

**CITY OF HAYS COMMISSION MEETING
THURSDAY, DECEMBER 11, 2014 – 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 25, 2014. (PAGE 1)
3. **CITIZEN COMMENTS**: (non-agenda items).
4. **CONSENT AGENDA**: (Items to be approved by the Commission in one motion, unless objections are raised).
 - A. **Cereal Malt Beverage License Applications**: Consider approving various Cereal Malt Beverage License renewals for 2015. (PAGE 7)
 - B. **Mayoral Appointment Recommendations**: Hays Beautification Committee and Hays Convention and Visitors Bureau Advisory Committee (PAGE 9)

UNFINISHED BUSINESS

(No business to review)

NEW BUSINESS

5. **REQUEST TO LIFT WATER WATCH RESTRICTIONS**: Consider approving Resolution No. 2014-026 declaring the end of the Water Watch for Hays, Kansas. (PAGE 15)
6. **RESOLUTION TO ESTABLISH URBAN AREA BOUNDARY LINES**: Consider approving Resolution No. 2014-027 providing an update to the Urban Area Boundary for Hays, Kansas. (PAGE 39)
7. **RESOLUTION TO APPROVE URBAN FUNCTIONAL CLASSIFICATION OF STREETS SYSTEM**: Consider approving Resolution No. 2014-028 approving the Urban Functional Classification System for Hays, Kansas. (PAGE 57)
8. **PASSENGER FACILITATION CHARGE**: Consider authorizing the City Manager to make formal application to the FAA to begin implementation of the Passenger Facilitation Charge (PFC) per ticketed passenger flying SkyWest Airlines out of the Hays Regional Airport. (PAGE 59)
9. **ADDENDUM TO THE MEMORANDUM OF AGREEMENT WITH THE HAYS FIREFIGHTERS LOCAL 2119 FOR 2015**: Consider authorizing the Mayor, City Manager and Fire Chief to sign the 2015 Addendum to the 2013-2015 IAFF Memorandum of Agreement between the City of Hays and the Hays Firefighters Local 2119 for 2015. (PAGE 69)

10. **2015 JOB CLASSIFICATION AND PAY PLAN:** Consider approving Resolution No. 2014-029 adopting the 2015 job classification and pay plan which includes a one-time 2% bonus for all employees and continuation of the current pay plan. (PAGE 73)
11. **REPORT OF THE CITY MANAGER** (PAGE 83)
12. **COMMISSION INQUIRIES AND COMMENTS**
13. **EXECUTIVE SESSION (IF REQUIRED)**
14. **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 25, 2014

1. CALL TO ORDER BY CHAIRMAN: The Governing Body of the City of Hays, Kansas met in regular session on Tuesday, November 25, 2014 at 6:30 p.m.

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

Chairperson Schwaller 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 November 13, 2014.

3. FINANCIAL STATEMENT: Finance Director Kim Rupp reported that month-to-date general fund sales tax collections were at \$643,573 which is a slight drop of \$6,592 as compared to last year. This puts the year-to-date general fund sales tax collections down \$29,391 or just -.48%.

The Finance/City Clerk's Office invested \$3,200,000 of maturing or renewing certificates with a weighted average interest rate of .23%. The portfolio of certificates of deposit on October 31, 2014 totaled \$53,400,000 with a weighted average interest rate of .24%. The total balance of the Money Market account on October 31, 2014 was \$1,000,000 with a current yield of .20%. Total investments are up \$600,000 when compared to this time last year.

Ron Mellick moved, Shaun Musil seconded, that the Financial Statement for the month of October, 2014 be approved.

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

4. CITIZEN COMMENTS: There were no comments.

5. CONSENT AGENDA: There were no items on the consent agenda for consideration.

NEW BUSINESS

6. CITY OF HAYS HEALTH INSURANCE FOR 2015: Each year the City of Hays budgets an average of \$9500 per employee for health insurance. This is a Commission directive that began in 2009 in an effort to keep property tax stable.

Erin Giebler, Director of Human Resources, reported on the 2015 Health Insurance rates. City staff requested bids, and the lowest responsible bid was from the City's current provider, Coventry Health Care, which results in an increase of 19.5% over current rates. The increased premiums are the result of higher utilization over the last three years. This puts us collectively \$78,000 over the cap imposed by the City Commission; however, there was some contingency money carried forward from 2014 which allows the City to absorb this \$78,000 and still provide health insurance to City employees at no cost to them.

Staff recommends renewing the City's health insurance with Coventry Health Care, keeping the same plan currently being offered.

Assistant City Manager Paul Briseno stated City employees have stepped up in reducing health care costs by educating themselves and cutting costs by using generic prescriptions. He also stated employees have been informed about the cost of health insurance and understand that 2015 will probably be the last year health insurance premiums will be provided at no cost to the employee.

Henry Schwaller IV moved, Eber Phelps seconded, to authorize the City Manager to sign the 2015 Coventry Health Care Plan application in the estimated premium amount of \$1,797,641 to provide health insurance to our employees paid for out of the Employee Benefit Levy Fund.

Vote: Ayes: Henry Schwaller IV

Eber Phelps

Shaun Musil

Ron Mellick

No: Kent Steward

7. BIKE HAYS – KDOT AUTHORITY TO AWARD AND COMMITMENT OF

FUNDS: Kansas Department of Transportation (KDOT) is requesting the City authorize the award of contracts for the construction of pedestrian & bicycle paths in the City of Hays. The two projects consist of on-street routes covering approximately 18 miles of street and levee trail covering approximately 2.5 miles with the City share of construction costs being \$393,121. Both projects are part of a Transportation Enhancement Grant covering 60% of eligible costs. The City Commission previously allocated funds from Special Parks and Stormwater to Capital Projects to cover cost of these projects

Kent Steward moved, Shaun Musil seconded, to adopt the following motions:

- A. Authorize KDOT award contract to APAC Kansas, Inc., Shears Division, in the amount of \$346,114.50 for the construction of pedestrian & bicycle paths (on-street routes), committing \$167,025 of City funds to KDOT, on or before December 11, 2014, from Capital Projects.
- B. Authorize KDOT award contract to Bryant & Bryant Construction, Inc. in the amount of \$495,932.57 for the construction of pedestrian & bicycle paths (levee trail), committing \$226,096 of City funds to KDOT, on or before December 11, 2014, from Capital Projects.

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

8. RECYCLING TRUCK – AWARD OF BID: The existing recycling truck is reaching the end of its service life and needs to be replaced. City staff solicited bids from various truck and packer body manufacturers, and the low bid was from Lang Diesel of Hays for a 2015 single axle, two compartment, 16 cubic yard recycling truck in the amount of \$172,849; which is less than the \$193,250 identified on the fleet replacement in the 2014 budget for the purchase of a new recycling truck.

Shaun Musil moved, Ron Mellick seconded, to accept the bid from Lang Diesel for a single axle, two compartment recycling truck in the amount of \$172,849 to be funded out of the Solid Waste Reserve.

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

9. S & W ALLEY PAVEMENT – RESOLUTION TO ESTABLISH BENEFIT DISTRICT: Property owners have petitioned the City for the paving of the alley west of Allen Street between 7th and 8th Street in the HP Wilson Addition to the City of Hays. The engineers estimate for total construction cost is \$60,000 to be financed 100% by special assessment over 10 years. There is no City share of cost for oversizing or otherwise.

Ron Mellick moved, Henry Schwaller IV seconded, to approve Resolution No. 2014-025 authorizing the creation of a special benefit district for alley pavement improvements in Block 4 of the HP Wilson Addition in the estimated amount of \$60,000.

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

10. S & W ALLEY PAVEMENT – ENGINEERING SERVICES AGREEMENT:

Property owners have petitioned the City for the paving of the alley west of Allen Street between 7th and 8th Street in the HP Wilson Addition to the City of Hays. Ruder Engineering and Surveying, LLC 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 \$4,900.

Eber Phelps moved, Shaun Musil seconded, to authorize the Mayor to sign the Engineering Services Agreement with Ruder Engineering & Surveying, LLC for professional services related to alley pavement improvements in Block 4 of the HP Wilson Addition in an amount not to exceed \$4,900.

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

11. PROGRESS REPORT: Assistant City Manager Paul Briseno presented a monthly report of city-related activities, services, and programs.

12. REPORT OF THE CITY MANAGER: City Manager Toby Dougherty reported that Saturday November 29th, KSU Watershed Specialist Stacie Minson, Fort Hays State University Leadership 310 class, and the City of Hays will be sponsoring the FHSU basketball game and promoting water conservation.

13. COMMISSION INQUIRIES AND COMMENTS: Commissioner Mellick welcomed everyone to the State 1-A and 2-A football championship game Saturday November 29th.

Commissioner Musil complimented Jason Riegel, Water Conservation Specialist; on the great job he does educating students on water conservation.

Commissioner Phelps stated the Commissioners have received e-mails concerning the proposed recycling center on 13th Street and wanted to make the public aware the Board of Zoning Appeals will hold a public hearing regarding that issue on December 10th at 8:15 at City Hall.

The meeting was adjourned at 7:26 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 4A

MEETING DATE: 12-11-14

TOPIC:

Cereal Malt Beverage License Applications

ACTION REQUESTED:

Approve the Cereal Malt Beverage License Renewals for 2015.

NARRATIVE:

Per Charter Ordinance No. 10, it is required for any person selling cereal malt beverages at retail in the City of Hays to secure a license for each place of business.

Attached is a list of businesses requesting renewal of their CMB licenses for 2014. All have met the required criteria for renewal.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Kim Rupp, Director of Finance

ADMINISTRATION RECOMMENDATION:

Approve the Cereal Malt Beverage License Renewals for 2015.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Cereal Malt Beverage License Renewals List

BEER LICENSE NEW AND RENEWALS

Class A - General Retailer

For Consumption on Premises Only

<u>Business Name</u>	<u>Business Location</u>
Wild West Fest Saloon	Municipal Park 4th and Main
China Garden	2503 Vine Street

For Consumption on Premises Only - Sunday Sales Allowed

<u>Business Name</u>	<u>Business Location</u>
Lucky Hays Inc	2405 Vine Street
Taco Shop	333 West 8th Street
Pizza Hut	2102 Vine Street
Pizza Hut	1308 Vine St
Hays Baseball Association	200 E. 4th Street
Qdoba	3310 Vine St Ste 40

Class B - Limited Retailer

For Sale in Original and Unopened Containers and Not for Consumption on Premises

<u>Business Name</u>	<u>Business Location</u>
Valero / Golden Ox Truck Stop	3610 Vine Street PO Box 772
Main Street Express	1601 Main
Walgreens #06285	2600 Vine Street
Tiger Mart / CX Smokeshop	335 W 8th St
Casey's Retail Company	1600 East 27th Street
Cerv's Conoco	2701 Vine Street
IC 66 Division of Cerv's LLC	3701 Vine Street
Dillon Store #61	1902 Vine Street
Wal-Mart Supercenter #0664	4301 Vine Street
Kwik Shop, Inc # 759	1301 Vine Street
Love's Country Store #44	2500 Vine Street
Casey's Retail Company	1301 Canterbury Drive
Qwest Fuel Convenience Store	1000 East 41st Street
Cerv's Conoco	2722 Hall Street
Southside Convenience	703 Vine Street
Dillon Store #14	517 W. 27th Street

CITY OF HAYS
AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 4B

MEETING DATE: 12-11-14

TOPIC:

Mayoral Appointment Recommendations

ACTION REQUESTED:

Receive Mayor Schwaller's proposed appointments to the Hays Beautification Committee and the Hays Convention and Visitors Bureau Advisory Committee.

NARRATIVE:

The following proposed appointments will be presented for approval at the December 23, 2014 City Commission meeting.

Hays Beautification Committee

Linda Stahlman – 3-year term to expire 8-1-17 (2nd term)

Hays Convention & Visitors Bureau Advisory Committee

Stacey Smith (FHSU Tourism & Hospitality) – 3-year term to expire 12-1-17 (3rd term)

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Mayor Schwaller

ADMINISTRATION RECOMMENDATION:

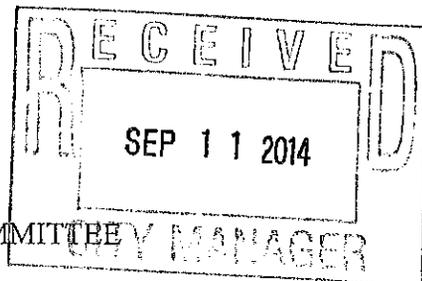
N/A

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Applications Received for these Boards



CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

NAME: Linda Stahlman

ADDRESS: 506 W. 31st St.

DAY TIME PHONE NUMBER: 785-628-6453 EVENING PHONE NUMBER: 785 656 1902 ^{cell}

E-MAIL ADDRESS: linda@pstahlman.net

PLACE OF EMPLOYMENT: USD 489 substitute teacher

HOW LONG HAVE YOU BEEN A RESIDENT OF HAYS? 35 yrs.

NAME OF BOARD(S) YOU ARE INTERESTED IN SERVING ON: Hays Beautification Committee ~ continuing.

HOW MUCH TIME COULD YOU DEVOTE PER MONTH? The 1 hr. it meets -

ARE YOU RELATED TO ANYONE WHO IS CURRENTLY SERVING ON A BOARD/COMMITTEE? no

IF YES, EXPLAIN: _____

BRIEFLY DESCRIBE WHY YOU ARE INTERESTED IN SERVING ON A BOARD/COMMITTEE FOR THE CITY OF HAYS.

I have been serving on this committee & I enjoy it, so I feel I can be of service to continue.

PLEASE LIST ANY GROUPS OR ACTIVITIES THAT YOU PARTICIPATE IN, OR HAVE PREVIOUSLY PARTICIPATED IN, THAT DEMONSTRATE YOUR INVOLVEMENT IN THE COMMUNITY.

I work with Habitat for Humanity, Hospice, Kids Club with Methodist Church, I am President of Prairie Garden Club, Naomi Circle at the Methodist Church, and more...

SIGNATURE: Linda Stahlman DATE: 9/11/2014

Thank you for your interest in serving on a Board/Commission. It is rewarding to see individuals who are willing and able to commit their time and energy to make the City of Hays a better place to work, live and play.

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: slgsmith@fhsu.edu

Date: 11/24/2014

Name: Stacey Smith

Address: 1401 W. 45th

Day Time Phone Number: 785-342-3585

Evening Phone Number: 785-342-3585

Place of Employment: Fort Hays State University

How long have you been a Resident of Hays: I was a resident for 17 years and then moved away. I returned in August 2008 and have been back for 6 years now. Looking forward to many more. :)

Name of Board(s) you are interested in serving on: Hays Convention & Visitors Bureau (CVB) Advisory Board

How much time could you devote per month: 5-10 hours (more as needed)

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I am interested in serving on this board because I am the director of the Tourism & Hospitality Management Program at FHSU. It is a natural fit for me to be involved with the CVB and contributing my expertise as well as helping to build the relationship between the city and the university, more specifically, capitalizing on the opportunities the FHSU THM program can provide the CVB and vice-versa. Serving on the board also provides me an opportunity to network with other tourism entities and others in the community and identify ways to work together for the betterment of the Hays community. Thank you for the consideration.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: Downtown Hays Development Corporation; Ellis County Coalition for Economic Development; Hays Area Children's Center; I also conduct many service-learning activities in my classes that sends students out into the community to work with organizations--these activities provide opportunities for myself and the students to give back to the community. Some organizations we have worked with in the past include Options and the Hays Dog Park organization.

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: sgray@kinseth.com

Date: 10/27/2014

Name: Sharon Gray

Address: 3730 Vine St

Day Time Phone Number: 785-625-8048

Evening Phone Number:

Place of Employment: Super 8

How long have you been a Resident of Hays: I am new to the area and the new general manager.

Name of Board(s) you are interested in serving on: I would love to help as much as I able to.

How much time could you devote per month: 4 hrs

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I was on the Holt County Visitors Board in O'Neill NE, and the merchants board for the chamber.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: I was on the Holt County Visitors Board in O'Neill NE, and the merchants board for the chamber.

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: sal05pat@hotmail.com

Date: 4/22/2014

Name: Sean Patel

Address: 3503 Vine St, Hays, KS

Day Time Phone Number: 785-625-4839

Evening Phone Number: 785-625-4839

Place of Employment: EconoLodge

How long have you been a Resident of Hays: Year and a half

Name of Board(s) you are interested in serving on: Hays CVB

How much time could you devote per month: 4 to 8 hours

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: Would like to bring some idea to help city brings more travelers.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: Had attend numerous meetings of CVB over last ten years in different cities. I have always been looking for an opportunity to be a part of board to explore some knowledge in respective field.

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: thefort@kshs.org

Date: 12/14/2013

Name: Connie Schmeidler

Address: 1472 Hwy. 183 Alt.

Day Time Phone Number: 785-628-6812

Evening Phone Number: 785-639-6215

Place of Employment: Fort Hays State Historic Site

How long have you been a Resident of Hays: 40 years

Name of Board(s) you are interested in serving on: Convention & Visitors Bureau

How much time could you devote per month: 2 hours

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: to help promote our site in community activities

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community:

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 5

MEETING DATE: 12-11-14

TOPIC:

Move the City of Hays Water Status from “Water Watch” to “Normal”

ACTION REQUESTED:

Approve Resolution No. 2014-026 declaring the end of the “Water Watch” for the City of Hays, Kansas; until conditions listed in the Water Conservation Plan justify re-enacting a “Watch”.

NARRATIVE:

The well levels are above the Watch Triggers. The November 20, 2014 to February 28, 2015 Drought Forecast predicts no drought for Hays. Water supplies appear adequate at least for the near future.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Bernie Kitten, Director of Utilities

ADMINISTRATION RECOMMENDATION:

Approval

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Resolution No. 2014-026
Well Level Visuals
Seasonal Drought Map November 20, 2014
Water Conservation Plan

Commission Work Session Agenda

Memo

From: Bernie Kitten, Utilities Director

Work Session: December 4, 2014

Subject: Request to Lift Water Watch Restrictions

Person(s) Responsible: Bernie Kitten

Summary

The City of Hays is currently in the first stage of its drought response plan: water watch. Current conditions, projections, and plan triggers in the Smoky Hill and Big Creek wellfields do not warrant remaining in this status. City staff suggests removing the water watch.

