

**CITY OF HAYS COMMISSION MEETING
THURSDAY, SEPTEMBER 26, 2013 – 6:30 P.M.
AGENDA**

1. Call to order by Chairperson.
2. **MINUTES:** Consider approval of the minutes from the regular meeting held on September 12, 2013. (PAGE 1)
3. **FINANCIAL STATEMENT:** Consider accepting the Financial Statement for the month of August 2013. (PAGE 9)
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 Appointments for Approval:** Hays Beautification Committee and Hays Housing Authority Board (PAGE 69)
 - B. **Mayoral Appointment Recommendations:** Hays Area Board of Zoning Appeals and Northwest Kansas Community Corrections Board (PAGE 73)

UNFINISHED BUSINESS

(No business to review)

NEW BUSINESS

6. **MOTOR VEHICLES AND MOBILE EQUIPMENT AT THE HAYS REGIONAL AIRPORT – PROPOSED ORDINANCE:** Consider approving Ordinance No. 3872 amending Chapter 8 of the City of Hays, Kansas, Municipal Code, by modifying Article II, Section 8-30, regarding motor vehicles and mobile equipment on Airport property. (PAGE 77)
7. **PROPOSED HAYS REGIONAL AIRPORT RULES AND REGULATIONS:** Consider approving the Rules and Regulations for the Hays Regional Airport. (PAGE 83)
8. **TRANSFER OF FUNDS FOR 13TH STREET RECONSTRUCTION AND ENGINEERING – MAIN TO MILNER:** Consider approving the transfer of \$1.5 million from Financial Policy Projects to Capital Projects to pay for 13th Street reconstruction and engineering from Main to Milner. (PAGE 121)
9. **POLICY FOR THE PLACEMENT OF PLAQUES ON CITY FACILITIES:** Consider approving the Policy for the Placement of Plaques on City Facilities. (PAGE 127)

10. [REPORT OF THE CITY MANAGER](#) (PAGE 133)
11. COMMISSION INQUIRIES AND COMMENTS
12. EXECUTIVE SESSION (IF REQUIRED)
13. 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 SEPTEMBER 12, 2013

1. CALL TO ORDER BY CHAIRMAN: The Governing Body of the City of Hays, Kansas met in regular session on Thursday, September 12, 2013 at 6:30 p.m.

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

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

2. MINUTES: There were no additions or corrections to the minutes of the regular session held on August 22, 2013; the minutes stand approved as presented.

3. CITIZEN COMMENTS: Bill Luecke addressed the Commissioners regarding concerns about the development of a four acre piece of property on East 41st St. He felt there were unreasonable delays causing lost revenue. He is requesting reimbursement for certain plat & zoning fees. Mr. Luecke also stated that 50 years ago the City of Hays agreed by deed to erect a fence within 1 year on the 52 acres of land the City acquired from Mr. Luecke's parents in February 1964.

Mr. Luecke's representative, Emery Rome also discussed the situation with the Commissioners.

Commissioner Steward stated that if we have a contractual obligation as the City we will have the City Attorney look into it. He also requested that Mr. Luecke provide a written statement of what he thinks he is owed and why, and we will take it under advisement.

North Central Kansas Technical College representative Don Benjamin formally presented the new podium their students constructed for the City Commission Chambers.

Doug Marlett stated 200 student hours went into this project and they are very proud of it.

CONSENT AGENDA: Chairperson Steward presented the following proposed mayoral appointments, which will be voted upon for approval at the September 26, 2013 City Commission meeting.

Hays Beautification Committee

Carolyn Campbell – unexpired term to expire August 1, 2014

Jim Strine – unexpired term to expire August 1, 2015

Hays Housing Authority Board

Cathy Van Doren – unexpired term to expire February 14, 2016

NEW BUSINESS

5. 2013 UNIFORM PUBLIC OFFENSE CODE; The League of Kansas Municipalities publishes a revised Uniformed Public Offense Code (UPOC) on a yearly basis. The UPOC contains the most current legislative changes and updates. The majority of the UPOC remain the same from year to year, with only a few changes made.

Ron Mellick moved, Shaun Musil seconded, that Ordinance No. 3870 adopting the 2013 version of the Uniform Public Offense Code for Kansas Cities for use within the City of Hays be approved.

One of the changes to the UPOC removes the dagger, dirk, dangerous knife, straight edge razor, and stiletto from the list of dangerous weapons which are prohibited from being carried concealed.

Commissioner Schwaller stated he is concerned about allowing stilettos, straight edge razors and other knives as devices for protection; he felt there is a reason they have been illegal for a very long time, and that they are just too dangerous.

Vote: Ayes: Kent Steward
Eber Phelps
Shaun Musil
Ron Mellick

No: Henry Schwaller IV

6. 2013 STANDARD TRAFFIC ORDINANCE: The League of Kansas Municipalities publishes a revised Standard Traffic Ordinance (STO) on a yearly basis. The STO contains the most current legislative changes and updates. The majority of the STO remain the same from year to year, with only a few changes made.

Eber Phelps moved, Henry Schwaller IV seconded, that Ordinance No. 3871 adopting the 2013 version of the Standard Traffic Ordinance for Kansas Cities for use within the City of Hays be approved.

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

7. GOLDEN BELT ESTATES 5TH ADDITION – RESOLUTION TO ESTABLISH BENEFIT DISTRICT (DANBY LANE): Western Plains Service Corp. has petitioned the City for Street, Storm Sewer, Water, and Sanitary Sewer Improvements to an area containing eighteen lots adjacent to West 45th St. within the Golden Belt Estates 5th Addition on the street known as Danby Lane. The engineer's estimate for total construction costs is \$473,093.40. This project is consistent with past residential developments within the City of Hays.

Henry Schwaller IV moved, Ron Mellick seconded, that Resolution 2013-21 authorizing the creation of a special benefit district for infrastructure improvements in the estimated amount of \$473,093.40 for the development of eighteen lots within the Golden Belt Estates 5th Addition be approved.

Vote: Ayes: Kent Steward
Henry Schwaller IV

Eber Phelps

Shaun Musil

Ron Mellick

8. GOLDEN BELT ESTATES 5TH ADDITION – ENGINEERING SERVICES

AGREEMENT (DANBY LANE): Western Plains Service Corporation has petitioned the City for Street, Storm Sewer, Water, and Sanitary Sewer Improvements to an area containing eighteen lots within Block 2 of the Golden Belt Estates 5th Addition. Ruder Engineering and Surveying, L.L.C. has now prepared a contract for engineering services to include engineering design, contractor solicitation, construction engineering, and warranty inspection. The contract is for a not-to-exceed amount of \$28,200.

Shaun Musil moved, Henry Schwaller IV seconded, to approve the Engineering Services Agreement with Ruder Engineering & Surveying, LLC for an amount not to exceed \$28,200 for the development of Block 2, Golden Belt Estates 5th Addition.

Vote: Ayes: Kent Steward

Henry Schwaller IV

Eber Phelps

Shaun Musil

Ron Mellick

9. LEVEE IMPROVEMENTS – ENGINEERING DESIGN SERVICES

AGREEMENT: Wilson & Company was hired in 2012 to perform a safety inspection of the Hays Levee system. The proposed engineering services contract is for design services for repairs and upgrades addressing most of the concerns detailed in Wilson & Co.'s Levee Safety Inspection Engineering Report from October 2012. Making these repairs and improvements will improve the safety and function of the levee and help the City to remain in a federal flood control insurance program known as Public Law 84-99.

Henry Schwaller IV moved, Ron Mellick seconded, to direct the City Manager to execute a contract with Wilson & Co. for levee engineering services

in the amount of \$49,500 to be funded out of the Stormwater Utility's Project Line Item.

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

10. BIKE HAYS – ON-STREET BIKE ROUTE ENGINEERING DESIGN

AGREEMENTS: The 2013 budget included \$400,000 in funding for the Bike Hays Plan. In addition, the City was awarded a Transportation Enhancement Grant. As the next step in the process, staff recommends entering into agreements with Cook, Flatt & Strobel Engineers (CFS Engineers) for the On-Street Bike Routes portion of the Bike Hays Plan. The cost for engineering design services for the on-street bike routes is \$48,400. The engineer's primary objective is to provide bidding documents and work in collaboration with the State to ensure standards are met as required by Kansas Department of Transportation (KDOT).

Eber Phelps moved, Ron Mellick seconded, to authorize the City Manager to enter an agreement with CFS Engineers for the design of the on-street bike routes in the amount of \$48,400 to be funded out of Capital Projects.

Commissioner Schwaller stated that he appreciates all the work that has been done, and won't vote against it, but stated that 10% of the cost is in designing it and felt that to be too costly. He also mentioned that we are one of the first communities to go through this process with KDOT and he has great reservations concerning that, he stated that he will abstain.

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

11. BIKE HAYS – LEVEE TRAIL ENGINEERING DESIGN AGREEMENT:

The previous agenda item regarding the Bike Hays – On-Street Bike Routes Engineering Design Agreement presented the details regarding Engineering Design Services for Levee Trail as well as the On-Street Routes. The cost for Levee Path Engineering is \$49,238.

Ron Mellick moved, Kent Steward seconded to authorize the City Manager to enter an agreement with Wilson Company for the design of the levee trail in the amount of \$49,238 to be funded out of Capital Projects.

Vote: Ayes: Kent Steward

Eber Phelps

Shaun Musil

Ron Mellick

Abstain: Henry Schwaller IV

12. REFUSE TRUCKS LEASE/PURCHASE BUYOUT: In 2007 the Solid Waste division purchased three Bridgeport refuse trucks. These were purchased from Downing Sales & Service Inc. and financed by an equipment lease/purchase agreement with Municipal Services Group, Inc. On or after October 18, 2013 the agreement provides for the option to purchase the equipment upon a 30 day written notice to Municipal Services Inc. The City can realize an interest savings of \$16,236.04 if a buyout were completed on the date mentioned.

Shaun Musil moved, Henry Schwaller IV seconded, to authorize City staff to issue a 30 day written notice of the City's intent to exercise its option to purchase the refuse trucks and authorize the expenditure in the amount of \$207,735.16 to be funded from the Solid Waste reserve fund.

Vote: Ayes: Kent Steward

Henry Schwaller IV

Eber Phelps

Shaun Musil

Ron Mellick

13. ADDENDUM TO THE MEMORANDUM OF AGREEMENT WITH THE HAYS SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 513 FOR 2014: The City of Hays and the SEIU, Service Employees International

Union, Local 513 have an agreement for fiscal year 2014, Wages and Administration of the Pay Plan. The agreement states the City will provide members of the SEIU bargaining unit with a 1% merit increase starting the first payroll in 2014, and the City will continue the current pay ranges.

Henry Schwaller IV moved, Eber Phelps seconded, to authorize the Mayor, City Manager, as well as Directors of Parks, Public Works and Utilities to sign the 2014 Addendum to the 2013 through 2015 SEIU Contract.

Vote: Ayes: Kent Steward

Henry Schwaller IV

Eber Phelps

Shaun Musil

Ron Mellick

14. REPORT OF THE CITY MANAGER: City Manager Toby Dougherty informed the Commissioner of a developer; Kenneth Doonan, who wants to put a Peterbilt dealership near exit 157 of Interstate 70. Mr. Doonan has approached both the city and county to see what, if any, contributions they could make to the development. The City Manager informed Mr. Doonan that he must present a formal proposal and request in order to proceed.

15. COMMISSION INQUIRIES AND COMMENTS: Commissioner Schwaller thanked the City Commissioners for their attendance at the Core to Campus Kickoff event, and was impressed with the turn out and all the businesses that supported it.

The meeting was adjourned at 8:10 p.m.

Submitted by: _____

Memo

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

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

Period to Date Financial Performance

Revenues in August totaled \$1,871,628 an decrease of \$569,182 compared to the same period as last year.

- Notable areas of increased revenue compared to August 2012
 - Sewer service charges increased \$15,736 due to a 7.8% increase in business water consumption this month. As you may recall, business sewer charges are based on actual water consumption and not the average like residential.
- Notable areas of revenue decrease compared to August 2012
 - Transient guest tax for the CVB fell \$190,000 due to the timing of receipts. This tax came in July this year as noted last month.
 - Insurance refunds were off \$139,710 for the Employee Benefits fund due to the receipt of a 2010 reserve retained by BCBS in this month last year.
 - Franchise fees are down \$57,000 due in some part to the timing of receipts but also there is a general decrease in franchise fees when compared to this time last year. YTD franchise fees are down about 3.4% or -\$32,000.
 - Water sales and conservation revenue was down \$39,673 for the month. YTD business and residential water consumption is down

12.5% translating into a 10.2% decrease in total water and conservation revenue.

Expenditures in August totaled \$3,100,845 which is a decrease of \$128,956 as compared to 2012.

- Notable areas of increased expenditures compared to August 2012
 - City Commission Financial Policy projects increased \$16,342 due to the beginning of the authorized 13th Street mill and overlay.
 - Finance/City Clerk professional services rose \$35,000 for timing of the payment for the 2012 audit
 - Fleet maintenance services saw another jump up \$18,000 when compared to this time last year.
 - Special highway budgeted capital projects continued up \$146,000 due to the 2013 street maintenance program of chip seal, curb and brick repair and polypatch.

- Notable areas of decreased expenditures compared to August 2012
 - Airport contingency fell \$15,000 as a result of the catchment study conducted at this time last year
 - Health insurance for Employee Benefits fell \$66,774 due in large part to a significant health claim coming on in August of last year. HR staff has indicated that YTD we are about where we were at this time in 2012 on dollar amount of claims
 - Last year at this time, Stormwater had a major storm water line project going therefore the projects line item is down \$130,618 for August 2013

MTD general fund sales tax collections were at \$651,955 down just \$19,063 or -2.84% as compared to last year. The YTD general fund sales tax collections are off \$6,651 or -.14%. The six month running average on sales tax collections is slightly down at -.30%.

The report of quarter to date (QTD) sales tax collections by industry classification is at about even down \$3,772 or -.2% when comparing the top ten sales tax collecting industries for the City of Hays. These top ten now represent 70.52% of the total QTD sales tax distribution.

The Finance/City Clerks office invested \$750,000 of maturing or renewing certificates with a weighted average interest rate of .14%. The portfolio of certificates of deposit on August 31, 2013 totaled \$51,800,000 with a weighted average interest rate of .24%. The total balance of the Money Market account on August 31, 2013 was \$850,000 with a current yield of .20%. Total investments are up \$3,900,000 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 August 31, 2013

CASH BALANCE

Total Cash in All Funds	\$53,166,568.60
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STATEMENT OF CREDITS

Checking Accounts with Banks	\$365,068.60
Money Market Accounts	\$1,000,000.00
Investments	\$51,800,000.00
Cash in Office	<u>\$1,500.00</u>
TOTAL	\$53,166,568.60

STATEMENT OF CURRENT OBLIGATIONS

General Obligation Bonds	\$14,225,000.00
Temporary Notes	\$0.00
State Revolving Loan Fund	\$195,790.66
Revenue Bonds	\$3,675,000.00
Lease Purchase Agreements	<u>\$656,524.13</u>
	\$18,752,314.79

**CITY OF HAYS
INVESTMENTS AS OF
8/31/2013**

<u>Commerce Bank</u> <u>CD #</u>	<u>Certificates of Deposit</u>	<u>Date Issued</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Interest at Maturity</u>
876*	750,000.00	8/31/2012	9/6/2013	0.21%	1,600.89
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
110*	1,000,000.00	4/5/2013	7/25/2014	0.21%	2,738.63
764	750,000.00	4/26/2013	8/26/2014	0.18%	1,801.23
909	2,000,000.00	6/3/2013	9/3/2014	0.15%	3,756.16
304	1,000,000.00	6/14/2013	9/14/2014	0.16%	2,003.29
676*	1,000,000.00	7/19/2013	10/31/2014	0.18%	2,312.88
079*	750,000.00	8/29/2013	11/14/2014	0.18%	1,634.79
901*	1,000,000.00	8/23/2013	2/20/2015	0.21%	3,147.37
28	2,000,000.00	6/6/2013	6/6/2015	0.21%	8,400.00
902*	1,000,000.00	8/23/2013	8/23/2015	0.27%	5,400.00

Sunflower Bank
CD # **Certificates of Deposit**

Equity Bank
CD # **Certificates of Deposit**

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
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
423	3,000,000.00	1/23/2012	1/24/2014	0.40%	24,065.74
540	2,000,000.00	9/21/2012	2/21/2014	0.38%	10,785.75
477	1,000,000.00	5/30/2012	5/16/2014	0.31%	6,200.00
909	2,000,000.00	4/19/2013	8/8/2014	0.24%	6,207.12
828	1,650,000.00	3/28/2013	3/28/2015	0.32%	10,560.00

Astra Bank
CD # **Certificates of Deposit**

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

Emprise Bank
CD# **Certificates of Deposit**

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

51,800,000.00

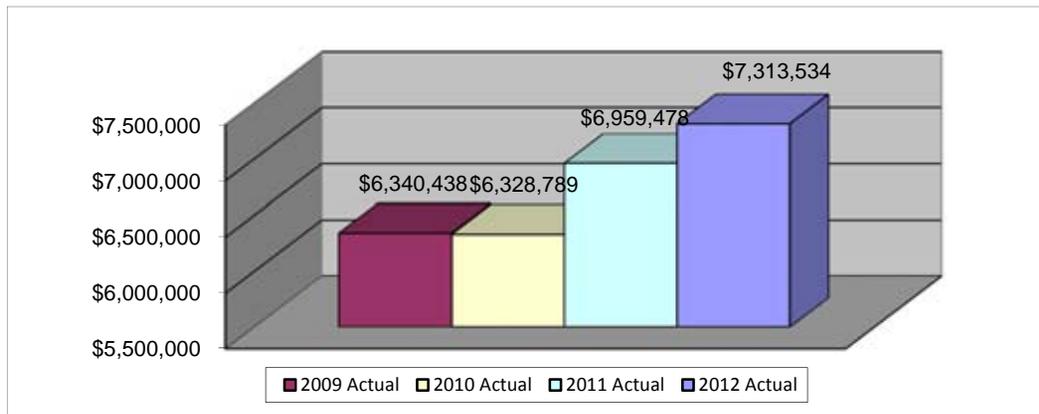
186,763.12

Astra Bank		
MMA		0.03%
Commerce Bank		
MMA	1,000,000.00	0.20%

SALES TAX RECEIPTS
 City of Hays
 General Fund 1.25%

	2009 actual	2010 actual	2011 actual	2012 actual	2013 actual	Change from 2012	YTD % Change from 2012
January	\$618,869	\$539,129	\$543,135	\$611,353	\$630,469	\$19,116	3.13%
February	\$524,074	\$496,164	\$686,869	\$702,298	\$687,316	(\$14,982)	0.31%
March	\$587,117	\$551,958	\$576,013	\$563,583	\$561,055	(\$2,528)	0.09%
April	\$482,080	\$417,362	\$460,066	\$509,945	\$523,623	\$13,678	0.64%
May	\$420,206	\$519,366	\$569,624	\$611,234	\$591,279	(\$19,955)	-0.16%
June	\$477,236	\$522,834	\$573,474	\$608,325	\$567,547	(\$40,778)	-1.26%
July	\$564,768	\$511,370	\$570,421	\$621,448	\$679,311	\$57,863	0.29%
August	\$455,451	\$567,989	\$555,561	\$671,019	\$651,955	(\$19,064)	-0.14%
September	\$546,619	\$543,507	\$573,336	\$572,295			
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 \$4,892,555 (\$6,650)
 -2.88% -0.18% 9.97% 5.09%
 Total Inc/dec over previous year



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

	2012	2013	\$\$ inc/dec	% inc/dec	% of 2013 Total
452 General Merchandise Stores	\$491,089	\$536,541	\$45,452	9.26%	19.72%
441 Motor Vehicle and Parts Dealers	\$407,245	\$416,035	\$8,790	2.16%	15.29%
722 Food Services and Drinking Places	\$256,558	\$251,554	(\$5,004)	-1.95%	9.24%
444 Building Material and Garden Supply	\$251,854	\$233,657	(\$18,197)	-7.23%	8.59%
445 Food and Beverage	\$164,057	\$144,652	(\$19,405)	-11.83%	5.32%
517 Telecommunications	\$76,456	\$61,820	(\$14,636)	-19.14%	2.27%
448 Clothing and Clothing Accessories	\$92,445	\$85,646	(\$6,799)	-7.35%	3.15%
423 Merchant Wholesalers, Durable Goods	\$94,860	\$93,212	(\$1,648)	-1.74%	3.43%
721 Accommodation	\$53,981	\$67,667	\$13,686	25.35%	2.49%
451 Sporting Goods, Hobby, Book & Music	\$34,105	\$28,094	(\$6,011)	-17.62%	1.03%
	\$1,922,650	\$1,918,878	(\$3,772)	-0.20%	70.52%

**MONTHLY STATEMENT OF CITY TREASURER
8/1/2013 THROUGH 8/31/2013**

FUND	BALANCE 8/1/2013	RECEIPTS	DISBURSEMENTS	BALANCE 8/31/2013
Cash Drawer	\$1,500.00			\$1,500.00
General	\$6,424,650.67	836,800.46	844,925.23	\$6,416,525.90
Petty Cash	\$1,000.00			\$1,000.00
Reserve Budget Stabilization	\$3,221,180.75			\$3,221,180.75
Library	\$0.00			\$0.00
Airport	\$92,335.60	5,032.55	21,899.70	\$75,468.45
Public Safety Equipment	\$355,921.55	0.00	10,334.31	\$345,587.24
Employee Benefit Contribution	\$2,253,413.63	4,050.85	258,792.31	\$1,998,672.17
Special Highway	\$337,770.18	0.00	155,687.37	\$182,082.81
Special Park & Recreation	\$363,682.63	0.00	926.24	\$362,756.39
Special Alcohol Program	\$121,770.41			\$121,770.41
Convention & Tourism	\$666,426.47	3,328.54	36,898.43	\$632,856.58
New Equipment Reserve	\$2,846,998.73	292.58	0.00	\$2,847,291.31
Grants	\$0.00			\$0.00
Library Employee Benefit	\$347.96			\$347.96
Golf Course Improvement	\$44,090.39	0.00	(170.00)	\$44,260.39
Park Development - Green Space	\$5,026.93			\$5,026.93
Sports Complex	\$2,114,138.04			\$2,114,138.04
Stormwater Management	\$532,921.52	0.00	(72,994.74)	\$605,916.26
Capital Projects	\$980,587.04	574,273.21	194,265.15	\$1,360,595.10
Airport Improvement	\$1,035,912.23	768,076.00	796,191.19	\$1,007,797.04
Bond & Interest	\$1,245,679.72	987.17	1,108,500.01	\$138,166.88
TDD Sales Tax	\$21,605.55	21,061.56	22,305.55	\$20,361.56
Home Depot Econ Dev Bds	\$256,440.54	14,041.00	161,308.76	\$109,172.78
Home Depot Econ Dev Bds (Cash Restr.)	\$24,608.90			\$24,608.90
48th/Roth Ave. - CID	\$13,043.67			\$13,043.67
				\$0.00
Restricted Cash - 2009 A Bonds	\$65,352.00			\$65,352.00
Sales Tax (Cash Reserve)	\$24,717,304.85	75.00	17,703.99	\$24,699,675.86
Water & Sewer	\$4,014,882.07	829,661.97	753,586.34	\$4,090,957.70
Water & Sewer (Bond & Interest Reserve)	\$102,030.92			\$102,030.92
Water & Sewer (Bond Reserve Account)	(\$10.00)	0.00	(10.00)	\$0.00
Water & Sewer (Capital Reserve)	\$1,188,778.06	0.00	5,642.86	\$1,183,135.20
Water & Sewer(Reserve 2009A)	\$559,462.76	0.00	204,814.58	\$354,648.18
Solid Waste Fund	\$362,052.28	380.39	(45,006.51)	\$407,439.18
Solid Waste Reserve	\$481,450.72			\$481,450.72
Fire Insurance Trust	\$0.00			\$0.00

FUND	BALANCE 8/1/2013	RECEIPTS	DISBURSEMENTS	BALANCE 8/31/2013
	\$0.00			\$0.00
Municipal Court Agency Fund	\$115,474.85	0.00	(16,276.47)	\$131,751.32
	<u>\$54,567,831.62</u>	<u>\$3,058,061.28</u>	<u>\$4,459,324.30</u>	<u>\$53,166,568.60</u>

City of Hays Revenues

Month of August

	<u>Budgeted</u> 2013	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>
General				
<u>CULTURE & RECREATION REVENUES</u>				
Total Revenues	\$431,153.00	\$18,720.21	\$331,289.61	(\$99,863.39)
<u>GENERAL GOVERNMENT REVENUES</u>				
Total Revenues	\$11,262,885.00	\$811,114.36	\$8,037,417.99	(\$3,225,467.01)
<u>PUBLIC SAFETY REVENUES</u>				
Total Revenues	\$533,000.00	\$43,715.16	\$483,341.53	(\$49,658.47)
<u>PUBLIC WORKS REVENUES</u>				
Total Revenues	\$10,300.00	\$710.00	\$7,845.00	(\$2,455.00)
Library				
<u>LIBRARY FUND REVENUES</u>				
Total Revenues	\$1,190,401.00	\$0.00	\$1,117,466.69	(\$72,934.31)
Airport				
<u>AIRPORT FUND REVENUES</u>				
Total Revenues	\$343,161.00	\$5,031.47	\$279,182.37	(\$63,978.63)
Employee Benefit				
<u>EMPLOYEE BENEFIT REVENUES</u>				
Total Revenues	\$3,449,819.00	\$219.42	\$3,322,469.40	(\$127,349.60)
Special Highway				
<u>SPECIAL HIGHWAY REVENUES</u>				
Total Revenues	\$578,560.00	\$0.00	\$414,787.20	(\$163,772.80)
Special Park & Rec				
<u>SPECIAL PRK & REC REVENUES</u>				
Total Revenues	\$126,153.00	\$0.00	\$80,067.90	(\$46,085.10)
Special Alcohol Fund				
<u>SPECIAL ALCOHOL FUND REVENUES</u>				
Total Revenues	\$126,153.00	\$0.00	\$67,944.90	(\$58,208.10)
Convention & Visitors Bureau				
<u>CONVENTION & VISITOR'S REVENUE</u>				
Total Revenues	\$762,000.00	\$3,328.54	\$545,705.67	(\$216,294.33)
Library Employee Benefit				
<u>LIBRARY EMP. BENEFIT REVENUES</u>				
Total Revenues	\$173,425.00	\$0.00	\$162,334.24	(\$11,090.76)
Risk Management				
<u>RISK MANAGEMENT REVENUES</u>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
Golf Course Improvement				
<u>GOLF COURSE IMPR. FUND REVENUE</u>				
Total Revenues	\$0.00	\$170.00	\$16,320.00	\$16,320.00
Park Development				
<u>PARK DEVELOPMENT FUND-REVENUE</u>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
Sports Complex				
<u>SPORTS COMPLEX-REVENUES</u>				
Total Revenues	\$0.00	\$0.00	\$1,236,872.00	\$1,236,872.00
<u>STORMWATER MANAGEMENT REVENUES</u>				
Total Revenues	\$772,500.00	\$75,705.02	\$532,677.45	(\$239,822.55)
Bond & Interest				
<u>BOND & INTEREST REVENUES</u>				
Total Revenues	\$1,244,693.00	\$987.17	\$1,190,978.92	(\$53,714.08)

	<u>Budgeted</u> <u>2013</u>	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>
TDD Sales Tax				
<u>TDD SLS TAX REVENUES</u>				
Total Revenues	(\$56,562.92)	\$21,061.56	\$150,708.65	\$207,271.57
Home Depot Economic Dev Bonds				
<u>HDEPOT-ECON DEV BND-REVENUES</u>				
Total Revenues	\$222,925.00	\$14,041.00	\$171,631.52	(\$51,293.48)
48th/Roth Ave. - CID				
<u>48TH/ROTH AVE CID-REVENUES</u>				
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00
Water & Sewer				
<u>WATER & SEWER FUND REVENUES</u>				
Total Revenues	\$8,685,252.00	\$771,263.30	\$5,753,717.95	(\$2,931,534.05)
Solid Waste				
<u>SOLID WASTE FUND REVENUES</u>				
Total Revenues	\$1,268,900.00	\$105,560.95	\$866,787.81	(\$402,112.19)
Fire Insurance Trust				
<u>FIRE INS TRUST REVENUES</u>				
Total Revenues	\$0.00	\$0.00	\$2,653.57	\$2,653.57
 Grand Totals	 <u>\$31,124,717.08</u>	 <u>\$1,871,628.16</u>	 <u>\$24,772,200.37</u>	 <u>(\$6,352,516.71)</u>

City of Hays Expenditures

Month of August

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>
General				
<u>BALLFIELD MAINTENANCE</u>				
Total Expenditures	\$60,500.00	\$1,567.67	\$18,168.71	\$42,331.29
<u>BICKLE-SCHMIDT SPORTS COMPLEX</u>				
Total Expenditures	\$257,093.00	\$13,955.95	\$124,426.35	\$132,666.65
<u>BUILDINGS & GROUNDS</u>				
Total Expenditures	\$531,260.00	\$43,938.85	\$319,786.71	\$211,473.29
<u>CEMETERIES</u>				
Total Expenditures	\$18,000.00	\$1,471.60	\$5,511.48	\$12,488.52
<u>CITY ATTORNEY</u>				
Total Expenditures	\$101,000.00	\$6,500.00	\$61,512.50	\$39,487.50
<u>CITY COMMISSION</u>				
Total Expenditures	\$2,786,813.00	\$17,092.47	\$39,961.01	\$2,746,851.99
<u>CITY MANAGER</u>				
Total Expenditures	\$454,097.00	\$23,781.54	\$262,860.10	\$191,236.90
<u>DISPATCH</u>				
Total Expenditures	\$552,452.00	\$33,885.19	\$330,364.56	\$222,087.44
<u>ECONOMIC DEVELOPMENT</u>				
Total Expenditures	\$256,205.00	\$100,175.00	\$245,333.04	\$10,871.96
<u>FINANCE/CITY CLERK</u>				
Total Expenditures	\$403,146.00	\$53,900.47	\$267,850.11	\$135,295.89
<u>FIRE DEPARTMENT</u>				
Total Expenditures	\$1,387,544.00	\$101,967.83	\$880,137.51	\$507,406.49
<u>FLEET MAINTENANCE</u>				
Total Expenditures	\$884,650.00	\$74,560.78	\$500,636.99	\$384,013.01
<u>GOLF COURSE</u>				
Total Expenditures	\$350,878.00	\$27,443.43	\$235,396.92	\$115,481.08
<u>HUMAN RESOURCES</u>				
Total Expenditures	\$223,417.00	\$12,611.96	\$122,423.04	\$100,993.96
<u>INFORMATION TECHNOLOGY</u>				
Total Expenditures	\$520,851.00	\$32,960.58	\$329,003.48	\$191,847.52
<u>INTERGOVERNMENTAL ACCOUNT</u>				
Total Expenditures	\$360,850.00	\$12,044.80	\$281,176.79	\$79,673.21
<u>MUNICIPAL COURT</u>				
Total Expenditures	\$151,626.00	\$10,873.83	\$93,494.89	\$58,131.11
<u>P.W.-GENERAL ADMINISTRATION</u>				
Total Expenditures	\$349,867.00	\$18,369.92	\$212,885.75	\$136,981.25
<u>PARKS & PLAYGROUNDS</u>				
Total Expenditures	\$842,410.00	\$68,485.01	\$579,912.57	\$262,497.43
<u>PLANNING INSPECTION ENFORCEMENT</u>				
Total Expenditures	\$314,238.00	\$17,611.14	\$160,958.20	\$153,279.80
<u>POLICE DEPARTMENT</u>				
Total Expenditures	\$2,098,965.00	\$140,903.09	\$1,285,989.25	\$812,975.75
<u>PUBLIC WORKS-SERVICE DIVISION</u>				
Total Expenditures	\$868,197.00	\$53,446.73	\$483,989.64	\$384,207.36
<u>QUALITY OF LIFE</u>				
Total Expenditures	\$38,747.00	\$0.00	\$38,747.00	\$0.00
<u>SOCIAL SERVICES</u>				
Total Expenditures	\$164,000.00	\$0.00	\$164,000.00	\$0.00
<u>SWIMMING POOL</u>				
Total Expenditures	\$137,900.00	\$15,341.05	\$64,784.15	\$73,115.85
Library				
<u>LIBRARY FUND EXPENDITURES</u>				
Total Expenditures	\$1,210,787.00	\$0.00	\$1,183,178.14	\$27,608.86
Airport				
<u>AIRPORT FUND EXPENDITURES</u>				
Total Expenditures	\$507,086.00	\$21,898.62	\$345,400.91	\$161,685.09

