

CITY COMMISSION AGENDA

City Hall Commission Chambers

Monday, May 4, 2009

7:00 p.m.

MEETING #4758

CALL TO ORDER

ROLL CALL

INVOCATION: Pastor Joel Tuche, Iglesia Nueva Esperanza

PLEDGE OF ALLEGIANCE

PETITIONS & PROCLAMATIONS

National Tourism Week

National Train Day

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).

CONSENT CALENDAR

1. Approval of City Commission Meeting minutes, April 20, 2009
2. Appropriation Ordinance No. 9, May 4, 2009
3. Approval of Contract for D & J Shows

ORDINANCES & RESOLUTIONS

Resolution No. 2009-10: A Resolution Amending Resolution No. 2009-06 Establishing Fees for Solid Waste Grass Cart Service in the City of Dodge City, Kansas.

Resolution No. 2009-11: A Resolution Determining the Advisability of the Making of Certain Internal Improvements (Street Improvements in Beeson Court Subdivision) in the City of Dodge City, Kansas, and Setting Forth the General Nature of the Improvement, the Extent of the Improvement District to be Assessed for the Cost Thereof, the Method of Assessment, and the Proposed Apportionment of the Cost Between the Improvement District and the City at Large, and Authorizing and Providing for the Making of the Improvement in Accordance with the Findings of the Governing

Resolution No. 2009-12: A Resolution Determining the Advisability of the Making of Certain Internal Improvements (Sanitary Sewer Improvements in Beeson Court Subdivision) in the City of Dodge City, Kansas, and Setting Forth the General Nature of the Improvement, the Extent of the Improvement District to be Assessed for the Cost Thereof, the Method of Assessment, and the Proposed Apportionment of the Cost Between the Improvement District and the City at Large, and Authorizing and Providing for the Making of the Improvement in Accordance with the Findings of the Governing

Resolution No. 2009-13: A Resolution Determining the Advisability of the Making of Certain Internal Improvements (Waterline Improvements in Beeson Court Subdivision) in the City of Dodge City, Kansas, and Setting Forth the General Nature of the Improvement, the Extent of the Improvement District to be Assessed for the Cost Thereof, the Method of Assessment, and the Proposed Apportionment of the Cost Between the Improvement District and the City at Large, and Authorizing and Providing for the Making of the Improvement in Accordance with the Findings of the Governing

UNFINISHED BUSINESS

NEW BUSINESS

Approval of Bids for Golf Course Equipment. Presented by Paul Lewis, Director of Parks and Recreation.

Approval of Bids for 4 (four) Pick Ups and 1 (one) Forklift. Presented by Corey Keller, Sanitation/Recycling Forman.

Approval of Bids for Poly Karts. Presented by Corey Keller, Sanitation/Recycling Forman.

Approval of Contract for Public Works Facility Needs Assessment. Presented by Mike Klein, Superintendent of Public Works.

Agreement with KDOT for Maintenance of Signalization at Comanche & US 50. Presented by Cherise Tieben, Assistant City Manager.

OTHER BUSINESS

ADJOURNMENT

PROCLAMATION

WHEREAS, in May 1869 the “golden spike” was driven into the final tie at Promontory Summit, Utah to join the Central Pacific and the Union Pacific Railroads, ceremonially completing the first transcontinental railroad and therefore connecting both coasts of the United States; and

WHEREAS, for many rural Americans, Amtrak represents the only major intercity transportation link to the rest of the country; and

WHEREAS, passenger trains provide a more fuel-efficient transportation system thereby providing cleaner transportation alternatives and energy security; and

WHEREAS, when combined with all modes of transportation system thereby providing cleaner transportation alternatives and energy security; and

WHEREAS, an increasing number of people are using trains for travel purposes beyond commuting to and from work; and

WHEREAS, in the City of Dodge City, KS 4612 people got on and off the train here in 2008; and

WHEREAS, our railroad station at the Dodge City Santa Fe Depot is a source of civic pride, a gateway to our community, and a tool for economic growth;

NOW, THEREFORE, I, Rick Sowers, Mayor of the City of Dodge City, KS hereby proclaims on May 9, 2009 as

National Train Day

BE IT FURTHER RESOLVED that the City of Dog City will hold a celebration event at the Dodge City Santa Fe Depot to commemorate this momentous day in railroad history and for our community.

IN WITNESS THEREOF, I have hereunto set me hand this 4th day of May, 2009.

Rick Sowers, Mayor

SEAL

Nannette Pogue, City Clerk

PROCLAMATION

THE 26th ANNUAL NATIONAL TOURISM WEEK "DISCOVER GREAT AMERICAN TRADITIONS"

WHEREAS: Travel is at the heart of America's economic and national security. It generates millions of jobs and billions in taxes, and is a vital resource in improving America's image around the world; and

WHEREAS: In Dodge City, KS, the travel industry contributes substantially to our city's cultural and social well being. Travel is one of our most fundamental freedoms. Every citizen benefits from travel and tourism. The travel industry substantially enhances our personal growth and education, while promoting intercultural understanding and appreciation of Dodge City's history, geography and culture; and

WHEREAS: Travel is one of America's largest service exports, providing a travel trade surplus in excess of \$8 billion. It is one of the nation's largest employers, accounting for more than 7.5 million direct travel-generated jobs. One of every eight U.S. non-farm jobs is connected to travel. Last year, spending by domestic and international visitors in the U.S. generated \$740 billion in direct expenditures nationwide; and

WHEREAS: Locally, tourism injects more than \$63 million into the local Dodge City economy annually, creating jobs, increasing our tax revenues and providing an improved quality of life for Dodge City citizens; and

WHEREAS: In recognition of the unique significance of the American travel industry in the lives of the citizens of Dodge City,

NOW THEREFORE, I, Rick Sowers, Mayor of the City of Dodge City, do hereby proclaim May 9-17, 2009 as

NATIONAL TOURISM WEEK

and call upon the people of Dodge City to observe this week, as sanctioned by the U.S. Congress, with appropriate ceremonies and activities.

IN WITNESS THEREOF, I have hereunto set my hand this 4th day of May, 2009.

Rick Sowers, Mayor

SEAL

Nannette Pogue, City Clerk

CITY COMMISSION MINUTES

City Hall Commission Chambers

Monday, April 20, 2009

7:00 p.m.

MEETING #4757

CALL TO ORDER

ROLL CALL: Mayor Kent Smoll, Commissioners Rick Sowers, Monte Broeckelman, Jim Sherer, and Brian Weber

ELECTION OF MAYOR and VICE MAYOR: Commissioner Sherer moved to appoint Commissioner Rick Sowers as Mayor, seconded by Commissioner Weber. Motion carried on a unanimous vote, 5-0. Commissioner Broeckelman moved to appoint Commissioner Brian Weber as Vice Mayor, seconded by Commissioner Weber. Vote was 2-3 with Sowers, Sherer, and Smoll voting no. Commissioner Sherer moved to appoint Kent Smoll as Vice Mayor, seconded by Smoll. Motion carried on a vote of 3-2, Commissioner Broeckelman and Weber voting no.

INVOCATION: Father Zimmerman, St. Cornelius Episcopal Church

PLEDGE OF ALLEGIANCE

PETITIONS & PROCLAMATIONS

Arbor Day: Mike Schubert spoke as Chairman of the Shade Tree Commission

Fair Housing Month: Kaci Davignon, Dodge City/Ford County Housing Director spoke on the subject.

