

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

Welcome: Chair Justin Banning

Roll Call

Call to Order: Chair Justin Banning

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 July 2, 2014 Meeting
2. "Why Not Dodge" Sales Tax Fund Monthly Financial Report

Report:

1. Tourism Task Force Update-Report by Tourism Task Force Board Chairman Duane Ross

New Business

1. Regional Aquatics Park Update-Report by Director of Parks and Recreation Paul Lewis
2. 2015 CFAB Organizational Funding Application-Report by Project Development Coordinator Melissa McCoy
3. Other

Next Meeting Date(s):

1. CFAB Meeting-Wednesday, September 24, 6:00 PM City Commissioners' Chambers, City Hall

Adjournment

Community Facilities Advisory Board Minutes
City Hall, Commission Chambers
Wednesday, July 2, 2014

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, Mike Martinez, Ryan Rabe, Cherise Tieben, City Manager and Ed Elam, County Administrator

APPROVAL OF CONSENT CALENDAR:

1. Approval of CFAB June 25, 2014 Meeting Minutes- Tom Stanley moved to approve the consent calendar as presented, Dr. Perak seconded the motion. The motion carried 6-0.

Unfinished Business:

1. Discussion of Optional Enhancements for Regional Aquatics Park -Report by Director of Parks and Recreation, Paul Lewis. Mr. Lewis presented an update on the progress of the future regional aquatics park. After Mr. Lewis' presentation, the board discussed the various optional enhancements and determined that the best course of action would be to have each of the CFAB members rank in order of importance the optional features and amenities that would be considered if additional funding were available. The rankings to recommend to the Joint Commissions were totaled up by City Clerk and Finance Director Nannette Pogue and were as follows:

1. 50 Meter long course
2. 50 Meter long course w/ 75' wide
3. Wave Pool
4. Expand shallow play pool
5. Flow rider
6. Party shelters (3)
7. Air Suspension Dome over 50 meter

UPCOMING MEETINGS:

1. Joint Commission Meeting-Monday, July 14, 6:00 PM Rose Room Ford Co. Government Center
2. CFAB Meeting-Wednesday, July 23, City Commissioners Chambers City Hall

ADJOURNMENT: Dr. Perak made a motion to adjourn the meeting. Bill Turley seconded. The motion passed 7-0.

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

| | Current Month (July 2014) Actual | Current Month (July 2014) Budget | Current YTD (Jan-July 2014) Actual | Current YTD (Jan-July 2014) Budget | Annual FY 2014 Budget | |
|------------------------------------------|----------------------------------------|----------------------------------------|------------------------------------------|------------------------------------------|-----------------------------|--------|
| OPERATING FUND-SALES TAX PROJECTS | | | | | | |
| Revenues | | | | | | |
| Sales Tax | 570,067.38 | 466,666.00 | 3,515,288.04 | 3,266,662.00 | 5,600,000.00 | 62.77% |
| Transfer from general Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Investment Earnings | 108.80 | 416.00 | 888.19 | 2,912.00 | 5,000.00 | 17.76% |
| Field Sports Revenues | 1,000.00 | 1,499.00 | 15,608.42 | 10,493.00 | 18,000.00 | 86.71% |
| Racetrack Revenues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Sale of Advertising | 0.00 | 583.00 | 2,000.00 | 4,081.00 | 7,000.00 | 28.57% |
| Miscellaneous | 275.00 | 0.00 | 275.00 | 0.00 | 0.00 | 0.00% |
| | 571,451.18 | 469,164.00 | 3,534,059.65 | 3,284,148.00 | 5,630,000.00 | 62.77% |
| Expenditures | | | | | | |
| Field Sports | | | | | | |
| Personnel Services | 20,301.02 | 18,929.00 | 107,601.77 | 132,503.00 | 227,185.00 | 47.36% |
| Contractual Services | 12,600.88 | 8,181.00 | 45,030.83 | 57,267.00 | 98,250.00 | 45.83% |
| Commodities | 7,476.99 | 7,109.00 | 68,682.86 | 49,763.00 | 85,350.00 | 80.47% |
| Capital | 0.00 | 1,250.00 | 5,390.00 | 8,750.00 | 15,000.00 | 35.93% |
| Field Sports-Concessions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Field Sports-Tournaments | 0.00 | 11,333.00 | 75,000.00 | 79,331.00 | 136,000.00 | 55.15% |
| Total-Field Sports | 40,378.89 | 46,802.00 | 301,705.46 | 327,614.00 | 561,785.00 | 53.70% |
| Administration | | | | | | |
| Contractual Services | 19.50 | 73,774.00 | 9,909.84 | 516,418.00 | 885,300.00 | 1.12% |
| Commodities | 0.00 | 25.00 | 0.00 | 175.00 | 300.00 | 0.00% |
| Capital | 8,225.73 | 0.00 | 13,959.87 | 0.00 | 0.00 | 0.00% |
| Bond Payment Transfers | 215,122.08 | 210,833.00 | 1,707,560.00 | 1,475,831.00 | 2,530,000.00 | 67.49% |
| Transfer to Depr & Repl | 0.00 | 28,750.00 | 0.00 | 201,250.00 | 345,000.00 | 0.00% |
| Other | 0.00 | 166.00 | 800.00 | 1,162.00 | 2,000.00 | 40.00% |
| Total-Administration | 223,367.31 | 313,548.00 | 1,732,229.71 | 2,194,836.00 | 3,762,600.00 | 46.04% |
| Special Events Centers | | | | | | |