	<u>Budgeted</u> <u>2013</u>	<u>Expenses</u> <u>Current Mo.</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance</u>
Employee Benefit				
<u>EMPLOYEE BENEFIT EXPENDITURES</u>				
Total Expenditures	\$3,998,165.00	\$254,960.88	\$2,370,957.08	\$1,627,207.92
Special Highway				
<u>SPECIAL HIGHWAY EXPENDITURES</u>				
Total Expenditures	\$1,085,329.00	\$155,687.37	\$720,693.46	\$364,635.54
Special Park & Rec				
<u>SPECIAL PRK & REC EXPENDITURES</u>				
Total Expenditures	\$382,099.00	\$926.24	\$23,141.29	\$358,957.71
Special Alcohol Fund				
<u>SPECIAL ALCOHOL FUND EXPENDITURE</u>				
Total Expenditures	\$299,538.00	\$0.00	\$136,899.00	\$162,639.00
Convention & Visitors Bureau				
<u>CVB EXPENDITURES</u>				
Total Expenditures	\$1,310,497.00	\$36,898.43	\$542,618.74	\$767,878.26
Library Employee Benefit				
<u>LIBRARY EMP. BENEFIT EXPENDITURE</u>				
Total Expenditures	\$175,746.00	\$0.00	\$169,640.02	\$6,105.98
Risk Management				
<u>RISK MGT. FUND EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Golf Course Improvement				
<u>GOLF COURSE IMPR. EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Park Development				
<u>PARK DEVELOPMENT EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Sports Complex				
<u>SPORTS COMPLEX-EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$24,059.00	(\$24,059.00)
<u>STORMWATER MANAGEMENT EXPENDITURE</u>				
Total Expenditures	\$944,974.00	\$2,710.28	\$104,350.29	\$840,623.71
Bond & Interest				
<u>BOND & INTEREST EXPENDITURES</u>				
Total Expenditures	\$1,487,873.00	\$1,108,500.01	\$1,351,091.73	\$136,781.27
TDD Sales Tax				
<u>TDD SLS TAX EXPENDITURES</u>				
Total Expenditures	\$0.00	\$22,305.55	\$172,256.90	(\$172,256.90)
Home Depot Economic Dev Bonds				
<u>H DEPOT ECON DEV BND-EXPENDITURE</u>				
Total Expenditures	\$212,618.00	\$161,308.76	\$212,617.52	\$0.48
48th/Roth Ave. - CID				
<u>48TH/ROTH AVE CID-EXPENDITURE</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Water & Sewer				
<u>DEBT SERVICE</u>				
Total Expenditures	\$823,949.00	\$58,730.35	\$467,169.90	\$356,779.10
<u>DEBT SERVICE - SALES TAX</u>				
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<u>UTILITIES DEPT/WATER CONSERV.</u>				
Total Expenditures	\$87,565.00	\$8,624.48	\$50,773.17	\$36,791.83
<u>W/S NON-OPERATING EXPENDITURES</u>				
Total Expenditures	\$6,472,280.00	\$70,004.46	\$2,502,529.20	\$3,969,750.80
<u>WASTEWATER TREATMENT & COLL.</u>				
Total Expenditures	\$1,103,900.00	\$80,656.02	\$606,064.80	\$497,835.20
<u>WATER PRODUCTION & DIST.</u>				
Total Expenditures	\$1,647,476.00	\$174,570.87	\$962,303.64	\$685,172.36
Solid Waste				
<u>SOLID WASTE FUND EXPENDITURE</u>				
Total Expenditures	\$1,477,452.00	\$60,174.05	\$891,089.56	\$586,362.44

	<u>Budgeted</u> <u>2013</u>	<u>Expenses</u> <u>Current Mo.</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance</u>
Fire Insurance Trust				
<u>FIRE INS TRUST EXPENDITURES</u>				
Total Expenditures	\$0.00	\$0.00	\$2,653.57	(\$2,653.57)
Grand Totals	<u>\$37,342,040.00</u>	<u>\$3,100,845.26</u>	<u>\$19,948,798.67</u>	<u>\$17,393,241.33</u>

GENERAL FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash	6,416,525.90
Petty Cash	1,000.00
Cash Drawer	1,500.00
Reserve-Budget Stabilization	3,221,180.75
Accts. Receivable-Police Court	68,791.00
Accts. Receivable-Misc. Sources	0.00

TOTAL ASSETS

9,708,997.65

LIABILITIES

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

TOTAL LIABILITIES

658,412.46

FUND BALANCE

Revenues	8,859,505.16
Expenditures	-7,390,970.59
Fund Balance Reserved for Enc	19,490.74
Fund Balance Unreserved	4,341,379.13
Bdgt Stabilization Reserved Fund Bl	3,221,180.75

TOTAL FUND BALANCE

9,050,585.19

**TOTAL LIABILITIES
& FUND BALANCE**

9,708,997.65

LIBRARY FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash

0.00

TOTAL ASSETS

0.00

FUND BALANCE

Revenues

1,117,466.69

Expenditures

-1,183,178.14

Fund Balance Unreserved

65,711.45

TOTAL FUND BALANCE

0.00

AIRPORT FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash	75,468.45
Accts. Receivable-	11,717.76
Accts. Receivable-Misc. Sources	
TOTAL ASSETS	87,186.21

LIABILITIES

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

FUND BALANCE

Revenues	279,182.37
Expenditures	-338,070.44
Fund Balance Reserved for Enc	0.00
Fund Balance Unreserved	136,129.86
TOTAL FUND BALANCE	77,241.79

TOTAL LIABILITIES & FUND BALANCE	87,186.21
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PUBLIC SAFETY EQUIPMENT FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash

345,587.24

TOTAL ASSETS

345,587.24

LIABILITIES:

Accounts Payable

0.00

TOTAL LIABILITIES

0.00

FUND BALANCE

Revenues

407,167.46

Expenditures

-133,819.07

Fund Balance Reserved for Enc

2,216.86

Fund Balance Unreserved

70,021.99

TOTAL FUND BALANCE

345,587.24

EMPLOYEE BENEFIT FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash	1,998,672.17
Accts. Receivable-Misc. Sources	14,525.95
TOTAL ASSETS	<u>2,013,198.12</u>

LIABILITIES

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

FUND BALANCE

Revenues	3,322,469.40
Expenditures	-2,296,333.83
Fund Balance Reserved for Enc	
Fund Balance Unreserved	987,062.55
TOTAL FUND BALANCE	<u>2,013,198.12</u>

TOTAL LIABILITIES & FUND BALANCE	<u><u>2,013,198.12</u></u>
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SPECIAL HIGHWAY FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash	182,082.81
Grants Receivable	0.00
TOTAL ASSETS	182,082.81

LIABILITIES

Accounts Payable	0.00
Due To Other Funds	0.00
Prior Year Encumbrance	0.00
TOTAL LIABILITIES	0.00

FUND BALANCE

Revenues	414,787.20
Expenditures	-720,693.46
Fund Balance Reserved for Enc	0.00
Fund Balance Unreserved	487,989.07
TOTAL FUND BALANCE	182,082.81

TOTAL LIABILITIES & FUND BALANCE	182,082.81
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SPECIAL PARK & RECREATION FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash

362,756.39

TOTAL ASSETS

362,756.39

LIABILITIES

Accounts Payable

0.00

TOTAL LIABILITIES

0.00

FUND BALANCE

Revenues

80,067.90

Expenditures

-23,141.29

Fund Balance Reserved for Enc

0.00

Fund Balance Unreserved

305,829.78

TOTAL FUND BALANCE

362,756.39

TOTAL LIABILITIES

& FUND BALANCE

362,756.39

SPECIAL ALCOHOL FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash

121,770.41

TOTAL ASSETS

121,770.41

LIABILITIES

Accrued Payroll

1,259.95

Accrued Vacation

3,692.26

Accounts Payable

0.00

TOTAL LIABILITIES

4,952.21

FUND BALANCE

Revenues

67,944.90

Expenditures

-136,899.00

Fund Balance Unreserved

185,772.30

TOTAL FUND BALANCE

116,818.20

**TOTAL LIABILITIES
& FUND BALANCE**

121,770.41

CONVENTION & VISITOR'S BUREAU FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash	632,856.58
Accts. Receivable-Misc. Sources	0.00
TOTAL ASSETS	<u>632,856.58</u>

LIABILITIES

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

FUND BALANCE

Revenues	545,705.67
Expenditures	-529,288.10
Fund Balance Reserved for Enc	0.00
Fund Balance Unreserved	601,821.72
TOTAL FUND BALANCE	<u>618,239.29</u>

TOTAL LIABILITIES & FUND BALANCE	<u><u>632,856.58</u></u>
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NEW EQUIPMENT RESERVE FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash

2,847,291.31

TOTAL ASSETS

2,847,291.31

LIABILITIES

Accounts Payable

TOTAL LIABILITIES

0.00

FUND BALANCE

Revenues

372,317.80

Expenditures

-132,303.25

Fund Balance Reserved for Enc

0.00

Fund Balance Unreserved

2,607,276.76

TOTAL FUND BALANCE

2,847,291.31

**TOTAL LIABILITIES
& FUND BALANCE**

2,847,291.31

GRANTS- MULTI FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash		0.00
Loan Receivable		0.00
	TOTAL ASSETS	0.00

LIABILITIES

Accounts Payable		0.00
	TOTAL LIABILITIES	0.00

FUND BALANCE

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

LIBRARY EMPLOYEE BENEFIT FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash

347.96

TOTAL ASSETS

347.96

FUND BALANCE

Revenues

162,334.24

Expenditures

-169,640.02

Fund Balance Unreserved

7,653.74

TOTAL FUND BALANCE

347.96

GOLF COURSE IMPROVEMENT FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash

44,260.39

TOTAL ASSETS

44,260.39

LIABILITIES

Accounts Payable

0.00

TOTAL LIABILITIES

FUND BALANCE

Revenues

16,320.00

Expenditures

0.00

Fund Balance Reserved for Enc

0.00

Fund Balance Unreserved

27,940.39

TOTAL FUND BALANCE

44,260.39

**TOTAL LIABILITIES
& FUND BALANCE**

44,260.39

PARK DEVELOPMENT FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash

5,026.93

TOTAL ASSETS

5,026.93

FUND BALANCE

Revenues

Expenditures

Fund Balance Reserved for Enc

Fund Balance Unreserved

0.00

5,026.93

TOTAL FUND BALANCE

5,026.93

SPORTS COMPLEX FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash	2,114,138.04
Accts. Receivable-Misc. Sources	0.00
Due From Other Funds	
TOTAL ASSETS	<u>2,114,138.04</u>

LIABILITIES

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

FUND BALANCE

Revenues	1,236,872.00
Expenditures	-24,059.00
Fund Balance Reserved for Encumbrances	
Fund Balance Unreserved	901,325.04
TOTAL FUND BALANCE	<u>2,114,138.04</u>

TOTAL LIABILITIES & FUND BALANCE	<u><u>2,114,138.04</u></u>
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STORMWATER MANAGEMENT

8/31/2013

BALANCE SHEET

ASSETS:

Cash	605,916.26
Due From Other Funds	58,149.83
TOTAL ASSETS	664,066.09

LIABILITIES

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

FUND BALANCE

Revenues	532,677.45
Expenditures	-103,178.04
Fund Balance Reserved for Encumbrances	50,915.18
Fund Balance Unreserved	182,144.21
TOTAL FUND BALANCE	662,558.80

TOTAL LIABILITIES & FUND BALANCE	664,066.09
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CAPITAL PROJECTS FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash	1,360,595.10
Accts. Receivable-Misc. Sources	188,112.00
Due From Other Funds	0.00

TOTAL ASSETS	<u>1,548,707.10</u>
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LIABILITIES

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

FUND BALANCE

Revenues	787,485.21
Expenditures	-1,322,067.84
Fund Balance Reserved for Enc	24,873.88
Fund Balance Unreserved	2,058,415.85

TOTAL FUND BALANCE	<u>1,548,707.10</u>
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TOTAL LIABILITIES & FUND BALANCE	<u><u>1,548,707.10</u></u>
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CAPITAL PROJECTS 2001 FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash		0.00
Due From Other Funds		
TOTAL ASSETS		0.00

LIABILITIES

Due To Other Funds		0.00
Accounts Payable		0.00
TOTAL LIABILITIES		0.00

FUND BALANCE

Revenues		
Expenditures		
Fund Balance Unreserved		0.00
TOTAL FUND BALANCE		0.00

TOTAL LIABILITIES & FUND BALANCE		0.00
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AIRPORT IMPROVEMENT FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash	1,007,797.04
Accts. Receivable-	0.00
TOTAL ASSETS	<u>1,007,797.04</u>

LIABILITIES

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

FUND BALANCE

Revenues	1,678,139.37
Expenditures	-2,060.00
Fund Balance Reserved for Enc	5,762,702.35
Fund Balance Unreserved	-6,430,984.68
TOTAL FUND BALANCE	<u>1,007,797.04</u>

TOTAL LIABILITIES & FUND BALANCE	<u><u>1,007,797.04</u></u>
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BOND & INTEREST FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash	138,166.88
Due From Other Funds	0.00
TOTAL ASSETS	138,166.88

LIABILITIES

Lease Purchase Agreements	0.00
TOTAL LIABILITIES	0.00

FUND BALANCE

Revenues	1,190,978.92
Expenditures	-1,351,091.73
Fund Balance Reserved	0.00
Fund Balance Unreserved	298,279.69
TOTAL FUND BALANCE	138,166.88

TOTAL LIABILITIES & FUND BALANCE	138,166.88
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TRANSPORTATION DD SALES TAX FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash		20,361.56
Due From Other Funds		
	TOTAL ASSETS	<u>20,361.56</u>

LIABILITIES

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

FUND BALANCE

Revenues		150,708.65
Expenditures		-151,195.34
Fund Balance Reserved		24,253.62
Fund Balance Unreserved		-3,405.37
	TOTAL FUND BALANCE	<u>20,361.56</u>

	TOTAL LIABILITIES & FUND BALANCE	<u><u>20,361.56</u></u>
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HOME DEPOT-ECONOMIC DEVELOPMENT BONDS

8/31/2013

BALANCE SHEET

ASSETS:

Cash	109,172.78
Cash-Restricted	24,608.90
TOTAL ASSETS	133,781.68

LIABILITIES

Accounts Payable	0.00
TOTAL LIABILITIES	0.00

FUND BALANCE

Revenues	171,631.52
Expenditures	-212,617.52
Fund Balance Reserved	0.00
Fund Balance Unreserved	174,767.68
TOTAL FUND BALANCE	133,781.68

TOTAL LIABILITIES & FUND BALANCE	133,781.68
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48th & ROTH AVE.-CID

8/31/2013

BALANCE SHEET

ASSETS:

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

LIABILITIES

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

FUND BALANCE

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

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

8/31/2013

BALANCE SHEET

ASSETS:

Cash	4,090,957.70
Accts. Receivable-Misc. Sources	
Cash-Water Sales Tax	24,699,675.86
Reserve-Capital Improvement	1,183,135.20
Reserve Bond & Int. Sales Tax	
Reserve Bond & Interest W/S	102,030.92
2003 Bond Reserve W/S	0.00
2003 Bond Reserve -Sales Tax	0.00
Consumers Accounts Receivable	491,519.92
Misc. Mdse Accts. Receivable	100,000.00
Issuance Cost-Sales Tax Fund	
Issuance Costs Water /Sewer	46,604.23
Restricted Cash-2009A Bond	65,352.00
Reserve-W/S Revenue Bond 2009A	354,648.18
Due From Other Funds	0.00
Land	139,109.47
Land-R-9 Ranch	4,262,039.65
Accum Depreciation- R-9 Ranch	-961,911.77
Infrastructure	16,404,219.44
Accum Depreciation-Infrastruct	-8,925,759.35
Buildings	11,782,909.54
Accum Depreciation-Bldgs.	-6,519,916.62
Machinery & Equipment	11,194,327.94
Accum Dep-Machinery/Equipment	-8,814,542.35
Work in Progress-Big Creek	2,082,833.90
Water Sales Tax Expenditures	199,091.00
R-9 Ranch Expenditures	0.00

TOTAL ASSETS

51,976,324.86

LIABILITIES

Accounts Payable	22,292.03
Due To Other Funds	
Accrued Payroll	26,977.32
Accrued Vacation/PTO	75,621.82
Sales Tax	3,856.62
State Water Fee	8,657.40
Meter Deposit Payable	207,444.80
Refuse Collection	41,355.69
Accrued Int. Payable-Bonds	11,914.54
State Rev. Loan Payment	195,790.67
G O Bond Payable-Serv. Bldg.	0.00
Bonds Payable-W/S Rev. Bonds	0.00
Bonds Payable-Sales Tax Fund	0.00
Accrued Int. Pybl-Revolv Loan	3,592.89
Contributed Capital	3,215,104.63
Reserve for Bad Debts	3,675,000.00
Bonds Payable-W/S 2009 A	0.00
Advance Developer Fee	0.00
Stormwater Fee	58,396.65
Over & Short	8.44
Prior Year Encumbrance	0.00
Monitoring Well Deposit	4,500.00
Overpayment-Water Sales	0.00

TOTAL LIABILITIES

7,550,513.50

FUND BALANCE

Revenues	5,636,287.43
Expenditures	-4,515,020.82
Fund Balance Reserved for Enc	76,120.20
Fund Balance Unreserved	41,779,762.62
Capital Imprv. Reserve Fund Balance	1,448,661.93

TOTAL FUND BALANCE

44,425,811.36

TOTAL LIABILITIES

51,976,324.86

SOLID WASTE FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash	407,439.18
Reserve Account	481,450.72
Accts. Receivable-Misc. Sources	0.00
Due From Other Funds	40,986.87
Buildings	289,324.00
Machinery & Equipment	1,613,260.00
Accum Dep-Machinery/Equipment	-976,135.65

TOTAL ASSETS

1,856,325.12

LIABILITIES

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

TOTAL LIABILITIES

372,772.32

FUND BALANCE

Revenues	866,787.81
Expenditures	-878,307.77
Fund Balance Reserved for Enc	7,864.98
Fund Balance Unreserved	985,531.56
Solid Waste Reserve	501,676.22

TOTAL FUND BALANCE

1,483,552.80

TOTAL LIABILITIES & FUND BALANCE

1,856,325.12

FIRE INSURANCE FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash

0.00

TOTAL ASSETS

0.00

FUND BALANCE

Revenues

2,653.57

Expenditures

-2,653.57

Fund Balance Unreserved

0.00

TOTAL FUND BALANCE

0.00

MUNICIPAL COURT AGENCY FUND

8/31/2013

BALANCE SHEET

ASSETS:

Cash

131,751.32

TOTAL ASSETS

131,751.32

LIABILITIES

Accounts Payable

0.00

Due To Other Accounts

41,446.00

Bonds Payable

27,791.00

Over & Short

-0.50

TOTAL LIABILITIES

69,236.50

FUND BALANCE

Revenues

132,272.77

Expenditures

-121,547.97

Fund Balance Unreserved

51,790.02

TOTAL FUND BALANCE

62,514.82

**TOTAL LIABILITIES
& FUND BALANCE**

131,751.32

City of Hays Revenues

Month of August

General	Budgeted 2013	Collections Current Mo.	Collections To Date	Balance	% Collected YTD
<u>CULTURE & RECREATION REVENUES</u>					
GOLF COURSE REVENUE	305,000.00	18,720.21	263,344.71	(41,655.29)	86.34%
LOCAL ALCOHOL LIQUOR TAX	126,153.00	0.00	67,944.90	(58,208.10)	53.86%
Total Revenues	\$431,153.00	\$18,720.21	\$331,289.61	(\$99,863.39)	76.84%
<u>GENERAL GOVERNMENT REVENUES</u>					
16/20 M TRUCK TAX	0.00	0.00	0.00	0.00	0.00%
AD VALOREM PROPERTY TAX	0.00	0.00	0.00	0.00	0.00%
BUILDING PERMITS	55,000.00	3,501.43	45,607.28	(9,392.72)	82.92%
BUSINESS LICENSES	15,000.00	525.00	4,147.50	(10,852.50)	27.65%
CITY-COUNTY REVENUE SHARING	0.00	0.00	0.00	0.00	0.00%
CMB & LIQUOR LICENSES	11,250.00	600.00	6,525.00	(4,725.00)	58.00%
DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00%
FEDERAL GOVERNMENT AID/GRANT	0.00	0.00	540.98	540.98	0.00%
FRANCHISE FEES	1,430,000.00	128,662.54	903,174.83	(526,825.17)	63.16%
INTEREST ON INVESTMENTS	34,425.00	3,017.50	19,127.02	(15,297.98)	55.56%
LOCAL AD VALOREM TAX REDUCTION	0.00	0.00	0.00	0.00	0.00%
LOCAL SALES TAX	7,311,628.00	640,952.59	4,882,404.41	(2,429,223.59)	66.78%
MISCELLANEOUS REVENUE	140,000.00	31,539.39	137,290.27	(2,709.73)	98.06%
MOTOR VEHICLE TAX	0.00	0.00	0.00	0.00	0.00%
OTHER LICENSES	500.00	140.00	320.00	(180.00)	64.00%
PET LICENSES	18,000.00	935.00	13,809.00	(4,191.00)	76.72%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	0.00	0.00	0.00	0.00	0.00%
RENTALS	1,200.00	100.00	700.00	(500.00)	58.33%
STATE GOVERNMENT AID/GRANT	0.00	1,140.91	34,982.70	34,982.70	0.00%
TRANSFER FROM AIRPORT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM CVB	61,625.00	0.00	61,625.00	0.00	100.00%
TRANSFER FROM POOL CONSTRUCTIO	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SOLID WASTE FUND	245,000.00	0.00	245,000.00	0.00	100.00%
TRANSFER FROM SPECIAL ALCOHOL	52,854.00	0.00	52,854.00	0.00	100.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPORTS COMPLEX	257,093.00	0.00	0.00	(257,093.00)	0.00%
TRANSFER FROM STORMWATER MGT	64,260.00	0.00	64,260.00	0.00	100.00%
TRANSFER FROM WATER SLS TAX	596,850.00	0.00	596,850.00	0.00	100.00%
TRANSFER FROM WATER/SEWER FUND	968,200.00	0.00	968,200.00	0.00	100.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$11,262,885.00	\$811,114.36	\$8,037,417.99	(\$3,225,467.01)	71.36%
<u>PUBLIC SAFETY REVENUES</u>					
ANIMAL CONTROL REVENUE	3,000.00	60.00	1,410.00	(1,590.00)	47.00%
COURT APPOINTED REIMBURSEMENT	0.00	41.83	3,245.83	3,245.83	0.00%
COURT COSTS	65,000.00	8,779.76	84,408.67	19,408.67	129.86%
COURT FINES	465,000.00	34,833.57	394,277.03	(70,722.97)	84.79%
LOCAL LAB FEES	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$533,000.00	\$43,715.16	\$483,341.53	(\$49,658.47)	90.68%
<u>PUBLIC WORKS REVENUES</u>					
GRAVE OPENING	4,000.00	700.00	3,550.00	(450.00)	88.75%
SALE OF CEMETERY LOTS	6,300.00	10.00	4,295.00	(2,005.00)	68.17%
Total Revenues	\$10,300.00	\$710.00	\$7,845.00	(\$2,455.00)	76.17%

	<u>Budgeted</u> <u>2013</u>	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>	<u>% Collected</u> <u>YTD</u>
Library					
<u>LIBRARY FUND REVENUES</u>					
16/20 M TRUCK TAX	993.00	0.00	1,359.70	366.70	136.93%
AD VALOREM PROPERTY TAX	1,083,573.00	0.00	1,025,999.68	(57,573.32)	94.69%
DELINQUENT TAXES	0.00	0.00	16,846.61	16,846.61	0.00%
MOTOR VEHICLE TAX	104,415.00	0.00	72,211.14	(32,203.86)	69.16%
RECREATIONAL VEHICLE TAX	1,420.00	0.00	1,049.56	(370.44)	73.91%
Total Revenues	\$1,190,401.00	\$0.00	\$1,117,466.69	(\$72,934.31)	93.87%

Airport					
<u>AIRPORT FUND REVENUES</u>					
16/20 M TRUCK TAX	168.00	0.00	226.61	58.61	134.89%
AD VALOREM PROPERTY TAX	191,379.00	0.00	181,261.23	(10,117.77)	94.71%
AIRPORT-FUEL SALES	13,500.00	1,197.37	7,239.75	(6,260.25)	53.63%
BUSINESS LICENSES	5,550.00	0.00	6,050.00	500.00	109.01%
DELINQUENT TAXES	0.00	0.00	2,848.40	2,848.40	0.00%
FARMING (LEASES)	16,512.00	500.00	10,515.00	(5,997.00)	63.68%
FEDERAL GOVERNMENT AID/GRANT	0.00	0.00	0.00	0.00	0.00%
LANDING FEES	5,460.00	370.00	2,980.00	(2,480.00)	54.58%
MISCELLANEOUS REVENUE	10,000.00	0.00	5,368.40	(4,631.60)	53.68%
MOTOR VEHICLE TAX	17,691.00	0.00	12,144.73	(5,546.27)	68.65%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	241.00	0.00	176.53	(64.47)	73.25%
RENTALS	82,660.00	2,964.10	50,371.72	(32,288.28)	60.94%
Total Revenues	\$343,161.00	\$5,031.47	\$279,182.37	(\$63,978.63)	81.36%

Employee Benefit					
<u>EMPLOYEE BENEFIT REVENUES</u>					
16/20 M TRUCK TAX	1,749.00	0.00	27,277.46	25,528.46	1,559.60%
AD VALOREM PROPERTY TAX	2,243,446.00	0.00	2,124,431.51	(119,014.49)	94.70%
DELINQUENT TAXES	0.00	0.00	4,684.72	4,684.72	0.00%
INSURANCE REFUNDS	0.00	0.00	0.00	0.00	0.00%
INTEREST ON INVESTMENTS	3,000.00	219.42	1,312.85	(1,687.15)	43.76%
MISCELLANEOUS REVENUE	0.00	0.00	14,144.29	14,144.29	0.00%
MOTOR VEHICLE TAX	183,845.00	0.00	132,881.06	(50,963.94)	72.28%
RECREATIONAL VEHICLE TAX	2,500.00	0.00	2,458.51	(41.49)	98.34%
TRANSFER FROM AIRPORT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM CVB	77,705.00	0.00	77,705.00	0.00	100.00%
TRANSFER FROM GENERAL FUND	271,323.00	0.00	271,323.00	0.00	100.00%
TRANSFER FROM RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SOLID WASTE FUND	159,376.00	0.00	159,376.00	0.00	100.00%
TRANSFER FROM SPECIAL ALCOHOL	24,045.00	0.00	24,045.00	0.00	100.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPORTS COMPLEX	18,109.00	0.00	18,109.00	0.00	100.00%
TRANSFER FROM STORMWATER MGT	10,702.00	0.00	10,702.00	0.00	100.00%
TRANSFER FROM WATER/SEWER FUND	454,019.00	0.00	454,019.00	0.00	100.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$3,449,819.00	\$219.42	\$3,322,469.40	(\$127,349.60)	96.31%

Special Highway					
<u>SPECIAL HIGHWAY REVENUES</u>					
CONNECTING LINK MAINTENANCE	44,760.00	0.00	33,447.21	(11,312.79)	74.73%
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	381,339.99	(152,460.01)	71.44%
TRANSFER FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$578,560.00	\$0.00	\$414,787.20	(\$163,772.80)	71.69%

	<u>Budgeted</u> 2013	<u>Collections</u> Current Mo.	<u>Collections</u> To Date	<u>Balance</u>	<u>% Collected</u> YTD
Special Park & Rec					
<u>SPECIAL PRK & REC REVENUES</u>					
DOG PARK DONATIONS	0.00	0.00	1,100.00	1,100.00	0.00%
LOCAL ALCOHOL LIQUOR TAX	126,153.00	0.00	67,944.90	(58,208.10)	53.86%
MISCELLANEOUS REVENUE	0.00	0.00	11,023.00	11,023.00	0.00%
Total Revenues	\$126,153.00	\$0.00	\$80,067.90	(\$46,085.10)	63.47%
Special Alcohol Fund					
<u>SPECIAL ALCOHOL FUND REVENUES</u>					
LOCAL ALCOHOL LIQUOR TAX	126,153.00	0.00	67,944.90	(58,208.10)	53.86%
Total Revenues	\$126,153.00	\$0.00	\$67,944.90	(\$58,208.10)	53.86%
Convention & Visitors Bureau					
<u>CONVENTION & VISITOR'S REVENUE</u>					
MISCELLANEOUS REVENUE	37,000.00	3,328.54	26,724.32	(10,275.68)	72.23%
TRANSIENT GUEST TAX	725,000.00	0.00	518,981.35	(206,018.65)	71.58%
Total Revenues	\$762,000.00	\$3,328.54	\$545,705.67	(\$216,294.33)	71.61%
Library Employee Benefit					
<u>LIBRARY EMP. BENEFIT REVENUES</u>					
16/20 M TRUCK TAX	140.00	0.00	175.80	35.80	125.57%
AD VALOREM PROPERTY TAX	158,362.00	0.00	149,934.36	(8,427.64)	94.68%
DELINQUENT TAXES	0.00	0.00	2,292.81	2,292.81	0.00%
MOTOR VEHICLE TAX	14,723.00	0.00	9,788.93	(4,934.07)	66.49%
RECREATIONAL VEHICLE TAX	200.00	0.00	142.34	(57.66)	71.17%
Total Revenues	\$173,425.00	\$0.00	\$162,334.24	(\$11,090.76)	93.60%
Risk Management					
<u>RISK MANAGEMENT REVENUES</u>					
INSURANCE REFUNDS	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Golf Course Improvement					
<u>GOLF COURSE IMPR. FUND REVENUE</u>					
GOLF COURSE REVENUE	0.00	170.00	16,320.00	16,320.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$0.00	\$170.00	\$16,320.00	\$16,320.00	0.00%
Park Development					
<u>PARK DEVELOPMENT FUND-REVENUE</u>					
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Sports Complex					
<u>SPORTS COMPLEX-REVENUES</u>					
LOCAL SALES TAX	0.00	0.00	1,219,772.00	1,219,772.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	17,100.00	17,100.00	0.00%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$0.00	\$0.00	\$1,236,872.00	\$1,236,872.00	0.00%
<u>STORMWATER MANAGEMENT REVENUES</u>					
MISCELLANEOUS REVENUE	0.00	0.00	(83.26)	(83.26)	0.00%
STORMWATER FEE	756,000.00	75,705.02	516,260.71	(239,739.29)	68.29%
TRANSFER FROM GENERAL FUND	16,500.00	0.00	16,500.00	0.00	100.00%
TRANSFER FROM WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$772,500.00	\$75,705.02	\$532,677.45	(\$239,822.55)	68.96%

