

CITY OF HAYS COMMISSION MEETING
TUESDAY, NOVEMBER 26, 2013 – 6:30 P.M.
AGENDA

1. Call to order by Chairperson.
2. **MINUTES:** Consider approval of the minutes from the regular meeting held on November 14, 2013. (PAGE 1)
3. **FINANCIAL STATEMENT:** Consider accepting the Financial Statement for the month of October 2013. (PAGE 7)
4. **CITIZEN COMMENTS:** (non-agenda items).
5. **CONSENT AGENDA:** (Items to be approved by the Commission in one motion, unless objections are raised).
Business Resolution: Lulu's Hair & Tanning Salon (PAGE 67)

UNFINISHED BUSINESS

(No business to review)

NEW BUSINESS

6. **GOLDEN BELT ESTATES 5TH ADDITION ENGINEERING SERVICES AGREEMENT (DANBY LANE AND JAGGER COURT):** Consider approving the Engineering Services Agreement with Ruder Engineering & Surveying, LLC for the development of Blocks 1 and 2, Golden Belt Estates 5th Addition. (PAGE 69)
7. **PUBLIC WORKS BUILDING REMODEL – AWARD OF BID:** Consider accepting the bid from Paul-Wertenberger Construction for the remodel of the Public Works building to be funded in equal proportions from Public Works General Administration, Stormwater, and Water Conservation Funds. (PAGE 81)
8. **REQUEST FOR PROPOSALS (RFP) FOR HAYS REGIONAL AIRPORT ENVIRONMENTAL ASSESSMENT:** Consider authorizing the City Manager to enter an agreement with JVIATION to perform an Environment Assessment for First-time Scheduled Jet Service to be funded from City Commission Financial Policy Projects Fund. (PAGE 107)
9. **CITY EMPLOYEE HEALTH INSURANCE FOR 2014:** Consider authorizing the City Manager to sign the 2014 Coventry Health Care Plan contract to provide health insurance to City employees to be paid for out of the Employee Benefit Levy Fund. (PAGE 113)

10. [SHORT-TERM DISABILITY INSURANCE FOR 2014](#): Consider authorizing the City Manager to complete an application applying for Short-Term Disability insurance with Aetna with funds paid through the Employee Benefit Fund. (PAGE 131)
11. **PROGRESS REPORT**
12. [REPORT OF THE CITY MANAGER](#) (PAGE 135)
13. **COMMISSION INQUIRIES AND COMMENTS**
14. **EXECUTIVE SESSION (IF REQUIRED)**
15. **ADJOURNMENT**

ANY PERSON WITH A DISABILITY NEEDING SPECIAL ACCOMMODATIONS TO ATTEND THIS MEETING SHOULD CONTACT THE CITY MANAGER'S OFFICE 48 HOURS PRIOR TO THE SCHEDULED MEETING TIME. EVERY ATTEMPT WILL BE MADE TO ACCOMMODATE ANY REQUESTS FOR ASSISTANCE.

MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF HAYS, KANSAS
HELD ON NOVEMBER 14, 2013

1. CALL TO ORDER BY CHAIRMAN: The Governing Body of the City of Hays, Kansas met in regular session on Thursday, November 14, 2013 at 6:30 p.m.

Roll Call: Present: Kent Steward
Henry Schwaller IV
Eber Phelps
Shaun Musil
Ron Mellick

Chairperson Steward declared that a quorum was present and called the meeting to order.

2. MINUTES: There were no corrections or additions to the minutes of the regular session held on October 24, 2013; the minutes stand approved as presented.

3. CITIZEN COMMENTS: There were no comments.

4. CONSENT AGENDA: There were no items on the consent agenda.

NEW BUSINESS

5. AMENDMENT TO CITY ORDINANCE REGARDING WATER TAP FEES:

Henry Schwaller IV moved to table this item to the next work session on November 21, 2013 to allow time to talk about policy options for this suggested increase.

Vote: Ayes: Henry Schwaller IV

No: Kent Steward
Eber Phelps
Shaun Musil
Ron Mellick

Current fees to tap water mains and install water meters, which were adopted in the mid 90's, do not reflect present costs of labor or materials. This service is generally assessed during new construction or lawn meter requests.

A proposed increase for water tap fees would charge; for example, \$1,500 for installing a standard 5/8" tap and water meter, an increase from the current fee of \$440.

Ron Mellick moved, Eber Phelps seconded, to approve Ordinance No. 3875, an ordinance amending Sec. 65-219, Tap-in fees, to increase fees to represent the actual costs to tap water mains and install water meters.

Commissioner Mellick is concerned that tap fees are the same for both residential and commercial properties and would like to consider discounting water tap fees for affordable housing. He suggested reducing the tap fee \$250.00 from the actual cost of the tap. This would only apply to single dwelling and new construction homes less than \$175,000; all other tap fees would be at the actual cost.

Commissioner Schwaller would like to look at different pricing models, particularly for low-income or first time home owners.

Commissioner Steward stated that this is a utility and the way utilities work is that they are not supported with tax dollars, they are supported with fees. The fees are assessed to people according to how they use that utility.

Vote: Ayes: Kent Steward

Eber Phelps

Shaun Musil

Ron Mellick

No: Henry Schwaller IV

6. AMENDMENT TO CITY ORDINANCE REGARDING WATER FEES:

Currently City staff sells water meters separately through the Planning Inspection Enforcement Department to contractors. Staff requests approval of the revised ordinance to solidify the ability to charge water meters at the City's cost.

Shaun Musil moved, Eber Phelps seconded, to approve Ordinance No. 3876, which amends City code Sec. 65-187 regarding ownership of meters and maintenance.

Vote: Ayes: Kent Steward
Henry Schwaller IV
Eber Phelps
Shaun Musil
Ron Mellick

7. AMENDMENT TO CITY ORDINANCE REGARDING FEES FOR DOGS AND CATS IMPOUNDED BY THE HAYS POLICE DEPARTMENT:

The City of Hays currently has an agreement with the Humane Society of the High Plains for their shelter to provide boarding and care for animals impounded by the Hays Police Department. The City of Hays is being charged a \$15.00 impound fee as well as the \$10 /night boarding fee for a total of \$25.00 a night per animal. As per City of Hays ordinance, the Hays Police Department can only charge the pet owner \$20 per animal for impounding. If the owner comes the next day to claim the dog or cat, the City of Hays is losing \$5.00 per animal.

Henry Schwaller IV moved, Ron Mellick seconded, to approve Ordinance No. 3877, an ordinance amending Sec.5-88 (b), to allow the City of Hays to adjust the fees to cover the boarding costs for animals impounded by the Hays Police Department.

Vote: Ayes: Kent Steward
Henry Schwaller IV
Eber Phelps
Shaun Musil
Ron Mellick

8. FORT HAYS MUNICIPAL GOLF COURSE TOURNAMENT FEE INCREASE:

The Fort Hays Municipal Golf Course Advisory Board has recommended a fee increase for all golf tournaments due to the ever increasing costs for preparation and oversight by golf course maintenance personnel and course

marshals. Additionally, the City of Hays appears to have fallen behind most other courses in tournament fee requirements.

Discussion was held and it was suggested the Golf Course Advisory Board reevaluate the entire tournament policy and come back with an easier, more understandable policy.

9. FORT HAYS MUNICIPAL GOLF COURSE JUNIOR GOLF FEES: The Fort Hays Municipal Golf Course has never offered a fee to encourage younger individuals to play golf at the course. Adding a Junior Golf greens fee will make the course more affordable for those seventeen years old and under which should increase play on the course and perhaps add future membership/greens fees for the course.

It was suggested to send both items back to the advisory board to review the greens fees, the tournament fees, and the Junior Golf greens fees and bring back a proposal.

10. REPORT OF THE CITY MANAGER: The City Manager had no additional items to report.

11. COMMISSION INQUIRIES AND COMMENTS: Commissioner Phelps offered his condolences to the family of Leo Wellbrock who was a long time City employee. He was a great source of information and a very dedicated City employee.

12. EXECUTIVE SESSION: Ron Mellick moved, Henry Schwaller IV seconded, that the Governing Body recess to executive session at 7:26 p.m. for 30 minutes to discuss attorney-client privileged communications. The executive session included the City Commissioners, the City Manager, the Assistant City Manager, City Attorney, and the Public Works Director. K. S. A. 75-4319 authorizes the use of executive session to discuss the topics stated in the motion.

Vote: Ayes: Kent Steward
Henry Schwaller IV
Eber Phelps
Shaun Musil
Ron Mellick

Chairperson Steward called the meeting back to order at 7:56 p.m. No action was taken during executive session.

Ron Mellick moved, Henry Schwaller IV seconded, that the Governing Body recess to a second executive session at 7:57 p.m. for 10 minutes to discuss attorney-client privileged communications. The executive session included the City Commissioners, the City Manager, the Assistant City Manager, City Attorney, and the Public Works Director. K. S. A. 75-4319 authorizes the use of executive session to discuss the topics stated in the motion.

Vote: Ayes: Kent Steward
Henry Schwaller IV
Eber Phelps
Shaun Musil
Ron Mellick

No action was taken during executive session.

The meeting was adjourned at 8:07 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk

Memo

DATE: November 18, 2013
TO: Toby Dougherty, City Manager
CC: Paul Briseno, Asst City Manager
FROM: Kim Rupp, Finance Director
RE: October 2013 Monthly Financial

The attached report contains the financial summaries of the revenue and expenditure activities of the City of Hays for the month ended October 31, 2013.

Period to Date Financial Performance

Revenues in October totaled \$2,178,814 a decrease of \$14,617 compared to the same period as last year.

- Notable areas of increased revenue compared to October 2012
 - Transient guest tax for the CVB has continued to increase up \$30,278 from last year
 - This months distribution of state gasoline tax was up \$8400 over this time last year. YTD this revenue will end short of budget by about \$8100 however this is about half of last year's shortage so it has rebounded some.
- Notable areas of revenue decrease compared to October 2012
 - The receipt of the miscellaneous motor vehicle tax distribution in Oct of 2012 vs Nov of 2013 creates a decrease of revenue across all levy funds for the month.

Expenditures in October totaled \$3,490,650 which is an increase of \$1,267,772 as compared to 2012.

- Notable areas of increased expenditures compared to October 2012
 - Electricity jumped \$70,815 due to the timing of billing payments

- A \$1.5M transfer from Financial Policy Projects for 13th street reconstruction and a \$400,000 transfer from special parks and stormwater for the bike trail system is mostly accountable for this months increase in expenditures
- Notable areas of decreased expenditures compared to October 2012
 - Special highway budgeted capital projects fell \$537,742 due to the 2012 street maintenance projects expensed this time last year

MTD general fund sales tax collections were at \$650,165 which is just \$1,826 or .28% ahead as compared to last year. The YTD general fund sales tax collections are up \$34,661 or .57%. The six month running average on general fund sales tax collections is up slightly at .52%.

The report of quarter to date (QTD) sales tax collections by industry classification was up \$24,717 or 1.31% when comparing the top ten sales tax collecting industries for the City of Hays. These top ten now represent 70% of the total QTD sales tax distribution.

The Finance/City Clerks office invested \$4,200,000 of maturing or renewing certificates with a weighted average interest rate of .18%. The portfolio of certificates of deposit on October 31, 2013 totaled \$53,000,000 with a weighted average interest rate of .23%. The total balance of the Money Market account on October 31, 2013 was \$800,000 with a current yield of .20%. Total investments are up \$4,750,000 when compared to this time last year.

FINANCIAL STATEMENT CITY OF HAYS, KANSAS

This Document is for Internal Use and Represents Un-audited Figures

As of October 31, 2013

CASH BALANCE

Total Cash in All Funds	\$54,419,647.64
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STATEMENT OF CREDITS

Checking Accounts with Banks	\$618,147.64
Money Market Accounts	\$800,000.00
Investments	\$53,000,000.00
Cash in Office	<u>\$1,500.00</u>
TOTAL	\$54,419,647.64

STATEMENT OF CURRENT OBLIGATIONS

General Obligation Bonds	\$13,570,000.00
Temporary Notes	\$0.00
State Revolving Loan Fund	\$195,790.66
Revenue Bonds	\$3,675,000.00
Lease Purchase Agreements	<u>\$418,061.22</u>
	\$17,858,851.88

**CITY OF HAYS
INVESTMENTS AS OF
10/31/2013**

<u>Commerce Bank</u> <u>CD #</u>	<u>Certificates of Deposit</u>	<u>Date Issued</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Interest at Maturity</u>
757*	1,000,000.00	10/5/2012	11/1/2013	0.22%	2,362.74
348	1,300,000.00	11/4/2011	11/4/2013	0.31%	8,060.00
453	1,200,000.00	10/30/2012	11/30/2013	0.20%	2,597.26
538*	1,000,000.00	11/2/2012	12/13/2013	0.20%	2,224.65
487*	1,000,000.00	12/3/2012	12/27/2013	0.19%	2,024.93
486*	1,000,000.00	12/3/2012	1/10/2014	0.20%	2,208.22
923*	1,000,000.00	12/14/2012	2/6/2014	0.20%	2,295.89
194*	1,000,000.00	12/24/2012	3/7/2014	0.20%	2,339.73
595*	1,000,000.00	1/7/2013	3/21/2014	0.20%	2,400.00
050	1,200,000.00	4/6/2012	4/6/2014	0.25%	5,999.99
002	3,000,000.00	1/18/2013	4/18/2014	0.21%	7,853.42
341*	1,500,000.00	1/31/2013	5/2/2014	0.21%	3,935.34
33*	2,000,000.00	6/7/2012	5/30/2014	0.30%	11,868.49
566*	2,500,000.00	2/8/2013	6/13/2014	0.21%	7,047.95
968*	1,000,000.00	2/25/2013	7/11/2014	0.20%	2,745.21
110*	1,000,000.00	4/5/2013	7/25/2014	0.21%	2,738.63
764	750,000.00	4/26/2013	8/26/2014	0.18%	1,801.23
909	2,000,000.00	6/3/2013	9/3/2014	0.15%	3,756.16
422	750,000.00	9/6/2013	9/9/2014	0.14%	1,058.63
304	1,000,000.00	6/14/2013	9/14/2014	0.16%	2,003.29
676*	1,000,000.00	7/19/2013	10/31/2014	0.18%	2,312.88
079*	750,000.00	8/29/2013	11/14/2014	0.18%	1,634.79
803*	1,000,000.00	9/20/2013	11/28/2014	0.16%	1,902.47
827*	2,000,000.00	9/20/2013	12/12/2014	0.17%	4,247.67
675*	1,750,000.00	10/18/2013	1/9/2015	0.16%	3,436.71
901*	1,000,000.00	8/23/2013	2/20/2015	0.21%	3,147.37
28	2,000,000.00	6/6/2013	6/6/2015	0.21%	8,400.00
902*	1,000,000.00	8/23/2013	8/23/2015	0.27%	5,400.00

Sunflower Bank
CD #

Certificates of Deposit

Equity Bank
CD #

Certificates of Deposit

594	1,000,000.00	10/8/2012	11/15/2013	0.24%	2,649.86
423	3,000,000.00	1/23/2012	1/24/2014	0.40%	24,065.74
540	2,000,000.00	9/21/2012	2/21/2014	0.38%	10,785.75
477	1,000,000.00	5/30/2012	5/16/2014	0.31%	6,200.00
909	2,000,000.00	4/19/2013	8/8/2014	0.24%	6,207.12
161	1,200,000.00	9/27/2013	12/26/2014	0.19%	2,842.19
296	1,450,000.00	10/23/2013	1/23/2015	0.20%	3,630.96
323	1,000,000.00	10/31/2013	2/6/2015	0.19%	2,410.14
828	1,650,000.00	3/28/2013	3/28/2015	0.32%	10,560.00

Astra Bank
CD #

Certificates of Deposit

37856	1,000,000.00	6/28/2013	10/3/2014	0.16%	2,025.21
37857	1,000,000.00	6/28/2013	10/17/2014	0.16%	2,086.58

Emprise Bank
CD#

Certificates of Deposit

Bank of Hays
CD#

Certificates of Deposit

53,000,000.00

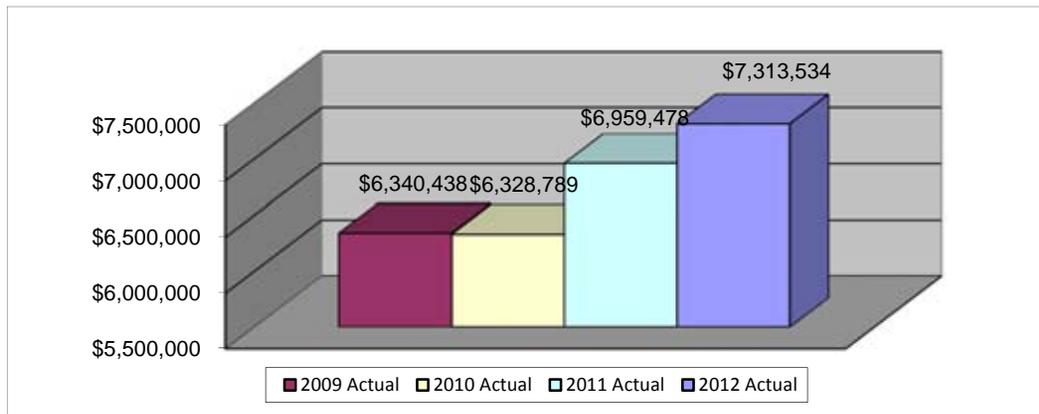
181,267.20

Astra Bank	
MMA	0.03%
Commerce Bank	
MMA	800,000.00 0.20%

SALES TAX RECEIPTS
 City of Hays
 General Fund 1.25%

	2009 actual	2010 actual	2011 actual	2012 actual	2013 actual	Change from 2012	YTD % Change from 2012
January	\$618,869	\$539,129	\$543,135	\$611,353	\$630,469	\$19,116	3.13%
February	\$524,074	\$496,164	\$686,869	\$702,298	\$687,316	(\$14,982)	0.31%
March	\$587,117	\$551,958	\$576,013	\$563,583	\$561,055	(\$2,528)	0.09%
April	\$482,080	\$417,362	\$460,066	\$509,945	\$523,623	\$13,678	0.64%
May	\$420,206	\$519,366	\$569,624	\$611,234	\$591,279	(\$19,955)	-0.16%
June	\$477,236	\$522,834	\$573,474	\$608,325	\$567,547	(\$40,778)	-1.26%
July	\$564,768	\$511,370	\$570,421	\$621,448	\$679,311	\$57,863	0.29%
August	\$455,451	\$567,989	\$555,561	\$671,019	\$651,955	(\$19,064)	-0.14%
September	\$546,619	\$543,507	\$573,336	\$572,295	\$611,782	\$39,487	0.60%
October	\$583,108	\$592,063	\$648,649	\$648,340	\$650,165	\$1,825	0.57%
November	\$522,049	\$525,702	\$580,035	\$638,490			
December	\$558,861	\$541,345	\$622,295	\$555,204			

TOTALS \$6,340,438 \$6,328,789 \$6,959,478 \$7,313,534 \$6,154,502 \$34,662
 -2.88% -0.18% 9.97% 5.09%
 Total Inc/dec over previous year



2011 - 2012 - 2013 6 month running avg	
January	3.47%
February	-0.16%
March	-0.19%
April	0.19%
May	-1.98%
June	-1.26%
July	-0.19%
August	-0.30%
September	0.87%
October	0.52%
November	
December	

**General Fund revenues provide funding for City services including police, fire, street, parks, swimming pool and golf course. It also provides funding to outside agencies such as Economic Development, Downtown Hays Development, United Way CARE Council and Fort Hays State Scholarships.

Sales Tax Collections by Industry Classification - Top Ten
 QTD 2012-2013 August, September, October

	2012	2013	\$\$ inc/dec	% inc/dec	% of 2013 Total
452 General Merchandise Stores	\$486,029	\$475,870	(\$10,159)	-2.09%	17.38%
441 Motor Vehicle and Parts Dealers	\$427,176	\$460,667	\$33,491	7.84%	16.82%
722 Food Services and Drinking Places	\$248,915	\$260,629	\$11,714	4.71%	9.52%
444 Building Material and Garden Supply	\$233,378	\$216,075	(\$17,303)	-7.41%	7.89%
445 Food and Beverage	\$138,944	\$144,440	\$5,496	3.96%	5.27%
517 Telecommunications	\$72,473	\$63,064	(\$9,409)	-12.98%	2.30%
448 Clothing and Clothing Accessories	\$86,027	\$84,314	(\$1,713)	-1.99%	3.08%
423 Merchant Wholesalers, Durable Goods	\$85,600	\$97,478	\$11,878	13.88%	3.56%
721 Accommodation	\$64,304	\$77,956	\$13,652	21.23%	2.85%
451 Sporting Goods, Hobby, Book & Music	\$49,755	\$36,824	(\$12,931)	-25.99%	1.34%
	\$1,892,600	\$1,917,317	\$24,717	1.31%	70.01%

**MONTHLY STATEMENT OF CITY TREASURER
10/1/2013 THROUGH 10/31/2013**

FUND	BALANCE 10/1/2013	RECEIPTS	DISBURSEMENTS	BALANCE 10/31/2013
Cash Drawer	\$1,500.00			\$1,500.00
General	\$6,543,051.79	803,337.85	2,242,398.86	\$5,103,990.78
Petty Cash	\$1,000.00			\$1,000.00
Reserve Budget Stabilization	\$3,221,180.75			\$3,221,180.75
Library	\$84,225.91			\$84,225.91
Airport	\$79,725.05	6,246.84	25,971.23	\$60,000.66
Public Safety Equipment	\$374,555.95	15,463.64	3,524.85	\$386,494.74
Employee Benefit Contribution	\$1,908,270.86	7,456.22	252,374.64	\$1,663,352.44
Special Highway	\$151,970.42	155,577.69	32,526.85	\$275,021.26
Special Park & Recreation	\$395,015.20	1,582.00	307,554.74	\$89,042.46
Special Alcohol Program	\$155,384.23			\$155,384.23
Convention & Tourism	\$609,514.90	266,662.88	84,387.69	\$791,790.09
New Equipment Reserve	\$2,847,508.86	667.76	0.00	\$2,848,176.62
Grants	\$0.00			\$0.00
Library Employee Benefit	\$12,393.62			\$12,393.62
Golf Course Improvement	\$44,260.39			\$44,260.39
Park Development - Green Space	\$5,026.93			\$5,026.93
Sports Complex	\$2,168,670.31	0.00	3,466.35	\$2,165,203.96
Stormwater Management	\$661,654.26	0.00	47,848.69	\$613,805.57
Capital Projects	\$1,756,119.07	0.00	(1,784,254.21)	\$3,540,373.28
Airport Improvement	\$920,443.12	2,344,736.00	2,673,032.87	\$592,146.25
Bond & Interest	\$209,843.03			\$209,843.03
TDD Sales Tax	\$22,313.79	19,118.00	23,013.79	\$18,418.00
Home Depot Econ Dev Bds	\$124,515.78	12,745.00	0.00	\$137,260.78
Home Depot Econ Dev Bds (Cash Restr.)	\$24,608.90			\$24,608.90
48th/Roth Ave. - CID	\$13,043.67			\$13,043.67
				\$0.00
Restricted Cash - 2009 A Bonds	\$65,352.00			\$65,352.00
Sales Tax (Cash Reserve)	\$24,633,709.05	25.00	35,885.69	\$24,597,848.36
Water & Sewer	\$4,645,024.15	981,350.79	477,485.96	\$5,148,888.98
Water & Sewer (Bond & Interest Reserve)	\$102,030.92			\$102,030.92
Water & Sewer (Bond Reserve Account)	\$0.00			\$0.00
Water & Sewer (Capital Reserve)	\$1,128,365.20	0.00	21,793.26	\$1,106,571.94
Water & Sewer(Reserve 2009A)	\$389,747.76	0.00	(35,099.58)	\$424,847.34
Solid Waste Fund	\$451,799.15	3,026.60	(46,879.95)	\$501,705.70
Solid Waste Reserve	\$481,450.72	0.00	207,735.16	\$273,715.56
Fire Insurance Trust	\$0.00			\$0.00

FUND	BALANCE 10/1/2013	RECEIPTS	DISBURSEMENTS	BALANCE 10/31/2013
	\$0.00			\$0.00
Municipal Court Agency Fund	\$133,966.52	0.00	(7,176.00)	\$141,142.52
	\$54,367,242.26	\$4,617,996.27	\$4,565,590.89	\$54,419,647.64

City of Hays Revenues

Month of October

	<u>Budgeted</u> 2013	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>
General				
<u>CULTURE & RECREATION REVENUES</u>				
Total Revenues	\$431,153.00	\$8,614.62	\$384,629.66	(\$46,523.34)
<u>GENERAL GOVERNMENT REVENUES</u>				
Total Revenues	\$11,262,885.00	\$776,155.80	\$9,552,532.30	(\$1,710,352.70)
<u>PUBLIC SAFETY REVENUES</u>				
Total Revenues	\$533,000.00	\$55,810.17	\$593,053.50	\$60,053.50
<u>PUBLIC WORKS REVENUES</u>				
Total Revenues	\$10,300.00	\$160.00	\$8,615.00	(\$1,685.00)
Library				
<u>LIBRARY FUND REVENUES</u>				
Total Revenues	\$1,190,401.00	\$0.00	\$1,202,023.75	\$11,622.75
Airport				
<u>AIRPORT FUND REVENUES</u>				
Total Revenues	\$343,161.00	\$6,246.84	\$304,903.41	(\$38,257.59)
Employee Benefit				
<u>EMPLOYEE BENEFIT REVENUES</u>				
Total Revenues	\$3,449,819.00	\$3,415.83	\$3,488,550.06	\$38,731.06
Special Highway				
<u>SPECIAL HIGHWAY REVENUES</u>				
Total Revenues	\$578,560.00	\$155,577.69	\$570,364.89	(\$8,195.11)
Special Park & Rec				
<u>SPECIAL PRK & REC REVENUES</u>				
Total Revenues	\$126,153.00	\$0.00	\$112,921.71	(\$13,231.29)
Special Alcohol Fund				
<u>SPECIAL ALCOHOL FUND REVENUES</u>				
Total Revenues	\$126,153.00	\$0.00	\$101,558.72	(\$24,594.28)
Convention & Visitors Bureau				
<u>CONVENTION & VISITOR'S REVENUE</u>				
Total Revenues	\$762,000.00	\$266,662.88	\$815,655.55	\$53,655.55
Library Employee Benefit				
<u>LIBRARY EMP. BENEFIT REVENUES</u>				
Total Revenues	\$173,425.00	\$0.00	\$174,428.30	\$1,003.30
Risk Management				
<u>RISK MANAGEMENT REVENUES</u>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
Golf Course Improvement				
<u>GOLF COURSE IMPR. FUND REVENUE</u>				
Total Revenues	\$0.00	\$0.00	\$16,320.00	\$16,320.00
Park Development				
<u>PARK DEVELOPMENT FUND-REVENUE</u>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
Sports Complex				
<u>SPORTS COMPLEX-REVENUES</u>				
Total Revenues	\$0.00	\$0.00	\$1,291,872.00	\$1,291,872.00
<u>STORMWATER MANAGEMENT REVENUES</u>				
Total Revenues	\$772,500.00	\$58,277.95	\$649,380.11	(\$123,119.89)
Bond & Interest				
<u>BOND & INTEREST REVENUES</u>				
Total Revenues	\$1,244,693.00	\$0.00	\$1,262,876.70	\$18,183.70

	<u>Budgeted</u> <u>2013</u>	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>
TDD Sales Tax				
<u>TDD SLS TAX REVENUES</u>				
Total Revenues	(\$56,562.92)	\$19,118.00	\$192,840.44	\$249,403.36
Home Depot Economic Dev Bonds				
<u>HDEPOT-ECON DEV BND-REVENUES</u>				
Total Revenues	\$222,925.00	\$12,745.00	\$199,719.52	(\$23,205.48)
48th/Roth Ave. - CID				
<u>48TH/ROTH AVE CID-REVENUES</u>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
Water & Sewer				
<u>WATER & SEWER FUND REVENUES</u>				
Total Revenues	\$8,685,252.00	\$707,837.28	\$7,063,899.21	(\$1,621,352.79)
Solid Waste				
<u>SOLID WASTE FUND REVENUES</u>				
Total Revenues	\$1,268,900.00	\$108,191.75	\$1,082,722.35	(\$186,177.65)
Fire Insurance Trust				
<u>FIRE INS TRUST REVENUES</u>				
Total Revenues	\$0.00	\$0.00	\$2,653.57	\$2,653.57
 Grand Totals	 <u>\$31,124,717.08</u>	 <u>\$2,178,813.81</u>	 <u>\$29,071,520.75</u>	 <u>(\$2,053,196.33)</u>

City of Hays Expenditures

Month of October 2013

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>
General				
<u>BALLFIELD MAINTENANCE</u>				
Total Expenditures	\$60,500.00	\$436.86	\$18,892.41	\$41,607.59
<u>BICKLE-SCHMIDT SPORTS COMPLEX</u>				
Total Expenditures	\$257,093.00	\$31,025.12	\$167,395.93	\$89,697.07
<u>BUILDINGS & GROUNDS</u>				
Total Expenditures	\$531,260.00	\$67,134.35	\$398,632.86	\$132,627.14
<u>CEMETERIES</u>				
Total Expenditures	\$18,000.00	\$116.25	\$6,281.53	\$11,718.47
<u>CITY ATTORNEY</u>				
Total Expenditures	\$101,000.00	\$6,500.00	\$77,312.50	\$23,687.50
<u>CITY COMMISSION</u>				
Total Expenditures	\$2,786,813.00	\$1,500,785.59	\$1,541,496.60	\$1,245,316.40
<u>CITY MANAGER</u>				
Total Expenditures	\$454,097.00	\$26,234.02	\$335,562.74	\$118,534.26
<u>DISPATCH</u>				
Total Expenditures	\$552,452.00	\$31,655.88	\$397,948.53	\$154,503.47
<u>ECONOMIC DEVELOPMENT</u>				
Total Expenditures	\$256,205.00	\$175.00	\$245,683.04	\$10,521.96
<u>FINANCE/CITY CLERK</u>				
Total Expenditures	\$403,146.00	\$25,369.07	\$314,790.30	\$88,355.70
<u>FIRE DEPARTMENT</u>				
Total Expenditures	\$1,387,544.00	\$100,262.52	\$1,077,477.71	\$310,066.29
<u>FLEET MAINTENANCE</u>				
Total Expenditures	\$884,650.00	\$61,959.82	\$623,728.12	\$260,921.88
<u>GOLF COURSE</u>				
Total Expenditures	\$350,878.00	\$21,571.04	\$275,831.73	\$75,046.27
<u>HUMAN RESOURCES</u>				
Total Expenditures	\$223,417.00	\$24,742.65	\$160,214.57	\$63,202.43
<u>INFORMATION TECHNOLOGY</u>				
Total Expenditures	\$520,851.00	\$40,674.38	\$409,047.75	\$111,803.25
<u>INTERGOVERNMENTAL ACCOUNT</u>				
Total Expenditures	\$360,850.00	\$11,247.17	\$297,806.43	\$63,043.57
<u>MUNICIPAL COURT</u>				
Total Expenditures	\$151,626.00	\$10,532.59	\$114,038.84	\$37,587.16
<u>P.W.-GENERAL ADMINISTRATION</u>				
Total Expenditures	\$349,867.00	\$19,658.10	\$254,386.11	\$95,480.89
<u>PARKS & PLAYGROUNDS</u>				
Total Expenditures	\$842,410.00	\$58,225.33	\$691,668.71	\$150,741.29
<u>PLANNING INSPECTION ENFORCEMENT</u>				
Total Expenditures	\$314,238.00	\$18,028.12	\$198,089.70	\$116,148.30
<u>POLICE DEPARTMENT</u>				
Total Expenditures	\$2,098,965.00	\$139,398.23	\$1,564,882.73	\$534,082.27
<u>PUBLIC WORKS-SERVICE DIVISION</u>				
Total Expenditures	\$868,197.00	\$68,069.51	\$609,106.98	\$259,090.02
<u>QUALITY OF LIFE</u>				
Total Expenditures	\$38,747.00	\$0.00	\$38,747.00	\$0.00
<u>SOCIAL SERVICES</u>				
Total Expenditures	\$164,000.00	\$0.00	\$164,000.00	\$0.00
<u>SWIMMING POOL</u>				
Total Expenditures	\$137,900.00	\$16,000.00	\$82,145.75	\$55,754.25
Library				
<u>LIBRARY FUND EXPENDITURES</u>				
Total Expenditures	\$1,210,787.00	\$0.00	\$1,183,509.29	\$27,277.71
Airport				
<u>AIRPORT FUND EXPENDITURES</u>				
Total Expenditures	\$507,086.00	\$25,971.23	\$382,253.55	\$124,832.45

