$2,652,135	14,500	\$183	\$91	1,223	36,690	\$3,788,217	39.52%	\$3,097	\$103.25
	B-1900	19	36	Nonstop	DEN	\$2,879,687	17,500	\$165	\$92	1,835	34,865	\$4,286,237	50.19%	\$2,336	\$122.94



City of Dodge City

806 N. Second Ave. Phone: 620-225-8100
PO Box 880 FAX: 620-225-8144
Dodge City, KS 67801 www.dodgecity.org

Memorandum

To: City Manager
City Commissioners

From: Ernestor De La Rosa, Assistant to the City
Manager
Paul Lewis, Parks & Recreation Director

Date: March 17, 2016

Subject: Paratransit Implementation Plan

Agenda Item: New Business

Recommendation: Staff recommends approving the ADA Paratransit Implementation Plan for the Dodge City Public Transit as required by Kansas Department of Transportation (KDOT) and the U.S. Department of Transportation.

Background: Throughout the last few years KDOT and the City of Dodge City focused on ways to increase capacity and access to service in public transportation. In May 2015, the City of Dodge City implemented the fixed route bus services D-TRAN which was able to increase both capacity and access to public transportation for area residents.

The implementation of fixed routes did not eliminate the need for paratransit service or demand response system. According to the American Public Transportation Association, “Complimentary paratransit service is required by law for those persons with disabilities and others not able to use fixed-route service. Generally it must operate in the same areas and during the same hours. The fare is limited to twice the fixed-route fare.” Therefore, Dodge City Public Transit continued to operate this complimentary paratransit service. Three vehicles currently in the Public Transit system continue to provide this service. These vehicles include 800 radios and provide service within the City limits and part of Ford County. On an average, we provide about 1,100 rides per month.

Justification: Section 223 of the Americans with Disabilities Act of 1990 (ADA) requires that public entities which operate non-commuter fixed route transportation services also provide complementary paratransit service for individuals unable to use the fixed route system. The regulations issued by the U.S. Department of Transportation, which implement this portion of the law, specify to whom and under what circumstances this service is to be provided. In addition, the regulations require public entities which are subject to the complementary paratransit requirements to develop and administer a process for determining if individuals who request

service meet the regulatory criteria for eligibility. This ADA Paratransit Implementation Plan is intended to be a comprehensive guide to eligibility issues for ADA services offered by Dodge City Public Transportation. The plan includes information regarding the operation policies and performance standards that Dodge City Public Transportation will use in providing the complementary Paratransit services.

Financial Considerations: None.

Purpose/Mission: The ADA Paratransit Implementation Plan is consistent with the City's Core Purpose of "Together We Serve to Make Dodge City the Best Place to be."

Legal Considerations: None.

Attachments:

- Paratransit Implementation Plan (January Draft)
- Attachment A – 5 Year Projected Paratransit Budgets
- Attachment B – Paratransit Application Parts A and B
- Attachment C – Paratransit Application and Appeal Processing Procedures
- Attachment D – Dodge City Paratransit Ridership Policies and Guidelines

SFY 2020 Public Transportation Budget 5311 and 5317

	A. DR/Paratransit (3 buses)	C. Finney County Dispatch	D. Mobility Manager
Section L. Operating Assistance Budget			
1. Personnel – Driver (Paid)			
1 FT wages	38,128		
Regular PT	115,627		
Health Insurance	71,195		
FICA/KPERS	29,210		
Personnel - Dispatcher			
Personnel - Mechanic			
Wages, 50%	5,886		
Health Insurance	3,519		
FICA/KPERS	1,120		
Total Personnel	264,685		
2. Vehicle Insurance	1,600		
3. Advertising (includes marketing materials)	5,000		
4. Fuel	33,600		
5. Maintenance, Repair, Lubrication, Parts, Labor, Tires	28,800		
6. Storage (Paid)			
7. Contract Services (Specify name & reason)*			
8. Communications/Phone	500		
9. Other (Must specify each item)			
9a FIT Dispatching Contract		150,500	
9b Mobility Manager			70,000
10. Licenses & Registration	1,600		
11. KPTA Membership Dues	100		
12. KPTA Annual Meeting Expenses	500		
13. RTAP Driver Training	1,000		
14. RTAP Manager Training	300		
15. KCC Registration Fee	250		
16. DOT Driver's Physical	900		
17. Total Operating Expenses (Add #1 through #16)	338,835	150,500	70,000
18. Comments and Explanations of line items above			
19. Project Income - Fares	12,000		
20. Net Operating Cost (Line #17 - #19)	326,835	150,500	70,000
21. 5311 Reimbursement Request (50% of Line 20)	163,418	75,250	
5317 Reimbursement Request (80% of Line 9c)			56,000
Operating/Dispatch/Mobility Manager Local Match Letters			
22. 5311 Operating/Dispatch Local Match Letter (50%)	163,418	75,250	
5317 (Mobility Manager) Local Match Letter (20%)			14,000

Section K - Capital Assistance Budget

20 passenger bus (1)	60,500		
Lift Equipped Minivan (1)			
Radio Equipment	425		
4. Total Capital with 2.5% contingency	62,450		
5. Capital Reimbursement Request (80%)	49,960		
6. Capital Local Match Letter (20%)	12,490		

Section M - Administrative Assistance Budget

24. Administrative Personnel			
Administrative Aide (75%)	9,900		
Clerical Support, (6hrs x 5 days x 52 wks @ 12)	7,490		
Other - Gray County Liaison			
Health Insurance	4,590		
FICA/KPERS	3,300		
Total Administrative Personnel	25,280		
25. Building Insurance	1,130		
26. Office Supplies	320		
27. Postage	240		
28. Building Maintenance (must specify)	1,070		
29. Utilities	2,680		
30. Contract Services - Specify name and reason (must attach copy of contract)			
31. Pre-Employment Drug Testing	400		
32. Other (must specify each item)			
33. Uniforms	600		
34. Agency Audit			
35. Total Administrative Expenses	31,720		
36. List any general comments and explanations of line items above			
37. Administration Reimbursement Request (80%)	25,380	0	
38. Administration Local Match Letter (20%)	6,340	0	

