

Dodge City/Ford County CFAB Advisory Board Meeting
City Hall City Commission Chambers
Wednesday, January 29, 2014
5:30 P.M.
Agenda

Welcome: Chairman Banning

Roll Call

Call to Order: Chairman Banning

Consent Calendar

1. Approval of Minutes from December 11, 2013 meeting

Old Business

New Business

1. "Why Not Dodge" Sales Tax Fund Monthly Financial Report-Report by City Clerk and Director of Finance, Nannette Pogue
2. Review of 2014 CFAB Organizational Funding Requests
3. 2014 CFAB Organizational Funding Recommendations-Report by Project Development Coordinator-Melissa McCoy
4. CFAB Responsibility Discussion
5. CFAB Board Materials-
 - a) CFAB Handbook-Report by Project Development Coordinator-Melissa McCoy
 - b) Water Park Packet-Report by Director of Parks and Recreation Paul Lewis
6. Other
7. Next Tentative Meeting Date February 20, 2014 at 6:00 PM

Adjournment

***Community Facilities Advisory Board Minutes
City Hall, Commission Chambers
Wednesday, December 11, 2013***

***City Commission Chambers
6:00 p.m.***

WELCOME: Justin Banning, Chair

ROLL CALL: Justin Banning, Chris Boys, Dr. Perak, Rick Sowers, Tom Stanley, Dan Schenkein, Bill Turley, Ken Strobel, City Manager, Ed Elam, County Administration and Glenn Kerbs, Legal Counsel

APPROVAL OF CONSENT CALENDAR

1. Approval of CFAB Meeting Minutes, November 21, 2013

Tom Stanley moved to approve the Consent Calendar as presented, Dr. Perak seconded the motion. The motion carried unanimously.

Old Business

1. Aquatics Park Update: Director of Parks and Recreation reviewed the memorandum requesting CFAB to approve a contract extension with Water's Edge Aquatic Design (Water's Edge). Mr. Lewis explained that the contract was contingent on the approval of the project by the Joint Commissions. The City had a prior contractual agreement with Water's Edge, who was selected through an appropriate RFP process. After Mr. Lewis explained the remainder of the memorandum and draft schedule for the water park, the CFAB members asked questions in regards to the contract.

A motion was made by Tom Stanley to approve the contract extension with Water's Edge pending the approval of the Water Park as a project by the Joint Commission. Rick Sowers seconded the motion. Then, more discussion ensued. Chairman Banning called for the vote and the motion passed five to two.

New Business

1. Tourism Task Force Update-Project Development Coordinator, Melissa McCoy and Kent Stehlik, Grant Consultant provided a detailed presentation on the activities and accomplishments of the Tourism Task Force during 2013. The report focused on how the Tourism Task Force has leveraged "Why Not Dodge" sales tax dollars to secure grant funding and tax credits to complete larger projects.

2. “Why Not Dodge” Sales Tax Budget-City Clerk and Director of Finance, Nannette Pogue presented the 2014 “Why Not Dodge” sales tax budget with sales tax revenues totaling 5,600,000.00.

Mrs. Pogue explained that since the sales tax has remained relatively flat for the 2013/2012 year, revenues for 2014 were budgeted at the same amount as was budgeted for in 2013. The 2014 proposed expenditures reflected normal and historical operating costs. Other items for consideration included the transfer amount that is dedicated annually to the Depreciation fund. The initial transfer to the fund was \$ 2,500,000 with an annual transfer of \$750,000. However, after all the items were reviewed it was determined by staff that a more comfortable annual transfer would be \$345,000. The depreciation fund includes only projects that were previously funded by the special tax. In addition, there was a budgetary request from depreciation for turf installation at Cavalier Field in the amount \$350,000 for the consideration of CFAB.

Mrs. Pogue also explained that the special events center construction fund is no longer active and any left over funding will be used to pay off debt service.

In addition, to the sales tax budget, Mrs. Pogue provided the sales tax project fund statement of revenues and expenditures for month ended November 31, and the proposed 2014 budget for the Special Events Center. The financial report will now be sent on a quarterly basis via the project development coordinator.

Rick Sowers moved to accept the “Why Not Dodge” Sales Tax Budget as presented. Tom Stanley seconded the motion. The motion carried unanimously

3. Schedule Next Meeting:

1. The next CFAB meeting was scheduled for **Wednesday, January 8 at 6:00 PM in the City Commissioners Chambers.**

Adjournment: Justin Banning made a motion to adjourn the meeting. Chris Boys seconded. The motion passed unanimously.

