

CITY OF TONGANOXIE
321 S. DELAWARE 913-845-2620
February 21, 2017
7:00 Regular Meeting



Honorable Jason K. Ward, Mayor
Council Members
Chris Donnelly James Truesdell
Curtis Oroke Andy Gilner Kara Reed

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance

II. Approval of Minutes – Regular Meeting dated February 6, 2017

III. Consent Agenda

- a) Consider Approval of Bills - Approve Pay Ordinance A-1797
- b) Consider approval of payment to Board of Public Utilities for a water purchase in the amount of \$14,705.57
- c) Consider approval of payment to Westar Energy for electricity in the amount of \$11,408.06

IV. Open Agenda

“Members of the public are welcome to use this time to comment about any matter relating to City business. The comments that are discussed under Open Agenda may or may not be acted upon by the Council during this meeting. Please wait to be recognized by the Mayor, then **state your name and address** and all comments are to be directed to the chair.”

V. Old Business

VI. New Business

- a) First Reading - Ordinance 1419: An ordinance amending Chapter V, Article 1, Section 5-102 of the City Code and adjusting the fees for business licenses
- b) Consider approval of mobile vending permit for use on city property
- c) Consider approval of purchase of police vehicle
- d) City Manager Agenda
 - 1. January Financial Report
 - 2. Report on pet ordinances and violations
- e) City Attorney Agenda
- f) Mayor Agenda
- g) Mayor Pro Tem Agenda
- h) City Council Agenda

VII. Information & Communications (No Action Required)

VIII. Adjourn



Mayor Ward opened the meeting at 7:00 p.m. with the pledge of allegiance. Council members present were Jim Truesdell, Curtis Oroke, Chris Donnelly, Andy Gilner, and Kara Reed. Also in attendance were Interim City Manager Jamie Shockley, City Attorney Michael Kelly, and Deputy City Clerk Teresa Bastron.

Approval of Minutes and Consent Agenda

- Mr. Oroke moved to approve the minutes from January 17, 2017 and January 24, 2017. Ms. Reed seconded. All ayes. Motion carried.
- Mr. Gilner moved to approve the consent agenda A-I which includes Pay Ordinance A-1796. Ms. Reed seconded. All ayes. Motion carried.

Open Agenda-

- Connie Puttoff, 2310 Valley View Drive, addressed the Council with concerns about animals at large. The City Council directed staff to bring forward a report to the next meeting regarding pet ordinance citations and fines.
- Mary Claypool, 835 E. 8th Street, addressed the Council regarding a rezoning request in Urban Hess Business Park. Mayor Ward asked Ms. Claypool to hold her comments until the council reaches that topic on the agenda.

New Business

Second Reading – Ordinance 1419: Rezoning in Urban Hess

- Ms. Shockley explained that the Kaw Valley Church of Christ has submitted a rezoning request for a lot in the Urban Hess Business Park. The request was to rezone from light industrial to general business district. The Planning Commission held a public hearing regarding the request on January 5, 2017 and voted unanimously to recommend denial on the application.
- Ms. Claypool, 835 E. 8th Street, addressed the Council and provided background information on the request. Other members of the church also spoke in support of the rezoning request.
- Mr. Donnelly moved to deny the rezoning request. Mr. Truesdell seconded. All ayes. Motion carried.

Consider approval of request for complimentary water park season pass for GCA Fundraiser

- Ms. Shockley explained the request and stated that the Council has agreed to grant a complimentary season pass to the water park for this fundraiser for the past several years.
- Mr. Truesdell moved to approve the request. Mr. Donnelly seconded. All ayes. Motion carried.

Consider approval of agreement with KDOT for Impaired Driving Deterrence Program

- Ms. Shockley explained the terms of the agreement. Chief Brandau offered further explanation, which would provide the City with up to \$7,600 in grant funds to pay for checkpoints and saturation patrols.
- Mr. Donnelly moved to authorize the Mayor to sign the agreement. Mr. Gilner seconded. All ayes. Motion carried.

City Manager Agenda

School Zone/Traffic Study Update

- Ms. Shockley provided an update on the progress toward conducting a traffic study on Pleasant Street.

Executive Session to Discuss Matters of Non-Elected Personnel

- Ms. Shockley requested an executive session to discuss matters of non-elected personnel for a period of 10 minutes, to include the governing body, interim city manager, chief of police, and city attorney. Mr. Gilner moved. Ms. Reed seconded. All ayes. Motion carried.
- Mr. Donnelly moved to return to executive session after ten minutes and make a note that no action was taken. Mr. Gilner seconded. All ayes. Motion carried.