SUMMARY (unreimbursed expense)				
5311 Operating (50%)	163,418			
5311 Capital (20%)	12,490			
5311 Administration Assistance (20%)	6,340			
5311 Dispatch (50%)		75,250		
5317 Mobility Manager (20%)			14,000	
Match Letter Requirements	182,248	75,250	14,000	
Local Match Letters				Total
Dodge City	160,378	62,460	6,300	229,138
Gray County		3,760	1,400	5,160
Ford County	21,870	9,030	6,300	37,200
				271,498



Dodge City Public Transit
P.O. Box 880
101 E. Wyatt Earp
Dodge City, KS 67801
Phone: 620-225-8119
Fax: 620-225-8159

Paratransit Application - Part A

PART I - GENERAL INFORMATION

Last Name: _____ First Name: _____ MI: _____

Street Address: _____ Apt. # _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Date of Birth: _____

If someone assisted you in completing this form, please identify that person below:

Name: _____ Phone: _____

Do you need to have information given to you in any of the following ways? (Please check all that apply)

- Spanish Large Print Audio Tape Braille Other:

Please give us the name and telephone number of someone we can call in an emergency.

Name: _____ Phone: _____ Relationship: _____

PART II - APPLICANT'S CERTIFICATION

Photo identification will be required for verification.

Please check the appropriate box:

- I have a disability but can use the D-TRAN Fixed Route Bus Service some or all the time.
I have a disability and cannot use the D-TRAN Fixed Route Bus Service.

I understand the information provided in this application form will be used to determine my eligibility for the Paratransit door-to-door service. I understand the information provided in this application will be treated as confidential and will be used only to evaluate my eligibility. I certify that, to the best of my knowledge, the information provided in this application is true and correct. I understand that providing false or misleading information will result in my eligibility status being re-examined or may result in a denial of service.

Applicant's signature: _____ Date: _____

PART III – INFORMATION REGARDING THE APPLICANT’S DISABILITY

1. What type of disability limits your use of the *D-TRAN Fixed Route Bus Service*? (Please ✓check all that apply)

- Physical Cognitive Visual Impairment
 Mental Health Other: _____

Please describe each physical and/or mental impairment in more detail:

2. Is the disability described above temporary or permanent?

- Temporary, I expect it to last for another _____ months
 Permanent I don't know

3. Please indicate below if you use any of the following mobility aids or equipment.

- Cane Long white cane Leg braces
 Crutches Walker Picture board
 Alphabet board Manual wheelchair Powered wheelchair
 Powered scooter/cart Other: _____
 Service animal (describe) _____
 I don't use any of the above aids or equipment

4. Do you require the assistance of a Personal Care Attendant (PCA)?

(A PCA is someone who assists you with daily life functions. PCA's ride free when assisting a passenger on our buses.)

- YES, I need assistance when I travel with: Mobility Reading Transfers Other _____
 NO

PART IV - QUESTIONS ABOUT USING DODGE CITY PUBLIC TRANSPORTATION BUSES

5. Have you ever used the Dodge City Public Transportation buses?

- YES
 NO

6. Can you ask for and follow written or oral instructions to use the buses?

- YES
 NO
 SOMETIMES

<p>If NO or SOMETIMES, <i>please check all that apply</i></p> <p><input type="checkbox"/> I get confused and might get lost <input type="checkbox"/> Other people cannot understand me <input type="checkbox"/> I probably could with instruction <input type="checkbox"/> Other: _____</p>
--

7. Using a mobility aid or on your own, how far can you travel?

- I cannot travel outside my house/apartment
- I can get to the curb in front of my house/apartment
- 1/4 mile (3 blocks) 1/2 mile (6 blocks) 3/4 mile (9 blocks)

8. Are you able to get to and from curbside on your own?

- YES
- NO
- SOMETIMES

<p>If NO or SOMETIMES, <i>please check all that apply</i></p> <ul style="list-style-type: none"><input type="checkbox"/> I can't get places if there are no curb-cuts<input type="checkbox"/> I can't if the street or sidewalk is too steep<input type="checkbox"/> I cannot cross busy streets and intersections<input type="checkbox"/> I cannot travel outside when it is too hot<input type="checkbox"/> I can't find my way at night due to my vision<input type="checkbox"/> I get confused and cannot find my way<input type="checkbox"/> I probably could with instruction<input type="checkbox"/> I feel unsafe traveling alone<input type="checkbox"/> Other: _____

9. Will you need to utilize the ADA lift?

- YES
- NO
- SOMETIMES

10. If you use a wheelchair or scooter, are you able to move to a bus seat?

- YES
- NO
- SOMETIMES

11. If you are able to get on and off Public Transportation buses, do you know where to get off the bus or can you find out by yourself?

- YES
- NO
- SOMETIMES

<p><i>Please check all that apply</i></p> <ul style="list-style-type: none"><input type="checkbox"/> I get confused and can't remember where I am going<input type="checkbox"/> I can if the driver calls out the stops<input type="checkbox"/> I probably could with training<input type="checkbox"/> Other: _____

12. Are there any other conditions which limit your ability to use the Public Transportation buses?

- YES Please describe: _____
- NO

Part V - AUTHORIZATION FOR RELEASE OF INFORMATION

I understand that the purpose of completing Part A of this application is to assist in determining if I am eligible for Dodge City Public Transit's Para-*TRAN* ADA Paratransit Service, or if I can and should use Dodge City's D-*TRAN* Fixed Route bus service.

I agree to have a **qualified health professional** conduct an assessment of my eligibility by completing Part B - Health Professional Verification portion of the application.

I understand that all of the following must be received by Dodge City Public Transit in order to complete the Para-*TRAN* application process, and until that time my application will not be considered as submitted:

- (a) Part A - Paratransit Application, submitted by me or a representative on my behalf
- (b) Part B - the completed and signed Health Professional Verification.

