

***CITY OF DODGE CITY
ADMINISTRATIVE POLICY MANUAL***



Core Purpose

Together we serve to make Dodge City the best place to be

Core Values

Safety

Together we endeavor to provide a safe and secure workplace and community

Honesty, Integrity and Respect

Together we work honestly and with integrity, while respecting the rights of others

Ongoing Improvement

Together we value progress, growth and new possibilities by providing and preparing for the community's future

Working Towards Excellence

Together we strive to achieve high performance and service standards set by us and expected by the community

MISSION STATEMENT

Together we promote open communications with our community members to improve quality of life and preserve our heritage to foster a better future.

WE ARE DODGE CITY

CITY OF DODGE CITY
Administrative Policy Manual

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OTHER DEPARTMENT POLICIES

Other Departments may have policies and procedures relating to the operation of their departments. These are separate manuals from this policy manual.

ADMINISTRATIVE POLICY

NAME OF POLICY: ADA – AGENCIES RECEIVING FUNDS OR IN-KIND SERVICES POLICY
DATE OF ADOPTION: DECEMBER 21, 1992
DEPARTMENT INVOLVED: ALL DEPARTMENTS

The City of Dodge City affirmatively embraces the primary goal of the Americans with Disabilities Act (ADA) of 1990 to eliminate discrimination against people with disabilities. The City intends to comply with both the letter and the spirit of the ADA.

All organizations operating from City-owned facilities or receiving money or in-kind services from the City shall be required to comply with Title II of the ADA regulation nondiscrimination on the basis of disability in state and local government services.

SECTION I: DISCRIMINATION ON THE BASIS OF DISABILITY PROHIBITED

No qualified person with a disability (as defined in the ADA) shall be excluded from participation or denied the benefits of services offered by an organization receiving funds or other support from the City of Dodge City.

SECTION II: PROVISION OF AIDS, BENEFITS, AND SERVICES

- A. Organizations shall provide qualified individuals with disabilities an opportunity to participate in and benefit from programs or services equal to that afforded others.
- B. Services provided to individuals with disabilities shall be as effective as those provided others.
- C. Services shall be provided in the most integrated setting appropriate.
- D. Meetings shall be held in accessible locations whenever possible.
- E. Organizations shall use eligibility criteria and methods of administration that do not have the effect of discrimination on the basis of disability.
- F. Organizations shall make reasonable modifications to policies and practices where necessary to avoid discrimination on the basis of disability, unless an organization can demonstrate that making modifications would fundamentally alter the nature of the services provided.
- G. Qualified individuals with disabilities shall have an opportunity to participate as members of planning and advisory boards.
- H. Organizations may not place a surcharge on people with disabilities to cover the costs of measures required to provide those individuals with nondiscriminatory treatment, such as the provision of auxiliary aids or program accessibility.

SECTION III: PROGRAM ACCESSIBILITY

The standard of evaluation under Title II of the ADA is program accessibility. This means that not every existing facility must be accessible to and usable by people with disabilities but services, programs, and activities shall be made accessible to the maximum extent possible.

- A. Organizations are not required to make structural changes in existing facilities where other methods are as effective in achieving program accessibility under Title II.

- B. Methods of achieving program access may include: redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities or construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making services, programs, or activities accessible to and usable by people with disabilities.
- C. Modifications of policies, practices, and procedures necessary to achieve program accessibility was implemented.
- D. Structural modifications required to achieve program accessibility were completed by January 26, 1995.
- E. All new construction and alteration of existing facilities shall comply with the requirements of the ADA.

SECTION IV: COMMUNICATION

Organizations shall take appropriate steps to ensure that communication with applicants, participants, and members of the public with disabilities are as effective as those with others.

- A. Organizations shall furnish auxiliary aids and services where necessary to provide an individual with a disability an equal opportunity to participate in or benefit from the service, program, or activity being offered.
 - 1. Auxiliary aids and services are defined as including:
 - (i) Qualified interpreters, note takers, transcription services, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunication devices for deaf persons (TDD) videotext displays, or other effective methods of making aurally delivered materials available to individuals with hearing impairments;
 - (ii) Qualified readers, taped texts, audio recordings, Braille materials, or other effective methods of making visually delivered materials available to people with visual impairments.
 - 2. In determining what types of auxiliary aids are necessary, organizations should give primary consideration to the request of individuals with disabilities.
- B. Organizations should provide signs at inaccessible entrances directing users to an accessible entrance or a location where they can obtain information about accessible facilities and/or services.

SECTION V: COMPLIANCE VERIFICATION

The City of Dodge City is responsible for assuring the accessibility of the programs receiving our support and for receiving complaints on accessibility and discrimination. The City of Dodge City is not responsible for implementing accessibility improvements for each organization. Organizations must comply with the requirements of the ADA and this policy or risk losing funds.

Each organization should have a completed self-evaluation response form and architectural barriers removal form, if appropriate, on file with the City. During the application process, organizations will be asked to update or provide this information to the City. If the information is already on file, updates should include information on the plans of the organization to make

necessary accessibility changes within the required time frames. Failure to provide such information may result in a denial of the funding request or withholding budgeted funds until such time as the information is provided to the City.

The City of Dodge City's Self Evaluation and Transition Plan will be updated annually. Recent information on the accessibility of the organizations which receive funding or in-kind support will be included in the updates.

SECTION VI: NOTES REGARDING OTHER ADA REGULATIONS

The City of Dodge City and organizations receiving support from the City are subject to Title II of the ADA regulating nondiscrimination on the basis of disability in state and local government services (29 CFR Part 35). An organization may also be subject to the other regulations implementing the ADA, to the extent that an organization is an employer or provides public accommodations and services.

- A. Title I regulates equal employment opportunities for individuals with disabilities. Title I is enforced by the Equal Employment Opportunity Commission.
- B. Title III regulates nondiscrimination on the basis of disability in public accommodations. Title III is enforced by the Department of Justice. The standard of evaluation under Title III involves what is readily achievable, or accomplished without much difficulty or expense.

DATE OF LAST REVISION: April 6, 2020

ADMINISTRATIVE POLICY

NAME OF POLICY: AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURE
DATE OF ADOPTION: JULY 20, 1992
DEPARTMENTS INVOLVED: ALL DEPARTMENTS

The City of Dodge City has established an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to: Director of Human Resources/ADA Coordinator, P.O. Box 880, Dodge City, KS 67801, 620-225-8100, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 15 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than 30 days after its filing.
5. The ADA coordinator shall maintain the files and records of the City of Dodge City relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 15 days to the City Manager.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of the grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the City of Dodge City complies with the ADA and implementing regulations.

DATE OF LAST REVISION: April 6, 2020

ADMINISTRATIVE POLICY

NAME OF POLICY: BIOGAS SALES EXECUTION POLICY
DATE OF ADOPTION: NOVEMBER 18, 2019
DEPARTMENT INVOLVED: VARIOUS DEPARTMENTS

Upon the recommendation of the Biogas Optimization consultant (Kinect Energy), the City Manager, in consultation with the City Engineer and the City Finance Director, will have the authority to execute sales of both “brown gas” and/or RINs (marketable Renewable Identification Numbers). Any such sales shall be reported to the City Commission at the next regularly scheduled City Commission meeting following the decision to execute such sale.

A policy statement providing for a longer term, consistent marketing strategy will be proposed and implemented at such time as the City, in consultation with its marketing team, determines that the RIN market has reached a point of stabilization justifying such a policy.

DATE OF LAST REVISION: November 18, 2019

ADMINISTRATIVE POLICY

NAME OF POLICY: CIVIL RIGHTS / FAIR HOUSING POLICY
DATE OF ADOPTION: MAY 1, 2006
DEPARTMENTS INVOLVED: ALL

We, the City Commission of Dodge City, Kansas adopt the following procedures for handling Civil Rights/Fair Housing complaint(s) within our City:

1. Dodge City Housing Authority shall receive all complaints within their office.
2. If a resolution of the problem cannot be reached, then the Housing Authority will forward the complaint to the proper authorities.
3. Fair Housing discrimination complaints will be submitted to HUD by phone, letter, and/or a HUD-903 form. All such complaints will be submitted to HUD at:

Department of Housing and Urban Development
Kansas City Regional Office
Office of Fair Housing & Equal Opportunity
Gateway Tower II – 400 State Avenue
Kansas City, KS 66101

or by calling the Housing Discrimination Complaint HOTLINE at 1-800-669-9777.

4. In the event of a civil rights complaint, we agree to also contact the following agencies:

Kansas Human Rights Commission
900 Jackson – 8th Floor
Topeka, KS 66612
785-296-3206

Kansas Department of Commerce
1000 S. W. Jackson, Suite 100
Topeka, KS 66612-1354
785-296-4856

DATE OF LAST REVISION: May 1, 2006

ADMINISTRATIVE POLICY

NAME OF POLICY: CLOSING OF CITY STREETS
DATE OF ADOPTION: JULY 1, 2019
DEPARTMENT INVOLVED: POLICE DEPARTMENT, FIRE DEPARTMENT,
PUBLIC WORKS & EMS

Whenever authorized signs are erected indicating any street or part thereof as a closed for an event or for safety due to construction, etc. no person shall drive a vehicle upon any such street or portion thereof except drivers of vehicles having business or whose residences are within such closed area, and then any such driver shall exercise the greatest care in driving upon any such street or portion thereof.

Whenever there is a request for street closure for an event a Request for Street Closing form shall be completed by applicant and submitted to the City Clerk's office. The City Clerk will distribute to each of the departments listed on the form for their review, approval and necessary action. The application will be completed and submitted at least 14 days prior to the event. A final copy of the full approved application will be sent to the applicant by the City Clerk prior to such event. The forms are available in the City Clerk's Office or on the City's website.

DATE OF LAST REVISION: April 6, 2020

**CITY OF DODGE CITY
REQUEST FOR STREET CLOSING**

Individual Requesting

NAME _____

Group or
Organization: _____

Contact Phone #: _____ Cell # _____

Reason for Request: _____

Street Closing Request Location: _____

(Attach Map)

Date: _____ Time _____

Approval:

_____ Date: _____

Fire Department

_____ Date: _____

Public Works

_____ Date: _____

Police Department (Get Police approval last)

Approval from area businesses or residents must accompany this request.

Police Department Notifications:

EMS _____

Dispatch _____

SO _____

PD Patrol Shifts _____

Fire Department _____

Street Department _____

City Engineer _____

ADMINISTRATIVE POLICY

NAME OF POLICY: EARLY RETIREMENT POLICY
DATE OF ADOPTION: APRIL 16, 2018
DEPARTMENTS INVOLVED: ALL DEPARTMENTS

Regular Full-Time employees of the City of Dodge City who find it necessary or desirable to retire from employment with the City prior to the normal retirement age may elect to take early retirement under the terms and conditions set forth herein. Requesting early retirement is entirely voluntary and is at the discretion of the eligible Regular Full-Time employee.

- A. A Regular Full-Time employee is eligible for early retirement if such employee:
1. Is less than 65 years of age;
 2. Has ten (10) years or more of continuous full-time employment with the City immediately prior to applying for this program;
 3. Is eligible for full retirement benefits with the Kansas Public Employees Retirement System (KPERs) or the Kansas Police and Fireman's Retirement System (KP&F); and
 4. Is in good employment standing with the City.

Eligibility for early retirement will be confirmed by the City Manager during the application phase. A full-time employee applying for early retirement shall be responsible for providing all facts and information necessary to prove eligibility and to determine benefits to be paid.

- B. A Regular Full-Time employee may apply for early retirement by giving written notice to the Human Resources office at least ninety (90) days preceding the anticipated retirement date.

The application shall include the following information:

1. A statement of the applicant's desire to take early retirement,
2. The anticipated date of retirement,
3. The applicant's birthday and age on the date of retirement,
4. The current mailing address and telephone number of the applicant,
5. The number of years applicant had been employed full-time by the City of Dodge City,
6. The total number of years of service credit recognized by KPERs or KP & F,

7. Applicant's current base salary or hourly wage, and
8. Whether the applicant desires health insurance coverage through the City's health insurance program and the type of coverage desired.

The Human Resource Office shall submit to the City Manager all applications for early retirement. Following the decision by the City Manager on any application for early retirement, the Human Resource Office shall notify the applicant, in writing, of the final disposition and the date and amount of benefits to be paid.

- C. An eligible Regular Full-Time employee who receives early retirement shall be entitled to receive annual sum of seven thousand two hundred dollars (\$7,200) payable in equal installments of two hundred seventy six and .92 cents (\$276.92) following City payroll schedule. These payments will cease upon the early retiree reaching 65 years of age.
- D. The following terms and conditions shall apply to the early retirement program:
 1. The City of Dodge City retains the right to adopt the early retirement program on a year to year basis. Should the City choose to discontinue the program, notification shall be given by August 31st, immediately prior to discontinuing the program on December 31st.
 2. Should the City of Dodge City decide to discontinue the early retirement program in any given year, all early retirees participating in the program prior to the date of discontinuation shall continue in the program and not be affected.
 3. An early retiree shall keep the Human Resource Office informed of his/her current mailing address and telephone number. This information shall be given to the Human Resources Office in writing.
 4. Early retirement program benefits shall cease upon the death of the early retiree.
 5. If any provision of this early retirement program is determined to be in violation of any federal or state law or regulation, the program shall then be immediately terminated by the City of Dodge City and shall not be in further force or effect unless re-adopted by the City.
- E. A Regular Full-Time employee who is approved for participation in the early retirement program shall not thereafter be eligible for Full-Time, or Regular Part-Time, employment by the City of Dodge City.

A participant in the early retirement program may be employed by the City of Dodge City as a Temporary Part-Time or Seasonal employee if approved by the City Manager.

DATE OF ADOPTION; April 16, 2018

Early Retirement Program

City of Dodge City, Kansas

Application

Name of Applicant: _____ Date: _____

Mailing Address: _____

Phone Number: _____

Statement of the applicant's desire to take early retirement:

Number of years employed as full-time with the City of Dodge City: _____

Total number of years of service credit recognized by KPERS or KP&F: _____

Anticipated retirement date: _____

Applicant's birthday and age on the date of retirement: _____

Applicant's current base salary or hourly wage: _____

Does the applicant desire health insurance coverage through the City's health insurance program? Yes _____ No _____

If yes, which plan? _____

*******Human Resources Use Only*******

Approved: Yes _____ No _____

Human Resources

Date

City Manager

Date

Date Processed by Payroll ___/___/___/

ADMINISTRATIVE POLICY

NAME OF POLICY: ENERGY CONSERVATION PROGRAM
DATE OF ADOPTION: April 6, 2020
DEPARTMENTS INVOLVED: ALL DEPARTMENTS

We are committed to responsible energy management and will practice energy efficiency throughout all our premises, plants and equipment, wherever it is cost effective.

The purpose of this policy is to reduce Company's energy consumption in an economical and environmental sound manner. This policy will provide guidelines to supervisors and staff for effective use of energy.

Air Conditioning and Heating

- During regular office hours all air-conditioned offices and facilities will be cooled to a predetermined temperature.
- In areas that have individual control over room temperature, all room temperature controls will be set within a temperature range based on building design.
- During the evenings, weekends, and holidays, the temperature in all buildings will be set at a level that will allow the company to efficiently and economically conserve energy.
- Building occupants and staff are requested to keep windows and outside doors closed while air conditioning is on.
- Heating combined with air conditioning will not be used. When controlling thermostats, all circumstances will be considered. Examples of some circumstances are: if set on auto – the temps are set far enough apart so that heating isn't running – then cooling; and who is authorized to change temperature, etc.

Lighting

- Lights are to be turned off in unused areas.
- LED or fluorescent bulbs are to be used in desk lamps instead of halogen or incandescent bulbs.
- When bulbs or light fixtures are replaced, replacing with LED bulbs or fixtures will be considered when feasible.

Computers and Printers

- Computers and printers shall be turned off at the end of each workday.
- Computers and printers shall be turned off when the computer labs are closed.
- Computers shall be set up in the energy saving mode of operation.
- The sleep mode on computers will be enabled or the monitors turned off when not in use.
- Computer labs are to have only the computers that are in use turned on.

Energy-Efficient Products Procurement

- Purchase more energy-efficient equipment when the extra cost is less than or equal to the resulting energy savings.

Construction

- All construction projects shall be reviewed for energy efficiency and proper light levels, which are designated by the energy standard.
- Renewable energy technologies such as solar and wind are to be incorporated when feasible.
- Utility meters that monitor the energy and water consumption are to be installed in new and renovated facilities.
- New construction or renovation projects must meet Commercial Energy Code Compliance.

Vehicles and Equipment

- Fuel efficiency when purchasing and operating vehicles and equipment will be considered.

Energy Audit

- An energy audit will be conducted when it is feasible to do so.
- Suggestions in audit will be carried out when feasible.

DATE OF ADOPTION: April 6, 2020

ADMINISTRATIVE POLICY

NAME OF POLICY: IDENTITY THEFT PREVENTION PROGRAM
DATE OF ADOPTION: OCTOBER 20, 2008
DEPARTMENTS INVOLVED: ADMINISTRATION

Purpose

The City of Dodge City developed this Identity Theft Prevention Program (“Program”) pursuant to the Federal Trade Commission’s (“FTC”) Red Flag Rule, which implements Section 114 of the Fair and Accurate Credit Transaction Act of 2003. 16 C. F. R. § 681.2.

This Program is designed to detect, prevent and mitigate Identity Theft in connection with the opening and maintenance of certain city accounts. For purposes of this Program, “Identity Theft” is considered to be “fraud committed using the identifying information of another person.” The accounts addressed by the Program are defined as:

1. An account the City offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions; and
2. Any other account the City offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the City from Identity Theft.

Identification of Red Flags

A “Red Flag” is a pattern, practice, or specific activity that indicates the possible existence of Identity Theft. In order to identify relevant Red Flags, the City considered the types of Accounts that it offers and maintains, the methods it provides to open its Accounts, the methods it provides to access its Accounts, and its previous experiences with Identity Theft. The City identifies the following Red Flags, in each of the listed categories:

- A. Suspicious Documents
 1. Receiving documents that are provided for identification that appear to be forged or altered;
 2. Receiving documentation on which a person’s photograph or physical description is not consistent with the person presenting the documentation;
 3. Receiving other documentation with information that is not consistent with existing customer information (such as if a person’s signature on a check appears forged); and
 4. Receiving an application for service that appears to have been altered or forged.
- B. Suspicious Personal Identifying Information
 1. A person’s identifying information is inconsistent with other sources of information (such as an address not matching an address on a consumer report or a SSN that was never issued);
 2. A person’s identifying information is inconsistent with other information the customer provides (such as inconsistent SSNs or birth dates);
 3. A person’s identifying information is the same as shown on other applications found to be fraudulent;
 4. A person’s identifying information is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
 5. A person’s SSN is the same as another customer’s SSN;

6. A person's address or phone number is the same as that of another person;
7. A person fails to provide complete personal identifying information given at the time of application for service when reminded to do so; and
8. A person's identifying information is not consistent with the information that is on file for the customer.

C. Unusual Use of or Suspicious Activity Related to an Account

1. A change of address for an Account followed by a request to change the Account holder's name;
2. An account being used in a way that is not consistent with prior use (such as late or no payments when the Account has been timely in the past);
3. Mail sent to the Account holder is repeatedly returned as undeliverable;
4. The City receives notice that a customer is not receiving his paper statements or utility bill; and
5. The City receives notice that an Account has unauthorized activity;
6. Breaches in a City's computer system;
7. Unauthorized access to or use of customer Account information.

D. Notice Regarding Possible Identity Theft

1. The City receives notice from a customer, an identity theft victim, law enforcement or any other person that it has opened or is maintaining a fraudulent Account for a person engaged in Identity Theft.

Detection of Red Flags

In order to detect any of the Red Flags Identified above with the opening of a new Account, City personnel will take the following steps to obtain and verify the identity of the person opening the Account:

1. Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, SSN, driver's license or other identification;
2. Verify the customer's identity, such as by reviewing a driver's license or other identification card;
3. Review documentation showing the existence of a business entity; and

In order to detect any of the Red Flags identified above for an existing Account, City personnel will take the following steps to monitor transactions with an Account:

1. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses; and
3. Verify changes in banking information given for billing and payment purposes.

Preventing and Mitigating Identity Theft

In the event City personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

1. Continue to monitor an Account for evidence of Identity Theft;
2. Contact the customer;
3. Change any passwords or other security devices that permit access to Accounts;
4. Reopen an Account with a new number;

5. Do not open a new Account;
6. Close an existing Account;
7. Notify law enforcement;
8. Determine that no response is warranted under the particular circumstances; or
9. Notify the Program Administrator (as defined below) for determination of the appropriate step(s) to take.

In order to further prevent the likelihood of identity theft occurring with respect to City accounts, the City will take the following steps with respect to its internal operating procedures:

1. Provide a secure website or clear notice that a website is not secure when the City implements online bill payment;
2. Ensure complete and secure destruction of paper documents and computer files containing customer information;
3. Ensure that office computers are password protected and that computer screens lock after a set period of time.

Updating the Program and the Red Flags

This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the City from Identity Theft.

Program Administration

- A. Oversight. The City's program will be overseen by a Program Administrator. The Program Administrator shall be the Director of Finance or designee. The Program Administrator will be responsible for the Program's administration, for ensuring appropriate training of City staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances, reviewing and, if necessary, approving changes to the Program.
- B. Staff Training and Reports. City staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. Identity Theft Training will occur on an annual basis and/or when new Staff is hired.
- C. Service Provider Arrangements. In the event the City engages a service provider to perform an activity in connection with one or more Accounts, the City will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.
 1. Require by contract, that service providers have such policies and procedures in place;
 2. Require by contract that service providers review the City's Program and report any Red Flags to the Program Administrator.

DATE OF ADOPTION: October 20, 2008

ADMINISTRATIVE POLICY

NAME OF POLICY: OPEN MEETINGS POLICY
DATE OF ADOPTION: DECEMBER 31, 2008
DEPARTMENT INVOLVED: ALL DEPARTMENTS

As a matter of policy and in accordance with state statute, all meetings for discussion of city business or affairs involving a majority of the members of the City Commission, as well as meetings involving a majority of all legislative and administrative bodies of the City as well as all established sub-groups, committees, task forces, etc. are open to the public and must comply with the Kansas Open Meetings Act. KOMA applies to all meetings, gatherings, assemblies and other types of interactive communication where discussion of city business or affairs takes place. For that reason, staff needs to be familiar with the operating requirements of the Kansas Open Meetings Act. The following are general guidelines to assist staff when operating within the provisions of the Act. For further guidance concerning the applicability of the Act to particular Boards or Commission or particular circumstances, contact the Office of the City Clerk.

A. Notices and Agendas.

Any person who requests notice of a meeting will be furnished notice of the date, time and place of any regular or special meeting of a Commission or Board subject to the Open Meetings Act. Oral and/or written requests for notice are valid. If notice is requested by an organization or by a group of individuals, notice to a single individual designated by the organization or group is satisfactory notice. A request for ongoing notice will be considered valid for the calendar year in which it is requested. Such request must be renewed each year. If notice is to be discontinued at the end of the calendar year, notice to resubmit the request must be given. There is no general notice requirement, absent a request. Agendas must be furnished on request, but the Act does not require preparation of an agenda.

B. Executive Sessions During Open Meetings.

The Kansas Open Meetings Act allows entities subject to the Act to recess their open meetings for closed or executive sessions for the purposes of discussing certain topics and those topics only. The subjects that may be discussed in an executive session include the following:

- a. Personnel matters involving non-elected personnel
- b. Consultation with an attorney for the body or agency on matters which would be deemed privileged in the attorney-client relationship. (Attorney must be present at these meetings)
- c. Matters relating to employer-employee relations and negotiations.
- d. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individuals proprietorships.
- d. Discussions prior to the acquisition of real property
- e. Matters relating to the security of a public body of an agency, public building or facility or the information system of a public body or agency.

C. Procedures to be Followed for Executive Sessions.

The Kansas Act is very precise in laying out the procedure that a body must follow in recessing into an executive session.

Any motion to recess for a closed or executive session must include a statement of: (1) the justification for closing the meeting; (2) the subjects to be discussed during the closed or executive session; and (3) the time and place at which the open meeting shall resume.

It is necessary to make such a motion at each meeting at which a part of the meeting is to be exclusively for discussion of one of the subjects allowed by the statute. Also, if during an executive session the time for resumption doesn't allow completion of the desired discussion, it is necessary to resume the open meeting and move to extend the executive session for the same reasons, indicating again the time and place of resumption. The law requires that the full motion be recorded in the minutes of the meeting and maintained as a part of the permanent records of the committee. It is, of course, particularly important that the discussion during the executive session be limited exclusively to the topic stated in the motion.

No binding action may be taken during an executive session. Although what constitutes "binding action", particularly by an advisory committee, is often unclear. Any vote or other decision-making action must occur in the open part of the meeting and the vote of each Commissioner or board member announced and recorded.

All persons attending executive sessions should be admonished that the purpose of the closed session is to protect important privacy interests. Subjects discussed during an executive session should not be discussed outside of the closed session. Public Officials must understand that public discussion of confidential information can have serious legal consequences.

DATE OF LAST REVISION: April 6, 2020

ADMINISTRATIVE POLICY

NAME OF POLICY: POLICY FOR THE CITY OF DODGE CITY, KANSAS,
TO PROVIDE ASSISTANCE TO OTHER COUNTIES,
CITIES, AND TOWNSHIPS DURING DISASTERS
DATE OF ADOPTION: FEBRUARY 18, 2013
DEPARTMENTS INVOLVED: POLICE, FIRE AND PUBLIC WORKS

The City of Dodge City, Kansas, has facilities, equipment, and personnel capable of providing assistance in the event of disaster; and desires to render assistance that may be appropriate to other counties, cities and townships in the event of disaster.

1. In the event of a Locally Declared disaster, if there is a request for assistance by another county, city or township, within or outside the state of Kansas, and if the city of Dodge City can provide assistance without unduly jeopardizing the protection of its own community, that this resolution hereby authorizes providing, under the authority of K.S.A. 12-16, 117 with all the privileges and immunities provided therein, such assistance as may be required.
2. In the event of a disaster, the Mayor of City of Dodge City or his/her designee is to immediately render such assistance as may be required, provided that, as soon as practical the City Commission meet and shall vote upon any continuing assistance or providing additional assistance. No actions by the Mayor or his/her designee, or by the City Commission of the City of Dodge City, shall conflict with any local or interjurisdictional disaster plan adopted by Dodge City pursuant to K.S.A. 48-928et.seq., and amendments thereto.
3. Nothing in this policy is intended to conflict with or circumvent any existing interlocal agreement, and automatic aid, intergovernmental or mutual aid agreement, or any authority of the city of Dodge City to enter into any such agreement in the future.
4. It is the intent of this policy to authorize providing assistance in any form, including, but not limited to, police, fire, emergency management, public works, emergency medical service, public health, administrative and clerical upon the occurrence of imminent threat of widespread or severe damage, injury or loss of lives or property resulting from any natural or manmade cause, including but not limited to, fire, flood, earthquake, wind, storm, tornados, terroristic threats, epidemics, blight, drought, air contamination.
5. That a System shall be maintained to recover possible costs in the event of a long term Disaster that has been locally declared in the County and or City that have been effected by the Disaster. (Long term being more than 24 hours of operations.)

DATE OF LAST REVISION: February 18, 2013

ADMINISTRATIVE POLICY

NAME OF POLICY: PUBLIC NOTIFICATION POLICY
DATE OF ADOPTION: JULY 12, 1993
DEPARTMENT INVOLVED: VARIOUS

It shall be the Policy of the City of Dodge City that a public notice will be mailed to all residences within a one block radius of an area to be affected by one of the following situations:

1. A “change” has been requested regarding the addition or deletion of street signage in a residential neighborhood.
2. A department has made a decision to add/remove existing equipment from a public facility in a residential neighborhood. In that case, a sign stating what equipment will be added/deleted should be posted at least thirty (30) days prior to the change.
3. In the case a citizen is making a request for a physical change relating to street signage or public facility, the above approach would be superseded by the citizen presenting a petition which includes a majority representing the residences within a three block radius.

DATE OF LAST REVISION: July 12, 1993

ADMINISTRATIVE POLICY

NAME OF POLICY: PURCHASING POLICY
DATE OF ADOPTION: APRIL 19, 2010
DEPARTMENTS INVOLVED: ALL DEPARTMENTS

PURPOSE. It is the goal of the City of Dodge City Administration to assist departments in acquiring the materials, supplies or services that are required at a fair and competitive price. It is the purpose of the purchasing policy to ensure that sound business judgment is utilized in all procurement transactions and the supplies, equipment, construction and services are obtained efficiently and economically and in compliance with applicable local, state and federal laws. The Purchasing Policy, as established and approved by the City Commission, shall be a guideline of purchasing information and procedures for purchasing of all supplies, equipment, construction and services of and for the City of Dodge City.

The City Manager shall appoint an individual to assume the role of Purchasing Agent. The Purchasing Agent will be responsible for purchases, pursuant to rules, regulations, or ordinances, shall contract for, purchase, store and distribute all supplies, materials and equipment required by any office, department, or agency of the City government. The Purchasing Agent shall:

1. Act as the central purchasing function of the City.
2. Prepare, solicit and approve Bids/Quotations/Proposals for all items and/or services of \$5,000 or more, except for professional services (this includes Engineering) which is covered in "Competitive Negotiation" in this policy.
3. Coordinate the purchasing process with the user department and the ultimate vendor.
4. Maintain a file of specifications and approve and send out all specifications prior to their being sent out for bid.
5. Coordinate purchases of items and/or services that may be utilized by more than one department.
6. Maintain a vendor/bidder list and make source selections consistent with City policy.
7. Assist departments in planning purchases for submission of the annual budget.
8. Represent the City on disputed bills, terms, etc.
9. Coordinate joint governmental purchases and auctions when it is in the best interest of the City of Dodge City to participate.

All City employees should familiarize themselves with the regulations set forth herein and shall adhere to the procedures and practices established by this purchasing policy. All purchases will be reasonable and be within budget and policy guidelines. The City Manager, Finance Director and Agent responsible for purchases are aware that exceptions to the Purchasing Policy may occur as needs and responsibilities change. The City Manager, therefore, reserves the right to waive regulations established in this policy so long as the spirit and intent of this policy is upheld. Once this decision is made it shall be communicated to the Purchasing Agent. The Agent responsible for purchases is prepared to offer assistance whenever a need arises. Proper planning by Departments with assistance from the Agent responsible for purchases will eliminate duplication of effort and increase City purchasing power by consolidating purchases and encouraging competition among vendors.