City Council Agenda

- Kristin Conley and Chad Conley, with Grandpa's Burger Box, addressed the Council regarding concerns about their building permit being denied. Ms. Shockley explained that their building permit had not been denied, but that the improvements would require them to submit a variance application that would need to go to the Planning Commission for approval. Ms. Shockley said that she would stop by the next day to go over the process with them in further detail.
- Mr. Oroke addressed the Council to request that business owners who live outside city limits be permitted to run for city council. Ms. Kelly advised that she would look into this, but she believes it is a state statute that determines who can run for elected office.

With no further business, Mr. Gilner made a motion to adjourn the meeting. Ms. Reed seconded. All Ayes.

Meeting adjourned at 8:10 p.m.



City of Tonganoxie, KS

Check Report

By Check Number

Date Range: 02/03/2017 - 02/16/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
0059	BOARD OF PUBLIC UTIL.-WATER	02/16/2017	Regular	0.00	14,705.57	44080
0064	BOUND TREE MEDICAL, LLC	02/16/2017	Regular	0.00	166.12	44081
0749	BROADVOICE	02/16/2017	Regular	0.00	139.55	44082
0070	BROTHER' S MARKET	02/16/2017	Regular	0.00	124.14	44083
0099	CITY OF LEAVENWORTH	02/16/2017	Regular	0.00	220.00	44084
0111	COLEMAN EQUIPMENT INC	02/16/2017	Regular	0.00	392.16	44085
0115	CONRAD FIRE EQUIPMENT, INC.	02/16/2017	Regular	0.00	264.41	44086
0120	COWLEY COLLEGE	02/16/2017	Regular	0.00	85.00	44087
0157	EDWARDS CHEMICALS	02/16/2017	Regular	0.00	56.00	44088
0166	EMERGENCY REPORTING	02/16/2017	Regular	0.00	139.00	44089
0185	FERRELLGAS	02/16/2017	Regular	0.00	64.99	44090
0191	FLEETWOOD MOWER & RENTAL	02/16/2017	Regular	0.00	18.64	44091
0205	GALL'S LLC	02/16/2017	Regular	0.00	29.99	44092
0596	GEOFF SONNTAG	02/16/2017	Regular	0.00	400.00	44093
0225	HAMM INC	02/16/2017	Regular	0.00	499.60	44094
0254	HUBER & ASSOCIATES, INC	02/16/2017	Regular	0.00	750.00	44095
0790	INDUSTRIAL LUMBER COMPANY INC	02/16/2017	Regular	0.00	1,344.00	44096
0755	INTELLICORP	02/16/2017	Regular	0.00	27.20	44097
0811	KAIZEN	02/16/2017	Regular	0.00	1,200.00	44098
0308	KANSAS STATE TREASURER	02/16/2017	Regular	0.00	1,810.00	44099
0330	KANSAS GAS SERVICE	02/16/2017	Regular	0.00	1,366.21	44100
0340	KANSAS STATE FIREFIGHTERS ASSO	02/16/2017	Regular	0.00	421.89	44101
0757	KC CLEAN	02/16/2017	Regular	0.00	300.00	44102
0354	KELLY LAW OFFICE LLP	02/16/2017	Regular	0.00	1,950.00	44103
0367	KNOLOGY, INC.	02/16/2017	Regular	0.00	1,225.04	44104
0381	LADD SERVICE COMPANY	02/16/2017	Regular	0.00	97.00	44105
0391	LAWRENCE JOURNAL WORLD	02/16/2017	Regular	0.00	317.47	44106
0393	LAWRENCE MEMORIAL HOSPITAL	02/16/2017	Regular	0.00	85.00	44107
0395	LCDC	02/16/2017	Regular	0.00	10.00	44108
0417	LOBB ELECTRIC LLC	02/16/2017	Regular	0.00	654.31	44109
0426	LV COUNTY SHERIFF OFFICE	02/16/2017	Regular	0.00	220.00	44110
0478	NEBRASKA FURNITURE MART	02/16/2017	Regular	0.00	194.99	44111
0762	OPTIV SECURITY INC.	02/16/2017	Regular	0.00	101.68	44112
0500	OREILLY AUTO PARTS	02/16/2017	Regular	0.00	693.73	44113
0505	PATCHEN	02/16/2017	Regular	0.00	1,727.25	44114
0542	QUILL	02/16/2017	Regular	0.00	469.76	44115
0555	RICOH USA, INC.	02/16/2017	Regular	0.00	65.46	44116
0556	RNKY DINK GRAPHICS, LLC	02/16/2017	Regular	0.00	185.00	44117
0579	SECURITY BENEFIT - 457	02/16/2017	Regular	0.00	2,200.00	44118
0623	THE MYERS HOTEL	02/16/2017	Regular	0.00	150.00	44119
0641	TYLER TECHNOLOGIES	02/16/2017	Regular	0.00	312.50	44120
0671	WESTAR ENERGY	02/16/2017	Regular	0.00	11,408.06	44121

