

CITY COMMISSION MEETING AGENDA

City Hall Commission Chambers

Monday, October 5, 2020

7:00 p.m.

MEETING #5167

This will be an entirely virtual meeting, and there are two ways to watch and listen in real-time:

1. Watch live on our Facebook page at www.facebook.com/cityofdodgecity

2. Or watch it on our Vimeo page at www.vimeo.com/cityofdodgecity.

Comments on these streams will be open to be utilized for the Visitors Section. n. The meeting will be archived on both sites to be viewed after the live video has ended.

CALL TO ORDER

ROLL CALL

INVOCATION BY

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

SUBMIT QUESTIONS OR COMMENTS

PETITIONS & PROCLAMATIONS

VISITORS (Limit of five minutes per individual and fifteen minutes per topic. Final action may be deferred until the next City Commission meeting unless an emergency situation does exist).

Public Library Update - Director, Lori Juhlin

Young Guns

CONSENT CALENDAR

1. Approval of City Commission Work Session Minutes, September 21, 2020;
2. Approval of City Commission Meeting Minutes, September 21, 2020;
3. Appropriation Ordinance No.19, October 5, 2020;

4. Cereal Malt Beverage License:
 - a. Mariscos Nayarit Restaurant, 509 N. 2nd Avenue

ORDINANCES & RESOLUTIONS

Resolution No. 2020-26: A Resolution of the Governing Body of the City of Dodge City, Kansas Determining that the City is Considering Establishing a Rural Housing Incentive District Within the City and Adopting a Plan for the Development of Housing and Public Facilities in Such Proposed District; Establishing the Date and Time of a Public Hearing on Such Matter; and Providing for the Giving of Notice of Such Public Hearing. (Casa Del Rio,Phase 1). Report by Finance Director Nicole May.

UNFINISHED BUSINESS

NEW BUSINESS

1. Approval of Bids for Six (6) SUV Vehicles for Police Department. Report by Director of Administration, Ryan Reid.
2. Approval of 2021 Special Sales Tax Project Budget. Report by Finance Director, Nicole May.
3. Approval of Coronavirus Relief Fund Memorandum of Agreement. Report by City Manager, Nick Hernandez.

OTHER BUSINESS

STAFF REPORTS

ADJOURNMENT

CITY COMMISSION WORK SESSION MINUTES
City Hall Commission Chambers
Monday, September 21, 2020
6:00 p.m.

CALL OR ORDER

ROLL CALL: Mayor Joyce Warshaw, Joseph Nuci, Brian Delziet, Rick Sowers and Kent Smoll joined at 6:25 pm.

WORK SESSION

John Hendrickson, Kennedy McKee & Company LLP presented the City of Dodge City's Annual Audited Financial Statements for year ending December 2019.

ADJOURNMENT

Mayor

ATTEST:

City Clerk

CITY COMMISSION MEETING MINUTES

City Hall Commission Chambers

Monday, September 21, 2020

7:00 p.m.

MEETING #5166

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CALL TO ORDER

ROLL CALL Mayor Joyce Warshaw, Commissioners Rick Sowers, Kent Smoll, Joseph Nuci, Brian Delzeit

INVOCATION by

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

City Manager Nick Hernandez noted a minor change on the Proclamation. Change the Fallen Soldiers to Fallen Fire Fighters. Commissioner Delzeit made a motion to approve the agenda with the changes to the proclamation. Commissioner Joseph Nuci seconded the motion. The motion carried 5 - 0.

SUBMIT QUESTIONS OR COMMENTS

No questions or comments reported

PETITIONS & PROCLAMATIONS

Mayor Joyce Warshaw read the Light the Night for Fallen Firefighters Proclamation

Fire Chief Ken Spencer said they would be lighting all the facilities on October 4th. This is more of a tribute and a moment of silence.

VISITORS (Limit of five minutes per individual and fifteen minutes per topic. Final action may be deferred until the next City Commission meeting unless an emergency situation does exist).

Police Chief, Francis Drew introduced Police Officer, Bill Simmons and Fire Chief, Ken Spencer introduced Fire Fighter Diego Coca-Ruiz. They were sworn in with the City Loyalty Oath. Staff welcomed and congratulated them on their positions with the City of Dodge City

CONSENT CALENDAR

1. Approval of City Commission Meeting Minutes, September 8, 2020
2. Approval of City Commission Meeting Minutes, August 17, 2020.
3. Appropriation Ordinance No.18, September 21, 2020;
4. Approval for Water Service for Truck Center, 1502 Minneola Rd.

Commissioner Kent Smoll moved to approve the Consent calendar as presented. Commissioner Rick Sowers seconded the motion. The motion carried 5 - 0.

ORDINANCES & RESOLUTIONS

Ordinance No. 3739: : An Ordinance Regulating Traffic within the Corporate Limits of the City of Dodge City, Kansas; Incorporating by Reference the “2020 Standard Traffic Ordinance for Kansas Cities” and Repealing Ordinance No. 3720 was approved on a motion by Commissioner Brian Delzeit. Commissioner Kent Smoll seconded the motion. The motion carried 5 - 0.

Ordinance No. 3740: An Ordinance Regulating Public Offenses within the Corporate Limits of the City of Dodge City, Kansas; Incorporating by Reference the “2020 Uniform Public Offense Code for Kansas Cities” and Repealing Ordinance No. 3721 was approved on a motion by Commissioner Brian Delzeit. Commissioner Kent Smoll seconded the motion. The motion carried 5 - 0.

Ordinance No. 3741: An Ordinance Amending and Replacing Certain Sections of Ordinance No. 3733 of the City of Dodge City, Kansas was approved on a motion by Commissioner Rick Sowers. Commissioner Kent Smoll seconded the motion. The motion carried 5 - 0.

Resolution No. 2020-25: A Resolution in Support of an Application for Funding Through the Moderate Income Housing Program Offered Through the Kansas Housing Resources Corporation to the Utilized for the Abandoned Housing Program in Dodge City, Kansas was approved on a motion by Commissioner Brian Delzeit. Commissioner Joseph Nuci seconded the motion. The motion carried 5 - 0.

UNFINISHED BUSINESS

NEW BUSINESS

1. Commissioner Kent Smoll moved to approve and accept the 2019 Audited Financial Statement. Commissioner Rick Sowers seconded the motion. The motion carried 5 – 0.
2. Commissioner Kent Smoll moved to appoint Commissioner Joyce Warshaw, Nick Hernandez and Joseph Nuci as Voting Delegates for the League of Kansas Municipalities Conference. Melissa McCoy and Ernestor Delarosa appointed as alternate Voting Delegates. Commissioner Rick Sower seconded the motion. The motion carried 5 – 0.
3. Commissioner Brian Delzeit moved to approve the Bids for two Jacobesen HR600 mowers from Kansas Golf Turf for \$117,800 and Tree mid-mount mowers from Moridge Manufacturing for \$29,802.75. Commissioner Joseph Nuci seconded the motion. The motion carried 5 - 0.
4. Commissioner Kent Smoll moved to approve and extend the StandGuard Aquatics Management Agreement for thirteen months and finance stays the same. Commissioner Rick Sowers seconded the motion. The motion carried 5 - 0.
5. Commissioner Brian Delzeit moved to approve the contract and scope of services for the Downtown Streetscape Project with TranSystems/LK Architecture in the amount of \$224,751.00. Commissioner Josephs Nuci seconded the motion. The motion carried 3 – 0 with Rick Sowers and Kent Smoll voting no.

OTHER BUSINESS**STAFF REPORTS****EXECUTIVE SESSION**

At 8:42 p.m. Commissioner Rick Sowers moved that the City Commission recess into executive session pursuant to the preliminary discussion relating to the exception found in K.S.A. 75-4319(b)(6), to discuss legal advice from counsel regarding potential claims against the city. Session to include Commissioners, City Manager, Nick Hernandez and City Attorney, Brad Ralph. The open meeting will resume in the City Commission Chamber in 5 minutes at 8:47 pm. Commissioner will not take any action upon returning to open session and prior to adjournment. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.

ADJOURNMENT

Commissioner Brian Delzeit moved to adjourn the meeting. Commissioner Kent Smoll seconded the motion. The motion carried 5 - 0.

**INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES**

(This form has been prepared by the Attorney General's Office)

City or County of FORD

SECTION 1 - LICENSE TYPE

Check One: New License Renew License Special Event Permit

Check One:

- License to sell cereal malt beverages for consumption on the premises.
 License to sell cereal malt beverages in original and unopened containers and not for consumption on the licenses premises.

SECTION 2 - APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-7428280971-02

I have registered as an Alcohol Dealer with the TTB. Yes (required for new application)

Name <u>RAMON PRECIADO</u>	Phone No. <u>620 408-8559</u>	Date of Birth <u>09-04-47</u>
Residence Street Address <u>806 CENTRAL AVE</u>	City <u>DODGE CITY, KS.</u>	Zip Code <u>67801</u>

Applicant Spousal Information

Spouse Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code

SECTION 3 - LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name <u>MARISCOS MAYARIT RESTAURANT</u>	Name
Business Location Address <u>DODGE CITY, KANSAS 67801</u>	Address
City <u>509 N. 2ND AVE. D</u>	City State Zip
Business Phone No. <u>620 227-9899</u>	<input type="checkbox"/> I own the proposed business location. <input type="checkbox"/> I do not own the proposed business location.
Business Location Owner Name(s)	

SECTION 4 - APPLICANT QUALIFICATION

I am a U.S. Citizen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of Kansas for at least one year prior to application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have resided within the state of Kansas for <u>28</u> years.	
I am at least 21 years old.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of this county for at least 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Within 2 years immediately preceding the date of this application, neither I nor my spouse* have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	<input type="checkbox"/> Yes Have <input checked="" type="checkbox"/> No Have Not
My spouse has previously held a CMB license.	<input type="checkbox"/> Yes <input type="checkbox"/> No
My spouse has never been convicted of one of the crimes mentioned above while licensed.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Memorandum

*To: City Manager
City Commissioners*

*From: Nicole May
Finance Director*

Date: 10/05/2020

Subject: RHID

Agenda Item: Resolution No. 2020-26

Recommendation: Staff recommends adoption of Resolution 2020-26, which establishes a date and time for a public hearing as required by Kansas statute.

Background: In 2008, the City commissioned a Housing Needs Analysis, which reflected a critical shortage of housing available in the community. In 2009, the City Commission adopted a Resolution providing for several incentive programs in order to encourage housing development in the City. The Rural Housing Incentive District (RHID) was identified as one of those programs. The RHID has captured the attention of several developers, locally and statewide. In 2018, the City commissioned another Housing Needs Analysis taking into consideration the progress that had developed since the 2008 Analysis. The latest Analysis continued to reflect a major shortage of housing. The establishment of this RHID will provide an incentive needed to entice developers to and in our community.

Justification: Housing continues to be a constant challenge in the Dodge City area. Establishment of the RHID is necessary in order to address the City's critical housing shortage.

Financial Considerations: None at this time. However, if utilized, the financial consideration would be dependent upon each independent development agreement.

Purpose/Mission: To provide adequate housing in order for the City to accommodate present and future growth.

Legal Considerations: None

Attachments: Resolution No. 2020-26

RESOLUTION NO. 2020-26

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF DODGE CITY, KANSAS DETERMINING THAT THE CITY IS CONSIDERING ESTABLISHING A RURAL HOUSING INCENTIVE DISTRICT WITHIN THE CITY AND ADOPTING A PLAN FOR THE DEVELOPMENT OF HOUSING AND PUBLIC FACILITIES IN SUCH PROPOSED DISTRICT; ESTABLISHING THE DATE AND TIME OF A PUBLIC HEARING ON SUCH MATTER, AND PROVIDING FOR THE GIVING OF NOTICE OF SUCH PUBLIC HEARING. (CASA DEL RIO, PHASE 1)

WHEREAS, K.S.A. 12-5241 et seq. (the “Act”) authorizes any city incorporated in accordance with the laws of the state of Kansas (the “State”) with a population of less than 60,000 located in a county with a population of less than 80,000, to designate rural housing incentive districts within such city; and

WHEREAS, prior to such designation the governing body of such city shall conduct a housing needs analysis to determine what, if any, housing needs exist within its community; and

WHEREAS, after conducting such analysis, the governing body of such city may adopt a resolution making certain findings regarding the establishment of a rural housing incentive district and providing the legal description of property to be contained therein; and

WHEREAS, after publishing such resolution, the governing body of such city shall send a copy thereof to the Secretary of Commerce of the State (the “Secretary”) requesting that the Secretary agree with the finding contained in such resolution; and

WHEREAS, if the Secretary agrees with such findings, such city may proceed with the establishment of a rural housing incentive district within such city and adopt a plan for the development or redevelopment of housing and public facilities in the proposed district; and

WHEREAS, the City of Dodge City, Kansas (the “City”) has an estimated population of 27,340, is located in Ford County, Kansas, which has an estimated population of 33,848, and therefore constitutes a city as said term is defined in the Act; and

WHEREAS, the Governing Body of the City has performed a Housing Needs Analysis dated 2018 (the “Needs Analysis”), a copy of which is on file in the office of the City Clerk; and

WHEREAS, the Governing Body of the City has heretofore adopted Resolution No. 2020-02 which made certain findings relating to the need for financial incentives relating to the construction of quality housing within the City, declared it advisable to establish a Rural Housing Incentive District pursuant to the Act and authorized the submission of such Resolution and a Housing Needs Analysis to the Kansas Department of Commerce in accordance with the provisions of the Act; and

WHEREAS, the City has caused to be prepared a plan for the development or redevelopment of housing and public facilities in the District in accordance with the provisions of the Act (the “Plan”); and

WHEREAS, the Plan includes:

1. The legal description and map required by subsection (a) of K.S.A. 12-5245;
2. The existing assessed valuation of the real estate in the proposed District listing the land and improvement values separately;
3. A list of the names and addresses of the owners of record of all real estate parcels within the proposed District;
4. A description of the housing and public facilities project or projects that are proposed to be constructed or improved in the proposed District, and the location thereof;
5. A listing of the names, addresses and specific interests in real estate in the proposed District of the developers responsible for development of the housing and public facilities in the proposed District;
6. The contractual assurances, if any, the Governing Body has received from such developer or developers, guaranteeing the financial feasibility of specific housing tax incentive projects in the proposed District;
7. A comprehensive analysis of the feasibility of providing housing tax incentives in the proposed District as provided in the Act, which shows the public benefits derived from such District will exceed the costs and that the income therefrom, together with all public and private sources of funding, will be sufficient to pay for the public improvements that may be undertaken in such District; and

WHEREAS, the Governing Body of the City proposes to continue proceedings necessary to create a Rural Housing Incentive District, in accordance with the provisions of the Act, and adopt the Plan, by the calling of a public hearing on such matters.

THEREFORE, BE IT RESOLVED by the Governing Body of the City of Dodge City, Kansas as follows:

Section 1. Proposed Rural Housing Incentive District. The Governing Body hereby declares an intent to establish within the City a Rural Housing Incentive District. The District is proposed to be formed within the boundaries of the real estate legally described in *Exhibit A* attached hereto, and shown on the map depicting the existing parcels of land attached hereto as *Exhibit B*. A list of the names and addresses of the owners of record of all real estate parcels within the proposed District and the existing assessed valuation of said real estate, listing the land and improvement values separately, is attached hereto as *Exhibit C*.

