

# **JOINT CITY/COUNTY COMMISSION MEETING AGENDA**

City Hall Commission Chambers

Monday, October 9, 2023

6:30 p.m.

MEETING #5261

**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**

## **REPORTS**

Life Savers Recognition awards

## **NEW BUSINESS**

1. Approval of 2024 “Why Not Dodge” Sales Tax Budget. Report by Nicole May, Finance Director.

## **ADJOURNMENT**

September 21, 2023

MEMO

TO: CFAB Members

FROM: Nicole May, Finance Director

SUBJECT: 2024 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 six departments:
  - a. Field Sports
    1. Field Maintenance
    2. Concessions
    3. Tournament
  - b. Administration
  - c. Motor Sports
  - d. Special Events Center
  - e. 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 2024 is \$8,675,000. This is higher than what was budgeted for 2023 and slightly higher than actual collections for 2022, so far for 2023 sales tax collections are 10% greater than last year. There is also \$425,000 in revenues budgeted from the concessions, admissions and programming 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 2024 is \$756,835. The Field Sports Operations budget includes the Field Maintenance, Concessions, and Tournaments.

**Field Maintenance**

The field sports budget includes:

Personal Services	\$315,019
Contractual	\$129,400
Commodities	\$94,500
Capital Outlay	\$41,500

The Personal Services, Contractual and Commodities line items reflect normal operating costs and reflect changes or increases in insurance and chemicals from the 2023 budget. There is an additional position included in this department that was previously budgeted in the facilities maintenance department.

**Concessions**

For 2024 the City is looking into bringing the concessions in house and operating all concessions with City employees.

**Athletic Fields Tournaments**

The tournament director position is budgeted at \$69,816 including salaries and benefits. There is also \$106,600 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. \$3,517,051 is budgeted for debt. This reflects \$2,824,701 for the bonds issued to fund the Special Events Center and \$692,350 for the bonds issued to fund the aquatics facility.

**Special Events Center**

\$1,156,000 is budgeted for the operating costs of the Special Events Center, \$15,000 for the arena football team and \$20,000 for the Soccer team and \$5,000 for a hockey event. There is also \$200,000 included as a reserve in an event that a large unexpected expense comes up at the Arena. In addition to the operations budget an additional \$50,000 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 \$2,500 is budgeted for electricity for an LED sign.

The Business Plan for the United Wireless Arena for 2024 is also included in your packet.

### **Racetrack**

The Dodge City Raceway Park budget is \$429,300. This includes the contract with Outlaw Productions in the amount of \$276,000. 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 rock for drainage control.

### **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 \$57,273. For 2024, this department has been combined with Athletic Field Maintenance.

### **Outdoor Regional Aquatics Facilities**

\$858,945 is budgeted for the operating costs of the Regional Aquatics Park. This amount takes into consideration the City operating the facility for 2024. Included in this amount are personnel cost of \$483,395 which include a full-time manager, a seasonal assistant manager, a maintenance technician that would be shared with the Parks department and also other season position such as lifeguards, concessions and admissions. Contractual services in the amount of \$134,000 and commodities in the amount of \$191,550.

### **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. Over the past couple of years, the Depreciation and Replacement fund has been the focus of discussion during budget time due to the number of years some of the projects have been in operation. In early 2023, \$1,500,000 was transferred and another transfer will be made at the end of the year if funds are available. The budgeted transfer for 2024 is \$1,500,000.

## **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 2024 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 TAX - SPECIAL PROJECTS	2022 Actual	2023 Budget or Estimate	2024 Budget
Unreserved Fund Balance, January 1	626,248	2,117,879	2,160,861
Revenues:			
Sales Tax	6,195,276	5,500,000	6,500,000
Sales Tax	1,763,808	1,500,000	1,600,000
Interest Income	34,445	500	60,000
Concessions	6,785	7,000	5,000
Field Rental	9,172	8,000	12,000
Other Athletic Field Inc	75,585	50,000	73,000
Sign Sponsorships	0	0	0
Aquatics Park Revenue	394,342	405,000	425,000
Contributions & Donations	0	3,000	0
Sale of Scrap	500	3,000	0
Sports Commission	45,587		
<b>TOTAL RECEIPTS</b>	<b>8,525,500</b>	<b>7,476,500</b>	<b>8,675,000</b>
RESOURCES AVAILABLE	9,151,748	9,594,379	10,835,861
Expenditures:			
<b>FIELD SPORTS</b>			
<b>FIELD MAINTENANCE</b>			
Personal Services	240,151	260,300	315,019
Contractual	131,075	113,050	129,400
Commodities	122,692	88,000	94,500
Capital Outlay	0	25,200	41,500
Total - Field Maintenance	493,918	486,550	580,419
<b>TOURNAMENTS</b>			
Personal Services	58,839	68,350	69,816
Contractual	136,835	115,500	96,600
Commodities	9,485	10,000	10,000
Sports Commission	2,558		
Total - Tournaments	207,717	193,850	176,416
<b>TOTAL FIELD SPORTS OPERATIONS</b>	<b>701,635</b>	<b>680,400</b>	<b>756,835</b>

