

**Dodge City/Ford County CFAB Advisory Board Meeting**  
**City Hall City Commission Chambers**  
**Wednesday, November 19, 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 November 19, 2014 Meeting
2. "Why Not Dodge" Sales Tax Fund Monthly Financial Report

**New Business**

1. Review of 2014 CFAB Organizational Funding Requests-Report by Project Development Coordinator-Melissa McCoy
2. 2014 CFAB Organizational Funding Recommendations-Report by Project Development Coordinator-Melissa McCoy
3. CFAB Meeting Calendar for 2015- Report by Project Development Coordinator-Melissa McCoy
4. Other

**Next Meeting Date(s):**

1. Joint Commission Meeting-Monday, December 8, 2014 6:00 pm, Rose Room-Ford County Government Center
2. CFAB Meeting-Wednesday, December 17, 2014 6:00 PM City Commissioners' Chambers, City Hall

**Adjournment**

**Community Facilities Advisory Board Minutes**  
**City Hall, Commission Chambers**  
**Wednesday, November 5, 2014**

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

**WELCOME:** Justin Banning, Chair

**ROLL CALL:** Dan Schenkein, Dr. Perak, Justin Banning, Tom Stanley, Ryan Rabe, Bill Turley, Commissioner Rick Sowers, City Manager Cherise Tieben and County Administrator Ed Elam

**APPROVAL OF CONSENT CALENDAR:**

1. Approval of CFAB September 24, 2014 Meeting Minutes- Bill Turley moved to approve the consent calendar as presented, Tom Stanley seconded the motion. The motion carried 6-0.
2. "Why Not Dodge" Sales Tax Fund Monthly Financial Report- City Director of Finance, Nannette Pogue commented that she would be happy to answer any questions in regards to the monthly financial report. There were no questions at the meeting.

**REPORT:**

1. Cavalier Field Turf Project- Report by Director of Parks and Recreation-Paul Lewis- Mr. Lewis reported that the work on the Cavalier Turf installation is moving along very well. Turf arrived today and will be installed over the next week. The installation should be complete by the end of next week. Mid-American Sports has done an excellent job. Dan Schenkein asked about the movement on the agreement with DCCC. Mr. Lewis commented that staff is working on agreement under the terms previously submitted to CFAB.
2. CFAB Organizational Funding Progress Reports-Report by Project Development Coordinator-Melissa McCoy-Ms. McCoy reviewed the CFAB Organizational Funding Progress Reports. There were no questions from the board. At the CFAB meeting on November 19, the board will review the 2015 Organizational Funding applications.

**NEW BUSINESS:**

1. **Recommend Aquatics Park Contractor-** Report by Director of Parks and Recreation-Paul Lewis. Mr. Lewis explained the review process for selecting the qualified Water Park Contractor. He commented that five firms responded to the RFQ for the development of the new regional aquatics park facility. Three firms were selected for interviews and then the committee which consisted of Mr. Lewis, the Director of Engineering Services, the City Engineer, the Director of Developmental Services and the Consulting Engineer from Water's Edge narrowed down the selection to two firms. The two firms are Prosser Wilbert and McCown-Gordon. The committee found that both firms were excellent and well suited to carry out the services of the project. Mr. Lewis explained that the maximum cost for their services is \$1,053,800 and that this is part of the \$10,000,000 budget for the facility. Staff recommended forwarding the

selection of a Construction Manager at Risk to the Joint Commissions based on the final negotiations with McCown- Gordon and Prosser Wilbert.

Tom Stanley made a motion to forward the selection of a Construction Manager at Risk to the Joint City/County commissions based on the final negotiations with the selection committee with the firms of McCown-Gordon and Prosser Wilbert at a cost not to exceed \$1,053,800. Bill Turley seconded. The motion passed unanimously.

- 2. United Wireless Arena and Conference Center Manager/Operator-**Report by Director of Parks and Recreation-Paul Lewis City Parks and Recreation. Mr. Lewis gave the background on the selection process for the Operator/Manager of the United Wireless Arena and Event Center. He explained that a RFQ was published and four firms submitted proposals and all four were interviewed. The firms were well qualified however the recommendation from the selection committee was to select VenuWorks. This recommendation was based on several factors including new executive management retained by VenuWorks, organizational change and an attractive compensation package. In addition, VenuWorks agreed to solicit additional support for marketing and promoting the facility. Mr. Lewis added that annual management fees would be reduced by half. In addition, VenuWorks committed to purchasing naming rights for the Conference Center if they were unable to sell those rights. It was also explained that the City and County had a ninety day out of the contract if they were not satisfied with the performance of VenuWorks.

