

# 2008 City of Hays Annual Report

Toby Dougherty  
City Manager

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

I am pleased to present the 2008 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 2008 exceeded budgeted amounts with expenditures coming in below budgeted amounts for the year. Interest gained on investments did not finish the year nearly as strong as in the beginning due to the economic conditions nationwide.

As you will see in the report of the Finance Director, the economy in Hays continues to be strong despite what is happening in other parts of the country. Retail sales remain strong. In fact, the Hays retailers had one of the best holiday seasons in years in 2008. Property values also remained strong. The City ended the year with over \$40 million in the bank. A large portion of this is dedicated to the water reserve fund, but the rest allows the City to be better prepared for any economic conditions that may arise.

In October of 2007, passenger flights at the Hays Regional Airport began operating under a new Essential Air Services contract through the Federal Department of Transportation. As a result of this contract, the Hays Regional Airport went from two carriers providing passenger service to one carrier providing passenger service. Since that time, the City has experienced a significant decrease in enplanements, most noticeably in the Kansas City flights. At this time, City staff is working on a plan to increase the boardings back to an optimal level.

In November of 2008, the citizens of Hays passed a ballot measure calling for a one-half cent sales tax to be put in place for a period of four years to fund the creation and maintenance of an athletic complex on the west side of the city. This was a result of a grassroots effort and will be a partnership with Fort Hays State University as they will be constructing a soccer stadium on the adjoining property.

In an effort to ensure the long-term viability of the current City Hall location, the City purchased two properties immediately to the west of City Hall. Once the structures are removed from these properties, City staff will construct a parking lot for approximately 30 vehicles. This will alleviate the parking issues that currently exist in the front of City Hall on Main Street, providing for better public access to the facility.

As part of a multi-year plan to enhance fire protection and improve water quality and flow, several four-inch water lines are in the process of being replaced and upgraded. Some of the water lines upgraded were on Main Street, 20<sup>th</sup> Street, Canal Street, Walnut Street and Milner. In an effort to provide for future development, water and sewer lines were installed along the strip of ground that is to become 22<sup>nd</sup> Street between Canterbury and Commerce Parkway. Water lines were also installed on Commerce Parkway between Old Highway 40 and 13<sup>th</sup> Street.

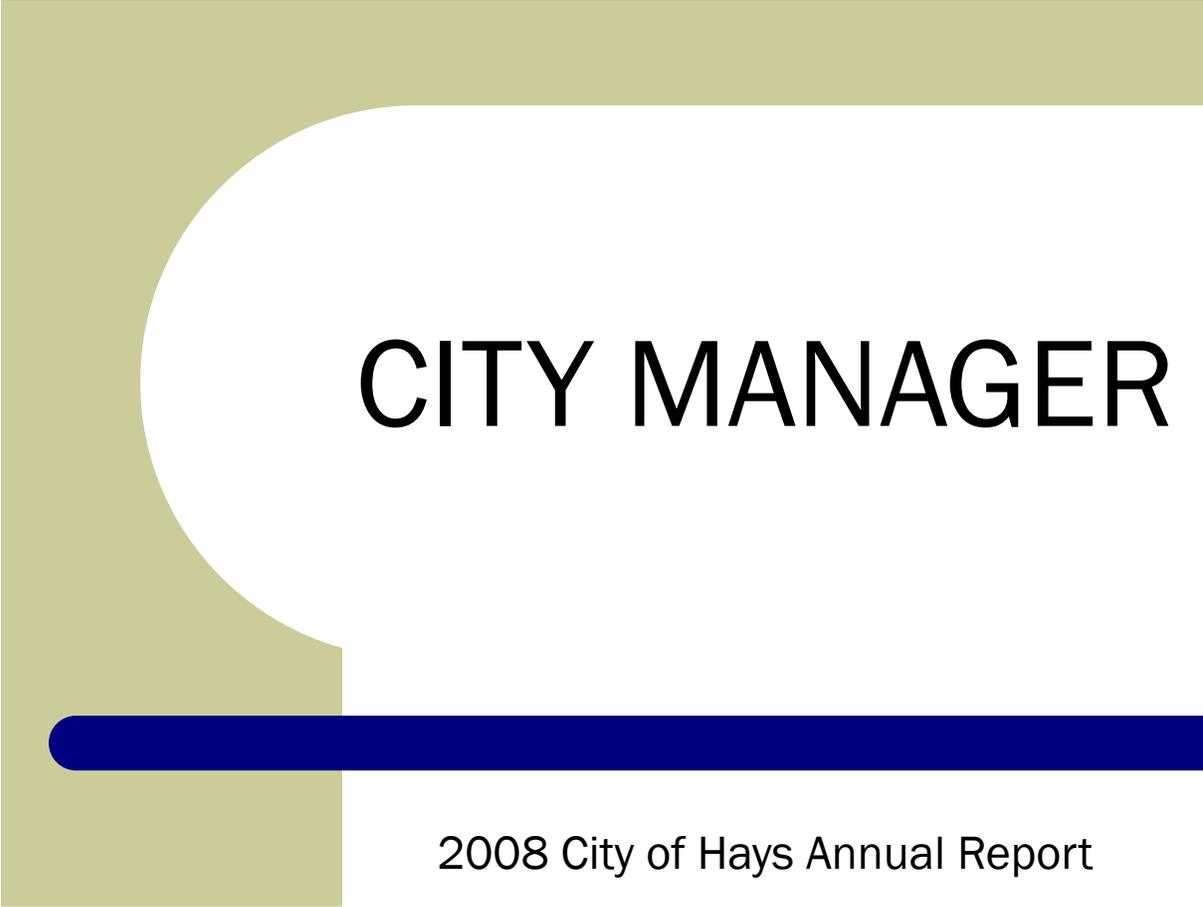
In conjunction with the water line replacement project, City of Hays Service Division crews replaced the concrete on Main Street between 18<sup>th</sup> and 25<sup>th</sup> Streets. This was a section where the concrete was quite old and failing in several areas. Also in 2008, the City of Hays installed a new irrigation system on the front nine of the Fort Hays Municipal Golf Course. This allows the City to adequately irrigate, for the first time, the fairways on the front nine. The

irrigation of the fairways is something that has been a long time coming and is a result of a cooperative partnership between the City of Hays and the Kansas State Historical Society as well as the administration at Old Fort Hays.

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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# CITY MANAGER

2008 City of Hays Annual Report

# Message from the City Manager, Toby Dougherty

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 seven departments, with each headed by a Director appointed by the City Manager. There are four divisions (Service, P.I.E., Solid Waste and Airport) under the Public Works Department and one division (Golf Course) under the Parks Department, all headed by Superintendents. The Information Technology Division falls under the Finance Department and Human Resources Division under the City Manager's Office, with both of these divisions being headed by Coordinators. In 2008, the Airport became a division of Public Works, the Human Resources Department a division of the City Manager's Office, and the Water and Wastewater Divisions of Public Works became a department of its own (Utilities).

In **January**, the City Commission attended a planning session in Salina, Kansas with the City Manager, Assistant City Manager, Director of Finance and the City Attorney. This planning Session was held to allow for discussion of various long-term, as well as immediate, issues in an informal setting. Topics of discussion included fire stations, the Capital Improvement Plan, mill levy, stormwater, the proposed athletic complex, water issues, business licenses, and the Airport Master Plan.

During the month of **February**, the Commission held its annual meeting with the Hays Recreation Commission in regard to recent and proposed ball field improvements at Stramel and Speier Ball Fields as well as the operation of the Hays Aquatic Park and Wilson Pool.

The Commission also approved the acquisition of property at 108 and 108½ West 16<sup>th</sup> Street. This property was acquired for future potential expansion of City Hall or for providing additional parking sometime in the future.

In **March**, the City of Hays Executive Team attended a Staff Retreat held at the Courtyard by Marriott in Salina which was facilitated by John Divine of The Leadership Firm. Mr. Divine has 35 years of experience with local government including service as a City Commissioner. The two-day session involved staff participation in a SWOT Analysis (framework for analyzing an organization's strengths, weaknesses, opportunities, and threats) as well as teambuilding exercises and self-reflection. Team goals were developed, and discussion was held in regard to their implementation. As City Manager, I took this opportunity to give staff a clearer understanding of my philosophy and my vision for the organization. The retreat also allowed staff to get a better understanding of each others' issues and how they relate to the overall operations of the City.

Also, during the month of March, Human Resources Director Susie Billinger retired after 43 years of service to the City of Hays. On March 28, 2008, the appointment of Steve Nuss to the Human Resources Coordinator position was announced.

**April** began with the reorganization of the Hays City Commission. Barbara Wasinger was selected to begin a one-year term as the City's Mayor, and Ron Mellick was named Vice-Mayor.

Also during the month of April, after lengthy discussions, the Commission approved an ordinance placing a moratorium on wind tower generators in the city limits of Hays which would be in effect until December 31, 2008. The Commission also approved the proposed revisions to the City of Hays Purchasing Policy to allow for a procurement card program.

In **May**, Addendums to contracts with the Firefighters Local 2119 and Fraternal Order of Police Lodge 48 were approved for 2009. The Commission was also presented with a proposal by Fort Hays State University (FHSU) for a land swap with the City of Hays whereby FHSU would give the

City a 10-acre parcel that is contiguous to the back nine of the Fort Hays Memorial Golf Course in exchange for the 13 acres that were currently being used to house the buffalo. This property was proposed to be used for a soccer stadium.

In **June**, the City Manager's Office was engaged in formulating the recommended 2009 Budget. On June 5, 2008, outside agencies presented their 2009 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, the Ellis County Coalition for Economic Development and the RPM Speedway.

In June, the Commission also received a report from Woods and Starr regarding architectural services related to the potential remodeling of the former Army Reserve Building at 101 Main Street to accommodate the relocation of City offices from the current City Hall at 1507 Main Street. Included in the scope of services was the development of preliminary plans for the construction of a second Fire Station at 33rd and Sherman Avenue. Several options for the renovation of the former Army Reserve building and the new construction of a fire station were reviewed with the Commissioners.

During the month of **July**, the City Commission continued its review of the proposed 2009 Budget at which time they set a public hearing date of August 14, 2008.

The Commission also determined at its July 3, 2008 Work Session that they would not pursue any remodeling of the former Army Reserve Center or new construction plans at that time.

On July 17, 2008, representatives of the Sports Complex Committee presented a progress report relating to grassroot efforts to build a sports complex in Hays. Fort Hays State University President Ed Hammond contacted the Committee about the possibility of using land near the 183 Highway Bypass to build the complex and expressed his willingness to partner with the group to get such a facility built in Hays. He proposed that a sports complex be built as part of the University's plan to build a soccer stadium. To pay for the sports complex, the Committee requested that the Commissioners approve a resolution endorsing a sales tax. The Commission advised the Committee to get a petition together to have this placed on the ballot to allow citizens the opportunity to voice their opinion on funding the project.

In **August**, after months of preparation, the 2009 budget process was concluded with the City Commission approving the 2009 Budget following a public hearing on August 14, 2008. The 2009 approved operating budget contains a total mill levy of 26.00 mills, which represents an increase of 1.00 mill as compared to the 2008 budgeted total tax levy.

During the month of August, the Commission also discussed the possible operation of micro-utility trucks in the city limits of Hays, legislation requiring all public water and sewer providers to be part of the One-Call system by July of 2009, and a resolution declaring the necessity to appropriate certain private property along the Smoky Well Field in conjunction with the Well Field Expansion Project.

In **September**, the Sports Complex Committee had collected enough signatures to place a question on the November ballot for the purpose of submitting to the electors of the City a question relating to the imposition of a special purpose citywide retailers' sales tax for a sports complex. At its September 11, 2008 meeting, the City Commission approved a Resolution authorizing and providing for the calling of this special question election.

The City Commission also continued its discussions in regard to the Smoky Well Field Expansion Project and approved an Ordinance to allow for the continuation of the condemnation process for acquisition of the needed properties.

Additionally in September, the Commission discussed the concept of soliciting proposals for the use of the former Army Reserve Center. Staff was directed to develop a list of conditions that each proposal must contain. On September 23, 2008 a press release containing this information was released.

In **October**, discussion was held regarding the operation of micro-utility trucks in the city limits, specifically on Vine Street due to the restrictions involving federal highways. The Commission was also presented with a funding request from First Call for Help for the Natural Gas Assistance Program for the winter of 2008/2009. The Commission approved the request with the same criteria as was required with the 2006 program.

During the month of **November**, the City Manager submitted a draft 2009 Statement of Legislative Priorities to the Commission for its review and approval. This document contains what the City of Hays feels are the most pressing issues with regard to cities that the State Legislators would deal with in the upcoming session.

On November 4, 2008, electors of the City of Hays voted to impose a ½% citywide retailer's special purpose sales tax to fund the construction of the Sports Complex.

Additionally, representatives of the Hays Senior Center addressed the Commissioners at its November 6, 2008 Work Session regarding a request for additional funding for the transition from the current facility at 204 East 8th Street to a new location on East Highway 40.

In **December**, State Legislators Janis Lee, Dan Johnson, and Eber Phelps appeared before the Commission to discuss the upcoming legislative session.

For several months, staff and the Hays Area Planning Commission had been working on regulations for Wind Energy Conversion Systems. The Planning Commission formally requested an indefinite extension of the moratorium so it could have adequate time to deliberate the issue. At its December 11, 2008 meeting, the City Commission approved an ordinance extending the moratorium until April 1, 2009.

The City Commission also authorized City staff to proceed with the process to select an architect/engineer to perform project development and management services associated with the Sports Complex, approved the creation of a Project Development Advisory Committee and approved By-laws to assist with the development of the Sports Complex. It was also necessary for the Commissioners to approve an ordinance that would allow for the collection of the sales tax for a term of four years to be used for the construction, equipping and maintenance of the Sports Complex at a cost of no more than \$8 million to include maintenance of the Sports Complex for a minimum of 10 years after completion. Collections of the tax are tentatively scheduled to begin April 1, 2009.

On December 11, 2009, the City Commission also approved the acquisition of property at 110 West 16th Street, which included the transfer of ownership of a vacant lot at 109 West 16th Street to the seller of 110 West 16th Street.

# Staff Information

## **STAFF LISTING**

### City Manager's Office

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Toby Dougherty	3	City Manager
Mark Loughry	8	Assistant City Manager
Andrea Windholz	10	Executive Assistant

## **TRAINING/CONFERENCES**

- The Assistant City Manager attended monthly Certified Public Manager training in Hutchinson, KS in 2008 and graduated from the program in December 2008.
- The Assistant City Manager attended a KSGFOA Board meeting in Wichita, KS, on February 22, 2008.
- The City Manager attended a KMIT meeting in Hays, March 6-7, 2008.
- The City Manager attended the KMIT Executive Meeting in Wichita, KS, March 16-17, 2008.
- The City Manager attended the Regional Managers' Meeting (Russell, KS) & visit to R9 Ranch (Kinsley, KS) on May 23, 2008.
- The City Manager attended NLC Training – Thinking and Acting Strategically in Local Government, in Rapid City, SD, June 28-July 2, 2008,
- The City Manager and Executive Assistant attended the Annual League of Kansas Municipalities Conference in Wichita, KS, October 12-14, 2008.
- The Executive Assistant attended the 2008 Leadership Development Conference in Topeka, KS, November 2-4, 2008.
- The City Manager attended the Kansas Association of City/County Management (KACM) Fall Conference in Topeka, KS, December 3-5, 2008.

# 2008 Statistical Information

## **MEETING STATISTICS – CITY COMMISSION**

The City Commission held or attended the following meetings in 2008.

- 24 Regular City Commission Meetings
- 1 Special Meeting
- 24 Work Sessions
- 17 KAYS Forums
- On January 19-20, 2008, the City Commission attended a Planning Retreat in Salina, KS with the City Manager, Assistant City Manager, Director of Finance and City Attorney.

- On January 25, 2008, Commissioners Ron Mellick, Chris Channell and Allan Lytton visited the R9 Ranch with the City Manager.
- On March 20, 2008, the City Commission toured the Army Reserve Center.
- On April 12-15, 2008, Mayor Barbara K. Wasinger, Vice-Mayor Ron Mellick, Commissioner Chris Channell, the City Manager and the Airport Manager attended the Western Kansas Congressional Staff Briefing and Reception in Washington, D.C.
- On August 12, 2008, the City Commission, City Manager, Assistant City Manager, Director of Finance and City Attorney attended a Joint City/County meeting in the Gold Building/Ellis County Fairgrounds.
- On October 12-14, 2008, Commissioner Chris Channell attended the Annual League of Kansas Municipalities Conference in Wichita, KS.
- Mayor Wasinger and Vice-Mayor Mellick attended various Northwest Kansas Mayors Association meetings.

## **EVENTS**

- The City Commission and City Manager attended the Annual Chamber Banquet held in the Fort Hays State University Memorial Union on January 31, 2008.
- City Commissioners and the City Manager attended the Kansas Water Authority Social Event hosted by the City of Hays at the Welcome Center in Hays on August 13, 2008.

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

The City Manager participated in the following meetings in addition to daily meetings regarding City operations.

- January 2008 meetings with Representative Eber Phelps, Senator Janis Lee and Representative Dan Johnson
- January 12, 2008 and September 14, 2008 Visits to R9 Ranch
- January 14, 2008 Meeting with Howard Partington, Great Bend City Manager, Great Bend, KS, and John Haas, Ranson Financial Consultants, L.L.C., in Wichita, KS
- February 1, 2008 meeting with Larry Berg, Larry Berg Consulting, in Topeka, KS
- February 22, 2008 meeting with Salina City Manager Jason Gage, Salina, KS, and a meeting with the Kansas Water Office, Topeka, KS
- June 2, 2008 visit to the R9 Ranch (Kinsley, KS) with Russell City Manager Ralph Wise
- July 20-21 Meetings with Ray Hummert, University of Kansas (Lawrence, KS), and Mike Hayden, Kansas Department of Wildlife & Parks (Topeka, KS)
- July 31, 2008 Meeting with Russell City Manager/Trip to Wilson Lake
- August 15, 2008 KMIT Board Meeting in Hillsboro, KS
- August 17, 2008 Meeting with the Kansas Historical Society in Topeka, KS
- August 24, 2008 KMIT Board Meeting in Great Bend, KS.
- November 17-19, 2008 Joint Legislative Committee Meeting/Hearing in Topeka, KS
- August 25, 2008 meeting with Matt Allen, City Manager of Garden City, Garden City, KS
- September 14, 2008 Visit to R9 Ranch (Kinsley) and Well Field (Schoenchen)

The City Manager is a member of the Heartland Community Foundation Board and the Rotary Club and attended these meetings regularly.

Additional Meetings:

- The City Manager, Assistant City Manager, Director of Public Works, Director of Parks, Fire Chief and Chief of Police also attended the March 5, 2008 (Welcome Center) and October 24, 2008 (FHSU) Semi-Annual Meetings with Fort Hays State University.
- The City Manager, Assistant City Manager and Executive Staff attended the City Staff Planning Retreat in Salina, KS March 29-30, 2008.

**PRESENTATIONS/FORUMS**

The City Manager participated in the following forums/presentations.

- January 2, 2008 Coming of Age Radio Program, Hays
- April 23-25, 2008 presentation at KU Annual City/County Managers Conference, Lawrence, KS
- April 5, 2008 and November 10-11, 2008 presentations to KU Classes, Lawrence, KS

**PRESS BRIEFINGS**

Press briefings involving the Assistant City Manager (or the City Manager) and additional City staff were held weekly on Tuesday mornings at 10:00 a.m. at 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.

- Automated Trash Collection
- Kansas Air Tour
- Goodman Energy Project
- National Fire Service Seat Belt Pledge
- Revisions to the Tree Rebate Program
- Committee/Board Appointment Information
- Internet Scams
- Main Street Waterline Project
- City/County Tornado Drill
- Installation of Irrigation on the Front-nine of the Fort Hays Municipal Golf Course
- Kansas State Knights of Columbus 107<sup>th</sup> Annual Convention
- Water Restrictions
- Mobile Aircraft Rescue Training at Hays Regional Airport
- Update Regarding Main Street Waterline Project
- Water System Consumer Confidence Report
- Introduction of GIS Specialist
- Extended Hours at the Welcome Center
- E-waste Information
- Bagworms and How They Can be Treated
- Rules Governing Safe and Sane Fireworks
- Chip Seal Operations/City Streets Affected
- Brick Pavers at the Public Works Facility
- 2009 Budget
- Crime Statistics for Hays/Comparison with Other Cities
- Smoke Alarm Program
- Seven Hills Park
- Temporary Closure of the Front Nine at the Fort Hays Municipal Golf Course

- Update on Various Waterline Projects in Hays
- Brick Street Repairs in Hays
- Sidewalk Rebate Program
- Fire Hydrant Inspection Program
- Adequate Clearance for Fire Hydrants
- Airport Reorganization
- Selection of a Public Safety Mapping Vendor to Develop GIS Data that would be used for Real-time Plotting of 911 Calls in Ellis County
- Scheduling of Press Briefings
- Fire Department Live Firefighting Training
- Fire Department's Participation in Ladder Truck Mutual Aid Task Force Training
- 2008 Alley Cleanup Campaign
- Use of Helicopter at Oktoberfest
- Conditions/Guidelines for Submitting Proposal for Use of Former Army Reserve Facility
- Fire Prevention Week Presentations being Conducted in Hays Schools
- Main Street Improvements
- Disposal of Tree Branches/Compost Site Restrictions
- Upcoming Conventions in Hays
- Emergency Snow Routes
- Change in Trash/Recycling Collection Schedules for the Holidays
- Vegetation Removal on the Levee
- Regional Rescue Team

### **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.

### **REORGANIZATION OF GOVERNING BODY**

On April 10, 2008, the City Commission nominated Vice-Mayor Barbara K. Wasinger to serve as Mayor and Commissioner Ron Mellick to serve as 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 Area Board of Zoning Appeals
7. Hays Area Planning Commission
8. Hays Beautification Committee
9. Hays Convention & Visitors Bureau (CVB) Advisory Committee
10. Hays Housing Authority Board
11. Hays Public Library Board
12. Hays Recreation Commission Board
13. Hays Sports Complex Project Development Advisory Committee (created in Dec 2008)
14. Neighborhood Revitalization/Downtown Development Review Board
15. Northwest Kansas Community Corrections Board
16. Public Wholesale Water Supply District (PWWSD#15) Board
17. 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 23, 2008 meeting, the Mayor and City Commission presented awards to employees who have served 5, 10, 15, 20, 25 and 35 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.

### **BUSINESS RESOLUTIONS**

In 2008, Business Resolutions were presented to the following new business owners.

- Jackie and Chris Wehrli – The Rock Good Book Store
- Tyce Bonjorno – 1904 Clothing
- Brian Ruder – Brian Ruder Agency Inc.
- Dr. Ann Taylor, DO – The Nu U

## 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 2008, the City contracted with The Print Shop for printing services, with the editing and setup of the newsletter being prepared in-house. Nine *Hays Matters* newsletters were distributed in 2008. Topics included in the *Hays Matters* newsletters are as follows.

- Utility Bill Reminder Dates
- Water and Sewer Averaging
- Winter Fire Safety/Airport Rescue and Firefighting Service
- Seasonal Position Openings in the Parks Department
- Fire Hydrant Obstructions
- Tree Plantings/Tree Rebate Program/Beware of Pine Wilt Disease
- Thank You to City Committee/Board Volunteers/Volunteers Needed
- Message from the Mayor
- Water Restrictions
- Smoke Alarms Save Lives
- Back to School Safety
- Refuse and Recycling Information/E-Waste Recycling
- Annual Alley Cleanup
- Home Fire Safety Checklist
- Refuse and Recycling Holiday Schedule
- The Battle Against Bindweed
- Emergency Snow Route Information
- Washing Machine Rebate
- Water Rate Increase
- 2009 Citizens Police Academy
- Pet Registration/Information
- 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 topics.

- Big Creek Monitoring Project
- Water Conservation – Xeriscaping in Your Yard
- Native Vegetative Buffers in Landscapes

## City Events

- The City Manager held monthly employee birthday breakfasts with City employees.
- Staff of the City Manager's Office attended a City employee pool party held on August 2, 2008 at the Hays Aquatic Park.
- Staff of the City Manager's Office attended the City employee picnic on September 5, 2008 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 5, 2008 at the American Legion.



# CONVENTION & VISITORS BUREAU

2008 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.*

The Hays Convention & Visitors Bureau completed its first full year of operation in the new Welcome Center facility. As predicted, visitation to the Center increased our contact with Hays visitors/tourists dramatically. Interestingly, it also greatly increased our contact and interaction with the citizens of Hays and Ellis County. That unexpected benefit allowed our staff to better educate locals about the many attractions and events going on in our area. The Center's conference room(s) also help serve the City's meeting location needs as the meeting rooms are booked almost daily. In short, the new building has seen significant use by citizens and visitors alike.

Information about the visitors that utilize our services has been very interesting and will help direct future marketing niches and help us better target our marketing dollars. We documented visitors from 46 states and 14 countries. The highest out of state visitation came from surrounding states of Missouri, Colorado, Nebraska, and Oklahoma. But interestingly enough, we also had double digit visitation from California, Louisiana, Arizona, Minnesota, New Mexico and Texas. The highest months of visitation were June through October and the time of day they stopped in to visit was pretty evenly distributed throughout the day. In the past we have had very little contact with the day-only visitor but now we find folks stopping in to ask about local restaurants for lunch, then we can get additional information in their hands about local attractions and shopping opportunities.

People that call, write or e-mail are still more likely to request information about our lodging properties, hunting, fishing and then our events...in that order. That tells us that people make advance plans for those travel services where dining is an impulse buy after they arrive. Of the contacts prior to a visit, the highest number come from Kansas, but those requests took a huge jump in 2008. That was to be expected as people are taking shorter trips due to the economy, but also in 2008, we pulled a lot of our marketing dollars back into the state of Kansas. The next highest inquires came from surrounding states which then correspond with the actual visitation numbers.

2008 was a fascinating and educational year for the Hays CVB. They always say your best potential clients are probably more of the same type of clients you are currently attracting. To be able to visit directly with our current clients or visitors to Hays gives us great insight about when and where to market for additional visitors to Hays.

## **INDIVIDUAL AND FAMILY TOURISM**

Three new attractions were included in the promotional and marketing efforts for Hays in 2008. The Fairview Farms Alpacas announced in March 2008 they were starting group tours and tours by appointment. They held their first Ag-Tourism event on October 4, 2008 with approximately 150 visitors to their farm. With a full summer schedule of racing at the Rolling Plains Motor Speedway, this attraction is now in full operational mode and promoting their races at a much more effective level and

drawing a wider regional audience. The Kansas Post Card Series display of art is a unique attraction located in the Fort Hays State University Robbins Center that has now been available to the public for a full year. They have seen an increase in visitors during the first summer they were open.

CVB staff worked with the following organizations to provide photo files and/or updated text, data or event information or provided material for news stories: *German Life* magazine, Kansas City, Missouri Oktoberfest at Crown Center, *Courier* magazine, Kansas Travel and Tourism Agency updates, City of Victoria – Visitors Guide, *Kansas Traveler* gallery walk article, *Travel Kansas* (fall in the heartland article), [www.dine.com](http://www.dine.com), *Kansas Magazine* (Taste of Kansas article), *Home and Away* (International USA article), *Destinations* (Group Tour Planning Guide), Amazing 100 Miles PowerPoint presentation, Kansas/Nebraska Travel and Recreation Directory, Midwest Deutsches Oktoberfest website, Hays board of Realtors, Humane Society Leash on Life, Donley Advertising (HMC doctor recruitment material) American State Bank & Trust Co (group tour materials), *Midwest Living* magazine, FHSU Admissions brochure, Northwest Kansas Ultimate Guide, Amazing 100 Miles “Free Gas” promotion display ads and banner project, Midwest Deutsches Oktoberfest ads and 2008 Stein, CNN Money.com website, Cathedral Concert article for *Kansas Traveler*, Fort Collins *Coloradoan* article about buffalo herds, VFW Home Based Business Expo, Larry Rupp house donated to ECHSM, Pete Felten for 8 Wonders of Kansas Art Category, Kansas Department of Travel and Tourism website calendar entry system, Hays Daily News Oktoberfest article, Hays Academy of Hair Design website, Media Ventures for the ATT Telephone book, KS Academy of Math and Science and the Downtown Hays Development Corporation FrostFest publicity.

- Compiled quotes to print “I’m Visiting Hays” sticky name tag and “Welcome to Hays” static window clings. Submitted graphics, placed order, approved proofs and received 20,000 “I’m Visiting Hays” stickers and 500 “Welcome to Hays” static window clings.
- Represented Ellis County at “German Capital Day” with a booth at the State Capital in Topeka.
- Utilized publicity, press releases and distributed *Progressive Farmer* magazines to promote Ellis County’s recognition as the #2 place to live in rural America.
- Worked with Eagle Communications and the Amazing 100 Miles Tourism Coalition to prepare a rough draft of an agreement for an exchange of publicity and cross promotional opportunities. Finalized the agreement that provides 20, 30 and 60 second spots on all Eagle Communications radio stations in Hays and Salina to promote the Amazing 100 Miles Tourism Coalition.
- Worked with the Hays Daily News on their 8 Wonders of Ellis County promotion. Ceremony held on May 14<sup>th</sup> at the Hays Welcome Center to present plaques to the eight attractions.
- Prepared and submitted a grant application and letters of support for the Amazing 100 Miles Tourism Coalition to apply for a Tourism Marketing Grant through the Kansas Department of Commerce.
- Assisted with the preparation of a grant application and letter of support for the Journey Stories Traveling Exhibit at the Ellis County Historical Society Museum.
- Attended the Kansas Sampler Festival in Concordia with a booth promoting the attractions in Hays and prepared follow up packets from the Sample Festival contacts.
- Updated photos and text for attractions and events for the Feist Directory, Nex-Tech Telephone Directory and the Yellowbook USA AT&T Telephone book.
- 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), Midwest Deutsche

Oktoberfest, Northwest Kansas Travel Council, Dinesite.com, www.eventinfo.us, AAA online calendar of events and the Amazing 100 Miles website.