	<u>Budgeted</u> <u>2013</u>	<u>Expenses</u> <u>Current Mo.</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance</u>
Employee Benefit				
<u>EMPLOYEE BENEFIT EXPENDITURES</u>				
Total Expenditures	\$3,998,165.00	\$248,334.25	\$2,854,326.15	\$1,143,838.85
Special Highway				
<u>SPECIAL HIGHWAY EXPENDITURES</u>				
Total Expenditures	\$1,085,329.00	\$32,526.85	\$804,070.86	\$281,258.14
Special Park & Rec				
<u>SPECIAL PRK & REC EXPENDITURES</u>				
Total Expenditures	\$382,099.00	\$305,972.74	\$329,909.03	\$52,189.97
Special Alcohol Fund				
<u>SPECIAL ALCOHOL FUND EXPENDITURE</u>				
Total Expenditures	\$299,538.00	\$0.00	\$136,899.00	\$162,639.00
Convention & Visitors Bureau				
<u>CVB EXPENDITURES</u>				
Total Expenditures	\$1,310,497.00	\$84,387.69	\$649,443.67	\$661,053.33
Library Employee Benefit				
<u>LIBRARY EMP. BENEFIT EXPENDITURE</u>				
Total Expenditures	\$175,746.00	\$0.00	\$169,688.42	\$6,057.58
Risk Management				
<u>RISK MGT. FUND EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Golf Course Improvement				
<u>GOLF COURSE IMPR. EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Park Development				
<u>PARK DEVELOPMENT EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Sports Complex				
<u>SPORTS COMPLEX-EXPENDITURES</u>				
Total Expenditures	\$0.00	\$3,466.35	\$27,993.08	(\$27,993.08)
<u>STORMWATER MANAGEMENT EXPENDITURE</u>				
Total Expenditures	\$944,974.00	\$106,126.64	\$213,301.64	\$731,672.36
Bond & Interest				
<u>BOND & INTEREST EXPENDITURES</u>				
Total Expenditures	\$1,487,873.00	\$0.00	\$1,351,313.36	\$136,559.64
TDD Sales Tax				
<u>TDD SLS TAX EXPENDITURES</u>				
Total Expenditures	\$0.00	\$23,013.79	\$195,270.69	(\$195,270.69)
Home Depot Economic Dev Bonds				
<u>H DEPOT ECON DEV BND-EXPENDITURE</u>				
Total Expenditures	\$212,618.00	\$0.00	\$212,617.52	\$0.48
48th/Roth Ave. - CID				
<u>48TH/ ROTH AVE CID-EXPENDITURE</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Water & Sewer				
<u>DEBT SERVICE</u>				
Total Expenditures	\$823,949.00	\$68,382.32	\$603,934.54	\$220,014.46
<u>DEBT SERVICE - SALES TAX</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<u>UTILITIES DEPT./WATER CONSERV.</u>				
Total Expenditures	\$87,565.00	\$2,344.52	\$57,098.03	\$30,466.97
<u>W/S NON-OPERATING EXPENDITURES</u>				
Total Expenditures	\$6,472,280.00	\$11,552.53	\$2,535,704.55	\$3,936,575.45
<u>WASTEWATER TREATMENT & COLL.</u>				
Total Expenditures	\$1,103,900.00	\$91,211.11	\$755,989.14	\$347,910.86
<u>WATER PRODUCTION & DIST.</u>				
Total Expenditures	\$1,647,476.00	\$152,739.38	\$1,223,049.04	\$424,426.96
Solid Waste				
<u>SOLID WASTE FUND EXPENDITURE</u>				
Total Expenditures	\$1,477,452.00	\$58,285.20	\$1,014,984.61	\$462,467.39

	<u>Budgeted</u> <u>2013</u>	<u>Expenses</u> <u>Current Mo.</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance</u>
Fire Insurance Trust				
<u>FIRE INS TRUST EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$2,653.57	(\$2,653.57)
Grand Totals	<u>\$37,342,040.00</u>	<u>\$3,494,116.20</u>	<u>\$24,769,178.31</u>	<u>\$12,572,861.69</u>

GENERAL FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash	5,103,990.78
Petty Cash	1,000.00
Cash Drawer	1,500.00
Reserve-Budget Stabilization	3,221,180.75
Accts. Receivable-Police Court	68,791.00
Accts. Receivable-Misc. Sources	0.00

TOTAL ASSETS

8,396,462.53

LIABILITIES

Accounts Payable	0.00
Accrued Payroll	176,259.20
Accrued Vacation/PTO	454,069.89
Accrued Sick Leave Payout	26,686.78
Accrued Comp Time	1,396.59
W/H -Payable	
State W/H Payable	
FICA/Med Payable	
KPERS-Payable	
Prior Year Encumbrance	0.00
Lease Purchase Agreements	0.00

TOTAL LIABILITIES

658,412.46

FUND BALANCE

Revenues	10,538,412.46
Expenditures	-10,382,413.01
Fund Balance Reserved for Enc	19,490.74
Fund Balance Unreserved	4,341,379.13
Bdgt Stabilization Reserved Fund Bl	3,221,180.75

TOTAL FUND BALANCE

7,738,050.07

**TOTAL LIABILITIES
& FUND BALANCE**

8,396,462.53

LIBRARY FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash

84,225.91

TOTAL ASSETS

84,225.91

FUND BALANCE

Revenues

1,202,023.75

Expenditures

-1,183,509.29

Fund Balance Unreserved

65,711.45

TOTAL FUND BALANCE

84,225.91

AIRPORT FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash	60,000.66
Accts. Receivable-	11,717.76
Accts. Receivable-Misc. Sources	
TOTAL ASSETS	71,718.42

LIABILITIES

Accounts Payable	
Accrued Payroll	2,909.14
Accrued Vacation/PTO	7,035.28
Accrued Sick Leave Payout	
Prior Year Encumbrance	0.00
TOTAL LIABILITIES	9,944.42

FUND BALANCE

Revenues	304,903.41
Expenditures	-379,259.27
Fund Balance Reserved for Enc	0.00
Fund Balance Unreserved	136,129.86
TOTAL FUND BALANCE	61,774.00

TOTAL LIABILITIES & FUND BALANCE	71,718.42
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PUBLIC SAFETY EQUIPMENT FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash

386,494.74

TOTAL ASSETS

386,494.74

LIABILITIES:

Accounts Payable

0.00

TOTAL LIABILITIES

0.00

FUND BALANCE

Revenues

450,514.76

Expenditures

-136,258.87

Fund Balance Reserved for Enc

2,216.86

Fund Balance Unreserved

70,021.99

TOTAL FUND BALANCE

386,494.74

EMPLOYEE BENEFIT FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash		1,663,352.44
Accts. Receivable-Misc. Sources		14,525.95
	TOTAL ASSETS	1,677,878.39

LIABILITIES

Accounts Payable		0.00
	TOTAL LIABILITIES	0.00

FUND BALANCE

Revenues		3,488,550.06
Expenditures		-2,797,734.22
Fund Balance Reserved for Enc		
Fund Balance Unreserved		987,062.55
	TOTAL FUND BALANCE	1,677,878.39

	TOTAL LIABILITIES & FUND BALANCE	1,677,878.39
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SPECIAL HIGHWAY FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash	275,021.26
Grants Receivable	0.00
TOTAL ASSETS	<u>275,021.26</u>

LIABILITIES

Accounts Payable	0.00
Due To Other Funds	0.00
Prior Year Encumbrance	0.00
TOTAL LIABILITIES	<u>0.00</u>

FUND BALANCE

Revenues	570,364.89
Expenditures	-783,332.70
Fund Balance Reserved for Enc	0.00
Fund Balance Unreserved	487,989.07
TOTAL FUND BALANCE	<u>275,021.26</u>

TOTAL LIABILITIES & FUND BALANCE	<u><u>275,021.26</u></u>
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SPECIAL PARK & RECREATION FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash

89,042.46

TOTAL ASSETS

89,042.46

LIABILITIES

Accounts Payable

0.00

TOTAL LIABILITIES

0.00

FUND BALANCE

Revenues

112,921.71

Expenditures

-329,709.03

Fund Balance Reserved for Enc

0.00

Fund Balance Unreserved

305,829.78

TOTAL FUND BALANCE

89,042.46

TOTAL LIABILITIES

& FUND BALANCE

89,042.46

SPECIAL ALCOHOL FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash

155,384.23

TOTAL ASSETS

155,384.23

LIABILITIES

Accrued Payroll

1,259.95

Accrued Vacation

3,692.26

Accounts Payable

0.00

TOTAL LIABILITIES

4,952.21

FUND BALANCE

Revenues

101,558.72

Expenditures

-136,899.00

Fund Balance Unreserved

185,772.30

TOTAL FUND BALANCE

150,432.02

**TOTAL LIABILITIES
& FUND BALANCE**

155,384.23

CONVENTION & VISITOR'S BUREAU FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash	791,790.09
Accts. Receivable-Misc. Sources	0.00
TOTAL ASSETS	<u>791,790.09</u>

LIABILITIES

Accounts Payable	0.00
Accrued Payroll	3,753.33
Accrued Vacation/PTO	10,863.96
Accrued Comp Time	0.00
Prior Year Encumbrance	0.00
TOTAL LIABILITIES	<u>14,617.29</u>

FUND BALANCE

Revenues	815,655.55
Expenditures	-640,304.47
Fund Balance Reserved for Enc	0.00
Fund Balance Unreserved	601,821.72
TOTAL FUND BALANCE	<u>777,172.80</u>

TOTAL LIABILITIES & FUND BALANCE	<u><u>791,790.09</u></u>
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NEW EQUIPMENT RESERVE FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash

TOTAL ASSETS 2,848,176.62
2,848,176.62

LIABILITIES

Accounts Payable

TOTAL LIABILITIES 0.00
0.00

FUND BALANCE

Revenues

373,203.11

Expenditures

-132,303.25

Fund Balance Reserved for Enc

0.00

Fund Balance Unreserved

2,607,276.76

TOTAL FUND BALANCE **2,848,176.62**

**TOTAL LIABILITIES
& FUND BALANCE**

2,848,176.62

GRANTS- MULTI FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash		0.00
Loan Receivable		0.00
	TOTAL ASSETS	0.00

LIABILITIES

Accounts Payable		0.00
	TOTAL LIABILITIES	0.00

FUND BALANCE

Revenues		0.00
Expenditures		0.00
Fund Balance Unreserved		
	TOTAL FUND BALANCE	0.00
	TOTAL LIABILITIES & FUND BALANCE	0.00

LIBRARY EMPLOYEE BENEFIT FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash

12,393.62

TOTAL ASSETS

12,393.62

FUND BALANCE

Revenues

174,428.30

Expenditures

-169,688.42

Fund Balance Unreserved

7,653.74

TOTAL FUND BALANCE

7,653.74
12,393.62

GOLF COURSE IMPROVEMENT FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash

44,260.39

TOTAL ASSETS

44,260.39

LIABILITIES

Accounts Payable

0.00

TOTAL LIABILITIES

FUND BALANCE

Revenues

16,320.00

Expenditures

0.00

Fund Balance Reserved for Enc

0.00

Fund Balance Unreserved

27,940.39

TOTAL FUND BALANCE

44,260.39

**TOTAL LIABILITIES
& FUND BALANCE**

44,260.39

PARK DEVELOPMENT FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash

5,026.93

TOTAL ASSETS

5,026.93

FUND BALANCE

Revenues

Expenditures

Fund Balance Reserved for Enc

Fund Balance Unreserved

0.00

5,026.93

TOTAL FUND BALANCE

5,026.93

SPORTS COMPLEX FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash	2,165,203.96
Accts. Receivable-Misc. Sources	0.00
Due From Other Funds	
TOTAL ASSETS	<u>2,165,203.96</u>

LIABILITIES

Accounts Payable	0.00
TOTAL LIABILITIES	<u>0.00</u>

FUND BALANCE

Revenues	1,291,872.00
Expenditures	-27,993.08
Fund Balance Reserved for Encumbrances	
Fund Balance Unreserved	901,325.04
TOTAL FUND BALANCE	<u>2,165,203.96</u>

TOTAL LIABILITIES & FUND BALANCE	<u><u>2,165,203.96</u></u>
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STORMWATER MANAGEMENT

10/31/2013

BALANCE SHEET

ASSETS:

Cash	613,805.57
Due From Other Funds	58,149.83
TOTAL ASSETS	671,955.40

LIABILITIES

Accounts Payable	0.00
Accrued Payroll	1,507.29
TOTAL LIABILITIES	1,507.29

FUND BALANCE

Revenues	649,380.11
Expenditures	-211,991.39
Fund Balance Reserved for Encumbrances	50,915.18
Fund Balance Unreserved	182,144.21
TOTAL FUND BALANCE	670,448.11

TOTAL LIABILITIES & FUND BALANCE	671,955.40
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CAPITAL PROJECTS FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash	3,540,373.28
Accts. Receivable-Misc. Sources	188,112.00
Due From Other Funds	0.00

TOTAL ASSETS	<u>3,728,485.28</u>
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LIABILITIES

Accounts Payable	0.00
TOTAL LIABILITIES	<u>0.00</u>

FUND BALANCE

Revenues	1,187,485.21
Expenditures	464,516.77
Fund Balance Reserved for Enc	18,067.45
Fund Balance Unreserved	2,058,415.85

TOTAL FUND BALANCE	<u>3,728,485.28</u>
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TOTAL LIABILITIES & FUND BALANCE	<u><u>3,728,485.28</u></u>
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CAPITAL PROJECTS 2001 FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash		0.00
Due From Other Funds		
	TOTAL ASSETS	0.00

LIABILITIES

Due To Other Funds		0.00
Accounts Payable		0.00
	TOTAL LIABILITIES	0.00

FUND BALANCE

Revenues		
Expenditures		
Fund Balance Unreserved		0.00
	TOTAL FUND BALANCE	0.00

	TOTAL LIABILITIES & FUND BALANCE	0.00
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AIRPORT IMPROVEMENT FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash	592,146.25
Accts. Receivable-	0.00
TOTAL ASSETS	<u>592,146.25</u>

LIABILITIES

Accounts Payable	0.00
Due To Other Accounts	0.00
TOTAL LIABILITIES	<u>0.00</u>

FUND BALANCE

Revenues	4,935,881.37
Expenditures	-92,255.25
Fund Balance Reserved for Enc	2,179,504.81
Fund Balance Unreserved	-6,430,984.68
TOTAL FUND BALANCE	<u>592,146.25</u>

TOTAL LIABILITIES & FUND BALANCE	<u><u>592,146.25</u></u>
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BOND & INTEREST FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash	209,843.03
Due From Other Funds	0.00
TOTAL ASSETS	209,843.03

LIABILITIES

Lease Purchase Agreements	0.00
TOTAL LIABILITIES	0.00

FUND BALANCE

Revenues	1,262,876.70
Expenditures	-1,351,313.36
Fund Balance Reserved	0.00
Fund Balance Unreserved	298,279.69
TOTAL FUND BALANCE	209,843.03

TOTAL LIABILITIES & FUND BALANCE	209,843.03
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TRANSPORTATION DD SALES TAX FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash		18,418.00
Due From Other Funds		
	TOTAL ASSETS	<u>18,418.00</u>

LIABILITIES

Accounts Payable		0.00
	TOTAL LIABILITIES	<u>0.00</u>

FUND BALANCE

Revenues		192,840.44
Expenditures		-195,270.69
Fund Balance Reserved		24,253.62
Fund Balance Unreserved		-3,405.37
	TOTAL FUND BALANCE	<u>18,418.00</u>

	TOTAL LIABILITIES & FUND BALANCE	<u><u>18,418.00</u></u>
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HOME DEPOT-ECONOMIC DEVELOPMENT BONDS

10/31/2013

BALANCE SHEET

ASSETS:

Cash	137,260.78
Cash-Restricted	24,608.90
TOTAL ASSETS	161,869.68

LIABILITIES

Accounts Payable	0.00
TOTAL LIABILITIES	0.00

FUND BALANCE

Revenues	199,719.52
Expenditures	-212,617.52
Fund Balance Reserved	0.00
Fund Balance Unreserved	174,767.68
TOTAL FUND BALANCE	161,869.68

TOTAL LIABILITIES & FUND BALANCE	161,869.68
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48th & ROTH AVE.-CID

10/31/2013

BALANCE SHEET

ASSETS:

Cash		13,043.67
Due From Other Funds		
	TOTAL ASSETS	<u>13,043.67</u>

LIABILITIES

Accounts Payable		0.00
	TOTAL LIABILITIES	<u>0.00</u>

FUND BALANCE

Revenues		0.00
Expenditures		0.00
Fund Balance Reserved		
Fund Balance Unreserved		13,043.67
	TOTAL FUND BALANCE	<u>13,043.67</u>

	TOTAL LIABILITIES & FUND BALANCE	<u><u>13,043.67</u></u>
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WATER & SEWER FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash	5,148,888.98
Accts. Receivable-Misc. Sources	
Cash-Water Sales Tax	24,597,848.36
Reserve-Capital Improvement	1,106,571.94
Reserve Bond & Int. Sales Tax	
Reserve Bond & Interest W/S	102,030.92
2003 Bond Reserve W/S	0.00
2003 Bond Reserve -Sales Tax	0.00
Consumers Accounts Receivable	333,007.54
Misc. Mdse Accts. Receivable	100,000.00
Issuance Cost-Sales Tax Fund	
Issuance Costs Water /Sewer	46,604.23
Restricted Cash-2009A Bond	65,352.00
Reserve-W/S Revenue Bond 2009A	424,847.34
Due From Other Funds	0.00
Land	139,109.47
Land-R-9 Ranch	4,262,039.65
Accum Depreciation- R-9 Ranch	-961,911.77
Infrastructure	16,404,219.44
Accum Depreciation-Infrastruct	-8,925,759.35
Buildings	11,782,909.54
Accum Depreciation-Bldgs.	-6,519,916.62
Machinery & Equipment	11,194,327.94
Accum Dep-Machinery/Equipment	-8,814,542.35
Work in Progress-Big Creek	2,082,833.90
Water Sales Tax Expenditures	303,118.50
R-9 Ranch Expenditures	0.00

TOTAL ASSETS

52,871,579.66

LIABILITIES

Accounts Payable	22,292.03
Due To Other Funds	
Accrued Payroll	26,977.32
Accrued Vacation/PTO	75,621.82
Sales Tax	1,697.86
State Water Fee	6,158.22
Meter Deposit Payable	206,936.50
Refuse Collection	41,551.27
Accrued Int. Payable-Bonds	34,613.70
State Rev. Loan Payment	195,790.67
G O Bond Payable-Serv. Bldg.	0.00
Bonds Payable-W/S Rev. Bonds	0.00
Bonds Payable-Sales Tax Fund	0.00
Accrued Int. Pybl-Revolv Loan	4,894.81
Contributed Capital	3,215,104.63
Reserve for Bad Debts	3,675,000.00
Bonds Payable-W/S 2009 A	0.00
Advance Developer Fee	0.00
Stormwater Fee	75,804.15
Over & Short	-21.86
Prior Year Encumbrance	0.00
Monitoring Well Deposit	4,500.00
Overpayment-Water Sales	0.00

TOTAL LIABILITIES

7,586,921.12

FUND BALANCE

Revenues	7,062,825.02
Expenditures	-5,118,274.10
Fund Balance Reserved for Enc	75,482.77
Fund Balance Unreserved	41,815,962.92
Capital Imprv. Reserve Fund Balance	1,448,661.93

TOTAL FUND BALANCE

45,284,658.54

TOTAL LIABILITIES

52,871,579.66

SOLID WASTE FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash	501,705.70
Reserve Account	273,715.56
Accts. Receivable-Misc. Sources	0.00
Due From Other Funds	40,986.87
Buildings	289,324.00
Machinery & Equipment	1,613,260.00
Accum Dep-Machinery/Equipment	-976,135.65
TOTAL ASSETS	1,742,856.48

LIABILITIES

Accounts Payable	0.00
Accrued Payroll	8,761.35
Accrued Vacation/PTO	22,387.97
Contributed Capital	115,383.00
Lease Purchase Obligation	226,240.00
TOTAL LIABILITIES	372,772.32

FUND BALANCE

Revenues	1,082,722.35
Expenditures	-999,975.79
Fund Balance Reserved for Enc	7,864.98
Fund Balance Unreserved	777,796.40
Solid Waste Reserve	501,676.22
TOTAL FUND BALANCE	1,370,084.16

TOTAL LIABILITIES & FUND BALANCE	1,742,856.48
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FIRE INSURANCE FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash

0.00

TOTAL ASSETS

0.00

FUND BALANCE

Revenues

2,653.57

Expenditures

-2,653.57

Fund Balance Unreserved

0.00

TOTAL FUND BALANCE

0.00

MUNICIPAL COURT AGENCY FUND

10/31/2013

BALANCE SHEET

ASSETS:

Cash

141,142.52

TOTAL ASSETS

141,142.52

LIABILITIES

Accounts Payable

0.00

Due To Other Accounts

41,446.00

Bonds Payable

27,791.00

Over & Short

-0.50

TOTAL LIABILITIES

69,236.50

FUND BALANCE

Revenues

179,494.30

Expenditures

-159,378.30

Fund Balance Unreserved

51,790.02

TOTAL FUND BALANCE

71,906.02

**TOTAL LIABILITIES
& FUND BALANCE**

141,142.52

City of Hays Revenues

Month of October

	<u>Budgeted</u> 2013	<u>Collections</u> Current Mo.	<u>Collections</u> To Date	<u>Balance</u>	<u>% Collected</u> YTD
General					
<u>CULTURE & RECREATION REVENUES</u>					
GOLF COURSE REVENUE	305,000.00	8,614.62	283,070.94	(21,929.06)	92.81%
LOCAL ALCOHOL LIQUOR TAX	126,153.00	0.00	101,558.72	(24,594.28)	80.50%
Total Revenues	\$431,153.00	\$8,614.62	\$384,629.66	(\$46,523.34)	89.21%
<u>GENERAL GOVERNMENT REVENUES</u>					
16/20 M TRUCK TAX	0.00	0.00	0.00	0.00	0.00%
AD VALOREM PROPERTY TAX	0.00	0.00	0.00	0.00	0.00%
BUILDING PERMITS	55,000.00	10,652.47	66,938.44	11,938.44	121.71%
BUSINESS LICENSES	15,000.00	1,515.00	5,780.00	(9,220.00)	38.53%
CITY-COUNTY REVENUE SHARING	0.00	0.00	0.00	0.00	0.00%
CMB & LIQUOR LICENSES	11,250.00	1,600.00	8,725.00	(2,525.00)	77.56%
DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00%
FEDERAL GOVERNMENT AID/GRANT	0.00	0.00	540.98	540.98	0.00%
FRANCHISE FEES	1,430,000.00	114,604.95	1,126,185.58	(303,814.42)	78.75%
INTEREST ON INVESTMENTS	34,425.00	7,327.21	29,226.95	(5,198.05)	84.90%
LOCAL AD VALOREM TAX REDUCTION	0.00	0.00	0.00	0.00	0.00%
LOCAL SALES TAX	7,311,628.00	635,827.11	6,137,154.28	(1,174,473.72)	83.94%
MISCELLANEOUS REVENUE	140,000.00	2,402.31	135,162.71	(4,837.29)	96.54%
MOTOR VEHICLE TAX	0.00	0.00	0.00	0.00	0.00%
OTHER LICENSES	500.00	20.00	360.00	(140.00)	72.00%
PET LICENSES	18,000.00	795.00	15,136.00	(2,864.00)	84.09%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	0.00	0.00	0.00	0.00	0.00%
RENTALS	1,200.00	200.00	1,000.00	(200.00)	83.33%
STATE GOVERNMENT AID/GRANT	0.00	1,211.75	37,533.36	37,533.36	0.00%
TRANSFER FROM AIRPORT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM CVB	61,625.00	0.00	61,625.00	0.00	100.00%
TRANSFER FROM POOL CONSTRUCTIO	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SOLID WASTE FUND	245,000.00	0.00	245,000.00	0.00	100.00%
TRANSFER FROM SPECIAL ALCOHOL	52,854.00	0.00	52,854.00	0.00	100.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPORTS COMPLEX	257,093.00	0.00	0.00	(257,093.00)	0.00%
TRANSFER FROM STORMWATER MGT	64,260.00	0.00	64,260.00	0.00	100.00%
TRANSFER FROM WATER SLS TAX	596,850.00	0.00	596,850.00	0.00	100.00%
TRANSFER FROM WATER/SEWER FUND	968,200.00	0.00	968,200.00	0.00	100.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$11,262,885.00	\$776,155.80	\$9,552,532.30	(\$1,710,352.70)	84.81%
<u>PUBLIC SAFETY REVENUES</u>					
ANIMAL CONTROL REVENUE	3,000.00	180.00	1,910.00	(1,090.00)	63.67%
COURT APPOINTED REIMBURSEMENT	0.00	248.17	4,061.00	4,061.00	0.00%
COURT COSTS	65,000.00	10,806.95	105,109.11	40,109.11	161.71%
COURT FINES	465,000.00	44,575.05	481,973.39	16,973.39	103.65%
LOCAL LAB FEES	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$533,000.00	\$55,810.17	\$593,053.50	\$60,053.50	111.27%
<u>PUBLIC WORKS REVENUES</u>					
GRAVE OPENING	4,000.00	100.00	4,250.00	250.00	106.25%
SALE OF CEMETERY LOTS	6,300.00	60.00	4,365.00	(1,935.00)	69.29%
Total Revenues	\$10,300.00	\$160.00	\$8,615.00	(\$1,685.00)	83.64%

	<u>Budgeted</u> 2013	<u>Collections</u> Current Mo.	<u>Collections</u> To Date	<u>Balance</u>	<u>% Collected</u> YTD
Library					
<u>LIBRARY FUND REVENUES</u>					
16/20 M TRUCK TAX	993.00	0.00	1,426.74	433.74	143.68%
AD VALOREM PROPERTY TAX	1,083,573.00	0.00	1,061,390.76	(22,182.24)	97.95%
DELINQUENT TAXES	0.00	0.00	15,736.33	15,736.33	0.00%
MOTOR VEHICLE TAX	104,415.00	0.00	121,782.79	17,367.79	116.63%
RECREATIONAL VEHICLE TAX	1,420.00	0.00	1,687.13	267.13	118.81%
Total Revenues	\$1,190,401.00	\$0.00	\$1,202,023.75	\$11,622.75	100.98%
Airport					
<u>AIRPORT FUND REVENUES</u>					
16/20 M TRUCK TAX	168.00	0.00	237.78	69.78	141.54%
AD VALOREM PROPERTY TAX	191,379.00	0.00	187,513.70	(3,865.30)	97.98%
AIRPORT-FUEL SALES	13,500.00	1,037.10	9,516.28	(3,983.72)	70.49%
BUSINESS LICENSES	5,550.00	0.00	6,050.00	500.00	109.01%
DELINQUENT TAXES	0.00	0.00	2,652.25	2,652.25	0.00%
FARMING (LEASES)	16,512.00	0.00	10,515.00	(5,997.00)	63.68%
FEDERAL GOVERNMENT AID/GRANT	0.00	0.00	0.00	0.00	0.00%
LANDING FEES	5,460.00	377.50	3,357.50	(2,102.50)	61.49%
MISCELLANEOUS REVENUE	10,000.00	171.22	5,539.62	(4,460.38)	55.40%
MOTOR VEHICLE TAX	17,691.00	0.00	20,546.28	2,855.28	116.14%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	241.00	0.00	284.58	43.58	118.08%
RENTALS	82,660.00	4,661.02	58,690.42	(23,969.58)	71.00%
Total Revenues	\$343,161.00	\$6,246.84	\$304,903.41	(\$38,257.59)	88.85%
Employee Benefit					
<u>EMPLOYEE BENEFIT REVENUES</u>					
16/20 M TRUCK TAX	1,749.00	0.00	27,407.05	25,658.05	1,567.01%
AD VALOREM PROPERTY TAX	2,243,446.00	0.00	2,197,712.16	(45,733.84)	97.96%
DELINQUENT TAXES	0.00	0.00	2,385.78	2,385.78	0.00%
INSURANCE REFUNDS	0.00	0.00	0.00	0.00	0.00%
INTEREST ON INVESTMENTS	3,000.00	500.83	1,976.85	(1,023.15)	65.90%
MISCELLANEOUS REVENUE	0.00	2,915.00	20,053.29	20,053.29	0.00%
MOTOR VEHICLE TAX	183,845.00	0.00	220,154.94	36,309.94	119.75%
RECREATIONAL VEHICLE TAX	2,500.00	0.00	3,580.99	1,080.99	143.24%
TRANSFER FROM AIRPORT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM CVB	77,705.00	0.00	77,705.00	0.00	100.00%
TRANSFER FROM GENERAL FUND	271,323.00	0.00	271,323.00	0.00	100.00%
TRANSFER FROM RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SOLID WASTE FUND	159,376.00	0.00	159,376.00	0.00	100.00%
TRANSFER FROM SPECIAL ALCOHOL	24,045.00	0.00	24,045.00	0.00	100.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPORTS COMPLEX	18,109.00	0.00	18,109.00	0.00	100.00%
TRANSFER FROM STORMWATER MGT	10,702.00	0.00	10,702.00	0.00	100.00%
TRANSFER FROM WATER/SEWER FUND	454,019.00	0.00	454,019.00	0.00	100.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$3,449,819.00	\$3,415.83	\$3,488,550.06	\$38,731.06	101.12%
Special Highway					
<u>SPECIAL HIGHWAY REVENUES</u>					
CONNECTING LINK MAINTENANCE	44,760.00	11,281.98	44,729.19	(30.81)	99.93%
INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
STATE GASOLINE TAX	533,800.00	144,295.71	525,635.70	(8,164.30)	98.47%
TRANSFER FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$578,560.00	\$155,577.69	\$570,364.89	(\$8,195.11)	98.58%

	Budgeted 2013	Collections Current Mo.	Collections To Date	Balance	% Collected YTD
Special Park & Rec					
<u>SPECIAL PRK & REC REVENUES</u>					
DOG PARK DONATIONS	0.00	0.00	1,100.00	1,100.00	0.00%
LOCAL ALCOHOL LIQUOR TAX	126,153.00	0.00	100,798.71	(25,354.29)	79.90%
MISCELLANEOUS REVENUE	0.00	0.00	11,023.00	11,023.00	0.00%
Total Revenues	\$126,153.00	\$0.00	\$112,921.71	(\$13,231.29)	89.51%
Special Alcohol Fund					
<u>SPECIAL ALCOHOL FUND REVENUES</u>					
LOCAL ALCOHOL LIQUOR TAX	126,153.00	0.00	101,558.72	(24,594.28)	80.50%
Total Revenues	\$126,153.00	\$0.00	\$101,558.72	(\$24,594.28)	80.50%
Convention & Visitors Bureau					
<u>CONVENTION & VISITOR'S REVENUE</u>					
MISCELLANEOUS REVENUE	37,000.00	3,137.00	33,148.32	(3,851.68)	89.59%
TRANSIENT GUEST TAX	725,000.00	263,525.88	782,507.23	57,507.23	107.93%
Total Revenues	\$762,000.00	\$266,662.88	\$815,655.55	\$53,655.55	107.04%
Library Employee Benefit					
<u>LIBRARY EMP. BENEFIT REVENUES</u>					
16/20 M TRUCK TAX	140.00	0.00	184.47	44.47	131.76%
AD VALOREM PROPERTY TAX	158,362.00	0.00	155,106.23	(3,255.77)	97.94%
DELINQUENT TAXES	0.00	0.00	2,130.56	2,130.56	0.00%
MOTOR VEHICLE TAX	14,723.00	0.00	16,774.86	2,051.86	113.94%
RECREATIONAL VEHICLE TAX	200.00	0.00	232.18	32.18	116.09%
Total Revenues	\$173,425.00	\$0.00	\$174,428.30	\$1,003.30	100.58%
Risk Management					
<u>RISK MANAGEMENT REVENUES</u>					
INSURANCE REFUNDS	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Golf Course Improvement					
<u>GOLF COURSE IMPR. FUND REVENUE</u>					
GOLF COURSE REVENUE	0.00	0.00	16,320.00	16,320.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$0.00	\$0.00	\$16,320.00	\$16,320.00	0.00%
Park Development					
<u>PARK DEVELOPMENT FUND-REVENUE</u>					
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Sports Complex					
<u>SPORTS COMPLEX-REVENUES</u>					
LOCAL SALES TAX	0.00	0.00	1,219,772.00	1,219,772.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	72,100.00	72,100.00	0.00%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$0.00	\$0.00	\$1,291,872.00	\$1,291,872.00	0.00%
<u>STORMWATER MANAGEMENT REVENUES</u>					
MISCELLANEOUS REVENUE	0.00	0.00	(83.26)	(83.26)	0.00%
STORMWATER FEE	756,000.00	58,277.95	632,963.37	(123,036.63)	83.73%
TRANSFER FROM GENERAL FUND	16,500.00	0.00	16,500.00	0.00	100.00%
TRANSFER FROM WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$772,500.00	\$58,277.95	\$649,380.11	(\$123,119.89)	84.06%

