

2009 City of Hays Annual Report

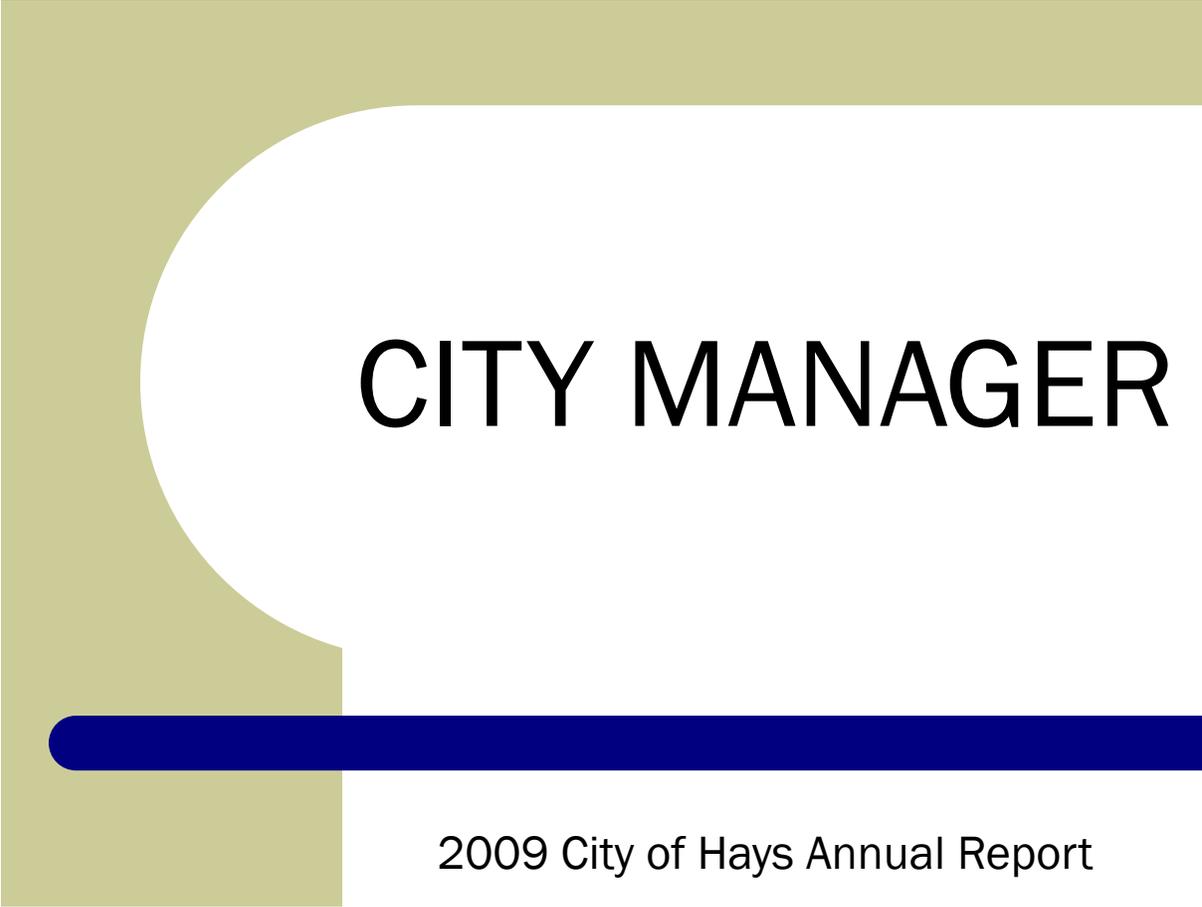
Toby Dougherty
City Manager

Message from the City Manager

2009 was a year of cautious optimism as the City of Hays began feeling the impacts of the national recession. We are thankful for proper planning by the City Commission and City staff. This forward thinking put the City in a good position to weather the economic storm without impacting the services provided to the residents of Hays. As you read through this report, you will see that, while we are experiencing a period of economic uncertainty, the City of Hays continued to provide, maintain and repair its infrastructure and facilities. In August of 2009, the Commission adopted the 2010 Budget. This budget contained a one-mill decrease as compared with the 2009 Budget. The City of Hays is an organization filled with dedicated and competent employees. The City is also led by five dedicated citizen legislators. The Commission sets the standard that the rest of us follow. I hope you will enjoy reading this report, and much more information can be found online at www.haysusa.com.

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A large, stylized letter 'C' in a light olive green color. The 'C' is composed of a thick horizontal bar at the top and a thick vertical bar on the left. The right side of the 'C' is a smooth, rounded curve. The text 'CITY MANAGER' is centered within the white space of the 'C'.

CITY MANAGER

A thick, dark blue horizontal bar with rounded ends, positioned below the 'C' graphic.

2009 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. These departments include Convention and Visitors Bureau, Finance, Fire, Parks, Police, Public Works and Utilities. 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 **January**, the City of Hays Executive Team attended a two-day Staff Planning Session held in Salina. Discussion focused on the current and future economy, 2009/2010 Budgets, goals, Capital Improvement Plan, City wage study, union negotiations, Comprehensive Plan, growth, and water issues.

Additionally, beginning in January, presentations for proposals for the use of the former Army Reserve Center were made by Habitat for Humanity of Ellis County as well as the City of Hays Parks Department. A discussion of a possible stimulus package was also addressed. The City Manager presented a list of projects that could be shovel-ready should a funding mechanism become available to cities as part of the stimulus package that was proposed through the United States legislature. At the request of the Commissioners, a letter was also drafted to Governor Kathleen Sebelius regarding her proposed budget cuts that would result in a loss of approximately \$360,000 for 2009 and more for 2010. This loss of revenue is attributable to the proposed elimination of the disbursement of the locally collected alcohol taxes.

During the month of **February**, the Commission held its annual meeting with the Hays Recreation Commission. Topics for discussion included irrigation improvements at Speier Ball Fields as well as a federal mandate to install a certain type of grate over drain covers at the Hays Aquatic Park and Wilson Pool. Costs associated with heating the water at the Hays Aquatic Park were also discussed.

Presentations regarding the use of the former Army Reserve Center were made by First Call for Help, North Central Kansas Technical College, and by Dr. Jeffrey Lowe who presented a proposal for a family activity center for Hays. The Commission also approved the implementation of a Part-time Police Officer Program for the Hays Police Department in an effort to lessen the burden of overtime placed on the full-time Hays police officers while also providing a means to evaluate a police applicant's work ethic and ability in a real-time work environment prior to being hired in a full-time position.

In **March**, the Commission reviewed the regulations for Wind Energy Conversion Systems proposed by the Hays Area Planning Commission. In April 2008, the City Commission approved an ordinance which placed a moratorium on the installation of wind turbines in Hays and the three-mile extraterritorial jurisdiction until December 31, 2008. The moratorium was extended to March 31, 2009. Then, in March 2009, after the Hays Area Planning Commissioners had been working on regulations for Wind Energy Conversion Systems (WECS) for several months, the Commission formally approved an ordinance amending the City of Hays Municipal Code by adding zoning regulations regarding Wind Energy Conversion Systems.

Additionally, the Commissioners were updated on the local economy as it related to City of Hays finances. City staff identified several areas where cuts could be made that would not be perceptible to the average citizen. These cuts would be enacted if the economy continues on a downward spiral and if City staff feels it is necessary.

During the month of **April**, the City Commission election was held for three open seats. On April 23, 2009, a swearing in ceremony was held for newly-elected Commissioners Barbara K. Wasinger, Troy Hickman and Henry Schwaller IV. During its reorganization, the City Commission nominated Vice-Mayor Ron Mellick to serve as Mayor, and Commissioner Chris Channell was named Vice-Mayor. Allan Lytton was also recognized for his term as City Commissioner.

During the month of **May**, the Commission was presented with contracts for construction services and design phase services pertaining to the Smoky Well Field Expansion Project. The first study of the Smoky Well Field expansion was conducted by Black & Veatch and Groundwater Associates in 1994-95, but was mothballed for the South Russell Project. After that project was determined to not be feasible, the Smoky Expansion was once again looked at. In 2000, a committee was formed to look at the best scenario and solicited professional engineering services with Burns and McDonnell in 2002 related to the development and design of improvements to the Smoky Well Field. The work that would be done would include five wells being eliminated as well as two chlorine stations. Five new wells would be drilled and three chlorine stations would be added to the system.

In May, the Commission also held much discussion in regard to the Hays Regional Airport. Proposed rate increases for both privately-owned and City-owned hangar leases as well as a change in lease renewal dates for the Hays Regional Airport were discussed. The Commission also discussed in-depth the possible change in air service for the airport. Public meetings were held, a survey was created on the City's webpage, and emails and phone calls were welcomed for feedback from the public. After considering all the aspects of a proposed change, Airport Manager Brenda Herrman made a recommendation that the Commissioners approve taking four flights to Denver and eliminating flight service to Kansas City. The Kansas City Airport does not serve as a hub for many major airlines, whereas Denver is a hub. The lack of code-share with major airlines in Kansas City causes inconvenience for travelers. Denver has connectivity with over 800 flights a day while Kansas City has over 100. Departure times going to and coming back from Kansas City were inconvenient as well. The Commission approved this change to be effective in August 2009.

Additionally, due to an incident that occurred in April involving a Pit Bull, the Commission revisited the ordinance relating to dangerous dogs kept within the city limits of Hays. The Commission also approved an ordinance changing the meeting time for Hays City Commission meetings from 7:30 p.m. to 6:30 p.m. It was the consensus of the Commission to have the start times for both City Commission work sessions and meetings be the same time. On May 14, 2009, the Commission also approved a Lease Agreement and Memorandum of Agreement with North Central Kansas Technical College in regard to the lease of property located at 101 Main Street. The City will benefit from having an educational institution in the downtown area and from free labor provided by NCKTC students and faculty assisting with various City projects.

In **June**, 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 a city services survey, the Capital Improvement Plan, 2010 City Budget/budget summary/future budgets, growth issues, City property, water, R9 Ranch, Dakota Well Field, community strategic planning process, and public safety communications.

During the month of June, the City Manager's Office was also engaged in formulating the recommended 2010 Budget. On June 4, 2009, outside agencies presented their 2010 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, CARE Council, Ellis County Coalition for Economic Development, RPM Speedway, Ellis County Ministerial Alliance, Ellis County Wellhead Protection Committee and ACCESS Transportation.

Additionally, in June, the Commission approved the Memorandum of Agreement between the City of Hays and Hays Firefighters Local 2119 for 2010, 2011 and 2012.

During the month of **July**, the City Commission reviewed the proposed 2010 Budget at which time they set a public hearing date of August 13, 2009.

The Commission also continued discussion of Pit Bulls in the city limits of Hays, and the Memorandum of Agreement with the Hays Fraternal Order of Police, Lodge 48, was approved for 2010, 2011, and 2012. At its July 23, 2009 meeting, the Commission also approved rate increases for the Hays Regional Airport, the selection of Great Lakes Airlines to provide air services for the airport, and the agreement with the Federal Aviation Administration for the construction of the Aircraft Rescue and Fire Fighting Facility at the Hays Regional Airport. Additional topics of discussion included the peddlers and solicitors regulation, revisions to the City's Economic Development Policy, and the construction of additional parking for City Hall.

In **August**, after months of preparation, the 2010 Budget process was concluded with the City Commission approving the 2010 Budget following a public hearing on August 13, 2009. The 2010 approved operating budget contains a total mill levy of 24.974 mills, which represents a decrease of 1.026 mills as compared to the 2009 budgeted total tax levy.

