



\*Note – This meeting may be transmitted via Facebook Live on the City of Tonganoxie page

Honorable Jason K. Ward, Mayor

Council Members

David Bennett

Rocky Himpel

Curtis Oroke

Lisa Patterson

Loralee Stevens

**Open Regular Meeting – 7:00 p.m.**

**I. Pledge of Allegiance**

**II. Approval of Minutes** – Regular meeting dated September 16, 2019

**III. Consent Agenda**

- a) Review bill payments

**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. In order to speak during open agenda, you must sign up with your name and address with the city clerk or designee **before the meeting**. Comments will be limited to 3 minutes. Please wait to be recognized by the Mayor and **state your name and address** for the record.

**V. Old Business**

**VI. New Business**

- a) Presentation of 2018 Financial Audit – Kramer & Associates CPAs, LLC
- b) Ordinance 1477: Amending Water and Sewer Rates, System Development (Tap) Fees, and the City Water & Sewer Regulations Effective for the February 1, 2020 Billing Cycle
- c) Resolution 10-19-01: Authorization to Execute Grant Agreement No. 19-IT-001 Between the State of Kansas Department of Commerce and the City of Tonganoxie and the Designation of Depository Agreement
- d) Consideration of Authority to Purchase Heating and Air Conditioning Equipment for Waste Water Treatment Plant Facility
- e) Notice of Rescheduling October 21, 2019 Regular City Council Meeting
- f) Consideration of Disposition of 2011 Crown Victoria Vehicle
- g) City Manager Agenda
  - 1. Urgent Needs Grant Update
  - 2. Library Project Update
  - 3. Emergency Purchases Update
- h) City Attorney Agenda
- i) Mayor Pro Tem Agenda
- j) City Council Agenda

k) Mayor Agenda

1. Executive Session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship

**VII. Information & Communications (No Action Required)**

**VIII. Adjourn**

City Council Meeting Minutes  
September 16, 2019  
7:00 PM Regular Meeting

**Open Regular Meeting – 7:00 p.m.**

**I. Pledge of Allegiance**

- Mayor Pro Tem Himpel opened the meeting at 7:00 p.m.
- Roll Call: Council members present were Mr. Himpel, Ms. Stevens, Mr. Oroke, Ms. Patterson and Mr. Bennett. Mayor Ward was absent. City Manager George Brajkovic, City Attorney Anna Krstulic, and Assistant City Manager Dan Porter were also in attendance.
- Mayor Pro Tem Himpel led the Pledge of Allegiance.

**II. Approval of Minutes – Regular meeting dated September 3, 2019**

- **Mr. Bennett made a motion to approve the minutes from the September 3, 2019 City Council meeting.**
- **Mr. Oroke seconded the motion.**
- **Vote of all ayes, motion carried.**

**III. Consent Agenda**

- a) Review bill payments
- Ms. Patterson asked for more information about the payment made to an individual in the check report.
- Mr. Porter shared that the payment in question was a repayment of a portion of insurance proceeds due to the owner of a property on 2<sup>nd</sup> Street that recently experienced an extensive fire and was required to be demolished in order to present safe conditions for the public.
- **Ms. Patterson made a motion to approve the consent agenda.**
- **Ms. Stevens seconded the motion.**
- **Vote of all ayes, motion carried.**

**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. In order to speak during open agenda, you must sign up with your name and address with the City Clerk or designee **before the meeting**. Comments will be limited to 3 minutes. Please wait to be recognized by the Mayor and **state your name and address** for the record.

- No members of the public addressed the City Council during open agenda.

**V. Old Business**

**VI. New Business**

- a) New Public Library Project Update by JE Dunn
- Mr. Brajkovic introduced the item and recognized Kate Stockton with SAPP Design Architects, Michelle Kaiser with Benson Method, Nicole Holifield with the Tonganoxie Public Library, Steve Skeet with the Tonganoxie Library Board, and Emily Held and Curtis Golba with JE Dunn.
- Emily Held gave the City Council an update on the progress at the construction site.
- Kate Stockton updated the City Council on the interior and exterior design elements of the project.
- Mayor Pro Tem Himpel asked about the quality of the flooring materials.
- Ms. Stockton noted that it was fairly high quality and mostly luxury vinyl tile.

- Mayor Pro Tem Himpel asked if the windows would include shades.
- Ms. Stockton stated that shades would be included according to need, along with some that offer one-way visibility.
- Mr. Bennett asked if a lighting control system was included.
- Ms. Held responded that a lighting control system was included.
- Ms. Kaiser shared that the meeting spaces would have audio visual capability and wifi service.
- Mr. Oroke asked about security measures in the building.
- Ms. Held commented that the project included 14 cameras, key pad locks, and a video doorbell, but no alarms.
- Ms. Holifield commented that the school is also providing input on the graphic wall design.
- Mr. Skeet shared that the Library Board is now happy with the latest design.
- Mayor Pro Tem Himpel asked if the project was on budget.
- Mr. Brajkovic replied that to date, the project is still on budget and on time.
- Mayor Pro Tem Himpel authorized a 10 minute recess in the meeting.

b) Resolution 09-19-01: Authorizing Contract with Harbour Construction, Inc. for the 2019 Chip Seal Street Maintenance Project

- Mr. Brajkovic introduced the item and described the RFP process that resulted in staff's recommendation to accept the bid from Harbour Construction, Inc.
- Ms. Krstulic commented that she had helped in the preparation of the draft contract for consideration.
- **Mr. Bennett made a motion to approve Resolution 09-19-01: Authorizing Contract with Harbour Construction, Inc. for the 2019 Chip Seal Street Maintenance Project for an amount not to exceed \$57,842.50.**
- **Ms. Patterson seconded.**
- **Vote of all ayes, motion carried.**

c) Ordinance 1474: Authorizing Consumption of Alcohol at Marketing Event Held at Tonganoxie Business Park

- Mr. Brajkovic introduced the item.
- Ms. Patterson asked about the funding contributions for the event.
- Mr. Brajkovic stated that the City Council previously authorized \$5,000 in funding from the business park property sale proceeds and that LCDC would also contribute towards the cost of the event.
- **Ms. Patterson made a motion to approve Ordinance 1474: Authorizing Consumption of Alcohol at Marketing Event Held at Tonganoxie Business Park.**
- **Mr. Oroke seconded.**
- **Vote of all ayes, motion carried.**

d) Ordinance 1475: Amending Solid Waste Rates Effective for the December 1, 2019 Billing Cycle

- Mr. Porter introduced the item and provided a presentation on the proposed changes to the solid waste and recycling rates that would take effect on the December 1, 2019 billing cycle.
- **Mr. Oroke made a motion to approve Ordinance 1475: Amending Solid Waste Rates Effective for the December 1, 2019 Billing Cycle as presented by staff.**
- **Mr. Bennett seconded the motion.**
- **Vote of all ayes, motion carried**

a) City Manager Agenda

1. Urgent Needs Grant Update

- Mr. Brajkovic presented an update on the City's Urgent Needs Grant application to the City Council and noted that the City was still waiting for a formal response from the Kansas Department of Commerce.

## 2. Library Project Update

- Mr. Brajkovic noted that an extensive update on the Library project was already provided in the new business portion of the agenda.

## 3. Request for Approval of Disposition of City Property

- Mr. Brajkovic requested the approval of the disposal via Purple Wave auction of a 2011 Crown Victoria Police Department vehicle currently used by a detective. He noted that the vehicle sale proceeds would be deposited into the General Fund because that was the funding source for the vehicle when it was purchased.
- Ms. Patterson asked if the item could be considered at a future meeting as part of the new business portion of the meeting agenda.
- Mr. Bennett stated that he wanted to see the mileage and condition of the vehicle in such a situation.
- Mr. Oroke stated that he wished to see the mileage and maintenance records of vehicles proposed for sale.
- Ms. Stevens commented that clarity is important but that redundancy in business processes like this should be avoided.

## 4. August 2019 Financial Report

- Mr. Porter presented the August 2019 Financial Report to the City Council.
- Mayor Pro Tem Himpel asked if information on the 2019 pool season would be available soon.
- Mr. Porter stated that with the closure of the pool in early September, a report could be prepared and delivered to the City Council soon.

### b) City Attorney Agenda

### c) Mayor Pro Tem Agenda

### d) City Council Agenda

- Mr. Oroke stated that he wished to receive more information on the state of the City's water production wells and how to fix any issues that might exist.
- Ms. Stevens shared that the Tonganoxie Business Association's Business Expo event is scheduled for November 12<sup>th</sup> from 4-8 PM in the Brunswick Ballroom. She noted that the event was well-received last year and that signups are still underway for local businesses.

### e) Mayor Agenda

## VII. Information & Communications (No Action Required)

## VIII. Adjourn

- **Ms. Patterson made a motion to adjourn the meeting.**
- **Mr. Oroke seconded the motion.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 8:14 p.m.**

Respectfully submitted,



Dan Porter, Assistant City Manager



City of Tonganoxie, KS

Date Range: 09/13/2019 - 10/03/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1015	JE Dunn	09/13/2019	Regular	0	377409	46673
0051	BG CONSULTANTS INC	09/27/2019	Regular	0	49363.69	46725
0630	TONGANOXIE LIBRARY BOARD	09/27/2019	Regular	0	36831.6	46744
0056	BLUE CROSS AND BLUE SHIELD	09/23/2019	Regular	0	34737.69	46690
0059	Kansas City Board of Public Utilities	09/23/2019	Regular	0	23014.6	46705
1068	Stinson LLP	09/23/2019	Regular	0	5575.1	46715
0099	CITY OF LEAVENWORTH	09/13/2019	Regular	0	5520.72	46670
1082	1st Due Emergency Response Solutions, LLC	09/27/2019	Regular	0	3557.9	46721
0579	SECURITY BENEFIT - 457	09/27/2019	Regular	0	3230.23	46742
0671	WESTAR ENERGY	09/13/2019	Regular	0	2701.95	46687
0409	LEXIPOL LLC	09/27/2019	Regular	0	2306	46734
0809	FREESTATE ELECTRIC COOPERATIVE INC	09/23/2019	Regular	0	2244.46	46699
0635	TOTAL ELECTRIC CONTRACTORS INC	09/23/2019	Regular	0	1629.03	46718
0813	FREESTATE ELECTRIC COOPERATIVE	09/23/2019	Regular	0	1605	46698
0575	SCOTWOOD INDUSTRIES, INC.	09/27/2019	Regular	0	1303.5	46741
0205	GALL'S LLC	09/13/2019	Regular	0	1181.83	46671
0459	MIDWEST PUBLIC RISK	09/13/2019	Regular	0	1068.08	46681
0491	OLATHE WINWATER WORKS	09/27/2019	Regular	0	987.46	46739
0476	NATIONAL SIGN COMPANY INC.	09/23/2019	Regular	0	836.1	46711
0548	RECORDNEWS	09/13/2019	Regular	0	835.55	46685
1098	Freedom Defense Arms Manufacturing LLC	09/23/2019	Regular	0	738.34	46697
0857	MIDCONTINENT COMMUNICATIONS	09/23/2019	Regular	0	727.68	46709
0500	OREILLY AUTO PARTS	09/13/2019	Regular	0	646.32	46682
0099	CITY OF LEAVENWORTH	09/27/2019	Regular	0	630	46727
0046	BAY BRIDGE ADMINISTRATORS, LLC	09/27/2019	Regular	0	616.68	46724
0224	HAMM QUARRIES & LANDFILL	09/23/2019	Regular	0	594	46702
0191	FLEETWOOD MOWER & RENTAL	09/27/2019	Regular	0	579.99	46729
0635	TOTAL ELECTRIC CONTRACTORS INC	09/27/2019	Regular	0	572.97	46745
0500	OREILLY AUTO PARTS	09/23/2019	Regular	0	568.62	46712
0391	LAWRENCE JOURNAL WORLD	09/13/2019	Regular	0	508.62	46677
1095	National Association of School Resource Officer	09/23/2019	Regular	0	495	46710
0503	PACE ANALYTICAL SERVICES INC	09/27/2019	Regular	0	459	46740
1093	Susan McGee	09/23/2019	Regular	0	449.87	46716
0025	APAC-KANSAS, INC	09/27/2019	Regular	0	424.62	46723
0046	BAY BRIDGE ADMINISTRATORS, LLC	09/23/2019	Regular	0	403.85	46689
0362	KIMBALL MIDWEST	09/23/2019	Regular	0	400.56	46706
0399	LEAVENWORTH ASPHALT MATERIALS	09/23/2019	Regular	0	394.16	46707
0757	KC CLEAN	09/13/2019	Regular	0	360	46675
0802	LED DIRECT	09/23/2019	Regular	0	356	46708
0886	CREATIVE PRODUCT SOURCE, INC.	09/23/2019	Regular	0	295	46695
0824	IBT INC	09/23/2019	Regular	0	273.34	46704
0393	LAWRENCE MEMORIAL HOSPITAL	09/13/2019	Regular	0	253	46678
1097	Pro Shot Products	09/23/2019	Regular	0	230.39	46713
0732	METLIFE - GROUP BENEFITS	09/27/2019	Regular	0	225.34	46737
0249	HONEYBEE SEPTIC SERVICE	09/13/2019	Regular	0	215	46672
0249	HONEYBEE SEPTIC SERVICE	09/23/2019	Regular	0	215	46703
0249	HONEYBEE SEPTIC SERVICE	09/27/2019	Regular	0	215	46731
0651	USA BLUE BOOK	09/27/2019	Regular	0	202.56	46746
0015	ALL SEASONS CAR WASH	09/13/2019	Regular	0	200.81	46667
1091	Gerald Denk	09/23/2019	Regular	0	197	46701
0857	MIDCONTINENT COMMUNICATIONS	09/13/2019	Regular	0	190.05	46680
0656	VERIZON WIRELESS	09/27/2019	Regular	0	178.95	46747
0018	ALLTECH MECHANICAL LLC	09/27/2019	Regular	0	178	46722
0330	KANSAS GAS SERVICE	09/13/2019	Regular	0	177.22	46674

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1001	HINKLE & ASSOCIATES, LLC	09/2	Regular	0	160	46730
0022	ANDERSON RENTALS INC	09/2	Regular	0	152.2	46688
0115	CONRAD FIRE EQUIPMENT, INC.	09/2	Regular	0	150.41	46694
0555	RICOH USA, INC.	09/2	Regular	0	149.4	46714
0749	BROADVOICE	09/1	Regular	0	142.63	46668
0628	TODD'S TIRE LLC	09/2	Regular	0	138	46717
0514	PITNEY BOWES, INC.	09/1	Regular	0	135.24	46683
1099	Loomis Lawn & Landscaping	09/2	Regular	0	120	46735
1067	CCL Supply, LLC	09/2	Regular	0	119.48	46693
0651	USA BLUE BOOK	09/2	Regular	0	116.4	46719
0360	KEY EQUIPMENT & SUPPLY CO	09/1	Regular	0	116.08	46676
0205	GALL'S LLC	09/2	Regular	0	109.17	46700
0922	BORDER STATES INDUSTRIES	09/2	Regular	0	98.42	46726
1092	William Loechler	09/2	Regular	0	85	46720
0443	MENARDS	09/2	Regular	0	82.98	46736
0476	NATIONAL SIGN COMPANY INC.	09/2	Regular	0	75.95	46738
0542	QUILL	09/1	Regular	0	66.63	46684
1094	Dale Willey Chrysler Dodge Jeep Ram	09/2	Regular	0	62.67	46696
0922	BORDER STATES INDUSTRIES	09/2	Regular	0	55.64	46691
0426	LEAVENWORTH COUNTY SHERIFF OFFICE	09/2	Regular	0	55	46732
0070	BROTHER' S MARKET	09/2	Regular	0	52.99	46692
1090	CCMFOA of Kansas	09/1	Regular	0	50	46669
0111	COLEMAN EQUIPMENT INC	09/2	Regular	0	46.19	46728
0622	THE MIRROR	09/1	Regular	0	42	46686
0628	TODD'S TIRE LLC	09/2	Regular	0	32	46743
0395	Leavenworth County Development Corporation	09/2	Regular	0	30	46733
0793	LEAVENWORTH COUNTY TREASURER	09/1	Regular	0	10	46679

**Bank Code AP Bank Summary**

	Payable	Payment	Discount	Payment
Payment Type	Count	Count		
Regular Checks	101	81	0.00	571,566.91
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
	<b>101</b>	<b>81</b>	<b>0.00</b>	<b>571,566.91</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	101	81	0.00	571,566.91
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
	<b>101</b>	<b>81</b>	<b>0.00</b>	<b>571,566.91</b>

### Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	9/2019	571566.91
			<b>571566.91</b>



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** October 7, 2019  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Presentation of 2018 Financial Audit

**DISCUSSION:**

Auditors from Kramer & Associates CPAs, LLC have reviewed the City's financial information for the fiscal year ending on December 31, 2018. A draft of the City's financial statements for 2018 is attached. The audit found no material misstatements within the City's financial records. Tony Kramer with Kramer & Associates CPAs, LLC will be available during the City Council meeting to provide a summary of the audit findings and to answer questions regarding the audit process.

A final copy of the financial statement will be provided to the Governing Body following the discussion with Tony Kramer.

**BUDGET IMPACT:**

None.

**ACTION NEEDED:**

Make a motion to accept the 2018 Financial Statements into the public record.

**ATTACHMENTS:**

Draft 2018 Financial Statements

**cc:** George Brajkovic, City Manager

CITY OF TONGANOXIE, KANSAS

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FINANCIAL STATEMENT  
(with Independent Auditors' Report thereon)

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For the Year Ended December 31, 2018

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CITY OF TONGANOXIE, KANSAS  
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For the year ended December 31, 2018

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# Kramer & Associates

CPAs, LLC

Tony Kramer, CPA  
Joseph J. Wood, CPA

## INDEPENDENT AUDITORS' REPORT

Mayor and City Council  
City of Tonganoxie, Kansas

### **REPORT ON THE FINANCIAL STATEMENT**

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash of the City of Tonganoxie, Kansas (the City), as of and for the year ended December 31, 2018 and the related notes to the financial statement.

#### **Management's Responsibility for the Financial Statement**

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note 1 to meet the financial reporting requirements of the State of Kansas; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

#### **Auditors' Responsibility**

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the *Kansas Municipal Audit and Accounting Guide*. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on auditors' judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As described more fully in Note 1 of the financial statement, the financial statement is prepared by the City to meet the requirements of the State of Kansas on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

**Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the City as of December 31, 2018, or changes in financial position and cash flows thereof for the year then ended.

**Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the City as of December 31, 2018, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note 1.

**REPORT ON REGULATORY-REQUIRED AND OTHER SUPPLEMENTARY INFORMATION**

Our audit was conducted for the purpose of forming an opinion on the fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash (basic financial statement) as a whole. The summary of regulatory basis expenditures - actual and budget, individual fund schedules of regulatory basis receipts and expenditures - actual and budget, and schedule of regulatory basis receipts and disbursements - agency funds are presented for analysis and are not a required part of the basic financial statement, however are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note 1.

Kramer & Associates CPAs, LLC  
Leavenworth, Kansas  
September 30, 2019

CITY OF TONGANOXIE, KANSAS  
 Summary Statement of Receipts, Expenditures, and Unencumbered Cash  
 Regulatory Basis  
 For the year ended December 31, 2018

Funds	Beginning unencumbered cash balance	Prior year cancelled encumbrances	Receipts	Expenditures	Ending unencumbered cash balance	Add encumbrances and accounts payable	Ending cash balance
<b>Governmental type funds:</b>							
General fund:							
General	\$ 531,095	\$ -	\$ 3,002,286	\$ 2,825,756	\$ 707,625	\$ (26,227)	\$ 681,398
<b>Special purpose funds:</b>							
Special parks and recreation	13,693	-	4,344	2,335	15,702	-	15,702
Special highway	291,451	-	378,110	328,827	340,734	-	340,734
Library operations	14,410	-	385,091	392,718	6,783	(3,068)	3,715
Police equipment reserve	35,756	-	24,514	31,000	29,270	(1,500)	27,770
Fire equipment reserve	115,847	-	93,113	80,826	128,134	-	128,134
Law enforcement trust	1,706	-	9,689	5,138	6,257	-	6,257
Transient guest tax	2,243	-	1,292	-	3,535	-	3,535
Water park sales tax	110,804	-	419,997	202,795	328,006	-	328,006
Insurance proceeds	37,189	-	-	37,189	-	-	-
Debt proceeds	-	-	3,848,601	273,073	3,575,528	-	3,575,528
Gallagher Park	15,241	-	400	-	15,641	-	15,641
Festival/Event	12,270	-	12,744	16,311	8,703	-	8,703
Industrial Park Development Fund	3,539,385	-	417,112	1,275,608	2,680,889	-	2,680,889
<b>Debt service fund:</b>							
Bond and interest	151,546	-	575,077	646,578	80,045	-	80,045
<b>Capital projects funds:</b>							
Capital projects	353,746	-	601,905	399,425	556,226	-	556,226
Capital reserve	915	-	-	-	915	-	915
<b>Business funds:</b>							
Water operations	373,362	-	1,228,516	1,206,074	395,804	1,268	397,072
Water capital improvement	266,769	-	34,000	67,551	233,218	-	233,218
Sewer operations	301,506	-	840,401	798,254	343,653	4,186	347,839
Sewer capital improvement	300,263	-	46,750	42,628	304,385	-	304,385
Sanitation	122,124	-	361,712	374,285	109,551	-	109,551
Storm Water	-	-	27,708	469	27,239	-	27,239
<b>Total reporting entity (excluding agency fund)</b>	<b>\$ 6,591,321</b>	<b>\$ -</b>	<b>\$12,313,362</b>	<b>\$ 9,006,840</b>	<b>\$ 9,897,843</b>	<b>\$ (25,341)</b>	<b>\$9,872,502</b>

Composition of cash:

General checking	\$6,146,855
Certificate of deposit	4,239
Revolving loan	2,203
Investments	3,778,634
Total cash	9,931,931
Less agency funds	(59,429)
Total reporting entity (excluding agency funds)	<u>\$9,872,502</u>

CITY OF TONGANOXIE, KANSAS  
Notes to the Financial Statement  
For the year ended December 31, 2018

1. Summary of significant accounting policies

a. Municipal financial reporting entity

The City of Tonganoxie, Kansas, (the City), is a municipal corporation governed by an elected mayor and five-member council. This financial statement presents the City (the primary government) and excludes all related municipal entities of which the City appointed a voting majority of the unit's board and the City is either able to impose its will on the unit or a financial benefit or burden relationship exists. The financial statement of the City consists only of the funds of the primary government.

b. Related Municipal Entity That is Not Presented

The Tonganoxie Public Library (the Library) serves the citizens within the City's jurisdiction. Acquisition or disposition of real property by the Library must be approved by the City. Bond issues must be approved by the City. The Library is not included in the report of the primary government. Financial statements for the Library may be obtained at the Library's office in Tonganoxie, Kansas.

c. Basis of accounting

*Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America.* The Kansas Municipal Audit and Accounting Guide (KMAAG) regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis revenues and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities, or deferred inflows or outflows, other than those mentioned above.

The City has approved a resolution that is in compliance with K.S.A. 75-1120a (c), waiving the requirement for application of generally accepted accounting principles and allowing the City to use the regulatory basis of accounting.

1. Summary of significant accounting policies (continued)

e. Governmental fund types

In governmental accounting, a fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

The following types of funds comprise the financial activities of the City for the year ended December 31, 2018:

- a. General fund - the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.
- b. Special purpose fund - used to account for the proceeds of specific tax levies and other specific regulatory receipts sources (other than capital projects and tax levies for long-term debt) that are intended for specified purposes.
- c. Bond and interest fund - used to account for the accumulation of resources, including tax levies, transfers from other funds and payment of general long-term debt.
- d. Capital projects fund - used to account for the debt proceeds and other financial resources to be used for acquisition or construction of major capital facilities or equipment.
- e. Business fund - funds financed in whole or in part by fees charged to users of the goods or services (i.e. enterprise and internal service fund, etc.)
- f. Agency fund - funds used to report assets held by the City in a purely custodial capacity (payroll clearing fund, county treasurer tax collection accounts, etc.).

1. Summary of significant accounting policies (continued)

f. Ad valorem tax revenues

The determination of assessed valuations and the collection of property taxes for all political subdivisions in the State of Kansas are the responsibility of the various counties. The County Appraiser annually determines assessed valuations on January 1 and the County Clerk spreads the annual assessment on the tax rolls. Property taxes are levied as of November 1 and become delinquent, with penalty, December 21. Payments of 50% are accepted through December 20, with the second 50% then being due on or before May 10 of the following year.

