

**CITY OF GREENSBURG
REGULAR CITY COUNCIL MEETING
300 SOUTH MAIN GREENSBURG, KANSAS
MONDAY, APRIL 18, 2016
6:00 PM**

A) CALL TO ORDER

B) PLEDGE OF ALLEGIANCE AND INVOCATION

C) ROLL CALL & APPROVAL OF THE AGENDA

D) CITIZEN COMMENTS

All comments are limited to a maximum of three minutes for each speaker. In accordance with the Open Meetings Act, City Council members may not discuss or take action on any item that is not on the Agenda.

E) RECOGNITIONS, PROCLAMATIONS, AWARDS, & NOMINATIONS

1. Reappointment - Planning Commission: May 1, 2016 - April 30, 2018
Scott Eller, Loren Campbell, & Georgina Rodriguez

F) CONSENT AGENDA

These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Council member so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.

1. Approval of Minutes
 - a. Regular Meeting – April 4, 2016
2. Appropriation Ordinance
 - a. Ordinance #1074

G) ITEMS OF BUSINESS

1. Review of Proposed Chickens Ordinance
2. Elections Ordinance- Charter Ordinance
3. Discussion on 2017 Budget Process

H) CITY ATTORNEY'S REPORT

I) CITY ADMINISTRATOR'S REPORT

J) GOVERNING BODY COMMENTS

K) EXECUTIVE SESSION

1. Personnel matters relating to non-elected personnel (15 min)

L) ADJOURNMENT

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 5:30 and 6:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

To be placed on future agendas please contact City Administrator Kyler Ludwig at administrator@greensburgks.org or call City Offices at 620-723-2751.



To: Greensburg City Council
Date: April 15, 2017
Subject: Citizen Comments- Jeremy Butler

On April 9th Jeremy Butler asked to be placed on the agenda to appeal his late dog registration fee. Mr. Butler expressed his belief that the City did not properly notify him of the requirements to register pets, and he feels the late penalty is disproportionate to the crime. The City Code does not give Mr. Butler a formal appeals process for dog registration until his is issued a formal fine and given a hearing through the municipal court.

Mr. Butler's request is in response to a letter delivered by the City to residents with unregistered dogs. The letter delivered by Chief Alvarez was part of a series of notifications used to encourage dog registration this past year including a notice to every resident in the January utility bill, publication in the Kiowa County Signal, posters throughout town, social media posts (twitter and facebook), advertisement on the electronic billboard, and use of the roll-out sign in front of City Hall.

The code that Mr. Butler is concerned with has been attached along with a brief statement from Mr. Butler and a copy of the City's notification from Chief Alvarez. The Council cannot take action on this item today, but they may request that a review of section 2-201 be placed on an upcoming council agenda. Similar complaints have been received from other residents who received the written warning of their violation, but the City has seen more than 30 additional dogs registered as a result of the letter, and there has been a significant increase in the number of dogs vaccinated in town.

Best regards

A handwritten signature in black ink, appearing to read 'Kyler Ludwig'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Kyler Ludwig
City Administrator

ARTICLE 2. DOGS AND CATS

2-201. Registration and vaccination required; fee.

(a) Every owner of any dog or cat over six months of age shall annually register with the city clerk his or her name and address with the name, sex and description of each dog or cat owned and kept within the city. It shall be unlawful for the owner of any newly acquired dog or cat or any dog or cat brought into the city to fail to register such animal within 30 days from acquisition or bringing the dog or cat into the city. It shall be unlawful for the owner of any previously registered dog or cat to fail to maintain current registration of such dog or cat.

(b) Upon registration, the owner shall present a current, completed certificate of immunization against rabies. No registration shall follow without evidence of this document, and it shall be unlawful for the owner of any dog or cat over six months of age to fail to maintain effective rabies immunization of such dog or cat.

(c) The owner or harbinger of any dog or cat shall, at the time of registering such dog or cat, present to the city clerk a certificate from an accredited veterinarian showing that a male dog or cat has been neutered or a female dog or cat has been spayed, if the dog or cat has been neutered or spayed.

(d) The city clerk shall collect an annual registration fee of \$3.00 for each neutered male dog or cat and for each spayed female dog or cat, and \$15.00 for each unneutered male dog or cat and for each unspayed female dog or cat.

(e) The registration year shall be from January 1st through December 31st of each year. The fee shall be payable before March 1st of each year without penalty.

Registration fees as enumerated above may be prorated for newly acquired dogs or cats or for dogs or cats owned by a person or persons moving to and establishing a home in the city during a calendar year. Every owner or harbinger of a dog or cat, or dogs or cats, who shall fail to register the same prior to the 1st day of March of each year shall pay in addition to the registration fee herein provided a penalty fee for late registration of two times the annual registration fee.

(Code 1986, 2-201; Code 2007; Ord. 1038)

I WOULD LIKE TO DISCUSS THE MANNER
OF NOTICE OF VIOLATION AND THE PENALTY
OF NON COMPLIANCE.

JEREMY BOZLER

Greensburg Police Department

Dear Resident,

Your residence has been identified by City staff as one of 79 properties with one or more unregistered dog(s). Ordinance number 2-201 of the Greensburg City Code requires annual registration of dogs prior to March 1st. Dog registration helps the City return lost dogs to their owners, and is an effort to eradicate the spread of rabies.

The licensing fee before March 1st was \$3.00 for each neutered dog and \$15.00 for unneutered dogs. After March 1st a penalty was added to the licensing fee; dog owners are required to pay \$9.00 for each neutered dog and \$45.00 for an unneutered dog. Registration can be done at City Hall during regular office hours. Dog owners must provide proof that their dogs have a current rabies vaccination before they can be registered.

If you are found harboring an unregistered dog after April 30th further action may be taken. If you feel you have been contacted by mistake or if you have questions about dog registration, please contact the Greensburg Police Department at (620) 723-4108.

Sincerely,

Paul Alvarez
Chief of Police

**Greensburg City Council
April 4, 2016
City Hall**

A) CALL TO ORDER

Mayor Robert Dixon called the meeting to order at 6:00 p.m. on April 4, 2016.

B) PLEDGE OF ALLEGIANCE AND INVOCATION

The Pledge of Allegiance was said. The invocation was given by Pastor Jeffrey Miller.

C) ROLL CALL & APPROVAL OF THE AGENDA

Council present: Matt Christenson, Mark Trummel, Sandy Jungemann, and Haley Kern. Rick Schaffer was absent. Jungemann made a motion to approve the agenda as presented. Kern seconded the motion. The motion passed 4-0.

