

**Dodge City/Ford County CFAB Advisory Board Meeting**  
**City Hall City Commission Chambers**  
**Thursday, April 24, 2014**  
**6:00 P.M.**  
**Agenda**

**Welcome:** Chairman Banning

**Roll Call**

**Call to Order:** Chairman Banning

**Presentation of 2014 Organizational Funding Checks:** City of Dodge City Mayor Delzeit, Ford County Chairman Boys and CFAB Chairman Banning

**Consent Calendar**

1. Approval of Minutes from March 27, 2014 Meeting
2. "Why Not Dodge" Sales Tax Fund Monthly Financial Report

**Report:**

1. Athletic Field Maintenance- Report by Director of Parks and Recreation-Paul Lewis

**Unfinished Business**

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

**New Business**

1. Western State Bank Expo Funding Request-Report by County Administrator, Ed Elam

2. Discussion of Water Park Project Development Schedule- Report by Director of Parks and Recreation-Paul Lewis

a. "Why Not Dodge" Project Process Flow Chart

3. Joint Commission Meeting Date: May 12, 2014 at 6:00 PM in the Rose Room

4. Next Meeting Date: May 21, 2014 at 6:00 PM in the City Commission Chambers

**Adjournment**

***Community Facilities Advisory Board Minutes  
City Hall, Commission Chambers  
Thursday, March 27, 2014***

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

**WELCOME:** Justin Banning, Chair

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

**NEW BUSINESS:**

Discussion of turf at Cavalier Field-Director of Parks and Recreation Paul Lewis provided a report on a capital project at Cavalier Field to install artificial turf on the infield. CFAB was asked for guidance/direction regarding how they wished to proceed due to the fact that a potential partner in the project is no longer anticipated. It was the consensus of the board that the project was worthy of the full investment, however, staff should proceed with further investigation regarding the possibility of revising the fee schedule for use of the facility.

**REPORTS:**

1. "Why Not Dodge" Sales Tax Fund Monthly Financial Report-City Clerk and Director of Finance, Nannette Pogue presented the "Why Not Dodge" Financial Report for February 2014.
2. Venue Works Report-General Manager, Rick Reno provided an update on events and happenings at the United Wireless Arena and Conference Center. He stated that 31,000 people had used the facility thus far in 2014 with an average event attendance of 2500. The Alan Jackson concert was sold out with 4400 people attending and with forty-four percent of those people coming from a radius of 40 miles or greater. Mr. Reno commended the Entertainment Fund Policy in aiding the Arena in bringing in well-known acts such as Alan Jackson. He also commented that the arena had announced and opened ticket sales for the Travis Tritt concert the night of the Alan Jackson concert and 160 tickets were sold.

**APPROVAL OF CONSENT CALENDAR**

1. Approval of CFAB Meeting Minutes, February 20, 2014-Dan Schenkein moved to approve the Consent Calendar as presented, Tom Stanley seconded the motion. The motion carried unanimously.

The next CFAB meeting is scheduled for Thursday, April 24 at 6:00 PM in the City Commissioners Chambers.

**Adjournment:** Dan Schenkein made a motion to adjourn the meeting. Tom Stanley seconded. The motion passed unanimously.

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

	Current Month (March 2014) Actual	Current Month (March 2014) Budget	Current YTD (Jan - Mar 2014) Actual	Current YTD (Jan - Mar 2014) Budget	Annual FY 2014 Budget
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**OPERATING FUND-SALES TAX PROJECTS**

