

# **CITY COMMISSION SPECIAL MEETING AGENDA**

City Hall Commission Chambers

Thursday December 30, 2021, 8:00 a.m.

MEETING # 5201

**Public is welcome although seats are limited for social distancing; or you can view as follows:**

1. Watch live on our Facebook page at [www.facebook.com/cityofdodgecity](http://www.facebook.com/cityofdodgecity)
2. Or watch it on our Vimeo page at [www.vimeo.com/cityofdodgecity](http://www.vimeo.com/cityofdodgecity).

The meeting will be archived on both sites to be viewed after the live video has ended.

## **CALL TO ORDER**

## **ROLL CALL**

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC HEARING**

2021 Budget Amendments

## **NEW BUSINESS**

1. Approval of Bid for a New Slope Mower for Parks Department. Report by Director of Administration, Ryan Reid.
2. Approval of Change Order # 1 for the 6<sup>th</sup> Avenue and Iron Road Improvements. Report by Director of Engineering, Ray Slattery.
3. Approval of 2021 Budget Amendments. Report by Finance Director, Nicole May.

## **ADJOURNMENT**



# Memorandum

**To:** Nick Hernandez, City Manager and City Commissioners

**From:** Nicole May, Finance Director

**Date:** December 23, 2021

**Subject:** Approval of 2021 Budget Amendment

**Agenda Item:** Public Hearing and New Business

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**Recommendation:** I recommend the approval of the 2021 Budget Amendments.

**Background:** Kansas law provides that each year municipalities set a budget for each of the funds that the municipality has. It also provides that if the revenues exceed what was budgeted and the expenditures exceed the budget, the budget can be amended by going through the same procedure as when the budget was originally adopted. The 2021 budget was passed by the City Commission in August of 2020. A public hearing notice was published in the December 21, 2021, edition of the Dodge City Daily Globe notifying the public that the City Commission would hold a public hearing to consider the amendments for the 2021 budget.

**Justification:** The ensure no violations of the budget law.

**Financial Considerations:** Cash is available in all funds that are being amended. The following funds are being amended:

Capital Equipment – Due to COVID many equipment purchases were not made in 2020 thus increasing the beginning unencumbered cash. Some of these equipment purchases were then made in 2021 requiring the amendment of the budget.

Sales Tax Project Fund – Due to an increase in the sales tax collections in 2021 and also funding being received due to Sales Tax Bond Debt Service Reserve decreasing there were funds available to make a transfer to the Sales Tax Depreciation and Replacement Fund. The budget must be amended to include this transfer.

Transient Guest Tax 2% - Due to an increase in the transient guest tax collections in 2021 and the decrease in 2020 this fund must be amended. The entire 2020 allocation to Boot Hill Museum was not made until the 4<sup>th</sup> quarter tax was received in the 1<sup>st</sup> quarter of 2021 but due to the increase in tax collections in 2021, the entire allocation was paid in 2021 therefore the budget must be amended to increase the revenue and expense of this fund.

**Purpose/Mission:** To promote open communications and inform the public when necessary budget changes are needed.

**Legal Considerations:** This amendment will allow us to comply with the State of Kansas budget law.

**Attachments:** Notice of hearing and budget amendments.

2021

**Amended  
Certificate  
For Calendar Year 2021**

To the Clerk of Ford, State of Kansas  
We, the undersigned, duly elected, qualified, and acting officers of  
City of Dodge City  
certify that: (1) the hearing mentioned in the attached publication was held;(2) after the Budget Hearing this Budget was duly approved and adopted as the maximum expenditure for the various funds for the year.