D) CITIZEN COMMENTS

Dixon welcomed citizens to the meeting and opened the floor for comments or questions.

Carolyn Irvin thanked the City for their attention to the alley behind Kwik Shop and encouraged them to continue to address other allies she feels are in need of maintenance.

Mary Merhoff thanked the Council for entertaining the idea of allowing poultry on residential properties. She feels that changing the code will allow city kids to have small, contained 4-H animal projects. She encouraged strict guidelines such as requiring fowl be contained, no roosters, and that the wings be clipped.

E) CONSENT AGENDA

Staff provided an amended Appropriation Ordinance for Council's approval. Kern made a motion, seconded by Jungemann, to approve the amended consent agenda as presented. The motion passed 4-0.

F) ITEMS OF BUSINESS

1. Cyber Insurance

Council reviewed the City's insurance coverage for this year at the March 21st meeting. Jeanine Hassiepen, People's Insurance, has gathered additional information on the Cyber Solutions Insurance that was offered at \$921.00. Hassiepen informed Council that there is not a minimum level of security needed prior to obtaining coverage. The insurance helps cover costs of viruses and data loss (i.e. computer hack). The insurance would also cover losses sustained through data recovery efforts when business data has been compromised. A brochure was provided through EMC that more fully summarizes what is covered by the insurance. EMC also provides recommendations and assessment tools that can be used to help ensure the City is secure. City Administrator Kyler Ludwig provided the names of several Kansas cities that have moved toward purchasing cyber insurance, noting that some including Sedgwick County have opted out of purchasing this type of coverage.

Kern and Christenson voiced their preference to focus on prevention before purchasing insurance, but noted that the coverage would provide resources to assist with that evaluation and process. Staff was asked to review policies and procedures that would assist in protecting the city's data.

Christenson made a motion, seconded by Kern, to approve the purchase of cyber insurance. The motion passed 4-0.

2. Crack Fill Equipment Purchase

Ludwig advised Council that \$5,400 was allocated in the 2016 budget for the purchase of a cold-pour crack filler. The City currently has a gravity fed unit that fills cracks with cold tar. Staff has found the current process to be slow and inefficient. Staff has received two bids on a CrackPro 3500. Seal Master presented the lowest bid of \$5,360. Team Lab's bid for the same equipment was for \$5,400. The system would include an air-wand to blow dirt out of cracks prior to the seal being applied; the machine can also be used to apply sealant to the road and in cracks.

Jungemann made a motion, seconded by Trummel, to approve the Seal Master bid of \$5,360. The motion passed 4-0.

3. Commercial Outdoor Contract Renewal

Staff has received a billboard lease agreement from Commercial Outdoor, LLC for the billboard located next to Rick's on the west side of Pratt. The Tourism Board unanimously approved the agreement and has the funds within its budget; however, the two year contract exceeds the \$5,000 spending limit of the board. Earlier this month the City's billboard was erroneously taken down because of a miscommunication. The current artwork will be replaced at no charge. The City will still have the option to select a new design in the future. Replacement of the design would cost \$600.

Christenson made a motion to approve the 2 year contract with Commercial Outdoor, LLC. Jungemann seconded the motion. The motion passed 4-0.

4. Iroquois Center Land Bank Donation

Ludwig has been approached by the Iroquois Center about a donation of two properties into the Land Bank. The first property is located at the southwest corner of Kansas Avenue and Grove Street. The second property is located on South Olive Street. The properties are county appraised at a combined value of \$5,940. City Attorney Gordon Stull has reviewed the properties and found there to be good titles on both, with no liens and only the current taxes owed. Taxes on the properties would be removed should they be placed into the Land Bank. Staff feels that the property located on Kansas Avenue is a great property for a potential business and would allow the City an economic development incentive for an interested business.

Dixson convened the Council as the Land Bank at 6:19 pm.

Carolyn Irvin, Iroquois Center Board Member, stated that the Kansas location was the original site of the Iroquois Center. The Center is no longer able to maintain the properties.

Stull advised that with a clean title the City could obtain a deed and go to title closing; however, should the Center be seeking a specific valuation he would recommend a contract be signed.

Jungemann made a motion, seconded by Christenson, to accept the donation of both properties into the Land Bank. The motion passed 4-0.

Council returned to open session at 6:22 pm.

5. Bike Program

Ludwig advised that at their last meeting the Tourism Board approved the launch of a test project, offering visitors a unique opportunity to see our community in a sustainable way. The board approved spending \$500 of their budget to help launch a free bike program that would be based out of the Big Well Museum. Residents and visitors would be allowed to borrow a bike for a few hours, with helmets being available during business hours. The Safe Kids Program has agreed to donate helmets and the Greensburg Recreation Commission has proposed a \$1,000 donation to the program as part of a health initiative. A similar program was started in Manhattan, KS over this past year. Tourism has secured residential volunteers to perform weekly bike maintenance. The City would store the bikes indoors during the winter season. Tourism is requesting \$500 from the City's General Fund to help with the purchase of 12 bikes and two "co-pilots" at a cost of \$1,753. Photos of the proposed bikes were provided in the meeting packet. Tourism Director Stacy Barnes has researched the initiative and has seen a desire from visitors for such a service. The City of Manhattan has seen their project be successful and has experienced very little vandalism.

Christenson questioned the difference in the price quoted and the amount of funding being requested. Kern, Council's representative to the Tourism Board, stated that overage was for decals, tires, and other maintenance items.

Christenson made a motion to approve \$500 from the General Fund for the program. Jungemann seconded the motion. The motion passed 4-0.

6. Draft Chickens Ordinance

At their last meeting, Council expressed interest in reviewing amendments to the Animal Control Ordinance to allow the keeping of fowl on residential properties. Staff provided a rough-draft amendment to the Code that would allow for chickens with some exceptions. As proposed, a property owner could apply for a permit for 6 chickens. The cost of the permit would be \$50 the first year and \$15 each year thereafter. The property proposed to house the chickens would need to be occupied by the applicant and the applicant could not have received an animal violation within the last 2 years or a notice of non-compliance for any environmental or housing violation within the last year. The draft also gave distance requirements for the storage of manure, coops, runs and tractors; setback requirements; feed storage, and standards of care requirements; and penalties for violating the code.

