

# Memo

To: City Commission  
From: Toby Dougherty, City Manager  
Date: 11-4-13  
Re: November 7, 2013 Work Session

---

Please find the attached agenda and supporting documentation for the November 7, 2013 Work Session. The 2014 Budget that was recently adopted by the City Commission contained a Comprehensive Fee Schedule. It was noted in that fee schedule that City staff wished to update several of the fees currently being charged. As we are getting closer to calendar year 2014, it is time to bring these change requests to the City Commission. Included in your packet are memorandums from Utilities, PD, Parks and Finance regarding the various changes City staff would like to make for 2014. The issues are all very straight forward, and the memos are self-explanatory. If you have further questions, please feel free to contact me.

aw



**CITY OF HAYS  
CITY COMMISSION WORK SESSION  
THURSDAY, NOVEMBER 7, 2013 – 6:30 P.M.  
AGENDA**

1. **ITEM FOR REVIEW: [October 17, 2013 Work Session Notes \(PAGE 1\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Kim Rupp, Director of Finance
2. **ITEM FOR REVIEW: [Amendment to City Ordinance Regarding Water Tap Fees \(PAGE 5\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Bernie Kitten, Director of Utilities
3. **ITEM FOR REVIEW: [Amendment to City Ordinance Regarding Fees for Dogs and Cats Impounded by the Hays Police Department \(PAGE 13\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Don Scheibler, Chief of Police
4. **ITEM FOR REVIEW: [Fort Hays Municipal Golf Course Tournament Fee Increase \(PAGE 19\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Jeff Boyle, Director of Parks
5. **ITEM FOR REVIEW: [Fort Hays Municipal Golf Course Junior Golf Fees \(PAGE 23\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Jeff Boyle, Director of Parks
6. **ITEM FOR REVIEW: [Amendment to City Ordinance Regarding Taxi Cab License Fees \(PAGE 27\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Kim Rupp, Director of Finance
7. **OTHER ITEMS FOR DISCUSSION**
8. **EXECUTIVE SESSION (IF REQUIRED)**
9. **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.**



City of Hays  
City Commission  
Work Session Notes  
October 17, 2013

Present: Henry Schwaller IV, Eber Phelps, Shaun Musil, Ron Mellick, John Bird,  
Toby Dougherty

Absent: Kent Steward

**September 19, 2013 Work Session Notes**

There were no corrections or additions to the minutes of the work session held on September 19, 2013; the minutes stand approved as presented.

**(Add On) School Zone Ordinance**

USD 489 has requested the establishment of a school zone at the Westside School in the area of 12<sup>th</sup> and Walnut in order to protect students that attend Westside School and the Learning Center.

The Commissioners will be requested to approve an Ordinance amending Section 62-109 of the Municipal Code to add school zones on 12<sup>th</sup> Street from Walnut to Ash Street and on Walnut Street from 12<sup>th</sup> to 13<sup>th</sup> Street, at the October 24, 2013 Commission meeting.

**Hays Dog Park – Phase I Funding**

Earlier this year the Hays City Commission approved the Friends of the Hays Dog Park (FHDP) request to build a dog park in three phases. Original estimates for phase one were \$32,845.17. After receiving formal bids/quotes on the items for phase one, the actual costs will be \$23,859.13 or \$8,986.04 less than the original estimates.

Kim Perez, president of (FHDP) informed the Commissioners they have raised enough money to complete the first phase and asked permission to proceed with construction. Ms. Perez also stated with the money they have

raised and the bids coming in low they are only about \$7,000 short of reaching their goal for phase two.

Commissioner Musil questioned moving to phase two before phase one is completed and all the funds were raised.

Commissioner Schwaller stated it may be prudent to build the fence all at once; there may be some cost savings there.

City Manager Toby Dougherty stated we could request a quote to finish phase two.

At the October 24, 2013 Commission meeting, Commissioners will be requested to give approval to proceed with construction activities/amenities listed for Phase 1 of the Hays Dog Park with funds transferred from the Friends of the Hays Dog Park into the Special Park Budget for a total amount of \$23,859.13.

**Resolution to Repeal Resolution No. 2013-017 which Established a Benefit District for Lots 1-24 within the Replat of Lot 2, Block 9, Golden Belt 8<sup>th</sup> Addition**

In May of 2013, Laverne W. Schumacher petitioned the City for alley paving, storm sewer, water, and sanitary sewer improvements to an area containing 24 lots within the Replat of Lot 2, Block 9, Golden Belt 8<sup>th</sup> Addition. However, Mr. Schumacher has decided to pay for the improvements in full and will not be assessing the improvement costs to the individual lots. The developer is intending to finance the development in full with private funds with no costs being assessed to the property and no City expenditures.

The Commissioners will be requested to approve a Resolution repealing Resolution 2013-017 which allowed the creation of a benefit district for the construction of improvements to lots 1-24 within the Replat of Lot 2, Block 9 of the Golden Belt 8<sup>th</sup> Addition, at the October 24, 2013 Commission meeting.