During the month of August, the Commission also approved the proposed revisions to the City's Economic Development Policy and the preliminary design concept for the Hays Sports Complex.

In **September**, the Commissioners held further discussion in regard to the solicitors and peddlers regulation, sexually oriented businesses, signs/billboards in the city limits, and also addressed various housekeeping items brought before them.

The month of **October** presented various issues for the Commission to address including nuisance abatements, plats of property, and the 2010 Street Maintenance Program. Director of Utilities Joe Obholz also gave a report on the Smoky Hill Well Field Expansion Project which has an expected completion date of February 1, 2010.

During the month of **November**, State Legislators Janis Lee, Dan Johnson, and Eber Phelps appeared before the Commission to discuss the upcoming legislative session. They reported

on the outlook for the year's budget process. Concern was expressed that some State funding could be in danger as the State continues to look for ways to balance the budget.

The City's Economic Development Policy was again revisited. After much discussion, the Commission approved the addition of verbiage pertaining to Community Improvement Districts. During the 2009 legislative session, the Kansas legislature approved House Bill No. 2324 creating law K.S.A. 74-50 115 to allow cities and counties to establish Community Improvement Districts (CID). CIDs are created to finance certain projects within a defined boundary and are financed via sales tax or special assessment. Given the potential popularity of this new law, it was recommended that the Commission create a policy to address any issues as CIDs are petitioned for implementation.

Additionally, the Commission continued its discussion of the Pit Bull/dangerous dog ordinances and on November 12, 2009, amendments to these ordinances were approved. A Resolution of Support for the Hike and Bike Trail was also approved as part of the grant application for funding assistance.

In **December**, the Commission approved the updated Airport Master Plan, addressed the City employee health insurance renewal and future participation in employee premiums as well as additional housekeeping items.

Staff Information

STAFF LISTING

City Manager's Office

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Toby Dougherty	4	City Manager
Paul Briseno	(New Employee in 2009)	Assistant City Manager
Andrea Windholz	11	Executive Assistant

2009 Statistical Information

MEETING STATISTICS – CITY COMMISSION

The City Commission held or attended the following meetings in 2009.

- 24 Regular City Commission Meetings
- 24 Work Sessions
- 21 KAYS Forums
- On February 12, 2009, the City Commission and City Manager attended the Annual Chamber Banquet held in the Fort Hays State University Memorial Union.

- On February 16, 2009, the City Commission, City Manager, Assistant City Manager, Director of Finance and City Attorney attended a Joint City/County meeting held in the City Commission Chambers.
- On March 8-9, 2009, Vice-Mayor Ron Mellick attended the 7th Annual Mayors Conference in Topeka, KS.
- On March 27-31, 2009, Mayor Barbara K. Wasinger, Vice-Mayor Ron Mellick, Commissioner Chris Channell, Commissioner Allan Lytton, the City Manager and the Airport Manager attended the Western Kansas Congressional Staff Briefing and Reception in Washington, D.C.
- On June 27-28, 2009, the City Commission attended a Planning Retreat in Salina, KS with the City Manager, Assistant City Manager, Director of Finance and City Attorney.
- On October 3-6, 2009, Mayor Ron Mellick and Commissioner Henry Schwaller IV attended the Annual League of Kansas Municipalities Conference in Topeka, KS.
- Mayor Mellick attended Northwest Kansas Mayors Association meetings.

CITY COMMISSION ELECTION/REORGANIZATION OF GOVERNING BODY

On April 7, 2009, the citizens of Hays elected Barbara K. Wasinger, Troy Hickman and Henry Schwaller IV to fill three open seats on the Hays City Commission. Commissioners Wasinger and Hickman would serve four-year terms to expire in April 2013, and Commissioner Schwaller would occupy his seat for two years with a term to expire in April 2011. The City Commission nominated Vice-Mayor Ron Mellick to serve as Mayor and Commissioner Chris Channell 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.

Recommendations for appointments to these boards are made by the Mayor and approved by the Commission as a whole. The City encourages citizens to submit an application for serving on a City board/committee, which is available on the City's website at www.haysusa.com.

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
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

AWARDS/RECOGNITIONS

At its October 22, 2009 meeting, the Mayor and City Commission presented awards to employees who have served 5, 10, 15, 20, 25 and 30 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.



CONVENTION & VISITORS BUREAU

2009 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.

Visitation to the Hays Welcome Center continued to increase in 2009 serving as an information center to both visitors and citizens alike. Direct contact with people certainly helped us to better influence travelers to visit our attractions, attend events, try our unique restaurants and enjoy upscale shopping. Hays citizens generally are looking for information about events that are going on in the area and location information. In either case, the more information they receive the more likely to boost event and attraction attendance and spend time and money in our community.

Information we gather from and about our visitors help us better target our marketing dollars. We documented visitors from 47 states and 17 countries. The highest visitation, of course, came from Kansas and the surrounding states of Missouri, Colorado, Nebraska, and Oklahoma. However, visitation from California, Arizona, Illinois, and Texas remains very strong. The highest months of visitation were June through October, but in March we also had high visitation. Extending our "travel season" is a great thing as the typical summer traveler was off a little in 2009. 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, unique shopping, attractions and event locations.

Hays visitors took a shift in 2009. As mentioned, the typical summer visitation was down this past summer. They are not our best clients as they normally stop to spend the night and grab some gas for the road. But, on the bright side, our sporting events visitors were very strong breaking attendance records in most cases. These are very good clients as between events they are more likely to shop, dine, take the family to attractions and spend money in our town. In other words, Hays was a planned destination....a goal we have been working on for several years.

INDIVIDUAL AND FAMILY TOURISM

Hays was in the national spotlight twice in 2009 with 15 minutes of fame and photos on the www.mainstreet.com website in conjunction with their National Happiness index ranking of states and the 3rd place ranking for Kansas. Mike Bettis with the Weather Channel featured Hays in several of his live on-air reports while the Vortex2 project used Hays as a base location for hundreds of weather scientist and tornado spotters during May of 2009.

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: Gatehouse Media (holiday event and winter photos), Donna Lovett Enterprises (corporate recruiter materials), Fort Hays State University International Student Services Directory, *Courier* magazine, www.dine.com, *Kansas Magazine*, Global 3-D Arts, Amazing 100 Miles brochure, www.lasr.net, Thirsty's restaurant, Kansas/Nebraska Travel and Recreation Directory, Midwest Deutsches Oktoberfest website, Best Western National website, American Profile *Happenings*, Eagle Radio(banner project for

Amazing 100 Miles), Media Ventures for the ATT Telephone book, Mainstreet Business & Financial website and Encore Publishing.

- Updated photos and text for attractions and events for the Feist Directory, Nex-Tech Telephone Directory and the Yellowbook USA AT&T Telephone book.
- Assisted with the preparation of a grant application and letter of support for the St. Joseph's Church National Historic Registration.
- Compiled and submitted 4 new event listings and updated 5 listings for attractions with the High Plains Journal *Getaway Guide*.
- Created a new database for contacts of the newly formed Amazing 100 Miles Community Ambassador Committee and email distribution list for the monthly newsletter.
- Coordinated a Free Trip promotion offered through the Hays CVB website and processed the entries that came in. Selected Barbara Bryan from Lincoln, NE 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. Selected John Hendrickson from Harshaw, WI the winner. Prepared a mailing to others not selected for the trip.
- 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 contact lists for the media, calendar of events and event organizers, business marquee list, Visitor Information Centers and locations to hang posters for community events.
- Worked with the Amazing 100 Miles Tourism Coalition to prepare 20, 30 and 60 second radio spots for Hays, Victoria, Pfeifer and Natoma that air on Eagle Communications radio stations in Hays and Great Bend.
- Updated information on the CVB website and the following other websites: Kansas Travel and Tourism (www.travelks.com), We Go Places (www.wegoplaces.com), LASR(www.lasr.net)Leisure and Sports Review, www.kckfun.com, Midwest Deutsche Oktoberfest, Menupix.com, Northwest Kansas Travel Council, Dinesite.com, Home Town Locator (www.hometownlocator.com) USA Festivals, AAA online calendar of events and the Amazing 100 Miles website.
- Attended the following workshops or meetings: Northwest Kansas Travel Council meetings, Midwest Deutsche Oktoberfest, North Central Tourism, Blues and BBQ, CVB Advisory Committee meetings and the monthly meetings for the Amazing 100 Miles Board meetings in Wilson.
- Reviewed listings, uploaded photos and updated entries, descriptions and contact information as needed on the Kansas Travel and Tourism website involving 32 attractions for Hays, 7 for Victoria, 16 lodging properties, 18 destination shopping attractions, 38 restaurants, 3 golf locations, 2 campgrounds, 1 speedway and 103 Calendar of Event items.
- Compiled, updated and provided 2010 events for *Keynotes*, KBSH, KOOD, *The Lake Wilson Guide*, LASR, *Travel Kansas*, KSAL, KBGL and *Kansas Senior Times*.
- Submitted 56 events to the *Kansas Traveler* tourism tabloid to be included in their spring, summer, fall and winter issues.

BROCHURES/PUBLICATION PRINTING AND DISTRIBUTION

- Updated and distributed 2009 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 28,000.

- Updated “German Festivals and Polka Dances” for 2009 events and printed and distributed 400 flyers and included on the CVB website.
- Worked with the Amazing 100 Miles Board of Directors to redesign and print a 32 page version of the Amazing 100 Miles brochure. Compiled information, prepared text, photos, rough design, layout, proofread and printed 40,000 brochures.
- Worked on reprinting the *Hunter’s Guide*. Compiled information, updated text, season dates, guides services and list of hunting supply stores. Prepared rough design, layout and proofread to print 1500 *Hunter’s Guides*.

Brochures Printed:

28,000 *City Map/Hospitality Guides*

1500 *Hunters Guide*

700 German Festivals and Events flyer

Brochures Distributed: *

13,500 - *Visitor Guides*

19,000 - *City Map/Hospitality Guides*

570 - Historic Churches of Ellis County brochure

1400 -*Hunters Guide*

700 German Festivals and Events flyer

120 - Group Tour Planning Guides

*Approximate amount. The Hays Welcome Center also distributed approximately 50 different brochures that included: local attractions, regional tourism guides and other brochures provided by event organizers and various Hays organizations. The Hays Welcome Center displays and distributes hundreds of brochures from other communities in Kansas.

MOTOR COACH/GROUP TOUR MARKETING

Assisted 24 group tour planners with proposal packets or tour arrangements for planning a group tour to Hays: H & R Tours, J & K Tours, United Coach and Tours, McKinzie Tours, Diamond Tours, Specialty Tours, Sunrise Tours, Caren’s Charters, J & R Travelers, Sunshine Tours, L & K Company, Good Time Tours, Granite City Travelers, Johnson County Community College, You Come Too Tours, Gladstone Parks & Rec, Legacy Bank, Specialty Tours, Special Journeys, Dorothy Mitchell, Nodaway Valley Bank, Hermann Monument Society, Christian Tours and Southern Touch Tours.

- Group tracking report: 61 motorcoach groups reported for 2009.
- Prepared a mailing to distribute information to motorcoach companies about motorcoach incentives (gift bags, souvenirs and step-on guides)
- Prepared a suggested Mystery Tour itinerary for *Itineraries Midwest* and for the Ellis County Historical Society Museum.
- Participated in the American Bus Association Market Place in Charlotte, SC and the Kansas Motorcoach Marketing Kansas City Travel Showcase.
- Prepared mailing labels and letters to distribute promotional pieces to motorcoach contacts about an Amazing 100 Miles Mystery Tour, 2009 Stimulus Tour and Snoop through the basement tour at the Ellis County Historical Society Museum.
- Updated emails of motorcoach contacts and sent an email promotion about German Festivals and Events.
- Updated 2009 *Fact Sheet* for each lodging property.

