

Dodge City/Ford County CFAB Advisory Board Meeting
City of Dodge City Commissioners Chambers
Wednesday, April 3, 2019
6:00 P.M.
Agenda

Welcome and Introductions of New Board Members: Chair Ryan Rabe

Roll Call:

Call to Order: Chair Ryan Rabe

Visitors:

(Limit of five minutes per individual and fifteen minutes per topic. Final action may be deferred until the next CFAB meeting unless an emergency situation does exist).

Consent Calendar:

1. Approval of Minutes from January 30, 2019 Meeting
2. "Why Not Dodge" Sales Tax Fund Monthly Financial Report

Unfinished Business:

- 1.

New Business:

1. Appoint Representative to Event Fund Committee-Report by Assistant City Manager/Public Affairs Melissa McCoy

Reports:

1. Sports and Events Coordinator Update-Report by Sports and Events Coordinator, Michael Harris and Director of Parks and Facilities Troy Brown.
2. Long Branch Lagoon Update- Report by Facility Manager Cheyenne Schellhamer
3. Dodge City Raceway Park Update followed by Tour of Little DCRP at the Dodge City Raceway Park-Report by DCRP Manager/ Operator Tommie Estes

Next Meeting Date(s):

1. 6:00 pm, Wednesday, September 25, 2019
2. 6:00 pm, Wednesday, November 6, 2019

Adjournment

Dodge City/Ford County CFAB Advisory Board Meeting
City Hall
City Commissioners Chambers
Wednesday, January 30, 2019 6:00 P.M.
Minutes

Welcome: Chair Ryan Rabe

Roll Call: Ryan Rabe, Mike Laskowsky, Christa Roy, Mike Martinez, Michael Burns, Michael Brakey, City Commissioner Rick Sowers, County Administrator JD Gilbert and City Manager Cherise Tieben

Call to Order: Chair Ryan Rabe

Amendment to the Agenda: Chair Ryan Rabe asked for an amendment to the agenda to include a presentation of the software for the City of Dodge City's comprehensive plan. Michael Brakey made a motion to amend the agenda and Michael Burns seconded. The motion passed unanimously.

Election of Officers:

1. Election of 2019 Chair: Ryan Rabe opened nominations for the 2019 CFAB Chair.
Action: Michael Burns recommended Ryan Rabe and Michael Brakey seconded the nomination. The motion passed 6-0.
2. Election of 2019 Vice Chair: Chair Ryan Rabe opened nominations for the Vice Chair of CFAB. **Action:** Ryan Rabe nominated Michael Martinez. Michael Laskowsky seconded the motion. The motion passed 6-0.

Consent Calendar:

1. Approval of Minutes from November 7, 2018 Meeting. Mike Martinez made a motion to approve the consent calendar and Michael Burns seconded. Motion passed 6-0.

Reports:

1. CFAB Update – Report by Assistant City Manager/Public Affairs Melissa McCoy
 - Dodge City Raceway Park Micro Track – Tommie Estes, Operator and Manager of the DCRP will be installing a micro track for micros and karts which will race on eight Sundays starting May 5 through September 15.
 - Sports and Events Coordinator –The City is in the process of hiring a new Sports and Events Coordinator as Molly Masden recently resigned her position.
 - Dodge City Youth Soccer – City staff is working with the Dodge City Youth Soccer and the YMCA to see if the administrative duties for the teams can

be run through the YMCA. Dodge City Youth Soccer would still maintain their board as representatives for the teams.

- United Wireless Arena-Trace Atkins has been announced as the headliner for the 2019 Dodge City Days concert. Tickets will go on sale soon and the Arena is collaborating with the Dodge City CVB, Boot Hill Casino and Resort, Dodge City Area Chamber of Commerce and Roundup Rodeo to promote the concert.
- Board Member Terms –Melissa McCoy will be taking recommendations to the City and County Commissions to fill vacancies on the CFAB board. This includes the one year term left vacant by Paul Yaroslaski, a three year term to replace Christa Roy as she has decided not to seek reappointment and Mike Martinez’s term which he has expressed interest in serving. As it, was Christa Roy’s last meeting, Chair Ryan Rabe thanked her for her service to the CFAB Board over the past three years.

Unfinished Business:

1. There was no unfinished business.

New Business:

1. Comprehensive plan – Abbey Martin, Public Information Specialist, presented the online platform to submit comments and receive updates on the City’s Comprehensive Plan. She also requested that the CFAB Board Members make comments on the project to test the software for the City.

Next Meeting Date(s):

1. 6:00 pm, Wednesday, March 27, 2019
2. 6:00 pm, Wednesday, September 25, 2019
3. 6:00 pm, Wednesday, November 6, 2019

Adjournment- Michael Brakey made a motion to adjourn the meeting and Christa Roy seconded. The motion that passed unanimously.

