CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

2016 Budget Amendments

ORDINANCES & RESOLUTIONS

Resolution No. 2016-32: A Resolution Adopting a Title VI Policy for Public Transportation. Report by Assistant to Finance Director/Assistant to City Manager, Ernestor Delarosa.

NEW BUSINESS

1. Approval of 2016 Budget Amendments. Report by Finance Director/City Clerk, Nannette Pogue.

2. Approval of Change Order #11 for the Long Branch Lagoon Water Park Project. Report by Director of Parks & Recreation, Paul Lewis.

ADJOURNMENT
Memorandum

To: Cherise Tieben, City Manager
From: Nannette Pogue
Date: December 27, 2016
Subject: Approval of 2016 Budget Amendments

Agenda Item  Public Hearing and New Business

Recommendation: I recommend the approval 2016 Budget Amendments.

Background: Kansas law provides that each year municipalities set a budget for each of the funds that the municipality has. It also provides that if the revenues exceed what was budgeted and the expenditures exceed the budget, the budget can be amended by going through the same procedure as when the budget was originally adopted. The 2016 budget was passed by the City Commission in August of 2015. A public hearing notice was published in the December 17th 2016, edition of the Dodge City Daily Globe notifying the public that the City Commission would hold a public hearing to consider the amendments for the 2016 budget.

Justification: To ensure no violations of the budget law.

Financial Considerations: Cash is available in all funds that are being amended. The following funds are being amended:

Sales Tax-Special Projects Fund – This fund accounts for the special sales tax projects and the operating budgets for those projects which include the Athletic Fields Maintenance, payment of sales tax revenue bond payments, administration of the projects, Dodge City Raceway Park and the special events centers. The original budget for this fund that was sent to the State of Kansas was a basic budget that was approved at the same time the overall city budget was approved in August, 2015. In November, 2015 the Joint City/County Commissions approved a budget for the 2016 Special Sales Tax Project Fund. Listed below are the items that caused a budget amendment.

1. Field Sports Operations budget increased from $611,345 to $731,515. The Field Maintenance budget was increased by $76,000 because the parking lot cracks were repaired with mastic, there were parking lot lights that required major repairs, capital outlay projects were higher that originally budgeted and the water usage increased. The tournament budget increased by $44,170
because the original budget included a payment to Southwest Sports for running tournaments during the summer season. Instead, in 2016 the City hired a Tournament Director/Events Coordinator, so while expenses increased the revenue all stayed with the Special Sales Tax Fund and exceeded the additional expenses.

2. The Water Park was originally budgeted as a transfer of $75,000. The City paid the expenses as well as received all of the revenue from the water park. While, this did create a budget amendment the net Revenues vs. Expenses still resulted in less than the $75,000 subsidy budgeted.

3. The Special Events Center transfer was increased because of the timing of the naming rights income.

Convention and Visitors – The increase to the Convention and Visitors Fund was a result of an increase of Sports Commission expenses and building remodel expenses. In 2016, two State Basketball tournaments and one 6 Man Football State tournament was held in Dodge City. Those expenses as well as the revenues run through the Convention and Visitors budget. The expenses for the building remodel are more than budgeted, but once the money is spent we will be eligible for a 25% tax credit. Cash is available in this fund for the additional budget.

Debt Service Fund – The payments for the 2016 GO Series A bonds exceeded the budgeted amount by $9,000. Those bonds were issued in early 2016, so the exact amount of payment was not known at the time of the budget. Funds are available to pay the additional amount.

Capital Improvement Fund – Some projects that were not completed in 2015, were carried to 2016, resulting in an increase in budget amounts for 2016. Funds are available for the increase.

Transportation – Transportation is an internal Service Fund which pays for vehicle maintenance on all city vehicles, then is charged back to the departments. It is difficult to anticipate the amount necessary for this department each year. Funds are available for the increase.

**Purpose/Mission:** To promote open communications and inform the public when necessary budget changes are needed.

**Legal Considerations:** This amendment will allow us to comply with the State of Kansas Budget Law.

**Attachments:** Notice of hearing and budget amendments.
**Notice of Budget Hearing for Amending the**

**2016 Budget**

The governing body of **City of Dodge City**

will meet on the day of December 29, 2016 at 8:00 a.m. at City Commission Chambers, City Hall, 806 2nd Avenue 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 Hall, 806 2nd Avenue and will be available at this hearing.