- Reviewed listings, uploaded photos and updated entries, descriptions and contact information as needed on the Kansas Travel and Tourism website involving 43 attractions for Hays, 7 for Victoria, 16 lodging properties, 19 destination shopping attractions, 38 restaurants, 3 golf locations, 2 campgrounds, 1 speedway and 102 Calendar of Event items.
- Submitted brochure approval forms to Kansas Travel and Tourism for Visitor Information Center brochure rack displays.
- Worked on a project to research Hays businesses that have websites and made requests for them to link our CVB website to their website.
- Researched and compiled information to update the database to 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 with various clubs, organizations, churches and groups planning events to assist them with their entries on the CVB website community calendar of events and the new playhays calendar website.
- Compiled and submitted 9 listings for attractions to the High Plains Journal *Getaway Guide*.
- Compiled, updated and provided 2009 events for KSAL, KVGB, KOOD, *Hays Daily News FYI*, *The Lake Wilson Guide*, LASR, *Kansas Traveler* and *The Country Register*.
- Submitted 51 total events to the *Kansas Traveler* tourism tabloid to be included in their spring, summer, fall and winter issues.
- Coordinated a Free Trip promotion offered through the Hays CVB website and processed the entries that came in. Held a drawing on December 9<sup>th</sup> with Meredith Phillips from Union Star, MO the winner. Prepared a mailing to others not selected for the trip.
- Coordinated a Free Trip promotion through a hunting postcard mailer advertisement and processed the entries that came in. Held a drawing on December 9<sup>th</sup> with Robert Madura from Lake Villa, IL the winner. Prepared a mailing to others not selected for the trip.
- Assisted local hunting guide services and land owners with the registration process for a national hunting/agricultural registration directory website [www.noble.org/WebApps/WebListings/Index.html](http://www.noble.org/WebApps/WebListings/Index.html).
- Attended the following workshops or meetings: Northwest Kansas Travel Council meetings in Hoxie, Oakley and Phillipsburg, Ben Allen's Ag-Tourism workshop in Gorham, Midwest Deutsche Oktoberfest, FrostFest, CVB Advisory Board meetings and the monthly meetings for the Amazing 100 Miles Board meetings in Wilson.
- Coordinated four Tourism 101 sessions to help train the new part-time employees to become more familiar with attractions and tourism information in Hays.
- Created a new database for contacts and members of the Amazing 100 Miles and entered data from 48 communities. Coordinated display ads in Kansas Senior Times, Keynotes and Kansas Traveler for advertising a "FREE TRIP" promotion for the Amazing 100 Miles. Put together visitor information packets and mailed to contacts that called in reply to the ads. Created a proposal for the Amazing 100 Miles Community Ambassador program. Worked on requesting and reviewing proposals to develop a new Amazing 100 Miles Website.
- Updated contact lists for the campground facilities, business marquee list, media contacts, Visitor Information Centers and transportation services.

- Prepared reports for: A four year comparison report of tourist contacts entered on the tourism contact database, annual brochure distribution to Kansas Visitor Information Centers, Monthly reports, 2008 year end report.
- Organized all photo files, categorized photos in a clip view notebook and saved to CDs.

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

- Updated “German Festivals and Polka Dances” for 2008 events and printed and distributed 400 flyers and included on the CVB website.
- Compiled information, prepared text, updated contact information and photos to print the *Hays Visitors Guide* brochure. Prepared rough design, layout, proofread and printed 30,000.
- Worked on reprinting the *Hunter’s Guide* the *Regional Walk in Atlas Guide*. Compiled information, updated text, season dates, guides services and list of hunting supply stores. Prepared rough design, layout and proof read to print 1500 *Hunter’s Guides* and 400 *Regional Walk in Atlas Guides*. Mailed to hunting contacts and distributed through brochure racks.
- 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 reprinted 30,000.
- Coordinated project to have a smaller version of our *Visitors Guide* printed in German, Chinese and Spanish for the Sisters Cities foreign language tourism brochures. Compiled the information, prepared text, photos and rough layout. Worked with Fort Hays State University to have the translations and proofreading done. Printed 15,000 foreign language *Visitors Guide* ( 8” x 9” rack card). 5000-German, 5000-Chinese and 5000-Spanish.
- Worked with the Amazing 100 Miles Board of Directors to redesign and print an expanded 28 page version of the Amazing 100 Miles brochure. Compiled information, prepared text, photos, rough design, layout, proofread and printed 40,000 brochures.
- Prepared and distributed advertising package material and ad contracts to solicit ad/listings in the Northwest Kansas Guide, Hays Visitors Guide, Group Tour Planning Guide, Amazing 100 Miles brochure and the Kansas Visitors Guide.

### **Brochures Printed:**

30,000 *Visitor Guides*  
 30,000 *City Map/Hospitality Guides*  
 5,000 German language *Visitors Guides*  
 5,000 Spanish language *Visitors Guides*  
 5,000 Chinese language *Visitors Guides*  
 1500 *Hunters Guide*  
 400 German Festivals and Events flyer  
 400 *Walk in Atlas Guides*  
 55,000 *Visitors Guide* ( 8” x 9” rack card)

### **Brochures Distributed: \***

2400 - 2007-08 <i>Kansas Get Away Guide</i>	500 - Northwest Kansas Travel Council <i>Ultimate Guide</i>
1700 - 2008 <i>Kansas Event Guide</i>	350 - Group Tour Planning Guides
750 - Kansas maps	300 - Hays Daily News Downtown map and coupon tabloid
1100 - Chamber of Commerce magazines	20,000 - Rack cards (to CTM Displays & Certified Brochure)
27,000 - <i>City Map/Hospitality Guides</i>	2800 - Ellis County Ag Tourism brochures
10,500 - <i>Visitor Guides</i>	5000 - <i>Visitors Guide</i> (8” x 9” rack card)

5000 - Midwest Deutsche Oktoberfest	890 - Fort Hays Historic Site brochures
200 - <i>Lake Wilson Guide</i>	1510 - Sternberg Museum of Natural History brochures
550 - I-70 brochures	750 - Ellis County Historical Society Museum brochures
100 - <i>Progressive Farmer Magazine</i>	400 - Hays Daily News 2008 <i>Travel &amp; Tourism Guide</i>
150 - <i>Travel Kansas Magazine</i>	400 - <i>Walk in Atlas Guides</i>
300 - <i>Kansas Traveler</i> news tabloid	450 - Hays Daily News calendar of events
450 - Historic Churches brochure	50 - Kansas Sampler Festival rack cards
20 - FHSU Encore brochures	275 - Hays Aquatic Park brochures
12,000 - Trex cetra rack cards	375 - <i>Downtown walking tour</i> brochures
300 - Ellis County Church directory	2800 - Amazing 100 Miles brochures
800 - Wild West Fest brochures	800 - Wildlife & Parks Hunting Regulations
25 - <i>U.S. 36 Guides</i>	175 - Wildlife & Parks Fishing Regulations
300 - Herzog Fest brochures	1500 - <i>Hunters Guide</i>
300 - Frontier Forts rack card	
500 - Hays Daily News Eight Wonders of Ellis County travel tabloid	

\*Approximate amount

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

Assisted 40 group tour planners with proposal packets or tour arrangements for planning a group tour to Hays: Anderson Coach and Tours, American State Bank, Total Travel Tours, Group Travel Planet, Diamond Tours, Abbott Tours, Jim and Cindy's Tours, Florence Parks and Recreation, Harvey Tours, McKinzie Tours, American State Bank & Trust, Johnson County Community College, Columbian Bank, Relaxation Station Tours, SeAirLan World Tours, United Coach and Tours, Wise Coaches, J & K Tours, Rainbow Travel Service, Sonshine Tours, Southern Touch Tours, Specialty Tours, Happy Travels, Holiday Tours, Leisure West Tours & Cruises, Berkley Tours, Nordaway Bank, Cross Road Tours, Starr Tours, Capital Tours, Conestoga Tours, Carefree Travel, Presley Tours, Croswell Tours, Berkley Tours, Bieber Tours, Cajun Tours, Coffee Break Tours, Badger Tours and Kincaid Tours.

- Kansas Travel & Tourism Office monthly group tracking report: 46 motorcoach groups reported for 2008.
- Prepared a mailing to distribute information to motorcoach companies about the *Progressive Farmer* magazine article ranking Ellis County as the #2 place to live in rural America.
- Prepared a suggested group tour itinerary for the Kansas Travel and Tourism Office for a German Heritage Tour and for the Kansas Explorers Club for a Quilt and Crafters Tour.
- Prepared mailing labels and letters to distribute a promotional piece about T Rex cetra exhibit, the new Chamber of Commerce magazine and the new Amazing 100 Miles brochure to motorcoach contacts.
- Updated emails of motorcoach contacts and sent an email promotion about *Progressive Farmer* magazine article ranking Ellis County as the #2 place to live in rural America.
- Prepared, printed and distributed 120 suggested group itineraries for a "Canyon Lands Tour" to motorcoach groups that plan trips west along and through I-70 from Missouri, Illinois, Indiana, Pennsylvania, Tennessee, Kentucky and Ohio.
- Prepared, printed and distributed 120 suggested group itineraries for the German Heritage Tour.
- Updated motorcoach contacts and distributed leads from NTA, ABA, Bank Travel, Travel Marketing Group and IMG Resource Guide to the lodging properties and attractions.
- Prepared and helped set up custom group itineraries for five groups.

- Updated motorcoach database with 18 new contacts.
- Updated 2008 *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:

- Taste of Hays
- Soup-R-Bowl
- Hearts for Life Banquet
- American Democracy Project
- National Alpaca Day
- VFW Craft Fair
- Ellis County Historical Society Museum's Spring Bus Tour
- National Tourism Week
- Edible Book Showcase
- Ellis County Polka Fest
- Hays Public Library Poetry Contest
- Fort Hays Stamp Club Coin and Stamp Show
- Paca Prairie Tours
- Prairie Garden Club Fundraiser
- Pioneer Day
- Humane Society Garage Sale
- Spring Sk8board Competition
- Fidelisfest
- Wonderful World of Miniature Horses
- Wild West Festival
- Hays Area Children's Center Rope & Ride
- Lark's Poker Run & Lark's Pack the Park
- Hays City Outlaws 2008 Street Rodder Cruise
- RPM Speedway Racing and Fall Nationals
- TMP-Marion 100th Anniversary
- Ellis County Fair
- Herzog Fest
- Winter, Spring and Fall Gallery Walks
- Midwest Deutsche Oktoberfest
- Frontier Disc Golf Tournament
- Historic Fort Hays Days
- BBQ Blues Downtown Sidewalk Sale
- Youth Outdoor Festival
- Humane Society Leash on Life
- High Plains Electric Car Race
- Little Red Barn Halloween Fest
- German Feast
- Rock, Roll and Ride Car Show
- VFW Home Based Business Fair
- Legends of Boot Hill
- Kansas Jubilee
- Alpaca Farm Day
- Harvest of Pumpkins – Cottage Lane Pumpkin Patch
- Alfred Packer String Band Concert
- Rededication of the Grant Memorial in Victoria
- Ellis County Historical Society Museum's Spring Fall bus tour
- Western Kansas Train Show
- American Legion Riders Fundraiser
- Wedding exhibit at the Ellis County Historical Society Museum
- The Amazing 100 Miles Annual Meeting
- TMP Soup Supper
- Taste of Downtown
- BUNCO Fest
- FrostFest
- Little Red Barn Holiday Winter Wonderland
- Deck the Hall's

## **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 *Play Kansas* organization promoting Kansas as a coalition to regional and national sporting events.

Hays hosted the Southern Plains Wrestling Tournament June 12 & 13, 2008 bringing in 659 participants. They committed to return in 2009 and we are out to bid for 2010.

In 2008, 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 130 groups that held conventions, conferences, district meetings, workshops and family reunions during 2008. We served groups with attendance between 5-1,500 people.

Forty-four formal bid proposals were submitted in 2008. Twenty-six groups chose Hays, eleven chose another destination and five are still undecided. Ninety-four general proposals were provided to groups considering holding their meetings or seminars in Hays.

The association database has been kept updated with 22 new contacts plus updated with 13 new associations. We hosted meetings for 6 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, 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 2009 Midwest Meetings Guide Book.

One sales trip was taken to Topeka this year. During this trip, thirteen organizations were called on. Six one-on-one meetings with meeting, conference and convention planners were held. Three meetings were booked for 2008, one conference was scheduled for 2008, one state convention was scheduled for 2009 and three bids were requested for future conventions. Also seen during this sales trip were an additional sixty-one meeting planners. Seven meeting planners requested bids for upcoming meetings and/or conferences for the years 2009 and 2010. Of these bids provided, four chose to hold meetings in Hays, two conferences are still undecided and one conference chose Topeka.

In May, Hays hosted the Knights of Columbus State Convention. Attendance was approximately 535 people for this three day event. Thomas More Prep-Marian held their 100<sup>th</sup> Anniversary Celebration and indicated they had approximately 1,500 people in attendance.

### Convention-Conference-Meeting-Workshop Statistics:

- The CVB staff worked with over 130 groups that held conventions, district meetings, conferences, family reunions and exhibits during 2008 and served groups with attendance between 5 – 1,500 people.
- Forty-four (44) formal bid proposals were submitted in 2008.

<u>Date Sent</u>	<u>Name of Organization</u>	<u>Date</u>	<u>Location Selected</u>
1-3-08	Kansas Contractors Association	2 dates, Feb 08	Hays
1-8-08	Kansas Independent Oil & Gas Association	April 17-18, 08	Hays
1-11-08	Western KS Rural Eco Devo Alliance	March 12-13, 08	Hays
1-16-08	Kansas Rural Letter Carriers Association	June 2010	undisclosed
1-21-08	Kansas Parent Teacher Association	April 2010	Topeka
2-5-08	Kansas One Call	March 12, 08	Hays
2-7-08	Propane Marketers Association of Kansas	April 16, 08	Hays
2-8-08	Kansas Electric Cooperatives	April 24-25, 08	Hays
2-13-08	Kansas Supreme Court	May 12-13, 08	Hays
2-14-08	Petroleum Marketers & Convenience Store	Sep 30-Oct 3, 09	Wichita
2-27-08	Kansas Crop Improvement Association	Jan 27-29 09	changed dates
2-28-08	Southern Star Central Gas Pipeline	2008 training	Great Bend
3-6-08	Kansas Foundation for Medical Care	June 4, 08	Hays
3-17-08	Kansas Wheat Conference	Jul/Aug 2008	Hutchinson
3-18-08	Kansas Christmas Tree Growers Association	June 6-7, 08	Hays
3-20-08	Seitz Cousins Reunion	June 21-22, 08	Hays
3-20-08	Harley Davidson 105 <sup>th</sup> Ride Home	Aug 24, 08	Hays
3-21-08	Kansas Economic Development Alliance	Sept 24-25, 08	Hays
4-7-08	Kansas Crop Improvement Association	Feb 3-5, 09	Wichita
5-1-08	Kellogg Family Reunion	June 13-14, 08	Hays
5-6-08	National Assn of Postmasters of the US	May 1-5, 2010	Hays
5-7-08	Schmidt Family Reunion	July 3-4, 09	Hays
5-8-08	Kansas Assn of School Business Officials	April 22-24, 09	Hays
5-20-08	Emergency Management for Hospitals	July 24, 08	Hays
6-3-08	Business & Leadership Symposium	Sept 29-30, 08	Hays
6-26-08	Western Kansas Advanced Practice Sym	Oct 23-25, 08	Hays
6-27-08	Kansas State Historical Society	Nov 5, 08	Hays
6-30-08	American Association of University Women	April 24-25, 09	Hays
7-15-08	Lions District Convention	Feb 13-14, 09	Hays
7-18-09	Kansas County Treasurers Association	June 2010	Junction City
7-31-08	American Cancer Society	Nov 6-7, 09	Topeka
8-7-08	Kansas Health Policy Authority	Feb 12-13, 09	Topeka
8-11-08	Kansas Grain & Feed Association	April 13-15, 09	Topeka
8-26-08	Kansas Council on Develop Disabilities	Oct 25, 08	Hays
9-26-08	Petroleum Marketers & Convenience Store	Sep 26-28, 2010	Undecided
9-28-08	Narcotics Anonymous	Dec 2008	Hays
10-2-08	American Legion Mid-Winter Forum	Feb 6-7, 09	Hays
10-29-08	Kansas Environmental Education Conf	Nov 4-6, 2010	Undecided
11-7-08	Kansas County Weed Directors Association	March 1-4, 2010	Great Bend
12-1-08	Center for Rural Affairs	Nov 9-10, 09	Undecided
12-8-08	Kansas Leadership Forum	Sep/Oct 2009	Undecided
12-8-08	Kansas Farm Bureau	Feb 9, 09	Goodland
12-19-08	Kansas Shrine Bowl	July 29-30, 2011	Undecided
12-19-08	Kansas Association of Historians	April 3-4, 09	Hays

Twenty-six groups chose Hays, eleven chose another destination, and five are still undecided. One group did not disclose the destination for 2010.

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

Thirteen new associations and twenty-two new contacts have been added to the association database. Hays also hosted six 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, newspaper clippings from surrounding newspaper articles, contact information from the Wichita Convention Calendar, correspondence from groups contacting us through the mail and website searches.

## **MEDIA COMMUNICATIONS**

Promoting Hays through various forms of the media is an essential part of marketing the community to potential visitors. In 2008, 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.

Staff responded to numerous media requests for Hays information resulting in statewide exposure via newspaper, magazine, television and radio. Being named Progressive Farmer Magazine's "2<sup>nd</sup> Best Places to Live" gave Hays and Ellis County excellent national exposure in 2008.

## Staff Information

The Convention & Visitors Bureau is very fortunate to have excellent full-time and part-time staff working to promote the City of Hays. In 2008, 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	20	Director of Convention & Visitors Bureau
Raymond Breit	14	Bus Driver
Marvin Fisher	4	Bus Driver
Leroy Heronema	16	Bus Driver
Janet Kuhn	5	Convention Sales Manager
Robyn Pfeifer	1	Receptionist
Ruben Schuckman	9	Tourism Sales Manager
Luann Steffen	7	Part-Time Administrative Secretary
Bob Maxwell	New Employee in 2008	Bus Driver
Lily Johnson	New Employee in 2008	Welcome Center Receptionist
Bernie Oelkers	New Employee in 2008	Welcome Center Receptionist
Terry Mannell	New Employee in 2008	Welcome Center Receptionist
Jeanine Lytton	New Employee in 2008	Welcome Center Receptionist

### **2008 CVB ADVISORY COMMITTEE**

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

## 2008 Statistical Information

### **TRANSIENT GUEST TAX**

The Hays Convention & Visitors Bureau utilizes a 5% Transient Guest Tax collected in local motel properties to market and promote the community. The collections for CY2008 were

**\$662,016.56.** That collection figure indicates our local motel properties gleaned **\$13,240,331** (million) in receipts by overnight visitors. That figure translates into **\$933,443** in State/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 **35 million dollars** in local sales in 2008 and **\$2,467,000** in State/City Sales Tax. This figure does not include expenditures by day-only visitors to our community.

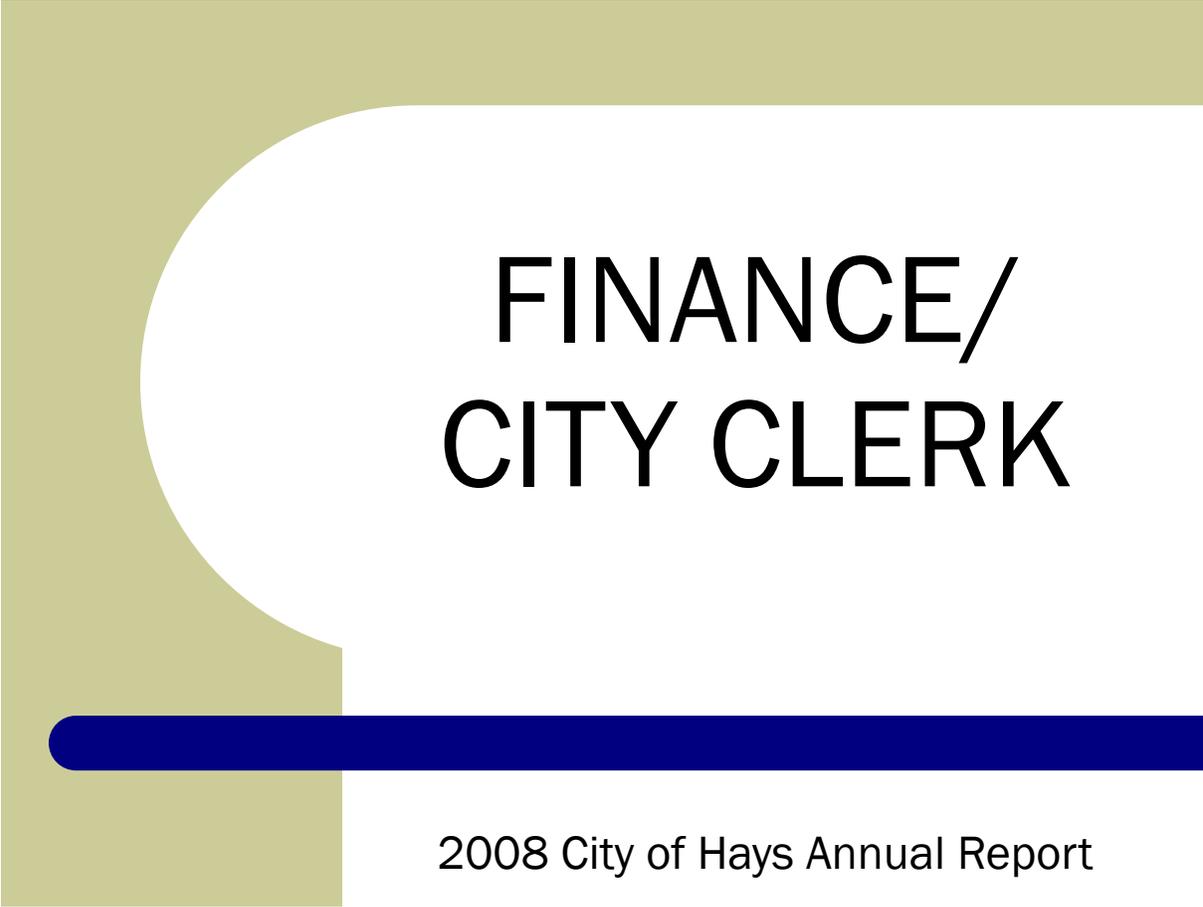
In 2008, for every dollar spent on direct marketing and promotion we received \$3.67 return in Transient Guest Tax dollars, an excellent return on our marketing dollar. Using local Transient Guest collections, we estimate over 500,000 people spent the night in Hays in 2008.

## Special Events/Recognition

- Ellis County was designated by Progressive Farmer magazine as 2<sup>nd</sup> "Best Place To Live in Rural America".

## CVB Memberships & Affiliations

- Travel Industry Association of Kansas
- Ks Department of Commerce "State Image & Marketing" Board
- 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



2008 City of Hays Annual Report

## Message from the Director, Kim Rupp

2008 showed continued growth in the financial condition of the City of Hays. This year also marked a year of learning and transition for me. City Finance/Clerk staff were a tremendous support team and helped make my first year in City Government most enjoyable.

The Assistant City Manager and I met with Jack Brooks, Associate Auditor with the State of Kansas, on his research for the post audit review of Economic Development. The IT Division went through a hardware and software upgrade of the core processing system, MUNIS. This was a very smooth project for all involved which attributes to the great attention to detail in preparation. Staff from the Finance Department and IT Division along with the IS Director of Ellis County, Mike Leiker, conducted interviews for the new GIS Specialist that will be to the benefit of both the County and City. Preparations for the new purchasing cards, now called the City Procurement Cards, continued with visits to two entities in Hays concerning their policies and procedures on the subject. Also the City's policies on purchasing and City credit cards were edited and submitted to City staff for review. After the annual audit, finance staff made an effort to place an emphasis on Capital Improvement projects management as it relates to cash balances. This should aid in a much smoother audit of those in years to come. Natural gas purchasing was an area of particular interest. As prices fell it was imperative that we take advantage of the ability to hedge some of the future gas usage for the City. Along the same subject of future plans, we assisted in the purchase of a property directly behind City Hall for the eventual purpose of parking around the building. This included landlord functions, and there were tenants in the property at the time of purchase. General Obligation Bond issuance 2008-A came about in August and in October the City Clerk drafted a brand new policy for the City of Hays addressing the new Red Flag Rule that pertains to information privacy. With the passage of the ½ cent sales tax question to build a Sports Complex we were involved in the draft of a new set of Bylaws for a newly formed committee of the Sports Complex project. Following is a synopsis of the financial activities for 2008 in the City of Hays. All of the figures in this document represent un-audited numbers.

General Government Revenues for 2008 exceeded budgeted projections by \$629,000. The majority of this increase was attributed to Sales Tax collections, Franchise Fees, and Court Fines. There were increases over 2007 actual collections for the General Fund in those areas of 6.24%, 5.17%, and 22.6% respectively. Water and Sewer sales fell below budgeted amounts by \$105,000. The primary contributing factor to the lower revenues was in the area of water sales. YTD water consumption in 2008 was down 3.94%. Solid waste revenues exceeded budgeted numbers by \$111,000 lead by an increase in refuse and miscellaneous collections.

Expenditures in 2008 for General Government operations were below budget by \$1,802,000. One contributing factor to the cost savings includes the budgeted amount of \$1,051,000 for the City Commission to use at its discretion on capital projects was not fully expended in 2008. However \$261,000 of this line item was used to supplement street improvement projects. Contingency funds, which are spread throughout all funds, are used only in the case of unforeseen expenses which generally are not fully expended as was the case again in 2008. 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 four-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. New to this division in 2008 is the GIS Specialist that was a joint hire with Ellis County.

## Staff Information

2008 saw the long-time efforts of City of Hays IT Coordinator Chad Ruder as well as Ellis County IS Director Mike Leiker in the successful hire of Eamonn Conveney as the new GIS Specialist. This is a joint effort between the City and Ellis County. The City and Ellis County had many areas of data that will be used by Eamonn in an effort to enhance GIS mapping and projects within Hays and Ellis County. It will take some time for his work to come to fruition but will be a great benefit to our area. GIS is a broad, ever growing area of local government and we are excited to have Eamonn spearhead this endeavor.

### **STAFF LISTING**

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Kim Rupp	1	Director of Finance
Doris Wing	42	City Clerk
Lori Hertel	33	Account Clerk II
Brenda Kitchen	28	Account Clerk I
JoAnn Phillips	26	Account Clerk I
Jamie Stringer	1	Account Clerk I
Sandy Swob	1	Account Clerk I

### **IT DIVISION**

Chad Ruder	8	IT Coordinator
Jessi Jacobs	6	IT Technician
Karen Randa	15	IT Technician
Eamonn Coveney	New Employee in 2008	GIS Specialist

### **TRAINING**

The Finance Director attended several sessions through the year for better familiarity with the job specific duties. Those sessions included the KMIT Workers Compensation session in Hays, State of Kansas Budgeting seminar in Garden City as well as a week-long GFOA Accounting Academy in Chicago.

The City Clerk attended the Annual Municipal Clerk Conference in Wichita.

Three Account Clerks and the Finance Director attended renewal training in CPR/Red Cross First Aid.

The Finance Director and Account Clerk II attended the Midwest Regional Governmental Finance Officer's Association annual conference in Wichita that contained an emphasis in Intermediate Governmental Accounting.

Two Account Clerks also attended the Kansas Women’s Leadership seminar held in Hays at the Fox Pavilion. One Account Clerk also went to the IIMC Institute in Wichita in an effort to work toward the Certified Clerk’s Designation.

The IT Coordinator attended network training offered by Centriq, the regional conference for new technologies by ITEC, and two KS GMIS meetings.

The GIS Specialist attended ESRI ARCIMS training as well as the ESRI showcase for Public Safety products.

One IT Technician attended the network and pc support course as well as a conference on the new products by Adobe.

A second IT Technician went through ESRI data production and editing technologies as well as the AutoCAD User Group Meeting. This is an effort to get this employee cross-trained as a GIS technician.

## 2008 Statistical Information

	<b>Total</b>	<b>Monthly Average</b>
<b>Utility Billing:</b>		
Water Bills Mailed	92,031	7,669
Water Reminders Mailed	4,676	390
Meter Turn Off Non Pay	779	67
Dog Tags Issued	1,563	130
Change of Service Orders	3,008	251
<b>Financial:</b>		
	<b>Total</b>	<b>Monthly Average</b>
Invoices Processed	9,987	832
Checks Written	5,134	428
Check Totals	\$17,945,601	\$1,495,466
Purchased Orders Gen	4,950	413
<b>IT:</b>		
Total Employee Service Calls	2,575	215
Cellular/Landline Related Issues	193	16
File Restores	15	1.8
GIS Related Issues	253	21
Hardware Related Issues	210	17.5
Printer Related Issues	100	8
Software Related Issues	533	44
User Account Related Issues	138	12
Website Updates (non-routine)	209	17

**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.

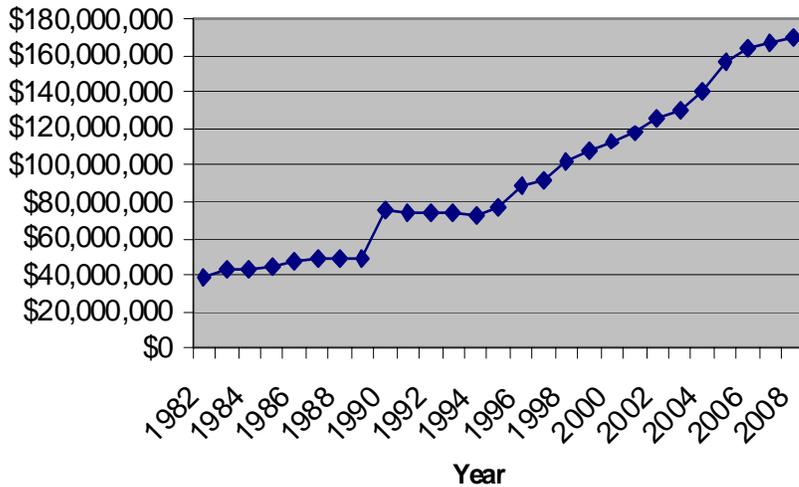
<u>YEAR</u>	<u>SALES TAX</u>	<u>VARIANCE FROM PREVIOUS YEAR</u>
*1982	78,589	
1983	874,548	795,959
1984	1,108,494	233,946
1985	1,171,933	63,439
1986	962,318	(209,615)
1987	994,923	32,605
1988	1,086,465	91,542
1989	1,083,879	(2,586)
1990	1,165,618	81,739
1991	1,217,745	52,127
**1992	1,214,753	(2,992)
	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	
2008	6,528,689	383,678
	2,663,127	

- \* 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 169,920. The mill levy is based on the assessed valuation of property and will vary from year to year.