		2021 Amended Budget			
		Page No.	Amount of 2020 Tax that was Levied	Adopted 2021 Expenditures	Proposed Amended 2021 Expenditures
Table of Contents:	<u>K.S.A.</u>				
<b>Fund</b>					
Capital Equipment		2		470,000	772,000
Sales Tax Project Fund		3		6,974,028	7,412,109
Transient Guest Tax - 2%		4		200,000	245,000
Totals		xxxxxxxx	0	7,644,028	8,429,109
Summary of Amendments		5			

Attested date: \_\_\_\_\_

\_\_\_\_\_  
County Clerk

Assisted by: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Governing Body

CPA Summary
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City of Dodge City

2021

Adopted Budget

Sales Tax Project Fund	2021 Adopted Budget	2021 Proposed Budget
Unencumbered Cash Balance January 1	127,322	310,804
<b>Receipts:</b>		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Sales Tax	4,902,120	5,350,646
Sales Tax	1,203,600	1,616,986
Concessions	12,000	12,000
Field Rental	20,000	20,000
Other Athletic Field Income	105,000	105,000
Aquatics Park Revenue	475,000	330,000
Contributions & Donations	50,810	50,810
Sale of Scrap	7,000	7,000
Sports Commission	70,000	70,000
Interest on Idle Funds	7,000	1,000
<b>Total Receipts</b>	<b>6,852,530</b>	<b>7,563,442</b>
<b>Resources Available:</b>	<b>6,979,852</b>	<b>7,874,246</b>
<b>Expenditures:</b>		
<b>FIELD SPORTS</b>		
<b>FIELD MAINTENANCE</b>		
Personal Services	267,341	267,341
Contractual	97,750	110,000
Commodities	80,600	80,600
Capital Outlay	0	
<b>TOURNAMENTS</b>		
Personal Services	68,990	68,990
Contractual	107,500	107,500
Commodities	10,000	10,000
Sports Commission	70,000	70,000
<b>ADMINISTRATION</b>		
Contractual	865,300	865,300
Commodities		
Transfer to Depreciation & Replacement Fund		500,000
Transfer to Event Fund	80,000	80,000
Series A 2015 - Debt Service (Water Park)	691,200	601,203
Series A 2016	2,696,847	2,612,075
Other Payments	2,800	2,800
<b>MOTOR SPORTS</b>		
Personal Services	10,800	10,800
Contractual	319,400	375,000
Commodities	6,500	6,500
Capital Outlay	7,300	7,300
<b>SPECIAL EVENTS CENTERS</b>		
Contractual	895,500	895,500
Insurance & Electrical	44,000	44,000
Capital Outlay	20,000	65,000
<b>SALES TAX PROJECTS-FACILITIES MAINTENANCE</b>		
Personal Services	14,000	14,000
Contractual		
Commodities	7,300	7,300
Outdoor Regional Aquatics Facility		
Personnel		
Contractual	588,400	588,400
Insurance	10,000	10,000
Commodities	12,500	12,500
Improvements to Buildings		
<b>Total Expenditures</b>	<b>6,974,028</b>	<b>7,412,109</b>
Unencumbered Cash Balance December 31	5,824	462,137

CPA Summary



**Notice of Budget Hearing for Amending the  
2021 Budget**

The governing body of

**City of Dodge City**

will meet on the day of December 30, 2021 at 8:00 AM at City Commission Chambers, City Hall 806 N 2nd Ave. for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Hall 806 N. 2nd Ave.  
and will be available at this hearing.

**Summary of Amendments**

Fund	2021 Adopted Budget			2021 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Capital Equipment			470,000	772,000
Sales Tax Project Fund			6,974,028	7,412,109
Transient Guest Tax - 2%			200,000	245,000
			0	0
			0	0
			0	0

Nicole May  
Official Title: Finance Director



# Memorandum

**To:** City Commission  
**From:** Ryan Reid, Director of Administration  
**Date:** 2021 12 20  
**Subject:** Approval of Slope Mower  
**Agenda Item:** New Business

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**Recommendation:** On December 14<sup>nd</sup>, 2021 Staff opened bids for a new slope mower for Parks.  
Staff recommends we purchase the Super SlopeMaster mower from Kut Kwik for \$63,314.