**Golden Belt Estates 5<sup>th</sup> Addition Phase II Resolution to Establish Benefit District (Jagger Court)**

Western Plains Service Corp. has petitioned the City for street, storm sewer, water, and sanitary sewer improvements to an area containing 16 lots adjacent to West 45<sup>th</sup> St. within the Golden Belt Estates 5<sup>th</sup> Addition on the street known as Jagger Court. The engineers estimate for total construction costs are \$473,093.40. This project is consistent with past residential developments within the City of Hays.

The Commissioners will be requested to approve a resolution authorizing the creation of a special benefit district for improvements in the estimated amount of \$473,093.40 at the October 24, 2013 Commission meeting.

**Water and Sewer Line Improvements: Fort Street, 26<sup>th</sup> Street and US-183 Bypass – Award of Bid**

Bids have been received for the replacement of city water main on Fort Street from 20<sup>th</sup> to 27<sup>th</sup> Street and on 26<sup>th</sup> Street from Fort to Ash, and the replacement of a section of 10" sanitary sewer force main along the US-183 Bypass. The low bid is from APAC-Kansas, Inc. of Hays in the amount of \$614,795.84.

The Commissioners will be requested to authorize the City Manager to enter into a contract with APAC in the amount of \$614,795.84 for these water and sewer improvements at the October 24, 2013 Commission meeting

**Purchase of One-Ton Utility Truck for Utilities Department**

The 2013 fleet replacement schedule authorized the purchase of a new one ton utility truck to replace a 1998 Chevrolet one ton truck. Funding allotted for the replacement of the current unit was budgeted at \$41,500.00. Bob Moore Ford LLC., Oklahoma City, Oklahoma had the low bid for the truck in the amount of \$40,493.00.

Commissioner Musil asked if the Commission should consider the local dealership since their bid came in just \$400.00 higher.

City Manager Toby Dougherty stated he has discussed this with the

Commission in the past regarding a local preference provision and was told we were not interested. There was concern expressed that if the City were to do that, we would lose many out-of-town bids.

Commissioner Schwaller stated it is their duty to get the very best product at the lowest price.

At the October 24, 2013 Commission meeting, the Commissioners will be requested to approve the bid from Bob Moore Ford LLC for the purchase of the one ton utility truck in the amount of \$ 40,493.00.

**Other Items for Discussion**

Commissioner Schwaller wished Commissioner Phelps a Happy Birthday.

**Executive Session**

Ron Mellick moved, Eber Phelps seconded, that the Governing Body recess to executive session at 7:10 p.m. for thirty minutes to discuss attorney-client privileged information and possible property acquisition. The executive session included the City Commissioners, the City Manager, the Assistant City Manager, and the City Attorney. K.S.A. 75-4319 authorizes the use of executive session to discuss the topics stated in the motion.

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

Vice-Chairperson Schwaller called the work session back to order at 7:40 p.m. No action was taken during executive session.

The work session was adjourned at 7:40 p.m.

Submitted by: \_\_\_\_\_

Brenda Kitchen – City Clerk

# Commission Work Session Agenda

## Memo

**From:** Bernie Kitten, Director of Utilities

**Work Session:** November 7, 2013

**Subject:** Amending City Ordinance Regarding Water Tap Fees

**Person(s) Responsible:** Toby Dougherty, City Manager  
Bernie Kitten, Director of Utilities

### Summary

This Ordinance will update fees charged for installing water meters. New costs were obtained from recently purchased parts or from material quotes. The revised ordinance will allow the customer to pay the actual cost of labor and parts. Cost break down is included in the attached Standard Meter and Tap Cost Schedule. Staff recommends approval.

### Background

Earlier this year staff reviewed all utility fees to ensure pass through costs to tap water mains and install water meters were accurate. Current fees, adopted in the mid 90's are detailed in the table below. These fees do not reflect present costs of labor or materials. This service is generally assessed during new construction or lawn meter requests.

### Discussion

New prices were obtained for the standard setting of a meter located within 10 feet from the water main. The costs were obtained from recently purchased parts or from material quotes from suppliers. Labor costs are calculated from average time needed to complete the job based on Hays salary schedule. An attached detailed cost break down is included and labeled Standard Meter and Tap Cost Schedule.

The actual column reflects current fees enacted in the mid 90's and the 2014 reflects staff recommendation. This information was presented in the 2014 budget process within the fee schedule.

	<b>Actual</b>	<b>Budgeted</b>	<b>For Ordinance round</b>
<b>Fee Description</b>	<b>2013</b>	<b>2014</b>	<b>to nearest \$10 **</b>
<u>Tap/Meter/ Tap Fees</u>			
5/8" Tap/Meter	\$ 440.00	\$ 1,502.81	\$ 1,500.00
3/4" Tap/Meter	\$ 460.00	\$ 1,524.81	\$ 1,520.00
1" Tap/Meter	\$ 540.00	\$ 1,555.59	\$ 1,560.00
1½" Tap/Meter	\$ 1,020.00	\$ 3,981.96	\$ 3,980.00
2" Tap/Meter	\$ 1,790.00	\$ 4,247.74	\$ 4,250.00

\*\*The prices quoted are for Standard Installations with meter 10 ft from main.  
 Added 1-inch service line bore and installed at \$14.00 per foot.  
 Added 2-inch service line bore and installed at \$15.00 per foot.  
 5/8, ¾, and 1 inch meters use 1 inch tap and lines.  
 1 ½, 2 inch meters use 2 inch tap and lines.