Christenson and Trummel noted that the draft does not require privacy fences or notification of neighbors. Council had voiced the preference of both at the last meeting. The draft also only permits chickens, not fowl (ie. ducks). Kern asked for clarification on the price of a permit. Ludwig voiced concern that requiring privacy fences would create a significant cost barrier for those wanting to have chickens, and privacy fencing is not required by most cities. If Council desires privacy fences to be required, Staff requested that Council specify fence height and construction. Pyatt clarified that the cost of the permit is for 6 chickens, not for each bird, and is to cover the initial cost of staff time in the permitting process. Christenson asked about the placement of coops and runs in street setbacks. Coops and runs would not be allowed in front yards and current zoning setbacks would prevent them from being placed in setbacks. With many houses having so few neighbors, Ludwig feels that requiring a percentage of neighbors to agree to the applicant's request would prove to be an issue as one neighbor could create veto power. Trummel believes that notifying property owners is only fair. Ludwig noted that only 2 of 41 cities that he researched require any form of notification. Of those two cities, one required simple notification of property owners within a 200 foot radius of the applicant's property. The other city required a petition be signed and that all those within the notice area approve the request. Kern suggested that only adjacent property owners be notified and that notification was not necessary if

a property was vacant. Ludwig advised that occupied and unoccupied properties should be treated equally as owners may have plans for future development. Trummel and Christenson requested notice be mailed to property owners within a 200 foot radius. Ludwig suggested property owners be given two weeks to respond. Trummel would like to see 100% approval from those noticed. During a brief discussion on the types of fowl to be allowed, Christenson stated that if he was to approve chickens then he would also approve of ducks. Jungemann and Kern concurred that ducks should be allowed and that an applicant could possess 6 birds total (a mixture of chickens and ducks).

Staff will add the recommended changes to the draft and have Stull review the draft. Council was asked to address any concerns with Staff prior to the next Council meeting. Staff will present an ordinance for a vote of the Council in May, allowing Council and citizens to review the proposal.

7. Quarterly Financial Report

City Clerk Christy Pyatt briefly discussed the Fund Balance and Treasurer's Reports for the first quarter of 2016, found in the meeting packet. Christenson voiced concern over the Sanitation Fund. Ludwig reminded Council that the old sanitation rates were charged to customers for the first 2 months of the year. Christenson asked if a budget amendment would be necessary. Ludwig stated that it was possible and pointed out that the fund does have a cash balance. Christenson also asked about the low percentage of expenditures thus far from the Incubator Fund. Ludwig noted that the budget was set very high, which creates the appearance of low expenditures. Ludwig believes that performance measures will allow Staff and Council to set better standards for specific times through the year.

G) CITY ATTORNEY'S REPORT

There was no report from the City Attorney.

H) CITY ADMINISTRATOR'S REPORT

Ludwig provided a prepared City Administrator's Report to Council. The following topics were discussed in the report:

Road Closures: Union Pacific has requested road closures from April 5-7th at the railroad crossings in town. The crossing at Main Street will be closed for two days from April 5th-6th. The crossing at Grove Street will be closed on April 6th and Bay will be closed on the 7th.

Code Enforcement: Ownership of the Colclazier properties has changed. The new owner has given Colclazier 30 days to move his belongings, and will start cleaning the properties after that time.

Business Incubator: The Incubator has reached full capacity. City staff will be using the April 18th meeting to continue discussions about the finances of the facility.

Old Pool at Davis Park: Staff started discussions with the 5.4.7 Arts Center about potential public art murals, and other ways to use the former pool bathhouse as a place of public engagement. Staff will likely begin cleaning up some of the fencing in the coming weeks.

Municipal Election: The City Election will be at the Community Building from 7am-7pm on April 5th. Those present were asked to encourage their neighbors to vote.

Fall Elections: Staff will be preparing an ordinance to bring the City into compliance with State laws by changing elections to the fall. This will be a discussion item at the April 18th Meeting.

Economic Development: A County Economic Development meeting will be held at 5:00pm tomorrow at the Business Incubator. The meeting will focus on the Red Tractor loan.

USPS Meeting: The Post Office has asked to use the Council Chambers on April 14th for a Town Hall Meeting. The meeting will start at 6:00pm. The Post Office will be discussing changes in operations. Members of the community interested in learning about changes to their service are encouraged to attend.

KPP Member Appreciation Dinner: Members of the governing body and guest of their choice have been invited to the Annual Member Appreciation Dinner on May 4th at 6:30 pm in Wichita. Those interested in attending can register at www.kansaspowerpool.org. A representative from KPP will be at the April 18th Council meeting to give a brief report.

Spring Clean Up: The City Wide Spring Cleanup is scheduled for May 14th. The Methodist Church has volunteered to help individuals get things to the curb in preparation for that day. Staff will be working on an advertisement for the event.

I) GOVERNING BODY COMMENTS

Kern reported on the participation of Stomp Out Starvation, noting that 52,000-57,000 meals were packaged during the USD 422 event.

Dixson asked about the progression of dog registration, noting he has had multiple complaints about dogs. Chief Paul Alvarez said he will be distributing a letter giving citizens 30 days to comply with the registration requirements in the Animal Control Ordinance.

J) ADJOURNMENT

With no additional items to come before the Council, Dixson adjourned the meeting at 7:00 pm.

Robert A. Dixon, Mayor

Christy Pyatt, City Clerk

APPROPRIATION ORD. 1074

04.18.16

CHECK #	VENDOR	REFERENCE	AMOUNT
24641	ALLIANCE AG & GRAIN LLC	MARCH STATEMENT	\$ 103.10
24642	AMERICAN ROAD, LLC	AMERICAN ROAD PUBLICATION	\$ 532.00
24643	ARAMARK	UNIFORMS & SUPPLIES	\$ 2,034.15
24644	AT&T	PHONE & INTERNET	\$ 90.00
24645	CERTIFIED FOLDER	VISITOR GUIDE RENEWAL	\$ 2,256.10
24646	DEBBIE GOERING	MERCHANDISE FOR RESALE	\$ 47.20
24647	DODGE CITY DAILY GLOBE	ADVERTIZING	\$ 375.00
24648	GREENSBURG FARM SUPPLY	SUPPLIES AND PARTS	\$ 247.36
24649	JESSIE LEROY	MERCHANDISE FOR RESALE	\$ 28.80
24650	KANSAS GAS SERVICE	MARCH SERVICE	\$ 346.34
24651	KANSAS POWER POOL	MARCH POWER PURCHASE	\$ 64,841.80
24652	KANSAS STATE TREASURER	SERIES 2001 BI 0155060101016	\$ 170,165.75
24653	KDHE BUREAU OF WATER	WASTEWATER PERMIT M-AR38-NO01	\$ 185.00
24654	MID AMERICAN RESEARCH CHEMICAL	TEAM LIFT STATION C&D	\$ 317.18
24655	PEOPLES INSURANCE	INSURANCE RENEWAL	\$ 105,016.00
24656	SHRED-IT USA	APRIL SERVICE	\$ 80.47
24657	STACY BARNES	WILDWEST COUNTRY COALITION	\$ 129.60
24658	STULL,BEVERLIN,NICOLAY & HAAS	MARCH LEGAL SERVICES	\$ 870.00
24659	TAG ME CAM	MONTHLY AGREEMENT	\$ 250.00
24660	TEAM LABORATORY CHEMICAL CORP	HERBICIDE	\$ 309.50
24661	TMHC SERVICES, INC	ADM FEES	\$ 72.50
24662	TWILIGHT THEATRE, INC	ON-SCREEN ADVERTISING	\$ 398.50
24663	UNIFIRST CORPORATION	MARCH SERVICES	\$ 225.88
24664	VERN HERRMAN MOTOR SUPPLY	VEHICLE PARTS	\$ 265.58
	**** PAID TOTAL ****		\$ 349,187.81
	**** REPORT TOTAL ****		\$ 349,187.81

