

## **Agenda**

### **Sales Tax Committee Meeting**

**April 3, 2018**

- Welcome/Thank-you
- Introductions
- What is excess sales tax and how is it used

**Agenda Item 1:** Select a Chairperson

**Agenda Item 2:** Requests received

**Agenda Item 3:** Committee Questions or Discussion

**Agenda Item 4:** Next Meeting Date April 23, 2018 at 5:30 p.m.

**If you get any request from the public, please forward the information to Tabitha Sharp so she can forward the information on to the rest of the committee. She can be reached at 316-321-9100 and by email [tsharp@eldoks.com](mailto:tsharp@eldoks.com).**

2018

# Sales Tax Committee

# Ordinance S - 1323

- The City of El Dorado has voted in favor of a 1 percent sales tax since 1990.
- The current sales tax began October 1, 2014 and will end September 30, 2019.
- The ordinance states the following:
  - \$600,000 for street rehabilitation
  - \$1,350,000 for property tax reduction
  - \$50,000 for economic development
- After Ordinance items are removed, the remainder is deemed excess sales tax.
- The Sales Tax Committee makes recommendations for the use of excess sales tax and submits them to the City Commission for approval.

# Excess Sales Tax

- Per Ordinance, the excess sales tax can be used for additional street rehabilitation, property tax reduction, and capital expenditures.
  - Property Tax Reduction can be no more than \$1,650,000
    - (\$1,350,000 + 3.49 mills)
  - Capital Expenditure – an addition or structure that enhances the value of a property, a replacement or upgrade that extends the life of an asset or equipment acquisition
  - Street Rehabilitation – maintaining and rehabilitating the existing geometrical alignment of improved city streets, which includes portions of curb and gutter removal and replacement, mill and overlays, pavement surface treatments, full depth pavement replacement and pavement related storm drainage facilities.

# Calendar

- April 4, 2018– Introduction Meeting at 5:30 p.m.
- April 23, 2018 – Tentative Public Request meeting at 5:30 p.m.
- May 9, 2018 – Optional 3<sup>rd</sup> Sales Tax Advisory Meeting
- May 30, 2018 – Work Session Presentation 4:00 p.m.
- June 4, 2018 – Commission Presentation 6:30 p.m.
- The public meetings must be published in the paper ten days prior to the meeting.
- Due to the new publication requirements of our local paper, we need at least four days prior to the ten day period in order to have it published.

# Update on Prior Allocations

- 2013 – Tennis Courts (\$25,000) – Staff will be presenting this year's committee with a proposal for the use of this money.
- 2016 -6<sup>th</sup> Avenue Sidewalks, Orchard to Star (\$100,000) – Working on negotiations with railroad soon, plan to have them complete for the opening of Blackmore Elementary School.
- 2016 & 2017 – Elks Building (\$25,000 & \$30,000) – The Elks visited with the City Commission this year, they have requested to reallocate their funds to the renovation of a building downtown that they are hoping to purchase. The Commission has given them 6 months to make progress (August 2018).
- 2016, 2017 & 2018 – Main Street Façade Grant (\$3,000 each year) – At this time, they have spent \$2,823.96 of their \$9,000.

# Update on Prior Allocations - 2017

- McDonald Stadium (\$35,000) – We have bids for the electric work in, still waiting on plumbing bids
- Bike Path Solar Lights (\$59,000) – The original lights scheduled to be installed have been the ones that are vandalized often. We have gone out for bid on a new, taller version of the solar lights that will be more vandal proof.
- Engineering Building Solar Lights (\$18,000) – Completed
- Ball Field improvements (\$20,198.12) – The field flip is complete and shade structures, trees and replacement bleachers are being bid this month.
- Police storage building with solar upgrades (\$85,000) – The City Commission was presented with the opportunity to purchase a building for the Parks and Recreation Department, so they re-allocated this money to that purchase and gave the buildings that the Parks and Recreation Department vacated to the Police Department.
- Arena Feasibility Study (\$30,000) – The City funds have not been spent at this time. The 4-H group has decided to move in a different direction so we are waiting on a response from Butler County.
- Disc Golf Course (\$65,000) - Completed