Silver Star Banner Day

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).

James Seymore, Brotherhood of Electrical Workers. City employees want to be represented.

CONSENT CALENDAR

1. Approval of City Commission Meeting minutes, April 6, 2009
2. Appropriation Ordinance No. 8, April 20, 2009

3. Cereal Malt Beverages:
 - a. El Charro, 1209 W. Wyatt Earp, Dodge City
 - b. Lotus Gardens, 1202 E. Wyatt Earp, Dodge City
4. Approval of CFAB 2009 Organizational Funding Grants

Commissioner Smoll moved to approve the Consent Calendar as presented, seconded by Commissioner Sherer. Motion carried on a vote of 4-1, Commissioner Broeckelman voted no.

ORDINANCES & RESOLUTIONS

Ordinance No. 3469: An Ordinance Annexing to the City of Dodge City the Described Property, in Accordance with K.S.A. 12-520. Commissioner Weber moved to approve the ordinance, seconded by Commissioner Sherer. Motion carried 5-0.

Ordinance No. 3470: An Ordinance Authorizing and Providing for the Issuance of &40,300,000 Principal Amount of Sales Tax Revenue Bonds, Series 2009, of the City of Dodge City, Kansas, for the Purpose of Providing Funds to Pay a Portion of the Costs of Constructing and Equipping Certain Public Facilities and Projects; Making Certain Covenants and Agreements to Provide for the Payment and Security Thereof and Authorizing Certain Other Documents and Actions in Connection Therewith. Commissioner Sherer moved to approve ordinance, seconded by Commissioner Weber. Motion carried 5-0.

Resolution No. 2009-09: A Resolution Prescribing the Form and Details of and Authorizing and Directing the Sale and Delivery of \$40,300,000 Principal Amount of Sales Tax Revenue Bonds, Series 2009, of the City of Dodge City, Kansas, Previously Authorized by Ordinance No. 3471 of the Issuer; Making Certain Covenants and Agreements to Provide for the Payment and Security Thereof; and Authorizing Certain Other Documents and Actions Connected Therewith. Commissioner Weber moved to approve the resolution, seconded by Commissioner Smoll. Motion carried 5-0.

Ordinance No. 3471: An Ordinance Annexing to the City of Dodge City the Described Property, in Accordance with K.S.A. 12-520. Commissioner Sherer moved to approve the ordinance, seconded by Commissioner Smoll. Motion carried 5-0.

UNFINISHED BUSINESS

NEW BUSINESS

The Fireworks Contract with Wald & Company in the amount of \$25,000 was approved on a motion by Commissioner Sherer, seconded by Commissioner Smoll. Motion carried 5-0.

Approval of Sale and Deed of Rost Property to the United States Army was discussed. Commissioner Smoll moved that the Commission authorize the Mayor and City Clerk, on behalf of the City of Dodge City, Kansas, to proceed with the closing of the sale of property which is the subject of the Option to Purchase Real Property agreement approved by the Commission on or about November 25, 2008 and to convey to the United States of America said property in accordance with the term and conditions of said Option, and to execute any and all documents and take any other actions necessary to complete said closing and sale, seconded by Commissioner Sherer. Motion carried 5-0.

Approval of City Water Service to Ford County Jail between the City of Dodge City and Ford County and approval of Lease with Ford County for Property for Water Well was discussed. Mayor Sowers moved to approve the contract and lease with Ford County, seconded by Commissioner Weber. Motion carried 5-0.

Approval of Agreement with Schwerdt Design Group was discussed. Commissioner Weber moved to approve agreement, seconded by Commissioner Sherer. Motion carried 5-0.

Appointment of Representative to the Horse Thief Reservoir Benefit District Board was discussed. Commissioner Sherer appointed Terry Janson to be the representative on the Horse Thief Reservoir Benefit District board, seconded by Commissioner Smoll. Motion carried 5-0.

Appointment of City Commissioner to Community Facilities Advisory Board was discussed. Commissioner Weber moved to reappoint Rick Sowers for another term to the CFAB, seconded by Commissioner Smoll. Motion carried 5-0.

OTHER BUSINESS

Ken Strobel, City Manager:

Continuing to meet with Jeff Ungerer, representative of the Casino project.

Arbor Day Events will be happening in Dodge City.

Ribbon Cutting at Cavalier Field restroom and concession facility will be scheduled next week.

James Walker and Jeff Hiet, Casino representatives were in attendance.

Christa Roy, Public Information Officer:

Have been holding several presentations on the Special Events Center information. She is open to do other presentations for any groups.

A Youth Task Force has been formed and meeting at Dodge City High School.

Commissioner Weber:

Congratulations to Rick Sowers as Mayor and Kent Smoll as Vice Mayor

Commissioner Sherer:
 Thanked volunteers

Commissioner Smoll:
 Alley behind Kwik Shop needs to be looked at.

EXECUTIVE SESSION: At 8:15 p.m. Commissioner Smoll moved to adjourn to an executive session not to exceed 20 minutes to discuss land acquisition, seconded by Commissioner Sherer. Motion carried 5-0. Also in attendance will be Nannette Pogue, City Clerk; Ken Strobel, City Manager; Cherise Tieben, Assistant City Manager; Joe Finley, Director of Engineering Services and Commission.

At 8:35 p.m. Commissioner Weber moved to extend the executive session for an additional 10 minutes, seconded by Commissioner Smoll. Motion carried 5-0.

ADJOURNMENT: Mayor Sowers moved to adjourn the meeting at 8:45 p.m., seconded by Commissioner Weber. Motion carried 5-0.

Rick Sowers, Mayor

ATTEST:

Nannette Pogue, City Clerk

D & J SHOWS

DON COSTELLO
821 N 14TH AVE
DODGE CITY, KS 67801
620-227-8882

LICENSE

THIS CONTRACT, made and entered into this 4th day of April, 2009, between the City of Dodge City, Kansas, hereinafter called the CITY, and Don Costello, hereinafter called the LICENSEE.

WITNESSETH: That in consideration of the stipulations and agreements hereinafter contained, the City hereby grants to the licensee a license to operate Small Amusement Rides and a Refreshment Stand in Wright Park in Dodge City, Kansas. Such times, dates and places shall be approved by the City with daily operations to terminate not later than 10:00pm prevailing time. This license shall extend for a term of one (1) year from the date hereof and may be renewed only upon approval of both parties hereto.

In consideration of such license, the licensee agrees to pay to the City, 10% of all Gross Income, after deduction the Federal Amusement Tax and State Sales Tax. Licensee shall make available to City, upon request, all bookkeeping records of income for verification of Gross Income of Licensee for year covered by this agreement.

It is agreed that Licensee is an independent contractor and that he will hold the City harmless from any expense or damage by reason of operation under this license. Licensee, as an additional consideration for the granting of this license, will secure at his cost, one or more policies of public liability insurance in an amount which shall not be less than the liability of the City, established by the Tort Claim Act, K.S.A. supp. 75-601, and as the same may be from time to time amended. The policy or policies of insurance shall be filed with the City Clerk and shall contain an agreement of the company issuing said policy that thirty (30) days notice shall be given prior to cancellation of the policy during this term. At any time there is no insurance in effect, as required by this license, this license shall terminate and be of no further effect.