	<u>Budgeted</u> <u>2013</u>	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>	<u>% Collected</u> <u>YTD</u>
Bond & Interest					
<u>BOND & INTEREST REVENUES</u>					
16/20 M TRUCK TAX	820.00	0.00	821.41	1.41	100.17%
AD VALOREM PROPERTY TAX	725,161.00	0.00	686,655.64	(38,505.36)	94.69%
DELINQUENT TAXES	0.00	0.00	14,913.70	14,913.70	0.00%
MISCELLANEOUS REVENUE	0.00	987.17	987.17	987.17	0.00%
MOTOR VEHICLE TAX	86,220.00	0.00	52,237.98	(33,982.02)	60.59%
RECEIVED FROM TIF PROCEEDS	0.00	0.00	0.00	0.00	0.00%
RECREATIONAL VEHICLE TAX	1,173.00	0.00	760.54	(412.46)	64.84%
SPECIAL ASSESSMENT TAX	431,319.00	0.00	434,602.48	3,283.48	100.76%
TRANSFER FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM SPECIAL HIGHWAY	0.00	0.00	0.00	0.00	0.00%
TRANSFER FROM WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS-ALL ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$1,244,693.00	\$987.17	\$1,190,978.92	(\$53,714.08)	95.68%
TDD Sales Tax					
<u>TDD SLS TAX REVENUES</u>					
LOCAL SALES TAX	(56,562.92)	21,061.56	150,708.65	207,271.57	-266.44%
Total Revenues	(\$56,562.92)	\$21,061.56	\$150,708.65	\$207,271.57	-266.44%
Home Depot Economic Dev Bonds					
<u>H DEPOT-ECON DEV BND-REVENUES</u>					
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
RECEIVED FROM TIF PROCEEDS	222,925.00	14,041.00	171,631.52	(51,293.48)	76.99%
Total Revenues	\$222,925.00	\$14,041.00	\$171,631.52	(\$51,293.48)	76.99%
48th/Roth Ave. - CID					
<u>48TH/ROTH AVE CID-REVENUES</u>					
LOCAL SALES TAX	0.00	0.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Water & Sewer					
<u>WATER & SEWER FUND REVENUES</u>					
DEVELOPER CONTRIBUTION	0.00	0.00	0.00	0.00	0.00%
FEDERAL & STATE GRANTS	0.00	0.00	0.00	0.00	0.00%
INTEREST ON INVESTMENTS	25,000.00	1,067.86	6,875.28	(18,124.72)	27.50%
INTEREST-SALES TAX COLLECTION	50,000.00	3,071.93	19,599.84	(30,400.16)	39.20%
LOCAL SALES TAX	2,984,252.00	266,399.00	1,997,212.00	(987,040.00)	66.93%
MISCELLANEOUS REVENUE	10,000.00	4,097.30	19,032.48	9,032.48	190.32%
NOTE/BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00%
PENALTY	25,000.00	2,739.69	18,988.93	(6,011.07)	75.96%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
R-9 RANCH REVENUE	350,000.00	0.00	315,000.00	(35,000.00)	90.00%
SEWER SERVICE CHARGES	2,214,500.00	178,521.01	1,384,564.38	(829,935.62)	62.52%
STORMWATER FEE	0.00	0.00	0.00	0.00	0.00%
TAPS-TURN ONS	35,000.00	2,659.68	21,532.17	(13,467.83)	61.52%
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	256,778.39	1,766,036.19	(860,463.81)	67.24%
WATER SALES-CONSERVATION RATE	365,000.00	55,928.44	204,876.68	(160,123.32)	56.13%
Total Revenues	\$8,685,252.00	\$771,263.30	\$5,753,717.95	(\$2,931,534.05)	66.25%

	<u>Budgeted</u> <u>2013</u>	<u>Collections</u> <u>Current Mo.</u>	<u>Collections</u> <u>To Date</u>	<u>Balance</u>	<u>% Collected</u> <u>YTD</u>
Solid Waste					
<u>SOLID WASTE FUND REVENUES</u>					
INTEREST ON INVESTMENTS	2,000.00	73.14	493.48	(1,506.52)	24.67%
MISCELLANEOUS REVENUE	40,000.00	60.50	24,258.25	(15,741.75)	60.65%
PRIOR YEAR ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00%
REFUSE COLLECTION	1,225,000.00	105,180.56	840,896.83	(384,103.17)	68.64%
YARD WASTE TAGS	1,900.00	246.75	1,139.25	(760.75)	59.96%
Total Revenues	\$1,268,900.00	\$105,560.95	\$866,787.81	(\$402,112.19)	68.31%
Fire Insurance Trust					
<u>FIRE INS TRUST REVENUES</u>					
MISCELLANEOUS REVENUE	0.00	0.00	2,653.57	2,653.57	0.00%
Total Revenues	\$0.00	\$0.00	\$2,653.57	\$2,653.57	0.00%
Grand Totals	\$31,124,717.08	\$1,871,628.16	\$24,772,200.37	(\$6,352,516.71)	79.59%

City of Hays Expenditures

Month of August

	<u>Budgeted</u> <u>2013</u>	<u>Expenses</u> <u>Current Mo.</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance</u>	<u>% Spent</u> <u>YTD</u>
General					
<u>BALLFIELD MAINTENANCE</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	8,000.00	193.00	3,578.07	4,421.93	44.73%
COMMUNICATION	700.00	27.23	230.80	469.20	32.97%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	2,000.00	64.68	1,194.53	805.47	59.73%
GENERAL SUPPLIES & MATERIALS	12,800.00	944.60	2,917.30	9,882.70	22.79%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	5,800.00	0.00	4,878.92	921.08	84.12%
OTHER CONTRACTUAL SERVICES	8,100.00	246.83	2,104.04	5,995.96	25.98%
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	91.33	3,265.05	19,134.95	14.58%
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>\$1,567.67</u>	<u>\$18,168.71</u>	<u>\$42,331.29</u>	<u>30.03%</u>
<u>BICKLE-SCHMIDT SPORTS COMPLEX</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	20,000.00	519.34	5,394.35	14,605.65	26.97%
COMMUNICATION	700.00	19.50	138.50	561.50	19.79%
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
ELECTRICITY	40,000.00	4,944.69	33,678.14	6,321.86	84.20%
EQUIPMENT EXPENSE	4,500.00	242.57	1,614.04	2,885.96	35.87%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	57.01	(57.01)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	285.40	(285.40)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	152.30	(152.30)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	12,000.00	(147.62)	(399.23)	12,399.23	-3.33%
FUEL EXPENSE	0.00	145.72	398.70	(398.70)	0.00%
FUEL EXPENSE	0.00	26.63	174.29	(174.29)	0.00%
FUEL EXPENSE	0.00	73.88	140.21	(140.21)	0.00%
FUEL EXPENSE	0.00	122.68	355.55	(355.55)	0.00%
FUEL EXPENSE	0.00	235.20	554.03	(554.03)	0.00%
FUEL EXPENSE	0.00	199.61	533.64	(533.64)	0.00%
FUEL EXPENSE	0.00	94.55	467.00	(467.00)	0.00%
FUEL EXPENSE	0.00	114.55	444.37	(444.37)	0.00%
FUEL EXPENSE	0.00	0.00	0.00	0.00	0.00%
FUEL EXPENSE	0.00	42.94	399.23	(399.23)	0.00%
GENERAL SUPPLIES & MATERIALS	42,400.00	1,055.30	15,300.58	27,099.42	36.09%
NATURAL GAS	6,000.00	21.66	378.80	5,621.20	6.31%
NEW EQUIPMENT	29,200.00	0.00	827.42	28,372.58	2.83%
OFFICE SUPPLIES	200.00	0.00	130.54	69.46	65.27%
OTHER CONTRACTUAL SERVICES	15,100.00	188.64	3,297.47	11,802.53	21.84%
OVERTIME	2,000.00	123.42	806.06	1,193.94	40.30%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	1,000.00	0.00	339.48	660.52	33.95%
REPAIRS TO BLDGS & STRUCTURES	8,000.00	222.32	2,965.66	5,034.34	37.07%
SALARIES	26,368.00	1,988.37	17,895.31	8,472.69	67.87%
SEASONAL/PART TIME	28,900.00	3,699.00	18,292.50	10,607.50	63.30%
TRANSFER TO NEW EQUIP. RESERVE	19,525.00	0.00	19,525.00	0.00	100.00%
TRAVEL & TRAINING	400.00	0.00	0.00	400.00	0.00%
UNIFORMS	800.00	23.00	280.00	520.00	35.00%
Total Expenditures	<u>\$257,093.00</u>	<u>\$13,955.95</u>	<u>\$124,426.35</u>	<u>\$132,666.65</u>	<u>48.40%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>BUILDINGS & GROUNDS</u>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
ELECTRICITY	420,000.00	41,608.61	269,207.88	150,792.12	64.10%
GENERAL SUPPLIES & MATERIALS	8,000.00	0.00	1,597.75	6,402.25	19.97%
NATURAL GAS	52,000.00	382.29	19,697.57	32,302.43	37.88%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	25,360.00	1,947.95	13,136.13	12,223.87	51.80%
PROJECTS	16,400.00	0.00	15,051.22	1,348.78	91.78%
REPAIRS TO BLDGS & STRUCTURES	9,500.00	0.00	1,096.16	8,403.84	11.54%
Total Expenditures	<u>\$531,260.00</u>	<u>\$43,938.85</u>	<u>\$319,786.71</u>	<u>\$211,473.29</u>	<u>60.19%</u>
<u>CEMETERIES</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	3,000.00	0.00	1,728.71	1,271.29	57.62%
COMMUNICATION	200.00	12.54	86.03	113.97	43.02%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	1,700.00	204.90	827.42	872.58	48.67%
GENERAL SUPPLIES & MATERIALS	4,600.00	1.99	1,382.65	3,217.35	30.06%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	1,200.00	285.00	396.00	804.00	33.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	500.00	247.50	247.50	252.50	49.50%
REPAIRS TO BLDGS & STRUCTURES	6,500.00	719.67	843.17	5,656.83	12.97%
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>\$1,471.60</u>	<u>\$5,511.48</u>	<u>\$12,488.52</u>	<u>30.62%</u>
<u>CITY ATTORNEY</u>					
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	1,000.00	0.00	0.00	1,000.00	0.00%
PROFESSIONAL SERVICES	100,000.00	6,500.00	61,512.50	38,487.50	61.51%
Total Expenditures	<u>\$101,000.00</u>	<u>\$6,500.00</u>	<u>\$61,512.50</u>	<u>\$39,487.50</u>	<u>60.90%</u>
<u>CITY COMMISSION</u>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
FINANCIAL POLICY PROJ-CAPITAL	2,757,313.00	16,342.47	27,677.60	2,729,635.40	1.00%
FINANCIAL POLICY PROJ-CAPITAL	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	1,500.00	0.00	1,035.97	464.03	69.06%
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	6,150.00	2,850.00	68.33%
TRAVEL & TRAINING	15,000.00	0.00	5,097.44	9,902.56	33.98%
Total Expenditures	<u>\$2,786,813.00</u>	<u>\$17,092.47</u>	<u>\$39,961.01</u>	<u>\$2,746,851.99</u>	<u>1.43%</u>
<u>CITY MANAGER</u>					
COMMUNICATION	3,500.00	303.33	1,914.28	1,585.72	54.69%
CONTINGENCY	100,000.00	587.50	29,872.95	70,127.05	29.87%
EXPENSE ALLOWANCE-CAR	0.00	461.54	4,153.86	(4,153.86)	0.00%
GENERAL SUPPLIES & MATERIALS	2,000.00	0.00	802.73	1,197.27	40.14%
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	590.76	20,213.77	14,786.23	57.75%
OVERTIME	3,500.00	0.00	1,263.95	2,236.05	36.11%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	287,097.00	21,251.50	194,523.69	92,573.31	67.76%
TRAVEL & TRAINING	23,000.00	586.91	10,114.87	12,885.13	43.98%
Total Expenditures	<u>\$454,097.00</u>	<u>\$23,781.54</u>	<u>\$262,860.10</u>	<u>\$191,236.90</u>	<u>57.89%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>DISPATCH</u>					
COMMUNICATION	5,400.00	128.27	533.94	4,866.06	9.89%
CONTINGENCY	5,000.00	0.00	218.76	4,781.24	4.38%
LEGAL PUBLICATIONS & PRINTING	2,800.00	0.00	0.00	2,800.00	0.00%
OFFICE SUPPLIES	900.00	0.00	163.24	736.76	18.14%
OTHER CONTRACTUAL SERVICES	3,300.00	256.26	2,330.10	969.90	70.61%
OVERTIME	34,049.00	1,907.42	26,825.14	7,223.86	78.78%
SALARIES	492,008.00	31,593.24	296,573.86	195,434.14	60.28%
TRAVEL & TRAINING	5,830.00	0.00	3,719.52	2,110.48	63.80%
UNIFORMS	3,165.00	0.00	0.00	3,165.00	0.00%
Total Expenditures	<u>\$552,452.00</u>	<u>\$33,885.19</u>	<u>\$330,364.56</u>	<u>\$222,087.44</u>	<u>59.80%</u>
<u>ECONOMIC DEVELOPMENT</u>					
DOWNTOWN DEVELOPMENT CORP.	0.00	0.00	0.00	0.00	0.00%
JOB BOUNTY	15,000.00	0.00	2,400.00	12,600.00	16.00%
OTHER CONTRACTUAL SERVICES	241,205.00	100,175.00	242,933.04	(1,728.04)	100.72%
Total Expenditures	<u>\$256,205.00</u>	<u>\$100,175.00</u>	<u>\$245,333.04</u>	<u>\$10,871.96</u>	<u>95.76%</u>
<u>FINANCE/CITY CLERK</u>					
COMMUNICATION	1,320.00	88.99	621.88	698.12	47.11%
CONTINGENCY	5,000.00	(3,675.20)	960.66	4,039.34	19.21%
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	1,432.35	8,416.72	3,583.28	70.14%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	8,100.00	48.00	2,794.67	5,305.33	34.50%
OVERTIME	500.00	0.00	976.57	(476.57)	195.31%
PROFESSIONAL SERVICES	40,000.00	35,000.00	35,000.00	5,000.00	87.50%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	323,776.00	20,841.30	217,089.35	106,686.65	67.05%
TRAVEL & TRAINING	11,850.00	165.03	1,979.41	9,870.59	16.70%
Total Expenditures	<u>\$403,146.00</u>	<u>\$53,900.47</u>	<u>\$267,850.11</u>	<u>\$135,295.89</u>	<u>66.44%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>FIRE DEPARTMENT</u>					
COMMUNICATION	6,500.00	540.67	3,576.24	2,923.76	55.02%
CONTINGENCY	5,000.00	2,025.07	3,104.07	1,895.93	62.08%
EQUIPMENT EXPENSE	51,000.00	1,214.25	4,681.87	46,318.13	9.18%
EQUIPMENT EXPENSE	0.00	0.00	249.72	(249.72)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	558.83	921.93	(921.93)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	352.83	1,199.16	(1,199.16)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	506.27	(506.27)	0.00%
EQUIPMENT EXPENSE	0.00	400.00	2,090.23	(2,090.23)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	668.00	(668.00)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	55.99	(55.99)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	48.00	(48.00)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	868.12	4,029.90	(4,029.90)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	0.00	0.00	48.00	(48.00)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	141.85	(141.85)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	120.00	(120.00)	0.00%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	30,600.00	4,005.95	18,974.02	11,625.98	62.01%
GRANT FUNDING	0.00	(150.00)	(1,225.00)	1,225.00	0.00%
LEGAL PUBLICATIONS & PRINTING	800.00	51.79	565.04	234.96	70.63%
NEW EQUIPMENT	0.00	0.00	459.00	(459.00)	0.00%
OTHER CONTRACTUAL SERVICES	4,800.00	1,279.50	2,996.61	1,803.39	62.43%
OVERTIME	121,160.00	5,758.59	71,815.12	49,344.88	59.27%
PAID PER CALL	20,000.00	2,460.20	18,246.48	1,753.52	91.23%
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	6,513.85	40,346.57	7,853.43	83.71%
SALARIES	1,047,684.00	75,718.10	684,511.20	363,172.80	65.34%
TRAINING CERTIFICATION	17,300.00	0.00	227.43	17,072.57	1.31%
TRAVEL & TRAINING	26,000.00	328.08	15,173.15	10,826.85	58.36%
UNIFORMS	8,500.00	42.00	6,606.66	1,893.34	77.73%
Total Expenditures	<u>\$1,387,544.00</u>	<u>\$101,967.83</u>	<u>\$880,137.51</u>	<u>\$507,406.49</u>	<u>63.43%</u>
<u>FLEET MAINTENANCE</u>					
Total Expenditures	<u>\$884,650.00</u>	<u>\$74,560.78</u>	<u>\$500,636.99</u>	<u>\$384,013.01</u>	<u>56.59%</u>
<u>GOLF COURSE</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	82,800.00	1,845.40	54,813.58	27,986.42	66.20%
COMMUNICATION	5,800.00	168.44	1,198.91	4,601.09	20.67%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	2,000.00	239.96	1,527.13	472.87	76.36%
GENERAL SUPPLIES & MATERIALS	30,100.00	2,107.46	24,149.55	5,950.45	80.23%
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	466.96	3,033.04	13.34%
OFFICE SUPPLIES	400.00	23.82	145.39	254.61	36.35%
OTHER CONTRACTUAL SERVICES	33,900.00	2,568.39	17,559.90	16,340.10	51.80%
OVERTIME	7,000.00	895.61	8,723.99	(1,723.99)	124.63%
PRO SHOP CR CARD ACTIVITY	0.00	3,044.40	(124.63)	124.63	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
RENTALS	1,500.00	21.28	218.07	1,281.93	14.54%
REPAIRS TO BLDGS & STRUCTURES	16,000.00	37.27	4,865.51	11,134.49	30.41%
SALARIES	121,978.00	9,390.65	80,872.58	41,105.42	66.30%
SEASONAL/PART TIME	43,400.00	7,100.75	40,230.25	3,169.75	92.70%
TRAVEL & TRAINING	1,600.00	0.00	42.73	1,557.27	2.67%
UNIFORMS	900.00	0.00	707.00	193.00	78.56%
Total Expenditures	<u>\$350,878.00</u>	<u>\$27,443.43</u>	<u>\$235,396.92</u>	<u>\$115,481.08</u>	<u>67.09%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>HUMAN RESOURCES</u>					
COMMUNICATION	1,200.00	64.67	438.46	761.54	36.54%
LEGAL PUBLICATIONS & PRINTING	9,500.00	2,791.29	6,351.71	3,148.29	66.86%
ORGANIZATION DEVELOPMENT	27,500.00	(224.80)	10,668.16	16,831.84	38.79%
OTHER CONTRACTUAL SERVICES	2,500.00	582.90	1,796.20	703.80	71.85%
OVERTIME	250.00	0.00	37.84	212.16	15.14%
PROFESSIONAL SERVICES	44,000.00	1,879.75	15,289.75	28,710.25	34.75%
PROJECTS	35,000.00	0.00	18,673.46	16,326.54	53.35%
SALARIES	98,467.00	7,518.15	67,663.36	30,803.64	68.72%
TRAVEL & TRAINING	5,000.00	0.00	1,504.10	3,495.90	30.08%
Total Expenditures	\$223,417.00	\$12,611.96	\$122,423.04	\$100,993.96	54.80%
<u>INFORMATION TECHNOLOGY</u>					
COMMUNICATION	3,400.00	277.56	1,854.31	1,545.69	54.54%
EQUIPMENT EXPENSE	9,250.00	393.57	2,184.59	7,065.41	23.62%
GENERAL SUPPLIES & MATERIALS	3,500.00	819.56	2,281.12	1,218.88	65.17%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	30,480.00	131.95	19,986.50	10,493.50	65.57%
OFFICE SUPPLIES	14,500.00	894.00	8,095.82	6,404.18	55.83%
OTHER CONTRACTUAL SERVICES	168,720.00	8,839.18	109,946.74	58,773.26	65.17%
OVERTIME	1,200.00	0.00	647.57	552.43	53.96%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
SALARIES	274,051.00	20,107.76	180,970.05	93,080.95	66.04%
TRAVEL & TRAINING	15,750.00	1,497.00	3,036.78	12,713.22	19.28%
Total Expenditures	\$520,851.00	\$32,960.58	\$329,003.48	\$191,847.52	63.17%
<u>INTERGOVERNMENTAL ACCOUNT</u>					
COMMUNICATION	59,000.00	7,545.84	37,702.89	21,297.11	63.90%
EQUIPMENT EXPENSE	0.00	0.00	0.00	0.00	0.00%
INSURANCE & SURETY BONDS	270,000.00	2,340.00	225,387.20	44,612.80	83.48%
OFFICE SUPPLIES	24,500.00	852.31	10,192.71	14,307.29	41.60%
OTHER CONTRACTUAL SERVICES	7,350.00	1,306.65	7,893.99	(543.99)	107.40%
Total Expenditures	\$360,850.00	\$12,044.80	\$281,176.79	\$79,673.21	77.92%
<u>MUNICIPAL COURT</u>					
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	1,200.00	0.00	606.55	593.45	50.55%
OTHER CONTRACTUAL SERVICES	2,500.00	326.12	2,470.70	29.30	98.83%
OVERTIME	3,000.00	0.00	387.28	2,612.72	12.91%
PROFESSIONAL SERVICES	35,000.00	2,592.00	16,952.00	18,048.00	48.43%
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	7,955.71	73,078.36	35,847.64	67.09%
TRAVEL & TRAINING	1,000.00	0.00	0.00	1,000.00	0.00%
Total Expenditures	\$151,626.00	\$10,873.83	\$93,494.89	\$58,131.11	61.66%
<u>P.W.-GENERAL ADMINISTRATION</u>					
COMMUNICATION	3,000.00	193.81	1,682.19	1,317.81	56.07%
CONTINGENCY	5,000.00	58.55	916.56	4,083.44	18.33%
GENERAL SUPPLIES & MATERIALS	4,000.00	24.57	2,697.69	1,302.31	67.44%
OFFICE SUPPLIES	5,000.00	419.04	2,300.87	2,699.13	46.02%
OTHER CONTRACTUAL SERVICES	1,300.00	225.00	1,465.09	(165.09)	112.70%
OVERTIME	500.00	0.00	25.88	474.12	5.18%
PROFESSIONAL SERVICES	20,000.00	0.00	7,549.86	12,450.14	37.75%
PROJECTS	91,250.00	1,391.81	44,052.15	47,197.85	48.28%
SALARIES	211,817.00	16,057.14	148,795.30	63,021.70	70.25%
TRAVEL & TRAINING	8,000.00	0.00	3,400.16	4,599.84	42.50%
Total Expenditures	\$349,867.00	\$18,369.92	\$212,885.75	\$136,981.25	60.85%

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>PARKS & PLAYGROUNDS</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	18,000.00	668.92	13,186.21	4,813.79	73.26%
COMMUNICATION	2,500.00	201.65	1,678.44	821.56	67.14%
CONTINGENCY	5,000.00	191.65	495.46	4,504.54	9.91%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	8,000.00	832.35	5,168.70	2,831.30	64.61%
GENERAL SUPPLIES & MATERIALS	45,000.00	1,353.68	38,044.62	6,955.38	84.54%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	10,400.00	0.00	6,440.61	3,959.39	61.93%
OFFICE SUPPLIES	800.00	34.06	172.85	627.15	21.61%
OTHER CONTRACTUAL SERVICES	24,000.00	438.91	13,431.43	10,568.57	55.96%
OVERTIME	10,000.00	1,130.91	12,422.84	(2,422.84)	124.23%
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	90.00	607.50	192.50	75.94%
REPAIRS TO BLDGS & STRUCTURES	14,400.00	536.11	8,412.25	5,987.75	58.42%
SALARIES	595,990.00	43,954.98	396,780.10	199,209.90	66.57%
SEASONAL/PART TIME	97,920.00	18,737.00	78,989.00	18,931.00	80.67%
TRAVEL & TRAINING	4,500.00	0.00	1,198.46	3,301.54	26.63%
UNIFORMS	5,100.00	314.79	2,884.10	2,215.90	56.55%
Total Expenditures	<u>\$842,410.00</u>	<u>\$68,485.01</u>	<u>\$579,912.57</u>	<u>\$262,497.43</u>	<u>68.84%</u>
<u>PLANNING INSPECTION ENFORCEMEN</u>					
COMMUNICATION	6,700.00	347.19	2,533.81	4,166.19	37.82%
EQUIPMENT EXPENSE	600.00	0.00	0.00	600.00	0.00%
GENERAL SUPPLIES & MATERIALS	1,500.00	407.79	634.94	865.06	42.33%
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	170.87	4,064.61	2,935.39	58.07%
OVERTIME	10,000.00	293.50	3,347.38	6,652.62	33.47%
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	14,922.21	137,990.70	128,371.30	51.81%
SEASONAL/PART TIME	11,476.00	1,370.58	9,466.27	2,009.73	82.49%
TRAVEL & TRAINING	9,000.00	99.00	2,504.16	6,495.84	27.82%
UNIFORMS	1,600.00	0.00	416.33	1,183.67	26.02%
Total Expenditures	<u>\$314,238.00</u>	<u>\$17,611.14</u>	<u>\$160,958.20</u>	<u>\$153,279.80</u>	<u>51.22%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>PUBLIC WORKS-SERVICE DIVISION</u>					
COMMUNICATION	2,600.00	96.67	631.69	1,968.31	24.30%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	32,000.00	996.27	25,510.00	6,490.00	79.72%
GENERAL SUPPLIES & MATERIALS	181,000.00	10,913.55	46,443.37	134,556.63	25.66%
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	5,500.00	8,500.00	39.29%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	37,000.00	105.00	15,007.16	21,992.84	40.56%
OVERTIME	15,900.00	676.17	14,355.34	1,544.66	90.29%
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	148.50	2,351.50	5.94%
REPAIRS TO BLDGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
SALARIES	575,197.00	40,194.68	372,157.47	203,039.53	64.70%
SEASONAL/PART TIME	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	1,800.00	0.00	1,780.74	19.26	98.93%
UNIFORMS	6,200.00	464.39	3,380.37	2,819.63	54.52%
Total Expenditures	<u>\$868,197.00</u>	<u>\$53,446.73</u>	<u>\$483,989.64</u>	<u>\$384,207.36</u>	<u>55.75%</u>
<u>QUALITY OF LIFE</u>					
OTHER CONTRACTUAL SERVICES	38,747.00	0.00	38,747.00	0.00	100.00%
Total Expenditures	<u>\$38,747.00</u>	<u>\$0.00</u>	<u>\$38,747.00</u>	<u>\$0.00</u>	<u>100.00%</u>
<u>SOCIAL SERVICES</u>					
OTHER CONTRACTUAL SERVICES	164,000.00	0.00	164,000.00	0.00	100.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$164,000.00</u>	<u>\$0.00</u>	<u>\$164,000.00</u>	<u>\$0.00</u>	<u>100.00%</u>
<u>SWIMMING POOL</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CHEMICALS	41,500.00	5,376.00	31,217.03	10,282.97	75.22%
ELECTRICITY	0.00	0.00	0.00	0.00	0.00%
EQUIPMENT EXPENSE	10,000.00	49.61	2,398.80	7,601.20	23.99%
GENERAL SUPPLIES & MATERIALS	10,900.00	1,701.00	7,370.62	3,529.38	67.62%
INSURANCE & SURETY BONDS	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	6,000.00	0.00	5,968.15	31.85	99.47%
OTHER CONTRACTUAL SERVICES	34,000.00	90.00	8,576.94	25,423.06	25.23%
PROJECTS	30,000.00	8,000.00	8,000.00	22,000.00	26.67%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	5,500.00	124.44	1,252.61	4,247.39	22.77%
TRAVEL & TRAINING	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$137,900.00</u>	<u>\$15,341.05</u>	<u>\$64,784.15</u>	<u>\$73,115.85</u>	<u>46.98%</u>
Library					
<u>LIBRARY FUND EXPENDITURES</u>					
NEIGHBORHOOD REVIT REBATE	5,787.00	0.00	4,941.73	845.27	85.39%
OTHER CONTRACTUAL SERVICES	1,188,000.00	0.00	1,162,122.35	25,877.65	97.82%
TAX INCREMENT FINANCING DIST	17,000.00	0.00	16,114.06	885.94	94.79%
Total Expenditures	<u>\$1,210,787.00</u>	<u>\$0.00</u>	<u>\$1,183,178.14</u>	<u>\$27,608.86</u>	<u>97.72%</u>
Airport					

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>AIRPORT FUND EXPENDITURES</u>					
COMMUNICATION	3,200.00	184.67	1,261.04	1,938.96	39.41%
CONTINGENCY	50,000.00	3,521.53	10,975.53	39,024.47	21.95%
ELECTRICITY	32,480.00	2,785.58	21,305.28	11,174.72	65.60%
GENERAL SUPPLIES & MATERIALS	36,000.00	1,276.95	31,777.78	4,222.22	88.27%
GRANT FUNDING	0.00	0.00	(32,762.88)	32,762.88	0.00%
LEGAL PUBLICATIONS & PRINTING	500.00	0.00	0.00	500.00	0.00%
NATURAL GAS	10,800.00	108.29	4,761.96	6,038.04	44.09%
NEIGHBORHOOD REVIT REBATE	1,022.00	0.00	873.05	148.95	85.43%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	24,000.00	2,799.52	16,339.69	7,660.31	68.08%
OVERTIME	2,000.00	0.00	1,854.92	145.08	92.75%
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	227.34	14,772.66	1.52%
REPAIRS TO BLDGS & STRUCTURES	24,000.00	2,635.95	17,598.40	6,401.60	73.33%
SALARIES	103,165.00	7,466.92	71,939.42	31,225.58	69.73%
SEASONAL/PART TIME	5,000.00	582.25	3,340.50	1,659.50	66.81%
TAX INCREMENT FINANCING DIST	3,000.00	0.00	2,846.84	153.16	94.89%
TRANSFER TO AIRPORT IMPROVEMEN	177,154.00	0.00	177,154.00	0.00	100.00%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO NEW EQUIP. RESERVE	6,540.00	0.00	6,540.00	0.00	100.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	11,550.00	482.46	9,030.14	2,519.86	78.18%
UNIFORMS	675.00	54.50	337.90	337.10	50.06%
Total Expenditures	<u>\$507,086.00</u>	<u>\$21,898.62</u>	<u>\$345,400.91</u>	<u>\$161,685.09</u>	<u>68.11%</u>
Employee Benefit					
<u>EMPLOYEE BENEFIT EXPENDITURES</u>					
CONTINGENCY	300,000.00	0.00	0.00	300,000.00	0.00%
EMPLOYEE RETIREMENT	1,007,781.00	69,504.81	633,944.58	373,836.42	62.90%
HEALTH INSURANCE	1,719,500.00	133,720.49	1,092,811.35	626,688.65	63.55%
NEIGHBORHOOD REVIT REBATE	12,047.00	0.00	10,232.33	1,814.67	84.94%
OTHER CONTRACTUAL SERVICES	60,181.00	5,115.25	42,223.71	17,957.29	70.16%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
SOCIAL SECURITY	673,924.00	46,620.33	420,433.91	253,490.09	62.39%
TAX INCREMENT FINANCING DIST	33,625.00	0.00	33,365.72	259.28	99.23%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00%
UNEMPLOYMENT COMPENSATION	8,809.00	0.00	14,319.48	(5,510.48)	162.56%
WORKERS COMPENSATION	182,298.00	0.00	123,626.00	58,672.00	67.82%
Total Expenditures	<u>\$3,998,165.00</u>	<u>\$254,960.88</u>	<u>\$2,370,957.08</u>	<u>\$1,627,207.92</u>	<u>59.30%</u>
Special Highway					

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>SPECIAL HIGHWAY EXPENDITURES</u>					
2001 SIDEWALK RAMPS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	1,035,329.00	1,358.00	426,778.85	608,550.15	41.22%
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	126,607.56	126,607.56	(126,607.56)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	22,519.49	(22,519.49)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	19,695.64	108,625.00	(108,625.00)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00%
BUDGETED CAPITAL PROJECTS	0.00	7,780.27	34,869.91	(34,869.91)	0.00%
BUDGETED CAPITAL PROJECTS	0.00	245.90	1,292.65	(1,292.65)	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>\$155,687.37</u>	<u>\$720,693.46</u>	<u>\$364,635.54</u>	<u>66.40%</u>
Special Park & Rec					
<u>SPECIAL PRK & REC EXPENDITURES</u>					
BUILDINGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROJECTS	382,099.00	926.24	23,141.29	358,957.71	6.06%
TRANSFER TO NEW EQUIP. RESERVE	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$382,099.00</u>	<u>\$926.24</u>	<u>\$23,141.29</u>	<u>\$358,957.71</u>	<u>6.06%</u>
Special Alcohol Fund					
<u>SPECIAL ALCOHOL FUND EXPENDITURES</u>					
CONTINGENCY	162,639.00	0.00	0.00	162,639.00	0.00%
OTHER CONTRACTUAL SERVICES	60,000.00	0.00	60,000.00	0.00	100.00%
TRANSFER TO EMPLOYEE BENEFIT	24,045.00	0.00	24,045.00	0.00	100.00%
TRANSFER TO GENERAL FUND	52,854.00	0.00	52,854.00	0.00	100.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$299,538.00</u>	<u>\$0.00</u>	<u>\$136,899.00</u>	<u>\$162,639.00</u>	<u>45.70%</u>
Convention & Visitors Bureau					