**Assessed Valuation**

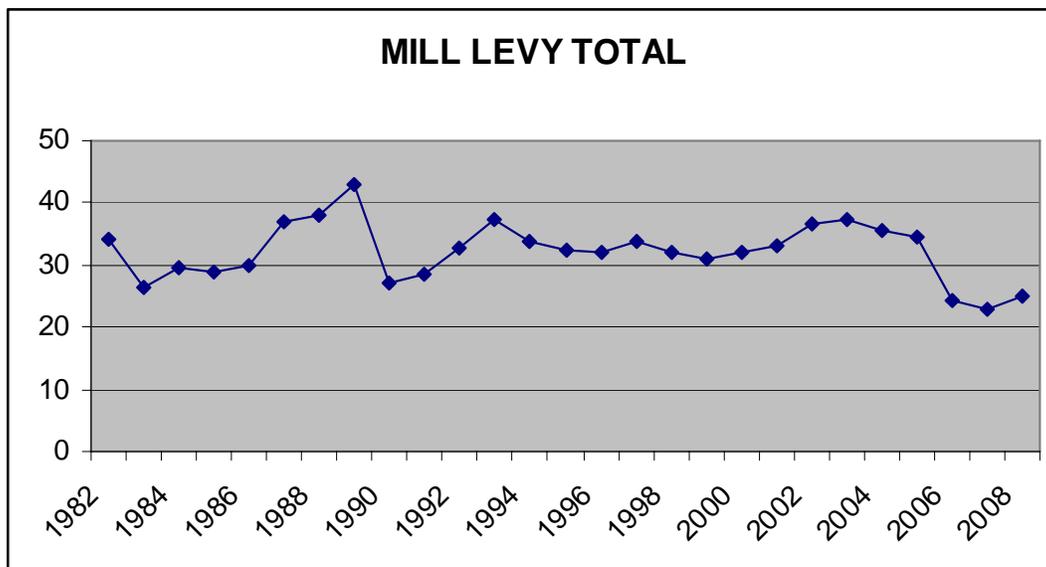
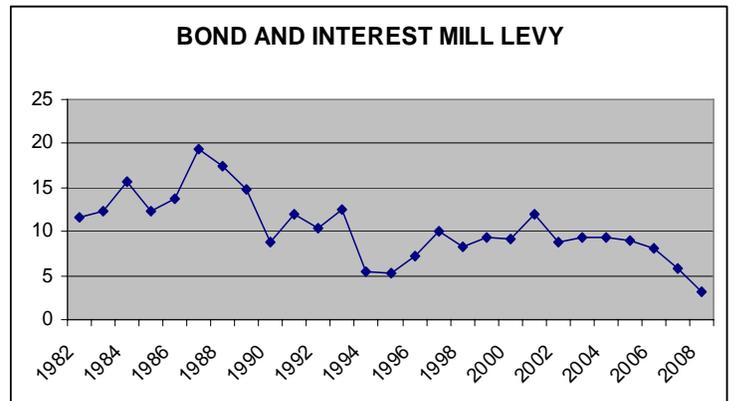
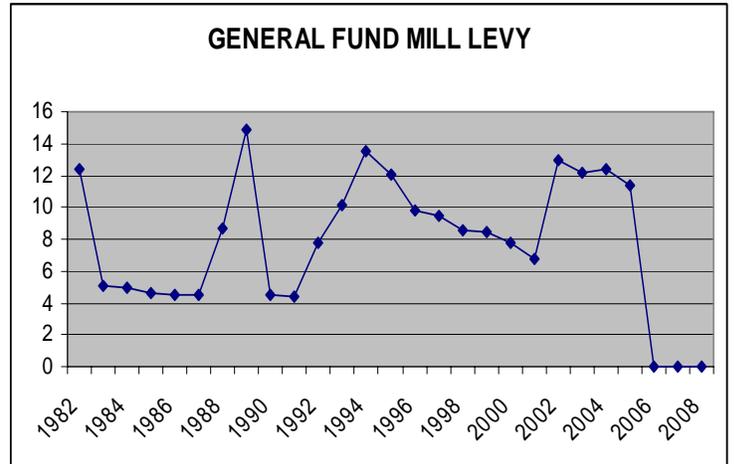


<u>YEAR</u>	<u>ASSESSED VALUATION</u>
1982	39,284,969
1983	43,080,703
1984	42,854,173
1985	45,337,354
1986	47,749,731
1987	49,022,353
1988	49,515,281
1989	49,112,889
1990	76,142,010
1991	73,664,587
1992	73,690,638
1993	74,370,760
1994	72,538,902
1995	77,289,278
1996	89,189,880
1997	92,177,794
1998	102,148,970
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
2008	169,920,327

## 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
2008	25.00	0.00	3.25



**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%
2008 Budget	\$10,797,136		\$12,632,407	
2008 Actual	\$11,426,055	106%	\$11,189,903	89%

**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%
2008	\$11,426,055	179%

**Revenue Detail**

	<b>2006</b>	<b>%</b>	<b>2007</b>	<b>%</b>	<b>2008</b>	<b>%</b>
Local Sales Tax	\$5,818,319	49%	\$6,145,011	56%	\$6,528,688	57%
Property Tax	\$230,507	2%	\$59,354	1%	\$4,185	0%
Franchise Fees	\$1,318,525	11%	\$1,376,711	13%	\$1,414,052	12%
CMB / Liquor Licenses	\$9,900	0%	\$10,775	0%	\$10,575	0%
Business Licenses	\$19,450	0%	\$28,373	0%	\$9,756	0%
Other Licenses	\$1,205	0%	\$420	0%	\$340	0%
Building Permits	\$55,830	0%	\$67,745	1%	\$62,396	1%
Pet Licenses	\$11,780	0%	\$11,528	0%	\$12,076	0%
Grants	\$0	0%	\$41,709	0%	\$47,185	0%
Interest on Investments	\$458,515	4%	\$686,012	6%	\$594,197	5%
Rentals	\$1,200	0%	\$1,200	0%	\$1,200	0%
Misc. Revenue	\$240,679	2%	\$130,309	1%	\$139,869	1%
Transfers	\$1,678,600	14%	\$1,567,000	14%	\$1,711,360	15%
Public Safety Revenues	\$417,158	3%	\$472,401	4%	\$565,504	5%
Public Works Revenues	\$14,900	0%	\$15,295	0%	\$8,055	0%
Local Alcohol Liquor Tax	\$108,618	1%	\$105,395	1%	\$127,486	1%
Golf Course Revenue	\$205,484	2%	\$198,071	2%	\$189,131	2%
<b>Total</b>	<b>\$10,590,670</b>	<b>100%</b>	<b>\$10,917,309</b>	<b>100%</b>	<b>\$11,426,055.00</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%
2008	\$11,189,903	185%

<u>Expenditure Detail</u>	2006	%	2007	%	2008	%
City Commission	\$19,957	0%	\$41,040	0%	\$384,506	3%
Municipal Court	\$121,591	1%	\$129,478	1%	\$133,186	1%
City Manager	\$645,084	8%*	\$568,646	6%*	\$630,489	6%
Human Resources	\$128,437	1%	\$139,547	1%	\$171,614	2%
Finance/City Clerk	\$289,801	3%	\$300,919	3%	\$340,868	3%
City Attorney	\$97,957	1%	\$94,698	1%	\$94,844	1%
Information Technology	\$316,402	4%	\$341,105	3%	\$411,262	4%
Buildings & Grounds	\$360,906	4%	\$391,274	4%	\$442,557	4%
Intergovernmental	\$258,694	3%	\$262,666	3%	\$275,450	2%
Social Services	\$151,350	2%	\$156,000	2%	\$159,900	1%
Economic Development	\$237,750	3%	\$306,162	3%	\$272,192	2%
Quality of Life	\$29,927	0%	\$66,100	1%	\$31,500	0%
Fleet Maintenance	\$462,775	5%	\$535,348	5%	\$706,000	6%
Transfers	\$635,000	7%	\$1,640,708	16%	\$925,100	8%
Police Dept.	\$1,930,470	22%	\$1,990,305	19%	\$2,152,557	19%
Fire Dept.	\$1,048,082	12%	\$1,067,742	10%	\$1,083,633	10%
Public Works General Admin	\$174,111	2%	\$211,039	2%	\$261,395	2%
P.I.E.	\$226,297	3%	\$192,395	2%	\$201,608	2%
Public Works - Service Div.	\$848,364	10%	\$751,750	7%	\$736,800	7%
Swimming Pool	\$41,848	0%	\$76,274	1%	\$89,008	1%
Parks & Playgrounds	\$559,393	6%	\$694,888	7%	\$978,120	9%
Cemeteries	\$33,229	0%	\$51,821	1%	\$7,086	0%
Ball Field Maintenance	\$40,175	0%	\$47,875	0%	\$50,401	0%
Golf Course	\$212,741	2%	\$245,147	2%	\$649,825	6%
<b>Total</b>	<b>\$8,870,341</b>	<b>100%</b>	<b>\$10,302,927</b>	<b>100%</b>	<b>\$11,189,901</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.

	Revenues	%	Expenditures	%
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%
2008 Budget	\$8,509,000		\$8,803,345	
2008 Actual	\$8,404,124	99%	\$4,906,780	56%

**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%
2008	\$8,404,124	121%

**Revenue Detail**

	2006	%	2007	%	2008	%
Local Sales Tax	\$2,360,411	31%	\$2,500,286	30%	\$2,663,126	32%
Water Sales	\$2,372,456	31%	\$2,364,536	28%	\$2,349,294	28%
Sewer Service Charges	\$1,858,968	24%	\$1,894,524	23%	\$1,859,133	22%
Taps-Turn Ons	\$40,915	1%	\$33,915	0%	\$40,586	0%
Penalty	\$22,798	0%	\$21,772	0%	\$22,247	0%
Water Sales Conserve Rate	\$287,137	4%	\$256,128	3%	\$244,758	3%
R-9 Ranch Revenue	\$140,733	2%	\$230,159	3%	\$261,077	3%
Interest-Sales Tax	\$420,718	5%	\$753,138	9%	\$678,801	8%
Interest on Investments	\$203,330	3%	\$323,620	4%	\$274,716	3%
Grants	\$0	0%	\$0	0%	\$0	0%
Misc. Revenue	\$20,862	0%	\$16,135	0%	\$10,385	0%
Transfers	\$0	0%	\$0	0%	\$0	0%
<b>Total</b>	<b>\$7,728,327</b>	<b>100%</b>	<b>\$8,394,213</b>	<b>100%</b>	<b>\$8,404,123</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%
2008	\$4,906,780	84%

**Expenditure Detail**

	2006	%	2007	%	2008	%
Wastewater Div.	\$526,398	10%	\$681,788	12%	\$717,024	15%
Water Plant	\$851,079	16%	\$965,437	17%	\$1,120,274	23%
Water & Sewer Capital Projects	\$0	0%	\$0	0%	\$0	0%
PW - General Admin.	\$0	0%	\$0	0%	\$0	0%
Capital Outlay	\$0	0%	\$0	0%	\$0	0%
Debt Services	\$1,025,072	19%	\$1,027,945	18%	\$947,352	19%
Debt Services-Sales Tax	\$0	0%	\$0	0%	\$0	0%
Non Operating	\$3,044,411	56%	\$2,954,570	52%	\$2,122,130	43%
<b>Total</b>	<b>\$5,446,959</b>	<b>100%</b>	<b>\$5,629,740</b>	<b>100%</b>	<b>\$4,906,780</b>	<b>100%</b>

**Library****REVENUES**

Year	Amount	% of 2002
2002	\$855,035	100%
2003	\$893,519	105%
2004	\$929,569	109%
2005	\$938,048	110%
2006	\$966,861	113%
2007	\$1,025,606	120%
2008	\$1,113,328	130%

**EXPENDITURES**

Year	Amount	% of 2002
2002	\$838,731	100%
2003	\$869,227	104%
2004	\$922,000	110%
2005	\$945,000	113%
2006	\$1,007,042	120%
2007	\$1,030,982	123%
2008	\$1,141,741	136%

**Airport**

<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	\$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%
2008	\$281,660	130%	2008	\$299,206	135%

**Public Safety Equipment**

<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	\$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%
2008	\$374,464	273%	2008	\$623,314	491%

**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	\$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%
2008	\$2,773,589	178%	2008	\$2,424,753	158%

**Special Highway**

<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	\$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%
2008	\$615,661	96%	2008	\$846,670	62%

**Special Parks & Recreation**

<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	\$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%
2008	\$128,360	20%	2008	\$6,790	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%
2008	\$127,486	191%	2008	\$103,270	133%

**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%
2008	\$771,497	181%	2008	\$633,108	159%

**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%
2008	\$625,215	305%	2008	\$634,731	247%

**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%
2008	\$114,081	171%	2008	\$115,000	160%

**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
2008	\$0	2008	\$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%
2008	\$420,427	97%	2008	\$501,257	141%

**Bond & Interest**

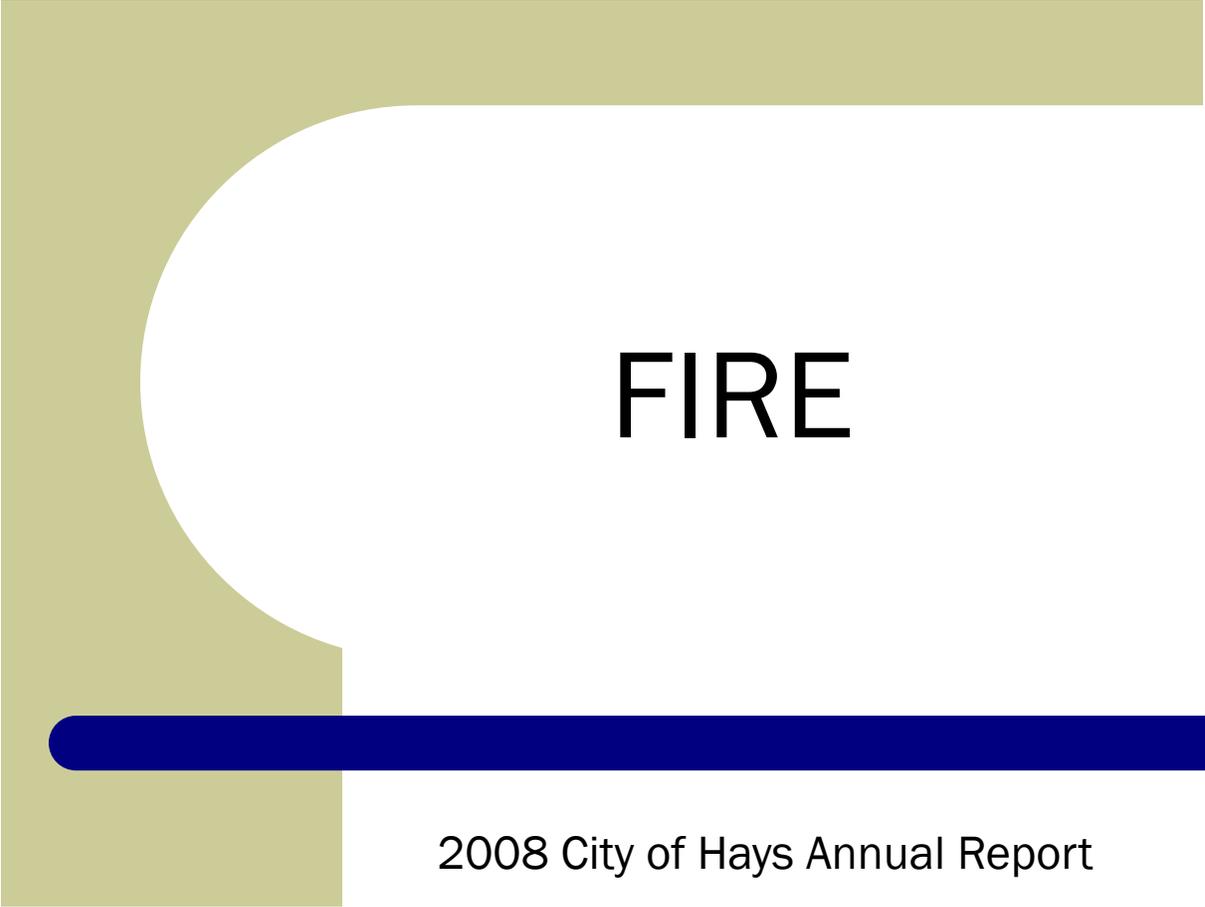
<b><u>REVENUES</u></b>			<b><u>EXPENDITURES</u></b>		
<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>	<b>Year</b>	<b>Amount</b>	<b>% of 2002</b>
2002	\$2,259,368	100%	2002	\$2,328,431	100%
2003	\$1,679,648	74%	2003	\$1,713,540	74%
2004	\$1,775,637	79%	2004	\$1,687,623	72%
2005	\$1,789,389	79%	2005	\$1,807,843	78%
2006	\$1,668,500	74%	2006	\$1,583,679	68%
2007	\$2,748,967	122%	2007	\$2,042,738	88%
2008	\$1,667,515	74%	2008	\$2,165,675	93%

**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%
2008	\$1,276,127	145%	2008	\$1,101,757	112%

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# FIRE

2008 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 service to the people of Hays. During 2008, the fire department activities included the purchase of a replacement rescue-pumper fire truck and the implementation of the regional technical rescue team.

The City of Hays Fire Department, as is typical in fire departments throughout the nation, provides a wide variety of services in addition to responding to fires. In response to the growing complexities and threats of modern life, fire departments are multirisk agencies. 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, traffic crashes, 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.*

Hays firefighters responded to 1,696 emergency and urgent calls-for-service in 2008. These incidents range from heart attacks and building fires to water leaks and children locked inside vehicles. Hays firefighters respond to an average of five calls-for-service each day.

Of special note in 2008 is the joint effort of all of the fire departments in Ellis County to sign a countywide fire-rescue mutual aid agreement. The fire chiefs are now meeting on a quarterly basis to coordinate our efforts. This builds on our work to jointly staff the regional technical rescue team. In 2009 we look forward to a county fire-rescue mutual aid drill involving all four fire departments and a countywide free smoke alarm program.

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. 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 affects 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.

The City of Hays Fire Department is a “full service” fire department. It provides all of the emergency and urgent services identified in the federal government’s National Fire Information Reporting System.

These services include response to:

- **Fires** in buildings, vehicles, grass and refuse, as well as smoke investigations and illegal burning situations.



- **Rescue and medical emergencies** including assistance to Ellis County EMS in providing emergency medical care and by rescuing persons trapped in vehicle crashes or entangled in machinery, overcome by toxic atmospheres in tanks, sewers and other confined spaces, trapped or unconscious on antenna towers or other high places or buried in trench cave-ins, building collapses and similar situations.

- **Hazardous conditions** such as fuel spills, gas leaks, carbon monoxide alarms, release of poisonous or toxic chemicals, downed power lines and other electrical hazards, bomb threats and explosive devices, water problems, storm damage and other non-fire threats to property, animal rescues as well as assisting the police department, public works department or other public agencies with urgent safety situations.



- **Airport emergencies** such as aircraft crashes or in-flight emergencies and the FAA required safety standby for the passenger air carrier service at the Hays Regional Airport.

**The City of Hays Fire Department also provides non-emergency fire safety services including:**

- **Fire inspections** to make sure that the public is protected from fire and life safety hazards in buildings subject to the fire code. These buildings include schools, theaters, restaurants, stores and offices, hotels and motels and apartment buildings. Firefighters will also perform courtesy home fire safety surveys to homeowners on request.

- **Public fire safety education** using the mobile fire safety house to teach fire safety and home fire escape to children, fire extinguisher and first-aid firefighting for adults, fire prevention week programs for school children and the free smoke alarm program for seniors and adults with limited mobility and families with limited incomes.



- **Fire investigations** to determine the cause and origin of fires. The City of Hays Fire Department has six firefighters who have been trained to investigate fires to determine the cause of the fire and if it was accidental or intentional.

**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 team meets the requirements of a FEMA Type II hazardous materials emergency team and covers the northwest Kansas area. Nineteen career firefighters are qualified as hazardous materials technicians for this duty.



**Regional Technical Rescue Team:** In an agreement with the Northwest Kansas Regional Homeland Security Council, the City of Hays Fire Department operates a FEMA Type II technical rescue team. The team is trained and equipped to respond to rescue emergencies involving building collapse, trench cave-in, confined spaces, high angles and similar situations. The primary service area for the team is northwest Kansas. 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. The fire chiefs of all four fire departments serve as an advisory board to guide the effective operation of the team. There are twenty-six firefighters trained to the rescue operations level that staff this team.

**Mutual Aid Agreements:** The City of Hays Fire Department has mutual aid agreements with the Ellis County Rural Fire Department, the City of Ellis Fire Department, the City of Victoria Fire Department and the City of WaKeeney Fire Department. In addition, the City of Hays Fire Department belongs to the North Central Kansas Regional Ladder Truck Strike Team, that includes the City of Russell Fire Department, the City of Great Bend Fire Department and the City of Ellsworth Fire Department.

# General Department Information

## BUDGET INFORMATION

In 2008, the approved general fund budget for the City of Hays Fire Department was \$1,345,815.

- Eight-one percent of this budget was for salaries and wages. Employee benefits are included in the separate employee benefits budget.

The approved public safety equipment fund budget was \$317,950 and included the purchase of a rescue-pumper truck to replace a 27 year old fire truck. This truck will be delivered in 2009.

## FIRE APPARATUS

The fire department fleet includes five fire trucks to protect the city and one airport fire truck:

<b>Engine 1</b>	1981 pumper truck	<b>Ladder 1</b>	2002 pumper-ladder truck
<b>Engine 2</b>	2000 rescue-pumper truck	<b>Ladder 2</b>	2007 pumper-ladder truck
<b>Engine 3</b>	1998 rescue-pumper truck	<b>Engine 5</b>	1996 airport fire truck



**Specialized and support vehicles** include the shift commander's 1996 pick-up truck, a 2006 crew carrier pick-up truck equipped as a breathing apparatus support truck, the hazardous materials emergency response team trailer, a 2008 crew carrier pick-up truck outfitted with high angle rope rescue equipment, a special rescue team emergency response trailer and two staff vehicles. A mobile fire safety house is also operated to train children and adults in fire and severe weather safety procedures.

## FIRE STATIONS

**Fire Station No. 1** is located in City Hall at 1507 Main Street.



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

## PUBLIC FIRE PROTECTION CLASSIFICATION

The Insurance Services Office rates 49,000 communities across the nation on a scale of 1 through 10. The City of Hays is rated by the Insurance Services Office as **public fire protection class 3**.

- 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.

## **KEY SERVICE LEVELS**

**Response Time:** The first fire crew arrives on the scene within nine minutes of the 9-1-1 call for 90% of all calls-for-service.

**The on-duty force** of five firefighters is expected to:

- Place one hose line in service to control a fire in an area of up to 1,000 square feet.
- Extricate one victim trapped by machinery entanglement or vehicle crash.



***The five on-duty firefighters are expected to place one hose line in service to attack and control a fire in an area of up to 1,000 square feet.***

**By recalling off-duty career and volunteer firefighters,** the average reinforced response of 20-firefighters is expected to be able to respond to a second co-incident call-for-service to protect the city and:

- Place two hose lines in service to control a fire in an area of up to 2,000 square feet.
- Rescue one victim from a complex technical rescue situation such as a building collapse or trench cave-in.
- Control the release of a hazardous chemical from a truck, tank or rail car requiring the use of chemical protective clothing.

**Medical emergency responses:** One fire truck with two firefighters responds to assist Ellis County EMS on medical emergency incidents.

- Firefighters are trained as Emergency Medical Technicians and all fire trucks carry basic rescue tools, trauma kits, oxygen and cardiac defibrillators.
- Firefighters assist with CPR, carrying patients, setting up paramedic equipment, lights, forcible entry, family support and similar work.



**Airport Safety Standby:** One firefighter staffing the airport fire truck is expected to respond to an airport crash within three minutes and extinguish a post crash fire.

# Staff Information

**Total Staffing:** fire chief, deputy fire chief, administrative secretary, 3 fire captains, 3 fire engineers, 15 firefighters, 4 volunteer firefighters.

- **Administrative Team:** The fire chief, deputy fire chief and the administrative secretary comprise the administrative team on a business week schedule.
- **Duty Chief:** Either the fire chief or the deputy fire chief are on-call at all times to respond to emergency incidents.



- **Shift Staffing:** The fire department staffing is divided into three shifts for 24/7 coverage. Each shift includes a captain, an engineer and five firefighters.
- At least four firefighters and one supervisor are on duty at all times. This force staffs a rescue-pumper truck with two firefighters, a pumper-ladder truck with two firefighters and the command truck staffed by the shift commander.
- By staffing both a rescue-pumper truck and a pumper ladder truck, the on-duty firefighters

have available the full range of tools and equipment needed to be prepared for the initial response to any eventuality in the city.

- A sixth member is on-duty staffing the airport fire truck during the hours of passenger air service at Hays Regional Airport.
- **Work Schedule:** Members are on-duty for an average 56-hour work week. Each shift works for one 24-hour shift followed by 48 hours off-duty.
- **Volunteer Fire Company:** The volunteer fire company serves as an auxiliary to the force of career firefighters. A volunteer fire captain commands the volunteer fire company.
- **Recalls and General Alarms:** Off-duty career and volunteer members are recalled by radio pager to reinforce the on-duty shift for reported building fires or other situations. This reinforced response is needed to be sure that adequate numbers of firefighters are available to safely control the emergency as well as respond to coincident emergency incidents in the city. The goal is to have at least 16 firefighters staffing five fire trucks during these situations.
- The fire department has 1.2 full-time employees per 1,000 population served. Comparable Kansas cities report an average of 1.8 full-time employees per 1,000 population.

## STAFF LISTING

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Gary Brown	6	Fire Chief
Brungardt, Tyler	1	Firefighter
Justin Choitz	4	Firefighter
Aaron Ditter	8	Fire Engineer
Aaron Dome	14	Firefighter
Myron Dreiling	4	Firefighter
Lucas Everett	1	Volunteer Firefighter
Ryan Hagans	5	Fire Engineer
Jerry Haynes	36	Fire Captain
Justin Kilian	7	Fire Captain
Kirk Klein	7	Fire Engineer
Greg May	3	Firefighter
Dawn McCormick	7	Administrative Secretary
Ross Meder	4	Firefighter
Keith Mermis	8	Firefighter
Scott Murphy	New Employee in 2008	Volunteer Firefighter
Darin Myers	3	Firefighter
Doug Randa	7	Firefighter
Tom Roy	7	Firefighter
Daniel Ruda	3	Volunteer Fire Captain
Wendy Schumacher	33	Deputy Fire Chief
Luke Scoby	3	Firefighter
Mike Simmons	3	Firefighter
A.J. Simon	2	Firefighter
Chris Stegman	10	Fire Captain
Justin Summers	8	Firefighter
Andrew White	New Employee in 2008	Volunteer Firefighter
Brandon Zimmerman	3	Firefighter

## TRAINING REQUIREMENTS

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

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

**Members of the volunteer fire company** are required to complete the Firefighter I course and the Emergency Medical Technician-Basic course.



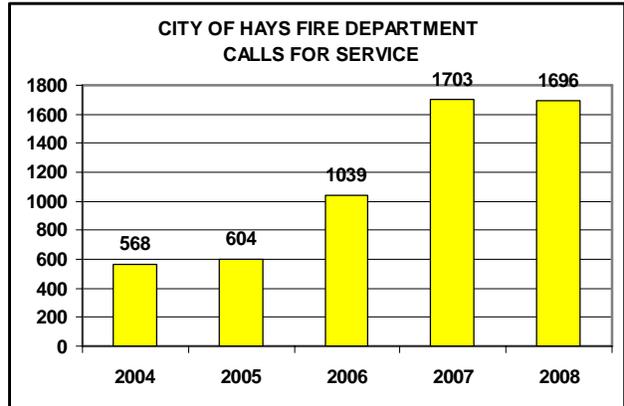
**Fire Engineers** are required to complete additional training to qualify as Fire Instructor I, Fire Inspector I and Fire Officer I.

**Fire Captains** are required to complete the Fire Officer II training course.

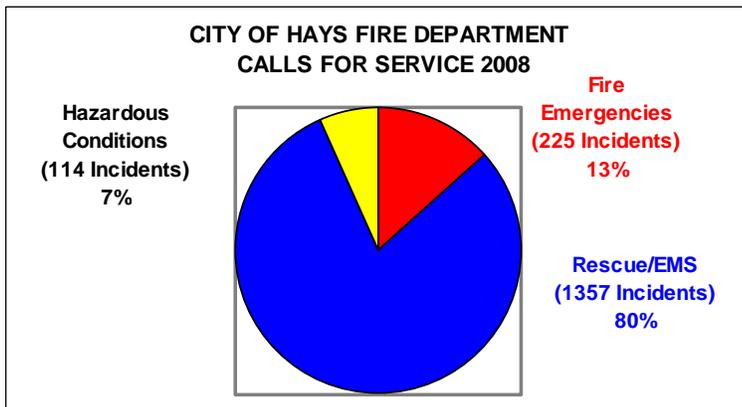
# Statistical Information

## CALLS-FOR-SERVICE

- In 2008, Hays firefighters responded to 1,696 calls for service.

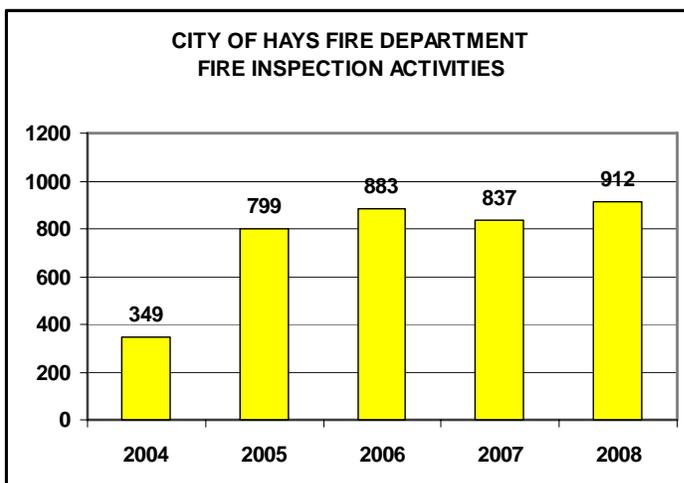


## NATURE OF CALLS-FOR-SERVICE



- In 2008, the most frequent emergency duty performed by firefighters is related to rescue and medical emergency incidents. This is typical in most fire departments.
- The City of Hays experiences 85 emergency or urgent calls for service for each 1,000 population. Comparable Kansas cities report an average of 104 calls-for-service per 1,000 population.

