

Dodge City/Ford County CFAB Advisory Board Meeting
City Hall City Commission Chambers
Thursday, September 12, 2013
6:00 P.M.
Agenda

Call to Order:

Roll Call

Consent Calendar

1. Approval of Minutes from January 24, 2013 meeting

Unfinished Business

1. Cavalier Turf Update-Report by Director of Parks and Recreation, Paul Lewis

New Business

1. Election of Officers-Project Development Coordinator, Melissa McCoy
2. Venue Works Update-Report by Ford County Legal Counsel, Glen Kerbs
3. Resolutions from the City Commission- Report by City Manager, Ken Strobel
 - A. Santa Fe Depot-Report by Project Development Coordinator, Melissa McCoy
 - B. Aquatics Facility
 1. Waters Edge Presentation-Introduction by Director of Parks and Recreation, Paul Lewis
 2. Resolution from CFAB-Report by Director of Parks and Recreation, Paul Lewis
4. Soccer Complex Update- Report by Director of Parks and Recreation, Paul Lewis
5. Approve Form for 2014 Organizational Funding Application-Report by Project Development Coordinator, Melissa McCoy
6. Master Plans for Projects-Report by City Manager, Ken Strobel
7. Schedule Next Meeting
8. Other

Adjournment

***Community Facilities Advisory Board Minutes
City Hall, Commission Chambers
Thursday, January 24, 2013***

***City Hall Engineering Conference Room
5:30 p.m.***

WELCOME: Justin Banning, Vice-Chairperson.

INTRODUCTION OF NEW CFAB MEMBER: Mayor Rick Sowers welcomed and introduced Chris Boys as the new CFAB member that will be replacing Terry Williams as the County Representative on the board.

EXECUTIVE SESSION (CFAB Members and Staff Only)

1. Rick Sowers made a motion to go into Executive Session. Inga Vasquez seconded the motion. Motion carried unanimously
2. Organizational Funding Requests were reviewed and discussed.

***City Commission Chambers
7:00 p.m.***

WELCOME: Jim Lembright, Chairperson

ROLL CALL: Jim Lembright, Justin Banning, Ed Elam, Rick Sowers, Dr. Perak, Inga Vasquez, Chris Boys, Tom Stanley and Ken Strobel, City Manager..

APPROVAL OF MINUTES

Tom Stanley moved to approve the minutes from the November 1 meeting, Chris Boys seconded the motion. Motion carried unanimously.

TASK FORCE REPORT AND BUDGET

Duane Ross introduced the members of the Tourism Task Force (TTF) and provided a brief history of how the board was established. In addition, he reported on the TTF’s accomplishments for 2012. Mr. Ross then presented the 2013 TTF Budget Request to the CFAB Board.

ORGANIZATIONAL FUNDING BUDGET & RECOMMENDATIONS

The Organizational Funding Budget for 2013 is 11% of the 2012 sales tax collections.

The Organizational Funding Recommendations for 2013 are as follows...

- Boot Hill Museum \$100,000.00
- Ford County Historical Society, Inc. \$10,000.00
- Dodge City Area Arts Council \$15,716.00
- Dodge City Trail of Fame, Inc. \$16,000.00
- The Depot Theater Company \$150,000.00
- Kansas Teacher’s Hall of Fame \$ 8,900.00
- Dodge City Roundup, Inc. \$20,000.00
- Tourism Task Force \$251,247.00

Justin Banning moved to recommend to the City/County approval of funding as recommended. Tom Stanley seconded the motion. The motion carried unanimously.

OTHER

Jim Johnson with the Dodge City Trail of Fame announced that the Artist for the Doc Holliday Statue will have a special reception on Feb 3 at the Trail of Fame office located in the former Eckles Building in downtown Dodge City. The purpose of the reception will be to reveal the maquette of the Doc Holliday Statue. Mr. Johnson invited the CFAB members to attend.

CFAB Chairperson, Jim Lembright, thanked Inga Vasquez for her years of service to the CFAB Board.

