

**CITY OF HAYS COMMISSION MEETING  
THURSDAY, MARCH 28, 2013 – 6:30 P.M.  
AGENDA**

1. Call to order by Chairperson.
2. **MINUTES**: Consider approval of the minutes from the regular meeting held on March 14, 2013. (PAGE 1)
3. **FINANCIAL STATEMENT**: Consider accepting the Financial Statement for the month of February 2013. (PAGE 7)
4. **CITIZEN COMMENTS**: (non-agenda items).
5. **CONSENT AGENDA**: (Items to be approved by the Commission in one motion, unless objections are raised).
  - A. **Mayoral Appointment (for approval)**: Hays Beautification Committee (PAGE 65)
  - B. **Mayoral Appointments (recommendations)**: CARE Council (PAGE 67)

**UNFINISHED BUSINESS**

(No business to review)

**NEW BUSINESS**

6. **WORKERS' COMPENSATION INSURANCE**: Consider joining the League of Kansas Municipalities for \$9,351.25 out of the City Manager's Other Contractual Services budget, accepting the proposal from KMIT for the pro-rated amount of \$123,626 for workers' compensation coverage from April 2013 through December 2013 out of the Employee Benefit Levy, and approving Resolution No. 2013-009 accepting KMIT's Bylaws and Interlocal Cooperation Agreement. (PAGE 71)
7. **FORT HAYS MUNICIPAL GOLF COURSE MOWER PURCHASE**: Consider approving the purchase of a Lastec 3300 mower for the Fort Hays Municipal Golf Course using funds from the 2013 Vehicle Replacement Fund for an amount of \$34,689.00. (PAGE 101)
8. **CITY HALL PUBLIC RESTROOM RENOVATIONS**: Consider accepting the low bid from Karst Construction in an amount not to exceed \$34,000 to renovate the City Hall public restrooms with \$19,000 funded from the Fire Department Projects line item and \$15,000 funded from the Utilities Department Water Conservation Projects line item. (PAGE 105)

9. [UPDATE ON CEDAR BLUFF RELEASE](#): Hear an update from the Director of Utilities on the Cedar Bluff release. (PAGE 109)
10. [CITY MANAGER EMPLOYMENT AGREEMENT – SIXTH ADDENDUM](#): Consider approving the Sixth Addendum to the Employment Agreement between the City of Hays and Toby R. Dougherty. (PAGE 111)
11. [CITY COMMISSION POLICY FOR FUNDING RECOGNITION](#): Consider approving the City Commission Policy for Funding Recognition. (PAGE 115)
12. **PROGRESS REPORT**
13. [REPORT OF THE CITY MANAGER](#) (PAGE 117)
14. **COMMISSION INQUIRIES AND COMMENTS**
15. **EXECUTIVE SESSION (IF REQUIRED)**
16. **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 14, 2013

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

Roll Call: Present: Troy Hickman  
Henry Schwaller IV  
Eber Phelps  
Absent: Kent Steward  
Ron Mellick

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

**2. MINUTES:** There were no additions or corrections to the minutes of the regular session held on February 28, 2013; the minutes stand approved as presented.

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

**4. CONSENT AGENDA:** Chairperson Hickman presented the following proposed mayoral appointment:

Hays Beautification Committee

Judy Dawson – 3 year term to expire August 1, 2015

The proposed appointment will be presented for approval at the March 28, 2013 Commission meeting.

**NEW BUSINESS**

**5. WORKERS' COMPENSATION INSURANCE:** City staff, through our risk management broker, Insurance Planning, solicited bids for workers' compensation coverage from 13 companies. Only one bid was received, that bid being from Berkshire-Hathaway in the amount of \$193,101, which is 12% higher

than last year. The increase is due to three reasons - an increase in payroll, base rates set by the State increased in some categories, and a discount that was received last year was less this year.

Erin Giebler, Human Resource Coordinator, stated that the City is not a member of the League of Kansas Municipalities, therefore cannot participate in the Kansas Municipal Insurance Trust (KMIT) workers compensation coverage. If the City were a member of the League, workers compensation coverage would be available at an estimated cost of \$164,000.

Henry Schwaller IV moved, Eber Phelps seconded, that action on this issue be tabled until the next work session so that staff can investigate the possibility of joining the League of Kansas Municipalities and then get workers compensation insurance through KMIT.

Vote: Ayes: Troy Hickman

Henry Schwaller IV

Eber Phelps

## **6. FORT HAYS MUNICIPAL GOLF COURSE TOURNAMENT FEE INCREASE**

**REQUEST:** The Fort Hays Municipal Golf Course Advisory Board voted to recommend a fee increase for all Fort Hays Municipal Golf Course tournaments, increasing the fees of an 18-hole tournament by \$100 and a 9-hole tournament by \$50. If approved, the fee for an 18-hole tournament would be \$500 for weekdays and \$600 for weekends. The 9-hole tournament fee would be \$250 for weekdays and \$300 for weekends. By increasing the tournament fees, the Pro-Shop Manager can utilize additional marshals to cover all tournaments to ensure that all rules are followed. Many times during tournaments, there is unnecessary damage caused to the course that could be avoided by having marshals present to enforce the rules. The increased fee will ensure that there is a course marshal present at all golf tournaments.

Henry Schwaller IV moved, Troy Hickman seconded, that the proposed tournament fee increase at the Fort Hays Municipal Golf Course be rejected.

Commissioner Schwaller stated that rates and fees are normally considered during the budgeting process. He understands that there is an increased need for revenue, but at this time he cannot vote for the increase.

Commissioner Phelps commented that since the Advisory Board recommended this increase with no opposition, he has a problem with ignoring their recommendation.

Commissioner Schwaller stated the Advisory Board may have discussed this over 6 or 7 months, however, this was just bought before the Commission. He is hesitant to move that quickly. He would like to look at all fees and rates for the Golf Course during budget time, not just the tournament fee increase.

Commissioner Phelps agreed with Commissioner Schwaller's comments.

Vote: Ayes: Troy Hickman

Henry Schwaller IV

Eber Phelps

**7. ADDITION OF JUNIOR GOLF GREENS FEES AT THE FORT HAYS**

**MUNICIPAL GOLF COURSE:** The Golf Course Advisory Board would like to offer a Junior Golf Greens fee for those ages 17 and under. These fees would be valid Monday through Friday all day. On weekends and holidays these fees would be valid after 2:00 p.m. or at the discretion of the Pro-Shop Manager. Numerous other courses throughout the state that are comparable to ours offer a discounted rate for junior golfers.

Henry Schwaller IV moved, Eber Phelps seconded, to reject the addition of Junior golf green fees at the Fort Hays Municipal Golf Course in order to consider it during the budget process.

Vote: Ayes: Troy Hickman

Henry Schwaller IV

Eber Phelps

**8. VEHICLE ABATEMENT AT 700 VINE STREET:** Henry Schwaller IV moved,

Eber Phelps seconded, that Resolution No. 2013-008, being a resolution authorizing the City of Hays or its designated agent to abate nuisance located on the property at 700 Vine St., Hays, Kansas, be approved.

Vote: Ayes: Troy Hickman  
Henry Schwaller IV  
Eber Phelps

**9. VINE STREET RECONSTRUCTION (13<sup>TH</sup> TO 22<sup>ND</sup>) - AWARD OF BID:**

Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street is scheduled for reconstruction this summer. The City has received KDOT Connecting Link funding to assist in financing the cost of construction. Paver's Inc. of Salina, KS submitted the low bid of \$1,049,536.29. Construction will begin in April and last through July 2013.

Eber Phelps moved, Troy Hickman seconded, that the City Manager be authorized to enter into a contract with Pavers, Inc., in the amount of \$1,049,536.29 for the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street to be funded from the appropriation set aside for such purpose in the Capital Projects fund.

Vote: Ayes: Troy Hickman  
Henry Schwaller IV  
Eber Phelps

**10. VINE STREET RECONSTRUCTION (13<sup>TH</sup> TO 22<sup>ND</sup>) – MATERIAL TESTING AND INSPECTION:**

The KDOT Connecting Link grant that is being used to fund reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street requires a project of this type to follow the KDOT specifications for inspection and materials testing. City inspectors will be performing limited daily construction observation and inspection; however, KDOT requires some specific testing that the City does not have the capability to perform in-house. Staff solicited proposals to provide said services. Driggs Design Group of Hays and Manhattan submitted the lowest bid in the amount of \$31,194.00.

Henry Schwaller IV moved, Eber Phelps seconded, that the City Manager be authorized to enter into an agreement with Driggs Design Group, in the amount of \$31,194.00, for inspection and testing services related to the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street, to be funded from the appropriation set aside for such purpose in the Capital Projects fund.

Vote: Ayes: Troy Hickman  
Henry Schwaller IV  
Eber Phelps

**11. NEWLY SEEDED LAWN PERMIT:** This item was taken off the agenda. Further discussion will take place at an April work session.

**12. REPORT OF THE CITY MANAGER:** Assistant City Manager Paul Briseno stated that the minutes of the June 28, 2012 Commission meeting did not correctly reflect the motion that was made concerning Agenda Item No. 9 - Friends of the Hays Dog Park Request. The correct verbiage needs to include the following statement that is in bold italics:

Henry Schwaller IV moved, Kent Steward seconded, that a six acre tract of land east of the maintenance building at the Bickle-Schmidt Sports Complex be designated as the future home for the new dog park, ***allowing the Friends of the Hays Dog Park two years to raise the money for this project.***

Henry Schwaller IV moved, Troy Hickman seconded, that the amended minutes of the June 28, 2012 be approved as presented.

Vote: Ayes: Troy Hickman  
Henry Schwaller IV  
Eber Phelps

The Assistant City Manager reported that next week there will be construction going on in front of City Hall. There will be alternate entrances into City Hall for customer service.

**13. COMMISSION INQUIRIES AND COMMENTS:** There were no comments.

The meeting was adjourned at 7:09 p.m.

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

Doris Wing – City Clerk



# Memo

DATE: March 20, 2013  
TO: Toby Dougherty, City Manager  
CC: Paul Briseno, Asst City Manager  
FROM: Kim Rupp, Finance Director  
RE: February 2013 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, 2013.

## Period to Date Financial Performance

Revenues in February totaled \$1,791,685 a decrease of \$83,805 compared to the same period as last year.

- Notable areas of increased revenue compared to February 2012
  - Revenues were very static for February. The only difference, and the bulk of the decrease mentioned above was from the auxiliary ad valorem property tax collections. We usually receive two of these along with the normal semi-annual receipts. However this year we will receive it in March as opposed to February of 2012 thus the decrease is due to timing of this receipt.
- Notable areas of revenue decrease compared to February 2012
  -

Expenditures in February totaled \$2,861,301 which is an increase of \$277,517 as compared to 2012.

- Notable areas of increased expenditures compared to February 2012
  - General supplies and materials for the Airport fund jumped \$4465 due in large part to an increase in the cost of foam for the airport fire station
  - Electricity for buildings and grounds saw an increase of \$5900 as compared to this time last year

- We also saw an increase in projects for building and grounds in the amount of \$5000 for two budgeted items, the wash pit drain system and a storage facility for asphalt materials
- You will notice a large jump in the projects line for Special Highway as compared to last year in the amount of \$354,000. This was a due to transfer into the Capital Projects fund for 2012 street maintenance projects.
- Special parks and recreation expenditures increased \$15,769 as a result of transferring Friends of the Hays Dog Park donated funds to the Heartland Community Foundation
- Chemicals were up \$10,272 when compared to last year at this time for water production and distribution
- Notable areas of decreased expenditures compared to February 2012
  - Economic Development other contractual dropped \$87,950 due to the timing of the payment of allocated funds to the Ellis County Coalition when compared to last year
  - Projects for Storm water management fell \$13,520 due to the demolition of 213 W 17<sup>th</sup> at this time last year

MTD sales tax collections for the Sports Complex were \$278,977 which was a decrease of \$5,637 when compared to last year. Total YTD collections are \$535,927 and ITD collections total \$10,461,776.

General Fund sales tax collections slowed a little. MTD general fund sales tax collections were at \$687,316 down \$14,982 or -2.13% as compared to last year. The six month running average on sales tax collections is down slightly at -.16%.

The attached report of quarter to date (QTD) sales tax collections by industry classification shows a bit of a decrease of \$6,458 or -.26% when comparing the top ten sales tax collecting industries for the City of Hays. These top ten now represent 71.06% of the total QTD sales tax distribution.

The Finance/City Clerks office invested \$4,500,000 of maturing or renewing certificates with a weighted average interest rate of .18%. The portfolio of certificates of deposit on February 28, 2013 totaled \$51,950,000 with a weighted average interest rate of .23%. The total balance of the Money Market account on February 28, 2013 was \$900,000 with a current yield of .20%. Total investments are up \$5,750,000 when compared to this time last year.

# FINANCIAL STATEMENT CITY OF HAYS, KANSAS

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

As of February 28, 2013

## CASH BALANCE

Total Cash in All Funds	\$53,050,816.88
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## STATEMENT OF CREDITS

Checking Accounts with Banks	\$199,316.88
Money Market Accounts	\$900,000.00
Investments	\$51,950,000.00
Cash in Office	<u>\$1,500.00</u>
TOTAL	\$53,050,816.88

## STATEMENT OF CURRENT OBLIGATIONS

General Obligation Bonds	\$13,970,000.00
Temporary Notes	\$0.00
State Revolving Loan Fund	\$387,751.45
Revenue Bonds	\$3,835,000.00
Lease Purchase Agreements	<u>\$713,606.70</u>
	\$18,906,358.15

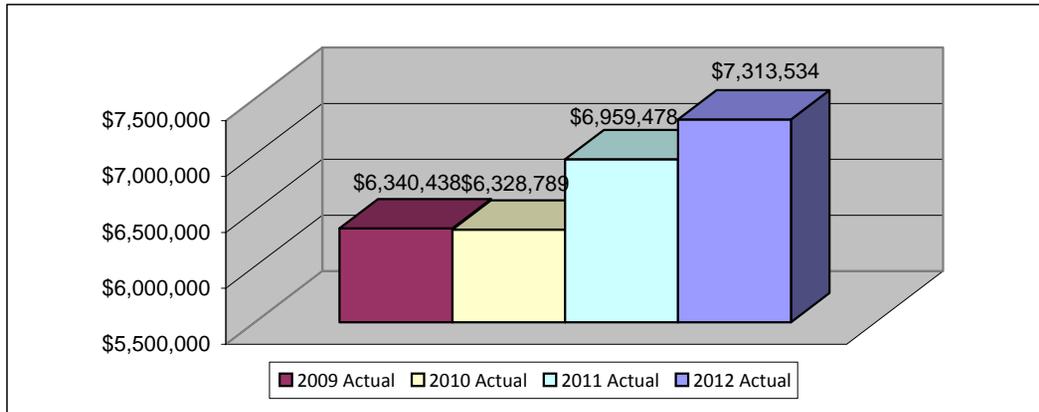
**CITY OF HAYS  
INVESTMENTS AS OF  
2/28/2013**

		<u>Date Issued</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Interest at Maturity</u>
<b>Commerce Bank</b>					
<b>Certificates of Deposit</b>					
<b>CD #</b>					
840	650,000.00	5/1/2012	3/9/2013	0.13%	722.30
841	650,000.00	5/1/2012	3/23/2013	0.13%	754.71
830*	1,000,000.00	3/30/2012	4/5/2013	0.17%	1,727.94
963	2,000,000.00	5/4/2012	4/19/2013	0.17%	3,260.27
747	500,000.00	5/30/2012	5/3/2013	0.14%	648.22
748	500,000.00	5/30/2012	5/17/2013	0.14%	675.07
32*	1,000,000.00	6/7/2012	6/14/2013	0.17%	1,732.60
230*	1,000,000.00	6/15/2012	6/28/2013	0.17%	1,695.34
698	1,000,000.00	6/28/2012	6/28/2013	0.17%	1,769.86
731*	1,000,000.00	6/29/2012	7/12/2013	0.17%	1,695.34
813	1,000,000.00	7/27/2012	7/16/2013	0.19%	1,842.74
205	1,000,000.00	8/10/2012	7/26/2013	0.19%	1,821.92
931*	1,000,000.00	8/1/2012	8/9/2013	0.20%	2,043.84
003	1,000,000.00	9/7/2012	8/23/2013	0.17%	1,630.14
652	1,000,000.00	8/24/2012	8/23/2013	0.21%	2,094.24
876*	750,000.00	8/31/2012	9/6/2013	0.21%	1,570.69
917	1,000,000.00	2/22/2013	9/20/2013	0.09%	517.81
901	1,450,000.00	10/21/2011	10/21/2013	0.33%	9,583.11
757	1,000,000.00	10/5/2012	11/1/2013	0.22%	2,362.74
348	1,300,000.00	11/4/2011	11/4/2013	0.31%	8,060.00
453	1,200,000.00	10/30/2012	11/30/2013	0.20%	2,597.26
538*	1,000,000.00	11/2/2012	12/13/2013	0.20%	2,224.65
487*	1,000,000.00	12/3/2012	12/27/2013	0.19%	2,024.93
486*	1,000,000.00	12/3/2012	1/10/2014	0.20%	2,208.22
923*	1,000,000.00	12/14/2012	2/6/2014	0.20%	2,295.89
194*	1,000,000.00	12/24/2012	3/7/2014	0.20%	2,339.73
595*	1,000,000.00	1/7/2013	3/21/2014	0.20%	2,400.00
050	1,200,000.00	4/6/2012	4/6/2014	0.25%	5,999.99
002	3,000,000.00	1/18/2013	4/18/2014	0.21%	7,853.42
341*	1,500,000.00	1/31/2013	5/2/2014	0.21%	3,935.34
33*	2,000,000.00	6/7/2012	5/30/2014	0.30%	11,868.49
566*	2,500,000.00	2/8/2013	6/13/2014	0.21%	7,047.95
968*	1,000,000.00	2/25/2013	7/11/2014	0.20%	2,745.21
<b>Sunflower Bank</b>					
<b>Certificates of Deposit</b>					
<b>CD #</b>					
<b>Equity Bank</b>					
<b>Certificates of Deposit</b>					
<b>CD #</b>					
558	1,750,000.00	10/1/2012	10/18/2013	0.25%	4,578.77
594	1,000,000.00	10/8/2012	11/15/2013	0.24%	2,649.86
486	2,000,000.00	6/1/2012	5/31/2013	0.16%	3,191.23
531	2,000,000.00	9/21/2012	9/20/2013	0.28%	5,584.66
549	1,000,000.00	9/27/2012	10/4/2013	0.31%	3,159.45
423	3,000,000.00	1/23/2012	1/24/2014	0.40%	24,065.74
540	2,000,000.00	9/21/2012	2/21/2014	0.38%	10,785.75
477	1,000,000.00	5/30/2012	5/16/2014	0.31%	6,200.00
<b>First National Bank</b>					
<b>Certificates of Deposit</b>					
<b>CD #</b>					
<b>Emprise Bank</b>					
<b>Certificates of Deposit</b>					
<b>CD#</b>					
<b>Bank of Hays</b>					
<b>Certificates of Deposit</b>					
<b>CD#</b>					
	<u>51,950,000.00</u>				<u>161,965.42</u>
<b>Emprise Bank</b>					
MMA	0.00				
<b>Commerce Bank</b>					
MMA	900,000.00	0.20%			

SALES TAX RECEIPTS  
City of Hays  
General Fund 1.25%

	2009 actual	2010 actual	2011 actual	2012 actual	2013 actual	Change from 2012	YTD % Change from 2012
January	\$618,869	\$539,129	\$543,135	\$611,353	\$630,469	\$19,116	3.13%
February	\$524,074	\$496,164	\$686,869	\$702,298	\$687,316	(\$14,982)	0.31%
March	\$587,117	\$551,958	\$576,013	\$563,583			
April	\$482,080	\$417,362	\$460,066	\$509,945			
May	\$420,206	\$519,366	\$569,624	\$611,234			
June	\$477,236	\$522,834	\$573,474	\$608,325			
July	\$564,768	\$511,370	\$570,421	\$621,448			
August	\$455,451	\$567,989	\$555,561	\$671,019			
September	\$546,619	\$543,507	\$573,336	\$572,295			
October	\$583,108	\$592,063	\$648,649	\$648,340			
November	\$522,049	\$525,702	\$580,035	\$638,490			
December	\$558,861	\$541,345	\$622,295	\$555,204			

**TOTALS** \$6,340,438 \$6,328,789 \$6,959,478 \$7,313,534 \$1,317,785 \$4,134  
 -2.88% -0.18% 9.97% 5.09%  
 Total Inc/dec over previous year



2011 - 2012 - 2013 6 month running avg	
January	3.47%
February	-0.16%
March	
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 2012-2013 Dec, Jan, Feb

	2012	2013	\$\$ inc/dec	% inc/dec	% of 2012 Total
452 General Merchandise Stores	\$715,281	\$685,218	(\$30,063)	-4.20%	19.94%
441 Motor Vehicle and Parts Dealers	\$465,082	\$544,501	\$79,419	17.08%	15.85%
722 Food Services and Drinking Places	\$286,376	\$295,131	\$8,755	3.06%	8.59%
444 Building Material and Garden Supply	\$253,399	\$240,846	(\$12,553)	-4.95%	7.01%
445 Food and Beverage	\$250,977	\$241,232	(\$9,745)	-3.88%	7.02%
517 Telecommunications	\$92,782	\$92,369	(\$413)	-0.45%	2.69%
448 Clothing and Clothing Accessories	\$140,814	\$143,841	\$3,027	2.15%	4.19%
423 Merchant Wholesalers, Durable Goods	\$136,655	\$103,442	(\$33,213)	-24.30%	3.01%
721 Accommodation	\$55,138	\$51,473	(\$3,665)	-6.65%	1.50%
451 Sporting Goods, Hobby, Book & Music	\$51,577	\$43,570	(\$8,007)	-15.52%	1.27%
	\$2,448,081	\$2,441,623	(\$6,458)	-0.26%	71.06%

**MONTHLY STATEMENT OF CITY TREASURER  
2/1/2013 THROUGH 2/28/2013**

<b>FUND</b>	<b>BALANCE 2/1/2013</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE 2/28/2013</b>
Cash Drawer	\$1,500.00			\$1,500.00
General	\$4,730,517.04	835,480.30	691,537.33	\$4,874,460.01
Petty Cash	\$1,000.00			\$1,000.00
Reserve Budget Stabilization	\$3,221,180.75			\$3,221,180.75
Library	\$713,180.63	0.00	659,152.97	\$54,027.66
Airport	\$239,649.59	4,639.68	31,644.19	\$212,645.08
Public Safety Equipment	\$307,327.88	0.00	3,234.63	\$304,093.25
Employee Benefit Contribution	\$2,053,361.48	4,387.46	281,931.82	\$1,775,817.12
Special Highway	\$628,511.36	0.00	354,074.14	\$274,437.22
Special Park & Recreation	\$309,831.78	1,000.00	19,239.18	\$291,592.60
Special Alcohol Program	\$190,724.51	0.00	30,000.00	\$160,724.51
Convention & Tourism	\$819,958.82	1,550.00	49,027.89	\$772,480.93
New Equipment Reserve	\$2,607,366.35	278.00	0.00	\$2,607,644.35
Grants	\$0.00			\$0.00
Library Employee Benefit	\$101,337.18	0.00	95,828.79	\$5,508.39
Golf Course Improvement	\$28,960.39	0.00	(5,355.00)	\$34,315.39
Park Development - Green Space	\$5,026.93			\$5,026.93
Sports Complex	\$1,411,199.19	278,977.00	0.00	\$1,690,176.19
Stormwater Management	\$251,448.82	0.00	(70,001.21)	\$321,450.03
Capital Projects	\$2,189,593.33	0.00	(279,640.37)	\$2,469,233.70
Airport Improvement	\$1,000,696.33	611.00	679.03	\$1,000,628.30
Bond & Interest	\$981,344.14	0.00	228,500.01	\$752,844.13
TDD Sales Tax	\$17,857.86	15,189.65	17,857.86	\$15,189.65
Home Depot Econ Dev Bds	\$197,643.54	10,127.00	51,308.76	\$156,461.78
Home Depot Econ Dev Bds (Cash Restr.)	\$24,608.90			\$24,608.90
48th/Roth Ave. - CID	\$0.00			\$0.00
Restricted Cash - 2009 A Bonds	\$65,352.00			\$65,352.00
Sales Tax (Cash Reserve)	\$22,480,655.72	15,324.37	14,780.57	\$22,481,199.52
Water & Sewer	\$6,070,907.99	828,327.35	673,150.85	\$6,226,084.49
Water & Sewer (Bond & Interest Reserve)	\$102,030.92			\$102,030.92
Water & Sewer (Bond Reserve Account)	\$118,334.00			\$118,334.00
Water & Sewer (Capital Reserve)	\$1,415,907.82			\$1,415,907.82
Water & Sewer(Reserve 2009A)	\$479,462.75	0.00	44,814.59	\$434,648.16
Solid Waste Fund	\$503,220.59	107.93	(46,359.84)	\$549,688.36
Solid Waste Reserve	\$501,676.22			\$501,676.22
Fire Insurance Trust	\$0.00			\$0.00