Licensee acknowledges the City's efforts to improve the condition and appearance of Wright Park. Licensee further agrees to maintain facilities in the ride and concession area in order to make them more attractive. Failure of the Licensee to maintain all rides, equipment and other personal property owned by Licensee, in good and safe condition, or to comply with all applicable City Code Sections may at the option of the City, cause this license to be terminated. City also agrees to furnish 10 trash barrels to the Licensee for the carnival area in order to maintain this part of the agreement.

In the event Licensee fails to comply with any of the terms of this license, City may terminate this license by giving Licensee thirty (30) days notice, in writing and delivered in person or by certified mail to Licensee's address as shown below.

Licensee's signature affixed to this license shall evidence his acceptance of the license and his agreement to be bound by and to comply with the same. This license shall not become effective until signed by all parties below.

THE CITY OF DODGE CITY

BY _____
MAYOR

ATTEST:

CITY CLERK _____



LICENSEE, DON COSTELLO, 821 N 14TH AVE
DODGE CITY, KS 67801

Memorandum

*To: City Commission
Ken Strobel, City Manager
Cherise Tieben, Ass't City Manager*

Cc: Nannette Pogue, Finance Director

From: Barb Slagle, Office Manager

Date: April 28, 2009

Subject: Grass Kart Rate correction

On April 6, 2009, Resolution No. 2009-6 was passed increasing the Solid Waste Rates 3.3% in accordance with our annual CPI rate adjustment. I neglected to change the grass kart rate in that resolution. The previous year's rate was \$2.36 per grass kart.

Attached is a resolution that will correct Resolution No. 2009-06 reflecting the correct grass kart rate of \$2.44 per kart.

If you have any questions or need additional information, please contact my office.

RESOLUTION NO. 2009-10

A RESOLUTION AMENDING RESOLUTION NO. 2009-06 ESTABLISHING FEES FOR SOLID WASTE GRASS CART SERVICE IN THE CITY OF DODGE CITY

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

Section 1: Resolution 2009-06; adopted on the 6th day of April, 2009, is hereby amended.

Section 2: Section 5 of Resolution 2009-06 shall be replaced with the following:

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 \$2.44 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 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 4th day of May, 2009.

Rick Sowers, Mayor

ATTEST:

Nannette Pogue, City Clerk

May 1, 2009

MEMO

TO: Ken Strobel, City Manager
Cherise Tieben, Assistant City Manager

FROM: Nannette Pogue, Finance Director/City Clerk *mp*

SUBJECT: Resolutions Approving Improvements and Special Assessments in Beeson Court Subdivision

Rick Marbouef, Capital Development has submitted petitions to install street, water and sewer in Beeson Court Subdivision. He is 100% owner of this property and has asked that the City make the improvements and the property owner pay back the improvements through special assessments over 10 years. Our development policy allows this process and outlines that street and sewer improvements will be entirely assessed to the property owner, but the water improvements will be shared 50% by the City.

Since the petition was filed by the property owner, the resolutions allow for the improvements without a public hearing. The resolutions state the nature of the improvements, the improvement district, the estimated costs of the improvements and how they will be assessed. There are three resolutions; Resolution No. 2009-11 outlines the street improvements in an amount not to exceed \$125,000; Resolution No. 2009-12 outlines the sewer improvements in an amount not to exceed \$36,000; and Resolution No. 2009-13 outlines the water improvements in an amount not to exceed \$44,000 with the city participating 50%. For all the improvements the extent of the improvement district is lots 1-10 and will be made per lot.

After the resolutions are approved, the City will proceed with bidding and completing the improvements. Once the improvements have been completed, final costs will be presented to the Commission and they will approve those and approve the assessment rolls per ordinance.

If you have any questions or wish additional information, please let me know.

RESOLUTION NO. 2009-11

A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS (Street Improvements in Beeson Court Subdivision) IN THE CITY OF DODGE CITY, KANSAS, AND SETTING FORTH THE GENERAL NATURE OF THE IMPROVEMENT, THE EXTENT OF THE IMPROVEMENT DISTRICT TO BE ASSESSED FOR THE COST THEREOF, THE METHOD OF ASSESSMENT, AND THE PROPOSED APPORTIONMENT OF THE COST BETWEEN THE IMPROVEMENT DISTRICT AND THE CITY AT LARGE; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENT IN ACCORDANCE WITH THE FINDINGS OF THE GOVERNING BODY.

WHEREAS, a Petition was filed with the City Clerk of the City of Dodge City, Kansas, on the 14th day of April, 2009, proposing the following improvements: construct road and curb and gutters serving Lots 1 through 10 in Beeson Court Subdivision to the City of Dodge City, Kansas; and said Petition sets forth: (a) the general nature of the proposed improvements; (b) the estimated or probable cost of the proposed improvements; (c) the extent of the proposed improvement district to be assessed for the cost of the proposed improvements; (d) the proposed method of assessment; (e) the proposed apportionment of the cost between the improvement district and the city at large; and (f) a request that such improvements be made without notice and hearing as required by K.S.A. 12-6a04(01); and

WHEREAS, the governing body of the City of Dodge City, Kansas hereby finds and determines that said Petition is sufficient.

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

SECTION 1. The governing body of the City of Dodge City, Kansas, hereby finds and finally determines that:

(a) It is advisable to make the following improvements: construct road and curb and gutters serving Lots 1 through 10 in Beeson Court Subdivision to the City of Dodge City, Kansas;

(b) The estimated or probable cost of such improvements is: \$125,000

(c) The extent of the improvement district in the City of Dodge City, Kansas, to be assessed for the cost of the improvements is: Lots 1 through 10, Beeson Court Subdivision to the City of Dodge City, Ford County, Kansas.

(d) The method of assessment is: per lot

(e) The apportionment of the cost of the improvements, between the improvement district and the city at large, is: 100% to be assessed against the improvement district.

SECTION 2. The above said improvements are hereby authorized and ordered to be made in accordance with the findings of the governing body of the City of Dodge City, Kansas as set forth in Section 1 of this Resolution.

SECTION 3. This Resolution shall be published one time in the official city newspaper, and shall also be filed of record in the Office of the Register of Deeds of Ford County, Kansas.

ADOPTED AND APPROVED by the Governing Body of the City of Dodge City, Kansas, on May 4, 2009.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. 2009-12

A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS (Sanitary Sewer Improvements in Beeson Court Subdivision) IN THE CITY OF DODGE CITY, KANSAS, AND SETTING FORTH THE GENERAL NATURE OF THE IMPROVEMENT, THE EXTENT OF THE IMPROVEMENT DISTRICT TO BE ASSESSED FOR THE COST THEREOF, THE METHOD OF ASSESSMENT, AND THE PROPOSED APPORTIONMENT OF THE COST BETWEEN THE IMPROVEMENT DISTRICT AND THE CITY AT LARGE; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENT IN ACCORDANCE WITH THE FINDINGS OF THE GOVERNING BODY.