JOINT GOVERNMENTAL PURCHASES. The City of Dodge City may join with and cooperate with other cities, school districts, community college, counties, state or federal agencies for the purchase of supplies, goods and/or services when the City of Dodge City deems it to be in the best interest of the City.

SPECIFICATIONS FOR PURCHASES. All specifications, including but not limited to design, performance, combination and brand name specifications shall be drafted so as to provide a clear and concise description of the material, service or construction desired.

1. Before any purchase made under this policy, the Purchasing Agent may cause to be prepared written specifications detailing the City's requirements for the material, service or construction. The Purchasing Agent may request other departments or agencies of the City to assist in preparation of specifications for purchase to be made primarily for such department or agency.

PURCHASES LESS THAN \$5,000. Department Heads may authorize purchases under \$5,000. They shall insure that two or more quotations are obtained for purchases over \$500.

1. Each Department will identify specific personnel eligible to make authorized purchases. A list of those personnel shall be given to the Purchasing Agent and Accounts Payable Clerk and kept updated. Such personnel shall be given a copy of this purchasing policy and shall be familiar with its contents.
2. The City issues purchase cards to authorized employees. All employees having a purchase card will sign an agreement as to the use of these cards.
3. Personal items will not be purchased by the City. (example: desk clocks, book ends, wall frames, tissue, clothing not considered a uniform, etc.)
4. Department Heads shall ensure that all purchases made by their department are for a public purpose and shall maximize the purchasing value of public funds (taking into consideration the life cycle of the product).

PURCHASES MORE THAN \$5,000 BUT LESS THAN \$15,000. Purchases for products or services in excess of \$5,000 but less than \$15,000 will follow the procedures outlined below. Such purchases shall be approved by the City Manager or Assistant City Manager following review of price quotations by the Agent responsible for purchases. The Finance Director may authorize purchases in the absence of the City Manager/Assistant City Manager.

1. Purchases of products in excess of \$10,000 require a purchase order number before that purchase will be authorized. Purchase order numbers shall be obtained from the Accounts Payable Department. If this policy is not followed, the purchase may not be authorized.
2. Purchase orders shall be in writing with firms who can supply the needed products or services. Purchase orders may be made orally only on an emergency basis and after a purchase order number is received from Accounts Payable.

3. Written price quotations or bids are required from a minimum of three vendors if available. Written documentation including date, vendor, salesperson, quantity and price for the item must be submitted and maintained with the purchase order.
4. Price does not need to be the deciding factor, but must be given high priority and if it is not purchased from the vendor with the lowest price, reasons must be noted and approved.

PURCHASES IN EXCESS OF \$15,000. All purchases in excess of \$15,000 shall have the proper approval of the City Manager (up to \$25,000) and the Governing Body (in excess of \$25,000) after bids/proposals have been received and will also follow the policy listed above regarding purchase orders. Bids/proposals shall be accompanied by an estimate from the appropriate department and shall be advertised in the local paper. Exception: Purchases for Public Works Improvements (Infrastructure, i.e. streets, water, sewer) of less than \$25,000 need not be advertised.

1. Bid notices shall be published on the City web site and e-mail notifications will be sent to all vendors signed up for e-notification on the City web site, www.dodgecity.org not less than seven (7) days prior to the bid opening. Bid notices may be published in the official newspaper by the City Clerk or the Purchasing Agent. If the bids are published in the official newspaper, they may contain minimal information and direct the potential bidder to the City's website and the publication should not be less than seven (7) days prior to the bid opening. Bid notices shall be prepared by the Purchasing Agent or City Clerk prior to publication. All bids requiring Commission approval will be opened in a City Hall Conference Room or another place designated by the City Clerk at 2:00 p.m. on the designated Tuesday. Exception: If prior arrangements are made with the City Clerk's office, the time of bid opening may be changed. The department head or other authorized department representative will be at the bid opening.
2. All bids shall be marked on the outer envelope "Sealed Bid for _____." Bids will be accepted by mail or in person at City Hall, P.O. Box 880, 806 N. 2nd Avenue, Dodge City, KS 67801. Bids received prior to the bid opening time will be kept in the City Hall safe.
3. The Agent responsible for purchases will maintain a schedule of bid openings that provides updated information regarding when bids are to be opened. One copy of the bid specs will be kept at City Hall.
4. All requests for bids will include a contact person from the purchasing department where additional information can be obtained.
5. Bids which are received that do not follow these procedures may not be submitted to the City Commission for approval.
6. After the bid/proposal is approved by the Governing Body, the Purchasing Agent shall obtain a purchase order from the Accounts Payable Clerk. The Purchase Order shall be made in writing to the vendor authorized by the Governing Body.

7. Any of all bids may be rejected by the Governing Body if there is a documented sound reason to do so.
8. The City Manager is authorized to waive these procedures when it is deemed necessary to make a purchase on an immediate basis. The City Manager shall inform the Commission and Purchasing Agent of any such activities.

PURCHASE CARDS. The Purchase Card (p-card) program is designed to improve efficiency in processing purchases from any Vendor that accepts a VISA Procurement card. Each p-card is issued to a named City employee who is responsible for all purchases made with his/her card. The City of Dodge City is clearly identified on the card. All purchases made with p-cards must follow the above listed guidelines in this policy. See Financial Policies, Purchase Card Policies and Procedures

LOCAL BUSINESS PREFERENCE. The City Commission and City staff is conscious of the economic impact created by purchasing goods and services locally. No provision is made in this policy for dollar percentage or other types of preferential considerations for local vendors or contractors. It is the policy, however, to solicit bids from local suppliers whenever competitive local sources exist, and where no sacrifice or loss in price or quality would result. In the event of a tie bid between a local vendor and an out-of-town vendor, award will be made to the local vendor, if all factors, including price, quality, terms, and method and cost of delivery are equal.

SOLE SOURCE PURCHASES. A contract may be awarded or a purchase made without competition after a good faith review of available sources is conducted by the Purchasing Agent and upon approval by the Purchasing Agent and the City Manager. When it is determined that there is only one source for the required product, the City Manager, Finance Director or Purchasing Agent may then conduct negotiations as appropriate as to price, delivery and terms.

Circumstances that require a sole source purchase may include, but are not limited to: (1) no competitive product or availability from only one supplier; (2) the purchase of a component or replacement part for which there is no commercially available product, and which can be obtained only from the manufacturer; (3) the purchase of an item where compatibility is the overriding consideration, such as to maintain standardization or compatibility, or to match materials already in use to produce visual harmony; (4) the purchase of a used item; or (5) the purchase of a product for trial or testing.

Sole source can refer to the supplier as well as a product or service. Thus the ability to meet a delivery date or to provide on-call repairs can create a sole supplier condition. Justification for a sole source purchase depends on a needed item being available from only a single supplier under the prevailing conditions. If the item may be obtained from more than one source, price competition shall be solicited.

EMERGENCY PURCHASES. An emergency condition exists when there is a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failure, etc. The condition must create an immediate and serious need for supplies, equipment, materials, and/or services that cannot be met through normal procurement procedures and the lack of which would threaten the function of City government or its programs. Any department

may make emergency purchases when an emergency arises, however with such competition as is possible under the circumstances. Purchases shall be limited to only the quantity necessary to meet the emergency and in no event shall the contract price exceed commercially reasonable prices. If the emergency arises after normal working hours, the appropriate department shall notify the Purchasing Department on the next working day.

COMPETITIVE NEGOTIATION. In competitive negotiation, proposals are requested from a number of sources and a Request for Proposal is publicized. Competitive negotiations may be used if conditions are not appropriate for the use of competitive sealed bids. The following requirements shall apply for Competitive Negotiations:

1. The City of Dodge City may utilize competitive negotiation procedures for procurement of architectural/engineering professional services, or other professional services whereby competitor's qualifications are evaluated and the most qualified competitors' qualifications are selected subject to negotiation of fair and reasonable compensation.
2. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposal shall be publicized in local and regional media and reasonable requests by other sources to compete shall be honored to the maximum extent practicable. The request shall be published in the local newspaper at least one time, 7 days prior to the proposal deadline.
3. The Request for Proposal shall identify all significant evaluation factors, including price or cost and their relative importance.
4. Awards may be made to the responsible responder whose proposal will be most advantageous to the City with price and other factors considered. Unsuccessful responders will be notified promptly.

NONCOMPETITIVE NEGOTIATION: Noncompetitive negotiation is procurement through solicitation of a proposal from only one source. Noncompetitive negotiation can be had when: only one source is available; after solicitation of a number of sources, competition is determined inadequate; in the event of a public emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation; or federal awarding agency or pass through entity expressly authorizes its use in response to a written request.

SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES: The City of Dodge City shall solicit qualified small, minority, and women's businesses in compliance with the requirements of this policy.

DATE OF LAST REVISION: April 6, 2020

ADMINISTRATIVE POLICY

NAME OF POLICY: RECORDS MANAGEMENT POLICY
DATE OF INITIAL ADOPTION: MARCH 20, 1995
DEPARTMENTS INVOLVED: ALL CITY DEPARTMENTS

POLICY PURPOSE

The purpose of this policy is to provide direction on a Records Management Program, to bring consistency to the conduct of the City's record keeping operations, to eliminate unnecessary records, and to clarify the established City records control procedures.

This policy further provides for the following: definitions for records management program; records management duties for the City Clerk; ownership of municipal records, and the responsibilities of officers and employees with respect thereto; the digital imaging of any municipal record; destruction of original municipal public records; destruction of all other municipal records.

SECTION I: ESTABLISHMENT AND ADMINISTRATION OF THE CITY OF DODGE CITY'S RECORDS MANAGEMENT PROGRAM

- A. That the Office of the City Clerk is authorized to establish and administer the Records Management Program for the City of Dodge City, Kansas. That to this end, the City Clerk will implement, but not be limited to, a program to encompass such areas of records management as are required to preserve and keep in order all books, papers, documents, records, and files of the City Commission and of the department to achieve for following goals:
1. Release space and reduce the need for storage and filing equipment;
 2. Establish an efficient retrieval operation for both active and inactive municipal records;
 3. Provide for routine disposition of paperwork;
 4. Maintain total security over municipal records; and
 5. Communicate the need for an effective Records Management Program.
- B. Definitions for records management program:
1. **ACTIVE RECORDS.** Those records in current use which must be retained in offices because frequent reference is necessary in the conduct of day-to-day operations.
 2. **INACTIVE RECORDS.** Those records which are seldom referred to, but which must be retained, temporarily or permanently because of legal, fiscal, administrative, or archival value.
 3. **MUNICIPAL RECORDS.** All records, whether of public or private origin, housed and administered by the City of Dodge City, Kansas.
 4. **NONRECORDS.** All materials not usually included within the definition of records, such as unofficial copies of documents that are kept only for convenience or reference, stocks of publications and provided documents, and library or museum material intended solely for reference or exhibition.

5. RECORDS. All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, generated or received by a department of the City of Dodge City, Kansas, under local Ordinance or in connection with the transaction of public business, and preserved for any period of time by that department as evidence of the organization, functions, policies, decisions, procedures, operation, or other activities of this municipal government, or because of the informational value of data in them.
6. RECORDS MANAGEMENT PROGRAM. A formulated plan to establish a city-wide system that achieves integrated control of all departmental subsystems so that an orderly and efficient flow of paperwork is provided from creation to ultimate disposition.
7. RECORD SERIES. Records accumulated over a period of time and arranged in an organized file or set of files which can be described, handled, and disposed of as a unit. A records series may consist of records of a single type or format, or of records kept together because they relate to a particular subject or result from one activity (i.e. Accounts Payable, Ordinances, or Building Permits).

C. DUTIES OF CITY CLERK: That the Office of the City Clerk shall have, in addition to other responsibilities, responsibility for the following areas of records management:

1. Development and circulation of such rules, regulations, and policies as may be necessary and proper to implement and maintain the City of Dodge City's Records Management Program;
2. Development and implementation of a Confidentiality Policy for all inactive records designated confidential and in the physical custody of the City Clerk's Office;
3. Provision and maintenance of a records center to store and preserve inactive records prior to disposition;
4. Retention and disposition schedule for all municipal records – City of Dodge City Retention Schedule maintained by City Clerk;
5. Consultation and assistance to city Departments in all areas of records management, including active records maintenance, transfer, and disposition;
6. Provision for centralizing procedures for obtaining digital imaging services;
7. Provision for an archival depository for the permanent preservation of historical records; and
8. Development and institution of a plan to ensure the safety of essential records in the event of a disaster.

SECTION II: OWNERSHIP OF MUNICIPAL RECORDS AND RESPONSIBILITIES OF OFFICERS AND EMPLOYEES

- A. That all records created or received by a department shall remain the property of the City of Dodge City, Kansas. That the department is the legal custodian of its records; except that the department shall relinquish legal custody of those records given to the archive depository. That the records center of the City Clerk's Office is the physical custodian of all records transferred to the records center for digital imaging or archiving.
- B. That it shall be the duty of each officer and employee of the City of Dodge City to protect, preserve, store, and/or transfer municipal records in accordance with the state and federal

statutes, this municipal government's charter and ordinances, or rules promulgated and approved by the City of Dodge City.

SECTION III: ELECTRONIC MUNICIPAL RECORD

- A. That the office of City Clerk is authorized to implement a digital imaging program which accurately and permanently copies, reproduces, or originates an electronic record of the City of Dodge City, Kansas. This system is Laserfische.
- B. **TYPES OF RECORDS TO BE DIGITALLY IMAGED:** That the procedure for digitally imaging under the administration of the records center in the office of the City Clerk may be applied to any municipal record of the City of Dodge City, Kansas, including, but not limited to ordinances, resolutions, contracts, deeds, conveyances, minutes, notices, correspondence, memoranda, any writing or communication, or any record of any department of the City of Dodge City, Kansas, including police records.

SECTION IV: DESTRUCTION OF ORIGINAL MUNICIPAL PUBLIC RECORDS

- A. That municipal records defined in this policy as original public records, and which are digitally imaged in compliance with this regulation, may be destroyed as directed by the Dodge City Commission or City Manager with the advice and consent of the City Attorney, unless otherwise required by federal or state law.
- B. That any original municipal public record, the subject matter of which is in litigation, may not be destroyed until such litigation is final.
- C. The original municipal public records which are not digitally imaged in compliance with this policy or which are determined worthless by the Dodge City Commissioners or City Manager may be destroyed as directed by the City Clerk.

SECTION V: DESTRUCTION OF ALL OTHER MUNICIPAL RECORDS

- A. That municipal records other than those records defined hereto as original public records may be disposed of upon approval of the City Clerk and the City Attorney.
- B. That a notice of proposed destruction or disposition of all nonpublic municipal records, including records series titles, descriptions, inclusive dates, and volumes, shall first be given to the records center of the City Clerk's office for permanent keeping.

DATE OF LAST REVISION: April 6, 2020



City of Dodge City
P.O. Box 880, Dodge City, KS 67801
Phone 620-225-8100 fax: 620-255-8144

REQUEST FOR OPEN RECORD

Date: _____

Name: _____

Address: _____

Phone #: _____

Signature: _____

Description: Please provide a specific description of the record(s) you are requesting. Include the record title, date, department, or any other pertinent information:

Charges: A charge for providing access to public record is authorized by state law. These charges are set at a level to compensate the city for the actual costs incurred in honoring records requests. The fee schedule established by the city is posted below.

	Qty	Total
Paper copies: \$0.25 per page	_____	\$ _____
Faxed Copies: \$0.25 per page (local)	_____	\$ _____
\$.30 per page (long distance)	_____	\$ _____
Research: \$12,50 per half hour	_____	\$ _____
Postage: \$ _____	_____	\$ _____
Other Charges: \$ _____	_____	\$ _____
Total Charges Due:		\$ _____

Prepaid ____ Paid ____ Billed ____

Date of Initial Response to Requestor: _____

Date Information Released to Requestor: _____

Signature of Person Releasing Documents: _____

ADMINISTRATIVE POLICY

NAME OF POLICY: RECYCLING POLICY
DATE OF ADOPTION: APRIL 22, 2010
DEPARTMENTS INVOLVED: ALL DEPARTMENTS

The City of Dodge City is committed to a vision of Dodge City as an environmentally healthy and sustainable community. Recycling in City facilities is an opportunity for the City to lead by example

City of Dodge City facilities and employees shall participate in the recycling of materials consistent with the crew recycling program. The program has been in place since April 22, 2010.

The CREW recycling program is available at www.dodgecity.org/CREW.

Designated materials – the following recyclable materials listed in this policy shall be included in recycling.

- Mixed paper – most types of paper including office paper, colored paper, junk mail, computer printouts, and brochures. Sort if possible.
 - Newspaper, magazines and catalogs – newspapers and any inserts delivered with the newspaper. All magazines and glossy mail order catalogs. Take off any plastic wrappers and rubber bands.
 - Corrugated cardboard – double-walled cardboard and shipping cartons, and powdered detergent boxes. Corrugated cardboard has ridges inside the cardboard. Flatten empty cartons.
 - Tin cans – all food and beverage tin cans and empty paint cans. Rinse cans and crush if possible.
 - Food and beverage glass – all colors of glass bottles. Rinse and remove all lids and rings.
 - Plastic bottles – rinsed, lids removed, crushed optional.
 - #1 PET and PETE bottles – any clear bottles including pop bottles, water bottles, juice and sport drinks. Bottles have a #1 recycling symbol on the bottom.
 - #2 HDPE opaque plastic – any bottle which is opaque, includes milk jugs, vinegar bottles, and some juice bottles. Bottles have a #2 recycling symbol on the bottom
 - #2 HDPE colored bottles – these bottles are colored plastic which have a seam/line on the bottom. Includes laundry soap bottles, fabric softener and other household cleaners. Some “kitty litter” tubs, vehicle motor oil, pill containers, coffee cans and ice cream pails are also of this type. Bottles have a #2 recycling symbol on the bottom.
- NOT Accepted: plastic items with recycled symbols #3, 4, 5 & 9. These items have a dot on the bottom not a seam.
- Aluminum cans – only cans – no foil, pie tins or other aluminum items.
 - Phone books – any phone directory
 - Electronic recycling – cell phones and supplies; household batteries

DATE OF LAST REVISION: March 25, 2020

ADMINISTRATIVE POLICY

NAME OF POLICY: REGULATING THE USE OF LOCAL ALCOHOLIC
LIQUOR FUND
DATE OF ADOPTION: OCTOBER 15, 1979
DEPARTMENT INVOLVED: FINANCE DEPARTMENT

1. Funds shall be credited to the City's revenues in the following manner:
 - a. One-third shall go to the General Fund
 - b. One-third shall go to a Special Parks and Recreation Fund
 - c. One-third shall go to a Special Alcohol and Drug Programs Fund

Funds receipted to the General Fund shall be utilized as part of the general operations of the City of Dodge City. Revenues for Parks and Recreation and Alcohol Abuse Programs shall be utilized in a manner approved by the Governing Body.

2. Funds received for the Special Parks and Recreation Fund shall be expended only for the purchase, establishment, maintenance or expansion of park and recreational services, programs and facilities.

Revenues in the Special Alcohol Programs Fund shall be expended only for the purchase, establishment, maintenance or expansion of services or programs whose principal purpose is alcohol and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers, or in danger of becoming alcoholics or drug abusers. The use of these funds shall be coordinated with existing alcohol and drug abuse programs. A committee consisting of three members and a finance staff person will review all applications from agencies applying for these funds and make recommendations to the City Commission.

3. Service agreements with agencies providing services shall be established. Funds will not be expended that are not budgeted and for which cash is not available.

DATE OF LAST REVISION: April 6, 2020

ADMINISTRATIVE POLICY

NAME OF POLICY: RISK MANAGEMENT POLICY
DATE OF ADOPTION: OCTOBER 15, 1979
DEPARTMENT INVOLVED: ADMINISTRATION

1. The Risk Management Policy of the City of Dodge City is intended to:
 - a. Protect the City's financial assets and public service capabilities from loss, destruction or depletion as the result of accidental loss.
 - b. Minimize the long-term cost to the City of all activities related to the identification, prevention and control of accidental losses and their consequences.
 - c. Create a system of procedures to provide for the constant reassessment of fluctuating exposure to loss, loss bearing capacity and available financial resources.
 - d. Establish, to the maximum extent feasible, an exposure-free work and service environment for municipal employees.
2. The City Manager shall designate an employee to serve as Risk Manager. The Risk Manager will be responsible for identifying and measuring risks and recommending measures appropriate for solving the potential exposures. This may include, but is not limited to, risk assumption, reduction, retention, transfer or other system as appropriate.

The Risk Manager will develop and maintain an information system which is coordinated with the existing systems and provides for the timely and accurate recording of losses, claims, insurance premiums and related items. The Risk Manager shall also be responsible for the allocation of insurance premiums, uninsured losses and other risk costs to budgetary units.

The Risk Manager will also serve as Chairman of the Safety Committee. The Employee Safety Handbook is Addendum #1 of the Personnel Policy Manual.

3. Risks which have a predictable frequency and a limited severity will be retained by the City. Insurance will not be purchased to cover property loss exposures less than five thousand dollars (\$5,000) unless such insurance is required by statute or contract. Liability insurance will be purchased up to a cost effective limit. Property will be insured on replacement cost with 90% co-insurance. The replacement cost will be determined by using an appraisal service, the City's fixed asset records or other methods determined applicable. Insurance will be purchased only from A+ or A companies as stated in the Best policyholder ratings or from an Insurance Pool approved by the City Commission and the City Manager. If insurance cannot be purchased from such a company, a written report from the insurance agent will be filed with the City Clerk's office before a purchase is made.

The City will purchase the following types of insurance:

- a. Workmen's Compensation Insurance
- b. Risk coverage on property and personal property
- c. General liability and automobile liability

- d. Public official liability
 - e. Law Enforcement professional liability
 - f. Airport liability
 - g. Umbrella liability (only if economically feasible)
 - h. Boiler and machinery
 - i. Employee bonds
 - j. Crime coverages
4. A self-insurance loss reserve fund may be established by the City.
5. All risk of loss from chance events, resulting from the relationship of contracting parties, will be transferred by the City to others. The opportunity to transfer such risks under contractual arrangements will be given primary consideration. The party's ability to assume risk and control of loss will be considered before risk is transferred to another party. All contractual agreements for provision of any service, construction, lease of equipment or similar items will be reviewed for risk transfer in order to adequately protect the City from financial loss.

DATE OF LAST REVISION: April 6, 2020

ADMINISTRATIVE POLICY

NAME OF POLICY: SALE OF CITY-OWNED REAL ESTATE
DATE OF ADOPTION: NOVEMBER 7, 1994
DEPARTMENT INVOLVED: ADMINISTRATION

The purpose of this policy is to provide a set of uniform guidelines and procedures to follow when considering the sale of city-owned property.

1. If the City Manager proposes to sell real estate owned by the City and if the City Attorney has advised the City Manager that the City has the authority to sell the real estate, the City Manager shall advise the City Commission of his/her recommendations for sale.
2. The City Commission shall decide whether the property will be sold, and if so, shall then decide whether the property shall be sold by public sale, private sale, or sealed bids. The City Manager and/or Commission may establish a minimum price for which the property will be sold and may also establish terms and conditions which it deems appropriate.
3. If the City Commission decides to sell by public auction, the City Manager shall cause a reputable auctioneer to be retained by written contract to conduct the auction. Said contract shall obligate the auctioneer to conduct reasonable and common promotion and advertising of the auction sale. City shall reserve the right to reject any and all bids.
4. If the City Commission decides to sell by private sale, the City Commission may:
 - a. Require the property to be appraised by a competent real estate professional
 - b. Further decide whether the property shall be placed for sale through a real estate agency which is a member of the Dodge City Board of Realtors and which belongs to the multi-list system, or through efforts of the City staff. The City shall require a “for sale” sign to be placed on the property, and shall also cause advertising describing the sale terms to be run in the local newspaper and/or the City’s website.
5. If the City Commission decides to proceed by sealed bids, a sign indicating the proposed sale by bids shall be placed on the property, and the intent to accept sealed bids shall be advertised in the local newspaper and/or the City’s website. City shall reserve the right to reject any and all bids.

DATE OF LAST REVISION: April 6, 2020

ADMINISTRATIVE POLICY

NAME OF POLICY: SICK LEAVE BANK POLICY
DATE OF ADOPTION: NOVEMBER 7, 2011
DEPARTMENTS INVOLVED: ALL DEPARTMENTS

PURPOSE

It is the purpose of these policies to establish the procedures and guidelines which will serve as a guide to the administrative action concerning the various requests for donations of sick leave from the bank for the employees of the City of Dodge City.

ESTABLISHMENT OF SICK LEAVE BANK

1. The membership shall be comprised of all individuals donating to the sick leave bank.
2. The Board will consist of seven (7) members and one staff advisor. These members will be voted on by the sick leave bank membership with proper representation of all departments. The membership will then elect a chairman and secretary from the Boards elected. The Chairman will be responsible for presiding over the meetings and presenting the applications for review. The Secretary will be responsible for keeping the minutes of the meeting and will be responsible for maintaining the sick leave bank records.
3. The rules and regulations for the operation of the sick leave bank will be approved by the membership with final approval by the City Manager.
4. The sick leave bank will begin with zero balance.
5. The sick leave board will meet when needed.

PROCEDURES FOR SICK LEAVE DONATION

1. Employees will be eligible for membership upon donation of sick leave. You will be eligible to donate on a quarterly basis.
2. An employee must leave at least 160 hours in their own sick leave account, which is equivalent to twenty (20) working days or 28 days extended illness for their own use if necessary.
3. After you have donated sick leave, you will not be eligible to withdraw, unless circumstances unforeseen by you, and reviewed by the Board warrant (i.e. unexpected illness). For this reason and since donations will be accepted quarterly, it is encouraged to be conservative on calculating the sick leave you can afford to donate.

PROCEDURES FOR EMPLOYEE REQUESTS

1. To make a request, the proper application form must be filled out.
2. To make a request from the bank, the following must be met by the employee:
 - a. The employee must be employed with the city of Dodge City for at least two (2) years and have completed his/her probationary period.
 - b. Any applicant applying must be a permanent employee with the City of Dodge City.
 - c. All sick, annual and holiday leave accrued must be exhausted.

- d. A doctor's statement must state the nature of the illness and the approximate length of time that employee will be out of work. (However, because of confidentiality regulations, this information will not be released).
3. The employee will submit his/her application to their department head who will then forward it to the Sick Leave Bank Board.
4. If an employee leaves the City's employment after days have been donated to him/her or returns to work on a full time basis, the unused days will revert back to the bank.

PROCEDURES FOR SICK LEAVE BANK BOARD

1. It will be the Board's responsibility to determine whether the illness merits sick leave assistance.
2. The Board will have the right to review the employee's leave history to determine if there has been abuse of leave.
3. The Board will review each application and make their decision on a majority vote. This decision will be related to the City Manager and members. **The City Manager retains the right to override any decision made.** If the City Manager feels the need to override a decision, he will then meet with the Board and outline the reasons for his decision.
4. The maximum request for sick leave days will be 30 days or 240 hours. If more days are needed at the end of 30 days, the employee will then be required to make another request. At the end of 60 days or anytime it is determined to be warranted, a more in depth study will be made by the Human Resource Officer, Department Head and City Manager as to the extent of the illness, whether it should then be termed a disability for length of time, etc. and if in fact the employee will be able to return to work.
5. Donation of sick leave will be donated in hours and converted at the donor's rate of pay and give at recipient's rate of pay translated in hours. Example:

Employee A donates 30 hours (rate of pay \$10.00 per hr.)	
30 x \$10.00 =	\$300.00
Employee B donates 30 hours (rate of pay \$12.00 per hr.)	
30 x \$12.00 =	\$360.00
Total Available =	\$660.00
Employee X granted 30 hours (rate of pay \$14.00 per hr.)	
30 x \$14.00 =	\$420.00
Balance =	\$240.00
6. When the bank has a balance of zero (0), and an employee has been granted sick leave, a request from employees will be solicited by the Board.

DATE OF LAST REVISION: November 7, 2011

APPLICATION FOR
REQUEST FOR SICK LEAVE FROM BANK

Name: _____

Number of years employed with the City of Dodge City: _____

Nature of Illness and reason for Extended Sick Leave

Amount of additional Sick time needed: _____

(Please attach a copy of a letter from your doctor stating the nature of the illness and the approximate length of time you will be out of work)

Number of hours of sick leave prior to illness: _____

State any reasons you were off of work for extended period of time for illnesses other than the one you are applying for extended time.

I authorize the Sick Leave Bank Committee to review my files regarding sick leave history.

Signed: _____ Date: _____

ADMINISTRATIVE POLICY

NAME OF POLICY:	SOCIAL MEDIA TERMS OF USE POLICY
DATE OF ADOPTION:	AUGUST 7, 2017
DEPARTMENTS INVOLVED:	ALL

The City of Dodge City recognizes the value in using social media platforms to broaden communication regarding government services and facilitate greater citizen engagement.

The City encourages the use of social media to further the goals of the city and its departments, where appropriate, through distribution of information about the City's mission, meetings activities and current issues to members of the public.

Public input, an important part of transparent and open government, is encouraged and allowed on the City's social media pages, provided users of the pages adhere to the posting criteria and commenting guidelines defined in the Terms of Use Policy.

Purpose

The City of Dodge City social media pages are to provide residents, stakeholders, and local citizens with information about City of Dodge City programs and services. These pages also provide a platform for the public to share viewpoints and engage in dialogue with one another.

Criteria for Posting Information and Commenting on the City of Dodge City Page

We encourage the public and fans of the City of Dodge City page to post information regarding issues affecting the City's residents and issues that may need more clarification. The City encourages discussion and varying viewpoints, however, the City of Dodge City page will not feature:

- Language or information that is obscene, foul, or vulgar
- Information affiliated with or promoting political campaigns
- Sexual, obscene, indecent, or explicit messages, photos, posts or promotions of products or services with sexual overtones
- Promotion of tobacco, alcohol or similar products or information
- Firearms or other weapons
- Hostility or violence
- False, misleading or deceptive sponsorships/advertisements
- Attacks on ethnic, racial or religious groups
- Illegal discrimination against any group
- Adult and/or hate language
- Illegal activity
- Cruelty to animals
- Online gaming, gambling, or betting
- Solicitations for donations, except for official City-sponsored activities
- Endorsement of specific brand name products or services for advertising or marketing purposes
- Information harmful to children

Please be aware that any comment submitted to this page is subject to disclosure pursuant to the Kansas Open Records Act.

