



# 2007 City of Hays Annual Report

Toby Dougherty  
City Manager

## ***Message from the City Manager***

I am pleased to present the 2007 Annual Report of the City of Hays. In this report you will find a plethora of information from all of the City's departments and divisions. It is the City's goal to achieve the best possible methods for providing services to the citizens of Hays.

The financial condition for the City of Hays continues to be good. Revenues in 2007 exceeded budgeted amounts with expenditures coming in below budgeted amounts for the year. Interest gained on investments continues to grow each year, and it is clear that the overall financial condition of the City is improving due to the financial policies put into place.

2007 marked substantial completion of the Vine Street System Enhancement Project north of Interstate 70. While there is some cosmetic work to be completed in 2008, the infrastructure is in place and will now allow ample room for Hays to grow for many years to come. 2007 also marked the second straight year that the City Commission authorized expenditures of over \$1 million for street maintenance projects.

The Hays Regional Airport surpassed the 10,000 commercial boardings mark for the second straight year. November of 2007 saw the grand opening of the new Welcome Center. The Welcome Center was built with the assistance of a \$700,000 Transportation Enhancement Grant and houses the Hays Convention and Visitors Bureau, Hays Area Chamber of Commerce, and the Ellis County Coalition for Economic Development.

As part of a multi-year plan to enhance fire protection and improve water quality, a four-inch waterline was replaced along Ash Street, and a section of waterline in the vicinity of 25<sup>th</sup> and Main was looped. As mentioned, this is the first part of a multi-year plan with more four-inch lines being replaced in the future.

A reliable long-term source of water is an ongoing goal of the City of Hays Commission and administration. In conjunction with the effort to secure an additional source of water, a concerted effort has been made to perfect and maximize existing water sources. A comprehensive water operations plan was completed in 2007. Work continued on the Smoky Hill River Wellfield redesign. This project, which will begin in 2008, will allow the City to maximize the potential of the Smoky Hill Wellfield without depleting the aquifer.

Phase I of a two-phase series of improvements at the Wastewater Treatment facility began in 2007 with improvements to the trickling filter, blowers, and SCADA system.

It will be apparent in reading the various departmental reports that the City of Hays has a dedicated group of industrious, energetic, and innovative employees providing services to the citizens of Hays. While reading this report, please note the years of service for each employee. What you will find is that this organization is filled with tenured employees.

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# AIRPORT

2007 City of Hays Annual Report

# Message from the Airport Manager, Terry Urban

The Hays Regional Airport saw changes during 2007 as far as airlines and staff but ended the year on a positive note. As compared to 2006, monthly airline boardings increased anywhere from 2% to 31% during 10 months of the year with two months decreasing 17% and 20%. Total airline commercial boardings exceeded 10,000 enplanements.

## Responsibilities of the Airport Department

### **FIXED BASE OPERATOR ACTIVITIES**

Hays Aircraft, managed by Randall Braden, completed its 4<sup>th</sup> year as the Fixed Base Operator (FBO) at the Hays Airport. Services offered include 100LL and Jet Fuel sales, mechanical services, pilot and aircraft charter services, aircraft rental services, and student services. The aircraft available for charter services are a Cessna 421, a Cessna 340, and a Beechcraft Bonanza A36. Aircraft available for rental and student services include two Cessna 172s and a Beechcraft Bonanza. Other aircraft are available from Crotts Aircraft, Dodge City as needed.

### **AIRPORT ENGINEERING CONSULTANT**

On April 25, 2007, proposals were received for consultant services for a Master Plan Update from the engineering firms of Burns & McDonnell, Bucher, Willis, & Ratliff, Short Elliot Hendrickson Inc (SEH), Olsson Associates and Garver Engineers. On July 10, 2007, the Selection Committee reviewed the five proposals and short-listed it down to three firms that were interviewed on July 25 and July 31, 2007. Those three firms included Bucher, Willis & Ratliff, Burns & McDonnell, and Short Elliot Henderickson Inc (SEH). The Selection Committee was comprised of Monty Smith and Lyle Noordhoek of the Airport Advisory Committee, as well as Assistant Director of Public Works John Braun and Airport Manager Terry Urban. The Selection Committee recommended Bucher, Willis & Ratliff as the Airport's Master Plan engineering consultant with the Hays City Commission hopefully approving this recommendation in early 2008.

### **HANGARS**

Hangar F-8 was sold by Jim Hinkhouse to Glen Teel. This building is a 50' x 40' hangar.

### **FLY HAYS PROMOTIONS**

Promotions and advertising throughout the year were handled by the Ellis County Coalition, Airport Staff, Great Lakes Airlines, and U.S. Airways Express Airlines. Great Lakes offered a fare sale during the year for trips from Hays to Kansas City while U.S. Airways Express offered weekend rates throughout the year as well as specials during the year. The Fly Hays Campaign was advertised on various radio stations, in newspaper ads, and on cable TV.

### **AIRFIELD IMPROVEMENTS**

The Federal Aviation Administration approved funding to reconstruct a portion of the apron in 2007 under the Airport Improvement Program (AIP). The portion that was reconstructed had

worn out asphalt that was removed and replaced with concrete to match the remainder of the apron area. During the construction, north Taxiway M and Taxiway M1 were closed to aircraft.

## **AIRPORT ACTIVITIES**

2008 Airport Budget – During the month of August, the 2008 Budget for the Airport was finalized. Budget highlights include \$75,000 for the expansion of the terminal building parking lot and \$14,500 for improvements to the terminal. Funds have also been allocated for the Fly Hays Program, security gates, and runway traffic paint.

Access Road Sealed – During the summer months Public Works sealed the access road from Highway 40 to the fuel farm area of the airport. With the improvements that will be made to the fuel farm parking lot access to southerly hangars will be improved.

Fuel Farm Concrete Pads – During December Public Works poured concrete pads on the north and west side of the fuel farm. This allows trucks unloading or loading fuel to park on a hard surface and will eliminate gravel being tracked onto the taxiway lanes.

Airport Farming Operations – Farmers National Company was hired by the City of Hays to manage the airport farm land during 2007. The four tracts of land farmed by four different farmers had the leases terminated with the intent to combine and create one tract of land and one lease.

Air Rescue Firefighting Standby Operations – Standby operations for all commercial airline flights in and out of the airport started June 2007. The Hays Fire Department personnel provide standby services four times daily Sunday – Friday and three times daily on Saturday.

Fed Ex – Federal Express started freight operations into the Hays Regional Airport during the fall of 2007. Daily operations allow businesses in the Hays area to receive or send freight. Federal Express services this operation by using Cessna Caravan Aircraft.

## **Staff Information**

### **STAFF LISTING**

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Terry Urban	8	Airport Manager
Dustin Harman	New Employee in 2007	Airport Maintenance Operator

Jim McLaughlin worked as a Maintenance Worker at the Hays Regional Airport for seven years. During the first part of 2007, Jim became ill. He was not able to overcome his illness and left us on October 2, 2007.

## **TRAINING**

May 19, 2007 – All career Aircraft Rescue Firefighters attended the Federal Aviation Administration and Missouri Department of Transportation Mobile Aircraft Firefighting Training to meet Part 139 requirements requiring an annual live fire drill for Index A and B ARFF Services at the Hays Regional Airport.

March 24 - 27, 2007 – The Airport Manager attended the Western Kansas Congressional Staff Issues Briefing and Reception in Washington D.C. The Airport Manager also attended a meeting at the Department of Transportation Headquarters to discuss the Essential Air Service Program.

January 18, 2007 – The Airport Manager participated in the Kansas Transportation Symposium in Manhattan, Kansas.

February 7, 2007 – The Airport Manager attended the Kansas Affordable Airfares hearing in the Capital Building in Topeka, Kansas.

February 21, 2007 and June 7, 2007 – The Airport Manager attended the Essential Air Service Meeting in Dodge City, Kansas.

## **OTHER ACTIVITIES**

The Airport Manager also attended three Kansas Association of Airports workshops throughout the year. The first workshop was conducted on April 5-6, 2007 in Salina, Kansas. The second workshop was held on June 28-29, 2007 in Garden City, Kansas, while the third workshop was conducted in conjunction with the FAA Central Region Airports conference on October 2-3, 2007 in Overland Park, Kansas.

The Airport Maintenance Worker assisted the Public Works Department with the city-wide poly cart placement project.

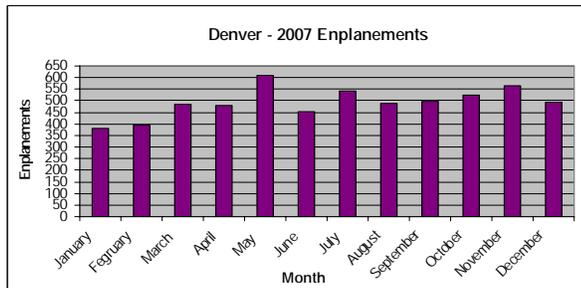
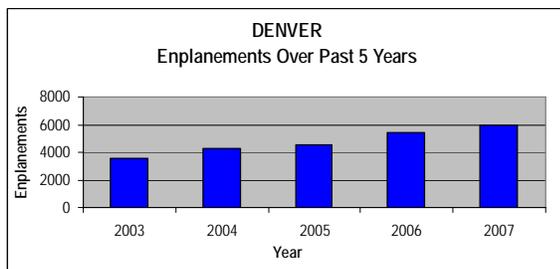
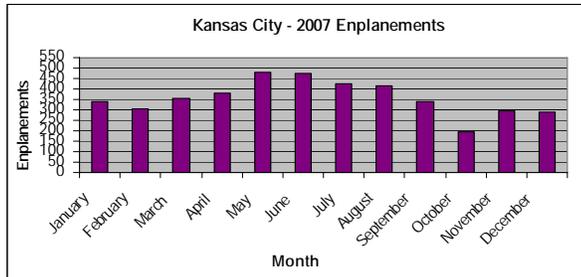
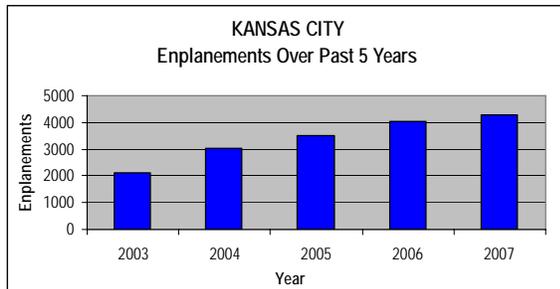
# 2007 Statistical Information

## **COMMERCIAL BOARDINGS**

The commercial boardings for the two airlines that service the City of Hays increased by 7.5% in 2007. Great Lakes Airlines, having two flights per day to Denver, had a total of 5,919 enplanements for the year. U.S. Airways Express, having two flights daily to Kansas City, January through September, and Great Lakes Airlines having two flights daily to Kansas City, October through December, had a total of 4,292 enplanements for the year. This is compared to the 5,466 enplanements to Denver and the 4,031 enplanements to Kansas City in 2006. The average daily enplanements to Denver were 16.2 while the average daily enplanements to Kansas City were 11.8 in 2007. Great Lakes Airlines code-share out of Denver with United Airlines and Frontier Airlines. U.S. Airways Express code-share out of Kansas City with U.S. Airways and Mid West Express. Great Lakes Airlines is managed by Phillip Torres, and U.S. Airways was managed by JoLynn Ashmore. Both Airlines use Beechcraft 1900 aircraft to fly in and out of the Hays Regional Airport.

**TABLE A. ENPLANEMENT INFORMATION BY MONTH**

Month	Great Lakes						U S Airways Express Jan-Sept Great Lakes Oct-Dec						Both Airlines
	2003	2004	2005	2006	2007	Comparison 2006-2007	2003	2004	2005	2006	2007	Comparison 2006-2007	Monthly Comparison
January	265	298	313	387	382	-1%	87	159	208	234	340	45%	16%
February	285	294	303	434	396	-9%	89	121	192	248	303	22%	2%
March	246	338	357	354	485	37%	164	248	282	325	354	9%	23%
April	251	310	318	385	481	25%	178	237	256	270	380	41%	31%
May	365	394	420	596	609	2%	187	257	363	359	478	33%	14%
June	329	424	390	483	453	-6%	159	281	339	338	477	41%	13%
July	260	363	380	517	541	5%	149	275	335	357	427	20%	11%
August	258	354	352	444	490	10%	179	238	336	314	417	33%	20%
September	308	387	413	441	498	13%	179	252	285	330	339	3%	9%
October	330	352	436	524	526	0%	245	311	302	344	193	-44%	-17%
November	307	366	379	460	563	22%	256	313	281	374	295	-21%	3%
December	381	412	497	441	495	12%	238	319	337	538	289	-46%	-20%
<b>TOTAL</b>	<b>3585</b>	<b>4292</b>	<b>4558</b>	<b>5466</b>	<b>5919</b>		<b>2110</b>	<b>3011</b>	<b>3516</b>	<b>4031</b>	<b>4292</b>		
<b>Average</b>	<b>9.8</b>	<b>11.7</b>	<b>12.5</b>	<b>15.0</b>	<b>16.2</b>		<b>5.7</b>	<b>8.2</b>	<b>9.6</b>	<b>11.0</b>	<b>11.8</b>		



With the increase in boardings during 2007 exceeding 10,000, the Airport is optimistic about the year 2008. It is the hope that annual enplanements will exceed 10,000 the next few years.

## FUEL SALES

Fuel sales at the Hays Regional Airport were up 16% for 2007 as compared to the year 2006. The total gallons of fuel sold at the Airport in 2006 were 282,164, while fuel sales in 2007 were 328,769. Below is a comparison of the fuel sales in years 2006 and 2007.

**TABLE B. FUEL SALES STATISTICS**

	Hays Aircraft						Comparison		
	2006			2007			2006 - 2007		
	100LL	Jet	Total	100 LL	Jet	Total	100 LL	Jet	Total
January	7,211	13,877	21,088	6,273	16,003	22,276	-13%	15%	6%
February	6,422	12,371	18,793	5,849	14,320	20,169	-9%	16%	7%
March	7,384	17,512	24,896	7,794	20,802	28,596	6%	19%	15%
April	6,351	14,036	20,387	6,389	26,719	33,108	1%	90%	62%
May	8,180	17,053	25,233	6,181	31,475	37,656	-24%	85%	49%
June	6,856	15,388	22,244	7,347	21,350	28,697	7%	39%	29%
July	7,929	17,601	25,530	8,814	16,194	25,008	11%	-8%	-2%
August	7,501	17,817	25,318	8,366	21,307	29,673	12%	20%	17%
September	7,947	15,857	23,804	8,194	20,398	28,592	3%	29%	20%
October	6,658	16,969	23,627	7,754	22,508	30,262	16%	33%	28%
November	7,632	21,819	29,451	7,635	17,010	24,645	0%	-22%	-16%
December	5,647	16,146	21,793	4,867	15,220	20,087	-14%	-6%	-8%

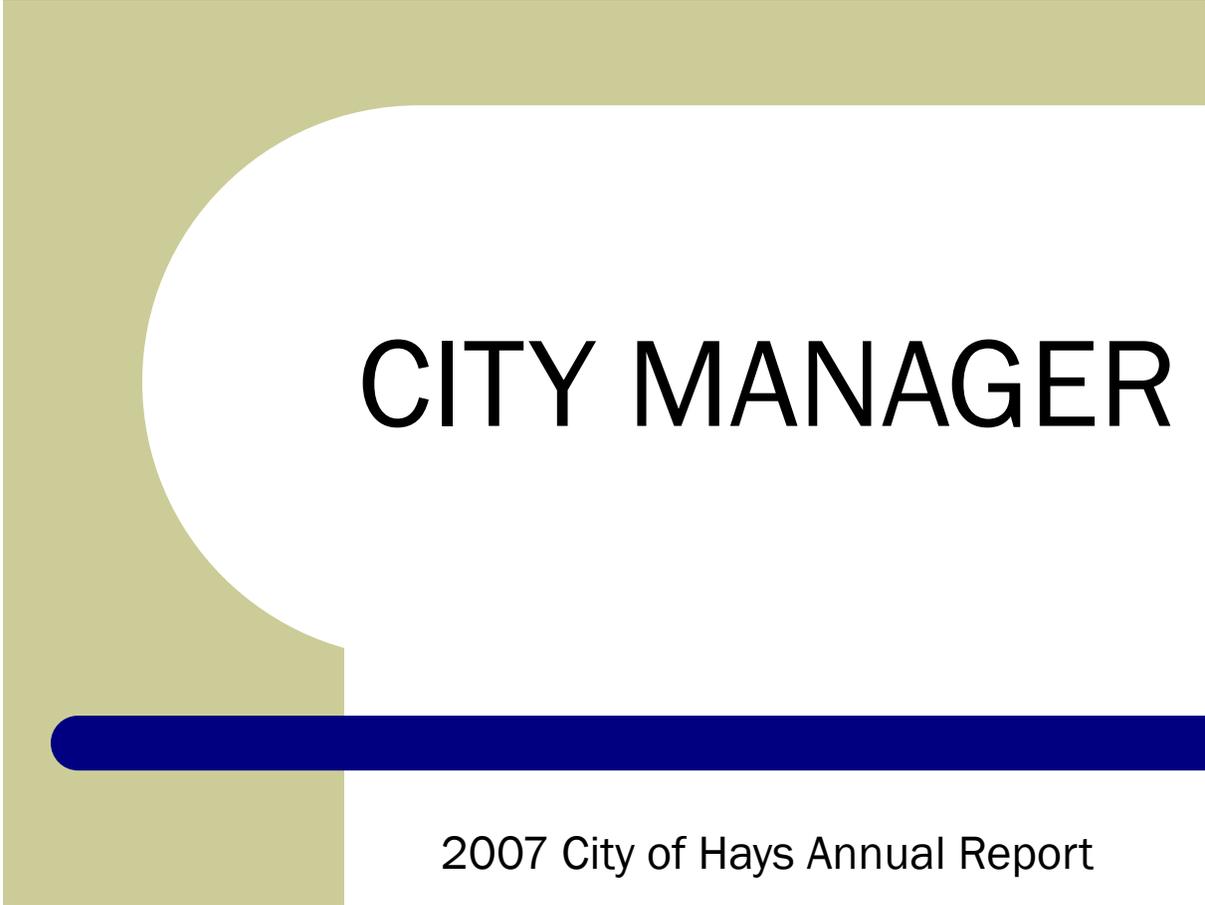
## 2008 Upcoming Projects

South Parking Lot – Four years ago, an access road was constructed from old Highway 40 to the fuel farm located on the south side of the hangars. This year, a parking lot will be constructed using asphalt chips and sealed in preparation of new hangar development.

Hangar – A large hangar capable of storing the airlines' Beechcraft 1900's as well as private jet aircraft and large twin engine aircraft is to be constructed during 2008. This hangar will be anywhere from 5,500 to 7,000 square feet and will allow Great Lakes Airlines to over night their aircraft in a hangar instead of on the ramp.

Terminal Parking Lot – The terminal parking lot is to be expanded to allow more parking for airline customers as well as other airport customers and workers. The last parking lot expansion was completed in 2000 which increased the spaces by 33%. This expansion will increase the spaces another 25%.

Master Plan – The Master Plan for the Hays Regional Airport will be updated during 2008. The present Master Plan was completed July 1985 with the airport seeing many changes over the past 23 years. Areas that will be addressed include Terminal Facilities, Aviation Activities, Aircraft Operations Forecast Air Passenger and Cargo Demand, Airport Financing and Airport Development Plans as well as other areas.



# CITY MANAGER

2007 City of Hays Annual Report

# Message from the City Manager, Toby Dougherty

The City Manager serves at the pleasure of the elected body and was intended to be an apolitical position. The Manager brings ethics, integrity, professionalism, and a business perspective to City operations. A Manager makes administrative decisions on the basis of disinterested common sense and sound business principles. All managers are governed by a code of ethics. Managers are also governed by a sense of duty to the citizens of the community to provide the most responsive and efficient services possible while maintaining a high quality of life. The City Manager is directly responsible for the daily operation and administration of the City's organization and hires employees to aid in these functions. Employees are divided into eight departments, with each headed by a Director appointed by the City Manager.

The year of 2007 brought about a great deal of change in City of Hays administration. On June 7, 2007, after more than 37 years as a successful City Manager, City Manager Randy Gustafson announced his retirement. The retirement was to be effective December 31, 2007. The City Manager announced his retirement six months prior to the effective date to allow the Commission ample time to conduct a search if it was deemed necessary. On June 28, 2007, the City Commission named Toby Dougherty as his successor. Therefore, since no search was conducted, it was determined to be mutually beneficial to both the City Manager and the City Commission to end the City Manager's contract early. City staff celebrated Randy's retirement with him at a farewell luncheon on July 30<sup>th</sup> as well as a reception on July 31<sup>st</sup>. Toby Dougherty assumed the position of City Manager effective on August 1, 2007.

City Manager Toby Dougherty had served as Assistant City Manager for the City of Hays since March, 2005. He previously served as City Administrator in Gallatin, Missouri. Prior to working in city government, Toby worked in the transportation industry for 12 years. He graduated from the University of Kansas with a degree in Political Science and Public Service/Civic Leadership, as well as the University of Kansas' Certified Public Manager Program.

In **January**, the City Commission began addressing the future use of the former Army Reserve Center. The City owns the property, and in a property transfer transaction received the building that formerly housed the Army Reserve headquarters. As a result of its discussions regarding space needs at the current City Hall location, the Commission authorized the City Manager to pursue preliminary planning to relocate City Hall offices to the former Army Reserve Center facility.

Additionally, after lengthy discussions in regard to inadequate funding available to cover expenses in the Water and Sewer Fund, the Commission approved an ordinance allowing the City to amend the water rates by passage of a resolution. At its January 25, 2007 meeting, the Commission approved a resolution allowing for water rates to be increased beginning January 1, 2008 to address this issue.

During the month of **February**, the City Commission met with the Ellis County Commission to discuss mutual topics of interest and held its annual joint meeting with the Hays Recreation Commission to discuss the projects in which it is involved. The Commission also approved a Contract Franchise Ordinance granting to Southwestern Bell Telephone L.P. a contract franchise to provide telecommunications local exchange services in Hays.

In **March**, representatives of the Hays Baseball Association appeared before the Commission to request funding from the City. The Hays Baseball Association runs four baseball programs and had a net income loss in 2006 of \$9,266 and was projecting a \$24,000 deficit in 2007. The Commission approved a one-time donation of \$10,000 to help support the Association.

A presentation was also made by a representative of Guidance Pathway Systems, the consultant contracted for professional services related to the Wayfinding Signage Study.

Additionally, the Commission continued discussions in regard to the Guide for Renters, Landlords and Homeowners.

**April** began with the election and reorganization of the Hays City Commission. On April 3, 2007, Ron Mellick, Christopher Channell and Allan Lytton were elected to fill three vacant positions on the City Commission. Troy Hickman was selected to begin a one-year term as the City's Mayor, and Barbara Wasinger was named Vice-Mayor.

Also during the month of April, in addition to the continued discussion of the Guide for Renters, Landlords and Homeowners, the Commission discussed various traffic-related issues including a request to change 7<sup>th</sup> Street to a two-way street as well as the review of the crosswalk at 28<sup>th</sup> Street, the school zone on 27<sup>th</sup> Street, and the speed limit on Hall south of 27<sup>th</sup> Street.

In **May**, after being approved by the Ellis County Commission, the City Commission approved an ordinance establishing the Hays Area Planning Commission and Hays Area Board of Zoning Appeals. Ellis County previously established countywide zoning and excluded the three-mile area around Hays from its zoning regulations. For this reason, it was necessary to change the ordinance/resolution that was passed in 1974. The amended ordinance/resolution defined the makeup and appointment of the members of the Planning Commission and Board of Zoning Appeals.

The City Commission also continued its discussions regarding the Guide for Renters, Landlords and Homeowners. It was the request of the Commission that a meeting be held for renters and landlords to attend at which time they could comment and express any concerns they have in regard to the Guide. This meeting was held on May 30, 2007.

In **June**, the City Manager's Office was engaged in formulating the recommended 2008 Budget. On June 7, 2007, outside agencies presented their 2008 budget requests to the City Commission for consideration. Requests were made by the Downtown Hays Development Corporation, Wild West Festival Committee, Ellis County Historical Society, Fort Hays State University, Sister Cities Advisory Board, Hays Arts Council, the CARE Council, and the Ellis County Coalition for Economic Development.

Additionally, at the request of the Commission, staff had researched other cities that have rental property maintenance programs in place and what kind of impact such a program would have on personnel, equipment, and the budget in general. After months of discussion, the Commission approved the printing and distribution of the Guide for Renters, Landlords and Homeowners.

A \$5,000 donation to the City of Greensburg was also approved by the City Commission to assist with the recovery from the tornado.

During the month of **July**, the City Commission continued its review of the proposed 2008 Budget at which time they set a public hearing date of August 9, 2007.

In **August**, after months of preparation, the 2008 budget process was concluded with the City Commission approving the 2008 Budget following a public hearing on August 9, 2007. The budget document represents the single most important document the City will prepare in a given year. Efforts have been made to produce a document that is an effective communication tool, policy document, financial plan and operations guide for the City. In order to achieve the best

possible budget, a great deal of planning, input, and goal setting must be accomplished. The 2008 approved operating budget contains a total mill levy of 25.00 mills, which represents an increase of 1.98 mills as compared to the 2007 budgeted total tax levy.

Additionally, on August 23, 2007, after several meet and confer sessions and much deliberating over the past two years, a Memorandum of Agreement between the City of Hays and Service Employees International Union Local 513 was signed and approved by the Commission for the 2006 contract year.

In **September**, City Manager Toby Dougherty announced the appointment of Mark Loughry as the new Assistant City Manager for the City of Hays. Mr. Loughry was selected for the position from among 102 candidates after a national search was conducted. He assumed his duties September 17, 2007. Loughry was previously the Director of Finance/City Clerk for the City of Hays. He served in this capacity since December 5, 2004.

In **October**, the Mayor and City Commission presented awards to employees who have served 5, 10, 15 and 25 years of service to the City of Hays.

During the month of **November**, the final step in relocating the offices of the Hays Convention and Visitors Bureau, Hays Area Chamber of Commerce, and the Ellis County Coalition for Economic Development was achieved. On November 1, 2007, a special meeting of the City Commission was called, and the Real Estate Occupancy Agreement was approved. A ribbon cutting for the new Welcome Center was held on November 30, 2007.

On November 20, 2007, City Manager Toby Dougherty announced the appointment of Kim Rupp as the new Finance Director for the City of Hays. Mr. Rupp was selected for the position after a national search was conducted. Rupp was previously the Senior Vice-President of Branch Operations for Golden Plains Credit Union. He held several different positions within the Golden Plains organization, having worked for them since 1990. He assumed his position with the City on December 10<sup>th</sup>.

On November 20, 2007, the Commission also approved the 2008 Legislative Action Agenda which serves as a tool to better communicate the thoughts, wishes and goals of the City of Hays to its elected Legislators. The action agenda outlines what City staff feels are the most important issues with regard to cities that the State Legislators would deal with in the upcoming session. In summary, the 2008 legislative goals for the City of Hays seek to preserve the funding, values, and self-determination that are essential to local governance. It also ensures that Hays remains a strong economic presence in northwest Kansas as well as continues to meet the needs of its citizens. Furthermore, the agenda promotes undiminished home rule powers for the City of Hays. State Representatives Eber Phelps and Dan Johnson and State Senator Janis Lee were present for the meeting and addressed the Commission on various issues that would be discussed and voted upon during the 2008 legislative session.

In **December**, the City Commission was presented with a contract for architectural services related to the remodeling of the former Army Reserve Center for City offices and the construction of a second Fire Station. The contract was approved and will allow the architect to prepare proposed plans for these two facilities which will be presented to the Commission for consideration at a future meeting.

# Staff Information

## **STAFF LISTING**

### City Manager's Office

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Toby Dougherty	2	City Manager
Mark Loughry	7	Assistant City Manager
Andrea Windholz	9	Executive Assistant

## **TRAINING/CONFERENCES**

- The Assistant City Manager attended the Kansas Association of City/County Management (KACM) Winter Seminar on January 26, 2007 in Wichita, KS.
- The Executive Assistant attended CPR and First Aid training on February 28, 2007 at City Hall, Hays.
- The Assistant City Manager attended the April 9, 2007 Supervisory Training Session held at the Hadley Center, Hays.
- The Executive Assistant attended Sexual Harassment/Diversity training on April 10, 2007 at the Hadley Center, Hays.
- The City Manager attended the ICMA Annual Conference, October 6-11, 2007, in Pittsburgh, PA.
- The Assistant City Manager attended the KSGFOA Meeting, October 17-19, 2007, in Overland Park, KS.
- The Executive Assistant attended the League of Kansas Municipalities Annual Conference, October 7-9, 2007, in Overland Park, KS.
- The City Manager attended the Kansas Association of City/County Management (KACM) Fall Conference, November 7-9, 2007, in Pittsburg, Kansas.

# 2006 Statistical Information

## **MEETING STATISTICS – CITY COMMISSION**

The City Commission held or attended the following meetings in 2007.

- 24 Regular City Commission Meetings
- 1 Special Meeting
- 23 Work Sessions
- 20 KAYS Forums
- Mayor Billinger attended a Northwest Kansas Mayors Association committee meeting held at the Holiday Inn on January 20, 2007.

- The City Commission and City Manager attended a Joint City/County meeting on February 23, 2007 at Rooftops.
- Mayor Billinger attended the Northwest Kansas Mayors Association meeting held at Whiskey Creek on March 17, 2007.
- Commissioner Hickman, Commissioner Wasinger, the Assistant City Manager, and Airport Manager attended the Western Kansas Congressional Staff Briefing and Reception in Washington, D.C. March 24-27, 2007.
- City Commissioners, the City Manager, Assistant City Manager, Director of Finance/City Clerk, City Attorney and Executive Assistant attended the City Commission Orientation Session held at City Hall on April 23, 2007.
- Vice-Mayor Wasinger visited China as part of a Sister City commitment with Xinzheng, China, May 17, 2007 to June 6, 2007.
- The City Commission, City Manager and Director of Finance attended a Planning Session in City Hall on August 30, 2007.
- Commissioner Channell attended the League of Kansas Municipalities Annual Conference in Overland Park, Kansas, October 6-9, 2007.
- The City Commission held a special meeting on November 1, 2007 to consider approval of the Real Estate Occupancy Agreement for the Welcome Center.
- The City Commission, City Manager, Assistant City Manager and Finance Director attended the Joint City/County meeting on November 29, 2007 held at Gutch's.

## **EVENTS**

- The City Commission, City Manager, and Assistant City Manager attended the Annual Chamber Banquet held in the Fort Hays State University Memorial Union on February 8, 2007.
- City Commissioners, the City Manager and Assistant City Manager also attended the November 30, 2007 Ribbon Cutting at the new Welcome Center at 2700 Vine Street.

## **MEETING STATISTICS – CITY MANAGER'S OFFICE**

The City Manager and/or the Assistant City Manager participated in the following meetings in addition to daily meetings regarding City operations.

- January 25, 2007 meeting with Brian Meier of Burns and McDonnell in Wichita, KS
- February 20, 2007 Convention and Visitors Bureau Advisory Committee meeting held at Gutch's, Hays
- February 27, 2007 Tour of City Facilities in Sterling, CO
- March 13, 2007 Kansas Inc. Cell Committee meeting held at Midwest Energy, Hays
- March 14, 2007 Meeting with the Civil Support Team Major (pertaining to disaster drill) held at the Emergency Operations Center, Hays
- March 22, 2007 Childcare meeting held at the Chamber of Commerce, Hays
- April 10, 2007 meeting with representatives of Fort Hays State University regarding alternate transportation methods (held at Gutch's), Hays
- August 17, 2007 Fort Hays Municipal Golf Course irrigation meeting with representatives of the Kansas State Historical Society held in Topeka, KS

- August 20, 2007 introductory meeting with the Ellis County Clerk, Hays
- August 22, 2007 Ellis County Coalition Board Meeting held in the Midwest Energy Training Room, Hays
- August 24, 2007 KMIT Board Meeting held in Great Bend, KS
- September 4, 2007 introductory meeting with the President Ed Hammond, FHSU, Hays
- September 5, 2007 introductory meeting with Fred Kaufman, USD #489 Office, Hays
- September 11, 2007 introductory meeting with Ed Harbin, Ellis County Sherriff's Office, Hays
- September 12, 2007 Downtown Revitalization Planning Session, Hadley Center, Hays
- September 19, 2007 meeting with KMIT representatives, Wichita, KS
- June 27, 2007 Ellis County Coalition Board meeting at Hays Medical Center
- May 30, 2007 meeting to discuss the Guide for Renters, Landlords and Tenants held at Commerce Bank, Hays
- October 24, 2007 Sales/Transient Guest Tax Collection Meeting, Topeka, KS
- October 9, 2007 Environmental Day Tour, K-State Research Center, Hays
- October 30, 2007 State Focus Group for Strategic Information Management Plan, Sternberg Museum, Hays
- November 12, 2007 meeting with Hays representatives of the Public Wholesale Water Supply District #15 Board held at Rooftops, Hays
- December 7, 2007 Certified Public Manager Program Graduation for Chief of Police James Braun, Topeka, KS

The City Manager, Assistant City Manager, Director of Public Works, Director of Parks, Fire Chief and Chief of Police also attended the October 16, 2007 Semi-Annual Meeting with Fort Hays State University held in the FHSU Memorial Union.

Various other committee/board meetings were attended including Heartland Community Foundation meetings, Downtown Hays Development Corporation meetings, Housing Task Force meetings and Rotary Club meetings.

### **PRESENTATIONS/FORUMS**

The City Manager and/or the Assistant City Manager participated in the following forums/presentations.

- May 30, 2007 water forum held in Colby, KS
- August 20, 2007 interview by FHSU Student for The University Leader, Hays
- September 13 and 14, 2007 interviews by FHSU students, City Hall, Hays
- February 15, 2007 Optimists Club meeting held at the Golden Ox Pavilion

### **PRESS BRIEFINGS**

Press briefings involving the City Manager or the Assistant City Manager and additional City staff were held weekly on Tuesday afternoons at 2:00 p.m. in the City Manager's Conference Room in City Hall. Topics of discussion included City Commission work session and regular

meeting agendas in addition to various City operations, projects and programs. Topics discussed included the following.

- Washing Machine Rebate Program
- Christmas Tree Disposal
- Volunteer Firefighter Recruitment
- Tree City USA Program
- Wayfinding Signage Study Open House
- System Enhancement Project
- 2006 Hays Regional Airport Boardings
- Residential and Vehicle Safety/Security
- Fatal Home Fires
- Inspection Certifications
- Seasonal Positions – Parks Department
- Tree Removals at Frontier Park
- Free Smoke Alarm Program
- Pet Littering in City Parks
- System Enhancement Project Update
- Public Meeting for the Hike/Bike Trail
- Water Restrictions
- Proposed Cooperative Rescue Team
- Forgery Situation/Investigation
- Guide for Renters, Landlords and Homeowners
- Tornado Warning Procedures
- Airport Crash Training
- Hays Aquatic Park and Wilson Pool
- Commercial Improvement Awards
- “Traffic Regulations Apply to Bicycle Riders Too”
- Fireworks Safety/Legal Fireworks in Hays
- Island Construction – 26<sup>th</sup>/27<sup>th</sup> and Ash
- Hazardous Materials Team Exercise
- Enforcement of Booster Seat and Seatbelt Laws
- Boardings at the Hays Regional Airport
- Update on Vine Street
- Essential Air Service at the Hays Regional Airport
- Scheduling for Great Lakes Airlines to Denver and Kansas City
- Alley Obstructions – Automated Trash Collection
- Changes in Fire Department Response
- Downtown Concrete Alley Improvements
- Alley Cleanup Program
- Emergency Preparedness
- Fire Prevention Week
- “Change Your Clock; Change Your Battery” Campaign
- Safety Tips for Halloween
- Discussion of City Parks
- Appointment of New Director of Finance
- November 29, 2007 City of Hays/Ellis County Joint Meeting
- Automated Trash Collection Program
- Citizens Police Academy

### **ACTION REQUEST PROCESS**

The primary purpose of the City of Hays organization is to provide services to the citizens in an effective and timely manner. This does involve a coordination of various City departments, divisions, and the City Manager’s Office. In an effort to coordinate these efforts, the Action Request Policy was implemented and has proved to be an efficient tool in identifying the need or concern of the citizens, acting upon it in a timely and professional manner, and communicating with the citizen when the action has been completed.

