



EL DORADO

THE FINE ART OF LIVING WELL

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TO: City Commission
FROM: Kristina Traina, Administrative Assistant
SUBJ: Work Session Meeting Agenda
DATE: July 22, 2020

A Work Session is scheduled for July 22, 2020 at 5:00 pm in the Commission Chambers at City Hall, 220 E. First Avenue. The following items will be presented:

I. ITEMS FOR PRESENTATION AND DISCUSSION

- i. 2021 Budget
- ii. CARES Act Direct Aid Projects

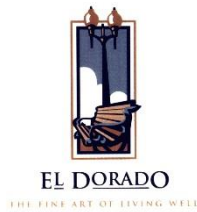
II. August 3, 2020 REGULAR AGENDA REVIEW

- a. Consent Agenda
 - i. City Commission Minutes
- b. Old Business
 - i. None
- c. New Business
 - i. KDOT Connecting Link Project Authorization
 - ii. Alley Vacation at 209 Bel Aire
- d. Items for Discussion
 - i. Post Road Discussion

III. REPORTS

- a. City Commission Reports
- b. City Manager's Report

City Manager's Office
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City Manager
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TO: City Commission
FROM: David Dillner, City Manager
SUBJ: CARES Act Resolution
DATE: July 13, 2020

Background: On June 26, 2020, the State Finance Council approved the Strengthening People and Revitalizing Kansas ("SPARK") Taskforce's proposal to distribute \$400 million to counties throughout the state. The State of Kansas originally received \$1.25 billion, although a portion of these funds were directly allocated to Johnson and Sedgwick Counties. The remaining balance is required to be distributed to the state and local governments based on a federal formula. Butler County stands to receive \$13.78 million to help address the health and economic challenges inflicted by COVID-19.

Per federal law, CARES Act funds may only be spent on expenditures that: a) are necessary public health (COVID-19) emergency expenses; b) are not accounted for in the budget approved as of March 27, 2020; and c) are expenses incurred between March 1, 2020 and December 31, 2020. The County's funds will be allocated towards direct reimbursement expenses of items such as the purchase of personal protective equipment and other expenses required in response to COVID-19. A portion of the funds will be authorized for direct aid for purchases to be made between early August and the end of the year. Butler County intends to make a portion of its allocation available to municipalities and school districts located within the county.

The City is required to adopt a resolution affirming its commitment to use CARES Act funds for appropriate uses and to comply with any reporting requirements necessary to ensure such compliance.

Policy Issue: Should the City Commission adopt a resolution to accept federal CARES Act funds from Butler County to assist with its response to COVID-19?

Alternatives:

Staff has determined the following options exist with respect to this issue (*listed in no particular order*):

- Adopt the prepared resolution stating the City's interest in receiving CARES Act funds and its intent to comply with all applicable requirements.
- Do not adopt the resolution and not receive any federal CARES Act funds.

Attachments: CARES Act Resolution; Butler County SPARK Committee Presentation; List of Direct Aid Requests from Departments

Fiscal Impact: The City estimates minimal expenses year-to-date on COVID-19 related purchases. The City was fortunate enough to receive some PPE from the Butler County Health Department in March, although some funds have been spent to maintain the City's supply. Therefore, the City does not anticipate much direct reimbursement assistance from the County under this program.

Staff has put together a list of potential direct aid requests that would strengthen the City's ability to respond during the pandemic. The City would have to spend any authorized funds by December 31, 2020 if it received approval for any direct aid requests.

The City will be required to provide sufficient documentation and justification to ensure that such funds are used in compliance with federal requirements. Failure to comply with federal requirements will likely require repayment of any funds received from the CARES Act.

CARES Act funds may not be used to offset any revenue loss arising from or attributed to the economic impact associated with COVID-19.

Legal Review: The City Attorney has not reviewed this item.

Trade-offs: As previously mentioned, the CARES Act funds will reimburse the City for expenses related to its COVID-19 response that have already been spent, provided sufficient documentation is available to justify these expenses. Failure to adopt the resolution will require these expenses to be paid from general governmental expenses. In addition, the City would not be eligible to receive other funds that may enhance the City's response efforts moving forward. In some cases, direct aid projects may also have a value to the provision of public services once the pandemic ends. A good example might be the purchase of radios with GPS capability for first responders.

