

Dodge City/Ford County CFAB Advisory Board Meeting
City Hall
City Commissioners Chambers
Wednesday July 15, 2015
6:00 P.M.
Agenda

Welcome: Chair Tom Stanley

Roll Call:

Call to Order: Chair Tom Stanley

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 April 15, 2015 Meeting
2. "Why Not Dodge" Sales Tax Fund Monthly Financial Report

Report:

1. Dodge City Raceway Park (DCRP) Update-Report by DCRP Promoter Tommie Estes
2. Regional Aquatics Park Update-Report by Director of Parks and Recreation Paul Lewis

Unfinished Business:

- 1.

New Business:

1. Recommendation of names from Regional Aquatics Park Aquatics Naming Contest- Report by Director of Parks and Recreation, Paul Lewis and Project Development Coordinator, Melissa McCoy
2. 2016 Organizational Funding Applications-Report by Project Development Coordinator, Melissa McCoy

Next Meeting Date(s):

1. Joint Commission Meeting-Monday, August 10, 2015 6:00 PM City Commissioners' Chambers, City Hall
2. CFAB Meeting-Wednesday, August 26, 2015 6:00 PM City Commissioners Chambers, City Hall

Adjournment

Community Facilities Advisory Board Minutes
City Hall, Commission Chambers
Wednesday, April 15, 2014

City Commission Chambers
6:00 p.m.

WELCOME: Justin Banning, Chair

ROLL CALL: Dan Schenkein, Dr. Perak, Michael Martinez, Tom Stanley, Ryan Rabe, Bill Turley, City Commissioner Rick Sowers, County Commissioner Shawn Tasset, City Manager Cherise Tieben, County Administrator Ed Elam

Visitors:

1. **Carnegie Center for the Arts Organizational Funding Progress Report-** Summer Bates with the Carnegie Center for the Arts thanked the CFAB board for their ongoing support. She shared that the Carnegie had now completed all of the pending projects that were funded with CFAB funds with the exception of elevator repairs.

APPROVAL OF CONSENT CALENDAR:

1. **Approval of CFAB February 9, 2015 Meeting Minutes-** Ryan Rabe moved to approve the consent calendar as presented, Dr. Perak 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.

Unfinished Business:

1. **Ford County Horse Stalls Building as a “Why Not Dodge” Project-Report by Western State Bank Expo Center Manager, Danielle Crouch-** Ms. Crouch presented information on the proposed structure and explained that it would bring events that are not currently taking place. She added that many of the event promoters request space for multiple year events and so the project has potential to grow and generate sales tax revenue in the future. She provided handouts demonstrating the event potential. Several individuals from Dodge City and Ford County spoke on behalf of the need for the facility.

After some discussion, a motion was made by Dan Schenkein to revisit the proposal for the horse stall building during the 2016 budget process. Dr. Perak seconded the motion and which passed unanimously 6-0.

New Business:

1. **Approval of Revised Promotion Agreement with Southwest Sports-Report by Director of Parks and Recreation-Paul Lewis-**Mr. Lewis explained that the major changes in the contract were as follows:
 - Tie concessions operations in with existing tournament promotion responsibilities.

- Consolidate payment obligations from each party.
- Add additional administrative funding support in the amount of \$1,000 for each event promoted and \$250 for events that are promoted but cancelled.
- Includes new language that provides a succession strategy.

A motion was made to approve the contract as written by Ryan Rabe. It was seconded by Dan Schenkein. The motion passed unanimously.

2. **Presentation of Aquatic Facility Bids- Report by Director of Parks and Recreation, Paul Lewis-** Mr. Lewis provided an update on the regional aquatics park. He then introduced the representatives from McCownGordan, the construction manager at risk that were in attendance at the meeting. McCownGordon, then presented the Guaranteed Maximum Price (GMP) package for the board's review and input. McCownGordon's previous estimate for the base package was \$13,150,000 and they have now worked to bring that down to \$10,909,944. However, with the two add alternates which included the wave pool and the 50 meter the total GMP would be \$12,278,432.

