

**CITY OF HAYS COMMISSION MEETING  
THURSDAY, MARCH 27, 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 March 13, 2014. (PAGE 1)
3. **FINANCIAL STATEMENT**: Consider accepting the Financial Statement for the month of February, 2014. (PAGE 7)
4. **CITIZEN COMMENTS**: (non-agenda items).
5. **CONSENT AGENDA**: (Items to be approved by the Commission in one motion, unless objections are raised).

**UNFINISHED BUSINESS**

(No business to review)

**NEW BUSINESS**

6. **RFP FOR BROKER AND RISK MANAGEMENT SERVICES**: Consider accepting the bid from Arthur J. Gallagher for a five-year annual renewal term for Broker and Risk Management Services to be funded from the Intergovernmental Account. (PAGE 67)
7. **BICKLE-SCHMIDT SPORTS COMPLEX ADDENDUM TO THE AGREEMENT FOR COMMUNICATION SERVICES**: Consider approving the Addendum to the Agreement for Communication Services at the Bickle-Schmidt Sports Complex. (PAGE 71)
8. **OVERLAND PROPERTY GROUP, LLC – RESOLUTION OF SUPPORT**: Consider approving Resolution No. 2014-004 in support of an affordable rental housing development south of East 22<sup>nd</sup> Street proposed by Overland Property Group, LLC. (PAGE 77)
9. **UPDATE TO MUNICIPAL WATER CONSERVATION PLAN/DROUGHT RESPONSE PLAN**: Consider approving the updated Municipal Water Conservation Plan/Drought Response Plan for the City of Hays, Kansas. (PAGE 89)
10. **DROUGHT RESPONSE PLAN PRIVATE WELL REQUIREMENTS**: Consider approving Ordinance No. 3881 to provide for a progressive water supply conservation program, including the declaration of a Water Watch, Water Warning or Water Emergency and the implementation of voluntary or mandatory water conservation measures throughout the city, including regulation of private well water use. (PAGE 113)

11. **LANDSCAPE IRRIGATION REGULATIONS:** Consider approving Ordinance No. 3882 adopting the revisions to the landscape regulations. (PAGE121)
12. **IAPMO 2012 GREEN PLUMBING & MECHANICAL CODE SUPPLEMENT:** Consider approving Ordinance No. 3883 adopting portions of the IAPMO 2012 Green Plumbing and Mechanical Code. (PAGE 137)
13. **RECOMMENDED CHANGES FOR COMMERCIAL IRRIGATION:** Consider approving Ordinance No. 3884 adopting the revisions to the commercial irrigation rules and rates. (PAGE 151)
14. **SEWER SERVICE DEFINITION CHANGES:** Consider approving Ordinance No. 3885 adopting the revisions to the sewer service definitions. (PAGE 163)
15. **PROGRESS REPORT**
16. **REPORT OF THE CITY MANAGER** (PAGE 167)
17. **COMMISSION INQUIRIES AND COMMENTS**
18. **EXECUTIVE SESSION (IF REQUIRED)**
19. **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 MARCH 13, 2014

**1. CALL TO ORDER BY CHAIRMAN:** The Governing Body of the City of Hays, Kansas met in regular session on Thursday, March 13, 2014 at 6:30 p.m.

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

Absent: Kent Steward

Vice-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 February 27, 2014; the minutes stand approved as presented.

**3. CITIZEN COMMENTS:** There were no comments

**4. CONSENT AGENDA:** Ron Mellick moved, Eber Phelps seconded, that the following mayoral appointment be approved:

Ellis County Wellhead Protection Committee

Jean Gleichsner – Three-year term to expire May 1, 2017

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

## **NEW BUSINESS**

**5. PROPOSED GEIST ADDITION – ANNEXATION ORDINANCE:** The current owners of the property known as the proposed Geist Addition have submitted a signed consent to request annexation of the property under K.S.A. 12-520a. The property located along 22<sup>nd</sup> Street south of Hays Medical Center is contiguous with the present City limits, and in fact is an island of un-annexed territory. Assuming annexation is approved, the owners intend to develop the property into commercial lots. The plat approval and rezoning request are being considered under separate agenda items. Staff recommends annexing this property due to its contiguous nature and plan for commercial growth along a major collector (22<sup>nd</sup> Street).

Ron Mellick moved, Shaun Musil seconded, to approve Ordinance No. 3879 for the annexation of the proposed Geist Addition as legally described within the ordinance.

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

**6. GEIST ADDITION TO THE CITY OF HAYS – REZONING:** The developer of the proposed Geist Addition has submitted a request asking that the property be rezoned from Agricultural District (A-L) to Office and Institution District (C-O). Examples of uses allowed by right in the C-O district are hospitals and other medical related offices/clinics, religious or educational institutions, professional office buildings, parks, libraries, nursing homes, and day care centers. Staff, as well as the Planning Commission, recommends approving this rezoning request from A-L to C-O as submitted.

Eber Phelps moved, Ron Mellick seconded, to approve Ordinance No. 3880 rezoning the proposed Geist Addition from A-L to C-O as legally described within the ordinance.

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

**7. GEIST ADDITION TO THE CITY OF HAYS – FINAL PLAT:** The owners of the proposed Geist Addition have submitted a final plat for consideration. The plat is comprised of four lots slated for commercial development. All public utilities are in place allowing for development of this property including public water and sewer. All required and necessary areas of right-of-way and/or easements are being dedicated with this plat as requested by staff and the Planning Commission.

Shaun Musil moved, Ron Mellick seconded, to approve Resolution No. 2014-003 accepting the final plat known as Geist Addition.

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

**8. GOLDEN BELT ESTATES 5<sup>TH</sup> ADDITION – AWARD OF BID:** Western Plains Service Corporation has petitioned the City for street, water, and sanitary sewer improvements to an area containing 34 lots within Blocks 1 and 2 of Golden Belt Estates 5<sup>th</sup> Addition, and resolutions authorizing those improvements were previously approved by the City Commission.

Bids for this project were opened on February 19, 2014 with bids coming from APAC and J Corp. Bids were structured to allow for either asphalt or concrete pavement. J Corp submitted the low bid in the amount of \$548,715.20 for concrete pavement. J Corp did not submit an asphalt option. APAC submitted bids for both asphalt and concrete; however, both options from APAC were higher than the bid from J Corp. All bids were below the engineer's estimate of \$697,639.

Eber Phelps moved, Shaun Musil seconded, to authorize the City Manager to enter into a contract with J Corp in the amount of \$548,715.20 for

construction of street, water, and sanitary sewer improvements within Golden Belt Estates 5<sup>th</sup> Addition to be funded through assessments to the special benefit district.

Vote: Ayes: Henry Schwaller IV

Eber Phelps

Shaun Musil

Ron Mellick

**9. CITY MANAGER EMPLOYMENT AGREEMENT – 7<sup>TH</sup> ADDENDUM:** The City Commission, upon the completion of a performance evaluation of the City Manager, has requested that the Seventh Addendum to the City Manager’s Employment Agreement be presented and voted upon. The Agreement is amended and modified to provide for an increase of 1% of the base salary for the year 2014 as a cost of living adjustment, effective as of December 22, 2013, which is the beginning for the first payroll period in 2014. This is the same cost of living increase that was given to all City employees.

Ron Mellick moved, Shaun Musil seconded, that the Seventh Addendum to the City Manager Toby Dougherty’s Employment Agreement, dated June 28, 2007, be approved.

Vote: Ayes: Henry Schwaller IV

Eber Phelps

Shaun Musil

Ron Mellick

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

**11. COMMISSION INQUIRIES AND COMMENTS:** Commissioner Mellick commented on the good job the City Manager did at the town hall meeting informing the public of the current drought situation and the proposed development of the R9 Ranch as a long term water source.

Commissioner Musil also commented on the great job the Mayor and City Manager did at the town hall meeting. He also wished Hays High School basketball team good luck at state basketball this weekend.

Commissioner Phelps talked about comments on a blog he read about the R9 Ranch. He also commented on a report he heard on NPR (National Public Radio) about infrastructure across the United States being neglected to the point of getting a rating of D+. He stated we are on the right track in the City of Hays as far as street repair and storm sewer, but we have issues with our wastewater treatment plant. Maintaining and improving our infrastructure is a focal point and he hopes it remains that way. He complimented past Commissioners for their vision.

Commissioner Schwaller thanked Mayor Steward for suggesting the town hall meeting, staff did a great job, and he appreciates the people that came to the event.

The meeting was adjourned at 6:53 p.m.

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

Brenda Kitchen – City Clerk



# Memo

DATE: March 14, 2014  
TO: Toby Dougherty, City Manager  
CC: Paul Briseno, Asst City Manager  
FROM: Kim Rupp, Finance Director  
RE: February 2014 Monthly Financial

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The attached report contains the financial summaries of the revenue and expenditure activities of the City of Hays for the month ended February 28, 2014.

## Period to Date Financial Performance

Revenues in February totaled \$1,840,634 an increase of \$48,949 compared to the same period as last year.

- Notable areas of increased revenue compared to February 2013
  - Sewer charges, water sales and conservation were up a combined \$15,800 compared to a year ago. Total YTD residential and business water consumption is up 2.3%.
- Notable areas of revenue decrease compared to February 2013
  - There were no significant decreases in revenue compared to this time last year.

Expenditures in February totaled \$2,369,351 which is a decrease of \$536,935 as compared to 2013.

- Notable areas of increased expenditures compared to February 2013
  - IT other contractual increased \$24,000 due in large part to the timing of the renewal of the Tyler Technologies financial software maintenance agreement.
  - Retirement in Employee Benefits rose \$10,000 due to the increase in KPERS contributions

- Library and Library employee benefit expenditures were up a combined \$38,000 as a result of the payment to them for ad valorem collections as compared to last year at this time.
- Timing of the payment to FHSU for Larks Park operations increased parks and playgrounds expenditures \$7000.
- Notable areas of decreased expenditures compared to February 2013
  - General supplies for the airport fell \$8000 as a result of the purchase of ARFF foam this time last year.
  - Electricity expenditures for buildings and grounds experienced a decrease of \$23,274 due to the timing of payments to Midwest.
  - Surprisingly, health insurance in employee benefits was off \$33,578 as compared to a year ago. This could be short-lived as it is based on claims processed and paid.
  - Fleet maintenance total expenditures were down \$10,500
  - The major culprit for the total decrease in expenditures for the month was the transfer in the amount of \$354,000 from Special Highway budgeted capital projects to the Capital projects fund for the 2012 street maintenance projects reimbursement.

MTD general fund sales tax collections were at \$693,745 which is an increase of \$6,429 as compared to last year. This puts the YTD general fund sales tax collections down -\$32,154 or -2.44%.

The report of quarter to date (QTD) sales tax collections by industry classification was up \$8,314 or .44% when comparing the top ten sales tax collecting industries for the City of Hays. These top ten now represent 71.2% of the total QTD sales tax distribution. This ends a three consecutive quarter slide on this report and hopefully indicates a turn around in sales tax as a whole.

The Finance/City Clerks office invested \$1,750,000 of maturing or renewing certificates with a weighted average interest rate of .19%. The portfolio of certificates of deposit on February 28, 2014 totaled \$53,550,000 with a weighted average interest rate of .23%. The total balance of the Money Market account on February 28, 2014 was \$1,000,000 with a current yield of .20%. Total investments are up \$1,700,000 when compared to this time last year.

One other significant event to note from this February was the retirement of the Kansas Water Pollution Control Revolving Loan for the Waste Water Treatment Plant. This was a loan started in September 1994 in the amount of \$5.5M. Payments were \$399,392 annually at an interest rate of 3.99%. The bulk of the loan was for upgrades required by KDHE at the time.

# FINANCIAL STATEMENT CITY OF HAYS, KANSAS

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

As of February 28, 2014

## CASH BALANCE

Total Cash in All Funds	\$54,896,902.73
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## STATEMENT OF CREDITS

Checking Accounts with Banks	\$345,402.73
Money Market Accounts	\$1,000,000.00
Investments	\$53,550,000.00
Cash in Office	<u>\$1,500.00</u>
TOTAL	\$54,896,902.73

## STATEMENT OF CURRENT OBLIGATIONS

General Obligation Bonds	\$13,570,000.00
Temporary Notes	\$0.00
State Revolving Loan Fund	\$0.00
Revenue Bonds	\$3,675,000.00
Lease Purchase Agreements	<u>\$418,061.22</u>
	\$17,663,061.22

**CITY OF HAYS  
INVESTMENTS AS OF  
2/28/2014**

<u>Commerce Bank</u> <u>CD #</u>	<u>Certificates of Deposit</u>	<u>Date Issued</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Interest at Maturity</u>
194*	1,000,000.00	12/24/2012	3/7/2014	0.20%	2,339.73
595*	1,000,000.00	1/7/2013	3/21/2014	0.20%	2,400.00
050	1,200,000.00	4/6/2012	4/6/2014	0.25%	5,999.99
002	3,000,000.00	1/18/2013	4/18/2014	0.21%	7,853.42
341*	1,500,000.00	1/31/2013	5/2/2014	0.21%	3,935.34
33*	2,000,000.00	6/7/2012	5/30/2014	0.30%	11,868.49
566*	2,500,000.00	2/8/2013	6/13/2014	0.21%	7,047.95
968*	1,000,000.00	2/25/2013	7/11/2014	0.20%	2,745.21
110*	1,000,000.00	4/5/2013	7/25/2014	0.21%	2,738.63
764	750,000.00	4/26/2013	8/26/2014	0.18%	1,801.23
909	2,000,000.00	6/3/2013	9/3/2014	0.15%	3,756.16
422	750,000.00	9/6/2013	9/9/2014	0.14%	1,058.63
304	1,000,000.00	6/14/2013	9/14/2014	0.16%	2,003.29
676*	1,000,000.00	7/19/2013	10/31/2014	0.18%	2,312.88
079*	750,000.00	8/29/2013	11/14/2014	0.18%	1,634.79
803*	1,000,000.00	9/20/2013	11/28/2014	0.16%	1,902.47
827*	2,000,000.00	9/20/2013	12/12/2014	0.17%	4,247.67
675*	1,750,000.00	10/18/2013	1/9/2015	0.16%	3,436.71
901*	1,000,000.00	8/23/2013	2/20/2015	0.21%	3,147.37
746*	1,000,000.00	2/14/2014	5/29/2015	0.19%	2,441.37
28	2,000,000.00	6/6/2013	6/6/2015	0.21%	8,400.00
902*	1,000,000.00	8/23/2013	8/23/2015	0.27%	5,400.00

**Sunflower Bank**      **Certificates of Deposit**  
**CD #**

**Equity Bank**      **Certificates of Deposit**  
**CD #**

477	1,000,000.00	5/30/2012	5/16/2014	0.31%	6,200.00
909	2,000,000.00	4/19/2013	8/8/2014	0.24%	6,207.12
449	3,000,000.00	1/24/2014	8/28/2014	0.25%	4,438.36
332	1,000,000.00	11/8/2013	11/8/2014	0.20%	2,000.00
161	1,200,000.00	9/27/2013	12/26/2014	0.19%	2,842.19
296	1,450,000.00	10/23/2013	1/23/2015	0.20%	3,630.96
323	1,000,000.00	10/31/2013	2/6/2015	0.19%	2,410.14
341	1,300,000.00	11/8/2013	3/6/2015	0.25%	4,300.68
386	1,000,000.00	11/14/2013	3/19/2015	0.22%	2,953.42
828	1,650,000.00	3/28/2013	3/28/2015	0.32%	10,560.00
440	3,300,000.00	1/22/2014	4/17/2015	0.49%	19,935.62
503	1,500,000.00	1/31/2014	5/14/2015	0.37%	7,116.16

**Astra Bank**      **Certificates of Deposit**  
**CD #**

37856	1,000,000.00	6/28/2013	10/3/2014	0.16%	2,025.21
37857	1,000,000.00	6/28/2013	10/17/2014	0.16%	2,086.58
37952	1,200,000.00	12/13/2013	4/3/2015	0.20%	3,129.86
38009	750,000.00	2/21/2014	6/12/2015	0.20%	1,956.16

**Emprise Bank**      **Certificates of Deposit**  
**CD#**

**Bank of Hays**      **Certificates of Deposit**  
**CD#**

**53,550,000.00**

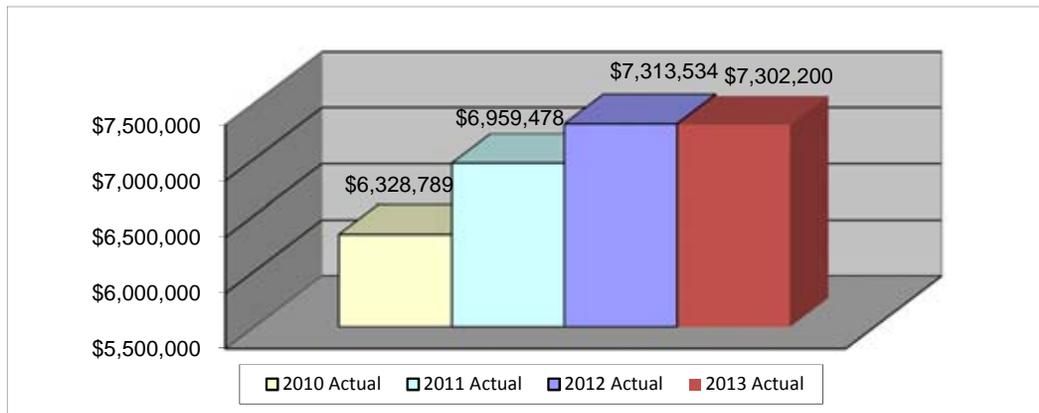
**170,263.79**

<b><u>Astra Bank</u></b>		
<b>MMA</b>		0.03%
<b><u>Commerce Bank</u></b>		
<b>MMA</b>	<b>1,000,000.00</b>	0.20%

SALES TAX RECEIPTS  
City of Hays  
General Fund 1.25%

	2010 actual	2011 actual	2012 actual	2013 actual	2014 actual	Change from 2013	YTD % Change from 2013
<b>January</b>	\$539,129	\$543,135	\$611,353	\$630,469	\$ 591,886	(\$38,583)	-6.12%
<b>February</b>	\$496,164	\$686,869	\$702,298	\$687,316	\$ 693,745	\$6,429	-2.44%
<b>March</b>	\$551,958	\$576,013	\$563,583	\$561,055			
<b>April</b>	\$417,362	\$460,066	\$509,945	\$523,623			
<b>May</b>	\$519,366	\$569,624	\$611,234	\$591,279			
<b>June</b>	\$522,834	\$573,474	\$608,325	\$567,547			
<b>July</b>	\$511,370	\$570,421	\$621,448	\$679,311			
<b>August</b>	\$567,989	\$555,561	\$671,019	\$651,955			
<b>September</b>	\$543,507	\$573,336	\$572,295	\$611,782			
<b>October</b>	\$592,063	\$648,649	\$648,340	\$650,165			
<b>November</b>	\$525,702	\$580,035	\$638,490	\$553,637			
<b>December</b>	\$541,345	\$622,295	\$555,204	\$594,061			

**TOTALS** \$6,328,789 \$6,959,478 \$7,313,534 \$7,302,200 \$1,285,631 (\$32,154)  
 -0.18% 9.97% 5.09% -0.15%  
 Total Inc/dec over previous year



2011 - 2012 - 2013 6 month running avg	
January	-1.68%
February	-0.98%
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

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

Sales Tax Collections by Industry Classification - Top Ten  
 QTD 2013-2014 December, January, February

	2012/2013	2013/2014	\$\$ inc/dec	% inc/dec	% of 2013 Total
452 General Merchandise Stores	\$533,251	\$554,310	\$21,059	3.95%	20.70%
441 Motor Vehicle and Parts Dealers	\$423,501	\$396,907	(\$26,594)	-6.28%	14.82%
722 Food Services and Drinking Places	\$229,546	\$233,566	\$4,020	1.75%	8.72%
444 Building Material and Garden Supply	\$187,325	\$189,052	\$1,727	0.92%	7.06%
445 Food and Beverage	\$187,625	\$195,428	\$7,803	4.16%	7.30%
517 Telecommunications	\$71,065	\$57,103	(\$13,962)	-19.65%	2.13%
448 Clothing and Clothing Accessories	\$111,877	\$118,218	\$6,341	5.67%	4.41%
423 Merchant Wholesalers, Durable Goods	\$80,455	\$80,794	\$339	0.42%	3.02%
721 Accommodation	\$40,035	\$44,706	\$4,671	11.67%	1.67%
451 Sporting Goods, Hobby, Book & Music	\$33,888	\$36,796	\$2,908	8.58%	1.37%
	\$1,898,566	\$1,906,880	\$8,314	0.44%	71.21%

**MONTHLY STATEMENT OF CITY TREASURER  
2/1/2014 THROUGH 2/28/2014**

<b>FUND</b>	<b>BALANCE 2/1/2014</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE 2/28/2014</b>
Cash Drawer	\$1,500.00			\$1,500.00
General	\$3,848,296.73	1,013,035.62	747,194.67	\$4,114,137.68
Petty Cash	\$1,000.00			\$1,000.00
Reserve Budget Stabilization	\$3,221,180.75			\$3,221,180.75
Library	\$753,043.85	0.00	681,162.81	\$71,881.04
Airport	\$165,747.69	3,560.59	13,300.27	\$156,008.01
Public Safety Equipment	\$308,547.02	0.00	3,603.14	\$304,943.88
Employee Benefit Contribution	\$1,813,907.62	8,085.42	258,179.44	\$1,563,813.60
Special Highway	\$372,839.40			\$372,839.40
Special Park & Recreation	\$111,748.27	0.00	2,197.47	\$109,550.80
Special Alcohol Program	\$159,232.12			\$159,232.12
Convention & Tourism	\$860,081.26	3,505.57	27,554.75	\$836,032.08
New Equipment Reserve	\$3,093,460.02	1,018.78	0.00	\$3,094,478.80
Grants	\$0.00			\$0.00
Library Employee Benefit	\$111,813.23	0.00	111,813.23	\$0.00
Golf Course Improvement	\$45,629.59	1,000.00	(5,363.40)	\$51,992.99
Park Development - Green Space	\$5,026.93			\$5,026.93
Sports Complex	\$2,181,203.96			\$2,181,203.96
Stormwater Management	\$219,300.62	0.00	(9,774.66)	\$229,075.28
Capital Projects	\$3,421,915.38	0.00	37,579.71	\$3,384,335.67
Airport Improvement	\$492,078.44	42,755.00	47,505.80	\$487,327.64
Bond & Interest	\$993,848.56	0.00	213,504.16	\$780,344.40
TDD Sales Tax	\$15,530.02	14,460.35	16,230.02	\$13,760.35
Home Depot Econ Dev Bds	\$206,503.01	9,640.00	48,352.51	\$167,790.50
Home Depot Econ Dev Bds (Cash Restr.)	\$24,608.90			\$24,608.90
48th/Roth Ave. - CID	\$13,043.67			\$13,043.67
				\$0.00
Restricted Cash - 2009 A Bonds	\$65,352.00			\$65,352.00
Sales Tax (Cash Reserve)	\$24,460,429.88	50.00	31,673.26	\$24,428,806.62
Water & Sewer	\$4,959,122.10	873,041.20	653,524.63	\$5,178,638.67
Water & Sewer (Bond & Interest Reserve)	\$102,030.92			\$102,030.92
Water & Sewer (Bond Reserve Account)	\$0.00			\$0.00
Water & Sewer (Capital Reserve)	\$2,207,093.93			\$2,207,093.93
Water & Sewer(Reserve 2009A)	\$530,146.08	0.00	32,997.92	\$497,148.16
Solid Waste Fund	\$399,874.94	2,933.45	(19,336.71)	\$422,145.10
Solid Waste Reserve	\$516,554.56			\$516,554.56
Fire Insurance Trust	\$0.00			\$0.00

<b>FUND</b>	<b>BALANCE 2/1/2014</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE 2/28/2014</b>
	\$0.00			\$0.00
Municipal Court Agency Fund	\$127,017.02	0.00	(7,007.30)	\$134,024.32
	<b><u>\$55,808,708.47</u></b>	<b><u>\$1,973,085.98</u></b>	<b><u>\$2,884,891.72</u></b>	<b><u>\$54,896,902.73</u></b>

City of Hays Revenues

Month of February

	<u>Budgeted</u> 2014	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>
<b>General</b>				
<u>CULTURE &amp; RECREATION REVENUES</u>				
Total Revenues	\$440,803.00	\$46,602.79	\$105,069.08	(\$335,733.92)
<u>GENERAL GOVERNMENT REVENUES</u>				
Total Revenues	\$11,179,728.00	\$839,717.21	\$1,580,537.67	(\$9,599,190.33)
<u>PUBLIC SAFETY REVENUES</u>				
Total Revenues	\$613,000.00	\$60,678.00	\$128,849.45	(\$484,150.55)
<u>PUBLIC WORKS REVENUES</u>				
Total Revenues	\$10,300.00	\$1,500.00	\$2,525.00	(\$7,775.00)
<b>Library</b>				
<u>LIBRARY FUND REVENUES</u>				
Total Revenues	\$1,216,730.00	\$0.00	\$690,469.45	(\$526,260.55)
<b>Airport</b>				
<u>AIRPORT FUND REVENUES</u>				
Total Revenues	\$332,620.00	\$3,560.59	\$135,917.66	(\$196,702.34)
<b>Employee Benefit</b>				
<u>EMPLOYEE BENEFIT REVENUES</u>				
Total Revenues	\$3,389,040.00	\$4,365.26	\$1,411,498.65	(\$1,977,541.35)
<b>Special Highway</b>				
<u>SPECIAL HIGHWAY REVENUES</u>				
Total Revenues	\$584,450.00	\$0.00	\$146,599.40	(\$437,850.60)
<b>Special Park &amp; Rec</b>				
<u>SPECIAL PRK &amp; REC REVENUES</u>				
Total Revenues	\$135,803.00	(\$1,305.83)	(\$305.83)	(\$136,108.83)
<b>Special Alcohol Fund</b>				
<u>SPECIAL ALCOHOL FUND REVENUES</u>				
Total Revenues	\$135,803.00	\$0.00	\$0.00	(\$135,803.00)
<b>Convention &amp; Visitors Bureau</b>				
<u>CONVENTION &amp; VISITOR'S REVENUE</u>				
Total Revenues	\$787,000.00	\$3,287.00	\$180,968.87	(\$606,031.13)
<b>Library Employee Benefit</b>				
<u>LIBRARY EMP. BENEFIT REVENUES</u>				
Total Revenues	\$184,568.00	\$0.00	\$104,766.83	(\$79,801.17)
<b>Risk Management</b>				
<u>RISK MANAGEMENT REVENUES</u>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
<b>Golf Course Improvement</b>				
<u>GOLF COURSE IMPR. FUND REVENUE</u>				
Total Revenues	\$0.00	\$6,363.40	\$13,826.80	\$13,826.80
<b>Park Development</b>				
<u>PARK DEVELOPMENT FUND-REVENUE</u>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sports Complex</b>				
<u>SPORTS COMPLEX-REVENUES</u>				
Total Revenues	\$0.00	\$0.00	\$16,000.00	\$16,000.00
<u>STORMWATER MANAGEMENT REVENUES</u>				
Total Revenues	\$772,500.00	\$75,982.49	\$134,469.50	(\$638,030.50)
<b>Bond &amp; Interest</b>				
<u>BOND &amp; INTEREST REVENUES</u>				
Total Revenues	\$1,334,163.00	\$0.00	\$779,619.45	(\$554,543.55)

	<u>Budgeted</u> <u>2014</u>	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>
<b>TDD Sales Tax</b>				
<b><u>TDD SLS TAX REVENUES</u></b>				
Total Revenues	(\$56,562.92)	\$14,460.35	\$30,690.37	\$87,253.29
<b>Home Depot Economic Dev Bonds</b>				
<b><u>HDEPOT-ECON DEV BND-REVENUES</u></b>				
Total Revenues	\$222,925.00	\$9,640.00	\$54,809.23	(\$168,115.77)
<b>48th/Roth Ave. - CID</b>				
<b><u>48TH/ROTH AVE CID-REVENUES</u></b>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
<b>Water &amp; Sewer</b>				
<b><u>WATER &amp; SEWER FUND REVENUES</u></b>				
Total Revenues	\$9,030,146.00	\$667,124.19	\$1,453,374.06	(\$7,576,771.94)
<b>Solid Waste</b>				
<b><u>SOLID WASTE FUND REVENUES</u></b>				
Total Revenues	\$1,268,900.00	\$108,658.74	\$216,674.60	(\$1,052,225.40)
<b>Fire Insurance Trust</b>				
<b><u>FIRE INS TRUST REVENUES</u></b>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
 Grand Totals	 <u>\$31,581,916.08</u>	 <u>\$1,840,634.19</u>	 <u>\$7,186,360.24</u>	 <u>(\$24,395,555.84)</u>