The County Treasurer is the tax collection agent for all taxing entities within the County. The initial distribution to the subdivisions, including the City, is on or before January 20 of the ensuing year. Additional amounts are distributed on four (4) subsequent dates throughout the calendar year.

2. Stewardship, compliance, and accountability

a. Budgetary information

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special purpose funds (unless specifically exempted by statute), bond and interest funds, and business funds. Although directory rather than mandatory, the statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding year on or before August 1st.
2. Publication in local newspaper on or before August 5th of the proposed budget and notice of public hearing on budget.
3. Public hearing on or before August 15th, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25th.

The statutes allow for the city council to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held and the governing body may amend the budget at that time. There were no such budget amendments for this year.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison schedules are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

2. Stewardship, compliance, and accountability (continued)

a. Budgetary information (continued)

All legal annual operating budgets are prepared using the regulatory basis of accounting, in which regulatory receipts are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the City for future payments and are supported by documents evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

A legal operating budget is not required for capital project funds, agency funds, and certain special purpose funds as follows: Police Department Equipment Reserve Fund, Fire Department Equipment Reserve Fund, Law Enforcement Trust Fund, Insurance Proceeds, Debt Proceeds, Gallagher Park Fund, Festival/Event Fund, Water Park Sales Tax Fund, Industrial Park Development Fund, Capital Reserve Fund, Water Capital Reserve Fund, and the Sewer Capital Reserve Fund.

Spending in funds which are not subject to the legal annual operating budget requirement is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the city council.

b. Compliance with Kansas Statutes

Deposits at First State Bank & Trust were under secured for the months of January, February, March, May, and October 2018, violating K.S.A. 9-1402. Management is not aware of any other violations.

3. Deposits and investments

As of December 31, 2018, the City had the following investments with maturities less than one year:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Rating</u>
Kansas Municipal Investment Pool	\$ 3,778,634	N/A
Total	<u>\$ 3,778,634</u>	

*Deposits.* K.S.A. 9-1401 establishes the depositories which may be used by the City. The statute requires banks eligible to hold the City's funds have a main or branch bank in the county in which the City is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the bank to pledge securities for deposits in excess of FDIC coverage. The City has no other policies that would further limit interest rate risk.

3. Deposits and investments (continued)

*Investments.* K.S.A. 12-1675 limits the City's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The City has no investment policy that would further limit its investment choices.

Some of the City's investments are of bond proceeds invested pursuant to K.S.A. 10-131. This statute allows additional investment authority beyond that of K.S.A. 12-1675. Investments of bond proceeds may follow K.S.A. 12-1675 or include other investments such as the KMIP, direct obligations of the US government or any agency thereof, investment agreements with a financial institution the obligations of which at the time of investment are rated in either of the three highest rating categories by Moody's investors service or Standard and Poor's corporation, and various other investments as specified in K.S.A. 10-131.

*Concentration of credit risk.* State statutes place no limit on the amount the City may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405. The City's allocation of investments as of December 31, 2018, is as follows:

<u>Investments</u>	<u>Percentage of Investments</u>
Kansas Municipal Investment Pool	<u>100%</u>

*Custodial credit risk - deposits.* Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. State statutes require the City's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka. Deposits were legally secured at December 31, 2018 except for the months of January, February, March, May, and October.

At December 31, 2018, the City's carrying amount of deposits was \$6,153,297 and the bank balance was \$6,313,916. The bank balance was held by one bank resulting in a concentration of credit risk. Of the bank balance, \$250,000 was covered by federal depository insurance, and the remaining \$6,063,916 was collateralized with securities held by the pledging financial institutions' agents in the City's name.

*Custodial credit risk - investments.* For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments to be adequately secured.

3. Deposits and investments (continued)

At December 31, 2018, City had invested \$3,778,634 in the State's municipal investment pool. The municipal investment pool is under the oversight of the Pooled Money Investment Board. The board is comprised of the State Treasurer and four additional members appointed by the State Governor. The board reports annually to the Kansas legislature. State pooled monies may be invested in direct obligations of, or obligations that are insured as to principal and interest, by the U.S. government or any agency thereof, with maturities up to four years. No more than ten percent of those funds may be invested in mortgage-backed securities. In addition, the State pool may invest in repurchase agreements with Kansas banks or with primary government securities dealers. The fair value of the City's position in the municipal investment pool is substantially the same as the value of the pool shares.

4. Long-term debt

General obligation bonds. The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for both general government and proprietary funds if they are expected to be repaid from proprietary fund revenues.

General obligation bonds are direct obligations and pledge the full faith and credit of the City. These bonds generally are issued with equal amounts of principal maturing each year.

Capital leases. The City has entered into lease agreements as lessee for financing the acquisition of equipment. These lease agreements qualify as capital leases for accounting purposes.

On November 21, 2017, the City issued \$1,860,000 in general obligation bonds for the purpose of refunding \$990,000 of Series 2007A bonds outstanding and \$830,000 of Series 2009A bonds outstanding. Proceeds for redeeming the Series 2007A bonds with maturity dates September 1, 2018 through September 1, 2022 were held in the Kansas Municipal Investment Pool (MIP) for availability to redeem the bonds shortly after the January 1, 2018 call date. Proceeds for redeeming the Series 2009A General Obligation bonds are deposited with Security Bank of Kansas City as escrow agent to be held until the call date of September 1, 2019 for bonds scheduled to mature in the years 2020 through 2029. On August 13, 2018, the City issued \$3,660,000 in general obligation bond series 2018A for the purpose of constructing the new Tonganoxie Library building.

General obligation bonds currently outstanding and a summary of changes in leases for the year ended December 31, 2018 are presented on the following pages.

4. Long-term debt (continued)

a. Changes in long-term liabilities for the City for the year ended December 31, 2018, were as follows:

Issue	Interest rate	Date of issue	Amount of issue	Date of final maturity	Balance beginning of year	Additions	Reductions/ payments	Balance end of year	Interest Paid
<b>General obligation bonds:</b>									
Series 2000	4.85%-6.50%	12/01/2000	\$ 630,000	09/01/2021	\$ 45,000	\$ -	\$ (10,000)	\$ 35,000	\$ 2,588
Series 2007A	3.55%-3.95%	10/15/2007	\$1,720,000	09/01/2022	990,000	-	(990,000)	-	38,205
Series 2009A	2.80%-4.75%	04/01/2009	\$1,350,000	09/01/2029	960,000	-	(65,000)	895,000	41,603
Series 2010A	2.25%-3.15%	05/10/2010	\$1,075,000	09/01/2020	740,000	-	(235,000)	505,000	22,230
Series 2013A	2.25%-4.30%	01/29/2013	\$1,760,000	07/01/2033	1,535,000	-	(80,000)	1,455,000	52,868
Series 2013B	2.00%-2.70%	01/29/2013	\$6,355,000	08/01/2031	4,935,000	-	(385,000)	4,550,000	103,178
Series 2017A	3.00%	11/21/2017	\$1,860,000	09/01/2029	1,860,000	-	(145,000)	1,715,000	43,400
Series 2018A	3.00%-4.00%	08/13/2018	\$3,660,000	09/01/2038	-	3,660,000	-	3,660,000	48,345
<b>Capital leases:</b>									
Police Department and City Hall	2.44%	02/16/2016	\$1,100,000	09/01/2035	1,004,358	-	(43,089)	961,269	24,506
<b>Total long-term debt</b>					<b>\$12,069,358</b>	<b>\$3,660,000</b>	<b>\$(1,953,089)</b>	<b>\$13,776,269</b>	<b>\$ 376,923</b>

4. Long-term debt (continued)

b. Current maturities of long-term debt and interest for the next five years and five year increments through maturity are as follows:

	Year ended December 31,								
	2019	2020	2021	2022	2023	2024-2028	2029-2033	2034-2038	Total
<b>Principal:</b>									
G.O. Bonds:									
Series 2000	\$ 10,000	\$ 10,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Series 2009A	65,000	70,000	70,000	75,000	75,000	440,000	100,000	-	895,000
Series 2010A	250,000	255,000	-	-	-	-	-	-	505,000
Series 2013A	80,000	85,000	80,000	85,000	90,000	475,000	560,000	-	1,455,000
Series 2013B	395,000	400,000	555,000	560,000	565,000	1,660,000	415,000	-	4,550,000
Series 2017A	195,000	280,000	300,000	305,000	80,000	455,000	100,000	-	1,715,000
Series 2018A	130,000	135,000	140,000	145,000	150,000	825,000	965,000	1,170,000	3,660,000
<b>Capital leases:</b>									
Police Department and City Hall	44,360	45,668	\$ 47,016	48,403	49,830	272,089	314,661	139,242	961,269
<b>Total principal</b>	<u>1,169,360</u>	<u>1,280,668</u>	<u>1,207,016</u>	<u>1,218,403</u>	<u>1,009,830</u>	<u>4,127,089</u>	<u>2,454,661</u>	<u>1,309,242</u>	<u>13,776,269</u>
<b>Interest:</b>									
G.O. Bonds:									
Series 2000	\$ 2,013	\$ 2,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,313
Series 2009A	39,263	36,825	34,095	31,260	28,110	86,405	4,750	-	260,708
Series 2010A	15,533	8,033	-	-	-	-	-	-	23,566
Series 2013A	51,968	49,968	47,418	45,018	42,468	168,798	72,430	-	478,068
Series 2013B	95,478	87,578	79,578	68,478	57,278	136,043	21,000	-	545,433
Series 2017A	51,450	45,600	37,200	28,200	19,050	56,550	3,000	-	241,050
Series 2018A	131,850	127,950	123,900	118,300	112,500	484,500	347,300	144,000	1,590,300
<b>Total interest</b>	<u>411,010</u>	<u>380,627</u>	<u>343,449</u>	<u>311,367</u>	<u>278,336</u>	<u>1,007,975</u>	<u>488,947</u>	<u>149,121</u>	<u>3,370,832</u>
<b>Total payments</b>	<u>\$1,580,370</u>	<u>\$1,661,295</u>	<u>\$1,550,465</u>	<u>\$1,529,770</u>	<u>\$ 1,288,166</u>	<u>\$5,135,064</u>	<u>\$ 2,943,608</u>	<u>\$ 1,458,363</u>	<u>\$17,147,101</u>

5. Interfund transfers

Operating transfers were as follows:

<u>From</u>	<u>To</u>	<u>Statutory Authority</u>	<u>Amount</u>
Water Operations	General	K.S.A. 12-825d	\$ 180,080
Sewer Operations	General	K.S.A. 12-825d	69,463
Water Park Sales Tax	Bond and Interest	Bond Ordinance	48,345
Water Park Sales Tax	Special Highway	K.S.A. 12-825d	150,000
Water Operations	Capital Projects	K.S.A. 12-825d	100,000
Total fund transfers			<u>\$ 547,888</u>

6. Compensated absences

It is the City's policy to permit employees to earn non-cumulative vacation at different intervals based on length of service. The liability for compensated vacation time at December 31, 2018 is \$113,360. Sick leave accrues at 12 days per year and accumulates to a maximum of 90 days. No liability is reported for unpaid accumulated sick leave. Floating holiday is 8 hours of vacation pay per year that is assigned January 1, 2019 to all full time employees and operated with a use it or lose it approach over the year.

7. Defined benefit pension plan

a. Plan description

The City participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et seq. Kansas law establishes and amends benefit provisions. KPERS provides retirement benefits, life insurance, disability income benefits, and death benefits. Kansas law establishes and amends benefit provisions. KPERS issues a publicly available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at [www.kpers.org](http://www.kpers.org) or by writing to KPERS (611 South Kansas, Suite 100, Topeka, KS 66603) or by calling 1-888-275-5737.

7. Defined benefit pension plan (continued)

b. Contributions

K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2 or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009, and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate at 6% of covered salary for KPERS 1, KPERS 2 and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

State law provides that the employer contribution rates for KPERS 1 and KPERS 2 and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate and the statutory contribution rate was 8.39% for the fiscal year ended December 31, 2018. Contributions to the pension plan from the City were \$146,702 for the year ended December 31, 2018.

c. Net pension liability

At December 31, 2018, the City's proportionate share of the collective net pension liability reported by KPERS was \$1,355,976. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017, which was rolled forward to June 30, 2018. The City's proportion of the net pension liability was based on the ratio of the City's contributions to KPERS, relative to the total employer and non-employer contributions of the Local subgroup within KPERS. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in these financial statements.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at [www.kpers.org](http://www.kpers.org) or can be obtained as described above.

8. County Road No. 1 contract

In 2009, the City entered into an Interlocal agreement with Leavenworth County, Kansas to pay for the City's share of the cost of improvements to County Road No. 1. Under the \$1.5 million agreement, the City will pay \$100,000 each year for 10 years, with the final payment due on September 1, 2019. The remaining \$500,000 will be paid by the City from its share of development fees collected within the boundaries of the corridor, and is due no later than September 30, 2020.

9. Recreation Commission COP's

The City has entered into an Interlocal agreement with the Tonganoxie Recreation Commission (TRC) to open a line of credit. The recreation commission is assuming these payments as part of a lease purchase agreement with the city. The debt has been issued to purchase land for the construction of athletic facilities. The following is a summary of the changes in the line of credit for 2018:

<u>Issue</u>	<u>Beginning principal</u>	<u>Additions (reductions)</u>	<u>Ending principal outstanding</u>
TRC Lease	\$ 189,140	\$ (75,087)	\$ 114,053

10. Other post employment benefits

As provided by K.S.A. 12-5040, the local government allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually, the local government is subsidizing the retirees because each participant is charged a level of premium regardless of age. However, the cost of this subsidy has not been quantified in this financial statement.

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the government makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the federal government for this coverage. The premium is paid in full by the insured. There is no cost to the government under this program.

11. Subsequent event

Management has evaluated the effects on the financial statement of subsequent events occurring through the date of this report, which is the date at which the financial statement was available to be issued. In August 2018, two incidents occurred involving the Tonganoxie Police Department exposing the City to possible risk. Incident one was taken over by the City's insurance carrier and settled in July 2019 via mediation. The City paid a \$1,000 deductible for this claim to the risk pool per their coverage agreement. A complaint for incident two was filed with the Investigative Committee of the Kansas Commission on Peace Officers' Standards and Training. In June 2019, the Committee provided the City with notice that the investigation was closed with no further action. No other matters were noted.

CITY OF TONGANOXIE, KANSAS  
 Summary of Expenditures - Actual and Budget  
 Regulatory Basis  
 For the year ended December 31, 2018

Funds	Certified budget	Adjustment for qualifying budget credits	Total budget for comparison	Expenditures chargeable to current year	Variance - over (under)
Governmental type funds:					
General funds:					
General	\$ 2,867,783	\$ -	\$ 2,867,783	\$ 2,825,756	\$ (42,027)
Special purpose funds:					
Special parks and recreation	\$ 5,000	\$ -	\$ 5,000	\$ 2,335	\$ (2,665)
Special highway	\$ 357,100	\$ -	\$ 357,100	\$ 328,827	\$ (28,273)
Library operations	\$ 402,984	\$ -	\$ 402,984	\$ 392,718	\$ (10,266)
Transient guest tax	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ (1,500)
Debt service funds:					
Bond and interest	\$ 745,269	\$ -	\$ 745,269	\$ 646,578	\$ (98,691)
Capital projects fund	\$ 522,000	\$ -	\$ 522,000	\$ 399,425	\$ (122,575)
Business Funds:					
Water operations	\$ 1,299,100	\$ -	\$ 1,299,100	\$ 1,206,074	\$ (93,026)
Sewer operations	\$ 864,000	\$ -	\$ 864,000	\$ 798,254	\$ (65,746)
Sanitation	\$ 382,000	\$ -	\$ 382,000	\$ 374,285	\$ (7,715)
Storm water	\$ 40,000	\$ -	\$ 40,000	\$ 469	\$ (39,531)

CITY OF TONGANOXIE, KANSAS  
 GENERAL FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual	Budget	Variance - over (under)
<b>Cash receipts:</b>			
Taxes	\$ 1,525,403	\$ 1,615,434	\$ (90,031)
Intergovernmental	563,361	565,000	(1,639)
Licenses and permits	79,148	81,350	(2,202)
Fines and fees	164,916	200,400	(35,484)
Use of money and property	142,181	27,000	115,181
Charges for services	121,029	-	121,029
Miscellaneous	156,705	23,000	133,705
Transfers in	249,543	249,543	-
<b>Total cash receipts</b>	<b><u>3,002,286</u></b>	<b><u>\$ 2,761,727</u></b>	<b><u>\$ 240,559</u></b>
<b>Expenditures:</b>			
Administration	393,685	\$ 344,162	\$ 49,523
Code enforcement	74,602	72,506	2,096
City planning and development	17,811	30,000	(12,189)
Police department	1,058,902	1,124,323	(65,421)
Fire department	663,979	708,630	(44,651)
Highway and streets	322,027	326,490	(4,463)
Swimming pool	147,526	144,277	3,249
Court services	123,621	117,395	6,226
Animal control	21,198	-	21,198
Mayor and council	2,405	-	2,405
Debt management	-	-	-
<b>Total expenditures</b>	<b><u>2,825,756</u></b>	<b><u>\$ 2,867,783</u></b>	<b><u>\$ (42,027)</u></b>
Receipts over (under) expenditures	176,530		
Unencumbered cash, beginning of year	<u>531,095</u>		
Unencumbered cash, end of year	<u><u>\$ 707,625</u></u>		

CITY OF TONGANOXIE, KANSAS  
SPECIAL PARKS AND RECREATION FUND  
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
REGULATORY BASIS  
For the Year Ended December 31, 2018

	Actual	Budget	Variance - over (under)
Cash receipts:			
Intergovernmental	\$ 4,344	\$ 5,000	\$ (656)
Total cash receipts	<u>4,344</u>	<u>\$ 5,000</u>	<u>\$ (656)</u>
Expenditures:			
Contractual services	1,335	\$ 4,600	\$ (3,265)
Commodities	<u>1,000</u>	400	<u>600</u>
Total expenditures	<u>2,335</u>	<u>\$ 5,000</u>	<u>\$ (2,665)</u>
Receipts over (under) expenditures	2,009		
Unencumbered cash, beginning of year	<u>13,693</u>		
Unencumbered cash, end of year	<u>\$ 15,702</u>		

CITY OF TONGANOXIE, KANSAS  
 SPECIAL HIGHWAY FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual	Budget	Variance - over (under)
Cash receipts:			
Intergovernmental	\$ 228,110	\$ 207,100	\$ 21,010
Transfers in	150,000	150,000	-
Total cash receipts	<u>378,110</u>	<u>\$ 357,100</u>	<u>\$ 21,010</u>
Expenditures:			
Capital outlay	328,827	357,100	(28,273)
Debt service	-	-	-
Total expenditures	<u>328,827</u>	<u>\$ 357,100</u>	<u>\$ (28,273)</u>
Receipts over (under) expenditures	49,283		
Unencumbered cash, beginning of year	<u>291,451</u>		
Unencumbered cash, end of year	<u>\$ 340,734</u>		

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CITY OF TONGANOXIE, KANSAS  
 LIBRARY OPERATIONS FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Current year		
	Actual	Budget	Variance - over (under)
Cash receipts:			
Taxes	\$ 346,164	\$ 336,767	\$ 9,397
Reimbursements	38,927	51,600	(12,673)
Total cash receipts	<u>385,091</u>	<u>\$ 388,367</u>	<u>\$ (3,276)</u>
Expenditures:			
Contractual services	392,718	402,984	(10,266)
Total expenditures	<u>392,718</u>	<u>\$ 402,984</u>	<u>\$ (10,266)</u>
Receipts over (under) expenditures	(7,627)		
Unencumbered cash, beginning of year	<u>14,410</u>		
Unencumbered cash, end of year	<u>\$ 6,783</u>		

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CITY OF TONGANOXIE, KANSAS  
 POLICE EQUIPMENT RESERVE FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Fines and fees	\$ 6,050
Grants and donations	-
Reimbursements	17,982
Miscellaneous	482
Total cash receipts	24,514
Expenditures:	
Commodities	1,918
Capital outlay	8,789
Automotive equipment	20,293
Total expenditures	31,000
Receipts over (under) expenditures	(6,486)
Unencumbered cash, beginning of year	35,756
Unencumbered cash, end of year	\$ 29,270

\* This fund is not statutorily required to be budgeted. See Note 2a.

CITY OF TONGANOXIE, KANSAS  
 FIRE EQUIPMENT RESERVE FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Special assessments	\$ 93,113
Total cash receipts	93,113
Expenditures:	
Contractual services	69,731
Capital outlay	11,095
Debt service	-
Total expenditures	80,826
Receipts over (under) expenditures	12,287
Unencumbered cash, beginning of year	115,847
Unencumbered cash, end of year	\$ 128,134

\* This fund is not statutorily required to be budgeted. See Note 2a.

CITY OF TONGANOXIE, KANSAS  
 LAW ENFORCEMENT TRUST FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Seizures & forfeitures	\$ 9,689
Total cash receipts	9,689
Expenditures:	
Contractual services	5,138
Total expenditures	5,138
Receipts over (under) expenditures	4,551
Unencumbered cash, beginning of year	1,706
Unencumbered cash, end of year	\$ 6,257

\* This fund is not statutorily required to be budgeted. See Note 2a.