Section 2. Proposed Plan. The Governing Body hereby further declares an intent to adopt the Plan in substantially the form presented to the Governing Body that date. A copy of the Plan shall be filed in the office of the City Clerk and be available for public inspection during normal business hours. A description of the housing and public facilities projects that are proposed to be constructed or improved in the proposed District, and the location thereof are described in *Exhibit D* attached hereto. A summary of the contractual assurances by the developer and the comprehensive feasibility analysis is contained in *Exhibit E* attached hereto.

Section 3. Public Hearing. Notice is hereby given that a public hearing will be held by the Governing Body of the City to consider the establishment of the District and adoption of the Plan on November 16, 2020, at the City Commission Meeting Room, City Hall, 806 N. Second Avenue, Dodge City, Kansas 67801; the public hearing to commence at 7:00 p.m. or as soon thereafter as the Governing Body can hear the matter. At the public hearing, the Governing Body will receive public comment on such matters, and may, after the conclusion of such public hearing, consider the findings necessary for establishment of the District and adoption of the Plan, all pursuant to the Act.

Section 4. Notice of Public Hearing. The City Clerk is hereby authorized and directed to provide for notice of the public hearing by taking the following actions;

- a) A certified copy of this resolution shall be delivered to:
 - i) the Board of County Commissioners of Ford County, Kansas;
 - ii) the Board of Education of U.S.D. No. 443; and
 - iii) the Planning Commission of the City.
- b) This Resolution, specifically including *Exhibits A* thru *E* attached hereto, shall be published at least once in the official newspaper of the City not less than one week nor more than two weeks preceding the date of the public hearing.

Section 5. Further Action. The Mayor, City Manager, City Clerk and the officials and employees of the City, including the City Attorney, are hereby further authorized and directed to take such other actions as may be appropriate or desirable to accomplish the purposes of this Resolution.

Section 6. Effective Date. This Resolution shall take effect after its adoption by the Governing Body.

ADOPTED by the Governing Body of the City of Dodge City, Kansas, on October 5, 2020.

Mayor

ATTEST:

City Clerk

EXHIBIT A

**LEGAL DESCRIPTION OF PROPOSED
RURAL HOUSING IMPROVEMENT DISTRICT BOUNDARIES
FOR CASA DEL RIO, PHASE 1**

A Tract in Lots 83 to 90 and Street Right of Ways, Westview Place, Dodge City, being part of a combined Tract of Land in a Windholz Survey recorded in the Misc. Book 99, Pages 621-622 located in the East Half of Section 34, Township 26 South, Range 25 West of the 6th P.M., Ford County, Kansas, more particularly described as follows:

Commencing at the Northeast corner of said Section 34 being a found 1/2" R-bar, Taylor;
thence South 01°38'04" West a distance of 1709.70 feet;
thence North 88°34' 19" West a distance of 49.95 feet to the Point of Beginning being an 1/2" R-bar, Windholz;

thence North 88°32'04" West a distance of 500.00 feet;

thence South 01°28'01" West a distance of 620.34 feet;

thence North 75°25'26" East a distance of 493.92 feet;

thence South 07°41'09" West a distance of 10.81 feet;

thence South 75°25'26" West a distance of 825.67 feet;

thence North 01°28'01" East a distance of 130.07 feet;

thence South 75°25'26" West a distance of 182.09 feet;

thence North 01°28'01" East a distance of 643.01 feet;

thence South 88°32'04" East a distance of 10.00 feet;

thence South 01°28'01" West a distance of 629.73 feet;

thence North 75°25'26" East a distance of 161.28 feet;

thence North 01°28'01" East a distance of 645.16 feet;

thence South 88°32'04" East a distance of 130.12 feet;

thence North 01°38'04" East on the East line of Lot 18, Westview Place a distance of 330.00 feet;

thence South 88°32'04" East a distance of 60.00 feet;

thence South 01°38'04" West on the West line of Lot 17, Westview Place a distance of 330.00 feet;

thence South 88°32'04" East a distance of 641.76 feet;

thence South 03°15' 43" West a distance of 60.03 feet

to the Point of Beginning, containing 6.86 acres, more or less.

EXHIBIT B

**MAP OF PROPOSED
RURAL HOUSING IMPROVEMENT DISTRICTS BOUNDARIES
FOR CASA DEL RIO, PHASE 1**

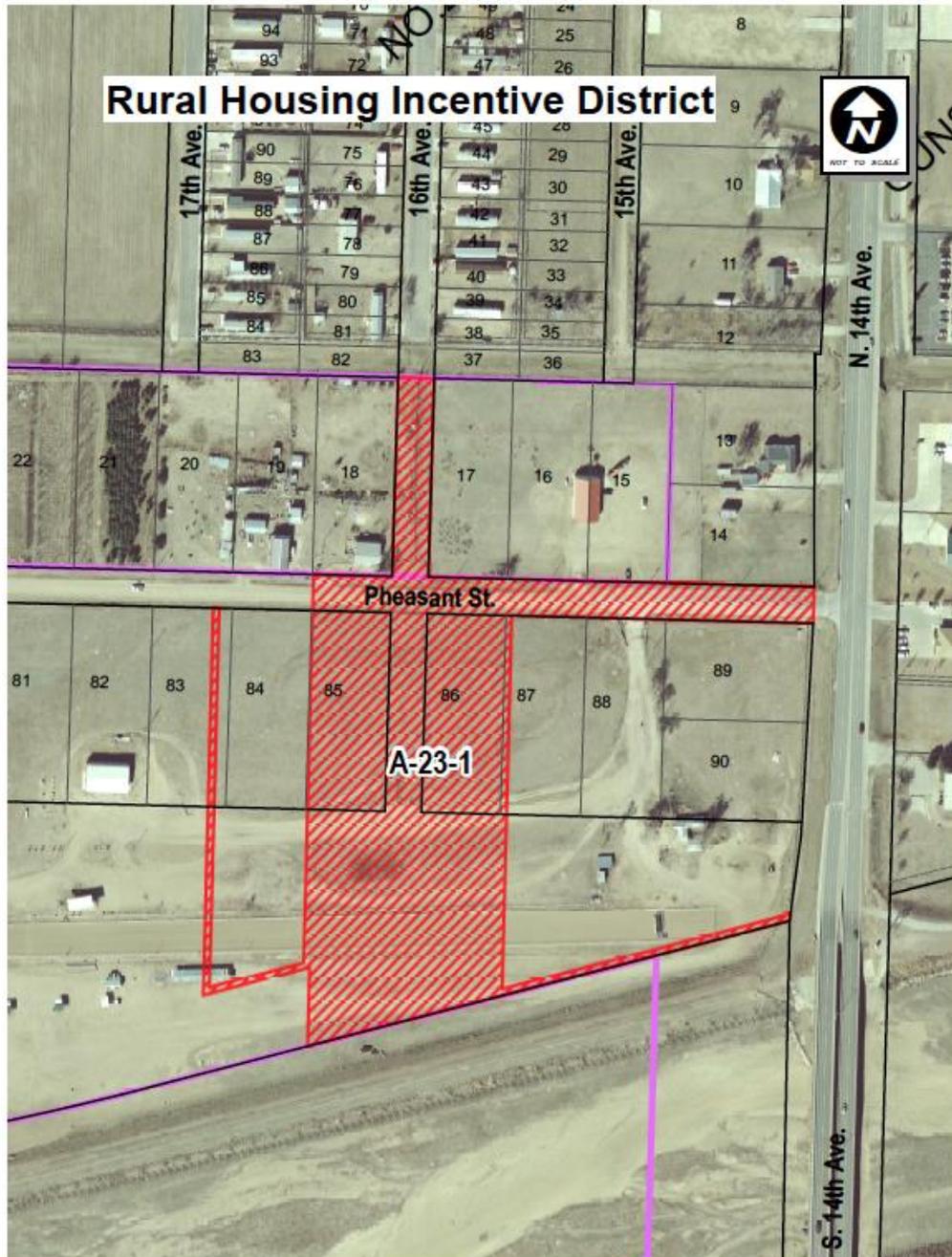


EXHIBIT C

NAMES AND ADDRESSES OF THE OWNERS OF RECORD OF ALL REAL ESTATE PARCELS WITHIN THE PROPOSED RURAL HOUSING INCENTIVE DISTRICT AND THE EXISTING ASSESSED VALUATION OF SAID REAL ESTATE PARCELS

Owner of Record: Vandergiesen, Roger D & Kay L
18005 L RD
Cimarron, KS 67835

2020 Assessed Valuation: Land: \$340
Improvements: \$0 (vacant land)

EXHIBIT D

DESCRIPTION OF THE HOUSING AND PUBLIC FACILITIES PROJECT OR PROJECTS THAT ARE PROPOSED TO BE CONSTRUCTED OR IMPROVED IN THE PROPOSED RURAL HOUSING INCENTIVE DISTRICT

Housing Facilities

The housing facilities will be composed of twenty-three (23) residences.

Public Facilities

Public improvements will include the extension of water, sewer, gas, and electric distribution lines along the boundaries of the development. Public improvements will also include construction of infrastructure improvements located within the boundaries of the development, including water, sanitary sewer, storm sewer, storm water detention, streets and street lighting. The public improvements will be constructed as necessary to serve the Project as described above.

EXHIBIT E

**SUMMARY OF THE CONTRACTUAL ASSURANCES BY THE DEVELOPER
AND OF THE COMPREHENSIVE FEASIBILITY ANALYSIS**

Contractual Assurances.

The Governing Body of the City of Dodge City has entered into a development agreement with Christian Brothers, LLC. This agreement, as supplemented and amended, includes the project construction schedule, a description of projects to be constructed, financial obligations of the developer and financial and administrative support from the City of Dodge City.

Feasibility Study.

The City conducted a study to determine whether the public benefits derived from the District will exceed the costs and that the income from the District, together with other sources of revenue provided by the developer, would be sufficient to pay for the public improvements to be undertaken in the District. The analysis estimates the property tax revenues that will be generated from the development, less existing property taxes to determine the revenue stream available to support the costs of the public infrastructure. The estimates indicate that the estimated revenue realized from the project would be adequate to pay the costs of the public infrastructure.



Memorandum

To: City Commission
From: Ryan Reid, Director of Administration
Date: 2020 10 01
Subject: Bids for New Patrol Vehicles
Agenda Item: New Business

Recommendation: On September 21st, 2020 Staff opened bids for up to six new police SUVs (with accessories installed). We received two bids from Lopp Motors (V8 for \$43,823 per unit and V6 \$41,217 per unit). Staff recommends we purchase three of the V6 for \$123,651 from MERF.

Background: Police has it budgeted for two units this year. They are budgeted for an additional four units for 2021. Finance says we can get three this year. Staff advertised the bids in the Globe, on the website, and emailed local vendors copies of the bids.

Justification: These vehicles have been taking some time to arrive and be outfitted, once purchased. Six months is usually a good estimate.

Financial Considerations: Two vehicles are budgeted for this year and four next year. Staff is asking for three now.

Note:

Regarding the small number of bids we received, I looked back and this has been common with police vehicle bids. In the last five years, we have had three years with only one bidder.

I contacted the local automobile vendors after the bids were tabulated and asked them why they did not bid.

Lewis Chevrolet: Indicated that they didn't think that their product would compete well on price with the Durango models we based the specs on. Opted out of bidding.

Lewis Ford: They said that they didn't know about the bid.

G&G: They don't sell police vehicles.

September 30, 2020

MEMO

TO: Nick Hernandez, City Manager

FROM: Nicole May, Finance Director

SUBJECT: 2021 Special Sales Tax Project Budget

The Sales Tax Project Budget consists of 4 Funds:

1. Operating Fund – Which is the main fund that is broken down into five departments:
 - a. Field Sports
 1. Field Maintenance
 2. Concessions
 3. Tournament
 - b. Administration
 - c. Motor Sports
 - d. Special Events Center
 - e. Facilities Maintenance
 - f. Outdoor Regional Aquatics Facilities
2. Sales Tax Fund-Depreciation and Replacement
3. Sales Tax Fund-Organizational Funding
4. Debt Service Fund

SALES TAX PROJECT – OPERATING FUND

The revenue that funds the Sales Tax Fund is a ½ cent City Sales Tax and a ½ County Sales Tax. Projected revenue in the Sales Tax Project Fund for 2021 is \$6,105,720. This is slightly higher than what was budgeted for 2020 and slightly higher than actual collections for 2019. There is also \$475,000 in revenues budgeted from the admissions, programs and concessions at the outdoor aquatics park. The other revenues that fund this budget are interest on idle funds, sign sponsorships, and athletic field sports revenue.

The total Field Sports Operations budget for 2021 is \$662,181. The Field Sports Operations budget includes the Field Maintenance, Concessions, and Tournaments.

Field Maintenance

The field sports budget includes:

Personal Services	\$267,341
Contractual	\$97,750
Commodities	\$80,600
Capital Outlay	\$30,000

The Personal Services, Contractual and Commodities line items reflect normal operating costs and reflect no major changes or increases from the 2019 budget. The Capital Outlay are proposed requests by the department, there has been \$30,000 included in the 2021 budget for improvements to ballfields.

Athletic Field Concessions

There is no budgeted expenditure in 2020 for concessions. Request for proposals were solicited in 2015 and the contract for concessions at the baseball, softball and soccer fields was given to Ezequiel Alvarez owner and operator of Paleteria Rio Grande. The compensation back to the Sales Tax Projects Fund is 20 percent of gross revenues after taxes for concessions.

Athletic Fields Tournaments

The tournament director position is budgeted at \$68,990 including salaries and benefits. There is also \$117,500 budgeted for Athletic Fields Tournaments. This amount includes \$25,000 for the A’s mini camps plus \$80,000 for tournament umpires contract labor.

Sales Tax Project Administration

The Administration Division includes Administrative costs, legal fees and other, organizational funding, and debt service.

Included in the Administration budget is \$150,000 for City Administration costs. The budget for legal fees and other contractual costs is \$5,300. The organizational funding account is budgeted at \$710,000. This \$710,000 is split \$300,000 to the City and \$300,000 to the County and then \$110,000 for Organizational Funding. The actual amount will need to be formally approved by the CFAB and City/County Commissions at a later date. \$3,388,047 is budgeted for debt. This reflects \$2,696,847 for the bonds issued to fund the Special Events Center and \$691,200 for the bonds issued to fund the aquatics facility. Due to budget constraints there currently is not an amount budgeted to transfer to the Depreciation and Replacement fund, if there are excess funds at the end of the year a transfer could be made at that time.

Special Events Center

\$875,500 is budgeted for the operating costs of the Special Events Center and \$20,000 additional funding for an ice or hockey event if that event were to be scheduled. In addition to the operations budget an additional \$20,000 is being proposed for capital improvements. In addition to the operations of the Special Events Center \$40,000 is proposed for insurance for the United Wireless Arena and Conference Center and \$3,200 is budgeted for electricity for an LED sign.