SALES TAX PROJECT FUND
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET PERFORMANCE
December, 2013

	Current Month (December 2013) Actual	Current Month (December 2013) Budget	Current YTD (Jan - Dec 2013) Actual	Current YTD (Jan - Dec 2013) Budget	Annual FY 2013 Budget	2013 Budget	% of Budget
	<u>December</u>		<u>Year to Date</u>				

OPERATING FUND-SALES TAX PROJECTS

Revenues							
Sales Tax-City of Dodge City	416,514.08	375,000.00	4,727,405.93	4,500,000.00	4,500,000.00	4,500,000.00	105.05%
Sales Tax-County of Ford County	91,903.81	91,674.00	1,174,914.41	1,100,000.00	1,100,000.00	1,100,000.00	106.81%
Transfer from general Fund	0.00	0.00	0.00	50,000.00	50,000.00	50,000.00	0.00%
Investment Earnings	0.00	1,674.00	1,646.44	20,000.00	20,000.00	20,000.00	8.23%
Field Sports Revenues	2,100.00	1,761.00	7,775.00	21,000.00	21,000.00	21,000.00	37.02%
Racetrack Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Sale of Advertising	0.00	587.00	3,200.00	7,000.00	7,000.00	7,000.00	45.71%
Miscellaneous	<u>510,517.89</u>	<u>470,696.00</u>	<u>5,915,316.78</u>	<u>5,698,000.00</u>	<u>5,698,000.00</u>	<u>5,698,000.00</u>	<u>103.81%</u>
Expenditures							
Field Sports							
Personnel Services	14,475.99	20,204.00	215,077.80	242,305.00	242,305.00	242,305.00	88.76%
Contractual Services	-17,393.23	9,169.00	110,792.86	108,950.00	108,950.00	108,950.00	101.69%
Commodities	7,666.61	7,113.00	99,147.94	84,850.00	84,850.00	84,850.00	116.85%
Capital	0.00	7,087.00	26,917.85	85,000.00	85,000.00	85,000.00	31.67%
Field Sports-Concessions	295.93	0.00	5,174.56	0.00	0.00	0.00	
Field Sports-Tournaments	<u>25,000.00</u>	<u>8,337.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>100.00%</u>
Total-Field Sports	30,045.30	51,910.00	557,111.01	621,105.00	621,105.00	621,105.00	89.70%
Administration							
Contractual Services	1,789.80	119,097.00	1,189,561.34	1,428,900.00	1,428,900.00	1,428,900.00	83.25%
Commodities	0.00	25.00	142.15	300.00	300.00	300.00	47.38%
Bond Payment Transfers	0.00	207,750.00	2,528,881.04	2,493,000.00	2,493,000.00	2,493,000.00	101.44%
Transfer to Depr & Repl	0.00	62,500.00	750,000.00	750,000.00	750,000.00	750,000.00	100.00%
Other	<u>0.00</u>	<u>174.00</u>	<u>300.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>15.00%</u>
Total-Administration	1,789.80	389,546.00	4,468,884.53	4,674,200.00	4,674,200.00	4,674,200.00	95.61%

Total Revenues	431,397.14	2,537,042.34
Expenditures		
Principal Payments	0.00	765,000.00
Interest Payments	858,107.50	1,727,690.00
Total Expenditures	858,107.50	2,492,690.00
Revenue Over/Under Expenditures	-426,710.36	44,352.34