***In 2008, firefighters responded to an average of five emergency and urgent calls-for-service each day.***

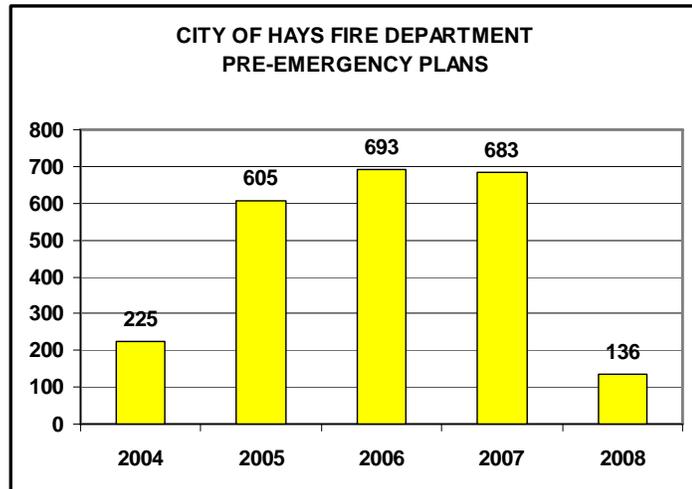


## FIRE INSPECTIONS

- The fire inspection and fire code enforcement program is the primary responsibility of the deputy fire chief assisted by the fire captains.
- Fire inspection totals include the initial inspection and follow-up inspections required to correct hazards.

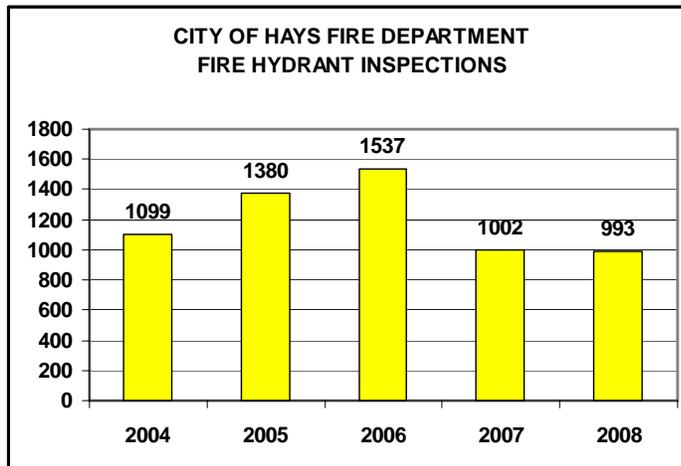
## PRE-EMERGENCY PLANNING

- Pre-emergency plans are developed by the firefighters through site visits and information gathering.
- Pre-emergency plans include essential information about properties to provide for informed decision making when an emergency occurs.
- The fire department has 855 pre-emergency plans. These plans are carried in the command truck for use during emergency incidents.



- *The number of pre-emergency plans completed in 2008 was reduced as firefighters surveyed the city to find buildings that had not yet been planned. In the future, firefighters will update about one-third of the pre-emergency plans each year.*

## FIRE HYDRANT INSPECTIONS

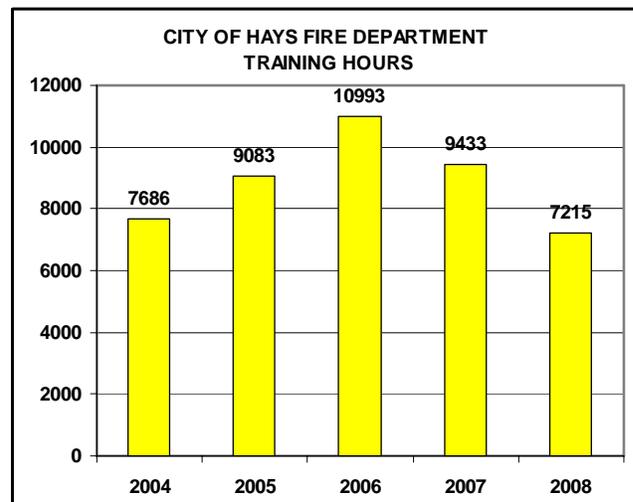


- Fire hydrant inspections are performed by firefighters to exercise the water valves, make sure that the fire hydrant works properly, determine the potential quantity of water available, and color code the fire hydrant to indicate available water supplies for firefighting.
- There are 952 public and private fire hydrants on the city water system that are inspected by firefighters at least once a year.

- In 2007, the fire department was assigned the responsibility for flushing the city water system to be sure of proper water quality.

## TRAINING

- Career members averaged 3-hours of training each day. The Insurance Service Office standard is 2-hours each day.
- The members of the volunteer fire company averaged 7 hours of training per month.



## 2008 Accomplishments

**Replacement Rescue-Pumper Truck:** In 2008, the fire department initiated a two-year project to replace the 1981 pumper truck at a cost of \$201,000. The replacement truck is planned for delivery in October 2009.

**Breathing Apparatus Replacement:** In 2008, the fire department replaced all of our 20-year old breathing apparatus used for firefighting. Twenty-six new breathing apparatus were purchased at a cost of \$83,000.

**Regional Rescue Team:** In 2008, the fire department completed training so that all members qualified at the rescue operations [intermediate] level. A second crew carrier pick-up truck and trailer were received and outfitted with the necessary special rescue equipment to make the team operational. A \$90,000 state homeland security grant was used to purchase these vehicles and some special rescue equipment. Other rescue equipment, already in-service in the fire department, was consolidated on these vehicles to fully outfit the team.



**Smoke Alarm Program:** Since 2006, firefighters have installed 169 smoke alarms in the homes of senior citizens, persons with limited mobility or those with limited or fixed incomes. In 2008, firefighters installed only four smoke alarms because of a lack of donations or grants to support this effort. Fortunately, a donation was received from the Hays Rotary Club for 32 smoke alarms and a state grant was secured for another 450 smoke alarms to support this program in 2009.

**Public Education Program:** Using the mobile fire safety house, fire station visits and fire extinguisher training classes, firefighters made 58 fire safety presentations to 2,634 children and 688 adults. This included fire prevention week presentations in each elementary school in the city.



The fire prevention week program included a poster contest and the winners [with their families and teachers] were invited to the fire station for a dinner with the firefighters.

In 2007, the fire department initiated 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 September 2008, the fire department participated in a large scale fire rescue exercise hosted by the City of Ellsworth Fire Department.

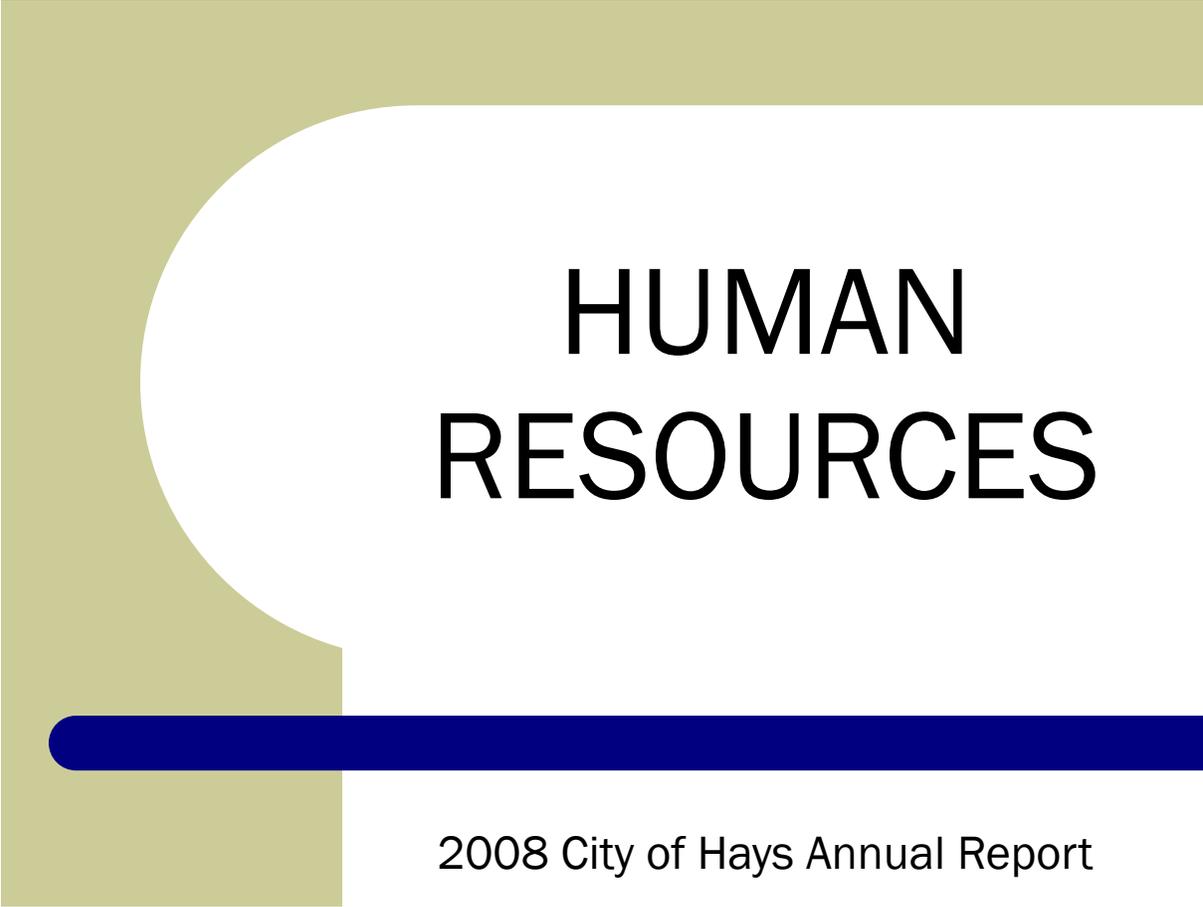
**Ellis County Mutual Aid Agreement:** In 2008, an updated county-wide mutual aid agreement was approved by the City of Hays, City of Ellis, City of Victoria and Ellis County. The fire chiefs initiated a program of quarterly meetings in order to foster better cooperation.

**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.

## 2009 Upcoming Projects

In 2009, the fire department work program includes:

- The delivery and outfitting of the new rescue-pumper truck, including the tools necessary for vehicle crash and machinery entanglement rescue.
- The implementation of a new kitchen fire emergency public education program targeted to middle school students.
- The conversion of all pre-emergency plans from paper copies in 3-ring binders to a digital format that can be accessed on a laptop computer in the command truck.
- The first joint mutual aid drill to involve the four fire departments in Ellis County working together.
- The construction of a new airport fire station and the purchase of a new full-size airport fire truck to provide better protection to our community.



# HUMAN RESOURCES



2008 City of Hays Annual Report

## Message from the Coordinator, Steve Nuss

Human Resources is responsible for administering employee benefit programs, maintenance of all personnel records and policies, providing support to both employees and supervisors when needed, and assisting with recruitment and employment activities. In 2008, the City budgeted for 175 full-time employees which are located throughout the seven City departments. The total number of employment transactions, such as resignations, retirements, deaths, long-term military leaves, terminations and new hires occurring throughout 2008 was sixty-three (63). This number increased slightly as compared to the fifty (50) similar transactions processed in 2007. The City had three employee retirements in 2006, two during 2007 and three in 2008. Based on the age and tenure of current City employees, retirement numbers will probably remain stable for several years and then begin to decrease.

In 2008, employees experienced several changes to the pay plan and benefits. Below are highlights of some of the major undertakings during this past year.

- Effective with the 2008 payroll year, employees saw the elimination of the existing 55-step pay plan which was replaced by only a beginning and ending salary range for each pay grade.
- The pay-for-performance appraisal process was continued in 2008. Employees were eligible for wage increases on their annual anniversary which corresponded with the numerical rating, ranging from 1% to 5%, received on their performance evaluation.
- Also in 2008, full-time employees were able to participate in a group dental insurance program. The City contracted with Lincoln Insurance Company for this benefit. The premiums for this benefit were paid by the employee through payroll deduction.
- An additional 457 Deferred Compensation program was offered through The Hartford Life Insurance Company. This benefit is to provide employees with more opportunities to meet financial goals and plan for retirement.
- As part of a city-wide effort to reduce employee work-related injuries, a Safety Committee consisting of a one supervisory and one work-force employee from each department and division was created. The Committee meets on a quarterly basis with the primary duties of reviewing current safety policies and addressing potential employee safety concerns.
- With the 2008 payroll year, a new employee program was initiated to provide employees with various incentives throughout the year. The Employee Incentive Committee, which consists of nine (9) employee representatives from the various departments and divisions, was created with the primary function of administering the employee Incentive Bucks Program. The committee also coordinates and sponsors one employee event during the summer months, as well as a prize giveaway for the employee Christmas party.

# Responsibilities of Human Resources

## **GENERAL OPERATION**

The City's Human Resource function is responsible for the administration of the pay plan, employee performance evaluation process, and administration of benefits for City employees, including the processing of worker's compensation claims and administering the random drug and alcohol testing program, 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 and The Hartford deferred compensation programs. Human Resources is also responsible for the development, revision and implementation of the City's Personnel Manual and Job Description Manual, as well as computation of city-wide budgetary salaries and benefits, counseling of employees, issuing employee newsletters, assisting department directors with personnel-related issues, and conducting orientation with newly hired employees as well as exit interviews for terminating employees.

## **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) and/or The Hartford 457 Deferred Compensation Plans
- Workers Compensation Benefits
- Flexible Benefit Plan
- Health Insurance Program
- Cancer Insurance Plan
- Accident Indemnity Plan
- Hospital Protection Plan
- Dental Insurance Program
- Employee Assistance Program (EAP)
- Family Medical Leave Act (FMLA)
- Unemployment Insurance Benefits

## **RECRUITMENT**

Human Resources provides assistance to the various City 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 Human

Resources 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. Human Resources is responsible for organizing the negotiation process including addressing any employee grievances that are filed.

## **EMPLOYEE SERVICE AWARDS**

During 2008, Human Resources made the arrangements for 20 employees to receive service awards before the City Commission on October 23, 2008. City employees are recognized for their years of service in five-year increments in accordance with a cut-off date of October 1<sup>st</sup> each year. Honored employees included:

### **35-YEAR AWARDS**

Gerald Haynes

### **25-YEAR AWARDS**

Michael Kline

Ronald Rice

### **20-YEAR AWARDS**

James Cooper

Jana Jordan

Daniel Younger

### **15-YEAR AWARDS**

Timothy Huck

Karen Randa

Donald Scheibler

Shawn Swift

### **10-YEAR AWARDS**

Jason Bonczynski

Aaron Ditter

Timothy Greenwood

Jason Knipp

Christopher Stegman

Andrea Windholz

### **5-YEAR AWARDS**

Gary Brown

Janet Kuhn

Amy Leiker

Luann Steffen

## **Staff Information**

Following the retirement of the department's director in March of 2008, the organizational structure of the Human Resources Department was modified. Human Resources became a division of the City Manager's Office and the position of department director was reclassified as a Human Resource Coordinator. The Human Resources Division currently employs two individuals; the Human Resource Coordinator and an Administrative Assistant.

## **STAFF LISTING**

### **EMPLOYEE**

Steve Nuss  
Nikki Stramel

### **YEARS OF SERVICE**

New Employee in 2008  
7

### **POSITION**

Human Resource Coordinator  
Administrative Assistant

## **TRAINING**

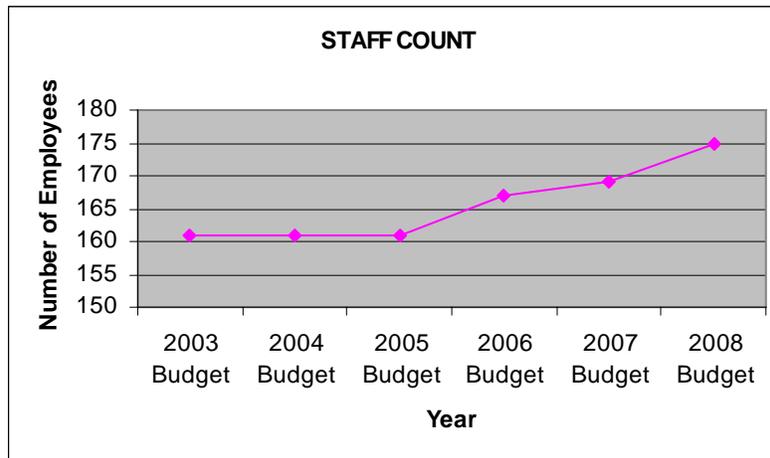
<b>NAME OF ORGANIZATION/EVENT</b>	<b>LOCATION</b>	<b>TOPIC</b>
KMIT Supervisory Safety Training	Hays, KS March 6, 2008	Workers Compensation
Kansas Woman's Leadership Conference	Hays, KS March 28, 2008	Various break-out sessions relating to leadership skills
Kansas Public Employees Retirement Program - ABC's of Being a Designated Agent Workshop	Hays, KS April 3, 2008	General administration of the program for newly appointed designated agents
OSHA Seminar	Hays, KS June 11–12, 2008	10-Hour General Industry Outreach Training Course
Annual State Meeting of the Society of Human Resources	Wichita, KS September 17-19, 2008	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 Public Employees Retirement Program Seminar	Hays, KS October 31, 2007	Annual meeting to discuss the general administration of the program and new legislation

# 2008 Statistical Information

## **WORKFORCE STATISTICS**

The City of Hays budgeted for a total of 175 full-time positions in 2008, which reflected an increase of six positions from 2007. Funds were budgeted for the hiring of five new Communications Officers for the Police Department and a full-time Receptionist to serve as the central greeter for the Convention and Visitor's Bureau and new Welcome Center. The dynamics of the Public Works Department also changed through the elimination of the Utilities Division. Utilities became a separate department in 2008, and will be supervised by a newly created position of Director of Utilities in 2009. All other functions of Utilities have remained the same. The Hays Regional Airport was restructured and made a division of the Public Works

Department. Following the resignation of the Airport Manager, an Airport Foreman was appointed to conduct the day-to-day functions of the Airport. The Division will be overseen by the Director of Public Works.



**RESIGNATIONS/TERMINATIONS**

Fifteen (15) resignations, terminations and deaths within City employment occurred in 2008. This number decreased by three over 2007. Departments affected by these employee departures included the Police Department with six (6) employees leaving, the Fire Department lost one (1) employee, the Airport lost one (1) employee, the Convention and Visitors Bureau lost one (1) employee, and the Public Works Department lost six employees, one (1) from the Planning, Inspection, and Enforcement (PIE) Division and five (5) from the Service Division.

**RETIREMENTS**

Three employees retired in 2008. They included:

Susie Billinger	Director of Human Resources	43 years service
Pierre Baczkowski	Police Detective	27 years service
Rick Shanley	Maintenance Worker II	26 years service

**MILITARY LEAVE**

Two employees from the Public Works Department returned from a one-year tour of duty in late March and early April of 2008.

**PROMOTIONS/TRANSFERS/NEW HIRES**

Forty-one (41) personnel actions involving City of Hays employees occurred in 2008. Twenty-seven (27) were new hires and fourteen (14) 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 2008.

## **HEALTH INSURANCE INFORMATION**

The City budgeted \$1,368,000 for health insurance coverage in 2008. The City continued its 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 also continued in 2008. The City experienced an approximate 10% increase in health insurance costs in 2008.

## **FLEXIBLE BENEFIT PLAN INFORMATION**

Based on the information presented in the following table, 2008 employee contributions to the Flexible Benefit Plan amounted to approximately \$151,079. The consultant fees for administering the program totaled \$5,769, and the tax savings benefit to employees was \$11,558.

Employee Contributions Medical Plan	Employee Contributions Dependent Care Program	Employee Contributions AFLAC Cancer Program	Employee Contributions Health Insurance Premiums	Employee Contributions Dental Program	City Expenses Paid to Consultant	City 7.65% Social Security Contribution Savings
\$63,424	\$14,174	\$13,807	\$15,748	\$43,926	\$5,769	\$11,558

The following defines the Flexible Benefit Plan participation for 2008.

- 59 participants in the Medical Expenditure Program
- 7 participants in the Child/Dependent Care Program
- 26 participants in the AFLAC Cancer Program
- 18 participants who pay for a portion of their spouses' health insurance premiums
- 108 participants in the Dental Program

## **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-one (31) employees were selected at random in 2008 to be tested for alcohol, drugs, or both.

## **WORKERS COMPENSATION**

The City of Hays filed 35 employee claims for workers compensation in 2008. Three employees lost work time from their jobs due to workers compensation injuries in 2008. 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.

### **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.

### **CHRISTMAS PARTY**

The City of Hays sponsored an Employee Christmas Party on Friday, December 5, 2008, at the American Legion. Employees socialized and enjoyed a traditional meal after which a drawing was held for prizes consisting of over 36 items. Employees then enjoyed the music of the Flat Spin band and were able to dance and visit with co-workers.

## 2008 Projects

### **PERSONNEL MANUAL**

Several updates to the Personnel Manual were distributed to all City employees in 2008. The updates addressed the addition of a second 457 Deferred Compensation plan and the IRS regulation requiring that the use of a City vehicle to commute to and from work be considered a taxable benefit.

### **JOB DESCRIPTIONS**

Many of the City of Hays job descriptions were reviewed and updated and several new descriptions were added to reflect changes in administration throughout the past year. 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**

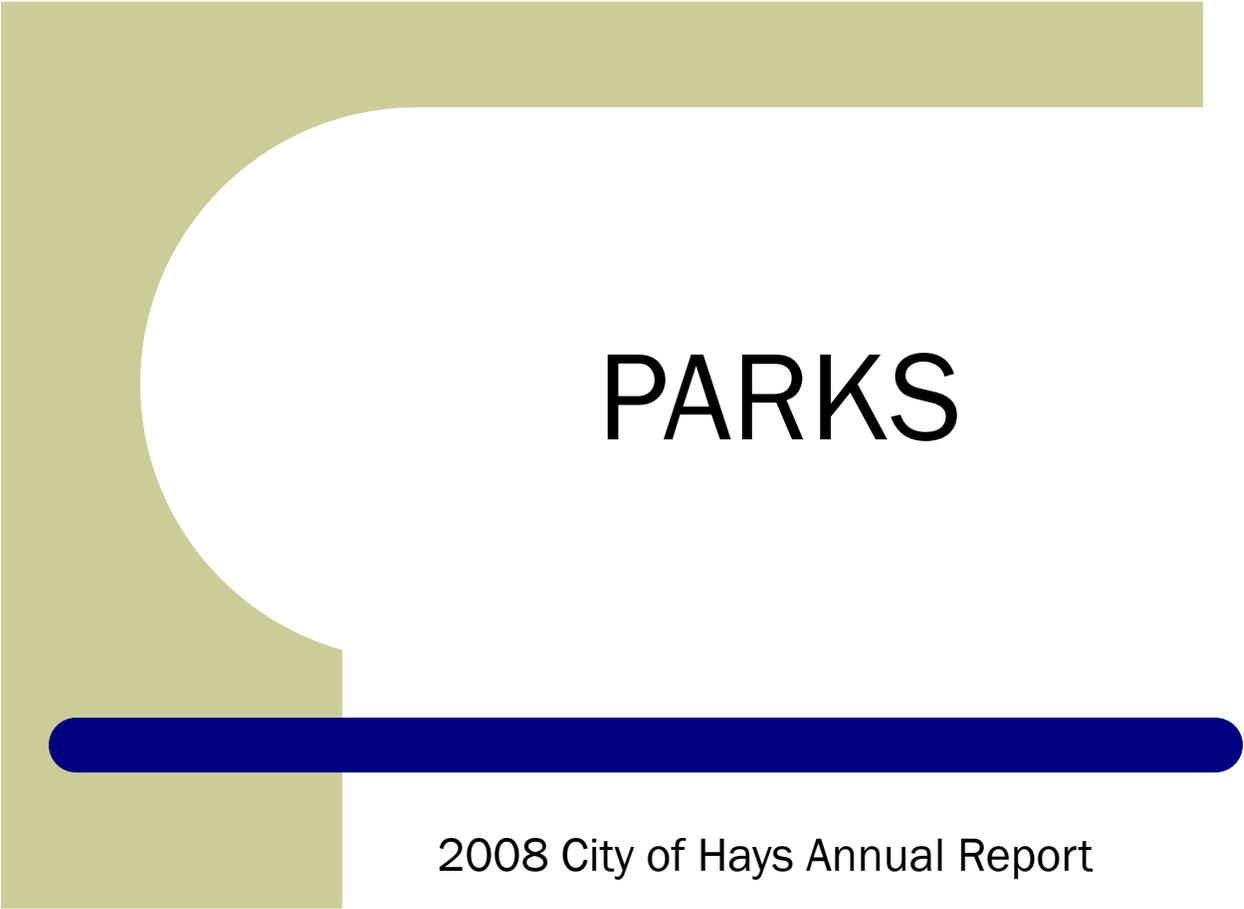
Preferred Health Services from Wichita continued to provide health insurance benefits to City of Hays employees in 2008.

## **MEET & CONFER**

Addendums to the existing Memorandum of Agreement between the City of Hays and the Firefighters Local 2119 and Fraternal Order of Police Lodge 48 were signed and made effective May 22, 2008. Some of the sections amended were Health Insurance, Paid-Time-Off, Wages, and Administration of the Pay Plan.

## **OTHER PROJECTS**

- In accordance with the newly created Safety Program, a new Safety Program Policy was drafted and added to the City's Policy Manual. The policy provides a description of the procedures and requirements of the various departments and employees to enhance the necessary safety procedures, observe the effectiveness of current programs and methods, and report potential safety hazards.
- The Human Resources Division has been working on the creation of an Orientation Powerpoint to be utilized in new employee orientations. The powerpoint will provide an overview of each department's duties and functions as well as available employee benefits.
- During 2008, the Human Resources Division reviewed the current Employee Performance Evaluation. A new form was created with the purpose of providing a more job specific way of evaluating the performance of each employee. This will continue to be a project for the Division in 2009. It is hoped that this new procedure and form be adopted in 2010.
- In accordance with the budget request for the completion of a Comprehensive Classification and Compensation Study in 2009, the Division began accepting proposals from various consultants and firms in October, 2008. Following review of the proposals, a recommendation was made to the City Commission in December, 2008. A contract for the for this project was awarded to Richard D. Blodgett & Associates.



# PARKS

2008 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 2008 would not have been possible without the assistance of volunteers, civic groups, area businesses, and support from the general public. In 2008, several projects were completed including a front-nine renovation of the Fort Hays Municipal Golf Course and several projects at Larks Park. Precipitation in 2008 was 28.61 inches, or 5.76 inches above normal. The precipitation in 2008 was a welcomed site but caused additional turf maintenance needs by City Staff.

## Responsibilities of the Parks Department

### PARKS, ETC.

The Parks Department is responsible for a wide range of activities including mowing, weed trimming, tree trimming, 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> & 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
- Sister Cities Plaza
- Ditch on east side of Fairfield Inn
- Old Monument (South end of Allen)
- Water tower

- Bison Pens
- Parks Department shop grounds
- Former Army Reserve Center
- 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 2008. 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 & Applebees
- Ditch behind Holiday Inn
- Frontier Park
- Golf Course
- Gun Range / Recycle Center
- Highway 40
- Legge Ditch
- Lincoln Draw
- Montgomery Draw
- Railroad Corridor
- Former Army Reserve Center Lot
- Skyline Ditch
- Vine Street
- Various islands

In the off-season, the SCF crew provides assistance to the Public Works Department.

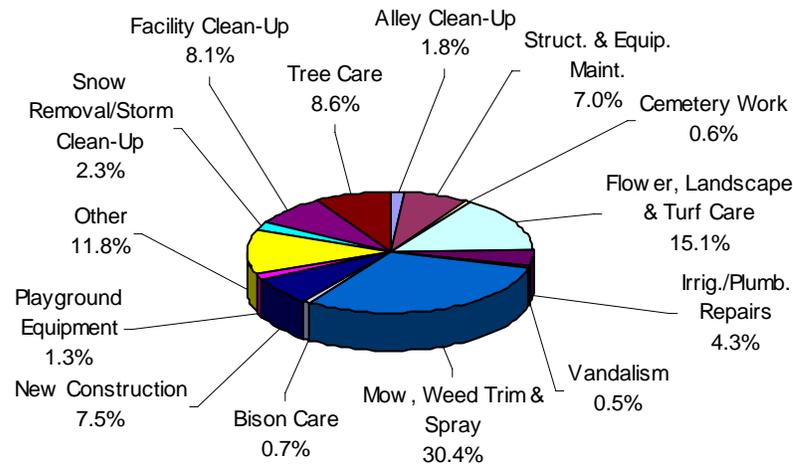
## Staff Information

### STAFF LISTING

The Parks Department has 16 full-time positions. Additionally, 20 seasonal positions were filled in 2008 for a total of 10,611 hours.

