

# **SPECIAL CITY COMMISSION MEETING AGENDA**

This will be an entirely virtual meeting

Friday, May 15, 2020, 8:00 am

Meeting 5156

**This will be an entirely virtual meeting. There are three options to watch and listen to the meeting.**

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Webinar ID: 889 2621 1954

## **CALL TO ORDER**

## **ROLL CALL**

## **NEW BUSINESS**

1. Approval of the CDBG Local Revolving Loan Fund Requests. Report by Executive Director of Dodge City/Ford County Development Corporation, Joann Knight.
2. Approval of Governor Kelley's CESF (Coronavirus Emergency Supplemental Funding) Grant for COVID-19. Report by Assistant City Manager/Public Affairs, Melissa R. McCoy.
3. Presentation of Phase Two Reopening Plan for the City of Dodge City. Report by City Manager, Cherise Tieben.

## **ADJOURNMENT**

## *Memorandum*

*To: City Commissioners*

*From: Joann Knight*

*Date: May 13, 2020*

*Subject: CDBG Local Revolving Loan Fund Requests*

*Agenda Item: New Business*

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**Recommendation:** Staff and Review Committee recommends approval of the following CDBG Local Revolving Loan Funds and requests the Mayor to sign the Determination of Level of Review attached for each applicant business. All loans will be a three-year term at 1% interest with the first six months being interest only.

Bella Italia - \$22,000

Boot Hill Antiques - \$30,000

Color Bar by Leslie, LLC - \$17,000

El Rodeo Bar & Grill - \$35,000

Ensueno Boutique & Hair Salon - \$15,000

Guillermo Lopez Income Tax - \$10,000

Liberty Group of Investment (Dodge House Hotel) - \$25,000

Ozone Roofing, Inc. - \$25,000

RJ Quick Draw - \$19,000

Snow Station - \$12,000

**Background:** Businesses across the state of Kansas are feeling unprecedented pressures from the economic and health impacts of COVID-19. This situation calls for a strong and creative response from all of us.

The Department of Commerce is encouraging you to use CDBG Revolving Loan Fund monies in your account to assist small businesses with their need for *working capital* and to continue to employ their workers.

The Kansas Department of Commerce CDBG Program is allowing you IMMEDIATE use of your CDBG revolving fund monies to support the working capital needs of businesses in your community. Here are the terms:

1. Loans must be used for working capital. Working capital is defined as salaries and wages, purchase of inventory, utilities, rent, insurance payments, etc.;

2. The term of the loan shall be 3 years or less – the term is determined by the city/county;
3. The interest rate can be determined at the local level but must be less than 4%;
4. Money loaned, when re-paid, will be returned to your accounts;
5. City/county can provide financial assistance in the form of a grant rather than a loan, but be mindful that will reduce the amount in your CDBG Revolving Loan Fund account;
6. Complete the Job Certification Form to prove 51% of the persons impacted are LMI at retention;
7. Cities/Counties do NOT need to require matching funds;
8. Cities/Counties do NOT need to require collateral;
9. Maximum Loan is \$35,000 per job retained;
10. We encourage minimal paperwork. Cities/counties should develop a one or two page application for the loan request from the business;
11. Job retentions will need a letter from the company/business attesting the company is either shut down or will be shut down due to COVID 19;
12. Public Notice of Fund Availability has been reduced to 24 hours. We will allow posting at City Hall, as well as local radio or tv.

The Development Corporation worked with Dodge City, Ford County and Spearville staff to set the rate and terms for each loan fund and promoted the availability of funds through social media and public announcements including an article in the Dodge City Daily Globe, video announcements and social media.

All the applications were reviewed by Great Plains Development and the City LRLF Review Committee consisting of Joann Knight, Gary Johnson and Nannette Pogue.