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**Summary of Amendments**

<table>
<thead>
<tr>
<th>Fund</th>
<th>2016 Adopted Budget</th>
<th>2016 Proposed Amended Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax-Special Projects</td>
<td></td>
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<tr>
<td>Convention and Visitors</td>
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<td>Debt Service</td>
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<tr>
<td>Capital Improvement Fund</td>
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<tr>
<td>Transportation (Vehicle Maint)</td>
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<tr>
<th>Fund</th>
<th>Actual Tax Rate</th>
<th>Amount of Tax that was Levied</th>
<th>Expenditures</th>
<th>Expenditures</th>
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<tr>
<td>Sales Tax-Special Projects</td>
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<td>7,288,647</td>
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<td>389,840</td>
<td>429,840</td>
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Nannette Pogue

Official Title: Finance Director/City Clerk

Page No.
### Adopted Budget

**Capital Improvement Fund**

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<tr>
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<th>2016 Adopted Budget</th>
<th>2016 Proposed Budget</th>
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### Transportation (Vehicle Maintenance)

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Adopted Budget

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Receipts:
- Intergovernmental: 800,000 886,100
- Trolley Charges: 32,000 38,000
- Other: 1,500 54,330
- Contributions & Donations: 23,547 23,547
- Sports Commission: 53,650

Total Receipts: 857,047 1,055,627

Resources Available: 1,683,622 1,882,202

Expenditures:
- Personal Services: 406,510 406,510
- Contractual: 401,797 401,797
- Commodities: 34,500 34,500
- Capital Outlay: 506,700 671,700
- Transfer to ST-Org Fund: 85,430 85,430
- Transfer to General: 60,000 60,000

Total Expenditures: 1,494,937 1,659,937

Unencumbered Cash Balance December 31: 188,685 222,265

Debt Service

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Receipts:
- Ad Valorem Tax: 1,746,733 1,746,733
- Delinquent Tax: 35,000 35,000
- Motor Vehicle Tax: 237,527 237,527
- Recreational Vehicle Tax: 1,299 1,299
- 16/20M Vehicle Tax: 1,123 1,123
- Commercial Vehicle Fee: 11,327 11,327
- Watercraft: 592 592
- Special Assessments: 387,500 387,500
- Lottery Money: 450,000 450,000
- Other Sources: 230,000 230,000

Total Receipts: 3,101,101 3,101,101


Expenditures:
- Principal Payments: 2,021,250 2,306,250
- Interest on bonds: 740,000 830,545
- Commissions & Postage: 2,000 455
- 2015 Issues: 365,000

Total Expenditures: 3,128,250 3,137,250

Unencumbered Cash Balance December 31: 87,337 78,337
Adopted Budget

<table>
<thead>
<tr>
<th>Sales Tax-Special Projects</th>
<th>2016 Adopted Budget</th>
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Amended Certificate
For Calendar Year 2016

To the Clerk of Ford County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
City of Dodge City
certify that: (1) the hearing mentioned in the attached publication was
held;(2) after the Budget Hearing this Budget was duly approved and
adopted as the maximum expenditure for the various funds for the year,

<table>
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<th>Fund</th>
<th>K.S.A.</th>
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<th>2015 Amount of Tax that was Levied</th>
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Summary of Amendments

Attested date: ________________

__________________________
County Clerk

Assisted by: __________________________

__________________________
Address:

__________________________
Email:

__________________________
Governing Body
Notice of Budget Hearing for Amending the 2016 Budget

The governing body of City of Dodge City will meet on the day of December 29, 2016 at 8:00 a.m. at City Commission Chambers, City Hall, 806 2nd Avenue 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 Hall, 806 2nd Avenue and will be available at this hearing.

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Nannette Pogue
Official Title: Finance Director/City Clerk
Memorandum

To: Cherise Tieben, City Manager
   City Commissioners
From: Ernestor De La Rosa, Asst. Finance Director
   Brenda Martinez, Transportation Supervisor
Date: December 29th, 2016
Subject: Resolution 2016-32: Title VI Policy
Agenda Item: Ordinances and Resolutions

RECOMMENDATION: Staff recommends approval of Resolution 2016-32 for renewal of the existing Title VI policy for the City of Dodge City, repealing and replacing all other resolutions and policies in conflict.

BACKGROUND: As requirement from the Kansas Department of Transportation (KDOT) involving the Public Transportation Program, staff has reviewed the existing Title VI policy which prohibits discrimination on the basis of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The intent of this policy is to repeal and replace any existing policies and renew the existing, comprehensive plan for the City in all departments.