The Business Plan for the United Wireless Arena for 2021 is also included in your packet.

Racetrack

The Dodge City Raceway Park budget is \$336,700. This includes an amount to contract with a promoter to conduct major events and local shows (approximately 12) in an amount not to exceed \$250,000. The actual promoter and amount is pending interviews. It also includes: temporary position during the racing season to take care of buildings and grounds; insurance; utilities; maintenance contract on the elevator; building maintenance; event clean up; and capital projects. Some maintenance items included in the proposed budget are plumbing and electric maintenance and replacement of lighting. Some projects that would be considered for the Raceway Park due to the age of facility are replacement of the caution lights, replacement of the scoreboard, and replacement of 3 air conditioner units. Also to be considered is the addition of an LED board in the infield.

Facilities Maintenance

This was a new department that was added in 2011. It was found that the contracts with the operators of the facilities focused on the operation and maintenance of the facilities. The maintenance of the grounds is outside of those contracts, so we felt it was necessary to put resources into maintaining the landscaping and parking lots. This budget includes labor and materials necessary to maintain the grounds at the Special Events Center and is in the amount of \$21,300.

Outdoor Regional Aquatics Facilities

\$565,000 is budgeted for the operating costs of the Regional Aquatics Park. This includes a management contract with StandGuard Aquatics in the amount of \$461,000, this is equal to what was paid to them in 2019 less an amount for reduced hours. In addition to the operations budget an additional \$10,000 was budgeted for insurance and bonds, \$5,000 for building improvements, \$12,500 for chemicals and supplies and \$10,000 for equipment maintenance.

SALES TAX FUND-DEPRECIATION AND REPLACEMENT

In early 2010, the CFAB and City and County Commissions approved the establishment of a Depreciation and Replacement Fund for the Sales Tax Projects. The initial transfer into this fund was \$2,500,000, with an annual transfer of \$750,000. This Depreciation and Replacement Fund was set up to replace and/or improve all of the assets that were funded by the sales tax. As the discussion progressed regarding additional projects, several questions were asked as to whether or not the amount being transferred into this account was too much. We then reviewed the list of assets that were being depreciated and determined whether or not they would be replaced or if insurance would take care of the costs, or if they were completely wiped out, would they even be rebuilt or replaced. Toward that end, we took out all of the equipment, deciding when they needed replaced they would be paid for from the operating funds. We determined which parts of the buildings or complexes would actually need to be replaced or upgraded once they were worn out. After all of the items were reviewed, it was determined by staff that a more comfortable level would be at \$345,000 annually. Due to the addition of the aquatics park this amount was increased to \$645,000 in 2018. Due to the addition of the turf at the Legends complex this amount has been increased to \$705,000. Due to budget constraints transferred have not been made in 2019 or 2020 and there is not one budgeted for 2021 to be transferred from the Special Sales Tax Projects Fund to the Depreciation and Replacement Fund. The depreciation includes only the projects that were previously funded by the Special Sales Tax. Any additional projects that are added would result in an increase to this fund.

We would like to consider some larger projects at various facilities due to the age of the facilities and also to attract additional people to the attractions. Those projects would be a Flowrider Double attraction at the Longbranch Lagoon, this is estimated to cost \$1,000,000. Also as previously mentioned the replacement of caution lights and the scoreboard and the addition of an LED board to the infield at the Raceway Park, these items are estimated to cost \$150,000. These items would be funded with bonded debt. Due to the current market conditions, the interest rates on debt are very low so we feel this would be the perfect time to make additions and improvements to these attractions without depleting the Depreciation and Replacement fund and still being able to make the debt payments from the Sales Tax fund.

SALES TAX FUND-ORGANIZATIONAL FUNDING

The Interlocal Agreement has a provision that up to 15% of the sales tax collected can be transferred into a special fund. The receipt and expenditure of these funds are a separate process, action by CFAB and the City and County Commissions approves the amount of money transferred into this fund. Applications are accepted and approved as to the amount of money spent on individual projects. The amount proposed to be transferred in 2021 is \$710,000.

SEC REVENUE BOND FUND

This is a non budgeted fund and it accounts for the bond reserve that is required as the result of issuing revenue bonds for the events center and the aquatics facility. It also accounts for a monthly transfer from the operating fund and funds the interest and principal payments on the bonds when they are due.

I have included a graph which shows the outstanding amount of revenue bonds each year through 2035 as well as a graph that shows the payments due each year.

If you have questions or wish additional information, please let me know.

SALES TAX FUND - SPECIAL PROJECTS

Fund Source: 1/2% City Sales Tax; 1/2% County Sales Tax.

Guidelines: On June 10, 1997, the voters went to the polls to approve a 1/2% Citywide Sales Tax and a 1/2% Countywide Sales Tax to fund Civic Center upgrades to air-conditioning and electrical, softball facilities and complex, a motor sports track, a special events center and other projects. 1/4% City and 1/4% County sales tax went into effect on October 1, 1997. The additional 1/4% City tax was added to fund these projects in January 2000, and the additional 1/4% County tax was added in June, 1999. Currently this fund is being funded at the full 1/2% City and 1/2% County Sales Taxes.

SALES TAX - SPECIAL PROJECTS	2019 Actual	2020 Budget or Estimate	2021 Budget
<i>Unreserved Fund Balance, January 1</i>	22,074	267,299	179,472
Revenues:			
Sales Tax	4,652,337	4,716,000	4,902,120
Sales Tax	1,231,835	1,180,000	1,203,600
Interest Income	19,440	20,000	7,000
Concessions	9,909	12,000	12,000
Field Rental	8,547	10,000	20,000
Other Athletic Field Inc	105,863	95,000	105,000
Sign Sponsorships			
Aquatics Park Revenue	478,586	250,000	475,000
Contributions & Donations	2,300	40,810	50,810
Sale of Scrap	0	0	7,000
Sports Commission	27,872	32,850	
TOTAL RECEIPTS	6,536,689	6,356,660	6,782,530
RESOURCES AVAILABLE	6,558,763	6,623,959	6,962,002
Expenditures			
FIELD SPORTS			
FIELD MAINTENANCE			
Personal Services	226,973	261,487	267,341
Adj current salaries mid year + proposed raise			
Contractual	98,821	105,050	97,750
Commodities	80,201	95,100	80,600
Capital Outlay	<u>18,910</u>	<u>0</u>	<u>30,000</u>
Total - Field Maintenance	424,905	461,637	475,691
TOURNAMENTS			
Personal Services	61,145	81,483	68,990
Adj current salaries mid year + proposed raise			
Contractual	89,950	110,350	107,500
Sports Commission	39,776	32,850	
Commodities	<u>3,710</u>	<u>19,000</u>	<u>10,000</u>
Total - Tournaments	194,581	243,683	186,490
TOTAL FIELD SPORTS OPERATIONS	619,486	705,320	662,181

ADMINISTRATION			
Contractual	860,020	460,000	865,300
Transfer to Depreciation & Replacement Fund	0	0	0
Series A & B - Debt Service (SEC-2009)	484,266	0	0
Series A 2015 - Debt Service (Water Park)	601,529	692,150	691,200
Series A 2016	1,726,424	2,655,417	2,696,847
Transfer to Event Fund	0		80,000
Other Payments	<u>2,658</u>	<u>2,200</u>	<u>2,800</u>
TOTAL - ADMINISTRATION	3,674,897	3,809,767	4,336,147
MOTOR SPORTS			
Personal Services	9,267	10,800	10,800
Contractual	317,949	328,500	319,400
Commodities	5,105	12,600	6,500
Capital Outlay	6,300	7,300	0
Concessions	0	0	0
Reimbursed Expense	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL - MOTOR SPORTS OPERATIONS	338,621	359,200	336,700
SPECIAL EVENTS CENTERS			
Contractual	937,544	895,500	895,500
Comm	193		
Insurance & Electrical	43,845	43,200	44,000
Capital Outlay	<u>67,048</u>	<u>20,000</u>	<u>20,000</u>
TOTAL - SPECIAL EVENTS CENTER	1,048,630	958,700	959,500
SALES TAX PROJECTS-FACILITIES MAINTENANCE			
Personal Services	12,117	16,200	14,000
Contractual	0	0	0
Commodities	<u>2,728</u>	<u>7,300</u>	<u>7,300</u>
TOTAL-FACILITIES MAINTENANCE	14,845	23,500	21,300
Outdoor Regional Aquatics Facility			
Personnel	0	0	0
Contractual	574,990	565,500	588,400
Insurance	10,300	10,000	10,000
Commodities	9,695	12,500	12,500
Improvements to Buildings	<u>0</u>	<u>0</u>	
TOTAL-OUTDOOR REGIONAL AQUATICS FACILITY	594,985	588,000	610,900
TOTAL EXPENDITURES	6,291,464	6,444,487	6,926,728
<i>Unreserved Fund Balance, December 31</i>	267,299	179,472	35,274

SALES TAX FUND-DEPRECIATION & REPLACEMENT

Sales Tax Fund-Depreciation & Replacement	2019 Actual	2020 Budget or Estimate	2021 Budget
<i>Unreserved Fund Balance, January 1</i>	1,474,263	1,197,938	1,097,938
Revenues:			
Transfer from Other Funds	12,500		
TOTAL RECEIPTS	12,500	0	0
RESOURCES AVAILABLE	1,486,763	1,197,938	1,097,938
Expenditures:			
Capital Outlay	288,825	100,000	20,000
TOTAL EXPENDITURES	288,825	100,000	20,000
<i>Unreserved Fund Balance, December 31</i>	1,197,938	1,097,938	1,077,938

ST FUND - ORGANIZATIONAL FUNDING

ST - ORGANIZATIONAL FUNDING	2019 Actual	2020 Budget or Estimate	2021 Budget
<i>Unreserved Fund Balance, January 1</i>	128,692	193,435	193,435
Revenues:			
Non-Govt Grants	0		
Sale of Labor and Material	0		
Transfer from General Fund	0	0	0
Transfer from Other Funds	710,000	460,000	710,000
TOTAL RECEIPTS	710,000	460,000	710,000
RESOURCES AVAILABLE	838,692	653,435	903,435
Expenditures			
Personal Services	0	0	0
Contractual	645,191	460,000	712,000
Commodities	66	0	1,000
Capital Outlay	0	0	
TOTAL EXPENDITURES	645,257	460,000	713,000
<i>Unreserved Fund Balance, December 31</i>	193,435	193,435	190,435

Sales Tax Projects-Events Fund

Sales Tax Projects-Events Fund	2019 Actual	2020 Budget or Estimate	2021 Budget
<i>Unreserved Fund Balance, January 1</i>	130,504	55,048	55,048
Revenues:			
Contributions & Donations	0	0	80000
Transfer from Other Funds	0		
TOTAL RECEIPTS	0	0	80,000
RESOURCES AVAILABLE	130,504	55,048	135,048
Expenditures			
Contractual	75,456	0	0
Capital Expenditures	0		
TOTAL EXPENDITURES	75,456	0	0
<i>Unreserved Fund Balance, December 31</i>	55,048	55,048	135,048

DEBT SERVICE ACCOUNT

ACCOUNT DESCRIPTION

In June of 1998, two series of Revenue Bonds were issued to fund the construction of projects voted on by the citizens of Dodge City. Series A was issued in the amount of \$6,000,000 was issued to fund the construction of a fourplex softball complex, updates to the Cavalier Field baseball complex located behind Sheridan Activity Center, construction of soccer fields, addition of air-conditioning and mechanical and other updates to the Civic Center and updates to other baseball/softball fields in the community. Construction is complete on all of these projects. The Series A Revenue Bonds were paid off early when the new revenue bonds to fund the Special Events Center were issued.

Construction of the Motor Sports Complex was completed in 2000 and the bonds issued for financing the proejct were paid off in 2008.

New Revenue Bonds were issued in 2009 to fund the Special Events Center. The Revenue Bond was issued in the amount of \$40,300,000. A reserve fund and debt service fund was required to be set up.

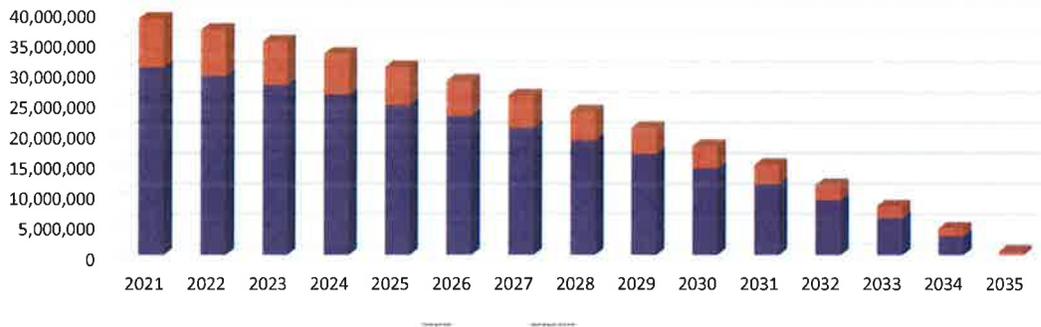
This account services the payment of annual principal and interest payments for those revenue bonds.

SEC Revenue Bond Fund	2019 Actual	2020 Budget or Estimate	2021 Budget
<i>Reserve for Debt Service</i>	905,408	794,505	
<i>Bond Reserve</i>	3,620,434	3,507,670	
Revenues:		Non Budgeted Fund	
Investment Earnings	123,356		
Other Financing			
Transfer from Other Funds	2,210,690		
TOTAL RECEIPTS	2,334,046	0	0
RESOURCES AVAILABLE	6,859,888		
Expenditures			
Debt - Principal	1,245,000		
Debt-Interest	1,312,713		
Debt Service Fees	0		
TOTAL EXPENDITURES	2,557,713	0	0
<i>Reserved Fund Balance, December 31</i>	<i>4,302,175</i>		

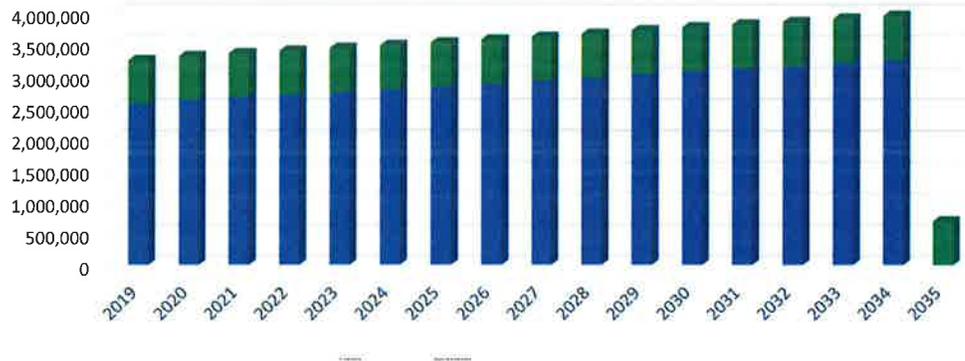
Water Park Revenue Bond Fund	2019 Actual	2020 Budget or Estimate	2021 Budget
Reserve for Debt Service	264,993	352,257	
Bond Reserve	736,964	656,663	
Revenues:		Non Budgeted Fund	
Investment Earnings	92,684		
Transfer from Other Funds (for Debt Serv Pmts)	601,529		
Transfer from Other Funds (for Reserve Fund)			
TOTAL RECEIPTS	694,213	0	0
RESOURCES AVAILABLE	1,696,170		
Expenditures			
Debt - Principal	380,000		
Debt-Interest	307,250		
Debt Service Fees	0		
TOTAL EXPENDITURES	687,250	0	0
Reserved Fund Balance, December 31	1,008,920		

The graphs depict the annual payments as well as the outstanding bond amounts in future years.