	Budgeted 2013	Collections Current Mo.	Collections To Date	Balance	% Collected YTD
Bond & Interest					
<u>BOND & INTEREST REVENUES</u>					
16/20 M TRUCK TAX	820.00	0.00	861.91	41.91	105.11%
AD VALOREM PROPERTY TAX	725,161.00	0.00	710,341.30	(14,819.70)	97.96%
DELINQUENT TAXES	0.00	0.00	14,170.64	14,170.64	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	987.17	987.17	0.00%
MOTOR VEHICLE TAX	86,220.00	0.00	93,165.16	6,945.16	108.06%
RECEIVED FROM TIF PROCEEDS	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	1,173.00	0.00	1,286.93	113.93	109.71%
SPECIAL ASSESSMENT TAX	431,319.00	0.00	442,063.59	10,744.59	102.49%
TRANSFER FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$1,244,693.00	\$0.00	\$1,262,876.70	\$18,183.70	101.46%
TDD Sales Tax					
<u>TDD SLS TAX REVENUES</u>					
LOCAL SALES TAX	(56,562.92)	19,118.00	192,840.44	249,403.36	-340.93%
Total Revenues	(\$56,562.92)	\$19,118.00	\$192,840.44	\$249,403.36	-340.93%
Home Depot Economic Dev Bonds					
<u>H DEPOT-ECON DEV BND-REVENUES</u>					
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
RECEIVED FROM TIF PROCEEDS	222,925.00	12,745.00	199,719.52	(23,205.48)	89.59%
Total Revenues	\$222,925.00	\$12,745.00	\$199,719.52	(\$23,205.48)	89.59%
48th/Roth Ave. - CID					
<u>48TH/ROTH AVE CID-REVENUES</u>					
LOCAL SALES TAX	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Water & Sewer					
<u>WATER & SEWER FUND REVENUES</u>					
DEVELOPER CONTRIBUTION	0.00	0.00	0.00	0.00	0.00%
FEDERAL & STATE GRANTS	0.00	0.00	0.00	0.00	0.00%
INTEREST ON INVESTMENTS	25,000.00	2,437.32	10,106.69	(14,893.31)	40.43%
INTEREST-SALES TAX COLLECTION	50,000.00	7,011.48	28,895.69	(21,104.31)	57.79%
LOCAL SALES TAX	2,984,252.00	265,164.00	2,513,226.00	(471,026.00)	84.22%
MISCELLANEOUS REVENUE	10,000.00	1,829.70	25,075.38	15,075.38	250.75%
NOTE/BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00%
PENALTY	25,000.00	3,688.45	24,573.95	(426.05)	98.30%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
R-9 RANCH REVENUE	350,000.00	0.00	315,000.00	(35,000.00)	90.00%
SEWER SERVICE CHARGES	2,214,500.00	184,330.26	1,694,364.82	(520,135.18)	76.51%
STORMWATER FEE	0.00	0.00	0.00	0.00	0.00%
TAPS-TURN ONS	35,000.00	1,032.58	26,177.85	(8,822.15)	74.79%
TRANSFER FROM SOLID WASTE FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
WATER SALES	2,626,500.00	216,329.46	2,157,272.45	(469,227.55)	82.13%
WATER SALES-CONSERVATION RATE	365,000.00	26,014.03	269,206.38	(95,793.62)	73.76%
Total Revenues	\$8,685,252.00	\$707,837.28	\$7,063,899.21	(\$1,621,352.79)	81.33%
Solid Waste					
<u>SOLID WASTE FUND REVENUES</u>					
INTEREST ON INVESTMENTS	2,000.00	166.95	714.82	(1,285.18)	35.74%
MISCELLANEOUS REVENUE	40,000.00	2,716.90	29,236.43	(10,763.57)	73.09%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
REFUSE COLLECTION	1,225,000.00	105,229.15	1,051,505.85	(173,494.15)	85.84%
YARD WASTE TAGS	1,900.00	78.75	1,265.25	(634.75)	66.59%
Total Revenues	\$1,268,900.00	\$108,191.75	\$1,082,722.35	(\$186,177.65)	85.33%

	<u>Budgeted</u> <u>2013</u>	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>	<u>% Collected</u> <u>YTD</u>
Fire Insurance Trust					
<u>FIRE INS TRUST REVENUES</u>					
MISCELLANEOUS REVENUE	0.00	0.00	2,653.57	2,653.57	0.00%
Total Revenues	\$0.00	\$0.00	\$2,653.57	\$2,653.57	0.00%
Grand Totals	\$31,124,717.08	\$2,178,813.81	\$29,071,520.75	(\$2,053,196.33)	93.40%

City of Hays Expenditures

Month of October

	<u>Budgeted</u> <u>2013</u>	<u>Expenses</u> <u>Current Mo.</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance</u>	<u>% Spent</u> <u>YTD</u>
General					
<u>BALLFIELD MAINTENANCE</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	8,000.00	0.00	3,665.22	4,334.78	45.82%
COMMUNICATION	700.00	26.26	293.50	406.50	41.93%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	2,000.00	155.06	1,400.77	599.23	70.04%
GENERAL SUPPLIES & MATERIALS	12,800.00	206.93	3,218.30	9,581.70	25.14%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	5,800.00	0.00	4,878.92	921.08	84.12%
OTHER CONTRACTUAL SERVICES	8,100.00	13.75	2,135.79	5,964.21	26.37%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	500.00	0.00	0.00	500.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	22,400.00	34.86	3,299.91	19,100.09	14.73%
TRAVEL & TRAINING	200.00	0.00	0.00	200.00	0.00%
UNIFORMS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$60,500.00</u>	<u>\$436.86</u>	<u>\$18,892.41</u>	<u>\$41,607.59</u>	<u>31.23%</u>
<u>BICKLE-SCHMIDT SPORTS COMPLEX</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	20,000.00	5,026.39	10,503.24	9,496.76	52.52%
COMMUNICATION	700.00	19.30	176.53	523.47	25.22%
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
ELECTRICITY	40,000.00	4,280.79	42,490.92	(2,490.92)	106.23%
EQUIPMENT EXPENSE	4,500.00	101.33	1,790.86	2,709.14	39.80%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	57.01	(57.01)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	285.40	(285.40)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	152.30	(152.30)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	12,000.00	(36.67)	(435.90)	12,435.90	-3.63%
FUEL EXPENSE	0.00	102.68	558.65	(558.65)	0.00%
FUEL EXPENSE	0.00	99.90	274.19	(274.19)	0.00%
FUEL EXPENSE	0.00	0.00	148.05	(148.05)	0.00%
FUEL EXPENSE	0.00	90.54	446.09	(446.09)	0.00%
FUEL EXPENSE	0.00	175.18	1,031.25	(1,031.25)	0.00%
FUEL EXPENSE	0.00	256.71	1,060.68	(1,060.68)	0.00%
FUEL EXPENSE	0.00	80.94	587.02	(587.02)	0.00%
FUEL EXPENSE	0.00	109.27	674.32	(674.32)	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	86.31	485.54	(485.54)	0.00%
GENERAL SUPPLIES & MATERIALS	42,400.00	1,129.66	17,983.33	24,416.67	42.41%
NATURAL GAS	6,000.00	23.77	424.10	5,575.90	7.07%
NEW EQUIPMENT	29,200.00	15,644.00	16,471.42	12,728.58	56.41%
OFFICE SUPPLIES	200.00	0.00	171.55	28.45	85.78%
OTHER CONTRACTUAL SERVICES	15,100.00	141.57	3,596.54	11,503.46	23.82%
OVERTIME	2,000.00	27.96	843.34	1,156.66	42.17%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	1,000.00	0.00	555.61	444.39	55.56%
REPAIRS TO BLDGS & STRUCTURES	8,000.00	430.13	4,011.00	3,989.00	50.14%
SALARIES	26,368.00	1,988.36	22,369.13	3,998.87	84.83%
SEASONAL/PART TIME	28,900.00	1,224.00	20,812.50	8,087.50	72.02%
TRANSFER TO NEW EQUIP. RESERVE	19,525.00	0.00	19,525.00	0.00	100.00%
TRAVEL & TRAINING	400.00	0.00	0.00	400.00	0.00%
UNIFORMS	800.00	23.00	346.26	453.74	43.28%
Total Expenditures	<u>\$257,093.00</u>	<u>\$31,025.12</u>	<u>\$167,395.93</u>	<u>\$89,697.07</u>	<u>65.11%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>BUILDINGS & GROUNDS</u>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
ELECTRICITY	420,000.00	64,873.32	344,015.18	75,984.82	81.91%
GENERAL SUPPLIES & MATERIALS	8,000.00	5.61	1,699.36	6,300.64	21.24%
NATURAL GAS	52,000.00	465.90	20,403.36	31,596.64	39.24%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	25,360.00	1,789.52	16,367.58	8,992.42	64.54%
PROJECTS	16,400.00	0.00	15,051.22	1,348.78	91.78%
REPAIRS TO BLDGS & STRUCTURES	9,500.00	0.00	1,096.16	8,403.84	11.54%
Total Expenditures	<u>\$531,260.00</u>	<u>\$67,134.35</u>	<u>\$398,632.86</u>	<u>\$132,627.14</u>	<u>75.04%</u>
<u>CEMETERIES</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	3,000.00	0.00	1,728.71	1,271.29	57.62%
COMMUNICATION	200.00	12.59	110.93	89.07	55.47%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	1,700.00	13.75	896.45	803.55	52.73%
GENERAL SUPPLIES & MATERIALS	4,600.00	89.91	1,472.56	3,127.44	32.01%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	1,200.00	0.00	396.00	804.00	33.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	500.00	0.00	247.50	252.50	49.50%
REPAIRS TO BLDGS & STRUCTURES	6,500.00	0.00	1,429.38	5,070.62	21.99%
TRAVEL & TRAINING	300.00	0.00	0.00	300.00	0.00%
UNIFORMS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$18,000.00</u>	<u>\$116.25</u>	<u>\$6,281.53</u>	<u>\$11,718.47</u>	<u>34.90%</u>
<u>CITY ATTORNEY</u>					
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	1,000.00	0.00	0.00	1,000.00	0.00%
PROFESSIONAL SERVICES	100,000.00	6,500.00	77,312.50	22,687.50	77.31%
Total Expenditures	<u>\$101,000.00</u>	<u>\$6,500.00</u>	<u>\$77,312.50</u>	<u>\$23,687.50</u>	<u>76.55%</u>
<u>CITY COMMISSION</u>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
FINANCIAL POLICY PROJ-CAPITAL	2,757,313.00	1,500,000.00	1,527,677.60	1,229,635.40	55.40%
FINANCIAL POLICY PROJ-CAPITAL	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	1,500.00	20.59	1,056.56	443.44	70.44%
LEGAL PUBLICATIONS & PRINTING	500.00	0.00	0.00	500.00	0.00%
OTHER CONTRACTUAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00%
PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	9,000.00	750.00	7,650.00	1,350.00	85.00%
TRAVEL & TRAINING	15,000.00	15.00	5,112.44	9,887.56	34.08%
Total Expenditures	<u>\$2,786,813.00</u>	<u>\$1,500,785.59</u>	<u>\$1,541,496.60</u>	<u>\$1,245,316.40</u>	<u>55.31%</u>
<u>CITY MANAGER</u>					
COMMUNICATION	3,500.00	270.91	2,390.21	1,109.79	68.29%
CONTINGENCY	100,000.00	0.00	51,827.96	48,172.04	51.83%
EXPENSE ALLOWANCE-CAR	0.00	461.54	5,076.94	(5,076.94)	0.00%
GENERAL SUPPLIES & MATERIALS	2,000.00	465.41	1,378.58	621.42	68.93%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
ORGANIZATION DEVELOPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	35,000.00	326.42	20,985.61	14,014.39	59.96%
OVERTIME	3,500.00	17.31	1,610.24	1,889.76	46.01%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	287,097.00	21,691.37	237,643.15	49,453.85	82.77%
TRAVEL & TRAINING	23,000.00	3,001.06	14,650.05	8,349.95	63.70%
Total Expenditures	<u>\$454,097.00</u>	<u>\$26,234.02</u>	<u>\$335,562.74</u>	<u>\$118,534.26</u>	<u>73.90%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>DISPATCH</u>					
COMMUNICATION	5,400.00	126.58	786.90	4,613.10	14.57%
CONTINGENCY	5,000.00	0.00	218.76	4,781.24	4.38%
LEGAL PUBLICATIONS & PRINTING	2,800.00	0.00	0.00	2,800.00	0.00%
OFFICE SUPPLIES	900.00	0.00	261.10	638.90	29.01%
OTHER CONTRACTUAL SERVICES	3,300.00	190.92	2,521.02	778.98	76.39%
OVERTIME	34,049.00	3,962.49	35,947.81	(1,898.81)	105.58%
SALARIES	492,008.00	27,345.89	354,163.42	137,844.58	71.98%
TRAVEL & TRAINING	5,830.00	30.00	4,049.52	1,780.48	69.46%
UNIFORMS	3,165.00	0.00	0.00	3,165.00	0.00%
Total Expenditures	<u>\$552,452.00</u>	<u>\$31,655.88</u>	<u>\$397,948.53</u>	<u>\$154,503.47</u>	<u>72.03%</u>
<u>ECONOMIC DEVELOPMENT</u>					
DOWNTOWN DEVELOPMENT CORP.	0.00	0.00	0.00	0.00	0.00%
JOB BOUNTY	15,000.00	0.00	2,400.00	12,600.00	16.00%
OTHER CONTRACTUAL SERVICES	241,205.00	175.00	243,283.04	(2,078.04)	100.86%
Total Expenditures	<u>\$256,205.00</u>	<u>\$175.00</u>	<u>\$245,683.04</u>	<u>\$10,521.96</u>	<u>95.89%</u>
<u>FINANCE/CITY CLERK</u>					
COMMUNICATION	1,320.00	126.74	841.89	478.11	63.78%
CONTINGENCY	5,000.00	0.00	960.66	4,039.34	19.21%
GENERAL SUPPLIES & MATERIALS	600.00	479.50	490.35	109.65	81.73%
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	12,000.00	1,200.60	9,879.92	2,120.08	82.33%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	8,100.00	791.54	4,286.21	3,813.79	52.92%
OVERTIME	500.00	10.08	1,057.20	(557.20)	211.44%
PROFESSIONAL SERVICES	40,000.00	0.00	35,000.00	5,000.00	87.50%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	323,776.00	22,109.97	259,587.07	64,188.93	80.17%
TRAVEL & TRAINING	11,850.00	650.64	2,687.00	9,163.00	22.68%
Total Expenditures	<u>\$403,146.00</u>	<u>\$25,369.07</u>	<u>\$314,790.30</u>	<u>\$88,355.70</u>	<u>78.08%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>FIRE DEPARTMENT</u>					
COMMUNICATION	6,500.00	473.92	4,910.10	1,589.90	75.54%
CONTINGENCY	5,000.00	1,561.16	5,435.80	(435.80)	108.72%
EQUIPMENT EXPENSE	51,000.00	2,385.92	7,371.76	43,628.24	14.45%
EQUIPMENT EXPENSE	0.00	0.00	249.72	(249.72)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	3,334.24	(3,334.24)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	3,016.40	(3,016.40)	0.00%
EQUIPMENT EXPENSE	0.00	131.93	638.20	(638.20)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	3,198.34	(3,198.34)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	723.80	(723.80)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	55.99	(55.99)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	48.00	(48.00)	0.00%
EQUIPMENT EXPENSE	0.00	65.85	65.85	(65.85)	0.00%
EQUIPMENT EXPENSE	0.00	427.27	4,457.17	(4,457.17)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	48.00	(48.00)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	1,126.19	(1,126.19)	0.00%
EQUIPMENT EXPENSE	0.00	1,211.15	1,331.15	(1,331.15)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	30,600.00	1,035.08	23,733.21	6,866.79	77.56%
GRANT FUNDING	0.00	0.00	(48.61)	48.61	0.00%
LEGAL PUBLICATIONS & PRINTING	800.00	0.00	565.04	234.96	70.63%
NEW EQUIPMENT	0.00	0.00	468.26	(468.26)	0.00%
OTHER CONTRACTUAL SERVICES	4,800.00	119.94	3,566.69	1,233.31	74.31%
OVERTIME	121,160.00	11,677.96	93,890.03	27,269.97	77.49%
PAID PER CALL	20,000.00	871.39	19,798.09	201.91	98.99%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	48,200.00	1,263.94	43,600.22	4,599.78	90.46%
SALARIES	1,047,684.00	76,976.93	831,508.74	216,175.26	79.37%
TRAINING CERTIFICATION	17,300.00	0.00	227.43	17,072.57	1.31%
TRAVEL & TRAINING	26,000.00	1,935.11	17,391.13	8,608.87	66.89%
UNIFORMS	8,500.00	124.97	6,766.77	1,733.23	79.61%
Total Expenditures	<u>\$1,387,544.00</u>	<u>\$100,262.52</u>	<u>\$1,077,477.71</u>	<u>\$310,066.29</u>	<u>77.65%</u>
<u>FLEET MAINTENANCE</u>					
Total Expenditures	<u>\$884,650.00</u>	<u>\$61,959.82</u>	<u>\$623,728.12</u>	<u>\$260,921.88</u>	<u>70.51%</u>
<u>GOLF COURSE</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	82,050.00	477.02	55,305.59	26,744.41	67.40%
COMMUNICATION	5,800.00	172.57	1,543.18	4,256.82	26.61%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	2,750.00	477.02	2,109.91	640.09	76.72%
GENERAL SUPPLIES & MATERIALS	30,100.00	1,514.60	27,742.98	2,357.02	92.17%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	3,500.00	0.00	1,446.36	2,053.64	41.32%
OFFICE SUPPLIES	400.00	0.00	145.39	254.61	36.35%
OTHER CONTRACTUAL SERVICES	33,900.00	2,486.03	21,850.93	12,049.07	64.46%
OVERTIME	7,000.00	1,213.61	10,587.61	(3,587.61)	151.25%
PRO SHOP CR CARD ACTIVITY	0.00	(165.47)	(594.51)	594.51	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	1,500.00	111.30	329.37	1,170.63	21.96%
REPAIRS TO BLDGS & STRUCTURES	16,000.00	215.11	5,080.62	10,919.38	31.75%
SALARIES	121,978.00	8,935.25	98,743.07	23,234.93	80.95%
SEASONAL/PART TIME	43,400.00	6,071.00	50,728.50	(7,328.50)	116.89%
TRAVEL & TRAINING	1,600.00	63.00	105.73	1,494.27	6.61%
UNIFORMS	900.00	0.00	707.00	193.00	78.56%
Total Expenditures	<u>\$350,878.00</u>	<u>\$21,571.04</u>	<u>\$275,831.73</u>	<u>\$75,046.27</u>	<u>78.61%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>HUMAN RESOURCES</u>					
COMMUNICATION	1,200.00	64.94	569.61	630.39	47.47%
LEGAL PUBLICATIONS & PRINTING	9,500.00	727.21	8,850.10	649.90	93.16%
ORGANIZATION DEVELOPMENT	27,500.00	4,793.87	16,459.12	11,040.88	59.85%
OTHER CONTRACTUAL SERVICES	2,500.00	0.00	1,816.20	683.80	72.65%
OVERTIME	250.00	0.00	37.84	212.16	15.14%
PROFESSIONAL SERVICES	44,000.00	11,256.25	29,222.25	14,777.75	66.41%
PROJECTS	35,000.00	0.00	18,673.46	16,326.54	53.35%
SALARIES	98,467.00	7,518.15	82,699.66	15,767.34	83.99%
TRAVEL & TRAINING	5,000.00	382.23	1,886.33	3,113.67	37.73%
Total Expenditures	<u>\$223,417.00</u>	<u>\$24,742.65</u>	<u>\$160,214.57</u>	<u>\$63,202.43</u>	<u>71.71%</u>
<u>INFORMATION TECHNOLOGY</u>					
COMMUNICATION	3,400.00	205.43	2,652.71	747.29	78.02%
EQUIPMENT EXPENSE	9,250.00	463.78	2,873.51	6,376.49	31.06%
GENERAL SUPPLIES & MATERIALS	3,500.00	189.59	2,646.37	853.63	75.61%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	30,480.00	2,234.02	22,220.52	8,259.48	72.90%
OFFICE SUPPLIES	14,500.00	406.55	9,070.12	5,429.88	62.55%
OTHER CONTRACTUAL SERVICES	168,720.00	13,330.65	139,875.68	28,844.32	82.90%
OVERTIME	1,200.00	0.00	950.65	249.35	79.22%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	274,051.00	21,278.68	222,356.51	51,694.49	81.14%
TRAVEL & TRAINING	15,750.00	2,565.68	6,401.68	9,348.32	40.65%
Total Expenditures	<u>\$520,851.00</u>	<u>\$40,674.38</u>	<u>\$409,047.75</u>	<u>\$111,803.25</u>	<u>78.53%</u>
<u>INTERGOVERNMENTAL ACCOUNT</u>					
COMMUNICATION	59,000.00	3,026.66	43,729.55	15,270.45	74.12%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
INSURANCE & SURETY BONDS	270,000.00	5,820.00	232,347.20	37,652.80	86.05%
OFFICE SUPPLIES	24,500.00	1,144.73	11,816.91	12,683.09	48.23%
OTHER CONTRACTUAL SERVICES	7,350.00	1,255.78	9,912.77	(2,562.77)	134.87%
Total Expenditures	<u>\$360,850.00</u>	<u>\$11,247.17</u>	<u>\$297,806.43</u>	<u>\$63,043.57</u>	<u>82.53%</u>
<u>MUNICIPAL COURT</u>					
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	1,200.00	86.58	776.08	423.92	64.67%
OTHER CONTRACTUAL SERVICES	2,500.00	194.28	2,837.69	(337.69)	113.51%
OVERTIME	3,000.00	280.03	667.31	2,332.69	22.24%
PROFESSIONAL SERVICES	35,000.00	2,016.00	20,768.00	14,232.00	59.34%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SAFE RIDE	0.00	0.00	0.00	0.00	0.00%
SALARIES	108,926.00	7,955.70	88,989.76	19,936.24	81.70%
TRAVEL & TRAINING	1,000.00	0.00	0.00	1,000.00	0.00%
Total Expenditures	<u>\$151,626.00</u>	<u>\$10,532.59</u>	<u>\$114,038.84</u>	<u>\$37,587.16</u>	<u>75.21%</u>
<u>P.W.-GENERAL ADMINISTRATION</u>					
COMMUNICATION	3,000.00	209.56	2,102.22	897.78	70.07%
CONTINGENCY	5,000.00	0.00	947.28	4,052.72	18.95%
GENERAL SUPPLIES & MATERIALS	4,000.00	700.26	3,435.81	564.19	85.90%
OFFICE SUPPLIES	5,000.00	455.57	3,439.77	1,560.23	68.80%
OTHER CONTRACTUAL SERVICES	1,300.00	0.00	1,465.09	(165.09)	112.70%
OVERTIME	500.00	145.99	391.80	108.20	78.36%
PROFESSIONAL SERVICES	20,000.00	0.00	7,549.86	12,450.14	37.75%
PROJECTS	91,250.00	21.30	45,034.75	46,215.25	49.35%
SALARIES	211,817.00	17,032.78	182,882.54	28,934.46	86.34%
TRAVEL & TRAINING	8,000.00	1,092.64	7,136.99	863.01	89.21%
Total Expenditures	<u>\$349,867.00</u>	<u>\$19,658.10</u>	<u>\$254,386.11</u>	<u>\$95,480.89</u>	<u>72.71%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>PARKS & PLAYGROUNDS</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	18,000.00	392.83	14,483.35	3,516.65	80.46%
COMMUNICATION	2,500.00	188.55	2,081.76	418.24	83.27%
CONTINGENCY	5,000.00	0.00	495.46	4,504.54	9.91%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	8,000.00	388.99	6,214.39	1,785.61	77.68%
GENERAL SUPPLIES & MATERIALS	45,000.00	3,332.03	42,950.70	2,049.30	95.45%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	10,400.00	0.00	6,440.61	3,959.39	61.93%
OFFICE SUPPLIES	800.00	0.00	172.85	627.15	21.61%
OTHER CONTRACTUAL SERVICES	24,000.00	499.38	14,144.58	9,855.42	58.94%
OVERTIME	10,000.00	443.51	13,354.78	(3,354.78)	133.55%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	800.00	0.00	607.50	192.50	75.94%
REPAIRS TO BLDGS & STRUCTURES	14,400.00	1,740.85	10,221.36	4,178.64	70.98%
SALARIES	595,990.00	43,367.99	482,229.02	113,760.98	80.91%
SEASONAL/PART TIME	97,920.00	7,461.25	93,276.50	4,643.50	95.26%
TRAVEL & TRAINING	4,500.00	139.67	1,423.13	3,076.87	31.63%
UNIFORMS	5,100.00	270.28	3,572.72	1,527.28	70.05%
Total Expenditures	<u>\$842,410.00</u>	<u>\$58,225.33</u>	<u>\$691,668.71</u>	<u>\$150,741.29</u>	<u>82.11%</u>
<u>PLANNING INSPECTION ENFORCEMEN</u>					
COMMUNICATION	6,700.00	208.77	3,109.72	3,590.28	46.41%
EQUIPMENT EXPENSE	600.00	0.00	0.00	600.00	0.00%
GENERAL SUPPLIES & MATERIALS	1,500.00	0.00	701.35	798.65	46.76%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	7,000.00	175.36	4,333.47	2,666.53	61.91%
OVERTIME	10,000.00	208.89	3,971.05	6,028.95	39.71%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	266,362.00	15,999.62	169,989.95	96,372.05	63.82%
SEASONAL/PART TIME	11,476.00	1,080.20	11,603.44	(127.44)	101.11%
TRAVEL & TRAINING	9,000.00	210.28	2,943.39	6,056.61	32.70%
UNIFORMS	1,600.00	145.00	1,437.33	162.67	89.83%
Total Expenditures	<u>\$314,238.00</u>	<u>\$18,028.12</u>	<u>\$198,089.70</u>	<u>\$116,148.30</u>	<u>63.04%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>PUBLIC WORKS-SERVICE DIVISION</u>					
COMMUNICATION	2,600.00	99.78	840.19	1,759.81	32.32%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	32,000.00	2,308.54	32,154.11	(154.11)	100.48%
GENERAL SUPPLIES & MATERIALS	181,000.00	21,784.32	79,843.28	101,156.72	44.11%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	14,000.00	5,500.00	11,000.00	3,000.00	78.57%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	37,000.00	166.25	15,173.41	21,826.59	41.01%
OVERTIME	15,900.00	351.26	14,835.39	1,064.61	93.30%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	(925.00)	925.00	0.00%
RENTALS	2,500.00	0.00	211.50	2,288.50	8.46%
REPAIRS TO BLDGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
SALARIES	575,197.00	37,565.83	450,205.44	124,991.56	78.27%
SEASONAL/PART TIME	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	1,800.00	0.00	1,780.74	19.26	98.93%
UNIFORMS	6,200.00	293.53	3,987.92	2,212.08	64.32%
Total Expenditures	<u>\$868,197.00</u>	<u>\$68,069.51</u>	<u>\$609,106.98</u>	<u>\$259,090.02</u>	<u>70.16%</u>
<u>QUALITY OF LIFE</u>					
OTHER CONTRACTUAL SERVICES	38,747.00	0.00	38,747.00	0.00	100.00%
Total Expenditures	<u>\$38,747.00</u>	<u>\$0.00</u>	<u>\$38,747.00</u>	<u>\$0.00</u>	<u>100.00%</u>
<u>SOCIAL SERVICES</u>					
OTHER CONTRACTUAL SERVICES	164,000.00	0.00	164,000.00	0.00	100.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$164,000.00</u>	<u>\$0.00</u>	<u>\$164,000.00</u>	<u>\$0.00</u>	<u>100.00%</u>
<u>SWIMMING POOL</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	41,500.00	0.00	31,217.03	10,282.97	75.22%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	10,000.00	0.00	2,398.80	7,601.20	23.99%
GENERAL SUPPLIES & MATERIALS	10,900.00	0.00	7,370.62	3,529.38	67.62%
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	6,000.00	0.00	5,968.15	31.85	99.47%
OTHER CONTRACTUAL SERVICES	34,000.00	0.00	9,938.54	24,061.46	29.23%
PROJECTS	30,000.00	16,000.00	24,000.00	6,000.00	80.00%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	5,500.00	0.00	1,252.61	4,247.39	22.77%
TRAVEL & TRAINING	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$137,900.00</u>	<u>\$16,000.00</u>	<u>\$82,145.75</u>	<u>\$55,754.25</u>	<u>59.57%</u>
Library					
<u>LIBRARY FUND EXPENDITURES</u>					
NEIGHBORHOOD REVIT REBATE	5,787.00	0.00	5,272.88	514.12	91.12%
OTHER CONTRACTUAL SERVICES	1,188,000.00	0.00	1,162,122.35	25,877.65	97.82%
TAX INCREMENT FINANCING DIST	17,000.00	0.00	16,114.06	885.94	94.79%
Total Expenditures	<u>\$1,210,787.00</u>	<u>\$0.00</u>	<u>\$1,183,509.29</u>	<u>\$27,277.71</u>	<u>97.75%</u>
Airport					

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>AIRPORT FUND EXPENDITURES</u>					
COMMUNICATION	3,200.00	182.38	1,787.24	1,412.76	55.85%
CONTINGENCY	50,000.00	5,900.00	13,587.87	36,412.13	27.18%
ELECTRICITY	32,480.00	4,901.34	26,840.68	5,639.32	82.64%
GENERAL SUPPLIES & MATERIALS	36,000.00	3,864.11	36,279.80	(279.80)	100.78%
GRANT FUNDING	0.00	0.00	(32,762.88)	32,762.88	0.00%
LEGAL PUBLICATIONS & PRINTING	500.00	0.00	90.38	409.62	18.08%
NATURAL GAS	10,800.00	177.20	4,981.06	5,818.94	46.12%
NEIGHBORHOOD REVIT REBATE	1,022.00	0.00	931.55	90.45	91.15%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	24,000.00	2,107.50	20,365.71	3,634.29	84.86%
OVERTIME	2,000.00	9.42	1,883.17	116.83	94.16%
PROFESSIONAL SERVICES	1,000.00	0.00	0.00	1,000.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
PROMOTIONS	15,000.00	327.31	554.65	14,445.35	3.70%
REPAIRS TO BLDGS & STRUCTURES	24,000.00	1,921.46	23,948.51	51.49	99.79%
SALARIES	103,165.00	5,950.89	83,841.21	19,323.79	81.27%
SEASONAL/PART TIME	5,000.00	0.00	3,340.50	1,659.50	66.81%
TAX INCREMENT FINANCING DIST	3,000.00	0.00	2,846.84	153.16	94.89%
TRANSFER TO AIRPORT IMPROVEMEN	177,154.00	0.00	177,154.00	0.00	100.00%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO NEW EQUIP. RESERVE	6,540.00	0.00	6,540.00	0.00	100.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	11,550.00	582.02	9,612.16	1,937.84	83.22%
UNIFORMS	675.00	47.60	431.10	243.90	63.87%
Total Expenditures	<u>\$507,086.00</u>	<u>\$25,971.23</u>	<u>\$382,253.55</u>	<u>\$124,832.45</u>	<u>75.38%</u>
Employee Benefit					
<u>EMPLOYEE BENEFIT EXPENDITURES</u>					
CONTINGENCY	300,000.00	0.00	0.00	300,000.00	0.00%
EMPLOYEE RETIREMENT	1,007,781.00	70,115.57	775,271.66	232,509.34	76.93%
HEALTH INSURANCE	1,719,500.00	121,812.97	1,326,817.54	392,682.46	77.16%
NEIGHBORHOOD REVIT REBATE	12,047.00	0.00	10,918.00	1,129.00	90.63%
OTHER CONTRACTUAL SERVICES	60,181.00	5,022.58	52,295.90	7,885.10	86.90%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
SOCIAL SECURITY	673,924.00	45,715.01	512,043.73	161,880.27	75.98%
TAX INCREMENT FINANCING DIST	33,625.00	0.00	33,365.72	259.28	99.23%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00%
UNEMPLOYMENT COMPENSATION	8,809.00	5,668.12	19,987.60	(11,178.60)	226.90%
WORKERS COMPENSATION	182,298.00	0.00	123,626.00	58,672.00	67.82%
Total Expenditures	<u>\$3,998,165.00</u>	<u>\$248,334.25</u>	<u>\$2,854,326.15</u>	<u>\$1,143,838.85</u>	<u>71.39%</u>
Special Highway					