Staff Recommendation: The City Manager recommends adoption of the resolution affirming the City's commitment to use CARES Act funds for appropriate uses and to comply with any reporting requirements necessary to ensure such compliance.

Engineering Department

CARES Act Request

\$25,000	Building Demolition
\$35,000	Pickup for the City Fleet after COVID-19. We drive two at a time in the Survey Truck.
\$ 5,000	Additional GIS License for Laptop Use

El Dorado Fire Department

CARES Act Direct Aid Requests

1. Response reimbursement: this is supplies and equipment purchased so far for the response to medical emergencies during the COVID-19 outbreak.
 - See Receipts - \$2067.01
2. In a recent review during service of SCBA systems, it was found that a large quantity of SCBA equipment is expiring requiring replacement. These are utilized for respirator protection for incidents such as Hazardous Materials, biohazard response, and entry into any other hazardous atmospheres. This equipment expiration was not expected and as such not budgeted for.
 - Replacement of 25 SCBA cylinders -\$27,000.00
 - Replacement of 20 SCBA mask – \$8,400.00
3. Medical equipment stockpile and preparation for possible fall resurgence of COVID.
 - Gloves - \$1000.00
 - Tyvek Coveralls -\$1000.00
 - Mask N 95 - \$1000.00
 - Mask surgical -\$1000.00
 - Half face respirators - \$500.00
 - Medical Screening equipment (i.e., non-contact thermometers)- \$400.00
 - Purchase of new 40mm filter canister adaptor for use with SCBA mask - \$ 700.00
4. As the El Dorado Fire Department services one of the more populous areas of Butler County, and the call volume of the department is in excess of 1200 calls each year, it is important that the department stay ready to service. As such the department would like to acquire a larger more industrial method to decontaminate apparatus and equipment. To accomplish this we are requesting large decontamination sprayers / foggers with an estimate expense of \$4200.00 for equipment and chemicals
5. Update to AED devices carried by the department, the department currently only has 2 AED devices which have become quite dated. As COVID is a respiratory disease, which can lead to respiratory failure and eventually cardiac failure. And as the survival rate of patients whom have access to an AED is greatly increased we are requesting replacement of older AED units and addition of some new ones to decrease response time and increase accessibility.
 - AED units – \$13,000.00
6. To prepare for use of respiratory protective equipment, the U.S. Code of Federal Regulations requires that all personnel that use advance respiratory protection be fit tested. With proper equipment the department could do this service in house for all personnel with the city. And possible extend this service to surrounding emergency responders. We are requesting an electronic device that provides digital accuracy to ensure safety.
 - Estimated Cost - \$10,000.00

7. Butler County Emergency Communications has started providing information to responders via cellular dispatch applications as well as through radio communications when possible (HIPPA). While the department has a few devices capable of receiving this information, unfortunately this has fallen to many members using personal electronics. We would like to purchase devices so that response to a potential COVID incident is preceded with information from the communications call taker and personnel are able to better prepare prior to making contact with a potential COVID patient. Also our portable radios are reaching their end of life and their dependability is marginal at best. We would like to update the equipment to ensure responders received this important COVID-19 response information.
 - 5 tablet devices - \$5000.00
 - 30 Portable Radios - \$90,000.00
8. The El Dorado Fire Department is the Hazardous Material Response team for Butler County. As such it responds to a variety of Hazardous situation including chemical, radiological, and biological releases. Currently the apparatus used is nearing end of life, and replacement of the vehicle is needed to ensure dependability. The estimated cost to replace the apparatus is \$300,000.00

El Dorado Police Department

Cares Act Funding

David,

Per Staff discussion about CARES Act expenditures or future purchases, below is a list of ideas from the Police Department. The only actual expenses we have had so far that are COVID-19 related is purchase of additional PPEs such as latex gloves and hand sanitizer. That expense has been around \$1000.00; however, I can get the exact number.