City of Hays Expenditures

Month of February 2014

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>
<b>General</b>				
<b><u>BALLFIELD MAINTENANCE</u></b>				
Total Expenditures	\$57,100.00	\$1,585.04	\$1,821.39	\$55,278.61
<b><u>BICKLE-SCHMIDT SPORTS COMPLEX</u></b>				
Total Expenditures	\$240,835.00	\$7,499.06	\$16,372.08	\$224,462.92
<b><u>BUILDINGS &amp; GROUNDS</u></b>				
Total Expenditures	\$513,660.00	\$12,683.01	\$82,166.25	\$431,493.75
<b><u>CEMETERIES</u></b>				
Total Expenditures	\$20,200.00	\$585.81	\$585.81	\$19,614.19
<b><u>CITY ATTORNEY</u></b>				
Total Expenditures	\$101,000.00	\$6,500.00	\$13,035.00	\$87,965.00
<b><u>CITY COMMISSION</u></b>				
Total Expenditures	\$1,947,677.00	\$4,520.00	\$5,320.00	\$1,942,357.00
<b><u>CITY MANAGER</u></b>				
Total Expenditures	\$471,987.00	\$27,647.50	\$81,529.90	\$390,457.10
<b><u>DISPATCH</u></b>				
Total Expenditures	\$558,815.00	\$33,935.20	\$93,539.92	\$465,275.08
<b><u>ECONOMIC DEVELOPMENT</u></b>				
Total Expenditures	\$256,205.00	\$575.00	\$141,955.00	\$114,250.00
<b><u>FINANCE/CITY CLERK</u></b>				
Total Expenditures	\$367,807.00	\$23,388.11	\$70,154.37	\$297,652.63
<b><u>FIRE DEPARTMENT</u></b>				
Total Expenditures	\$1,408,993.00	\$101,282.59	\$252,037.23	\$1,156,955.77
<b><u>FLEET MAINTENANCE</u></b>				
Total Expenditures	\$830,101.00	\$52,934.19	\$106,087.95	\$724,013.05
<b><u>GOLF COURSE</u></b>				
Total Expenditures	\$350,897.00	\$9,093.92	\$23,864.58	\$327,032.42
<b><u>HUMAN RESOURCES</u></b>				
Total Expenditures	\$192,702.00	\$10,730.01	\$26,414.87	\$166,287.13
<b><u>INFORMATION TECHNOLOGY</u></b>				
Total Expenditures	\$535,119.00	\$62,360.36	\$114,413.47	\$420,705.53
<b><u>INTERGOVERNMENTAL ACCOUNT</u></b>				
Total Expenditures	\$364,500.00	\$4,704.55	\$27,253.73	\$337,246.27
<b><u>MUNICIPAL COURT</u></b>				
Total Expenditures	\$156,891.00	\$10,348.38	\$25,458.72	\$131,432.28
<b><u>P.W.-GENERAL ADMINISTRATION</u></b>				
Total Expenditures	\$281,865.00	\$18,446.95	\$44,477.63	\$237,387.37
<b><u>PARKS &amp; PLAYGROUNDS</u></b>				
Total Expenditures	\$860,770.00	\$63,908.11	\$136,679.36	\$724,090.64
<b><u>PLANNING INSPECTION ENFORCEMENT</u></b>				
Total Expenditures	\$340,303.00	\$23,382.46	\$55,106.14	\$285,196.86
<b><u>POLICE DEPARTMENT</u></b>				
Total Expenditures	\$2,136,475.00	\$141,363.71	\$376,041.08	\$1,760,433.92
<b><u>PUBLIC WORKS-SERVICE DIVISION</u></b>				
Total Expenditures	\$907,001.00	\$44,368.16	\$109,959.31	\$797,041.69
<b><u>QUALITY OF LIFE</u></b>				
Total Expenditures	\$35,303.00	\$0.00	\$35,303.00	\$0.00
<b><u>SOCIAL SERVICES</u></b>				
Total Expenditures	\$164,000.00	\$0.00	\$82,000.00	\$82,000.00
<b><u>SWIMMING POOL</u></b>				
Total Expenditures	\$114,700.00	\$640.49	\$640.49	\$114,059.51
<b>Library</b>				
<b><u>LIBRARY FUND EXPENDITURES</u></b>				
Total Expenditures	\$1,262,056.00	\$681,162.81	\$690,469.45	\$571,586.55
<b>Airport</b>				
<b><u>AIRPORT FUND EXPENDITURES</u></b>				
Total Expenditures	\$351,504.00	\$13,300.27	\$46,863.17	\$304,640.83

	<u>Budgeted</u> <u>2014</u>	<u>Expenses</u> <u>Current Mo.</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance</u>
<b>Employee Benefit</b>				
<u>EMPLOYEE BENEFIT EXPENDITURES</u>				
Total Expenditures	\$4,156,668.00	\$254,459.28	\$1,056,066.46	\$3,100,601.54
<b>Special Highway</b>				
<u>SPECIAL HIGHWAY EXPENDITURES</u>				
Total Expenditures	\$598,352.00	\$0.00	\$235.80	\$598,116.20
<b>Special Park &amp; Rec</b>				
<u>SPECIAL PRK &amp; REC EXPENDITURES</u>				
Total Expenditures	\$235,786.00	\$891.64	\$991.64	\$234,794.36
<b>Special Alcohol Fund</b>				
<u>SPECIAL ALCOHOL FUND EXPENDITURE</u>				
Total Expenditures	\$315,781.00	\$0.00	\$30,000.00	\$285,781.00
<b>Convention &amp; Visitors Bureau</b>				
<u>CVB EXPENDITURES</u>				
Total Expenditures	\$1,424,386.00	\$27,336.18	\$65,967.79	\$1,358,418.21
<b>Library Employee Benefit</b>				
<u>LIBRARY EMP. BENEFIT EXPENDITURE</u>				
Total Expenditures	\$189,901.00	\$111,813.23	\$113,230.63	\$76,670.37
<b>Risk Management</b>				
<u>RISK MGT. FUND EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>Golf Course Improvement</b>				
<u>GOLF COURSE IMPR. EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>Park Development</b>				
<u>PARK DEVELOPMENT EXPENDITURES</u>				
Total Expenditures	\$5,027.00	\$0.00	\$0.00	\$5,027.00
<b>Sports Complex</b>				
<u>SPORTS COMPLEX-EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<u>STORMWATER MANAGEMENT EXPENDITURE</u>				
Total Expenditures	\$782,170.00	\$2,875.14	\$6,427.07	\$775,742.93
<b>Bond &amp; Interest</b>				
<u>BOND &amp; INTEREST EXPENDITURES</u>				
Total Expenditures	\$1,524,263.00	\$213,504.16	\$220,290.96	\$1,303,972.04
<b>TDD Sales Tax</b>				
<u>TDD SLS TAX EXPENDITURES</u>				
Total Expenditures	\$0.00	\$16,230.02	\$35,998.78	(\$35,998.78)
<b>Home Depot Economic Dev Bonds</b>				
<u>H DEPOT ECON DEV BND-EXPENDITURE</u>				
Total Expenditures	\$211,706.00	\$48,352.51	\$48,352.51	\$163,353.49
<b>48th/Roth Ave. - CID</b>				
<u>48TH/ ROTH AVE CID-EXPENDITURE</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>Water &amp; Sewer</b>				
<u>DEBT SERVICE</u>				
Total Expenditures	\$825,000.00	\$68,626.93	\$137,009.25	\$687,990.75
<u>DEBT SERVICE - SALES TAX</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<u>UTILITIES DEPT./WATER CONSERV.</u>				
Total Expenditures	\$435,109.00	\$8,734.84	\$20,140.64	\$414,968.36
<u>W/S NON-OPERATING EXPENDITURES</u>				
Total Expenditures	\$5,376,937.00	\$57,435.02	\$64,796.31	\$5,312,140.69
<u>WASTEWATER TREATMENT &amp; COLL.</u>				
Total Expenditures	\$1,166,770.00	\$54,304.43	\$159,596.94	\$1,007,173.06
<u>WATER PRODUCTION &amp; DIST.</u>				
Total Expenditures	\$1,719,197.00	\$83,952.86	\$203,206.44	\$1,515,990.56
<b>Solid Waste</b>				
<u>SOLID WASTE FUND EXPENDITURE</u>				
Total Expenditures	\$1,338,328.00	\$63,889.66	\$105,539.17	\$1,232,788.83

	<u>Budgeted</u> <u>2014</u>	<u>Expenses</u> <u>Current Mo.</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance</u>
<b>Fire Insurance Trust</b>				
<b><u>FIRE INS TRUST EXPENDITURES</u></b>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	<u>\$35,133,847.00</u>	<u>\$2,369,351.59</u>	<u>\$4,927,400.29</u>	<u>\$30,206,446.71</u>

**GENERAL FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash	4,114,137.68
Petty Cash	1,000.00
Cash Drawer	1,500.00
Reserve-Budget Stabilization	3,221,180.75
Accts. Receivable-Police Court	68,791.00
Accts. Receivable-Misc. Sources	0.00

**TOTAL ASSETS** 7,406,609.43

**LIABILITIES**

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

**TOTAL LIABILITIES** 658,412.46

**FUND BALANCE**

Revenues	1,767,350.60
Expenditures	-1,587,146.35
Fund Balance Reserved for Enc	156,042.65
Fund Balance Unreserved	3,190,769.32
Bdgt Stabilization Reserved Fund Bl	3,221,180.75

**TOTAL FUND BALANCE** 6,748,196.97

**TOTAL LIABILITIES  
& FUND BALANCE** 7,406,609.43

**LIBRARY FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash

71,881.04

**TOTAL ASSETS**

71,881.04

**FUND BALANCE**

Revenues

690,469.45

Expenditures

-690,469.45

Fund Balance Unreserved

71,881.04

**TOTAL FUND BALANCE**

71,881.04

## AIRPORT FUND

2/28/2014

### BALANCE SHEET

#### ASSETS:

Cash	156,008.01
Accts. Receivable-	11,717.76
Accts. Receivable-Misc. Sources	
<b>TOTAL ASSETS</b>	<b>167,725.77</b>

#### LIABILITIES

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

#### FUND BALANCE

Revenues	135,917.66
Expenditures	-28,639.13
Fund Balance Reserved for Enc	1,640.46
Fund Balance Unreserved	48,862.36
<b>TOTAL FUND BALANCE</b>	<b>157,781.35</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>167,725.77</b>
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**PUBLIC SAFETY EQUIPMENT FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash

304,943.88

**TOTAL ASSETS**

**304,943.88**

**LIABILITIES:**

Accounts Payable

0.00

**TOTAL LIABILITIES**

**0.00**

**FUND BALANCE**

Revenues

246,302.64

Expenditures

-6,931.76

Fund Balance Reserved for Enc

2,216.86

Fund Balance Unreserved

63,356.14

**TOTAL FUND BALANCE**

**304,943.88**

# EMPLOYEE BENEFIT FUND

2/28/2014

## BALANCE SHEET

### ASSETS:

Cash	1,563,813.60
Accts. Receivable-Misc. Sources	14,525.95
<b>TOTAL ASSETS</b>	<b><u>1,578,339.55</u></b>

### LIABILITIES

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

### FUND BALANCE

Revenues	1,414,296.36
Expenditures	-860,678.65
Fund Balance Reserved for Enc	0.00
Fund Balance Unreserved	1,024,721.84
<b>TOTAL FUND BALANCE</b>	<b><u>1,578,339.55</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>1,578,339.55</u></u></b>
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**SPECIAL HIGHWAY FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash	372,839.40
Grants Receivable	0.00
<b>TOTAL ASSETS</b>	<b><u>372,839.40</u></b>

**LIABILITIES**

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

**FUND BALANCE**

Revenues	146,599.40
Expenditures	-13.80
Fund Balance Reserved for Enc	84,628.61
Fund Balance Unreserved	141,625.19
<b>TOTAL FUND BALANCE</b>	<b><u>372,839.40</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>372,839.40</u></u></b>
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**SPECIAL PARK & RECREATION FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash

109,550.80

**TOTAL ASSETS**

109,550.80

**LIABILITIES**

Accounts Payable

0.00

**TOTAL LIABILITIES**

0.00

**FUND BALANCE**

Revenues

-305.83

Expenditures

-891.64

Fund Balance Reserved for Enc

391.92

Fund Balance Unreserved

110,356.35

**TOTAL FUND BALANCE**

109,550.80

**TOTAL LIABILITIES**

**& FUND BALANCE**

109,550.80

# SPECIAL ALCOHOL FUND

2/28/2014

## BALANCE SHEET

### ASSETS:

Cash

159,232.12

**TOTAL ASSETS**

159,232.12

### LIABILITIES

Accrued Payroll

1,259.95

Accrued Vacation

3,692.26

Accounts Payable

0.00

**TOTAL LIABILITIES**

4,952.21

### FUND BALANCE

Revenues

0.00

Expenditures

-30,000.00

Fund Balance Unreserved

184,279.91

**TOTAL FUND BALANCE**

154,279.91

**TOTAL LIABILITIES  
& FUND BALANCE**

159,232.12

**CONVENTION & VISITOR'S BUREAU FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash	836,032.08
Accts. Receivable-Misc. Sources	0.00
<b>TOTAL ASSETS</b>	<b>836,032.08</b>

**LIABILITIES**

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

**FUND BALANCE**

Revenues	180,968.87
Expenditures	-54,097.56
Fund Balance Reserved for Enc	0.00
Fund Balance Unreserved	694,543.48
<b>TOTAL FUND BALANCE</b>	<b>821,414.79</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>836,032.08</b>
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**NEW EQUIPMENT RESERVE FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash

3,094,478.80

**TOTAL ASSETS**

3,094,478.80

**LIABILITIES**

Accounts Payable

**TOTAL LIABILITIES**

0.00

**FUND BALANCE**

Revenues

2,498.22

Expenditures

0.00

Fund Balance Reserved for Enc

40,493.00

Fund Balance Unreserved

3,051,487.58

**TOTAL FUND BALANCE**

3,094,478.80

**TOTAL LIABILITIES  
& FUND BALANCE**

3,094,478.80

**GRANTS- MULTI FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash		0.00
Loan Receivable		0.00
	<b>TOTAL ASSETS</b>	<b>0.00</b>

**LIABILITIES**

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

**FUND BALANCE**

Revenues		0.00
Expenditures		0.00
Fund Balance Unreserved		
	<b>TOTAL FUND BALANCE</b>	<b>0.00</b>
	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>0.00</b>

**LIBRARY EMPLOYEE BENEFIT FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash

0.00

**TOTAL ASSETS**

**0.00**

**FUND BALANCE**

Revenues

104,766.83

Expenditures

-113,230.63

Fund Balance Unreserved

8,463.80

**TOTAL FUND BALANCE**

**0.00**

# GOLF COURSE IMPROVEMENT FUND

2/28/2014

## BALANCE SHEET

### ASSETS:

Cash

51,992.99

**TOTAL ASSETS**

51,992.99

### LIABILITIES

Accounts Payable

0.00

**TOTAL LIABILITIES**

0.00

### FUND BALANCE

Revenues

7,627.60

Expenditures

0.00

Fund Balance Reserved for Enc

0.00

Fund Balance Unreserved

44,365.39

**TOTAL FUND BALANCE**

51,992.99

**TOTAL LIABILITIES  
& FUND BALANCE**

51,992.99

**PARK DEVELOPMENT FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash

5,026.93

**TOTAL ASSETS**

5,026.93

**FUND BALANCE**

Revenues

Expenditures

Fund Balance Reserved for Enc

Fund Balance Unreserved

0.00

5,026.93

**TOTAL FUND BALANCE**

5,026.93

**SPORTS COMPLEX FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash	2,181,203.96
Accts. Receivable-Misc. Sources	0.00
Due From Other Funds	
<b>TOTAL ASSETS</b>	<b><u>2,181,203.96</u></b>

**LIABILITIES**

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

**FUND BALANCE**

Revenues	16,000.00
Expenditures	0.00
Fund Balance Reserved for Encumbrances	
Fund Balance Unreserved	2,165,203.96
<b>TOTAL FUND BALANCE</b>	<b><u>2,181,203.96</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>2,181,203.96</u></u></b>
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# STORMWATER MANAGEMENT

2/28/2014

## BALANCE SHEET

### ASSETS:

Cash	229,075.28
Due From Other Funds	58,149.83
<b>TOTAL ASSETS</b>	<b><u>287,225.11</u></b>

### LIABILITIES

Accounts Payable	0.00
Accrued Payroll	1,507.29
<b>TOTAL LIABILITIES</b>	<b><u>1,507.29</u></b>

### FUND BALANCE

Revenues	134,469.50
Expenditures	-5,243.09
Fund Balance Reserved for Encumbrances	78,058.87
Fund Balance Unreserved	78,432.54
<b>TOTAL FUND BALANCE</b>	<b><u>285,717.82</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>287,225.11</u></u></b>
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## CAPITAL PROJECTS FUND

2/28/2014

### BALANCE SHEET

#### ASSETS:

Cash	3,384,335.67
Accts. Receivable-Misc. Sources	188,112.00
Due From Other Funds	0.00

<b>TOTAL ASSETS</b>	<b><u>3,572,447.67</u></b>
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#### LIABILITIES

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

#### FUND BALANCE

Revenues	0.00
Expenditures	0.00
Fund Balance Reserved for Enc	404,842.91
Fund Balance Unreserved	3,167,604.76

<b>TOTAL FUND BALANCE</b>	<b><u>3,572,447.67</u></b>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>3,572,447.67</u></u></b>
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# CAPITAL PROJECTS 2001 FUND

2/28/2014

## BALANCE SHEET

### ASSETS:

Cash		0.00
Due From Other Funds		
<b>TOTAL ASSETS</b>		<b>0.00</b>

### LIABILITIES

Due To Other Funds		0.00
Accounts Payable		0.00
<b>TOTAL LIABILITIES</b>		<b>0.00</b>

### FUND BALANCE

Revenues		
Expenditures		
Fund Balance Unreserved		0.00
<b>TOTAL FUND BALANCE</b>		<b>0.00</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>0.00</b>
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**AIRPORT IMPROVEMENT FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash	487,327.64
Accts. Receivable-	0.00
<b>TOTAL ASSETS</b>	<b><u>487,327.64</u></b>

**LIABILITIES**

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

**FUND BALANCE**

Revenues	1,023,278.00
Expenditures	0.00
Fund Balance Reserved for Enc	1,046,507.68
Fund Balance Unreserved	-1,582,458.04
<b>TOTAL FUND BALANCE</b>	<b><u>487,327.64</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>487,327.64</u></u></b>
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## BOND & INTEREST FUND

2/28/2014

### BALANCE SHEET

#### ASSETS:

Cash	780,344.40
Due From Other Funds	0.00
<b>TOTAL ASSETS</b>	<b>780,344.40</b>

#### LIABILITIES

Lease Purchase Agreements	0.00
<b>TOTAL LIABILITIES</b>	<b>0.00</b>

#### FUND BALANCE

Revenues	779,619.45
Expenditures	-220,290.96
Fund Balance Reserved	0.00
Fund Balance Unreserved	221,015.91
<b>TOTAL FUND BALANCE</b>	<b>780,344.40</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>780,344.40</b>
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**TRANSPORTATION DD SALES TAX FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash		13,760.35
Due From Other Funds		
	<b>TOTAL ASSETS</b>	<b><u>13,760.35</u></b>

**LIABILITIES**

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

**FUND BALANCE**

Revenues		30,690.37
Expenditures		-35,298.78
Fund Balance Reserved		0.00
Fund Balance Unreserved		18,368.76
	<b>TOTAL FUND BALANCE</b>	<b><u>13,760.35</u></b>

	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>13,760.35</u></u></b>
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**HOME DEPOT-ECONOMIC DEVELOPMENT BONDS**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash	167,790.50
Cash-Restricted	24,608.90
<b>TOTAL ASSETS</b>	<b><u>192,399.40</u></b>

**LIABILITIES**

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

**FUND BALANCE**

Revenues	54,809.23
Expenditures	-48,352.51
Fund Balance Reserved	0.00
Fund Balance Unreserved	185,942.68
<b>TOTAL FUND BALANCE</b>	<b><u>192,399.40</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>192,399.40</u></u></b>
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**48th & ROTH AVE.-CID**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

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

**LIABILITIES**

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

**FUND BALANCE**

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

	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>13,043.67</u></u></b>
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# WATER & SEWER FUND

2/28/2014

## BALANCE SHEET

### ASSETS:

Cash	5,178,638.67
Accts. Receivable-Misc. Sources	
Cash-Water Sales Tax	24,428,806.62
Reserve-Capital Improvement	2,207,093.93
Reserve Bond & Int. Sales Tax	
Reserve Bond & Interest W/S	102,030.92
2003 Bond Reserve W/S	0.00
2003 Bond Reserve -Sales Tax	0.00
Consumers Accounts Receivable	428,456.32
Misc. Mdse Accts. Receivable	100,000.00
Issuance Cost-Sales Tax Fund	
Issuance Costs Water /Sewer	46,604.23
Restricted Cash-2009A Bond	65,352.00
Reserve-W/S Revenue Bond 2009A	497,148.16
Due From Other Funds	0.00
Land	139,109.47
Land-R-9 Ranch	4,262,039.65
Accum Depreciation- R-9 Ranch	-961,911.77
Infrastructure	16,404,219.44
Accum Depreciation-Infrastruct	-8,925,759.35
Buildings	11,782,909.54
Accum Depreciation-Bldgs.	-6,519,916.62
Machinery & Equipment	11,194,327.94
Accum Dep-Machinery/Equipment	-8,814,542.35
Work in Progress-Big Creek	2,082,833.90
Water Sales Tax Expenditures	469,960.24
R-9 Ranch Expenditures	0.00

### TOTAL ASSETS

**54,167,400.94**

### LIABILITIES

Accounts Payable	22,292.03
Due To Other Funds	
Accrued Payroll	26,977.32
Accrued Vacation/PTO	75,621.82
Sales Tax	-1,629.33
State Water Fee	7,498.48
Meter Deposit Payable	207,029.88
Refuse Collection	41,585.81
Accrued Int. Payable-Bonds	11,914.52
State Rev. Loan Payment	0.01
G O Bond Payable-Serv. Bldg.	0.00
Bonds Payable-W/S Rev. Bonds	0.00
Bonds Payable-Sales Tax Fund	0.00
Accrued Int. Pybl-Revolv Loan	3,837.49
Contributed Capital	3,215,104.63
Reserve for Bad Debts	3,675,000.00
Bonds Payable-W/S 2009 A	0.00
Advance Developer Fee	0.00
Stormwater Fee	57,556.30
Over & Short	-39.70
Prior Year Encumbrance	0.00
Monitoring Well Deposit	4,500.00
Overpayment-Water Sales	0.00

### TOTAL LIABILITIES

**7,347,249.26**

### FUND BALANCE

Revenues	1,357,728.35
Expenditures	-471,494.97
Fund Balance Reserved for Enc	108,098.23
Fund Balance Unreserved	44,377,158.14
Capital Imprv. Reserve Fund Balance	1,448,661.93

### TOTAL FUND BALANCE

**46,820,151.68**

### TOTAL LIABILITIES

**54,167,400.94**

## SOLID WASTE FUND

2/28/2014

### BALANCE SHEET

#### ASSETS:

Cash	422,145.10
Reserve Account	516,554.56
Accts. Receivable-Misc. Sources	0.00
Due From Other Funds	40,986.87
Buildings	289,324.00
Machinery & Equipment	1,613,260.00
Accum Dep-Machinery/Equipment	-976,135.65
<b>TOTAL ASSETS</b>	<b>1,906,134.88</b>

#### LIABILITIES

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

#### FUND BALANCE

Revenues	216,669.60
Expenditures	-90,852.50
Fund Balance Reserved for Enc	12,108.58
Fund Balance Unreserved	893,760.66
Solid Waste Reserve	501,676.22
<b>TOTAL FUND BALANCE</b>	<b>1,533,362.56</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>1,906,134.88</b>
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**FIRE INSURANCE FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash

0.00

**TOTAL ASSETS**

**0.00**

**FUND BALANCE**

Revenues

0.00

Expenditures

0.00

Fund Balance Unreserved

0.00

**TOTAL FUND BALANCE**

**0.00**

**MUNICIPAL COURT AGENCY FUND**

2/28/2014

**BALANCE SHEET**

**ASSETS:**

Cash

134,024.32

**TOTAL ASSETS**

**134,024.32**

**LIABILITIES**

Accounts Payable

0.00

Due To Other Accounts

41,446.00

Bonds Payable

27,791.00

Over & Short

-0.50

**TOTAL LIABILITIES**

**69,236.50**

**FUND BALANCE**

Revenues

21,756.35

Expenditures

-25,069.00

Fund Balance Unreserved

68,100.47

**TOTAL FUND BALANCE**

**68,100.47**

**TOTAL LIABILITIES  
& FUND BALANCE**

**134,024.32**

## City of Hays Revenues

Month of February

	Budgeted 2014	Collections Current Mo.	Collections To Date	Balance	% Collected YTD
<b>General</b>					
<b><u>CULTURE &amp; RECREATION REVENUES</u></b>					
GOLF COURSE REVENUE	305,000.00	46,602.79	105,069.08	(199,930.92)	34.45%
LOCAL ALCOHOL LIQUOR TAX	135,803.00	0.00	0.00	(135,803.00)	0.00%
Total Revenues	<b>\$440,803.00</b>	<b>\$46,602.79</b>	<b>\$105,069.08</b>	<b>(\$335,733.92)</b>	<b>23.84%</b>
<b><u>GENERAL GOVERNMENT REVENUES</u></b>					
16/20 M TRUCK TAX	0.00	0.00	0.00	0.00	0.00%
AD VALOREM PROPERTY TAX	0.00	0.00	0.00	0.00	0.00%
BUILDING PERMITS	75,000.00	3,339.33	8,388.50	(66,611.50)	11.18%
BUSINESS LICENSES	17,000.00	3,242.50	10,442.50	(6,557.50)	61.43%
CITY-COUNTY REVENUE SHARING	0.00	0.00	0.00	0.00	0.00%
CMB & LIQUOR LICENSES	12,000.00	925.00	4,800.00	(7,200.00)	40.00%
DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00%
FEDERAL GOVERNMENT AID/GRANT	0.00	0.00	0.00	0.00	0.00%
FRANCHISE FEES	1,415,000.00	117,136.54	232,404.31	(1,182,595.69)	16.42%
INTEREST ON INVESTMENTS	35,000.00	8,420.50	20,241.22	(14,758.78)	57.83%
LOCAL AD VALOREM TAX REDUCTION	0.00	0.00	0.00	0.00	0.00%
LOCAL SALES TAX	7,240,398.00	698,440.67	1,268,091.48	(5,972,306.52)	17.51%
MISCELLANEOUS REVENUE	140,000.00	990.29	25,630.28	(114,369.72)	18.31%
MOTOR VEHICLE TAX	0.00	0.00	0.00	0.00	0.00%
OTHER LICENSES	500.00	0.00	0.00	(500.00)	0.00%
PET LICENSES	18,000.00	4,112.00	7,329.00	(10,671.00)	40.72%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	0.00	0.00	0.00	0.00	0.00%
RENTALS	1,200.00	100.00	200.00	(1,000.00)	16.67%
STATE GOVERNMENT AID/GRANT	0.00	3,010.38	3,010.38	3,010.38	0.00%
TRANSFER FROM AIRPORT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM CVB	63,325.00	0.00	0.00	(63,325.00)	0.00%
TRANSFER FROM POOL CONSTRUCTIO	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SOLID WASTE FUND	245,000.00	0.00	0.00	(245,000.00)	0.00%
TRANSFER FROM SPECIAL ALCOHOL	54,336.00	0.00	0.00	(54,336.00)	0.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPORTS COMPLEX	240,835.00	0.00	0.00	(240,835.00)	0.00%
TRANSFER FROM STORMWATER MGT	64,260.00	0.00	0.00	(64,260.00)	0.00%
TRANSFER FROM WATER SLS TAX	596,850.00	0.00	0.00	(596,850.00)	0.00%
TRANSFER FROM WATER/SEWER FUND	961,024.00	0.00	0.00	(961,024.00)	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$11,179,728.00</b>	<b>\$839,717.21</b>	<b>\$1,580,537.67</b>	<b>(\$9,599,190.33)</b>	<b>14.14%</b>
<b><u>PUBLIC SAFETY REVENUES</u></b>					
ANIMAL CONTROL REVENUE	3,000.00	190.00	475.00	(2,525.00)	15.83%
COURT APPOINTED REIMBURSEMENT	0.00	84.50	324.26	324.26	0.00%
COURT COSTS	80,000.00	10,346.80	21,919.32	(58,080.68)	27.40%
COURT FINES	530,000.00	50,056.70	106,130.87	(423,869.13)	20.02%
LOCAL LAB FEES	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$613,000.00</b>	<b>\$60,678.00</b>	<b>\$128,849.45</b>	<b>(\$484,150.55)</b>	<b>21.02%</b>
<b><u>PUBLIC WORKS REVENUES</u></b>					
GRAVE OPENING	4,000.00	250.00	250.00	(3,750.00)	6.25%
SALE OF CEMETERY LOTS	6,300.00	1,250.00	2,275.00	(4,025.00)	36.11%
Total Revenues	<b>\$10,300.00</b>	<b>\$1,500.00</b>	<b>\$2,525.00</b>	<b>(\$7,775.00)</b>	<b>24.51%</b>