WHEREAS, a Petition was filed with the City Clerk of the City of Dodge City, Kansas, on the 14th day of April, 2009, proposing the following improvements: construction of new sanitary sewer system serving Lots 1 through 10 in Beeson Court Subdivision to the City of Dodge City, Kansas; and said Petition sets forth: (a) the general nature of the proposed improvements; (b) the estimated or probable cost of the proposed improvements; (c) the extent of the proposed improvement district to be assessed for the cost of the proposed improvements; (d) the proposed method of assessment; (e) the proposed apportionment of the cost between the improvement district and the city at large; and (f) a request that such improvements be made without notice and hearing as required by K.S.A. 12-6a04(01); and

WHEREAS, the governing body of the City of Dodge City, Kansas hereby finds and determines that said Petition is sufficient.

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

SECTION 1. The governing body of the City of Dodge City, Kansas, hereby finds and finally determines that:

(a) It is advisable to make the following improvements: construction new sanitary sewer system serving Lots 1 through 10 in Beeson Court Subdivision to the City of Dodge City, Kansas;

(b) The estimated or probable cost of such improvements is: \$36,000

(c) The extent of the improvement district in the City of Dodge City, Kansas, to be assessed for the cost of the improvements is: Lots 1 through 10, Beeson Court Subdivision to the City of Dodge City, Ford County, Kansas.

(d) The method of assessment is: per lot

(e) The apportionment of the cost of the improvements, between the improvement district and the city at large, is: 100% to be assessed against the improvement district.

SECTION 2. The above said improvements are hereby authorized and ordered to be made in accordance with the findings of the governing body of the City of Dodge City, Kansas as set forth in Section 1 of this Resolution.

SECTION 3. This Resolution shall be published one time in the official city newspaper, and shall also be filed of record in the Office of the Register of Deeds of Ford County, Kansas.

ADOPTED AND APPROVED by the Governing Body of the City of Dodge City, Kansas, on May 4, 2009.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. 2009-13

A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS (Waterline Improvements in Beeson Court Subdivision) IN THE CITY OF DODGE CITY, KANSAS, AND SETTING FORTH THE GENERAL NATURE OF THE IMPROVEMENT, THE EXTENT OF THE IMPROVEMENT DISTRICT TO BE ASSESSED FOR THE COST THEREOF, THE METHOD OF ASSESSMENT, AND THE PROPOSED APPORTIONMENT OF THE COST BETWEEN THE IMPROVEMENT DISTRICT AND THE CITY AT LARGE; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENT IN ACCORDANCE WITH THE FINDINGS OF THE GOVERNING BODY.

WHEREAS, a Petition was filed with the City Clerk of the City of Dodge City, Kansas, on the 14th day of April, 2009, proposing the following improvements: construction of water services lines serving Lots 1 through 10 in Beeson Court Subdivision to the City of Dodge City, Kansas; and said Petition sets forth: (a) the general nature of the proposed improvements; (b) the estimated or probable cost of the proposed improvements; (c) the extent of the proposed improvement district to be assessed for the cost of the proposed improvements; (d) the proposed method of assessment; (e) the proposed apportionment of the cost between the improvement district and the city at large; and (f) a request that such improvements be made without notice and hearing as required by K.S.A. 12-6a04(01); and

WHEREAS, the governing body of the City of Dodge City, Kansas hereby finds and determines that said Petition is sufficient.

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

SECTION 1. The governing body of the City of Dodge City, Kansas, hereby finds and finally determines that:

(a) It is advisable to make the following improvements: construction new sanitary sewer system serving Lots 1 through 10 in Beeson Court Subdivision to the City of Dodge City, Kansas;

(b) The estimated or probable cost of such improvements is: \$44,000

(c) The extent of the improvement district in the City of Dodge City, Kansas, to be assessed for the cost of the improvements is: Lots 1 through 10, Beeson Court Subdivision to the City of Dodge City, Ford County, Kansas.

(d) The method of assessment is: per lot

(e) The apportionment of the cost of the improvements, between the improvement district and the city at large, is: 50% to be assessed against the improvement district, 50% City at large.

SECTION 2. The above said improvements are hereby authorized and ordered to be made in accordance with the findings of the governing body of the City of Dodge City, Kansas as set forth in Section 1 of this Resolution.

SECTION 3. This Resolution shall be published one time in the official city newspaper, and shall also be filed of record in the Office of the Register of Deeds of Ford County, Kansas.

ADOPTED AND APPROVED by the Governing Body of the City of Dodge City, Kansas, on May 4, 2009.

Mayor

ATTEST:

City Clerk



City of Dodge City

PO Box 880 • Dodge City KS 67801 • Phone: 620/225-8160 • Fax: 620/225-8184

Memorandum

To: City Commission
Ken Strobel, City Manager
From: Paul Lewis, Parks & Recreation Director
cc: Cherise Tieben, Asst. City Manager
Date: April 29, 2009
Subject: Golf Course Equipment Bids

A handwritten signature in black ink, appearing to be "P. Lewis", located to the right of the "From:" line.

Bids were opened Tuesday, April 28th for golf course equipment including a new greens mower and a spin grinder to be used at Mariah Hills Golf Course. Two vendors responded to the notice and a tabulation of bids received is attached with this memo.

The greens mower will replace two existing mowers, one 1998 model and the other a 1989 with 3180 hours and 4300 hours respectively. Bidders were asked to provide a trade in allowance for those two mowers. The spin grinder replaces a 1975 model grinder.

Only one bid was received for the greens mower. Kansas Golf and Turf bid a Jacobsen G-Plex III mower at a cost of \$25,492 and an alternate bid to include a trade allowance of \$3,000 for the two used mowers. The G-Plex III meets all bid specifications.

The bid for a spin grinder requested prices on a used grinder with less than three years of service. This equipment has a long life cycle and the opportunity to upgrade our existing equipment at a reduced price prompted the effort to purchase a used grinder.

Two bids were received for the spin grinder. Van Wall Equipment bid a Neary 550 SRI at a cost of \$10,800. Kansas Golf and Turf bid a Locke RS-5100 at a cost of \$15,000. The Neary does not meet specs as it is more than three years old and also does not have backlapping capabilities. The Locke unit meets all specifications.

Staff recommends accepting the bid from Kansas Golf and Turf for the G-Plex III mower including trade in at a net cost of \$22,492 and for the Locke spin grinder at a cost of \$15,000. These purchases are budgeted in the 2009 MERF budget at a combined estimated cost of \$39,000. Adequate funds are available for this purchase.

If there are any questions I will be happy to answer them or provide additional information if necessary.

**Dodge City Parks & Recreation
Bid Tabulation**

Golf Course Equipment

April 28, 2009

Bidder	Manufacturer	Addenda	Bid Price	Trade Allowance	Net Bid
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Bid 1: Triplex Greens Mower

Van Wall Equipment			No Bid		
Kansas Golf & Turf	Jacobsen G-Plex III	N/A	25,492.00	3000.00	22,492.00

Bid 2: Bed & Reel Knife Sharpener

Van Wall Equipment	Neary 550 SRI	N/A	10,800	N/A	10,800
Kansas Golf & Turf	Locke RS-5100	N/A	15,000	N/A	15,000

City of Dodge City



Public Works
703 W Trail St.
Dodge City, KS 67801
Phone: 620-225-8170
Fax: 620-225-8259
TTY: 620-225-8115
www.dodgecity.org

Memorandum

To: Ken Strobel, City Manager, Cherise Tieben, Assistant City Manager
CC: Mike Klein, Superintendent of Public Works
From: Corey Keller
Date: April 29, 2009
Re: 2009 4x4 Pickups and used Forklift Bids

Eight Bids were received and opened on April 21, 2009 at 2:00 p.m. for three (3) new unused 4x4 mid size crew cab pickups, one (1) 4x4 full-size extended cab pickup, and one (1) used 8,000 lb. forklift.

