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Welcome To Your City Commission Meeting - Please turn off or silence all cell phones during the commission meeting.  
*Meetings are televised everyday on Channel 2 at 7 p.m. and midnight*

**Call to Order – Pledge of Allegiance Followed by Silent Meditation**

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**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

1. Minutes: Nov 27, 2018 Regular Meeting & Dec 4, 2018 Special Meeting **Action:** Motion (pg. 3)

**Second Consideration Ordinance:**

2. Second Consideration Ordinance 8091 Sec 54-134 Food Service School **Action:** Roll Call Vote (pg. 10)  
3. Second Consideration Ordinance 8092 Amending Chapter 26 Article III Massage **Action:** Roll Call Vote (pg. 13)

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**NEW BUSINESS:**

**Citizen Participation:** *(i.e. Items not listed on the agenda or receipt of petitions- Please state your name and address)*

**General Items:**

4. Public Hearing to Amend the 2018 Budget (pg. 29)  
    a. Open Public Hearing **Action:** Motion  
    b. Staff and Public Comments  
    c. Close Public Hearing **Action:** Motion  
    d. Consider Amendments to the 2018 Budget **Action:** Motion  
5. 2019 Cereal Malt Beverage Licenses **Action:** Motion (pg. 37)  
6. Motion to Cancel the December 25, 2018 Regular Meeting **Action:** Motion (pg. 38)

**Resolutions:**

7. Resolution B-2211 Planters II Tenant Write-off Accounts **Action:** Motion (pg. 39)  
8. Resolution B-2212 Planters II Disposed Assets **Action:** Motion (pg. 41)

**Bids, Contract and Agreements:**

9. Consider Sole Source Design Contract with Water Resources Solutions for 16<sup>th</sup> Terrace & Thornton Phase 2 Stormwater Project **Action:** Motion (pg. 43)  
10. Consider Bids for Library Atrium Replacement Project **Action:** Motion (pg. 54)  
11. Consider Bids for Municipal Service Center Fuel Island Canopy Project **Action:** Motion (pg. 58)

**First Consideration Ordinance:**

12. First Consideration Ordinance Adopting Appendix F Fee Schedule **Action:** Consensus (pg. 60)
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**Consent Agenda:** Claims for November 24, 2018 through December 7, 2018 in the amount of \$2,021,992.50; Net amount for Longevity Pay effective November 30, 2018 in the amount of \$46,948.99 and Pay #25 effective December 7, 2018 in the amount of \$350,436.50 (No Police & Fire Pension).

**Action:** Motion

**Other:**

**Executive Session:**

13. Personnel Matters of Non-Elected Personnel K.S.A. 75-4319 (b) 1; Annual Performance Review of the City Manager

**Action:** Motion (pg. 76)

**Adjourn**

**Action:** Motion



**CALL TO ORDER** - The Governing Body met in regular session and the following commission members were present: Mayor Mark Preisinger, Mayor Pro-Tem Jermaine Wilson, Commissioners Nancy Bauder, Larry Dedeke and Myron J. (Mike) Griswold.

**Others present:** City Manager Paul Kramer, Assistant City Manager Taylour Tedder, Public Works Director Mike McDonald, Deputy Public Works Director Mike Hooper, Human Resources Director Lona Lanter, Human Resources Specialist Michelle Meinert, Police Chief Pat Kitchens, Finance Director Ruby Maline, Deputy Finance Director Brandon Mills, Fire Chief Gary Birch, Public Information Officer Melissa Bower, City Attorney David E. Waters, Deputy City Clerk Cary L. Collins and City Clerk Carla K. Williamson.

Mayor Mark Preisinger opened the meeting with the pledge of allegiance followed by silent meditation.

**Presentations:**

**New Employee Welcome:** The following new employees were welcomed:

- Daniel Grijalva-Police Officer
- Txujci (Sam) Xiong – IT Specialist I (not present)
- Andrew Rosenstangle-Park Technician (not present)
- Ryan Whimley-Streets Equipment Operator I (not present)
- Jonathan Oney-WPC Operator I (not present)
- Brandon Mills-Deputy Finance Director
- Garrett Nilges-Park Technician (not present)
- Linda Meister-Housing Custodian
- Timothy Warner II-Solid Waste Collector

**Employee Service Awards:** The following employees were recognized for milestones in their career with the City of Leavenworth:

**Ten Year Awards**

- Russell Baker – Fire Driver/Operator (not present)
- Shana Baragary - Telecommunications Specialist
- Manuel Carrera – WPC Lab Technician (not present)
- David Griffith – GIS Coordinator (not present)
- Mike Hooper – Deputy Director Public Works
- Leona Housell - Evidence Custodian/Crime Analyst
- John Logan Jr. – Solid Waste Equipment Operator II (not present)
- Melvin Sewell III – Solid Waste Equipment Operator I (not present)

**15 Years of Service:**

- Jeremy Bennets – Fire Driver/Operator (not present)
- Michael Copeland – WPC Operator II (not present)
- Danielle Herring – Police Sergeant
- Linda Hoppe – Records Supervisor
- James Magee – Firefighter (not present)

**20 Years of Service:**

- Robert Gilbert – Solid Waste Equipment Operator II (not present)
- Stephen Herring – Police Sergeant (not present)
- Brandon Pettis – Fire Captain (not present)
- Kathy Rodgers – Zoning & Code Administrator (not present)
- David Sommerla – Parks Foreman (not present)

**30 Years of Service:**

- Curtis Marks Sr. – Operations Superintendent (not present)
- Michael McDonald – Public Works Director

**35 Years of Service:**

- Chris Kear – Police Lieutenant

**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

Commissioner Bauder moved to approve the minutes from the November 13, 2018 regular meeting and November 15, 2018 special meeting. Commissioner Wilson seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**Second Consideration Ordinances:**

**Second Consideration Ordinance No. 8090 Rezoning Lot A West Glen Preliminary Plat – City Manager Paul Kramer** stated there have been no changes since placed on first consideration at the November 13, 2018 meeting.

Mayor Preisinger called the roll and Ordinance No. 8090 was unanimously approved 5-0.

**NEW BUSINESS:**

**Citizen Participation:** none

**General Items:**

**Request Waiver for a Transient Merchant Permit for Military Collectors Show at the Riverfront Community Center (RFCC) – City Clerk Carla Williamson** presented for consideration a request from Edward Trevor Brown to hold a Military Collector’s Show at the RFCC on February 16, 2019. The

Code of Ordinances prohibits transient merchants licenses from being issued for use in or on city owned property but does allow for a waiver to be granted by the Governing Body.

Commissioner Griswold moved to grant a waiver to allow the issuance of a Transient Merchants Permit for use of the Community Center for the Military Collectors Show on February 16, 2019. Commissioner Wilson seconded the motion and was unanimously approved. The Mayor then declared the motion carried 5-0.

**2018 Cereal Malt Beverage (CMB) License for Minit Mart, 3122 S 4<sup>th</sup> Street** – City Clerk Carla Williamson presented for consideration an off premise Cereal Malt Beverage License for Minit Mart located at 3122 S 4<sup>th</sup> Street. The location currently has a CMB license however a change in ownership required a new CMB to be issued.

Commissioner Bauder moved to approve the 2018 off premise Cereal Malt Beverage license for Minit Mart LLC at 3122 S 4<sup>th</sup> Street. Commissioner Griswold seconded the motion and was unanimously approved. The Mayor then declared the motion carried 5-0.

**Cancellation of Outstanding Checks Prior to 2017** – Finance Director Ruby Maline presented for consideration the cancellation of 21 outstanding checks totaling \$1,790.95. A list of the checks has been published in the newspaper. If a check is presented for payment after cancellation the City will honor the obligation and issue a new check.

| Issue Date                   | Check #   | Payee                                        | Amount   |
|------------------------------|-----------|----------------------------------------------|----------|
| 02/05/16                     | 93677     | PR Derrick I Singletary                      | 8.44     |
| 12/01/15                     | 290008553 | AP Yvette Green                              | 133.00   |
| 12/16/15                     | 290008866 | AP KVC                                       | 234.00   |
| 01/25/16                     | 290009397 | AP Kyle Scouten                              | 85.00    |
| 02/01/16                     | 290009523 | AP Ashley Hayes                              | 32.00    |
| 02/01/16                     | 290009613 | AP Krystle Caylor                            | 65.00    |
| 02/03/16                     | 290009691 | AP Freedom's Frontier National Heritage Area | 11.00    |
| 03/31/16                     | 290010500 | AP Herschel D Lincoln                        | 25.00    |
| 04/22/16                     | 290010839 | AP Kristina Russell                          | 5.00     |
| 05/27/16                     | 290011432 | AP Janice Favero                             | 300.00   |
| 05/27/16                     | 290011434 | AP Knights of Columbus                       | 29.05    |
| 06/24/16                     | 290011888 | AP Kayla Moritz                              | 45.00    |
| 07/01/16                     | 290012026 | AP Daniel Northern                           | 13.00    |
| 07/01/16                     | 290012123 | AP Ariel A Cammock                           | 99.00    |
| 07/01/16                     | 290012187 | AP Bison Property Management                 | 234.00   |
| 08/05/16                     | 290012710 | AP Danny Hadley                              | 117.00   |
| 08/05/16                     | 290012717 | AP Diana L Willbanks                         | 12.00    |
| 08/26/16                     | 290012999 | AP Mary Ann Carrel                           | 177.68   |
| 09/01/16                     | 290013185 | AP Megan Young                               | 15.78    |
| 10/21/16                     | 290013852 | AP Christ New Movement                       | 50.00    |
| 11/04/16                     | 290014114 | AP New Beginnings Fellowship                 | 100.00   |
| Total checks to be cancelled |           |                                              | 1,790.95 |

Commissioner Griswold moved to approve the cancellation of checks prior to 2017 as presented. Commissioner Wilson seconded the motion and was unanimously approved. The Mayor then declared the motion carried 5-0.

**Approval of the 2019-2023 Capital Improvement Program (CIP)** – City Manager Paul Kramer presented for approval the 2019-2023 CIP. The CIP was reviewed at the November 6, 2018 and November 20, 2018 Study Sessions. Changes were made as requested by the City Commission.

Commissioner Bauder moved to approve the 2019-2023 Capital Improvement Program. Commissioner Dedeker seconded the motion and was unanimously approved. The Mayor then declared the motion carried 5-0.

**Resolution:**

**Resolution B-2210 Approving KDHE Loan to Leavenworth Waterworks** – City Manager Paul Kramer presented for consideration a Resolution requested by Leavenworth Waterworks. Joel Mahnken, General Manager of Leavenworth Waterworks discussed the need for the Resolution to proceed with their Kansas Public Water Supply Loan Fund (KPWSLF) loan to finance the Horizontal Collector Well project. The Leavenworth Waterworks Board applied to Kansas Department of Health and Environment (KDHE) for a loan in an aggregate amount of \$6,900,000 to finance the project. The process requires that the City, as “owner” of the System approve the action by the Waterworks Board. No City funds are being pledged or committed and the loan is the sole responsibility of Leavenworth Waterworks.

Commissioner Bauder moved to approve Resolution B-2210. Commissioner Wilson seconded the motion and was unanimously approved. The Mayor then declared the motion carried 5-0.

**Bids, Contracts and Agreements:**

**Supplemental Agreement No 1 to K-7 Corridor Memorandum of Understanding with Kansas Department of Transportation** – Public Works Director Mike McDonald presented for consideration a supplemental agreement to the K-7 MOU with KDOT. KDOT has requested that cities and counties that want to continue to discuss and attempt to manage the future of K-7 reapprove the MOU with this supplemental agreement.

Commissioner Bauder moved to approve Supplemental Agreement No. 1 for the K-7 MOU. Commissioner Wilson seconded the motion and was unanimously approved. The Mayor then declared the motion carried 5-0.

**First Consideration Ordinances:**

**First Consideration Ordinance Amending Sec 54-134 Food Service School** – City Clerk Carla Williamson presented for first consideration an ordinance to amend Sec. 54-134 of the City Code of Ordinances. The amendment would eliminate the monthly food handler class that is conducted by the City Health Officer the first Wednesday of each month at Fire Station No. 1. Over the past couple years the number of participants that attend the in-class school has dropped drastically as most take the on-line versions conducted by a third-party provider. The City will still offer these classes on a case by case basis for special circumstances.

There was a consensus by the Commission to place on first consideration.

**First Consideration Ordinance Amending Chapter 26 Article III Massage Therapy** - City Clerk Carla Williamson presented for first consideration an ordinance amending Chapter 26, Article III, Massage Therapy. The City Commission reviewed changes at the October 2, 2018 Study Session, October 23, 2018 Regular Meeting and the November 14, 2018 Study Session. Members from massage therapy establishments and massage therapist within the city attended the meetings and provided input. The amendments discussed have been incorporated into the ordinance before the Commission for first consideration.

There was a consensus by the Commission to place on first consideration.

**CONSENT AGENDA:**

Commissioner Griswold moved to approve Claims for November 10, 2018 through November 23, 2018 in the amount of \$258,094.12; Net amount for Payroll #24 effective November 23, 2018 in the amount of \$350,078.50; (Including Police & Fire Pension of \$11, 572.36). Commissioner Wilson seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**Other:**

**Adjourn:**

Commissioner Dedeke moved to adjourn the meeting. Commissioner Griswold seconded the motion and was unanimously approved. The Mayor declared the motion carried and the meeting adjourned.

Time Meeting Adjourned 7:45 p.m.

Minutes taken by City Clerk Carla K. Williamson, CMC



**The City Commission met for a Special Meeting with the following members present:** Mayor Mark Preisinger, Mayor Pro-Tem Jermaine Wilson, Commissioners Nancy Bauder, Larry Dedeke and Myron J. (Mike) Griswold

**Others Present:** City Manager Paul Kramer, Assistant City Manager Taylour Tedder, Finance Director Ruby Maline, Public Works Director Mike McDonald, Deputy Public Works Director Mike Hooper, Project Manager Mike Stephan, Public Information Officer Melissa Bower and City Clerk Carla K. Williamson.

The Governing Body signed the consent for the special meeting written waiver notice.

Mayor Preisinger called for a motion to open the special meeting.

Commissioner Griswold moved to open a Special Meeting. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**Executive Session:**

**Discuss economic development opportunities pursuant to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships exception per K.S.A. 75-4319 (b) (4).**

Commissioner Bauder moved that the City Commission recess into executive session to discuss economic development opportunities pursuant to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships exception per K.S.A. 75-4319 (b) (4),. The open meeting to resume in the City Commission Chambers at 8:35 by the clock in the City Commission Chambers. City Manager Paul Kramer and Assistant City Manager Taylor Tedder are requested to be present during the Executive Session. Commissioner Dedeke seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

The City Commission returned to open session at 8:35 p.m.

Mayor Preisinger moved to extend the executive session to 8:50. Commissioner Bauder seconded the motion and was approved 3-0 (Votes by Preisinger, Bauder and Wilson).

The City Commission returned to open session at 8:50 p.m. with no action taken.

**Adjourn:**

Commissioner Griswold moved to adjourn the meeting. Commissioner Dedeke seconded the motion and was unanimously approved. The Mayor Pro-Tem declared the motion carried and the meeting adjourned.



Meeting adjourned at 8:50 p.m.  
Minutes taken by City Clerk Carla K. Williamson

**POLICY REPORT  
SECOND CONSIDERATION  
ORDINANCE No. 8091  
AMENDING CHAPTER 54  
SEC. 54-134 FOOD SERVICE SCHOOL/FOOD HANDLER PERMIT**

**DECEMBER 11, 2018**

Prepared by:



Carla K. Williamson, CMC  
City Clerk

Reviewed by:



Paul Kramer  
City Manager

**BACKGROUND:**

At the November 27, 2018 City Commission meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS, CHAPTER 54, HEALTH AND SANITATION, ARTICLE III, FOOD, SEC. 54-134, FOOD SERVICE SCHOOL/FOOD HANDLER PERMIT, PROVIDING SUBSTITUTE PROVISIONS AND REPEALING THE SECTION AMENDED.**

There have been no changes since this item was placed on first consideration.

**RECOMMENDATION:**

Staff recommends approval of Ordinance No. 8091.

**ACTION:**

Ordinance No. 8091 is now presented for second consideration and requires a roll call vote.

**ATTACHMENTS:**

- Ordinance No. 8091

*(Summary Publish in the Leavenworth Times on December 14, 2018)*

**ORDINANCE NO. 8091**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS, CHAPTER 54, HEALTH AND SANITATION, ARTICLE III, FOOD, SEC. 54-134, FOOD SERVICE SCHOOL/FOOD HANDLER PERMIT, PROVIDING SUBSTITUTE PROVISIONS AND REPEALING THE SECTION AMENDED.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:**

**Section 1.** That the Code of Ordinance of the City of Leavenworth, Kansas, Chapter 54, Health And Sanitation, Article III, Food, Sec. 54-134, Food Service School/Food Handler Permit, is hereby deleted in its entirety and amended to read as follows:

Sec. 54-134. - Food service school/food handler permit.

Each employee or person engaged in the handling and or preparation of food and or beverage shall attend online food handler training from the city's online food handler training provider. Attendance of similar training courses held in other cities may be accepted if equal requirements and completion is evidenced by official documents. Upon evidence of training by other means approved by the city health officer or city clerk, a food handler permit shall be issued by the office of the city clerk.

- (1) Upon request to and approval from the city health officer, such school may be offered and conducted by the city health officer from time to time for special circumstances.
- (2) Fees.
  - (a) All persons attending online food handler training from the city's online food handler training provider shall pay the fee for such training directly to the online provider.
  - (b) All persons attending a requested and approved school conducted by the city health officer shall pay a fee to the city clerk in the amount set out in appendix F prior to attendance.
  - (c) All persons issued a duplicate permit or a permit upon evidence of training by another means approved by the health officer or city clerk shall pay a fee to the city clerk in the amount set out in appendix F.

**Section 2. REPEAL.** Chapter 54, Health And Sanitation, Article III, Food, Sec. 54-134, Food Service School/Food Handler Permit, of the Code of Ordinances of the City of Leavenworth, Kansas, in existence as of and prior to the adoption of this ordinance, are hereby repealed.

**Section 3: EFFECTIVE DATE.** This Ordinance shall take effect and be in force from and after the later of (a) the date of its publication in the official city newspaper, or (b) December 31, 2018.

**PASSED and APPROVED** by the Governing Body on this 11th day of December 2018.

\_\_\_\_\_  
Mark Preisinger, Mayor

{Seal}

ATTEST:

\_\_\_\_\_  
Carla K. Williamson, CMC, City Clerk

POLICY REPORT  
SECOND CONSIDERATION  
ORDINANCE No. 8092  
AMENDING CHAPTER 26, ARTICLE III  
MASSAGE THERAPY

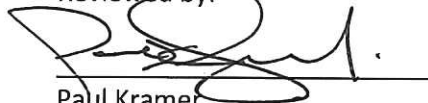
DECEMBER 11, 2018

Prepared by:



Carla K. Williamson, CMC  
City Clerk

Reviewed by:



Paul Kramer  
City Manager

**BACKGROUND:**

At the November 27, 2018 City Commission meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS, CHAPTER 26, BUSINESSES, ARTICLE III, PROVIDING SUBSTITUTE PROVISIONS AND REPEALING THE SECTION AMENDED.**

There have been no changes since this item was placed on first consideration.

**RECOMMENDATION:**

Staff recommends approval of Ordinance No. 8092.

**ACTION:**

Ordinance No. 8092 is now presented for second consideration and requires a roll call vote.

**ATTACHMENTS:**

- Ordinance No. 8092

(Summary Publish in the Leavenworth Times on December 14, 2018)

**ORDINANCE NO. 8092**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS, CHAPTER 26, BUSINESSES, ARTICLE III, PROVIDING SUBSTITUTE PROVISIONS AND REPEALING THE SECTION AMENDED.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:**

**Section 1.** That the Code of Ordinance of the City of Leavenworth, Kansas, Chapter 26, Businesses, Article III, is hereby deleted in its entirety and amended to read as follows:

**ARTICLE III. MASSAGE THERAPY**

**DIVISION 1 – GENERALLY**

**Sec. 26-66 Definitions**

- (a) *Accredited School:* Any school or institute of learning which is accredited by the State Board of Education or equivalent and approved by any state massage-specific license organization. For schools located in states that do not accredit or approve massage therapy programs, the City will consult national massage organizations such as the National Certification Board of Therapeutic Massage and Bodywork and the American Massage Therapy Association to determine if the school should be deemed accredited for purposes of this Article.
- (b) *Business Premises:* Those premises where a private or public commercial enterprise is conducted.
- (c) *Employee:* Refers to any person, other than massage therapists, who renders any service to a licensee under this Article, who receives compensation from the licensee or patron.
- (d) *Establishment Applicant:* Refers to each individual owner (if applying as an individual or a group or individuals), and to each stockholder/member who owns or holds ten percent (10%) or more of the equitable interests in any corporation, limited liability company, partnership, or other entity that applies in the name of such entity.
- (e) *Establishment Representative:* An employee, manager, independent contractor, agent, unpaid volunteer or anyone who works at or on behalf of a massage therapy establishment.
- (f) *Healing Arts Practitioner:* Refers to a person licensed under K.S.A. 65-2801, *et seq.* to practice the healing arts, including but not limited to the medicine and surgery, osteopathic medicine and surgery, or chiropractic.