Background

The Drought Response Section of the City's Water Conservation plan details the triggers for moving into, and out of the various phases of the plan: Watch, Warning, and Emergency. In September 2012 the City of Hays enacted the water watch phase as conditions in the Smoky Hill River wellfield warranted such a move. Since 2012 the city has move in and out of the warning phase of the drought response plan as conditions warranted.

Discussion

City Staff feels there is not a compelling reason to remain in the watch phase of the drought response plan. The plan has clearly delineated triggers outlining when to move in and out of each phase. The plan does contain provisions that allow the Commission to preemptively move in and out of a phase based on many factors. The Commission exercised this ability in 2013 when it preemptively moved from watch to warning based on usage, depletion of the wellfield, and drought forecasts.

The summer rains helped both wellfields. The Big Creek wellfield is slower to recover, but was also not at as depleted as the Smoky wellfield. According to projections, even at depletion rates experienced during the height of the past drought, it is highly unlikely we will reach water watch status in either wellfield in 2015.

According to the most recently released NOAA Drought Outlook, Hays is in an area where no drought is indicated. Staff understands this can change very quickly.

Lastly, staff feels that keeping the city is watch status would go against the intent of the drought response plan. The plan contains progressive levels so that the residents will know when to be cautious, when to be worried and when to be very worried. If we were

to remain in watch status, it will be much harder to explain the importance of the situation down the road if conditions actually do reach the watch triggers.

Some may worry about sending the wrong “all is clear” message. Staff understands that worry, but feel that most residents understand the overall water situation and are very conscious about their usage whether in a drought situation or not. Staff also intends to remain steadfast in promoting water conservation and education programs. Well field conditions will continue to be monitored and staff will apprise the Commission if things should change.

Legal Consideration

(begin text here – This information should come from JOHN BIRD)

Options

The City Commission has the following options:

- Approve resolution as presented.
- Do not approve resolution as presented.
- Do nothing.

Recommendation

Staff recommends approving the resolution removing the water watch restrictions.

Action Requested

Approve resolution as presented.

Supporting Documentation

Resolution
Well Level Visuals
Drought Outlook
Drought Response Plan

RESOLUTION NO. 2014-026

**A RESOLUTION DECLARING THE END OF THE WATER
WATCH BY THE CITY OF HAYS, KANSAS**

WHEREAS, the Governing Body of the City of Hays, Kansas, pursuant to its Drought Response Plan, issued Resolution No. 2014-008, dated July 10, 2014, declaring the end of a Water Warning for the City of Hays, Kansas, and the existence of a Water Watch until further resolution; and

WHEREAS, the Governing Body of the City of Hays, Kansas, is empowered to declare by Resolution that the Water Watch is ended; and

WHEREAS, the Governing Body of the City of Hays, Kansas, has determined that conditions in the City of Hays have improved and such Water Watch should be ended;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HAYS, KANSAS, that the Water Watch issued for the City of Hays, Kansas, in Resolution No. 2014-008, dated the 10th day of July, 2014, is declared to be ended.

This resolution shall be effective upon its passage.

Adopted by the Commission on the 11th day of December, 2014.

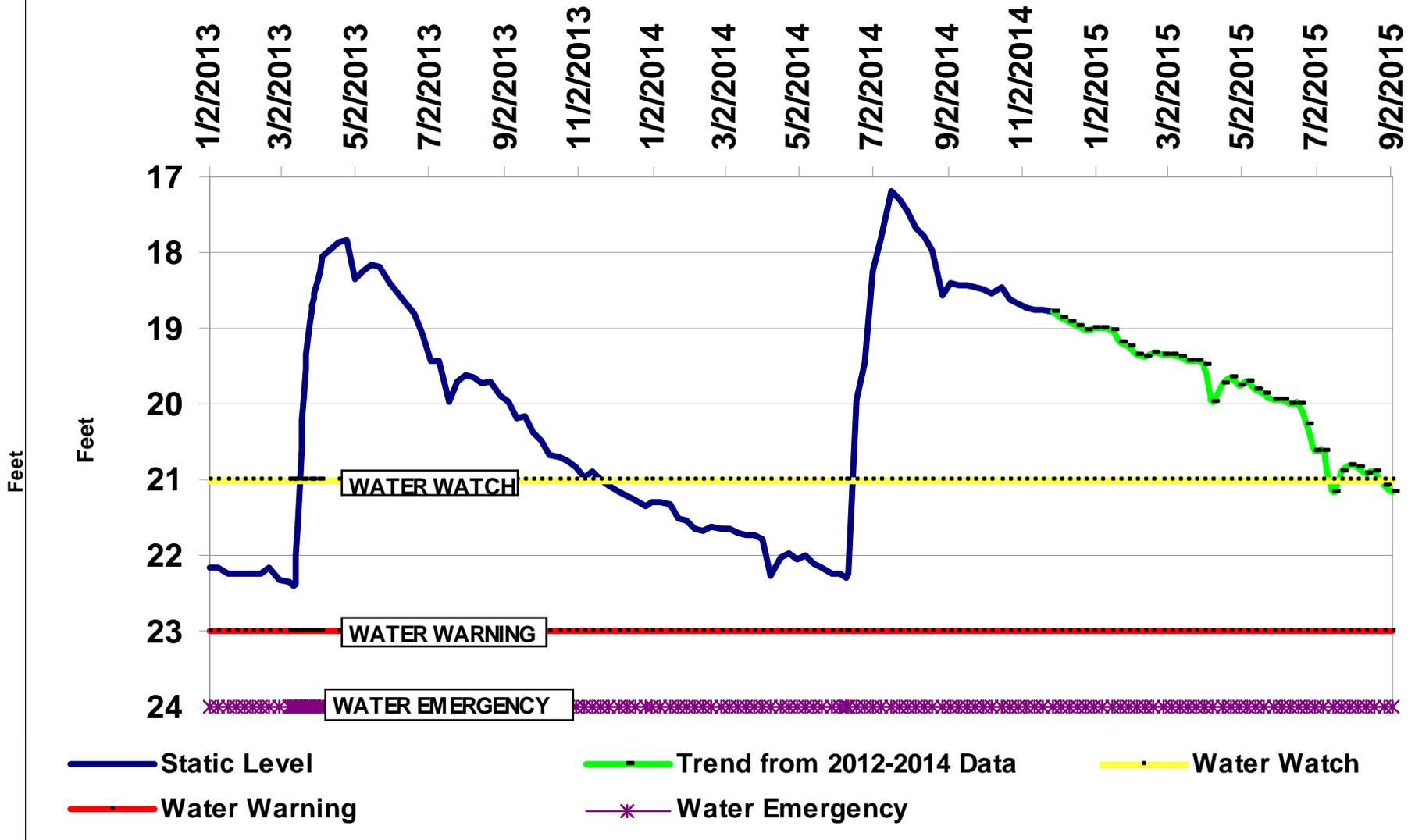
HENRY SCHWALLER, IV
Mayor

ATTEST:

BRENDA KITCHEN
City Clerk

(SEAL)

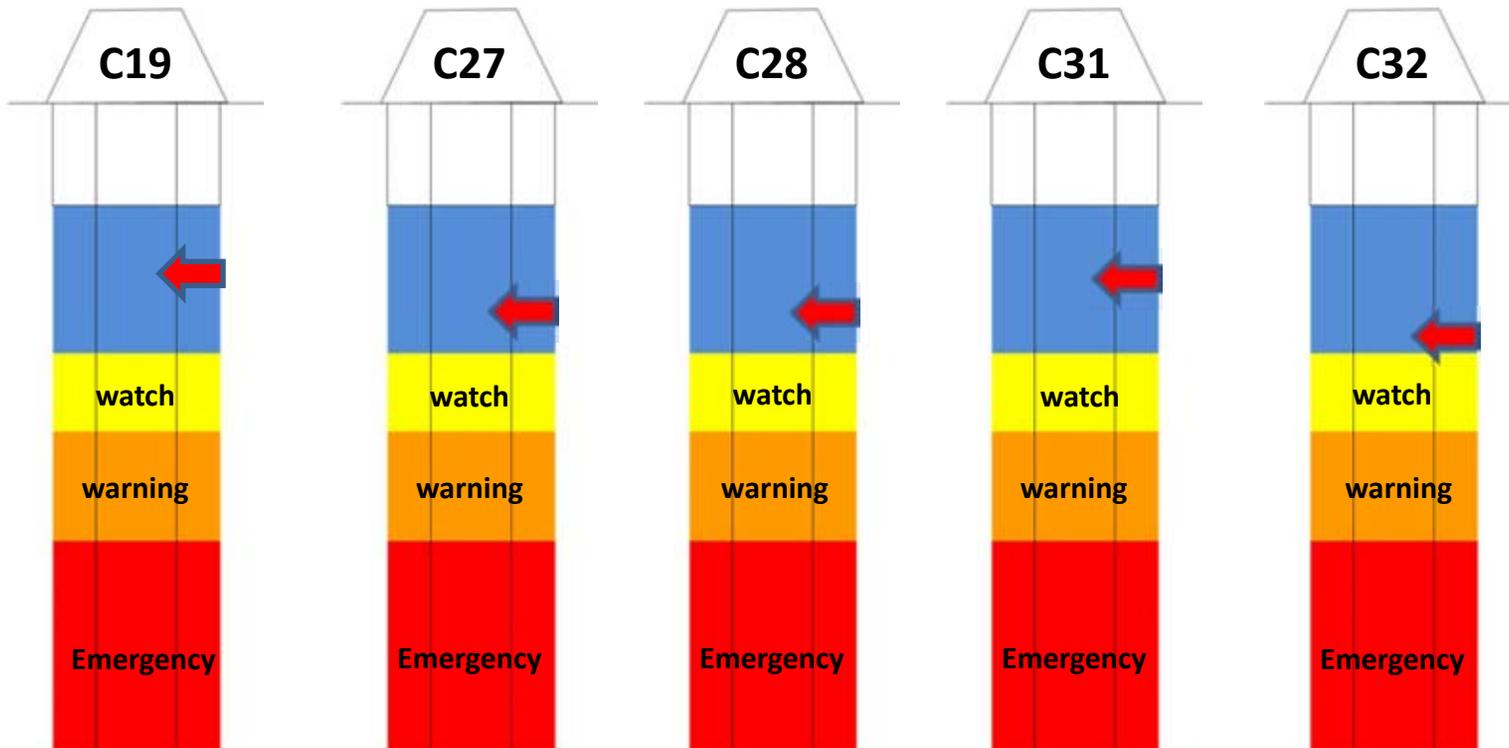
S-13 Water Level Projections



—◆— Static Level —■— Trend from 2012-2014 Data -.- Water Watch
-.- Water Warning -*- Water Emergency

—◆— Static Level —■— Static level based on 2012 usage -.- Water Watch
-.- Water Warning -*- Water Emergency -.- Static level based on 2013 usage

BIG CREEK CITY WELLS



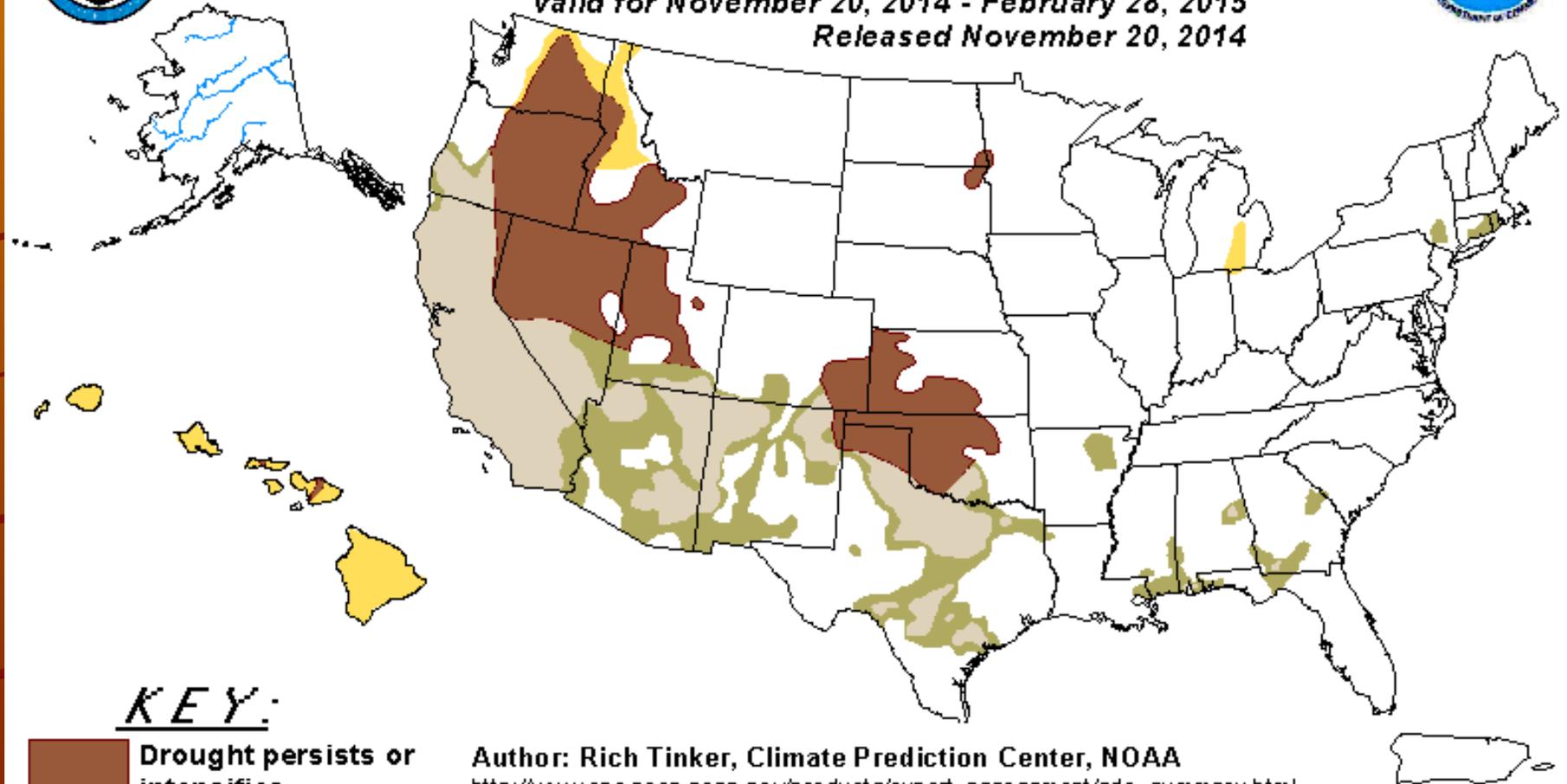


U.S. Seasonal Drought Outlook

Drought Tendency During the Valid Period

Valid for November 20, 2014 - February 28, 2015

Released November 20, 2014



KEY:

-  **Drought persists or intensifies**
-  **Drought remains but improves**
-  **Drought removal likely**
-  **Drought development likely**

Author: Rich Tinker, Climate Prediction Center, NOAA

http://www.cpc.ncep.noaa.gov/products/expert_assessment/sdo_summary.html

Depicts large-scale trends based on subjectively derived probabilities guided by short- and long-range statistical and dynamical forecasts. Short-term events -- such as individual storms -- cannot be accurately forecast more than a few days in advance. Use caution for applications -- such as crops -- that can be affected by such events. "Ongoing" drought areas are approximated from the Drought Monitor (D1 to D4 intensity).

For weekly drought updates, see the latest U.S. Drought Monitor.

NOTE: The tan area areas imply at least a 1-category improvement in the Drought Monitor intensity levels by the end of the period although drought will remain.

The Green areas imply drought removal by the end of the period (D0 or none)

Municipal Water Conservation Plan For the City of Hays March 27, 2014

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LONG TERM WATER USE EFFICIENCY

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DROUGHT RESPONSE

Stage 1: Water Watch

Stage 2: Water Warning

Stage 3: Water Emergency

PLAN REVISION, MONITORING AND EVALUATION

MUNICIPAL WATER CONSERVATION PLAN

For the City Of Hays

March 27, 2014

INTRODUCTION

The City of Hays has long practiced a very effective Water Conservation Plan initially developed and filed in 1992. The implementation of this plan resulted in Hays becoming a leader for efficient water use in the State of Kansas. The City of Hays depends on alluvial aquifers that are recharged by area rainfall. The goals of this revised plan are to modernize our citizens' conservation education, to implement best management practices during periods of regular rainfall, to enact steps to ensure availability of adequate water during a prolonged drought.

LONG-TERM WATER USE EFFICIENCY

Water Use Conservation Goals

The City of Hays used 99 gallons per person per day (GPCD) in 2011. This GPCD figure included:

- Water sold to residential/commercial customers;
- Water distributed for free public services (parks, cemeteries, swimming pools etc.); and
- Water lost by leaks in the water distribution system.

The GPCD figure does not include municipally supplied water for industries that use over 200,000 gallons per year. According to Figure 1, shown in the 2011 Kansas Municipal Water Use Publication, our City is located in Region 5. From this publication it was determined that our City GPCD water use was 99, which was 34 percent below the regional average of 149 GPCD among cities in Region 5 during 2010. **The City goal is to use less than 95 GPCD** which is far less than a reasonable 143 GPCD 5 year regional average. Our City intends to be the leader in municipal conservation in Kansas by carrying out the specific actions in the following plan.

Water Use History

YEAR	GPCD	REG. AVG.	% DIFF.	% UA
2007	96	149	-36%	9
2008	92	142	-35%	11
2009	85	139	-39%	7
2010	91	137	-34%	7
2011	99	149	-34%	11
AVG.	93	143	-35%	9

The City of Hays Long-Term Water Use Efficiency Goals are:

- 1) To create a community that has a strong water ethic by teaching new conservation habits.
- 2) Reduce the amount of water lost through leaks by intensifying leak detection and repair efforts.
- 3) Achieve less than 10 percent unaccounted for water each year.
- 4) Use less than 95 GPCD each year.
- 5) Staff a Conservation Specialist dedicated to water conservation improvement.
- 6) The new norm: A water-conscious home, both inside and outside.

Water Conservation Practices

This subsection of the plan summarizes the current education, management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices and targets that will be undertaken to conserve water are listed.