Public information requests must be directed to the Freedom of Information Officer as appointed by the Resolution of the City Commission.

If you have any questions about our commenting guidelines, please don't hesitate to ask. Comments will be screened periodically during standard business days. We will screen comments and post for the following:

- Potentially libelous comments
- Obscene or explicit comments
- Hateful or mean-spirited comments
- Personal attacks, insults, or threatening language
- Plagiarized material, or material that violates intellectual property rights
- Private or personal information published without consent
- Commercial promotions or spam
- Comments that are off-topic or that link to material that is off-topic
- Comments that embed images from external sources
- Comments that violate any law

Site administrators reserve the right to block users from City Profiles with or without notice for violating these conditions.

This site is monitored during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. Comments submitted after hours, on weekends, or on holidays will be responded to as early as possible during the next business day, with the exception of emergency situations.

DATE OF ADOPTION: August 7, 2017

ADMINISTRATIVE POLICY

NAME OF POLICY: STANDARDS FOR CITY CONTRACTS AND AGREEMENTS
DATE OF INITIAL ADOPTION: AUGUST 21, 1995
DEPARTMENT INVOLVED: ALL DEPARTMENTS

It shall be the Policy of the City of Dodge City that all contracts entered into or amended after the initial adoption of this policy shall contain the following information:

1. The date in which the contract was entered.
2. The date in which the contract expires, or if appropriate, the number of calendar days to complete the contract.
3. The names of all parties entering into the contract.
4. The obligations created by the contract for all parties.
5. Specifically state the exceptions to the contract.
6. Amount, type and verification of insurance required as deemed necessary by the City Risk Manager or City Attorney.
7. Terms of termination.
8. Americans with Disabilities Act and employment information as deemed necessary by the City ADA Coordinator.
9. Specifically state the handling and disposal requirements of hazardous materials as deemed necessary by the Kansas Department of Health and Environment.
10. All construction and demolition projects should follow bonding requirements and have an established clause for liquidated damages as required by the Engineering Department.
11. Specifically state the following if necessary:
 - a. Dollar values
 - b. Facilities under contract
 - c. Rent or repayment schedules
 - d. Notification periods
 - e. Reports to be filed
 - f. Penalties and repercussions
 - g. Any local, state or federal regulations pertinent to the project

DATE OF LAST REVISION: April 6, 2020

ADMINISTRATIVE POLICY

NAME OF POLICY: TITLE VI POLICY FOR THE PUBLIC
TRANSPORTATION AND OTHER CITY PROGRAMS
DATE OF ADOPTION: DECEMBER 16, 2013
DEPARTMENTS INVOLVED: PUBLIC TRANSPORTATION AND VARIOUS OTHER
DEPARTMENTS

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.

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,

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

Our Community Residents include people from more than twenty (20) nations, with recent immigrants sometimes needing access to interpreters and translated documents; and,

The City’s Human Resources Director and the Kansas Department of Transportation, have reviewed and approved the listed documents and those can be accessed in the Human Resources Office or online at www.dodgecity.org.

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. Nondiscrimination Agreement
 - b. Organizational Chart
 - c. Major Programs and Activities
 - d. Title VI Complaint Procedures
 - e. Title VI Coordinator Responsibilities
 - f. Title VI Complaint Form
 - g. Title VI Policy Notice
- 3) The Human Resource Director for the City will serve as the Title VI Coordinator as called for in said policy documents.

Nondiscrimination Agreement
Population Under 100,000

Kansas Department of Transportation
And Recipient Policy Statement

The City of Dodge City, hereinafter referred to as the "Recipient", assures that no person shall on the grounds of race, color, national origin, sex, disability, age or low income status as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs and activities" to include all programs or activities of federal aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988).

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's (Name of person/division), is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

Bawb Slagle
Signature

Director of Human Resources
Title

9/29/2017
Date

Title VI Program Organization and Staffing

Pursuant to 23 CFR 200, the City of Dodge City has designated a Title VI Coordinator who is responsible for Attachment 1, which describes the hierarchy for the City of Dodge City's Title VI Program, including an organizational chart illustrating the level and placement of Title VI responsibilities.

Assurances 49 CFR Part 21.7

The City of Dodge City hereby gives assurances:

1. That no person shall on the grounds of race, color, national origin, sex, disability, age or low income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the recipient regardless of whether those programs and activities are federally funded or not. Activities and programs which the recipient hereby agrees to carry out in compliance with Title VI and related statutes include but are not limited to:
 - a. List all major programs and activities of the recipient and Title VI responsibilities for each of them. Include information as Attachment 2 to this Nondiscrimination Agreement.
2. That it will promptly take any measures necessary to effectuate this agreement.
3. That each program, activity, and facility (i.e., lands change to roadways, park and ride lots, etc.) as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
4. That these assurances are given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the recipient by the Kansas Department of Transportation (KDOT) under the federally-funded program is binding on it, other recipients, subgrantees, contractors, sub-contractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Recipient.
5. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all federally-funded programs and, in all proposals for negotiated agreements.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49

of the complaint to the person for signature. The complaint shall then be handled according to the recipient's investigative procedures.

4. Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as KDOT or USDOT.
5. The Recipient will advise KDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to KDOT:
 - a. Name, address, and phone number of the complainant.
 - b. Name(s) and address(es) of alleged discriminating official(s).
 - c. Basis of complaint (i.e., race, color, national origin, or sex)
 - d. Date of alleged discriminatory act(s).
 - e. Date of complaint received by the recipient.
 - f. A statement of the complaint.

Sanctions

In the event the Recipient fails or refuses to comply with the terms of this agreement, KDOT may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part.
2. Refrain from extending any further assistance to the Recipient under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Recipient.
3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Recipient.
4. Refer the case to the Department of Justice for appropriate legal proceedings.

**KANSAS DEPARTMENT
OF TRANSPORTATION:**

Appendix 1

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance With Regulations** – The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination** – The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment** – In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
4. **Information and Reports** – The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to KDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance** – In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the contractor under the contract until the contractor complies, and/or;
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions** – The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request KDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Appendix 2

The following clauses shall be included in any deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the state of Kansas will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, the Department of Transportation KDOT (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d – 4) does hereby remise, release, quitclaim, and convey unto the state of Kansas all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the state of Kansas, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the state of Kansas, its successors, and assigns.

The state of Kansas, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,)(and)* (2) that the state of Kansas, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination of Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964,

and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.

Appendix 3

The following clauses shall be included in all transportation related deeds, licenses, leases, permits, or similar instruments entered into by (Recipient) pursuant to the provisions of Assurance 8.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on said property described in this lease, for a purpose of which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21,

Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease has never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Kansas Department of Transportation pursuant to the provisions of Assurance 8.

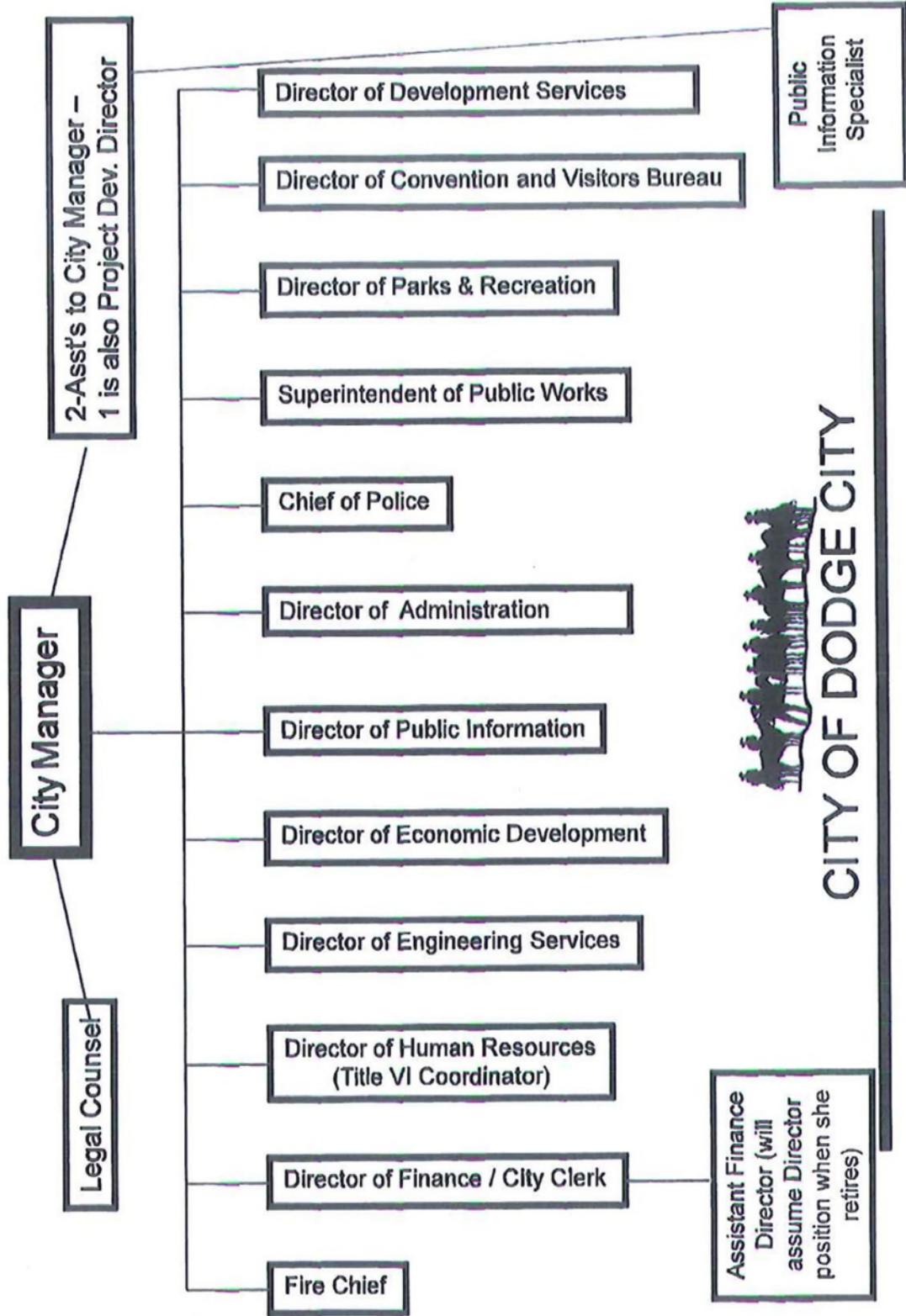
The LESSEE, or himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of

the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

Attachment 1

2017 Organizational Chart



CITY OF DODGE CITY

ATTACHMENT 2

City of Dodge City Major Programs and Activities

- **Contract/Bid Administration**
 - Provide assurance that all disadvantage businesses enterprises are afforded full opportunity to submit bids in response to invitations and enter into contracts without the fear of discrimination on the grounds of age, race, color national origin, or sex.

- **Bid Advertisement/Letting**
 - Provide assurance that all disadvantage business enterprises are afforded full opportunity to bids in response to invitations without the fear of discrimination on the grounds of age, race, color national origin, or sex.

- **Recreational Activities**
 - Provide assurance that all disadvantage residents are afforded full opportunity to use City facilities and participate in all city organized sports activities without the fear of discrimination on the grounds of financial means, age, race, color national origin, or sex.

- **Tourism, Convention and Visitors Bureau**
 - Provide assurance that all employees/volunteers will attend and promote multi-cultural trade shows and events, and that all residents and tourists are afforded full opportunity to receive all available information regarding multi-cultural events, historical sites, tours, and local history without the fear of discrimination on the grounds of financial means, age, race, color, national origin, or sex.

- **Police/Fire**
 - Provide assurance that all employees/volunteers/citizens are afforded full opportunity to receive all available information and assistance regarding public safety, municipal court proceedings, and public outreach programs without the fear to discrimination on the grounds of financial means, age, race, color national origin, or sex.

Attachment 3

TITLE VI Complaint Procedures City of Dodge City

Title VI Complaint Procedure: The following pertains only to the Title VI complaints regarding the services of the City of Dodge City.

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.

The City of Dodge City 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 City of Dodge City 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 City of Dodge City, may file a written complaint with the City's City Manager. A sample complaint form is available for download at www.dodgecity.org and is available in hard copy at the offices of the City of Dodge City. Upon request, the City of Dodge City 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 Human Resources Director at 620-225-8100, 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 Human Resources Director 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 Human Resources Director 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 City of Dodge City's processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the Human Resources Director for concurrence. If the Human Resources Director concurs, he or she shall issue the City'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, the City 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 Human Resources Director's response, he or she may request reconsideration by submitting the request, in writing, to the Human Resources Director within 10 calendar days after receipt of the Director's response. The request for consideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the Human Resources Director. The Human Resources Director 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 Human Resources Director 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 Human Resources Director's response by submitting a written appeal to the City Manager of Dodge City, no later than 10 calendar days after receipt of the Human Resources Director'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 City'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

Title VI Coordinator Responsibilities City of Dodge City

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.

**City of Dodge City
Title VI Complaint Form**

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other (specify)	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
<i>*If you answered "yes" to this question, go to Section III.</i>				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____ Time: _____				
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please attach additional pages.</p>				

Section IV

Have you previously filed a Title VI complaint with this agency?

Yes

No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

 Yes No

If yes, check all that apply:

 Federal Agency: _____ Federal Court _____ State Court _____ State Agency _____ Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI

Name of agency this complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature _____

Date _____

Please submit this form in person at the address below, or mail this form to:

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

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.

Notificación al Público de los Derechos Bajo el Título VI Ciudad 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 ofendido 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.

ADMINISTRATIVE POLICY

NAME OF POLICY: TOBACCO-FREE PARKS AND RECREATION POLICY
DATE OF ADOPTION: JULY 3, 2017
DEPARTMENTS INVOLVED: PARKS AND FACILITIES

Tobacco use is prohibited in indoor and outdoor parks and recreational facilities. No person shall use any form of tobacco, including E-Cigarettes and smokeless tobacco at or on any City-owned or operated indoor and or outdoor recreational facilities, including but not limited to the restrooms, athletic fields, beaches, aquatic areas, parks, walking/hiking trails, City owned vehicles and spectator and concession areas at any time. The City may provide a designated area(s) within any outdoor recreational facility where tobacco use may be permitted. Any such designated area must be sufficiently removed from all ingress and egress areas, spectator viewing areas, and participant/player areas. This policy will not apply to any area designated for vehicle parking.

Enforcement

1. Appropriate signs shall be posted in the above specified areas.
2. The parks and recreation facilities will develop an education campaign to inform customers of the policy.
3. The community, especially facility users and staff, will be notified of this policy.
4. Staff will make periodic observations of parks and recreational facilities to monitor for compliance.
5. Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand or termination. Visitors using tobacco products will be asked to refrain while on parks/recreation property or leave the premises.

Opportunities for Cessation for City Employees

The administration will identify and offer cessation programs and services for employees who use tobacco products to support them in complying with the policy that prohibits tobacco use on parks and recreation grounds.

DATE OF LAST REVISION: July 3, 2017

ADMINISTRATIVE POLICY

NAME OF POLICY: USE OF THE CITY EMBLEM
DATE OF ADOPTION: JULY 1, 2019
DEPARTMENT INVOLVED: ALL DEPARTMENTS

The Dodge City emblem consists of the silhouette of the cowboys that is featured at the east entrance to the City of Dodge City on East Wyatt Earp Boulevard near the Dodge City Regional Airport.

USE ON PRINTED MATERIAL

The emblem shall be used on all printed material to include, but not limited to, stationery, business cards, printed forms and reports and documents. A standard style and layout will be used and followed by the individual departments.

USE ON UNIFORMED CLOTHING

The City emblem shall be used on all uniforms of the City. The emblem will be placed on the right-hand breast pocket, or worn as a shoulder patch on each shoulder. If worn on headgear, the City emblem will be centered on the front of the helmet and appropriate caps.

USE ON VEHICLES

The normal location of the City emblem will be on the driver's door and the opposite door. It should be positioned horizontally in the middle of the door and vertically in such a way as to present prominent visibility with the least distortion by trim or molding.

Vehicles are to be marked with the department name not more than four (4) inches, nor less than three (3) inches, above the City emblem.

All vehicles shall be so marked unless otherwise exempted by the City Manager.

SPECIAL EQUIPMENT

Smaller decals will be used only for special smaller sized equipment.

DEPARTMENT LOGOS

A City Department may use a department logo along with the official City logo on printed materials or signs. All department logos shall be approved by the City Manager.

DATE OF LAST REVISION: April 6, 2020

FINANCIAL POLICY

NAME OF POLICY: CAPITAL FINANCING AND DEBT POLICY
DATE OF ADOPTION: APRIL 6, 2020
DEPARTMENTS INVOLVED: FINANCE

Introduction

The purpose of this policy is to guide City officials as they consider the proper use of debt to fund capital projects. The primary objective is to establish conditions for the use of debt and to create policies that minimize the City's debt service and issuance costs, retain the highest credit rating and maintain full and complete financial disclosure and reporting. The debt policy is intended to guide the prudent use of resources to provide the needed services to the citizens of the City of Dodge City and to maintain sound financial management practices. These policies, therefore, are flexible in design to allow for exceptions under changing and extraordinary circumstances.

Management responsibility for the City's debt program is hereby delegated to the Director of Finance, who has the responsibility to issue debt on behalf of the City. The Director of Finance, upon City Commission approval and with consent from the City Attorney, will coordinate the activities to ensure that all financings are issued in full compliance with the City's governing statutes and regulations. The Director of Finance will select the bond counsel and Financial Advisor to assist in the financings. Bond Counsel will review all documents to the issuance of securities by the City.

1. Debt Limits

- a. Legal Restrictions.
 - i. The sum of all General Obligation debt outstanding (less debt funded by a specific revenue source-utility revenue) is governed by the State's statutory legal debt margin, but must also conform to limitations on the general credit of the City. The statutory legal debt limit is 30% of assessed valuation of the City.
 - ii. Self-imposed target. In addition to State limitations, the City of Dodge City will maintain the mill levy for funding the Bond and Interest Fund at the current level (10.8 Mills). In addition to the mill levy (property tax), other sources of funding for the payment of principal and interest is: Bio Gas Fund revenues, Development & Growth Fund, State monies set aside for highway projects inside the city limits, enterprise funds whose debt was issued with General Obligation Debt.
- b. Internal standards and considerations
 - i. Purpose. Purposes for which debt proceeds may be used or prohibited.
 - Estimated future revenue is sufficient to ensure the repayment of the debt obligation.

- Other financing options have been explored and are not viable for the timely or economic acquisition or completion of a capital project.
- A capital project is mandated by federal or state authorities with no other viable funding option available.
- The capital project or asset lends itself to debt financing rather than pay-as-you-go funding based on the expected useful life of the project based on the City's ability to pay debt service.

Debt will not be used to fund ongoing operating expenses of the City.

Any City debt issued in support of a development project will first be reviewed and approved under the auspices of the City's economic development policies and procedures. The City will avoid assuming "development risk" and implement specific guarantees from developers.

ii. Types of Debt. The City has numerous choices regarding types of debt available to meet its financing objectives. The following is a listing of the types of permitted debt and general guidelines as to their use.

- General Obligation Bonds and Temporary Notes. Charter Ordinance #41 of the City of Dodge City regulates the types of expenses authorized to be funded by General Obligation Debt. The Charter Ordinance exempts the City from State Statutes.

- ***Short term debt financing:***

Short-term temporary notes may be issued to finance projects or portions of projects. Short-term debt is appropriate under the following conditions:

- Short-term notes are suitable as a source of permanent financing for projects that can be paid off in less than 4 years.
- Notes are used as a temporary funding source prior to and in anticipation of the completion of a bond sale.

- ***Long-term debt financing:***

- Long-term bonds are recommended for projects with useful lives of ten years or longer. It is recommended to time the issuance of the bonds when interest rates are advantageous. The City's Financial Advisor will assist in this.

- Capital lease debt may be considered to finance capital improvements, including vehicles and equipment to relieve some of the financial burden on primarily the general fund or Capital Equipment Fund for major expense items. In other revenue generating funds, capital lease funding will only be considered after review of current revenue sources and revenue bonds. Principal and interest is to be paid from the

operating budget or other dedicated resources of the department purchasing the equipment or constructing the capital improvement.

- Forms of capital lease debt may be Lease Purchase Agreements, Certificates of Participation (COPs) or similar types.
- Capital leases are not considered an indebtedness of the City according to state statute because the lease payments are subject to annual appropriation; however, from a variety of perspectives (e.g. credit, accounting, etc.) all or most of this type of debt may be considered an obligation of the City.
- The Finance Department will solicit competitive or negotiated proposals for capital financing to insure the lowest possible interest costs.
- Revenue Bonds. Revenue bonds should be utilized to finance utility related projects or other projects paid by special revenue where the revenue is sufficient to pay current operating expenses, debt payments and other payments. When considering Revenue Bonds, revenue should be analyzed, and the expected impact on rates and user fees calculated prior to the issuance of the debt.
 - It will be a long-term goal that each utility or enterprise will ensure future capital financing needs are met by using a combination of current operating revenues and revenue bond financing.
 - It is City policy that each utility or enterprise will provide adequate debt service coverage as determined in the trust indenture of each issue.
- Low Interest Loans. The use of federal and state aided low interest loans will be a valid financing mechanism and should be considered before consideration of issuing any other forms of debt. This method of financing should be used wherever possible to fund a project.
- Conduit debt is a bond or other debt obligation issued by the City to finance a project for use by a third party. The City may issue bonds in behalf of conduit agencies provided that the projects financed have a general public purpose (e.g. infrastructure, economic development, housing, health facilities, etc.). Principal and interest to be paid from project revenues or specific taxes. The City may issue industrial revenue bonds for purposes consistent with the State of Kansas legislation.

The City will obtain a clear opinion that it will not be liable for the payment of principal and interest in the event of default by the conduit borrower by independent bond counsel.

iii. Relationship to and integration with the Capital Improvement Program. The primary tool used to plan for debt is a Capital Improvement Program (CIP) and a Capital Municipal Equipment Replacement Program (MERP). A CIP is a five-year financial planning tool that identifies public facilities and grounds improvements, infrastructure

improvements, and capital projects. The Municipal Equipment Replacement Program identifies vehicle, machinery, and equipment requirements (with wheels). The CIP and MERP identifies each proposed capital project, the year it will be started or purchased; the estimated cost anticipated each year; and the proposed sources of financing. Based on these individual project details, summaries of capital expenditures for each year are prepared. These summaries are then matched with funding available from all applicable sources including current revenues, cash reserves, grants, and borrowings. The CIP and MERP represents the balancing of project requests with current and future financing capabilities and will assist the government in determining the amount of infrastructure and equipment spending that will be required to accommodate anticipated growth and development. Each year the City of Dodge City will adopt a CIP and MERP covering the subsequent five fiscal years. The CIP and MERP will identify projects for further consideration over the next five-year period and will recommend specific funding strategies for each identified project.

The City Manager and the Director of Finance will develop criteria that will be used in the evaluation of all capital projects. All capital projects will be accompanied by a description of the sources of funding to cover the project costs. Where borrowing is recommended, the source of funds to cover debt service requirements must be identified. Projects with a useful life of less than five years will not be eligible for inclusion in debt issuance. Debt will be structured so that the principal will be retired over the useful life of the project financed.

iv. Goals related to economic development. Additional types of debt are permitted by Kansas Statute that can further the Economic Development goals of the City. Those include the following:

TIF (Tax Increment Financing) Bonds
TDD (Transportation Development District) Bonds
STAR (Sales Tax and Revenue) Bonds

c. Financial Restrictions or planning considerations or other financial resources constraints. One of the primary decisions made regarding the CIP is financing whether to use cash on hand, capital leases, low-interest loans, short-term debt financing, or long-term debt financing. This policy sets forth guidelines for this decision by identifying the parameters within each funding source that are considered appropriate. These parameters are defined below.

- Cash Funding. City policy encourages funding capital projects with cash, on a “pay as you go” basis, to the extent possible and practical. Cash funding is recommended under the following circumstances:

To finance purchases of assets whose lives are shorter than five years.
To finance recurring maintenance expenditures (i.e. street repair vs. street construction)

- Debt financing should be considered for capital improvement programs, primarily street reconstruction programs

- Debt funding is not recommended if it causes certain debt burden measurements to exceed maximum acceptable levels consistent with the City's S&P 1+ bond rating.

2. Debt Structuring Practices

Debt should be structured that the principal will be retired over the useful life of the project financed. The City should not issue debt for a period longer than the period during which it intends to use the capital improvement being financed.

Debt service schedules should reflect a level debt service approach except in those instances where, such as certain TIF funded projects, the short term deferral of principal is warranted given the timing of development and therefore the service payment necessary to retire the debt. "Short term" for the purposes of this provision shall mean two years or less unless otherwise directed by the Commission.

Outstanding debt should be reexamined periodically to determine whether an economical advantage exists for refinancing the outstanding debt given changes in the interest rate and bond market. City management shall annually convene a comprehensive review of its overall debt profile in conjunction with its Financial Advisor and Bond Counsel to monitor debt levels relative to statutory and policy limits.

3. Debt Issuance Practices

Selection and use of professional service providers. The City of Dodge City shall use Bond Counsel for all issuance of bonds. The City has a long time relationship with Gilmore & Bell, PC in Wichita, KS. If there arises a need for this to change, the City will take proposals from qualified firms.

The City also uses a Financial Advisor to assist with planning and debt issuance. In November, 2018 the City contracted with a financial advisor, Piper Jaffray. It is anticipated that this relationship will continue for 3-5 years. If the need arises to select a financial advisor, proposals will be taken from qualified firms.

The paying agent in Kansas is the State Treasurer's Office.

Other professional services may be used from time to time. Those services can be negotiated or proposals taken.

In all cases, if proposals are solicited, the City will use at least 3 people to evaluate and select a firm.

Criteria for determining the sale method. The City's preferred method of sale of bonds is via competitive sale to underwriters. If deemed advantageous, the City may sell bonds via a negotiated sale, private placement or other method. Coordination will be made with the City's financial advisor in arriving at a recommendation to issue bonds through a method other than competitive sale.

Criteria for issuance of advance refunding and current refunding bonds. The Finance Director in coordination with the Financial Advisor will review bonds outstanding periodically to consider advance refunding and current refunding of bonds. The gain on the sale should be at least \$100,000 to refinance, unless there are other economic advantages.

Use of credit ratings. Credit ratings shall be used in all debt financings, if practical. This shall be coordinated with the Financial Advisor. Currently the City uses S&P.

4. Debt Management Practices

a. Investments of Bond Proceeds. The investment of bond proceeds requires significant diligence in meeting the objectives of regulatory compliance, the management of the flow of funds described in bond documents, and the needs of the projects being funded. The investment of bond proceeds should be considered at the outset of every debt issuance and integrated throughout the process.

i. Permitted investments for the debt proceeds, debt service fund and/or reserve funds are outlined in the bond documents.

ii. Use of Derivatives. The City will not use derivatives in their investment portfolio.

iii. Maintenance of Records. The City will maintain appropriate records in accordance with the federal, state, and City requirements, and in accordance with its bond documents to fully meet their provisions and provide for ease of any reporting requirements.

b. Arbitrage and Rebate Monitoring and Filing. The City will fully comply with federal arbitrage and rebate regulations. The City will take all permitted steps to minimize any rebate liability through proactive management in the structuring and oversight of its individual debt issues. All the City's tax-exempt issues, including lease purchase agreements, are subject to arbitrage compliance regulations. To the extent any arbitrage rebate liability exists, the City will report such liability in the comprehensive annual financial report.

c. Escrow Investments. The City will take such steps as necessary to ensure that investments placed in escrow fully comply with regulatory provisions. The City currently uses Arbitrage Management Group to invest reserve funds. In those conditions where federal open market securities are used, the City may seek competitive bids for the placement of these securities.

d. Continuing Disclosure. The City of Dodge City will comply with all continuing disclosure requirements relating to the issuance of bonds. The City of Dodge City is contracted with Gilmore & Bell to file all continuing disclosure documents.

Reporting.

The City is required to publish a Quarterly Financial Report. The report includes the outstanding debt at the end of the quarter. The Finance Department keeps a separate record of all outstanding debt, maturity dates, payment dates and principal and interest schedules for each debt. The debt schedules are also included in the annual budget and Comprehensive Annual Financial Report.

The City of Dodge City will continue to work with other taxing entities in the taxing district to know the full debt of the entities in the taxing district and to make every effort to control and manage the overall indebtedness.

DATE OF LAST REVISION: April 6, 2020

FINANCIAL POLICY

NAME OF POLICY: CAPITAL IMPROVEMENT PROJECTS FINANCING
DATE OF ADOPTION: AUGUST 7, 1995
DEPARTMENTS INVOLVED: ALL DEPARTMENTS

Approved Capital Projects (Improvements, maintenance and equipment) shall be funded through one of the following sources:

1. Current Funds
 - a. Included within departmental budgets in one of the capital line items.
 - b. Capital Equipment Fund
 - c. Capital Improvement Fund
2. General Obligation Bonds. Those projects with a life of at least 15 years and authorized per state statute can be financed with general obligation bonds.
3. Lease-Purchase. Those projects which cannot be funded with current funds or general obligation bonds can be financed with Lease Purchase financing.
4. Revenue Bonds. In proprietary funds those projects which the revenues exceed operating expenses plus payments for capital projects.

Funds Utilized for Authorized Expenditures:

1. Departmental Budgeted Capital Funds. Those items which do not fit the categories outlined in the Capital Improvement and Maintenance or Capital Equipment definitions. These will be funded each year during the annual budget process.
2. Capital Equipment Fund. An amount of depreciation of currently owned vehicles will be transferred annually from general fund departments.
3. Capital Improvement Fund. It shall be funded by a mill levy and other revenue determined by the City Commission.