| | | | | | | |
|---------------------------------------------|------------|------------|--------------|--------------|--------------|----------|
| Contractual | 139,545.81 | 50,882.00 | 680,047.38 | 356,174.00 | 610,600.00 | 111.37% |
| Commodities | 0.00 | 0.00 | 877.00 | 0.00 | 0.00 | 0.00% |
| Total-Special Events Centers | 139,545.81 | 50,882.00 | 680,924.38 | 356,174.00 | 610,600.00 | 111.52% |
| Facilities Maintenance | | | | | | |
| Personnel Services | 2,919.47 | 1,394.00 | 6,908.23 | 9,758.00 | 16,740.00 | 41.27% |
| Contractual Services | 0.00 | 41.00 | 0.00 | 287.00 | 500.00 | 0.00% |
| Commodities | 0.00 | 815.00 | 0.00 | 5,705.00 | 9,800.00 | 0.00% |
| Total-Facilities Maintenance | 2,919.47 | 2,250.00 | 6,908.23 | 15,750.00 | 27,040.00 | 25.55% |
| Raceway Park | | | | | | |
| Personnel Services | 2,019.12 | 584.00 | 5,266.12 | 4,088.00 | 7,020.00 | 75.02% |
| Contractual Services | 54,325.38 | 22,354.00 | 173,297.48 | 156,478.00 | 268,300.00 | 64.59% |
| Commodities | 191.92 | 1,625.00 | 6,907.17 | 11,375.00 | 19,500.00 | 35.42% |
| Capital Outlay | 0.00 | 500.00 | 0.00 | 3,500.00 | 6,000.00 | 0.00% |
| Total-Raceway Park | 56,536.42 | 25,063.00 | 185,470.77 | 175,441.00 | 300,820.00 | 61.66% |
| TOTAL EXPENDITURES-OPERATING FUN | 462,747.90 | 438,545.00 | 2,907,238.55 | 3,069,815.00 | 5,262,845.00 | 55.24% |
| Revenue Over/Under Expenditures | 108,703.28 | 30,619.00 | 626,821.10 | 214,333.00 | 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 | 175,000.00 | 300,000.00 | 0.00% |
| Total Revenue-ST Organizational Funding | 0.00 | 25,000.00 | 22.98 | 175,000.00 | 300,000.00 | |
| Expenditures | | | | | | |
| Personnel Services | 4,698.36 | 5,267.00 | 32,114.44 | 36,869.00 | 63,235.00 | 50.79% |
| Contractual Services | 904.73 | 19,097.92 | 575,733.30 | 133,685.44 | 229,175.00 | 251.22% |
| Commodities | 29,972.22 | 625.00 | 101,173.71 | 4,375.00 | 7,500.00 | 1348.98% |
| Capital Outlay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Expenditures-ST Organizational Fundin | 35,575.31 | 24,989.92 | 709,021.45 | 174,929.44 | 299,910.00 | 236.41% |
| Revenue Over/Under Expenditures | -35,575.31 | 10.08 | -708,998.47 | 70.56 | 90.00 | |
| Debt Service Account | | | | | | |
| Revenues | | | | | | |
| Investment Income | 0.00 | | 18,309.63 | | | |
| Transfer from Project Fund | 0.00 | | 204,405.99 | | | |
| Transfer from Operating Funds | 215,122.08 | | 1,492,437.92 | | | |

| | | |
|---------------------------------|-------------------|-------------------|
| Total Revenues | 1,715,153.54 | 215,122.08 |
| Expenditures | | |
| Principal Payments | 825,000.00 | 825,000.00 |
| Interest Payments | <u>858,107.50</u> | <u>858,107.50</u> |
| Total Expenditures | 1,683,107.50 | 1,683,107.50 |
| Revenue Over/Under Expenditures | 32,046.04 | -1,467,985.42 |