<b>FUND</b>	<b>BALANCE 2/1/2013</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE 2/28/2013</b>
	\$0.00			\$0.00
Municipal Court Agency Fund	\$141,838.52	0.00	12,990.00	\$128,848.52
	<b>\$53,913,213.33</b>	<b>\$1,995,999.74</b>	<b>2,858,396.19</b>	<b>\$53,050,816.88</b>

# City of Hays Revenues

Month of February

	<u>Budgeted</u> 2012	<u>Collections</u> Current Mo.	<u>Collections</u> To Date	<u>Balance</u>
<b>General</b>				
<b><u>CULTURE &amp; RECREATION REVENUES</u></b>				
Total Revenues	\$431,153.00	\$51,225.00	\$94,722.52	(\$336,430.48)
<b><u>GENERAL GOVERNMENT REVENUES</u></b>				
Total Revenues	\$11,262,885.00	\$815,107.09	\$1,556,296.24	(\$9,706,588.76)
<b><u>PUBLIC SAFETY REVENUES</u></b>				
Total Revenues	\$533,000.00	\$67,039.70	\$120,286.70	(\$412,713.30)
<b><u>PUBLIC WORKS REVENUES</u></b>				
Total Revenues	\$10,300.00	\$500.00	\$1,800.00	(\$8,500.00)
<b>Library</b>				
<b><u>LIBRARY FUND REVENUES</u></b>				
Total Revenues	\$1,190,401.00	\$0.00	\$659,126.42	(\$531,274.58)
<b>Airport</b>				
<b><u>AIRPORT FUND REVENUES</u></b>				
Total Revenues	\$343,161.00	\$4,639.68	\$131,590.51	(\$211,570.49)
<b>Employee Benefit</b>				
<b><u>EMPLOYEE BENEFIT REVENUES</u></b>				
Total Revenues	\$3,449,819.00	\$154.45	\$1,360,200.48	(\$2,089,618.52)
<b>Special Highway</b>				
<b><u>SPECIAL HIGHWAY REVENUES</u></b>				
Total Revenues	\$578,560.00	\$0.00	\$140,522.29	(\$438,037.71)
<b>Special Park &amp; Rec</b>				
<b><u>SPECIAL PRK &amp; REC REVENUES</u></b>				
Total Revenues	\$126,153.00	\$1,000.00	\$1,000.00	(\$125,153.00)
<b>Special Alcohol Fund</b>				
<b><u>SPECIAL ALCOHOL FUND REVENUES</u></b>				
Total Revenues	\$126,153.00	\$0.00	\$0.00	(\$126,153.00)
<b>Convention &amp; Visitors Bureau</b>				
<b><u>CONVENTION &amp; VISITOR'S REVENUE</u></b>				
Total Revenues	\$762,000.00	\$0.00	\$228,556.55	(\$533,443.45)
<b>Library Employee Benefit</b>				
<b><u>LIBRARY EMP. BENEFIT REVENUES</u></b>				
Total Revenues	\$173,425.00	\$0.00	\$95,734.91	(\$77,690.09)
<b>Risk Management</b>				
<b><u>RISK MANAGEMENT REVENUES</u></b>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
<b>Golf Course Improvement</b>				
<b><u>GOLF COURSE IMPR. FUND REVENUE</u></b>				
Total Revenues	\$0.00	\$5,355.00	\$10,030.00	\$10,030.00
<b>Park Development</b>				
<b><u>PARK DEVELOPMENT FUND-REVENUE</u></b>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sports Complex</b>				
<b><u>SPORTS COMPLEX-REVENUES</u></b>				
Total Revenues	\$0.00	\$278,977.00	\$551,927.00	\$551,927.00
<b><u>STORMWATER MANAGEMENT REVENUES</u></b>				
Total Revenues	\$772,500.00	\$74,892.55	\$133,070.44	(\$639,429.56)
<b>Bond &amp; Interest</b>				
<b><u>BOND &amp; INTEREST REVENUES</u></b>				
Total Revenues	\$1,244,693.00	\$0.00	\$690,866.12	(\$553,826.88)

	<u>Budgeted</u> <u>2012</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)	\$15,189.65	\$33,047.51	\$89,610.43
<b>Home Depot Economic Dev Bonds</b>				
<b><u>HDEPOT-ECON DEV BND-REVENUES</u></b>				
Total Revenues	\$222,925.00	\$10,127.00	\$57,611.76	(\$165,313.24)
<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	\$8,685,252.00	\$641,493.20	\$1,501,923.36	(\$7,183,328.64)
<b>Solid Waste</b>				
<b><u>SOLID WASTE FUND REVENUES</u></b>				
Total Revenues	\$1,268,900.00	\$104,961.19	\$213,908.56	(\$1,054,991.44)
<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>\$31,124,717.08</u>	 <u>\$2,070,661.51</u>	 <u>\$7,582,221.37</u>	 <u>(\$23,542,495.71)</u>

## City of Hays Expenditures

Month of February

	<u>Budgeted</u> 2012	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>
<b>General</b>				
<b><u>BALLFIELD MAINTENANCE</u></b>				
Total Expenditures	\$60,500.00	\$1,723.16	\$4,398.16	\$56,101.84
<b><u>BUILDINGS &amp; GROUNDS</u></b>				
Total Expenditures	\$531,260.00	\$40,224.10	\$79,558.82	\$451,701.18
<b><u>CEMETERIES</u></b>				
Total Expenditures	\$18,000.00	\$162.53	\$162.53	\$17,837.47
<b><u>CITY ATTORNEY</u></b>				
Total Expenditures	\$101,000.00	\$8,475.00	\$14,975.00	\$86,025.00
<b><u>CITY COMMISSION</u></b>				
Total Expenditures	\$2,786,813.00	\$3,431.40	\$4,192.25	\$2,782,620.75
<b><u>CITY MANAGER</u></b>				
Total Expenditures	\$454,097.00	\$27,575.23	\$63,023.06	\$391,073.94
<b><u>ECONOMIC DEVELOPMENT</u></b>				
Total Expenditures	\$256,205.00	\$150.00	\$141,505.00	\$114,700.00
<b><u>FINANCE/CITY CLERK</u></b>				
Total Expenditures	\$403,146.00	\$26,135.70	\$62,826.60	\$340,319.40
<b><u>FIRE DEPARTMENT</u></b>				
Total Expenditures	\$1,387,544.00	\$93,144.94	\$234,804.95	\$1,152,739.05
<b><u>FLEET MAINTENANCE</u></b>				
Total Expenditures	\$884,650.00	\$63,440.93	\$108,696.19	\$775,953.81
<b><u>GOLF COURSE</u></b>				
Total Expenditures	\$350,878.00	\$13,932.53	\$30,376.99	\$320,501.01
<b><u>HUMAN RESOURCES</u></b>				
Total Expenditures	\$223,417.00	\$13,141.82	\$32,318.07	\$191,098.93
<b><u>INFORMATION TECHNOLOGY</u></b>				
Total Expenditures	\$520,851.00	\$37,810.98	\$118,995.43	\$401,855.57
<b><u>INTERGOVERNMENTAL ACCOUNT</u></b>				
Total Expenditures	\$360,850.00	\$6,648.90	\$30,102.28	\$330,747.72
<b><u>MUNICIPAL COURT</u></b>				
Total Expenditures	\$151,626.00	\$10,611.36	\$25,778.65	\$125,847.35
<b><u>P.W.-GENERAL ADMINISTRATION</u></b>				
Total Expenditures	\$349,867.00	\$22,232.49	\$50,125.82	\$299,741.18
<b><u>PARKS &amp; PLAYGROUNDS</u></b>				
Total Expenditures	\$842,410.00	\$52,047.21	\$120,010.01	\$722,399.99
<b><u>PLANNING INSPECTION ENFORCEMEN</u></b>				
Total Expenditures	\$314,238.00	\$17,783.19	\$43,288.88	\$270,949.12
<b><u>POLICE DEPARTMENT</u></b>				
Total Expenditures	\$2,098,965.00	\$141,796.79	\$374,280.19	\$1,724,684.81
<b><u>PUBLIC WORKS-SERVICE DIVISION</u></b>				
Total Expenditures	\$868,197.00	\$54,346.58	\$134,836.91	\$733,360.09
<b><u>QUALITY OF LIFE</u></b>				
Total Expenditures	\$38,747.00	\$0.00	\$33,303.00	\$5,444.00
<b><u>SOCIAL SERVICES</u></b>				
Total Expenditures	\$164,000.00	\$82,000.00	\$82,000.00	\$82,000.00
<b><u>SWIMMING POOL</u></b>				
Total Expenditures	\$137,900.00	\$0.00	\$0.00	\$137,900.00
<b>Library</b>				
<b><u>LIBRARY FUND EXPENDITURES</u></b>				
Total Expenditures	\$1,210,787.00	\$659,152.97	\$670,810.21	\$539,976.79
<b>Airport</b>				
<b><u>AIRPORT FUND EXPENDITURES</u></b>				
Total Expenditures	\$507,086.00	\$31,644.19	\$58,893.92	\$448,192.08
<b>Employee Benefit</b>				
<b><u>EMPLOYEE BENEFIT EXPENDITURES</u></b>				
Total Expenditures	\$3,998,165.00	\$277,698.81	\$696,977.28	\$3,301,187.72
<b>Special Highway</b>				
<b><u>SPECIAL HIGHWAY EXPENDITURES</u></b>				
Total Expenditures	\$1,085,329.00	\$354,074.14	\$354,074.14	\$731,254.86

	<u>Budgeted</u> <u>2012</u>	<u>Expenses</u> <u>Current Mo.</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance</u>
<b>Special Park &amp; Rec</b>				
<b><u>SPECIAL PRK &amp; REC EXPENDITURES</u></b>				
Total Expenditures	\$382,099.00	\$15,769.18	\$15,769.18	\$366,329.82
<b>Special Alcohol Fund</b>				
<b><u>SPECIAL ALCOHOL FUND EXPENDITURES</u></b>				
Total Expenditures	\$299,538.00	\$30,000.00	\$30,000.00	\$269,538.00
<b>Convention &amp; Visitors Bureau</b>				
<b><u>CVB EXPENDITURES</u></b>				
Total Expenditures	\$1,310,497.00	\$39,744.56	\$88,398.06	\$1,222,098.94
<b>Library Employee Benefit</b>				
<b><u>LIBRARY EMP. BENEFIT EXPENDITURES</u></b>				
Total Expenditures	\$175,746.00	\$95,828.79	\$97,532.30	\$78,213.70
<b>Risk Management</b>				
<b><u>RISK MGT. FUND EXPENDITURES</u></b>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>Golf Course Improvement</b>				
<b><u>GOLF COURSE IMPR. EXPENDITURES</u></b>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>Park Development</b>				
<b><u>PARK DEVELOPMENT EXPENDITURES</u></b>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sports Complex</b>				
<b><u>SPORTS COMPLEX-EXPENDITURES</u></b>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>STORMWATER MANAGEMENT EXPENDITURES</u></b>				
Total Expenditures	\$944,974.00	\$4,891.34	\$12,292.87	\$932,681.13
<b>Bond &amp; Interest</b>				
<b><u>BOND &amp; INTEREST EXPENDITURES</u></b>				
Total Expenditures	\$1,487,873.00	\$228,500.01	\$236,301.68	\$1,251,571.32
<b>TDD Sales Tax</b>				
<b><u>TDD SLS TAX EXPENDITURES</u></b>				
Total Expenditures	\$0.00	\$17,857.86	\$53,895.76	(\$53,895.76)
<b>Home Depot Economic Dev Bonds</b>				
<b><u>H DEPOT ECON DEV BND-EXPENDITURES</u></b>				
Total Expenditures	\$212,618.00	\$51,308.76	\$51,308.76	\$161,309.24
<b>48th/Roth Ave. - CID</b>				
<b><u>48TH/ ROTH AVE CID-EXPENDITURES</u></b>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>Water &amp; Sewer</b>				
<b><u>DEBT SERVICE</u></b>				
Total Expenditures	\$823,949.00	\$58,965.60	\$117,211.25	\$706,737.75
<b><u>DEBT SERVICE - SALES TAX</u></b>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>W/S NON-OPERATING EXPENDITURES</u></b>				
Total Expenditures	\$6,472,280.00	\$34,613.65	\$74,388.38	\$6,397,891.62
<b><u>WASTEWATER TREATMENT &amp; COLL.</u></b>				
Total Expenditures	\$1,103,900.00	\$73,180.38	\$146,857.56	\$957,042.44
<b><u>WATER PRODUCTION &amp; DIST.</u></b>				
Total Expenditures	\$1,647,476.00	\$116,428.83	\$226,887.64	\$1,420,588.36
<b>Solid Waste</b>				
<b><u>SOLID WASTE FUND EXPENDITURES</u></b>				
Total Expenditures	\$1,477,452.00	\$54,827.42	\$101,171.78	\$1,376,280.22
<b>Fire Insurance Trust</b>				
<b><u>FIRE INS TRUST EXPENDITURES</u></b>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Totals</b>	<b>\$36,444,930.00</b>	<b>\$2,861,301.33</b>	<b>\$4,822,329.56</b>	<b>\$31,622,600.44</b>

**GENERAL FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash	4,874,460.01
Petty Cash	1,000.00
Cash Drawer	1,500.00
Reserve-Budget Stabilization	3,221,180.75
Accts. Receivable-Police Court	0.00
Accts. Receivable-Misc. Sources	0.00

**TOTAL ASSETS** 8,098,140.76

**LIABILITIES**

Accounts Payable	0.00
Accrued Payroll	123,865.28
Accrued Vacation/PTO	431,708.57
Accrued Sick Leave	34,918.50
Accrued Comp Time	
W/H -Payable	
State W/H Payable	
FICA/Med Payable	
KPERS-Payable	
Prior Year Encumbrance	0.00
Lease Purchase Agreements	0.00

**TOTAL LIABILITIES** 590,492.35

**FUND BALANCE**

Revenues	1,740,900.46
Expenditures	-1,614,093.27
Fund Balance Reserved for Enc	48,087.02
Fund Balance Unreserved	4,111,573.45
Bdgt Stabilization Reserved Fund Bl	3,221,180.75

**TOTAL FUND BALANCE** 7,507,648.41

**TOTAL LIABILITIES  
& FUND BALANCE** 8,098,140.76

**LIBRARY FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash

54,027.66

**TOTAL ASSETS**

54,027.66

**FUND BALANCE**

Revenues

659,126.42

Expenditures

-670,810.21

Fund Balance Unreserved

65,711.45

**TOTAL FUND BALANCE**

54,027.66

## AIRPORT FUND

2/28/2013

### BALANCE SHEET

#### ASSETS:

Cash	212,645.08
Accts. Receivable-	
Accts. Receivable-Misc. Sources	
<b>TOTAL ASSETS</b>	<b><u>212,645.08</u></b>

#### LIABILITIES

Accounts Payable	
Accrued Payroll	1,410.15
Accrued Vacation/PTO	4,353.45
Accrued Sick Leave Payout	
Prior Year Encumbrance	0.00
<b>TOTAL LIABILITIES</b>	<b><u>5,763.60</u></b>

#### FUND BALANCE

Revenues	131,590.51
Expenditures	-53,649.91
Fund Balance Reserved for Enc	0.80
Fund Balance Unreserved	128,940.08
<b>TOTAL FUND BALANCE</b>	<b><u>206,881.48</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>212,645.08</u></u></b>
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**PUBLIC SAFETY EQUIPMENT FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash

304,093.25

**TOTAL ASSETS**

304,093.25

**LIABILITIES:**

Accounts Payable

0.00

**TOTAL LIABILITIES**

0.00

**FUND BALANCE**

Revenues

232,196.20

Expenditures

-10,172.70

Fund Balance Reserved for Enc

12,883.53

Fund Balance Unreserved

69,186.22

**TOTAL FUND BALANCE**

304,093.25

## EMPLOYEE BENEFIT FUND

2/28/2013

### BALANCE SHEET

#### ASSETS:

Cash		1,775,817.12
Accts. Receivable-Misc. Sources		0.00
	<b>TOTAL ASSETS</b>	<b><u>1,775,817.12</u></b>

#### LIABILITIES

Accounts Payable		99,397.70
	<b>TOTAL LIABILITIES</b>	<b><u>99,397.70</u></b>

#### FUND BALANCE

Revenues		1,360,200.48
Expenditures		-556,919.96
Fund Balance Reserved for Enc		
Fund Balance Unreserved		873,138.90
	<b>TOTAL FUND BALANCE</b>	<b><u>1,676,419.42</u></b>

	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>1,775,817.12</u></u></b>
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# SPECIAL HIGHWAY FUND

2/28/2013

## BALANCE SHEET

### ASSETS:

Cash	274,437.22
Grants Receivable	0.00
<b>TOTAL ASSETS</b>	<b><u>274,437.22</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	140,522.29
Expenditures	-354,074.14
Fund Balance Reserved for Enc	21,098.98
Fund Balance Unreserved	466,890.09
<b>TOTAL FUND BALANCE</b>	<b><u>274,437.22</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>274,437.22</u></u></b>
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**SPECIAL PARK & RECREATION FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash

291,592.60

**TOTAL ASSETS**

291,592.60

**LIABILITIES**

Accounts Payable

0.00

**TOTAL LIABILITIES**

0.00

**FUND BALANCE**

Revenues

1,000.00

Expenditures

-15,769.18

Fund Balance Reserved for Enc

4,653.79

Fund Balance Unreserved

301,707.99

**TOTAL FUND BALANCE**

291,592.60

**TOTAL LIABILITIES**

**& FUND BALANCE**

291,592.60

**SPECIAL ALCOHOL FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash

160,724.51

**TOTAL ASSETS**

160,724.51

**LIABILITIES**

Accrued Payroll

Accrued Vacation

Accounts Payable

0.00

**TOTAL LIABILITIES**

0.00

**FUND BALANCE**

Revenues

-30,000.00

Expenditures

0.00

Fund Balance Unreserved

190,724.51

**TOTAL FUND BALANCE**

160,724.51

**TOTAL LIABILITIES  
& FUND BALANCE**

160,724.51

# CONVENTION & VISITOR'S BUREAU FUND

2/28/2013

## BALANCE SHEET

### ASSETS:

Cash	772,480.93
Accts. Receivable-Misc. Sources	0.00
<b>TOTAL ASSETS</b>	<b><u>772,480.93</u></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><u>14,617.29</u></b>

### FUND BALANCE

Revenues	228,556.55
Expenditures	-72,514.63
Fund Balance Reserved for Enc	22.00
Fund Balance Unreserved	601,799.72
<b>TOTAL FUND BALANCE</b>	<b><u>757,863.64</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>772,480.93</u></u></b>
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# NEW EQUIPMENT RESERVE FUND

2/28/2013

## BALANCE SHEET

### ASSETS:

Cash

2,607,644.35

**TOTAL ASSETS**

2,607,644.35

### LIABILITIES

Accounts Payable

**TOTAL LIABILITIES**

0.00

### FUND BALANCE

Revenues

367.59

Expenditures

0.00

Fund Balance Reserved for Enc

0.00

Fund Balance Unreserved

2,607,276.76

**TOTAL FUND BALANCE**

2,607,644.35

**TOTAL LIABILITIES  
& FUND BALANCE**

2,607,644.35

**GRANTS- MULTI FUND**

2/28/2013

**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**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash

5,508.39

**TOTAL ASSETS**

5,508.39

**FUND BALANCE**

Revenues

95,734.91

Expenditures

-97,532.30

Fund Balance Unreserved

7,305.78

**TOTAL FUND BALANCE**

5,508.39

# GOLF COURSE IMPROVEMENT FUND

2/28/2013

## BALANCE SHEET

### ASSETS:

Cash

	34,315.39
<b>TOTAL ASSETS</b>	<b>34,315.39</b>

### LIABILITIES

Accounts Payable

	0.00
<b>TOTAL LIABILITIES</b>	<b>0.00</b>

### FUND BALANCE

Revenues

6,375.00

Expenditures

0.00

Fund Balance Reserved for Enc

0.00

Fund Balance Unreserved

27,940.39

<b>TOTAL FUND BALANCE</b>	<b>34,315.39</b>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>34,315.39</b>
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**34,315.39**

**PARK DEVELOPMENT FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash

5,026.93

**TOTAL ASSETS**

5,026.93

**FUND BALANCE**

Revenues

Expenditures

Fund Balance Reserved for Enc

Fund Balance Unreserved

0.00

5,026.93

**TOTAL FUND BALANCE**

5,026.93

**SPORTS COMPLEX FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash	1,690,176.19
Accts. Receivable-Misc. Sources	0.00
Due From Other Funds	
<b>TOTAL ASSETS</b>	<b><u>1,690,176.19</u></b>

**LIABILITIES**

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

**FUND BALANCE**

Revenues	551,927.00
Expenditures	0.00
Fund Balance Reserved for Encumbrances	72,606.13
Fund Balance Unreserved	1,065,643.06
<b>TOTAL FUND BALANCE</b>	<b><u>1,690,176.19</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>1,690,176.19</u></u></b>
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# STORMWATER MANAGEMENT

2/28/2013

## BALANCE SHEET

### ASSETS:

Cash	321,450.03
Due From Other Funds	
<b>TOTAL ASSETS</b>	<b><u>321,450.03</u></b>

### LIABILITIES

Accounts Payable	0.00
Accrued Payroll	1,059.24
<b>TOTAL LIABILITIES</b>	<b><u>1,059.24</u></b>

### FUND BALANCE

Revenues	133,070.44
Expenditures	-9,948.36
Fund Balance Reserved for Encumbrances	72,826.28
Fund Balance Unreserved	124,442.43
<b>TOTAL FUND BALANCE</b>	<b><u>320,390.79</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>321,450.03</u></u></b>
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# CAPITAL PROJECTS FUND

2/28/2013

## BALANCE SHEET

### ASSETS:

Cash	2,469,233.70
Accts. Receivable-Misc. Sources	0.00
Due From Other Funds	0.00

<b>TOTAL ASSETS</b>	<b><u>2,469,233.70</u></b>
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### LIABILITIES

Accounts Payable	0.00
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<b>TOTAL LIABILITIES</b>	<b><u>0.00</u></b>
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### FUND BALANCE

Revenues	188,112.00
Expenditures	354,074.14
Fund Balance Reserved for Enc	55,843.71
Fund Balance Unreserved	1,871,203.85

<b>TOTAL FUND BALANCE</b>	<b><u>2,469,233.70</u></b>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>2,469,233.70</u></u></b>
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# CAPITAL PROJECTS 2001 FUND

2/28/2013

## BALANCE SHEET

### ASSETS:

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

### LIABILITIES

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

### FUND BALANCE

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

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

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash		1,000,628.30
Accts. Receivable-		0.00
	<b>TOTAL ASSETS</b>	<b><u>1,000,628.30</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		7,976.37
Expenditures		0.00
Fund Balance Reserved for Enc		7,446,636.61
Fund Balance Unreserved		-6,453,984.68
	<b>TOTAL FUND BALANCE</b>	<b><u>1,000,628.30</u></b>

	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>1,000,628.30</u></u></b>
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## BOND & INTEREST FUND

2/28/2013

### BALANCE SHEET

#### ASSETS:

Cash	752,844.13
Due From Other Funds	0.00
<b>TOTAL ASSETS</b>	<b><u>752,844.13</u></b>

#### LIABILITIES

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

#### FUND BALANCE

Revenues	690,866.12
Expenditures	-236,301.68
Fund Balance Reserved	0.00
Fund Balance Unreserved	298,279.69
<b>TOTAL FUND BALANCE</b>	<b><u>752,844.13</u></b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>752,844.13</u></u></b>
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**TRANSPORTATION DD SALES TAX FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash		15,189.65
Due From Other Funds		
	<b>TOTAL ASSETS</b>	<b><u>15,189.65</u></b>