- 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, printed and distributed 195 suggested group itineraries for a Frontier Adventure Tour.
- Updated motorcoach database with 27 new contacts.

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
- VFW Craft Fair
- Munjor German Feast
- 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
- Wilson School 50th Anniversary
- New Christy Minstrels Show
- 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
- Armed Forces Appreciation Night
- RPM Speedway Racing and Fall Nationals
- Tea Rose Inn 10th 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
- Alpaca Farm Day
- Harvest of Pumpkins – Cottage Lane Pumpkin Patch
- 4th Annual Western Kansas Roping & Riding Championships
- Hays Neighbors Handyman Auction
- Cottage Lane Bunny Hill Fest
- 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
- Antique and Collectible Book Sale
- 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 was chosen in 2009 to host the 2011 Shrine Bowl which brings several thousand people to town for the multiple day event.

Two new athletic groups selected Hays as their 2009 sites. The Kansas vs. Nebraska 8-Man All Star Game was played at Lewis Field in June and the KSHSAA 3-2-1A Girls State Tennis was held here in October with 72 athletes. Both groups are being lobbied to return.

Existing tournaments Hays hosts had record attendance for each event. The Southern Plains Wrestling Tournament held in early June had over 700 participants and because they do not sell tickets we don't have an exact fan count but tournament organizers estimated several thousand.

CONVENTION/MEETING MARKETING OPERATIONS

The CVB worked with over 150 groups that held conventions, conferences, district meetings, workshops and family reunions during 2009. We served groups with attendance between 5-700 people.

Fifty-one formal bid proposals were submitted in 2009. Twenty-five groups chose Hays, fifteen chose another destination and eleven are still undecided. Ninety-nine general proposals were provided to groups considering holding their meetings or seminars in Hays.

The association database has been kept updated with 25 new contacts plus updated with 2 new associations. We hosted meetings for 3 groups in the database that had never been to Hays before. This list is frequently updated with information received from the Kansas Association of Executives Annual Conference, 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 Kansas Market Place 2009 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, submitting numerous general proposal packets, and advertising in the 2009 Midwest Meetings Guide Book, 2009 Midwest Meetings Spring issue highlighting Kansas and the 2009 Midwest Meetings Winter issue featuring CVBs.

Staff updated lodging and meeting facility information for the Association News October 2009 publication.

Three sales trips were taken to Topeka during the year. Two of the trips were in conjunction with the Kansas Society of Association Executives Annual conference and meeting. During these trips, forty-nine organizations were called on. Fourteen one-on-one meetings with meeting, conference and convention planners were held. Six meetings were booked for 2009, one conference was scheduled for 2009, one state convention was scheduled for 2010 and five bids were requested for future conventions.

In January staff attended the Kansas Shrine Hall of Fame banquet promoting the City of Hays as the 2011 destination.

Convention-Conference-Meeting-Workshop Statistics:

- The CVB staff worked with over 150 groups that held conventions, district meetings, conferences, family reunions and exhibits during 2009 and served groups with attendance between 5 – 700 people.
- Fifty-one (51) formal bid proposals were submitted in 2009.

<u>Date Sent</u>	<u>Name of Organization</u>	<u>Date</u>	<u>Location Selected</u>
1-7-09	Kansas Association of Insurance Agents	April 16, 09	Hays
1-15-09	Business & Leadership Symposium	Sept 28-29, 09	Hays
1-30-09	Rural Community Insurance Services	July 24, 09	Kansas City
2-13-09	Kansas West Conference of the United Methodist Church	May 26-28, 10	Salina
2-2-09	Kansas Housing Authority	Jan 29, 10	Great Bend
2-3-09	Kansas Volunteer Commission	March 27, 09	Hays
2-11-09	Kansas Crop Improvement Association	Feb 9-10,10	Manhattan
3-3-09	Klein Family Reunion	June 12-14, 10	Hays
3-16-09	Delka Family Reunion	July 2-4, 10	Nebraska
3-16-09	State Farm Mutual Auto Insurance	various	Missouri
3-17-09	Lytle Family Reunion	Aug, 09	Nebraska
3-31-09	USA Wrestling Kansas Kids	2010, 11 & 12	Topeka
4-2-09	Petroleum Marketers Association of Kansas	April 8, 09	Hays
4-8-09	Jacobs Family Reunion	July 4, '09	Russell
4-30-09	Childcare Providers Coalition of Kansas	April 23-24, 10	Wichita
5-5-09	Rotary District 5670 Convention	July 11, 09	Hays
5-13-09	Kansas Department of Education	July 21-23, 09	Hays
5-13-09	Kansas Chapter of American Publics Works Association	May 12-14, 10	Hays
5-14-09	Augustine Family Reunion	Aug 1, 09	Hays
5-18-09	Gerstner Family Reunion	Aug 1. 09	Hays
5-21-09	Kansas Next Step	Aug 5-6. 09	Hays
5-21-09	Bukovina Society	2009	Ellis
6-3-09	Kansas Coalition against Sexual & Domestic Violence	Aug 6-7, 09	Hays
6-5-09	Families Together	Nov 10, 09	Hays
6-16-09	Kansas District of Kiwanis	2011 & 2012	Hays
6-16-09	Rotary District 5670 Convention	2011	Hays
6-29-09	Kansas District Lutheran Women in Mission	April 2014	Undetermined
7-7-09	Kansas Environmental Leadership Program	Jan 6-8, 10	Hays
7-14-09	Kansas Farm Service Association	various	Oklahoma
7-15-09	Kansas Dental Association	April 16-17, 10	Independence
7-18-09	Kansas Water Congress	Aug 5-6, 10	Undetermined
8-14-09	RANS Rally	Sept 4-7, 09	Hays
8-20-09	Community Development Academy Conf	Sep & Oct 10	Undetermined
9-4-09	Kansas Material Managers Association	Aug 4-6, 10	Hays
9-4-09	K-State Research & Extension	Nov 6, 09	Hays
9-11-09	Wolf Family Reunion	June 2010	Undetermined
9-13-09	Central Welding & Machine	Nov 5, 09	Hays
9-16-09	Kansas Electric Cooperatives	Oct 27, 09	Hays
10-11-09	Scheer Family Reunion	Sep or Nov 10	Undetermined
10-18-09	Kansas Association for Court Management	Sept 22-23, 10	Undetermined

10-23-09	Kansas District of the Wesleyan Church	March 3-4, 10	Hays
10-23-09	Kansas Association of State & County Office Employees	Oct 2010	Hays
10-30-09	Smoky Hill Trail Association	Oct 2010	Undetermined
11-9-09	Resources Conservation & Development	March 2011	Undetermined
11-12-09	American Legion Riders National Convention	2012	Undetermined
11-12-09	Walker Family Reunion	June 5, 10	Hays
11-18-09	Young Farmers & Ranchers	Jan 29-31, 10	Wichita
11-30-09	Women's Leadership Conference	March 26, 10	Hays
12-18-09	Kansas Organization of Recyclers	Fall 2010	Undetermined
12-18-09	Kansas Emergency Management Assn	2011, 2012, 2013	Undetermined
12-22-09	Kansas Department of Health & Environment	March 2011	Junction City

Thirteen new associations and twenty-two new contacts have been added to the association database. Hays also hosted three groups in the association database that have never been here before. This list is frequently updated with information received from the Kansas Association of Executives Annual Conference, 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 2009, 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*
- *Sports Destination Management*
- *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*
- *Ks Pregame Magazine & Ks Mat Preview Magazine*
- *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

Press releases and media packets about area attractions, exhibits and events are sent statewide regularly to newspapers, magazines, radio & T.V. and travel writers. The constant contact produced several nice features in Kansas Magazine, AAA Journeys, Wichita's Family Magazine, and Lawrence Lifestyle to name a few.

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 2009, several people served part-time as bus drivers and welcome center receptionists. 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	21	Director of Convention & Visitors Bureau
Raymond Breit	15	Bus Driver
Marvin Fisher	5	Bus Driver
Janet Kuhn	6	Convention Sales Manager
Robyn Pfeifer	2	Receptionist
Ruben Schuckman	10	Tourism Sales Manager
Luann Steffen	8	Part-Time Administrative Secretary
Tim Hertel	2	Bus Driver
Art Leiker	2	Bus Driver
Bob Maxwell	1	Bus Driver
Lily Johnson	New Employee in 2008	Welcome Center Receptionist
Bernie Oelkers	New Employee in 2008	Welcome Center Receptionist
Jeanine Lytton	Left mid-year 2009	Welcome Center Receptionist
Mac Reed	New Employee in 2009	Welcome Center Receptionist
Janet Hays	New Employee in 2009	Welcome Center Receptionist
Connie Schmidler	New Employee in 2009	Welcome Center Receptionist

2009 CVB ADVISORY COMMITTEE

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

2009 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 CY2009 were **\$619,240.21**. That collection figure indicates our local motel properties gleaned **\$12,384,804** (million) in receipts by overnight visitors. That figure translates into **\$935,052** in State/City Sales Tax at (at 7.55%).

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 **33 million dollars** in local sales in 2009 and **\$2,491,500** in State/City Sales Tax. This figure does not include expenditures by day-only visitors to our community.

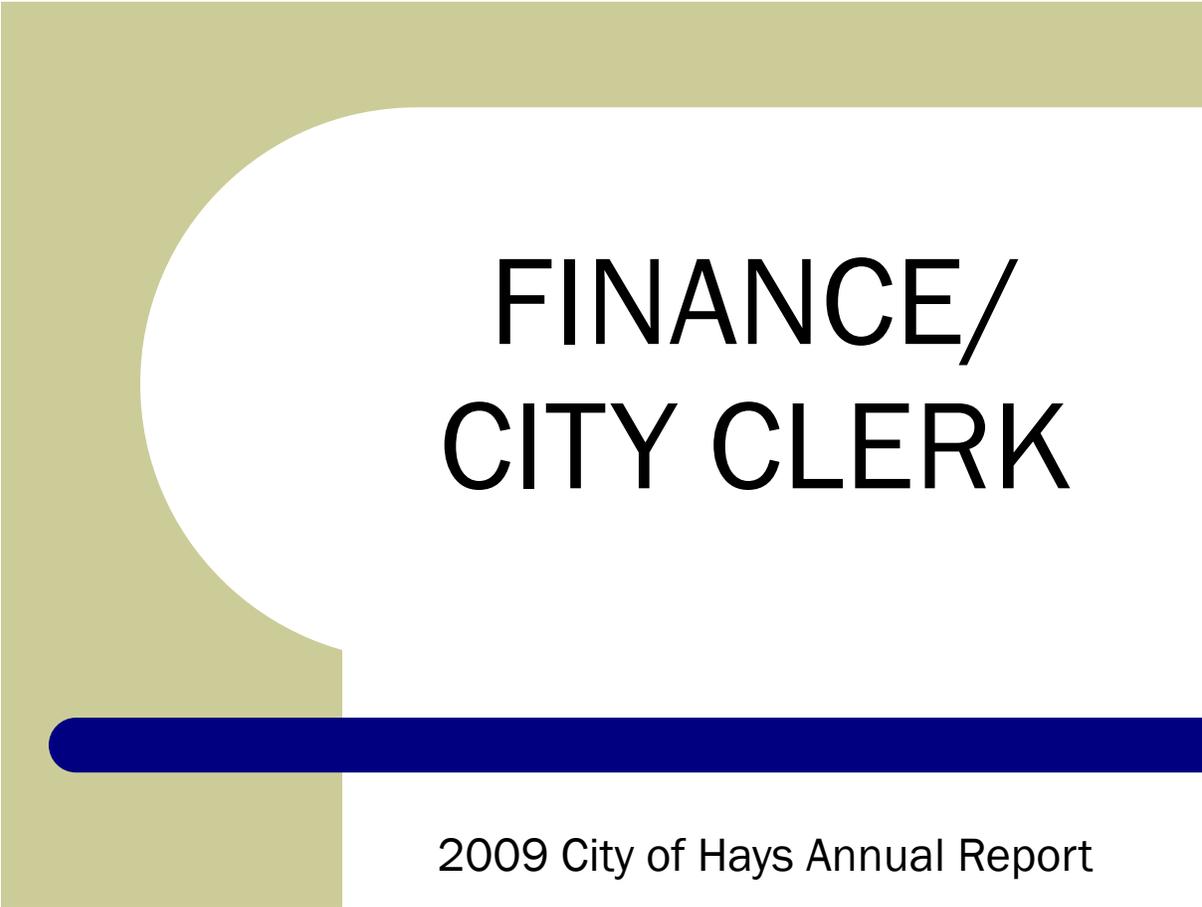
Using local Transient Guest collections, we estimate over 500,000 people spent the night in Hays in 2009.