DATE OF LAST REVISION: April 6, 2020

FINANCIAL POLICY

NAME OF POLICY: DEPRECIATION AND REPLACEMENT FUND
POLICY FOR THE SPECIAL SALES TAX
PROJECTS
DATE OF ADOPTION: APRIL 3, 2013
DEPARTMENTS INVOLVED: FINANCE

I. Purpose

To establish the policy and procedures to ensure that appropriate funds are available for short-term or current needs and long-term or future expenses for capital improvements or replacements of the Special Sales Tax Projects in the City of Dodge City and Ford County. In keeping with the premise that proper fiscal planning and management is not only prudent, but in fact a requirement, the Depreciation and Replacement Fund for Special Sales Tax Projects is an essential part of proper financial management and planning.

II. General

Pursuant to the Interlocal Agreement between the City of Dodge City/Ford County, the City will operate the facilities in an efficient and economical manner by maintaining and preserving the facilities in good repair and working order.

The facilities covered by this policy include those facilities that are funded from a special sales tax that was voted on in 1997. The construction, maintenance and operation of those facilities are funded by a ½ cent City and ½ cent County sales tax. Specifically, the facilities are: Legends Field Complex, Cavalier Field and Saint Mary's Field Complex, Dodge City Raceway Park and United Wireless Arena and Boot Hill Casino and Resort Convention Center. The Longbranch Lagoon Water Park was added in 2016. Other facilities may be added by approval of the joint commissions.

Within each annual budget, an amount determined by the CFAB based on the assets in the Sales Tax Projects Fund will be budgeted to fund the Depreciation and Replacement Fund unless directed otherwise by the Joint Commissions.

The guidelines set forth below represent financial goals subject to the availability of funds.

III. Procedure

The financial goal related to the Special Sales Tax Projects is to set aside sufficient funds each year into a Depreciation and Replacement Fund in order to properly care for and preserve the projects. The Depreciation and Replacement Fund is to be used for Major Maintenance Projects and Facility Improvement projects.

The Depreciation and Replacement Fund has been established retro-actively to 2010 by a prior transfer in an amount equal to \$2,495,750 from the accumulated surplus in the

Special Sales Tax Projects Fund. This amount represents the accumulated depreciation on facilities as of 12/31/2010.

An annual depreciation expense in the amount to be determined annually will be appropriated to fund the Depreciation and Replacement Fund.

Any proposed use of the Depreciation and Replacement Fund will be proposed and approved during the annual budget process or by joint commission approval during the budget year. If an emergency exists the use can be approved by the City Manager after consultation with the County Administrator or County Chairman.

All uses will follow the purchasing policies of the City of Dodge City.

Definitions of Capital Projects

A major maintenance project is defined as a capital investment that preserves a facility's ability to provide the services for which it was originally intended. Examples of major maintenance projects include but are not limited to the following:

1. Structural repairs, e.g. major roof repairs.
2. Replacement of facility subsystems e.g. (HVAC, electrical systems, irrigation systems) when the subsystem has failed, is obsolete beyond repair, or when subsystem replacement is a more cost-effective long-run option than continued maintenance.
3. Replacement of the facility when replacement is a more cost effective long-run option than continued maintenance.
4. Facility modifications required to maintain employee or life safety in an existing building, e.g. (installing security lighting, installing fire alarms).
5. Facility modifications required by federal, state, county, or City law.

A Facility Improvement Project is defined as a capital investment in an existing facility that falls outside the major maintenance definition and makes improvements to a facility without expanding its capacity. Examples of facility improvement projects include cost-saving investments such as energy efficient lighting, and improvements undertaken to maintain the revenue generating capacity of a service or facility.

DATE OF ADOPTION: April 3, 2013

FINANCIAL POLICY

NAME OF POLICY: Entertainment Fund Policy
DATE OF ADOPTION: August 22, 2013
DEPARTMENTS INVOLVED: Finance and Event Center

Purpose: The purpose of this Policy is to create and establish a funding source to be used to increase event activity at the United Wireless Arena and Boot Hill Casino and Resort Conference Center through the purchase and/ or promoting of touring entertainment events and other activities at the facilities which require "At Risk" funding.

Event Fund Account: An Event Fund in the amount of \$250,000 shall be established through an initial contribution of \$225,000 from the Sales Tax Fund budget and \$25,000 from VenuWorks, Inc.* The Fund will be used to pay artist guarantees and deposits where "at risk" funding is required to secure the performance. First revenue dollars above expenses, if any, will be returned to the Fund to make it whole with any excess revenues being applied to the operational budget. Expenses will be defined as mutually agreeable between the City of Dodge City and United Wireless Arena. Example Event Fund Breakdown is attached. At the beginning of each budget year the Fund will be evaluated and if financially possible, restored to an amount of \$250,000. Contributions will come from the Sales Tax Fund and from the Operator of the Events Center in an amount of ten percent (10%) of the difference between \$250,000 and the actual balance of the fund or \$5,000 whichever is less.

Fund Committee: Expenditures from the Event Fund will be determined by majority vote of a 5 member committee consisting of one member appointed by the City Manager, one member appointed by the County Commission, one member appointed by the General Manager of Boot Hill Resort and Casino, one member appointed by VenuWorks local manager. The chairperson of the CFAB will be the 5th member of the committee. The Fund Committee will meet as needed to review potential acts/events, select desired events and/ or performers, and determine the amount to be placed at risk for each performance.

VenuWorks Responsibilities: VenuWorks shall be responsible to provide documentation and support information concerning potential shows and events. VenuWorks will compile a list of proposed events to be pursued through the course of the year. Any committee member may propose other or alternative events for consideration. Upon the approval of an event by the Committee, VenuWorks will move forward to contract for the event and invest in the show to the extent authorized by the Committee.

Amendment of Policy: This policy and the activities undertaken shall be reviewed each year. This Policy may be amended or terminated at any time by action of the City and County Commissions. In the event of termination, funds remaining in the Fund Account will be returned to the original contributors in proportion to the amount of their original contribution.

Attachment to Entertainment Fund Policy

United Wireless Arena/Conference Center Risk Fund Event Reconciliation

Location:	Additional Information:
Name of Event:	to estimate economic impact
Date	# of Out of Town Ticket Sales x a %
Paid Attendance	estimate that will stay in town x an
Total Attendance	estimated expenditure per person in
Out of Town (50 mile radius) Ticket Sales	excess of ticket price
Per Ticket Master - % of online Sales	
Box Office Sales	:

REVENUE

Ticket Sales-Gross
Parking Fees
Facility Fees
Concessions (calculated at 50% of gross)
Catering (calculated at 50% of gross)
Merchandise
Miscellaneous (ticket rebates)
Rent, reimbursed expenses
Event Fund or Casino Contribution
Credit Card Fees Reimbursed

Total Revenues

EXPENSES:

Talent Fee
 Co Promotional Split/Expenses
 Artist Fee
 Support Act
Support/Production (Need Definition)
Event Staffing (Police, Ushers, Security, Ticket Takers,
 EMT, etc.)
Catering
Advertising
Insurance
Licensing
Credit Card Fees
Miscellaneous (promoter fee, hotel, event supplies)
Taxes on Ticket Sales and Merchandise

Taxes Paid on F&B:

Facility Rent

Total Expenses

Final Disbursement of Revenues

Contribution by Fund

Reimbursement from Event

Total Profit (Loss) to Event Fund

Date of Last Revision: August 22, 2013

FINANCIAL POLICY

NAME OF POLICY: Fund Balance and Fund Use Guidelines
DATE OF ADOPTION: April 6, 2020
DEPARTMENTS INVOLVED: Finance and Administration

It is essential that the City of Dodge City maintain adequate levels of fund balance to mitigate current and future risks (e.g. revenue shortfalls and unanticipated expenditures) to insure stable tax rates and ensure that in a disaster or emergency operations can continue with adequate financial means.

Appropriate level. The appropriate level of fund balance will be held in each fund that is included in the description below.

Risks to maintaining a fund balance

Natural Disaster

Revenue sources that can be potentially volatile are sales tax, franchise fees, fines and program fees

Unexpected expenditures

If the fund balance falls below or is anticipated to fall below 15% in any year, the following should occur:

1. Reduce expenditures in the same year as the shortfall;
2. Reduce expenditures the following year to bring the ending fund balance to appropriate levels within 2 years; or
3. A combination of the above.

Fund guidelines for use and fund balance.

General Fund. The budgetary fund balance in the General Fund shall be at 15% - 25% of the actual expenditures of the preceding year.

Sales Tax Projects Fund. The source of the revenue in this fund is a ½% City sales tax and a ½% County sales tax. The expenditures in this fund are limited to the construction, equipping and continued operation of projects that were approved by the voters at the initiation of the sales tax, and other projects that have been approved by the Community Facilities Advisory Board, the City Commission and the County Commission. Debt payments that are required to pay off any debt issued to finance the authorized improvements will be paid from this fund. A transfer will be made to the Depreciation and Replacement Fund for the Sales Tax Projects according to the policy. The debt payments have priority over all operating expenditures, capital outlay and transfer to depreciation and replacement.

The appropriate level of budgetary fund balance for the Sales Tax Project Fund will be at least 15% of actual operating expenditures of the preceding year. This will not include debt payments

or capital outlay. If the fund balance falls below the 15%, all capital expenditures will be delayed and operating expenditures will be reduced to the extent possible without compromising the opening of any facility.

Convention and Visitors Fund and Transient Guest Tax-2% Fund. The source of revenue for this fund is an 8% Transient Guest Tax, with 6% going to the Convention and Visitors Fund and 2% going to the Transient Guest Tax-2% Fund. The expenditures in the Convention and Visitors Fund are limited to the operation, capital outlay used to bring visitors and conventions to the community and to promote out of town stay. 15% of actual operating expenditures of the preceding year is the suggested fund balance. However, spending is limited to cash in the fund, so if revenue is not there to operate, it will not affect any primary services of the city.

The Transient Guest Tax-2% Fund was set up to assist in primarily financing Boot Hill, but can be used for other tourism projects and program approved by the City Manager.

Capital Equipment Fund. The source of revenue for this fund is a transfer from the general fund departments in amount equal to depreciation of vehicles, based upon life of vehicle and purchase cost. It is the goal to transfer 100% of depreciation into this fund on an annual basis. However, for some years based upon the budget situation, it may be reduced. A five year Municipal Equipment Replacement Program is approved by the City Commission each year to fund the purchase of capital equipment. The program includes all departments of the City, however, the only equipment purchased by this fund is equipment in general fund departments. The guidelines are that all equipment over \$10,000 should be depreciated and allowed to be purchased from this fund.

Capital Improvement Fund. The source of revenue for this fund is ad valorem tax, vehicle taxes, and other sources of revenue that becomes available. The goal is to reduce the ad valorem tax and rely on other sources of revenues including the Bio Gas Revenues. Annually, a 5 year Capital Improvement Program is approved by the City Commission. This includes capital improvements and capital maintenance in an amount exceeding \$25,000.

Development & Growth Fund. The source of revenue for this fund is an expanded lottery tax from the Boot Hill Casino and Resort. The amount of the tax is 1.5% of the net gambling revenue. The expenditures in this fund are targeted for infrastructure and other growth related issues. This will include funding for street projects including the repayment of principal and interest for GO Bonds that were initially issued to fund street projects, and other infrastructure projects as approved by the City Commission and City Manager. Examples are airport improvements, gap funding for STAR bond projects, payment for landscaping projects, land purchases needed for city property expansion, parks and recreation projects. This is not an exhaustive list and these projects will be included in the 5 year capital improvement program and approved by the City Commission.

Medical Self Insurance Fund. The source of funding for this fund is a transfer from each department with employees to fund their health insurance costs for the year. The amount transferred shall be the amount budgeted in each department for health insurance payment. The expenditures in this fund are limited to payment of claims, administrative fee and reinsurance premium to the third party administrator, flexible benefit and HSA fees, and other ancillary costs of health insurance or health related benefits. The minimum fund balance level will be

maintained to at least an amount equal to 25% of the projected annual premium. Example if the projected premium based upon the number of employees and projected health insurance rate for the current year is projected at \$2,900,000, 25% will be \$725,000.

Utility Funds. The adequate fund balance for the utilities funds will be at least 2 months of actual expenditures for the preceding year.

There are other funds included in the City of Dodge City that are not mentioned in this policy. The nature of those funds are either trust funds or special revenue funds and the source of revenue and use of those funds are described by agreement or statutorily.

If a fund balance is not listed, it is anticipated that if there is no fund balance or funding has ceased, no purchases will be made as it will not affect the essential services of the City.

DATE OF LAST REVISION: April 6, 2020

FINANCIAL POLICY

NAME OF POLICY: GRANT AWARD AND ADMINISTRATION
POLICY
DATE OF ADOPTION: April 6, 2020
DEPARTMENTS INVOLVED: ALL DEPARTMENTS

Grants are an attractive form of funding for the City of Dodge City and frequently come with special requirements that the recipient must follow. Such requirements can apply to the general operations of the grant, specific compliance rules, monitoring of other parties that may receive resources from the grants, specific time frame, and specialized reporting requirements. There are typically negative consequences for failing to meet grant requirements and in addition, grants may, either as a condition of the grant itself or politically, commit a government to financially maintain a program or asset after the expiration of the grant. It is intended that this grant policy provide guidance to staff as it relates to associated processes, procedures and financial management in order to maximize the benefits and minimize the risks.

Grant identification and application. It is required that the department or agency seeking a grant provide advance notice to appropriate authority, such as finance, so that the effects on the government, for example, budget, cash flow, procurement requirements, financial reporting, or compliance requirements can be reviewed and understood beforehand.

Strategic Alignment. Each grant to be considered will be assessed to the extent to which a grant is consistent with the City of Dodge City's mission, strategic priorities, and/or adopted plans. Accepting a grant that is not consistent with the overall strategic direction of a government can create the risk that the City will spend its own funds to support a grant inconsistent with overall strategic direction or commit the government to own-source spending beyond the grant period. The strategic analysis may include the outcome measures, or a statement of the way in which the grant would further the City's mission or strategies.

Funding analysis. A multi-year cost/benefit analysis should be conducted prior to application or acceptance. The analysis should include matching funds, and whether or not they will need to be set aside for future years, and any other direct costs associated with a grant, to the extent to which overhead costs will be covered, in-kind contributions, audit and close-out costs, and potential costs that might need to be incurred by the government beyond the grant period. The analysis should also explore whether or not a grant requires that general revenues be used to cover the gap between cash being expended and reimbursement is received.

Evaluation prior to renewal or grant continuation. An evaluation of the impacts of the grant funded program or asset prior to deciding whether to continue a grant at the end of the initial grant period may be conducted.

Legislative Approval – The point at which legislative approval is required is determined by the requirements of the grant program. If the grant must be submitted by “an individual authorized by the legislative body”, then City Commission approval is required prior to submitting the

application. If such legislative approval is not specifically required by the written terms of the grant, then the City Manager may approve grant applications.

Administrative and operational support. The government should obtain a detailed understanding of grant terms and conditions and specify how the grant will be monitored. The following shall be included.

- a. The development of a project plan that would include how new programs or activities funded by the grant would be implemented and who would be responsible for implementation.
- b. The development of a grant budget.
- c. The provision of training for those responsible for the grant, so they can effectively carry out their roles.
- d. Terms and conditions for grant-funded personnel, such as severance and unemployment costs related to employees who are terminated upon expiration of the grant or operating and maintenance costs for assets that are acquired.
- e. The system/process that will be used to charge expenses against the grant and to obtain reimbursement.
- f. Identify the individual /department responsible for carrying out the grant and making sure that proper resources are available to support that grant.

Grant Implementation

The City will establish a fund for each grant that is received. Cash, liability, revenue, expense, and equity accounts within the fund will be established.

Purchasing Guidelines. All other City purchasing and procurement guidelines apply to the expenditure of grant funds. The use of grant funds does not exempt any purchase from normal purchasing requirements. All typical paperwork and bidding requirements apply. All normal staff approvals apply.

The City will follow all of the requirements for the grant award. These requirements are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Federal Funds Cash Management

1. Reimbursement Method.

- a. The City will monitor the fiscal activity (payments and reimbursements) under each grant on a continuous basis, and request timely reimbursement only for expenditures that have already been disbursed and comply with all applicable award requirements.
- b. The City will maintain source documentation/accounting records that reconcile to the reimbursement request at a level adequate to establish that funds have not been used in violation of any applicable statutory restrictions or prohibitions.
- c. If the City transfers expenditures previously charged to a federal award for which reimbursement has been claimed to a non-federal fund source, the City will calculate the interest earned on the federal funds pursuant to possible submittal.

2 . Advance Payment Method

- a. The City will monitor the fiscal activity (drawn downs and payments) under each grant on a continuous basis and maintain source documentation/accounting records at a level adequate to establish that funds have not been used in violation of any applicable statutory restrictions or prohibitions.
- b. To the extent available, the City will disburse funds available from program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- c. The City will plan for cash flow in the grant project during the budget period and review project cash requirements before each drawdown.
- d. The City will draw down only the amount of funds necessary to meet the immediate needs of the program/project (including the proportionate share of any allowable indirect costs), and minimize the time between receiving and disbursing those funds.
- e. The City will pay out federal funds for expenditures that comply with all applicable grant requirements as soon as administratively feasible (a rule of thumb is no more than three business days after receiving funds)
- f. The City will deposit advance payments into insured accounts whenever possible. Unless conditions listed in CFR Title 2 Part 200 Subpart D 200.305(b)(8) apply, the City will maintain advance payments in interest-bearing accounts.
- g. The City will remit interest earned annually in amounts over \$500.

Federal Equipment and Real Property Management

1. All equipment will be used in the program for which it was acquired or, when appropriate, other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Program Director will be responsible for ensuring that the equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Property/Equipment records will be maintained, a physical inventory shall be taken every two years, and an appropriate system shall be used to safeguard assets.
4. When assets with current per unit fair market value of \$5,000 or more are no longer needed for a Federal program, a request for written guidance shall be made from the grantor agency as to what to do with the property/equipment prior to sale or relocation. The City shall abide with the requirements set out in 200.311 and 200.313 of the Uniform Guidance in this regard. If a sale will take place, proper procedures shall be used to provide for competition to the extent practical and result in the highest possible return.

DATE OF LAST REVISION: April 6, 2020

FINANCIAL POLICY

NAME OF POLICY: INVESTMENT AND PORTFOLIO POLICIES
DATE OF ADOPTION: April 6, 2020
DEPARTMENT INVOLVED: FINANCE DEPARTMENT

Legality

The investment program shall be operated in conformance with governing legislation and other legal requirements

Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds.

1. Pooling of Funds

Except for cash in certain restricted and special funds, the City of Dodge City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. The cash being pooled/invested may include municipal bond proceeds.

Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. Specific funds that interest will be allocated to monthly are: General Fund, Sales Tax Project Fund, Economic Development Revolving Loan fund, Hoover Trust Fund, and all enterprise funds; Water, Wastewater, Sanitation and Drainage. Any funds specifically invested for bond proceeds will be allocated to the specific bond fund.

Objectives

The primary objectives of investment activities shall be safety, liquidity and return. Funds of the City of Dodge City will be invested in accordance with Kansas Statutes Annotated, these policies and written administrative procedures. The City's investment portfolio shall be managed in a manner to attain a market rate of return throughout budgetary and economic cycles while preserving and protecting capital in the overall portfolio. Investments shall be made based on statutory constraints and subject to available designated staffing capabilities.

Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Director of Finance who shall establish administrative procedures for the operation of the investment program, consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in any investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance. The Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Prudence

The standard of prudence to be used by investment officials shall be the "uniform prudent investor act" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business, in accordance with applicable laws. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of Dodge City.

Monitoring and Adjusting the Portfolio

The Investment Officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly.

Internal Controls

The Finance Director and City Manager shall establish a system of written internal controls, which shall be reviewed annually by the independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

Suitable and Authorized Investments

Authorized investments are outlined in K.S.A. 12-1675 - Investment of public moneys by governmental subdivisions, units, and entities; conditions and limitations; reciprocal deposit programs.

Repurchase Agreements

Repurchase agreements shall be consistent with GFOA recommended practices on repurchase agreements.

Diversification

The City will diversify use of investment instruments to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or maturities. The Investment Officer may deviate from the following schedule when market conditions are not conducive for specific investments.

Diversification by Instruments

	% of Portfolio
U.S. Treasury Obligations (bills, notes and bonds)	Up to 100%
U.S. Government Agency Securities and Instrumentalities of Government	Up to 100%
Repurchase Agreements	Up to 75%
C.D.'s Commercial Banks	Up to 100%
Money Market Accounts	Up to 100%
Kansas Municipal Investment Pool	Up to 25%

Diversification of Financial Institution

- 1) Repurchase Agreements – no more than 50% of the total portfolio with any one institution
- 2) Certificate of Deposit – no more than 90% of the total portfolio with any one institution
- 3) Municipal Investment Pool – no more than 25% of the total portfolio

Maturity Scheduling

Investment maturities for City funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures as well as considering sizeable blocks of anticipated revenue. Investment of capital project funds shall be timed to meet contractor payments, usually for a term not to exceed two years. Investments of prepaid funds shall be tied to bond payment dates, after cash flow

projections are made using a forecasting model which considers prepayment rate, delinquency rate, interest on bonds and income on investment. Maturities shall be timed to comply with the following guidelines:

- Under 60 days – 10% minimum
- Under 90 days – 25% minimum
- Under 270 days – 50% minimum
- Under 2 years – 100%

Long-Term Portfolio Diversification

Instruments and diversification for the long-term portfolio shall be the same as for the short-term portfolio.

Authorized Financial Institutions, Depositories and Broker Dealers are outlined in K.S.A. 12-1675.

Competitive Selection of Investment Instruments

Before the City invests any surplus funds, a competitive “bid” process shall be conducted. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend (yield curve) analysis will be conducted to determine which maturities would be most advantageous.

Bids will be requested from financial institutions for various options with regard to term and instrument. The City will accept the bid which provides the highest rate of return within the maturity required and within the perimeters of these policies.

Records will be kept of the bids offered, the bids accepted and a brief explanation of the decision which was made regarding the investment.

The City shall maintain a listing of financial institutions which are approved for investment purposes. Banks shall provide their most recent Consolidated Report of Condition (“Call” report) at the request of the City. At minimum the City shall conduct an annual evaluation of each bank’s credit-worthiness to determine whether it should be on the “Qualified Institution” testing. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

Safekeeping and Collateralization

All investment securities, including repurchase agreements purchased by the City, shall be perfected in the name of the City of Dodge City and shall be held by a third-party custodian. The custodian shall issue a safekeeping receipt to the City, listing specific instrument, rate, maturity and other pertinent information. All trades of marketable securities will be executed by delivery vs. payment to ensure that securities are deposited in an eligible custody account prior to the release of funds.

Deposit Type Securities (i.e. Certificates of Deposit)

Deposit type securities shall be collateralized as required by Kansas law for any amount exceeding F.D.I.C. coverage. Other investments shall be collateralized by the actual security held in safekeeping by the third party custodian.

Reporting Requirements

The Investment Officer shall generate daily and monthly reports for management purposes. In addition, the City Commission will be provided quarterly reports which would include data on investment instruments being held, as well as any narrative necessary for clarification.

DATE OF LAST REVISION: April 6, 2020

FINANCIAL POLICY

NAME OF POLICY: POLICY AND PROCEDURE FOR THE IMPOSITION OF INFRASTRUCTURE IMPACT FEES
DATE OF ADOPTION: NOVEMBER 15, 1999 (ORDINANCE NO. 3259)
DEPARTMENTS INVOLVED: FINANCE, DEVELOPMENT SERVICES AND ENGINEERING

Purpose

An impact fee is imposed on a new development for the purpose of assuring that city infrastructure improvements are available and to provide adequate capacity to support new development while maintaining levels of service deemed adequate by the City. The impact fee may be imposed on all new development found by the City to benefit from specific city infrastructure improvements. All fees collected shall be utilized solely and exclusively for improvements to city infrastructure which are found by the city to be impacted by new development. The impact fee shall be in addition to, and not in lieu of, other infrastructure improvement fees or assessments as may be authorized by state statutes or other ordinances of the City.

The purpose of the impact fee as authorized by ordinance No. 3259 is to provide a mechanism whereby undeveloped property which is either not subject to normal assessment of costs for infrastructure improvements, or for which the normal assessment of costs for infrastructure improvements would create an undue financial burden on the property owner, can be collected at the time the property is developed and begins benefiting from the infrastructure improvements which have been provided. The impact fee is assessed against the property at the time the infrastructure improvements are provided, but the assessment is not paid until the property is developed as evidenced by a request to plat the property, the undeveloped property share of the infrastructure improvement costs can be assessed against the property at the time the improvement is made, but payment of the assessment is not due until the property is actually ready for development and a plat of the property is submitted for approval or a building permit is requested. At that time, the total amount of the impact fee assessment would be due and would be paid as a condition to plat approval or issuance of the building permit.

Applicability of Impact Fee

1. This policy shall be applicable to proposed development on property in the City or adjacent thereto, which derives or will derive a benefit from specific city infrastructure improvements and for which a building permit or plat approval is requested after the effective date of this policy.
2. This policy shall be applicable to infrastructure improvements occurring prior to, in conjunction with, or subsequent to the development of property requiring issuance of a building permit or final plat approval.

Imposition and Notice of Impact Fee

1. The amount of the impact fee shall be established by the passage of a separate ordinance by the Governing Body, which shall designate the area subject to imposition of the impact fee, the amount of the infrastructure improvement costs to be assessed to such area, and the method of assessment of property within the designated area.

2. Prior to the consideration of the separate ordinance imposing an impact fee, the Developmental Services Staff shall give notice by mail to the owners of record of any property proposed to be included within the designated impact fee area. Such notice shall be mailed not less than ten (10) days prior to the date of the meeting at which the ordinance will be considered. Mailing of the notice to the address listed in the property tax records of Ford County, Kansas, shall be deemed sufficient, and the failure of any owner to receive such notice shall not invalidate any ordinance or the proceeding taken pursuant to the Ordinance.
3. The impact fee will not replace special assessments or other funding sources.

Collection of Impact Fee

1. The Developmental Services Staff shall be responsible for the processing and collection of the applicable impact fee.
2. The Developmental Services Staff shall collect the applicable impact fee prior to issuance of a building permit or prior to final plat approval.
3. The Developmental Services Staff shall be responsible for determining that the applicant has paid the applicable impact fee, or an appeal has been taken and a bond or other surety posted pursuant to this Ordinance.

Amount of Impact Fee

The amount or calculation of amount of the impact fee will be outlined in the separate ordinance. Any appeal or disagreement as to the fee or amount of the fee shall be handled by the procedure in Ordinance No. 3259

Restrictions on Use of and Accounting for Impact Fee Funds

The funds collected by reason of an infrastructure impact fee must be used solely for the purpose of funding infrastructure improvements as described herein or for reimbursement to the City for costs incurred in previously providing such infrastructure improvements.

DATE OF LAST REVISION: November 15, 1999

FINANCIAL POLICY

NAME OF POLICY: PURCHASING CARD POLICIES AND PROCEDURES
DATE OF ADOPTION: APRIL 26, 2011
DEPARTMENTS INVOLVED: ALL

Purchasing card Use

Purchase cards are to be used for the purchase of goods and services in support of the City. The card works like a personal credit card, except the City is responsible for paying for the charges.

Cardholders should always treat their purchase card with at least the same level of care as one would a personal credit card. The card should be maintained in a secure location and the card account number should be guarded. **The card shall not be loaned, and/or given to another person for any reason. The purchase card shall be utilized by the cardholder only.**

Request a Purchase Card

A request for a card must be made by a Department Director. All requests will go through the Program Administrator. Upon approval, the new cardholder will go through training and required to sign the Purchase Card Cardholder Agreement before being setup in the purchase card system.

Training

Each Cardholder will be required to attend a training session. Procedures will be reviewed in regard to purchasing and maintaining the purchase log.

Purchasing With the Card

The purchase card is to be used to purchase supplies and material on behalf of the City in person, over the telephone, or over the Internet. **When purchasing over the internet, please make sure the site is secure. Local vendors shall have priority over internet and or out of town vendors whenever possible. Prior to making a purchase, the vendor shall be informed that the purchase is tax exempt and you will be utilizing a city purchase card for payment.**

Cardholders will be responsible to ensure:

- Card is only used for legitimate City purposes.
- Only the cardholder uses the card.
- Cash is never received in lieu of a credit or obtain from use of the card.

Sales Tax

Since the City is sales tax exempt and credit card machines used by vendors are coded to automatically apply sales tax, cardholders will need to be diligent to ensure sales tax is not applied. Each purchase card will have the City's name printed on it along with a laminated card as a reminder and to present to vendors to help prevent sales tax being applied to purchases.

Lost or Stolen Card

Report any lost or stolen card immediately to the Director of Administration and or Program Administrator.

Credits

Vendors should issue a credit to your card for any item returned. Under no circumstances should you accept cash in lieu of a credit to the purchase card account.

Disputes and Billing Errors

Cardholders are responsible for following up with the vendor regarding any erroneous charges, disputed items, or returns. Disputed charges can result from failure to receive goods, defective merchandise, incorrect or duplicate charges, credits not processed, etc.

If the cardholder is unable to reach an agreement with the vendor, then the matter should be referred to the Director of Finance and or Program Administrator.

Misuse or Fraudulent Use of Card

Misuse or abuse of a purchase card are terms used to describe any purchase or card use which are outside the cardholders expressed authority. Misuse or abuse of a card includes, but is not limited to:

- Using the card to obtain a cash advance or cash in lieu of a credit to the purchase card account.
- Using the card for personal or unauthorized purposes.
- Splitting a purchase or using another cardholder's card to circumvent the purchasing limit of the card.
- Failing to properly document purchases by maintaining the Card Purchases Log and collecting receipts.
- Failing to complete and submit the Card Purchases Log within 5 business days after the close of the business cycle.
- Failing to prove, when requested, information about a specific purchase.
- Not adhering to all of the City Purchasing Card Policy and Procedures.

Depending on the severity of the card misuse or abuse, an employee may be subject to any of the following discipline or corrective measures:

- Immediate suspension of card use and purchasing authority; and
- Require employee to reimburse the City for any unauthorized purchases; and
- Formal disciplinary action which may result in termination of employment.

These actions, with the exception of formal disciplinary action, may be initiated at the discretion of the Director of Finance after consultation with the appropriate Department Director. Further, the Department Director may ask the Director of Finance to initiate any of the above actions at any time. The Department Director, in accordance with the City's Personnel Policies and Procedures must initiate formal disciplinary actions.