**LIABILITIES**

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

**FUND BALANCE**

Revenues		33,047.51
Expenditures		-38,706.11
Fund Balance Reserved		24,253.62
Fund Balance Unreserved		-3,405.37
	<b>TOTAL FUND BALANCE</b>	<b><u>15,189.65</u></b>

	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u><u>15,189.65</u></u></b>
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**HOME DEPOT-ECONOMIC DEVELOPMENT BONDS**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash		156,461.78
Cash-Restricted		24,608.90
	<b>TOTAL ASSETS</b>	<b>181,070.68</b>

**LIABILITIES**

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

**FUND BALANCE**

Revenues		57,611.76
Expenditures		-51,308.76
Fund Balance Reserved		0.00
Fund Balance Unreserved		174,767.68
	<b>TOTAL FUND BALANCE</b>	<b>181,070.68</b>

	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>181,070.68</b>
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**48th & ROTH AVE.-CID**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash		0.00
Due From Other Funds		
	<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 Reserved		
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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# WATER & SEWER FUND

2/28/2013

## BALANCE SHEET

### ASSETS:

Cash	6,226,084.49
Accts. Receivable-Misc. Sources	
Cash-Water Sales Tax	22,481,199.52
Reserve-Capital Improvement	1,415,907.82
Reserve Bond & Int. Sales Tax	
Reserve Bond & Interest W/S	102,030.92
2003 Bond Reserve W/S	118,334.00
2003 Bond Reserve -Sales Tax	0.00
Consumers Accounts Receivable	430,639.10
Issuance Cost-Sales Tax Fund	
Issuance Costs Water /Sewer	50,671.56
Restricted Cash-2009A Bond	65,352.00
Reserve-W/S Revenue Bond 2009A	434,648.16
Due From Other Funds	0.00
Land	139,109.47
Land-R-9 Ranch	4,262,039.65
Accum Depreciation- R-9 Ranch	-910,998.29
Infrastructure	16,283,528.63
Accum Depreciation-Infrastruct	-8,466,159.91
Buildings	11,782,909.54
Accum Depreciation-Bldgs.	-6,263,324.17
Machinery & Equipment	11,194,327.94
Accum Dep-Machinery/Equipment	-8,724,337.46
Work in Progress-Big Creek	2,082,833.90
Water Sales Tax Expenditures	396,275.20
R-9 Ranch Expenditures	0.00

### TOTAL ASSETS

53,101,072.07

### LIABILITIES

Accounts Payable	2,496.77
Due To Other Funds	
Accrued Payroll	19,421.91
Accrued Vacation/PTO	79,894.72
Sales Tax	48.35
State Water Fee	7,524.41
Meter Deposit Payable	205,199.64
Refuse Collection	41,024.80
Accrued Int. Payable-Bonds	11,914.56
State Rev. Loan Payment	387,751.46
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	3,108.22
Contributed Capital	3,215,104.63
Reserve for Bad Debts	3,835,000.00
Bonds Payable-W/S 2009 A	0.00
Advance Developer Fee	0.00
Stormwater Fee	58,187.81
Over & Short	0.37
Prior Year Encumbrance	0.00
Monitoring Well Deposit	4,500.00
Overpayment-Water Sales	0.00

### TOTAL LIABILITIES

7,871,177.65

### FUND BALANCE

Revenues	1,405,676.15
Expenditures	-507,184.79
Fund Balance Reserved for Enc	56,581.91
Fund Balance Unreserved	44,429,829.58
Capital Imprv. Reserve Fund Balance	-155,008.43

### TOTAL FUND BALANCE

45,229,894.42

### TOTAL LIABILITIES

53,101,072.07

## SOLID WASTE FUND

2/28/2013

### BALANCE SHEET

#### ASSETS:

Cash	549,688.36
Reserve Account	501,676.22
Accts. Receivable-Misc. Sources	0.00
Due From Other Funds	38,427.83
Buildings	289,324.00
Machinery & Equipment	1,602,860.00
Accum Dep-Machinery/Equipment	-855,607.80
<b>TOTAL ASSETS</b>	<b><u>2,126,368.61</u></b>

#### LIABILITIES

Accounts Payable	0.00
Accrued Payroll	6,484.55
Accrued Vacation/PTO	23,032.75
Contributed Capital	115,383.00
Lease Purchase Obligation	270,752.00
<b>TOTAL LIABILITIES</b>	<b><u>415,652.30</u></b>

#### FUND BALANCE

Revenues	213,908.56
Expenditures	-83,179.34
Fund Balance Reserved for Enc	7,804.98
Fund Balance Unreserved	1,159,528.84
Solid Waste Reserve	412,653.27
<b>TOTAL FUND BALANCE</b>	<b><u>1,710,716.31</u></b>

#### **TOTAL LIABILITIES & FUND BALANCE**

**2,126,368.61**

**FIRE INSURANCE FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash

0.00

**TOTAL ASSETS**

**0.00**

**FUND BALANCE**

Revenues

0.00

Expenditures

Fund Balance Unreserved

0.00

**TOTAL FUND BALANCE**

**0.00**

**MUNICIPAL COURT AGENCY FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash

128,848.52

**TOTAL ASSETS**

**128,848.52**

**LIABILITIES**

Accounts Payable

0.00

Due To Other Accounts

41,446.00

Bonds Payable

27,791.00

Over & Short

-0.50

**TOTAL LIABILITIES**

**69,236.50**

**FUND BALANCE**

Revenues

37,826.80

Expenditures

-30,004.80

Fund Balance Unreserved

51,790.02

**TOTAL FUND BALANCE**

**59,612.02**

**TOTAL LIABILITIES  
& FUND BALANCE**

**128,848.52**

## City of Hays Revenues

Month of February

General	<u>Budgeted</u> 2012	<u>Collections</u> Current Mo.	<u>Collections</u> To Date	Balance	<u>% Collected</u> YTD
<b><u>CULTURE &amp; RECREATION REVENUES</u></b>					
GOLF COURSE REVENUE	305,000.00	51,225.00	94,722.52	(210,277.48)	31.06%
LOCAL ALCOHOL LIQUOR TAX	126,153.00	0.00	0.00	(126,153.00)	0.00%
Total Revenues	<b>\$431,153.00</b>	<b>\$51,225.00</b>	<b>\$94,722.52</b>	<b>(\$336,430.48)</b>	<b>21.97%</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	55,000.00	3,217.79	7,338.35	(47,661.65)	13.34%
BUSINESS LICENSES	15,000.00	1,225.00	1,490.00	(13,510.00)	9.93%
CITY-COUNTY REVENUE SHARING	0.00	0.00	0.00	0.00	0.00%
CMB & LIQUOR LICENSES	11,250.00	300.00	3,650.00	(7,600.00)	32.44%
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	1,430,000.00	110,303.80	200,843.42	(1,229,156.58)	14.04%
INTEREST ON INVESTMENTS	34,425.00	2,884.75	3,998.52	(30,426.48)	11.62%
LOCAL AD VALOREM TAX REDUCTION	0.00	0.00	0.00	0.00	0.00%
LOCAL SALES TAX	7,311,628.00	680,224.75	1,312,930.51	(5,998,697.49)	17.96%
MISCELLANEOUS REVENUE	140,000.00	10,201.95	16,561.39	(123,438.61)	11.83%
MOTOR VEHICLE TAX	0.00	0.00	0.00	0.00	0.00%
OTHER LICENSES	500.00	0.00	20.00	(480.00)	4.00%
PET LICENSES	18,000.00	3,802.00	6,417.00	(11,583.00)	35.65%
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	2,847.05	2,847.05	2,847.05	0.00%
TRANSFER FROM AIRPORT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM CVB	61,625.00	0.00	0.00	(61,625.00)	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	52,854.00	0.00	0.00	(52,854.00)	0.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPORTS COMPLEX	257,093.00	0.00	0.00	(257,093.00)	0.00%
TRANSFER FROM STORMWATER MGT	64,260.00	0.00	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	968,200.00	0.00	0.00	(968,200.00)	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$11,262,885.00</b>	<b>\$815,107.09</b>	<b>\$1,556,296.24</b>	<b>(\$9,706,588.76)</b>	<b>13.82%</b>
<b><u>PUBLIC SAFETY REVENUES</u></b>					
ANIMAL CONTROL REVENUE	3,000.00	120.00	420.00	(2,580.00)	14.00%
COURT APPOINTED REIMBURSEMENT	0.00	94.50	94.50	94.50	0.00%
COURT COSTS	65,000.00	12,154.09	21,882.91	(43,117.09)	33.67%
COURT FINES	465,000.00	54,671.11	97,889.29	(367,110.71)	21.05%
Total Revenues	<b>\$533,000.00</b>	<b>\$67,039.70</b>	<b>\$120,286.70</b>	<b>(\$412,713.30)</b>	<b>22.57%</b>
<b><u>PUBLIC WORKS REVENUES</u></b>					
GRAVE OPENING	4,000.00	250.00	550.00	(3,450.00)	13.75%
SALE OF CEMETERY LOTS	6,300.00	250.00	1,250.00	(5,050.00)	19.84%
Total Revenues	<b>\$10,300.00</b>	<b>\$500.00</b>	<b>\$1,800.00</b>	<b>(\$8,500.00)</b>	<b>17.48%</b>

	<u>Budgeted</u> <u>2012</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>Library</b>					
<b><u>LIBRARY FUND REVENUES</u></b>					
16/20 M TRUCK TAX	993.00	0.00	1,029.14	36.14	103.64%
AD VALOREM PROPERTY TAX	1,083,573.00	0.00	624,325.53	(459,247.47)	57.62%
DELINQUENT TAXES	0.00	0.00	(26.55)	(26.55)	0.00%
MOTOR VEHICLE TAX	104,415.00	0.00	33,319.78	(71,095.22)	31.91%
RECREATIONAL VEHICLE TAX	1,420.00	0.00	478.52	(941.48)	33.70%
Total Revenues	<b>\$1,190,401.00</b>	<b>\$0.00</b>	<b>\$659,126.42</b>	<b>(\$531,274.58)</b>	<b>55.37%</b>

<b>Airport</b>					
<b><u>AIRPORT FUND REVENUES</u></b>					
16/20 M TRUCK TAX	168.00	0.00	171.52	3.52	102.10%
AD VALOREM PROPERTY TAX	191,379.00	0.00	110,298.29	(81,080.71)	57.63%
AIRPORT-FUEL SALES	0.00	832.51	1,582.09	1,582.09	0.00%
BUSINESS LICENSES	5,550.00	1,100.00	5,500.00	(50.00)	99.10%
DELINQUENT TAXES	0.00	0.00	(4.69)	(4.69)	0.00%
FARMING (LEASES)	10,000.00	0.00	0.00	(10,000.00)	0.00%
FEDERAL GOVERNMENT AID/GRANT	82,660.00	0.00	0.00	(82,660.00)	0.00%
LANDING FEES	5,460.00	0.00	390.00	(5,070.00)	7.14%
MISCELLANEOUS REVENUE	13,500.00	0.00	1,798.57	(11,701.43)	13.32%
MOTOR VEHICLE TAX	17,691.00	0.00	5,553.30	(12,137.70)	31.39%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	241.00	0.00	79.75	(161.25)	33.09%
RENTALS	16,512.00	2,707.17	6,221.68	(10,290.32)	37.68%
Total Revenues	<b>\$343,161.00</b>	<b>\$4,639.68</b>	<b>\$131,590.51</b>	<b>(\$211,570.49)</b>	<b>38.35%</b>

<b>Employee Benefit</b>					
<b><u>EMPLOYEE BENEFIT REVENUES</u></b>					
16/20 M TRUCK TAX	1,749.00	0.00	1,989.42	240.42	113.75%
AD VALOREM PROPERTY TAX	2,243,446.00	0.00	1,292,726.35	(950,719.65)	57.62%
DELINQUENT TAXES	0.00	0.00	(54.98)	(54.98)	0.00%
INSURANCE REFUNDS	0.00	0.00	0.00	0.00	0.00%
INTEREST ON INVESTMENTS	3,000.00	154.45	204.22	(2,795.78)	6.81%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
MOTOR VEHICLE TAX	183,845.00	0.00	64,410.45	(119,434.55)	35.04%
RECREATIONAL VEHICLE TAX	2,500.00	0.00	925.02	(1,574.98)	37.00%
TRANSFER FROM AIRPORT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM CVB	77,705.00	0.00	0.00	(77,705.00)	0.00%
TRANSFER FROM GENERAL FUND	271,323.00	0.00	0.00	(271,323.00)	0.00%
TRANSFER FROM RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SOLID WASTE FUND	159,376.00	0.00	0.00	(159,376.00)	0.00%
TRANSFER FROM SPECIAL ALCOHOL	24,045.00	0.00	0.00	(24,045.00)	0.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPORTS COMPLEX	18,109.00	0.00	0.00	(18,109.00)	0.00%
TRANSFER FROM STORMWATER MGT	10,702.00	0.00	0.00	(10,702.00)	0.00%
TRANSFER FROM WATER/SEWER FUND	454,019.00	0.00	0.00	(454,019.00)	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$3,449,819.00</b>	<b>\$154.45</b>	<b>\$1,360,200.48</b>	<b>(\$2,089,618.52)</b>	<b>39.43%</b>

<b>Special Highway</b>					
<b><u>SPECIAL HIGHWAY REVENUES</u></b>					
CONNECTING LINK MAINTENANCE	44,760.00	0.00	11,251.15	(33,508.85)	25.14%
INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
STATE GASOLINE TAX	533,800.00	0.00	129,271.14	(404,528.86)	24.22%
TRANSFER FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$578,560.00</b>	<b>\$0.00</b>	<b>\$140,522.29</b>	<b>(\$438,037.71)</b>	<b>24.29%</b>

	<u>Budgeted</u> <u>2012</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>Special Park &amp; Rec</b>					
<b><u>SPECIAL PRK &amp; REC REVENUES</u></b>					
DOG PARK DONATIONS	0.00	1,000.00	1,000.00	1,000.00	0.00%
LOCAL ALCOHOL LIQUOR TAX	126,153.00	0.00	0.00	(126,153.00)	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$126,153.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>(\$125,153.00)</b>	<b>0.79%</b>
<b>Special Alcohol Fund</b>					
<b><u>SPECIAL ALCOHOL FUND REVENUES</u></b>					
LOCAL ALCOHOL LIQUOR TAX	126,153.00	0.00	0.00	(126,153.00)	0.00%
Total Revenues	<b>\$126,153.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$126,153.00)</b>	<b>0.00%</b>
<b>Convention &amp; Visitors Bureau</b>					
<b><u>CONVENTION &amp; VISITOR'S REVENUE</u></b>					
MISCELLANEOUS REVENUE	37,000.00	0.00	3,536.28	(33,463.72)	9.56%
TRANSIENT GUEST TAX	725,000.00	0.00	225,020.27	(499,979.73)	31.04%
Total Revenues	<b>\$762,000.00</b>	<b>\$0.00</b>	<b>\$228,556.55</b>	<b>(\$533,443.45)</b>	<b>29.99%</b>
<b>Library Employee Benefit</b>					
<b><u>LIBRARY EMP. BENEFIT REVENUES</u></b>					
16/20 M TRUCK TAX	140.00	0.00	133.06	(6.94)	95.04%
AD VALOREM PROPERTY TAX	158,362.00	0.00	91,235.74	(67,126.26)	57.61%
DELINQUENT TAXES	0.00	0.00	(3.88)	(3.88)	0.00%
MOTOR VEHICLE TAX	14,723.00	0.00	4,308.12	(10,414.88)	29.26%
RECREATIONAL VEHICLE TAX	200.00	0.00	61.87	(138.13)	30.94%
Total Revenues	<b>\$173,425.00</b>	<b>\$0.00</b>	<b>\$95,734.91</b>	<b>(\$77,690.09)</b>	<b>55.20%</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	5,355.00	10,030.00	10,030.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	<b>\$0.00</b>	<b>\$5,355.00</b>	<b>\$10,030.00</b>	<b>\$10,030.00</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	278,977.00	535,927.00	535,927.00	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>\$278,977.00</b>	<b>\$551,927.00</b>	<b>\$551,927.00</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	74,892.55	133,070.44	(622,929.56)	17.60%
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>\$74,892.55</b>	<b>\$133,070.44</b>	<b>(\$639,429.56)</b>	<b>17.23%</b>

	<u>Budgeted</u> <u>2012</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>Bond &amp; Interest</b>					
<b><u>BOND &amp; INTEREST REVENUES</u></b>					
16/20 M TRUCK TAX	820.00	0.00	621.71	(198.29)	75.82%
AD VALOREM PROPERTY TAX	725,161.00	0.00	417,833.12	(307,327.88)	57.62%
DELINQUENT TAXES	0.00	0.00	1,188.52	1,188.52	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
MOTOR VEHICLE TAX	86,220.00	0.00	20,128.61	(66,091.39)	23.35%
RECEIVED FROM TIF PROCEEDS	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	1,173.00	0.00	289.08	(883.92)	24.64%
SPECIAL ASSESSMENT TAX	431,319.00	0.00	250,805.08	(180,513.92)	58.15%
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>\$1,244,693.00</b>	<b>\$0.00</b>	<b>\$690,866.12</b>	<b>(\$553,826.88)</b>	<b>55.50%</b>
<b>TDD Sales Tax</b>					
<b><u>TDD SLS TAX REVENUES</u></b>					
LOCAL SALES TAX	(56,562.92)	15,189.65	33,047.51	89,610.43	-58.43%
Total Revenues	<b>(\$56,562.92)</b>	<b>\$15,189.65</b>	<b>\$33,047.51</b>	<b>\$89,610.43</b>	<b>-58.43%</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	10,127.00	57,611.76	(165,313.24)	25.84%
Total Revenues	<b>\$222,925.00</b>	<b>\$10,127.00</b>	<b>\$57,611.76</b>	<b>(\$165,313.24)</b>	<b>25.84%</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	1,119.78	1,480.60	(23,519.40)	5.92%
INTEREST-SALES TAX COLLECTION	50,000.00	3,089.04	4,084.42	(45,915.58)	8.17%
LOCAL SALES TAX	2,984,252.00	278,977.00	535,927.00	(2,448,325.00)	17.96%
MISCELLANEOUS REVENUE	10,000.00	175.71	5,701.24	(4,298.76)	57.01%
NOTE/BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00%
PENALTY	25,000.00	2,116.89	5,000.77	(19,999.23)	20.00%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
R-9 RANCH REVENUE	350,000.00	0.00	100,000.00	(250,000.00)	28.57%
SEWER SERVICE CHARGES	2,214,500.00	154,251.73	372,108.11	(1,842,391.89)	16.80%
STORMWATER FEE	0.00	0.00	0.00	0.00	0.00%
TAPS-TURN ONS	35,000.00	3,256.33	5,090.82	(29,909.18)	14.55%
TRANSFER FROM SOLID WASTE FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
WATER SALES	2,626,500.00	188,766.12	445,828.37	(2,180,671.63)	16.97%
WATER SALES-CONSERVATION RATE	365,000.00	9,740.60	26,702.03	(338,297.97)	7.32%
Total Revenues	<b>\$8,685,252.00</b>	<b>\$641,493.20</b>	<b>\$1,501,923.36</b>	<b>(\$7,183,328.64)</b>	<b>17.29%</b>

	<u>Budgeted</u> <u>2012</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	92.68	122.54	(1,877.46)	6.13%
MISCELLANEOUS REVENUE	40,000.00	10.00	3,919.90	(36,080.10)	9.80%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
REFUSE COLLECTION	1,225,000.00	104,853.26	209,855.62	(1,015,144.38)	17.13%
YARD WASTE TAGS	1,900.00	5.25	10.50	(1,889.50)	0.55%
Total Revenues	<b>\$1,268,900.00</b>	<b>\$104,961.19</b>	<b>\$213,908.56</b>	<b>(\$1,054,991.44)</b>	<b>16.86%</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>\$31,124,717.08</b>	<b>\$2,070,661.51</b>	<b>\$7,582,221.37</b>	<b>(\$23,542,495.71)</b>	<b>24.36%</b>

City of Hays Expenditures

Month of February

	<u>Budgeted</u> 2012	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	Balance	<u>% Spent</u> YTD
<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	0.00	8,000.00	0.00%
COMMUNICATION	700.00	35.85	35.85	664.15	5.12%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00%
GENERAL SUPPLIES & MATERIALS	12,800.00	433.89	433.89	12,366.11	3.39%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	5,800.00	0.00	1,775.00	4,025.00	30.60%
OTHER CONTRACTUAL SERVICES	8,100.00	172.60	1,072.60	7,027.40	13.24%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	500.00	0.00	0.00	500.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	22,400.00	1,080.82	1,080.82	21,319.18	4.83%
TRAVEL & TRAINING	200.00	0.00	0.00	200.00	0.00%
UNIFORMS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$60,500.00</u>	<u>\$1,723.16</u>	<u>\$4,398.16</u>	<u>\$56,101.84</u>	<u>7.27%</u>
<b><u>BUILDINGS &amp; GROUNDS</u></b>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
ELECTRICITY	420,000.00	29,212.58	59,545.35	360,454.65	14.18%
GENERAL SUPPLIES & MATERIALS	8,000.00	322.56	322.56	7,677.44	4.03%
NATURAL GAS	52,000.00	4,194.32	9,010.16	42,989.84	17.33%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	25,360.00	1,519.79	3,146.79	22,213.21	12.41%
PROJECTS	16,400.00	4,974.85	7,533.96	8,866.04	45.94%
REPAIRS TO BLDGS & STRUCTURES	9,500.00	0.00	0.00	9,500.00	0.00%
Total Expenditures	<u>\$531,260.00</u>	<u>\$40,224.10</u>	<u>\$79,558.82</u>	<u>\$451,701.18</u>	<u>14.98%</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	12.44	12.44	187.56	6.22%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	1,700.00	110.11	110.11	1,589.89	6.48%
GENERAL SUPPLIES & MATERIALS	4,600.00	39.98	39.98	4,560.02	0.87%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
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	500.00	0.00	0.00	500.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	6,500.00	0.00	0.00	6,500.00	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>\$18,000.00</u>	<u>\$162.53</u>	<u>\$162.53</u>	<u>\$17,837.47</u>	<u>0.90%</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	0.00	1,000.00	0.00%
PROFESSIONAL SERVICES	100,000.00	8,475.00	14,975.00	85,025.00	14.98%
Total Expenditures	<u>\$101,000.00</u>	<u>\$8,475.00</u>	<u>\$14,975.00</u>	<u>\$86,025.00</u>	<u>14.83%</u>

	<u>Budgeted</u> 2012	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>CITY COMMISSION</u></b>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
FINANCIAL POLICY PROJ-CAPITAL	2,757,313.00	0.00	0.00	2,757,313.00	0.00%
FINANCIAL POLICY PROJ-CAPITAL	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	1,500.00	195.50	206.35	1,293.65	13.76%
LEGAL PUBLICATIONS & PRINTING	500.00	0.00	0.00	500.00	0.00%
OTHER CONTRACTUAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00%
PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	9,000.00	750.00	1,500.00	7,500.00	16.67%
TRAVEL & TRAINING	15,000.00	2,485.90	2,485.90	12,514.10	16.57%
Total Expenditures	<u>\$2,786,813.00</u>	<u>\$3,431.40</u>	<u>\$4,192.25</u>	<u>\$2,782,620.75</u>	<u>0.15%</u>
<b><u>CITY MANAGER</u></b>					
COMMUNICATION	3,500.00	398.16	398.16	3,101.84	11.38%
CONTINGENCY	100,000.00	50.00	480.40	99,519.60	0.48%
EXPENSE ALLOWANCE-CAR	0.00	461.54	1,153.85	(1,153.85)	0.00%
GENERAL SUPPLIES & MATERIALS	2,000.00	323.33	323.33	1,676.67	16.17%
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	4,215.89	4,720.89	30,279.11	13.49%
OVERTIME	3,500.00	34.63	328.97	3,171.03	9.40%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	287,097.00	20,995.44	54,521.22	232,575.78	18.99%
TRAVEL & TRAINING	23,000.00	1,096.24	1,096.24	21,903.76	4.77%
Total Expenditures	<u>\$454,097.00</u>	<u>\$27,575.23</u>	<u>\$63,023.06</u>	<u>\$391,073.94</u>	<u>13.88%</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	150.00	141,505.00	99,700.00	58.67%
Total Expenditures	<u>\$256,205.00</u>	<u>\$150.00</u>	<u>\$141,505.00</u>	<u>\$114,700.00</u>	<u>55.23%</u>
<b><u>FINANCE/CITY CLERK</u></b>					
COMMUNICATION	1,320.00	87.26	87.26	1,232.74	6.61%
CONTINGENCY	5,000.00	628.99	628.99	4,371.01	12.58%
GENERAL SUPPLIES & MATERIALS	600.00	0.00	10.85	589.15	1.81%
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	12,000.00	364.65	1,132.47	10,867.53	9.44%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	8,100.00	716.72	1,656.72	6,443.28	20.45%
OVERTIME	500.00	139.43	216.15	283.85	43.23%
PROFESSIONAL SERVICES	40,000.00	0.00	0.00	40,000.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	323,776.00	23,579.65	58,475.16	265,300.84	18.06%
TRAVEL & TRAINING	11,850.00	619.00	619.00	11,231.00	5.22%
Total Expenditures	<u>\$403,146.00</u>	<u>\$26,135.70</u>	<u>\$62,826.60</u>	<u>\$340,319.40</u>	<u>15.58%</u>