Check Report

Date Range: 02/03/2017 - 02/16/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0684	WIRENUTS	02/16/2017	Regular	0.00	124.00	44122

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	61	43	0.00	46,715.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	61	43	0.00	46,715.72

Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	2/2017	46,715.72
			<hr/>
			46,715.72



Office of the City Manager
AGENDA STATEMENT

DATE: February 21, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Jamie Shockley, Interim City Manager
SUBJECT: Ordinance 1419: Reducing the Late Fee on Business License Renewals

DISCUSSION:

City staff recently researched how other communities handle late fees for business license renewals in response to several complaints we have received from local businesses. The concerns were regarding excessive late charges on business licenses. The result of that research is that the City of Tonganoxie does charge more than most communities for late fees on business licenses renewals. Currently, the business license annual cost is \$50 per year, or \$45 if the application is completed online. Beginning on February 1 of each year, if the business license has not been renewed, the cost goes up to \$100. On March 1, the cost increases to \$200, and on April 1, the cost maxes out at \$300. The table below summarizes how other nearby communities assess late fees on business license renewals:

Community	Business License Fee	Late Fee	Date Late Fee Assessed
Basehor	\$50.00	\$50.00	April 1
Lawrence	Doesn't Require Business Licenses		
Leavenworth	Doesn't Require Business Licenses for All Businesses		
Lansing	Varies - \$25 - \$500	\$10.00 per day	30 days past due date
Lenexa	Varies - \$10 - \$1500	\$50	30 days past due date
Tonganoxie	\$50.00	\$50 - \$250	1 day past due date

Based on these findings, city staff is recommending reducing the City's late fee to \$50 as the maximum, which would still go into effect on February 1 of each year, for a total fee of \$100 for late renewals. Ordinance 1419 would make that change.

ACTION NEEDED:

Provide feedback to city staff on the recommended changes. No formal action is needed on the ordinance, as this is the first reading.

cc: Michael Kelly, City Attorney

ORDINANCE NO. 1419

Amending Chapter V, Article 1, Section 5-102 of the City Code and adjusting the fees for the business license.

Section 1. That Chapter V, Article 1, Section 5-102(d) of the City Code, is hereby amended to read:

(d) If the license renewal fee is not fully paid before February 1st of the same year it is due, the fee to renew shall increase to \$100, and shall likewise increase an additional \$100 the first day of each subsequent month that the fee is not fully paid up to an amount not to exceed \$300.00.

Section 2. REPEAL. To the extent any other Ordinance of the City of Tonganoxie is inconsistent herewith, the same is repealed.

Section 3. Effective Date. That this ordinance shall take effect and be in force from and after its passage, approval, and publication in the Tonganoxie Mirror, the official newspaper of the City of Tonganoxie, Kansas.

PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS, ON THIS 6TH DAY OF MARCH, 2017.

(Seal)

Jason K Ward, MAYOR

ATTEST:

Patty Hagg, CITY CLERK



Office of the City Manager
AGENDA STATEMENT

DATE: February 21, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Jamie Shockley, Interim City Manager
SUBJECT: Mobile Vending Permit for It's a Sweet Treat Day Bakery

DISCUSSION:

It's a Sweet Treat Day Bakery has filed a vending permit application with the City to set up as a street vendor during summer pool hours from 1 p.m. to 6 p.m. Tuesday through Saturday in Gallagher Park. In order to approve the vending permit, they must have permission from the property owner, which is why this application is before the City Council for review.

ACTION NEEDED:

Consider approval of It's a Sweet Treat Day Bakery utilizing Gallagher Park to set up as a mobile food vendor during 2017.