**Justification:** The funds available will help provide working capital to critical small businesses in our community that may have to close or lay off employees if they do not receive funding. All applicants meet the 51% Low to Moderate (LMI) requirements set by HUD. Following is the LMI of each applicant and a brief description of the COVID 19 impact on their business:

1. Bella Italia – 2.75 FTE which 100% meet LMI. They have experienced an 80% drop in sales. Did not apply or receive PPP or EIDL. Requested assistance from their bank on programs and were only offered a three month waiver on mortgage. Requested \$22,000. Review Committee recommends \$22,000.
2. Boot Hill Antiques – 1 FTE which 100% meet LMI. Majority of their business is focused on tourists and has stopped completely due to the number of cases in the community. They have not applied for EIDL or PPP, not realizing the length of time they would have to be closed. Requested \$35,000. Review Committee recommends \$30,000.
3. Color Bar by Leslie, LLC – 1 FTE which 100% meet LMI. Business has been shut down for a couple months now and has lost \$20,000 - \$30,000 in revenues. She applied for PPP and received \$3,200. She also applied for EIDL but has not heard anything back yet. Request was for \$20,000. Review Committee recommends \$17,000.

4. El Rodeo Bar & Grill – 7 FTE which 85.71% meet LMI. Sales have decreased by 95% because they had to close due to the Governors Executive Orders. They did not apply for EIDL or PPP, not realizing the impact that COVID 19 would have on their business. Requested \$95,000. Review Committee recommends \$35,000.
5. Ensueno Boutique & Hair Salon – 2 FTE which 100% meets LMI. They have lost 100% of their income due to having to close. February through August are their prime months with the Boutique with prom and weddings and they have and will continue to loss those sales this year. The salon has also been closed due to the Governors Executive Order. She tried applying for EIDL and was told the applications were closed. Requested \$30,000. Review Committee recommends \$15,000.
6. Guillermo Lopez Income Tax, LLC – 1 FTE which 100% meet LMI. Business provided tax preparation, payroll services and notary public. Business has dropped by 95%. Received \$6,250 in PPP. Requested \$25,000. Review Committee recommends \$10,000.
7. Liberty Group of Investments (Dodge House Hotel) – 7.25 FTE which 79.31% meet LMI. Business revenue has dropped drastically. Occupancy rate is down 5-10% and rates had to be reduced. Banquet revenue went to zero due to the cancellation of all events and social distancing requirements. They received \$57,200 in PPP. Requested \$100,000. Review Committee recommends \$25,000.
8. Ozone Roofing, Inc. – 6 FTE which 100% meet LMI. COVID-19 has dramatically impacted their sales activities. The market is very soft and customers are trying avoid unnecessary costs. Received \$50,000 in PPP. Requested \$100,000. Review Committee recommends \$25,000.
9. RJ Quick Draw – 3 FTE which 66.67% meet LMI. Traffic has greatly decreased in the last several weeks. Virtually all of the tourism business has been lost due to the stay at home order. Business is down 30% now and expectations are with lack of tourism and events in May and June, they will lose the biggest part of their business season. Received \$21,000 PPP. Requested \$19,000. Review Committee recommends \$19,000.
10. Snow Station – 1 FTE which 100% meet LMI. Sales have declined 95% since the store had to close. Did not apply for EIDL or PPP not realizing the length of time they would have to be closed due to COVID 19. Requested \$35,000. Review Committee recommends \$12,000.

**Financial Considerations:** The City of Dodge City currently has approximately \$210,900 in the CDBG LRLF account. These loans meet the requirements and qualifications of the program. The total request was for \$479,000. The Review Committee recommends a total approval of \$210,000. This will leave \$900 in the account. The loan packages will be administered by Great Plains Development.

**Purpose/Mission:** Provide disaster relief funding to our local small businesses affected by COVID-19.

**Legal Considerations:** Each loan application will require a Determination of Letter of Review signed by Mayor Joyce Warshaw.

**Attachments:**

Kansas Department of Commerce  
Community Development Block Grant (CDBG) Program  
1000 S.W. Jackson St., Suite 100  
Topeka, KS 66612-1354

### DETERMINATION OF LEVEL OF REVIEW

#### ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-027; Bella Italia

Project Location: 312 W. Wyatt Earp, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, inventory, and payroll to retain 2 3/4 FTE jobs of which 51% meet the LMI requirement of the funds.