ADJOURNMENT: Jim Lembright moved to adjourn the meeting. Justin Banning seconded the motion. The motion passed unanimously.

CITY RESOLUTION NO. 2013-27

WHEREAS, the City of Dodge City (the "City") and County of Ford County, Kansas, (the "County") are parties to an Interlocal Agreement dated July 21, 1997, and amended on May 17, 2004, and again on August 10, 2005; (the "Interlocal Agreement") and,

WHEREAS, the purpose of said Interlocal Agreement includes the governance of the collection and expenditure of the Retailers' sales tax revenues approved at the June 10, 1997, City / County elections commonly referred to as the "Why Not Dodge" sales tax (the "WND sales tax") and,

WHEREAS, the WND sales tax has been, and can be used for the construction and operation of Projects as described in the June 10, 1997, ballot and Related Public Projects as determined by the City and County; and

WHEREAS, Related Public Projects, as defined in the Interlocal Agreement, includes "public entertainment and recreation facilities, the primary purpose of which is to attract tourists, visitors, conventions, and meetings to Dodge City and the Ford County area, and which broaden, improve, and diversify the economic base of Ford County," and

WHEREAS, a local citizens committee has over the past several years researched and studied the need for a new aquatic facility to replace the existing municipal swimming pool which has served the community for over 30 years, but has deteriorated and can no longer accommodate the community's needs, and

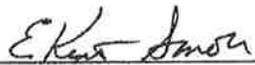
WHEREAS, a new themed aquatic facility would draw tourists, visitors, and organizations from around the region and from out of state, while at the same time enhancing the quality of life for area residents, and

WHEREAS, with careful management the cost of construction, operations, and maintenance of such a facility can be accommodated by the WND budget without impairing the ability to fund existing WND Projects;

NOW, THEREFORE, be it resolved by the governing Body of the City of Dodge City:

Pursuant to the provisions of paragraph 7 of the Interlocal Agreement, the City Commission of Dodge City hereby proposes to the CFAB that an Aquatic Facility be approved as a related WND Project as provided by paragraph 4.b. of the Interlocal Agreement, the construction and operation of which will be funded from the WND sales tax, the initial construction costs which is estimated to be approximately \$10 million dollars, and the location of which will be determined by the City and County after review by the CFAB.

Adopted by the City Commission of Dodge City, Kansas, the 22nd day of August, 2013.



E. Kent Smoll, Mayor

Attest:


Nannette Pogue, City Clerk

CITY RESOLUTION NO. 2013-28

WHEREAS, the City of Dodge City (the “City”) and County of Ford County, Kansas, (the “County”) are parties to an Interlocal Agreement dated July 21, 1997, and amended on May 17, 2004, and again on August 10, 2005; (the “Interlocal Agreement”) and,

WHEREAS, the purpose of said Interlocal Agreement includes the governance of the collection and expenditure of the Retailers’ sales tax revenues approved at the June 10, 1997, City / County elections commonly referred to as the “Why Not Dodge” sales tax (the “WND sales tax”) and,

WHEREAS, the WND sales tax has been, and can be used for the construction and operation of Projects as described in the June 10, 1997, ballot and Related Public Projects as determined by the City and County; and

WHEREAS, Related Public Projects, as defined in paragraph 4.c. of the Interlocal Agreement, includes “public entertainment, recreation or historic facilities, the primary purpose of which is to attract tourists, visitors, conventions, and meetings to Dodge City and the Ford County area, and which broaden, improve, and diversify the economic base of Ford County,” and

WHEREAS, several years ago the City became the owner of the Santa Fe Depot and all ancillary facilities and parking areas (the “Depot”). With the assistance of the local theater group the City undertook a total renovation of the facility in an effort to preserve

the historic significance of the building and the role that the railroad has played in the development and history of the City, and

WHEREAS, our community's western heritage demands that the Depot not only be preserved, but developed into a tourist attraction which will draw visitors and tourists to the community as well as provide the community with a classic performing arts center and transportation hub, and