CITY OF TONGANOXIE
Vending Permit Application

Stamp: FEB 10 2017
Received: 2/9/17
Fee Paid: \$100.00
Received by: [Signature]

VENDOR-GENERAL INFORMATION

Full Name (Please Print)
Business Name
Business Mailing Address
Kansas Sales Tax Number
License Plate Number of Food Unit (if licensed)
Applicant Phone Number
Applicant Permanent Address

MARVIN CHARLES ERICKSON JR.
IT'S A SWEET TREAT DAY BAKERY
850 MYERS DR. TONGANOXIE, KS 66086
913-284-9074
528 EAST 4TH ST. TONGANOXIE KS 66086
Street City Zip

Check type of permit applying for: (Limit one per vendor)

	Daily	Monthly	Annual	
Street Vendor/Mobile Food Cart	<input type="checkbox"/> \$10	<input type="checkbox"/> \$50	<input checked="" type="checkbox"/> \$100	*Annual Fee Includes Business License Fee
Mobile Food Cart or Truck	<input type="checkbox"/> \$10	<input type="checkbox"/> \$50	<input type="checkbox"/> \$100	* Annual Fee includes Business License Fee
Mobile Packaged Food Truck	N/A	N/A	N/A	*Pre-ordered packaged food delivery, not prepared food
Single-Unit Mobile Food Truck	N/A	N/A	N/A	(packaged food, no prepared food)
Non-Profit 501(c)3	N/A	N/A	N/A	

If applying for an annual permit, a valid Tonganoxie Business License is required. The cost of the business license is included in the annual fee.

Description of Business: BAKERY, BAKED GOODS, CUPCAKES, COOKIES, BROWNIES, CAKE BALLS, CAKE POPS, ETC.

Proposed Vending Location(s) (Address or Intersection)	Days	Hours
1 GALLAGHER PARK	TUES-SAT	1PM-6PM
2		
3		
4		

Will vending occur more than 4 hours at a time at a single location? Yes No

If yes, what is the location of the public restroom the vendor will use? *If utilizing a restroom not open to the public, written permission from the property owner must accompany application

I certify by my signature that I have not had a Street or Mobile Food Vendor's Licence, or any similar license, revoked in this jurisdiction within the preceding two (2) years.

[Signature]
Signature of Applicant

1/31/2017
Date

Required materials needed to approve this application:

- ✓ Fully-completed application and fee (as applicable).
- ✓ Written permission by property owner to use restroom facilities, when required.
- ✓ A copy of the Certificate of Liability Insurance with a minimum coverage of \$500,000.
- ✓ Proof of Tonganoxie Business License, if applying for annual permit.
- ✓ A copy of a valid State of Kansas license for food service establishments, if required.
- ✓ Any other information as required by the City Administrator or his designee that is necessary to evaluate this application.
- ✓ A copy of the applicant's government-issued ID



CERTIFICATE OF LIABILITY INSURANCE

AMERICAN FAMILY
INSURANCE (MM/DD/YYYY)

02/09/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Kevin Gallagher Agency, Inc.
8151 STATE AVE
KANSAS CITY, KS 66112
(913) 334-1122 (091/663)

CONTACT NAME: Larry K Gallagher
PHONE (A/C No., Ext): (913) 334-1122 FAX (A/C No.): (855) 292-9006
E-MAIL ADDRESS: KGALLAGH@amfam.com

INSURED
Marvin C Erickson Jr and Carlotta Erickson dba its a sweet treat bakery
528 E 4th Street
Tonganoxie, KS 66086

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: American Family Mutual Insurance Company	19275
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ BODILY INJURY \$ \$
a	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER _____			15x8544602	10/02/2016	10/02/2017	EACH OCCURRENCE \$ 1,000,000 ✓ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Tonganoxie Kansas
526 E 4th Street
Tonganoxie, Ks 66086

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kansas Department of Agriculture, AR and Licensing, (785)564-6733 agriculture.ks.gov

IT'S A SWEET TREAT DAY BAKERY

License Number : 11650 - Food Establishment
528 EAST 4TH ST
TONGANOXIE, KS 66086

Owned by: **MARVIN CHARLES ERICKSON JR**
has met the requirements for
Food, Drug and Cosmetic Act, KSA 65-619 et. seq.
and is hereby granted
Authority to operate as a **Food Establishment**

Under Business Registration Number: **11650**
Effective and Expiration Dates:
08-04-2015 03-31-2017

NOTICE: THIS LICENSE IS NOT TRANSFERABLE
Kansas Department of Agriculture, AR and Licensing, (785)564-6733 agriculture.ks.gov