<b>Revenues</b>					
Sales Tax	464,701.93	466,666.00	1,482,498.30	1,399,998.00	5,600,000.00
Transfer from general Fund	0.00	0.00	0.00	0.00	0.00
Investment Earnings	143.57	416.00	380.04	1,248.00	5,000.00
Field Sports Revenues	0.00	1,499.00	10,000.00	4,497.00	18,000.00
Racetrack Revenues	0.00	0.00	0.00	0.00	0.00
Sale of Advertising	0.00	583.00	0.00	1,749.00	7,000.00
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	464,845.50	469,164.00	1,492,878.34	1,407,492.00	5,630,000.00
					26.47%
					0.00%
					7.60%
					55.56%
					0.00%
					0.00%
					0.00%
					26.52%
<b>Expenditures</b>					
<b>Field Sports</b>					
Personnel Services	11,093.71	18,929.00	29,494.76	56,787.00	227,185.00
Contractual Services	4,422.63	8,181.00	8,603.16	24,543.00	98,250.00
Commodities	4,189.46	7,109.00	7,374.56	21,327.00	85,350.00
Capital	5,390.00	1,250.00	5,390.00	3,750.00	15,000.00
Field Sports-Concessions	0.00	0.00	0.00	0.00	0.00
Field Sports-Tournaments	0.00	11,333.00	25,000.00	33,999.00	136,000.00
Total-Field Sports	25,095.80	46,802.00	75,862.48	140,406.00	561,785.00
					12.98%
					8.76%
					8.64%
					35.93%
					18.38%
					13.50%
<b>Administration</b>					
Contractual Services	60.00	73,774.00	1,250.00	221,322.00	885,300.00
Commodities	0.00	25.00	0.00	75.00	300.00
Bond Payment Transfers	211,767.92	210,833.00	847,071.68	632,499.00	2,530,000.00
Transfer to Depr & Repl	0.00	28,750.00	0.00	86,250.00	345,000.00
Other	<u>0.00</u>	<u>166.00</u>	<u>0.00</u>	<u>498.00</u>	<u>2,000.00</u>
Total-Administration	211,827.92	313,548.00	848,321.68	940,644.00	3,762,600.00
					0.14%
					0.00%
					33.48%
					0.00%
					0.00%
					22.55%
<b>Special Events Centers</b>					
Contractual	139,499.89	50,882.00	278,521.09	152,646.00	610,600.00
					45.61%



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	211,767.92	839,709.75

BALANCE SHEET  
SALES TAX PROJECT FUNDS  
ENDING March 31, 2014

	Operating Fund	Organizational Funding Fund	ST-Depr. & Replacement Fund	Event Fund	SEC Project Fund	Debt Service Account	TOTAL SALES TAX PROJECTS FUNDS
<b>ASSETS</b>							
Assets							
Cash	3,558,571.58	226,069.28	4,648,773.57	235,065.80	0.00	1,675,794.30	10,344,274.53
Cash - Reserve						3,425,986.39	3,425,986.39
Miscellaneous Receivable	259.64						259.64
Sales Tax Receivable	378,748.34	0.00	0.00	0.00	0.00	0.00	378,748.34
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>
<b>TOTAL ASSETS</b>	<b>3,937,579.56</b>	<b>226,069.28</b>	<b>4,648,773.57</b>	<b>235,065.80</b>	<b>0.00</b>	<b>5,932,905.50</b>	<b>14,980,393.71</b>
<b>LIABILITIES &amp; FUND BALANCE</b>							
Liabilities							
Accounts Payable	208,134.63	245,416.22	0.00	0.00	0.00	0.00	453,550.85
Salaries Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales Tax Payable		2.00					2.00
Compensated Absences Payable	7,660.95	2,298.90	0.00	0.00	0.00	0.00	9,959.85
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>
<b>TOTAL LIABILITIES</b>	<b>215,795.58</b>	<b>247,717.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,097,231.51</b>	<b>38,560,744.21</b>
Total Current Current Liabilities							
<b>FUND BALAN</b>	<b>3,721,783.98</b>	<b>-21,647.62</b>	<b>4,648,773.57</b>	<b>235,065.80</b>	<b>0.00</b>	<b>5,526,304.99</b>	<b>14,110,280.72</b>
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>-32,164,326.01</u>	<u>-23,580,350.28</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>3,937,579.56</b>	<b>226,069.50</b>	<b>4,648,773.57</b>	<b>235,065.80</b>	<b>0.00</b>	<b>5,932,905.50</b>	<b>14,980,393.93</b>