I understand that receipt by Dodge City Public Transit of Part A and Part B, submitted by me or a representative on my behalf, will begin the 21 calendar day application review period by Dodge City Public Transit. Further, I understand that Dodge City Public Transit may need to contact me or my representative regarding my application to obtain additional information. I certify by my signature that I have been truthful in answering all questions in this application, and that the information I have provided is correct. I understand that providing false information could result in denial of service.

Applicant's Signature

Date

If you assisted the applicant in completing this form, sign below:

Name

Telephone Number

Paratransit Application – Part B
HEALTH PROFESSIONAL VERIFICATION

(To be completed by a health professional such as physician, registered nurse, physical or occupational therapist, psychiatrist, psychologist, mental health counselor, vocational counselor, rehabilitation specialist, independent living skills trainer or ophthalmologist.)

The Americans with Disabilities Act of 1990 (ADA) requires Dodge City Public Transit to provide transportation services to anyone with a disability who is traveling in an area served by our D-TRAN Fixed Route buses. The applicant who has asked you to review and sign this form is applying to be considered eligible to use our door-to-door Paratransit service. **ADA Paratransit service is intended only for persons with mobility and/or cognitive impairments that limit the individual's ability to use the D-TRAN Fixed Route bus system.** If the applicant can use our D-TRAN Fixed Route bus system some or all of the time, please indicate that in the verification below. Please carefully review the information provided by the applicant in Part A of this application form and then answer the questions below.

(a) Please describe the physical and/or cognitive condition which prevents the Applicant from using our D-TRAN Fixed Route service:

(b) To the best of your knowledge, is the information provided by the Applicant in Part A of this application form true and correct?

Yes No (Note exceptions or additions below)

(c) In your professional opinion, **does the Applicant require door-to-door Paratransit Service** because of a physical or cognitive condition preventing use of Dodge City's D-TRAN Fixed Route Public Transit program?

Yes No Please explain: _____

(d) Does the applicant require a Personal Care Attendant (PCA) when traveling on transit vehicles? (Riders must provide their own PCA. If assisting a passenger with a verified need, PCAs are allowed to ride at no charge in both D-TRAN and Para-TRAN bus services.)

Never _____ Sometimes _____ Always _____

If a PCA is needed, explain why: _____

Signature of Health Professional: _____ **Date:** _____

Print Name and Title: _____

Business: _____

Address: _____ City/State: _____ Zip Code: _____

Telephone Number: _____

(For Office Use Only – revised 7-21-2015)

Card Issued _____ Date Issued _____ Initials _____

Attachment C

Procedures for Processing Paratransit Applications and Appeals

Persons who are certified under the Americans with Disabilities Act (ADA) as having a disability that prevents them from riding fixed-route buses, are eligible to use the Para-TRAN Paratransit Service which operates within a ¾ mile radius of the D-TRAN Fixed Route system in Dodge City. In order to qualify for Paratransit service, **the applicant must:**

- a. Complete and sign Part A of the Para-TRAN Paratransit Application, must have a health professional complete and sign Part B of the Paratransit Application, and both parts must be submitted to the Dodge City Public Transit office for review.
- b. If an application is denied, the applicant will receive in writing, an explanation of the specific reason as to why their application was denied. The applicant will be provided in writing the process to follow should the applicant wish to appeal the decision.
- c. Application forms are available from the Santa Fe Depot Transit Center, or online at www.dodgecity.org/publictransportation. The applicant will not be charged any “user fees” that cause an unreasonable burden upon the applicant, including application fees. The application form includes a list of the types of health professionals who can complete Part B of the application.

New Passengers with Incomplete Applications

New passengers are allowed to reserve Paratransit rides for a period of 21 calendar days while in the process of completing Parts A and B of the Paratransit application. ***In order to track the 21 calendar days***, when a new client calls Dispatch to schedule a Paratransit ride, Dispatch will:

- Create a new passenger account in dispatch software, with an end date of 21 calendar days after first ride.
- Notify City that a new client has started to ride the Paratransit bus and will be submitting an application.
- After 21 days, if Dodge City Public Transit has not received a completed application (including Parts A and B), the passenger will no longer be allowed to reserve Paratransit rides.

After 14 days - Letter of Notification that Application is Incomplete

If Paratransit application is incomplete 14 days after the first Paratransit ride, the City will notify the Applicant that application is incomplete, and will indicate what is missing.

Sample notification letter for incomplete applications:

The Dodge City Public Transportation Program is in receipt of certain materials that you have provided as an application for Paratransit eligibility. However, the materials you have provided are incomplete and do not provide sufficient information to determine your eligibility for Paratransit services. You have only 21 days from your first Paratransit ride to submit a complete application, and as of the date on this letter you have 7 days remaining to complete the application.

Please complete the information requested by the application form so as to allow the City Public Transportation Program to properly consider your eligibility for Paratransit services. At this time the following information has not yet been received:

- Highlight missing information on Part A of Application
- Indicate that we have not yet received Part B of Application from health care professional, or missing information.

Please understand that your eligibility application has not been approved or rejected until you have had the opportunity to provide the necessary information in support of your application. If your application is not complete by date (21 days after first Paratransit ride) you will no longer be allowed to schedule Paratransit rides.

If you should have any questions regarding this letter or if you require assistance in completing the eligibility application, please call the Mobility Manager at 620-225-8100.

Visitors – individuals with disabilities who do not reside in the jurisdiction – shall be treated as eligible for Paratransit service if they present documentation that they are ADA paratransit eligible in the jurisdiction where they reside, or present documentation of their disability if it is not apparent. This service shall be made available for any combination of 21 days during any 365 day period, with no requirement for submitting a Paratransit application.

Processing Completed Applications

Due to the time sensitive nature of processing Paratransit applications, City will process applications as follows.

