



**\*\* AGENDA \*\***

**City Commission Study Session**

**Wednesday, February 23, 2022**

**Municipal Court Room**

**518 Mechanic Street**

**10:00 a.m.**

- FHTC Presentation from President Caron Daugherty.
- Presentation from Healthier Lyon County for Submittal of Sidewalk Projects to KDOT TA Program.
- Discuss City Sponsorship Application.
- Discuss Common Consumption Policy.

**Joint City/County Luncheon at 11:30 a.m.  
Old Lyon County Courthouse Room #114**

*Tentative Agenda for March 2nd Commission Meeting at 1:30 p.m.*

- ORDER OF BUSINESS
- PROCLAMATIONS
- PUBLIC FORUM
- NEW BUSINESS
  - Request from ESU for Partnership.
  - Approve Sponsorship Application.
  - Award Hazardous Sidewalk Program.
  - Request for a Beer Garden at the Block Party for the Dynamic Discs Open Event.
- COMMUNICATIONS
- CONSENT AGENDA
- INFORMATIONAL ITEMS
- GOVERNING COMMENTS
- ADJOURNMENT

*\*If you need accommodations due to a disability to participate in this event, meeting, or activity, or alternative format of written materials contact Jeff Lynch, City of Emporia ADA Coordinator at least 48 hours before the event at 620-343-4275 or [jlynch@emporia-kansas.gov](mailto:jlynch@emporia-kansas.gov)*

# Memo

**To:            City Commission**  
**Date:        February 23, 2022**  
**Re:         KDOT TA Program Concept Form Submittals**

- 
- Daphne Mertens of Healthier Lyon County via the MUPP Board has proposed two (2) sidewalk projects for submittal to the KDOT TA program.
  - If the City Commission is in agreement with the proposed projects, the City of Emporia would be the Local Government sponsor and there would be a 20% minimum Local Government Cash Match (no in kind matches allowed).
  - **24<sup>th</sup> Avenue Sidewalk:**
    - \$210,000 Estimated Project Budget (***Option A: Red & Blue alignment***)
    - \$ 40,500 Required Local Match Minimum (20% of Project Budget)
    - \$169,500 KDOT TA Match (80% Maximum)

Or,

    - \$140,000 Estimated Project Budget (***Option B: Red & Yellow alignment***)
    - \$ 28,000 Required Local Match Minimum (20% of Project Budget)
    - \$112,000 KDOT TA Match (80% Maximum)
  - **12<sup>th</sup> Avenue & Burlingame Sidewalk:**
    - \$125,000 Estimated Project Budget
    - \$ 25,000 Required Local Match Minimum (20% of Project Budget)
    - \$100,000 KDOT TA Match (80% Maximum)
  - Daphne will discuss MUPP Board's considerations for selection of the 2 proposed projects.



## Transportation Alternatives (TA) Program FFY 2023-24 TA PROJECT CONCEPT FORM

<b>APPLICANT INFORMATION</b>			
<b>1. ELIGIBLE APPLICANT – select only one</b> <input type="checkbox"/> Municipality <input type="checkbox"/> County <input type="checkbox"/> State/Federal Agency <input type="checkbox"/> Small MPO <input type="checkbox"/> USD <input type="checkbox"/> School <input type="checkbox"/> Tribal Gov. <input type="checkbox"/> Other _____			
<b>2. AGENCY NAME</b>		<b>3. CO-SPONSOR (if any)</b>	
<b>4. AGENCY MAILING ADDRESS</b>		<b>CITY</b>	<b>ZIP</b>
<b>5. PRIMARY CONTACT</b>	<b>TITLE/ORGANIZATION</b>	<b>EMAIL</b>	<b>PHONE</b>
<b>6. SECONDARY CONTACT</b>	<b>TITLE/ORGANIZATION</b>	<b>EMAIL</b>	<b>PHONE</b>

<b>PROJECT DESCRIPTION</b>		
<b>7. PROJECT NAME</b>		
<b>8. LOCATION/ADDRESS</b>		<b>9. PROJECT LIMITS (mileposts, intersecting roadways, rivers, railroads, other boundaries)</b>
<b>10. COUNTY</b>	<b>11. MUNICIPALITY</b>	<b>12. PROJECT LENGTH/SIZE (if applicable)</b>
<b>13. DESCRIBE PROJECT NEED AND PROPOSED SCOPE OF WORK</b>		

The Kansas Department of Transportation (KDOT) is announcing a call for projects to be submitted to the Transportation Alternative Program. These include the construction of pedestrian and bicycle facilities and infrastructure for non-driver access to public transportation, projects that enhance safety and mobility for pedestrians, bicyclists and transit riders, projects that improve scenic or environmental assets in the state, Safe Routes to School projects and more.