	<u>Budgeted</u> 2014	<u>Collections</u> Current Mo.	<u>Collections</u> To Date	<u>Balance</u>	<u>% Collected</u> YTD
<b>Library</b>					
<b><u>LIBRARY FUND REVENUES</u></b>					
16/20 M TRUCK TAX	1,027.00	0.00	1,086.23	59.23	105.77%
AD VALOREM PROPERTY TAX	1,116,946.00	0.00	656,010.24	(460,935.76)	58.73%
DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00%
MOTOR VEHICLE TAX	97,384.00	0.00	32,748.13	(64,635.87)	33.63%
RECREATIONAL VEHICLE TAX	1,373.00	0.00	624.85	(748.15)	45.51%
Total Revenues	<b>\$1,216,730.00</b>	<b>\$0.00</b>	<b>\$690,469.45</b>	<b>(\$526,260.55)</b>	<b>56.75%</b>
<b>Airport</b>					
<b><u>AIRPORT FUND REVENUES</u></b>					
16/20 M TRUCK TAX	181.00	0.00	184.11	3.11	101.72%
AD VALOREM PROPERTY TAX	199,707.00	0.00	117,371.86	(82,335.14)	58.77%
AIRPORT-FUEL SALES	12,000.00	836.92	1,698.17	(10,301.83)	14.15%
BUSINESS LICENSES	6,050.00	550.00	2,750.00	(3,300.00)	45.45%
DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00%
FARMING (LEASES)	18,977.00	0.00	0.00	(18,977.00)	0.00%
FEDERAL GOVERNMENT AID/GRANT	0.00	0.00	0.00	0.00	0.00%
LANDING FEES	4,645.00	285.00	785.00	(3,860.00)	16.90%
MISCELLANEOUS REVENUE	6,859.00	0.00	320.00	(6,539.00)	4.67%
MOTOR VEHICLE TAX	17,200.00	0.00	5,550.26	(11,649.74)	32.27%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	242.00	0.00	105.90	(136.10)	43.76%
RENTALS	66,759.00	1,888.67	7,152.36	(59,606.64)	10.71%
Total Revenues	<b>\$332,620.00</b>	<b>\$3,560.59</b>	<b>\$135,917.66</b>	<b>(\$196,702.34)</b>	<b>40.86%</b>
<b>Employee Benefit</b>					
<b><u>EMPLOYEE BENEFIT REVENUES</u></b>					
16/20 M TRUCK TAX	2,126.00	0.00	1,912.36	(213.64)	89.95%
AD VALOREM PROPERTY TAX	2,292,195.00	0.00	1,346,249.14	(945,945.86)	58.73%
DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00%
INSURANCE REFUNDS	0.00	0.00	0.00	0.00	0.00%
INTEREST ON INVESTMENTS	3,000.00	285.26	851.75	(2,148.25)	28.39%
MISCELLANEOUS REVENUE	0.00	4,080.00	3,730.29	3,730.29	0.00%
MOTOR VEHICLE TAX	201,625.00	0.00	57,655.02	(143,969.98)	28.60%
RECREATIONAL VEHICLE TAX	2,842.00	0.00	1,100.09	(1,741.91)	38.71%
TRANSFER FROM AIRPORT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM CVB	80,430.00	0.00	0.00	(80,430.00)	0.00%
TRANSFER FROM GENERAL FUND	96,479.00	0.00	0.00	(96,479.00)	0.00%
TRANSFER FROM RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SOLID WASTE FUND	167,754.00	0.00	0.00	(167,754.00)	0.00%
TRANSFER FROM SPECIAL ALCOHOL	26,074.00	0.00	0.00	(26,074.00)	0.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPORTS COMPLEX	18,002.00	0.00	0.00	(18,002.00)	0.00%
TRANSFER FROM STORMWATER MGT	11,851.00	0.00	0.00	(11,851.00)	0.00%
TRANSFER FROM WATER/SEWER FUND	486,662.00	0.00	0.00	(486,662.00)	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$3,389,040.00</b>	<b>\$4,365.26</b>	<b>\$1,411,498.65</b>	<b>(\$1,977,541.35)</b>	<b>41.65%</b>
<b>Special Highway</b>					
<b><u>SPECIAL HIGHWAY REVENUES</u></b>					
CONNECTING LINK MAINTENANCE	44,760.00	0.00	11,281.98	(33,478.02)	25.21%
INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
STATE GASOLINE TAX	539,690.00	0.00	135,317.42	(404,372.58)	25.07%
TRANSFER FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$584,450.00</b>	<b>\$0.00</b>	<b>\$146,599.40</b>	<b>(\$437,850.60)</b>	<b>25.08%</b>

	Budgeted 2014	Collections Current Mo.	Collections To Date	Balance	% Collected YTD
<b>Special Park &amp; Rec</b>					
<b><u>SPECIAL PRK &amp; REC REVENUES</u></b>					
DOG PARK DONATIONS	0.00	(1,305.83)	(1,305.83)	(1,305.83)	0.00%
LOCAL ALCOHOL LIQUOR TAX	135,803.00	0.00	0.00	(135,803.00)	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	1,000.00	1,000.00	0.00%
Total Revenues	<b>\$135,803.00</b>	<b>(\$1,305.83)</b>	<b>(\$305.83)</b>	<b>(\$136,108.83)</b>	<b>-0.23%</b>
<b>Special Alcohol Fund</b>					
<b><u>SPECIAL ALCOHOL FUND REVENUES</u></b>					
LOCAL ALCOHOL LIQUOR TAX	135,803.00	0.00	0.00	(135,803.00)	0.00%
Total Revenues	<b>\$135,803.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$135,803.00)</b>	<b>0.00%</b>
<b>Convention &amp; Visitors Bureau</b>					
<b><u>CONVENTION &amp; VISITOR'S REVENUE</u></b>					
MISCELLANEOUS REVENUE	42,000.00	3,287.00	6,944.00	(35,056.00)	16.53%
TRANSIENT GUEST TAX	745,000.00	0.00	174,024.87	(570,975.13)	23.36%
Total Revenues	<b>\$787,000.00</b>	<b>\$3,287.00</b>	<b>\$180,968.87</b>	<b>(\$606,031.13)</b>	<b>22.99%</b>
<b>Library Employee Benefit</b>					
<b><u>LIBRARY EMP. BENEFIT REVENUES</u></b>					
16/20 M TRUCK TAX	150.00	0.00	153.07	3.07	102.05%
AD VALOREM PROPERTY TAX	169,985.00	0.00	99,910.63	(70,074.37)	58.78%
DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00%
MOTOR VEHICLE TAX	14,232.00	0.00	4,615.06	(9,616.94)	32.43%
RECREATIONAL VEHICLE TAX	201.00	0.00	88.07	(112.93)	43.82%
Total Revenues	<b>\$184,568.00</b>	<b>\$0.00</b>	<b>\$104,766.83</b>	<b>(\$79,801.17)</b>	<b>56.76%</b>
<b>Risk Management</b>					
<b><u>RISK MANAGEMENT REVENUES</u></b>					
INSURANCE REFUNDS	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Golf Course Improvement</b>					
<b><u>GOLF COURSE IMPR. FUND REVENUE</u></b>					
GOLF COURSE REVENUE	0.00	5,363.40	12,826.80	12,826.80	0.00%
MISCELLANEOUS REVENUE	0.00	1,000.00	1,000.00	1,000.00	0.00%
Total Revenues	<b>\$0.00</b>	<b>\$6,363.40</b>	<b>\$13,826.80</b>	<b>\$13,826.80</b>	<b>0.00%</b>
<b>Park Development</b>					
<b><u>PARK DEVELOPMENT FUND-REVENUE</u></b>					
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Sports Complex</b>					
<b><u>SPORTS COMPLEX-REVENUES</u></b>					
LOCAL SALES TAX	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	16,000.00	16,000.00	0.00%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,000.00</b>	<b>\$16,000.00</b>	<b>0.00%</b>
<b><u>STORMWATER MANAGEMENT REVENUES</u></b>					
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
STORMWATER FEE	756,000.00	75,982.49	134,469.50	(621,530.50)	17.79%
TRANSFER FROM GENERAL FUND	16,500.00	0.00	0.00	(16,500.00)	0.00%
TRANSFER FROM WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$772,500.00</b>	<b>\$75,982.49</b>	<b>\$134,469.50</b>	<b>(\$638,030.50)</b>	<b>17.41%</b>

	<u>Budgeted</u> 2014	<u>Collections</u> Current Mo.	<u>Collections</u> To Date	<u>Balance</u>	<u>% Collected</u> YTD
<b>Bond &amp; Interest</b>					
<b><u>BOND &amp; INTEREST REVENUES</u></b>					
16/20 M TRUCK TAX	687.00	0.00	896.82	209.82	130.54%
AD VALOREM PROPERTY TAX	814,494.00	0.00	478,391.40	(336,102.60)	58.73%
DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
MOTOR VEHICLE TAX	65,172.00	0.00	27,037.39	(38,134.61)	41.49%
RECEIVED FROM TIF PROCEEDS	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	919.00	0.00	515.88	(403.12)	56.13%
SPECIAL ASSESSMENT TAX	452,891.00	0.00	272,777.96	(180,113.04)	60.23%
TRANSFER FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$1,334,163.00</b>	<b>\$0.00</b>	<b>\$779,619.45</b>	<b>(\$554,543.55)</b>	<b>58.44%</b>
<b>TDD Sales Tax</b>					
<b><u>TDD SLS TAX REVENUES</u></b>					
LOCAL SALES TAX	(56,562.92)	14,460.35	30,690.37	87,253.29	-54.26%
Total Revenues	<b>(\$56,562.92)</b>	<b>\$14,460.35</b>	<b>\$30,690.37</b>	<b>\$87,253.29</b>	<b>-54.26%</b>
<b>Home Depot Economic Dev Bonds</b>					
<b><u>H DEPOT-ECON DEV BND-REVENUES</u></b>					
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
RECEIVED FROM TIF PROCEEDS	222,925.00	9,640.00	54,809.23	(168,115.77)	24.59%
Total Revenues	<b>\$222,925.00</b>	<b>\$9,640.00</b>	<b>\$54,809.23</b>	<b>(\$168,115.77)</b>	<b>24.59%</b>
<b>48th/Roth Ave. - CID</b>					
<b><u>48TH/ROTH AVE CID-REVENUES</u></b>					
LOCAL SALES TAX	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Water &amp; Sewer</b>					
<b><u>WATER &amp; SEWER FUND REVENUES</u></b>					
DEVELOPER CONTRIBUTION	0.00	0.00	0.00	0.00	0.00%
FEDERAL & STATE GRANTS	0.00	0.00	0.00	0.00	0.00%
INTEREST ON INVESTMENTS	25,000.00	2,974.85	7,531.28	(17,468.72)	30.13%
INTEREST-SALES TAX COLLECTION	50,000.00	9,372.83	23,404.81	(26,595.19)	46.81%
LOCAL SALES TAX	2,954,917.00	281,354.00	522,436.00	(2,432,481.00)	17.68%
MISCELLANEOUS REVENUE	10,000.00	1,155.00	2,557.35	(7,442.65)	25.57%
NOTE/BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00%
PENALTY	25,000.00	2,618.12	5,520.51	(19,479.49)	22.08%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
R-9 RANCH REVENUE	325,000.00	0.00	0.00	(325,000.00)	0.00%
SEWER SERVICE CHARGES	2,056,002.00	162,628.38	395,203.08	(1,660,798.92)	19.22%
STORMWATER FEE	0.00	0.00	0.00	0.00	0.00%
TAPS-TURN ONS	35,000.00	1,101.00	5,709.00	(29,291.00)	16.31%
TRANSFER FROM SOLID WASTE FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM WATER SLS TAX	435,109.00	0.00	0.00	(435,109.00)	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
WATER SALES	2,749,118.00	195,450.25	455,617.25	(2,293,500.75)	16.57%
WATER SALES-CONSERVATION RATE	365,000.00	10,469.76	35,394.78	(329,605.22)	9.70%
Total Revenues	<b>\$9,030,146.00</b>	<b>\$667,124.19</b>	<b>\$1,453,374.06</b>	<b>(\$7,576,771.94)</b>	<b>16.09%</b>

	<u>Budgeted</u> <u>2014</u>	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>	<u>% Collected</u> <u>YTD</u>
<b>Solid Waste</b>					
<b><u>SOLID WASTE FUND REVENUES</u></b>					
INTEREST ON INVESTMENTS	2,000.00	122.25	341.89	(1,658.11)	17.09%
MISCELLANEOUS REVENUE	40,000.00	2,821.20	4,942.80	(35,057.20)	12.36%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
REFUSE COLLECTION	1,225,000.00	105,715.29	211,384.66	(1,013,615.34)	17.26%
YARD WASTE TAGS	1,900.00	0.00	5.25	(1,894.75)	0.28%
Total Revenues	<b>\$1,268,900.00</b>	<b>\$108,658.74</b>	<b>\$216,674.60</b>	<b>(\$1,052,225.40)</b>	<b>17.08%</b>
<b>Fire Insurance Trust</b>					
<b><u>FIRE INS TRUST REVENUES</u></b>					
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
Grand Totals	<b>\$31,581,916.08</b>	<b>\$1,840,634.19</b>	<b>\$7,186,360.24</b>	<b>(\$24,395,555.84)</b>	<b>22.75%</b>

City of Hays Expenditures

Month of February

	<u>Budgeted</u> <u>2014</u>	<u>Expenses</u> <u>Current Mo.</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance</u>	<u>% Spent</u> <u>YTD</u>
<b>General</b>					
<b><u>BALLFIELD MAINTENANCE</u></b>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	8,000.00	0.00	37.50	7,962.50	0.47%
COMMUNICATION	600.00	33.80	33.80	566.20	5.63%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	1,500.00	281.67	436.51	1,063.49	29.10%
GENERAL SUPPLIES & MATERIALS	11,500.00	263.41	307.42	11,192.58	2.67%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	19,200.00	947.00	947.00	18,253.00	4.93%
OTHER CONTRACTUAL SERVICES	6,000.00	16.75	16.75	5,983.25	0.28%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	500.00	0.00	0.00	500.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	9,600.00	42.41	42.41	9,557.59	0.44%
TRAVEL & TRAINING	200.00	0.00	0.00	200.00	0.00%
UNIFORMS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$57,100.00</u>	<u>\$1,585.04</u>	<u>\$1,821.39</u>	<u>\$55,278.61</u>	<u>3.19%</u>
<b><u>BICKLE-SCHMIDT SPORTS COMPLEX</u></b>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	20,000.00	0.00	37.50	19,962.50	0.19%
COMMUNICATION	700.00	30.09	30.09	669.91	4.30%
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
ELECTRICITY	55,000.00	4,079.20	9,138.14	45,861.86	16.61%
EQUIPMENT EXPENSE	4,000.00	105.64	262.95	3,737.05	6.57%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	56.10	56.10	(56.10)	0.00%
EQUIPMENT EXPENSE	0.00	56.10	56.10	(56.10)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	8,000.00	0.00	0.00	8,000.00	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	78.84	112.13	(112.13)	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	37,600.00	122.65	319.48	37,280.52	0.85%
NATURAL GAS	3,000.00	83.98	151.90	2,848.10	5.06%
NEW EQUIPMENT	17,300.00	495.00	495.00	16,805.00	2.86%
OFFICE SUPPLIES	300.00	0.00	0.00	300.00	0.00%
OTHER CONTRACTUAL SERVICES	7,700.00	57.49	347.49	7,352.51	4.51%
OVERTIME	2,000.00	94.14	112.97	1,887.03	5.65%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	1,000.00	0.00	0.00	1,000.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	8,000.00	205.61	205.61	7,794.39	2.57%
SALARIES	26,610.00	2,008.26	5,020.66	21,589.34	18.87%
SEASONAL/PART TIME	28,900.00	0.00	0.00	28,900.00	0.00%
TRANSFER TO NEW EQUIP. RESERVE	19,525.00	0.00	0.00	19,525.00	0.00%
TRAVEL & TRAINING	400.00	0.00	0.00	400.00	0.00%
UNIFORMS	800.00	25.96	25.96	774.04	3.25%
Total Expenditures	<u>\$240,835.00</u>	<u>\$7,499.06</u>	<u>\$16,372.08</u>	<u>\$224,462.92</u>	<u>6.80%</u>

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>BUILDINGS &amp; GROUNDS</u></b>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
ELECTRICITY	420,000.00	5,938.69	65,064.51	354,935.49	15.49%
GENERAL SUPPLIES & MATERIALS	8,000.00	96.36	96.36	7,903.64	1.20%
NATURAL GAS	40,000.00	3,986.92	12,041.96	27,958.04	30.10%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	26,060.00	2,661.04	4,086.04	21,973.96	15.68%
PROJECTS	5,600.00	0.00	0.00	5,600.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	14,000.00	0.00	877.38	13,122.62	6.27%
Total Expenditures	<u>\$513,660.00</u>	<u>\$12,683.01</u>	<u>\$82,166.25</u>	<u>\$431,493.75</u>	<u>16.00%</u>
<b><u>CEMETERIES</u></b>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	3,000.00	0.00	0.00	3,000.00	0.00%
COMMUNICATION	200.00	12.32	12.32	187.68	6.16%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	1,700.00	44.49	44.49	1,655.51	2.62%
GENERAL SUPPLIES & MATERIALS	7,500.00	0.00	0.00	7,500.00	0.00%
NEW EQUIPMENT	600.00	529.00	529.00	71.00	88.17%
OTHER CONTRACTUAL SERVICES	1,200.00	0.00	0.00	1,200.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	200.00	0.00	0.00	200.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	5,500.00	0.00	0.00	5,500.00	0.00%
TRAVEL & TRAINING	300.00	0.00	0.00	300.00	0.00%
UNIFORMS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$20,200.00</u>	<u>\$585.81</u>	<u>\$585.81</u>	<u>\$19,614.19</u>	<u>2.90%</u>
<b><u>CITY ATTORNEY</u></b>					
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	1,000.00	0.00	35.00	965.00	3.50%
PROFESSIONAL SERVICES	100,000.00	6,500.00	13,000.00	87,000.00	13.00%
Total Expenditures	<u>\$101,000.00</u>	<u>\$6,500.00</u>	<u>\$13,035.00</u>	<u>\$87,965.00</u>	<u>12.91%</u>
<b><u>CITY COMMISSION</u></b>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
FINANCIAL POLICY PROJ-CAPITAL	1,771,177.00	0.00	0.00	1,771,177.00	0.00%
FINANCIAL POLICY PROJ-CAPITAL	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	1,500.00	0.00	0.00	1,500.00	0.00%
LEGAL PUBLICATIONS & PRINTING	500.00	0.00	0.00	500.00	0.00%
OTHER CONTRACTUAL SERVICES	500.00	0.00	50.00	450.00	10.00%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	150,000.00	0.00	0.00	150,000.00	0.00%
SALARIES	9,000.00	750.00	1,500.00	7,500.00	16.67%
TRAVEL & TRAINING	15,000.00	3,770.00	3,770.00	11,230.00	25.13%
Total Expenditures	<u>\$1,947,677.00</u>	<u>\$4,520.00</u>	<u>\$5,320.00</u>	<u>\$1,942,357.00</u>	<u>0.27%</u>
<b><u>CITY MANAGER</u></b>					
COMMUNICATION	3,500.00	243.91	243.91	3,256.09	6.97%
CONTINGENCY	100,000.00	973.95	1,328.95	98,671.05	1.33%
EXPENSE ALLOWANCE-CAR	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	2,000.00	27.71	27.71	1,972.29	1.39%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
ORGANIZATION DEVELOPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	35,000.00	100.00	14,404.78	20,595.22	41.16%
OVERTIME	3,500.00	104.93	769.48	2,730.52	21.99%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	302,987.00	24,599.33	58,400.09	244,586.91	19.27%
TRAVEL & TRAINING	25,000.00	1,597.67	6,354.98	18,645.02	25.42%
Total Expenditures	<u>\$471,987.00</u>	<u>\$27,647.50</u>	<u>\$81,529.90</u>	<u>\$390,457.10</u>	<u>17.27%</u>

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>DISPATCH</u></b>					
COMMUNICATION	5,400.00	502.12	502.12	4,897.88	9.30%
CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00%
LEGAL PUBLICATIONS & PRINTING	2,500.00	0.00	0.00	2,500.00	0.00%
OFFICE SUPPLIES	900.00	126.06	126.06	773.94	14.01%
OTHER CONTRACTUAL SERVICES	3,830.00	154.84	340.69	3,489.31	8.90%
OVERTIME	47,165.00	2,349.26	12,698.61	34,466.39	26.92%
SALARIES	484,020.00	30,802.92	79,827.44	404,192.56	16.49%
TRAVEL & TRAINING	9,000.00	0.00	45.00	8,955.00	0.50%
UNIFORMS	1,000.00	0.00	0.00	1,000.00	0.00%
Total Expenditures	<u>\$558,815.00</u>	<u>\$33,935.20</u>	<u>\$93,539.92</u>	<u>\$465,275.08</u>	<u>16.74%</u>
<b><u>ECONOMIC DEVELOPMENT</u></b>					
DOWNTOWN DEVELOPMENT CORP.	0.00	0.00	0.00	0.00	0.00%
JOB BOUNTY	15,000.00	0.00	0.00	15,000.00	0.00%
OTHER CONTRACTUAL SERVICES	241,205.00	575.00	141,955.00	99,250.00	58.85%
Total Expenditures	<u>\$256,205.00</u>	<u>\$575.00</u>	<u>\$141,955.00</u>	<u>\$114,250.00</u>	<u>55.41%</u>
<b><u>FINANCE/CITY CLERK</u></b>					
COMMUNICATION	1,320.00	90.71	90.71	1,229.29	6.87%
CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00%
GENERAL SUPPLIES & MATERIALS	600.00	119.98	119.98	480.02	20.00%
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	12,000.00	915.22	1,569.47	10,430.53	13.08%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	7,800.00	688.58	1,288.58	6,511.42	16.52%
OVERTIME	500.00	79.89	119.83	380.17	23.97%
PROFESSIONAL SERVICES	40,000.00	0.00	11,880.00	28,120.00	29.70%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	292,987.00	21,404.28	54,972.94	238,014.06	18.76%
TRAVEL & TRAINING	7,600.00	89.45	112.86	7,487.14	1.49%
Total Expenditures	<u>\$367,807.00</u>	<u>\$23,388.11</u>	<u>\$70,154.37</u>	<u>\$297,652.63</u>	<u>19.07%</u>

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>FIRE DEPARTMENT</u></b>					
COMMUNICATION	5,700.00	464.40	464.40	5,235.60	8.15%
CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00%
EQUIPMENT EXPENSE	52,000.00	0.00	682.00	51,318.00	1.31%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	79.50	358.92	(358.92)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	175.58	(175.58)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	158.25	158.25	(158.25)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	13.48	13.48	(13.48)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	213.48	213.48	(213.48)	0.00%
EQUIPMENT EXPENSE	0.00	516.22	516.22	(516.22)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	41,300.00	3,658.16	3,763.16	37,536.84	9.11%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	800.00	0.00	0.00	800.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	4,350.00	516.06	659.06	3,690.94	15.15%
OVERTIME	121,000.00	5,557.57	24,292.00	96,708.00	20.08%
PAID PER CALL	20,000.00	751.57	5,052.01	14,947.99	25.26%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	42,000.00	6,734.96	7,831.63	34,168.37	18.65%
SALARIES	1,057,443.00	78,372.74	199,573.24	857,869.76	18.87%
TRAINING CERTIFICATION	15,000.00	0.00	0.00	15,000.00	0.00%
TRAVEL & TRAINING	35,400.00	4,232.95	7,345.75	28,054.25	20.75%
UNIFORMS	9,000.00	13.25	938.05	8,061.95	10.42%
Total Expenditures	<u>\$1,408,993.00</u>	<u>\$101,282.59</u>	<u>\$252,037.23</u>	<u>\$1,156,955.77</u>	<u>17.89%</u>
<b><u>FLEET MAINTENANCE</u></b>					
Total Expenditures	<u>\$830,101.00</u>	<u>\$52,934.19</u>	<u>\$106,087.95</u>	<u>\$724,013.05</u>	<u>12.78%</u>
<b><u>GOLF COURSE</u></b>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	86,800.00	42.00	42.00	86,758.00	0.05%
COMMUNICATION	2,800.00	165.22	165.22	2,634.78	5.90%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	2,000.00	35.90	61.90	1,938.10	3.10%
GENERAL SUPPLIES & MATERIALS	29,800.00	266.17	383.91	29,416.09	1.29%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	5,200.00	606.95	606.95	4,593.05	11.67%
OFFICE SUPPLIES	400.00	42.33	42.33	357.67	10.58%
OTHER CONTRACTUAL SERVICES	33,800.00	1,926.00	4,332.60	29,467.40	12.82%
OVERTIME	7,000.00	0.00	0.00	7,000.00	0.00%
PRO SHOP CR CARD ACTIVITY	0.00	(385.25)	(63.34)	63.34	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	1,500.00	0.00	0.00	1,500.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	12,000.00	43.73	43.73	11,956.27	0.36%
SALARIES	123,597.00	6,250.87	18,005.28	105,591.72	14.57%
SEASONAL/PART TIME	43,400.00	0.00	144.00	43,256.00	0.33%
TRAVEL & TRAINING	1,600.00	100.00	100.00	1,500.00	6.25%
UNIFORMS	1,000.00	0.00	0.00	1,000.00	0.00%
Total Expenditures	<u>\$350,897.00</u>	<u>\$9,093.92</u>	<u>\$23,864.58</u>	<u>\$327,032.42</u>	<u>6.80%</u>

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>HUMAN RESOURCES</u></b>					
COMMUNICATION	1,200.00	67.35	67.35	1,132.65	5.61%
LEGAL PUBLICATIONS & PRINTING	11,000.00	684.94	2,040.35	8,959.65	18.55%
ORGANIZATION DEVELOPMENT	27,500.00	1,381.92	2,004.82	25,495.18	7.29%
OTHER CONTRACTUAL SERVICES	2,500.00	108.32	128.32	2,371.68	5.13%
OVERTIME	250.00	0.00	207.01	42.99	82.80%
PROFESSIONAL SERVICES	44,000.00	895.50	2,321.00	41,679.00	5.28%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	101,252.00	7,591.98	19,646.02	81,605.98	19.40%
TRAVEL & TRAINING	5,000.00	0.00	0.00	5,000.00	0.00%
Total Expenditures	<u>\$192,702.00</u>	<u>\$10,730.01</u>	<u>\$26,414.87</u>	<u>\$166,287.13</u>	<u>13.71%</u>
<b><u>INFORMATION TECHNOLOGY</u></b>					
COMMUNICATION	3,400.00	259.46	259.46	3,140.54	7.63%
EQUIPMENT EXPENSE	9,250.00	178.89	178.89	9,071.11	1.93%
GENERAL SUPPLIES & MATERIALS	3,500.00	135.30	135.30	3,364.70	3.87%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	28,660.00	109.99	109.99	28,550.01	0.38%
OFFICE SUPPLIES	15,450.00	382.44	382.44	15,067.56	2.48%
OTHER CONTRACTUAL SERVICES	179,910.00	39,613.86	61,204.27	118,705.73	34.02%
OVERTIME	1,200.00	81.99	81.99	1,118.01	6.83%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	277,999.00	20,308.48	50,771.18	227,227.82	18.26%
TRAVEL & TRAINING	15,750.00	1,289.95	1,289.95	14,460.05	8.19%
Total Expenditures	<u>\$535,119.00</u>	<u>\$62,360.36</u>	<u>\$114,413.47</u>	<u>\$420,705.53</u>	<u>21.38%</u>
<b><u>INTERGOVERNMENTAL ACCOUNT</u></b>					
COMMUNICATION	57,000.00	3,036.80	9,036.80	47,963.20	15.85%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
INSURANCE & SURETY BONDS	270,000.00	140.00	15,603.20	254,396.80	5.78%
OFFICE SUPPLIES	24,500.00	281.01	583.89	23,916.11	2.38%
OTHER CONTRACTUAL SERVICES	13,000.00	1,246.74	2,029.84	10,970.16	15.61%
Total Expenditures	<u>\$364,500.00</u>	<u>\$4,704.55</u>	<u>\$27,253.73</u>	<u>\$337,246.27</u>	<u>7.48%</u>
<b><u>MUNICIPAL COURT</u></b>					
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	1,200.00	46.83	46.83	1,153.17	3.90%
OTHER CONTRACTUAL SERVICES	5,600.00	407.58	651.13	4,948.87	11.63%
OVERTIME	3,000.00	58.67	97.79	2,902.21	3.26%
PROFESSIONAL SERVICES	35,000.00	1,800.00	3,600.00	31,400.00	10.29%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SAFE RIDE	0.00	0.00	0.00	0.00	0.00%
SALARIES	111,091.00	8,035.30	21,062.97	90,028.03	18.96%
TRAVEL & TRAINING	1,000.00	0.00	0.00	1,000.00	0.00%
Total Expenditures	<u>\$156,891.00</u>	<u>\$10,348.38</u>	<u>\$25,458.72</u>	<u>\$131,432.28</u>	<u>16.23%</u>
<b><u>P.W.-GENERAL ADMINISTRATION</u></b>					
COMMUNICATION	2,750.00	219.80	219.80	2,530.20	7.99%
CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00%
GENERAL SUPPLIES & MATERIALS	4,000.00	369.18	523.53	3,476.47	13.09%
OFFICE SUPPLIES	5,000.00	21.84	113.65	4,886.35	2.27%
OTHER CONTRACTUAL SERVICES	2,200.00	540.00	540.00	1,660.00	24.55%
OVERTIME	500.00	0.00	0.00	500.00	0.00%
PROFESSIONAL SERVICES	20,000.00	0.00	0.00	20,000.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	234,415.00	16,994.53	42,779.05	191,635.95	18.25%
TRAVEL & TRAINING	8,000.00	301.60	301.60	7,698.40	3.77%
Total Expenditures	<u>\$281,865.00</u>	<u>\$18,446.95</u>	<u>\$44,477.63</u>	<u>\$237,387.37</u>	<u>15.78%</u>

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>PARKS &amp; PLAYGROUNDS</u></b>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	18,000.00	0.00	3,283.40	14,716.60	18.24%
COMMUNICATION	2,500.00	191.92	191.92	2,308.08	7.68%
CONTINGENCY	5,000.00	155.85	155.85	4,844.15	3.12%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	8,000.00	732.37	1,465.90	6,534.10	18.32%
GENERAL SUPPLIES & MATERIALS	45,000.00	3,640.20	4,308.50	40,691.50	9.57%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	2,000.00	531.69	531.69	1,468.31	26.58%
OFFICE SUPPLIES	800.00	87.14	87.14	712.86	10.89%
OTHER CONTRACTUAL SERVICES	24,000.00	7,570.96	7,707.24	16,292.76	32.11%
OVERTIME	10,000.00	2,001.66	2,430.45	7,569.55	24.30%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	800.00	0.00	0.00	800.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	19,900.00	3,252.01	3,252.01	16,647.99	16.34%
SALARIES	618,250.00	45,014.03	112,534.98	505,715.02	18.20%
SEASONAL/PART TIME	97,920.00	0.00	0.00	97,920.00	0.00%
TRAVEL & TRAINING	3,500.00	359.78	359.78	3,140.22	10.28%
UNIFORMS	5,100.00	370.50	370.50	4,729.50	7.26%
Total Expenditures	<u>\$860,770.00</u>	<u>\$63,908.11</u>	<u>\$136,679.36</u>	<u>\$724,090.64</u>	<u>15.88%</u>
<b><u>PLANNING INSPECTION ENFORCEMEN</u></b>					
COMMUNICATION	6,700.00	522.97	522.97	6,177.03	7.81%
EQUIPMENT EXPENSE	3,750.00	0.00	0.00	3,750.00	0.00%
GENERAL SUPPLIES & MATERIALS	1,500.00	326.34	326.34	1,173.66	21.76%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	7,000.00	64.98	238.05	6,761.95	3.40%
OVERTIME	10,000.00	524.59	613.49	9,386.51	6.13%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	273,563.00	20,010.78	49,853.60	223,709.40	18.22%
SEASONAL/PART TIME	11,590.00	1,137.92	2,756.81	8,833.19	23.79%
TRAVEL & TRAINING	25,000.00	794.88	794.88	24,205.12	3.18%
UNIFORMS	1,200.00	0.00	0.00	1,200.00	0.00%
Total Expenditures	<u>\$340,303.00</u>	<u>\$23,382.46</u>	<u>\$55,106.14</u>	<u>\$285,196.86</u>	<u>16.19%</u>