- On the day a completed application (including Parts A and B) is received:
 - the date will be noted on the application
 - the date will be communicated to Dispatch (so it can be entered into the dispatch software)
 - This date begins the 21 calendar days during which the applicant may ride Paratransit buses while waiting for a decision regarding the application.
 - If the application is not processed within 21 calendar days, the passenger is considered eligible to ride Paratransit until the City makes an eligibility decision.
- A **decision to APPROVE** can be made by Public Transportation staff, if:
 - Part A of the application clearly demonstrates the applicant has a disability limiting the ability to ride Fixed Route bus service, and
 - The disability is confirmed by a health professional in Part B of the application
- The approved application will be finalized by:

- Notifying Dispatch that passenger is Paratransit eligible. Dispatch will put into Dispatch software with December 31 expiration (or sooner if the disability is temporary).
- A Paratransit Card with name and expiration date will be mailed to passenger (or given in person)
- Passenger name and related information will be added to the Paratransit database
- Application and all documentation will be stored in a secure location in order to assure confidentiality.
- If a **decision to DENY** the application is considered, the application will be reviewed and a decision made by Mobility Manager. In these cases, Public Transportation staff will:
 - Note on application the date a completed application was received.
 - Notify Dispatch that a completed application is in hand, including the date the completed application was received
 - Application will be given to Mobility Manager, with notation of the date by which decision must be made (to stay in compliance with the 21 day period).
 - The Mobility Manager will make a determination to approve or deny the Paratransit application, and will issue a letter to the applicant.
 - If the decision is to deny, the reason for the denial will be clearly explained in a letter to the applicant.
 - The letter will also include information on the Appeal Process should the applicant decide to appeal the decision.
 - Whether the application is accepted or denied, a determination will be made on whether the applicant qualifies for the Half-Fare Program when utilizing Fixed Route service.

Having made a decision to deny Paratransit eligibility for an applicant, the Mobility Manager will provide a letter to the applicant explaining the reasons for the denial (see sample letter below).

Sample notification letter for denied paratransit applications:

The Dodge City Public Transportation Program is in receipt of your application for Paratransit eligibility. After careful review of your application that decision has been made to DENY paratransit eligibility for the following reasons:

Possible reasons:

The Health Professional completing Part B (c) of the application indicates that you do NOT require door-to-door Paratransit service.

We did not receive Part B from your Health Professional verifying your disability

If you should have any questions regarding this letter or if you require assistance in completing the eligibility application, please call the Mobility Manager at 620-225-8100.

If you believe that Dodge City Public Transportation was in error in denying Paratransit eligibility, you may file a written appeal with the Director of Parks and Recreation, who is responsible for

administrative oversight of the Mobility Manager and the Public Transportation Program. The appeal must be filed within 60 days of the denial of the application. Paratransit service will not be provided pending determination of the appeal, if that determination is made within 30 days. If a determination of the appeal is not made within 30 days of submission of the appeal, Dodge City Public Transportation shall provide Paratransit service from that time until and unless a decision to deny the appeal is issued.

Appeals may be emailed, faxed, mailed or submitted by hand to:

Director of Parks and Recreation

City of Dodge City

806 N. Second Avenue

P.O. Box 880

Dodge City, KS 67801

paratransit.appeal@dodgecity.org

Phone: (620) 225-8100

FAX: (620) 225-8195

Upon receipt of the appeal, the Director of Parks and Recreation shall review materials submitted by the person appealing the decision. If necessary (or if desired by the person making the appeal) the Director of Parks and Recreation will meet with the person making the appeal to further explain factors related to the appeal. The Director of Parks and Recreation shall complete the review *no later than 30 calendar days after the date the complaint was received* and shall issue a written response to the person making the appeal. This response shall include a determination of whether the applicant will be granted or denied Paratransit eligibility, and the reasons for this finding.

- **Eligibility for Half-Fare Program on Fixed Route buses** In addition to the determination to approve or deny the Paratransit application, a determination will be made on whether the applicant qualifies for the Half-Fare Program. If the information contained in the Paratransit Application indicates the client can, at times, ride Fixed Route buses, and the applicant can be considered **eligible for Half-Fare program** due to disability or age, then:
 - The applicant will be issued a Half-Fare Card with applicant's name written on card. There is no need for applicant to fill out Half-Fare Application in this case since information on the Paratransit application is sufficient. The Half-Fare Card can be utilized any time the passenger is riding fixed route buses. The Half-Fare Card cannot be used for door-to-door Paratransit or Demand Response service.
 - It will be noted on the application that a Half-Fare Card has been issued
 - A letter will be sent to the applicant which includes the Paratransit decision, and indicates a Half-Fare card has been issued for use on Fixed Route service.
 - Passenger name and related information will be added to the Half-Fare database
 - Application and all documentation will be stored in a secure location in order to assure confidentiality.

Appeal Process

Any person who feels that Dodge City Public Transportation was in error in denying Paratransit eligibility status, may file a written appeal with the Director of Parks and Recreation, who is responsible for administrative oversight of the Mobility Manager and

the Public Transportation Program. The appeal must be filed within 60 days of the denial of the application. Paratransit service will not be provided to the individual pending the determination of the appeal, if that determination is made within 30 days of the completion of the appeal process. If a determination of the appeal is not made within 30 days of submission of the appeal, Dodge City Public Transportation shall provide Paratransit service from that time until and unless a decision to deny the appeal is issued.

Appeals may be emailed, faxed, mailed or submitted by hand to:

Director of Parks and Recreation

City of Dodge City

806 N. Second Avenue

P.O. Box 880

Dodge City, KS 67801

paratransit.appeal@dodgecity.org

Phone: (620) 225-8100

FAX: (620) 225-8195

Upon receipt of the appeal, the Director of Parks and Recreation shall review materials submitted by the person appealing the decision. If necessary (or if desired by the person making the appeal) the Director of Parks and Recreation will meet with the person making the appeal to further explain factors related to the appeal. The Director of Parks and Recreation shall complete the review no later than 30 calendar days after the date the complaint was received and shall issue a written response to the person making the appeal. This response shall include a determination of whether the applicant will be granted or denied Paratransit eligibility, and the reasons for this finding.

Annual recertification of Paratransit eligibility

Paratransit eligibility is granted for the current calendar year, expiring on December 31 unless the disability is temporary and an earlier expiration date is determined at the time of issuing the Paratransit card. Recertification of Paratransit eligibility is required each calendar year.