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CITY OF TONGANOXIE, KANSAS  
 TRANSIENT GUEST TAX FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

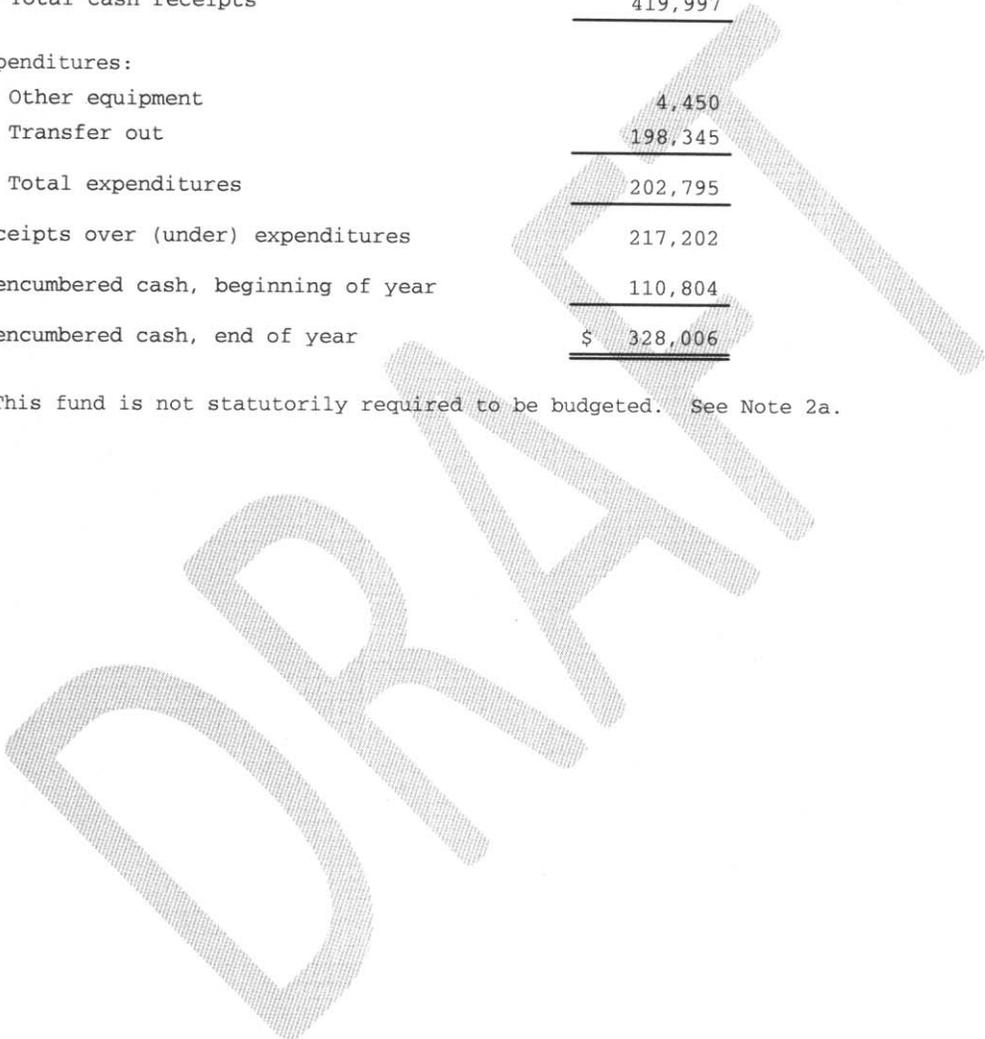
	Actual	Budget	Variance - over (under)
Cash receipts:			
Intergovernmental	\$ 1,292	\$ 1,500	\$ (208)
Total cash receipts	<u>1,292</u>	<u>\$ 1,500</u>	<u>\$ (208)</u>
Expenditures:			
Contractual services	-	\$ 1,500	\$ (1,500)
Total expenditures	<u>-</u>	<u>\$ 1,500</u>	<u>\$ (1,500)</u>
Receipts over (under) expenditures	1,292		
Unencumbered cash, beginning of year	<u>2,243</u>		
Unencumbered cash, end of year	<u>\$ 3,535</u>		

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CITY OF TONGANOXIE, KANSAS  
 WATER PARK SALES TAX FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Sales tax	\$ 419,997
Total cash receipts	<u>419,997</u>
Expenditures:	
Other equipment	4,450
Transfer out	<u>198,345</u>
Total expenditures	<u>202,795</u>
Receipts over (under) expenditures	217,202
Unencumbered cash, beginning of year	<u>110,804</u>
Unencumbered cash, end of year	<u>\$ 328,006</u>

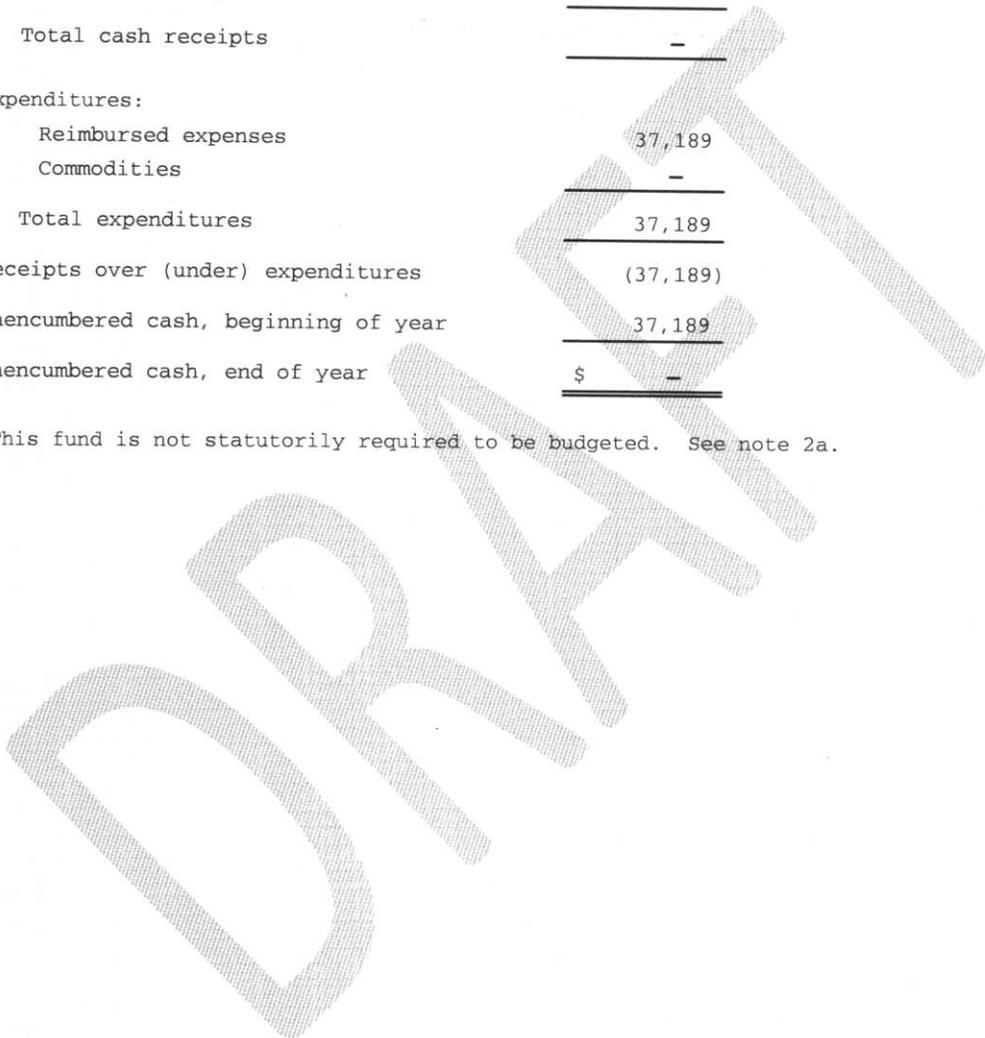
\* This fund is not statutorily required to be budgeted. See Note 2a.



CITY OF TONGANOXIE, KANSAS  
 INSURANCE PROCEEDS FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Fire insurance proceeds	\$ -
Total cash receipts	-
Expenditures:	
Reimbursed expenses	37,189
Commodities	-
Total expenditures	37,189
Receipts over (under) expenditures	(37,189)
Unencumbered cash, beginning of year	37,189
Unencumbered cash, end of year	\$ -

\*This fund is not statutorily required to be budgeted. See note 2a.



CITY OF TONGANOXIE, KANSAS  
 DEBT PROCEEDS FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Debt proceeds	\$ 3,809,490
Interest	39,111
Total cash receipts	3,848,601
Expenditures:	
Cost of issuance	55,484
Other professional services	3,250
Property acquisitions	192,922
Capital Improvements	21,417
Reimbursed expenses	-
Total expenditures	273,073
Receipts over (under) expenditures	3,575,528
Unencumbered cash, beginning of year	-
Unencumbered cash, end of year	\$ 3,575,528

\*This fund is not statutorily required to be budgeted. See note 2a.

CITY OF TONGANOXIE, KANSAS  
 GALLAGHER PARK FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Donations	\$ 400
Total cash receipts	400
Expenditures:	
Contractual services	-
Commodities	-
Total expenditures	-
Receipts over (under) expenditures	400
Unencumbered cash, beginning of year	15,241
Unencumbered cash, end of year	\$ 15,641

\*This fund is not statutorily required to be budgeted. See note 2a.

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CITY OF TONGANOXIE, KANSAS  
 FESTIVAL/EVENT FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Donations and fees	\$ 9,095
Charges (sales)	114
Reimbursed expense	3,535
Total cash receipts	12,744
Expenditures:	
Contractual services	288
Commodities	645
Rental of equipment	15,055
Advertising/publishing	323
Total expenditures	16,311
Receipts over (under) expenditures	(3,567)
Unencumbered cash, beginning of year	12,270
Unencumbered cash, end of year	\$ 8,703

\*This fund is not statutorily required to be budgeted. See note 2a.

CITY OF TONGANOXIE, KANSAS  
 BOND AND INTEREST FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual	Budget	Variance - over (under)
<b>Cash receipts:</b>			
Taxes	\$ 443,524	\$ 416,399	\$ 27,125
Bond Proceeds	1,069	\$ -	\$ 1,069
Reimbursed expense	82,139	\$ 82,138	\$ 1
Transfers in	48,345	200,000	(151,655)
<b>Total cash receipts</b>	<u>575,077</u>	<u>\$ 698,537</u>	<u>\$ (123,460)</u>
<b>Expenditures:</b>			
Debt service	646,578	745,269	(98,691)
<b>Total expenditures</b>	<u>646,578</u>	<u>\$ 745,269</u>	<u>\$ (98,691)</u>
Receipts over (under) expenditures	(71,501)		
Unencumbered cash, beginning of year	151,546		
Unencumbered cash, end of year	<u>\$ 80,045</u>		

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CITY OF TONGANOXIE, KANSAS  
 CAPITAL PROJECTS FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual	Budget	Variance - over (under)
Cash receipts:			
Intergovernmental	\$ 501,905	\$ 467,000	\$ 34,905
Transfers in	100,000	155,000	(55,000)
Total cash receipts	<u>601,905</u>	<u>\$ 622,000</u>	<u>\$ (20,095)</u>
Expenditures:			
Capital outlay	11,359	70,325	(58,966)
Debt service	388,066	451,675	(63,609)
Contingencies	-	-	-
Total expenditures	<u>399,425</u>	<u>\$ 522,000</u>	<u>\$ (122,575)</u>
Receipts over (under) expenditures	202,480		
Unencumbered cash, beginning of year	<u>353,746</u>		
Unencumbered cash, end of year	<u>\$ 556,226</u>		

CITY OF TONGANOXIE, KANSAS  
 CAPITAL RESERVE FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Grants and donations	\$ -
Total cash receipts	-
Expenditures:	
Contractual services	-
Total expenditures	-
Receipts over (under) expenditures	-
Unencumbered cash, beginning of year	915
Unencumbered cash, end of year	\$ 915

\* This fund is not statutorily required to be budgeted. See Note 2a.

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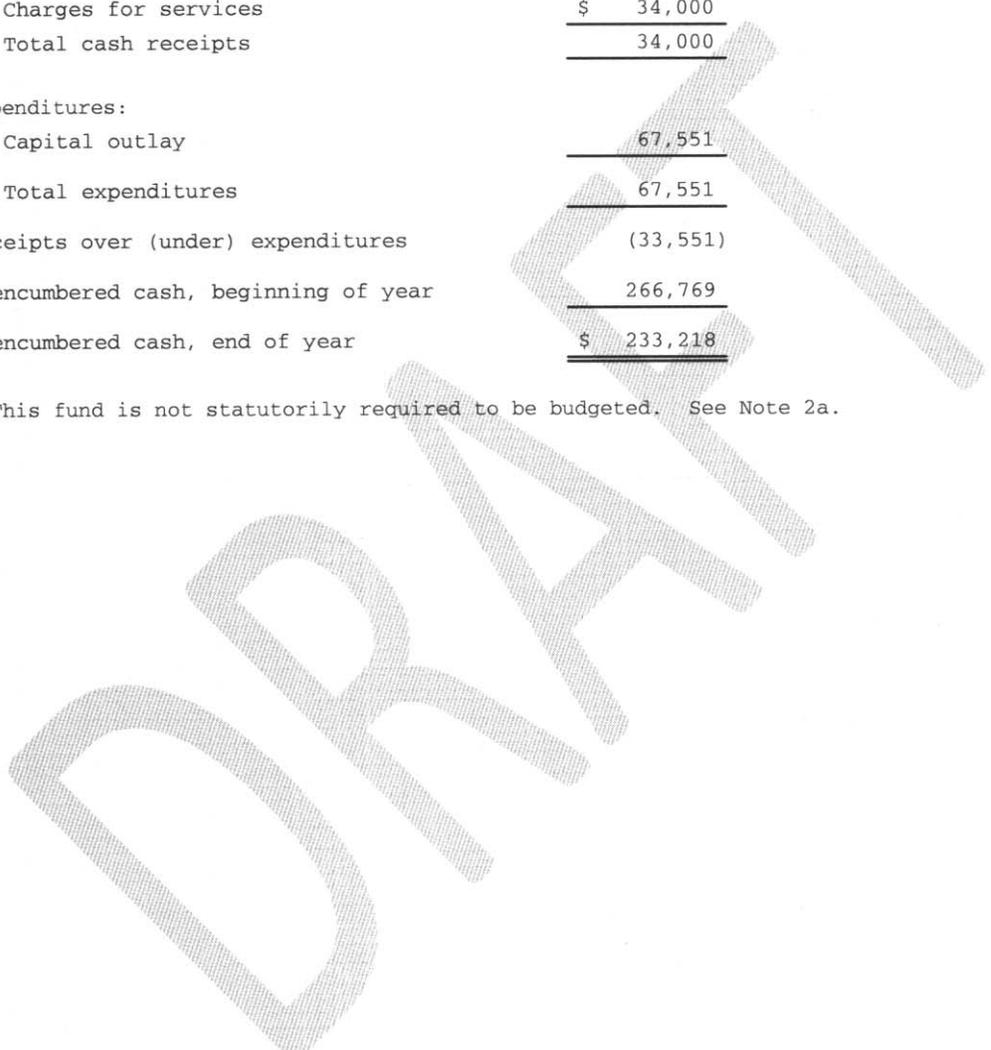
CITY OF TONGANOXIE, KANSAS  
WATER OPERATIONS FUND  
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
REGULATORY BASIS  
For the Year Ended December 31, 2018

	Actual	Budget	Variance - over (under)
Cash receipts:			
Charges for services	\$ 1,228,516	\$ 1,299,100	\$ (70,584)
Total cash receipts	<u>1,228,516</u>	<u>\$ 1,299,100</u>	<u>\$ (70,584)</u>
Expenditures:			
Production and distribution	774,659	867,685	(93,026)
Debt service	151,335	151,335	-
Transfers out	280,080	280,080	-
Total expenditures	<u>1,206,074</u>	<u>\$ 1,299,100</u>	<u>\$ (93,026)</u>
Receipts over (under) expenditures	22,442		
Unencumbered cash, beginning of year	<u>373,362</u>		
Unencumbered cash, end of year	<u>\$ 395,804</u>		

CITY OF TONGANOXIE, KANSAS  
 WATER CAPITAL IMPROVEMENT FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Charges for services	\$ 34,000
Total cash receipts	34,000
Expenditures:	
Capital outlay	67,551
Total expenditures	67,551
Receipts over (under) expenditures	(33,551)
Unencumbered cash, beginning of year	266,769
Unencumbered cash, end of year	\$ 233,218

\* This fund is not statutorily required to be budgeted. See Note 2a.



CITY OF TONGANOXIE, KANSAS  
 SEWER OPERATIONS FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual	Budget	Variance - over (under)
Cash receipts:			
Charges for services	\$ 840,401	\$ 864,000	\$ (23,599)
Total cash receipts	<u>840,401</u>	<u>\$ 864,000</u>	<u>\$ (23,599)</u>
Expenditures:			
Plant operating costs	401,966	\$ 465,512	\$ (63,546)
Capital outlay	38,800	41,000	(2,200)
Debt service	288,025	288,025	-
Transfers out	69,463	69,463	-
Total expenditures	<u>798,254</u>	<u>\$ 864,000</u>	<u>\$ (65,746)</u>
Receipts over (under) expenditures	42,147		
Unencumbered cash, beginning of year	<u>301,506</u>		
Unencumbered cash, end of year	<u>\$ 343,653</u>		

CITY OF TONGANOXIE, KANSAS  
 SEWER CAPITAL IMPROVEMENT FUND\*  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Charges for services	\$ 46,750
Total cash receipts	46,750
Expenditures:	
Capital outlay	40,878
Legal expenses	1,750
Total expenditures	42,628
Receipts over (under) expenditures	4,122
Unencumbered cash, beginning of year	300,263
Unencumbered cash, end of year	\$ 304,385

\* This fund is not statutorily required to be budgeted. See Note 2a.

CITY OF TONGANOXIE, KANSAS  
 SANITATION FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual	Budget	Variance - over (under)
<b>Cash receipts:</b>			
Charges for services	\$ 361,712	\$ 382,000	\$ (20,288)
Total cash receipts	<u>361,712</u>	<u>\$ 382,000</u>	<u>\$ (20,288)</u>
<b>Expenditures:</b>			
Personnel services	55,608	72,465	(16,857)
Contractual services	313,377	307,000	6,377
Computer equipment/software	5,300	2,535	2,765
Total expenditures	<u>374,285</u>	<u>\$ 382,000</u>	<u>\$ (7,715)</u>
Receipts over (under) expenditures	(12,573)		
Unencumbered cash, beginning of year	<u>122,124</u>		
Unencumbered cash, end of year	<u>\$ 109,551</u>		

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CITY OF TONGANOXIE, KANSAS  
 STORM WATER  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2018

	Actual	Budget	Variance - over (under)
Cash receipts:			
Charges for services	\$ 27,708	\$ 40,000	\$ (12,292)
Total cash receipts	<u>27,708</u>	<u>\$ 40,000</u>	<u>\$ (12,292)</u>
Expenditures:			
Contractual services	469	40,000	(39,531)
Total expenditures	<u>469</u>	<u>\$ 40,000</u>	<u>\$ (39,531)</u>
Receipts over (under) expenditures	27,239		
Unencumbered cash, beginning of year	-		
Unencumbered cash, end of year	<u>\$ 27,239</u>		

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CITY OF TONGANOXIE, KANSAS  
INDUSTRIAL PARK DEVELOPMENT FUND  
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
REGULATORY BASIS  
For the Year Ended December 31, 2018

	Actual
Cash receipts:	
Sale of property	417,112
Total cash receipts	417,112
Expenditures:	
Engineering services	91,682
Industrial park construction	1,183,926
Total expenditures	1,275,608
Receipts over (under) expenditures	(858,496)
Unencumbered cash, beginning of year	3,539,385
Unencumbered cash, end of year	\$ 2,680,889

\* This fund is not statutorily required to be budgeted. This fund is contained within the State budget forms. See Note 2a.

CITY OF TONGANOXIE, KANSAS  
 AGENCY FUNDS  
 Summary of Receipts and Disbursements  
 Regulatory Basis  
 For the year ended December 31, 2018

	Beginning cash balance	Receipts	Disbursements	Ending cash balance
Payroll clearing	\$ 23,355	\$ 1,966,774	\$ 1,939,293	\$ 44,856
Bail bonds	11,955	1,875	5,700	8,130
Certificate of deposit	4,223	17	-	4,240
Revolving loan	47,670	-	45,467	2,203
<b>Total agency funds</b>	<b>\$ 87,203</b>	<b>\$ 1,968,666</b>	<b>\$ 1,990,460</b>	<b>\$ 59,429</b>

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Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** October 7, 2019  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Ordinance 1477: Amending Water and Sewer Rates, System Development (Tap) Fees, and the City Water & Sewer Regulations Effective for the February 1, 2020 Billing Cycle

**DISCUSSION:**

**Rate Analysis**

In December 2018 the City Council authorized a contract with GettingGreatRates.com to complete a rate analysis. This rate analysis was the first comprehensive rate evaluation completed by the City of Tonganoxie in over 20 years. The rate analysis project was procured and prepared under the oversight of the Kansas Rural Water Association (KRWA) RATES Program, which offers an industry-standard, discounted approach to completing complex rate analysis in a fashion designed for smaller communities in Kansas.

Carl Brown, President of GettingGreatRates.com, brought over 30 years of expertise in developing rate analyses to his work with the City of Tonganoxie. He utilized a combination of data ranging from financial to water production/sewer treatment to produce models which illustrated how to set rates in a manner which would permit the utility to provide quality services to customers, maintain healthy fund balance, and plan for the long term stability of rate adjustments.

The model of the rate structure proposed as a result of the analysis is best described as “cost to serve.” This type of rate structure allows the utility to recover the costs associated with providing the utility, as well as allowing for an amount to be dedicated towards future infrastructure maintenance and expansion needs. The report was presented to the City Council by Carl Brown in May 2019, made available online in July 2019, and the findings within the report were utilized in the preparation of the 2020 Budget.

Link to 2019 Water and Sewer Rate Analysis Report: <http://www.tonganoxie.org/government/news/2019-water-and-sewer-utility-rate-analysis-report>.

**Proposed Adjustments**

The rate schedule proposed in the report includes changes from several elements of the City’s historic approach to setting water and sewer rates.

- Monthly Minimum Charges for Water & Sewer utilities to be set on the basis of meter size, or demand for capacity to be available within the utility
- Combination of the separate Debt Service Fee into the respective Water & Sewer Monthly Minimums
- System Development Fees (SDF), or tap/connection fees, to be set on the basis of meter size, or demand for capacity to be available within the utility
- Cessation of practice of charging “multiple minimums” for meters serving more than one residential or commercial space
- Removal of credit for 1,000 gallons usage currently applied within Monthly Minimums
- Changes in Unit Charge per 1,000 gallons from current rates
- Slight adjustment in payment for out of town consumers for SDF (connection fees)
- Adjustments proposed to take place effective with February 1, 2020 Utility Bill

**Proposed Water Rates**

<i>WATER Minimums by Meter Size</i>			
Meter Size	Minimum	Unit Charge Per 1,000 Gallons	System Development Fee
5/8"	\$ 18.73	\$ 6.32	\$ 3,000
3/4"	\$ 18.73	\$ 6.32	\$ 3,000
1"	\$ 30.68	\$ 6.32	\$ 3,538
1 1/2"	\$ 50.61	\$ 6.32	\$ 4,434
2"	\$ 74.51	\$ 6.32	\$ 5,510
2 1/2"	\$ 110.38	\$ 6.32	\$ 7,124
<b>3"</b>	<b>\$ 138.27</b>	\$ 6.32	\$ 8,917
<b>4"</b>	<b>\$ 209.99</b>	\$ 6.32	\$ 13,759
<b>6"</b>	<b>\$ 409.23</b>	\$ 6.32	\$ 25,952
<b>8"</b>	<b>\$ 648.32</b>	\$ 6.32	\$ 52,849
<b>10"</b>	<b>\$1,684.35</b>	\$ 6.32	\$ 77,953

**Proposed Sewer Rates**

<i>SEWER Minimums by Meter Size</i>			
Meter Size	Minimum	Unit Charge Per 1,000 Gallons	System Development Fee
5/8"	\$ 15.94	\$ 4.49	\$ 3,000
3/4"	\$ 15.94	\$ 4.49	\$ 3,000
1"	\$ 32.24	\$ 4.49	\$ 3,733
1 1/2"	\$ 59.40	\$ 4.49	\$ 4,956
2"	\$ 92.01	\$ 4.49	\$ 6,423
2 1/2"	\$ 140.91	\$ 4.49	\$ 8,624
<b>3"</b>	<b>\$ 178.94</b>	\$ 4.49	\$ 11,069
<b>4"</b>	<b>\$ 276.74</b>	\$ 4.49	\$ 17,670
<b>6"</b>	<b>\$ 548.42</b>	\$ 4.49	\$ 34,297
<b>8"</b>	<b>\$ 874.43</b>	\$ 4.49	\$ 70,973
<b>10"</b>	<b>\$2,287.14</b>	\$ 4.49	\$ 105,204

**Current Rates – all meter sizes considered equally**

Bill Category	Item Detail	Rate
Water	1st 1000 Gal.	\$ 11.46
	After 1st 1000	\$ 5.70
	Tap Fee	\$ 2,500
Sewer	1st 1000 Gal.	\$ 17.81
	After 1st 1000	\$ 4.59
	Tap Fee	\$ 2,750
Debt Service		\$ 11.50

**BUDGET IMPACT:**

The Fiscal Year 2020 Budget adopted in August 2019 included assumptions tied to revenue projections resulting from the Utility Rate Analysis Report. Failing to adopt a revised rate structure in line with the Report would result in less annual revenue and lower year end fund balance than was projected as part of the budget process, or the need to drastically adjust budgeted expenditures in the City's Water Operations, Sewer Operations, Water Capital Equipment, and Sewer Capital Equipment Funds.

**ACTION NEEDED:**

Make a motion to approve Ordinance 1477, amending Ordinance No. 1101 concerning the Use of Public and Private Sewers and Drains Regulations of the City of Tonganoxie, Kansas and Repealing Ordinance No. 1219; Amending the City of Tonganoxie Water and Sewer Regulations and Repealing Ordinance No. 1258; and Amending the Rates Charged For Water and Sewer Services and Repealing Ordinance No. 1429.