Education

The City has pursued the education of the general public through the implementation of water conservation programs within our community. These programs have been extended to all ages and citizen groups. This education process has included but not been limited to the following:

Education Conservation Practices	Target
Provide monthly detailed customer billing with water cost and usage history in cubic feet and gallons.	Implemented
Provide information on water conserving landscape practices through publications, local news media, seminars, or other appropriate means, to be updated by March 15.	Implemented
Distribute pamphlet on how to save water with description of conservation rebate programs to new customers and existing customers upon request.	Implemented
Provide free water saver kit with instructions to new customers, and existing customers upon request.	Implemented
Provide annual CCR report which includes a conservation message each May.	Implemented
Discuss conservation topics at the regularly scheduled monthly press briefings for local newspaper, radio, and internet companies.	Implemented
Provide information about the history of our water situation on www.Haysusa.com , to be updated March 15 or before.	Implemented
Provide water conservation hints and links on www.Haysusa.com , to be updated by March 15.	Implemented
Provide support to the Wellhead Protection Committee efforts on local water supply and water conservation, to be updated by March	Implemented

Management

The water rates for residential and business consumers, and the effective dates of such rates, shall be determined by the City Commission by resolution. The City’s residential and business customers are metered individually. Water customers are billed monthly at a progressive tier rate for their usage in measurements of hundred cubic feet.

The City of Hays requires water meters on all supply wells. These meters are read continuously via SCADA and a daily pump report is printed. A monthly pump log is checked for discrepancies.

Water meters are required on all residential, commercial, and City properties. City properties such as administrative offices, parks and sports fields are provided with free water, but usage is reviewed by City staff. Customers may request a meter accuracy check and the meter will be repaired if outside AWWA standards.

Water leaks from the City public water distribution system are repaired when citizens report significant leaks from the water mains or are located by City personnel. Water pressure is monitored and low pressure causes an audible alarm immediately answered by 24 hour operator at the Water Plant.

Water meters are read monthly in the City of Hays.

A minimum fee based on the meter size is charged. The first 100 cubic feet of water is include in the minimum fee. All usage after the first 100 cubic feet is billed in the following manner:

Residential water usage as measured in January, February and March is averaged to determine an individual property's residential base usage. Monthly volume up to the residential base usage will be billed at the Base Tier Rate. The next 1,000 cubic feet (7500 gallons) used above the residential base usage will be billed at the Conservation Tier 1 Rate. Volumes that exceed residential base usage plus 1,000 cubic feet will be billed at the Conservation Tier 2 Rate. During a Water Warning or Emergency, a special increased Conservation Tier 2 rate is activated. Current water rates as of January 2014 are listed below.

Business water usage as measured in January, February and March is averaged to determine an individual property's business base usage. Monthly volume up to the business base usage will be billed at the Base Tier Rate. Volumes that exceed business base usage will be billed at the Conservation Tier 1 Rate. Tier 2 rates apply to business with potable irrigation systems; see details in Sec 65-224 below.

The City Commission establishes water rates by resolution. The current resolution has a clause that specifies a 3% increase each January, unless action is taken to halt the automatic increase. The automatic increase is to help offset budget shortfalls that may occur when conservation efforts decrease water sales revenue. During budget preparation each year, City staff estimates financial need and makes recommendation to the City Commission about whether the automatic increase should be allowed to happen or if other action is required.

Sec. 65-224. Rates Inside and Outside City

For current rates see online version at Hays Municode or:

http://library.municode.com/HTML/14230/level3/PTIICOOR_CH65UT_ARTIVWARACH.html#PTIICOOR_CH65UT_ARTIVWARACH_S65-224RAINOUCI

As of March 27, 2014

CHAPTER 65

UTILITIES

ARTICLE IV. WATER RATES AND CHARGES

Sec. 65-224. Rates inside and outside city.

Meter rates for the furnishing of water by the municipal water system of the city to consumers of such municipal water system are established as follows:

(1) *Monthly Usage Minimum Service Charge.*

a. Water usage as shown on the January, February and March billing is averaged to determine a water use average for both residential and business accounts. Usage that falls within this average will be billed at the Base Tier rate as established by resolution. Any usage that exceeds the water use average by up to 1,000 cubic feet will be billed at the Conservation Tier 1 rate as established by resolution, for both residential and business accounts. The water use average shall be a minimum of 500 cubic feet. Any customer without an established water use average will be allotted 500 cubic feet until a new water use average is established if more than 500 cubic feet. The water use average shall be recalculated annually after the March billing date.

b. All residential, business mixed use and multi-family meters with usage exceeding the water use average in excess of 1,000 cubic feet will be billed at the Conservation Tier 2 rate, as established by resolution.

c. All residential, business mixed use and multi-family meters with usage exceeding the water use average in excess of 1,000 cubic feet during times of official "Water Warning" or "Water Emergency" periods, as defined by the City of Hays Drought Response Plan, will be billed at the Conservation Tier 2 rate during Water Warning or Water Emergency, as established by resolution.

d. All irrigation meters with usage exceeding 1,000 cubic feet during times of official "Water Warning" or "Water Emergency" periods, as defined by the City of Hays Drought Response Plan, will be billed at the Conservation Tier 2 rate during Water Warning or Water Emergency then existing.

e. Any premises equipped or built to be occupied as a duplex, apartment house or by other multiple-dwelling units, or occupied in conjunction with a commercial building or other building and which receives water service from a single service shall pay the minimum water bill as for a domestic customer for each separate unit; provided that a mobile home park shall not be charged the minimum water bill for lots without a mobile home located thereon, as of the date for meter reading.

f. The minimum monthly service charge to be paid regardless of usage shall be as follows:

Meter Size (inches)	Inside City Limits (per month, in dollars)	Outside City Limits (per month, in dollars)
5/8	9.18	15.60
3/4	16.66	28.32
1	24.14	41.03
1½	39.10	66.47
2	76.50	130.05
3	113.90	193.63
4	188.70	320.79
6	375.70	638.69

(2) *Water Rates for Residential and Business Meters.* The water rates for residential and business meters, and the effective dates of such rates, shall be determined by the governing body and shall be specified in a resolution authorizing the same, and may be amended by resolution of the governing body.

The following rates are currently in effect at the time of passage of the ordinance from which this section is derived, and shall continue in full force and effect until any new or different rate goes into effect:

Cubic Feet of Water Usage	Inside City Limits (per 100 cubic feet, in dollars)	Outside City Limits (per 100 cubic feet, in dollars)
First 100	Included in minimum	Included in minimum
Base tier	1.85	3.15
Conservation tier 1	3.71	6.30
Conservation tier 2 (residential only)	7.42	12.61
Conservation tier 2—during Water Warning or Water Emergency (residential only)	10.30	17.51

(3) *Water Rates for Business Mixed Use and Multi-Family Meters.* The water rates for business mixed use and multi-family meters, and the effective dates of such rates, shall be determined by the governing body and shall be specified in a resolution authorizing the same, and may be amended by resolution of the governing body. The following rates are currently in effect at the time of passage of the ordinance from which this section is derived, and shall continue in full force and effect until any new or different rate goes into effect:

Cubic Feet of Water Usage	Inside City Limits (per 100 cubic feet, in dollars)	Outside City Limits (per 100 cubic feet, in dollars)
First 100	Included in minimum	Included in minimum
Base tier	1.85	3.15
Conservation tier 1	3.71	6.30
Conservation tier 2	5.39	12.61
Conservation tier 2 – during Water Warning or Water Emergency	8.27	17.51

(4) *Water Rates for Irrigation Meters.* The water rates for irrigation meters, and the effective dates of such rates, shall be determined by the governing body by resolution, and may be amended by resolution of the governing body. The following rates are currently in effect at the time of the passage of the ordinance from which this section is derived, and shall continue in full force and effect until any new or different rate goes into effect:

Cubic Feet of Water Usage	Inside City Limits (per 100 cubic feet, in dollars)	Outside City Limits (per 100 cubic feet, in dollars)
First 1,000 cubic feet	3.71	6.30
Conservation tier 2	7.42	12.61
Conservation tier 2 – during Water Warning or Water Emergency	10.30	17.51

END OF CODE Sec. 65-224. Rates Inside and Outside City

MANAGEMENT PRACTICES:

The City of Hays realizes the importance of obtaining accurate measurements of water use at each raw water intake and at customer meters, to help reduce the amount of unaccounted-for water. Hence, the City of Hays has chosen the following conservation practices and target dates for the management component of the Long-Term Water Use Efficiency Section of our Municipal Water Conservation Plan.

Management Conservation Practices	Target
1. Ensure all wells have meters installed and repair or replace malfunctioning meters within two weeks.	Implemented
2. Test well meters for accuracy at least once every three years. Create Work Order by March 15 for one third of wells.	Implemented
3. Ensure meters are installed at all residential service connections and at all other service connections whose annual water use may exceed 300,000 gallons, including separate meters for municipally operated irrigation systems which irrigate more than one acre of turf.	Implemented
4. Ensure meters at each individual service connection replaced or tested for accuracy on a regular basis, if they are one inch or less. Ensure meters between one inch and six inches are tested for accuracy at least once every five years and meters six inches and above are tested on at least an annual basis. Ensure meters are repaired if any test is not within AWWA Standards. Create Work Order by March 15.	Implemented.
5. Ensure all well meters and individual service connections are read at least monthly	Implemented
6. Implement a water management review which will result in a specific change in water management practices or implementation of leak detection and repair program or plan, whenever the amount of unsold water (amount of water provided free for public, used for treatment purposes, water loss, etc.) exceeds 20% of the total source water for a four month time period.	Implemented
7. Calculate water charges based on the amount of water used.	Implemented
8. Evaluate the existing water rate structure by March 15	Implemented
9. Develop and implement a program to incorporate water conserving landscape principles into future landscape development projects, including renovation of existing landscapes.	April 15, 2015
10. Develop and implement an irrigation management program for irrigated grounds.	April 15, 2015
11. Ensure water leaks from the City’s public water distribution system are repaired immediately (24/7/365) by on-call staff.	Implemented
12. Continue the use of wastewater effluent for irrigation purposes and explore ways to encourage the use of recycled wastewater for selected industrial and irrigation purposes.	Implemented
14. Continue to offer a \$100.00 rebate for installation of low water usage washing machines.	Implemented

15. Perform specific capacity tests annually on all wells. Treat any wells that are less than 85% of new well capacity to ensure energy and water efficiency.	Implemented
16. Continue to offer free and reduced rate 1.5 gpm shower heads at City Hall.	Implemented
17. Continue to offer rebates of \$50.00, \$100.00, and \$150.00 on 0.8, 1, or 1.3 gal flush toilet.	Implemented
18. Continue to cooperate with Mid-West Energy to identify opportunities for joint water and energy savings.	Implemented
20. Continue to employ Conservation Specialist dedicated to conservation of water resources.	Implemented
21. Continue to treat raw water from the Smoky Hill River Valley, Dakota Aquifer, and the Big Creek Alluvium at the water softening plant prior to distribution for consumption. All production wells and the inflow to the water softening plant are metered to detect supply leaks.	Implemented
22. Continue use of Supervisory Control and Data Acquisition (SCADA) system at all the Smoky, Dakota and City Wells (Big Creek Alluvium). The SCADA system assists in the accurate and real-time monitoring and control of the wells.	Implemented
23. Check water pressure and flow in the City water mains annually by the City Fire Department.	Implemented
24. Offer \$300.00 rebates on pint urinals.	Implemented

Regulation

The City of Hays enacted **Sec. 65-69. Water Allotment and Conservation Code.** in 2003 and revised it in 2013. These regulations require and enforce water conservation. This reinforces the culture of continuous conservation, even through periods of adequate rainfall. Numerous plumbing, landscaping, and water use permits are described and codified. Penalties are listed for violators. The Hays Police department actively enforces the code. The current provisions are included below and updated versions are available online.

Regulation Actions	Target
Seek annual delegation of authority by DWR to enforce conservation codes under the IGUCA. This allows the City to impose time limits for watering and water wasting fines.	Implemented
Require new development to follow xeriscape requirements	Implemented
Implement a Green Plumbing Code (more stringent code)	Implemented
Sec. 65-69. Water allotment and conservation. See below	Implemented

Sec. 65-69. Water allotment and conservation.

For latest version see online at Hays Municode or:

http://library.municode.com/HTML/14230/level4/PTIICOOR_CH65UT_ARTIIWASESY_DIV1GE.html#PTIICOOR_CH65UT_ARTIIWASESY_DIV1GE_S65-69WAALCO

(a) *Purpose.* In order to conserve the water supply of the city, to meet the needs and demands of the citizens of the city, and to eliminate waste in the use of such water, it shall be and is made unlawful for any person of any nature, including all persons and entities outside the City limits of the City of Hays, Kansas, with whom the city has any agreement to provide potable water, to use water contrary to and in violation of the following provisions. This section shall be known as and referred to as the "**Water Allotment and Conservation Ordinance**" of the city.

(b) *Definitions and Regulations.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning. The terms "water user," "customer" and "water service account" shall be synonymous:

Outdoor watering means the irrigation with water of lawns, shrubs, flowers, trees, gardens and other outdoor vegetation for personal, private, commercial, or governmental purposes; the filling or adding of water to public or private swimming pools; the washing down with water of buildings, machinery, vehicles and appliances for personal or private purposes, and other similar practices and acts.

Residential water user, in addition to meaning private residential water user, also means and includes residents of apartments, duplexes, and other like multiple resident facilities, but shall not include hospitals, nursing homes, residence halls, dormitories, or other similar uses.

Ultra low-flow means, in the case of faucets and showerheads, devices which substantially restrict the flow of water, while only providing sufficient water for the purpose intended; and in the case of water closets or toilets, means devices which restrict the use of water per flush to 1.6 gallons, or less.

(c) *Regulations.*

(1) The use of water for the washing down of sidewalks, walkways, driveways, parking lots, gas station aprons, and all other hard-surfaced areas, and other similar practices, shall be prohibited; provided that upon application, a special permit to allow such usage may be granted by the city clerk, if sufficient documentation and need, such as unreasonable hazard to public safety, can be shown.

(2) The escape or loss of water through breaks or leaks within the water user's plumbing or distribution system for any substantial period of time shall be prohibited, it being presumed that a period of eight hours after the water user discovers or should have discovered such leak or break is a substantial period of time.

(3) Outdoor watering, including, but not limited to, the irrigation of lawns, shrubs, flowers, trees, gardens and other outdoor vegetation, with potable water, shall be prohibited between the hours of 12:00 noon and 7:00 p.m., between June 1 and September 30, inclusive. Upon application and good cause shown, a special permit may be issued by the city to allow watering newly seeded lawns between said hours and said dates, with the terms and conditions of said permit to be established by the city, taking into account the type of grass and vegetation to be planted and watered so as to maximize the benefit of the use of potable water for said purpose, minimizing the waste of water and encouraging the water user to establish the grass and other vegetation at the optimum time and season. Said permit shall be valid for a maximum of ten days, shall restrict and regulate watering consistent with all ordinances and regulations, and shall be posted prominently at the site of the planting so that law enforcement and the public can easily view the permit. The city shall establish fees for said permits, in such a manner as to encourage the planting of low-water-use grass and vegetation and shall establish a system and program to purchase warm season, low-water-use seed and plants to give to applicants who are converting higher water-use grass and vegetation to lower water-use grass and vegetation. The city manager or his designee shall inform the city commission, as needed, of all current provisions of said permits, setting out all pertinent requirements and regulations, fees, financial incentives, and other information.

(4) No water user shall allow substantial amounts of water to escape or drain from private property onto public property, including, but not limited to, public sidewalks, rights-of-way, streets, alleys, and highways; provided that the term "substantial" shall mean an amount sufficient to cause a discernible flow of water reaching the

street, gutter or other drainage system. For purposes of this section, it shall be conclusively presumed that the resident of property from which water escapes or drains knows of such escape or draining. However, the escape of water from private property due to washing of vehicles shall not be construed as substantial; provided, the user of the water has not allowed water to flow from a hose or open tap when not directly being used to wash down the vehicle.

(d) *Penalties.* Any person accused of violating the provisions of subsection (c) of this section shall be notified in writing that such accusation has been made and the accused party may request a hearing before the city clerk, or any representative appointed by the city clerk, and may present evidence in defense of such accusation. If a request for a hearing is not served on the city clerk within three days following the service of the written accusation on the accused party or if the city clerk finds that the allegations of such accusation are true, the following penalties shall be imposed:

(1) Upon a first violation, the accused party shall be issued a formal written warning.

(2) Upon a second violation, water service shall be terminated on the property involved and a resumption of services fee in the sum of \$50.00 shall be paid before water service shall be resumed.

(3) Upon a third violation, water service shall be terminated on the property involved and a resumption of services fee in the sum of \$200.00 shall be paid before water service is resumed.

(4) Upon a fourth violation and any subsequent violations, water service shall be terminated on the property involved and a resumption of services fee in the sum of \$250.00 shall be paid before water service is resumed.

These provisions are cumulative, and for purposes of determining the number of violations committed, the previous 24 months shall be considered. Any violations previous to the preceding 24 months shall not be considered as violations for the purpose of assessing penalties in this section.

(Code 2000, § 13.08.150; Ord. No. 3860, § 1, 4-25-2013)

Sec. 65-70. Escape or draining of water from private property prohibited; penalty. 

(a) It is unlawful for any person to allow substantial amounts of water to escape and/or drain from private property onto public property, including, but not limited to, public sidewalks, rights-of-way, streets, alleys, and highways; provided that the term "substantial" shall mean an amount sufficient to cause a discernible flow of water reaching the street, gutter, or other drainage system.

(b) For purposes of this section, it shall be presumed that the resident of the private property from which water escapes or drains knows of such escape or draining.

(c) Any person accused of a violation of this section shall be charged in the municipal court of the city and shall, upon conviction of such violation, for the first conviction, not be fined but shall receive a warning as to the effect of subsequent convictions, for a second conviction, not less than \$0.00 nor more than \$25.00, and for a third or subsequent conviction, not less than \$25.00 nor more than \$50.00. (d)

The penalties provided for in subsection (c) of this section shall be in addition to any penalties provided for in [Section 65-69](#)

(Code 2000, § 13.08.160)

Sec. 65-71. Requirements for water conservation devices. 

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Ultra low-flow showerhead means devices which restrict the flow of water to provide only sufficient water for the purpose intended, and no more, restricting the flow of water to a maximum of 2.4 gallons per minute, at 80 pounds psi.