Communities and other organizations interested in applying should start preparing concept forms. This form allows communities to determine eligibility and receive technical assistance prior to submitting a full application. Informational webinars on the process are set for Feb. 4, 7 and 11 - to register, email Jenny Kramer at [Jenny.Kramer@ks.gov](mailto:Jenny.Kramer@ks.gov).

Project concept forms are due to KDOT by March 4 so review and feedback can take place throughout March. Other key dates for the application process are listed below.

For federal fiscal years 2023 and 2024, project concept forms must be submitted for all proposed TA Program projects before an application will be emailed to project sponsors. This process allows KDOT to provide applicants with technical assistance and feedback on project scopes, eligibilities, cost estimates, appropriateness of TA funding and strength of concept prior to communities submitting an application and competing for funding.

An estimated \$18 million in federal funds are anticipated to be available to award for Federal Fiscal Years 2023 and 2024. Some flexibility on the cash match requirement is expected with this round based on population size. Awarded communities will be expected to cover all non-participating expenses (e.g., right-of-way, utilities, etc.).

**Important dates:**

**Call for TA project concepts released** – Feb. 1

- Submissions must be made from the project concept form webpage at <https://www.ksdot.org/bureaus/burtransplan/TransAlt.asp>

**Informational webinars** – 1:30-3 p.m. on Feb. 4, 7 and 11. To register, email [Jenny.Kramer@ks.gov](mailto:Jenny.Kramer@ks.gov)

**Concept Forms - due by March 4**

- Email completed concept forms to [Jenny.Kramer@ks.gov](mailto:Jenny.Kramer@ks.gov)

**Concept form review and feedback** – Throughout March

**Applications emailed to approved sponsors** – by March 31

**Applications due** – May 13

**Application review** – May 16-June 30

**Awards announced** – Summer

For more information, contact Kramer at [Jenny.Kramer@ks.gov](mailto:Jenny.Kramer@ks.gov) or (785) 296-5186.

###

This information can be made available in alternative accessible formats upon request.

For information about obtaining an alternative format, contact the KDOT Office of Public Affairs, 700 SW Harrison St., 2<sup>nd</sup> Fl West, Topeka, KS 66603-3754 or phone 785-296-3585 (Voice)/Hearing Impaired – 711.