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The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor  
Chief Elected Official (print name/title)

\_\_\_\_\_  
Chief Elected Official's Signature

\_\_\_\_\_  
Date

Kansas Department of Commerce  
 Community Development Block Grant (CDBG) Program  
 1000 S.W. Jackson St., Suite 100  
 Topeka, KS 66612-1354

**DETERMINATION OF LEVEL OF REVIEW**

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-028; Boot Hill Antiques

Project Location: 509 N 2nd, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, inventory, and rent. The owner is the only employee and meets the 51% LMI requirement of the funds.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities,” and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor  
 Chief Elected Official (print name/title)

\_\_\_\_\_  
 Chief Elected Official’s Signature

\_\_\_\_\_  
 Date

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Topeka, KS 66612-1354

**DETERMINATION OF LEVEL OF REVIEW**

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-029; Color Bar by Leslie LLC

Project Location: 607 N 2nd, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities and commercial lease payments. The owner is the only employee and meets the 51% LMI requirement of the funds.

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The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor  
Chief Elected Official (print name/title)

\_\_\_\_\_  
Chief Elected Official's Signature

\_\_\_\_\_  
Date

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Community Development Block Grant (CDBG) Program  
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Topeka, KS 66612-1354

**DETERMINATION OF LEVEL OF REVIEW**

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-030; El Rodeo Bar and Grill

Project Location: 102 W. Wyatt Earp, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, inventory, and payroll to retain 7 FTE jobs of which 51% meet the LMI requirement of the funds.

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The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor  
Chief Elected Official (print name/title)

\_\_\_\_\_  
Chief Elected Official's Signature

\_\_\_\_\_  
Date

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 Topeka, KS 66612-1354

**DETERMINATION OF LEVEL OF REVIEW**

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-031; Ensueno Boutique & HS

Project Location: 612 N. 2<sup>nd</sup> Ave, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, insurance, inventory, and payroll to retain 2 FTE jobs of which 51% meet the LMI requirement of the funds.

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The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities,” and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor  
 Chief Elected Official (print name/title)

\_\_\_\_\_  
 Chief Elected Official’s Signature

\_\_\_\_\_  
 Date

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1000 S.W. Jackson St., Suite 100  
Topeka, KS 66612-1354

**DETERMINATION OF LEVEL OF REVIEW**

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #84-BF-388-013; Gullermo Lopez Income Tax LLC

Project Location: 114 1/2 Gunsmoke St., Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, and inventory. The owner is the only employee and meets the 51% LMI requirement of the funds.

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The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
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Joyce Warshaw, Mayor  
Chief Elected Official (print name/title)

\_\_\_\_\_  
Chief Elected Official's Signature

\_\_\_\_\_  
Date

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Community Development Block Grant (CDBG) Program  
1000 S.W. Jackson St., Suite 100  
Topeka, KS 66612-1354

### DETERMINATION OF LEVEL OF REVIEW

#### ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-026; Liberty Group of Investment, Inc.

Project Location: 2408 W. Wyatt Earp, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, accounts payable, and payroll to retain 7 1/4 FTE jobs of which 51% meet the LMI requirement of the funds.

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The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_)
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Joyce Warshaw, Mayor  
Chief Elected Official (print name/title)

\_\_\_\_\_  
Chief Elected Official's Signature

\_\_\_\_\_  
Date

Kansas Department of Commerce  
Community Development Block Grant (CDBG) Program  
1000 S.W. Jackson St., Suite 100  
Topeka, KS 66612-1354

**DETERMINATION OF LEVEL OF REVIEW**

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-032; Ozone roofing, Inc.

Project Location: 2300 W. Wyatt Earp, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, lease payments, accounts payable, and payroll to retain 6 FTE jobs of which 51% meet the LMI requirement of the funds.