	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>PUBLIC WORKS-SERVICE DIVISION</u></b>					
COMMUNICATION	1,600.00	104.24	104.24	1,495.76	6.52%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	40,000.00	200.32	863.75	39,136.25	2.16%
GENERAL SUPPLIES & MATERIALS	181,000.00	86.54	778.85	180,221.15	0.43%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	48,200.00	0.00	0.00	48,200.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	16,000.00	0.00	4,112.81	11,887.19	25.71%
OVERTIME	15,900.00	4,768.50	6,408.14	9,491.86	40.30%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	2,500.00	0.00	0.00	2,500.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
SALARIES	588,301.00	38,764.42	97,247.38	491,053.62	16.53%
SEASONAL/PART TIME	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	7,300.00	0.00	0.00	7,300.00	0.00%
UNIFORMS	6,200.00	444.14	444.14	5,755.86	7.16%
Total Expenditures	<u>\$907,001.00</u>	<u>\$44,368.16</u>	<u>\$109,959.31</u>	<u>\$797,041.69</u>	<u>12.12%</u>
<b><u>QUALITY OF LIFE</u></b>					
OTHER CONTRACTUAL SERVICES	35,303.00	0.00	35,303.00	0.00	100.00%
Total Expenditures	<u>\$35,303.00</u>	<u>\$0.00</u>	<u>\$35,303.00</u>	<u>\$0.00</u>	<u>100.00%</u>
<b><u>SOCIAL SERVICES</u></b>					
OTHER CONTRACTUAL SERVICES	164,000.00	0.00	82,000.00	82,000.00	50.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$164,000.00</u>	<u>\$0.00</u>	<u>\$82,000.00</u>	<u>\$82,000.00</u>	<u>50.00%</u>
<b><u>SWIMMING POOL</u></b>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	39,500.00	0.00	0.00	39,500.00	0.00%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	10,000.00	18.75	18.75	9,981.25	0.19%
GENERAL SUPPLIES & MATERIALS	10,700.00	556.74	556.74	10,143.26	5.20%
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	14,800.00	0.00	0.00	14,800.00	0.00%
OTHER CONTRACTUAL SERVICES	31,700.00	65.00	65.00	31,635.00	0.21%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	8,000.00	0.00	0.00	8,000.00	0.00%
TRAVEL & TRAINING	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$114,700.00</u>	<u>\$640.49</u>	<u>\$640.49</u>	<u>\$114,059.51</u>	<u>0.56%</u>
<b>Library</b>					
<b><u>LIBRARY FUND EXPENDITURES</u></b>					
NEIGHBORHOOD REVIT REBATE	3,730.00	0.00	1,622.76	2,107.24	43.51%
OTHER CONTRACTUAL SERVICES	1,241,326.00	681,162.81	681,162.81	560,163.19	54.87%
TAX INCREMENT FINANCING DIST	17,000.00	0.00	7,683.88	9,316.12	45.20%
Total Expenditures	<u>\$1,262,056.00</u>	<u>\$681,162.81</u>	<u>\$690,469.45</u>	<u>\$571,586.55</u>	<u>54.71%</u>
<b>Airport</b>					

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>AIRPORT FUND EXPENDITURES</u></b>					
COMMUNICATION	3,000.00	186.09	186.09	2,813.91	6.20%
CONTINGENCY	38,996.00	0.00	0.00	38,996.00	0.00%
ELECTRICITY	35,000.00	496.81	5,780.73	29,219.27	16.52%
GENERAL SUPPLIES & MATERIALS	28,400.00	2,189.65	3,378.10	25,021.90	11.89%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	500.00	0.00	0.00	500.00	0.00%
NATURAL GAS	8,000.00	463.65	2,815.04	5,184.96	35.19%
NEIGHBORHOOD REVIT REBATE	664.00	0.00	290.33	373.67	43.72%
NEW EQUIPMENT	10,700.00	0.00	10,700.00	0.00	100.00%
OTHER CONTRACTUAL SERVICES	25,000.00	2,963.52	3,517.04	21,482.96	14.07%
OVERTIME	2,000.00	133.16	199.74	1,800.26	9.99%
PROFESSIONAL SERVICES	1,000.00	0.00	0.00	1,000.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
PROMOTIONS	15,000.00	0.00	0.00	15,000.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	24,000.00	795.69	2,263.69	21,736.31	9.43%
SALARIES	79,638.00	6,010.40	16,021.33	63,616.67	20.12%
SEASONAL/PART TIME	5,000.00	0.00	0.00	5,000.00	0.00%
TAX INCREMENT FINANCING DIST	3,000.00	0.00	1,374.78	1,625.22	45.83%
TRANSFER TO AIRPORT IMPROVEMEN	60,843.00	0.00	0.00	60,843.00	0.00%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO NEW EQUIP. RESERVE	7,013.00	0.00	0.00	7,013.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	3,000.00	0.00	275.00	2,725.00	9.17%
UNIFORMS	750.00	61.30	61.30	688.70	8.17%
Total Expenditures	<u>\$351,504.00</u>	<u>\$13,300.27</u>	<u>\$46,863.17</u>	<u>\$304,640.83</u>	<u>13.33%</u>
<b>Employee Benefit</b>					
<b><u>EMPLOYEE BENEFIT EXPENDITURES</u></b>					
CONTINGENCY	300,000.00	0.00	0.00	300,000.00	0.00%
EMPLOYEE RETIREMENT	1,138,617.00	80,613.68	209,347.16	929,269.84	18.39%
HEALTH INSURANCE	1,719,500.00	123,758.60	514,081.22	1,205,418.78	29.90%
NEIGHBORHOOD REVIT REBATE	7,590.00	0.00	3,330.17	4,259.83	43.88%
OTHER CONTRACTUAL SERVICES	75,139.00	3,588.01	10,358.02	64,780.98	13.79%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
SOCIAL SECURITY	676,213.00	46,498.99	119,498.46	556,714.54	17.67%
TAX INCREMENT FINANCING DIST	33,625.00	0.00	15,768.68	17,856.32	46.90%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00%
UNEMPLOYMENT COMPENSATION	25,634.00	0.00	7,043.75	18,590.25	27.48%
WORKERS COMPENSATION	180,350.00	0.00	176,639.00	3,711.00	97.94%
Total Expenditures	<u>\$4,156,668.00</u>	<u>\$254,459.28</u>	<u>\$1,056,066.46</u>	<u>\$3,100,601.54</u>	<u>25.41%</u>
<b>Special Highway</b>					

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>SPECIAL HIGHWAY EXPENDITURES</u></b>					
2001 SIDEWALK RAMPS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	548,352.00	0.00	222.00	548,130.00	0.04%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	13.80	(13.80)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	50,000.00	0.00	0.00	50,000.00	0.00%
CORR MGT - GENERAL HAYS RD.	0.00	0.00	0.00	0.00	0.00%
CORR MGT-REVERSE ACCESS 48-55	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
VINE ST.-MILL & OVERLAY--13/27	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$598,352.00</u>	<u>\$0.00</u>	<u>\$235.80</u>	<u>\$598,116.20</u>	<u>0.04%</u>
<b>Special Park &amp; Rec</b>					
<b><u>SPECIAL PRK &amp; REC EXPENDITURES</u></b>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	235,786.00	891.64	991.64	234,794.36	0.42%
TRANSFER TO NEW EQUIP. RESERVE	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$235,786.00</u>	<u>\$891.64</u>	<u>\$991.64</u>	<u>\$234,794.36</u>	<u>0.42%</u>
<b>Special Alcohol Fund</b>					
<b><u>SPECIAL ALCOHOL FUND EXPENDITURES</u></b>					
CONTINGENCY	175,371.00	0.00	0.00	175,371.00	0.00%
OTHER CONTRACTUAL SERVICES	60,000.00	0.00	30,000.00	30,000.00	50.00%
TRANSFER TO EMPLOYEE BENEFIT	26,074.00	0.00	0.00	26,074.00	0.00%
TRANSFER TO GENERAL FUND	54,336.00	0.00	0.00	54,336.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$315,781.00</u>	<u>\$0.00</u>	<u>\$30,000.00</u>	<u>\$285,781.00</u>	<u>9.50%</u>
<b>Convention &amp; Visitors Bureau</b>					

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>CVB EXPENDITURES</u></b>					
COMMUNICATION	6,000.00	330.71	330.71	5,669.29	5.51%
CONTINGENCY	295,882.00	0.00	0.00	295,882.00	0.00%
ELECTRICITY	9,000.00	0.00	1,497.41	7,502.59	16.64%
GENERAL SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	90,000.00	3,613.97	5,993.97	84,006.03	6.66%
NATURAL GAS	1,500.00	0.00	410.06	1,089.94	27.34%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	5,000.00	81.18	81.18	4,918.82	1.62%
OTHER CONTRACTUAL SERVICES	80,000.00	4,681.00	14,338.86	65,661.14	17.92%
OVERTIME	1,500.00	0.00	266.47	1,233.53	17.76%
PROJECTS	74,000.00	0.00	0.00	74,000.00	0.00%
PROMOTIONS	60,000.00	1,991.50	2,191.50	57,808.50	3.65%
RENTALS	408,000.00	0.00	0.00	408,000.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	6,000.00	346.00	346.00	5,654.00	5.77%
SALARIES	223,939.00	16,261.22	40,294.65	183,644.35	17.99%
SEASONAL/PART TIME	10,050.00	0.00	25.38	10,024.62	0.25%
TRANSFER TO EMPLOYEE BENEFIT	80,430.00	0.00	0.00	80,430.00	0.00%
TRANSFER TO GENERAL FUND	63,325.00	0.00	0.00	63,325.00	0.00%
TRANSFER TO NEW EQUIP. RESERVE	2,760.00	0.00	0.00	2,760.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	7,000.00	30.60	191.60	6,808.40	2.74%
Total Expenditures	<u>\$1,424,386.00</u>	<u>\$27,336.18</u>	<u>\$65,967.79</u>	<u>\$1,358,418.21</u>	<u>4.63%</u>
<b>Library Employee Benefit</b>					
<b><u>LIBRARY EMP. BENEFIT EXPENDITURES</u></b>					
NEIGHBORHOOD REVIT REBATE	568.00	0.00	247.14	320.86	43.51%
OTHER CONTRACTUAL SERVICES	186,833.00	111,813.23	111,813.23	75,019.77	59.85%
TAX INCREMENT FINANCING DIST	2,500.00	0.00	1,170.26	1,329.74	46.81%
Total Expenditures	<u>\$189,901.00</u>	<u>\$111,813.23</u>	<u>\$113,230.63</u>	<u>\$76,670.37</u>	<u>59.63%</u>
<b>Risk Management</b>					
<b><u>RISK MGT. FUND EXPENDITURES</u></b>					
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<b>Golf Course Improvement</b>					
<b><u>GOLF COURSE IMPR. EXPENDITURES</u></b>					
GENERAL SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<b>Park Development</b>					
<b><u>PARK DEVELOPMENT EXPENDITURES</u></b>					
CONTINGENCY	5,027.00	0.00	0.00	5,027.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$5,027.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$5,027.00</u>	<u>0.00%</u>
<b>Sports Complex</b>					
<b><u>SPORTS COMPLEX-EXPENDITURES</u></b>					
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>STORMWATER MANAGEMENT EXPENDITURE</u></b>					
COMMUNICATION	750.00	83.18	83.18	666.82	11.09%
CONTINGENCY	50,000.00	0.00	0.00	50,000.00	0.00%
GENERAL SUPPLIES & MATERIALS	7,400.00	0.00	0.00	7,400.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	10,000.00	0.00	0.00	10,000.00	0.00%
PROFESSIONAL SERVICES	20,000.00	0.00	0.00	20,000.00	0.00%
PROJECTS	576,544.00	0.00	0.00	576,544.00	0.00%
SALARIES	31,375.00	2,367.96	5,919.89	25,455.11	18.87%
TRANSFER TO EMPLOYEE BENEFIT	11,851.00	0.00	0.00	11,851.00	0.00%
TRANSFER TO GENERAL FUND	64,260.00	0.00	0.00	64,260.00	0.00%
TRANSFER TO NEW EQUIP. RESERVE	1,790.00	0.00	0.00	1,790.00	0.00%
TRAVEL & TRAINING	8,000.00	424.00	424.00	7,576.00	5.30%
UNIFORMS	200.00	0.00	0.00	200.00	0.00%
Total Expenditures	<u>\$782,170.00</u>	<u>\$2,875.14</u>	<u>\$6,427.07</u>	<u>\$775,742.93</u>	<u>0.82%</u>
<b>Bond &amp; Interest</b>					
<b><u>BOND &amp; INTEREST EXPENDITURES</u></b>					
BOND PRINCIPAL	970,003.00	0.00	0.00	970,003.00	0.00%
CASH BASIS RESERVE	60,000.00	0.00	0.00	60,000.00	0.00%
ECONOMIC DEVELOPMENT BONDS	0.00	0.00	0.00	0.00	0.00%
INTEREST COUPONS	403,540.00	213,504.16	213,504.16	190,035.84	52.91%
INTEREST ON TEMPORARY NOTE	0.00	0.00	0.00	0.00	0.00%
INTEREST ON TIF	0.00	0.00	0.00	0.00	0.00%
LEVY STABILIZATION	75,000.00	0.00	0.00	75,000.00	0.00%
NEIGHBORHOOD REVIT REBATE	2,720.00	0.00	1,183.38	1,536.62	43.51%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TAX INCREMENT FINANCING DIST	13,000.00	0.00	5,603.42	7,396.58	43.10%
TRANSFER TO RESERVE FOR TIF	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$1,524,263.00</u>	<u>\$213,504.16</u>	<u>\$220,290.96</u>	<u>\$1,303,972.04</u>	<u>14.45%</u>
<b>TDD Sales Tax</b>					
<b><u>TDD SLS TAX EXPENDITURES</u></b>					
OTHER CONTRACTUAL SERVICES	0.00	16,230.02	35,998.78	(35,998.78)	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$16,230.02</u>	<u>\$35,998.78</u>	<u>(\$35,998.78)</u>	<u>0.00%</u>
<b>Home Depot Economic Dev Bonds</b>					
<b><u>H DEPOT ECON DEV BND-EXPENDITURE</u></b>					
BOND PRINCIPAL	115,000.00	0.00	0.00	115,000.00	0.00%
INTEREST COUPONS	96,706.00	48,352.51	48,352.51	48,353.49	50.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$211,706.00</u>	<u>\$48,352.51</u>	<u>\$48,352.51</u>	<u>\$163,353.49</u>	<u>22.84%</u>
<b>48th/Roth Ave. - CID</b>					
<b><u>48TH/ROTH AVE CID-EXPENDITURE</u></b>					
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<b>Water &amp; Sewer</b>					
<b><u>DEBT SERVICE</u></b>					
INT-REVENUE BND PAYMENT 2009A	140,000.00	11,349.58	22,699.16	117,300.84	16.21%
INTEREST-REVENUE BOND	0.00	0.00	0.00	0.00	0.00%
PRINCIPAL & INT. REVOLVING LOA	400,000.00	33,527.35	66,810.09	333,189.91	16.70%
PRINCIPAL PAYMENT-SLS TX BOND	0.00	0.00	0.00	0.00	0.00%
PWWSD #15	0.00	0.00	0.00	0.00	0.00%
REV BOND PAYMENT 2009-A	285,000.00	23,750.00	47,500.00	237,500.00	16.67%
REVENUE BOND PAYMENT	0.00	0.00	0.00	0.00	0.00%
SALES TAX BOND ISSUE-INTEREST	0.00	0.00	0.00	0.00	0.00%
UNAMORTIZED 1996 BOND IS.COST	0.00	0.00	0.00	0.00	0.00%
WATER EXPLORATION	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$825,000.00</u>	<u>\$68,626.93</u>	<u>\$137,009.25</u>	<u>\$687,990.75</u>	<u>16.61%</u>

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>DEBT SERVICE - SALES TAX</u></b>					
PRINCIPAL PAYMENT-SLS TX BOND	0.00	0.00	0.00	0.00	0.00%
PWWSD #15	0.00	0.00	0.00	0.00	0.00%
SALES TAX BOND ISSUE-INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER-SALES TAX RESERVE	0.00	0.00	0.00	0.00	0.00%
UNAMORITIZED 1996 BOND IS.COST	0.00	0.00	0.00	0.00	0.00%
WATER EXPLORATION	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<b><u>UTILITIES DEPT./WATER CONSERV.</u></b>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	5,000.00	0.00	0.00	5,000.00	0.00%
GRANT FUNDING	5,000.00	0.00	0.00	5,000.00	0.00%
LEGAL PUBLICATIONS & PRINTING	2,000.00	0.00	0.00	2,000.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00%
OVERTIME	0.00	0.00	0.00	0.00	0.00%
PROJECTS	335,000.00	2,404.42	5,304.42	329,695.58	1.58%
SALARIES	81,109.00	5,906.42	14,412.22	66,696.78	17.77%
TRANSFER TO NEW EQUIP. RESERVE	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	2,000.00	424.00	424.00	1,576.00	21.20%
UNIFORMS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$435,109.00</u>	<u>\$8,734.84</u>	<u>\$20,140.64</u>	<u>\$414,968.36</u>	<u>4.63%</u>
<b><u>W/S NON-OPERATING EXPENDITURES</u></b>					
CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00%
CLEAN DRINKING WATER FEE	20,000.00	4,352.94	4,352.94	15,647.06	21.76%
CONTINGENCY	50,000.00	53.26	53.26	49,946.74	0.11%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
INTEREST ON METER DEPOSITS	1,000.00	20.86	40.92	959.08	4.09%
OTHER CONTRACTUAL SERVICES	0.00	1,397.38	2,541.07	(2,541.07)	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
R-9 RANCH EXPENDITURES	315,000.00	49,034.21	49,634.21	265,365.79	15.76%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO CAPITAL IMPROVEMEN	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	486,662.00	0.00	0.00	486,662.00	0.00%
TRANSFER TO GENERAL FUND	961,024.00	0.00	0.00	961,024.00	0.00%
TRANSFER TO NEW EQUIP. RESERVE	62,926.00	0.00	0.00	62,926.00	0.00%
TRANSFER TO STORMWATER MGT	0.00	0.00	0.00	0.00	0.00%
TRANSFER-SALES TAX RESERVE	2,755,475.00	0.00	0.00	2,755,475.00	0.00%
TRNSF TO GEN. FROM WA SLS TX	596,850.00	0.00	0.00	596,850.00	0.00%
WATER TAPS, HYDRANTS, METERS	128,000.00	2,576.37	8,173.91	119,826.09	6.39%
Total Expenditures	<u>\$5,376,937.00</u>	<u>\$57,435.02</u>	<u>\$64,796.31</u>	<u>\$5,312,140.69</u>	<u>1.21%</u>
<b><u>WASTEWATER TREATMENT &amp; COLL.</u></b>					
CHEMICALS	64,050.00	2,974.41	6,233.41	57,816.59	9.73%
COMMUNICATION	3,000.00	200.57	200.57	2,799.43	6.69%
ELECTRICITY	182,905.00	0.00	26,156.88	156,748.12	14.30%
EQUIPMENT EXPENSE	92,400.00	4,370.94	5,343.97	87,056.03	5.78%
GENERAL SUPPLIES & MATERIALS	24,804.00	1,192.57	1,335.46	23,468.54	5.38%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	26,966.00	0.00	2,824.73	24,141.27	10.48%
OFFICE SUPPLIES	600.00	7.78	7.78	592.22	1.30%
OTHER CONTRACTUAL SERVICES	186,050.00	3,756.18	4,811.54	181,238.46	2.59%
OVERTIME	17,000.00	1,291.93	5,743.60	11,256.40	33.79%
PROFESSIONAL SERVICES	29,035.00	978.30	1,338.30	27,696.70	4.61%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	51,500.00	4,225.30	17,345.53	34,154.47	33.68%
SALARIES	459,300.00	32,801.77	82,666.01	376,633.99	18.00%
SEASONAL/PART TIME	20,660.00	2,210.89	5,295.37	15,364.63	25.63%
TRAVEL & TRAINING	4,000.00	0.00	0.00	4,000.00	0.00%
UNIFORMS	4,500.00	293.79	293.79	4,206.21	6.53%
Total Expenditures	<u>\$1,166,770.00</u>	<u>\$54,304.43</u>	<u>\$159,596.94</u>	<u>\$1,007,173.06</u>	<u>13.68%</u>

	<u>Budgeted</u> 2014	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>WATER PRODUCTION &amp; DIST.</u></b>					
CHEMICALS	520,810.00	24,057.38	31,204.43	489,605.57	5.99%
COMMUNICATION	8,400.00	300.53	300.53	8,099.47	3.58%
ELECTRICITY	275,700.00	1,936.57	41,693.65	234,006.35	15.12%
EQUIPMENT EXPENSE	56,140.00	525.16	2,358.18	53,781.82	4.20%
GENERAL SUPPLIES & MATERIALS	42,000.00	2,424.29	2,424.29	39,575.71	5.77%
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	3,150.00	0.00	0.00	3,150.00	0.00%
NATURAL GAS	6,100.00	3,222.92	6,393.04	(293.04)	104.80%
OFFICE SUPPLIES	1,100.00	3.89	3.89	1,096.11	0.35%
OTHER CONTRACTUAL SERVICES	91,720.00	1,335.21	2,723.44	88,996.56	2.97%
OVERTIME	22,000.00	2,998.53	7,382.51	14,617.49	33.56%
PROFESSIONAL SERVICES	15,540.00	0.00	0.00	15,540.00	0.00%
PROJECTS	60,000.00	48.63	48.63	59,951.37	0.08%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	4,500.00	5.94	5.94	4,494.06	0.13%
SALARIES	574,761.00	46,800.53	108,189.88	466,571.12	18.82%
SEASONAL/PART TIME	28,276.00	25.50	174.25	28,101.75	0.62%
TRAVEL & TRAINING	4,000.00	20.00	56.00	3,944.00	1.40%
UNIFORMS	5,000.00	247.78	247.78	4,752.22	4.96%
Total Expenditures	<u>\$1,719,197.00</u>	<u>\$83,952.86</u>	<u>\$203,206.44</u>	<u>\$1,515,990.56</u>	<u>11.82%</u>
<b>Solid Waste</b>					
<b><u>SOLID WASTE FUND EXPENDITURE</u></b>					
COMMUNICATION	1,190.00	94.56	94.56	1,095.44	7.95%
CONTINGENCY	50,000.00	0.00	0.00	50,000.00	0.00%
DEBT SERVICES	0.00	0.00	0.00	0.00	0.00%
DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00%
ELECTRICITY	4,000.00	342.20	715.64	3,284.36	17.89%
EQUIPMENT EXPENSE	10,900.00	236.24	236.24	10,663.76	2.17%
GENERAL SUPPLIES & MATERIALS	23,240.00	1,329.00	1,389.45	21,850.55	5.98%
LEGAL PUBLICATIONS & PRINTING	2,000.00	0.00	0.00	2,000.00	0.00%
NATURAL GAS	3,084.00	382.94	821.96	2,262.04	26.65%
NEW EQUIPMENT	3,400.00	0.00	0.00	3,400.00	0.00%
OFFICE SUPPLIES	550.00	0.00	0.00	550.00	0.00%
OTHER CONTRACTUAL SERVICES	368,080.00	34,622.98	36,201.88	331,878.12	9.84%
OVERTIME	5,500.00	76.73	786.25	4,713.75	14.30%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	6,000.00	0.00	0.00	6,000.00	0.00%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	3,600.00	971.69	1,271.69	2,328.31	35.32%
SALARIES	352,055.00	25,458.78	63,646.96	288,408.04	18.08%
SEASONAL/PART TIME	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	167,754.00	0.00	0.00	167,754.00	0.00%
TRANSFER TO GENERAL FUND	245,000.00	0.00	0.00	245,000.00	0.00%
TRANSFER TO RESERVES	86,765.00	0.00	0.00	86,765.00	0.00%
TRANSFER TO WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	800.00	0.00	0.00	800.00	0.00%
UNIFORMS	4,000.00	374.54	374.54	3,625.46	9.36%
UTILITY-WATER	410.00	0.00	0.00	410.00	0.00%
Total Expenditures	<u>\$1,338,328.00</u>	<u>\$63,889.66</u>	<u>\$105,539.17</u>	<u>\$1,232,788.83</u>	<u>7.89%</u>
<b>Fire Insurance Trust</b>					
<b><u>FIRE INS TRUST EXPENDITURES</u></b>					
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Grand Totals	<u>\$35,133,847.00</u>	<u>\$2,369,351.59</u>	<u>\$4,927,400.29</u>	<u>\$30,206,446.71</u>	<u>14.02%</u>



# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 6

MEETING DATE: 3-27-14

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**TOPIC:**

RFP for Broker and Risk Management Services

**ACTION REQUESTED:**

Accept the bid from Arthur J Gallagher in the amount of \$20,000 per year for a five year annual renewal term for Broker and Risk Management Services to be funded from the Intergovernmental Fund.

**NARRATIVE:**

The current contract with Insurance Planning for Broker and Risk Management Services will expire on May 1, 2014. RFPs were mailed to seven potential providers with two responsive and responsible bids received. The incumbent bid \$23,500 and Arthur J Gallagher Risk Management Services bid \$20,000. After careful consideration, due diligence, reference checks and clarification of the provider's core services, city staff is recommending to accept the bid from Arthur J Gallagher.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager  
Kim Rupp, Finance Director

**ADMINISTRATION RECOMMENDATION:**

Following the direction of the City's Purchasing Policy, City staff recommends accepting the bid from Arthur J Gallagher in the amount of \$20,000 per year for a five year term for Broker and Risk Management Services.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo

# Commission Work Session Agenda

## Memo

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

**Work Session:** March 20, 2014

**Subject:** RFP for Broker and Risk Management Services

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

### Summary

The current contract with Insurance Planning for Broker and Risk Management Services will expire on May 1, 2014. RFPs were mailed to seven potential providers with two responsive and responsible bids received. The incumbent bid \$23,500 and Arthur J Gallagher Risk Management Services bid \$20,000. After careful consideration, due diligence, reference checks and clarification of the provider's core services, city staff is recommending to accept the bid from Arthur J Gallagher.

### Background

On May 1, 2014, the current contract with Insurance Planning (IPI) for Broker and Risk Management Services will expire. The contract with IPI was for a five year term at an annual cost of \$21,600. The city's Commercial Insurance Program (CIP) includes coverage for Property, Casualty, and Errors as well as Omissions Liability. The Brokerage service assists city staff in on-going administration of the current CIP, marketing and placement of selected insurance coverage, and for overseeing and advocacy of all claims. The Risk management service assists city staff with safety meeting materials, risk control and assessments as well as the annual worker's compensation insurance inspection.

### Discussion

RFPs for Broker and Risk Management Services were mailed to seven potential providers. Two responsive and responsible bids were received in the time allotted. The incumbent, IPI, returned a bid of \$23,500, and Arthur J Gallagher Risk Management Services (AJG) returned a bid of \$20,000.

The RFP criteria included:

- \*Response to the RFP for technical qualifications
- \*Firm and service office qualifications
- \*Key personnel qualifications and prior experience
- \*Insurance marketing service
- \*Administrative services
- \*Safety and loss control services, qualifications and experience
- \*Cost

AJG was founded in 1927 with the bulk of their growth in Broker and Risk Management Services occurring in the 1950s and 1960s. Gallagher's Public Entity and Scholastic Division specializes in serving the risk management and insurance needs of the public sector. They have expertise nationwide with over 200 people in 34 branch offices. They boast an incredibly extensive access to insurance markets for all lines including, Property, Inland Marine, General Liability, Public Officials, Cyber and Aviation. Tanner Burns out of Kansas City would be the city's account executive. Tanner is a KU graduate, has a Commercial Lines Coverage Specialist Designation and Associate in Risk Management. He has been with AJG since 2007.

Three cities were contacted for references. Staff in Lawrence and Emporia indicated they only have experience on the broker side with AJG. They are pleased with their work in marketing their insurance lines and what AJG has been able to save them in diversifying their insurance lines. Lawrence and Emporia could not speak to experience with claims or loss control as they handle those services in-house. Manhattan staff indicated they are very happy with AJG and Tanner as their representative. They are in their second year with AJG. The staff in Manhattan felt that AJG's strength is in their access to the market. They feel their leverage on that front is what led them to saving \$100,000 in premium in the last year. Their staff has been very satisfied with the quick response and efficiency processing claims especially as they have several insurers on several lines. They are able to use one claims representative for all that diversification.

Having said all the above, City staff has been incredibly satisfied with the service, attention to detail, and work that IPI has provided over the last five years.

### **Legal Consideration**

The City has followed State law and its own requirements regarding bidding and solicitation of proposals and there are no known legal obstacles to accepting the lower responsible proposal, as recommended by City Staff.

### **Financial Consideration**

The bid from AJG is \$20,000 per year for the five year term. This is \$1,600 per year lower than the current contract with IPI for a total five year savings of \$8,000. AJG is confident their access to the marketplace presents potential premium savings for the City. The 2013-2014 premium for the total CIP package was \$196,523.

### **Options**

The City Commission has the following options:

- Accept the bid from Arthur J Gallagher in the amount of \$20,000
- Accept the bid from Insurance Planning in the amount of \$23,500
- Reject all bids
- Provide alternate direction to city staff

### **Recommendation**

Following the direction of the City's Purchasing Policy, City staff recommends accepting the bid from Arthur J Gallagher in the amount of \$20,000 per year for a five year term for Broker and Risk Management Services.

### **Action Requested**

Accept the bid from Arthur J Gallagher in the amount of \$20,000 per year for a five year annual renewal term for Broker and Risk Management Services to be funded from the Intergovernmental Fund.

### **Supporting Documentation**

N/A

# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 7

MEETING DATE: 3-27-14

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**TOPIC:**

Bickle-Schmidt Sports Complex Addendum to the Agreement for Communication Services

**ACTION REQUESTED:**

Consider approving the Addendum to the Agreement for Communication Services at the Bickle-Schmidt Sports Complex.