# Update on Prior Allocations - 2018

- Library Computers (\$5,000) – Purchase Completed
- USD 490 Fitness Trail (\$16,000) – City Commission re-allocated to the Parks and Recreation Master Plan, it was utilized to purchase the new Parks and Recreation building
- East Park Shelter (\$25,000) – Will be built after Labor Day
- Graham Park Restroom (\$60,000) – Bids are being gathered
- Graham Park Basketball Court (\$20,000) – Project not started yet
- Graham Park Shelter (\$16,000) – Will be built in conjunction with the restrooms
- Riverview Parking (\$30,000) – Will be completed this summer
- Summit Shelter (\$20,000) – Beginning the planning process
- Library Playground (\$40,000) – Have preliminary designs chosen, working on placement

# 2017 Collections

Date Received	Amount
1/30/2017	\$200,078.71
2/27/2017	\$237,041.87
3/30/2017	\$173,574.07
4/27/2017	\$189,435.51
5/30/2017	\$212,594.77
6/29/2017	\$195,783.79
7/28/2017	\$197,569.10
8/30/2017	\$200,093.17
9/29/2017	\$196,397.17
10/30/2017	\$205,072.40
11/29/2017	\$223,267.36
12/28/2017	\$191,239.32
Total	\$2,422,147.24

# Excess available for allocation

## Sales Tax Calculation

2017 Total Sales Tax Collections	2,422,147.24
Subtract Street Rehabilitation	(600,000.00)
Subtract Property Tax Reduction	(1,350,000.00)
Subtract Economic Development	(50,000.00)
Excess Sales Tax	<u>422,147.24</u>

### **\$\$ Added back to Excess Sales Tax:**

Left over from Project 0510-Solar Lights Eng Bldg	111.50
Left over from Fire Station Training Facility (Proj 464)	17,274.23
Left over from Forest Park Restroom Facility (Proj 320)	7,317.43
Left over from Committee Allocations in 2017 for 2018	126.75
	<u>24,829.91</u>

Total Excess Sales Tax Available for 2018	<u><u>446,977.15</u></u>
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### **Recommended:**

Excess Sales Tax	446,977.15
Additional Property Tax Reduction (3.49 Mills X 84,350) (2017 Assessed Valuation for 2018 Budget)	(294,381.50)
<b>Remaining Excess Sales Tax Available for Allocation</b>	<u><u>152,595.65</u></u>

# Proposed Projects for 2019

- Parks and Recreation Master Plan
  - 3 Wireless Controllers at the Activity Center - \$4,000
  - 8 Picnic Tables - \$6,400
  - Batting Cage at Central Park - \$15,000
  - New Concession Stand/Restroom Building at East Park - \$30,000
  - 2 Tennis Courts at Prairie Trails - \$40,000
  - Basketball Court at the Library Playground - \$10,000
- Police Department Body Cameras – Bid not in yet
- Police Department In-Car Cameras – Bid not in yet
- El Dorado Main Street - \$3,000 Façade Grant
- El Dorado Chamber of Commerce - \$15,000 for Business Improvement Grant

ORDINANCE NO. S - 1323

AN ORDINANCE PLEDGING THE FUTURE USE OF ALL THE REVENUE WHICH MAY BE RECEIVED BY A ONE PERCENT RETAILERS' SALES TAX LEVIED IN THE CITY OF EL DORADO, SHOULD THE QUALIFIED ELECTORS OF SUCH CITY VOTE IN FAVOR THEREOF.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF EI DORADO, KANSAS:

Section 1: In the event the electors of El Dorado, Kansas, approve the continuation of the one percent (1%) retailers' sales tax, at an election to be held in association with the general election on April 2, 2013, the Governing Body hereby pledges to use the revenues in the following manner:

- "The first \$600,000 shall be allocated annually for street rehabilitation within the City of El Dorado; and
- The next \$1,350,000 from the tax shall be used annually for property tax reduction for the inhabitants of the city; and
- The next \$50,000 to be allocated annually for a fund for economic development/job creation; and
- The balance will be distributed per Ordinance. The retailers' sales tax shall continue in full force and effect for a period of five (5) years from and after the first day of October 2014."

