

Dodge City/Ford County CFAB Advisory Board Meeting
City Hall City Commission Chambers
Thursday, March 27, 2014
6:00 P.M.
Agenda

Welcome: Chairman Banning

Roll Call

Call to Order: Chairman Banning

Consent Calendar

1. Approval of Minutes from February 20, 2014 Meeting

Report:

1. "Why Not Dodge" Sales Tax Fund Monthly Financial Report-Report by City Clerk and Director of Finance, Nannette Pogue
2. Event Center Report- Report by Venue Works, General Manager, Rick Reno

Unfinished Business

- 1.

New Business

1. Discussion of Turf at Cavalier Field-Report by Director of Parks and Recreation-Paul Lewis
2. Next Meeting Date April 24, 2014 at 6:00 PM

Adjournment

***Community Facilities Advisory Board Minutes
City Hall, Commission Chambers
Thursday, February 20, 2014***

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

WELCOME: Tom Stanley, Vice Chair

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

APPROVAL OF CONSENT CALENDAR

1. Approval of CFAB Meeting Minutes, January 29, 2014-Bill Turley moved to approve the Consent Calendar as presented, Dr. Perak seconded the motion. The motion carried unanimously.

REPORTS:

1. "Why Not Dodge" Sales Tax Fund Monthly Financial Report-City Clerk and Director of Finance, Nannette Pogue presented the 2014 "Why Not Dodge" Financial Report. She noted that there was a 1.09 % increase in sales tax from 2012 to 2013.
2. Tournament Promoters Report-Director of Southwest Sports, Ed Kimminau provided information on the 2013 softball and baseball tournaments. He shared that there were a total of 17 tournaments with an average of 30 teams per tournament. In addition to Kansas, teams came from Colorado, Nebraska, Oklahoma and Texas.

UNFINISHED BUSINESS:

1. CFAB Board Materials

- a). Use of Online File System-Paul Lewis, Director of Parks and Recreation reviewed the Online File System and instructions for use. Ryan Reid with the City of Dodge City is available to help install the program for the board members on their personal electronic devices. Staff will send an email with Mr. Reid's contact information.
- b). 2014 CFAB Calendar-Melissa McCoy, Project Development Coordinator reviewed the 2014 CFAB calendar with the board.

NEW BUSINESS:

1. Other

- a). Melissa McCoy, Project Development Coordinator reminded CFAB members about the Volunteer Reception on Thursday, March 6 from 4:00-6:00 PM at the Hoover Pavilion.
 - b). Debbie Snapp, Chair of the Aquatics Task Force inquired about the date for the Joint Commission meeting. No date has been set at this time.
2. The next CFAB meeting is scheduled for Thursday, **March 27 at 6:00 PM in the City Commissioners Chambers.**

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

**SALES TAX PROJECT FUND
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET PERFORMANCE
February, 2014**

Current Month (February 2014) Actual	Current Month (February 2014) Budget	Current YTD (Jan - Feb 2014) Actual	Current YTD (Jan - Feb 2014) Budget	Annual FY 2014 Budget
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OPERATING FUND-SALES TAX PROJECTS

Revenues						
Sales Tax-City of Dodge City	426,975.35	375,000.00	805,723.69	750,000.00	4,500,000.00	17.90%
Sales Tax-County of Ford County	97,895.95	91,666.00	212,072.68	183,332.00	1,100,000.00	19.28%
Transfer from general Fund	0.00	0.00	0.00	0.00	0.00	0.00%
Investment Earnings	121.42	416.00	236.47	832.00	5,000.00	4.73%
Field Sports Revenues	10,000.00	1,499.00	10,000.00	2,998.00	18,000.00	55.56%
Racetrack Revenues	0.00	0.00	0.00	0.00	0.00	0.00%
Sale of Advertising	0.00	583.00	0.00	1,166.00	7,000.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00%
	534,992.72	469,164.00	1,028,032.84	938,328.00	5,630,000.00	18.26%
Expenditures						
Field Sports						
Personnel Services	11,023.22	18,929.00	18,401.05	37,858.00	227,185.00	8.10%
Contractual Services	3,832.25	8,181.00	4,180.53	16,362.00	98,250.00	4.25%
Commodities	3,185.10	7,109.00	3,185.10	14,218.00	85,350.00	3.73%
Capital	0.00	1,250.00	0.00	2,500.00	15,000.00	0.00%
Field Sports-Concessions	0.00	0.00	0.00	0.00	0.00	
Field Sports-Tournaments	25,000.00	11,333.00	25,000.00	22,666.00	136,000.00	18.38%
Total-Field Sports	43,040.57	46,802.00	50,766.68	93,604.00	561,785.00	9.04%
Administration						
Contractual Services	1,190.00	73,774.00	1,190.00	147,548.00	885,300.00	0.13%
Commodities	0.00	25.00	0.00	50.00	300.00	0.00%
Bond Payment Transfers	211,767.92	210,833.00	635,303.76	421,666.00	2,530,000.00	25.11%
Transfer to Depr & Repl	0.00	28,750.00	0.00	57,500.00	345,000.00	0.00%
Other	0.00	166.00	0.00	332.00	2,000.00	0.00%
Total-Administration	212,957.92	313,548.00	636,493.76	627,096.00	3,762,600.00	16.92%
Special Events Centers						