- (g) *Home-Office Massage Business*: A massage business operated from a non-commercial location and used solely for scheduling appointments, billing, or other administrative purposes for an in-clients' office massage practice or an in-clients' home/hotel massage business. No massage therapy shall take place on the premises of the Home-Office Massage Business.
- (h) *In-clients' Office Massage*: Massage that is conducted on the business premises of a massage therapist's massage therapy client, and is limited to massage therapy applied only above the massage therapy client's waist. The patron must be fully clothed.
- (i) *In-clients' Home/Hotel Massage*: Massage therapy conducted at a massage client's home or residence, or in the guest rooms of hotels or bed and breakfast establishments, as provided in this Article.
- (j) *Massage Therapy or Massage*: Any method of pressure on or friction against, or stroking, kneading, rubbing, tapping, pounding, vibrating, or stimulation of the external soft parts of the body with the hands or with the aid of any mechanical or electrical apparatus or appliance with or without such supplementary aids as rubbing alcohol, liniments, antiseptics, oils, powder, creams, lotions, ointments or other similar preparations commonly used in the practice. Massage as defined herein does not include the touching in any fashion of human genitalia.
- (k) *Massage Therapy Establishment (or Massage Establishment or Establishment)*: Any establishment where any person, firm, partnership, association, corporation, trust, or other type of entity or organization primarily engages in offering massage therapy services. An establishment may operate from a business premises or corporate location or in the establishment licensee's home subject to the requirements of this Article and the Development Regulations of the City.
- (l) *Massage Therapist*: Any person who, for any consideration whatsoever, engages in the practice of massage as herein defined.
- (m) *Patron or Client*: Any person who utilizes or receives the services of any establishment subject to the provisions of this Article and under such circumstances that it is reasonably expected that he or she will pay money or give any other consideration therefore.

**Sec. 26-67 Reference to Chief of Police, City Clerk, City Health Officer.**

Any reference in this Article to the Chief of Police, City Clerk or City Health Officer, shall include those persons, designees and any individuals designated by the City Manager.

**Sec. 26-68 License Required/Fees.**

Except as otherwise provided in the Article, no person, firm, partnership, association, corporation, trust, or other type of entity or organization, or individual shall operate a massage establishment, or perform massage therapy without having first obtained the required licenses/permits from the City Clerk. The fee for such licenses/permits shall be prescribed in Appendix F and are not prorated, refundable or transferable. Any application made, fees paid, and licenses obtained under

the provision of this Article shall be in addition to and not in lieu of any other fees, permits or licenses required to be paid or obtained under any other ordinance of the City. Such license shall be valid from January 1 to December 31 of each calendar year.

**Sec. 26-69 Identification Cards.**

All massage therapy establishment owners, establishment representatives, and massage therapists issued a license pursuant to the provisions of this Article shall, at all times when working in an establishment or providing any massage service regulated by the Article, have in their possession a valid identification card issued by the City to include the massage therapist's license number, physical description and photograph. Such identification cards shall be laminated to prevent alteration. All persons granted licenses under this Article shall at all times keep their licenses available for inspection upon request of any person who by law may inspect same. All licensees shall, when conducting massage therapy off their business premises, wear on their clothing in a conspicuous location their identification card.

**Sec. 26-70 Restriction of Business to Premises.**

- (a) All massage therapy provided for under this Article shall be conducted on the business premises of a licensed massage therapy establishment; provided, that in-clients' office massage and in-clients' home/hotel massage may be conducted under the following conditions:
  - (1) If done at the direction of a licensed healing arts practitioner;
  - (2) If done at the written request of a person, who shall have provided the name and address of the requesting person and the date and time of the service. When in-clients' office massage or in-clients' home/hotel massage is offered, whether by telephone, in person or in writing, the person offering such service must state clearly that he or she is a licensed massage therapist or that the service will be performed by a licensed massage therapist, and that prior to any service being provided the person requesting the service will be required to sign a form requesting the service. All such written requests shall be kept by the licensed massage therapy establishment or the licensed massage therapist, as the case may be, for a period of one (1) year and shall be produced for inspection when requested by the Chief of Police, City Clerk or City Health Inspector.
  - (3) In-clients' office massage and in-clients' home/hotel massage shall not be conducted between the hours of 12:00 a.m. and 6:00 a.m.
- (b) Licensed massage therapy establishments shall be operated only from commercial business premises, or as a Home Occupation by Special Use Permit as allowed in the Development Regulations of the City upon review and recommendation of the Planning Commission and approved by the Governing Body.
- (c) A Home-Office Massage business shall be allowed to operate in or from residential property without a Special Use Permit with the restriction that no massage therapy shall



take place on the premises. A Massage Therapy Business License shall be required. No inspections are required for Home Office massage businesses.

- (d) In-clients' home/hotel massage is only permitted in the guest rooms of hotels and bed and breakfast establishments upon written approval of the hotel and bed and breakfast owner(s) and/or manager(s).

**Sec. 26-71 Exceptions.**

The provisions of this Article shall not apply to hospitals, nursing homes, sanitariums, or persons holding an unrevoked certificate to practice the healing arts, persons licensed to practice as a registered professional nurse under the laws of the State of Kansas, persons licensed to practice as a physical therapist under the laws of the State of Kansas, or persons working under the direction and supervision of any licensed healing arts practitioner or in any such establishment, nor shall this Article apply to barbers or cosmetologists lawfully carrying out their particular profession or business and holding a valid, unrevoked license or certificate or registration issued by the State of Kansas.

**Sec. 26-72 - 26-85 Reserved.**

**DIVISION 2 - MASSAGE THERAPY ESTABLISHMENTS**

**Sec. 26-86 License Required.**

No person, firm, partnership, association, corporation, trust, or other type of entity or organization shall operate a massage establishment, as defined herein, whether from business premises or as a Home Occupation, without first having obtained a business license therefor, issued by the City Clerk of this City. It is unlawful to conduct such a business unless the license issued is current, unrevoked and not suspended. A separate license shall be required for each and every separate place of business/massage establishment conducted by any one licensee. Such license shall be valid from January 1 to December 31 of each calendar year.

**Sec. 26-87 Application for Massage Therapy Establishment License; Fees.**

Every application for a business license to maintain, operate or conduct any establishment covered by this Article shall file an application with the City Clerk and pay (i) an annual fee, as prescribed in Appendix F, which shall not be prorated, refundable or transferable, and (ii) an annual renewal fee as prescribed in Appendix F, which shall not be prorated, refundable or transferable.

The application for a license to operate any such establishment shall set forth the exact nature of the services to be provided, the proposed place of business and facilities, and the name, address, and telephone number of each applicant.

In addition, any applicant for a business license shall furnish the following information:

- (a) Written proof that the applicants and any establishment representatives are at least 18 years old.

- (b) Copy of a valid government issued identification card.
- (c) Fingerprints provided for new applications and applications that have lapsed for one (1) year or more. Not required for annual renewals.
- (d) The business, occupation or employment locations and contact information for each applicant and establishment representative for the three (3) years immediately prior to the date of application.
- (e) The massage therapy business license history of applicant and establishment representatives; whether such person, in previously operating in the City or another city or State under an establishment or therapist license, has had such license revoked or suspended, the reason therefore, and the business activity or occupation subsequent to such suspension or revocation.
- (f) Any criminal convictions, except minor traffic violations, fully disclosing the jurisdiction in which convicted and the offense for which convicted and circumstances thereof.
- (g) In the case of establishment applicants who intend to also provide massage therapy themselves, the applicants must also apply for and receive a massage therapist license as provided in this Article.
- (h) Authorization for the City, its agents and employees to obtain consumer reports, credit checks, or such other background checks as may be permitted under applicable law, at any time after receipt of such authorization.
- (i) Applicants for renewal of an existing license need only provide that information or documentation necessary to insure up-to-date renewal application processing.

**Sec. 26-88     Massage Therapy Establishment License Application Processing.**

Upon receipt of a complete application for a massage therapy establishment license, the City Clerk and or Chief of Police shall initiate a background check. In addition, the City Clerk shall transmit a copy of the application to the City Health Officer, as applicable. It shall be the duty of the City Clerk and/or Chief of Police to investigate such application to determine whether the information contained in the application is accurate and whether the applicant is qualified to be issued the license. It shall be the duty of the City Health Officer to determine whether the establishment premises meets the requirement of this Article. The City Clerk shall verify that all zoning requirements are met. All standards for premises set forth in Sec. 26-89 must be met prior to the first day the establishment opens for business. The City Health Officer shall report the results of his/her investigation to the City Clerk not later than ten (10) working days from the date the application is received by the City Clerk. Upon receipt of the reports regarding the background check, and approval by the City Health Officer, the City Clerk shall issue the applicable license. All license applications shall be approved or disapproved within 45 days from the date filed with the City Clerk's office.

**Sec. 26-89     Inspection Necessary**

No business shall be conducted on licensed premises until an inspection by the City Health Officer reveals that the establishment complies with each of the following minimum requirements:

- (a) The walls shall be clean and painted with washable, mold-resistant paint in all rooms where water or steam baths are given. Floors shall be free from any accumulation of dust, dirt or refuse. All equipment used in the business's operation shall be maintained in a clean and sanitary condition. Towels, linen, and items for personal use of operators and patrons shall be clean and freshly laundered. Towels, cloths and sheets shall not be used for more than one patron. Heavy white paper may be substituted for sheets provided that such paper is changed for every patron. No service or practice shall be carried on within any cubicle, room, booth, or any area within any permitted establishment, which is fitted with a door that can be locked.
- (b) Toilet facilities shall be provided in convenient locations. When five (5) or more massage establishment employees and patrons of different sexes are on the premises at the same time, separate toilet facilities shall be provided.
- (c) Lavatories or washbasins provided with both hot and cold water shall be installed in either the toilet room or a vestibule. Lavatories or washbasins shall be provided with soap in a dispenser and with sanitary towels.
- (d) At least one water fountain, water cooler, or bottled water shall be provided but shall not be located in toilet rooms or bathrooms.

The City Health Inspector shall certify that the proposed business establishment complies with all of the requirements of this Section and shall give or send such certification to the City Clerk and Chief of Police. Provided, however, that nothing contained herein shall be construed to eliminate other requirements of statutes or ordinances that relates to the maintenance of premises, not to preclude authorized inspection thereof.

**Sec. 26-90 Issuance of Massage Therapy Establishment License.**

After the filing of an application in the proper form, the City Clerk shall examine the application and after such examination, shall approve the issuance of the license for a massage therapy establishment, unless the City Clerk finds that:

- (a) The establishment operations, as proposed by the applicant, if permitted, would not comply with all applicable laws to include, but not limited to, the City's building, zoning and health regulations;
- (b) Each individual owner applicant (if applying as an individual or a group or individuals), or each stockholder/member who owns or holds ten percent (10%) or more of the equitable interests in any applicant that is a corporation, limited liability company, partnership, or other entity that applies in the name of such entity, or any establishment representative principally in charge of the operation of the business, has been convicted of, or received a diversion on:
  - (1) A person felony, as defined by Kansas law;

- (2) A non-person felony, as defined by Kansas law, in the seven (7) years immediately preceding the date of the application;
  - (3) Any felony or misdemeanor offense involving sexual misconduct;
  - (4) Obscenity;
  - (5) Prostitution or Promoting prostitution or equivalent charge;
  - (6) Solicitation of a lewd or unlawful act, as either a felony or misdemeanor;
  - (7) Pandering or other sexually related offenses;
  - (8) Any violation of the law applicable to massage therapy arising out of the individual's prior massage establishment(s) or individual massage therapist license(s) in the seven (7) years preceding the date of the application.
- (c) The applicant made any false, misleading or fraudulent statement of fact in the license application or in any document required by the City in conjunction therewith;
  - (d) The applicant or establishment representative has had a massage therapy establishment license, massage therapy license, or other similar permit or license denied, revoked, suspended or has voluntarily surrendered the permit or license in lieu of revocation or suspension for any of the above causes by the City or any other city, State, or local agency within seven (7) years prior to the date of the application;
  - (e) Any establishment applicant or establishment representative has previously been issued a license for an adult entertainment business or escort service or has been employed by any such business;
  - (f) Each individual owner applicant (if applying as an individual or a group or individuals), or each stockholder/member who owns or holds ten percent (10%) or more of the equitable interests in any applicant that is a corporation, limited liability company, partnership, or other entity that applies in the name of such entity, or any establishment representative principally in charge of the operation of the business, has not attained the age of 18 years; and
  - (g) The manager, establishment representative, or other person principally in charge of the operation of the business would be ineligible to receive any license under the provisions of this Article.

The license shall state that it is not transferable or refundable. The license shall be kept posted in an open and conspicuous place on the premises of the licensee. If an application is denied, the applicant shall be immediately notified by certified mail, return receipt requested, mailed to the last known mailing address of the applicant, and the notice shall state the basis for the disapproval.

**Sec. 26-91 Inspection, Immediate Right of Entry.**

The Police Department and City Health Inspector may from time to time make an inspection of each licensed establishment in the City, to include those locations where an establishment conducts its business and areas where a therapist performs massage therapy, to determine that the provisions of this Article are complied with. Such inspections shall be made at reasonable times and in a reasonable manner. It shall be unlawful for any licensee, manager or representative to fail to allow such inspection officer immediate access to the premises or to hinder such officer in any manner. Provided further, that any failure on the part of any licensee, manager or representative to grant immediate access to such inspector shall be grounds for the revocation or suspension of any massage establishment license or massage therapy license.

### **Sec. 26-92     Operation Regulations.**

The operation of any massage therapy establishment, to include the provision of service by massage therapists, shall be subject to the following regulations:

- (a) *Hours.* Such business shall be closed and operations shall cease between the hours of 12:00 a.m. and 6:00 a.m. each day; provided the hours of operation for in-clients' office massage may be extended for in-office therapy conducted on premises with established evening and night shifts.
- (b) *Alcoholic beverages.* No alcoholic beverage or cereal malt beverages, nor the consumption thereof, shall be allowed, permitted or suffered to be done in or upon any premises licensed under the provisions of this Article or during in-clients' office massage therapy. This restriction shall not apply to establishments operating as Home Occupations under the Development Regulations; provided, that no alcohol is permitted in that portion of such premises where massage therapy occurs. As used in this Section, "that portion" shall mean physical, visual and audible separation by permanently installed walls and doors between the area where massage therapy occurs and the area where alcoholic beverages or cereal malt beverages are stored or consumed.
- (c) *Conduct of premises.* All licensees licensed under the provisions of this Article shall at all times be responsible for the conduct of business on their licensed premises and for any act or conduct of his or her employees which constitutes a violation of the provisions of this Article. Any violation of the City, State, or federal laws committed on the licensed premises by any such licensee or employee affecting the eligibility or suitability of such person to hold a license or may be grounds for suspension or revocation of same.
- (d) Every portion of a licensed establishment to include appliances and personnel shall be kept clean and operated in a sanitary condition.
- (e) All licensed employees and massage therapists must be modestly attired. Diaphanous or transparent clothing is prohibited. Clothing must, at all times, cover the chest of the licensee, employees and/or massage therapists.
- (f) The private parts of patrons must be covered by towels, cloths or undergarments when in the presence of an employee or massage therapist. Any contact with a patron's genital area is prohibited.

- (g) All licensed establishments, when applicable, shall provide clean, laundered sheets and towels in sufficient quantity and such items shall be laundered after each use thereof and stored in a sanitary manner.
- (h) Wet and dry heat rooms, shower compartments and toilet rooms shall be thoroughly cleaned each day the business is in operation. Bathtubs or individual soak areas shall be thoroughly cleaned after each use.
- (i) Table showers are strictly prohibited.
- (j) No individual shall reside, inhabit or otherwise sleep overnight at an establishment with the exception of the licensee who operates an establishment in his/her home or residence as a permitted Home Occupation, but shall not reside, inhabit or sleep in the portion of the home or residence devoted to the practice of massage therapy.

**Sec. 26-93 Supervision.**

A licensee shall have the establishment premises supervised at all times when open for business. The establishment licensee or a person employed as a massage therapist shall personally supervise the business and shall not violate or permit others to violate any applicable provision of this Article. The violation of any such provision by any establishment representative shall constitute a violation by the employee.

**Sec. 26-94 Employee and Patron Register.**

- (a) All establishments, commercial, in-home and home-office, licensed under the provisions of this Article shall keep and maintain on their premises a current register of all their establishment representatives and list such representatives' names, addresses and license numbers. Such register shall be open to inspection at all reasonable times by the City Health Officer or member of the Police Department.
- (b) Every person who engages in or conducts a licensed establishment shall keep a daily register of services provided and all patrons, with names, addresses, and hours of arrival and, if applicable, the rooms or cubicles assigned. Said daily register shall, at all times during business hours, be subject to inspection by City officials and by the Police Department and shall be kept on file for one (1) year.

**Sec. 26-95 Persons Under Age 18 Prohibited Services.**

No licensee shall perform or permit any massage therapy to be provided to a person under the age of 18, provided a person under the age of 18 may utilize or receive massage therapy from a licensed massage therapist if accompanied by a parent or legal guardian and a parent or legal guardian authorized such therapy in writing.

**Sec. 26-96 Advertising.**

No establishment granted a license under provision of this Article shall place, publish or distribute or cause to be placed, published or distributed any advertising matter that depicts any portion of a

human body that would reasonably suggest to prospective patrons that any service is available other than those services as described in Sec. 26-66, or that employees or massage therapists are dressed in a manner other than described in Sec. 26-92.

**Sec. 26-97 Application of Existing Businesses.**

The operators of any existing massage therapy establishment must comply with all provisions of this Article, subject to the education and experience requirements set for the in Sec. 26-131.

**Sec. 21-98 Revocation or Suspension of Business License.**

- (a) Any business license issued for a massage therapy establishment may be suspended or revoked by the City Clerk or Chief of Police for a violation of any of the provisions of this Article or the licensee or any establishment representative was convicted of any offense which would make them ineligible to receive a license; or in any case, in which the licensee or an establishment representative refused to permit, or hindered any City representative to conduct any investigation or inspection provided for this Article.
- (b) Written notice shall be sent to the person entitled to notice as stated in the business license and at the location specified in the license for notice. This notice shall state the specific basis for suspension or revocation and shall notify the licensee of the licensee's right to a hearing before the City Manager to appeal the suspension or revocation. Any of the following shall establish a sufficient basis for suspension or revocation of the business license, if a licensee or any of its establishment representatives:
  - (1) Is convicted of any offense which is a felony, the record of conviction being conclusive evidence thereof;
  - (2) Supplies false information to the permit administrator or Police on the application for license or licensure renewal;
  - (3) Allows the use of his or her establishment by an unlicensed person;
  - (4) Violates any zoning, building or fire prevention ordinance;
  - (5) Uses fraudulent, false, misleading or deceptive advertising to describe, promote or advertise any type of business activity or service which is expressly not massage therapy or has otherwise fraudulently engaged in massage therapy;
  - (6) Has been convicted, to include a massage therapist, of any offense found in Sec. 26-98 and Sec. 26-133 herein and the licensee has actual or constructive knowledge of the violation or conviction;
  - (7) Conducts any illegal activities or allows them to be conducted by anyone else;
  - (8) Has an arrest record for any sexual offense or violation;
  - (9) Has fraudulently obtained a license pursuant to the provisions of this ordinance;

- (10) Has ceased to meet any of the requirements for issuance of a massage therapy license or massage therapy establishment license;
  - (11) Refused to permit any duly authorized police officer or City Health Officer to inspect the premises or operations of the licensee;
  - (12) Fails to comply with all applicable laws and regulatory provisions herein.
- (c) *Business Closed and Posted.* Upon suspension or revocation of the business license, the business shall cease to operate and the Chief of Police or City Clerk shall post the business as closed.

**Sec. 26-99 Appeal.**

Upon receipt of a written request delivered to the City Clerk, an appeal of the denial, suspension or revocation shall be heard by the City Manager within thirty (30) days of the suspension or revocation. The licensee may submit evidence at the hearing which is relevant and material to the specific basis for suspension or revocation. The City Manager shall make a final determination as to denial, suspension or revocation.

**Sec. 26-100 - 26-130 Reserved.**

**DIVISION 3 – MASSAGE THERAPISTS**

**Sec. 26-131 Massage Therapist License Required Categories, Educational Requirement, Renewal & Restrictions.**

No person shall perform massage therapy, in-client's home massage or in-clients' office massage therapy within the City, unless he or she has a valid massage therapist license issued by the City pursuant to the provision of this Article. It is unlawful to perform such services unless the license issued is current, unrevoked and not suspended. Such license is not transferable or refundable and shall be valid from January 1 to December 31 of each calendar year.

The massage therapist license and educational requirement shall be as follows:

- (a) Successful completion of a course of instruction of not less than 500 hours, in theory, method or practice of massage from one or more accredited schools. All practical and/or modality instruction must be completed as in-class/hands-on instruction, while theory instruction may be completed online.
- (b) Proof of completion of education and training requirements must be by certified transcripts. The educational training requirements required by the Article may be received from more than one school. One (1) hour of instruction is defined as fifty minutes of actual instructional time.
- (c) Individuals licensed with the City as a Massage Therapist and holding a 2018 massage license may renew that license notwithstanding an inability or failure to satisfy the minimum education requirements set forth above in Sec. 26-131(a), and continue to renew



such license as long as there are no lapses in active licensure and the individual continues to satisfy all other requirements of this Article.