Special Events/Recognition

Several sporting events accepted Hays bids to host their events.

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



2009 City of Hays Annual Report

Message from the Director, Kim Rupp

2009 showed continued growth in the financial condition of the City of Hays; however, current economic conditions slowed that growth somewhat and a more concentrated focus on controlling current and future expenditures was implemented. It was imperative that City departments continue to live within their means while not sacrificing services provided to the citizens of Hays.

The beginning of this year marked a tragic event with the death of long-time City employee, account clerk, friend and co-worker JoAnn Phillips. As with any employee, her loss left a large hole both in our department and our hearts. Your Finance/City Clerk staff did a tremendous job coming together and pitching in as needed to take over her duties until a replacement was found and trained. We think of her often and will continue to miss her.

I began the year entering the Certified Public Manager Course offered by the KU Public Management Center. The City Manager has been a great advocate of this course and it was a very rewarding and career fulfilling year.

Tax collections account for 65% of the revenue for the general fund. Therefore, it was necessary to visit with the Kansas Department of Revenue concerning businesses that do not report and/or submit sales tax collections in a timely manner. We expressed our frustration with the process in place to put pressure on making sure we are receiving all the sales taxes that are and should be collected within the City.

A few years ago the City started using an Insurance Broker for Insurance and Risk Management Services. This year marked the renewal of this agreement so a Request for Proposals was completed by our department and the bid was awarded to a local vendor, Insurance Planning.

The City Manager continued the Donuts and Discussions meetings with City employees every quarter. This is a great way for City employees to get to know other department heads within the City and be able to ask questions they might have about what is going on throughout the City. I feel this adds value to their positions as they are able to learn more about what other departments do and how their job might affect another department.

This office completed the sale of Revenue Bond issue 2009-A in the amount of \$3.8 million to fund upgrades in connection with the City water and wastewater department. As with any procedure or process, it is imperative to review them on occasion to make sure we don't fall into the trap of doing things a certain way just because that is how it has always been done. With duties being shared more so this year than in any other, it exposed some of those instances that warranted the question of why we do it that way. Therefore, we were able to streamline several processes using automation. We also welcomed a new account clerk to the staff, Wanda Young. Wanda came to us with great experience in the City Clerk position of a smaller town and has caught on well. We are glad to have her as part of our team.

Every effort is made to ensure the City isn't spending more on bond issues than is absolutely necessary. A review of bond issues 1999-A & 1999-C revealed an interest savings in excess of \$100,000. Therefore, the City Commissioners voted to retire that debt early using cash carryover from years past to lower the debt load of the City and save on interest expense. This was also a smart move given the investment of those funds have been well below 1% for quite some time. General Obligation Bond 2009-A was successful and issued in September in the amount of \$900,000. This issue paid for the construction of development improvements in two areas in Hays that were special assessment as well as upgrades to the Lincoln Draw Tunnel.

A new statute presented this year by the Kansas Legislature allowed for the creation of Community Improvement Districts. Anticipated popularity of this statute prompted the need for an additional section in the Economic Development Policy. After a few revisions, a new section was adopted by the City Commission and immediately after we were in receipt of an application for the creation of a new Community Improvement District that could possibly lead to the construction of a new hotel and restaurant in North Hays.

The IT division was busy throughout the year with several projects. They finalized the installation of phone systems at Parks, Water, Wastewater, and the Airport. These locations now have access to voicemail. They also have the other benefits that a phone system brings, such as station to station calling both internally and throughout the City network. IT configured a new calendar for our website. This new calendar is in addition to the visitor's calendar and allows for governmental events such as Commission Meetings and road work. Implementation of a Virtual Private Network was completed via a cellular connection to provide increased data options for our Patrol Vehicles in the Police Department. GIS staff worked with PD Dispatch personnel to ensure that current and future mapping and addressing data will be maintained in a manner that will function in the best possible way for 911 emergency operations. GIS staff also worked to add multiple layers to our internal GIS system for City and County employees to access. They hired and began training of an IT Technician to focus on Police Department technological needs. The initial tasks for this person deal with our newly installed mobile data terminals, evaluation of current processes in the P.D., and reviewing additional tools and opportunities for the future.

Following is a synopsis of the financial activities for 2009 in the City of Hays. All of the figures presented in this document represent un-audited information.

General Government Revenues for 2009 fell below budgeted projections by \$334,000. The majority of this decrease was attributed to Sales Tax collections and interest on investments. Sales tax collections for the General Fund ended the year 2.88% below actual collections for 2008. Water and Sewer sales fell below budgeted amounts by \$349,000. The primary contributing factor to the lower revenues was in the area of water consumption. YTD water consumption in 2009 was down -1.50%. Therefore, the 3% rate increase for both water and sewer is not keeping up with the conservation efforts of our citizens. A thorough review of water and sewer rates and expenditures will be conducted in 2010 to ensure this fund can remain fee supported. Solid waste revenues exceeded budgeted numbers by \$14,400 led by an increase in refuse and miscellaneous collections.

Expenditures in 2009 for General Government operations were well below budget by \$3,469,000. This included \$1.12 million spent by the City Commission to reduce the debt load of the City paying off two bond issues early and saving in excess of \$100,000 in bond interest costs. Savings in contingency funds was a large factor in the reduced spending for General Government activities. Contingency funds are spread throughout all funds and are used only in the case of unforeseen expenses which generally are not fully expended as was the case again in 2009. 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 five-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 2009 was an IT Technician housed at the Police Department to handle on-site needs in that department.

Staff Information

STAFF LISTING

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Kim Rupp	2	Director of Finance
Doris Wing	43	City Clerk
Lori Hertel	34	Account Clerk II
Brenda Kitchen	29	Account Clerk I
Jamie Stringer	2	Account Clerk I
Sandy Swob	2	Account Clerk I
Wanda Young	New Employee in 2009	Account Clerk I

IT DIVISION

Chad Ruder	9	IT Coordinator
Jessi Jacobs	7	IT Technician
Karen Randa	16	IT Technician
Tom Mai	New Employee in 2009	IT Technician/PD
Eamonn Coveney	1	GIS Specialist

TRAINING

The Finance Director graduated as a Certified Public Manager from the KU Public Management Center. He also attended the State of Kansas Budgeting seminar in Hays. All City employees attended Safety Training specific to slips, trips and falls that was offered on-site by our Risk Management partner, Insurance Planning.

The City Clerk attended the Annual Municipal Clerk Conference in Wichita as well as the League of Kansas Municipalities Annual Conference in Topeka along with CPR training at City Hall.

An Account Clerk I continued her education toward a Certified Clerk's Designation attending the IIMC Institute in Wichita.

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

Two Account Clerks also attended the Kansas Women's Leadership seminar held in Hays at the Fox Pavilion.

The IT Coordinator attended network training on Server 2008 in Kansas City, a Netmotion Seminar for administration of the new data terminals used by the PD and Avaya Telephone Technical Training.

The GIS Specialist attended ESRI ARC Server training and the Southwest GIS User Group Conference. He also was instrumental in several GIS and GPS technical training and strategic planning with the Northwest Kansas Homeland Security Council.

One IT Technician attended a course on the new products by Adobe as well as Photoshop training. She also received Avaya Telephone Technical Training.

A second IT Technician attended the GeoLynx DMS E911GIS Data Management seminar along with the GBA Master Series User Group Meeting. This is an effort to get this employee cross-trained as a GIS technician.

The new IT Technician at the Police Department received training in Second Level Lotus Notes Help Desk.

2009 Statistical Information

Utility Billing:	<u>Total</u>	<u>Monthly Average</u>
Water Bills Mailed	92,461	7,705
Water Reminders Mailed	4,752	396
Meter Turn Off Non Pay	777	65
Dog Tags Issued	1,552	130
Change of Service Orders	2,986	249
Financial:	<u>Total</u>	<u>Monthly Average</u>
Invoices Processed	9,611	801
Checks Written	4,518	377
Check Totals	\$17,311,171	\$1,442,598
Purchased Orders Gen	5,006	418
IT:		
Total Employee Service Calls	2,682	223
Cellular/Landline Related Issues	264	22
File Restores	16	1.3
GIS Related Issues	237	20
Hardware Related Issues	222	18.5
Printer Related Issues	128	11
Software Related Issues	604	50
User Account Related Issues	189	16
Website Updates (non-routine)	187	16

SALES TAX HISTORY

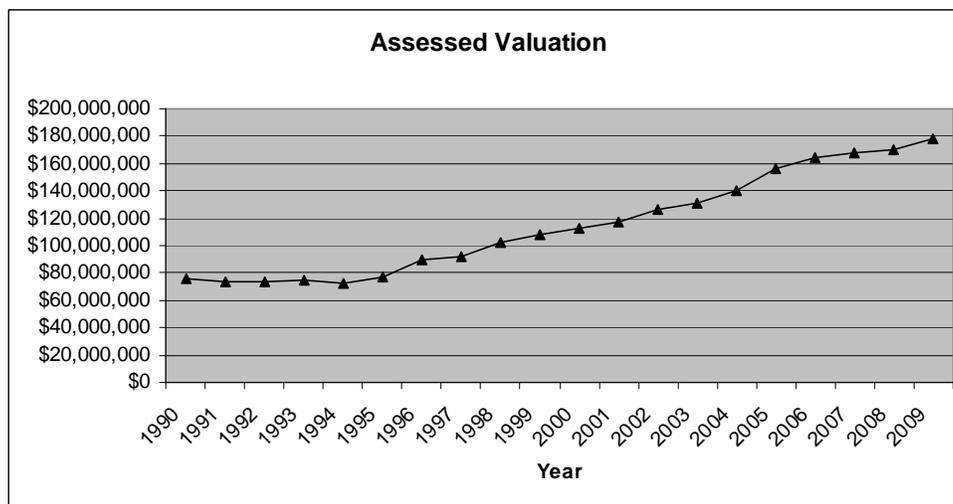
Currently, the City collects a 2.25% sales tax on retail sales. Of the 2.25%, 1.25% is used to fund City services in the General Fund; .5% collected is dedicated to water exploration and the other .5% collected is for the Sports Complex that will expire in four years. In 2004, the citizens of Hays voted 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>
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	
*****2009	6,340,437	(188,252)
	2,588,677	
	1,517,147	

- * 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.
- ***** Beginning 4/1/2009, an additional ½-cent sales tax was collected for the Sports Complex – the public voted for this to expire in four years.