JUSTIFICATION: This policy is required for the City to remain in good standing with KDOT, State and Federal Government. It provides a complaint procedure and process for anyone who believes they have been subject to discrimination.

FINANCIAL CONSIDERATIONS: Failure to maintain an appropriate Title VI policy would potentially disqualify the City from receiving Federal funds for programs such as Public Transportation, Federally Highway funds and other funding programs.

PURPOSE/MISSION: This policy is consistent with the City’s core value of making Dodge City the best place to be.

LEGAL CONSIDERATIONS: This policy does not expose the City to any additional liability. It details plan for how discrimination issues will be addressed. The City Attorney has reviewed and approved the resolution.

ATTACHMENTS: Resolution 2016-32:
   Title VI Complaint Procedures
   Title VI Complaint Form
   Limited English Proficiency Plan
RESOLUTION 2016-32
A RESOLUTION OF THE GOVERNING BODY OF
THE CITY OF DODGE CITY, KANSAS ADOPTING A
TITLE VI POLICY

WHEREAS, Title VI of the Civil Rights Act of 1964 [42 U.S.C. §2000d et seq.], states that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance

WHEREAS, the intent of Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency” (65 FR 50121) is to reduce language barriers and improve access to programs receiving Federal financial assistance, especially by persons who are limited in their English proficiency; and,

WHEREAS, the City of Dodge City, Kansas (“City”) is a recipient of Federal financial assistance through the Public Transportation Program and other City programs, and is therefore obligated to have policies in place to adhere to Title VI and Executive Order 13166; and,

WHEREAS, a broad cross section of community members has begun using public transportation services, driving dramatic increases in ridership numbers; and,

WHEREAS, our community residents include people from more than twenty (20) nations, with recent immigrants sometimes needing access to interpreters and translated documents; and,

WHEREAS, the City departments of Parks and Recreation and Human Resources, as well as the Kansas Department of Transportation, have reviewed and approved the attached documents; and,

WHEREAS, these Title VI, Limited English Proficiency and Public Participation plans are consistent with the intent and actions already followed by the City of Dodge City.

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

1) The City hereby adopts a compliance policy and procedure governing complaints associated with Title VI of the Civil Rights Act of 1964 and Executive Order 13166.

2) Related Documents - Policy documents shall be kept and updated from time to time as needed by the Title VI Coordinator and will include:

   a. Title VI Complaint Procedures
   b. Title VI Policy Notice
   c. Limited English Proficiency (LEP) Plan
   d. Title VI Coordinator Responsibilities

3) The Human Resource Director for the City will serve as the Title VI Coordinator as called for in said policy documents.
4) A Public Transportation Advisory Committee is hereby established and shall be a subcommittee of the Parks and Recreation Advisory Committee.

ADOPTED AND PASSED by the Governing Body of the City of Dodge City, Kansas on December 29, 2016.

__________________________________________
Rick Sowers, Mayor

ATTEST:

__________________________________________
Nannette Pogue, City Clerk
TITLE VI Complaint Procedures
For Dodge City Public Transportation Program

Title VI Complaint Procedure: The following pertains only to the Title VI complaints regarding the services of Dodge City’s Public Transportation Program.

Title VI of the Civil Rights Act of 1964 {42 U.S.C. S2000d et seq.}, states that: 
*No person in the United States shall, on the ground of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

Dodge City Public Transportation Program has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in Chapter III of the Federal Transit Administration Circular 4702.1B, dated October 1, 2012. If you believe that the Dodge City Public Transportation Program has violated your civil rights on the basis of race, color, or national origin, you may file a written complaint by the following the procedure outlined below.

1. Submission of Title VI Complaint

Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color or national origin has been excluded from or denied the benefits of, or subjected to discrimination caused by the Dodge City Public Transportation Program, may file a written complaint with the Supervisor the Public Transportation Program. A sample complaint form is available for download at www.dodgecity.org/PublicTransportation and is available in hard copy at the offices of Dodge City Public Transportation. Upon request, Dodge City Public Transportation will mail the complaint form. **Such complaints must be filed within 180 calendar days after the date the discrimination occurred.**

*Note:* Assistance in the preparation of any complaints will be provided to a person or persons upon request and as appropriate. If information is needed in another language, then contact the supervisor of the Public Transportation Program at 620-225-8119, or by email title.vi.complaint@dodgecity.org, or visit our administrative office at 806 N. Second Avenue, Dodge City, KS 67801.