WHEREAS, with careful management the cost of preservation and internal expansion and maintenance of the Depot can be accommodated by the WND budget without impairing the ability to fund existing WND Projects;

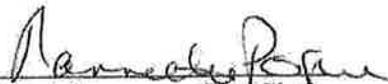
NOW, THEREFORE, be it resolved by the governing Body of the City of Dodge City: Pursuant to the provisions of paragraph 7 of the Interlocal Agreement, the City Commission of Dodge City hereby proposes to the CFAB that the Santa Fe Depot be approved as a related WND Project as provided by paragraph 4.c. of the Interlocal Agreement the preservation, maintenance, and operation of which will be funded from the WND sales tax.

Adopted by the City Commission of Dodge City, Kansas, the 22nd day of August, 2013.



E. Kent Smoll, Mayor

Attest:


Nannette Pogue, City Clerk

**INSTRUCTIONS
COMMUNITY FACILITIES ADVISORY BOARD
ORGANIZATIONAL FUNDING GRANT**

Attached is the calendar year 2014 Organizational Funding Application for the consideration of the Community Facilities Advisory Board (CFAB). Please read all materials carefully prior to completing and submitting your application. Incomplete or non-conforming applications will be returned and no due date extension will be granted.

The Grant Application must be submitted as **one original and 9 copies**. Grant application information in **Section(s) 4,5,7,8, & 10** must be addressed on separate sheets of paper in numerical sequence. *Expense and Income forms must reflect the organization's entire operations, not just the requested amount for the grant.* .

Completed applications are due at City Hall no later than **5:00 p.m. Monday, December 2, 2013**. *Applications received after that date and time will be returned unopened.* If mailing your applications please send them to the following address: **Attention: Melissa McCoy, City of Dodge City, 806 N. 2nd Avenue, Dodge City, KS. 67801**

*** Organizations that demonstrate a greater financial match will have a greater probability of funding.**

The Community Facilities Advisory Board will review applications and make recommendations to the City and County Commissions for their consideration. It is anticipated that a Joint City/County Commission meeting will be scheduled prior to March 1, 2014, at which time final determination of grant funding will be made.

Grant Awardees will be required to participate with the Dodge City CVB for one day in at least one external (outside of Dodge City) event such as the Kansas State Fair, Kansas Sampler Festival or other promotional activity. In addition, awardees will be required to participate and attend meetings for the Dodge City/Ford County Tourism Coalition.

Please contact Melissa McCoy (620-225-8100) or melissam@dodgecity.org if you have questions regarding the application and/or application process.

Organizational Funding Application Form
2014 Funding Year

2014 Funding Request:

Proposed Project: _____
Matching Funds \$ _____
Requested CFAB Grant Funds \$ _____
Total Grant Request \$ _____

1. Organization Information

Organization Name: _____
Address and Zip: _____
Phone Number: _____
Web Site: _____
Federal Tax ID#: _____

2. Contact Information

Name/Title: _____
Address and Zip: _____
Phone Number: _____
Fax Number: _____
Email: _____

3. Certification

Applicant organization is a not-for-profit, 501(C) (3), tax exempt corporation, organization or agency with its principal offices located in Ford County, Kansas, the principal function of which is to promote and/or preserve the western heritage of Dodge City and Ford County; the promotion of tourism; attracting visitors and conventions to the area through the construction and/or maintenance of public facilities and/or conducting public activities.

The undersigned hereto gives this assurance in consideration for obtaining "Why Not Dodge" sales tax funds through the Community Facilities Advisory Board, the Dodge City Commission and the Ford County Commission.

Authorizing Official Signature

Name

Title

Date

Contact Person Signature

Name

Title

Date

4. Current Staff list

Submit a current list of the organization’s staff, including position and title and indicate whether they are full time or part time staff.

5. Current Board of Trustees/Directors list

Submit a current list of the organization’s board, including position titles, contact information and terms of service.