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>CVB EXPENDITURES</u>					
COMMUNICATION	6,000.00	116.41	2,471.92	3,528.08	41.20%
CONTINGENCY	553,900.00	3,000.00	5,280.06	548,619.94	0.95%
ELECTRICITY	8,500.00	958.17	5,661.33	2,838.67	66.60%
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	6,430.34	67,923.48	12,076.52	84.90%
NATURAL GAS	2,000.00	31.55	807.63	1,192.37	40.38%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	5,000.00	240.81	1,747.09	3,252.91	34.94%
OTHER CONTRACTUAL SERVICES	80,000.00	3,288.44	51,647.69	28,352.31	64.56%
OVERTIME	1,500.00	0.00	414.91	1,085.09	27.66%
PROJECTS	29,000.00	228.25	28,611.13	388.87	98.66%
PROMOTIONS	60,000.00	4,770.58	32,242.99	27,757.01	53.74%
RENTALS	101,000.00	0.00	50,291.01	50,708.99	49.79%
REPAIRS TO BLDGS & STRUCTURES	5,000.00	256.50	2,228.48	2,771.52	44.57%
SALARIES	219,957.00	15,823.39	141,695.44	78,261.56	64.42%
SEASONAL/PART TIME	10,050.00	1,236.13	6,101.41	3,948.59	60.71%
TRANSFER TO EMPLOYEE BENEFIT	77,705.00	0.00	77,705.00	0.00	100.00%
TRANSFER TO GENERAL FUND	61,625.00	0.00	61,625.00	0.00	100.00%
TRANSFER TO NEW EQUIP. RESERVE	2,760.00	0.00	2,760.00	0.00	100.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	6,500.00	517.86	3,404.17	3,095.83	52.37%
Total Expenditures	<u>\$1,310,497.00</u>	<u>\$36,898.43</u>	<u>\$542,618.74</u>	<u>\$767,878.26</u>	<u>41.41%</u>
Library Employee Benefit					
<u>LIBRARY EMP. BENEFIT EXPENDITURES</u>					
NEIGHBORHOOD REVIT REBATE	846.00	0.00	722.12	123.88	85.36%
OTHER CONTRACTUAL SERVICES	172,400.00	0.00	166,563.08	5,836.92	96.61%
TAX INCREMENT FINANCING DIST	2,500.00	0.00	2,354.82	145.18	94.19%
Total Expenditures	<u>\$175,746.00</u>	<u>\$0.00</u>	<u>\$169,640.02</u>	<u>\$6,105.98</u>	<u>96.53%</u>
Risk Management					
<u>RISK MGT. FUND EXPENDITURES</u>					
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Golf Course Improvement					
<u>GOLF COURSE IMPR. EXPENDITURES</u>					
GENERAL SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Park Development					
<u>PARK DEVELOPMENT EXPENDITURES</u>					
CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Sports Complex					
<u>SPORTS COMPLEX-EXPENDITURES</u>					
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
PROFESSIONAL SERVICES	0.00	0.00	5,950.00	(5,950.00)	0.00%
TRANSFER TO EMPLOYEE BENEFIT	0.00	0.00	18,109.00	(18,109.00)	0.00%
TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$24,059.00</u>	<u>(\$24,059.00)</u>	<u>0.00%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>STORMWATER MANAGEMENT EXPENDITURE</u>					
COMMUNICATION	650.00	12.31	297.88	352.12	45.83%
CONTINGENCY	50,000.00	0.00	0.00	50,000.00	0.00%
GENERAL SUPPLIES & MATERIALS	7,400.00	95.08	1,676.87	5,723.13	22.66%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	9,000.00	0.00	1.32	8,998.68	0.01%
PROFESSIONAL SERVICES	20,000.00	0.00	0.00	20,000.00	0.00%
PROJECTS	746,897.00	0.00	3,850.00	743,047.00	0.52%
SALARIES	31,065.00	2,344.50	21,100.55	9,964.45	67.92%
TRANSFER TO EMPLOYEE BENEFIT	10,702.00	0.00	10,702.00	0.00	100.00%
TRANSFER TO GENERAL FUND	64,260.00	0.00	64,260.00	0.00	100.00%
TRANSFER TO NEW EQUIP. RESERVE	1,800.00	0.00	1,800.00	0.00	100.00%
TRAVEL & TRAINING	3,000.00	258.39	661.67	2,338.33	22.06%
UNIFORMS	200.00	0.00	0.00	200.00	0.00%
Total Expenditures	<u>\$944,974.00</u>	<u>\$2,710.28</u>	<u>\$104,350.29</u>	<u>\$840,623.71</u>	<u>11.04%</u>
Bond & Interest					
<u>BOND & INTEREST EXPENDITURES</u>					
BOND PRINCIPAL	880,000.00	880,000.00	880,000.00	0.00	100.00%
CASH BASIS RESERVE	60,000.00	0.00	0.00	60,000.00	0.00%
ECONOMIC DEVELOPMENT BONDS	0.00	0.00	0.00	0.00	0.00%
INTEREST COUPONS	457,000.00	228,500.01	457,000.02	(0.02)	100.00%
INTEREST ON TEMPORARY NOTE	0.00	0.00	0.00	0.00	0.00%
INTEREST ON TIF	0.00	0.00	0.00	0.00	0.00%
LEVY STABILIZATION	75,000.00	0.00	0.00	75,000.00	0.00%
NEIGHBORHOOD REVIT REBATE	3,873.00	0.00	3,307.29	565.71	85.39%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
TAX INCREMENT FINANCING DIST	12,000.00	0.00	10,784.42	1,215.58	89.87%
TRANSFER TO RESERVE FOR TIF	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$1,487,873.00</u>	<u>\$1,108,500.01</u>	<u>\$1,351,091.73</u>	<u>\$136,781.27</u>	<u>90.81%</u>
TDD Sales Tax					
<u>TDD SLS TAX EXPENDITURES</u>					
OTHER CONTRACTUAL SERVICES	0.00	22,305.55	172,256.90	(172,256.90)	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$22,305.55</u>	<u>\$172,256.90</u>	<u>(\$172,256.90)</u>	<u>0.00%</u>
Home Depot Economic Dev Bonds					
<u>HOME DEPOT ECON DEV BOND-EXPENDITURE</u>					
BOND PRINCIPAL	110,000.00	110,000.00	110,000.00	0.00	100.00%
INTEREST COUPONS	102,618.00	51,308.76	102,617.52	0.48	100.00%
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$212,618.00</u>	<u>\$161,308.76</u>	<u>\$212,617.52</u>	<u>\$0.48</u>	<u>100.00%</u>
48th/Roth Ave. - CID					
<u>48TH/ROTH AVE CID-EXPENDITURE</u>					
OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Water & Sewer					
<u>DEBT SERVICE</u>					
INT-REVENUE BOND PAYMENT 2009A	139,556.00	11,629.58	93,036.66	46,519.34	66.67%
INTEREST-REVENUE BOND	0.00	0.00	0.00	0.00	0.00%
PRINCIPAL & INT. REVOLVING LOA	399,393.00	33,767.43	267,466.56	131,926.44	66.97%
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	13,333.34	106,666.68	178,333.32	37.43%
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>\$58,730.35</u>	<u>\$467,169.90</u>	<u>\$356,779.10</u>	<u>56.70%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>DEBT SERVICE - SALES TAX</u>					
PRINCIPAL PAYMENT-SLS TX BOND	0.00	0.00	0.00	0.00	0.00%
PWWSD #15	0.00	0.00	0.00	0.00	0.00%
SALES TAX BOND ISSUE-INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER-SALES TAX RESERVE	0.00	0.00	0.00	0.00	0.00%
UNAMORITIZED 1996 BOND IS.COST	0.00	0.00	0.00	0.00	0.00%
WATER EXPLORATION	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<u>UTILITIES DEPT./WATER CONSERV.</u>					
COMMUNICATION	0.00	0.00	0.00	0.00	0.00%
GENERAL SUPPLIES & MATERIALS	2,500.00	0.00	409.48	2,090.52	16.38%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
LEGAL PUBLICATIONS & PRINTING	2,000.00	0.00	0.00	2,000.00	0.00%
NEW EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00%
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00%
OTHER CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00%
OVERTIME	0.00	0.00	0.00	0.00	0.00%
PROJECTS	40,000.00	5,905.88	28,626.47	11,373.53	71.57%
SALARIES	31,065.00	2,344.52	21,100.64	9,964.36	67.92%
TRANSFER TO NEW EQUIP. RESERVE	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	2,000.00	374.08	636.58	1,363.42	31.83%
Total Expenditures	<u>\$87,565.00</u>	<u>\$8,624.48</u>	<u>\$50,773.17</u>	<u>\$36,791.83</u>	<u>57.98%</u>
<u>W/S NON-OPERATING EXPENDITURES</u>					
CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00%
CLEAN DRINKING WATER FEE	18,000.00	4,443.60	12,896.91	5,103.09	71.65%
CONTINGENCY	50,000.00	27,381.13	45,787.40	4,212.60	91.57%
GRANT FUNDING	0.00	0.00	0.00	0.00	0.00%
INTEREST ON METER DEPOSITS	5,000.00	35.10	255.03	4,744.97	5.10%
OTHER CONTRACTUAL SERVICES	0.00	1,095.43	9,147.00	(9,147.00)	0.00%
PROJECTS	0.00	0.00	0.00	0.00	0.00%
R-9 RANCH EXPENDITURES	280,000.00	30,037.05	290,982.37	(10,982.37)	103.92%
TRANSFER TO BOND & INTEREST	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO CAPITAL IMPROVEMEN	1,152,267.00	0.00	0.00	1,152,267.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	454,019.00	0.00	454,019.00	0.00	100.00%
TRANSFER TO GENERAL FUND	968,200.00	0.00	968,200.00	0.00	100.00%
TRANSFER TO NEW EQUIP. RESERVE	60,941.00	0.00	60,941.00	0.00	100.00%
TRANSFER TO STORMWATER MGT	0.00	0.00	0.00	0.00	0.00%
TRANSFER-SALES TAX RESERVE	2,759,000.00	0.00	0.00	2,759,000.00	0.00%
TRNSF TO GEN. FROM WA SLS TX	596,850.00	0.00	596,850.00	0.00	100.00%
WATER TAPS, HYDRANTS, METERS	128,003.00	7,012.15	63,450.49	64,552.51	49.57%
Total Expenditures	<u>\$6,472,280.00</u>	<u>\$70,004.46</u>	<u>\$2,502,529.20</u>	<u>\$3,969,750.80</u>	<u>38.67%</u>
<u>WASTEWATER TREATMENT & COLL.</u>					
CHEMICALS	85,000.00	3,179.39	32,751.83	52,248.17	38.53%
COMMUNICATION	3,000.00	564.53	1,774.19	1,225.81	59.14%
ELECTRICITY	165,900.00	12,080.39	104,896.94	61,003.06	63.23%
EQUIPMENT EXPENSE	58,112.00	16,105.76	61,311.05	(3,199.05)	105.50%
GENERAL SUPPLIES & MATERIALS	23,381.00	2,027.26	18,122.61	5,258.39	77.51%
LEGAL PUBLICATIONS & PRINTING	0.00	0.00	0.00	0.00	0.00%
NATURAL GAS	40,925.00	687.79	12,614.55	28,310.45	30.82%
OFFICE SUPPLIES	600.00	91.38	302.73	297.27	50.46%
OTHER CONTRACTUAL SERVICES	33,000.00	1,649.24	15,224.36	17,775.64	46.13%
OVERTIME	15,000.00	1,237.95	15,238.18	(238.18)	101.59%
PROFESSIONAL SERVICES	28,189.00	422.10	12,782.12	15,406.88	45.34%
PROJECTS	158,000.00	0.00	7,079.47	150,920.53	4.48%
REPAIRS TO BLDGS & STRUCTURES	5,150.00	7,066.00	11,664.46	(6,514.46)	226.49%
SALARIES	453,484.00	33,338.24	297,248.31	156,235.69	65.55%
SEASONAL/PART TIME	23,957.00	1,697.30	10,652.95	13,304.05	44.47%
TRAVEL & TRAINING	6,000.00	241.29	1,424.01	4,575.99	23.73%
UNIFORMS	4,202.00	267.40	2,977.04	1,224.96	70.85%
Total Expenditures	<u>\$1,103,900.00</u>	<u>\$80,656.02</u>	<u>\$606,064.80</u>	<u>\$497,835.20</u>	<u>54.90%</u>

	<u>Budgeted</u> 2013	<u>Expenses</u> Current Mo.	<u>Expenses</u> To Date	<u>Balance</u>	<u>% Spent</u> YTD
<u>WATER PRODUCTION & DIST.</u>					
CHEMICALS	494,210.00	62,538.57	281,716.46	212,493.54	57.00%
COMMUNICATION	4,300.00	543.03	3,422.94	877.06	79.60%
ELECTRICITY	256,800.00	26,108.17	162,880.93	93,919.07	63.43%
EQUIPMENT EXPENSE	56,140.00	393.88	17,916.00	38,224.00	31.91%
GENERAL SUPPLIES & MATERIALS	42,000.00	1,849.07	14,361.97	27,638.03	34.20%
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	34.38	6,359.63	7,000.37	47.60%
OFFICE SUPPLIES	1,100.00	69.78	616.65	483.35	56.06%
OTHER CONTRACTUAL SERVICES	91,720.00	25,787.27	40,689.41	51,030.59	44.36%
OVERTIME	22,000.00	3,355.39	17,836.92	4,163.08	81.08%
PROFESSIONAL SERVICES	15,540.00	9,074.81	12,538.81	3,001.19	80.69%
PROJECTS	40,000.00	988.47	7,697.58	32,302.42	19.24%
RENTALS	0.00	0.00	0.00	0.00	0.00%
REPAIRS TO BLDGS & STRUCTURES	4,500.00	0.00	2,113.61	2,386.39	46.97%
SALARIES	567,680.00	41,506.88	375,717.36	191,962.64	66.18%
SEASONAL/PART TIME	23,976.00	1,297.80	13,948.27	10,027.73	58.18%
TRAVEL & TRAINING	6,000.00	708.95	1,733.47	4,266.53	28.89%
UNIFORMS	5,000.00	314.42	2,753.63	2,246.37	55.07%
Total Expenditures	<u>\$1,647,476.00</u>	<u>\$174,570.87</u>	<u>\$962,303.64</u>	<u>\$685,172.36</u>	<u>58.41%</u>
Solid Waste					
<u>SOLID WASTE FUND EXPENDITURE</u>					
COMMUNICATION	1,190.00	79.31	789.03	400.97	66.31%
CONTINGENCY	50,000.00	0.00	27,996.40	22,003.60	55.99%
DEBT SERVICES	0.00	0.00	0.00	0.00	0.00%
DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00%
ELECTRICITY	3,750.00	409.37	2,378.87	1,371.13	63.44%
EQUIPMENT EXPENSE	10,900.00	109.51	2,667.01	8,232.99	24.47%
GENERAL SUPPLIES & MATERIALS	23,240.00	893.52	6,656.80	16,583.20	28.64%
LEGAL PUBLICATIONS & PRINTING	2,000.00	158.32	606.64	1,393.36	30.33%
NATURAL GAS	3,084.00	23.07	1,693.82	1,390.18	54.92%
NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
OFFICE SUPPLIES	550.00	0.00	34.67	515.33	6.30%
OTHER CONTRACTUAL SERVICES	368,080.00	31,636.20	201,895.41	166,184.59	54.85%
OVERTIME	5,500.00	236.19	3,466.23	2,033.77	63.02%
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	1,060.00	2,926.55	673.45	81.29%
SALARIES	348,633.00	25,325.36	228,866.87	119,766.13	65.65%
SEASONAL/PART TIME	0.00	0.00	0.00	0.00	0.00%
TRANSFER TO EMPLOYEE BENEFIT	159,376.00	0.00	159,376.00	0.00	100.00%
TRANSFER TO GENERAL FUND	245,000.00	0.00	245,000.00	0.00	100.00%
TRANSFER TO RESERVES	242,839.00	0.00	0.00	242,839.00	0.00%
TRANSFER TO WATER/SEWER FUND	0.00	0.00	0.00	0.00	0.00%
TRANSFERS	0.00	0.00	0.00	0.00	0.00%
TRAVEL & TRAINING	800.00	0.00	8.86	791.14	1.11%
UNIFORMS	3,500.00	243.20	1,714.90	1,785.10	49.00%
UTILITY-WATER	410.00	0.00	11.50	398.50	2.80%
Total Expenditures	<u>\$1,477,452.00</u>	<u>\$60,174.05</u>	<u>\$891,089.56</u>	<u>\$586,362.44</u>	<u>60.31%</u>
Fire Insurance Trust					
<u>FIRE INS TRUST EXPENDITURES</u>					
OTHER CONTRACTUAL SERVICES	0.00	0.00	2,653.57	(2,653.57)	0.00%
Total Expenditures	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,653.57</u>	<u>(\$2,653.57)</u>	<u>0.00%</u>
Grand Totals	<u>\$37,342,040.00</u>	<u>\$3,100,845.26</u>	<u>\$19,948,798.67</u>	<u>\$17,393,241.33</u>	<u>53.42%</u>

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 5A

MEETING DATE: 9-26-13

TOPIC:

Mayoral Appointments for Approval

ACTION REQUESTED:

Consider approving Mayoral appointments to the Hays Beautification Committee and Hays Housing Authority Board.

NARRATIVE:

The following appointments were recommended by Mayor Steward at the September 12, 2013 City Commission meeting and are now being presented for approval.

Hays Beautification Committee

Carolyn Campbell – unexpired term to expire 8-1-14 (1st term)

Jim Strine – unexpired term to expire 8-1-15 (1st term)

Hays Housing Authority Board

Cathy Van Doren – unexpired term to expire 2-14-16 (1st term)

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Mayor Steward

ADMINISTRATION RECOMMENDATION:

N/A

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Applications

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

Email: cacampbell4@fhsu.edu

Date: 8/28/2013

Name: Carolyn Ann Campbell

Address: 409 W. 8th St

Day Time Phone Number: (303) 887-4677

Evening Phone Number:

Place of Employment: FHSU Student Government Association

How long have you been a Resident of Hays: Since August 2010

Name of Board(s) you are interested in serving on: Beautification Committee

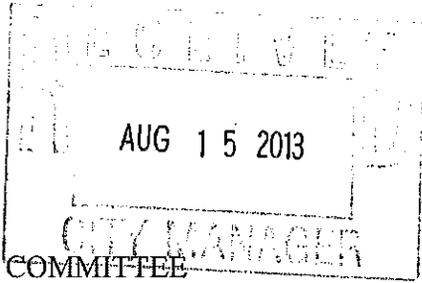
How much time could you devote per month: As needed when schedule permits

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

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I have been involved on the FHSU campus in various organizations since my freshman year. While I love serving the students, I believe it is time for me to branch out and use my talents around the community instead of focusing solely on the University.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: Several activities I have participated in include Alpha Gamma Delta sorority/FHSU Greek Life (several philanthropy activities); Student Government Association (annual Big Event); and the Center for Civic Leadership (civic engagement and community service activities)



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

NAME: Tim Strine

ADDRESS: 1900 Fort St.

DAY TIME PHONE NUMBER: 625-8940 EVENING PHONE NUMBER: _____

E-MAIL ADDRESS: Sstrine@K344.edu

PLACE OF EMPLOYMENT: Retired

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

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

HOW MUCH TIME COULD YOU DEVOTE PER MONTH? 2-3 days

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

IF YES, EXPLAIN: _____

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

To improve the city by increasing the city's tree planting program

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

Served as an advisor to this committee

SIGNATURE: Tim Strine DATE: 8/15/13

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
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: vandoren@eaglecom.net

Date: 9/5/2013

Name: Cathy Van Doren

Address: 3305 Country Lane, PO Box 12, Hays, Kansas

Day Time Phone Number: 785-635-7070

Evening Phone Number: 785-635-7070

Place of Employment: FHSU Foundation

How long have you been a Resident of Hays: 43 years

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

How much time could you devote per month:

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: Providing adequate housing is a concern for every community.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: Leadership Hays, Chapter GS of PEO, St. Joseph Church council and choir.

CITY OF HAYS
AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 5B

MEETING DATE: 9-26-13

TOPIC:

Mayoral Appointment Recommendations

ACTION REQUESTED:

Receive Mayor Steward's proposed appointments to the Hays Area Board of Zoning Appeals and the Northwest Kansas Community Corrections Board

NARRATIVE:

The following proposed appointments will be presented for approval at the October 10, 2013 City Commission meeting.

Hays Area Board of Zoning Appeals

Tom Lippert – 3-year term to expire 5-1-16 (1st term)

Northwest Kansas Community Corrections Board

Marcia Tacha – 2-year term to expire 11-1-15 (1st term)

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Mayor Steward

ADMINISTRATION RECOMMENDATION:

N/A

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Applications Received for these Boards (Application for Tom Lippert to be provided at 9-26-13 meeting)

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

Email: mberges@ksu.edu

Date: 3/25/2013

Name: Michael K. Berges

Address: 1905 MacArthur Rd., Hays, KS 67601

Day Time Phone Number: 785-628-6560

Evening Phone Number: 785-236-9810

Place of Employment: Waddell & Reed

How long have you been a Resident of Hays: 5 years (2009 - Current); I was also student at FHSU from 1999 - 2004.

Name of Board(s) you are interested in serving on: City of Hays Board of Zoning Appeals

How much time could you devote per month: 8 hours

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

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I am currently enrolled and a year away from completing my Master's of Public Administration from Kansas State. Serving on a board for my community would be a great opportunity in the field of study I am interested. I am also a business and property owner in this community and appreciate the value the board brings in enhancing Hays for current and future prospects.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: Tiger Takedown Club, FHSU Alumni Association, HAYP, Rotary, Chamber of Commerce

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

NAME: Mandy Fox
ADDRESS: 1304 Donald Drive
DAY TIME PHONE NUMBER: 785-410-2633 EVENING PHONE NUMBER: 785-410-2633
E-MAIL ADDRESS: mandyfox30@gmail.com
PLACE OF EMPLOYMENT: self employed Fox-Z Consulting LLC
HOW LONG HAVE YOU BEEN A RESIDENT OF HAYS? Born here, left for 15 years, returned August 2012
NAME OF BOARD(S) YOU ARE INTERESTED IN SERVING ON: Zoning Board

HOW MUCH TIME COULD YOU DEVOTE PER MONTH? < 5 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 enjoyed being involved in community development and leadership roles.
Have served on various boards in other towns and feel it is important for
citizens to play an active part in community government.

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

4-H, O'Loughlin PTA, Hays Rec Youth Soccer Coach, Hays Area Young Professionals,
Kansas Agriculture and Rural Leadership, Kansas Certified Crop Advisor Board of Directors,
Grant County Extension Board, Grant County Economic Development Board, Ulysses Junior Civic

SIGNATURE: Miranda L. Fox Miranda L. Fox
2013.03.25 14:20:48 -05'00' DATE: 3/25/13

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
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: mtacha@fhsu.edu

Date: 6/6/2013

Name: Marcia Tacha

Address: 524 W. 16th St.

Day Time Phone Number: 785-628-4206

Evening Phone Number: 785-650-7296

Place of Employment: FHSU University Relations

How long have you been a Resident of Hays: 2 yrs. 8 mos. (Ellis County almost 9 years)

Name of Board(s) you are interested in serving on: Northwest Kansas Community Corrections Board Hays Area Board of Zoning Appeals Hays Beautification Committee

How much time could you devote per month: 3-4 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: It is my belief it is important to serve one's community. It is my desire to get involved and feel more of a part of the city where I live and to give back to the community.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: FHSU Classified Senate (8 years) (and numerous committees during my 2-year tenure as president) FHSU Distinguished Service Committee (5 years) FHSU Staff Development Committee (3 years)

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 6

MEETING DATE: 9-26-13

TOPIC:

Proposed Ordinance – Motor Vehicles and Mobile Equipment: Hays Regional Airport

ACTION REQUESTED:

Approve Ordinance No. 3872 amending Section 8-30, Motor Vehicles and Mobile Equipment, of the Code of the City of Hays.

NARRATIVE:

Currently, vehicle parking rules under Section 8-30 of the City code only allow parking inside the security fence within hangers. The overriding concern for where parking can occur stems from the requirement of forty (40) feet of clearance space on either side of the center line of taxiways within the hanger area. Proposed ordinance would allow parking outside the hangers on City approved pads with additional lease agreements.

Additionally, changes are proposed to allow the City Manager or his/her designee to authorize vehicles for operation inside the security fence.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
ID Creech, Director of Public Works
Bob Johnson, Airport Manager

ADMINISTRATION RECOMMENDATION:

Approve Proposed Ordinance.

COMMITTEE RECOMMENDATION(S):

Airport Advisory Board recommends adoption of the Proposed Ordinance.

ATTACHMENTS:

Staff memo
Section 8-30 – Motor vehicles and mobile equipment
Ordinance No. 3872 Amending Section 8-30

Commission Work Session Agenda

Memo

From: ID Creech, Director Public Works

Work Session: September 19, 2013

Subject: Proposed Ordinance – Motor Vehicles and Mobile Equipment - Airport

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

Summary

Staff forwards a recommendation from the Airport Advisory Board to amend Section 8-30 of the Hays City Code with regard to Motor Vehicles and Mobile Equipment operations on the Hays Regional Airport. The dominant change would be allowance of the construction and use of concrete parking pads adjacent to hangers. Staff supports this recommendation.

Background

The Airport Advisory Board discussed an airport tenant request for the ability to park a motor vehicle inside the security fence adjacent to his hanger. Currently, vehicle parking rules under Section 8-30 of the City code only allow parking inside the security fence within hangers. The overriding concern for where parking can occur stems from the requirement of forty (40) feet of clearance space on either side of the center line of taxiways within the hanger area. Hangers are constructed no closer than this forty (40) foot clearance, thus, parking within hangers insures the clearance.

Discussion

The current requirement under Section 8-30 of the Code restricts motor vehicle parking within the security fence to an area that is known to meet the requirement of the forty (40) foot clearance space as required by the Federal Aviation Administration assurances. Making changes that allow vehicle parking beside or between hangers may make parking easier for tenants – but, enforcement of the forty (40) foot clearance area will be an added responsibility for Airport Staff.

Additional clarification of authorized operations of motor vehicles inside the security fence would transfer to City Staff through the City Manager and/or his designate – presumed to be the on site Airport Manager. Such would allow timely response to requests and inquiries.

Legal Consideration

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

Financial Consideration

All costs for construction and maintenance of any parking pad constructed under this change would be the responsibility of the lease holder for the pad location. Since a pad requires construction and will, therefore be considered an improvement, the leased space identified in square footage shall be increased. Additionally, if the future requires removal of the improvements from a lease, the pad would also have to be removed.

Options

1. Approve the proposed ordinance;
2. Direct Staff to some other alternative;
3. Deny approval of the proposed ordinance;
4. Do nothing.

Recommendation

Airport Advisory Board recommends adoption of the changes to parking.

Action Requested

Consider motion to adopt the proposed changes to airport parking regulations.

Supporting Documentation

Section 8-30 - Motor vehicles and mobile equipment.

Proposed Ordinance Amending Section 8-30.

Current Code Language

Sec. 8-30. – Motor vehicles and mobile equipment.

No person shall operate any motor vehicle or mobile equipment, including automobiles and trucks, except in accordance with the rules prescribed in the ordinance from which this article is derived. The speed limit for all vehicles shall be 20 miles per hour. No vehicles with the exception of vehicles being operated for city business, shall be driven on the runways, ramp areas, or active taxiways except by permission of the commission. No vehicle shall be parked less than 40 feet from any taxiway or ramp area, including taxiways between hangars. No vehicle shall be allowed on airport property other than public parking areas, except those vehicles operated by hangar owners, hangar lessees and aircraft owners, and all authorized vehicles shall only be parked within the hangars of the individual owners and shall not be permitted to be parked outside of such hangars, between such hangars and the airport runway. (Code 2000, § 12.40.120)

ORDINANCE NO. 3872

AN ORDINANCE AMENDING CHAPTER 8 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE II, SECTION 8-30, REGARDING MOTOR VEHICLES AND MOBILE EQUIPMENT ON AIRPORT PROPERTY.

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

Section 1. Chapter 8, Article II, Section 8-30 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

CHAPTER 8
AVIATION
ARTICLE II. HAYS MUNICIPAL AIRPORT

Section 8-30. Motor vehicles and mobile equipment.

- a) No person shall operate any motor vehicle or mobile equipment including automobiles and trucks, except in accordance with the rules prescribed in the ordinance from which this article is derived.
- b) The speed limit for all vehicles shall not exceed 20 miles per hour.
- c) No vehicle, with the exception of vehicles being operated for city business, and vehicles approved by the City Manager or his designate shall be driven on the movement area or aprons.
- d) No vehicle shall be parked within than forty (40) feet of the centerline of any taxiway in the hanger area.
- e) All authorized vehicles shall be parked within the hangers of the individual owners, lessees or tenants and shall not be permitted to be parked outside of such hanger unless on a city approved concrete parking pad authorized in a lease agreement.
- f) No parking will be allowed on grass, taxiways, aprons, runways or safety areas unless approved by the City Manager or his designate.

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

PASSED by the Commission on September 26, 2013.

KENT L. STEWARD
Mayor

ATTEST:

BRENDA KITCHEN
City Clerk

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 7

MEETING DATE: 9-26-13

TOPIC:

Proposed Hays Regional Airport Rules & Regulations

ACTION REQUESTED:

Approve the Hays Regional Airport Rules & Regulations.

NARRATIVE:

Currently, the City has several rules and regulations regarding the Hays Regional Airport; however, these are not readily accessible in one document. The adoption of these rules at this time provides a single reference document for tenants, Staff and other users of the Airport. The rules identified within the document are found in other areas of City Code, FAA regulations and FAA directives. Thus, as these proposals provide a single reference, the rules would still exist if the consolidation were not approved.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
ID Creech, Director of Public Works
Bob Johnson, Airport Manager

ADMINISTRATION RECOMMENDATION:

Approve Proposed Rules and Regulations.

COMMITTEE RECOMMENDATION(S):

Airport Advisory Board recommends adoption of the Proposed Rules and Regulations.

ATTACHMENTS:

Staff memo
Rules and Regulations Justification Summary
Proposed Rules and Regulations

Commission Work Session Agenda

Memo

From: Robert Johnson, Airport Manager

Work Session: September 19, 2013

Subject: Hays Regional Airport Rules & Regulations

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

Summary

Based on the recommendation of the Airport Advisory Board, Staff is recommending the adoption of the attached Rules and Regulations for the Hays Regional Airport.

The City is Responsible for taking appropriate steps to insure the safety of those who utilize the Hays Regional Airport. The establishment of local regulations is to control the use of the airport in a manner that will eliminate hazards to aircraft, users, and infrastructure. As in the operation of any public service facility, there should be adequate written rules to regulate and ensure safe operations, preservation of facilities, and the protection of the public interest.

The airport has existing Minimum Standards which set operational and functional standards, for the provisions of Aeronautical services. Rules and Regulations are the written standards for personal utilization, conduct, and doing business on airport property. The Combination of these two documents provides clarification on how users will conduct their business and helps avoid confusion and misunderstanding about tenant activities and business operations. Rules and regulations provide for the safe, orderly, and efficient operation on the airport.

The adoption of these rules at this time provides a single reference document for tenants, Staff and other users of the Airport. The rules identified within the document are found in other areas of City Code, FAA regulations and FAA directives. Thus, as these proposals provide a single reference, the rules would still exist if the consolidation were not approved.

Background

The following documents outline the need, justification, and general subjects that should be covered by Airport Rules and Regulations;

Code of Ordinances, City of Hays Kansas

Sec. 8-20. General Operations

All persons or any part of the property comprising the airport shall be governed by the regulations prescribed in this article and by such further rules and regulations as may be necessary for the operation and maintenance of the airport. (Code 2000, § 12.40.160)

Sec. 8-30. Supplemental rules and regulations

The City Manager, subject to approval by the commission, is authorized to prescribe such additional rules and regulations as may be necessary for the operation and maintenance of the airport. (Code 2000. § 12.40.160)

FAA Order 5190.6B

7.9 Local Rules and Procedures

One of the most important functions of local regulations is to control the use of the airport in a manner that will eliminate hazards to aircraft, people, and structures on the ground.

11.6 Reasonable Rules and Regulation

The sponsor should design its self-service rules and regulations to ensure safe operations, preservation of facilities, and the protection of the public interest.