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The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_)
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Joyce Warshaw, Mayor  
Chief Elected Official (print name/title)

\_\_\_\_\_  
Chief Elected Official's Signature

\_\_\_\_\_  
Date

Kansas Department of Commerce  
 Community Development Block Grant (CDBG) Program  
 1000 S.W. Jackson St., Suite 100  
 Topeka, KS 66612-1354

**DETERMINATION OF LEVEL OF REVIEW**

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #84-BF-388-014; RJ Quick Draw

Project Location: 1103 W. Wyatt Earp., Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for inventory, commercial loan payments payroll to retain 3 FTE jobs of which 51% meet the LMI requirement of the funds.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities,” and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_)
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Joyce Warshaw, Mayor  
 Chief Elected Official (print name/title)

\_\_\_\_\_  
 Chief Elected Official’s Signature

\_\_\_\_\_  
 Date

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Community Development Block Grant (CDBG) Program  
1000 S.W. Jackson St., Suite 100  
Topeka, KS 66612-1354

### DETERMINATION OF LEVEL OF REVIEW

#### ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-033; Snow Station

Project Location: 501 N 2nd, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities and inventory. The owner is the only employee and meets the 51% LMI requirement of the funds.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_)
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Joyce Warshaw, Mayor  
Chief Elected Official (print name/title)

\_\_\_\_\_  
Chief Elected Official's Signature

\_\_\_\_\_  
Date



# City of Dodge City

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PO Box 880 • Dodge City KS 67801 • Phone: 620/225-8100 • Fax: 620/225-8144

## MEMORANDUM

To: City Manager  
City Commissioners

From: Melissa McCoy, Asst. City Manager

Date: May 14, 2020

Subject: Coronavirus Emergency  
Supplemental Funding Program Grant

Agenda Item: New Business

**Recommendation:** Staff recommends authorizing the City Manager to execute and submit the attached Coronavirus Emergency Supplemental Funding (CESF) Program Grant Solicitation to the Kansas Governor's Grant Program.

**Background:** The Federal Coronavirus Emergency Supplemental Funding (CESF) Program provides funding for Kansas to prevent, prepare for, and respond to the Coronavirus. Applicants eligible for a CESF grant award include state agencies, local units of government, federally recognized Indian Tribal governments performing law enforcement functions, and nonprofit, community, and faith-based organizations.

Staff has collaborated to determine needs across multiple City operations and functions to support the City's ongoing response to the coronavirus pandemic and to implement strategies that prevent and contain the spread of the virus. Items identified include: hygiene and disinfection materials that provide required sanitation of City facilities; technology applications that allow City functions to continue unimpeded during times of teleworking and distancing; and infrastructure modifications that reduce opportunities for virus transmission in high touch environments.

**Financial Considerations:** This grant submittal is in the amount of \$ \$358,051. It is a 100% grant and no local match is required. It is a reimbursement grant and the City will be reimbursed for grant eligible expenses over the 18 month cycle of the program.

**Purpose/Mission:** Together we serve to make Dodge City the best place to be.

**Legal Considerations:** None.

**Attachments:** CESF Grant Application

## GENERAL INFORMATION FORM

KGGP USE ONLY		Date Received:	Application Number:
<b>APPLICANT IDENTIFICATION</b>			
Agency Name:	City of Dodge City		
Street Address:	806 2nd Ave - PO Box 880		
City:	Dodge City	Zip + 4:	67801
		County:	Ford
Website:	www.dodgecity.org	Federal Employer Identification Number:	
<b>AUTHORIZED CERTIFYING OFFICIAL</b>			
Name:	Cherise Tieben	Title:	City Manager
Telephone:	620-225-8100	Fax:	620-225-8144
		Email:	cheriset@dodgecity.org
<b>PRIMARY CONTACT FOR PROPOSED GRANT PROJECT</b>			
(The primary contact listed will receive ALL correspondence from this office.)			
Name:	Melissa McCoy	Title:	Asst. City Manager
Telephone:	620-225-8100	Fax:	620-225-8144
		Email:	melissam@dodgecity.org
<b>FISCAL OFFICER</b>			
Name:	Nicole May	Title:	Finance Director
Telephone:	620-225-8100	Fax:	620-225-8144
		Email:	nicolem@dodgecity.org
<b>PROJECT INFORMATION</b>		<b>Funding Period: June 1, 2020 to November 30, 2021</b>	
Brief Description of Proposed Grant Project:		Provide hygiene and disenfection equipment,	
		telecommunication and computer equipment and services, and building improvments to	
		prevent the transmission and spread of communicable diseases.	
City(ies) or County(ies) in Which Proposed Grant Project Will Operate:		Dodge City	