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>SPECIAL HIGHWAY EXPENDITURES</u>					
2001 SIDEWALK RAMPS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	1,035,329.00	1,246.50	457,945.24	577,383.76	44.23%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	126,607.56	(126,607.56)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	43,124.25	(43,124.25)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	108,625.00	(108,625.00)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	34,869.91	(34,869.91)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	310.50	1,929.05	(1,929.05)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	30,969.85	30,969.85	(30,969.85)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	50,000.00	0.00	0.00	50,000.00	0.00%
CORR MGT - GENERAL HAYS RD.	0.00	0.00	0.00	0.00	0.00%
CORR MGT-REVERSE ACCESS 48-55	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
VINE ST.-MILL & OVERLAY--13/27	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$1,085,329.00</u>	<u>\$32,526.85</u>	<u>\$804,070.86</u>	<u>\$281,258.14</u>	<u>74.09%</u>
Special Park & Rec					
<u>SPECIAL PRK & REC EXPENDITURES</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	382,099.00	305,972.74	329,909.03	52,189.97	86.34%
TRANSFER TO NEW EQUIP. RESERVE	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$382,099.00</u>	<u>\$305,972.74</u>	<u>\$329,909.03</u>	<u>\$52,189.97</u>	<u>86.34%</u>
Special Alcohol Fund					
<u>SPECIAL ALCOHOL FUND EXPENDITURES</u>					
CONTINGENCY	162,639.00	0.00	0.00	162,639.00	0.00%
OTHER CONTRACTUAL SERVICES	60,000.00	0.00	60,000.00	0.00	100.00%
TRANSFER TO EMPLOYEE BENEFIT	24,045.00	0.00	24,045.00	0.00	100.00%
TRANSFER TO GENERAL FUND	52,854.00	0.00	52,854.00	0.00	100.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$299,538.00</u>	<u>\$0.00</u>	<u>\$136,899.00</u>	<u>\$162,639.00</u>	<u>45.70%</u>
Convention & Visitors Bureau					

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>CVB EXPENDITURES</u>					
COMMUNICATION	6,000.00	839.47	3,612.56	2,387.44	60.21%
CONTINGENCY	553,900.00	0.00	5,518.06	548,381.94	1.00%
ELECTRICITY	8,500.00	1,790.20	7,451.53	1,048.47	87.67%
GENERAL SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	80,000.00	3,485.00	73,530.28	6,469.72	91.91%
NATURAL GAS	2,000.00	58.85	866.48	1,133.52	43.32%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	5,000.00	292.66	2,496.54	2,503.46	49.93%
OTHER CONTRACTUAL SERVICES	80,000.00	4,846.49	58,571.32	21,428.68	73.21%
OVERTIME	1,500.00	0.00	414.91	1,085.09	27.66%
PROJECTS	29,000.00	0.00	28,611.13	388.87	98.66%
PROMOTIONS	60,000.00	5,619.84	38,003.99	21,996.01	63.34%
RENTALS	101,000.00	50,291.01	100,582.02	417.98	99.59%
REPAIRS TO BLDGS & STRUCTURES	5,000.00	275.00	2,578.48	2,421.52	51.57%
SALARIES	219,957.00	15,882.97	173,418.05	46,538.95	78.84%
SEASONAL/PART TIME	10,050.00	527.00	7,177.17	2,872.83	71.41%
TRANSFER TO EMPLOYEE BENEFIT	77,705.00	0.00	77,705.00	0.00	100.00%
TRANSFER TO GENERAL FUND	61,625.00	0.00	61,625.00	0.00	100.00%
TRANSFER TO NEW EQUIP. RESERVE	2,760.00	0.00	2,760.00	0.00	100.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	6,500.00	479.20	4,521.15	1,978.85	69.56%
Total Expenditures	<u>\$1,310,497.00</u>	<u>\$84,387.69</u>	<u>\$649,443.67</u>	<u>\$661,053.33</u>	<u>49.56%</u>
Library Employee Benefit					
<u>LIBRARY EMP. BENEFIT EXPENDITURES</u>					
NEIGHBORHOOD REVIT REBATE	846.00	0.00	770.52	75.48	91.08%
OTHER CONTRACTUAL SERVICES	172,400.00	0.00	166,563.08	5,836.92	96.61%
TAX INCREMENT FINANCING DIST	2,500.00	0.00	2,354.82	145.18	94.19%
Total Expenditures	<u>\$175,746.00</u>	<u>\$0.00</u>	<u>\$169,688.42</u>	<u>\$6,057.58</u>	<u>96.55%</u>
Risk Management					
<u>RISK MGT. FUND EXPENDITURES</u>					
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Golf Course Improvement					
<u>GOLF COURSE IMPR. EXPENDITURES</u>					
GENERAL SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Park Development					
<u>PARK DEVELOPMENT EXPENDITURES</u>					
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Sports Complex					
<u>SPORTS COMPLEX-EXPENDITURES</u>					
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROFESSIONAL SERVICES	0.00	3,466.35	9,884.08	(9,884.08)	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	18,109.00	(18,109.00)	0.00%
TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$3,466.35</u>	<u>\$27,993.08</u>	<u>(\$27,993.08)</u>	<u>0.00%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>STORMWATER MANAGEMENT EXPENDITURE</u>					
COMMUNICATION	650.00	67.14	431.58	218.42	66.40%
CONTINGENCY	50,000.00	3,465.00	3,465.00	46,535.00	6.93%
GENERAL SUPPLIES & MATERIALS	7,400.00	250.00	2,202.52	5,197.48	29.76%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	9,000.00	0.00	1.32	8,998.68	0.01%
PROFESSIONAL SERVICES	20,000.00	0.00	0.00	20,000.00	0.00%
PROJECTS	746,897.00	100,000.00	103,850.00	643,047.00	13.90%
SALARIES	31,065.00	2,344.50	25,789.55	5,275.45	83.02%
TRANSFER TO EMPLOYEE BENEFIT	10,702.00	0.00	10,702.00	0.00	100.00%
TRANSFER TO GENERAL FUND	64,260.00	0.00	64,260.00	0.00	100.00%
TRANSFER TO NEW EQUIP. RESERVE	1,800.00	0.00	1,800.00	0.00	100.00%
TRAVEL & TRAINING	3,000.00	0.00	661.67	2,338.33	22.06%
UNIFORMS	200.00	0.00	138.00	62.00	69.00%
Total Expenditures	<u>\$944,974.00</u>	<u>\$106,126.64</u>	<u>\$213,301.64</u>	<u>\$731,672.36</u>	<u>22.57%</u>
Bond & Interest					
<u>BOND & INTEREST EXPENDITURES</u>					
BOND PRINCIPAL	880,000.00	0.00	880,000.00	0.00	100.00%
CASH BASIS RESERVE	60,000.00	0.00	0.00	60,000.00	0.00%
ECONOMIC DEVELOPMENT BONDS	0.00	0.00	0.00	0.00	0.00%
INTEREST COUPONS	457,000.00	0.00	457,000.02	(0.02)	100.00%
INTEREST ON TEMPORARY NOTE	0.00	0.00	0.00	0.00	0.00%
INTEREST ON TIF	0.00	0.00	0.00	0.00	0.00%
LEVY STABILIZATION	75,000.00	0.00	0.00	75,000.00	0.00%
NEIGHBORHOOD REVIT REBATE	3,873.00	0.00	3,528.92	344.08	91.12%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TAX INCREMENT FINANCING DIST	12,000.00	0.00	10,784.42	1,215.58	89.87%
TRANSFER TO RESERVE FOR TIF	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$1,487,873.00</u>	<u>\$0.00</u>	<u>\$1,351,313.36</u>	<u>\$136,559.64</u>	<u>90.82%</u>
TDD Sales Tax					
<u>TDD SLS TAX EXPENDITURES</u>					
OTHER CONTRACTUAL SERVICES	0.00	23,013.79	195,270.69	(195,270.69)	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$23,013.79</u>	<u>\$195,270.69</u>	<u>(\$195,270.69)</u>	<u>0.00%</u>
Home Depot Economic Dev Bonds					
<u>H DEPOT ECON DEV BND-EXPENDITURE</u>					
BOND PRINCIPAL	110,000.00	0.00	110,000.00	0.00	100.00%
INTEREST COUPONS	102,618.00	0.00	102,617.52	0.48	100.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$212,618.00</u>	<u>\$0.00</u>	<u>\$212,617.52</u>	<u>\$0.48</u>	<u>100.00%</u>
48th/Roth Ave. - CID					
<u>48TH/ROTH AVE CID-EXPENDITURE</u>					
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Water & Sewer					
<u>DEBT SERVICE</u>					
INT-REVENUE BND PAYMENT 2009A	139,556.00	11,349.58	115,735.82	23,820.18	82.93%
INTEREST-REVENUE BOND	0.00	0.00	0.00	0.00	0.00%
PRINCIPAL & INT. REVOLVING LOA	399,393.00	33,282.74	334,032.04	65,360.96	83.63%
PRINCIPAL PAYMENT-SLS TX BOND	0.00	0.00	0.00	0.00	0.00%
PWWSD #15	0.00	0.00	0.00	0.00	0.00%
REV BOND PAYMENT 2009-A	285,000.00	23,750.00	154,166.68	130,833.32	54.09%
REVENUE BOND PAYMENT	0.00	0.00	0.00	0.00	0.00%
SALES TAX BOND ISSUE-INTEREST	0.00	0.00	0.00	0.00	0.00%
UNAMORTIZED 1996 BOND IS.COST	0.00	0.00	0.00	0.00	0.00%
WATER EXPLORATION	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$823,949.00</u>	<u>\$68,382.32</u>	<u>\$603,934.54</u>	<u>\$220,014.46</u>	<u>73.30%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>DEBT SERVICE - SALES TAX</u>					
PRINCIPAL PAYMENT-SLS TX BOND	0.00	0.00	0.00	0.00	0.00%
PWWSD #15	0.00	0.00	0.00	0.00	0.00%
SALES TAX BOND ISSUE-INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER-SALES TAX RESERVE	0.00	0.00	0.00	0.00	0.00%
UNAMORITIZED 1996 BOND IS.COST	0.00	0.00	0.00	0.00	0.00%
WATER EXPLORATION	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<u>UTILITIES DEPT./WATER CONSERV.</u>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	2,500.00	0.00	653.30	1,846.70	26.13%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	2,000.00	0.00	0.00	2,000.00	0.00%
NEW EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00%
OVERTIME	0.00	0.00	0.00	0.00	0.00%
PROJECTS	40,000.00	0.00	29,426.47	10,573.53	73.57%
SALARIES	31,065.00	2,344.52	26,497.37	4,567.63	85.30%
TRANSFER TO NEW EQUIP. RESERVE	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	2,000.00	0.00	520.89	1,479.11	26.04%
Total Expenditures	<u>\$87,565.00</u>	<u>\$2,344.52</u>	<u>\$57,098.03</u>	<u>\$30,466.97</u>	<u>65.21%</u>
<u>W/S NON-OPERATING EXPENDITURES</u>					
CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00%
CLEAN DRINKING WATER FEE	18,000.00	5,526.72	18,423.63	(423.63)	102.35%
CONTINGENCY	50,000.00	0.00	45,795.58	4,204.42	91.59%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
INTEREST ON METER DEPOSITS	5,000.00	36.22	327.69	4,672.31	6.55%
OTHER CONTRACTUAL SERVICES	0.00	1,259.20	11,338.35	(11,338.35)	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
R-9 RANCH EXPENDITURES	280,000.00	2,721.00	293,703.37	(13,703.37)	104.89%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO CAPITAL IMPROVEMEN	1,152,267.00	0.00	0.00	1,152,267.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	454,019.00	0.00	454,019.00	0.00	100.00%
TRANSFER TO GENERAL FUND	968,200.00	0.00	968,200.00	0.00	100.00%
TRANSFER TO NEW EQUIP. RESERVE	60,941.00	0.00	60,941.00	0.00	100.00%
TRANSFER TO STORMWATER MGT	0.00	0.00	0.00	0.00	0.00%
TRANSFER-SALES TAX RESERVE	2,759,000.00	0.00	0.00	2,759,000.00	0.00%
TRNSF TO GEN. FROM WA SLS TX	596,850.00	0.00	596,850.00	0.00	100.00%
WATER TAPS, HYDRANTS, METERS	128,003.00	2,009.39	86,105.93	41,897.07	67.27%
Total Expenditures	<u>\$6,472,280.00</u>	<u>\$11,552.53</u>	<u>\$2,535,704.55</u>	<u>\$3,936,575.45</u>	<u>39.18%</u>
<u>WASTEWATER TREATMENT & COLL.</u>					
CHEMICALS	85,000.00	2,303.05	36,174.48	48,825.52	42.56%
COMMUNICATION	3,000.00	195.96	2,174.18	825.82	72.47%
ELECTRICITY	165,900.00	26,824.11	131,965.52	33,934.48	79.55%
EQUIPMENT EXPENSE	58,112.00	14,511.06	83,369.17	(25,257.17)	143.46%
GENERAL SUPPLIES & MATERIALS	23,381.00	1,596.54	21,618.73	1,762.27	92.46%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	40,925.00	843.87	14,158.90	26,766.10	34.60%
OFFICE SUPPLIES	600.00	0.00	302.73	297.27	50.46%
OTHER CONTRACTUAL SERVICES	33,000.00	1,862.38	25,681.84	7,318.16	77.82%
OVERTIME	15,000.00	2,989.08	19,848.07	(4,848.07)	132.32%
PROFESSIONAL SERVICES	28,189.00	5,129.70	19,272.32	8,916.68	68.37%
PROJECTS	158,000.00	0.00	7,079.47	150,920.53	4.48%
REPAIRS TO BLDGS & STRUCTURES	5,150.00	179.29	11,953.75	(6,803.75)	232.11%
SALARIES	453,484.00	33,145.64	363,488.00	89,996.00	80.15%
SEASONAL/PART TIME	23,957.00	1,210.55	13,027.30	10,929.70	54.38%
TRAVEL & TRAINING	6,000.00	209.64	2,386.71	3,613.29	39.78%
UNIFORMS	4,202.00	210.24	3,487.97	714.03	83.01%
Total Expenditures	<u>\$1,103,900.00</u>	<u>\$91,211.11</u>	<u>\$755,989.14</u>	<u>\$347,910.86</u>	<u>68.48%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>WATER PRODUCTION & DIST.</u>					
CHEMICALS	494,210.00	43,302.97	376,508.20	117,701.80	76.18%
COMMUNICATION	4,300.00	305.64	4,120.90	179.10	95.83%
ELECTRICITY	256,800.00	39,033.36	203,969.11	52,830.89	79.43%
EQUIPMENT EXPENSE	56,140.00	13,118.35	33,203.14	22,936.86	59.14%
GENERAL SUPPLIES & MATERIALS	42,000.00	3,527.77	21,619.87	20,380.13	51.48%
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	3,150.00	32.61	490.05	2,659.95	15.56%
NATURAL GAS	13,360.00	104.03	6,463.66	6,896.34	48.38%
OFFICE SUPPLIES	1,100.00	46.72	692.36	407.64	62.94%
OTHER CONTRACTUAL SERVICES	91,720.00	8,117.59	49,461.35	42,258.65	53.93%
OVERTIME	22,000.00	2,688.90	23,106.30	(1,106.30)	105.03%
PROFESSIONAL SERVICES	15,540.00	270.00	14,128.81	1,411.19	90.92%
PROJECTS	40,000.00	0.00	7,697.58	32,302.42	19.24%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	4,500.00	75.88	2,444.94	2,055.06	54.33%
SALARIES	567,680.00	40,514.28	457,392.17	110,287.83	80.57%
SEASONAL/PART TIME	23,976.00	1,341.06	16,652.02	7,323.98	69.45%
TRAVEL & TRAINING	6,000.00	25.00	1,758.47	4,241.53	29.31%
UNIFORMS	5,000.00	235.22	3,340.11	1,659.89	66.80%
Total Expenditures	<u>\$1,647,476.00</u>	<u>\$152,739.38</u>	<u>\$1,223,049.04</u>	<u>\$424,426.96</u>	<u>74.24%</u>
Solid Waste					
<u>SOLID WASTE FUND EXPENDITURE</u>					
COMMUNICATION	1,190.00	81.56	962.04	227.96	80.84%
CONTINGENCY	50,000.00	0.00	27,996.40	22,003.60	55.99%
DEBT SERVICES	0.00	0.00	0.00	0.00	0.00%
DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00%
ELECTRICITY	3,750.00	404.32	3,116.41	633.59	83.10%
EQUIPMENT EXPENSE	10,900.00	0.00	5,885.01	5,014.99	53.99%
GENERAL SUPPLIES & MATERIALS	23,240.00	2,509.28	9,904.47	13,335.53	42.62%
LEGAL PUBLICATIONS & PRINTING	2,000.00	119.70	726.34	1,273.66	36.32%
NATURAL GAS	3,084.00	23.78	1,740.87	1,343.13	56.45%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	550.00	0.00	587.31	(37.31)	106.78%
OTHER CONTRACTUAL SERVICES	368,080.00	28,820.92	264,725.11	103,354.89	71.92%
OVERTIME	5,500.00	502.00	4,621.96	878.04	84.04%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	5,000.00	0.00	5,000.00	0.00	100.00%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	3,600.00	68.93	3,467.28	132.72	96.31%
SALARIES	348,633.00	25,519.15	279,623.53	69,009.47	80.21%
SEASONAL/PART TIME	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	159,376.00	0.00	159,376.00	0.00	100.00%
TRANSFER TO GENERAL FUND	245,000.00	0.00	245,000.00	0.00	100.00%
TRANSFER TO RESERVES	242,839.00	0.00	0.00	242,839.00	0.00%
TRANSFER TO WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	800.00	35.00	43.86	756.14	5.48%
UNIFORMS	3,500.00	200.56	2,196.52	1,303.48	62.76%
UTILITY-WATER	410.00	0.00	11.50	398.50	2.80%
Total Expenditures	<u>\$1,477,452.00</u>	<u>\$58,285.20</u>	<u>\$1,014,984.61</u>	<u>\$462,467.39</u>	<u>68.70%</u>
Fire Insurance Trust					
<u>FIRE INS TRUST EXPENDITURES</u>					
OTHER CONTRACTUAL SERVICES	0.00	0.00	2,653.57	(2,653.57)	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,653.57</u>	<u>(\$2,653.57)</u>	<u>0.00%</u>
Grand Totals	<u>\$37,342,040.00</u>	<u>\$3,494,116.20</u>	<u>\$24,769,178.31</u>	<u>\$12,572,861.69</u>	<u>66.33%</u>

CITY OF HAYS
AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 5

MEETING DATE: 11-26-13

TOPIC:

Business Resolution

ACTION REQUESTED:

Consider adopting Business Resolution AR-02, Series 2013, expressing appreciation to a new business owner in Hays.

NARRATIVE:

Abbey Gonzalez assumed ownership of the previous Roxie's Hair Designs and Tanning Salon, now LuLu's Hair and Tanning Salon, which is located at 705 Fort Street in Hays.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Mayor Steward

ADMINISTRATION RECOMMENDATION:

Adopt the Business Resolution.

COMMITTEE RECOMMENDATION(S):

None

ATTACHMENTS:

Business Resolution No. AR-02, Series 2013

RESOLUTION NO. AR – 02

Series of 2013

A RESOLUTION EXPRESSING APPRECIATION TO A NEW OWNER OF A HAYS BUSINESS

WHEREAS, in order to maintain a viable economic base in the City of Hays, it is vital that present businesses continue in operation, and;

WHEREAS, Abbey Gonzalez has helped to maintain Hays' economic base by assuming ownership of an existing business that provides hair services, tanning and waxing, and retails hair and tanning products.

NOW THEREFORE, be it resolved by the City Commission of the City of Hays, as follows:

The City Commission of the City of Hays does hereby express the appreciation of the people of Hays to

Abbey Gonzalez

for her help in maintaining Hays' viable economic base and her expression of confidence in the City of Hays by assuming ownership of the previous Roxie's Hair Designs & Tanning Salon, 705 Fort Street, now:

Lulu's Hair & Tanning Salon

The City Commission, on behalf of the citizens of Hays, wishes her many successful years in business.

ADOPTED THIS 26TH DAY OF NOVEMBER, 2013

Kent L. Steward
Mayor

ATTEST:

Brenda Kitchen
City Clerk

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 6

MEETING DATE: 11-26-13

TOPIC:

Golden Belt Estates 5th Addition Engineering Services Agreement (Danby Lane and Jagger Court)

ACTION REQUESTED:

Approve the Engineering Services Agreement with Ruder Engineering & Surveying, LLC for an amount not to exceed \$49,400 for the development of Blocks 1 and 2, Golden Belt Estates 5th Addition.

NARRATIVE:

Western Plains Service Corporation has petitioned the City for Street, Storm Sewer, Water, and Sanitary Sewer Improvements to an area containing 34 lots within Blocks 1 and 2 of the Golden Belt Estates 5th Addition. The resolutions accepting the petitions have previously been approved by the City Commission. Ruder Engineering and Surveying, L.L.C. has now prepared a contract for engineering services to include engineering design, contractor solicitation, construction engineering, and warranty inspection. The contract is for a not-to-exceed amount of \$49,400. Staff recommends that the commission authorize the Mayor to sign the Engineering Services Agreement with Ruder Engineering & Surveying, LLC for professional services related to improvements within Blocks 1 and 2 of the Golden Belt Estates 5th Addition in an amount not to exceed \$49,400.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
I.D. Creech, Director of Public Works

ADMINISTRATION RECOMMENDATION:

Staff recommends that the commission authorize the Mayor to sign the Engineering Services Agreement with Ruder Engineering & Surveying, LLC for professional services related to improvements to Blocks 1 and 2 of the Golden Belt Estates 5th Addition in an amount not to exceed \$49,400.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Engineering Services Agreement
Maps

Commission Work Session Agenda

Memo

From: Jesse Rohr, PIE Superintendent

Work Session: November 21, 2013

Subject: Golden Belt Estates 5th Addition Engineering Services Agreement (Danby Lane and Jagger Court)

Person(s) Toby Dougherty, City Manager
Responsible: I.D. Creech, Director of Public Works

Summary

Western Plains Service Corporation has petitioned the City for Street, Storm Sewer, Water, and Sanitary Sewer Improvements to an area containing 34 lots within Blocks 1 and 2 of the Golden Belt Estates 5th Addition. The resolutions accepting the petitions have previously been approved by the City Commission. Ruder Engineering and Surveying, L.L.C. has now prepared a contract for engineering services to include engineering design, contractor solicitation, construction engineering, and warranty inspection. The contract is for a not-to-exceed amount of \$49,400. Staff recommends that the commission authorize the Mayor to sign the Engineering Services Agreement with Ruder Engineering & Surveying, LLC for professional services related to improvements within Blocks 1 and 2 of the Golden Belt Estates 5th Addition in an amount not to exceed \$49,400.

Background

This particular plat was approved in May of 2013. There are 34 lots slated for single-family residential development.

Discussion

Western Plains Service Corporation has petitioned the City and has been approved for Street, Storm Sewer, Water, and Sanitary Sewer Improvements to an area containing 34 lots within Blocks 1 and 2 of the Golden Belt Estates 5th Addition. Ruder Engineering and Surveying, L.L.C. has prepared a contract for engineering services to include engineering design, contractor solicitation, construction engineering, and warranty inspection. The contract is for a not-to-exceed amount of \$49,400.

Legal Consideration

The transaction is a pass-through procedure for the City and there are no known legal obstacles to proceeding as recommended by City Staff.

Options

Options include the following:

- Approve the Engineering Services Agreement
- Do not approve the Agreement

Recommendation

Staff recommends that the commission authorize the Mayor to sign the Engineering Services Agreement with Ruder Engineering & Surveying, LLC for professional services related to improvements to Blocks 1 and 2 of the Golden Belt Estates 5th Addition in an amount not to exceed \$49,400.

Action Requested

Approve the Engineering Services Agreement with Ruder Engineering & Surveying, LLC for an amount not to exceed \$49,400 for the development of Blocks 1 and 2, Golden Belt Estates 5th Addition.

Supporting Documentation

Engineering Services Agreement
Maps

ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT, entered into on the _____ day of _____, 2013, by the City of Hays, Kansas, party of the first part, hereinafter referred to as the "City", and Western Plains Service Corporation, party of the second part, hereinafter referred to as the "Developer" and the firm of Ruder Engineering & Surveying, LLC, party of the third part, hereinafter referred to as the "Consultant".

WITNESSETH:

That the City and the Developer plan to complete improvements to and within the Golden Belt Estates Fifth Addition to the City of Hays. The improvements include the sanitary sewer lines, water lines and street construction needed to serve the lots on Danby Lane and Jagger Court in said Addition.

These improvements will be hereinafter referred to as the "IMPROVEMENT".

That the City and the Developer require professional engineering services to assist them in implementing the IMPROVEMENT.

That the City and the Developer have selected Ruder Engineering & Surveying, LLC to perform these services;

NOW, THEREFORE, in consideration of these premises and the mutual covenants herein contained, the Parties hereto agree as follows:

ARTICLE I SCOPE OF SERVICES

Ruder Engineering & Surveying, LLC shall be responsible for engineering services required by the various portions of the "IMPROVEMENT". The services required on the "IMPROVEMENT" are described as follows:

Engineering Design Phase:

1. Perform field surveys to collect pertinent topographic and engineering data necessary to complete the design of the water lines, sewer lines and streets as listed above.
2. Prepare bid and construction documents in sufficient detail, using City's standards, where applicable, to allow competitive bids to be received. All portions of the project shall be included in the same set of the bid and construction documents.
3. Review documents and project budget and perform a field check of the project with City Staff and the Developer.

4. Prepare "Engineers Estimate of Probable Cost" to be used in evaluating bids.
5. Assist in obtaining necessary approvals and permits from KDHE.
6. Design a complete Stormwater Pollution Prevention Plan in accordance with KDHE General Construction Stormwater Permit. The Plan shall require that the contractor for the Improvements, shall maintain the sediment and erosion controls during the construction of the Improvements.

Contractor Solicitation Phase:

1. Assist the City and the Developer in soliciting interest from contractors by:
 - a. Preparing a Notice to Contractors, which can be published (at the City's expense) in appropriate newspapers.
 - b. Mailing the Notice to Contractors to approved contractors.
2. Provide bid documents to interested contractors and plan rooms.
3. Address contractor questions and issue appropriate addenda during the bid preparation period.
4. Attend the bid opening, tabulate the submitted bids, analyze the bids and make recommendations to the City and the Developer regarding award of the construction contracts.
5. Prepare contract documents and distribute for execution. Collect fully executed documents and distribute to the appropriate parties.

Construction Engineering Phase:

1. Conduct a pre-construction conference.
2. Review all shop drawings and submittals.
3. Review contractor schedules.
4. Provide on-site inspection to maintain compliance with the construction and contract documents.
5. Review and submit periodic Contractor pay estimates to the City and the Developer for payment.
6. Prepare change orders as necessary.
7. Conduct a final inspection of every part of the work prior to acceptance of the work by the City and the Developer.
8. Prepare record drawings.

9. Inspect stormwater controls in accordance with a schedule as listed on the Stormwater Pollution Prevention Plan and ensure that the Contractor maintains the erosion and sediment controls.

Warranty Inspection Phase:

1. Conduct a warranty inspection approximately one year from the date of acceptance of the project and monitor repair of any deficient items.

**ARTICLE II
TIME SCHEDULE**

The services listed in the above scope of services shall be completed as shown on the following schedule:

Task	Proposed Date of Completion
Notice to Proceed	<u>11-14-13</u>
Review Plans	<u>12-2-13</u>
Final Review Due	<u>12-9-13</u>
Send out for bids	<u>12-10-13</u>
Pre-bid meeting	<u>12-11-13</u>
Open bids	<u>12-18-13</u>
City Work Session	<u>1-2-14</u>
Award bids	<u>1-9-14</u>
Construction Engineering Phase	<u>150</u> Working Days
Warranty Inspection	<u>20</u> Working Days

**ARTICLE III
COMPENSATION**

Water Line:

Engineering Design Phase	Not-to-Exceed	\$4,200.00	
Contractor Solicitation Phase	Not-to-Exceed	\$500.00	
Construction Engineering Phase	Not-to-Exceed	\$4,200.00	
Warranty Inspection	Not-to-Exceed	<u>\$300.00</u>	
		<i>Water Line Subtotal</i>	\$9,200.00

Sewer Line:

Engineering Design Phase	Not-to-Exceed	\$6,900.00	
Contractor Solicitation Phase	Not-to-Exceed	\$500.00	
Construction Engineering Phase	Not-to-Exceed	\$6,900.00	
Warranty Inspection	Not-to-Exceed	<u>\$300.00</u>	
		<i>Sewer Line Subtotal</i>	\$14,600.00

Streets:

Engineering Design Phase	Not-to-Exceed	\$12,400.00	
Contractor Solicitation Phase	Not-to-Exceed	\$500.00	
Construction Engineering Phase	Not-to-Exceed	\$12,400.00	
Warranty Inspection	Not-to-Exceed	<u>\$300.00</u>	
		<i>Streets Subtotal</i>	\$25,600.00

GRAND TOTAL NOT-TO-EXCEED \$49,400.00

The Consultant shall submit an invoice to the City on a monthly basis. The invoice shall show the percentage complete for each phase as shown above. The sum of all invoices submitted for each phase shall not exceed the amount listed above for the applicable phase.

The Consultant will submit invoices within 20 days after the last day of each month during which work on the Project has been in progress. The City will pay the Consultant within thirty days after receipt of the Consultant's statement.

**ARTICLE IV
MISCELLANEOUS PROVISIONS**

1. **Change in Scope.** The scope of the work described in Article I, Scope of Services shall be subject to modification or supplement upon the written agreement of the contracting parties. Any such modifications in the scope of the work shall be incorporated by supplemental agreement. At the time of such modification of work, equitable adjustments will be made by the parties in the time of performance and the compensation to be paid on the project.

2. **Conferences.** Representatives of the City and the Developer may arrange for such conference and visits as may be deemed necessary or desirable during the progress of the work.

3. **Termination.** The City and the Developer reserve the right to terminate this Agreement at any time, upon written notice, in the event the services of the Consultant are unsatisfactory, or upon failure to prosecute the work with due diligence or to complete the work within the time limits specified; provided, however, that in any such case, the Consultant shall be paid the reasonable value of the services rendered up to the time of termination on the basis of the payment provisions of this Agreement.

4. **Binding Upon Successors.** This Agreement shall be binding upon the undersigned parties, their successors, partners, assigns, and legal representatives.