**ATTACHMENTS:**

Ordinance 1477

**cc:** George Brajkovic, City Manager

**ORDINANCE NO. 1477**

**AN ORDINANCE AMENDING ORDINANCE NO. 1101 CONCERNING THE USE OF PUBLIC AND PRIVATE SEWERS AND DRAINS REGULATIONS OF THE CITY OF TONGANOXIE, KANSAS AND REPEALING ORDINANCE NO. 1219; AMENDING THE CITY OF TONGANOXIE WATER AND SEWER REGULATIONS AND REPEALING ORDINANCE NO. 1258; AND AMENDING THE RATES CHARGED FOR WATER AND SEWER SERVICES AND REPEALING ORDINANCE NO. 1429.**

**WHEREAS**, the City of Tonganoxie, Kansas (the "City") operates a water utility which provides water to residential and commercial customers;

**WHEREAS**, the City operates a wastewater treatment works;

**WHEREAS**, the costs associated with operation, maintenance and management of the City-owned water and sewer utilities has exceeded the amount collected through the present rate schedule; and

**WHEREAS**, the Governing Body has determined that it advisable to amend the water and sewer rates.

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:**

**SECTION 1.** Existing Article IV, Section 2 of Ordinance No. 1101 (The Use of Public and Private Sewers and Drains Regulations of the City of Tonganoxie, Kansas) is hereby amended as follows:

Section 2 – The owner or the owner's agent shall make application to the City of Tonganoxie for sewer permits for residential, commercial or industrial service. Any plans and specifications and other information pertinent to the sewer connection shall supplement the application. A system development fee shall be paid to the City of Tonganoxie at the time the application is submitted based upon meter size in accordance with the Sewer Rates chart set forth in Section 4 of Ordinance No. 1477. (Ordinance 1477).

**SECTION 2.** Existing Article 1, Section 11 of the City of Tonganoxie Water and Sewer Regulations is hereby amended as follows:

Section 11. **PAYMENT BY IN TOWN CONSUMERS FOR WATER SERVICE CONNECTIONS:** The cost of water service connections for consumers within the city limits shall be paid at the time of application. The cost payable under this section shall be as follows:

- (A) A system development fee shall be paid to the City based upon meter size in accordance with the Water Rates chart set forth in Section 4 of Ordinance No. 1477.
- (B) All connections must meet City specifications. The property owner or the property owner's contractor must arrange with the City Superintendent for the inspection of the tap before it can be covered.

(Ordinance 1477).

**SECTION 3.** Existing Article 1, Section 12 of the City of Tonganoxie Water and Sewer Regulations is hereby amended as follows:

Section 12. **PAYMENT BY OUT-OF-TOWN CONSUMERS FOR WATER SERVICE CONNECTIONS:** The cost of water service connections for consumers outside the City limits shall be paid at the time of application. Only residential services that are outside the City limits will be allowed to hook up to the City's water. The cost payable under this section shall be as follows:

- (A) A system development fee shall be paid to the City based upon meter size at a rate of three (3) times the applicable amount in the Water Rates chart set forth in Section 4 of Ordinance No. 1477.
- (B) All connections must meet City specifications. The property owner or the property owner's contractor must arrange with the City Superintendent for the inspection of the tap before it can be covered.
- (C) A meter reading fee in an amount equal to twenty-five percent (25%) of the water charge, with a minimum monthly fee of Five Dollars and 00/100 (\$5.00), will be added to the bills of out-of-town consumers who are connected to the City water services.

(Ordinance 1477).

**SECTION 4.** The water and sewer rates and system development fee for each service shall apply to all consumers of City water and sewer services in accordance with the following charts:

**Water Rates**

<i>WATER Minimums by Meter Size</i>			
Meter Size	Minimum	Unit Charge Per 1,000 Gallons	System Development Fee
5/8"	\$ 18.73	\$ 6.32	\$ 3,000
3/4"	\$ 18.73	\$ 6.32	\$ 3,000
1"	\$ 30.68	\$ 6.32	\$ 3,538
1 1/2"	\$ 50.61	\$ 6.32	\$ 4,434
2"	\$ 74.51	\$ 6.32	\$ 5,510
2 1/2"	\$ 110.38	\$ 6.32	\$ 7,124
<b>3"</b>	<b>\$ 138.27</b>	\$ 6.32	\$ 8,917
<b>4"</b>	<b>\$ 209.99</b>	\$ 6.32	\$ 13,759
<b>6"</b>	<b>\$ 409.23</b>	\$ 6.32	\$ 25,952
<b>8"</b>	<b>\$ 648.32</b>	\$ 6.32	\$ 52,849
<b>10"</b>	<b>\$1,684.35</b>	\$ 6.32	\$ 77,953

**Sewer Rates**

<i>SEWER Minimums by Meter Size</i>			
Meter Size	Minimum	Unit Charge Per 1,000 Gallons	System Development Fee
5/8"	\$ 15.94	\$ 4.49	\$ 3,000
3/4"	\$ 15.94	\$ 4.49	\$ 3,000
1"	\$ 32.24	\$ 4.49	\$ 3,733
1 1/2"	\$ 59.40	\$ 4.49	\$ 4,956
2"	\$ 92.01	\$ 4.49	\$ 6,423
2 1/2"	\$ 140.91	\$ 4.49	\$ 8,624
<b>3"</b>	<b>\$ 178.94</b>	\$ 4.49	\$ 11,069
<b>4"</b>	<b>\$ 276.74</b>	\$ 4.49	\$ 17,670
<b>6"</b>	<b>\$ 548.42</b>	\$ 4.49	\$ 34,297
<b>8"</b>	<b>\$ 874.43</b>	\$ 4.49	\$ 70,973
<b>10"</b>	<b>\$2,287.14</b>	\$ 4.49	\$ 105,204

**SECTION 5.** That Ordinance Nos. 1219, 1258 and 1429 and any other ordinance in conflict herewith are hereby repealed.

**SECTION 6.** This Ordinance No. 1477 shall take effect with the billing to be mailed February 1, 2020 and after its passage and publication as provided by law.

**PASSED** by the Governing Body and **APPROVED** by the Mayor this 7<sup>th</sup> day of October, 2019.

**SEAL**

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Jason K. Ward, Mayor

ATTEST:

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Patricia C. Hagg, City Clerk

APPROVED AS TO FORM:

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Anna M. Krstulic, City Attorney



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** October 7, 2019  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Resolution 10-19-01: Contract 19-IT-001 with the Kansas Department of Commerce and Associated Electronic Transfer Forms for a CDBG Urgent Need Grant

**DISCUSSION:**

On September 18, 2019 the City received notice that the application for CDBG Urgent Need grant funding support to complete repairs to an aerial sanitary sewer encasement damaged due to flooding in March 2019 had been approved. Since the damages occurred, the City has developed a grant application, approved contingent contracts for grant administration services and engineering services, and cleared concrete debris from the site of the damage to mitigate the risk of additional damage to the sanitary sewer aerial line

The grant award amount totals \$347,500, which is over 92% of the total estimated project cost of \$350,000. A draft contract agreement with the Kansas Department of Commerce is attached for review, and draft Resolution 10-19-01 authorizes the Mayor and City staff to complete and execute the draft contract and associated electronic transfer forms required as part of the grant procedure. The draft contract outlines grant procedures, responsibilities, and reporting requirements. The City will also be aided in the grant administration process by Government Assistance Services, a contracted firm.

The timeline required from this point for the Urgent Need grant includes contract approval within 30 days of notice of award, construction initiation within 60 days of award, and completion of the project within 12 months of the contract date.

**BUDGET IMPACT:**

\$2,500 is the total projected contribution of the City towards the project. Adequate budget authority is available in the Sewer Capital Fund and Capital Projects Fund for this expenditure.

**ACTION NEEDED:**

Make a motion to approve Resolution 10-19-01, approving and authorizing the execution of the State of Kansas Grant Agreement No. 19-IT-001 between the City of Tonganoxie, Kansas and the State of Kansas Department of Commerce and authorizing execution of related Electronic Transfer Forms for the 2019 CDBG Urgent Need Sanitary Sewer Aerial Crossing Project.

**ATTACHMENTS:**

Resolution 10-19-01: Contract 19-IT-001 with the Kansas Department of Commerce and Associated Electronic Transfer Forms for a CDBG Urgent Need Grant

**cc:** George Brajkovic, City Manager

**RESOLUTION NO. 10-19-01**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF THE STATE OF KANSAS GRANT AGREEMENT NO. 19-IT-001 BETWEEN THE CITY OF TONGANOXIE, KANSAS AND THE STATE OF KANSAS DEPARTMENT OF COMMERCE AND AUTHORIZING EXECUTION OF RELATED ELECTRONIC TRANSFER FORMS FOR THE 2019 CDBG URGENT NEED SANITARY SEWER AERIAL CROSSING PROJECT.**

**WHEREAS**, the Kansas Department of Commerce (the "Commerce") has awarded a grant in the amount of Three Hundred Forty Seven Thousand Five Hundred Dollars (\$347,500) (the "CDBG Grant") to the City of Tonganoxie, Kansas (the "City") for improvements to an aerial sanitary sewer encasement damaged due to flooding in March 2019 (the "Project"); and

**WHEREAS**, the Project, located at 4<sup>th</sup> Street and vacated River Street, would promote the public good, health, and welfare within the City; and

**WHEREAS**, the Governing Body has determined that it is advisable to enter into the State of Kansas Grant Agreement No. 19-IT-001, attached hereto as **Exhibit A** (the "Grant Agreement"), with Commerce; and

**WHEREAS**, the Governing Body has determined that it is advisable to execute the electronic transfer forms required by Commerce for the CDBG Grant, attached hereto as **Exhibit B**.

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

**Section 1.** That the Governing Body hereby approves the Grant Agreement in substantially the form attached hereto.

**Section 2.** That the Mayor is hereby authorized to execute in the name of the City, the Grant Agreement and electronic transfer forms required by Commerce. The City Manager is hereby authorized to execute in the name of the City any documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

**Section 3.** This Resolution shall be effective upon adoption by the Governing Body.

**ADOPTED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE,  
KANSAS, AND APPROVED BY THE MAYOR ON THIS 7<sup>th</sup> DAY OF OCTOBER,  
2019.**

**SEAL**

---

Jason K. Ward, Mayor

ATTEST:

---

Patricia C. Hagg, City Clerk

**EXHIBIT A**

**STATE OF KANSAS GRANT AGREEMENT NO. 19-IT-001**

[Attached.]

STATE OF KANSAS  
GRANT AGREEMENT NO. 19-IT-001  
between the

STATE OF KANSAS  
DEPARTMENT OF COMMERCE

and the

**CITY OF TONGANOXIE**

**I. Grant Agreement**

A. This Grant Agreement, hereinafter called "Agreement," is between the State of Kansas, Department of Commerce, and its representative, hereinafter called "Department" and the **CITY OF TONGANOXIE**, Kansas, hereinafter called the "Grantee." This Agreement consists of the body and the following: CONDITION LETTER (attached hereto as Attachment A), SPECIAL CONDITIONS (attached hereto as Attachment B), and the Grantee's APPROVED PROJECT APPLICATION dated January 13, 2017, (attached and incorporated by reference as Attachment C, a copy of which shall be maintained and available in the Department's files) and the GRANTEE HANDBOOK (which is attached and incorporated by reference as Attachment D).

**II. Authority**

- A. This Agreement is financed in part through a grant provided to the Department by the United States Department of Housing and Urban Development (HUD) under Title I of the Federal Housing and Community Development Act of 1974, as amended (42 USC 5301 et. seq.), hereinafter called "the Federal Act." As provided in the Federal Act, the State of Kansas, through the Department, has elected to administer the federal program of Small Cities Community Development Block Grants.
- B. The Department, in accordance with the provisions of K.S.A. 74-5001 et. seq., hereinafter called "the State Act," has approved the application of the Grantee and awarded funds for the purpose of supporting the Grantee's Community Development Program.
- C. In the event of changes in any applicable Federal regulations and/or law, this Agreement shall be deemed to be amended when required to comply with any law so amended.
- D. Federal Program – Community Development Block Grant Cluster (CDBG) (CFDA No. 14.228).

**III. Description of Activities**

Grantee agrees to perform, or cause to be performed, the work specified in the APPROVED PROJECT APPLICATION.

**IV. Period of Performance**

The period of performance for all activities assisted by this Agreement shall commence on **OCTOBER 1, 2019**, hereinafter called the "Commencement Date," and shall be complete on **SEPTEMBER 30, 2020**, hereinafter called the "Completion Date," except those activities required for close-out and final audit.

**V. Compensation**

- A. In consideration of the Grantee's satisfactory performance of the work required under this Agreement and the Grantee's compliance with the terms of this Agreement, the Department shall provide the Grantee the total sum of **\$347,500** in Community Development Block Grant funds. Such funds shall be used by the Grantee in accordance with the Activities listed and budgeted on the APPROVED PROJECT APPLICATION and the CONTRACT PROJECT BUDGET FORM.
- B. In addition, the Grantee shall provide **\$2,500** in other sources of funds to this Community Development Program and such funds shall be used by the Grantee in accordance with the Activities and budget on the APPROVED PROJECT APPLICATION.
- C. It is expressly understood and agreed that in no event will the total program funds provided by the Department exceed the sum of **\$347,500**. Any additional funds required to complete the program activities set forth in this Agreement will be the sole responsibility of the Grantee, and not the responsibility of the Department.

- D. The Grantee understands that this Agreement is funded in whole or in part by federal funds. In the unlikely event the federal funds supporting this Agreement become unavailable or are reduced, the Department may terminate or amend this Agreement and will not be obligated to pay the Grantee from State revenues.
- E. It is hereby agreed that funds committed to be provided by the Department are conditioned upon the availability and use of funds to be provided by the Grantee from other sources. In the event any portion of the funds required to be provided by the Grantee pursuant to subsection (B) of paragraph V. are not made available or used for activities as listed and budgeted, the Department may, in its discretion, withdraw or reduce proportionately the funds to be provided to the Grantee pursuant to subsection (A) of paragraph V.
- F. The Grantee shall not anticipate future funding from the Department beyond the duration of this Agreement and in no event shall this Agreement be construed as a commitment by the Department to expend funds beyond the termination of this Agreement.

#### **VI. Indemnification**

The Grantee shall indemnify, defend, and hold harmless the State and its officers and employees from any liabilities, claims, suits, judgments, and damages arising as a result of the performance of the obligations under this Agreement by the Grantee or any subgrantee, contractor, subcontractor, or person. The liability of the Grantee under this Agreement shall continue after the termination of the Agreement with respect to any liabilities, claims, suits, judgments, and damages resulting from acts occurring prior to termination of this Agreement.

#### **VII. Obligations of Grantee**

- A. All of the activities required by this Agreement shall be performed by personnel of the Grantee or by third parties (subgrantees, contractors, or subcontractors) under the direct supervision of the Grantee and in accordance with the terms of written contracts. Any such contracts may be made subject to approval by the Department.
- B. Except as may otherwise be provided in the SPECIAL CONDITIONS, the Grantee may subgrant, contract, or subcontract any of the work or services covered by this Agreement.
- C. The Grantee shall remain fully obligated and liable under the provisions of this Agreement, notwithstanding its designation of any third party or parties for the undertaking of all or any of the program being assisted under this grant.
- D. The Grantee shall require any third party to comply with all lawful requirements necessary to insure that the program is carried out in accordance with this Agreement.
- E. The Grantee shall comply with all timelines for completion of Grantee's Environmental Review and contracting responsibilities as established by the Department in the CONDITION LETTER.

#### **VIII. Environmental Review Compliance**

- A. The obligation and utilization of the funding assistance is subject to the requirements for a release of funds by the State under the Environmental Review procedures at 24 CFR Part 58 for any activities requiring such release.
- B. The Grantee agrees to assume all of the responsibilities for Environmental Review, decision making and action, as specified and required in Section 104(g) of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383), as amended. The Grantee shall not allow any subrecipient to assume the grantee's Environmental Review responsibilities.

#### **IX. Program Costs**

- A. The Grantee may only incur such costs as are reasonable and necessary to the Grantee's Program and as are allowable under the Department's Procedures (2 CFR Part 200). Cost items not specifically authorized may only be incurred after written approval by the Department.
- B. Cash and in-kind contributions made by the Grantee shall follow the criteria established by the Department's Procedures.

- C. The total "Small Cities CDBG Funds" expended for "Administration" shown in the Contract Project Budget Form shall not exceed the approved amount unless amended by all parties to this contract.
- D. The Grantee shall not incur costs on any program activity until the Environmental Review required by 24 CFR 58 has been completed and the Department has issued the "Notice of Release of Funds."
- E. Any program activities performed by the Grantee in the period between notification of award and execution of this Agreement shall be performed at the sole risk of the Grantee. In the event this agreement should not become effective, the Department shall be under no obligation to pay the Grantee for any costs incurred or monies spent in connection with program activities, or to otherwise pay for any activities performed during such period. However, upon execution of this Agreement, all Program Costs incurred in connection with approved activities performed during this period shall be reimbursed in accordance with the terms and conditions of this Agreement.
- F. Grant funds may not, without advance written approval by the Department, be obligated after the Completion Date except for those activities required for close-out. Obligations incurred prior to and still outstanding as of the Completion Date shall be liquidated within ninety (90) days.
- G. At any time during the period of performance under this Agreement, and upon receipt of the progress and financial reports, Final Program Report or Final Audit Report, the Department may review all Program Costs incurred by the Grantee and all payments made to date. Upon such review the Department shall disallow any items of expense which are not determined to be allowable or are determined to be in excess of approved expenditures; and shall, by written notice specifying the disallowed expenditures, inform the Grantee of any such disallowance.
- H. If the Department disallows costs for which payment has not yet been made, it shall refuse to pay such costs. If payment has been made with respect to costs which are subsequently disallowed, the Department may deduct the amount of disallowed costs from any future payments under this Agreement or require that the Grantee refund the amount of the disallowed costs.

**X. Requisition of Grant Funds**

- A. Requisitions for cash advances shall be made on the established forms and shall not ordinarily be made more frequently than twice a month or in amounts less than \$3,000 and in no cases more than \$200,000.
- B. The Grantee shall establish procedures to insure that any amounts of cash in excess of the limits set forth in (A) above shall be expended within three (3) days of receipt of the funds in the depository account.
- C. Cash advances made by the Grantee to subgrantees shall conform substantially to the same standards of timing and amount as apply to the Grantee under this Agreement.
- D. Amounts withheld from contractor to assure satisfactory completion of work shall not be paid until the Grantee has received a final payment request from the contractor and has certified the work is complete and satisfactory.
- E. The Department may terminate advance financing and require the Grantee to finance its operations with its own working capital should it be determined that the Grantee is unwilling or unable to establish procedures to minimize the time lapsing between cash advances and disbursement. Payments to the Grantee would then be made only as reimbursement for actual cash disbursements.

**XI. Depositories for Program Funds**

- A. The Grantee shall maintain a separate record for money received under the Community Development Program. Into this fund shall be deposited:
  - 1. Moneys received from the Department.
  - 2. Program income earned through program activities.
- B. Any interest earned, prior to disbursement, on advances of grant funds shall be remitted to the State for subsequent return to the United States Treasury.

## **XII. Financial Management**

- A. Grantees shall establish and maintain a system which assures effective control over and accountability for all funds, property and other assets used in the Community Development Program.
- B. Grantees shall either adopt the system recommended by the Department or certify to the Department, in writing, prior to making the first requisition of funds that the alternative system proposed for use shall meet the following standards:
  - 1. Maintenance of separate accounting records and source documentation for the Community Development Program;
  - 2. Provision for accurate, current and complete disclosure of the financial status of the Program;
  - 3. Establishment of records of budgets and expenditures for each approved activity;
  - 4. Demonstration of the sequence and status of receipts, obligations, disbursements and fund balance;
  - 5. Provision of financial status reports in the form specified by the Department;
  - 6. Compliance with the Department's audit requirements (2 CFR Part 200); and
  - 7. Consistency with generally accepted accounting principles as specified by the Kansas Department of Administration, unless a waiver of GAAP has been received by the Grantee from the Kansas Director of Accounts and Reports.

## **XIII. Monitoring and Reporting**

- A. The Grantee shall monitor the activities of the Community Development Program, including those of contractors and subcontractors, to assure that all program requirements are being met.
- B. The Grantee shall submit progress and financial reports to the Department in accordance with the schedule set forth in the SPECIAL CONDITIONS. These reports shall be in a format prescribed by the Department.
- C. The Grantee shall submit a Final Program Report with the close-out no later than ninety (90) days following the Completion Date.
- D. From time to time, as requested in writing by the Department, the Grantee shall submit such data and other information as the Department may require.
- E. Failure to report as required or respond to requests for data or information in a timely manner may be grounds for suspension or termination of the Grant.

## **XIV. Procurement Procedures**

- A. The Grantee shall use established procurement procedures which reflect applicable State and local laws and regulations and the Department's Procedures for the establishment of procurement systems.
- B. These standards do not relieve the Grantee of any contractual responsibilities under its contracts. The Grantee is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements entered into support of a grant. These include but are not limited to source evaluation, protests, disputes, and claims.

## **XV. Bonding Requirements**

- A. When administering federal grants and subgrants, a Grantee may follow its own requirements and practices with respect to: (1) bonding of employees and contractors, and (2) insurance. Federal grantor agencies are not permitted to impose requirements beyond those listed below. The government-wide grants management common rule, "Uniform Administrative Requirements for Grants to State and Local Governments," contains bonding requirements only for circumstances when a grantee contracts for construction or facility improvement (including alteration and renovation) and the bids and contracts exceed \$25,000. The following types of bonds are required in the "Procurement" section of the common rule:

- A 100 percent “performance bond” on the part of the contractor to secure fulfillment of all the contractor’s obligations under the contract; and
  - A 100 percent “payment bond” on the part of the contractor to assure payment, as required by law, of all persons supplying labor and materials as part of work provided under the contract.
- B. The Department reserves the right to promulgate and enforce bonding procedures and requirements applicable to any project.
- C. All bonds shall be procured from a surety company registered and licensed to do business in the State of Kansas and countersigned by its Kansas resident agent.

**XVI. Program Income**

- A. Program Income, as defined in the Final Statement, means gross income earned by the Grantee from activities supported by grants made by the Department under the provisions of the Federal Act, or as otherwise defined by the Department.
- B. All Program Income from a project funded by this Agreement may be retained by the Grantee (unless specified as a Special Condition to this agreement) and shall be added to funds committed to the support of the program established by this Agreement or for such eligible program activities as may be authorized by the Department. This income shall be disbursed to the maximum extent feasible prior to requisitioning additional funds under this agreement.

**XVII. Program Close-out Procedures**

- A. Program close-out is the process by which the Department determines that all applicable administrative and financial actions and all required work of the program including audit and resolution of audit findings have been completed or that there are no additional benefits likely to occur by continuation of program activities or costs. All findings from Department monitoring visits must be cleared prior to close-out.
- B. The Completion Date is the date specified in Section IV., Period of Performance, of this Agreement or amendment thereto, on which assistance ends for all program activities except those required to complete the close-out or the date on which the grant is suspended or terminated.
- C. The Grantee shall submit to the Department close-out documents covering the entire program within ninety (90) days of completion date. Additionally, one copy must be placed where other program documents are available for public review, and at least one copy must remain in the Grantee’s files. The Department may grant extensions to the time for submission of these documents when so requested by the Grantee in writing.
- D. The Department retains the right to recover any appropriate amount of unobligated program funds.
- E. The Grantee shall account for any property acquired with grant funds, or received from the federal or state government in accordance with the Department’s property management procedures.

**XVIII. Termination for Convenience**

- A. The Department or Grantee may terminate the grant in whole, or in part, when both parties agree that the continuation of the program would not produce beneficial results commensurate with the further expenditure of funds.
- B. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated.
- C. The Grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Grantee shall be allowed full credit for noncancelable obligations, property incurred prior to termination.

### **XIX. Suspension or Termination-for-Cause**

- A. The Department may suspend the grant, in whole or in part, at any time during the Grant Period, and upon reasonable notice to the Grantee withhold further payments or prohibit the Grantee from incurring additional obligations of grant funds when it is determined that the Grantee has failed to substantially comply with the conditions of this Agreement. This will be done pending corrective action by the Grantee or a decision by the Department to terminate the grant. The Department shall allow all necessary and proper costs which the Grantee could not reasonably avoid during the period of suspension.
- B. The Department, after reasonable notice following procedures pursuant to Final Statement may terminate the grant, in whole or in part, at any time during the Grant Period when it is determined that the Grantee has failed to substantially comply with the conditions of this Agreement. The Department shall promptly notify the Grantee in writing, of the determination and the reasons for the termination, together with the effective date and may initiate procedures to recapture all funds advanced to Grantee.
- C. Payments made to the Grantee or recoveries by the Department under grants which have been suspended or terminated for cause shall be in accord with the legal rights and liabilities of the parties.