Mr. Lewis then presented the CFAB board with the following three options of how to proceed with the project:

- First option-The project could be reduced further to \$10,000,000, however this would exclude some of the important features that would make the park a regional destination.
- Second option-Rebid the project to general contractors and see if the costs change.
- Third option- The add alternates with the wave pool and 50 meter are at an attractive price and therefore an option would be to recommend the \$12,278,432 proposal.

After much discussion, a motion was made by Dr. Perak and seconded by Tom Stanley to recommend the \$12,278,432 proposal to the Joint Commission. The vote for the recommendation was three in favor and three opposed and therefore did not pass.

The CFAB board then discussed how to proceed and determined that they would seek guidance from the Joint Commissions on the project. Mike Martinez made a motion to send the project to the Joint Commissions for their consultation. Bill Turley seconded and the motion passed unanimously.

Reports:

1. **VenuWorks Update-Report by VenuWorks Executive Director, Chris Ragland-**Mr. Ragland provided an update on the progress that VenuWorks has been making with the United Wireless Arena and Conference Center. He explained that they were working on improving community relationships and increasing the number of activities and events. In Mr. Ragland's presentation, he shared that they were trying to secure a naming rights partner for the Conference Center. He also shared the kinds of shows that have not yet been announced but will be coming to the United Wireless Arena. Those include comedies, rock, Christian, Country, Hispanic, holiday and kids' concerts and shows. He

concluded by sharing the Economic Impact results from the Kansas Travel Industry- The results showed significant improvement with the following results on the economic impact of the facility on the local economy:

2013-\$3,377,385

2014-\$2,922,867

2015-\$3,377,385

- 2. Dodge City Soccer Update-Report by Dodge City Soccer Promoter-Charles Johnson-Mr. Johnson** presented an update to CFAB on Dodge City Soccer. He shared since he was contracted as the promoter for Dodge City Soccer, he had promoted a total of five tournaments which included one bubble soccer tournament, three indoor tournaments (2 men and 1 women) and one youth tournament. Thus far in the summer, zero tournaments had been scheduled due to scheduling conflicts. He added that at present, thirteen teams with an average of ten players per time which is equal to 130 players had stayed in 65 hotel rooms based on double occupancy.

UPCOMING MEETINGS:

- 1.** Joint Commission Meeting-Monday, April 20, 2015, 6:00 pm City Hall Commissioners Chambers
- 2.** CFAB Meeting-Wednesday, May 27, 2015, 6:00 PM City Commissioners' Chambers, City Hall

ADJOURNMENT: Ryan Rabe made a motion to adjourn the meeting. Dr. Perak seconded. The motion passed unanimously.

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

Attached is the calendar year 2016 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 electronically to melissam@dodgecity.org**, no later than **5:00 pm, Monday, October 12, 2015**.

In addition, **one original application including the required financial information** must be delivered to City Hall, no later than **5:00 p.m. Monday, October 12, 2015**. ***Applications received after that date and time will be returned unopened.*** If mailing your application and financial information please send to the following address: **Attention: Melissa McCoy, City of Dodge City, 806 N. 2nd Avenue, Dodge City, KS. 67801**

- * Expense and Income forms must reflect the organization's entire operations, not just the requested amount for the grant.**
- * 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 February 1, 2016, 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
 2016 Funding Year
2016 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. Explain how staff for these hours will be funded.

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</u> <u>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:

- A. A compiled reviewed or audited financial statement for organizations with an annual operating budget of \$500,000 or greater.
- B. Most current IRS Form 990, if applicable.
- C. Copy of annual financial statement
- D. Income Statement
- E. 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 and contact 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
- ✓ **Section 5:** Current Board of Trustees/Directors list
- ✓ **Section 6:** Attach specific information on price quotes (if applicable).
- ✓ **Section 7:** Address application points A through H.
- ✓ **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 Financial Information: Address application points A-E.
- ✓ **Grant Applications-**The Grant Application must be submitted electronically to melissam@dodgecity.org. In addition, one original application with required financial information must be delivered or mailed to the following address:

Attention: Melissa McCoy City Hall 806 N. 2nd Avenue, Dodge City, KS. 67801 by **Monday, October 12, 2015 at 5:00 pm.**

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.