**City of Greensburg
City Council Meeting
April 18, 2016**

TO: Mayor and City Council
SUBJECT: Animal Control Code- Fowl
PREPARED BY: City Administrator, Kyler Ludwig

Background:

The Animal Control Ordinance currently prevents the keeping of fowl without a Personal Animal Husbandry Special Exception. On March 21st, 2016 the City Council expressed interest in reviewing amendments to the City Code which would allow for chickens in the City limits. Staff has put together a rough-draft amendment to the Animal Control Ordinance that would allow for chickens with some exceptions.

Analysis:

The Ordinance provided has been reviewed by City Attorney Gordon Stull. The purpose of this draft is to give the City Council time to review the document and address any concerns with staff prior to a final discussion on May 2nd.

Recommendations/Actions: It is recommended the City Council:

Receive and File the draft ordinance, and address any concerns with City Staff prior to the next council meeting.

Attachments: Exhibit A: Draft Amendment

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER II OF THE CODE OF THE CITY OF GREENSBURG, KANSAS, BY AMENDING CHAPTER II, ARTICLE I, SECTIONS 2-201, 2-109, 2-112, AND BY ADDING NEW ARTICLE 5 TO FACILITATE THE MAINTAINING OF CHICKENS AND DUCKS WITHIN THE CITY AND PROVIDING FOR THE REGULATION AND PERMITTING THEREOF.

BE IT ORDAINED by the Governing Body of the City of Greensburg, Kansas:

SECTION 1: Chapter II, Article 1, Section 2-101 of the Code of the City of Greensburg, Kansas, is hereby amended to read as follows:

2-101. Definitions.

For the purposes of this chapter, the following words and phrases shall mean:

(a) Abandon - includes the leaving of an animal by its owner or other person responsible for its care or custody without making effective provisions for its proper care.

(b) Animals - means all vertebrate and invertebrate animals such as but not limited to bovine cattle, horses and other equines, hogs, goats, dogs, cats, rabbits, sheep, chickens, ducks, geese, turkeys, pigeons, and other fowl or wild animals, reptiles, fish, bees or birds that have been tamed, domesticated or captivated.

(c) Animal Shelter - means the facility or facilities operated or used by the city or its authorized agents for the purpose of impounding or caring for animals under the authority of this chapter or state law.

(d) At-large - means to be outside of a fence or other enclosure which restrains the animals to a particular premise or not under the control, by leash or lead, of the owner or other authorized person capable of restraining the animal. Animals tethered to a stationary object within range of public thoroughfares are deemed to be at-large.

(e) Bite - means any actual or suspected abrasion, scratch, puncture, tear, bruise, or piercing of the skin, caused by any animal, which is actually or suspected of being contaminated or inoculated with the saliva from the animal, directly or indirectly, regardless of the health of the animal causing such bite.

(f) Cat - means any member of the species felis catus, regardless of sex.

(g) Chicken- means any female member of the species gallus domesticus or its young.

1. For the purposes of Chapter 2, Chicken as defined herein shall not include Roosters.

(h) Chicken Run- means an enclosed area in which Chickens are allowed to walk and run about.

(i) Chicken Tractor- means a moveable Chicken Run.

(j) Coop- means a structure for housing Chickens.

(j) Dangerous or Vicious Animal - means any animal deemed to be dangerous or vicious per section 2-114.

(k) Dog - means any member of the species *canis familiaris*, regardless of sex.

(l) Duck- means any member of the species *anas platyrhynchos*, regardless of sex

(m) Fowl - means all animals that are included in the zoological class aves, which shall include, but not limited to, chickens, ducks, geese, turkeys, guineas and pigeons.

(n) Habitual Violator – means any person who is the owner, keeper or harbinger of any animal or animals which have been impounded by the Animal control officer on three or more occasions within any 36 month period each incidence of an impoundment being regarded as a separate occasion, regardless of whether one or more animals were impounded at the same time and regardless of whether the impoundment was as to the same or different animals on each occasion; or who was the owner, keeper or harbinger of any animal or animals which have on two or more occasions within any 36 month period attacked a human or a domestic animal without provocation including snapping or biting at a human or a domestic animal and whether or not such attack was completed or any injury inflicted, each incidence of an attack being regarded as a separate occasion regardless of whether the attack was by the same or a different animal on each occasion; or who has been fined or convicted for three or more violations under this Article, which violations occurred within any 60 month period; or who fails to confine or control in accordance with the provisions of this Article, any animal that has been determined to be a dangerous animal.

(o) Harbor - means any person who shall allow any animals to habitually remain at large or to be fed within his or her home, store, yard, enclosure or place of business or any other premises where he or she resides or controls.

(p) Humane Live Animal Trap - means any cage trap that upon activation encloses an animal without placing any physical restraint upon any part of the body of such animal.

(q) Humanely Euthanize - means the proper injection of a substance that quickly and painlessly terminates the life of an animal, or any other method approved by the American Veterinary Medical Association or the American Humane Society.

(r) Immediate Control - means the regulation and supervision by a competent person so that an animal is unable to run or get loose at will.

(s) Kennel - means any establishment, commercial or otherwise, maintained for breeding, rearing, grooming, boarding, or otherwise harboring in an enclosure in one location only, more than five dogs.

(t) Livestock - includes, but is not limited to cattle, horses, goats, sheep or other animals commonly regarded or used as farm or ranch animals.

(u) Neutered - means any male or female cat or dog that has been permanently rendered sterile.