**Background:** The current Slope Mower has over 1000 hours on it (5 years) and has been experiencing reliability and maintenance issues. These mowers are used in the roughest mowing areas of the City-shoulders of roads and highways, the drain North of Hoover, etc. These areas are typically steep (30 degrees or more) and require specialized units to mow safely. Rollovers in the past were a real safety issue.

**Justification:** Staff is familiar with the Kut Kwik mower and have been impressed with the safety features, especially the low center of gravity and wide wheelbase. Accidents from slope mowing have dropped to none since we started using these mowers. The Kut Kwik Super SlopeMaster also meets specs, has a wider cutting deck, and is available to us within 60 days.

The other mowers that were bid were units with smaller cutting decks and did not meet specs in several ways.

The current Kut Kwik slope mower will be passed on for use in another department.

**Financial Considerations:** This mower was budgeted in 2021 MERF for \$65,000.

**Attachments (photo)**

2021 12 14  
Slope Mower Bid Tab

<u>Vendor</u>	<u>Description</u>	<u>\$ Total</u>	<u>Notes</u>
Kut Kwik	SSMT4E Super Slope Master	\$63,314	60 day delivery, meets specs, Staff Recommends
Professional Turf		\$41,090.90	Small Tractor style-does not meet specs on safety and hp
Red	TK-60XP	\$58,500	60" cutting deck, demo model, doesn't meet specs
Red	TK-60XP	\$63,950	60" cutting deck, doesn't meet specs



Kut Kwik Super Slopemaster



# Memorandum

**To:** Nick Hernandez, City Manager and City Commissioners  
**From:** Ray Slattery, PE, Director of Engineering Services  
**Date:** December 23, 2021  
**Subject:** Change Order #1, 6<sup>th</sup> & Iron Rd. Improvements, ST 2005  
**Agenda Item:** New Business

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**Recommendation:** Approve Change Order #1 for 6<sup>th</sup> Ave. & Iron Rd. Improvements for an increase in the amount of \$64,095.00.

**Background:** At the March 15, 2021 Commission Meeting, the Commission awarded the construction of the 6<sup>th</sup> Ave. & Iron Rd. Improvements to Building Solutions. Since that time, design has begun on Iron Rd. between 6<sup>th</sup> Ave. and 14<sup>th</sup> Ave. The design consultant suggested that islands be considered in the middle lane of Iron Rd. because of the intersections and the overall length of Iron Rd. from Ave. A to 14<sup>th</sup> Ave. The Islands will act as a traffic calming devices and control turning movements. Staff then considered adding islands to the section of Iron Rd. currently under construction to provide the same safety conditions. Staff requested a quote from Building Solutions to install two islands on Iron Rd. between Ave. A and 6<sup>th</sup> Ave. The first island will be 400 feet in length and will be near the 6<sup>th</sup> Ave. intersection. This island will match the island being designed just west of the 6<sup>th</sup> Ave. intersection. The second island will be near the Ave. A intersection and will be 200 feet in length.

**Justification:** As the City continues to grow to the north, arterials and collectors need to be added to the street system to provide access for the residents and emergency services. However, with limited development sometimes these new roadways can become raceways or drag strips. The islands proposed in this change order will provide traffic calming devices and hopefully limits speeding and reckless driving.

**Financial Considerations:** Change Order #1 is for an increase of \$64,095.00. Funding of this project will be through Special Assessments via the RHID Program.

**Purpose/Mission:** The completion of this project aligns with the City's Core Value of Ongoing Improvement and Safety.

**Legal Considerations:** By approving the Change Order from Building Solutions, LLC, the contract dollar amount will be amended.