MERF Funds Available: \$123,000

Departments: Parks, Water, Fire, and Sanitation

Equipment Requested: Three 4x4 Crew Cab Midsize Pickups
One 4x4 Full Size Extended Cab Pickup
One Used Forklift

The bids received are as follows:

Lopp Motors Inc.
Dodge City, Kansas

2009 Dodge Dakota 4x4	\$24,805.00 each x3	\$74,415
2009 Dodge 4x4 ½ ton Ext. Cab	each x1	<u>\$27,706</u>
	Total Bid	\$102,121

G & G Inc.
Dodge City, Kansas

2009 Canyon Midsize 4x4 (No Bid)		\$ 0.00
2009 GMC 4x4 ½ ton Ext. Cab		<u>\$26,109</u>
	Total Bid	\$26,109

**Magouirk Chevrolet
Dodge City, Kansas**

2009 Midsize Colorado 4x4 (No Bid)	\$ 0.00
2009 Chevy 4x4 ½ ton Ext Cab	<u>\$25,966</u>
Total Bid	\$25,966

**Frontier Ford
Dodge City, Kansas**

2009 Midsize Ranger 4x4 (No Bid)	\$ 0.00
2009 Ford 4x4 ½ ton Ext. Cab	<u>\$24,209</u>
Total Bid	\$24,209

Forklift:

**RSC Equipment Rental
Dodge City, Kansas**

One used 2003 Yale 8000 lb. forklift with 1400 hours.	
Total Bid	<u>\$17,000</u>

**Kansas Forklift
Wichita, Kansas**

One used 2003 Toyota 8000 lb. forklift with 1320 hours.	
Total Bid	<u>\$17,000</u>

**Berry Material Handling
Wichita, Kansas**

One used 2007 Yale 8000 lb. forklift with 36 hours.	
Total Bid	<u>\$36,097.45</u>

**United Rentals
Wichita, Kansas**

One used Komatsu 8000 lb. forklift with 366 hours	
Total Bid	<u>\$34,320</u>

The three mid-size pickups will be utilized by the Park, Water, and, Fire Departments. The full-size pickup will be utilized by the Sanitation Department.

- The Park Department will be rotating pickups through the Cemetery and Athletic Field Maintenance. A 1985 Chevy with 49,000 miles will be sold at auction.
- The Fire department will also rotate vehicles through the Inspections department. A 2000 Chevy Impala with 37,000 mile will be sold at auction.
- The Water Department will send a 2002 Ford F150 with 174,303 miles to auction.
- The Sanitation Department will rotate vehicles through CREW. A 1990 GMC one ton with 47101 miles will be sold at auction.
- The forklift will be utilized by the Water Department.

April 30, 2009

The bid received from Frontier Ford did not meet the engine specification for the full size pickup. The spec called for a minimum engine horsepower rating of 310 horsepower and 330 foot pounds of torque. The bid received has an engine horsepower rating of 292 horsepower and 320 foot pounds of torque. Over the life of this pickup it will be required to haul trailers around town as well as out of town. Prior to writing the spec I spoke with all dealers. It was determined that the higher horsepower rating would be necessary to keep the vehicle in good running condition based on the situations the vehicle will be exposed to during its life time.

Based on the Bids Received it is staffs recommendation to accept the bids from;

- Lopp Motors for the three (3) mid-size 4x4 pickups for \$74,415.00
- Magouirk Chevrolet for one (1) full-size 4x4 ext. cab for \$25,966.00
- The Forklift bid From RSC for \$17,000.00

All for a total price of \$117,381.00

City of Dodge City



Public Works
703 w Trail St.
Dodge City, KS 67801
Phone: 620-225-8170
Fax: 620-225-8259
Tty: 620-225-8115
www.dodgecity.org

Memorandum

To: Ken Strobel, City Manager, Cherise Tieben, Assistant City Manager
CC: Mike Klein, Superintendent of Public Works
From: Corey Keller
Date: April 29, 2009
Re: Purchase of 96 gallon Polykarts

Three price quotes were received for the purchase of two semi loads of 96 gallon Polykarts. The karts will be utilized by the Sanitation Department to complete the automated change over of all polykart trash routes.

The quote received were

American Equipment Co.
Kansas City, Kansas

Toter Polykarts
Two truck loads 588 karts for a total of 1176 karts at \$44.40 each

\$52,214.40
Freight \$1,284.00 x2 \$ 2,568.00
Total \$54,782.40

Toter Inc.
Statesville, North Carolina

Toter Polykarts
Two truck loads 588 karts for a total of 1176 karts at \$44.50 each

\$52,332.00
Freight \$1,284.00 x2 \$ 2,568.00
Total \$54,900.00

**Key Equipment & Supply
Kansas City, Kansas**

Otto Polykarts
Two truck loads of 504 karts for a total of 1008 at \$48.00 each

	\$48,384.00
Freight \$2,473.00 x2	<u>\$ 4,946.00</u>
Total	\$53,330.00

Based on staff research of the new polykarts staff would recommend purchasing the Toter polykarts from American Equipment Co. in the amount \$54,782.40.

I have spoken with Toter about the wind issues in Dodge City. They have made some changes to the lids on their karts to help with wind resistance. At this time there is not a latching mechanism available for the lids on their karts or any other polykart. Toter has said we could add weight to the Kart at a cost of around seven cents per pound. This was not recommended by Toter, they did not feel this would make that much of a difference. We have tested other polykarts and none seemed to be as durable, or were less stable in the windy conditions. Other issues included the height and weight of the karts. This required more effort to place the trash in the kart and placing it out to the curb. Based on these issues we have found the Toter poly kart to be the best replacement for the old 90 gallon polykart. Toter continues to work with us to try and find solutions to any issue we may have with their kart.

Memorandum

*To: City Commission
Ken Strobel, City Manager
Cherise Tieben, Assistant City Manager*

From: Mike Klein, Supt of Public Works

Date: Thursday, April 30, 2009

*Subject: Public Works Facility Needs Assessment
2009 Budget Fund and Amount:
CIP \$ 80,000*

At the current time, the Public Works Divisions are in three different locations. The current facilities are 1910 to 1930 constructions with two newer 1970 equipment storage buildings. The current facilities do not have adequate work areas, equipment storage, heating and cooling and material storage. It is the goal of the Public Works Division to incorporate all personnel and equipment into one facility.

The Public Works Division is requesting approval to proceed with a Needs Assessment for the Public Works Maintenance Facility. The Needs Assessment will include current and future operational and facility needs for: Water, Wastewater, Electric, Street, Sanitation, Signs, Mechanics, Recycling, Police and Fire Sub Stations. The anticipated facility will support staff and operations such as maintenance, office area, conference room, storage area, central purchasing, automotive bays and a salt shed. This facility will house all public works equipment, maintenance areas, storage yard, recycling, fleet maintenance, and a primary meeting place for all Public Works personnel. The building and land will be sized according to the Needs Assessment performed by the selected firm for this project. The firm will complete a site selection, size and ultimately recommend the best location. There will also be an assessment and recommendations evaluating how long these proposed facilities can meet the public works needs.