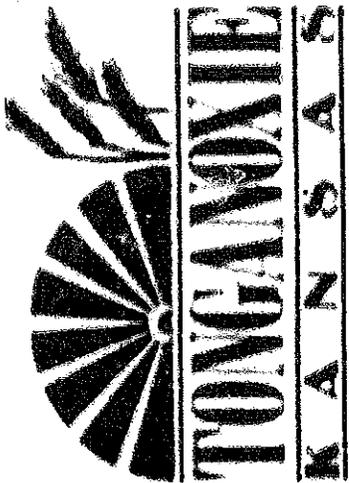
Jackie McClaskey
Jackie McClaskey
Secretary of Agriculture

Size: Under 5,000 sq feet

Food Establishment LICENSE

agriculture.ks.gov

NO. 2017-255



EXPIRES 12/31/2017

2017
BUSINESS LICENSE
FOR
IT'S A SWEET TREAT DAY BAKERY
528 EAST 4TH STREET
TONGANOXIE, KS 66086

Joost Wink

BY: MAYOR OF TONGANOXIE
ANNUAL FEE: \$50.00



Diana D. Barth

BY: CITY CLERK OF TONGANOXIE



City of Tonganoxie
Office of the Chief of Police

City Hall
321 S. Delaware,
Tonganoxie, Kansas 66086
(913) 845-2620
www.tonganoxie.org

AGENDA STATEMENT

DATE: February 21, 2017
TO: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Jeffery J Brandau, Chief of Police
SUBJECT: New Police Vehicle

DISCUSSION:

After researching the available Patrol Cars from the different manufacturers, the Police Department has concluded that the best option for the City of Tonganoxie is the 2017 Dodge Charger with the Hemi engine package and all wheel drive. The State Contract provider Davis-Moore Chrysler has this particular car being delivered to them in mid September.

The Dodge Charger in reviewing the State of Kansas Contract Cost for Police Vehicles is the most cost effective available package. Purchasing this vehicle will be by utilizing this discounted State of Kansas contract pricing.

Davis/Moore 6205 East Kellogg Wichita, Ks. 67218 (316) 618-2000
Jack Pulley (POC)

2017 Dodge Charger Pitch Black:

- *Vehicle Group Package LDDE48
 - *V8 Hemi engine package
 - *All Wheel Drive
 - *Rubber floor mats
 - *Drivers Side Spot Light
 - *Keyless entry, heated mirrors, floor mats
- ***** Total Price **\$25,000.00**

The base police package described above will need lights and siren installed. The best price is from 911 Custom in Overland Park. This company also guarantees the light system for the life that the City has the vehicle.

Lights and Siren Purchase and installation:

911 Custom 6970 W. 152nd Ter. Overland Park, Ks. 66223 (913) 390-8540
Kevin Beck (POC)

All products being installed can be serviced and warranted locally.
See attached for breakdown of parts.

***** Total Price **\$5,951.52**

In addition the vehicle will require Police Markings and after 3 bids the business Wrap Factory in Edwardsville, Ks is determined to be the best supplier.

Vehicle Decal Wrap:

Everlasting Sign Co. 8400 W 81st. Overland Park, KS 66204 (913) 649-7977

The vehicle will be wrapped with white letters “POLICE” with “Tonganoxie” on the lower half, “Emergency 911” on the rear fenders. Both sides will be done. The Tonganoxie Police Department Patch will be located on both front fenders closer to the doors.

*****Total Price **\$570.00**

Total vehicle price equipped \$31,521.52

Davis Moore has this vehicle incoming to stock and can be delivered shortly after approval.

BUDGET IMPACT:

The purchase of this vehicle is budgeted in the 2017 Tonganoxie Police Department budget.

Staff Recommendation: Give authorization to purchase the vehicle and necessary equipment as shown in this memorandum.

cc: Michael Kelly, City Attorney
Patricia Hagg, Interim City Clerk
File



Office of the City Manager
AGENDA STATEMENT

DATE: February 21, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Jamie Shockley, Interim City Manager
SUBJECT: January 2017 Financial Report

DISCUSSION:

As of January 31, or 8% through the fiscal year, the City collected 20% of budgeted revenues in all funds and spent 7% of budgeted expenditures. Adjusting for operating funds only, collections were 18% of budgeted revenues and expenditures came in at 9% of appropriations.