(v) Own- means and includes own, keep, harbor, shelter, manage, possess, or have a part ownership interest in any animal. If a minor owns any such animal subject to the provisions of this chapter, the head of the household of which such minor is a member shall be deemed to own such animal for the purposes of this chapter.

(w) Owner - means the one who owns, or his or her employee, agent, or other competent person into whose charge an animal has been placed by the actual owner as described in subsection (r) above.

(x) Vaccination - means an injection of a vaccine, approved by the State Board of Public Health and administered by a licensed veterinarian for the purpose of immunizing an animal against rabies.

(y) Veterinarian - means a doctor of veterinary medicine licensed by the State of Kansas.
(Code 1986, 2-101; Code 2007; Ord. 1038)

SECTION 2: Chapter II, Article 1, Section 2-109 of the Code of the City of Greensburg, Kansas, is hereby amended to read as follows:

2-109. Keeping animals.

It shall be unlawful for the owner, lessee, occupant or person in charge of any premises in the city to possess and maintain any animal or fowl within the city or permit to be maintained thereon any stable, shed, pen or other place where horses, mules, cattle, sheep, goats or swine, or undomesticated animals are kept. This provision shall not apply to:

(a) The maintaining of a stockyard or sales barn for the loading, unloading, temporary detention and sale of such livestock, if the location of such stockyard or sales barn does not otherwise violate the zoning ordinances of the city;

(b) The maintaining of dogs or cats which are regulated by Article 2 of this chapter;

(c) The maintaining of non-poisonous and non-vicious animals and fowl which are commonly kept as household pets, such as, hamsters, rabbits, parakeets, and comparable animals, when kept as household pets and in a safe and sanitary manner in accordance with section 2-112 of this chapter;

(d) The transporting of animals through the city by ordinary and customary means;

(e) A permit shall not be required for people keeping livestock at the time of the passage of this code; provided, this exception to registration will terminate if there is a change in livestock or property ownership in which case a permit shall be required.

(f) Animals subject to a special exception authorized in accordance with Section 15.8 of the Sustainable Zoning Ordinance.

(g) The maintaining of chickens or ducks in accordance with Article 5 of this chapter

(Code 1986, 2-107; Code 2007; Ord. 1038)

SECTION 3: Chapter II, Article 1, Section 2-112 of the Code of the City of Greensburg, Kansas, is hereby amended to read as follows:

2-112. Animal confines; shelters.

(a) It shall be unlawful for any person to keep or maintain any animal in any yard, structure or area that is not clean, dry and sanitary, free from debris and offensive odors that annoy any neighbor, and devoid of rodents and vermin.

(b) Excrement shall be removed at least once each week from any shelter, pen, coop or yard area where animals are kept, or more often if necessary to prevent or control odors, fly breeding, or rodent infestation. If excrement is stored on the premises by any animal owner, it shall be stored in adequate

containers with fly-tight lids, and all such stored or accumulated wastes shall be disposed of at least once each week.

(c) All shelters, pens, coops and yards shall be so located that adequate drainage is obtained, normal drying occurs, and standing water is not present.

(d) All shelters and board fences confining animals shall be maintained in good repair, and all shelters and board fences confining animals subject to residential and commercial classification shall be protected from deterioration by painting or comparable treatment.

(e) Barbed wire fences and electrically charged fences shall not be permitted for animal confines except on properties for which an agricultural classification permit is held or where the barbed wire fence or electrically charge fence is protected by an exterior fence.

(f) All premises on which animals are kept shall be subject to inspection by the animal control officer, duly authorized law enforcement officer, or public health official. If the officer or official determines from such inspection that the premises are not being maintained in a clean and sanitary manner, he or she shall notify the owner of the animals in writing to correct the sanitation deficiencies within 24 hours after notice is served on the owner. Any animal kept under any condition which could endanger the public or animal health or create a health nuisance may be impounded. Animals shall be released after impoundment fees are paid and cause for impoundment has been corrected.

(Code 2007; Ord. 1038

SECTION 4: Chapter II of the Code of the City of Greensburg, Kansas is hereby amended by adding new Article 5 which reads as follows:

ARTICLE 5. CHICKENS AND DUCKS

2-501 Permitted fowl

- (a) Up to six (6) chickens or ducks may be maintained in the city by any person of the city that obtains and maintains a Backyard Fowl Permit issued in accordance with this Article 5.
- (b) A Backyard Fowl Permit may be approved to authorize a person to own, keep, or harbor a total of one (1) to six (6) chickens or ducks of any age. A Backyard Fowl Permit shall not authorize the owning, keeping, or harboring of a total of more than six (6) chickens or ducks.
- (c) A Special Animal Permit through the Board of Zoning Appeals may grant a land owner the ability to have additional chickens or ducks.

2-502 Backyard Fowl Permit Fees and Application

- (a) The City Clerk shall collect a onetime non-refundable \$35.00 Backyard Fowl Permit application fee, and a \$15.00 annual permit fee.
- (b) Backyard Fowl Permits shall expire twelve (12) months following the date that the permit was issued.
- (c) Applications for Backyard Fowl Permits shall be reviewed by the City Clerk or their designee.
 1. The City Clerk or their designee may approve an application that meets all of the following requirements:
 - a. The property must be occupied by the person requesting a Backyard Fowl Permit, and the applicant must reside in a single family home or duplex;
 - b. The applicant must have had no Animal violations charges within twenty-four (24) months preceding the date of the Backyard Fowl Permit

- Application for which the applicant has been found guilty, or entered a plea of guilty or no contest;
- c. The applicant has not received notice of non-compliance for any City Code environmental or housing violations within twelve (12) months preceding the date of the Backyard Fowl Permit Application;
 - d. A designated representative of the city has inspected and approved the property for the location of the fowl.
 - e. The City has sent all property owners within a 200 foot radius of the property on which the fowl are to be located a letter notifying such owners of a fourteen (14) day protest period for the permit giving such owners the right to file a written objection to the issuance of the permit with the City Clerk within the time limit. The protest period will start the day the letters are sent.
- (d) Renewal of Backyard Fowl Permits shall be reviewed by the City Clerk or their designee. Following a review and payment of the annual permit fee a Backyard Fowl Permit may be renewed for a twelve (12) month term.
- (e) The City Clerk or their designee may deny a permit if an applicant fails to meet any of the set requirements in the Chapter 2 of the Greensburg City Code.
- (f) Backyard Fowl Permits may be revoked at any time if the permit holder fails to meet any requirements in Chapter 2 of the Greensburg City Code. Written notice of intent to revoke shall be sent to the permit holder by the City Clerk and the holder shall have the right for fourteen (14) days to file a written request for review of the proposed termination with the City Clerk.
- (g) A Backyard Fowl Permit shall only be issued to one person on any qualifying property.