In 2007, approximately 220 concerns were received and processed by various City departments.

## **City Commission – General Information**

### **COMMISSION ELECTION**

On April 3, 2007, the citizens of Hays elected Ron Mellick, Christopher Channell and Allan Lytton to fill three vacant positions on the City Commission. Commissioners Mellick and

Channell will serve four-year terms, with terms to expire April 2011, and Commissioner Lytton will occupy his seat for two years. Troy Hickman was selected to begin a one-year term as the City's Mayor, and Barbara Wasinger was named Vice-Mayor. Annual Mayoral elections are held in April.

### **CITY COMMITTEES AND BOARDS**

City Committees/Boards have been a tremendous asset to the City of Hays over the past several years. In order to assist in setting direction for the City, the City Commission considers the advice of its various boards and committees. Citizens who serve on boards and committees, therefore, play an important part in translating ideas into programs, suggestions and concerns into change, and in expanding the knowledge and experience base of the decision makers.

Current City Boards/Committees are as follows.

1. Airport Advisory Committee
2. Building Trades Board
3. CARE Council
4. Ellis County Wellhead Protection Committee
5. Fort Hays Municipal Golf Course Advisory Board
6. Hays Beautification Committee
7. Hays Convention & Visitors Bureau (CVB) Advisory Committee
8. Hays Area Board of Zoning Appeals
9. Hays Area Planning Commission
10. Hays Housing Authority Board
11. Hays Public Library Board
12. Hays Recreation Commission
13. Neighborhood Revitalization/Downtown Development Review Board
14. Northwest Kansas Community Corrections Board
15. Public Wholesale Water Supply District (PWWSD#15) Board
16. Sister Cities Advisory Board

The City encourages citizens to submit an application for serving on a City Board/Committee, which is available on the City's web site at [www.haysusa.com](http://www.haysusa.com).

### **AWARDS/RECOGNITIONS**

At its October 25, 2007 meeting, the Mayor and City Commission presented awards to employees who have served 5, 10, 15 and 25 years of service to the City of Hays. (A list of those employees can be found in the Human Resources Annual Report). The Commission is proud to have such dedicated employees serving the citizens of Hays.

## City Newsletter Information

The *Hays Matters* newsletter is an informational document distributed on a month-to-month basis contingent upon topic availability. It is a tool used to inform the public of City business and public announcements and is distributed to all City utility customers with the utility bills.

In 2007, the City contracted with The Print Shop for printing services, with the editing and setup of the newsletter being prepared in-house.

Eight *Hays Matters* newsletters were distributed in 2007. Examples of the topics included in the *Hays Matters* newsletters are as follows.

- Utility Bill Reminder Dates
- Water and Sewer Averaging
- City of Hays Fire Department/Ellis County EMS Joint Response Program
- Seasonal Position Openings in the Parks Department
- Fire Hydrant Obstructions
- Tree Plantings/Tree Rebate Program/Champion Tree Program
- 2007 Consumer Confidence Report covering the 2006 Calendar Year
- Hays City Commission Reorganization
- Message from the Mayor
- Water Restrictions
- Services Provided by the Fire Department
- City Manager Retires/Assistant City Manager Named Successor
- Check Your Home – A Guide for Renters, Landlords, and Homeowners
- Back to School Safety
- Refuse and Recycling Information/Holiday Schedule
- The Battle Against Bindweed
- Emergency Snow Route Information
- Washing Machine Rebate
- Water Rate Increase
- Citizens Police Academy
- Pet Registration
- Christmas Tree Disposal

Brochures provided by the K-State Research and Extension Office were provided for the months of February, June and July and contained the following information.

- Prevention of Parking Lot Pollutants being Discharged into Local Waterways
- Storm Drains
- “Fast Facts” about Water Conservation

Additionally, an Automated Trash Collection Program informational brochure was distributed with the utility bills in September.

## City Events

- The City Manager held employee birthday breakfasts with City employees: September 26th (Hadley Center), October 31st (Hadley Center), November 28<sup>th</sup> (Hadley Center) and December 19<sup>th</sup> (Village Inn).
- Staff of the City Manager's Office attended the City employee picnic on September 21, 2007 held at the Fort Hays Municipal Golf Course Pro Shop.
- The City Manager's Office staff also attended the City Christmas party held on December 21, 2007 at the Fox Pavilion.



# CONVENTION & VISITORS BUREAU

2007 City of Hays Annual Report

# Message from the Director, Jana Jordan

## **MISSION**

*The mission of the staff of the Convention and Visitors Bureau (CVB) is to market the City of Hays to potential overnight visitors by promoting to individual and family travelers, conventions and groups, motorcoach tours and encouraging special events; and to service those travelers while visiting our community.*

**WE MOVED!** Relocating the Hays Convention & Visitors Bureau office to a more visible location near I-70 and Vine Street and expanding space to accommodate a “Welcome Center” for the distribution of visitor and community information has been a multiyear project for the Bureau. That project was completed in 2007.

Construction of the new facility began December of 2006 with a ground breaking ceremony at the corner of 27<sup>th</sup> and Vine Street. The City Commissioners had accepted the building committee and architect Alan Stecklein’s building plans taking most of the architectural design from the old Hays Train Depot once located in historic downtown Hays. The Welcome Center was designed to accommodate the Hays Convention & Visitors Bureau, the Hays Area Chamber of Commerce, the Ellis County Economic Development and Downtown Hays Development offices. The lobby would be the site of the Visitors Information Center of which a Transportation Enhancement Grant of \$700,000.00 from the Kansas Department of Transportation had been awarded in 2006.

The City Commission voted to increase the local Transient Guest Tax collection by 1% in 2007 to pay the remaining cost of the construction. That increase began April 1, 2007. The increased collection will sunset when the debt has been retired.

The official Ribbon Cutting and Grand Opening for the Welcome Center took place on November 30, 2007 with hundreds of people in attendance.

## **INDIVIDUAL AND FAMILY TOURISM**

- Reviewed listings, uploaded photos and updated entries, descriptions and contact information as needed on the Kansas Travel and Tourism website involving 41 attractions for Hays, 7 for Victoria, 15 lodging properties, 22 destination shopping attractions, 38 restaurants, 3 golf locations, 2 campgrounds, 1 speedway and 91 calendar of event items.
- Prepared and submitted a tourism marketing grant application to the Kansas Department of Commerce to assist the Ellis County Historical Society Museum and the Midwest Deutsche Oktoberfest with advertising in out-of-state tourism tabloids. They received a grant in the amount of \$1063 and placed ads in 13 publications. Nebraska – 7, Colorado – 3, Kansas – 2 and one international publication (*Das Fenster*).
- Assisted with the preparation of grant applications and letters of support for the Cathedral of the Plains Charitable Fund, Inc to secure a grant to install air conditioning in St. Fidelis Church, Fairview Alpaca Farms Farm’s SARE grant application for the Farmer/Rancher Grant Program of the North Central Region, 100 Miles Tourism Coalition Tourism Marketing Grant through the Kansas Department of Commerce and the Art/Cultural Committee with a Kansas Arts Commission Grant.

- Worked on a project to research Hays businesses that have websites and made request for them to link our CVB website to their website. Thirty-seven sites linked [www.haysusa.net](http://www.haysusa.net) to their website.
- Compiled, updated and provided 2008 events for KSAL, KVGB, KOOD, Hays Daily News FYI, The Lake Wilson Guide, LASR, Kansas Traveler and The Country Register.
- Prepared reports for: A three year comparison report of tourist contacts entered on the tourism contact database, Midwest Deutche Oktoberfest 2007 publicity, annual brochure distribution to Kansas Visitor Information Centers, Visitation data and brochure statistics from seven Kansas Visitor Information Centers, Monthly reports, 2007 review and year end report.
- Submitted 38 total events to the Kansas Traveler tourism tabloid to be included in their spring, summer, fall and winter issues.
- Compiled and submitted 20 listings for attractions and events for the High Plains Journal *Getaway Guide*.
- Worked with various clubs, organizations, churches and groups planning events to compile and enter over 625 entries on the CVB website community calendar of events.
- Updated photos and text for attractions and events for the Feist Directory, Nex-Tech Telephone Directory and the Yellowbook USA Telephone book.
- Updated contact lists for the campground facilities, business marquee list, media contacts, Visitor Information Centers and transportation services.
- Attended the Kansas Sampler Festival in Garden City with a booth promoting the attractions in Hays and prepared follow up packets from the Sample Festival contacts.
- Redesigned the entry form for the Free Trip promotion offered through the Hays CVB website and processed the entries that came in. Held a drawing on December 10<sup>th</sup> with Allen Klein from Plum City, Wisconsin the winner. Prepared a mailing to others not selected for the trip.
- Coordinated a Free Trip promotion through a hunting post card mailer advertisement and processed the entries that came in. Held a drawing on December 10<sup>th</sup> with Richard Sugita from Avon, CO the winner. Prepared a mailing to others not selected for the trip.
- Updated information on the CVB website and the following other websites: Kansas Travel and Tourism ([www.travelks.com](http://www.travelks.com)), We Go Places ([www.wegoplaces.com](http://www.wegoplaces.com)), LASR([www.lasr.net](http://www.lasr.net))Leisure and Sports Review, [www.kckfun.com](http://www.kckfun.com), SRS/Hays, Midwest Deutsche Oktoberfest, Northwest Kansas Travel Council, Dinesite.com and the Hays Daily News website.
- Worked on a school field trip project and gathered information from the attractions to develop a new section on our website specifically for helping school groups plan a field trip to Hays.
- Researched and compiled contact information from over 200 Kansas communities to develop a new database that can handle the new task of requesting and tracking the distribution of tourist brochures that are now on display at the Welcome Center. Prepared mailing labels, post cards and coordinated the mailing to request visitor guides from these communities and attractions to display their brochures in the new Hays Welcome Center.
- Researched and compiled information to develop a new database to process the data and assist staff with searching for information to respond to questions that arise from

requests from visitors, callers or email inquires for information not only pertaining to Hays, but also for the surrounding communities and attractions.

- Worked on membership categories and brochure ad information to prepare and submit a proposal to redesign the membership structure and brochure format for the Amazing 100 Miles Tourism Coalition.
- Attended the following workshops or meetings: We Kan Conference in Salina, RV, Boat and Travel Show in Denver, CO, Webinar through Web Conference Central, Kansas Motorcoach Marketing meeting in Hutchinson, NTA Kansas Night meeting in Kansas City, City of Victoria Tourism Committee, Kansas Scenic Byways Hospitality Training, Northwest Kansas Travel Council meetings in Lucas, Colby, Goodland, Hoxie, Norton, Phillipsburg and the monthly Amazing 100 Miles Board meetings in Wilson.
- Attended meetings in Hays for: FrostFest, Nature Based Tourism initiative, AARP, Wilson School RIF (Reading is Fundamental) Kickoff, CVB Advisory Board meetings, Hays Beautification Committee, Downtown group about the Kansas Sampler Festival, Midwest Deutsche Oktoberfest, Discrimination training, Kansas Arts Commission, Victoria Tourism Committee and meeting with the staff from the Kansas Cosmosphere about promoting Sea Monsters.

### **BROCHURES/PUBLICATION PRINTING AND DISTRIBUTION**

- Updated “German Festivals and Polka Dances” for 2007 events and printed and distributed 300 flyers and included on the CVB website.
- Compiled information, updated and prepared text, updated contact information and photos to print the *Historic Churches of Ellis County* brochure. Prepared rough design and layout, proof read and printed 4000.
- Compiled information, prepared text, updated contact information and photos to print the *Hays Visitors Guide* brochure. Prepared rough design, layout, proofread and printed 25,500.
- Worked on *Hunter’s Guide* - Compiled information, updated text, season dates, guides services and list of hunting supply stores. Prepared rough design, layout and proofread to print 1300 and mailed to hunting contacts from this past year.
- Compiled information, prepared text, updated contact information and photos to assist the Chamber of Commerce to print the *Holiday Events* brochure. Prepared rough design, layout, proofread and printed 5,000.
- Updated and distributed 2008 advertising agreements to secure ads in the *City Map & Hospitality Guide*. Compiled text for the attractions, lodging and restaurant information to redesign, update, proofread and reprint 30,000.

#### **Printed:**

25,500 <i>Visitor Guides</i>	15,000 Festival & events brochures	4000 <i>Group Tour Planners</i>
1300 <i>Hunters Guide</i>	30,000 <i>City Map/Hospitality Guides</i>	4000 Hist. churches brochures
350 <i>Walk in Atlas Guides</i>	300 German festivals and events flyer	2500 Motorcoach services flyer

#### **Distributed:**

2000 - 2007 <i>Kansas Get Away Guide</i>	300 - Northwest Kansas Travel Council <i>Ultimate Guide</i>
1900 - 2007 <i>Kansas Event Guide</i>	2200 - Group Tour Planning Guides
1250 - Kansas maps	250 - Hays Daily News Downtown map/coupon tabloid
1950 - Chamber of Commerce magazines	120 - 101 Reasons to visit Wild West Kansas brochures
500 - Hays Daily News <i>FYI</i>	2500 - Ellis County Ag Tourism brochures

6000 - Midwest Deutsche Oktoberfest  
200 - *Lake Wilson Guide*  
350 - I-70 brochures  
100 - *The Country Register*  
150 - *Travel Kansas Magazine*  
400 - *Kansas Traveler* news tabloid  
750 - Historic Churches brochure  
200 - FHSU Encore brochures  
1300 - Holiday Events brochures  
300 - Ellis County Church directory  
800 - Wild West Fest brochures  
25 - *U.S. 36 Guides*  
300 - Frontier Forts rack card

1660 - Fort Hays Historic Site brochures  
1305 - Sternberg Museum of Natural History brochures  
770 - Ellis County Historical Society Museum brochures  
450 - Hays Daily News *2007 Travel & Tourism Guide*  
25 - High Plains Journal *Get Away Guide*  
400 - *Downtown walking tour* brochures  
50 - Kansas Sampler Festival rack cards  
200 - Hays Aquatic Park brochures  
300 - Herzog Fest brochures  
100 - Amazing 100 Miles brochures  
600 - Wildlife & Parks Hunting Regulations  
175 - Wildlife & Parks Fishing Regulations  
800 - Hays Daily News calendar of events

## **MOTOR COACH/GROUP TOUR MARKETING**

- Attended workshops, meetings and shows: National Tour Association Kansas Night in Kansas City, Kansas,
- Kansas Motorcoach Marketing Alliance (KMMA) Hutchinson, and Kansas City, KS.
- Assisted with the Spring FAM Tour for the Kansas Travel and Tourism office.
- Kansas Travel & Tourism Office monthly group tracking report: 36 motorcoach groups reported for 2007.
- Assisted 39 group tour planners with proposal packets or tour arrangements for planning a group tour to Hays.
- McKinzie Tours, Colorado Community Bank, Northwest Iowa Transportation, Ellsworth Senior Center, Road Runner Tours, Abbott Tours, Manhattan Parks & Recreation, Fancy Free Holiday Tours, Village Tours, Time Tours, Environmental Education Center, Concordia National Bank, Specialty Tours, Travel America, Central National Bank, Carolina Tours, Travel Tours, Seddelmeyer Travel Concepts, Group Voyages, Nodaway Valley Bank, Americas Best Cruising Motorhomes, Heartland Tours, Falcon Tours, Colorado Community Bank, Fun Tours, Brown and Gold Club, Scenic Tours, Just for the Fun of it Tours, Senior Tours, Crossroads Tours, Cruise/Tour Consultants, Rush County Nursing Home, Sino Exchange Tours, Bright Horizons, Smoky Valley Tours, Diamond Tours, MYW Tours, Holdrege Senior Center and Rainbow Tours.
- Compiled information, prepared text, updated contact information and photos to print the *Group Tour Planning Guide*. Prepared rough design, layout, proofread and printed 4000.
- Updated emails of motorcoach contacts and sent email updates about 2007 Polka Events and German Festivals
- Prepared, printed and distributed 122 suggested group itineraries for a "Wild West Kansas Tour" to motorcoach groups that plan trips west along and through I-70 from Missouri, Illinois, Indiana, Pennsylvania and Ohio.
- Prepared, printed and distributed 105 suggested group itineraries for a "Kansas Adventures X3" to motorcoach groups from Oklahoma and Texas.
- Prepared, printed and distributed 95 suggested group itineraries for a two day German Heritage Tour.
- Prepared, printed and distributed 60 suggested group itineraries for a two day FrostFest Tour.

- Prepared, printed and distributed custom group itineraries for five groups.
- Updated motorcoach contacts and distributed leads from NTA, ABA, Bank Travel, Travel Marketing Group and IMG Resource Guide to the lodging properties and attractions.
- Updated motorcoach database with 23 new contacts.
- Updated 2007 *Fact Sheet* for each lodging property.

## **PLANNING OF EVENTS/FESTIVALS**

The Convention and Visitors Bureau staff worked with several groups on brochure and poster distribution, publicity ideas, promotional activities and developing or distributing press releases for the following events:

Ellis County Polka Fest  
 Soup-R-Bowl  
 National Tourism Week  
 Wonderful World of Miniature Horses  
 Heart to Heart Banquet  
 Wild West Festival  
 Hays Area Children's Center Rope & Ride  
 Ellis County Fair  
 Herzog Fest  
 Winter, Spring and Fall Gallery Walks  
 Midwest Deutsche Oktoberfest  
 Frontier Disc Golf Tournament  
 Historic Fort Hays Days  
 Ellis County Polka Fest  
 BBQ Blues Downtown Sidewalk Sale  
 Youth Outdoor Festival  
 High Plains Electric Car Race  
 Little Red Barn Halloween Fest  
 Cross Road Pregnancy Care Baby Contest  
 Hunters Breakfast  
 Fort Hays Lantern Tours  
 Spring Sk8board Competition  
 German Feast  
 Taste of Hays  
 Edible Book Showcase  
 Pioneer Day  
 Ellis County Historical Society Museum's church tour  
 Rock, Roll and Ride Car Show  
 Mid-America Rodeo Company events  
 VFW Craft Fair  
 Bark in the Park  
 Day of Caring  
 VFW Home Based Business Fair  
 Legends of Boot Hill  
 Pumpkin Patch Weekends at Ellis and Victoria  
 Exhibit of Elizabeth Layton's Art  
 Kansas Women's Leadership Fair  
 KJLS Ladies Fair  
 Concertino-Stuttgart

Fairview Farms Regional Alpaca awards  
A-T Childrens Project "Run to Find a Cure"  
Coin and Stamp Show  
Ag Tourism Value Added Loan Program  
Larks Poker Run  
American Legion Riders Fundraiser  
Wedding exhibit at the Ellis County Historical Society Museum  
Harley Davidson Heroes Tour  
Custer in the West Book Signing  
The Amazing 100 Miles Annual Meeting  
Benjamin Franklin letters display at Sternberg Museum of Natural History  
TMP Fundraiser Dance  
Chamber of Commerce Monster Bash  
Taste of Downtown  
Fox Pavilion Holiday Extravaganza  
St. Boniface church nativity display "O Little Town of Bethlehem"  
BUNCO Fest  
FrostFest  
Deck the Hall's  
Sea Monsters

### **SPORTS AND OUTDOOR RECREATION EVENTS**

Hays is host to over 500 sporting events annually. The Bureau works closely with the Fort Hays State University (FHSU) Athletic Dept., Hays and TMP-Marian High Schools, Hays Recreation Commission, Kansas State High Schools Activities Assoc., KS Special Olympics, Hays Baseball Assoc., Smoky Hill Country Club and Fort Hays Municipal Golf Course, Hays Disc Golf, local civic groups, and athletic organizations hosting tournaments or attracting new recreational events. Outstanding upland game hunting and nationally-known area fishing lakes made Hays an excellent location for avid sportsmen. Hays is a founding partner in the newly-formed *Play Kansas* organization promoting Kansas as a coalition to regional and national sporting events.

Hays was host to the 2007 Shrine Bowl bringing thousands of participants and their fans for several days the end of July.

In 2007, the CVB Staff assisted the Hays Sports Complex committee with research and information about statewide economic impact on the local economy of community sports complexes.

### **CONVENTION/MEETING MARKETING OPERATIONS**

The CVB worked with over 152 groups that held conventions, conferences, district meetings, workshops and family reunions during 2007. We served groups with attendance between 5-10,000 people.

Forty-nine formal bid proposals were submitted in 2007. Twenty-three groups chose Hays, eighteen chose another destination and seven are still undecided. Ninety-nine general proposals were provided to groups considering holding their meetings or seminars in Hays.

The association database has been kept updated with 26 new contacts plus updated with 17 new associations. We hosted meetings for 3 groups in the database that had never been to Hays before. This list is frequently updated with information received from the Kansas

Association of Executives Annual Conference, various MeetKansas coalition expos, newspaper clippings from surrounding newspaper articles and website searches.

Convention marketing to state and regional associations included several mass mailings. These mailings were sent to Affordable Meetings tradeshow contacts, Midwest Meetings Guide Book advertisement inquiries, Kansas City Chapter of Meeting Planners International tradeshow contacts and Kansas Society of Association Executive tradeshow contacts.

Additional marketing includes advertising in the Kansas Society of Association Executives (KSAE) membership directory, attending the KSAE Expo with a display booth representing the City of Hays, participating in the MeetKansas.com coalition, submitting numerous general proposal packets, and advertising in the 2008 Midwest Meetings Guide Book. The MeetKansas.com Coalition advertised in numerous publications this year including Midwest Meetings Guidebook, Midwest Meetings Spring & Fall issues, Meetings Mid America to coincide with Kansas editorial and Small Market Meetings. The MeetKansas coalition sends an E-newsletter quarterly to all leads in the MeetKansas database. A 2007 Meet Kansas Fact Kit was created on CD and distributed to 100 key journalists.

Five sales trips were taken to Topeka this year. During these trips, sixty-one organizations were called on. Thirty-five one-on-one meetings with meeting, conference and convention planners were held. Nineteen meetings were booked for 2007 and 2008, one conference was scheduled for 2007, one state convention was scheduled for 2008 and six bids were requested for future conventions.

In June, Hays hosted the American Historical Society of Germans from Russia International Convention. There were 639 paid registrants. This number well exceeds the number of attendees the past two years in Lincoln NE (368 people) and Oklahoma City OK (503 people). In July, Hays hosted the Kansas Shrine Bowl. Over 10,000 people attended this 34<sup>th</sup> Annual Event. It had been 10 years since Hays hosted the Shrine Bowl!

**Convention-Conference-Meeting-Workshop Statistics:**

- The CVB staff worked with over 152 groups that held conventions, district meetings, conferences, family reunions and exhibits during 2007 and served groups with attendance between 5 – 10,000 people.
- Forty-six (46) formal bid proposals were submitted in 2007.

<u>Date Sent</u>	<u>Name of Organization</u>	<u>Date</u>	<u>Location Selected</u>
1-4-07	Kansas Dept of Transportation	Feb 16, 2007	Hays
1-8-07	Kansas Land Improvement Contractors Assn	Jan 20-23, 2008	Junction City
1-10-07	Kansas Parent Teacher Assn	April 18-20, 2008	Salina
1-18-07	Kansas Pipeline Assn	Feb 14, 2007	Hays
2-6-07	Kansas Counseling Assn	March 5, 2008	Topeka
2-14-07	Kansas Economic Development Alliance	October, 2007	Wichita
2-14-07	Kansas Chamber of Commerce Executives	October, 2007	Wichita
3-14-07	Kansas Organization of Recyclers	Sept 26, 2007	Hays, changed to Salina
3-16-07	Kansas Society of Radiologic Technicians	April 3-5, 2008	Hays
3-21-07	Kansas Cattlemen's Assn	Jan, 2008	Hutchinson
4-9-07	Kansas Crop Improvement Assn	Jan 29-30, 2008	Manhattan
4-23-07	KS Assn of Educational Office Professionals	April 3-5, 2008	Salina
4-25-07	Midwest District Conf of the Brethren Church	Feb, 2008	postponed to June
4-30-07	Kansas Assn of Wheat Growers	May 30-31, 2007	Hays
5-4-07	Kansas County Treasurers Assn	June, 2009	Junction City
5-10-07	Kansas Assn of Realtors	Dec 7, 2007	Hays
5-15-07	Kansas Grain & Feed Assn	Jan 22, 2008	Hutchinson
5-15-07	National Alliance on Mental Illness	Oct 19-20, 2007	Hesston

5-24-07	U.S. Humane Society/Humane Society Univ.	Oct 12-14, 2007	Hays
6-7-07	Kansas Auto Dealers Assn	Aug 2, 2007	Hays
6-26-07	Kansas Sport Hunting Assn	Aug 10-11, 2007	McPherson
6-26-07	Kansas Assn of Mappers	Sep 30, Oct 1-2 '08	Hutchinson
7-2-07	Smoky Hill Trail Assn	Oct 25-27, 2007	Hays
7-6-07	Midwest District Conf of the Brethren Church	June 13-14, 2008	Hays
7-18-07	KS Assn of Mappers (2 <sup>nd</sup> more detailed bid)	Sep 30, Oct 1-2 '08	Hutchinson
7-24-07	KS Plumbing/Heating/Cooling Contract. Assn	Sept 22-23, 2007	Hays
8-6-07	Kansas Assn for Court Management	Sept, 2009	Junction City
8-6-07	KS Society for Clinical Laboratory Science	April 16-18, 2008	Hays
8-15-07	Kansas State Bowling Proprietors	Oct 2-3, 2007	Hays
9-6-07	Kansas Correctional Assn	Oct 5-8, 2008	Undecided
9-11-07	Kansas Health Policy Authority	March, 2009	Undecided
9-25-07	KS Assn of Insurance & Financial Advisors	April 21, 2008	Lawrence
9-27-07	Kansas Native Plant Society	Oct 3-5, 2008	Hays
9-29-07	KS Assn of FSA County Office Employees	Sept, 2008	Salina
10-2-07	Kansas County Treasurers Assn	Sept, 2009	Undecided
10-4-07	KS Assn for Family & Community Education	Oct 13-15, 2008	Hays
10-11-07	Kansas State Council of Firefighters	June 11-14, 2008	Hays
10-11-07	Kansas Environmental Leadership Program	Jan 9-11, 2008	Hays
10-16-07	Southwest Plains Regional Service Center	Nov 5-6, 2007	Hays
10-30-07	KS Land Improvement Contractors Assn	Jan, 2009	Undecided
11-5-07	Kansas Independent Gas & Oil Assn	April, 2008	Hays
11-8-07	KS Dist Conv of the Lutheran Laymen's League	Oct 10-11, 2008	Hays
11-14-07	Mid America Regional Conv of Narcotics Anon	April 4-6, 2008	Lawrence
12-4-07	Kansas Chamber of Commerce Executives	May 14-16, 2008	Pittsburg
12-7-07	KS Assn of Health, PE, Recreation & Dance	Oct, 2009	Undecided
12-12-07	Kansas Telecommunications Industry Assn	June 22-25, 2008	Undecided

Nineteen groups chose Hays, nineteen chose another destination, and six are still undecided. One group had chosen Hays and the facility did not follow up in a timely manner so we lost the group to Salina. One group had chosen February in Hays but requested a new proposal for June and chose Hays for that date as well.

Ninety-nine general proposals were provided to groups considering holding their meetings or seminars in Hays.

Seventeen new associations and twenty-six new contacts have been added to the association database. In addition, eleven associations have been updated with new employees or representatives. Hays also hosted three groups in the association database that have never been here before. This list is frequently updated with information received from the Kansas Association of Executives Annual Conference, various MeetKansas coalition expos, newspaper clippings from surrounding newspaper articles, contact information from the Wichita Convention Calendar, correspondence from groups contacting us through the mail and website searches.

Convention marketing to state and regional associations included several mass mailings. These mailings were sent to Affordable Meetings tradeshow contacts, Midwest Meetings Guide Book advertisement inquiries, Kansas City Chapter of Meeting Planners International tradeshow contacts and Kansas Society of Association Executive tradeshow contacts.

## **MEDIA COMMUNICATIONS**

Promoting Hays through various forms of the media is an essential part of marketing the community to potential visitors. In 2007, the CVB staff placed print, radio, and television in the following markets:

## Display Ad Placement

- *The Kansas Travel Guide*
- *Midwest Living Magazine*
- *AAA Kansas*
- *True West Magazine*
- *Travel America*
- *Home and Away Magazine/Midwest Motorist*
- *Vacation Guide Inserts (Midwest Newspapers)*
- *Kansas Get-Away Guide*
- *Group Travel Leader*
- *Northwest Kansas Outdoor Guide*
- *Kansas Wildlife and Parks Hunting Guide*
- *Wing & Shot Magazine*
- *Statewide Sports Program Publications*
- *Woodall's*
- *USA Weekend Newspaper Insert*
- *Kansas Senior Times*
- *Travel Kansas*
- *Hunt Club*
- *Travel 50 & Beyond*
- *Kansas Newspapers (Think Kansas)*
- *Destination Magazine*
- *Territorial Magazine*
- *Going on Faith Magazine*
- *Group Tour Magazine*
- *Courier Magazine*
- *Gun Dog Magazine*
- *Pheasants Forever Magazine*
- *Bird Dog & Retriever News*
- *Vacations Magazine*

## Radio/TV Buys

- Countryman's Kansas Radio Network
- Kansas Radio Network
- Eagle Radio Network in Kansas/Missouri
- Kansas Public Radio Network
- CBS TV Affiliates in Wichita, Dodge City, Goodland, and Hays
- ABC TV Affiliates in Colby, Garden City, Oberlin/McCook
- NBC TV Affiliate in Great Bend
- Eagle Cable TV
- Cable TV in Salina, Hutchinson, Wichita, Manhattan, Topeka, and Kansas City

## Travel Media

Media packets and continuous press releases were mailed to over 200 Kansas newspapers and radio and TV stations about upcoming Hays events and attraction activities and to over 75 mid-western independent travel writers and magazine travel editors.

CVB staff prepared and submitted news stories to Kansas Explorer (local restaurants that prepare old fashioned fresh meringue pies), Group Tour Magazine (German Heritage) and Kansas Senior Times and Hays Daily News (Ag-Tourism and Full Moon Tours).

CVB staff worked with the following organizations to provide photo files, update text or provide material for news stories: *Taste of the Midwest*, Merritt, Hawkins & Associates (for HMC), HNTB Corporation – Aviation Division, *Hutchinson News*, Explorer Newsletter, Horizon Hotel Company, *Going on Faith* magazine, *Leisure Group Travel* magazine, Kansas Visitor Information Center in Goodland, Hays Daily News – *FYI*, *Courier* magazine, *Kansas Country Living* magazine Sunflower Bank Illustrations & Design Department, *Group Tour* magazine, *Das Fenster* magazine, Greg Christopher's national travel book and a survey about Hays Oktoberfests for a "Ein Herz für Kinder" project from Passau, Germany.

Worked for several days in the fall with Greg Hillyer with Progressive Farmer on Best Places To Live In Rural America 2008 issue.

## Staff Information

The Convention & Visitors Bureau is very fortunate to have full-time and part-time staff working to promote the City of Hays. In 2007, four served as Bus Drivers for the department. Additionally, there are numerous volunteers who assist the department in many different capacities.

### STAFF LISTING

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Jana Jordan	19	Director of Convention & Visitors Bureau
Raymond Breit	13	Bus Driver
Robert Brown	6	Bus Driver
Dusty Degenhardt	1	Bus Driver
Marvin Fisher	3	Bus Driver
Leroy Heronema	15	Bus Driver
Janet Kuhn	4	Convention Sales Manager
Robyn Pfeifer	New Employee in 2007	Receptionist
Ruben Schuckman	8	Tourism Sales Manager
Luann Steffen	6	Part-Time Administrative Secretary

### 2007 CVB ADVISORY COMMITTEE

Sabrina Symns (Chair), B/W Vagabond	Dr. Jerry Choate, At-Large Member
Tim Cossaart, Holiday Inn	Elinda Bauer, Comfort Inn & Suites
Jane Matlock, At-Large Member	
Russ Pfannenstiel, At-Large Member	
Bill Smriga, At-Large Member	Gina Riedel, Ex-Officio
Mitesh Patel, Fairfield Inn	Randy Gustafson, Ex-Officio
Lorraine Howerton, Days Inn	Toby Dougherty, Ex-Officio
Rita Stramel, Tea Rose Inn B & B	
Bob Wilhelm, At-Large Member	

## 2007 Statistical Information

### TRANSIENT GUEST TAX

The Hays Convention & Visitors Bureau utilizes a 4% and now a 5% Transient Guest Tax collected in local motel properties to market and promote the community. The collections for CY2007 were **\$481,846.53**. That collection figure indicates our local motel properties gleaned over **\$12,000,000.00** in receipts by overnight visitors. That figure translates into \$170,212.76 in City Sales Tax at (at 7.05%).

Using the International Association of CVB's formula (40%/spent on lodging and 60%/spent on retail, food, gas & misc.) to estimate total dollars spent by visitors over and above the motel

receipts, we could project over **30 million dollars** in local sales in 2007 and \$425,531.91 in City Sales Tax. This figure does not include expenditures by day-only visitors to our community.

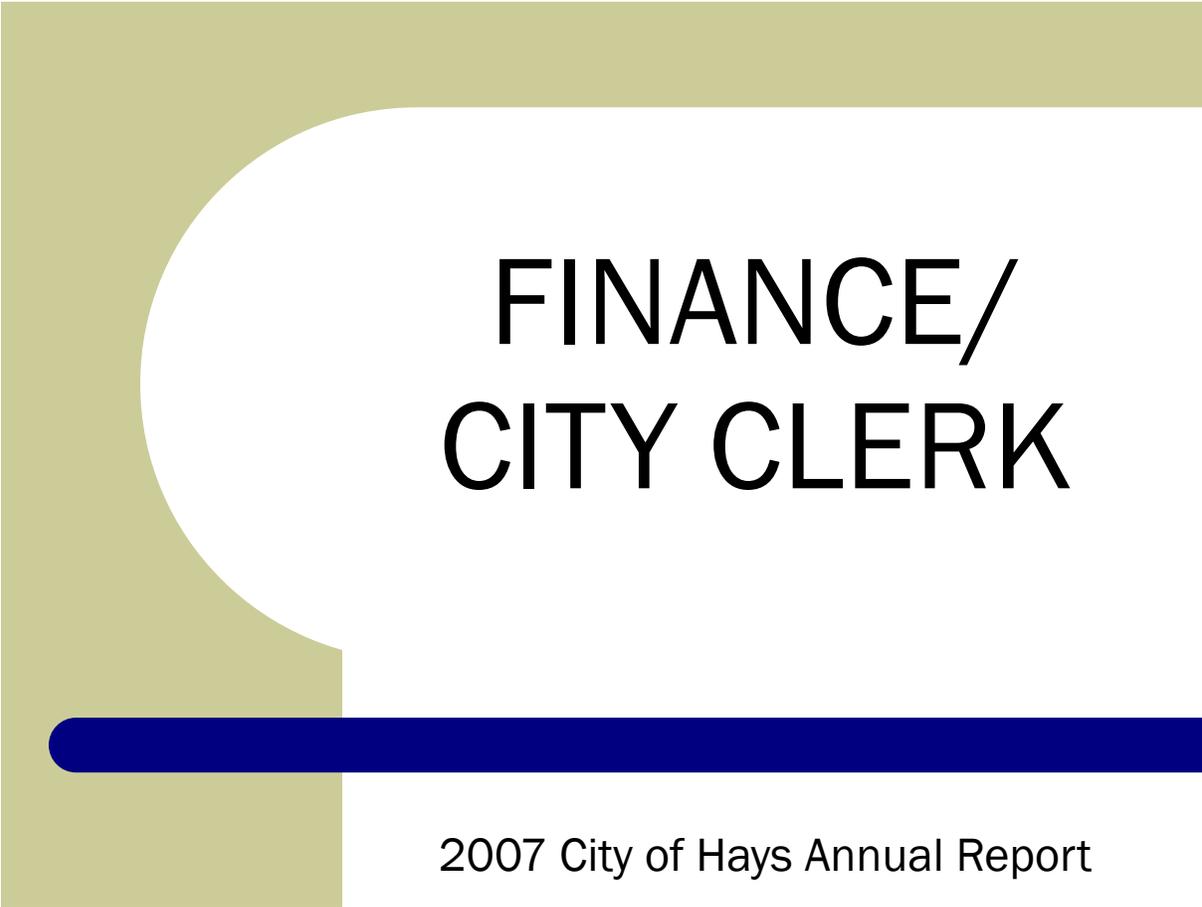
In 2007, for every dollar spent on direct marketing and promotion we received \$2.36 return in Transient Guest Tax dollars, an excellent return on our marketing dollar. Using local Transient Guest collections, we estimate 500,000 people spent the night in Hays in 2007.