Employee Termination or Transfer

In each instance of employee termination or the transfer of an employee to a position that does not have purchasing responsibilities, the Program Administrator will be notified so the

purchasing card account can be immediately cancelled. All cancelled cards should be returned to the Program Administrator as soon as possible.

Audit of Individual Accounts

The Director of Finance and/or Program Administrator reserves the right to audit a cardholder's account and purchase log at any time and without notice. **The cardholder is responsible to timely and accurately document each purchase by collecting all receipts, making sure sales tax is not applied, and timely updating the purchase log.**

The card holder is responsible for maintaining adequate documentation to verify and explain all purchasing card transactions, as well as, reconcile their purchase log to charge slips and the monthly card statement. To facilitate reconciliation process, it is essential that card holders obtain and retain vendor documentation for purchases including:

- Itemized vendor sales receipts.
- Itemized packing slips or shipping orders.
- Purchase card charge slips with item descriptions.

Monthly Procedures

Each month, the cardholder will receive a statement, which lists charges made during the billing cycle. Upon receipt of the statement, it is essential that the cardholder perform the following:

- Review the purchase log; reconcile back-up documentation (receipts, packing slips, charge slips, etc.) to the transactions listed on the purchase log.
- Reconcile each transaction on the card statement to the purchase log and ensure proper supporting documentation is attached.

Upon reconciliation, the card statement, purchase log and invoices shall be attached and should be forwarded to the Department Director within three (3) business days after the close of each billing cycle.

The Department Director will review and approve the statement by:

- Ensuring each purchase is an appropriate use of City funds.
- Confirm that receipts are attached to the purchase log documenting each purchase listed on the log and card statement.
- Confirm that the attached receipt and dollar amounts match to dollar amounts listed on the purchase log and card statement.
- Ensure the card is not used for personal purposes.

The Department Director will approve the purchase log and card statement reconciliation by signing the purchase log. The purchase log, card statement and invoices will be forwarded to Accounts Payable within five (5) business days after the close of each billing cycle.

Program Administrators

Approved periodically to include the Accounts Payable Clerk, Office Manager and Finance Director

Date of Last Revision: April 26, 2011

FINANCIAL POLICY

NAME OF POLICY: Revenue Control Policy
DATE OF ADOPTION: April 6, 2020
DEPARTMENTS INVOLVED: All

Scope. To establish proper control over all receipts and receivables to ensure sound financial management practices and effective internal control.

Internal Controls. All aspects of cash receipting and accounts receivables is subject to proper internal controls including

- 1.. Segregation of duties. To the extent possible the following duties shall be separate:
 - a. The receipt of revenues separate from the daily deposits.
 - b. The initiation of the transaction separate from the authorization of the transaction
 - c. Disbursement of revenues separate from bank reconciliation
2. All funds should be deposited with 24 hours (when City Hall is open) of receipts unless approved by the Finance Director.
3. Timely reconciliation of accounts receivable ledger for miscellaneous receivables, utility receivables and municipal court receivables.
4. At the end of each day, the cash receipts journal should be closed out and posted. All cash and checks should be put into the safe in City Hall. For those departments outside of City Hall, if cash or checks are not taken to City Hall by the end of the day, a secure safe, contained in the floor, or mounted so that it cannot be moved shall be at the location and all checks and cash shall be contained in the safe. All departments outside of City Hall should bring in cash and checks to City Hall for deposit within 24 hours of receipt unless otherwise approved by the Finance Director. No cash should be kept in any office without being locked up. Departments should use cash registers that cannot be easily opened and to the extent possible, cash removed from the cash registers periodically throughout the day if more than \$1,000 is in the register.
5. If any person or employee suspects that fraud is happening, it shall be reported to the Finance Director to be investigated. If it is the Finance Director you suspect of fraud it is to be reported to the City Manager for investigation.
6. The receipt processing shall be into the City of Dodge City's Accounting System program which is integrated with the General Ledger. This includes Utility Billing, Municipal Court, Development Services, Park and Facilities receipts and miscellaneous receipts.

Accounting Practices. All receipts and receivables should be in accordance with generally accepted accounting practices (GAAP)

Billing and collection practices.

1. All billing and receipts should be handled by the Finance Department. This does not include utility billing or municipal court.

2. No other department or individual is permitted to bill anyone directly for municipal services or charges related to City operations. This applies to statements due to the city and private individuals.

3. This policy applies to all licenses and permits, sale of labor and materials, rentals, Animal Control Shelter fees, airport fees, cemetery fees, golf course fees, program fees and other charges.

4. Individual department billings shall be submitted to the individual responsible for Accounts Receivable (currently the City Clerk) 5 days before the end of the month.

5. The City Clerk in the Finance Department will send out invoices for services by the 5th of each month. Invoices will be due by the 30th of the same month.

6. For miscellaneous receivable, accounts over sixty (60) days old, a letter will be sent by the City Clerk demanding payment or further collection action will be taken. After 90 days left unpaid, the account will be sent to the collection agency and/or the State of Kansas Setoff Program. Individuals who have past due accounts over sixty (60) days old, will be unable to make new charges to the City of Dodge City.

7. Utility bills are sent out for two different cycles, one on the 1st of the month and one on the 15th of the month. The bill is due 15 days after the bill is sent out. If left unpaid on the due date, a 10% late fee is added to the bill. A reminder notice goes out to all unpaid accounts 5 days after the bill is due. Ten days after the reminder is sent, if the bill remains unpaid, the bill is considered delinquent and a delinquency fee is charged and the water is disconnected. For reconnection, the bill must be paid in full, plus any delinquency and late fees. Under certain circumstances, the Utility Billing Supervisor may make other arrangements. A final bill is sent when water service is no longer needed, or the water bill has remained unpaid. If the final bill is not paid in 30 days, a letter of collection is sent. After 10 days left unpaid, the accounts will be reviewed and unpaid accounts will be sent to a collection agency or the State of Kansas setoff program for collection.

8. Municipal Court will send uncollectable accounts to the collection agency and/or the State of Kansas Setoff program for collection.

Method of payment. Payments for services of the City of Dodge City can be paid in office, by mail or in some operations on line. Payments of cash or cash like instruments, check, credit card, or automatic bank draft (for Utility payments) will be taken.

Returned Checks. Returned checks will be handled by Utility Billing, Municipal Court or the City Clerk. Contact will be made to the person writing the returned check asking for payment of the return check. A \$20.00 service fee will be added to the return check. If the check is not made good, further collection procedures will be had including discontinuation of service.

Collection agencies will be chosen based upon history of collection of similar accounts, reference check, and other factors.

Bad Debts. A bad debt expense account is set up in the utility accounts and bad debts are written off to that account. For other accounts, unpaid accounts will be reviewed and written off per department policy.

Budgetary Control. The revenue budget is printed after the end of each month. This will be reviewed by the Finance Director and City Manager. Any significant variance of actual from budget will be investigated.

Date of Last Revision: April 6, 2020

FINANCIAL POLICIES

NAME OF POLICY: TAX EXEMPT FINANCING COMPLIANCE
PROCEDURE
DATE OF ADOPTION: JUNE 6, 2012
DEPARTMENTS INVOLVED: ADMINISTRATION AND FINANCE

PURPOSE AND SCOPE

1. Purpose of Compliance Procedure.

(a) The Issuer uses Tax-Exempt Bonds to fund Costs of a Project Facility. The Issuer understands that in exchange for the right to issue Tax-Exempt Bonds at favorable interest rates and terms, the Code and Regulations impose ongoing requirements related to the proceeds of the Tax-Exempt Bonds and the Project Facility financed by the Tax-Exempt Bonds. These requirements focus on the investment, use and expenditure of proceeds of the Tax-Exempt Bonds and related funds as well as restrictions on the use of the Project Facility

(b) The Issuer recognizes that the IRS has stated that all issuers of Tax-Exempt Bonds should have *separate* written procedures regarding ongoing compliance with the federal tax requirements for Tax-Exempt Bonds.

(c) The Issuer is required under the Continuing Disclosure Undertaking to provide disclosures of certain financial information and operating data and to file notices of certain material events to the marketplace to facilitate informed secondary market trading in Tax-Exempt Bonds issued by the Issuer. The Issuer is committed to full compliance with the tax and securities law requirements for all of its outstanding and future Tax-Exempt Bonds. This Compliance Procedure is adopted by the Governing Body to comply with the IRS and SEC directives and to improve tax compliance and documentation.

2. Scope of Compliance Procedure; Conflicts. This Compliance Procedure applies to *all* Tax-Exempt Bonds currently outstanding and *all* Tax-Exempt Bonds issued in the future. If the provisions of this Compliance Procedure conflict with a Tax Compliance Agreement, the Continuing Disclosure Undertaking or any other specific written instructions of Bond Counsel, the terms of the Tax Compliance Agreement, a Continuing Disclosure Undertaking or specific written instructions of Bond Counsel will supersede and govern in lieu of this Compliance Procedure. Any exception to this Compliance Procedure required by Bond Counsel as part of a future issue of Tax-Exempt Bonds will be incorporated in the Tax Compliance Agreement for the future issue. Any requirements imposed on the Issuer in the Tax Compliance Agreement will be noted by the Bond Compliance Officer and incorporated into the Annual Compliance Checklist. The Issuer acknowledges that the Continuing Disclosure Undertaking may also apply to one or more issues of taxable securities issued by the Issuer.

3. Amendments to the Compliance Procedure. This Compliance Procedure may be amended from time-to-time by the Governing Body. Copies of this Compliance Procedure and any amendments will be included in the permanent records of the Issuer.

BOND COMPLIANCE OFFICER TRAINING.

1. Bond Compliance Officer Duties. The Bond Compliance Officer is responsible for implementing this Compliance Procedure. The Bond Compliance Officer will work with other employees that use the Project Facility to assist in implementing this Compliance Procedure. The Bond Compliance Officer will consult with Bond Counsel, legal counsel to the Issuer, accountants, tax return preparers and other outside experts to the extent necessary to carry out the purposes of this Compliance Procedure. The Bond Compliance Officer will report to the Governing Body as necessary, and at least annually, regarding implementation of this Compliance Procedure and any recommended changes or amendments to this Compliance Procedure.

2. Training. When appropriate, the Bond Compliance Officer and/or other employees of the Issuer under the direction of the Bond Compliance Officer will attend training programs offered by the IRS or other industry professionals regarding tax-exempt financing that are relevant to the Issuer. At the time the individual acting as the Bond Compliance Officer passes the responsibilities for carrying out the provisions of this Compliance Procedure to another individual, the outgoing Bond Compliance Officer will be, or make arrangement for another Issuer employee to be, responsible for training the incoming individual acting as Bond Compliance Officer to ensure the Issuer's continued compliance with the provisions of this Compliance Procedure and all Tax Compliance Agreements for any outstanding Tax-Exempt Bonds.

TAX-EXEMPT BONDS CURRENTLY OUTSTANDING (As of 6/06/2012)

1. Tax-Exempt Bonds Covered by Article IV Procedures. This *Article IV* applies to all Tax-Exempt Bonds issued prior to the date of this Compliance Procedure that are currently outstanding. These Tax-Exempt Bonds are listed on *Exhibit A*.

2. Tax-Exempt Bond File. As soon as practical, the Bond Compliance Officer will attempt to assemble as much of the Tax-Exempt Bond File as is available for the Tax-Exempt Bonds listed on *Exhibit A*.

3. Annual Compliance Checklists. As soon as practical following the adoption of this Compliance Procedure, the Bond Compliance Officer will work with Bond Counsel and/or legal counsel to the Issuer and cause Annual Compliance Checklists to be completed for all outstanding Tax-Exempt Bonds and will follow the procedures specified in *Article VI* to complete the Annual Compliance Checklists and thereafter include each completed Annual Compliance Checklist in the Tax-Exempt Bond File. A sample form of an Annual Compliance Checklist for the issues described on *Exhibit A* is attached hereto as *Exhibit B*.

4. Correcting Prior Deficiencies in Compliance. In the event the Bond Compliance Officer determines any deficiency in compliance with a Tax Compliance Agreement for an outstanding Tax-Exempt Bond listed on *Exhibit A*, the Bond Compliance Officer will follow the procedures described in the Regulations or the Tax-Exempt Bonds Voluntary Closing Agreement Program (VCAP) to remediate the noncompliance. If remediation of the noncompliance requires the Issuer to submit a request under VCAP, the Bond Compliance Officer will undertake this step only after reporting the violation to the Governing Body and obtaining its approval.

COMPLIANCE PROCEDURE FOR NEW TAX-EXEMPT BOND ISSUES

1. Application. This *Article V* applies to Tax-Exempt Bonds issued on or after the date of this Compliance Procedure.

2. Prior to Issuance of Tax-Exempt Bonds.

(a) *Intent Resolution.* The Governing Body will authorize and approve the issuance of Tax-Exempt Bonds. Prior to or as a part of this authorizing resolution or ordinance, the Governing Body may adopt an Intent Resolution.

(b) *Directions to Bond Counsel.* The Bond Compliance Officer will provide a copy of this Compliance Procedure to Bond Counsel with directions for Bond Counsel to structure the documentation and procedural steps taken prior to issuing the Tax-Exempt Bonds so that they conform to the requirements of this Compliance Procedure, except to the extent Bond Counsel determines that different procedures are required. The Bond Compliance Officer will consult with Bond Counsel so that appropriate provisions are made to fund or reimburse the Issuer's costs and expenses incurred to implement this Compliance Procedure.

(c) *Tax Compliance Agreement.* For each issuance of Tax-Exempt Bonds, a Tax Compliance Agreement will be signed by the Bond Compliance Officer. The Tax Compliance Agreement will: (1) describe the Project Facility and the anticipated Financed Assets, (2) identify all Bond Restricted Funds and provide for arbitrage and rebate compliance, (3) for new money financings require a Final Written Allocation, and (4) contain a form of the Annual Compliance Checklist for the Tax-Exempt Bonds. The Bond Compliance Officer will confer with Bond Counsel and the Issuer's counsel regarding the meaning and scope of each representation and covenant contained in the Tax Compliance Agreement.

(d) *Preliminary Cost Allocations.* For each issuance of Tax-Exempt Bonds, the Bond Compliance Officer in consultation with Bond Counsel, will prepare a preliminary cost allocation plan for the Project Facility. The preliminary cost allocation plan will identify the assets and expected costs for the Project Facility, and, when necessary, will break-out the portions of Costs that the Issuer expects to finance with Tax-Exempt Bonds (i.e. the Financed Assets) from the portions expected to be financed from other sources.

(e) *Tax Review with Bond Counsel.* Prior to the sale of the Tax-Exempt Bonds, the Bond Compliance Officer and Bond Counsel will review this Compliance Procedure together with the draft Tax Compliance Agreement to ensure that any tax compliance issues in the new financing are adequately addressed by this Compliance Procedure and/or the Tax Compliance Agreement. If Bond Counsel determines that this Compliance Procedure conflicts with the Tax Compliance Agreement, or must be supplemented to account for special issues or requirements for the Tax-Exempt Bonds, the Bond Compliance Officer will ask Bond Counsel to include the written modifications or additions in the final Tax Compliance Agreement. The Bond Compliance Officer will request Bond Counsel to prepare a form of Annual Compliance Checklist for use in monitoring the ongoing compliance requirements for the Tax-Exempt Bonds.

3. Accounting and Recordkeeping.

(a) *Accounting for New Money Projects.* The Bond Compliance Officer will be responsible for accounting for the investment and allocation of proceeds of the Tax-Exempt Bonds. The Bond Compliance Officer will establish separate accounts or subaccounts to record expenditures for Costs of the Project Facility. Where appropriate, the Bond Compliance Officer may use accounts established as part of the Issuer's financial records for this purpose. In recording Costs for the Project Facility, the Bond Compliance Officer will ensure that the accounting system will include the following information: (1) identity of person or business paid, along with any other available narrative description of the purpose for the payment, (2) date of payment, (3) amount paid, and (4) invoice number or other identifying reference.

(b) *Accounting for Refunded Bonds and Related Refunded Bond Accounts.* For Tax-Exempt Bonds that refund prior issues, the Tax Compliance Agreement will set out special accounting and allocation procedures for the proceeds of the financing, and if necessary proceeds of the refinanced debt.

(c) *Tax-Exempt Bond File.* The Bond Compliance Officer will be responsible for assembling and maintaining the Tax-Exempt Bond File. The Annual Reports, other reports and notices of certain material events filed by the Issuer with the MSRB will be publicly available on EMMA and need not be separately maintained in the Tax-Exempt Bond File.

4. Final Allocation of Bond Proceeds.

(a) *Preparation of Final Written Allocation; Timing.* The Bond Compliance Officer is responsible for making a written allocation of proceeds of Tax-Exempt Bonds to expenditures and identifying the Financed Assets. This process will be memorialized in the Final Written Allocation. For a new money financing, the Bond Compliance Officer will commence this process as of the earliest of (1) the requisition of all Tax-Exempt Bond proceeds from any segregated Tax-Exempt Bond funded account, (2) the date the Project Facility has been substantially completed or (3) four and one-half years following the issue date of the Tax-Exempt Bonds. For Tax-Exempt Bonds issued only to refund a prior issue of Tax-Exempt Bonds, the Bond Compliance Officer will work with Bond Counsel to prepare and/or document the Final Written Allocation for the Project Facility financed by the refunded Tax-Exempt Bonds and include it in the Tax Compliance Agreement.

(b) *Contents and Procedure.* The Bond Compliance Officer will consult the Tax Compliance Agreement and, if necessary, contact Bond Counsel to seek advice regarding any special allocation of Tax-Exempt Bond proceeds and other money of the Issuer to the Costs of the Project Facility. If no special allocation is required or recommended, the Bond Compliance Officer will allocate Costs of the Project Facility to the proceeds of the Tax-Exempt Bonds in accordance with the Issuer's accounting records. Each Final Written Allocation will contain the following: (1) a reconciliation of the actual sources and uses to Costs of the Project Facility, (2) the percentage of the cost of the Project Facility financed with proceeds of the Tax-Exempt Bonds (which includes sale proceeds plus any investment earnings on those sale proceeds), (3) the Project Facility's Placed in Service date, (4) the estimated economic useful life of the Project Facility, and (5) any special procedures to be followed in completing the Annual Compliance Checklist (e.g., limiting the Annual Compliance Checklist to specific areas of the Project Facility that the Final Written Allocation or the Tax Compliance Agreement treats as having been financed by Tax-Exempt Bonds).

(c) *Finalize Annual Compliance Checklist.* As part of the preparation of the Final Written Allocation, the Bond Compliance Officer will update the draft Annual Compliance Checklist contained in the Tax Compliance Agreement. The Bond Compliance Officer will include reminders for all subsequent arbitrage rebate computations required for the Tax-Exempt Bonds in the Annual Compliance Checklist.

(d) *Review of Final Written Allocation and Annual Compliance Checklist.* Each Final Written Allocation and Annual Compliance Checklist will be reviewed by legal counsel of the Issuer or Bond Counsel for sufficiency and compliance with the Tax Compliance Agreement and this Compliance Procedure. Following the completion of the review, the Bond Compliance Officer will execute the Final Written Allocation.

ONGOING MONITORING PROCEDURES

1. Annual Compliance Checklist. An Annual Compliance Checklist will be completed by the Bond Compliance Officer each year following completion of the Final Written Allocation. Each Annual Compliance Checklist will be designed and completed for the purpose of identifying potential noncompliance with the terms of the Tax Compliance Agreement or this Compliance Procedure and obtaining documents (such as investment records, arbitrage calculations, or other documentation for the Project Facility) that are required to be incorporated in the Tax-Exempt Bond File. The Bond Compliance Officer will refer any responses indicating a violation of the terms of the Tax

Compliance Agreement to legal counsel to the Issuer or Bond Counsel and, if recommended by counsel, will follow the procedure set out in *Section 4.4* to remediate the non-compliance.

2. Arbitrage and Rebate Compliance. The Bond Compliance Officer will monitor the investment of Bond Restricted Funds and provide investment records to the Rebate Analyst on a timely basis. The Bond Compliance Officer will follow the directions of the Rebate Analyst with respect to the preparation of and the timing of rebate or yield reduction computations.

CONTINUING DISCLOSURE

1. Annual Disclosure Filings. For each issuance of Tax-Exempt Bonds, the Bond Compliance Officer will review the Continuing Disclosure Undertaking to determine the financial information and operating data required to be included in the Annual Report to be filed by the Issuer with the MSRB on EMMA. The Bond Compliance Officer will cause the Annual Report to be filed with the MSRB on EMMA within the timeframe provided in the Continuing Disclosure Undertaking for the Tax-Exempt Bonds.

2. Material Event Disclosure Filings. For each outstanding issue of Tax-Exempt Bonds, the Bond Compliance Officer will review the Continuing Disclosure Undertaking to determine the "material events" that require prompt notice to be filed with the MSRB. Generally, the occurrence of any of the following events with respect to the Tax-Exempt Bonds represents a "material event:"

- (1) principal and interest payment delinquencies;
- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to perform;
- (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
- (7) modifications to rights of bondholders, if material;
- (8) bond calls, if material, and tender offers;
- (9) defeasances;
- (10) release, substitution or sale of property securing repayment of the Bonds, if material;
- (11) rating changes;
- (12) bankruptcy, insolvency, receivership or similar event of the obligated person;
- (13) the consummation of a merger, consolidation, or acquisition involving the

- obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- (14) appointment of a successor or additional trustee or the change of name of the trustee, if material.

After obtaining actual knowledge of the occurrence of any event that the Bond Compliance Officer believes may constitute an event requiring disclosure, the Bond Compliance Officer will contact Bond Counsel to determine if notice of the event is required to be given to the MSRB under the Continuing Disclosure Undertaking. If it is determined that notice should be provided to the MSRB or is required to be provided to the MSRB by the Continuing Disclosure Undertaking, the Bond Compliance Officer will cause the appropriate notice to be filed with the MSRB on EMMA within 10 business days after the occurrence of the event or as otherwise directed by Bond Counsel.

EXHIBIT A

LIST OF OUTSTANDING TAX-EXEMPT BONDS
COVERED BY THIS COMPLIANCE PROCEDURE
(as of June 18, 2012)

GENERAL OBLIGATION BONDS

	<u>Date of Indebtedness</u>	<u>Final Maturity</u>	<u>Original Principal Amount</u>
	11-15-03		
	04-01-09		12-01-23
<u>Description of Indebtedness</u>	<u>Date of Indebtedness</u>	<u>Final Maturity</u>	<u>Original Principal Amount</u>
G.O. Refunding & Improvement Bonds, Series 2004-A	09-30-04	09-01-15	\$2,830,000
G.O. Bonds, Series 2005-A	08-01-05	09-01-25	6,515,000
G.O. Bonds, Series 2006-A	11-01-06	09-01-16	1,095,000
G.O. Bonds, Series 2007-A	12-15-07	09-01-22	9,250,000
G.O. Bonds, Series 2008-A	12-01-08	09-01-18	1,155,000
G.O. Refunding & Improvement Bonds, Series 2009-A	10-21-09	09-01-29	6,280,000

GOVERNMENTAL REVENUE BONDS

Description of
Indebtedness
Waterworks & Wastewater Utility System
Revenue Bonds, Series 2003
Sales Tax Revenue Bonds, Series 2009
Special Obligation Revenue Bonds
(Summerlon Phase II Project), Series 2011

TEMPORARY NOTES

	Final 111atiHAI	Original Principal Amount
Date of	09-01-12	\$2,265,000
<u>Indebtedness</u>	09-01-12	3,315,000
12-01-08	09-01-12	1,185,000
12-30-09	12-15-12	1,680,000
12-22-10		
12-15-11		

LEASE / LOAN OBLIGATIONS

Description of <u>Indebtedness</u>	Date of	Final Payment Date	Original Principal Amount
Waterworks Utility System	02/01	02/23	\$ 4,394,239
Lease Purchase (Boot Hill Repertory Theater Project)	02/04	02/19	2,030,000
Wastewater Treatment Plant	09/09	09/31	29,532,000

**Description of
Indebtedness** **of**

**G.O. Temporary Notes, Series
2008-1 G.O. Temporary Notes,
Series 2009-1 G.O. Temporary
Notes, Series 2010-1 G.O.**

A-1
EXHIBIT B

FORM OF ANNUAL COMPLIANCE CHECKLIST

[Amount of Issue]
CITY OF DODGE CITY, KANSAS
[BOND DESCRIPTION] BONDS
SERIES I _____
DATED [DATED DATE]
ISSUE DATE: [CLOSING DATE]

The Bond Compliance Officer is the person that the Issuer has identified in the Tax Compliance Procedure who is primarily responsible for working with other Issuer officials, departments and administrators and for consulting with Bond Counsel, other legal counsel and outside experts to the extent necessary to carry out the Post-Issuance Tax Requirements for the Bonds. On the Issue Date, the Issuer identified certain assets financed in whole or in part by the Bonds (the "Financed Improvements"), as evidenced on *Exhibit D* to the Federal Tax Certificate. Please complete this checklist within 90 days after the conclusion of the Issuer's Fiscal Year. Should you have questions or need assistance in completing the checklist, please contact Bond Counsel at the address below. A completed copy of this annual checklist should be placed in the Tax-Exempt Bond File and retained in the Issuer's permanent records for at least 3 years after the final maturity of (1) the Bonds or (2) any obligation issued to refund the Bonds.

Bond Compliance Officer Name: _____
 Bond Compliance Officer Signature: _____
 Date of Report: _____
 Annual Period Covered by Report: _____

****If the answers to any of the following questions identify any compliance deficiencies, the Bond Compliance Officer should immediately contact Bond Counsel and take actions required in the Tax Compliance Procedure.****

Item	Question	Res onse
1 Ownership	Were all of the Financed Improvements owned by the Issuer during the entire Annual Period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If answer above was "No," was an Opinion of Bond Counsel obtained prior to the transfer? If Yes, include a copy of the Opinion in the Tax-Exempt Bond File. If No, contact Bond Counsel and include description of resolution in the Tax-Exempt Bond File.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Question	Response
<p>2 Leases & Other Rights to Possession</p>	<p>During the Annual Period, was any part of the Financed Improvements leased at any time pursuant to a lease or similar agreement for more than 50 days?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If answer above was "Yes," was an Opinion of Bond Counsel obtained prior to entering into the lease or other arrangement?</p> <p>If Yes, include a copy of the Opinion in the Tax-Exempt Bond File.</p> <p>If No, contact Bond Counsel and include description of resolution in the Tax-Exempt Bond File.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3 Management or Service Agreements</p>	<p>During the Annual Period, has the management of all or any part of the operations of the Financed Improvements (e.g., cafeteria, gift shop, etc.) been assumed by or transferred to another entity?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If answer above was "Yes," was an Opinion of Bond Counsel obtained prior to entering into the management agreement?</p> <p>If Yes, include a copy of the Opinion in the Tax-Exempt Bond File.</p> <p>If No, contact Bond Counsel and include description of resolution in the Tax-Exempt Bond File.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4 Other Use</p>	<p>Was any other agreement entered into with an individual or entity that grants special legal rights to the Financed Improvements?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If answer above was "Yes," was an Opinion of Bond Counsel obtained prior to entering into the agreement?</p> <p>If Yes, include a copy of the Opinion in the Tax-Exempt Bond File.</p> <p>If No, contact Bond Counsel and include description of resolution in the Tax-Exempt Bond File.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5 Proceeds & Investments</p>	<p>Have any Gross Proceeds of the Bonds been invested in a Guaranteed Investment Contract?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Has the Issuer entered into an Interest Rate Swap Agreement with respect to the Bonds?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Has any sinking or reserve fund for the payment of the Bonds been established (other than funds and accounts created in the Bond Resolution)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Have any of the Bonds been redeemed or refunded in advance of their scheduled maturities?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If answer to any of the above questions was "Yes," notify Bond Counsel with such information and place a copy of documentation in the Tax-Exempt Bond File.</p>	
<p>6 Arbitrage</p>	<p>Have all rebate and yield reduction calculations mandated in the Federal Tax Certificate or Compliance Agreement been prepared for the current</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Item	question	Response
& Rebate	year?	
	If No, contact Rebate Analyst and incorporate report or include description of resolution in the Tax-Exempt Bond File.	

Bond Counsel: **Gilmore & Bell, P.C.**
100 N. Main, Suite 800
Wichita, Kansas 67202
Phone: (316) 267-2091
Fax: (316) 262-6523
Attn: Joe L. Norton
Email: jnorton@ogilmorebell.com

ECONOMIC DEVELOPMENT POLICY

NAME OF POLICY: COMMUNITY IMPROVEMENT DISTRICTS
(CID) POLICY
DATE OF ADOPTION: MAY 18, 2015
DEPARTMENTS INVOLVED: ADMINISTRATION, FINANCE AND
ECONOMIC DEVELOPMENT

Section 1. Authority.

The creation of a community improvement district is an economic development tool established by K.S.A. 12-6a26 et seq., the Community Improvement District Act, (“the Act”). The Act defines both the costs (the “Costs”) that may be financed as part of a community improvement district (the “CID”) as well as a project (“Improvement Project”) for which those Costs may be incurred.

The Act further authorizes governing bodies, in order to pay the Costs of an Improvement Project, to impose a community improvement district sales tax (“the CID Sales Tax”) on the selling of tangible personal property at retail or rendering or furnishing services within a CID in any increment of .10% or .25% not to exceed 2.0% and/or the levy of special assessments upon real property.

Section 2. Policy Statement

It is the policy of the City to consider the establishment of a CID in order to promote economic development and tourism within the City for development or redevelopment projects. It is the policy of the City to create a CID if, in the opinion of the Governing Body, it is in the best interest of the City to do so.

The Community Improvement District proposals may be financed in one of the following forms:

- a. Pay-as-you-go financing within the CID to be paid back to the developer/property owner from a CID Sales Tax imposed within the CID.
- b. If a CID Sales Tax is authorized within the district and special assessments are used to finance infrastructure projects, the CID Sales Tax will be used by the property owner to repay the special assessments.
- c. Additional operations may be available for financing these improvements per State Statutes and will be completed in accordance with the State Statutes.

Section 3. Procedures.

- A. A valid petition proposing the creation of a CID, the making of Improvement Projects relating thereto and the imposition of a CID Sales Tax in order to pay

the Costs of an Improvement Project must be filed with the City Clerk of the City of Dodge City.