On February 10, 2009 the City of Dodge City accepted Request for Qualifications (RFQ's) from Nine (9) Architectural and Engineering Firms interested in this project. A review team was established and scored each firm on their experience, qualifications, innovativeness, project approach and understanding of the project. Three firms were selected for interviews, which was conducted on April 8, 2009. The review team consisted of Joe Finley, Ray Slattery, Corey Keller, Leonel Ibarra, Ray Millershaski, Deb Rodda, Roy Ochs, Bob Keller, Daren Wright, and Mike Klein.

During the interview process each firm submitted a Total Lump Sum to complete the Scope of Services for the Needs Assessment.

BWR Corporation Kansas City, Missouri	Total Sum	\$ 44,000.00
360 Architecture Inc. Kansas City, Missouri	Total Sum	\$ 77,000.00
Burns and McDonnell Kansas City, Missouri	Total Sum	\$ 87,500.00

The Public Works Facility is broken down into four Phases as follows;

Phase I – Needs Assessment and Cost Estimates

Phase II – Design and Construction Documents

Phase III – Bid and Award

Phase IV – Construction

The Review Team has recommended entering into a contract agreement with BWR Corporation from Kansas City, Missouri for a total lump sum of \$ 44,000.00 to complete the Needs Assessment for the Public Works Facility.

Phase I –Scope of Services: Needs Assessment and Cost Estimates

The initial phase will include a space Needs Assessment for the Public Works Maintenance Facility to include current and future operational and facility needs for: Water, Wastewater, Electric, Street, Sanitation, Signs, Mechanics, Recycling, Police and Fire Sub Station. The anticipated facility will be built to support staff and facilities such as a maintenance area, office area, conference room, storage area, central purchasing, automotive bays and a salt shed. This facility will house all public works equipment, maintenance, storage yard, recycling, fleet maintenance, and a primary meeting place for all maintenance personnel. The building will be sized according to the needs assessment performed by the successful firm for this project.

Complete a site selection, size and ultimately recommend the best location. There will also be an assessment and recommendations evaluating how long these proposed facilities can meet the Public Works needs.

The firm chosen for this work will assist the City in developing a Program Budget including all project cost such as usual and customary consultant / permit fees / soft cost, building construction, onsite and offsite mitigation cost, other indirect cost, outfitting with furniture and equipment, moving cost, financing cost, and any other cost that can be anticipated to be incurred in a public project of this scope and function.

If you have any questions, or need additional information please contact my office.

**BUCHER, WILLIS AND RATLIFF
DERIVATION OF CONSULTANT PROJECT COST
PUBLIC WORKS PLANNING SERVICES**

Need Assessment Study and Conceptual Design

**Public Works Facility. Recycling Center. Police Department Substation. Fire Department Substation
DODGE CITY, KANSAS**

April 27, 2009

1. DIRECT SALARY COSTS

<u>TITLE</u>	<u>HOURS</u>	<u>RATE/HOUR</u>	<u>COST (\$)</u>
Principal	10	\$60.00	\$ 600.00
Architect - Project Manager	68	\$45.00	\$ 3,060.00
Fleet Management Expert	90	\$63.00	\$ 5,670.00
Architect II	56	\$26.00	\$ 1,456.00
Civil Engineer	18	\$30.00	\$ 540.00
GIS Technician	24	\$24.00	\$ 576.00
CADD Operator/ Technician	55	\$22.00	\$ 1,210.00
Clerical	38	\$16.00	<u>\$ 608.00</u>
 Total Direct Salary Costs=	 359		 = \$ 13,720.00

2. LABOR AND GENERAL ADMINISTRATIVE OVERHEAD

Percentage of Direct Salary Costs @ 182.10% = \$ 24,984.12

3. SUBTOTAL OF ITEMS 1 AND 2 = \$ 38,704.12

4. FIXED PAYMENT @ .05% = \$ 1,935.21

5. OUT-OF-POCKET EXPENSES

a. Mileage	2,500 miles @\$0.485/mile =	\$ 1,212.50
b. Airfare	3 roundtrips @ \$350/trip =	\$ 1,050.00
c. Meals	12 days @ \$32.5/day =	\$ 390.00
d. Materials/Supplies/Lodging/Printing		= \$ 708.17

Total Out-of-Pocket Expenses = \$ 3,360.67

6. TOTAL COST (ITEMS 3, 4 AND 5) = \$ 44,000.00

*Delineated Project Approach and Work Plan Narrative for
Operations Review and Assessment
A More In-depth Look at the Programming and Operations
Review Segment of the Work*
BWR

**Delineated Project
Approach and
Work Plan**

Operations Review

**Project Timeline by Task is
indicated in the Project
Schedule Dated April 27,
2009**

Bucher, Willis and Ratliff will conduct an operational review for the City of Dodge City as follows:

- Fleet and Public Works Operations – The repair and maintenance of all City of Dodge City vehicles and equipment, and fabrication & Welding Services.
- Transportation Operations – Street sweeping, Road & Bridge Rehabilitation, Signs Repairs and Snow & Ice Control.
- ♻️ Recycling Program Including Long Range Projections
- 🚔 Police Sub Station and Response Areas
- 🚒 Fire Sub Station and Response Areas

Our mission in this project is to provide these areas with a sound operations review - accurate, immediately useful, and at the same time beneficial as a building block for the future. The findings and recommendations of the operations review will be presented into a final report. The final report should serve as a tool for the City to use to improve the performance levels.

Below is a list of steps, or tasks, we will use to systematically complete this project:



*Delineated Project Approach and Work Plan Narrative for
Operations Review and Assessment
A More In-depth Look at the Programming and Operations
Review Segment of the Work*

BWR

- **Operational Review** – We will gather & review data, conduct interviews, make observations. We will review processes used to determine type and level of services provided by the sections. We will then review how those services are provided in terms of processes and methodologies and will include a review of the individual service plans. Finally, we will review the process used to determine who provides the service, employees versus third party contractors. Bucher, Willis and Ratliff will review current contractual operations and contractual management. The review will focus on the cost effectiveness of using contractor's for the various operations.
- **Organizational Design and Structure** – The areas should be organized in a way that allows its staff to easily communicate with one another. Although the day-to-day operations are different, the information each section contains is beneficial and should be easily transferred between one another. The key objective in this task is to examine the functions of the five sections and to determine what type of structure will yield net improvements in service effectiveness and/or cost control, ever-mindful that customer service considerations should take precedence over cost reduction considerations. We will also evaluate how the sections are organized in relationship to the City as a whole.
- **Staffing Levels** – We feel that the number of personnel who are employed and the manner in which they are organized and deployed affects the performance of any service-based organization. Organization structures should reflect reasonable spans of control and channels of communication consistent with formally defined authority and responsibilities. Staffing levels should reflect the amount of effort required to produce desired services in a productive, efficient, and effective manner. We will review staffing levels based on common benchmarking data of the functions of the sections, such as the number of boulevard maintenance workers per center-line lane miles.
- **Performance Management Program** – We will investigate how the sections evaluate their current operations and with what metrics, and/or, ratios, if any, they use for evaluation. We will then compare to best practices and industry standards and respond accordingly.
- **Culture** – We will make observations regarding the organization of the areas of operation and whether or not they interlink with one another and other divisions and departments accordingly. This will help to determine if any operational inefficiencies are due to conflicting cultures.