	<u>Budgeted</u> 2012	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<b><u>FIRE DEPARTMENT</u></b>					
COMMUNICATION	6,500.00	440.88	440.88	6,059.12	6.78%
CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00%
EQUIPMENT EXPENSE	51,000.00	916.81	1,574.81	49,425.19	3.09%
EQUIPMENT EXPENSE	0.00	167.25	167.25	(167.25)	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	50.00	(50.00)	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	10.00	10.00	(10.00)	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	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	1,462.47	1,462.47	(1,462.47)	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	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	30,600.00	1,356.48	1,356.48	29,243.52	4.43%
GRANT FUNDING	0.00	(50.00)	(75.00)	75.00	0.00%
LEGAL PUBLICATIONS & PRINTING	800.00	145.16	145.16	654.84	18.15%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	4,800.00	950.26	1,039.26	3,760.74	21.65%
OVERTIME	121,160.00	3,888.91	21,880.97	99,279.03	18.06%
PAID PER CALL	20,000.00	823.26	2,598.21	17,401.79	12.99%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	48,200.00	116.86	2,725.76	45,474.24	5.66%
SALARIES	1,047,684.00	76,184.19	194,260.18	853,423.82	18.54%
TRAINING CERTIFICATION	17,300.00	0.00	0.00	17,300.00	0.00%
TRAVEL & TRAINING	26,000.00	6,310.22	6,575.22	19,424.78	25.29%
UNIFORMS	8,500.00	422.19	593.30	7,906.70	6.98%
Total Expenditures	<u>\$1,387,544.00</u>	<u>\$93,144.94</u>	<u>\$234,804.95</u>	<u>\$1,152,739.05</u>	<u>16.92%</u>
<b><u>FLEET MAINTENANCE</u></b>					
Total Expenditures	<u>\$884,650.00</u>	<u>\$63,440.93</u>	<u>\$108,696.19</u>	<u>\$775,953.81</u>	<u>12.29%</u>
<b><u>GOLF COURSE</u></b>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	82,800.00	0.00	0.00	82,800.00	0.00%
COMMUNICATION	5,800.00	162.77	162.77	5,637.23	2.81%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	2,000.00	48.31	48.31	1,951.69	2.42%
GENERAL SUPPLIES & MATERIALS	30,100.00	2,959.37	2,959.37	27,140.63	9.83%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	3,500.00	0.00	0.00	3,500.00	0.00%
OFFICE SUPPLIES	400.00	24.22	24.22	375.78	6.06%
OTHER CONTRACTUAL SERVICES	33,900.00	1,925.00	3,865.00	30,035.00	11.40%
OVERTIME	7,000.00	0.00	159.10	6,840.90	2.27%
PRO SHOP CR CARD ACTIVITY	0.00	(306.89)	43.89	(43.89)	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	16,000.00	0.00	0.00	16,000.00	0.00%
SALARIES	121,978.00	8,935.25	22,338.10	99,639.90	18.31%
SEASONAL/PART TIME	43,400.00	184.50	733.50	42,666.50	1.69%
TRAVEL & TRAINING	1,600.00	0.00	42.73	1,557.27	2.67%
UNIFORMS	900.00	0.00	0.00	900.00	0.00%
Total Expenditures	<u>\$350,878.00</u>	<u>\$13,932.53</u>	<u>\$30,376.99</u>	<u>\$320,501.01</u>	<u>8.66%</u>

	<u>Budgeted</u> 2012	<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	55.04	55.04	1,144.96	4.59%
LEGAL PUBLICATIONS & PRINTING	9,500.00	915.16	1,684.88	7,815.12	17.74%
ORGANIZATION DEVELOPMENT	27,500.00	1,983.60	2,570.50	24,929.50	9.35%
OTHER CONTRACTUAL SERVICES	2,500.00	127.90	700.40	1,799.60	28.02%
OVERTIME	250.00	0.00	0.00	250.00	0.00%
PROFESSIONAL SERVICES	44,000.00	2,199.25	3,550.50	40,449.50	8.07%
PROJECTS	35,000.00	0.00	4,618.66	30,381.34	13.20%
SALARIES	98,467.00	7,518.16	18,795.38	79,671.62	19.09%
TRAVEL & TRAINING	5,000.00	342.71	342.71	4,657.29	6.85%
Total Expenditures	<u>\$223,417.00</u>	<u>\$13,141.82</u>	<u>\$32,318.07</u>	<u>\$191,098.93</u>	<u>14.47%</u>
<b><u>INFORMATION TECHNOLOGY</u></b>					
COMMUNICATION	3,400.00	262.19	233.19	3,166.81	6.86%
EQUIPMENT EXPENSE	9,250.00	479.89	479.89	8,770.11	5.19%
GENERAL SUPPLIES & MATERIALS	3,500.00	263.87	263.87	3,236.13	7.54%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	30,480.00	0.00	0.00	30,480.00	0.00%
OFFICE SUPPLIES	14,500.00	1,298.23	1,298.23	13,201.77	8.95%
OTHER CONTRACTUAL SERVICES	168,720.00	15,182.16	66,073.47	102,646.53	39.16%
OVERTIME	1,200.00	108.24	268.73	931.27	22.39%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	274,051.00	20,107.78	50,269.43	223,781.57	18.34%
TRAVEL & TRAINING	15,750.00	108.62	108.62	15,641.38	0.69%
Total Expenditures	<u>\$520,851.00</u>	<u>\$37,810.98</u>	<u>\$118,995.43</u>	<u>\$401,855.57</u>	<u>22.85%</u>
<b><u>INTERGOVERNMENTAL ACCOUNT</u></b>					
COMMUNICATION	59,000.00	3,000.00	6,000.00	53,000.00	10.17%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
INSURANCE & SURETY BONDS	270,000.00	2,077.90	15,085.90	254,914.10	5.59%
OFFICE SUPPLIES	24,500.00	430.01	7,151.10	17,348.90	29.19%
OTHER CONTRACTUAL SERVICES	7,350.00	1,140.99	1,865.28	5,484.72	25.38%
Total Expenditures	<u>\$360,850.00</u>	<u>\$6,648.90</u>	<u>\$30,102.28</u>	<u>\$330,747.72</u>	<u>8.34%</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	75.91	75.91	1,124.09	6.33%
OTHER CONTRACTUAL SERVICES	2,500.00	43.75	396.17	2,103.83	15.85%
OVERTIME	3,000.00	0.00	116.18	2,883.82	3.87%
PROFESSIONAL SERVICES	35,000.00	2,536.00	4,336.00	30,664.00	12.39%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SAFE RIDE	0.00	0.00	0.00	0.00	0.00%
SALARIES	108,926.00	7,955.70	20,854.39	88,071.61	19.15%
TRAVEL & TRAINING	1,000.00	0.00	0.00	1,000.00	0.00%
Total Expenditures	<u>\$151,626.00</u>	<u>\$10,611.36</u>	<u>\$25,778.65</u>	<u>\$125,847.35</u>	<u>17.00%</u>
<b><u>P.W.-GENERAL ADMINISTRATION</u></b>					
COMMUNICATION	3,000.00	187.61	187.61	2,812.39	6.25%
CONTINGENCY	5,000.00	258.01	258.01	4,741.99	5.16%
GENERAL SUPPLIES & MATERIALS	4,000.00	401.65	610.53	3,389.47	15.26%
OFFICE SUPPLIES	5,000.00	308.94	308.94	4,691.06	6.18%
OTHER CONTRACTUAL SERVICES	1,300.00	162.00	956.09	343.91	73.55%
OVERTIME	500.00	0.00	25.88	474.12	5.18%
PROFESSIONAL SERVICES	20,000.00	3,800.00	5,386.86	14,613.14	26.93%
PROJECTS	91,250.00	0.00	0.00	91,250.00	0.00%
SALARIES	211,817.00	16,989.28	42,266.90	169,550.10	19.95%
TRAVEL & TRAINING	8,000.00	125.00	125.00	7,875.00	1.56%
Total Expenditures	<u>\$349,867.00</u>	<u>\$22,232.49</u>	<u>\$50,125.82</u>	<u>\$299,741.18</u>	<u>14.33%</u>

	<u>Budgeted</u> 2012	<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	0.00	18,000.00	0.00%
COMMUNICATION	2,500.00	174.81	174.81	2,325.19	6.99%
CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	8,000.00	355.62	355.62	7,644.38	4.45%
GENERAL SUPPLIES & MATERIALS	45,000.00	3,757.50	3,788.68	41,211.32	8.42%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	10,400.00	0.00	0.00	10,400.00	0.00%
OFFICE SUPPLIES	800.00	0.00	0.00	800.00	0.00%
OTHER CONTRACTUAL SERVICES	24,000.00	511.02	578.10	23,421.90	2.41%
OVERTIME	10,000.00	968.67	2,293.34	7,706.66	22.93%
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	14,400.00	1,447.29	1,447.29	12,952.71	10.05%
SALARIES	595,990.00	43,955.00	110,215.87	485,774.13	18.49%
SEASONAL/PART TIME	97,920.00	0.00	279.00	97,641.00	0.28%
TRAVEL & TRAINING	4,500.00	541.59	541.59	3,958.41	12.04%
UNIFORMS	5,100.00	335.71	335.71	4,764.29	6.58%
Total Expenditures	<u>\$842,410.00</u>	<u>\$52,047.21</u>	<u>\$120,010.01</u>	<u>\$722,399.99</u>	<u>14.25%</u>
<b><u>PLANNING INSPECTION ENFORCEMEN</u></b>					
COMMUNICATION	6,700.00	195.60	195.60	6,504.40	2.92%
EQUIPMENT EXPENSE	600.00	0.00	0.00	600.00	0.00%
GENERAL SUPPLIES & MATERIALS	1,500.00	0.00	0.00	1,500.00	0.00%
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	147.50	308.08	6,691.92	4.40%
OVERTIME	10,000.00	101.69	114.32	9,885.68	1.14%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	266,362.00	16,108.46	40,271.17	226,090.83	15.12%
SEASONAL/PART TIME	11,476.00	975.66	2,264.93	9,211.07	19.74%
TRAVEL & TRAINING	9,000.00	74.28	(61.22)	9,061.22	-0.68%
UNIFORMS	1,600.00	180.00	196.00	1,404.00	12.25%
Total Expenditures	<u>\$314,238.00</u>	<u>\$17,783.19</u>	<u>\$43,288.88</u>	<u>\$270,949.12</u>	<u>13.78%</u>



	<u>Budgeted</u> 2012	<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	2,600.00	103.38	103.38	2,496.62	3.98%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	32,000.00	3,424.46	3,436.66	28,563.34	10.74%
GENERAL SUPPLIES & MATERIALS	181,000.00	5,885.43	11,474.52	169,525.48	6.34%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	14,000.00	0.00	0.00	14,000.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	37,000.00	1,101.08	5,250.38	31,749.62	14.19%
OVERTIME	15,900.00	485.67	10,153.97	5,746.03	63.86%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	(925.00)	925.00	0.00%
RENTALS	2,500.00	0.00	0.00	2,500.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
SALARIES	575,197.00	42,704.69	104,688.13	470,508.87	18.20%
SEASONAL/PART TIME	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	1,800.00	39.98	52.98	1,747.02	2.94%
UNIFORMS	6,200.00	601.89	601.89	5,598.11	9.71%
Total Expenditures	<u>\$868,197.00</u>	<u>\$54,346.58</u>	<u>\$134,836.91</u>	<u>\$733,360.09</u>	<u>15.53%</u>
<b><u>QUALITY OF LIFE</u></b>					
OTHER CONTRACTUAL SERVICES	38,747.00	0.00	33,303.00	5,444.00	85.95%
Total Expenditures	<u>\$38,747.00</u>	<u>\$0.00</u>	<u>\$33,303.00</u>	<u>\$5,444.00</u>	<u>85.95%</u>
<b><u>SOCIAL SERVICES</u></b>					
OTHER CONTRACTUAL SERVICES	164,000.00	82,000.00	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>\$82,000.00</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	41,500.00	0.00	0.00	41,500.00	0.00%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	10,000.00	0.00	0.00	10,000.00	0.00%
GENERAL SUPPLIES & MATERIALS	10,900.00	0.00	0.00	10,900.00	0.00%
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	6,000.00	0.00	0.00	6,000.00	0.00%
OTHER CONTRACTUAL SERVICES	34,000.00	0.00	0.00	34,000.00	0.00%
PROJECTS	30,000.00	0.00	0.00	30,000.00	0.00%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	5,500.00	0.00	0.00	5,500.00	0.00%
TRAVEL & TRAINING	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$137,900.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$137,900.00</u>	<u>0.00%</u>
<b>Library</b>					
<b><u>LIBRARY FUND EXPENDITURES</u></b>					
NEIGHBORHOOD REVIT REBATE	5,787.00	0.00	3,600.21	2,186.79	62.21%
OTHER CONTRACTUAL SERVICES	1,188,000.00	659,152.97	659,152.97	528,847.03	55.48%
TAX INCREMENT FINANCING DIST	17,000.00	0.00	8,057.03	8,942.97	47.39%
Total Expenditures	<u>\$1,210,787.00</u>	<u>\$659,152.97</u>	<u>\$670,810.21</u>	<u>\$539,976.79</u>	<u>55.40%</u>
<b>Airport</b>					

	<u>Budgeted</u> 2012	<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	3,200.00	164.71	164.71	3,035.29	5.15%
CONTINGENCY	50,000.00	0.00	220.00	49,780.00	0.44%
ELECTRICITY	32,480.00	2,565.25	5,597.02	26,882.98	17.23%
GENERAL SUPPLIES & MATERIALS	36,000.00	10,045.82	12,714.47	23,285.53	35.32%
GRANT FUNDING	0.00	5,723.17	10,243.70	(10,243.70)	0.00%
LEGAL PUBLICATIONS & PRINTING	500.00	0.00	0.00	500.00	0.00%
NATURAL GAS	10,800.00	1,117.66	2,059.61	8,740.39	19.07%
NEIGHBORHOOD REVIT REBATE	1,022.00	0.00	636.04	385.96	62.23%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	24,000.00	1,320.00	1,430.00	22,570.00	5.96%
OVERTIME	2,000.00	264.59	1,488.24	511.76	74.41%
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	2,358.18	2,808.18	21,191.82	11.70%
SALARIES	103,165.00	7,939.12	19,912.84	83,252.16	19.30%
SEASONAL/PART TIME	5,000.00	0.00	0.00	5,000.00	0.00%
TAX INCREMENT FINANCING DIST	3,000.00	0.00	1,423.42	1,576.58	47.45%
TRANSFER TO AIRPORT IMPROVEMEN	177,154.00	0.00	0.00	177,154.00	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	6,540.00	0.00	0.00	6,540.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	11,550.00	91.19	141.19	11,408.81	1.22%
UNIFORMS	675.00	54.50	54.50	620.50	8.07%
Total Expenditures	<u>\$507,086.00</u>	<u>\$31,644.19</u>	<u>\$58,893.92</u>	<u>\$448,192.08</u>	<u>11.61%</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	1,007,781.00	70,666.68	184,098.42	823,682.58	18.27%
HEALTH INSURANCE	1,719,500.00	157,336.89	355,419.00	1,364,081.00	20.67%
NEIGHBORHOOD REVIT REBATE	12,047.00	0.00	7,454.55	4,592.45	61.88%
OTHER CONTRACTUAL SERVICES	60,181.00	5,311.39	15,585.13	44,595.87	25.90%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
SOCIAL SECURITY	673,924.00	44,383.85	115,339.57	558,584.43	17.11%
TAX INCREMENT FINANCING DIST	33,625.00	0.00	16,682.86	16,942.14	49.61%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00%
UNEMPLOYMENT COMPENSATION	8,809.00	0.00	2,397.75	6,411.25	27.22%
WORKERS COMPENSATION	182,298.00	0.00	0.00	182,298.00	0.00%
Total Expenditures	<u>\$3,998,165.00</u>	<u>\$277,698.81</u>	<u>\$696,977.28</u>	<u>\$3,301,187.72</u>	<u>17.43%</u>
<b>Special Highway</b>					

	<u>Budgeted</u> 2012	<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	1,035,329.00	354,074.14	354,074.14	681,254.86	34.20%
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	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%
CONTINGENCY	50,000.00	0.00	0.00	50,000.00	0.00%
CORR MGT - GENERAL HAYS RD.	0.00	0.00	0.00	0.00	0.00%
CORR MGT-REVERSE ACCESS 48-55	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
VINE ST.-MILL & OVERLAY--13/27	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$1,085,329.00</u>	<u>\$354,074.14</u>	<u>\$354,074.14</u>	<u>\$731,254.86</u>	<u>32.62%</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	382,099.00	15,769.18	15,769.18	366,329.82	4.13%
TRANSFER TO NEW EQUIP. RESERVE	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$382,099.00</u>	<u>\$15,769.18</u>	<u>\$15,769.18</u>	<u>\$366,329.82</u>	<u>4.13%</u>
<b>Special Alcohol Fund</b>					
<b><u>SPECIAL ALCOHOL FUND EXPENDITURES</u></b>					
CONTINGENCY	162,639.00	0.00	0.00	162,639.00	0.00%
OTHER CONTRACTUAL SERVICES	60,000.00	30,000.00	30,000.00	30,000.00	50.00%
TRANSFER TO EMPLOYEE BENEFIT	24,045.00	0.00	0.00	24,045.00	0.00%
TRANSFER TO GENERAL FUND	52,854.00	0.00	0.00	52,854.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$299,538.00</u>	<u>\$30,000.00</u>	<u>\$30,000.00</u>	<u>\$269,538.00</u>	<u>10.02%</u>
<b>Convention &amp; Visitors Bureau</b>					

	<u>Budgeted</u> 2012	<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	797.52	797.52	5,202.48	13.29%
CONTINGENCY	553,900.00	678.50	678.50	553,221.50	0.12%
ELECTRICITY	8,500.00	662.03	1,320.28	7,179.72	15.53%
GENERAL SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	80,000.00	7,401.08	22,240.78	57,759.22	27.80%
NATURAL GAS	2,000.00	147.31	341.07	1,658.93	17.05%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	5,000.00	329.51	329.51	4,670.49	6.59%
OTHER CONTRACTUAL SERVICES	80,000.00	6,050.49	13,433.49	66,566.51	16.79%
OVERTIME	1,500.00	91.64	237.63	1,262.37	15.84%
PROJECTS	29,000.00	0.00	0.00	29,000.00	0.00%
PROMOTIONS	60,000.00	6,313.25	7,712.40	52,287.60	12.85%
RENTALS	101,000.00	0.00	0.00	101,000.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	5,000.00	1,618.48	1,658.48	3,341.52	33.17%
SALARIES	219,957.00	15,341.24	38,957.15	180,999.85	17.71%
SEASONAL/PART TIME	10,050.00	0.00	0.00	10,050.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	77,705.00	0.00	0.00	77,705.00	0.00%
TRANSFER TO GENERAL FUND	61,625.00	0.00	0.00	61,625.00	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	6,500.00	313.51	691.25	5,808.75	10.63%
Total Expenditures	<u>\$1,310,497.00</u>	<u>\$39,744.56</u>	<u>\$88,398.06</u>	<u>\$1,222,098.94</u>	<u>6.75%</u>
<b>Library Employee Benefit</b>					
<b><u>LIBRARY EMP. BENEFIT EXPENDITURES</u></b>					
NEIGHBORHOOD REVIT REBATE	846.00	0.00	526.10	319.90	62.19%
OTHER CONTRACTUAL SERVICES	172,400.00	95,828.79	95,828.79	76,571.21	55.59%
TAX INCREMENT FINANCING DIST	2,500.00	0.00	1,177.41	1,322.59	47.10%
Total Expenditures	<u>\$175,746.00</u>	<u>\$95,828.79</u>	<u>\$97,532.30</u>	<u>\$78,213.70</u>	<u>55.50%</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	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<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> 2012	<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	650.00	65.84	65.84	584.16	10.13%
CONTINGENCY	50,000.00	0.00	0.00	50,000.00	0.00%
GENERAL SUPPLIES & MATERIALS	7,400.00	136.48	504.48	6,895.52	6.82%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	9,000.00	0.00	0.00	9,000.00	0.00%
PROFESSIONAL SERVICES	20,000.00	0.00	0.00	20,000.00	0.00%
PROJECTS	746,897.00	0.00	0.00	746,897.00	0.00%
SALARIES	31,065.00	4,689.02	11,722.55	19,342.45	37.74%
TRANSFER TO EMPLOYEE BENEFIT	10,702.00	0.00	0.00	10,702.00	0.00%
TRANSFER TO GENERAL FUND	64,260.00	0.00	0.00	64,260.00	0.00%
TRANSFER TO NEW EQUIP. RESERVE	1,800.00	0.00	0.00	1,800.00	0.00%
TRAVEL & TRAINING	3,000.00	0.00	0.00	3,000.00	0.00%
UNIFORMS	200.00	0.00	0.00	200.00	0.00%
Total Expenditures	<u>\$944,974.00</u>	<u>\$4,891.34</u>	<u>\$12,292.87</u>	<u>\$932,681.13</u>	<u>1.30%</u>
<b>Bond &amp; Interest</b>					
<b><u>BOND &amp; INTEREST EXPENDITURES</u></b>					
BOND PRINCIPAL	880,000.00	0.00	0.00	880,000.00	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	457,000.00	228,500.01	228,500.01	228,499.99	50.00%
INTEREST ON TEMPORARY NOTE	0.00	0.00	0.00	0.00	0.00%
INTEREST ON TIF	0.00	0.00	0.00	0.00	0.00%
LEVY STABILIZATION	75,000.00	0.00	0.00	75,000.00	0.00%
NEIGHBORHOOD REVIT REBATE	3,873.00	0.00	2,409.46	1,463.54	62.21%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TAX INCREMENT FINANCING DIST	12,000.00	0.00	5,392.21	6,607.79	44.94%
TRANSFER TO RESERVE FOR TIF	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$1,487,873.00</u>	<u>\$228,500.01</u>	<u>\$236,301.68</u>	<u>\$1,251,571.32</u>	<u>15.88%</u>
<b>TDD Sales Tax</b>					
<b><u>TDD SLS TAX EXPENDITURES</u></b>					
OTHER CONTRACTUAL SERVICES	0.00	17,857.86	53,895.76	(53,895.76)	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$17,857.86</u>	<u>\$53,895.76</u>	<u>(\$53,895.76)</u>	<u>0.00%</u>
<b>Home Depot Economic Dev Bonds</b>					
<b><u>H DEPOT ECON DEV BND-EXPENDITURE</u></b>					
BOND PRINCIPAL	110,000.00	0.00	0.00	110,000.00	0.00%
INTEREST COUPONS	102,618.00	51,308.76	51,308.76	51,309.24	50.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$212,618.00</u>	<u>\$51,308.76</u>	<u>\$51,308.76</u>	<u>\$161,309.24</u>	<u>24.13%</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	139,556.00	11,629.59	23,259.18	116,296.82	16.67%
INTEREST-REVENUE BOND	0.00	0.00	0.00	0.00	0.00%
PRINCIPAL & INT. REVOLVING LOA	399,393.00	34,002.69	67,285.43	332,107.57	16.85%
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	13,333.32	26,666.64	258,333.36	9.36%
REVENUE BOND PAYMENT	0.00	0.00	0.00	0.00	0.00%
SALES TAX BOND ISSUE-INTEREST	0.00	0.00	0.00	0.00	0.00%
UNAMORTIZED 1996 BOND IS.COST	0.00	0.00	0.00	0.00	0.00%
WATER EXPLORATION	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$823,949.00</u>	<u>\$58,965.60</u>	<u>\$117,211.25</u>	<u>\$706,737.75</u>	<u>14.23%</u>