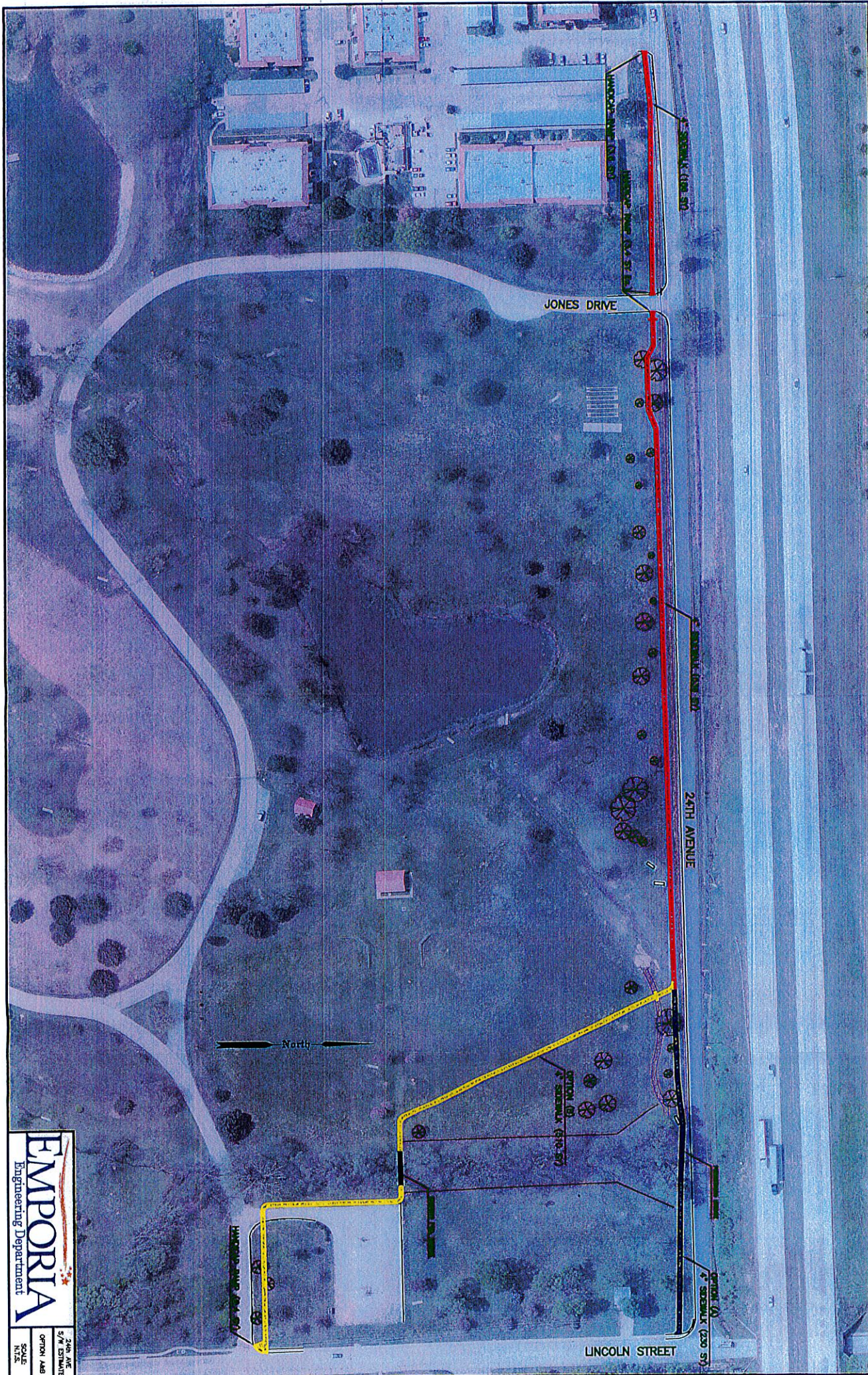
## 24th Avenue Sidewalk Estimate

### Option (A): ( Red & Blue )

Common Excavation	<u>135</u>	C.Y.	@	\$ <u>95.00</u> =	\$ <u>12,825.00</u>
Comp. of Earthwork	<u>135</u>	C.Y.	@	\$ <u>20.00</u> =	\$ <u>2,700.00</u>
4" Sidewalk (5' wide)	<u>952</u>	S.Y.	@	\$ <u>60.00</u> =	\$ <u>57,120.00</u>
Handicap Ramp	<u>10</u>	S.Y.	@	\$ <u>250.00</u> =	\$ <u>2,500.00</u>
Pedestrian Bridge	<u>1</u>	Lump Sum	@	\$ <u>75,000.00</u> =	\$ <u>75,000.00</u>
1' $\emptyset$ Corrugated Pipe	<u>24</u>	L.F.	@	\$ <u>45.00</u> =	\$ <u>1,080.00</u>
1' $\emptyset$ CMP End Sections	<u>4</u>	Ea.	@	\$ <u>250.00</u> =	\$ <u>1,000.00</u>
Mobilization	<u>1</u>	Lump Sum	@	\$ <u>15,000.00</u> =	\$ <u>15,000.00</u>
Seeding, Fert. & Mulching	<u>1</u>	Lump Sum	@	\$ <u>6,000.00</u> =	\$ <u>6,000.00</u>
Traffic Control	<u>1</u>	Lump Sum	@	\$ <u>2,500.00</u> =	\$ <u>2,500.00</u>
Erosion Control Devices	<u>200</u>	L.F.	@	\$ <u>7.50</u> =	\$ <u>1,500.00</u>
				<b>SUBTOTAL =</b>	<b>\$ <u>177,225.00</u></b>
				15% Contingency & Engineering =	<u>26583.75</u>
				<b>TOTAL =</b>	<b>\$ <u>203,808.75</u></b>

**Option (B): (Red & Yellow)**

Common Excavation	<u>175</u>	C.Y.	@	\$ <u>95.00</u> =	\$ <u>16,625.00</u>
Comp. of Earthwork	<u>175</u>	C.Y.	@	\$ <u>20.00</u> =	\$ <u>3,500.00</u>
4" Sidewalk (5' wide)	<u>1232</u>	S.Y.	@	\$ <u>60.00</u> =	\$ <u>73,920.00</u>
Handicap Ramp	<u>19</u>	S.Y.	@	\$ <u>250.00</u> =	\$ <u>4,750.00</u>
2' ø Corrugated Pipe	<u>16</u>	L.F.	@	\$ <u>60.00</u> =	\$ <u>960.00</u>
2' ø CMP End Sections	<u>2</u>	Ea.	@	\$ <u>400.00</u> =	\$ <u>800.00</u>
1' ø Corrugated Pipe	<u>24</u>	L.F.	@	\$ <u>45.00</u> =	\$ <u>1,080.00</u>
1' ø CMP End Sections	<u>4</u>	Ea.	@	\$ <u>250.00</u> =	\$ <u>1,000.00</u>
Mobilization	<u>1</u>	Lump Sum	@	\$ <u>10,000.00</u> =	\$ <u>10,000.00</u>
Seeding, Fert. & Mulching	<u>1</u>	Lump Sum	@	\$ <u>4,500.00</u> =	\$ <u>4,500.00</u>
Traffic Control	<u>1</u>	Lump Sum	@	\$ <u>2,000.00</u> =	\$ <u>2,000.00</u>
Erosion Control Devices	<u>200</u>	L.F.	@	\$ <u>7.50</u> =	\$ <u>1,500.00</u>
				<b>SUBTOTAL =</b>	<b>\$ <u>120,635.00</u></b>
				15% Contingency & Engineering =	<u>18095.25</u>
				<b>TOTAL =</b>	<b>\$ <u>138,730.25</u></b>