2-503 Distance Requirements

- (a) It shall be unlawful for any permitted owner, keeper, or harborer, to build establish or maintain any pen, shelter, or quarters to keep chickens or ducks which do not conform to the applicable distance requirements set about below:
- 1. Manure or other odor or dust producing substances shall not be stored within one hundred (100) feet of the nearest property line.
 - 2. Coops, chicken runs and chicken tractors must be located in the rear yard of the permitted property and must be at least ten (10) feet from the nearest property line and at least forty (40) feet from any adjacent residential dwelling, church, school, or place of business.

2-504 Standards of Care.

- (a) All feed and other items associated with the keeping of chickens or ducks shall be protected from and maintained so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with the feed.
- (b) Chickens and ducks must either continually or at suitable intervals; have access to a supply of clean water and food suitable for the species.
- (c) Ducks must continually have access to a supply of clean water adequate for swimming.
- (d) Chickens and ducks must be kept in a clean, safe and healthy environment at all times.
- (e) Chickens and ducks must be kept in a coop, chicken run, or chicken tractor at all times.
- (f) Ducks must have clipped wings to prevent them from taking flight.

- (g) Coops, chicken runs and chicken tractors must be built with and maintain a minimum of 2 square feet for each chicken or duck, but shall not exceed 85 square feet total.
- (h) Coops, chicken runs and chicken tractors shall be enclosed on all sides and shall have a roof and doors. Access doors must be able to be shut and locked. Opening windows and vents must be covered with predator and bird-proof wire of less than one inch openings.
- (i) Coops, chicken runs, and chicken tractors shall consist of sturdy wire or wooden fencing and shall be designed so as to be easily maintained.
- (j) Coops, chicken runs and chicken tractors shall be constructed and maintained with durable materials that will hold up to weather and environment. Scrap, waste board, sheet metal, or similar materials are prohibited.
- (k) All coops, chicken runs, and chicken tractors shall be subject to inspection by a designated city representative as needed to verify and maintain compliance with this section.
- (l) All coops, chicken runs, and chicken tractors shall be placed behind screening of sufficient size, strength and density to screen such objects from the view of the public.
- (m) All manure accumulations shall be regularly removed and disposed of in such a manner as to prevent the breeding of insects, rodents, and other vermin. All such manure shall be buried with a covering of not less than six (6) inches of earth, or if used as fertilizer, thoroughly spaded into the ground, or removed from the property.
- (n) Chicken and duck waste control and removal is the responsibility of the owner, who shall be responsible for maintaining the property in compliance with this Chapter. No more than three cubic feet of animal waste may be maintained as manure fertilizer. The coop, chicken run, and chicken tractor and surrounding area must be kept free from trash and accumulated animal waste droppings.
- (o) The chicken or duck owner shall take necessary action to reduce the attraction of predators and rodents and the potential infestation of insects and parasites.
- (p) It shall be unlawful to keep chickens or ducks for profit.
- (q) No chicken, duck, or facility shall be kept in a manner that is:
 - 1. Offensive in odor;
 - 2. Unsanitary;
 - 3. Detrimental to the health of the animal or any neighboring animals; or
 - 4. A public nuisance.

SECTION 5: Other ordinances or portions thereof in conflict herewith are hereby repealed.

SECTION 6: This ordinance shall take effect and be in force from and after its publication in the official City newspaper.

PASSED AND ADOPTED by the Governing Body of the City of Greensburg, Kansas, this ____ day of _____, 2016.

Mayor

ATTEST:

Christy Pyatt, City Clerk

**City of Greensburg
City Council Meeting
April 18, 2016**

TO: Mayor and City Council
SUBJECT: Municipal Elections – Transition to Fall of Odd-numbered Years
INITIATED BY: City Administrator, Kyler Ludwig

Background:

HB 2104 passed by the Kansas State Legislature in May of 2015 made changes to laws governing municipal elections. The bill requires the City of Greensburg to hold elections in the fall of odd-numbered years. This bill also gives governing bodies the authority to determine whether the City's elections will be nonpartisan or partisan. The required changes must be done before 2017. The Council discussed this topic in October of 2015, and determined that the change would be made following the April 2016 election.

Analysis:

The proposed charter ordinance to get the City in compliance is based off of the League of Kansas Municipalities template, and would extend those with terms ending in April of 2017 to the second Monday in January of 2018. Governing body members Christenson, Schaffer, & Kern were elected to shortened terms expiring in April of 2017, because of the City's transition to odd-numbered year elections. The elections for these positions would be moved to the November election in 2017.

The charter ordinance also extends the terms expiring in April of 2019 to the second Monday in January of 2020. The governing body positions held by Jungemann, Trummel, and Dixon will be up for election in November of 2019.

The charter ordinance reaffirms that the City of Greensburg Elections will be non-partisan.

Financial:

Cost to publish the charter ordinance.

Legal Considerations:

Reviewed and approved as to form.

Recommendations/Actions: It is recommended the City Council:

Approve the proposed charter ordinance.

Attachments:

Exhibit A: HB 2104 Summary, Exhibit B: Proposed Charter Ordinance

CHARTER ORDINANCE NO. _____

A CHARTER ORDINANCE EXEMPTING THE CITY OF GREENSBURG, KANSAS, FROM THE PROVISIONS OF K.S.A. 15-201, RELATING TO THE ELECTION OF OFFICERS, THEIR TERMS OF OFFICE, TRANSITIONS TO NOVEMBER ELECTIONS, THE FILLING OF GOVERNING BODY VACANCIES, AND NOMINATION PETITIONS; AND, PROVIDING SUBSTITUTE AND ADDITIONAL PROVISIONS ON THE SAME SUBJECT; AND REPEALING CHARTER ORDINANCE NO. 15.

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

Section 1. The City of Greensburg, Kansas, by the power vested in it by Article 12, Section 5 of the Kansas Constitution hereby elects to and does exempt itself and make inapplicable to it the provisions of K.S.A. 15-201, which applies to this city, but is part of an enactment which does not apply uniformly to all cities.

Section 2. The governing body shall consist of a mayor and five council members to be elected to terms as set forth herein. The mayor and council members shall be residents and qualified electors of the City of Greensburg, Kansas.

Section 3. All elections for the City of Greensburg, Kansas shall be nonpartisan.