Other guidance documents;

- FAA Advisory Circular 150/5190-7, Minimum Standards for Commercial Aeronautical Activities
- Airport Cooperative Research Program Report 16, Guidebook for Managing Small Airports.
- Airport Cooperative Research Program Report 47, Guidebook for Developing and Leasing Airport Property.
- National Air Transportation Association Guide to Minimum Standards & Airport Rules and Regulations.

While minimum standards govern the basic requirements to provide a commercial aeronautical service on a public use airport, rules and regulations govern the ongoing activities of service providers and others using the airport.

Discussion

The staff, Airport Advisory Committee, and tenants have reviewed and have general agreement on validity and necessity of the proposed rules and regulations.

Legal Consideration

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

Financial Consideration

N/A

Options

Option 1: Approve the City Manager's Rules and Regulations as presented;

Option 2: Make recommendations or changes;

Option 3: Do nothing.

Recommendation

City Staff upon recommendation of the Airport Advisory Board recommends motion to approve the City Manager's proposed Rules and Regulations for the Hays Regional Airport.

Action Requested

Motion to approve the City Manger's Airport Rules and Regulations.

Supporting Documentation

Rules and Regulation Justification Summary

Rules and Regulations



Rules and Regulation Justification Summary

Code of Ordinances/ City of Hays Kansas

Sec. 8-20. General operations

All persons or any part of the property comprising the airport shall be governed by the regulations prescribed in this article and by such further **rules and regulations** as may hereafter be adopted by the governing body of the city relative to the use or occupation of any part of the property comprising the airport. (Code 2000, § 12.40.202)

Sec. 8-30 Motor Vehicles and mobile equipment.

No person shall operate any motor vehicle or mobile equipment, including automobiles and trucks, except in accordance with the rules prescribed in the ordinance from which this article is derived. The speed limit for all vehicles shall be 20 miles per hour. No vehicles with the exception of vehicles being operated for city business, shall be driven on the runways, ramp areas, or active taxiways except by permission of the commission. No vehicle shall be parked less than 40 feet from any taxiway or ramp area, including taxiways between hangars. No vehicle shall be allowed on airport property other than public parking areas, except those vehicles operated by hangar owners, hangar lessees and aircraft owners, and all authorized vehicles shall only be parked within the hangars of the individual owners and shall not be permitted to be parked outside of such hangars, between such hangars and the airport runway. (Code 2000, § 12.40.120)

Sec. 8-34 Supplemental rules and regulations

The city manager, subject to approval by the commission, is authorized to prescribe such additional **rules and regulations** as may be necessary for the operation and maintenance of the airport. (Code 2000, § 12.40.160)

FAA Order 5190.6B

Page 7-7

7.9. Local Rules and Procedures

One of the most important functions of **local regulations** is to control the use of the airport in a manner that will eliminate hazards to aircraft and people and structures on the ground.

As in the operation of any public service facility, there should be adequate rules covering vehicular traffic, sanitation, security, crowd control, access to certain areas, and fire protection. The sponsor is also expected to control services such as fueling aircraft, storing hazardous materials, and spray painting at a public airport to protect the public.

11-3

The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal, state and local agencies for **maintenance and operation**. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.

The sponsor should design its self-service **rules and regulations** to ensure safe operations, preservation of facilities, and protection of the public interest. Examples of such **rules and regulations** include safe practices for handling, storage, and application of paint and fuel. The safety of operations at a self-service fueling location will depend greatly upon the airport's minimum standards and rules and regulations established for both the provider and the users.

11.6. Reasonable Rules and Regulations. The sponsor should design its self-service rules and regulations to ensure safe operations, preservation of facilities, and the protection of the public interest.

Examples of such **rules and regulations** may include:

- a. Confining the use of paints, dopes, and thinners to structures that meet appropriate safety and environmental criteria.
- b. Establishing safe practices for storing and transporting fuel.
- c. Restricting hangars to related aeronautical activities.
- d. Placing restrictions on the use of solvents to protect sewage and drainage facilities.
- e. Establishing weight limitations on vehicles and equipment to protect airport roads and paving, including limits on delivery trucks, fuel trucks, and construction equipment.
- f. Setting time limits on the open storage of non-airworthy aircraft, wreckage, and unsightly major components.
- g. Maintaining minimum requirements for taxiing an aircraft, i.e., student pilot, rated pilot or Airframe and Power Plant (A&P) mechanic.

- h. Setting requirements for escorting passengers and controlling vehicular access.

ACRP Report 47 **Guidebook for Developing and Leasing Airport Property**

3.3 Minimum Standards and Rules and Regulations

Two important documents for any airport sponsor to adopt and keep updated are Minimum Standards and a set of Rules and Regulations. Minimum Standards set the facility, operational, and functional standards for the provision of aeronautical services, and **Rules and Regulations** are the standards for conduct and doing business on airport lands. The combination of these two documents provides clarification on how the airport will do business and helps avoid confusion and misunderstanding about tenant activity and business operations. The balance for the airport sponsor is to have these foundational documents in place and that they are stringent enough and set the threshold high enough for the type of services it wants from aviation-related businesses, but not so stringent as to discourage airport development. These documents should ideally be developed prior to concluding a lease, and referenced in the lease agreement as an exhibit, along with language to the effect that Minimum Standards and **Rules and Regulations** are subject to change from time to time. Since these two foundational documents are living instruments that can change as the airport matures, and a lease may span multiple decades, it's important to both acknowledge and allow for occasional changes. The caution to change is that an increase to standards and rules is much easier than a reduction. If a tenant has made significant investment to meet a set of Minimum Standards, and then the standards are lowered to allow easier access to competitors, the tenant may conclude that the airport handled the lease in bad faith. On the other hand, increasing the standards to make the threshold for entry higher, and then grandfathering the tenant that has already made the investment, generally appeals to the sense of fairness. Both the Minimum Standards and the **Rules and Regulations** documents should evolve over time, just as the ALP is changed to reflect current conditions and changing ultimate solutions.

Guidance on developing an Airport Minimum Standards document can be found in the following two publications:

- **FAA Advisory Circular AC 150/5190-7, *Minimum Standards for Commercial Aeronautical Activities***; and
- **ACRP Report 16: *Guidebook for Managing Small Airports*.**

Routinely updating an airport's Rules and Regulations document is equally important. For example, changing insurance requirements may increase the

importance of visual inspections and preclude the storage of certain solvents and materials. An airport sponsor may be taxed to include, or even anticipate, the need for specific language that addresses unforeseen issues that may occur in the future. Coordination of such language in all of its leases would be tedious, but an airport sponsor can easily reference its **Rules & Regulations** in its leases, and that they may be updated from time to time. This approach allows the airport to respond to contemporary issues by simply updating its Regulations and then applying the new requirements consistently to all tenants without rewriting leases.

Rules and Regulations documents provide for the safe, orderly, and efficient operation of the airport.

ACRP Report 16: Guidebook for Managing Small Airports, provides the following list of topics that should be addressed by an airport Rules and Regulations document:

- Aircraft rules,
- Personal conduct,
- Animals,
- Smoking,
- Waste containers and disposal,
- Storage,
- Pedestrians,
- Vehicle operations,
- Fueling safety,
- On-airport traffic rules,
- Environmental restrictions,
- Airport residences,
- Hangar construction standards, and
- Fire safety.

National Air Transportation Association

Airport Sponsors Guide to Minimum Standards & Airport Rules and Regulations

Airport Rules & Regulations

While minimum standards govern the basic requirements to provide a commercial aeronautical service on a public-use airport, **rules and regulations govern the ongoing activities of service providers and others using the airport**. The following are some basic topics that an airport sponsor should consider when developing airport rules and regulations.

- Proper conduct within the AOA
- Security procedures

- Fire Safety
- Removal of disabled aircraft
- Aircraft registration
- The use and storage of paints, dopes, and thinners
- Storage and transport of aviation fuels
- Self-Fueling regulations
- Procedures for the clearing of non-airworthy aircraft, wreckage, or unsightly major components
- Environmental restrictions and protections
- Motor vehicle operation requirements and parking

Airport Rules & Regulations
Hays Regional Airport
Hays, Kansas



Robert Johnson
Airport Manager
September 1, 2013

INTRODUCTION

PURPOSE OF RULES & REGULATIONS [AC 150/5190-7: Regulatory & Guidance Library]

Rules and regulations as outlined in this document are designed to facilitate the safe and efficient operation of the Hays Regional Airport and to govern the conduct of all operations at the airport. They are intended to be reasonable, non-arbitrary and non-discriminatory and therefore applied equally to everyone, lessees, permittees, and users shall at all times comply with federal, state, and local laws, ordinances, rules and regulations which are applicable to their operations. Lessees, permittees and users shall display to the city, upon request, any permit(s), license or other evidence of compliance with such law.

It shall be the responsibility of every user of the Hays Regional Airport, including pilots and others, to become familiar with the provisions of these rules and regulations. A copy will be maintained current to reflect any amendments and will be available in the airport manager's office and on the airport website.

GENERAL PROVISIONS

1. **Airport Staff- Actions to Safeguard the Public:** The airport staff shall have the authority to safeguard the public and further the public health, safety, and welfare. [City Code - Section 8-21]
2. **Airport Staff- Rules and Regulations:** Any and all persons shall be governed by the rules and regulations prescribed herein and by any permit, instruction(s) or other approval(s) issued by the City of Hays relative to the use or occupancy of any part of the airport premises. [City Code - Section 8-20]
3. **Violation of Rules:** Any person who operates or handles any aircraft, vehicle, equipment, apparatus or uses the airport or any of its facilities in violation of rules set forth herein, may be prevented from further use of the airport. In addition, such persons may be subject to the penalties provided herein or in the city code or elsewhere in any applicable federal, state or local law or regulation. The airport manager may refuse the further use of the airport or its facilities to such person(s) for such length of time as he/she determines. Appeal of the airport manager's decision may be made to the city manager who has oversight of the airport, whose determination shall be the final administrative determination of the matter. [City Code - Section 8-20]

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SECTION 1

DEFINITIONS

1.01 Unless specifically defined otherwise herein, or unless a different meaning is apparent from the content, the terms used in these rules and regulations shall have the following definitions:

AGREEMENT TO LEASE shall mean a written agreement between the airport and an entity granting a concession that transfers rights or an interest in property, or otherwise authorizes the conduct of certain non-exclusive activities.

AIR OPERATIONS AREA (AOA) shall mean any area of the airport used or intended to be used for landing, takeoff, or the surface maneuvering of aircraft.

AIRCRAFT shall mean any contrivance now known or hereafter designed, invented or used for powered or non-powered flight in the air. For the purpose of this definition, parachutes and ultralight vehicles are not included.

AIRPORT shall mean Hays Regional Airport

AIRSIDE shall mean that portion of the airport intended for operation and parking of aircraft and includes parking aprons, taxiways, runways and safety areas.

APRON OR RAMP shall mean those areas of the airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft

AUTHORIZED AREA shall mean a specified location approved by the city, or the airport manager, as accessible.

AUTHORIZED REPRESENTATIVE OF AIRPORT MANAGER shall mean such person or persons as designated by the airport manager.

AIRPORT ADVISORY COMMITTEE shall mean a group consisting of seven members to: serve as advisors to the airport manager and /or the city commission and make recommendations regarding airport administration, maintenance and development.

BASING shall mean the regular or routine use of the airport for aeronautical activities. Basing occurs when one or more of the following conditions are met:

1. An aircraft is based at and operated from the airport
2. Supplies, equipment, facilities or personnel are offered commercially to the public for aircraft servicing or maintenance at the airport.

CITY CODE shall mean the Code of the City of Hays, Kansas.

FAA shall mean *Federal Aviation Administration*.

FAR shall mean *Federal Aviation Regulation*.

FIRE DEPARTMENT shall mean that fire department having jurisdiction over the airport.

FIXED BASE OPERATOR (FBO) means an entity that is authorized and required by agreement with the airport to provide services as outlined in the minimum standards. [FBO Lease]

FLAMMABLE LIQUIDS shall mean a liquid or agent which, when in contact with another property or properties, may ignite causing a flame.

FLYING CLUB means any non-profit entity organized for the purpose of providing its members with aircraft for their personal enjoyment only. Aircraft must be in the name of the club or owners on a pro-rata share. The club may not derive a profit from the use of the aircraft. The club may collect only enough funds to cover the costs to insure, operate, maintain and replace the aircraft.

FUEL FLOWAGE FEE shall mean a fee due the airport for fuel that is brought on either airport or city property within the airport boundaries as set forth in city ordinances. [FBO Lease]

GROSS WEIGHT shall mean the maximum allowable gross landing weight of aircraft as determined by the FAA or other governmental agency having jurisdiction.

IMPROVEMENTS shall mean all buildings, structures and facilities including pavement, fencing, signs, and landscaping that is constructed, installed or placed on, under or above any leased area.

INDEPENDENT OPERATOR shall mean an individual or entity not based at the airport that provides services at or from the airport.

ITINERANT PILOT shall mean a pilot operating an aircraft not based at the airport.

LAW ENFORCEMENT AGENCIES shall mean those law enforcement agencies having jurisdiction over the airport.

LEASED AIRCRAFT shall mean any aircraft not owned, but under the control of any individual or organization, through a valid and legal lease agreement with the aircraft owner.

LINE SERVICE shall mean the into-aircraft delivery of fuels, oils and other lubricants, ramp service assistance, towing, parking, storage and tie-down of aircraft. [FBO Lease]

MINIMUM STANDARDS mean the criteria established by the airport owner as the minimum requirements that must be met by businesses in order to engage in providing on-airport activities or services as authorized in city ordinances.

MOTOR VEHICLE means any vehicle other than an aircraft that is motorized.

NFPA shall mean the *National Fire Protection Association*.

NON-AERONAUTICAL ACTIVITY shall mean activities undertaken not for profit but for philanthropic, religious, charitable, benevolent, humane, public interest or similar purpose.

NOTAM shall mean *Notice to Airmen*.

NTSB shall mean *National Transportation Safety Board*.

OBSTRUCTION TO AIRCRAFT PUBLIC NUISANCE shall mean any structure or surface that may interfere with safe operation of aircraft in the airport area.

ON-DEMAND FLYING SERVICE shall mean commercial flying activities other than airline activities. Examples are crop dusting, flight instruction, air taxi and air ambulance.

OPERATOR shall mean person(s) directly controlling or maneuvering equipment, vehicles or aircraft.

OPERATING DIRECTIVES (OD/SOP) shall mean the specific written documents detailing the approved operations as directed and signed by the airport manager.

OPERATOR, AIRCRAFT shall mean any person engaged in the use or movement of an aircraft.

OWNER shall mean person(s) possessing a legal or implied right to property.

PARACHUTE OPERATION shall mean the performance of all activity for the purpose of, or in support of, a parachute jump or parachute drop, or as otherwise, defined by FAA Regulations Part 105.

PARACHUTIST shall mean the person who intends to exit an aircraft while in flight as defined by FAA Regulations Part 105.

PARK shall mean to put or leave or let a motor vehicle or aircraft stand or stop in any location whether the operator thereof leaves or remains in such vehicle or aircraft when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.

PERSON shall mean any individual, firm, partnership, corporation, company, association, joint stock association, and includes any trustee, receiver, committee, assignee or other representative or employee thereof.

PRIVATE VEHICLE shall mean a vehicle transporting persons or property for which no charge is paid directly or indirectly by the passenger or by any other entity.

PUBLIC AREAS shall mean a specified location maintained for community use.

RAMP - see “Apron”

RESIDE shall mean to occupy, lodge in, live, rest, repose, rest within.

RESTRICTED AREA shall mean any area of the airport designated to prohibit entry or to limit entry or access to specific authorized persons.

ROTOR CRAFT shall mean a heavier-than-air aircraft that depends principally for its support in flight on the lift generated by one or more rotors.

RUNWAY shall mean a restricted area used primarily for take-off and landing of aircraft.

SOLICITATION OR TO SOLICIT shall mean to repetitively or continuously, directly or indirectly, actively or passively, openly or subtly, ask orally, in writing, or otherwise (or endeavor to obtain by asking) request, implore, plead for, importune, seek or try to obtain.

SPECIALIZED AVIATION SERVICE OPERATOR (SASO) means an aeronautical Business that offers a single or limited service. SASOs are sometimes known as single-service providers or special FBOs performing less than full services. These types of companies differ from a full-service FBO in that they typically offer a specialized aeronautical service such as aircraft sales, flight training, aircraft maintenance, or avionics services for example.

STAY AT shall mean to reside temporarily.

TAXIWAY OR TAXILANE shall mean a restricted area designated for ground maneuvering.

TENANT shall mean any person, firm or corporation leasing space or property at the Hays Regional Airport.

TRANSIENT AIRCRAFT shall mean an aircraft not using the airport as its permanent base of operations.

ULTRALIGHT VEHICLES means a vehicle as described by FAA Regulations Part 103.

UNICOM means the air/ground radio communication station operated in accordance with the aeronautical information manual on the common traffic advisory frequency assigned for use at the airport by the FAA and the Federal Communications Commission.

1.02 CLARIFICATIONS AND USAGES

Words relating to aeronautical practices, processes, and equipment shall be construed according to their general usage in the aviation industry. In the event of any conflict in rules, regulations, and/or terminology, federal regulations, policies and assurances shall prevail.

SECTION 2

GENERAL REGULATIONS

2.01 COMPLIANCE WITH RULES AND REGULATIONS

- A. The airport manager or his/her authorized representative(s) has authority to take such actions as may be necessary to safeguard the public in attendance at the airport as well as all facilities under his/her control. All persons authorized on or using the airport shall cooperate with the airport manager and his/her designated representative(s) to enforce these rules and regulations. [City Code - Section 8-20]
- B. Any permission granted by the city, directly or indirectly, expressly or by implication or otherwise to any person to enter or to use the airport or any part thereof, is conditioned upon strict compliance with the rules and regulations, minimum standards, city ordinances. [City Code - Section 8-20]
- C. Any permission granted by the city under these rules and regulations is conditioned upon the payment of any and all applicable fees and charges established by the commission. [City Code - Section 8-24]
- D. Written procedures and directives issued by the airport manager from time to time shall, for temporary situations, be considered as addenda to and have full force and effect as these rules and regulations. [City Code - Section 8-21 & 8-34]

2.02 COMMERCIAL ACTIVITIES

No person shall occupy or rent space in a city-owned structure and no person shall conduct any business, commercial enterprise or activity, or other form of revenue producing activity on the airport without first obtaining a written contract, lease, permit or other form of written authorization from the city. [City Code - Section 8-23]

2.03 THROUGH-THE-FENCE OPERATIONS (TTF)

(Are not permitted at Hays Regional Airport) [AC 150/5300-18B, Compliance Guidance Letter 2012-X & Order 5190-6B]

2.04 LIABILITY

The city neither assumes nor accepts responsibility for loss, injury, or damage to any person(s) or property for any reason whatsoever, including but not limited to, fire, theft, vandalism, wind, flood, earthquake, collision, strikes, or act of God while said person(s) or property is on the airport property.

2.05 ADVERTISING AND DISPLAY/COMMERCIAL SPEECH

- A. No person, for a commercial purpose, shall post or display signs, pictures, sketches, drawings or other forms of printed or written material in public areas at the airport without the express written permission of the airport manager. [City Code - Section 8-23]
- B. No person, for a commercial purpose, shall post, distribute or display signs, advertisements, circulars, pictures, sketches or engage in other forms of commercial speech without first complying with Section 2.02 above. [City Code - Section 8-23]

2.06 OBSTRUCTION OF AIRPORT USE AND OPERATION

No person shall obstruct, impair or unreasonably interfere with the safe, orderly and efficient use of the airport by any other person, vehicle or aircraft. [City Code - Section 8-26]

2.07 RESTRICTED AREAS AND AIR OPERATIONS AREAS [49 CFR Part 139.335 & Airport Security Program]

- A. Except as otherwise provided herein, no person may, without the prior, written authorization of the city, enter the air operations area or any restricted area on the airport except:
 - 1. Persons assigned to duty thereon
 - 2. Passengers who, under appropriate supervision, enter upon the aircraft apron for the purposes of enplaning or disembarking an aircraft
 - 3. Persons authorized by the airport manager or his/her authorized representative
 - 4. Persons engaged or having been engaged in the operation of aircraft
- B. The security of all vehicle and pedestrian gates, doors, fences, walls and barricades which lead from a tenant, lessee or contractor area, or from the air operations area or another restricted area shall be the responsibility of the tenant, lessee or contractor abutting the air operations area.

2.08 PICKETING, MARCHING AND DEMONSTRATION

No person shall walk in a picket line as a picket or take part in a labor or other form of demonstration including but not limited to parades, marches, patrols, sit-ins and public assemblies on any part of the airport, except in or at the place specifically assigned through prior arrangements by the city for such picketing or other permitted demonstration, to any such picketing or demonstration shall be conducted as follows: [City Code - Section 8-26]

- A. In the peaceful and orderly manner contemplated by law without physical harm, molestation, threat or harassment of persons, obscenities, violence, breach of the peace or other unlawful conduct. [City Code - Section 8-26]

- B. Without obstructing the use of the airport by others and without hindrance to or interference with the proper, safe, orderly and efficient operation of the airport and the activities conducted thereupon.
- C. In strict accordance with city ordinances governing such activities on the airport and pursuant to directions and conditions outlined in writing by the city in each instance.

2.09 OTHER LAWS

All applicable provisions of all applicable ordinances, codes, laws of the State of Kansas, City of Hays, Ellis County now in existence or hereafter promulgated are hereby adopted by reference as part of the rules and regulations of the airport. [City Code - Section 8-22]

2.10 INSURANCE CERTIFICATES

A valid certificate of insurance, or copies of it, shall be deposited at the office of the airport manager by all tenants holding a valid lease, sublease, contract or permit executed with the city. [Minimum Standards Section 5.5]

2.11 DAMAGE INSPECTION

- A. At the earliest opportunity, a damage inspection of any airport facilities owned by the city involved in an accident or incident shall be made by the Kansas Highway Patrol and the aircraft or vehicle owner or operator to determine the extent of damages. Damages so sustained will be assessed by the city insurance adjuster as a claim against the owner or operator of the aircraft or vehicle. [City Code - Section 8-22 & 8-33]
- B. In the case of privately-owned property that is damaged, the owner will report same to the airport manager. [City Code - Section 8-20]

2.12 RESPONSIBILITY FOR DAMAGES

Any person causes damage to or destroying public or private property of any kind including buildings, fixtures or appurtenances, through any act or omission, shall be fully liable to the city. [City Code - Section 8-33]

2.13 ACCIDENT REPORTS

Any person involved in an accident, whether personal, aircraft or automotive, occurring on the airport property shall make a full report to the airport manager within ten days. The report shall be in accordance with NTSB and FAA Regulations Title 49, Chapter VIII and city ordinance. [City Code - Section 8-22 & 49, CFR Part 139.329]

2.14 STORAGE OF EQUIPMENT (Non-Aeronautical)

Unless otherwise provided for by a lease or other contractual agreement, no person shall use any area of the airport including buildings, either privately or publicly owned, for the storage of non-aeronautical material or equipment. [Tenant Lease & Order 5190-6B]

SECTION 3

PERSONAL CONDUCT

3.01 COMPLIANCE WITH SIGNS

The public shall observe and obey all posted signs, fences and barricades prohibiting entry upon the airport operations area or restricted areas or governing the activities and demeanor of the public while at the airport. [City Code - Section 8-20, 8-21, 8-34 & AC 150-5190-7]

3.02 USE AND ENJOYMENT OF AIRPORT PREMISES

- A. No person(s) singularly or in association with others shall by his, her or their conduct or by congregating with others prevent any other person or persons lawfully entitled thereto from the use and enjoyment of the airport and its facilities or any part thereof, or prevent any other person or persons lawfully entitled thereto from passage from place to place or through entrances, exits or passageways on the airport. [City Code - Section 8-20, 8-22 & Tenant Lease]
- B. It shall be unlawful for any person to remain in or on any public area, place or facility at the airport in such a manner as to hinder or impede the orderly passage in or through or the normal or customary use of such area, place or facility by persons or vehicles entitled to such passage or use. [City Code - Section 8-20 & 8-22]

3.03 ENVIRONMENTAL POLLUTION AND SANITATION

To the maximum extent possible, each person, while on the airport property, shall conduct his/her activities thereon in such a manner as not to cause littering or any other form of environmental pollution. [City Code - Section 8-34, 49 CFR Part 139.343 & 139.321]

- A. No person shall dispose of garbage, papers, refuse or other forms of trash including cigarettes, cigars and matches except in receptacles provided for such purpose.
- B. No person shall dispose of any fill or building materials or any other discarded or waste materials on airport. Liquids shall not be placed in storm drains or the sanitary sewer system which might damage such drains or system or will result in environmental pollution.
- C. Any solid or liquid material which may be spilled at the airport shall immediately be cleaned up by the person responsible for such spillage and reported to the airport manager
- D. No person shall unnecessarily or unreasonably or in violation of law, cause any smoke, dust, fumes, gaseous matter or particulates to be emitted into the atmosphere.
- E. Any person discarding chemicals, paints, oils or any products which may not be discarded in a routine manner will adhere to all applicable state, local, county and federal laws and regulations.
- F. All persons shall fully comply with airport stormwater management plan and NFDA permit.
- G. No vehicle or aircraft will be washed on airport property except in the designated area.

3.04 ANIMALS [49 CFR Part 139.337]

- A. No person shall enter any part of the airport with a domestic animal unless such animal is restrained by a leash or is so confined as to be completely under control.
- B. Animals that are to be or have been transported by air and are to be properly confined for air travel, no person shall permit any animal under his/her control or custody to be allowed free run on the airport,
- C. No person, other than in conduct of an official act, shall hunt, pursue, trap, catch, injure or kill any animal on the airport.
- D. No person shall feed or do any other act to encourage the congregation of birds or other animals on the airport.
- E. No person shall ride horse back on the airport.

3.05 FIREARMS AND WEAPONS

All federal, state and local laws pertaining to firearms and weapons shall be followed. [City Code - Section 8-20, 8-22 & 49 USC]

3.06 PRESERVATION OF PROPERTY [49 CFR Part 139.333 & 139.339]

- A. No person may destroy, injure, deface or disturb any building, sign, equipment, marker or other structure, tree, flower, lawn or other property on the airport. [City Code - Section 8-33]
- B. No person shall travel upon the airport other than on roads, walks or other rights-of-way provided for such specific purpose.
- C. No person shall alter, add to, or erect any building or sign on the airport or make any excavation on the airport without prior, written approval of the city or designated representative. [City Code - Section 8-29]
- D. Any person causing or being responsible for injury, destruction, damage or disturbance at the airport shall immediately report such incident to the airport manager or designated representative. [City Code - Section 8-33]

3.07 LOST, FOUND AND ABANDONED PROPERTY

- A. Any person finding lost articles in the public areas at the airport shall immediately deposit them with the airport office. Articles unclaimed by their proper owner within ninety (90) days thereafter shall, upon request, be turned over to the finder in accordance with Kansas statutes. Nothing in this paragraph shall be construed to deny the right of airport tenants to maintain "lost and found" services for property of their patrons, invitees or employees.
- B. No person shall willfully abandon any personal property on the airport.
- C. Any property which has been determined by the city to be abandoned, will be removed, stored and/or disposed of at the owner's expense and in accordance with appropriate city ordinances or state laws.

3.08 ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

All city, federal, state and local laws pertaining to alcoholic beverages and controlled substances shall be followed. [City Code - Section 8-22]

3.09 DISORDERLY CONDUCT [City Code - Section 8-22 & 49 CFR Part 139.335]

- A.** No person shall commit any disorderly, obscene, indecent act, or commit any nuisance within the airport premises.
- B.** No person shall throw, shoot or propel any object in such a manner as to interfere with or endanger the safe operation of any aircraft or any vehicle operating on the airport.
- C.** No person shall use profane or abusive language within any building, room or area of the airport designated for use by the public.
- D.** No person shall knowingly or willfully make any false statement or report to the city or its authorized representatives.
- E.** No person shall smoke within 100 feet of any flammable material or in any public area of the airport.

SECTION 4

FIRE AND SAFETY

4.01 GENERAL [49 CFR Part 139.319 & 139.321]

- A.** All persons using the airport or the facilities of the airport shall exercise the utmost care to guard against fire and injury to persons or property.
- B.** All applicable city, county, state and NFPA codes, and standards and recommended practices of the City of Hays now in existence or hereafter promulgated and not in conflict with operating directives of the city or with federal aviation regulations, are hereby adopted by reference as part of the rules and regulations of the airport. In the event of conflict, NFPA codes and/or federal aviation regulations shall prevail.

4.02 SELF FUELING OPERATIONS [49 CFR Part 139.321 & NFPA 407]

A. Aircraft Engines

1. Fuel servicing shall not be performed on a fixed wing aircraft while an on-board engine is operating or being warmed by external heat or within the confines of any building,
2. Combustion heaters on aircraft (e.g. wing and tail surface heaters, integral cabin heaters) shall not be operated during fueling operations.
3. No person(s) shall start the engine of an aircraft on the airport if there is any gasoline or other volatile fluid on the ground within the vicinity of the aircraft.

B. Distance from Buildings

1. Aircraft being fueled shall be positioned so that the aircraft fuel system vents or fuel tank openings are not closer than 50 feet from any terminal building, hangar, service building or enclosed passenger concourse other than a loading walkway.
2. Fuel trucks, whether loaded or empty, shall never enter hangars nor shall they be parked unattended within a distance of 50 feet of hangars, fuel storage systems or other critical installations.

C. Spillage

1. No fuel, grease, oil, dopes, paints, solvents, acid, flammable liquids or contaminants of any kind shall be allowed to flow into or be placed in any airport sanitary or storm drain system.
2. Any person(s), including the owner or operators of aircraft, causing overflowing or spilling of fuel, oils, grease, or other contaminants anywhere on the airport, shall be responsible for expeditious notification to the airport manager of said spillage and will be held responsible for immediate cleanup of the effected area. When fuel spills occur, fueling shall stop immediately.
3. In the event of spillage, fuel delivery devices and other vehicles shall not be moved or operated in the vicinity of the spill until the spillage is removed. A fire guard shall be promptly posted.

D. Passengers

No aircraft shall be fueled or defueled while passengers are on board unless a passenger boarding device is in place at the cabin door of the aircraft, the door is open and a flight crew member is at or near the cabin door.

E. Static Bonding

1. Prior to the fueling and defueling of aircraft, the aircraft and the transfer of fuel apparatus shall be adequately bonded.
2. Prior to making any fueling connection to the aircraft, the fueling equipment shall be bonded to the aircraft by the use of a cable thus providing a conductive path to equalize potential between the fueling equipment and aircraft. The bond shall be maintained until fueling connections have been removed. A minimum of three minutes bonding for start of fueling operations is required.
3. When fueling overwing, the nozzle shall be bonded with a nozzle bond cable having a clip or plug to a metallic component of the aircraft that is metallically connected to the tank filler port. The bond connection shall be made before the filler cap is removed. If there is no plug receptacle or means for attaching a clip, the operator shall touch the filler cap with the nozzle spout before removing the cap so as to equalize the potential between the nozzle and the filler port. The spout shall be kept in contact with the filler neck until the fueling is completed.
4. When a funnel is used in aircraft fueling, it shall be kept in contact with the filler neck as well as the fueling nozzle spout or the supply container to avoid the possibility of a spark at the fill opening. Only metal funnels shall be used.
5. Each hose, funnel or apparatus used in fueling or defueling aircraft shall be maintained in good condition and must be properly bonded to prevent ignition of volatile liquids.

F. Positioning of Equipment for Fueling

Positioning of aircraft fuel servicing vehicles shall be as follows:

1. Aircraft fuel servicing vehicles shall be positioned so that they can be moved after all aircraft fuel hoses have been disconnected and stowed.
2. The propulsion or pumping engine of aircraft fuel servicing vehicles shall not be positioned under the wing of aircraft during overwing fueling or where aircraft fuel system vents are located on the upper wing surface. Aircraft fuel servicing vehicles shall not be positioned within a 10 foot radius of aircraft fuel system vent openings.
3. Brakes shall be set on fuel servicing vehicles before operator leaves the vehicle cab.
4. No fuel vehicle shall be backed within 20 feet of an aircraft unless a person is posted to assist or guide.

G. Fire While Fueling

When a fire occurs in the fuel delivery the fire department shall be notified immediately, fueling discontinued and all emergency valves shut down.