Athletic Field Turf Schedule  
City of Dodge City

Week of	Events Center		Legends Fields		Cavalier Field		Youth Complex		Race Track		Thurrow Fields	
	Soil samples		Soil samples		Soil samples		Soil samples		Soil samples		Soil samples	
3/3/2014	Soil samples											
3/10/2014												
3/17/2014			Regrade Infields/Lava topdressing as needed		Lava topdressing as needed							
3/24/2014												
3/31/2014												
4/7/2014	18-0-4 w bar. 4bags/a		18-0-4 w bar. 4bags/a		18-0-4 w bar. 4bags/a		18-0-4 w bar. 4bags/a		18-0-4 w bar. 4bags/a		18-0-4 w bar. 4bags/a	
4/14/2014	aerify/gypsum @4bags/a		Tiger 90 sulfer @4bags/a		Tiger 90 sulfer @4bags/a		aerify/gypsum @4bags/a		Tiger 90 sulfer @4bags/a		Tiger 90 sulfer @4bags/a	
4/21/2014	Tiger 90 sulfer @4bags/a		aerify/gypsum @4bags/a		aerify/gypsum @4bags/a		Tiger 90 sulfer @4bags/a					
4/28/2014									aerify/gypsum @4bags/a		aerify/gypsum @4bags/a	
5/5/2014												
5/12/2014	18-24-12 @4bags/a		18-24-12 @4bags/a		18-24-12 @4bags/a		18-24-12 @4bags/a		18-24-12 @4bags/a		18-24-12 @4bags/a	
5/15/2014					Rebuild arcs, baselines,mound, batters box							
5/19/2014	2,4-D		2,4-D		2,4-D		2,4-D		2,4-D		2,4-D	
5/26/2014												
6/2/2014												
6/9/2014	Iron		Iron		Iron		Iron		Iron		Iron	
6/16/2014												
6/23/2014												
6/30/2014												
7/7/2014	Malice @ 32 oz/a		Malice @ 32 oz/a		Malice @ 32 oz/a		Malice @ 32 oz/a		Malice @ 32 oz/a		Malice @ 32 oz/a	
7/14/2014												
7/21/2014												
7/28/2014												
8/4/2014												
8/11/2014	18-24-12 @4bags/a		18-24-12 @4bags/a		18-24-12 @4bags/a		18-24-12 @4bags/a		18-24-12 @4bags/a		18-24-12 @4bags/a	
8/18/2014	Order replacement plant materials		Order replacement plant materials		Order replacement plant materials							
8/25/2014	Tiger 90 sulfer @4bags/a		Tiger 90 sulfer @4bags/a		Tiger 90 sulfer @4bags/a		Tiger 90 sulfer @4bags/a		Tiger 90 sulfer @4bags/a		Tiger 90 sulfer @4bags/a	
9/1/2014			Repair/rebuild arcs, 2 fields annually									
9/8/2014	aerify/gypsum @4bags/a						aerify/gypsum @4bags/a					
9/15/2014			aerify/gypsum @4bags/a		aerify/gypsum @4bags/a							

Athletic Field Turf Schedule  
 City of Dodge City

Week of	Events Center	Legends Fields	Cavalier Field	Youth Complex	Race Track	Thurrow Fields
9/22/2014					aerily/gypsum @4bags/a	aerily/gypsum @4bags/a
9/29/2014						
10/6/2014	2,4-D	2,4-D	2,4-D	2,4-D	2,4-D	2,4-D
11/3/2014	46-0-0 @ 3bags/a	46-0-0 @ 3bags/a	46-0-0 @ 3bags/a	46-0-0 @ 3bags/a	46-0-0 @ 3bags/a	46-0-0 @ 3bags/a
12/1/2014		Put down shale as needed	Put down shale as needed			
12/29/2014						