### **XX. Audit Requirements**

- A. The Grantee shall arrange for the performance of annual financial/compliance audits of the grant project. All audits must be performed by an independent qualified auditor. The audit period is identical with the Grantee's regular fiscal year. The audit(s) will be conducted in accordance with the requirements set forth in the audit section of the Kansas CDBG Handbook, which are based on 2 CFR Part 200.
  - 1. If the local government expends \$750,000 or more of Federal grant assistance from all programs, it must have an annual audit performed in accordance with 2 CFR Part 200. An audit is a financial and compliance audit that covers the entire operations of the local government, rather than being limited to the CDBG project or other Federal grants.
  - 2. If the local government expends less than \$750,000 in a fiscal year, it will be the option of the Department of Commerce to determine if a project specific audit will be required. If such audit is required, it will be procured and paid for by the Department.
  - 3. Grantee's will be required to submit the "audit information form" to the Department of Commerce each fiscal year. This form must be submitted to the Department by or before May 15th of each fiscal year.
- B. Grantees are required to submit one copy of a fiscal year audit report covering the program. The audit reports shall be sent within 30 days after the completion of the audit, but no later than the nine months after the end of the audit period unless agreed to by the Department.
- C. If any expenditures are disallowed as a result of the Final Audit Report, the obligation for reimbursement to the Kansas Small Cities Community Development Block Grant Program shall rest with the Grantee.

### **XXI. Retention of and Access to Records**

- A. Financial records, supporting documents, statistical records, and all other records pertinent to this program shall be retained in accordance with the Department's Procedures.
- B. Authorized representatives of the Department, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office shall have access to all books, accounts, records, reports, files, papers, things, or property belonging to, or in use by, the Grantee pertaining to the administration of these grants and the receipt of assistance under the Small Cities CDBG program as may be necessary to make audits, examinations, excerpts, and transcripts for a period of three years after the entire State CDBG grant year you were awarded from has been closed out by HUD.
- C. Any contract or agreement entered into by the Grantee shall contain language comparable to subsection (B) so as to assure access by authorized parties to the pertinent records of any subgrantee, contractor, or subcontractor.

## **XXII. Conflict of Interest**

- A. In the procurement of supplies, equipment, construction and services by Grantees and subgrantees, the conflict of interest provisions of the Kansas Department of Commerce as provided at 2 CFR Part 200 shall apply.
- B. No member of the Governing Body, officer or employee of the Grantee, or its designees or agents, or any other person who exercises any functions or responsibilities with respect to the program assisted by this Agreement during his tenure or for one year thereafter, shall have any direct interest in any contract or subcontract, or the proceeds thereof, for the work to be performed in connection with the program.
- C. The Grantee shall incorporate, or cause to be incorporated, in all third party agreements, a provision prohibiting such interest pursuant to the purpose of this Section.
- D. The Grantee shall not employ, nor shall permit any third party to employ any employee of the Department.

## **XXIII. Equal Opportunity**

In addition to all equal opportunity provisions and the Assurances incorporated by reference herein, the Grantee agrees to comply with all of the requirements of the Kansas Acts Against Discrimination relating to fair employment practices, to the extent applicable and shall cause the foregoing provisions to be inserted in all contracts with third parties for any work covered by this Agreement so that such provisions will be binding upon such third parties.

Grantee will conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq., as amended) and the Fair Housing Act (42 USC 3601-20) and will affirmatively further fair housing.

## **XXIV. Waiver of Enforcement**

A waiver by the Department of the right to enforce any provision of this Agreement shall not be deemed a waiver of the right to enforce each and all of the provisions herein.

## **XXV. Reversion of Assets**

- A. Consistent with the provisions at 24 CFR 570.703, the Grantee shall transfer any CDBG funds on hand at the time of expiration of the Agreement and any accounts receivable attributable to the use of CDBG funds to the Department.
- B. Any real property under the Grantee's control that was acquired or improved in whole or in part with CDBG funds in excess of \$25,000 shall be used for its original intended purpose for five years after expiration of the agreement. Should the Grantee fail to utilize said property for its intended purpose, the Grantee shall pay the Department an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property.

## **XXVI. Budget Amendments and Other Changes**

- A. During the implementation of the grant project, the Grantee may revise the CDBG activities amounts in the CONTRACT PROJECT BUDGET FORM; provided that:
  - 1. The cumulative effect of the revision is to not make line item budget transfers which exceed ten percent of the total grant or \$10,000 cumulative of CDBG monies, whichever is less.
  - 2. The change does not increase any professional services of the CDBG approved budget;
  - 3. The change will not significantly change the scope, location or objectives of the approved activities; and
  - 4. The change does not add or eliminate any activity.
- B. Any such changes to this Agreement shall constitute an amendment, including time extension of the completion date.

C. The Grantee shall notify the Department if, through the use of other funds, there is an intention to expand, enhance or add to the scope of the program covered by the Agreement, or there is a proposal to undertake activities that will have an impact upon the buildings, areas or activities of this program. The Department reserves the right to require an amendment to this Agreement if such is deemed necessary.

D. Amendments to the terms and conditions of this Agreement shall not become effective unless reduced to writing, applicable standard forms submitted in duplicate, passed by Resolution of the governing body, and signed by the duly authorized representative of the Grantee, and signed by the Department.

E. I hereby certify that I have knowledge of all activities in the above-referenced grant. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. By accepting the above-referenced grant award, I certify that no portion of the above grant award violates this regulation.

*Copies or originals of all CDBG recipient files and documentation must be maintained at the recipient's principal place of business.*

We, the undersigned, have read and understood the above document and hereby agree to the terms and conditions contained herein.

DATED BY THE DEPARTMENT OF COMMERCE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

STATE OF KANSAS  
DEPARTMENT OF COMMERCE

By: \_\_\_\_\_  
CDBG Program  
Kansas Department of Commerce

By: \_\_\_\_\_  
Notary Public, State of Kansas

CITY OF TONGANOXIE Kansas  
(Grantee)

By: \_\_\_\_\_  
(Name) (Title)

(SEAL)

ATTEST: \_\_\_\_\_  
(For the Grantee)

## SPECIAL CONDITIONS

In addition to the general terms and conditions of this Agreement, the Grantee and the Department hereby agree to the following Special Conditions:

1. As provided in Section IX., Program Costs, F., the Notification of Award for the grant under this Agreement is dated **SEPTEMBER 16, 2019**.
2. As provided in Section XIII., Monitoring and Reporting, B., the Grantee shall submit Quarterly Progress Reports to the Department. The reporting periods consist of January/February/March, April/May/June, July/August/September and October/November/December. Quarterly Progress Reports are to be submitted to the Department on or before ten (10) days after the end of each quarter. A Quarterly Progress Report shall be submitted for each quarter, or portion thereof, during the Period of Performance as provided in Section IV. Any extension of time approved by the Department will require additional Quarterly Progress and Financial Reports to be submitted in accordance with the above-referenced schedule.
3. As provided in Section IV., Period of Performance, all activities assisted by this Agreement shall be completed on **SEPTEMBER 30, 2020** except for those activities required to close out the program, such as the Final Program Report and the Final Audit Report.
4. As provided in Section XIII., Monitoring and Reporting, C., the Grantee shall submit a Final Program Report to the Department on or before **DECEMBER 31, 2020**.
5. The Grantee shall not use funds that have been granted by HUD under the Federal Act, or which may have been accrued as a consequence of activities supported with such grant funds (program income), in whole or in part for the support of the Activities covered by this Grant Agreement without first having secured the express written approval of HUD.
6. The Grantee shall be permitted to satisfy the program audit requirements of Section XX., Audit Requirements, by conducting a single municipal government-wide financial audit at the time of an annual audit provided for by Kansas law. Said audit will be completed on or before September 30 of each year the grant is open and one year after the grant is closed. Grantees receiving federal assistance in any fiscal year must have an audit made in accordance with 2 CFR Part 200 for such fiscal year unless exempted under 2 CFR Part 200. Those Grantees having expended \$750,000 or more of total federal funds from all sources must have an annual audit.
7. Will require each unit of local government to be distributed Title I funds to adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101-144, (the 1990 HUD Appropriations Act) and prohibiting the barring of entrance or exit to any facility or location which is the subject of such demonstration (Cranston-Gonzales National Affordable Housing Act).
8. In addition to the above certifications, the undersigned also makes the certification required which is attached regarding Lobbying.

## CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official

Grantees are required to keep records until three years after the entire CDBG grant year from HUD has been closed out.

GRANTEE NAME: Tonganoxie

GRANT NUMBER: 19-IT-001

ACTIVITY	CDBG FUNDS	OTHER FUNDS	SOURCE OF OTHER FUNDS	TOTAL COST
1. Public Facilities/Construction				
a. Water/Lines/Treatment				\$ -
b. Sewer/Lines/Treatment	\$ 282,514			\$ 282,514
c. Street Improvements				\$ -
d. Drainage/Flood				\$ -
e. Center/Facility				\$ -
f. Other (Identify)				\$ -
g. Acquisition, including easements				\$ -
h. Engineering Design	\$ 31,421			\$ 31,421
i. Construction Inspection	\$ 23,565			\$ 23,565
j. Architectural Services				\$ -
k. Other Professional Services				\$ -
<b>Public Facility Activities Total</b>	\$ 337,500	\$ -		\$ 337,500
2. Housing Activities				
a. Housing Rehabilitation				\$ -
b. Lead-Based Paint Activities				\$ -
c. Demolition				\$ -
d. Acquisition				\$ -
e. Relocation				\$ -
f. New Construction				\$ -
g. Housing Inspection				\$ -
<b>Housing Activities Total</b>	\$ -	\$ -		\$ -
3. Administration				\$ -
a. Administrative Activities	\$ 10,000			\$ 10,000
b. Legal		\$ 2,500	City of Tonganoxie	\$ 2,500
c. Audit				\$ -
<b>Administration Total</b>	\$ 10,000	\$ 2,500		\$ 12,500
<b>ALL ACTIVITIES TOTAL</b>	\$ 347,500	\$ 2,500		\$ 350,000

**EXHIBIT B**

**ELECTRONIC TRANSFER FORMS FOR CDBG GRANT**

[Attached.]

Department of Commerce  
Business and Community Development  
1000 S.W. Jackson St., Suite 100  
Topeka, KS 66612-1354



Phone: (785) 296-5298  
Fax: (785) 296-3490 TTY: 711  
[KansasCommerce.gov](http://KansasCommerce.gov)

David C. Toland, Secretary

Laura Kelly, Governor

September 18, 2019

The Honorable Jason Ward  
Mayor, City of Tonganoxie  
526 East 4th Street  
PO Box 326  
Tonganoxie, KS 66086

RE: Grant No. 19-IT-001

Dear Mayor Ward:

Congratulations on being selected to receive a 2019 Urgent Need Community Development Block Grant. This grant will be used to repair an aerial sanitary sewer encasement damaged due to flooding in March 2019.

The City's application was approved for \$347,500. Added to the local contribution of \$2,500, the total estimated project cost will be \$350,000. Enclosed are two copies of the completed Contract Agreement. Please sign, attest, and seal both copies and return to your field representative. A fully executed copy will be forwarded to you for your files. Please complete and submit the electronic transfer forms as soon as possible. Copies of the forms are enclosed. You can find the Grantee Handbook on our website at [KansasCommerce.gov/CDBG](http://KansasCommerce.gov/CDBG).

The timeline in our Urgent Need Application and Guidelines states, **"Timeliness: Grantees will have a signed contract with the state within 30 days of notice of award. Project construction will be initiated within 60 days of award. Failure to meet these time frames may result in withdrawal of grant award by Commerce. All projects should be designed and scheduled to be completed within 12 months of the project commencement date."** The Grantee must ensure that they will be under contract within 30 days and construction will begin within 60 days from the date of this award. The Grantee must follow this guideline.

Before any funds are released to the City, an environmental review must be completed including clearance from the Kansas Historical Society.

If you have any questions, please contact your Field Representative, Ginny Eardley, at (785) 296-3610.

Sincerely,

A handwritten signature in cursive script that reads "David C. Toland".

David C. Toland  
Secretary

DT:GE:cav  
Enclosures

Automated Clearing House (A.C.H) accounts are required. Both the “Designation of Depository: Direct Deposit” and “Authorization for Electronic Deposit of Vendor Payment” forms must be on file with the Kansas Department of Commerce before any requests for payment of CDBG funds will be processed. The bank information including the ABA and account number on the forms must match. A copy of a voided check with the same ABA and account number must accompany the bank forms.

Early submission of these forms is recommended so as not to hold up payments.

Designation of Depository: Direct Deposit is required on each grant.

### **Authorization for Electronic Deposit of Vendor Payment**

Check over the vendor information just above Section A for accuracy. **Be sure to put in the street address AND the PO Box (if the grantee has one).** Fill in the Telephone number and contact person. Complete Section A and **attach a copy of a voided check for the account.**

### **Designation of Depository: Direct Deposit**

Section 1 is completed by the grantee and signed by the Grantee’s Chief Elected Official. **Be sure both the street address AND the PO Box (if the grantee has one) are filled in.**

Section 2 is completed by the Bank.

# KANSAS DEPARTMENT OF COMMERCE

DESIGNATION OF DEPOSITORY: DIRECT DEPOSIT

Section 1: DESIGNATION		
GRANTEE City of Tonganoxie	Project No. Grant No. 19-IT-001	
STREET ADDRESS 526 E 4th Street	PO BOX 326	
CITY Tonganoxie	STATE Kansas	ZIP CODE 66086
Please check one of the following: <input type="checkbox"/> a special account has been established; or <input checked="" type="checkbox"/> the General account exists for the direct deposit of CDBG Funds at the following bank:		
BANK NAME First State Bank & Trust		
ADDRESS		
CITY	STATE	ZIP CODE
The account number to which all CDBG monies for this project will be deposited is:		
Bank's ABA NO. 101114303	ACCOUNT NO. 30287	
I certify that this is a non-interest bearing account which shall be maintained on a basis consistent with Fiscal Service, Treasury 31 CFR Ch. 11 Part 205.		
GRANTEE CHIEF ELECTED OFFICIAL'S TYPED NAME	Jason K. Ward, Mayor	DATE
SIGNATURE OF GRANTEE CHIEF ELECTED OFFICIAL:		
Section 2: CERTIFICATION BY DEPOSITORY		
<p>The account identified in Section 1 has been established with this bank. All necessary documentation including a power of attorney where necessary, which will enable this bank to receive CDBG funds directly from the State of Kansas to the account identified in Section 1 without any endorsement by the payee, has been received and is in this depository's custody.</p> <p>This depository's deposits are insured by: _____</p> <p>Appropriate collateral will be pledged by this bank any time that the depositor's balance exceeds this insurance limit.</p> <p>Immediately upon deposit of CDBG funds we will notify the grantee and, subsequently, provide a copy of the documentation of deposit. Monthly statements that show the checks payee name will be provided to the account holder.</p>		
AUTHORIZED BANK OFFICER'S TYPED NAME	DATE	
SIGNATURE OF AUTHORIZED BANK OFFICER:		

**AUTHORIZATION FOR ELECTRONIC DEPOSIT OF SUPPLIER PAYMENT**  
(Form must be completed by the Supplier. All fields are mandatory for completed sections.)

**Part I: Supplier Information**

SMART Supplier ID (Provided by state agency. Do not enter SSN or TIN.)			
SMART Supplier Name		Contact	
Street			
City		State	Zip
Telephone Number		Email	

**Part II: New Enrollments** All suppliers, individual and business, must include proof of checking or savings account (voided check, bank letter, or deposit slip).

Bank Name	Supplier Name as It Appears on Bank Account
Bank Routing Number	Account Number
Account Type (select one): <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account	

**Part III: Change in Banking Information** Complete all fields in Part II and Part III for a change in banking information.

Old Bank Name	Supplier Name as It Appears on Bank Account
Old Bank Routing Number	Old Account Number
Date of Recent Payment	Amount of Recent Payment

**Part IV: Signature of Supplier**

I, the undersigned, authorize the State of Kansas to originate future electronic deposit entries directly into my checking or savings account indicated above and to correct any errors which may occur from the transactions. I also authorize the Financial Institution to post these transactions to that account. This authorization is to remain in force until the State of Kansas receives written notice of cancellation from me. I certify under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Job Title \_\_\_\_\_

**Part V: Agency Certification (to be completed by state agency)**

I, the undersigned, certify that I have contacted this supplier and have verified the information is true and correct and that the contact is authorized to make account changes for the supplier.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

Agency Number \_\_\_\_\_ Agency Phone Number \_\_\_\_\_

Supplier Contact Name \_\_\_\_\_ Supplier Contact Phone/Email \_\_\_\_\_

**AUTHORIZED SIGNATURE FORM**

Grantee Name: \_\_\_\_\_ Grant No.: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**AUTHORIZED SIGNATURES FOR REQUEST FOR PAYMENT**

Typed Name and Title

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Typed Name and Title

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Typed Name and Title

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Typed Name and Title

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

I hereby certify that the above signatures are authorized to sign the Request for Payment of CDBG funds (Form No. RP-1).

Typed Name and Title

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Certifying Official)



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** October 7, 2019  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Consider Approval of Waste Water Treatment Plant Facility HVAC System Purchase

**DISCUSSION:**

The Waste Water Treatment Plant building at the City's Public Works Facility includes a heating and air conditioning unit that supports the offices housing the City's Operators and other parts of the facility with expensive pumps and equipment which require a moderate temperature to avoid damage during operation. The facility was constructed in 2005. Since completion, staff have been required to coordinate repairs or extensive maintenance on the heating and air conditioning units with local contractors on an almost annual basis in order to keep the unit operational and protect the assets inside the facility. Since 2016, the City has spent more than \$1,400 on service calls largely related to the heating and air conditioning unit.

In early September 2019, the air conditioner unit experienced a significant enough failure that complete replacement was a more cost effective action than additional maintenance. Based on the extensive maintenance history of the unit, potential efficiencies of new equipment, and potential for damage to assets in the facility due to extreme temperatures, installation of a new heating and air condition unit is proposed. Staff received quotes for replacement of the air conditioner system alone as well as both the heating and air conditioner system, and based on contextual factors and budget availability the recommendation of staff is to move forward with replacement of both components of the system.

In accordance with the City's Procurement Policy staff collected quotes from 3 vendors for replacement of the unit, and those quotes are summarized in the table below. Quotes are also attached for reference. Based on the quotes received, staff recommend advancing with Alltech Mechanical, LLC for the completion of this project.

***Quote Comparison***

<b>Vendor</b>	<b>Amount</b>	<b>Notes</b>
Alltech Mechanical, LLC	\$6,804.39	
Ladd Service Company	\$7,414.78	
Earl Bryant Heating & Cooling	\$7,075.00	

**BUDGET IMPACT:**

The City's Sewer Operations Fund and Sewer Capital Fund maintain adequate expenditure authority in 2019 to accommodate a purchase up to the projected expenditure of \$6,804.39 for this initiative.

**ACTION NEEDED:**

Make a motion to authorize staff to advance with the quote from Alltech Mechanical, LLC for an amount not to exceed \$6,804.39.

**ATTACHMENTS:**

Expenditure Justification Form & Bid Documents

**cc:** George Brajkovic, City Manager  
Kent Heskett, Public Works Director



# City of Tonganoxie

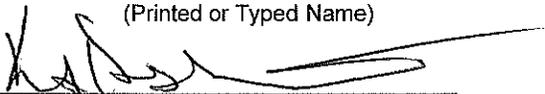
## EXPENSE JUSTIFICATION FORM

DATE: 9/21/2019

**REQUESTING DEPARTMENT:**

Public Works     Fire     Police     Administration

DEPARTMENT REPRESENTATIVE: Lloyd Wisdom  
(Printed or Typed Name)

DIRECTOR'S SIGNATURE: 

**PURPOSE OF EXPENSE:**

Heating and Air unit . Wastewater plant

**WHAT DATE SHOULD THE WORK BEGIN?**

**WHAT ARE THE CONSEQUENCES OF DELAYING THIS EXPENSE?**

These bids are for complete new units inside and outside.

**WHAT ALTERNATIVE METHODS OF THIS EXPENSE HAVE BEEN RULED OUT?**

N.A.

**LIST OF BIDS/QUOTES (Attached)**

Company Name	Amount
<u>Alltech Mech.</u>	\$ <u>\$6804.39</u>
<u>Ladd</u>	\$ <u>\$7414.78</u>
<u>Earl Bryant</u>	\$ <u>\$7075.00</u>

**Determination**

Approved     Denied

Authorized Signature:   
City Administrator

Requires city council approval?     Yes     No

**Alltech Mechanical LLC**  
**10651 Kaw Drive**  
**Unit 300**  
**Edwardsville, KS 66111**  
**P: 913.226.2696**  
**F: 913.745.8140**  
**E: info@repairkc.com**



<b>JOB:</b>	<b>BILL TO:</b>
Tonganoxie Sewer Plant 1536 E 4th St. Tonganoxie KS 66086	Tonganoxie Sewer Plant 1536 E 4th St. Tonganoxie KS 66086

**ESTIMATE**  
**0000025174**

DATE	P.O. #	STORE #
9/19/2019		Sewer Plant

WORK ORDER	TERMS	PREPARED BY:
	NET 30	

QTY	DESCRIPTION	PRICE EACH	AMOUNT
	ESTIMATED LABOR & MATERIAL TO REMOVE OLD TRANE R22 CONDENSING UNIT, EVAPORATOR COIL AND FURNACE AND INSTALL A NEW LENNOX R410A CONDENSING UNIT, EVAPORATOR COIL AND FURNACE. =====		
18.00	KANSAS LABOR REGULAR	89.00	1,602.00
1.00	LENNOX TSA060S4-460-2 5 TON CONDENSING UNIT	2,310.40	2,310.40
1.00	LENNOX CX35-60C-F R410A CASED EVAPORATOR COIL	711.49	711.49
1.00	LENNOX ML195UH110XP60C FURNACE	1,894.50	1,894.50
1.00	PUMP & TORCH	25.00	25.00
1.00	NITROGEN	15.00	15.00
1.00	REFRIGERANT RECOVERY SETUP	50.00	50.00
8.00	RECOVERY & DISPOSAL PER POUND	12.00	96.00
1.00	MISCELLANEOUS MATERIALS	100.00	100.00

ESTIMATES VALID FOR 30 DAYS FROM 9/19/2019

SUBTOTAL	\$6,804.39
SALES TAX	\$0.00
<b>TOTAL</b>	<b>\$6,804.39</b>

**Alltech Mechanical LLC**  
**10651 Kaw Drive**  
**Unit 300**  
**Edwardsville, KS 66111**  
**P: 913.226.2696**  
**F: 913.745.8140**  
**E: info@repairkc.com**



**JOB:**  
**Tonganoxie Sewer**  
**Plant**  
**1536 E 4th St.**  
**Tonganoxie KS 66086**

**BILL TO:**  
**City of Tonganoxie**  
**321 Delaware**  
**Tonganoxie KS 66086**

**ESTIMATE**  
**0000025142**

DATE	P.O. #	STORE #
9/13/2019		Sewer Plant

WORK ORDER	TERMS	PREPARED BY:
------------	-------	--------------

NET 30

QTY	DESCRIPTION	PRICE EACH	AMOUNT
	ESTIMATED LABOR & MATERIAL TO REMOVE OLD TRANE R22 CONDENSING UNIT AND EVAPORATOR COIL AND INSTALL A NEW LENNOX R410A CONDENSING UNIT AND EVAPORATOR COIL. =====		
12.00	KANSAS LABOR REGULAR	89.00	1,068.00
1.00	LENNOX TSA060S4-460-2 5 TON CONDENSING UNIT	2,310.40	2,310.40
1.00	LENNOX CX35-60C-F R410A CASED EVAPORATOR COIL	711.49	711.49
1.00	PUMP & TORCH	25.00	25.00
1.00	NITROGEN	15.00	15.00
1.00	REFRIGERANT RECOVERY SETUP	50.00	50.00
8.00	RECOVERY & DISPOSAL PER POUND	12.00	96.00

ESTIMATES VALID FOR 30 DAYS FROM 9/13/2019

<b>SUBTOTAL</b>	<b>\$4,275.89</b>
<b>SALES TAX</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$4,275.89</b>

Earl Bryant Heating &  
Cooling  
15280 Briar Rd.  
Basehor KS 66007  
Phone: 913-724-4100  
Fax: 913-724-4103



**BILL TO:**

City Of Tonganoxie  
1536 E 4th St  
Tonganoxie KS 66086

**JOB ADDRESS:**

City Of Tonganoxie  
1536 E 4th St  
Tonganoxie KS  
66086

**QUOTE**

DATE	INVOICE #	TERMS	SALES PERSON	
9/12/2019	0000011663	COD	EDWARD ROSE	
QUAN	DESCRIPTION		PRICE EACH	AMOUNT
1.00	All materials and labor to: Install new Trane 5 ton cased coil attached to the present duct system Install new Trane 5 ton 3 phase-460 volt 13 SEER A/C Flush copper lines with RX-11 Flush Install new Electrical whip Haul away all trash Total amount: \$3,925.00  Furnace quote: Trane S9B1 120,000 btu natural gas furnace (single stage 92%) M# S9B1D120D5 Reconnect to existing duct work/flue pipes/gas line Total amount: \$3,150.00  Warranty  1 year labor 1 year parts 5 year compressor		7,075.00	7,075.00
<b>TOTAL</b>			<b>\$7,075.00</b>	

Earl Bryant Heating & Cooling  
 15280 Briar Rd.  
 Basehor KS 66007  
 Phone: 913-724-4100  
 Fax: 913-724-4103



**BILL TO:**

City Of Tonganoxie  
 1536 E 4th St  
 Tonganoxie KS 66086

**JOB ADDRESS:**

City Of Tonganoxie  
 1536 E 4th St  
 Tonganoxie KS  
 66086

**QUOTE**

DATE	INVOICE #	TERMS	SALES PERSON	
9/12/2019	0000011663	COD	EDWARD ROSE	
QUAN	DESCRIPTION		PRICE EACH	AMOUNT
1.00	All materials and labor to: Install new Trane 5 ton cased coil attached to the present duct system Install new Trane 5 ton 3 phase-460 volt 13 SEER A/C Flush copper lines with RX-11 Flush Install new Electrical whip Haul away all trash  Warranty  1 year labor 1 year parts 5 year compressor		3,925.00	3,925.00
<b>TOTAL</b>			<b>\$3,925.00</b>	



408 E. 4<sup>th</sup> Street  
Tonganoxie, KS 66086  
[www.laddserviceco.com](http://www.laddserviceco.com)

Phone 913.369.3509  
Fax 913.417.7110

Mark Ladesic – President  
Dave Bauerly – Master Plumber  
Kristi Stockman – Acctg. Manager  
Anita Schmitendorf – Cust. Service  
Jessica Frock - Cust. Service  
Michael Reily – Service Manager  
Roger Maples-Installation Manager

**Providing Professional  
Residential and Commercial  
Service Since 1986**

- Air Conditioning / Heating
- Plumbing
- Indoor Air Quality
- Water Treatment
- Design
- Installation
- Service



September 12, 2019

Tonganoxie City Sewer  
321 S. Delaware  
P.O. Box 326  
Tonganoxie, Ks. 66086  
Attn: Lloyd Wisdom  
(913) 203-0318  
[lwisdom@tonganoxie.org](mailto:lwisdom@tonganoxie.org)

RE: 1536 E. 4<sup>th</sup>  
Furnace and a/c system options

Lloyd,

We are pleased to submit the following proposal and options for your review. Our work scope is limited to and includes only the items below.