The new ordinance prices include labor and parts for a standard installation, 10 feet from the main. The majority of services are within 10 feet. For jobs that require boring across the street beyond 10 feet, an additional charge per foot will be added. The current ordinance does not have a charge for extra length.

The revised ordinance will allow the customer to pay the actual cost of labor and parts.

### **Legal Consideration**

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

### **Financial Consideration**

If approved, customers who request this service will cover the actual costs to tap water mains and install water meters. These fees will be tracked annually and a request will be made for Commission consideration if the increase is warranted.

### **Options**

Option 1- Amend Sec 65-219 to allow the City of Hays to increase fees to cover the actual costs to tap water mains and install water meters.

Option 2 - Take no action and allow fees to remain at the current rate.

### **Recommendation**

Staff recommends amending Sec. 65-219, Tap-in fees to increase fees to represent the actual costs to tap water mains and install water meters.

### **Action Requested**

Approve Ordinance NO. \_\_\_\_\_, 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.

### **Supporting Documentation**

Standard Meter and Tap Cost Schedule  
Proposed Amended Sec. 65-219 Tap-in fees.

## Standard Tap and Meter, Hays, KS Nov. 2013

<b>5/8" x 3/4 Meter Tap</b>			<b>Charges Round to \$10</b>	
1"	Tapping Saddle	\$ 60.33		
1"	Corp Stop	\$ 59.66		
	Meter Pit	\$ 562.57		
1"	Poly Pipe-10 ft. x .44 ft. **	\$ 4.40		
1"	Insert stiffner 2 x 1.41	\$ 2.82		
	#12 Trace Wire- 10 ft. x .15	\$ 1.50		
	Ring & Lid	\$ 117.25		
	Meter Adapters 2 x 23.32	\$ 46.64		
	5/8 x 3/4 Meter	\$ 121.00		
	Backhoe 2 hrs. x \$70	\$ 140.00		
	Concrete & Asphalt replacement	\$ 250.00		
	Labor: 4 hrs x 17.08 x 2 persons	\$ 136.64		
<b>Total</b>		<b>\$ 1,502.81</b>		<b>\$1,500.00</b>

<b>3/4" Meter Tap</b>			
1"	Tapping Sleeve	\$ 60.33	
1"	Corp Stop	\$ 59.66	
	Meter Pit	\$ 562.57	
1"	Poly Pipe-10 ft. x .44 ft.**	\$ 4.40	
1"	Insert stiffner 2 x 1.41	\$ 2.82	
	#12 Trace Wire- 10 ft. x .15	\$ 1.50	
	Ring & Lid	\$ 117.25	
	Meter Adapters 2 x 23.32	\$ 46.64	
3/4"	Meter	\$ 143.00	
	Backhoe 2 hrs. x \$70	\$ 140.00	
	Concrete & Asphalt replacement	\$ 250.00	
	Labor: 4 hrs x 17.08 x 2 persons	\$ 136.64	
<b>Total</b>		<b>\$ 1,524.81</b>	

<b>1" Meter Tap</b>			
1"	Tapping Sleeve	\$ 60.33	
1"	Corp Stop	\$ 59.66	
	Meter Pit	\$ 562.57	
1"	Poly Pipe-10 ft. x .44 ft.**	\$ 4.40	
1"	Insert stiffner 2 x 1.41	\$ 2.82	
	#12 Trace Wire- 10 ft. x .15	\$ 1.50	
	Ring & Lid	\$ 117.25	
	Meter Adapters 2 x 23.32	\$ 46.64	
1"	Meter	\$ 173.78	
	Backhoe 2 hrs. x \$70	\$ 140.00	
	Concrete & Asphalt replacement	\$ 250.00	
	Labor: 4 hrs x 17.08 x 2 persons	\$ 136.64	
<b>Total</b>		<b>\$ 1,555.59</b>	

<b>1 1/2" Meter Tap</b>			<b>Charges</b>	
			<b>Round to \$10</b>	
2"	Tapping Sleeve	\$ 92.86		
2"	Corp Stop	\$ 221.12		
1 1/2"	Meter Pit	\$ 1,874.31		
2"	Poly Pipe-10 ft. x 1.69 ft.**	\$ 16.90		
2"	Insert stiffner 2 x 1.94	\$ 3.88		
	#12 Trace Wire- 10 ft. x .15	\$ 1.50		
	Ring & Lid	\$ 564.77		
1 1/2"	Meter	\$ 679.98		
	Backhoe 2 hrs. x \$70	\$ 140.00		
	Concrete & Asphalt replacement	\$ 250.00		
	Labor: 4 hrs x 17.08 x 2 persons	\$ 136.64		
	<b>Total</b>	<b>\$ 3,981.96</b>		
				<b>\$3,980.00</b>