Contractual	139,534.94	50,882.00	139,021.20	101,764.00	610,600.00	22.77%
Commodities	0.00	0.00	0.00	0.00	0.00	0.00%
Total-Special Events Centers	139,534.94	50,882.00	139,021.20	101,764.00	610,600.00	22.77%
Facilities Maintenance						
Personnel Services	0.00	1,394.00	0.00	2,788.00	16,740.00	0.00%
Contractual Services	0.00	41.00	0.00	82.00	500.00	0.00%
Commodities	0.00	815.00	0.00	1,630.00	9,800.00	0.00%
Total-Facilities Maintenance	0.00	2,250.00	0.00	4,500.00	27,040.00	0.00%
Raceway Park						
Personnel Services	0.00	584.00	0.00	1,168.00	7,020.00	0.00%
Contractual Services	50,545.16	22,354.00	50,584.41	44,708.00	268,300.00	18.85%
Commodities	0.00	1,625.00	0.00	3,250.00	19,500.00	0.00%
Capital Outlay	0.00	500.00	0.00	1,000.00	6,000.00	0.00%
Total-Raceway Park	50,545.16	25,063.00	50,584.41	50,126.00	300,820.00	16.82%
TOTAL EXPENDITURES-OPERATING FUN	446,078.59	438,545.00	876,866.05	877,090.00	5,262,845.00	16.66%
Revenue Over/Under Expenditures	88,914.13	30,619.00	151,166.79	61,238.00	367,155.00	
ST Organizational Funding Fund						
Revenues						
Grants	0.00	0.00	0.00	0.00	0.00	
Charges for Services	0.00	0.00	22.98	0.00	0.00	
Transfer From Sales Tax Fund	0.00	25,000.00	0.00	50,000.00	300,000.00	0.00%
Total Revenue-ST Organizational Funding	0.00	25,000.00	22.98	50,000.00	300,000.00	
Expenditures						
Personnel Services	4,441.08	5,267.00	7,431.22	10,534.00	63,325.00	11.74%
Contractual Services	0.00	19,097.92	2,226.90	38,195.84	229,175.00	0.97%
Commodities	47.40	332.00	47.40	664.00	7,500.00	0.63%
Capital Outlay	0.00	0.00	0.00	0.00	0.00	
Total Expenditures-ST Organizational Fundin	4,488.48	24,696.92	9,705.52	49,393.84	300,000.00	3.24%
Revenue Over/Under Expenditures	-4,488.48	303.08	-9,682.54	606.16	0.00	
Debt Service Account						
Revenues						
Investment Income	0.00		0.00			
Transfer from Project Fund	204,405.99		204,405.99			
Transfer from Operating Funds	211,767.92		423,535.84			

Total Revenues	416,173.91	627,941.83
Expenditures		
Principal Payments	0.00	0.00
Interest Payments	<u>0.00</u>	<u>0.00</u>
Total Expenditures	0.00	0.00
Revenue Over/Under Expenditures	416,173.91	627,941.83