## Special Events/Recognition

- Designated by Progressive Farmer magazine as one of the top 20 “Best Places To Live in Rural America”.

## CVB Memberships & Affiliations

- Travel Industry Association of Kansas
- Kansas Tourism Initiative (KTI)
- I-70 Association
- Kansas Adventures Times III
- Northwest Kansas Travel Council
- Kansas Society of Association Exec's
- Meet Kansas
- Play Kansas
- Kansas Museum Association
- Kansas Restaurant & Hospitality Assoc.
- National Tour Association
- American Bus Association
- Sternberg Museum of Natural History
- Society of Friends of Historic Fort Hays
- Ellis County Historical Society
- Hays Arts Council
- Amazing 100 Miles
- Kansas Sampler Foundation
- Travel Industry Assoc. of America
- Western Kansas Forts
- Wild West Kansas



# FINANCE/ CITY CLERK



2007 City of Hays Annual Report

## Message from the Director, Kim Rupp

The financial condition of the City of Hays continues to improve. The Clerk's Office has implemented new electronic documentation storage software, and in February, a large part of the current City agreements were scanned in along with minutes from past Commission meetings. Long-range plans are to have this information available for search via the Internet.

In April interviews were conducted to fill the newly-created part-time Account Clerk position. This position was approved as part of the 2007 budget process and is the first addition to staffing levels in the Finance Department in over twenty years. Finance staff was also busy with General Obligation Bond issuance 2007-A which was used to finance numerous Special Benefit Districts and some Airport improvements. This year the Finance Department staff was busy reviewing proposals for two lease purchases and making recommendations to the City Commission. In October the Commission approved a lease purchase for the new Visitors Center and staff closed on a lease purchase for new solid waste trucks. In September, the Director of Finance accepted the position of Assistant City Manager for the City of Hays and the search for a new Director of Finance began. On December 10, lifelong Hays resident, Kim Rupp, began his new position of Director of Finance coming to the City with twenty years experience in the credit union industry. The Finance/City Clerk's office staff is extremely knowledgeable in their respective areas which have made the transition very smooth. I look forward to working with these employees and am anxious to continue learning my role with the City of Hays. All of the figures in this document represent un-audited numbers.

Revenues in 2007 exceeded budgeted amounts by \$2,073,162. The majority of these funds are accounted for in interest earned on investments. Interest exceeded budget by \$838,727 due to higher interest rates and better rates being obtained via a competitive bid process. Projections for 2008 indicate that the City will not see as dramatic of increase in interest on investments due to the drop in rates. Predictions show this will continue well into 2008. Water and Sewer sales exceeded budgeted amounts by \$259,000. Court fines revenue exceeded budget by \$112,644. As well, franchise fees revenue was \$126,711 over the projected amount. R-9 Ranch revenue exceeded projections by \$80,159 while refuse collection revenues were \$39,500 over budgeted projections. Lastly, the local TDD Sales Tax revenues were \$208,749 above budget.

Expenditures in 2007 were \$6,539,468 below what was budgeted. One of the areas that helped to account for this is the fact that the budgeted transfer of \$2,400,000 into the Water Sales Tax account does not take place until after the City's annual audit is complete. Contingency funds, which are spread throughout all funds, are used only in the case of unforeseen expenses that may come up during a budget year. Generally, these funds are not expended and account for \$1,200,000 of the under-budget amount. Another line item in all funds that fell below budget was salaries. Across the funds, salaries were \$147,000 under the budgeted amount. Most of this is accounted for in positions in the Police and Fire Departments. The City is required by statute to budget a certain amount of Cash Basis Reserve in the Bond and Interest Fund which puts that fund \$60,000 under budget in that category. The rest of the under-budget amount was spread throughout all funds and represents the City's desire to be as frugal as possible with taxpayers' money while still maintaining adequate service levels.

## Responsibilities of the Finance/City Clerk's Office

The Finance/City Clerk's Office is a combined office with six full-time and one part-time employee. The Finance/City Clerk's Office is responsible for accounts receivable, accounts payable, general ledger activities, payroll preparation, managing the financial aspect of capital

projects, temporary note issuance, bond sales, special assessments, purchasing oversight, and budget preparation assistance.

The Finance/City Clerk's Office functions include records preparation and management (i.e. ordinances, minutes, legal documents including deeds, easements, agreements, etc., and licensing) and management of two City cemeteries.

The Utility Billing function of the department handles water, sewer, sanitation billing, and customer service.

The Information Technology Division is a three-person division of the Finance Department. This division's responsibilities include maintaining all software and computers in all City departments. The Information Technology Division also handles all phone systems and any other technology-related issues and maintenance. In conjunction with Ellis County IT Director Mike Leiker, City of Hays IT Coordinator Chad Ruder continues the search for a new GIS Coordinator.

## Staff Information

2007 was a busy year in staffing as several changes, additions and improvements occurred. At the beginning of the year long-time City employee, Karen Randa, transferred from the Public Works department where she was an inspector, to the IT department as a Technician with her emphasis in GIS/Mapping. The 2007 budget included funding to add a new staff member to the department. This was the first addition in over twenty years. Thus in May, Sandy Swob accepted the part-time position of Account Clerk I. She has been a welcome addition to the staff and has helped greatly in getting the conversion of all hard copy records into a searchable electronic format. Account Clerk, Angie Goheen, left the department moving back to her home town. Thus, Jamie Stringer was hired in November as her replacement. Jamie brings an energetic style to customer service and is learning quickly. The Director of Finance, Mark Loughry was promoted to Assistant City Manager in September thus the search for a new Director began. On December 10, lifelong Hays resident, Kim Rupp, began his new position of Director of Finance coming to the City with twenty years experience in the credit union industry. Topping off the year with a bang, Doris Wing was officially appointed City Clerk. Congratulations to Doris in assuming the position. This is long-time in coming and recognizes her for the tireless hours she has dedicated to that position over the years.

### **STAFF LISTING**

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Kim Rupp	New Employee in 2007	Director of Finance
Doris Wing	41	City Clerk
Lori Hertel	32	Account Clerk II
Brenda Kitchen	27	Account Clerk I
JoAnn Phillips	25	Account Clerk I
Jamie Stringer	New Employee in 2007	Account Clerk I
Sandy Swob	New Employee in 2007	Account Clerk I

### **IT DIVISION**

Chad Ruder	7	IT Coordinator
Jessi Jacobs	5	IT Technician
Karen Randa	14	IT Technician

## **TRAINING**

The City Clerk attended the Annual Municipal Clerk Conference in Wichita, renewal of CPR/Red Cross First Aid, and several sessions on workplace environments.

Two Account Clerks attended renewal training in CPR/Red Cross First Aid as well as the KMU Public Relations/Accounting Workshop in Salina.

A third Account Clerk attended sessions on workplace environments.

The IT Coordinator attended a workplace environment workshop, postal rate increase training, Sunflower Insurance Group Seminar, network support training, and the regional conference for new technologies.

One IT Technician attended the Regional Web development trends conference and a Network and PC support course.

A second IT Technician went through GIS trends and GIS support training.

## 2007 Statistical Information

<b>Utility Billing:</b>	<b>Total</b>	<b>Monthly Average</b>
Water Bills Mailed	91,404	7,617
Water Reminders Mailed	4,699	391
Meter Turn Off Non Pay	770	64
Dog Tags Issued	1,444	120
Change of Service Orders	2,908	242
<b>Financial:</b>	<b>Total</b>	<b>Monthly Average</b>
Invoices Processed	9,097	758
Checks Written	4,448	370
Check Totals	\$14,564,586	\$1,213,715
Purchased Orders Gen	4,637	386
<b>IT:</b>		
Total Employee Service Calls	2,552	213
Cellular/Landline Related Issues	212	18
File Restores	5	0.4
GIS Related Issues	217	18
Hardware Related Issues	241	20
Printer Related Issues	104	9
Software Related Issues	594	49
User Account Related Issues	79	7
Website Updates (non-routine)	187	16

## SALES TAX HISTORY

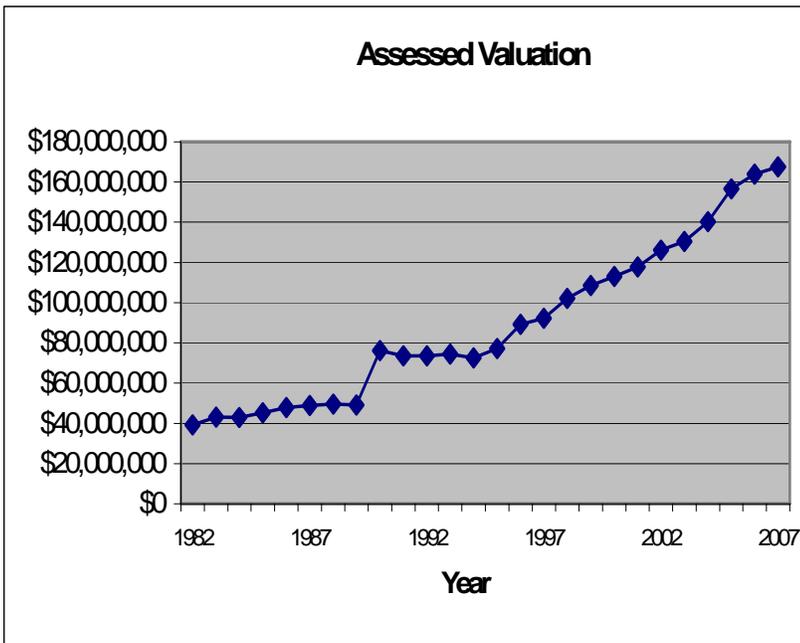
Currently, the City collects a 1.75% sales tax on retail sales. Of the 1.75%, 1.25% is used to fund City services in the General Fund; the other .5% collected is dedicated to water exploration. In 2004, the citizens of Hays voted in a three-quarter cent sales tax to replace the mill levy portion of the General Fund. The tax took effect January 2005, and the mill levy for the General Fund was dropped in 2006. The following chart represents sales tax collections deposited into the General Fund and the Water Sales Tax Reserve.

<u>YEAR</u>	<u>SALES TAX</u>	<u>VARIANCE FROM PREVIOUS YEAR</u>
*1982	78,589	
1983	874,548	795,959
1984	1,108,494	233,946
1985	1,171,933	63,439
1986	962,318	(209,615)
1987	994,923	32,605
1988	1,086,465	91,542
1989	1,083,879	(2,586)
1990	1,165,618	81,739
1991	1,217,745	52,127
**1992	1,214,753	(2,992)
	391,450	
1993	1,369,022	154,269
	1,369,022	
1994	1,445,955	76,933
	1,445,955	
1995	1,573,749	127,794
	1,573,749	
1996	1,562,128	(11,621)
	1,562,128	
1997	1,662,820	100,692
	1,662,820	
***1998	1,712,927	50,107
	1,712,927	
	207,403	
1999	1,790,953	1,583,550
	1,790,953	
	1,790,953	
2000	1,896,322	105,369
	1,896,322	
	1,896,322	
2001	1,914,825	18,503
	1,914,825	
	1,914,825	
2002	2,075,163	160,338
	2,075,163	
	2,075,163	
****2003	836,204	(1,270,355)
	2,059,465	
	2,059,465	
2004	2,156,540	(642,054)
	2,156,540	
****2005	2,253,288	96,748
	2,281,025	
	2,790,525	
****2006	5,818,319	774,505
	2,360,411	
2007	6,145,011	466,567
	2,500,286	

- \* Beginning in 11/1982, ½-cent sales tax was collected.
- \*\* Beginning in 7/1992, an additional ½-cent sales tax was collected for water.
- \*\*\* Beginning in 10/1998, an additional ½-cent sales tax was collected for Sales Tax Bonds (Swimming Pool) – expired 9/30/01.
- \*\*\*\* Beginning 10/01/01, an additional ½-cent sales tax was collected for library construction – expired 03/31/03.
- \*\*\*\* From 1/01/05 to 12/31/05, an additional ¾-cent sales tax was collected for the Budget Stabilization Reserve. Beginning 1/01/06 that ¾-cent sales tax replaced the Mill Levy in the General Fund.

**ASSESSED VALUATION**

City services are supported by tax dollars. Property taxes are levied in mills. One mill represents approximately 167,500. The mill levy is based on the assessed valuation of property and will vary from year to year.

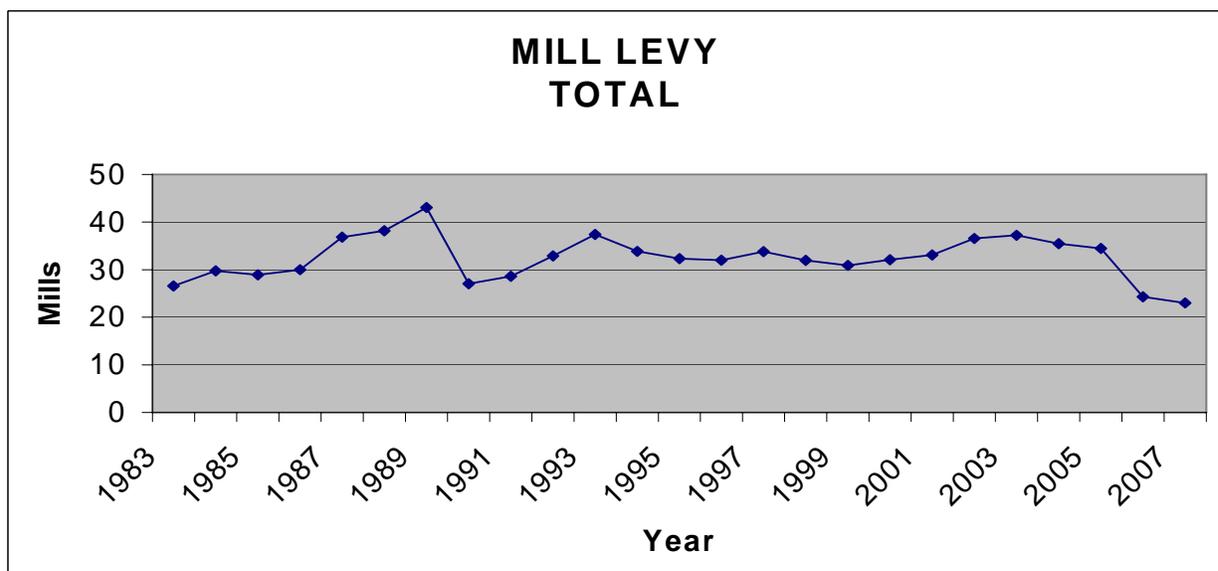
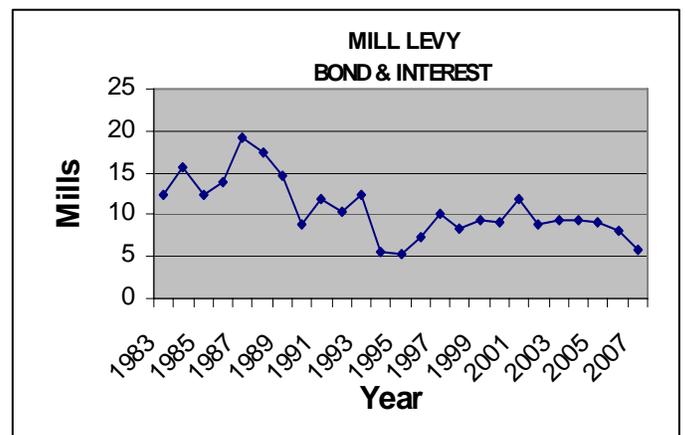
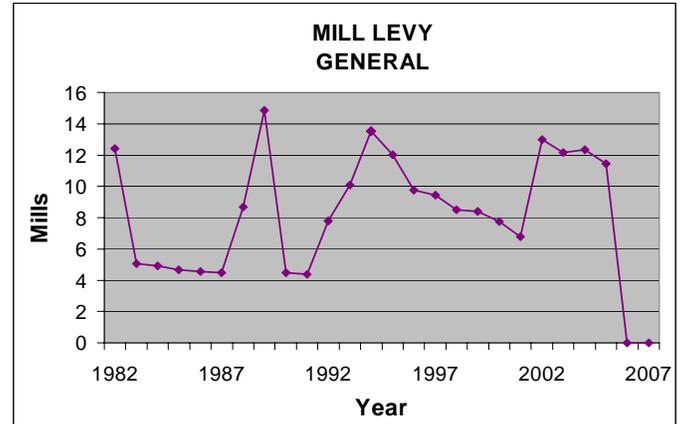


<u>YEAR</u>	<u>ASSESSED VALUATION</u>
1982	39,284,969
1983	43,080,703
1984	42,854,173
1985	45,337,354
1986	47,749,731
1987	49,022,353
1988	49,515,281
1989	49,112,889
1990	76,142,010
1991	73,664,587
1992	73,690,638
1993	74,370,760
1994	72,538,902
1995	77,289,278
1996	89,189,880
1997	92,177,794
1998	102,148,970
1999	108,467,258
2000	113,012,069
2001	117,712,438
2002	126,117,827
2003	130,516,689
2004	140,373,883
2005	156,523,350
2006	163,939,000
2007	167,467,499

## ANNUAL MILL LEVY RATES

Property tax dollars are levied through mills. A tax bill is determined by multiplying the assessed value of a taxable property by the tax rate. For example, if the total tax rate of a city was \$35 per \$1,000 of assessed value, (known commonly as 35 mills) and the assessed value of property was \$5,000, the tax would be 35 times 5, or \$175.

	<u>MILL LEVY TOTAL</u>	<u>MILL LEVY GENERAL</u>	<u>MILL LEVY BOND &amp; INT.</u>
1982	34.18	12.43	11.65
1983	26.55	5.05	12.29
1984	29.73	4.93	15.69
1985	28.90	4.65	12.26
1986	29.97	4.54	13.82
1987	36.84	4.47	19.29
1988	38.17	8.67	17.45
1989	43.06	14.84	14.72
1990	27.02	4.47	8.86
1991	28.63	4.37	11.93
1992	32.88	7.79	10.32
1993	37.42	10.09	12.46
1994	33.82	13.51	5.47
1995	32.32	12.01	5.29
1996	31.99	9.77	7.26
1997	33.78	9.45	10.11
1998	31.96	8.52	8.22
1999	30.88	8.41	9.29
2000	32.06	7.74	9.16
2001	33.07	6.78	11.94
2002	36.54	12.99	8.87
2003	37.20	12.16	9.35
2004	35.44	12.35	9.32
2005	34.44	11.43	8.97
2006	24.30	0.00	8.17
2007	23.02	0.00	5.82



**General Fund**

The General Fund is used to fund most City services. Departments in the General Fund include Police Department, Fire Department, Parks Department, Public Works and Service Department. A total revision took place in the General Fund in 2003. Several departments were merged, including some departments which were formerly in the Water and Sewer Fund that have now been merged into the General Fund. Transfers from the Water and Sewer Fund occurred to cover expenses formerly paid directly out of the Water and Sewer Fund.

Due to changes that have occurred, it is not possible to conduct a year-to-year comparison.

The main sources of revenue for the General Fund are sales tax, property tax, and franchise fees. In 2006, there was no longer a Mill Levy for the General Fund.

	<b>Revenues</b>	<b>%</b>	<b>Expenditures</b>	<b>%</b>
2002 Budget	\$7,228,843		\$7,228,843	
2002 Actual	\$6,374,932	88%	\$6,054,583	84%
2003 Budget	\$8,447,297		\$8,447,297	
2003 Actual	\$7,828,893	93%	\$6,635,623	79%
2004 Budget	\$8,733,235		\$8,733,235	
2004 Actual	\$8,374,338	96%	\$7,612,910	87%
2005 Budget	\$8,122,480		\$9,794,778	
2005 Actual	\$11,947,105	147%	\$7,993,834	82%
2006 Budget	\$9,817,856		\$13,623,938	
2006 Actual	\$10,590,670	108%	\$12,211,385	90%
2007 Budget	\$10,232,700		\$12,345,790	
2007 Actual	\$10,917,309	107%	\$10,302,927	83%

**REVENUES**

<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>
2002	\$6,374,932	100%
2003	\$7,828,893	123%
2004	\$8,374,338	131%
2005	\$11,947,105	187%
2006	\$10,590,670	166%
2007	\$10,917,309	171%

<b>Revenue Detail</b>	<b>2005</b>	<b>%</b>	<b>2006</b>	<b>%</b>	<b>2007</b>	<b>%</b>
Local Sales Tax	\$4,873,563.05	58%	\$5,818,319.00	49%	\$6,145,011.00	56%
Property Tax	\$1,894,457.90	23%	\$230,507.00	2%	\$59,354.00	1%
Franchise Fees	\$1,278,725.39	15%	\$1,318,525.00	11%	\$1,376,711.00	13%
CMB / Liquor Licenses	\$9,875.00	0%	\$9,900.00	0%	\$10,775.00	0%
Business Licenses	\$19,982.50	0%	\$19,450.00	0%	\$28,373.00	0%
Other Licenses	\$1,525.00	0%	\$1,205.00	0%	\$420.00	0%
Building Permits	\$59,649.10	1%	\$55,830.00	0%	\$67,745.00	1%
Pet Licenses	\$11,341.00	0%	\$11,780.00	0%	\$11,528.00	0%
Grants	\$4,677.29	0%	\$0.00	0%	\$41,709.00	0%
Interest on Investments	\$435,653.38	5%	\$458,515.00	4%	\$686,012.00	6%
Rentals	\$1,375.50	0%	\$1,200.00	0%	\$1,200.00	0%
Misc. Revenue	\$99,730.00	1%	\$240,679.00	2%	\$130,309.00	1%
Transfers	\$2,603,314.50	31%	\$1,678,600.00	14%	\$1,567,000.00	14%
Public Safety Revenues	\$371,881.71	4%	\$417,158.00	3%	\$472,401.00	4%
Public Works Revenues	\$12,855.00	0%	\$14,900.00	0%	\$15,295.00	0%
Local Alcohol Liquor Tax	\$95,084.32	1%	\$108,618.00	1%	\$105,395.00	1%
Golf Course Revenue	\$173,415.14	2%	\$205,484.00	2%	\$198,071.00	2%
<b>Total</b>	<b>\$11,947,106</b>	<b>100%</b>	<b>\$10,590,670</b>	<b>100%</b>	<b>\$10,917,309.00</b>	<b>100%</b>

**EXPENDITURES**

Year	Amount	% of 2002
2002	\$6,054,583	100%
2003	\$6,635,623	110%
2004	\$7,612,910	126%
2005	\$7,993,834	132%
2006	\$8,870,344	147%
2007	\$10,302,927	170%

<b><u>Expenditure Detail</u></b>	<b>2005</b>	<b>%</b>	<b>2006</b>	<b>%</b>	<b>2007</b>	<b>%</b>
City Commission	\$16,459	0%	\$19,957	0%	\$41,040.00	0%
Municipal Court	\$115,571	1%	\$121,591	1%	\$129,478.00	1%
City Manager	\$417,270	5%	\$645,084	8%*	\$568,646.00	6%*
Human Resources	\$141,031	2%	\$128,437	1%	\$139,547.00	1%
Finance/City Clerk	\$278,598	3%	\$289,801	3%	\$300,919.00	3%
City Attorney	\$85,265	1%	\$97,957	1%	\$94,698.00	1%
Information Technology	\$248,282	3%	\$316,402	4%	\$341,105.00	3%
Buildings & Grounds	\$239,602	3%	\$360,906	4%	\$391,274.00	4%
Intergovernmental	\$241,169	3%	\$258,694	3%	\$262,666.00	3%
Social Services	\$151,750	2%	\$151,350	2%	\$156,000.00	2%
Economic Development	\$215,422	3%	\$237,750	3%	\$306,162.00	3%
Quality of Life	\$29,150	0%	\$29,927	0%	\$66,100.00	1%
Fleet Maintenance	\$403,323	5%	\$462,775	5%	\$535,348.00	5%
Transfers	\$543,600	7%	\$635,000	7%	\$1,640,708.00	16%
Police Dept.	\$1,831,373	23%	\$1,930,470	22%	\$1,990,305.00	19%
Fire Dept.	\$989,652	12%	\$1,048,082	12%	\$1,067,742.00	10%
Public Works General Admin	\$154,445	2%	\$174,111	2%	\$211,039.00	2%
P.I.E.	\$212,946	3%	\$226,297	3%	\$192,395.00	2%
Public Works - Service Div.	\$831,183	10%	\$848,364	10%	\$751,750.00	7%
Swimming Pool	\$83,800	1%	\$41,848	0%	\$76,274.00	1%
Parks & Playgrounds	\$454,164	6%	\$559,393	6%	\$694,888.00	7%
Cemeteries	\$4,741	0%	\$33,229	0%	\$51,821.00	1%
Ball Field Maintenance	\$39,953	0%	\$40,175	0%	\$47,875.00	0%
Golf Course	\$265,085	3%	\$212,741	2%	\$245,147.00	2%
<b><u>Total</u></b>	<b>\$7,993,834</b>	<b>100%</b>	<b>\$8,870,342</b>	<b>100%</b>	<b>\$10,302,927.00</b>	<b>100%</b>

\* The City Manager's budget contains contingency funds for the General Fund.

**Water and Sewer Fund**

The Water and Sewer Fund is an enterprise fund. Revenue is derived from the sale of water and sewer service charges. In 1992 the City implemented a citywide 1/2-cent sales tax for water exploration and production. The sales tax money is receipted into the Water and Sewer Fund and then transferred into a reserve.

	<b>Revenues</b>	<b>%</b>	<b>Expenditures</b>	<b>%</b>
2002 Budget	\$9,075,907		\$8,205,800	
2002 Actual	\$6,963,841	77%	\$5,844,297	71%
2003 Budget	\$8,522,661		\$7,702,500	
2003 Actual	\$7,854,755	92%	\$5,737,399	74%
2004 Budget	\$8,178,584		\$7,321,000	
2004 Actual	\$6,799,829	83%	\$5,185,844	71%
2005 Budget	\$6,708,000		\$6,572,200	
2005 Actual	\$7,473,178	111%	\$4,452,480	68%
2006 Budget	\$7,278,000		\$8,045,250	
2006 Actual	\$7,728,330	106%	\$5,446,959	68%
2007 Budget	\$7,577,800		\$8,250,560	
2007 Actual	\$8,394,213	111%	\$5,629,740	68%

**REVENUES**

Year	Amount	% of 2002
2002	\$6,963,841	100%
2003	\$7,854,755	113%
2004	\$6,799,829	98%
2005	\$7,473,179	107%
2006	\$7,728,330	111%
2007	\$8,394,213	121%

**Revenue Detail**

	2005	%	2006	%	2007	%
Local Sales Tax	\$2,276,697	30%	\$2,360,411	31%	\$2,500,286.00	30%
Water Sales	\$2,364,438	32%	\$2,372,456	31%	\$2,364,536.00	28%
Sewer Service Charges	\$1,854,636	25%	\$1,858,968	24%	\$1,894,524.00	23%
Taps-Turn Ons	\$34,893	0%	\$40,915	1%	\$33,915.00	0%
Penalty	\$24,873	0%	\$22,798	0%	\$21,772.00	0%
Water Sales Conserve Rate	\$271,229	4%	\$287,137	4%	\$256,128.00	3%
R-9 Ranch Revenue	\$150,000	2%	\$140,733	2%	\$230,159.00	3%
Interest-Sales Tax	\$250,189	3%	\$420,718	5%	\$753,138.00	9%
Interest on Investments	\$106,397	1%	\$203,330	3%	\$323,620.00	4%
Grants	\$121,500	2%	\$0	0%	\$0.00	0%
Misc. Revenue	\$18,327	0%	\$20,862	0%	\$16,135.00	0%
Transfers	\$0	0%	\$0	0%	\$0.00	0%
<b>Total</b>	<b>\$7,473,179</b>	<b>100%</b>	<b>\$7,728,327</b>	<b>100%</b>	<b>\$8,394,213.00</b>	<b>100%</b>

**EXPENDITURES**

Year	Amount	% of 2002
2002	\$5,844,297	100%
2003	\$5,737,399	98%
2004	\$5,185,844	89%
2005	\$4,452,481	76%
2006	\$5,446,959	93%
2007	\$5,629,740	96%

**Expenditure Detail**

	2005	%	2006	%	2007	%
Wastewater Div.	\$654,068	15%	\$526,398	10%	\$681,788	12%
Water Plant	\$888,875	20%	\$851,079	16%	\$965,437	17%
Water & Sewer Capital Projects	-\$209,771	-5%	\$0	0%	\$0	0%
PW - General Admin.	\$0	0%	\$0	0%	\$0	0%
Capital Outlay	\$0	0%	\$0	0%	\$0	0%
Debt Services	\$1,020,571	23%	\$1,025,072	19%	\$1,027,945	18%
Debt Services-Sales Tax	\$0	0%	\$0	0%	\$0	0%
Non Operating	\$2,098,738	47%	\$3,044,411	56%	\$2,954,570	52%
<b>Total</b>	<b>\$4,452,481</b>	<b>100%</b>	<b>\$5,446,959</b>	<b>100%</b>	<b>\$5,629,740</b>	<b>100%</b>

**Library**

<b><u>REVENUES</u></b>			<b><u>EXPENDITURES</u></b>		
Year	Amount	% of 2002	Year	Amount	% of 2002
2002	\$855,035	100%	2002	\$838,731	100%
2003	\$893,519	105%	2003	\$869,227	104%
2004	\$929,569	109%	2004	\$922,000	110%
2005	\$938,048	110%	2005	\$945,000	113%
2006	\$966,861	113%	2006	\$1,007,042	120%
2007	\$1,025,606	120%	2007	\$1,030,982	123%

## Airport

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% of 2002	Year	Amount	% of 2002
2002	\$216,687	100%	2002	\$220,838	100%
2003	\$226,637	105%	2003	\$274,767	124%
2004	\$246,078	114%	2004	\$183,379	83%
2005	\$252,740	117%	2005	\$237,116	107%
2006	\$262,727	121%	2006	\$239,041	108%
2007	\$281,358	130%	2007	\$256,955	116%

## Public Safety Equipment

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% of 2002	Year	Amount	% of 2002
2002	\$137,416	100%	2002	\$126,912	100%
2003	\$146,921	107%	2003	\$126,819	64%
2004	\$161,223	110%	2004	\$126,819	81%
2005	\$202,957	148%	2005	\$163,319	81%
2006	\$318,629	232%	2006	\$480,754	81%
2007	\$369,677	269%	2007	\$126,239	99%

## Employee Benefit

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% of 2002	Year	Amount	% of 2002
2002	\$1,558,668	100%	2002	\$1,536,035	100%
2003	\$1,772,870	114%	2003	\$1,710,361	111%
2004	\$1,667,331	94%	2004	\$1,682,957	110%
2005	\$1,971,317	126%	2005	\$1,528,049	99%
2006	\$2,124,011	136%	2006	\$1,836,801	120%
2007	\$1,923,479	123%	2007	\$2,252,311	147%

## Special Highway

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% of 2002	Year	Amount	% of 2002
2002	\$639,917	100%	2002	\$1,356,119	100%
2003	\$916,123	143%	2003	\$750,982	55%
2004	\$822,015	128%	2004	\$1,386,835	102%
2005	\$616,578	96%	2005	\$645,427	48%
2006	\$605,873	95%	2006	\$910,598	67%
2007	\$614,828	96%	2007	\$951,193	70%

## Special Parks & Recreation

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% of 2002	Year	Amount	% of 2002
2002	\$629,950	100%	2002	\$1,190,172	100%
2003	\$639,917	85%	2003	\$1,356,120	114%
2004	\$916,123	143%	2004	\$750,982	63%
2005	\$822,015	130%	2005	\$1,386,836	117%
2006	\$108,618	17%	2006	\$68,739	6%
2007	\$105,395	17%	2007	\$6,803	1%

**Special Alcohol**

<b><u>REVENUES</u></b>			<b><u>EXPENDITURES</u></b>		
<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>	<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>
2002	\$66,917	100%	2002	\$77,782	100%
2003	\$78,514	117%	2003	\$62,100	80%
2004	\$84,849	127%	2004	\$68,100	88%
2005	\$95,084	142%	2005	\$71,800	92%
2006	\$108,618	162%	2006	\$81,900	105%
2007	\$105,395	158%	2007	\$85,800	110%

**Convention & Visitors Bureau**

<b><u>REVENUES</u></b>			<b><u>EXPENDITURES</u></b>		
<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>	<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>
2002	\$426,260	100%	2002	\$396,989	100%
2003	\$470,441	110%	2003	\$422,253	106%
2004	\$435,207	102%	2004	\$432,414	109%
2005	\$474,595	111%	2005	\$439,952	111%
2006	\$444,120	104%	2006	\$521,903	131%
2007	\$487,807	114%	2007	\$487,914	123%

**Equipment Reserve**

<b><u>REVENUES</u></b>			<b><u>EXPENDITURES</u></b>		
<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>	<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>
2002	\$205,000	100%	2002	\$256,820	100%
2003	\$262,478	128%	2003	\$101,304	39%
2004	\$226,035	110%	2004	\$226,397	88%
2005	\$561,900	274%	2005	\$397,663	155%
2006	\$864,400	422%	2006	\$204,581	80%
2007	\$747,255	365%	2007	\$366,055	143%

**Library Employee Benefit**

<b><u>REVENUES</u></b>			<b><u>EXPENDITURES</u></b>		
<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>	<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>
2002	\$66,772	100%	2002	\$72,000	100%
2003	\$82,820	124%	2003	\$85,000	118%
2004	\$101,079	151%	2004	\$98,000	136%
2005	\$107,595	161%	2005	\$105,000	146%
2006	\$109,521	164%	2006	\$112,000	156%
2007	\$99,455	149%	2007	\$100,000	139%

**Risk Management**

<b><u>REVENUES</u></b>			<b><u>EXPENDITURES</u></b>		
<b>Year</b>	<b>Amount</b>		<b>Year</b>	<b>Amount</b>	
2002	\$50,000		2002	\$0	
2003	\$906		2003	\$122,069	
2004	\$404,107		2004	\$0	
2005	\$0		2005	\$11,080	
2006	\$0		2006	\$530,643	
2007	\$0		2007	\$0	

**Airport Improvement**

<b><u>REVENUES</u></b>			<b><u>EXPENDITURES</u></b>		
<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>	<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>
2002	\$434,523	100%	2002	\$354,464	100%
2003	\$1,506,405	347%	2003	\$1,464,584	413%
2004	\$211,635	49%	2004	\$196,960	56%
2005	\$1,342,029	309%	2005	\$1,334,993	377%
2006	\$73,024	17%	2006	\$61,965	17%
2007	\$141,267	33%	2007	\$405,565	114%

**Bond & Interest**

<b><u>REVENUES</u></b>			<b><u>EXPENDITURES</u></b>		
<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>	<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>
2002	\$2,259,368	100%	2002	\$2,328,431	100%
2003	\$1,679,648	74%	2003	\$1,713,540	74%
2004	\$1,775,637	79%	2004	\$1,687,623	72%
2005	\$1,789,389	79%	2005	\$1,807,843	78%
2006	\$1,668,500	74%	2006	\$1,583,679	68%
2007	\$2,748,967	122%	2007	\$2,042,738	88%

**Solid Waste Fund**

<b><u>REVENUES</u></b>			<b><u>EXPENDITURES</u></b>		
<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>	<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>
2002	\$880,821	100%	2002	\$984,195	100%
2003	\$880,221	100%	2003	\$900,539	92%
2004	\$905,007	99%	2004	\$916,260	93%
2005	\$909,054	99%	2005	\$930,961	95%
2006	\$914,834	104%	2006	\$926,844	94%
2007	\$1,199,719	136%	2007	\$1,026,579	104%

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# FIRE

2007 City of Hays Annual Report

## Message from the Fire Chief, Gary Brown

The members of the City of Hays Fire Department take pride in providing excellent fire-rescue service to the people of Hays. The year 2007 finished with several major accomplishments and improvements in the fire department that are reflected in this annual report. These improvements include the delivery of a replacement pumper-ladder fire truck, efforts to organize and equip a regional building collapse rescue team and the implementation of a severe weather safety training program targeted to middle school students.