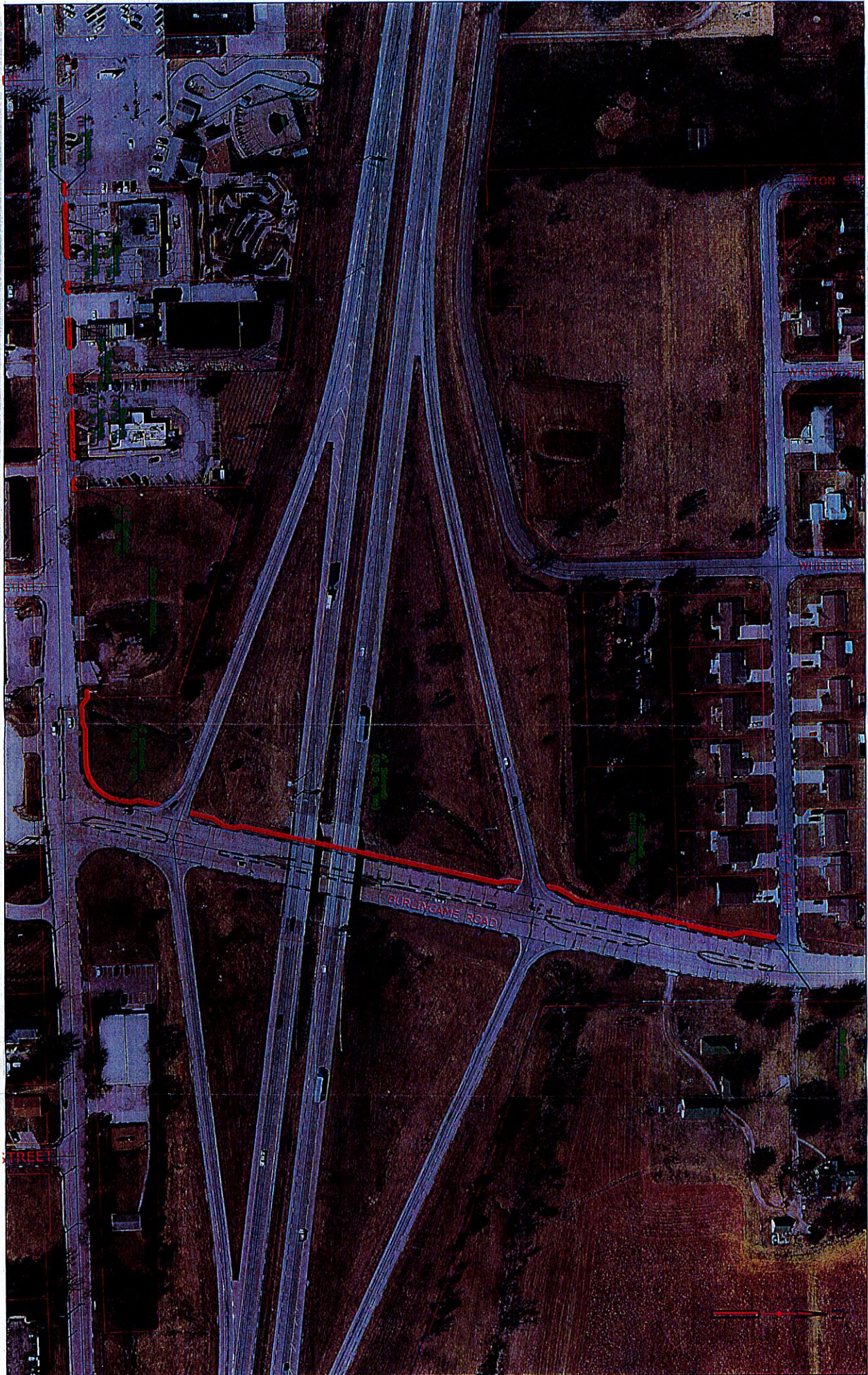
**EMPORIA**  
Engineering Department

24th AVE
S/W ESTIMATE
OPTION A/B
SCALE
N.T.S.