<b>2" Meter Tap</b>				
2"	Tapping Sleeve	\$ 92.86		
2"	Corp Stop	\$ 221.12		
	Meter Pit	\$ 2,057.34		
2"	Poly Pipe-10 ft. x 1.69 ft.**	\$ 16.90		
2"	Insert stiffner 2 x 1.94	\$ 3.88		
	#12 Trace Wire- 10 ft. x .15	\$ 1.50		
	Ring & Lid	\$ 564.77		
2"	Meter	\$ 762.73		
	Backhoe 2 hrs. x \$70	\$ 140.00		
	Concrete & Asphalt replacement	\$ 250.00		
	Labor: 4 hrs x 17.08 x 2 persons	\$ 136.64		
	<b>Total</b>	<b>\$ 4,247.74</b>		
				<b>\$4,250.00</b>

\*\*The prices quoted are for Standard Intallations when meter is 10 ft from main.  
 Added 1-inch service line bore and installed at \$14.00 per foot.  
 Added 2-inch service line bore and installed at \$15.00 per foot.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 65 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE IV, SECTION 65-219 REGARDING TAP-IN FEES.

---

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

Section 1. Chapter 65, Article IV, Section 65-219 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

CHAPTER 65

UTILITIES

ARTICLE IV. WATER RATES AND CHARGES

Sec. 65-219. Tap-in fees.

For connecting property of the consumer with the municipal water system, the following costs are hereby established:

(1) For ~~tapping a main with~~installing a five-eighths-inch ~~meter by tapping a main with~~, a ~~three-fourths-one~~ inch ~~tap, and installing a one-inch~~ service line not to exceed 100 feet ~~and installing a five-eighths-inch meter~~, the cost shall be \$~~440~~1,500.00;

(2) For ~~tapping a main with~~installing a three-fourths-inch ~~meter by tapping a main with~~, a ~~three-fourths-one~~ inch ~~tap, and installing a one-inch~~ service line not to exceed 100 feet ~~and installing a three-fourths-inch meter~~, the cost shall be \$~~461~~1,520.00;

(3) For ~~tapping a main with~~installing a one-inch ~~meter by tapping a main with a one-inch~~ tap, ~~and installing a one-inch~~ service line not to exceed 100 feet ~~and installing a one-inch meter~~, the cost shall be \$~~540~~1,560.00;

(4) For ~~tapping a main with~~installing a 1½-inch ~~meter by tapping a main with a two-inch~~ tap, ~~and installing a~~ 1½ ~~two-inch~~ service line not to exceed 100 feet ~~and installing a 1½-inch meter~~, the cost shall be \$~~1,020~~3,980.00;

(5) For ~~tapping a main with~~installing a two-inch ~~meter by tapping a main with a two-inch~~ tap, ~~and installing a two-inch~~ service line not to exceed 100 feet ~~and installing a two-inch meter~~, the cost shall be \$~~1,790~~4,250.00.

(6) For ~~tapping main with~~installing a meter by tapping a main with larger than a two-inch tap, the cost shall be the actual cost of material and labor.

ORDINANCE NO. \_\_\_\_\_

Page 2

(7) The cost of service lines in excess of the included 10 feet shall be \$14.00 per additional foot of one-inch line and \$15.00 per foot of additional two-inch line.

Section 4. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

PASSED by the Commission on November \_\_, 2013.

\_\_\_\_\_  
KENT L. STEWARD  
Mayor

ATTEST:

\_\_\_\_\_  
BRENDA KITCHEN  
City Clerk

(SEAL)



# Commission Work Session Agenda

## Memo

**From:** Don Scheibler, Chief of Police

**Work Session:** November 7, 2013

**Subject:** Amending City Ordinance Regarding Fees for Dogs and Cats Impounded by the Hays Police Department.

**Person(s)** Toby Dougherty, City Manager  
**Responsible:** Don Scheibler, Chief of Police

### Summary

When a dog or cat is impounded by the Hays Police Department and stays overnight at the Humane Society of the High Plains shelter, 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.

Staff is requesting an amendment to City ordinance Sec. 5-88 (b) be approved to allow the City of Hays to adjust fees to cover the boarding costs for animals impounded by the Hays Police Department. This will allow the fees to at least cover the actual cost to the City of Hays for the caring of the animals.

### Background

Chapter Five of the Code of Ordinances covers those laws pertaining to animals in the City of Hays. There are two sections that allow fees to be collected from pet owners for animals that have been impounded by the City of Hays.

Sec. 5.2 covers all domestic animals, other than dogs and cats, which have been impounded by the City of Hays. Section 5.2 says that the City of Hays is entitled to receive from the animal owner the actually costs of feeding and keeping of the animal.

Sec. 5-88 covers dogs and cats which have been impounded by the City of Hays. Section 5-88 (b) says that the City of Hays is allowed to charge \$20.00 per day for costs of impounding, feeding, and caring for such dog or cat.

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.

### **Discussion**

When a dog or cat is impounded and stays overnight at the Humane Society shelter, the City of Hays is being charged a \$15 impound fee as well as the \$10 a night boarding fee for a total of \$25 a night per animal. As per City of Hays ordinance, the Hays Police Department can only charge the pet owner \$20 per animal for overnight impounding. If the owner comes the next day to claim the animal, the City of Hays is losing \$5 per animal.

The City Attorney has prepared an ordinance amending the current city ordinance governing fees for impounding dogs and cats. This amendment will allow the Hays Police Department to adjust fees and charge the pet owner the actual costs of impounding and caring for the animal.