H. Operation of Fuel Tenders on Runways and Taxiways

No fuel vehicle designed for or employed in the transportation of fuel shall be operated on a taxiway or runway at any time.

I. Fire Extinguishers

No person shall engage in aircraft fueling or defueling operations without proper and adequate fire extinguishing equipment readily accessible and operational at the point of fueling.

J. Parking Areas for Fuel Tender

Parking areas for city approved fuel tenders shall be arranged to:

1. Facilitate dispersal of the vehicles in the event of emergency
2. Provide at least 10 feet of clear space between parked vehicles for accessibility for fire control purposes.
3. Prevent any leakage from draining to an adjacent building
4. Minimize exposure to damage from out-of-control aircraft
5. Provide at least 50 feet from any airport terminal building, aircraft cargo building, aircraft hangar or other airport structure housing the public which has windows or doors in the exposed walls.

K. Use of Radio, Radar and Electrical Systems

No person shall operate a radio transmitter or receiver or switch electrical appliances on or off in an aircraft while it is being fueled or defueled.

L. Thunderstorm Activity

Fueling or defueling operations shall not be conducted during periods of dangerous thunderstorm activity on the airport or when thunderstorm activity is observed within five statute miles of the airport.

4.03 FUEL TRANSPORTING VEHICLES [Order 1050.15A, NFPA 407, International Fire Code 2006 EDITION, 49 CFR Part 139.321]

- A. Each tank vehicle shall be conspicuously marked on both sides and rear of the cargo tank with the word “flammable” and type of fuel.
- B. Emergency operating devices on all fuel tank vehicles shall be conspicuously marked “emergency shut off.”
- C. The propulsion and pumping engine on all tank vehicles shall have safeguards to reduce ignition sources to a minimum.
- D. The carburetor on all fuel tank vehicles shall be fitted with an approved back-flash arrester.
- E. The wiring on all fuel tank vehicles shall be adequately insulated and fastened to eliminate chafing and affixed to terminal connections by tight-fitting snap or screw connections with rubber or similar insulating and shielding covers and molded boots.
- F. Two fire extinguishers should be conspicuously apparent on all tank vehicles.
- G. Each hose, meter, funnel or apparatus on a fuel truck used in fueling or defueling aircraft shall be maintained in good condition.
- H. Maintenance and testing of aircraft fueling systems shall be conducted under controlled conditions and in accordance with National Fire Protection Association guidelines.
- I. Fuel tank vehicles shall be stored and maintained outdoors in areas authorized by the town.

J. All fuel truck vehicles shall be operated under a quality control, inspection and maintenance program of a licensed and bonded fuel supplier.

4.04 SMOKING [49 CFR Part 139.321 & NFPA 407]

Smoking or carrying lighted smoking materials or striking matches or other incendiary devices shall not be permitted on airport apron areas

4.05 OPEN FLAME OPERATIONS [NFPA 407 & 409]

Lead and carbon burning, fusion gas and electric welding, blow-torch work, reservoir repairs, engine testing, battery charging and all operations involving open flames shall be restricted to the repair shop section and isolated from the storage section of any hangar and be conducted in full compliance with NFPA Codes 407 and 409. During such operations, the shop shall be separated from the storage section by closing all doors and openings to the storage section.

4.06 STORAGE OF MATERIALS [49 CFR Part 139.321 & NFPA 407]

- A.** No person shall keep or store material or equipment in such manner as to constitute a fire hazard or be in violation of applicable city ordinances, NFPA codes, standard operating procedures and/or operational directives of the airport.
- B.** Gasoline, kerosene, ethyl, jet fuel, ether, lubricating oil or other flammable gases or liquids, shall be stored in accordance with the applicable city, state, federal and NFPA codes.
- C.** Any and all hangars shall be required to provide fire suppression devices required by code as approved by the fire chief.
- D.** No person shall keep, transport, or store lubricating oils on the airport except in containers and receptacles designed for such purpose and in areas specifically approved for such storage in compliance with the applicable FAA regulations.

4.08 HAZARDOUS MATERIALS [49 CFR Part 139.321 & NFPA 407]

- A.** No person shall, transport, handle, or store at, in or upon the airport any cargo of explosives or other hazardous articles which is barred from loading in or for transportation by civil aircraft in the United States under the current provisions of regulations promulgated by the Department of Transportation, the FAA or by any other competent authority.
- B.** No person may offer and no person may knowingly accept any hazardous article for shipment at the airport unless the shipment is handled and stored in full compliance with the current provisions of the federal aviation regulations.
- C.** Any person engaged in transportation of hazardous articles shall have designated personnel at the airport authorized and responsible for receiving and handling such shipments in compliance with the prescribed regulations.
- D.** Any person engaged in the transportation of hazardous articles shall provide storage facilities which reasonably insure against unauthorized access or exposure to persons and against damage to shipments while at the airport.

4.09 **MOTORIZED GROUND EQUIPMENT AROUND AIRCRAFT [49 CFR Part 139.321 & 139.329]**

No person shall park motorized ground equipment near any aircraft in such manner so as to prevent it or the other ground equipment from being readily driven or towed away from the aircraft in case of an emergency.

4.10 **AIRCRAFT ELECTRICAL AND ELECTRONIC SYSTEMS [49 CFR & AC 43.13-1B]**

- A. Radio transmitters and similar equipment in aircraft shall not be tested or operated within a hangar with dynamotors running unless all parts of the antenna system are at least one (1) foot removed from any other object. No aircraft shall be placed, at any time, so that any fabric-covered surface is within one foot of an antenna system.
- B. No airborne radar equipment shall be operated or ground tested in any area on the airport where the directional beam of high intensity radar is within 300 feet or the low intensity beam is within 100 feet of an aircraft fueling operation, airport fueling truck or flammable liquid storage facility unless an approved shielding device is used during the radar operation.

4.11 **ELECTRICAL EQUIPMENT AND LIGHTING SYSTEMS [49 CFR & AC 43.13-1B]**

- A. Vapor or explosion-proof electrical equipment and lighting systems shall be used exclusively within hangars or maintenance shelters when required under NFPA standards. No portable lamp assembly shall be used without a proper, protective guard or shield over such lamp assemblies to prevent leakage.
- B. All power-operated equipment or electrical devices shall be shut off when not in actual use.
- C. The aircraft electrical system shall be de-energized on any aircraft upon which work is being done within any hangar or structure by disconnecting the battery or power source.

4.12 **HEATING HANGARS [NFPA 403 & 407]**

Heating systems or devices in any hangar shall only be approved systems or devices as listed by the Underwriters Laboratories, Inc., as suitable for use in aircraft hangars and shall be installed in the manner prescribed by the Underwriters Laboratories, Inc.

4.13 **USE OF CLEANING FLUIDS [NFPA 407]**

Cleaning of aircraft parts and other equipment shall preferably be done with non-flammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of 100°F shall be used and special precautions shall be

taken to eliminate ignition sources in compliance with good practice recommendations of the NFPA.

4.14 APRONS, BUILDING AND EQUIPMENT [NFPA 407]

- A. All persons on the airport shall keep all areas of the premises leased or used by them clean and free of oil, grease and other flammable material. The floors of hangars and other buildings shall be kept clean and continuously kept free of rags, waste materials or other trash or rubbish. Approved metal receptacles, with a self-extinguishing cover, shall be used for storage of oily waste rags and similar materials.
- B. No person shall use flammable substances for cleaning hangars or other buildings on the airport. Cleaning agents shall meet all federal, state and local codes, regulations and permit requirements. All cleaning of buildings must be in compliance with the airport stormwater plan.

4.15 CONTAINERS [NFPA 407]

- A. No tenant, lessee, concessionaire or agent thereof doing business on the airport may keep uncovered trash containers adjacent to sidewalks or roads in a public area of the airport.
- B. No person shall spill dirt or any other materials from a vehicle operated on the airport.

4.16 REPAIRING AIRCRAFT [49 CFR Part 43 & Order 5190-6B]

- A. Aircraft repairs in storage areas of hangars shall be allowed provided such repairs or as allowed by FAA.
- B. The starting or operating of aircraft engines inside any hangar is prohibited. This shall not be construed as prohibiting the use of tractors with NFPA approved exhaust systems when moving aircraft within any hangar.

4.17 DOPING, SPRAY PAINTING AND PAINT STRIPPING [NFPA 407]

- A. The use of “dope” (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangars is prohibited.
- B. For paint, varnish or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with NFPA standards and applicable city ordinances.

4.18 FIRE EXTINGUISHERS [NFPA 407 & 49 CFR Part 139.321]

- A. Fire extinguishing equipment at the airport shall not be tampered with at any time nor used for any purpose other than fire fighting or fire prevention. All such equipment shall be maintained in accordance with NFPA standards. Tags showing the date of the last

inspection shall be attached to each unit or records acceptable to fire underwriters shall be kept showing the status of such equipment.

- B.** All tenants or lessees of hangars, aircraft maintenance buildings or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers. Extinguishers shall conform to applicable NFPA standards.

4.19 HAYS FIRE DEPARTMENT

All regulations and recommendations of the Hays Fire Department shall be adhered to with regard to fueling, storage and handling of all inflammables.

SECTION 5

AERONAUTICAL

5.01 GENERAL RULES [City Code - Section 8-22 & 49 CFR Part 139.101]

A. Compliance with Orders

All aeronautical activities at the airport shall be conducted in compliance with the current applicable FAR, these rules and regulations, standard operating procedures and minimum standards, directives/resolutions issued by the city.

B. Hold Harmless

The aircraft owner, pilot, agent or his/her duly authorized representative, (“releasing parties”) agrees to release or discharge the city, airport, its officers and its employees of and from liability for any damage which may be suffered by any aircraft and its equipment and for personal injury or death. Said releasing parties further agree to indemnify and hold the city harmless from and against any and all claims for injuries, damages or losses resulting from and related to the releasing party’s use of the Hays Regional Airport.

C. Negligent Operations Prohibited

1. No person shall operate aircraft at the airport in a careless manner or in disregard of the rights and safety of others.
2. All persons using the airport shall be held liable for any property damage caused by carelessness or negligence on or over the airport, and any aircraft being operated, so as to cause such property damage may be retained in the custody of the airport and the airport may have a lien on said aircraft until all charges for damages are paid. Any person liable for such damage agrees to indemnify fully and to save and hold harmless the city, the airport, its governing body, its officers and its employees from claims, liabilities and causes of action of every kind, character and nature, and from all costs and fees, including attorney’s fees) connected therewith and from the expenses of the investigation thereof.

D. Denial of Use of Airport

The airport manager or his/her authorized representative shall have the right at any time to close the airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other aircraft operation, to direct refusal of takeoff permission to aircraft, and to deny the use of the airport or any portion thereof to any specified class of aircraft or to any individual or group, when he or she considers any such action to be necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the airport. In the event the airport manager or his/her authorized representative believes the condition of the airport to be unsafe for landings or takeoffs, it shall be within his/her authority to issue or cause to be issued, a NOTAM closing the airport or any portion thereof. [49 CFR Part 139.335]

E. Aircraft Accidents or Incidents

The pilot or operator of any aircraft involved in an accident or incident on the airport causing personal injury or property damage shall, in addition to all other reports required by other agencies, make prompt and complete report concerning said accident or incident to the office of the airport manager within 48 hours of the time of the accident or incident occurred. When a written report of any accident or incident is required by FAR, a copy of such report may be submitted to the airport manager in lieu of the report required above. In either instance, the report shall be filed to the airport manager within 48 hours from the time the accident or incident occurred. [National Transportation Safety Board (NTSB), Flight Safety Director's Office (FSDO) & FAA]

F. Disabled Aircraft

Subject to compliance with appropriate federal regulations, the aircraft owner shall be responsible for the prompt removal of all disabled aircraft and its parts at the airport, as reasonably directed by the airport manager or his/her authorized representative. In the event of the owner's failure or refusal to comply with removal orders, disabled aircraft or any parts thereof may be removed by the airport at the owner's expense without liability to the airport for any damage which may be incurred by the aircraft owner as a result of such removal.

5.02 AIRPORT OPERATIONAL RESTRICTIONS [Airman's Information Manual/Federal Aviation Regulations (AIM/FAR)-Chapter 5]

A. General

Unless contrary to federal policy regulations and/or grant assurances, the City of Hays shall have the authority to designate or restrict the use of runways or other operational areas at the airport with respect to but not limited to the following types of operations:

1. Experimental flights
2. Equipment demonstration
3. Air shows
4. Aircraft type
5. Compliance with FAR Part 36, Noise Standards; Aircraft Type and Airworthiness Certification.

B. Take Offs and Landings

1. Except for a helicopter, which may operate from a helipad or other approved location; no person shall cause an aircraft to land or take off at the airport except on a runway.

C. Balloon Operations

As per Federal Aviation Regulations (FAR)

D. Ultra light Vehicles

As per Federal Aviation Regulations (FAR)

E. Parachute Operations

All parachute operations must be conducted in accordance with FAR Part 105 and shall meet or exceed the basic safety requirements of the United States Parachute Association. Parachute operations at Hays Regional Airport shall be limited to drop zone(s) specified by the airport manager and shall be in accordance with all current airport operational directives.

F. Glider Operations

All glider operations must be conducted in accordance with current FAR Part 91 and current airport operational directives.

G. No Camping Allowed On Airport Grounds [Compliance Guidance Letter 2 DIZ-X]

5.03 TAXI AND GROUND RULES [AIM/FAR-Chapter 5]

A. Aircraft Parking

1. No person shall park an aircraft in any area on the airport except those designated and in the manner prescribed by the airport manager. If any person uses unauthorized areas for aircraft parking, the aircraft so parked may be removed by or at the direction of the airport manager, at the risk and expense of the owner thereof.
2. No aircraft shall be left unattended on the airport unless it is in a hangar or adequately secured. Owners of such aircraft shall be held responsible for any damage resulting from failure to properly comply with this provision.
3. Articles left in aircraft are the sole responsibility of the aircraft owner/pilot. Theft or vandalism of said articles are not the responsibility of the city, or airport staff

B. Derelict Aircraft

1. No person shall park or store any aircraft in non-flyable condition on airport property unless in a state of repair with a documented completion date.

C. Starting and Running Aircraft Engines

1. No aircraft engine shall be run at the airport unless a pilot or certified airframe and power plant mechanic qualified to run the engine of that particular type of aircraft is at the controls.
2. No person may run an engine of an aircraft parked on the airport in a manner that could cause injury to persons or damage to any other property or endanger the safety of operation on the airport.
3. No aircraft will be run-up or started up while under the roofline of a hangar whether said hangar is enclosed or not.
4. Noise emanating from aircraft engines during ground operations shall be maintained within the then applicable aircraft engine noise limits promulgated by the federal government or the city, whichever is the most restrictive.

D. Aircraft Taxiing

1. No person shall taxi an aircraft on the airport until he or she has ascertained there will be no danger of collision with any persons or objects.
2. All aircraft shall be taxied at a safe and reasonable speed.
3. All aircraft operating on the airport shall be equipped with wheel brakes in proper working order.
4. Where taxiing aircraft are converging, the aircraft involved shall pass each other bearing to the right.
5. No aircraft shall be taxied into or out of any hangar under its own power.
6. All aircraft being taxied, towed or otherwise moved on the airport shall operate aircraft position lights in accordance with FAR Part 91 during the hours between sunset and sunrise.

5.04 ROTORCRAFT OPERATIONS RULES [AIM/FAR-Chapter 10]

In addition to all other rules and regulations contained herein, the following rules shall apply to rotorcraft.

- A.** Rotorcraft aircraft shall follow traffic patterns published by the FAA or as otherwise directed by the airport manager.
- B.** Rotorcraft shall not be taxied, towed or otherwise moved with rotors turning unless there is a clear area of at least 50 feet in all directions from the outer tips of the rotors.
- C.** Rotorcraft aircraft shall not be operated within 200 feet of any areas on the airport where unsecured light aircraft are parked.
- D.** Rotorcraft shall not, during landing and take off, pass over any airport building, structure or auto parking area.

5.05 USE OF T-HANGARS AND STORAGE HANGARS

The use or occupancy of any hangars on the airport shall be subject to the terms and conditions of the applicable lease or rental agreement which shall be strictly enforced by the city. No one is allowed to reside/establish living quarters, stay at or repose within hangars or on airport grounds. [Tenant Lease]

SECTION 6

MOTOR VEHICLES

6.01 GENERAL TRAFFIC REGULATIONS [49 CFR Part 139.329]

A. Authority

Unless otherwise provided herein, the city shall, establish ordinances relating to traffic and traffic control and shall post official traffic control devices pursuant thereto. Said ordinances shall include, but not necessarily be limited to, parking, standing, stopping, one-way roadways, through roadways, stop or yield intersections, speed restrictions, crosswalks, safety zones, matters pertaining to all forms of commercial ground transportation traffic lanes, signal devices, limitations on roadway use, and restricted areas. [City Code - Section 8-22]

B. Pedestrian Right-of-Way

The operator of any vehicle shall yield the right-of-way to a pedestrian. The driver of a vehicle must exercise due care for the safety of any pedestrian upon a roadway. [City Code - Section 8-22]

C. Authorized Vehicles

Only vehicles properly registered to operate on public roads shall be authorized to use designated airport roadways, except vehicles of non-standard height and/or weight shall require the express written permission of the airport manager. No person shall operate upon the airport premises any motor vehicle which: 1) is so constructed, equipped or loaded or which is in such unsafe condition as to endanger persons or property, or 2) which has attached thereon any object or equipment (including that which is being towed) which drags, swings or projects so as to be hazardous to persons or property.

D. Closing or Restricting use of Airport Roadways

The airport manager or his/her authorized representative is authorized to close or restrict the use of any or all airport roadways to vehicular traffic in the interest of public safety.

E. Storing, Parking or Repairing Vehicles

No motor vehicle shall be stored, parked or repaired on airport property except vehicles parked or stored in areas so designated by the manager or his/her authorized representative. Repairs are limited to only minor repairs necessary with respect to a temporarily disabled vehicle.

6.02 LICENSING

No person shall operate a motorized vehicle or motorized equipment on the airport without a valid operator's license.

6.03 PROCEDURE IN CASE OF MOTOR VEHICLE ACCIDENTS

The driver of any vehicle involved in an accident on the airport which results in injury to or death of any persons or property damage shall immediately stop such vehicle at the scene of the accident and shall render reasonable assistance. The driver shall immediately, by the quickest means of communication, give notice of an accident to the applicable law enforcement agency and the airport manager. The driver of each vehicle involved shall furnish the name and address of the owner and the driver of the vehicle, the operator's license and vehicle registration and the name of the liability insurance carrier for the vehicle to any person injured, the driver or occupant of the vehicle damage and to any police officer.

6.04 SPEED LIMITS

A. Safe Speed

No person shall drive a vehicle on the airport at a speed greater than 20 mph or prudent under the existing conditions and having due regard to actual and potential hazards.

B. Minimum Speed

No person shall drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.

C. Maximum Speed

No person shall drive a vehicle on the streets and other vehicular areas on the airport, including parking areas, in excess of the speed limits indicated on signs posted and maintained by the town. In areas in which signs are not posted, the speed limit shall be 20 mph. Speed limits around hangars and taxiways providing access to apron is 10 mph.

6.05 VEHICLE OPERATIONS WITHIN AIR OPERATIONS AREA [49 CFR Part 139.329]

A. Licensing and Registration

1. No person shall operate motorized ground equipment of any kind on the airport without a valid operator's license.
2. No person shall operate any motor vehicle in the air operations area without having first registered the same with the airport manager and obtained a permit and airfield safety briefing for the operation of such equipment.

B. Rules of Operations

1. No person shall operate a motor vehicle of any kind on the airport in a reckless manner or in excess of the speed limits prescribed by the airport manager. Speed limits shall not exceed 20 mph on ramp, apron, and 10 mph in aircraft parking or hanging areas.
2. Pedestrians and aircraft shall, at all times, have right of way over vehicular traffic. All vehicles shall pass to the rear of taxing aircraft and shall pass no nearer than 20 feet horizontal distance from any wing or tail section of a parked aircraft.
3. No persons operating a motor vehicle on the airport shall fail to give proper signals or fail to observe the directions of posted traffic signs.
4. No person under the influence of intoxicating liquor, narcotic or dangerous drugs shall operate a motor vehicle or aircraft on the airport.

5. No person shall operate any motor vehicle on the airport overloaded or carrying more passengers than that for which the vehicle was designed. No person shall ride on the running board, standing up in the body of moving vehicles or with arms or legs protruding from the body of motor vehicles other than crash, fire and rescue vehicles designed for standing personnel.
6. No vehicles shall be operated on the airport if so constructed, equipped or loaded as to endanger persons or property.
7. No person shall operate a motorcycle, truck or other motor vehicle without exhausts protected by screens or baffles to prevent the escape of sparks or the propagation of flame in any hangar on the airport.
8. When parking adjacent to a runway, all vehicles must park parallel to the runway and at least 250 feet to the outside of the runway lights.
9. Two-way radio communications (VHF UNICOM 122.8) will be required of all authorized vehicles or escort by vehicles so equipped, traversing or operating on runways and taxiways at the airport. Such vehicles will display a flashing or rotating yellow beacon. Vehicle operators will contact the UNICOM operator (when on duty) and will receive information regarding known aircraft movement on the ground and in the air around the airport. The vehicle operator will closely monitor UNICOM for transmissions by aircraft or the UNICOM operator. Responsibility lies with the vehicle operator to visually clear himself prior to entering a taxiway or runway.

C. Parking

No person shall park a motor vehicle for loading, unloading or any other purpose on the airport other than in the areas specifically designated for parking and in the manner prescribed by signs, lines or other means. No person shall abandon any motor vehicle on the airport. No person shall park a motor vehicle in a manner as to obstruct roadways nor in a manner which could interfere with or create a hazard for aircraft operations. Vehicle will not be parked on the grass or between hangars. [Certification Alert 12-06 & 49 CFR Part 139.323]

SECTION 7

CHARGES

7.01 SPACE OCCUPANCY CHARGES [City Code - Section 8-23 & 8-24]

Occupancy and rental of all space or the conduct of any business, commercial enterprise or other form of revenue producing activity on the airport shall not be permitted unless a written agreement for such occupancy, rental or conduct or business has first been obtained from the city.

7.02 REMOVAL OF PROPERTY [City Code - Section 8-22, 8-23 & Order 5190-6B]

1. Law enforcement may remove or cause to be removed from any restricted or reserved areas, any roadway or right-of-way, or any other unauthorized area or structure at the airport, any property which is disabled, abandoned or which creates an operations problem, nuisance, security or safety hazard or which otherwise is placed in an illegal, improper or unauthorized manner. Any such property may be removed or caused to be removed by the law enforcement to an official impound area or such other area designated by the city.
2. Any property impounded by the airport shall be released to the owner or operator thereof, upon proper identification of the property, provided that the person claiming it pays any towing, removal or stage charges and any other accrued fees. The city shall not be liable for any damage, which may be caused to the property or loss of diminution of value which may be caused by the act of removal.

7.03 INTENT

Nothing in the preceding sections is intended to preclude any authorized city or law enforcement personnel from taking other action authorized by law.

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 8

MEETING DATE: 9-26-13

TOPIC:

Transfer of Funds for 13th Street Reconstruction – Main to Milner

ACTION REQUESTED:

Approve the transfer of \$1.5 million from Financial Policy Projects to Capital Projects to pay for 13th Street reconstruction and engineering from Main to Milner.

NARRATIVE:

The 2014 Budget included improvements to 13th Street from Main to Milner. This would be the next large prioritized reconstruction project based on utilization and road condition.

Staff is requesting the transfer of \$1,500,000 to Capital Projects. If approved, an engineer will be selected through the request for qualification process and contract brought forward for Commission consideration. An engineer will provide options and costs based on Commission desires.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
John Braun, Assistant Director of Public Works

ADMINISTRATION RECOMMENDATION:

City staff recommends transferring \$1.5 million from Financial Policy Projects to Capital Projects to pay for 13th Street reconstruction and engineering from Main to Milner.

COMMITTEE RECOMMENDATION(S):

n/a

ATTACHMENTS:

Staff Memo
Visuals

Commission Work Session Agenda

Memo

From: Paul Briseno, Assistant City Manager

Meeting: September 19, 2013

Subject: Transfer of \$1.5 Million from Financial Policy Projects to Capital Projects to Fund 13th Street Reconstruction

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

Summary

Over the past five years the City Commission has implemented necessary strategies to minimize municipal costs to property taxes. In 2011 the Commission went to a pay as you go system to keep the mill levy at 25 for the foreseeable future. The next prioritized project is 13th Street reconstruction from Main to Milner with a tentative cost of \$1,500,000.

City staff recommends transferring \$1.5 million from Financial Policy Projects to Capital Projects to pay for 13th Street reconstruction from Main to Milner.

Background

Historically property taxes funded capital projects. General obligation bonds were utilized to finance capital projects not associated to enterprise funds. Therefore any new capital projects automatically increased the city's property tax levy.

Increased Projects =>Increased Payments=>Increased Property Taxes to Cover Payments

In 2011 the City Commission established a capital improvement plan with no additional projects that required additional debt/property taxes, in an effort to stabilize the city's mill at 25 for future years. To fund necessary capital projects City Commission excess Financial Policy Projects would be utilized. Over the past five years City Commission has used \$9.4 million to pay cash for capital projects, early pay off of debt, or offsetting necessary property taxes.

Discussion

A transfer is recommended from the Commission Financial Policy Projects to Capital Projects Fund to accomplish a pay-as-you-go process for 13th Street reconstruction from Main to Milner at a preliminary cost of \$1,500,000.

Approximately \$100,000 of these funds is budgeted in the Capital Improvement Plan for engineering to establish design options and cost considerations. Tentative construction costs are estimated at \$1,400,000. Once design options are finalized the City Commission will select a desired plan which may require additional City Commission Financial Policy Projects.

Legal Consideration

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

Financial Consideration

This recommendation meets City Commissions Financial Policy. A transfer to pay for the 13th Street reconstruction from Main to Milner will reduce the 2013 estimated Commission Financial Policy Projects to acceptable levels for 2014. This amount is estimated and will be updated through the budget process. The first step in this project is proper design/engineering to solidify costs. Of the \$1,500,000 noted in the Capital Improvement Plan for this project, \$100,000 is noted for engineering and design.

Options

This item will be presented at the September 26, 2013 meeting for City Commission action. At that time the Commission has the following options:

Option 1: Approve a transfer of \$1,500,000 from the City Commission Financial Policy Projects to Capital Projects Fund for the 13th reconstruction from Main to Milner.

Option 2: Do nothing.

Option 3: Move this item to another Commission Work Session for further review.

Recommendation

City staff recommends a 2013 transfer from City Commission Financial Policy Projects in the amount of \$1,500,000 to Capital Projects Fund for the reconstruction of 13th Street from Main to Milner.

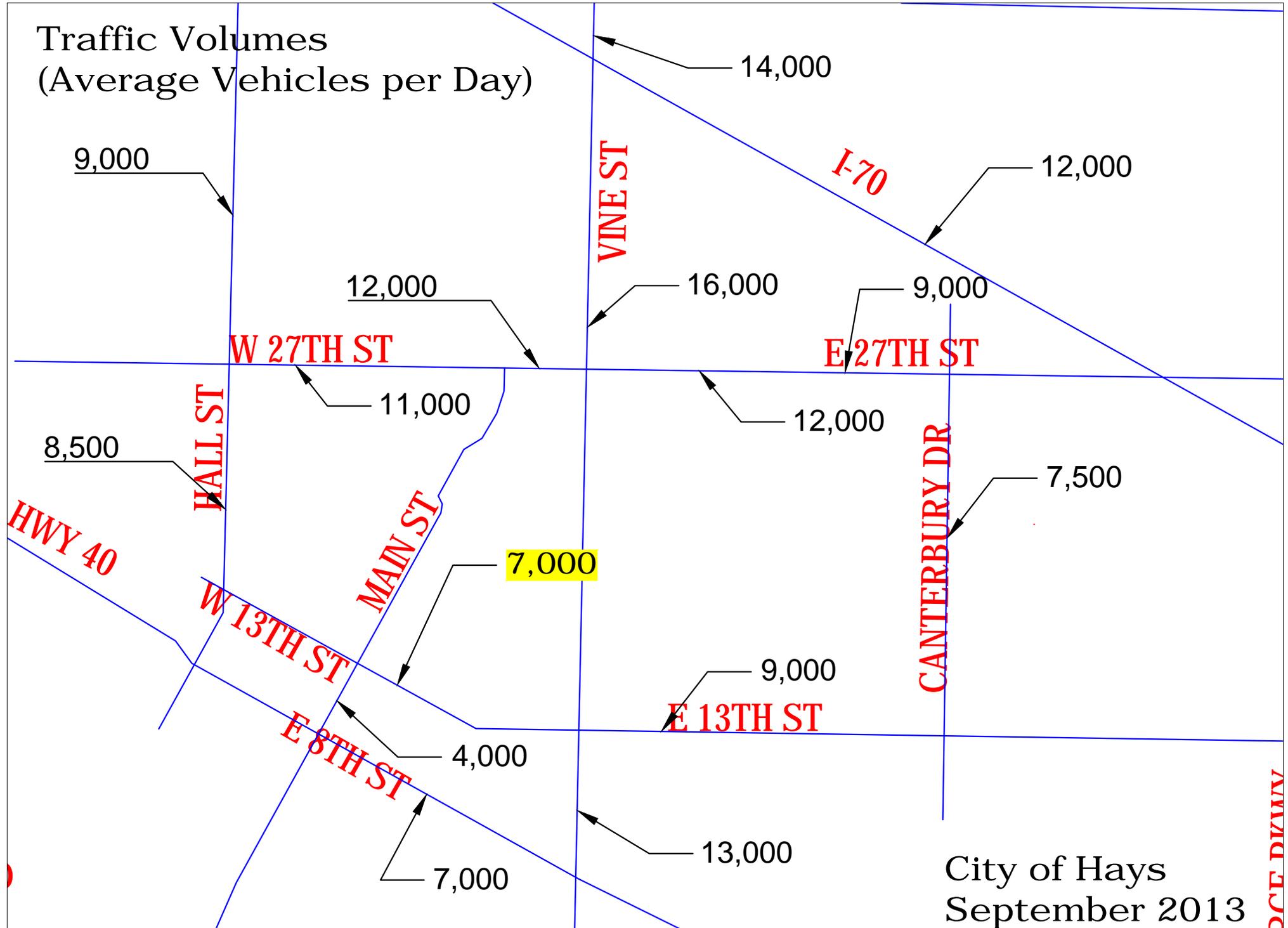
Action Requested

Approval of a 2013 transfer in the amount of \$1,500,000 from City Commission Financial Policy Projects to Capital Projects Fund for the reconstruction of 13th Street from Main to Milner

Supporting Documentation

None

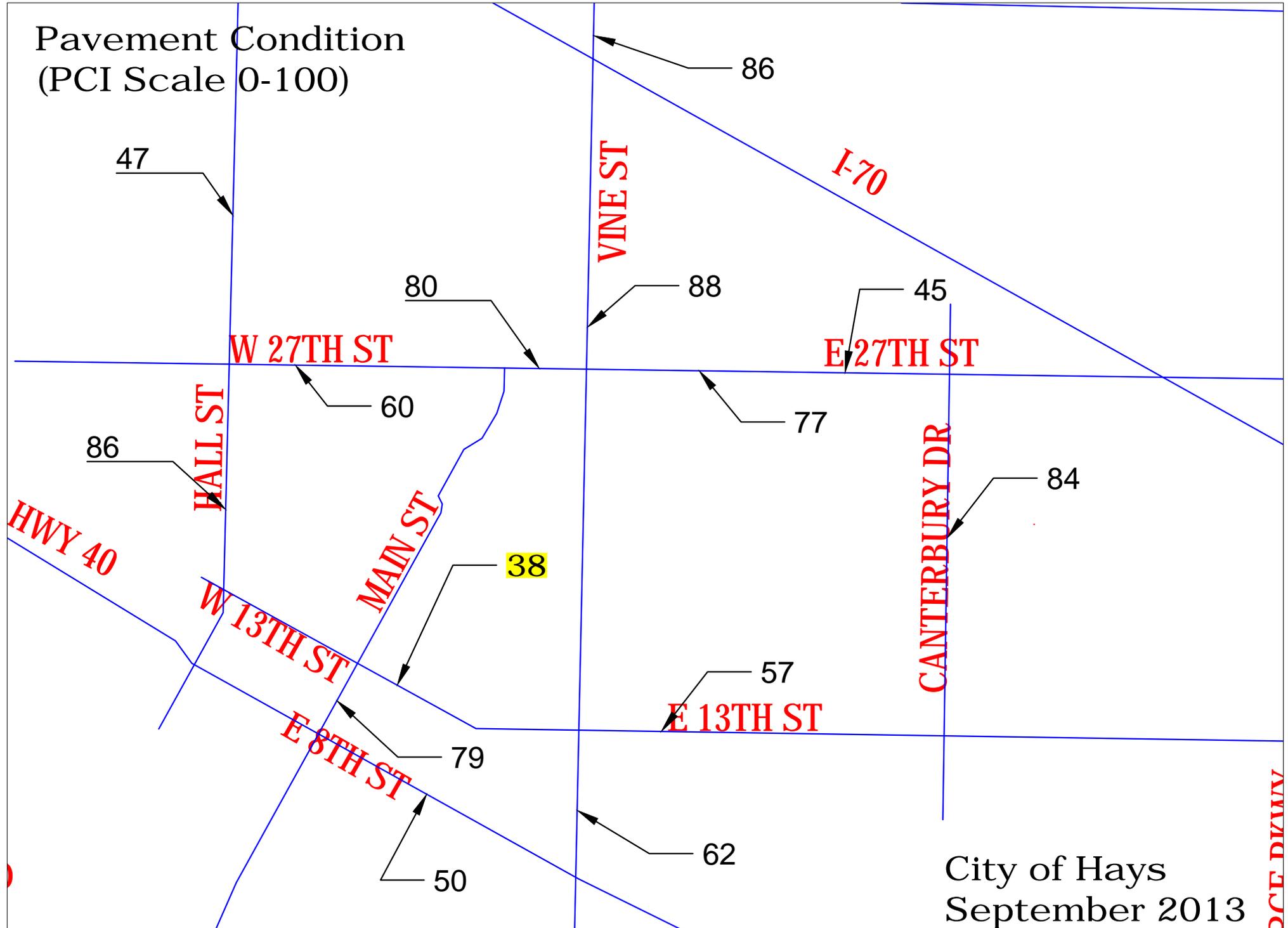
Traffic Volumes (Average Vehicles per Day)



City of Hays
September 2013

DCE DKWV

Pavement Condition
(PCI Scale 0-100)



City of Hays
September 2013

DCE DKWV

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 9

MEETING DATE: 9-26-13

TOPIC:

Policy for the Placement of Plaques on City Facilities

ACTION REQUESTED:

Consider approving the Policy for the Placement of Plaques on City Facilities.