## 12th & Burlingame Sidewalk Estimate

### Conceptual Design Est.:

Common Excavation	<u>120</u>	C.Y.	@	\$ <u>120.00</u> =	\$ <u>14,400.00</u>
Comp. of Earthwork	<u>120</u>	C.Y.	@	\$ <u>20.00</u> =	\$ <u>2,400.00</u>
4" Sidewalk (5' wide)	<u>850</u>	S.Y.	@	\$ <u>60.00</u> =	\$ <u>51,000.00</u>
Curb and Gutter	<u>70</u>	L.F.	@	\$ <u>55.00</u> =	\$ <u>3,850.00</u>
Handicap Ramp	<u>54</u>	S.Y.	@	\$ <u>250.00</u> =	\$ <u>13,500.00</u>
1' ∅ Corrugated Pipe	<u>24</u>	L.F.	@	\$ <u>50.00</u> =	\$ <u>1,200.00</u>
1' ∅ CMP End Sections	<u>4</u>	Ea.	@	\$ <u>300.00</u> =	\$ <u>1,200.00</u>
Mobilization	<u>1</u>	Lump Sum	@	\$ <u>9,000.00</u> =	\$ <u>9,000.00</u>
Seeding, Fert. & Mulching	<u>1</u>	Lump Sum	@	\$ <u>5,000.00</u> =	\$ <u>5,000.00</u>
Traffic Control	<u>1</u>	Lump Sum	@	\$ <u>4,000.00</u> =	\$ <u>4,000.00</u>
Silt Fence	<u>200</u>	L.F.	@	\$ <u>7.50</u> =	\$ <u>1,500.00</u>
Inlet Sediment Barrier	<u>4</u>	Ea.	@	\$ <u>200.00</u> =	\$ <u>800.00</u>
<b>SUBTOTAL =</b>					<b>\$ <u>107,850.00</u></b>
15% Contingency & Engineering =					<u>16177.5</u>
<b>TOTAL =</b>					<b>\$ <u>124,027.50</u></b>





## Memo

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COMMISSION

FROM: Lane Massey, Assistant City Manager

DATE: 2-18-22

RE: Sponsorship Application

### **BACKGROUND SUMMARY**

Annually the Convention and Visitors Advisory Board (CVAB) receives applications from various organizations and events for City Transient Guest Tax (TGT) funding. The CVAB met recently to discuss changing the application form for events. The new application will be considered a sponsorship instead of an appropriation. The following sections have been removed from the sponsorship application: 1. IRS Form 990, 2. Audit, 3. Organization Budget, 4. 501c3 Letter.

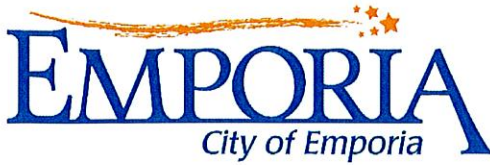
A copy of the proposed new sponsorship application and the City's appropriations application is attached. A representative from the CVAB will be in attendance to discuss this item and answer any questions.

### **Action Required:**

General discussion of the proposed application.

Respectfully,

Lane Massey  
Assistant City Manager



## City of Emporia Event Sponsorship Application Checklist

**One Copy of the Following:**

- Completed Application Received On: Click or tap to enter a date.
- Statement indicating if funding will be used to match Federal, State or other government funding. Received On: Click or tap to enter a date.
- Board membership list Received On: Click or tap to enter a date.
- Organizational chart Received On: Click or tap to enter a date.
- Anti-discrimination policy Received On: Click or tap to enter a date.
- Organization by-laws Received On: Click or tap to enter a date.
- Sponsorship Proposal Received On: Click or tap to enter a date.

Please fill out the information below to be considered for the **FY 2023 City of Emporia Event Sponsorship**. Responses should be detailed, and all questions **must be completed**. **Failure to provide requested information may result in a denial.** Responses are limited to 750 characters. If you have questions about the form, please contact Lane Massey at 620-343-4276 or [lmasey@emporia-kansas.gov](mailto:lmasey@emporia-kansas.gov).

Submitting a sponsorship application does not guarantee that a partnership will be entered upon. All completed applications will be reviewed by Convention and Visitors Advisory Board and the Emporia City Commission. The Commission, in its sole discretion, may approve or deny requests. Any sponsorship is subject to availability of funds and compliance with the terms of the partnership.

**By submitting an application, Applicant agrees and certifies that any funds granted by the City will not be used to buy, rent, and/or lease any furniture, fixtures, or equipment; make any building improvements; or pay any salaries, bonuses, and/or travel expenses.**

**Application Submission Deadline: May 1, 2022, by 5:00 p.m.**

**Submission Options:**

- Email completed application to [sbryson@emporia-kansas.gov](mailto:sbryson@emporia-kansas.gov)
- Mail completed application to City of Emporia; Attn: Sue Bryson; PO Box 928; Emporia KS, 66801

## Applicant Information

Name of parent company:
Parent company physical-location address:
Organization name:
Complete mailing address:
Phone number:
Website:
Executive director and email:
Board chair and email
Prepared by/title

Please provide local contact information if different than above.