In response to the growing complexities of modern life, fire departments throughout the nation have become multirisk agencies. Today, professional fire departments provide service in five areas: fire protection, hazardous materials accidents, rescue, medical emergencies and property protection. A modern fire department is a small “standing army” of firefighters who are promptly available in the event of fires, floods, tornado strikes, building collapses, etc. With cross-trained firefighters, the cost of the fire department is more effectively used to protect the community from a wide array of threats.

Of special note in this annual report is the large increase in fire department calls-for-service. Over the past five years, calls-for-service have increased over 300 percent as the fire department mission has been expanded to better protect the community. The year 2007 was the first full year for the fire department EMS response program. Beginning in June 2007, the fire department initiated safety standby services at the Hays Regional Airport that also increased the calls-for-service. The full impact of the airport program will be realized in 2008.

While the *percentage* of fire related emergency responses has decreased as the fire department has taken on this multi-risk role, the *number* of fire related responses has increased by 62-percent since 2003. Five years ago firefighters answered 180 fire related calls; this increased to 292 in 2007.

Also of special note in 2007 is the joint effort of all of the fire departments in Ellis County to jointly staff and operate a building collapse rescue team to serve all of northwest Kansas. This is the first major initiative in cooperative service by the four fire departments. It is hoped that this work will lead to other cooperative efforts to better serve the greater Hays community.

The fire department administrators are very proud of the professional services the members of the fire department provide to the people of Hays. The firefighters and staff are well trained and excellent people who care about the community. All of the members of the fire department appreciate the support received for their mission from the city commission, the city manager and his staff, and the people of Hays in 2007. Citizens are encouraged to contact the fire chief at [gbrown@haysusa.com](mailto:gbrown@haysusa.com) or [785] 628-7330 regarding any matters pertaining to the fire department.

## Responsibilities of the Fire Department

**Mission Statement:** To protect the lives and economic well-being of the people of Hays from the effects of fires, accidents and related emergencies.

**Goals:**

- To respond to emergencies related to fires, accidents and hazardous conditions.
- To prevent fires and accidents through public education and fire code enforcement.
- To plan and prepare for large emergencies and disasters.

**Regional Hazardous Materials Emergency Team:** Under contract with the Kansas State Fire Marshal's Office, the City of Hays Fire Department operates one of twelve state hazardous materials emergency response teams. The fire department covers the area from Hays west to the Colorado border and from I-70 north to the Nebraska state line. Nineteen career firefighters are qualified as hazardous materials technicians for this duty.

**Regional Technical Rescue Team:** In 2007, the fire department received a \$92,000 grant from the Northwest Kansas Regional Homeland Security Council to purchase a crew carrier pick-up truck, equipment trailer and additional specialized equipment to operate a regional technical rescue team. When operational, this team will be trained and equipped to respond to rescue emergencies involving building collapse, trench cave-in, confined spaces, high angles and similar situations. The goal is for the team to be completely operational by May 2008.



The team is being organized to meet the standards of a FEMA Type II building collapse rescue team, capable of providing medium duty service at a disaster or other emergency for up to 24-hours.

Of special note is the cooperative organization of the regional rescue team. While the team is a function of the City of Hays Fire Department, it is being staffed by firefighters from the City of Ellis Fire Department, City of Victoria Fire Department and Ellis County Rural Fire Department as well as City of Hays firefighters. The fire chiefs of all four fire departments serve as an advisory board to guide the effective operation of the team.

**Airport Rescue and Firefighting Service:** The Hays Regional Airport is a Federal Aviation Administration Class II airport with an average of four commercial air passenger flights each day. City of Hays firefighters are trained to the FAA requirements for airport firefighters. Beginning in June 2007, the fire department began staffing the airport fire truck during the hours of commercial air passenger service operations. This service was provided in response to a change in FAA safety regulations for airports.



## General Department Information

### BUDGET INFORMATION

**General Fund:** The 2007 fire department operating budget of \$1,241,400 was ten-percent of the city's general fund. Eighty-nine percent of the fire department budget was for salaries and other personnel costs. The balance of the budget was used for operating expenses and equipment replacement. Employee benefits including insurance and retirement costs are funded from the employee benefits fund.

**Public Safety Equipment Fund:** This fund is used to purchase vehicles and equipment for both the fire and police departments. In 2007 this fund purchased a \$370,000 replacement for a 33-year old fire truck; Ladder 2.

Ladder 2 is a combination pumper-ladder truck equipped with a 1,250 gallon-per minute pump, 75-foot powered aerial ladder, 300 gallon water tank and a full set of extension ladders for access to apartment buildings and commercial structures as well as large houses. Ladder 2 also carries hose, tools and equipment for firefighting, basic rescue operations and medical emergencies.



**FIRE APPARATUS**

The fire department fleet includes five fire trucks to protect the city:

**Engine 1** 1981 pumper truck  
**Engine 2** 2000 rescue-pumper truck

**Engine 3** 1998 rescue-pumper truck  
**Ladder 1** 2002 pumper-ladder truck  
**Ladder 2** 2007 pumper-ladder truck  
**Engine 5** 1996 airport fire truck

Specialized and support vehicles include a 1996 pick-up truck assigned to the shift commander, a 2005 breathing apparatus support truck and two staff vehicles.

The fire department also operates a hazardous materials emergency trailer, a small technical rescue equipment trailer and a mobile fire safety education trailer. The hazardous materials emergency trailer is on-loan to the fire department from the Kansas State Fire Marshal's Office to support the regional hazardous materials team.

**FIRE STATIONS**

**Fire Station No. 1** is located in City Hall at 1507 Main Street. This fire station is staffed by at least five firefighters at all times and includes the administrative offices of the fire department.

The **Airport Fire Station**, located at Hays Regional Airport, houses the airport fire truck. This fire station is staffed



during the hours of commercial air passenger flight service. At other times, firefighters from Fire Station No. 1 respond to the airport and cross staff the airport crash truck when an airport emergency occurs.



**PUBLIC FIRE PROTECTION CLASSIFICATION**

The City of Hays is rated by the Insurance Services Office as public fire protection class 3. The Insurance Services Office rates 49,000 communities across the nation on a scale of 1 through 10. In general, fire losses and fire insurance rates are lower in cities with better public fire protection classifications. In addition to evaluating the fire department, this rating process measures the quality of the city's water supply system and E9-1-1 emergency communications.

The public fire protection system in the City of Hays is in the top four-percent (4%) of communities in the nation and in the top two-percent (2%) statewide.

## Staff Information

### GENERAL INFORMATION

- Staffing: fire chief, deputy fire chief, secretary, 3 fire captains, 3 fire engineers, 15 firefighters, 4 volunteer firefighters.
- At least five firefighters are on-duty at all times to handle routine fire rescue emergency incidents. This force staffs two fire trucks and a command truck for immediate response.
- Off-duty firefighters are recalled to duty by radio pagers to staff the remaining fire trucks for reports of building fires and other serious emergencies. The goal is to have at least sixteen firefighters staffing five fire trucks respond to these general alarm emergencies. In 2007, the fire department responded to general alarms with an average of twenty firefighters staffing five fire trucks.
- Career firefighters work a 24-hour duty day followed by two days off for an average 56-hour work week.
- The volunteer fire company includes four volunteer firefighters who participate in weekly training exercises. The volunteer fire company is an auxiliary to the force of career firefighters and is alerted to respond to reported building fires and other serious emergencies. In 2007, the volunteer fire company included four firefighters. The fire department recruits new career firefighters from the ranks of the volunteer fire company whenever practical.
- The fire department has 1.2 full-time employees per 1,000 population served. This compares to a statewide average of 1.6 for comparable fire departments.

### STAFF LISTING

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Gary Brown	5	Fire Chief
Brungardt, Tyler	New Employee in 2007	Volunteer Firefighter
Justin Choitz	3	Firefighter
Aaron Ditter	7	Fire Engineer
Aaron Dome	13	Firefighter
Myron Dreiling	3	Firefighter
Lucas Everett	New Employee in 2007	Volunteer Firefighter
Ryan Hagans	4	Fire Engineer
Jerry Haynes	35	Fire Captain
Justin Kilian	6	Fire Captain
Kirk Klein	6	Fire Engineer
Ryan Mauch	3	Firefighter
Greg May	2	Firefighter
Dawn McCormick	6	Administrative Secretary
Ross Meder	3	Firefighter
Keith Mermis	7	Firefighter
Darin Myers	2	Firefighter
Wade Park	New Employee in 2007	Volunteer Firefighter

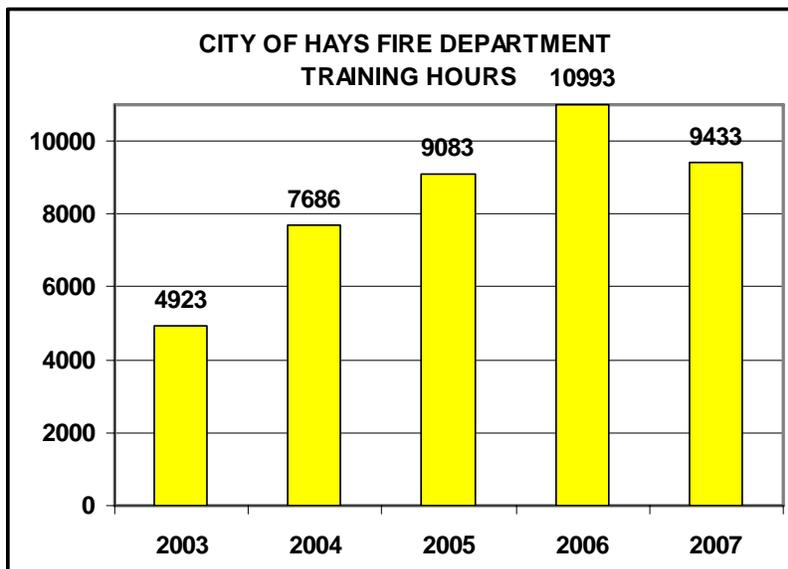
Doug Randa	6	Firefighter
Tom Roy	6	Firefighter
Daniel Ruda	2	Volunteer Firefighter
Wendy Schumacher	32	Deputy Fire Chief
Luke Scoby	2	Firefighter
Mike Simmons	2	Firefighter
A.J. Simon	1	Firefighter
Chris Stegman	9	Fire Captain
Justin Summers	7	Firefighter
Brandon Zimmerman	2	Firefighter

## **TRAINING**

Constant training is essential for the fire department to be prepared. City of Hays firefighters completed 9,433 hours of training in 2007. In addition to formal training classes and independent study courses, firefighters train daily regarding streets and fire hydrant locations, pre-emergency planning of target hazards, teamwork drills and practical skills review.

**Training Requirements:** Career firefighters are required to complete the following training courses:

- Firefighter I (100-hours)
- Emergency Medical Technician-Basic (160-hours)
- Driver-Operator (80-hours)
- Airport Firefighter (40-hours)
- Firefighter II (140-hours)
- Rescue Operations (40-hours)
- Hazardous Materials Technician (80 hours)



In addition to the firefighter requirements, fire engineers are required to complete the 40-hour Fire Inspector I course, the 40-hour Fire Instructor I course and the 40-hour Fire Officer I course. Fire captains are required to complete the 40-hour Fire Officer II training program. Volunteer firefighters are required to complete the Firefighter I training course, the 80-hour EMS First Responder course and the 55-hour volunteer fire company driver training course.

An important part of the fire department training program is the training conducted each day by the on-duty firefighters. This training includes the execution of standard drills to foster teamwork and effectiveness at emergency operations, streets and area drills so that firefighters efficiently respond to an emergency by the most direct route and annual refresher training in firefighting, rescue, medical emergency care and hazardous materials response.

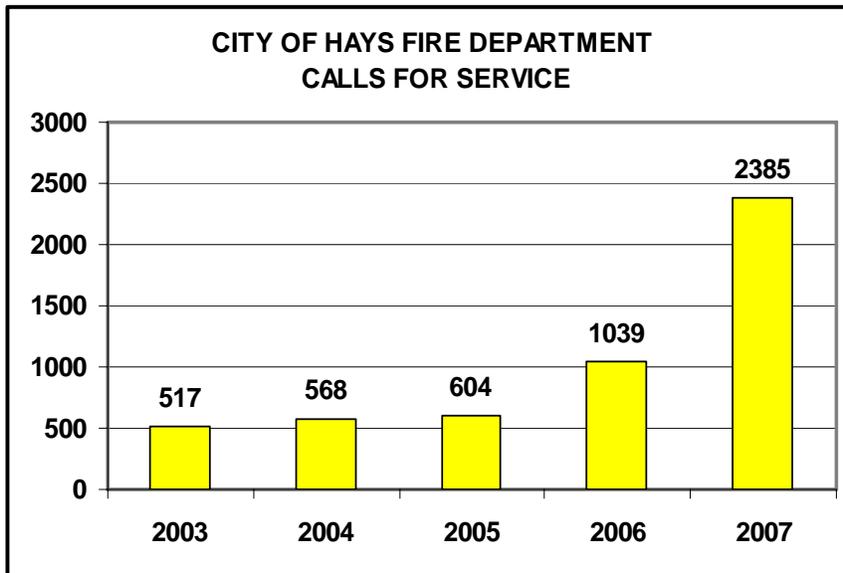
## Training highlights for 2007 include:

- Firefighter Luke Scoby received state certification as *Driver/Operator-Pumper*.
- Firefighter Greg May and Firefighter A.J. Simon completed the 40-hour *Airport Firefighter* training course.
- Firefighter Justin Choitz, Firefighter Aaron Dome, Firefighter Ross Meder, Firefighter Darin Myers, Firefighter Luke Scoby, Firefighter Mike Simmons and Firefighter Brandon Zimmerman completed the *Firefighter II* course and were state certified.
- Engineer Aaron Ditter and Engineer Ryan Hagans completed the 40-hour *Fire Inspector I* course.
- Engineer Aaron Ditter and Engineer Ryan Hagans received state certification as *Fire Instructor I*.
- Captain Justin Kilian, Engineer Aaron Ditter, Engineer Ryan Hagans and Firefighter Darin Myers completed the 40-hour *Fire Officer I* course presented by the Kansas Fire & Rescue Training Institute and were state certified.
- Captain Chris Stegman was state certified as *Fire Officer II*.
- Firefighter A.J. Simon and Firefighter Daniel Ruda completed the 80-hour *EMS First Responder* course and were state certified as the first step in becoming emergency medical technicians.
- Captain Chris Stegman, Engineer Aaron Ditter, Engineer Kirk Klein, Firefighter Aaron Dome, Firefighter Greg May, Firefighter Ryan Mauch, Firefighter Doug Randa, Firefighter Tom Roy, Firefighter Daniel Ruda and Firefighter A.J. Simon completed the 80-hour EMT bridge course to upgrade from the EMS First Responder certification and were state certified as EMT-Basic.
- Firefighter Aaron Dome completed the 80-hour Hazardous Materials Technician course at the Emergency Response Training Center in Pueblo, Colorado.
- Firefighter Ross Meder completed the 40-hour hazardous materials *Highway Emergency Response Specialist* course and the 40-hour *Tank Car Specialist* course at the Emergency Response Training Center in Pueblo, Colorado.
- Firefighter Justin Choitz and Firefighter Brandon Zimmerman completed the 40-hour *Community Education Leadership* course at the National Fire Academy in Emmitsburg, Maryland.
- Deputy Chief Wendy Schumacher completed the 80-hour *Fire and Arson Investigation* course at the National Fire Academy in Emmitsburg, Maryland.
- Captain Chris Stegman completed the 80-hour *Fire Service Communications* management course at the National Fire Academy in Emmitsburg, Maryland.
- Captain Justin Kilian completed the 80-hour *Interpersonal Dynamics* management course at the National Fire Academy in Emmitsburg, Maryland.

- Chief Gary Brown, Deputy Chief Wendy Schumacher, Captain Jerry Haynes, Captain Justin Kilian, Captain Chris Stegman, Engineer Aaron Ditter, Engineer Ryan Hagans and Engineer Kirk Klein completed the 16-hour *Intermediate Incident Command System for Expanding Incidents* course required by the U.S. Department of Homeland Security.
- Chief Gary Brown, Deputy Chief Wendy Schumacher, Captain Jerry Haynes, Captain Justin Kilian, Captain Chris Stegman, Engineer Aaron Ditter and Engineer Ryan Hagans completed the 16-hour *Advance Incident Command for Command and General Staff* course required by the U.S. Department of Homeland Security.
- Firefighter Justin Choitz completed the 40-hour *Radiological Officer* course presented by the Kansas Division of Emergency Management.

## Statistical Information

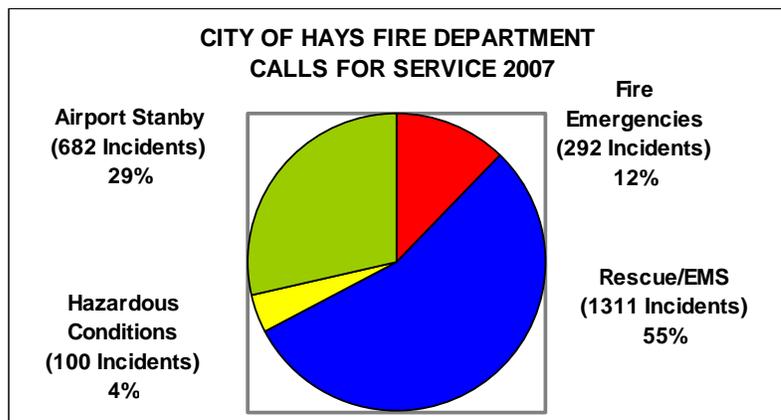
### EMERGENCY 9-1-1 CALLS-FOR-SERVICE



In 2007, Hays firefighters responded to 2385 calls for service. This is a 130-percent increase from the activity of 2006. This increase is directly related to the implementation of the airport safety standby program and the first full year of the EMS joint response program.

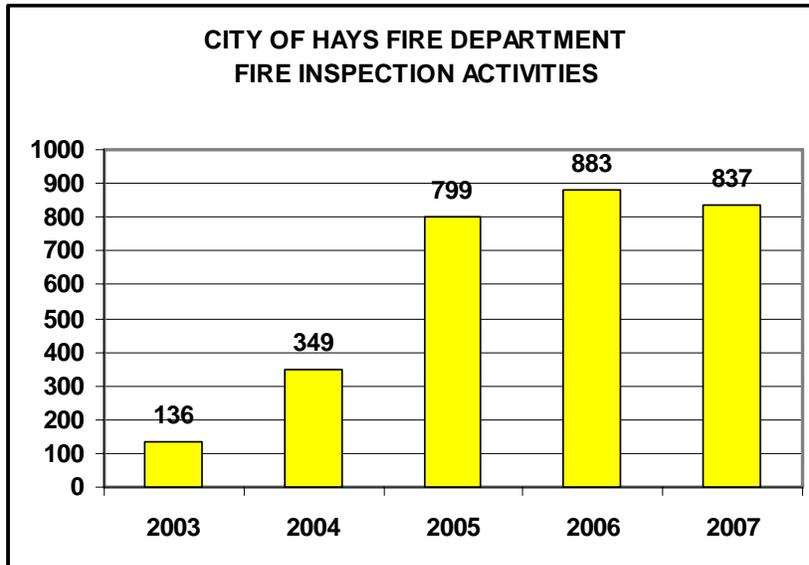
### NATURE OF EMERGENCY RESPONSE

In 2007, the most frequent emergency duty performed by firefighters is related to rescue and medical emergency incidents. This includes extricating persons trapped in vehicle crashes and assisting Ellis County EMS with victims of cardiac arrest or serious injuries. Fire emergencies include building fires, vehicle fires and outdoor fires such as trash and grass fires. There were no fire deaths in 2007. Hazardous



conditions include potentially life-threatening incidents such as hazardous material accidents, carbon monoxide alarms and gas leak emergencies. The airport standby program amounted to 29-percent of all calls for service however this program was implemented in June of 2007. The full impact of this additional service will be seen in 2008.

**PREPAREDNESS ACTIVITIES**



**Fire Inspections:** The fire inspection and fire code enforcement program is the primary responsibility of the deputy fire chief assisted by the fire captains.

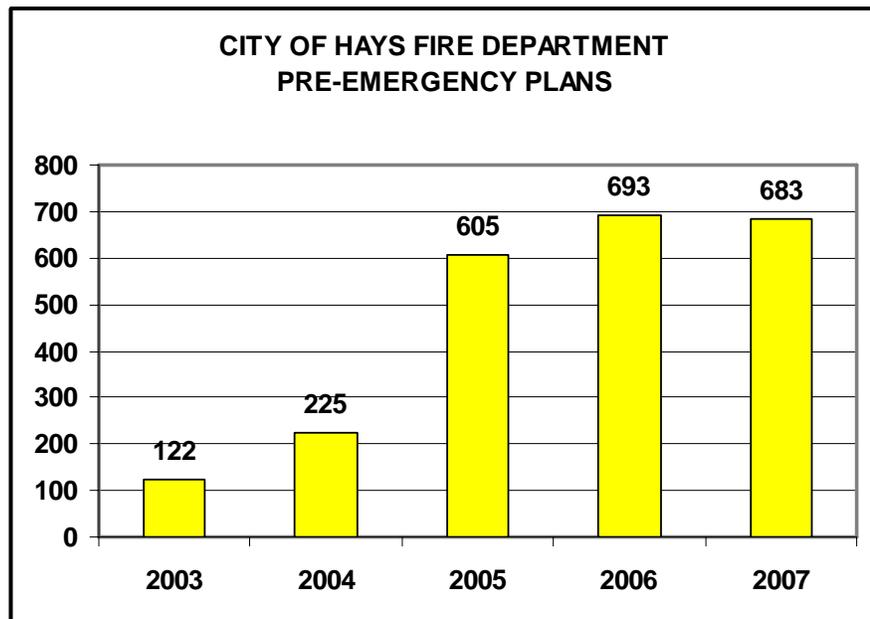
The hospital, university, nursing homes and the county jail are under the jurisdiction of the state fire marshal. As such, these buildings are not inspected by the city fire department.

The fire department is required by law to conduct fire inspections at least

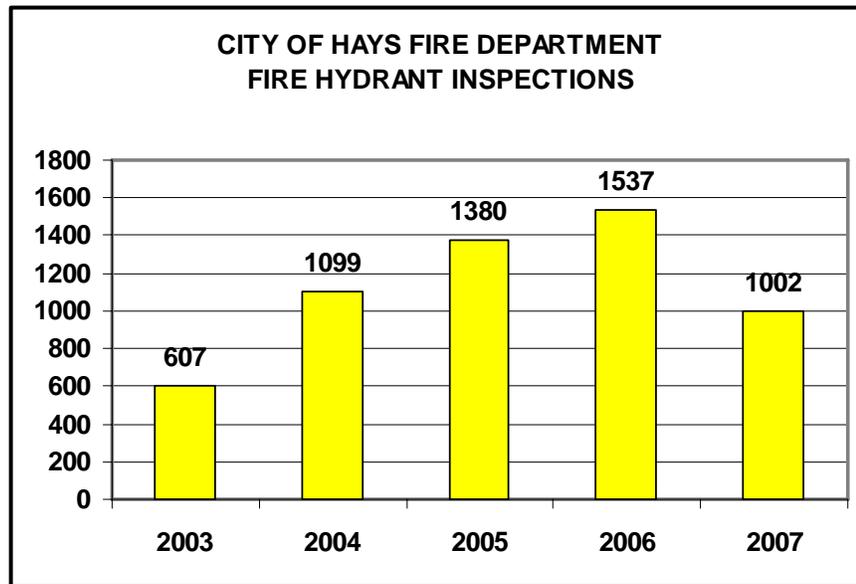
annually in all school buildings and in all buildings used for the sale or consumption of alcohol. Home day care centers are required to be inspected when licensed. All other buildings, except one and two family dwellings, are being inspected by the fire department on a rotating basis.

**Pre-Emergency Planning:**

Pre-emergency plans are developed by the firefighters through site visits and information gathering. Pre-plans include essential information about properties to provide for informed decision making when an emergency occurs.



**Fire Hydrant Inspections:** Fire hydrant inspections are performed by firefighters to exercise the water valves, make sure that the fire hydrant works properly, determine the potential quantity of water available, and color code the fire hydrant to indicate available water supplies for firefighting. There are 927 public and private fire hydrants on the city water system that are inspected by firefighters at least once a year.



In 2007 the fire department took on the responsibility for the water system flushing program. Flushing the water system is important to circulate treated water and prevent the build-up of bacteria in the system. Merging these duties is intended to eliminate duplicate work by both the fire department and public works department. By adding the extra time to flush each fire hydrant, the frequency of fire hydrant inspections was reduced from twice a year to once a year.

## 2007 Accomplishments

**Replacement Pumper-Ladder Truck:** In 2006, the fire department initiated a two-year project to replace the 1974 pumper-ladder truck at a cost of \$370,000. The replacement truck was delivered in June 2007. The fire department operates two pumper-ladder trucks specifically to protect the downtown business district and the other large or multi-story building throughout the city and on the university campus.

**Airport Safety Standby Program:** Effective in June 2007, the Federal Aviation Administration required that the airport fire truck be staffed and ready to arrive at the scene of a passenger aircraft crash within 3-minutes of the accident. The airport fire truck was funded using a 95-percent grant from the FAA. There are four scheduled passenger aircraft flights at the Hays Regional Airport each weekday and three every Saturday and Sunday.

One firefighter is detailed to staff the airport fire truck during the hours of commercial passenger aircraft operations. Hays firefighters have qualified as airport firefighters meeting FAA standards for a number of years, including annual refresher training. In 2007 these standards were upgraded and all firefighters were required to complete actual firefighter and rescue practical exercises using a mobile aircraft fire trainer. The fire department contracted for this service from the University of Missouri Fire and Rescue Training Institute.

**Regional Rescue Team:** In 2007, the fire department was awarded a \$92,000 grant from the Northwest Kansas Regional Homeland Security Council to purchase a crew cab pick-up truck, equipment trailer and specialized equipment to operate a FEMA Type II building collapse rescue team. This team is being jointly staffed by the City of Ellis Fire Department, City of

Victoria Fire Department and the Ellis County Rural Fire Department, as well as the City of Hays Fire Department. Training started in late 2007 and the team is to be operational by May 2008.

**Smoke Alarm Program:** In 2007, firefighters installed 127 smoke alarms in the homes of senior citizens or persons on fixed or limited incomes. These smoke alarms are provided at no cost to the resident, but are funded by grants and donations. Firefighters also install smoke alarms and change batteries for senior citizens or others with limited mobility that need assistance in providing this protection.

**Public Education Program:** Using the mobile fire safety house, firefighters made sixteen safety presentations to 851 children and 162 adults. This included *fire prevention week* presentations in each elementary school in the city. In 2007, firefighters added a severe weather training program targeted to middle school children to prepare them for severe thunderstorms and tornado emergencies.

**Ladder Truck Mutual Aid Program:** In 2007, the fire department participated in a large scale fire rescue exercise hosted by the Great Bend Fire Department.

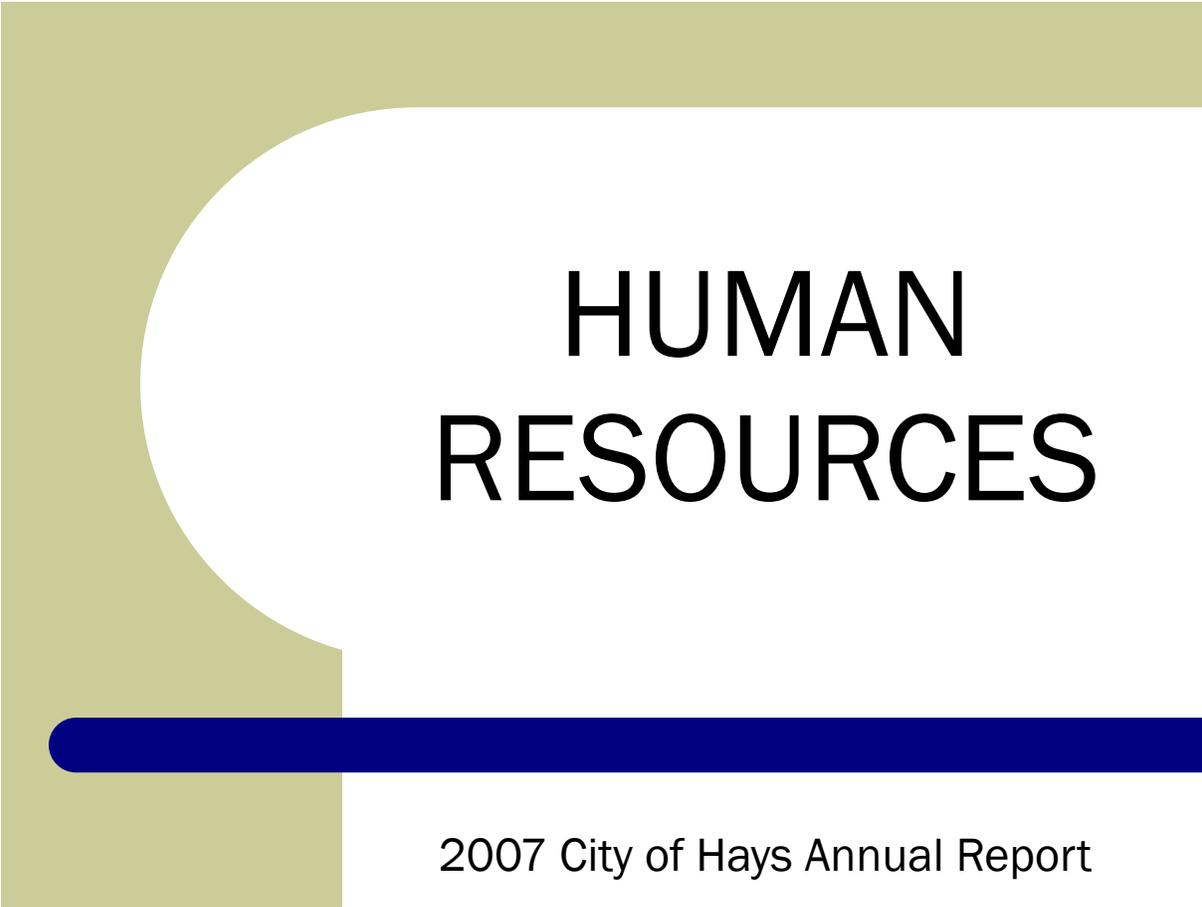
**Updated Fire Code:** The city commission adopted the 2006 edition of the International Fire Code in 2007. The fire inspection program was updated to use this new standard.

**School Fire Drills:** Firefighters visited each school to observe fire drills and work with school administrators to be sure that fire drills are properly conducted.

## 2008 Upcoming Projects

In 2008, the fire department work program includes:

1. Replacing all of the self-contained breathing apparatus with upgraded units that meet the 2007 safety standard for this protective equipment.
2. Completing all necessary training and other preparations so that the regional rescue team is fully operational.
3. Outfitting all career firefighters with dress uniforms.



# HUMAN RESOURCES



2007 City of Hays Annual Report

## Message from the Director, Susie Billinger

The Department of Human Resources administers employee benefit programs, is the keeper of all personnel records and policies, provides support to both employees and supervisors when needed, and assists with recruitment and all employment activities. The City was budgeted for 169 full-time employees located throughout nine departments in 2007. The total number of employment transactions, such as resignations, retirements, deaths, long-term military leaves, terminations and new hires that took place in 2007 was 50. This number seems to have stabilized somewhat since 52 similar transactions were processed in 2006, and 45 in 2005. Although the City recognized an all-time high of six employee retirements in 2005, only three took place in 2006 and two in 2007. Even though the employee retirements have decreased in the last two years, a constant stream of retirees is reflective of the “baby boomer generation” of employees who are either seeking retirement or perhaps have the financial ability to find a new career. Based on the age and tenure of current City employees, retirement numbers will probably remain stable for several years and then should start to decrease.

Many employees saw benefit changes, along with pay plan adjustments, a sick leave buy-out program and the adoption of a merit evaluation system in 2006. The remaining employees, namely those represented by the Service Employees International Union (SEIU), reached an agreement in 2007 to fall under the same benefit package, pay plan and evaluation system. Below are highlights of some of the major undertakings that employees have experienced during the last two years.

- The City adopted a 55-step pay plan and a pay-for-performance employee appraisal process that was implemented with the 2006 payroll year, and continued throughout 2007. All employees conduct a self-evaluation appraisal on themselves as does their supervisor(s). Based on a numerical system, employees received a 1%-3% pay increase on their anniversary date. In 2008, the 55-step pay plan will be eliminated and only a beginning and ending salary will be displayed for all ranges. Employees will be eligible for raises on their anniversary date that corresponds with the numerical rating they receive on their employee performance evaluation, ranging from 1% to 5%.
- The City transitioned to a paid-time-off (PTO) accrual system that replaced the traditional sick leave/vacation type benefit program. Employees are now granted leave for various absences such as vacation, sick leave, funeral leave and family leave from a bucket of time that is accrued on a bi-weekly basis. Employees have the ability to manage their time as they see fit with certain provisions.
- In order to transition into the PTO policy, employees were paid for a percentage of their previous sick leave accrual hours. In 2007, an agreement was arrived at with the SEIU bargaining unit, and they too were paid retroactively for sick leave accruals and placed on the PTO system.
- Because employees no longer have sick leave available under the PTO system, a short term disability insurance policy was purchased for employees which becomes effective after 15 days of absence from work due to illness or injury that is non-work related. Employees are compensated for two-thirds of their salary from the Insurance Company and the remainder of their salary continues to be paid by the City. This program was implemented for employees represented by the SEIU bargaining unit in 2007. The City has contracted with a consultant to administer the short term disability program.

# Responsibilities of the Human Resources Department

The Human Resources Department is responsible for the administration of the employee pay plan, the employee performance evaluation process and computation of budgetary salaries and benefits for all City employees. Additionally, such activities as worker's compensation, random drug and alcohol testing, the health insurance program, Short Term Disability Insurance, Kansas Public Employees Retirement System (KPERS), Kansas Police and Fire Retirement System (KP&F) and the ICMA Deferred Compensation program are administered through this department.

## **BENEFITS ADMINISTRATION**

The City of Hays offers a competitive benefit package to employees. Among those benefits offered are the following:

- Paid-Time-Off (PTO) System
- Short Term Disability Insurance
- Kansas Public Employees Retirement System (KPERS)
- Kansas Police & Fire Retirement System (KP&F)
- Kansas Public Employees Retirement System (KPERS) Optional Life Insurance Program
- International City/County Management Association (ICMA) 457 Deferred Compensation Plan
- Workers Compensation Benefits
- Flexible Benefit Plan
- Health Insurance Program
- Cancer Insurance Program
- Dental Insurance Program
- Employee Assistance Program (EAP)
- Family Medical Leave Act (FMLA)
- Unemployment Insurance Benefits

## **RECRUITMENT**

The Human Resources Department assists departments with all aspects of recruitment and internal promotion/transfer activities. Responsibilities include advertising, reviewing applications, conducting background investigations, administering tests, participating in the interview process, arranging pre-employment physicals and drug testing and conducting an orientation process for all new employees.