NARRATIVE:

The need to have a policy for the placement of plaques on City facilities was previously discussed by the City Commission. The City Commission asked for specific language addressing Larks Park within the policy. The attached policy is now being presented for formal approval.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Commissioner Mellick

ADMINISTRATION RECOMMENDATION:

n/a

COMMITTEE RECOMMENDATION(S):

n/a

ATTACHMENTS:

Policy for the Placement of Plaques on City Facilities
Staff Memo
Plaque Pictures

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION DATE
POLICY FOR THE PLACEMENT OF PLAQUES ON CITY FACILITIES	City Commission	9-26-13	

POLICY STATEMENT:

In an effort to ensure consistent placement of recognition plaques, as well as to protect the historical integrity of Larks Park, the City Commission hereby adopts the following policy.

Procedure:

Larks Park

No recognition plaques, or any other plaque, will be attached to the main structure at Larks Park without City Commission approval. The City Commission understands that Fort Hays State University may choose to recognize donors for specific projects at Larks Park. These recognition plaques must be located in a centralized area created and maintained by Fort Hays State University.

Fixed Structures on City Property

Any entity wishing to seek or acknowledge recognition on a fixed structure located on any City property must first receive approval of the City Commission. City Commission approval will take into account the size, location and language included on the plaque.

Recognition for Non-fixed City Structures

Recognition for non-fixed structures such as benches, trees or any other non-fixed object shall be approved by the City Manager.

Acknowledgement of City Financial Assistance

The City’s financial assistance, if provided, must be noted on any recognition plaque that will be located on or within any City-owned property.

Commission Work Session Agenda

Memo

From: Toby Dougherty, City Manager

Work Session: August 15, 2013

Subject: Discussion of Larks Park Recognition Plaques

Person(s) Responsible: Commissioner Mellick
Toby Dougherty, City Manager

Summary

Fort Hays State University installed a plaque on the grand stands at Larks Park identifying a donor for a smaller project completed at the facility. Commissioner Mellick would like to discuss a possible policy dealing with these types of recognition.

Background

Two years ago, the City had budgeted \$10,000 for backstop improvements at Larks Park. The City was contacted by Fort Hays State University about the possibility of replacing the entire backstop. As this would require more than the \$10,000 budgeted, the City indicated to the University that it would pledge the budgeted \$10,000 for the project if the University came up with the rest of the money. The total project to replace the backstop was \$18,350. Fort Hays State University oversaw the backstop replacement project. The City merely provided guidance on specifications and financial assistance.

As the backstop was being reconstructed, the City Commission directed staff to install preventative measures in hopes of reducing the number of foul balls that ended up in the Hays Aquatic Park. This change required an expenditure of \$2,735 that the City paid for.

Discussion

As previously mentioned, the total project cost was \$18,350. The City of Hays paid \$10,000, and Fort Hays State University paid \$8,350. It is unknown at this time where the \$8,350 came from for the University's portion. Sometime this year, a plaque appeared on the east side of the Larks Park grand stand identifying The Meckenstock Group for its financial contribution to this project. City staff was contacted by Fort Hays State University and advised the plaque be small and unobtrusive.

Commissioner Mellick would like to discuss the University's installation of the plaque with the rest of the Commission to determine if there needs to be permission granted by the City Commission for future recognitions such as this plaque.

Legal Consideration

Larks Park is City-owned property and the City controls all aspects of it, including signage such as that involved in this matter. The lease between the City and University does allow for advertising space to be sold by the University, however, this particular plaque is not something that is contemplated by the agreement. There is no known legal obstacle to the City asserting approval rights for such modifications to the facility.

Financial Consideration

There are no financial considerations at this time.

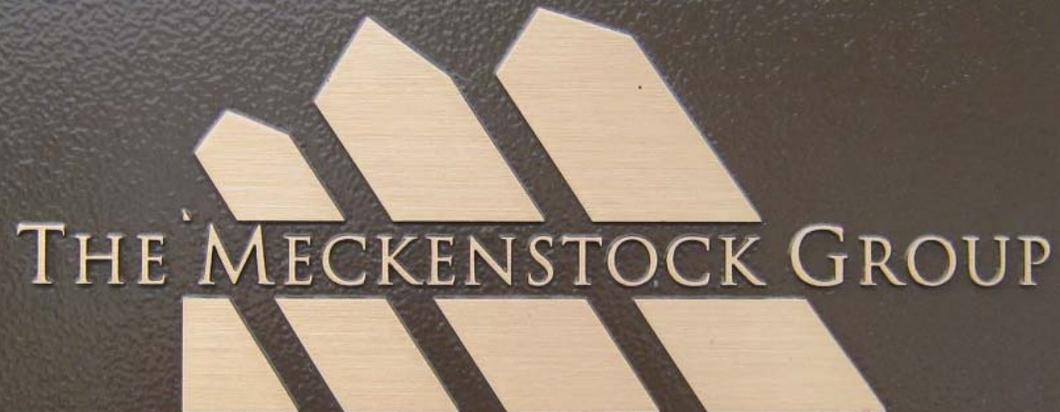
Action Requested

This item is being brought up by Commissioner Mellick and is for discussion only at this time.

Supporting Documentation

Pictures of Plaques

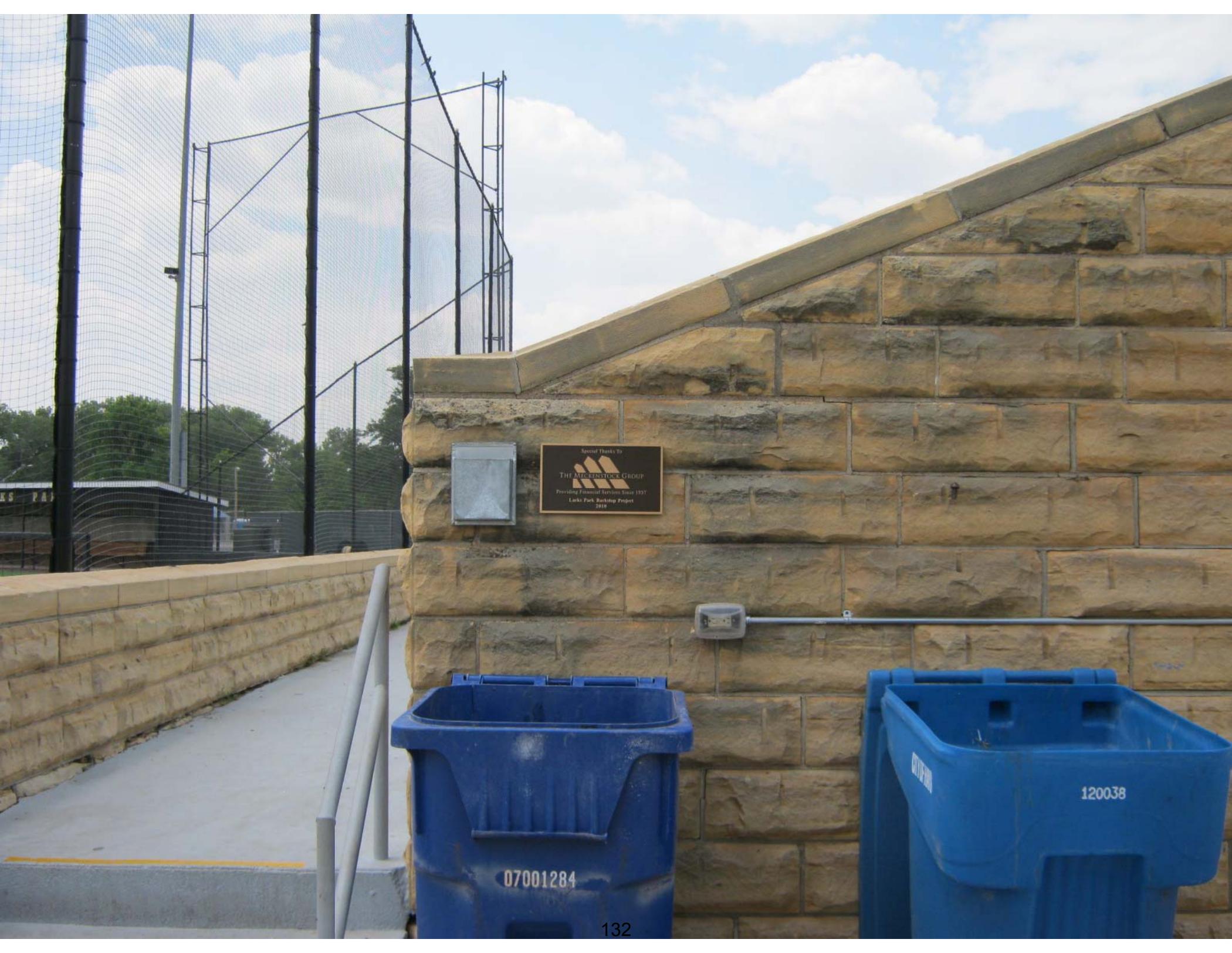
Special Thanks To



THE MECKENSTOCK GROUP

Providing Financial Services Since 1937

**Larks Park Backstop Project
2010**



Special Thanks To
THE MCKENESTOCK GROUP
Providing Financial Services Since 1957
Lacks Park Backstop Project
2018



COMMISSION INFORMATIONAL MEMORANDUM

TO: City Commission
FROM: Toby Dougherty, CPM
City Manager
DATE: September 19, 2013

Attached are the following items:

1. The minutes of the May 15, 2013 meeting of the **Ellis County Wellhead Protection Committee.**
2. The minutes of the June 13, 2013 meeting of the **Northwest Kansas Community Corrections Board.**
3. The minutes of the July 11, 2013 meeting of the **Sister Cities Advisory Board.**
4. The minutes of the August 5, 2013 meeting of the **Fort Hays Municipal Golf Course Advisory Board.**
5. The minutes of the August 5, 2013 meeting of the **Airport Advisory Committee.**
6. The minutes of the August 13, 2013 meeting of the **Hays Public Library Board.**
7. The minutes of the August 14, 2013 meeting of the **Downtown Hays Development Corporation Board.**
8. The minutes of the August 14, 2013 meeting of the **Hays Area Board of Zoning Appeals.**
9. The minutes of the August 19, 2013 meeting of the **Hays Area Planning Commission.**
10. The **2013 Enplanements at the Hays Regional Airport.**
11. The **Great Lakes On-Time Report** for September 2013.

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

ab

**Minutes of the Ellis County Wellhead Protection Committee Meeting
May 15, 2013**

Members Present: John Heinrichs, James Leiker, Hendratta Ali, Jude Scheck

Non-Voting members: Matt Windholz,- City of Ellis, Karen Purvis- Recording Secretary.

Guests- Shaun Musil- City Commissioner

John Heinrichs, Chairman, **called the meeting to order** at 7:02 PM.

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

Treasurer's Report- Treasurer reported that there was a \$660 deposit on October 25, 2012 from Midwest Energy for Pet waste stations grant, On 12/5/2012 a check was written to The City of Hays Parks Department for \$956.35. This amount included pet waste stations from two different grants and they are to be put out at the Hays Sports Complex area. On December 30, 2012 there was the interest on the account of \$1.15 for the 2012 year. Therefore the balance as of this date is \$684.60. The Treasurers report was approved.

Old Business-

- a) Events- *Orschlens Dog Day Event*- Karen read the email from Stacie Minson about the event on June 1, 2013. Karen will be sending out an email to members asking people to help work the event. We will serve hotdogs, chips, and snacks. We will also have our display board with the "picking up your waste" poster on it. Karen will bring a grill.
- b) Education- John stated that they are hoping to get an intern next semester to help with WHP activities and updates.
- c) Legislative- It was pointed out that the State of Kansas had posted that it was limiting when people with private water well could water. Other things that were discussed was water restrictions that were being issued from the other Cities.
- d) Membership- The letters were sent out.
- e) Research- John hadn't heard anything of the graduate student's thesis project.
- f) Other- John talked to Kim Perez about coming to the WHP committee and talking about the dog park project. It was suggested that we have her come to the August or September meeting. James gave an update on the RWD project.

New Business-

- a) Speaker- Shaun Musil- City of Hays Commissionner was the guest speaker. He talked to the committee and told them of the ways that the city was trying to conserve water. These included: Changing some of the parks over to buffalo grass, working with programs to convert lawns from cool season grasses to warm season grasses for individuals in the City, Tree rebates, and low flow shower heads.
- b) Other- Karen gave a report on the various windfarm projects that have been planned.

Date for Next Meeting- The next meeting will be held on August 21st, 2013.

It was moved by Hendratti and seconded by Jude that we adjourn the meeting. The meeting was adjourned.

Submitted by Karen Purvis, Recording Secretary

**Northwest Kansas Community Corrections
Governing Board Meeting Minutes
June 13, 2013
Hays, Kansas**

Present were: Ken Badsky, Tom Drees, Sue Evans, Byron Hale, Judge Paula Hofaker, Michael Kirchoff, Stacie Minson, Robert Paxson, Larry Poore, Sue Rouse, Mike Smith, Ron Speier, Richard Thompson, Daniel Thornton, Mahlon Tuttle, Pelgy Vaz, Mary Ellen Welshhon

Excused were: Bryan Byrd, Orvella Romine, Barb Wasinger

Absent were: Bruce Buck, Judge Pat Carroll, Karen Griffiths, Bill Jones, Richard Ress, Koran Thadani

Roll call was taken and there were seventeen board members present; six board members were excused; three board members were absent.

The meeting was brought to order by Chairperson Stacie Minson. After reviewing the minutes of the previous meeting, Ken Badsky made a motion to approve the minutes and Sue Rouse seconded the motion and the motion was carried.

Chairperson Stacie Minson let the Board know that the Director Evaluation Surveys on Director Trembley were good. He is very transparent and well informed about changes. There is honesty in his organization and he is always looking for resources. NWKCC is excellent, well run and always goes above and beyond. Director will share this with staff of NWKCC. Stacie told the board there is low turnover with NWKCC employees. The board members on the Directors evaluation committee suggested employees that have never attended a board meeting attend a board meeting so the board could get to know all the employees. Stacie told the board Director did an excellent job with budgets and received a score of 5; honesty rated a 5; maintaining program records was a 5; office procedures was a 5; presentation at board meetings was a 4 and the committee recommended being more precise at the board meetings; the committee also recommended that the Director needed to delegate more and give more responsibility to staff. Byron Hale made a recommendation to give the Director a 3% raise and the employees a 3% raise and Sue Rouse seconded the motion. The motion carried. Employees raises will go into effect in September and the Directors raise will go into effect in December.

Next item on the agenda was the approval of the FY14 Comprehensive Plan. Stacie Minson explained to the board that the risk-reduction subcommittee met and approved the FY14 plan. A motion was made by Sue Evans to approve the FY14 Comprehensive Plan that was reviewed by the sub-committee and Byron Hale seconded the motion and motion carried.

Next item on the agenda was the FY 14 Parole Contract, FY14 Byrne/JAG grant and the United Way grant. Director told the Board the he requested a 1% increase for the FY14

parole contract. However, right before the Board meeting, Kathleen Graves, who is the new Deputy Secretary of Corrections met with the Secretary of Corrections and told Director that KDOC has agreed to give NWKCC a 10% increase for the FY 14 parole contract. The FY 14 parole contract will be \$127,180.24. Director then went over the Byrne/JAG grant. NWKCC has received the Byrne/JAG grant since 2002 and the grant is for offender services. Director requested \$91,673.00 for the Byrne grant. Director then went over the United Way grant. Director requested \$16,500.00 from the United Way for housing and financial assistance for BIP. Mary Ellen Welshon made a motion to accept the parole contract and grants. Ken Badsky seconded the motion and motion carried.

Caseloads were reviewed with the board. Due to funding NWKCC has not been able to hire additional staff that is needed. To help with the Colby caseload, ISO Grant Pfannenstiel from the Hays office has been going to the Colby office once a week to help ISO Daren Organ with his caseload. Director did explain that Dian Organ is doing the cognitive-behavior program in Colby and the program does help with some of the caseload. If NWKCC does receive an increase in funding the goal is to expand the cognitive behavior program to the Hays and Norton Office.

Next item on the agenda was the new Dragon software that was purchased to help staff reduce the amount of time spent on typing chronos. Director told the Board he would report back to them at the next meeting and give them an update about the program.

Stacie Minson mentioned that the by-laws need to be updated. A sub-committee of Ken Badsky, Stacie Minson, Sue Rouse, Karen Griffiths, and Ron Speier was formed to update the by-laws.

It was suggested that everyone will bring a snack appetizer to the December 2013 meeting in Hays. The board agreed to not be considered employees of NWKCC as suggested by Adams Brown Beran and Ball accounting firm for mileage and meals.

The next board meeting will be held September 12, 2013 in Oakley, Kansas at 4:00pm.

Hays Sister Cities Advisory Board Agenda
Thursday July 11, 2013
Center for Life Experiences – 6:00 pm

Call to Order –Meeting was called to order at 6:03 pm at the Center for Life Experiences meeting room by Ann Leiker.

Members Present: Ann Leiker, Armando Orozco, Mehran Shahidi, Greg Sund, Ed Stehno and Carol Solko-Olliff

Members Absent: Tom Thomas, Max Maximov and Jenny Jiang

Minutes: Carol S. presented minutes from the March 7, 2013 meeting. It was moved by Greg S. and seconded by Armando O. to approve the minutes. Minutes were approved. There were no minutes from the May meeting.

Treasurer's Report: Armando O. presented the financials statement for Tom Thomas who was unable to attend. No change had been made since the last report. It was moved by Mehran S. and seconded by Ed S. to accept the financial statement presented.

Additions to the Agenda

Annual Sister Cities International Conference: Ann L. asked if any of the current members were able to attend the conference this year. Due to members schedules, no members would be able to attend this year, but our group would plan to send a representative in 2014.

Old Business

Ann L. reported that she will be sending a letter to Sister Cities International to officially discontinue our Sister City relationship with our current German city. The group discussed how we might make contact and establish another relationship with a city in Germany that we can have a meaningful exchange with. Max M. has been doing some research there, but perhaps we need to get Oren Windholz to come and talk to our group about possible connections he may have as well.

FHSU International Student Report – Carol S. did not have anything new to report since it was summer and the fall semester would be starting soon.

Ross Beach Memorial – Paraguay Sternberg project - Ed S. reported that he had been in contact with Sternberg Museum about the kiosk and while there was no new development he would continue to follow up with them.

Hispanic Celebration Report – The group brainstormed some ways to get Sister Cities involved with the Hispanic community. It was suggested to contact members of the group to put together a parade entry for the Frost Fest parade in December. This may be an activity that our Sister City could partner with them on. The entry could help with community involvement and also celebrate a traditional Hispanic holiday. We will need to try and determine who a contact person for this group might be. Armando O. will try to do some follow up with Fr. Fred or Fr. Kevin on this.

Update Goals and Objectives: This will be a priority for our group over the next few months. There was discussion on trying to get some census or demographic information of students enrolled in the local school district. We may also want to see if similar data is available for the city and county. Once we have some additional demographic information the group will invite Aaron White to come and talk about how Sister Cities might be involved in some economic development opportunities with our current and possibly new Sister Cities in Paraguay, China and Germany.

In an effort to explore an Inclusive Community Committee, demographic information will be important. It was suggested to gathering faculty and student diversity numbers from the last 5 years from 2008-2012 for both the public schools and also FHSU. Our group will strategize more about this at our next meetings.

Advisory Board Members: There is an open spot on the board. It was suggested to ask Alyson Ochoa if she might be interested. Members were asked to bring other possible board member names to the next meeting.

Next Meeting Date: September 12th at 6:00 pm

Meeting was adjourned at 7:02 pm

Respectfully submitted by: Carol Solko-Olliff

**Fort Hays Municipal Golf Course
Advisory Board Meeting
August 5, 2013**

In Attendance:

Bill Bieker, President	Jeff Boyle, Director, Parks Department
Jim Krob, Vice President	Travis Haines, Parks Superintendent (absent)
Karen Schueler, Secretary	Mike Cure, Golf Course Superintendent
Doug Huston	
Ron Speier	
Ron Augustine, Men's Association	Historical Fort Hays (open position)
Janet Schmidt, Ladies Association (absent)	Rich Guffey, ProShop Manager, Tournament Chair

Guest: Dan McMillan, FHGC member

The meeting was called to order at 5:30 pm by President Bill Bieker

1. Approval of the minutes from July 2013 meeting: Approved as written.

2. Board membership: current status - appointed members (3 year terms)

<i>Bill Bieker 07/01/15 (4th term)</i>	<i>Ron Speier, 07/01/13 (1st term)</i>
<i>Karen Schueler 07/01/15 (5th term)</i>	<i>Doug Huston 7/01/14 (4th term, non consecutive)</i>
	<i>Jim Krob 07/01/14 (1st term)</i>

Ron Speier's term expired and he has submitted the application to continue on the board.

3. Historical Fort Hays: Someone contacted both Rich and Jim Krob from HFH. It sounds as if there are volunteers who plan to attend these meetings, when needed.

4. Old Business: none

5. New Business: Bill Bieker shared a letter from the City of Hays regarding attendance policies for all the boards, primarily that too many unexcused absences will result in dismissal from a board. Fortunately, this board has very positive attendance and involvement from the members.

6. Pro-Shop report: Rich Guffey provided the following, saying that the weather in July was good for golfers.

	Rounds Played 2013	Rounds Played 2012	Rounds Played 2011	Year-to-Date Rounds Played	Green Fees Current Month	Green Fees 2012	Total Green Fees for Year
July	3330	3110	3515	2013/13,953 2012/14,570 2011/14,410			
June	3379	2980	3545		\$16,682.00	\$14,717.00	
May	3190	3203	3279		\$16,327.00	\$17,221.00	
April	1912	2564	2578		\$ 11,577.00	\$ 15,313.00	
March	897	2139	1313				
February	489	474	0				
January	456	23					

7. Tournament report: Rich provided a copy of the tournament report for the 4-Person Scramble on July 14 (84 players) sponsored by Options, and the 9-hole 4-Person Scramble on the evening of the Fourth of July (96 players). Rich asked the board to consider having a signed contract for those who request a private tournament,

such as Hays Ministerial Alliance which had only 48 players on Friday, July 5th. As compared to the July 24th Coffeyville Resources, which had 112 players. This led to discussion on the need to make changes, and it was decided to use the board meeting date in December, when we usually don't meet, to have a meeting to have a major discussion regarding tournaments. Rich added that FHGC will host the Ellis County Challenge on October 12th and 13th, which will have tee times. It was originally scheduled at the Ellis golf course, but that location will not work out this year.

8. Course report: Michael Cure: The monthly report indicates that the greens are in good shape, though troubles continue with the clean-up lap on the greens. They are working with a new consultant who Mike feels confident with. A few tee-boxes have not been growing well, but a plan is in place to fix those this fall. They are waiting on the results of soil samples on #13. Fairways are in good shape. Recent rains have resulted in much increased grass growth, making it difficult to keep up with the mowing. Mike said it would help if tee times did not start before 8:00 am. Problem is that some people start playing even before the pro-shop is opened for business. This issue will be discussed with those attending Senior golf, Ladies Night, and Men's Night. Rich and Mike will need to communicate more in regards to this, and will meet with Jeff to further discuss.

They plan to start aerating greens on the 20th of August, then tees and fairways, hoping to be done by August 30th. They will seed and sod starting in September.

Mike extended a thank-you to Dan McMillan for his recent volunteer work, and also to Nick Nierenberger who continues to volunteer work with the trees. New trees will be coming for planting soon, and there are a lot of dead trees that need to be removed.

9. Parks Department update: Jeff reported that a consultant has been hired in regards to water quality issues. The pond recently tested very high in PH levels. They have done a lot of soil sampling on the greens to help understand the effect of using affluent water. Increased aerating of the greens has helped this year.

Golf Course improvement Balance - 7/24/13

Cart Path Trail Fees: \$42,394.54

Donation Money: \$1,525.85 includes

- *Putting Green (Men's Association): \$1,224.00*
- *Trees: \$ 226.41*
- *Carry over from previous tournament funds: \$75.44*

10. Ladies' Association report: Janet Schmidt (absent) Karen and Rich reported that there is usually a good turn-out for Ladies Night, even when the weather is hot, or the skies look like rain.

11. Men's Association report: Ron Augustine reported that there were 38 in attendance on July 31st, which included a Meal Night.

Add-ons: none

Adjourned: 6:45 pm.

Submitted by Karen Schueler, Secretary

August 9, 2013

Hays Airport Advisory Committee Meeting Minutes

August 5, 2013

Members Present:

Dan Stecklein

I. D. Creech - City Member

Chris Springer

John Braun - City Member

Gary Wentling

Bob Johnson

Errol Wuertz

Mike Konz

Don Benjamin

Absent - Lyle Noordhoek

1.) Call to Order by Chairman

2.) Approval of the June 3, 2013 Meeting Minutes
Minutes approved.

3.) Discuss Vo-Tech School Update

Sherry Eutash with Wichita Area Technical College had a conference call with the Advisory Committee. The purpose of the call was to help Hays get started with an Aviation Maintenance curriculum by sharing what Wichita had to go through to become certified for FAA training. A training facility in Hays would have to go through a certification process. The program could be costly depending on how the program is certified. There is still a possibility that Hays could be a partner with another school and offer some of the program. Sherry invited Hays Committee Members to visit the Wichita school and see how their program is set up.

4.) Discuss Boarding Report

June 2013 numbers picked up and we are ahead of where we were last year at this time. School starting up will help increase the number of people flying Hays. There have been some cancellations due to the lack of pilots, equipment and weather. Working on the main runway in Hays has caused the airline to cancel some flights.

5.) Discuss runway construction update

Construction is four days behind schedule because of rain. Target completion date is still end of October 2013. At the same time some drainage problems are being looked at south of the apron and on the west side of the runway.

6.) Discuss Rules and Regulations Update

Some committee members reported that not everyone who uses the airport knows or understands what the Hays airport rules and regulations are and it would be helpful if a set was issued to all airport users. The City members said the rules need to be approved and that is in process.

7.) Discuss Terminal Expansion Update

I. D. Creech shared information on the City budget for the airport, code of ordinances for the airport, part of the master plan, and the catchment study of area residents using air transportation.

8.) Discuss Businesses interested in locating to the Hays Airport

Bob Johnson reported that there is space for building new hangars at the airport.

9.) Discuss EAS Funding Update

I. D. Creech reported that next year could have the same funding as the previous year. With any of the proposed changes, Hays would still benefit from the EAS funding.

10.) Discuss Fly-In Update

A fly-in is not scheduled for this year; however, there could be an event that would be a celebration of the new runway being completed. One problem with a fly-in is that with government spending cuts, military aircraft are not permitted to participate in public events.

11.) Schedule Next Meeting

September 9, 2013 6:30 PM

12.) Adjourn

Respectfully Submitted,

Errol Wuertz

Minutes of the Hays Public Library (HPL) Board Meeting
Tuesday, August 13, 2013

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

No guests were present.

Public Comment: No public comment.

Bills: Eric Norris provided corrections to the “HPL Fund Balances” in the monthly report sent to Board members. With the corrections put in place, D. Stanton moved and D. Dunn seconded to approve the July bills for payment. The motion passed 8-0.

Minutes: It was moved and seconded (M. Dinkel/A. St. Peter) to approve the minutes of the July meeting. The motion passed 8-0.

Director’s Report:

- Eric stated that he and the entire staff, with suggestions from the State Library, have been making changes to the way HPL statistics are reported, with the aim of reporting more accurately and concisely the Hays Public Library statistics. At the September meeting, he will explain in more detail the changes made in reporting the library’s statistics.
- Tom Micek, Hays Public Library IT Administrator, is currently reviewing filtering software to be used on all HPL’s public computers, in order to comply with the Kansas Children’s Internet Protection Act. Eric expressed frustration with the lack of guidance from the State Librarian with regard to choosing filtering software. However, conversations among libraries across the state and the State Library have provided helpful information possible filters; Eric and the staff will choose a filtering product soon and keep the Board informed.
- HPL is collaborating with the Salina and Great Bend Public Libraries to hold a conference on January 20, 2014, in Salina, focused on staff training. The HPL will be closed on that day to allow as many staff members as possible to attend the conference. Staff members Luci and Scott are part of the planning committee for the conference.
- Eric is working on plans to approach the City with two potential projects: 1) putting in place at Massey Park a “Little Free Library” (<http://www.littlefreelibrary.org>) and 2) creating an outdoor classroom in Frontier Park.
- With recurring flooding at the back door of the library when torrential rains fall, Eric will ask Nick Willis, the City’s Stormwater Superintendent, to check possible blockage of the drain. Further, rather than continue makeshift solutions to the problem (sand bags), he will ask local contractors for advice on how the problem can be fixed.
- HPL librarians are working on a shirt design contest to commemorate, in February 2014, the inauguration of President Abraham Lincoln. Other activities are planned, with the librarians working on a grant to help fund the activities.

- Because of frequent patron requests to use credit and debit cards for payments and donations to the HPL, Eric is looking into the possibility of the library's acquiring that service.
- Luci Bain is spearheading a grant to seek funds to have the Hays Arts Council be highlighted in a film series called *Turning Points*, given its history as the first arts council in Kansas.
- Eric referred the Board members to the information in the July Adult, Young Adult, Children's Departments, and Kansas Room Reports, included in the information packet sent to them.

Old Business:

In a change to personnel policy, it was moved and seconded (A. St. Peter/M. Dinkel) that the Hays Public Library institute background checks on all employees, including current and future employees and volunteers. The motion passed 8-0. This was the second (and final) vote.

New Business:

None

Board Open Discussion:

--Delbert Stanton asked about the City's response to a library patron's request to have a handicapped parking stall be placed in front of the library (see the July minutes). Eric stated that the City's decision is not to fund a new handicapped parking slot because there are already three handicapped parking slots near the library.

--Judy Flax praised the HPL sidewalk booth, the enthusiastic staff, the excellent glasses given away, and she noted that the movie *Paper Moon* was well attended.