1. The petition must be signed by the owners of more than fifty-five percent (55%) of the land area within the proposed CID, and signed by owners collectively owning more than fifty-five percent (55%) by assessed value of the land area within the proposed CID, if the petitioners are seeking financing in whole or in part by a proposed CID Sales Tax.
 2. The petition shall be submitted in sufficient time for City staff to follow established procedures for publication of notice, to review the Improvement Project's site plans, and to analyze the merits of the proposed CID in the context of existing economic development and infrastructure projects. The petition must contain a description of the following:
 - a. The general nature of the Improvement Project;
 - b. The estimated cost of the Improvement Project, supplemented by a preliminary budget describing each element of the Improvement Project proposed to be paid for by CID Sales Tax or assessments;
 - c. The proposed method of financing the Improvement Project;
 - d. The proposed amount and method of assessment, if any;
 - e. The proposed amount of any CID Sales Tax, if any;
 - f. A map and legal description of the proposed CID.
- B. The petition must be accompanied by a fee of One Thousand, Five Hundred Dollars (\$1,500.00). In addition to other administrative costs, this fee will cover publication costs.
- C. The City reserves the right to request any additional information to supplement the petition.
- D. Upon filing of a petition for a CID financed only by special assessments, the Governing Body may proceed without notice or a hearing to make findings by ordinance as to the nature, advisability and maximum cost of the Improvement Project, the boundaries of the Improvement District and the amount and method of assessment. Upon making such findings the Governing Body may authorize the Improvement Project in accordance with such findings as the advisability of the Improvement Project, except no assessments may be levied against the City at large. The assessments may be reduced or eliminated once the City has received sufficient funds to pay the debt service on any bonds issued for the Improvement Project which would have been paid out of such

annual installment. The ordinance will be effective upon publication once in the official City newspaper.

- E. After review of a complete petition by the appropriate individuals, and prior to creating any CID (except a CID financed only by special assessments, for which no public hearing is required) the Governing Body shall, by resolution, direct and order a public hearing on the advisability of creating such CID and the making of such Improvement Projects therein, and to give notice of the hearing by publication at least once each week for two (2) consecutive weeks in the official City newspaper and by certified mail to all property owners within the proposed CID, the second publication to be at least seven (7) days prior such the hearing and such certified mail sent at least ten (10) days prior to such hearing.
- F. After such hearing is conducted, the Governing Body shall determine the advisability of creating a CID setting forth the boundaries thereof, authorizing the proposed Improvement Projects, approving the maximum costs thereof, levy CID Sales Tax, imposing any special assessments and approving the method of financing the same. Such determinations will be made by adoption of an ordinance.
- G. The City will create a separate account for each CID and Improvement Project, and all CID Sales Tax and or special assessment revenues will be deposited into such account.

Section 4. Other Information

- A. The CID Sales Tax may be considered up to the maximum statutory payoff period of twenty-two (22) years from creation of the Improvement District. The tax will discontinue at the earliest of 22 years or when the Costs are repaid.
- B. Any CID approved by ordinance may be accompanied by a development or redevelopment agreement between the petitioner and/or lessee and the City. The agreement will be subject to approval by the Governing Body. The agreement will include an approved list of eligible expenses. The agreement will also address the assessment of an Administrative Service Fee of no more than five percent (5%) of the total CID tax CID Sales Tax collected.
- C. A certified report of final expenses will be included with the Development or Redevelopment agreement and in lieu of an agreement will be submitted to the Finance Director. The City Manager and Finance Director will review and approve the certified list of final expenditures. The City may ask for invoices, etc., to show any expense on the certified list. This will determine the "Costs" that need to be repaid.

D. An Improvement Project should be consistent with the City's Comprehensive Plan and traffic plans. When evaluating a proposed CID, the City will consider (1) the compatibility of the location of the proposed Improvement Project(s); (2) the compatibility of the proposed land uses with the land use, capital improvement, and other relevant plans of the City and (3) the availability of existing infrastructure facilities and essential public services. Depending upon the location of the CID, traffic impact studies may be considered.

E. Eligible Costs and Eligible Project Costs as defined in Kansas Statute 12-6a27 includes:

1. All costs necessarily incurred for the preparation of preliminary reports, the preparation of plans and specifications, the preparation and publication of notices of hearings, resolutions, ordinances and other proceedings relating to the creation or administration of the district or the issuance of bonds therefore, necessary fees and expenses of consultants, interest accrued on borrowed money during the period of construction and the amount of a reserve fund for the bonds, together with the cost of land, materials, labor and other lawful expenses included in planning and doing any project and may include a charge of not to exceed 5% of the total cost of the project or the cost of work done by the municipality to reimburse the municipality for the services rendered by the municipality in the administration and supervision of such project by its general officers; and (2) in the case of property and projects already owned by the municipality and previously financed by the issuance of bonds, "cost" means costs authorized by K.S.A. 20-116a, and amendments thereto.

2. Any project within the district to acquire, improve, construct, demolish, remove, renovate, reconstruct, rehabilitate, maintain, restore, replace, renew, repair, install, relocate, furnish, equip or extend:

- a. buildings, structures and facilities
- b. sidewalks, streets, roads, interchanges, highway access roads, intersections, alleys, parking lots, bridges, ramps, tunnels, overpasses and underpasses, traffic signs and signals, utilities, pedestrian amenities, abandoned cemeteries, drainage systems, water systems, storm systems, sewer systems, lift stations, underground gas, heating and electrical services and connections located within or without the public right-of-way, water mains and extensions and other site improvements;
- c. parking garages;
- d. streetscape, lighting, street light fixtures, street light facilities, benches or other seating furniture, trash receptacles, marquees, awnings, canopies, walls and barriers;
- e. parks, lawns, trees and other landscape;
- f. communication and information booths, bus stops and other shelters, stations, terminals, hangers, restrooms and kiosks;

g. paintings, murals, display cases, sculptures, fountains and other cultural amenities;

h. airports, railroads, light rail and other mass transit facilities; and

i. lakes, dams, docks, wharfs, lakes or river ports, channels and levies, waterways and drainage conduits;

3. within the district, to operate or to contract for the provision of music, news, child-care, or parking lots or garages, and buses, minibuses or other modes of transportation;

4. within the district, to provide or contract for the provision of security personnel, equipment or facilities for the protection of property and persons;

5. within the district, to provide or contract for cleaning, maintenance and other services to public or private property;

6. within the district, to produce and promote any tourism, recreational or cultural activity or special event, including, but not limited to advertising, decoration of any public place in the district, promotion of such activity and special events and furnishing music in any public place;

7. within the district to support business activity and economic development including, but not limited to, the promotion of business activity, development and retention and the recruitment of developers and business;

8. within the district, to provide or support training programs for employees of businesses;

9. to contract for or conduct economic impact, planning, marketing or other studies; and

10. within or without the district, costs for infrastructure located outside the district but contiguous to any portion of the district and such infrastructure is related to a project within the district or substantially for the benefit of the district.

F. Upon approval of the CID Ordinance, the Ordinance shall be submitted to the State Director of Taxation at the Kansas Department of Revenue.

DATE OF LAST REVISION: May 18, 2015

ECONOMIC DEVELOPMENT POLICY

NAME OF POLICY: ECONOMIC DEVELOPMENT POLICY
DATE OF ADOPTION: JULY 16, 1979
DEPARTMENTS INVOLVED: ECONOMIC DEVELOPMENT

1. **Cooperative Activities:** The City will seek the cooperation of other private and public organizations with similar interests and goals. It is recognized that the City does not possess control over all elements needed for successful economic development; such as, physical facilities, financing, education and transportation. Special efforts will be made to coordinate economic development activities with the Dodge City / Ford County Development Corporation.
2. **Needs for Goods and Services:** The City will encourage industrial prospects to utilize local vendors to the maximum extent possible. It will not recommend one vendor over others, nor attempt to influence the prospect's vendor selection.
3. **Confidentiality:** The City recognizes that detrimental effects on both the company and the community can accompany premature disclosure of a prospect's plans. The City will accord information about such plans to the degree of confidentiality requested by the prospect. Information will be assumed to be privileged unless the prospect authorizes its release.
4. **Unilateral Assistance:** The City staff will not perform planning, engineering or industrial development services normally provided by private companies. This will include, but is not limited to site survey, design and site planning. The City will assist in economic development activities when services are not available from private sector companies.
The City will provide unilateral assistance to a private business; such as, a real estate brokerage, contractor, or financial institution in the location of a new business or industry if the requester is the original promoter. The City reserves the right to continue working with the prospect if negotiations between the requester and the prospect are terminated. The City will make these efforts if it is still possible to locate the prospect in Dodge City.
5. **Economic Development Financing Tools for Industrial / Commercial Development Available in Different Situations:**
 - a. Industrial Revenue Bonds
 - b. CID (Community Improvement District)
 - c. TIF (Tax Increment Financing)

- d. TDD (Transportation Development District)
- e. Star Bonds

6. **Financing Tools for Housing Development:**

- a. RHID (Rural Housing Incentive District)
- b. Special Assessments
- c. NRP (Neighborhood Revitalization Program) This can be used for Residential and Commercial

DATE OF LAST REVISION: July 1, 2019

ECONOMIC DEVELOPMENT POLICY

NAME OF POLICY: GRANTING EXEMPTION FROM AD VALOREM
TAXATION POLICY
DATE OF ADOPTION: MAY 18, 2015 (RESOLUTION NO. 2015-17)
DEPARTMENTS INVOLVED: ADMINISTRATION, FINANCE AND
ECONOMIC DEVELOPMENT

Section 1. Purpose

The purpose of these provisions is to establish the official policies and procedures of the City of Dodge City, Kansas (the “City”) for the granting of property tax exemption for real and tangible personal property used for qualified economic development purposes under Section 13 of Article 11 of the Kansas Constitution.

Section 2. Authority and Discretion

The Commission may exempt from ad valorem taxation certain property used for economic development purposes for a maximum of ten (10) years. The Commission is under no obligation to approve any requested exemption and reserves the right to deviate from the policies and procedures contained herein if circumstances exist to warrant such deviation. The Commission may (1) require the owners of any property for which an exemption is requested to provide certain information, (2) condition the granting of an exemption to an agreement for the payment of in lieu charges for taxes under the provisions of K.S.A. 12-147 and 12-148, and (3) require the payment of an initial application fee and annual renewal fees reasonably necessary to cover the costs of administration of these policies and procedures.

Section 3. Preliminary Review

Prior to submittal of an application for exemption, an applicant may inquire as to eligibility for tax exemption and the anticipated amount of such tax exemption based upon preliminary employment and/or capital investment figures. In order to obtain a preliminary review, the applicant must contact the Dodge City/Ford County Development Director (“the Director”) and submit a pre-application. The Director in conjunction with the City Manager and/or City Finance Director and City Attorney will review the information submitted and respond to the applicant regarding potential eligibility and the potential amount of eligible tax exemption. The response from the City staff shall in no way represent definite findings or be seen as an expression of intent or obligation of the City Commission to favorably consider or approve a formal request for tax exemption. The pre-application information and City staff response will be considered proprietary business information and will be considered confidential.

Section 4. Formal Application Procedures.

- A. A request to grant a tax exemption by the City is initiated by submitting a completed application (attached as Exhibit A) to the Economic Development Department. This application must be accompanied by a non-refundable fee of One Thousand Dollars (\$1,000.00).
- B. The Economic Development Director of the Dodge City/Ford County Development Corporation will complete a Cost Benefit Analysis with information obtained through the application and any other information needed to complete the analysis.
- C. Applications for granting of a tax exemption by the City of Dodge City shall be considered by a committee that will make recommendation to the City Commission. The committee will consist of the Chief Financial Officers or their representatives of: Ford County, USD 443, Dodge City Community College and the City of Dodge City. The Economic Development Director will be the staff representative and will organize the meetings and other actions to complete the process.
- D. The review committee's determination and recommendation will be forwarded to the Commission.
- E. If the Commission desires to consider the application further, the governing body shall be required to conduct a public hearing on granting of such exemption. Notice of the public hearing will be published at least seven (7) days prior to the hearing in the official City newspaper. Said notice will state the purpose, time and place of the public hearing. In addition to such publication notice the City Clerk shall notify in writing the Commission of Ford County and the Board of Education of U.S.D. No. 443. The City will also notify other governmental taxing units which might be affected by a property tax exemption and solicit their input as a part of the decision making process.
- F. Official action on the application by the Commission will take place at a public meeting within thirty (30) days following the closing of said public hearing. Prior to the taking of official action on the application, the Commission will review the analysis of the costs and benefits as prepared by City staff, will receive the recommendation of the review committee, and will receive comments from the applicant, the effected taxing districts, and the general public. The approval of a request for exemption will be in the form of an Ordinance duly adopted by the Commission.
- G. If an application is approved, a copy of the application and the ordinance approving the application will be filed with the County Clerk by the applicant.
- H. The applicant will be responsible for any and all subsequent filings with the State Board of Tax Appeals or other governing state agency, and for the securing of final tax exemption by the State Board of Tax Appeals. The City

will cooperate with the applicant in providing information in any proceedings before the State Board of Tax Appeals concerning such exemption. A separate fee will be charged by the State for this process.

- I. In granting a tax exemption, the Commission may impose any terms or conditions that it deems necessary to fulfill the purpose and intent of this policy.

Section 5. Criteria for Granting Exemption

Each application for property tax exemption shall be evaluated in accordance with the following criteria:

- A. **Costs and Benefits Analysis.** The costs and benefits analysis by the Economic Development Department will show a positive benefit to the City and other taxing entities.
- B. **Eligible Businesses.** A tax exemption will be granted only for businesses engaged in the following activities:
 1. Manufacturing articles of commerce;
 2. Conducting research and development; or
 3. Storing goods or commodities which are sold or traded in interstate commerce
- C. **Eligible Property**

The Commission may exempt from ad valorem taxation all or any portion of the appraised valuation of:

1. All buildings together with the land upon which such buildings are located and all tangible personal property associated therewith used exclusively by an eligible business which commences operations within the City after the effective date of this policy; and
2. All buildings, or added improvements to buildings constructed or made after the effective date of this policy, together with the land upon which such buildings or added improvements are located, and all tangible personal property associated therewith used exclusively by an eligible business which is necessary to facilitate the expansion of any such existing business, if, as a result of such expansion, new employment is created.

3. No exemption will be granted for tangible personal property unless a factual determination has been made by the Commission that such an exemption is required to retain jobs in the State of Kansas.
4. No exemption for real property or tangible personal property will be granted unless the eligible business has made application with the City for such exemption prior to such business' occupancy of a new building or an improvement to an existing building, or its use of any tangible personal property associated therewith.

Section 6. Term and Amount of Exemption

- A. Generally, tax exemption will not exceed fifty-five percent (55%) over the ten (10) year period, with the preferred method being a declining schedule with one hundred percent 100% the first year and declining ten percent 10% each year thereafter.
- B. Any ad valorem tax exemption granted pursuant to subsection will be in effect for not more than ten (10) calendar years after the calendar year in which the business commences its operations or the calendar year in which expansion of an existing business is completed, as the case requires.

C. Payment in Lieu of Taxes:

An eligible business receiving a tax exemption pursuant to this policy may be required to make a minimum payment in lieu of taxes which equals the amount of property tax which was paid or was payable for the most recent year on the appraised valuation of the real estate, including either buildings together with land or land only, prior to the construction of new buildings or added improvements to buildings on such property or prior to the acquisition of property by the new business. The purpose of this minimum payment in lieu of tax payment is to assure that taxing jurisdictions effected by the exemption will not receive less tax revenue from the exempted property than was received prior to the exemption. The minimum payment in lieu of taxes shall be payable to the County Treasurer for distribution under the provisions of K.S.A. 12-148 to the general fund of all taxing subdivisions, excluding the State, which levy taxes on property where the business is situated.

In addition to the minimum payment as set forth above, an eligible business may also be required to make such payments in lieu of taxes as may be required to offset partially or in total the increase in cost to a taxing subdivision resulting directly from the new or expanded exempt business.

- D. Special Assessments. Any tax exemption granted for real property under this policy will not affect the liability of such property for any special assessments levied or to be levied in the future against such property.

Section 7. Annual Review. Each year an applicant is required to submit to the Ford County Appraisal Office a certificate from the City Clerk that states the company continues to meet the criteria for the tax exemption.

Section 8. Revocation of Exemption. The Commission reserves the right to revoke a granted tax exemption due to a failure in any of the criteria for the granting of the original exemption, for the failure of the business to fully comply in a timely fashion with any terms and conditions of the original exemption, (including failure to make any in lieu of payments in a timely fashion) for a fraudulent submission of an application, for failure to submit the annual application and necessary information, or for a direct showing of bad faith by the recipient.

Section 9. Jurisdiction. It shall be the policy of the City to consider applications for tax exemption only as to property located within the city limits of the City.

Section 10. Policy Review and Modification. This policy may be reviewed at any time by the Commission. The Commission reserves the right to amend, revoke, or otherwise modify the policy for the best interest of the City; provided, however, that any modification or revocation of this policy shall not affect any existing tax exemption previously granted under the terms of this policy.

DATE OF LAST REVISION: May 18, 2015

ECONOMIC DEVELOPMENT POLICY

NAME OF POLICY: HOUSING INCENTIVE POLICY
DATE OF ADOPTION: SEPTEMBER 8, 2009
DEPARTMENTS INVOLVED: FINANCE & ECONOMIC DEVELOPMENT

The following will be utilized to guide staff in developing opportunities to incentivize the development of housing in Dodge City, KS.

Standard for Incentives:

Incentives offered by the City of Dodge City should meet all of the following three standards:

1. Utilization of an innovative program which assists in financing the cost of infrastructure or qualified development costs with minimal risk to the City at large;
2. Create a sense of partnership with developers in order to work through building code regulations;
3. Create an environment for the development community that offers a predictable development process associated with fair and cost effective incentives.

Prohibited Incentives:

Incentives which do not fulfill the following standards will not be considered:

1. Assures taxpayers that the City is not financing an unreasonably high profit margin for developers;
2. Assure taxpayers that the development has offered the City safeguards that will commit the developer to complete the project.

Incentives:

1. Maintain a single point of contact for developers. The City will assign an individual to work with developers as a facilitator in order to navigate the development process. A single contact for all questions involving procedural, code and development requirements should relieve frustration currently being felt by developers. The facilitator will in turn work with all other departments to assure that issues involving overlapping authority are resolved prior to proceeding with the project. The process should assure the consistent interpretation of city codes, ordinances and technical standards and will work to identify compliance alternatives for developments facing unanticipated challenges.

By providing facilitation, certainty and clarity throughout the development review process, the average completion time for a subdivision and site plan review will be reduced significantly from conventional reviews. The process will be especially attractive to developers concerned with market pressures and seasonal building constraints. The speed of this review period, however, depends on how staff and the applicant perform together. Providing

corrections, responding to comments and ultimately securing an approval in a timely manner is a responsibility that staff and the applicants design team share.

To assist in this expedited process, Development Services will establish a checklist of documents and requirements to be fulfilled for any development. The developer on this same form will make all requests for consideration of any variance from code and/or development requirements. The developer will provide justification for the request and suggested alternative. The same form will be utilized to document the response of staff.

The expedited process made available through this incentive program does not mean that projects are allowed to bypass any requirements of the development process or applicable building codes. On the contrary, staff will perform the same rigorous review of all developments for consistency with code requirements.

2. Establish fee waivers (full or partial) based upon income/rent/price ranges and or accessibility.

- a. Builder provide % of units to low income families or reasonably priced for a low income family or accessible units for the disabled or elderly and the City will waive a certain level of fees

<u>Builder Provides</u>	<u>City Waives</u>
10% Low Rent/Price Units	25% of fees
20%	50%
30%	75%
40%	100%

Fees waived: Development/Review/Inspection fees (zoning, subdivision, permits) and Public Works Construction Inspection

3. Utilize state provided incentive programs for both low and moderate income homes and multifamily developments.
 - a. The *Rural Housing Incentive District* appears to be the incentive that is the best fit for moderate income homes and multifamily developments. The District alleviates the need for special assessments, by allowing the incremental property tax (e.g. tax on improved property less the tax on the vacant property) to be applied to the cost of the infrastructure for the development. All taxing entities participate; the school and the county may veto the project.
 - b. The *Neighborhood Revitalization District* incentive is available in either a blighted area or an area that should be preserved because of its history or architecture. The City can designate the specific area that this incentive is applicable too. A revitalization plan must be adopted by the City. The increased increment is rebated directly to the property owner. The rebate years would be determined by the revitalization plan.

- c. The *Downtown Redevelopment Act* incentive offers a property tax rebate to properties that make significant improvements which will increase the property's value by not less than 25%. The owner has 12 months to make the improvements. The property tax rebate is based on the value added above the base and rebated as follows:

Years 1-5	100%
Year 6	80%
Year 7	60%
Year 8	40%
Year 9	20%

- 4. Offer City owned surplus property at fair market value to developers of moderate and higher rental units and homes, whom are seeking other incentives. The City reserves the right to offer the land as a sole incentive to developers of the preceding ranges. The City does not want to be perceived as undermining the available land opportunities. Developers must agree to a continuation of the City's master plan for property located in Legends North.
- 5. Nothing shall prohibit the City from utilizing traditional incentives for public improvements within the City of Dodge City as outlined in the current resolution adopted by the City Commission. Examples include special assessments and/or special benefit districts.
- 6. Sponsoring or co-sponsoring grant request to state and/or federal agencies. Examples may include Community Development Block Grants, U.S.D.A. grants or similar type programs which may provide assistance with infrastructure, housing or housing related programs.

Reservations:

The City of Dodge City reserves the right to not allow the use of incentives or the right to vary the percentage of City participation when unusual circumstances so warrant or whenever, in the opinion the City Commission sufficient properties are already available for the type of development being considered.

Housing Incentive Committee:

Establish a Housing Incentive Committee comprised of the City Manager, City Director of Finance, USD 443 Director of Finance, Ford County Director of Finance, Dodge City Community College Director of Finance and the Director of the Dodge City / Ford County Development Corporation. The Committee shall conduct a thorough review and evaluation of any housing incentive application brought forward for the governing Body's consideration, which includes incentive requests which will result in a property tax deferral or rebate. The Committee shall gather and review any additional information deemed necessary to determine if the applicant meets the objectives and criteria of this and any applicable incentive, conduct preliminary discussions with the applicant/development advocate, discuss terms of a development agreement to be drafted by City staff and to recommend to the Governing Body whether the proposal should be favorably considered.

The committee may use the services of outside professional consultants and advisors as part of the review, as necessary. Committee records, including proposals submitted, may

be withheld from public disclosure as provided under the Kansas Open Records Act. Any inaccuracy, misstatement of, or error in fact may render the proposal null and void and may cause a repeal of any development assistance rendered through any housing incentive granted by the City in reliance upon said information.

Annual Renewal:

The incentive program must be renewed annually in order for the incentive program to continue. The annual review and consideration reflects an effort to protect the City in case of an economic downturn.

Termination of the Program:

The program should be monitored closely to insure that overbuilding that has occurred in other communities is prevented. The incentive package should cease per classification once the following need has been fulfilled:

<u>Owner Occupied*</u>	
Affordable Low (60-100,000)	115
Affordable Moderate (100-130,000)	142
Moderate Market (130-200,000)	162
<u>Renter Occupied*</u>	
Low (less than 450 per month)	123
Affordable (450-700 per month)	122
Market (over 700 per month)	134

*as established in the CHAT report (Exhibit A)

DATE OF LAST REVISION: April 6, 2020

ECONOMIC DEVELOPMENT POLICY

NAME OF POLICY: INDUSTRIAL REVENUE BOND POLICY
DATE OF ADOPTION: MAY 18, 2015 (RESOLUTION NO. 2015-16)
DEPARTMENTS INVOLVED: ADMINISTRATION, FINANCE AND
ECONOMIC DEVELOPMENT

Section 1. Authority

K.S.A. 12-1740 et seq. authorizes the City to issue industrial revenue bonds to promote and advance the physical and mental health, industrial, commercial, agricultural, natural resources and recreational development in the state and to encourage and assist in the location of new businesses and industry in the state and the expansion, relocation or retention of existing business, industry and health development. The proceeds of industrial revenue bonds issued under Kansas law may be used to pay all or part of the costs of purchasing, acquiring, constructing, reconstructing, improving, equipping, furnishing, repairing, enlarging or remodeling facilities for such purposes. Industrial revenue bonds and the interest thereon are exempt from all Kansas taxes. In addition, the interest on such bonds may also be excludable from gross income for purposes of federal income taxation, subject to the various exceptions and limitations imposed by the Internal Revenue Code.

Section 2. Type

The City Commission of the City, (the "Commission") generally will approve requests to issue industrial revenue bonds for economic development purposes as permitted by Kansas law. The Commission desires to promote businesses which will foster growth and diversification of the Area. Basic economic or employment generators and no-basic support-type industry, which are necessary to protect or preserve the public well-being will be considered. The Commission will carefully consider proposals that could affect existing businesses within the local market structure. Industrial revenue bonds will not be issued if they would grant an unfair advantage to one firm over other local businesses.

Section 3. Exemption of Ad Valorem Taxes

In connection with the issuance of industrial revenue bonds under Kansas law, the City also is authorized to grant exemption of ad valorem taxes with respect to property acquired from the proceeds of such bonds. Such exemption is limited to a period of ten (10) calendar years commencing in the year subsequent to the year in which the bonds are issued. The City is not required to approve any such requests for tax exemptions. If the applicant intends to request the exemption of all or some portion of the ad valorem taxes with respect to property acquired from bond proceeds, the procedures written below will be followed.

As a general rule, the City will approve requests for ad valorem tax exemption only in connection with those projects which promise substantial expansion of employment opportunities and some other unusual economic benefit to the City. As a matter of policy, grants of ad valorem tax exemption will reflect the anticipated economic benefits to be realized as a result of a particular project.

In addition an applicant may be required to enter into an agreement to make payments in lieu of taxes in such amounts as may be approved by the Commission.

Generally, a tax exemption will not exceed fifty percent (55%) over the ten (10) year period, with the preferred method being a declining schedule with one hundred percent (100%) the first year and declining ten percent (10%) each year thereafter.

Section 4. Procedures

1. Requests for approval to issue industrial revenue bonds by the City must be submitted through a completed application (attached as Exhibit A) to the Economic Development Department. This completed application must be accompanied by a non-refundable fee of One Thousand Dollars (\$1,000.00)
2. The Economic Development Director will complete a Cost Benefit Analysis with information obtained from the application and any other information needed to complete the analysis.
3. Applications for industrial revenue bonds will be considered by a committee that will make recommendation to the Commission. Said committee will consist of the Chief Financial Officers or their representatives of: Ford County, Kansas, USD No. 443, Dodge City Community College and the City of Dodge City, Kansas. The Economic Development Director will be the staff representative for the City and will organize the meetings of said committee, as well as other actions to complete the process.
4. In addition, an applicant will be required to retain Bond Counsel who will make arrangements for preparation of the legal instruments required in connection with authorization and issuance of the industrial revenue bonds. The City retains the right to approve the applicant's selection of Bond Counsel and if necessary retain counsel satisfactory to the City. As a matter of policy, the City requires that Bond Counsel be admitted to practice in the State of Kansas. In the event the applicant retains counsel who is not admitted to practice in Kansas or is otherwise not satisfactory to the City, the applicant shall assume responsibility for payment of the professional fees and expenses of counsel selected by the City.
5. If an application to issue industrial revenue bonds includes a request for the exemption of ad valorem taxes, in addition to the Cost Benefit Analysis, the Commission shall conduct a public hearing on granting of such exemption.

Notice of the public hearing must be published at least seven (7) days prior to the public hearing in the official city newspaper. Said notice must state the purpose, time and place of the public hearing. Further, the City Clerk shall notify in writing the governing body of Ford County, Kansas and U.S.D. No. 443. The City will also notify other governmental taxing units which might be affected by a property tax exemption and solicit their input as a part of the decision making process.

Section 5 – Additional Information

The City may require the inclusion of certain specific provisions in agreements relative to the authorization of and security for payment of industrial revenue bonds issued by the City. Such provisions may include specific representations and warranties with respect to the authorized uses of the project site and the prevention of environmental contamination, representations, warranties and indemnity provisions with respect to the offering and sale of the bonds and compliance with applicable provisions of the United States and Kansas securities laws as well as various other matters identified by the City as matters of particular concern.

Large water users may be asked to provide water conservation efforts.

Industrial revenue bonds are not backed by the full faith and credit of the City, however the City wants to ensure timely repayment of interest and principal payments. The applicant will be responsible for the selling of the bonds in whatever method is preferable to the applicant, the applicant's bond counsel and/or financial advisor.

Section 6. Service Fee to the City

Following approval of the Lease Agreement, each tenant of a facility shall pay the City annually, on March 1, a service fee to cover administrative costs and other City costs during the lease period. The service fee will be in addition to any payment by the applicant to reimburse the city for its out-of-pocket expenses associated with processing the application or the bonds. In addition, the applicant will pay the City for the costs, expenses, and the City's Attorney's time in reviewing and preparing documents. A provision for payment of the service fee will be included in the Lease Agreement.

DATE OF LAST REVISION: May 18, 2015

ECONOMIC DEVELOPMENT POLICY

NAME OF POLICY: LOCAL REVOLVING LOAN FUND POLICY
DATE OF ADOPTION: JUNE 18, 1990
DEPARTMENTS INVOLVED: ECONOMIC DEVELOPMENT

The following is the policy of the City Commission regarding the award of Local Revolving Loan Funds (LRLF).

1. **Purpose of Local Revolving Loan Funds.** The primary purpose of the LRLF is to promote, stimulate and develop the general economic welfare of the community. It is the long term objective of the City of Dodge City to secure private economic growth and development and to assist in the addition of new jobs within the community. Consideration will be given to all applications which will create new jobs in the community, retain existing jobs, or add to the diversification of the area's economy.
2. **Authority to Approve Local Revolving Loan Funds.** The Authority to approve the award of LRLF's is the responsibility of the Dodge City City Commission. The Commission's decision for approval or disapproval will be based in part on an analysis made by the LRLF Review Board, and a review of all pertinent data relating to the request for LRLF's. The procedures and approval for Local Revolving Loan Funds will follow State of Kansas Guidelines.