Sales Tax Revenue Bonds Outstanding



Sales Tax Revenue Bond Payments



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of Dodge City, LLC



2021 Business Plan

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Dodge City, KS 67801
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www.unitedwirelessarena.com

**Information Regarding
United Wireless Arena & The Boot Hill Casino Conference Center
Business Plan**

This Business Plan contains information regarding the current and planned operations and business of United Wireless Arena & The Boot Hill Casino Conference Center. This Business Plan has been provided to the recipient solely for the purpose of assisting with the implementation of this business plan in accordance with procedures established by VenuWorks of Dodge City, LLC. The information in this plan should be considered proprietary information, however, it is a public record.

This Business Plan has been prepared by VenuWorks of Dodge City, LLC on the basis of internally prepared information, as well as information from public and private sources, including trade and statistical sources commonly used in the industry.

The projected information contained herein was prepared expressly for use herein and is based upon the stated assumptions and the VenuWorks analysis of information available at the time that this Business Plan was prepared. There is no representation, warranty, or other assurance that any of the projections set forth herein will be realized.

Any questions regarding the facilities should be directed to the following representatives named below.

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Director
(620)-371-7390

John Siehl
Chief Operating
Officer
(937)-823-3969

Amanda Nufer
Director of Finance
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VenuWorks of Dodge City, LLC
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Dodge City, KS 67801
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Executive Summary

United Wireless Arena & The Boot Hill Casino Conference Center are Southwest Kansas' premier sports, entertainment, and conference centers. United Wireless Arena & The Boot Hill Casino Conference Center operate within the highly competitive conference, entertainment and meeting industry.

Located in Dodge City, Kansas, United Wireless Arena & The Boot Hill Casino Conference Center opened to the public on February 17, 2011. The facility has seen a wide variety of major touring shows and increased meeting/conferences during its years of operation. With the guidance of the City of Dodge City and Ford County, the venue has become a formidable competitor as a regional destination with a reputation of first-class quality service and high value in the products delivered. VenuWorks is continuously exploring opportunities to meet the needs of all clients in a competitive environment. With a dedicated staff of professionals whom are empowered to make every event the best possible experience for all of the venue guests, United Wireless Arena & The Boot Hill Casino Conference Center are positioned to maintain current clients and attract new ones for years to come.

As we evaluate the regional facilities and industry trends, we see there are continued opportunities for United Wireless Arena & The Boot Hill Casino Conference Center. Southwest Kansas is a vibrant area and Dodge City has established itself as a regional hub for surrounding communities. Coupled with a first-class established facility built to serve our residents and visitors alike, United Wireless Arena & The Boot Hill Casino Conference Center fill a much needed niche in regional entertainment, sports, and meeting needs. We have established ourselves to grow our position within Kansas as a destination for conferences, national touring shows and sporting events.

The objective of this Business and Marketing Plan is to continue to increase and diversify the event load for the entire venue. This objective will increase revenues for the facilities and it will ensure that United Wireless Arena & The Boot Hill Casino Conference Center are able to realize the economic impact goals for the area. In order for the facilities to remain viable for the foreseeable future, we are continuously exploring new revenue opportunities and ways to be more efficient.

Food and Beverage

With food and beverage services part of our in-house operation, we have established not only a great revenue center, but have put United Wireless Arena & The Boot Hill Casino Conference Center management in control of the quality and presentation provided. Our last 9 years of operation have received wonderful feedback on food quality, selection, and client satisfaction. While our efforts in providing a great product have been well received, we continue to improve our sales efforts to attract more business, be more competitive, and make the facilities welcoming to a diverse group of people. More people create more business, more visitors to the Dodge City area, and continued improvement to our bottom line. While we have seen growth in all areas of sales, we will continue to evaluate and rework menus and offerings to meet the changing needs of our customers. We look to maintain and grow the level of quality of food and service at United Wireless Arena & The Boot Hill Casino Conference Center. By doing so, our vision is to set the bar high for the entire region as we continue to strive for excellence.

The Boot Hill Casino Conference Center

The Boot Hill Casino Conference Center's design, layout, and location in Dodge City provides great sales and event possibilities that are only limited by the imagination. Because the Conference Center is available for use in multiple space configurations, it has grown in demand and event load over the years since opening. Being directly attached to the arena allows for combined efforts and expanded exhibit spaces. We will continue to pitch multi-day events and regional events as well as take advantage of Arena events and related space needs. We have also partnered with the Boot Hill Casino & Resort, not only with naming rights for the Conference Center, but also in offering concerts on a smaller scale to be held in the Conference Center and our Courtyard, and have had Dinner Show type events.

We are proceeding with updated sales material to provide individual packaged products to make the sales and purchasing process easier. We are also evaluating the physical structure of the facility to improve our sellable space and to be able to accommodate the requests for larger weddings and meeting functions. We continue to better utilize our mezzanine/club level area of the arena increasing usage of that space. We have also started using the Event Garden separating the Conference Center from the Casino for weddings and smaller get-togethers.

United Wireless Arena & The Boot Hill Casino Conference Center is now in a much better position to attract regional and even national events and we have become more aggressive to capitalize on future efforts. We continue to work with the CVB and area hotels to increase availability of room inventory necessary for larger, multi-day conventions and conferences. In March 2015 and again in March 2019 the Arena and Conference Center hosted the National Mennonite Conference. This Conference spanned three days and had a total attendance of 4,800. As part of this Conference, our Food & Beverage department provided four meals to an average of 1,600 people each meal. This National Conference has already requested we hold space for them for their 2023 Conference. The Kansas Sheriffs Association held their annual conference here in 2014, 2016, 2018 with plans for 2020. This 2020 conference was postponed due to the COVID-19 pandemic. The KSA Conference has an average attendance of 200 people each day for 4 days. We have been in talks with the Association about permanently hosting the conference here in Dodge City every other year for the next 10 years. We are actively combining sales efforts with the CVB staff, and the growth of long-range bookings will secure our business model for the Conference Center. As an example, we worked closely with all the stakeholders to ensure the success of the Kansas Recreation and Parks Association Conference in April 2016. The event was a success and the planners have noted that they would like to see the conference return to Dodge City. In June 2019 the City of Dodge City hosted the 65th annual Kansas Shrine Bowl. The Arena and Conference Center took part in the weeklong event by hosting the Hospital Experience for the football players, cheerleaders and band kids as well as the Banquet for all attendees. The City has a bid in to host this event again in 2021.

The Naming Rights for The Conference Center were contracted out to the Boot Hill Casino & Resort for 10 years in May 2016. When the Casino celebrated their 10th Anniversary they approached us about adding 10 year to the existing contract, making the new expiration date 2036. That contract extension is in the process of being signed by all parties and should be completed by the end of the year. This partnership will allow the two entities, with buildings attached by the breezeway, to work closer together to bring more entertainment and meetings to Dodge City.

United Wireless Arena

The last nine seasons of events has continued to establish event history at the United Wireless Arena, creating a track record for regional, national, and family show promoters. This is instrumental when establishing our venue as a viable, regional facility. We will continue to diversify our events for economic and public relation benefits working to bring more event activity to Southwestern Kansas. The indoor football team, the Dodge City Law, which utilized office space in the arena as well as played all their home games in the Arena, finished the 2017 season number 1 in their division. But due to the cost of running the team and other issues, the team did not renew their affiliation with the CIF League and has left the Arena and Dodge City. The Arena hosted the Dodge City High School TOC basketball tournament as well as the SPIAA basketball tournament again in 2020, and look forward to hosting each again in 2021. We hosted our sixth State Basketball Tournament in March 2020 with the 1A State Tournament. The Arena also expects to host our second 1A & 2A State Volleyball Tournament in 2020. Our Food & Beverage department catered hospitality for the tournaments and received great reviews. We look forward to hosting these events again in the future. The Arena is also hosted the National Junior College Region VI Division I Men's and Women's Basketball Tournament in February/March 2020. We will continue to pursue events such as high school tournaments, collegiate tournaments, and exhibition games/matches.

For the concert fans, we will continue to build on the events that we have hosted at United Wireless Arena. We have worked hard to establish our relationships with regional and national promoters and agents as well as continuing to purchase events when appropriate. With the support of VenuWorks Events & Entertainment Division and the City "Entertainment Fund", we will collectively look at the best opportunities and work to influence the quality of show activity at the facility.

Diversity will be important in the types of events and we will try to influence routing and booking patterns to draw artists and sell tickets. Increased competition by regional casinos, outdoor festivals, and other regional facilities will continue to have an impact on our concert bookings. We have realized some successes with comedy tours, country, rock, Hispanic entertainment and Christian acts, and we will continue our efforts to appeal to all genres and to all tastes.

We will also continue to work to inform, educate, and develop the regional ticket buyer to improve the overall attendance at our events.

Events Center Snapshot

The following is a snapshot of the setup and projected structure of United Wireless Arena & The Boot Hill Casino Conference Center as it relates to governance, staffing, rates, and booking guideline.

A. CITY OF DODGE CITY & FORD COUNTY

United Wireless Arena & The Boot Hill Casino Conference Center directly reports to the City of Dodge City. The City of Dodge City supplies information to Ford County Officials.

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B. VENUWORKS, INC.

VenuWorks, Inc. has been retained by the City of Dodge City & Ford County to provide ongoing management for the United Wireless Arena & The Boot Hill Casino Conference Center. The original management agreement contract commenced on January 1, 2011 and was renewed to continue through December 31, 2019. This contract was renegotiated and was extended again to December 31, 2024.

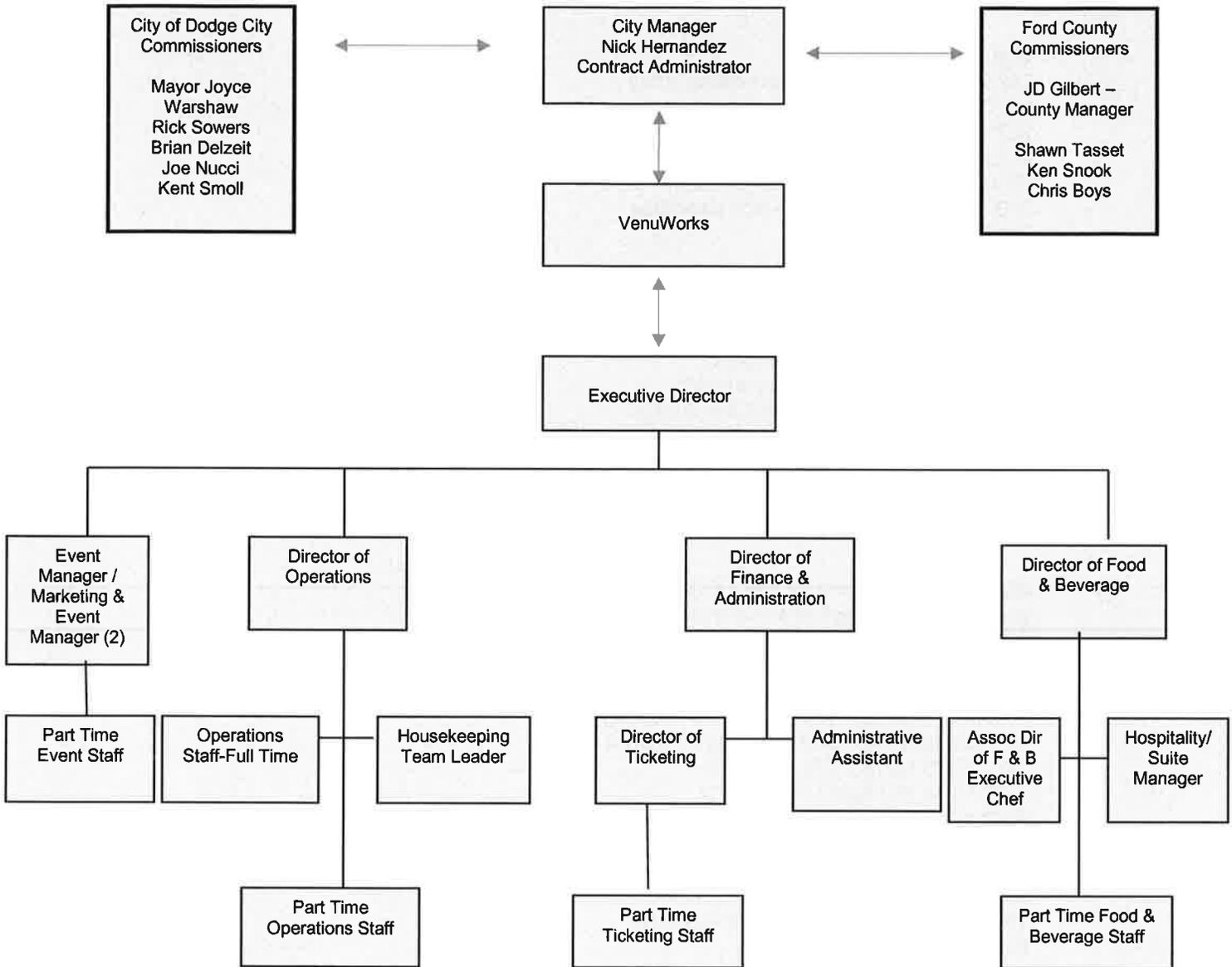
VenuWorks will continue to use its management, marketing, programming, and operational services to maximize the utilization of the Events Center. VenuWorks develops the operating budget with approval by the City Manager, provides monthly status and financial reports to the City, and provides an annual business marketing plan and annual financial report.

VenuWorks corporate office, located in Ames, Iowa, provides on-going support through site visits throughout the year, monthly booking and marketing calls and weekly scheduled phone calls between Executive Director and VenuWorks Regional VP.

C. UNITED WIRELESS ARENA & THE BHCR CONFERENCE CENTER

Below is a layout of the current organization chart at United Wireless Arena & The Boot Hill Casino Conference Center as it relates to on-site VenuWorks Staffing.