Board Training Videos:

As suggested by Eric and agreed upon by the Board earlier, the members watched a brief introductory video (part of a series distributed by the Wyoming Library Association) about the appropriate role of a library board member. The HPL Board will continue to watch the short videos at the end of meetings and then discuss them.

The meeting was adjourned at 5:25 pm

Pam Shaffer
Secretary
Hays Public Library Board

Downtown Hays Development Corporation
August 14, 2013 | Meeting Minutes | Gella's Diner

Attendees: Board Members/Staff: Traci Stanford, Sandy Jacobs, Michele Flax, Chris Wente, Elodie Jones, Henry Schwaller, Michael Billinger, Andrew Rupp, Eddie Perrett, Pam Joy, Karen Dreiling, Sarah Cearley and Stacey Smith Guests: Paul Briseno, City of Hays

CALL TO ORDER: President Sandy Jacobs called the meeting to order at 11:37 a.m.

PUBLIC COMMENT: None.

CORRESPONDENCE: Thank you from Cancer Council and an email from Jacob Werth with ideas for the Emprise Bank building.

APPROVAL OF MINUTES: After a motion by Chris and seconded by Eddie, the July 10, 2013, minutes were approved as presented. Passed unanimously.

TREASURER'S REPORT: Income for the month of July totaled \$16,365.94, generated by Blues, BBQ & Bargains, Larks sponsorship, DT Hays Market and Wines and Steins. Expenses for the month totaled \$34,906.95 with a net loss of \$18,541.01. There is \$106,632.65 in checking accounts and CDs. Accounts receivable totaled 1070.04. Motion to accept this report made by Michele seconded by Henry.

ECC REPORT: Karen reported the convention center on north I-70 is still pending. The committee is still meeting with investor from Salina. She advised the ECC did get the 501(c)3 status for the building of the convention center. Aaron, Traci and Karen will be meeting to discuss recruiting in a business that has locations in Manhattan and Lawrence.

CURRENT BUSINESS:

- Gateway Marker – Traci is going to move forward planning a Gateway Marker Celebration for the final market at 17th and Main Street. Kim with Hays Car Care has agreed to open up her building for the snacks and drinks. Kim will also be working to schedule some entertainment for the night. The event will be held on Monday, September 9th at 4:30pm.
- City Funding Request –The final hearing for the City of Hays budget is August 22, 2013.
- Downtown Hays Website – (www.DowntownHays.com) The website is up, but not 100% complete. Traci is still working to finalize all pages and details. Traci asked for board help in proofing whatever we see on the site.

NEW BUSINESS:

- Board of Directors 2014 - Traci advised she would like the Board to start thinking about names for the 2014 Board of Directors. There are three open positions that will need filled and three up for a three-year renewal. Please send potential names to her before the next meeting.

COMMITTEE UPDATES:

- ***Physical Improvements*** –
 - Pavilion - Michele reported that we were waiting for the revised drawing of the pavilion and conversations with the railroad. There was much discussion about changing the location of the pavilion if the railroad is not cooperative. This issue will be addressed after the upcoming meeting with the railroad
 - Downtown Hays Market – Traci report the DHM has 28 confirmed vendors. A great success for the first year. She stated that having cars moved from the parking lot has been a task, and it going to talk to the City of Hays for permanent signage. She encouraged the board to keep telling people about it and shopping the market since vendors change on a regular basis.

- ***Events/Fundraising*** –
 - Wines & Steins: Stacey reported that the save the date cards were sent out and actual invitations were being mailed out as soon as possible. Pam announced that Farmland Auction has agreed to be the auctioneers for the event. There is going to be a drawing for \$1,000. A donation for the drawing is \$20. Traci reported there will be a variety of beer served at the event including Gella's, Coors, Budweiser and Defiance. Reservations are currently available.
 - Blues, BBQ & Bargains: 2013 was a huge success – 42 teams and we have expanded across the street west. It was announced that Sabrina will be stepping down as event chair and taking the contest chairperson spot as Pam is stepping down to act only as a committee member. Bargains on the Bricks was very successful and a great report for DT merchants.
 - Core2Campus: The event will be August 29 from 5-7pm. The event is open to the public with a hog roast for only FHSU students with ID There will also be a cash drawing, scavenger hunt, cheerleaders, Tiger Debs and a March to Main that includes President Hammond and the City of Hays Commissioners. Traci encouraged board attendance.

ADJOURN: Henry moved to adjourn the meeting. Karen seconded. Passed unanimously.

ANNOUNCEMENTS & ACTIVITIES:

August 16 – Core2Campus Chamber Chat at 9:00am at UP Park

August 19 – FHSU Back to School Picnic – DHDC Office Closed in the afternoon

August 23 – Fall Gallery Walk

August 29 – Core2Campus Kick-Off from 5-7pm in Downtown Hays

September 2 – Labor Day DHDC/Welcome Center Closed

September 9 – DHDC Exec Meeting at 4:00pm at the Hays Welcome Center

September 11 – DHDC Board Meeting at 11:30am at the Hays Welcome Center

September 14 – Wines & Steins

HAYS AREA BOARD OF ZONING APPEALS
COMMISSION CHAMBERS IN CITY HALL
MINUTES
August 14, 2013
8:15 A.M.

1. CALL TO ORDER: The Hays Area Board of Zoning Appeals met on Wednesday, August 14, 2013 at 8:15 a.m. in Commission Chambers of City Hall.

Roll Call:

Present: Lou Caplan Gerald Befort Jerry Sonntag

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

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

2. MINUTES: There was a motion by Jerry Sonntag with a second by Gerald Befort to approve the minutes from the June 12, 2013 meeting.

Vote: Ayes: Lou Caplan Gerald Befort Jerry Sonntag

Case Number #11-13 was moved to the end.

3. CASE #12-13 ROGER HANHARDT 216 E 20TH STREET Variance Request ZONED "R-3":

Jesse Rohr presented the above property on the overhead visual.

Roger Hanhardt, owner, presented his request for a 4 foot 6 inch variance to reduce the east front yard building setback from the required 15 feet to 10 feet 6 inches and request a 3 foot variance to reduce the south front yard building setback from the required 25 feet to 22 feet for an addition to the house on the above property.

Gerald Befort asked if it was a slab home. Mr. Hanhardt answered that it was a slab home. They would remove the sun porch and replace with the addition. They would build up the concrete for better drainage.

Lou Caplan asked if there were any comments from the audience. There were no comments from the audience.

Jerry Sonntag moved, Gerald Befort seconded the motion to grant a 4 foot 6 inch variance to reduce the east front yard building setback from the required 15 feet to 10 feet 6 inches and to grant a 3 foot variance to reduce the south front yard building setback from the required 25 feet to 22 feet for an addition to the home at 216 E 20th Street based on the consideration it does meet the five statutory requirements.

Vote: Ayes: Lou Caplan Gerald Befort Jerry Sonntag

4. CASE #13-13 Kris G Munsch - 415 W 17th St - Variance Request ZONED "R-3":

Jesse Rohr presented the above property on the overhead visual.

Kris Munsch, owner, presented his request for a 9.3 foot variance to reduce the south side yard building setback from the required 10.5 foot to 1.2 foot and a 2.7 foot variance to reduce the rear yard building setback from the required 5 feet to 2.3 feet to rebuild a detached garage on the existing concrete slab that has been in place for approximately 100 years on the above property.

He would like not to have to remove one of the 100 year old Pine trees if he would have to adhere to the setbacks. The home was built in 1909 that has historical value to the City.

Lou Caplan asked if there were any comments from the audience. There were no comments from the audience.

Gerald moved, Jerry Sonntag seconded the motion to grant a 9.3 foot variance to reduce the south side yard building setback from the required 10.5 foot to 1.2 foot & grant a 2.7 foot variance to reduce the rear yard building setback from the required 5 feet to 2.3 feet to rebuild a detached garage on the existing concrete pad based on the consideration it does meet the five statutory requirements.

Vote: Ayes: Lou Caplan Gerald Befort Jerry Sonntag

6. CASE #14-13 Rohr Family Trust - 1302 Elm Street - Variance Request - ZONED "R-3":

Jesse Rohr presented the above property on the overhead visual.

Becky Schaeffer, on behalf of her mother, presented the request for a 10 foot variance to reduce the east side yard building setback from the required 20 feet to 10 feet to allow for a back porch be constructed over an existing 10 foot by 10 foot concrete slab on the above property.

She presented some pictures of the patio area to the board to help explain that the porch would provide protection from the elements of the weather and route the rain water to drain into the street.

Lou Caplan asked if there were any comments from the audience. There were no comments from the audience.

Jerry Sonntag moved, Gerald Befort seconded the motion to grant a 10 foot variance to reduce the east side yard building setback from the required 20 feet to 10 feet to construct an enclosed porch over an existing 10 foot by 10 foot concrete slab based on the consideration it does meet the five statutory requirements.

Vote: Ayes: Lou Caplan Gerald Befort Jerry Sonntag

7. CASE #15-13 - DEVIN D & JAMIE L GROOMS - 419 W 23rd St - Variance Request - ZONED "R-3":

Jesse Rohr presented the above property on the overhead visual.

Devin Grooms, owner, presented his request for a 5 foot variance to reduce the west side yard building setback from the required 8 feet to 3 feet to construct a 16 foot by 24 foot detached garage.

Gerald Befort noted the wide width of the lot being 80 feet; he asked if they had considered other options.

Jerry Sonntag asked if they could move the garage over several feet so he would not need as great a variance. The requested variance would make the garage too close to the property line for a structure like that.

Lou Caplan asked if a 12 foot wide garage would work.

Devin Groom explained that he was requesting a variance to better utilize the space in the back yard and to build in line with the existing shed and to save from removing an established peach tree and building over utilities. He pointed out that the neighbors had no problem with his request. Jerry Sonntag noted that neighbors change over time.

Jesse Rohr asked if there would be any extra room between the garage and the established trees to move the garage over.

Devin Groom answered that there would be some room between the tree and the proposed garage to slightly move it over. He had wanted a sidewalk between the tree and garage.

Jerry Sonntag stated that he would be more in favor of a lesser variance of 3 feet.

Lou Caplan asked if there were any comments from the audience. There were no comments from the audience.

Jerry Sonntag moved, Gerald Befort seconded the motion to grant a lesser variance by granting a 3 foot variance to reduce the west side yard building setback from the required 8 feet to 5 feet to construct a 16 foot by 24 foot detached garage based on the consideration it does meet the five statutory requirements.

Vote: Ayes: Lou Caplan Gerald Befort Jerry Sonntag

8. CASE #16-13 - WES & JODIE WEAR-LEIKER - 3015 E 14th St - Variance Request - ZONED "R-1":

Jesse Rohr presented the above property on the overhead visual.

Wes & Jodie Wear-Leiker, owners presented their request for a 3 foot 6 inch variance to reduce the rear yard building setback from the required 5 feet to 1 foot 6 inches to construct a 16 foot by 27 foot lean-to awning not attached to the house to provide privacy in their backyard.

Some pictures were presented to point out that the area behind them was developed so high making it necessary for the homes behind them to be built in a two-story fashion. The home under construction behind them sets higher than their back yard fence leaving them no privacy; thus the reason for the proposed awning.

They had started placing poles in preparation of the awning not realizing a setback is required from the property line. They stated that they were told by Mike Schlyer, Inspector for the Planning Inspection and Enforcement, that they would need to move the poles 5 feet from the rear property line to comply with the setback and that they could cantilever the roof all the way out to the property line over the fence. Jesse Rohr explained that the roof overhang cannot overhang onto the property line; it is allowed to overhang two feet into the setback area.

The Leiker's stated that moving the poles back five feet would make the structure too narrow and it would not be as aesthetically pleasing to the property. Their plan was to cantilever the roof to stay within their backyard so rainwater would not drain onto the neighbor's property.

Gerald Befort asked if there was a reason they did not apply for a permit before they started the project. The Leiker's explained they did not realize there was a setback if they were inside the fence. They had just completed their vinyl fence and started this project before they would lose their access because the neighboring back yards meet up against each other. It is not like having an alley between them.

Jesse Rohr asked how close the proposed awning was to the house. He asked if they had considered a higher fence. The Leiker's answered that the awning meets the required distance from the covered patio that is attached to the house. They just spent a lot of money on their fence, so it is too late for a higher fence.

Jerry Sonntag asked about drainage requirements. Jesse Rohr answered that it is the intention that the drainage is to the street; although there it is not a requirement.

Jerry Sonntag suggested options to them that would not require a variance. They would have to remove the poles and set them back five feet. He understood the challenges that come with of a pie shaped lot and a cul-de-sac. He pointed out that they chose to build on that lot. Gerald Befort also offered some suggestions.

Lou Caplan and Jerry Sonntag explained that to grant a variance for one, particularly in a new development, they would be hard pressed to grant a variance for others. They do not want to set precedence. They explained how others could ask for the same variance if this was granted.

Lou Caplan explained that the request does not meet all of the five statutory requirements they are to consider for a variance particularly the one as follows: "The variance requested arises from such condition which is unique to the property in question and

which is not ordinarily found in the same zone or district; and is not created by an action or actions of the property owner or applicant.

The Leiker's asked if they could request a lesser variance.

Jesse Rohr explained to the board that they could table the request or make the decision at this meeting and the applicant could submit another application requesting a lesser variance.

Jerry Sonntag stated that if they change the design, there is room in the backyard for an awning without a variance. He also pointed out the fire hazard risk having the awning that close to the property line.

Lou Caplan asked if there were any comments from the audience. There were no comments from the audience.

Jerry Sonntag moved, Gerald Befort seconded the motion to **deny** the request for the above variance based on the consideration that it does not meet the 5 statutory requirements, specifically that the request is created by an action of the property owner.

Vote: Ayes: Lou Caplan Gerald Befort Jerry Sonntag

Lou Caplan informed Mr. and Mrs. Leiker they could appeal this decision to the District Court within the next 30 days.

1. CASE #11-13 – LUECKE PROPERTIES - TRACT 800 E 41ST – Special Use Permit Request - ZONED "C-2":

Jesse Rohr presented the above property on the overhead visual.

Emery Jennings, agent, and John Luecke, one of the owners of the Luecke Properties LLC came before the board to request an exception for a special use permit to allow for the construction of storage units on the north part zoned "C-2" of the above-referenced property as allowed within the "C-2" General Commercial and Service Zoning District with the issuance of a special use permit.

Emery Jennings gave a background of the 9 month process that it took to get to this point.

Jesse Rohr added this is an approximate 4 acre tract recently rezoned to "C-2" General Commercial and Service District. West of this property sets Home Depot; to the south is agriculture, to the east is the City Park and to the north is the Luecke residence and Vernie's Trux-N-Equipment business. Emery Jennings added that the 11.2 acres south of the property was a proposed housing development, although the city wanted to look at this more for a service district.

Emery Jennings used an easel to present the elevation drawing of the proposed storage unit. There would be electricity to the units.

Jerry Sonntag asked them to present their plan. Gerald Befort asked about more details of the fencing and if they had considered a vinyl fence.

John Luecke explained that it will be developed as a business with rental units. It will be a first class facility with a really nice entrance. It will be aesthetically pleasing with fencing and landscaping. They plan to construct a 54" wrought iron fence on the west edge of the property. There is an existing hobby building on the property.

Lou Caplan asked if this is a storage unit with overhead doors and which side of the building. John Luecke answered that the overhead doors would be on both the east and west side.

Lou Caplan asked if there was anyone in the audience in opposition to this request.

Darrell Unrein, Owner of Vernie's Trux-N-Equip, came before the board to voice his opposition of the special use permit for storage buildings.

He pointed out the importance of 41st Street being a major corridor with its connection to Commerce Parkway. He pointed out the importance to attract development growth to continue like what is already there; Home Depot and motels. He stated that 41st Street is important to Hays, Kansas; there is no use wrecking it. He asked the board if they would rather look at a motel or storage units. He said he had suggested to the Luecke's about waiting with their project and a developer would propose to purchase their land.

He explained the history of when he put in his business 31 years ago, at 655 E 41st, and bought his home near the business. He wanted to caution the Luecke's of the concerns he and neighboring owners have experienced with more exposure to that area. There has been theft, vandalism and safety concerns. He appreciates the exposure; although they have lost their privacy and succumbed to the issues with it. The tires of several trucks had been slashed just this last 4th of July weekend. Development has brought good and not so good people to the area. He called the not so good people as riff raff.

He stated that he had attended the public hearings for the rezoning requests. He expressed concern of a conflict of interest by Emery Jennings who was a member of the Planning Commission, but yet represented the Luecke's in their rezoning request.

He voiced concern that many of the neighboring land owners had not received notification of this hearing. He had talked to many of the neighboring landowners that had no idea what was going on. He felt that neighboring property owners affected by the request should have received notification.

He asked how Luecke's could start scraping the lot to prepare for the project when they did not have a permit. He felt they had the cart before the horse; they should not be starting any project if they do not have the paperwork to do it. Jesse Rohr answered that they were scraping the lot at their own risk doing it before being approved for a special use permit.

Jerry Sonntag asked Darrell Unrein why he was opposed to storage units; storage units are not a bad thing. Darrell Unrein answered that he would rather see development like what is already along 41st Street than a storage unit facility that may detract from the area continuing to develop like what is already there.

Bill Luecke, part owner, came before the board to give a brief history of when he objected to Darrell Unrein's proposal to construct a shop along 41st Street. His main objection was fear there may be paint smell from his shop. That has not been the problem; although the problem has been sandblasting between Mr. Unrein's shop and his house. They do not recover the sand; it fills the lots and ditches with sand. He is asking that Mr. Unrein cease sandblasting and remove the sand from the ditch and lot.

His family has had no problems with the concerns Mr. Unrein and his neighbors have experienced.

He and his family are proposing a nice storage system and are proud of their properties.

He pointed out that the City was to replace a wire fence with an aesthetically pleasing fence on the property they purchased to the east. They have not done that and he has not voiced objection, but he may in the future.

Emery Jennings explained that he has resigned from the Planning Commission because it was a conflict of interest to represent a developer while he was on the commission. He had abstained from voting but there was discussion of the degree of conflict of interest. It was denied by the City Commission for various reasons so the complete process was started over again after he was no longer on the commission.

He also explained that this business is for the land use basically for land banking until development grows that direction.

John Luecke agreed with Darrell Unrein that 41st Street was a prime street and will continue to develop, but it may be 10 to 20 years down the road. He added that there is no one that wants it nicer looking than his family. They will have a nice classy looking facility. There will be people around running the business.

Gerald Befort asked how many storage units would be associated with this request. Emery Jennings answered that there would be one. There will be a fence between this structure and the existing hobby buildings.

Lou Caplan asked if they would have to come back before the board if they wanted additional storage units. He would support this request for only the one building to guarantee the assurance the structure and site would be aesthetically pleasing. He asked who would decide if the site is aesthetically pleasing.

Jerry Sonntag stated that he would like the fence to continue from the west of the property to north as far as the driveway along 41st Street. He would prefer that the fence be 60 inches in height. He also noted they would have to decide on the construction

material of the fence. He also asked if the drive would be rock or concrete or other. He asked about signage.

John Luecke answered they would have one free standing sign facing north. Jesse Rohr explained that they would have to comply with the sign regulations by the City.

Bill Luecke answered that the construction of 41st Street would have to be done first before the fence could be placed to the north. The drive entrance would be concrete. It was discussed that with the setbacks they could tentatively set a fence along that area.

Jesse Rohr stated that the special use permit request is for this building only. This would be the opportunity to be specific for the site and screening. He pointed out to determine a time when the fence would be required to be completed around the property.

Gerald Befort suggested having the fence constructed before leasing the storage units. He asked about the construction material of the structure. Emery Jennings suggested that the timeline of the fence to be done within 120 days after the construction of the structure. John Luecke stated that the building would be steel in the color beige with a rustic color trim.

Jesse Rohr explained they would have to adhere to the city landscaping requirements.

I.D. Creech, Director of Public Works, asked that the board write down the conditions they require the owner to adhere to so it can be included in the motion.

Emery Jennings, agent, and John Luecke, one of the owners of the Luecke Properties LLC came before the board to request an exception for a special use permit to allow for the construction of storage units on the north part zoned "C-2" of the above-referenced property as allowed within the "C-2" General Commercial and Service Zoning District with the issuance of a special use permit.

Jerry Sonntag moved, Gerald Befort seconded the motion to grant the exception for the special use permit to allow for the construction of storage units on the north part zoned "C-2" General Commercial and Service District at 800 E 41st Street with the following stipulations to adhere to:

1. Allow only one storage building per this request
2. Require 60" wrought iron fence with 6" spacing to extend along the west to the driveway on the north
3. Fence is to be erected within 120 days after construction of the structure
4. Must meet all City regulations for landscaping and signage
5. Screening must meet the City Requirements

Vote: Ayes: Lou Caplan Gerald Befort Jerry Sonntag

The board thanked Darrell Unrein for his input.

9. OTHER: Lou Caplan reappointed for another term on the Hays Area Board of Zoning

The City Mayor appointed Lou Caplan for another term on the Hays Area Board of Zoning Board. Lou Caplan stated that he explained to the mayor that he would serve provided there are enough members for a full board.

10. OTHER: Training for the Hays Area Board of Zoning Members

Lou Caplan asked if there would be any upcoming training classes for this board. Jesse Rohr answered that there would be some upcoming training courses.

The board adjourned at 10:10 a.m.

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

**HAYS AREA PLANNING COMMISSION
CITY HALL IN COMMISSION CHAMBERS
AUGUST 19, 2013
MINUTES
6:00 P.M.**

Sandwiches were served before the meeting.

1. CALL TO ORDER: The Hays Area Planning Commission met in an earlier session Monday, August 19, 2013 at 6:00 p.m. in Commission Chambers at City Hall.

Roll Call:

Present: Larry Gould Matthew Wheeler Travis Rickford Lou Caplan
 Pam Rein Jake Glover left at 8:00 p.m.

Absent: Jim Fouts Paul Phillips Tom Denning

Chairman Larry Gould declared that a quorum was present and called the meeting to order.

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

Other: Committee Attendance Policy - Larry Gould handed out the Committee Attendance Policy

Other: Affordable Housing - Larry Gould handed out an Article from the American Planning Association related to Affordable Housing

Other: Introduction of new Planning Commissioner - Larry Gould asked the new Planning Commissioner, Matthew Wheeler to introduce himself. He would be representing the 3-mile zone.

Matthew Wheeler introduced himself to the Planning Commission. He has lived in Ellis County for 25 years. He has been working for Midwest Medical Supply for 22 years.

Other: Training and Education and Orientation of Planning Commission Members - Larry Gould recommended orientation training for the new commissioners and educational training and presentations for all commissioners that would provide the expectations and responsibilities for their role on the Planning Commission particularly with development opportunities. Good Leadership provides for education and training.

Other: 13th and Vine - Pam Rein asked about the road project at 13th and Vine. Jesse Rohr explained that it is the "Mill and Overlay" project.

2. MINUTES: The July 15, 2013 minutes were approved by consensus with one correction by Travis Rickford to remove one part of the sentence that was incorrect from his introduction as a new commissioner.

3. CITIZEN COMMENTS: - There were no comments.

4. CITY/COUNTY COMMISSION ACTION & PLANNING & DEVELOPMENT ISSUE UPDATES: None.

5. NO PUBLIC HEARING FOR A REZONING REQUEST LOCATED AT THE 200 AND 300 BLOCK E 7TH STREET – The applicant had withdrawn their application.

6. PRESENTATION BY THE CITY MANAGER: City Manager, Toby Dougherty, came before the commission to express his appreciation for the opportunity to speak about the future new path with the emphasis on professional development. The first step is the new relations between City Staff and the Planning Commission. City Staff will step up their involvement by framing the issues and identifying the ramifications and providing a recommendation to the Planning Commission and City Commission on the respective agenda items.

The second step in the planning and growth process will be the Planning Commission as a regulatory body. The City Commission will be the final step of the process.

He pointed out that the first point of contact for a potential developer would be City Staff, generally Jesse Rohr, Superintendent of Planning, Inspection and Enforcement. City Staff will have the conversation with the developer regarding their development so there are no surprises.

He explained there has been a lack of communication between the City Commission and Planning Commission in the past. He will be the liaison between the two governing bodies to look at the big picture. He stated that he will be having the same discussion with the City Commission at the Planning retreat.

He pointed out the importance of the Comprehensive Plan that outlines the vision for the future of Hays with defined concepts and principles. The desired outcome would come through policies and regulations. The City is a product of the planning, policies and regulations.

Larry Gould added that there are three essential tools involved to make things happen. They are the Comprehensive Plan; Zoning and Subdivision Regulations, and the Capital Improvement Plan. He explained the importance to work with City Staff to insert the proposed projects within the Capital Improvement Plan so they can get set up for funding.

The City Manager presented an illustrative film on the big picture of the planning issues concept.

The Planning Commission members discussed points from the film.

Pam Rein pointed out the importance of education and the study of zoning for the gradual change of mindset.

Toby Dougherty noted a comparison between locations in the United States to locations in England that have the same amount of people, although the United States uses twice the land area. Some of the development in England is built on recycled land. He explained that he is not anti-growth; he wants to manage the growth. He asked that they look at cause and effect and trends.

There are some places that pay to preserve farmland. There are some fundamental changes in the property tax structure for higher taxes for vacant lots and undeveloped property so owners do not set on it.

On the overhead visual, he pointed out the difference in lot sizes from the older part of town to the newer part of town. He explained there is little increase in population but the geographical area has expanded. Per the zoning regulations, the building setbacks hinder the size and/or expansion of a home without requesting a variance so people move to build on larger lots. He pointed out that we are a victim of our zoning and subdivision regulations. They are first generation and suburban in nature. We are not a "one size fits all community".

He suggested having regulations that would encourage renovation or replacing the older homes with new homes. It would be cheaper than building the same house and not have specials.

With urban sprawl comes the impact cost of added infrastructure, roads, parks and fire and police protection that results in more taxes. There is greater water usage for lawns on larger lots than smaller lots. With this development trend, it is not sustainable for water. Strict landscaping regulations would benefit the conservation of water and put money back in search of additional sources of water. In Las Vegas there are lawn development fees. He inquired if a park would be necessary for developments with the larger lots. He pointed out the importance to prepare for the cost and maintenance of growth with possible impact fees.

He pointed out that with a "Planned Unit Development, it would be known in advance the type of development going in.

He used a quote from I.D. Creech: "It is a person's privilege to be part of the community, not a right".

He wanted to determine a way to get citizens and students downtown. There is nothing to facilitate that. Small changes can make a profound impact.

Mr. Wheeler asked what would be the tools to change the mindset. In Lawrence, the downtown district is full of people going to shops and restaurants. Toby Dougherty stated that Portland created vibrant areas to encourage walking. Downtown was a place for people to congregate.

Larry Gould mentioned a time when bonds were considered to assist to renovate homes or tear down homes for recycled land near the university.

He also pointed out America's love affair with the automobile has contributed to urban sprawl. He spoke of changing the mindset of having so much dependence on the automobile. When he was in New York City, he used only public transportation.

It was pointed out of some of the changes that have occurred in the newer developments. There are no alleys and there are narrower streets. There is more livable area with no alleys; although alleys can be used for bike riding, walking, etc. The narrower streets make a traffic calming device.

Lou Caplan noted that cul-de-sacs are non-walk able areas.

He asked if something could be done through the tax structure on larger lots versus smaller lots. With the larger lots, there is a lot less people contributing for the services and upkeep of infrastructure etc. than the smaller lots.

Travis Rickford inquired how to get people more connected to other parts of the community. He noted that the reconstruction of 41st Street will be a step in the right direction for people to move around easier.

Matthew Wheeler asked if staff pointed out development opportunities to potential developers.

Toby Dougherty answered that they do point out the opportunities; although the developer finds that the land is too expensive and looks at other land outside the developed area. The City invested in the extension of 22nd Street, Commerce Parkway and the north of I-70, to encourage development and because the city grows slowly, now the land prices are too expensive.

He pointed out that the City Commission is frustrated by the expensive land prices that resulted from the investments.

I.D. Creech, Director of Public Works explained that the developer looks at only one part of the cost. They do not want to pay that much for the land with existing infrastructure. City Staff has started putting the numbers together of the total cost of the development to include the infrastructure and roads and making them

aware the city is not going to participate. When the developer puts the numbers together, they need to take into account the cost of the infrastructure and roads.

Times have changed; business can't be done like it has been done in the past. There are only so many dollars in the bank. We have to be careful when spending money.

It was added that the City needs to see a return on their investments before investing in more.

Toby Dougherty gave an example of one developer applying for a benefit district requesting that the City borrow money on their behalf so they can sell lots. It was not capitalized enough for the assurances it could be paid off. It is a difficult conversation.

Larry Gould suggested one alternative for affordable land was for government to buy up some of the land as city makes new investments to hold to be affordable for development.

Toby Dougherty encouraged the commission to not be afraid to be bold in their suggestions for discussion; it may manifest itself.

Toby Dougherty stated that there has been money budgeted for next year to hire a professional consultant to rewrite or modify the existing zoning and subdivision regulations. Per the Smart Growth Workshop there was a list of low hanging fruit prioritizing the growth process that included this. It would require input from the Commissions and City Staff for the historical and institution knowledge to help identify what needs to be changed.

Larry Gould pointed out to the commission that there may be some disappointments that may arise because of possible different perspectives between the Planning Commission and the City Commission along the way.

Pam Rein voiced her support for the direction outlined by the City Manager.

Larry Gould thanked Toby Dougherty for sharing his views with what he is trying to do with new relations between City Staff and the Planning Commission that will help them to understand the context better to move things in the right direction. He pointed out the importance to prioritize.

Toby Dougherty handed out a disc to each of the members on "Urban Growth Boundary of Portland".

7. OTHER: Kansas American Planning Association Conference

Jesse Rohr invited the Planning Commissioners to attend the Kansas American Planning Association two day Conference.

He suggested other training and educational opportunities for the commission that can be considered.

The meeting was adjourned at 8:40 p.m.

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

City of Hays
Public Works Department - Airport Division

FROM: Airport Manager
 RE: Enplanements



2013 Enplanements							
<u>Month</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Comparison 2012-2013</u>
January	645	562	537	562	655	645	-2%
February	573	451	532	551	717	528	-26%
March	743	582	681	754	793	841	6%
April	689	583	682	724	726	716	-1%
May	772	756	774	943	1050	1043	-1%
June	739	594	732	998	687	818	19%
July	726	668	679	984	704	775	10%
August	690	517	693	945	752	571	-24%
September	625	621	662	858	659		
October	721	629	741	786	782		
November	593	664	694	814	828		
December	696	808	811	981	975		
Gt Lakes Total	8,212	7,435	8,218	9,900	9,328	5,937	-36.35%
Other Charters					550		
Charter Total	345	24	802	318	319	208	-34.80%
TOTAL	8,557	7,459	9,020	10,218	10,197	6,145	-39.74%

Commercial pass.
 Average/Day 20.4 22.5 27.1 25.6 24.4

2013 On-Time Statistics - Great Lakes

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

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

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

Great Lakes Airlines On-Time Report

Sep-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	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																							100%						
645	x	x	x	x	x				x																								100%					
1016	x	x	L	x	x				C																							67%	17%				17%	
1026	x	x	L	x	x				C																							67%	17%				17%	
1311	C	x	x	x	x				x																							83%					17%	
1321	C	x	L	x	x				x																							67%	17%				17%	
1425	C	x	x	x	L				x																							67%	17%				17%	
1435	C	x	x	x	L				x																							67%					17%	
1626	x	x	L	x	L				x																							67%	17%	17%				
1636	x	x	L	x	L				x																							67%	17%	17%				
2156	x	x	L	L	x				L																							50%	33%	17%				
2206	x	x	L	x	x				L																							67%	33%					
Saturday																																						
715								x																								100%						
725								x																									100%					
1250								x																									100%					
1300								x																									100%					
1406								x																									100%					
1416								x																									100%					
1931								x																									100%					
1941								x																									100%					
Sunday																																						
845	C							x																								50%					50%	
855	C							x																									50%					50%
1250	x							x																									100%					
1300	x							x																									100%					
1626	x							x																									100%					
1636	x							x																									100%					
2156	x							x																									100%					
2206	x							x																									100%					

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

On time means <= 15 minutes

Average	77%	10%	3%	0%	1%	8%
Total Flights - 96	74	10	3	0	1	8
Percentage of flights delayed or canceled	23%					