The LRLF Review Board, appointed by the City Commission, shall be composed of a member of the Dodge City/Ford County Development Corporation Board, a City representative, and two at large members, with one being associated with banking. The purpose of the Board is to review the information provided by the applicant.

The Board will make recommendations as deemed advisable to the full City Commission. Board records, including applications, may be withheld from public disclosure as provided under the Kansas Open Records Act. The Board shall provide a recommendation no later than twenty (20) days after receiving a completed application.

3. **Application Procedures.** All applications for Local Revolving Loan Funds shall be prepared by the City of Dodge City or a contractor specializing in State of Kansas grant and local revolving loan fund activities and submitted in writing by the applicant to the City Manager in such form as required to fully evaluate and qualify the application.
4. **Considerations in determining benefits.** The City will consider granting LRLF's only upon a clear and factual showing of direct economic benefit to the City through the advancement of its economic development goals,

including the creation of additional jobs or retention of employees and the stimulation of private investment. The City Commission, in determining the amount of LRLF's shall consider the various factors including, but not limited to, the following:

- a. The contribution that the new or expanded business will make towards increased employment and earnings within the community.
 - b. The number of new jobs created directly by the business in relation to the amount of LRLF's granted.
 - c. The kinds of jobs created in relation to the type of skills available from the local labor market.
 - d. The utilization by the business of labor skills and abilities of unemployed persons in the community.
 - e. The degree to which the business improves the diversification of the economy of the City and its environs.
 - f. The potential of the business for future expansion and additional job creation.
 - g. The financial ability of the firm to carry out their project.
5. **Waiver of Requirements.** The Governing Body reserves the right to grant or not to grant Local Revolving Loan Funds under circumstances beyond the scope of this policy, or to waive any procedural requirement. However, no such action or waiver shall be taken or made except upon a finding by the Governing Body that a compelling or imperative reason or emergency exists, and that such action or waiver is found and declared to be in the public interest.
6. **Jurisdiction.** The City will only award LRLF's to firms located or locating to property inside the City of Dodge City.
7. **Repayment of Local Revolving Loan Funds.** An amortization schedule will be provided to the applicant at loan grant closing. The schedule will show when repayment starts and the monthly amount due. A promissory note will be executed by the applicant and the City shall have all legal recourse against the applicant in the event of default in repayment when due according to the terms of the loan grant and the promissory note. Loans will be executed and agreed to by both the firm and the City.
8. **Record Keeping.** The City of Dodge City along with any contractor working with the Local Revolving Loan Funds will keep all records according to the retention schedule approved by the State of Kansas for these type of loans.

DATE OF LAST REVISION: April 6, 2020

PHYSICAL DEVELOPMENT AND MAINTENANCE

NAME OF POLICY: BRICK STREET POLICY
DATE OF ADOPTION: JUNE 2, 2014
DEPARTMENTS INVOLVED: PUBLIC WORKS

Section 1. The Historic Brick Streets¹ as designated by the Dodge City Historic Landmarks Register as stated in Ordinance 3318 shall be maintained and constructed in a manner as close to original construction as possible with some minor exceptions;

1. The base shall be constructed of concrete meeting current City Specifications.
2. Bricks used as the driving surface may be either original bricks from the same location or from City surplus. If the need arises, new clay based bricks specified for street use may be used.
3. Instead of sealing the brick driving surface by applying asphalt oil, a 50%-50% mixture of cement and masonry sand will be swept in to the voids between the brick pavers.
4. A concrete header shall be placed transversely on the street as determined by City Staff to prevent bricks from being dislodged by rushing water or as a starting or ending location of a construction project.
5. Pedestrian Cross Walks or edging of Cross Walks as approved by the City may be constructed of concrete paving.

Section 2. Temporary repairs and/or surfacing of the Historic Brick Streets may be permitted by other practical means during periods of inclement weather or during such events when it is not practical for the Brick Street to be replaced by original construction methods. Repair and/or maintenance as outlined in this policy shall be undertaken and completed within a reasonable time once weather and/or construction are favorable.

Section 3. The guidelines/specifications mentioned within this policy shall apply to all future utility cuts and repairs to all brick streets requiring the removal of the bricks in connection to the particular project.

Section 4. At the discretion of the City Manager and Staff recommendations, if an existing Brick Street, not included in the Dodge City Historic Landmark Register, has deteriorated, been damaged, or destroyed by more than 30% per block, area will be determined by the damaged area divided by the total block area; replacement of the

¹ Gunsmoke St. from Central Ave. to Third Ave.
Military Ave. from Central Ave. to Avenue B
Spruce St. from Third Ave. to Avenue B
Vine St. from Third Ave. to Avenue B
Cedar St. from Third Ave. to Avenue B
Second Ave. from Front St. to Cedar St.
First Ave. from Wyatt Earp Blvd. to Cedar St.
Central Ave. from Wyatt Earp Blvd. to Cedar St.
Avenue A from Military Ave. to Cedar St.
Avenue B from Wyatt Earp Blvd. to Cedar St.

effected block of brick street may take place by other construction methods, i.e. paving with asphalt or concrete pavement. Location and economics may be evaluated when determining pavement type.

Section 5. If the need arises of an existing brick valley gutter of a Brick Street to be replaced and the street is not included in the Dodge City Historic Landmark Register, paving the valley gutter with concrete shall be allowed. This shall also include all other means of transporting water across the street surface.

Section 6. When an existing Brick Street or section thereof, not included in the Dodge City Historic Landmark Register, is part of a larger construction project using alternate paving surfaces; the brick street portion may be paved using the alternate paving method.

Section 7. When an existing Brick Street or section thereof, not included in the Dodge City Historic Landmark Register, is classified as a major roadway and reconstruction is necessary; the replacement pavement will be concrete as per City policy for major roadways.

Section 8. A Street adjacent to the Brick Streets included in the Dodge City Historic Landmark Register not presently constructed in brick; may so be constructed in accordance of the guidelines mentioned in this policy.

1. If a Brick Street is proposed in a new development not adjacent the Brick Streets included in the Dodge City Historic Landmark Register, language shall be included in the Developer's Agreement to address the added cost of construction and maintenance of the street. The construction of the proposed street shall be constructed in accordance of the guidelines mentioned in this policy.

Section 9. The City shall determine if they wish to retain the brick pavers from any construction project. Any brick pavers retained by the City shall be used and or disposed of by methods determined by the City.

Section 10. These guidelines shall be followed by all, City and or private contractor, involved with a project located within the boundaries of a brick street. All work shall be inspected by City Staff.

Section 11. Special Provision to Resolution No. 2014-15 and Detail for Brick Street Replacement (Resolution No.2014-15) shall be incorporated into project documents or used if a stand alone project.

DATE OF ADOPTION: June 2, 2014

ATTACHMENT 1
BRICK STREET REPAIR SPECIAL PROVISIONS
CITY OF DODGE CITY, KANSAS

1.0 CONSTRUCTION DETAILS:

1.1 BRICK REMOVAL:

The Contractor shall remove the brick within the project limits. All bricks will be removed from the construction limits. Bricks that are deemed by the City Engineer to be deteriorated shall be removed from the project site and disposed of by the Contractor at a site of his choosing. Replacement bricks may be picked up by the Contractor at the City's Material Yard, located at 532 US 56 Bypass. These replacement bricks are not cleaned, all old asphalt sealer will need to be removed before installation. All good brick can be stockpiled for reuse.

1.2 BASE REMOVAL & SUB-GRADE PREPARATION:

The concrete base material shall be removed after saw cutting at the edges of the project limits to prevent damage to the base that is to remain. The Contractor shall be responsible for the disposal of this material at a site or sites of his choosing.

Once the utility work is completed, if any, the sub-grade will be compacted to 95% density and reshaped, as necessary, for the replacement of the base material. Sub-grade preparation shall comply with the Supplemental Standard Specifications. Care shall be taken to ensure that the cross slope of the concrete base matches the existing cross slope or as shown on the plans.

Removal of excess sub-grade material shall be included with the sub-grade preparation. The Contractor shall be responsible for the disposal of this material, if any, at a site or sites of his choosing.

1.3 BASE REPLACEMENT:

The Contractor shall remove an additional two rows of bricks prior to the replacement of the base.

The concrete base shall be replaced to a depth shown on the plans or a minimum of 5". Concrete for use on this project shall comply with Section 4.2 of the Supplemental Standard Specifications. A minimum of four (4) days shall pass before the Contractor can replace the sand bedding and bricks.

1.4 BRICK REPLACEMENT:

Bricks shall be reset on 1" sand bedding over the base. The 1" sand bedding shall be run over by a vibrating plate compactor. Once all the bricks have been replaced, the entire repaired area will be gone over with a vibrating plate compactor. The finished surface will match the existing grade prior to removal.

Bricks shall be installed so that the joint spaces are kept uniform, approximately 1/8". The gaps at the edge of the street surface shall be filled with bricks cut to fit. Cutting shall be accomplished to leave a clean edge towards the traffic surface, using a masonry saw. No cuts

should result with a brick less than one-third its original dimension. Bricks shall be vibrated to their final level in the sand bedding by two or three passes of a vibrating plate compactor.

After the bricks have been placed and set, a dry mixture of 50% mason's sand and 50% cement shall be broomed into the gaps between the bricks to seal the pavement surface. The entire area will be gone over with a vibrating plate compactor. Repeat this process at least twice; additional applications may be necessary if voids are still present between the bricks.

2.0 WASHOUT BASIN:

The Contractor shall supply a concrete truck washout site consisting of a basin to catch material washed from the trucks. The Contractor shall inform the Engineer of the location of the basin. Upon completion of the project, the Contractor will be responsible for the restoration of the washout site to its original condition.

3.0 NOTIFICATION OF EMERGENCY SERVICES:

It shall be the responsibility of the Contractor to provide 48-hour advance notice to all emergency services, including police, fire, and ambulance, of the status of the work or of any street closure so that they are fully informed at all times. When work has been completed, the Contractor shall inform emergency services of work completion.

1.4 BRICK REPLACEMENT:

Bricks shall be reset on 1" sand bedding over the base. The 1" sand bedding shall be run over by a vibrating plate compactor. Once all the bricks have been replaced, the entire repaired area will be gone over with a vibrating plate compactor. The finished surface will match the existing grade prior to removal.

Bricks shall be installed so that the joint spaces are kept uniform, approximately 1/8". The gaps at the edge of the street surface shall be filled with bricks cut to fit. Cutting shall be accomplished to leave a clean edge towards the traffic surface, using a masonry saw. No cuts should result with a brick less than one-third its original dimension. Bricks shall be vibrated to their final level in the sand bedding by two or three passes of a vibrating plate compactor.

After the bricks have been placed and set, a dry mixture of 50% mason's sand and 50% cement shall be broomed into the gaps between the bricks to seal the pavement surface. The entire area will be gone over with a vibrating plate compactor. Repeat this process at least twice; additional applications may be necessary if voids are still present between the bricks.

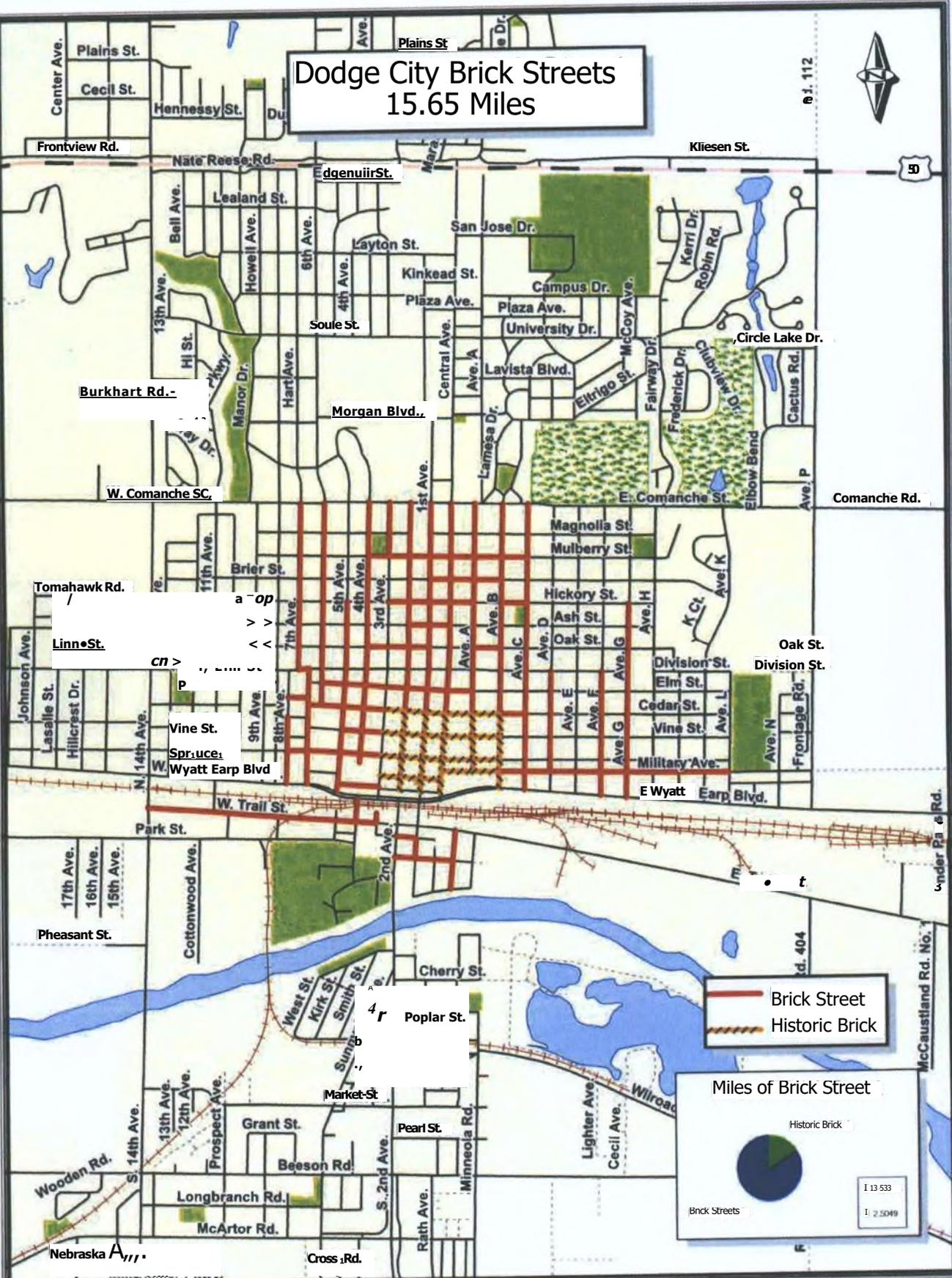
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Dodge City Brick Streets 15.65 Miles



BRICK STREET PLACEMENT DETAIL

Place Brick Pavers, see Note #1, on Sand Bedding. Broom a 50/50 mixture of cement and masonry sand into brick joints.

#4 Rebar 6" & 18' from the Top Surface

NOTES:

1. If existing bricks are used and additional pavers are needed, the Contractor will be responsible for transporting the needed pavers to the jobsite from the City's Material Yard and cleaning the additional pavers. It will be the responsibility of the Contractor to deliver any additional pavers to the City's Material Yard.

2. Brick Street Bid Item shall include 1" of Mason's Sand Bedding, Installation of Brick Pavers, Concrete Base, and all work, material, etc. needed to complete the installation of the Brick Street.



3. Brick Pavers shall be installed such that the joint spaces are kept uniform, approximately 1/8" thick. Pavers shall be installed in straight transverse lines. The gaps at the edge of the paved surface shall be filled with pavers cut to fit. Cutting shall be accomplished to leave a clean edge towards the traffic surface, using a masonry saw. Whenever possible, no cuts should result with a Paver less than one-third its original dimension.

5. Unit Pavers shall be vibrated to their final level in the sand bedding by two or three passes of a vibrating compactor. After vibration, a 50%/50% mixture of masonry sand and cement shall be spread over the Pavers and vibrated into the joints with additional passes of the compactor. This process may need to be repeated several times until

PHYSICAL DEVELOPMENT AND MAINTENANCE

NAME OF POLICY: DODGE CITY REGIONAL AIRPORT DISADVANTAGED
BUSINESS ENTERPRISE PROGRAM
DATE OF POLICY: MAY 15, 2017

City of Dodge City DBE Program

POLICY STATEMENT

Section 26.1, 26.23 Objectives/Policy Statement

The City of Dodge City, Kansas has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City of Dodge City has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the City of Dodge City has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the City of Dodge City to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT—assisted contracts. It is also our policy:

To ensure nondiscrimination in the award and administration of DOT — assisted contracts;
To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
To help remove barriers to the participation of DBEs in DOT assisted contracts;
To assist the development of firms that can compete successfully in the market place outside the **DBE** Program.

The Airport Manager has been delegated as the DBE Liaison Officer. In that capacity, the Airport Manager is responsible for implementing all aspects of the **DBE** program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City of Dodge City in its financial assistance agreements with the Department of Transportation.

The City of Dodge City has disseminated this policy statement to the City Commission and other components of our organization. We have distributed this statement to **DBE** and non-DBE companies that perform work for us on DOT-assisted contracts by publishing in the publication of notice announcing the proposed goal in the Dodge City Daily Globe local newspaper.

ADOPTED by the Governing Body of the City of Dodge City, Kansas, the 15th day of May, 2017.

SUBPART A — GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program

Section 26.3 Applicability

The City of Dodge City is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

Section 26.5 Definitions

The City of Dodge City will use terms in this program that have the meaning defined in Section 26.5.

Section 26.7 Non-discrimination Requirements

The City of Dodge City will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the City of Dodge City will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Reporting to OT: 26.11(b)

We will report DBE participation to DOT as follows:

We will submit annually the Uniform Report of DBE Awards or Commitments and Payment Form, as modified for use by FAA recipients.

Bidders List: 26.11(c)

The City of Dodge City will create and maintain a bidders list. The purpose of the list is to provide as accurate data as possible about the DBE and non-DBE contractors and subcontractors who seek to work on DOT-assisted contracts for use in helping to set our overall goals. The bidders list will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts of firms.

We will collect this information in the following ways: The bidder/offer or will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offer or commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (6) if the contract goal is not met, evidence of good faith efforts.

Section 26.13 Federal Financial Assistance Agreement

The City of Dodge City has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: 26.13(a)

The City of Dodge City shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE

Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The City of Dodge City DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the City of Dodge City of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*). This language will appear in financial assistance agreements with sub-recipients.

Contract Assurance: 26.13b

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract: The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since the City of Dodge City has received grants of \$250,000 or more for airport planning or development, we will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this program.

Section 26.25 DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:
Corey Keller Superintendent of Public Works / Airport Manager
806 Second Ave.
Dodge City Kansas 67801
Office: 620-225-8170
coreykdodgecity.orci

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the City of Dodge City complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Airport Manager concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 2 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has access to staff of legal counsel and engineers to assist in the administration of the program. The duties and responsibilities include the following:

Gathers and reports statistical data and other information as required by DOT.
Reviews third party contracts and purchase requisitions for compliance with this program.
Works with all departments to set overall annual goals.

Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.

Analyzes City of Dodge City progress toward attainment and identifies ways to improve progress.
Participates in pre-bid meetings.

Advises the governing body on DBE matters and achievement.

Participates with engineer to determine contractor compliance with good faith efforts.

Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.

Participates in DBE training seminars.

Section 26.27 DBE Financial Institutions

The City of Dodge City has not identified any financial institutions owned and controlled by socially and economically disadvantaged individuals in the community or area at this time.

Section 26.29 Prompt Payment Mechanisms

The City of Dodge City will include the following clause in each DOT-assisted prime contract: The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from the City of Dodge City. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of the City of Dodge City. This clause applies to both DBE and non-DBE subcontractors.

Section 26.31 Directory

The City of Dodge City utilizes the Kansas Department of Transportation DBE Directory identifying all firms eligible to participate as DBEs. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. We will make the directory available to prospective bidders through the Airport Manager Office to assist them in identifying certified DBEs. Copies of the directory will also be available at pre-bid meetings. The Directory may be found in Attachment 3 to this program document.

Section 26.33 Over-concentration

The City of Dodge City has not identified that over-concentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

The City of Dodge City has not established a business development program

Section 26.37 Monitoring and Enforcement Mechanisms

The City of Dodge City will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.107.

We will consider similar action under our own legal authorities, including responsibility determinations in future contracts.

We will also implement a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award is actually performed by the DBEs. This mechanism will provide for a running tally of actual DBE attainments (e.g., payment actually made to DBE firms), including a means of comparing these attainments to commitments. This will be accomplished by review and comparison of all applicable documents.

In our reports of DBE participation to DOT, we will show both commitments and attainments, as required by the DOT reporting form.

Section 26.39 Small Business Participation

The City of Dodge City has incorporated the following non-discriminatory element to its DBE program, in order to facilitate competition on DOT-assisted public works projects by small business concerns (both DBEs and non-DBE small businesses). The City of Dodge City will take all reasonable steps to eliminate obstacles to Small Business participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors. Bidders for federally funded projects will make attempts to contact both DBEs and non-DBE small businesses by advertising in the local paper, direct contact by mail and phone calls.

SUBPART C — GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

The City of Dodge City does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

The City of Dodge City will establish overall goals if we anticipate that we will award prime contracts exceeding \$250,000 in FAA funds in a Federal fiscal year in accordance with the 2-step process as specified in 49 CFR Part 26.45. If the City of Dodge City does not anticipate awarding more than \$250,000 in FAA funds in prime contracts within the Federal fiscal year, we will not

develop an overall goal; however the existing DBE program will remain in effect and the City of Dodge City will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

City of Dodge City will establish overall goals in accordance with the 2-Step process as specified in 49 CFR Part 26.45. The first step is to determine the relative availability of DBEs in the market area, "base figure". The second step is to adjust the "base figure" percentage from Step 1 so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination based on past participation, a disparity study and/or information about barriers to entry to past competitiveness of DBEs on projects.

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 4 to this program.

In accordance with Section 26.45(f) the City of Dodge City will submit its 3-year overall goal to DOT on June 1, 2017 for FY 2018/2019/2020. The next 3-year overall goal will be submitted on June 1, 2018 for FY 2019/2020/2021. In establishing the overall goal, the City of Dodge City will consult with minority, women's and general contractor groups, community organizations, and other officials or organizations to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City of Dodge City efforts to establish a level playing field for the participation of DBEs.

Following this consultation, we will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the Dodge City Regional Airport Administrative Office for 30 days following the date of the notice, and informing the public that City of Dodge City and DOT will accept comments on the goals for 45 days from the date of the notice. Notice will be issued in general circulation media and available minority- focus media and trade publications, websites. Normally, we will issue this notice by June 1. The notice will include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

Our overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses.

We will begin using our overall goal on October 1, unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

Section 26.49 Vehicle/Equipment Manufacturers Goals

The City of Dodge City will require each vehicle/equipment manufacturer, as a condition of being of an authorized to bid or propose on FAA assisted vehicle/equipment procurements, to certify that it has complied with the requirements only if required by FAA.

Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race-Conscious Participation

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 4 to this program. This section of the program will be updated when the goal calculation is updated.

Section 26.51(d-g) Contract Goals

The City of Dodge City will use contract goals to meet any portion of the overall goal. The City of Dodge City does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.)

We will express our contract goals as a percentage of total amounts of a DOT-assisted project.

Section 26.53 Good Faith Efforts Procedures

Demonstration of good faith efforts (26.53(a) 8, (0)1

The obligation of the bidder/offer or is to make good faith efforts. The bidder/offer or can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The Airport Manager is responsible for determining whether a bidder/offer or who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

We will ensure that all information is complete and accurate and adequately documents the bidder/offer or's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

The City of Dodge City treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require all bidders/offerors to submit the following information at the time of bid:

The names and addresses of DBE firms that will participate in the contract;

A description of the work that each DBE will perform;

The dollar amount of the participation of each DBE firm participating;

Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;

Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and

If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration (26.53(d))

Within 5 business days of being informed by the City of Dodge City that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our

reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f)).

The City of Dodge City will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the City of Dodge City may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the City of Dodge City to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of 4.11% percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offer's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (6) if the contract goal is not met, evidence of good faith efforts.

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

We will not count the participation of a DBE subcontract toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE

SUBPART D and E — CERTIFICATION STANDARDS/PROCEDURES

Section 26.61 — 26.91 Certification

The City of Dodge City does not certify DBE firms. We will accept DBE firms certified by the State of Kansas and surrounding states with proof of certification from such state.

SUBPART F — COMPLIANCE AND ENFORCEMENT

Section 26.109 Information,

Confidentiality, Cooperation

We will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the City of Dodge City or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will preform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

ATTACHMENTS

Attachment 1	Regulations: 49 CFR Part 26
Attachment 2	Organization Chart
Attachment 3	DBE Directory
Attachment 4	Overall DBE Goal (include Breakout of Estimated Race-
Neutral	& Race Conscious Participation, Public Participation, and
Contract	Goal)
Attachment 5	Forms 1 & 2 for Demonstration of Good Faith Efforts or
Good Faith	Effort Plan
Attachment 6	Uniform Report of DBE Awards & Commitment

Attachment 1

Regulations: 49 CFR

26

(Regulations will be available for public distribution)

PHYSICAL DEVELOPMENT AND MAINTENANCE

NAME OF POLICY: DRAINAGE
DATE OF ADOPTION: JULY 2, 1979 (RESOLUTION NO. 79-50)
DEPARTMENTS INVOLVED: ENGINEERING, PLANNING AND COMMUNITY DEVELOPMENT

The following policies will be utilized in new subdivisions annexed to, or platted within, the City of Dodge City. The City will accept dedication of a drainage easement/way only if it is in conformance with the following policies.

1. Where a subdivision is traversed by a watercourse, drainage way or channel, there shall be provided a drainage easement/way or easements/ways which conform to the lines of such watercourse(s).
2. Allowable drainage easement/way and improvements shall be the following types:
 - a. Waterway parks, similar to Chilton Park and/or detention facilities, if of an adequate width and length to support the volume of water to be drained;
 - b. Concrete box culvert or concrete pipe;
 - c. HOPE or corrugated metal pipe will be allowed as an alternate to b. only after approval by the City Engineer;
 - d. All drainage improvements shall conform to the City's storm water management plan. The standards may be found in the City Engineer's office at City Hall
3. Drainage easements and improvements will be approved by utilizing the following process:
 - a. When a preliminary plat is submitted, the City Engineer shall provide a written review of said plat, including comments on adequacy of waterway parks, detention facilities and/or drainage easements and recommended changes, if appropriate.
 - b. Comments shall be forwarded to the Community Planning and Development Department and the Governing Body.
 - c. The developers and their consulting engineer shall incorporate said drainage recommendations into the final plat unless alternates are provided which are satisfactory to the City Engineer.
 - d. Petitions for required drainage improvements shall be submitted with the final plat.
4. Cost of drainage improvements in new subdivisions shall be assessed to a benefit district. The City of Dodge City will not accept a drainage easement dedication until improvements are completed or petitions for improvements are filed with the City Manager. The City Engineering Department shall be responsible for recommending the boundaries of the benefit district. The boundaries shall be approved by the governing body. The developer shall have the right to suggest alternative benefit district boundaries.

DATE OF LAST REVISION: April 6, 2020

PHYSICAL DEVELOPMENT AND MAINTENANCE

NAME OF POLICY: FINANCING OF PUBLIC IMPROVEMENTS WITHIN THE CITY
DATE OF ADOPTION: JULY 21, 1997 (RESOLUTION NO. 97-17)
DEPARTMENTS INVOLVED: ENGINEERING, DEVELOPMENT SERVICES AND FINANCE

It is the policy of the City of Dodge City to encourage development within the City Limits through the use of Special Assessments financing for public improvements under KSA 12-6a01 et. seq. The City has determined that high construction standards for public improvements reduce future maintenance costs. The City, in return for providing such financing for public improvements requires that all petitioners and/or developers provide shared financing or adequate assurance for full annual payment of Special Assessments before their petitioned improvements are approved.

Nothing in this policy shall prohibit any individual from financing and constructing public improvements in accordance with the City's standards and specifications. The City reserves the right to not allow the use of Special Assessment financing. The City also reserves the right to vary the percentage of City participation when unusual circumstances so warrant or whenever, in the opinion of the City Commission, sufficient properties are already available for the type of development being considered. The City is under no obligation to approve any petitioned improvement, nor is relinquishing any authority to initiate improvements by the resolution method.

Section 1. The City of Dodge City will facilitate new development by providing for the installation of public improvements (streets, sidewalks, storm drains, water lines, sanitary sewers, etc.) upon submission of a valid petition and required financial commitment.

Whenever used in this Policy:

- A. The term "financial commitment" is considered to be provided whenever the City has been furnished with:
 1. Funding (cash, cashier's check, escrow account) equal to 25% of the estimated cost of the project.
 2. Financial guarantee (irrevocable letter of credit, corporate completion bond) equal to 35% of the estimated cost of the project.
- B. The term "project costs" are those incurred by the City of Dodge City and shall include engineering design, inspection, specification preparation, construction, legal, permits/licenses, temporary financing, utility relocation, acquisition of right-of-way, material testing, administrative costs.

All projects shall be constructed in accordance with the plans and specifications prepared by or approved by the City Engineer. The required cash funds or financial guarantee shall be provided prior to the City incurring any expense. The Petitioner's share of not less than 25% of the estimated engineering costs shall be given to the City prior to the City incurring any monetary

obligation for Engineering work. The Petitioner share of not less than 25% of the estimated construction cost shall be given to the City prior to the award of any construction contract. All engineering and design costs associated with the new development are the responsibility of the developer/benefit district.

Cash funding will be used to reduce the amount of the project costs covered by Special Assessment bond financing. The financial guarantee will be applied to satisfy the annual principal and interest cost of bonded public improvements should any special assessments not be paid when due. The entire financial guarantee will be released upon request of the developer when Certificates of Occupancy for a principal building are issued for at least 35% of the properties within the development that received the improvements. At the time bonds are issued, any funds in excess of the petitioner's contributions shall be refunded by the City or the financial guarantee shall be reduced by an equivalent amount.

Section 2. Special Assessment financing will not be approved if a petitioner has a financial interest in an existing development that has delinquent Special Assessment taxes. All petitioners for newly developing areas under this policy shall be required to certify, under oath, that they have no financial interests, either directly or indirectly through partnership or corporate interest, in any property with delinquent special assessments anywhere within the City.