**Sec. 26-132 Application for Massage Therapist License, Fees.**

- (a) Any person who desires to perform or provide massage therapy in-client's home massage; in-clients' office massage therapy; or to perform any massage services in a massage therapy establishment, as defined therein, shall file a written application with the City Clerk and pay a fee as prescribed in Appendix F, which shall not be prorated, refundable or transferable and an annual renewal fee as prescribed in Appendix F. A massage therapy license shall be valid from January 1 to December 31 of each calendar year.
- (b) Only one massage therapy license shall be required for a massage therapist regardless of the number of location types where he/she intends to practice – in an establishment, in-clients' office and/or in-clients' home.
- (c) A Massage therapist shall notify the City of any change in employment within thirty (30) calendar days of the change to include a change in the therapist's employer or the addition or reduction of licensed establishments in which he or she performs massage therapy.
- (d) Massage therapists who themselves, individually, own and operate a licensed massage establishment, and apply for a personal massage therapist license of any type, are exempt from paying the separate massage therapist license fee.
- (e) The application for a massage therapist license shall contain the following:
  - (1) Name, address and telephone number.
  - (2) Three (3) portrait photographs at least two (2) inches by two (2) inches.
  - (3) Copy of a valid government issued identification card.
  - (4) Applicant's weight, height, color of hair and eyes.
  - (5) Fingerprints provided for new applications and applications that have lapsed for one (1) year or more. Not required for annual renewals.
  - (6) Written evidence that the applicant is at least 18 years old.
  - (7) Business, occupation or employment of the applicant for the three (3) years immediately prior to the date of application.
  - (8) Disclosure of any criminal convictions or diversions, except minor traffic violations, and fully disclose the jurisdiction in which convicted or diverted and the offense for which convicted or diverted.

- (9) Authorization for the City, its agents and employees to obtain consumer reports, credit checks, or such other background checks as may be permitted under applicable law, at any time after receipt of such authorization.
- (10) Proof of the education and experience requirements set forth in Sec. 26-131.
- (11) History of the applicant, whether such person, in operation in Kansas or another state under an establishment license, a therapist license or under another name had such license revoked or suspended and the reason therefor.

**Sec. 26-133 Application Process and Issuance of Massage Therapist License and Identification Card.**

Upon receipt of a complete application for a massage therapist license, the City Clerk and or Chief of Police shall initiate a background check. The City Clerk shall issue a massage therapist license and identification card within 21 days following application unless there are findings that:

- (a) The applicant for the massage therapist license has been convicted of, or diverted on:
  - (1) A person felony, as defined by Kansas Law;
  - (2) A non-person felony, as defined by Kansas Law, in the seven (7) years immediately preceding the date of the application;
  - (3) Any felony or misdemeanor offense involving sexual misconduct;
  - (4) Obscenity;
  - (5) Prostitution or Promoting prostitution or equivalent charge;
  - (6) Solicitation of a lewd or unlawful act, as either a felony or misdemeanor;
  - (7) Pandering or other sexually related offense;
  - (8) Any violation of the law applicable to massage therapy arising out of the individual's prior massage establishment(s) or individual massage therapist license(s) in the seven (7) years preceding the date of the application.
- (b) The applicant has knowingly made any false, misleading, or fraudulent statement of fact in the license application or in any document required by the City in conjunction therewith;
- (c) The applicant had a massage establishment or therapist permit or license denied, revoked, suspended, or involuntarily surrendered the permit or license in lieu of revocation or suspension by the City or any other state or local agency within seven (7) years prior to the date of application.
- (d) The applicant was issued a license for an adult entertainment business or escort service or was employed by any such establishment within seven (7) years prior to the date of application.

- (e) The applicant has not attained the age of 18 years.
- (f) The correct license fee has not been tendered to the City, and in the case of a check or bank draft, not honored with payment upon presentation;
- (g) That the applicant has not successfully completed the education standards required under the provisions of this Article.

The license and identification card shall state that they are not transferable or refundable. The license and identification card shall be displayed and/or made available in Sec. 26-69. If an application is denied, the applicant shall be immediately notified by certified mail, return receipt requested, mailed to the last known mailing address of the applicant, and the notice shall state the basis for the disapproval. Appeals shall be in accordance with Sec. 26-135.

**Sec. 26-134 Revocation of Massage Therapist License.**

- (a) Any massage therapist license may be suspended or revoked by the City Clerk or Chief of Police (i) for a violation of any of the provisions of this Article, (ii) if the licensee or any establishment representative was convicted of any offense which would make him or her ineligible to receive a license, or (iii) if the licensee or an establishment representative refused to permit, or hindered any authorized City inspector or representative to conduct any investigation or inspection provided for in this Article.
- (b) Written notice shall be sent to the person entitled to notice as stated in the massage therapist license and at the location specified in the license for notice. This notice shall state the specific basis for suspension or revocation and shall notify the licensee of the licensee's right to a hearing before the City Manager to appeal the suspension or revocation. Any of the following shall establish a sufficient basis for suspension or revocation of the massage therapist license, if a licensee:
  - (1) Is convicted of any offense which is a felony, the record of conviction being conclusive evidence thereof;
  - (2) Supplies false information to the permit administrator or Police on the application for licensure or licensure renewal;
  - (3) Uses fraudulent, false, misleading or deceptive advertising to describe, promote or advertise any type of business activity or service which is expressly not massage therapy or has otherwise fraudulently engaged in massage therapy;
  - (4) Is convicted of any offense found in this Article;
  - (5) Conducts any illegal activities;
  - (6) Has an arrest record for any sexual offense or violation;
  - (7) Has fraudulently obtained a license pursuant to provision of this Article;

- (8) Has ceased to meet any of the requirements for issuance of a massage therapy license;
  - (9) Refuses to permit any duly authorized police officer or City Health Officer to inspect the records of the operations of the licensee;
  - (10) Fails to comply with all applicable laws and regulatory provisions herein.
- (c) Upon suspension or revocation of the massage therapist license, the massage therapist shall cease to operate in the City of Leavenworth.

**Sec. 26-135 Appeal.**

Upon receipt of a written request delivered to the City Clerk, an appeal of the denial, suspension or revocation of a massage therapist license shall be heard by the City Manager within thirty (30) days after the denial, suspension or revocation. The licensee may submit evidence at the hearing which is relevant and material to the specific basis for suspension or revocation. The City Manager shall make a final determination as to suspension or revocation.

**Sec. 26-136 Severability.**

In the event that any portion or section of this Article is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, the decision shall in no manner affect the remaining portions or sections of this Article, which shall remain in full force and effect.

**Sec. 26-137 - 26-175 Reserved.**

**Section 2. REPEAL.** Chapter 26, Businesses, Article III, Massage Therapy, of the Code of Ordinances of the City of Leavenworth, Kansas, in existence as of and prior to the adoption of this ordinance, are hereby repealed.

**Section 3: EFFECTIVE DATE.** This Ordinance shall take effect and be in force from and after the date of its publication in the official city newspaper.

**PASSED and APPROVED** by the Governing Body on this 11th day of December 2018.

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Mark Preisinger, Mayor

{Seal}

ATTEST:

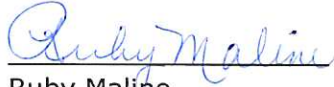
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Carla K. Williamson, CMC, City Clerk

**Policy Report No. FIN-18-06**  
**Proposed Amendments to the 2018 Budget**  
**December 11, 2018**

Prepared By:

Approved By:



Ruby Maline  
Finance Director



Paul Kramer  
City Manager

**Issue:**

This is to propose a republication of the 2018 budget increasing the expenditure authority to accommodate unanticipated expenditures for the following funds:

- Recreation Fund
- Home Depot TIF
- Probation Fund
- Business & Technology Park Fund

According to K.S.A. 79-2929a, municipalities are authorized to amend budgets to spend money not in the original budget as long as it does not require additional tax levies.

**Background:**

In August 2017, the Commission approved and adopted the 2018 budget establishing the maximum expenditures for various funds and the amount of ad valorem taxes levied to provide funding for those expenditures.

According to Kansas Statutes, funds cannot exceed the expenditure authority without amending the budget. Budget amendments must be made from existing revenues and cannot require additional tax levies. Before proposing an amendment to the budget, there must be a notice of public hearing published in the local newspaper at least 10 days prior to the hearing.

A Notice of Public Hearing for amending the 2018 budget was recently published in the *Leavenworth Times*.

Due to circumstances that were not anticipated when the 2018 budget was originally published, the above mentioned funds will exceed their expenditure authority, however, additional revenues are available to support the increased expenditures.

**Recommendation:**

Staff recommends that the 2018 budget for the above mentioned funds be amended as proposed. The proposed amendments require no additional tax levies.

**Explanation of Amendments**

**Recreation Fund**

The proposed amendment would increase the 2018 spending authority by \$87,950 to cover several issues including personnel costs related to benefits and part time personnel (75,018), unanticipated equipment rentals, equipment repair and maintenance, concession supplies, sales tax, and other professional services (\$12,932). The funding for these increased expenditures will come from a transfer from General Fund.

**Home Depot TIF Fund**

The proposed increase in this fund comes from additional TIF taxes received (\$27,704) that will need to be paid out.

**Probation Fund**

The proposed amendment would increase the 2018 spending authority by \$27,345 to cover the capital outlay for software purchase and implementation. The additional funding comes from the Probation Fund unencumbered cash carryover (reserves).

**Business and Technology Park**

The proposed amendment would provide spending authority for the maintenance of the Business and Technology Park.

Summary of Amendments

| Fund                   | 2018<br>Adopted Budget: |                                  |              | 2018<br>Proposed Amended<br>Expenditures |
|------------------------|-------------------------|----------------------------------|--------------|------------------------------------------|
|                        | Actual<br>Tax Rate      | Amount of Tax<br>that was Levied | Expenditures |                                          |
| Recreation Fund        | 1.822                   | 377,498                          | 1,617,744    | 1,705,694                                |
| Home Depot TIF         |                         |                                  | 255,454      | 281,704                                  |
| Probation              |                         |                                  | 185,505      | 212,850                                  |
| Business and Tech Park |                         |                                  | 0            | 497,043                                  |
|                        |                         |                                  |              |                                          |
|                        |                         |                                  |              |                                          |
|                        |                         |                                  |              |                                          |
|                        |                         |                                  |              |                                          |
|                        |                         |                                  |              |                                          |



City of Leavenworth, Kansas

2018

Adopted Budget

| Recreation Fund                       | 2018<br>Adopted<br>Budget | 2018<br>Proposed<br>Budget |
|---------------------------------------|---------------------------|----------------------------|
| Unencumbered Cash Balance January 1   | 161,037                   | 122,537                    |
| Receipts:                             |                           |                            |
| Ad Valorem Tax                        | 377,498                   | 377,498                    |
| Delinquent Tax                        | 9,500                     | 9,500                      |
| Motor Vehicle Tax                     | 65,888                    | 65,888                     |
| Recreational Vehicle Tax              | 627                       | 627                        |
| 16/20M Vehicle Tax                    | 73                        | 73                         |
| Commercial Vehicle                    | 2,226                     | 2,226                      |
| Intergovernmental Revenue             | 69,055                    | 69,055                     |
| Charges for Services                  | 623,715                   | 628,715                    |
| Transfers from CIP                    | 300,000                   | 300,000                    |
| Transfers from General Fund           | 0                         | 126,450                    |
| Miscellaneous                         | 8,125                     | 3,125                      |
|                                       |                           |                            |
|                                       |                           |                            |
| Interest on Idle Funds                |                           |                            |
| <b>Total Receipts</b>                 | <b>1,456,707</b>          | <b>1,583,157</b>           |
| <b>Resources Available:</b>           | <b>1,617,744</b>          | <b>1,705,694</b>           |
| Expenditures:                         |                           |                            |
| Personnel                             | 863,104                   | 938,122                    |
| Contractual Services                  | 624,000                   | 636,932                    |
| Commodities                           | 85,640                    | 85,640                     |
| Capital Outlay                        | 45,000                    | 45,000                     |
|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
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|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
| <b>Total Expenditures</b>             | <b>1,617,744</b>          | <b>1,705,694</b>           |
| Unencumbered Cash Balance December 31 | 0                         | 0                          |

CPA Summary





City of Leavenworth, Kansas

2018

Adopted Budget

| Probation                             | 2018<br>Adopted<br>Budget | 2018<br>Proposed<br>Budget |
|---------------------------------------|---------------------------|----------------------------|
| Unencumbered Cash Balance January 1   | 53,246                    | 94,821                     |
| Receipts:                             |                           |                            |
| Ad Valorem Tax                        |                           |                            |
| Delinquent Tax                        |                           |                            |
| Motor Vehicle Tax                     |                           |                            |
| Recreational Vehicle Tax              |                           |                            |
| 16/20M Vehicle Tax                    |                           |                            |
| Liquor Taxes                          | 69,055                    | 69,055                     |
| Charges for Services                  | 89,133                    | 89,133                     |
|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
| Interest on Idle Funds                |                           |                            |
| <b>Total Receipts</b>                 | <b>158,188</b>            | <b>158,188</b>             |
| <b>Resources Available:</b>           | <b>211,434</b>            | <b>253,009</b>             |
| Expenditures:                         |                           |                            |
| Personnel                             | 149,152                   | 149,152                    |
| Contractual Services                  | 28,856                    | 28,856                     |
| Commodities                           | 7,497                     | 7,497                      |
| Capital Outlay                        | 0                         | 27,345                     |
|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
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|                                       |                           |                            |
|                                       |                           |                            |
|                                       |                           |                            |
| <b>Total Expenditures</b>             | <b>185,505</b>            | <b>212,850</b>             |
| Unencumbered Cash Balance December 31 | 25,929                    | 40,159                     |

|             |
|-------------|
| CPA Summary |
|-------------|



**Notice of Budget Hearing for Amending the  
2018 Budget**

The governing body of

**City of Leavenworth, Kansas**

will meet on the day of December 11, 2018 at 7:00 P.M. at City Hall for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Clerk's Office and will be available at this hearing.

**Summary of Amendments**

| Fund                   | 2018<br>Adopted Budget |                                  |              | 2018<br>Proposed Amended<br>Expenditures |
|------------------------|------------------------|----------------------------------|--------------|------------------------------------------|
|                        | Actual<br>Tax Rate     | Amount of Tax<br>that was Levied | Expenditures |                                          |
| Recreation Fund        | 1.822                  | 377,498                          | 1,617,744    | 1,705,694                                |
| Home Depot TIF         |                        |                                  | 255,454      | 281,704                                  |
| Probation              |                        |                                  | 185,505      | 212,850                                  |
| Business and Tech Park |                        |                                  | 0            | 497,043                                  |
|                        |                        |                                  |              |                                          |
|                        |                        |                                  |              |                                          |
|                        |                        |                                  |              |                                          |
|                        |                        |                                  |              |                                          |
|                        |                        |                                  |              |                                          |

Carla Williamson  
\_\_\_\_\_  
Official Title: City Clerk

**POLICY REPORT  
CEREAL MALT BEVERAGE LICENSE FOR 2018**

**DECEMBER 11, 2018**

**PREPARED BY:**

  
Beverly Wilson  
Receivable/License Coordinator

**REVIEWED BY:**

  
Carla K. Williamson, CMC  
City Clerk

**REVIEWED BY:**

  
Paul Kramer  
City Manager

**ISSUE:**

Request approval of Cereal Malt Beverage Licenses to be effective January 1, 2019.

**BACKGROUND:**

The following establishments have made application for a Cereal Malt Beverage license and have paid the applicable fee.

| <b>Establishment/Name</b>   | <b>Address</b>            | <b>Consumption</b> |
|-----------------------------|---------------------------|--------------------|
| Abe's Place                 | 5101 10 <sup>th</sup> Ave | ON                 |
| AZAD Inc dba 7-Eleven Store | 701 Metropolitan Ave      | OFF                |
| Bill's Kitchen              | 700 Kiowa St              | ON                 |
| Casey's Retail Store #1261  | 2004 Spruce St            | OFF                |
| Casey's Retail Store #2609  | 950 Eisenhower Rd         | OFF                |
| Casey's Retail Store #2826  | 2100 S 4 <sup>th</sup> St | OFF                |
| Diamond Oil 2               | 1031 Metropolitan Ave     | OFF                |
| Dillon's #40                | 720 Eisenhower Rd         | OFF                |
| Eddie's Grocery             | 1101 Spruce St            | ON                 |
| Four B dba Price Chopper    | 2107 S 4 <sup>th</sup> St | OFF                |
| GOJRA LLC dba K7 Stop       | 300 N 4 <sup>th</sup> St  | OFF                |
| Hometown Store              | 111 N Broadway St         | OFF                |
| Little Bar                  | 1431 10 <sup>th</sup> Ave | ON                 |
| Minit Mart LLC              | 3122 S 4 <sup>th</sup> St | OFF                |
| Murphy's USA #7486          | 1050 Eisenhower Rd        | OFF                |
| Towne Pub Restaurant        | 1001 Ottawa St            | ON                 |
| Walgreens #12923            | 2900 S 4 <sup>th</sup> St | OFF                |
| Walmart Store #326          | 5000 10 <sup>th</sup> Ave | OFF                |
| Woody's Food Mart           | 700 Eisenhower Rd         | OFF                |

**STAFF RECOMMENDATION:**

Staff recommends approval of 2019 Cereal Malt Beverage Licenses.

**POLICY REPORT  
CANCELLATION OF THE DECEMBER 25, 2018 REGULAR MEETING**

**DECEMBER 11, 2018**

Prepared by:



Carla K. Williamson, CMC  
City Clerk

Reviewed by:



Paul Kramer  
City Manager

**ISSUE:**

Request cancellation of the December 25, 2018 Regular Meeting due to the Christmas Holidays.

**BACKGROUND:**


It is required that the City Commission formally cancel the meeting by motion and approval. Cancellation of the meeting will be posted on the doors at City Hall and on social media.

**CITY COMMISSION ACTION:**

Motion to Cancel the December 25, 2018 Regular Meeting.

**POLICY REPORT  
RESOLUTION TO COLLECT UNCOLLECTIBLE TENANT ACCOUNTS  
December 11, 2018**

**PREPARED BY:**

  
\_\_\_\_\_  
Andrea Cheatom, Housing Manager  
Leavenworth Housing Authority

**REVIEWED & APPROVED BY:**

  
\_\_\_\_\_  
Paul Kramer, Executive Director  
City Manager

**ISSUE:**

Consider a resolution removing six (6) tenant accounts from the rent register at Planters II.

**RESOLUTION:**

Past due rent or damage assessments are determined to be uncollectible for various reasons. Some tenants are deceased or have been moved to nursing homes and have no ability to repay. Others have moved from the forwarding address provided to the LHA. Attempts to find or otherwise recover the money have been unsuccessful. The Resolution deletes the accounts in accordance with the procedures to keep the Housing Authority's rent register current. The process is required by the U.S. Department of Housing and Urban Development (HUD) and is included in management policy resolutions adopted for the operation of Planters II.

This housekeeping function is performed about twice each year.

**COMMISSION ACTION:**

Motion to adopt the attached resolution deleting uncollectable tenant accounts.

**RESOLUTION NO. B-2211**

**A RESOLUTION AUTHORIZING CERTAIN TENANT ACCOUNTS TO BE DELETED BY THE LEAVENWORTH HOUSING AUTHORITY BOARD, CITY OF LEAVENWORTH, KANSAS.**

**BE IT RESOLVED BY THE LEAVENWORTH CITY COMMISSION ACTING AS THE LEAVENWORTH HOUSING AUTHORITY COMMISSION, CITY OF LEAVENWORTH, KANSAS:**

**Section 1.** The following tenant accounts are hereby deleted:

| <u>Name</u>           | <u>Amount</u> |
|-----------------------|---------------|
| Mary Carter           | \$772.31      |
| Mark Hadsall          | \$2,796.56    |
| Maria Jones           | \$136.76      |
| Kennetta Newman-Dixon | \$1,002.76    |
| Donna Wielkie         | \$730.03      |
| Shyrlene Wisdom       | \$470.23      |

**Section 2.** This action is required by program regulations for the operation of Planters II, the City's 105-unit elderly high-rise.

**Section 3.** This resolution shall be effective from and after its passage as provided by law.

**PASSED AND APPROVED** this 11<sup>th</sup> day of December 2018.

\_\_\_\_\_  
Mark Preisinger, Mayor

{SEAL}


ATTEST:

\_\_\_\_\_  
Carla K. Williamson, CMC  
City Clerk



**POLICY REPORT  
RESOLUTION TO REMOVE PROPERTY FROM THE LEAVENWORTH HOUSING  
AUTHORITY INVENTORY  
DECEMBER 11, 2018**

**PREPARED BY:**

  
\_\_\_\_\_  
Andrea Cheatom, Housing Manager  
Leavenworth Housing Authority

**REVIEWED & APPROVED BY:**

  
\_\_\_\_\_  
Paul Kramer, Executive Director  
City Manager

**ISSUE:**

Consider a resolution removing property from the assets inventory at the Leavenworth Housing Authority (Planters II).

**RESOLUTION:**

A broken office chair, vacuum, clock and unstable printer stand have been disposed of. The Resolution deletes the property from the asset inventory in accordance with the procedures established by the U.S. Department of Housing and Urban Development (HUD) to keep the inventory log current. The process is required by the U.S. Department of Housing and Urban Development (HUD).

**COMMISSION ACTION:**

Motion to adopt the attached resolution removing disposed of property from the Leavenworth Housing Authority's (Planters II) inventory.

**RESOLUTION B-2212**

**BE IT RESOLVED BY THE LEAVENWORTH HOUSING AUTHORITY COMMISSION, CITY OF LEAVENWORTH, KANSAS, AS FOLLOWS:**

**BE IT RESOLVED BY THE LEAVENWORTH CITY COMMISSION ACTING AS THE LEAVENWORTH HOUSING AUTHORITY COMMISSION, CITY OF LEAVENWORTH, KANSAS:**

**Section 1:** The following described property is herewith removed from inventory from the housing equipment inventory for items located at Planters II.

| <u>INV#</u> | <u>DESCRIPTION</u> | <u>SERIAL #</u> | <u>COMMENTS</u> | <u>COST</u> |
|-------------|--------------------|-----------------|-----------------|-------------|
| 0290        | Printer Stand      | N/A             | O'Sullivan      | \$49.00     |
| 2149        | Office Chair       | N/A             | Real Space      | \$89.99     |
| 2169        | 29" Wall Clock     | N/A             | Majestic        | \$76.49     |
| 2206        | Vacuum Cleaner     | N/A             | Carpet Pro      | \$190.86    |

**Section 2:** The inventory on hand at Planters II is updated annually in accordance with federal procedures. The above named items were disposed of and/or broken for fiscal year 2018.