**NARRATIVE:**

Nex-Tech holds the naming rights for communication services at the Bickle-Schmidt Sports Complex. These services include internet, telephone and other marketing benefits. As part of the naming rights package, Nex-Tech agreed to provide a website and services for the facility.

Nex-Tech can no longer provide the website services. To uphold their agreement they are asking for an Addendum to have The News Publishing Company (Hays Daily News) fulfill website requirements as outlined. Though the agreement is with the City, the Hays Recreation Commission utilizes this service to promote the facility.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager  
Paul Briseno, Assistant City Manager

**ADMINISTRATION RECOMMENDATION:**

Staff recommends approval of the addendum to the Agreement for Communication Services.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo  
Addendum to the Agreement for Communication Services at the Bickle-Schmidt Sports Complex

# Commission Work Session Agenda

## Memo

**From:** Paul Briseno, Assistant City Manager

**Work Session:** March 20, 2014

**Subject:** Bickle-Schmidt Sports Complex Addendum to the Agreement for Communication Services

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

### Summary

Nex-Tech holds the naming rights for communication services at the Bickle-Schmidt Sports Complex. These services include internet, telephone and other marketing benefits. As part of the naming rights package Nex-Tech agreed to provide a website and services for the facility.

Nex-Tech can no longer provide the website services. To uphold their agreement they are asking for an Addendum to have The News Publishing Company (Hays Daily News) fulfill website requirements as outlined. Though the agreement is with the City, the Hays Recreation Commission utilizes this service to promote the facility.

Staff recommends approval of the addendum to the Agreement for Communication Services.

### Background

In 2011 the Commission entered into a naming right agreement with Nextech for a five year agreement covering communication services at the Bickle-Schmidt Sports Complex. Nex-Tech agreed to \$25,000 plus services that included internet, telephone services and other marketing benefits.

As part of the marketing package Nex-Tech agreed to provide a free website and services for promotion of the facility. These services are utilized by the Hays Recreation Commission and can be viewed at <http://www.hayssportscomplex.com/>.

### Discussion

Mike Pollock, Nex-Tech Chief Operating Officer of Competitive Services, contacted city staff requesting an addendum to transfer website services to The News Publishing Company, doing business as the Hays Daily News. Nex-Tech advises this service can no longer be provided and to fulfill requirements of the agreement have asked for reassignment of website services only, and under the same conditions as the original agreement.

The Hays Recreation Commission has been advised of the request and has no issue with the transfer of services.

### **Legal Consideration**

The Addendum does not release Nex-Tech from its duties. It adds the Hays Daily News as a responsible party, for limited purposes. There are no known legal obstacles to proceeding as recommended by City Staff.

### **Financial Consideration**

There is no financial consideration as the services are provided free as part of the original naming rights for communication services. This right expires in 2016.

### **Options**

The City Commission has the following options:

- Approve the addendum to the Bickle-Schmidt agreement for communication services
- Not accept the addendum request
- Provide alternate direction to city staff

### **Recommendation**

City staff recommends approval of the Bickle-Schmidt agreement addendum for communication services.

### **Action Requested**

Approval of the Addendum to agreement for communication services at the Bickle-Schmidt Sports Complex.

### **Supporting Documentation**

Addendum to agreement for communication services at the Bickle-Schmidt Sports Complex.

**ADDENDUM TO AGREEMENT FOR COMMUNICATION SERVICES  
AT BICKLE-SCHMIDT SPORTS COMPLEX**

**THIS ADDENDUM TO AGREEMENT FOR COMMUNICATION SERVICES AT BICKLE-SCHMIDT SPORTS COMPLEX** (the "Addendum") is made and entered into this \_\_\_\_ day of March, 2014, by and between the CITY OF HAYS, KANSAS, party of the first part and hereinafter referred to as "City", and NEX-TECH, INC., party of the second part and hereinafter referred to as "Nex-Tech" and The News Publishing Company, doing business as The Hays Daily News.

**WITNESSETH:**

**WHEREAS**, the City and Nex-Tech, Inc., entered into an Agreement for Communication Services at Bickle-Schmidt Sports Complex dated September 7, 2011 (the "Agreement"), wherein Nex-Tech, Inc. agreed to provide communication services to the Bickle-Schmidt Sports Complex for the benefit of the City, subject to the terms and conditions set forth in that written Agreement; and

**WHEREAS**, per Section 2 of that Agreement, Nex-Tech agreed to provide certain "Optional Services" as set out in Section IV of its reply to *Request for Proposal – Communication Services at Bickle-Schmidt Sports Complex* dated April 18, 2011; and

**WHEREAS**, Nex-Tech specifically agreed under Section 4.3 to provide a website ([www.hayssportscomplex.com](http://www.hayssportscomplex.com)) at no cost to the City for a minimum period of five (5) years commencing May 26, 2011; and

**WHEREAS**, Nex-Tech, Inc. has entered into an agreement with The News Publishing Company (d/b/a The Hays Daily News) to transfer and assign Nex-Tech's ownership rights of such website to The Hays Daily News effective April 1, 2014; provided, that The Hays Daily News honor Nex-Tech's commitment to the City regarding such website and assume such rights and duties of Nex-Tech, Inc. pursuant to the Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants contained in the Agreement and herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City of Hays approves the transfer and assignment of the [www.hayssportscomplex.com](http://www.hayssportscomplex.com) website and all rights and duties thereunder to The News Publishing Company (d/b/a The Hays Daily News) and The News Publishing Company, agrees to be bound by the aforesaid provisions of Section 4.3 as it pertains to providing a website, only.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Addendum to be duly executed as of the date first written above.

"PARTY OF THE FIRST PART"  
CITY OF HAYS

BY: \_\_\_\_\_  
TOBY DOUGHERTY, City Manager

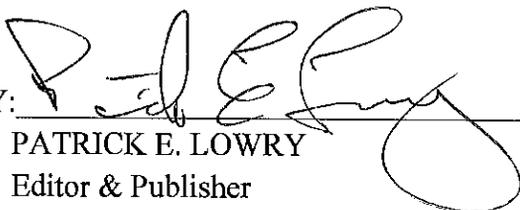
ATTEST:

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

"PARTY OF THE SECOND PART"  
NEX-TECH, INC.

BY:   
\_\_\_\_\_  
MICHAEL J. POLLOCK, Chief Operating  
Officer – Competitive Services

THE NEWS PUBLISHING COMPANY  
d/b/a The Hays Daily News

BY:   
\_\_\_\_\_  
PATRICK E. LOWRY  
Editor & Publisher



**CITY OF HAYS**  
**AGENDA ITEM COVER SHEET**

**COMMISSION AGENDA ITEM NO. 8**

**MEETING DATE: 3-27-14**

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**TOPIC:**

Overland Property Group, LLC – Resolution of Support

**ACTION REQUESTED:**

Consider approving Resolution No. 2014-004 in support of an affordable rental housing development south of East 22<sup>nd</sup> Street proposed by Overland Property Group, LLC.

**NARRATIVE:**

Overland Property Group, LLC has submitted an application for tax credits to help finance the construction of additional apartments in Hays. Their proposal is for the development of rental housing to be located south of East 22<sup>nd</sup> Street, directly south of Hays Medical Center. This housing development will contain two buildings (each containing either 16 units, 32 units total or each would contain 24 units, 48 units total) and a club house. Overland Property Group is asking for a Resolution of Support.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Matt Gillam, Overland Property Group, LLC

**ADMINISTRATION RECOMMENDATION:**

Staff recommends approval of a resolution supporting Overland Property Group, LLC's proposed housing development.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo  
Resolution No. 2014-004  
Letter from Matthew Gilliam, Overland Property Group, LLC  
Letter from Fred Bentley, Kansas Housing Resources Corporation  
Site Map

# Commission Work Session Agenda

## Memo

**From:** Paul Briseno, Assistant City Manager

**Meeting:** March 20, 2014

**Subject:** Overland Property Group, LLC – Resolution of Support

**Person(s) Responsible:** Matthew Gillam, Overland Property Group, LLC

### Summary

Overland Property Group, LLC is pursuing tax credits to help finance the construction of additional apartments in Hays. Their proposal is for the development of rental housing to be located south on East 22<sup>nd</sup> Street, directly south of Hays Medical. The proposed housing development would contain two buildings and club house with potential for future expansion. As part of the tax credit process, Overland Property Group is asking for a Resolution of Support from the City of Hays. Overland Properties has asked for, and been granted, similar resolutions in the past. Staff recommends approval.

### Background

In the past Commission has approved resolutions of support for similar requests from Overland Property Group. These requests were for the development of affordable housing along South Main (Stonepost Apartments) which were also financed with tax credits. Currently the group owns 63 units in Hays. The City Commission issued similar resolutions of support in 2006, 2008, 2010, 2012 and 2013.

### Discussion

The Overland Property Group is applying for tax credits and is formally requesting a resolution of support from the City of Hays. The request is for the development of two buildings (each containing either 16 units, 32 units total or each would contain 24 units, 48 units total) and a club house at a site currently outside the city limits and zoned Agricultural. The proposed development will resemble the structure of the current Stonepost Apartments. A rough site plan and other similar developments are attached with their request.

The units would be 2 and 3 bedroom units with a floor plan of 980 sq. ft. and 1160- sq. ft. respectfully. A rough site plan showing the possible development and its location is attached.

The Comprehensive Plan calls out a need for higher density developments of which the proposed would satisfy. As for the property where the development may take place, the Comprehensive Plan identified this as a possible R4 zoning designation which is high density residential. The current property is not zoned and the owner is in the process of rezoning to CO to allow for a greater diversity of development. If the zoning is approved, Overland Property would need to apply for a special use permit to allow for the apartments in the CO district.

Notification of approved tax credits are given in May. If tax credits are approved the Overland Property Group would request a plat, annexation and rezoning of the property. The attached visual was provided by Overland Property Group and is not reflective of what staff would allow for final development.

### **Legal Consideration**

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

### **Financial Consideration**

An application has been submitted to the Kansas Housing Resources Corporation for low and moderate income Housing Tax Credits to help finance the construction of additional affordable housing in Hays.

### **Options**

- 1) Approve the Resolution of Support for the construction of additional affordable housing in Hays.
- 2) Deny the request for a signed Resolution of Support for this project.
- 3) Provide staff with further guidance.
- 4) Do nothing.

### **Recommendation**

Staff recommends approval of a resolution supporting Overland Property Group, LLC. proposed housing development.

### **Action Requested**

Consider approving Resolution in support of the housing development proposed by Overland Property Group, LLC.

### **Supporting Documentation**

Letter from Matthew Gilliam, Overland Property Group, LLC  
Letter from Fred Bentley, Kansas Housing Resources Corporation  
Site Map  
Resolution of Support

**RESOLUTION NO. 2014-004**

**WHEREAS**, the City of Hays, Kansas has been informed by Overland Property Group, L.L.C. that a housing tax credit application will be filed with the Kansas Housing Resources Corporation for the development of affordable rental housing to be located South of East 22<sup>nd</sup> Street in Hays, Kansas.

**WHEREAS**, this housing development will contain up to 32 or 48 units;

**WHEREAS**, the units will be targeted to low-income families;

**WHEREAS**, the development will be a new construction;

**WHEREAS**, the property will have the following amenities: Certified Energy Star apartments (appliances, HVAC, and unit construction), washer and dryer included in each apartment, landscaping, and walk-in closets;

**NOW, THEREFORE, BE IT RESOLVED** by the City of Hays Governing Body that we support and approve the development of the aforesaid housing in our community, subject to City ordinances and the building permit process.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR, this 27<sup>th</sup> day of March, 2014.

[Seal]

CITY OF HAYS, KANSAS

---

KENT L. STEWARD  
Mayor

Attest:

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BRENDA KITCHEN  
City Clerk



Overland Property Group, LLC  
5345 W. 151st Terrace  
Leawood, Kansas 66224  
ph (913) 396-6310  
fax (913) 396-6312  
[www.ovpgroup.com](http://www.ovpgroup.com)

City of Hays  
Paul Briseno  
Assistant City Manager  
1507 Main Street  
Hays, Ks 67601

Re: Overland Property Group – Multi-Family Development in East Hays

Dear Mr. Briseno:

Overland Property Group is currently pursuing section 42 tax credits for the possible development of an additional apartment community on the east side of Hays. The apartment buildings will closely resemble the quality of Stonepost apartments. (an Overland Property Group Community in Hays) This new community will also closely resemble the rent structure of Stonepost Apartments. The first phase would feature 2 buildings (each containing either 16 units, 32 units total or each would contain 24 units, 48 units total) and a clubhouse. Overland Property Group takes great pride in the construction, development and management of our properties, continually setting the bar higher with each new property. The apartments we plan to develop in east Hays would be 2 and 3 bedroom units, 980 sq ft. for a 2 bedroom and 1160 sq ft. for a 3 bedroom. Fitted with knotty alder cabinets, ample interior and exterior storage, Certified Energy Star apartments (appliances, HVAC, and unit construction), washer and dryer included in each apartment, walk in closet in master, along with countless others. I have attached a very rough site plan showing the possible development and its location. To continue the application process we would like to request a resolution of support from the City of Hays. We are excited about the future possibilities in Hays and look forward to exploring these with you in greater depth in the future. If you have any questions please feel free to call me anytime at 913-396-6310 or email me at [matt@ovpgroup.com](mailto:matt@ovpgroup.com). Thanks!

A handwritten signature in black ink, appearing to read 'Matt Gillam', with a long horizontal flourish extending to the right.

Matt Gillam  
Vice-President of Development  
Overland Property Group, LLC

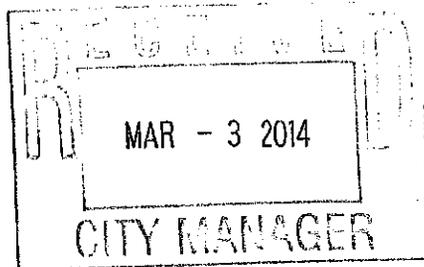
# KANSAS HOUSING

RESOURCES CORPORATION



February 26, 2014

The Honorable Kent Steward  
 PO Box 490  
 Hays, KS 67601



Dear Mayor Steward,

The Kansas Housing Resources Corporation is responsible for the administration of the Housing Tax Credit Program, a federal income tax credit that has assisted with the development of over 30,000 rental housing units in Kansas since 1987. When an application is made, KHRC is required by Section 42(m)(1)(iii) of the Internal Revenue Code to notify the chief executive officer of the local jurisdiction where the proposed development is located.

Within your jurisdiction the following application(s) has been submitted:

Project:	<b>The Reserves at Tallgrass</b>	Project:	
Address:	E. 22 <sup>nd</sup> Street & Canterbury Drive	Address:	
City:	Hays, KS 67601	City:	
Type of Dev.:	New	Type of Dev.:	
No. of Units:	48	No. of Units:	
Target Pop.:	Family	Target Pop.:	
Credit Req.:	\$6,588,820	Credit Req.:	
Developer:	Overland Property Group	Developer:	
	5345 W. 151 <sup>st</sup> Terr.		
	Lenexa, KS 66224		
	Curt Rasmusson		
	785-783-0403		

KHRC requires a Resolution from the local governing body stating its approval and support for any proposed development using housing tax credits. If you would like more information about the proposed development(s) or about the program in general please let me know and I will send you additional materials.

Please send your comments to me before March 26, 2014. **If you have already approved the resolution on the proposal(s) it is not necessary for you to respond to this letter. If you have additional thoughts on the matter please let me know.**

Thank you for your assistance.

Sincerely,

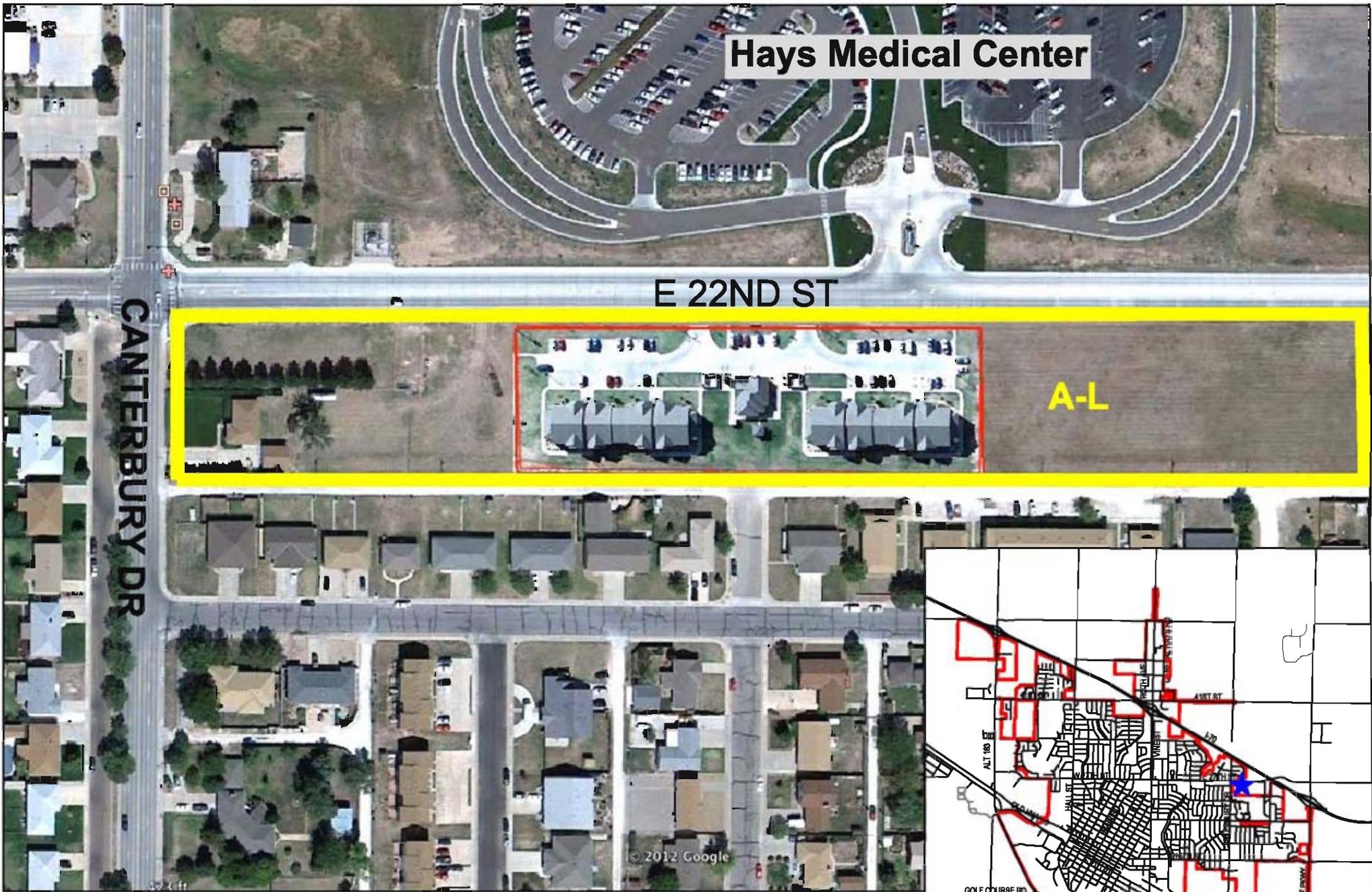
Fred Bentley  
 Director of Rental Housing

# Hays Medical Center

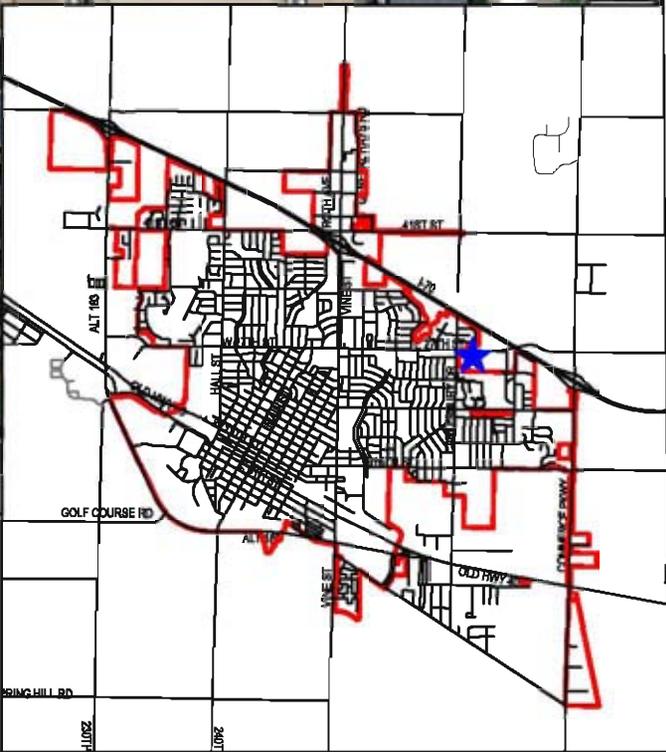
E 22ND ST

A-L

CANTERBURY DR



© 2012 Google



49

ADDITION

2019.32  
2019.25

ZONE "C"

POINT OF BEGINNING  
ANNEXATION DESCRIPTION

☉ EAST 22ND STREET R/W =  
NORTH LINE, SW 1/4, SEC 35, T-13-S, R-18-W  
(CONCRETE SURFACE)

8" WATER LINE PER CITY OF HAYS WATER MAPS  
(APPROXIMATE 104 total parking stalls VERIFIED)

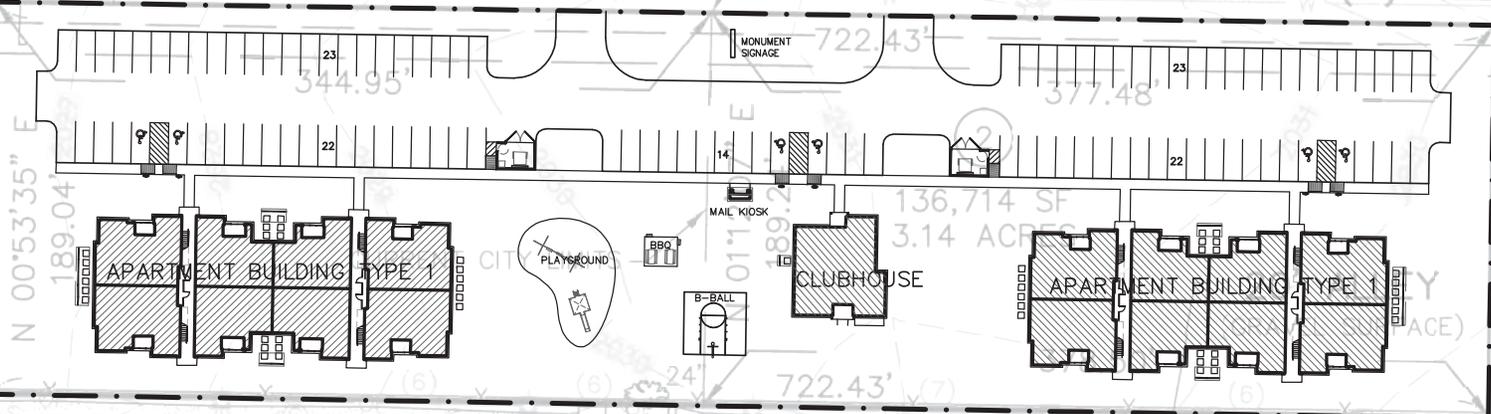
35.00'

E. 22nd STREET

S 89°06'25" F 1789.15'(M)

S 89°06'25" E 2651.18'(M)

BRICK WELL



PROPOSED 10' UTIL EASEMENT

PROPOSED 25' BUILDING LINE

459.

87.1  
2.00

459.6

641.56'(M)

N 89°04'30"

SIXTH ADDITION

LOCK 1

GOLDEN BELT DRIVE

ELECTRIC BOX W/  
3" METAL CONDUIT

GOLDEN BELT SIXTH ADDITION

ELECTRIC BOX W/  
3" METAL CONDUIT

21ST STREET

AGNES DRIVE

SANITARY SEWER MANHOLE  
RIM=2028.27

SANITARY SEWER MANHOLE  
RIM=2029.78

PL IN(W) R"VCD-2014.67









# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 9

MEETING DATE: 3-27-14

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**TOPIC:**

Update to Municipal Water Conservation Plan/Drought Response Plan

**ACTION REQUESTED:**

Approve the Updated Municipal Water Conservation Plan/Drought Response Plan for the City of Hays.

**NARRATIVE:**

City staff has been working with the State of Kansas Division of Water Resources to include private wells in the regulatory actions of the Warning and Emergency stages of the Drought Response Plan. While inserting the private well language in the Drought Response Plan, City staff took the opportunity to make a couple of small revisions to the plan itself. Changes from the existing plan are:

- Private well compliance with regulations in Warning and Emergency stages;
- No Newly Seeded/Sodded Lawn Permits during Warning stage;
- Second Conservation Tier rates identified in Warning and Emergency stages;
- Power of City Commission to adopt additional emergency water rates identified in Emergency stage.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager

**ADMINISTRATION RECOMMENDATION:**

City staff recommends adoption of the Municipal Water Conservation Plan/Drought Response Plan as presented.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo  
Updated Municipal Water Conservation Plan  
Existing Drought Response Plan

# Commission Work Session Agenda

## Memo

**From:** Toby Dougherty, City Manager

**Work Session:** March 20, 2014

**Subject:** Update to Municipal Water Conservation Plan/  
Drought Response Plan

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

### Summary

City staff has been working with the State of Kansas Division of Water Resources to include private wells in the regulatory actions of the Warning and Emergency stages of the Drought Response Plan. While inserting the private well language in the Drought Response Plan, City staff took the opportunity to make a couple of small revisions to the plan itself. Changes from the existing plan are:

- Private well compliance with regulations in Warning and Emergency stages;
- No Newly Seeded/Sodded Lawn Permits during Warning stage;
- Second Conservation Tier rates identified in Warning and Emergency stages;
- Power of City Commission to adopt additional emergency water rates identified in Emergency stage.

### Background

The City of Hays has had a Water Conservation and Drought Response Plan since the 1990s. The plan has been periodically updated throughout the years. Recent modifications to State law allow cities with drought response plans to petition to the Chief Engineer of the Division of Water Resources to require private wells to comply with the regulatory aspects of those plans.

### Discussion

City staff worked with the Division of Water Resources staff to insert the correct language into the Drought Response Plan regarding private well regulatory compliance. While the Drought Response Plan was being reviewed, it was determined by staff that a few updates needed to be suggested to the City Commission. Those updates are:

- Private well compliance with regulations in Warning and Emergency stages;
- No Newly Seeded/Sodded Lawn Permits during Warning stage;
- Second Conservation Tier rates identified in Warning and Emergency stages;

- Power of City Commission to adopt additional emergency water rates identified in Emergency stage.

The modified sections of the Drought Response Plan are highlighted in yellow in the first attachment beginning on page 13 of the Municipal Water Conservation Plan. Sections not highlighted have not been modified.

### **Legal Consideration**

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

### **Financial Consideration**

Other than the impact of the increased second conservation tier during the Warning and Emergency stages, there should not be any other financial implications of this plan.

### **Options**

The City Commission has the following options:

- Approve the Municipal Water Conservation Plan/Drought Response Plan as presented.
- Deny the Municipal Water Conservation Plan/Drought Response Plan as submitted.
- Direct staff to modify the Municipal Water Conservation Plan/Drought Response Plan.

### **Recommendation**

City staff recommends adoption of the Municipal Water Conservation Plan/Drought Response Plan as presented.

### **Action Requested**

Approve updated Municipal Water Conservation Plan/Drought Response Plan for the City of Hays.

### **Supporting Documentation**

Updated Municipal Water Conservation Plan

Existing Drought Response Plan

# **Municipal Water Conservation Plan For the City of Hays April 3, 2014**

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## **TABLE OF CONTENTS**

### ***INTRODUCTION***

## **LONG TERM WATER USE EFFICIENCY**

**Water Use Conservation Goals**

**Water Conservation Practices**

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**Regulation**

## **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

April 3, 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:

<b>Education Conservation Practices</b>	<b>Target</b>
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 <a href="http://www.Haysusa.com">www.Haysusa.com</a> , to be updated March 15 or before.	Implemented
Provide water conservation hints and links on <a href="http://www.Haysusa.com">www.Haysusa.com</a> , 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 15.	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.

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**

Online version at:

[http://library.municode.com/HTML/14230/level3/PTIICOOR\\_CH65UT\\_ARTIVWARACH.html#PTIICOOR\\_CH65UT\\_ARTIVWARACH\\_S65-224RAINOUCI](http://library.municode.com/HTML/14230/level3/PTIICOOR_CH65UT_ARTIVWARACH.html#PTIICOOR_CH65UT_ARTIVWARACH_S65-224RAINOUCI)

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 usage that exceeds 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 usage that exceeds 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 for Water Warning or Water Emergency, as established by resolution.

d.

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.

e.

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
¾	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 Consumers.* The water rates for residential and business consumers, 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 annually 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—Water warning or water emergency (residential only)	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. <b>Create Work Order by March 15</b> 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. <b>Create Work Order by March 15.</b>	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 <b>March 15</b>	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	Implemented

conservation codes under the IGUCA. This allows the City to impose time limits for watering and water wasting fines.	
Require new development to follow xeriscape requirements	May 2014
Implement a Green Plumbing Code ( more stringent code)	May 2014
Sec. 65-69. Water allotment and conservation. See below	Implemented

\*\*\*\*\*

**Sec. 65-69. Water allotment and conservation.**

Online version at:

[http://library.municode.com/HTML/14230/level4/PTIICOOR\\_CH65UT\\_ARTIIIWASESY\\_DIV1GE.html#PTIICOOR\\_CH65UT\\_ARTIIIWASESY\\_DIV1GE\\_S65-69WAALCO](http://library.municode.com/HTML/14230/level4/PTIICOOR_CH65UT_ARTIIIWASESY_DIV1GE.html#PTIICOOR_CH65UT_ARTIIIWASESY_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**

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 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" residential 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" residential 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).