Complaints may be emailed to title.vi.complaint@dodgecity.org, or may be mailed to or Submitted by hand to:

- Title VI Coordinator
- City of Dodge City
- 806 N. Second Avenue
- P.O. Box 880
- Dodge City, KS  67801

2. Referral to Review Officer

Upon receipt of the complaint, the Supervisor of the Public Transportation Program shall Appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint. If necessary, the Complainant shall meet with the staff review officer(s) to further explain his or her complaint. The staff review officer(s) shall complete their review no later than 45 calendar days after the date the agency received the complaint. If more
time is required, the Supervisor of the Public Transportation Program shall notify the Complainant of the estimated timeframe for completing the review. Upon completion of the review the staff review officer(s) shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to the Dodge City Public Transportation program’s processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the Supervisor of the Public Transportation Program for concurrence. If the Supervisor concurs, he or she shall issue the Dodge City Public Transportation program’s written response to the Complainant. This final report should include a summary of the investigation, all findings with recommendations, or corrective measures where appropriate.

Note: Upon receipt of complaint, Dodge City Public Transportation Program shall forward a copy of this complaint and the resulting written response to the appropriate KDOT and FTA Region 7 Contacts.

3. Request for Reconsideration

If the Complainant disagrees with the Supervisor of the Public Transportation Program’s response, he or she may request reconsideration by submitting the request, in writing, to the Supervisor within 10 calendar days after receipt of the Supervisor’s response. The request for consideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the Supervisor. The Supervisor will notify the Complainant of his or her decision in writing either to accept or reject the request for reconsideration within 10 calendar days. In cases where the Supervisor agrees to reconsider, the matter shall be returned to the staff review officer(s) to reevaluate in accordance with Section 2 above.

4. Appeal

If the request for reconsideration is denied, the Complainant may appeal the supervisor’s response by submitting a written appeal to the City Manager of Dodge City, no later than 10 calendar days after receipt of the Supervisor’s written decision rejecting reconsideration. The City Manager will make a determination to either request reevaluation by the staff review officer(s) or forward the complaint to KDOT for further investigation.

5. Submission of Complaint to the State of Kansas Department of Transportation

If the Complainant is dissatisfied with the Dodge City Public Transportation Program’s resolution of the complaint, he or she may also submit a written complaint to the State of Kansas Department of Transportation (KDOT) for further investigation. The submission of complaint must be received by KDOT within 180 days after the alleged date of discrimination, or 10 calendar days after receipt of the written decision rejecting reconsideration or appeal, whichever is later. Complaints submitted to KDOT should be mailed to:

KDOT Office of Contract Compliance
Eisenhower State Office Building
700 Southwest Harrison
3rd Floor West
Topeka, KS 66603

The Complainant may also file a complaint directly with the Federal Transit Administration, at:

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590
Notifying the Public of Rights Under Title VI
City of Dodge City, Kansas

- The City of Dodge City, Kansas, operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Dodge City.

For more information on Dodge City’s civil rights program, and the procedures to file a complaint, contact the Human Resource Department at 620-225-8100 or email title.vi.complaint@dodgecity.org; or visit our administrative office at 806 N. Second Avenue, Dodge City, Kansas 67801. For more information, visit www.dodgecity.org/TitleVI

- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

- If information is needed in another language, contact 620-225-8160.

- Si se necesita información en otro idioma, comuníquese con 620-225-8160.

Notificaciónd al Público de los Derechos Bajo el Título VI
Cuidad de Dodge City, Kansas

- La Ciudad de Dodge City, Kansas, opera sus programas y servicios, sin distinción de raza, color u nacionalidad, de acuerdo al Título VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido ofendida por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con la Ciudad de Dodge City.

- Para obtener más información sobre el programa de derechos civiles de la Ciudad de Dodge City y los procedimientos para presentar una queja, comuníquese con el Departamento de Recursos Humanos al 620-225-8100 o por correo electrónico: title.vi.complaint@dodgecity.org; o visite nuestra oficina administrativa en 806 N. Second Avenue, Dodge City, Kansas 67801. Para obtener más información, visite: www.dodgecity.org/TitleVI

- Un demandante puede presentar una queja directamente con la Administración Federal de Tránsito (Federal Transit Administration) mediante la presentación de una denuncia ante la Oficina de Derechos Civiles (Office of Civil Rights), atención: Title VI Program Coordinator, East Building, 5th Floor TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

- Si necesita información en otro idioma, comuníquese al 620-225-8160.