**Section 3:** This resolution shall become effective from and after its passage as provided by law.

**PASSED AND APPROVED** this 11<sup>th</sup> day of December 2018.

\_\_\_\_\_  
Mark Preisinger, Mayor

{SEAL}

ATTEST:


\_\_\_\_\_  
Carla K. Williamson, CMC  
City Clerk

**POLICY REPORT PWD NO. 18-54**  
**CONSIDER SOLE SOURCE DESIGN CONTRACT WITH WATER RESOURCES SOLUTIONS, LLC.**  
**FOR THE 16TH TERRACE & THORNTON PHASE 2 STORMWATER PROJECT**

**City Project 2018-897**

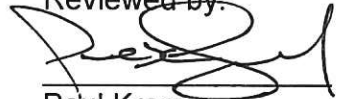
**December 11, 2018**

Prepared by:



Michael G. McDonald, P.E.,  
Director of Public Works

Reviewed by:



Paul Kramer,  
City Manager

**ISSUE:**

Consider the sole source design contract received from Water Resources Solutions, LLC. for the 16th Terrace & Thornton Phase 2 Stormwater Project.

**BACKGROUND:**

For many years, property owners at the north end of 16th Terrace have been concerned about stormwater filling the street and flooding houses in heavy rains. In 2017, Water Resources Solutions completed a study of the drainage areas flowing into this area. The study focused on stormwater flows under existing and future conditions and the capacity/condition of the existing stormwater drainage system. Findings of the study resulted in recommendations for the enclosed stormwater system (piping), the open channel system (backyard stream), and detention.

The Phase 1 construction project includes the installation of a detention basin on property currently owned by the City at the northwest end of 16th Terrace and the modification of the overland swale and inlet box between the properties at 2205 and 2209 S. 16th Street Terrace. This project is currently under construction.

The Phase 2 project would include:

- Replacement of existing underground metal piping south of the existing junction box, with new junction boxes, rear yard piping and outflow improvements,
- A swale on the property at the north end of 16th Street to divert stormwater into the detention facility constructed in Phase 1.

**RECOMMENDATION:**

Staff recommends the City Commission approve the sole source design contract submitted by Water Resources Solutions, LLC. for the 16th Terrace & Thornton Phase 2 Stormwater Project in an amount not to exceed \$39,190.

**POLICY:**

The City generally uses the Qualifications Base Selections process to select engineers for project design. Water Resources Solutions has completed the preliminary drainage study for this area, the design of the Phase 1 project, and numerous other stormwater projects for the City.

**ATTACHMENTS:**

Improvements Map  
Contract

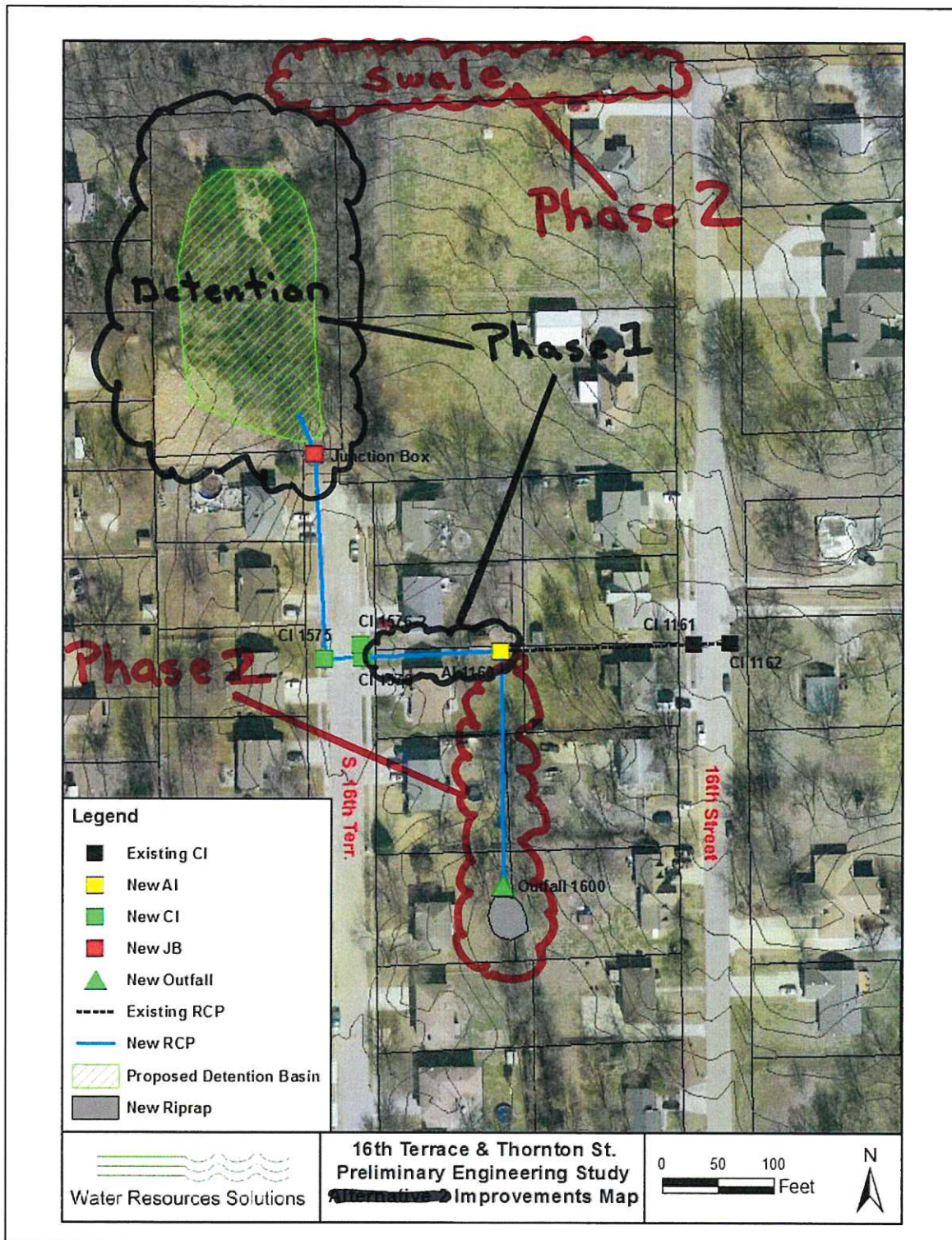


Figure 5: Alternative 2 Improvements Map

SOLE SOURCE REQUEST

Requesting Department: Public Works/Engineering Accounting: \_\_\_\_\_

Description of goods or services requested as a sole source: Project 2018-897

16th Terrace and Thornton Stormwater Project Phase 2

Vendor: Water Resources Solutions Telephone: 913.302.1030

Vendor Address: 8800 Linden Drive, Prairie Village, KS 66207-2222

Estimated Cost: \$39,190.00

Alternate goods/services and vendors that are available to fulfill the required departmental use (if answer is NONE, a full explanation is required on the factors that led to that conclusion:


Water Resource Solutions (WRS) completed the Drainage Study for the watershed and the construction plans for phase 1 of the project. Phase 2 is a continuation of the previous project. Using another design engineer would require the duplication of work in the study and preliminary design work that would increase costs to the City.

Explanation of why the estimated cost noted above is fair and reasonable:

WRS completed the design for phase 1 of the project. The cost proposed for phase 2 is comparable in scope and labor for the phase 1 project.

Requested by:

Approved by:

Michael G. McDonald  
  
Department Director or Division Superintendent

  
Finance Director or City Manager

Date: 11-6-18

Date: 11-6-18

**SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of December 6, 2018 ("Effective Date") between

City of Leavenworth, Kansas, 100 N. 5<sup>th</sup> Street, Leavenworth, Kansas 66048 ("Owner")

and Water Resources Solutions, LLC ("Engineer")

Engineer agrees to provide the services described below to Owner for 16<sup>th</sup> Terrace & Thornton Drainage  
Phase 2 Design ("Project").

Description of Engineer's Services: See attached Scope of Services.

Owner and Engineer further agree as follows:

**1.01 Basic Agreement**

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

**2.01 Payment Procedures**

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

**3.01 Additional Services**

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Project an amount

equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

**4.01 Termination**

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

### **5.01 Controlling Law**

A. This Agreement is to be governed by the law of the state in which the Project is located.

### **6.01 Successors, Assigns, and Beneficiaries**

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

### **7.01 General Considerations**

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2002 Edition).

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or

in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

### **8.01 Total Agreement**

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.



**9.01 Payment (Lump Sum Basis)**

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:

1. A Lump Sum amount of \$ 39,190.00

B. Not Used

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

ENGINEER:

By: \_\_\_\_\_

By: 

Donald W. Baker, P.E., D. WRE

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

Title: Owner

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

Date Signed: December 6, 2018

License or Certificate No. and State KS 14258

Address for giving notices:

100 N. 5<sup>th</sup> Street

Leavenworth, Kansas 66048

Address for giving notices:

3515 W. 75<sup>th</sup> Street, Suite 208

Prairie Village, Kansas 66208

## Attachment 1

### 2017 Storm Drainage Projects 16<sup>th</sup> Terrace & Thornton Stormwater Project Phase 2

#### Scope of Services

#### City of Leavenworth, Kansas

#### Project Understanding

The residents at the north end of S. 16<sup>th</sup> Terrace are experiencing frequent flooding. The runoff responsible for the flooding comes from the adjacent undeveloped hillside. This project is a continuation of the 2017 Storm Drainage Project 16<sup>th</sup> Terrace & Thornton Stormwater Project Phase 1. This scope of service includes the design of improvements to the existing enclosed system at the north end of S. 16<sup>th</sup> Terrace to help alleviate flooding. In addition to the flooding, the swale behind the houses on the east side of S. 16<sup>th</sup> Terrace is experiencing erosion at the pipe outfall and along the channel.

Upon receiving the notice-to-proceed, the Engineer will provide the services identified in this Scope of Services. Other requested services not described in this scope of services will be negotiated as an amendment to this contract.

#### 1.0 Field Data Collection

The Engineer will complete a topographic and boundary survey and geotechnical borings and testing.

- 1.1 The Engineer will complete a topographic and boundary survey of the project area. The topographic and boundary survey will be used to create a basemap for the construction plans.
- 1.2 The Engineer will complete geotechnical borings and testing. The information from the borings and testing will identify the location of bedrock in the project area and assist in the design of any wing walls at the new pipe outfall into the channel.

#### 2.0 Preliminary Design

The Engineer will complete the preliminary design of the stormwater enclosed system improvements and erosion repairs to the channel.

- 2.1 The Engineer will utilize the analysis and design results from the 16<sup>th</sup> Terrace & Thornton Stormwater Project – Phase 1 Detention Storage project completed in September 2018 to assist in the design of the improvements to the existing enclosed system. The Engineer

will utilize hydrologic analysis and results from the Preliminary Engineering Study completed in July 2017 to assist in the design of the channel improvements.

- 2.2 The Engineer will prepare preliminary construction plans. The preliminary construction plans will show the key components of the design with appropriate grading and elevations illustrated. Four hard copies and one electronic copy of the preliminary construction plans will be delivered to the City for review.
- 2.3 The Engineer will prepare preliminary technical specifications. The specifications will include draft technical specifications for the project. The technical specifications will include any specifications not included in the City's Standard Technical Specifications. Four hard copies and one electronic copy of the preliminary technical specifications will be delivered to the City for review.
- 2.4 The Engineer will prepare a preliminary cost estimate for the project. The cost estimate will include a contingency appropriate for the preliminary design level. Four hard copies and one electronic copy of the preliminary cost estimate will be delivered to the City for review.

### **3.0 Final Design**

- 3.1 The Engineer will complete the final design of a stormwater enclosed system improvements and channel improvements. The final design will result in updated construction documents including construction plans, technical specifications, and cost estimate.
- 3.2 The Engineer will prepare updated construction plans. The construction plans will incorporate review comments from the City as well as any design changes from the preliminary design submittal. Four hard copies and one electronic copy of the updated construction plans will be delivered to the City for review.
- 3.3 The Engineer will prepare updated technical specifications. The specifications will be an update of the preliminary technical specifications based on review comments from the City and any design changes since the preliminary design submittal. The technical specifications will include any specifications not included in the City's Standard Technical Specifications. Four hard copies and one electronic copy of the updated technical specifications will be delivered to the City for review.

- 3.4 The Engineer will prepare an updated cost estimate for the project. The cost estimate will be an update of the preliminary cost estimate. Four hard copies and one electronic copy of the updated cost estimate will be delivered to the City for review.

#### **4.0 Regulatory Permitting and Approvals**

The Engineer will complete the necessary permitting applications and make the submittals to the regulatory agencies.

- 5.1 The Engineer will complete the U.S. Army Corps of Engineers Section 404 Permit application and make the submittal to the Kansas City District. The Engineer will answer any questions and respond to any requests for additional information from USACE.

#### **5.0 Final Construction Documents**

The Engineer will prepare final construction documents, including construction plans, technical specifications, and cost estimate.

- 5.2 The Engineer will prepare final construction plans, incorporating any review comments from the City's review of the final design submittal as well as any comments from the regulatory agencies. Four hard copies and one electronic copy of the updated technical specifications will be delivered to the City for bidding purposes.
- 5.3 The Engineer will prepare final technical specifications, incorporating any review comments from the City's review of the final design submittal. Four hard copies and one electronic copy of the updated technical specifications will be delivered to the City for bidding purposes.
- 5.4 The Engineer will prepare a final cost estimate. Four hard copies and one electronic copy of the updated cost estimate will be delivered to the City.

#### **6.0 Meetings**

The Engineer will attend multiple meetings throughout the project including a project startup meeting, preliminary design submittal meeting, final design submittal meeting, pre-bid meeting, pre-construction meeting, and City council meeting.

- 6.1 The Engineer will attend a Project Startup Meeting so all key stakeholders (residents, City, and others) start with the same basis of the project understanding and expectations.

- 6.2 The Engineer will attend a Preliminary Design Submittal Meeting to submit the preliminary plans, specifications, and cost estimate to the City for review. The Engineer will be there to explain the design and answer any initial questions the City may have.
- 6.3 The Engineer will attend a Final Design Submittal Meeting to submit the final sealed plans, specifications, and cost estimate to the City. The Engineer will be there to explain the design and answer any initial questions the City may have.
- 6.4 The Engineer will attend a Pre-bid Meeting with the City and any interested contractors to answer any questions the contractors may have about the plans and specifications.
- 6.5 The Engineer will attend Pre-Construction Meeting with the City and selected contractor to go over the project and any construction related items.
- 6.6 The Engineer will attend a City Council Meeting to present the project to the City Council and answer any questions they may have.

**Additional Services**

Services not covered under this scope of services will be considered Additional Services and will be negotiated as an amendment to this scope of services and contract.

**POLICY REPORT PWD NO. 18-56**

**CONSIDER BIDS FOR THE  
LEAVENWORTH LIBRARY ATRIUM REPLACEMENT PROJECT**

**Project 2014 - 770**

**December 11, 2018**

Prepared by:



Michael G. McDonald  
Director of Public Works

Reviewed by:



Paul Kramer,  
City Manager

**ISSUE:**

Consider bids received for the Leavenworth Library Atrium Replacement Project.

**BACKGROUND:**

The atrium structure at the library has been leaking for many years. Numerous attempts over the years have been made to replace the rubber window gaskets and seal the system with no successful outcome.

In February 2018, the City contracted with John Gaar – Finkle Williams Architecture – to design a new structure that would not have the inherent issues with a metal frame and glass panel structure.

Plans and specifications were received and the project was advertised for bid in the Leavenworth Times and at Drexel Technologies in November, 2018. A pre-bid meeting was held on November 28th and bids were opened on December 5th, 2018. Three (3) bids were received with all bids being over the engineer's estimate.

Staff has reviewed the bids and had had discussions with the designer. Staff believes some modifications of the plans can produce a structure that meets the needs of the library and provide a savings in construction for a project that is more in line with the available funding.

**POLICY:**

The City Commission generally rejects the award of a project where bids are over the engineer's estimate.

**RECOMMENDATION:**

Staff recommends that the City Commission reject all bids received for the project and have staff work with the designer to design a more cost-effective structure.

**ATTACHMENTS:**

Bid Tabs



**CITY OF LEAVENWORTH**  
**Project No. 2014-770**

**Leavenworth Public Library Sunroom Renovation - Bid Tab Review**  
**December 5, 2018**

| BASE BID               |                            |      |          | Engineer's Estimate |                    | Herner Construction Inc. |                    | Bruner Contracting Co. LLC |                    | BKM Construction LLC |                    |
|------------------------|----------------------------|------|----------|---------------------|--------------------|--------------------------|--------------------|----------------------------|--------------------|----------------------|--------------------|
| Item                   | Description                | Unit | Quantity | Unit Price          | Extension          | Unit Price               | Extension          | Unit Price                 | Extension          | Unit Price           | Extension          |
| 1                      | Library Sunroom Renovation | LS   | 1        |                     | \$46,500.00        |                          | \$66,000.00        |                            | \$73,000.00        |                      | \$98,378.00        |
| <b>TOTAL: BASE BID</b> |                            |      |          |                     | <b>\$46,500.00</b> |                          | <b>\$66,000.00</b> |                            | <b>\$73,000.00</b> |                      | <b>\$98,378.00</b> |





| REVISIONS |             |
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REGISTRATION



PROJECT TEAM

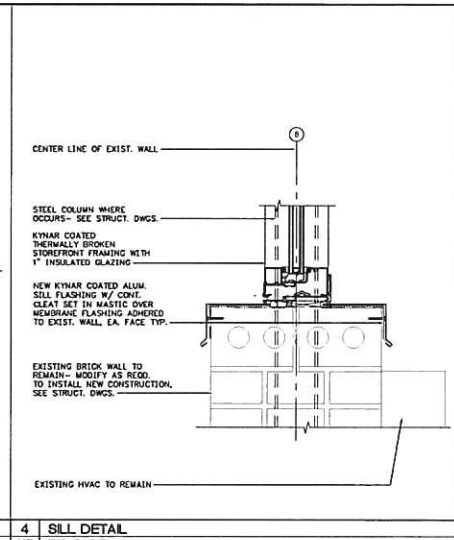
|                 |                                |
|-----------------|--------------------------------|
| ARCHITECT       | FINKLEWILLIAMS ARCHITECTURE    |
| CIVIL           |                                |
| LANDSCAPE       |                                |
| FOUNDATIONS     |                                |
| STRUCTURAL      | CEO STRUCTURAL ENGINEERS, INC. |
| PLUMBING        |                                |
| MECHANICAL      |                                |
| ELECTRICAL      |                                |
| FIRE PROTECTION |                                |
| CONTRACTOR      |                                |



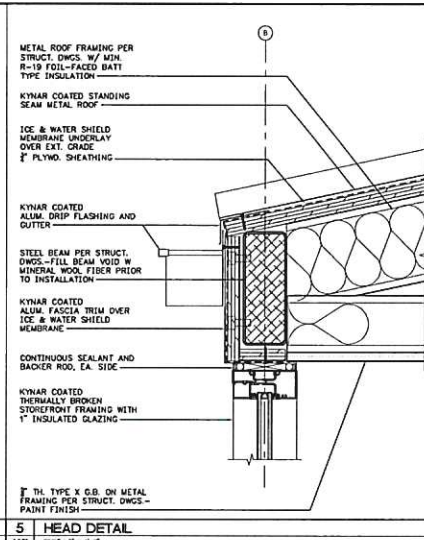
FINKLE + WILLIAMS  
ARCHITECTURE  
7007 College Blvd, Suite 415  
Overland Park, Kansas 66211  
913 - 498 - 1550

SHEET NUMBER

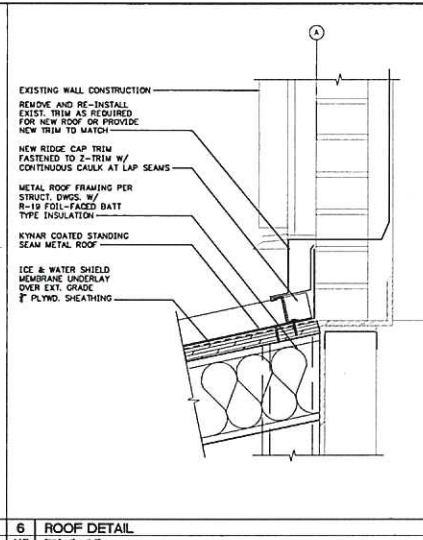
A4.01



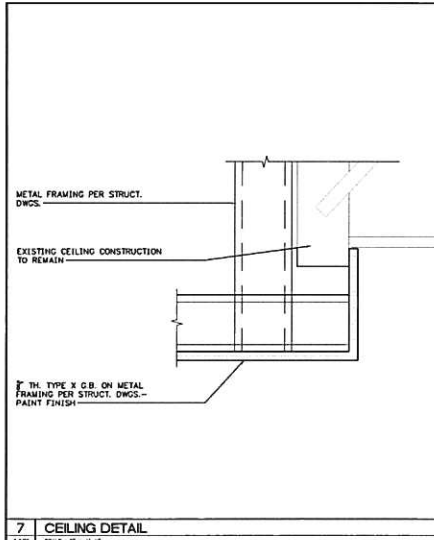
4 SILL DETAIL  
A4.01 SCALE: 1/2" = 1'-0"