5. **Liability and Indemnification.**

a. **General.** Having considered the potential liabilities that may exist during performance of the Services, the benefits of the Project, and the Consultant's fee for the Services, and in consideration of the promises contained in this Agreement, the Agreement Parties agree to allocate and limit such liabilities in accordance with this Article.

b. **Indemnification.** The Agreement Parties each agree to defend, indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages and expenses to the extent such claims, losses, damages or expenses are caused by its negligent acts, errors or omissions. In the event such claims, losses, damages or expenses are caused by the joint or concurrent negligence of the Agreement Parties, they shall be borne by each party in proportion to its own negligence.

c. **Employee Claims.** Each party of the Agreement shall indemnify the other parties against legal liability for damages arising out of claims by said party's employees.

d. **Survival.** Upon completion of all Services, obligations and duties provided for in this Agreement, or if this Agreement is terminated for any reason, the terms and conditions of this article shall survive.

6. **Opinions of Cost and Schedule.** Since the Consultant has no control over the cost of labor, materials or equipment furnished by others, or over the resources provided by others to meet Project schedules, the Consultant's opinion of probable costs and of Project schedules shall be made on the basis of experience and qualifications as a professional engineer. The Consultant does not guarantee that proposals, bids, or actual Project costs will not vary from the Consultant's opinion of probable costs or that actual schedules will not vary from the Consultant's projected schedules.

7. **Reuse of Documents.** All documents, including, but not limited to, drawings, specifications, and computer software prepared by the Consultant pursuant to this Agreement are instruments of service in respect to a Project. They are not intended or represented to be suitable for reuse by the City or others on extensions of a project or on any other project. Any reuse without prior written verification or adaptation by the Consultant for the specific purpose intended will be at the City's

sole risk and without liability or legal exposure to the Consultant. The City shall defend, indemnify, and hold harmless the Consultant against all claims, losses, damages, injuries, and expenses, including attorneys' fees, arising out of or resulting from such reuse. Any verification or adaptation of documents will entitle the Consultant to additional compensation at rates to be agreed upon by the involved parties.

8. Ownership of Documents and Intellectual Property. Except as otherwise provided herein, engineering documents, drawings, and specifications prepared by the Consultant as part of the Services shall become the property of the Developer, provided, however, that the Consultant shall have the unrestricted right to their use. The Consultant shall retain its rights in its standard drawing details, specifications, databases, computer software and other proprietary property. Rights to intellectual property developed, utilized or modified in the performance of the Services shall be the joint property of the Consultant and the Developer, provided that the Consultant shall have the right to use said property in its ordinary course of business.

IN WITNESS WHEREOF, said parties have caused this Agreement to be signed by their duly authorized officers in four counterparts, each of which shall be deemed an original, on the day and year first written.

ATTEST:

CITY OF HAYS, KANSAS

Hays City Clerk

Mayor

ATTEST:

WESTERN PLAINS SERVICE CORPORATION

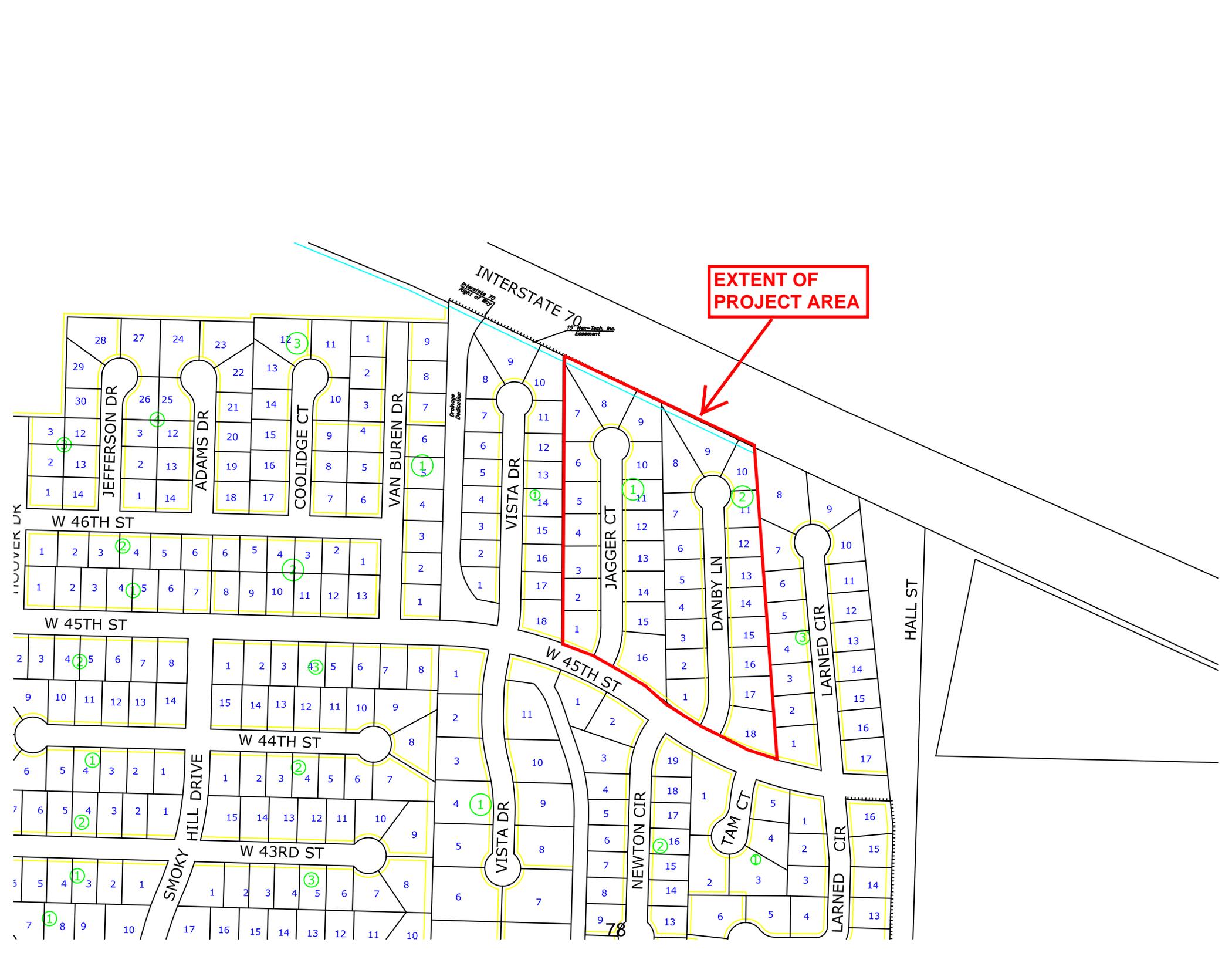
By _____

Title _____

ATTEST:

RUDER ENGINEERING & SURVEYING, LLC

Harvey Ruder, PE, RLS



EXTENT OF PROJECT AREA

INTERSTATE 70
Right of Way

13' Easement
13' Easement
13' Easement

Drainage Easement

HALL ST

100' OVER DR

W 46TH ST

W 45TH ST

W 44TH ST

W 43RD ST

HILL DRIVE

SMOKY

VISTA DR

NEWTON CIR

TAM CT

LARNED CIR

LARNED CIR

78

JEFFERSON DR

ADAMS DR

COOLIDGE CT

VAN BUREN DR

VISTA DR

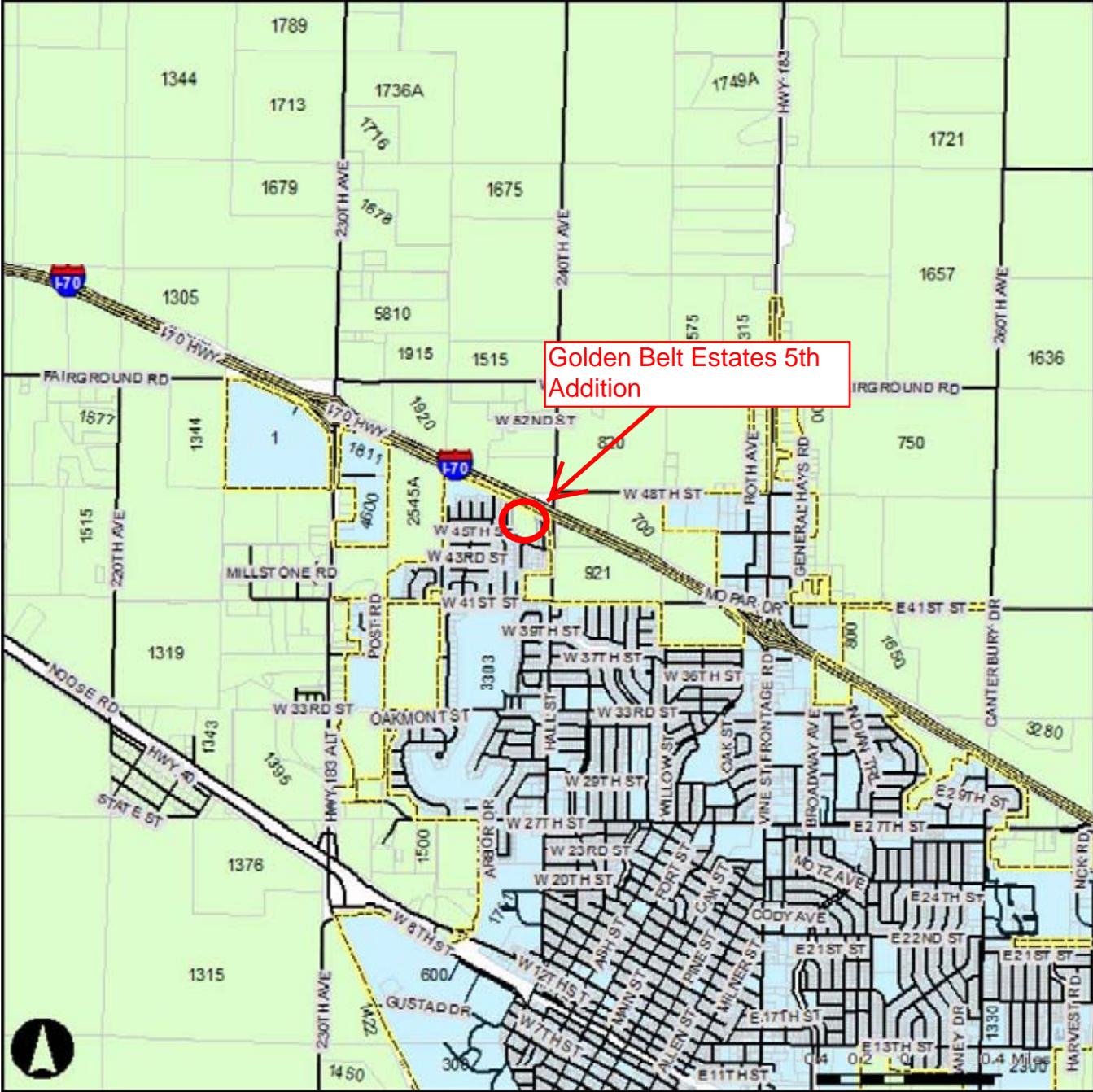
JAGGER CT

DANBY LN

LARNED CIR

HALL ST

Golden Belt Est. 5th



CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 7

MEETING DATE: 11-26-13

TOPIC:

Public Works Building Remodel - Award of Bid

ACTION REQUESTED:

Approve the bid from Paul-Wertenberger Construction in the amount of \$58,800 to be funded in equal proportions from Public Works General Administration, Stormwater, and Water Conservation Funds.

NARRATIVE:

Bids have been received for the remodel of the Public Works Building. The low bid is from Paul-Wertenberger Construction, Inc. in the amount of \$58,800. The work included in this bid, is for Phase II of the remodeling of the Public Works Building, which is key to meeting the long term operational goals of both the Public Works and Utilities Departments. Phase I was completed in-house earlier this year. Staff recommends accepting the low bid and authorizing the construction to begin. The project would be funded out of the Projects line item of the Public Works General Administration Fund, the Stormwater Fund, and Water Conservation Fund.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
I.D. Creech, Director of Public Works

ADMINISTRATION RECOMMENDATION:

City staff recommends accepting the bid from Paul-Wertenberger Construction

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Request for Bids.
Final Proposed layout of Public Works Building

Commission Work Session Agenda

Memo

From: John Braun, Assistant Director of Public Works

Work Session: November 21, 2013

Subject: Public Works Remodel - Award of Bid

Person(s) Toby Dougherty, City Manager

Responsible: I.D. Creech, Director of Public Works

Summary

Bids have been received for the remodel of the Public Works Building. The low bid is from Paul-Wertenberger Construction, Inc. in the amount of \$58,800. The Phase II remodel will complete the remodel of Public Works. It will provide space for Stormwater and Water Conservation as well as a break room and conference room. Completion of the Phase II remodel is key to meeting the long term operational goals and space needs of both the Public Works and Utilities Departments. Phase I was completed in-house earlier this year.

Staff recommends accepting the low bid and authorizing the construction to begin. The project would be funded out of the Projects line item of the Public Works General Administration Fund, the Stormwater Fund, and Water Conservation Fund.

Background

Since 2008 city staff has attempted to find the most comprehensive and economical solution to address space needs for the Public Works and Utilities departments. Adequate space is needed for Public Works and Utilities administration. The Public Works Facility needed reconfiguring to provide for better public access as well as improved break and conference facilities. Space was needed for Stormwater and Water Conservation staff that allowed for public access. And lastly space was needed for the Utilities Maintenance Division which is currently housed in the Public Works Facility.

City Staff evaluated several options that included:

- Construction of a new facility that would house all administrative functions as well as Utilities Maintenance. This option was dismissed as too expensive.
- Remodeling and expanding the water treatment facility to provide space for Utilities Administration, Stormwater, and Water Conservation as well as allowing for access by the public. This option was dismissed as too expensive.

- Creation of a large Utilities maintenance facility on the former Dow Chemical property. Staff felt this option was too expensive. However, staff will be recommending a smaller facility on the property.

Discussion

The 2013 budget include \$91,250 to make improvement to the Public Works facility. In 2013 city crews completed Phase I improvement in house. Phase I improvements created additional office space, provided for improved public access to the facility, and allowed for better utilization of administrative staff. After completion of Phase I, \$45,000 is remaining in the project budget.

After further evaluation, the most economical solution that addresses long-term space needs for Public Works and Utilities involves:

- Keeping Stormwater and Water Conservation in the Public Works Building facility.
- Keeping Utilities Administration in Water Treatment Plant Facility.
- Moving Utilities Maintenance out of Public Works Building (currently underway).
 - Utilizing rehabilitated buildings on Dow Property Site (currently underway).
 - Construct new “Parks-like” metal building for vehicle and equipment storage on Dow Property Site (to be brought to Commission later this winter).

This solution gives Public Works more space and creates the opportunity to keep Stormwater and Water Conservation in Public Works Building where access by the public is better.

Phase II includes converting approximately 650 SF of storage space to finished space, and renovating an additional 450 SF of existing office to accommodate the changing needs of the Departments. Work involves installation of new HVAC for the converted storage space, cutting two openings through masonry walls in the old part of the building, and finishing out renovated areas. The attached Request for Bids details the work to be accomplished and a diagram showing the final proposed configuration of Public Works Building follows the RFB.

Bids from two local contractors (Paul-Wertenberger and Commercial Builders) were opened on November 6, 2013, with the low bid coming from Paul-Wertenberger Construction in the amount of \$58,800. Commercial Builder’s bid was \$59,478, and staff’s estimate of cost was \$60,000. Both bids were reviewed and determined to be good and valid bids.

Paul-Wertenberger Construction’s bid included a start date of December 2, 2013, with completion by January 10, 2014.

Legal Consideration

There are no known legal obstacles to proceeding as recommended by City Staff.

Financial Consideration

The 2013 Budget included \$91,250 in the Projects line item of the Public Works General Administration Budget for the remodeling of the Public Works Building. Work already accomplished amounted to \$46,485 leaving \$44,765 remaining.

To fund the \$58,800 low bid, staff recommends splitting the cost equally among the Public Works General Administration Fund, Stormwater, and Water Conservation - \$19,600 each.

Options

The Commission has the following options:

Option 1: Accept the bid from Paul-Wertenberger Construction in the amount of \$58,800.

Option 2: Provide alternate direction to staff.

Option 3: Do nothing.

Recommendation

City staff recommends proceeding with Option 1.

Action Requested

Consider accepting the bid from Paul-Wertenberger Construction in the amount of \$58,800 to be funded in equal proportions from Public Works General Administration, Stormwater, and Water Conservation Funds.

Supporting Documentation

Final Proposed layout of Public Works Building

Photos of the area to be remodeled

Request for Bids

PUBLIC WORKS BUILDING REMODEL PHASES







TIMESHEETS
NEED TO BE
COMPLETED BY
THE END OF THE
DAY ON FRIDAY!!!



City of Hays
Request for Proposals

COH Project 2012-14
Public Works Building Remodel

Date of Issue: October 15, 2013

Pre-proposal Conference (MANDATORY) October 28, 2103

Proposal Due Date November 6, 2013

Tentative City Commission Approval: November 26, 2013

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1. Introduction

The City of Hays Public Works Department is remodeling administrative office space and is requesting proposals for the remodel of approximately 1100 SF of office space in the existing Public Work Building at 1002 Vine Street in Hays, Kansas.

Work includes: installation of new HVAC system for approximately 655 SF of previously unconditioned space, cutting two openings through masonry walls to install 3'x7' finish opening doors, plumbing for break room sink, janitor sink, ice machine and coffee maker, all required electrical improvements, conduit and boxes for telecomm (telecom wiring by others), rough framing, insulation, sheet rock, mud and tape, painting, finish carpentry, lighting, suspended ceiling, floor covering, and any other improvements necessary to complete the job ready for occupancy. All material is to be installed complete and ready for use. Price is to include demolition, removal and disposal of demolition, and any prep work necessary. Work shall be accomplished in phases to accommodate the remodeling of spaces and the relocation of office furnishings and personnel.

This written Request for Proposal (RFP) states the scope of the City of Hays requirements and specifies the general rules for preparing the proposal.

The proposal should clearly demonstrate how the firm can best satisfy the requirements of the City of Hays. The City of Hays shall reserve the right to enter an agreement with the firm presenting the proposal that is most advantageous to the City of Hays.

2. Rules of Preparation

The submitted proposals must follow the rules and the format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to comply with any portion of this request may result in rejection of a proposal.

3. Inquiries

The Public Works Department of the City of Hays has prepared this RFP and has designated the Assistant Director of Public Works, John Braun, as project manager. Please direct questions or comments concerning either the administrative or technical requirements of this RFP to:

John Braun, Assistant Director of Public Works
City of Hays Public Works Department
1002 Vine Street
Hays, Kansas 67601
(785) 628-7350 office
(785) 628-7352 fax
johnbraun@haysusa.com

To ensure a timely response, questions requiring a response should be faxed or e-mailed to the Project Manager at the specified number or address above.

No questions or inquiries will be accepted after noon on November 1, 2103. If necessary, the City will issue a revision to the RFP by noon on November 4, 2013.

4. Submission of Proposals

Please prepare and submit two (2) copies of the proposal. Completed proposals should be sealed and clearly marked "**RFP for Public Works Remodel**" and be submitted no later than **3:00 P.M. November 6, 2013, to the City Clerk, 1507 Main Street, PO Box 490, Hays, KS 67601.**

Proposals received after the above date and time will be considered late and will not be accepted. Any late proposals will be returned unopened to the firm. Responses will be evaluated objectively based on the firm's responses to the RFP.

The City of Hays will not pay costs incurred in the proposal preparation including the costs for printing, mailing, etc. All costs for the preparation of the proposal shall be borne by the proposing firm.

5. Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn by an authorized representative of the firm or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the City of Hays after the proposal submission deadline.

6. Minimum Specifications/Scope of Services

Proposals should address all services necessary to complete the project. Services required include, but may not be limited to the Items of Work detailed in **Exhibit B**.

List in detail how you propose to provide the services along with the maximum dollar amount to provide such services.

For the purpose of evaluating proposals, the Consultant shall complete and sign the proposal sheet in **Exhibit C**.

All work shall be in conformance with the 2006 International Building Code.

7. Contractual Obligations

The successful contractor will be required to accept a Purchase Order from the City of Hays in which the contractor will undertake certain obligations. These obligations include, but are not limited to, the following:

Inclusion of Bid - The proposal submitted in response to this RFP will be incorporated as part of the Contract for Delivery.

Indemnification and Insurance - The successful firm(s) shall indemnify and hold the City of Hays and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of firm, or of anyone acting under firm's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. Successful firm shall maintain the following insurance requirements during the time of performance of these services and contract period. An insurance certificate must be on file with the City Clerk's office within four weeks of the signing of the contract by both parties.

- a. General Liability Insurance, with a combined single limit of \$100,000 for each occurrence and \$200,000 in the aggregate
- b. Automobile Liability Insurance – per law.
- c. Worker's Compensation insurance in accordance with statutory requirements and Employer's Liability Insurance, with a limit of \$500,000 for each occurrence

The successful firm shall require all of its subcontractors to maintain the same level of insurance listed above.

Selection – Timeliness of Completion is important on this project. A contractor proposing an earlier completion date may take preference over the lowest bidder. The final award is subject to the approval of the Hays City Commission.

8. Right of the City of Hays to Reject Proposals

The City of Hays reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project that may include portions of the originally proposed project as the City of Hays may deem necessary in its best interest. The City also reserves the right to negotiate with any firm, all or part of any proposal that is in the best interest of the City.

9. Evaluations

The committee evaluating the proposals will base the evaluation on the proposal that will best serve the City of Hays. Earlier completion date may take preference over low bid, but not necessarily.

10. Non-limitations to RFP

The format of the RFP must be followed and all requested information must be submitted as indicated; however, the City of Hays is receptive to any additional suggestions pertaining to services development, additional related capabilities, and any alternative methods for providing related services. Any exceptions to the RFP terms and conditions must be included in writing in the proposal.

11. Pre-proposal Conference

The City will hold pre-proposal conferences on **October 28, 2013 at 1:00 p.m.** at the City of Hays Public Works Department located at 1002 Vine Street, Hays, Kansas. **Attendance is mandatory. Proposals will not be accepted from firms not represented at the scheduled pre-proposal conference.**

12. Interpretations and addenda

No interpretation made to any respondent as to the meaning of the RFP shall be binding on the City of Hays unless repeated in writing and distributed as an addendum by the City of Hays. Interpretations and/or clarification shall be requested in writing from the contact person listed in Section 3.

13. Projected Schedule of Events

Release of RFP Document	<u>10/15/2013</u>
Pre-proposal Conference (Mandatory)	<u>10/28/2013</u>
Last day to submit proposals	<u>11/06/2013</u>
Staff recommendation to City Commission	<u>11/26/2013</u>
Tentative Notice to Proceed	<u>12/2/2013</u>

14. Proposal Response Format

In order to facilitate the analysis of responses to this RFP, firms are required to prepare their proposal in accordance with the instructions outlined in section 4.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Expensive bindings, promotional material, etc., are not necessary or desired.

Emphasis should be concentrated on accuracy, completeness, and clarity of content.

The bid shall include, as a minimum:

1. Fee/Cost Proposal: Lump Sum to provide all services complete with start and completion dates.
2. Qualifications/Experience: Provide a list of similar projects your company has completed
3. References (3 minimum)
4. Detailed Scope of Work
5. Proof of Contractor Licensure
6. Proof of Insurance

15. Confidentiality of Documents

All responses to the RFP submitted by firms shall be deemed public documents at the time opened by City of Hays. The RFP is not intended to elicit proprietary information from the firm. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the City of Hays to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

16. Legal Notice

Required Contractual Provisions

Unless specifically waived in its request for bids or request for proposals, or included as alternate provisions to be bid or proposed, the City of Hays, Kansas, shall not award contracts nor let bids to individuals or entities unless the vendor, contractor or individual agrees to indemnify and hold the City of Hays, Kansas, harmless from any and all losses, damages or expenses of any kind arising out of any and all claims, demands, or causes of action initiated against the City of Hays,

Kansas, by competing entities bidding on the project which is the subject of the contract.

Prohibited Contractual Provisions.

Unless specifically waived in its request for bids or request for proposals, or included as alternate provisions to be bid or proposed, the City of Hays, Kansas, shall not award contracts nor let bids to individuals or entities which attempt to do any of the following or include any of the following in the proposed contract:

- 1) Any diminishment of the common law or statutory standard of care, limitation of liability, or other attempt to reduce responsibility for mistake, error, or negligence of any type on the part of the vendor, contractor or individual.
- 2) Attempts to limit liability for breach of contract or negligent performance to the amount of the payment to the contractor by the city.
- 3) Attempt to claim ownership of intellectual property created during the performance of the contract with the city.
- 4) Arbitration agreements.
- 5) Provision for damages for breach by owner contrary to common law or statute including, but not limited to, any attempt to provide for attorney fees as part of recoverable damages.
- 6) Attempt to designate any forum or venue for resolution of disputes other than Ellis County District Court, Kansas.
- 7) Any other attempted reallocation of risk contrary to common law or statute.
- 8) Any attempt to eliminate the city's ability to collect consequential, exemplary or punitive damages, or any other measure of damages permitted by law, in an action against the vendor, contractor or individual for breach of contract.

Prohibited Acts.

Unless specifically permitted to do so by the request for bids or request for proposals, no vendor, contractor or individual submitting proposals or bids to the City of Hays, Kansas, shall attempt to insert any of the contractual provisions prohibited by Section 2-577 into any contracts or agreements proposed to the City of Hays, Kansas.

Penalty for Violation of Article.

Any vendor, contractor or individual who, without the express permission of the City Manager of the City of Hays, Kansas, proposes to enter into or enters into a contract with the City of Hays, Kansas, which omits any of the contract provisions required by Section 2-576 of this article or contains any of the contract provisions barred by Section 2-577 of this article, may be found by the City Manager of the City of Hays, Kansas, to be in violation of this article and

vendors, contractors or individuals found to be in violation of this article may be barred from bidding on future contracts with the City of Hays, Kansas.

Conflict Between Article and Contract

To the extent any contract entered into by or on behalf of the City of Hays, Kansas omits any of the contract provisions required by Section 2-576 of this article, the article will prevail and the required contract provisions will be read into the contract. To the extent any contract entered into by or on behalf of the City of Hays, Kansas contains any of the contract provisions barred by Section 2-577 of this article, the article will prevail and the offending provisions shall be null and void and shall be unenforceable as to the City of Hays, Kansas.

The City of Hays expects a professional job, done commensurate with the standards and practices of the profession/or business.

All persons awarded and/or entering into purchase orders with the City of Hays shall be subject to and required to comply with all applicable City, State and Federal provisions.

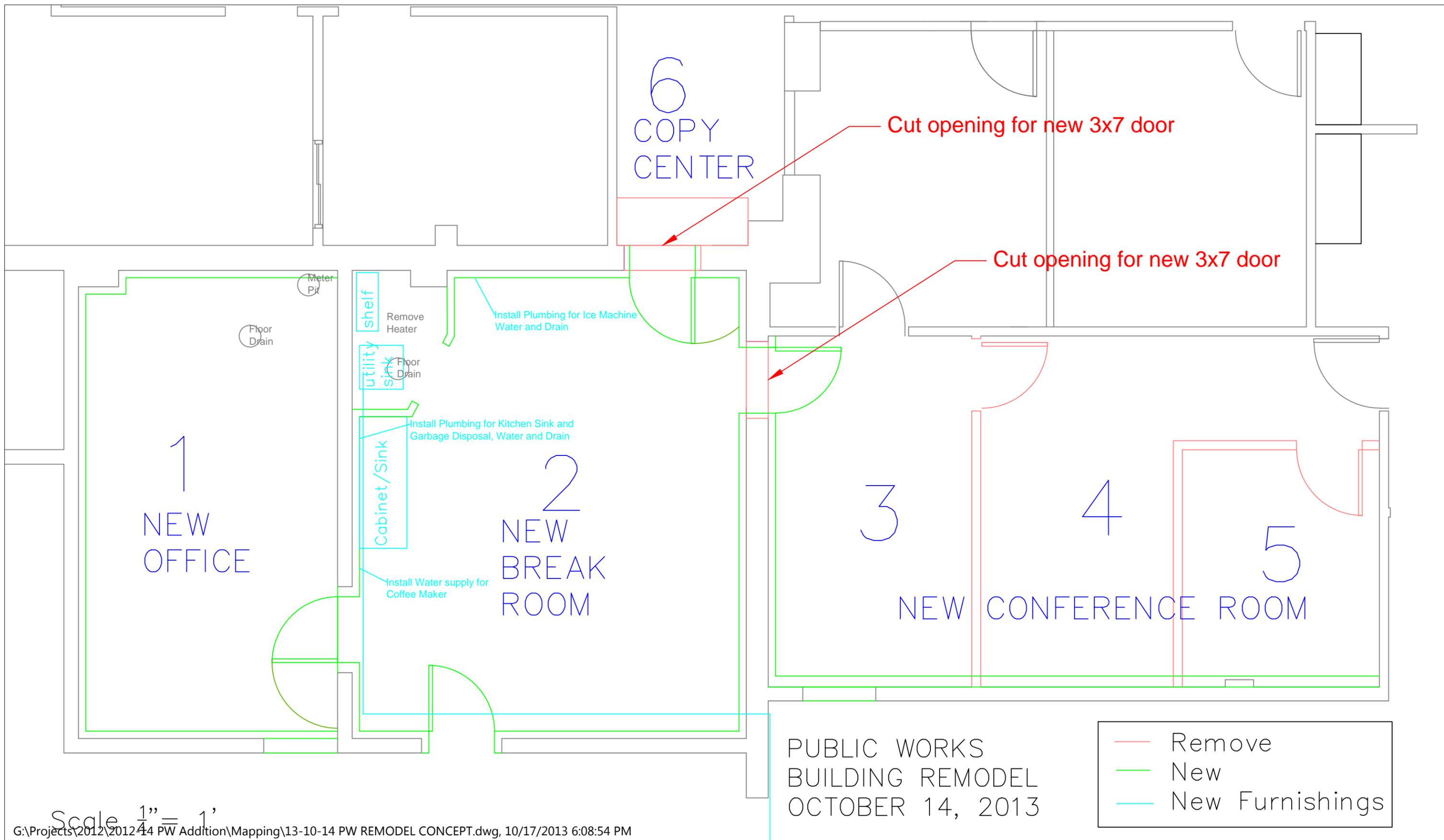
The City of Hays has an affirmative action program. Any firm will be required to include the following statement in any contract with the City of Hays:

"Contractor shall not discriminate in the employment of persons engaged in the performance of this Agreement on account of race, color, national origin, ancestry, religion, sex, marital status, physical handicap, or medical condition, in violation of any federal or state law. Contractor shall comply with all requirements of the City of Hays pertaining to affirmative action with regard to employment while this Agreement is in effect."

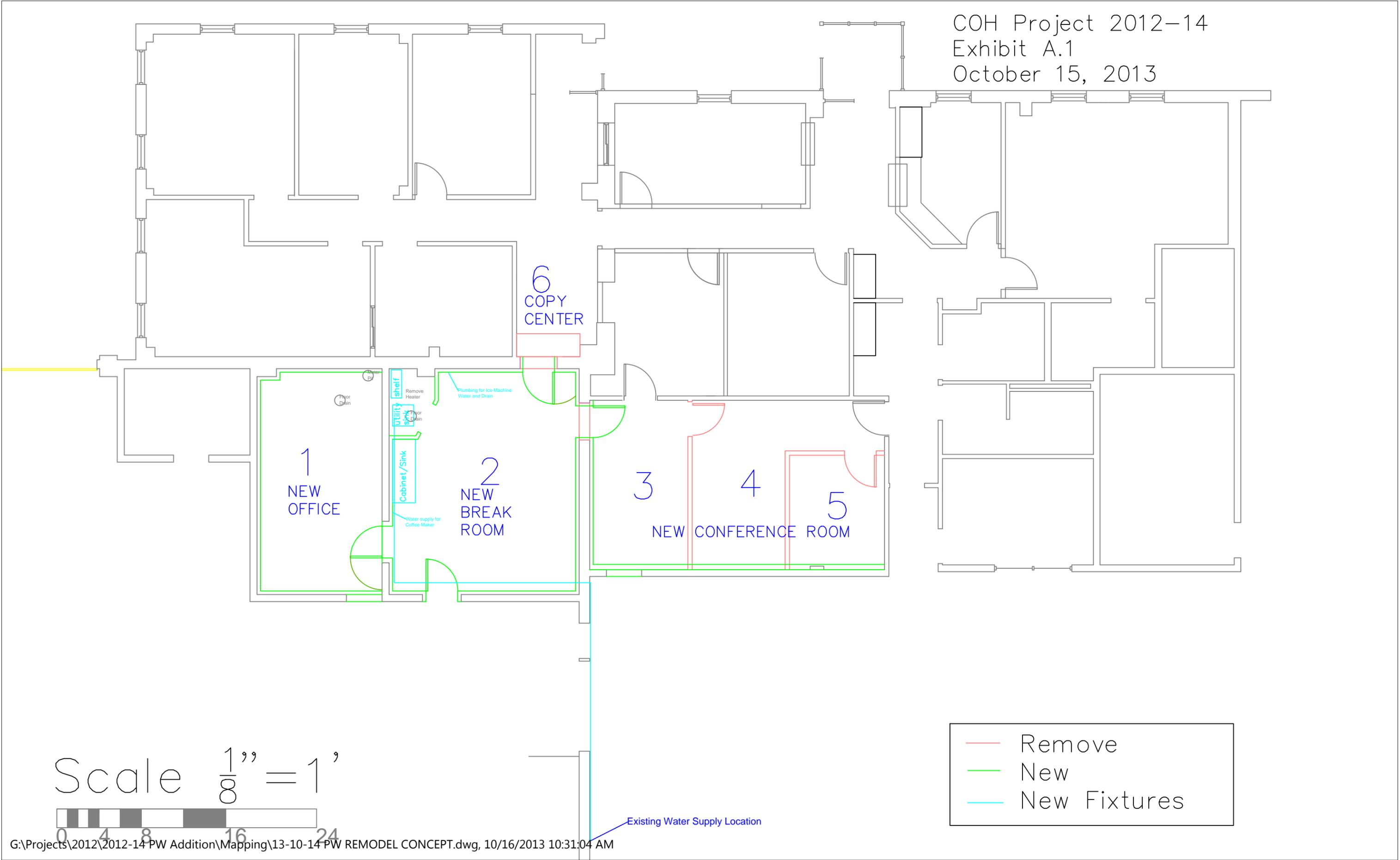
At any time, the City may elect to abandon the project. At that time, the contractor would be compensated for all items previously completed.