Space Needs

1. Start of Work Meeting. During this important meeting we will meet with City project management representative[s]; discuss the methodology for exchanging information; and establish goals and priorities.
2. Conduct In-Process Review[s]. Meetings with the City's project management leaders will take place throughout the engagement. We have found that on-going dialogue between our staff and these officials is not only a valuable way to obtain information, but it also serves to give employees "ownership" of the project in its earliest stages. Higher-level IPR's with the right employees present provide an excellent forum for information exchange. It is often during these important meetings that we can quickly home in on positive solutions, and refrain from spending time pursuing options that will never be implemented.
3. Current Public Works Departments, Recycling, Police, Parks and Recreation, and Fire Operations Review. For each agency, we intend to look at administrative and operational needs from a tactical standpoint. We need to learn, in great detail, what types of services the Public Works Department provides to the residents of Dodge City and to other City departments. We will also need to assess the Recycling operation, and learn what the demands, needs and best service locations for Police, Fire and others as required. We do this by interviewing all employees from the Public Works Department, others that the department supports, plus selected management personnel for Recycling, Police and Fire. In this step, we want to find out how services "used to be delivered", "how it's delivered" currently, "how it could or will be delivered in the near future", and how it is projected to be "delivered in the future". Having accomplished dozens of operational reviews, we look for key indicators to find out where and when your facilities are helping you do your job, providing no assistance, and/or providing negative assistance. This will allow us to assemble and propose space needs that provide positive support for the tactical operations. We will also identify to what extent citizens will be using the facilities and the types of accommodations and security will need to be required.
4. Determine Administrative Support Requirements. Through interviews with staff, we will identify the types of administrative support space allocations that are required. These include meeting and training rooms, conference rooms, lunchrooms, restrooms, supply rooms, climate controlled computer network or telecommunication rooms, emergency power and copy and file rooms. We will also review each Departments concerns for security, walk-in traffic, customer access, surveillance monitoring and employee amenities. While not mentioned in the RFQ, we have found that City wide document storage and central storage can be a major concern that needs review. As mentioned in item 1, we can discuss this during the initial meetings.



*Delineated Project Approach and Work Plan Narrative for
Operations Review and Assessment
A More In-depth Look at the Programming and Operations
Review Segment of the Work*

BWR

5. **Staffing Analysis.** We will review current staffing requirements for all functions slated to be performed by the various Departments and compare them to projected future staffing levels. These projections have a major impact on the size of facilities, in work space areas, employee amenities and parking.

6. **Building Requirements.** Our recommendations will include office space and visitor areas that meet all applicable building codes and ADA standards. We will also give consideration to developing a building footprint that can be easily and economically modified in the future as required. All building reviews and recommendations will address necessary capital equipment, HVAC and electrical system issues.

7. **Design Documentation for all Facilities.** Initially, we will be able to provide strategic insights and convert them into design information. Once we have a clear understanding of the issues noted above, we will be capable of providing detailed, tactical insights on the potential for the new facilities for the Public Works Administrative operation, Recycling, Police and Fire Sub Stations. It will include but not limited to; Vehicle Wash, Salt Sand Storage, Materials Storage, Signs and Barricades, Castings, Light Poles, Loading Dock, Fueling, Fleet Maintenance, Police Impoundment, Fire Training Area, secured department Storage and perimeter security. Have accomplished over 60 reviews of this nature we realize that we are in no position to provide detailed insights until we have completed all of the above steps.

8. **Innovative Design Options.** We will take the opportunity to review our innovative design solutions for Public Works, Police and Fire Departments and Recycling. We will also consider and offer suggestions for storm shelter and emergency preparedness as conceptual designs are developed.

9. **Assess Alternative Options.** As alternative options present themselves, we will highlight them as part of the Space Needs Assessment and Conceptual Design Options. Our on-site observation revealed that better storage is required for seasonal equipment, barricades, and improved parking for all equipment just to name a few. Again, because our experience is nationwide, we can propose alternative solutions that may not have been considered in the past.

10. **Environmental Issues.** As with any older Public Works Facility, Recycling Center, and Police and Fire Facilities needs, issues arise where the current operations don't meet current compliance regulations. We will specifically address fueling issues (private vs. public), truck/equipment wash areas, salt storage practices and make recommendations on how to improve such areas or possibly even recommend new systems such as a state -of- the-art water reclaims equipment wash facility. Our planning efforts always address sustainability concepts and green initiatives which will be of benefit to the projects, whether or not LEED certification is desired.



*Delimited Project Approach and Work Plan Narrative for
Operations Review and Assessment
A More In-depth Look at the Programming and Operations
Review Segment of the Work*

BWR

11. Parking and Circulation Plans. As part of the site selection process a comprehensive parking and circulation plan will be included in the facilities plan and will include recommendations for ingress and egress that provide maximum efficiencies while increasing safety. If space allows, and if it is part of the selected approach, we may recommend separate ingress/egress for the general public and the large Public Works equipment, Recycling Delivery/Transfer trucks, Police vehicles and Fire apparatus. We typically address this as a "Campus Approach Plan".

12. Fleet Maintenance. Over head lifting, Air exchange systems, Drive through bay configuration, centralized parts operation, employee amenities, egress and ingress to the shop, shop security, lubrication distribution are part of the evaluation that BWR will review with the city.. BWR specializes in the proper planning of Vehicle Maintenance Facilities nationally. BWR will assess the current level of fleet maintenance and propose a state-of -the- art fleet facility capable of maintaining an even more cost effectively fleet operation. Many of these National Standards we use have been established by members of the BWR team.

13. Develop and Deliver Draft Program Space Needs Assessment Report and Site Plan Options for each of the sites under consideration. The Report will include the necessary 2-dimensional drawings using AUTOCAD; and the results of our administrative review.

Program Document

A program and operational assessment document based on Meetings and on-site findings will be developed. **See Section 2 of the Timeline.**

Site Reviews

A review of the site options include criteria established above and further developed under **Section 3.0 Concept Design of the Timeline.** The information gained in the above program will enable us to assist the city with review of proposed sites and provide a recommendation as to their suitability and best location.

Conceptual Design

**Budget and Cost
Estimating**

BWR will develop innovative design options under developed under **Section 3.0 Concept Design of the Timeline**

BWR will develop complete construction estimates to determine a project budget. We will provide the cost estimates and advise on scheduling information for proposed design and construction work as the project design moves forward. See item 3.7 under **Section 3.0 Concept Design of the Timeline.**



Preliminary Project Schedule April 27, 2009

TASK	WEEK																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
0.1 Kick-off meeting																			
0.2 Identify Team, define objectives																			
1. MEETINGS : NEEDS ASSESSMENT AND OPERATIONAL REVIEW																			
1.1 Meetings to Review existing staffing levels and facility space projections with Public Works, Police, Fire and Parks. City Administration to attend.																			
1.2 Meet with representatives/foremen of each department and observe operations. City Administration to attend.																			
1.3 On-site reviews to develop a clear understanding of the operations, space allocations and adjacencies. Identify inefficiencies.																			
1.4 On-site review of site storage and exterior space needs relative to parking and on-site functions.																			
1.5 Meetings to discuss specific current and future space needs and matrix of requirements for personnel, vehicles, equipment and storage.																			
1.6 On-Site Review of Recycling Operation to assess operations, function and future need. Discuss future projections and Operational Trends.																			
1.7 Obtain all background information from Public Works, Police, Fire, Recycling and Parks if desired.																			
1.8 Obtain all relevant site plans and informational data.																			
1.9 Discuss security and emergency preparedness initiatives.																			
1.10 Review Documentation: Prepare Meeting notes for all Review Meetings, which translate into Programming Direction.																			