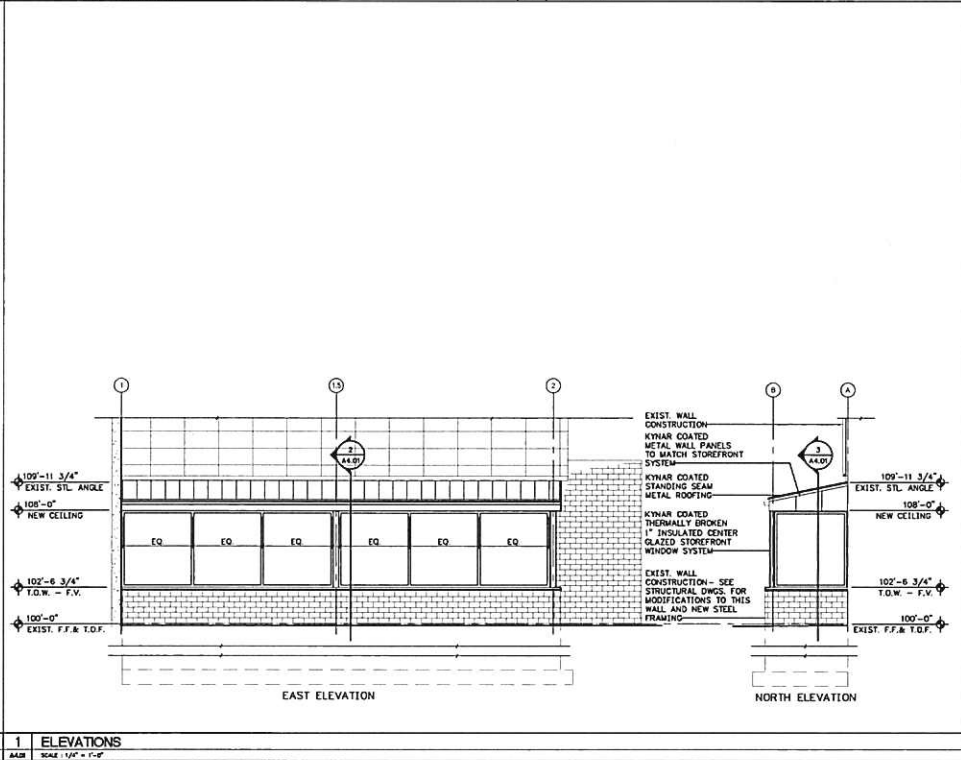
5 HEAD DETAIL  
A4.01 SCALE: 1/2" = 1'-0"



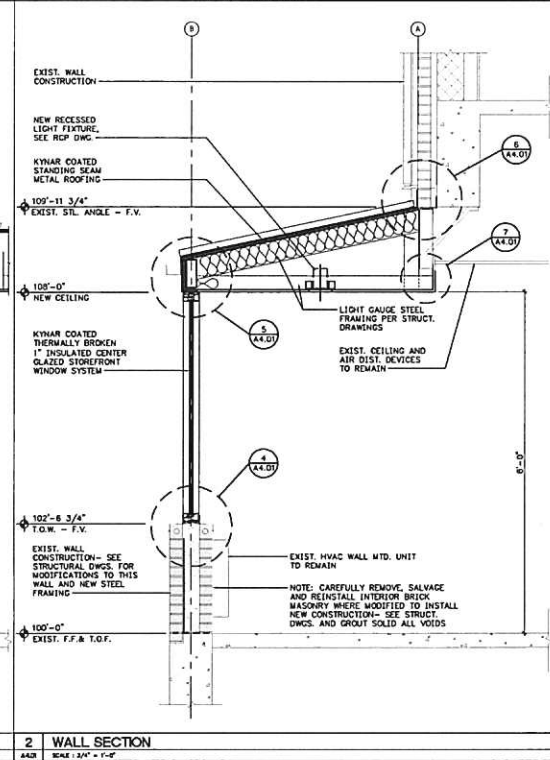
6 ROOF DETAIL  
A4.01 SCALE: 1/2" = 1'-0"



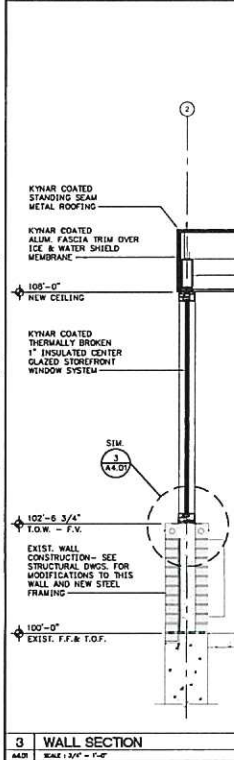
7 CEILING DETAIL  
A4.01 SCALE: 1/2" = 1'-0"



1 ELEVATIONS  
A4.01 SCALE: 1/4" = 1'-0"



2 WALL SECTION  
A4.01 SCALE: 1/4" = 1'-0"



3 WALL SECTION  
A4.01 SCALE: 1/4" = 1'-0"

H: CITY OF LEAVENWORTH/LEAVENWORTH LIBRARY/AUTOCAD/BASE - ALL SHEETS.DWG : 10/07/2018 10:41:48 AM : jmk

**POLICY REPORT PWD NO. 18-55**

**CONSIDER THE BIDS FOR THE  
LEAVENWORTH SERVICE CENTER FUEL ISLAND CANOPY PROJECT**

**Project 2015 - 833**

**December 11, 2018**

Prepared by:



Michael G. McDonald  
Director of Public Works

Reviewed by:



Paul Kramer,  
City Manager

**ISSUE:**

Review bids received for the Leavenworth Service Center Fuel Island Canopy Project.

**BACKGROUND:**

The fuel islands at the service center are used by all departments in the City and the Leavenworth School District. During inclement weather, personnel fueling the vehicles is subjected to rain and snow which creates some safety issues.

In April 2018, the City contracted with CEO Engineers to design a steel frame roofed structure to provide cover for the fuel pumps.

Plans and specifications were received, and the project was advertised for bid in the Leavenworth Times and at Drexel Technologies in November, 2018. A pre-bid meeting was held on November 28th and bids were opened on December 5th, 2018. Four (4) bids were received with all bids being over the engineer's estimate.

Staff has reviewed the bids and has had discussions with the designer. Staff believes some modifications of the plans can produce a structure that meets the needs of the service center and provide a savings in construction for a project that is more in line with the available funding.

**POLICY:**

The City Commission generally rejects the award of a project where bids are over the engineer's estimate.

**RECOMMENDATION:**

Staff recommends that the City Commission reject all bids received for the project and have staff work with the designer to design a more cost-effective structure.

**ATTACHMENTS:**

Bid Tabs

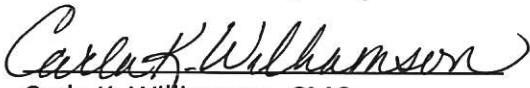


**CITY OF LEAVENWORTH**  
**Project No. 2015-833**  
**MSC Fuel Island Canopy - Bid Tab Review**  
**December 5, 2018**

| BASE BID               |                                           |      |          | Engineer's Estimate |                    | Herner Construction Inc. |                     | Sands Construction LLC |                     | Gunter Construction Co. |                     | BKM Construction LLC |                     |
|------------------------|-------------------------------------------|------|----------|---------------------|--------------------|--------------------------|---------------------|------------------------|---------------------|-------------------------|---------------------|----------------------|---------------------|
| Item                   | Description                               | Unit | Quantity | Unit Price          | Extension          | Unit Price               | Extension           | Unit Price             | Extension           | Unit Price              | Extension           | Unit Price           | Extension           |
| 1                      | Drilled Piers                             | EA   | 4        |                     |                    | \$2,418.75               | \$9,675.00          | \$2,250.00             | \$9,000.00          | \$3,459.00              | \$13,836.00         | \$4,244.50           | \$16,978.00         |
| 2                      | 4 - Column Canopy, Gutter, and Downspouts | LS   | 1        |                     |                    | \$67,899.00              | \$67,899.00         | \$90,000.00            | \$90,000.00         | \$114,249.00            | \$114,249.00        | \$123,708.00         | \$123,708.00        |
| 3                      | 8" Concrete Replacement                   | SY   | 160      |                     |                    | \$140.16                 | \$22,426.00         | \$85.50                | \$13,680.00         | \$100.00                | \$16,000.00         | \$135.00             | \$21,600.00         |
| <b>TOTAL: BASE BID</b> |                                           |      |          |                     | <b>\$65,000.00</b> |                          | <b>\$100,000.00</b> |                        | <b>\$112,680.00</b> |                         | <b>\$144,085.00</b> |                      | <b>\$162,286.00</b> |

**POLICY REPORT  
FIRST CONSIDERATION ORDINANCE TO  
AMEND APPENDIX F SCHEDULE OF FEES OF THE CODE OF ORDINANCES**

**DECEMBER 11, 2018**



Carla K. Williamson, CMC  
City Clerk



Paul Kramer  
City Manager

**ISSUE:**

Consider amending Appendix F, Schedule of Fees of the City's Code of Ordinances.

There are three sections of the Schedule of Fees with the proposed changes based on amendments to the massage therapy and food handler sections of the Code of Ordinances. The increase in refuse bags was approved by the City Commission during the budget process.

**Chapter 26, Article III Massage Therapy**

- Massage Therapy Establishment License (new) reduced from \$350.00 to \$300.00
- Massage Therapy Establishment License (renewal) reduced from \$175.00 to \$150.00
- Added language for exception for therapists who own and operate a licensed massage establishment

**Chapter 54 Food**

- Amended language to reflect change in food handler schools conducted by the City Health Officer
- Added online food handler class fee paid to online provider of \$20.00

**Chapter 98 Solid Waste**

- Added Plastic Refuse Bags \$7.00
  - Increase effective January 2019 – previously \$6.00

**ACTION:**

Consensus to place on first consideration.

**ATTACHMENTS:**

- Draft Ordinance with attached Appendix F

(Summary Publish in the Leavenworth Times on \_\_\_\_\_, 2018)

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE SCHEDULE OF FEES WITHIN THE CORPORATE LIMITS OF THE CITY OF LEAVENWORTH, KANSAS AND INCORPORATING BY REFERENCE THE APPENDIX F SCHEDULE OF FEES OF THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, DATED \_\_\_\_\_, 2018, FOR THE CITY OF LEAVENWORTH.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:**

**Section 1.** That the attached Appendix F is hereby incorporated by reference for the purpose of regulating fees charged to the public within the corporate limits of the City of Leavenworth, Kansas, that certain fee schedule known as the "Appendix F Schedule of Fees" prepared, save and except such sections, parts or portions as are hereinafter omitted, deleted, notified or changed, adopted by Ordinance No. \_\_\_\_\_. The Appendix F Schedule of Fees shall be attached to Ordinance No. \_\_\_\_\_, incorporated by reference in the Code of Ordinances, filed with the City Clerk to be open to inspection and available to the public at all reasonable hours.

**Section 2.** That all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Section 3.** That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Governing Body hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**Section 4.** That nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 2 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

**Section 5. EFFECTIVE DATE.** This Ordinance shall take effect and be in force from and after the later of (a) the date of its publication in the official city newspaper, or (b) December 31, 2018.

**PASSED and APPROVED** by the Governing Body on the \_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2018.

{SEAL}

\_\_\_\_\_  
Mark Preisinger, Mayor

ATTEST:

\_\_\_\_\_  
Carla K. Williamson, CMC, City Clerk

| City Code Chapter | Applicable Section | Description                                                                                                                                                                                                                                              | Effective Timeline   | Requirements                                                                                                                                                | Fee        |
|-------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>2</b>          |                    | <b>ADMINISTRATION</b>                                                                                                                                                                                                                                    |                      |                                                                                                                                                             |            |
|                   |                    | <b>(a) Public Information Requests:</b>                                                                                                                                                                                                                  |                      |                                                                                                                                                             |            |
| 2                 |                    | Open Public Records                                                                                                                                                                                                                                      |                      | First 5 pages & includes 1/2 hour staff labor                                                                                                               | \$5.00     |
| 2                 |                    | Open Public Records                                                                                                                                                                                                                                      |                      | \$0.25 each additional page after first 5 pages                                                                                                             | \$0.25     |
| 2                 |                    | Open Public Records                                                                                                                                                                                                                                      |                      | Staff labor cost per hour after first 1/2 hour                                                                                                              | \$20.00    |
| 2                 |                    | Video/DVD Reproduction                                                                                                                                                                                                                                   |                      | Copy of DVD, tape or video                                                                                                                                  | \$5.00     |
| 2                 |                    | Video/DVD Reproduction                                                                                                                                                                                                                                   |                      | Staff cost per hour after first 1/2 hour                                                                                                                    | \$20.00    |
| 2                 |                    | Maps and drawings                                                                                                                                                                                                                                        |                      | Standard map paper 34"x44"                                                                                                                                  | \$6.00     |
| 2                 |                    | Maps and drawings                                                                                                                                                                                                                                        |                      | Standard plotter sheet 34"x44"                                                                                                                              | \$10.00    |
| 2                 |                    | Maps and drawings                                                                                                                                                                                                                                        |                      | Mylar map sheet or paper plotter with contours or orthophotos 34" x 44"                                                                                     | \$20.00    |
| 2                 |                    | Maps and drawings                                                                                                                                                                                                                                        |                      | Mylar plotter sheet 34" x 44"                                                                                                                               | \$30.00    |
| 2                 |                    | Public Improvement Inspection Fee                                                                                                                                                                                                                        |                      | Construction of sanitary sewer, street, storm sewer or other public improvement; 6% fee of actual construction costs approved by Public Works Director      |            |
| 2                 |                    | Floodplain                                                                                                                                                                                                                                               |                      | Determination cost                                                                                                                                          | \$125.00   |
| 2                 |                    | Police Department Photo/Video/DVD Copies                                                                                                                                                                                                                 |                      | Copies of photographs, video and DVD                                                                                                                        | \$15.00    |
| 2                 |                    | Police Department Record Checks                                                                                                                                                                                                                          |                      |                                                                                                                                                             | \$15.00    |
| 2                 |                    | Police Department Money Escorts                                                                                                                                                                                                                          |                      |                                                                                                                                                             | \$10.00    |
| 2                 |                    | Police Department Fingerprinting                                                                                                                                                                                                                         |                      |                                                                                                                                                             | \$15.00    |
| 2                 |                    | Police Department Uniformed Off Duty                                                                                                                                                                                                                     |                      | Per hour charge for uniformed off duty officer                                                                                                              | \$35.00    |
| 2                 |                    | Police Department Bomb Calls                                                                                                                                                                                                                             |                      | Other agencies will be assessed at full cost                                                                                                                |            |
| 2                 |                    | Postage                                                                                                                                                                                                                                                  |                      | Reimburse exact amount of postage                                                                                                                           |            |
| 2                 | 351                | Rental Registration                                                                                                                                                                                                                                      | One Time Fee         | One time only fee per owner                                                                                                                                 | \$20.00    |
| <b>10</b>         |                    | <b>ALCOHOLIC BEVERAGES</b>                                                                                                                                                                                                                               |                      |                                                                                                                                                             |            |
| 10                | 51                 | Cereal Malt Beverage Retailer's License                                                                                                                                                                                                                  | Jan 1 - Dec 31       | Consumption on premises per business                                                                                                                        | \$200.00   |
| 10                | 51                 | Cereal Malt Beverage Retailer's License                                                                                                                                                                                                                  | Jan 1 - Dec 31       | Not for consumption on premises per business                                                                                                                | \$50.00    |
| 10                | 51                 | CMB Stamp Tax                                                                                                                                                                                                                                            | Jan 1 - Dec 31       | Stamp tax fee submitted to State of Kansas annually                                                                                                         | \$25.00    |
| 10                | 93                 | Alcoholic Liquor Temporary Permit                                                                                                                                                                                                                        | Per Day              | Need zoning form completed for State                                                                                                                        | \$25.00    |
| 10                | 101                | (a) Any licensee holding a license for any of the purposes hereafter mentioned issued by the state director of alcoholic beverage control and within the corporate limits of the city shall pay an annual occupation license tax to the city as follows: |                      |                                                                                                                                                             |            |
| 10                | 101                | Alcoholic Liquor Retailers                                                                                                                                                                                                                               | 1 yr from Issue Date | Alcoholic liquor including beer containing more than 3.2 percent of alcohol by weight for consumption off the premises (sales in the original package only) | \$300.00   |
| 10                | 101                | Alcohol and Spirit Manufacturer                                                                                                                                                                                                                          | 1 yr from Issue Date |                                                                                                                                                             | \$2,500.00 |
| 10                | 101                | Beer Manufacturer (regardless of alcohol content)                                                                                                                                                                                                        | 1 yr from Issue Date | 1-100 barrel daily capacity or any part thereof                                                                                                             | \$200.00   |
| 10                | 101                | Beer Manufacturer (regardless of alcohol content)                                                                                                                                                                                                        | 1 yr from Issue Date | 100-150 barrel daily capacity                                                                                                                               | \$400.00   |
| 10                | 101                | Beer Manufacturer (regardless of alcohol content)                                                                                                                                                                                                        | 1 yr from Issue Date | 150-200 barrel daily capacity                                                                                                                               | \$700.00   |
| 10                | 101                | Beer Manufacturer (regardless of alcohol content)                                                                                                                                                                                                        | 1 yr from Issue Date | 200-300 barrel daily capacity                                                                                                                               | \$1,000.00 |
| 10                | 101                | Beer Manufacturer (regardless of alcohol content)                                                                                                                                                                                                        | 1 yr from Issue Date | 300-400 barrel daily capacity                                                                                                                               | \$1,300.00 |
| 10                | 101                | Beer Manufacturer (regardless of alcohol content)                                                                                                                                                                                                        | 1 yr from Issue Date | 400-500 barrel daily capacity                                                                                                                               | \$1,400.00 |
| 10                | 101                | Beer Manufacturer (regardless of alcohol content)                                                                                                                                                                                                        | 1 yr from Issue Date | 500 or more barrel daily capacity                                                                                                                           | \$1,600.00 |