Rights to intellectual property developed, utilized, or modified in the performance of services shall remain the property of the City of Hays.

Exhibit A



Scale $\frac{1}{4}'' = 1'$
 G:\Projects\2012\2012-14 PW Addition\Mapping\13-10-14 PW REMODEL CONCEPT.dwg, 10/17/2013 6:08:54 PM



Scale $\frac{1}{8}'' = 1'$



- Remove
- New
- New Fixtures

Exhibit B

PROJECT SCOPE

City of Hays Project 2012-14
PW Building Remodel
Items of Work

Room #	New Use (old use)	Comments
1 Service Division Supervisor/Foreman Offices (Parts Room)		
1.1	Install HVAC	Heating and Air conditioning for 655 SF
1.2	Plug floor drain and level floor	
1.3	blank	
1.4	Close South Door Opening	
1.5	Fur out walls	
1.6	Electrical - customary 110V outlets for office space	approximately 4 outlets
1.7	Tele/Comm - install conduits and boxes - two drops	Wires and finish by others.
1.8	install new door between rooms 1 and 2	
1.9	insulate, sheet rock, mud, tape and paint walls	
1.10	install new lights	2x4 T-8 Florescents
1.11	hang new ceiling	2x2 suspended to match rest of building
1.12	lay floor tile and base trim	match existing
2 Break Room (Parts Room)		
2.1	Install HVAC	Same as 1.1
2.1.1	Remove existing heater, gas line and heater vent	related to 1.3
2.2	Cut 2 openings to Rooms 3 and 6	Engineered Stamped Drawings will be provided
2.3	Frame openings and install doors	
	Relocate door from room 4 to room 3	
	Relocate door from room 5 to room 6	
2.4	remove door on south wall and replace with door from Room 3	
2.5	Modify floor drain to accept waste water	
2.6	Run water service from service bay area	
2.7	Plumb for Kitchen sink, ice machine and janitor sink	
2.7.1	Install hot water heater for kitchen sink and janitor sink	
2.8	Fur out walls	
2.9	Electrical - customary 110V outlets for break room and appliances	approximately 8 outlets
2.10	Tele/Comm - install conduits and boxes - two drops	Wires and finish by others.

2.11	insulate, sheet rock, mud, tape and paint walls	
2.12	new lights	2x4 T-8 Florescents
2.13	hang new ceiling	2x2 suspended to match rest of building
2.14	lay floor tile and base trim	match existing
2.15	Cabinetry	72" base and wall cabinet
2.16	Finish Plumbing kitchen sink, janitor sink, ice machine	

3 Conference Room (Multi-purpose Area)

3.1	Remove Pigeon Holes and relocate to Old Break Room	By City
3.2	Remove other furnishings and store temporarily	By City
3.3	Remove South door and install in Room 2	See 2.4
3.4	Close South Door Opening	
3.5	Remove Existing ceiling and lights	
3.6	Demolish east wall	

4 Conference Room (Service Division Offices)

4.1	Relocate office furnishings to Room 1	By City
4.2	Remove door and relocated to between 2 and 3	
4.3	Remove existing ceiling and lights	
4.4	Demolish west wall	

5 Conference Room (Storage closet/office)

5.1	temporarily store furnishings	By City
5.2	Remove door and relocate to between 2 and 6	
5.3	Demolish partition walls	
5.4	remove existing ceiling and lights	
5.5	Fur out south and west walls of 3, 4 & 5	
5.6	Electrical - customary 110V outlets for conf room	reuse 5 existing and add 3 new outlets
5.7	Tele/Comm - install conduits and boxes - one new drop	Wires and finish by others.
5.8	install mounting backing for large TV	
5.9	insulate, sheet rock, mud and tape south and west walls	
5.10	Paint all walls	
5.11	New lights	2x4 T-8 Florescents
5.12	hang ceiling	Reuse existing if possible

5.13	prep floor, install carpet and base trim	
------	--	--

6 Copy Center/Hall (Copy Room)

6.1	Remove cabinetry	
6.2	touch up sheet rock and repaint as necessary	
6.3	extend floor tile to and through new opening	
6.4	base trim as required	

PROPOSAL
COH PROJECT NO. 2012-14
PW Building Remodel

1. The undersigned declares he/she has examined the Request for Proposals and all attached documents, has examined the site of work, and has determined for himself/herself the conditions affecting the work. The Consultant hereby proposes to do the work called for in the RFP and attached documents at the following not-to-exceed prices:

2. The undersigned, in compliance with your Request for Proposals (RFP), dated October 15, 2013, hereby proposes to do the work called for in said RFP at the following price:

Total Dollars (\$ _____)

3. The Undersigned further agrees that if the proposal is accepted by the City, he/she will commence work within the timeframe specified below; and that he/she shall pay liquidated damages in the amount of Two Hundred Dollars (\$200) for each calendar day, that the work remains uncompleted after expiration of Contract time.

Start Date: _____

Completion Date: _____

Required Documents Attached (Yes / No)

Proof of Qualifications/Experience _____

References - _____

Detailed Scope of Work - _____

Proof of Insurance _____

Proof of licensure _____

Acknowledgement of Addenda/Revisions _____

(If Any # ____, # ____, # ____)

List of exceptions to the scope of services:

Dated this _____ day of _____, 2013.

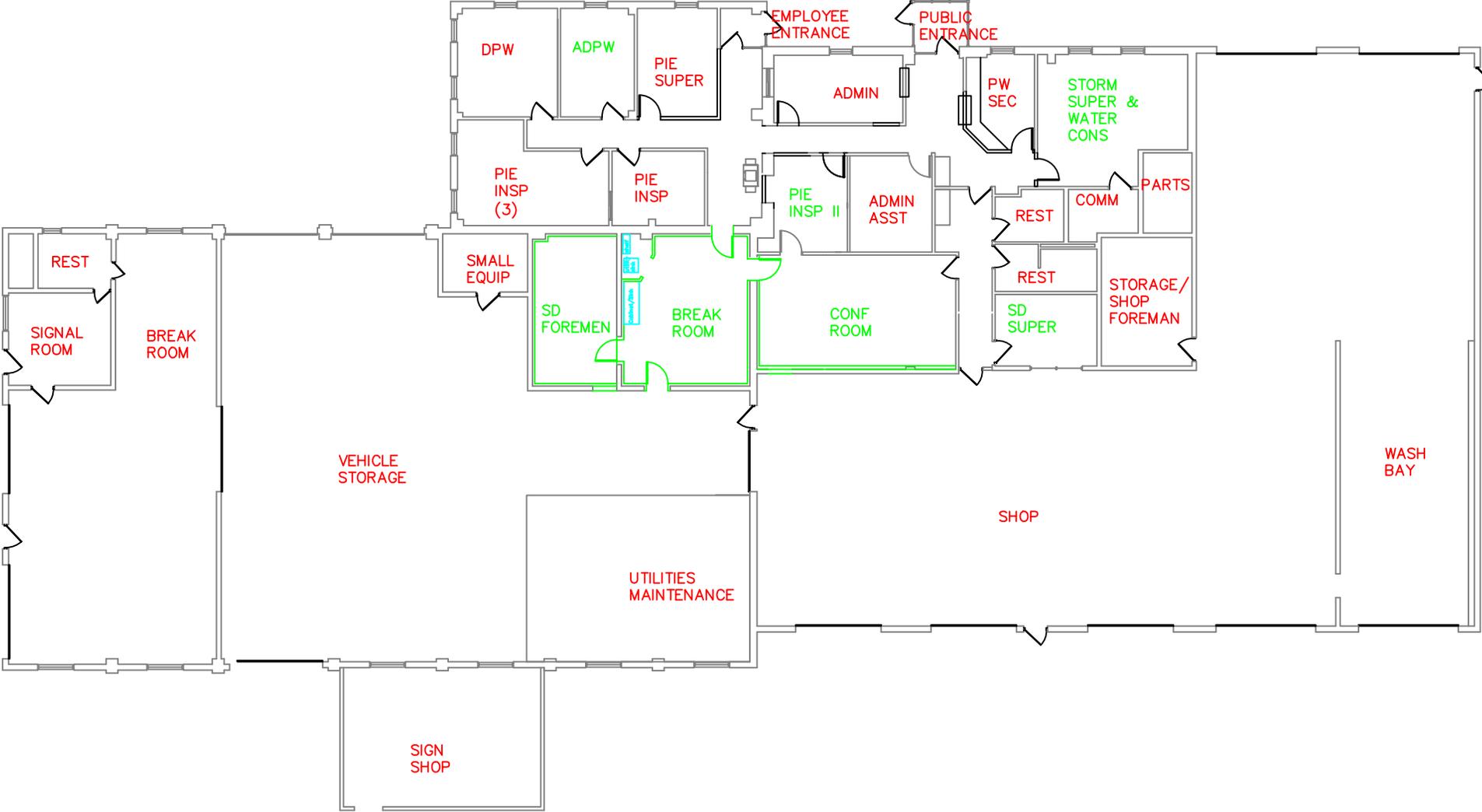
Signature of Proposer

By

Title

Company Name

PUBLIC WORKS BUILDING PHASE 2



CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 8

MEETING DATE: 11-26-13

TOPIC:

Environmental Assessment for Jet Service at Hays Regional Airport

ACTION REQUESTED:

Authorize the City Manager to enter an agreement with JVIATION in the amount of \$29,000 to perform an Environment Assessment for First Time Scheduled Jet Service to be funded from City Commission Financial Policy Projects Fund.

NARRATIVE:

The Hays Regional Airport anticipates Essential Air Service Bids that include regional jet service. The FAA requires the performance of an Environmental Assessment for first time regularly schedule jet service. Therefore, staff solicited proposals from firms specializing in Environmental Assessments of this type and received proposals from four qualified firms. Staff recommends authorizing the City Manager to enter an agreement with JVIATION in the amount of \$29,000 to perform an Environment Assessment for First Time Scheduled Jet Service to be funded from City Commission Financial Policy Projects Fund.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
I.D. Creech, Director of Public Works

ADMINISTRATION RECOMMENDATION:

City staff recommends proceeding with the Environmental Assessment.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memos

Memo

DATE: November 21, 2013

TO: Toby Dougherty, City Manager

FROM: John Braun, Assistant Director of Public Works

CC: I.D. Creech, Director of Public Works
Bob Johnson, Airport Manager

RE: Environmental Assessment Proposals

We received four (4) proposals for Professional Services related to the performance of an Environmental Assessment for First Time Scheduled Turbojet Aircraft Service. Below is a summary of each proposal and a recommendation from City Staff.

Landrum & Brown, Inc. – Cincinnati, Ohio

Qualifications: Landrum & Brown comes highly recommended. They have performed numerous similar Environmental Assessments (EA) in particular, for Garden City and Manhattan when they began jet service.

Estimated Time Schedule: 6 months

Cost: \$50,000 plus additional \$10,000 if public hearing required.

Airport Development Group, Inc. (ADG) – Denver, CO

Qualifications: ADG has performed similar EA's in Utah and Wyoming. They have a branch office in Lawrence, KS.

Estimated Time Schedule: 4 months ideal or 5.5 months if public hearing required.

Cost: \$34,590 plus additional \$3,860 if public hearing required.

American Aviation Professionals (AAP) – Kent, Washington
Professional Engineering Consultants (PEC) – Topeka, KS

Qualifications: The project managers for the AAP and PEC team both worked for the consultant who performed the latest Airport Master Plan Update. AAP has performed numerous EA's throughout the Northwest (Oregon and Washington).

Estimated Time Schedule: 4.5 months ideal or 5.5 months if public hearing.

Cost: \$36,000 plus \$2,000 if public hearing required.

JVIATION – Denver, CO and Overland Park, KS

Qualifications: JVIATION is a firm that deals only with Aviation related work. In addition to providing EA's at various airports across the country, they have the contract to do jet service EA's for the Wyoming Department of Transportation.

Estimated Time Schedule: 4 months ideal; however, could take 5 months depending on coordinating agencies and FAA review.

Cost: \$29,000

In regards to schedule, all firms are aware of the importance of completing the assessment as quickly as possible and estimated from 4 to 6 months to complete the assessment, which is heavily dependent on timely response from coordinating local, state and federal agencies, such as US Fish and Wildlife Service, EPA, US Army Corps of Engineers, Kansas Dept of Wildlife and Parks, Kansas Historical Preservation, etc.

Since all the firms submitting proposals have the qualifications and credentials to perform the Assessment, and the time schedule is mostly driven by FAA review and coordinating agency responses, staff recommends entering an agreement with the lowest cost firm – JVIATION.

FAA will not review the EA unless they have a letter of intent from a commercial air provider indicating the intent to establish new jet service. Therefore, the agreement with JVIATION would be contingent upon the triggering event of a letter of intent for jet service.

Please consider presenting this information to the City Commission at the November 21, 2013 work session for action on November 26th.

Let me know if you have any questions or would like more detailed information.

John

Commission Work Session Agenda

Memo

From: John Braun, Assistant Director of Public Works

Work Session: November 21, 2013

Subject: Environmental Assessment for Jet Service at Hays Regional Airport

Person(s) Toby Dougherty, City Manager
Responsible: I.D. Creech, Director of Public Works

Summary

The next round of Essential Air Service (EAS) bids are due to the FAA on December 2, 2013. The Hays Regional Airport anticipates EAS bids that include regional jet service. The FAA requires the performance of an Environmental Assessment for first time regularly schedule jet service. Therefore, staff solicited proposals from firms specializing in Environmental Assessments of this type. To meet the tight time schedule required, proposals are due to the City on Wednesday, November 20th, and will be presented to the City Commission at the November 21st work session. The City Commission may be asked to consider authorizing the City Manager to enter an agreement with the selected firm to perform an Environment Assessment for First Time Scheduled Jet Service.

Background

The Hays Regional Airport's commercial service is subsidized under the US Department of Transportation Essential Air Service (EAS) Program and currently provided by Great Lakes Airlines consisting of 32 flights per week to and from Denver utilizing 19 passenger Beach 1900 Turboprop aircraft. EAS contracts are for a two year period and the next round of EAS bids for Hays are due December 2, 2013 with the new contract to begin in April 2014. The City of Hays anticipates bids that may involve turbojet aircraft (regional jet service), which would trigger the need for an environmental assessment for first time jet service.

Federal Regulation (Paragraph 401.1(3) of FAA Order 1050.1E change 1, Environmental Impacts: Policies and Procedures) requires the EA to be performed prior to beginning jet operations. Since the EA will take at least 5-6 months to complete, it is imperative to begin the EA as soon as possible to minimize the delay in jet service should the EAS process result in a turbojet aircraft.

Discussion

Based on the possibility of regional jet service as a result of the next round of EAS bids, staff has solicited proposals from airport consulting firms to perform an Environmental Assessment (EA) for first time scheduled service with turbojet aircraft. Proposals are due to the City on Wednesday, November 20th and will be presented to the City Commission at the November 21st Work Session.

Legal Consideration

There are no known legal obstacles to proceeding as recommended by City Staff.

Financial Consideration

The cost of the Environmental Assessment was not anticipated or included in the 2013 budget.

Options

The Commission has the following options:

Option 1: Authorize the City Manager to enter an agreement with the selected firm.

Option 2: Provide alternate direction to staff.

Recommendation

To be provided after receipt of proposals.

Action Requested

The City Commission may be asked to consider authorizing the City Manager to enter an agreement with the selected firm to perform an Environment Assessment for First Time Scheduled Jet Service.

Supporting Documentation

EA proposals to be provided at November 21st Work Session.

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 9

MEETING DATE: 11-26-13

TOPIC:

City of Hays Employee Health Insurance for 2014

ACTION REQUESTED:

Authorize the City Manager to sign the 2014 Coventry Health Care Plan contract in the estimated premium amount of \$1,567,000 to provide health insurance to our employees paid for out of the Employee Benefit Levy Fund.

NARRATIVE:

The City of Hays received Blue Cross Blue Shield (BCBS) of Kansas' renewal rates for 2014. The renewal includes an increase of 23%. The increased premiums are the result of higher claims in 2012 and 2013. The City went out for bids and Coventry Health Care came back with a fully-insured plan comparable to our current Traditional Plan at a .77% decrease from 2013 rates. Staff recommends Coventry Health Care as the 2014 provider offering a single option fully-insured plan comparable to our current Traditional.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Erin Giebler, Human Resource Coordinator

ADMINISTRATION RECOMMENDATION:

City staff as well as the Wage and Benefit Committee recommend approving the 2014 health insurance contract with Coventry Health Care.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Health Insurance Tabulation
2014 Coventry Health Care Proposal
2014 Coventry Health Care Plan Design

Commission Work Session Agenda

Memo

From: Erin Giebler, Human Resource Coordinator

Work Session: November 21, 2013

Subject: 2014 Health Insurance

Person(s) Erin Giebler, Human Resource Coordinator

Responsible: Paul Briseno, Assistant City Manager

Summary

The City of Hays received Blue Cross Blue Shield (BCBS) of Kansas' renewal rates for 2014. The renewal includes an increase of 23%. The increased premiums are the result of higher claims in 2012 and 2013. The City went out for bids and Coventry Health Care came back with a fully-insured plan comparable to our current Traditional Plan at a .77% decrease from 2013 rates. Staff recommends Coventry Health Care as the 2014 provider offering a single option fully-insured plan comparable to our current Traditional.

Background

Recently, the City of Hays has offered two options for employee health insurance. A High Deductible Health Plan was offered as the no cost option and the City put money into employees' Health Saving Accounts (HSA). The Traditional Plan could be elected by employees and they were charged a buy-up fee.

Discussion

Due to high utilization and market factors, health insurance premiums have increased the past two years. The renewal rate given by Blue Cross Blue Shield of Kansas for the City's current plans shows a 23% increase.

This increase put the City above the \$9,500 per average employee cap set by the City Commissioners in 2010. After seeing the high premium increase, the City sought a second bid with many different plan designs and coverage levels exhausting all options. Blue Cross and Blue Shield of Kansas and Coventry Health Care were the only two companies to provide information to the City.

The City, with the help of the Wage and Benefit Committee, looked at many different deductibles, co-insurance, self-insured, and fully-insured options. After gathering close to fourteen different options, the cheapest comparable plan was Coventry Health Care. They

offered a \$1,500 deductible, \$1,000 co-insurance paid at 50/50, and a max out of pocket of \$2,500 in their Wesley Preferred PPO network. This is a decrease of 0.77% from 2013. The City can continue to provide employees and their families with free insurance and still be under budget with this plan.

As in previous years, the final cost of health insurance over the 12 month contract is based on the election of employee's coverage and changes throughout the year due to turnover, waiting periods, family status changes, and other qualified change in status.

This option, along with many others, was taken to the Wage and Benefit Committee for their recommendation. They recommended going with Coventry Health Care's bid and providing paid family insurance to all full time employees.

Legal Consideration

There are no known legal obstacles to proceeding as recommended by City Staff.

Financial Consideration

The 2014 budget contains \$1,719,500, or \$9,500 per average employee, for health insurance. The estimated cost of providing health insurance to the City's employees in 2014 with Coventry Health Plan is \$1,570,000. This is a 0.77% decrease from 2013's projected costs. Health insurance is paid out of the Employee Benefit Fund.

Options

This issue is presented to the City Commission with the following options:

1. Approve the 2014 Health Insurance Coventry Health Care proposal.
2. Do nothing.
3. Deny the request.

Recommendation

City staff recommends approval of the 2014 health insurance contract with Coventry Health Care.

Action Requested

Authorize the City Manager to sign the 2014 Coventry Health Care Plan application in the estimated premium amount of \$1,567,000 to provide health insurance to our employees paid for out of the Employee Benefit Levy Fund.

Supporting Documentation

Health Insurance Tabulation
2014 Coventry Health Care Proposal
2014 Coventry Health Care Plan Design

CURRENT

Health	\$1,578,434
Short Term Disability	\$57,683
Dental	\$72,283

RENEWAL

Health	\$1,942,520	23.07% Inc.
Short Term Disability	\$60,305	4.55% Inc.
Dental	\$74,811	3.50% Inc.

RECOMMENDATION

Health	\$1,566,217	-.77% Dec.
Short Term Disability	\$43,655	-24.32% Dec.
Dental	\$66,109	-8.54% Dec.



EMPLOYEE BENEFITS PROPOSAL
PRESENTED TO
CITY OF HAYS



Prepared By: Joshua Turner
Account Executive:

Issue Date: 11/11/2013

Effective Date: 1/1/2014



Proposal Exhibit - Medical PRELIMINARY QUOTE

CITY OF HAYS

County/Region: KS5
 Zip Code: 67601
 SIC Code: 9111

Agent: Yarmer, Julie
 Agency: Independent Agent
 Account Executive: Turner, Joshua
 Association: None
 Broker Pass-Through: Broker Pass-Through Fee: N/A

Quote ID: 215479
 Effective Date: 1/1/2014
 Next Ren. Date: 1/1/2015
 Eligible Employees: 174
 Covered Employees: 170

Option Summary	Option - 5
Segment	1
Package	C
Current Plan	False
Product	PPO
Medical Plan	WP14FF15025 25 WS
Rx Plan	Rx 2 - 3/15/150D40%/60%/20%/30% MO 2-2.5-3 \$2500
Riders	None
Domestic Partner	N/A
Network	CHC of Kansas WP

In-Network Benefit Summary	
Deductible	\$1500/\$3000
Coinsurance	50%
OOP Max	\$2500/\$5000
PCP/SCP	\$25 /\$50
HIP	Ded & 50%
HOP	Ded & 50%
ER/Urgent Care	\$200 & 50% / \$50

Enrollment and Tier Ratios	Subscribers	Members	Tier Ratio
EE Only	52	52	1.00
EE/SP	36	72	2.15
EE/Chr	30	88	2.00
Family	52	218	3.15
Total Est. Enrollment	170	431	

Rates + PPACA Fees	Tier Rate	PPACA Fee	Rate + Fee
EE Only	\$345.87	\$15.31	\$361.18
EE/SP	\$743.63	\$32.91	\$776.54
EE/Chr	\$691.75	\$30.61	\$722.36
Family	\$1,089.50	\$48.22	\$1,137.72
Est. Total Monthly Premium	\$122,162.42		
Aggregate Change*	N/A		
Est. Monthly PPACA Fee	\$5,406.62		
Est. Total Monthly Charges	\$127,569.04		
Aggregate Change w/ PPACA*	N/A		

*The Aggregate Change is compared to Current Premium Rates.

Subject to attached contingencies and disclaimers.

The PPACA Fees shall apply effective 1/1/2014 and shall be owed by CITY OF HAYS in addition to the Rates.

Please see your plan documents** for complete benefit descriptions for the above plan.

**Group Policy, Certificate/Evidence of Coverage, Booklet, Group Agreement, Schedule of Benefits, and/or Group Insurance Certificate

Accepted by _____ Title _____ Date _____



Medical Contingencies and Disclaimers

CITY OF HAYS

County/Region: KS5

Zip Code: 67601

SIC Code: 9111

Case Status: UW Approved - Preliminary

Broker Pass-Through:

Agent: Yarmer, Julie

Agency: Independent Agent

Account Executive: Turner, Joshua

Association: None

Broker Pass-Through Fee: N/A

Quote ID: 215479

Effective Date: 1/1/2014

Next Ren. Date: 1/1/2015

Eligible Employees: 174

Covered Employees: 170

MEDICAL PROPOSAL CONTINGENCIES

1. These rates are preliminary and are based on a 12 month period. Final rates may also change based upon actual enrollment, underwriting review, employer group application, and data entry. Coventry retains the right to adjust these rates as necessary in connection with changes in any federal or state requirement(s), including but not limited to the federal Patient Protection and Affordable Care Act, as amended.
2. This quote is offered on a sole medical carrier basis.
3. Minimum employer contribution requirements are: 50% of single rate AND 50% of the total cost of the plan.
4. Minimum participation requirements: 75% of the 174 eligible employees less valid waivers AND 50% of all 174 eligible employees
5. A signed Billing Services Agreement (BSA) must be received prior to the effective date
6. Group may be re-rated if actual enrolled employees varies from assumed enrolled employees by more than 10% (+/-).
7. The percentage of out-of-area (OOA) enrolled employees cannot exceed 30% of the total number of enrolled employees.
8. If you choose additional Coventry Consumer Choice product options, these will be quoted separately. To get this additional quote, please contact your sales representative.
9. Retirees (pre-65) are eligible for coverage but cannot exceed 10% of the total enrolled subscribers. Temporary employees, seasonal contractors and part-time employees are not eligible for coverage.
10. This quote is valid for a maximum of 90 days from the date released and no later than the proposed effective date.
11. Options are quoted together as a package as indicated by the package letter.
12. The percentage of COBRA subscribers cannot exceed 10% of the total number of enrolled subscribers.
13. These rates assume no deductible, coinsurance or copays will be paid by the group or other third party except as an approved HSA or HRA account contribution. We reserve the right to adjust rates, or terminate the contract if such employer or supplemental coverage funding is in place.
14. SPECIAL NOTE - Although the pricing set forth in this quote is based on health insurance plans currently used by Coventry Health Care of Kansas, Inc., such health insurance plans may not satisfy all requirements set forth in the Patient Protection and Affordable Care Act (PPACA) for effective dates starting January 1, 2014. As Coventry Health Care of Kansas, Inc. finalizes its 2014 health plans so that they are compliant with PPACA, pricing for the new compliant plans will be provided.
15. Additional medical premium discounts are available when the Medical coverage is sold with the addition of one or more of the Aetna Specialty or Voluntary products (Dental, Vision, Life, Disability, etc.). Please ask your Sales Representative for specific details.
16. Disclosure of material changes to the experience provided plus details of all ongoing large claimants are required
17. This is a One-Way Participating Agreement Contract with a 50% / 50% risk share on a 15% corridor.
18. Purchase of both the Aetna Dental and Disability products is assumed in this quote

Accepted by _____ Title _____ Date _____



Medical Contingencies and Disclaimers

CITY OF HAYS

County/Region: KS5

Zip Code: 67601

SIC Code: 9111

Case Status: UW Approved - Preliminary

Broker Pass-Through:

Agent: Yarmer, Julie

Agency: Independent Agent

Account Executive: Turner, Joshua

Association: None

Broker Pass-Through Fee: N/A

Quote ID: 215479

Effective Date: 1/1/2014

Next Ren. Date: 1/1/2015

Eligible Employees: 174

Covered Employees: 170

DISCLAIMERS:

HMO and POS products are underwritten and administered by Coventry Health Care of Kansas, Inc.

PPO products are underwritten by Coventry Health and Life Insurance Company and administered by Coventry Health Care of Kansas, Inc.

Accepted by _____ Title _____ Date _____



PPO Schedule of Benefits
 WP14FF15025 25 WS
 State(s) of Issue: Kansas

Benefit	Member Responsibility	
	Participating Providers	Non-Participating Providers ²
Plan Deductible (per Benefit Period)	Individual: \$1,500 Family: \$3,000	Individual: \$3,000 Family: \$6,000
Coinsurance For All Eligible Expenses (unless otherwise noted)	50% AD ³	50% AD ³
Maximum Out-of-Pocket (per Benefit Period) <i>Includes Deductible, Copayments, and Coinsurance.</i>	Individual: \$2,500 Family: \$5,000	Individual: \$5,000 Family: \$10,000
Physician Office Services¹		
Primary Care Physician Office Visit ¹	\$25 Copayment	50% AD ³
E-Visits – PCP Medical Services	\$15 Copayment	50% AD ³
Specialist Physician Office Visit ¹	\$50 Copayment	50% AD ³
Obstetrics/Gynecological	\$25 Copayment	50% AD ³
Prenatal/Postnatal Physician Services	\$0 Copayment	50% AD ³
All Other Covered Services - Including but not limited to: Therapeutic Injections	50% AD ³	50% AD ³
Preventive Care		
Preventive Care – Including all Preventive Services described in the Covered Services Section of the Certificate of Coverage	\$0 Copayment	50% AD ³
Immunizations-Adult	\$0 Copayment	50% AD ³
Immunizations-Pediatric (Up to age 72 months)	\$0 Copayment	\$0 Copayment
Mammograms (Diagnostic and Routine Screening)	\$0 Copayment	50% AD ³
Colonoscopy (Diagnostic and Routine Screening)	\$0 Copayment	50% AD ³
Outpatient Laboratory Services		
In a Physician's Office	\$0 Copayment	50% AD ³
At a Free Standing Facility	\$0 Copayment	50% AD ³
At a Hospital Facility	\$0 Copayment	50% AD ³
Outpatient Radiology Services		
In a Physician's Office	\$0 Copayment	50% AD ³
At a Free Standing Facility	50% AD ³	50% AD ³
At a Hospital Facility	50% AD ³	50% AD ³
Outpatient Services At Hospital or Free Standing Facility		
Dialysis	50% AD ³	50% AD ³
Hi Tech Diagnostics - Including, but not limited to: MRI, MRA, CAT and PET Scans, Cardiac Catheterization and Thallium Scans	50% AD ³	50% AD ³
Surgery		
In a Physician's Office	50% AD ³	50% AD ³
Free-Standing Facility	50% AD ³	50% AD ³
Outpatient Services at Hospital	50% AD ³	50% AD ³
Inpatient Hospital Care		
Inpatient hospital care, including semi-private room & board, intensive/coronary care, maternity care, x-ray, laboratory, professional services and other facility & ancillary charges.	50% AD ³	50% AD ³
Inpatient Rehabilitation <i>Limited to 60 days per Benefit Period</i>	50% AD ³	50% AD ³
Mental Illness, Nervous & Mental Disorders and Alcohol or Chemical Dependency Treatment		

Outpatient	\$50 Copayment	50% AD ³
Partial Day Programs (4 hours or greater)	50% AD ³	50% AD ³
Inpatient	50% AD ³	50% AD ³
Urgent Care and Emergency Care Services		
Ambulance/Emergency Transportation (Ground or Air)	50% AD ³	50% AD ³
Convenience Clinic	\$25 Copayment	50% AD ³
Urgent Care Center	\$50 Copayment	50% AD ³
Hospital Emergency Room (Copayment waived if admitted)	\$200 Copayment + 50% Coinsurance	\$200 Copayment + 50% Coinsurance
Rehabilitative Services		
Physical Therapy, Occupational Therapy & Speech Therapy <i>Limited to 40 Visits per Therapy per Benefit Period</i>	50% AD ³	50% AD ³
Partial Day Programs (4 hours or greater) <i>Limited to 40 Visits per Benefit Period</i>	50% AD ³	50% AD ³
Cardiac and Pulmonary Rehabilitation <i>Limited to 40 Visits per Therapy per Benefit Period</i>	50% AD ³	50% AD ³
Chiropractic Services/Spinal Manipulation <i>Limited to 26 Visits per Benefit Period</i>	\$35 Copayment	50% AD ³
Other Services		
Adult Eye Exam including refraction <i>Refraction Services Limited to 1 exams every 12 Months</i>	\$0 Copayment	50% AD ³
Allergy Testing	50% AD ³	50% AD ³
Allergy Treatment	\$5 Copayment	50% AD ³
Cancer Medications – Intravenously Administered or Injected	50% AD ³	50% AD ³
Durable Medical Equipment	50% AD ³	50% AD ³
Formula & Low Protein Modified Foods for PKU & Amino Acid Disease	50% AD ³	50% AD ³
Home Health Care	50% AD ³	50% AD ³
Hospice	50% AD ³	50% AD ³
Human Leukocyte Antigen Testing	\$0 Copayment	50% AD ³
Infertility – includes diagnosis and diagnostic procedures only	50% AD ³	50% AD ³
Injectable Medications (Not listed elsewhere)	50% AD ³	50% AD ³
Nutritional Evaluation & Diabetes Management/Self Training	\$0 Copayment	50% AD ³
Nutritional & Wellness Coaching <i>Limited to 4 visits per Benefit Period</i>	\$25 Copayment	50% AD ³
Organ / Tissue Transplant <i>Services provided at an approved Designated Transplant Network Facility</i>	See Appropriate Benefit	Not a Covered Benefit
Prosthetics & Braces	50% AD ³	50% AD ³
Skilled Nursing Facility <i>Limited to 60 days per Benefit Period</i>	50% AD ³	50% AD ³
All Other Services Not Listed Elsewhere	50% AD ³	50% AD ³
Prescription Drugs	See Prescription Drug Rider for Details	

Please Note: Maximum Benefit Limits do not guarantee that all services will be approved to the Maximum number allowed under this plan. Coinsurance is based on the contracted Allowed Amount reimbursed to the Provider, if applicable.