<b>BUDGET SUMMARY FORM</b>		
BUDGET CATEGORY	CESF	GOV USE ONLY
<b>PERSONNEL:</b> (may include regular and/or overtime pay, as applicable) A. _____ B. _____ C. _____ D. _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>		
<b>FRINGE BENEFITS:</b> A. FICA B. Unemployment Insurance C. Health Insurance D. Workers' Compensation E. Retirement F. Other (Specify) _____ G. Other (Specify) _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>		
<b>TRAVEL/TRAINING:</b> A. Travel Costs B. Training Costs B. Other (Specify) _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>		
<b>SUPPLIES AND COMMUNICATIONS:</b> A. Supplies B. Telecommunications C. Other (Specify) _____ D. Other (Specify) _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>	\$42,337 \$20,754  \$63,091	
<b>EQUIPMENT:</b> A. Equipment/Other Fixed Assets B. Equipment Repair & Maintenance <div style="text-align: right;"><b>SUBTOTAL</b></div>	\$67,384  	
<b>CONTRACTUAL SERVICES:</b> A. Telecommunication and software service contracts and maintenance B. _____ C. _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>	\$78,476  	
<b>OTHER:</b> A. Install touchless entry systems@ doorways B. _____ C. _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>	\$149,100  	
<b>TOTAL REQUEST</b>	<b>\$358,051</b>	

\_\_\_\_\_  
Signature of Authorized Certifying Official



# City of Dodge City

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PO Box 880 • Dodge City KS 67801 • Phone: 620/225-8100 • Fax: 620/225-8144

## **CESF APPLICATION PROJECT NARRATIVE**

This project provides the equipment and materials necessary to allow the City of Dodge City to perform essential functions of the City and allows citizens to access public services and facilities while protecting both the public and staff from contracting the COVID-19 virus. Specifically this project provides the following:

- Provides necessary equipment and supplies to disinfect multiple public facilities including City Hall, United Wireless Arena and Conference Center, Mariah Hills Golf Course Clubhouse, Hoover Pavilion, Santa Fe Depot, etc.;
- Provides hygiene products, hands-free sanitizing stations and disposable supplies including gloves, masks and sanitizers for the protection of staff and citizens accessing public facilities;
- Provides VOIP phone system upgrades to allow staff to easily work offsite and provide efficient call routing and public access to staff during teleworking situations;
- Provides mini-computers and essential software to facilitate work at home capability for key city staff to facilitate governmental functions to continue efficiently and support the requirements of local government;
- Provides hands-free card readers, time clocks and door infrastructure to minimize contact with frequently touched surfaces.

### **Justification of Need for Grant Funds**

Ford County and Dodge City have been particularly hard hit by the Coronavirus outbreak. With over 75% of occupations considered critical and two of the country's largest beef packers that supply 25% of the nation's beef, it shouldn't be surprising that Ford County is the hardest hit county in the state by COVID-19.

The City of Dodge City took decisive early actions to deal with the pandemic including compliance with Governor Kelly's Executive Orders. City facilities have been closed including City Hall, parks and play grounds, and other City controlled public buildings. Essential workers at City Hall are teleworking but when required to work from the office they have shifted locations and are scheduled to facilitate physical distancing. City Commission meetings and other Boards and Commissions meeting have been conducted virtually.

Additionally a robust educational component was implemented to inform the public of the need for physical distancing, and communicate mandates and recommendations. The City's social media platform has been utilized to implement messaging efforts along with news releases to print, radio, and TV media. Dodge City is a Minority/Majority community where 60% of the

population is Hispanic/Latino and 80% within the K-12 education system and whenever possible information has been translated to Spanish by staff.

As reopening is underway, the City continues to follow mandated guidelines. Plans have been developed for a phased reopening of public facilities. The City’s plan is detailed below:

## City Facilities and Operations COVID-19 Response Update | May 4, 2020

The City of Dodge City has developed a three-phase plan for reopening city-owned facilities and operations that uses the baseline of Governor Kelly’s Ad Astra Plan to reopen the state. The first phase will begin on May 4 and will see a continuation of the operating procedures followed during the Stay-At-Home order.