In 2012, the City of Hays collected \$2,470.00 in fees from pet owners of dogs and cats that were impounded by the Hays Police Department. Had the City of Hays had an ordinance that required the pet owner to pay the actual cost for caring for the animal, the Hays Police Department would have collected an additional \$930.00.

Staff is requesting an amendment to city ordinance Sec. 5-88 (b) be approved to allow the City of Hays to adjust fees to cover the actual costs of caring for animals impounded by the Hays Police Department.

### **Legal Consideration**

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

### **Financial Consideration**

Option 1 will to allow the City of Hays to increase fees to cover the actual boarding costs for dogs and cats impounded by the Hays Police Department and put the financial burden on the pet owner.

Option 2 will require the City of Hays to continue to pay a portion of the boarding costs for dog and cats impounded by the Hays Police Department. The amount the City of Hays will be required pay will vary annually. This amount will depend on the number of animals impounded, how many days they remain at the shelter, and if the owner claims the animals.

### **Options**

Option 1 - Amend City ordinance Sec. 5-88 (b) to allow the City of Hays to adjust fees to cover the boarding costs for animals impounded by the Hays Police Department. This will allow the fees to cover the actual cost to the City of Hays for caring for the animal.

Option 2 - Take no action and allow the impound and boarding fees to remain at the current rate.

**Recommendation**

Staff recommends amending Sec.5-88 (b) to allow the City of Hays to increase fees to cover the actual boarding costs for dogs and cats impounded by the Hays Police Department.

**Action Requested**

Approve Ordinance NO. \_\_\_\_\_, 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.

**Supporting Documentation**

Ordinance Amending Sec. 5.88 (b) to allow the increase in fees to impound dogs and cats

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER 5 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE II, DIVISION 3, SECTION 5-88, SUBSECTION 5-88(b) REGARDING IMPOUNDING DOGS AND CATS AT LARGE; NOTICE, FEES, REDEMPTION, DISPOSITION.**

---

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

Section 1. Chapter 5, Article II, Division 3, Section 5-88, Subsection 5-88(b) of the City of Hays, Kansas Municipal Code is hereby amended as follows:

**CHAPTER 5**

**ANIMALS**

**ARTICLE II. DOGS AND CATS**

**DIVISION 3. CARE AND CONTROL**

**Sec. 5-88. Impounding dogs and cats at large; notice, fees redemption, disposition.**

- (b) When taken into custody and impounded, the dog or cat shall be kept for 72 hours after the publication of a notice of such impounding, and if claimed by any person, shall be delivered to such claimant upon satisfactory proof that he is the owner or entitled to possession of such dog or cat and upon payment of the following fees and charges: ~~The sum of \$20.00 per day for~~ costs of impounding, feeding, and caring for such dog or cat, as set by the City from time to time.

Section 2. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

PASSED by the Commission on \_\_\_\_\_, 2013.

\_\_\_\_\_  
KENT L. STEWARD  
Mayor

ATTEST:

---

BRENDA KITCHEN  
City Clerk

(SEAL)

X:\GBBS Client Files\City of Hays\Ordinances\Amendment (Sec. 5-88(b))(12-11-19)(redlined).doc



# Commission Work Session Agenda

## Memo

**From:** Jeff Boyle, Director of Parks

**Meeting:** November 7, 2013

**Subject:** Golf Tournament Fee Increase

**Person(s) Responsible:** Jeff Boyle, Director of Parks

### Summary

The Fort Hays Municipal Golf Course Advisory Board voted to recommend an increase in fees for all Fort Hays Municipal Golf Course (FHMGC) tournaments. The Golf Course Advisory Board had numerous discussions over the last couple of years in regards to increasing tournament fees. In September 2012, the board voted to recommend a fee increase for an eighteen-hole (18) tournament by \$100.00 and a nine-hole (9) tournament by \$50.00. If approved, the fee for an eighteen-hole (18) tournament would be \$500.00 for weekdays and \$600.00 for weekends. The nine-hole (9) tournament fee would be \$250.00 for weekdays and \$300.00 for weekends. The recommended fee increase is still well below other 18-hole courses that were contacted in Kansas. The Golf Course Advisory Board and City Staff are requesting approval to increase the fees for golf tournaments by \$100.00 for an 18-hole tournament and by \$50.00 for a 9-hole tournament for 2014.

### Background

The Fort Hays Municipal Golf Course typically has 20-25 tournaments per season. Approximately 50% of these tournaments are considered “course” tournaments that are organized and managed by the Pro-Shop Manager and the other 50% are fundraising/business tournaments and are also managed by the Pro-Shop Manager. All tournaments require payment to the city as outlined in the current tournament policy unless they are tournaments set up on tee times paying standard greens fee requirements.