Attachment D

Dodge City Public Transportation
P. O. Box 880
806 N. Second Avenue
Dodge City, KS 67801

Phone: 877-323-3626

www.dodgecity.org/publictransportation

--- DRAFT July 31, 2015 ---

Para-TRAN PARATRANSIT SERVICE RIDERSHIP POLICIES AND GUIDELINES

1. **Eligibility:** Persons who are certified under the Americans with Disabilities Act (ADA) as having a disability that prevents them from riding fixed-route buses, are eligible to use the Para-TRAN Paratransit Service which operates within a ¾ mile radius of the D-TRAN Fixed Route system in Dodge City. We are committed to offering courteous, safe and reliable service for all of our riders, without regard for race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated. In order to qualify for Paratransit service, **the applicant must:**
 - a. Complete and sign Part A of the Para-TRAN Paratransit Application, must have a health professional complete and sign Part B of the Paratransit Application, and both parts must be submitted to the Dodge City Public Transit office for review.
 - b. The Applicant has 21 days from the date they first ride Para-TRAN to submit a COMPLETED application which includes both Part A (by the Applicant) and Part B (Health Professional Verification). A Para-TRAN eligibility decision will be made within 21 days of receipt of a completed application.
 - c. If a decision is not made within that 21 day period, the applicant will be considered as eligible until a decision is made. Disability alone does not qualify the applicant for Paratransit service.
 - d. If an application is denied, the applicant will receive in writing, an explanation of the specific reason as to why their application was denied. The applicant will be provided in writing the process to follow should the applicant wish to appeal the decision.
 - e. Application forms are available from the Santa Fe Depot Transit Center, or online at www.dodgecity.org/publictransportation. The applicant will not be charged any “user fees” that cause an unreasonable burden upon the applicant, including application fees. The application form includes a list of the types of health professionals who can complete Part B of the application.
 - f. **Visitors** – individuals with disabilities who do not reside in the jurisdiction – shall be treated as eligible for Paratransit service if they present documentation that they are ADA paratransit eligible in the jurisdiction where they reside, or present documentation of their disability if it is not apparent. This service shall be made available for any combination of 21 days during any 365 day period.
2. **Hours/Days of Operation:** Hours are Monday through Friday (except Holidays) from 6:00 am-6:00 pm with the last call for return being 5:30 pm. Holiday notices are posted in the bus, in the transit lobby and are distributed through the local media the week prior to closings.
3. **How Do I Get A Ride?** All requests for rides must be scheduled 24 hours in advance. We can schedule rides up to two weeks in advance. Riders should not attempt to schedule a ride by leaving ride requests on the answering machine. For situations when you need a ride but can't be sure of the time the ride will be needed (e.g. you are unsure when you will need to be picked up after an appointment), we will schedule you for a “will call” ride. You call the dispatcher when you are ready to be picked up and your ride request will be processed for the first available ride. We do not encourage trying to schedule rides on the same day you are making the reservation. We realize that on occasion unforeseen circumstances arise and a same day request may be unavoidable. On those rare occasions we will attempt to accommodate rides on a first come first serve space available basis. Due to the way we schedule we do not allow on-board changes of ride destinations. You may not board the bus and ask the driver to change your booked destination. Changes should be called in to dispatch two (2) hours prior to the beginning of the pick-up window as outlined in #6 below.
4. **What About Trips That I Need Regularly?:** A subscription can be made for rides that are taken on a regular basis, at the same time, by the same individual, to regularly scheduled appointments. It is the responsibility of the rider with subscriptions to cancel any subscription ride that they do not intend to take. Individuals with subscription rides will be subject to the No Show policy and late cancellation policy outlined in #7 below. In addition, three (3) No Shows for the subscription within 1 month will result in the loss of the subscription ride privileges. Upon request, the passenger may again be scheduled for a subscription after a 4-month suspension period.
5. **Cost:** Fare per person per one-way trip on Para-TRAN is \$1.00. A Monthly Pass for unlimited rides on Para-TRAN buses costs \$30.00. You must show the Monthly Pass each time upon boarding or pay \$1.00 fare. All passes are non-transferable, non-refundable and non-replaceable. In the case of a fare dispute, the passenger will pay the fare and report the circumstances to the Dodge City Public Transit office. A Personal Care Attendant rides free when providing assistance to a paying passenger. Children 5 and under ride free with a paying passenger. A one-way trip is considered to be one-way service to a location from another location, whether or not the person disembarks. Children 10 and under must be accompanied by a person 16 or older and have the same origin and destination. In order to ride alone, youth ages 11 to 16 must present picture ID to driver upon boarding.
6. **Pickup Times/Wait Policy:** Pick up window: Passengers must be at the main entrance and ready to board fifteen (15) minutes ahead of their scheduled pick up time. Drivers may also pick up fifteen (15) minutes after the scheduled pick up time. However, drivers will arrive as close to the scheduled time as possible. Drivers will not wait more than **FIVE (5) minutes** for anyone to board the bus as long

as it falls within the 15 minute window on either side of the scheduled pick up time. If the passenger is not on board within five (5) minutes, the driver will leave and will not return that day. This will be considered a No Show and all other rides scheduled for that day will be canceled. (See #7)

7. Delays: Due to the number of rides provided, it is not always possible for buses to run exactly on schedule. It is important to allow extra time to ensure passenger's scheduling needs can be met.