**Supplement to**  
**MUNICIPAL WATER CONSERVATION PLAN:**  
**DROUGHT RESPONSE PLAN**

FEBRUARY 2013

## **I. INTRODUCTION**

The City of Hays has a very effective water conservation program. This program has resulted in Hays becoming the municipal efficiency leader in the State of Kansas. But Hays still 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 intent of this document is to be a drought response plan, and not to detract from the everyday emphasis on conservation and efficiency. This supplement is intended to provide a clear and concise set of guidelines that, if followed, will extend Hays' water sources during periods of drought.

## **DROUGHT AND/OR EMERGENCY CONTINGENCY**

The City of Hays addresses its short-term 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 since water supply conditions are more deteriorated. The Hays City Manager is authorized by ordinance to implement the appropriate conservation measures. Management and regulatory actions related to restricting outside irrigating and water usage do not prohibit the use of effluent water for public facilities. If conditions warrant, the City Manager, with approval of the City Commission, can declare a watch warning or emergency.

### **Stage 1: Water Watch**

#### **Triggers (1)**

This stage is 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) Static Water levels in 3 or more of the Big Creek wells have fallen to water watch levels as defined in the City of Hays Water Supply Operating Plan.
- 3) The Smoky Well Field designated monitoring well(s) reach watch level.
- 4) Daily water usage is in excess of 3.5 million gallons per day (mgd) for three (3) consecutive days.

### Goals (1)

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

### Education Actions (1)

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

### Management Actions (1)

- 1) Review maintenance records to determine the last time wells with low specific capacities were rehabilitated. Schedule maintenance if any wells have gone an extended period without cleaning.
- 2) City will curtail or limit non-essential water use in all departments.
- 3) The City will reduce water usage, on all parks and ballfields that utilize potable water, by 30%.
- 4) The City will monitor its use of water and will curtail 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.

### **Stage 2: Water Warning**

#### Triggers (2)

This stage is 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) Static Water levels in 3 or more of the Big Creek wells have fallen to water warning levels as defined in the City of Hays Water Supply Operating Plan.
- 3) The Smoky Well Field Status monitoring well(s) reach warning level.
- 4) Daily water usage is in excess of 3.5 mgd for 7 consecutive days, with wellfield conditions depleting.

- 5) Well fields on February 15<sup>th</sup>, of a given year, in “watch” status, with conditions not improving, and in period of drought. Preemptive move to Water Warning must be approved by the Hays City Commission.

#### Goals (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 (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 (2)

- 1) The City water supplies will be monitored daily.
- 2) Wells will be pumped 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 ballfields 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 of conditions which may call for eventual release from Cedar Bluff.

#### Regulation Actions (2)

These regulations shall apply to all City of Hays water customers residents and shall include private domestic wells within the city limits by authority delegated by the Chief Engineer, Division of Water Resources, Kansas Department of Agriculture pursuant to K.S.A. 82a-733(i).

- 1) City will issue newly seeded lawn permits for warm season grasses only, and only during designated planting periods as outlined in the permit.
- 2) City will no longer approve connection to, or upsizing of, meters accessing the potable water system, for irrigation purposes.
- 3) City will enact its drought response second conservation tier water rate.
- 4) City will no longer authorize new connections to the potable water system for properties located outside the city limits.
- 5) City will stop issuing permits for benefit car washes, and the washing of houses and hard surfaces.
- 6) Outdoor water use, including lawn watering and car washing, will be restricted to before 10 a.m. and after 9 p.m. as authorized under the Water Allotment and Conservation Ordinance.

### **Stage 3: Water Emergency**

#### Triggers (3)

This state is 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 3 consecutive days.
- 2) The Smoky Well Field monitoring well(s) reaches emergency level.
- 3) Static Water levels in 3 or more of the Big Creek wells have 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 (3)

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

#### Education Actions (3)

- 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 (3)

- 1) All municipal swimming pools and water features will be closed.
- 2) If triggers are met, the City will request a release from Cedar Bluff Reservoir, from the joint use pool.
- 3) Standby wells will be considered for contingency operation.
- 4) The City may seek additional emergency supplies from other users, the state or the federal government.

Regulation Actions (3)

These regulations shall apply to all City of Hays water customers residents and shall include private domestic wells within the city limits by authority delegated by the Chief Engineer, Division of Water Resources, Kansas Department of Agriculture pursuant to K.S.A. 82a-733(i).

- 1) Second conservation tier water rate will continue.
- 2) Outdoor water use will be banned.
- 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.

# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 10

MEETING DATE: 3-27-14

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**TOPIC:**

Adoption of the Drought Ordinance

**ACTION REQUESTED:**

Approve Ordinance No. 3881 in regard to the Drought Response Plan private well requirements.

**NARRATIVE:**

The purpose of this ordinance is to provide for a progressive water supply conservation program, including the declaration of a water watch, water warning or water emergency and the implementation of voluntary and mandatory water conservation measures throughout the City, including regulation of private well water use, in the event such a watch, warning or emergency is declared by the governing body.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager  
Bernie Kitten, Director of Utilities

**ADMINISTRATION RECOMMENDATION:**

Staff recommends approving the Drought Ordinance to ensure legal ability to enforce Drought Response provisions of the Water Conservation Plan on Hays water customers and private well owner.

**ATTACHMENTS:**

Staff Memo  
Ordinance No. 3881

# Commission Work Session Agenda

## Memo

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

**Work Session:** March 20, 2014

**Subject:** Drought Ordinance

**Person(s)** Toby Dougherty, City Manager

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

### Summary

The purpose of this ordinance is to provide for a progressive water supply conservation program, including the declaration of a water watch, water warning or water emergency and the implementation of voluntary and mandatory water conservation measures throughout the City, including regulation of private well water use, in the event such a watch, warning or emergency is declared by the governing body. The Kansas Water Office suggested this method to allow legal control of the numerous private wells on our same source of water. Ellis and Salina have similar ordinances enacted.

### Background

Staff has been actively looking at all parts of our Water Conservation effort. Upon contacting various state agencies, the Kansas Water Office (KWO), suggested we improve our legal ability to regulate parts of our water conservation rules. One part specifically addressed was the need to regulate the use of private wells during Warning and Emergency stages.

### Discussion

The City of Hays created a Water Conservation Plan in the 1990s. Part of that process included passing a Water Allotment and Conservation Ordinance that provided power to enforce water conservation rules. That ordinance did not specifically address those times when the City was in drought and had to call for water restrictions indicated in the Water Conservation Plan.

Of particular importance, the proposed ordinance has language that allows the City to require private wells to follow the rules of the Drought Response Plan, when entering Warning or Emergency. This new Ordinance is coordinated with the revised Water Conservation Plan being considered at the same time. From the Ordinance:

Pursuant to the approval of the Chief Engineer, Division of Water Resources, Kansas Department of Agriculture, the mandatory restrictions on nonessential uses may be extended to private wells within the City limits, pursuant to K.S.A. 82a-733.

This authorization will be required at the start of the Warning Stage and again if conditions worsen and the Emergency stage is reached.

### **Legal Considerations**

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

### **Financial Consideration**

Staff finds no financial implications of this Ordinance.

### **Options**

The City Commission has the following options:

- Approve the Drought Ordinance as presented
- Give further direction.

### **Recommendation**

Staff recommends approving the Drought Ordinance to ensure legal ability to enforce Drought Response provisions of the Water Conservation Plan on Hays water customers and private well owner.

### **Action Requested**

Approve the Drought Ordinance for the City of Hays

### **Supporting Documentation**

Drought Ordinance.

**ORDINANCE NO. 3881**

AN ORDINANCE AUTHORIZING THE DECLARATION OF PROGRESSIVE STAGES OF A WATER SUPPLY CONSERVATION PROGRAM TO CONSERVE OR CURTAIL THE USE OF WATER WITHIN THE CITY OF HAYS (“THE CITY”); ESTABLISHING THREE STAGES OF WATER CONSERVATION MEASURES FOR THE CITY; ESTABLISHING PROCEDURES AND VOLUNTARY AND MANDATORY CONSERVATION MEASURES; AUTHORIZING THE ISSUANCE OF ADMINISTRATIVE REGULATIONS; AND PRESCRIBING CERTAIN PENALTIES.

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

Section 1.     Purpose.   The purpose of this ordinance is to provide for a progressive water supply conservation program, including the declaration of a water watch, water warning or water emergency and the implementation of voluntary and mandatory water conservation measures throughout the City in the event such a watch, warning or emergency is declared by the governing body.

Section 2.     Definitions.

- (a)     “Water”, as used in this ordinance, shall mean water available to the City of Hays for treatment by virtue of the City’s water rights, water supply, water supply contracts or any treated water introduced by the City into its water distribution system, including water offered for sale at any bulk water sales site.
- (b)     “Customer”, as used in this ordinance, shall have the meaning described in Section 65-56 of this Chapter.
- (c)     “Waste of water”, as used in this ordinance, shall mean acts constituting violations of Section 65-69 of this Chapter.
- (d)     “Domestic uses”, means the use of water by an person or by a family unit or household for household purposes, or for the watering of livestock, poultry, farm and domestic animals used in operating a farm, and for the irrigation of lands not exceeding a total of two acres in area for the growing of gardens, orchards and lawns.
- (e)     The following classes of water usage are established for the purposes of this ordinance:

**Class 1:**

Water used for outdoor watering, either public or private, for gardens, lawns, trees, shrubs, plants, parks, golf courses, playing fields, swimming pools or other recreational areas or the washing of motor vehicles, boats, trailers, or the exterior of any building or structure.

**Class 2:**

Water used for any commercial, agricultural or industrial purpose, except water actually necessary to maintain the health and personal hygiene of bona fide employees of such businesses while such employees are engaged in the performance of their duties at their place of employment.

**Class 3:**

Domestic usage, other than that which would be included in either class 1 or 2.

**Class 4:**

Water used to sustain human life and the lives of domestic pets and maintain standards of hygiene and sanitation.

Section 3. In the event the governing body determines that there is a need for conservation of the City's water resources due to drought, drought forecast, infrastructure problems, or for any other reason, the governing body may declare the existence of any Stage in this Section 3.

(a) Stage 1: Declaration of Water Watch. Whenever the governing body finds that conditions of a drought or some other trigger is causing a water supply shortage, it shall be empowered to declare, by resolution, (1) that a Stage One Water Watch exists and (2) that it shall take steps to inform the public and ask for voluntary water conservation. Such resolution shall be deemed effective until it is declared by resolution by the governing body to have ended.

(b). Stage 2: Declaration of Water Warning. Whenever the governing body finds that conditions of a drought or some other trigger is causing a water supply shortage, it shall be empowered to declare, by resolution, (1) that a Stage Two Water Warning exists and (2) that it shall take steps to inform the public that it may impose mandatory restrictions on water use during the period of the Warning. Such resolution shall be deemed effective until it is declared by resolution of the governing body to have ended. Pursuant to the approval of the Chief Engineer, Division of Water Resources, Kansas Department of Agriculture, the mandatory restrictions on nonessential uses may be extended to private wells within the City limits, pursuant to K.S.A. 82a-733.

(c). Stage 3: Declaration of Water Emergency. Whenever the governing body finds that conditions of a drought or some other trigger is causing a water supply shortage, and an emergency exists by reason of a shortage of water supply needed for essential uses, it shall be empowered to declare, by resolution, (1) that a Stage Three Water Emergency exists and (2) that it shall take steps to inform the public that it will impose mandatory restrictions on water use during the period of the emergency. Such resolution shall be deemed effective until it is declared by resolution of the governing body to have ended. Pursuant to the approval of the Chief Engineer, Division of Water Resources, Kansas Department of Agriculture, the mandatory restrictions on nonessential uses may be extended to private wells within the City limits, pursuant to K.S.A. 82a-733.

Section 4. Voluntary Conservation Measures. Upon the declaration of a Water Watch or Water Warning as provided in Sections 3(a) or 3(b), the City Manager is authorized to call on all water consumers to employ voluntary water conservation measures to limit or eliminate nonessential water uses including, but not limited to:

- (a) Class 1 uses of water.
- (b) Waste of water.

Section 5. Mandatory Conservation Measures. Upon the declaration of Water Warning or Emergency as provided in Section 3(b) or 3(c), the City Manager is also authorized to implement certain mandatory water conservation measures, including, but not limited to, the following conservation measures:

- (a) Suspension of new connections to the City's water distribution system, except connections of fire hydrants, and those made pursuant to agreements entered into by the City prior to the effective date of the declaration of the emergency;
- (b) Restrictions on the time of day or time of week of water uses in one or more classes of water use as described in section 2(d), wholly or in part;
- (c) Restrictions on the sales of water at bulk water sales sites;
- (d) The imposition of water rationing based on any reasonable formula including, but not limited to, the percentage of normal use and per capita or per consumer restrictions;
- (e) Complete or partial bans on the waste of water
- (f) Other reasonable Best Management Practices for conservation; and
- (g) Any combination of the measures in sections 5(a-f) as the governing body may deem necessary.

Section 6. Emergency Water Rates. Upon the declaration of Water Warning or Emergency as provided in Section 3(b) or 3(c), the Conservation Tier 2 water rates for residential customers described in Section 65-224 of this Chapter shall increase to the levels described therein.

Section 7. Regulations. After the governing body declares a Water Warning or Water Emergency as provided for in Section 3(b) or 3(c), the City Manager is empowered to put into practice the provisions of the City's Drought Response Plan as may be necessary to carry out the provisions of this ordinance.

Section 8. Violations, Disconnections and Penalties.

- (a) Any person accused of violating the provisions of this ordinance 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.

Section 9. Emergency Termination. Nothing in this ordinance shall limit the ability of the City Manager or his designee to terminate the supply of water to any or all customers upon the determination that emergency termination of water service is required to protect the health and safety of the public or for any other emergency as required or authorized by ordinance or as deemed necessary by the City Manager or the governing body.

Section 10. Severability. If any provision of this ordinance is declared unconstitutional, or the application thereof to any person or circumstance is held invalid, the constitutionality of the remainder of the ordinance and its applicability to other persons and circumstances shall not be affected thereby.

Section 11. This ordinance shall become effective upon its publication in The Hays Daily News, the official city newspaper.

PASSED by the Commission on March 27, 2014.

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KENT L. STEWARD  
Mayor

ATTEST:

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BRENDA KITCHEN  
City Clerk

(SEAL)



# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 11

MEETING DATE: 3-27-14

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**TOPIC:**

Landscape Irrigation Regulations

**ACTION REQUESTED:**

Approve Ordinance No. 3882 adopting the changes to landscape regulations as recommended by the Hays Area Planning Commission.

**NARRATIVE:**

After four meetings on the topic of landscape regulation changes, the Hays Area Planning Commission recommended a set of changes to limit the amount and type of irrigated vegetation allowable. This will help to decrease the amount of water usage in new and redevelopment.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

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

**ADMINISTRATION RECOMMENDATION:**

Staff recommends passing these changes to the landscaping rules.

**COMMITTEE RECOMMENDATION(S):**

The Hays Area Planning Commission recommended these changes as presented.

**ATTACHMENTS:**

Staff Memo  
Ordinance No. 3882  
Memo from Hays Area Planning Commissioner Paul Phillips recommending adoption

# Commission Work Session Agenda

## Memo

**From:** Nicholas Willis, Interim Assistant Director of Utilities

**Work Session:** March 20, 2014

**Subject:** Landscape Irrigation Regulations

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

### Summary

In an effort to control the amount of water used in new irrigation systems, staff has worked with the Planning Commission to develop regulations governing the amount of irrigated area, the location of sprinkler heads on properties and the types of vegetation allowed to be irrigated on a given property. The main changes recommended are caps on the total amount of irrigated areas on properties with specific limitations on the most water-hungry landscaping. Staff is recommending adoption of these changes to landscaping standards in Chapter 71 of the Code of Ordinances.

### Background

Recent commercial and residential developments have included large amounts of irrigated cool season grass. In looking at fairly typical residential developments, two streets, Newton Circle and Tallgrass Drive; have average household water usage 3 times higher than the average Hays residence. As Hays has no impact fees or water rights associated with development, this pattern is unsustainable given current water supplies. The proposed regulations are part of the solution of high water usage associated with new development.

### Discussion

City staff originated these changes based upon data of water usage in Hays, the ordinances of other cities in areas with limited water supplies, common problems with new irrigation systems, vegetation suitability to our local climate and State of Kansas water right allotments.

As with all water supply and consumption issues, this one change alone will not “solve” Hays’ water problems. What it does do is serve to limit the growth in water usage occurring with specific patterns of development. It is believed that Hays is the first city in Kansas that will have specific regulations on landscape water usage, but this practice is quite common in much of the country.

While the specifics are outlined in the ordinance, the key points are these:

1. No property will be allowed to install a new irrigation system providing water to more than 2,000 square feet of cool season grass. This limitation is included to allow limited amounts of cool season grass, great for heavily used and shaded areas, despite the 3 to 5 feet of supplemental irrigation this turf often receives.
2. No property will be allowed to install permanent irrigation systems providing water to more than 10,000 square feet of vegetation.
3. Commercial properties installing new irrigation systems must put 30% of their area in xeriscaping. This will serve to change the water culture in Hays, as, over time, numerous xeriscaped areas will be installed.
4. The regulations would also require a five-foot buffer for spray irrigation near impervious surfaces such as driveways, sidewalks and streets. You have all seen the irrigation systems with heads right next to the street as they are omnipresent in Hays. When the wind blows the spray hits the impervious surface and runs down the curb. The new regulations would require a five-foot buffer, which could be rock, xeriscaping, mulch, bio swales, etc. between the spray irrigation and the impervious surface. If a property owner wanted to irrigate next to impervious surfaces, they would need to install subterranean irrigation.

### **Legal Consideration**

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

### **Financial Consideration**

Beyond publication costs, additional costs occurring to the City will be in the review of landscape and irrigation plans. Subsequent inspection will also be required. With the hiring of a Water Conservation Specialist and Building Inspector II position, staff believes these extra responsibilities can be absorbed.

### **Options**

The City Commission has the following options:

- Adopt changes as recommended.
- Reject changes.
- Direct the Hays Area Planning Commission to further explore the issue.

### **Recommendation**

These changes were discussed at Hays Area Planning Commission meetings in Nov, Dec, Jan and Feb. The Planning Commission voted unanimously to recommend the changes as enclosed.

### **Action Requested**

Staff requests that City Commissioners approve the ordinance making these changes as recommended by the Hays Area Planning Commission.

### **Supporting Documentation**

Recommendation memo from Planning Commissioner Paul Phillips  
Redline ordinance showing changes to Chapter 71

**ORDINANCE NO. 3882**

**AN ORDINANCE AMENDING CHAPTER 71 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE VI REGARDING LANDSCAPE AND IRRIGATION PLANS.**

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

Section 1. Chapter 71, Article VI, Section 71-1172 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

**CHAPTER 71**

**ZONING**

**ARTICLE VI. LANDSCAPE AND IRRIGATION PLANS**

**Sec. 71-1172. Definitions.**

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

(a)*Cool Season Grass* means a grass species that possesses a C3 photosynthetic pathway and favors the cooler weather of spring and autumn, typically going dormant in hot, dry periods without supplemental irrigation. Most cool season grasses perform better in partial to full shade conditions. Common species of cool season grasses grown in the Hays area include varieties of Kentucky Bluegrass, fine fescues, tall fescues, sheep fescues, creeping bentgrasses and ryegrasses. For the purpose of this article, native cool season grasses grown in a turf, such as western wheatgrass, will not be considered cool season grass and can be planted up to the allowable limits of warm season grasses.

(b)*Significant alterations to existing development* means development on improved real estate that is altered or changed in such a manner that one or more of the following is applicable:

(1)The alteration results in the construction of a building, structure or addition that increases the gross square footage of the existing development by more than 30 percent; provided that separate incremental developments below the 30-percent amount shall not be used to avoid the requirements of this section if, in

the aggregate, the developments over a period of 18 months would meet those requirements;

(2)The estimated construction costs of the alterations exceed 50 percent of the most recent appraised fair market value of the existing property as determined by the county appraiser; provided that separate incremental developments below the 50-percent amount shall not be used to avoid the requirements of this section if in the aggregate the development over the period of 18 months would meet those requirements.

(3)The alteration results in the construction of a new, permanent, irrigation system.

(4)The alteration results in changes to an existing permanent irrigation system that have the effect of connecting an existing irrigation system to the City's water system.

(5)The alteration increases the permanently irrigated area of an existing property by more than 400 square feet.

(6)The alteration results in the replacement of existing vegetation or parts of existing vegetation in any proportion which requires additional supplemental irrigation once established.

(7)The alteration results in the replacement of permanent irrigation system components responsible for irrigating greater than 50% of an existing irrigated area on a property.

(c)Significant alterations to existing development do not include the following:

(1)The replacement of permanent irrigation system components responsible for irrigation of 50% or less of an existing irrigation system, so long as the vegetation type does not change to vegetation requiring additional supplemental irrigation, once established.

(2)The replacement and/or movement of sprinkler heads without the expansion of existing irrigation, so long as vegetation type does not change to vegetation requiring additional supplemental irrigation, once established.

(3)Irrigation systems connected to privately owned wells under non-domestic water rights in good standing with the State of Kansas.

(4)Irrigation systems used to serve public properties.

(5)Irrigation systems constructed, altered or repaired in connection with an audit or rebate program.

(d)*Warm Season Grass* means a grass species which possesses a C4 photosynthetic pathway and favors warmer weather of summer. These grasses typically stay dormant until adequate warmth has reached the soil and air and again go dormant when cold temperatures arrive in autumn. Most warm season grasses perform best in areas with little or no shade. Perennial varieties will typically enter dormancy during drought. Most warm season grasses used for turf in the Hays area require significantly lower amounts of supplemental irrigation to maintain vigor. Common species of warm season grasses grown in the Hays area include varieties of buffalo grass, Bermuda grass and blue grama grass. Zoysia grass varieties are now being grown near Hays and may become more common locally.

(e)*Vegetation requiring additional supplemental irrigation once established* refers to the removal of existing vegetation when that vegetation is replaced with vegetation types with greater water needs than the existing vegetation. Appropriate horticultural and turf literature will be referenced to determine specific cases, but in general, the following are common examples: replacement of warm season grass species with cool season grass species and replacement of a xeriscape with a cool season grass species.

(f)*Xeriscape or xeriscaping* means a method of landscaping which requires little to no supplemental irrigation once the vegetation is established. Plants used in xeriscape must be well adapted to the extremes of the local climate, particularly drought, high solar radiation, wind gusts and low winter temperatures. Xeriscape may be constructed with many types of groundcover, including 100% ground coverage with living plants or individual and group plantings surrounded by mulches and the incorporation of decorative rocks and gravels. Weed barriers must be made of water-permeable material. Xeriscape includes traditional hardscapes such as sidewalks, decks, driveways and patios only if they incorporate vegetation.

Section 2. Chapter 71, Article VI, Section 71-1173 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

## **CHAPTER 71**

### **ZONING**

#### **ARTICLE VI. LANDSCAPE AND IRRIGATION PLANS**

##### **Sec. 71-1173. Submission.**

Concurrent with the submission of and as part of the approval of a site plan, if required, and prior to the issuance of a building permit for any development on unimproved real estate, excluding structures for agricultural uses, and for significant alterations to existing development on improved real estate, a landscape plan shall be submitted to and approved by the planning/inspection staff. If permanent irrigation will

be used, an irrigation plan must also be submitted to and approved by the planning/inspection staff. The proposed plans may be forwarded to either the planning commission, or the appropriate governing body, or both, for approval, if in the judgment of planning/inspection staff, it is inconsistent with the comprehensive plan, the landscaping process or the zoning and subdivision regulations.

Section 3. Chapter 71, Article VI, Section 71-1174 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

**CHAPTER 71**

**ZONING**

**ARTICLE VI. LANDSCAPE AND IRRIGATION PLANS**

**Sec. 71-1174. Applicability.**

(a)The requirement for a landscape plan shall apply to the following zoning districts: R-3A, R-4, M-P, M-S, C-O, C-1, C-2, C-3, B-P, I-1, and I-2.

(1)Single-family dwellings and two-family units are expressly exempted from this requirement.

(2)In the case of conflict between the regulations in this chapter and the regulations of the particular zoning district, the stricter application shall apply.

(b)The requirement for an irrigation plan shall apply to all zoning districts.

Section 4. Chapter 71, Article VI, Section 71-1175 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

**CHAPTER 71**

**ZONING**

**ARTICLE VI. LANDSCAPE AND IRRIGATION PLANS**

**Sec. 71-1175. Approval criteria.**

In addition to the criteria contained elsewhere in this chapter, the following criteria shall be considered when reviewing a plan submitted under this article:

- (1)The maintenance of the City's quality, heritage and character by enhancing the visual appearance of the community through the use of landscaping materials and techniques;
- (2)The provision of greenery to visually soften paved areas and buildings;
- (3)The establishment of optimal environmental conditions by providing shade, air purification, oxygen regeneration, groundwater recharge, retardation of stormwater runoff, abatement of noise, glare and heat;
- (4)The replenishment of native trees by utilizing plant materials that are generally native or hearty for the region;
- (5)The screening of certain unsightly equipment or materials from view of persons on public streets or adjoining properties;
- (6)The buffering of uncomplementary uses;
- (7)The prevention of light pollution and intrusion;
- (8)The preservation of and protection of existing quality trees and natural landscape from destruction and removal.
- (9)The conservation of the City's water resources.

Section 5. Chapter 71, Article VI, Section 71-1176 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

## **CHAPTER 71**

### **ZONING**

#### **ARTICLE VI. LANDSCAPE AND IRRIGATION PLANS**

##### **Sec. 71-1176. Requirements and contents.**

Two copies of a plan shall be submitted. The plan shall contain the following information:

- (1)A north arrow and scale;
- (2)The location of all proposed landscape materials, including existing trees proposed to be saved;

- (3) A listing of the proposed plant materials indicating the type, number and size at the time of planting;
- (4) The location of proposed structures and parking areas showing the type of surfacing;
- (5) The location, type and size of all aboveground and underground utilities;
- (6) Topography and final grading adequate to specify plantings for sloping areas;
- (7) Proposed plans for provision of water to plant materials including the location of permanent irrigation systems, the scope of irrigation system work proposed, the dimensions of any existing or proposed irrigation system and the name and address of the designer and installer performing the work on the irrigation system;
- (8) The types of materials to be used in any permanent irrigation system, including manufacturer submittals;
- (9) Conformance to the requirements for required landscaping for front yards;
- (10) Conformance to the requirements for required buffers;
- (11) Conformance to the requirements for parking lot screening;
- (12) Conformance to additional other landscape standards;
- (13) Any other provisions applicable to the project, including measures to be taken during construction to protect existing trees to be saved or plans requiring excavation or construction within street right-of-way or utility easements.
- (14) Any other relevant or pertinent information requested by the City.

Section 6. Chapter 71, Article VI, Section 71-1177 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

**CHAPTER 71**

**ZONING**

**ARTICLE VI. LANDSCAPE AND IRRIGATION PLANS**

**Sec. 71-1177. Required landscaping.**

(a)The minimum amount of landscaped area of covered zoning districts and uses when located adjacent to public streets shall be as follows:

(1)On a zoning lot with an average depth of 150 feet or less, ten square feet of landscaped yard per lineal foot of street frontage.

(2)On a zoning lot with an average depth of more than 150 feet but less than 250 feet, 15 square feet of landscaped yard per lineal foot of street frontage.

(3)On a zoning lot with an average depth of more than 250 feet, 20 square feet of landscaped yard per lineal foot of street frontage.

(b)The applicant for the building permit shall plant a minimum of one shade tree, two evergreen trees, or three ornamental trees for every 500 square feet of landscaped yard.

(c)The following design standards shall apply to required landscaping and trees in yards:

(1)Trees shall be selected from the recommended tree list for the City.

(2)The minimum size at the time of planting of required trees shall be as follows: shade trees, 1½-inch caliper measured six inches above the ground; ornamental trees, one-inch caliper measured six inches above the ground; evergreen trees, five feet in height.

(3)Trees shall be located in planter areas of sufficient size to allow for growth, to prevent damage from vehicles, and to avoid unnecessary maintenance to structures, walks and drives. A minimum of 25 square feet of permeable area around each tree is recommended.

(4)Adequate distance between individual trees shall be provided; minimum spacing should be 15 feet for ornamental trees and 30 feet for shade trees.

(5)Shrubbery may be substituted for up to one-third of required trees at the rate of ten shrubs per one required tree. Substitute shrubbery shall attain a mature height of at least two feet and shall be placed in no less than a two-gallon container size at the time of planting.

(6)The required trees and shrubs may be located in adjacent public rights-of-way, if approved by the zoning administrator, if there are no conflicts with utilities and if the plantings are in accordance with [Section 68-57](#). No tree shall be planted between the curb and the sidewalk if the clear space is less than four feet wide.

(7)No landscaping tree or shrub shall be placed in a way that the zoning administrator determines is an obstruction to visibility, extends into a sight distance triangle, as set forth in these regulations, or is otherwise a traffic hazard.

(8)Shelter belts are permissible when necessary to protect improvements to real property from wind and when they are established in a fashion that does not require frequent irrigation. Shelter belts shall use drip system irrigation, no overhead irrigation, for the subsistence of the trees only.

Section 7. Chapter 71, Article VI, Section 71-1181 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

## **CHAPTER 71**

### **ZONING**

#### **ARTICLE VI. LANDSCAPE AND IRRIGATION PLANS**

##### **Sec. 71-1181. Maintenance.**

The maintenance requirements for all landscaped areas shall be as follows:

(1)The landowner is responsible for the maintenance of all landscaped areas and shall keep them in a proper, neat and orderly appearance and free from litter and debris at all times.

(2)Maintenance shall include mowing, trimming, weeding, mulching, restaking, pruning, fertilizing, disease and insect control, irrigation and other necessary operations.

(3)For residential properties of four units or fewer, the maximum area served by the irrigation system shall not exceed 10,000 square feet. Of that 10,000 square feet, no more than 5,000 square feet may be comprised of turf. Of the 5,000 square feet of turf, no more than 2,000 square feet may be comprised of cool season turf, unless the area is not permanently irrigated.

(4)For all other properties, the maximum area served by the irrigation system shall not exceed 10,000 square feet. Of that 10,000 square feet, no more than 5,000 square feet may be comprised of turf. Of the 5,000 square feet of turf, no more than 30% of the property area (less impervious surface area) or 2,000 square feet per zoning lot, whichever is less, may be comprised of cool season turf. A minimum of 30% of the landscaped area must be xeriscaped.