### Discussion

The Golf Course Advisory Board voted to recommend a fee increase for all golf tournaments due to the ever increasing costs for preparation/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. Attached you will find a listing of other courses contacted. It should however be noted that very few, if any,

courses are set up like Hays in that we have a contractor operating the Pro-Shop in lieu of city employees. This means that the City of Hays only receives tournament fees for tournaments and the Pro-Shop Manager receives cart rental and food sales fees that are part of the tournament. The Golf Course Advisory Board's recommendation is to increase the fees of an eighteen (18) hole tournament by \$100.00 and a nine (9) hole tournament by \$50.00. Approval to proceed would result in the following prices for a tournament at the Fort Hays Municipal Golf Course in 2014:

- 1) Weekday 9-hole tournament - \$250.00
- 2) Weekend 9-hole tournament- \$300.00
- 3) Weekday 18-hole tournament- \$500.00
- 4) Weekend 18-hole tournament- \$600.00

### **Legal Consideration**

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

### **Financial Consideration**

The proposed fee increase would generate approximately \$1,500-\$2,500 dollars in additional revenue for the City of Hays on an annual basis, depending on quantity and tournament type.

### **Options**

This agenda item will be presented at the November 7, 2013 City Commission meeting for action. The City Commission has the following options:

**Option 1:** Direct City Staff to increase the fee charged for golf tournaments at the Fort Hays Municipal Golf Course by \$100.00 for an 18-hole tournament and \$50.00 for a 9-hole tournament.

**Option 2:** Direct City Staff to leave all tournament fees at the current rate.

### **Recommendation**

City Staff recommends proceeding with a tournament fee increase of \$100.00 for an 18-hole tournament and \$50.00 for a 9-hole tournament.

### **Action Requested**

Approval to increase the fees for golf tournaments by \$100.00 for an 18-hole tournament and by \$50.00 for a 9-hole tournament at the Fort Hays Municipal Golf Course.

### **Supporting Documentation**

- Copy of proposed changes made to the Fort Hays Municipal Golf Course Policy Manual.
- Comparison of tournament fees from other courses.

Students shall be provided with and required to display a current student "bag tag" (half-tag), to be returned to the Pro-Shop Manager at the completion of the golf season.

Coaches of each team shall provide a list of names of designated team members and their supervisors to the Pro-Shop Manager.

## **TOURNAMENTS**

Tournament format, fee payment, etc. shall be the responsibility of the Tournament Director. All tournaments for the year must be approved at the February Advisory Board meeting.

Fund raising tournaments must be held on weekdays only.

Weekend tournaments shall be limited to one per month, if possible, and be scheduled to finish by early afternoon to allow the course to be opened to other golfers.

A fee payment of \$500.00 for the use of the course is required on weekdays and \$600.00 on weekends for sixty participants or less. An additional \$5.00 will be required per additional participants, with a cap limit of \$200.00 over the basic course rental. Nine (9) hole tournaments are \$250.00 on weekdays and \$300.00 on weekends. An additional \$5.00 will be required per additional participants, with a cap limit of \$200.00 over the basic course rental, for all players in excess of 60 participants.

## Golf Tournament Fees

- **Salina Municipal Golf Course, Salina;** \$32.50 per player (\$20.00 greens fee, \$12.50 cart fee), members don't pay.
- **Carey Park, Hutchinson;** \$20.00 (greens fee) per player, members pay a \$2.00 greens fee.
- **Mariah Hills, Dodge City;** \$45.00 per player (\$15.00 greens fee, \$15.00 cart fee, \$15.00 prize fee), everyone pays.
- **Buffalo Dunes, Garden City;** \$30.00 (\$15.00 greens fee, \$15.00 cart fee), everyone pays.

\*If our average golf tournament has 75 participants with approximately 50% (37) of them being members, here is how the tournament fees coming in would compare for all the courses using our average number of participants.

- **Salina Municipal Golf Course** \$32.50 per player for non-members (38 players), \$1,235.00 paid for tournament fees.
- **Carey Park** \$20.00 per player for non-members (38) and \$2 per player for members (37), \$834.00 paid for tournament fees.
- **Mariah Hills** \$45.00 per player (75 players) \$2,250.00 paid for tournament fees \$1,125.00 for prizes.
- **Buffalo Dunes** \$30.00 per player (75 players) \$2,250.00 paid for tournament fees.
- **Fort Hays Municipal Golf Course** \$575.00 (\$500.00 fee + \$5.00 per person for all players in excess of 60 participants) for a weekday tournament and \$675.00 (\$600.00 fee + \$5.00 per person for all players in excess of 60 participants) for a weekend tournament.

# Commission Work Session Agenda

## Memo

**From:** Jeff Boyle, Director of Parks

**Meeting:** November 7, 2013

**Subject:** Junior Golf Fees

**Person(s) Responsible:** Jeff Boyle, Director of Parks

### Summary

The Fort Hays Municipal Golf Course Advisory Board recommended adding a Junior Golf Greens Fee for those ages seventeen (17) and under. The Advisory Board decided the Junior Golf Greens fee should be the same as the Twilight greens fee. The City of Hays is currently in year three (3) of the four (4) year scheduled annual fee increases which would make the Twilight/Junior Golf fees \$16.00 for 2014. If approved the Junior Golf Fees would go into effect on March 1, 2014. These fees would be valid Monday-Friday all day. On weekends and holidays these fees would be valid after 2:00pm or at the discretion of the Pro-Shop Manager. The Advisory Board hopes that adding a reduced Junior Golf Greens Fee will encourage more kids to play golf and help guarantee interest of the younger generation for years to come. The national trends show that the age of the individuals playing golf seems to be on the rise and that not as many youth are participating. The Golf Course Advisory Board and City Staff recommend approval to add a Junior Golf Greens fee at the same rate as Twilight greens fees (\$16.00) beginning March 1, 2014 at the Fort Hays Municipal Golf Course.