Local contact name and title:		
Complete mailing address:		
Phone number:		
Email:		
Name	Title	Responsibilities (Supervision, Financial, etc.)
a.		
b.		
c.		

Organization mission:

### Applicant Information

Program organization/event name:

Funding requested from City (cash):

\$

Number served by this program in previous year:

Projected number served by this program in upcoming year:

Estimated number who will stay overnight:

Estimated # of nights:

Has your organization received funding from the City of Emporia before? If so, list dates and amounts for past 3 years.

Will you require or request any other funding or in-kind services from the City or other taxing entities?

YES  NO

*If so, please list budgeted amounts and estimation of hours and needs. (ex. trash, lawn, security)*

1. How does this program/event provide a benefit to Emporia?

2. Does your organization service areas outside of the Emporia geographical area?  YES  NO  
If so, what are those areas?

a. If your service area includes areas outside of Emporia, have you requested funding from other cities, townships, counties or other agencies? Please provide documentation showing funding has been requested and approved/denied.  YES  NO

3. Are services to clients free of charge or fee-based?  Free  Fee-based  
a. If fee based, what is the fee?  
What is the average cost to participate in your program?

4. Will this funding request offset any municipal services? If so, how?

## Organization Overview

1. If your operating budget for your last completed fiscal year shows a deficit, state what action(s) have been taken or will be taken by the organization to deal with the deficit. Be specific, such as liquidation of capital, program cutbacks, borrowing from financial institutions, personnel reductions, etc.

2. If you are requesting an increase over last year's funds, please be very specific in what those funds would be used for. Include data to support need for increase in funding.

3. If the organization's event or purpose includes a competition of any sort, please include the amounts of cash prizes individually awarded to winners, as well as the costs of trophies or memorabilia that also may have been awarded individually in addition to the cash prizes.

4. Are you aware of any pending investigations, litigation, claims, or assessments against the organization?

5. Please list your community partners.

**Organization Sustainability**

1. Please list other organizations (foundations, government agencies, service clubs, etc.) from which you have previously received funds or will be seeking to receive funds for your organization's program or event this year.

<u>Name of Funder</u>	<u>Amount Requested</u>	<u>Amount/Date of Most-Recent Award</u>

## TGT Application for Organizations/Events

1. Is your parent company for profit? YES  NO   
(Non-profits skip to question 6)

2. Is the company locally owned? YES  NO

3. Do you own a local physical retail building? YES  NO

4. Do you pay local property taxes? YES  NO

5. Do you collect sales tax? YES  NO

6. How many local full-time equivalent employees (FTE) do you have?

7. If the event makes a profit, how is the profit utilized?  
a. Please provide profit/loss statements.

8. If there is a loss, how do you cover it?

9. What was the date of your event last year?

10. Do you get City services for this event? Yes  No

11. If yes, please list each City service:

12. Please list how many charitable local community contributions your company or event makes to groups outside your organization's scope. (Please list monetary and/or in-kind contributions to other organizations and the percentage of your budget those donations represent.)

13. What area organizations do you help? (Please list):

14. How many events do you sponsor?

Grants awarded for events are disbursed on a reimbursement basis.  
All event expense receipts must be provided prior to disbursement of City funds.  
Award amounts are subject to reduction based on receipts submitted and availability of City funds.

**This section is for any additional information you would like to provide for your application:**

DRAFT

## Applicant Assurances

- We affirm that the information in this application is true to the best of our knowledge.
- We affirm that the organization(s) seeking City of Emporia support is open to all eligible citizens regardless of race, color, sex, disability, religious affiliation, or national origin.
- We affirm that neither religious education, worship and/or political organization shall be supported by program funds, if granted.
- We affirm that this organization is not on any federal terrorism "watch list," including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorists Organizations maintained by the State Department.
- We affirm that this organization does not, will not, and has not knowingly provided financial, technical, in-kind or other material support or resources to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.
- We affirm that this organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.
- We affirm that this organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or support foreign terrorist organizations.
- We affirm that this organization does not re-grant to organizations, individuals, programs and/or projects outside the United States of America without compliance with IRS guidelines.
- We affirm that this organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.
- We affirm that the City of Emporia may confer and share information regarding this application with other funding agencies as it relates to the organization identified within this application.
- We affirm that this organization takes reasonable steps to certify against any fraud with respect to the provision of financial, technical, in-kind, or other material support or resources to terrorists and terrorist organizations.
- I/We acknowledge all information submitted is accurate. Use of these funds must not violate any state, local or Federal laws. Any illegal use of funds or misrepresentations may be subject to repayment and/or civil or criminal prosecution.*