BALANCE SHEET
SALES TAX PROJECT FUNDS
ENDING February 28, 2014

	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	3,521,553.25	232,970.51	4,648,773.57	89,381.00	0.00	1,464,026.37	9,956,704.70
Cash - Reserve						3,420,361.30	3,420,361.30
Miscellaneous Receivable	294.68						294.68
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>831,124.81</u>	<u>831,124.81</u>
TOTAL ASSETS	3,940,399.91	232,970.51	4,648,773.57	89,381.00	0.00	5,715,512.48	14,627,037.47
LIABILITIES & FUND BALANCE							
Liabilities							
Accounts Payable	257,766.67	0.00	0.00	0.00	0.00	0.00	257,766.67
Salaries Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales Tax Payable		2.00					2.00
Compensated Absenses 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	141,986.67	141,986.67
Bond Premium	0.00	0.00	0.00	0.00	0.00	60,244.84	60,244.84
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	268,052.84	1,189.46	0.00	0.00	0.00	38,097,231.51	38,366,473.81
Total Current Other Current Liabilities							
FUND BALANCE	3,672,347.07	231,781.05	4,648,773.57	89,381.00	0.00	5,308,911.97	13,951,194.66
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>-32,381,719.03</u>	<u>-23,739,436.34</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>3,940,399.91</u>	<u>232,970.51</u>	<u>4,648,773.57</u>	<u>89,381.00</u>	<u>0.00</u>	<u>5,715,512.48</u>	<u>14,627,037.47</u>



Parks and Recreation

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

Memorandum

To: Community Facilities Advisory Board
From: Paul Lewis, Parks & Recreation Director
Date: March 20, 2014
Cc: Cherise Tieben, City Manager
Subject: Cavalier Field Turf

A handwritten signature in black ink, appearing to be "Paul Lewis", is written to the right of the "From:" line.

RECOMMENDATION: Staff requests approval for a maintenance project at Cavalier Field to install an artificial turf infield and authorization to develop bid specifications.

BACKGROUND: Presently the infield at Cavalier is a natural turf infield. With heavy usage from the Community College during the spring and fall and the Dodge City A's program during the summer months, maintaining good field conditions is challenging. Additionally there is increasing demand for tournament play on the field from Southwest Sports and the local Legion program plus an adult recreational league throughout the summer.

With seasons that begin in February and running through the end of October, windows of opportunity to perform needed maintenance are limited. For that reason, staff recommends replacement of the natural turf infield with an artificial turf system.

The proposed project will remove the skinned infield area, the infield grass and all perimeter and backstop turf from dugout to dugout. Drainage at the backstop will be improved and a turf pitcher's mound provided. The outfield does not receive the same level of wear as the infield and will remain as natural turf.

JUSTIFICATION: The artificial turf system will provide a consistent, quality playing field and expand field availability through both a longer season and additional game opportunities. With artificial turf, the infield will be playable at all times regardless of growing season. Early season games will be possible anytime weather is conducive. Ongoing maintenance programs such as over-seeding and re-sodding in wear areas are eliminated and reduce the time the field is closed for maintenance. Pre-game field prep changes significantly making it possible to put more games on the field per day during high demand summer weekend days.

The artificial turf system will reduce irrigation demand significantly. Annual maintenance expenses for infield material, fertilizers and chemicals, and other commodities will also be reduced.

The turf itself will have an eight to ten year life expectancy. At that time, the carpet itself will need to be replaced. About 60% of the cost for the initial installation involves base preparation and drainage improvements so future replacement of the carpet will be about half of the initial project cost.

FINANCIAL CONSIDERATIONS: This project is anticipated in the proposed Why Not Dodge budget and estimated to cost \$350,000. The project would be funded from the Depreciation Fund of the account which currently has a balance of over \$4,648,000. It is anticipated the Fund would cover \$175,000 of the project cost and the rest would come from a match provided by the principal users and/or increased field rental charges.

PURPOSE/MISSION: This project is consistent with the goals of the Why Not Dodge program which provides recreation and entertainment venues that serve to enhance the local tourism economy. Cavalier is the home field for the Community College baseball team and the Dodge City A's summer collegiate baseball team. The field is also used for invitational tournament play by both the Legion and Southwest Sports. For 2014 there are already eight dates scheduled for invitational tournaments which will bring multiple teams to the community.

LEGAL CONSIDERATIONS: If approved, bid specifications will be developed and published according to the City's purchasing guidelines. Bids will be solicited and brought before CFAB for review and a recommendation.

At the same time, staff will attempt to create a partnership agreement with the Community College and other users to provide the additional funding necessary to complete the project. In lieu of any kind of agreement, existing field rental rates and agreements will be revised and brought to CFAB for your review and input.

ATTACHMENTS: N/A