In order to receive the maximum benefits, it is Your obligation to ensure that any required Prior Authorization has been obtained. Please see the Prior Authorization requirements outlined in your Certificate of Coverage. **Failure to do so may result in a 20% reduction in benefits for that particular service.**

1. Primary Care Physicians (PCP) generally include those physicians who practice in the specialties of Family

Practice, Internal Medicine, General Practice, or Pediatrics. If You are not sure if a physician is a PCP, please contact the Customer Service Number on the back of Your ID card. If You receive this service from a Primary Care Physician (PCP), Your PCP benefit will apply. If You receive this service from a Specialist, Your Specialist benefit will apply.

2. When receiving services from Non-Participating Providers, payment for Covered Services is limited to the lesser of the billed charge or the Out-of-Network rate less applicable Copayment, Coinsurance and/or Deductibles. Please refer to the Certificate of Coverage for additional details.
3. AD means After Deductible. The Coinsurance and Copayment requirement applies after You have satisfied the Deductible requirement.



PRESCRIPTION DRUG RIDER

This Prescription Drug Rider (“Rider”) is made a part of Coventry Health and Life Insurance Company’s Certificate of Coverage (“COC”). The benefits provided by this Rider become effective on the date Coverage under the COC is effective.

PRESCRIPTION DRUG BENEFITS

Subject to the terms, conditions and scope of coverage, including all Exclusions, Limitations and defined terms of the COC unless otherwise provided in this Rider, and Member Responsibility, outpatient Prescription Drugs will be Covered as listed below, when:

- Medically Necessary
- the Member is eligible to receive Covered Services;
- written by a Prescribing Provider; and
- filled at a pharmacy.

Generically equivalent pharmaceuticals will be dispensed whenever there is an FDA approved Formulary Generic Drug. If You receive a brand name Prescription Drug when a Formulary Generic Drug is available, You will be responsible for the Tier 3 Non-Formulary Member Responsibility. The total Member Responsibility shall not exceed the total allowable cost of the Prescription Drug.

Benefit ^{1,2}	Member Responsibility		
	Participating Pharmacy	Non-Participating Pharmacy	Mail Order
Deductible (per Benefit Period)	Individual: \$150 Family: \$300	Individual: \$300 Family: \$600	See applicable Participating or Non-Participating Pharmacy Member Responsibility
Tier 1A Formulary Prescription Drugs	\$3 Copayment	\$6 Copayment	2 times the thirty-four (34) day designated Member Responsibility
Tier 1B Formulary Prescription Drugs	\$15 Copayment	\$30 Copayment	2 times the thirty-four (34) day designated Member Responsibility
Tier 2 Formulary Prescription Drugs	40% Coinsurance \$40 minimum per individual prescription AD ²	40% Coinsurance \$80 minimum per individual prescription AD ²	2.5 times the thirty-four (34) day designated Member Responsibility
Tier 3 Non-Formulary Prescription Drugs	60% Coinsurance \$60 minimum per individual prescription AD ²	60% Coinsurance \$120 minimum per individual prescription AD ²	3 times the thirty-four (34) day designated Member Responsibility
Formulary Specialty Drugs	20% Coinsurance up to a \$200 maximum per individual prescription	20% Coinsurance up to a \$400 maximum per individual prescription	Not Available
Non-Formulary Specialty Drugs	30% Coinsurance up to a \$300 maximum per individual prescription	30% Coinsurance up to a \$600 maximum per individual prescription	Not Available
As amended July 2013, CHL-KS-AMD-360-07.13			

Orally Administered Anti-Cancer Medications	\$0 Copayment	\$0 Copayment	Not Covered
Maximum Out-of-Pocket (per Benefit Period)	The amount listed under the Schedule of Benefits.		

1. Copayments, Coinsurance and Deductible apply to the Maximum Out-of-Pocket.
2. AD means After Deductible. The Coinsurance and Copayment requirement applies after You have satisfied the Deductible requirement.

To find Your Prescription Drug, its applicable Tier and any Pre-Certification requirements, visit Our searchable Formulary on the website www.phsystems.com, in the Participating Provider's office, or by contacting the Customer Service Department.

The following also apply:

- Member Responsibility is due each time a prescription is filled or refilled, up to a thirty-four (34) day supply for Retail and Specialty Pharmacy, and up to a ninety (90) day supply for Mail Order Pharmacy. Notwithstanding the foregoing, the Plan may provide Coverage for any drug dispensed in the original manufacturer packaging which contains a 90 day or 12 week supply or that has a duration of action of 12 weeks or longer upon payment of three (3) Copayments including but not limited to Depo-provera and Seasonale.
- Select over-the-counter medications as determined by the Plan in an equivalent prescription dosage strength will be covered under this Rider for the appropriate Member Responsibility. Coverage of the selected over-the-counter medications requires a physician prescription.
- Only one drug and "Rx Unit" will be dispensed per prescription. The Rx Unit quantity is determined by FDA labeling, the dosage required or the Plan Formulary guidelines. Please note: Member Responsibility is required for each Rx Unit, container, or prepackaged item.
- If a Prescription Drug covered is prescribed in a single dosage amount for which the particular prescription drug is not manufactured in such single dosage amount and requires dispensing the particular prescription drug in a combination of different manufactured dosage amounts, the Member Responsibility will be the same as if the Prescription Drug was manufactured in such single dose.
- Members presently taking a prescription drug shall be notified either electronically, or in writing (upon request of the enrollee), at least thirty (30) days prior to any deletions to the Formulary. Notifications will not be provided for Generic substitutions.
- Drugs included in the Value Program are offered at no Member Responsibility on a **temporary basis** to Members who are on or have recently received certain drugs(s) and/or receive a new prescription for certain drug(s), as designated by the Plan to promote effective and efficient use of the Plan drug benefits. A list of these drugs are available on our website at www.phsystems.com. **The list shall also identify the Plan Criteria applicable to the Value Program, and may change from time to time without prior notice.** Members that appear to meet the Plan criteria for Value Program (as such information is available in Plan's claims records) will be notified if they qualify for a Value Program, when such drugs are temporarily added. Please note, just because a Member fills a prescription for a drug included on the Value Program list does not qualify him/her to receive such drug at no Member Responsibility. Rather, only Members that meet Plan criteria will receive the selected drug at no Member Responsibility. If a Member does not satisfy the Value Program criteria, the drug shall be subject to its applicable Member Responsibility.

DEFINITIONS

Any capitalized terms used in this Rider and not otherwise defined herein shall have the meaning set forth in the COC. The following definitions apply to this Rider:

Copayment. The amount You will be charged by the Pharmacy to dispense or refill any Prescription. You are responsible at the time of service for payment of the Copayment directly to the Pharmacy.

Formulary. A list of specific generic and brand name Prescription and Specialty Drugs Authorized by the Plan, and subject to periodic review and modification at least annually by the Plan's Pharmacy and Therapeutics Committee. The Formulary is available for review in the searchable Formulary on Our website, www.phsystems.com, in the Participating Provider's office, or by contacting the Customer Service Department. Please note: Inclusion of a drug within the Formulary does not guarantee that Your health care provider will prescribe that drug for a particular medical condition or illness.

Formulary Prescription Drug. A Prescription and Specialty Drug that appears on the Plan's Formulary.

Generic Prescription Drug. A Prescription Drug as being prescribed by its generic and chemical name heading according to the principal ingredient(s) and approved by the Food and Drug Administration.

Mail Order Pharmacy. A Pharmacy that dispenses Maintenance Medications pursuant to a 93 day/cycle supply. Prescription Drugs determined by the Plan to be Maintenance Medications on the Formulary and prescribed by a Prescribing Provider can be filled by mail order.

Maintenance Medication(s). A medication that is listed and identified on the Formulary as a maintenance prescription.

Member Responsibility. The dollar amount detailed under Prescription Drug Benefits which must be paid by You to a Pharmacy providing a Prescription Drug covered by this Rider.

Non-Formulary Prescription Drug. A Prescription Drug that is not on the Plan's list of Formulary Prescription Drugs.

Non-Participating Pharmacy. Any pharmacy that is not a Participating Pharmacy as defined herein. A Prescription Order or Refill may be obtained through a Non-Participating Pharmacy, however, You may be required to pay for the cost of the Prescription Drug(s) and file a claim for reimbursement.

Participating Pharmacy. A pharmacy licensed in the State in which it is located that has entered into a written contract with the Plan to provide services to the Plan's Members, or on whose behalf a written contract has been made with the Plan which is in effect at the time services are provided.

Pre-Certification. Some drugs require Pre-Certification in order for them to be Covered Services. Drugs requiring Pre-Certification are identified within the Formulary with "PA" next to the name of the drug.

Prescribing Provider. Any person holding the degree of Doctor of Medicine, Doctor of Osteopathy, Doctor of Dental Medicine, or Doctor of Dental Surgery or any other provider who is duly licensed in the United States to prescribe medications in the ordinary course of his or her professional practice.

Prescription Drug(s). Any medication or drug which:

- is provided for outpatient administration;
- has been approved by the Food and Drug Administration; and
- under federal or state law, is dispensed pursuant to a prescription order (legend drug).

This definition of Prescription Drug may include some over-the-counter medications or disposable medical supplies (e.g., insulin and diabetic supplies), psychotherapeutic drugs used for treatment of mental illness, other than when administered in a hospital or provider's office, and a compound substance when it meets the Plan's criteria and the product is not available commercially.

Prescription Order or Refill. The authorization for a legend Prescription Drug issued by a Prescribing Provider who is duly licensed to make such an authorization in the ordinary course of his or her professional practice.

Retail Pharmacy. Prescription Drugs prescribed by a Prescribing Provider and obtained through a Pharmacy.

Specialty Drug. Those drugs listed on the Specialty Drug Formulary and identified with an “SP”. Specialty Drugs are typically used to treat rare or complex disease. These drugs frequently require special handling, close clinical monitoring and management and Pre-Certification prior to being dispensed.

Specialty Pharmacy. A pharmacy that is designated as a Specialty Pharmacy by the Plan for Specialty Drug Prescription Orders or Refills.

Step Therapy. A process where the Plan or its designee determines that a Prescription Order or Refill based upon information provided by the Prescribing Provider, the Prescription Order or Refill satisfies the Pre-Certification requirements for Coverage. Certification must be obtained prior to dispensing.

LIMITATIONS

1. Authorized refills will not be provided after the lesser of:
 - i. twelve (12) months from the original date on the prescription order; or
 - ii. the period of time limited by state or federal law.
2. Contraceptive diaphragms prescribed by a Prescribing Provider are limited to two (2) per year.
3. Coverage of injectable drugs is limited to insulin, glucagon, bee sting kits, Imitrex and injectable contraceptives that are commonly and customarily administered by the Member.
4. Selected products, as defined by the plan, with narrow therapeutic index, potential for misuse and/or abuse, high cost, or a narrow or limited range of Food and Drug Administration approved indications may require Pre-Certification.
5. The Pharmacy shall not dispense a Prescription Drug order which, in the Pharmacist’s professional judgment, should not be filled.
6. To promote appropriate utilization, or following manufacturer’s recommendations, certain plan approved medications may have a quantity limit on the amount of medication dispensed and pre-certification must be obtained prior to dispensing.
7. We reserve the right to include only one dosage or form of a drug on our Formulary when the same drug (i.e., a drug with the same active ingredient) is available in different dosages or forms (i.e., dissolvable tablets, capsules, etc) from the same or different manufacturers. The product, in the dosage or form that is listed on the Formulary will be Covered at the applicable Member Responsibility. The drug, product or products, in different forms or dosages or from the same or different manufactures, not listed on the Formulary will be excluded from coverage.
8. Coverage of Prescription Drugs, therapeutic devices or supplies requiring a Prescription Order and prescribed by a Prescribing Provider is limited to Plan approved drugs, devices, supplies, or spacers for metered dose inhalers.
9. Coverage through the Mail Order Pharmacy is not available on drugs that cannot be shipped by mail due to state or federal laws or regulations, or when the Plan considers shipment through the mail to be unsafe. Examples of these types of drugs include, but are not limited to, narcotics, amphetamines, DEA controlled substances or anticoagulants.
10. When You use a Non-Participating Prescribing Provider, it is Your responsibility to contact the Plan before a Prescription Order or Refill is filled to obtain any required Pre-Certification. If the Plan is not contacted for Pre-Certification, You will be required to pay one hundred percent (100%) of the cost for a Prescription Drug.

EXCLUSIONS

The following are **Excluded** from Coverage under this Rider:

1. Prescription Drugs related to the treatment of a Non-Covered Service (i.e. dental services).
2. Prescription Drugs that are not Medically Necessary. The Plan reserves the right to require medical Pre-Certification for selected drugs before providing Coverage.
3. Prescription Drugs that are Experimental or Investigational, including those labeled "Caution-limited by Federal Law to Investigational Use," FDA approved drugs used for investigational indications or at investigational doses and drugs found by the FDA to be ineffective or given as a part of a study.
4. Products not approved by the FDA, Prescription Drugs with no FDA approved indications, and DESI Drugs. This exclusion shall not apply to a drug, medicine or medication that is recognized for the treatment of cancer in one of the standard reference compendia or in substantially accepted peer-review medical literature.
5. Any Prescription Drug which is to be administered, in whole or in part, while You are in a hospital, medical office or other health care facility.
6. Compounded prescriptions are excluded unless all of the following apply:
 - a. there is no suitable commercially-available alternative available;
 - b. the main active ingredient is a Covered Prescription Drug;
 - c. the purpose is solely to prepare a dose form that is Medically Necessary and is documented by the Prescribing Provider; and
 - d. the claim is submitted electronically by the Pharmacy.
7. Vitamins and minerals (both over-the-counter and legend) as specified on the Formulary.
8. Injectable medications and Specialty Drugs, except those designated by the Plan.
9. Drugs that do not require a prescription by federal or state law, that is, over-the-counter drugs or over-the-counter products, unless specifically designated for Coverage by the Plan or the Formulary list and obtained from the Pharmacy with a Prescription Order or Refill. Also excluded are Prescription medications that are not for treatment of illness, injury, or have an over-the-counter equivalent, unless otherwise specified on the Formulary.
10. Devices or supplies of any type, even though requiring a Prescription Order, such as but not limited to, therapeutic devices, support garments, corrective appliances, non-disposable hypodermic needles, syringes or other devices, regardless of their intended use, unless otherwise specified as a Covered benefit in this Rider.
11. Contraceptive implant systems, prescription or nonprescription contraceptive devices (e.g., condoms, spermicidal agents, and Norplant).
12. Extemporaneous dosage forms of natural estrogen or progesterone; or any natural hormone replacement product, including but not limited to oral capsules, suppositories, creams and troches.

13. Anti-smoking medication or smoking cessation devices.
14. Prescription Drugs used to treat chemical dependency and/or substance abuse.
15. Drugs used primarily for hair restoration.
16. Pharmacological therapy for weight reduction, dietary supplements, appetite suppressants, and other drugs used to treat obesity, morbid obesity or assist in weight reduction.
17. Drugs, oral or injectable, used for the primary purpose of, or in connection with, treating infertility, fertilization, and/or artificial insemination.
18. Medications used for cosmetic purposes or to enhance work or athletic performance (i.e. Nuvigil or Provigil for shift work, anabolic steroids and minoxidil lotion, retin A (tretinoin) for aging skin). Also excluded are drugs, oral or injectable, used to slow or reverse normal aging processes (i.e. growth hormone, testosterone, etc.).
19. Prescription Drugs dispensed in unit doses, when bulk packaging is available, or repackaged Prescription Drugs.
20. Replacement for lost, destroyed or stolen prescriptions.
21. Duplicate drug therapy (i.e. two antihistamine drugs).
22. Oral dental preparations and fluoride rinses, except pediatric fluoride tablets or drops as specified on the Formulary.
23. Prescriptions that You are entitled to receive without charge under any Workers' Compensation law, occupational statute, or any law, or regulation of similar purpose.

CONDITIONS

1. The Plan and its designees shall have the right to release any and all records concerning health care services that are necessary to implement and administer the terms of this Rider or for appropriate medical/pharmaceutical review or quality assessment.
2. The Plan shall not be liable for any claim, injury, demand or judgment based on tort or other grounds (including warranty of drugs) arising out of or in connection with the sale, compounding, dispensing, manufacturing, or use of any Prescription Drug whether or not Covered under this Rider.

GENERAL PROVISIONS

1. Your Coverage under this Rider will end when Coverage under the COC ends.
2. Nothing herein shall be held to vary, alter, waive, or extend any of the definitions, terms, conditions, provisions, agreements or limitations of the COC, other than as stated above.
3. Discounts and Rebates. Member understands and agrees that Health Plan may receive a retrospective discount or rebate from a Network Provider or vendor related to the aggregate volume of

services, supplies, equipment or pharmaceuticals purchased by persons enrolled in health care plans offered or administered by Health Plan and its affiliates. Member shall not share in such retrospective volume-based discounts or rebates. However, such rebates will be considered, in the aggregate, in Health Plan's prospective premium calculations.

Brad Clothier
Authorized Signatory

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 10

MEETING DATE: 11-26-13

TOPIC:

City of Hays Employee Short Term Disability Insurance for 2014

ACTION REQUESTED:

Authorize the City Manager to enter into a contract for Short-Term Disability insurance with Aetna with funds paid from the Employee Benefit Fund.

NARRATIVE:

The City has provided Short-Term Disability insurance to all full-time City employees since 2006. This is paid in full by the City of Hays. Each year the City, through Freedom Claims, goes out for bids to find the most complete rate possible. This year the City received four bids. The lowest bid is Aetna at \$0.333/\$10, an estimated annual cost of \$43,655. This price is only valid if the City approves Coventry Health Care as the City's health insurance provider for 2014 as this is a packaged price. The rate is guaranteed for two years. Staff recommends approving Aetna for the City's 2014 short term disability insurance provider..

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Erin Giebler, Human Resource Coordinator

ADMINISTRATION RECOMMENDATION:

City staff recommends changing Short Term Disability insurance providers from Lincoln Financial to Aetna.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo

Commission Work Session Agenda

Memo

From: Erin Giebler, Human Resource Coordinator

Work Session: November 21, 2013

Subject: 2014 Short-Term Disability Coverage for City Employees

Person(s) Responsible: Erin Giebler, Human Resource Coordinator

Summary

The City has provided Short-Term Disability insurance to all full-time City employees since 2006. This is paid in full by the City of Hays. Each year the City, through Freedom Claims, goes out for bids to find the most competitive rate possible. This year the City received four bids. The lowest bid is Aetna at \$0.333/\$10, an estimated annual cost of \$43,655. This price is only valid if the City approves Coventry Health Care as the City's health insurance provider for 2014 as this is a packaged price. The rate is guaranteed for two years. Staff recommends approving Aetna for the City's 2014 short term disability insurance provider.

Background

In 2006, the City of Hays moved away from Vacation and Sick Leave and adopted a Paid-Time-Off system. During this time, the City agreed to provide employees with Short Term Disability insurance to help when an employee is out for longer than two consecutive weeks. This is a required benefit in all three union contracts.

Since 2011, Lincoln Financial has covered the City employees. In 2011, our rates were \$0.23/\$10 (\$25,812 – actual costs). They increased by 52% in 2012 to \$0.35/\$10 (\$42,209 - actual costs) and again by 26% in 2013 to \$0.44/\$10 (\$56,459 – projected costs). Utilization is the key factor when seeing an increase. In 2011 the City saw 11 claims, 2012 9 claims, and 2013 estimated claims of 11.

Discussion

The City, through Freedom Claims, went out for bids for the City's 2014 Short Term Disability insurance. The following bids were received:

Lincoln Financial (Current Provider): \$0.46/\$10 (\$60,314)
Assurant: \$0.37/\$10 (\$48,513) – Locked in rates for two years

Aetna: \$0.333/\$10 (\$43,662) – Locked in rates for two years (must be paired with Coventry Health Care Health Insurance)
Standard: \$0.34/\$10 (\$44,580)

The City recommends going with Aetna as their short term disability insurance provider as long as Commission approves Coventry Health Care as the City's health insurance provider as they are the lowest bid and a two year guarantee is attractive considering in 2012 the City saw a 52% increase followed by a 26% increase in 2013.

As in previous years, the final cost of short term disability insurance over the 12 month contract is based on the fluctuation of employee's salaries due to promotions, turnover, and position changes.

Legal Consideration

There are no known legal obstacles to proceeding as recommended by City Staff.

Financial Consideration

The 2014 budget contains \$65,558 for Short Term Disability insurance. All the bids came in below budget. Aetna costs would be \$0.33/\$10 or an estimated \$43,662. This is a decrease from 2013's projected costs of \$54,419. Short Term Disability insurance is paid out of the Employee Benefit Fund.

Options

This issue is presented to the City Commission with the following options:

1. Authorize the City Manager to complete an application applying for Short Term Disability insurance with Aetna.
2. Direct the City Manager to complete an application applying for Short Term Disability insurance with another insurance provider.
3. Do nothing.

Recommendation

City staff recommends changing Short Term Disability insurance providers from Lincoln Financial to Aetna.

Action Requested

Authorize the City Manager to complete an application applying for Short-Term Disability insurance with Aetna with the estimated premium amount of \$43,662 paid for out of the Employee Benefit Levy Fund.

Supporting Documentation

N/A

COMMISSION INFORMATIONAL MEMORANDUM

TO: City Commission
FROM: Toby Dougherty, CPM
City Manager
DATE: November 20, 2013

Attached are the following items:

1. The minutes of the August 20, 2013 meeting of the **Hays Convention & Visitors Bureau Advisory Committee.**
2. The minutes of the September 18, 2013 meeting of the **Ellis County Wellhead Protection Committee.**
3. The minutes of the September 18, 2013 meeting of the **Hays Area Board of Zoning Appeals.**
4. The minutes of the October 7, 2013 meeting of the **Airport Advisory Committee.**
5. The minutes of the October 8, 2013 meeting of the **Hays Public Library Board.**
6. The minutes of the October 9, 2013 meeting of the **Downtown Hays Development Corporation Board.**
7. The draft minutes of the October 14, 2013 meeting of the **Building Trades Board.**
8. The minutes of the October 17, 2013 meeting of the **Hays Beautification Committee.**
9. The minutes of the October 21, 2013 meeting of the **Hays Area Planning Commission.**
10. The **2013 Enplanements at the Hays Regional Airport.**
11. The **Great Lakes On-Time Report** for November 2013.

If you have any questions regarding this information, please do not hesitate to contact me.

ab

**HAYS CONVENTION & VISITORS BUREAU
MINUTES
Tuesday, August 20th, 2013**

**Noon Lunch Meeting
Welcome Center Conference Room
2700 Vine Street**

PRESENT

Jane Matlock – Chair
Don Westfall
Connie Schmidt

Reese Barrick
Andy Stanton
Stacey Smith

Staff

Jana Jordan, CVB
Ruben Schuckman, CVB

Janet Kuhn, CVB

ABSENT

Gregg Wahlers
Lorraine Howerton

Sabrina Symns
Marjorie Dansel

Guests

Traci Stanford

Aaron White

The Hays Convention and Visitors Bureau Advisory Committee Meeting was called to order by Chair Jane Matlock.

Core2Campus Event – Traci

Traci gave a power point presentation about the new Core2Campus event that will take place Thursday, August 29th. It was discovered during the Comprehensive Planning process that the FHSU students had very little knowledge about our community. In fact, during one of the focus groups, the students seemed confused about exactly where the downtown was located and confessed they didn't really feel welcome at our community events. More discussion about this issue was brought out during the CVB Marketing Plan retreat. The final CVB Marketing Plan addressed the issue and recommended a plan of action to remedy the problem.

Highlights of the 2013 event include:

- 4:30pm gather in the FHSU quad
- March to Main with Dr. Hammond, Victory E Tiger, FHSU band, Cheerleaders & Tiger Debs, students
- Welcome ceremony and exchange of gifts
- Free hog roast feed for the 1st 500 students & faculty with tiger ID
- Scavenger hunt and door prizes

This is designed to be an annual event for the City of Hays and FHSU.

MINUTES FOR THE APRIL MEETING – Jane

Jane asked if there were any additions of changes for the April Meeting Minutes. There being none Stacey made a motion to approve and Don seconded the motion. Motion carried.

CONVENTION CENTER UPDATE – Aaron

Aaron announced the ECCED (Coalition) had received their 501C3 status and was proceeding with the Convention Center project. He did want to inform the group of two developers that had recently approached the Coalition about the project.

The 1st developer was interested in developing a convention center and small attached hotel (or if possible to acquire an existing property and with room to attach a convention center could be a possibility). They are currently developing similar projects in Salina and Wichita.

The 2nd developer wants to develop a stand alone conventions center adjacent to existing lodging north of I-70. The Coalitions' CID project would be utilized to pay for construction and the Coalition would retain ownership of the structure. The CID would raise the taxing area 60 cents on each additional purchase of \$100.00 for approx. 15 years. There would need to be a mechanism explored to pay for future maintenance and upkeep on the property.

Both developers expressed interest in working with FHSU and NCK-Tech on the project.

Andy asked what action the CVB Advisory Board needed to take to endorse the project. Aaron stated the Coalition would certainly appreciate a letter of endorsement when they go to the City Commission for CID approval and a community wide education process about the project. The Sports Complex project would serve as an excellent example of community wide education and support.

Director & Staff Reports – Staff

Janet talked about her work with the Meet Kansas membership project. She said she had worked with 65 groups this spring and summer and again informed the Advisory Board that Hays would be hosting the 2015 Shrine Bowl.

Ruben talked about attending the OKC Tour Kansas Show. He also visited about working on a Kansas heritage tour that would incorporate several Kansas communities and their unique heritages. He has been working to update the State Travel & Tourism web-site with Hays information. He will be attending a travel show in Salina where he will be providing Grandparent/Grandkids travel ideas.

Jana visited about the success of the Brand Champion promotional piece. They were distributed at the Back to School Picnic and will be at the Core2Campus event. That promotion will be continued this fall with a new printing of the piece.

OTHER ITEMS OF INTEREST

Reese shared information about new changes at Stenberg Museum.

There being no other business Andy made a motion to adjourn and Stacey seconded. Motion carried.

**Minutes of the Ellis County Wellhead Protection Committee Meeting
September 18, 2013**

Members Present: John Heinrichs, Hendratta Ali, Ken Richmeier, Allen Roth

Non-Voting members: Karen Purvis- Recording Secretary.

Guests- Jessica Shields- FHSU Sophomore

John Heinrichs, Chairman, **called the meeting to order** at 7:00 PM.

Minutes- It was moved by Hendratta and seconded by Ken that we accept the minutes as written. Motion carried.

Treasurer's Report- The treasurer was absent from the meeting. Karen Passed on a message from Jude asking if the committee could change meeting nights. It will be discussed in new business.

Old Business-

- a) Events- October 12 Water Festival- The water and energy festival was held on October 12, 2013 from 1-4 at the Mall. The committee sent representatives to help with the ground water model and also the pet waste display. The members thought the event went well.
- b) Other- There was no other old business

New Business-

- a) Education and events- speakers- December 9, 2013- Stacie Minson will hold a water festival at Sternberg. She is wanting help for it. Hendratta stated that she will ask some of her students to help with the event. John will get with Kim Perez and see when she can come to talk with the group about the dog park project. There is also a new position for the City of Hays that works with water conservation. We will also try to get them to come speak with the group in the future. An e-mail was read by Karen that stated that Stacie had rain barrels come in and they would have an event on October 17th.
- b) Legislative- No report
- c) Other- Discussion for changing meeting dates- It was discussed by the group that there are lots of conflicts with the third Wednesday of the month. It was suggested that we move the date to the third Tuesday of the month, and try that for a while to see if it works better.
Allen Roth reported that he did get the position on the BAC (Basin Advisory Committee). They just had a meeting and have one quarterly. He will keep the committee advised.

Date for Next Meeting- Since the meeting night was changed – the next meeting will be held on TUESDAY, November 19th at 7:00 PM.

It was moved by Allen and seconded by Ken that we adjourn the meeting. The meeting was adjourned at 7:42.

Submitted by Karen Purvis, Recording Secretary

**HAYS AREA BOARD OF ZONING APPEALS
COMMISSION CHAMBERS IN CITY HALL
MINUTES
September 18, 2013
8:15 A.M.**

1. CALL TO ORDER: The Hays Area Board of Zoning Appeals met on Wednesday, September 18, 2013 at 8:15 a.m. in Commission Chambers at City Hall. This was held a week later than the regularly scheduled meeting date.

Roll Call:

Present: Lou Caplan Gerald Befort Jerry Sonntag

Chairman Lou Caplan declared a quorum was present and called the meeting to order.

City Staff Present: Jesse Rohr, Superintendent of Planning, Inspection and Enforcement Division
Linda Bixenman, Administrative Secretary of Planning, Inspection and Enforcement Division

2. MINUTES: There was a motion by Jerry Sonntag with a second by Gerald Befort to approve the minutes from the August 14, 2013 meeting.

Vote: Ayes: Lou Caplan Gerald Befort Jerry Sonntag

3. CASE #17-13 Charles & Cynthia L Doerfler 208 W 37th Overhang Variance Request ZONED "R-1": Jesse Rohr presented the above property on the overhead visual.

Charles Doerfler, owner, presented his request for a five foot variance to reduce the west side yard building setback from the required eight foot six inches to three foot six inches for a five foot overhang on a detached garage that will be built within the setbacks on the above property. He would like the overhang to be used as a covered storage area. Since the lot width is 85 feet, he would be required to adhere to an eight foot six inch setback.

Because of space limitations, the plan was to fit in a detached garage to shelter an automobile and store winter lawn furniture with an overhang for coverage of outdoor equipment.

He pointed out that the roof extension would not affect any of the neighbors except the one to the west. The letter from the neighbor was included in the packet stating he had no problem with that request.

Jerry Sonntag asked him to explain what happened at the beginning.

Mr. Doerfler explained how his contractor had an unexpected opening to begin the project. He called the Planning, Inspection, and Enforcement Office for clarification of the setbacks and if the roof line could be extended to the fence. He was given verbal approval by one of the inspectors that the overhang was allowed to the fence. He said he remembered the inspector's remark acknowledging that "it would be a large overhang". With that, the contractor began the dirt work and later submitted a building permit application for the project. The Planning, Inspection, and Enforcement office would not sign off on it because of the extent of the overhang. He realized he should have pulled a permit before starting the project.

He talked with Jesse Rohr who directed him to consider asking for a variance for the overhang; although he recommended a lesser variance than what would be required to the fence because he knew the board would not approve it; thus resulting in a five foot variance request.