<u>NAME</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Jeff Boyle	12	Director of Parks
Toby Alexander	new employee in 2008	Maintenance Worker
Chris Amyx	new employee in 2008	Golf Course Maint. Worker
Mark Augustine	3	Maintenance Worker
Mike Bachar	7	Maintenance Worker
Stephan Barnes	17	Cemetery Caretaker
Michael Cure	3	Golf Course Superintendent
Jake Helget	6	Ballfield Foreman
Amy Leiker	6	Administrative Secretary
Chris Rhoades	7	Park Technician
Ron Rice	25	Park Technician
Jo Ann Schroller	8	Horticulturist
Brian Scoby	22	Park Supervisor
Russell Sytsma	12	Maintenance Worker
Kerry Tiernan	2	Golf Course Foreman
Dave Younger	2	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, and Chris Rhoades
- "Starting Seeds at Home" Workshop – Jo Ann Schroller
- Training Video - "Chainsaw Maintenance" – Mark Augustine, Mike Bachar, Steve Barnes, Jeff Boyle, Michael Cure, Jake Helget, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Kerry Tiernan, and Dave Younger
- Training Video - "Chainsaw Maintenance and Operation" – Chris Amyx, Mark Augustine, Mike Bachar, Steve Barnes, Michael Cure, Jake Helget, Chris Rhoades, Ron Rice, Brian Scoby, and Dave Younger
- KMIT Supervisor Workshop – Jeff Boyle, Michael Cure, Jake Helget, and Brian Scoby
- Tree City USA Recognition – Jeff Boyle and Jo Ann Schroller
- Kansas Network of Park Professionals (KNPP) Meetings (2) – Jeff Boyle and Brian Scoby
- Kansas Association of Arboreta & Botanical Gardens (KAABG) – Jo Ann Schroller
- Training Video - "Hand & Power Tool Safety" – Toby Alexander, Mark Augustine, Mike Bachar, Steve Barnes, Jake Helget, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, Dave Younger, and nine (9) seasonal employees
- Kansas Municipal Cemetery Caretakers Network (CMCCN) Meeting – Steve Barnes
- Master Gardeners – Jo Ann Schroller
- Pesticide Recertification Workshop – Jeff Boyle, Jake Helget, and Chris Rhoades
- Kansas Turfgrass Conference – Jeff Boyle, Michael Cure, Jake Helget, Chris Rhoades, and Kerry Tiernan

## **B. STAFF RECOGNITIONS**

- Mark Augustine, Mike Bachar, Steve Barnes, Jeff Boyle, Michael Cure, Jake Helget, and Chris Rhoades successfully completed First Aid and CPR training.
- Ron Rice renewed his Kansas Arborist Certification.
- Jeff Boyle, Michael Cure, Jake Helget, Chris Rhoades, and Kerry Tiernan successfully completed hours toward their pesticide certifications.

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

In March of 2008, the Kansas Forest Service announced that Hays, Kansas was recognized for the twenty-ninth (29) straight year as a 2007 Tree City USA community. To become eligible for this certification, the total forestry expenditures must be equivalent to or exceed \$2 per capita. In 2007, an amount of \$66,452.54 was expended on tree care and related activities.

# Statistical Information

## **LANDSCAPE REPORT**

Two new projects were the main focus of the horticulture staff this year. The addition of the Vine Street medians north of I-70 were completed in early February and landscaping was well underway by early spring. The display features Stella Daylilies, Russian Sage, and ornamental grasses, along with various tree plantings. The selection of low maintenance plants creates an attractive eye-catching addition to north Hays.

The second large project was landscaping the new Convention & Visitor's Bureau. Plans came together on paper in late 2007 and began with soil amendments to the area. Horticulture staff along with Parks Department personnel worked together to plant trees, shrubs, and perennials at this location. The project was completed with the addition of a drip irrigation system and a layer of cedar mulch. The combination of ground cover junipers, lilacs, and shrub roses creates a welcome site for visitors to Hays.

Arbor Day was celebrated on April 17<sup>th</sup> at Sister Cities Plaza. Three Spring Snow Crabapple trees were planted during the ceremony. The addition of a sign and plaques describing the countries represented make this a notable attraction to the community.

The horticulture staff grew 482 flats of annuals and perennials with a total of 4,716 individual plants in the greenhouse. In an effort to expand plant varieties and color combinations, 11 new cultivars were trialed this year.

Many landscaped areas are coming to maturity around the City making these attractions worth visiting. The ornamental grass display at Sunrise Park is outstanding. All varieties are labeled making it an educational experience. The Hays Aquatic Park has several varieties of native shrubs along with colorful annual flowerbeds. The Blue Star Memorial marker is located at the corner of 8<sup>th</sup> & Vine Street. The sign is framed with colorful, flowering shrubs which are in bloom most of the growing season. The highly visible planters on Main Street once again were the reason for many phone calls and comments from the public. The plant varieties and color combinations are different each year to show the wide variety of possible plant selections.

## **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. TREES</b>				
Spring Snow Crabapple	3	\$47.20	\$141.60	Sister Cities Plaza
Spring Snow Crabapple	2	\$47.20	\$94.40	Convention & Visitor's Bureau
Canada Red Cherry	2	\$149.00	\$298.00	Aubel-Bickle Park
Less Donation			(\$200.00)	Aubel-Bickle Park
<b>TOTAL</b>	<b>17</b>		<b>\$334.00</b>	

A donation was made toward the trees planted at Aubel-Bickle by Ryan & LaChelle Fitzmorris.

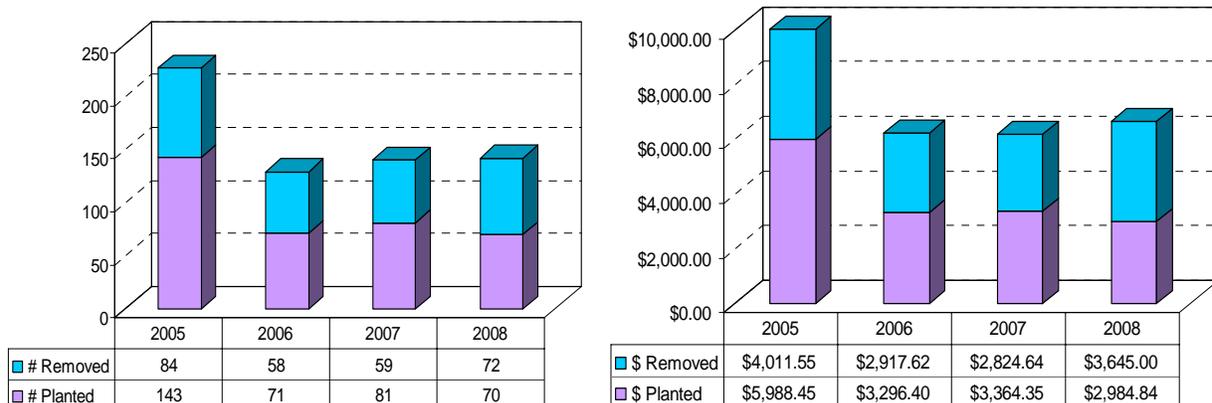
### **B. SEEDLINGS**

Eastern Red Cedar	150	\$0.68	\$102.00	Golf Course
Bur Oak	50	\$0.85	\$42.50	Tree Nursery
Bur Oak	50	\$1.31	\$65.50	Tree Nursery
Chinkapin Oak	50	\$1.06	\$53.00	Tree Nursery
Eastern Red Cedar	50	\$0.68	\$34.00	Tree Nursery
Hackberry	50	\$1.02	\$51.00	Tree Nursery
Lacebark Elm	100	\$0.49	\$49.00	Tree Nursery
Red Oak	50	\$1.31	\$65.50	Tree Nursery
Redbud	250	\$0.68	\$170.00	Gallery Walk Give-Away
Redbud	250	\$0.68	\$170.00	School Kids Give-Away
Less Donation			(\$170.00)	School Kids Give-Away
Freight (two shipments)			\$86.33	
<b>TOTAL</b>	<b>1050</b>		<b>\$718.83</b>	

A donation was made toward the purchase of the seedlings for school children by the Marianna Beach Foundation.

### **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>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Total Amount Rebated	\$10,000.00	\$6,214.02	\$6,188.99	\$6,629.84

### **VANDALISM REPORT**

<u>LOCATION</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>LABOR HRS</u>
Aubel-Bickle Park	Graffiti on playground equipment	\$3.14	1 hour
Aubel-Bickle Park	Graffiti on playground equipment	\$4.01	3 hours
Aubel-Bickle Park	Graffiti in restroom facility	\$2.67 + on hand	1 hour
Aubel-Bickle Park	Graffiti in restroom facility	\$2.29 estimate	0.5 hours
Aubel-Bickle Park	Graffiti in restroom facility	\$8.18 estimate	0.5 hour
Aubel-Bickle Park	Graffiti on skate park & in restroom	\$1.15 estimate	1 hour
Aubel-Bickle Park	Graffiti on skate park & painted toilet	\$23.04	5 hours
Aubel-Bickle Park	Graffiti on skate park walls	\$4.58	2 hours
Aubel-Bickle Park	Graffiti on skate park	\$2.29 estimate	1 hour
Aubel-Bickle Park	Graffiti on shelter house (chalk)	n/a	1 hour
Aubel-Bickle Park	Graffiti on sidewalk	n/a	0.5 hours
Aubel-Bickle Park	Damage to bleachers	\$64.80	8 hours
Aubel-Bickle/Frontier	Damage to shelter reservation box	\$8.96	1.5 hours
Frontier Park	Boards nailed to tree	n/a	1 hour
Frontier Park	Graffiti on shelter houses	\$82.76	33 hours
	<i>*This is graffiti built up over time. Ceilings of shelter houses were painted.</i>		
Frontier Park	Pulled out disc golf basket & sleeve	\$6.98	3 hours
Frontier Park East	Damage to trash receptacle	replaced	6 hours
Frontier Park East	Damage to restroom door grills	\$10.14	4 hours
Frontier Park East	Damage to restroom light fixture	supplies on hand	3 hours
Frontier Park East	Graffiti in restroom facility	supplies on hand	4.5 hours
	<i>*This is graffiti built up over time.</i>		
Frontier Park West	Damage to disc golf bulletin board	approx. \$86.00	4 hours
Frontier Park West	Damage to shelter reservation box	approx. \$19.00	2 hours
Frontier Park West	Graffiti on shelter house	minimal	1 hour
	<i>*This is graffiti built up over time.</i>		
Golf Course	Damage to green & stole 3 course flags	\$143.98 + on hand	3 hours
Golf Course	Horse ran across greens on back-nine	n/a	n/a
Hickok Park	Damage to playground equipment	\$5.49	7.5 hours
Hickok Park	Graffiti on numerous items	\$23.92	6 hours
Kiwanis Park	Graffiti on basketball court	\$15.90	2 hours
Main Street	Broken globe on light pole	\$95.02 value	3 hours
Main Street	Damage to concrete trash receptacle		unable to repair
Massey Park	Broken mirror in restroom	\$37.43	4 hours
Massey Park	Damage to restroom signs	\$20.51	3 hours
Massey Park	Graffiti on slide	\$8.01 estimate	0.5 hour
Massey Park	Graffiti on shelter house posts	\$3.14	0.5 hour

<u>LOCATION</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>LABOR HRS</u>
Massey Park	Graffiti on shelter house posts <i>*This is graffiti built up over time.</i>	n/a	1 hour
Municipal Park	Damage to shelter reservation box	approx. \$19.00	2 hours
Park Shop	Broke shop window Stole various tools, etc. <i>*Insurance reimbursed a portion of this expense.</i>	\$63.96 \$4,358.56 approx. value	numerous
Sister Cities Plaza	Cut rope & removed two flags <i>*Repaired by Fire Department</i>	\$52.90 (flag value)	n/a
Seven Hills Park	Hole in restroom wall	\$19.93	7 hours
Sunrise Park	Graffiti on slide	\$3.14	0.5 hour
Union Pacific Plaza	Stolen Christmas lights	supplies on hand	2 hours

### **NEW EQUIPMENT PURCHASED**

#### **A. PARKS**

- John Deere Worksite Pro BL7 Snow/Utility Blade (for tractor & skid steer) \$2,269.74
- Snow Blade (for ATV) \$1,187.25
- Lincoln 12V Battery Powered Grease Gun \$179.89
- 8' King Kutter Drag Harrow \$389.00
- Stihl FS250 Weed Trimmers (2) \$847.98
- 36" Heavy Duty Auger \$900.00

#### **B. BALLFIELD**

- Stihl BG85 Commercial Blower \$175.99
- Stihl SG 20 Back Pack Sprayers (2) \$199.98
- Stihl FS46 Weed Trimmers (2) \$303.98

#### **E. CEMETERY**

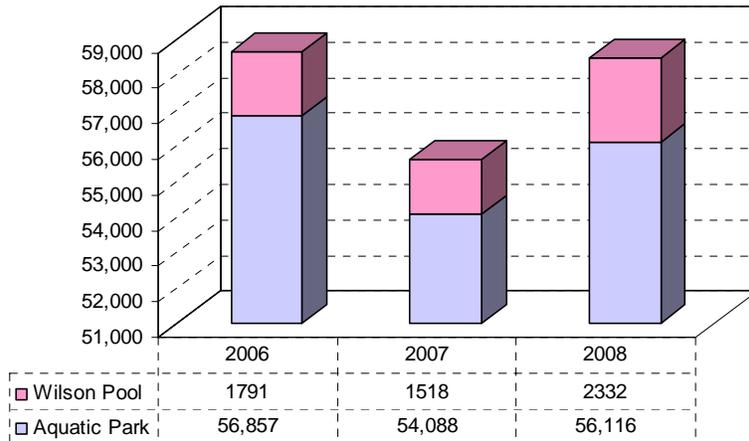
- Stihl FS130 Weed Trimmer \$343.99

#### **E. GOLF COURSE**

- Stihl FS55RC Weed Trimmer \$175.99

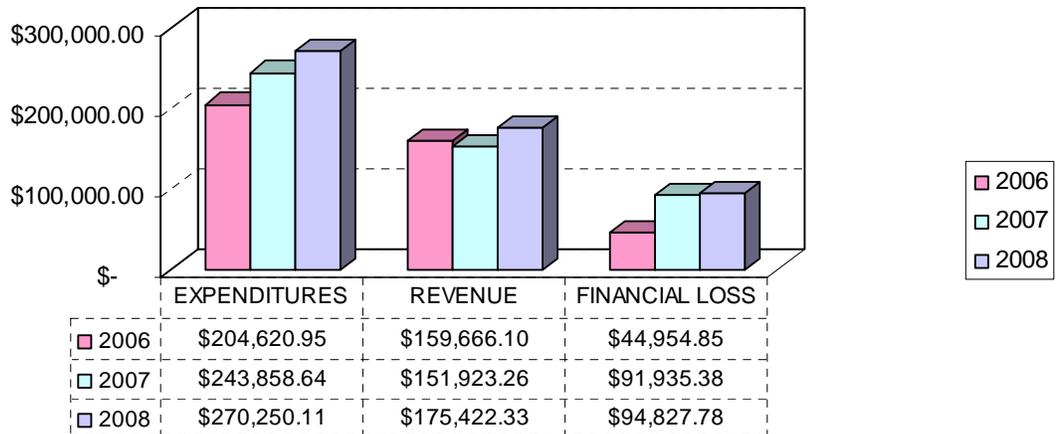
**SWIMMING POOLS**

**A. HAYS AQUATIC PARK & WILSON POOL 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.

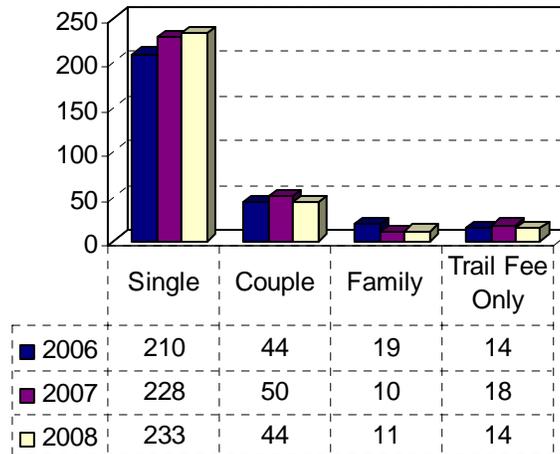


## FORT HAYS MUNICIPAL GOLF COURSE

### A. FRONT-NINE IMPROVEMENTS

In August of 2008, the front-nine at the Fort Hays Municipal Golf Course was closed for renovation in preparation for fall seeding activities. City Staff rebuilt a total of seven (7) tee boxes, scarified (9) fairways and made several other necessary repairs to greens, tee boxes and fairways. Seeding of the fairways and tee boxes began during the first week of September with outstanding results.

### B. MEMBERSHIPS



## CEMETERIES



# Accomplishments

## ALLEY CLEANUP

The Parks Department assisted the Public Works Department with Alley Cleanup from October 6<sup>th</sup> through October 14<sup>th</sup>. The Parks Department Maintenance Workers, Park Technicians, Park Supervisor, Ballfield Foreman, and Cemetery Caretaker dedicated 548 labor-hours to the project.

## IMPROVEMENTS

<u>LOCATION</u>	<u>JOB</u>	<u>2008 COST (less donations)</u>
<b>A. Ballfields</b>	<b>Replace dugout benches</b>	<b>\$3,520.00</b>
	<ul style="list-style-type: none"> <li>• Glassman Ballfield, Speier Ballfield, and Stramel Ballfield.</li> <li>• Work will be completed in 2009.</li> </ul>	
<b>B. Dan Rupp Park</b>	<b>Install new playground unit</b>	<b>\$28,658.00</b>
	<ul style="list-style-type: none"> <li>• Work will be completed in 2009.</li> <li>• A donation of \$5,000 was made by the Hays Lion's Club toward this project.</li> </ul>	
<b>C. Frontier Park</b>	<b>Replace disc golf tee pads</b>	<b>\$1,524.31</b>
<b>D. Frontier Park West</b>	<b>Install restroom facility</b>	<b>\$68,372.34</b>
	<ul style="list-style-type: none"> <li>• Work will be completed in 2009.</li> </ul>	
<b>E. Golf Course</b>	<b>Repair bridge on #7</b>	<b>\$21,641.00</b>
	<ul style="list-style-type: none"> <li>• Additional funds will be paid in 2009.</li> <li>• Work will be completed in 2009.</li> </ul>	
<b>F. Golf Course</b>	<b>Install cart path</b>	<b>\$2,628.46</b>
	<ul style="list-style-type: none"> <li>• Lay cart path north of #12 and #18 tee box.</li> </ul>	
<b>G. Golf Course</b>	<b>Install drip irrigation</b>	<b>\$786.76</b>
	<ul style="list-style-type: none"> <li>• Install a drip irrigation system for trees.</li> </ul>	
<b>H. Golf Course</b>	<b>Install irrigation on front-nine</b>	<b>\$379,747.84</b>
	<ul style="list-style-type: none"> <li>• Including all fertilizer, grass seed, etc. needed to repair turf after irrigation installation.</li> </ul>	
<b>I. Hays Aquatic Park</b>	<b>Install digital sign</b>	<b>\$26,720.00</b>
<b>J. Larks Park</b>	<b>Repair &amp; enhance facility</b>	<b>\$97,339.25</b>
	<ul style="list-style-type: none"> <li>• Replace outfield fence.               <ul style="list-style-type: none"> <li>◦ Additional funds were paid by Fort Hays State University for painting the outfield fence.</li> </ul> </li> <li>• Replace scoreboard.</li> <li>• Seal grandstand concrete.               <ul style="list-style-type: none"> <li>◦ Work will be completed in 2009</li> </ul> </li> <li>• Replace grandstand aluminum bleachers.               <ul style="list-style-type: none"> <li>◦ Work will be completed in 2009.</li> </ul> </li> </ul>	
<b>K. Mount Allen Cemetery</b>	<b>Enhance columbarium area</b>	<b>\$2,480.11</b>
	<ul style="list-style-type: none"> <li>• Work on this project will continue in 2009.</li> </ul>	

<b>L. Municipal Park</b>	<b>Replace tennis court lights</b>	<b>\$11,150.00</b>
<ul style="list-style-type: none"> <li>• Work will be completed in 2009.</li> </ul>		
<b>M. Seven Hills Park</b>	<b>Enhance park</b>	<b>\$2,830.10</b>
<ul style="list-style-type: none"> <li>• Remove old shelter house and install new shelter house.</li> <li>• Install waterline.</li> <li>• Install drinking fountain and two (2) hose bibs.</li> <li>• An additional \$72,175.48 was spent in 2007</li> </ul>		
<b>N. Sister Cities Plaza</b>	<b>Enhance plaza</b>	<b>(\$610.48)</b>
<ul style="list-style-type: none"> <li>• Install a plaza sign.</li> <li>• Install plaques identifying the cities being represented by the flags.</li> <li>• An additional \$4,714.10 was paid in 2006 and \$3,934.18 was paid in 2007 toward this plaza development.</li> <li>• An amount of \$874.54 was donated by the Hays Rotary Club to pay the entire amount of the sign and plaques.</li> <li>• Limestone posts were donated by Ed Stehno.</li> </ul>		
<b>O. Speier Ballfield</b>	<b>Install automatic irrigation controller</b>	<b>\$3,198.51</b>
<ul style="list-style-type: none"> <li>• Work will be completed in 2009.</li> </ul>		
<b>P. Speier Ballfield</b>	<b>Replace parking blocks</b>	<b>\$797.16</b>
<b>Q. Tree Nursery</b>	<b>Install drip irrigation</b>	<b>\$1,905.13</b>

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

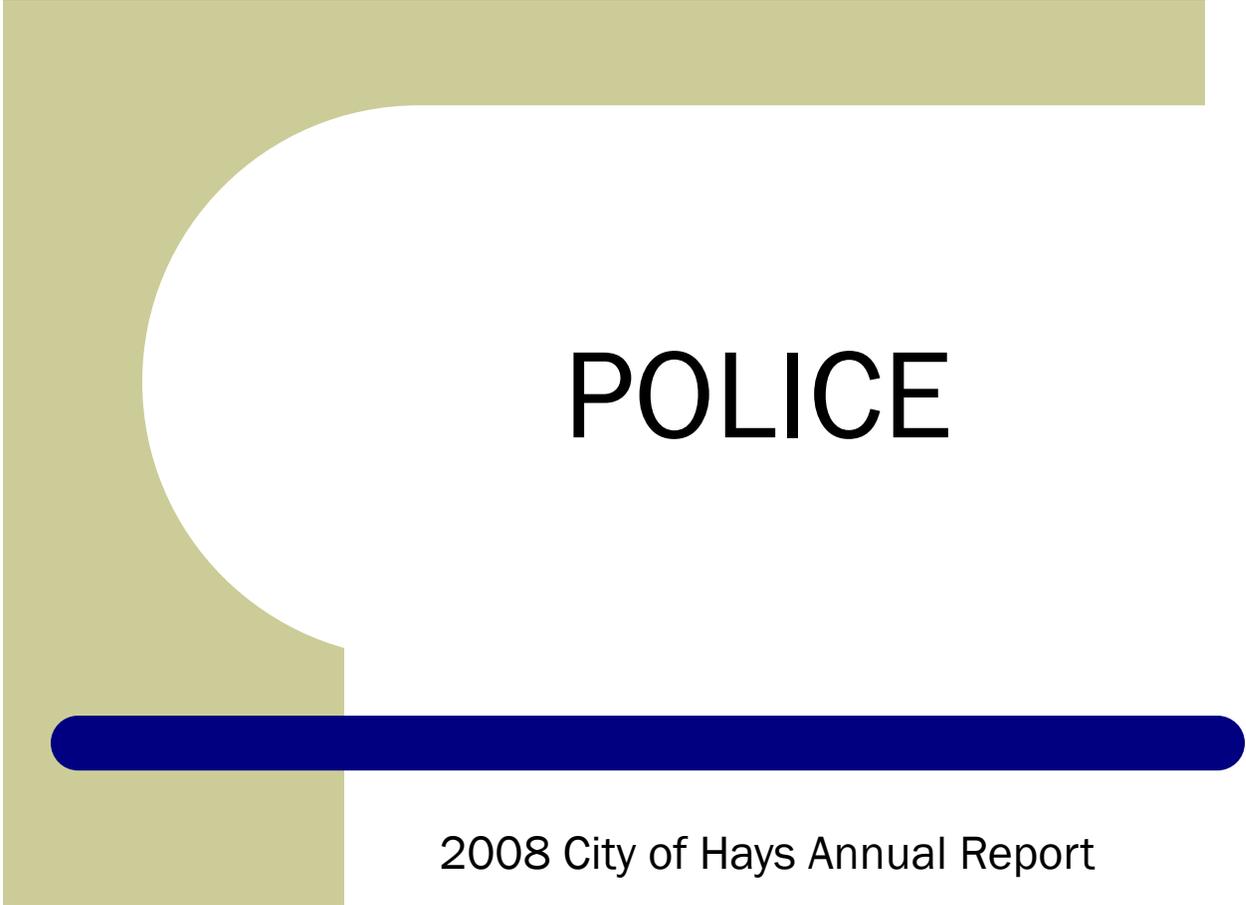
The Adopt-A-Spot (formally Adopt-A-Mile) program began in 1989 and remains a positive promotion of community involvement for the City. By volunteering to participate in this program, a business or group has committed to picking up trash within a certain area at least two times per year. The Parks Department 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 2008 participants include the following:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Alpha Gamma Delta Epsilon Mu</li> <li>• City of Hays Employees</li> <li>• Creative Arts Society</li> <li>• DSNWK Reed Center</li> <li>• Dillons #61</li> <li>• Felten Middle School</li> <li>• Felten Middle School Kiwanis Builders Club</li> <li>• Girl Scout Troop #10264</li> <li>• Hays Area Young Professionals</li> <li>• Hays Beautification Committee</li> <li>• Hays High School Science Club</li> </ul> | <ul style="list-style-type: none"> <li>• Hays High School Student Council</li> <li>• Hays High School Students</li> <li>• Hays Rotary Club</li> <li>• Midwest Energy, Inc.</li> <li>• NW KS Community Corrections</li> <li>• People First</li> <li>• Roosevelt Elementary School</li> <li>• Sigma Alpha Epsilon (SEA)</li> <li>• Soroptomist of Hays</li> <li>• St. Nicolas Catholic Youth</li> <li>• Thomas More Prep-Marian</li> <li>• Trinity Lutheran Church</li> </ul> |
|---|---|

## 2009 Upcoming Projects

- Remove old playground equipment at install new play unit at Dan Rupp Park.
- Remove dead or dying trees from the flood levy, parks, and draws.
- Over-see Seven Hills Park after 2007 construction.

- Remove the old stadium bleachers at Larks Park for contractual installation of new bleachers.
- Install new disc golf tee signs at Frontier Park.
- Purchase and place new trash receptacles on Main Street.
- Remove the pebble rock from under the playground equipment at Seven Hills Park and replace it with mulch.
- Install a kiddy-basketball goal on the shelter slab at Sunrise Park.
- Install several new drinking fountains.
- Repair the underground irrigation valve in the south Vine Street medians.
- Paint various play equipment at numerous parks.
- Install two (2) park benches by the playground equipment at Hickok Park.
- Continue preliminary work for the new Athletic Complex.
- Assemble and place new aluminum bleachers at Glassman Ballfield and Stramel Ballfield.
- Replace backstop boards at Glassman Ballfield and Speier Ballfield.
- Install partition doors in the restroom at Speier Ballfield.
- Contractual labor to install sinks in the restroom at Speier Ballfield.
- Upgrade the present irrigation system at Pratt-Optimist Soccer Fields by separating out all 30 irrigation zones to obtain better irrigation head coverage and water efficiency.
- Install a water well at Memorial Gardens Cemetery.
- Install a waterfall at Mount Allen Cemetery.
- Landscape the front of men's number eight tee box at the Fort Hays Municipal Golf Course.
- Repair bridge on hole #7 at the Fort Hays Municipal Golf Course.
- Repairing the green bank on the left side of #10 green to assist with drainage issues at the Fort Hays Municipal Golf Course.
- Removing the terrace on #17 fairway to eliminate standing water at the Fort Hays Municipal Golf Course.
- Install steps leading up to #4 tee box at the Fort Hays Municipal Golf Course.



# POLICE

2008 City of Hays Annual Report

## Message from the Police Chief, James Braun

This 2008 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 2008, Police Officers responded to and investigated 24,172 incidents, which included 5,036 traffic stops, a decrease of 337 traffic stops over 2007 numbers. The 24,172 figure also includes 2,467 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 7,550 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 2008, 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 ensuring 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 thirteen full-time Communications Officers, two Sergeants of Communications and one Lieutenant of Communications.

## 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. 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-trained 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 2008, three Chevy Impala marked patrol cars were added to the fleet. The number of marked patrol cars increased from 24 to 27. Digital in-car cameras were purchased for all of the new marked patrol cars.

## GRANTS

The Police Department received several grants in 2008. The Kansas Department of Transportation provides grant monies for the **Impaired Driver Deterrent Program (IDDP)** and the **Special Traffic Enforcement Program (STEP)**. In 2008, 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 15 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 sporting events, 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

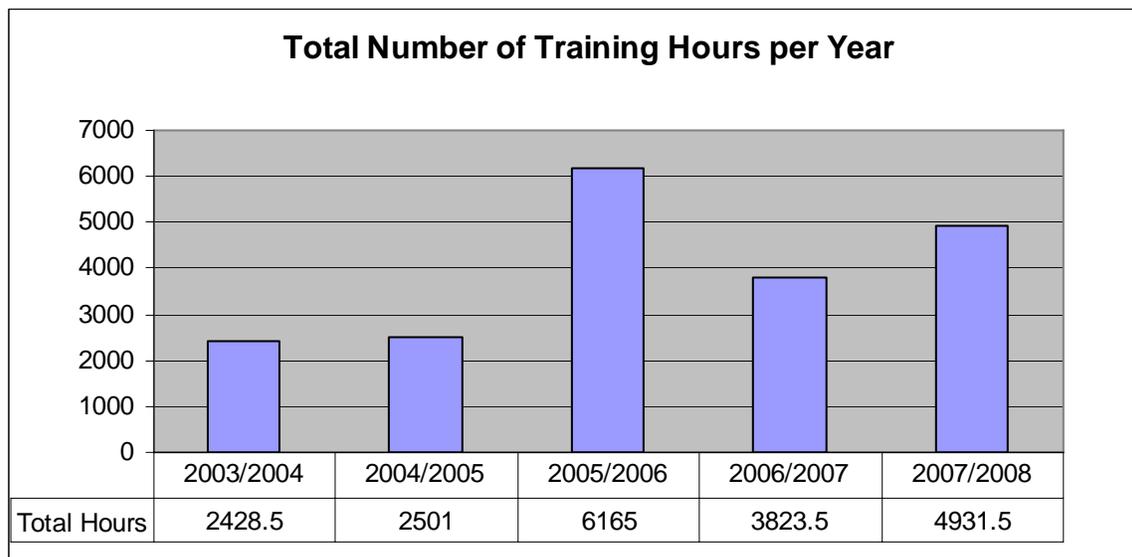
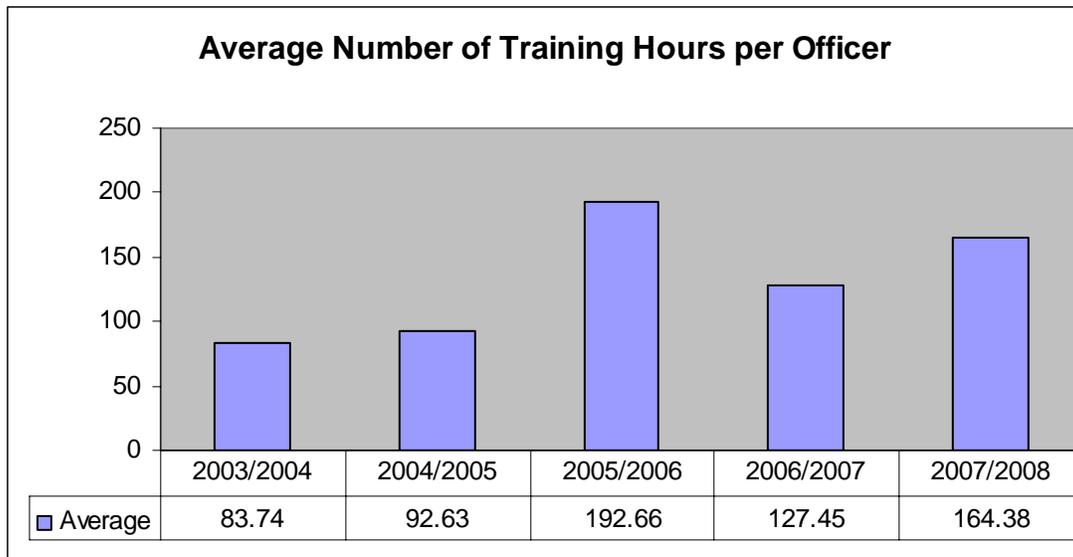
For 2008, the department budget authority was for 32 sworn officers, 16 communications officers, 2 animal control officers and 5 support personnel.