ASSESSED VALUATION

City services are supported by tax dollars. Property taxes are levied in mills. One mill represents approximately \$178,346. The mill levy is based on the assessed valuation of property and will vary from year to year.

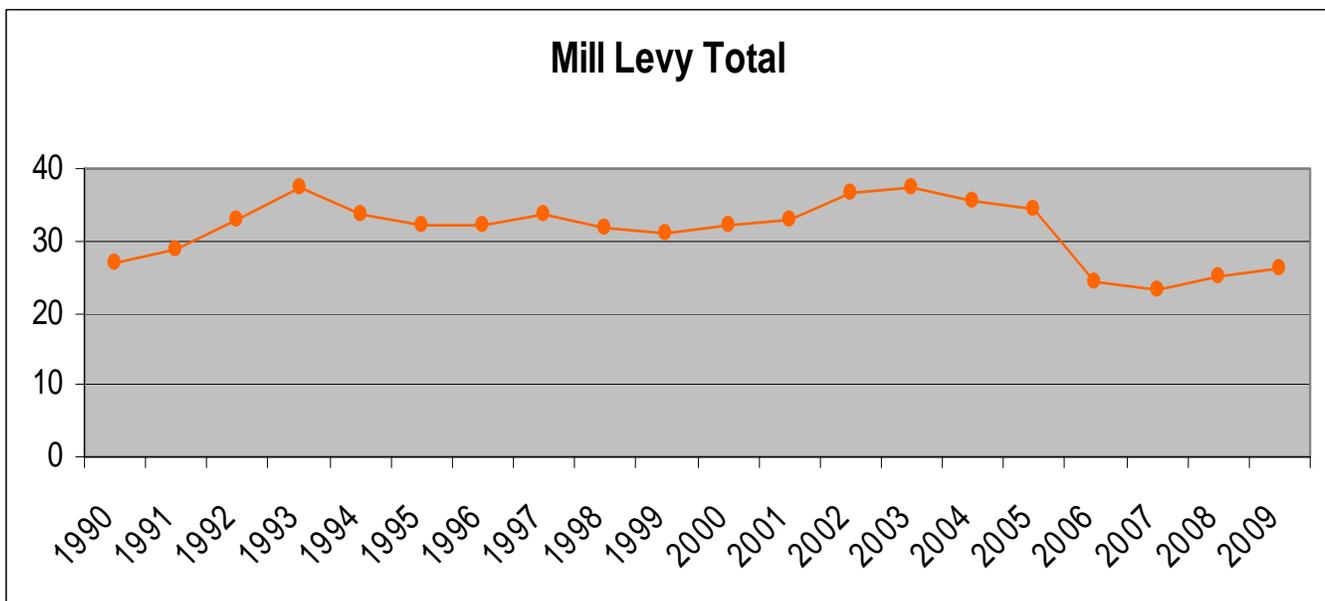
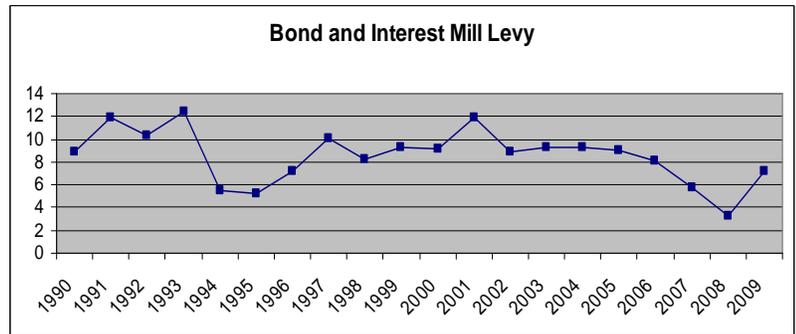
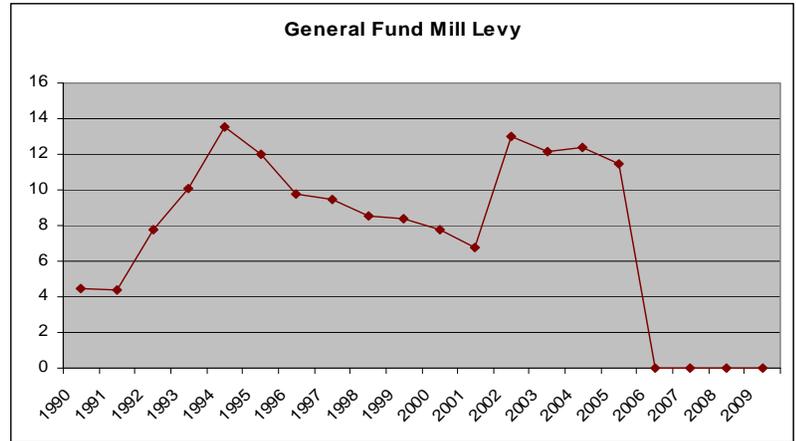


<u>YEAR</u>	<u>ASSESSED VALUATION</u>
1990	76,142,010
1991	73,664,587
1992	73,690,638
1993	74,370,760
1994	72,538,902
1995	77,289,278
1996	89,189,880
1997	92,177,794
1998	102,148,970
1999	108,467,258
2000	113,012,069
2001	117,712,438
2002	126,117,827
2003	130,516,689
2004	140,373,883
2005	156,523,350
2006	163,939,000
2007	167,467,499
2008	169,920,327
2009	178,346,000

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 \$26 per \$1,000 of assessed value, (known commonly as 26 mills) and the assessed value of property was \$16,000, the city's share of tax would be 26 times 16, or \$416.

	<u>MILL LEVY TOTAL</u>	<u>MILL LEVY GENERAL</u>	<u>MILL LEVY BOND & INT.</u>
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
2009	26.00	0.00	7.211



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, investment income, and franchise fees. In 2006, there was no longer a Mill Levy for the General Fund.

	Revenues	%	Expenditures	%
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%
2009 Budget	\$11,039,969		\$14,305,370	
2009 Actual	\$10,692,544	97%	\$10,804,425	76%

REVENUES

Year	Amount	% Increase/Decrease
2005	\$11,947,105	43%
2006	\$10,590,670	-11%
2007	\$10,917,309	3%
2008	\$11,426,055	5%
2009	\$10,692,544	-6%

<u>Revenue Detail</u>	2007	%	2008	%	2009	%
Local Sales Tax	\$6,145,011	56%	\$6,528,688	54%	\$6,340,437	61%
Property Tax	\$59,354	1%	\$4,185	1%	\$1,359	0%
Franchise Fees	\$1,376,711	13%	\$1,414,052	12%	\$1,238,628	13%
CMB / Liquor Licenses	\$10,775	0%	\$10,575	0%	\$10,100	0%
Business Licenses	\$28,373	0%	\$9,756	0%	\$25,553	0%
Other Licenses	\$420	0%	\$340	0%	\$720	0%
Building Permits	\$67,745	1%	\$62,396	1%	\$52,602	1%
Pet Licenses	\$11,528	0%	\$12,076	0%	\$12,844	0%
Grants	\$41,709	0%	\$47,185	0%	\$19,160	0%
Interest on Investments	\$686,012	6%	\$594,197	6%	\$251,819	6%
Rentals	\$1,200	0%	\$1,200	0%	\$2,700	0%
Misc. Revenue	\$130,309	1%	\$139,869	1%	\$171,478	1%
Transfers	\$1,567,000	14%	\$1,711,360	14%	\$1,705,691	16%
Public Safety Revenues	\$472,401	4%	\$565,504	4%	\$519,536	5%
Public Works Revenues	\$15,295	0%	\$8,055	0%	\$10,425	0%
Local Alcohol Liquor Tax	\$105,395	1%	\$127,486	1%	\$117,289	1%
Golf Course Revenue	\$198,071	2%	\$189,131	2%	\$212,203	2%
Total	\$10,917,309	100%	\$11,426,055	100%	\$10,692,544	100%

EXPENDITURES

Year	Amount	% Increase/Decrease
2005	\$7,993,384	5%
2006	\$8,870,344	11%
2007	\$10,302,927	16%
2008	\$11,189,903	9%
2009	\$11,109,337	-1%

<u>Expenditure Detail</u>	2007	%	2008	%	2009	%
City Commission	\$41,040	0%	\$384,507	3%	\$1,144,627	10%
Municipal Court	\$129,478	1%	\$133,187	1%	\$140,628	1%
City Manager	\$568,646	6%	\$630,489	6%	\$492,028	4%
Human Resources	\$139,547	1%	\$171,614	2%	\$193,637	2%
Finance/City Clerk	\$300,919	3%	\$340,868	3%	\$365,160	3%
City Attorney	\$94,698	1%	\$94,844	1%	\$83,113	1%
Information Technology	\$341,105	3%	\$411,262	4%	\$415,398	4%
Buildings & Grounds	\$391,274	4%	\$442,557	4%	\$387,347	3%
Intergovernmental	\$262,666	3%	\$275,450	2%	\$273,734	2%
Social Services	\$156,000	2%	\$159,900	1%	\$164,000	1%
Economic Development	\$306,162	3%	\$272,192	2%	\$278,275	3%
Quality of Life	\$66,100	1%	\$31,500	0%	\$32,160	0%
Fleet Maintenance	\$535,348	5%	\$706,000	6%	\$552,046	5%
Transfers	\$1,640,708	16%	\$925,100	8%	\$386,811	3%
Police Dept.	\$1,990,305	19%	\$2,152,557	19%	\$2,318,639	21%
Fire Dept.	\$1,067,742	10%	\$1,083,633	10%	\$1,251,210	11%
Public Works General Admin	\$211,039	2%	\$261,395	2%	\$281,854	3%
P.I.E.	\$192,395	2%	\$201,608	2%	\$234,925	2%
Public Works - Service Div.	\$751,750	7%	\$736,800	7%	\$819,676	7%
Swimming Pool	\$76,274	1%	\$89,008	1%	\$84,422	1%
Parks & Playgrounds	\$694,888	7%	\$978,120	9%	\$839,373	8%
Cemeteries	\$51,821	1%	\$7,086	0%	\$10,490	0%
Ball Field Maintenance	\$47,875	0%	\$50,401	0%	\$67,508	1%
Golf Course	\$245,147	2%	\$649,825	6%	\$292,276	3%
Total	\$10,302,927	100%	\$11,189,903	100%	\$11,109,337	100%

* 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	%
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%
2009 Budget	\$8,646,120		\$9,726,963	
2009 Actual	\$8,254,171	95%	\$6,626,465	68%

REVENUES

Year	Amount	% Increase/Decrease
2005	\$7,473,179	10%
2006	\$7,728,330	3%
2007	\$8,394,213	9%
2008	\$8,404,124	0%
2009	\$8,254,171	-2%

<u>Revenue Detail</u>	2007	%	2008	%	2009	%
Local Sales Tax	\$2,500,286	30%	\$2,663,126	32%	\$2,588,677	31%
Water Sales	\$2,364,536	28%	\$2,349,294	28%	\$2,375,168	29%
Sewer Service Charges	\$1,894,524	23%	\$1,859,133	22%	\$1,871,099	23%
Taps-Turn Ons	\$33,915	0%	\$40,586	0%	\$29,584	0%
Penalty	\$21,772	0%	\$22,247	0%	\$22,435	0%
Water Sales Conserve Rate	\$256,128	3%	\$244,758	3%	\$239,564	3%
R-9 Ranch Revenue	\$230,159	3%	\$261,077	3%	\$658,281	8%
Interest-Sales Tax	\$753,138	9%	\$678,801	8%	\$319,632	4%
Interest on Investments	\$323,620	4%	\$274,716	3%	\$133,484	2%
Grants	\$0	0%	\$0	0%	\$0	0%
Misc. Revenue	\$16,135	0%	\$10,386	0%	\$16,247	0%
Transfers	\$0	0%	\$0	0%	\$0	0%
<u>Total</u>	\$8,394,213	100%	\$8,404,124	100%	\$8,254,171	100%