8. No Shows/Cancellations: The definition of a No Show is: A rider who has a scheduled trip and does not appear at the designated pick-up point and time, and does not cancel the trip at least two hours before the start of the scheduled pick-up window (See #6) and does not take the scheduled trip. Cancellations on the answering machine for rides before 6:00 am must be made by 4:00 am, or they are considered a No Show. This includes failing to be ready to board the bus within five minutes of its arrival during the pick-up window and/or cancelling with the driver when the bus arrives. The driver will attempt to notify the rider that he/she is there by honking the horn to alert the rider that the bus has arrived. Dodge City Public Transit will attempt to contact riders who are not at the pick-up location when the vehicle arrives to let them know they must go to the vehicle or they will receive a No Show. If the rider cannot be contacted, a message will be left on an answering machine if available. FINES: A Fine of \$5.00 per No Show will be assessed. If a passenger has three or more unpaid No Show fines, the passenger will be suspended until the No Show fines are paid. If a passenger is a No Show for the first half of a round trip, the second half will be cancelled. Passengers will receive a warning in writing after they receive the second No Show within 30 days. After three No Shows within 30 days the passenger will be sent a suspension letter resulting in a 30 day suspension of service. If a passenger has been suspended previously, and then demonstrates a pattern of No Shows after the original suspension has ended, the passenger may subsequently be suspended for longer periods. First Suspension*: 30 days; Second Suspension*: 60 days; Third Suspension*: 90 days; Fourth Suspension*: Indefinite pending demonstration that the problem behavior can and will be changed after a minimum of 90 days suspension. Riders are not penalized for No Shows that occur due to sudden emergencies which make it impossible for them to cancel. Because only two hours' notice is needed to cancel, it is anticipated that most riders will be able to cancel in a timely fashion. Riders are not penalized for being a No Show if the bus arrived late, that is, after the end of the pick-up window, or if a reservation error was made by the dispatcher. Riders are encouraged to discuss their record with staff if they feel they have been given a No Show in error. Disputes regarding this policy will be referred to the grievance procedure as outlined in guideline #19 and appeals process #20.

*within two years of the most recent suspension

9. Personal Assistance to Riders: Drivers may enter a commercial lobby to assist a rider to the vehicle, but drivers are not permitted to enter a residence. Drivers are permitted to assist passengers with activities directly related to boarding and de-boarding the bus. Drivers are permitted to assist special needs passengers with their packages up to the door of the residence, and within the limits outlined in guideline #16. One Personal Care Attendant (PCA) may ride free of charge when accompanying a disabled rider in order to assist them with their personal needs. Only drivers will operate mobility aid lift/restraint system equipment. All medical equipment (oxygen tanks, walkers, etc.) will be secured by the driver for the duration of the ride. Drivers are permitted to assist in fastening/ unfastening seat belts/shoulder restraints if requested by passenger. Integrated child safety seats are available on all Dodge City Public Transit buses for parents/guardians to use on a first come first serve basis. Our ramp accessible minivans do not have integrated child safety seats, and securing children in a child safety seat is mandatory by law. Parents/guardians should provide a child safety seat, or may request a child safety seat from Dodge City Public Transit on a first come first served basis.

10. Mobility Aids: Dodge City Public Transit vehicles are equipped with a lift or a ramp which will be utilized in assisting a passenger in boarding the public transportation vehicle with a mobility aid such as a wheelchair. A "wheelchair" means a mobility aid belonging to any class of three or more wheeled devices, usable indoors, designed for and used by individuals with mobility impairments, whether operated manually or powered. Drivers will assist passengers in boarding the buses if the lift and vehicle can physically accommodate the mobility aid, unless doing so is inconsistent with legitimate safety requirements. Drivers will not assist passengers using mobility aids up or down stairs. Passengers are responsible for either a ramp or someone other than the bus driver in getting in and out of their home, doctor's office, etc. where steps are present. Drivers are not permitted to assist individuals in transferring from a mobility aid to regular vehicle seating. Such riders must provide their own Personal Care Attendant to assist in their transfer. These passengers are responsible for their own movement or a PCA to push and maneuver the mobility aid onto the bus, into a forward facing position and in moving it out of and away from the bus when de-boarding. All mobility aids must be secured by the 4 Point Tie-down securement system. It is highly recommended that passengers use the shoulder and seat belts while riding in the bus. Power driven mobility aids must be in the "off" position while on the lift.

11. Use of Seat Belts and Child Safety Seats: It is highly recommended that passengers utilize the integrated child safety seats for their children while riding in the bus, passengers use the seat belt/shoulder harness and carry a picture ID. While riding in the small mini-van infants and children must be secured in appropriate child safety seats per State of Kansas law. Child safety seats are available on a first come first served basis.

12. Conduct, Hygiene and Prohibited Behaviors: Threats of violence, threatening behavior, or acts of violence against any employee or other individuals are prohibited. Dodge City Public Transit has a "zero tolerance" policy for such conduct. It will not be tolerated and it is the duty of all employees to report such conduct. If at any time the driver feels they are in an unsafe situation, the driver will have the right to exercise judgment to stop the vehicle and ask passenger to get off the vehicle. Or the driver may call authorities if needed. Inappropriate conduct, including behaviors which present a danger to other passengers, will not be tolerated. These include, but are not limited to: intoxication, fighting, arguing, sexual harassment, threatening the driver or fellow passengers, use of foul or derogatory language including excessive conversation, playing loud audio devices or engaging in any type of business, legal or illegal, on the bus or at a bus stop. Anyone's behavior that poses a safety hazard to him/her or others caused by misplaced bodily fluids will be denied bus service. At the driver's discretion, a rider who engages in persistent inappropriate and/or dangerous behavior may be required to vacate the vehicle. No alcoholic beverages may be consumed on the bus. No other food or drink is to be consumed on the bus except for

medical purposes as allowed by the driver. NO TOBACCO USAGE OR OPEN CONTAINERS, AND NO HAZARDOUS MATERIAL SUCH AS CAR BATTERIES, GASOLINE, PROPANE, ETC. ARE ALLOWED ON THE BUS. NO SMOKING is allowed within twenty (20) feet of the bus or fifty (50) feet of the Transit Center main entrance. If a passenger is found to have aforementioned item, he/she will be asked to vacate the bus immediately and will not be allowed to ride anymore that day. If a person refuses to vacate the bus when requested to do so by the driver for any of the above listed reasons, the police will be called to escort him/her off the bus. A second offense will result in a 30 day Suspension, a Third offense in a 60 day Suspension and a Fourth offense in an Indefinite Suspension pending demonstration that the problem behavior can and will be changed after a minimum of 90 days Suspension from bus service.

13. School Bus Service: Exclusive school bus transportation is not provided.

14. Pets/Service Animals: No animals other than service animals are allowed on the bus for any reason. A "service animal" is defined as an animal that is individually trained to perform a specific task for a person with a disability. Service animals include, but are not limited to, animals that guide individuals who are blind, alert individuals with hearing disabilities, pull wheelchairs or carry and pick up things for persons with mobility disabilities. Comfort or therapy animals which are used solely to provide emotional support are generally not considered service animals under the Americans with Disabilities Act (ADA).