**VENUWORKS OF DODGE CITY, LLC
UNITED WIRELESS ARENA AND THE BOOT HILL CASINO CONFERENCE CENTER
ORGANIZATIONAL CHART**



D. 2020 ACCOMPLISHMENTS ARENA

Entertainment Events including: COVID-19 Pandemic needs to be accounted for in the following list

2020.01.02 Youth Hockey
2020.01.04 United Wireless Holiday Party
2020.01.04 Adult Hockey Tournament
2020.01.05 Youth Hockey
2019.01.10 DCHS vs CHS
2020.01.11-14 Justin Moore rehearsal
2020.01.15 Justin Moore/Tracy Lawrence
2019.01.23-25 TOC
2019.01.27-.02.01 SPIAA
2020.06-.07 Crop Quest Trade Show
2019.02.16 Young Guns Banquet
2020.02.29-.03.03 NJCAA Region VI Basketball
2020.03.10 Harlem Globetrotters
2019.03.11-14 State 1A Basketball**
cancelled after 2 days-
A Stay at Home order issued by Governor

COVID-19 SHUTDOWN OF THE STATE OF KANSAS LIST OF EVENTS CANCELLED FOR 2020 ATTACHED

2020.06.27 Kansas GOP Meet & Greet
2020.07.11 Clothing Concepts Warehouse Sale
2020.07.18 DCHS Graduation
2020.09.13 Bridal Expo
2020.10.03 Schneweis Wedding
2020.10.13 United Wireless Annual Meeting
2020.10.30-31 KSHSAA Volleyball-1A Div 2 & 2A
2020.11.01 Diamond Cheer Expo
2020.11.14 Girl Scout Skate Party
2020.11.21 Suicide Coalition Skate Party
2020.11.06-01.?? Youth Hockey
2020.11.06-12.31 Public Skating
2020.12.05 United Skate Day
2020.12.05 United Kids Christmas Party
2020.12.11 Jeff Dunham

** Events listed are on our event calendar as of 9/1/2020.

VenuWorks of Dodge City, LLC 2021 Business Plan

ATTACHED IS A FULL LIST OF CONFERENCE CENTER EVENTS HELD IN 2020 (scheduled as of 9/1/20)

FACILITY HIGHLIGHTS 2020:

**COVID-19 Pandemic needs to be accounted for when reviewing the following:

- 85 events with 167 event days in 2020 (as of 9/2/2020)**
- 278 events with 407 event days in 2019 with total attendance of 88,815
- Hosted the Tournament of Champions for the 9th year. Will be returning in 2021
- Hosted the TOC Fellowship of Christian Athletes Breakfast for the 3rd time
- Hosted the SPIAA Basketball Tournament for the 9th year. Will be returning in 2021
- 6th year hosting the 1A State Basketball Tournament. Will be returning in 2021, with dates on hold for 2022/2023
- Public Ice Skate
- Location for Youth Ice Hockey League
- Hosted the Dodge City High School Graduation Ceremony for the 10th year.
- Hosted the Chamber Banquet for the 9th Year
- Hosted the Young Guns Awards Banquet for 5th Year. Average of 600 attendees
- Worked with local businesses for meetings/banquets with numerous repeat clients.
- Prepared and submitted bids for 2021 and beyond for conference and conferences that will have major hotel and space needs and produce a large economic impact for the area.
- Staff participated in the Parade of Lights and Chili Cook-off
- 5th Annual Bridal Expo
- Host Site For State Conventions
- Hosted the Hospital Experience and Banquet for the 2019 Kansas Shrine Bowl
- Hosted the 2019 United States Naturalization Ceremony for the swearing in of new citizens. We will continue doing this type of event in the future
- Host site for the Kansas State AA Convention-will return in 2021
- Plan on hosting the annual State of the City and State of the County addresses.
- Continue to be a site for wedding receptions and class reunions.
- Partnered with Boot Hill Casino & Resort-Hosted various employee and VIP Parties
- Site for the Kansas Department of Agricultural Economics Convention, Kansas Corn Growers Annual Meeting, Kansas Wheat Growers Annual Meeting, Kansas Society of Farm Managers Annual Meeting, Kansas Bankers Association meeting, as well as many insurance update meetings for regional agents.

**COVID-19 Pandemic put a halt to all meetings, concerts, trade shows, weddings and most every other type of event from mid-March to June 1. Most of the events that were scheduled for 2020 cancelled or postponed to 2021 due to restrictions on gatherings and travel restrictions issued by hosting companies.

E. 2021 PROGRAMMING AND SALES EFFORTS

Our efforts in 2021 will focus on the following items:

- We will continue our sales efforts in booking meetings, conferences, weddings, consumer shows, and banquets. Whether in conjunction with the Arena floor space or not, we will improve our usage of the conference center space. We will continue our sales efforts with Dodge City CVB on long-term bookings and improve our offerings and packaging as it relates

VenuWorks of Dodge City, LLC 2021 Business Plan

to weddings, banquets, and conferences. We have established a tremendous reputation for food and beverage and will maintain and grow that area as to supplement our sales efforts.

- United Wireless Arena & The Boot Hill Casino Conference Center will continue to seek out and bid on larger, multi-day regional conferences for the years 2021 and beyond and work to capture the current bids that have been given for long term events. This will take a concerted effort to garner the full cooperation of the Hampton Inn. The booking policy of the facility allows for priority booking of multi-day conferences/conferences exclusively 18 months out.
- We will continue to actively promote the Arena side of the facility to national agents, independent promoters, and to cultivate new promoters within the region. We have had both challenges and successes with the events held so far and will continue to court those promoters to bring back more events. We have made progress with family touring shows and will continue to foster these relationships with positive, profitable engagements in the upcoming year. In addition, we worked with the City to help establish an "Entertainment Fund" in 2013 that affords the facility additional leverage to work with agents and better negotiate or outright buy talent for self-promoted events. The first use of the fund was utilized to book Alan Jackson for a show February 27, 2014. In addition, the fund was utilized to book Dwight Yoakam in 2013, Gabriel Iglesias and Boston in 2015, Rascal Flatts and Pepe Aguilar in 2016, Rascal Flatts, Lee Brice, Jake Owen and Wynonna Judd in 2017. The Fund was utilized in 2018 to bring Rain: A Beatles Tribute, Justin Moore, Intocable, America and Scotty McCreery to Dodge City. In 2019 the Fund was able to be utilized to bring Starship, Trace Adkins, The Doobie Brothers and Ramon Ayala. By replenishing the fund at the beginning of each fiscal year, the City has increased the potential of hosting more events than standard promoter agreements would allow.
- A concerted attempt will be initiated to increase the diversity of programming at all our facilities. We have continued to branch out into the Hispanic market by booking events with a Hispanic theme or note. This process started in 2015 with the booking of two boxing events in the Conference Center. 2016 saw the booking of Pepe Aguilar, the Arena's first "A-list" Hispanic concert. MMA fights also came to the Arena in 2016 and have continued on a semiannual basis in the Conference Center. Los Tigres del Norte played at the Arena in April 2017 and 2018 has seen a Mariachi event with Yolanda del Rio and Beatriz Adriana as well as the group Intocable. 2019 brought Virlan Garcia and Ramon Ayala to the Arena and MMA returned to the conference center.
- United Wireless Arena & The Boot Hill Casino Conference Center will work to create and host home-grown events at and around the facility. By utilizing our location, our staffing, and equipment, we will work to create some home-grown events that will help fill the slower summer months when most artists go outdoors to fairs and festivals. 2016 also saw the start of a partnership between the Arena and the 3i show with a trade of advertising during the show for the Conference Center hosting the volunteer appreciation dinner after the show. This partnership has continued in 2019 and expanded, with the Conference Center hosting the 3i Show Vendor Reception and Volunteer Reception. We will continue to look at more local events in 2021 as well as fostering partnerships with local businesses in these homegrown events.

VenuWorks of Dodge City, LLC 2021 Business Plan

- We will continue to work with local groups and organizations looking to grow their current events or begin new ones.
- We will also continue to monitor and control our expenses to make sure we work towards our financial goals for 2021.
- United Wireless Arena & The Boot Hill Casino Conference Center will continue to support and assist Dodge City High School and the Southern Plains Iroquois Athletic Association toward their goals in the presentation of successful sporting events. We will continue to pursue State and Regional sporting Tournaments/Events which will positively impact the Economies of Dodge City and Ford County.

F. APPROACH TO MARKETING

- One day at a time: We will continue to actively promote the use of the conference center facilities to local and regional users with a focus on the one-day event. Functions such as wedding receptions, holiday parties, corporate retreats & training, and other various single day events keep the conference center active with a majority of the revenue coming from the catering side of the business. We will improve and produce specific sales pieces and market directly to attract these types of events.
- Larger regional approach: Where possible, we will work to grow our market by including and involving the regional cities and outlying markets. This is an area we are striving to improve upon and need to be aggressive in finding a way to reach the people in these markets. We cannot rely just on Dodge City to support our events. In 2020 we continued focusing on a 40 county marketing target to include Western Kansas and Northern Oklahoma. We will continue to expand our reach in the years to come. Digital signage has been obtained in Dodge City, Garden City, Liberal and Woodward in 2015 and will continue to be utilized in 2021. We have worked out a marketing deal with Luminous Neon and obtained 2 Billboards, one next to the Howell Elevator and the other next to the KOCH Nitrogen plant. A partnership with Boot Hill Casino has added 2 more billboards for a total of 4 that we can use to promote events. This partnership helps to defray some of the costs associated with these billboards. We will promote shows throughout the year with these billboards.
- Dodge City CVB & Dodge City Area Chamber of Commerce: United Wireless Arena & The Boot Hill Casino Conference Center will work with Dodge City CVB and the Chamber to aggressively seek out new business opportunities utilizing established relationships.
- Governmental agencies: Dodge City has become a regional hub for goods, services, and agencies for Southwest Kansas. United Wireless Arena & The Boot Hill Casino Conference Center will take advantage of previous success and those synergies to attract more government based meetings and trainings. The State of Kansas has held successful meetings at the United Wireless Arena and The Boot Hill Casino Conference Center. This has opened up doors for other state agencies to hold their meetings here. The KRPA (Kansas Recreation and Parks Association) as well as the Kansas Sheriffs Association Conferences were held in 2016 with the Sheriffs Association returning in 2018. In 2019 we hosted the HOA Inspectors Conference and the League of Municipalities.

VenuWorks of Dodge City, LLC 2021 Business Plan

- **Book shows, sell tickets:** Marketing focus will be in selling more tickets to events in 2021. Through a variety of channels, United Wireless Arena & The Boot Hill Casino Conference Center will work with promoters and pursue minimal risk events to more effectively market shows to the large target area in and around Dodge City. With the population in the region spread over a wide area, it is a challenge to effectively reach potential ticket buyers in the most cost efficient manner. Gathering information on buying habits, listening and reading habits, and the desired entertainment genres of the population will help to make those incoming promoters want to return. Utilizing social media, our website and customer satisfaction surveys will be key to gathering this information. We work with TicketMaster and have improved our abilities through technology improvements and will continue to look at our distribution capabilities to see what we can improve. Blue Digital, a division of Ticketmaster has shown to be a great success in promoting shows through social media, and we will continue to utilize those resources going forward. We have also partnered with BrushArt, a marketing company out of Downs, KS for digital advertising as well as using them for some shows to handle media buys. BrushArt is also a marketing partner with the Boot Hill Casino, which allows both of the facilities to work together on show marketing at a reduced cost. For the Pepe Aguilar show we utilized five ticket outlets in Dodge City, Garden City, Great Bend, Liberal and Ulysses. For the Los Tigres show we utilized three outlets in the Dodge City, Liberal and Garden City markets. We will continue to look at each show to see if outlets provide a viable option for ticket sales.
- **Cater to the local population:** We continue to engage the core population base to include them in United Wireless Arena & The Boot Hill Casino Conference Center activities to sustain the pride in their facilities.
- **Partnership with Boot Hill Casino & Resort:** Since 2013 United Wireless Arena & The Boot Hill Casino Conference Center has worked with the Casino to attract meetings and concerts/trade shows that benefit both marketing goals and bring more tax dollars to the community. We partnered in 2014 on the Highwaymen Show over Memorial Day weekend and an Elvis show over Labor Day weekend. Both were successful shows. The cooperation relationship continued in 2015 with another Elvis show and VIP parties. In 2016 the Casino agreed to Naming Rights for the Conference Center. Part of this agreement will allow for events to take place in the Conference Center and be hosted by the Casino in an effort to bring more entertainment options to the area. We worked with the Casino and the CVB to bring a Billiard Tournament to the Arena in late August 2019, which was held over 6 days. This relationship will continue to be fostered in 2021 and beyond.
- **Our partnership with United Wireless was expanded in 2017.** The contract for naming rights was set to expire in 2020. United Wireless approached us and proposed expanding the contract to 2026. This partnership remains strong and we hope to keep expanding it through 2021 and beyond.
- **Social Media:** In addition to our Facebook page, Twitter page, Instagram page, we also utilize Blue Digital, a division of Ticketmaster to promote shows through all social media platforms as well as BrushArt. We have also experimented with YouTube advertising for larger shows and will continue to find new and better ways to promote shows.

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- In late 2017 and early 2018 the Arena and Conference Center revamped our website, making it more user friendly and user attractive. This has been an ongoing process since the launch of the new site in 2014. The new website was released in September 2018.
- In 2015 VenuWorks completed negotiations with several national ticketing companies regarding our national ticketing agreement. The process was very competitive, and ultimately TicketMaster submitted a proposal that surpassed their competitors, and even our own expectations. We were able to secure a deal that will net United Wireless Arena 40% of all service fees and per order processing fees. In addition, there will be no “inside charges” that independent facilities are often forced to pay, and there will be no cost for TicketMaster’s world renowned marketing expertise or their Mail Manager System. Corporately, VenuWorks is restructuring to focus more of our efforts on utilizing the market analytics available through TicketMaster. VenuWorks has created the role of Chief Marketing Officer and coordinates resources towards our digital marketing plan, which ultimately will sell more tickets for all of our managed venues.

Perhaps more exciting than the immediate financial impact of our new ticketing agreement is the opportunity VenuWorks has to partner with Live Nation, the world’s largest presenter of live entertainment events. Specifically, in an effort to drive more programming into VenuWorks facilities, Live Nation has committed to the following steps:

- Designate a national point person as the liaison for VenuWorks corporate booking staff.
- Host a bi-weekly conference call for VenuWorks booking staff focused on sharing relative programming information.
- Conduct quarterly meetings, with representation from key Live Nation Market Presidents, to discuss the programming of VenuWorks facilities.
- Host a meeting for VenuWorks executive staff on an annual basis in Los Angeles to review the prior years’ programming results and the upcoming year’s programming opportunities & strategy. This meeting will include at least one of the Co-Presidents of North American Concerts along with representation from Live Nation’s Touring Division.
- Because of this agreement, United Wireless Arena was able to bring the CMT Tour with Thomas Rhett and Brett Eldridge to Dodge City in 2015.

We are very excited about this partnership and the booking advantage it will provide for each of our managed facilities, regardless of market size. It is an opportunity that is only made possible by bundling the ticketing and booking capacity of all VenuWorks managed facilities, and we are confident it will have a positive financial impact on all of our venues.

Corporately, VenuWorks has initiated a program of regional booking groups that will focus our efforts on buildings with similar scope and geographic locations. United Wireless Arena will be included with similar arenas in an effort to encourage the best possible routing scenarios, and lowest possible artist fees.