Below are further highlights:

General Fund

Revenues

- Overall General Fund revenues are currently tracking at 26% of budget estimates. In January of 2016, General Fund revenues were tracking at 27% of budget estimates.
- Total sales tax revenue collected in the General Fund through January adds up to \$33,370, or 8% of budget estimates. Collections through January of this year came in at about \$1,000 more than what was collected in January of 2016.
- The General Fund collected \$9,688 in use tax revenue in January. This equals 9% of budget estimates for the year. Collections in January show a 34% increase from what was collected in January of 2016.
- Property tax collection is currently tracking at 50% of budget estimates. The City collected two property tax payments in January – one of which is the largest payment the City will receive throughout the year. In January of 2016, property taxes were also tracking at 50% of budget estimates.
- Building permits collected 11% of budget estimates in January. Collections so far this year are showing a 42% increase from what was collected in January of last year.
- Municipal court fines have collected 7% of budget estimates through January. Collections this year are showing a 36% decrease from January of last year; however, last January's collections were much larger than a normal month.
- Franchise fees have collected 11% of budget estimates through January. Collections this year are showing a 13% increase from what was collected in January of last year, mostly due to increased payments from electric and gas utilities.

Expenditures

- Overall General Fund expenditures are tracking at 10% of budgeted expenditures as of the end of January. In 2016, General Fund expenditures were tracking at 9% of budgeted expenditures at the end of January.
- The largest expenses that hit the General Fund in January are personnel costs, including the City's annual worker's compensation premium in the amount of \$53,602.00, which was down from \$77,231 in 2016. This decrease is due to a decrease in worker's comp claims the city has had in recent years.

Utility Funds

- The Water Operations Fund is tracking at 8% of revenue estimates and 7% of budgeted expenditures. Specifically, water charges collected totaled \$56,580, making up 7% of budget estimates for the year. This is a 4% increase from what was collected in January of last year. There was not a water rate increase in 2017.
- The Sewer Operations Fund is tracking at 9% of revenue estimates and 9% of budgeted expenditures. Revenues collected through January represent a 19% increase from what was collected at this time last year, a portion of which is due to increased revenue from sewer inspections. There was not a sewer rate increase in 2017.
- The Sanitation Fund is tracking at 8% of revenue estimates and 8% of budgeted expenditures. This fund has collected 2% more in revenue this year than it did this time last year. The trash rates for 2017 did not increase.

Other Funds

- The Debt Bond and Interest Fund collected 28% of budget estimates for the year and expended 1% of the total appropriations in this fund. The only expenditure that hit this fund in January was a small debt service payment for the City's Series 2013B bonded debt. The revenue that was collected in this fund is from the water park sales tax and the two property tax payments the City received in January
- The Special Highway Fund is tracking at 24% of revenue estimates for the year and 0% of budgeted expenditures. In January, this fund collected the first of four special fuel tax payments it receives from the State of Kansas each year. This year's January payment was 4% larger than the payment received last January.
- The Capital Projects Fund collected 8% of budget estimates for the year and spent 7% of the total budget authority. This fund's main revenue source is the countywide sales tax. So far this year, \$36,624 has been collected from this sales and use tax, which is a 2% increase from what was collected in January of 2016.
- The Water Park Sales Tax collected 9% of estimated revenue for the year, and collected 10%, or \$3,141, more than what was collected in January of 2016.
- The Fire Equipment Reserve Fund has already exceeded revenue estimates for the year, due to the sale of Engine 664 in the amount of \$100,000. It is likely that a budget amendment will be needed in this fund this year to allow the Fire Department to purchase new equipment with this revenue.

cc: Jeff Brandau, Police Chief
 Kent Heskett, Public Works Director
 Jack Holcom, Fire Chief



City of Tonganoxie, KS

Revenue Report Group Summary

For Fiscal: 2017 Period Ending: 02/28/2017

Fund	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget		Activity	(Unfavorable)	
100 - General Fund	2816958.00	2,816,958.00	0.00	734,252.63	-2,082,705.37	26.07 %
210 - Water Operations Fund	1154749.00	1,154,749.00	0.00	93,529.43	-1,061,219.57	8.10 %
220 - Sewer Operations Fund	775000.00	775,000.00	0.00	68,809.40	-706,190.60	8.88 %
230 - Sanitation Fund	341000.00	341,000.00	0.00	28,346.15	-312,653.85	8.31 %
310 - Transient Guest Tax	1500.00	1,500.00	0.00	0.00	-1,500.00	0.00 %
330 - Special Parks	5000.00	5,000.00	0.00	0.00	-5,000.00	0.00 %
340 - Special Highway	169500.00	169,500.00	0.00	40,865.84	-128,634.16	24.11 %
360 - Capital Projects	445000.00	445,000.00	0.00	36,624.21	-408,375.79	8.23 %
410 - Fire Equipment Reserve	82200.00	82,200.00	0.00	111,322.94	29,122.94	135.43 %
420 - Police Equipment Reserve	15000.00	15,000.00	0.00	1,948.04	-13,051.96	12.99 %
430 - Sewer Capital Reserve	30250.00	30,250.00	0.00	8,250.00	-22,000.00	27.27 %
440 - Water Capital Reserve	21000.00	21,000.00	0.00	6,000.00	-15,000.00	28.57 %
450 - Capital Reserve	20000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
500 - Debt, Bond, and Interest	864496.00	864,496.00	0.00	238,028.38	-626,467.62	27.53 %
Report Total:	6,741,653.00	6,741,653.00	0.00	1,367,977.02	-5,373,675.98	20.29 %