Section 2: In the event the electors determine to extend the one percent (1%) sales tax for another five (5) year period, the existing Sales Tax Advisory Committee shall continue in existence, the membership to remain the same or be changed as per prior action by the Governing Body. The Committee shall continue to solicit input from the community for suggestions on appropriate uses, and shall annually hold meetings and a public hearing concerning the proposed uses of the sales tax revenue in accordance with the provisions of this ordinance.

Section 3: The purposes for the use of any excess sales tax collections are additional street rehabilitation, additional property tax reduction, and capital expenditures. The Sales Tax Advisory Committee shall consider consistent requests.

Section 4: The Governing Body pledges, after a full and open discussion, to annually prepare a Capital Improvement Plan that will list specific projects which will be undertaken in the subsequent year and projects anticipated for the next five (5) years.

This plan will include funding sources including any recommendations for proposed future uses of excess sales tax revenues collected.

Section 5: No more than \$1,650,000 of the sales tax collections may be used for property tax reduction annually.

Section 6: The Governing Body shall annually publish and make available to the public the estimated sales tax revenue and the proposed uses of the funds. The Governing Body shall hold a public hearing to hear and consider comments and suggestions made by interested individuals, special interest groups, advisory commissions and other parties prior to making a decision on the utilization of any excess sales tax revenues, prior to the adoption of the annual budget.

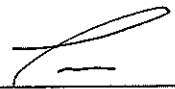
Section 7: For the purposes of this ordinance, the following definitions are included:

Capital expenditure: An addition or structure that enhances the value of a property, a replacement or upgrade that extends the useful life of an asset or equipment acquisition.

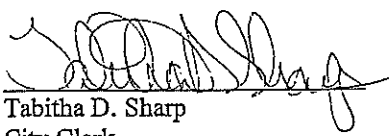
Street rehabilitation: Maintaining and rehabilitating the existing geometrical alignment of improved city streets, which includes portions of curb and gutter removal and replacement, mill and overlays, pavement surface treatments, full depth pavement replacement, and pavement related storm drainage facilities.

Section 8: This Ordinance shall be published once in the official city newspaper.

PASSED by the Governing Body of the City of El Dorado, Kansas, and  
APPROVED by its Mayor, this 22<sup>nd</sup> day of January 2013.

  
\_\_\_\_\_  
Tom McKibban  
Mayor

Attest:

  
\_\_\_\_\_  
Tabitha D. Sharp  
City Clerk

**April 3, 2018** .....First Sales Tax Committee meeting

- Time of Meeting – 5:30
- Departments present funding requests to the Sales Tax Committee

**April 10, 2018** .....Send notice of the Sales Tax Committee public hearing to The Butler County Times Gazette to receive funding requests from the public for the use of uncommitted sales tax.

**April 23, 2018** .....Second Sales Tax Committee meeting to hold public hearing to receive funding requests

- Time of Meeting – 5:30 p.m.
- The Sales Tax Committee reviews and prepares a recommendation for the City Commission

**May 9, 2018**.....Third Sales Tax Committee meeting (Optional)

- Time of Meeting – 5:30 p.m.
- The Sales Tax Committee reviews and prepares a recommendation for the City Commission

**May 30, 2018**.....City Commission Work Session to discuss sales tax request.

- Time of Meeting - 4:00 p.m.