Section 4. Those governing body positions with terms expiring in April 2017, shall expire on the second Monday in January of 2018, when the city officials elected in the November 2017 general election take office. Those governing body positions with terms expiring in April 2019, shall expire on the second Monday in January of 2020, when the city officials elected in the November 2019 general election take office.

Section 5. General elections shall take place on the Tuesday succeeding the first Monday in November 2017. Succeeding elections will be held every two years for all such governing body positions whose terms have expired. A mayor and two council members shall be elected at one election, and the remaining three council members shall be elected at the succeeding election. The mayor and all council members shall have four year terms.

Section 6. Subject to the provisions of K.S.A. 12-16,128 and amendments thereto in case of a vacancy in the council occurring by reason of resignation, death, or removal from office or from the city, the mayor, by and with the advice and consent of the remaining council members, shall appoint an elector to fill the vacancy until the next election for that office. In case any person elected as a council member neglects or refuses to qualify within 30 days after election, the council member shall be deemed to have refused to accept the office and a vacancy shall exist. Subject to the provisions of K.S.A. 12-16,128 and amendments thereto the mayor may, with the consent of the remaining council members, appoint a suitable elector to fill the vacancy.

Section 7. In case of a vacancy in the office of mayor, the president of the council shall become mayor until the next regular election for that office and a vacancy shall occur in the office of the council member becoming mayor.

Section 8. In accordance with K.S.A. 25-205, and amendments thereto, any person may become a candidate for city office elected at large by having had filed on their behalf, a nomination petition or a declaration of candidacy, accompanied by any fee required by law. The nomination petition must be signed by _____ of the qualified electors of the City of Greensburg.

Section 9. This Charter Ordinance shall be published once each week for two consecutive weeks in the official city newspaper.

Section 10. This Charter Ordinance shall take effect 61 days after the final publication unless a sufficient petition for a referendum is filed, requiring a referendum to be held on the ordinance as provided by Article 12, Section 5, Subsection (c)(3) of the Constitution of the State of Kansas, in which case this Charter Ordinance shall become effective upon approval by the majority of the electors voting thereon.

Passed by the Governing Body, not less than two-thirds of the members elect voting in favor thereof, this ____ day of _____, 20__.

Mayor

Attest:

City Clerk
[SEAL]

Filling Party Candidacy and Certain City Vacancies; Repealing Presidential Primary Statute; Moving Election Dates; HB 2104

HB 2104 makes changes and additions to election law. The bill addresses the reasons for and filling of party candidacy vacancies for any national, state, county, or township office; repeals the presidential primary law and replaces it with a new requirement on political parties; and moves election dates for certain offices and makes related changes.

Filling Party Candidacy Vacancies

The bill deletes language allowing a candidate to withdraw his or her candidacy after the primary election due to being incapable of fulfilling the duties of office, replaces it with the ability to withdraw a nominee's name for medical reasons or because the nominee does not live in Kansas, revises law addressing removal of the name of a nominee who has died, and more clearly states the meaning of the word "shall" in the statutes dealing with the requirement that a party fill a vacancy on the ballot for several offices. The bill makes deadline and other related changes as well.

Reasons Allowed for Vacancies

The bill replaces the reason of incapability to fulfill office duties by doing the following:

- Deleting law requiring the Secretary of State, for national and state offices, or the county election officer, for county and township offices, to remove from the ballot the name of any nominee who declares he or she is incapable of fulfilling duties of office if elected, and then withdraws; and
- Replacing the deleted portion with language stating a person who has been nominated may be withdrawn from nomination under the following circumstances:
 - The nominee must certify to the Secretary of State a notice he or she is withdrawing because of a severe medical hardship to self or immediate family, with certification of medical hardship signed by a doctor; or
 - The nominee must certify to the Secretary of State a notice he or she does not reside in the state of Kansas.

The bill revises the provision in law addressing removal of the name of a nominee who has died, by doing the following:

- Eliminating the requirement that a request to remove the name from the ballot come from the chairperson of the county party committee before a replacement can be named, instead leaving the fact of the death as the notification;
- Requiring the Secretary of State (for national and state offices) or the county election officer (for county or township offices) notify the chairperson or vice-

chairperson of the appropriate party committee within 48 hours of receiving the notification of death;

- Making the name removal a requirement, instead of an option; and
- Adjusting related deadlines as necessary.

“Shall” Means “Shall”

The bill requires, with respect to the sections of law addressing filling a party candidacy vacancy in a district office, on the State Board of Education, and in all other congressional district, county, or state offices: (a) the certificate executed under oath by the convention chairperson or vice-chairperson also state the person elected agrees to accept the nomination; and (b) the person elected execute a notarized statement stating he or she agrees to accept the nomination. The bill requires such certification be transmitted within 21 days of receipt of notice the vacancy has occurred or will occur for a district vacancy and within 14 days for other vacancies addressed by the bill.

In all three of these sections, with respect to the use of the word “shall,” the bill states: “[T]he word ‘shall’ imposes a mandatory duty and no court may construe that word in any other way.”

Deadline and Related Changes

The bill makes the following deadline changes:

- For the office of district attorney, changes the date of filing for candidacy from June 10 to the date specified in KSA 2014 Supp. 25-205(a), which is June 1 with alternate provisions if that date falls on a weekend or holiday; and
- Regarding the deadline by which a district convention must fill a vacancy:
 - For a district office, reduces from 21 to 14 the number of days after receipt of the notice of vacancy to call or convene a convention; and reduces from 14 to 6 the number of days, after adjournment of a convention in which a quorum was not present, by which a new convention must be held; and
 - For the State Board of Education, reduces from 21 to 10 the number of days after receipt of the notice of vacancy to call or convene a convention and from 14 to 3 the number of days, after adjournment of a convention in which a quorum was not present, by which a new convention must be held.

Presidential Preference Primary

The bill repeals the statute calling for a presidential preference primary election and replaces it with new law requiring each recognized political party to select a presidential

nominee in accordance with party procedures, also required to be developed by the bill, for every presidential election beginning with the 2016 election.

Moving Election Dates

The bill moves all elections for office holders of local governments currently held in the spring of odd-numbered years to the fall of odd-numbered years, with one exception (described below). In general, the elections remain nonpartisan, although a city may choose to make its elections partisan. Sections to be added to the law, are cited as the Help Kansas Vote Act.

Beginning in 2017, the election dates for the specified units of local government will mirror the election dates for the elections held in even-numbered years. That is, the primary election will be held on the first Tuesday in August, and the general election will be held on the Tuesday following the first Monday in November. The elections, to be administered by the county election officers, will be consolidated into one ballot, which will be prescribed by the Secretary of State through rules and regulations. Those entities currently with district method elective offices (*i.e.*, cities and school districts) will retain that authority.