BALANCE SHEET
SALES TAX PROJECT FUNDS
ENDING December 2018

	Operating Fund	Organizational Funding		ST-Depr. Fund	Event Fund	Depot Fund	Debt Service Account-SEC	Debt Service Account - Water Park	TOTAL SALES TAX PROJECTS FUNDS
		Fund	Fund						
ASSETS									
Assets									
Cash	39,111.21	138,863.83	1,474,262.69	130,504.30	318,331.37	713,764.87	339,379.41	3,154,217.68	
Cash - Reserve	-	-	-	-	-	3,678,511.36	687,435.68	4,365,947.04	
Cash - 2016 REF Bonds	-	-	-	-	-	526,290.65	-	526,290.65	
Debt Service	-	-	-	-	-	4,344.63	1.15	4,345.78	
Miscellaneous Receivable	205.14	-	-	-	3,996.61	-	-	4,201.75	
Sales Tax Receivable	377,400.65	-	-	-	-	-	-	377,400.65	
Deferred Bond Issuance Costs	-	-	-	-	-	-	-	-	
TOTAL ASSETS	416,717.00	138,863.83	1,474,262.69	130,504.30	322,327.98	4,922,911.51	1,026,816.24	8,432,403.55	
LIABILITIES & FUND BALANCE									
Liabilities									
Accounts Payable	8,474.08	10,012.34	-	-	7,653.59	-	-	26,140.01	
Retainage Payable	-	3,644.91	-	-	-	-	-	3,644.91	
Salaries Payable	8,584.05	-	-	-	1,608.03	-	-	10,192.08	
Sales Tax Payable	-	-	-	-	-	-	-	-	
Compensated Absenses Payable	11,427.68	4,429.54	-	-	3,194.41	-	-	19,051.63	
Accrued Interest Payable	-	-	-	-	-	113,714.06	27,070.83	140,784.89	
Deferred Gain on Refunding	-	-	-	-	-	2,060,303.86	-	2,060,303.86	
Bond Premium	-	-	-	-	-	48,768.62	277,195.00	325,963.62	
Unamortized Bond Discount	-	-	-	-	-	-	-	-	
Bonds Payable-Current	-	-	-	-	-	1,170,000.00	365,000.00	1,535,000.00	
Bonds Payable-Non-Current	-	-	-	-	-	33,460,000.00	8,760,000.00	42,220,000.00	
TOTAL LIABILITIES	28,485.81	18,086.79	-	-	12,456.03	36,852,786.54	9,429,265.83	46,341,081.00	
Total Current Liabilities									
FUND BALAN	374,056.19	120,777.04	1,474,262.69	130,504.30	309,871.95	2,700,124.97	722,550.41	5,832,147.55	
Reserve for Encumbrances	14,175.00	-	-	-	-	-	-	14,175.00	
Net Capital Assets-Related Debt	-	-	-	-	-	(34,630,000.00)	(9,125,000.00)	(43,755,000.00)	
Unused debt proceeds	-	-	-	-	-	-	-	-	
Total Fund Equity	388,231.19	120,777.04	1,474,262.69	130,504.30	309,871.95	(31,929,875.03)	(8,402,449.59)	(37,908,677.45)	
TOTAL LIABILITIES AND FUND EQUITY	416,717.00	138,863.83	1,474,262.69	130,504.30	322,327.98	4,922,911.51	1,026,816.24	8,432,403.55	