EXPENDITURES

Year	Amount	% Increase/Decrease
2005	\$4,452,481	-14%
2006	\$5,446,959	22%
2007	\$5,629,740	3%
2008	\$4,906,780	-13%
2009	\$6,626,465	35%

<u>Expenditure Detail</u>	2007	%	2008	%	2009	%
Wastewater Div.	\$681,788	12%	\$717,024	15%	\$826,655	12%
Water Plant	\$965,437	17%	\$1,120,274	23%	\$1,271,395	19%
Debt Services	\$1,027,945	18%	\$947,352	19%	\$861,280	13%
Non Operating	\$2,954,570	52%	\$2,122,130	43%	\$3,667,135	55%
<u>Total</u>	\$5,629,740	100%	\$4,906,780	100%	\$6,626,465	100%

Library

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$938,048	1%	2005	\$945,000	2%
2006	\$966,861	3%	2006	\$1,007,042	7%
2007	\$1,025,606	6%	2007	\$1,030,982	2%
2008	\$1,113,328	9%	2008	\$1,141,741	11%
2009	\$1,157,819	4%	2009	\$1,157,819	1%

Airport

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$252,740	3%	2005	\$237,116	29%
2006	\$262,727	4%	2006	\$239,041	1%
2007	\$281,358	7%	2007	\$256,955	7%
2008	\$281,660	0%	2008	\$299,206	16%
2009	\$307,936	9%	2009	\$216,742	-28%

Public Safety Equipment

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$202,957	26%	2005	\$163,319	29%
2006	\$318,629	57%	2006	\$480,754	194%
2007	\$369,677	16%	2007	\$126,239	-74%
2008	\$374,464	1%	2008	\$623,314	394%
2009	\$388,511	4%	2009	\$287,290	-54%

Employee Benefit

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$1,971,317	18%	2005	\$1,528,049	9%
2006	\$2,124,011	8%	2006	\$1,836,801	20%
2007	\$1,923,479	-9%	2007	\$2,252,311	23%
2008	\$2,773,589	44%	2008	\$2,424,753	8%
2009	\$2,391,404	-14%	2009	\$2,676,377	10%

Special Highway

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$616,578	-25%	2005	\$645,427	-53%
2006	\$605,873	-2%	2006	\$910,598	41%
2007	\$614,828	1%	2007	\$951,193	4%
2008	\$615,661	0%	2008	\$846,670	-11%
2009	\$576,038	-6%	2009	\$787,194	-7%

Special Parks & Recreation

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$822,015	-10%	2005	\$1,386,836	85%
2006	\$108,618	-87%	2006	\$68,739	-95%
2007	\$105,395	-3%	2007	\$6,803	-90%
2008	\$128,360	22%	2008	\$6,790	0%
2009	\$117,289	-9%	2009	\$18,862	178%

Special Alcohol

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$95,084	12%	2005	\$71,800	5%
2006	\$108,618	14%	2006	\$81,900	14%
2007	\$105,395	-3%	2007	\$85,800	5%
2008	\$127,486	21%	2008	\$103,270	20%
2009	\$117,289	-8%	2009	\$119,535	16%

Convention & Visitors Bureau

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$474,595	9%	2005	\$439,952	2%
2006	\$444,120	-6%	2006	\$521,903	19%
2007	\$487,807	10%	2007	\$487,914	-7%
2008	\$771,497	58%	2008	\$633,108	30%
2009	\$656,004	-15%	2009	\$651,201	3%

Equipment Reserve

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$561,900	149%	2005	\$397,663	76%
2006	\$864,400	54%	2006	\$204,581	-49%
2007	\$747,255	-14%	2007	\$366,055	79%
2008	\$625,215	-16%	2008	\$634,731	73%
2009	\$556,231	-11%	2009	\$770,774	21%

Library Employee Benefit

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$107,595	6%	2005	\$105,000	7%
2006	\$109,521	2%	2006	\$112,000	7%
2007	\$99,455	-9%	2007	\$100,000	-11%
2008	\$114,081	15%	2008	\$115,000	15%
2009	\$146,779	29%	2009	\$149,988	30%

Airport Improvement

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$1,342,029	534%	2005	\$1,334,993	578%
2006	\$73,024	-95%	2006	\$61,965	-95%
2007	\$141,267	93%	2007	\$405,565	555%
2008	\$420,427	198%	2008	\$501,257	24%
2009	\$439,237	4%	2009	\$2,137,038	326%

Bond & Interest

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$1,789,389	1%	2005	\$1,807,843	7%
2006	\$1,668,500	-7%	2006	\$1,583,679	-12%
2007	\$2,748,967	65%	2007	\$2,042,738	29%
2008	\$1,667,515	-39%	2008	\$2,165,675	6%
2009	\$1,847,906	11%	2009	\$2,162,125	0%

Solid Waste Fund

<u>REVENUES</u>			<u>EXPENDITURES</u>		
Year	Amount	% Inc/Dec	Year	Amount	% Inc/Dec
2005	\$909,054	0%	2005	\$930,961	2%
2006	\$914,834	1%	2006	\$926,844	0%
2007	\$1,199,719	31%	2007	\$1,026,579	11%
2008	\$1,276,127	6%	2008	\$1,101,757	6%
2009	\$1,242,044	-3%	2009	\$1,499,805	31%



FIRE

2009 City of Hays Annual Report

Message from the Fire Chief, Gary Brown

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. Because of 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, hazardous materials accidents and similar events. *With cross-trained firefighters, the cost of the Fire Department is more effectively used to protect the community from a wide array of threats.*



The members of the City of Hays Fire Department take pride in providing excellent service to the people of Hays. Firefighters responded to 1,572 emergency and urgent calls-for-service in 2009. These incidents ranged from heart attacks and building fires to water leaks and children locked inside vehicles. Hays firefighters respond to an average of four calls-for-service each day.

During 2009, the Fire Department activities included the delivery of a replacement rescue-pumper fire truck, the purchase of a new airport fire truck and the start of construction for a new airport fire station. These airport fire safety improvements are being done in cooperation with the Airport Division of the Public Works Department.

Major 2009 training projects described more fully in this report include a Fire Inspector I training course, a High Angle Rescue Operations training course and a Basic Rescue Operations training course.

Of special note in 2009 are the continued cooperative efforts of all of the fire departments in Ellis County. The Fire Chief's of the Ellis County Rural Fire Department, City of Ellis Fire Department, City of Victoria Fire Department and City of Hays Fire Department continue to meet on a regular basis to work toward better cooperation. In 2009, we conducted our first joint mutual aid drill hosted by the Victoria Fire Department and we cooperated in a free smoke alarm distribution program. This builds on our work to jointly staff the regional technical rescue team. In 2010 we look forward to a countywide Firefighter I basic training course to provide this important opportunity to our firefighters.

Both Deputy Fire Chief Wendy Schumacher and I 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 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 reports.



Rescue and medical emergencies, assisting Ellis County EMS in providing emergency medical care. The Fire Department rescues 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. Also included are animal rescues and assistance to 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.



Fire inspections are 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 for homeowners on request.

Public fire safety education uses the mobile fire safety house to teach fire safety and home fire escape procedures 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 are to determine the cause and origin of fires. The City of Hays Fire Department has six firefighters who have been trained to investigate fires.

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. Twenty 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 2009, the approved general fund budget for the City of Hays Fire Department was \$1,257,500.

- Ninety 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 \$130,000 and included the City's 5% share of the purchase of a new airport fire truck [\$30,000]. Other planned purchases included rescue tools, a new outdoor tornado warning siren and replacement hose, nozzles, tools and similar equipment.

FIRE APPARATUS

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

Engine 1	2009 rescue-pumper truck	Ladder 1	2002 pumper-ladder truck
Engine 2	2000 rescue-pumper truck	Ladder 2	2007 pumper-ladder truck
Engine 3	1998 rescue-pumper truck	Engine 5	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 with 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 48,000 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 protection provided by 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 5% of communities in the nation and in the top four-percent 4% statewide. Out of 1,195 communities in Kansas, only seven have better public fire protection classifications than the City of Hays.

KEY SERVICE LEVELS

Response Time: The first fire crew arrives on the scene within eight 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 reinforced response of 16-firefighters is expected to be able to protect the city by responding to a second, co-incident call-for-service and:

- Place a second hose line in-service to back-up the on-duty firefighters and 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. The Airport Fire Station is staffed during the hours of Great Lakes Airlines air passenger service operations.

Staff Information

Total Staffing: Fire Chief, Deputy Fire Chief, Administrative Secretary, 3 Fire Captains, 3 Fire Lieutenants, 15 Firefighters, 5 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 Fire Captain, a Fire Lieutenant and five Firefighters.
- At least five members, including 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.
- **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>
Clint Amrein	New Employee 2009	Volunteer Firefighter
Gary Brown	7	Fire Chief
Tyler Brungardt	2	Firefighter
Justin Choitz	4	Firefighter
Aaron Ditter	9	Fire Lieutenant
Aaron Dome	15	Firefighter
Myron Dreiling	5	Firefighter
Lucas Everett	2	Volunteer Fire Lieutenant

Ryan Hagans	6	Fire Lieutenant
Travis Hageman	New Employee 2009	Volunteer Firefighter
Jerry Haynes	37	Fire Captain
Byron Hummon	New Employee 2009	Volunteer Firefighter
Justin Kilian	8	Fire Captain
Kirk Klein	8	Fire Lieutenant
Greg May	3	Firefighter
Dawn McCormick	8	Administrative Secretary
Ross Meder	4	Firefighter
Keith Mermis	9	Firefighter
Darin Myers	4	Firefighter
Doug Randa	8	Firefighter
Tom Roy	8	Firefighter
Wendy Schumacher	34	Deputy Fire Chief
Luke Scoby	4	Firefighter
Mike Simmons	4	Firefighter
A.J. Simon	3	Firefighter
Chris Stegman	11	Fire Captain
Justin Summers	9	Firefighter
Andrew White	1	Volunteer Firefighter
Brandon Zimmerman	4	Firefighter

TRAINING REQUIREMENTS

Career firefighters are required to complete the following training courses:

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



Members of the Volunteer Fire Company are required to complete the Firefighter I course and the Emergency Medical Technician-Basic course.



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

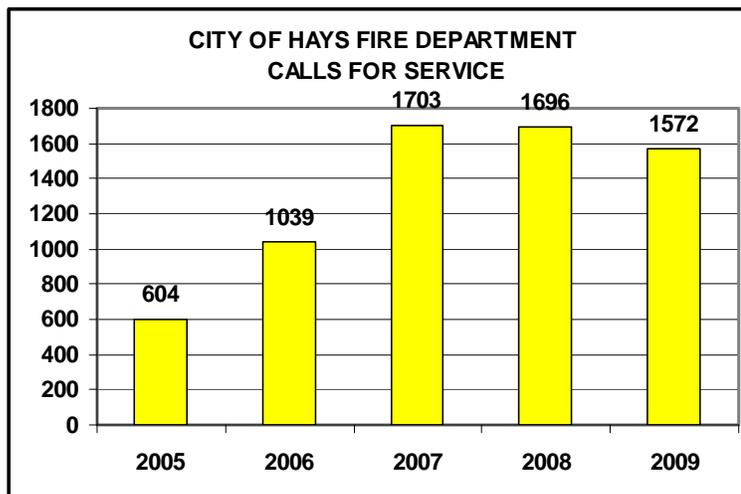
Fire Captains are required to complete the Fire Officer II training course.