<b>ADMINISTRATION</b>			
Contractual	857,442	865,300	865,300
Transfer to Depreciation & Replacement Fund	0	450,000	1,500,000
Series A & B - Debt Service (SEC-2009)	0	0	0
Series A 2015 - Debt Service (Water Park)	551,968	692,383	692,350
Series A 2016	2,596,475	2,781,250	2,824,701
Transfer to Event Fund	150,000	100,000	150,000
Other Payments	2,558	2,800	2,500
<b>TOTAL - ADMINISTRATION</b>	<b>4,158,443</b>	<b>4,891,733</b>	<b>6,034,851</b>
<b>MOTOR SPORTS</b>			
Personal Services	3,734	10,800	10,800
Contractual	339,578	322,300	351,500
Commodities	25,971	9,000	17,000
Capital Outlay	30,761	0	50,000
<b>TOTAL - MOTOR SPORTS OPERATIONS</b>	<b>400,044</b>	<b>342,100</b>	<b>429,300</b>
<b>SPECIAL EVENTS CENTERS</b>			
Contractual	863,235	895,500	1,396,000
Commodities	146	160	5,000
Insurance & Electrical	42,522	44,000	42,500
Capital Outlay	7,932	20,000	50,000
<b>TOTAL - SPECIAL EVENTS CENTER</b>	<b>913,835</b>	<b>959,660</b>	<b>1,493,500</b>
<b>SALES TAX PROJECTS-FACILITIES MAINTENANCE</b>			
Personal Services	0	49,473	0
Contractual	0	0	0
Commodities	0	7,800	0
<b>TOTAL-FACILITIES MAINTENANCE</b>	<b>0</b>	<b>57,273</b>	<b>0</b>
<b>OUTDOOR REGIONAL AQUATICS FACILITY</b>			
Personnel	432,694	275,152	483,395
Contractual	271,389	108,700	134,000
Insurance	0	10,000	10,000
Commodities	104,298	108,500	181,550
Improvements to Buildings	51,531	0	50,000
<b>TOTAL-OUTDOOR REGIONAL AQUATICS FACILITY</b>	<b>859,912</b>	<b>502,352</b>	<b>858,945</b>
<b>TOTAL EXPENDITURES</b>	<b>7,033,869</b>	<b>7,433,518</b>	<b>9,573,431</b>
Unreserved Fund Balance, December 31	2,117,879	2,160,861	1,262,430

## SALES TAX FUND-DEPRECIATION & REPLACEMENT

Sales Tax Fund-Depreciation & Replacement	2022 Actual	2023 Budget or Estimate	2024 Budget
Unreserved Fund Balance, January 1	1,317,518	856,840	1,659,194
Revenues:			
Transfer from Other Funds	12,600	1,500,000	1,500,000
<b>TOTAL RECEIPTS</b>	<b>12,600</b>	<b>1,500,000</b>	<b>1,500,000</b>
RESOURCES AVAILABLE	1,330,118	2,356,840	3,159,194
Expenditures:			
Capital Outlay	473,278	697,646	948,000
<b>TOTAL EXPENDITURES</b>	<b>473,278</b>	<b>697,646</b>	<b>948,000</b>
Unreserved Fund Balance, December 31	856,840	1,659,194	2,211,194

## ST FUND - ORGANIZATIONAL FUNDING

ST - ORGANIZATIONAL FUNDING	2022 Actual	2023 Budget or Estimate	2024 Budget
Unreserved Fund Balance, January 1	287,778	334,493	331,293
Revenues:			
Non-Govt Grants	0	0	0
Sale of Labor and Material	0	0	0
Transfer from General Fund	0	0	0
Transfer from Other Funds	710,000	710,000	710,000
<b>TOTAL RECEIPTS</b>	<b>710,000</b>	<b>710,000</b>	<b>710,000</b>
RESOURCES AVAILABLE	997,778	1,044,493	1,041,293
Expenditures:			
Personal Services	0	0	0
Contractual	663,150	712,200	715,000
Commodities	135	1,000	1,000
Capital Outlay	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>663,285</b>	<b>713,200</b>	<b>716,000</b>
Unreserved Fund Balance, December 31	334,493	331,293	325,293