The re-evaluation date to potentially move into the following phase will also follow the data guidelines set in Governor Kelly’s plan by the Kansas Department of Health and Environment. Over 14 days the disease spread must be stable or declining, the number of new COVID-19 hospital admissions must decline, and there must be a downward trajectory of COVID-19 deaths within a 14-day period.

“We all need to continue to be cautious and work hard to honor the social distancing and health guidelines,” said City Manager Cherise Tieben. “If numbers of cases keep growing, the 14-day timeline could be pushed out. We need help from all of our citizens to flatten the curve. We all want our lives and our work to be back to normal.”

During phase one of the City’s plan, city-owned facilities will remain closed to the public as they have been since March 17. Operations and services will continue as they were during the statewide stay-at-home order. Residents may call temporary numbers for assistance, and these numbers can be found at [www.dodgecity.org](http://www.dodgecity.org).

After the first 14 days, City administration will re-evaluate operations based on the KDHE guidelines or any guidelines the Ford County Commission may enact to assess if phase two will be implemented or postponed. The second phase would see employees back in offices and the elimination of the temporary phone lines. However, city-owned facilities may remain closed to the public during that time. Phase two will not be implemented before May 18, 2020.

The third phase for the reopening of city-owned facilities and operations will take place no earlier than June 1. If health guidelines are met, City facilities will reopen to the public and commence regular services. During this time, protocols will be put in place to ensure that customers can maintain a distance of 6-feet from each other, and waiting areas do not become crowded.

More information regarding each phase will become available as the phases are anticipated to be implemented.

This plan is subject to change.

### Reopening City-Owned Facilities and Operations

Three Phase Plan Beginning May 4



PHASE 1: BEGINS MAY 4	PHASE 2: RE-EVALUATING ON MAY 18	PHASE 3: RE-EVALUATING ON JUNE 1
<b>City Facilities remain closed to the public</b>	<b>City Facilities open back up to all employees.</b>	<b>City Facilities open to the public with regular business operations</b>
PHONE AND ONLINE SERVICES AVAILABLE	CONTINGENT ON CRITERIA STATED IN PHASE 1	CONTINGENT ON CRITERIA STATED IN PHASE 1
The City of Dodge City will continue operations as they were during the stay at home order. Temporary phone lines and email addresses are available on our website at <a href="http://www.dodgecity.org">www.dodgecity.org</a> .	City of Dodge City employees will resume operations from their normal offices. Regular numbers will be back in use. However, buildings and facilities may remain closed to the public.	Once City Facilities are reopened to the public, we will have guidelines that we ask our residents to follow while in our facilities:
Operations will be re-evaluated in 14 days, and further changes will be made based on the Kansas Department of Health and Environment’s health criteria guidelines found at <a href="https://covid.ks.gov/ad-astra-a-plan-to-reopen-kansas/">https://covid.ks.gov/ad-astra-a-plan-to-reopen-kansas/</a> .	Operations will be re-evaluated in 14 days, and further changes will be made based on the criteria from Phase 1.	1. Wear a mask if able. 2. Follow physical distancing guidelines and remain at least 6-feet from others. Tape will be placed at counters to serve as a guide. 3. Please wait patiently outside if there are more than 5 people in the lobby areas.

Funding requested with this application is essential to assist the City's re-opening response and provide for the safety of the public and frontline workers. Additionally this funding helps prepare the community for continuing or future outbreaks of the virus.

The hygiene materials are required to adequately sanitize and disinfect City facilities and protect patrons and workers and minimize spread of the virus. Technology equipment is critical to provide continuity of public services and allow City functions to progress smoothly and consistently as response efforts remain or evolve.

CESF funds are a critical source for addressing these needs. City budgets for the current year have already been adjusted as revenues are anticipated to be reduced by \$3,000,000. Sales tax and guest taxes are being substantially impacted which will have a continuing effect on next year's operations. Adjustments have included elimination of four positions, reducing City reserves and general expenditure adjustments. Already facing significant budget shortfalls, without CESF funding the City will not be able to adequately prepare and address responses to the pandemic.

### **Grant Project Staff**

This request does not include any staff to be funded with grant funds.