- If information is needed in another language, contact 620-225-8160.
The Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring the City's compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received by the City.

2. Collect statistical data (race, color, sex, age, disability or national origin) of participants in and beneficiaries of federally funded programs, as well as affected citizens and impacted communities.

3. Conduct annual Title VI reviews to determine the effectiveness of program activities at all levels.

4. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid contracts administered through the City.

5. Review City program directives in coordination with Title VI liaisons for special emphasis program areas (e.g. Public Transportation). Where applicable, include Title VI language and related requirements.

6. Conduct training programs on Title VI and other related statutes for City employees.

7. Prepare a yearly report of Title VI accomplishments and goals, as required.

8. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.

9. Conduct post-grant approval reviews of City programs and applicants, for compliance with Title VI requirements.

10. Identify and eliminate discrimination.

11. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary.
Limited English Proficiency (LEP) Plan
Dodge City Public Transportation

The intent of Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency” (65FR 50121) is to reduce language barriers and improve access to programs receiving federal funds, especially by persons who are limited in their English proficiency. As a federally funded program, the Dodge City Public Transportation Program will identify barriers to LEP individuals, and implement a language assistance plan which will reduce language barriers and enhance access to our services by persons with Limited English Proficiency.

Four Factors Analysis for Dodge City and Ford County

1. **Number and Proportion of LEP individuals** who can utilize the service provided by Dodge City Public Transportation.

   Table 1 shows the Limited English Proficiency (LEP) Population Groups residing in Ford County. The 7,041 Spanish speakers who speak English “less than very well” represent 23% of the Ford County population, and meets the criteria for providing written translations of all materials. There are an additional 532 people who speak nine different languages and English “less than very well”, but as each is a small number none of those fit the criteria requiring written translations of materials. We do, however, encounter these persons as we provide Public Transportation services, and our LEP Plan is developed with them in mind as well as the many Spanish speakers.

2. **Identify the frequency in which LEP individuals come into contact with our Public Transportation Program.**

   Spanish speakers with limited English proficiency make up 23% of the Ford County population. Hispanics (both those who speak English very well and less than very well) made up approximately 47% of our ridership in July and August 2016. We know from experience that many have limited English proficiency.

   While no other population or language group meets the LEP threshold for mandatory translation of all materials, we do encounter many individuals with limited English proficiency. Two large beef processing plants employ about 5,600 workers, and recruit internationally to fill these positions. Many new immigrants with limited English proficiency come to our community for these jobs, and many choose to ride our buses.

3. **Identify the importance of our Public Transportation service to the LEP community.**

   As new immigrants to the United States, and new job holders in our community, many LEP individuals have neither driver’s licenses nor cars. They are very public transit dependent. As time passes, many of these individuals acquire cars or at least a network of friends with whom they can carpool. Even then they may be transit dependent because a family (2 adults plus children) might have just one car. In such cases, either one adult might need public transportation to get to work, or the other adult and children might need public transportation for shopping and medical appointments. Both data and anecdotal evidence tells us that public transportation is very important to the LEP community.

4. **Identify resources available for assisting LEP individuals and the respective costs of these resources.**

   **Resources for Spanish Speakers:** Spanish is the most common language spoken by our LEP population, and meets the Title VI threshold requiring that translations be available in Spanish. Therefore, we have developed a number of different resources.

   - **Translations:** All essential documents are available in English and Spanish, including:
     - Passenger Policies and Guidelines
     - All notices posted on buses
     - Title VI Notice, Complaint Form and Complaint Procedures
Cost: For documents containing complex language requiring high level Spanish – English proficiency, we utilize the services of a professional translator who charges 11 cents per word plus $25 per hour of translation work. For brief, simple notices posted on buses, we utilize bilingual staff at City Hall. While there is a cost (staff time), the Public Transportation Program is not billed for this work.

- **Bilingual Staff:** Three of our full-time drivers is bilingual in English and Spanish. When communication difficulties arise, other drivers use cell phones to get the assistance from the bilingual driver. When recruiting new drivers our job advertisement notes that ‘bilingual skills are strongly preferred but not required”. We contract with Finney County Transit to provide Dispatch services, so they encounter each of the LEP clients when reservations are taken. FIT has one dispatcher who is bilingual, and utilize various other resources for understanding LEP clients.