**Attachments:** Change Order #1 & a drawing showing the proposed Islands

# CITY OF DODGE CITY

## Change Order

CONTRACT FOR: 6th Ave. & Iron Rd. Improvements

PROJECT NUMBER: ST 2005

CONTRACTOR: Building Solutions, LLC

REQUEST NUMBER: 1

ITEM DESCRIPTION	UNIT	CONTRACT OR PREVIOUS QUANTITY	ADJUSTED QUANTITY	AMOUNT OF OVERRUN OR <span style="color: red;">UNDERRUN</span>	CONTRACT UNIT PRICE	NEW UNIT PRICE	DOLLAR AMOUNT OF CHANGE
Form Block Outs	LS	0	1	1		\$ 4,250.00	\$ 4,250.00
Reverse Curb & Gutter	LF	0	1200	1200		\$ 28.50	\$ 34,200.00
Bull Nose Island Ends	Each	0	4	4		\$ 700.00	\$ 2,800.00
Sand/Water Island Backfill	CY	0	130	130		\$ 76.50	\$ 9,945.00
Pavers	SF	0	4200	4200		\$ 12.50	\$ 52,500.00
Concrete Pavement (8")(AE)(NRDJ)	SY	13225	12425	-800	\$ 49.50		\$ (39,600.00)
						NET INCREASE	\$ 64,095.00

RECOMMENDED FOR APPROVAL:

This is to affirm that I have inspected this change in plans and construction and hereby agree to the quantities, unit prices, and amounts shown above.