Dr. Perak made a motion to ratify the recommendation of the review committee by selecting VenuWorks as the provider for the management services at the United Wireless Arena and Conference Center. The motion was seconded by Bill Turley passed 6-0.

- 3. Other-**

#### **UPCOMING MEETINGS:**

- 1.** Joint Commission Meeting-Monday, November 10, 6:00 pm City Hall Commissioners Chambers
- 2.** CFAB Meeting-Wednesday, November 19, 6:00 PM City Commissioners' Chambers, City Hall

**ADJOURNMENT:** Tom Stanley made a motion to adjourn the meeting. Ryan Rabe seconded. The motion passed unanimously.

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

	Current Month (October 2014) Actual	Current Month (October 2014) Budget	Current YTD (Jan-Oct 2014) Actual	Current YTD (Jan-Oct 2014) Budget	Annual FY 2014 Budget
<b>OPERATING FUND-SALES TAX PROJECTS</b>					
<b>Revenues</b>					
Sales Tax	534,666.85	466,666.00	5,077,473.80	4,666,660.00	5,600,000.00
Transfer from general Fund	0.00	0.00	0.00	0.00	0.00
Investment Earnings	131.20	416.00	1,242.96	4,160.00	5,000.00
Field Sports Revenues	0.00	1,499.00	27,848.42	14,990.00	18,000.00
Racetrack Revenues	0.00	0.00	0.00	0.00	0.00
Sale of Advertising	0.00	583.00	2,000.00	5,247.00	7,000.00
Miscellaneous	0.00	0.00	275.00	0.00	0.00
	<u>534,798.05</u>	<u>469,164.00</u>	<u>5,108,840.18</u>	<u>4,691,057.00</u>	<u>5,630,000.00</u>
					90.67%
					0.00%
					24.86%
					154.71%
					0.00%
					28.57%
					0.00%
					90.74%
<b>Expenditures</b>					
<b>Field Sports</b>					
Personnel Services	17,026.80	18,929.00	181,624.87	189,290.00	227,185.00
Contractual Services	6,604.54	8,181.00	82,606.79	81,810.00	98,250.00
Commodities	9,660.40	7,109.00	93,331.58	71,090.00	85,350.00
Capital	0.00	1,250.00	5,390.00	12,500.00	15,000.00
Field Sports-Concessions	0.00	0.00	0.00	0.00	0.00
Field Sports-Tournaments	0.00	11,333.00	115,000.00	113,330.00	136,000.00
Total-Field Sports	<u>33,291.74</u>	<u>46,802.00</u>	<u>477,953.24</u>	<u>468,020.00</u>	<u>561,785.00</u>
					79.95%
					84.08%
					109.35%
					35.93%
					84.56%
					85.08%
<b>Administration</b>					
Contractual Services	770.00	73,774.00	873,028.95	737,740.00	885,300.00
Commodities	0.00	25.00	0.00	250.00	300.00
Capital	119,021.75	0.00	132,981.62	0.00	0.00
Bond Payment Transfers	215,122.08	210,833.00	2,352,926.24	2,108,330.00	2,530,000.00
Transfer to Depr & Repl	0.00	28,750.00	345,000.00	287,500.00	345,000.00
Other	0.00	166.00	800.00	1,660.00	2,000.00
Total-Administration	<u>334,913.83</u>	<u>313,548.00</u>	<u>3,704,736.81</u>	<u>3,135,480.00</u>	<u>3,762,600.00</u>
					98.61%
					0.00%
					0.00%
					93.00%
					100.00%
					40.00%
					98.46%



Transfer from Operating Funds		<u>2,137,804.17</u>
Total Revenues	<u>215,122.08</u>	2,360,519.79
Expenditures		
Principal Payments	0.00	825,000.00
Interest Payments	0.00	858,107.50
Total Expenditures	<u>0.00</u>	<u>1,683,107.50</u>
Revenue Over/Under Expenditures	215,122.08	677,412.29