Interested parties can view job openings on the City's web site. Applicants wishing to apply for a position posted outside the organization can submit paper applications through the Human Resources Department at City Hall, or on-line at the City's web site [www.haysusa.com](http://www.haysusa.com). Sedgwick County provides and maintains the on-line process for forty-eight agencies in Kansas including the City of Hays. Applications can also be completed on-line by accessing the Sedgwick County manned web site directly at [www.HRePartners.com](http://www.HRePartners.com).

## **LABOR RELATIONS**

The City of Hays has three (3) labor union groups within the organization. They include the Service Employees International Union (SEIU) Local 513, International Association of Fire Fighters Union (IAFF) Local 2119, and the Fraternal Order of Police (FOP) Lodge 48. The Human Resources Department is responsible for organizing the negotiation process including addressing any employee grievances that are filed.

## **EMPLOYEE SERVICE AWARDS**

The Human Resources Department made arrangements for 21 employees to receive service awards before the City Commission on October 25, 2007. City employees are recognized for their service in five-year increments with a cut-off date of October 1<sup>st</sup> each year. Honored employees included:

### **25-YEAR AWARDS**

Charles Blair  
William Lovewell  
Joseph Obholz  
JoAnn Phillips  
Rick Shanley

### **15-YEAR AWARDS**

Kevin Augustine  
Danial Koerner  
Kyle Leiker

### **10-YEAR AWARDS**

Jeffrey Boyle  
Russel Sytsma

### **5-YEAR AWARDS**

Curtis Deines  
Arlen Flax  
Jacob Helget  
Jessica Jacobs  
Justin Killian  
Tobin Miller  
Darin Myers  
Michael O’Gorman  
Jeffery Ridgway  
Jesse Rohr  
Jamie Schmidt

## **GENERAL OPERATION OF THE DEPARTMENT**

The Human Resources Department is responsible for development, revision and implementation of the City’s Personnel Manual. Other responsibilities include counseling of employees including referral services if needed, issuing employee newsletters, assisting department directors with personnel-related issues, orientation for newly hired employees, and conducting exit interviews for terminating employees.

## **Staff Information**

The Human Resources Department is located in the City Manager’s Office. It employs two individuals; the Director of Human Resources and an Administrative Assistant. Although the Administrative Assistant serves as a receptionist in the City Manager’s Office and assists that office on occasion, the majority of her time is devoted to the Human Resources function.

## **STAFF LISTING**

<b><u>EMPLOYEE</u></b>	<b><u>YEARS OF SERVICE</u></b>	<b><u>POSITION</u></b>
Susie Billinger	43	Director of Human Resources
Nikki Stramel	6	Administrative Assistant

## **TRAINING**

<b>NAME OF ORGANIZATION/EVENT</b>	<b>LOCATION</b>	<b>TOPIC</b>
International Personnel Management Association for Human Resources – Kansas Chapter	Salina, KS January 26, 2007	Training provided by Kansas Department of Labor and Kansas Human Rights Commission
Employment Law Seminar Foulston Siefken Law Firm	Overland Park, KS May 3, 2007	Various topics and break-out sessions relating to employment law
International Personnel Management Association for Human Resources – Kansas Chapter	Wichita, Kansas July 27, 2007	Organizational Development
2007 MUNIS User Conference	Boston, MA September 10-12, 2007	Various training sessions relating to usage of the MUNIS software program for personnel and payroll processing.
Annual State Meeting of the Society of Human Resources	Overland Park, KS September 26-28, 2007	Various break-out sessions relating to personnel and human resources
Western Kansas Society of Human Resources Member – WKSHRM	Hays, KS luncheon meetings third Tuesday of each month	Various topics addressed at monthly meetings attended by human resource specialists in the Hays and Western Kansas area
Kansas League of Municipalities Annual Meeting	Overland Park, KS October 6-9, 2007	Various governmental workshops, general sessions and networking
Kansas Public Employees Retirement Program Seminar	Hays, KS October 31, 2007	General administration of the program and new legislation

In accordance with its Emergency Operations Plan, City staff along with Ellis County personnel, participated in weekly training and tornado drill exercises during the months of March and April, 2007.

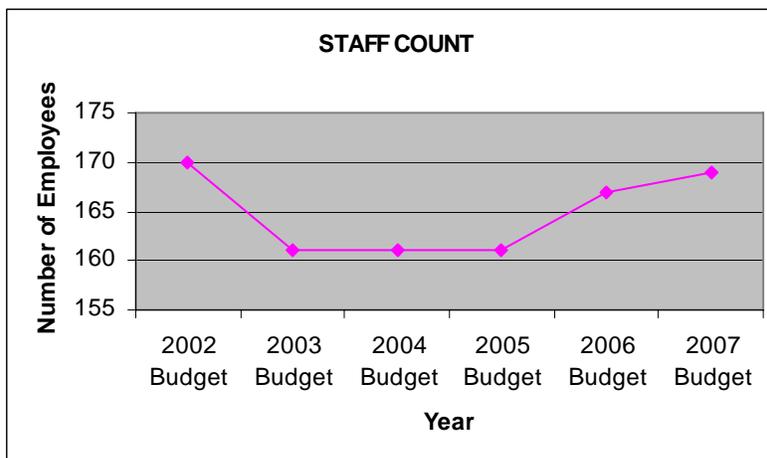
The Director of Human Resources represents the City of Hays by serving on the First Call for Help Continuum of Care Committee and the United Way Emergency Food and Shelter Board.

## 2007 Statistical Information

### **WORKFORCE STATISTICS**

The City of Hays budgeted for a total of 169 full-time positions in 2007 which reflected an increase of two positions from those provided in 2006. Funds were budgeted for the hiring of a G.I.S. Specialist which is a joint financial effort between the City of Hays and Ellis County. The dynamics of the Public Works Department were changed in 2007 through the creation of a Utilities Division. The Utilities Division makeup includes the water and wastewater operations along with the maintenance of those operations. An additional position was allotted for the

Utilities Division in the 2007 budget, but six positions were eliminated in the Service Division. Although they were not filled during the 2007 calendar year, six firefighter positions were budgeted in anticipation of the construction of a new fire station.



**RESIGNATIONS/TERMINATIONS**

Eighteen (18) resignations, terminations and deaths within City employment occurred in 2007. This number decreased by four over 2006. Departments affected by these employee departures included the Police Department with six (6) employees leaving, the Fire Department lost three (3) employees, the City Clerk/Finance Department lost two (2) employees, the Airport lost one (1) employee, the Convention and Visitors Bureau lost one (1) employee, and the Public Works Department lost five employees, one (1) from the Solid Waste Division and four (4) from the Service Division.

**RETIREMENTS**

Two employees retired in 2007. They included:

John Meehan	Police Sergeant	30 years service
Randy Gustafson	City Manager	5 years service

**MILITARY LEAVE**

Two employees from the Public Works Department were deployed to Iraq for a minimum of a one-year tour of duty each. Their last day of work was June 15, 2007.

**PROMOTIONS/TRANSFERS/NEW HIRES**

Thirty-eight (38) personnel actions involving City of Hays employees occurred in 2007. Twenty-eight (28) were new hires and ten (10) involved promotions and departmental or divisional transfers. Additionally, twelve (12) seasonal positions were filled in the Parks Department. One Volunteer Firefighter was transferred to a full-time Fire Department position in 2007.

**HEALTH INSURANCE INFORMATION**

The City budgeted \$978,000, or \$6,000 per employee for health insurance coverage in 2007. This figure excluded funds for the six firefighters who were to be hired toward the end of the

calendar year. The \$6,000 expenditure per employee is identical to the monies budgeted for this benefit for the last four years. Mid-2007, the City hired a consultant to market the City's health insurance plan and look at various options such as self-insuring the program, health savings plans along with soliciting quotes from health insurance vendors. Following this lengthy process, the consultant's recommendation was to continue our relationship with Preferred Health Systems from Wichita, Kansas, under a fully-insured program with benefits almost identical to those experienced in recent years. The spousal carve-out policy implemented several years ago was continued in 2007. Due to large claim usage, the City experienced an approximate 36% increase in health insurance costs in 2007 and exceeded the health insurance budget by approximately \$103,000.

**FLEXIBLE BENEFIT PLAN INFORMATION**

Based on the information presented in the following table, 2007 employee contributions to the Flexible Benefit Plan amounted to approximately \$105,210. The consultant fees for administering the program totaled \$5,347, and the City saved \$17,791 in employee benefit contributions. Contributions and benefit savings can vary somewhat due to terminations, new enrollees, and unanticipated changes throughout the year.

<b>Employee Contributions Medical Plan</b>	<b>Employee Contributions Dependent Care Program</b>	<b>Employee Contributions AFLAC Cancer Program</b>	<b>Employee Contributions Health Insurance Premiums</b>	<b>City Expenses Paid to Consultant</b>	<b>City 7.65% Social Security Contribution Savings</b>	<b>City 5.31% KPERS &amp; 13.32% KP&amp;F Contribution Savings</b>
<b>\$69,489</b>	<b>\$13,390</b>	<b>\$8,833</b>	<b>\$13,498</b>	<b>\$5,347</b>	<b>\$8,048</b>	<b>\$9,743</b>

The following defines the Flexible Benefit Plan participation.

- 55 participants in the Medical Expenditure Program
- 7 participants in the Child/Dependent Care Program
- 22 participants in the AFLAC Cancer Program
- 14 participants who pay for a portion of their spouses' health insurance premiums

**RANDOM DRUG TESTING PROGRAM**

Those City of Hays employees that are required to have Commercial Driver's Licenses (CDL's) in order to operate select equipment are also required to participate in a random drug testing program. The City of Hays contracts with TMHC Services, Inc., from Topeka, Kansas, to administer the program and provide related policies as required by law. Thirty-eight (38) employees were selected at random in 2007 to be tested for either alcohol, drugs, or both.

**WORKERS COMPENSATION**

The City of Hays filed 41 employee claims for workers compensation in 2007. Five employees lost work time from their jobs due to workers compensation injuries in 2007. The City strives to keep its injured employees on-the-job by accommodating employees with light-duty assignments if possible.

# Accomplishments

## **CPR TRAINING**

CPR and First Aid training classes are made available to City of Hays employees on an annual basis by the Fire Department. Refresher courses are required every two years to maintain a valid certification. All employees are encouraged, and in some cases required, to maintain current CPR certifications.

## **DEFENSIVE DRIVING TRAINING**

All City of Hays employees are required to take a Defensive Driver's Training program every three years. Certifications were renewed in 2006 in conjunction with training provided by the Kansas Highway Patrol and will be required again in 2009.

## **BIRTHDAY RECOGNITION**

Employees are recognized on their birthdays by being invited to breakfast with the City Manager during the month of their birthday.

## **UNITED WAY CAMPAIGN**

The City of Hays participates in the United Way Campaign on an annual basis and provides employees the ability to contribute to the campaign via payroll deduction. For the fifth year in a row, employee contributions to the United Way Campaign increased.

## **CHRISTMAS PARTY**

The City of Hays sponsored an Employee Christmas Party on Friday, December 21<sup>st</sup>, at the Fox Pavilion. Employees socialized and enjoyed a scrumptious meal after which a drawing was held for prizes consisting of gift certificates to various restaurants and Chamber Bucks. Lots of laughter followed while employees enjoyed the movie "Deck the Halls" on the Fox Pavilion's big screen.

# 2007 Projects

## **PERSONNEL MANUAL**

New personnel manuals were completed and distributed to all City employees in 2007. The new manual addressed the paid-time-off (PTO) system and a variety of benefit and policy changes that have taken place in recent years. Policies that were updated in accordance with new laws, internal issues and meet and confer agreements include such topics as family medical leave, short term disability insurance, workers compensation, pay for performance evaluations, Kansas Police and Fire Retirement Program, and the sick leave/PTO bank policy.

## **JOB DESCRIPTIONS**

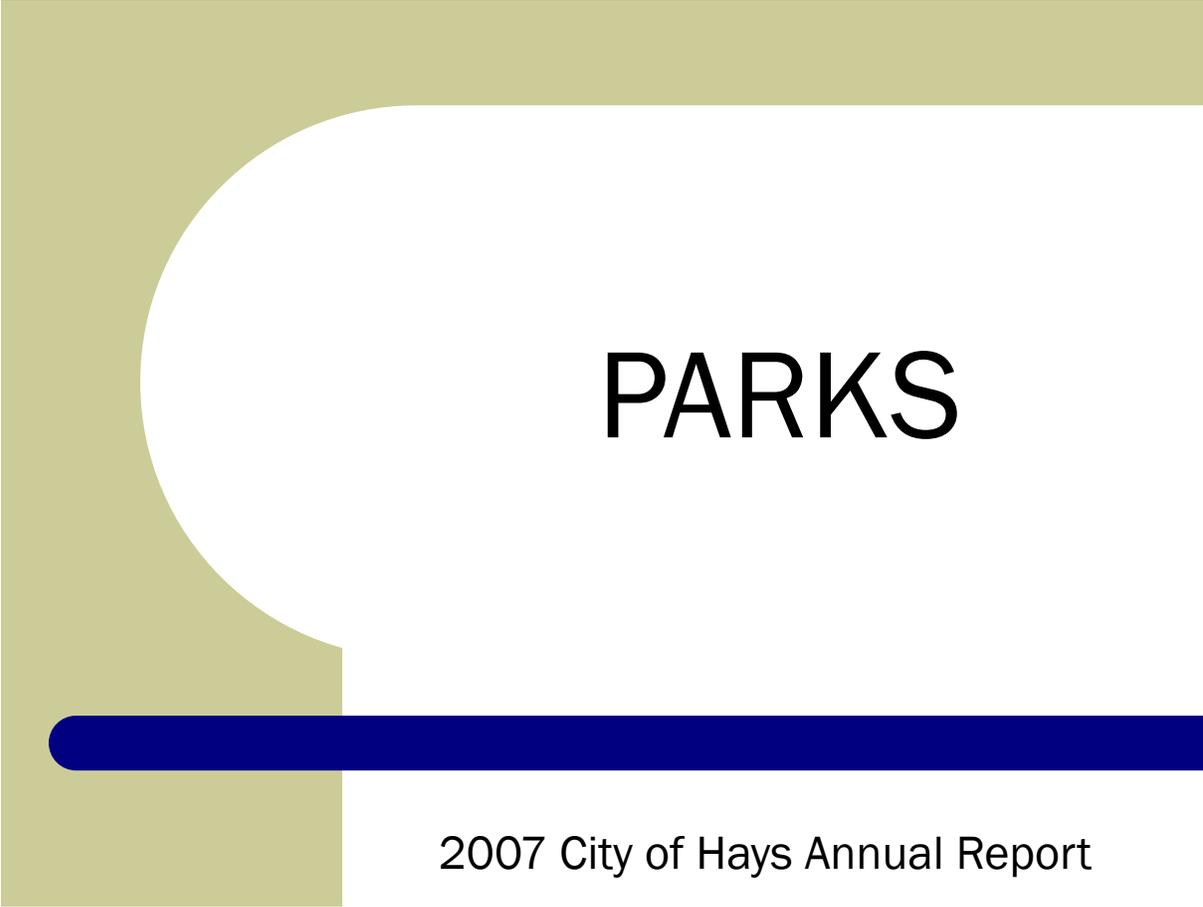
All City of Hays job descriptions were reviewed, and updated to reflect changes in administration throughout the last couple of years. Physical requirements for positions were updated with the assistance of the Occupational Performance Center, Salina, Kansas. Physical capacity baselines are now established at the time of employment, and are used by the City when workers compensation and various medical issues are addressed. Job descriptions were changed in accordance with the new guidelines. All departments were provided entirely new job description books, as were the medical consultants that administer workers compensation injuries, pre-employment and medical return-to-work releases for the City of Hays. The updating of job descriptions is a never ending project and takes place continually as positions are vacated and filled and the organizational structure is reviewed.

## **HEALTH INSURANCE**

Due to a hefty increase in health insurance premium costs for 2007, the City solicited proposals for health insurance coverage from vendors for the 2008 plan year. The services of a consultant were used and a 9.76% increase in premiums for 2008 was recognized. Preferred Health Services from Wichita continues to provide health insurance benefits to City of Hays employees.

## **MEET & CONFER**

The City of Hays and the Service Employees International Union (SEIU) arrived at an agreement for 2006 providing retroactive benefits and pay for employees represented by the SEIU organization.



# PARKS

2007 City of Hays Annual Report

# Message from the Director, Jeff Boyle

The City of Hays Parks Department takes pride in providing safe and aesthetically pleasing parks and recreational areas throughout Hays. Many of the improvements made in 2007 would not have been possible without the assistance of volunteers, civic groups, area businesses, and support from the general public. Precipitation in 2007 was 32.58 inches or 9.76 inches above normal. The precipitation in 2007 was a welcomed site but definitely caused additional turf maintenance needs by City Staff in 2007.

## Responsibilities of the Parks Department

### **PARKS, ETC.**

The Parks Department is responsible for a wide range of activities including mowing, weed trimming, mowing equipment repairs, restroom/shelter house repairs and cleaning, trash pickup, monthly playground inspections, playground equipment repairs and maintenance, park development, citywide floral displays, tree planting and maintenance, and bison care. The Parks Department oversees all activities relating to the Fort Hays Municipal Golf Course, Hays Aquatic Park, Wilson Pool, four (4) area ballfields, and two (2) cemeteries. The Parks Department is responsible for approximately 650 acres which include the following areas:

#### **A. PARKS**

- Airport Park
- Aibel-Bickle Park
- Alley Park
- Daniel G. Rupp Memorial Park
- Ekey Park
- Elizabeth Polly Park
- Frontier Park (East, North, West, Dark Forest & Circle)
- Hickok Park
- Kiwanis Park
- Massey Park
- Municipal Park
- Rolling Hills Park
- Seven Hills Park
- Seventh Calvary Park
- Sunrise Park
- Treat Playground
- Union Pacific Park
- Blue Star Memorial Park
- Whisnant Park
- Wilson Pool Park

#### **B. BALLFIELDS**

- Stramel Ballfield
- Speier Ballfield
- Glassman Ballfield
- Pratt-Optimist Soccer Fields

#### **C. MISCELLANEOUS AREAS**

- Anthony
- Canal
- Chetolah Creek
- Elm Street
- Legge Ditch
- Lincoln Draw (North & South)
- Montgomery Ditch
- Skyline (Willow Street to 41<sup>st</sup> Street)
- 4<sup>th</sup> Street Lots
- 13<sup>th</sup> & Hall
- 13<sup>th</sup> & Milner
- 14<sup>th</sup> & Montgomery
- 20<sup>th</sup> & Main St. Terrace
- 21<sup>st</sup> & Pershing
- 22<sup>nd</sup> & Vine
- 27<sup>th</sup> & Oak
- 28<sup>th</sup> & Oak
- Ditch on east side of Fairfield Inn
- Old Monument (South end of Allen)
- Water tower
- Bison Pens
- Parks Department shop grounds

- Police Gun Range
- Recycling Center

- Public Works
- Tree Nursery

**D. RIGHT-OF-WAYS**

- West 12<sup>th</sup> Street
- Hwy 40
- Vine Street

- Wheatland
- Commerce Parkway (North & South)

**E. FLOWERBEDS, PLANTERS & GRASS DISPLAYS**

- All area parks
- “Welcome to Hays” sign (Commerce Parkway & Old 40 Bypass)
- “Welcome to Hays” sign (I-70 & Vine)
- 8<sup>th</sup> Street Bulb Outs
- 13<sup>th</sup> & Hall Street
- 13th & Milner
- 21st & Pershing
- 32nd & Canal
- City Hall
- Fort Hays Municipal Golf Course
- Hays Aquatic Park
- Hays Regional Airport

- Liberty Statue
- Main Street Planters (30)
- Mount Allen Cemetery
- Pratt-Optimist Soccer Fields
- Speier Ballfield
- Street Singer (7<sup>th</sup> & Main)
- Union Pacific Plaza
- Vine Street Medians
- Wilson Pool
- Glassman Ballfield (grass display)
- Sunrise Park (grass display & flowerbed)

**F. SWIMMING POOLS**

- Hays Aquatic Park
- Wilson Pool

The routine operation of the Hays Aquatic Park and Wilson Pool are contracted to the Hays Recreation Commission. The Parks Department tends to flowerbeds and planters as well as all repairs to pool equipment and building structures.

**G. GOLF COURSE**

The Pro-Shop operation remained under contract with Richard Guffey, Pro-Shop Manager, in 2007. The City of Hays Golf Course personnel and Parks Department personnel completed all routine course maintenance and non-turf maintenance respectively.

**H. CEMETERIES**

- Memorial Gardens Cemetery
- Mount Allen Cemetery

Cemetery activities include mowing, string trimming, upkeep of flowerbeds, and burial plots.

**STOCKTON CORRECTIONAL FACILITY**

The Stockton Correctional Facility (SCF) assists the City of Hays by providing trash pickup and weed trimming of the following areas:

- 41st Street
- Anthony Draw
- Bison Pens
- Canal Ditch
- Cemetery Ditch
- Chetolah Draw
- Commerce Parkway
- Ditch between Fairfield Inn & Applebee's

- Ditch behind Holiday Inn
- Frontier Park
- Golf Course
- Legge Ditch
- Lincoln Draw
- Montgomery Draw
- Skyline Ditch
- Union Pacific Plaza
- Vine Street

Additionally, the SCF provides assistance each week at the Recycling Center and at the compost site.

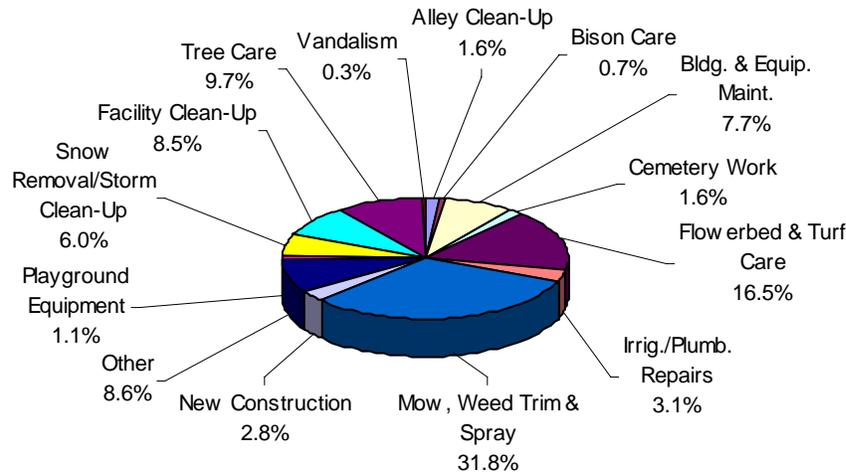
## Staff Information

### **STAFF LISTING**

The Parks Department has 14 full-time positions. Additionally, 24 seasonal positions were filled in 2007 for a total of 11,917 hours.

<u>NAME</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Jeff Boyle	11	Director of Parks
Mark Augustine	2	Maintenance Worker
Mike Bachar	6	Maintenance Worker
Stephan Barnes	16	Cemetery Caretaker
Michael Cure	2	Golf Course Superintendent
Jake Helget	5	Ballfield Foreman
Amy Leiker	5	Administrative Secretary
Chris Rhoades	6	Park Technician
Ron Rice	24	Park Technician
Jo Ann Schroller	7	Horticulturist
Brian Scoby	21	Park Supervisor
Russell Sytsma	11	Maintenance Worker
Kerry Tiernan	1	Golf Course Foreman
Dave Younger	1	Maintenance Worker

## ACTIVITIES – PARKS DEPARTMENT STAFF TIME



## Training

### A. TRAINING

- Arborist Training – Ron Rice
- CPR/First Aid Training – Mark Augustine, Mike Bachar, Steve Barnes, Jeff Boyle, Michael Cure, Jake Helget, Amy Leiker, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Kerry Tiernan, Russ Sytsma, and Dave Younger
- Kansas Municipal Cemetery Caretaker Network Meeting – Steve Barnes
- Kansas Network of Park Professionals (KNPP) Meetings (2) – Jeff Boyle and Brian Scoby
- Kansas Turfgrass Conference – Michael Cure & Kerry Tiernan
- K-State Grounds Maintenance Workshop – Mark Augustine, Mike Bachar, Steve Barnes, Jake Helget, Jo Ann Schroller, Brian Scoby, and Dave Younger
- Playground Safety Recertification – Ron Rice
- Sexual Harrassment / Diversity Work Shop – Mark Augustine, Mike Bachar, Steve Barnes, Amy Leiker, Chris Rhoades, Ron Rice, Jo Ann Schroller, Russ Sytsma, and Dave Younger
- Supervisor Workshop – Jeff Boyle, Michael Cure, Jake Helget, Brian Scoby, and Kerry Tiernan
- Training Video - "Horse Play" at work – Mark Augustine, Mike Bachar, Steve Barnes, Jeff Boyle, Jake Helget, Chris Rhoades, Ron Rice, Brian Scoby, Russ Sytsma, and Dave Younger
- Training Video - "Skid Steer Loader Safety" – Mark Augustine, Mike Bachar, Steve Barnes, Jake Helget, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, & Dave Younger
- Training Video - "Skid Steer Operating Techniques" – Mark Augustine, Mike Bachar, Jake Helget, Chris Rhoades, Ron Rice, Jo Ann Schroller, Russ Sytsma, & Dave Younger

- Training Video - Backhoe Usage – Mark Augustine, Mike Bachar, Steve Barnes, Jeff Boyle, Jake Helget, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, and Dave Younger
- Training Video - Chipper Usage – Mark Augustine, Mike Bachar, Steve Barnes, Jeff Boyle, Michael Cure, Jake Helget, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, and Dave Younger
- Training Video - Tool Safety – Mark Augustine, Mike Bachar, Steve Barnes, Jeff Boyle, Michael Cure, Jake Helget, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, Kerry Tiernan, and Dave Younger
- Tree City USA Recognition – Jeff Boyle and Brian Scoby

## **B. STAFF RECOGNITIONS**

- Jake Helget and Kerry Tiernan obtained a 3B Pesticide Applicator License.
- All full-time employees successfully completed First Aid and CPR training.
- Ron Rice renewed his Kansas Arborist Certification.
- Ron Rice renewed his Playground Safety Certification.

## **C. TREE CITY USA AWARD**

In March of 2007, the Kansas Forest Service announced that Hays, Kansas was recognized for the twenty-eighth (28) straight year as a 2006 Tree City USA community. To become eligible for this certification, the total forestry expenditures must be equivalent to or exceed \$2 per capita. In 2006, an amount of \$54,951.94 was expended on tree care and related activities.

# Statistical Information

## **LANDSCAPE REPORT**

The horticulturist had a busy and successful season in the greenhouse with 247 flats of annuals and perennials started for a total of 6,091 plants. These plants along with 76 flats purchased from Stutzman's Greenhouse were planted into forty flowerbeds scattered throughout the City by the horticulture staff.

Arbor Day was held on April 19, 2007 at Rolling Hills Park. Three 'Toba' Hawthorn trees were planted in honor of former Hays Beautification Committee member Jo Ann Fleharty.

Horticulture staff was busy with various new projects around the City. The new bulb-outs on 8<sup>th</sup> Street between Fort and Oak caught the eye of residents and visitors to Hays resulting in many phone calls, compliments, and publicity about the plantings. Sixty-four flats of red and purple annual vinca were planted with the help of the Home Horticulture class from Fort Hays State University. The plants held up to the harsh conditions of downtown and thrived with a weekly watering.

A curving shrub row was planted at the 13<sup>th</sup> & Hall greenspace. Plans for additional improvements and plantings will be implemented in 2008.

Two new perennial flowerbeds were started at the Fort Hays Municipal Golf Course on #12 and #14 tee boxes. These areas add color and interest to the course and did better than expected for their first year.

The Airport terminal entrance was replanted with shrub roses and perennials to create a more formal display.

One hundred and fifteen buffalo junipers and seven trees were planted on the Vine Street medians south of I-70 in early spring. The junipers were planted to replace deciduous shrubs and perennials to cut down on the maintenance of this area.

**FORESTRY REPORT**

In 2006, the City implemented a new tree planting program using “bare root” trees in lieu of the traditional ball and burlap (B&B) trees. Staff is realizing significant financial savings and lower mortality rates with “bare root” trees.

<u>Type of Tree</u>	<u>Number Purchased</u>	<u>Price Per Tree</u>	<u>Total Costs</u>	<u>Location</u>
<b>A. BAREROOT TREES</b>				
Bur Oak	5	\$27.25	\$136.25	Aubel-Bickle Park
Canada Red Cherry	3	\$23.95	\$71.85	Aubel-Bickle Park
English Oak	5	\$29.95	\$149.75	Aubel-Bickle Park
Canada Red Cherry	1	\$23.95	\$23.95	Hays Aquatic Park
Autumn Purple Ash	1	\$8.75	\$8.75	Kiwanis Park
Bur Oak	1	\$27.25	\$27.25	Kiwanis Park
Spartan Juniper	13	\$61.75	\$802.75	Mount Allen Cemetery
Canada Red Cherry	1	\$23.95	\$23.95	Municipal Park
Toba Hawthorn	7	\$14.55	\$101.85	Public Works
Toba Hawthorn	3	\$14.55	\$43.65	Rolling Hills Park
Autumn Purple Ash	9	\$8.75	\$78.75	Sunrise Park
Bur Oak	4	\$27.25	\$109.00	Sunrise Park
Chanticleer Pear	1	\$27.20	\$27.20	Sunrise Park
Spartan Juniper	3	\$61.75	\$185.25	Sunrise Park
Chanticleer Pear	4	\$27.20	\$108.80	Vine Street Medians
Shademaster Honeylocust	5	\$29.70	\$148.50	Vine Street Medians
Transportation Charge			\$539.31	
<b>TOTAL</b>	<b>66</b>		<b>\$2,586.81</b>	

**B. NON-BAREROOT TREES**

Bur Oak	1	\$79.00	\$79.00	Dan Rupp
<b>TOTAL</b>	<b>1</b>		<b>\$79.00</b>	

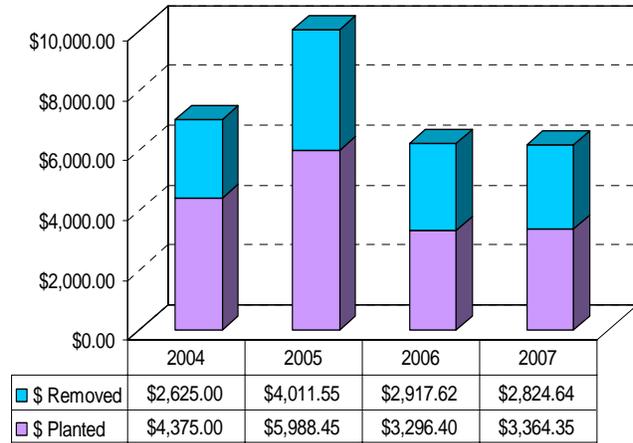
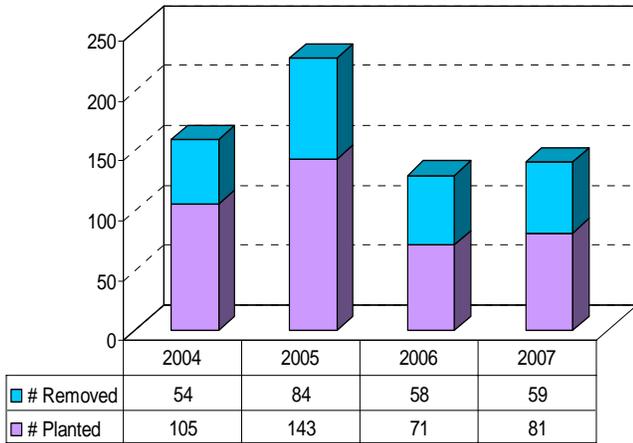
This tree was purchased to replace the tree planted previously in honor of Geneva Dies.