**Option #1: Furnace and a/c system**

Properly remove the old furnace and a/c system

Provide, deliver and install-

1-York 5-ton 460-volt a/c system (includes coil and TXV)

1-York 95% furnace with propane kit

1-Thermostat

1-Low ambient kit

Connect gas line, drain lines, electrical and sheet metal.

Warranty: 10-year furnace heat exchanger; 5-year compressor and thermostat;

1-year other parts and labor

***Total cost to install the above.....\$ 7,414.78***

**Option #2: A/C system only**

Properly remove the old a/c system

Provide, deliver and install-

1-York 5-ton 460-volt a/c system (includes coil and TXV)

1-Thermostat

1-Low ambient kit

Connect drain line, electrical and sheet metal.

Warranty: 5-year compressor and thermostat; 1-year other parts and labor

***Total cost to install the above.....\$ 5319.64***

Notes:

All prices good for 30-days

Payment: net 30 on completion

All work performed Monday thru Friday 7:00 am to 3:30 pm

Again, thank you for the opportunity to serve you. If you have any questions please feel free to contact me via email, phone or text.

Thanks,  
Roger W. Maples

Accepted \_\_\_\_\_

Date \_\_\_\_\_

Option # \_\_\_\_\_

Total \$ \_\_\_\_\_



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** October 7, 2019  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** George Brajkovic, City Manager  
**SUBJECT:** **Disposition of 2011 Ford Crown Victoria**

**DISCUSSION:**

During the budget process to develop the FY 2020 Budget, staff was given direction to allocate budget authority for the purchase of a new Dodge Charger for the Tonganoxie Police Department. This allows TPD to dispose of an existing fleet vehicle, and the 2011 Ford Crown Victoria was selected for replacement.

Attached are maintenance records from January 2013 to April 2019, representative of the time that our Public Works staff were asked to perform maintenance on PD vehicles. Additionally, both exterior and interior photos are provided.

**BUDGET IMPACT:**

The expected value from this vehicle is approximately \$1,000.

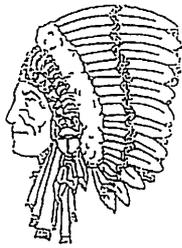
**ACTION NEEDED:**

Make a motion to authorize the disposition of a 2011 Ford Crown Victoria vehicle by utilizing Purple Wave.

**ATTACHMENTS:**

Vehicle Maintenance Records  
Vehicle photos

**cc:** Dan Porter, Assistant City Manager  
Kent Heskett, Public Works Director  
Greg Lawson, Police Chief



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
913) 369-3754

Year/Unit <b>6110</b>	Make/Model FORD/CROWN VIC	2011 4.6	85, 859
--------------------------	------------------------------	----------	---------

Lights		Battery		Filters		Fluids	
OK	Service	OK	Service	OK	Service	OK	Service
<input checked="" type="checkbox"/>		Volts	<input checked="" type="checkbox"/>	OIL	<input checked="" type="checkbox"/>	Engine Oil	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Cables	<input checked="" type="checkbox"/>	Fuel	<input checked="" type="checkbox"/>	Coolant	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Guard	<input checked="" type="checkbox"/>	Trans	<input checked="" type="checkbox"/>	Transmission	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Starting	<input checked="" type="checkbox"/>	Air	<input checked="" type="checkbox"/>	Washer	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Charging	<input checked="" type="checkbox"/>	Vapor	<input checked="" type="checkbox"/>	Brake	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Hold Downs	<input checked="" type="checkbox"/>	PCV	<input checked="" type="checkbox"/>	Power Steer	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>				Vent	<input checked="" type="checkbox"/>	Differential	<input checked="" type="checkbox"/>

Topped off

Steering		Steering/Kick Rods		Suspension		Belts/Hoses	
OK	Service	OK	Service	OK	Service	OK	Service
<input checked="" type="checkbox"/>		Gear Box	<input checked="" type="checkbox"/>	Front Springs	<input checked="" type="checkbox"/>	Serpentine	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Pittman Arm	<input checked="" type="checkbox"/>	Rear Springs	<input checked="" type="checkbox"/>	A/C	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Center Link	<input checked="" type="checkbox"/>	Front Sway Bar	<input checked="" type="checkbox"/>	Alternator	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Idler Arm	<input checked="" type="checkbox"/>	Rear Sway Bar	<input checked="" type="checkbox"/>	P/S	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		C. V. Joints	<input checked="" type="checkbox"/>	Sway Bushings	<input checked="" type="checkbox"/>	Radiator	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Rack & Pinion	<input checked="" type="checkbox"/>			Fuel	<input checked="" type="checkbox"/>
						Heater	<input checked="" type="checkbox"/>

Tire Mounts		Shocks/Struts		Ball Joints		Tires	
OK	Service	OK	Service	OK	Service	OK	Service
<input checked="" type="checkbox"/>		Right Front	<input checked="" type="checkbox"/>	Right Upper	<input checked="" type="checkbox"/>	Right Front	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Right Rear	<input checked="" type="checkbox"/>	Right Lower	<input checked="" type="checkbox"/>	Right Rear	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Left Front	<input checked="" type="checkbox"/>	Left Upper	<input checked="" type="checkbox"/>	Left Front	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Left Rear	<input checked="" type="checkbox"/>	Left Lower	<input checked="" type="checkbox"/>	Left Rear	<input checked="" type="checkbox"/>

Aired tires to spec.

Other Services			
Front	OK	Service	Estimated % worn
Wheel Cylinders			
Drums			
(s)			
Rear			
Wheel Cylinders			
Drums			
(s)			

Installed new heater blower motor.  
Lubed door & trunk latches. Light went off the dash.  
Took car to Todd's tire to make the low tire light go off the dash.  
Check fluids.  
Transmission had no problems.

Technician Alvin Cain  
Date of Service 4/17/19



DEDICATED TO THE PROFESSIONAL

Store 2464, 526 NORTHSTAR CT,  
TONGANOXIE, KS 66086 (913) 845-2609

Bill To:

TONGANOXIE-325 DELAWARE  
PO BOX 326  
TONGANOXIE, KS 66086

Invoice	2464-186700
Sale Type	CHARGE SALE
Date	04/17/2019 8:31 AM
Ship Via	
PO Number	

Counter #	Customer Account	Ordered By	Special Instructions
458200	1216396	alvin	

Qty	Line	Item Number	Description	Warr	Unit	Tax	List	Net	Extended
1	MRY	PM9298	BLOWER MOTOR	LT	EA	N	79.64	42.47	42.47

1 Item

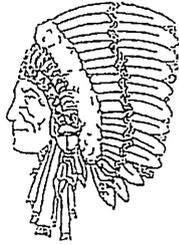
The NEW First Call Online VIN Scan app includes license plate to VIN decoding!

Sub-Total	42.47
Sales Tax	0.00
<b>Total</b>	<b>42.47</b>

X \_\_\_\_\_  
Customer Signature







# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
(913) 369-3754

Year/Unit <b>6/110</b>	Make/Model FORD/CROWN VIC <b>2011 4.6</b>	Mileage <b>85,331</b>
---------------------------	--	--------------------------

	Lights		Battery		Filters		Fluids	
	OK	Service	OK	Service	OK	Service	OK	Service
Head			Volts		OIL		Engine Oil	
Stop			Cables		Fuel		Coolant	
Signal			Guard		Trans		Transmission	
Working			Starting		Air		Washer	
Sense			Charging		Vapor		Brake	
Underhood			Hold Downs		PCV		Power Steer	
Checkup					Vent		Differential	

	Steering/Tie Rods		Suspension		Belts/Hoses	
	OK	Service	OK	Service	OK	Service
Filter			Gear Box		Front Springs	Serpentine
Inverter			Pittman Arm		Rear Springs	A/C
Wires			Center Link		Front Sway Bar	Alternator
Imps			Idler Arm		Rear Sway Bar	P/S
Wipers			C. V. Joints		Sway Bushings	Radiator
			Rack & Pinion			Fuel
						Heater

	Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service
Frame Mounts			Right Front		Right Front	
Transmission Mounts			Right Rear		Right Rear	
Shaft			Left Front		Left Front	
Front Universal Joints			Left Rear		Left Rear	
Rear Universal Joints						

				Other Services
Front	OK	Service	Estimated % worn	Checked charging system and found alternator was good. Battery was bad. Would not charge. Installed new battery. (warranty replacement)
Brake Lining				
Wheel cylinders				
Brakes/Drums				
Brake (s)				
Rear				
Brake Lining				
Wheel cylinders				
Brakes/Drums				
Brake (s)				

Technician Alvin Cain  
Date of Service 1/30/19



DEDICATED TO THE PROFESSIONAL

Store 2464, 526 NORTHSTAR CT,  
TONGANOXIE, KS 66086 (913) 845-2609

Bill To:

TONGANOXIE-325 DELAWARE  
PO BOX 326  
TONGANOXIE, KS 66086

Invoice	2464-172540
Sale Type	CHARGE SALE
Date	01/30/2019 9:21 AM
Ship Via	
PO Number	

Counter #	Customer Account	Ordered By	Special Instructions
379625	1216396		

Qty	Line	Item Number	Description	Warr	Unit	Tax	List	Net	Extended
1	SSB	65EXT	PRORATED BAT	3Y	EA	N	262.69	0.00	0.00
Warranty Replacement. Original Invoice: 2464-492226, 11/6/2017, PO: 6110									

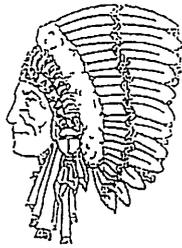
1 Item

Save with Everyday Commodity Pricing! Visit First Call Online for details.

Sub-Total	0.00
Sales Tax	0.00
<b>Total</b>	<b>0.00</b>

X \_\_\_\_\_  
Customer Signature





# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
913) 369-3754

Year/Unit <b>6/10</b>	Make/Model FORD/CROWN VIC <b>2011 4.6</b>	Mileage <b>84,098 miles</b>
--------------------------	--	--------------------------------

	Lights		Battery		Filters		Fluids	
	OK	Service	OK	Service	OK	Service	OK	Service
Head	✓		Volts	✓	Oil	✓	Engine Oil	✓
Pop	✓		Cables	✓	Fuel	✓	Coolant	✓
Signal	✓		Guard	✓	Trans	✓	Transmission	✓
Working	✓		Starting	✓	Air	<b>cleaned</b>	Washer	<b>Tapped off</b>
Sense	✓		Charging	✓	Vapor	✓	Brake	✓
Underhood	✓		Hold Downs	✓	PCV	✓	Power Steer	✓
Check up	✓				Vent	✓	Differential	✓

	Exhaust		Steering/Axle Rods		Suspension		Belts/Hoses	
	OK	Service	OK	Service	OK	Service	OK	Service
Filter	✓		Gear Box	✓	Front Springs	✓	Serpentine	✓
Inverter	✓		Pitman Arm	✓	Rear Springs	✓	A/C	✓
Wires	✓		Center Link	✓	Front Sway Bar	✓	Alternator	✓
Wires	✓		Idle Arm	✓	Rear Sway Bar	✓	P/S	✓
Wires	✓		C. V. Joints	✓	Sway Bushings	✓	Radiator	✓
			Rack & Pinion	✓			Fuel	✓
							Heater	✓

	Universal Joints		Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service	OK	Service
Line Mounts	✓		Right Front	✓	Right Upper	✓	Right Front	<b>Aired tires to spec, Rotated 4 tires</b>
Transmission Mounts	✓		Right Rear	✓	Right Lower	✓	Right Rear	
Shaft	✓		Left Front	✓	Left Upper	✓	Left Front	
Front Universal Joints	✓		Left Rear	✓	Left Lower	✓	Left Rear	
Rear Universal Joints	✓							

Other Services			
Front	OK	Service	Estimated % worn
Oil/Lining			<b>10%</b>
Wheel cylinders			
Brakes/Drums			
Brake(s)			
Rear			<b>15%</b>
Oil/Lining			
Wheel cylinders			
Brakes/Drums			
Brake(s)			

**Wix 51348 oil filter,  
7 qts. of oil.**

Technician Alvin Cain  
Date of Service 10/12/18

Handwritten notes at the top of the page, including the number "0113" on the right side.

Main body of handwritten notes, appearing as a list or series of entries, though the text is extremely faint and illegible.

Handwritten notes at the bottom of the page, including the number "0114" on the right side.



DEDICATED TO THE PROFESSIONAL

Store 2464, 526 NORTHSTAR CT,  
TONGANOXIE, KS 66086 (913) 845-2609

Bill To:

TONGANOXIE-325 DELAWARE  
PO BOX 326  
TONGANOXIE, KS 66086

Invoice	2464-154180
Sale Type	CHARGE SALE
Date	10/11/2018 7:56 AM
Ship Via	
PO Number	

Counter #	Customer Account	Ordered By	Special Instructions
379625	1216396	Ryan	

Qty	Line	Item Number	Description	Warr	Unit	Tax	List	Net	Extended
1	WIX	51348	OIL FILTER	1Y	EA	NA	15.24	3.73	3.73

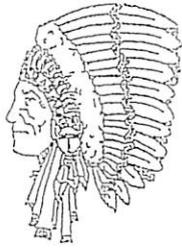
1 Item

Super Start Batteries carry a Nationwide Warranty. Ask for details.

Sub-Total	3.73
Sales Tax	0.00
<b>Total</b>	<b>3.73</b>

X \_\_\_\_\_  
Customer Signature





# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
303 E. Fourth St.  
913) 369-3754

Year/Unit <b>6/110</b>	Make/Model FORD/CROWN VIC <b>2011 4.6</b>	Mileage <b>80,310 miles</b>
---------------------------	--	--------------------------------

	Battery		Filters		Fluids				
	OK	Service	OK	Service	OK	Service			
Head			Volts		OIL		Engine Oil		
Wiper			Cables		Fuel		Coolant		
Signal			Guard		Trans		Transmission		
Working			Starting		Air		Washer		
Sense			Charging		Vapor		Brake		
Underhood			Hold Downs		PCV		Power Steer		
Check up					Vent		Differential		

	Steering/Tie Rods		Suspension		Belts/Hoses				
	OK	Service	OK	Service	OK	Service			
Filter			Gear Box		Front Springs		Serpentine		
Inverter			Pittman Arm		Rear Springs		A/C		
Wires			Center Link		Front Sway Bar		Alternator		
Wires			Idler Arm		Rear Sway Bar		P/S		
Wires			C. V. Joints		Sway Bushings		Radiator		
			Rack & Pinion				Fuel		
							Heater		

	Shocks/Struts		Ball Joints		Tires		
	OK	Service	OK	Service	OK	Service	
Line Mounts			Right Front		Right Front		<b>Checked air in 4 tires.</b>
Transmission Mounts			Right Rear		Right Rear		
Shaft			Left Front		Left Front		
Universal Joints			Left Rear		Left Rear		

				Other Services
Front	OK	Service	Estimated % worn	<b>Found RF tire valve stem was leaking. Took to Todd's and replaced valve stem. Topped off washer fluid. Check fluid levels.</b>
Lining				
Wheel cylinders				
Drums				
(s)				
Rear				
Lining				
Wheel cylinders				
Drums				
(s)				

Technician Alvin Cain  
Date of Service 6/15/18

# TODD'S TIRE LLC

P.O. Box 41  
 Tonganoxie, Kansas 66086  
 (913) 845-3777 Shop  
 (816) 392-3845 Mobile  
 (913) 845-8713 Fax

Customer's  
 Order No.

Date

6/15/18

NAME: City of Tonganoxie  
 ADDRESS: Police Dept.  
 PHONE:

SOLD BY	MDSE. SOLD			MDSE. RET'D.		REC'D ON		MISC.	PD. OUT
	CASH	CHARGE	C.O.D.	CASH	CHARGE	ACCT.	NOTE		

QUAN.	STOCK NUMBER	DESCRIPTION	PRICE	AMOUNT
1		Repair		10.00
2				
3				
4				
5		Car #		
6		6110		
7				
8				
9				
10				
11				
12				
13				
14				
15		Please tighten lugnuts after 50 miles.		

Received By

Alexis Coan

Exempt

Tax

0050079

In case of claims or returned goods, please present this bill.

TOTAL \$

10.00



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
303 E. Fourth St.  
913) 369-3754

Year/Unit <b>6110</b>	Make/Model FORD/CROWN VIC <b>2011 4.6</b>	Mileage <b>78813 miles</b>
--------------------------	--	-------------------------------

Lights		Battery		Filters		Fluids	
OK	Service	OK	Service	OK	Service	OK	Service
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Exhaust		Steering/Tie Rods		Suspension		Belts/Hoses	
OK	Service	OK	Service	OK	Service	OK	Service
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Frame/Chassis		Shocks/Struts		Ball Joints		Tires	
OK	Service	OK	Service	OK	Service	OK	Service
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Other Services			
Front	OK	Service	Estimated % worn
Brake Lining			90%
Wheel cylinders			Now New
Drums			
(s)			
Rear			10%
Brake Lining			
Wheel cylinders			
Drums			
(s)			

Technician Alexis Cain  
 Date of Service 2/20/18



DEDICATED TO THE PROFESSIONAL

Store 2464, 526 NORTHSTAR CT,  
TONGANOXIE, KS 66086 (913) 845-2609

**Bill To:**

TONGANOXIE-325 DELAWARE  
PO BOX 326  
TONGANOXIE, KS 66086

Invoice	2464-109439
Sale Type	CHARGE SALE
Date	02/20/2018 9:36 AM
Ship Via	
PO Number	

Counter #	Customer Account	Ordered By	Special Instructions
15411	1216396	Alvin	

Qty	Line	Item Number	Description	Warr	Unit	Tax	List	Net	Extended
2	BBR	680110RGS	<u>BRAKE ROTOR</u>	2Y	EA	NA	94.90	25.00	50.00
<i>Special Offer. 2 @ 25.00 (regular price 41.94, you saved 33.88)</i> 2011 Ford Crown Victoria [V8 4.6L GAS/FLEX] - All									
1	BB	SM931	<u>SEMI-MET PAD</u>	LT	ST	NA	61.00	29.99	29.99
<i>Special Offer. 1 @ 29.99 (regular price 34.37, you saved 4.38)</i> 2011 Ford Crown Victoria [V8 4.6L GAS/FLEX] - All									

3 Items

Ask your Sales Representative about our Battery Stocking program today!