Cost: Bilingual staff members in Dodge City are paid up to 7% over base salary because of this important skill. There is also a cost in terms of the time these staff members spend dealing with communication difficulties encountered by staff members who do not have bilingual skills. Finney County Transit bills us (and KDOT) for all the extra time it takes to work with LEP clients due to communication difficulties. However, there is no way to know what portion of the cost is related to communication with LEP clients.

- **“Basic Spanish for Transit Employees”:** To provide an additional resource for our drivers we will provide each driver, and place in each bus a copy of small book “Basic Spanish for Transit Employees”. We will train drivers utilizing the accompanying training DVD. Finney County Transit provides this resource for Dispatches.

Cost: each book costs $4.50 and training video costs $7.

Resources for Speakers of other Languages: because we have 532 persons who speak nine different languages (neither English nor Spanish) we have identified a resource we can utilize to assist when working with these clients.

- **Pay as You Go Personal Interpreter Service:** An additional resource we can utilize for simultaneous telephone translation in any language is the Pay-as-You-Go Interpreter Service provided by Language Line (www.languageline.com). When an LEP client calls our office (or Dispatch), this service can be utilized by calling their number and asking for a specific language interpreter. The interpreter joins in a 3 way telephone conversation and provides simultaneous translation between the caller and our staff. This resource can be especially valuable with LEP clients who speak languages such as Arabic, Somali, or Laotian. It is possible to have documents translated if needed.

Cost: $3.95 per minute which KDOT has determined can be charged to the 5311 grant as an operating cost.

**Limited English Proficiency Plan**

**Identified LEP Individuals:** Table 1 contains information about Ford County’s LEP populations. Spanish is the only language group which meets the threshold to require written translations of all documents.

**Language Assistance Measures:** In order to meet the needs of all LEP populations we will take the following steps.

For LEP Spanish Speakers: We will take the following actions:

- Translate all documents into Spanish, utilizing City Hall staff when possible and hiring professional translators when necessary. This includes:
  - Passenger Policies and Guidelines
All notices posted on buses
- Title VI Notice, Complaint Form, and Complaint Procedures

- Use Google Translate to enable our website to be translated and presented in Spanish.
- Make every effort to recruit and hire bilingual staff who speak Spanish
- Provide each driver, and place in each bus a copy of “Basic Spanish for Transit Employees” and utilize the training video in training all drivers.
- Work with Finney County Transit to assure that Dispatchers can work effectively with LEP Spanish Speakers.
- Utilize Pay-As You-Go Personal Interpreter and Translation Service (www.languageline.com) when necessary.

For LEP Speakers of Other Languages:

- Use Google Translate to enable LEP individuals to translate our Website information into their native language.
- Utilize Pay-As-You-Go Personal Interpreter and Translation Service (www.languageline.com)
- Utilize “I Speak” cards (see attached) to help identify the language being spoken by our LEP client, recognizing that our only resource for helping them will be the Pay-as-You-Go Personal Interpreter service. Many times they will bring another member of their language community who speaks English well and who can help interpret for us.

Training Staff – Identify how agency staff will be trained in utilizing language assistance measures.

- Our Drivers will be trained in using the “Basic Spanish for Transit Employees” by utilizing the training video which accompanies the resource.
- Our Administrative Staff will be trained in how to utilize the Pay-As-You-Go Interpreter service.
- We will collaborate with Finney County Transit to assure that Dispatch staff has the skills needed to meet the communication challenges with all LEP language groups.

Providing Notice - Identify how Dodge City Public Transportation will provide notice of the LEP plan and the Title VI procedures.

- LEP Plan will be posted on Dodge City Public Transportation website.
- LEP Plan will be provided to any person or agency requesting a copy.
- The person to contact in regards to the LEP plan is Brenda Cecil-Martinez, Public Transportation Supervisor, and can be reached at 620-225-8119 or brendam@dodgecity.org
- On our website we will post “If a Complaint Procedures posted on this website”

Monitoring and Updating LEP Plan - Dodge City Public Transportation Program will take the following actions to monitor and update the LEP Plan:

- At a minimum, our agency will update the LEP Plan every three years as required by the Title VI update schedule.
- We will examine the LEP Plan annually as new drivers are being hired and trained in order to assure we are carrying out the plan to the fullest extent.
- If large number of LEP individuals present us with new challenges (e.g. a new language is introduced into the community), we will examine the LEP Plan to determine if any changes might be necessary, or any resources might be utilized which we had not known about previously.
Memorandum

To: Cherise Tieben, City Manager
   City Commissioners
From: Paul Lewis, Director
Cc: County Commissioners
     J.D. Gilbert, County Administrator
     Ray Slattery, City Engineer
     Nannette Pogue, Finance Director
Date: December 21, 2016
Subject: Long Branch Lagoon CO #11
Agenda Item: New Business

RECOMMENDATION: Staff recommends approving Change Order #11 for the Long Branch Lagoon water park project in the amount of $33,406.93.

BACKGROUND: During the construction process, the requirements for slide footings and supporting mechanical needs for the Boomerango slide were revised by the manufacturer. Change Order #11 accounts for those revisions and was necessary for the proper installation and function of the slide. The work includes revised pier designs, a drainage structure for the slide and a supplemental pump system.

JUSTIFICATION: The revisions were a requirement for the proper operation and safety of the Boomerango slide. Funds would have been available for this change order from the construction account, however, as the project closed, unanticipated fees came in from one of the contractors forcing the project to exceed the GMP. We have verbally agreed to accept this change order only due to the fact that we did purchase additional deck chairs, shade sales, trash cans, concessions tables, cash registers and other ancillary products under the GMP when we were told funds would be available. If we would have known that funds were not available under the GMP, those products may have been purchased through the operating budget.

FINANCIAL CONSIDERATIONS: Funds for this expense are available in the Water Park Operating account. That budget provided for a subsidy to the facility of $75,000. As of the end of November, the subsidy required was only $7,562 leaving adequate funds for this expense.
PURPOSE/MISSION: This project is consistent with the City’s Core Value of Ongoing Improvement as it created a new destination water park to support the community and the tourist economy.

LEGAL CONSIDERATIONS: N/A

ATTACHMENTS: McCownGordon CO#11
Prime Contract Change Order #OCO011: Additional Slide Footings

TO:        City of Dodge City & Ford County
            806 N 2nd Ave
            Dodge City, Kansas 67801

FROM:      McCownGordon Construction, LLC - KS Office
            227 Blue Earth Place, Suite 205
            Manhattan Kansas 66502

DATE CREATED:  8/01/2016
CREATED BY: Barry Schmidt (McCownGordon Construction, LLC - KS Of)

CONTRACT STATUS: Pending - In Review

REVIEWED BY: 0

DUE DATE: N/A

REVIEW DATE: N/A

INVOICED DATE: N/A

PAID DATE: N/A

SCHEDULE IMPACT: EXECUTED: No

CONTRACT FOR: 1: DodgeCity Regional Aquatic Prime Contract

TOTAL AMOUNT: $33,406.93

DESCRIPTION:
OCO 011 includes costs for additional concrete footings at the slide structures. Additional footings are required for the slide structures and are in addition to the included footing allowance in the guaranteed maximum price documents.

ATTACHMENTS:

CHANGE ORDER REQUESTS IN THIS CHANGE ORDER:

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TOTAL: $33,406.93

CHANGE ORDER LINE ITEMS:

PCO # OCO0044: Additional Slide Footings

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<td>Additional Slide Footings</td>
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Subtotal: $31,650.00

- General Liability Insurance: 0.95% on Labor, Equipment, Material, Subcontractor, Fee, and Contingency
  - Builder's Risk Insurance: 0.35% on Labor, Equipment, Material, Subcontractor, Fee, and Contingency
  - Warranty: 0.50% on Labor, Equipment, Material, Subcontractor, Fee, and Contingency
  - Performance and Payment Bond: 0.90% on Labor, Equipment, Material, Subcontractor, Fee, and Contingency
  - Fee: 2.75% on Labor, Equipment, Material, Subcontractor, Fee, and Contingency

Performance and Payment Bond: $290.01
Warranty: $160.31
Builder’s Risk Insurance: $111.83
General Liability Insurance: $300.58

Grand Total: $3,406.93

The original (Contract Sum) $1,742,561.00
Net change by previously authorized Change Orders $12,424,818.53
The contract sum prior to this Change Order was $14,167,379.53
The contract sum would be changed by this Change Order in the amount of $33,406.93
The new contract sum including this Change Order will be $14,200,786.46
The contract time will not be changed by this Change Order