| City Code Chapter                                                                                                                        | Applicable Section                   | Description                                                                                                                                                                                                                                                                 | Effective Timeline   | Requirements                                                                                                                                                                                                                                                                                                 | Fee        |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 10                                                                                                                                       | 101                                  | Beer Manufacturer (regardless of alcohol content)                                                                                                                                                                                                                           | 1 yr from Issue Date | Provided that the words "daily capacity" as used herein shall mean the average barrel production for the previous 12 months of manufacturing operation; provided further that if no such basis for comparison exists, the manufacturing licenses shall pay in advance for the first year's operation of tax. | \$1,000.00 |
| 10                                                                                                                                       | 101                                  | Beer Distributor                                                                                                                                                                                                                                                            | 1 yr from Issue Date | First and each additional distributing place of business operated in the city by the same licensee and wholesaling and jobbing beer and cereal malt beverage                                                                                                                                                 | \$1,000.00 |
| 10                                                                                                                                       | 101                                  | Microbrewery or Farm Winery                                                                                                                                                                                                                                                 | 1 yr from Issue Date |                                                                                                                                                                                                                                                                                                              | \$250.00   |
| 10                                                                                                                                       | 101                                  | Wine Manufacturer                                                                                                                                                                                                                                                           | 1 yr from Issue Date |                                                                                                                                                                                                                                                                                                              | \$500.00   |
| 10                                                                                                                                       | 101                                  | Wine or Spirit Distributor                                                                                                                                                                                                                                                  | 1 yr from Issue Date | First and each additional distributing place of business operated in the city by the same licensee and wholesaling and jobbing alcoholic liquors, except beer                                                                                                                                                | \$1,000.00 |
| 10                                                                                                                                       | 101                                  | Nonbeverage User Class 1                                                                                                                                                                                                                                                    | 1 yr from Issue Date | 100 gallons (not to exceed)                                                                                                                                                                                                                                                                                  | \$10.00    |
| 10                                                                                                                                       | 101                                  | Nonbeverage User Class 2                                                                                                                                                                                                                                                    | 1 yr from Issue Date | 1,000 gallons (not to exceed)                                                                                                                                                                                                                                                                                | \$50.00    |
| 10                                                                                                                                       | 101                                  | Nonbeverage User Class 3                                                                                                                                                                                                                                                    | 1 yr from Issue Date | 5,000 gallons (not to exceed)                                                                                                                                                                                                                                                                                | \$100.00   |
| 10                                                                                                                                       | 101                                  | Nonbeverage User Class 4                                                                                                                                                                                                                                                    | 1 yr from Issue Date | 10,000 gallons (not to exceed)                                                                                                                                                                                                                                                                               | \$200.00   |
| 10                                                                                                                                       | 101                                  | Nonbeverage User Class 5                                                                                                                                                                                                                                                    | 1 yr from Issue Date | 10,000 gallons (in excess)                                                                                                                                                                                                                                                                                   | \$500.00   |
| The tax shall be paid before business is begun under an original state license and within ten days after the renewal of a state license. |                                      |                                                                                                                                                                                                                                                                             |                      |                                                                                                                                                                                                                                                                                                              |            |
| 10                                                                                                                                       | 142                                  | Private Club Class A                                                                                                                                                                                                                                                        | 1 yr from Issue Date | Must have State Paperwork                                                                                                                                                                                                                                                                                    | \$250.00   |
| 10                                                                                                                                       | 142                                  | Private Club Class B                                                                                                                                                                                                                                                        | 1 yr from Issue Date | Must have State Paperwork                                                                                                                                                                                                                                                                                    | \$250.00   |
| 10                                                                                                                                       | 181                                  | Caterer                                                                                                                                                                                                                                                                     | 1 yr from Issue Date | Must have State Paperwork                                                                                                                                                                                                                                                                                    | \$250.00   |
| 10                                                                                                                                       | 221                                  | Drinking Establishment                                                                                                                                                                                                                                                      | 1 yr from Issue Date | Must have State Paperwork                                                                                                                                                                                                                                                                                    | \$250.00   |
| <b>14</b>                                                                                                                                | <b>AMUSEMENTS AND ENTERTAINMENTS</b> |                                                                                                                                                                                                                                                                             |                      |                                                                                                                                                                                                                                                                                                              |            |
| 14                                                                                                                                       | 27                                   | Automatic Music/Amusement Services                                                                                                                                                                                                                                          | Mar 1 - Feb 28       | Every person engaged in the business of operating an automatic music device for profit or gain, whether as a single business or in conjunction with other businesses. Fee is per device, per year and paid by the owner of the device.                                                                       | \$40.00    |
| 14                                                                                                                                       | 112                                  | Carnival, Circus, Streetshow Day                                                                                                                                                                                                                                            | Per Day              | Initial fee per day                                                                                                                                                                                                                                                                                          | \$260.00   |
| 14                                                                                                                                       | 112                                  | Carnival, Circus, Streetshow Day Renew                                                                                                                                                                                                                                      | Daily - Renewal      | Renewal fee per day                                                                                                                                                                                                                                                                                          | \$200.00   |
| 14                                                                                                                                       | 112                                  | Carnival, Circus, Streetshow Week                                                                                                                                                                                                                                           | Per Week             | Initial fee per week                                                                                                                                                                                                                                                                                         | \$1,465.00 |
| 14                                                                                                                                       | 112                                  | Carnival, Circus, Streetshow Week Renew                                                                                                                                                                                                                                     | Week - Renewal       | Renewal fee per week                                                                                                                                                                                                                                                                                         | \$1,150.00 |
| 14                                                                                                                                       | 112                                  | Carnival, Circus, Streetshow (City Sanctioned)                                                                                                                                                                                                                              | Day                  | Fee per day                                                                                                                                                                                                                                                                                                  | \$200.00   |
| 14                                                                                                                                       | 112                                  | Carnival, Circus, Streetshow (City Sanctioned)                                                                                                                                                                                                                              | Week                 | Fee per week                                                                                                                                                                                                                                                                                                 | \$1,150.00 |
| 14                                                                                                                                       | 112                                  | Petting Zoo (Definition: Domestic animals to include dogs, cats, domesticated sheep, horses, cattle, goats, swine, fowl, ducks, geese, turkeys, confined domestic hares and rabbits and other like animals used and maintained in confinement.)                             |                      |                                                                                                                                                                                                                                                                                                              |            |
| 14                                                                                                                                       | 126                                  | Petting Zoo 1-25 animals                                                                                                                                                                                                                                                    | Per Day              | 1-25 Animals                                                                                                                                                                                                                                                                                                 | \$25.00    |
| 14                                                                                                                                       | 126                                  | Petting Zoo 26-50 animals                                                                                                                                                                                                                                                   | Per Day              | 25 or more Animals                                                                                                                                                                                                                                                                                           | \$50.00    |
| 14                                                                                                                                       | 126                                  | Petting Zoo                                                                                                                                                                                                                                                                 | Per Event            | Refundable cash bond to guarantee clean up                                                                                                                                                                                                                                                                   | \$250.00   |
| 14                                                                                                                                       | 126                                  | Per event: To guarantee site clean up, a \$1,000.00 refundable cash bond if event is held on private property, \$5,000.00 if event is held on City property. Certificate of insurance minimum of \$500,000.00 with City of Leavenworth, Kansas named as additional insured. |                      |                                                                                                                                                                                                                                                                                                              |            |
| 14                                                                                                                                       | 204                                  | Professional Wrestling Matches                                                                                                                                                                                                                                              | Per Event            | Application for license fee                                                                                                                                                                                                                                                                                  | \$100.00   |
| <b>18</b>                                                                                                                                | <b>ANIMALS</b>                       |                                                                                                                                                                                                                                                                             |                      |                                                                                                                                                                                                                                                                                                              |            |
| 18                                                                                                                                       | 6                                    | Animal Surrender fee                                                                                                                                                                                                                                                        |                      | Owner relinquishment/Surrender accompanied with vaccination papers and medical records                                                                                                                                                                                                                       | \$20.00    |

| City Code Chapter | Applicable Section                       | Description                                                                      | Effective Timeline | Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Fee                                       |
|-------------------|------------------------------------------|----------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 18                | 7                                        | Adoption Service Fee                                                             |                    | Adoptive owner shall pay all required fees, including any medical care costs incurred during impoundment per the current city contracted costs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Cumulated costs incurred                  |
| 18                | 12                                       | Dead Animal                                                                      |                    | Remove of dead animal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$20.00                                   |
| 18                | 12                                       | Dead Animal                                                                      |                    | Cremation of dead animal charged \$10 plus the current contract price of cremation per pound.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$10.00<br>Plus current contact price per |
| 18                | 23                                       | Deer Hunting                                                                     | Sep 1 - Jan 31     | Permit fee issued per hunter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$20.00                                   |
| 18                | 45                                       | Dog and Cat Violations of Sections 18-43 and 18-44 shall be as follows:          |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                           |
| 18                | 45                                       | Penalty                                                                          |                    | First offense                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$35.00                                   |
| 18                | 45                                       | Penalty                                                                          |                    | Second offense                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$100.00                                  |
| 18                | 45                                       | Penalty                                                                          |                    | Third offense                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$150.00                                  |
| 18                | 45                                       | Penalty                                                                          |                    | Habitual violator; animal at-large. It shall be a separate municipal offense for any person to receive four or more citations for violation of section 18-43 within a 24 month consecutive period. Such person shall be cited as a habitual violator. Any person found guilty of violation of this section shall be fined a minimum of \$100.00 and a maximum of \$500.00 for each habitual violator citation. The municipal judge shall have no authority to suspend the minimum fine or any portion thereof. A person cited for violation of this section shall be required to appear in municipal court. It shall be a defense to an alleged violation of this section for the defendant to have been adjudged not guilty, or the charge dismissed, of section 18-43 for a specific citation issued under section 18-43. |                                           |
| 18                | 46                                       | Impoundment Charges - Dogs Running At-Large                                      |                    | Confinement fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$20.00                                   |
| 18                | 46                                       | Impoundment Charges - Dogs Running At-Large                                      |                    | Plus, per day confinement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$10.00                                   |
| 18                | 50                                       | Residential Kennel Permit                                                        | Jan 1 - Dec 31     | Permit Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$30.00                                   |
| 18                | 64                                       | Dog License - Altered                                                            | Apr 1 - Mar 31     | Registration Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$10.00                                   |
| 18                | 64                                       | Dog License - Unaltered                                                          | Apr 1 - Mar 31     | Registration Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$20.00                                   |
| 18                | 64                                       | Dog License - Late                                                               | After March 31     | Registration Late Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$10.00                                   |
| 18                | 67                                       | Dog Tag (Duplicate)                                                              |                    | Duplicate Tag Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$1.00                                    |
| 18                | 68                                       | Dangerous Dog                                                                    | Apr 1 - Mar 31     | Registration Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$50.00                                   |
| 18                | 92                                       | Impoundment Fee - Livestock and Domestic Fowl                                    | Pickup             | Pickup Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$20.00                                   |
| 18                | 92                                       | Impoundment Fee - Livestock and Domestic Fowl                                    | Per Day            | Per day of confinement or actual cost whichever is greater                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$10.00                                   |
| 18                |                                          | Animal control contracts shall be renewed annually at current service fee rates. |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                           |
| <b>22</b>         | <b>BUILDING AND BUILDING REGULATIONS</b> |                                                                                  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                           |
| 22                | 66                                       | Building Code                                                                    |                    | Adopted Uniform Building Code, 2006 Edition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                           |
|                   |                                          | Building Code adopted permit fees:                                               |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                           |
| 22                | 67                                       | \$1 to \$500 Total Valuation                                                     |                    | \$24.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                           |
| 22                | 67                                       | \$501 to \$2,000 Total Valuation                                                 |                    | \$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, to and include \$2,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                           |
| 22                | 67                                       | \$2,001 to \$40,000 Total Valuation                                              |                    | \$69 for first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |



| City Code Chapter | Applicable Section | Description                                                                                                                                                                                                              | Effective Timeline    | Requirements                                                                                                                                       | Fee     |  |
|-------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------|--|
| 22                | 67                 | \$40,001 to \$100,000 Total Valuation                                                                                                                                                                                    |                       | \$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000                                 |         |  |
| 22                | 67                 | \$100,001 to \$500,000 Total Valuation                                                                                                                                                                                   |                       | \$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000                              |         |  |
| 22                | 67                 | \$500,001 to \$1,000,000 Total Valuation                                                                                                                                                                                 |                       | \$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000                            |         |  |
| 22                | 67                 | \$1,000,001 to \$5,000,000 Total Valuation                                                                                                                                                                               |                       | \$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000                          |         |  |
| 22                | 67                 | \$5,000,001 Total Valuation and Over                                                                                                                                                                                     |                       | \$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof                                                       |         |  |
| 22                | 67                 | Other inspections and fees:                                                                                                                                                                                              |                       |                                                                                                                                                    |         |  |
| 22                | 67                 | a) Inspections outside of normal business hours                                                                                                                                                                          | Per Hour <sup>2</sup> | Minimum charge: two hours                                                                                                                          | \$47.00 |  |
| 22                | 67                 | b) Reinspection fees                                                                                                                                                                                                     | Per Hour <sup>2</sup> | Assessed under provisions of Section 305                                                                                                           | \$47.00 |  |
| 22                | 67                 | c) Inspections - no fee specifically indicated                                                                                                                                                                           | Per Hour <sup>2</sup> | Minimum charge: one-half hour                                                                                                                      | \$47.00 |  |
| 22                | 67                 | d) Plan Review Fee                                                                                                                                                                                                       |                       | 65% of permit fee                                                                                                                                  |         |  |
| 22                | 94                 | Appeals to the Board of Appeals                                                                                                                                                                                          |                       | Application fee                                                                                                                                    | \$50.00 |  |
| 22                | 118                | Grading Permit Fees                                                                                                                                                                                                      |                       |                                                                                                                                                    |         |  |
| 22                | 118                | Amending Appendix Section 3310.3, Table No. A-33-B, of the Uniform Building Code to read as follows:                                                                                                                     |                       |                                                                                                                                                    |         |  |
| 22                | 118                | a) Grading Permit Fees <sup>1</sup>                                                                                                                                                                                      |                       | 100 cubic yards or less: \$37.00                                                                                                                   |         |  |
| 22                | 118                | b) Grading Permit Fees <sup>1</sup>                                                                                                                                                                                      |                       | 101 to 1,000 cubic yards: \$37 for the first 100 cubic yards plus \$17.50 for each additional 100 cubic yards or fraction thereof.                 |         |  |
| 22                | 118                | c) Grading Permit Fees <sup>1</sup>                                                                                                                                                                                      |                       | 1,001 to 10,000 cubic yards: \$194.50 for the first 1,000 cubic yards, plus \$14.50 for each additional 1,000 cubic yards or fraction thereof.     |         |  |
| 22                | 118                | d) Grading Permit Fees <sup>1</sup>                                                                                                                                                                                      |                       | 10,001 to 100,000 cubic yards: \$325.00 for the first 10,000 cubic yards, plus \$66.00 for each additional 10,000 cubic yards or fraction thereof. |         |  |
| 22                | 118                | e) Grading Permit Fees <sup>1</sup>                                                                                                                                                                                      |                       | 100,001 cubic yards or more: \$919.00 for the first 100,000 cubic yards, plus \$36.50 for each additional 10,000 cubic yards or fraction thereof.  |         |  |
| 22                | 118                | Notes: <sup>1</sup> The fee for a grading permit authorizing additional work so that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project. |                       |                                                                                                                                                    |         |  |
| 22                | 118                | <sup>2</sup> Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.              |                       |                                                                                                                                                    |         |  |
| 22                | 186                | Electrical Code                                                                                                                                                                                                          |                       | Adopted National Electrical Code, Edition 2006                                                                                                     |         |  |
| 22                | 199                | Electrical Code schedule of fees:                                                                                                                                                                                        |                       |                                                                                                                                                    |         |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | a) 60 ampere service                                                                                                                               | \$15.00 |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | b) 100 ampere service                                                                                                                              | \$18.00 |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | c) 150 ampere service                                                                                                                              | \$20.00 |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | d) 200 ampere service                                                                                                                              | \$23.00 |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | e) 400 ampere service                                                                                                                              | \$25.00 |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | f) 600 ampere service                                                                                                                              | \$28.00 |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | g) 800 ampere service                                                                                                                              | \$30.00 |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | h) Over 800 ampere service                                                                                                                         | \$50.00 |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | i) Each electrical outlet                                                                                                                          | \$0.20  |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | j) Each motor 1 hp or less                                                                                                                         | \$2.00  |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | k) Each motor 1 hp to and including 5 hp                                                                                                           | \$3.00  |  |
| 22                | 199                | Electrical                                                                                                                                                                                                               |                       | l) Each motor rated above 5 hp including 10 hp                                                                                                     | \$5.00  |  |

| City Code Chapter | Applicable Section | Description                      | Effective Timeline | Requirements                                                                                                                                                | Fee      |
|-------------------|--------------------|----------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 22                | 199                | Electrical                       |                    | m) Each motor rated above 10 hp including 20 hp                                                                                                             | \$8.00   |
| 22                | 199                | Electrical                       |                    | n) Each motor rated above 20 hp                                                                                                                             | \$9.00   |
| 22                | 199                | Electrical                       |                    | o) Each outdoor electric sign                                                                                                                               | \$5.00   |
| 22                | 199                | Electrical                       |                    | p) Furnace, range, dryer, hot water tank, window air conditioner                                                                                            | \$2.00   |
| 22                | 199                | Electrical                       |                    | q) Transformer, hair dryer, commercial cooking vats, electric heating units, and similar equipment, up to and including 2 KVA                               | \$3.00   |
| 22                | 199                | Electrical                       |                    | r) Above 2 KVA and including 10 KVA \$3.00 + \$1.00 per KVA                                                                                                 |          |
| 22                | 199                | Electrical                       |                    | s) Above 10 KVA and including 50 KVA \$11.00 + \$0.55 per KVA                                                                                               |          |
| 22                | 199                | Electrical                       |                    | t) Above 50 KVA \$33.00 + \$0.20 per KVA                                                                                                                    |          |
| 22                | 199                | Electrical                       |                    | u) Air Conditioner other than window units: To be charged from their motor horsepower rating above.                                                         |          |
| 22                | 199                | Electrical                       |                    | v) Installation for carnival, circus, road show, and similar installation                                                                                   | \$100.00 |
| 22                | 199                | Electrical                       |                    | w) For issuing each permit                                                                                                                                  | \$24.00  |
| 22                | 199                | Electrical                       |                    | x) Refrigerated display case, each section                                                                                                                  | \$5.00   |
| 22                | 301                | Electrical Trade Examination     |                    | Electrical trade examination sponsorship fee*                                                                                                               | \$35.00  |
| 22                | 303                | Electrical Contractor            | Jan 1 - Dec 31     | Electrical contractor certificate of qualification                                                                                                          | \$200.00 |
| 22                | 303                | Electrical Contractor            | Jan 1 - Dec 31     | Renewal of electrical contractor's license                                                                                                                  | \$200.00 |
| 22                | 304                | Residential Landlord Electrician | Jan 1 - Dec 31     | Application & Yearly fee                                                                                                                                    | \$35.00  |
| 22                | 305                | Master Electrician               | Jan 1 - Dec 31     | Master electrician license                                                                                                                                  | \$35.00  |
| 22                | 305                | Master Electrician (renewal)     | Jan 1 - Dec 31     | Master electrician license renewal                                                                                                                          | \$35.00  |
| 22                | 306                | Maintenance Electrician          | Jan 1 - Dec 31     | Maintenance electrician examination and license fee                                                                                                         | \$35.00  |
| 22                | 307                | Journeyman Electrician           | Jan 1 - Dec 31     | Journey electrician license                                                                                                                                 | \$35.00  |
| 22                | 307                | Journeyman Electrician (renewal) | Jan 1 - Dec 31     | Journey electrician license renewal                                                                                                                         | \$35.00  |
| 22                | 308                | Apprentice electrician license   | Jan 1 - Dec 31     | Apprentice electrician license                                                                                                                              | \$15.00  |
| 22                | 351                | Plumbing Code                    |                    | Adopted Uniform Plumbing Code, Edition 2006                                                                                                                 |          |
| 22                | 351                | Plumbing Code schedule of fees:  |                    |                                                                                                                                                             |          |
| 22                | 351                | Plumbing                         |                    | a) For issuing each permit                                                                                                                                  | \$24.00  |
| 22                | 351                | Plumbing                         |                    | b) For issuing each supplement permit                                                                                                                       | \$10.00  |
| 22                | 351                | Plumbing                         |                    | c) For each plumbing fixture on one trap or a set of fixtures on one trap, including water, drainage piping and backflow protection thereof                 | \$7.00   |
| 22                | 351                | Plumbing                         |                    | d) For each building sewer and each trailer park sewer                                                                                                      | \$15.00  |
| 22                | 351                | Plumbing                         |                    | e) Rainwater systems, per drain (inside building)                                                                                                           | \$7.00   |
| 22                | 351                | Plumbing                         |                    | f) For each cesspool                                                                                                                                        | \$25.00  |
| 22                | 351                | Plumbing                         |                    | g) For each private sewage disposal system                                                                                                                  | \$40.00  |
| 22                | 351                | Plumbing                         |                    | h) For each water heater and/or vent                                                                                                                        | \$7.00   |
| 22                | 351                | Plumbing                         |                    | i) For each gas piping system of one to five outlets                                                                                                        | \$5.00   |
| 22                | 351                | Plumbing                         |                    | j) For each additional gas piping system outlet, per outlet                                                                                                 | \$1.00   |
| 22                | 351                | Plumbing                         |                    | k) For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps | \$7.00   |
| 22                | 351                | Plumbing                         |                    | l) For each installation, alteration or repair of water piping and/or water treating equipment                                                              | \$7.00   |
| 22                | 351                | Plumbing                         |                    | m) For each repair or alteration of drainage or vent piping, each fixture                                                                                   | \$7.00   |

| City Code Chapter | Applicable Section | Description                                   | Effective Timeline | Requirements                                                                                                                                                                                                                                                  | Fee      |
|-------------------|--------------------|-----------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 22                | 351                | Plumbing                                      |                    | n) For each lawn sprinkler system on any one meter, including backflow protection devices therefore                                                                                                                                                           | \$7.00   |
| 22                | 351                | Plumbing                                      |                    | o) For vacuum atmospheric-type vacuum breakers not included in items listed above:                                                                                                                                                                            |          |
| 22                | 351                | Plumbing                                      |                    | 1) One to five                                                                                                                                                                                                                                                | \$5.00   |
| 22                | 351                | Plumbing                                      |                    | 2) Over five, each                                                                                                                                                                                                                                            | \$1.00   |
| 22                | 351                | Plumbing                                      |                    | p) For each backflow protective device other than atmospheric-type vacuum breakers:                                                                                                                                                                           |          |
| 22                | 351                | Plumbing                                      |                    | 1) Two inch diameter and smaller                                                                                                                                                                                                                              | \$7.00   |
| 22                | 351                | Plumbing                                      |                    | 2) Over two inch diameter                                                                                                                                                                                                                                     | \$15.00  |
| 22                | 351                | Plumbing                                      |                    | q) Perc test                                                                                                                                                                                                                                                  | \$200.00 |
| 22                | 351                | Plumbing                                      |                    | r) Septic inspection                                                                                                                                                                                                                                          | \$50.00  |
| 22                | 380                | Certificate of Qualification or Registration  |                    |                                                                                                                                                                                                                                                               |          |
| 22                | 380                | Plumbing Contractor                           | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                                                                    | \$200.00 |
| 22                | 380                | Master Plumber                                | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                                                                    | \$35.00  |
| 22                | 380                | Journeyman                                    | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                                                                    | \$35.00  |
| 22                | 380                | Apprentice Plumber                            | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                                                                    | \$15.00  |
| 22                | 380                | Gas Contractor                                | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                                                                    | \$200.00 |
| 22                | 380                | Master Gas Fitter                             | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                                                                    | \$35.00  |
| 22                | 380                | Journeyman Gas Fitter                         | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                                                                    | \$15.00  |
| 22                | 380                | Plumbing Trade Examination                    |                    | Sponsorship fee *                                                                                                                                                                                                                                             | \$35.00  |
| 22                | 380                | Residential Landlord Plumbing Examination Fee | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                                                                    | \$35.00  |
| 22                | 380                | Gas Fitting and Piping Code                   |                    | Applicant shall pay actual fees charged by testing agencies.                                                                                                                                                                                                  |          |
| 22                | 421                | Gas Contractor                                | Jan 1 - Dec 31     | Adopted Uniform Plumbing Code, Edition 2006                                                                                                                                                                                                                   |          |
| 22                | 421                | Master Gas Fitter                             | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                                                                    | \$200.00 |
| 22                | 421                | Journeyman Gas Fitter                         | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                                                                    | \$35.00  |
| 22                | 466                | Mechanical Code                               |                    | Adopted Uniform Mechanical Code 2006 Edition                                                                                                                                                                                                                  |          |
| 22                | 466                | Condensing Unit Only                          |                    | Permit fee                                                                                                                                                                                                                                                    | \$10.00  |
| 22                | 466                | Mechanical Permit Fees - shall be as follows: |                    |                                                                                                                                                                                                                                                               |          |
| 22                | 466                | Mechanical                                    |                    | a) For issuing each permit                                                                                                                                                                                                                                    | \$24.00  |
| 22                | 466                | Mechanical                                    |                    | b) For issuing each supplemental permit                                                                                                                                                                                                                       | \$10.00  |
| 22                | 466                | Mechanical                                    |                    | c) For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h                                                                           | \$15.00  |
| 22                | 466                | Mechanical                                    |                    | d) For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h                                                                                          | \$18.00  |
| 22                | 466                | Mechanical                                    |                    | e) For the installation or relocation of each floor furnace, including vent                                                                                                                                                                                   | \$15.00  |
| 22                | 466                | Mechanical                                    |                    | f) For the installation or relocation of each suspended heater, recessed wall heater or floor mounted unit heater                                                                                                                                             | \$15.00  |
| 22                | 466                | Mechanical                                    |                    | g) For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit                                                                                                                                   | \$8.00   |
| 22                | 466                | Mechanical                                    |                    | h) For the repair of, alteration of, or addition to each heating appliance refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by this Code. | \$14.00  |
| 22                | 466                | Mechanical                                    |                    | i) For the installation or relocation of each boiler or compressor to and including three (3) hp, or each absorption system to and including 100,000 Btu/h                                                                                                    | \$15.00  |