BALANCE SHEET
SALES TAX PROJECT FUNDS
ENDING July 31, 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 | 4,002,558.31 | -465,511.42 | 4,648,773.57 | 235,065.80 | 0.00 | 868,130.59 | 9,289,016.85 |
| Cash - Reserve | | | | | | 3,421,863.01 | 3,421,863.01 |
| Miscellaneous Receivable | 1,305.55 | | | | | 1,305.55 | 1,305.55 |
| Sales Tax Receivable | 378,748.34 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 378,748.34 |
| Deferred Bond Issuance Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 831,124.81 | 831,124.81 |
| TOTAL ASSETS | <u>4,382,612.20</u> | <u>-465,511.42</u> | <u>4,648,773.57</u> | <u>235,065.80</u> | <u>0.00</u> | <u>5,121,118.41</u> | <u>13,922,058.56</u> |
| LIABILITIES & FUND BALANCE | | | | | | | |
| Liabilities | | | | | | | |
| Accounts Payable | 261,128.29 | 834.00 | 0.00 | 0.00 | 0.00 | 0.00 | 261,962.29 |
| 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 | 0.00 | 0.00 |
| 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 | 268,789.24 | 3,134.90 | 0.00 | 0.00 | 0.00 | 37,272,231.51 | 37,544,155.65 |
| Total Current Liabilities | | | | | | | |
| FUND BALAN^e | 4,113,822.96 | -614,038.32 | 4,648,773.57 | 235,065.80 | 0.00 | 5,539,517.90 | 13,923,141.91 |
| Reserve for Encumbrances | | 145,392.00 | | | | | |
| 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>-32,151,113.10</u> | <u>-23,767,489.09</u> |
| TOTAL LIABILITIES AND FUND EQUITY | <u>4,382,612.20</u> | <u>-465,511.42</u> | <u>4,648,773.57</u> | <u>235,065.80</u> | <u>0.00</u> | <u>5,121,118.41</u> | <u>13,776,666.56</u> |



Dodge City Heritage District

Dodge City, Kansas
08-19-2014



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

Attached is the calendar year 2015 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 11 copies**. Grant application information in **Section(s) 4,5,6,7, & 9** 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, November 3, 2014**. *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, 2015, 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
2015 Funding Year
2015 Funding Request:

| |
|------------------------------------|
| Applicant: |
| Requested CFAB Grant Funds: \$ |
| Matching Funds: \$ |
| Total Project Cost: \$ |
| Project: |
| Project Period (start & end date): |

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, 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. 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.

7. Application for CFAB Funding:

A. 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.

B. Budget Category breakdown: Describe the funds being requested in the **section 8 budget chart**, 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.

C. Marketing Attraction: Describe the current and future marketing efforts for the attraction.

D. Economic Impact: Describe how the project will increase expenditures from additional visitors.

E. Evaluation: Describe methods used to evaluate the success of the completed project.

F. Visitor Attendance: Provide the **total** number of visitors to the attraction for the year to date and explain how visitor numbers are obtained.

G. 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.

H. Sustainability: Detail the financial accountability of the organization. Explain short and long range goals for sustainability.

8. Budget:

| <u>Line Item or Cost Category Description:</u> | <u>Funds Requested from CFAB</u> | <u>Matching Funds</u> | <u>Total Project Cost</u> |
|-------------------------------------------------------|-----------------------------------------|------------------------------|----------------------------------|
| Capital Project | | | |
| Equipment | | | |
| Marketing | | | |
| Training | | | |
| Studies | | | |
| Other | | | |
| Total: | | | |

9. 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.

10. 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:** Attach specific information on price quotes (if applicable).
- ✓ **Section 7:** Application points A through H should be addressed on separate sheets of paper.
- ✓ **Section 8: 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 and the total cost of the project.
- ✓ **Section 9: 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 11 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.