	<u>Budgeted</u> 2012	<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>W/S NON-OPERATING EXPENDITURES</u></b>					
CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00%
CLEAN DRINKING WATER FEE	18,000.00	4,594.77	4,594.77	13,405.23	25.53%
CONTINGENCY	50,000.00	3,140.04	3,140.04	46,859.96	6.28%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
INTEREST ON METER DEPOSITS	5,000.00	36.06	57.98	4,942.02	1.16%
OTHER CONTRACTUAL SERVICES	0.00	0.00	1,419.25	(1,419.25)	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
R-9 RANCH EXPENDITURES	280,000.00	22,292.02	55,207.33	224,792.67	19.72%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO CAPITAL IMPROVEMEN	1,152,267.00	0.00	0.00	1,152,267.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	454,019.00	0.00	0.00	454,019.00	0.00%
TRANSFER TO GENERAL FUND	968,200.00	0.00	0.00	968,200.00	0.00%
TRANSFER TO NEW EQUIP. RESERVE	60,941.00	0.00	0.00	60,941.00	0.00%
TRANSFER TO STORMWATER MGT	0.00	0.00	0.00	0.00	0.00%
TRANSFER-SALES TAX RESERVE	2,759,000.00	0.00	0.00	2,759,000.00	0.00%
TRNSF TO GEN. FROM WA SLS TX	596,850.00	0.00	0.00	596,850.00	0.00%
WATER TAPS, HYDRANTS, METERS	128,003.00	4,550.76	9,969.01	118,033.99	7.79%
Total Expenditures	<u>\$6,472,280.00</u>	<u>\$34,613.65</u>	<u>\$74,388.38</u>	<u>\$6,397,891.62</u>	<u>1.15%</u>
<b><u>WASTEWATER TREATMENT &amp; COLL.</u></b>					
CHEMICALS	85,000.00	2,260.32	7,503.72	77,496.28	8.83%
COMMUNICATION	3,000.00	186.30	186.30	2,813.70	6.21%
ELECTRICITY	165,900.00	13,669.92	26,547.75	139,352.25	16.00%
EQUIPMENT EXPENSE	58,112.00	7,965.60	8,727.17	49,384.83	15.02%
GENERAL SUPPLIES & MATERIALS	23,381.00	3,679.83	3,679.83	19,701.17	15.74%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	40,925.00	1,821.33	3,914.29	37,010.71	9.56%
OFFICE SUPPLIES	600.00	138.52	138.52	461.48	23.09%
OTHER CONTRACTUAL SERVICES	33,000.00	2,723.00	2,723.00	30,277.00	8.25%
OVERTIME	15,000.00	1,385.73	4,775.92	10,224.08	31.84%
PROFESSIONAL SERVICES	28,189.00	952.00	952.00	27,237.00	3.38%
PROJECTS	158,000.00	4,679.47	4,679.47	153,320.53	2.96%
REPAIRS TO BLDGS & STRUCTURES	5,150.00	354.66	1,089.45	4,060.55	21.15%
SALARIES	453,484.00	32,495.07	80,008.41	373,475.59	17.64%
SEASONAL/PART TIME	23,957.00	576.80	1,369.90	22,587.10	5.72%
TRAVEL & TRAINING	6,000.00	65.00	335.00	5,665.00	5.58%
UNIFORMS	4,202.00	226.83	226.83	3,975.17	5.40%
Total Expenditures	<u>\$1,103,900.00</u>	<u>\$73,180.38</u>	<u>\$146,857.56</u>	<u>\$957,042.44</u>	<u>13.30%</u>

	<u>Budgeted</u> 2012	<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	494,210.00	38,055.39	53,981.34	440,228.66	10.92%
COMMUNICATION	4,300.00	370.20	531.48	3,768.52	12.36%
ELECTRICITY	256,800.00	19,081.93	40,882.56	215,917.44	15.92%
EQUIPMENT EXPENSE	56,140.00	5,858.59	8,228.47	47,911.53	14.66%
GENERAL SUPPLIES & MATERIALS	42,000.00	1,740.68	1,815.68	40,184.32	4.32%
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	13,360.00	1,323.01	2,765.73	10,594.27	20.70%
OFFICE SUPPLIES	1,100.00	19.60	19.60	1,080.40	1.78%
OTHER CONTRACTUAL SERVICES	91,720.00	1,688.71	1,688.71	90,031.29	1.84%
OVERTIME	22,000.00	1,213.59	5,441.17	16,558.83	24.73%
PROFESSIONAL SERVICES	15,540.00	3,464.00	3,464.00	12,076.00	22.29%
PROJECTS	40,000.00	0.00	0.00	40,000.00	0.00%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	4,500.00	231.44	231.44	4,268.56	5.14%
SALARIES	567,680.00	41,279.28	103,163.18	464,516.82	18.17%
SEASONAL/PART TIME	23,976.00	1,775.99	4,327.86	19,648.14	18.05%
TRAVEL & TRAINING	6,000.00	0.00	20.00	5,980.00	0.33%
UNIFORMS	5,000.00	326.42	326.42	4,673.58	6.53%
Total Expenditures	<u>\$1,647,476.00</u>	<u>\$116,428.83</u>	<u>\$226,887.64</u>	<u>\$1,420,588.36</u>	<u>13.77%</u>
<b>Solid Waste</b>					
<b><u>SOLID WASTE FUND EXPENDITURE</u></b>					
COMMUNICATION	1,190.00	291.89	291.89	898.11	24.53%
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	3,750.00	273.79	589.43	3,160.57	15.72%
EQUIPMENT EXPENSE	10,900.00	225.77	225.77	10,674.23	2.07%
GENERAL SUPPLIES & MATERIALS	23,240.00	285.96	285.96	22,954.04	1.23%
LEGAL PUBLICATIONS & PRINTING	2,000.00	0.00	0.00	2,000.00	0.00%
NATURAL GAS	3,084.00	316.43	861.05	2,222.95	27.92%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	550.00	34.67	34.67	515.33	6.30%
OTHER CONTRACTUAL SERVICES	368,080.00	27,758.36	28,044.36	340,035.64	7.62%
OVERTIME	5,500.00	25.08	1,447.09	4,052.91	26.31%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	5,000.00	0.00	5,000.00	0.00	100.00%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	3,600.00	128.40	128.40	3,471.60	3.57%
SALARIES	348,633.00	25,237.52	64,013.61	284,619.39	18.36%
SEASONAL/PART TIME	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	159,376.00	0.00	0.00	159,376.00	0.00%
TRANSFER TO GENERAL FUND	245,000.00	0.00	0.00	245,000.00	0.00%
TRANSFER TO RESERVES	242,839.00	0.00	0.00	242,839.00	0.00%
TRANSFER TO WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	800.00	0.00	0.00	800.00	0.00%
UNIFORMS	3,500.00	249.55	249.55	3,250.45	7.13%
UTILITY-WATER	410.00	0.00	0.00	410.00	0.00%
Total Expenditures	<u>\$1,477,452.00</u>	<u>\$54,827.42</u>	<u>\$101,171.78</u>	<u>\$1,376,280.22</u>	<u>6.85%</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>\$36,444,930.00</u>	<u>\$2,861,301.33</u>	<u>\$4,822,329.56</u>	<u>\$31,622,600.44</u>	<u>13.23%</u>



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

COMMISSION AGENDA ITEM NO. 5A

MEETING DATE: 3-28-13

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**TOPIC:**

Mayoral Appointment for Approval

**ACTION REQUESTED:**

Consider approving a Mayoral appointment to the Hays Beautification Committee.

**NARRATIVE:**

The following appointment was recommended by Mayor Hickman at the March 14, 2013 City Commission meeting and is now being presented for approval.

Hays Beautification Committee – 3-year terms

Judy Dawson – term to expire 8-1-15 (1st term)

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

Mayor Hickman

**ADMINISTRATION RECOMMENDATION:**

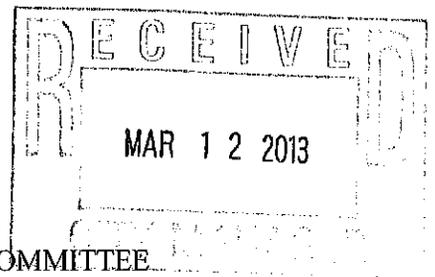
N/A

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Application



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

NAME: Judy Dawson

ADDRESS: 2205 Downing Ave.

DAY TIME PHONE NUMBER: 628-8732 EVENING PHONE NUMBER: 628-8732

E-MAIL ADDRESS: gjdawson@ruraltel.net

PLACE OF EMPLOYMENT: retired (USD 489)

HOW LONG HAVE YOU BEEN A RESIDENT OF HAYS? 42 yrs.

NAME OF BOARD(S) YOU ARE INTERESTED IN SERVING ON: Beautification

HOW MUCH TIME COULD YOU DEVOTE PER MONTH? 4+ hrs.

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

IF YES, EXPLAIN: \_\_\_\_\_

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

This is my community and I would like to help make it look wonderful.

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

I taught religion at Immaculate Heart of Mary Church for 20 yrs. I was on their education council & Eucharistic minister. I was a member of an home extension Group in Hays for many years. I assistant taught in a gifted program for USD 489 for 30 yrs. I was also the facilitator for all the paras inservice training. I have worked many city elections.

SIGNATURE: Judy Dawson DATE: 3-7-13

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

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

**COMMISSION AGENDA ITEM NO. 5B**

**MEETING DATE: 3-28-13**

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**TOPIC:**

Mayoral Appointment Recommendations

**ACTION REQUESTED:**

Receive Mayor Hickman's proposed appointments to the CARE Council.

**NARRATIVE:**

The following proposed appointments will be presented for approval at the April 11, 2013 City Commission meeting.

**CARE Council**

Kayla Lonnon – 2-year term to expire 3-1-15 (2<sup>nd</sup> term)

Trisha Sauer – 2-year term to expire 3-1-15 (1<sup>st</sup> term)

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

Mayor Hickman

**ADMINISTRATION RECOMMENDATION:**

N/A

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Applications submitted for this committee

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

Email: [kaylal@sunflowerbank.com](mailto:kaylal@sunflowerbank.com)

Date: 3/20/2013

Name: Kayla Lonnon

Address: 1111 Downing Ave

Day Time Phone Number: 785-623-6066

Evening Phone Number: 785-259-3209

Place of Employment: Sunflower Bank NA

How long have you been a Resident of Hays: 12 years

Name of Board(s) you are interested in serving on: Care Council

How much time could you devote per month: 5-10 hours

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

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I have previously served on the Care Council for 2 years and really enjoy getting involved in the community and being able to see what the different member agencies have to offer.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: HAYP, YouthFriends, Big Brothers Big Sisters, Soroptimist, Ellis County Extension Office PDC, Red Cross, Care Council, and Leadership Hays Graduate.

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

Email: [tsauer@nex-tech.com](mailto:tsauer@nex-tech.com)

Date: 3/21/2013

Name: Trisha Sauer

Address: 503 W 20th Street

Day Time Phone Number: 7856257070

Evening Phone Number: 7856238650

Place of Employment: Nex-Tech

How long have you been a Resident of Hays: lifelong, 36 years

Name of Board(s) you are interested in serving on: CARE Council

How much time could you devote per month: 2 hr/mo

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

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: Giving back to the community, justly distribute United Way funds.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: HAYP and all of their fundraisers, Big Brothers Big Sisters, Relay for Life, and more.



# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 6

MEETING DATE: 3-28-13

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**TOPIC:**

Workers' Compensation Insurance

**ACTION REQUESTED:**

Join the League of Kansas Municipalities for \$9,351.25 out of the City Manager's Other Contractual Services budget, accept the proposal from KMIT for the pro-rated amount of \$123,626 for workers' compensation coverage from April 2013 through December 2013 out of the Employee Benefit Levy, and approve Resolution No. 2013-009 accepting KMIT's Bylaws and Interlocal Cooperation Agreement.

**NARRATIVE:**

City Staff has two bids for workers' compensation insurance coverage set to begin on April 1, 2013. One bid is from the City's current workers' compensation insurance carrier for \$193,101, a 12% increase from last year. The other bid is from the Kansas Municipal Insurance Trust for \$163,626 but requires that the City joins the League of Kansas Municipalities, which would cost an additional \$9,351.25 making the total cost \$172,977.25. KMIT would pro-rate the cost for the months of April through December.

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

Toby Dougherty, City Manager  
Erin Giebler, Human Resources Coordinator

**ADMINISTRATION RECOMMENDATION:**

Staff recommends that the Commission joins the League of Kansas Municipalities for \$9,351.25, accept the proposal from KMIT for \$123,626, and approve Resolution No. 2013-009 accepting KMIT's Bylaws and Interlocal Cooperation Agreement.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo  
Bid Tally  
Premium calculations sheets from Berkshire Hathaway  
Premium calculations sheets from KMIT  
Resolution Number 2013-009  
Notice of Pursuant to K.S.A. 12-2626  
KMIT Bylaws and Interlocal Cooperation Agreement

# Commission Work Session Agenda

## Memo

**From:** Erin Giebler, Human Resources Coordinator

**Work Session:** March 21, 2012

**Subject:** Workers' Compensation Insurance

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

**Responsible:** Erin Giebler, Human Resources Coordinator

### Summary

City Staff solicited bids for workers' compensation insurance coverage. The one and only bid received was from the City's current worker's compensation insurance provider, Berkshire-Hathaway, for an annual premium of \$193,101, equal to a 12% increase from last policy term.

After receiving such a large increase, the City contacted Kansas Municipal Insurance Trust (KMIT) to obtain a bid. KMIT's bid come in at \$164,535 for an annual premium. In order to be eligible for KMIT's workers' compensation, the City would also have to join the League of Kansas Municipalities (LKM) at a cost of \$9,351.25. The total cost for the KMIT premium and the membership fee for the League of Kansas Municipalities would be \$173,886.25.

Staff recommends Commission approves joining the League of Kansas Municipalities and approve the contract with KMIT for Workers' Compensation Insurance.

### Background

In January 2012 the City Commission dropped membership with the League of Kansas Municipalities which resulted in the City losing our Worker's Compensation Insurance provided by KMIT (Kansas Municipal Insurance Trust). In April 2012, after a bid process, the Commissioners approved Berkshire-Hathaway to provide the City's Workers' Compensation Insurance. The City's current Workers' Compensation's Insurance Policy Term ends March 31, 2013.

### Discussion

City staff, through our risk management broker, Insurance Planning, solicited bids for workers' compensation coverage from 13 companies. Only one bid was received. That

bid was for \$193,101 by our current Worker's Compensation insurance carrier, Berkshire-Hathaway.

This is a \$21,606 increase or approximately a 12% increase from last year's premium. This increase is due to three factors:

1. Payroll Increase;
2. The Kansas base rates for many of the classifications on our policy increased;
3. Berkshire reduced the "scheduled credit" on the City's policy by 2%.

Due to the high increase, the City contacted the City's 2011's Workers' Compensation Insurance carrier, KMIT, to obtain a bid. KMIT's bid come in at \$164,535 for an annual premium. The City would also have to pay \$9,351.25 in membership fees to the League of Kansas Municipalities due to membership in the LKM being a prerequisites to KMIT coverage.

The KMIT bid is a \$7,142 decrease or approximately a 4% decrease from last year's premium. Since the KMIT use the calendar year for policy terms, the premium the City would pay for this year would be pro-rated to \$123,626.

### **Legal Consideration**

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

### **Financial Consideration**

The 2013 budget included \$182,298 for Workers' Compensation Insurance. The bid from Berkshire-Hathaway is \$10,803 over budget while KMIT plus LKM fees are \$8,411.75 below budget.

### **Options**

Option 1 – Accept the proposal from Berkshire-Hathaway.

Option 2 – Join the League of Kansas Municipalities and accept the proposal from KMIT.

Option 3 – Provide Alternate direction to staff.

### **Recommendation**

Staff recommends that the Commission joins the League of Kansas Municipalities in order to accept the proposal from KMIT.

### **Action Requested**

Join the League of Kansas Municipalities for \$9,351.25 and accept the proposal from KMIT for the pro-rated amount of \$123,626 for workers' compensation coverage from April 2013 through December 2013.

## **Supporting Documentation**

Bid Tally

Premium calculations sheets from Berkshire Hathaway

Premium calculations sheets from KMIT

**MARKETING RESULTS**

Named Insured: City of Hays

COMPANY	RESULTS TO SUBMISSIONS
APEX – Companion Commercial	Not a Work Comp Market
Travelers	Cannot write by itself without existing business on line
Amtrust	Not a Market for Municipalities
Hartford	No Firefighters or Police
Liberty Mutual	Not a Market for Municipalities
First Comp	Not a Market for Municipalities
Midlands Management Corp.	Does not write Primary Coverage – Only Excess
Market	Requires \$100,000 Retention
Chartis (IPAA)	No Firefighters or Police
Amerisafe	Not a Market for Municipalities
Insential (Broker)	Not a Market for Municipalities
Trident	Cannot write by itself without existing business on line
Berkshiro-Hathaway	Quote Attached

**Important Notice**

This presentation is designed to give you an overview of your insurance program, and should not be construed as a legal interpretation of your insurance policies. Please refer to your specific insurance contract for details on coverages, conditions, and exclusions. Should a discrepancy occur between this document and the policy, the policy will be the coverage afforded by the company.



**Workers Compensation Premium Calculation**  
**Berkshire Hathaway Homestate Insurance Company**

	<u>Factor</u>	<u>Estimated Premium</u>
Total		\$ 364,511
Waiver of Subrogation		250
Increased Limits	.80	2,916
Deductible		
Experience Modification*	.71	-106,626
Schedule Modification	.20	-52,210
Loss Constant		
Assigned Risk Surcharge		
ARAP		
Premium Discount	.088	-18,378
Expense Constant		160
Terrorism	.0155	1,239
DTEC	.0155	1,239
<b>Total Estimated Premium</b>		<b>\$ 193,101</b>
Expiring Premium from 12/13 Policy Term		\$ 171,495

Note: \* Experience Modification subject to current re-rating

**WORKERS' COMPENSATION RATING BASIS**  
 Berkshire Hathaway Homestate Insurance Company

Loc	Code	Classification	Est. Payroll	Rates	Premium
0001	5506	Street or Road Construction Paving or Repaving & Drivers	646,037	6.86	44,318
0001	7380	Drivers Chauffeurs & their Helpers NOC Commercial	11,526	5.28	809
0001	7403	Aviation All Other Employees & Drivers	82,361	3.63	2,990
0001	7520	Waterworks Operation & Drivers & Salespersons	469,727	5.19	24,379
0001	7580	Sewage Disposal Plant Operation & Drivers	343,707	3.08	10,517
0001	7710	Firefighters & Drivers	998,745	9.83	95,987
0001	7720	Police Officers & Drivers	1,569,391	3.68	57,754
0001	8810	Clerical	1,854,884	.28	4,823
0001	9060	Club Country Golf	159,558	1.58	2,521
0001	9102	Park NOC Employees & Drivers	510,443	3.80	18,376
0001	9220	Cemetery Operations & Drivers	41,073	5.82	2,390
0001	9403	Garbage Ashes or Refuse collection & Drivers	225,979	10.92	24,677
0001	9410	Municipal township NOC	823,135	8.77	72,189
0001	8742	Salesperson	196,869	.48	945
0001	7711	Firefighters & Drivers - Volunteer	3,000	9.63	289
0001	8831	Animal Control	57,082	3.06	1,747
0001		Waiver - Union Pacific Railroad	Included		Included

<b>WORKERS' COMPENSATION RATING BASIS</b> Berkshire Hathaway Homestate Insurance Company
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Loc	Code	Classification	Est. Payroll 13/14	Payroll 12/13	Current Rates	Expiring Rates
0001	5506	Street or Road Construction Paving or Repaving & Drivers	646,037	684,666	6.86	7.13
0001	7380	Drivers Chauffeurs & their Helpers NOC Commercial	11,526	4,500	5.28	5.05
0001	7403	Aviation All Other Employees & Drivers	82,361	82,488	3.63	3.77
0001	7520	Waterworks Operation & Drivers & Salespersons	469,727	422,246	5.19	5.25
0001	7580	Sewage Disposal Plant Operation & Drivers	343,707	359,502	3.06	3.17
0001	7710	Firefighters & Drivers	996,745	981,957	9.63	8.18
0001	7720	Police Officers & Drivers	1,569,391	1,400,675	3.68	3.80
0001	8810	Clerical	1,854,884	1,721,410	.26	.26
0001	9060	Club Country Golf	159,558	156,675	1.58	1.49
0001	9102	Park NOC Employees & Drivers	610,443	628,911	3.60	3.70
0001	9220	Cemetery Operations & Drivers	41,073	39,365	5.82	5.42
0001	9403	Garbage Ashes or Refuse collection & Drivers	225,979	269,164	10.92	10.13
0001	9410	Municipal township NOC	823,135	614,166	8.77	7.22
0001	8742	Salesperson	196,869	193,032	.48	.51
0001	7711	Firefighters & Drivers - Volunteer	3,000	3,000	9.63	8.18
0001	8831	Animal Control	57,082	63,523	3.06	2.97
		<b>Total Payroll</b>	<b>7,991,517</b>	<b>7,694,280</b>		

**WORKERS' COMPENSATION POLICY –  
Berkshire-Hathaway Homestate Insurance Company**

Named Insured: City of Hays  
Policy Term: 04/01/2013 to 04/01/2014

<u>Limits</u>	<u>Coverage Description</u>
As Required	Workers' Compensation
\$ 500,000	Employer's Liability – Each Accident
\$ 500,000	Employer's Liability – Disease-Policy Limit
\$ 500,000	Employer's Liability – Disease-Each Employee
None	Deductible Per Loss (If Applicable)

**Elections**

Partners, Officers, and Relatives	Included or Excluded:

**Additional Conditions and Endorsements**

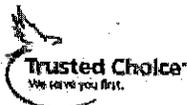
Premium may be subject to audit during and at expiration of policy.

*Consult your policy for a complete list of conditions and endorsements.*

**DEFINITIONS OF COVERAGE**

**Employer's Liability**

This coverage will pay all sums which you are legally obligated to pay because of bodily injury by accident or disease sustained by any employee arising out of their employment. This coverage is distinct from any Workers Compensation policy claim.



# City of Hays

## KMIT - Workers Compensation Quote for 2013

FINAL - Based upon Estimated 2013 Payroll

<u>Classification</u>	<u>Class Code</u>	<u>Payroll</u>	<u>Modified Rate</u>	<u>Premium</u>
Street or Road Construction: Paving or Repaving & Drivers	5506	\$646,037	5.75	\$37,121
Drivers, Chauffeurs & Their Helpers NOC-Commercial	7380	\$11,526	4.42	\$509
Aviation: All Other Employees & Drivers	7403	\$82,361	3.16	\$2,602
Waterworks Operation & Drivers & Salespersons	7520	\$469,727	4.34	\$20,396
Sewage Disposal Plant Operation & Drivers	7580	\$343,707	2.56	\$8,802
Firefighters and Drivers	7710	\$996,745	8.06	\$80,338
Firefighters and Drivers - Volunteer	7711	\$3,000	8.06	\$242
Police Officers & Drivers	7720	\$1,569,391	3.08	\$48,353
Salespersons, Collections or Messengers - Outside	8742	\$196,869	0.40	\$793
Clerical Office Employees NOC	8810	\$1,854,884	0.22	\$4,099
Hospital: Veterinary & Drivers	8831	\$57,082	2.56	\$1,462
Club: Country, Golf, Fishing or Yacht & Clerical	9060	\$159,558	1.33	\$2,116
Park NOC: Employees & Drivers	9102	\$510,443	3.02	\$15,395
Cemetery Operations & Drivers	9220	\$41,073	4.87	\$2,002
Garbage, Ashes or Refuse Collection & Drivers	9403	\$225,979	9.14	\$20,652
Municipal, Township, County or State Employee NOC	9410	\$823,135	7.34	\$60,459

Totals: \$7,991,517 \$305,342

**Make Checks Payable To:**  
KANSAS MUNICIPAL INSURANCE TRUST

**Send Payment To:**  
Kansas Municipal Insurance Trust  
UMB Lock Box  
PO Box 541  
Shawnee Mission, KS 66201-0541

04/01/13 Experience Mod: 0.69 \$210,686  
ARD Experience Mod: 0.00 \$0  
Standard Premium: \$210,686  
Discount: 22%  
Discounted Premium: \$164,335  
Expense Constant: \$200

**Annual Contribution: \$164,535**

**Pro Rata Contribution: \$123,626**

**RESOLUTION NO. 2013-009**

**CITY OF HAYS, STATE OF KANSAS**

**WHEREAS**, the Governing Body of the City of Hays, has authority under the Kansas Municipal Group-Funded Pool Act, K.S.A. 12-2616, et seq., as amended, and the Interlocal Cooperation Act, K.S.A. 12-2901, et seq., as amended, to participate in and form a group-funded pool for workers compensation coverage; and

**WHEREAS**, the Hays City Commission has reviewed an agreement to cooperate with other municipalities to form such group-funded pool entitled Bylaws and Interlocal Cooperation Agreement for the Kansas Municipal Insurance Trust, a copy of which is attached hereto and incorporated by reference in this Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE ABOVE STATED MUNICIPALITY THAT:**

1. The Bylaws and Interlocal Cooperation Agreement for the Kansas Municipal Insurance Trust, a copy of which is attached hereto and incorporated by reference into this Resolution, is hereby approved.