Sub-Total	79.99
Sales Tax	0.00
<b>Total</b>	<b>79.99</b>

X \_\_\_\_\_  
Customer Signature





# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
(913) 369-3754

Year/Unit <b>6/10</b>	Make/Model FORD/CROWN VIC	<b>2011 4.6</b>	Mileage <b>77,571 miles</b>
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	Lights		Battery		Filters		Fluids	
	OK	Service	OK	Service	OK	Service	OK	Service
Head			Volts		OIL		Engine Oil	
Pop			Cables		Fuel		Coolant	
Signal			Guard		Trans		Transmission	
Working			Starting		Air		Washer	
Response			Charging	✓	Vapor		Brake	
Underhood			Hold Downs		PCV		Power Steer	
Check up					Vent		Differential	

	Exhaust		Steering/Tie Rods		Suspension		Belts/Hoses	
	OK	Service	OK	Service	OK	Service	OK	Service
Filter			Gear Box		Front Springs		Serpentine	
Inverter			Pittman Arm		Rear Springs		A/C	
Belts			Center Link		Front Sway Bar		Alternator	
Imps			Idler Arm		Rear Sway Bar		P/S	
Wipers			C. V. Joints		Sway Bushings		Radiator	
			Rack & Pinion				Fuel	
							Heater	

	Ball Joints		Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service	OK	Service
Line Mounts			Right Front		Right Upper		Right Front	
Transmission Mounts			Right Rear		Right Lower		Right Rear	
Shaft			Left Front		Left Upper		Left Front	
Front Universal Joints			Left Rear		Left Lower		Left Rear	
Rear Universal Joints								

				Other Services
Front	OK	Service	Estimated % worn	<p><b>Installed new battery</b>  <b>Spliced wires back together for dome light, dome light</b>  <b>work light &amp; door open light on dash. (RR pillar)</b>  <b>Aired up tires.</b>  <b>Checked lights.</b>  <b>Checked fluid levels.</b>  <b>1089 miles until next service.</b></p>
Wheel Lining				
Wheel cylinders				
Brakes/Drums				
(s)				
Rear				
Wheel Lining				
Wheel cylinders				
Brakes/Drums				
(s)				

Technician Alan Cain  
 Date of Service 11/6/17



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
913) 369-3754

Year/Unit <b>6/10</b>	Make/Model FORD/CROWN VIC <b>2011 4.6</b>	Mileage <b>75,717 miles</b>
--------------------------	--	--------------------------------

	Lights		Battery		Filters		Fluids	
	OK	Service	OK	Service	OK	Service	OK	Service
Head			Volts		OIL		Engine Oil	
Pop			Cables		Fuel		Coolant	
Signal			Guard		Trans		Transmission	
Winking			Starting		Air		Washer	
Sense			Charging		Vapor		Brake	
Underhood			Hold Downs		PCV		Power Steer	
Check up					Vent		Differential	

	Exhaust		Steering/Tie Rods		Suspension		Belts/Hoses	
	OK	Service	OK	Service	OK	Service	OK	Service
Filter			Gear Box		Front Springs		Serpentine	
Inverter			Pittman Arm		Rear Springs		A/C	
Wires			Center Link		Front Sway Bar		Alternator	
Wheels			Idler Arm		Rear Sway Bar		P/S	
Wipers			C. V. Joints		Sway Bushings		Radiator	
			Rack & Pinion				Fuel	
							Heater	

	Vertical Alignment		Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service	OK	Service
Line Mounts			Right Front		Right Upper		Right Front	
Transmission Mounts			Right Rear		Right Lower		Right Rear	
Shaft			Left Front		Left Upper		Left Front	
Universal Joints			Left Rear		Left Lower		Left Rear	
Front Universal Joints								

				Other Services
Front	OK	Service	Estimated % worn	Found fan was hurting part of the time. Installed new fan. Cleared check engine code. Test drive with A/C on and never overheated. Check engine light never came on.
Wheel Lining				
Wheel Cylinders				
Brakes/Drums				
Brake Pads (s)				
Rear				
Wheel Lining				
Wheel Cylinders				
Brakes/Drums				
Brake Pads (s)				

Technician Olvin Cain  
Date of Service 6/13/17



# TONGANOXIE POLICE DEPARTMENT

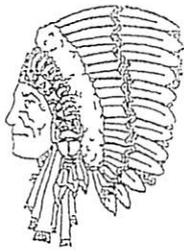
328 S DELAWARE STREET  
TONGANOXIE, KANSAS 66086  
(913) 369-3754

## VEHICLE MAINTENANCE REQUEST FORM

VEHICLE: 6110	MILEAGE: 75500	OFFICER NAME & BADGE NUMBER: Eric Witzleb #632	DATE: 06/09/2017
SUMMARY STATEMENT: Vehicle started over heating again, after driving it for approximately six hours.			
DESCRIPTION OF PROBLEM: Vehicle over heating again. Needs thermostat or water pump replaced. This is the second time in a week it has overheated. <i>Check engine light also on.</i>			
<input checked="" type="checkbox"/> VEHICLE DELIVERED TO CITY SHOP <input type="checkbox"/> PATROL EQUIPMENT REMOVED <input type="checkbox"/> PATROL RIFLE REMOVED SERIAL NUMBER: _____			
<input checked="" type="checkbox"/> MAINTENANCE REQUEST FORM LEFT ON DASH LOCATION STORED: _____			
<input checked="" type="checkbox"/> SUPERVISOR(S) NOTIFIED			

SIGNED: \_\_\_\_\_

*[Signature]* 632



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
913) 369-3754

Year/Unit <b>6110</b>	Make/Model FORD/CROWN VIC <b>2011 4.6</b>	VIN <b>75J662</b>
--------------------------	--	----------------------

	Lights		Battery		Filters		Fluids	
	OK	Service	OK	Service	OK	Service	OK	Service
Head	✓		Volts	✓	OIL	✓	Engine Oil	✓
Pop		✓	Cables	✓	Fuel	✓	Coolant	Topped off
Signal	✓		Guard	✓	Trans	✓	Transmission	✓
Working	✓		Starting	✓	Air	cleaned	Washer	Topped off
Sense	✓		Charging	✓	Vapor	✓	Brake	✓
Underhood	✓		Hold Downs	✓	PCV	✓	Power Steer	✓
Check up	✓				Vent	✓	Differential	✓

	Steering/Tie Rods		Suspension		Belts/Hoses	
	OK	Service	OK	Service	OK	Service
Filter	✓		Gear Box	✓	Front Springs	✓
Inverter	✓		Pitman Arm	✓	Rear Springs	✓
Wires	✓		Center Link	✓	Front Sway Bar	✓
Wipers	✓		Idler Arm	✓	Rear Sway Bar	✓
Washers	✓		C. V. Joints	✓	Sway Bushings	✓
			Rack & Pinion	✓		
					Serpentine	✓
					A/C	✓
					Alternator	✓
					P/S	✓
					Radiator	✓
					Fuel	✓
					Heater	✓

	Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service
Line Mounts	✓		Right Front	✓	Right Front	Aired tires to spec. Rotated 4 times.
Transmission Mounts	✓		Right Rear	✓	Right Rear	
Shaft	✓		Left Front	✓	Left Front	
4 Universal Joints	✓		Left Rear	✓	Left Rear	
5 Universal Joints	✓					

Front				Other Services	
OK	Service	Estimated % worn			
		75%	51348 oil filter (Had this in the shop)		
			7 qts of oil		
			Installed @ new 3rd brake light bulbs.		
			Replaced 3rd brake light bulbs.		
			Pressure tested cooling system. Found no leaks. Fan works good. Replaced thermostat & wiring.		
		45%			

Technician Alvin Cain

Date of Service 6/8/17



# TONGANOXIE POLICE DEPARTMENT

328 S DELAWARE STREET  
TONGANOXIE, KANSAS 66086  
(913) 369-3754

## VEHICLE MAINTENANCE REQUEST FORM

VEHICLE: 6110	MILEAGE: 75500	OFFICER NAME & BADGE NUMBER: Eric Witzleb #632	DATE: 06/06/2017
SUMMARY STATEMENT: Vehicle over heated while sitting stationary at the high school.			
DESCRIPTION OF PROBLEM: Vehicle over heated, and water came out of the radiator area. Possibly thermostate, or water pump.			
<input checked="" type="checkbox"/> VEHICLE DELIVERED TO CITY SHOP		<input checked="" type="checkbox"/> MAINTENANCE REQUEST FORM LEFT ON DASH	
<input type="checkbox"/> PATROL EQUIPMENT REMOVED			
<input type="checkbox"/> PATROL RIFLE REMOVED			
SERIAL NUMBER:		LOCATION STORED:	
<input checked="" type="checkbox"/> SUPERVISOR(S) NOTIFIED			

SIGNED: \_\_\_\_\_



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
303 E. Fourth St.  
913) 369-3754

Year/Unit 6110	Make/Model FORD/CROWN VIC 2011 4.6	73,483
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Lights		Battery		Filters		Fluids	
OK	Service	OK	Service	OK	Service	OK	Service
Head	✓	Volts	✓	OIL	✓	Engine Oil	✓
Pop	✓	Cables	✓	Fuel	✓	Coolant	✓
Signal	✓	Guard	✓	Trans	✓	Transmission	✓
Working	✓	Starting	✓	Air	cleaned	Washer	Topped off
Sense	✓	Charging	✓	Vapor	✓	Brake	✓
Underhood	✓	Hold Downs	✓	PCV	✓	Power Steer	✓
Check up	✓			Vent	✓	Differential	✓

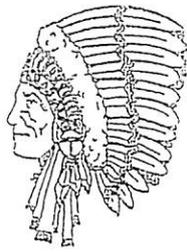
Exhaust		Steering/Tie Rods		Suspension		Belts/Hoses	
OK	Service	OK	Service	OK	Service	OK	Service
Filter	✓	Gear Box	✓	Front Springs	✓	Serpentine	✓
Inverter	✓	Pitman Arm	✓	Rear Springs	✓	A/C	✓
Res	✓	Center Link	✓	Front Sway Bar	✓	Alternator	✓
MPDS	✓	Idler Arm	✓	Rear Sway Bar	✓	P/S	✓
Wipers	✓	C. V. Joints	✓	Sway Bushings	✓	Radiator	✓
		Rack & Pinion	✓			Fuel	✓
						Heater	✓

Wheel Bearings		Shocks/Struts		Ball Joints		Tires	
OK	Service	OK	Service	OK	Service	OK	Service
Line Mounts	✓	Right Front	✓	Right Upper	✓	Right Front	Aired tires to spec. Rotated RF & LR tires so the best tires are on the front.
Transmission Mounts	✓	Right Rear	✓	Right Lower	✓	Right Rear	
Shaft	✓	Left Front	✓	Left Upper	✓	Left Front	
Universal Joints	✓	Left Rear	✓	Left Lower	✓	Left Rear	
Universal Joints	✓						

Brakes		Other Services	
Front	OK	Service	Estimated % worn
Brake Lining			70%
Brake Wheel cylinders			
Brake Drums			
Brake (s)			*Needs new tires.*
Rear			40%
Brake Lining			
Brake Wheel cylinders			
Brake Drums			
Brake (s)			

Technician Allen Cain

Date of Service 3/9/17



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
913) 369-3754

Year/Unit <b>6/110</b>	Make/Model FORD/CROWN VIC <b>2001 4.6</b>	<b>69,560</b>
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	Lights		Battery		Filters		Fluids	
	OK	Service	OK	Service	OK	Service	OK	Service
Head			Volts		OIL		Engine Oil	
Pop			Cables		Fuel		Coolant	
Signal			Guard		Trans		Transmission	
Working			Starting		Air		Washer	
Sense			Charging		Vapor		Brake	
Underhood			Hold Downs		PCV		Power Steer	
Check up					Vent		Differential	

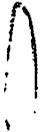
	Exhaust		Steering/Tie Rods		Suspension		Belts/Hoses	
	OK	Service	OK	Service	OK	Service	OK	Service
Filter			Gear Box		Front Springs		Serpentine	
Converter			Pittman Arm		Rear Springs		A/C	
Wires			Center Link		Front Sway Bar		Alternator	
Wires			Idler Arm		Rear Sway Bar		P/S	
Wires			C. V. Joints		Sway Bushings		Radiator	
			Rack & Pinion				Fuel	
							Heater	

	Fasteners		Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service	OK	Service
Engine Mounts			Right Front		Right Upper		Right Front	
Transmission Mounts			Right Rear		Right Lower		Right Rear	
Driveshaft			Left Front		Left Upper		Left Front	
Front Universal Joints			Left Rear		Left Lower		Left Rear	
Rear Universal Joints								

	Tires		Other Services	
	OK	Service	Estimated % worn	
Front				Check engine light was on. Code P0352 Ignition coil/S. A/C compressor clutch would not kick in. Erased code. Found wire broken by the computer module. Repaired wire. Now a/c blows 52 F.
Wheel Lining				
Wheel cylinders				
Brakes/Drums				
(s)				
Rear				
Wheel Lining				
Wheel cylinders				
Brakes/Drums				
(s)				

Technician Alvin Cain

Date of Service 9/6/16





# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
913) 369-3754

Year/Unit <b>6110</b>	Make/Model FORD/CROWN VIC <b>2011 4.6</b>	Mileage <b>69,308 miles</b>
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Lights	Battery		Filters		Fluids		
	OK	Service	OK	Service	OK	Service	
Head	✓		Volts	✓	OIL	✓	
Pop	✓		Cables	✓	Fuel	✓	
Signal	✓		Guard	✓	Trans	✓	
Working	✓		Starting	✓	Air	<b>cleaned</b>	
Sense		✓	Charging	✓	Vapor	✓	
Underhood	✓		Hold Downs	✓	PCV	✓	
Check up	✓			✓	Vent	✓	
						Engine Oil	✓
						Coolant	✓
						Transmission	✓
						Washer	<b>Topped off</b>
						Brake	✓
						Power Steer	✓
						Differential	✓

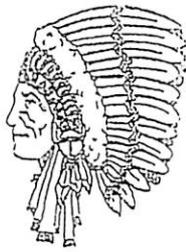
Exhaust	Steering/Tie Rods		Suspension		Belts/Hoses		
	OK	Service	OK	Service	OK	Service	
Filter	✓		Gear Box	✓	Front Springs	✓	
Converter	✓		Pittman Arm	✓	Rear Springs	✓	
Bushes	✓		Center Link	✓	Front Sway Bar	✓	
Imps	✓		Idler Arm	✓	Rear Sway Bar	✓	
Wipers	✓		C. V. Joints	✓	Sway Bushings	✓	
			Rack & Pinion	✓			
						Serpentine	✓
						A/C	✓
						Alternator	✓
						P/S	✓
						Radiator	✓
						Fuel	✓
						Heater	✓

Frame	Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service
Frame Mounts	✓		Right Front	✓	Right Front	<b>Aired tires to spec. Rotated 4 tires.</b>
Transmission Mounts	✓		Right Rear	✓	Right Rear	
Shaft	✓		Left Front	✓	Left Front	
Universal Joints	✓		Left Rear	✓	Left Rear	

Brakes			Other Services	
Front	OK	Service	Estimated % worn	
Wheel Lining			<b>65%</b>	<b>Checked A/C. 48° A/C works good. Installed new fog light bulb. Wix 51348</b>
Wheel cylinders				
Drums				
(s)				
Rear			<b>35%</b>	
Wheel Lining				
Wheel cylinders				
Drums				
(s)				

Technician Alvin Cain

Date of Service 8/30/16



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
(313) 369-3754

Car/Unit <b>6110</b>	Make/Model FORD/CROWN VIC <b>2011 4.6</b>	Mileage <b>64,322 miles</b>
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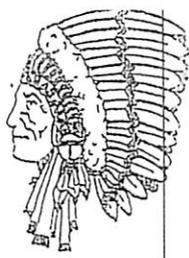
		Battery			Filters			Fluids		
	OK	Service	OK	Service	OK	Service	OK	Service	OK	Service
Lead	✓		✓		OIL	✓		Engine Oil	✓	
Top	✓		✓		Fuel	✓		Coolant	✓	
Terminal	✓		✓		Trans	✓		Transmission	✓	
Cracking	✓		✓		Air	cleaned		Washer		Topped off
Charging	✓		✓		Vapor	✓		Brake	✓	
Underhood	✓		✓		PCV	✓		Power Steer	✓	
Check up	✓		✓		Vent	✓		Differential	✓	

		Steering/Tie Rods			Suspension			Belts/Hoses		
	OK	Service	OK	Service	OK	Service	OK	Service	OK	Service
Filter	✓		✓		Front Springs	✓		Serpentine	✓	
Converter	✓		✓		Rear Springs	✓		A/C	✓	
Wires	✓		✓		Front Sway Bar	✓		Alternator	✓	
Wheels	✓		✓		Rear Sway Bar	✓		P/S	✓	
Brakes	✓		✓		Sway Bushings	✓		Radiator	✓	
Other			✓					Fuel	✓	
								Heater	✓	

		Shocks/Struts			Ball Joints			Tires		
	OK	Service	OK	Service	OK	Service	OK	Service	OK	Service
Frame Mounts	✓		✓		Right Upper	✓		Right Front		RR tire had a screw in it. Took to Todd's. Aired tires to spec. Rotated 4 tires.
Transmission Mounts	✓		✓		Right Lower	✓		Right Rear		
Shaft	✓		✓		Left Upper	✓		Left Front		
Front Universal Joints	✓		✓		Left Lower	✓		Left Rear		
Rear Universal Joints	✓									

Other Services			
Front	OK	Service	Estimated % worn
Brake Pads/Lining			45%
Front Wheel Cylinders			
Front Drums			
Brake (s)			
Rear			30%
Brake Pads/Lining			
Rear Wheel Cylinders			
Rear Drums			
Brake (s)			

Technician Alvin Cain  
Date of Service 5/31/16



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
603 E. Fourth St.  
(913) 369-3754

Year/Unit 6110	Make/Model FORD/CROWN VIC 2011 4,6	59310
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Lights		Battery		Filters		Fluids	
OK	Service	OK	Service	OK	Service	OK	Service
			Volts				
			Cables		OIL		Engine Oil
			Guard		Fuel		Coolant
			Starting		Trans		Transmission
			Charging		Air		Washer
			Hold Downs		Vapor		Brake
					PCV		Power Steer
					Vent		Differential

Steering		Steering/Tie Rods		Suspension		Belts/Hoses	
OK	Service	OK	Service	OK	Service	OK	Service
			Gear Box		Front Springs		Serpentine
			Pitman Arm		Rear Springs		A/C
			Center Link		Front Sway Bar		Alternator
			Idler Arm		Rear Sway Bar		P/S
			C. V. Joints		Sway Bushings		Radiator
			Rack & Pinion				Fuel
							Heater

Strain		Shocks/Struts		Ball Joints		Tires	
OK	Service	OK	Service	OK	Service	OK	Service
			Right Front		Right Upper		Right Front
			Right Rear		Right Lower		Right Rear
			Left Front		Left Upper		Left Front
			Left Rear		Left Lower		Left Rear

Tires		Other Services	
Front	OK	Service	Estimated % worn
Lining			Found RR axle was bent. Installed new axles, bearings, seals & diff. cover gasket.
Wheel cylinders			
Drums			
(s)			
Rear			
Lining			
Wheel cylinders			
Drums			
(s)			

Technician Alvin Galin  
Date of Service 9/23/16



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
603 E. Fourth St.  
(913) 369-3754

Year/Unit <b>6/10</b>	Make/Model <b>FORD/CROWN VIC 2011 4.6</b>	VIN <b>59194</b>
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Lights		Battery		Filters		Fluids	
OK	Service	OK	Service	OK	Service	OK	Service
<input checked="" type="checkbox"/>		Volts	<input checked="" type="checkbox"/>	OIL	<input checked="" type="checkbox"/>	Engine Oil	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Cables	<input checked="" type="checkbox"/>	Fuel	<input checked="" type="checkbox"/>	Coolant	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Guard	<input checked="" type="checkbox"/>	Trans	<input checked="" type="checkbox"/>	Transmission	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Starting	<input checked="" type="checkbox"/>	Air	<input checked="" type="checkbox"/> cleaned	Washer	<input checked="" type="checkbox"/> Topped off
<input checked="" type="checkbox"/>		Charging	<input checked="" type="checkbox"/>	Vapor	<input checked="" type="checkbox"/>	Brake	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Hold Downs	<input checked="" type="checkbox"/>	PCV	<input checked="" type="checkbox"/>	Power Steer	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>				Vent	<input checked="" type="checkbox"/>	Differential	<input checked="" type="checkbox"/> Drained installed new.

Exhaust		Steering/Tie Rods		Suspension		Belts/Hoses	
OK	Service	OK	Service	OK	Service	OK	Service
<input checked="" type="checkbox"/>		Gear Box	<input checked="" type="checkbox"/>	Front Springs	<input checked="" type="checkbox"/>	Serpentine	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Pitman Arm	<input checked="" type="checkbox"/>	Rear Springs	<input checked="" type="checkbox"/>	A/C	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Center Link	<input checked="" type="checkbox"/>	Front Sway Bar	<input checked="" type="checkbox"/>	Alternator	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Idler Arm	<input checked="" type="checkbox"/>	Rear Sway Bar	<input checked="" type="checkbox"/>	P/S	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		C. V. Joints	<input checked="" type="checkbox"/>	Sway Bushings	<input checked="" type="checkbox"/>	Radiator	<input checked="" type="checkbox"/>
		Rack & Pinion	<input checked="" type="checkbox"/>			Fuel	<input checked="" type="checkbox"/>
						Heater	<input checked="" type="checkbox"/>

Engine/Trans		Shocks/Struts		Ball Joints		Tires	
OK	Service	OK	Service	OK	Service	OK	Service
<input checked="" type="checkbox"/>		Right Front	<input checked="" type="checkbox"/> Installed new	Right Upper	<input checked="" type="checkbox"/>	Right Front	<input checked="" type="checkbox"/> Rotated 4 tires
<input checked="" type="checkbox"/>		Right Rear	<input checked="" type="checkbox"/>	Right Lower	<input checked="" type="checkbox"/>	Right Rear	<input checked="" type="checkbox"/> Aired to spec.
<input checked="" type="checkbox"/>		Left Front	<input checked="" type="checkbox"/> Installed new	Left Upper	<input checked="" type="checkbox"/>	Left Front	
<input checked="" type="checkbox"/>		Left Rear	<input checked="" type="checkbox"/>	Left Lower	<input checked="" type="checkbox"/>	Left Rear	

Brake			Other Services	
Front	OK	Service	Estimated % worn	
Brake Pads/Lining			35%	Wix 51348
Brake Wheel cylinders				Replaced LR, RR axle seal.
Brake Drums				Replaced LR, RR Emergency Brake shoes & brake pads.
Brake (s)				Replaced diff. cover gasket.
				Replaced LF, RF strut shocks.
				Took car to SFS and had front end aligned.
Rear			30% New new	
Brake Pads/Lining			Oil soaked	
Brake Wheel cylinders				
Brake Drums				
Brake (s)				

Technician Alvin Cain  
Date of Service 2/17/16

# Reilly AUTO PARTS

PROFESSIONAL PARTS PEOPLE

OFFICE P.O. BOX 1156, SPRINGFIELD, MO. 65801  
PHONE (417) 852-3333



ADDRESS: 526 NORTHSTAR CT  
TONGANOXIE, KS 66086-8904  
REMIT TO: PO BOX 9464  
SPRINGFIELD MO 65801-9464

BILL TO

121639C

SHIP TO

TONGANOXIE-325 DELAWARE

PO BOX 326  
TONGANOXIE

KS 66086

INVOICE NUMBER

2464-360079

INVOICE TYPE

CHARGE SALE

INVOICE DATE

2/15/10

COUNTER NO.	SPECIAL INSTRUCTIONS		SHIP VIA		CUSTOMER ORDER NO.	TIME OF ORDER	FILLED BY	CHECKED BY				
89866			DELIVER			08:40:32						
TAX	R	QTY.	LINE	ITEM NUMBER	UNIT MEAS.	CD.	DESCRIPTION	LIST PRICE	NET PRICE	DISC %	CORE PRICE	EXTENDED PRICE
N		2	WIP	6AL	EA		GL WIPER FLD	4.39	2.59			5.18
Enroll today for the Parts Payoff program <a href="http://www.FirstCallOnline.com">www.FirstCallOnline.com</a>												
N		1	WIX	57502	EA		MANUFACTURER'S DEFECT WARRANTY	12.69	3.02			3.02
N		1	WIX	51348	EA		OIL FILTER	11.00	3.45			3.45
TOTALS 4 CUSTOMER COPY "We appreciate your business"												
								32.47	12.45			12.45
ALVING								CASH TEND.		SUB-TOTAL		12.45
CUSTOMER SIGNATURE <i>Alvin Alm</i>								CHANGE		MISC.		
										TAX/FEES		.00
										TOTAL		12.45

\*\*\*ALL MERCHANDISE RETURNED MUST BE ACCOMPANIED BY THIS INVOICE\*\*\*

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# TONGANOXIE POLICE DEPARTMENT

328 S DELAWARE STREET  
TONGANOXIE, KANSAS 66086  
(913) 369-3754

## VEHICLE MAINTENANCE REQUEST FORM

VEHICLE: 6110	MILEAGE: 54415.9	OFFICER NAME & BADGE NUMBER: Colobong, Jason 607	DATE: 10/20/2015
SUMMARY STATEMENT: Due for oil change, pulls to the right			
DESCRIPTION OF PROBLEM: Due for oil change. Fluid check. after bottoming out the vehicle pulls to the right.			
<input checked="" type="checkbox"/> VEHICLE DELIVERED TO CITY SHOP		<input checked="" type="checkbox"/> MAINTENANCE REQUEST FORM LEFT ON DASH	
<input checked="" type="checkbox"/> PATROL EQUIPMENT REMOVED		LOCATION STORED:	
<input checked="" type="checkbox"/> PATROL RIFLE REMOVED SERIAL NUMBER:			
<input checked="" type="checkbox"/> SUPERVISOR(S) NOTIFIED			

SIGNED: \_\_\_\_\_

54479  
3000



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
603 E. Fourth St.  
(913) 369-3754

Year/Unit <b>6/10</b>	Make/Model FORD/CROWN VIC <b>2011 4.6</b>	Miles <b>54479 miles</b>
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	Lights		Battery		Filters		Fluids	
	OK	Service	OK	Service	OK	Service	OK	Service
Head	✓		Volts	✓	OIL	✓	Engine Oil	✓
Stop	✓		Cables	✓	Fuel	✓	Coolant	✓
Signal	✓		Guard	✓	Trans	✓	Transmission	✓
Parking	✓		Starting	✓	Air	<i>cleaned</i>	Washer	<i>Topped off</i>
License	✓		Charging	✓	Vapor	✓	Brake	✓
Underhood	✓		Hold Downs	✓	PCV	✓	Power Steer	✓
Jack up	✓				Vent	✓	Differential	✓

	Exhaust		Steering/Tie Rods		Suspension		Belts/Hoses	
	OK	Service	OK	Service	OK	Service	OK	Service
Muffler	✓		Gear Box	✓	Front Springs	✓	Serpentine	✓
Converter	✓		Pitman Arm	✓	Rear Springs	✓	A/C	✓
Ropes	✓		Center Link	✓	Front Sway Bar	✓	Alternator	✓
Lamps	✓		Idler Arm	✓	Rear Sway Bar	✓	P/S	✓
Hangers	✓		C. V. Joints	✓	Sway Bushings	✓	Radiator	✓
			Rack & Pinion	✓			Fuel	✓
							Heater	✓