**C. TREES NOT PLANTED BY CITY WORKERS**

Chanticleer Pear, 1-3/4"	2	\$159.00	\$318.00	Vine Street Medians
Labor for Install			\$150.00	Vine Street Medians
<b>TOTAL</b>	<b>2</b>		<b>\$468.00</b>	

**TREE REBATE PROGRAM**

The Tree Rebate Program promotes the planting of new trees and removal of dead or dying trees within the City. The City reimburses residents for a portion of the cost of planting or removal of trees on their property as outlined in the Tree Rebate Form. In 2005, the City Commission increased the program funds from \$7,000.00 to \$10,000.00. In 2007, the funds were again increased to \$12,000.00



	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
Total Amount Rebated	\$7,000.00	\$10,000.00	\$6,214.02	\$6,188.99

### **VANDALISM REPORT**

<u>LOCATION</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>LABOR HRS</u>
13 <sup>th</sup> & Hall Street	Cut ropes & removed sister city flags	\$130.86 + freight	5-1/2 hours
13 <sup>th</sup> & Hall Street	Cut ropes & removed sister city flags	\$133.01 + freight	2-1/2 hours
13 <sup>th</sup> & Hall Street	Damage to light lens	\$119.83	n/a
Aubel-Bickle Park	Damage to bench, door, and wall	\$39.94	8 hours
Aubel-Bickle Park	Damage to tree	n/a	minimal
Aubel-Bickle Park	Graffiti in restroom facility	\$19.81	5 hours
Aubel-Bickle Park	Play equip. covered in greasy substance	n/a	2 hours
Ekey Park	Vehicle hit tree	n/a	minimal
Frontier Park East	Damage to barbeque grill	supplies on hand	1 hour
Frontier Park East	Damage to trash can holder	supplies on hand	4 hours
Frontier Park East	Missing outlet covers	\$8.50	1 hour
Frontier Park East	Piece of play equipment broken off	\$120.86	4 hours
<i>*Vandalism was done in December 2006. Repairs were made in 2007.</i>			
Frontier Park North	Damage to drinking fountain	pending replacement	
Frontier Park North	Graffiti on shelter house	supplies on hand	6 hours
Frontier Park North	Stole lock from shelter reservation box	minimal	minimal
Frontier Park West	Damage to shelter reservation box	\$18.75	1/2 hour
Frontier Park West	Damage to shelter reservation box	supplies on hand	4 hours
Frontier Park West	Graffiti on inside of small shelter	pending repair	1 hour
Frontier Park West	Missing outlet covers	\$15.05	1 hour
Frontier Park West	Tore door off pit-toilet	\$24.40	10 hours
Glassman Ballfield	Graffiti	supplies on hand	1 hour
Golf Course	Horse road across #13 green	n/a	14 hours
Hickok Park	Car tire in park	\$2.00	minimal
Kiwanis Park	Graffiti on bridge	pending repair	1 hour

Main Street	Tore flowers out of flower pots	unknown value	minimal
Massey Park	Damage to door vents	n/a	1/2 hour
Massey Park	Damage to playground equipment	pending repairs	2 hours
Massey Park	Damage to tree	n/a	minimal
Massey Park	Damage to trees	\$60.00 approx value	1 hour
Massey Park	Damage to trees	n/a	1 hour
Massey Park	Fecal matter in slide	n/a	1 hour
Massey Park	Graffiti on shelter reservation box	supplies on hand	minimal
Massey Park	Kicked in door vents	<i>repaired by Bldgs &amp; Grounds</i>	
Massey Park	Paint inside restroom/various areas	supplies on hand	9 hours
Massey Park	Tore off basketball backboard	\$43.96	2-1/2 hours
Memorial Gardens	Broke hasp off shed & tore off door	\$260.00	1-1/2 hours
	Stole generator	\$150 approx value	
<i>*1-1/2 hours is for the time Park Staff worked with the Police Department analyzing damages and theft. Repairs were made by the Building and Grounds Division and are not included.</i>			
Mt. Allen Cemetery	Damage to shrubs & headstones	\$11,459.00	5 hours
Pratt-Optimist	Graffiti on outside of restroom facility	\$35.00	2 hours
Rolling Hills Park	Missing tree	\$14.55 approx value	n/a
Stramel Ballfield	Couch, mattress, etc. dumped off	\$16.00	4 hours
Vine St. Median	Damage to tree	\$234.00	1 hour

## **NEW EQUIPMENT PURCHASED**

### **A. PARKS**

- Battery Charger \$248.57
- Battery Loader Tester \$42.89
- Blade Grinder \$812.90
- DeWalt 18V 1/2" Cordless Drill/Driver Kit (2) \$539.76
- John Deere Pallet Forks for Skid Steer \$600.00
- Lincoln 12V Battery Powered Grease Gun \$199.99
- Mower Shades (3) \$945.00
- Parts Washer \$89.99
- Stihl MS650 Chainsaw with 36" Bar \$787.20
- Table Vice for Truck #465 \$122.95

### **B. BALLFIELD**

- Air Hose Reel \$170.02
- Garage Door Openers (2) \$840.95
- Irrigation Controller \$366.97
- Ladder \$92.19
- Shop Vacuum \$84.97
- Bleachers \$11,000.00

### **C. SWIMMING POOL**

- Club Chairs (Wilson Pool) \$2,009.40

- Concrete Flower Planter (Wilson Pool) \$708.08
- Pool Vacuum with Caddy (Wilson Pool) \$1,219.98
- Sound System Installation (Hays Aquatic Park) \$2,113.00
- Water Hose Reel (Hays Aquatic Park) \$389.24

**E. CEMETERY**

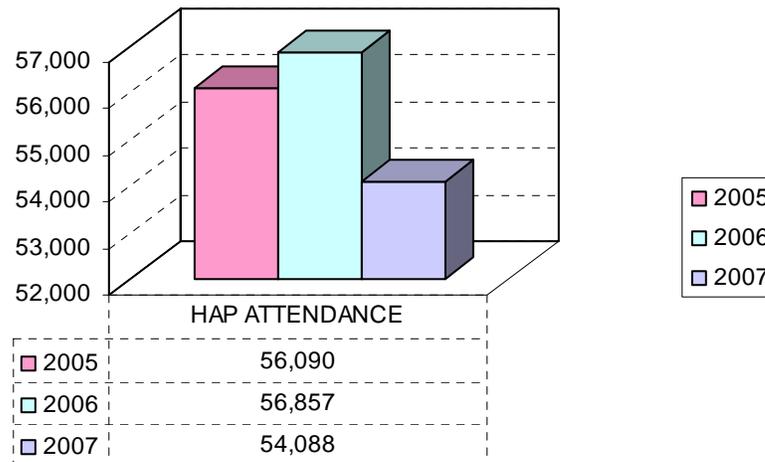
- Concrete Engraver/Sandblaster \$644.72

**E. GOLF COURSE**

- 2007 Easy-Go Fleet Txt Gas Golf Cart \$3,800.00  
*Trade In: 1990 Easy Go Gas Golf Cart*
- Ball Washers (4) \$578.44
- Cab for Truckster \$4,360.00

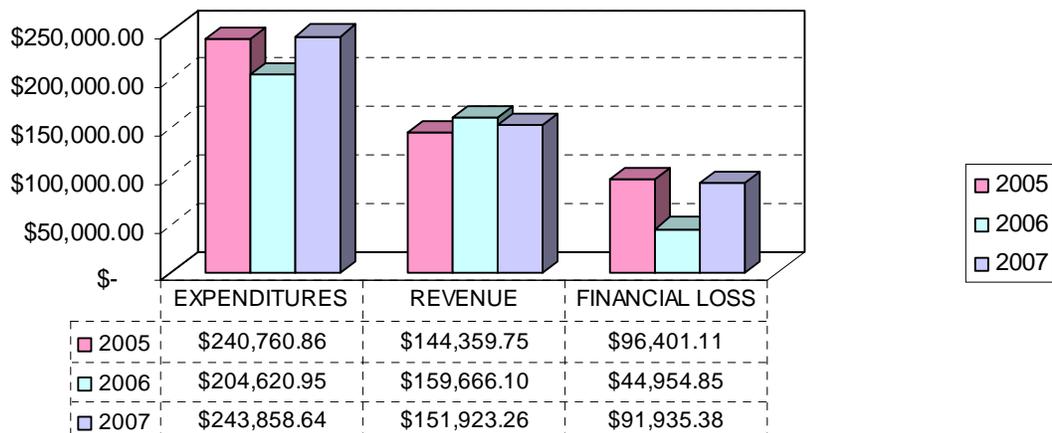
**SWIMMING POOLS**

**A. HAYS AQUATIC PARK ATTENDANCE**



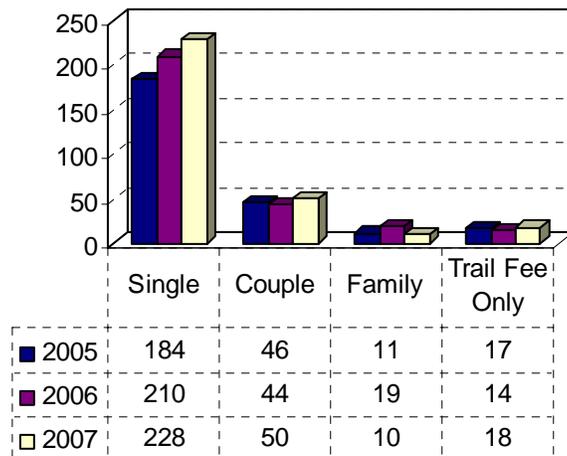
**B. HAYS AQUATIC PARK & WILSON POOL FINANCES**

City of Hays staff and the Hays Recreation Commission staff continue to work diligently to reduce expenditures and increase revenues at the Hays Aquatic Park. Poor weather conditions caused the pool to open late or to be closed on numerous occasions in 2007.

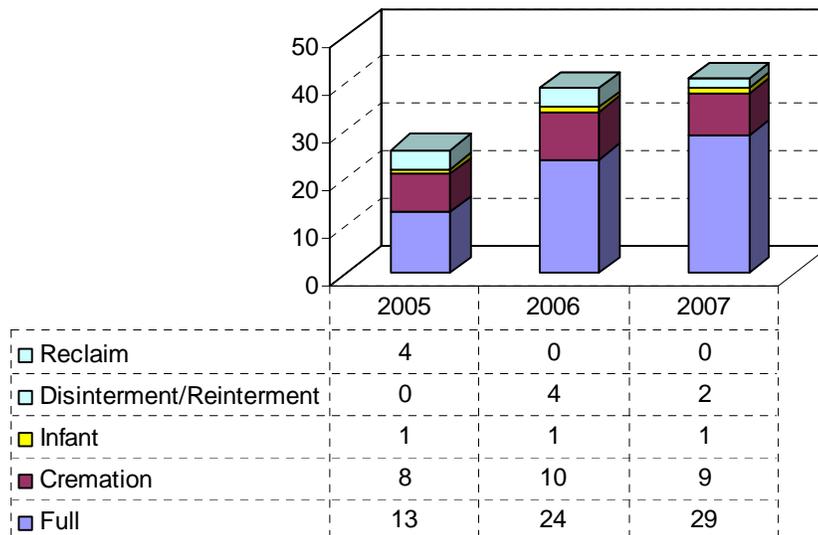


## FORT HAYS MUNICIPAL GOLF COURSE

### A. MEMBERSHIPS



### CEMETERIES



## Accomplishments

### ALLEY CLEANUP

The Parks Department assisted the Public Works Department with Alley Cleanup from October 8<sup>th</sup> through October 17<sup>th</sup>. The Parks Department Maintenance Workers, Park Technicians, one (1) Seasonal Employee, and Cemetery Caretaker dedicated 438.5 labor-hours to the project. The Park Supervisor and Ballfield Foreman also assisted with the clean-up.

## **IMPROVEMENTS**

<b><u>LOCATION</u></b>	<b><u>JOB</u></b>	<b><u>2007 COST (less donations)</u></b>
<b>A. 13<sup>th</sup> &amp; Hall Greenspace</b>	<b>Install flag poles, signs, &amp; landscape</b>	<b>\$3,934.18</b>
	<ul style="list-style-type: none"><li>• Signage will be installed in 2008.</li><li>• An additional \$4,714.10 was paid out in 2006.</li></ul>	
<b>B. Ballfield Maint. Shop</b>	<b>Install fence</b>	<b>\$2,118.87</b>
<b>C. Ekey Park</b>	<b>Bench &amp; picnic shelter</b>	<b>\$48.26</b>
	<ul style="list-style-type: none"><li>• Repainted picnic shelter and constructed and installed a new park bench</li><li>• The project was completed entirely by Andrew Heimann.</li></ul>	
<b>D. Frontier Park North</b>	<b>Installed pipe fence</b>	<b>\$379.47</b>
	<ul style="list-style-type: none"><li>• Pipe was donated by Midwestern Pipeworks, Inc.</li></ul>	
<b>E. Glassman Ballfield</b>	<b>Install drinking fountain</b>	<b>\$180.44</b>
	<ul style="list-style-type: none"><li>• An additional \$118.44 was paid out in 2006.</li><li>• Fountain was purchased in a previous budget year.</li></ul>	
<b>F. Golf Course</b>	<b>Maintenance Shop Improvements</b>	<b>\$4,735.63</b>
	<ul style="list-style-type: none"><li>• Roof was replaced by Buildings &amp; Grounds Department.</li><li>• Installed new garage door.</li></ul>	
<b>G. Golf Course</b>	<b>Installed pipe fence by cart sheds</b>	<b>\$238.50</b>
	<ul style="list-style-type: none"><li>• Used remaining pipe donated by Midwestern Pipeworks, Inc.</li></ul>	
<b>H. Golf Course</b>	<b>Removed old cart sheds</b>	<b>\$101.22</b>
	<ul style="list-style-type: none"><li>• Work completed with the assistance of Stockton Correctional Facility Workers.</li></ul>	
<b>I. Golf Course</b>	<b>Installed tee markers</b>	<b>\$435.73</b>
<b>J. Golf Course</b>	<b>Installed two (2) water stations</b>	<b>\$1,320.82</b>
<b>K. Hays Aquatic Park</b>	<b>Installed shelter for lazy river tubes</b>	<b>\$3,770.00</b>
<b>L. Kiwanis Park</b>	<b>Revitalized the park</b>	<b>\$0.00</b>
	<ul style="list-style-type: none"><li>• Painted five (5) picnic tables, four (4) trash receptacles, two (2) benches, one (1) picnic shelter, and the six (6) pillars on the large shelter house.</li><li>• Painted over graffiti inside the slide dome and on the bridge mural.</li><li>• Picked up trash and pulled weeds in the play areas.</li><li>• Work was completed by Girl Scout Troop 27.</li><li>• Materials were donated by the Hays Kiwanis Club.</li></ul>	
<b>M. Mount Allen Cemetery</b>	<b>Install columbarium, light, &amp; concrete</b>	<b>\$46,817.20</b>
	<ul style="list-style-type: none"><li>• Work will be completed in 2008.</li><li>• A gift certificate donation was received for the purchase of trees, to be purchased in 2008.</li></ul>	
<b>N. Seven Hills Park</b>	<b>Enhance park</b>	<b>\$72,175.48</b>
	<ul style="list-style-type: none"><li>• All work will be completed in 2008.</li><li>• Remove old shelter house and install new shelter house.</li><li>• Install drinking fountain and two (2) hose bibs.</li></ul>	
<b>O. Stramel Ballfield</b>	<b>Install drinking fountain</b>	<b>\$442.64</b>
	<ul style="list-style-type: none"><li>• Fountain was purchased in a previous budget year.</li></ul>	

## **ADOPT-A-SPOT PROGRAM**

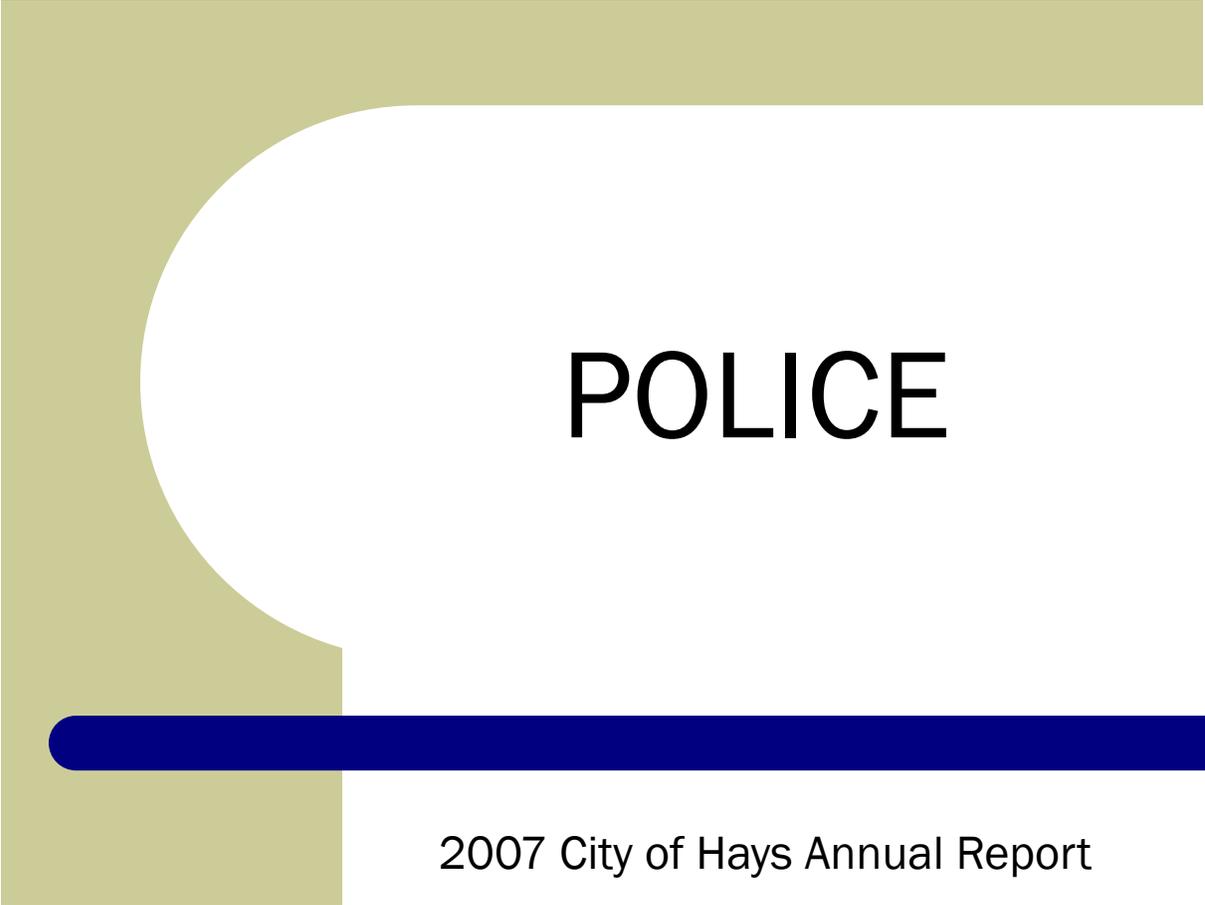
The Adopt-A-Spot (formally Adopt-A-Mile) program began in 1989 and remains a positive promotion of community involvement for the City. By volunteering to participate in this program, a business or group has committed to picking up trash within a certain area at least two times per year. The Parks Department supplies trash bags upon request and will pick up all full trash bags the following business day. Many local businesses and groups participate in this program. The 2007 participants include the following:

- Alpha Gamma Delta Epsilon Mu
- Central Kansas Medical Society Alliance
- City of Hays Employees
- DSNWK Reed Center
- Dillons #61
- Felten Middle School
- Hays Area Young Professionals
- Hays Beautification Committee
- Hays High School Science Club
- Hays High School Student Council
- Hays High School Students
- Midwest Energy, Inc.
- NW KS Community Corrections
- People First
- Roosevelt Elementary School
- Sigma Alpha Epsilon (SEA)
- Soroptomist of Hays
- St. Nicolas Catholic Youth
- Thomas More Prep-Marian
- Trinity Lutheran Church

## **2008 Upcoming Projects**

- Complete the installation of a shelter house, sidewalks, drinking fountain, and two (2) hose bibs at Seven Hills Park.
- Remove tornado slide and old shelter house at Seven Hills Park.
- Remove old shelter house from Sunrise Park.
- Install a new playground unit at Dan Rupp Park.
- Rebuild the out-of-bounds fence cross-overs at the Golf Course.
- Refinish park signs.
- Install gate at the bison pens.
- Place chat rock between the cart sheds at the Golf Course.
- Remove dead trees in Big Creek.
- Replace the outfield fence at Larks Park.
- Replace lumber on numerous trash can holders with composite decking.
- Install a pre-cast walking bridge in West Frontier Park.
- Landscape the new Convention and Visitor's Bureau building.
- Install irrigation at the Tree Nursery.
- Landscape the entrance at Aubel-Bickle Park.
- Paint lines on the parking stalls at the Golf Course.
- Replace parking blocks in the parking lot of Speier Ballfield.
- Install automatic irrigation control at Speier Ballfield.
- Install filters for irrigation systems at Glassman Ballfield, Speier Ballfield, Stramel Ballfield, and Pratt-Optimist Soccer Fields.
- Contractual sandblasting and painting of soccer goals.
- Replace dugout bench seats with aluminum planks at all ballfield locations.

- Assemble and place five (5) aluminum bleachers at Glassman Ballfield.
- Install irrigation on the front-nine.
- Seed the fairways on the front-nine.
- Install the secondary irrigation alongside the fairways on the back-nine.
- Renovate the Golf Course maintenance shop.
- Rebuild #3 green and #3 tee box.
- Rebuild bridge on #7 at the Golf Course.
- Put up a privacy fence around the shed on #2 at the Golf Course.
- Contractual installation of columbarium at Mount Allen Cemetery.
- Install lighting and landscape for columbarium at Mount Allen Cemetery.



# POLICE

2007 City of Hays Annual Report

## Message from the Police Chief, James Braun

This 2007 Annual Report provides an excellent opportunity in which I can share information with you about the activities taking place here at the Hays Police Department. After reviewing this report, I hope you will have a better knowledge of your police department and the services provided to the community. We constantly strive to efficiently and effectively provide proactive and responsive law enforcement support to the community, while staying focused on providing quality police services and promoting the highest quality of life and sense of safety for all residents, businesses, and visitors. In 2007, Police Officers responded to and investigated 23,261 incidents, which included 5,373 traffic stops, an increase of 611 traffic stops over 2006 numbers. The 23,261 figure also includes 2,230 animal calls responded to by Police and Animal Control Officers. The Police Department was able to manage the increase in calls for service, and additionally, supported the community with 9,932 requested residential patrol checks.

The department continues to submit informative articles for print in the Hays Daily News' "Cop Corner" in an effort to educate the public concerning law enforcement issues.

The Hays Police Department is fortunate to have so many hard working individuals committed to serving and supporting the Hays community. With each challenge that was tackled in 2007, and with the objectives and challenges that lie ahead, the Hays Police Department will give its heart to successfully accomplishing its mission. The department is committed to responding to the changing needs of the community in order to promote a positive and peaceful quality of life for citizens and visitors within the city of Hays.

I welcome your comments or suggestions. Please do not hesitate to contact me by telephone at 785-625-1030, by mail at 105 West 12<sup>th</sup> Street, Hays, Kansas 67601, or by e-mail: [jbrown@haysusa.com](mailto:jbrown@haysusa.com).

## Responsibilities of the Police Department

The mission of the Hays Police Department is to serve the people of Hays by insuring the community's livability, safety and security through fair and impartial law enforcement. The Hays Police Department can be divided into six basic components, some having subgroups within that area. The six areas are Administration, Enforcement, Communications, Animal Control, Records and Municipal Court.

### ADMINISTRATION

The Chief of Police, Assistant Chief of Police and the Administrative Secretary are under this grouping. Both the Chief of Police and the Assistant Chief of Police are commissioned law enforcement officers. The Administrative Secretary is a civilian employee and assists the Chief and the Assistant Chief with the day-to-day clerical operations of the department.

### ENFORCEMENT

The Enforcement component is comprised of state certified officers all of whom have received their commission from the Kansas Law Enforcement Training Center. Subgroups are Patrol, Bike Patrol, Criminal Investigations, Drug Investigations, School Resource Officers, DARE, Special Situations Response Team, High Tech Crimes Unit and Crime Prevention.

## COMMUNICATIONS

The Hays Police Department Communications Division provides dispatch services for all City of Hays Police and Fire Departments as well as the multiple and varied Ellis County emergency service departments. Some support of State emergency service departments is also provided. Full staffing for the Communications Division consists of nine full-time Communications Officers, one Sergeant of Communications and one Lieutenant of Communications. An additional five full time Communication officers have been authorized in the 2008 police department budget for hire in 2008.

## ANIMAL CONTROL

The Hays Police Department is responsible for providing animal control services and is staffed with two full-time Animal Control Officers. Hays Police Officers respond to animal calls for service when an Animal Control Officer is not on duty. The City contracts with the Humane Society of the High Plains for the sheltering of impounded animals.

## RECORDS

The records component is made up of civilian employees that are responsible for maintaining, updating and disseminating all records and reports compiled by the Hays Police Department. This is the final step in the quality assurance program of the Police Department in maintaining accurate, complete and timely reports.

## MUNICIPAL COURT

The Municipal Court judge oversees the Municipal Court. Personnel include an Office Manager and the three Record Clerks. The Office Manager is responsible for overseeing the daily operations of the courts and records. Reclassifications of office personnel have been made to allow the Office Manager to better utilize the efficiency of personnel between both courts and records. Personnel have been cross-training on positions to ensure a smoother running office in the absence of an employee or a heavier workload in one area.

# General Department Information

## EQUIPMENT

In 2007, six Chevy Impala marked patrol cars were added to the fleet. The number of marked patrol cars increased from 18 to 24. Digital in-car cameras were purchased for all of the new marked patrol cars.

## GRANTS

The Police Department received several grants in 2007. The Kansas Department of Transportation provides grant monies for the **Impaired Driver Deterrent Program (IDDP)** and the **Special Traffic Enforcement Program (STEP)**. In 2007, the department received \$5,060 from the IDDP grant and \$3,500 from the STEP grant for officer wages as well as a grant from Wal-Mart for \$1,000. In addition, the Hays Police Department was identified by the Kansas Traffic Safety Resource office as a child seat distribution center and received 20 child seats intended for low income families.

## Special Events

The Hays Police Department is responsible for providing traffic and crowd control for several events held throughout the community each year. In addition to the dozens of elementary, middle, high school and college sports, special functions and graduation ceremonies, departmental staff and patrol often participate in the planning, scheduling and implementation of various activities.

- Kansas Special Olympics Torch Run (March – June)
- Hays Arts Council Art Walk (Spring)
- Wild West Fest (WWF) (first week in July)
- National Night Out (first week in August)
- Octoberfest – FHSU Homecoming
- FrostFest Parade (first Sunday in December)

## Intergovernmental Projects/Activities

The Hays Police Department routinely works with other agencies at the County and State levels as well as other City departments. Outlined below are the primary issues the department is involved with on a regular basis.

- Ellis County Emergency Preparedness
- Incident Command SOG (Standard Operating Guide)
- Radio Procedures SOG
- City Tornado SOG
- Backup Radio Towers
- Ellis County Communications Group
- Winter Storm Traffic Emergency Procedures
- Ellis County Regional GIS Organization (ERGO) Addressing Committee
- Kansas Chapter of APCO (Association of Public Safety Communications Officials, International)
- Kansas Narcotics Officers Association (KNOA)

## Staff Information

### PERSONNEL

For 2007, the department budget authority was for 32 sworn officers, 11 communications officers, 2 animal control officers and 5 support personnel.

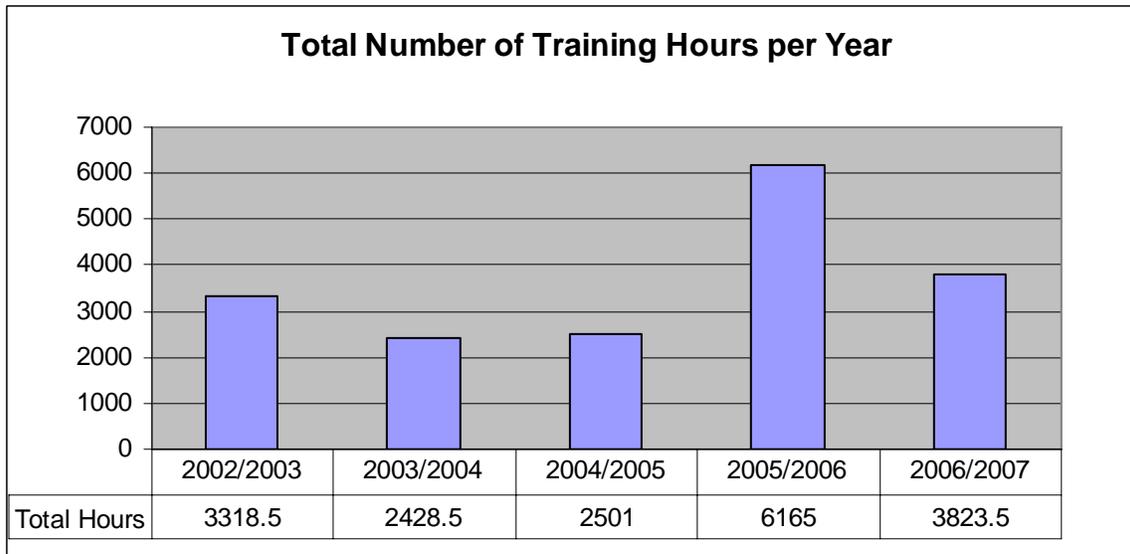
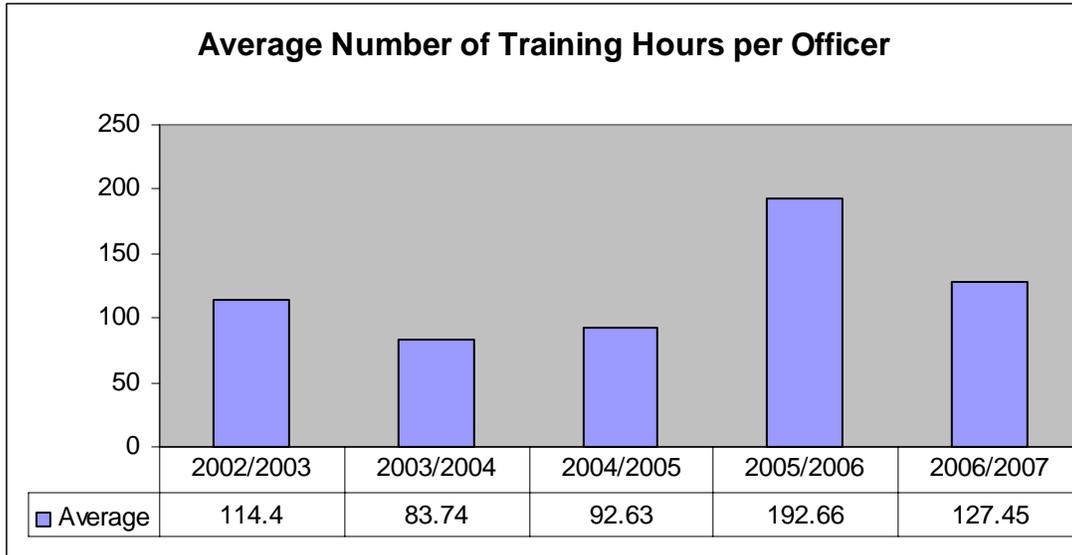
One officer retired from the department in 2007. Sgt. John Meehan retired on March 26<sup>th</sup> with 30 years of service. Due to the retirement of one officer and officers leaving for one reason or another, a total of four patrol officers and three communications officers were hired and one officer was promoted.

## STAFF LISTING

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
James Braun	28	Chief of Police
Ashley Alkire	New Employee in 2007	Communications Officer
Harold Anderson	3	Police Officer
Jason Archer	2	Communications Officer
Suzanna Augustine	New Employee in 2007	Police Officer
Pierre (Skip) Baczkowski	26	Police Detective
Mitchell Berens	12	Police Officer
Jason Bonczynski	9	Police Officer
David Bunger	18	Police Investigator
Joshua Burkholder	2	Police Officer
Debbie Cox	8	Communications Officer
Brian Dawson	7	School Resource Officer
Sarah Degenhardt	3	Communications Officer
Morris Denning	36	Communications Officer
Timothy Dreiling	19	Police Officer
Blaine Dryden	22	Police Investigator
Karen Fiegel	7	Records Clerk
Melanie Fisher	7	Police Officer
Oveta Ford	23	Communications Lieutenant
Nancy Gassmann	3	Records Clerk
Timothy Greenwood	9	Police Officer
Philip Hartsfield	3	Assistant Chief of Police
Russell Haskell	3	Communications Officer
Brandon Hauptman	New Employee in 2007	Police Officer
Firma Helget	18	Administrative Secretary
Clayton Hill	1	Police Officer
Andrea Holzmeister	1	Communications Officer
Pamela Jones	3	Animal Control Officer
Kyla Jurgensen	New Employee in 2007	Communications Officer
Danial Koerner	15	Police Sergeant
Aaron Larson	9	Police Officer
Thomas (Clint) Leahew	1	Police Officer
Bridget LeGrand	1	Police Officer
William Lovewell	25	Police Investigator
Rebekah Lundy	1	Communications Officer
Angela McAllister	1	Police Officer
Carolyn McCollum-Scantlin	22	Communications Sergeant
Stanley Moore	1	Animal Control Officer
Joshua Perez	New Employee in 2007	Police Officer
Molly Quint	New Employee in 2007	Communications Officer
Donovan Richmeier	New Employee in 2007	Police Officer
Jeffery Ridgway	5	School Resource Officer
Ronald Rounkles	22	Police Lieutenant
Donald Scheibler	14	Police Lieutenant
Jamie Schmidt	5	Records Clerk
Stanley Shupe	3	Police Officer
Raina Spena	1	Communications Officer
Sean Swords	New Employee in 2007	Police Officer
David Vilaysing	2	Police Officer
Patricia Wolf	23	Office Manager
Brandon Wright	6	Police Sergeant

## TRAINING

For the State calendar-training year of 2006 (July 1, 2006 to June 30, 2007), sworn Officers of the Hays Police Department averaged 127.45 hours of training each. This is a decrease from the 65.21 hours average for the State calendar-training year 2005 (July 1, 2005 to June 30, 2006). This large decrease was due primarily to fewer new officers attending the police academy in 2007.



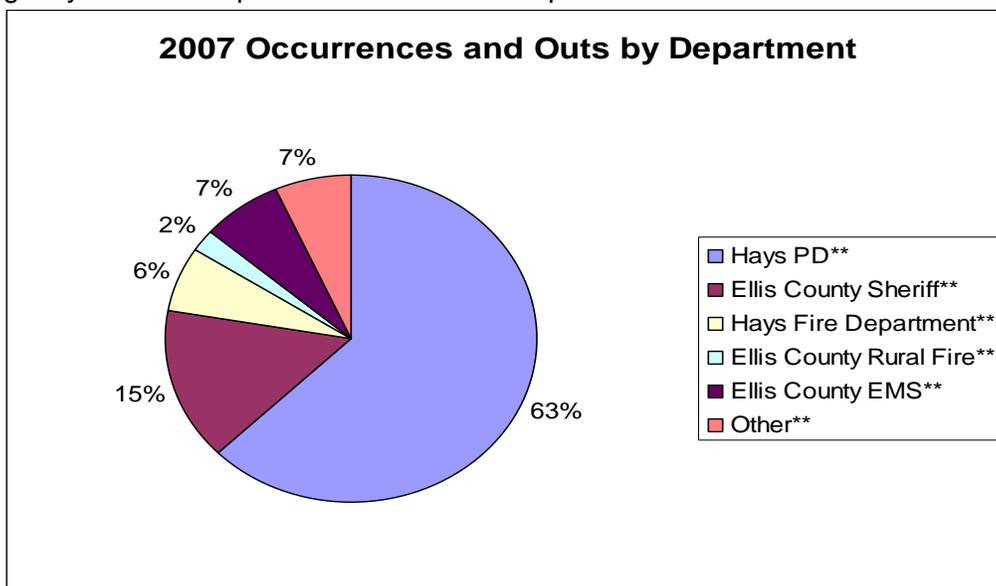
## Statistical Information

### COMPUTER AIDED DISPATCH (CAD)

In 2007, the Communications Division entered 37,387 “incidents” (activities that come into the Communications Division, which arrive via telephone, teletype, and radio from the public, other departments and field personnel) into the Computer Aided Dispatch (CAD) system. These incidents initiate the report process for the various emergency service departments within the

City of Hays and Ellis County. The CAD program interfaces into the Records Management System (RMS) for Hays Police Department and Ellis County Sheriff's Department.

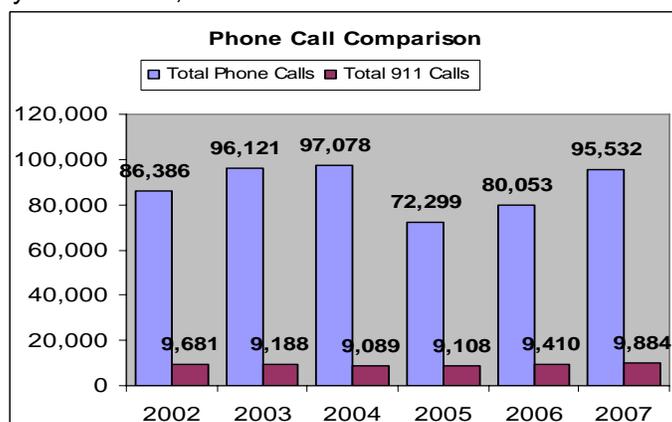
Below is a comparison chart showing the number of incidents to which each department responded. This count includes incidents which were "responded to" whether there was a report made or not. Reportable incidents become "occurrences" (reportable activities responded to by field personnel) in the computer system, and the non-reportable incidents become "outs" (non-reportable activities responded to by field personnel). Mutual aid between the emergency services departments is a common practice.



The Hays Police Department responded to 63% of the total incidents handled by the Communications Division, and the Hays Fire Department responded to approximately 6% of the calls handled. County departments respond to approximately 24% of the total calls handled. The Other category is made up of the Kansas Highway Patrol and other State entities, Fort Hays State University Police, the Victoria Police and Fire Departments and the Ellis Police and Fire Departments.

### TELEPHONE AND 9-1-1

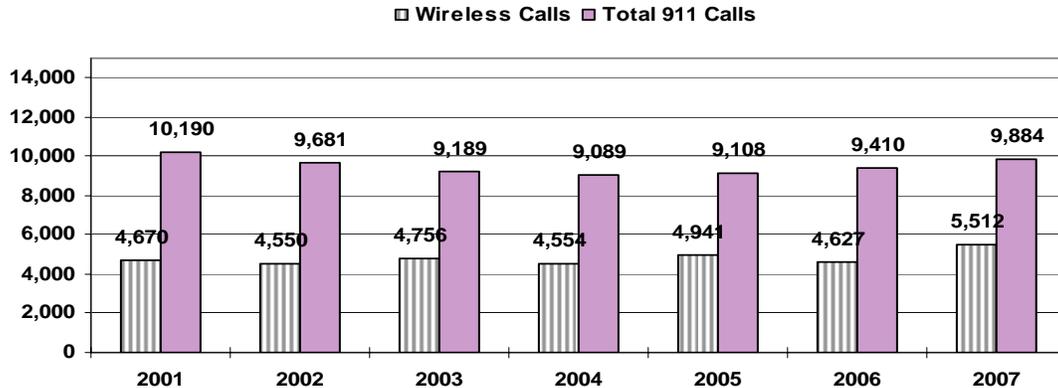
The non-emergency lines answered in the communications office cover non-emergency calls for service and administrative phone calls for the Hays Police Department, Hays Municipal Court, Ellis County Sheriff's Department, Ellis County Rural Fire, Ellis County EMS and various other departments throughout the City and County. When other offices are closed, citizens call the dispatch center as a source of information and referral. The following graph shows the number of non-emergency calls compared to 9-1-1 calls over the last five years. The Division received 95,532 non-emergency calls and 9,884 9-1-1 calls.