Athletic Field Turf Schedule  
City of Dodge City

Week of	Soccer 1	Soccer 2	Soccer 3	Soccer 4	Soccer 5	Soccer 6	Football 1	Football 2
3/3/2014	Soil Samples	Soil Samples	Soil Samples	Soil Samples	Soil Samples	Soil Samples	Soil Samples	Soil Samples
3/10/2014				aerify/gyp @4bags	aerify/gyp @4bags			
3/17/2014			Topdress/Overseed	(1-2 fields per year)				
3/24/2014								
3/31/2014								
4/7/2014	18-0-4/bar @4bag/a	18-0-4/bar @4bag/a	18-0-4/bar @4bag/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-0-4/bar @4bag/a	18-0-4/bar @4bag/a	18-0-4/bar @4bag/a
4/14/2014	Tiger Sul 4 bags/a	Tiger Sul 4 bags/a	Tiger Sul 4 bags/a	Tiger Sul 4 bags/a	Tiger Sul 4 bags/a			
4/21/2014	Aerway	Aerway	Aerway	Aerway	Aerway	Aerway	aerify/gyp @4bags	aerify/gyp @4bags
4/28/2014	Overseed goal mouths	Overseed goal mouths	Overseed goal mouths	Overseed goal mouths	Overseed Goal Mouths			
5/5/2014								
5/12/2014	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a
5/19/2014	2,4-D	aerify/gyp @4bags	aerify/gyp @4bags	2,4-D	2,4-D	2,4-D	2,4-D	2,4-D
5/26/2014	aerify/gyp @4bags	2,4-D	2,4-D			aerify/gyp @4bags		
6/2/2014								
6/9/2014	Iron	Iron	Iron	Iron	Iron	Iron	Iron	Iron
6/16/2014	Aerway	Aerway	Aerway	Aerway	Aerway	Aerway		
6/23/2014	Overseed goal mouths	Overseed goal mouths	Overseed goal mouths	Overseed goal mouths	Overseed Goal Mouths	18-24-12 @4bags/a		
6/30/2014								
7/7/2014	Malice @ 32 oz/a	Malice @ 32 oz/a	Malice @ 32 oz/a	Malice @ 32 oz/a	Malice @ 32 oz/a			
7/14/2014								
7/21/2014	Aerway	Aerway	Aerway	Aerway	Aerway	Aerway		
7/28/2014								
8/4/2014								
8/11/2014	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a	18-24-12 @4bags/a
8/18/2014								
8/25/2014	Tiger Sul 4 bags/a	Tiger Sul 4 bags/a	Tiger Sul 4 bags/a	Tiger Sul 4 bags/a	Tiger Sul 4 bags/a			
9/1/2014								
9/8/2014	aerify/gyp @4bags	aerify/gyp @4bags	aerify/gyp @4bags	aerify/gyp @4bags	aerify/gyp @4bags		aerify/gyp @4bags	aerify/gyp @4bags
9/15/2014	overseed	overseed	overseed	overseed	overseed		overseed	overseed
9/22/2014								
9/29/2014								
10/6/2014	2,4-D	2,4-D	2,4-D	2,4-D	2,4-D	Princep/mdup/24d	2,4-D	2,4-D
11/3/2014	46-0-0 @ 3bags/a	46-0-0 @ 3bags/a	46-0-0 @ 3bags/a	46-0-0 @ 3bags/a	46-0-0 @ 3bags/a		46-0-0 @ 3bags/a	46-0-0 @ 3bags/a



# Parks and Recreation

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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: April 18, 2014  
Cc: Cherise Tieben, City Manager  
Subject: Cavalier Field Rental Rates

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

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**RECOMMENDATION:** Staff requests input and a recommendation from the Advisory Board for revised rental rates for Cavalier Field.

**BACKGROUND:** With the pending improvements at Cavalier Field replacing the grass infield with turf, staff has reviewed existing rental fees to determine what revisions might be appropriate. Attached with this memo is a breakdown of current charges and an option for modifications that would offset a portion of the capital cost for the project.

The breakdown also provides the estimated income potential from the facilities primary users and comparison information from Demon Field owned and administered by USD 443.

The presented option outlines a concept that distinguishes between standard users and programs and activities funded by the Why Not Dodge sales tax.

**JUSTIFICATION:** With a significant capital investment and one with a certain life expectancy, it is important to consider income generating potential. This proposal can generate approximately \$27,000 annually which would go back into the Why Not Dodge account.

The proposed rate structure is comparable to Demon Field which is similar to Cavalier in size and amenities.

**FINANCIAL CONSIDERATIONS:** The budget for the infield turf project is \$350,000 and has an approximate life cycle of eight years. At the end of that period, the carpet will require replacement at an estimated cost of 40% (\$140,000) of the original project. The proposed rate structure provides the opportunity to offset a portion of the original cost and/or the carpet replacement at the end of the lifecycle.

The proposed fee structure provides a basis for users to benefit from the improvements while not overly impacting the Why Not Dodge funded activities the sales tax fund was intended to

promote. This rate structure would be an increase to the programs the facility accommodates but it also represents a much improved facility.

**PURPOSE/MISSION:** This project continues the community's efforts to provide first class recreational opportunities that attract people and teams to the area to build and enhance a recreation tourism economy.