Individuals responsible for monitoring and reporting on this grant are as follows:

Melissa McCoy      Asst. City Manager      [melissam@dodgecity.org](mailto:melissam@dodgecity.org)

Nicole May              Finance Director      [nicolem@dodgecity.org](mailto:nicolem@dodgecity.org)

Ernestor DeLaRosa      Asst. City Manager      [ernestorD@dodgecity.org](mailto:ernestorD@dodgecity.org)

### **Civil Rights Contact Information**

Civil Rights policies and procedures are overseen by the Asst. City Manager/Legislative Affairs. Ernestor DeLaRosa currently fills that position. His contact information is [ernestord@dodgecity.org](mailto:ernestord@dodgecity.org) or by phone at 620-225-8100.

### **Data Universal Numbering System (DUNS) and System for Award Management (SAM) Registration**

The City DUNS Number is 07331672. The SAMS's registration expires 02/06/2021.

### **Current Audit Report**

The City of Dodge City's most current audit can be found at <https://www.dodgecity.org/86/City-Clerk-and-Finance>. This audit is for the year ending 12/31/2018 and was completed by Kennedy McKee & Company. It is a single audit and is on file with State of Kansas and the Federal Audit Clearinghouse.

### **Proof of 501(c) (3) Status (separate document)**

N/A

### **Certificate of Good Standing (separate document)**

N/A

May 14, 2020

Dodge City CESF Grant

Project Name	Item Description	Quantity	Amount	Subtotal	Project Total	Project Description
City Hall Communication: phone service	VOIP Phone Annual 1 user	55	\$ 20.96	\$ 20,754		This project provides the flexibility of VOIP voice communication systems to provide effective routing of calls and allows the public to access staff when distance working is necessary.
	Wiring of City Hall	1	\$ 15,250.00	\$ 15,250		
	Internet charges	1	\$ 120.00	\$ 2,160		
	WatchGuard Firewall	1	\$ 282.00	\$ 282		
	Nex-Tech Cloud service	1	\$ 130.00	\$ 2,340		
					\$ 40,786	
City Wide Communication/Collaboration	MS Office 365 Gov G3 Suite	95	\$ 20.00	\$ 34,200		This project adds productivity software required for teleworking.
	MS Office 365 Email only	175	\$ 4.00	\$ 12,600		
	Install/Migrate/Configure	1	\$ 5,000.00	\$ 5,000		
					\$ 51,800	
Remote Work/Work from Home	LogMeIn Service (100 users)	100	\$ 150.25	\$ 2,705		This service, supporting 100 users, will provide work at home equipment for key staff. It allows access to printing and full access to in-house resources. It provides mini-computers, screens with built-in web cams. MS Surface units for staff that need more mobility. 2 CVB employees and Asst. CM. 4 small laptops for admin staff for remote work, meetings, etc.
	Lenovo M715q mini pc	30	\$ 599.99	\$ 18,000		
	Lenovo Tiny in One 24" screen w/webcam	30	\$ 229.00	\$ 6,870		
	Wireless keyboard/mouse	30	\$ 49.99	\$ 1,500		
	usb 3.0 hub	30	\$ 19.99	\$ 600		
	battery backup devices	30	\$ 100.00	\$ 3,000		
	malwarebytes	30	\$ 31.33	\$ 940		
	MS Surface (17) with case, dock, keyboard cover)	3	\$ 2,276.96	\$ 6,831		
	13" Lenovo Thinkbook laptops with backpacks	4	\$ 849.99	\$ 3,400		
	installation/tech service hours 3rd party	20	\$ 150.00	\$ 3,000		
Touchless Upgrades	City Hall door upgrades for no touch card swipe	11	\$ 7,100.00	\$ 78,100		Provide touchless operation to entry doors, time clock functions and credit card operations to eliminate high touch environments and protect staff and customers from the potential transmission of the virus and other communicable diseases.
	Police Department door upgrades for card swipe	6	\$ 7,100.00	\$ 42,600		
	Fire Department Door upgrades for card swipe	4	\$ 7,100.00	\$ 28,400		
	Touch Free card readers for payroll system	16	\$ 349.99	\$ 5,600		
	Cards for swipe/payroll system	300	\$ 7.00	\$ 2,100		
	Hands free credit card readers	7	\$ 595.00	\$ 4,165		
Hygiene/Sanitation Items	Hands-free sanitizer dispensers	75	\$ 249.99	\$ 18,749		Various locations  2 United Wireless, 2 Parks & Facilities, 2 Public Works United Wireless Arena to disburse throughout the building for public use United Wireless Arena  each backpack tank is 2.5 gallons  refills for the floor stands-for public use
	Backpack Sprayers	4	\$ 90.00	\$ 360		
	Victory Backpack Electrostatic Sprayers	6	\$ 1,303.15	\$ 7,819		
	Non-contact infrared thermometer	6	\$ 97.00	\$ 582		
	Purell 12 oz. Instant Hand Sanitizer pump	6	\$ 31.92	\$ 192		
	GoJo ES8 Hand Sanitizer Dispenser	8	\$ 210.71	\$ 1,686		
	Sneeze guard setups for UWA concessions	12	\$ 800.00	\$ 9,600		
	Gojo hand foam cleaner 2 pack	150	\$ 40.94	\$ 6,141		
	Bioesque Botanical Disinfectant (55 gal drum)	4	\$ 818.50	\$ 3,274		
	ONE STEP DISINFECTANT (4 gal/cs	8	\$ 115.00	\$ 920		
	GLOVE BLACK WIDOW EXAM NITRILE LRG	10	\$ 60.00	\$ 600		
	GLOVE BLACK WIDOW EXAM NITRILE XL	10	\$ 60.00	\$ 600		
	Purell ES8 Hand Sanitizer Foam	8	\$ 51.66	\$ 413		
	Washable Preventive Mask	3000	\$ 2.24	\$ 6,720		
					<u>\$ 358,051</u>	