G. MARKETING PLAN

- In April 2017 Venues Today Spotlighted Midwest Venues in their April's Issue and United Wireless Arena ranked in the 'Top 10' 2017 'Top Stops'. The leading International magazine Venues Today focused in on the Midwest for their April issue and The United Wireless Arena made the issue coming in at #8 on the list. Venues Today congratulated the United Wireless Arena on making the list of 'Top 10' 2017 Midwest 'Top Stops' ranking in the 5,001-10,000 venue category based on concert and event grosses from February 1, 2016— January 31, 2017. Venues Today called it, "An Outstanding performance."
- In August 2016 and again in August 2018 Facilities & Event Management Magazine announced that United Wireless Arena was a 2016 and 2018 Prime Site Award Winner. The Facilities' Prime Site award is given to the top entertainment, sports, and special event venues, including Arenas, Civic Centers, Coliseums, Auditoriums, Stadiums, Theaters, PACs, Amphitheaters, University Venues, Fairgrounds and Special Event Venues. Readers of the magazine nominate venues based on numerous criteria ranging from promotional support and event staff proficiency to physical aspects such as seating versatility, A/V and staging quality, and back-of-house amenities. Winners of the award demonstrate the ability to please both incoming acts and patrons on multiple levels. This award serves to show the dedication and commitment to quality that the staff of the Arena shows at every event.
- United Wireless Arena & The Boot Hill Casino Conference Center Advertising:
 - Along with the Naming Rights agreement with Boot Hill Casino, advertising for certain shows will be included on Casino mailers, website, radio ads, etc. This will allow the Arena to reach a wider population of people when marketing shows.
 - Midwest Meetings Trade publication
 - Venues Today magazine
 - Regional News Papers
 - Regional Radio
 - Oklahoma and Colorado markets as we see our demographics grow there
 - United Wireless Arena Website-updated in 2014. Revamped in 2018.
 - Email blasts
 - Facebook/Twitter
 - Southwest Kansas Faith and Family
 - Informative Hispanic American
 - Dodge City Chamber Newsletter
 - LEGEND magazine of Southwest Kansas
 - Dodge City Days Guide
 - Pollstar National Magazine
 - Billboard AudArena Guide
 - IAVM Venue Connect Issue
 - Facilities Magazine Super book, Booking Guide and Facilities/Destinations
 - Meetings MidAmerica – Midwest Spotlight
 - ASAE association executives planning guide
 - High Plains Journal weekly magazine
 - Digital Billboards in Garden City, Dodge City, Liberal, Great Bend and Woodward
 - Static billboards on the East and West sides of Dodge City.
- Professional Memberships and Networking

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Maintain professional industry memberships and attend monthly/bi-monthly/quarterly meetings and special events for networking opportunities and industry information. The membership includes the follow:

- Dodge City Area Chamber of Commerce
 - Dodge City Sports Commission
 - Garden City Chamber of Commerce
 - International Association of Venue Managers (IAVM)
 - International Association of Entertainment Buyers (IEBA)
 - Dodge City Convention and Visitors Bureau
 - Tourism Promotion Area Meetings
- Tactics – Association, Government & Corporate/Social Markets
 - Direct Sales
 - Calls to local, regional, and statewide planners
 - Continue to work with the Dodge City Convention & Visitors Bureau to establish Dodge City as a destination city
 - Work closely with local vendors for referrals
 - Send comprehensive proposals when RFP process has been initiated for conventions working with CVB
 - Track leads using event management system
 - Follow up on all leads using tracking system
 - Follow up with clients after their event to re-book for future years
 - Network through current clients for additional business
 - Review files and lost business for new leads
 - Sales Missions
 - Make sales calls to businesses
 - Conduct five Site Tours a quarter
 - Self Promote Show opportunities
 - Self Promote summer festivals, home grown events
 - Annual Conferences
 - Annual conferences bring increased revenue into the area that supports the local hotels, restaurants, and retail establishments. We will work with groups to establish Dodge City as the annual conference destination
 - Attend the following conferences & events **Travel restricted in 2020 due to COVID-19
 - International Association of Venue Managers convention – July 2019
 - Pollstar Annual Conference-February 2018/February 2019
 - EAMC-Event Arena Marketing Conference-June 2018/June 2019
 - IEBA-Event Booking Association-September 2018
 - VenuWorks annual meetings
 - Regional events / festivals
 - Sales Objectives
 - Retain and sign current partners and sponsors to reflect 2021 value increases into their new contracts.

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- Pursue new partners and sponsors to sell the remaining current inventory and creating new customized packages for larger sponsors.
- Profit Objectives
 - Analyze the true industry value of current inventory and adjust price accordingly.
 - Maintain integrity of inventory value and sell for appropriate price.
- Keys to Success

In order to meet the goals outlined in this marketing plan, it is important the marketing strategy does the following:

 - Continue to assess and utilize physical plant and equipment for cost savings
 - Assess current available signage and create attractive packaging to new sponsors and/or up-selling current partners and sponsors.
 - Continue to increase communication with Media to inform them of positive and ongoing projects that will benefit the community and increase the perceived value of both buildings.
 - Obtain new monies that may be available through local tax revenues to create, support and promote new major events.
 - Work to obtain state grant money availability to be used for needed improvements or promotion.
 - Increase signage, sponsorship, and suite value
- Promotions

In the past years we have had success promoting our buildings through promoter's dollars and thereby creating a strong local media relationship and keeping them informed. We have also found success with promoting specific building events especially at the United Wireless Arena. To communicate clearly with our community and region, it is important that we present a consistent marketing message between the different marketing channels. We will integrate our marketing communication in the following categories:

 - Advertising – In tandem with current promoter dollars, we have budgeted advertising dollars to promote the presence of the facilities and to advertise our own specific building events. We will be partnering with print, radio and television and internet on a number of activities.
 - Public Relations and Publicity – More news releases will be sent on a monthly basis informing the media of how our ongoing activities will impact the guest experience.
 - Direct Marketing – A great deal of effort will come from the facility ticket office. This effort will look into creating a group sales network to inform and encourage spontaneous and easy ticket purchasing for large groups. We have partnered with United Wireless and have sent out “text blasts” to United Wireless customers to promote special group sales opportunities. The Casino mailers and e-blasts for events are also effective marketing for events. Promotions and Events – Partnering with local Radio and TV has been very limited. In most cases this is due to promoter wishes for concerts. We will attempt to offer the media a reward to their loyal listeners or viewers and will offer free give aways to bring ticket buyers to our building.
 - Marketing Materials – A facility brochure and technical package has been developed for promoters. To better promote the rental of the buildings and to further the updating of our website, we have hired photographers to take specific photos of different concert set ups, sets, rigging, and lighting etc.

- Online Advertising – We are using our own sites to promote events and offer information. We have advertised events on Facebook, YouTube and Twitter. We have revamped our website with a new look that will make the site more appealing and user friendly.
- Social Media promotions – We are currently utilizing Facebook and Twitter to hold ticket “giveaways” and foster more community involvement with our events. We have given away meet & greets through Facebook and Twitter as well as ticket giveaways. We will continue this process in the future, as social media seems to be the best avenue for this type of marketing. Our Facebook page reached 10,000 “Likes” in 2016. That number grew to 13,820 in 2017 and 15,675 in 2018 and is currently at 18,474 in 2020. We hope to grow that number into the future.
- Partnership with the Kansas Lottery- The Justin Moore concert in 2018 offered us the chance to partner with the Kansas Lottery by selling tickets at a “group” rate to the Lottery, who then offered those tickets to their Play On app users as a promotion. The partnership produced ticket sales of 400 for this first event. The Lottery was enthusiastic about the amount of response they received for the promotion. We utilized this partnership for the Oak Ridge Boys Christmas show in 2018 as well as the Trace Adkins show in 2019. We hope to offer this kind of promotional partnership with the Lottery on our larger shows going forward.

H. BUSINESS OPERATIONS

VenuWorks has obtained and will continue to maintain all licenses and permits necessary for the management and operation of United Wireless Arena & The Boot Hill Casino Conference Center, subject to the State of Kansas, Ford County, and the City of Dodge City's procedures (as applicable) for the granting of such licenses and permits. In addition, we are responsible for the collection of all revenues and payment of all operating expenses including payment and remittance of applicable sales taxes. United Wireless Arena & The Boot Hill Casino Conference Center maintains three separate commercial bank accounts, one for Operations, one for Box Office sales to hold escrow ticket sales and one for ATM machine transactions. These accounts are in the name of the City of Dodge City and utilize their federal identification number. Signatories include the Executive Director, Director of Finance and Director of Food & Beverage. The City Clerk also is included as a signatory. As appropriate and if available, these accounts are held in commercial interest-bearing money market accounts.

The City of Dodge City has authorization at any time to obtain information and records from the bank concerning the above-mentioned accounts. The interest accrued in these accounts is be the revenue of the City of Dodge City and applied towards operation of the facilities.

VenuWorks maintains accounting records relating to United Wireless Arena & The Boot Hill Casino Conference Center using accounting practices in accordance with generally accepted accounting principles consistently applied. We will continue with our internal financial control policies and practices which are in accordance with generally accepted standards in the industry and acceptable to The City of Dodge City. The City of Dodge City has access to all accounting records and supporting documentation relating to the UWA/BHCCC during the term and any renewal term of the contract.

VenuWorks has purchased and continues to maintain adequate commercial general liability insurance including liquor liability insurance (as appropriate), to afford protection from claims arising out of incidents occurring at United Wireless Arena & The Boot Hill Casino Conference

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Center with limits of liability acceptable to the City of Dodge City and Ford County. VenuWorks also carries adequate workers compensation insurance, automobile liability insurance, umbrella and excess liability insurance, fire and extended insurance coverage for items of personal property, equipment, and fixtures, and crime insurance with limits acceptable to the City of Dodge City and Ford County. VenuWorks also requires event insurance be obtained for all events that are held in the Arena or Conference Center.

We also require subcontractors who perform work or services under this agreement to meet the same insurance requirements as required of VenuWorks. VenuWorks of Dodge City, LLC, the City of Dodge City, Ford County, United Wireless, BHCMC, LLC, their officers and employees will be named as additional insured on VenuWorks' and any subcontractor's policies and certificates of insurance. VenuWorks will also furnish UWA/BHCCC with certificates of insurance and a copy of our policies if requested. All insurance will remain in effect during the life of the contract.

VenuWorks will continue to manage the food and beverage operations in-house at United Wireless Arena & The Boot Hill Casino Conference Center. The philosophy behind this business decision is to maximize the revenue generated from this operation and return it to the facility rather than share it with an outside third party contractor. From a customer service standpoint, managing catering and concessions in-house allows VenuWorks to have much greater control and confidence in the quality of the products being served and in the quality of the service provided by its employees. VenuWorks may partner with 3rd party vendors to enhance operation if warranted.

Published Conference Center/Arena Rack Rates (2021)

	<u>Daily Rates</u>
½ Single	\$125.00
Single Room	\$200.00
Half of Conference Center	\$450.00
¾ Conference Center	\$675.00
Full Conference Center	\$900.00
Courtyard	\$200.00
Executive Meeting Rooms in Arena	
Jack Dalton Room	\$150.00
High Plains Journal Meeting Room	\$150.00
Club/Suite level concourse	\$300.00
Miscellaneous Charges	
Ice Time	\$250.00 per 60-minute use
Move-in Day	\$100.00 in addition to the above listed rent
Move-out Day	\$100.00 in addition to the above listed rent
Extra Hours	\$100.00 per hour
TULIP Insurance (estimate)	\$200.00

Published United Wireless Arena Rack Rates 2021

Arena (Ticketed Event)

Base Rent: \$5,000 minimum vs. 10% of Gross Ticket Sales (whichever is greater) + Reimbursed Event Expenses

Load-In/Load-Out/Rehearsal Days: \$1,500 + Reimbursed Event Expenses

Box Office Fee: \$300 minimum vs. 3% of Gross Ticket Sales

(Gross Ticket Price includes all applicable sales tax, does not include facility fee)

Facility Fee/Parking Fee: \$5.00 per ticket (Will be added to base ticket price)

Arena (Non-Ticketed Event)

Base Rent: \$3,500 per day + Reimbursed Event Expenses

Load-In/Load-Out Days: \$1,000 + Reimbursed Event Expenses

TULIP Insurance: estimate \$200

Box Office Fee: N/A

Facility Fee: N/A

Effective as of 1/1/2020. Prices subject to change without notice.

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EQUIPMENT RATE SHEET 2021

10x14 Front Projector or Rear Projector Screen	\$60.00
2K Supertroopers (6 available) (operator separate charge)	\$150.00
Arena Clean Up Fee	\$1,000.00
Arena Set Up/Tear Down Fee (subject to change)	\$1,000.00
Bike Rack 8' Section	\$10.00
Booth 10'x10' W/Pipe and Drape {2} Chairs and {1} 8' Skirted Table (1)-110 v service	\$60.00 per booth
Carpet (per foot)	\$12.00
CD Player	\$25.00
Chairs**	\$2.00
Cocktail Table	\$7.00
Concert Barricade	\$150.00
Concert Stage 4'x8' Sections	\$10.00
Concert Stage 60'x40' Maximum Size	\$400.00
Conference Center Room set up fee**	\$75.00
Curtains Half House Coliseum Only	\$500.00
Dance Floor 30' x 30' Max.	\$350.00
Dry Erase Board	\$15.00
Easel	\$7.00
Flipchart	\$25.00
Flipchart Paper	\$25.00
Fork Lift (operator separate charge)	\$200.00
Hardwire Internet Connection-Arena	\$75.00
Hardwire Internet Connection-Conference Center	\$25.00
High Speed/ Special Drop	\$75.00
Laptop Computer	\$50.00
Laptop Powerpoint Clicker	\$10.00
Linens/Napkins (Black & White-non food event)**	\$3.00
Linens/Napkins (Colored)	\$8.00
Microphone, Hard Wired (with house sound)	\$15.00
Microphone, wireless or lapel (with house sound)	\$15.00
Photocopies	\$0.20 (b&w) \$0.50 (color)
Pipe and Drape- 3' High	\$8.00 per section
Pipe and Drape- 8' High	\$8.00 per section
Podium	\$15.00
Podium with corded microphone	\$25.00

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2200 Lumen Projector	\$60.00
Projector Screen	\$60.00
Ribbon Board/Ad Panel (operator separate charge)	\$150.00
Riser (per 4' x 8' section)	\$10.00
Sound Board (operator labor extra)	\$75.00
Table 5' Round**	\$7.00
Table 8'***	\$7.00
Table Skirt & Linen (per table)**	\$8.00
Table Skirt 30" (per table)**	\$3.00
Telephone Conference Unit	\$30.00
TV/DVD Player	\$25.00
Video Board no live stream (DVD) (operator separate charge)	\$200.00
Wireless Internet Connection	\$15.00
Wireless Microphone (with house sound)	\$15.00
Changes (made day of event)	\$50.00

*Tables, chairs and room set-up are included in Conference Center room rental rates

*Black or white linens are included in the price of catering for Conference Center

Rates are based on upon equipment ordered and finalized two weeks prior to your event. Additional charges will be applied to equipment/changes ordered the day of your event.