**LEGAL CONSIDERATIONS:** CFAB is being asked to provide a recommendation to the City Commission. Based on CFAB actions, a resolution will be presented to the City Commission for their approval which will formalize the rates to charge the various users of the facility.

**ATTACHMENTS:** Proposed Rate Information

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## Cavalier Field Rates

	Proposed		
	Current	Standard	WND Programs
Field Rental	\$120 day \$80 1/2 day	\$500 day	\$120 day \$80 1/2 day
Lights	\$20 per hour	\$125 day	\$60 day
Field Prep	\$20 day	n/a	n/a
Field Supervisor	\$9 per hour	\$9 per hour	\$9 per hour
Gate Admission	15% of gross	NC	NC
Novelty Sales	10% of gross	NC	NC
Daily Practice	per agreement	\$100 day	\$10 day

DCCC Fall/Spring	Number	Total
game days	23	\$11,500
Light Charges	23	\$2,875
Practice Days (fall)	40	\$4,000
(spring)	50	\$5,000
		\$23,375

Dodge City A's	Number	Total
game days	21	\$1,680
Light Charges	21	\$1,260
Practice Days	30	\$300
		\$3,240

SW Sports Touraments	Number	Total
game days	8	\$640
Light Charges	8	\$480
Practice Days	0	\$0
		\$1,120

USD 443 Rate Schedule	Number	Total
field		\$500
lights		\$250
practice		\$100 per day
		\$10 per day 443 coaches