Ultra low-flow toilet means devices which restrict the use of water per flush to 1.6 gallons or less.

(b) *Hotels and Motels Affected.* All motels and hotels in the city shall, within 30 days after the effective date of the ordinance from which this section is derived, cause to be installed and henceforth used ultra low-flow showerheads in all showers in such facilities.

(c) *Compliance Required for Building Permit Issuance.* From and after the effective date of the ordinance from which this section is derived, no building permit shall be issued for any new construction in the city, unless and until it is adequately shown to the building inspector for the city that such construction shall include ultra low-

flow showerheads, faucets, toilets, and similar appliances.

(d) *Violation.* Any person or entity who violates the terms of this section shall be disconnected from city water service or refused city water service until such time as the violation has ceased.

(Code 2000, § 13.08.170)

Sec. 65-72. Diversion of water from sources located on property owned by city.

(a) *Certain Diversions of Water Unlawful.* It is unlawful for any person to divert water, by means of a pump or otherwise, from locations on property owned by the city unless such person has first complied with the provisions of this section.

(b) *Permits Required.* Prior to diverting water from a location on property owned by the city, the applicant must obtain a permit from the city as hereafter set out. Nothing in this section shall permit such applicant to obtain water from the water supply of the municipal water system, nor shall the issuance of such a permit be issued in violation of any laws of the state, K.S.A. 82a-727 et seq.

(c) *Permit Fee.* A fee of \$250.00 shall be paid to the city clerk prior to a permit being issued providing access to the water supply at locations on property owned by the city. The fee may be waived or decreased if the proposed use of water is a public benefit. Such fees shall be credited to the water and sewer fund of the city.

(d) *Contents of Permit.* The permit issued by the city clerk shall contain the following information:

- (1) The date of termination of the permit;
- (2) A description of the location of the point of diversion;
- (3) A description sufficient to define the location of the place where the water is to be used.

Such description shall correspond with the descriptions shown in the approval of application for temporary permit obtained from the state.

(e) *Term of Permit.* A permit shall be issued for a term of 30 days from the date of its issue and shall be null and void upon its expiration unless renewed by making a new application and complying with the provisions of this section.

(f) *Penalty.* Any person violating any provision of this section shall, upon conviction of such violation, be punished by a fine of not less than \$100.00, nor more than \$500.00. Each day's violation of this section shall be deemed a separate offense.

(Code 2000, § 13.08.180)

END OF CODE Sec. 65-69. Water Allotment and Conservation.

DROUGHT RESPONSE PLAN

March 27, 2014

The City of Hays has a very effective water conservation program. This program has resulted in Hays becoming a leader in the State of Kansas for municipal water efficiency. The City depends primarily on alluvial aquifers for its water and these are subject to depletion during periods of drought. If Hays is going to continue as a viable city, it must be ready to react to these periods of drought.

The City of Hays addresses its short-term fresh water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals, and actions. Each stage is more stringent in water use than the previous stage. Upon a finding by the City Commission that conditions of a drought or another trigger is causing a water supply shortage, it is empowered in Ordinance No. 3881 to declare, by resolution, that a Stage 1 Water Watch, Stage 2 Water Warning, or Stage 3 Water Emergency exists and that steps should be taken to inform the public and determine if voluntary water conservation, recommended restrictions or mandatory restrictions are practiced. Any such resolution is deemed to be in effect until the City Commission declared by resolution that it has ended. The resolutions declaring the existence and end of a water stage shall be effective upon their publication in the official city newspaper. The Hays City Manager is authorized by ordinance to implement the resolution using the appropriate conservation measures.

K.S.A. 82a-733(i) allows the City Commission to require private well owners in Hays to follow the regulations in Stage 2 Water Warning and Stage 3 Water Emergency. The request to the Chief Engineer for this authority is made when entering a Stage Two Water Warning.

Article 7: Appropriation Of Water For Beneficial Use

K.S.A. 82a-733: Conservation plans and practices. (i) The chief engineer may delegate to any city which has conservation plans meeting state guidelines the authority to require domestic water users within such city to adopt and implement conservation plans and practices so that such city can require compliance from private domestic well owners within the city limits.

A Watch, Warning, or Emergency Stage may be called before or after reaching the respective listed triggers. The City Commission will consider other environmental and physical factor including but not limited to: short or long term weather forecasts, time of year, drought forecast, the trend line of the level of the aquifers, the availability of Cedar Bluff Water, and the contamination of a system component. Further consideration is given to the physical conditions of the wells, pumps, supply lines, distribution system, and the Water Softening Plant.

Any irrigation or other uses of treated effluent from the Waste Water Treatment Plant are not regulated by this document.

STAGE 1: WATER WATCH

Triggers Stage 1

This stage may be triggered by any one (1) of the following conditions:

- 1) The inability to maintain the City's underground storage reservoirs at or above 85 percent capacity for a 48 hour period.
- 2) Big Creek Aquifer's Static Water levels in 3 or more regular City Supply Wells have fallen to water WATCH levels as defined in the City of Hays Water Supply Operating Plan.
- 3) Smoky Well Field's Static Water Level in the designated well(s) has fallen to water WATCH levels as defined in the City of Hays Water Supply Operating Plan.
- 4) Daily water usage is in excess of 3.5 million gallons per day (mgd) for three (3) consecutive days.

Goals Stage 1

The City's goal during this stage is to have consumption voluntarily reduced through increased public awareness of existing water conditions.

Education Actions Stage 1

- 1) Regular news releases on water levels, water supply outlook, and ideas for conservation.
- 2) Provide an in-depth summary of conditions of water supply to the City Commission.
- 3) Increase water conservation education efforts city-wide.

Management Actions Stage 1

- 1) Test the Specific capacity of any wells not tested in the previous 12 months. Treat any wells that are less than 85% of new well capacity.
- 2) All City departments will curtail non-essential water use.
- 3) The City will reduce water usage on all parks and ball fields that utilize potable water by 30%
- 4) The City will monitor its use of water and will minimize activities such as hydrant flushing and street cleaning.
- 5) Wells will be pumped according to the corresponding Water Source Utilization Plan within the City of Hays Water Supply Operating Plan
- 6) If not already enacted, the City will request the Division of Water Resources to implement an afternoon watering prohibition within the intensive groundwater use control area (IGUCA) around the City of Hays.

Regulation Actions Stage 1

- 1) The public will be asked to curtail outdoor water use and to make efficient use of indoor water, i.e. wash full loads, take short showers, don't let faucets run, etc.

STAGE 2: WATER WARNING

Triggers Stage 2

This stage may be triggered by any one (1) of the following conditions:

- 1) The inability to maintain the City's underground storage reservoirs at or above 70 percent capacity for a 48 hour period.
- 2) Big Creek Aquifer's Static Water Levels in three or more regular City Supply Wells have fallen to water WARNING levels as defined in the City of Hays Water Supply Operating Plan.
- 3) Smoky Well Field's Static Water Level in the designated well(s) has fallen to water WARNING level as defined in the City of Hays Water Supply Operating Plan.
- 4) Daily water usage is in excess of 3.5 mgd for seven consecutive days, with wellfield conditions depleting.
- 5) If the well fields are in a Watch Stage on February 15, and static levels are not increasing, and drought is forecasted to continue, the City Commission may declare a Warning Stage.

Goals Stage 2

The goals of this stage are to reduce peak demands by 30 percent and to reduce overall weekly consumption by 20 percent.

Education Actions Stage 2

- 1) The City will make presentations at public forums on the conditions of the water supply and the promotion of water conservation.
- 2) The City will make frequent news releases to the local media describing present conditions and indicating the water supply outlook.
- 3) The City may place inserts in each customer's water bill outlining tips on conserving water indoors and outdoors.
- 4) Water conservation articles will be provided to the local media.

Management Actions Stage 2

- 1) The City water supply will be reviewed daily.
- 2) Wells will be optimized by pumping according to the corresponding Water Source Utilization Plan within the City of Hays Water Supply Operating Plan.
- 3) Standby wells will be prepared for contingency operation.
- 4) The City will curtail its water usage, including watering of City grounds and washing of vehicles.
- 5) The City will reduce water usage on all parks and ball fields that utilize potable water. The goal will be to water only enough to keep the roots of the grass alive.
- 6) Plantings, flower beds, and other vegetation in medians, rights of way, parks, and adjacent to City buildings will no longer be watered with potable water.
- 7) Notify KWO that conditions have been met for release from Cedar Bluff.
- 8) The City will contact DWR for permission to require private wells to comply with the City's drought response regulations as authorized under K.S.A. 82a-733(i)

Regulation Actions Stage 2

These regulation actions apply to City of Hays' residents (including private domestic well users, if authority is delegated by the Chief Engineer, Kansas Division of Water Resources, under K.S.A. 82a-733(i)).

- 1) Enact the Sec. 65 "Conservation Tier 2 –Water Warning or Water Emergency" water rate.
- 2) City will no longer approve connection of new lawn meters or upsizing of meters for irrigation purposes.
- 3) City will no longer authorize new connections to the potable water system for properties located outside the city limits.
- 4) City will stop issuing permits for newly seeded/sodded lawns, benefit car washes, washing houses, washing of hard surfaces.
- 5) Outdoor Water Use, including lawn watering and car washing will be restricted to before 10:00 a.m. and after 9:00 p.m. as authorized under the Water Drought/Emergency Ordinance.

STAGE 3: WATER EMERGENCY

Triggers Stage 3

This stage may be triggered by any one (1) of the following conditions:

- 1) The inability to maintain the City's underground storage reservoirs at or above 50 percent capacity for a 48 hour period.
- 2) Big Creek Aquifer's Static Water Levels in three or more regular City Supply Wells have fallen to water EMERGENCY levels as defined in the City of Hays Water Supply Operating Plan.
- 3) Smoky Well Field's Static Water Level in the designated well(s) has fallen to water EMERGENCY levels as defined in the City of Hays Water Supply Operating Plan.
- 4) Daily water usage is in excess of 3.5 mgd for 14 consecutive days, with wellfield conditions depleting.

Goals Stage 3

The goal is to limit all consumption to the base flow requirements equal to or less than normal winter usage.

Education Actions

- 1) The City will make daily news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
- 2) If necessary, the City will hold public meetings to discuss the emergency, the status of the City's supply and further action, which needs to be taken.
- 3) Continue to increase efforts to educate the general public (schools, civic groups, etc.) and hold public forums to discuss the water situation and conservation.

Management Actions Stage 3

- 1) The City water supplies will be reviewed daily.
- 2) All municipal swimming pools and water features will be closed.
- 3) Standby wells will be considered for contingency operation.
- 4) If release triggers are met, the City will request a release from Cedar Bluff Reservoir, from the Joint Use Pool.
- 5) The City may seek additional emergency supplies from other users, the state or the federal government.
- 6) The City will contact DWR for permission to require private wells to comply with the City's drought response regulations as authorized under K.S.A. 82a-733(i)

Regulation Actions Stage 3

These regulation actions apply to City of Hays residents (including private domestic well users, if authority is delegated by the Chief Engineer, Kansas Division of Water Resources, under K.S.A. 82a-733(i)).

- 1) Outdoor Watering will be banned.
- 2) Continue Sec. 65 “Conservation Tier 2 –Water Warning or Water Emergency” water rate.
- 3) The City will no longer approve the installation or connection of new water meters to the potable distribution system without City Manager approval.
- 4) The filling of swimming pools will be prohibited.
- 5) Irrigation meters will be locked by City staff.
- 6) Upon the declaration of a water supply emergency the City Commissioners shall have the power to adopt additional emergency water rates to conserve water supplies.

PLAN REVISION, MONITORING AND EVALUATION

The City of Hays will monitor and review monthly totals for water production, consumptive use by water billing category, unsold water used by the City, and water that is unaccounted for. These totals will be compared to those from previous months and usage from previous years.

The City of Hays’ Municipal Water Conservation Plan will be reviewed on an annual basis and on a more frequent basis during drought or other water shortage conditions. If the water conservation gallons per capita per day (gpcd) goal(s) for the previous year are not met, then the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in the plan and will provide a status report to the Division of Water Resources (or whatever state agency is responsible for approving and monitoring our plan), which will also include any additional water conservation practices that may need to be taken in order for the City to achieve and maintain its water use conservation gpcd goal(s).

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 6

MEETING DATE: 12-11-14

TOPIC:

Resolution to Establish Urban Area Boundary Lines

ACTION REQUESTED:

Approve Resolution No. 2014-027 approving an update to the Urban Area Boundary for the City of Hays.

NARRATIVE:

KDOT has requested the City consider updating the Urban Area Boundary and Functional Classification Map for the City of Hays. The proposed change to the Urban Area Boundary is due to the change in the 2010 Census Urban Cluster for Hays. The change to the Functional Classification Map is to relieve the City from requirements of the current Federal Transportation Program imposed on Primary Arterial Roadways. Both the Hays Area Planning Commission and Ellis County staff support the proposed changes. This item will be considered by the Ellis County Commission at its December 8, 2014 meeting. The proposed changes have no impact on the eligibility of State or Federal transportation project funding.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

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

ADMINISTRATION RECOMMENDATION:

City Staff recommends adopting Resolution No. 2014-027 updating the Urban Area Boundary as recommended by KDOT.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Resolution No. 2014-027
Current UAB and Functional Classification Map
Proposed UAB and Functional Classification Map
Table showing Proposed Changes to Functional Classification
Highway Functional Classification Summary – January 2013
Guidance on Additional Federal Requirements for Non-State System Roads on the NHS

Commission Work Session Agenda

Memo

From: John Braun, Assistant Director of Public Works

Work Session: November 20, 2014

Subject: Update FHWA Urban Area Boundary and Functional Classification

Person(s) Responsible: Toby Dougherty, City Manager
ID Creech, Director, Public Works

Summary

KDOT has requested the City consider updating the Urban Area Boundary and Functional Classification Map for the City of Hays. The proposed change to the Urban Area Boundary is due to the change in the 2010 Census Urban Cluster for Hays. The change to the Functional Classification Map is to relieve the City from requirements of the current Federal Transportation Program imposed on Primary Arterial Roadways. Both the Hays Area Planning Commission and Ellis County staff support the proposed changes. The proposed changes have no impact on the eligibility of State or Federal transportation project funding.

City Staff recommends adopting the two resolutions updating the Urban Area Boundary and Functional Classification as recommended by KDOT.

Background

KDOT has initiated the review process for updating the Federal Highway Administration (FHWA) Urban Area Boundary (UAB) and Functional Classification of roads within the Federal-Aid highway system. These classifications are updated every 5-10 years in response to a new census or changes initiated by the City from Capital Improvements or reclassification requests.

The 2010 U.S. Census Urban Cluster Boundary is based on population density. KDOT has suggested an increase in size to the previous FHWA UAB as a result of the 2010 Census as shown on the attached map. The only significant change is adding the Hays Regional Airport Property to the UAB.

Functional Classification is the process by which streets and highways are grouped into hierarchical classes according to the character of service they are designed to provide.

The Functional Classification of roads within the Federal-Aid highway system is the determining factor for eligibility to receive Federal Aid Funds. Federal Aid funds typically include distribution of motor fuels tax revenue, and federal aid for road improvements. FHWA establishes guidelines for percentages of roadway which may be classified into various categories. More details about that are in the attached document “Highway Functional Classification, Summary – January 2013”.

More importantly, the latest federal Transportation Program, Moving Ahead for Progress in the 21st Century (MAP-21), added to the National Highway System all roads functionally classified as principal arterials, which causes several problems for both the City and KDOT. More detail is included in the attached document “Kansas Department of Transportation, Guidance on Additional Federal Requirements for Non-State System Roads on the National Highway System – 11/1/2013”.

The most significant problem, and which prompted KDOT to encourage Hays to change the Functional Classification is a higher level of bridge inspection that would be required for the three bridges on Principal Arterials – 8th, 13th, and 27th Streets. Most peer City’s across the State have already or are in the process of reducing or eliminating Principal Arterials within their UAB.

The attached map shows the suggested changes that KDOT made to our Functional Classification based on review and recommendations by City Staff and the Planning Commission.

Basically, the proposed changes would be:

- The only Principle Arterials would be Vine Street and the US-183 Bypass,
- 8th, 13th, 27th, Hall, and Canterbury would be reduced from Principle Arterials to Minor Arterials
- Several Minor Arterials would be reduced to Major Collectors
- A few Major Collectors would be reduced to Minor Collectors - (The trickle-down effect is to keep the proper ratio of street types as determined by KDOT.)
- The UAB would be adjusted to match the 2010 census tracts for urban cluster, which simple involves adding the airport property into the UAB.

The attached table lists the streets affected.

Discussion

The current changes proposed by KDOT went before the Planning Commission in October and again on November 17, 2014. The Planning Commission supports the proposed changes.

City Staff has been in correspondence with the Ellis County Administrator and the Ellis County Public Works Administrator. These changes will also go before the Ellis County Commission on December 1, 2014. The County Commission is required to approve the change to the UAB.

Two resolutions are attached for City Commission consideration at the December 11th Regular Meeting after Ellis County concurrence. One resolution adjusts the UAB and the other revises the Functional Classification of Streets.

Legal Consideration

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

Financial Consideration

This action has no financial impact. The proposed changes have no impact on the availability of future grant funding since all roads classified as Minor Collectors and up are available for federal funding programs. This simply updates the UAB based on the 2010 census and reclassifies the streets to limit the negative impact of having City Streets on the NHS.

Options

The City Commission has the following options:

1. Approve Resolutions updating the UAB and Functional Classification
2. Direct Staff to another option;
3. Do nothing.

Recommendation

City Staff recommends updating the UAB and Functional Classification as recommended by KDOT.

Action Requested

Consider the following resolutions at the December 11, 2014 City Commission meeting pending Ellis County Commissioner concurrence:

- Resolution approving the update of the Urban Area Boundary for the City of Hays.
- Resolution approving the update of the Functional Classification System for the City of Hays.

Supporting Documentation

Current UAB and Functional Classification Map

Proposed UAB and Functional Classification Map

Table showing proposed changes to Functional Classification

Resolution updating the Urban Area Boundary

Resolution updating the Functional Classification

Highway Functional Classification Summary – January 2013

Guidance on Additional Federal Requirements for Non-State System Roads on the NHS

RESOLUTION NO. 2014-027
Resolution to Establish Urban Area Boundary Lines

City: Hays

WHEREAS: The above stated city is required to determine and submit for approval the location of the urban area boundary lines for said city.