# City of Dodge City

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PO Box 880 • Dodge City KS 67801 • Phone: 620/225-8100 • Fax: 620/225-8144

## GRANT MANAGEMENT CAPACITY

In accordance with requirements described in the OMB Uniform Guidance for Federal Awards, 2 C.F.R. Part 200, the KGGP must assess the applicant's ability and capacity to implement the proposed CESF project in full compliance with Federal statutes, regulations, and terms and conditions of a sub-grant award. Applicants must submit a separate document responding to the following questions:

- Will a CESF grant award be maintained in a manner that accounts for the funds separately and distinctly from other sources of revenue/funding? **Yes. The City utilizes a true fund based accounting system to account for all funds separately. The City follows all established accounting principles and is audited on an annual basis.**
- Does the applicant have written accounting policies and procedures? How often are they updated, and when did the most recent update occur? **Yes, the City has written accounting policies and procedures that are updated annually. The most recent update occurred in January 2020.** • What accounting system does the applicant utilize and when was the current system implemented? Briefly describe its level of automation, the type(s) of technology utilized, and any manual accounting processes used to complement the system. **The City's accounting system is SunGard by Superior which the City has utilized for at least 15 years. The software is ran on desktop PC's or laptops. All invoices and cash receipts are entered into the system. All posting to general ledger accounts is automated. All financial reports are reviewed by multiple people on a monthly basis.**
- Does the accounting system track expenditures at a line item level and allow the applicant to monitor the approved grant project budget against actual expenditures? **Yes.**
- Does the applicant have effective internal controls for ensuring grant project expenditures are solely for allowable and approved purposes? Briefly describe the internal controls in place that will provide reasonable assurance a CESF grant award will be managed properly. **Yes, the City has effective internal controls in place to ensure expenditures are for allowable and approved costs. Each purchase made by a City employee goes through multiple levels of approvals before payment is issued. All expenditures are approved by the Department Head, Finance Director, Assistant City Manager, and City Manager.**
- Does the applicant have the fiscal capacity to manage a CESF grant award on a reimbursement basis? **Yes. The City routinely manages federal and state grant and reimbursement programs on an annual basis and can effectively manage this grant.**
- Does the individual(s) responsible for fiscal oversight have the knowledge, qualifications, experience, and training to assure grant compliance? **Yes. The City's Finance Director has multiple years of experience in governmental accounting including several years of governmental auditing.**