He explained to the board that he would accept the decision either way. Jesse Rohr explained that if an overhang is granted, it can never be enclosed.

Jesse Rohr stated that he talked with the inspector, Mike Schlyer, who had handled the phone call with Mr. Doerfler. He said that Mike Schlyer had notes from the phone call about the overhang. It was not his intention that it would be interpreted that way. He was empathetic that the guidance was misconstrued resulting in Mr. Doerfler having to alter the outcome of his proposed project.

There was no one in the audience for comments.

Gerald Befort moved, Jerry Sonntag seconded, the motion to grant a five foot variance to reduce the west side yard building setback from the required eight feet six inches to three feet six inches for a five foot overhang on a detached garage that will be built within the setback on the property at 208 W 37th Street.

Lou Caplan pointed out to include that the variance was approved based on the five statutory requirements.

Amended Motion:

Gerald Befort moved, Jerry Sonntag seconded, the motion to grant a five foot variance to reduce the west side yard building setback from the required eight feet six inches to three feet six inches to allow a five foot overhang into the

setback area on a detached garage that will be built to adhere to the setbacks on the property at 208 W 37th Street based on the consideration it does meet the five statutory requirements. The overhang is never to be enclosed.

Vote: Ayes: Lou Caplan Gerald Befort Jerry Sonntag

4. OTHER: Zoning and Subdivision Regulations

Lou Caplan asked that the Hays Area Board of Zoning Committee be invited to the Planning Commission meetings that are associated with the re-write or modifications to the Zoning and Subdivision Regulations. He pointed out that he was the representative for the Board of Zoning as a member of the Planning Commission.

Jesse Rohr pointed out that the board could add input to this process. There may be some instances that a variance or special use request is unnecessary and should be allowed by right. There may be some instances where there should be a request for a variance or request for a special use permit.

5. OTHER: Do we need a Hays Area Board of Zoning By-Laws Lou Caplan asked if the Hays Area Board of Zoning needed by-laws as was just done by the Hays Area Planning Commission.

The board adjourned at 8: 25 a.m.

Submitted by: Linda K. Bixenman, Administrative Secretary,
Planning, Inspection and Enforcement

Airport Advisory Committee Meeting Minutes
October 7, 2013

Members Present:

Dan Stecklein
Don Benjamin
Mike Konz
I. D. Creech
John Braun
Dave Hadel - guest from Burns & McDonnell
Chris Springer
Randall Buchanan - guest
Gary Wentling
Bob Johnson
Lyle Noordhoek
Errol Wuertz - Absent but excused

1. Call to Order.

2.) Approval of September 9, 2012 Meeting Minutes.
Minutes approved.

3.) Discuss Boardings Report.
Hays had 529 boardings in September. We are still down about 200 from last year.

4.) Runway Construction Update.
The last concrete pour will be this month. Work will then continue on runway markings, lighting and earthwork to control water around runway. A lot drainage landscaping is being done to prevent water from getting below the runway again. Second week in November should be real close to the finish date.

5.) Discuss Rules and Regulations Update.
The proposed rules have been adopted by the City Commission.

6.) Discuss Capital Improvement projects with Dave Hadel, Burns & McDonnell.
Dave Hadel went over the capital improvement projects for the Hays airport master plan and the time line for the projects. The FBO says the fuel farm project needs to be made a higher priority. They are finding it becoming difficult to remain compliant to rules and regulations with the current system. It will be difficult to remain in the fuel business if improvements are not made.

7.) Discuss Terminal Expansion Update.
The terminal expansion project is becoming closer to a start date. A meeting will be held involving all interested parties to finalize details. The question was raised if the Sykes building on the west side of the airport was considered to make sure all options were considered before spending money on current terminal. I. D. Creech said it was considered but was too expensive.

Looking into the future, the FBO operations and commercial carrier operations are very close to each other at the Hays airport. What works well for general aviation is not always in the best interest for commercial operations and vice versa. Their close proximity exacerbates this problem.

8.) Add-Ons

Don Benjamin - Trip to Wichita to tour Wichita Technical School aviation maintenance department is scheduled for October 23rd.

9.) Next Meeting.

November 4, 2012, 6:30 PM

10.) Adjourn.

Respectfully Submitted,

Mike Konz

Minutes of the Hays Public Library (HPL) Board Meeting
Tuesday, October 8, 2013

The meeting was called to order in the Kansas Room at 4:00 pm by President Judy Flax. Others present were Eric Norris, Marcia Dinkel, David Dunn, Lauren Lowry, Pam Shaffer, Delbert Stanton, Avry St. Peter. Kent Steward was absent.

Guest: Patty Rohr

Public Comment: None

Bills:

It was moved and seconded (D. Stanton/M. Dinkel) to approve the September bills for payment. The motion passed 8-0.

Minutes: It was moved and seconded (D. Dunn/P. Shaffer) to approve the minutes of the September meeting. The motion passed 8-0.

Director's Report:

- Discussion continued from the September meeting about the options available to the HPL to be in compliance with the Kansas State Concealed Carry Law. In short, the options are the following: **1)** take down the signs barring firearms in the HPL; or **2)** for a three-year exemption to the law, provide a security plan, which would include posting armed security guards at the two entrances to the HPL. Before he writes a formal policy, Eric sought a fuller discussion with and understanding of the viewpoints of Board members and a sense of the direction the Board wants go. Eric had checked with the insurance carrier for HPL and determined that the course of action taken in this matter would not affect coverage. He has the necessary information to craft a policy should the Board's decision be to request an exemption.
- Eric mentioned the recent letter to the editor of the *Hays Daily News* concerning an action taken by the Friends of the Library organization. Even though the letter was critical of the Friends organization and by implication HPL staff, Eric chose not to respond to the letter publicly.
- Regarding obtaining filters for HPL computers, Eric has been communicating with the local telecommunications company Nex-Tech to provide possible filtering solutions for HPL. A contract with another service provider that was considered would be much more expensive and would not allow front desk staff to turn the filter off and on easily.
- The HPL staff is currently developing a clear and concise policy specifying the use of the Teacher Card, which allows a six-week checkout interval for teachers. Among the changes specified with the new policy, the card would have to be renewed yearly.
- The State Library of Kansas has recently purchased statewide access to Tumblebooks; thus the HPL will have access to it but will no longer need to subscribe to this popular online collection of children's picture and talking books.

The only drawback is that data on use of this program will not be able to be pulled for HPL records.

- Eric and the HPL staff have discussed allowing more leniency with regard to patrons' cell phone conversations and eating food in the library. Specifically, 1) as long as cell phone conversations are no louder than normal face-to-face conversations, they may continue; 2) food and drinks may be permitted to a limited degree (but not around computers); this may prevent spilled drinks and trash being stashed on shelves and under seat cushions because patrons feel they must hide evidence of snacks.
- The HPL received two memorials from patrons who have passed away: Jeanette Pfortmiller (\$1,055) and Harriet Caplan (\$325). Eric and the staff will plan how the funds are to be spent. He has purchased two plaques to commemorate the two donors. Also, Dana Kraus recently passed away, with his obituary designating the Hays Public Library as a possible recipient of donations in his memory. The Friends of the HPL may purchase a plaque in honor of Mr. Kraus.

Old Business:

In a change to personnel policy, it was moved and seconded (D. Dunn/M. Dinkel) that the Board approve the changes as specified in the Hays Public Library Organizational Chart and the Classification of Positions. The motion passed 8-0. This was the **second (and final) vote**.

New Business:

None

Board Open Discussion:

--Judy Flax proposed the idea that HPL place book drops at different locations in Hays—for example, at Dillons or Wal-Mart.

--After Luci Bain made a very successful trip to Concordia, Kansas, escorting senior citizens on a tour of historical sites and other points of interest, Eric and library staff are considering planning other trips.

--Judy Flax described some high points of the Mountain Plains Library Association Conference, which she had attended.

Board Training Videos:

Viewing the Board training videos was dispensed with because the Kansas Room did not have the needed equipment.

The meeting was adjourned at 5:04 pm

Pam Shaffer
Secretary
Hays Public Library Board

Downtown Hays Development Corporation

October 9, 2013, Meeting Minutes

October 9, 2013

11:30 a.m. – Gutch’s

Attendees: Board Members/Staff: Megan Colson, Sandy Jacobs, Sarah Cearley, Chris Wente, Elodie Jones, Michael Billinger, Andrew Rupp, Eddie Perrett, Pam Joy, Stacey Smith

Absent: Michelle Flax, Karen Dreiling, Henry Schwaller IV

Guest: Paul Briseno, City of Hays;

CALL TO ORDER: President Sandy Jacobs called the meeting to order at 11:30 a.m.

PUBLIC COMMENT: None.

CORRESPONDENCE: Megan did have a phone call from the Ellis Country 4H to discuss the date of Blues & BBQ conflicting with the 4-H Fair BBQ date on that Friday night. Megan explained the reason for our hesitancy to change our date.

APPROVAL OF MINUTES: After a motion by Eddie and seconded by Stacey, the September 11, 2013, minutes were approved as presented. Passed unanimously

TREASURER’S REPORT: Income for the month of September totaled \$15,279.88, generated by DT Hays Market, Wines and Steins, Partnership and Miscellaneous. Expenses for the month totaled \$19,735.45 with a net loss of \$4,455.57. There is \$103,533.65 in checking accounts and CDs. Accounts receivable totaled \$2,622. Motion to accept this report made by Chris seconded by Andy

ECC REPORT: Karen was absent. No report

CURRENT BUSINESS:

*Pavilion – Paul reported that the railroad contingency is wanting to know our specific plans, i.e., what kind of fence, how far it will be from the tracks, how tall, etc. They are interested in any changes made to the plans. Michele will get those changes to them as soon as possible. Next conversation will be in mid-November. Paul cautioned us when talking to the RR persons to not use references to “events” at the Pavilion, but only to refer to the Pavilion as a “structure”.

*Blues, BBQ & Bargains is in a reorganization phase. We are looking for an over-all chairman and a contest chairman.

*Wines & Steins was a success event though the numbers, both attendance and money, were down. 120-125 tickets were sold. We did develop a good relationship with Grand Rental and Farmland Auction. Discussion was had about changing to a Friday night, a summer or spring date, and moving the location in the event the parking lot at Emprise Bank is unavailable.

*Marketing Plan – Megan is working on getting a meeting set up with the FHSU people.

NEW BUSINESS:

*The new board members being presented for confirmation are: Kim Hodny, Andy Stanton and Alaina Cunningham. Motion to accept the names was given by Chris and seconded by Elodie. Motion passed.

*The slate of officers for 2014 is: President-Stacey Smith, Vice-President-Andrew Rupp, Treasurer-Eddie Perrett, Secretary-Sarah Cearley, Past President-Sandy Jacobs and ex-officio City Commission rep-Henry Schwaller IV. Motion to accept the names was given by Chris and seconded by Pam. Motion passed.

*Partnership Program – Beat the Street – will begin in the near future. Goal is \$19,000. Megan and Andy met to discuss game plan. Karen is going to help with ideas to get a better buy-in from the downtown merchants. A list of potential donors is being mailed to all board members to see who would like to contact specific people or if they would like to add a personal note on the letter going to a personal contact. Megan will be meeting with many of the downtown merchants and asked for volunteers to accompany her. She will utilize Karen for many of them.

*Eddie asked for the following restricted funds to be released to general operation accounts: Southwestern Bell - \$6,950; and City Funding (used for Gateway markers-4th marker not made) - \$2941. Eddie made a motion to merge \$9,891 from the SWBell and Gateway maker funds into the general fund. Seconded by Stacey and motion carried.

There is \$2,441 in the restricted Marketing Fund. This money will be used to help defray the cost of the Marketing Plan.

There is \$991 in the Façade Loan account and \$6,054 the Design Assistance fund. It was decided to merge these two funds together, come up with a new name and quietly get the word to the downtown merchants that the money is available.

There is \$10,897 in the restricted Blues & BBQ fund. For the convenience of the committee and DHDC, it was decided that the money be placed in a separate account.

Megan and Eddie will meet to figure out how to get Megan a DHDC credit card vs using her own personal credit card for reimbursement. The will acquire a resolution form to be prepared to get authority to complete this.

Signature cards will be up-dated after the new slate of officers begin their term of office in January.

COMMITTEE UPDATES:

All committee up-dates were discussed during the meeting.

Stacey moved to adjourn the meeting. Chris seconded.

ANNOUNCEMENTS & ACTIVITIES:

Oct 31-Nov 2 – Holiday Open House

Nov 11 – DHDC office closed

Nov 11 – Exec board meeting – to be changed

Nov 13 – DHDC Board of Directors Meeting (Location TBA)

DRAFT
BUILDING TRADES BOARD MEETING
Commission Chambers of City Hall
October 14, 2013
5:30 p.m.

1. CALL TO ORDER: The Building Trades Board met on Monday, October 14, 2013 at 5:30 p.m. in Commission Chambers at City Hall.

Roll Call:

Present: Jerry Sonntag
Dave Schoendaller
Tim Jacobs
Dale Befort
Roger Mettlen - left at 6:30 p.m.

Absent: Arlen Flax

Chairman Jerry Sonntag declared that a quorum was present and called the meeting to order.

City Staff Present: Paul Briseno, Assistant City Manager
Jesse Rohr, Superintendent of PIE
Nick Willis, Stormwater Superintendent
Mike Schlyer, Inspector of P.I.E.
Dean Koehn, Inspector of P.I.E.
Linda K Bixenman, Administrative Secretary of P.I.E.

2. MINUTES: Roger Mettlen moved, Dave Schoendaller seconded the motion to approve the minutes as presented from the July 29, 2013 meeting.

Vote: AYES: Jerry Sonntag
Dave Schoendaller
Tim Jacobs
Dale Befort
Roger Mettlen

3. OLD BUSINESS: None.

4. LIST OF NEW LICENSED TRADE CONTRACTORS FROM May 28, 2013 TO SEPTEMBER 26, 2013: The current list of new contractor's licenses was presented to the board for informational purposes.

5: GUEST SPEAKER ANDY VEATCH TO DISCUSS LAWN IRRIGATION INSTALLATION AS IT PERTAINS TO THE GREEN CODE:

Nick Willis, Stormwater/Water Conservation Superintendent, explained that the purpose of the meeting was for input from the board and contractors on the lawn irrigation portion of the IAPMO 2012 Green Plumbing and Mechanical Code Supplement. A guest speaker will give a presentation and answer questions.

He used the overhead visual to present a GIS aerial picture of the city pointing out the newer areas having more turf than the older parts of the city. He used other studies and history of water usage to point out that the city is looking at facing water supply for the demand. Growth will catch up if water usage is not managed differently.

He introduced the guest speaker, Andy Veatch, to speak about lawn installation as it pertains to the green code.

Handouts were as follows:

1. Calculation of Precipitation Rate (PR) of Drip Emitters and Bubblers and Rotary Nozzles for compliance.
2. Effect of Rotary Nozzles and Cycle and Soak Scheduling on Landscape Irrigation Efficiency.
3. PowerPoint presentation by Andy Veatch on the 2012 Green Plumbing and Mechanical Code Supplement

Andy Veatch came before the board and audience and gave his credentials. He has been working in lawn irrigation since 1992. He is the owner and master license holder of lawn sprinkler services. He is a member of the MABCD Board of Appeals of Plumbers and Gas Fitters of Wichita, Sedgwick County. He is a certified irrigation designer, contractor, and landscape irrigation auditor. He is a KDHE licensed Backflow Installer/Tester.

He pointed out that there would be some serious water savings if the old lawn irrigation systems were brought up to a better standard. This is what would be called "low hanging fruit". The new systems would be affected by the new code supplement.

The presentation was in three basic parts:

1. What Section 413 means to installers
 - a. No more pop-up spray heads
 - b. Sub-surface Drip line for areas less the 4' wide
 - c. Pressure regulated sprinkler heads &/or pressure reducing valves
 - d. Maintain a precipitation rate standard with less on the slopes
 - e. Audit of sprinkler system to calculate accurate precipitation

2. What Section 413 means to authority having jurisdiction
 - a. Greater site review and user education
 - b. Accountability for backflow prevention testing, installation and compliance
 - c. Codes on amount and type of plant material
 - d. Demonstration of competency of contractors, installers & designers
 - e. Performance compliance – auditing of system

3. Recommendations
 - a. Require all sprinkler systems to have a rain sensor - automatically adjust for weather or soil moisture conditions
 - b. Set a performance target
 - c. Require audit of the installed sprinkler system
 - d. Accountability - Require all companies in the business of lawn irrigation to have a city license that would require a competency test. Require that the backflow preventer be installed by a KDHE licensed backflow installer tester. Require all new sprinkler systems be audited upon completion to insure the sprinkler system meets the requirements of the 413.9 and 413.11.

The highlights from the discussion from the board and licensed contractors were as follows.

Jerry Sonntag pointed out the importance of education and control as to what is allowed to be planted and having buffers next to hard surfaces. He suggested a landscaping design be approved and submitted up front along with the building plans for new homes. He thought if there were a code requirement and an inspection requirement with the installation; the thinking might change. He talked about having separate meters for inside and outside.

Guy Riedel pointed out that unmaintained lawn irrigation systems lose millions of gallons of water particularly from leakage of seals around the spray nozzles. He suggested having a maintenance contract because of the water situation.

Because some of the variations in size of lots; some being 2 acres or greater, he recommended that a percentage of the yard be xeriscape and a higher percentage of the lawn be warm season grass. He pointed out that no irrigation system would be needed for buffalo grass.

If landscaping design was required with the new building plans, a landscaper would need to be brought in at that time. He pointed out that the banker and mortgage processor would have to know that on average 10% of the cost of the home would be for the landscaping.

He stated that a buffer against the sidewalks and curb lines was a good alternative. He pointed out the importance of education the way a lawn should be watered and the installation of the system. It is important to have subsurface moisture to saturate the soil so the root system for the grass would go down and search for water, otherwise the grass can be easily stressed.

He stated that there is a problem with the lawn irrigation installation industry in Hays. There are fly-by-nighters that do not know the trade, installing some of the sprinkler systems. Licensing does not require proof of working under an experienced licensed contractor for a period of time like most trades. He also emphasized that home owners installing their own lawn sprinkler systems need to come to an end.

He estimated the cost to upgrade the existing systems on a regular sized lot would be around \$1,500.00.

Jesse Rohr noted that the homeowner is allowed to do the work for any trade. They have to follow the standards required by the trade.

Andy Veatch explained the licensing requirements in his jurisdiction. A potential contractor must have two years experience before being qualified to be a journeyman. They must have experience as a journeyman for two years before being qualified to become a master. They are required to take some continuing education classes. This trade is taken more seriously by other trades.

Bob Schumacher stated that the requirement of a rain sensor would not be worth it in our climate of little rainfall. He also pointed out that a lawn sprinkler system would not need to be turned on until June.

Hays Medical Center has an alarm system for notification of excess flow; although it is not cost effective for a residential owner.

Andy Veatch explained the importance of a rain sensor.

Tim Jacobs pointed out that planting the native grasses (Buffalo or Bermuda) would be a huge savings on water.

Jesse Rohr asked Mr. Veatch if they require their systems to be audited. He asked if there is any follow-up after the systems are installed.

Mr. Veatch answered that they do not require audits, although they require a permit. The city checks the backflow and irrigation tap. His company tests the backflow and sends the first report to the City and every 5 years the homeowner is notified that the backflow is to be tested. The city council is in the process of

developing regulations where rain sensors would be required to be on the systems.

Dave Schoendaller stated that he agrees of what is being said about the standards that need to be set for the trade. A backflow can contaminate the whole system. The design is not signed off or inspected like other trades or the job does not go on. A contractor needs to be held to a certain standard for their jobs. He asked where they start.

Nick Willis pointed out that this discussion for water conservation methods has prompted other issues that need to be addressed such as the back flow preventer.

He explained that what we are up against is water supply limits. Spending more for water does not create water supply. This topic will also be discussed at the Planning Commission. He and Jesse Rohr pointed out that the trigger is the irrigated areas, not the turf areas.

Jesse Rohr explained to the contractors and the board that a good starting point would be the recommendations listed by Andy Veatch in his presentation.

6: ADJOURNMENT

Chairman Jerry Sonntag adjourned the meeting at 6:50 p.m.

Submitted by: Linda K. Bixenman
Administrative Secretary
Planning, Inspection and Enforcement

HAYS BEAUTIFICATION COMMITTEE
Minutes of October 17th, 2013 Meeting

Meeting called to order 12:03p

Members Present: Carol Heiman, Joni Phelps, Doris Wing, Marcia Tacha, Judy Dawson, Janis Lee.
Carolyn Campbell

Ex-officio Present: Jo Ann Schroller

Members Absent: Linda Stahlman, Jim Strine

Ex-officio Absent: Jeff Boyle, Holly Dickman

* September minutes were approved by committee.

Old Business:

* Committee agreed to hold off till next meeting to have elections for Chairman, Vice-Chairman & Recording Secretary. Good News....Hays Beatification Committee now has a full committee.

New Business:

- a) Reviewed Goals and purpose of HBC in handbook & changes
- b) Future plans of 13th street were sparse will discuss at Nov. meeting
- c) Looked at proposed locations for display of drought tolerant turf at Sunrise Park, will review again during November meeting after committee members visit Sunshine Park.

Committee Reports: Committee agreed to hold off making committee appointments until our November meeting so new members could review committee Projects. We discussed projects and all agreed to come prepared to November meeting with committee preferences. Several members expressed interest in specific projects.

Committee Project Reports: (expressed interest)

- a) Tree Rebate (open) (Judy?)
- b) Publicity (open) (Janis?)
- c) Adopt-A-Spot (Open)
- d) Project Redbud: (open) (Linda?)
- e) Arbor Day (Jo Ann Schroller, Carol Heiman)
- f) Drought Tolerant Lawns/Plantings (open) (Joni, Carol, and Janis?)
Janis suggested finding a school teacher to develop lessons plans for teachers to use in classroom on water wise practices.

Add on's:

Positive response from those in attendance of Green Space we toured during our September meeting. Questions as to what the committee's next step is to receive approval to move forward in converting space into a nature/walking trail similar to Vineyard Park.

Next meeting will be Nov 21st, 2013 Parks Department.

Joni Phelps
For the HBC

**HAYS AREA PLANNING COMMISSION
CITY HALL IN COMMISSION CHAMBERS
OCTOBER 21, 2013
MINUTES
6:30 P.M.**

1. CALL TO ORDER: The Hays Area Planning Commission met in regular session Monday, October 21, 2013 at 6:30 p.m. in Commission Chambers at City Hall. Chairman Larry Gould declared that a quorum was present and called the meeting to order.

Roll Call:

Present: Larry Gould Matthew Wheeler Tom Denning Jim Fouts
 Jake Glover Travis Rickford Pam Rein

Absent: Lou Caplan
 Paul Phillips

City Staff in attendance: I.D. Creech, Director of Public Works, Jesse Rohr, Superintendent of Planning, Inspection and Enforcement, and Administrative Secretary Linda K. Bixenman.

2. MINUTES: The minutes from the September 16, 2013 meeting were approved by consensus with one correction by Jim Fouts to strike a statement about "Roberts Rules of Order" under the agenda item on "Consider Planning Commission By-Laws".

3. CITIZEN COMMENTS: - None.

4. CITY/COUNTY COMMISSION ACTION & PLANNING & DEVELOPMENT ISSUE UPDATES: Jesse Rohr stated that the following would be going before the City Commission this Thursday October 24, 2013:

Lots 1 thru 24 - Replat of Lot 2, Block 9, Golden Belt 8th Addition: Request to repeal Resolution 2013-017 which established a benefit district. The developer asks to finance the development with private funds.

Lots 1 thru 16 adjacent to Jagger Court in Golden Belt Estates 5th Addition – Phase II: Request to approve the creation of a special benefit district for infrastructure improvements for the development.

Main to Milner along 13th Street: I.D. explained they would be moving on the design of the project soon.

Proposed Convention Center: Larry Gould gave a brief update on the status of the efforts of the task force.

Truck Service Center at 55th and Highway 183: There were no updates.

5. PUBLIC HEARING TO CONSIDER REVISION TO PARKING REGULATIONS: Jesse Rohr presented a power point presentation. He explained that the parking regulations are antiquated and need updating as pointed out in the 2012 Comprehensive Plan. The review of the parking regulations were on the list of “low hanging fruit”.

Per current ordinance, the number of parking stalls is figured by square footage and type of occupancy. The recommendation is to provide another option where the number of parking spaces can be based off of actual number of occupants. He read the recommended verbiage. This would provide a solution until the parking regulations are reviewed in their entirety during the possible re-write of the zoning regulations in 2014.

He listed the potential impact of having more parking spaces then needed for your business. Nationally, there are 6 to 7 parking spaces per car.

- Excessive Storm water run-off (storm water fee increases with impervious surface)
- Increased cost to property owner that is passed on to consumer
- Maintenance cost
- Opportunity cost – Best use of the land is not maximized
- Reduced Aesthetics
- Too much available parking discourages people to utilize other modes of transportation, such as biking, walking , or public transportation

In his research of what cities are doing, he noted that Overland Park, Kansas has the same intent.

He provided several examples. By current regulations a chiropractic office required 24 parking stalls; although based on their occupancy, they would have only needed 11 spaces.

The other example used was the Hadley Center at 205 E 7th Street. Per current regulation, over 400 parking spaces would be required; although based on the occupancy per the list provided, 110 parking spaces would be needed.

He pointed out a current project of a whole-sale warehouse under construction to be used for overflow stock with no occupancy. Current regulations would require two parking stalls.

Mr. Denning voiced concern that owners may provide only the minimum number of parking stalls in order to save a buck. He pointed out a scenario where a business starts out small and in six months have a full staff. He asked if they could be grandfathered in.

Jesse Rohr pointed out that they would not be grandfathered in. A change of occupancy or growth could increase the required number of parking spaces. They would have to meet the parking requirements of the zoning regulations.

Jim Fouts asked how they would accommodate the need for more parking spaces. Jesse Rohr explained that they would have to provide the extra parking or relocate. The Hays Area Board of Zoning can grant exception for a special use permit to access shared parking or parking 300 feet from the facility if agreed upon by property owners.

Tom Denning asked if it would create problems between businesses if customers would use adjacent parking at another business. He used the example of customers at south Wendy's using the Dillons Parking lot. Jesse Rohr stated that there are good and bad merits of shared parking; the adjacent business may not always have the same availability of parking as today.

Travis Rickford and Jake Glover asked if there was a limit to the maximum number of parking spaces. Mr. Rickford asked about the storm water fees. Jesse Rohr answered that there was no maximum limit of parking spaces. The storm water fees are based on impervious surface.

Pam Rein noted the large parking lot at Walmart. Jesse Rohr stated that the corporate office determines the number of parking stalls.

Larry Gould asked about the determination of required parking spaces for convention centers. Jesse Rohr answered that because convention centers are unique, it can be difficult. Sometimes arrangements are made with hotels and restaurants for shared parking.

Matthew Kenwright from the Hays Daily News asked if there had been any concerns by business owners. He asked how long this topic has been up for discussion. Jesse Rohr answered that he was not aware of any feedback at city staff level. This was first discussed at the September, 2013 Planning Commission meeting; although it has been a topic up for discussion for a long time.

Jesse Rohr pointed out that the new plan would financially help business owners and consumers.

Larry Gould entertained a motion.

There was a motion by Jake Glover with a second by Travis Rickford to recommend that the governing body adopt the revision to parking regulations, Chapter 71, Section 71-759 by adding the following new verbiage to the parking regulations recommended by staff and the Planning Commission:

Where approved by the Planning Inspection Enforcement Superintendent, the actual number of parking spaces provided may be based on the actual number of occupants for whom each occupied space, floor or building is designed, rather than the number of spaces determined by calculation.

VOTE: AYES: Larry Gould Matthew Wheeler Tom Denning Jim Fouts
 Jake Glover Travis Rickford Pam Rein

6. DRAFT REQUEST FOR PROPOSAL FOR REVIEW AND POTENTIAL RE-WRITE OF ZONING/SUBDIVISION REGULATIONS: Jesse Rohr handed out a draft copy of the request for proposals for the review and potential re-write of the Zoning and Subdivision regulations. The request is for electronic submittals to make it easier to share with the Planning Commission. The amount of \$150,000.00 is budgeted in the 2014 calendar year for this project.

They would like two volunteers from the Planning Commission to join in on the process for the selection of a professional planning consultant. Travis Rickford and Mathew Wheeler volunteered to be on the committee.

Larry Gould asked if the regulations would be based off of the direction in the comprehensive plan. He asked if the list of consultants would be restricted to the State of Kansas. Jesse Rohr stated that the regulations are to be compatible with the comprehensive plan. The request for proposals would be listed on the American Planning Association web site. The consultants would not have to be from the state of Kansas; although they would be required to have the legal staff familiar with the state statutes of zoning and subdivision regulations.

Adjournment: Larry Gould adjourned the meeting at 7:35 p.m.

Submitted by: Linda K. Bixenman, Administrative Secretary,
Planning, Inspection and Enforcement

City of Hays
Public Works Department - Airport Division

FROM: Airport Manager
 RE: Enplanements



2013 Enplanements							
<u>Month</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Comparison 2012-2013</u>
January	645	562	537	562	655	645	-2%
February	573	451	532	551	717	528	-26%
March	743	582	681	754	793	841	6%
April	689	583	682	724	726	716	-1%
May	772	756	774	943	1050	1043	-1%
June	739	594	732	998	687	818	19%
July	726	668	679	984	704	775	10%
August	690	517	693	945	752	571	-24%
September	625	621	662	858	659	585	-11%
October	721	629	741	786	782	645	-18%
November	593	664	694	814	828		
December	696	808	811	981	975		
Gt Lakes Total	8,212	7,435	8,218	9,900	9,328	7,167	-23.17%
Other Charters					550		
Charter Total	345	24	802	318	319	262	-17.87%
TOTAL	8,557	7,459	9,020	10,218	10,197	7,429	-27.15%

Commercial pass.
 Average/Day 20.4 22.5 27.1 25.6 23.6

2013 On-Time Statistics - Great Lakes

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
On-time (wi/15 mins)	71%	62%	78%	68%	73%	77%	62%	59%	65%	52%		
Percentage delayed or Cancelled (wi/30 mins)	29%	38%	22%	32%	27%	23%	38%	41%	35%	48%		

**Industry Average for on time (June 2010) -- 76.4%

**On-Time Performance taken from August 2010 issue of Air Travel Consumer Report.

Great Lakes Airlines On-Time Report

Nov-13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Under 15 Min On-Time	15-44 Min Late	45-74 Min Late	75 -104 Min Late	105 Min Late or more	Canceled
Mon-Fri																																				
630	C			C	x	L	C	x			C	C																		25%	13%				63%	
645	C			C	x	L	C	x			C	C																		25%	13%				63%	
1016	x			x	C	C	x	x			C	L																		50%				13%	38%	
1026	x			x	C	C	x	L			C	L																		38%	13%			13%	38%	
1311	x			x	L	C	x	C			C	x																		50%	13%				38%	
1321	x			x	L	C	x	C			C	x																		50%	13%				38%	
1425	x			x	L	L	x	C			C	x																		50%		13%		13%	25%	
1435	x			x	L	L	x	C			C	x																		50%		13%		13%	25%	
1626	x			x	C	L	x	L			C	L																		38%	38%				25%	
1636	x			x	C	L	x	L			C	L																		38%	13%	25%			25%	
2156	x			L	x	C	x	L			C	L																		38%	25%		13%		25%	
2206	x			L	x	C	x	L			C	L																		38%	25%		13%		25%	
Saturday																																				
715		x							x																											
725		x							x																						100%					
1250		C							C																											100%
1300		C							C																											100%
1406		x							x																						100%					
1416		x							x																						100%					
1931		x							C																						50%					50%
1941		x							C																						50%					50%
Sunday																																				
845			x						C																						50%					50%
855			x						C																						50%					50%
1250			x						C																						50%					50%
1300			x						C																						50%					50%
1626			C						x																						50%					50%
1636			C						x																						50%					50%
2156			C						C																											100%
2206			C						C																											100%

No time logged =na
Late=L
On Time=x
Canceled=C

Average	43%	10%	3%	2%	3%	39%
Total Flights - 128	55	13	4	2	4	50
Percentage of flights delayed or canceled	57%					

On time means <= 15 minutes