BE IT THEREFORE RESOLVED THAT: In compliance with this requirement and in cooperation with the local county officials, this signed document accompanied by a signed copy of the map of said city indicating the proposed location of the urban area boundary lines is hereby submitted for review and approval.

Adopted this 11th day of December, 2014, in Hays, Kansas.

County Concurrence:

Appropriate City Officials:

Appropriate County Official

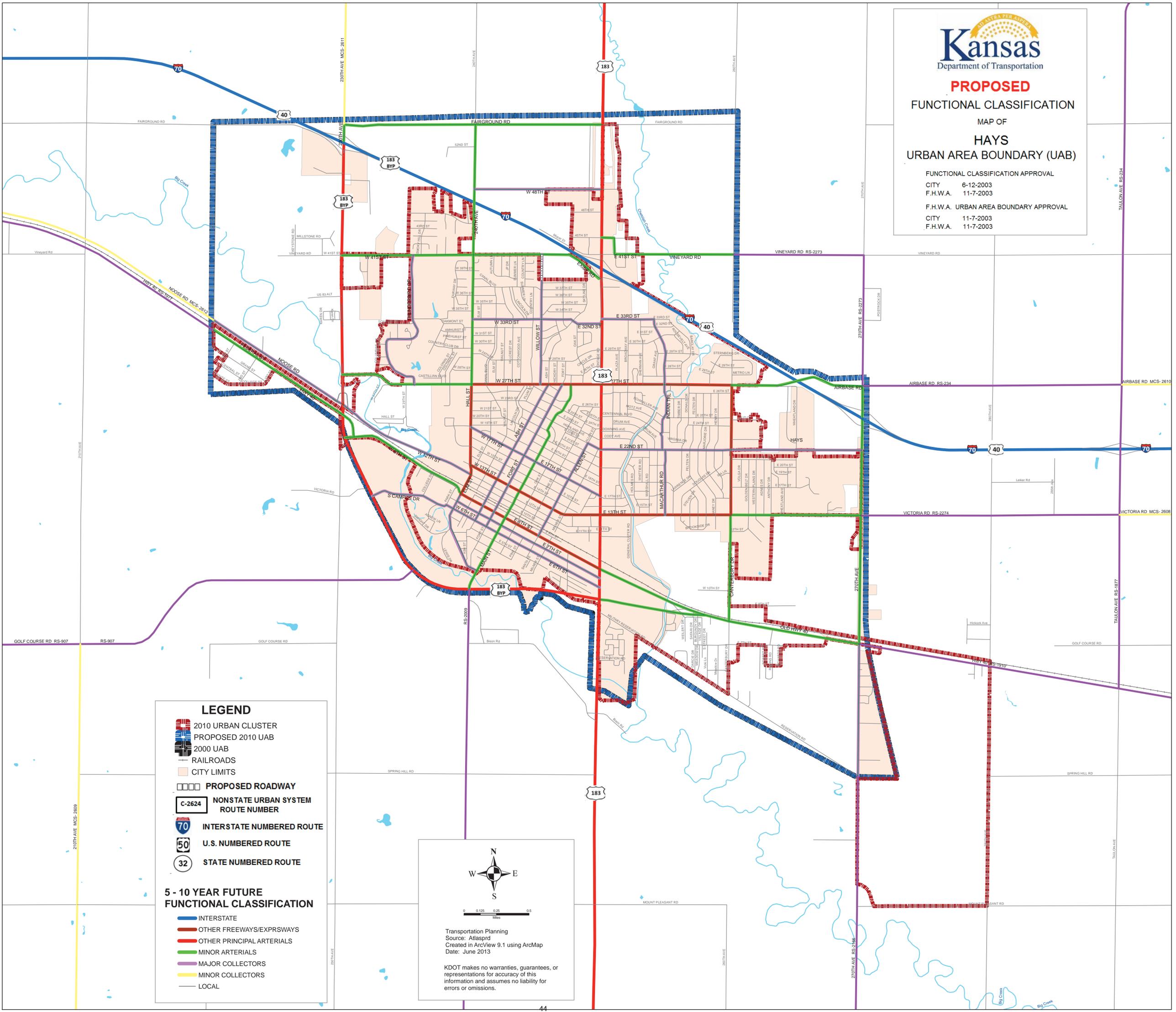
Attest:

Seal

City Clerk

PROPOSED
FUNCTIONAL CLASSIFICATION
MAP OF
HAYS
URBAN AREA BOUNDARY (UAB)

FUNCTIONAL CLASSIFICATION APPROVAL
CITY 6-12-2003
F.H.W.A. 11-7-2003
F.H.W.A. URBAN AREA BOUNDARY APPROVAL
CITY 11-7-2003
F.H.W.A. 11-7-2003



LEGEND

- 2010 URBAN CLUSTER
- PROPOSED 2010 UAB
- 2000 UAB
- RAILROADS
- CITY LIMITS
- PROPOSED ROADWAY
- NON STATE URBAN SYSTEM ROUTE NUMBER
- INTERSTATE NUMBERED ROUTE
- U.S. NUMBERED ROUTE
- STATE NUMBERED ROUTE

5 - 10 YEAR FUTURE FUNCTIONAL CLASSIFICATION

- INTERSTATE
- OTHER FREEWAYS/EXPRSWAYS
- OTHER PRINCIPAL ARTERIALS
- MINOR ARTERIALS
- MAJOR COLLECTORS
- MINOR COLLECTORS
- LOCAL

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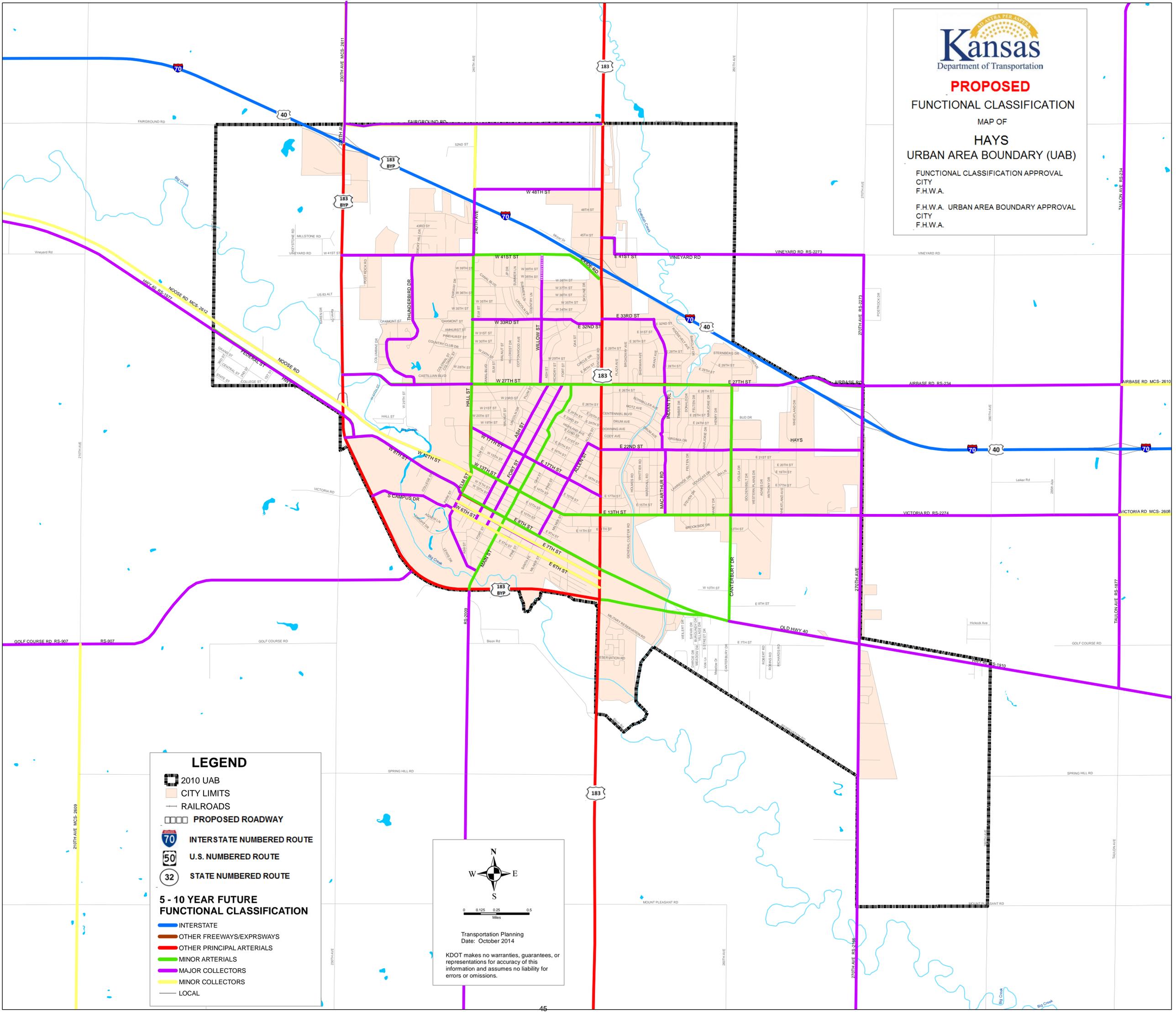
0 0.125 0.25 0.5
 Miles

Transportation Planning
 Source: Atlasprd
 Created in ArcView 9.1 using ArcMap
 Date: June 2013

KDOT makes no warranties, guarantees, or
 representations for accuracy of this
 information and assumes no liability for
 errors or omissions.

PROPOSED
FUNCTIONAL CLASSIFICATION
MAP OF
HAYS
URBAN AREA BOUNDARY (UAB)

FUNCTIONAL CLASSIFICATION APPROVAL
CITY
F.H.W.A.
F.H.W.A. URBAN AREA BOUNDARY APPROVAL
CITY
F.H.W.A.

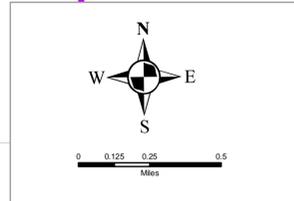


LEGEND

- 2010 UAB
- CITY LIMITS
- RAILROADS
- PROPOSED ROADWAY
- INTERSTATE NUMBERED ROUTE
- U.S. NUMBERED ROUTE
- STATE NUMBERED ROUTE

5 - 10 YEAR FUTURE FUNCTIONAL CLASSIFICATION

- INTERSTATE
- OTHER FREEWAYS/EXPRSWS
- OTHER PRINCIPAL ARTERIALS
- MINOR ARTERIALS
- MAJOR COLLECTORS
- MINOR COLLECTORS
- LOCAL



Transportation Planning
Date: October 2014

KDOT makes no warranties, guarantees, or representations for accuracy of this information and assumes no liability for errors or omissions.

MAP ID	Street Name	BeginPoint	EndPoint	FunCls_Current	funcls_Proposed
1	Elm St/Hall St	8th Street	27th Street	Principal Arterial	Minor Arterial
2	27th St	Hall	Canterbury	Principal Arterial	Minor Arterial
3	Canterbury Dr	13th Street	27th Street	Principal Arterial	Minor Arterial
4	13th St	Hall	Canterbury	Principal Arterial	Minor Arterial
5	W 8th St	Elm	Vine Street (US-183)	Principal Arterial	Minor Arterial
6	Hall St	41st Street	48th Street	Minor Arterial	Major Collector
7	W 27th St	US-183 Bypass	Hall Street	Minor Arterial	Major Collector
8	E 27th St	Canterbury	Commerce Pkwy (270th Ave)	Minor Arterial	Major Collector
9	Commerce Pkwy	Old Highway 40	27th Street	Minor Arterial	Major Collector
10	E 13th St	Canterbury	Commerce Pkwy (270th Ave)	Minor Arterial	Major Collector
11	Old Highway 40	Canterbury	Commerce Pkwy (270th Ave)	Minor Arterial	Major Collector
12	W 8th St	US-183 Bypass	Elm Street	Minor Arterial	Major Collector
13	Old Hwy 40	West UAB	8th Street	Minor Arterial	Major Collector
14	Vineyard Rd	US-183	East UAB	Minor Arterial	Major Collector
15	W 41st St	US-183 Bypass	Hall Street	Minor Arterial	Major Collector
16	Fairground Rd	230th Ave	US-183	Minor Arterial	Major Collector
17	230th Ave	I-70	Fairground Rd	Minor Arterial	Major Collector
18	240th Ave	W 48th St	Fairground Rd	Minor Arterial	Minor Collector
19	W 12th St	West UAB	Elm Street	Major Collector	Minor Collector
20	W 6th St	Elm Street	US-183	Major Collector	Minor Collector
21	W 7th St	Elm Street	US-183	Major Collector	Minor Collector

HIGHWAY FUNCTIONAL CLASSIFICATION

Summary – January 2013

The Federal-Aid Highway Act of 1973 required that roads in the Federal-aid highway system must be functionally classified. Despite changes in the definitions of ‘Federal-aid’ and ‘functional classification’, the legislative requirement to maintain a Functional Classification System of roadways is still in effect today. After each census, KDOT has asked all the counties and urban areas to review and update their functionally classified roads.

The functional classification of the nation’s highway, roads, and streets provides important input into the apportionment of federal funds. With the passage of the most recent federal transportation authorization bill, MAP-21, all roads and streets classified as Principal Arterial routes, regardless of jurisdiction, were automatically added to the National Highway System (NHS) on October 1, 2012. Functional classification is also used for many other transportation planning and public policy purposes within States, MPOs and local communities.

Functional classification is the process by which streets and highways are grouped into hierarchical classes according to the character of service they are designed to provide. It is important to understand that individual roads and streets do not work independently, but as a network of roads. Functional classification defines the part that any particular road or street should play in serving the flow of trips through a highway network.

An illustration of a functionally classified rural network is shown in Figure 1. Because cities and larger towns generate and attract a large proportion of longer trips, the Arterial highways provide direct service for such travel. The Collectors serve small towns directly, connecting them to the Arterial network, and collecting traffic from the Local roads. The Local roads serve individual farms or country homes / country housing developments and other rural land uses. The same basic concepts apply to urban areas.

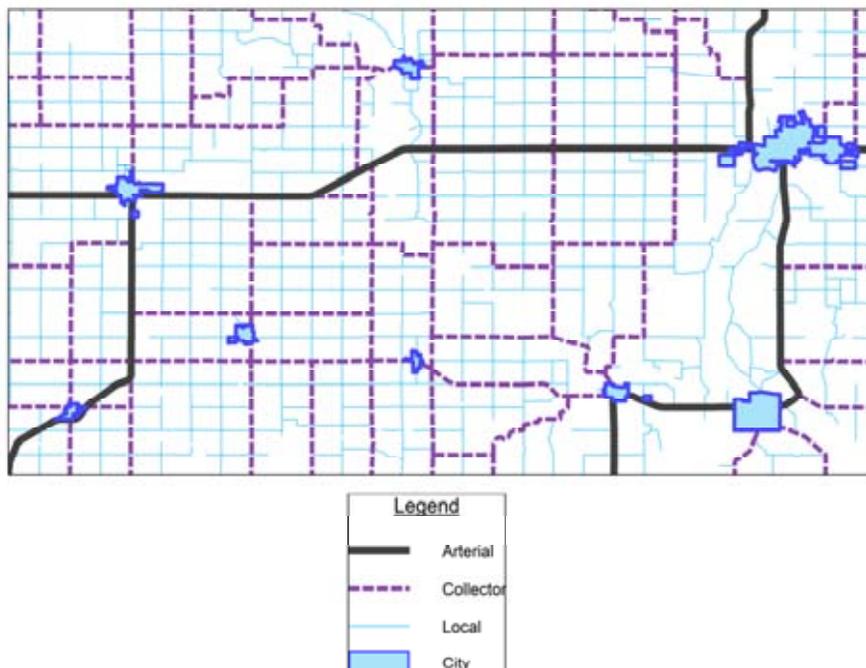


Figure 1: Illustration of a functionally classified rural highway network.

The highway network is a critical medium for the movements of goods and services. The highway network also provides individual travel mobility and access to property. Local facilities reflect land use. Arterials emphasize a high level of mobility for through movement. Collectors offer a compromise between both functions (see Figure 2).

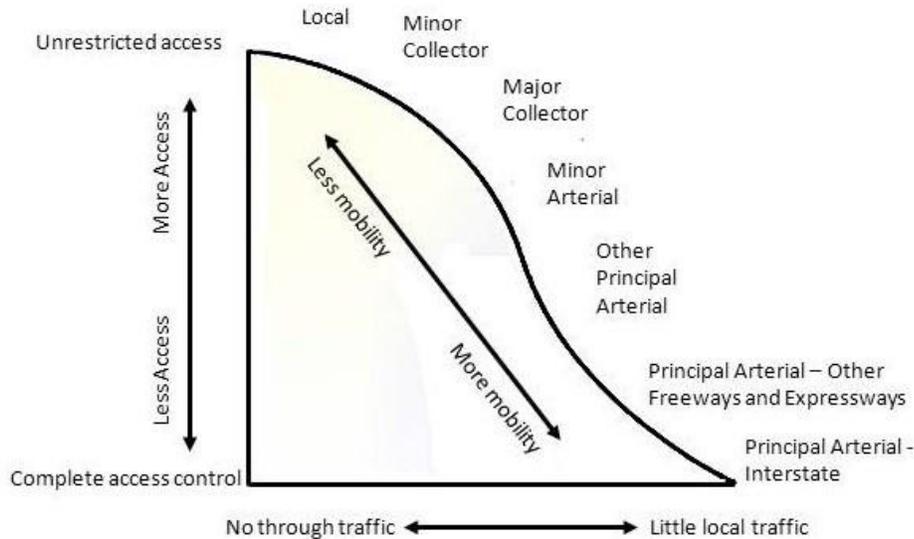


Figure 2: Relationship of Functionally Classified Systems in Serving Traffic Mobility and Land Access

The broad definition of functional classification has not changed since the origin in 1973, but each new highway program and data collection requirement makes minor changes in the details. One of the recent changes from the 2010 HPMS review is the elimination of the separate codes for Rural and Urban Functional Classification. The new functional classification codes are:

Code	Functional Classification	Fund Eligibility – Rural	Fund Eligibility - Urban
1	Interstate	FHWA	FHWA
2	Other Freeways and Expressways	FHWA	FHWA
3	Other Principal Arterials	FHWA	FHWA
4	Minor Arterials	FHWA	FHWA
5	Major Collectors	FHWA	FHWA
6	Minor Collectors	(FEMA)	FHWA
7	Local	(FEMA)	(FEMA)

Table 1: Current Functional Classification codes and fund eligibility

One of the outcomes of functional classification is eligibility for Federal funds. Roads that are classified Major Collector or higher are eligible for Federal funding through the Federal Highway Administration (FHWA). Minor Collectors in the Urban Areas are still eligible for FHWA funding. The other road classifications are not eligible for FHWA funds, which can leave them eligible for funding from other federal programs. Only those roads classified as Minor Collectors in Rural Areas and Local Roads are eligible for Federal Emergency Management Agency (FEMA) funds

after a declared emergency.