(5) Irrigation systems shall be designed and operated to avoid watering impervious surfaces and streets and shall comply with all applicable codes. Overhead irrigation methods shall not be used within five feet of driveways, sidewalks or other hard surfaces. Landscape designers and property owners are encouraged to utilize xeriscaping and take advantage of its watersaving principles and practices.

(6)The city shall have the authority to require that all dead trees, shrubs and plants be replaced during the next planting season.

(7)All landscaping shall be subject to periodic inspection by the zoning administrator or an authorized representative, to determine compliance with the approved plan(s) and the requirements of this section. When the landscaping or permanent irrigation system has not been installed, maintained or replaced to comply with the plan(s) and other requirements, a written corrective order shall be issued to the alleged violator. The order shall specify the parts of this article that are alleged to have been violated. Removal of any required landscaping or permanent irrigation system is prohibited at any time unless just cause is demonstrated by the owner and approval given by the zoning administrator or authorized representative.

Section 8. Chapter 71, Article VI, Section 71-1183 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

## **CHAPTER 71**

### **ZONING**

#### **ARTICLE VI. LANDSCAPE AND IRRIGATION PLANS**

##### **Sec. 71-1183. Assurance of performance.**

(a)*Performance Agreement; Bonds.* If a site plan performance agreement is not required, the governing body shall require a landscape plan performance agreement to guarantee compliance and completion of the landscape plan requirements for the parcel as provided in the landscape plan as approved. In addition, the governing body may require alternate forms of performance assurance, such as a performance bond, escrow bond, or some other form of surety acceptable to the governing body if the landscape plan is to be developed in phases, allowing temporary occupancy of a portion of the site, or if the governing body determines that other aspects of the landscape plan require alternate performance assurance.

(b)*Certificate of Occupancy.*

(1) Prior to the issuance of a certificate of occupancy, for any structure where landscaping is required or a permanent irrigation system was installed, except as provided in subsection (b)(2) of this section, all work indicated on the approved plan(s) shall be completed, inspected and approved by the zoning administrator. Prior to approval, the quantities, locations, types and sizes of plants and other landscape materials shall be checked for compliance.

(2) A landowner may obtain a temporary certificate of occupancy for a structure prior to completion of required landscaping work if completion is not possible due to seasonal or weather conditions and if acceptable assurances are submitted guaranteeing the completion of such landscaping. The acceptable assurances, such as an irrevocable letter of credit, performance bond, certified check, or escrow account, shall be equal to 125 percent of the cost to complete the landscaping work and shall be accompanied by a written agreement assuring that such landscaping will be completed prior to the expiration date of such assurance. If an inspection reveals that such landscaping work is not completed prior to the expiration date of such assurance, the governing body shall utilize such assurance to pay for the completion of the landscaping work.

Section 9. Chapter 71, Article VI, Section 71-1184 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

## **CHAPTER 71**

### **ZONING**

#### **ARTICLE VI. LANDSCAPE AND IRRIGATION PLANS**

##### **Sec. 71-1184. Recording of landscape plans.**

Following the approval of a landscape plan, a statement will be recorded with the register of deeds acknowledging that a landscape plan has been approved for the property. The recorded statement shall contain the following information:

- (1) A legal description of the property;
- (2) A specification of the nature of the plan by identifying the zoning districts which apply to the property;
- (3) A statement that the restrictions on development established by the landscape plan shall be binding upon all successors and assigns unless amended in conformance with this article.

Section 10. Chapter 71, Article VI, Section 71-1185 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

**CHAPTER 71**

**ZONING**

**ARTICLE VI. LANDSCAPE AND IRRIGATION PLANS**

**Sec. 71-1185. Period of validity for landscape plan approval.**

Final plan approval by the governing body shall not be valid for a period longer than 12 months from the date it is approved, unless within such period a building permit is obtained and all additional building permits necessary to complete the project, as approved in the final plan completion schedule, are obtained in a timely fashion as determined by the zoning administrator. The governing body may grant an extension not exceeding 12 months upon written request of the original applicant and resubmission of the application. However, the governing body has the power in such cases to attach new conditions to its reapproval or to disapprove the reapplication.

Section 11. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

PASSED by the Commission on March 27, 2014.

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

ATTEST:

\_\_\_\_\_  
BRENDA KITCHEN  
City Clerk  
(SEAL)

# Memo

**To:** Hays City Commission  
**From:** Paul Phillips, Member of the Hays Area Planning Commission  
**Date:** February 17, 2014  
**Re:** Adoption of Changes to Irrigation System Regulations

By a unanimous vote, on February 17, 2014, the members of the Hays Area Planning Commission recommended to the City Commission to adopt changes to Chapter 71 regarding landscaping and irrigation systems and installations, as detailed during the Public Hearing on the matter.

These proposed changes will serve to reduce the amount of water associated with the installation of new irrigation systems, through a reduction in square footage of irrigated landscaping allowable and requirements of better plans and installation techniques.

Hays Area Planning Commission Members understand this to be a necessary part of several long-term actions the City of Hays needs to take to secure a long-term water supply. We look forward to working with you on other water related issues in the future.

BY: 

Paul Phillips, Member of Hays Area Planning Commission (Acting Chairman)

cc: Jesse Rohr  
Members of the Hays Area Planning Commission



# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 12

MEETING DATE: 3-27-14

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**TOPIC:**

Adoption of IAPMO 2012 Green Plumbing & Mechanical Code Supplement

**ACTION REQUESTED:**

Approve Ordinance No. 3883 adopting portions of the IAPMO 2012 Green Plumbing & Mechanical Code as recommended by staff and the Building & Trades Board.

**NARRATIVE:**

Adoption of this code will help ensure that growth and remodeling is done with efficient plumbing practices. The code regulates items, such as faucets and toilets, currently regulated under federal law, but requires greater efficiency. The code also regulates water usage that is currently unregulated by any governmental entity, such as lawn irrigation and car washes.

At the March 20, 2014 work session, City Commissioners wished to look at an adoption of the Green Code with an exemption for residential remodels regarding the volume of water in hot water lines between the furthest fixture and hot water heater. An ordinance carving out this exemption has been added for consideration.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

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

**ADMINISTRATION RECOMMENDATION:**

Staff recommends adopting the Green Code as discussed on March 20, 2014.

**COMMITTEE RECOMMENDATION(S):**

The Building & Trades Board recommended adoption of this code as discussed 3/20/2014.

**ATTACHMENTS:**

Staff Memo  
Ordinance No. 3883  
Ordinance No. 3883 with modified language regarding hot water lines  
Memo from Building and Trades Board Chairman recommending adoption

# Commission Work Session Agenda

## Memo

**From:** Nicholas Willis, Interim Assistant Director of Utilities  
Jesse Rohr, Planning, Inspection & Enforcement Supt.

**Work Session:** March 20, 2014

**Subject:** Adoption of IAPMO 2012 Green Plumbing & Mechanical Code Supplement

**Person(s) Responsible:** Bernie Kitten, Director of Utilities  
I.D. Creech, Director of Public Works

### Summary

City staff is recommending adoption of portions of the International Association of Plumbing and Mechanical Officials 2012 Green Plumbing & Mechanical Code Supplement. Adoption of this code will mean, in general, that all water using fixtures in new construction and remodels must be at least 20% more efficient than federal standards and also places restrictions on water uses where there are no state, federal or local rules, for example car washes and industrial cooling systems.

### Background

In reviewing usage records, it was found that newer properties have much higher water usage than existing properties. Staff believes this is primarily driven by larger and more water needy landscaping than the average property in town. At the same time, there is no code to ensure that inside uses of water are as efficient as they can be. The adoption of this code as recommended covers most all uses of water and will help ensure Hays' water supplies are being used in an efficient manner as the city grows and properties are remodeled. The recommendation presented is the result of three meetings of the Building and Trades Board related to this issue. Staff's recommendation to the Building and Trades Board was slightly different from what the Board recommended for the City Commission to adopt. Staff is supportive of the Building and Trades Board recommendation and is bringing it forward to the City Commission as recommended.

### Discussion

Adopting the portions of the green code will help to ensure that landscape irrigation components and design are more efficient than current requirements (as of this writing, there are no requirements for design and installation of a sprinkler system outside of installation of a suitable backflow device). Additionally, the green code will require efficient best practices for numerous items found in homes and businesses, such as toilets, faucets, showerheads, etc. Portions of the code covering mechanical and HVAC systems are not being recommended for adoption at this time.

In general, most requirements of this code save at least 20% over what is allowed under federal law. In some cases, such as car washes, types of restaurant equipment and irrigation systems, there are no federal, state or local standards, thus there is no existing restriction on water usage. As water is supplied by the City and is quantity-limited, there is a strong nexus for regulation of its usage via code adoption.

Staff believes this is one of the most important, cheapest and easiest changes the City can make for long-term water security for the City of Hays. As this is the first known adoption of this (or a similar) code on water use in Kansas, it again sets Hays out as a leader in water management.

There are a few amendments which have been recommended for adoption by the Building and Trades Board. These include deletions referring to requirements surrounding water softening. Staff recommended this change as Hays' potable water supplies are right at the threshold of where regulations in the code would be applicable. Hays' potable water supplies also vary in hardness to some degree depending upon how the wellfields are being operated. It seemed simpler to avoid confusion in this matter.

Other amendments include an increase in the amount of water between a water heater and the furthest fixture. Most homes should be able to meet this standard with upfront planning. Low flow emitters are being required in oddly shaped and narrow irrigation systems based upon the recommendations of Andy Veatch, a certified irrigation auditor and designer out of Wichita. His recommendation (accepted by the Building and Trades Board) to change the minimum width required for non-low-flow emitters from 4 to 12 feet is due primarily to high winds.

The Building and Trades Board recommended not requiring, at this time, all hot water lines to be insulated. They desired more information on costs, savings and installation techniques prior to making a final decision. If they recommend pipe insulation at a later date, the recommendation will be brought to the City Commission.

### **Legal Consideration**

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

### **Financial Consideration**

Beyond publication costs and changing permit application forms, there are no significant costs expected to fall on the City as a result of this code adoption. Most requirements of the code are cost neutral (such as toilets, faucets, etc.) with materials and equipment being readily available. Expected cost increases in plumbing systems are negligible and should have quick cost recovery to the building owner through lower water, sewer and energy costs. Costs will increase for irrigation systems to meet controller, sensor, spray head efficiency and design requirements. Expected cost increases for controllers and sensors are in the \$500 per system range, while costs for spray heads may increase 20-50%. A total system cost increase will depend largely upon size of the system and type of landscaping to be installed. Pool costs will increase marginally as covers are required to reduce evaporation from pool surfaces.

Just as important is the fact that conservation and efficiency can serve to keep water expenses down for everyone through delay in upgrades to meet peak demands and delay in the development of new supplies.

### **Options**

The City Commission has the following options:

- Adopt the code as recommended by the Building and Trades Board
- Reject the code as recommended and provide staff further direction.

### **Recommendation**

Staff recommends adopting this Green Code as recommended by the Building and Trades Board.

### **Action Requested**

Pass the enclosed ordinance adopting this code.

### **Supporting Documentation**

Memo from Building and Trades Board Chairman recommending adoption Ordinance adopting code.

Remodel and addition project examples relating to Green Code

**ORDINANCE NO. 3883**

**AN ORDINANCE AMENDING CHAPTER 11 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE IV, DIVISION 2, SECTION 11-209, SUBSECTION (c) REGARDING THE 2012 GREEN PLUMBING & MECHANICAL CODE SUPPLEMENT**

---

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

Section 1. Chapter 11, Article IV, Division 2, Section 11-209, Subsection (c) of the City of Hays, Kansas Municipal Code is hereby amended as follows:

CHAPTER 11

BUILDINGS AND BUILDING REGULATIONS

ARTICLE IV. PLUMBING, MECHANICAL AND GAS CODE

DIVISION 2. PLUMBING, GAS, AND MECHANICAL CODE

Sec. 11-209. Uniform Plumbing Code, and Uniform Mechanical Code - adopted by reference; amendments.

- (c) For the purpose of establishing the minimum standards for the efficiency of water usage of any work defined as “plumbing” in this division, there is adopted the 2012 Green Plumbing & Mechanical Code Supplement, as adopted by the International Association of Plumbing and Mechanical Officials, copies of which have been and are now filed in the office of the city clerk, which is incorporated in this division by reference, including appendices, as though set out in full in this division, excepting Sections 405.2, 601.2, 602.5, 602.6, Chapters 7 and 8, Appendix C and amending the following Sections to read as follows:

413.8 Narrow or Irregularly Shaped Landscape Areas.

Narrow or irregularly shaped landscape areas, less than 12 feet (3658 mm) in any direction across any opposing boundaries shall not be irrigated by any irrigation emission device except low flow emitters.

602.7.1 Maximum Volume of Hot Water Without Recirculation or Heat Trace.

The maximum volume of water contained in the hot water distribution pipe between the water heater and any fixture shall not exceed 64 ounces (oz) (1892 mL).

Section 2. Chapter 11, Article IV, Division 2, Section 11-209, Subsection (b) of the City of Hays, Kansas Municipal Code, is hereby adopted.

ORDINANCE NO. xyz  
Page 2

Section 3. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

PASSED by the Commission on March 27, 2014.

---

KENT L. STEWARD  
Mayor

ATTEST:

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BRENDA KITCHEN  
City Clerk

(SEAL)

ORDINANCE NO. xyz

Page 3

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**ORDINANCE NO. 3883**

**AN ORDINANCE AMENDING CHAPTER 11 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE IV, DIVISION 2, SECTION 11-209, SUBSECTION (c) REGARDING THE 2012 GREEN PLUMBING & MECHANICAL CODE SUPPLEMENT**

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413.8 Narrow or Irregularly Shaped Landscape Areas.

Narrow or irregularly shaped landscape areas, less than 12 feet (3658 mm) in any direction across any opposing boundaries shall not be irrigated by any irrigation emission device except low flow emitters.

602.7.1 Maximum Volume of Hot Water Without Recirculation or Heat Trace.

The maximum volume of water contained in the hot water distribution pipe between the water heater and any fixture shall not exceed 64 ounces (oz) (1892 mL). [The remodeling of single family and duplex residential property, including installation of new water using fixtures even where none previously existed, shall not require conformity with the hot water limitations contained herein.](#)

ORDINANCE NO. xyz  
Page 2

Section 2. Chapter 11, Article IV, Division 2, Section 11-209, Subsection (b) of the City of Hays, Kansas Municipal Code, is hereby adopted.

Section 3. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

PASSED by the Commission on March 27, 2014.

---

KENT L. STEWARD  
Mayor

ATTEST:

---

BRENDA KITCHEN  
City Clerk

(SEAL)

ORDINANCE NO. xyz

Page 3

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# Memo

**To:** Hays City Commission

**From:** Jerry Sonntag, Chairman of the Hays Building and Trades Board

**Date:** January 27, 2014

**Re:** Adoption of IAPMO 2012 Green Plumbing & Mechanical Code Supplement

By a vote of 5-0, the Hays Building and Trades Board recommends the adoption of the following parts, with exceptions as noted in this memorandum, of the IAPMO 2012 Green Plumbing & Mechanical Code Supplement. This action will help to ensure sustainable water supplies necessary for residences, businesses and commerce in the future.

The Board recommends adopting the following Chapters and Appendices in their entirety.

Chapter 1: Administration

Chapter 2: Definitions

Chapter 3: General Regulations

Chapter 5: Alternate Water Sources for Non-Potable Applications

Chapter 9: Installer Qualifications

Chapter 10: Swimming Pools, Spas, and Hot Tubs

Chapter 11: Referenced Standards

Appendix A: Method of Calculating Water Savings

Appendix B: Potable Rainwater Catchment Systems

The Board recommends adopting the following Chapters, with modifications, as noted:

**Chapter 4: Adopt the entire Chapter, with the following changes:**

Deletion of Section 405.2.

Modify Section 413.8 as follows:

413.8 Narrow or Irregularly Shaped Landscape Areas.

Narrow or irregularly shaped landscape areas, less than 4 feet (1219 mm) 12 feet (3658 mm) in any direction across any opposing boundaries shall not be irrigated by any irrigation emission device except low flow emitters.

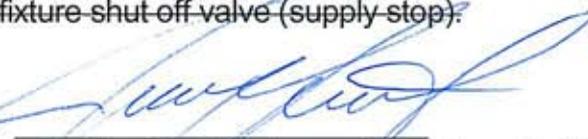
**Chapter 6: Adopt the entire Chapter, with the following changes:**

Deletion of Section 601.2, 602.5, and 602.6

Modify Section 602.7.1 as follows:

602.7.1 Maximum Volume of Hot Water Without Recirculation or Heat Trace.

The maximum volume of water contained in the hot water distribution pipe between the water heater and any fixture shall not exceed ~~32 ounces (oz) (946 mL)~~ 64 ounces (oz) (1892 mL). ~~Where a fixture fitting shut-off valve (supply stop) is installed ahead of the fixture fitting, the maximum volume of water is permitted to be calculated between the water heater and the fixture shut-off valve (supply stop).~~

BY: 

Jerry Sonntag, Chairman of the Hays Building and Trades Board

cc: Jesse Rohr  
Members of the Hays Building and Trades Board

## **Project Examples – Impacts of Green Code**

### **Kitchen Remodel:**

**Scope:** Knock out structural wall between existing kitchen and dining room, new cabinets, new sink, add/alter plumbing, HVAC and electrical as needed for new sink and cabinetry, new flooring, new windows, new appliances

**Permit(s) Needed:** Alteration permit for structural wall removal, electrical and plumbing permit (depending on scope of alterations)

**Impact of Green Code:** New kitchen faucet and dishwasher would be required to meet the provisions of the Green Code (Max. 1.8 gpm for faucet, Energy Star rated dishwasher)

### **Kitchen Addition:**

**Scope:** Construct addition to existing residence for the purpose of constructing a new kitchen, convert existing kitchen into dining room, all new cabinetry, new plumbing, HVAC and electrical in addition area, new flooring throughout, new appliances

**Permit(s) Needed:** New construction permit for addition all inclusive of plumbing, HVAC, and electrical

**Impact of Green Code:** New kitchen faucet and dishwasher would be required to meet the provisions of the Green Code (Max. 1.8 gpm for faucet, Energy Star rated dishwasher), distance from sink and dishwasher to water heater must meet the supply line size and max. distance requirements allowed (Sec. 602.7 Maximum Volume of Hot Water) – possible second source of hot water required **OR** installation of a hot water recirculation line

### **Basement Finish:**

**Scope:** Completely finish existing unfinished basement with 2 bedrooms (with 1 egress window each), 1 bathroom (toilet, 36” shower, single lavatory) and family room, enclose existing mechanical room (which houses existing electrical panel, water heater, and HVAC Equipment), existing utility room to remain, add/alter any existing plumbing, HVAC and electrical as needed, install new plumbing, HVAC and electrical for all new spaces

**Permit(s) Needed:** Basement finish permit all inclusive of complete scope of work

**Impact of Green Code:** New lavatory faucet, toilet and shower would be required to meet the provisions of the Green Code (Max. 1.5 gpm rating for faucet, Max.1.28 gpm /flush for toilet, Max. 2.0 gpm rating for showerhead), distance from new bathroom to water heater must meet the supply line size and max. distance requirements allowed (Sec. 602.7 Maximum Volume of Hot Water) – possible second source of hot water required **OR** installation of a hot water recirculation line **OR** relocation of bathroom to acceptable area



**CITY OF HAYS**  
**AGENDA ITEM COVER SHEET**

**COMMISSION AGENDA ITEM NO. 13**

**MEETING DATE: 3-27-14**

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**TOPIC:**

Recommended Changes for Commercial Irrigation

**ACTION REQUESTED:**

Approve Ordinance No. 3884 adopting the changes to commercial irrigation service rules and rates.

**NARRATIVE:**

This item makes changes to the service rules and rates concerning irrigation at commercial properties. Changes are being made to ensure that current business customers consisting of institutions, commercial properties and apartments, pay the same effective rates for water used outdoors for irrigation purposes as residential properties.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager  
Bernie Kitten, Director of Utilities  
Nicholas Willis, Interim Assistant Director of Utilities

**ADMINISTRATION RECOMMENDATION:**

Staff recommends adoption of these changes.

**COMMITTEE RECOMMENDATION(S):**

None.

**ATTACHMENTS:**

Staff Memo  
Ordinance No. 3884  
Sample letter informing impacted businesses of rate change

# Commission Work Session Agenda

## Memo

**From:** Nicholas Willis, Interim Assistant Director of Utilities

**Work Session:** March 20, 2014

**Subject:** Recommended Changes for Commercial Irrigation

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

### Summary

In 2013, the City Commissioners adopted a second conservation pricing tier for water at residential properties. Due to a wide number of variations in how water is used at commercial properties, a similar change was not adopted concurrently for commercial properties. Staff explored the issue of outdoor water usage at commercial properties and is making the following recommendations:

1. Require all new business customers with permanent irrigation systems to install dedicated irrigation meters.
2. Change how multi-family properties are billed to a manner more consistent with their residential use.
3. Create a new commercial rate structure (second conservation tier) applicable only to those properties irrigating with potable water that do not have a separate irrigation meter. Customers wishing to not be under the new tier can opt to install, at their cost, a dedicated irrigation meter. While Water Warning status prohibits the connection of new irrigation systems to the potable water supply, these customers will be allowed to install irrigation meters as no new irrigated area is being added.

### Background

In an effort to trim the volume of potable water being applied to landscapes, Hays City Commissioners adopted a new residential water rate structure in 2013 referred to as the second conservation tier. Concerns over equity with commercial properties and a lack of a similar price signal for commercial properties prompted the recommendations suggested here. If all suggestions are adopted, the water rates for outdoor usage will be comparable for all classes of customers, with a similar, strong price signal against excessive usage applicable to all customers.

### Discussion

While there is no perfect water rate structure, Hays' current rate structure and the proposed changes are well formed to discourage excessive landscape usage, by increasing

the price of water as more is used over the average winter consumption of its consumers. For the time being, staff recommends tweaking the current rate structure without wholesale changes. Should the City Commission wish for wholesale changes, staff would suggest obtaining the services of a firm experienced with such work.

Logistically, the changes in the water rate structure on multi-family users will take place in the next billing cycle after the changes are published in the Hays Daily News. Changes to businesses with irrigation systems will take effect in the May 2014 bills. Staff has identified 40 properties that will be subject to this new rate. Staff believes this is a fairly accurate number but is reasonably confident some properties have been overlooked, and it is possible that an identified property may have been wrongly classified. In this case, staff error will be corrected as soon as it is identified. If more properties are discovered, their rates will be adjusted accordingly.

Another change being suggested by staff is reclassifying multi-family properties to residential. Currently properties with three or more units are billed as commercial. This means they fall under the regular rates as well as the conservation tier. Staff is suggesting those properties be billed as residential which means they would fall under the second conservation tier as well. Staff feels this is the best way to adequately bill for outdoor water use without imposing cumbersome regulations. The recommended changes should not have an impact on these property's domestic water use rates.

### **Legal Consideration**

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

### **Financial Consideration**

There may be financial impacts to the City of Hays from these changes. Reductions in outdoor water usage at certain commercial properties are expected from these changes. As an example, staff estimates that one property used over 5 feet of irrigation water in 2012; this should drop with the application of a second conservation tier.

It is difficult to estimate how the decrease in usage coupled with an increase in rate will impact the bottom line of the water utility. Analysis of this action in future years will be hard to separate from other events, such as weather, success of educational efforts and further watering restrictions if drought continues. Staff will be monitoring these impacts and will be making future recommendations if necessary.

The changes to the water rates have been made in an effort to keep sewer funding stable. Currently, all apartments and business properties pay for sewer on a monthly basis. Staff believes it is best to continue this practice, as gauging the full impact from a wholesale change in sewer rate structures is beyond the expertise of city staff. Sewer revenues will be negatively impacted with reductions in water usage and see even larger impacts should many of these businesses install dedicated irrigation meters.

### **Options**

The City Commission has the following options:

- Adopt all recommendations
- Adopt some of the recommendations
- Reject all recommendations and provide further guidance

### **Recommendation**

City staff recommends adopting all the changes presented.

### **Action Requested**

Adoption of the proposed ordinance making the recommended changes.

### **Supporting Documentation**

Redline Ordinance making suggested changes.

Sample letter informing impacted businesses of rate change.

**ORDINANCE NO. 3884**

**AN ORDINANCE AMENDING CHAPTER 65 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE IV REGARDING WATER RATES AND CHARGES.**

---

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

Section 1. Chapter 65, Article IV, Section 65-223 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

**CHAPTER 65**

**UTILITIES**

**ARTICLE IV. WATER RATES AND CHARGES**

**Sec. 65-223. Classification of water meters.**

(a) *Classes Defined.* Water meters within and without the city shall be classified and defined as follows:

(1) *Residential Meters.* A residential meter shall be reserved for the usage of city water inside or outside the city wherein water is used for domestic purposes, including, but not necessarily limited to, the use of water for domestic consumption, watering of lawns, shrubs, trees, washing of sidewalks, driveways, parking areas, buildings, machinery, appliances, vehicles, addition or filling of water to swimming pools and outdoor watering. All properties that are exclusively residential, with up to two dwelling units on a single water meter, shall be classified as having residential meters.

(2) *Business Meters.* A business meter shall be reserved for the usage of water inside or outside of the city by a business, regardless of zoning, which usage is for the operation of the business, including, but not necessarily limited to, the use of water for washing down of hard surface areas, machinery, vehicles, and buildings. Where there is a mixture of residential and business use on a single meter without permanent irrigation with potable water, the property shall be classified as having a business meter.

(3) *Business Mixed Use Meters.* A business mixed use meter shall be reserved for the usage of water inside or outside of the city by a business with a permanent irrigation system utilizing potable water supply, regardless of zoning, which usage is for the operation of the business, including, but not necessarily limited to, the use of water for irrigation purposes, washing down of hard surface areas, machinery, vehicles, and buildings. Where there is a mixture of residential and business use with permanent irrigation with potable water on a single meter, the property shall be classified as having a business mixed use meter. Existing

businesses with mixed use meters shall be designated by City staff and informed via letter of their classification prior to the effective date of this ordinance.

(4) *Multi-family Meters.* A multi-family meter shall be reserved for the usage of city water inside or outside the city wherein water is used for domestic purposes, including, but not necessarily limited to, the use of water for domestic consumption, watering of lawns, shrubs, trees, washing of sidewalks, driveways, parking areas, buildings, machinery, appliances, vehicles, addition or filling of water to swimming pools and outdoor watering. All properties with exclusive residential uses and three or more units served by a single water meter shall be classified as having a multi-family meter.

(5) *Irrigation Meters.* An irrigation meter shall be reserved for the usage of city water inside or outside the city wherein water is used for irrigation purposes, including, but not necessarily limited to, the use of water for watering of lawns, shrubs and trees and outdoor watering.

(b) *Outdoor Watering.* At the option of and expense of any residential or multi-family meter customer, all watering associated with outdoor watering, as defined in Section 65-69, may be metered on a separate meter; in which event, the water usage shall be billed according to the appropriate classification. All businesses installing new permanent irrigation systems or otherwise causing an existing irrigation system to be served by city water service shall install, at their cost, a separate meter devoted to outdoor water uses.

Section 2. Chapter 65, Article IV, Section 65-224 of the City of Hays, Kansas Municipal Code is hereby amended as follows

## 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
¾	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
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(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

Section 3. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

PASSED by the Commission on March 27, 2014.

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

ATTEST:

\_\_\_\_\_  
 BRENDA KITCHEN  
 City Clerk  
 (SEAL)

TOBY DOUGHERTY, CPM, CITY MANAGER  
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  
KENT STEWARD, MAYOR  
HENRY SCHWALLER, IV  
EBER PHELPS  
SHAUN MUSIL  
RON MELLICK

May 1, 2014

Business Water Customer w/ permanent potable irrigation

Address

Hays, KS 67601

Water Account Number: xxxxx

Re: Water rate structure classification change

Dear Hays Water Customer:

The Hays City Commission passed ordinance #xxxxxxx on xx/xx/xxxx. This ordinance included the addition of a "Business use with irrigation" classification to the water rate structure. The change adds a 2<sup>nd</sup> conservation tier to commercial and business customers who have permanent irrigation systems in place that use potable water without a dedicated irrigation water meter.

This letter is meant to inform you City staff has identified your property as one that may be affected under this new classification and rate structure. If no action is taken on your part, the new rate structure will take effect on the May 2014 billing cycle.

For customers who now fall under the "business use with irrigation" classification, you have several options to change your rate classification and structure to fit your best use. One option is to install, at the property owner's expense, an irrigation meter to serve your system. Another option is disconnecting the irrigation system from the City's water system. We also encourage you to analyze your indoor water usage and look for ways to conserve indoors as well, such as checking for and repairing leaks and replacing old, inefficient plumbing fixtures. A listing of City incentives can be found at [www.haysusa.com](http://www.haysusa.com).

The following are details on the new business use with irrigation rate water rate structure:

- Water usage as shown on the January, February, and March billing is used to determine a water use average. All water usage that falls within this average will be billed at the Base Tier rate, as established by resolution.
- Any water usage that exceeds the water use average by up to 1,000 cubic feet (7,480 gallons) will be billed at the Conservation Tier 1 rate, as established by resolution.
- All water usage that exceeds the water use average in excess of 1,000 cubic feet will be billed at the Conservation Tier 2 rate, as established by resolution. All usage that exceeds 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 for Water Warning or Water Emergency, as established by resolution.

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

If your business is interested in installing a dedicated irrigation meter, disconnecting your permanent irrigation system from the City's water system, or feel you were wrongly classified, please contact Jason Riegel at (785) 628-7350 or [jriegel@haysusa.com](mailto:jriegel@haysusa.com).

Sincerely,  
City of Hays



**CITY OF HAYS**  
**AGENDA ITEM COVER SHEET**

**COMMISSION AGENDA ITEM NO. 14**

**MEETING DATE: 3-27-14**

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**TOPIC:**

Sewer Service Definition Changes

**ACTION REQUESTED:**

Approve Ordinance No. 3885 adopting the changes to sewer service definitions.