BALANCE SHEET
SALES TAX PROJECT FUNDS
ENDING DECEMBER 31, 2013

	Operating Fund	Organizational Funding Fund	ST-Depr. & Replacement Fund	Event Fund	SEC Project Fund	Debt Service Account	TOTAL SALES TAX PROJECTS FUNDS
ASSETS							
Assets							
Cash	3,123,951.63	261,934.67	4,648,773.57	139,381.00	204,405.94	836,084.54	9,214,531.35
Cash - Reserve						3,420,361.30	3,420,361.30
Sales Tax Receivable	418,551.98	0.00	0.00	0.00	0.00	0.00	418,551.98
Deferred Bond Issuance Costs	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>872,120.81</u>	<u>872,120.81</u>
TOTAL ASSETS	3,542,503.61	261,934.67	4,648,773.57	139,381.00	204,405.94	5,128,566.65	13,925,565.44
LIABILITIES & FUND BALANCE							
Liabilities							
Accounts Payable	7,865.59	89.48	0.00	0.00	0.00	0.00	7,955.07
Salaries Payable	3,531.96	1,429.25	0.00	0.00	0.00	0.00	4,961.21
Compensated Absences Payable	10,286.17	1,187.46	0.00	0.00	0.00	0.00	11,473.63
Accrued Interest Payable	0.00	0.00	0.00	0.00	0.00	143,974.17	143,974.17
Bond Premium	0.00	0.00	0.00	0.00	0.00	63,113.84	63,113.84
Bonds Payable-Current	0.00	0.00	0.00	0.00	0.00	825,000.00	825,000.00
Bonds Payable-Non-Current	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>37,070,000.00</u>	<u>37,070,000.00</u>
TOTAL LIABILITIES	21,683.72	2,706.19	0.00	0.00	0.00	38,102,088.01	38,126,477.92
Total Current Current Liabilities							
FUND BALANCE	3,520,819.89	259,228.48	4,648,773.57	139,381.00	204,405.94	4,717,109.64	13,489,718.52
Net Capital Assets-Related Debt						-37,895,000.00	-37,895,000.00
Unused debt proceeds						204,369.00	204,369.00
Total Fund Equity						<u>-32,973,521.36</u>	<u>-24,200,912.48</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>3,542,503.61</u>	<u>261,934.67</u>	<u>4,648,773.57</u>	<u>139,381.00</u>	<u>204,405.94</u>	<u>5,128,566.65</u>	<u>13,925,565.44</u>

Requests for *CFAB Organizational Funding for 2014*

- Dodge City Area Arts Council: \$5,416.00
- Dodge City Roundup: \$20,000.00
- Dodge City Trail of Fame: \$16,000.00
- Dodge City 300: \$25,000.00
- Ford County Historical Society: \$10,000.00
- The Kansas Teachers Hall of Fame: \$19,000.00
- Depot Theater Company: \$150,000.00
- Tourism Task Force: \$164,000.00

Total Funding Requests: \$409,416.00**Amount of Organizational Funding Available: \$710,000.00**

Summary of Individual Organizational Funding Requests:

Applicant: Depot Theater Company

Requested Grant Amount: \$150,000.00

Matching Funds: \$37,968.00

Total Project Costs: \$187,968.00

Proposed Project:

- \$37,608.00 insurance
- \$29,450.00 Repairs and Maintenance
- \$84,720.00 Utilities
- \$36,190.00 Maintenance Salaries and Payroll Taxes

Applicant: Dodge City Arts Council

Requested Grant Amount: \$5,416

Matching Funds: \$11,604.75

Total Project Costs: \$17,020.88

Proposed Project (s):

- \$ 4,716.13 Utilities
- \$ 700.00 Elevator Maintenance

Applicant: Dodge City Trail of Fame

Requested Grant Amount: \$16,000.00

Matching Funds: \$18,000.00

Total Project Cost: \$34,000

Proposed Project:

- \$15,000.00 Operational money for Special Deputy US Marshal Charlie Meade for year round tours of the Dodge City Trail of Fame.
- \$1,000.00 for Marketing of the Doc Holliday Statue. Including printing and distribution of brochures and advertising in National publications such as True West, American Cowboy and Cowboy and Indians.

Applicant: Dodge City 300

Requested Grant Amount: \$ 25,000.00

Matching Funds: \$ 13,883.00

Total Project Costs: \$ 38, 883.00

Proposed Project:

- \$ 3,000.00 Event Insurance
- \$ 19,965.00 Motorcycle Races/Purses/Promotions/Trophies/ and Marker
- \$ 2,035.00 Historic Marker for Original Raceway

Applicant: Dodge City Roundup.

Requested Grant Amount: \$20,000.00

Matching Funds: \$20,650.00

Total Project Cost: \$40,650.00

Proposed Project:

- \$20,000.00 PRCA Xtreme Bulls Event on July 29, 2014. This event will include all customary areas open to the public with the performance itself including bull fighters and a clown barrel man for additional entertainment.

Applicant: Ford County Historical Society

Requested Grant Amount: \$10,000.00

Matching Funds: \$14,000.00

Total Project Costs: \$10,000.00

Proposed Project:

- \$10,000-Operational Money for the Mueller-Schmidt House Museum (guides) Cost is based on wages projected for two guides for seven days a week during 3 months.

Applicant: Kansas Teachers Hall of Fame.

Requested Grant Amount: \$ 19,000.00

Matching Funds: \$30,255.00

Total Project Costs: \$ 49,255.00

- \$ 19,000.00 provide parking and cement work for the restoration and preservation of an authentic one room school house that will allow visitors to have a virtual one room school tour experience at the Kansas Teacher Hall of Fame.