\_\_\_\_\_  
Ray Slattery, P.E.  
Director of Engineering Services

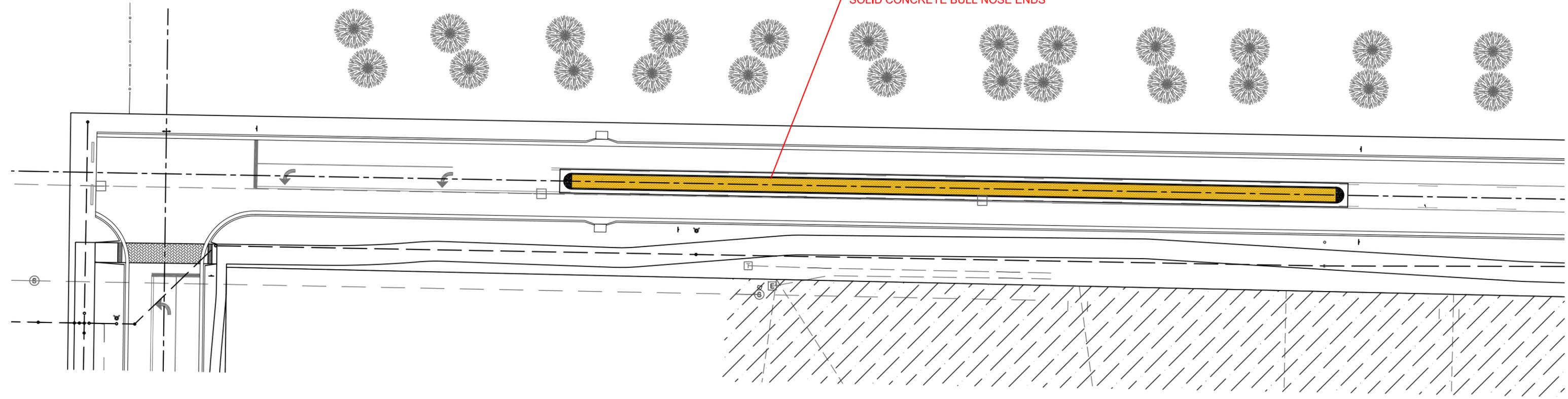
Contractor: Building Solutions, LLC

\_\_\_\_\_  
Connie Marquez, City Clerk

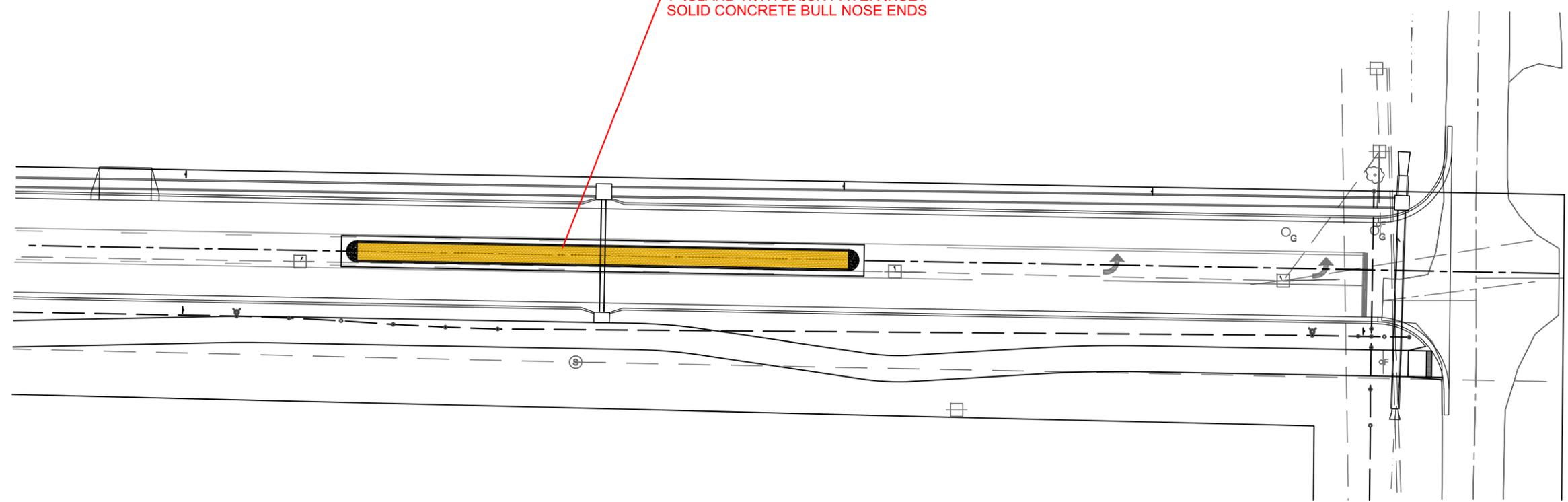
\_\_\_\_\_  
Mayor or City Manager

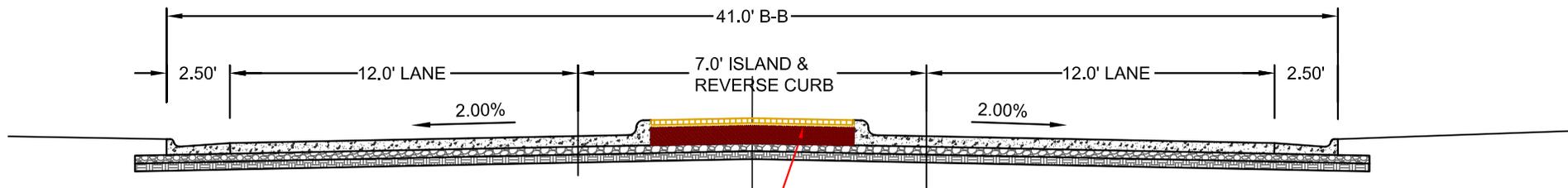
By: \_\_\_\_\_

STA:362+00.00 TO STA:366+00.00  
7' ISLAND WITH BRICK PAVER INSET  
SOLID CONCRETE BULL NOSE ENDS



STA:382+00.00 TO STA:384+00.00  
7' ISLAND WITH BRICK PAVER INSET  
SOLID CONCRETE BULL NOSE ENDS





CLAYTON PAVER BY PAVESTONE  
 COLOR: SAN MARCOS BLEND FROM  
 KANSAS CITY, MO PAVESTONE PLANT  
 PATTERN: SEE CUT SHEET  
 1" SAND LEVELING COURSE  
 WEED BARRIER FABRIC  
 NATIVE OR SELECT FILL  
 (95% STANDARD PROCTOR)(±2% m)