**NARRATIVE:**

While staff was exploring changes to service rules and rates for outdoor irrigation at commercial properties, a lack of clarity regarding what constitutes a business user was found. This is a housekeeping change with no impact on how customers are being billed for sewer services and is being made through a separate ordinance per the recommendation of the City Attorney.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager  
Bernie Kitten, Director of Utilities  
Nicholas Willis, Interim Assistant Director of Utilities

**ADMINISTRATION RECOMMENDATION:**

Staff recommends adoption of these changes.

**COMMITTEE RECOMMENDATION(S):**

None.

**ATTACHMENTS:**

Ordinance No. 3885

**ORDINANCE NO. 3885**

**AN ORDINANCE AMENDING CHAPTER 65 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE VII, DIVISION 1, SECTION 65-387 REGARDING DEFINITIONS.**

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

Section 1. Chapter 65, Article VII, Division 1, Section 65-387 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

**CHAPTER 65**

**UTILITIES**

**ARTICLE VII. SEWER RATES AND CHARGES**

**DIVISION 1. GENERALLY**

**Sec. 65-387. Definitions.**

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

*Business user* means any contributor to the city's sewage works whose lot, parcel or real estate, or building is not used exclusively for domestic dwelling purposes. Properties containing more than two living units shall be considered business users for sewer system volumetric fees.

*Capital charges* means that portion of the total sewer service charge which is levied for capital investment in the sewerage works and any other costs excluding operation, maintenance and replacement costs.

*Industrial user* means any nongovernmental, nonresidential user of the wastewater treatment works which discharges more than the equivalent of 25,000 gallons per day (gpd) of sanitary wastes and which is identified in the Standard Industrial Classification (SIC) Manual, 1972, Office of Management and Budget, as amended and supplemented under the following divisions:

- (1) Division A—Agriculture, forestry and fishing;
- (2) Division B—Mining;
- (3) Division D—Manufacturing;

(4) Division E—Transportation, communications, electric, gas and sanitary services;

(5) Division I—Services.

*Industrial users* means and includes all users which discharge wastewater containing toxic pollutants sufficient to injure or interfere with any wastewater treatment process, have an adverse effect on the treatment works, constitute a hazard, create a public nuisance, or have an adverse effect on the waters receiving the treatment works discharge.

*Normal strength sewage* means sewage that has a BOD concentration of not more than 350 mg/l and a suspended solids concentration of not more than 350 mg/l.

*Operation and maintenance* means all expenditures during the useful life of the sewerage works for materials, labor, utilities and other items which are necessary for managing and maintaining the sewerage works to achieve the capacity and performance for which such works were designed and constructed.

*Replacement* means expenditures for obtaining and installing equipment, accessories or appurtenances which are necessary during the useful life of the treatment works to maintain the capacity and performance for which such works were designed and constructed. The term "operation and maintenance" includes replacement.

*Residential customer* means any contributor to the city's sewerage works whose lot, parcel or real estate, or building is used for domestic dwelling purposes only by a single-family residence or a residence containing no more than two living units.

*Useful life* means the estimated period during which the sewerage works will be operated.

*User charges* means that portion of the total sewerage service charges which is levied in a proportional and adequate manner for the cost of operation, maintenance and replacement of the sewerage works.

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

PASSED by the Commission on March 27, 2014.

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KENT L. STEWARD  
Mayor

ORDINANCE NO. 3885

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ATTEST:

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BRENDA KITCHEN  
City Clerk

(SEAL)

## COMMISSION INFORMATIONAL MEMORANDUM

TO: City Commission  
FROM: Toby Dougherty, CPM  
City Manager  
DATE: March 21, 2014

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Attached are the following items:

1. The minutes of the December 12, 2013 meeting of the **Northwest Kansas Community Corrections Board**.
2. The draft minutes of the January 27, 2014 meeting of the **Building Trades Board**.
3. The minutes of the February 11, 2014 meeting of the **Hays Public Library Board**.
4. The minutes of the February 12, 2014 meeting of the **Downtown Hays Development Corporation Board**.
5. The minutes of the February 20, 2014 meeting of the **Hays Beautification Committee**.
6. The **Hays Regional Airport enplanement reports** for 2013 and 2014.
7. The **Great Lakes On-Time Report** for March 2014 is attached.

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

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**Northwest Kansas Community Corrections  
Governing Board Meeting Minutes  
December 12, 2013  
Hays, Kansas**

Present were: Ken Badsky, Bryan Byrd, Tom Drees, Michael Kirchoff, Stacie Minson, Robert Paxson, Orvella Romine, Mike Smith, Ron Speier, Marcia Tacha, Richard Thompson, Daniel Thornton, Mahlon Tuttle, Barb Wasinger, Mary Ellen Welshhon

Excused were: Judge Pat Carroll, Sue Evans, Karen Griffiths, Byron Hale, Judge Paula Hofaker, Larry Poore, Richard Ress, Pelgy Vaz,

Absent were: Bruce Buck, Bill Jones, Koran Thadani

Roll call was taken and there were fifteen board members present; two board members were absent and eight board members were excused.

Stacie Minson brought the meeting to order. Since the changes to the bylaws were discussed and approved at the September meeting with juvenile, the chairperson advised NWKCC to make a correction to those minutes by adding the approved by laws. After agreeing to make these changes, the minutes will be approved.

The next item on the agenda was the audit report by Kansas Department of Corrections (KDOC). There was no corrective action. It was suggested in the audit report that NWKCC develop a grid to respond to violations. There was a motion by Tom Drees to develop the grid so NWKCC is in compliance with the audit, Ron Speier seconded the motion and motion carried.

The Hays office staff was present. Each staff member discussed their job duties to the Board. The Board expressed their gratitude for what the employees do for the communities.

The next item on the agenda was the Justice Reinvestment Grant. Director explained what the grant was going to be utilized for. Tom Drees made a motion to approve the grant, Orvella Romine seconded the motion and motion was carried.

Next item on the agenda was the cognitive behavior program. Erin Geist and Dian Organ went to the training in Ellsworth and became certified to be a cognitive-behavior specialized. The program in Hays will start in January 2014. Director told the Board that the program has been very good at reducing revocations so far in the Norton and Colby office. Director told the Board that NWKCC was going to target the highest risk offenders and especially those offenders who scored high on the LSI-R in the attitude/orientation domain.

Next item on the agenda was the Community Corrections Data. Director went over how many quick dips have been utilized. Director also went over revoked and successful completion rates in FY13 and FY14 to date.

The Administrative Assistant was asked to give the board a brief description her job duties and what the codes on vouchers stood for.

All budgets were discussed to date.

Chairperson Stacie Minson asked the Board to sign thank you cards that will be sent to the Byrne Grant, Governor's Office, KDOC and Ellis County United Way for the appreciation of the grant awards NWKCC receives.

Next item was the election of a new Chairperson and Vice-chairperson. Barb Wasinger made a motion to elect Mike Smith as the new Chairperson and Ron Speier as the new Vice-Chairperson, Judge Kirchhoff seconded the motion and the motion carried.

The next board meeting will be held March 2013 in Oakley, Kansas at 4:00pm.

**DRAFT**  
**BUILDING TRADES BOARD MEETING**  
**Commission Chambers of City Hall**  
**January 27, 2014**  
**5:30 p.m.**

**1. CALL TO ORDER:** The Building Trades Board met on Monday, January 27, 2014 at 5:30 p.m. in Commission Chambers at City Hall.

**Roll Call:**

Present: Jerry Sonntag  
Dave Schoendaller  
Tim Jacobs  
Dale Befort  
Arlen Flax

Absent: Roger Mettlen

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

City Staff Present: I. D. Creech, Director of Public Works  
Jesse Rohr, Superintendent of PIE  
Curtis Deines, Inspector II  
Nick Willis, Stormwater/Water Conservation Superintendent  
Dean Koehn, Inspector of P.I.E.  
Linda K Bixenman, Administrative Assistant of P.I.E.

**2. MINUTES:** Dave Schoendaller moved, Tim Jacobs seconded the motion to approve the minutes as presented from the October 14, 2013 meeting.

Vote: AYES: Jerry Sonntag  
Dave Schoendaller  
Tim Jacobs  
Dale Befort  
Arlen Flax

**3. OLD BUSINESS:** None.

**4. LIST OF NEW LICENSED TRADE CONTRACTORS FROM SETPEMBER 26, 2013 to DECEMBER 31, 2013:** The current list of new contractor's licenses was presented to the board for informational purposes.

**5. WATER CONSERVATION & EFFICIENCY PROGRAM STATUS:** Jesse Rohr gave an introduction to the presentation given by Nicholas Willis, Water Conservation Superintendent. He explained that this was the third meeting to discuss the consideration of staff's recommendation for the adoption of the 2012 Green Plumbing & Mechanical Code Supplement. Because of the importance to address the water issues going on in the city, the HVAC will be considered at a later time.

Nicholas Willis, Stormwater/Water Conservation Superintendent, presented a power point presentation to explain that the first part of the presentation would be an update on the water situation. He presented a chart reflecting the measurement of a city well and a well at the Smoky Hill River well fields that are at the lowest water level on record since the droughts in 1991 and 1985 respectively.

He identified Cedar Bluff Reservoir, water storage reservoir, as the elephant in the room associated with the Smoky Hill River. He provided the status of the December water level reading to show that there is no water available for release. There were 1,186 acre feet released in early 2013 to fill the Smoky Hill Well fields. With the drought, the well fields are again declining.

He presented a chart reflecting the U.S. Seasonal Drought Outlook that reflected continued drought. A chart reflected precipitation averages. Dry Springs pose a great concern of no rain water to replenish the aquifer.

He pointed out that Hays is significantly larger than during prior droughts. Private wells are in poor shape. There is no state action to protect senior water rights from heavy irrigation use of alluvial aquifers feeding Big Creek, Cedar Bluff and Smoky Hill River.

Nick Willis stated that this information is to affirm the need for water sustainability.

He provided a chart to compare the water usage from newer developments to older developments using a street to represent each to show that the newer developments had greater water usage. He gave an example of the increase in water usage over 20 years if outdoor water usage continues in new developments.

He explained city actions to stretch water supplies

- Increase water rates for outdoor uses
- Replacement of city-owned fixtures
- \$100K for toilet rebates approved
- \$45K for urinal rebates approved

- Propose adoption of Green Building Code
- Distribution system leak detection
- Hiring of water conservation specialist

He explained the three states of notification pertaining to the seriousness of water issues and the draft list of the restrictions proposed to be implemented with each. He pointed out that the City of Ellis is in an "Emergency State".

He pointed out some potential actions that could be taken for drought response and drought-proof with the end result being to minimize impact of new growth.

**6. IAPMO 2012 GREEN PLUMBING & MECHANICAL CODE SUPPLEMENT:** Jesse Rohr, Planning, Inspection and Enforcement Superintendent explained the purpose of this meeting was for input from the board for their recommendation to the governing body for the adoption of the proposed sections of the 2012 Green Plumbing and Mechanical Code Supplement regulations as detailed in staff's memorandum.

The details of how this would impact the building industry submittals for the planning stages are as follows:

- Submittal of Plan for new construction may be asked the type of fixtures to be installed. Begin at Design stage.
- Submittal of Lawn Irrigation Installation plans

This will require coordination and communication between all contractors on the job including owner and inspectors. Industry standards are keeping up with the fixtures for suppliers.

He pointed out that city staff will do their part to educate contractors as well as the general public.

He informed the board and contractors in the audience of the upcoming public hearing before the Hays Area Planning Commission on landscaping and lawn irrigation regulations to be held on Monday, February 17, 2014 at 6:30 p.m. in Commission Chambers. They will be sent notification of the public hearing. They would like to take the recommendation to adopt the green code and amendments to the city commission at the same time.

There was discussion among the board and contractors in the audience.

Dave Schoendaller pointed out that this would change the way business is done. It will drive up the costs due to more up front costs.

Arlen Flax asked about how this would apply to remodels and additions like extend a kitchen. Jesse Rohr referenced the green code section 101.4.1 that addresses repairs and alterations to explain how it would apply.

Tim Jacobs suggested that a three inch sewer tap would be more efficient than the four inch sewer tap from the main line; the line would be flushed out better. Jesse Rohr answered that is a real possibility for an average size lot and house with respective fixtures.

Tim Jacobs asked if they still allow garden tubs or fixtures that have a greater water usage. Kelly Koenke, contractor, asked if there were any water-usage restrictions on the garden tubs for water conservation as there are on the type of shower head. The response is that there are no water-usage restrictions within the code for garden tubs at this time.

Jerry Sonntag asked if the fixtures are part of the industry standards. It would be important that suppliers stock the type of fixtures that would meet the new regulations. Jesse Rohr stated that contractors could generate a list for the customer of the choices available for fixtures. He suggested giving an allowance on the fixtures for the customer to select in stages.

There was some discussion that customers would change out the shower heads from the water conservation heads. Jesse Rohr explained that the newer model of shower heads on the market do a better job.

Jerry Sonntag pointed out the importance of education. It is about water usage to try to reduce as much as we can. People start changing with education.

Jesse Rohr stated that the irrigation plan would require a full set of material submittals.

One contractor asked how much would be saved using the conservative lawn sprinkler heads. He believed people would water their lawn longer making the water application the same with or without the new heads. Nick Willis stated they would save 20 percent. Jesse Rohr pointed out that there are exceptions.

Kelly Koenke, Residential Contractor, pointed out the need for affordable housing. This change will drive up costs. He explained that this was only a band-aid. It would make the contractor's job more difficult. Quality of the fixtures is important. He does not want to come back for repairs in a month. He suggested having a fine when there is over-usage of water. Compliance is more likely if it hurts.

He pointed out that the city is encouraging affordable housing and this change would be driving up the cost. He pointed out the importance of having a quality fixture so they do not have to come back and fix it in a short time.

He asked if there would be any regulations for water usage of garden tubs.

Jerry Sonntag noted that the industry standards are changing. Education is a key factor on water conservation.

Dave Schoendaller moved, Tim Jacobs seconded the motion for the board's recommendation to the governing body to approve the adoption of the chapters presented at the meeting of the Green Plumbing & Mechanical Code Supplement.

Tim Jacobs asked that the motion to exclude section 601.2 and 602.5 associated with the insulation of plumbing pipe to the water heater until they have more information. Dave Schoendaller concurred.

Dave Schoendaller restated his motion; Tim Jacobs seconded the motion for the board's recommendation to the governing body to approve the adoption of the following chapters and appendixes in its entirety from the 2012 Green Plumbing & Mechanical Code Supplement with the noted exceptions detailed in staff's recommendation memorandum and exceptions added by the board:

Chapter 1: Administration

Chapter 2: Definitions

Chapter 3: General Regulations

Chapter 4: Strike 405.2, modify 413.8

Chapter 5: Alternate Water Sources for Non-Potable Applications

Chapter 6: Delete 601.2 and 602.5 and 602.6 and edit 602.71

Chapter 9: Installer Qualifications

Chapter 10: Swimming Pools, Spas, and Hot Tubs

Chapter 11: Referenced Standards

Appendix A: Method of Calculating Water Savings

Appendix B: Potable Rainwater Catchment Systems

Vote: AYES: Jerry Sonntag  
Dave Schoendaller  
Tim Jacobs  
Dale Belfort  
Arlen Flax

## **7. ADJOURNMENT**

Chairman Jerry Sonntag adjourned the meeting at 6:55 p.m.

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

Minutes of the Hays Public Library (HPL) Board Meeting  
Tuesday, February 11, 2014

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

**Guest:** None

**Public Comment:** None

**Bills:** It was moved and seconded (P. Shaffer/D. Dunn) to approve the January bills for payment. The motion passed 5-0.

**Minutes:** It was moved and seconded (D. Dunn/K. Steward) to approve the minutes of the January meeting. The motion passed 5-0.

Eric mentioned highlights of the minutes (not yet approved) of the January meeting of the Executive Council of the Friends of the Library (FOL). He added that Sue Firestone, President of the Executive Committee, has resigned from the position.

**Director's Report:**

- Eric reported that postage for Library Rate has gone up, with the most commonly used rates going from \$2.40 to \$2.56 and from \$2.83 to \$3.05, respectively. However, because of the frequent use HPL makes of the Kansas Courier System, the postage increase will not be significant. HPL typically spends about \$35 per month on postage for Interlibrary Loan purposes.
- IT Department employee Brad Sarver resigned. In the interests of efficiency and an emphasis on patron-focused services. Eric and Tom Micek decided to alter the full-time position to two part-time positions: a **Level I** and a **Level II** position. The library is currently accepting applications, and Tom expects to conduct interviews during the week of February 24.
- The staff of HPL sent condolences as well as a plant as a memorial to the family of Diana Marvin, HPL Custodian, whose husband passed away. The Board members offer their condolences to Diana and her family also.
- Eric has contacted the Auman Company to request an estimate on a possible service contract for maintenance of the HPL heating and air-conditioning system. This action proceeds from unresolved issues with Glassman Corporation, relating to repair of the heating and air system at HPL.
- Eric reported that the HPL staff planning session for 2014-15, on January 28, was very productive. Discussed at the meeting were two large proposed projects: 1) installing a system of Radio Frequency Identification (RFID) as a means to streamline taking HPL inventory and checking out materials. To install RFID, library materials will have to be re-tagged and scanners will have to be replaced; 2) remodeling some HPL interior spaces--for example, installing new windows in the Young Adult area. Other proposed projects include purchasing an HPL van (see

below) and adding a public address system, among others. The proposed projects will continue to be discussed by the HPL staff, with Eric's bringing the proposals to the Board for discussion, throughout 2014.

- Within the Kansas Library Association (KLA), Eric has agreed to have his name submitted for consideration to serve as the Kansas representative to the Mountain Plains Library Association (MPLA).
- In April, the terms of two Board members will expire: Lauren Lowry will complete the unfinished term of her predecessor, and Avry St. Peter will have completed her first four-year term. Lauren indicated that she will reapply to be on the HPL Board.
- Eric reported that The Library Corporation (TLC), which provides automation technologies for many libraries, including HPL, is offering extended contracts that allow libraries to save money—specifically, \$8,000 for the first year and \$7,800 for the following four years. Eric plans to sign up for the more economical renewal package.

**Unfinished Business:** None

**New Business:** Earlier, Eric and the Board had discussed informally the possibility of HPL's purchasing a vehicle for a variety of uses, including taking staff to regional meetings, for HPL educational excursions with library patrons, and other uses. In light of these discussions, Eric made a purchase request that the board consider two possible vehicles for sale at Auto World, a used-car dealership in Hays. He provided key information on the two vehicles: their design and versatility, passenger capacity, cost, number of miles driven, and the cost of insurance for both (which could be rolled into the other HPL insurance coverage). It was moved and seconded (D. Dunn/L. Lowry) that the Hays Public Library purchase from Auto World a 2013 Dodge Caravan for \$21,300 (with 10,000 odometer miles). The motion passed 5-0. Eric stated that a policy regarding vehicle use will be written. He also plans to ask the Hays Public Library Trust to consider contributing funds toward the purchase of the vehicle.

President Judy Flax suggested that going into Executive Session (K.S.A 75-4319) concerning "Director Evaluation" be delayed until the March meeting, to allow for the Board members to get their evaluations of the Director to her.

**Board Open Discussion:** Judy Flax commented on the fine quality of the HPL Gallery presentations.

The meeting was adjourned at 5:15pm. Instead of the Board's viewing the instructional videos, Eric suggested the members of the Board view them online.

PamShaffer,Secretary  
HaysPublicLibraryBoard

**Downtown Hays Development Corporation  
February Meeting Minutes**

February 12, 2014

11:30 am – TK's Smokehaus

**Board Members/Staff:** Megan Colson, Stacey Smith, Andrew Rupp, Chris Wente, Elodie Jones, Sandy Jacobs, Michael Billinger, Eddie Perrett, Kim Hodny, Andy Stanton, Alaina Cunningham, Pam Joy, Karen Dreiling, and Sarah Cearley

**Guests:** Kelli Hansen, Paul Briseno, Henry Schwaller, Jill Moeder

**CALL TO ORDER:** President Stacey Smith called the meeting to order at 11:30 am.

**PUBLIC COMMENT:** Congratulations to Andy Stanton for being named the 2014 Citizen of the Year by Hays Area Chamber of Commerce. Karen commended the City of Hays for their prompt snow removal during the early February winter storms.

**APPROVAL OF MINUTES:** After a motion by Sandy and second by Elodie, the January 2014 meeting minutes were approved as presented. Passed unanimously.

**TREASURER'S REPORT:** Eddie reported that Income for the month of January 2014 totaled \$59,456.44, coming from City Disbursements, Health Insurance Refund, Partnership Program, and B-ball Sponsorship. Expenses for the monthly staff, operations and overhead totaled \$8,401.94 and included regular monthly bills, annual insurance expenses, and membership dues. Other significant expenses in the month, including special projects were Partnership Program materials, TV Advertising, FHSU BBall Sponsorship, and FrostFest expenses. Total expenses for the month totaled \$13,987.61 for a Net Income for the month of \$45,468.83. Eddie shared that checking accounts and certificates of deposit totaled \$141,717.98. Accounts Receivable totaled \$888.00.

**ECC REPORT:** It was reported by Karen that the Dane G. Hansen Foundation awarded grants to help train in the welding industry. May be used in additional industries for training such as customer service. The Mall will be going forward with an improvement project. Also mentioned a strip mall may be developed by I-70 and the Montana Mikes building may potentially house a new business.

**LIBERTY GROUP REPORT:** Kelli reported a company out of Texas will conduct the feasibility study for the hotel project. The DHDC Board is welcome to attend the hotel project presentation by Chuck Comeau during the February ECC meeting. The office space at 12th and Main west of Couture for Men & Women is leased. Renovations will be going forward at the previous Good Book Store location. A 1200 square foot building on Main Street will be available for lease this summer - contact Liberty Group for more information.

**CURRENT BUSINESS: Partnership Program** – Andrew and Megan evaluated the list and sent an additional 30 letters to potential donors. Currently at over \$15,000 in donations, with a goal of \$20,000. Board members are encouraged to follow-up.

**Marketing Plan:** Henry Schwaller led an activity to envision how the Downtown will develop in the coming years - physical improvements, additional businesses, etc. Stacey compiled a list of Challenges, Opportunities, and Key Takeaways from the January notecard feedback activity and wants 2014 to be the year to focus on what the Downtown has and build on it.

**Committee Sign-Up Review:** The list circulated throughout the board members to review and sign up for committees. Participation is highly encouraged.

**NEW BUSINESS: Director's Assistant Replacement:** Leah Shriwise will be leaving and recommendations for her replacement are welcomed.

**Farmer's Market Conference:** Board members may attend with Megan. Hope to network and gain knowledge for our own Downtown Farmers Market.

**COMMITTEE UPDATES: Physical Improvements: Pavilion:** The open design concept and path has been passed along to the City.

**Business Relations & Retention/Strategic Recruitment:** Will ask Aaron White from ECC to join committee.

**Branding & Marketing:** Additional board members are encouraged to join - only one sign-up thus far.

**Events & Fundraising: Downtown Farmers Market:** Time to recruit potential vendors. Committee will meet to possibly expand events during market.

**Blues, BBQ, and Bargains:** Last meeting was quite successful with a full room of attendees. Final theme is being voted on.

#### **ANNOUNCEMENTS & ACTIVITIES:**

Alaina mentioned the Susan G Komen Race May 10th and would like to brainstorm how to involve the DHDC and Downtown.

March Executive Board Meeting – March 10 – 4:00 pm – Welcome Center

Blues, BBQ, & Bargains Committee Meeting - March 10 - 5:30 pm - Welcome Center

March Board of Director's Meeting – March 12 – Noon – Gella's

**ADJOURN:** Stacey moved to adjourn at 12:35 pm. Seconded by Karen.

HAYS BEAUTIFICATION COMMITTEE  
Minutes of February 20, 2014 Meeting

**CALL TO ORDER:** Vice-chairperson Janis Lee called the monthly meeting of the Hays Beautification Committee to order at 12:00 noon in the meeting room located at the Hays Parks Department Administrative Building.

Members Present:     Janis Lee       Judy Dawson  
                              Doris Wing     Carol Heiman  
                              Jim Strine     Linda Stahlman  
Ex-Officio Present:  Jeff Boyle     JoAnn Schroller  
                              Holly Dickman  
Absent:                Joni Phelps    Marcia Tacha  
                              Carolyn Campbell

**APPROVAL OF MINUTES:** There were no corrections or additions to the minutes of the January 16, 2014 meeting; the minutes stand approved as presented.

**OLD BUSINESS: Sunrise Park Drought Tolerant Displays:** Parks Director Jeff Boyle informed the group that if the area does not receive a substantial amount of snow/rainfall in the near future, it is quite likely that the City Manager will declare a Water Warning. This would implement the next stage of the City of Hays Water Conservation Plan. This is not the time to be installing a drought display at Sunrise Park due to the large amount of water that is needed to get drought tolerant plantings started.

**Vine Street Beautification:** Jeff reported that KDOT has given its blessing to 'Welcome to Hays' signs to be located near I-70. Jim Strine reported that the trees located along the ramps of I-70 are very neglected and need to be either removed or trimmed back quite a bit. He, along with Holly and JoAnn, are working on landscape plan for the area.

**NEW BUSINESS:** There was no new business to discuss.

**COMMITTEE REPORTS:**

- A. Adopt-A-Spot:** Discussion was held about the litter along the northwest entrance to I-70. Doris will attempt to find a group that would be willing to be responsible for that section.
- B. Arbor Day:** JoAnn reported that 1 Golden Rain and 2 Crab Apple trees will be planted during the Arbor Day ceremony which will be held at noon on April 17, 2014 in front of the Pro Shop at the Hays Municipal Golf Course.
- C. Drought Tolerant Lawns/Plantings:** Jo Ann displayed the plant identification/metal stakes that will be installed at City Hall and the Pershing Drive landscape areas. Jeff commented that Jason Riegel, the new Water Conservation Specialist, will be going around to the various landscaping vendors to visit with them about drought tolerant plantings.
- D. Project Rosebud:** Linda reported that approximately 260 redbud trees will be needed for distribution to all 5<sup>th</sup> graders in the Hays Public School system. It was decided to continue with this project despite the drought; it will take a very small amount of water to keep a redbud alive if it is properly mulched.
- E. Publicity:** Janis reported that her 2<sup>nd</sup> article in the Hays Daily News will be about the Adopt-A-Spot program.
- F. Tree Rebate:** Jim and Judy spoke to the Chamber of Commerce and the Hays Board of Realtors about the Tree Rebate Program and left information for

distribution. They also reminded the Committee that they will need help tagging trees that are eligible for the Tree Rebate when stock starts arriving in stores.

**G. Vine Street Beautification:** This was reported on under 'Old Business'.

**Add-Ons:** Holly Werth reported that the Water Smart Landscaping program will be held at the Ag Research Center at the Experiment Station on March 25, April 1, April 8, and April 21 from 6 to 8 p.m.

The 2014 Budget has set aside \$12,000 for Tree Rebates in 2014. To date, \$300 has been paid out.

Linda Stahlman moved, Judy Dawson seconded, that the meeting be adjourned at 12:50 p.m. All voted in approval of the motion.

Submitted by: Doris Wing, Recording Secretary

**City of Hays**  
**Public Works Department - Airport Division**

FROM: Airport Manager  
 RE: Enplanements



<b>2013 Enplanements</b>							
<u>Month</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Comparison 2012-2013</u>
January	645	562	537	562	655	645	-2%
February	573	451	532	551	717	528	-26%
March	743	582	681	754	793	841	6%
April	689	583	682	724	726	716	-1%
May	772	756	774	943	1050	1043	-1%
June	739	594	732	998	687	818	19%
July	726	668	679	984	704	775	10%
August	690	517	693	945	752	571	-24%
September	625	621	662	858	659	585	-11%
October	721	629	741	786	782	645	-18%
November	593	664	694	814	828	646	-22%
December	696	808	811	981	975	903	-7%
Gt Lakes Total	8,212	7,435	8,218	9,900	9,328	8,716	-6.56%
Other Charters					550		
Charter Total	345	24	802	318	319	328	2.82%
<b>TOTAL</b>	<b>8,557</b>	<b>7,459</b>	<b>9,020</b>	<b>10,218</b>	<b>10,197</b>	<b>9,044</b>	<b>-11.31%</b>

Commercial pass.  
 Average/Day                      20.4    22.5    27.1    25.6    23.9

**2013 On-Time Statistics - Great Lakes**

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
On-time (wi/15 mins)	71%	62%	78%	68%	73%	77%	62%	59%	65%	52%	43%	40%
Percentage delayed or Cancelled (wi/30 mins)	29%	38%	22%	32%	27%	23%	38%	41%	35%	48%	57%	60%

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

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

**City of Hays**  
**Public Works Department - Airport Division**

FROM: Airport Manager  
 RE: Enplanements



<b>2014 Enplanements</b>								
<u>Month</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>Comparison 2013-2014</u>
January	645	562	537	562	655	645	527	-18%
February	573	451	532	551	717	528	367	-30%
March	743	582	681	754	793	841		-100%
April	689	583	682	724	726	716		-100%
May	772	756	774	943	1050	1043		-100%
June	739	594	732	998	687	818		-100%
July	726	668	679	984	704	775		-100%
August	690	517	693	945	752	571		-100%
September	625	621	662	858	659	585		-100%
October	721	629	741	786	782	645		-100%
November	593	664	694	814	828	646		-100%
December	696	808	811	981	975	903		-100%
Gt Lakes Total	8,212	7,435	8,218	9,900	9,328	8,716	894	-89.74%
Other Charters					550			
Charter Total	345	24	802	318	319	328	79	-75.91%
<b>TOTAL</b>	<b>8,557</b>	<b>7,459</b>	<b>9,020</b>	<b>10,218</b>	<b>10,197</b>	<b>9,044</b>	<b>973</b>	<b>-11.31%</b>

Commercial pass.  
 Average/Day                    20.4    22.5    27.1    25.6    23.9    15.2

**2014 On-Time Statistics - Great Lakes**

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
On-time (wi/15 mins)	38%	39%										
Percentage delayed or Cancelled (wi/30 mins)	62%	61%										

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

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