### Background

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 Fee will make the course more affordable for those seventeen (17) and under which should increase play on the course and perhaps add future membership/greens fees for the course.

### Discussion

The Fort Hays Municipal Golf Course Advisory Board would like to offer a Junior Golf Greens fee for those ages seventeen (17) and under. These fees would be valid Monday-Friday all day. On weekends and holidays these fees would be valid after 2:00pm or at the discretion of the Pro-Shop Manager. Jim Krob, Golf Course Advisory Board

member, checked with numerous other courses around the state that are comparable to ours and reported his findings to the board in regards to what their fees were and the days of the week that the fees are valid. Based off of the information provided, the Golf Course Advisory Board decided the Junior Golf Greens Fee should be the same as the Twilight Greens Fees in 2014. For the 2014 golf season the Twilight Greens Fee is \$16.00.

### **Legal Consideration**

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

### **Financial Consideration**

The financial impacts of adding a Junior Golf Greens Fee is unknown at this time. If adding a Junior Golf Greens Fee option increases the number of rounds of golf played by those seventeen (17) and under, the financial impact will be positive. The only possible downside from City Staff's perspective might be the tendency for additional damage to the course if the course rules are not followed due to lack of experience from the younger players.

### **Options**

This agenda item will be presented at the November 14, 2013 City Commission meeting for action. The City Commission has the following options:

**Option 1:** Direct City Staff to add a Junior Golf Greens Fee at the same rate of the Twilight greens fees (\$16.00) in 2014 at the Fort Hays Municipal Golf Course.

**Option 2:** Do nothing at this time.

### **Recommendation**

City Staff recommends approval to add a Junior Golf Greens fee at the same rate as Twilight greens fees (\$16.00) beginning March 1, 2014 at the Fort Hays Municipal Golf Course.

### **Action Requested**

Approval to add a Junior Golf Greens fee at the same rate as Twilight greens fees (\$16.00) beginning March 1, 2014 at the Fort Hays Municipal Golf Course.

### **Supporting Documentation**

- Copy of the tracked changes made to the Fort Hays Municipal Golf Course Policy Manual.
- Informational sheet showing Junior Golf Fees from other golf courses.

## GREENS FEES

**FEES** Fees will be assessed on all non-members for the privilege of playing 9 or 18 holes of golf.

When more than three consecutive tee times are made at one time, one-half of the green fees may be required in advance.

Any infraction of course rules can result in the loss of golfing privilege and forfeiture of fees.

Greens fees will be evaluated on an annual basis and approved by the governing body accordingly.

<b>DEFINED</b>	Weekdays	6:00 a.m. to twilight
	Weekends	6:00 a.m. to twilight
	Holidays	6:00 a.m. to twilight
	Twilight	Two hours before sunset

Junior Golf fee will be offered to golfers age 17 & under. These golfers will pay Twilight greens fees to play golf. This fee is valid Monday-Friday all day and on weekends and Holidays after 2:00pm or at the discretion of the pro-shop manager.

Holidays include: New Years Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

### **STUDENT FEES**

Area High School/College **golf teams** shall pay an amount equal to the current family membership per team. Payment will entitle designated students, with supervision by coaches, the privilege of playing during the designated golf season (girls/Fall, boys/Spring) on weekdays during the hours specified by their coaches. Said players shall abide by the rules and regulations of FHMGC. These same students, unless they are members, shall pay regular fees on weekends and holidays.

## Junior Golf Fees

- **Hesston Golf Park**, Hesston; 17 and under; \$5.00 per nine holes
- **Mariah Hills**; Dodge City; 17 and under; \$9.00 per 18 holes
- **Turkey Creek**; McPherson; No Junior Golf Fee; High School or college; \$18.00 per 18 holes
- **Emporia Golf Course**; Emporia; No age listed; \$9.50 per 18 holes
- **Prairie Hills**; El Dorado; Student fee; \$12.00 per 18 holes
- **Quail Ridge**; Winfield; 17 and under; \$9.00 for 18 holes
- **Stagg Hill**; Manhattan; 17 and under; \$7.00 for 9 holes, \$11.00 for 18 holes
- **Junction City Golf Course**; 14 and under; \$6.00 weekdays, \$8.00 weekends for 18 holes
- **Buffalo Dunes**; Garden City; \$7.00 Junior golf fees for 18 holes
- **Fort Hays Municipal Golf Course** (proposed); 17 and under; \$16.00 per 18 holes

# Commission Work Session Agenda

## Memo

**From:** Kim Rupp, Director of Finance

**Meeting:** November 7, 2013

**Subject:** Taxi Cab License Fees

**Person(s) Responsible:** Kim Rupp, Director of Finance

### Summary

March 1996 was the last time the taxi cab licensing fees in Chapter 14, Article IV of the City of Hays Code of Ordinances was reviewed. It is apparent the fees no longer support the staff time involved in processing each application. Staff recommends the City Commission amend Chapter 14 Article IV Section 14-215 of the City of Hays Code of Ordinances to increase the individual taxi driver's license fee from \$5 to \$50.