Special Events Centers									
Contractual	-	71,712.00	1,092,437.94	860,500.00	860,500.00	860,500.00	126.95%		
Insurance & Electric	607.03	3,811.00	42,963.81	45,600.00	45,600.00	45,600.00	94.22%		
Other	31.50	-	245.50	-	-	-	0.00%		
Capital Outlay	4,539.00	12,500.00	84,789.56	150,000.00	150,000.00	150,000.00	56.53%		
Total-Special Events Centers	5,177.53	88,023.00	1,220,436.81	1,056,100.00	1,056,100.00	1,056,100.00	115.56%		
Facilities Maintenance									
Personnel Services	-	1,355.00	11,866.67	16,150.00	16,150.00	16,150.00	73.48%		
Contractual Services	-	-	1,191.44	-	-	-	0.00%		
Commodities	-	786.00	6,099.13	9,300.00	9,300.00	9,300.00	65.58%		
Total-Facilities Maintenance	-	2,141.00	19,157.24	25,450.00	25,450.00	25,450.00	75.27%		
Raceway Park									
Personnel Services	277.75	911.00	9,574.48	10,800.00	10,800.00	10,800.00	88.65%		
Contractual Services	14,348.73	27,960.00	318,304.39	335,300.00	335,300.00	335,300.00	94.93%		
Commodities	811.27	935.00	13,643.77	11,000.00	11,000.00	11,000.00	124.03%		
Capital Outlay	-	424.00	-	5,000.00	5,000.00	5,000.00	0.00%		
Total-Raceway Park	15,437.75	30,230.00	341,522.64	362,100.00	362,100.00	362,100.00	94.32%		
Outdoor Regional Aquatics Facility									
Personnel Services	-	765.00	-	9,180.00	9,180.00	9,180.00	0.00%		
Contractual Services	2,751.18	36,196.00	566,099.58	434,000.00	434,000.00	434,000.00	130.44%		
Commodities	-	1,886.00	22,915.26	22,500.00	22,500.00	22,500.00	101.85%		
Capital Outlay	-	1,500.00	12,708.54	18,000.00	18,000.00	18,000.00	70.60%		
Total - Aquatics Facility	2,751.18	40,347.00	601,723.38	483,680.00	483,680.00	483,680.00	124.41%		
TOTAL EXPENDITURES-OPERATING FUN	(710,838.43)	618,215.00	8,280,915.09	7,414,730.00	7,414,730.00	7,414,730.00	111.68%		
Revenue Over/Under Expenditures	1,127,567.73	(70,182.00)	(2,153,237.58)	(838,730.00)	(838,730.00)	(838,730.00)			

BALANCE SHEET
SALES TAX PROJECT FUNDS
ENDING March 2019

	Operating Fund	Organizational Funding Fund	ST-Depr. & Replacement Fund	Event Fund	Deport Fund	Debt Service Account-SEC	Debt Service Account - Water Park	TOTAL SALES TAX PROJECTS FUNDS
ASSETS								
Assets								
Cash	543,011.66	117,725.18	1,457,262.69	130,504.30	289,788.06	930,056.38	418,407.65	3,886,755.92
Cash - Reserve	-	-	-	-	-	3,690,240.74	687,435.68	4,377,676.42
Cash - 2016 REF Bonds	-	-	-	-	-	583,129.39	-	583,129.39
Debt Service	-	-	-	-	-	4,344.63	1.15	4,345.78
Miscellaneous Receivable	2,700.00	-	-	-	841.19	-	-	3,541.19
Sales Tax Receivable	377,400.65	-	-	-	-	-	-	377,400.65
Deferred Bond Issuance Costs	-	-	-	-	-	-	-	-
TOTAL ASSETS	923,112.31	117,725.18	1,457,262.69	130,504.30	290,629.25	5,207,771.14	1,105,844.48	9,232,849.35
LIABILITIES & FUND BALANCE								
Liabilities								
Accounts Payable	444,391.28	7,751.29	-	20,000.00	321.80	-	-	472,464.37
Retainage Payable	-	-	-	-	-	-	-	-
Salaries Payable	-	-	-	-	-	-	-	-
Sales Tax Payable	-	-	-	-	-	-	-	-
Compensated Absenses Payable	11,427.68	4,429.54	-	-	3,194.41	-	-	19,051.63
Accrued Interest Payable	-	-	-	-	-	113,714.06	27,070.83	140,784.89
Deferred Gain on Refunding	-	-	-	-	-	2,060,303.86	-	2,060,303.86
Bond Premium	-	-	-	-	-	48,768.62	277,195.00	325,963.62
Unamortized Bond Discount	-	-	-	-	-	-	-	-
Bonds Payable-Current	-	-	-	-	-	1,170,000.00	365,000.00	1,535,000.00
Bonds Payable-Non-Current	-	-	-	-	-	33,460,000.00	8,760,000.00	42,220,000.00
TOTAL LIABILITIES	455,818.96	12,180.83	-	20,000.00	3,516.21	36,852,786.54	9,429,265.83	46,773,568.37
Total Current Liabilities								
FUND BALAN	467,293.35	105,544.35	1,457,262.69	110,504.30	287,113.04	2,984,984.60	801,578.65	6,214,280.98
Reserve for Encumbrances	-	-	-	-	-	-	-	-
Net Capital Assets-Related Debt	-	-	-	-	-	(34,630,000.00)	(9,125,000.00)	(43,755,000.00)
Unused debt proceeds	-	-	-	-	-	-	-	-
Total Fund Equity	467,293.35	105,544.35	1,457,262.69	110,504.30	287,113.04	(31,645,015.40)	(8,323,421.35)	(37,540,719.02)
TOTAL LIABILITIES AND FUND EQUITY	923,112.31	117,725.18	1,457,262.69	130,504.30	290,629.25	5,207,771.14	1,105,844.48	9,232,849.35

SALES TAX PROJECT FUND
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET PERFORMANCE
March 31, 2019