Fund Summary

Fund	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Used
100 - General Fund	2,816,958.00	2,816,958.00	0.00	734,252.63	-2,082,705.37	26.07 %
210 - Water Operations Fund	1,154,749.00	1,154,749.00	0.00	93,529.43	-1,061,219.57	8.10 %
220 - Sewer Operations Fund	775,000.00	775,000.00	0.00	68,809.40	-706,190.60	8.88 %
230 - Sanitation Fund	341,000.00	341,000.00	0.00	28,346.15	-312,653.85	8.31 %
310 - Transient Guest Tax	1,500.00	1,500.00	0.00	0.00	-1,500.00	0.00 %
330 - Special Parks	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.00 %
340 - Special Highway	169,500.00	169,500.00	0.00	40,865.84	-128,634.16	24.11 %
360 - Capital Projects	445,000.00	445,000.00	0.00	36,624.21	-408,375.79	8.23 %
410 - Fire Equipment Reserve	82,200.00	82,200.00	0.00	111,322.94	29,122.94	135.43 %
420 - Police Equipment Reserve	15,000.00	15,000.00	0.00	1,948.04	-13,051.96	12.99 %
430 - Sewer Capital Reserve	30,250.00	30,250.00	0.00	8,250.00	-22,000.00	27.27 %
440 - Water Capital Reserve	21,000.00	21,000.00	0.00	6,000.00	-15,000.00	28.57 %
450 - Capital Reserve	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
500 - Debt, Bond, and Interest	864,496.00	864,496.00	0.00	238,028.38	-626,467.62	27.53 %
Report Total:	6,741,653.00	6,741,653.00	0.00	1,367,977.02	-5,373,675.98	20.29 %



City of Tonganoxie, KS

Expenditure Report Group Summary

For Fiscal: 2017 Period Ending: 01/31/2017

Fund	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Used
100 - General Fund	2916958.00	2,916,958.00	279,927.88	279,927.88	2,637,030.12	9.60 %
210 - Water Operations Fund	1149290.00	1,149,290.00	85,176.13	85,176.13	1,064,113.87	7.41 %
220 - Sewer Operations Fund	775000.00	775,000.00	66,145.32	66,145.32	708,854.68	8.53 %
230 - Sanitation Fund	341000.00	341,000.00	28,849.41	28,849.41	312,150.59	8.46 %
310 - Transient Guest Tax	1500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
320 - Library Operations	377852.00	377,852.00	13,078.72	13,078.72	364,773.28	3.46 %
330 - Special Parks	5000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
340 - Special Highway	169500.00	169,500.00	0.00	0.00	169,500.00	0.00 %
350 - Water Park Sales Tax	365000.00	365,000.00	34,349.77	34,349.77	330,650.23	9.41 %
360 - Capital Projects	482092.00	482,092.00	34,967.15	34,967.15	447,124.85	7.25 %
410 - Fire Equipment Reserve	132200.00	132,200.00	0.00	0.00	132,200.00	0.00 %
420 - Police Equipment Reserve	50000.00	50,000.00	789.00	789.00	49,211.00	1.58 %
430 - Sewer Capital Reserve	220000.00	220,000.00	0.00	0.00	220,000.00	0.00 %
440 - Water Capital Reserve	50000.00	50,000.00	3,535.00	3,535.00	46,465.00	7.07 %
450 - Capital Reserve	20000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
500 - Debt, Bond, and Interest	864496.00	864,496.00	5,543.88	5,543.88	858,952.12	0.64 %
Report Total:	7,919,888.00	7,919,888.00	552,362.26	552,362.26	7,367,525.74	6.97 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Used
					Favorable (Unfavorable)	
100 - General Fund	2,916,958.00	2,916,958.00	279,927.88	279,927.88	2,637,030.12	9.60 %
210 - Water Operations Fund	1,149,290.00	1,149,290.00	85,176.13	85,176.13	1,064,113.87	7.41 %
220 - Sewer Operations Fund	775,000.00	775,000.00	66,145.32	66,145.32	708,854.68	8.53 %
230 - Sanitation Fund	341,000.00	341,000.00	28,849.41	28,849.41	312,150.59	8.46 %
310 - Transient Guest Tax	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
320 - Library Operations	377,852.00	377,852.00	13,078.72	13,078.72	364,773.28	3.46 %
330 - Special Parks	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
340 - Special Highway	169,500.00	169,500.00	0.00	0.00	169,500.00	0.00 %
350 - Water Park Sales Tax	365,000.00	365,000.00	34,349.77	34,349.77	330,650.23	9.41 %
360 - Capital Projects	482,092.00	482,092.00	34,967.15	34,967.15	447,124.85	7.25 %
410 - Fire Equipment Reserve	132,200.00	132,200.00	0.00	0.00	132,200.00	0.00 %
420 - Police Equipment Reserve	50,000.00	50,000.00	789.00	789.00	49,211.00	1.58 %
430 - Sewer Capital Reserve	220,000.00	220,000.00	0.00	0.00	220,000.00	0.00 %
440 - Water Capital Reserve	50,000.00	50,000.00	3,535.00	3,535.00	46,465.00	7.07 %
450 - Capital Reserve	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
500 - Debt, Bond, and Interest	864,496.00	864,496.00	5,543.88	5,543.88	858,952.12	0.64 %
Report Total:	7,919,888.00	7,919,888.00	552,362.26	552,362.26	7,367,525.74	6.97 %



Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
100 - General Fund	433,821.49	734,252.63	279,927.88	888,146.24
210 - Water Operations Fund	362,025.50	93,529.43	85,176.13	370,378.80
220 - Sewer Operations Fund	273,231.74	68,809.40	66,145.32	275,895.82
230 - Sanitation Fund	120,859.99	28,346.15	28,849.41	120,356.73
310 - Transient Guest Tax	1,527.94	0.00	0.00	1,527.94
330 - Special Parks	15,042.12	0.00	0.00	15,042.12
340 - Special Highway	148,974.25	40,865.84	0.00	189,840.09
360 - Capital Projects	177,233.68	36,624.21	34,967.15	178,890.74
410 - Fire Equipment Reserve	96,449.74	111,322.94	0.00	207,772.68
420 - Police Equipment Reserve	15,610.44	1,948.04	789.00	16,769.48
430 - Sewer Capital Reserve	308,031.66	8,250.00	0.00	316,281.66
440 - Water Capital Reserve	273,325.28	6,000.00	3,535.00	275,790.28
450 - Capital Reserve	915.03	0.00	0.00	915.03
500 - Debt, Bond, and Interest	249,920.65	238,028.38	5,543.88	482,405.15
Report Total:	2,476,969.51	1,367,977.02	504,933.77	3,340,012.76



Office of the City Manager
AGENDA STATEMENT

DATE: February 21, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Jamie Shockley, Interim City Manager
SUBJECT: Report on Pet Citations and Fees

DISCUSSION:

At the last City Council meeting, the Council asked city staff to provide a report at the next meeting regarding the fines and citations issued for animals running at large. The Council also requested information on animal control calls for service and pet licenses.

From January 1, 2016 – February 15, 2017, there was a total of 11 dog and cat violations, in which eight violations were issued citations. All citations were for first-time offenses. The breakdown of violations and fines are as follows:

Violation	# of Citations	1st Violation	2nd Violation	3rd Violation	4th Violation
Dogs Running at Large	5	\$ 50.00	\$ 100.00	\$ 200.00	\$ 400.00
Dogs Putting Person in Fear	2	\$ 200.00	\$ 600.00	\$ 1,000.00	\$ 2,000.00
Pet License Violation	4	\$ 50.00	\$ 100.00	\$ 200.00	\$ 400.00

Also during this time, our animal control officer responded to 78 calls for service. These service calls were regarding a variety of issues including stray pets, animals at large, rodents, and dead animals. At this time, there are 141 pets who are licensed with the City of Tonganoxie. A license will not be issued unless the owner provides a copy of the animal's rabies vaccination.

In reviewing our pet ordinances and fines compared to those of other communities, city staff does not recommend any changes at this time. However, additional efforts will be made to educate pet owners about the City's laws and ordinances, ensure that pets are properly licensed and vaccinated, and enforcement efforts of the City's pet laws will be increased.

ACTION NEEDED:

Provide additional feedback to staff on actions you'd like the City to take to address pet violation concerns.