One detective retired from the department in 2008. Det. Pierre Baczkowski retired on June 13<sup>th</sup> with 27 years of service. Due to the retirement of one detective and officers leaving for one reason or another, a total of two patrol officers and two communications officers were hired, an investigator was promoted to Detective and three patrol officers were promoted to Patrol Investigators with one per shift.

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
James Braun	29	Chief of Police
Harold Anderson	4	Police Officer
Suzanna Augustine	1	Police Officer
Mitchell Berens	13	Police Officer
Jason Bonczynski	10	Police Officer
David Bunger	19	Police Investigator
Joshua Burkholder	3	Police Officer
Debbie Cox	9	Communications Officer
Brian Dawson	8	School Resource Officer
Sarah Degenhardt	4	Communications Officer
Morris Denning	37	Communications Officer
Timothy Dreiling	20	Police Officer
Blaine Dryden	23	Police Investigator
Karen Fiegel	8	Records Clerk
Melanie Fisher	8	Police Officer
Oveta Ford	24	Communications Lieutenant
Nancy Gassmann	4	Records Clerk
Aubrey Gilmore	New Employee in 2008	Police Officer
Timothy Greenwood	10	Police Officer
Philip Hartsfield	4	Assistant Chief of Police
Russell Haskell	4	Communications Officer
Brandon Hauptman	1	Police Officer
Firma Helget	19	Administrative Secretary
Clayton Hill	2	Police Officer
Andrea Holzmeister	2	Communications Officer
Pamela Jones	4	Animal Control Officer
Kyla Jurgensen	1	Communications Officer
Danial Koerner	16	Police Sergeant
Aaron Larson	10	Police Officer
Bridget LeGrand	2	Police Officer
William Lovewell	26	Police Investigator
Mark Luck	New Employee in 2008	Police Officer
Rebekah Lundy	2	Communications Officer
Carolyn McCollum-Scantlin	23	Communications Sergeant
Brian Meis	New Employee in 2008	Communications Officer
Stanley Moore	3	Animal Control Officer
Ashley Murphy	1	Communications Officer
Wade Park	New Employee in 2008	Police Officer
Joshua Perez	1	Police Officer
Molly Quint	1	Communications Officer
Jeffery Ridgway	6	School Resource Officer
Ronald Rounkles	23	Police Lieutenant
Donald Scheibler	15	Police Lieutenant
Jamie Schmidt	6	Records Clerk
Stanley Shupe	4	Police Officer
Raina Spena	2	Communications Officer
Sean Swords	1	Police Officer
David Vilaysing	3	Police Officer
Patricia Wolf	24	Office Manager
Brandon Wright	7	Police Sergeant

## TRAINING

For the State calendar-training year of 2007 (July 1, 2007 to June 30, 2008), sworn Officers of the Hays Police Department averaged 164.38 hours of training each. This is an increase from the 127.45 hours average for the State calendar-training year 2006 (July 1, 2006 to June 30, 2007). This increase was due primarily to more new officers attending the police academy.

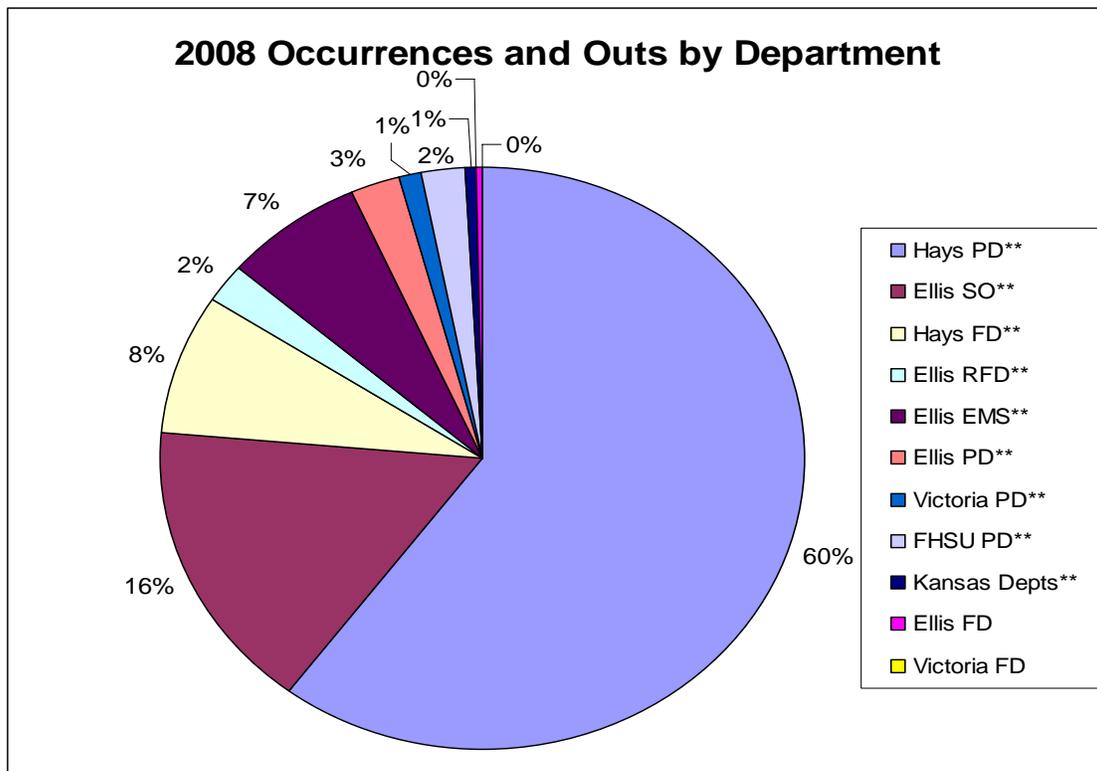


## Statistical Information

### COMPUTER AIDED DISPATCH (CAD)

In 2008, the Communications Division entered 39,580 “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.

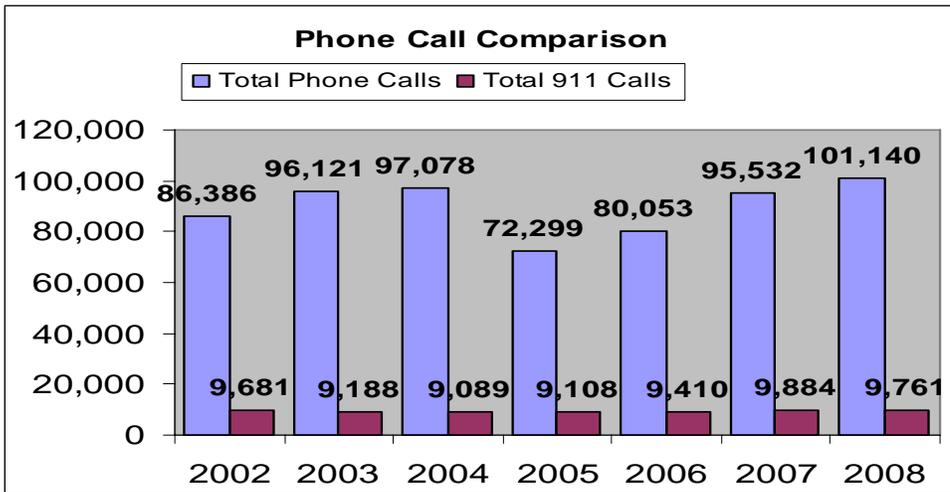
Below is a comparison chart showing the number of incidents to which each department responded. This count includes incidents which were “responded to” whether there was a report made or not. Reportable incidents become “occurrences” (reportable activities responded to by field personnel) in the computer 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 60% of the total incidents handled by the Communications Division, and the Hays Fire Department responded to approximately 8% of the calls handled. County departments respond to approximately 25% of the total calls handled. The other agencies 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 equal 7% of the calls combined.

### **TELEPHONE AND 9-1-1**

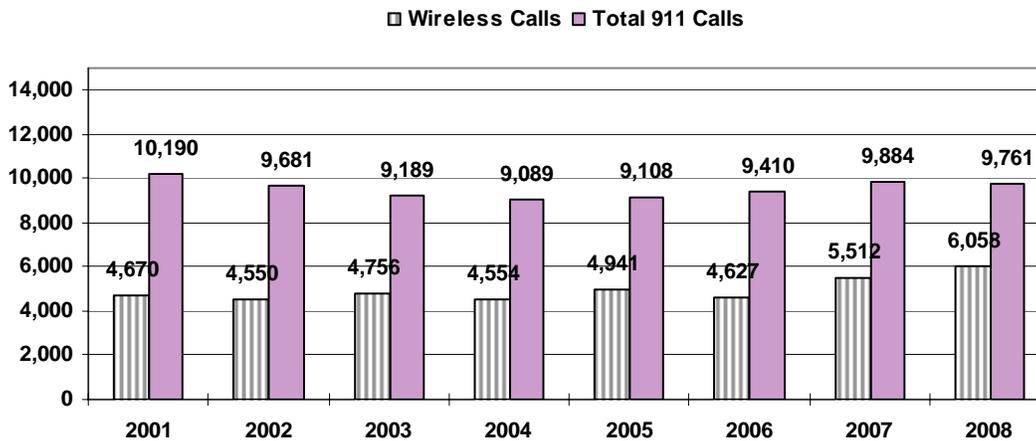
The non-emergency lines answered in the communications office cover non-emergency calls for service and administrative phone calls for the Hays Police Department, Hays Municipal Court, Ellis County Sheriff’s Department, Ellis County Rural Fire, Ellis County EMS and various other departments throughout 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 seven years. The Division received 101,140 non-emergency calls and 9,761 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.

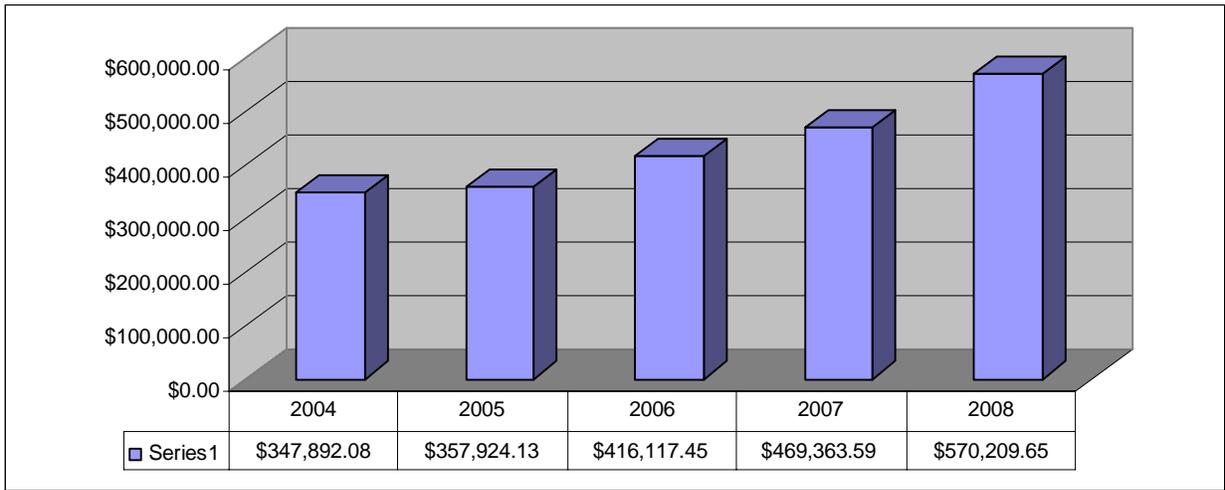
**Ellis Countywide 911**



**MUNICIPAL COURT**

**A. CITATIONS ISSUED**

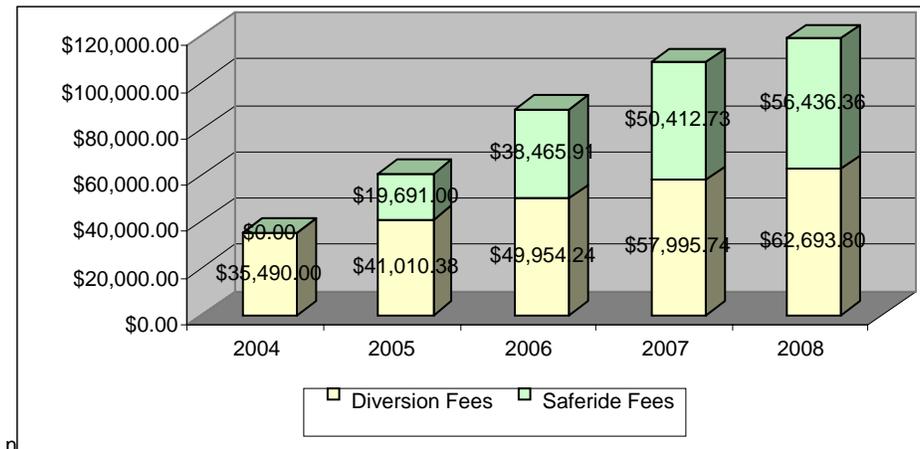
A total of 8,433 citations have been processed through the Municipal Court for 2008. This figure includes all traffic and non-traffic arrests. Of this total 3,301 citations were issued as warnings. The citations issued were down from 2007. The Court is accountable for all fines collected and ensures 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 2008.



**B. GENERAL COURT INFORMATION**

In 2008, 168 cases were set on the docket for trial, and 122 cases were set for status hearing with only 37 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.

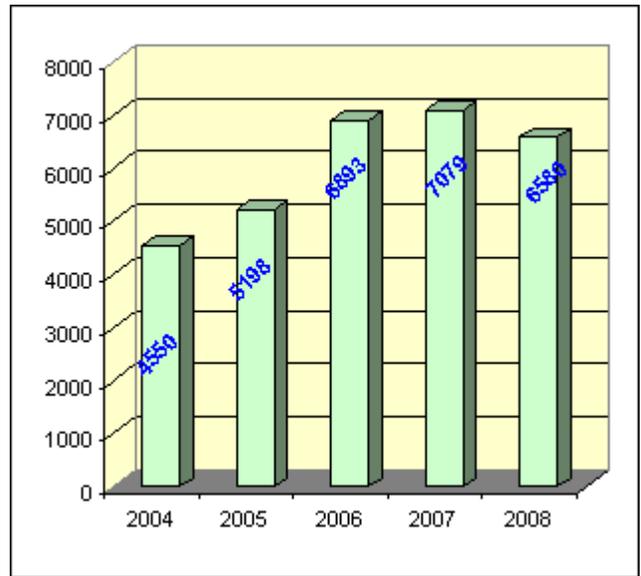
The Municipal Court has had a diversion program in effect since 2001. 625 diversions were processed in 2008, and \$62,693.80 was generated in revenue from these diversions.



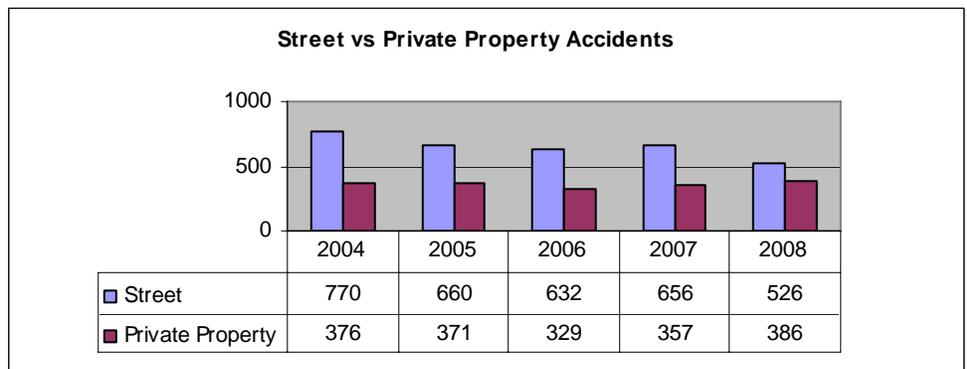
In 2008, the diversion fee for alcohol-related charges remained the same at \$250. The court still generates \$100 in revenue from each diversion with the additional \$150 being placed in the Safe Ride Fund. These funds are disbursed on a monthly basis to the Kelly Center which supports the costs necessary to provide the Safe Ride Service. A total of \$56,436.36 was collected for 2008.

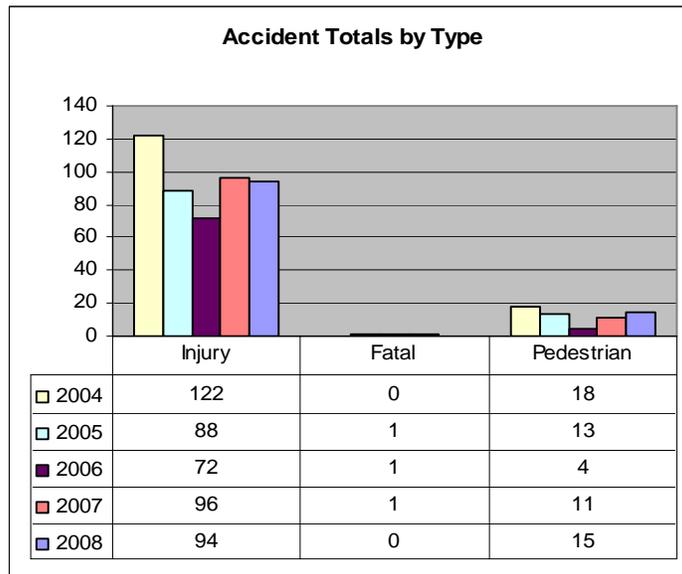
C. HAYS MUNICIPAL COURT TRAFFIC TICKETS

HAYS MUNICIPAL COURT TRAFFIC TICKETS					
	2004	2005	2006	2007	2008
No Insurance	207	370	552	593	641
Speeding	759	1348	2156	2302	1736
Reckless Driving	14	7	9	14	19
Improper Backing	13	22	19	23	13
U-Turn Violation	9	13	14	9	16
Stop Sign /Yield Sign Violation	311	300	394	392	383
Improper Turn	144	239	246	340	400
Failure to Yield Right of Way	53	73	52	54	28
Parking Violations	788	812	714	523	513
Defective Vehicle	768	869	1181	1220	1511
Misc Moving Violations	1231	929	1297	1398	1102
Seat Belt Violations	122	145	171	115	110
Child Safety Restraint	19	16	9	7	16
Transporting Open Container	112	55	79	89	92
<b>Totals</b>	<b>4550</b>	<b>5198</b>	<b>6893</b>	<b>7079</b>	<b>6580</b>



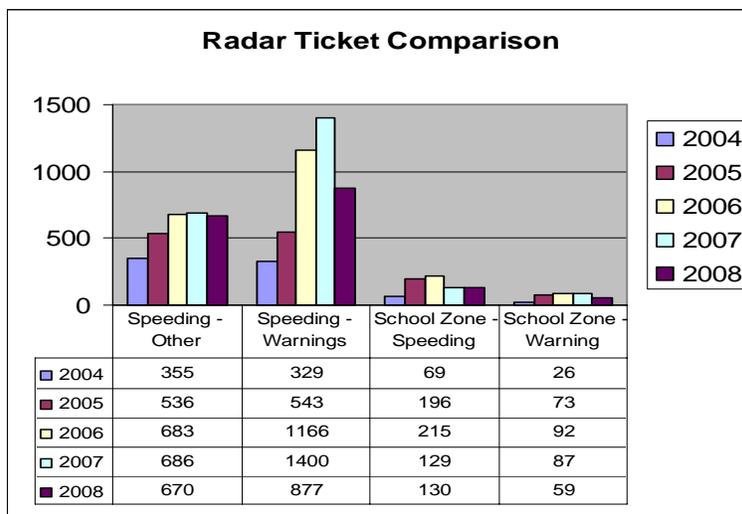
\*The table is inclusive of Municipal traffic tickets only and does not include tickets of other categories such as Animal violations, Criminal violations, or DUIs (which are addressed separately in the Annual Report).





### 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.



### 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 300 in 2007 to 323 in 2008. The

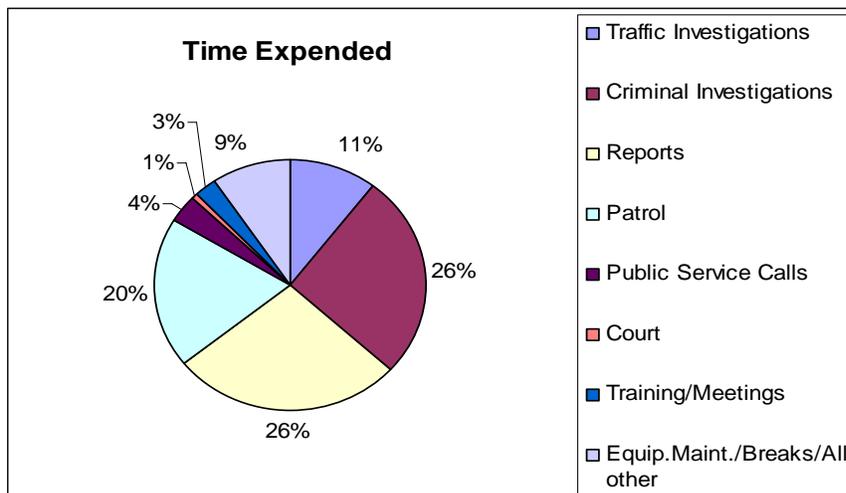
percentage of underage DUIs remains only a fraction of the total numbers. Of the 912 traffic accidents in 2008, only 37 were DUI related.

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

### **HAYS POLICE DEPARTMENT TIME EXPENDED**

<b>Year End Totals</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>2008 Hours</b>	<b>2008 Percentage</b>
<b>Persons</b>	2,646.45	7.32%	2,615.08	6.57%	2,218.17	5.15%	2725.78	6.10%
<b>Motorists Assist</b>	471.08	1.30%	590.15	1.48%	378.75	0.88%	426.44	0.95%
<b>Accidents</b>	1,001.25	2.77%	953.00	2.40%	932.33	2.16%	880.54	1.97%
<b>Criminal Damage</b>	306.75	0.85%	248.58	0.62%	261.73	0.61%	281.09	0.63%
<b>Burglaries</b>	202.35	0.56%	242.75	0.61%	204.08	0.47%	220.24	0.49%
<b>Thefts</b>	558.83	1.55%	510.43	1.28%	467.67	1.09%	463.75	1.04%
<b>Disturbances</b>	1,491.40	4.13%	1,433.25	3.60%	1,367.13	3.17%	1,577.24	3.53%
<b>Forgeries /Fraud</b>	75.08	0.21%	71.25	0.18%	87.00	1.88%	79.05	2.08%
<b>DUI</b>	467.00	1.29%	567.50	1.43%	532.75	1.24%	655.96	1.47%
<b>Other Alcohol Viol.</b>	106.92	0.30%	138.83	0.35%	99.25	0.23%	105.92	0.24%
<b>Tobacco Violation</b>	6.25	0.02%	5.00	0.01%	9.50	0.02%	6.24	0.01%
<b>Juvenile Viol.</b>	270.08	0.75%	351.60	0.88%	266.57	0.62%	413.96	0.93%
<b>Assault /Battery</b>	250.42	0.69%	321.67	0.81%	201.00	0.47%	250.67	0.56%
<b>Harassment</b>	123.50	0.34%	119.58	0.30%	123.25	0.29%	126.37	0.28%
<b>Drug Viol.</b>	232.42	0.64%	225.08	0.57%	183.50	0.43%	278.23	0.62%
<b>Water Viol.</b>	28.00	0.08%	43.02	0.11%	22.25	0.05%	10.92	0.02%
<b>Animal Control</b>	211.17	0.58%	448.37	1.13%	451.45	1.05%	244.20	0.55%
<b>Bar Checks</b>					117.25	0.27%	71.85	0.16%
<b>Patrol</b>	6,833.30	18.90%	7,169.02	18.02%	6,508.15	15.11%	8,899.25	19.92%
<b>Stationary Enforcement</b>	591.65	1.64%	880.67	2.21%	1,398.13	3.25%	1,330.49	2.98%
<b>Traffic Citations</b>	910.18	2.52%	1,203.75	3.03%	1,169.22	2.71%	1,356.74	3.04%
<b>Parking Citations</b>	177.00	0.49%	167.75	0.42%	101.33	0.24%	98.55	0.22%
<b>Other Citations</b>	35.25	0.10%	50.18	0.13%	45.00	0.10%	47.59	0.11%
<b>Patrol Check</b>	794.33	2.20%	996.10	2.50%	911.27	2.12%	838.00	1.88%
<b>Escorts</b>	177.67	0.49%	275.35	0.69%	214.42	0.50%	228.11	0.51%
<b>Alarms</b>	239.50	0.66%	237.80	0.60%	524.50	1.22%	288.37	0.65%
<b>Reports</b>	8,987.52	24.86%	10,041.00	25.24%	13,899.78	32.27%	11,865.66	26.56%
<b>Reviewing Reports</b>	312.83	0.87%	369.63	0.93%	438.67	1.02%	610.54	1.37%
<b>Court Papers/ Agendas</b>	156.00	0.43%	146.00	0.37%	199.50	0.46%	272.08	0.61%
<b>Training</b>	554.67	1.53%	848.83	2.13%	612.58	1.42%	650.94	1.46%

Year End Totals	2005 Hours	2005 Percentage	2006 Hours	2006 Percentage	2007 Hours	2007 Percentage	2008 Hours	2008 Percentage
Meetings	366.08	1.01%	364.42	0.92%	383.25	0.89%	519.21	1.16%
Court Time	85.25	0.24%	138.00	0.35%	140.00	0.33%	124.03	0.28%
Equipment Maintenance	1,436.48	3.97%	1,452.68	3.65%	1,259.68	2.92%	1,389.34	3.11%
Break	1,547.07	4.28%	1,319.42	3.32%	1,359.47	3.16%	1,692.38	3.79%
Bicycle Patrol	38.92	0.11%		0.00%	1.00	0.00%	244.95	0.55%
DARE	222.50	0.62%	649.75	1.63%	527.42	1.22%	828.82	1.85%
Presentations	191.83	0.53%	69.75	0.18%	53.00	0.12%	57.99	0.13%
Other Agency Asst.	418.75	1.16%	548.58	1.38%	767.25	1.78%	728.34	1.63%
All Other Activity	3,627.38	10.03%	3,974.92	9.99%	4,634.10	10.76%	3,792.50	8.49%
<b>Total Hours</b>	<b>36,153.11</b>		<b>39,788.74</b>		<b>43,071.35</b>		<b>44,682.33</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.