	Current Month (March 2019) Actual	Current Month (March 2019) Budget	Current YTD (Jan-Mar 2019) Actual	Current YTD (Jan-Mar 2019) Budget	Annual FY 2019 Budget	
Revenues						
Sales Tax	445,989.38	491,333.00	1,458,869.76	1,473,999.00	5,896,000.00	24.74%
Investment Earnings	-	1,666.00	3,373.10	4,998.00	20,000.00	16.87%
Field Sports Revenues	3,103.66	12,899.00	9,351.63	38,697.00	154,810.00	6.04%
Racetrack Revenues	-	-	-	-	-	0.00%
Miscellaneous	-	250.00	-	750.00	3,000.00	0.00%
Longbranch Lagoon	1,900.00	42,124.00	4,258.00	126,372.00	505,500.00	0.84%
Total Revenues	450,993.04	548,272.00	1,475,852.49	1,644,816.00	6,579,310.00	22.43%
Expenditures						
Field Sports						
Personnel Services	11,877.26	22,086.00	31,079.20	66,258.00	265,061.00	11.73%
Contractual Services	5,824.84	9,414.00	14,308.13	28,242.00	113,050.00	12.66%
Commodities	5,230.69	6,899.00	9,447.35	20,697.00	82,850.00	11.40%
Capital	5,244.45	5,249.00	12,060.23	15,747.00	63,000.00	19.14%
Field Sports-Tournaments	15,812.95	18,076.00	21,800.44	54,228.00	216,960.00	10.05%
Total-Field Sports	43,990.19	61,724.00	88,695.35	185,172.00	740,921.00	11.97%
Administration						
Contractual Services	-	72,107.00	-	216,321.00	865,300.00	0.00%
Commodities	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Bond Payment Transfers	174,786.66	271,250.00	699,146.64	813,750.00	3,255,000.00	21.48%
Transfer to Dev & Growth	-	-	-	-	-	0.00%
Interest	-	-	-	-	-	0.00%
Transfer to Depr & Repl	-	58,750.00	-	176,250.00	705,000.00	0.00%
Other	-	183.00	-	549.00	2,200.00	0.00%
Total-Administration	174,786.66	402,290.00	699,146.64	1,206,870.00	4,827,500.00	14.48%

OPERATING FUND-SALES TAX PROJECTS

ST Organizational Funding Fund									
Revenues									
Grants	-	-	-	-	-	-	-	-	0.00%
Charges for Services	-	-	-	-	-	-	-	-	0.00%
Transfer From Other	-	-	-	-	-	-	-	-	0.00%
Transfer From Sales Tax Fund	-	59,166.00	-	-	177,498.00	-	710,000.00	-	0.00%
Total Revenue-ST Organizational Funding	-	<u>59,166.00</u>	-	-	<u>177,498.00</u>	-	<u>710,000.00</u>	-	0.00%
Expenditures									
Personnel Services	-	-	-	-	-	-	-	-	0.00%
Contractual Services	10,004.13	59,166.00	15,232.69	177,498.00	710,000.00	2.15%	0.00%	0.00%	0.00%
Commodities	-	-	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	-	-	0.00%
Total Expenditures-ST Organizational Fundin	<u>10,004.13</u>	<u>59,166.00</u>	<u>15,232.69</u>	<u>177,498.00</u>	<u>710,000.00</u>	<u>2.15%</u>			

Revenue Over/Under Expenditures (10,004.13) (15,232.69) -

Debt Service Account - SEC									
Revenues									
Investment Income	-	14,314.55	-	-	-	-	-	-	-
Transfer from Reserve Fund	-	-	-	-	-	-	-	-	-
Transfer from Operating Funds	135,272.54	270,545.08	284,859.63	-	-	-	-	-	-
Total Revenues	<u>135,272.54</u>	<u>284,859.63</u>							
Expenditures									
Principal Payments	-	-	-	-	-	-	-	-	-
Interest Payments	-	-	-	-	-	-	-	-	-
Investment Fees	-	-	-	-	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>							
Revenue Over/Under Expenditures	135,272.54	284,859.63							

Debt Service Account - Outdoor Regional Acquatics Facility									
Revenues									
Investment Income	-	-	-	-	-	-	-	-	-
Transfer from COI fund	-	-	-	-	-	-	-	-	-
Transfer from Operating Funds	39,514.12	79,028.24	79,028.24	-	-	-	-	-	-
Total Revenues	<u>39,514.12</u>	<u>79,028.24</u>							
Expenditures									
Principal Payments	-	-	-	-	-	-	-	-	-
Interest Payments	-	-	-	-	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>							
Revenue Over/Under Expenditures	39,514.12	79,028.24							