## CELLULAR PHONE TRANSMISSIONS

Statistics comparing the land line 911 calls and cellular 911 calls have been kept since 1994 showing a steady increase. Since 2001 the cell phone calls have increased to over half the total 911 calls.

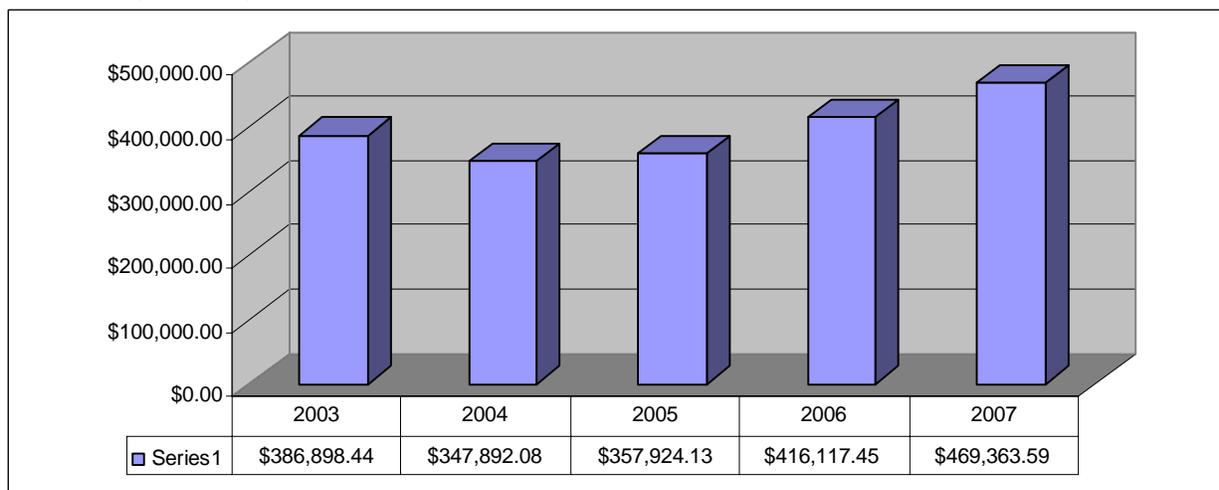
### Ellis Countywide 911



## MUNICIPAL COURT

### A. CITATIONS ISSUED

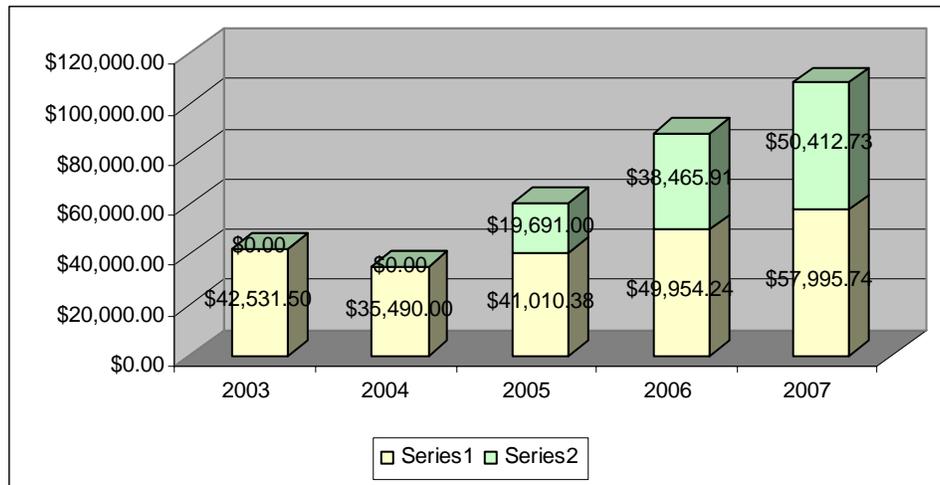
A total of 8,506 citations have been processed through the Municipal Court for 2007. This figure includes all traffic and non-traffic arrests. Of this total 3,582 citations were issued as warnings. The citations issued were down from 2006. The Court is accountable for all fines collected and ensures the money is deposited on a daily basis. This also includes any bonds posted through the Police Department. The court is also responsible for ensuring that fines are collected for reinstatement fees, judicial branch education fund fees, Kansas Law Enforcement Training Center fees and alcohol evaluation fees. The fees are sent to the City, State, and alcohol centers on a monthly basis. As the following chart highlights, there was an increase in fines collected by the City in 2007.



### B. GENERAL COURT INFORMATION

In 2007, 127 cases were set on the docket for trial, and 139 cases were set for status hearing with only 35 actually going to trial. Only a small portion of the cases set actually go to trial as many defendants enter a diversion or take a plea agreement.

The Municipal Court has had a diversion program in effect since 2001. 594 diversions were processed in 2007, and \$57,995.74 was generated in revenue from these diversions.

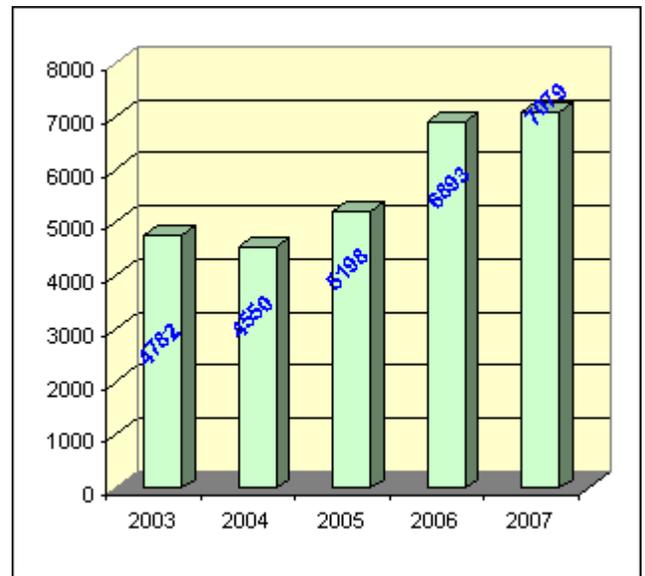


In 2007, the diversion fee for alcohol-related charges remained the same at \$250. The court still generates \$100 in revenue from each diversion with the additional \$150 being placed in the Safe Ride Fund. These funds are disbursed on a monthly basis to the Kelly Center which supports the costs necessary to provide the Safe Ride Service. A total of \$50,412.73 was collected for 2007.

### C. HAYS MUNICIPAL COURT TRAFFIC TICKETS

#### HAYS MUNICIPAL COURT TRAFFIC TICKETS

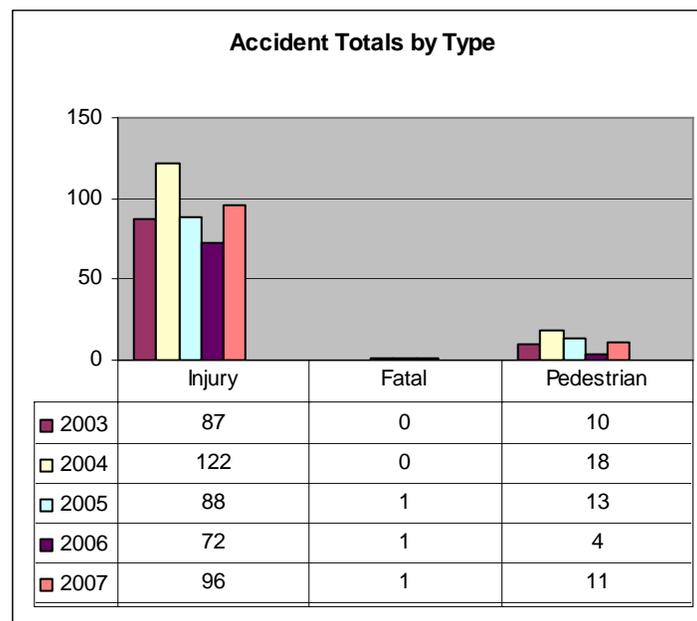
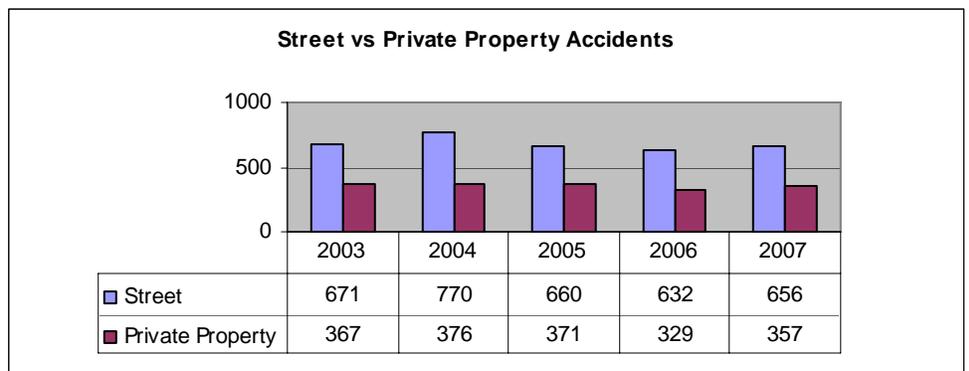
	2003	2004	2005	2006	2007
<b>No Insurance</b>	244	207	370	552	593
<b>Speeding</b>	833	759	1348	2156	2302
<b>Reckless Driving</b>	23	14	7	9	14
<b>Improper Backing</b>	22	13	22	19	23
<b>U-Turn Violation</b>	8	9	13	14	9
<b>Stop Sign /Yield Sign Violation</b>	313	311	300	394	392
<b>Improper Turn</b>	248	144	239	246	340
<b>Failure to Yield Right of Way</b>	33	53	73	52	54
<b>Parking Violations</b>	730	788	812	714	523



\*The table is inclusive of Municipal traffic tickets only and does not include tickets of other categories such as Animal violations, Criminal violations, or DUI's (which are addressed separately in the Annual Report).

<b>Defective Vehicle</b>	<b>977</b>	<b>768</b>	<b>869</b>	<b>1181</b>	<b>1220</b>
<b>Misc Moving Violations</b>	<b>1050</b>	<b>1231</b>	<b>929</b>	<b>1297</b>	<b>1398</b>
<b>Seat Belt Violations</b>	<b>127</b>	<b>122</b>	<b>145</b>	<b>171</b>	<b>115</b>
<b>Child Safety Restraint</b>	<b>19</b>	<b>19</b>	<b>16</b>	<b>9</b>	<b>7</b>
<b>Transporting Open Container</b>	<b>155</b>	<b>112</b>	<b>55</b>	<b>79</b>	<b>89</b>
<b>Totals</b>	<b>4782</b>	<b>4550</b>	<b>5198</b>	<b>6893</b>	<b>7079</b>

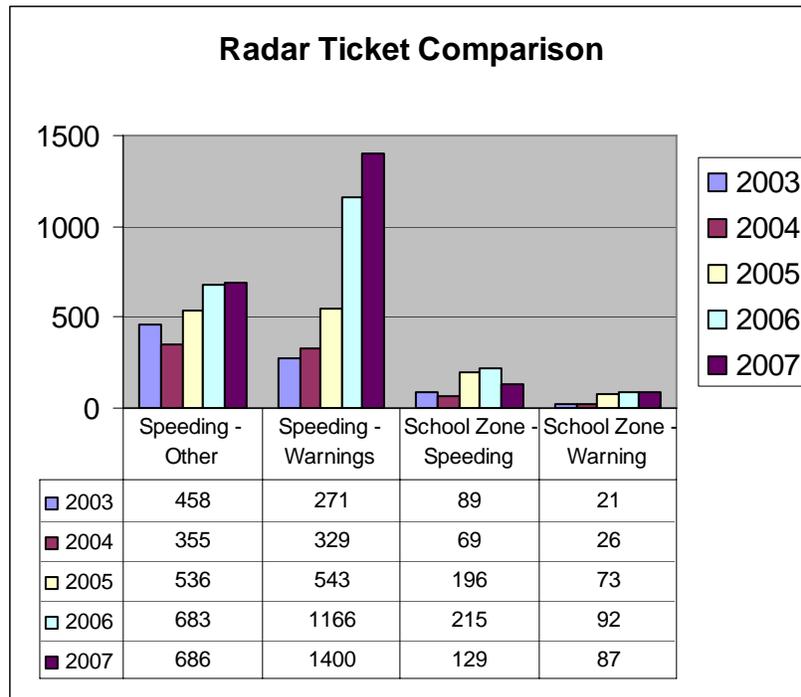
#### D. TRAFFIC ACCIDENTS



#### E. RADAR STATISTICS

Radar first came to the Hays Police Department in the early 1960's. The first radar purchased was a type that could only be used while the patrol car was stationary. Currently, the department has radar installed in all the marked patrol cars. The department also has a Laser

radar unit called Lidar. Radar is used to reduce the number and severity of accidents. Research has proven that controlling speed will reduce the severity and number of traffic accidents. Radar is regularly used in and around school zones in Hays. The graph below illustrates radar statistics for the last five years. The increase in 2007 can be attributed to the new radar units purchased in 2004 and the STEP Enforcement grants.



#### F. DUI COMPARISON DATA

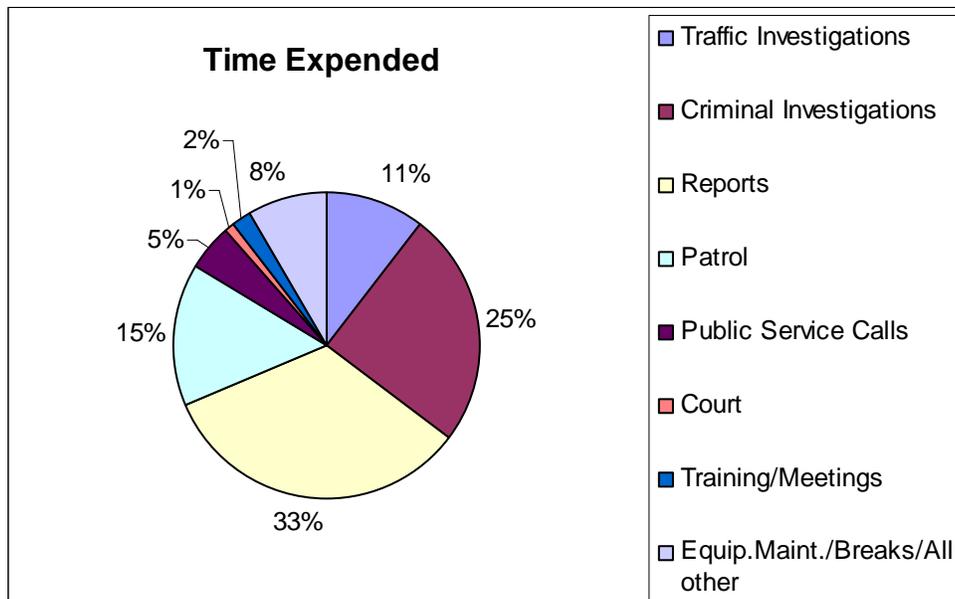
The Hays Police Department remains dedicated toward maintaining a safe environment for the citizens. The enforcement of traffic laws is often a necessary function of the patrol. Albeit not often a popular function, the primary purpose of enforcing traffic laws is to reduce the number of accidents and limit their extent of injury and damage. This department has long held the enforcement of ‘*Driving Under the Influence*,’ or DUI laws as one of the highest traffic concerns. Officers receive the most advanced DUI detection training while attending the KLETC as well as yearly continuing education classes. Many officers participate in programs aimed at deterring DUIs such as sobriety checkpoints, saturation patrols, while other officers target the prevention of DUIs – SRO, DARE. The DUI arrests increased from 273 in 2006 to 300 in 2007. The percentage of underage DUIs remains only a fraction of the total numbers. Of the 1013 traffic accidents in 2007, only 43 were DUI related.

#### **BREAKDOWN OF PATROL OFFICERS’ TIME EXPENDED**

**HAYS POLICE DEPARTMENT  
TIME EXPENDED**

Year End Totals	2004 Hours	2004 Percentage	2005 Hours	2005 Percentage	2006 Hours	2006 Percentage	2007 Hours	2007 Percentage
<b>Persons</b>	2,311.25	6.64%	2,646.45	7.32%	2,615.08	6.57%	2,218.17	5.15%
<b>Motorists Assist</b>	486.50	1.40%	471.08	1.30%	590.15	1.48%	378.75	0.88%
<b>Accidents</b>	1,024.33	2.94%	1,001.25	2.77%	953.00	2.40%	932.33	2.16%
<b>Criminal Damage</b>	198.75	0.57%	306.75	0.85%	248.58	0.62%	261.73	0.61%
<b>Burglaries</b>	196.25	0.56%	202.35	0.56%	242.75	0.61%	204.08	0.47%

<b>Year End Totals</b>	<b>2004 Hours</b>	<b>2004 Percentage</b>	<b>2005 Hours</b>	<b>2005 Percentage</b>	<b>2006 Hours</b>	<b>2006 Percentage</b>	<b>2007 Hours</b>	<b>2007 Percentage</b>
<b>Thefts</b>	423.50	1.22%	558.83	1.55%	510.43	1.28%	467.67	1.09%
<b>Disturbances</b>	1,130.72	3.25%	1,491.40	4.13%	1,433.25	3.60%	1,367.13	3.17%
<b>Forgeries /Fraud</b>	38.00	0.11%	75.08	0.21%	71.25	0.18%	87.00	0.20%
<b>DUI</b>	355.42	1.02%	467.00	1.29%	567.50	1.43%	532.75	1.24%
<b>Other Alcohol Viol.</b>	48.50	0.14%	106.92	0.30%	138.83	0.35%	99.25	0.23%
<b>Tobacco Violation</b>	1.75	0.01%	6.25	0.02%	5.00	0.01%	9.50	0.02%
<b>Juvenile Viol.</b>	144.17	0.41%	270.08	0.75%	351.60	0.88%	266.57	0.62%
<b>Assault /Battery</b>	101.50	0.29%	250.42	0.69%	321.67	0.81%	201.00	0.47%
<b>Harassment</b>	67.50	0.19%	123.50	0.34%	119.58	0.30%	123.25	0.29%
<b>Drug Viol.</b>	169.00	0.49%	232.42	0.64%	225.08	0.57%	183.50	0.43%
<b>Water Viol.</b>	10.50	0.03%	28.00	0.08%	43.02	0.11%	22.25	0.05%
<b>Animal Control</b>			211.17	0.58%	448.37	1.13%	451.45	1.05%
<b>Bar Checks</b>							117.25	0.27%
<b>Patrol</b>	8,858.62	25.44%	6,833.30	18.90%	7,169.02	18.02%	6,508.15	15.11%
<b>Stationary Enforcement</b>	541.50	1.55%	591.65	1.64%	880.67	2.21%	1,398.13	3.25%
<b>Traffic Citations</b>	601.02	1.73%	910.18	2.52%	1,203.75	3.03%	1,169.22	2.71%
<b>Parking Citations</b>	146.00	0.42%	177.00	0.49%	167.75	0.42%	101.33	0.24%
<b>Other Citations</b>	32.17	0.09%	35.25	0.10%	50.18	0.13%	45.00	0.10%
<b>Patrol Check</b>	675.92	1.94%	794.33	2.20%	996.10	2.50%	911.27	2.12%
<b>Escorts</b>	263.68	0.76%	177.67	0.49%	275.35	0.69%	214.42	0.50%
<b>Alarms</b>	189.50	0.54%	239.50	0.66%	237.80	0.60%	524.50	1.22%
<b>Reports</b>	8,709.38	25.01%	8,987.52	24.86%	10,041.00	25.24%	13,899.78	32.27%
<b>Reviewing Reports</b>	353.50	1.02%	312.83	0.87%	369.63	0.93%	438.67	1.02%
<b>Court Papers/ Agendas</b>	123.33	0.35%	156.00	0.43%	146.00	0.37%	199.50	0.46%
<b>Training</b>	436.02	1.25%	554.67	1.53%	848.83	2.13%	612.58	1.42%
<b>Meetings</b>	384.25	1.10%	366.08	1.01%	364.42	0.92%	383.25	0.89%
<b>Court Time</b>	134.75	0.39%	85.25	0.24%	138.00	0.35%	140.00	0.33%
<b>Equipment Maintenance</b>	1,093.42	3.14%	1,436.48	3.97%	1,452.68	3.65%	1,259.68	2.92%
<b>Break</b>	1,737.42	4.99%	1,547.07	4.28%	1,319.42	3.32%	1,359.47	3.16%
<b>Bicycle Patrol</b>			38.92	0.11%		0.00%	1.00	0.00%
<b>DARE</b>	409.75	1.18%	222.50	0.62%	649.75	1.63%	527.42	1.22%
<b>Presentations</b>	240.83	0.69%	191.83	0.53%	69.75	0.18%	53.00	0.12%
<b>Other Agency Asst.</b>	359.50	1.03%	418.75	1.16%	548.58	1.38%	767.25	1.78%
<b>All Other Activity</b>	2,829.25	8.12%	3,627.38	10.03%	3,974.92	9.99%	4,634.10	10.76%
<b>Total Hours</b>	<b>34,827.45</b>		<b>36,153.11</b>		<b>39,788.74</b>		<b>43,071.36</b>	



### **OCCURRENCE COUNTS**

The occurrence counts listed below indicate the type and number of calls to which Hays Police Officers have responded. These include officer-initiated calls such as traffic stops, calls assigned by Dispatch such as prowler calls or assistance to other agencies such as a fatality accident in the County.

These counts are not all calls within the City of Hays. An example would be ACCF – Accident Fatality. The count for ACCF reflects that Officers from the Hays Police Department responded to a total of seven fatality accidents in five years. Some of the fatality accidents occurred outside the City of Hays. These occurrence counts show what Officers have responded to, not what has occurred within the corporate city limits of Hays.

<b>Occurrence Types</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
44 - Traffic Stop	3196	2642	3250	4762	5000
911H - 911 Hang-up Call	269	251	306	257	206
99 - Unknown Trouble	107	80	86	74	42
ABAN - Abandoned Vehicle	434	389	267	272	284
ABUS - Abuse of Child	12	6	9	8	8
ACC - MV Accident-Street/Road/Hwy	714	730	623	583	685
ACCF - MV Accident-Fatality	3	0	2	1	1
ACCH - MV Accident-Hit and Run	264	242	229	226	229
ACCI - MV Accident-Personal Injury	97	122	103	66	84
ACCP - MV Accident-Private Property	196	223	228	224	176
AGGA - Aggravated Assault	6	2	4	1	5
AGGB - Aggravated Battery	6	4	7	4	6
AIRC - Aircraft Incidents (All)	4	4	3	0	5
AIRP - On Duty Airport Security	167	317	276	330	438
ALAR - Alarm	254	257	269	277	376
ANIM - Animal Call	160	320	2335	2372	2143
ARSO - Arson	1	7	5	3	1
ASSA - Assault	12	7	8	9	10
ASSI - Assist - Other (not MV)	158	128	153	162	149
ATC - Attempt to Contact	35	33	24	51	67

<b>Occurrence Types</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
ATL - Attempt to Locate	114	123	108	118	70
BARS - Bar Check	124	100	77	175	247
BATL - Battery on LEO	3	3	0	4	3
BATT - Battery - Simple	58	85	89	76	59
BIKE - Bicycle - Lost, Found, Stolen	50	57	65	72	56
BURG - Burglary	238	266	213	219	184
CHEC - Worthless Check	7	6	4	4	1
CINC - Child in Need of Care	42	35	36	86	63
CIVIL - Civil Problems	252	247	206	231	233
CMB - CMB Viol-Sell, Furnish, Transport	26	20	17	13	1
COMP - Computer Crime	7	5	4	13	5
CONF - Confiscated Property	0	0	0	0	0
CONS - Consumer Protection	0	0	0	1	0
COUN - Counterfeit currency/documents	11	6	22	12	22
CRED - Credit Card Violations	7	4	11	72	87
CRIM - Criminal Damage to Property	461	402	497	405	589
CURF - Curfew Violation	5	6	14	12	9
CUST - Custody Dispute	26	27	14	19	27
DEATH - Death- Unattended	14	20	16	15	16
DEPR - Temporary Deprivation Prop	3	3	1	1	1
DISF - Disturbance - Fight	123	118	131	139	144
DISN - Disturbance - Noise	468	526	474	444	425
DISP - Disperse Crowd	81	160	158	301	354
DIST - Disturbance - General	176	200	238	162	201
DISV - Disabled Vehicle	267	251	235	247	296
DOCS - Document Service	213	172	118	202	252
DOM - Domestic Disturbance	190	160	188	142	149
DRUG - Drug Violations	139	133	105	89	113
DRUGP - Property Seizure, Drug Offense	0	0	0	1	1
DUI - Driving Under the Influence	265	209	208	213	246
DUIP - Impaired driving (Possible DUI)	84	90	87	119	107
DWS - Driving While Suspend/Revoke	77	59	76	85	88
ESCA - Escape from Custody	0	2	2	0	0
ESCB - Bank Escort	210	179	11	23	51
ESCF - Funeral Escort	135	118	102	124	126
ESCO - General Escort	51	85	63	111	116
FIRE - Fire	96	115	151	131	199
FOLL - Follow Up Activity	1526	1820	2204	2659	3069
FORG - Forgery	34	24	49	87	33
FRAU - Fraud	17	28	38	35	60
FRWK - Fireworks Violation	51	78	97	85	116
GAS - Gas or Hazard Fumes	14	11	9	14	18
HARA - Harassment (All Other)	84	80	109	105	109
HARR - Phone Calls (Harassing)	116	86	127	112	104
HAZA - Creating a Hazard	67	68	101	121	148
HAZM - Hazardous Material Incident	3	1	8	5	2
HITCH - Hitchhiker	5	5	7	9	5
ID - False/Altered ID	7	9	5	4	6
IDENT - Identity Theft	7	13	20	12	21
IMPE - Impersonate Officer	0	0	1	0	3
INCI - Incident	653	563	275	210	158
INDE - Indecent Act/Liberties w/Child	3	8	3	5	1

<b>Occurrence Types</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
INJW - Injury w/Weapon	0	0	1	0	1
INTX - Intoxicated Subject	39	62	128	111	90
JUNKV - Junk Vehicle(s)	1	5	3	2	1
JUV - Juvenile Complaint	179	179	228	222	261
KIDN - Kidnapping	1	1	1	0	1
LEWD - Lewd/Lascivious Behavior	3	8	8	2	5
LIQ - Liquor Offense	38	50	52	123	126
LITT - Littering	4	3	7	5	9
MAIL - Suspicious letters/packages	0	13	3	1	7
MENT - Mental Health Call	33	26	36	61	45
MIP - Minor in Possession	4	6	11	10	13
MISC - Miscellaneous Investigation	90	213	43	34	49
MISS - Missing Person	33	30	42	48	30
NCIC - NCIC Hit	29	14	13	21	12
OBSC - Obscenity	1	7	0	0	6
OBST - Obstruct Legal Process	5	1	1	5	6
OD - Overdose	7	13	3	9	5
OPND - Open Door/Window	93	78	91	92	69
PARK - Parking Complaint	253	269	238	275	313
PATR - PCs for one night ONLY	119	112	92	98	79
PRES - Prescription Fraud/Forgery	3	3	1	0	1
PROP - Found/Lost Property	369	365	427	380	364
PROW - Prowler	45	21	31	30	23
PUBL - Create Public Nuisance	3	1	1	0	1
PURS - Pursuit/Chase	13	12	13	19	16
RAPE - Rape	7	4	7	9	11
RAW - Runaway Juvenile	20	23	19	18	7
RECK - Reckless Driver	117	94	43	63	42
REMOV - Unwanted Person	67	86	70	84	75
REPO - Repossession of Property	23	23	16	15	21
ROAD - Road Closed	66	78	77	52	58
ROBB - Robbery	6	2	3	2	6
SCAM - Phone/Mail Scam	3	10	25	26	49
SEAR - Search Warrant	27	18	6	11	15
SECUR - Off Duty Security	247	36	22	27	39
SEXU - Sex Offense	14	14	12	26	20
SHOP - All City/County Shop Calls	131	186	107	236	263
SHOT - Gunshots/Non-injury shooting	25	23	35	25	43
SNOW - Snow Removal	3	9	3	0	0
STAL - Stalking	11	11	6	14	13
STOL - Stolen Property	8	3	5	15	6
SUIC - Suicide	2	4	2	3	5
SUIS - Suicidal Subject	67	71	50	50	61
SUSA - Suspicious Activity	187	204	209	278	288
SUSP - Suspicious Person	247	195	280	278	280
SUSV - Suspicious Vehicle	135	131	164	137	132
TA - Transient Aide	168	172	186	208	231
TERR - Terroristic Threat	1	2	0	0	1
TEST - Test Alarms/Sirens/Pagers	253	369	458	456	436
THEF - Theft	693	633	681	582	573
THRE - Threats	66	72	86	60	68
TOBA - Tobacco Violation	4	8	10	5	11
TOW - Towed Vehicle	16	28	22	24	24
TRAF - Traffic/Driving Complaints	244	368	407	319	305

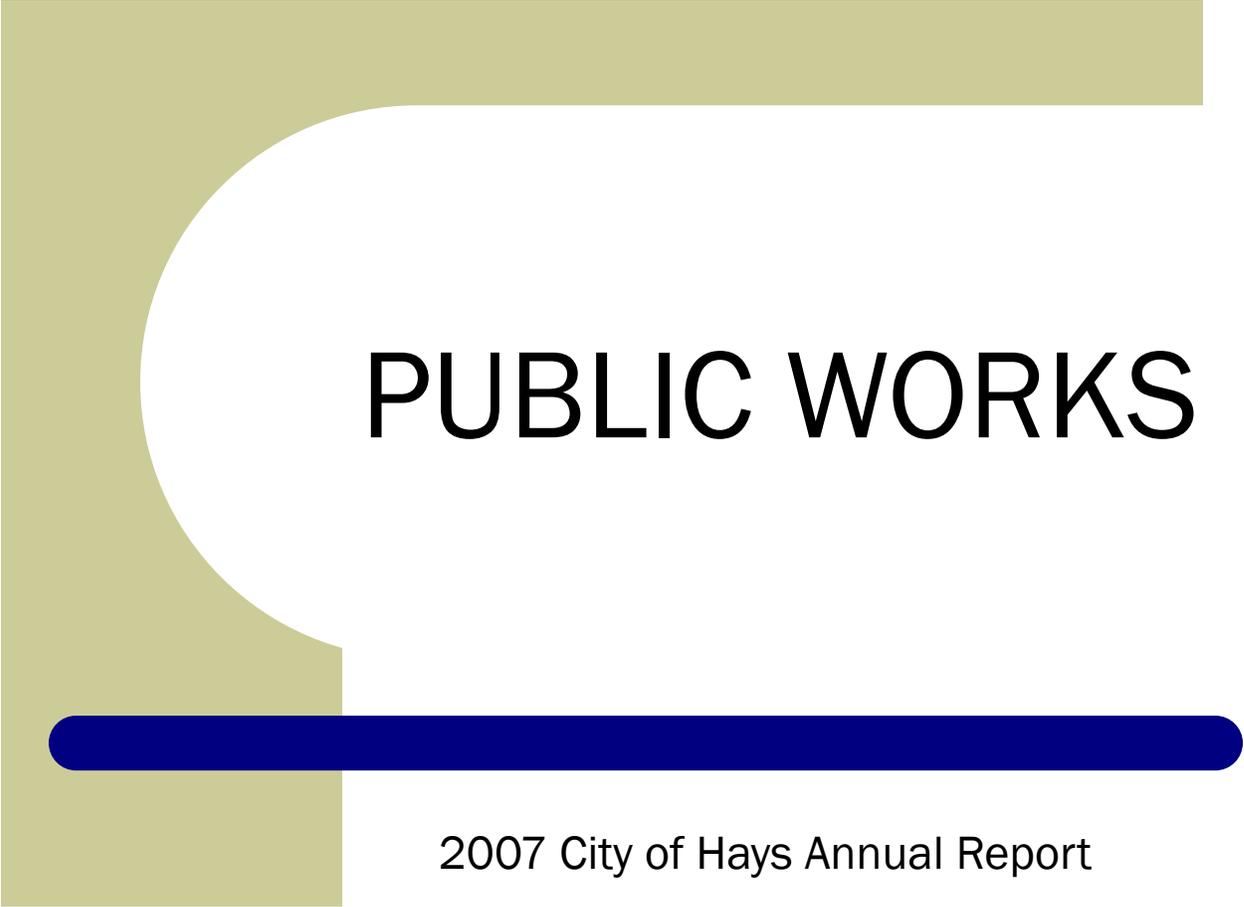
<b>Occurrence Types</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
TRAN - Prisoner Transportation	93	106	94	140	139
TRAS - Trash Dumping - Illegal	44	25	21	32	23
TRES - Criminal Trespass	50	44	44	41	37
TRUA - Truancy	13	9	6	0	3
UNDR - Underage Possession					
CMB/LIQ	80	68	55	70	53
UNLO - Unlock Vehicle/Building	25	19	31	26	17
URIN - Urinating in Public	15	3	28	71	29
VAGR - Vagrancy	1	0	1	1	2
VASST - Vehicle Assist	20	13	7	5	3
VEHB - Vehicular Battery	0	0	0	0	0
VIRO - Violation of Restraining Order	59	37	51	60	42
WARR - Warrant Service - FTA only	119	110	88	144	144
WATR - Water Use Violation	69	55	107	129	83
WEAP - Unlawful Use of Weapon	10	7	7	5	10
WELF - Welfare Check	175	188	191	196	182
WORK - Work Crews	74	102	40	296	217
<b>Totals</b>	<b>17775</b>	<b>17705</b>	<b>20237</b>	<b>23013</b>	<b>23909</b>

## 2008 Upcoming Projects

Three patrol cars will be purchased, equipped and added to the fleet in 2008, bringing the department to the long range goal of every officer having a fully equipped patrol car at their disposal for immediate response to emergencies.

The Emergency Operations Center and Communications Center remodeling project will be completed in 2008.

The Assistant Chief will attend the Kansas Certified Public Manager Course. This course is comprised of three days of classroom coursework per month with completion in December of 2008.



# PUBLIC WORKS

2007 City of Hays Annual Report

# Message from the Director, Brenda Herrman

The Public Works Department is comprised of 54 full time employees making up five separate divisions to cover the operations of the department. The divisions are:

- Public Works General Administration (3)
- Planning, Inspection, and Enforcement (P.I.E.) Division (5) plus one (1) part-time
- Service Division (16)
- Solid Waste Division (10)
- Utilities Division (20)

The 2007 combined budgets for the Public Works Department was \$7,222,238 as detailed below:

General Administration	\$235,200
Services Division	\$754,600
Planning Inspection and Enforcement	\$235,959
Buildings and Grounds	\$440,200
Fleet Maintenance	\$596,000
Solid Waste Division	\$1,114,221
Waste Water Treatment	\$762,200
Water Treatment	\$1,086,410
Water Taps, Hydrants, Meters	\$107,200
Special Highway	\$800,448
Water/Sewer Capital Projects	\$1,089,800
<hr/>	
Total Budget	\$7,222,238

Public Works completed its Manpower Utilization Assessment and submitted it to the City Manager for review and acceptance in January. The assessment shows that, under normal working conditions, the workforce required to perform the identified tasks is 40.8 full time employee equivalents (FTE). The current Public Works work force is 39.5 FTE. Under the worst-case scenario, where emergency work and other unscheduled activities that normally occur after hours or with over-time, the required PW work force is 44.1 FTE. Furthermore, the assessment shows how Public Works, over the past four years has reduced the total number of FTE, reorganized, worked across divisional boundaries to accomplish tasks, and increased the accountability and productivity of each employee.