**June 4, 2018** .....City Commission holds public hearing to consider the funding recommendation from the Sales Tax Committee

- Time of Meeting – 6:30 p.m.
- Chairperson presents Sales Tax Committee Recommendations



## El Dorado Police Department

Number One Police Plaza

128 N. Vine

El Dorado, KS 67042

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To: Sales Tax Committee  
From: Chief Curtis E. Zieman  
Re: Request for Funding  
Date: 04/03/2018

Excess Sales Tax Committee Members,

The El Dorado Police Department is requesting funding to augment and update our body-worn camera technology.

In keeping up with technology and tools made available to law enforcement, Body-worn cameras play a vital part in the tools used by Law Enforcement nationally and internationally. Within the last couple of years, there has been a stronger push to make body-worn cameras in police departments the norm. There have been recent bills passed in numerous states in regards to body-worn cameras for police. There have been bills proposed in Kansas Legislature to mandate body-worn cameras, however, this has not passed as yet.

The El Dorado Police Department has utilized body worn cameras of some form since 2009. Our current body-worn cameras are plug and play civilian models which do not have the robust features as a police model. More importantly, however, our cameras do not have an evidence management program or system, which is vital for the integrity of the digital evidence. We currently manage the video through an in-house secure server.

As with all technological advances, they come with a price. The costs associated with acquisition and deployment of a Body-worn camera system to include all software, licenses and storage of the digital data, seems rather expensive, however, one must consider why they are used and the potential savings in other expenses.

It is our experience that body-worn cameras help bolster cases as they give another layer of evidence that we did not have in the past. Body-worn cameras also reduce the number of substantiated complaints against officers greatly. There have been many instances where people have complained on an officer and once the body camera video was reviewed, the complaint was either withdrawn by the individual or unfounded. This eliminates time and resources spent on internal investigations, etc.

The El Dorado Police Department has a new Body-worn Camera Policy which is an adaptation of the International Association of Chiefs of Police model policy. These policies are highly researched by police and legal professionals and widely regarded as best practices. Our new policy has been approved and will be implemented soon.

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*"virtus integritas fortitudo"*



## El Dorado Police Department

*Number One Police Plaza*

128 N. Vine

El Dorado, KS 67042

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The El Dorado Police Department requests funding for a law enforcement body-worn camera system which includes 28 Body-worn cameras, evidence management system, software and licenses.

We are currently researching and comparing Body-worn camera systems. I am waiting on quotes from two different companies. As of this writing, I have not received the quotes.

I believe a reasonable estimate for a Body-worn camera system as described above would be in the \$50,000.00 range.

Respectfully Submitted,

Curtis E. Zieman  
Chief of Police  
El Dorado Police Department



*"virtus integritas fortitudo"*

March 15, 2018

Dear City of El Dorado and Sales Tax Committee,

Thank you for the opportunity to apply for the 2018 Excess Sales Tax Round in El Dorado. We greatly appreciate the opportunity to present this idea and your willingness to serve our community.

The El Dorado Chamber of Commerce would like to request \$15,000 from the Sales Tax Committee, to create and fund, a local El Dorado Businesses Improvement Grant. This grant, named "Welcome to El Dorado," encourages business owners to make improvements on the aesthetics of their business, while improving the overall image of our community.

We would like to propose the creation of this grant to help fund exterior building repairs, or any improvements to the exterior of the business that makes the area more pleasing. If awarded, these grants will leverage *at least an equal amount of money* to be invested into our community. We have created a prototype for the parameters of this program and the areas in which we hope to address. They are included for you to review. This program, would be operated and administered by the El Dorado Chamber of Commerce, in close communication and partnership with the City of El Dorado and its building and zoning department.

A program like this, is not a new concept to our community, in fact El Dorado Mainstreet has run a program similar to this one for years, administered by El Dorado Mainstreet, funded through the Excess Sales Tax Committee and focused on businesses in our Downtown area.

We hope to extend the benefits a program such as this can provide, to other businesses and property owners in El Dorado. Businesses such as Robin's and Walter's visibly display the benefits of a program such as this one. We hope to compliment the successes Mainstreet has had thus far and extend the program beyond our downtown into other areas of our community which are highly visible.