1. Riot Gear of the Police Department. The COVID-19 lock downs with many other events in the country so far in 2020 have caused a lot of civil unrest. Although we have had several protests in El Dorado, so far none has been violent. The police department does not currently have any type of riot gear to protect the officers in the event of civil unrest.
 - a. Damascus DHI Riot Helmet with face shield and neck protector: \$139.95 each X 27 officers would cost approximately \$3,778.65.
 - b. United Riot Shield: \$140.00 each X 20 would be approximately \$2,800.00.
2. The El Dorado Police Department mobile and portable radios are coming up on 10 years old, which is the useful life of a radio. These are very expensive and with current budget cuts, it is nearly impossible to include them. These radios are the lifeline for police officers on the street as well as vital components to Fire Department and Public Works operations. The City of El Dorado currently has approximately 127 portable radios. PD has 35, FD 45 and PW 47. The City of El Dorado also has 53 mobile radios.
 - a. Harris Model XL-185 portable radios with trade-in are approximately \$2,500.00 each X 127 = \$317,500.00. In addition, each portable would need an external lapel mic \$89.99 a carrying case \$79.00 and a spare battery \$150.00. This would add approximately \$318.00 to each portable or \$40,386.00 for a total cost of approximately \$357,886.00.
 - b. Harris Mobile radios: I am still waiting on a quote from the vendor, however, estimate replacement mobile radios at \$3,500 each X 53= \$185,500.00.
3. There has been much talk as of late about funding the equipment reserve. The El Dorado Police Department has an aging fleet of patrol vehicles, which are in need of replacements. Currently, a 2020 Dodge Durango Pursuit at State bid price with needed accessories fully equipped is approximately \$40,866.49. Pricing for the Dodge Charger Pursuit are currently not available but should be cheaper than an SUV. The Ford Explorer Police Interceptor SUV is quite a bit more than the Dodge Durango.
4. There has been talk of the need for a new Police Facility within the next several years. The El Dorado Time Building that is positioned just south of the current Police Department is currently for sale. This would be an excellent building for the city to own, as it is adjacent to current city buildings. This is a very large building with a full

basement that could be remodeled in the future or razed to make room to construct a new building. The current asking price is \$250,000.00.

Respectfully Submitted,

Chief Curtis E. Zieman

El Dorado Police Department.

One Time Costs:

TouchTime 3 time clocks: \$40,000

The proximity time clocks will lessen the contact between employees and common surfaces as they clock in and/or out in succession as many of our departments do on a daily basis.

Logitech Rally Plus video conferencing systems: \$34,910

Outfitting additional conference rooms with the Rally plus systems will allow additional conferences to take place at the same time as well as different departments to meet with both inside and outside entities without having to gather larger groups in a single conference room.

Laptops with charging cabinet: \$22,595

We have a limited number of laptops available for remote work. Having the additional laptops will allow us to facilitate additional workers from home. Having the cabinet will allow for proper maintenance and upkeep of those laptops.

Remote App Servers: \$18,790

The additional servers will give us the ability to support a larger number of home based workers as they remote into to access the resources they need.

VMWare upgrade to Essentials Plus: \$5,821

The additional capabilities of Essentials Plus compared to our current Essentials license, allows for live server migrations, failover and high availability. This would allow home based workers to continue to work unaffected if maintenance is necessary on the backend servers.

Desktop Webcams: \$1,875

With webcams, workers that are at work but needing to virtually connect with others, can join virtual meetings from their office without having to crowd into conference rooms with others or take up an entire conference rooms for a one person meeting.

Remote Phone Licensing: \$5,650

With the remote phone licensing, we will be able to allow remote workers to interact with our phone system as if they were in the office. This includes answering phones when citizens call, calling other extensions as if they were sitting in the office, and checking voice mail.

Commission Rm Tech upgrade: \$14,500

This upgrade allows us to use our current Commission Room camera and audio system to host real time video conferencing calls. From being able to host a video conference with citizen or vendor call in capabilities to viewing those same callers on our existing display system if those citizens/vendors have a webcam in use. This upgrade would also allow a Commissioner to remote in and still participate if that need arose. Complete video conference interaction. As a bonus, the system would now allow us to broadcast live to multiple social media and web platforms at the same time instead of our current single stream.

Ubiquiti 10Gbit Routers and Wireless APs: \$6,600

Having numerous workers remote in will tax our current Internet speed capabilities. Our current router situation does not allow us to utilize our full Internet speeds. We are currently limited to around 50% of our available throughput. Having 10Gbit routers will not only allow us to use our full current speed, but we will have plenty of room for Internet speed growth in the future. Going hand in hand with the router upgrade, not only is our current wireless infrastructure aging, beginning to fail, and very expensive to replace, they operate solely from the old routers. Once we upgrade to the newer, faster routers, we will no longer be able to utilize our current wireless infrastructure. On a side note, replacing all 32 of our current wireless devices with Ubiquiti products is the cost equivalent to only replacing 6 of our current type of wireless devices.