Local units of government affected are included in the definition of municipalities as the following:

- Cities;
- The consolidated city-county governments of Wyandotte County and Kansas City, Kansas, and Greeley County;
- School districts;
- The Kansas City Board of Public Utilities;
- Community colleges;
- Drainage districts;
- Extension districts formed pursuant to KSA 2-623 *et seq.*;
- Irrigation districts;
- Improvement districts formed pursuant to KSA 19-2753 *et seq.*;
- Water districts formed pursuant to KSA 19-3501 *et seq.* (Water One); and
- Hospital districts formed pursuant to KSA 2014 Supp. 80-2501 *et seq.*

Not included is any special district where governing body member elections are conducted at a meeting of the special district.

Provisions Specific to Cities

The bill makes these changes specific to cities:

- The one exception to elections being in odd-numbered years is the option the bill provides cities to also have elections in even-numbered years, for the purpose of staggering terms or having three-year terms of office;
- All existing ordinances and charter ordinances, except those relating to the timing of primary and general elections, remain in effect until amended or repealed by the city;
- Provisions are added to clarify the forms of government any city could adopt and how frequently a city could change its form of government;
- Numerous statutes are changed and some new sections added to make city election law uniform and not differ by class of city;
- A city governing body is authorized to determine whether that city's elections will be nonpartisan or partisan; and
- A vacancy on the governing body of any city or consolidated city and county must be filled by special election when the following conditions exist:
 - The municipality does not have its own procedure for filling vacancies and has not filled any such vacancies within 60 days; and
 - The governing body has not made an appointment to fill the vacancy within 60 days of the vacancy.

Provision Specific to School Districts

All unified school districts must make available, upon request of the county election officer, suitable school buildings for polling places. The county election officer must notify the school district superintendent on or before January 1.

Voter Education, Official Municipal Ballot, Declaration of Intent, Ballot Length

Voter Education

The Secretary of State must develop a public information program to inform the public of the changes related to moving elections from spring to fall, including an explanation of which offices' elections are involved. The information program must use advertisements and public service announcements, in addition to posting information on the official websites of the Secretary of State and county election officers. The bill requires the Secretary of State and county election officers to develop dedicated websites to provide voter education and sample ballots.

Official Ballot, Declaration of Intent, and Election Procedures

The bill requires the Secretary of State to prescribe the official ballot style and form for municipal offices and the declaration of intent to become a candidate. Candidates must file the declarations with the county election officer no later than noon, June 1, in even- and odd-numbered years, with an exception provided if that date falls on a weekend or a holiday. For entities where a primary election is not authorized or otherwise required, the declaration of intent must be filed no later than noon on September 1, with a similar exception provided. The Secretary of State also must establish primary and general election procedures for municipalities, and adopt rules and regulations to implement this section on or before July 1, 2016. County election officers, in consultation with the Secretary, must develop ways to reduce ballot length and expedite the voting process.

The county election officers must arrange and print the official primary election ballot for municipal elections in odd-numbered years.

The Secretary of State must establish (for various elections) the arrangement of names and offices on ballots, develop ballots, and establish ballot styles, all in accordance with rules and regulations adopted by July 1, 2016.

Other Changes

The bill specifies expiration dates for the terms of members of governing bodies and other elected officials of all municipalities. Under the bill, those that would have expired at any time in 2017 will expire on the second Monday in January of 2018.

The bill deletes or replaces several provisions in law to comport with the bill's intent of consolidating all spring elections for officials to the fall. This includes changes in primary and general election filing deadlines and procedures, terms of office, ballot creation and canvassing, periods of time when school and community college districts could change their methods of election, and notices of elections.

The bill increases each voter's time limit in the voting booth from five minutes to ten minutes, when other voters are waiting.

The bill increases candidate filing fees from \$5 or \$10 to \$20 and specifies a \$20 filing fee for any municipal office included in the bill.

The bill requires the county election officer to notify each person on the permanent advance voting list who has failed to vote in four (increased from two) general elections that the person must renew the application for permanent advance voting status or be removed from the permanent advance voting list; the general elections include those held in odd-numbered years.

The bill changes the number of 16- or 17-year-olds who are allowed to serve on each election board, from 1 to 1/3 of those appointed to the election board. It also requires each 16- or 17-year-old so appointed to have a letter of recommendation from a school teacher, counselor, or administrator.

City of Greensburg
City Council Meeting
April 18, 2016

TO: Mayor and City Council
SUBJECT: 2017 Budget Process
INITIATED BY: Kyler Ludwig, City Administrator

Background:

The City of Greensburg is required to pass a 2017 budget before August 25, 2016. The budget process includes a public hearing, and notification along with input from the community, staff, and approval from the governing body.

Analysis:

A timeline has been provided informing you of the proposed process for the upcoming budget year. The budget will be discussed during routine council meetings, but if a need arises a special meeting may be called.

Staff will try to seek additional public input to complete the budget this year. Public comments will be gathered through the citizen engagement board and in outreach to civic groups during the months of May and June.

The hope is to approve the budget by August 1st, which leaves some margin for error (the absolute deadline is August 25th).

Recommendations/Actions: It is recommended the City Council:

Receive and file the proposed 2017 Budget Timeline.

Attachments: Exhibit A: 2017 Budget Timeline



2017 Budget Timeline

May –	Motor Vehicle Estimates -County Treasurer’s Office
May 1 st -31 st	Citizen Engagement Board- Budget Priorities Question “Where Should the City Allocate More Funds?” “Where Should the City Cut Funds?”
May 19 th	Power-Up Budget Engagement Activity
May/June	Senior Center Budget Engagement Activity
June 13 th	Staff Budget Requests <ol style="list-style-type: none">1. Review Personnel Summary2. Expected Changes to Commodity/Contractual Budgets3. Professional Development4. Capital Improvement Requests- Short and Long Term
June 14 th	State Budget Workshop- Wichita
June 20 th	Review of 2016 Budget and Set Budget Priorities Review Citizen Comments and Staff Requests Discussion on Priorities
July	Ad Valorem Tax Estimates- County Clerk’s Office (Deadline July 15 th)
July 5 th	Review Budget Draft (Possibly Delayed - July 18 th)
July 18 th	Set Public Hearing for August 1st
July 20 th	Notice of Public Hearing Published in Kiowa County Signal
August 1 st	Public Hearing

Statutory Deadlines

August 10 th	Last Day Possible to Publish Notice of Public Hearing
August 25 th	Budget Deadline