We hope this will be an opportunity for a great partnership, that encourages businesses to invest in our community, while at the same time, giving back to those very businesses that often provide the goods and services in which this sales tax is collected.

We thank you for the opportunity to present this idea and hope you take a few moments to look over the program and consider the possibilities.

I look forward to any questions or suggestions you may have.

Respectfully,



Susie Carson  
Chief Executive Officer  
El Dorado Chamber of Commerce

# El Dorado Chamber of Commerce

## “Welcome to El Dorado” Business Improvement Grant Application Round 2018

The goal of the El Dorado Chamber of Commerce’s “Welcome to El Dorado” Business Improvement Grant Program is to support local businesses, through funding for exterior building repairs or façade improvements, to replace legally nonconforming signs with conforming signs, to increase landscaping specifically in areas adjacent to sidewalks, to make ADA compliance improvements, or any improvements to the exterior of the business that makes the area more inviting and pleasant for those traveling through our community and to those living in our community. 2018 will be the first year for this program, we hope to have a total of \$15,000 to award to El Dorado businesses. The grants will leverage at least an equal amount of money to be investment into the community. The grant program allows applicants to be reimbursed up to one half (50%) of approved costs, with the Chamber’s share not to exceed \$5,000 per project annually.

### 2018 Eligibility and Program Details

- Applications will not be accepted until adequate funding for the program is secured.
- The grant is open to any properties located on heavy populated roads in our community, these areas include but are not limited to properties on West Central, East Central, 6<sup>th</sup> Street, South Main and North Main. (If a property exists within the Mainstreet District, whereas a current façade program is already in use, that property is ineligible for this program.)
- All properties must be within the El Dorado City limits and have a designation of Commercial, Industrial, or Mixed-Use zoning.
- Grant applications may be made by either a business or property owner.
- All grant monies will be issued as a reimbursement to the applicant.
- Application must be filled out and approved prior to beginning the project. Project costs incurred prior to grant approval will not be reimbursed. Projects already underway are not eligible for consideration.
- Property owners must be current on their property taxes.
- Projects must meet all applicable Site Plan Review Guidelines, Zoning, Sign and Building Code requirements.
- Only one grant is allowed per annual cycle, per applicant.
- Businesses or property owners may only submit a new application once all existing grant funded projects are completed.
- Reported project values shall include the total value of work, including materials and labor, for which the grant is being issued. Projects or project elements valued at over \$3,000 will be required to submit three bids. The Chamber will reimburse at the rate of the lowest bid, but the applicant is free to select whichever bid they prefer.
- Grant awards will be assigned based on project scores and agreement to meet the required elements, until all funds are committed. Grant scoring criteria is listed on the next page.
- Applications will be reviewed and scored by a committee of the Chamber.
- Projects must be complete or substantially complete within six (6) months of approval. If the project is going to take longer than the current recommended deadline, a new deadline may be requested. Once agreed upon, the adjusted deadline for completion will be included in the grant approval. Projects may only receive one deadline extension. Projects not completed in the required timeframe may lose their grant award and may not be reimbursed the full value of the grant.
- For projects that require building permits, a passing final building inspection is required prior to the disbursement of any grant funds.

*We work to enhance the economic vitality of businesses through leadership, education, advocacy, and relationship development.*

**Examples of Qualifying Exterior Improvements**

- Building repairs (painting, tuck pointing, awning replacement, etc.)
- Building improvements (additions, replacements)
- Sidewalk and streetscape improvements (pedestrian pavement, seating, landscape, etc.)

**Application Process**

- Submit a grant application form, W9, and “before” photos of project to the El Dorado Chamber of Commerce. Site plans, elevations, architectural renderings, and contractor bids may also be required prior to the start of the project depending on the project scope.
- Projects must meet all applicable Site Plan Review Guidelines, Zoning, Sign and Building Code requirements.
- Receive grant approval, then complete work by the specified deadline.
- Upon completion of the project, submit all receipts, proof of payment and “after” photos for review.
- If all program requirements have been met, the Chamber will reimburse the applicant up to one half (50%) of the approved costs, with the Chamber’s share not to exceed \$5,000 per project annually.