	Drive Train		Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service	OK	Service
Engine Mounts	✓		Right Front	✓	Right Upper	✓	Right Front	<i>Aimed tires to spec. Rotated 4 tires.</i>
Transmission Mounts	✓		Right Rear	✓	Right Lower	✓	Right Rear	
Driveshaft	✓		Left Front	✓	Left Upper	✓	Left Front	
Front Universal Joints	✓		Left Rear	✓	Left Lower	✓	Left Rear	
Rear Universal Joints	✓							

Brakes			Other Services	
Front	OK	Service	Estimated % worn	
Pads/Lining			<b>50%</b>	<i>WIX 5/348 oil filter. Could not find any problems with the front end.</i>
Cylinders/Drums				
Drum(s)				
Rear			<b>25%</b>	
Pads/Lining				
Cylinders/Drums				
Drum(s)				

Technician Alvin Cain

Date of Service 10/22/15



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
603 E. Fourth St.  
(913) 369-3754

Year/Unit <i>6110</i>	Make/Model FORD/CROWN VIC <i>2011 4.6 L</i>	Miles <i>49188 miles</i>	Hours <i>2116 Hours</i>
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Lights	Battery		Filters		Fluids		
	OK	Service	OK	Service	OK	Service	
Head	✓		Volts	✓	OIL	✓	
Stop	✓		Cables	✓	Fuel	✓	
Signal	✓		Guard	✓	Trans	✓	
Parking	✓		Starting	✓	Air	<i>cleaned</i>	
License	✓		Charging	✓	Vapor	✓	
Underhood	✓		Hold Downs	✓	PCV	✓	
Back up	✓				Vent	✓	
						Engine Oil	✓
						Coolant	✓
						Transmission	✓
						Washer	<i>Topped off</i>
						Brake	✓
						Power Steer	✓
						Differential	✓

Exhaust	Steering/Tie/Rods		Suspension		Belts/Hoses		
	OK	Service	OK	Service	OK	Service	
Muffler	✓		Gear Box	✓	Front Springs	✓	
Converter	✓		Pittman Arm	✓	Rear Springs	✓	
Pipes	✓		Center Link	✓	Front Sway Bar	✓	
Lamps	✓		Idler Arm	✓	Rear Sway Bar	✓	
Hangers	✓		C. V. Joints	✓	Sway Bushings	✓	
			Rack & Pinion	✓			
						Serpentine	✓
						A/C	✓
						Alternator	✓
						P/S	✓
						Radiator	✓
						Fuel	✓
						Heater	✓

Drive Train	Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service
Engine Mounts	✓		Right Front	✓	Right Front	<i>LF, LR 4/30</i>
Transmission Mounts	✓		Right Rear	✓	Right Rear	<i>RF, RR 2/30</i>
Driveshaft	✓		Left Front	✓	Left Front	
Front Universal Joints	✓		Left Rear	✓	Left Rear	<i>LR had slow leak.</i>
Rear Universal Joints	✓					<i>LF had slow leak</i>

Brakes			Other Services	
Front	OK	Service	Estimated % worn	
Pads/Lining			<i>25%</i>	<i>Had Todd's tire repair LF, LR tires. aired tires to spec. rotated 4 tires. Wix 51348</i>
Cylinders/Wheel cylinders				
Drums				
Brake (s)				
Rear			<i>20%</i>	
Pads/Lining				
Cylinders/Wheel cylinders				
Drums				
Brake (s)				

Technician *Alvin Cain*  
Date of Service *7/20/15*



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
303 E. Fourth St.  
(913) 369-3754

Year/Unit <b>6110</b>	Make/Model FORD/CROWN VIC	<b>2011 4.6 L</b>	<b>45201 Miles</b>	<b>1776 HRS</b>
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Lights		Battery		Filters		Fluids	
OK	Service	OK	Service	OK	Service	OK	Service
Head	✓	Volts	✓	Oil	✓	Engine Oil	✓
Horn	✓	Cables	✓	Fuel	✓	Coolant	✓
Signal	✓	Guard	✓	Trans	✓	Transmission	✓
Braking	✓	Starting	✓	Air	cleaned	Washer	Topped off
License	✓	Charging	✓	Vapor	✓	Brake	✓
Underhood	✓	Hold Downs	✓	PCV	✓	Power Steer	✓
Jack up	✓			Vent	✓	Differential	✓

Steering		Steering/Axle Rods		Suspension		Belts/Hoses	
OK	Service	OK	Service	OK	Service	OK	Service
Wiper	✓	Gear Box	✓	Front Springs	✓	Serpentine	✓ Had a hole in the belt.
Converter	✓	Pitman Arm	✓	Rear Springs	✓	A/C	✓
Bump	✓	Center Link	✓	Front Sway Bar	✓	Alternator	✓
Shocks	✓	Idler Arm	✓	Rear Sway Bar	✓	P/S	✓
Knuckles	✓	C. V. Joints	✓	Sway Bushings	✓	Radiator	✓
		Rack & Pinion	✓			Fuel	✓
						Heater	✓

Universal Joints		Shocks/Struts		Ball Joints		Tires	
OK	Service	OK	Service	OK	Service	OK	Service
Engine Mounts	✓	Right Front	✓	Right Upper	✓	Right Front	Aired to spec. Rotated 4 tires.
Transmission Mounts	✓	Right Rear	✓	Right Lower	✓	Right Rear	
Driveshaft	✓	Left Front	✓	Left Upper	✓	Left Front	
Front Universal Joints	✓	Left Rear	✓	Left Lower	✓	Left Rear	
Rear Universal Joints	✓						

Tires		Other Services	
Front	OK	Service	Estimated % worn
Front	OK		20%
Left/Lining			
Right/Wheel cylinders			
Front/Drums			
Left (s)			
Rear			15%
Left/Lining			
Right/Wheel cylinders			
Front/Drums			
Left (s)			

Technician Alvin Cain  
 Date of Service 4/7/15



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
603 E. Fourth St.  
(913) 369-3754

Year/Unit 6110	Make/Model FORD/CROWN VIC 2011 4.6L	42797 miles	1660 HRS
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Lights		Battery		Filters		Fluids			
	OK	Service		OK	Service		OK	Service	
Head	✓		Volts	✓		OIL	✓	Engine Oil	✓
Stop	✓		Cables	✓		Fuel	✓	Coolant	✓
Signal	✓		Guard	✓		Trans	✓	Transmission	✓
Parking	✓		Starting	✓		Air	cleaned	Washer	Topped off
License	✓		Charging	✓		Vapor	✓	Brake	✓
Underhood	✓		Hold Downs	✓		PCV	✓	Power Steer	✓
Back up	✓					Vent	✓	Differential	✓

Exhaust		Steering/ Tie Rods		Suspension		Belst/Hoses			
	OK	Service		OK	Service		OK	Service	
Muffler	✓		Gear Box	✓		Front Springs	✓	Serpentine	✓
Converter	✓		Pittman Arm	✓		Rear Springs	✓	A/C	✓
Pipes	✓		Center Link	✓		Front Sway Bar	✓	Alternator	✓
Clamps	✓		Idler Arm	✓		Rear Sway Bar	✓	P/S	✓
Hangers	✓		C. V. Joints	✓		Sway Bushings	✓	Radiator	✓
			Rack & Pinion	✓				Fuel	✓
								Heater	✓

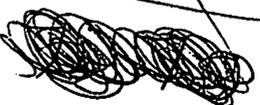
Drive Train		Shocks/ Struts		Ball Joints		Tires			
	OK	Service		OK	Service		OK	Service	
Engine Mounts	✓		Right Front	✓		Right Upper	✓	Right Front	Aired tires to spec. Rotated 4 tires.
Transmission Mounts	✓		Right Rear	✓		Right Lower	✓	Right Rear	
Driveshaft	✓		Left Front	✓		Left Upper	✓	Left Front	
Front Universal Joints	✓		Left Rear	✓		Left Lower	✓	Left Rear	
Rear Universal Joints	✓								

Brakes			Other Services	
Front	OK	Service	Estimated % worn	
Pads/Lining			15%	Wix 51348 oil filter. Front end pulls to the right. Took to STS for alignment.
Calipers/Wheel cylinders				
Rotors/Drums				
Brake (s)				
Rear			15%	
Pads/Lining				
Calipers/Wheel cylinders				
Rotors/Drums				
Brake (s)				

Technician Alvin Cain

Date of Service 12/23/14

~~40175  
42797~~  
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~~42797  
40175~~  
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# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
313) 369-3754

Car/Unit <b>6/10</b>	Make/Model FORD/CROWN VIC <b>2011 4.6L</b>	Miles <b>40175 miles</b>	Hours <b>1531 Hours</b>
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	Batteries		Filters		Fluids	
	OK	Service	OK	Service	OK	Service
Head	✓		OIL	✓	Engine Oil	✓
Pop	✓		Fuel	✓	Coolant	✓
Signal	✓		Trans	✓	Transmission	✓
Working	✓		Air	<b>cleaned</b>	Washer	<b>Topped off</b>
Sense	✓		Vapor	✓	Brake	✓
Underhood	✓		PCV	✓	Power Steer	✓
Check up	✓		Vent	✓	Differential	✓

	Steering/Tie Rods		Suspension		Belts/Hoses	
	OK	Service	OK	Service	OK	Service
Officer	✓		Front Springs	✓	Serpentine	✓
Inverter	✓		Rear Springs	✓	A/C	✓
Wheels	✓		Front Sway Bar	✓	Alternator	✓
Shocks	✓		Rear Sway Bar	✓	P/S	✓
Brakes	✓		Sway Bushings	✓	Radiator	✓
Engines	✓		Rack & Pinion	✓	Fuel	✓
					Heater	✓

	Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service
Engine Mounts	✓		Right Upper	✓	Right Front	<b>Aired tires to spec Rotated 4 tires</b>
Transmission Mounts	✓		Right Lower	✓	Right Rear	
Driveshaft	✓		Left Upper	✓	Left Front	
Front Universal Joints	✓		Left Lower	✓	Left Rear	
Rear Universal Joints	✓					

Brakes			Other Services	
Front	OK	Service	Estimated % worn	
Brake Pads/Lining			<b>10%</b>	
Calipers/Wheel cylinders				
Brake Rotors/Drums				
Brake Lines (s)				
Rear			<b>10%</b>	
Brake Pads/Lining				
Calipers/Wheel cylinders				
Brake Rotors/Drums				
Brake Lines (s)				

Technician Alvin Cain  
Date of Service 8/28/14



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
103 E. Fourth St.  
913) 369-3754

Year/Unit <b>6110</b>	Make/Model <b>FORD/CROWN VIC 2011 4.6L</b>	Miles <b>34713 miles</b>	Hours <b>1187 Hours</b>
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Lights	Battery		Filters		Fluids		
	OK	Service	OK	Service	OK	Service	
Head	✓		Volts	✓	OIL	✓	
Side	✓		Cables	✓	Fuel	✓	
Signal	✓		Guard	✓	Trans	✓	
Braking	✓		Starting	✓	Air	✓	
License	✓		Charging	✓	Vapor	✓	
Underhood	✓		Hold Downs	✓	PCV	✓	
Jack up	✓				Vent	✓	
						Engine Oil	✓
						Coolant	✓
						Transmission	✓
						Washer	Tapped off
						Brake	✓
						Power Steer	✓
						Differential	✓

Exhaust	Steering/Tie Rods		Suspension		Belts/Hoses	
	OK	Service	OK	Service	OK	Service
Muffler	✓		Gear Box	✓	Serpentine	✓
Converter	✓		Pittman Arm	✓	A/C	✓
Pipes	✓		Center Link	✓	Alternator	✓
Clamps	✓		Idler Arm	✓	P/S	✓
Hangers	✓		C. V. Joints	✓	Radiator	✓
			Rack & Pinion	✓	Fuel	✓
					Heater	✓

Drive Train	Shocks/Struts		Ball Joints		Tires	
	OK	Service	OK	Service	OK	Service
Engine Mounts	✓		Right Front	✓	Right Front	Aired tires to spec. Rotated 4 tires
Transmission Mounts	✓		Right Rear	✓	Right Rear	
Driveshaft	✓		Left Front	✓	Left Front	
Front Universal Joints	✓		Left Rear	✓	Left Rear	
Rear Universal Joints	✓					

Brakes			Other Services	
Front	OK	Service	Estimated % worn	
Pads/Lining			5%	
Calipers/Wheel cylinders				
Rotors/Drums				
Loss (s)				
Rear			5%	
Pads/Lining				
Calipers/Wheel cylinders				
Rotors/Drums				
Loss (s)				

Technician Alexis Cain  
Date of Service 4/28/14



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
603 E. Fourth St.  
(913) 369-3754

Year/Unit <b>0110</b>	Make/Model FORD/CROWN VIC <b>2011 4.6L</b>	Mileage/Hours <b>31069 miles 969 Hours</b>
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Lights			Battery			Filters			Fluids		
	OK	Service		OK	Service		OK	Service		OK	Service
Head			Volts			OIL			Engine Oil		
Stop			Cables			Fuel			Coolant		
Signal			Guard			Trans			Transmission		
Parking			Starting			Air			Washer		
License			Charging			Vapor			Brake		
Underhood			Hold Downs			PCV			Power Steer		
Back up						Vent			Differential		

Exhaust			Steering/Tie Rods			Suspension			Belts/Hoses		
	OK	Service		OK	Service		OK	Service		OK	Service
Muffler			Gear Box			Front Springs			Serpentine		
Converter			Pittman Arm			Rear Springs			A/C		
Pipes			Center Link			Front Sway Bar			Alternator		
Clamps			Idler Arm			Rear Sway Bar			P/S		
Hangers			C. V. Joints			Sway Bushings			Radiator		
			Rack & Pinion						Fuel		
									Heater		

Drive Train			Shocks/Struts			Ball Joints			Tires		
	OK	Service		OK	Service		OK	Service		OK	Service
Engine Mounts			Right Front <b>New</b>			Right Upper			Right Front		
Transmission Mounts			Right Rear			Right Lower			Right Rear		
Driveshaft			Left Front <b>New</b>			Left Upper			Left Front		
Front Universal Joints			Left Rear			Left Lower			Left Rear		
Rear Universal Joints											

Brakes				Other Services			
	OK	Service	Estimated % worn				
Front				<b>Replaced LF, RF shocks</b>			
Pads/Lining							
Calipers/Wheel cylinders							
Rotors/Drums							
Loss (s)							
Rear							
Pads/Lining							
Calipers/Wheel cylinders							
Rotors/Drums							
Loss (s)							

Technician Alexis Cain  
Date of Service 2/11/14



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
603 E. Fourth St.  
(913) 369-3754

Year/Unit 6110	Make/Model FORD/CROWN VIC 2011 4.6 L	30705 miles	923 Hours
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Lights		Battery		Filters		Fluids	
OK	Service	OK	Service	OK	Service	OK	Service
Head	✓	Volts	✓	OIL	✓	Engine Oil	✓
Stop	✓	Cables	✓	Fuel	✓	Coolant	✓
Signal	✓	Guard	✓	Trans	✓	Transmission	tapped off
Parking	✓	Starting	✓	Air	Installed New	Washer	✓
License	✓	Charging	Installed new	Vapor	✓	Brake	✓
Underhood	✓	Hold Downs	✓	PCV	✓	Power Steer	✓
Back up	✓			Vent	✓	Differential	✓

Exhaust		Steering/Tie Rods		Suspension		Belts/Hoses	
OK	Service	OK	Service	OK	Service	OK	Service
Muffler	✓	Gear Box	✓	Front Springs	✓	Serpentine	✓
Converter	✓	Pittman Arm	✓	Rear Springs	✓	A/C	✓
Pipes	✓	Center Link	✓	Front Sway Bar	✓	Alternator	✓
Lamps	✓	Idler Arm	✓	Rear Sway Bar	✓	P/S	✓
Hangers	✓	C. V. Joints	✓	Sway Bushings	✓	Radiator	✓
		Rack & Pinion	✓			Fuel	✓
						Heater	✓

Drive Train		Shocks/Struts		Ball Joints		Tires	
OK	Service	OK	Service	OK	Service	OK	Service
Engine Mounts	✓	Right Front	✓	Right Upper	✓	Right Front	
Transmission Mounts	✓	Right Rear	✓	Right Lower	✓	Right Rear	
Driveshaft	✓	Left Front	Leaking oil	Left Upper	✓	Left Front	Aired to 40 psi. Rotated 4 tires
Front Universal Joints	✓	Left Rear	✓	Left Lower	✓	Left Rear	
Rear Universal Joints	✓						

Brakes			Other Services	
Front	OK	Service	Estimated % worn	
Pads/Lining				Installed new batteries
Slippers/wheel cylinders				Installed new front & rear pads. Turned 4 rotors.
Rotors/Drums			warped	Installed new wiper blades.
Brake (s)				
				* LF Shock is leaking oil. *
Rear				
Pads/Lining				
Slippers/wheel cylinders				
Rotors/Drums			warped	
Brake (s)				

Technician Alvin Cain

Date of Service 1/31/14



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
603 E. Fourth St.  
(913) 369-3754

Year/Unit <b>6110</b>	Make/Model FORD/CROWN VIC <b>2011 4.6L</b>	856 Hours <b>28,631 miles</b>
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Lights		Battery		Filters		Fluids			
	OK	Service		OK	Service		OK	Service	
Head	✓		Volts	✓		OIL	✓	Engine Oil	✓
Stop	✓		Cables	✓		Fuel	✓	Coolant	✓
Signal	✓		Guard	✓		Trans	✓	Transmission	✓
Parking	✓		Starting	✓		Air	✓	Washer	✓
License	✓		Charging	✓		Vapor	✓	Brake	✓
Underhood	✓		Hold Downs	✓		PCV	✓	Power Steer	✓
Back up	✓					Vent	✓	Differential	✓

Exhaust		Steering/ Tie Rods		Suspension		Belts/Hoses			
	OK	Service		OK	Service		OK	Service	
Muffler	✓		Gear Box	✓		Front Springs	✓	Serpentine	✓
Converter	✓		Pittman Arm	✓		Rear Springs	✓	A/C	✓
Pipes	✓		Center Link	✓		Front Sway Bar	✓	Alternator	✓
Clamps	✓		Idler Arm	✓		Rear Sway Bar	✓	P/S	✓
Hangers	✓		C. V. Joints	✓		Sway Bushings	✓	Radiator	✓
			Rack & Pinion	✓				Fuel	✓
								Heater	✓

Drive Train		Shocks/ Struts		Ball Joints		Tires			
	OK	Service		OK	Service		OK	Service	
Engine Mounts	✓		Right Front	✓		Right Upper	✓	Right Front	✓
Transmission Mounts	✓		Right Rear	✓		Right Lower	✓	Right Rear	✓
Driveshaft	✓		Left Front	✓		Left Upper	✓	Left Front	✓
Front Universal Joints	✓		Left Rear	✓		Left Lower	✓	Left Rear	✓
Rear Universal Joints	✓								

Aired tires  
to 40 psi

Brakes			Other Services	
Front	OK	Service	Estimated % worn	
Pads/Lining			65%	
Slippers/Wheel cylinders				
Rotors/Drums				
Brake (s)				
Rear				
Pads/Lining			55%	
Slippers/Wheel cylinders				
Rotors/Drums				
Brake (s)				

Technician Alexis Cain  
Date of Service 11/5/13



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
603 E. Fourth St.  
(913) 369-3754

Year/Unit <b>0110</b>	Make/Model FORD/CROWN VIC <b>2011 4.6L</b>	<b>27,336</b>
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Lights		Battery		Filters		Fluids				
	OK	Service		OK	Service		OK	Service		
Head	✓		Volts	✓		OIL		✓		
Stop	✓		Cables	✓		Fuel	✓			
Signal	✓		Guard	✓		Trans	✓			
Parking	✓		Starting	✓		Air	✓			
License	✓		Charging	✓		Vapor	✓			
Underhood	✓		Hold Downs	✓		PCV	✓			
Back up	✓					Vent	✓			
								Engine Oil		✓
								Coolant	✓	
								Transmission	✓	
								Washer	✓	
								Brake	✓	
								Power Steer	✓	
								Differential	✓	

Exhaust		Steering/ Tie Rods		Suspension		Belst/Hoses			
	OK	Service		OK	Service		OK	Service	
Muffler	✓		Gear Box	✓		Front Springs	✓		
Converter	✓		Pittman Arm	✓		Rear Springs	✓		
Pipes	✓		Center Link	✓		Front Sway Bar	✓		
Clamps	✓		Idler Arm	✓		Rear Sway Bar	✓		
Hangers	✓		C. V. Joints	✓		Sway Bushings	✓		
			Rack & Pinion	✓					
								Serpentine	✓
								A/C	✓
								Alternator	✓
								P/S	✓
								Radiator	✓
								Fuel	✓
								Heater	✓

Drive Train		Shocks/ Struts		Ball Joints		Tires			
	OK	Service		OK	Service		OK	Service	
Engine Mounts	✓		Right Front	✓		Right Upper	✓		
Transmission Mounts	✓		Right Rear	✓		Right Lower	✓		
Driveshaft	✓		Left Front	✓		Left Upper	✓		
Front Universal Joints	✓		Left Rear	✓		Left Lower	✓		
Rear Universal Joints	✓								
								Right Front	✓
								Right Rear	✓
								Left Front	✓
								Left Rear	✓

Brakes			Other Services	
Front	OK	Service	Estimated % worn	
Pads/Lining	✓		<b>65%</b>	
Calipers/wheel cylinders	✓			
Rotors/Drums	✓			
Hose (s)	✓			
Rear				
Pads/Lining			<b>55%</b>	
Calipers/wheel cylinders	✓			
Rotors/Drums	✓			
Hose (s)	✓			

Technician *[Signature]*  
Date of Service 9-11-13



# Tonganoxie Police Department

## Vehicle Inspection Report

City of Tonganoxie  
Police Department  
603 E. Fourth St.  
(913) 369-3754

Year/Unit <i>2011</i>	Make/Model FORD/CROWN VIC <i>2011 4.6L</i>	<del>2011</del> <i>25,332</i>
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Lights			Battery			Filters			Fluids		
	OK	Service		OK	Service		OK	Service		OK	Service
Head	✓		Volts	✓		OIL		✓	Engine Oil	✓	<i>changed</i>
Stop	✓		Cables	✓		Fuel	✓		Coolant	✓	
Signal	✓		Guard	✓		Trans	✓		Transmission	✓	
Parking	✓		Starting	✓		Air	✓		Washer	✓	<i>topped off</i>
License	✓		Charging	✓		Vapor	✓		Brake	✓	
Underhood	✓		Hold Downs	✓		PCV	✓		Power Steer	✓	
Back up						Vent	✓		Differential	✓	

Exhaust			Steering/ Tie Rods			Suspension			Belst/Hoses		
	OK	Service		OK	Service		OK	Service		OK	Service
Muffler	✓		Gear Box			Front Springs	✓		Serpentine	✓	
Converter	✓		Pittman Arm	✓		Rear Springs	✓		A/C	✓	
Pipes	✓		Center Link			Front Sway Bar	✓		Alternator	✓	
Clamps	✓		Idler Arm	✓		Rear Sway Bar	✓		P/S	✓	
Hangers	✓		C. V. Joints			Sway Bushings	✓		Radiator	✓	
			Rack & Pinion	✓					Fuel	✓	
									Heater	✓	

Drive Train			Shocks/ Struts			Ball Joints			Tires		
	OK	Service		OK	Service		OK	Service		OK	Service
Engine Mounts	✓		Right Front	✓		Right Upper	✓		Right Front	✓	
Transmission Mounts	✓		Right Rear	✓		Right Lower	✓		Right Rear	✓	
Driveshaft	✓		Left Front	✓		Left Upper	✓		Left Front	✓	
Front Universal Joints	✓		Left Rear	✓		Left Lower	✓		Left Rear	✓	
Rear Universal Joints	✓										

Brakes				Other Services	
Front	OK	Service	Estimated % worn		
Pads/Lining	✓		<i>55%</i>	<i>- Changed oil</i>	
Calipers/wheel cylinders	✓				
Rotors/Drums	✓				
Hose (s)	✓				
			<i>50%</i>		
Rear					
Pads/Lining	✓				
Calipers/wheel cylinders	✓				
Rotors/Drums	✓				
Hose (s)	✓				

Technician *[Signature]*  
Date of Service *6-13-13*

6