Years	Amounts	Boot Hill Museum	Dodge City Roundup	Dodge City Area Arts Council	Trail of Fame	Ford City Historical Society	Windthorst Teachers Hall of Fame	DC300	Depot Theater	Total Requested
2007	Amount Requested	150,000	40,000	50,000	30,000					
	Amount Recommended	150,000	40,000	50,000	30,000					
	Amount Approved	150,000	40,000	50,000	30,000					270,000
2008	Amount Requested	150,000	70,000	20,000	5,000	30,000	25,000		150,000	
	Amount Recommended	150,000	70,000	20,000	5,000	30,000	25,000		150,000	
	Amount Approved	150,000	70,000	20,000	5,000	30,000	25,000		150,000	450,000
2009	Amount Requested	200,000	30,000	10,000	20,400	3,000	22,000		150,000	
	Amount Recommended	133,000								
	Amount Approved	133,000								133,000
2010	Amount Requested	155,000	75,000	20,000	40,000	10,000	22,000		150,000	
	Amount Recommended	155,000	75,000	20,000	31,000	10,000	22,000		150,000	
	Amount Approved	155,000	75,000	20,000	31,000	10,000	22,000		150,000	463,000
2011	Amount Requested	175,000	150,000	30,000	10,000	10,000	44,000		150,000	569,000
	Amount Recommended	175,000	150,000	30,000	10,000	10,000	44,000		150,000	
	Amount Approved	175,000	150,000	30,000	10,000	10,000	44,000		150,000	
2012	Amount Requested	155,000	185,000	20,000	30,000	10,000	50,000		150,000	600,000
	Amount Recommended	155,000	185,000	20,000	30,000	10,000	50,000		150,000	600,000
	Amount Approved	155,000	185,000	20,000	30,000	10,000	50,000		150,000	600,000
2013	Amount Requested	250,000	230,000	15,716	16,000	10,000	50,000	8,900	150,000	730,616
	Amount Recommended	100,000	20,000	15,716	16,000	10,000	0	8,900	150,000	320,616
	Amount Approved	100,000	80,000	15,716	16,000	10,000	0	8,900	150,000	380,616

Tourism Task Force 2014 Proposed Budget Request

806 N. Second Ave. Phone: 620-225-8100
PO Box 880 FAX: 620-225-8144
Dodge City, KS 67801 www.dodgecity.org

Memorandum

To: The Community Facility Advisory Board
From: Tourism Task Force
Date: January 22, 2014
Subject: 2014 Tourism Task Force Proposed Budget Request

2014 Budget Request:

The Tourism Task Force requests Organizational Funding from the “Why Not Dodge” Sales Tax Budget in the amount of \$164,000.00. The purpose of this funding is to:

- Provide matching funds for the restoration and development of the Santa Fe Depot
- Continue to offer grant consultant services for the area attractions
- Maintain the contingency fund for unexpected opportunities such as projects, events, grant funding and signage.

Background:

CFAB “Why Not Dodge” Organizational Funding has been a critical resource in the overall development of tourism in Ford County. The Tourism Task Force has leveraged CFAB funds with grant funds and Historic Rehabilitation Tax Credits to complete larger projects that have resulted in a greater impact.

A prime example of the leveraging power of CFAB is demonstrated in the funding resources that have been achieved for the restoration and development of the Santa Fe Depot in 2012 and 2013. The grant awards and tax credits are listed below:

- \$90,000 from Heritage Trust Funds for the South and West Windows and Doors
- \$257, 750 from Transportation Enhancement for the North and East windows, doors and soffits and for Dining room enhancement
- \$5,000 from the National Trust for Historic Preservation Fund for Design for the Dining Room enhancement.

- \$63,647 from Historic Rehabilitation Tax Credits to repair the windows/doors and soffits at the Santa Fe Depot.
- \$24,150 from Historic Rehabilitation Tax Credits to repair the brick/mortar and stonework at the Santa Fe Depot.
- \$10,000 from the Mariah Fund for the brick/mortar and stonework at the Santa Fe Depot.
- \$10,000 from the 50/50 Main Street Façade Improvement Fund for the brick/mortar and stone work at the Santa Fe Depot.

\$460,547 of grant awards and tax credits were awarded for the Santa Fe Depot because of the funds leverage from CFAB Organizational Funding.