15. Bad Weather Policy: In the event of inclement weather check local radio/TV for related closings. If the City of Dodge City offices are closed, Dodge City Public Transit will also be closed. The Dodge City Public Transit Director may override the closing by announcing via radio/TV that the bus service will run. Additionally, if the management of the Para-TRAN service believes the weather is so severe it is unsafe to operate, then operations will cease for the day in question. Drivers have the right to exercise judgment as to whether he/she can safely drive on a particular roadway, driveway or highway. In the event of high wind warnings high profile vehicles are not allowed to travel outside the city limits. Drivers will not push wheelchairs on ramps/walks/etc. that are not clear of snow and ice.

16. Limitations: Drivers will not carry or lift parcels/carry-on items greater than 20 pounds in weight. Drivers are limited to carrying bags up flights of steps no more than 7 steps high and are allowed to make no more than 2 trips to carry packages to the main entry door or lobby. Drivers are not permitted to transport furniture or appliances for passengers.

17. Emergencies: Para-TRAN vehicles are not designed for medical emergency situations (absent a natural disaster where vehicles may be used for evacuation). Transportation will not be provided in these instances. Persons having a medical emergency will be instructed to call 911 so an ambulance can transport them.

18. Evictions: Passengers who do not adhere to these guidelines can and will be evicted from the bus.

19. Grievance Procedures: This grievance procedure has been developed to assure passengers of fair and equitable access to Para-TRAN Service. In the event of suspension or other denial of service, information will be sent outlining the appeals process with the suspension or denial of service letter. In the event of any grievance, suspension or other denial of service, the passenger shall utilize the following procedure to resolve the issue. Each passenger is expected to communicate verbally or in writing directly to the Mobility Manager, or his/her designee, regarding ride-related actions, occurrences or denial of service perceived as unfair or inequitable. A passenger who believes he/she has suffered a grievance shall communicate the matter with the Mobility Manager, or his/her designee, within seven calendar days of the occurrence of the alleged grievance in an attempt to arrive at a satisfactory solution. The Mobility Manager, or his/her designee, will have seven calendar days to respond, making every effort to resolve the grievance at this level. Dodge City Public Transportation complies with Title VI Equal Opportunity and Civil Rights policies as posted in vehicles and online at www.dodgecity.org/publictransportation. Copies are available upon request. Grievances may be emailed, faxed, mailed or submitted by hand to:

Mobility Manager
City of Dodge City
806 N. Second Avenue
P.O. Box 880
Dodge City, KS 67801

Phone: (620) 225-8100
Fax: (620) 225-8195
MobilityManager@dodgecity.org

20. Appeals: If a resolution is not reached within 30 calendar days at the Mobility Manager level, the passenger may file a written appeal with the Director of Parks and Recreation who is responsible for administrative oversight of the Mobility Manager and the Public Transportation Program. The appeal must be filed within 60 calendar days of the original grievance. The Director of Parks and Recreation will have 30 calendar days to review the evidence presented by the party filing the appeal, including a meeting between the passenger and the Director of Parks and Recreation if desired by either party. The Director of Parks and Recreation will provide a decision in writing to all involved parties within 30 calendar days, including specific reasons for the decision. If no decision is made within the 30 days, provisional services will be provided to the passenger until a decision is reached. The decision of the Director of Parks and Recreation is final. Complaints may be emailed to or may be faxed, mailed to or submitted by hand to:

Director of Parks and Recreation
City of Dodge City
806 N. Second Avenue
P.O. Box 880
Dodge City, KS 67801

Phone: (620) 225-8100
Fax: (620) 225-8195
paratransit.appeal@dodgecity.org

It is understood that Dodge City Public Transit passengers ride at their own risk. No liabilities will be accepted.



City of Dodge City

806 N. Second Ave.
PO Box 880
Dodge City, KS 67801

Phone: 620-225-8100
FAX: 620-225-8144
www.dodgecity.org

Memorandum

To: City Commissioners
From: City Manager, Cherise Tieben
Date: March 17, 2016
Subject: Approval of Proposal for Purchase and
Development of TM Deal Property
Agenda Item: New Business

Recommendation: Staff requests direction from the City Commission on the TM Deal property proposals and authorization for the City Manager to negotiate a contract for the sale and development of the property with the successful proposer.

Background: The City of Dodge City published a request for proposals for the purchase and development of the TM Deal Property located at 400 W. Spruce in Dodge City. Proposals were due on Wednesday, March 16, 2016 at noon. A total of two proposals were received. One from Stonecreek Building, LLC. and the other from Mr. Jesse B. Garcia. Due to proprietary information, proposals are available for review by the commission at the project development coordinator's office. A synopsis of the proposals is located below:

1. The intended use of the property by Stonecreek Building LLC. is twofold. They intend to re-plot the property and transfer a portion of it to a local partnership that intends to construct and operate a micro-brewery. The remaining portion will be developed into a 5,000 sq. ft. professional office building to offer build to suit tenant or sale for condominium spaces of various sizes for tenants or buyers. The confirmed tenant at this time is SMH Consultants which is a local land surveying, civil engineering and landscape architectural firm.

The timeline for this proposal is completion of the brewery by spring of 2017 and completion of the professional office building eight to ten months after breaking ground. SMH would occupy the building immediately once completed.

Stone Creek Building, LLC proposes to purchase the property for \$40,000. This price is conditional based on approval of the Neighborhood Revitalization Program.

2. The intended use of the property by Mr. Jesse B. Garcia is for the Dodge City Food Truck Park. The first phase of the project will include utilizing half the property for the food trucks and a permanent structure that would serve as an office and a beer garden. Restrooms will be provided along with picnic tables for visitors. The second phase would involve using the other half of the property to extend the food truck park and make a market style atmosphere for booths for vendors and exhibits.

The timeline for the proposal includes completion of phase one which is the development of the food truck park to be open by August 2016 and phase two which includes the additional space for vendors and events by summer of 2017.