IRON ROAD  
 STA: 362+00.00 TO 366+00.00  
 STA: 382+00.00 TO 384+00.00

**CLAYTON**

PRODUCT NUMBER # 110195



- Surfaces are reminiscent of time-worn clay brick
- Versatile 2:1 shape easily forms stacked, runner, basketweave, and herringbone patterns
- Smooth and rounded surfaces are ideal for bare feet
- Pedestrian applications
- Not suitable for vehicular loading

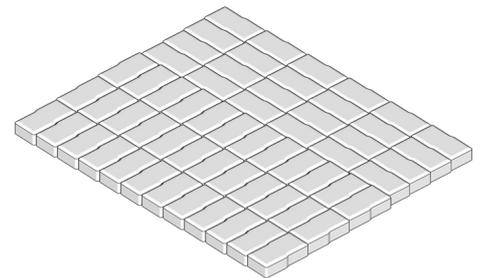
Durable concrete pavers reminiscent of classic time-worn clay bricks, the Clayton line is ideal for patios, walkways, pool decks and other non-vehicular surfaces. With smooth, rounded edges that give a soft appearance and feel, the Clayton pavers can be installed in traditional stacked, running bond, herringbone and basket weave patterns.

**STONE(S)**



		Rec
<b>Height</b>	<i>in</i>	1.77
	<i>mm</i>	45
<b>Length</b>	<i>in</i>	7.14
	<i>mm</i>	181.3
<b>Width</b>	<i>in</i>	3.64
	<i>mm</i>	92.4
<b>Units</b>	<i>/pl</i>	840

**PALLET LAYOUT**



**NOTES**

Weights are approximate and do not include shipping pallet.

**PALLET SPECS**

<b>Pallet Weight</b>	2727 lbs
<b>Sq Ft/Pallet</b>	143 sq.ft.

# Clayton

Product No. 110195

Durable concrete pavers reminiscent of classic time-worn clay bricks, the Clayton line is ideal for patios, walkways, pool decks and other non-vehicular surfaces. With smooth, rounded edges that give a soft appearance and feel, the Clayton pavers can be installed in traditional stacked, running bond, herringbone and basket weave patterns.

- Pedestrian applications
- Smooth and rounded surfaces are ideal for bare feet
- Versatile 2:1 shape easily forms stacked, runner, basketweave, and herringbone patterns
- Surfaces are reminiscent of time-worn clay brick
- Size and weight are approximate
- Note: product may vary by store
- Not suitable for vehicular loading

[Download Product Cutsheets \(/pdf/cutsheets/110195.pdf?width=900&height=480\)](/pdf/cutsheets/110195.pdf?width=900&height=480)



(/img/uploads/beauty-shots/clayton-pavers-1.jpg)



(/img/uploads/beauty-shots/clayton-pavers-2.jpg)

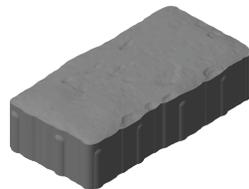


(/img/uploads/beauty-shots/clayton-pavers-red-1.jpg)



(/img/uploads/beauty-shots/clayton-pavers-red-2.jpg)

## UNIT(S)



(/img/uploads/cgis/Pavers-Clayton-Paver-6cm-Silo.png)

<b>Height</b>	<i>in</i>	1.77
	<i>mm</i>	45
<b>Length</b>	<i>in</i>	7.14
	<i>mm</i>	181.3
<b>Width</b>	<i>in</i>	3.64
	<i>mm</i>	92.4
<b>Units</b>	<i>/pl</i>	840

## STOCKED COLORS

Kansas City, MO



GREYSTONE

SAN MARCOS  
BLEND

## PALLET LAYOUT

(/img/uploads/pallets/transparent-image.gif)

**Pallet Weight** 2727 lbs

**Pallet Coverage** 143 sq.ft.

Weights are approximate and do not include shipping pallet.

## NOTICE

Obtain the applicable LIMITED WARRANTY (/product-warranty) or send a written request to Pavestone, LLC, Five Concourse Parkway, Atlanta, GA 30328, USA. Manufactured under the authority of Pavestone, LLC®. © 2021 Quikrete International, Inc.