In general, the following measures or attributes related to the development of the basic framework of a roadway network can aid in identifying and assigning facilities to predefined functional classes. Even though the distinction between rural and urban codes has been eliminated, the characteristics which define the classification of the roadways still reflect differences between Rural and Urban road usage. Some of these measures are more applicable to the urban areas than to rural areas.

- Service to Activity Centers
- System Continuity
- Land Use Considerations
- Spacing between Routes
- Average Trip Length
- Traffic volume
- Access control

Some other attributes are commonly mis-used to make Functional Classification determinations. Road naming is not important; the functional classification follows from trip characteristics rather than the road name of adjacent network links. Economic importance of the surrounding businesses should not inflate the network importance of high-access/low-speed roads through a Central Business District. Funding eligibility may be a consideration, but it cannot be used to distinguish identical network links. Development can get away from design, current and future trip character should take precedence over historical intent for deciding functional classification of a route.

When reviewing your county's Functional Classification network, keep in mind the following:

- If you want to add a Major or Minor Collector, review the existing system to see if there is mileage that should be designated at a lower functional classification. Historically, roads have been promoted when usage increases but never demoted for reduced usage or when compared against similarly-classified roads; this leads to the current situation where most counties have much more Major Collector mileage than Minor and an unbalanced functional classification network.
- Please provide justification for any proposed change, ideally related to the measures listed above.
- Functionally classified routes should terminate at a roadway with an equal or higher functional classification. Stubs are only acceptable where the termination is at a traffic generator or attractor.
- Unless a maintenance agreement exists, roads along the North and West county lines belong to your county and roads along the South and East county lines belong to the neighboring county.
- Roadway classifications may cross city, county, tribal or state lines. In these situations, changes require the agreement of all involved governments.
- FHWA has the final approval authority for all changes.

Functional Classification Characteristics for Rural Areas

In rural areas (outside of areas with a population of over 5,000) only the classifications of Major Collector, Minor Collector and Local Roads are used for roads off the State Highway System. In rare cases, a Minor Arterial classification may be used if justified by traffic and truck travel.

The **Principal Arterial System** contains Interstate, Other Freeways and Expressways and Other Principal Arterial sub-categories and consists of rural routes which:

- serve corridor movements having long trip lengths and high travel density characteristics, typical of statewide or interstate travel; and
- provide an integrated network without stub connections.

The **Minor Arterial System** consists of rural routes which:

- connect cities, larger towns, and other long-distance trip generators and form an integrated network providing **intercounty** and **intrastate** service;
- provide access to the Principal Arterial system; and
- permit relatively high overall travel speeds, with minimum impedance to through movement.

The **Collector Road System** is subdivided into Major and Minor Collectors which are rural routes serving intracounty travel purposes.

Major Collector Roads

- provide service to:
 - any county seat not on an arterial route;
 - larger population centers not directly served by the higher functional classification categories; and
 - other major traffic generators.
- connect with nearby larger population centers, cities, and routes of higher classification; and
- serve intracounty travel corridors.

Minor Collector Roads

- provide service to the remaining smaller communities;
- connect the locally important traffic generators with their rural areas; and
- collect traffic from local roads and bring traffic from all developed areas (within reasonable distances) to Major Collectors.

The **Local Road System** consists of rural routes which:

- provide access to adjacent land; and
- serve relatively short travel distances.

Functional Classification Characteristics for Urban Areas

The **Principal Arterial System** is subdivided into Interstate, Other Freeways and Expressways, and Other Principal Arterials and consists of urban routes which:

- serve the major portion of trips entering and leaving the urban area, longer intra-city trips, as well as the majority of trips bypassing the central city;
- provide continuity for Arterials which intercept the urban area boundary.

The spacing of routes contained by the Principal Arterial System is related to the travel density of particular sections within the urban area. Almost all routes in this system have full or partial access control, but access control is not a criterion for designating routes as Other Principal Arterial.

With the passage of the most recent federal transportation authorization bill, MAP-21, all roads and streets classified as Principal Arterial routes, regardless of jurisdiction, were automatically added to the National Highway System (NHS) on October 1, 2012.

With the NHS designation on Principal Arterial come some data reporting and financial requirements for the cities:

- Data Reporting Requirements for both pavement (HPMS) and bridges (NBI); example: more expensive element-level inspection and reporting will be required for all NHS bridges instead of the less expensive routine inspections required for bridges on non-NHS routes.
- Asset Management Requirements. Minimum condition or performance targets for pavement and bridge condition will be established that will need to be met on all NHS facilities. Development of a management plan is required.
- Outdoor Advertising Regulations will now apply to the newly added NHS routes.
- Requirement to use AASHTO Design Criteria and Standards for projects on these routes. This requirement applies to all major projects on NHS routes, regardless of funding source.

The **Minor Arterial System** consists of routes which:

- interconnect and augment with the higher-level Arterial system; and
- serve intracity trips of moderate length;

Spacing of Minor Arterial streets may vary from 0.125 - 0.5 mile in the central business district to 2 - 3 miles in the suburban fringes, but should normally be not more than 1 mile in fully developed areas.

The **Collector Road System** is subdivided into Major and Minor Collectors which are urban routes serving area travel purposes.

Major Collector Street System consists of routes which:

- Serve both land access and traffic circulation in higher density residential and commercial/industrial areas;
- Distributes and channel trips between Local Roads and Arterials, usually over a distance of greater than three-quarters of a mile

Minor Collector Street System consists of routes which:

- Serve both land access and traffic circulation in lower density residential and commercial/industrial areas;
- Distributes and channel trips between Local Roads and Arterials, usually over a distance of less than three-quarters of a mile

Urban Local Street System consists of routes which:

- provide direct access to adjacent land;
- connect to higher functional classes;
- serve short travel; and
- carries no through travel.

Kansas Department of Transportation

Guidance on Additional Federal Requirements for Non-State System Roads on the National Highway System - 11/1/2013

On October 1, 2012 Section 1104 of MAP-21 added to the National Highway System (NHS) those roads that at that time were functionally classified as principal arterial but not yet part of the system. This increased Kansas' NHS system mileage by over 250 miles on the State Highway System (SHS) and over 450 miles on the local systems. All roadways on the NHS, including those added by MAP-21, must comply with applicable Federal regulations. These regulations include design standards, State-FHWA contracting oversight procedures, Highway Performance Monitoring System reporting, National Bridge Inventory inspections and reporting, national performance measures data collection, and outdoor advertisement/junkyard control.

Funding Impacts

Currently, KDOT shares approximately 20% of our Federal funds with local jurisdictions. We expect to continue this practice, and do not plan to increase the local share. We will continue to share Surface Transportation Program (STP) funds, as they are the most flexible. Although MAP-21 increased the mileage of the NHS, there was no additional funding provided. There will be no additional sub-allocated funds for Transportation Management Areas.

Design Standards

MAP-21 specifies that the design requirements of 23 CFR Part 625 apply to all projects on the NHS, **regardless of funding source**. This requirement applies to projects on the NHS, regardless of whether they are funded by the federal government or by State or local resources. The NHS standards adopted by FHWA (currently the 2004 AASHTO Green Book, 2004 ADA Accessibility Guidelines and PROWAG, etc.) apply to new and reconstruction projects. Design standards for resurfacing, restoration, and rehabilitation (3R) projects that have been agreed to by the State DOT and FHWA Division Administrator will apply to 3R projects on these routes. The applicable 3R standards are available via the KART service at <http://kart.ksdot.org>. **Exceptions to any design requirements or standards must be documented and maintained as part of the project file.**

Local jurisdictions are responsible for additional costs associated with design requirements for a project on the NHS.

State-FHWA Contracting Oversight Procedures

Projects on the NHS must follow State-FHWA oversight procedures. MAP-21 defines a level of oversight called 'focused' (was 'full oversight'.) The Kansas FHWA Division determines these 'Projects of Division Interest' and requires that all contracting procedures and specifications be pre-approved by FHWA. Projects are selected for this higher level of scrutiny based on risk analysis strategies. Localities with administration authority will be responsible to fulfill

requirements of the State/FHWA Stewardship/Oversight agreement. Even where KDOT is the administrator, this additional oversight will require longer lead times and increased interaction with the local agency(s).

Local jurisdictions are responsible for additional costs associated with oversight procedures for a project on the NHS.

Highway Performance Monitoring System (HPMS) Reporting

Data for many assets and conditions are collected for the annual HPMS reporting, including traffic and truck counts, International Roughness Index (IRI), paving type and width, shoulder and median types, passing zones and many others. Much of this is collected for selected sample sections, and KDOT expects to continue existing collection and reporting on the sample data. Each local authority is responsible to meet data collecting and reporting requirements for all non-SHS NHS segments within its area of authority. At this time only the IRI pavement data collection must be expanded, but traffic data may also be insufficient as it is currently collected. The HPMS Field Manual at <http://www.fhwa.dot.gov/ohim/hpmsmanl/hpms.cfm> provides the requirements for HPMS data collection.

Local jurisdictions are responsible for additional costs associated with data requirements for NHS roadways.

National Bridge Inventory Reporting

Bridges on the NHS must be inspected using a method called element-level bridge inspection. Element-level inspection is more complex than standard inspection, and requires inspectors trained in this technique. The element-level inspection requirements are established in the AASHTO Guide Manual for Bridge Element Inspections (February 2011, superseding the CoRe Guide) and will be reflected in the upcoming NBI coding guide. (Please see <http://www.fhwa.dot.gov/bridge/inspection/> for more information.) The cost of the initial inspection will be about twice the cost of a standard inspection, but subsequent inspection is not likely to be significantly more costly.

The local jurisdictions are responsible for costs associated with element level bridge inspection for NHS bridges on roads under their jurisdiction. Currently, we are working under an extension of the original 2012 deadline for reporting element-level inspections; any bridges that are on the NHS as of December 31, 2013 will have to report element-level inspection results for the 2013 NBI in the Spring of 2014.

National Performance Measures Data Collection

We anticipate that in the Spring of 2014 that the Federal Highway Administration will release the required performance measures that must be reported on NHS routes. These measures will be established under the authority of 23 USC 150(c), the National Highway Performance Program, and the Highway Safety Improvement Program. We expect that data requirements will include additional traffic data to assess accident rate, mobility and freight movement; pavement rating or

condition surveys, and inventory of roadside and roadway assets. Each local authority is responsible to meet data collecting and reporting requirements for non-SHS NHS segments within its area of responsibility.

The local jurisdictions are responsible for any costs to collect data for national performance measures and to submit it in a timely manner. Specific data collection requirements are not known at this time.

Outdoor Advertisement/Junkyard Control

U.S.C. 136, as amended by MAP-21 Section 1404(b), results in the State being responsible for effective Outdoor Advertising and junkyard control along roadways classified as part of the NHS. In Kansas, junkyards are already controlled on these additional roadways according to K.S.A. 68-2201 et seq. However, Outdoor Advertising regulations now apply to these additional roadways.

The penalty for not providing effective control of outdoor advertising is 10 percent of the funds that would otherwise be apportioned to the State under section 104. Penalties against KDOT from violations on non-SHS NHS will be assessed against all Federal transportation funds apportioned to the local jurisdiction with authority on those roads.

The local jurisdictions are responsible for providing control of outdoor advertising.

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 7

MEETING DATE: 12-11-14

TOPIC:

Resolution to Approve Urban Functional Classification of Streets

ACTION REQUESTED:

Approve Resolution No. 2014-028 approving the urban functional classification of streets for the City of Hays.

NARRATIVE:

KDOT has requested the City consider updating the Urban Area Boundary and Functional Classification Map for the City of Hays. The proposed change to the Urban Area Boundary is due to the change in the 2010 Census Urban Cluster for Hays. The change to the Functional Classification Map is to relieve the City from requirements of the current Federal Transportation Program imposed on Primary Arterial Roadways. Both the Hays Area Planning Commission and Ellis County staff support the proposed changes. The proposed changes have no impact on the eligibility of State or Federal transportation project funding.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

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

ADMINISTRATION RECOMMENDATION:

City Staff recommends adopting Resolution No. 2014-028 updating the Functional Classification as recommended by KDOT.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Resolution No. 2014-028

RESOLUTION NO. 2014-028
Resolution to Approve Urban Functional Classification Systems

City: Hays

WHEREAS: The above stated city has reviewed the functional classification of streets located within the urban boundary, and

WHEREAS: Said city is aware that those streets classified as Minor Collectors and above are eligible for federal STP funding,

NOW THEREFORE BE IT RESOLVED: That the functional classification of streets inside the urban boundary is approved as indicated on the attached, signed map.

Adopted this 11th day of December, 2014, in Hays, Kansas.

Recommended for Approval:

Appropriate City Officials:

City Engineer

Attest:

Seal

City Clerk

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 8

MEETING DATE: 12-11-14

TOPIC:

Passenger Facilitation Charge

ACTION REQUESTED:

Authorize the City Manager to sign and submit application to FAA for a passenger facilitation charge in the amount of \$4.50 per ticketed passenger flying SkyWest Airlines out of the Hays Regional Airport.

NARRATIVE:

The proposed Passenger Facilitation Charge (PFC) allows for a fee of \$4.50 to be charged to each ticket for passenger flights originating from the Hays Regional Airport. The revenues generated by this fee can be used to fund capital projects at the airport. In August of 2014 the Commission authorized Staff to begin the application process to implement the PFC. This process involved notification to the public and carrier as well as a public hearing on the matter. These steps are complete and Staff requests authorization to make the formal application to the FAA to begin implementation. If approved, the fee could be in place by February 1, 2015 and could generate approximately \$58,000 annually.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

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

ADMINISTRATION RECOMMENDATION:

City Staff recommends making application for the PFC.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
PFC Application

Commission Work Session Agenda

Memo

From: ID Creech, Director Public Works

Work Session: December 4, 2014

Subject: Passenger Facilitation Charge

Person(s) Responsible: Toby Dougherty, City Manager
ID Creech, Director Public Works

Summary

The Passenger Facilitation Charge (PFC) allows for a fee of \$4.50 to be charged to each ticket for passenger flights originating from the Hays Regional Airport. The revenues generated by this fee can be used to fund capital projects at the airport. In August of 2014 the Commission authorized Staff to begin the application process to implement the PFC. This process involved notification to the public and carrier as well as a public hearing on the matter. These steps are complete and Staff requests authorization to make the formal application to the FAA to begin implementation. If approved, the fee could be in place by February 1, 2015 and could generate approximately \$58,000 annually.

Background

Under the guidance and authorization of the FAA, the PFC Program allows the collection of PFC fees up to \$4.50 for every boarded passenger at commercial airports controlled by public agencies. Airports use these fees to fund FAA approved projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition.

Currently in Kansas, Garden City is collecting \$4.50 per passenger since October 2013; Manhattan started collecting PFCs in 1998 and has three (3) currently approved; Topeka started their PFC in 2007; and Wichita began collecting PFC in 1994 with the latest add on from November 2010 for their new airport terminal. Wichita has four (4) currently extending out thirty-five years. There are over eleven hundred (1100) currently approved PFCs in place across the United States as of July 1, 2014.

Discussion

Using the FAA approved list of Airport Improvement Program (AIP) projects, the Hays Regional Airport is eligible to apply for a passenger facilitation program fee for all commercially boarded passengers in the maximum amount of \$4.50 per ticket sold. The money collected by the airline(s) from this fee would be distributed to the Hays Regional Airport in quarterly payments to be used as local match or reimbursement of match for PFC identified and approved projects. The fees may be collected over multiple years

and may also have prior collections based on qualified estimated costs with a true-up future amendment.

The Hays Airport has two (2) projects that are currently eligible for collection:

The Terminal Improvement project is eligible for PFC collections – including engineering – up to \$119,802

The second project is the rehabilitation/maintenance of the 4-22 Crosswind runway currently scheduled for federal fiscal year 2015. The estimated costs for the project – including engineering – are \$683,400 with an Airport match of \$68,340 eligible for collection.

Based on the passenger load used by SkyWest for the essential air service contract of 13,000 boardings per year, a PFC of \$4.50 would generate \$58,500 per year. Based on this revenue assumption and the expected project expenditures, our application to the FAA for a PFC would be in the amount of \$188,142 collected over approximately 3.32 years.

The Airport would have the revenue controlled by both amount and term of collection. Should passenger count exceed the estimate, revenue would be collected faster and the term of collection would be reduced. Conversely, if revenue fails to meet expectations, the term for collection would increase. The process goes hand in hand for the projects identified; amount needed; and, term of collection.

Amendments to the PFC collection can be made and additional PFC applications can be submitted and approved during a collection period. Such would be restricted to the maximum charge available – but, could be approved on an end to end basis maintaining a revenue stream for approved projects. This revenue source plays a critical role in funding future CIP Projects (see 2015 CIP – Airport).

Please note that there are reporting requirements involved in this program that could add some administrative costs to the City Clerk’s record keeping.

The process for establishing a PFC begins with consultation with the FAA and notification to commercial air carriers using the Hays Regional Airport. The notification is a thirty day (30) notification period before meeting with the carrier. As sponsor, the Airport is also required to notify the public via newspaper or website of the date and time of the meeting. Normally, the airline consultation and the public meetings are held together. Following the meeting, there is a thirty day (30) comment period. After the comment period, an application is submitted to the FAA and the FAA has thirty days (30) to review. If approved, notification is made back through to the carrier – usually another thirty day (30) period - and collection begins on the first day of the month. Payments are made quarterly by the carrier directly to the airport.