Our facility will set up all equipment rented throughout the United Wireless Arena & The Boot Hill Casino Conference Center; however it does not include a technician during your event without additional charges

You are welcome to bring in your own audio/visual equipment for your Conference Center event

Effective 1/1/2020. Prices subject to change without notice

LABOR RATE SHEET

Conversion Supervisor.....	\$16.00 per hour
Conversion Staff.....	\$13.00 per hour
Front of House Staff (ushers, ticket takers, greeters, receptionist).....	\$13.00 per hour
Event Operations (audio/visual techs, general oversight).....	\$31.00 per hour
Event Peer Security (door guards).....	\$16.00 per hour
Contracted Security.....	\$23.00 per hour
Event Custodial Attendants.....	\$13.00 per hour
Event Custodial Supervisors.....	\$16.00 per hour
EMT First Aid Attendants (2 required).....	\$75.00 per hour
Police.....	\$50.00 per hour
Video Display System Producer.....	\$50.00 per hour
Video Display System Control Crew.....	\$35.00 per hour
Video Display System Camera Operators.....	\$35.00 per hour
Electrician.....	\$45.00 per hour
Engineer.....	\$45.00 per hour
Arena House Sound & Lights Operator.....	\$20.00 per hour
Follow Spotlight Operators.....	\$20.00 per hour
Stagehands (Loader, Pusher, General Hand).....	\$26 p/h straight time
Stagehands (Riggers).....	\$62 p/h straight time
Forklift Operator	\$31 p/h straight time
Coat Check Attendant (1=100 guests)	\$40.00 per event
Bartender.....	\$80.00 per 4 hour Event
Carver Service	\$40.00 per
Cake Service	\$50.00 per event
Hospitality Labor (events less than 25 people).....	\$50.00 per event

As of 1/1/2020. Prices subject to change without notice.

I. Financial Operating Plan

The Financial Operating Plan for 2021 is attached in budget worksheet format. The operating plan encompasses the Business Plan into a financial plan with budget goals for both revenue and expenses.

The 2021 Financial Operating Plan for the year has total operating revenues of \$ 2,936,741 and projected expenses of \$ 3,812,240. This results in a net projected subsidy of (\$875,500). The budget is based on nine full years of actual historical performance numbers. Taken into account are the number of events increasing in 2019 and expected in 2020, based on the increase in Arena shows in 2017 and 2018. In 2017/2018 we looked at rental prices for rooms and equipment and increased the prices on these items as well. Rates will stay at the new rates for 2021. Rental rates had not increased since the Conference Center opened in 2011. We have also taken a look at Catering Menu prices, as costs to purchase the products that we prepare has steadily increased over the years. A new Catering Menu was introduced in August 2020 and its prices and quality of food is more upscale and styled to suit any event that would like to book in our facility. It is United Wireless Arena & The Boot Hill Casino Conference Center's hope that with these increased number of events and rental rates, incomes will also rise as expenses do. To be conservative we have budgeted according to past event average expense/income numbers. Another issue that had arisen in 2014 and will continue into the future is the increased costs of upkeep of the infrastructure of the building and its equipment, such as HVAC units, lighting issues, ammonia plant and repairs to the ribbon board. The lack of storage in the building had become an issue until the new storage building was built in 2017. The City has approved the use of Capital Improvement money for some of these ongoing repair issues. That Capital Improvement request is also part of the Financial Operating Plan and is attached.

Goals of the Financial Operating Plan

- Maximize revenue from all sources to achieve projected revenues dollars.
- Use every effort to keep expenses under projected expense dollars.
- Host various region academic graduations, religious services, and meetings.
- Work with promoters and national and local agencies to present a minimum of fifteen entertainment events such as family shows, sports shows, comedy shows, concerts, and stage presentations.
- We will continue to look at promoting in-house as necessary to meet the demand for ticketed concert events. We will evaluate and analyze to eliminate as much risk as possible and include the City as part of the decision making process, utilizing the City's "Entertainment Fund".
- Seek out potential "Co-Promoters" to lessen the risk on shows we purchase.
- Increase regional appeal and overall attendance.
- Increase number of conventions held at facility.
- Increase Group Sales for ticketed events
- Increase food and beverage revenues.
 - Use technology for cost savings through energy, labor and equipment.

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	Jan - Dec '21
Ordinary Income/Expense	
Income	
5000 · Facility Rent Revenue	250,000.00
5001 · Ticket Revenue/Co-Pro Revenue	1,154,070.00
5002 · Facility Fee/Ticket Rebate	244,750.00
5003 · Ticket Office Revenue	0.00
5004 · Concession Revenue	282,650.00
5005 · Merchandise Revenue	30,500.00
5006 · Catering Revenue	473,860.00
5007 · Reimbursed Event Labor	18,500.00
5008 · Reimbursed Contract Labor	65,000.00
5009 · Reimbursed Expenses	150,500.00
5010 · Reimbursed In-House Equipment	39,000.00
5014 · Reimbursed Insurance Revenue	10,000.00
5013 · ATM Revenue	1,200.00
5015 · Contractual Income	422,059.00
5019 · Interest Income	180.00
5020 · Ice Revenue	40,000.00
5021 · Room Change Charge Revenue	0.00
Total Income	3,182,269.00
Cost of Goods Sold	
50000 · Cost of Goods Sold	245,529.00
Total COGS	245,529.00
Gross Profit	2,936,741.00
Expense	
7000 · Personnel Services	1,578,551.00
8000 · General & Administrative	90,410.00
8030 · Occupancy	616,840.00
8050 · Travel and Motor Vehicle	14,700.00
8060 · Event Expenses	1,166,400.00
8080 · Food & Beverage Expense	52,140.00
8090 · Services/Operations	293,199.00
Total Expense	3,812,240.00
Net Ordinary Income	-875,500.00
Other Income/Expense	
Other Income	
9011 · City Subsidy	875,500.00
Total Other Income	875,500.00
Net Other Income	875,500.00
	0.00

DATE	Event	DATE	Event	DATE	Event
4-Jan	United Wireless Christmas Party	20-Feb	Alfalfa U	15-Sep	Board of Realtors
6-Jan	Rotary	24-Feb	Rotary	15-Sep	Stakeholders Dinner
7-Jan	A-OK Staff Training	2-Mar	Rotary	19-Sep	Votyпка Wedding Reception
10-Jan	SW KS AA Conf	3-Mar	Centera Bank	21-Sep	Rotary
11-Jan	SW KS AA Conf	5-Mar	Bayer Crop Science	28-Sep	Rotary
12-Jan	SW KS AA Conf	6-Mar	RJ Birthday Party	3-Oct	Schneweis Wedding Reception
13-Jan	Rotary	9-Mar	Landmark Bank	5-Oct	Rotary
14-Jan	ProAg	9-Mar	Rotary	13-Oct	United Wireless Annual Mtg
16-Jan	Rain & Hail	11-Mar	LEO Training	19-Oct	Rotary
21-Jan	Crop Risk Services	15-Jun	Rotary	23-Oct	WSU Economic Outlook
21-Jan	A-OK Staff Training	22-Jun	Rotary	26-Oct	Rotary
22-Jan	Bayer Crop Science	27-Jun	KS Republic Candidate M&G	26-Oct	Landmark Bank
22-Jan	NAU Country Insurance	29-Jun	Rotary	27-Oct	KOCH Industries
23-Jan	Van Diest Supply	6-Jul	Rotary	2-Nov	Rotary
25-Jan	CHS Christmas Party	10-Jul	Clothing Concepts-From April	3-Nov	Crop Quest
27-Jan	Rotary	11-Jul	Clothing Concepts-From April	9-Nov	Rotary
31-Jan	CASA Auction Set Up	13-Jul	Rotary	16-Nov	Rotary
1-Feb	CASA Auction	18-Jul	Irsik & Doll Annual Meeting	21-Nov	Suicide Coalition Skate Party
3-Feb	Rotary	20-Jul	Rotary	23-Nov	Rotary
4-Feb	A-OK Training	27-Jul	Rotary	30-Nov	Rotary
4-Feb	KSHSAA Basketball Mtg	1-Aug	Gold Buckle Dinner	4-Dec	City Christmas Party
6-Feb	Crop Quest move in	3-Aug	Rotary	5-Dec	Centera Bank Christmas Party
7-Feb	Crop Quest	10-Aug	Rotary	5-Dec	Mast Trucking Christmas Party
7-Feb	KS Dental Mission of Mercy Banquet	12-Aug	CI Hedging Seminar	5-Dec	United Skate Day
8-Feb	Chamber Banquet	13-Aug	CI Hedging Seminar	5-Dec	United Kids Party
10-Feb	Rotary	17-Aug	Rotary	5-Dec	High Plains Farm Credit
12-Feb	Schneweis Tasting	24-Aug	Rotary	7-Dec	Rotary
13-Feb	Young Guns Move in	31-Aug	Rotary	11-Dec	Jeff Dunham-NEW DATE
14-Feb	Young Guns Move in	31-Aug	Irsik & Doll	12-Dec	Golden Plains Christmas Party
16-Feb	Young Guns	31-Aug	Music Video shoot	14-Dec	Rotary
18-Feb	A-OK Training	2-Sep	Irsik & Doll	18-Dec	Judge Hood Retirement Party
18-Feb	CVB Tourism Coalition	13-Sep	Bridal Expo-rescheduled	21-Dec	Rotary
19-Feb	Alfalfa U Move in	14-Sep	Rotary	28-Dec	Rotary

Grand Totals						
			17,553	\$ 965,300.00		\$ 313,150.00
Event/Description	Original Date of Event	Cancelled	Estimated Attendance	Estimated Economic Impact (figured at 1/3 of attendees will spend \$150 while in town)	Description of Lost Revenue	Estimated Lost Revenue
KSHSAA 1A State Basketball	3/11-3/14/2020	x	3,000	\$ 150,000.00	Rent, Equip, Food	\$ 17,500.00
Rotary	3/16/2020	x	25	\$ -	Rent, Equip, Food	\$ 300.00
US Premium Beef Annual Meeting	3/19/2020	x	180	\$ 9,000.00	Rent, Equip, Food	\$ 9,750.00
3i Show Vendor Reception	3/19/2020	x	150	\$ 7,500.00	Rent, Equip, Food	\$ 2,500.00
Rotary	3/23/2020	x	25	\$ -	Rent, Food	\$ 300.00
Kansas EMS Assoc. Conf	3/27-3/29/2020	x	50	\$ 7,500.00	Rent, Equip, Food	\$ 3,500.00
Rotary	3/30/2020	x	25	\$ -	Rent, Food	\$ 300.00
SW KS Problem Gambling Taskforce	4/6/2020	x	80	\$ 4,000.00	Rent, Equip, Food	\$ 1,500.00
Rotary	4/6/2020	XX	25	\$ -	Food	\$ 300.00
Spanish Congregation of JW	4/7/2020	x	300	\$ 15,000.00	Rent, Equip, Food	\$ 800.00
BNSF	4/7-4/8/2020	x	25	\$ 2,500.00	Rent, Equip, Food	\$ 1,400.00
Centera Bank	4/9/2020	X	13	\$ -	Rent, Equip, Food	\$ 250.00
Rotary	4/13/2020	XX	25	\$ -	Food	\$ 300.00
LEO Training	4/15/2020	X	60	\$ 3,000.00	Rent, Equip, Food	\$ 1,500.00
BNSF	4/15-4/16/2020	x	25	\$ 2,500.00	Rent, Equip, Food	\$ 1,400.00
Boots & Beer	4/17/2020	x	300	\$ 15,000.00	Rent, Equip, Food	\$ 8,500.00
Rotary	4/20/2020	X	25	\$ -	Rent, Food	\$ 300.00
Toyota Financial	4/21-4/22/2020	x	15	\$ 1,500.00	Rent, Equip, Food	\$ 1,500.00
SkillPath	4/21/2020	XX		\$ -	Rent	\$ 100.00
Edward Jones Dinner	4/23/2020	x	60	\$ 3,000.00	Rent, Equip, Food	\$ 1,900.00
USD 443 Retirement Banquet	4/23/2020	x	80	\$ 4,000.00	Rent, Equip, Food	\$ 3,000.00
Centera Bank	4/23/2020	X	11	\$ -	Rent, Equip, Food	\$ 250.00
Edward Jones Meeting	4/24/2020	x	120	\$ 6,000.00	Rent, Equip, Food	\$ 2,900.00
Rotary	4/27/2020	x	25	\$ -	Rent, Food	\$ 300.00
United Healthcare	4/28/2020	x	100	\$ 5,000.00	Rent, Equip, Food	\$ 1,300.00
DCCC Graduation	5/2/2020	XX	500	\$ 25,000.00	Rent, Equip, Food	\$ 5,800.00
DCCC Alumnus Reception	5/2/2020	X	50	\$ 2,500.00	Rent, Equip, Food	\$ 1,500.00
DCCC Presidents Lunch	5/2/2020	X	100	\$ 5,000.00	Rent, Equip, Food	\$ 1,600.00
Rotary	5/4/2020	X	25	\$ -	Rent, Food	\$ 300.00
KS COUNTY CLERKS CONF	5/5-8/2020	x	200	\$ 30,000.00	Rent, Equip, Food	\$ 47,000.00
NAIA Softball Banquet	5/10/2020	x	125	\$ 6,250.00	Food	\$ 2,400.00
Rotary	5/11/2020	X	25	\$ -	Rent, Food	\$ 300.00
LEO Training	5/13/2020	X	60	\$ 3,000.00	Rent, Equip, Food	\$ 1,500.00
Graduation Party	5/16/2020	X	30	\$ 1,500.00	Food	\$ 500.00
Rotary	5/18/2020	X	25	\$ -	Rent, Food	\$ 300.00
Casino Comedy Event	5/23-5/24/20	X	300	\$ 15,000.00	Food	\$ 3,000.00
WPMC Training	5/29/2020	X	40	\$ 2,000.00	Rent, Equip, Food	\$ 1,000.00
Rotary	6/1/2020	X	25	\$ -	Rent, Food	\$ 300.00
SCTE Vendor Day	6/4/2020	XX	125	\$ 6,250.00	Rent, Equip, Food	\$ 4,900.00
USA Wrestling	6/5-6/6/20	XX	4500	\$ 225,000.00	Rent, Equip, Food	\$ 30,000.00
Rotary	6/8/2020	X	25	\$ -	Rent, Food	\$ 300.00
LEO Training	6/10/2020	X	60	\$ 3,000.00	Rent, Equip, Food	\$ 1,500.00
LEO Training	6/24/2020	X	60	\$ 3,000.00	Rent, Equip, Food	\$ 1,500.00
Monarch Concrete	7/10/2020	X	10	\$ 500.00	Rent, Equip, Food	\$ 400.00
BTI Annual Meeting	7/16/2020	XX	80	\$ 4,000.00	Rent, Equip, Food	\$ 2,800.00
Irsik & Doll annual mtg	7/18/2020	**	120	\$ 6,000.00	Rent, Equip, Food	\$ 5,000.00
					Reduced scope of meeting to 20 people with no F & B	
DCHS Graduation	5/15-5/16/2020			\$150,000.00	Rent, Equip, Food	
***see notes					ORIGINAL ESTIMATE=4500-NOW ONLY 2 PER GRADUATE ALLOWED SO IMPACT WILL BE LESS BY 1/2	
***see notes	7/18/2020		1500			
DC Days Concert	7/25/2020	X	2000	\$ 100,000.00	Food	\$ 30,000.00
Cattle U	7/27-30/20	X	500	\$ 25,000.00	Rent, Equip, Food	\$ 21,200.00
Miss Rodeo Kansas	8/1/2020	X	150	\$ 7,500.00	Rent, Equip, Food	\$ 3,700.00
DC Days Lapel Pin Drawing	8/2/2020	X	350	\$ -	Food	\$ 1,000.00
Landmark Bank	8/6/2020	X	56	\$ 2,800.00	Rent, Equip, Food	\$ 2,200.00
LEO Training	8/11/2020	X	60	\$ 3,000.00	Rent, Equip, Food	\$ 1,500.00