CFAB

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

Memorandum:

To: Community Facility Advisory Board (CFAB)

From: Project Development Coordinator, Melissa McCoy and Director of Parks and Recreation, Paul Lewis

Date: July 9, 2015

Subject: Dodge City/Ford Co. Regional Aquatics Park Naming Contest

Recommendation: Recommend the top three name choices to the Joint City and County Commission for their consideration and approval of the final name of the Dodge City/Ford County Regional Aquatics Park.

Background: The City of Dodge City and Ford County established a naming contest for the Regional Aquatics Park. The deadline to submit entries was June 29 and a total of 186 entries were submitted. The winner of the naming contest will receive a family pass to the aquatics park for 2016.

A committee was formed including representatives from the City, County, Dodge City Convention and Visitor's Bureau and two marketing professionals from the community to help narrow down the list of entries. Each committee member was asked to choose his/her top five recommendations from the list of entries. Then, the committee discussed their selections and established their top five choices to present to the CFAB Board.

Staff will present the five names that were selected to CFAB at the meeting on July 15 at 6:00 pm.

Legal Considerations: The winning name will become property of the City of Dodge City and Ford County and no other royalties or compensation will be given. The City and County may modify the name as needed.

Attachments: Regional Aquatics Park Naming Contest Entry Form

Dodge City/Ford County Regional Aquatics Park Naming Contest

Contest Information and Rules

The City of Dodge City and Ford County want your help in naming the Regional Aquatics Park that will open in 2016 adjacent to Wright Park. Ideas are being sought that will capture the spirit of Dodge City's Western Heritage as well as the excitement of this premier destination for Southwest Kansas.

The Regional Aquatics Park will be one of the largest of its kind in the state of Kansas. The park will include the following amazing features and amenities:

- Wave Pool
- Lazy River w/ dual channels and running through the wave pool
- Rockscape w/ cascading waterfalls into the lazy river
- Multiple slides including drop slides, a family slide and Commercial water park class slides including Boomerango
- Children's play pool w/ Zero-Depth entry, sprays and fountains,
- Large interactive play structure in the play pool
- 50 Meter lap Pool



The winner of the naming contest will receive a family pool pass for 2016.
The contest will remain open through June 29, 2015.

Contest Rules

- The Contest is open to all individuals
- There is no limit to the number of entries that each contestant may submit
- The name should be reflective of Dodge City's western heritage
- The name should be simple and lend itself to effective marketing.
- All ideas must be suitable for family viewing and must not exploit anyone's sex, race, religion, morality or culture
- Any trademarked or copyrighted names or slogans are ineligible
- The winning name will become property of City of Dodge City and Ford County and no other royalties or compensation will be given. The City and County may modify the name as needed.
- The decision of the Community Facility Advisory Board, the City and the County will be final.
- Submissions should be made by June 29, 2015 and must include the completed Name Contest Form with the contestant's name, address, phone number and signature.

For questions regarding the Contest, contact Melissa McCoy (620) 225-8100.

Naming Contest Entry Form

Name _____

Phone # _____

Address _____

Email _____

Aquatic Park Name Idea _____

Contestant's Signature _____

I, hereby certify that my Name entry is not copyrighted or trademarked. I understand that my entry may not be returned and will become the sole property of the City of Dodge City (City) and Ford County (County). The City and County will have no responsibility for lost, delayed or damaged entries. Any entry that does not satisfy the requirements will not be eligible for the Naming Contest.

All entries must be received by Monday, June 29, 2015.

Electronic entries may be sent to: melissam@dodgecity.org

Hard copies may be hand delivered or mailed to:

Attention: Melissa McCoy, City of Dodge City, 806 N. 2nd Avenue, Dodge City, KS. 67801