Consultation with FAA	completed	July 16th	
Notification to Commercial Carrier	completed	August 18th	
Public Notification	completed	Autust 18th	
Consultation	completed	September 16th	
Public Meeting	completed	September 16th	
Public Comment	completed	October 20th	

By our most aggressive estimate, an approved PFC could be in place collecting fees by February 1, 2015 with first payment received by the Airport sometime after May 1, 2015.

Legal Consideration

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

Financial Consideration

The estimated amount of revenue that could be generated by a PFC at the Hays Regional Airport is sufficient to provide local match for current and future eligible AIP projects. The fee is collected by an outside entity under federal guideline creating only a minor administrative cost for compliance in-house. Moneys collected under this system can reimburse the Airport for eligible expenditures allowing projects to proceed as moneys are collected and full reimbursement can be achieved no matter how long the necessary collection period.

Options

The City Commission has the following options:

- Approve the application for a passenger facilitation charge
- Do not approve the application
- Provide some other direction
- Do nothing

Recommendation

Staff will recommend motion to make application for a passenger facilitation charge for the Terminal Improvement Project and the 4-22 Runway Rehabilitation/ Maintenance Project.

Action Requested

Staff requests approval of the recommendation.

Supporting Documentation

FAA PFC Application



Federal Aviation Administration
U. S. Department of Transportation

PASSENGER FACILITY CHARGE (PFC) APPLICATION

FAA USE ONLY

1. Application Type (Check all that apply)

- a. Impose PFC Charges
- b. Use PFC Revenue
- c. Amend PFC No. _____

Date Received _____

PFC Number _____

PART I

2. Public Agency Name, Address, and Contact Person

Agency Name Hays Regional Airport
Address 3508 E. 8th Street
City, State, ZIP Hays, Kansas 67601
Contact Person Nathan Marcucci

3. Airport(s) to Use

Hays Regional Airport

4. Consultation Dates

a. Date of Written Notice to Air Carriers:

August 18, 2014

b. Date of Consultation Meeting with Air Carriers: September 17, 2014

c. Date of Public Notice

August 18, 2014

PART II

5. Charges

a. Airport to Impose	b. Level	c. Total Estimated PFC Revenue by Level	d. Proposed Effective Date:	e. Estimated Expiration Date:
Hays Regional Airport	<input type="checkbox"/> \$1.00 <input type="checkbox"/> \$2.00 <input type="checkbox"/> \$3.00	Impose \$188,142	February 1, 2014	August 1, 2018
	<input type="checkbox"/> \$4.00 <input checked="" type="checkbox"/> \$4.50	Use		
		Use		

PART III

6. Attachments (Check all that Apply)

Attached	Submitted with Application Number	Document
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Airport Capital Improvement Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Information (Attachment B)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Air Carrier Consultation and Public Notice Information
<input type="checkbox"/>	<input type="checkbox"/>	Request to Exclude Class(es) of Carriers
<input type="checkbox"/>	<input type="checkbox"/>	Alternative Uses/Projects
<input type="checkbox"/>	<input type="checkbox"/>	Competition Plan/Update
<input type="checkbox"/>	<input type="checkbox"/>	ALP/Airspace/Environmental
<input type="checkbox"/>	<input type="checkbox"/>	Notice of Intent Project Information

PART IV

7. With respect to this PFC application I hereby certify as follows:

To the best of my knowledge and belief, all data in this application are true and correct;
This application has been duly authorized by the governing body of the public agency;
The public agency will comply with the assurances (Appendix A to Part 158) if the application is approved;
For those projects for which approval to use PFC revenue is requested, all applicable ALP approvals, airspace determinations, and environmental reviews required by the National Environmental Policy Act have been completed.
If required, the public agency has submitted a competition plan in accordance with 49 U.S.C. 47106(f); and
If required by 49 U.S.C. 40117(d)(4), adequate provision for financing the airside needs, including runways, taxiways, aprons, and gates, has been made by the public agency.

a. Typed Name of Authorized Representative Toby Dougherty	b. Title City Manager	c. Telephone Number 785.628.7320
	d. E-mail Address tdougherty@haysusa.com	e. Fax Number 785.628.7323
f. Signature of Authorized Representative		g. Date Signed

Paperwork Reduction Act Statement: This form is the FAA's primary source for collecting information for the authority to collect PFC revenue for airport development. This information is used to determine the eligibility and justification of airport development projects regarding safety, security, or capacity of the national air transportation system; or which reduce noise or mitigate noise impacts resulting from an airport; or furnish opportunities for enhanced competition between or among air carriers. It is estimated that it will take approximately 5-80 hours to fill out the application depending on the complexity. The use of the form is required to obtain FAA approval of authority to collect PFC revenue (49 U.S.C. 40117(c)). No assurance of confidentiality is necessary or provided. It should be noted that an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection of information is 2120-0557. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave. SW, Washington, DC, 20591, Attn: Information Collections Clearance Officer, AIO-20.

ATTACHMENT H

Fill in all shaded areas, and break projects into major components.

Public Agency:

City of Hays

Location:

Hays, KS

Impose Airport

Hays Regional Airport

Use Airport(s):

Hays Regional Airport

Prj No.	Project Title	PFC Level	PFC Revenue Requested				AIP Funds	Grant No.	Other Revenue	Total Project Cost	Project Type	PFC Objective
			Pay-as-you-go	Bond Capital	Financing	Total PFC						
1	Rehabilitate Terminal Building (design)	\$4.50	\$ 17,565	\$ -	\$ -	\$ 17,565	\$158,076	3-20-0028-	\$0	\$175,641	Select	Select Objective
2	Rehabilitate Terminal Building (construction)	\$4.50	\$ 102,237	\$ -	\$ -	\$ 102,237	\$920,133	3-20-0028-	\$0	\$1,022,370	Select	Select Objective
3	Rehabilitate Runway 4-22	\$4.50	\$ 68,340	\$ -	\$ -	\$ 68,340	\$686,930	3-20-0028-	\$0	\$755,270	Select	Select Objective
4						\$ -	\$0		\$0	\$0	Select	Select Objective
5						\$ -			\$0	\$0	Select	Select Objective
6						\$ -			\$0	\$0	Select	Select Objective
7						\$ -			\$0	\$0	Select	Select Objective
8						\$ -			\$0	\$0	Select	Select Objective
9						\$ -			\$0	\$0	Select	Select Objective
10						\$ -			\$0	\$0	Select	Select Objective
11						\$ -			\$0	\$0	Select	Select Objective
12						\$ -			\$0	\$0	Select	Select Objective
13						\$ -			\$0	\$0	Select	Select Objective
14						\$ -			\$0	\$0	Select	Select Objective
15						\$ -			\$0	\$0	Select	Select Objective
16						\$ -			\$0	\$0	Select	Select Objective
17						\$ -			\$0	\$0	Select	Select Objective
18						\$ -			\$0	\$0	Select	Select Objective
19						\$ -			\$0	\$0	Select	Select Objective
20						\$ -			\$0	\$0	Select	Select Objective
Notice Total:			\$188,142	\$0	\$0	\$ 188,142						

Proposed Excluded Class(es) of Carrier:

TOBY DOUGHERTY, CITY MANAGER
CPM, ICMA-CM

PAUL BRISENO, ASSISTANT CITY MANAGER

P.O. BOX 490
1507 MAIN STREET
HAYS, KANSAS 67601-0490
TEL 785/628-7320
FAX 785/628-7323
www.haysusa.com



CITY COMMISSION
HENRY SCHWALLER, IV, MAYOR
EBER PHELPS
SHAUN MUSIL
RON MELLICK
KENT STEWARD

SkyWest file

August 18, 2014

SkyWest Airlines, Inc.
444 S River Road
St. George, UT 84790

RE: NOTICE TO AIR CARRIERS OF CONSOLATION MEETING FOR PASSENGER FACILITY CHARGE (PFC) APPLICATION

To Whom It May Concern:

This letter is to serve as the notice to air carriers that the Hays Regional Airport (HYS) intends to submit an "Impose and Use" PFC application to the FAA.

The Hays Regional Airport will hold an air carrier consultation/public meeting at **3:00 p.m. on Wednesday, September 17, 2014** at the Hays Regional Airport conference room, located at 3950 East 8th Street, Hays, Kansas.

The proposed projects are as follows:

<u>Project #</u>	<u>Title</u>	<u>Description</u>	<u>City Share</u>
30	Rehabilitate Terminal Building (design)	Add Secure gate area, upgrade HVAC, roof, restrooms, etc.	\$17,565
31	Rehabilitate Terminal Building (construction)	Add Secure gate area, upgrade HVAC, roof, restrooms, etc.	\$102,237
32	Rehabilitate Runway 4/22	Joint seal, spall repair, and panel replacement	\$68,340
Total PFC to collect			\$188,142

The PFC application will apply PFC's to the local sponsor share of costs on these projects.

SkyWest Airlines, Inc.

Page 2

August 18, 2014

The proposed PFC level is \$4.50. The proposed charge effective date is February 1, 2015. The estimated expiration date is April 30, 2018. The estimated PFC to collect is \$188,142.00. This is based on the passenger load used by SkyWest for the essential air service contract of 13,000 boardings per year.

Pursuant to Section 158.23 (c) (1) of the Federal Aviation regulations, each air carrier is requested to provide within 30 days of receiving this letter a written acknowledgement of receipt. Please address acknowledgement to:

City of Hays
Hays Regional Airport
I.D. Creech, Director of Public Works/Airport Manager
1002 Vine Street
Hays, KS 67601

The Hays Regional Airport will hold an air carrier consultation/public meeting at **3:00 p.m. on Wednesday, September 17, 2014** at the Hays Regional Airport conference room, located at 3950 East 8th Street, Hays, Kansas.

Sincerely,

A handwritten signature in black ink, appearing to read 'Toby Dougherty', written over a circular stamp or seal.

Toby Dougherty
City Manager
CPM, ICMA-CM

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Monday August 18th, 2014 :: 02:32 p.m. CDT

 Forward

Advisory

**PUBLIC NOTICE/AIR CARRIER CONSULTATION
MEETING** Message Expired

PUBLIC NOTICE/AIR CARRIER CONSULTATION MEETING

INTENT TO SUBMIT A PASSENGER FACILITY CHARGE APPLICATION
TO IMPOSE AND USE PASSENGER FACILITY CHARGE AT
HAYS REGIONAL AIRPORT LOCATED IN HAYS, KANSAS

August 18, 2014

Pursuant to CFR 158.24, the City of Hays (city), owner and operator of the Hays Regional Airport (airport), hereby provides public notice of the city's intention to file a passenger facility charge (PFC) application with the intent to impose and use the PFC at the airport to fund the local share of certain PFC eligible airport improvements.

Under 14 CFR 158.11, the airport will request the exemption of ATCO-nonscheduled/on-demand air carriers (filing FAA Form 1800-31) that enplane fewer than 500 passengers per year from the PFC.

PFC project descriptions and finance information are listed below:

Project #30 - Rehabilitate Terminal Building (design) - Add Secure gate area, upgrade HVAC, roof, restrooms, etc. City Share = \$17,565
Project #31 - Rehabilitate Terminal Building (construction) - Add Secure gate area, upgrade HVAC, roof, restrooms, etc. City Share = \$102,237
Project #32 - Rehabilitate Runway 4/22 - Joint seal, spall repair, and panel replacement City Share = \$68,340
Total PFC to collect \$188,142

PFC level: \$4.50 per enplaned passenger. As per section 158.23, an enplaned passenger is defined as a domestic, territorial, or international passenger enplaned in scheduled or non-scheduled service on aircraft in interstate or foreign commerce.

Proposed charge effective date: February 1, 2015

Estimated charge expiration date: April 30, 2018

Estimated total PFC revenue: \$188,142.00

A 30 day period is provided for filing of comments by the public. Comments must be received by 5:00 p.m. on Tuesday, September 16, 2014.

The Hays Regional Airport will hold an air carrier consultation meeting at 3:00 p.m. on Wednesday, September 17, 2014 at the Hays Regional Airport conference room, 3950 East 8th Street, Hays, Kansas.

After the air carrier consultation meeting/public notice another 30 day period is

More Messages

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provided for filing of comments. Comments must be received by 5:00 p.m. on Monday, October 20, 2014.

Comments may be submitted to:

City of Hays
Hays Regional Airport
I.D. Creech, Director of Public Works/Airport Manager
1002 Vine Street
Hays, KS 67601

Address/Location

[City of Hays](#)

105 W. 12th

Hays, KS 67601

Contact

Emergency: 9-1-1

Non-emergencies: 785-625-1011



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CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 9

MEETING DATE: 12-11-14

TOPIC:

Addendum to the IAFF Local 2119 Union Contract

ACTION REQUESTED:

Authorize the Mayor, City Manager, and Fire Chief to sign the 2015 Addendum to the 2013 thru 2015 IAFF Local 2119 Union Contract.

NARRATIVE:

The City of Hays and the IAFF Local 2119 have an agreement for fiscal year 2015 Wages, and Administration of the Pay Plan. The agreement states the City will provide members of the IAFF bargaining unit with a one-time 2% bonus, paid bi-weekly beginning with the first payroll in 2015 and ending with the last payroll in 2015. The City will continue the current pay ranges.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Paul Briseno, Assistant City Manager

ADMINISTRATION RECOMMENDATION:

Staff recommends the agreed upon language for the 2015 addendum between the City of Hays and IAFF, International Association of Firefighters Union, Local 2119.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Addendum to Agreement between the City of Hays and IAFF, International Association of Firefighters Union, Local 2119

Commission Work Session Agenda

Memo

From: Paul Briseno, Assistant City Manager

Meeting: December 4, 2014

Subject: Addendum to the IAFF Local 2119 Union Contract

Person(s) Responsible: Paul Briseno, Assistant City Manager
Toby Dougherty, City Manager

Summary

The City of Hays and the IAFF Local 2119 have an agreement for fiscal year 2015 Wages, and Administration of the Pay Plan. The agreement states the City will provide members of the IAFF bargaining unit with a one-time 2% bonus, paid bi-weekly beginning with the first payroll in 2015 and ending with the last payroll in 2015. The City will continue the current pay ranges.

Background

The IAFF contract contains annual openers for Section 10 Health Insurance, if conditions are met, and Section 15 Wages and Administration of the Pay Plan.

Discussion

The City and IAFF began the meet and confer process in March of 2014 to discuss the openers for the 2014 contract. Five meetings were held including mediation. Both parties tentatively agree to the attached proposal.

Legal Consideration

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

Financial Consideration

The City of Hays will budget a one-time 2% bonus, paid bi-weekly beginning with the first payroll in 2015 and ending with the last payroll in 2015. The City will continue the current pay ranges.

Options

The City Commission has the following options;

1. Adopt the agreement between the City of Hays and the IAFF, International Association of Firefighters Union, Local 2119.

2. Reject the agreement between the City of Hays and the IAFF, International Association of Firefighters Union, Local 2119 and give staff further direction
3. Take no action

Recommendation

Staff recommends the agreed upon language for the 2015 addendum between the City of Hays and IAFF, International Association of Firefighters Union, Local 2119.

Action Requested

Staff requests that the Hays City Commission authorize the Mayor, City Manager, and Fire Chief to sign the 2015 Addendum to the 2013 thru 2015 Union Contract.

Supporting Documentation

Addendum to Agreement between the City of Hays and IAFF, International Association of Firefighters Union, Local 2119.

ADDENDUM TO AGREEMENT

BETWEEN

**CITY OF HAYS
AND
FIREFIGHTERS LOCAL 2119**

This addendum to agreement executed on this 11th day of December, 2014, between the City of Hays, Kansas, hereinafter referred to as the "City", and Firefighters Local 2119, hereinafter referred to as the "IAFF", is intended to be attached to and made a part of the existing Memorandum of Agreement between the City and the IAFF that expires December 31, 2015. This addendum is in effect from January 1, 2015 through December 31, 2015. All portions of this agreement are incorporated therein by reference unless specifically altered or changed by the provisions of this Addendum.

Section 15. WAGES / ADMINISTRATION OF THE PAY PLAN

For fiscal year 2015 the City agrees to provide all covered employees of the IAFF bargaining union with a one-time 2% bonus, paid bi-weekly beginning with the first payroll in 2015 and ending with the last payroll in 2015. The City will continue the current pay ranges.

IN WITNESS WHEREOF, the City and the IAFF have hereunto set their hand this 11th day of December, 2014.

FOR THE IAFF

FOR THE CITY

President

Mayor

Vice-President

City Manager

Secretary-Treasurer

Fire Chief

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 10

MEETING DATE: 12-11-14

TOPIC:

2015 Job Classification and Pay Plan

ACTION REQUESTED:

Approve Resolution No. 2014-029 adopting the 2015 job classification and pay plan which includes a one-time 2% bonus for all employees and continuation of the current pay plan.

NARRATIVE:

According to City Code Section 47-4, the City Commission must adopt a job classification and pay plan for City employees. For 2015, the City Administration recommends providing all employees with a one-time 2% bonus at the beginning of 2015 and continuation of the existing pay plan. This increase was presented at the December 4, 2014 City Commission Work Session.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Erin Giebler, Director of Human Resources

ADMINISTRATION RECOMMENDATION:

Approve Resolution No. 2014-029 adopting the 2015 job classification and pay plan which includes a one-time 2% bonus for all employees and continuation of the current pay plan.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Resolution No. 2014-029
2015 Job Classification
2015 Pay Ranges

Commission Work Session Agenda

Memo

From: Erin Giebler, Director of Human Resources

Work Session: December 4, 2014

Subject: 2015 Job Classification and Pay Plan

Person(s) Responsible: Erin Giebler, Director of Human Resources

Summary

Each year city ordinance requires the adoption of a pay plan and job classification by resolution. The 2015 budget contains these salary changes.

City staff recommends adoption of the 2015 pay plan and job classification which includes a one-time 2% bonus for payroll year 2015, while keeping the City's current pay ranges.

Background

City Code Section 47-4 necessitates the adoption of a pay plan and job classification for city employees. In 2014 employees received a 1% merit increase. The 2015 budget contains the City's recommendation of a one-time 2% bonus.

Discussion

City staff recommends a one-time 2% bonus for payroll year 2015 for all employees. Employees will be paid this bonus as they accrue it. Staff also recommends continuing the current pay ranges as they are now.