2014 Tourism Task Force Budget Narrative:

- ✓ **Santa Fe Depot:** \$150,000. The existing funds from the 2013 Depot Development Fund Budget have been committed as matching monies for the Windows/Doors and Soffit project and the Dining Room Enhancement Project at the Santa Fe Depot. \$150,000 is being requested for 2014 to provide matching funds for Transportation Alternative Funding from KDOT. If approved, these monies will provide 80/20 funding for the restoration of the interior walls, repointing of the brick/ stone and mortar in the basement and aid with the development and construction of office space for public and private entities on the second and third floors.
- ✓ **Contingency Fund:** \$4,000.00. Additional monies are being requested for the contingency budget to help with matching funds to leverage local monies with grant funding. These funds have also been used in the past to fund additional tourism way-finding signs, story boards, events and projects for the various attractions.
- ✓ **Grant Consultant:** \$10,000. There are several fundraising projects that are in the works with the local tourism entities that will require the expertise of the grant consultant. These projects include the Dodge City Area Arts Council request for Heritage Trust Funds and Historic Rehabilitation Tax Credits, the Transportation Alternatives Application for the Santa Fe Depot, the Dodge City 300 Centennial fund raising campaign, the Cowboy Statue fund raising campaign, and the Boot Hill Museum's application for Heritage Trust Funds and the Historic Preservation Tax Credits. There is no carry over from the grant consultant fund for 2014.

Conclusion:

The Tourism Task Force would like to thank the CFAB Board as well as the City and County Commissions for their continued commitment to tourism in Ford County as well as their financial support.

CFAB HANDBOOK

PO Box 880 • Dodge City KS 67801 • Phone: 620/225-800 • Fax: 620/225-8144

SUGGESTED MATERIALS FOR CFAB BOARD HANDBOOK

DOCUMENT
INTER-LOCAL AGREEMENT
QUARTERLY FINANCIAL REPORTS
“WHY NOT DODGE” PROJECT PROCESS FLOW CHART
CALENDAR OF UPCOMING MEETING DATES AND TIMES
MEETING TOPICS AND PRESENTATIONS
CONTACT INFORMATION FOR BOARD MEMBERS
MISSION STATEMENT AS LAID OUT IN INTER-LOCAL AGREEMENT
BOARD POLICIES



Parks and Recreation

PO Box 880 • Dodge City KS 67801 • Phone: 620/225-8160 • Fax: 620/225-8144

AQUATIC PARK DOCUMENT LIST

Document	Author	Year
Aquatic Engineering Consultants RFP	Staff	2000
Consultant Contract Approval	Staff	2001
Evaluation and Design Power Point	Water's Edge	2001
Concept Design Summary	Water's Edge	2001
Estimated Project Cost spreadsheet	Water's Edge	2001
Pool Task Force recommendation	Staff	2001
Pool Task Force request	Staff	2005
Aquatic Task Force recruitment	Staff	2005
Engineering Services Contract Request	Staff	2005
Pool Design Workshop Schedule	Water's Edge	2005
Design Workshop PSA	Staff	2005
Design Workshop PowerPoint	Water's Edge	2005
Pool Master Plan cover memo	Staff	2005
Commission Master Plan PowerPoint	Water's Edge	2005
Indoor Concept Schematic	Water's Edge	2005
Outdoor Concept Schematic	Water's Edge	2005
Probable Cost Estimate – Indoor	Water's Edge	2005
Probable Cost Estimate – Outdoor	Water's Edge	2005
Master Plan Summary –Word	Water's Edge	2005
Dodge City Water Park brochure	Water's Edge	2006
Storm Lake Iowa Public/Private Concept	Larkin Aquatics	2007

Document	Author	Year
Dodge City Revised Concept	Water's Edge	2010
Kenwood Cove Salina Project	Salina Parks & Rec	2011
Outdoor Revenue/Expense Projections	Water's Edge	2012
Dodge City Concept PowerPoint	Water's Edge	2012
Pool Task Force Organizational Meeting	Staff	2012
Task Force Presentation PowerPoint	Staff	2013
Task Force Work Session PowerPoint	Water's Edge	2013
Dodge City Operations Projections	Water's Edge	2013
Notes from HF Trip	CBC Real Estate	2013
Tentative Development Schedule	CBC Real Estate	2013
Water Park Goals & Objectives	Staff	2013
Task Force Survey Results	Water's Edge	2013
Dodge/HF Comparison	CBC Real Estate	2013
Community Survey Results	Water's Edge	2013
Aquatic Task Force Recommendation	Aquatic Task Force	2013
Notes from Kenwood Cove Tour Salina	CBC Real Estate	2013
Dodge City/HF Executive Summary	Catalyst Research	2013
Hawaiian Falls Analysis	Catalyst Research	2013
Public Officials Mtg. PowerPoint	Staff	2013
HF Project Matrix	CBC Real Estate	2013
LARC Brochure	LARC	2013
CFAB Resolution	Staff	2013
CFAB Engineering Recommendation	Staff	2013