| City Code Chapter | Applicable Section | Description                                                                                                              | Effective Timeline | Requirements                                                                                                                                                                                                           | Fee      |  |
|-------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| 22                | 466                | Mechanical                                                                                                               |                    | j) For the installation or relocation of each boiler or compressor over three (3) hp to and including 15 hp, or each absorption system over 100,000 and including 100,000 Btu/h                                        | \$27.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | k) For the installation or relocation of each boiler or compressor over 15 hp to and including 30 hp, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h                                    | \$38.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | l) For the installation or relocation of each boiler or compressor over 30 hp to and including 50 hp, or each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h                                  | \$56.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | m) For the installation or relocation of each boiler or refrigeration compressor over 50 hp, or each absorption system over 1,750,000 Btu/h                                                                            | \$93.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | n) For each air handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto                                                                                                          | \$11.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | Note: This fee shall not apply to an air-handling unit which is a portion of a factory assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code. |          |  |
| 22                | 466                | Mechanical                                                                                                               |                    | o) For each air handling unit over 10,000 cfm                                                                                                                                                                          | \$18.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | p) For each evaporative cooler other than portable type                                                                                                                                                                | \$11.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | q) For each ventilation fan connected to a single duct                                                                                                                                                                 | \$8.00   |  |
| 22                | 466                | Mechanical                                                                                                               |                    | r) For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit                                                                                                 | \$11.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | s) For the installation of each hood which is served by a mechanical exhaust, including the ducts for each hood                                                                                                        | \$11.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | t) For the installation or relocation of each domestic type incinerator                                                                                                                                                | \$18.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | u) For the installation or relocation of each commercial or industrial type incinerator                                                                                                                                | \$15.00  |  |
| 22                | 466                | Mechanical                                                                                                               |                    | v) For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code                                                     | \$11.00  |  |
| 22                | 491                | Mechanical Licensing                                                                                                     |                    |                                                                                                                                                                                                                        |          |  |
| 22                | 491                | Mechanical Contractor                                                                                                    | Jan 1- Dec 31      | Application and yearly fee                                                                                                                                                                                             | \$200.00 |  |
| 22                | 491                | Mechanical Apprentice                                                                                                    | Jan 1- Dec 31      | Application and yearly fee                                                                                                                                                                                             | \$15.00  |  |
| 22                | 491                | Mechanical Trade Examination                                                                                             | Jan 1- Dec 31      | Sponsorship fee *                                                                                                                                                                                                      | \$35.00  |  |
| 22                | 491                | Residential Landlord Mechanical                                                                                          | Jan 1 - Dec 31     | Application and yearly fee                                                                                                                                                                                             | \$35.00  |  |
| 22                | 491                | Examination Fee                                                                                                          |                    | Applicant shall pay actual fees charged by testing agencies.                                                                                                                                                           |          |  |
| 22                | 494                | Fireplace Installer                                                                                                      | Jan 1- Dec 31      | Application and yearly fee                                                                                                                                                                                             | \$200.00 |  |
| 22                | 494                | Examination                                                                                                              |                    | Applicant shall pay actual fees charged by testing agencies.                                                                                                                                                           |          |  |
| 22                |                    | Note: All licenses shall be renewed on a yearly basis and shall expire on December 31 of the year the license is issued. |                    |                                                                                                                                                                                                                        |          |  |
| 22                |                    | * Applicant shall pay actual fees charged by testing agencies.                                                           |                    |                                                                                                                                                                                                                        |          |  |
| 22                | 634                | Moving of Structures                                                                                                     | Per Move           | Permit fee                                                                                                                                                                                                             | \$250.00 |  |
| 22                | 669                | Mover's License                                                                                                          | Per Week           | Building mover permit fee                                                                                                                                                                                              | \$60.00  |  |
| 22                | 669                | Mover's License                                                                                                          | Per Year           | Building mover permit fee                                                                                                                                                                                              | \$150.00 |  |
| 22                | 709                | Dangerous Structures Administrative Fee                                                                                  |                    | Administrative fee for abatement of dangerous structure                                                                                                                                                                | \$100.00 |  |
| 22                | 709                | Dangerous Structures Demolition Permit                                                                                   |                    | Sheds and structures of 120 square feet or less                                                                                                                                                                        | \$10.00  |  |
| 22                | 709                | Dangerous Structures Demolition Permit                                                                                   |                    | Garages or structures of 121 square feet to 900 square feet                                                                                                                                                            | \$15.00  |  |
| 22                | 709                | Dangerous Structures Demolition Permit                                                                                   |                    | Houses and single structures over 900 square feet                                                                                                                                                                      | \$50.00  |  |
| 22                | 709                | Dangerous Structures Demolition Permit                                                                                   |                    | Multifamily, commercial and industrial structures regardless of the number of buildings on the site to be demolished                                                                                                   | \$150.00 |  |

| City Code Chapter | Applicable Section        | Description                                                                                                          | Effective Timeline  | Requirements                                                                                                                   | Fee                 |
|-------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 22                | 753                       | Fence Permit                                                                                                         |                     | Fence Permit fee                                                                                                               | \$20.00             |
| 22                | 795                       | Industrial Maintenance License                                                                                       |                     | Application fee                                                                                                                | \$200.00            |
| 22                | 796                       | Industrial Maintenance License                                                                                       |                     | Renewal Fee                                                                                                                    | \$200.00            |
| <b>26</b>         | <b>BUSINESSES</b>         |                                                                                                                      |                     |                                                                                                                                |                     |
| 26                | 26                        | Special Use Permit Annual License                                                                                    | Mar 1 - Feb 28      | Annual license fee for approved special use permits                                                                            | \$25.00             |
| 26                | Article III               | Massage Therapy                                                                                                      |                     |                                                                                                                                |                     |
| 26                | 68 and 87                 | Massage Therapy Establishment License New                                                                            | Jan 1 - Dec 31      | New Massage Therapy Establishment License and Massage Therapy Establishment License that have lapsed \$300.00                  | <del>\$350.00</del> |
| 26                | 68 and 92                 | Massage Therapy Establishment License Renewal                                                                        | Jan 1 - Dec 31      | Renewal of a Massage Therapy Establishment License that has not expired \$150                                                  | <del>\$175.00</del> |
| 26                | 68 and 132                | Employee Permit                                                                                                      | Jan 1 - Dec 31      | Massage Therapist License, Exception for therapists who own and operate a licensed massage establishment (See Sec. 23-132 (d)) | \$50.00             |
| 26                | 187                       | Auction License                                                                                                      | Daily               | New goods public auctions                                                                                                      | \$30.00             |
| 26                | 187                       | Auctioneer License                                                                                                   | Daily               | Auctioneers, other than those conducting new goods public auctions                                                             | \$30.00             |
| 26                | 187                       | Auctioneer License                                                                                                   | Mar 1 - Feb 28      | Auctioneers, other than those conducting new goods public auctions                                                             | \$150.00            |
| 26                | 211                       | Bill Posters, Distributors and Painters                                                                              | Daily               | Per Person                                                                                                                     | \$10.00             |
| 26                | 211                       | Bill Posters, Distributors and Painters                                                                              | Weekly              | Per Person                                                                                                                     | \$40.00             |
| 26                | 211                       | Bill Posters, Distributors and Painters                                                                              | Monthly             | Per Person                                                                                                                     | \$100.00            |
| 26                | 211                       | Bill Posters, Distributors and Painters                                                                              | Mar 1 - Feb 28      | Per Person Annual                                                                                                              | \$250.00            |
| 26                | 266                       | Adult Entertainment Businesses:                                                                                      |                     |                                                                                                                                |                     |
| 26                | 266                       | Adult entertainment business license                                                                                 | Annual              | Business license                                                                                                               | \$650.00            |
| 26                | 266                       | Adult entertainment manager's license                                                                                | Annual              | Manager's license                                                                                                              | \$65.00             |
| 26                | 266                       | Adult entertainer's license                                                                                          | Annual              | Entertainer's license                                                                                                          | \$26.00             |
| 26                | 266                       | Adult entertainment service license                                                                                  | Annual              | Service license                                                                                                                | \$26.00             |
| <b>42</b>         | <b>EMERGENCY SERVICES</b> |                                                                                                                      |                     |                                                                                                                                |                     |
| 42                | Article II                | Alarm Systems - alarm user permits required; rate approval; alarm companies licenses; fees for false alarm response: |                     |                                                                                                                                |                     |
| 42                | 39                        | Alarm User                                                                                                           | Jul 1 - Jun 30      | Annual permit fee                                                                                                              | \$15.00             |
| 42                | 39                        | Alarm User                                                                                                           | Jul 1 - Jun 30      | Late permit fee (initial or renewal)                                                                                           | \$35.00             |
| 42                | 39                        | Alarm User                                                                                                           |                     | Revoked permit reinstatement fee                                                                                               | \$150.00            |
| 42                | 39                        | Alarm Company                                                                                                        | Jul 1 - Jun 30      | Annual permit fee                                                                                                              | \$150.00            |
| 42                | 39                        | Alarm Company                                                                                                        | Jul 1 - Jun 30      | Late permit fee                                                                                                                | \$185.00            |
| 42                | 39                        | Alarm Company                                                                                                        | Jul 1 - Jun 30      | Late installment notification fee                                                                                              | \$25.00             |
| 42                | 40                        | Alarm Response                                                                                                       | Per Event           | Response fee for alarms without permits                                                                                        | \$150.00            |
| 42                | 40                        | False Alarm Response Fees                                                                                            | Within last 12 mos. | 1-6 false alarms                                                                                                               | No Fee              |
| 42                | 40                        | False Alarm Response Fees                                                                                            | Within last 12 mos. | 7-12 false alarms                                                                                                              | \$65.00             |
| 42                | 40                        | False Alarm Response Fees                                                                                            | Within last 12 mos. | Over 12 false alarms                                                                                                           | \$325.00            |
| 42                | 40                        | False Alarm Response Fees                                                                                            | Within last 12 mos. | Alarm permit revoked                                                                                                           | \$325.00            |
| 42                | 40                        | Alarm Monitoring Fee                                                                                                 | Monthly             | Monthly permit fee                                                                                                             | \$30.00             |
| 42                | 40                        | Alarm Monitoring Fee                                                                                                 | Jul 1 - Jun 30      | Annual permit fee                                                                                                              | \$325.00            |
| 42                | 94                        | Ambulance Service                                                                                                    | Annual              | Annual permit fee per ambulance service                                                                                        | \$30.00             |
| 42                | 94                        | Ambulance Service                                                                                                    | Annual              | Annual permit fee per ambulance vehicle                                                                                        | \$5.00              |

| City Code Chapter | Applicable Section | Description                                                                                                                                                                   | Effective Timeline | Requirements                                                                 | Fee                         |
|-------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------|-----------------------------|
| 42                | 94                 | Ambulance Service                                                                                                                                                             | Annual             | Annual permit fee per ambulance driver and attendant                         | \$15.00                     |
| <b>46</b>         | <b>ENVIRONMENT</b> |                                                                                                                                                                               |                    |                                                                              |                             |
| 46                | 79                 | Loudspeakers, sound amplifiers permit                                                                                                                                         | Per Event          | Permit fee                                                                   | \$5.00                      |
| 46                | 183                | Excavations Permit Fee                                                                                                                                                        | Per Event          | Permit fee                                                                   | \$25.00                     |
| 46                | 231                | Oil and Gas Well Drilling                                                                                                                                                     |                    | Initial permit fee                                                           | \$725.00                    |
| 46                | 231                | Oil and Gas Well Drilling                                                                                                                                                     |                    | Renewal permit fee                                                           | \$375.00                    |
| 46                | 231                | Oil and Gas Well Drilling                                                                                                                                                     |                    | Transfer permit fee                                                          | \$100.00                    |
| 46                | 266                | Regulated Land Disturbance activity less the 1 acre                                                                                                                           |                    | No fee if less than one (1) acre                                             | \$0.00                      |
| 46                | 266                | Utility Companies/Contractors working for a utility Company with an annual Land Disturbance Permit                                                                            |                    | Must be working for a utility company with an annual Land Disturbance Permit | \$0.00                      |
| 46                | 267                | Regulated Land Disturbance activity 1-5 acres                                                                                                                                 | Per Event          | Permit Fee                                                                   | \$150.00                    |
| 46                | 267                | Regulated Land Disturbance activity more than 5 acres                                                                                                                         | Per Event          | Permit Fee                                                                   | \$250.00                    |
| 46                | 267                | One (1) Single family residence                                                                                                                                               |                    | No fee if one (1) single family residence                                    | \$0.00                      |
| 46                | 267                | Two (2) to Five (5) single family residences                                                                                                                                  | Per Event          | Permit Fee                                                                   | \$150.00                    |
| 46                | 267                | More than Five (5) single family residences                                                                                                                                   | Per Event          | Permit Fee                                                                   | \$250.00                    |
| 46                | 267                | <b>Failure to Obtain the Land Disturbance Permit prior to the timetable outlined in Chapter 46 will result in these late fees</b>                                             |                    |                                                                              |                             |
| 46                | 267                | First Offense Regulated land disturbance activity of less than 1 acre or 1 single family residence                                                                            |                    | Pay permit fee of \$150.00 and administrative fees                           | \$150.00<br>Plus Admin fees |
| 46                | 267                | Second and following offenses                                                                                                                                                 |                    | Fees shall be doubled plus administrative fees                               | Double fee plus Admin fees  |
| 46                | 267                | Fees for all other Categories                                                                                                                                                 |                    | Fees shall be doubled plus administrative fees                               | Double fee plus Admin fees  |
| 46                | 267                | Surety Requirements for Land Disturbance                                                                                                                                      |                    |                                                                              |                             |
| 46                | 267                | Regulated Land Disturbance activity less the 1 acre                                                                                                                           |                    | No Surety required if less than one (1) acre                                 | \$0.00                      |
| 46                | 267                | Regulated Land Disturbance activity 1-5 acres                                                                                                                                 | Per Event          | Surety Required                                                              | \$5,000.00                  |
| 46                | 267                | Regulated Land Disturbance activity more than 5 acres                                                                                                                         | Per Event          | Surety Required                                                              | \$10,000.00                 |
| 46                | 267                | One (1) Single family residence                                                                                                                                               | Per Event          | Surety Required                                                              | \$2,500.00                  |
| 46                | 267                | Two (2) to Five (5) single family residences                                                                                                                                  | Per Event          | Surety Required                                                              | \$5,000.00                  |
| 46                | 267                | More than Five (5) single family residences                                                                                                                                   | Per Event          | Surety Required                                                              | \$10,000.00                 |
| 46                | 267                | Utility Companies/Contractors working for a utility Company with an annual Land Disturbance Permit                                                                            |                    | Must be working for a utility company with an annual Land Disturbance Permit | \$5,000.00                  |
| 46                | 267                | <b>Failure to Obtain the Land Disturbance Permit prior to the timetable outlined in Chapter 46 will result in the applicant being required to submit the following Surety</b> |                    |                                                                              |                             |

| City Code Chapter | Applicable Section                         | Description                                                                                        | Effective Timeline  | Requirements                                                                                                                   | Fee                |
|-------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 46                | 267                                        | First Offense Regulated land disturbance activity of less than 1 acre or 1 single family residence |                     |                                                                                                                                | \$5,000.00         |
| 46                | 267                                        | Second and following offenses                                                                      |                     | Surety Shall be doubled                                                                                                        |                    |
| 46                | 267                                        | Fees for all other Categories                                                                      |                     | Surety Shall be doubled                                                                                                        |                    |
| <b>50</b>         | <b>FIRE PREVENTION AND PROTECTION</b>      |                                                                                                    |                     |                                                                                                                                |                    |
| 50                | 31                                         | Fire Department Fees:                                                                              |                     |                                                                                                                                |                    |
| 50                | 31                                         | Hazmat Response                                                                                    |                     | Charged the full cost of the response                                                                                          |                    |
| 50                | 31                                         | Underground Storage Tank                                                                           |                     | Inspection (remove and install)                                                                                                | \$75.00            |
| 50                | 31                                         | Propane Tank                                                                                       |                     | Inspection                                                                                                                     | \$75.00            |
| <b>54</b>         | <b>HEALTH AND SANITATION</b>               |                                                                                                    |                     |                                                                                                                                |                    |
| 54                | 74                                         | Nuisance Assessment Fee                                                                            |                     | Assessment of city costs of abatement                                                                                          | \$100.00           |
| 54                | 75                                         | Nuisance Penalty                                                                                   |                     | First offense minimum fine                                                                                                     | \$100.00           |
| 54                | 75                                         | Nuisance Penalty                                                                                   |                     | Second offense minimum fine                                                                                                    | \$250.00           |
| 54                | 75                                         | Nuisance Penalty                                                                                   |                     | Third offense minimum fine                                                                                                     | \$500.00           |
| 54                | 75                                         | Nuisance Penalty                                                                                   |                     | Fourth and subsequent offenses minimum fine or by imprisonment, not to exceed 6 months, or by both such fine and imprisonment. | \$500.00           |
| <b>54</b>         | <b>FOOD</b>                                |                                                                                                    |                     |                                                                                                                                |                    |
| 54                | 133                                        | Health Permit                                                                                      | Jan 1 - Dec 31      | Annual permit fee                                                                                                              | \$100.00           |
| <del>54</del>     | <del>134</del>                             | <del>Food Handler</del>                                                                            | <del>Lifetime</del> | <del>Must attend food handler class</del>                                                                                      | <del>\$10.00</del> |
| 54                | 134                                        | Food Handler Permit                                                                                | Lifetime            | School conducted by city health officer as requested and approved as needed (fee per person attending)                         | \$10.00            |
| 54                | 134                                        | Food Handler                                                                                       | Lifetime            | Duplicate Food Handler Card                                                                                                    | \$1.00             |
| 54                | 134                                        | On-Line Food Handler Class Permit                                                                  | Lifetime            | Food handler training from city's online food handler training provider-fee paid directly to online provider                   | \$20.00            |
| 54                | 156                                        | Temporary Food Service Permit                                                                      | Per Event           | Issued per special event for a period of no more then three (3) consecutive days                                               | \$10.00            |
| 54                | 156                                        | Inspection of Temporary Food Vendor                                                                | Per Event           | Inspection of any temporary food vendor without a state license                                                                | \$25.00            |
| 54                | 166                                        | Mobile Food Vendor                                                                                 | Mar 1 - Feb 28      | Annual permit fee                                                                                                              | \$60.00            |
| 54                | 177                                        | Ice Cream Vendor                                                                                   | Mar 1 - Feb 28      | Annual permit fee                                                                                                              | \$60.00            |
| <b>54</b>         | <b>PRIVIES, CESSPOOLS AND SEPTIC TANKS</b> |                                                                                                    |                     |                                                                                                                                |                    |
| 54                | 190                                        | Privies, Cesspools and Septic Tanks                                                                |                     | Installation of septic tanks permit fee                                                                                        | \$10.00            |
| <b>54</b>         | <b>TEMPORARY SEWAGE LAGOONS</b>            |                                                                                                    |                     |                                                                                                                                |                    |
| 54                | 234                                        | Temporary Sewage Lagoons                                                                           |                     | Installation permit fee                                                                                                        | \$25.00            |
| <b>66</b>         | <b>MANUFACTURED HOMES AND TRAILERS</b>     |                                                                                                    |                     |                                                                                                                                |                    |
| 66                | 79                                         | Travel Trailer Park                                                                                | Per Year            | Per each block of 100 travel trailer spaces or fraction thereof, per year                                                      | \$25.00            |
| 66                | 79                                         | Travel Trailer Park                                                                                | Per Year            | Maximum, per year                                                                                                              | \$250.00           |
| 66                | 79                                         | Travel Trailer Park                                                                                |                     | Plus, per travel trailer space occupied for a period aggregating more than 30 days, per 3 month period                         | \$1.50             |
| 66                | 142                                        | Mobile Home Park                                                                                   |                     | Rezoning application                                                                                                           | \$350.00           |