Event/Description	Original Date of Event	Cancelled	Estimated Attendance	Estimated Economic Impact (figured at 1/3 of attendees will spend \$150 while in town)	Description of Lost Revenue	Estimated Lost Revenue
Rain & Hail	8/20/2020	X	50	\$ 2,500.00	Rent, Equip, Food	\$ 1,000.00
NAU Insurance	8/20/2020	X	45	\$ 2,250.00	Rent, Equip, Food	\$ 1,800.00
KS Attorney Assoc	9/11/2020	X	140	\$ 7,000.00	Rent, Equip, Food	\$ 7,500.00
USDA	9/15-16/2020	X	35	\$ 1,750.00	Rent, Equip, Food	\$ 2,500.00
KS Respiratory Conference	9/17-18/2020	X	70	\$ 3,500.00	Rent, Equip, Food	\$ 6,800.00
KS Pharmasist Annual Meeting	9/25-27/2020	X	300	\$ 30,000.00	Rent, Equip, Food	\$ 35,000.00
KCAC (Golf) Banquet	10/4/2020	X	130	\$ 13,000.00	Equip, Food	\$ 2,500.00
Moostache Dinner	10/6/2020	X	50	\$ 2,500.00	Rent, Equip, Food	\$ 2,500.00
Society of Human Resource Manag	10/8/2020	X	175	\$ 8,750.00	Rent, Equip, Food	\$ 6,400.00
Moostache Dinner	10/9/2020	X	50	\$ 2,500.00	Rent, Equip, Food	\$ 2,500.00
Edward Jones	10/8-10/9/20	X	70	\$ 3,500.00	Rent, Equip, Food	\$ 7,300.00
Latina Outreach & Leadership	10/17/2020	X	150	\$ 7,500.00	Rent, Equip, Food	\$ 5,000.00
Kansas Bankers Assocation	10/20/2020	X	75	\$ 3,750.00	Rent, Equip, Food	\$ 2,100.00
HCIS Medicare Mtg	10/27/2020	X	20	\$ 1,000.00	Rent, Equip, Food	\$ 1,000.00
American Ag Christmas	12/11/2020	X	50	\$ 2,500.00	Rent, Equip, Food	\$ 5,000.00
ARSI Christmas	12/19/2020	X	230	\$ 11,500.00	Rent, Equip, Food	\$ 8,600.00



Memorandum

To: City Commissioners
From: Nickolaus Hernandez/City Manager
Date: October 1, 2020
Subject: Coronavirus Relief Fund Memorandum of Agreement
Agenda Item: New Business

Recommendation: Administration and legal counsel recommend approval of the Coronavirus Relief Fund Memorandum of Agreement in order to receive Coronavirus Aid Relief Funds (CARF) from Ford County.

Background:

City staff previously developed a plan for the use of SPARKS funds for COVID-19 related expenses. This plan improves city operations during the pandemic and will serve to protect residents and staff while providing services. In addition, the City Commission approved the request for these funds that were approved by the County and State as well.

Justification: This memorandum is required by Ford County in order to release the funds for reimbursement or payment of COVID-19 related expenses.

Financial Considerations: There are no matching funds required to obtain these funds.

Legal Considerations: The City Legal Counsel has reviewed the memorandum and have found it to be acceptable as to form and have no legal concerns.

Attachments:

Ford County request letter for Memorandum of Agreement
Coronavirus Relief Fund Memorandum of Agreement

KERBS LAW OFFICE

GLENN I. KERBS
CLAYTON I. KERBS
EDGAR A. PANDO
ATTORNEYS-AT-LAW

1715 CENTRAL AVENUE
P.O. BOX 1473
DODGE CITY, KANSAS 67801
TELEPHONE (620) 225-0238
FAX (620) 225-0318

September 22, 2020

TRANSMITTED VIA EMAIL

Mr. Nick Hernandez
City Manager
806 N. Second Avenue
Dodge City, Kansas 67801
nickh@dodgecity.org

RE: Coronavirus Relief Fund Memorandum of Agreement

Dear Mr. Hernandez:

Ford County is prepared to disburse the Coronavirus Aid Relief Funds requested by the City of Dodge City. In order to release the funds the attached Coronavirus Relief Fund Memorandum of Agreement ("MOU") must be adopted by the governing body, properly executed and returned to our office.

It is important the governing body understands that if an expenditure is determined by the United States Department of Treasury to be an ineligible expenditure, the City of Dodge City shall be responsible for reimbursing the determined ineligible expenditure to Ford County.

Please contact us if you have any questions or concerns about the MOU. Thank you for your consideration and assistance.

Very truly yours,



Glenn I. Kerbs
Ford County Counselor

GIK:jl
Attachment
pc: Mr. Jonathan D. Gilbert (via email)

CORONAVIRUS RELIEF FUND MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("Agreement or MOA") is made by and between the County of Ford, Kansas (the "County") and the City of Dodge City, Kansas (the "Awardee") to set out the parties' mutual understanding as to the use of the funds provided by the County to the Awardee.

RECITALS

WHEREAS, The State of Kansas is facing both a public health and economic crisis – the pandemic and public health emergency of COVID-19 – which has resulted in illness, quarantines, school closures, and temporary and permanent closures of businesses resulting in lost wages and financial hardship to Kansas citizens, including citizens in the County; and

WHEREAS, the federal government, pursuant to section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") created the Coronavirus Relief Fund ("CRF") and provided moneys to the State of Kansas for expenditures necessary because of the public health emergency, including expenditures to promote public health and education and provide economic support for small businesses and others affected by business interruption; and

WHEREAS, the County passed a Resolution on July 6, 2020 ("the Resolution") in which it agreed to accept CRF funds from the State and to use and distribute those funds in a manner that complies with the terms of the CARES Act and the Resolution, and the State of Kansas provided the County with CRF funds; and

WHEREAS, the Awardee submitted an application and/or request for CRF funds for expenditures necessary due to the public health emergency, that application was approved by the County, and the County seeks to provide CRF funds to the Awardee subject to the terms of this Agreement;

THEREFORE, THE PARTIES UNDERSTAND AND AGREE AS FOLLOWS:

1. CARES Act. The County and Awardee understand and agree that pursuant to the CARES Act, as codified in 42 U.S.C. § 801, CRF funds may only be used for costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020; and

- c. were incurred during the period that begins March 1, 2020 and ends on December 30, 2020 (the "Covered Period").

2. The Application. Awardee's application and request for reimbursement of expenses in the amount of \$822,185.90 and direct aid plan in the amount of \$1,238,678.10 ("the Application") was approved by the County. Awardee affirms the expenditures described in the Application are necessary due to public health emergency with respect to COVID-19 and were not expenditures that were included in Awardee's original budget as of March 27, 2020. Awardee agrees it will use the CRF funds provided under this Agreement in a manner which is substantially consistent with the Application. Awardee further agrees that all such expenditures will comply with all applicable provisions of the CARES Act and any and all reasonable and lawful guidance issued by the United States Department of Treasury as it relates to use of the CRF funds.

3. Payment. The County will promptly transmit to Awardee the amount of \$2,060,864.00 (the "CRF Funds") upon consideration of the proposed expenditure by the Office of Recovery and after receipt of this Agreement executed by Awardee.

4. Limitation on Use of Funds. Awardee represents and warrants that the Application does not seek funds for expenses for which the Awardee has already received reimbursement (including insurance) and that it will not use the CRF Funds for any expenditure for which it has received or will receive any other federal funding, including any other funding provided by the CARES Act. If Awardee receives other reimbursement for any expense for which the County has provided CRF Funds to Awardee, Awardee shall repay the County the amount of that expense within fourteen (14) days.

5. Reporting. Awardee acknowledges and agrees that CRF Funds are subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance (2 C.F.R. Part 200), 2 C.F.R. § 200.303 and §§200.330 through 200.332 and subpart F and that the applicable Catalog of Federal Domestic Assistance (CFDA) number is 21.019.

6. Expenditures. Awardee shall comply with all of its applicable procurement rules and shall exercise all due care in administering CRF Funds, keeping in mind the nature of the public health emergency and federal restrictions on the use of CRF Funds.

- a. Purchases. Awardee shall maintain copies of invoices, purchase orders, receipts and other documentation sufficient to demonstrate the items purchased, their purchase price, date of order and delivery, and the use of the item(s) purchased.

- b. Payroll. Awardee shall maintain records that are sufficient to support salary expenditures for any and all individual employees charged to CRF Funds, if any, including documentation indicating demonstrating the duties being performed by that employee for the relevant time period and their relationship to the public health emergency. In accordance with the Application and federal guidance, Awardee

shall ensure that no more than 100% of an employee's time is charged to reimbursed programs. Awardee acknowledges that payroll expenditures should be limited to

shall ensure that no more than 100% of an employee's time is charged to reimbursed programs. Awardee acknowledges that payroll expenditures should be limited to those employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

- c. Administrative Costs. CRF Funds will not be used for any administrative or overhead costs and will instead be used entirely for direct COVID-19 related costs, except (1) costs specifically related to the administration of CRF funding by subrecipient, and (2) costs for additional personnel or outside contractors hired for the specific purposes of administering a program utilizing CRF Funds. CRF Funds may not be used for payroll costs for employees whose positions were budgeted as of March 27, 2020.
- d. Travel. Costs incurred for travel shall be considered reasonable, allowable, and allocable only to the extent they do not exceed on a daily basis the maximum per diem, lodging, and mileage rates in effect on the day of travel as set forth in travel regulations of the State of Kansas.

7. Record Retention. Awardee shall create, maintain, and preserve sufficient records of its expenditures to demonstrate compliance with the requirements of the CARES Act, and Awardee shall provide such records to the County promptly upon written request by the County. Such records shall be maintained not less than five (5) years after the termination of this agreement.

8. Reporting. Awardee will submit to the County sufficient information regarding its use of the CRF Funds that the County may meet its reporting obligations, including the reporting expectations of the United States Department of the Treasury as set forth in Memoranda OIG-CA-20-021 and OIG-CA-20-025. Awardee's reports will be in the form reasonably requested by the County and shall provide such further information as may be reasonably requested by the County. Awardee shall provide a final report, including an accounting for all expenditures of CRF Funds, on or before the date of expiration of this Agreement.

9. Unspent Funds. Under current law, CRF Funds for which no expenditure is incurred during the Covered Period must be returned to the United States Department of the Treasury. CRF Funds for which no qualified expenditure has been or is planned to be incurred by October 15, 2020, or for which delivery or performance cannot occur before December 30, 2020, shall be returned to the County on or before November 1, 2020.

10. Transparency. All Awardee reports regarding implementation of the Application and use of the CRF Funds under this Agreement will be made publicly available by the County.

11. Termination of Agreement. The County may terminate this Agreement, in whole or in part, if Awardee has failed to comply with the conditions of the Agreement, the Application, or subsequent amendments. In the event of termination by the County, any portion of the CRF Funds not expended or encumbered at the time of termination shall be returned to the County within seven (7) days. If the Agreement is terminated by the County, Awardee shall provide a final report within 45 days after receiving notice of termination.

12. Audit. As provided in 42 U.S.C. §801(f), the Inspector General of the Department of the Treasury is authorized to determine whether CRF payments have been used for eligible purposes. CRF Fund payments that are deemed to have been used for ineligible purposes are treated as a debt owed to the federal government, and for which the County may be liable to the State of Kansas. Authorized representatives of the County, the State of Kansas, and the Inspector General of the United States Department of the Treasury shall have access to all books, accounts, records, reports, files, papers, things, or property belonging to, or in use by Awardee pertaining to the administration of this Agreement and the receipt and expenditure of CRF Funds as may be necessary to make audits, examinations, excerpts, and transcripts for a period of five (5) years after the termination of this Agreement. Awardee agrees to be responsible for any debt incurred to the State of Kansas due to ineligible expenditures of CRF Funds.

13. Term. This Agreement shall be in effect through October 15, 2021, but Awardee's obligations set forth in paragraphs 7 (Record Retention) and 12 (Audit) shall continue beyond the termination or expiration of this Agreement.

14. Notice. All notices, demands, requests or other communications which may be required or desired to be given by either party shall be in writing and shall be made by personal delivery or by United States mail, postage prepaid. Notice shall be presumed to have been received within three days of mailing. Notices to Awardee shall be provided to the name and address listed below. Notices to County shall be provided to:

Mr. Jonathan D. Gilbert
County Administrator
Ford County Government
100 Gunsmoke
Dodge City, Kansas 67801

15. Modification. Any amendment to this Agreement will not be effective without the express written agreement of all parties, except that in the event of changes in any applicable Federal statutes, regulations, or guidance regarding the use of CRF funds, this Agreement shall be deemed to be amended when the statutory requirements for use of CRF funds are changed or when required to comply with any law or guidance so amended. Such deemed amendments shall be effective as of the effective date of the statutory or regulatory change or the date the guidance is issued.

16. Representative's Authority to Contract. By signing this contract, the representative of Awardee represents that such person is duly authorized by Awardee to execute this contract on behalf of Awardee and that Awardee agrees to be bound by the provisions thereof.

17. Governing Law. The Agreement shall be governed by and construed in accordance with the laws of the State of Kansas. Jurisdiction and venue for any suit arising out of or related to this Agreement shall be in the Kansas district court located in the County.

18. Counterparts. The MOA may be executed in one or more counterparts, each of which shall constitute an original of the MOA, and that facsimile and/or pdf scanned copies of signatures shall be as effective and binding as original signatures.

19. Certification. By signing below, Awardee's representative certifies that he or she has read the Awardee's Application, that the information and statements provided in the Application are true and correct to the best of my knowledge, that the expenses and costs identified in the application are eligible for CRF funds, and by my signature on this document, acknowledge my understanding that any intentional or negligent misrepresentation or falsification of any of the information in this document or the Application could subject me to liability under the Kansas False Claims Act and Federal False Claims Act as well as criminal penalties, including but not limited to fine or imprisonment or both under Title 18, United States Code, Sec. 101, *et seq.* and state law.

FORD COUNTY, KANSAS

Chris Boys, Chair
Board of County Commissioners

ATTEST:

Debbie Cox, County Clerk
Date: _____

CITY OF DODGE CITY, KANSAS

Joyce Warshaw, Mayor

ATTEST:

Connie Marquez, City Clerk
Date: _____