Section 3. Special Assessment Cost Allocation Formula. The formula used for allocations of project cost will be determined on a project by project basis.

Section 4. Installation of public improvements with Special Assessment financing may be authorized by the City Commission without a financial commitment when deemed to be in the public interest or when one or more of the following exists:

- A. Improvements are ordered by resolution of the City Commission.
- B. The majority of land in the benefited district is in public ownership.
- C. The benefit district is in multiple ownership and at least 35% of the lots therein are developed with principal buildings.

Section 5. The distribution of costs for financing a public improvement shall be in accordance with the following City of Dodge City policies:

- A. Streets and Alleys
 - 1. The cost of construction of typical local streets shall be assessed 100% to the property within the benefit district. The benefit district shall include those properties as approved by the City Commission.
 - 2. The costs of construction of collector and arterial streets shall be distributed whereby property within the benefit district shall pay the cost equivalent of a local street and the city-at-large shall pay the cost of any excess width or thickness to meet City standards and specifications. The city-at-large will consider paying the cost difference between asphalt and concrete streets on a case by case basis.

3. The cost of improvements such as curb cuts, driveways, frontage roads, special turn lanes, traffic signals, etc. associated with development shall be assessed 100% to property owned by said developer.
 4. If bridge construction is required, the City will negotiate a level of participation.
 5. The cost of reconstruction arterial and collector streets shall be paid 100% by the City. The City Commission shall select those streets which it will reconstruct.
 6. Definitions:
 - a. Bridge: A physical structure used for the conveyance of vehicular or pedestrian traffic over another facility that conveys water or vehicular traffic which has a total span width in excess of 20 linear feet from outer interior wall face to opposite interior face.
 - b. Typical local street: As defined in Subdivision Regulations and Pavement Policy.
 - c. Streets – Routine Maintenance: Rehabilitation of the existing street facilities by the repair of potholes, crack filling, minor curb or gutter patching or concrete replacement, utility cut repairs by an approved method, chat seal coating and applying and/or rejuvenating existing pavement markings as necessary to keep the roadway in a safe condition.
 - d. Streets – Major Maintenance: Rehabilitation of existing facilities beyond the scope of routine maintenance consisting of either one or a combination of the following: minor sporadic curb and gutter repairs; micro surfacing; milling of the existing pavement; placement of engineering fabric; and asphalt overlay of at least 1 ½ “; and other minor concrete flatwork repairs.
 - e. Streets – Reconstruction: Rehabilitation of existing street facilities beyond the scope of major maintenance consisting of either one or a combination of the following: extensive curb and gutter repairs, storm sewer replacement or repairs, pavement sub-base enhancement, milling of the existing pavement, placement of an engineering fabric, placing of asphalt in a thickness of 6” or greater, and other concrete flatwork repairs.
 7. If an area desires to reconstruct a local street with special materials, the property owners shall pay for all costs for materials and labor in excess of a typical local street.
- B. Sidewalks
1. The initial cost of all sidewalk improvements shall be paid 100% by the benefited property. Sidewalk replacement will be 50% property owner and 50% city.
- C. Storm Drainage
1. Improvements to the existing Flood Control System shall be funded 100% by the city-at-large.
 2. Drainage improvements in developed areas of the City that have been included in a previous benefit district shall be funded 100% by the city-at-large, if initiated by the City.

3. Storm sewer improvements in newly developing areas of the City shall be funded 100% by the benefit district.
 4. The cost allocation of drainage ditches shall be determined by the City Commission.
- D. Water System Policy
1. All water lines shall be 8” unless the Master Plan specifies larger or the City feels a smaller line is acceptable for providing adequate water service to the customer but no fire protection. The cost may be assessed 50% to the benefit district and/or developer, if budgeted in the annual budget and the annual budget can bear the funding. If the City desires to place a line larger than 8” or what is recommended by the Master Plan, the benefit district shall pay 50% of the cost equivalent of an 8” line or the size recommended by the Master plan and the City water utility Fund shall pay the remainder. An amount of \$75,000.00 per year should be allocated for such improvement to allow the City ability to budget accordingly. The City Commission at its discretion can cap the amount of funds within the special development fund.
 2. The cost of service lines and fire lines shall be paid by the benefited property owners. The City shall maintain fire lines to and including the first valve on any portion of the line within a street right-of-way.
- E. The cost of water storage facilities and wells shall be paid 100% by the City water fund Sanitary Sewer Policy
1. The cost of laterals, manholes and pump stations for lateral sewers shall be assessed 100% of the benefit district. Those properties connecting to a sub-main or trunk sewer shall pay the equivalent of an 8” sewer, unless the Sewer Master Plan specifies the installation of a larger pipe.
 2. The cost of service lines shall be paid by the benefited property.
- F. Street Lights
1. The City and Developer will meet to determine where street lights should be installed based on current City Street Lighting Policy. The City will authorize the power company to install the lights and the City shall pay 100% of the hardware costs up front. Should the developer decide to install a decorative light costing more than the normal metal pole, the developer will pay the cost difference up front.
- G. Street Signs
1. The City will provide all street signs of a style consistent with all existing street signs. Any cost involved with specialty street signs will be borne by the developer.

Section 6: All projects where the City participates financially or special assessment financing is used, must be bid publicly by the City. This may be waived or negotiated by the City Manager.

Section 7: All petitions for special assessment financing shall be submitted to the City Clerk. At the time of submission, the petitioner for improvement shall indicate on the petition the recommended method of allocating the cost of improvements within the benefit district. The Director of Public Works, or his designated representative, shall specify the distribution method for allocating these costs.

Section 8: The City Clerk shall notify all property owners within a proposed benefit district that certain improvements have been requested and a date, time, and place the City Commission will consider authorizing said improvements. The petitioner shall provide the City Clerk a list of current property owners and their addresses within the proposed benefit district. This listing must be provided by a certified abstractor of a title company.

This policy shall apply to all petitions for public improvements within the City limits filed on or after July 21, 1997.

DATE OF LAST REVISION: April 6, 2020

PHYSICAL DEVELOPMENT AND MAINTENANCE

NAME OF POLICY: INSTALLATION OF NEW STREET LIGHTS
DATE OF ADOPTION: FEBRUARY 5, 1996
DEPARTMENTS INVOLVED: PUBLIC WORKS, ENGINEERING AND
DEVELOPMENT SERVICES

Ordinance No. 2715, effective October 15, 1984, requires that all electric power lines and communication lines to be used to supply normal domestic service in undeveloped areas of the City be placed underground. Further, it is hereby made the Policy of the City of Dodge City to require metal poles for street lighting in newly developing subdivisions.

Given the above, effective February 5, 1996, the City of Dodge City's policy concerning the cost associated with the installation of street lights and as stated in the *Financing of Public Improvements within the City Policy* is as follows:

Lights Installed by the City: City must authorize each installation and will pay 100% of the hardware costs up-front, thereby reducing the monthly billings as much as possible.

Street Lights Installed in New Subdivision: The City and Developer will meet to determine where street lights should be installed. The City will authorize the power company to install the lights and the city shall pay 100% of the hardware costs up-front. Should the Developer decide to install a decorative light costing more than the normal metal pole, the Developer will pay the cost difference up-front.

DATE OF ADOPTION: February 5, 1996

PHYSICAL DEVELOPMENT AND MAINTENANCE

NAME OF POLICY: MAINTENANCE AND RECONSTRUCTION OF STREETS
DATE OF ADOPTION: OCTOBER 15, 1979
DEPARTMENTS INVOLVED: ENGINEERING

1. The City-at-large shall be responsible for the maintenance of streets, whether done by a contractor or City forces. Maintenance shall include patching, cleaning, minor curb repair and resealing as required.
2. Maintenance of alleys shall consist of grading the existing surfacing or adding additional material when the Public Works Department determines that conditions warrant maintenance. There currently is a contract with Ford County in which they maintain unimproved streets.
3. Existing streets which were constructed using “prime and seal” construction methods shall be modified when the condition of the street makes routine maintenance impractical. This decision shall be made by the Governing Body upon receipt of a recommendation from the City Engineer. The modification shall consist of removing the existing asphalt surface, preparation for the soil base, placement of a paving fabric, if applicable, and a 6” HMA mat will be installed, generally consisting of a 2” surface course and 4” base course. Often methods of reconstruction approved by the City Engineer may be used as deemed necessary.
4. Paved streets, other than prime and seal, shall be reconstructed when the condition of the street makes maintenance impractical. This decision shall be made by the Governing Body upon receipt of a recommendation from the City Engineer. Often methods of reconstruction approved by the City Engineer may be used as deemed necessary.
5. Reconstruction of arterial and collector streets shall be the responsibility of the City-at-large. These streets shall be reconstructed with concrete pavement.
6. Alleys and sidewalks shall also be constructed and reconstructed as determined by the Governing Body after receiving a recommendation from the City Engineer. The cost of these projects shall be charged to the benefit district. The City has a cost share program and as stated in the *Financing of Public Improvements Within the City Policy*, in which, if approved by the Engineering Department, if a replacement of a sidewalk is necessary the property owner will pay 50% and the City will match with 50%.
7. The most current edition of the following publications will govern the construction, reconstruction, and maintenance of the City’s streets:
 - a. The Dodge City “STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.”
 - b. The “AASHTO GUIDE FOR DESIGN OF PAVEMENT STRUCTURES.”
 - c. The City of Dodge City, Street Policy, August, 1995.

8. In order to evaluate cost effectiveness of pavement design alternatives, the City Engineer shall conduct life cycle analysis on pavement alternatives. The analysis shall be done in accordance with the recommendations contained in the Street Policy, August, 1995. The decision on selected material type shall be made by the Governing Body upon receipt of a recommendation from the City Engineer.

DATE OF LAST REVISION: April 6, 2020

PHYSICAL DEVELOPMENT AND MAINTENANCE

NAME OF POLICY: SANITARY SEWERS
DATE OF ADOPTION: JULY 16, 1979 (RESOLUTION NO. 79-54)
DEPARTMENTS INVOLVED: PUBLIC WORKS AND ENGINEERING

Septic tanks will be allowed only as a temporary measure until sewer services are available and as approved by the Ford County Planning Zoning and Environmental Health Department. Persons not in the sanitary sewer benefit district will be required to pay a sewer connection fee, determined by the Governing Body.

As stated in the *Financing of Public Improvements Within the City Policy*, the cost of sewer improvements will be assessed to the benefited properties on the percentage of area to the area of the benefit district or by other equitable allocation of the costs as determined by the City Commission and up to eight (8) inch diameter for pipe. The City-at-large will pay the portion of cost over eight (8) inches for a larger pipe. All improvements will be made according to the City's specifications and under the supervision of the City Engineer. The only exception to this would be where a sewer user generates flows which exceed the capacity of an eight (8) inch line.

Sewer pump stations necessary to complete a sewer system in a benefited district shall be assessed to the district in the same manner as the sanitary sewer. Pump stations which will serve areas larger than a specific benefited district will be paid by the City-at-large for a capacity above that necessary to serve the benefited district.

Improvements requested by the property owners shall be requested on a 6-A petition format.

In the case where existing platted lots are proposed for development but where sanitary sewers are not available for immediate service, such lots shall only be built upon after the construction of a public sanitary sewer, which conforms to an overall plan approved by the City Engineer.

The costs of design and construction engineering, as well as the cost of the sewer construction, shall be borne by the developer of such property as hereinbefore provided.

DATE OF LAST REVISION: April 6, 2020

PHYSICAL DEVELOPMENT AND MAINTENANCE

NAME OF POLICY: SNOW REMOVAL AND PREPAREDNESS

DATE OF ADOPTION: JANUARY 11, 1971

DEPARTMENTS INVOLVED: PUBLIC WORKS

1. Readiness Procedures for Nights and Weekends: At the first threat or forecast of snow and/or freezing rain, personnel will be assigned to shifts so a 24-hour watch is on duty. Snow removal procedures will consist of the spreading of de-icing materials for ice control on bridges, main avenues and signalized intersections, hospital emergency room entrance and routes to the hospital for ambulance and police and fire department access routes from their stations. Personnel will also watch problem areas for drifting and visually gauge the snow depth and monitor the weather alert radio station to keep abreast of existing condition and forecast. This individual also assists the Police Department, if requested, for ice control in areas that propose a hazard on secondary avenues.

If and/or when the falling snow has reached a depth of at least two inches, the person on duty notifies the Supervisor who then begins mobilizing necessary personnel for next level of service.

2. Plowing Procedures: Snow plows and/or motor graders are used on the four lane avenues and major collector streets. These units will often run in parallel with each other and push the snow to the curb side. If the accumulations have reached a depth that creates a problem for pushing to the curb side, the snow may be windrowed to the center for removal later.

The main avenues are opened for travel first. Then the staff begins to plow collector streets. At this point, the plows and/or graders work individually in assigned areas and all snow is pushed to the curb side.

The less heavily traveled residential streets are normally not bladed unless a bonafide citizen's request of an emergency nature has been made. Citizen complaints about their streets are scheduled so they do not interfere with normal procedures but all requests are investigated to make sure that conditions do not exist to cause potential problems for emergency and public safety services.

All avenues, streets and alleys that have drifted so travel is impossible are all scheduled for plowing with the front end loader as soon as time and conditions will permit.

3. Removal Procedures: Most snow removal is done during regular hours with the exception of the downtown area which is normally scheduled for late evening hours or Sundays.

The primary operation of snow removal is confined to the commercial business area, school areas, streets where the snow may have been plowed to the center and city parking lots.

Secondary operations consists of general cleanup along the gutters of main avenues and gutters of any street where drainage problems do or have been known to exist when thawing begins.

Although major avenues and streets have priority and receive most of the attention, all streets are eligible to receive treatment deemed necessary for their condition. In most cases after any snow storm has passed through Dodge City, every street has received some type of treatment from plowing, removal, salting or responding to a citizen complaint or concern.

No two snow falls or storms are ever the same and procedures are changed or modified at times to allow for the best operation of snow removal.

DATE OF LAST REVISION: August 21, 1995

PHYSICAL DEVELOPMENT AND MAINTENANCE

NAME OF POLICY: WATER CONSERVATION PLAN
DATE OF POLICY: JANUARY, 2014
DEPARTMENTS INVOLVED: ALL

The City of Dodge City endeavors to ensure that its citizens are provided with a dependable water supply for our immediate needs and long term requirements of the community. This water conservation plan will begin to address additional ways in which potable water can be conserved and preserved by the City, residents and the business community.

Construction of the water well system began over one hundred years ago with the Ogallala Aquifer as the primary source of potable water. There are fifteen active wells located throughout the City with an additional eleven wells used for industrial and irrigation only. The City will remain proactive in exploring new water rights and will continue to maintain its existing wells, as well as drill new wells as needed.

In partnership with the State of Kansas' efforts, the City believes that water conservation measures need to be established and become common practice. The primary objective in developing and utilizing a water conservation plan is to maintain the City's water system to provide the necessary water for the daily activities and maintain levels in the storage facilities to aid in any emergency that may occur. The plan should also make the City's customers aware that conserving consumption and changing their water use habits will protect our water supply for many generations to come.

BACKGROUND

The City of Dodge City used 183 gallons per person per day (GPCD) in 2012 and has used an average of 5.006 million gallons per day from 2010-2013. Included in the quantity shown below are:

- Water sold to all residential/commercial/industrial customers.
- Water furnished for public facilities including public buildings, parks and zoo, swimming pools, recreational facilities, and public landscape areas being irrigated for beautification purposes.
- Leaks in the distribution system.
- Water metered or sold for construction purposes in and around the City.

However, the GPCD figure does not include municipally supplied water for industries that use over 200,000,000 gallons per year. According to Figure 1, shown in the 2012 Kansas Municipal Water Use Publication, our City is located in Region 4. From this publication it was determined that our City GPCD water use was 183, which was 8 percent below the regional average of 199 GPCD among cities in Region 4 during 2012. The City desires to set a water use conservation

goal for usage not to exceed 177 GPCD based on the regional average of the last five years (2008-2012). Our City anticipates not exceeding this goal by carrying out the specific actions that are outlined in our plan.

AVERAGE GPCD USE FOR PUBLIC WATER SUPPLIERS IN REGION 4 KANSAS, 2008-2012

Public Water Supplier	Region	2008	2009	2010	2011	2012	AVG
Regional Average	4	168	156	168	196	199	177
Almena	4	133	83	84	104	166	114
Arnold	4	125	111	124	98	109	113
Ashland	4	200	213	218	276	286	239
Bazine	4	97	90	115	123	135	112
Bogue	4	163	148	198	211	282	200
Brownell	4	84	141	107	189	188	142
Bucklin	4	147	139	148	175	169	156
Clayton	4	87	93	100	97	85	92
Collyer	4	109	89	89	107	140	107
Dodge City	4	203	172	164	199	183	184
Englewood	4	539	442	398	677	444	500
Ford	4	295	274	249	289	317	285
Hanston	4	212	194	202	213	223	209
Hill City	4	191	226	225	227	247	223
Jetmore	4	178	171	175	222	230	195
Lenora	4	163	150	189	209	175	177
Minneola	4	206	174	184	241	215	204
Morland	4	222	177	255	195	255	221
Ness City	4	147	132	161	153	142	147
Norton	4	208	191	199	175	211	197
Norton Co. RWD #01	4	40	48	43	46	58	47
Ransom	4	110	108	128	130	124	120
Spearville	4	123	128	131	194	177	151
Trego Co. RWD #01	4	81	67	116	132	143	108
Trego Co. RWD #02	4	101	114	129	163	206	143
Utica	4	175	176	214	257	255	215
WaKeeney	4	199	172	178	181	214	189

WATER CONSERVATION EDUCATION

The City will be implementing the following education methods to promote conservation practices beginning in 2014:

- The City water bill currently shows the total number of gallons used during the billing period and the cost of the water. This will help the customer to evaluate if they can improve their conservation practices.

- Water conservation information will be submitted to local news media, including the newspaper, radio, television, website and Facebook and any other methods deemed appropriate.
- The City utility department will provide information for grade school students to help the children understand the ways they can help conserve water.
- The City will display water conservation tips at the water office and other public exposure points within the City offices.

CONSERVATION PRACTICE

- Conservative watering and accountability for its own water practices will be set by the City of Dodge City.
- A low water use demonstration plot, including xeriscaping techniques, will be established by the City of Dodge City showing how water conservation landscaping can be utilized in residential and commercial areas. The demonstration area will use low water demand grasses and shrubs, limited turf areas and efficient irrigation systems, as well as, use of various types of mulches suitable for the Dodge City area.
- Departmental water usage reports will be distributed to all department heads monthly to justify water usages within their departments.
- Irrigation of greens and tees at the golf course were converted to use reclaimed water from the water reclamation plant built in 2011.

WATER MANAGEMENT MONITORING

The City of Dodge City has water meters on all water supplies and water pumped to the distribution system. Any new supply will have an individual meter on each source of supply.

Dodge City replaced and/or completely reconditioned all its well head meters in 1992 as part of a new utility monitoring and control system. These meters are read by the utility monitoring system continuously but also provide a monthly total readout approximately the last day of each month. The meters are also physically read and an accuracy calculation performed to make sure they are within 2% variance of the gallons pumped per the SCADA system.

All residential, commercial and industrial customers are currently metered. The City has continued to replace manual read meters with radio read meters and has reached 80% completion. Any new meters installed are radio read meters to increase the efficiency of reading the meters. There is a program in place to replace meters as they are deemed unreliable or nonfunctioning.

The City's leak detection program involves the meter reader and Naviline. Obvious leaks, including leaking services from meters to the main line, are documented and repaired as

quickly as circumstances allow. Leaking services from the meter to the building are the responsibility of the occupant. If discovered by the City, the occupant is notified of these leaks and required to make repairs. If the customer refuses to repair the leak after forty-eight (48) hours of being notified, the City may shut-off the service and remove the meter. This will not only prevent loss of water, but in some cases will prevent damage to property.

Water pressure is monitored continuously using the SCADA system at 703 W. Trail St. There are multiple points where pressure readings are taken throughout the City. These come from well sites, tower locations and the reservoir. Residential pressure is checked when an inquiry or concern is expressed by a customer.

Water use rates are set by resolution with a consumer price index (CPI) clause requiring an automatic adjustment annually. Customers are billed for the amount of water used as well as a base fee. Rates for 2013 and 2014 are as follows:

	2013	2014
Water base fee	\$ 7.85	\$ 7.93
Rate per 1000 gal water	\$ 2.11	\$ 2.13
Sewer base fee	\$15.80	\$15.96
Rate per 1000 gal sewer	\$ 2.14	\$ 2.16

MANAGEMENT CONSERVATION PRACTICE

The City understands that a plentiful water supply will assure our future. The City has been using recycled wastewater since the early 1980's. The south reclamation plant sent to irrigation pivots 1.5 billion gallons of recycled wastewater in 2012. We have expanded the use of recycled water to significant levels in the north zone of the City as well. The wastewater reclamation site processed 90 million gallons of wastewater in 2012. This recycled water is used to irrigate Mariah Hills Golf Course and saved emergency well #13 19 million gallons. These reclamation sites are beneficial to the community as a whole and vital to the preservation of our water table that has seen little to no recharge in many years.

The City desires to continue to be a good steward of water use by repairing, or if at all possible, preventing leaks. The billing system provides valuable data to initiate investigation into variances of consumption within the City's system.

- A. All source water is metered and an accuracy test will be conducted every three years beginning in 2014. Meters will be repaired or replaced if its test measurements are not within industry standards (such as AWWA standards). Source water meters will be repaired or replaced within two weeks when malfunctions occur.

- B. All meters for source water are read at least on a monthly basis and meters at individual service connections will be read at least once every two months.
- C. The City currently utilizes a portion of its treated wastewater to irrigate approximately 2900 acres of farmland.
- D. The recently constructed water reclamation plant in the north part of town has been designed to supply irrigation water to Mariah Hills Golf Course and is permitted so that other sites can be added in the future. At some point in the future, the well currently used at Mariah Hills for irrigation will be returned to emergency municipal use.
- E. Our ongoing leak detection and repair program will continue to be utilized to target unusual consumption within the system. Our billing system is first line of defense for service lines. A closer inspection of the water system will be initiated whenever the amount of unsold water exceeds 20 percent of the total source water for a four-month time period beginning January 2014.
- F. The City may need to consider a proposal to change the City water use rate schedule. Any change will be presented to the City Commission. A proposed rate schedule with an increasing block rate will encourage conservation practices. This will create a situation which will require users to pay more if they choose to exceed a conservation use.
- G. City irrigation systems will also need to be programmed to operate with conservation practices as a priority. Watering shall occur during early morning hours for minimal evaporation. Irrigation shall be set to eliminate water dependency. The City should encourage landscaping with drought tolerant plants.
- H. Water sales are based on the amount of water used and the gallons are clearly stated on the bill.

REGULATION

Dodge City currently has no specific water conservation regulations for irrigation/sprinkler systems. The following regulations for irrigation systems should be reviewed:

- A. Regulations to control irrigation system design and installation will be considered. All plans for such systems would require City review and approval prior to installation by development service & inspections and park departments.
- B. Separate meters will be required on all irrigation systems which irrigate more than one acre of turf.

DROUGHT/EMERGENCY CONTINGENCY

The City of Dodge City addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions.

Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The City Manager is authorized by Ordinance No. 3583 to implement the appropriate conservation measures. The purpose of the ordinance is to provide for the declaration of a water supply watch, warning and/or emergency and the implementation of voluntary and mandatory water conservation measures throughout the City in the event a drought stage is declared.

The City of Dodge City requires the implementation of a drought/emergency contingency when one of the following occurs:

STAGE 1: WATER WATCH. The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system. A water watch may be declared if one or more of the following occurs:

- City's water storage falls below 75% and does not recover within 12 hours.
- Demand for five days exceeds an average of 10.75 million gallons per day. Under a water watch, the public is made aware of water conditions and is encouraged to participate in water conservation efforts.

The "Water Watch" will be terminated when the triggering events have ceased to exist.

Education actions are as follows:

- The City will make news releases to the local media (print, radio, television, online web, social media and any other methods deemed appropriate) describing present conditions and indicating the water supply outlook for the upcoming season, along with water saving tips.
- Previous months' summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each month.

Management actions are as follows:

- Minimal washing of City vehicles and equipment and flushing of hydrants will be rescheduled.
- The City wells will be kept operational in regards to maintenance and equipment failure.
- Leaks will be repaired within forty-eight (48) hours of detection.
- Reduce watering times on parks and public grounds by 10%.

Regulation Actions

- The public will be asked to curtail some outdoor water use and to make efficient use of indoor water, i.e. wash full loads, take short showers, don't let faucets run, etc.

STAGE 2: WATER WARNING. The goal of this warning stage is to reduce peak demand consumption by 20% and to reduce overall consumption by 10%. This measure will be triggered by one of the following conditions:

- When the water tower storage falls below 65% or the underground pumping station has fallen below 50%, or a mechanical failure happens at either location.
- Total system storage does not recover above 65% within 12 hours.
- Demand for a three-day average exceeds 12.0 million gallons.

The "Water Warning" shall terminate when the triggering events have ceased to exist for a period of fourteen (14) consecutive days.

Education actions are as follows:

- A weekly news release describing existing conditions and projecting the water supply outlook for the following week.
- Totals for rainfall, water consumption and storage will be published weekly with a summary of temperature.
- Water conservation articles will be provided to all media sources and any other methods deemed appropriate.

Management actions are as follows:

- City water supplies will be monitored daily.
- All leaks discovered will be repaired within twenty-four (24) hours.
- Well #13 and @ Well #14, available for stand-by emergency use, will be prepared for service. Watering from Well #13 at the municipal golf course shall be minimized. Reuse water, provided by the north reclamation plant, will be under restrictions only per its permit.
- Reduce watering on parks and public grounds to every third day not including Mariah Hills Golf Course and City athletic complexes.
- The City will continue to observe water conservation practices, review the monthly water use for their departments, and make use of the information to see where further reductions might be made.

Regulation actions are as follows:

- Outdoor water use, including lawn watering and car washing, will be restricted to before 10:00 am and after 9:00 pm.
- Golf course will water tees and greens after sunset.
- Refilling of swimming pools will be allowed one day a week after sunset.
- Waste of water will be prohibited — a water warning will be issued to customer.

WATER EMERGENCY. The goals of this condition are to reduce peak demands by 40% and the overall consumption by 25%. This measure will be triggered by any one of the following conditions:

- The total City storage has fallen below 55%.
- Total system storage does not recover within 12 hours
- Demand for two days is in excess of 14.0 million gallons.

The "Water Emergency" shall be terminated when the triggering events have ceased to exist for a period of fourteen (14) consecutive days. Upon termination of a "Water Emergency", "Water Warning" becomes operative.

Education actions are as follows:

- Make daily news releases to local media describing current conditions and giving the following day's supply projections.
- Summaries of total rainfall, water consumption and storage will be published weekly along with average temperatures.

Management actions are as follows:

- City water supply is monitored daily by the SCADA system and personnel.
- Leaks will be repaired within twelve (12) hours of detection.
- Mariah Hills Golf Course — reduce irrigation on tees and fairways to every third day. Hand water greens and reduce green structure irrigation by 10%. All watering at the clubhouse and driving range would be shut off until further notice.
- Athletic fields — reduce irrigation on common areas and non-essential fields to every third day. Reduce overall watering times by 10%.
- Parks & public grounds — reduce watering times an additional 10% from previously established levels.
- The standby well #13 at the golf course will be connected to the City's system until the emergency has passed if deemed necessary by public works, parks, and city manager's office.

Regulation actions are as follows:

- Outdoor water use will be banned.
- Waste of water will be prohibited. Fines will be issued as per City code.

PROVISIONS FOR PLAN REVISION, MONITORING AND EVALUATION

Dodge City will continue to review its management practices on a monthly basis, reviewing totals for water pumped, water sales and water leaks. Having a continuous review of data will prevent us from falling behind on goals stated in this plan. As problems are detected, they will be corrected as soon as possible. With the intention of maintaining our goals set within this plan, the utility division will continue to review the water conservation practices of city departments and pass that information to department heads so that they may best evaluate where they might improve their usage and practices.

The City of Dodge City municipal water conservation plan will be reviewed during the month of March each year and more frequently as water conditions are deemed to be under storage or drought conditions. If the water conservation gallons per capita per day (GPCD) goals for the previous year are not met, the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in the plan and provide a status report to the Division of Water Resources (DWR) and Kansas Water Office (KWO) with the current water consumption in relation to the yearly allocations. Upon review, it may be determined that additional water conservation practices may need to be taken to achieve and maintain its water use conservation GPCD goals.

PHYSICAL DEVELOPMENT AND MAINTENANCE

NAME OF POLICY: WATER EXTENSION
DATE OF ADOPTION: AUGUST 16, 1982
DEPARTMENTS INVOLVED: ENGINEERING AND PUBLIC WORKS

Waterline extensions will be made when determined by the City Commission to be needed. These services will be financed through the use of utility revenues, general obligation bonds and utility revenue bonds.

All water lines shall be 8" unless the Master Plan specifies larger or the City feels a smaller line is acceptable for providing adequate water service to the customer but no fire protection. As stated in the *Financing of Public Improvements within the City Policy*, the cost may be assessed 50% to the benefit district and/or developer, if budgeted in the annual budget and the annual budget can bear the funding. If the City desires to place a line larger than 8" or what is recommended by the Master Plan, the benefit district will pay 50% of the cost equivalent of an 8" line or the size recommended by the Master plan and the City water utility Fund shall pay the remainder. The exception to this section shall be for a user who will require a greater volume of water than can be supplied by an 8" line.

The City-at-large will pay for all new wells and general improvements to the water utility.

In the event a waterline extension is petitioned or ordered for a street or other easement which provides service to one side in the City limits and another portion outside the City limits, those persons outside the City limits may petition for annexation and participate in the benefit district.

Adjacent property owners outside the City of Dodge City who decide not to request annexation at the time the benefit district is established will pay a tap fee. To hook into the line the property owner shall be charged an amount equal to that paid by those in the benefit district. The tap fee is to be determined by the front footage of the entire lot to be served. Funds received in this manner shall be placed in the water utility fund and used to finance new improvements and repairs or to assist in payment of existing bonded debt. Any properties outside the City limits that are served by City services will be required to sign a contract for water.

DATE OF ADOPTION: August 16, 1982