| City Code Chapter | Applicable Section             | Description                                                                                                                                                                                                                                                                                                                                                                                          | Effective Timeline           | Requirements                                                                                                                                                                                                        | Fee      |
|-------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 66                | 145                            | Mobile Home Park                                                                                                                                                                                                                                                                                                                                                                                     |                              | Construction of a mobile home park per lot fee                                                                                                                                                                      | \$2.00   |
| 66                | 145                            | Mobile Home Park                                                                                                                                                                                                                                                                                                                                                                                     |                              | Construction of a mobile home park minimum fee                                                                                                                                                                      | \$10.00  |
| 66                | 174                            | Mobile Home Park                                                                                                                                                                                                                                                                                                                                                                                     | Per Month, Payable Quarterly | For each mobile home park: per lot occupied by an inhabited mobile home (residence or domicile of one or more persons) for a period aggregating more than 20 days each month.                                       | \$15.00  |
| 66                | 174                            | Mobile Home Park                                                                                                                                                                                                                                                                                                                                                                                     | Annual                       | For each mobile home park: per lot occupied by an inhabited mobile home (residence or domicile of one or more persons) for a period aggregating more than 20 days each month.<br>Annual inspection fees, per lot.   | \$10.00  |
| 66                | 176                            | Mobile Home Park                                                                                                                                                                                                                                                                                                                                                                                     | Transfer                     | Transfer of license per mobile home lot                                                                                                                                                                             | \$5.00   |
| <b>78</b>         | <b>PEDDLERS AND SOLICITORS</b> |                                                                                                                                                                                                                                                                                                                                                                                                      |                              |                                                                                                                                                                                                                     |          |
| 78                | 1                              | Peddler: Any person, whether a resident of the city or not, traveling from house to house or street to street for the purpose of selling or soliciting for the sale of any goods, wares, merchandise or services other than agricultural products produced or processed in this state and who is not required to obtain a license and pay a fee under any other provision of the Code of Ordinances. |                              |                                                                                                                                                                                                                     |          |
| 78                | 1                              | Transient Merchant, Itinerant Merchant or Itinerant Vendor: (See definition) and who is not required to obtain a license and pay a fee under any other provision of the Code of Ordinances.                                                                                                                                                                                                          |                              |                                                                                                                                                                                                                     |          |
| 78                | 6                              | Peddler                                                                                                                                                                                                                                                                                                                                                                                              | Per Day                      | Daily permit fee                                                                                                                                                                                                    | \$50.00  |
| 78                | 6                              | Peddler                                                                                                                                                                                                                                                                                                                                                                                              | Per Week                     | Weekly permit fee                                                                                                                                                                                                   | \$250.00 |
|                   |                                | Provided, that the above fees shall not apply to commercial travelers commonly called "drummers" who take orders from retail merchants or manufacturers.                                                                                                                                                                                                                                             |                              |                                                                                                                                                                                                                     |          |
| 78                | 6                              | Transient Merchant, Itinerant Merchant or Itinerant Vendor                                                                                                                                                                                                                                                                                                                                           | Per Day                      | Permit not to exceed 5 days; no more than two licenses may be issued in a calendar year.                                                                                                                            | \$50.00  |
| <b>90</b>         | <b>SECONDHAND GOODS</b>        |                                                                                                                                                                                                                                                                                                                                                                                                      |                              |                                                                                                                                                                                                                     |          |
| 90                | 41                             | Garage Sale Permit                                                                                                                                                                                                                                                                                                                                                                                   | Per Garage Sale              | One (1) garage sale per quarter (1st quarter January through March, 2nd quarter April through June, 3rd quarter July through September, and 4th quarter October through December) for a total of four (4) per year. | \$5.00   |
| 90                | 65                             | Pawnbrokers                                                                                                                                                                                                                                                                                                                                                                                          | Annually                     | See state law reference K.S.A. 16-701 et.seq.                                                                                                                                                                       | \$25.00  |
| 90                | 65                             | Precious Metal Dealers                                                                                                                                                                                                                                                                                                                                                                               | Annually                     | See state law reference K.S.A. 16-701 et.seq.                                                                                                                                                                       | \$25.00  |
| 90                | 86                             | Junk Dealers, Junkyards, Auto Storage Yards                                                                                                                                                                                                                                                                                                                                                          | Jan 1 - Dec 31               | Licensing Fee                                                                                                                                                                                                       | \$150.00 |
| <b>98</b>         | <b>SOLID WASTE</b>             |                                                                                                                                                                                                                                                                                                                                                                                                      |                              |                                                                                                                                                                                                                     |          |
| 98                | Article II                     | Collection and Disposal                                                                                                                                                                                                                                                                                                                                                                              |                              | Car                                                                                                                                                                                                                 | \$2.00   |
| 98                | Article II                     | Collection and Disposal                                                                                                                                                                                                                                                                                                                                                                              |                              | Pick-up Truck                                                                                                                                                                                                       | \$5.00   |
| 98                | Article II                     | Collection and Disposal                                                                                                                                                                                                                                                                                                                                                                              |                              | Single axle dump/flat bed                                                                                                                                                                                           | \$15.00  |
| 98                | Article II                     | Collection and Disposal                                                                                                                                                                                                                                                                                                                                                                              |                              | Tandem axle dump high side bed                                                                                                                                                                                      | \$25.00  |
| 98                | Article II                     | Collection and Disposal                                                                                                                                                                                                                                                                                                                                                                              |                              | Truck with chipper box                                                                                                                                                                                              | \$25.00  |
| 98                | Article II                     | Collection and Disposal                                                                                                                                                                                                                                                                                                                                                                              |                              | Added fee for trailer 8 feet or less                                                                                                                                                                                | \$5.00   |
| 98                | Article II                     | Collection and Disposal                                                                                                                                                                                                                                                                                                                                                                              |                              | Added fee for trailer 9 feet to 16 feet                                                                                                                                                                             | \$10.00  |
| 98                | Article II                     | Collection and Disposal                                                                                                                                                                                                                                                                                                                                                                              |                              | Added fee for trailers over 16 feet (each additional foot over 16 feet)                                                                                                                                             | \$1.00   |
| 98                | Article II                     | Collection and Disposal                                                                                                                                                                                                                                                                                                                                                                              |                              | Added fee for modified trailers or beds with walls that exceed 4 feet in height                                                                                                                                     | \$5.00   |
| 98                | Article II                     | Minor Collection and Disposal                                                                                                                                                                                                                                                                                                                                                                        |                              | Minor special refuse pick-up for inactive residential homes up to three cubic yards (3cy), being approximately three feet wide, three feet tall and nine feet long                                                  | \$100.00 |
| 98                | 33                             | Plastic Refuse Bags                                                                                                                                                                                                                                                                                                                                                                                  |                              | Additional roll of Refuse Bags purchased                                                                                                                                                                            | \$7.00   |



| City Code Chapter | Applicable Section                                                                                                 | Description                                    | Effective Timeline | Requirements                                                                                                                                                                              | Fee        |
|-------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 98                | Article II                                                                                                         | Major Collection and Disposal                  |                    | Major special refuse pick-up for inactive residential homes in excess of three cubic yards (3cy), or requiring the use of mechanized loading equipment such as a loader or grapple truck. | \$250.00   |
| 98                | 58                                                                                                                 | Collector's License                            | Per Year           | Per vehicle                                                                                                                                                                               | \$100.00   |
| <b>102</b>        | <b>STREETS, SIDEWALKS AND OTHER PUBLIC PLACES</b>                                                                  |                                                |                    |                                                                                                                                                                                           |            |
| 102               | 3                                                                                                                  | Encumbering Streets Permit                     | Per Event          | Property improvements permit                                                                                                                                                              | \$90.00    |
| 102               | 38                                                                                                                 | Use Permit Fee                                 | 3 days             | Per sale not to exceed three consecutive days                                                                                                                                             | \$15.00    |
| 102               | 38                                                                                                                 | Use Permit Fee                                 | 3 Months           | Sale for a three month period                                                                                                                                                             | \$40.00    |
| 102               | 38                                                                                                                 | Use Permit Fee                                 | 12 Months          | Sale for a 12 month period                                                                                                                                                                | \$100.00   |
| 102               | 38                                                                                                                 | Banner (4th Street between Shawnee & Delaware) | Per Hanging        | Banner hanging over 4th Street                                                                                                                                                            | \$25.00    |
| 102               |                                                                                                                    | Sidewalk Construction and Repair               |                    | Construction and repair permit fee                                                                                                                                                        | \$15.00    |
| 102               | 38                                                                                                                 | Special Events                                 | Per Occurrence     | Permit fee                                                                                                                                                                                | \$25.00    |
| 102               | 255                                                                                                                | Curb Cuts and Driveway Construction            | Per Occurrence     | Permit fee                                                                                                                                                                                | \$15.00    |
| 102               | 312                                                                                                                | Excavations                                    | Per Occurrence     | Permit fee                                                                                                                                                                                | \$10.00    |
| 102               |                                                                                                                    | Street Sweeping                                | Per Hour           | Street sweeping, private property                                                                                                                                                         | \$55.00    |
| 102               |                                                                                                                    | Alley Paving                                   |                    | Alley paving will be charged the cost of asphalt, chip & seal                                                                                                                             |            |
| 102               |                                                                                                                    | Fill old wells                                 | Per Occurrence     | Fee                                                                                                                                                                                       | \$100.00   |
| <b>103</b>        | <b>STORMWATER MANAGEMENT</b>                                                                                       |                                                |                    |                                                                                                                                                                                           |            |
| 103               | 5                                                                                                                  | Single Family Residential Property             | Annual Fee         | All Single Family Residences                                                                                                                                                              | \$84.00    |
| 103               | 5                                                                                                                  | Multifamily Dwelling Unit                      | Annual Fee         | All Multifamily Dwellings (fee per unit)                                                                                                                                                  | \$84.00    |
|                   | <b>Commercial Property (calculated on the total square foot of the footprint of all buildings on the property)</b> |                                                |                    |                                                                                                                                                                                           |            |
| 103               | 5                                                                                                                  | Commercial Property 1,500 sqft or less         | Annual Fee         | Commercial property with foot print of buildings 1,500 sqft or less                                                                                                                       | \$162.50   |
| 103               | 5                                                                                                                  | Commercial Property 1,501 - 4,500 sqft         | Annual Fee         | Commercial property with foot print of buildings 1,501 - 4,500 sqft                                                                                                                       | \$337.50   |
| 103               | 5                                                                                                                  | Commercial Property 4,501 - 10,000 sqft        | Annual Fee         | Commercial property with foot print of buildings 4,501 - 10,000 sqft                                                                                                                      | \$512.50   |
| 103               | 5                                                                                                                  | Commercial Property 10,001 - 20,000 sqft       | Annual Fee         | Commercial property with foot print of buildings 10,001 - 20,000 sqft                                                                                                                     | \$675.00   |
| 103               | 5                                                                                                                  | Commercial Property 20,001 - 50,000 sqft       | Annual Fee         | Commercial property with foot print of buildings 20,001 - 50,000 sqft                                                                                                                     | \$1,200.00 |
| 103               | 5                                                                                                                  | Commercial Property 50,001 - 100,000 sqft      | Annual Fee         | Commercial property with foot print of buildings 50,001 - 100,000 sqft                                                                                                                    | \$2,075.00 |
| 103               | 5                                                                                                                  | Commercial Property 100,001 - 200,000 sqft     | Annual Fee         | Commercial property with foot print of buildings 100,001 - 200,000 sqft                                                                                                                   | \$2,600.00 |
| 103               | 5                                                                                                                  | Commercial Property over 200,000 sqft          | Annual Fee         | Commercial property with foot print of buildings over 200,000 sqft                                                                                                                        | \$3,125.00 |
|                   | <b>Industrial Property (calculated on the total square foot of the footprint of all buildings on the property)</b> |                                                |                    |                                                                                                                                                                                           |            |
| 103               | 5                                                                                                                  | Industrial Property 4,500 sqft or less         | Annual Fee         | Industrial property with foot print of buildings 4,500 sqft or less                                                                                                                       | \$337.50   |
| 103               | 5                                                                                                                  | Industrial Property 4,501 - 10,000 sqft        | Annual Fee         | Industrial property with foot print of buildings 4,501 - 10,000 sqft                                                                                                                      | \$512.50   |
| 103               | 5                                                                                                                  | Industrial Property 10,001 - 20,000 sqft       | Annual Fee         | Industrial property with foot print of buildings 10,001 - 20,000 sqft                                                                                                                     | \$675.00   |
| 103               | 5                                                                                                                  | Industrial Property 20,001 - 50,000 sqft       | Annual Fee         | Industrial property with foot print of buildings 20,001 - 50,000 sqft                                                                                                                     | \$1,200.00 |
| 103               | 5                                                                                                                  | Industrial Property 50,001 - 100,000 sqft      | Annual Fee         | Industrial property with foot print of buildings 50,001 - 100,000 sqft                                                                                                                    | \$2,075.00 |
| 103               | 5                                                                                                                  | Industrial Property 100,001 - 200,000 sqft     | Annual Fee         | Industrial property with foot print of buildings 100,001 - 200,000 sqft                                                                                                                   | \$2,600.00 |
| 103               | 5                                                                                                                  | Industrial Property over 200,000 sqft          | Annual Fee         | Industrial property with foot print of buildings over 200,000 sqft                                                                                                                        | \$3,125.00 |
| <b>106</b>        | <b>TENT SHOWS AND MEETINGS</b>                                                                                     |                                                |                    |                                                                                                                                                                                           |            |
| 106               | 38                                                                                                                 | Tent Show and Meeting                          | Per Occurrence     | Permit fee                                                                                                                                                                                | \$40.00    |
| <b>110</b>        | <b>TRAFFIC AND VEHICLES</b>                                                                                        |                                                |                    |                                                                                                                                                                                           |            |
| 110               | 131-142                                                                                                            | Permit Parking                                 | Monthly            | Permit parking fee                                                                                                                                                                        | \$20.00    |

| City Code Chapter | Applicable Section       | Description                   | Effective Timeline | Requirements                                                            | Fee      |
|-------------------|--------------------------|-------------------------------|--------------------|-------------------------------------------------------------------------|----------|
| 110               | 131-142                  | Permit Parking                |                    | Permit parking fee after the 15th of the month for balance of the month | \$10.00  |
| 110               | 161-167                  | Loading Zone Permit           | Annual             | Loading zone permit fee                                                 | \$100.00 |
| <b>114</b>        | <b>UTILITIES</b>         |                               |                    |                                                                         |          |
| 114               | 38                       | Meters - Inspection           |                    | Application for inspection fee                                          | \$1.00   |
| 114               | 39                       | Meters - Payment of fees      |                    | Company fee for use of inaccurate meter                                 | \$2.00   |
| 114               | 111                      | Sewers Connections Inspection |                    | Sewer connection within a benefit district                              | \$5.00   |
| 114               | 171                      | Auxiliary Facilities          |                    | Deposit for excavations                                                 | \$100.00 |
| 114               | 183                      | Auxiliary Facilities Permit   |                    | Approval of application; fee: permit fee for auxiliary utility facility | \$2.00   |
| <b>118</b>        | <b>VEGETATION</b>        |                               |                    |                                                                         |          |
| 118               | 39                       | Tree Trimmer or Tree Surgeon  | Per Year           | License Fee                                                             | \$50.00  |
| <b>122</b>        | <b>VEHICLES FOR HIRE</b> |                               |                    |                                                                         |          |
| 122               | 49                       | Taxicabs                      |                    | Inspection of each vehicle                                              | \$1.00   |
| 122               | 52                       | Taxicab Owner                 | Jan 1 - Dec 31     | Fee for owner of taxicab business, per year, per vehicle                | \$100.00 |
| 122               | 53                       | Taxicab Owner - Duplicate     |                    | Fee for duplicate owner's license                                       | \$15.00  |
| 122               | 55                       | Taxicab Owner Transfer        | Jan 1 - Dec 31     | Transfer of taxicab owner's license                                     | \$15.00  |
| 122               | 69                       | Taxicab Driver                | Jan 1 - Dec 31     | Fee for taxicab driver's license                                        | \$35.00  |
| 122               | 70                       | Taxicab Driver - Duplicate    |                    | Fee for duplicate driver's license                                      | \$15.00  |
| 122               | 116                      | Limousine Service             |                    | Inspection fee for each vehicle and title prerequisite to issuance      | \$1.00   |
| 122               | 117                      | Limousine Driver              | Jan 1 - Dec 31     | Annual license fee                                                      | \$35.00  |
| 122               | 117                      | Limousine Owner               | Jan 1 - Dec 31     | Annual license fee                                                      | \$100.00 |

| City Code Chapter | Applicable Section                            | Description                                                                                                                             | Effective Timeline | Requirements                                                                                  | Fee      |
|-------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------|----------|
| <b>Appendix B</b> | <b>VACATING STREETS, ALLEYS AND EASEMENTS</b> |                                                                                                                                         |                    |                                                                                               |          |
|                   |                                               | Petition                                                                                                                                | Per Occurrence     | Vacation of public rights-of-way                                                              | \$250.00 |
| <b>Appendix E</b> | <b>ZONING ORDINANCE</b>                       |                                                                                                                                         |                    |                                                                                               |          |
|                   | 21                                            | Board of Zoning Appeals:                                                                                                                |                    |                                                                                               |          |
|                   |                                               | a) Appeal                                                                                                                               |                    | Fee for appeal                                                                                | \$350.00 |
|                   |                                               | b) Variance                                                                                                                             |                    | Fee for variance                                                                              | \$350.00 |
|                   |                                               | c) Exception                                                                                                                            |                    | Fee for exception                                                                             | \$350.00 |
|                   |                                               | Amendments                                                                                                                              |                    |                                                                                               |          |
|                   | 21                                            | General provisions, subsection (f) fees:                                                                                                |                    |                                                                                               |          |
|                   |                                               | (a) R1-25 Single family residential district                                                                                            |                    |                                                                                               | \$350.00 |
|                   |                                               | (b) R1-9 Single family residential district                                                                                             |                    |                                                                                               | \$350.00 |
|                   |                                               | (c) R1-6 Single family residential district                                                                                             |                    |                                                                                               | \$350.00 |
|                   |                                               | (d) R4-16 high density one four family residential district                                                                             |                    |                                                                                               | \$350.00 |
|                   |                                               | (e) R-MF multiple family residential district                                                                                           |                    |                                                                                               | \$350.00 |
|                   |                                               | (f) MP mobile/manufactured home park district                                                                                           |                    |                                                                                               | \$350.00 |
|                   |                                               | (g) OBD office business district                                                                                                        |                    |                                                                                               | \$350.00 |
|                   |                                               | (h) NBD neighborhood business district                                                                                                  |                    |                                                                                               | \$350.00 |
|                   |                                               | (i) CBD central business district                                                                                                       |                    |                                                                                               | \$350.00 |
|                   |                                               | (j) GBD general business district                                                                                                       |                    |                                                                                               | \$350.00 |
|                   |                                               | (k) I-1 light industrial district                                                                                                       |                    |                                                                                               | \$350.00 |
|                   |                                               | (l) I-2 heavy industrial district                                                                                                       |                    |                                                                                               | \$350.00 |
|                   |                                               | (m) PUD planned unit development district                                                                                               |                    |                                                                                               | \$350.00 |
|                   |                                               | (n) Special use permit                                                                                                                  |                    |                                                                                               | \$350.00 |
|                   | 21                                            | Filing Fees and Charges                                                                                                                 |                    |                                                                                               |          |
|                   |                                               | (a) Schedule of fee:                                                                                                                    |                    |                                                                                               |          |
|                   |                                               | (1) Subdivision                                                                                                                         |                    | For first five lots, plus \$10.00 per lot over five lots                                      | \$350.00 |
|                   |                                               | (2) Exceptions                                                                                                                          |                    |                                                                                               | \$75.00  |
|                   |                                               | (3) Appeal                                                                                                                              |                    | Appeal to the governing body                                                                  | \$75.00  |
|                   |                                               | (4) Recording                                                                                                                           |                    | Recording fees                                                                                | \$20.00  |
|                   |                                               | (5) Preservation Major Certificate Review                                                                                               |                    | Review fee                                                                                    | \$200.00 |
|                   |                                               | (6) Property Analysis Determination                                                                                                     |                    | Analysis and determination fee (i.e. zoning, special assessments, liens, sheriff sale)        | \$25.00  |
|                   |                                               | (b) Additional costs for recording documents, publications, writs & engineering may be required. Costs will be billed to the applicant. |                    |                                                                                               |          |
|                   |                                               | Sign Erector                                                                                                                            | Jan 1 - Dec 31     | Any person engaged in the business of sign or billboard fabrication, erection or installation | \$150.00 |
|                   |                                               | Sign Permits, Fees, Inspections and Licensing                                                                                           |                    | Permanent signs 50 square feet or less                                                        | \$50.00  |
|                   |                                               | Sign Permits, Fees, Inspections and Licensing                                                                                           |                    | Permanent signs greater than 50 square feet but less than 100 square feet                     | \$75.00  |
|                   |                                               | Sign Permits, Fees, Inspections and Licensing                                                                                           |                    | Permanent Signs greater than 100 square feet                                                  | \$100.00 |
|                   |                                               | Sign Permits, Fees, Inspections and Licensing                                                                                           |                    | Temporary signs: per 60 days                                                                  | \$50.00  |

**EXECUTIVE SESSION  
TO DISCUSS PERSONNEL MATTERS OF NONELECTED PERSONNEL**

**DECEMBER 11, 2018**

**CITY COMMISSION ACTION:**

**Motion:**

Move to recess into executive session to discuss the annual performance review of the City Manager pursuant to the nonelected personnel matters exception K.S.A. 75-4319 (b) 1. The open meeting to resume in the City Commission Chambers at \_\_\_\_\_ by the clock in the City Commission Chambers. Human Resources Director Lona Lanter is requested to attend.