2014 Organization Funding Request Summary

**Applicant:** Western State Bank Expo

**Requested Grant Amount:** \$380,064.27

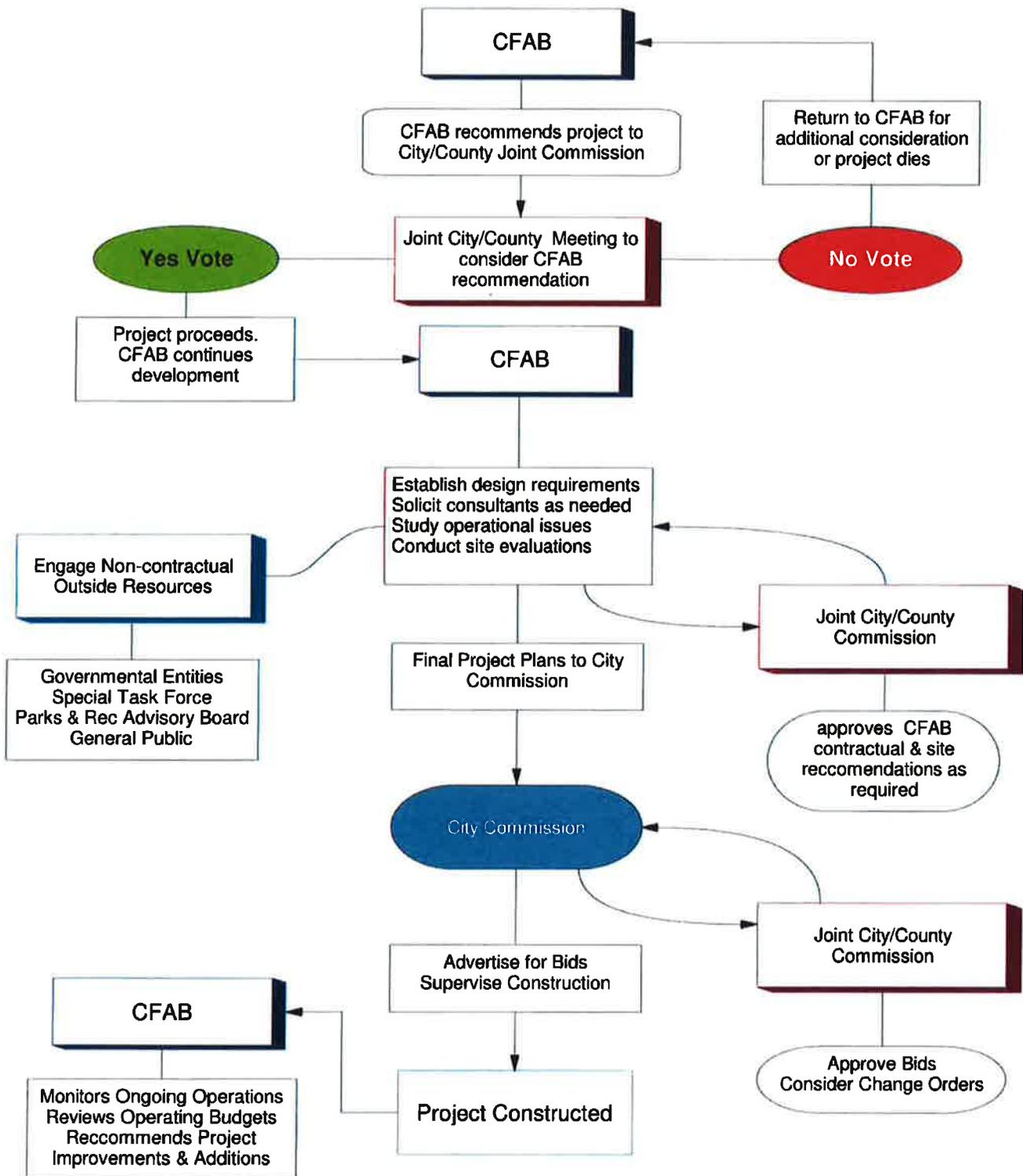
**Matching Funds:** \$300,000.00

**Total Project Costs:** \$680,064.27

**Proposed Project:**

- \$300,000.00 Operational Expenses
- \$80,064.27 LED Message Board

# Community Facility Advisory Board Proposed Water Park Process



# **Project Schedule**

## **Regional Water Park**

### **Dodge City, Kansas**

**4-5-14**

The exciting new aquatic project for Dodge City is beginning. A key step is to identify the significant steps needing decisions and the timing needed for a successful project. Please consider this an initial attempt at a schedule for consideration by all involved.

#### **Key Project Steps – an Overview**

Planning	Bidding
Concept Design	Construction Administration
Schematic Design	Operation
Design Development	Post Construction
Construction Documents	

#### **Key Decisions Needed**

Project budget	Milestone meetings
Project completion date	Consideration of options and alternatives
Project location – the site	Construction document review
Aquatic features and pool size	Bidder qualifications
Short or long course	Future phases
Public involvement	Adjacent site development
Decision process – the deciders	Facility management
Communication process	

#### **WEAD Team Role**

Our role is to serve as your advisor as we progress through the Project Steps listed above. As we reach each decision point, we will provide you with our suggestions and recommendations, along with feasible options for you to consider. In short we will help facilitate the decision process.

Our role changes during the design and construction steps. This is when we prepare the design and construction documents, while we keep you informed about the details as we progress. We request meetings with you at 25%, 50%, 75% and 100% stages of drawing and specification preparation.

When the bid documents are ready for advertising to contractors and suppliers, our role changes again. Now we help prospective bidders become interested in your project. After bids are received, we begin evaluating the lowest bids and the contractor's qualifications. We will make a recommendation to you for bid acceptance.

As construction begins, we once again become your advisor. If the construction work is not acceptable to us, we tell you and we will not approve pay requests from the contractor. Our role is to have the construction work give you a first class facility for decades to come.

### Water Park Development Schedule

Items	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Budget</b>								
<b>Design contract</b>								
<b>Planning</b>								
Schedule								
Site selection								
Pool size								
Key features								
Public process								
<b>Concept design</b>								
Public meetings								
Aquatic features								
Building architecture								
Site survey								
Utilities, traffic and parking								
Concept layout								
Budget update								
Review meeting								
<b>Schematic design</b>								
Expand layout into schematic								
Feature selections								
Geotechnical report								
Theme selection								
Budget update								
Review meeting								
<b>Design development</b>								
Identify materials and equipment								
Architectural design								
Hydraulic design								
Structural design								
Electrical design								
Pool treatment design								
Budget update								
Review meeting								
<b>Construction documents</b>								
Construction details								
Coordination with team								
25% meeting								
50% meeting								
75% meeting								
95% meeting								
Final drawings								
Final specifications								
Budget update								
Review meeting								
<b>Bidding</b>								
Notice to bidders								
Respond to questions								
Issue addendums								
Pre-bid meeting								
Bid opening								
Evaluate bids /make recommendation								
<b>Construction</b>								