### Executive Director

Signature \_\_\_\_\_

Date:



## City of Emporia Appropriations Request Checklist

### One Copy of the Following:

- |   |  |
|---|--|
| <input type="checkbox"/> Completed Application  | Received On: Click or tap to enter a date.   |
| <input type="checkbox"/> IRS Form 990, if organization is required to file  | Received On: Click or tap to enter a date.   |
| <input type="checkbox"/> Most recent audit or financial review  | Received On: Click or tap to enter a date.   |
| <input type="checkbox"/> Organization/event budget<br>Date budget was passed by your board/Event budget                       | Received On: Click or tap to enter a date.<br>Received On: Click or tap to enter a date. |
| <input type="checkbox"/> Letter demonstrating 501(c)3 status of Federal Tax Code<br>or Articles of Incorporation              | Received On: Click or tap to enter a date.   |
| <input type="checkbox"/> Statement indicating if funding will be used<br>to match Federal, State or other government funding. | Received On: Click or tap to enter a date.   |
| <input type="checkbox"/> Board membership list  | Received On: Click or tap to enter a date.   |
| <input type="checkbox"/> Organizational chart   | Received On: Click or tap to enter a date.   |
| <input type="checkbox"/> Anti-discrimination policy   | Received On: Click or tap to enter a date.   |
| <input type="checkbox"/> Organization by-laws   | Received On: Click or tap to enter a date.   |

Please fill out the information below to be considered for the **FY 2022 Special Appropriations grant**. Responses should be detailed, and all questions **must be completed.** **Failure to provide requested information may result in a denial.** Responses are limited to 750 characters. If you have questions about the form, please contact Lane Massey at 620-343-4276 or [lmasey@emporia-kansas.gov](mailto:lmasey@emporia-kansas.gov).

Submitting a grant application does not guarantee that funds will be awarded. All completed applications will be reviewed by the Emporia City Commission. The Commission, in its sole discretion, may approve or deny requests. Any allocation awarded is subject to availability of funds and compliance with the conditions of the award.

**By submitting an application, Applicant agrees and certifies that any funds granted by the City will not be used to buy, rent, and/or lease any furniture, fixtures, or equipment; make any building improvements; or pay any salaries, bonuses, and/or travel expenses.**

Application Submission Deadline: **May 1, 2021, by 5:00 p.m.**

Submission Options:

- Email completed application to [sbryson@emporia-kansas.gov](mailto:sbryson@emporia-kansas.gov)
- Mail completed application to City of Emporia; Attn: Sue Bryson; PO Box 928; Emporia KS, 66801

## Applicant Information

<b>Name of parent company:</b>	
<b>Parent company physical-location address:</b>	
<b>Organization name:</b>	
<b>Complete mailing address:</b>	
<b>Phone number:</b>	
<b>Website:</b>	
<b>Executive director and email:</b>	
<b>Board chair and email</b>	
<b>Prepared by/title</b>	

Please provide local contact information if different than above.

<b>Local contact name and title:</b>	
<b>Complete mailing address:</b>	
<b>Phone number:</b>	
<b>Email:</b>	

### Name(s) and Title(s) of person(s) responsible for supervision and/or financial administration.

Name	Title	Responsibilities (Supervision, Financial, etc.)
a.		
b.		
c.		

<b>Organization mission:</b>
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## Applicant Information

<b>Program organization/event name:</b>	
Funding requested from City:	\$
Total operating/event budget:	\$
What percentage of program funding is from City? (Provide Profit/Loss statement)	%
Please explain what the percentage of funding provides for the organization.	
Is this a one-time funding request? If not, provide information on why you need ongoing funding.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Number served by this program in previous year:</b>	
<b>Projected number served by this program in upcoming year:</b>	
<b>Estimated number who will stay overnight:</b>	<b>Estimated # of nights:</b>
Has your organization received funding from the City of Emporia before? If so, list dates and amounts for past 3 years.	
<b>Will you require or request any other funding or in-kind services from the City or other taxing entities?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If so, please list budgeted amounts and estimation of hours and needs. (ex. trash, lawn, security)</i>	
Please show all in-kind matches your agency or organization receives. (List donors and describe in-kind match.)	
1. How does this program provide a benefit to Emporia?	
2. Does your organization service areas outside of the Emporia geographical area? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, what are those areas?	
a. If your service area includes areas outside of Emporia, have you requested funding from other cities, townships, counties or other agencies? Please provide documentation showing funding has been requested and approved/denied. <input type="checkbox"/> YES <input type="checkbox"/> NO	

3. Are services to clients free of charge or fee-based? <input type="checkbox"/> Free <input type="checkbox"/> Fee-based a. If fee based, what is the fee? b. What is the average cost to participate in your program?
4. Will this funding request offset any municipal services? If so, how?