2. The Mayor is hereby authorized and directed to sign the Agreement on behalf of the municipality.

3. Neither this Resolution nor the Agreement approved hereby is intended to nor does it waive, nor shall it be construed as waiving, any immunity or limitation on liability provided to the League, its offices or employees, by any law, including but not limited to any such immunity or limitation appearing in the Kansas Tort Claims Act or amendments thereto. Furthermore, neither this Resolution or the Agreement is intended to, nor does it provide for coverage in excess of the limitation on liability within the Workers Compensation Act, K.S.A. 44-501 et seq., or amendments thereto.

4. The municipality understands and further by execution of this Resolution and the Agreement agrees that it will comply with the requirements of the Workers Compensation Act and amendments thereto and further understands that in accordance with the **BYLAWS AND INTERLOCAL COOPERATION AGREEMENT THAT THE INDIVIDUAL MEMBERS OF THE COOPERATION MAY BE SUBJECT TO ASSESSMENT OF ADDITIONAL CONTRIBUTIONS UNDER THE CIRCUMSTANCES DESCRIBED IN THE AGREEMENT.**

5. One copy of the signed Agreement shall be mailed to the Executive Director of the League of Kansas Municipalities along with a copy of this Resolution, one copy of the signed Agreement shall be filed with the County Register of Deeds, and one copy of the signed Agreement shall be filed with the Secretary of State of the State of Kansas.

The foregoing Resolution was adopted by a majority vote of the Governing Body of the above-named municipality, State of Kansas, on this 28th day of March, 2013.

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TROY HICKMAN  
Mayor

ATTEST:

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DORIS WING  
City Clerk

**NOTICE**

**PURSUANT TO K.S.A. 12-2626**

The proposed Kansas Municipal Insurance Trust is a group-funded pool formed through the Kansas Municipal Group-Funded Pool Act, K.S.A. 12-2616, et seq. The group-funded pool is not an insurance company subject to the general laws and rules and regulations relating to insurance companies; and the group-funded pool is subject to separate regulation by the Kansas Insurance Department as authorized by state statute and cannot commence or continue operations without a certificate of authority. Such authorization does not constitute an endorsement or recommendation of the coverage provided.

ACKNOWLEDGEMENT AND RECEIPT OF NOTICE  
ON BEHALF OF \_\_\_\_\_, KANSAS

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

# Kansas Municipal Insurance Trust



# Bylaws and Interlocal Cooperation Agreement

Revised October 7, 2012



# BY-LAWS AND INTERLOCAL COOPERATION AGREEMENT FOR THE KANSAS MUNICIPAL INSURANCE TRUST

*Amended – effective October 7, 2012\**

In consideration of the mutual covenants contained herein, this interlocal cooperation Agreement is made and entered into by and among Kansas municipalities which execute this Agreement and become members of the Kansas Municipal Insurance Trust (“KMIT” or “the Trust”), each of which hereby agrees to abide by the terms and conditions of this Agreement and all actions taken pursuant to this Agreement.

## **ARTICLE 1. Authority.**

- 1.1 The Kansas Municipal Group-Funded Pool Act, K.S.A. 12-2616, et seq., as amended and the Interlocal Cooperation Act, K.S.A. 12-2901, et seq., as amended, authorize this Agreement and the powers commonly held and to be jointly exercised by Kansas municipalities which become members of the Kansas Municipal Insurance Trust.

## **ARTICLE 2. Definitions.**

As used in this Agreement, the following terms shall have the meaning hereinafter set out:

- 2.1 Act. The Kansas Municipal Group-Funded Pool Act, K.S.A. 12-2616, et seq., as amended from time to time.
- 2.2 Administrator. An individual designated by the KMIT Board of Trustees.
- 2.3 Agreement. The Bylaws and Interlocal Cooperation Agreement for the Kansas Municipal Insurance Trust.
- 2.4 Board of Trustees or Board. The Board of Trustees of the Trust.
- 2.5 Bylaws. The Bylaws and Interlocal Cooperation Agreement for the Kansas Municipal Insurance Trust.
- 2.6 Contributions. Amounts paid by members to receive the benefits of the Trust.
- 2.7 Member. A Kansas municipality which adopts this Agreement and becomes a member of the Trust.
- 2.8 Municipality. Any Kansas city and the League of Kansas Municipalities.

- 2.9 Pool. The Kansas Municipal Insurance Trust.
- 2.10 Representative. The person designated pursuant to Section 11.1b to be a member's official representative for the purposes of the Trust.
- 2.11 Trust. The Kansas Municipal Insurance Trust.
- 2.12 Trustee. A person serving on the Board.

### **ARTICLE 3. Purposes.**

- 3.1 The purposes of this Agreement are to:
- a. Form a group-funded Pool, known as the Kansas Municipal Insurance Trust, as permitted by the Act, to fund through joint self-insurance, excess insurance, reinsurance, or other lawful manner, obligations imposed upon employers under the workers' compensation Act as described in articles 5 and 5a of Chapter 44 of the Kansas Statutes Annotated, as from time to time amended, and to take any action authorized by law or as determined by the Board, with the powers set forth in this Agreement; and
  - b. Provide, through the Trust, certain claims and risk management services related to the workers' compensation liabilities so pooled, and assist members in reducing and preventing such workers' compensation liabilities.

### **ARTICLE 4. Creation of Trust.**

- 4.1 There is hereby created the Kansas Municipal Insurance Trust as a separate legal public entity, constituting an interlocal governmental agency as provided by law. The Trust shall continue in effect until dissolved in accordance with this Agreement.
- 4.2 The Trust is formed, financed, organized, and shall operate in accordance with the provisions of this Agreement. This Agreement constitutes the bylaws of the Trust.
- 4.3 The Trust may sue and be sued.
- 4.4 In accordance with the provisions of the Interlocal Cooperation Act, this Agreement shall be submitted to the Attorney General to determine whether it is in proper form and compatible with the laws of Kansas, and to such other state officers encompassed by this Agreement, as may be required by the Interlocal Cooperation Act or other laws of this state, and to the Commissioner of Insurance as part of the application and certification process to establish a group-

funded Pool under the Act. Any municipality which enters into this Agreement shall file a copy of the Agreement with its Register of Deeds and with the Secretary of State, in accordance with the provisions of K.S.A. 12-2905, and amendments thereto.

- 4.5 This Agreement shall take effect and may be amended and shall continue in effect until the Trust is dissolved, all as provided herein.
- 4.6 This Agreement does not establish an insurance company, nor shall the benefits or obligations of this public agency constitute a policy of insurance coverage.

#### **ARTICLE 5. Members.**

- 5.1 Membership in the Trust is limited to those municipalities which:(1) are members in good standing of the League of Kansas Municipalities; (2) meet the requirements established by the Board of Trustees; and (3) which properly adopt this Agreement.
- 5.2 Municipalities, including former members, may be admitted to the Trust after its formation only upon approval of the Board and subject to the conditions set out in this Agreement and such additional conditions as the Board may from time to time require.

#### **ARTICLE 6. Board of Trustees.**

- 6.1 The Board shall be composed of eleven persons elected by the members, each of whom shall be a representative of a different member.
- 6.2 The Administrator shall have the right to attend and participate fully in discussions during all meetings of the Board of Trustees in an ex-officio, non-voting capacity, and shall not be considered a Trustee.
- 6.3 Election of Trustees shall take place at the annual meeting of the members. Trustees shall assume office at the first Board meeting following their election.
- 6.4 Terms of the Trustees shall be two-year overlapping terms or until their successors are elected except that, of the Trustees first elected pursuant to Section 6.1, six will be elected to serve until the first Board meeting following the annual meeting of the members held during 1995; and five will be elected to serve until the first Board meeting following the annual meeting of the members held during 1996. No person shall serve as a Trustee more than three consecutive terms. However, this term limitation shall not include the initial term of office (January 1994 through October 1994).

- 6.5 A vacancy shall occur on the Board when a Trustee:
- a. Submits a written resignation to the Board.
  - b. Dies.
  - c. Ceases to be a Member Representative.
  - d. Fails to attend three consecutive regular meetings of the Board without the Board having entered upon its minutes an approval for an additional absence or absences, except that such additional absence or absences shall be excused for temporary mental or physical disability or illness.
  - e. Is removed by the members pursuant to Article 10.
  - f. Is convicted of a felony.
  - g. The Board shall have the power to suspend any trustee who fails to resign for cause as stipulated in Article 6.5 (c), (d) and (f) until such time as removal is approved by KMIT members pursuant to Article 10.
- 6.6 Any vacancy in the position of Trustee will be filled by majority vote of the remaining Trustees until the next annual meeting of the members, at which time the members shall elect a person to fill the vacancy for the unexpired term.
- 6.7 No Trustee may be an owner, officer, or employee of any service agent or representative, as provided in K.S.A. 12-2627, and amendments thereto. Each Trustee must be a resident of Kansas.

#### **ARTICLE 7. Officers, meetings, procedures.**

- 7.1 The officers of the Board shall be: president, vice-president, and treasurer. The Board shall establish the powers and duties of each officer, consistent with this Agreement. The vice-president may exercise the powers of the president in the absence of the president. Officers shall be elected by and from the Trustees, at the first Board meeting following each annual meeting of the members.
- 7.2 The Administrator shall designate a person to serve as Secretary of the Board.
- 7.3 The Board shall fix the date, time and place of regular meetings, which may be held without further notice. Special meetings may be called by the president, or by any six members of the Board, by written notice mailed at least ten days in advance to all Trustees or by unanimously executed waiver of notice.
- 7.4 Six Trustees shall constitute a quorum to do business. All acts of the Board shall

require a quorum and a majority vote of the Trustees present, except where a different vote is required by this Agreement.

- 7.5 The Board shall adopt such procedures as it deems necessary or desirable for the conduct of its business.
- 7.6 Any action of the Board may be taken without a meeting if a consent in writing setting forth the action so taken is signed by all Trustees. Such consent shall have the same effect as a unanimous vote. The consent may be executed in counterparts.

**ARTICLE 8. Powers and duties of the Trust and the Board.**

- 8.1 The Trust shall have all powers necessary or desirable to achieve the purposes of the Trust. The Board may exercise all powers of the Trust except those powers reserved to the members, and all powers necessary and proper for the operation of the Trust and implementation of this Agreement, subject to the limits of this Agreement and the Act. The Board is responsible for all operations of the Trust.
- 8.2 Subject to the limits of the Act, the powers of the Board shall include, but not be limited to, the power to:
  - a. Delegate, by resolution adopted at a meeting of the Trustees and specifically defined in the written minutes of the Trustees' meetings, authority for specific functions to the Administrator, but only to the extent permitted by the Act.
  - b. Establish member contributions, pursuant to guidelines adopted by the Board from time to time.
  - c. Serve as the policy-holder of any group policies or plans.
  - d. Determine the methods of claim administration and payment; provide for claim experience for the members collectively or separately; and establish claim procedures and conditions to be met prior to the payment or defense of a claim.
  - e. Jointly self-insure or obtain excess insurance (specific or aggregate) or reinsurance, or any combination thereof, or otherwise provide for the funding of coverage provided by or through the Trust, as the Board deems appropriate.
  - f. Designate and establish the duties of the Administrator.
  - g. Provide for the administration of the moneys of the Trust, for the manner of

payments to the Trust, and for payment of all expenses of the Trust; establish standards for the accountability of all receipts and disbursements of the Trust; and establish procedures for safekeeping, handling and investing such moneys received or paid.

- h. Acquire, lease, hold, and dispose of real and personal property.
- i. Exercise the full power and authority of any member of the Trust when requested to do so by the member's governing body.
- j. Provide for necessary activities to accomplish the purposes of this Agreement and of the Trust.
- k. Do any act permitted by law and not in conflict with this Agreement.
- l. Provide for an independent audit of claim handling procedures, payments, or overall operations of the Trust, at such times as the Board may determine.
- m. Establish loss reduction, prevention and risk management policies, procedures, and requirements for members of the Trust.
- n. Adopt and adjust the coverage provided through the Trust in concurrence with any affected excess insurers or reinsurers.
- o. Enter into contracts as necessary or appropriate for the operation of the Trust.
- p. Appoint committees from time to time, as the Board considers appropriate.
- q. Approve attorneys or firms of attorneys to represent members in claims covered by or through the Trust.
- r. Obtain the services of agents, attorneys, brokers, consultants, employees and service providers as necessary or appropriate for the operation of the Trust.
- s. Provide risk management services and educational and other programs related to risk management.
- t. Establish from time to time the address where the books and records of the Trust will be maintained.

8.3 Subject to the limits of the Act, the Board shall:

- a. Perform all duties required by the Act.
- b. Obtain and provide to members annually an audit of the finances of the Trust

performed by an independent certified public accountant.

- c. Provide for at least quarterly financial statements to account for income, expenses, assets and liabilities of the Trust.
- d. Provide at least annually for an actuarial review of the Trust.
- e. Adopt a budget annually and report the budget to the members.
- f. Require that fidelity bonds be in effect for the Administrator, claims service provider and its employees, and every other person having access to moneys of the Trust.
- g.

8.4 The Trustees shall not extend credit to individual members for any purpose.

#### **ARTICLE 9. Financing.**

- 9.1 All moneys contributed to the Trust, and earnings thereon, shall be held in the name of and for the benefit of the Trust.
- 9.2 The Board shall establish member contributions pursuant to guidelines established by the Board from time to time consistent with the Act. The contributions may include, as the Board determines, an annual contribution, contributions on a periodic basis more frequent than annually, and any additional contributions which the Board deems necessary or appropriate to protect the financial condition of the Trust. The contributions may be based upon experience modification factors, payroll audits, or any other bases the Board considers appropriate. Additional contributions may be imposed after the year in which coverage is provided.
- 9.3 A member shall only be responsible for additional contributions to the Trust which relate to claims arising out of occurrences during and expenses relating to years in which the municipality is a member of the Trust.
- 9.4 Any refund of surplus moneys shall be consistent with the Act and with policies adopted by the Board. No refund of surplus moneys shall be made to any member or former member which owes any amount to the Trust until the amount so owed is paid, and any amount so owed may be deducted from the refund to the member or former member. No refund of surplus moneys shall cause the Trust to become impaired or insolvent.
- 9.5 Investments of moneys of the Trust shall be limited to those investments permitted by the Act.

**ARTICLE 10. Members' powers and meetings.**

10.1 The members shall have the power to:

- a. Elect Trustees pursuant to Article 6.
- b. Remove any Trustee from the Board by a two-thirds vote of the membership present at a meeting or by an affirmative vote of two-thirds vote of the membership by a mail ballot.
- c. Dissolve the Trust by a two-thirds vote of the membership present at a meeting or by an affirmative vote of two-thirds vote of the membership by a mail ballot.
- d. Amend the Agreement by an affirmative vote of two-thirds vote of the membership present at a meeting or by an affirmative vote of two-thirds vote of the membership by a mail ballot. Written notice of any proposed amendment shall be provided to each member at least thirty days in advance of the vote thereon.

10.2 Members shall meet at least once annually in conjunction with the annual meeting of the League of Kansas Municipalities. Special meetings may be called by the Board or pursuant to a procedure to be established by the Board. A special meeting shall be called upon written request executed by at least thirty percent (30%) of the membership.

- a. Notice of any member meeting shall be mailed by the Administrator to each member at least fifteen days in advance.
- b. The president of the Board shall preside at the meeting.
- c. Fifty-one percent of the membership or 15 members present at a meeting shall constitute a quorum to conduct business.
- d. Proxy voting shall not be allowed.
- e. Each member shall be entitled to one vote, to be cast by its representative.
- f. The location of meetings of members will be as determined from time to time by the Board.

**ARTICLE 11. Obligations of Members.**

11.1 Members shall have the obligation to:

- a. Pay promptly all contributions and other payments to the Trust at such times and in such amounts as shall be established in accordance with this Agreement, including any interest and penalties for late payment as may be required by a policy adopted by the Board.
- b. Designate in writing a representative and one or more alternate representatives for the members' meetings. Each representative and alternate representative must be an elected officer, appointed officer, or employee of a member and must be appointed by majority vote of the governing body of the member to be the member's official representative for the purposes of the Trust. An alternate representative may exercise all the powers of a representative during a member meeting, in the absence of the representative.
- c. Allow the Trust and its Administrator, agents, contractors, employees and officers reasonable access to all facilities of the member and all records required for the administration of the Trust and implementation of this Agreement.
- d. Cooperate fully with the Trust's attorneys and Administrator, and any other agent, contractor, employee or officer of the Trust in activities relating to the purposes and powers of the Trust.
- e. Provide information requested by the Trust, its Administrator, and any other agent, contractor, employee or officer of the Trust, as reasonably required for the administration of the Trust.
- f. Allow the Trust, and attorneys and others designated by the Trust, to represent the member in the investigation, settlement and litigation of any claim within the scope of loss protection furnished by or through the Trust.
- g. Follow the claims, loss reduction and prevention, and risk management policies and procedures established by the Board. The Trust does not assume any duty the member may have to provide safe facilities, equipment, machinery, or operational procedures for its employees or the public.
- h. Report to the Trust, in the form and within the time required by the Board, all incidents or occurrences which could reasonably be expected to result in the Trust being required to consider a claim.
- i. Report to the Trust, in the form and within the time required by the Board, the addition of new programs and facilities or the significant reduction or expansion of existing programs and facilities or other acts.

- 11.2 It shall be the express obligation of every member of the Trust to comply with the workers' compensation laws of the State of Kansas and such laws shall govern the duties of employers and the liabilities to employees of the members of the Trust.

**ARTICLE 12. Withdrawal or non-renewal of members.**

- 12.1 Any member may withdraw from the Trust on any coverage renewal date by written notice of withdrawal provided to the Administrator no later than 60 days prior to the renewal date, unless the Board and any affected excess insurer or reinsurer agrees to a shorter notice period.
- a. In the event that a member chooses to withdraw at a point in the premium (calendar) year other than the renewal date, a "short-rate cancellation" schedule shall be applied. The "short-rate cancellation" amount will be determined by use of the National Council on Compensation Insurance, Inc. (NCCI) Basic Manual (most current edition), under "RULE 3 – RATING DEFINITIONS AND APPLICATION OF PREMIUM ELEMENTS" of that manual.
- 12.2 The Board may, at its option, non-renew any member with the Trust on any coverage renewal date by written notice of non-renewal provided by the Administrator no later than 60 days prior to the renewal date.
- 12.3 A withdrawn or non-renewed member shall lose all voting rights upon withdrawal or non-renewal. Any claim of title or interest to any asset of the Trust, and any continuing obligation of the Trust to the member or of the member to the Trust, after the member's withdrawal or non-renewal, shall be consistent with this Agreement, any policy adopted by the Board, any excess insurance or reinsurance policy of the Trust, and the Act.

**ARTICLE 13. Cancellation of membership.**

- 13.1 A member which terminates its membership in the League of Kansas Municipalities shall, on the date of such termination, have its membership in the Trust automatically canceled.
- 13.2 The membership in the Trust of a member which fails to make a contribution or any other payment due the Trust shall be automatically canceled on the sixtieth day following the due date, unless time for payment is extended by the Board and payment is made within any extended period. A notice of failure to make a contribution or other payment due the Trust shall be mailed to the member at least thirty (30) days prior to the date of automatic cancellation. A cancellation of membership under this paragraph 13.2 shall not be subject to the provisions of paragraph 13.3.

- 13.3 Membership in the Trust may be canceled for failure to carry out any other obligation of a member, subject to the following:
- a. The member shall receive notice from the Board of the alleged failure and not less than thirty (30) days in which to cure the alleged failure, along with notice that cancellation of membership could result if the failure is not so cured.
  - b. If the failure is not cured within the time required by the Board's notice or any extension of such time as the Board may grant, the Board may cancel the membership. The member may request a hearing before the Board on the proposed cancellation. The request shall be made in writing to the Administrator at least five days before the end of the period given by the Board to cure the alleged failure.
  - c. If a hearing is timely requested, the Board shall provide the member at least ten days' prior written notice of the time and place of the hearing, and the proposed cancellation may not take effect until such time after the conclusion of any hearing as the Board may set.
- 13.4 Cancellation of membership shall be in addition to any other remedy which may exist.
- 13.5 A member whose membership has been canceled shall lose all voting rights upon the effective date of the cancellation. Any claim of title or interest to any asset of the Trust, and any continuing obligation of the Trust to the member or of the member to the Trust, after cancellation of the membership, shall be as determined consistent with this Agreement, any policy adopted by the Board, and the Act.

#### **ARTICLE 14. Dissolution and disposition of property.**

- 14.1 The Trust may be dissolved by the members as provided in Article 10. In the event of dissolution of the Trust, the assets of the Trust not used or needed for the purposes of the Trust, as determined by the Board, shall be distributed exclusively to municipalities which are members of the Trust immediately prior to dissolution to be used for one or more public purposes.
- 14.2 Upon partial or complete dissolution of the Trust by the members in accordance with Article 10, the Trustees shall determine, consistent with this Agreement, all other matters relating to the disposition of property and dissolution of the Trust, by a two-thirds vote of all Trustees.
- 14.3 The Board shall serve as trustees for the disposition of property or funds, payment of obligations, dissolution and winding up of the affairs of the Trust.

**ARTICLE 15. Liability of Trustees, officers, Administrator, and employees.**

- 15.1 No Trustee, officer, Administrator, or employee of the Trust shall be personally liable for any acts performed or omitted in good faith nor for any debts or other liabilities, actual or contingent, of the Trust or upon contracts or engagements on its behalf. The Trust shall defend and indemnify the Trustees, officers, Administrator and employees against any and all expense, including attorney fees and liability expenses sustained by them or any of them in connection with any suit or suits which may be brought against them involving or pertaining to any of their acts or duties performed or omitted in good faith. The Trust may purchase public officials liability, errors and omissions or other insurance providing similar coverage for the Trustees, officers and employees of the Trust. Nothing herein shall be deemed to prevent compromises of any such litigation where the compromise is deemed advisable in order to prevent greater expense or cost in the defense or prosecution of such litigation.

**ARTICLE 16. General provisions.**

- 16.1 This document constitutes a contract among those municipalities which become members of the Trust. The terms of this contract may be enforced in court by the Trust or by any of its members.
- 16.2 Except as provided in this Agreement and to the extent of the financial contributions to the Trust agreed to herein or such additional obligations as may come about through amendments to this Agreement, no member agrees or contracts herein to be held responsible for any claims made against any other member. The contracting parties intend in the creation of the Trust to establish an organization to operate only within the scope herein set out and have not herein created as between member and member any relationship of partnership, surety, indemnification, or responsibility for the debts of or claims against any other member, except that, to the extent required by the Act, all members of the Trust shall be jointly liable for the payment of claims to the extent of the assets of the Trust.
- 16.3 The laws of Kansas shall govern the interpretation and performance of this Agreement.
- 16.4 In the event that any portion of this Agreement is held invalid or unenforceable, such invalidity or unenforceability shall not affect other portions, and this Agreement is expressly declared to be severable.
- 16.5 This Agreement does not relieve any member of any obligation or responsibility imposed upon it by law except to the extent that actual and timely performance thereof by the Trust satisfies such obligation or responsibility.