Occurrence Types	2004	2005	2006	2007	2008
44 - Traffic Stop	2642	3250	4762	5000	5036
911H - 911 Hang-up Call	251	306	257	206	180
99 - Unknown Trouble	80	86	74	42	25
ABAN - Abandoned Vehicle	389	267	272	284	318
ABUS - Abuse of Child	6	9	8	8	14
ACC - MV Accident-Street/Road/Hwy	730	623	583	685	567
ACCF - MV Accident-Fatality	0	2	1	1	0
ACCH - MV Accident-Hit and Run	242	229	226	229	231
ACCI - MV Accident-Personal Injury	122	103	66	84	87

<b>Occurrence Types</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
ACCP - MV Accident-Private Property	223	228	224	176	204
AGGA - Aggravated Assault	2	4	1	5	3
AGGB - Aggravated Battery	4	7	4	6	4
AIRC - Aircraft Incidents (All)	4	3	0	5	1
AIRP - On Duty Airport Security	317	276	330	438	699
ALAR - Alarm	257	269	277	376	353
ANIM - Animal Call	320	2335	2372	2143	2061
ARSO - Arson	7	5	3	1	0
ASSA - Assault	7	8	9	10	7
ASSI - Assist - Other (not MV)	128	153	162	149	170
ATC - Attempt to Contact	33	24	51	67	40
ATL - Attempt to Locate	123	108	118	70	88
BARS - Bar Check	100	77	175	247	161
BATL - Battery on LEO	3	0	4	3	2
BATT - Battery - Simple	85	89	76	59	62
BIKE - Bicycle - Lost, Found, Stolen	57	65	72	56	63
BURG - Burglary	266	213	219	184	173
CHEC - Worthless Check	6	4	4	1	3
CINC - Child in Need of Care	35	36	86	63	56
CIVIL - Civil Problems	247	206	231	233	342
CMB - CMB Viol-Sell, Furnish, Transport	20	17	13	1	0
COMP - Computer Crime	5	4	13	5	2
CONF - Confiscated Property	0	0	0	0	0
CONS - Consumer Protection	0	0	1	0	0
COUN - Counterfeit currency/documents	6	22	12	22	9
CRED - Credit Card Violations	4	11	72	87	98
CRIM - Criminal Damage to Property	402	497	405	589	499
CURF - Curfew Violation	6	14	12	9	8
CUST - Custody Dispute	27	14	19	27	21
DEATH - Death- Unattended	20	16	15	16	19
DEPR - Temporary Deprivation Prop	3	1	1	1	1
DISF - Disturbance - Fight	118	131	139	144	127
DISN - Disturbance - Noise	526	474	444	425	395
DISP - Disperse Crowd	160	158	301	354	343
DIST - Disturbance - General	200	238	162	201	197
DISV - Disabled Vehicle	251	235	247	296	268
DOCS - Document Service	172	118	202	252	399
DOM - Domestic Disturbance	160	188	142	149	187
DRUG - Drug Violations	133	105	89	113	132
DRUGP - Property Seizure, Drug Offense	0	0	1	1	1
DUI - Driving Under the Influence	209	208	213	246	302
DUIP - Impaired driving (Possible DUI)	90	87	119	107	99
DWS - Driving While Suspend/Revoke	59	76	85	88	107
ESCA - Escape from Custody	2	2	0	0	1
ESCB - Bank Escort	179	11	23	51	48
ESCF - Funeral Escort	118	102	124	126	114
ESCO - General Escort	85	63	111	116	111
FIRE - Fire	115	151	131	199	163
FOLL - Follow Up Activity	1820	2204	2659	3069	3431
FORG - Forgery	24	49	87	33	98
FRAU - Fraud	28	38	35	60	73

<b>Occurrence Types</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
FRWK - Fireworks Violation	78	97	85	116	130
GAS - Gas or Hazard Fumes	11	9	14	18	14
HARA - Harassment (All Other)	80	109	105	109	104
HARR - Phone Calls (Harassing)	86	127	112	104	115
HAZA - Creating a Hazard	68	101	121	148	101
HAZM - Hazardous Material Incident	1	8	5	2	2
HITCH - Hitchhiker	5	7	9	5	10
ID - False/Altered ID	9	5	4	6	3
IDENT - Identity Theft	13	20	12	21	18
IMPE - Impersonate Officer	0	1	0	3	2
INCI - Incident	563	275	210	158	165
INDE - Indecent Act/Liberties w/Child	8	3	5	1	0
INJW - Injury w/Weapon	0	1	0	1	3
INTX - Intoxicated Subject	62	128	111	90	106
JUNKV - Junk Vehicle(s)	5	3	2	1	0
JUV - Juvenile Complaint	179	228	222	261	312
KIDN - Kidnapping	1	1	0	1	1
LEWD - Lewd/Lascivious Behavior	8	8	2	5	1
LIQ - Liquor Offense	50	52	123	126	87
LITT - Littering	3	7	5	9	9
MAIL - Suspicious letters/packages	13	3	1	7	3
MENT - Mental Health Call	26	36	61	45	60
MIP - Minor in Possession	6	11	10	13	13
MISC - Miscellaneous Investigation	213	43	34	49	36
MISS - Missing Person	30	42	48	30	40
NCIC - NCIC Hit	14	13	21	12	12
OBSC - Obscenity	7	0	0	6	1
OBST - Obstruct Legal Process	1	1	5	6	12
OD - Overdose	13	3	9	5	8
OPND - Open Door/Window	78	91	92	69	75
PARK - Parking Complaint	269	238	275	313	291
PATR - PCs for one night ONLY	112	92	98	79	83
PRES - Prescription Fraud/Forgery	3	1	0	1	0
PROP - Found/Lost Property	365	427	380	364	371
PROW - Prowler	21	31	30	23	31
PUBL - Create Public Nuisance	1	1	0	1	0
PURS - Pursuit/Chase	12	13	19	16	8
RAPE - Rape	4	7	9	11	6
RAW - Runaway Juvenile	23	19	18	7	12
RECK - Reckless Driver	94	43	63	42	49
REMOV - Unwanted Person	86	70	84	75	137
REPO - Repossession of Property	23	16	15	21	15
ROAD - Road Closed	78	77	52	58	53
ROBB - Robbery	2	3	2	6	2
SCAM - Phone/Mail Scam	10	25	26	49	40
SEAR - Search Warrant	18	6	11	15	4
SECUR - Off Duty Security	36	22	27	39	46
SEXU - Sex Offense	14	12	26	20	21
SHOP - All City/County Shop Calls	186	107	236	263	363
SHOT - Gunshots/Non-injury shooting	23	35	25	43	33
SNOW - Snow Removal	9	3	0	0	0
STAL - Stalking	11	6	14	13	21
STOL - Stolen Property	3	5	15	6	9
SUIC - Suicide	4	2	3	5	1

<b>Occurrence Types</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
SUIS - Suicidal Subject	71	50	50	61	72
SUSA - Suspicious Activity	204	209	278	288	311
SUSP - Suspicious Person	195	280	278	280	273
SUSV - Suspicious Vehicle	131	164	137	132	172
TA - Transient Aide	172	186	208	231	209
TERR - Terroristic Threat	2	0	0	1	1
TEST - Test Alarms/Sirens/Pagers	369	458	456	436	405
THEF - Theft	633	681	582	573	583
THRE - Threats	72	86	60	68	79
TOBA - Tobacco Violation	8	10	5	11	10
TOW - Towed Vehicle	28	22	24	24	20
TRAF - Traffic/Driving Complaints	368	407	319	305	310
TRAN - Prisoner Transportation	106	94	140	139	169
TRAS - Trash Dumping - Illegal	25	21	32	23	28
TRES - Criminal Trespass	44	44	41	37	37
TRUA - Truancy	9	6	0	3	4
UNDR - Underage Possession CMB/LIQ	68	55	70	53	82
UNLO - Unlock Vehicle/Building	19	31	26	17	18
URIN - Urinating in Public	3	28	71	29	33
VAGR - Vagrancy	0	1	1	2	0
VASST - Vehicle Assist	13	7	5	3	0
VEHB - Vehicular Battery	0	0	0	0	0
VIRO - Violation of Restraining Order	37	51	60	42	43
WARR - Warrant Service - FTA only	110	88	144	144	279
WATR - Water Use Violation	55	107	129	83	71
WEAP - Unlawful Use of Weapon	7	7	5	10	11
WELF - Welfare Check	188	191	196	182	137
WORK - Work Crews	102	40	296	217	181
<b>Totals</b>	<b>17705</b>	<b>20237</b>	<b>23013</b>	<b>23909</b>	<b>24780</b>

## 2009 Upcoming Projects

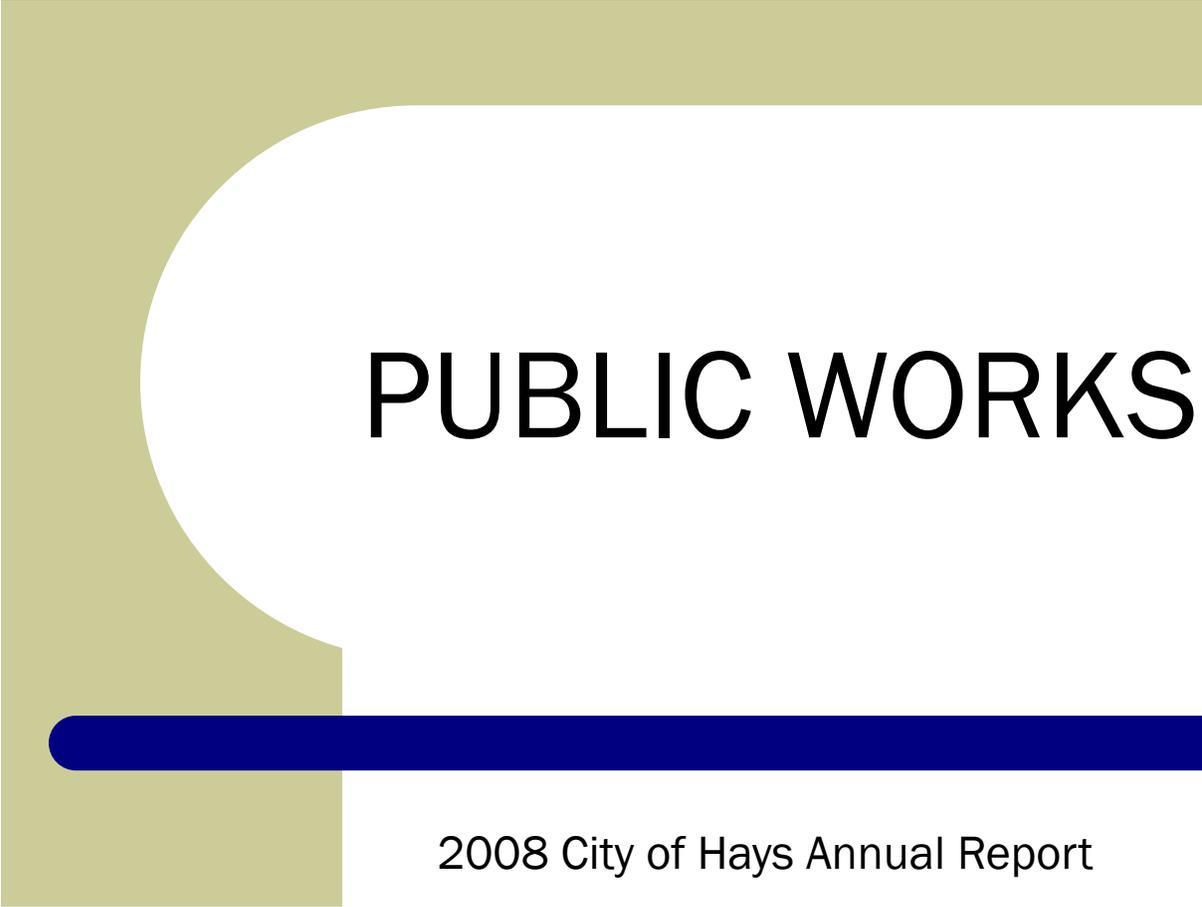
Four Patrol cars will be purchased to replace the oldest police vehicles in the department that have excessive miles and increasing maintenance costs.

The Hays Police Department will hire up to four part-time police officers to augment necessary manpower during peak times of the week and offset overtime costs.

Included as part of the Part-time Police Officer program, the Hays Police Department in coordination with the Justice Studies Program at Fort Hays State University will initiate a Part-time Officer / Internship program to develop future full-time officer candidates and improve the interaction between the FHSU Justice Program and the Hays Police Department while improving our future recruiting success with local college level candidates.

The Hays Police Department, working with the City's IT Division, will implement a new wireless connectivity between the patrol cars' laptop computers and the Police Department's main computer server. This connectivity will replace the antiquated radio modem supporting the laptops/Mobile Data Terminals used the last decade. The wireless connectivity will provide a much greater capability to the officers at a significantly lower price than previously possible using the radio modem connectivity.

The Citizen's Police Academy, which has been conducted annually for the last fourteen years, will be reorganized to provide a more compact or condensed class schedule allowing more members of the community to participate in this activity without the extensive commitment of time necessary in past years.



# PUBLIC WORKS

2008 City of Hays Annual Report

# Message from the Director, Brenda Herrman

The Public Works Department is comprised of 37 full-time employees making up five separate divisions to cover the operations of the department. The divisions are:

- Airport (3)
- Public Works General Administration (3)
- Planning, Inspection, and Enforcement (P.I.E.) Division (5) plus one (1) part-time
- Service Division (18)
- Solid Waste Division (8)

The 2008 combined budgets for the Public Works Department was \$5,123,696 as detailed below:

Airport	\$523,972
Airport Improvements	\$61,967
General Administration	\$251,600
Services Division	\$772,240
Planning Inspection and Enforcement	\$223,558
Buildings and Grounds	\$435,900
Fleet Maintenance	\$729,250
New Equipment Reserve	\$525,479
Solid Waste Division	\$1,136,918
<u>Special Highway</u>	<u>\$1,050,258</u>
Total Budget	\$5,711,139

The year started out with several (10) smaller snow events which kept Public Works crews busy keeping safe, snow and ice free, driving surfaces on the emergency snow routes and other arterial and collector streets.

The delivery of over 6,600 new polycarts to the citizens of Hays was completed in January 2008 with crews from Public Works, Parks, Airport, Fire Department, two Stockton Correctional Inmate crews, and one temporary hire. These employees worked long 10-hour days all through the week battling snow, ice, and mud in the City's alleys to deliver a cart to each resident with City refuse service. It was truly a team effort that exceeded all expectations. The following week, collection of refuse with the new automated refuse trucks began. The new program was not without "bugs" and "hitches", but all-in-all the program started and continues successfully. The collection of the "old" trashcans occurred from February 4<sup>th</sup> to 13<sup>th</sup>; the containers were either recycled or taken by the Parks Department for use in the City parks.

Towards the end of June 2008, the Public Works Department started overseeing functions and duties at the Airport. The Director and Assistant Director took joint responsibility to ensure work at the Airport would be conducted smoothly. Staff changes took place with the promotion of the Airport Maintenance Operator to Airport Foreman; a Maintenance Operator and an Administrative Secretary were hired.

Beginning November 1, 2008 the Compost Site discontinued the acceptance of tree limbs. City staff posted new signs for the site, changed the hours of operation, and conducted various public service notices and postings to inform the public. The division cleared out the remaining tree limbs with the assistance of M&D Construction. M&D was utilized from July 2008 to December 2008. A total of \$19,950 was paid to M&D Construction for hauling purposes, \$7,936.50 to Ellis County Landfill for the disposal of tree limbs and brush, which totaled approximately 755.53 tons of material.

## General Administration

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

## Airport

Fixed Base Operator Activities – Hays Aircraft, managed by Randall Buchanan, completed its 5<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 aircrafts available for charter services are a Cessna 310, Cessna 421, Cessna 340, and a Beechcraft Bonanza A36. Aircraft available for rental and student services include two Cessna 172's and a Beechcraft Bonanza. Other aircraft are available from Crott's Aircraft, Dodge City as needed.

Fly Hays Promotions – Promotions and advertising throughout the year were handled by Ellis County Coalition, Airport staff, and Great Lakes Airlines. The Fly Hays Campaign was advertised on various radio stations, in newspaper ads, and on cable TV.

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

Planning – Planning involves helping developers, property owners, etc. with all processes involved with platting, zoning, annexation, variances, special use permits, and floodplain administration. Regular meetings are held with the Hays Area Planning Commission, Board of Zoning Appeals, and Utility Advisory Committee to aid in all aspects dealing with new developments.

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.

Enforcement – Enforcement deals with nuisances, abandoned vehicles, and dangerous structures. Also included in this category are alley and other right-of-way obstructions.

## 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, maintaining flood gates and storm water collection basins, composting operations, and pavement crack sealing.

## Solid Waste Division

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

# Staff Information

## GENERAL INFORMATION

The Airport became a division of Public Works in June 2008.

The Utilities Division branched out to its own department in November 2008.

Dustin Harman was promoted to Airport Foreman on August 10, 2008 and Brian Bozarth transferred to the Airport as a Maintenance Operator on September 9, 2008. Sandy Beisner, Administrative Secretary, joined the division on October 27, 2008.

One Public Works employee was in the military reserves, Curtis Deines, Inspector, was called to active duty and was 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. Arlen Flax resigned from the PIE Division on April 18, 2008. Bill Koerner joined the division on June 3, 2008.

Michael Hargitt resigned from the Solid Waste Division in March 2008 and Heath Littrell transferred to the Parks Department. Additionally, Brian Rohr joined the division in March 2008.

Kyle Pfannenstiel joined the Service Division in February 2008. Luke Coker was originally hired as a Refuse/Recycling Collector on May 7, 2008 and was transferred to the Service Division effective July 7, 2008. Jeremy Rupp joined the division on September 11, 2008, Mike Argo started his employment with the City on September 15, 2008, and Jesse Wilkie started on November 12, 2008. Various employees began employment with the Service Division and later resigned, these employees include: Phil Demel and Jamie Hynes. Additionally, Brady Weigel resigned from the division on August 11, 2008. Rick Shanley, Maintenance Worker II, retired from the Service Division on March 21, 2008. A farewell barbeque was held in Rick's honor on March 19, 2008.

## STAFF LISTING

### GENERAL ADMINISTRATION

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Brenda Herrman	12	Director of Public Works/Airport Manager
John Braun	8	Assistant Director of Public Works
Shelley Bryant	4	Administrative Assistant

### AIRPORT

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Dustin Harman	2	Foreman
Brian Bozarth	1	Maintenance Operator
Sandra Beisner	New in 2008	Administrative Secretary

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

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Linda Bixenman	4	Administrative Secretary
Curtis Deines	6	Inspector
Bill Koerner	New in 2008	Inspector
James Purdy	1	Part-time Inspector
Jesse Rohr	7	Superintendent
Curtis Weber	12	Inspector

SERVICE DIVISION

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Mike Argo	New in 2008	Maintenance Worker I
Kurt Arnhold	23	Maintenance Worker II
Kevin Augustine	16	Equipment Operator
Eric Borger	1	Maintenance Worker I
Luke Coker	New in 2008	Maintenance Worker I
Dustin Degenhardt	13	Maintenance Worker II
Tim Hickert	13	Mechanic
Brian Hiller	23	Equipment Operator
Leroy Kreutzer	19	Shop Foreman
Kyle Leiker	16	Equipment Operator
TJ Mages	1	Mechanic
Kyle Pfannenstiel	New in 2008	Maintenance Worker I
Jeremy Rupp	New in 2008	Maintenance Worker I
Don Stejskal	22	Service Division Supervisor
Kyle Sulzman	24	Service Division Superintendent
Jesse Wilkie	New in 2008	Maintenance Worker I
Mark Windholz	17	Service Division Foreman
Daniel Younger	20	Maintenance Worker II

SOLID WASTE DIVISION

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Troy Basgall	8	Equipment Operator
Steve Dreiling	14	Equipment Operator
Adam Frohling	3	Refuse/Recycle Collector
Marvin Honas	8	Solid Waste Division Superintendent
Wyatt King	4	Refuse/Recycle Collector
Jason Knipp	10	Equipment Operator
Dan Roberts	22	Equipment Operator
Brian Rohr	New in 2008	Refuse/Recycling Collector

TRAINING

<b>GENERAL ADMINISTRATION</b>	
<b>TYPE OF TRAINING</b>	<b>ATTENDEE</b>
CPR/First Aid Training	Shelley Bryant
Fire Department Tour and Orientation	Shelley Bryant
APWA Mid-America Conference in Kansas City, MO	Brenda Herrman
APWA Delegates meeting	Brenda Herrman
Hazmat Training	John Braun, Brenda Herrman
Police Department Tour and Orientation	John Braun, Shelley Bryant
INT Training	Brenda Herrman

FAA Conference, Kansas City, MO	John Braun
Airport Security Coordinator Training Course, Hays, KS	John Braun, Brenda Herrman
Overview of Engineering Functions in Public Works, Salina, KS	John Braun
2 <sup>nd</sup> Annual Water Conference, Hays, KS	John Braun
<b>PLANNING, INSPECTION AND ENFORCEMENT: (P.I.E.)</b>	
CPR/First Aid Training	Jesse Rohr, Jim Purdy, Linda Bixenman, Curtis Weber
Fire Department Tour and Orientation	Linda Bixenman
ICC Conference in Denver, CO	Jesse Rohr
Police Department Tour and Orientation	Linda Bixenman, Curtis Weber, Curtis Deines, Jesse Rohr
Hazmat Training	Curtis Weber
Building Code Training, Kansas City, MO	Curtis Deines, Bill Koerner
ADA Training, Hays, KS	Jesse Rohr
KACPZO Planning Conference, Hesston, KS	Jesse Rohr
ICC Disaster Inspection Training Seminar, Wichita, KS	Jesse Rohr, Curtis Deines
<b>SERVICE DIVISION</b>	
CPR/First Aid Training	Eric Borger, TJ Mages
APWA Mid-America Conference in Kansas City, MO	Kyle Sulzman
MUTCD training	Don Stejskal, Kyle Leiker, Kevin Augustine, Kyle Sulzman, Mark Windholz
Hazmat Training	Kevin Augustine, Brian Hiller, Don Stejskal, Mark Windholz, Kyle Leiker, Kyle Sulzman
Culverts & Drainage Workshop, Hays, KS	Kyle Leiker, Mark Windholz, Kevin Augustine
Police Department Tour and Orientation	Kyle Sulzman
Service Excellence & City Government, Great Bend, KS	Kyle Sulzman, Mark Windholz
<b>SOLID WASTE DIVISION</b>	
CPR/First Aid Training	Jason Knipp, Wyatt King, Dan Roberts, Steve Dreiling
Hazmat Training	Marvin Honas
Police Department Tour and Orientation	Marvin Honas
<b>AIRPORT</b>	
CPR/First Aid Training	Brian Bozarth
Airport Security Coordinator Training Course, Hays, KS	Brian Bozarth, Dustin Harman

## **AWARDS/RECOGNITION RECEIVED**

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

- 10-year awards
  - Jason Knipp, Equipment Operator
- 20-year awards
  - Daniel Younger, Maintenance Worker II

### **B. STAFF INVOLVEMENT**

The employee incentive program started on February 1, 2008. Employees were allowed to receive "Incentive Bucks" totaling up to \$80 at various vendors. The incentive committee also sponsored a pool party and purchased gifts to be raffled at the Christmas Party.

Donuts and Discussion events were held throughout the year. Various employees attended these events on August 19, 2008 at the EOC room and November 7, 2008 at the CVB. Employees were given the opportunity to ask questions of the City Manager, Assistant City Manager, and department heads as well as hear summaries of City events.

City employees attended a picnic at the Golf Course on September 5, 2008 hosted by the City Manager and department heads.

The City of Hays Christmas party was held on December 5<sup>th</sup> at the American Legion. A meal was provided, raffle tickets distributed and prizes awarded, and the band Flatspin played.

#### General Administration

Brenda Herrman, Director of Public Works is a member of the Lions Club, serves on various APWA boards. She was also appointed to the Governor's Task Force (T-LINK) to recommend the next ten-year transportation program.

John Braun is a Safety Officer for the City of Hays Safety Committee.

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 Area Planning Commission, Hays Area Board of Zoning Appeals, Building Trades Board, Neighborhood Revitalization/Downtown Development Review Board, and Utility Advisory Committee.

Jesse Rohr, Curtis Deines, and Bill Koerner are members of the Kansas Heart of America Chapter of the International Code Council (HOAC).

Jesse Rohr is a member of the American Planning Association (APA) as well as the local Kansas Chapter of the American Planning Association.

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

#### Service Division

Kyle Leiker is a Safety Officer for the City of Hays Safety Committee.

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

#### 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 a Boy Scout troop and for third graders at O'Loughlin School.

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

# Projects and Activities

- 2008 Street Improvements
  - Chip Seal
  - Curb and Brick Repair
  - Seal Coat
  - Polypatch
- US-183 System Enhancement (North Vine Street)
- Roth 4<sup>th</sup> Addition Water and Sanitary Sewer
- Waterline Improvements
  - Main Street 1<sup>st</sup> to 3<sup>rd</sup>
  - Main Street 18<sup>th</sup> to 25<sup>th</sup>
  - 20<sup>th</sup> Street Canal to Pine
  - Canal 20<sup>th</sup> to 27<sup>th</sup>
  - Walnut 6<sup>th</sup> to 7<sup>th</sup>
  - Commerce Parkway South of 13<sup>th</sup> Street
  - 22<sup>nd</sup> Street Canterbury to Commerce Parkway
  - Milner from 17<sup>th</sup> to 18<sup>th</sup>
- Wayfinding Signage Prototype Project
- Lincoln Draw Tunnel Rehab Design
- Sports Complex Project Development
- 22<sup>nd</sup> Street Construction – Canterbury to Commerce Pkwy
- 22<sup>nd</sup> and Canterbury Traffic Signal Upgrade
- WWTP – Trickling Filter, Blowers, and Aerated Basin Mixers
- WWTP SCADA Upgrades
- WTP Filter Controls and SCADA
- WWTP Boiler, Biogas, and Influent Pump Upgrade Design
- Water Treatment Plant Sludge Pump Replacement
- Improvements to WWTP Effluent Recovery System for Golf Course Irrigation
- Industrial Landfill Operating Permit Upgrade
- Investigation Regarding Acquisition of Cedar Bluff Cattle Feeders
- Dakota Wellfield Analysis
- KLINK Grant for Future Reconstruction of Vine Street 13<sup>th</sup> to 27<sup>th</sup>
- Golden Belt Estates – 2<sup>nd</sup> Addition
- Golden Belt Estates – 3<sup>rd</sup> Addition
- Smoky Wellfield Expansion
- Alley Obstruction Program
- Study Post Office Alley and Convert to One-way
- Architectural Services for the Potential Remodel of the Army Reserve Building and Construction of a new Fire Station
- Golf Course Front 9 Irrigation Improvements
- West Frontier Park Restroom
- Seven Hills Park Improvements
- 8<sup>th</sup> Street Bridge Deck Repair Design
- Warranty Inspection and Close Out of 2007 Projects
- Airport Master Plan
- FAA Reimbursement for Airport Aviation Easements
- FAA Release of Property Sold

- Design of an Aircraft Rescue and Fire Fighting Facility at the Airport
- Procurement of an Aircraft Rescue and Fire Fighting Vehicle for the Airport
- Development of Enhanced Taxiway Markings Project for the Airport

## Department Committees

Airport Advisory Committee meets on the first Monday of the month. Various aviation topics were discussed and updates from staff were received. The Board has been very accepting of new staff and organization of the Hays Regional Airport.

Hays Area Planning Commission – The commission meets monthly on the third Monday of the month to discuss planning and development issues. There were two new plats approved in 2008, five re-zonings, and other discussion on issues pertaining to the zoning and subdivision regulations, particularly wind turbine regulations.

Hays Area 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 19 cases heard before the board. Eleven variance cases were heard, with two of those being denied, and nine approved. Eight special use permit applications were processed, with all of those being approved.

Utility Advisory Board – The board meets on the first Tuesday of each month to evaluate new plats and developments for easement/utility access.

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.

Neighborhood Revitalization/Downtown Development Review Board – The board meets as called to review applications that are submitted for the Neighborhood Revitalization Tax Rebate Program. There was one case reviewed in 2008, which was approved.

## 2008 Statistical Information

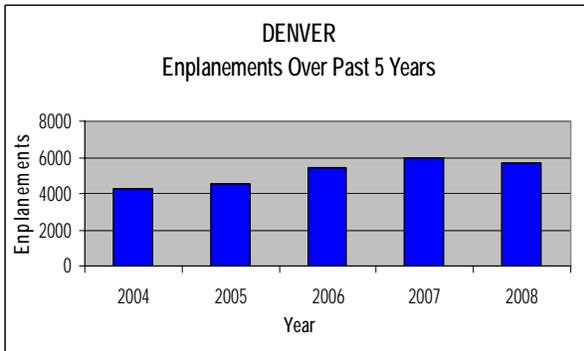
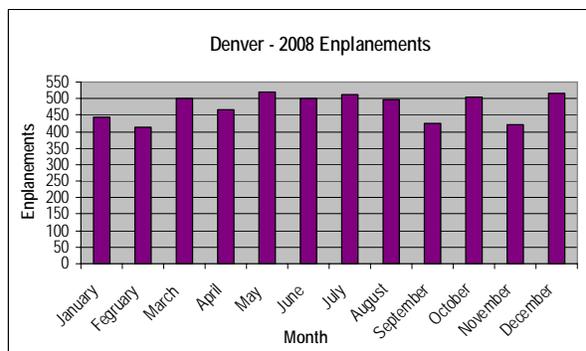
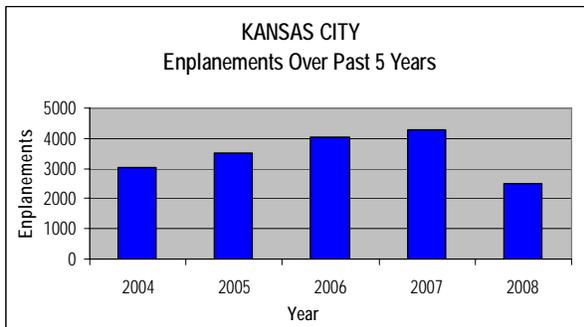
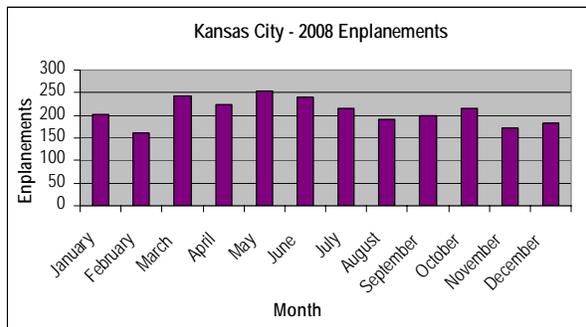
### Airport

Commercial Boarding - Boarding for Great Lakes Airlines decreased by 20% in 2008. The airline had two daily flights to Denver, with a total of 5,712 enplanements and two flights daily to Kansas City, with a total of 2,500. This is compared to the 5,919 enplanements to Denver and the 4,292 enplanements to Kansas City in 2007. In 2008, the average daily enplanements to Denver were 15.7 and the average daily enplanements to Kansas City were 7.1. Great Lakes Airlines code-shares out of Denver with United and Frontier Airlines. Great Lakes is managed by Trent Smith. They use a Beechcraft 1900 aircraft to fly in and out of the Hays Airport.