### Background

Chapter 14, Article IV, Section 14-206 through 14-215 regulates and sets fees for taxi cab licensing. Section 14-213 provides for an annual license fee of \$10 plus a \$10 fee for each vehicle or taxicab to be used by the applicant to cover the cost of the vehicle inspections required. Section 14-215 provides for the clerk to collect a \$5 individual taxi driver's license fee per driver. These fees have not been reviewed and/or re-visited since March 1996.

In the past year several individual taxi cab licenses have been issued. It became apparent to staff that the fees collected were not covering the cost of the process involved.

Staff researched and found the following examples of taxi cab licensing fees in the state.

- \* Abilene-\$35 fee per vehicle plus a \$10 fee per taxi cab identification card issued
- \* Salina-\$39 fee plus a \$16.50 fee per cab per year
- \* Russell-\$25 per vehicle annually (has not changed since 1973)
- \*Dodge City-\$100 for the first cab per year, \$50 each additional per year

### Discussion

The first step in processing a taxi cab license application is requesting the Police Department (PD) to conduct a background check on each driver.

Once the PD receives the application, they obtain the applicant's driver's license record. They do a search of the PD and Ellis County Sheriff's Office record systems and research the applicant's involvement in any cases they find on record. PD contacts the Hays Municipal Court, Ellis County District Court, and Ellis County Attorney's office and requests any information they can release on the applicant. These usually only take a phone call and possibly a walk through the building to complete. If they learn the applicant is a recent transplant to our area, they request any available information from the municipal court and district court where they moved from. That usually takes a formal letter of request that must be mailed, and it can be a lengthy process. It usually results in at least a follow up phone call or two and up to a couple of weeks to complete. The actual time it takes to complete the background process can vary greatly between applicants. A local person with minimal record could be completed in an hour or so of actual work if done start to finish in one sitting. With applicants that have extensive local police contacts (which has been pretty common), or when they have to contact other jurisdictions, the background can easily take two work hours or more to complete. The Police Lieutenants are charged with completing the taxi cab background checks. The \$5 fee is designed to cover the costs of all of the above described processing.

If the background checks are good then the City Manager reviews the application, approves if he deems appropriate and the necessary steps are taken to put on a commission agenda. If the commission approves the applicant then the Public Works department is sent paperwork to complete a taxi inspection report on each vehicle to be used for the taxi service. The \$10 per vehicle fee is designed to cover the costs of the inspections.

### **Legal Consideration**

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

### **Financial Consideration**

The background check appears to be the area the City is not recouping the cost with only a \$5 fee collected. The time involved in a normal background check by the PD Lieutenants is valued at \$45.83. Therefore a \$50 per driver fee is recommended.

### **Options**

- 1) Amend Chapter 14 Article IV Section 14-215 of the City of Hays Code of Ordinances to increase the individual taxi driver's license fee from \$5 to \$50.
- 2) Provide staff with other direction
- 3) Do nothing

### **Recommendation**

City staff recommends the City Commission amend Chapter 14 Article IV Section 14-215 of the City of Hays Code of Ordinances to increase the individual taxi driver's license fee from \$5 to \$50.

### **Action Requested**

Move to approve Ordinance #XXXX amending Chapter 14 Article IV Section 14-215 of the City of Hays Code of Ordinances to increase the individual taxi driver's license fee from \$5 to \$50.

### **Supporting Documentation**

Chapter 14, Article IV, Section 14-215 of the City of Hays Code of Ordinances  
Ordinance #XXXX

**Sec. 14-215. Driver license fee; expiration.**

Before any such driver's license shall be issued, the applicant shall pay therefor to the city clerk a license fee of \$5.00 for such license, which shall expire on December 31 of each year, and such license fee shall cover and include the cost of the photograph to be taken of such applicant by the chief of police. The driver's license application process set forth in this article shall be required annually prior to the issuance of a driver's license by the city.

*(Code 2000, § 5.20.100)*

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER 14 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE IV, SECTION 14-215, REGARDING DRIVER LICENSE FEE.**

---

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

Section 1. Chapter 14, Article iv, , Section 14-215, of the City of Hays, Kansas Municipal Code is hereby amended as follows:

**CHAPTER 14**

**BUSINESSES**

**ARTICLE IV. TAXICABS**

**Sec. 14-215. Driver license fee; expiration.**

Before any such driver's license shall be issued, the applicant shall pay therefor to the city clerk a license fee of ~~\$50.00~~<sup>\$5.00</sup> for such license, which shall expire on December 31 of each year, and such license fee shall cover and include the cost of the photograph to be taken of such applicant by the chief of police. The driver's license application process set forth in this article shall be required annually prior to the issuance of a driver's license by the city.

Section 2. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

PASSED by the Commission on November \_\_, 2013.

\_\_\_\_\_  
KENT L. STEWARD  
Mayor

ATTEST:

\_\_\_\_\_  
BRENDA KITCHEN  
City Clerk

(SEAL)