The proposed purchase price is \$50,000.

Financial Considerations:

Both proposers have demonstrated proof of financial capability to purchase and develop the property.

Legal Considerations:

Upon approval by the City Commission, the City Manager will negotiate a contract for the sale and development of the property with the successful proposer.

Purpose /Mission: This projects meets our core purpose of making Dodge City the best place to be while matching the core value of ongoing improvement.

Attachments:

Stonecreek Building LLC. Building Renderings

Dodge City Food Truck Park Rendering



1 3D View 1

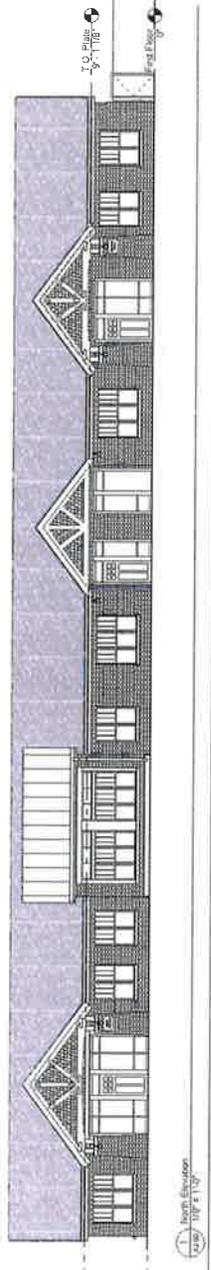
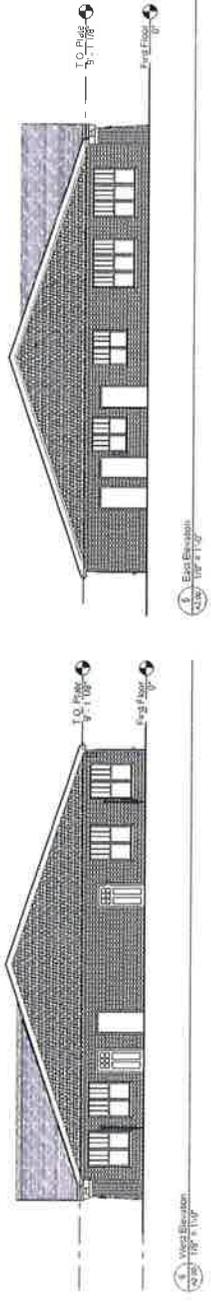
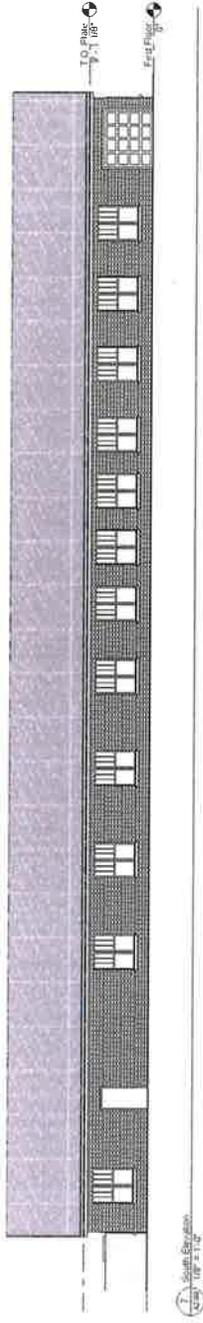
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Stonecreek Building LLC Office Building

DATE: 03.11.2016



A



1.3 The Dodge City Food Truck Park



Memorandum

*To: City Manager
City Commissioners*
From: Jane Longmeyer
Date: March 21, 2016
*Subject: Recycling Advisory Board &
SMPC Advisory Board*
Agenda Item: New Business

Recommendation: Appointment to fill a vacancy on the Recycling Advisory Board and reappointment to the St. Mary of the Plains College Advisory Board.

Background: A vacancy occurred on the Recycling Advisory Board. Notification through the media, website and social media was made to solicit applications from interested parties as well as through personal invitation. Julianne started the recycling program for Compass Behavioral Health and has knowledge of the program.

Mindy Burkhart expressed an interest to be reappointed to the St. Mary of the Plains College Advisory Board.

Justification: The Recycling Advisory Board, by ordinance, consists of a seven member board. The St. Mary of the Plains College Advisory Board consists of five members

Financial Considerations: None.

Purpose/Mission: The Boards and Commissions make recommendations to the City Commission regarding various phases of municipal operations.

Legal Considerations: None.

Attachments: Application.

APPLICATION FOR CITY OF DODGE CITY ADVISORY BOARDS

NAME: Julianne Kemmerer OCCUPATION: Targeted Case Manager
ADDRESS: 2904 Doralane Ave TELEPHONE: 620-200-0813

Advisory Board(s) you wish to be considered for:

Recycling

Tell us about your educational background:

School	Dates Attended	Major
<u>Fort Hays State University</u>	<u>2009-2013</u>	<u>Sociology</u>

Work history:

Job and Title	Dates of Employment
<u>Ogallala Commons - Intern</u>	<u>June 2013 - Oct 2013</u>
<u>High Plains Mental Health - Recovery Worker</u>	<u>Nov 2013 - Aug 2014</u>
<u>Compass Behavioral Health - Targeted CM</u>	<u>Sept 2014 - present</u>

To the best of your knowledge, would the appointment of you to the Recycling advisory board create any conflicts of interest due to your employment or business endeavors? If yes, please explain:

no

Have you ever served on any advisory board, committee, etc. of another public body? If you have, please tell us something about it.

I was involved in City Council during my internship at City Hall in Leoti, KS. I developed a community education program about water conservation.

Tell us about other qualifications you have which you feel qualify you for appointment.

I am serving on an agency-wide recycling committee for Compass Behavioral Health. I hope that being a part of the advisory board will expand my knowledge so I can make improvements to Compass's recycling initiative.

Signature: Julianne Kemmerer

Date: 2/25/16

Please return to: City Manager's Office, City Hall, P.O. Box 880, Dodge City, Kansas 67801-0880.

Thank you for your interest!