**TABLE A. ENPLANEMENT INFORMATION BY MONTH**

Month	Great Lakes to Denver						Great Lakes to Kansas City						Both
	2004	2005	2006	2007	2008	Comparison 2007-2008	2004	2005	2006	2007	2008	Comparison 2007-2008	Monthly Comparison
January	298	313	387	382	442	16%	159	208	234	340	203	-40%	-11%
February	294	303	434	396	412	4%	121	192	248	303	161	-47%	-18%
March	338	357	354	485	499	3%	248	282	325	354	244	-31%	-11%
April	310	318	385	481	466	-3%	237	256	270	380	223	-41%	-20%
May	394	420	596	609	519	-15%	257	363	359	478	253	-47%	-29%
June	424	390	483	453	500	10%	281	339	338	477	239	-50%	-21%
July	363	380	517	541	511	-6%	275	335	357	427	215	-50%	-25%
August	354	352	444	490	498	2%	238	336	314	417	192	-54%	-24%
September	387	413	441	498	425	-15%	252	285	330	339	200	-41%	-25%
October	352	436	524	526	505	-4%	311	302	344	193	216	12%	0%
November	366	379	460	563	421	-25%	313	281	374	295	172	-42%	-31%
December	412	497	441	495	514	4%	319	337	538	289	182	-37%	-11%
<b>TOTAL</b>	<b>4292</b>	<b>4558</b>	<b>5466</b>	<b>5919</b>	<b>5712</b>		<b>3011</b>	<b>3516</b>	<b>4031</b>	<b>4292</b>	<b>2500</b>		

The Hays Regional Airport did not reach the 10,000 boarding requirement to be eligible for FAA Entitlement monies. The total boardings were 8,212. Great Lakes took over Essential Air Service (EAS) to Kansas City and this was a key factor in the lower boarding numbers. Great Lakes was contacted several times requesting a change in the flight times to and from Kansas City. No response was received.



**Fuel Sales** - Fuel sales at the Hays Regional Airport were down 17% for 2008, as compared to the year 2007. The total gallons of fuel sold at the Airport in 2007 were 328,769, while fuel sales in 2008 were 249,913. Below is a comparison of the fuel sales for the years 2007 and 2008.

**TABLE B. FUEL SALES STATISTICS**

	Hays Aircraft						Comparison		
	2007			2008			2007-2008		
	100 LL	Jet	Total	100 LL	Jet	Total	100 LL	Jet	Total
January	6,273	16,003	22,276	4,932	20,478	25,410	-21%	28%	14%
February	5,849	14,320	20,169	6,036	14,544	20,580	3%	2%	2%
March	7,794	20,802	28,596	4,217	17,387	21,604	-46%	-16%	-24%
April	6,389	26,719	33,108	3,103	22,362	25,465	-51%	-16%	-23%
May	6,181	31,475	37,656	3,741	17,207	20,948	-39%	-45%	-44%
June	7,347	21,350	28,697	4,882	17,059	21,941	-34%	-20%	-24%
July	8,814	16,194	25,008	5,271	15,258	20,529	-40%	-6%	-18%
August	8,366	21,307	29,673	4,824	15,075	19,899	-42%	-29%	-33%
September	8,194	20,398	28,592	5,725	14,590	20,315	-30%	-28%	-29%
October	7,754	22,508	30,262	4,634	14,723	19,357	-40%	-35%	-36%
November	7,635	17,010	24,645	3,925	13,171	17,096	-49%	-23%	-31%
December	4,867	15,220	20,087	2,902	13,867	16,769	-40%	-9%	-17%
<b>TOTALS</b>	<b>85,463</b>	<b>243,306</b>	<b>328,769</b>	<b>54,192</b>	<b>195,721</b>	<b>249,913</b>	<b>-37%</b>	<b>-20%</b>	<b>-24%</b>

Planning, Inspection, Enforcement

Type of Permit	Number of Permits	2008 Fees	2008 Valuation
Single-Family	22	\$ 16,155.63	\$ 5,263,385.15
2 Family	4	\$ 4,898.55	\$ 983,872.30
Multi-Family	1	\$ 4,951.32	\$ 1,481,190.44
Manufactured Home	1	\$ 40.00	\$ -
Detached Garages	20	\$ 2,138.17	\$ 401,418.27
Carports	5	\$ 124.41	\$ 8,649.71
Decks/Porches	11	\$ 220.00	\$ 35,950.00
Sheds	6	\$ 216.49	\$ 24,455.48
Remodel/Fire Damage	17	\$ 1,364.99	\$ 437,905.00
Addition	18	\$ 2,129.47	\$ 464,378.26
Basement Construction	1	\$ 60.00	\$ 10,000.00
Escape Windows	3	\$ 60.00	\$ 9,100.00
Other/Alterations	2	\$ 45.33	\$ 2,900.00
Patio Covers	4	\$ 92.82	\$ 11,606.30
Commercial	9	\$ 17,238.90	\$ 8,671,561.30
Commercial/Remodel	27	\$ 4,596.60	\$ 1,744,362.78
Commercial Alteration	2	\$ 4,679.20	\$ 3,185,000.00
Commercial Addition	6	\$ 2,507.17	\$ 986,493.37
Commercial Other	1	\$ 50.00	\$ 140,000.00
<b>Total Building Permits</b>	<b>160</b>	<b>\$ 61,569.05</b>	<b>\$ 23,862,228.36</b>
Concrete Driveway/Sidewalk	51	\$ 1,060.00	\$ 92,405.00
Temporary Structures	2	\$ 60.00	\$ -
Roofing	117	\$ 2,620.00	\$ 1,002,832.15
Siding	6	\$ 120.00	\$ 35,800.00
Swimming Pools	2	\$ 40.00	\$ 38,000.00
UG Sprinklers	21	\$ 440.00	\$ 54,450.00
Foundation	2	\$ 63.20	\$ -
Signs	29	\$ 1,500.00	\$ 447,200.00
Relocate/Demolish	9	\$ 180.00	\$ -
<b>Total Other Permits</b>	<b>243</b>	<b>\$ 6,083.20</b>	<b>\$ 1,670,687.15</b>
<b>Electrical</b>	<b>50</b>	<b>\$ 1,100.00</b>	<b>\$ -</b>
<b>Plumbing Permits</b>	<b>19</b>	<b>\$ 430.00</b>	<b>\$ -</b>
<b>Right of Way Permits</b>	<b>49</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Mechanical Permits</b>	<b>14</b>	<b>\$ 430.00</b>	<b>\$ -</b>
<b>SUM TOTAL</b>	<b>512</b>	<b>\$ 69,612.25</b>	<b>\$ 25,532,915.51</b>

### Building Permits Issued

INSPECTIONS CONDUCTED IN 2008 BY STAFF	
Building Inspections Performed	1214
Construction Projects Inspected	11
Code Enforcement Violations Corrected	843

### Service Division

		2006	2007	2008
<b>Snow &amp; Ice</b>				
	Storms of >1" of Snow	3	7	7
	Storms of <1" of Snow	13	17	10
	Tons of Salt Used	46.50	614.36	369.74
	Yards of Sand Used	41	552	140
	Gallons of Brine Produced/Used	13,403.2	232,439	101,870
<b>Signs &amp; Signals</b>				
	Replaced/Repaired Regulatory Signs	885	662	324
	Replaced/Repaired Advisory/Hazard Signs	436	299	418
	Installed 9" Street Name Signs (upgrade)	146	0	0
	Replaced Sign Posts	47	112	98
<b>Streets &amp; Alleys</b>				
	Cracksealing Material (lbs.)	130,428	43,980	88,480
	Airport Cracksealing (lbs.)	720	0	7,470
	Pothole Patching, Asphalt (tons)	530.88	231.35	11,236.83
	Painting (gals.)	424	315	335
	Annual alley program (alley graded (# of alleys)	229	229	306
	Rock Placed in Alleys (tons)	169	582	1,854
	Street Sweeping (curb miles)	4,324	5,290.4	5,680.4
	Concrete repairs (yards)	N/A	1,125	1,886
<b>Fleet Maintenance</b>				
	All Repairs -Ex. Trans, A/C, Tires, Alignment (Service Div & Solid Waste Div.)	1,701 units 3,290 hrs	2,005 units 3,908 hrs	2,494 unit 5,040 hrs
	Most Repairs (Other Depts. & Divs.)	303 units 746 hrs	880 units 1,221 hrs	1,012 units 1,392 hrs
	Repairs (Parks Dept. – mowers)	N/A	67 units 182 hrs	271 units 1,325 hrs
	Monthly Service (Police Dept.)	329 units 525 hrs	480 units 707 hrs	603 units 1,385 hrs
	Small Equipment (weed eaters, chain saw, quickie saw)	266 hrs	273 hrs	234 hrs
<b>Alley Cleanup</b>				
	Total Tonnage	517	483	416
	C&D Materials (tons)	254	247	222.75
	Trees (tons)	40	41	30
	Metals (tons)	73	64	55.39
	E-waste (tons) *no longer collected in 2008	14	20	0
	Bicycles (taken to Ellsworth Correctional Facility)	300	100	0
	Municipal items (tons)	122	110	130
	Total Cost	\$9,980	\$9,825	\$14,239
	Number of Days	8	8	7
	Man hours	1,840	2,044	2,677
<b>Auction</b>				
	Items Sold	13	13	5

	2006	2007	2008
<b>Buildings &amp; Grounds</b>			
Requests completed	47	95	13
<b>Compost</b>			
Compost Tonnage	2,250	1,165	3,633
Compost Screenings (yards)	N/A	360	1,381
Yards Chipped	782	392	190

Stockton Correction Facility Hours Tracking	Total (hrs)
Parks Department - Litter Patrol (N Vine & 41st)	21
Parks Department – Trimming Chetolah, Vine N of 27th, etc.	491
Parks Department – Mowing (islands, etc)	12
Service Division – Cleaning Reserve Center	3
Service Division – setup for various items (WWF, Oktoberfest, etc)	6
Service Division – Building Maintenance	4
Service Division – Cleaning Salt Brine Production Units/production	18
Service Division – Compost Site – chipping	88
Service Division – Cracksealing	213
Service Division – Concrete repairs (rebar)	6
Solid Waste Division – Baling Paper	218
Solid Waste – Polycart Delivery Program (2 crews)	64
Solid Waste – Can Collection Program	39
Solid Waste – Special Collection	6
Solid Waste – Alley Cleanup	60
Utilities Department	6
Parks Department - Litter Patrol (N Vine & 41st)	21
Parks Department – Trimming Chetolah, Vine N of 27th, etc.	491
Parks Department – Mowing (islands, etc)	12
Service Division – Cleaning Reserve Center	3
Service Division – setup for various items (WWF, Oktoberfest, etc)	6
Service Division – Building Maintenance	4
Service Division – Cleaning Salt Brine Production Units/production	18
Total days off throughout the year (sick, weather related, shake downs, etc)	63

### Solid Waste Division

REVENUE			
Company	2006	2007	2008
FHSU	\$4,378.50	\$4,816.35	\$2,290.05
Midwest Energy	\$1,456.34	\$1,442.48	\$202.50
USD #489	\$524.07	\$534.38	\$670.73
Sonoco (paper)	\$35,783.25	\$53,457.05	\$54,769.16
<b>TOTAL REVENUE</b>	<b>\$42,142.16</b>	<b>\$60,250.26</b>	<b>\$57,932.44</b>

\*\*Stopped collecting charges as of 6/1/08.

EXPENDITURES						
Type of Expense	2006		2007		2008	
	Tons	Cost	Tons	Cost	Tons	Cost
Refuse	4848.03	\$248,982.33	5009.91	\$261,537.03	5000.59	\$281,402.53
Alley Cleanup	489	\$9,980.00	483	\$9,825.00	416	\$11,239.00
Commingled Recycling	140.41	\$16,040.50	145.23	\$16,101.50	150.83	\$16,041.50
<b>TOTAL EXPENDITURES</b>		<b>\$275,002.83</b>		<b>\$287,463.53</b>		<b>\$308,683.03</b>

Alley Cleanup was performed in 2008 with excellent results and many “good job” comments from the citizens of Hays. The total cost of the program increased by \$4,414 from \$9,825 in 2007 to \$14,239 in 2008. This increase is attributed to the Ellis County tipping fees and fuel price increases. The alley cleanup took seven days to complete, which is one day less than 2007. The overall tonnage for 2008 was 416 tons, which is 67 tons less than in 2007.

The Christmas tree collection program was conducted on January 14, 2009. Although the trees were collected in 2009, we report them in the 2008 year end report. There were a total of 63 trees chipped as compared to the 56 trees chipped from last year.

## Accomplishments

Some of the general highlights that were accomplished in 2008 in various divisions include:

### Airport:

- Airport staff and Service Division personnel assisted in removing the damaged aircraft after an emergency landing from the ditch south of Runway 4-22 on August 25, 2008.
- The south parking lot was not completed as planned. The original request was for an expansion east of the existing parking lot to accommodate 26 additional parking stalls at a cost of \$75,500. Instead, Service Division crews poured a concrete pad adjacent to the rental car parking lot to add 15 stalls at a cost of \$15,000 with completion in January 2009.
- Cracksealing operations were performed by Service Division personnel to Runway 16-34.
- Finalized the FAA grant funding for the acquisition of Aviation easements off both ends of Runway 4-22.
- Hangers – Hangar E-5 was sold by Dan Nixon to Paul Simpson. This is a 51' x 40' hangar.
- Paul Simpson received permission from the City and FAA to construct a new hangar on lot F-10. Construction will be completed in 2009. The hangar size is 45' x 88'.
- The FBO area of the Terminal Building received new paint and flooring in 2008. The office was relocated to the old Pilot's Lounge and a new lounge was created.
- In December 2008, three tons of the chemical urea was applied to Runway 16-34 and Taxiway M in an effort to break the bond of ice to the pavement. This was the first time this application had been used. It proved to be successful. Staff plans to use urea as a de-icing agent on the runways and taxiways.
- Secured FAA release of Airport property within the Airport Industrial Pak which was transferred without proper FAA approval.
- Encouraged the completion and submission of a VORTAC study by the FAA.
- Prepared for and completed successful FAA Compliance inspection.
- Completed successful TSA inspection.
- Completed Airport Certification Manual revisions.

- Completed Airport Security Manual revisions.
- Completed Airport Security training class.

#### PIE Division:

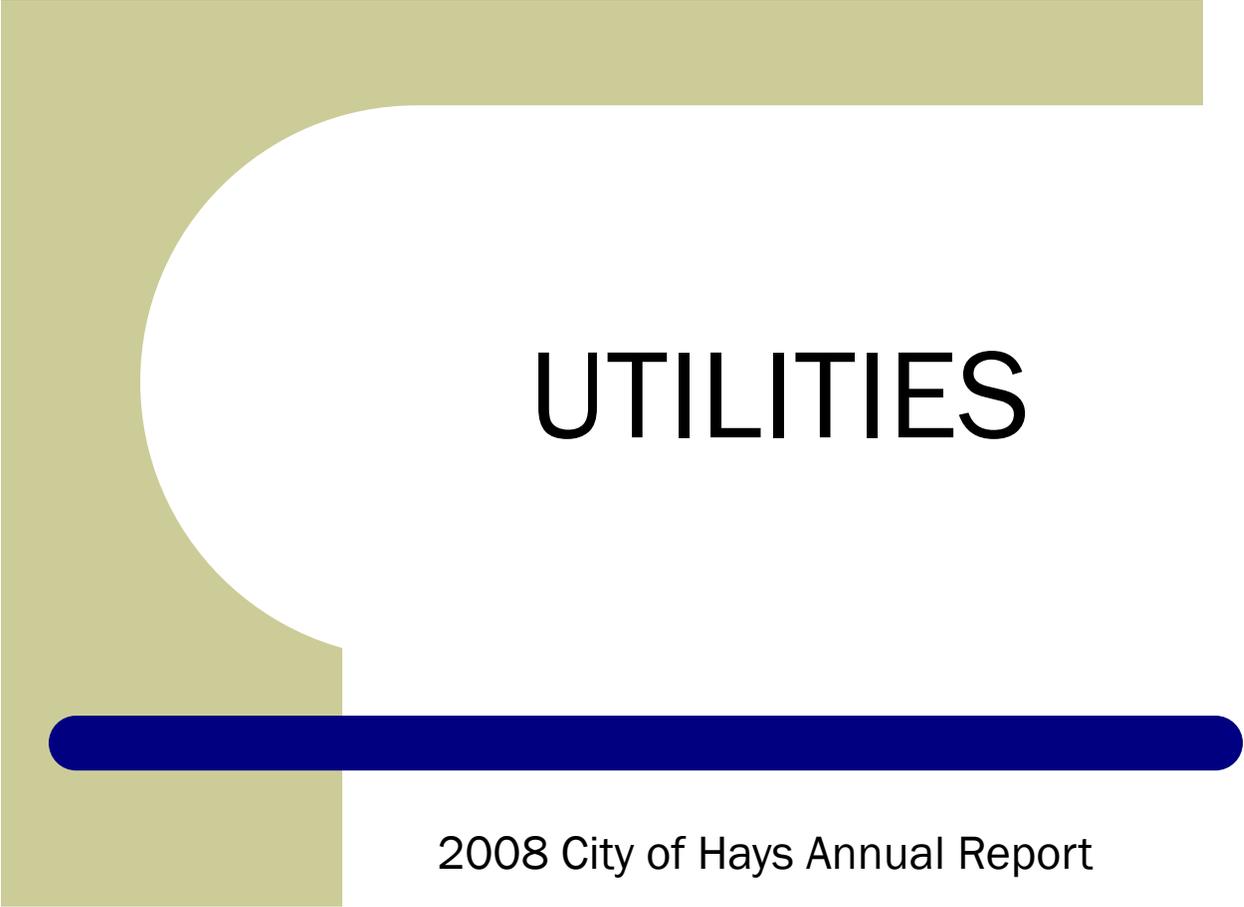
- Removed 17 abandoned trailer homes by resolution from Fort Hays Trailer Park at 618 East 5<sup>th</sup> Street and abated two other properties (113 East 5<sup>th</sup> and 111 Ash).
- Worked with the Planning Commission for eight months to develop Wind Turbine regulations.

#### Service Division:

- Crews completed a concrete reconstruction of Main Street from 20<sup>th</sup> to 25<sup>th</sup>. This was completed by October 2008.
- Crews completed a cold-mix overlay on 22<sup>nd</sup> and 41<sup>st</sup> Streets. These overlays were completed by June 2008.
- 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, 2008.
- Vehicles scheduled to be replaced were sent to auction. Five vehicles were auctioned in 2008.
- Staff conducted an analysis on hybrid vehicles to see about adding hybrid's to the City's fleet.
- Division converted two Solid Waste trucks into new dump trucks. This provided a savings to the City of approximately \$280,000. New dump trucks were budgeted for \$353,000 and the conversion costs ran around \$72,200.

#### Solid Waste Division

- Delivered polycarts to City refuse customers and started the Automated Collection Program in January 2008.
- The division's workforce was reduced by two full-time employees through attrition after the automated collection program was implemented.
- Due to the creation of the E-Waste Coalition, e-waste collection and processing was turned over to Ellis County in August 2008.
- The division installed an outside wash pit at the Recycling Facility. This allows employees the ability to rinse out the packer bodies on the trucks instead of driving them to the Public Works Department. Staff estimated an approximate cost savings of \$6,900 a year.



# UTILITIES

2008 City of Hays Annual Report

# Message from the Acting Director, Joe Obholz

The Utilities Department was a division of Public Works until November, 2008. This past year, the Utilities Department took pride in meeting all Kansas Department of Health and Environment and Environmental Protection Agency's standards on drinking water. We also met the environmental challenges set by KDHE and EPA on wastewater treatment.

Our goal as a department in 2009 will be to meet all standards set by KDHE and EPA to ensure the highest quality of drinking water for our water customers and keep the environment safe through wastewater treatment.

Since we are a new department, there will be many new challenges for the Utilities Department. With the excellent staff of this department, I have full confidence that all tasks and projects will be completed in a timely manner with great attitudes from its employees.

The Utilities Department is comprised of 21 full-time employees that are responsible for water production and distribution and wastewater treatment and collection operations. The department is broken down as follows:

- Administration and Utilities Maintenance (10)
- Water Treatment Plant (6)
- Wastewater Treatment Plant (5)

The 2008 combined budgets for the Utilities Department was \$1,988,675 as detailed below:

Waste Water Treatment and Collection	\$ 736,141
Water Production and Distribution	\$ 1,142,118
Water Taps, Hydrants, Meters	\$ 110,416
Total Budget	\$ 1,988,675

### Wastewater Treatment Plant

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 department works diligently to stay within the Kansas Department of Health and Environment (KDHE) and the Environmental Protection Agency's (EPA) requirements.

### Water Treatment Plant

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 department 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 Department. The wells are located in the Smoky, City, and Dakota Well Fields. All of the water supply is groundwater. On average, the water plant produces 1.9 million gallons a day from the well fields but has the capacity to produce 6 million gallons per day if needed in an emergency.

# Staff Information

## GENERAL INFORMATION

Brian Smith joined the Utilities Department in March 2008.

Steve Schmidtberger passed his Class IV operator exam on September 2, 2008.

Brian Smith passed his CDL exam on December 10, 2008.

## CERTIFICATION

In order to operate the Hays Wastewater Treatment and Water Softening Plants 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. The Utilities Department employs three Class I, no Class II, three Class III, and eight Class IV operators.

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

## STAFF LISTING

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Joe Obholz	26	Acting Director of Utilities/Utilities Superintendent
Charles Blair	26	Asst. Utilities Supt. Wastewater
Martin Byfield	12	Plant Operator II
Graydon Clapp	2	Maintenance Worker I
Jim Cooper	20	Asst. Utilities Supt. Water
Mark Darnall	27	Utilities Supervisor
Brad Domann	2	Maintenance Worker I
Jeffrey Gerstner	18	Maintenance Worker II
Tim Huck	15	Plant Operator II
Mike Kline	25	Plant Operator I
Mark Lang	9	Plant Operator II
Tobin Miller	6	Equipment Operator
Michael O’Gorman	6	Plant Operator I
Cornelius Onyeador	28	Plant Operator II
Mark Pfeifer	7	Plant Operator II
Brian Roe	17	Plant Operator II
Tessa Scheck	9	Administrative Secretary
Stephen Schmidtberger	9	Plant Operator II
Brian Smith	New in 2008	Plant Operator I
Shawn Swift	15	Plant Operator II
Stephen Werth	8	Plant Operator I

## **TRAINING**

<b>UTILITIES DEPARTMENT</b>	
CPR/First Aid Training, Hays, KS	Tim Huck, Cornelius Onyeador, Brian Roe, Tessa Scheck
Fire Department Tour and Orientation, Hays, KS	Tessa Scheck
Police Department Tour and Orientation, Hays, KS	Tessa Scheck, Mark Lang
Hazmat Training, Hays, KS	Charles Blair, Jim Cooper, Mark Darnall, Mike Kline, Mark Lang, Tobin Miller, Joe Obholz, Cornelius Onyeador, Brian Smith, Shawn Swift
Vactor 2110 Operator and Maintenance Course, Hays, KS	Graydon Clapp, Mark Darnall, Brad Domann, Jeff Gerstner, Mark Lang, Tobin Miller, Shawn Swift
Confined Space Entry, Great Bend, KS	Graydon Clapp, Brad Domann
Competent Person For Trenching and Excavation, Great Bend, KS	Graydon Clapp, Brad Domann
Kansas Rural Water Association Annual Conference, Wichita, KS	Jim Cooper, Mark Darnall, Joe Obholz,
Workers Compensation Training, Hays, KS	Mark Darnall
Cross Connection and Backflow Prevention, Salina, KS	Tim Huck
Environmental Ethics, Hays, KS	Mike Kline, Mike O’Gorman
Small Wastewater Systems , Hays, KS	Mike Kline, Mike O’Gorman
Wastewater Treatment Seminar, Phillipsburg, KS	Cornelius Onyeador, Shawn Swift
Water Treatment Plant Operation I Correspondence Course	Brian Smith
Operation of Wastewater Treatment Plants I Correspondence Course	Joe Obholz
National Incident Management System (An Introduction) – FEMA	Brian Smith
National Incident Command System (100)-FEMA	Brian Smith

## **AWARDS/RECOGNITION RECEIVED**

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

- 15-year awards
  - Shawn Swift, Plant Operator II
  - Tim Huck, Plant Operator II
- 20-year awards
  - Jim Cooper, Assistant Utilities Superintendent-Water
- 25-year awards
  - Mike Kline, Plant Operator I

### **B. STAFF INVOLVEMENT**

City employees attended a picnic on September 5, 2008 hosted by the City Manager and Department heads.

The City of Hays Christmas party was held on December 5<sup>th</sup> at the American Legion. A meal was provided, raffle tickets distributed and prizes awarded, and the band Flatspin played.

### **Tours**

Wastewater Plant tours were conducted for KDHE, City of Hays employees, Fort Hays State University, TMP students, and Westside School.

Some of the tours given at the Water Plant were for City of Hays’ employees, TMP students, KDHE, Fort Hays State University, and Kansas State University.

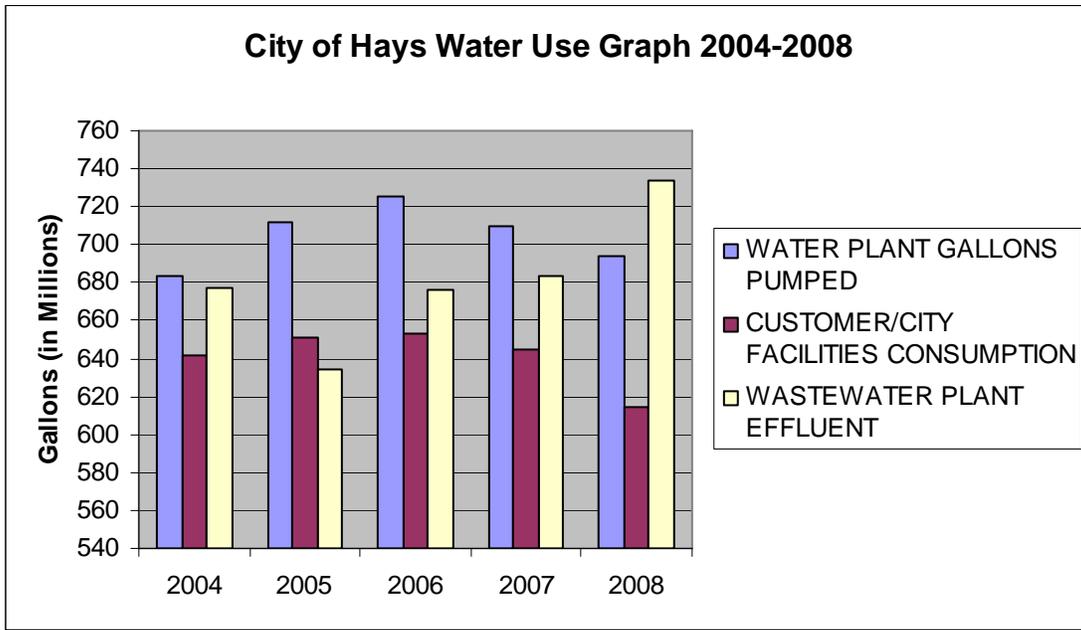
Tim Huck and Brian Roe are the Safety Officers for the City of Hays Safety Committee.

# 2008 Statistical Information

## Utilities Department

	2006	2007	2008
<b>Water T&amp;D</b>			
New Taps, Low Water Volume	2	1	3
New Taps, Residential	39	42	45
New Taps, Commercial	24	4	17
New Taps, Municipal	1	0	3
New Taps, Fire Line	5	2	2
New/Replaced Fire Hydrants	15	9	30
New Flush Hydrants	0	0	0
New/Replaced Valves	25	10	1
Water Main Breaks	43	25	22
Utility Locates	132	105	121
<b>Water Meters</b>			
Meter Change-Outs & Insulate (Up-grade to Touch-read)	92	168	150
Topside Turnoffs Change-Outs	9	14	15
Insulated Meters (Foam)	136	147	137
Meters Tested	0	44	3
Meters Read (7,000/mo.)	92,338	92,811	92,659
Delinquent Bills (70/mo.)	647	753	802
Flow Tests	64	57	83
Cross Connection Inspections	0	1	0
<b>Sanitary Sewer</b>			
Camera/Taping, LF (% of Total System)	6,716	1,300	1,850
Roots Cut in LF of Line	2,276	370	0
Manholes or Pipe Locations Repaired	1	2	3
Ring and Covers Replaced	11	1	2
Ring and Covers Adjusted	1	1	4
Sewer Call-Outs	35	37	26
Monthly Routes, Flush	110	10	60
Monthly Routes, Check	275	75	150
Quarterly Routes, Flush	171	114	0
Bi-Annual Sewer Routes, Flush (ft cleaned)	109,308	91,802	60,294

- Treated 734,143,000 gallons of water.
- Hauled 1,530,300 gallons of sludge.
- Pumped 677,191,000 gallons of effluent water to Big Creek.
- Pumped 56,952,000 gallons of irrigation water.
- The Wastewater Plant Operators completed a total of approximately 19,188 tests.
- Pumped 389,151,700 gallons of water from the Smoky Wells.
- Pumped 128,909,820 gallons of water from the City Wells.
- Pumped 25,027,100 gallons of water from the Dakota Wells.
- Pumped 150,878,600 gallons of water from the Air Stripper.
- Pumped a total of 693,967,220 gallons of water for 2008.
- Ran approximately 140,000 water analyses for 2008.
- Collected 250 samples for KDHE for water analysis for bacteria, VOC's, fluoride, THM's, etc.



## Accomplishments

Some of the general highlights that were accomplished in 2008:

- Completed the installation of the control boards for the blowers in regards to the trickling filter activated sludge basin project.
- Updated the Risk Management Program for the Water and Wastewater Plants in order to comply with the Environmental Protection Agency.
- Collected EPA Unregulated Contaminant Monitoring Rule (UCMR) 2 samples.
- Performed specific capacities on Smoky and City wells.
- Collected EPA Stage 2 Disinfectants and Disinfection Byproduct Rule (DPBR) samples.
- Installed new rapid mixer at the Water Plant.
- Performed valve exercising on the production valves.
- Vendor repaired the Pack Tower Effluent Pump #2.
- Installed the new east and west primary and secondary sludge pumps.
- Vendor cleaned and inspected the inside of the ½ Million-Gallon Water Tower.
- Installed new chlorine feeder.
- Vendor installed new safety glass windows in the chlorine storage room to comply with the EPA Risk Management Plan.
- The Dakota Well Field was put back into operation.
- Repaired the broken sludge line in front of the secondary pump house and replaced the one-inch discharge line from the secondary pump house sump pump to the sanitary sewer.
- Installed new plant effluent flow meter.
- Acidized various production wells throughout the year.
- Installed new reuse pumps at the Wastewater Plant.
- Replaced brick exterior, insulated, and added insulation to the top of the digester.
- Installed variable frequency drives on the Return Activated Sludge Filter Effluent Pumps, and the Raw Sewage Pumps.