**Organization Overview**

1. If your operating budget for your last completed fiscal year shows a surplus, please show to whom any surplus amounts were dispensed or disposed of in the last completed fiscal year or show the surplus amount as a carryover balance toward the current year's budget.
2. If your operating budget for your last completed fiscal year shows a deficit, state what action(s) have been taken or will be taken by the organization to deal with the deficit. Be specific, such as liquidation of capital, program cutbacks, borrowing from financial institutions, personnel reductions, etc.
3. If you are requesting an increase over last year's funds, please be very specific in what those funds would be used for. Include data to support need for increase in funding.

4. If the organization's event or purpose includes a competition of any sort, please include the amounts of cash prizes individually awarded to winners, as well as the costs of trophies or memorabilia that also may have been awarded individually in addition to the cash prizes.

5. Are you aware of any pending investigations, litigation, claims, or assessments against the organization?

6. Please list your community partners.

**Organization Sustainability**

1. Please list other organizations (foundations, government agencies, service clubs, etc.) from which you have previously received funds or will be seeking to receive funds for your organization's program or event this year.

<u>Name of Funder</u>	<u>Amount Requested</u>	<u>Amount/Date of Most-Recent Award</u>

## TGT Application for Organizations/Events

1. Is your parent company for profit? YES  NO

**(Non-profits skip to question 6)**

2. Is the company locally owned? YES  NO

3. Do you own a local physical retail building? YES  NO

4. Do you pay local property taxes? YES  NO

5. Do you collect sales tax? YES  NO

6. How many local full-time equivalent employees (FTE) do you have?

7. If the event makes a profit, how is the profit utilized?

a. Please provide profit/loss statements.

8. If there is a loss, how do you cover it?

9. What was the date of your event last year?

10. Do you get City services for this event? Yes  No

11. If yes, please list each City service:

12. Please list how many charitable local community contributions your company or event makes to groups outside your organization's scope. *(Please list monetary and/or in-kind contributions to other organizations and the percentage of your budget those donations represent.)*

13. What area organizations do you help? (Please list):

14. How many events do you sponsor?

**Grants awarded for events are disbursed on a reimbursement basis.  
All event expense receipts must be provided prior to disbursement of City funds.  
Award amounts are subject to reduction based on receipts submitted and availability of City funds.**

**This section is for any additional information you would like to provide for your application:**

## Applicant Assurances

- We affirm that the information in this application is true to the best of our knowledge.
- We affirm that the organization(s) seeking City of Emporia support is open to all eligible citizens regardless of race, color, sex, disability, religious affiliation, or national origin.
- We affirm that neither religious education, worship and/or political organization shall be supported by program funds, if granted.
- We affirm that this organization is not on any federal terrorism “watch list,” including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorists Organizations maintained by the State Department.
- We affirm that this organization does not, will not, and has not knowingly provided financial, technical, in-kind or other material support or resources to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.
- We affirm that this organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.
- We affirm that this organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or support foreign terrorist organizations.
- We affirm that this organization does not re-grant to organizations, individuals, programs and/or projects outside the United States of America without compliance with IRS guidelines.
- We affirm that this organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.
- We affirm that the City of Emporia may confer and share information regarding this application with other funding agencies as it relates to the organization identified within this application.
- We affirm that this organization takes reasonable steps to certify against any fraud with respect to the provision of financial, technical, in-kind, or other material support or resources to terrorists and terrorist organizations.
- I/We acknowledge all information submitted is accurate. Use of these funds must not violate any state, local or Federal laws. Any illegal use of funds or misrepresentations may be subject to repayment and/or civil or criminal prosecution.*

### **Executive Director**

Signature \_\_\_\_\_

Date:



# memo

TO: City Commission  
CC: Trey Cocking, City Manager  
FROM: Christina Montgomery, City Attorney  
DATE: February 18, 2023  
SUBJECT: Common Consumption Area Policy

Common Consumption Areas are a relatively new option in Kansas for selling, serving, and possessing alcohol in areas outside of licensed drinking establishments. Emporia authorized one CCA in 2021 for the Halfway to Everywhere event. There were not alcohol violations at that event.

City staff will provide a brief overview on common consumption areas. Staff seeks guidance in policies for 2022 CCA applications and implementation. Request for discussion include the following issues:

- How and when may a CCA open?
- Does the Commission wish to place any restrictions be placed on the type of alcohol sold?
- Will the City Commission allow beer gardens to be held in an area within a CCA when the CCA is not open?
- Will City fencing be required for CCA's?