Contact: Susie Carson  
 Susie.carson@eldoradochamber.com  
 Phone: 316.321-3150  
[www.eldoradochamber.com](http://www.eldoradochamber.com)

**Grant Scoring Criteria**

**An application must satisfy all of the required elements in order to proceed on to review for optional elements**

Required Elements	Points
Zoning district (commercial, industrial, mixed use, or business)	
Current on payment of property taxes	
Meets applicable Site Plan Review Guidelines, Zoning, Sign, and Building Codes	
<b>Total</b>	

Optional Elements	Points
<b>Facade Improvement Project</b> - makes improvement to the primary facade of the building excluding signs	
<b>Professional Design Project</b> - includes work by a design professional/architect	
<b>Removes a nonconforming feature</b> - situation, sign, or other code violation	
<b>Includes site improvements</b> - for non-motorists such as sidewalks, crosswalks, shade, bike facilities, landscaping and other amenities	
<b>Mixed Use Project</b> - for a property that includes a mix of uses such as commercial, residential, office	
<b>First time applicant</b> - First grant application for the subject property by either a business or property owner or minimum of 5 years between applications	
<b>Accessibility Project</b> - includes improvements for the accessibility of the property for those with physical limitations and mobility needs in conformance with ADA	
<b>Total</b>	

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El Dorado Chamber of Commerce  
“Welcome to El Dorado” Business Improvement Grant  
Application 2018

Please fill out online at [www.eldoradochamber.com](http://www.eldoradochamber.com) OR return completed form to  
201 E. Central Ave. El Dorado, KS 67042.

**Applicant**

Business or Property Owner Name (Please specify which:)

\_\_\_\_\_

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

Project Location: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Project Description – Attach additional pages if necessary

Projects must meet all applicable Site Plan Review Criteria, Zoning Regulations, and Sign and Building Code requirements of the City of El Dorado.

Project Valuation: \$ \_\_\_\_\_

I hereby acknowledge understanding of grant guidelines and agree to the stipulations of the program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Please Include the following with this Application**

- IRS W9                       Proof of Current Tax Status                       Before Photos

*We work to enhance the economic vitality of businesses through leadership, education, advocacy, and relationship development.*

\*\*\*\*\* Chamber Use Only \*\*\*\*\*

Project Score: \_\_\_\_\_ Zoning District \_\_\_\_\_ Grant Amount: \$ \_\_\_\_\_

Site Plan (if applicable) \_\_\_\_\_ Building Permit (if applicable) \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Grant Disbursement**

- Three (3) Bids (if project is over \$3,000)
- Met with Community Development Director (if applicable) (date) \_\_\_\_\_
- Planning & Zoning Approval (if applicable) (date) \_\_\_\_\_
- After Photos
- Receipts and Proof of Payment

Disbursement Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Check Request**

Issue check in the amount of \$ \_\_\_\_\_

Name and Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



El Dorado Main Street  
P.O. Box 1281  
116 W. Pine  
El Dorado, KS 67042

March 15, 2018

Sales Tax Committee  
220 East 1<sup>st</sup> Street  
El Dorado, KS 67042

Dear Sales Tax Committee:

On behalf of El Dorado Main Street, we respectfully request consideration from the Sales Tax Committee for financial assistance for the Façade Improvement Grant Program.

We are requesting \$3,000 to offer to property owners for matching grants for façade restoration and/or improvements to Historic District Downtown properties. The façade restoration(s) and/or improvement(s) will be required to follow the Historic District guidelines. On a typical year we have competing projects for Façade Grant funds.

The goal of the Façade Grants is to continually support the enhancement of the Downtown Historic District, the heart of El Dorado.

The funds currently in the façade account are designated for current applications.

Sincerely,

A handwritten signature in cursive script that reads "Frank Patton".

Frank Patton  
President  
El Dorado Main Street