SALES TAX PROJECT FUNDS  
ENDING October 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	2,997,574.44	230,677.54	4,993,773.57	155,065.80	0.00	1,513,496.83	9,890,588.18
Cash - Reserve						3,438,924.02	3,438,924.02
Miscellaneous Receivable	334.25					334.25	
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
<b>TOTAL ASSETS</b>	<b>3,376,657.03</b>	<b>230,677.54</b>	<b>4,993,773.57</b>	<b>155,065.80</b>	<b>0.00</b>	<b>5,783,545.66</b>	<b>14,539,719.60</b>
<b>LIABILITIES &amp; FUND BALANCE</b>							
Liabilities							
Accounts Payable	211,907.61	834.00	0.00	0.00	0.00	0.00	212,741.61
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	0.00	0.00	0.00	0.00	0.00	37,070,000.00	37,070,000.00
<b>TOTAL LIABILITIES</b>	<b>219,568.56</b>	<b>3,134.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,272,231.51</b>	<b>37,494,934.97</b>
Total Current Liabilities							
<b>FUND BALAN</b>	<b>3,157,088.47</b>	<b>134,509.94</b>	<b>4,993,773.57</b>	<b>155,065.80</b>	<b>0.00</b>	<b>6,201,945.15</b>	<b>14,642,382.93</b>
Reserve for Encumbrances		93,032.70					93,032.70
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						-31,488,685.85	-22,955,215.37
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>3,376,657.03</b>	<b>230,677.54</b>	<b>4,993,773.57</b>	<b>155,065.80</b>	<b>0.00</b>	<b>5,783,545.66</b>	<b>14,539,719.60</b>

## Requests for 2015 CFAB Organizational Funding

### 2015 CFAB Organizational Funding Requests

- Dodge City Area Arts Council: \$4,716.13
- Dodge City Roundup: \$40,000.00
- Dodge City Trail of Fame: \$22,000.00
- Ford County: \$545,000.00

**Total Requests: \$611,716.13**

**Total Funding Available: \$110,000.00**

### *Summary of Individual Organizational Funding Requests:*

**Applicant:** Dodge City Arts Council

**Requested Grant Amount:** \$4,716.13

**Matching Funds:** \$11,604.75

**Total Project Costs:** \$16,320.88

**Proposed Project:**

- Utilities

**Applicant:** Dodge City RoundUp

**Requested Grant Amount:** \$40,000.00

**Matching Funds:** \$0

**Total Project Cost:** \$40,000.00

**Proposed Projects:**

- Replace livestock pens, storage building and replace roping chute.

**Applicant:** Dodge City Trail of Fame

**Requested Grant Amount:** \$22,000.00

**Matching Funds:** \$7,000.00

**Total Project Cost:** \$152,000.00

**Proposed Projects:**

- \$15,000.00 Contract Labor for Special Deputy US Marshal Charlie Meade
- \$7,000 Seed Money for next Trail of Fame Statue, James Arness as "Matt Dillion."

**Applicant:** Ford County

**Requested Grant Amount:** \$545,000.00

**Matching Funds:** \$50,000.00

**Total Project Cost:** \$545,000.00

**Proposed Projects:**

- Livestock Building

# CFAB

PO Box 880 • Dodge City KS 67801 • Phone: 620/225-8100 • Fax: 620/225-8144

## CFAB MEETING CALENDAR FOR 2015

\* MEETING TOPICS SUBJECT TO CHANGE BASED ON AVAILABLE SCHEDULING.

<b>MONTH</b>	<b>DATE</b>	<b>MEETING TOPIC (S)</b>
JANUARY	28	MONTHLY FINANCIAL REPORT UPDATE BOARD HANDBOOK
FEBRUARY	25	MONTHLY FINANCIAL REPORT EVENT CENTER REPORT
MARCH	25	MONTHLY FINANCIAL REPORT ATHLETIC FIELD MAINTENANCE REPORT
APRIL	15	MONTHLY FINANCIAL REPORT TOURNAMENT PROMOTER'S REPORT SOCCER PROMOTER'S REPORT
MAY	27	MONTHLY FINANCIAL REPORT DODGE CITY RACEWAY PARK REPORT

CFAB Meeting Calendar

JUNE	24	MONTHLY FINANCIAL REPORT EVENT CENTER REPORT
JULY	15	MONTHLY FINANCIAL REPORT TOURISM TASK FORCE REPORT UPDATE ORGANIZATIONAL FUNDING APPLICATIONS AND MATERIALS
AUGUST	26	MONTHLY FINANCIAL REPORT WSB EXPO CENTER REPORT SOCCER PROMOTER'S REPORT
SEPTEMBER	23	MONTHLY FINANCIAL REPORT DODGE CITY RACEWAY PARK REPORT RECOMMEND SALES TAX BUDGET
OCTOBER	28	MONTHLY FINANCIAL REPORT ORGANIZATIONAL FUNDING PROGRESS REPORTS ATHLETIC FIELD MAINTENANCE REPORT
NOVEMBER	18	MONTHLY FINANCIAL REPORT TOURNAMENT PROMOTER'S REPORT * RECOMMEND ORGANIZATIONAL FUNDING APPLICATIONS
DECEMBER	16	MONTHLY FINANCIAL REPORT ELECTION OF OFFICERS