Preliminary Project Schedule April 27, 2009

TASK	WEEK																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
3. AFTER APPROVAL OF THE PRELIMINARY PROGRAM DOCUMENT BY THE CITY OF DODGE:																			
3.0 Concept Design																			
3.1 Complete multiple options for site plan layouts for the four proposed sites. Consider response times and location for Fire and Police Substations and efficient operating locations for Public Works and Recycling. Each site will have Building Conceptual Design Options presented.																			
3.2 Communicate with City on a regular basis during development of Conceptual Design Options																			
3.3 Prepare two Conceptual Design Options for Public Works which accurately delineate areas, vehicle bays, room sizes and site relationships.																			
3.4 Prepare two Conceptual Design Options for the Recycling Center.																			
3.5 Prepare two Conceptual Design Options for the Police Substation. Consider response times and location.																			
3.6 Prepare two Conceptual Design Options for the Fire Substation. Consider response times and location.																			
3.7 Develop cost estimate for each alternative developed.																			
3.8 Compare the advantages and disadvantages for each alternative and make recommendations to the Owner.																			
3.9 Submit to Dodge City for review prior to Review Meeting.																			
3.10 In Progress Review Meeting with Project Team Presenting Conceptual Designs and Preliminary Findings.																			

REVIEW PERIOD
WEEK 13, TRIP 2:
2.3 Day Duration



City of Dodge City

Memorandum

April 27, 2009

TO: Ken Strobel
City Manager

FROM: Joseph E. Finley, P.E. 
Director of Engineering Services

RE: Agreement for Traffic Signal Maintenance

BACKGROUND

As a part of the development process for the new casino, KDOT required a traffic impact study to be done prior to granting access from the highway to the casino/events center. The traffic impact study recommended certain improvements at the proposed site of the new intersection. One of the recommendations was to signalize the intersection. As a stipulation to the installation of the signals, KDOT requires that the applicant provide for the continued maintenance, operating costs, and electrical usage costs for the luminars and signals.

CONSIDERATION

Normally the City would be the applicant for such improvements. However, in this case the developers of the casino are the applicants and do not wish to have the long-term maintenance and operating responsibilities for these signals. As the city already has staff that can maintain the signals and currently maintains our own signals and several located on the highway, this would not put an additional burden on staff.

FINANCIAL IMPACT

The City will be responsible for all maintenance of the signals and poles. These signals will use all LED lights. The cost to replace a light is between \$100-\$120 depending on the color. The LED lights should last 5-7 years. Yearly electrical bills should be \$360-\$600, depending on whether the luminars are wired with the signals. Typically, if the luminars are separated we pay a flat rate and pay the actual electrical cost for the signals.

RECOMMENDATION

Staff would recommend approval of this agreement as submitted.

AGREEMENT FOR TRAFFIC SIGNAL MAINTENANCE

THIS AGREEMENT entered into this ____ day of _____, 200__, by and between the City of Dodge City, a duly organized municipal corporation hereinafter referred to as the "City," and the Secretary of the Kansas Department of Transportation (KDOT), hereinafter referred to as the "Secretary," collectively referred to as the "Parties."

WHEREAS, it is the desire of the Secretary to obtain the services of a qualified municipal corporation to maintain a highway traffic signal near Dodge City; and

WHEREAS, the Secretary desires to maintain continuity throughout the Dodge City area by employing maintenance standards used by the city consistent with the *Manual on Uniform Traffic Control Devices* (MUTCD).

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN THE PARTIES AGREE AS FOLLOWS:

1. The City will insure continuity by utilizing their maintenance standards to maintain the traffic signal located at the following intersection:
 - US-50 & Comanche Drive
2. The City will maintain the identified KDOT signals at City Standards consistent with the MUTCD; create and maintain a maintenance and timing record log; a preventative maintenance program semi-annual inspections; random drive through inspections and observations; 24-hour response to malfunctions to include emergency after hour calls; and the use of certified technicians for all maintenance performed. In the event advanced flashing amber lights are added to the traffic signal, the City agrees to maintain advanced warning lights. The City agrees to make ample provisions each year for such maintenance, operating costs, and electrical usage costs.
3. The City shall provide to the Secretary's District Engineer a detailed checklist for semi-annual inspection in substantially the same format as Exhibit A, attached hereto.
4. The City shall be responsible to notify the Secretary of any malfunction or inoperable signal requiring repair whether covered by this Agreement or not.
5. The Secretary shall provide signal timings. The City shall verify all timings via semi-annual maintenance inspections. The City shall make timing changes that are of an emergency nature and shall notify the Secretary's Bureau of Transportation Safety and Technology the next working day after changes are made.
6. The Provisions found in Contractual Provisions Attachment (form DA-146a, Rev. 1-01), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

IN WITNESS WHEREOF, the Parties have hereto executed this contract as of the day and year first above written.

CITY OF DODGE CITY, KANSAS

By: _____
MAYOR

ATTEST:

CITY CLERK Date

Kansas Department of Transportation
Debra L. Miller, Secretary

By: _____
Jerome T. Younger, P.E. Date
Deputy Secretary for Engineering and
State Transportation Engineer

KANSAS DEPARTMENT OF TRANSPORTATION
TRAFFIC SIGNAL SEMI-ANNUAL MAINTENANCE INSPECTION
CITY OF DODGE CITY

INTERSECTION OF: US-50 COMANCHE DRIVE – CASINO ENTRANCE

DATE: _____

CABINET

- Clean (as needed)
- Check lock (lubricate if necessary)
- Check/lubricate hinges
- Check fan
- Change filter
- Check anchor bolts
- Check police door functions
- Check inside/outside of cabinet
- Check for water accumulation
- Check weatherproof gaskets

CONTROLLER & HARDWARE

- Check switches, relays, flashers, BIU's, etc.
- Check timings/settings
- Check conflict monitor
- Check detector operation

SIGNAL HEADS

- Check alignment
- Check mounting hardware
- Check backplates
- Check LED outage
- Replace lamps (as needed)
- Clean lenses, signs, and reflectors (annually)
- Check visors
- Check gaskets
- Check hooks, hinges, and wing nuts
- Check housing for cracking/wear
- Check locking rings (annually)
- Check wear (annually)

SIGNAL POLES

- Check bolts @ arm/pole connection
- Check Wire bushings on arm
- Check anchor bolts
- Check hand hole covers
- Check terminal strips
- Check pedestrian push buttons
- Clean (as needed)

JUNCTION/SERVICE BOXES

- Check covers
- Check bodies
- Check wire splices
- Check conduit bushings
- Check grounding wire

DETECTOR LOOPS/CAMERAS

- Check detector loops
- Check cameras
- Check video detection system

MISCELLANEOUS

COMMENTS: _____

Technician(s) Signature: _____

Send a copy of this form (**EXHIBIT A**) to the District Engineer, the Area Engineer, and the Bureau of Transportation Safety & Technology