# CITY OF DODGE CITY

## CAPITAL IMPROVEMENT PROGRAM 2024-2028

Updated: 9/4/23

Department	Project	Fund	2024	2025	2026	2027	2028
<b>SALES TAX FUND</b>							
<b>Long Branch Lagoon</b>							
	Recoat Slides	ST	-	-	130,000	-	130,000
	Repaint all pools	ST	-	-	-	-	-
	3rd Slide	ST Depreciation	-	1,200,000	1,200,000	-	-
	Hooded Fryer	ST	20,000	-	-	-	-
	Pump and Motor Backups	ST Depreciation	100,000	-	-	-	-
	Replace rope walkway panels, kid pool components	ST Depreciation	15,000	-	-	-	-
	Walkin Freezer	ST Depreciation	-	-	-	-	-
	Replace restroom fixtures and Stainless Steel	ST Depreciation	20,000	-	-	-	-
	New guard room	ST Depreciation	-	45,000	-	-	-
	Wave machine	ST Depreciation	-	-	2,000,000	-	-
	Cover 50 meter pool	ST Depreciation	-	-	-	5,000,000	-
<b>Racetrack</b>							
	Light Repairs (Potential)	ST	5,000	-	-	-	-
	Replace Infield Sod & fix drainage issues	ST Depreciation	-	-	-	-	-
	Upgrade pit electrical outlets to 50 amp & replace posts	ST Depreciation	-	-	-	-	-
	Upgrade pit speakers	ST Depreciation	-	-	-	-	-
	Add additional overnight camping spots	ST Depreciation	-	-	-	-	-
	Main Ticket Booth Drainage & Painting	ST Depreciation	-	-	-	-	-
	Pit Ticket Booth Drainage & Painting	ST Depreciation	-	-	-	-	-
	Repaving Pit Parking & Entrance	ST Depreciation	-	-	-	-	-
<b>Events Center</b>							
	Parking Lot Repairs and Semi Drive	ST	-	-	-	-	-
	2nd Sheet of Ice		-	-	-	-	-
<b>Field Sports</b>							
<b>Cavalier Fied</b>							
	Cavalier Turf Replacement	ST Depreciation	-	400,000	-	-	-
	Cavalier Replace Outfield Fence	ST Depreciation	-	-	150,000	-	-
	Cavalier Change Musco Lighting to LED	ST Depreciation	-	-	-	100,000	-
	Cavalier Replace Batting Cages	ST Depreciation	-	-	-	-	20,000
<b>Legends</b>							
	Legends Park Phase II	Sales Tax Fund	-	-	-	-	9,000,000
	Repaint Backstops & Dugouts 4 Fields Legends	Sales Tax Fund	60,000	-	-	-	-
	Thurrow Park Improvements	Sales Tax Fund	-	-	-	-	-
	Robot Mowers	Sales Tax Fund	-	40,000	-	-	-

	Paint main building and TB	Sales Tax Fund	-	100,000	-	-	-	-
	Legends Concrete entry road	ST Depreciation	275,000	-	-	-	-	-
	Picnic tables, bench seating, trash cans, planters	ST Depreciation	30,000	-	-	-	-	-
	Retaining walls around sidewalks to stop dirt from moving	Sales Tax Fund	-	20,000	-	-	-	-
	LED Entry sign	ST Depreciation	-	95,000	-	-	-	-
	Replace dugout fencing	ST Depreciation	-	25,000	-	-	-	-
	Camera System	ST Depreciation	-	75,000	-	-	-	-
	Update HVAC	ST Depreciation	-	60,000	-	-	-	-
	Information Kiosk	ST Depreciation	-	-	35,000	-	-	-
	New LED Field lights	ST Depreciation	-	-	-	-	-	200,000
	Upgrade fixtures in restrooms	ST Depreciation	-	-	25,000	-	-	-
	Renovate scoreboxes	ST Depreciation	-	-	40,000	-	-	-
	Electronic pipe gate (north gate)	ST Depreciation	-	-	30,000	-	-	-
	Replace warning track with turf	ST Depreciation	-	-	120,000	-	-	-
	Update meeting room	ST Depreciation	-	-	-	20,000	-	-
	Grandstand safety net	ST Depreciation	-	-	-	80,000	-	-
	Returf 4 infields	ST Depreciation	-	-	-	-	-	1,000,000
<b>Soccer Complex</b>	Soccer Complex Turf-Field #1 & #6	Sales Tax Fund	-	-	3,500,000	-	-	-
	Bleacher seating @ Soccer complex	Sales Tax Fund	-	-	50,000	-	-	-
	<b>Total - Sales Tax Projects</b>		<b>525,000</b>	<b>2,060,000</b>	<b>7,280,000</b>	<b>5,200,000</b>	<b>10,350,000</b>	

# Capital Equipment Program Outline

Dept.	Equipment Request	Fund	New/ Replace	2024	2025	2026	2027	2028
<b>Athletic Field Maintenance</b>	Small Wing Mower	<b>110-5271</b>	R	38,000	-	-	-	-
	Wing Mower		R	95,000	-	-	-	-
			R	-	-	-	-	-
	Line Painter		R	15,000	-	-	-	-
	Turf Cleaning Machine		N	17,000	-	-	-	-
	Utility Vehicle with Sprayer		N	25,000	-	-	-	-
	Utility Vehicle		N	12,000	-	-	-	-
	1/2 Ton Pickup		R	35,000	-	-	-	-
	1/2 Ton Pickup		R	30,000	-	-	-	-
	Mid Mount Mower		R	15,000	15,000	-	-	-
Infield Groomer	R	-	20,000	-	-	-		
				<u>282,000.00</u>	<u>35,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>