Ubiquiti building and tower devices: \$22,000

With all of our buildings wirelessly interconnected, each building, and its workers, have only the wireless connection at each location for connectivity to the servers, phone system, and the Internet. When staff is in the building and only asking the system to open a file from the data server or maybe access the database on an app server, the capability of the system is fine and will do its job as it should. As we ask users to work from home, that system is then being asked to pass the full functionality of multiple PCs across the wireless connection. This may have a negative effect on performance and the remote workers ability to do their job. Upgrading the wireless connections between the building and water towers to newer faster devices will eliminate this issue and allow for smooth transactions for at home workers.

Recurring Costs:

Teams: \$817.05/year

Changing our current Office 365 licensing to a program that includes Microsoft Teams will not only continue to provide the same functionality we currently have but will then provide Video conferencing capabilities with up to 10 simultaneous meetings if necessary. It will also include Instant Messaging features. Staff have requested both of these capabilities already. The video conferencing hosting capability need is a given but the advantage of remote workers being able to instant message would prove invaluable for quick communication between users. Both of these are achieved for only \$817.05 additional cost per year. Compare this cost to other video conferencing sites Zoom and GoToMeeting, which are \$2400 and \$3500 per year respectively.

VMWare Essential Plus Yearly Maintenance: \$1,156

This additional cost allows us to have ongoing support for our VMWare upgrade listed above.

Automated Soap, Sanitizer and Paper Towel Dispenser: \$11,740

This will make all of these dispensers automated in all of the public restrooms in all city facilities. This should greatly reduce the amount of hand-to-hand contact.

Automated Faucets and Fixture for Public Restrooms: \$17,800

This will make all fixtures in all of the public restrooms in all city facilities. This should greatly reduce the amount of hand-to-hand contact.

Permanent Safety Window Barriers: \$5,000

This will have a permanent safety barrier between customers and staff in public spaces.

Electromatic Misting and Disinfection system supplies unit: \$9,500

This is a mobile unit with additional handheld units that will be used if disinfect the public areas of buildings and vehicles along with disinfection supplies.

REME-HALO Air Purification Units: \$65,000

This is a UV air purification inserted into the supply side of all HVAC units. These costs will cover all city facilities.

PPE required for essential personnel: \$ 12,000

These supplies include stockpile of non-perishable PPE products that can be put into use in the field rapidly in case of a pandemic emergency.

Utilities Department

CARES Act Request

1. UV Disinfection/Reuse water purification
 - a. Project Justification: COVID-19 has been shown to survive in wastewater. The City of El Dorado currently operates an ultraviolet disinfection system that was brought over from the previous treatment facility, so it is now about 20 years old and could fail at any time. If the U.V. Disinfection system fails, we could be releasing the COVID-19 virus back into the environment.
 - The City of El Dorado has been looking at options for water reuse. This would be another reason to add a new, reliable U.V. disinfection system. We currently use reuse for equipment, irrigation, and wash down hydrants. It is imperative that U.V. Disinfection is working properly to limit COVID-19 exposure to staff.
 - b. Cost: \$325,000
2. Laboratory expansion/In house COVID 19 monitoring
 - a. Project Justification: Water Treatment and Water Reclamation Facilities have fairly sophisticated laboratories. Equipment could be added to perform in-house COVID testing.
 - b. Cost: \$50,000 (estimated)
3. Connectivity
 - a. Project Justification: The Water Reclamation Facility internet connectivity is limited to an AT&T cellular connection. Improved internet would improve control, reliability and be more prepared to implement advances in technology. A 100 foot tower would allow us to get better connectivity.
 - b. Cost: \$25,000
4. Improve Lift Station Reliability
 - a. Project Justification: Only three of our 10 sewer lift stations have standby power and many are 20+ years old and in need of updating. A lift station failure can cause sewer backups, which could potentially risk infection to the community and/or staff.
 - b. Cost: \$20,000 for standby power at four of our highest flow lift stations.