- 16.6 All moneys received by the Trust are public funds, including earned interest, derived from its members which are municipalities within the State of Kansas.
- 16.7 Neither this Agreement nor any action adopting this Agreement is intended to nor does it waive, nor shall it be construed as waiving, any immunity or limitation on liability provided to the members or their officers or employees by any law, including but not limited to any such immunity or limitation appearing in the Kansas Tort Claims Act, and amendments thereto. The laws regarding workers' compensation and the benefits to the employer are reserved and shall not be deemed to have been waived by any action approving this Agreement or by membership in the Trust.
- 16.8 The provisions of this Agreement and of the other documents referred to herein, and the assets of the Trust, are for the benefit of the members of the Trust only, and no other persons or entities shall have any rights or interest in this Agreement or in any of the other documents referred to herein or in any such assets, as a third party beneficiary or otherwise. The assets of the Trust shall not be subject to attachment, garnishment, or any equitable proceeding.
- 16.9 It is the intention of the members that the Trust and any income of the Trust not be subject to taxation, and the members shall cooperate in such respects, including amending this Agreement, as reasonably necessary to establish and maintain the non-taxable status of the Trust.
- 16.9a Except as permitted in this Agreement, and amendments hereto, neither the Board nor any other person or entity is authorized to incur liabilities or obligations or enter into contracts on behalf of the members.
- 16.10 To the extent permitted by any applicable excess insurance or reinsurance, if the Board or its authorized representative and a member disagree on whether a loss is covered through the Trust or on the amount of a covered loss, the Board or its authorized representative or the member may request that the disagreement be submitted to binding arbitration as follows:
- a. Unless otherwise agreed by the Board or its authorized representative and the member, three persons shall be selected for the arbitration panel, one by the Board or its authorized representative, one by the member, and one by the two so selected to act as umpire to decide the items upon which the other two disagree. If the two so selected fail for fifteen days to agree upon the umpire, the dispute of coverage shall be submitted to the American Arbitration Association for arbitration pursuant to their standard rules and regulations.
  - b. The decision of the panel shall be binding on the Board or its authorized representative and the member.

- c. The Trust shall pay the fees and expenses of the panelist selected by the Board or its authorized representative, the member shall pay the fees and expenses of the panelist selected by it, and the fees and expenses of the umpire shall be shared equally by the Trust and the member.
- 16.11 In the event of the payment of any loss by the Trust under this Agreement, the Trust shall be subrogated to the extent of such payments to all the rights of the member against any other person or other entity legally responsible for damages for such loss, and in such event the member agrees to render all reasonable assistance to effect recovery.
- 16.12 The provisions of the Act are hereby adopted by reference as a part of this Agreement, and any provision of this Agreement in conflict with the Act shall be inapplicable.
- 16.13 This Agreement may be executed in counterparts. The original of each executed Agreement shall be filed with the Trust.
- 16.14 This executed Agreement replaces and supercedes all prior By-Laws for Kansas Municipal Insurance Trust.

In witness whereof, the parties hereto have entered into this Agreement by the execution of this signature page which shall be attached to and be a part of this Agreement.

This Agreement is executed by \_\_\_\_\_, Kansas, pursuant to Article 10, 10.1(d), as a result of certain changes to the By-Laws adopted at a Special Meeting of the Members on October 7, 2012.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*The original KMIT By-Laws were amended on October 7, 1996, October 8, 2001, and October 7, 2012.



# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 7

MEETING DATE: 3-28-13

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**TOPIC:**

Purchase of a Lastec 3300 Mower for the Fort Hays Municipal Golf Course

**ACTION REQUESTED:**

Approve the purchase of a Lastec 3300 mower for the Fort Hays Municipal Golf Course using funds from the 2013 Vehicle Replacement Fund for an amount of \$34,689.00.

**NARRATIVE:**

The Fort Hays Municipal Golf Course is scheduled to replace a 2007 Jacobson AR-5 mower with 1,967.3 hours as part of the Vehicle Replacement Schedule. Staff would like to change the style of mower being used at the golf course with one that performs better, lasts longer and is less costly to maintain. The low bid is for a Lastec 3300 from Van Wall Equipment. City Staff recommends purchasing a Lastec 3300 from Van Wall Equipment for an amount of \$34,689.00 which is \$8,811.00 under budget.

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

Toby Dougherty, City Manager  
Jeff Boyle, Director of Parks

**ADMINISTRATION RECOMMENDATION:**

As Director of Parks, I recommend purchasing a Lastec 3300 from the lowest responsible bidder for an amount of \$34,689.00 which is \$8,811.00 under budget.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Memo from the Director of Parks

# Commission Work Session Agenda

## Memo

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

**Work Session:** March 21, 2013

**Subject:** Golf Course Mower Purchase

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

### Summary

The Fort Hays Municipal Golf Course is scheduled to replace a 2007 Jacobson AR-5 mower with 1,967.3 hours as part of the Vehicle Replacement Schedule. Staff would like to change the style of mower being used at the golf course with one that performs better, lasts longer and is less costly to maintain. Golf Course Staff has identified the Lastec model 3300, zero turn, articulating mower as their mower of choice. Golf Course Staff tested this unit on three different occasions and the unit worked well on all the areas of our golf course. The low bid is for a Lastec 3300 from Van Wall Equipment. City Staff recommends purchasing a Lastec 3300 from Van Wall Equipment for an amount of \$34,689.00 which is \$8,811.00 under budget.

### Background

The Staff at the Fort Hays Municipal Golf Course is currently using Jacobson AR-5 rotary mowers at the golf course. These mowers have five (5) individual mowing decks that have proven to be very high maintenance machines and are very costly to maintain. Staff plans to change the style of mower used at the golf course in an effort to minimize maintenance costs and have a unit that will last longer and perform better.

### Discussion

In the 2013 Budget, an amount of \$43,500.00 is budgeted for the purchase of a new zero turn, articulating mower for the Fort Hays Municipal Golf Course. City Staff solicited bids by sending out a Request For Bids, advertising in the newspaper and advertising on the City website with the following results:

Van Wall Equipment, Olathe, KS	\$34,689.00
Professional Turf Products, Lenexa, KS	\$41,067.08

The unit being replaced is a 2007 Jacobson AR-5 rotary mower with 1,967.3 hours that has five (5) individual mowing decks. This style of mower has been costly to own and maintain, and there are no plans to purchase another unit like this in the future. Golf Course Staff has identified the Lastec model 3300, zero turn, articulating mower as their mower of choice. Golf Course Staff tested this unit on three different occasions and the unit worked well on all the areas of our golf course. It was able to follow all the different contours of the course without causing damage to the turf and staff was pleased with its performance. Golf Course Staff has contacted four (4) golf courses around Kansas that are currently using Lastec mowers and received information from sixteen (16) courses outside of the state that are using them.

**Lakin, KS** – They have owned an older model Lastec for 5-6 years that operates well. He said they have had some minor issues such as replacing the throttle cable but nothing major. The mower cuts great at any speed and they have mowed at a height of one (1) inch without scalping.

**Syracuse, KS** – They have an old style Lastec that is different than the model we are looking at. They plan to get rid of their old Lastec so they can go back to a mower that has the capability of striping.

**Sand Creek Station, Newton, KS** – The Superintendent was skeptical when the demo unit was dropped off 3 or 4 years ago. However, after trying the unit for a few days he decided to buy three (3) units and he says the units work great for them.

**Indian Hills, Kansas City** – Indian Hills in Kansas City purchased two (2) of the Lastec mowers. After using the mowers for a while they were so impressed that they decided to purchase a larger Lastec mower without even testing it out.

**Lake Merced Golf Club, Daly City, CA** – They said “With the money we saved in equipment we were able to purchase a third Lastec articulator. Now we can mow all the roughs on our course twice a week and keep them consistently uniform in height. You won’t find a scalped mound on our course. The articulator just won’t do it!”

**Hyde Park Golf & Country Club, Cincinnati, OH** – Their Superintendent said “This mower handles all of our undulating areas, never scalping.”

**Hat Creek Golf Course, Brookneal, Virginia** – “We bought the 721X to basically eliminate the scalping we were getting on or mounds. We now use it to mow everything except the tees, greens and fairways. The cut quality is the best on the market, and the productivity is unmatched. By the way, we follow the maintenance schedule in the manual and have yet to replace a single spindle bearing in 3 ½ years of use.”

### **Legal Consideration**

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

### **Financial Consideration**

The low bid from Van Wall Equipment is for a Lastec model 3300, zero turn, articulating mower. This is the unit that was tested by Golf Course Staff and is the preferred model. The low bid (\$34,689.00) is \$8,811.00 below the budgeted amount.

### **Options**

This agenda item will be presented at the March 21, 2013 City Commission meeting for action. The City Commission has the following options:

**Option 1:** Approve the purchase of the low bid for a Lastec 3300 for an amount of \$34,689.00 which is \$8,811.00 below budget.

**Option 2:** Direct City Staff to explore other options.

### **Recommendation**

City Staff recommends purchasing a Lastec 3300 from the lowest responsible bidder for an amount of \$34,689.00 which is \$8,811.00 under budget.

### **Action Requested**

City Staff recommends approval to spend \$34,689.00 from the Vehicle Replacement Fund to purchase a new Lastec 3300 from Van Wall Equipment, Olathe, KS for use at the Fort Hays Municipal Golf Course. The recommended unit comes with a two (2) year parts warranty and a one (1) year labor warranty.

### **Supporting Documentation**

There are no additional supporting materials for this item.

# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 8

MEETING DATE: 3-28-13

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**TOPIC:**

City Hall Public Restroom Renovations

**ACTION REQUESTED:**

Approve the low bid from Karst Construction in an amount not to exceed \$34,000 to renovate the City Hall public restrooms with \$19,000 funded from the Fire Department Projects line item and \$15,000 funded from the Utilities Department Water Conservation Projects line item.

**NARRATIVE:**

The public restrooms in City Hall were constructed almost 40-years ago. The electric and water fixtures are out of date and inefficient and the restrooms are dated and overdue for renovation. As the water utility provider, the city government should lead by example in smart water use.

The renovations of these restrooms were projected in the 2013 approved budget at a cost not to exceed \$34,000. Bids for this work were requested and the low bid was received from Karst Construction and negotiated to this budget limit.

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

Toby Dougherty, City Manager  
Gary Brown, Fire Chief

**ADMINISTRATION RECOMMENDATION:**

Staff recommends that we accept the low bid from Karst Construction for \$34,000 as negotiated and proceed to remodel the public restrooms at City Hall incorporating energy efficient and smart water use fixtures.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo

# Commission Work Session Agenda

## Memo

**From:** Gary Brown, Fire Chief

**Work Session:** March 21, 2013

**Subject:** City Hall Public Restroom Renovations

**Person(s) Responsible:** Toby Dougherty, City Manager  
Gary Brown, Fire Chief

### Summary

The public restrooms in city hall were constructed almost 40-years ago. The electric and water fixtures are out of date and inefficient and the restrooms are dated and overdue for renovation. As the water utility provider, the city government should lead by example in smart water use.

The renovations of these restrooms were projected in the 2013 approved budget at a cost not to exceed \$34,000. Bids for this work were requested and the low bid was received from Karst Construction and negotiated to this budget limit.

Staff recommends that we accept the low bid from Karst Construction as negotiated to \$34,000 and proceed to remodel the public restrooms at city hall incorporating energy efficient and smart water use fixtures.

### Background

The public restrooms in city hall have not been renovated since the city hall was opened almost forty years ago. In addition to being dated, the public restroom facilities do not provide for energy efficiency or smart water use.

The smart use of water and energy are important values for our community and our city government.

As the water utility provider, the city government takes a leadership role in demonstrating smart water use. The existing water fixtures in the city hall public restrooms waste water and should be replaced with modern fixtures that are more efficient.

The lighting fixtures are old and not energy efficient and the use of paper towels is costly and unsanitary. Modern LED lighting and electric hand dryers that provide satisfactory service in only seconds can reduce energy costs.

The existing tile floor in the men’s restroom is coming loose, indicating some hidden problem that should be uncovered and repaired.

### **Discussion**

As directed by the city manger, the fire department staff has solicited bids to renovate and modernize the city hall public restrooms. This project includes gutting both restrooms, expanding the men’s restroom to add a second urinal, installing new walls, ceiling and flooring, installing energy efficient LED lighting and adding exhaust ductwork and fans. High efficiency electric hand dryers are planned for installation to replace the paper towels.

For smart water use, the toilets will be replaced with units designed to use only 1¼ gallons with automatic flush valves. The urinals will have automatic flush valves and use only one pint of water. The sinks will also incorporate automatic water and soap dispensers.

If significant hidden damage is discovered under the men’s room floor, the bid specifications call for negotiating repairs with the contractor.

### **Legal Consideration**

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

### **Financial Consideration**

The approved 2013 fire department budget includes \$19,000 for this project. An additional \$15,000 from the water conservation fund is available to fully fund this work.

The fire department sent requests for bids to 88 contractors using the city’s list of licensed general and residential contractors. One additional bid packet was requested by a contractor after the bid request was advertised. Four bids were received.

Karst Construction	\$34,125
Paul Wertenberer Construction	\$47,900
Signature Builders	\$71,992
KB Builders	\$72,600

Staff met with the low bidder, Dustin Karst, to review his bid and make sure that all work is proposed as requested. During this meeting, Mr. Karst agreed to add one additional light fixture that was omitted from the bid request and to lower his bid to \$34,000 to meet the city’s budget for this work.

### **Options**

Option 1: No change.

Option 2: Accept the low bid and proceed with this work.

Option 3: Reduce the scope of this project by not remodeling the restrooms but replace the existing water fixtures with those that demonstrate smart water use.

### **Recommendation**

Staff recommends that we accept the low bid from Karst Construction for \$34,000 as negotiated and proceed to remodel the public restrooms at city hall incorporating energy efficient and smart water use fixtures.

### **Action Requested**

Approve the low bid from Karst Construction in an amount not to exceed \$34,000 to renovate the City Hall public restrooms with \$19,000 funded from the Fire Department Projects line item and \$15,000 funded from the Utilities Department Water Conservation Projects line item.

### **Supporting Documentation**

None.

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

COMMISSION AGENDA ITEM NO. 9

MEETING DATE: 3-28-13

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**TOPIC:**

Update on Cedar Bluff Water Release

**ACTION REQUESTED:**

Hear an update from Utilities Director Bernie Kitten on the Cedar Bluff water release.

**NARRATIVE:**

N/A

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

Toby Dougherty, City Manager  
Bernie Kitten, Director of Utilities

**ADMINISTRATION RECOMMENDATION:**

N/A

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

N/A



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

**COMMISSION AGENDA ITEM NO. 10**

**MEETING DATE: 03-28-13**

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**TOPIC:**

Sixth Addendum to the City Manager's Employment Agreement

**ACTION REQUESTED:**

Approve the Sixth Addendum to City Manager Toby Dougherty's Employment Agreement, dated June 28, 2007, as presented.

**NARRATIVE:**

The City Commission, upon the completion of a performance evaluation of the City Manager, has requested that the attached Sixth Addendum be attached to the City Manager's existing Employment Agreement.

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

Mayor Hickman

**ADMINISTRATION RECOMMENDATION:**

N/A

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Sixth Addendum to Employment Agreement

**SIXTH ADDENDUM TO EMPLOYMENT AGREEMENT**

NOW ON this 28<sup>th</sup> day of March, 2013, this Sixth Addendum to Employment Agreement, between the City of Hays, Kansas, a municipal corporation, hereinafter referred to as "Employer", and Toby R. Dougherty, hereinafter referred to as "Employee", is as follows:

WHEREAS, the parties have heretofore entered into and executed an Employment Agreement dated June 28, 2007, providing for the employment of Employee as the City Manager of the City of Hays, Kansas, an Addendum to Employment Agreement, dated July 26, 2007, a Second Addendum to Employment Agreement, dated December 13, 2007, a Third Addendum to Employment Agreement, dated February 14, 2008, a Fourth Addendum to Employment Agreement, dated February 26, 2009, and a Fifth Addendum to Employment Agreement dated March 8, 2012, as provided by law, and;

WHEREAS, the aforesaid Agreement and its Addendums have certain provisions regarding compensation and contributions to deferred compensation which the parties now desire to amend, and;

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter contained, the parties agree that "Section 5. Salary" of the aforesaid Employment Agreement of the parties is amended and modified to provide for an increase of 3.0% of the base salary of the year 2013 as a cost of living adjustment (COLA), effective as of December 23, 2012, which is the beginning for the first payroll period in 2013.

The parties further agree and stipulate that the aforesaid Employment Agreement of the parties and its Addendums shall continue in full force and effect in regards to all other provisions not otherwise amended by this Sixth Addendum to Employment Agreement.

IN WITNESS WHEREOF, the City of Hays has caused this Sixth Addendum to Employment

SIXTH ADDENDUM TO EMPLOYMENT AGREEMENT

Page 2

Agreement, to be signed and executed on its behalf by its Mayor, and duly attested by its City Clerk, and the Employee has signed and executed this Sixth Addendum to Employment Agreement, both in duplicate, the day and year first above written.

IN WITNESS WHEREOF, the City of Hays has caused this Sixth Addendum to Employment Agreement, to be signed and executed on its behalf by its Mayor, and duly attested by its City Clerk, and the Employee has signed and executed this Sixth Addendum to Employment Agreement, both in duplicate, the day and year first above written.

EMPLOYER:

CITY OF HAYS, KANSAS

By \_\_\_\_\_  
TROY HICKMAN  
Mayor

EMPLOYEE:

\_\_\_\_\_  
TOBY R. DOUGHERTY  
City Manager

ATTEST:

\_\_\_\_\_  
DORIS WING  
City Clerk



# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 11

MEETING DATE: 3-28-13

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**TOPIC:**

City Commission Policy for Funding Recognition

**ACTION REQUESTED:**

Consider approving the City Commission Policy for Funding Recognition.

**NARRATIVE:**

The City of Hays provides funds for several agencies outside of city governmental operations. The City Commission feels it is important for those agencies to publically recognize the use of taxpayer dollars for their project, program, or operation.

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

Toby Dougherty, City Manager

**ADMINISTRATION RECOMMENDATION:**

N/A

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

City Commission Policy for Funding Recognition

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION DATE
<b>CITY COMMISSION POLICY FOR FUNDING RECOGNITION</b>	City Commission	3-28-13	

**POLICY STATEMENT:**

The City of Hays provides funds for several agencies outside of city governmental operations. The City Commission feels it is important for those agencies to publically recognize the use of taxpayer dollars for their project, program, or operation.

**Procedure:**

Any organization receiving funds from the City of Hays must note this financial support by including a statement on its letterhead, website, or distributed literature stating "This project/program/agency is funded, in whole or in part, by the City of Hays." When City of Hays funds are being used to fund a specific project or program that is a smaller part of an entity's operation, the statement of recognition must be included on any correspondence or literature as part of that project or program.

## COMMISSION INFORMATIONAL MEMORANDUM

TO: City Commission  
FROM: Toby Dougherty, CPM  
City Manager  
DATE: March 21, 2013

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Attached are the following items:

1. The minutes of the December 12, 2012 meeting of the **Northwest Kansas Community Corrections Board.**
2. The minutes of the January 9, 2013 meeting of the **Hays Area Board of Zoning Appeals.**
3. The minutes of the January 21, 2013 meeting of the **Hays Area Planning Commission.**
4. The minutes of the February 12, 2013 meeting of the **Hays Public Library Board.**
5. The minutes of the February 13, 2013 meeting of the **Downtown Hays Development Corporation.**
6. The minutes of the February 19, 2013 meeting of the **Hays Recreation Commission Board.**
7. The **Great Lakes On-Time Report** for March 2013.

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

aw



**Northwest Kansas Community Corrections  
Governing Board Meeting Minutes  
December 12, 2012  
Hays, Kansas**

Present were: Ken Badsky, Bryan Byrd, Glenn Diehl, Tom Drees, Sue Evans, Karen Griffiths, Byron Hale, Bill Jones, Michael Kirchoff, Judge Bonnie Leidig, Stacie Minson, Robert Paxson, Larry Poore, Orvella Romine, Sue Rouse, Mike Smith, Ron Speier, Barbara Stites, Daniel Thornton, Mahlon Tuttle, Pelgy Vaz, Mary Ellen Welshhon

Excused were: John Miller

Absent were: Bruce Buck, Judge Pat Carroll, Kari Gilliland, Judge Richard Ress

Roll call was taken and there were twenty-two board members present and one board member was excused; four board members were absent.

First item on the agenda was for the approval of minutes from September 2012 board meeting. After reviewing the minutes, Stacie Minson made a motion to approve the minutes and Bill Jones seconded the motion and the motion carried.

Next item on the agenda was the LSI presentation packet. Director explained to the Board the ten domains consisting of 54 questions to score the offender. The LSI is done within 45 days of sentencing and a reassessment is done every six months. NWKCC puts a focus on very high, high, and moderate scores.

Next, the Director presented the 2<sup>nd</sup> quarter outcomes on the Comprehensive Plan report. The alcohol and drug domain has the biggest impact for NWKCC. Successful completion rate is based on part of the funding NWKCC receives.

Next, the Director explained the contacts and drug testing data collected on offenders and the treatment and team meetings conducted by the officers and offenders. The drug testing data collected was from July – November. There were 241 offenders tested with 28.8% of those offenders testing positive. Director let the board know that 75 – 80% of the positive tests are when they first start supervision. Methamphetamine is almost as high as marijuana.

Next, the Director let the Board know that NWKCC is now responsible for only our seventeen counties with the Mentoring 4 Success program. The peer mentoring agreement provides NWKCC with \$30,000.00 of services for high risk parole offenders released in our seventeen counties. All offenders that are released with no residence report to the Hays office for supervision. The program will provide a deposit and months' rent for offenders who are homeless. Director is going to ask Lisa Thornton who is the peer mentoring coordinator to make a presentation to the board at the next meeting.

Next, the Director went over the numbers and caseloads of officers. Director talked briefly about the new cognitive behavior program and specifically about Daren's caseload size. Daren told the board that Grant Pfannenstiel from the Hays office has agreed to drive to Colby once per week to help assist Daren until Director can come up with a more stable and affective plan.

Next, Director went over budgets. Director told the board that the Secretary of Corrections has been working a lot with the community corrections advisory committee. There are six directors statewide selected by the Secretary to be on the committee. The Secretary is putting emphasis on programs that are successful and is working with the committee about possible funding changes to correction agencies.

The last item on the agenda was Director Salary Review. After a brief executive session, it was agreed to give Director Trembley a 4% increase. There was one no vote and two sustained from the vote.

The next board meeting will be held March 14, 2013 in Oakley, Kansas at 4:00pm.



been denied in the past for lots even smaller than this one based on the consideration of "hardship". The board can not consider cost of a project.

He explained they could not take into consideration that the garage would not be visible to the neighbors to the north due to the wooded area, because ownership changes over time and they may remove the bushes and trees.

Gerald Befort and Jerry Sonntag asked if he would consider pushing back the garage so he would not need a variance.

David Heffel answered that he did not see the hardship case; it would impose a hardship on them to lose part of their back yard and the considerable cost of concrete for the longer driveway and it would not be as cosmetically pleasing to the neighborhood. He would also have to remove a Pine tree in the back yard. He emphasized that there is not an alley for access from the back of the property.

Bill Wilson asked if there had been any response from the neighbors. He asked the number of feet to the south from the west edge of the existing garage. He noted the one tree that would prevent the use of a few feet to the south. He and Gerald Befort asked if there were any similar cases in the neighborhood since there were several garages that were questionable if they met the side yard setbacks.

Jesse Rohr answered that there had not been any response from the neighbors and there had not been any variance cases from this neighborhood. There is 22 feet south of the west side of the existing garage.

Mr. Heffel stated that the neighbors across the street were in favor of the proposed location of the garage because it would be more aesthetically pleasing than having to look at the boat and trailer and lawn tractor etc setting outside next to his house. He didn't believe any neighbors were opposed to the request or they would have been at the hearing.

Jesse Rohr explained the procedural process where a lesser variance could be considered.

Jerry Sonntag explained that this case was a "self-imposed" hardship since there would be other options to fit the garage on the lot without as great a variance. He figured there was approximately 32 feet from the house to the north property line. With that, they would only need a 3 foot variance to set the garage 12 feet from the north side yard property line for a smaller garage; they would be able to pull the boat and trailer straight into the garage.

Mr. Heffel answered that he understood and asked the board to consider the lesser variance of 3 feet to construct a smaller garage (20' X 45').

Jerry Sonntag entertained a motion.

**Case #01-13**

There was a motion be Gerald Befort with a second by Bill Wilson to grant a three foot variance to reduce the north side yard building setback from the required 15 feet to 12 feet at 3303 Thunderbird Drive to construct a detached garage based on the consideration it does meet the five statutory requirements.

Vote: Ayes: Gerald Befort          Jerry Sonntag          Bill Wilson

The board adjourned at 8:49 a.m.