6. Proposal Information:

6.1	Purpose of Project: Please complete information in second column.	
6.2	Project Period: Please complete information in second column.	Start Date: _____ End Date: _____
6.3	Project Costs: (Complete attached budget in Section 7) Please complete information in second column.	Matching Funds: \$ _____ Requested Funding from CFAB: \$ _____ Total Project Cost: \$ _____

7. Specific Information on Price Estimates/Quotes:

Please document the following if applicable to project (all requests for maintenance/repairs must be included):

- A. **Project Specification and Price Estimate/Quote** –This documentation must clearly detail the project specifications. (i.e., design costs, materials, labor, related work/services provided by vendor, etc.) and must support/document the proposed project costs as reflected in the applicant’s budget.

8. Application for CFAB Funding:

- B. **Project Description:** Describe the proposed project clearly and concisely. Provide a brief description that summarizes the use of the grant award. The description should not exceed 550 characters.
- C. **Budget Category breakdown:** Describe the funds being requested in the **section 7 budget sheet**, explaining how the money will be spent. The purpose of the budget is to identify costs to be expended with CFAB funds as well as matching funds.

- D. Marketing Attraction:** Describe the current and potential marketing efforts for the attraction.
- E. Economic Impact:** Describe how the project will or has increased expenditures from additional visitors.
- F. Tracking measures:** Describe methods used to track success of completion of project.
- G. Visitor Attendance:** Provide the number of visitors to the attraction for the year to date.
- H. Hours of Operation:** Detail the attractions current or proposed schedule of operations (days and hours) that will be open to the public. Describe the source of funding for personal to staff and operate attraction.
- I. Sustainability:** Detail the financial accountability of the organization. Explain short and long range goals for sustainability.
- J. Description of Machinery /Equipment/ Materials (if applicable):** Identify equipment or materials/supplies to be acquired with the proposed CFAB funds, match funds and provide copies of quotes.

9. Budget:

<u>Line item or cost category description:</u>	<u>Matching Funds</u>	<u>Funds Requested from CFAB</u>
Capital Project		
Equipment		
Marketing		
Training		
Studies		
Other		
Total Cost of Project:		

10. Financial Information:

Provide a compiled reviewed or audited financial statement for organizations with an annual operating budget of \$500,000 or greater. Provide the most current IRS Form 990, if applicable. Attach a copy of annual financial statement and Income Statement. A current fiscal year budget approved by the Board of Directors; the projection must be for the organization's total budget not just the requested grant purpose.

11.CFAB Application Checklist:

Incomplete applications can not be evaluated; therefore, all items listed below (when applicable to the project) must be included:

- ✓ **Section 1 & 2: Application Cover page**-First page of grant application must contain organization's information and contact's information.
- ✓ **Section 3: Certification**-The application cover page must contain the signatures of the applicant organization's authorized official and contact.
- ✓ **Section 4: Current Staff List**-Must be addressed on a separate sheet of paper.
- ✓ **Section 5: Current Board of Trustees/Directors list**- Must be addressed on a separate sheet of paper.
- ✓ **Section 6: Proposal information**- Sections 6.1 through 6.3 must be complete.
- ✓ **Section 7: Required Attachments**-Specific information on price quotes (if applicable)
- ✓ **Section 8:** Application points A through I should be addressed on separate sheets of paper.
- ✓ **Section 9: Budget**- This table will be used to establish the cost categories of the grant agreement. List each budget line item for which the grant funds are proposed to be expended. Indicate the requested grant amount for each budget line item. Provide the matching funds for each budget line item. Provide the total of each column.
- ✓ **Section 10: Required Attachments Financial Information:** Financial Statement, Income Statement and Copy of Annual budget –approved by organization's Board of Directors (please provide explanation if unable to include). A Compiled Reviewed or Audited Financial Statement for organizations with an operating budget of \$500,000 or greater, Current IRS 990 form (if applicable).
- ✓ **Grant Applications**-The Grant Application must be submitted as **one original and 9 copies**.

The Community Facilities Advisory Board, the City of Dodge City and Ford County Government strive to support a high Quality of Life environment for their residents and visitors recognizing the role of heritage, arts and tourism organizations in that endeavor.