All officers complete 120-hours of management training at the National Fire Academy in Emmitsburg, Maryland.

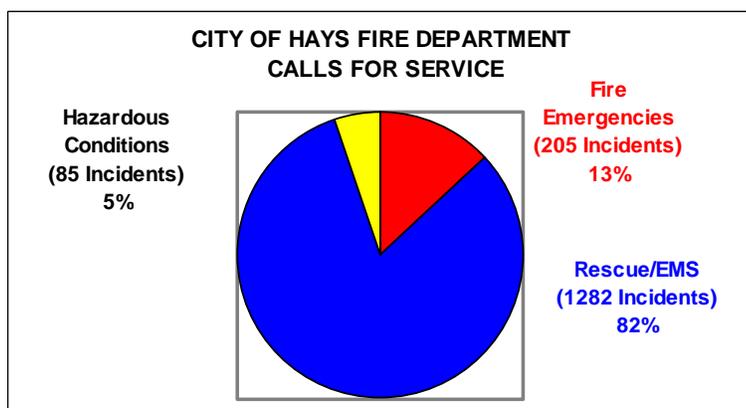
Statistical Information

CALLS-FOR-SERVICE

- In 2009, Hays firefighters responded to 1,572 calls for service.
- The 2005 to 2009 increase reflects the greater utilization of the Fire Department in responding to medical emergencies in the city.



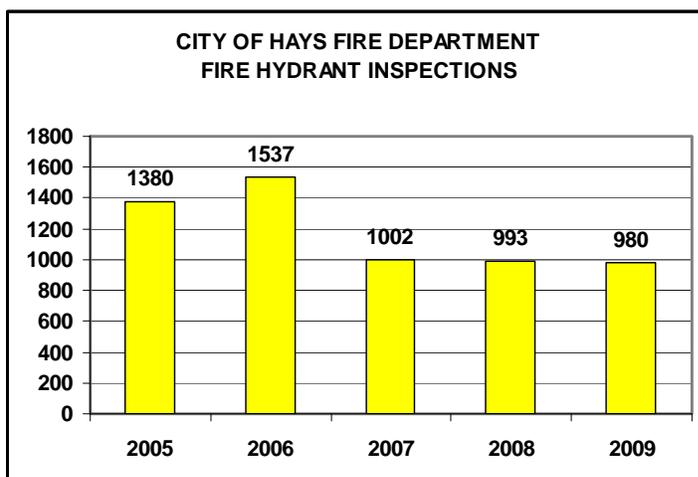
NATURE OF CALLS-FOR-SERVICE



- In 2009, 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 79 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 2009, firefighters responded to an average of four emergency and urgent calls-for-service each day.

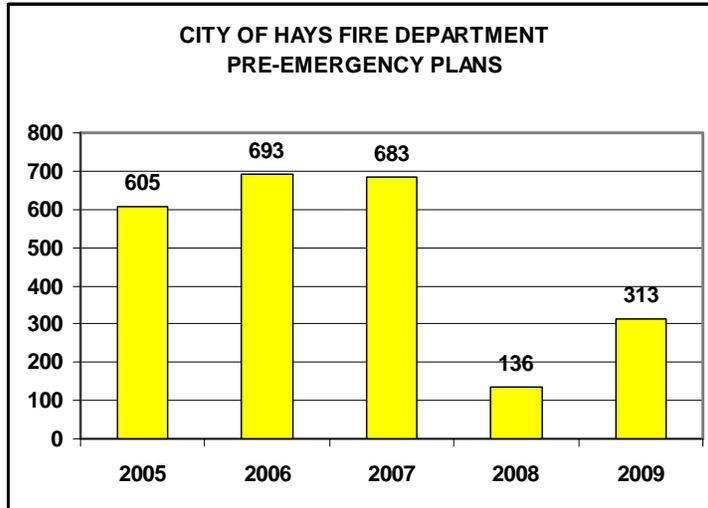
FIRE INSPECTIONS



- The fire inspection and fire code enforcement program is the primary responsibility of the Deputy Fire Chief, assisted by the Fire Captains and Fire Lieutenants.
- Fire inspection totals include the initial inspection and follow-up inspections required to correct hazards.

PRE-EMERGENCY PLANNING

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

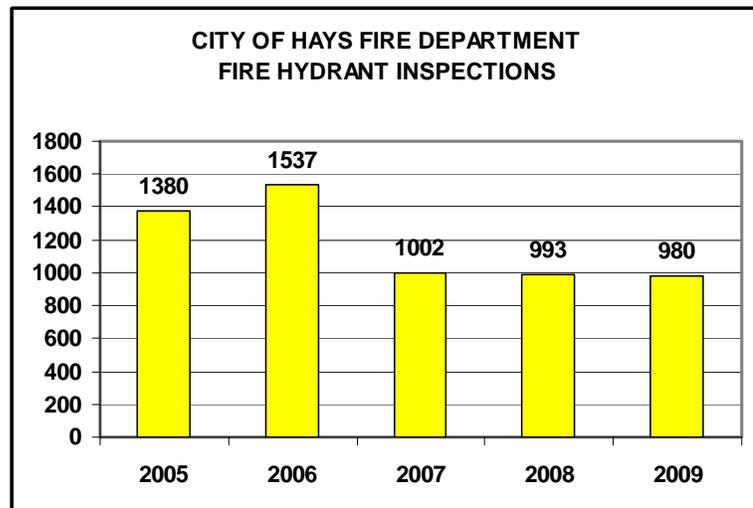


- The Fire Department has over 800 pre-emergency plans. These plans are carried in the command truck for use during emergency incidents.
- In 2008, the firefighters surveyed the city to find buildings that had not yet been planned. This work reduced the total number of pre-plans completed.
- In 2009 the Fire Department started a

program to update about one-third of the pre-emergency plans each year. In addition, the Fire Department began a multi-year program to convert the pre-plans from paper forms to a digital file accessed through a laptop computer in the command truck.

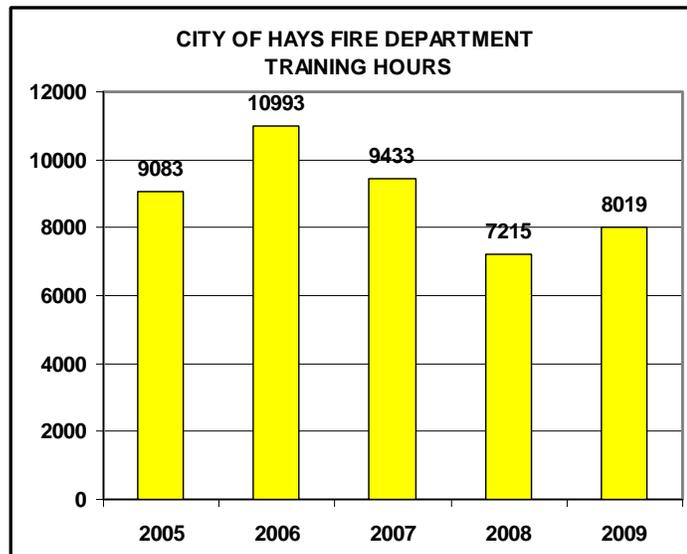
FIRE HYDRANT INSPECTIONS

- 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 944 public and private fire hydrants on the city water system that are inspected by firefighters at least once a year.
- Prior to 2007, the Fire Department inspected each fire hydrant twice a year.
- In 2007, the Fire Department took on the responsibility for flushing the city water system to be sure of proper water quality. This consolidated the Fire Department fire hydrant inspection program and the Utilities Department water system flushing program into a single, more efficient work effort.
- Some fire hydrants are inspected more than once a year if needed to better test for water flows or to correct other problems.



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 8 hours of training per month.



2009 Accomplishments



Replacement Rescue-Pumper Fire Truck: In 2009 the Fire Department took delivery of a new rescue-pumper fire truck. This purchase was initiated in 2008 to replace the 1981 pumper truck at a cost of \$201,500. For improved efficiency, this new truck combines the capabilities of a rescue truck and a fire pumper truck.

Upgrade Outdoor Warning Sirens: In 2009, the Fire Department initiated a multi-year program to upgrade the nine outdoor tornado warning sirens operated by the City. These new sirens are more powerful, capable of operating on back-up battery power and can be remotely monitored by radio signals to insure reliability. The first siren will be installed in early 2010 in the area of West 41st Street and Post Road to protect this underserved area of the City.

Hands On-Training: In 2009, the Fire Department completed a hands-on, practical training program. Using two houses scheduled for demolition, firefighters conducted two weeks of training in search and rescue operations, forcible entry, initial fire attack and injured firefighter rescue. A breathing apparatus maze was constructed to allow firefighters, working with no



visibility to negotiate a series of obstacles as may be found inside of a burning building. City of Hays firefighters also conducted this hands-on-training for firefighters from the Ellis County Rural, City of Ellis and City of Victoria fire departments.

Fire Inspector I Course: In 2009, the Fire Department hosted a 40-hour Fire Inspector I training course conducted by the Kansas Fire & Rescue Training Institute. Eighteen members of the Fire Department attended this training.

High Angle Rescue Operations Training: In 2009, the Fire Department hosted a 24-hour high angle rescue training course conducted by the Kansas Fire & Rescue Training Institute. This course was attended by both Hays firefighters and the members of the Regional Rescue Team from the Ellis County Rural, City of Ellis and City of Victoria fire departments.

Basic Rescue Operations Course: In 2009, the Fire Department conducted a 40-hour Basic Rescue Operations course to qualify new members to respond with the Regional Rescue Team. Two Hays firefighters completed this training along with three members from the Ellis County Rural, City of Ellis and City of Victoria fire departments.

Smoke Alarm Program: In 2009, the Fire Department received a Kansas Fire Injury Prevention Program grant from the State of Kansas for 594 smoke alarms. Working in cooperation with the Ellis County Rural Fire Department, City of Ellis Fire Department and City of Victoria Fire Department, these smoke alarms were installed in under-protected homes throughout the City of Hays and Ellis County. The grant also included public education materials targeted for senior citizen injury prevention. As part of this grant, six presentations were made to senior citizen groups regarding “slips, trips and falls” injury prevention.

Public Education Program: Using the mobile fire safety house, fire station visits and fire extinguisher training classes, firefighters made 54 fire safety or severe weather safety presentations to 1,761 children and 671 adults. This included fire prevention week presentations in each elementary school in the city. A fire safety poster contest was conducted among fourth grade students. The winners [with their families and teachers] were invited to the fire station for a dinner with the firefighters.



Ladder Truck Mutual Aid Program: In October 2009, the Fire Department participated in a large scale fire rescue exercise hosted by the City of Russell Fire Department. The Fire Department is part of a ladder truck mutual aid agreement that also includes the City of Russell, City of Great Bend and City of Ellsworth fire departments.

New Airport Fire Station and Airport Fire Truck: Using 95% Federal Aviation Administration funding, the City began construction of a \$1.65 million fire station at the Hays Regional Airport. A new airport fire truck, required by the FAA, was placed on order at a cost of \$568,000. The Airport Fire Station is being designed so that it may become a dual-use facility to provide fire protection services to the east side of the city at some future time.

Ellis County Mutual Aid Agreement: The Fire Chiefs of the four fire departments in Ellis County continue to meet quarterly to foster better cooperation. The first Ellis County Fire-Rescue Mutual Aid Drill was hosted by the City of Victoria Fire Department, with all four fire departments participating.