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



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

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

**Present:** Larry Gould Paul Phillips Terry Claycamp Tom Denning  
Jim Fouts Jake Glover Pam Rein

**Absent:** Lou Caplan Emery Jennings

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

**2. MINUTES:** There were no additions or corrections to the minutes from the December 17, 2012 meeting that were approved by consensus.

**3. CITIZEN COMMENTS:** - None.

**4. CITY/COUNTY COMMISSION ACTION & PLANNING & DEVELOPMENT ISSUE UPDATES:** Jesse Rohr presented the updates from the City Commission meetings:

46<sup>th</sup> Street Second Addition On December 27, 2012, the governing body approved a resolution authorizing the creation of a special benefit district for infrastructure improvements for the above. Also approved was the engineering services agreement and change order for the construction of streets, water, sanitary sewer, and storm sewer.

Disband Neighborhood Revitalization/Downtown Development Review Board On January 10, 2013, the governing body disbanded the above board and transferred the duties, powers and responsibilities to the city and county staff and the State Historical Preservation Office out of Topeka.

**6. CONSIDER FINAL PLAT OF DK RANCH LOCATED ON A TRACT OF LAND IN THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 13 SOUTH, RANGE 18 WEST OF THE 6<sup>TH</sup> P.M. – LOCATION IS INTERSECTION OF 27<sup>TH</sup> STREET AND ALTERNATE U.S. HIGHWAY 183 :** Jesse Rohr presented the above plat on the overhead visual. He explained that the preliminary plat had been approved by the Hays Area Planning Commission at the November, 2012 meeting.

David Krien, Trustee for Lester and Gladys Confer Trust, owner, presented the final plat application for the above property.

Larry Gould asked if there had been any changes from the preliminary plat.

Jesse Rohr explained that the developer agreed on several changes that were recommended by City Staff and the Utility Advisory Committee. The classification for the 10 foot "alley" changed to "alley/multi-use access" with the mind set to tie into a potential hike and bike trail. An easement was added to each of the cul-de-sacs for water line and sewer line access.

He explained the options for green space or cash in lieu of green space required for a new residential plat. The developer reserved the drainage detention area in the southwest corner as green space that would be privately owned and privately maintained.

Jim Fouts asked if the drainage reserve acreage would be required to meet the best management practices such as planting it to native grasses and if it would be dug out. He also asked how it would be enforced so the drainage reserve is adequately maintained. He was concerned not having proper maintenance could get out of control if it was complaint driven only.

Jesse Rohr answered that the engineering design plans for the drainage reserve and the residential lots would be reviewed for approval by the City at the same time. It may be maintained to act as it should for drainage; it could not be tillable. It may keep the same shape as it does now. There has been discussion of the contour if there needs to be a berm and an inspection of the existing culvert of its capacity for water flow. The enforcement to keep it adequately maintained is through compliance with the stormwater ordinances and it must not be in violation of the general nuisances.

Terry Claycamp asked if the Parks Department would be responsible to oversee that the drainage reserve is kept maintained. Jesse Rohr answered that the Stormwater and Public Works Department would oversee that it was adequately maintained.

Paul Phillips asked if a six inch rain within a 24 hour storm event were the determining factors for the acre feet of run off under a 100 year flood determination. Jesse Rohr answered that was correct.

Larry Gould asked if there were any questions or concerns from the audience.

**Dave Van Doren** came before the commission on behalf of Paul MacDonald, 1711 W 27<sup>th</sup> Street, stating that they would be interested in knowing if there would be any storm sewers planned for this development.

Harvey Ruder, Engineer, explained that the project has not been designed yet. He anticipates there will be a combination of both open channel and storm sewer.

Pam Rein asked if stormwater had ever run over 27<sup>th</sup> Street in that area.

**John Pokorny**, 2720 W 27<sup>th</sup> St, came before the commission to answer that storm water had run over 27<sup>th</sup> Street at 27<sup>th</sup> and Thunderbird Drive. There are no storm sewer outlets on Thunderbird Drive. He voiced concern that some of the drainage from the proposed development would exacerbate the problem on 27<sup>th</sup> and T-Bird Drive. He had the same concern for residents living down hill from the proposed development that would have to deal with the abundance of stormwater from the surface drainage.

Dave Van Doren also voiced concern for the stormwater problem that exists on Thunderbird Drive. Terry Claycamp explained that the design done at that time was for the stormwater to drain down T-Bird Drive to 27<sup>th</sup> Street.

Dave Van Doren asked about the use of the undeveloped land to the west. Some of the water will drain from that property also. David Krien answered that the land would remain farmland for now.

**Becky Pokorny**, 2720 W 27<sup>th</sup> St, came before the commission, to explain her concerns by visually pointing to the proposed plat on the overhead to help explain her concern that it appeared that the contours of the land and drainage area would add more stormwater drainage down Columbine Drive and Paul MacDonald's property. What would keep those areas from flooding?

She was concerned that if there was surface drainage, it would be the same drainage problem as there is on Thunderbird Drive.

She pointed out that the culvert adjacent to the drainage area had never been used for drainage. She was concerned of water pooling in front of 27<sup>th</sup> Street.

She stated that she realized there were not assurances for everything, but she thought the most appropriate steps for the most likely event should be considered.

I.D. Creech, Director of Public Works, explained by visually pointing to the 40 foot drainage area to the east and south on the proposed plat that would divert the stormwater to the drainage area to the west. He pointed out that the engineering design is required to be reviewed for approval by the City. If it cannot meet all the criteria, it will not be developed with the proposed plan.

He explained that there will be an engineering plan for the drainage reserve acreage.

Jesse Rohr stated that it could look similar to the drainage area north of 41<sup>st</sup> Street at Fillmore and Harrison.

Harvey Ruder added that the engineering design had not been done yet. There would be considerable dirt work involved and design of the curb and gutter. The rate water is leaving the property would not be any greater than what it is now. The stormwater would be diverted to the drainage reserve area. It would not add stormwater to Paul MacDonald's or Columbine or T-Bird Drive. It would not fix the

existing stormwater problems with those areas. He noted that surface drainage can carry a lot more water than a storm sewer.

Jesse Rohr explained that residences that are in the 100 year flood plain will still have the inherit risk of being flooded.

He explained to the audience that it is not financially advantageous for a developer to do the engineering design before the plat and rezoning is approved. He explained the engineer’s calculations for the storm water volume estimate for impervious surface. The depth and size of the drainage area considered for the potential volume of water runoff is greater than what is required.

Larry Gould addressed the audience explaining that the commission will take into consideration their concerns. He acknowledged John and Becky Pokorny for their efforts by cleaning out Big Creek on their property that will be very beneficial in any rain event. The developer and engineer will be working with the city to meet the criteria for the design standards and address the stormwater concerns. The engineering design must be approved by the City or the development cannot be developed as proposed.

He stated that there is a delicate balance between the developer and the engineer to meet the collective interest of the county and city without a guarantee. Progress has been made with much better stormwater management.

Larry Gould emphasized that many of the issues and concerns have been addressed since the beginning of the platting process for this development three months ago.

There was a motion by Jake Glover with a second by Pam Rein to recommend to the governing body to approve the above final plat of dk ranch located on a tract of land in the West Half of the Southwest Quarter of Section 29, Township 13 South, Range 18 West of the 6<sup>th</sup> p.m. (See Legal)

Paul Phillips asked about the final plat check list of those items marked “No” if there were any concerns. Jesse Rohr explained that those would be satisfied at the final plat approval.

VOTE: AYES	Larry Gould	Paul Phillips	Terry Claycamp	Tom Denning
	Jim Fouts	Jake Glover	Pam Rein	

Jesse Rohr explained that the final plat, annexation and rezoning will go before the governing body at the same time. The work session will be on February 21, 2013 and the meeting will be February 28, 2013.

**7. OTHER: Future Land Use Map** Jesse Rohr handed out the Future Land Use Map and a booklet from the National Association of Realtors on the topic of “On Common Ground”.

Larry Gould asked if is possible for the future land use map to reflect the city limits.

**8. ADJOURNMENT:** The meeting was adjourned by consensus at 7:20 p.m.

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



Minutes from the Hays Public Library Board Meeting  
Tuesday, February 12, 2013

The meeting was called to order at 4:00 by Chairman Avry St. Peter. Others present were Marcia Dinkel, David Dunn, Judy Flax, Eric Norris, Jenifer Riat and Kerri Sunley.

**Guests:** Patty Rohr, Emma Detrixhe, Brandon Hines.

**Public Comment:** There was no public comment.

**Bills:** It was moved and seconded (J. Flax/D. Dunn) to approve the January bills for payment. Motion passed 6-0.

**Minutes:** It was moved and seconded (J. Riat/K. Sunley) to approve the minutes from the January 22, 2013 meeting. Motion passed 6-0.

**Director's Report:**

- TLC – migration is in progress. There is weekly contact with them.
- Strategic planning meeting is going to held sometime this spring.
- Spring cleaning is underway.
- The annual audit will be on February 19-20.
- Stats – the door count stats are not accurate (short by approximately 4500) due to technical issue.
- Brandon is gearing up for the Summer Reading Program. The kickoff party is going to be on May 23.
- Emma is preparing marketing strategies for the TLC kickoff.

**Old Business:** There was no old business to discuss.

**New Business:**

**Scheduling in Personnel Policy:** Eric suggested that the verbage be stricken from the policy manual. It was moved and seconded (D. Dunn/A. Crowley) to strike the verbage from the personnel manual regarding scheduling. Motion passed 6-0. This is the first vote; the matter will be revisited in 30 days with a final vote to follow.

**Board Open Discussion:**

- The Peanuts reception was enjoyed by all.

With no further business to discuss, the meeting adjourned at 4:28 p.m.

Kerri Sunley  
Secretary  
Hays Public Library Board



**Downtown Hays Development Corporation  
February Meeting Minutes**

February 13, 2013  
11:30AM – Gella’s

**Attendees: *Board Members/Staff:*** Traci Konrade, Michele Flax, Andrew Rupp, Chris Wente, Elodie Jones, Sandy Jacobs, Michael Billinger, Sarah Cearley, Karen Dreiling, Eddie Perrett

**Absent:** Pam Joy, Henry Schwaller, Stacey Smith, Bill Overbey

**Guests:** Paul Briseno, City of Hays

**CALL TO ORDER:** President Sandy Jacobs called the meeting to order at 11:35AM.

**PUBLIC COMMENT:**

Sandy would like to start the meetings promptly at 11:30 in the future.

**CORRESPONDENCE:**

Traci received a Thank You from Tim Callahan with FHSU Athletics and reported a good turnout regarding the DHDC/FHSU basketball game sponsorship.

Traci updated us on an alert from Aaron White (ECC) regarding House Bill No. 2188 dealing with public funds reporting and the increase in work that reporting income will produce for DHDC. Karen stated her concern with regard availability of approaching KS Legislators set forth in the bill; that we need a voice. She also stated that the bill affects a great deal of agencies in Hays, including the City which could affect our funding in the future. Paul seconded this concern. Sandy urged the board to support the coalition by writing letters to our Legislators and Traci has a list of KS Legislators she will be sending via email. After a motion by Karen, to join the Coalition/write a joint letter of opposition, Chris seconded. Passed unanimously.

**APPROVAL OF MINUTES:** After a motion by Chris and second by Karen, the January 2013 meeting minutes were approved as presented. Passed unanimously.

**TREASURER’S REPORT:** Eddie reported that net income as \$58,801.73. The increase in net income was due to the City of Hays distribution of \$53,655.00, as well as the partnership program totaling \$3,650.00. As of January 31, 2013, DHDC had \$135,823.06 in checking, savings, and certificates of deposit. Expenses reported were advertising, Frost Fest, Leadership Hays and various membership fees. Eddie stated that he will continue to present the comparison of financials versus the budget set forth at each meeting. After a motion by Andy and second by Chris, the financial statements were approved. Passed unanimously. ***Past Due Invoices*** - Traci updated the board and asked for a motion to write off an invoice that is currently greater than 180 days (Professor’s Steakhouse/Brand Champion Promotion /\$100). The new policy was briefly discussed based on the January 2012 board meeting. Traci also reminded the board that the policy states any business/organization written off will not being able to participate in future events/promotions/activities. There was a motion by Chris. Andy seconded. Motion passed unanimously.

**ECC REPORT:** Karen reported on the business coalition meeting and stated concern about still looking at the same data/outcomes from 3 years ago that was researched and discussed but put into action/used. Sandy reiterated the concern about being 3 years behind and feels we need to move forward. Aaron White is currently putting together property packets that contain proposed sites and types of businesses that would benefit our area to solicit outside businesses. Sandy also attended the coalition meeting and stated that it was refreshing and that she appreciated Aaron's proactive approach. Karen followed up that the coalition has invested in a computer program to generate information regarding marketing gaps in the community, our population, outside pull from surrounding areas, etc. Paul expressed concern about cost of land and infrastructure when moving forward, but he mentioned a positive side note as sales tax income increase from auto dealers. He alerted the board to look for the change in 2013 sales tax due to the new sports complex. As a side note, Karen and Michelle discussed their concern for Destination Sales Tax and those merchants affected by delivery of items outside of Hays and sales tax lost. Paul will look into the origin and who to lobby (local or state) for possible change per Karen's request.

**CURRENT BUSINESS:** *Conflict of Interest/501(c)3* – Traci has asked for all board members to turn in their completed Conflict of Interest form as soon as possible. Dave Herl will file the 501(c)3 within the next week with a waiting period of at least 6-12 months or more. Toby wrote letters of support to accompany the paperwork. Chris Sook alerted Traci to the fact that there is always the possibility we might stay a 501(c)4 even after the work/application. *Leadership Hays* – Traci is attending Leadership Hays and enjoys the great group of people and connections. She states that she might bring her "homework" to board meetings.

**NEW BUSINESS:** *Past Board Breakfast* – Traci informed the board that the Chamber/ECC hosts a Past Presidents Breakfast and would like to implement hosting one for DHDC. It would be the opportunity to discuss old business, goals of the organization, review Strategic Plan, possible volunteers for committees, etc. It would encompass past board members (23 on list passed around), plus current board members to meet at the Welcome Center. Sandy likes the idea and thinks this will generate great conversation/will be successful. This was not an item needing approval; Traci asked for board support.

**COMMITTEE UPDATES:** *Physical Improvements* – Traci reported that she and Aaron White had met with Toby, Paul and Liberty Group with regarding the need for more information surrounding Liberty's downtown project, what their role will be, what is expected of DHDC, etc. It was felt that it was Liberty Group's job to move forward, but DHDC should support them with letters and setting up forums for the project. Paul stated that Liberty needs to move forward with concrete financial and ask for outside support because the City does not intend to carry the project and they need DHDC for support. Chris felt that we should not take the lead, but help if approached with more information and will arrangement meetings/present information to community. Traci and Michele will also be meeting with Toby and Paul in the near future to discuss the progress of the Pavilion/Farmers Market. *Branding/Marketing* – Traci is working on the initial website development with Nex-Tech. The Hays Daily News brochures have been completed/distributed. *Business Retention/Strategic Recruitment* – Karen reported that her activity was discussed during the ECC portion of the meeting. *Housing* – Currently there is no one serving on this committee. Sandy discussed approaching Henry regarding this committee. Paul stated that the City has done an extensive housing study and will be inviting DHDC members to be a part of the stakeholder groups. This would affect DHDC with regard to decrease costs and permits for loft living downtown and zoning. Sandy proposed not having a housing committee if the City is working on developing feedback/current plan. She offered the idea that we would step in when needed. Paul also discussed

the need for Neighborhood Revitalization (recently dissolved) and it needs to be revisited with regard to certain neighborhoods, as well as incentives for single-family dwellings. Chris expressed his concern for areas around the college and property owners, as well as zoning within Hays and various neighborhoods and multifamily dwellings. It was decided we would keep up-to-date regarding housing and help the City when asked based on our Strategic Plan, but will not have a current DHDC sub-committee for this issue. **Events/Fundraising** – Traci reported on **2012 Event Budgets**: *Blues and BBQ* profit was reported as \$4,250.96. *Wines and Steins* 2012 profit was reported as \$21,230.54. Encompassed within the Wines and Steins event as the *Pledge to the Pavilion* of \$33,050 and *Paid to the Pavilion* totaling \$3,950. Traci discussed that people who have pledged Pavilion funds are not concerned after sending out a letter explaining the current state of the project. Paul stated that the City is waiting on information to arise from the R.R. – they are a constant obstacle. Recently they stated that a lease might be possible, but getting costs of lease and space to lease was what needed to be decided upon. Cost of lease is a huge concern and difficult to nail down. Michele questioned getting estimates for what others pay within other RR corridors and the continuing rise in building costs for Pavilion based on our current projections/budget for the project. Chris expressed concern for getting a location sooner than later and investigating a 3<sup>rd</sup> farmer’s market due to the uncooperative nature of the other two farmer’s markets currently in Hays. Sandy seconded the idea of letting anyone/everyone join market and that we need to keep the Pavilion fresh and forthcoming in public discussions. Michele was adamant about not charging to be part of the Farmer’s Market downtown. The board also expressed that there are other businesses/groups that could join the market besides just those selling fresh fruits/vegetables (i.e., crafts, salsa, honey). *Frost Fest* profits were reported as \$241.61 minus photography costs yet to be incurred. *FHSU Sponsorship* generated \$135.17. No funds were lost during any fundraising efforts in 2012. **Blues, BBQ and Bargains** was reported on by Elodie in that group had discussed event changes (5<sup>th</sup> item, last year was bison), change in time of year (tabled until 2014), various components of the event. The board voted that they would approve the theme for 2013 as “Grills Gone Wild,” but would need to approve the accompanying graphic before they officially voted on the theme. As a side note to Blues, BBQ and Bargains the sidewalk sale was discussed and it was decided that a sub-committee, lead by Sarah and Traci, would approach businesses with more information regarding the goal and plan for the committee after only 3 businesses (White Chocolate, Bella Luna, Hays Public Library) responded to her email. Karen, followed by other board agreement, that more money should be budgeted for publicizing the sidewalk sale event – officially titled “Bargains on the Bricks.” Andy stated that the **Partnership Program** is going well, but board members need to look over the revised list (passed around/emailed) and to focus on highlighted names that contributed within the last year, but have not contributed in 2013. Karen approached Traci about soliciting the downtown merchants door-to-door to gain their support. Lack of their support is a huge concern.

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

Chamber Chat – Hays Public Library – February 22nd – 9:00am

Blues, BBQ and Bargains Meeting – February 25th – 5:30pm at the Welcome Center

Leadership Hays – February 26th – Traci out of the office 1-5pm

DHDC Executive Board Meeting – March 4th – 4:00pm at the Welcome Center

DHDC March Board Meeting – March 13th – 11:30am at Gutch’s

**ADJOURN:** Sandy moved to adjourn at 12:50 pm. Seconded by Michele.



**HAYS RECREATION COMMISSION  
REGULAR MEETING  
February 19, 2013**

Chair called the meeting to order at 7:18am.

**Roll Call**

Chair	Todd Lynd
Vice-Chair	Jeff Briggs
Secretary	Mark Junk
Commissioner	Nancy Jeter
Commissioner	Lynn Maska
Superintendent	Roger Bixenman

Commissioner Nancy Jeter arrived at 7:25am.

**Approval of Agenda**

Motion by Lynn Maska to approve the February 19, 2013 agenda. Second by Mark Junk. Motion carried 4-0.

**Approval of Minutes**

Motion by Mark Junk to approve the minutes of the regular meeting for January 16, 2013. Second by Jeff Briggs. Motion carried 4-0.

Motion by Mark Junk to approve the minutes of the special meeting for February 11, 2013. Second by Jeff Briggs. Motion carried 4-0.

**Audience Participation**

No Audience Participation

**Written Communication**

Thank you letters were shared with the board.

**Finances**

Financial Statement

Motion by Lynn Maska to approve the financial statement for January 2013. Second by Jeff Briggs. Motion carried 5-0.

**Staff Reports**

**Sports Director**

Information was shared with the board concerning sports.

**Program Director**

Information concerning all programming was shared with the board.

**Aquatics Director**

Information was shared with the board concerning aquatics.

**Wellness Director**

Information was shared with the board concerning wellness.

### **Sports Complex Director**

Information was shared with the board concerning the sports complex.

### **Superintendent**

Discussion was held concerning the end of the year report, time clock system and equipment through a grant program. Also discussed was future facility planning.

### **Unfinished Business**

#### Consider Additional Insurance Coverage on the Building

It was recommended that more information be obtained prior to deciding whether more insurance coverage would be needed.

#### Consider Adding a Full Time Staff Member for Leisure Programming

Motion by Lynn Maska to create a full time position for an Adult Leisure Programming and Special Population Director. Second by Nancy Jeter. Motion carried 5-0.

### **New Business**

#### Consider Swimsuits Bids

Motion by Lynn Maska to approve the bid from Original Waterman for swimsuits in the amount of \$3,546.00. Second by Jeff Briggs. Motion carried 5-0.

#### Consider Bid for Fitness Equipment

Motion by Mark Junk to approve the bid from NuStep for a recumbent bike in the amount of \$4,019.00. Second by Lynn Maska. Motion carried 5-0.

#### Consider Bid for Gym Floor Refinishing

Motion by Nancy Jeter to approve the bid from VonLintel Refinishing in the amount of \$5,456.00 for gyms to be refinished in August of 2013. Second by Mark Junk. Motion carried 5-0.

#### Resolution Statement 2013

Motion by Mark Junk to approve the 2013 Resolution Statement. Second by Lynn Maska. Motion carried 5-0.

#### ABB&B Engagement Letter for 2013

Motion by Lynn Maska to approve Accounting and Payroll services from ABB&B for 2013. Second by Nancy Jeter. Motion carried 5-0.

### **Board Member Reports**

Mark Junk shared with the board that he would like the HRC Board and staff to develop a 5-10 year master plan for facilities and program needs.

**Other Action**

None

**Executive Session**

None

**Adjournment**

Motion by Mark Junk to adjourn the meeting. Second by Lynn Maska. Motion carried 5-0.

Respectfully submitted,

Roger Bixenman CPRP  
Superintendent



Great Lakes Airlines On-Time Report

Mar-13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Under 15 Min On-Time	15-44 Min Late	45-74 Min Late	75 -104 Min Late	105 Min Late or more	Canceled		
Mon-Fri																																							
630	x			x	x	x	x	x			x	x	x	x	x			x	x	x												100%							
645	x			x	x	x	x	x			x	x	x	x	x			x	x	x													100%						
1016	x			L	x	x	x	x			x	C	x	x	x			x	x	x												86%		7%			7%		
1026	x			L	x	x	x	x			x	C	x	x	L			L	x	x												71%	7%	7%	7%		7%		
1311	x			x	x	x	x	x			x	L	x	x	x			x	x	x												93%	7%						
1321	x			x	x	x	x	x			x	L	L	x	x			x	x	x												86%	14%						
1425	L			L	x	x	x	x			x	L	x	x	x			x	x	x												79%	21%						
1435	L			L	x	x	x	x			x	L	x	x	x			x	x	x												79%	21%						
1626	x			C	x	x	x	L			x	x	L	x	x			x	x	x												79%			7%	7%	7%		
1636	x			C	x	x	x	L			x	x	L	x	x			x	x	x												79%			7%	7%	7%		
2156	x			L	L	x	x	x			x	L	x	x	x			x	x	x												79%	7%	14%					
2206	x			L	L	x	x	x			x	L	x	x	x			x	x	x												79%	7%	14%					
Saturday																																							
715		x							C								x															67%					33%		
725		x							C								x																67%					33%	
1250		x							C								x																67%					33%	
1300		x							C								x																67%					33%	
1406		x							C								x																67%					33%	
1416		x							C								x																67%					33%	
1931		x							C								x																67%					33%	
1941		x							C								x																67%					33%	
Sunday																																							
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855			x						L								x																	67%		33%			
1250			x						C								x																	67%					33%
1300			x						C								x																	67%					33%
1626			x						L								x																	67%	33%				
1636			x						L								x																	67%		33%			
2156			x						x								x																	100%					
2206			x						x								x																	100%					

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

<b>Average</b>	<b>81%</b>	<b>6%</b>	<b>4%</b>	<b>1%</b>	<b>1%</b>	<b>6%</b>
<b>Total Flights - 216</b>	<b>175</b>	<b>13</b>	<b>9</b>	<b>3</b>	<b>2</b>	<b>14</b>
<b>Percentage of flights delayed or canceled</b>	<b>19%</b>					

On time means <= 15 minutes