Legal Consideration

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

Financial Consideration

The total impact of a one-time 2% bonus on the 2015 budget is approximately \$203,500. This amount includes the General Fund portion of \$127,500, with \$36,000 attributed to the Enterprise and Miscellaneous Funds, as well as Benefits at \$40,000.

Options

The City Commission has the following options:

1. The City Commission may approve the resolution adopting the pay plan and job classification plan for 2015.
2. The City Commission may choose not to approve the resolution.
3. The City Commission can provide staff with further guidance.

Recommendation

Staff recommends adoption of the 2015 pay plan and job classification which includes a one-time 2% bonus for payroll year 2015, while keeping the City's current pay ranges.

Action Requested

Adopt the 2015 job classification and pay plan resolution that includes a one-time 2% bonus for payroll year 2015, while keeping the City's current pay ranges

Supporting Documentation

Resolution Amending Pay Plan
2015 Job Classification
2015 Pay Ranges

RESOLUTION NO. 2014-029

A RESOLUTION AMENDING THE PAY PLAN AND JOB CLASSIFICATION SCHEDULE FOR CITY EMPLOYEES, CREATED PURSUANT TO SECTION 2.52.040 OF THE HAYS CODE AND REPEALING ALL PREVIOUS RESOLUTIONS, MOTIONS OR ACTIONS IN CONFLICT THEREWITH.

WHEREAS, The City Manager has submitted to the Governing Body the amended Pay Plan and Job Classification Schedule for payroll year 2015; and

WHEREAS, The Governing Body of the City of Hays is desirous of adopting the Pay Plan and Job Classification Schedule as submitted by the City Manager.

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

SECTION 1. The Job Classification Schedule and Pay Plan, as provided for by Section 2.52.040 of the Hays Code, and as set out and referred to as the 2015 Job Classification Schedule and Pay Plan, is hereby adopted by reference as the official Pay Plan and Job Classification Schedule for the various classifications attached hereto and made a part of this Resolution.

SECTION 2. That the effective date of the Job Classification Schedule and Pay Plan for the covered employees of the City of Hays, Kansas, shall be December 21, 2014.

SECTION 3. That a copy of said Job Classification and Pay Plan for City employees shall be on file in the office of the City Manager, and the City Manager is authorized to administer and put into effect said Job Classification Schedule and Pay Plan.

SECTION 4. That all previous motions, resolutions, or actions in conflict with the referenced Job Classification Schedule and Pay Plan are hereby repealed.

PASSED BY THE CITY COMMISSION DECEMBER 11, 2014.

HENRY SCHWALLER, IV
Mayor

ATTEST:

BRENDA KITCHEN
City Clerk

2015 JOB CLASSIFICATIONS -- PAY PLAN POSITION RANGES

DEPARTMENT **PAY RANGE**

CITY MANAGERS OFFICE

City Manager	
Assistant City Manager	HH
Executive Assistant	K
PT Receptionist	C

CITY CLERK/FINANCE DEPARTMENT

Director of Finance	GG
City Clerk	CC
Accounting Specialist	J
Deputy City Clerk	F
Account Clerk II	F
Account Clerk I	E
Part-time Account Clerk	E

COMMUNICATIONS CENTER

Director of Communication Center	EE
Communications Lead	I
Communications Officer	H

CONVENTION & VISITORS BUREAU

Director of the Convention & Visitors Bureau	EE
Convention Sales Manager	K
Tourism Sales Manager	K
Administrative Assistant	G
Part -Time Receptionist	C
Welcome Center PT Receptionist	
Bus Driver (part-time)	

FIRE DEPARTMENT

Fire Chief	GG
Deputy Fire Chief	DD
Fire Captain	AA
Fire Lieutenant	L
Firefighter	K
Administrative Assistant	G
Volunteer Firefighter	

HUMAN RESOURCES DEPARTMENT

Director of Human Resources	EE
Administrative Assistant	G

INFORMATIN TECHNOLOGY DEPARTMENT

Director of Information Technology	EE
GIS Specialist	AA
Information Technology Technician	L

PARKS DEPARTMENT

Director of Parks	GG
Parks Superintendent	CC
Parks Supervisor	AA
Athletic Facilities Foreman	K
Parks Technician	H
Cemetery Caretaker	F
Horticulturist	E
Maintenance Worker II	E
Maintenance Worker I	D
Administrative Assistant	G
Seasonal Maintenance Worker	

Golf Division

Golf Course Superintendent	CC
Golf Course Foreman	K
Golf Course Maintenance Worker II	E
Golf Course Maintenance Worker	D
Seasonal Maintenance Worker	

Sports Complex Division

Sports Complex Maintenance Worker II	E
Sports Complex Maintenance Worker	D
Seasonal Maintenance Worker	

POLICE DEPARTMENT

Chief of Police	GG
Assistant Chief of Police	DD
Police Lieutenant	CC
Police Detective	O
Police Investigator	M
Police Sergeant	O
School Resource Officer	M
Police Corporal	M
Police Officer	L

Animal Control Officer	H
Administrative Assistant	G
Part Time Police Officer	E

Municipal Court

Office Manager	K
Records Clerk	E

PUBLIC WORKS DEPARTMENT

Director of Public Works	GG
Assistant Director of Public Works	DD
Administrative Assistant	G
Part Time Receptionist	C

Airport

Airport Superintendent	CC
Airport Maintenance Operator	H
Seasonal Maintenance Worker	

Planning, Inspection, Enforcement (P.I.E.) Division

PIE Superintendent	CC
Inspector II	M
Inspector	L
Administrative Assistant	G
PT Code Enforcement Officer	C

Service Division

Service Division Superintendent	CC
Service Division Supervisor	AA
Service Division Foreman	K
Shop Foreman	K
Mechanic	H
Equipment Operator	H
Maintenance Worker II	E
Maintenance Worker I	D

Solid Waste Division

Solid Waste Superintendent	CC
Solid Waste Foreman	K
Refuse Equipment Driver	G
Recycling Collector	D

Stormwater Division

Stormwater Specialist	AA
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UTILITIES DEPARTMENT

Director of Utilities	GG
Assistant Director of Utilities	DD
Utilities Superintendent	CC
Utilities Supervisor	AA
Equipment Operator	H
Plant Operator II	H
Plant Operator I	E
Maintenance Worker II	E
Maintenance Worker I	D
Administrative Assistant	G
Part Time Truck Driver	
Part Time Utilities Worker	

Water Conservation Division

Water Conservation Specialist	AA
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Positions Not Covered Under The Pay Plan

City Manager and select part-time, seasonal, and volunteer personnel

2015 Pay Ranges

	Min.	Max.
A	1702	2775
B	1789	2915
C	1879	3060
D	1974	3216
E	2070	3373
F	2176	3546
G	2284	3722
H	2400	3912
I	2518	4106
J	2646	4314
K	2781	4531
L	2918	4754
M	3062	4990
N	3216	5243
O	3376	5503
P	3545	5779
AA	3725	6069
BB	3909	6372
CC	4104	6690
DD	4310	7025
EE	4525	7376
FF	4750	7745
GG	4989	8133
HH	5239	8538

COMMISSION INFORMATIONAL MEMORANDUM

TO: City Commission
FROM: Toby Dougherty, CPM
City Manager
DATE: December 11, 2014

Attached are the following items:

1. The minutes of the October 22, 2014 regular meeting and November 4, 2014 special meeting of the **Hays Recreation Commission**.
2. The minutes of the October 27, 2014 meeting of the **Hays Housing Authority Board**.
3. The minutes of the November 3, 2014 meeting of the **Airport Advisory Committee**.
4. The November 2014 **SkyWest Airlines On-Time Report** for the Hays Regional Airport.

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

aw

**HAYS RECREATION COMMISSION
REGULAR MEETING
October 22, 2014**

Chair called the meeting to order at 12:05 pm.

Roll Call

Chair	Jeff Briggs
Vice-Chair	Nancy Jeter
Secretary	Mark Junk
Commissioner	Dustin Armbruster
Commissioner	Tom Albers
Superintendent	Roger Bixenman

Approval of Agenda

Motion by Nancy Jeter to approve the agenda with the addition under new business.
Second by Dustin Armbruster. Motion carried 5-0.

Approval of Minutes

Motion by Mark Junk to approve the minutes of the regular meeting for September 24, 2014. Second by Dustin Armbruster. Motion carried 5-0.

Audience Participation

No Audience Participation

Written Communication

Thank you letters were shared with the board.

Finances

Financial Statement

Motion by Dustin Armbruster to approve the financial statement for September 2014.
Second by Tom Albers. Motion carried 5-0.

Staff Reports

Sports Director

Information was shared with the board concerning sports.

Program Director

Information concerning all programming was shared with the board.

Aquatics Director

Information was shared with the board concerning aquatics.

Wellness Director

Information was shared with the board concerning wellness.

Sports Complex Director

Information was shared with the board concerning the sports complex.

Superintendent

A special meeting was set for November 4th at Noon to discuss facility planning. A reminder of the joint meeting with the City of Hays on Thursday, December 4th at 6:30pm. November and December board meetings were moved to November 25th and December 17th respectively due to Holiday conflicts. Also, reviewed sections 7.0 to 14.0 of the personnel manual.

Unfinished Business

No Unfinished Business

New Business

Approval of Vehicle Bids

Motion by Nancy Jeter to approve the bid from James Motor Company in the amount of \$17,000 for the 2014 Chevy Impala and for \$23,019.80 from Hays Chevrolet for the 2015 Chevy extended cab truck. Second by Mark Junk. Motion carried 5-0.

The Wave

This Item was tabled for a future board meeting.

Added Item: Approval of Wellness Committee for Work Well Grant

Motion by Mark Junk to approve the policy adopting smoke and tobacco free policies on HRC grounds at 1105 Canterbury and developing a wellness committee having Dustin Armbruster represent the board of directors and Roger, Gail and Dave rounding out this committee. Second by Nancy Jeter. Motion carried 5-0.

Board Member Reports

No Board Member Reports

Other Action

None

Executive Session

None

Adjournment

Motion by Mark Junk to adjourn the meeting. Second by Dustin Armbruster. Motion carried 5-0.

Respectfully submitted,

Roger Bixenman CPRP
Superintendent

**Hays Recreation Commission
Special Meeting
November 4, 2014**

Jeff called the meeting to order at Noon.

In attendance:

Chair, Jeff Briggs

Vice Chair, Nancy Jeter

Secretary, Mark Junk

Commissioner, Dustin Armbruster

Commissioner, Tom Albers

Superintendent, Roger Bixenman

The special meeting was called to discuss facility needs.

Motion by Tom Albers to adjourn. Second by Mark Junk. Motion carried 5-0

Respectfully submitted,

Roger Bixenman CPRP
Superintendent

**Hays Housing Authority
October 27, 2014**

The Board of Commissioners of the Public Housing Authority of the City of Hays met in the Community Room for the monthly meeting October 27, 2014.

Commissioners Present: Sue Rouse, Chair
 Al Klaus, Vice-Chair
 Daron Jamison
 Betty Innes
 Cathy Van Doren

HHA Staff Present: Kathy Nelson, Executive Director

MINUTES

- Al Klaus moved to approve the minutes of the September 29, 2014 meeting as presented, Cathy Van Doren seconded the motion. All commissioners voted “Aye” – motion carried.

AGENDA

There were no changes or additions to the agenda.

SECTION 8 FINANCIALS

- September 2014 Section 8 financial reports prepared by the fee accountant were presented to the Commissioners. Al Klaus moved to accept the reports as presented, Cathy Van Doren seconded the motion. All Commissioners voted “Aye” – motion carried. Housing assistance payments were made on behalf of 69 families for the month of October. Three families will end participation October 31st. Four vouchers are currently outstanding and five more briefings have been scheduled.

BILLS AND COMMUNICATIONS

- September 2014 Public Housing financial reports prepared by the fee accountant were presented to the Commissioners. Daron Jamison moved to accept the reports as presented, Al Klaus seconded the motion. All Commissioners voted “Aye” – motion carried.

Hays Housing Authority
October 27, 2014

OLD BUSINESS

- **Capital Fund Program** – Commissioners were provided with spreadsheets for the open Capital Fund Grants. The vacant three bedroom apartment is nearing completion. The carpet, back door and water heater have been replaced using Capital Fund.

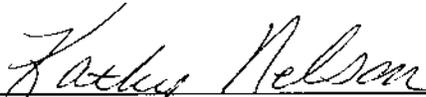
NEW BUSINESS

- Kathy reported that she had completed the annually required study of utility allowances for both the Public Housing program and the Section 8 program and determined that no changes would be needed at this time.
- Kathy reported that Don Seib had been released by his doctor to return to work October 28th.
- Tenants in a two bedroom unit will be transferring to the vacant three bedroom unit in accordance with the Admissions and Continued Occupancy Policy and new tenants will be offered the two bedroom unit. Tenants in a three bedroom unit will be given notice of lease termination due to their recent arrest for drug related activity which is a serious lease violation.
- **2014 3rd Quarter Form 941 and 2014 3rd Quarter Kansas Unemployment Tax Return** – Commissioners were provided with a copy of the 2014 3rd Quarter Form 941 - Employers Quarterly Federal Tax Return and the 2014 3rd Quarter Kansas Unemployment Tax return prepared by the Executive Director. Daron Jamison moved to approve the 2014 3rd Quarter Form 941 and the 2014 3rd Quarter Kansas Unemployment Tax returns as prepared, Al Klaus seconded the motion. All Commissioners voted “Aye” – motion carried.
- **2015 Payment Standards** – Commissioners were provided with a list of the HUD published Fair Market Rents for 2015 for Ellis County. Housing Authorities are allowed to set Payment Standards within a range between 90 and 110 percent of the Fair Market Rents. Commissioners discussed the effects that various payment standards would have on the success of voucher holders finding appropriate units. Cathy Van Doren moved to approve Resolution #2014-6 setting the 2015 Payment Standards at 107% of the Fair Market Rents to be effective January 1, 2015, Sue Rouse seconded the motion. All Commissioners voted “Aye” – motion carried.
- **2015 Flat Rents** – Kathy reported that in accordance with the Fiscal Year 2014 Appropriation Act Public Housing flat rents are required to be at least 80% of the applicable Fair Market Rent adjusted to account for reasonable utilities costs. Based on the 2015 Fair Market Rents the one and two bedroom flat rents will not need to be changed but the three bedroom flat rent will need to increase to \$557.00. Daron Jamison moved to adopt Resolution #2014-7 adopting the proposed flat rent schedule to be effective January 1, 2015, Cathy Van Doren seconded the motion. All Commissioners voted “Aye” – motion carried.
- **Executive Director Evaluation** – At 4:50 p.m. Al Klaus moved that Commissioners enter executive session for a period of not more than 15 minutes for the purpose of completing the Executive Director Evaluation, Betty Innes seconded the motion. All Commissioners voted

Hays Housing Authority
October 27, 2014

“Aye” – motion carried. Upon returning to the open meeting the Chairperson announced that she had compiled the individual commissioners’ evaluations and would review with the Executive Director at a later time.

Next meeting will be held Monday, November 24, 2014.



Kathy Nelson, Executive Director



Sue Rouse, Chair



Airport Advisory Committee Meeting Minutes
November 3, 2014

Members Present;

Gary Wentling
Dan Stecklein
Chris Springer
I. D. Creech
Dave Hadel Guest
John Braun
Errol Wuertz
Don Benjamin
Mike Konz
Nathan Marcucci
Lyle Noordhoek
Ron Mellick

1.) Call to Order

2.) Approval of October 6, 2014 Meeting Minutes.
Minutes approved.

3.) Discuss Airport Manager Update.

A new airport manager has been hired. His name is Nathan Marcucci from Traverse City, Michigan. He worked at airports in Traverse City as well as in Prescott, Arizona.

4.) Discuss Passenger Facility Charge Update.

Nobody showed up for the public hearing for the local passenger facility charge so there were no objections. Moving forward, applications to the FAA will be started to initiate the charge. Funds collected will be applied to the terminal expansion project.

5.) Discuss Terminal Expansion Update.

The terminal expansion project is still on schedule to be completed in February. Roof is being completed on the new section and in November the structure should be totally enclosed. Repairs on the existing roof have been completed.

6.) Discuss SkyWest Performance.

Enplanements keep increasing. October numbers are best since 2008. SkyWest has more capacity than what is being used but the passenger numbers are increasing. SkyWest feels much better about the number of passengers than they did a month ago.

7.) Discuss Airport Promotion Update.

Hays is getting ready for an airport advertising blitz. On December 8th, FlyHays will sponsor an FHSU basketball game. FlyHays and Airport Advisory Committee members will help out. Need to know who will volunteer by December 1st.

8.) Discuss Crosswind Runway Rehabilitation

The FAA has given approval for Hays to submit a design proposal to repair runway 4/22. Repairs should begin in the spring of 2015. The project needs to be discussed with the City Commission. Total cost of project will be about \$800k.

9.) Discuss Capital Improvements projects Update.

John Braun went over the capital plan.

10.) Discuss Other Topics.

Everyone decided to go with the 6:00 PM meeting time going forward.

11.) Schedule Next Meeting.

December 1, 2014 at 6:00 PM.

12.) Adjourn.

Respectfully submitted,

Mike Konz

Skywest Airlines On-Time Report

	Nov-14	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	
650	x	x	x	x	x	x	x	x	x	x	x	L	C	x	L	L	x	x	x	L	C	x	x	x	x	x	L		L	x	72%	17%			3%	7%		
850																													x			100%						
1227																												x				100%						
1322			x	x	x	x	x			x	L	L	x	x				x	x	x	x	x				x	L	x		x	x	C	81%		10%		5%	5%
1352			x	x	x	x	x			x	L	L	x	x				x	x	x	x	x				x	L	x	x	x	C	82%		5%	5%	5%	5%	
1817																												x	x				100%					
1932	x							x																									100%					
2222		x	x	x	x	x	x		x	x	L	C	x	x			L	L	L	L	C	x			x	x	x	x			x	x	71%	8%	8%	4%		8%

Average

78% 7% 5% 2% 3% 6%

No time logged =na

Late=L

On Time=x

Canceled=C

Total Flights - 104

81 7 5 2 3 6

Percentage of flights delayed or canceled

22%

On time means <= 15 minutes