As a follow-up to the Manpower Utilization Assessment, Public Works produced a time accounting system for each employee in the department; whereas, daily tasks and the time devoted to each task are entered into a database. The database entry allows the categorization of the task based on the type of work accomplished and whether it was scheduled or unscheduled work.

Another significant report completed by Public Works in January was the City Water Plan. The Utility Division Superintendent and his staff worked very hard on compiling a comprehensive collection of documents relating to water which include among other things a Well Field Operating Plan and Supplement to the City's Water Conservation Plan.

A complete transition of the entire City from manual to automated collection was completed in 2007. Due to delays in the delivery of polycarts and other circumstances, the program originally planned to begin in November - and then December – has been postponed to January 2008 to

allow for a more stable and less stressful time after the holidays. The department purchased three new automated trucks as well as polycarts. A pilot program was started on December 22, 2006 and lasted until March 31, 2007. The program, consisting of 25 customers targeted for various demographics to include high-volume users and the elderly. The Director conducted many presentations to various civic groups explaining the new program as well as answering questions. Additionally, with assistance from Street Beat and Hays High, city staff created a video showing how the polycarts will be placed at residences and how the refuse and recyclables will be collected. This video will be aired on local television and presented to various organizations and to the city commission.

December was a month of snow and ice. A significant ice storm (3/4 inch) occurred on December 8<sup>th</sup>, which caused damage to trees and power lines and triggered a Federal Emergency Management Agency (FEMA) emergency declaration. This was followed by a snow on December 11<sup>th</sup>. The largest recorded snow fall (13.5 inches) since 1999 fell on Hays on December 14<sup>th</sup>. This challenged our department's resources over the weekend and into the following week to obtain safe, snow and ice free driving surfaces on the emergency snow routes, and other arterial and collector streets. Two more snow fall events rounded out the month on December 22<sup>nd</sup> and December 27<sup>th</sup>.

### General Administration

The main function of General Administration is to oversee all operations of the Public Works Department.

### Planning, Inspection and Enforcement (P.I.E.)

Currently, the division is in charge of three main functions:

- A. Planning – Planning involves helping developers, property owners, etc. with all processes involved with platting, zoning, annexation, variances, special use permits, and flood plain administration. Regular meetings are held with the City/County Planning Commission, Board of Zoning Appeals, and Utility Advisory Committee to aid in all aspects dealing with new developments.
- B. Inspection – Along with doing inspections for new buildings and remodels, the inspection part of the division issues permits, issues and renews contractor licenses, performs plan review, and offers code opinions to those who inquire. Inspectors also coordinate and perform plan review, inspections, and pay invoices on city infrastructure projects, including new street construction and new waterline installation, such as new developments and city projects.
- C. Enforcement – Enforcement deals with nuisances, abandoned vehicles, and dangerous structures. Also included in this category are alley and other right-of-way obstructions, which the Division tackled heavily in 2007 in anticipation of the automated trash collection system.

### Service Division

The Public Works Service Division is responsible for snow and ice clearing, maintaining signs and signal lights, pavement markings, fleet maintenance, building and grounds, street and alley maintenance, street sweeping, compost operations, tree limb chipping, maintaining flood gates and storm water collection basins, and cracksealing.

## Solid Waste Division

The Solid Waste Division provides timely and efficient residential refuse and recyclable collection for city customers. This division manages five specific programs which are refuse collection and disposal, recycling collection and disposal, e-waste collection and disposal, alley cleanup program (annual), and the Christmas tree collection.

## Utilities Division

The Wastewater Treatment Plant's main function is to provide the City of Hays with sanitary, efficient, and environmentally safe disposal of the community's wastewater. The division works diligently to stay within the Kansas Department of Health and Environment (KDHE) and the Environmental Protection Agency's (EPA) requirements.

The Water Plant's main function is to provide the City of Hays with safe, good quality drinking water through the operation and maintenance of the wells and the Water Softening Plant. The division personnel run water analyses every two hours to ensure safe drinking water and to stay within the limitations set by KDHE and the EPA.

The City receives water from 37 wells; five are associated with the Air Strippers and are used for remediation; 32 are maintained and operated by the Utilities Division. The wells are located in the Smoky, City, and Dakota Wellfields. All of the water supply is groundwater. On average, the water plant produces 1.9 million gallons a day from the wellfields but has the capacity to produce 6 million gallons per day if needed in an emergency.

# Staff Information

## **GENERAL INFORMATION**

Karen Randa, Inspector was transferred to the IT/GIS Department.

Chris Ewing and Cody Schmidt, Maintenance Worker I's, resigned from the Service Division.

Kenny McCormick, part time Maintenance Worker, resigned from the Service Division.

Dustin Degenhardt transferred from the Utilities Division to the Service Division.

The following three employees were hired to the Service Division in 2007: Brady Weigel, Maintenance Worker I, TJ Mages, Mechanic, and Eric Borger, Maintenance Worker I.

Heath Littrell, Brian Bozarth, and Michael Hargitt Refuse/Recycling Collectors joined the Solid Waste Division in 2007.

Dustin Harman transferred from the Solid Waste Division to the Airport.

Grady Clapp transferred from the Solid Waste Division to the Utilities Division.

Tobin Miller was promoted to an Equipment Operator and transferred to the Utilities Division.

Bob Shubert, Equipment Operator, resigned from the Utilities Division.

Two Public Works employees in the military reserves, Martin Byfield, Plant Operator II, and Curtis Deines, Inspector, were called to active duty and were deployed to Iraq for a period of 9-12 months. A part-time inspector, Jim Purdy, was hired to continue enforcement of nuisances and alley obstructions for this time period.

## **CERTIFICATION**

In order to operate the Hays Wastewater Treatment and Water Softening Plant effectively and efficiently, it is necessary to employ personnel who have the potential to become certified by the state as Plant Operators. The state offers four different examinations that determine the type and size of plant an operator is qualified to operate. The examinations range from Class I to Class IV. Public Works employs three Class I, no Class II, four Class III, and seven Class IV operators.

The Hays Wastewater Plant is a Class V and the Water Softening Plant is a Class IV.

## **STAFF LISTING**

### **GENERAL ADMINISTRATION**

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Brenda Herrman	11	Director of Public Works
John Braun	7	Assistant Director of Public Works
Shelley Bryant	3	Administrative Assistant

### **PLANNING, INSPECTION, ENFORCEMENT (P.I.E.) DIVISION**

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Linda Bixenman	3	Administrative Secretary
Curtis Deines	5	Inspector
Arlen Flax	5	Inspector
James Purdy	New Employee in 2007	Part-time Inspector
Jesse Rohr	6	Superintendent
Curtis Weber	11	Inspector

### **SERVICE DIVISION**

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Kurt Arnhold	22	Maintenance Worker II
Kevin Augustine	15	Equipment Operator
Eric Borger	New Employee in 2007	Maintenance Worker I
Larry Bryant	7	Maintenance Worker I
Dustin Degenhardt	12	Maintenance Worker II
Tim Hickert	12	Mechanic
Brian Hiller	22	Equipment Operator
Leroy Kreutzer	18	Shop Foreman
Kyle Leiker	15	Equipment Operator
TJ Mages	New Employee in 2007	Mechanic
Rick Shanley	25	Maintenance Worker II
Don Stejskal	21	Service Division Supervisor
Kyle Sulzman	23	Service Division Superintendent
Brady Weigel	New Employee in 2007	Maintenance Worker I
Mark Windholz	16	Equipment Operator
Daniel Younger	19	Maintenance Worker II

**SOLID WASTE DIVISION**

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Troy Basgall	7	Refuse/Recycle Collector
Brian Bozarth	New Employee in 2007	Refuse/Recycle Collector
Steve Dreiling	13	Refuse/Recycle Truck Driver
Adam Frohling	2	Refuse/Recycle Collector
Michael Hargitt	New Employee in 2007	Refuse/Recycle Collector
Marvin Honas	7	Solid Waste Division Superintendent
Wyatt King	3	Refuse/Recycle Collector
Jason Knipp	9	Refuse/Recycle Truck Driver
Heath Littrell	New Employee in 2007	Refuse/Recycle Collector
Dan Roberts	22	Refuse/Recycle Truck Driver

**UTILITIES DIVISION**

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Charles Blair	25	Asst. Utilities Supt. Wastewater
Martin Byfield	11	Plant Operator II
Graydon Clapp	1	Maintenance Worker I
Jim Cooper	19	Asst. Utilities Supt. Water
Mark Darnall	26	Utilities Supervisor
Brad Domann	1	Maintenance Worker I
Jeffrey Gerstner	17	Maintenance Worker II
Tim Huck	14	Plant Operator II
Mike Kline	24	Plant Operator I
Mark Lang	8	Plant Operator II
Tobin Miller	5	Equipment Operator
Joe Obholz	25	Utilities Superintendent
Michael O’Gorman	5	Plant Operator I
Cornelius Onyeador	27	Plant Operator II
Mark Pfeifer	6	Plant Operator II
Brian Roe	16	Plant Operator II
Tessa Scheck	8	Administrative Secretary
Stephen Schmidtberger	8	Plant Operator II
Shawn Swift	14	Plant Operator II
Stephen Werth	7	Plant Operator I

**TRAINING**

<b>GENERAL ADMINISTRATION</b>	
<b><u>TYPE OF TRAINING</u></b>	<b><u>ATTENDEE</u></b>
National Incident Management System (300) – FEMA, Hays, KS	Brenda Herrman, John Braun
National Incident Management System (400) – FEMA, Hays, KS	Brenda Herrman, John Braun
CPR/First Aid Training, Hays, KS	Brenda Herrman, John Braun
Women’s Leadership Conference, Hays, KS	Brenda Herrman
Supervisory Training, Hays, KS	Brenda Herrman, John Braun
Diversity in the Workplace and Sexual Harassment, Hays, KS	All employees
APWA Spring Conference, Junction City, KS	Brenda Herrman
KDOT New Specification Training, Norton, KS	John Braun
Bridge Maintenance Workshop, Hays, KS	John Braun
GBA Master Series Conference and Training, Kansas City, MO	Shelley Bryant
<b>PLANNING, INSPECTION AND ENFORCEMENT: (P.I.E.)</b>	
National Incident Management System (300) – FEMA , Hays, KS	Jesse Rohr
American Concrete Institute (ACI) Concrete Field Tester Certifications KDOT Salina, KS	Arlen Flax, Curtis Weber

National Incident Management System (400) – FEMA, Hays, KS	Jesse Rohr
Supervisory Training, Hays, KS	Jesse Rohr
Diversity in the Workplace and Sexual Harassment, Hays, KS	All employees
Disaster Assessment Training, Topeka, KS	Curtis Weber, Arlen Flax
Building Code Training, Wichita, KS	Arlen Flax
Kansas Department of Transportation (KDOT) New Specification Training, Norton, KS	Jesse Rohr, Arlen Flax, Curtis Weber
Bonding and Grounding Electrical Training Course in Hays, KS	Jesse Rohr, Arlen Flax, Curtis Weber
Hike and Bike Trail Summit in Lawrence, KS	Jesse Rohr
CPR/First Aid Training, Hays, KS	Curtis Deines
KS LTAP Basic Surveying for Foreman, Great Bend, KS	Curtis Deines
KS LTAP Paved Road Maintenance, Hays, KS	Curtis Weber
Aggregate/Concrete Basics Seminar, Hays, KS	Arlen Flax
KAPAC Annual Chapter Meeting in Manhattan, KS	Jesse Rohr
<b>SERVICE DIVISION</b>	
National Incident Management System (300) – FEMA, Hays, KS	Kyle Sulzman
National Incident Management System (400) – FEMA, Hays, KS	Kyle Sulzman
CPR/First Aid Training, Hays, KS	All Employees
2007 Paved Road Maintenance Seminar, Hays, KS	Kevin Augustine, Kyle Leiker, Don Stejskal, Mark Windholz
Supervisory Training, Hays, KS	Kyle Sulzman, Don Stejskal, Leroy Kreutzer
Diversity in the Workplace and Sexual Harassment, Hays, KS	All employees
APWA Spring Conference, Junction City, KS	Kyle Sulzman
Kansas Composting School, Manhattan, KS	Don Stejskal, Kurt Arnhold
Chassis & Steering Update, Hays, KS	T.J. Mages
Technical training on Controls and Hydraulics for Fully Automated Refuse Collection Vehicles, Hays, KS	Kyle Sulzman, Tim Hickert, T.J. Mages, Leroy Kreutzer
Aggregate/Concrete Basics Seminar, Hays, KS	Kyle Sulzman, Don Stejskal
Bridge Maintenance Workshop, Hays, KS	Kyle Sulzman
<b>SOLID WASTE DIVISION</b>	
National Incident Management System (300) – FEMA, Hays, KS	Marvin Honas
CPR/First Aid Training, Hays, KS	Marvin Honas, Adam Frohling, Troy Basgall, Dustin Harman
Works 2007 Conference, Hutchinson, KS	Marvin Honas
Supervisory Training, Hays, KS	Marvin Honas
Diversity in the Workplace and Sexual Harassment, Hays, KS	All employees
Marketing Seminar, Hays, KS	Marvin Honas
<b>UTILITIES DIVISION</b>	
National Incident Management System (300) – FEMA, Hays, KS	Joe Obholz
CPR/First Aid Training, Hays, KS	Martin Byfield, Grady Clapp, Jim Cooper, Mark Darnall, Brad Domann, Jeff Gerstner, Mike Kline, Mark Lang, Tobin Miller, Joe Obholz, Mike O’Gorman, Mark Pfeifer, Steve Schmidtberger, Shawn Swift, Steve Werth
Kansas Rural Water Association (KRWA) Conference, Wichita, KS	Joe Obholz, Jim Cooper
Kansas Water Environment Association (KWEA) Annual Conference, Topeka, KS	Charles Blair, Mark Darnall
Supervisory Training, Hays, KS	Joe Obholz, Jim Cooper, Charles Blair, Mark Darnall
Diversity in the Workplace and Sexual Harassment, Hays, KS	All employees
Environmental Protection Agency (EPA) Disinfectant/Disinfections Byproduct Rule Compliance seminar, McPherson, KS	Jim Cooper, Mark Darnall
How to Deal with Unacceptable Employee Behavior, Salina, KS	Charles Blair
Management Skills for First Time Supervisors, Hays, KS	Charles Blair, Jim Cooper

## **AWARDS/RECOGNITION RECEIVED**

### **A. SERVICE AWARDS RECEIVED**

- 5-year awards
  - Curtis Deines, Inspector
  - Arlen Flax, Inspector
  - Tobin Miller, Equipment Operator
  - Michael O’Gorman, Plant Operator
  - Jesse Rohr, PIE Superintendent
- 10-year awards
  - Brenda Herrman, Director
- 15-year awards
  - Kevin Augustine, Equipment Operator
  - Kyle Leiker, Equipment Operator
- 25-year awards
  - Charles Blair, Assistant Utilities Superintendent-Wastewater
  - Joe Obholz, Utilities Superintendent
  - Rick Shanley, Maintenance Worker II

### **B. STAFF INVOLVEMENT**

City employees attended a picnic on September 21, 2007 hosted by the City Manager and Department heads. City employees also attended a pizza party on November 14, 2007 hosted by the City Manager.

The City of Hays Christmas party was held on December 21<sup>st</sup> at the Fox Pavilion. A meal was provided, raffle tickets distributed and prizes awarded, and a movie seen on the big screen.

#### **General Administration**

Brenda Herrman, Director of Public Works is a member of the Lions Club, was recognized for her leadership abilities in the March 2007 edition of the Public Works magazine, is an Affiliate member of the American Society of Civil Engineers (ASCE).

John Braun, Assistant Director of Public Works, presented a session on the City of Hays water conservation efforts at the annual meeting of the Kansas AWWA (American Water Works Association).

Shelley Bryant is a representative on the City of Hays Employee Incentives Committee.

Various Public Works staff members made presentations at regular press conferences as well as local civic organizations.

#### **P.I.E. Division**

Jesse Rohr, Superintendent, serves on the ERGO Addressing Committee, Hays/Ellis County Planning Commission, Board of Zoning Appeals, Building Trades Board, Neighborhood Revitalization Committee, and Utility Advisory Committee.

Curtis Deines is a Safety Officer for the City Of Hays Safety Committee.

Jesse Rohr gave a presentation to the Hays Board of Realtors to discuss issues relevant to realtors that the City offices can help with. He also participated in an Energy Audit Interview with Midwest Energy and other State Energy representatives.

Arlen Flax is a representative on the Public Works Uniform Committee.

Curtis Weber is a representative on the City of Hays Employee Incentives Committee.

### Service Division

Don Stejskal is a Safety Officer for the City of Hays Safety Committee.

Rick Shanley, Don Stejskal, Kyle Sulzman, and Mark Windholz are all members of the International Municipal Signal Association (IMSA).

The division conducted a tour of the Compost Site for individuals that participated in a tour hosted by the K-State Research and Extension.

### Solid Waste Division

Marvin Honas, Superintendent, is a member of the Kansas Organization of Recyclers (KOR), Solid Waste Association of North America (SWANA), and is the representative for the E-Waste Coalition Board.

The division hosted tours to the Victoria Grade School Students, and the K-State Research and Extension tour group.

Steve Dreiling is a Safety Officer for the City of Hays Safety Committee.

### Utilities Division

Wastewater Plant tours were conducted for KDHE, City of Hays employees, K-State Research and Extension tour group, Fort Hays State University, TMP students, and Westside School.

The Water Plant was host for the Solid Waste Association of North America (SWANA) Round table discussion.

Some of the tours given at the Water Plant were for Kansas Environmental Leadership Program-Kansas State University, TMP students, KDHE, K-State Research and Extension tour group, and Fort Hays State University.

Tim Huck and Brian Roe are the Safety Officers for the City of Hays Safety Committee.

## Projects and Activities

- 2007 Street Improvements
- US-183 System Enhancement (North Vine Street)
- Convention and Visitors Bureau and Welcome Center Building
- *Guide for Renters, Landlords and Homeowners*
- Main Street Waterline Project – 25<sup>th</sup> – 27<sup>th</sup> Streets
- Ash Street Waterline Upgrade
- 26<sup>th</sup>/27<sup>th</sup> and Ash Street Island

- Airport Apron Rehabilitation
- Hike and Bike Trail Master Plan
- Concrete Alley Reconstructions
- Roth 4<sup>th</sup> Addition Sanitary Sewer
- North Hays Addition/General Hays Road Sanitary Sewer
- Milner from 17<sup>th</sup> to 18<sup>th</sup> Waterline Improvements
- Wayfinding Signage Study
- 2007 Imagery
- Repaint and repair the one million gallon water tower
- Automated Collection
- Polycart Pilot Program
- East 41<sup>st</sup> Street – Home Depot to Canterbury (design)
- Stormwater Improvements
- 22<sup>nd</sup> Street - Canterbury to Commerce Pkwy (design and property acquisition)
- WWTP – Trickling Filter, Blowers and Aerated Basin Mixers
- WWTP SCADA Upgrades
- WTP Filter Controls and SCADA
- Effluent Recovery System
- Golden Belt Estates – 2<sup>nd</sup> Addition
- Smoky Wellfield Expansion (design)
- Alley Obstruction Program
- Architectural Services for the remodel of the Army Reserve Building and Fire Station 2
- Golf Course Front 9 Irrigation (design)
- Warranty inspection and close out of 2007 projects

## Department Committees

- A. Planning Commission – The commission meets monthly on the third Monday of the month to discuss planning and development issues. There was one new plat approved in 2007, four re-zonings, and other discussion on issues pertaining to the zoning and subdivision regulations.
- B. Board of Zoning Appeals – The board meets monthly on the second Wednesday of the month to conduct public hearings for variance and exception (special use permits) requests to the zoning regulations. There were 21 cases heard before the board. Nineteen variance cases were heard, with four of those being denied, fourteen approved, and one withdrawn. Two special use permit applications were processed, with both of those being approved.
- C. Utility Advisory Board – The board meets on the first Tuesday of each month to evaluate new plats and developments for easement/utility access.
- D. Building Trades Board – The board meets every quarter, or as needed, to hear cases of appeal or consider general information regarding contractor licenses, building codes, or other building trade related information.
- D. Neighborhood Revitalization Committee – The committee meets as called to review applications that are submitted for the Neighborhood Revitalization Tax Rebate Program. There were five cases reviewed in 2007, and all were approved.

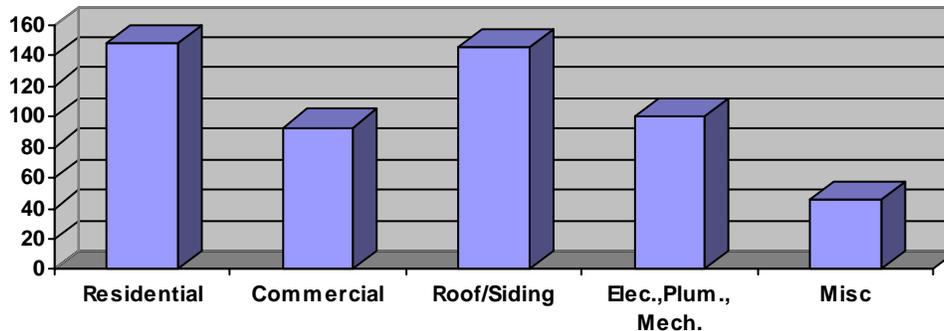
# 2007 Statistical Information

## Planning, Inspection, Enforcement

<b>BUILDING PERMIT STATISTICS</b>			
<i>Type of Permit</i>	<i>No. Permits Issued</i>	<i>Fees Collected</i>	<i>Total Valuation</i>
<b>Residential</b>			
Single Family Dwellings	40	\$26,605	\$8,336,679
Multi Family Dwellings	8	\$14,184	\$4,668,338
Garages	30	\$3,019	\$567,135
Alterations to Dwellings	15	\$1,937	\$426,620
Other Residential*	124	\$4,598	\$691,262
<b>Commercial</b>			
Commercial Buildings	13	\$18,640	\$9,202,177
Signs	26	\$980	\$188,234
Alterations to Commercial Bldg.	27	\$4,577	\$1,692,113
<b>Roofs/Siding</b>			
Roofs/Siding	205	\$4,310	\$1,418,532
<b>Elec., Mech., Plum.</b>			
Electrical	72	\$1,660	
Mechanical	20	\$410	
Plumbing	16	\$360	
<b>Miscellaneous</b>			
Swimming Pools	3	\$80	\$111,887
Fences and Sheds	5	\$180	\$22,828
Relocate and Demolish	4	\$80	\$5,000
UG Sprinklers	49	\$1,090	\$190,150
<b>TOTALS</b>	<b>657</b>	<b>\$82,710</b>	<b>\$27,520,955</b>

\*Other residential includes: carports, towers, foundations, excavating & grading, awnings/patio/deck & porch covers, remodel, door installation, windows, concrete, tenant finish and deck/patio & porch.

**Building Permits Issued**



<b>INSPECTIONS CONDUCTED IN 2007 BY STAFF</b>	
Building Inspections Performed	1320
Construction Projects Inspected	15
Code Enforcement Inspections	
1. Junk and Trash	50
2. Tall Weeds and Grass	262
3. Dangerous Structures/Misc.	11
4. Abandoned Vehicles	16
5. Alley/Right of Way Obstructions	743
6. Miscellaneous	26
<b>TOTAL</b>	<b>1108</b>

Service Division

	2005	2006	2007
<b>Snow &amp; Ice</b>			
Storms of >1" of Snow	9	3	7
Storms of <1" of Snow	16	13	17
Tons of Salt Used	323.25	46.50	614.36
Yards of Sand Used	280	41	552
Gallons of Brine Produced/Used	56,799.7	13,403.2	232,439
<b>Signs &amp; Signals</b>			
Replaced/Repaired Regulatory Signs	407	885	662
Replaced/Repaired Advisory/Hazard Signs	78	436	299
Installed 9" Street Name Signs (upgrade)	156	146	0
Replaced Sign Posts	335	47	112
<b>Streets &amp; Alleys</b>			
Cracksealing Material (lbs.)	1,360	130,428	43,980
Airport Cracksealing (lbs.)	0	720	0
Pothole Patching, Asphalt (tons)	473	530.88	231.35
Painting (gals.)	225	424	315
Annual alley program (alley graded (# of alleys)	313	229	229
Rock Placed in Alleys (tons)	733	169	582
Street Sweeping (curb miles)	2,969	4,324	5,290.4
Concrete repairs (yards)****	N/A	N/A	1,125
<b>Fleet Maintenance</b>			
All Repairs -Ex. Trans, A/C, Tires, Alignment (Service Div & Solid Waste Div.)	1,340 units 2,181 hrs	1,701 units 3,290 hrs	2,005 units 3,908 hrs
Most Repairs (Other Depts. & Divs.)	315 units 635 hrs	303 units 746 hrs	880 units 1,221 hrs
Repairs (Parks Dept. – mowers)****	N/A	N/A	67 units 182 hrs
Monthly Service (Police Dept.)	215 units 580 hrs	329 units 525 hrs	480 units 707 hrs
Small Equipment (weed eaters, chain saw, quickie saw)	249 hrs	266 hrs	273 hrs
<b>Alley Cleanup</b>			
Total Tonnage	437	517	483
C&D Materials (tons)	216	254	247
Trees (tons)	34	40	41
Metals (tons)	55	73	64
E-waste (tons)	N/A	14	20
Bicycles (taken to Ellsworth Correctional Facility)	150	300	100
Municipal items (tons)	132	122	110
Total Cost	\$11,883	\$9,980	\$9,825
Number of Days	7	8	8
Man hours	1,916	1,840	2,044
<b>Auction</b>			
Items Sold	13	3	13
<b>Buildings &amp; Grounds</b>			
Requests completed	107	47	95

<b>Compost</b>				
	Compost Tonnage	1,500	2,250	1,165
	Compost Screenings (yards)****	N/A	N/A	360
	Yards Chipped	523	782	392

\*\*\*\*Started tracking in 2007.

<b>Stockton Correction Facility Hours Tracking</b>	<b>Total</b>
Solid Waste Division – Baling Paper	206
Solid Waste Division – Unloading Polycarts	41
Solid Waste Division – Polycart pad sites	32
Solid Waste – Alley Cleanup	52
Service Division – Chipping Tree Limbs	168
Service Division – Brick Cleaning/palletize bricks	37
Service Division – Exercise flood gates	6
Service Division – Sign Maintenance	12
Service Division – Build Barricades	39
Service Division – Clean Equipment	12
Service Division – Crack Cleaning	62
Service Division – Cleaning Salt Brine Production Units/production	10
Service Division – Sand Bags	8
Parks Department – Demolition of Cart Sheds	21
Parks Department – Chipping Tree Limbs/Storm cleanup	28
Parks Department – Painting Cart Sheds	6
Parks Department - Musk thistle east of Home Depot	16
Parks Department – Litter Patrol North Vine, Roth Ave, Railroad, fairgrounds, 41 <sup>st</sup> and Vine, bypass	78
Parks Department – Mowing Islands, Bridges, Recycling Facility	110
Parks Department – Trimming (parks, Golf Course, bridges, etc)	253
Parks Department – Painting at Hays Aquatic Park (B&G)	6
Parks Department – Fill holes in walls at Wilson Pool	7
Parks Department – Set up/tear down for Wild West Festival	11
Total days off throughout the year (sick, weather related, shake downs, etc)	45 days

#### Solid Waste Division

<b>REVENUE</b>			
<b>Company</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
FHSU	\$4,689.45	\$4,378.50	\$4,816.35
Midwest Energy	\$1,791.68	\$1,456.34	\$1,442.48
USD #489	\$527.63	\$524.07	\$534.38
Sonoco (paper)	\$37,088.75	\$35,783.25	\$53,457.05
<b>TOTAL REVENUE</b>	<b>\$44,097.51</b>	<b>\$42,142.16</b>	<b>\$60,250.26</b>

<b>EXPENDITURES</b>						
<b>Type of Expense</b>	<b>2005</b>		<b>2006</b>		<b>2007</b>	
	<b>Tons</b>	<b>Cost</b>	<b>Tons</b>	<b>Cost</b>	<b>Tons</b>	<b>Cost</b>
Refuse	4796.13	\$236,571.08	4848.03	\$248,982.33	5009.91	\$261,537.03
Alley Cleanup	436	\$11,883.00	489	\$9,980.00	483	\$9,825.00
Commingled Recycling	139.69	\$15,977.50	140.41	\$16,040.50	145.23	\$16,101.50
<b>TOTAL EXPENDITURES</b>		<b>\$264,431.58</b>		<b>\$275,002.83</b>		<b>\$287,463.53</b>

Alley Cleanup was performed in 2007 with excellent results and many “good job” comments from the citizens of Hays. The total cost of the program decreased by \$155 from \$9,980 in 2006 to \$9,825 in 2007. The alley cleanup took eight days to complete, which is the same as 2006. The overall tonnage for 2007 was 483 tons, which is 34 tons less than in 2006.

The Christmas tree collection program was conducted on January 16, 2008. Although the trees were collected in 2008, we report them in the 2007 year end report. There were a total of 56 trees chipped as compared to the 57 trees chipped from last year.

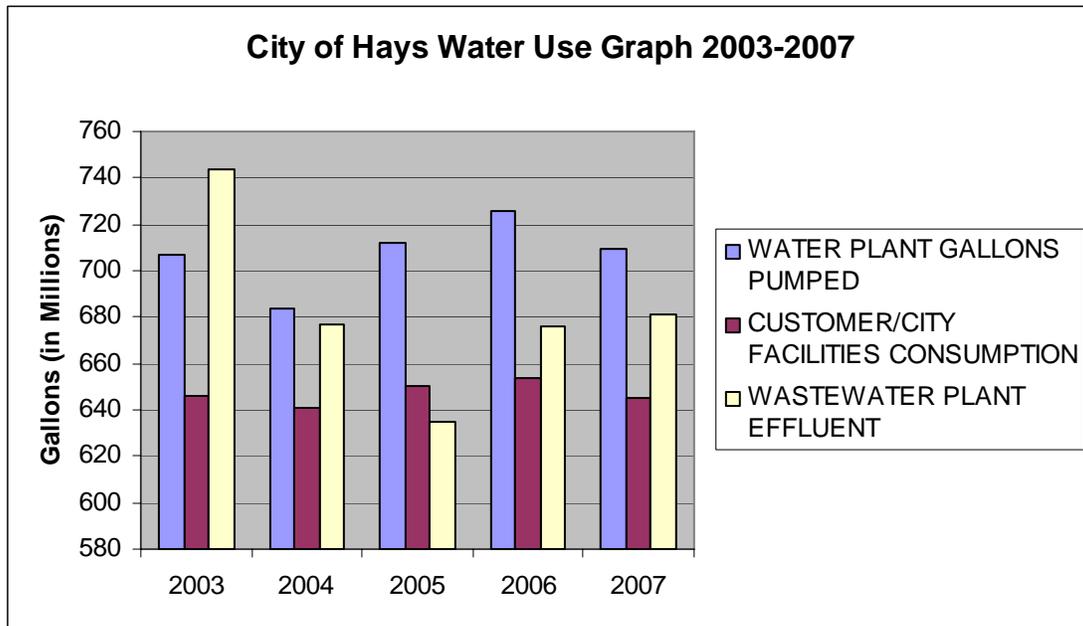
In 2007, approximately 1,141 new cans were delivered with 467 cans already at site locations, 9 cans were refurbished, 40 cans were collected due to cancellation, and 24 special collections were completed.

Utilities Division

	2005	2006	2007
<b>Water T&amp;D</b>			
New Taps, Low Water Volume	1	2	1
New Taps, Residential	36	39	42
New Taps, Commercial	13	24	4
New Taps, Municipal	1	1	0
New Taps, Fire Line	3	5	2
New/Replaced Fire Hydrants	8	15	9
New Flush Hydrants	0	0	0
New/Replaced Valves	1	25	10
Water Main Breaks	26	43	25
Utility Locates	108	132	105
<b>Water Meters</b>			
Meter Change-Outs & Insulate (Up-grade to Touch-read)	103	92	168
Topside Turnoffs Change-Outs	53	9	14
Insulated Meters (Foam)	748	136	147
Meters Tested	1	0	44
Meters Read (7,000/mo.)	91,471	92,338	92,811
Delinquent Bills (70/mo.)	796	647	753
Flow Tests	58	64	57
Cross Connection Inspections	1	0	1
<b>Sanitary Sewer</b>			
Camera/Taping, LF (% of Total System)	7,350	6,716	1,300
Roots Cut in LF of Line	1,050	2,276	370
Manholes or Pipe Locations Repaired	7	1	2
Ring and Covers Replaced	15	11	1
Ring and Covers Adjusted	6	1	1
Sewer Call-Outs	36	35	37
Monthly Routes, Flush	120	110	10
Monthly Routes, Check	300	275	75
Quarterly Routes, Flush	228	171	114
Bi-Annual Sewer Routes, Flush (ft cleaned)	----	109,308	91,802

- Treated 681,060,000 gallons of water.
- Hauled 1,694,538 gallons of sludge.
- Pumped 633,637,000 gallons of effluent water to Big Creek.
- Pumped 47,423,000 gallons of irrigation water.

- The Wastewater Plant Operators completed a total of approximately 19,188 tests.
- The Wastewater Plant Operator completed two tests for outside entities.
- Pumped 396,220,500 gallons of water from the Smoky Wells.
- Pumped 140,324,100 gallons of water from the City Wells.
- Pumped 4,753,300 gallons of water from the Dakota Wells.
- Pumped 168,331,100 gallons of water from the Air Stripper.
- Pumped a total of 709,629,000 gallons of water for 2007.
- Ran 141,266 water analyses for 2007.
- Collected 300 samples for KDHE for water analysis for bacteria, VOC's, fluoride, THM's, etc.



## Accomplishments

Some of the general highlights that were accomplished in 2007:

- Submitted the Manpower Utilization Assessment.

### Planning, Inspection, and Enforcement Division:

- Two Inspectors received their American Concrete Institute (ACI) Concrete Field Tester Certifications in order to be able to perform KDOT project inspections. They received the certification after a week long class and a series of tests at the K-State Education Center in Salina, KS.
- In 2007, the division implemented the Sidewalk Replacement Program - 34 applications were received and a total of \$7,104.41 was reimbursed to citizens participating in the program.
- The number of alley obstructions was up for the year, due to inspectors preparing the right of way for the new automated trash collection system.
- One inspector traveled to Greensburg, KS from June 11-13, 2007 to assist with building inspections and plan review for the reconstruction process. This is set up through the

Heart of America Chapter of the International Code Council. Superintendent traveled to Greensburg from June 25-27, 2007 to help with inspection services also.

- One inspector provided assistance to the Kansas Disaster Assessment team to assess structures affected by the flood damage in Independence, Kansas from July 9-10, 2007.
- The Division prepared a *Guide for Renters, Landlords, and Homeowners* and 5,000 copies were printed and distributed. They were distributed to places such as City Hall, Public Works, Midwest Energy, FHSU, United Way, and First Call for Help.
- One Inspector received his Commercial Building Inspector Certification from the International Code Council.

#### Service Division:

- The division plays the leading role in the National Pollute Discharge and Elimination System (NPDES) stormwater permit. The annual report was submitted on February 1, 2007.
- Provided two employees, a loader and a dump truck for emergency response to Greensburg, KS from May 4-7, 2007.
- Participated in the Go-Trucks-Go event on May 31, 2007.
- Vehicles scheduled to be replaced were sent to auction. Thirteen vehicles were auctioned.

#### Solid Waste Division

- Purchased three new refuse trucks and polycarts and started the Automated Collection Program.
- Completed a Polycart Pilot Program. This program ran from January 1, 2007 to March 31, 2007.
- Hosted the SWANA Round table discussion on May 17, 2007.
- Sent letters to customers regarding the new Automated Trash Collection program. These were customers that either had a collection day change or a collection site change.

#### Utilities Division:

- Completed the repair and painting of the one million gallon water tower.
- Submitted the Hays Water Plan.
- Installed the new water plant chlorine feed system.
- Installed a new lime slaker and grit conveyor at the Water Plant.