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.

Hutchinson Community College Intern Program: In 2009 the Fire Department joined with other professional fire departments across Kansas is providing work experience opportunities for students in the Hutchinson Community College Fire Science Program. Two students spent 72-hours on-duty working with Hays firefighters.

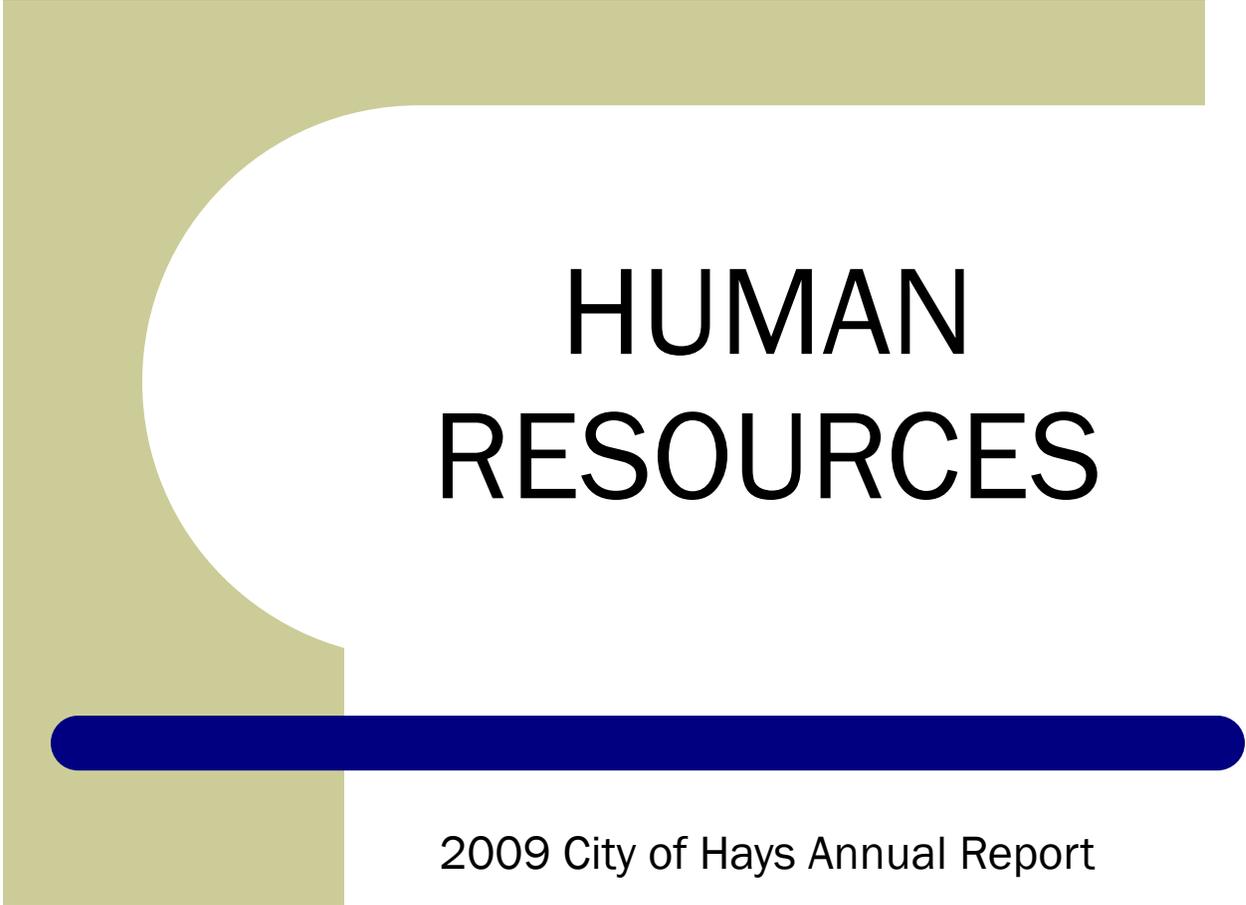
Hays Firefighters' Relief Association Fire Museum: In 2009, both active and retired Hays firefighters worked to construct a museum to preserve the history of the City of Hays Fire Department. While not a direct project of the Fire Department, the Fire Museum is the culmination of many years of fundraising and effort by the firefighters to make the history of the Fire Department, including two antique fire pumper trucks, available to the people of Hays. This project is a cooperative effort with the Ellis County Historical Society.

2010 Upcoming Projects

In 2010, the Fire Department work program includes:

- The completion and furnishing of the new Airport Fire Station and the delivery and outfitting of the new airport fire truck.
- The implementation of a new kitchen fire emergency public education program targeted to middle school students.
- Implementation of a second smoke alarm grant, totaling 600 smoke alarms to be distributed throughout Ellis County. This will be a cooperative effort with the other Ellis County fire departments.
- 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.
- Hosting the joint Ellis County Fire-Rescue Mutual Aid Drill to involve the four fire departments in Ellis County working together, combined with the annual Ladder Truck Mutual Aid Drill.
- The purchase and installation of the second upgraded outdoor warning siren.
- The purchase and installation of a replacement emergency generator for the Main Street Fire Station and City Hall.
- Hosting a 40-hour Fire Officer I course conducted by the Kansas Fire & Rescue Training Institute. This training is targeted to the members of the City of Hays Fire Department.
- Hosting a 24-hour Confined Space Rescue Operations Course conducted by the Kansas Fire & Rescue Training Institute. This training is target to the City of Hays Fire Department and the members of the Regional Rescue Team from the other Ellis County fire departments.
- Jointly conducting a 140-hour Firefighter I course with the Kansas Fire & Rescue Training Institute, targeted to new members of the Volunteer Fire Company and other area volunteer firefighters.





HUMAN RESOURCES

2009 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 2009, the City budgeted for 177 full-time employees which are located throughout the eight City departments. The total number of employment transactions, such as resignations, retirements, deaths, long-term military leaves, terminations and new hires occurring throughout 2009 was seventy-one (71). This number increased slightly as compared to the sixty-three (63) similar transactions processed in 2008. The City had two employee retirements in 2007, three during 2008 and one in 2009. Based on the age and tenure of current City employees, retirement numbers will probably begin to decrease within the next several years.

The pay-for-performance appraisal process was continued in 2009. Employees were eligible for wage increase on their annual anniversary which corresponded with the numerical rating, ranging from 1% - 5%, received on their performance evaluation.

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 new employee orientation and exit interviews with 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. 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.

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 2009, Human Resources made the arrangements for 26 employees to receive service awards before the City Commission on October 22, 2009. City employees are recognized for their years of service in five-year increments in accordance with a cut-off date of October 1st each year. Honored employees included:

5-Year Awards

Nancy Gassmann
Philip Hartsfield
Harold Anderson
Sarah Degenhardt
Stanley Shupe
Ryan Hagans
Myron Dreiling
Ross Meder
Brandon Zimmerman
Luke Scoby
Justin Choitz
Michelle Byrant
Linda Bixenman
Wyatt King

15-Year Awards

Steven Dreiling

20-Year Awards

Tim Dreiling
Firma Helget

25-Year Awards

Patricia Wolf
Kyle Sulzman

30-Year Awards

James Braun

10-Year Awards

Aaron Larson
 Debbie Cox
 Stephen Schmidtberger
 Tessa Scheck
 Mark Lang
 Rupen Schuckman

Staff Information

Human Resources is a division of the City Manager's Office and currently employs two individuals; the Human Resource Coordinator and an Administrative Assistant.

STAFF LISTING

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Steve Nuss	1	Human Resource Coordinator
Nikki Stramel	8	Administrative Assistant

TRAINING

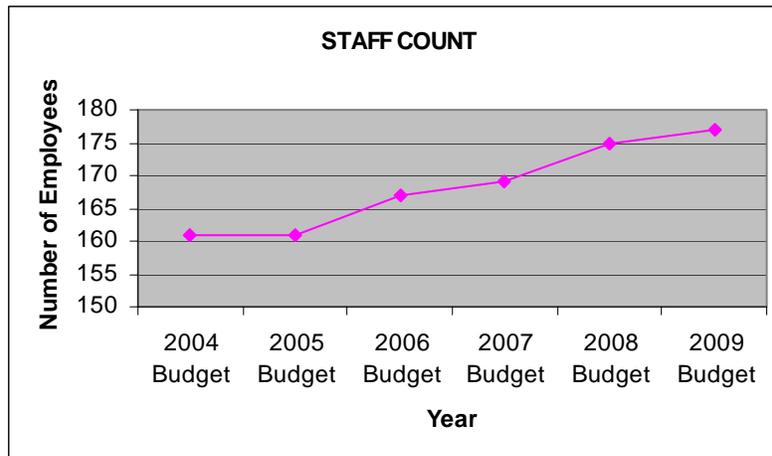
NAME OF ORGANIZATION/EVENT	LOCATION	TOPIC
CPR/First Aide Training	Hays, KS January 13, 2009	Recertification course
Employment Law Conference	Hays, KS March 19, 2009	Discussion concerning payroll and benefit laws and requirements
Kansas Public Employees Retirement Program - ABC's of Being a Designated Agent Workshop	Hays, KS March 19, 2009	General administration of the program; discussion regarding new Tier II benefits
Employment Law Seminar	Hays, KS May 14, 2009	Discussion concerning payroll and benefit laws and requirements
International Personnel Management Association (IPMA) Annual Meeting	Wichita, KS July 24, 2009	Discussions involving personnel and human resources
Employee Assistance Program Orientation/Training	Hays, KS September 16, 2009	Program overview and supervisory training relating to Employee Assistance Program.
Annual State Meeting of the Society of Human Resources	Topeka, KS September 23-25, 2009	Various break-out sessions relating to personnel and human resources
Collective Bargaining: Tactics, Techniques, & Table Manners	Milwaukee, WI October 5-7, 2009	Discussion and training on negotiation techniques.
Western Kansas Society of Human Resources	Hays, KS luncheon meetings	Various topics addressed at monthly meetings attended by human resource

Member – WKSHRM	(third Tuesday of each month)	specialists in the Hays and Western Kansas area
Kansas Public Employees Retirement Program Seminar	Hays, KS November 3, 2009	Annual meeting to discuss the general administration of the program and new legislation

2009 Statistical Information

WORKFORCE STATISTICS

The City of Hays budgeted for a total of 177 full-time positions in 2009, which reflected an increase of two positions from 2008. Funds were budgeted for the hiring of two new Maintenance Workers; one for the Public Works Service Division and one for the Parks Department.



RESIGNATIONS/TERMINATIONS

Twenty-two (22) resignations, terminations and deaths within City employment occurred in 2009. This number increased by seven (7) as compared to 2008. Departments affected by these employee departures included the Police Department with ten (10) employees leaving, the Fire Department losing three (3) employees, the Convention and Visitors Bureau losing four (4) employees, the Public Works Department by the loss of two (2) employees; one (1) from the Planning, Inspection, and Enforcement (PIE) Division and one (1) from the Service Division, as well as one (1) employee in the Finance Department, one (1) employee in the Parks Department, and one (1) employee in the City Manager’s Office.

RETIREMENTS

One employee retired in 2009.

Morris Denning	Communications Officer	38 Years of Service
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MILITARY LEAVE

One employee was called to active duty in the later part of December, 2009. This employee is expected to be gone for a tour of up to 400 days.

PROMOTIONS/TRANSFERS/NEW HIRES

Forty-eight (48) personnel actions involving City of Hays employees occurred in 2009. Thirty-seven (37) were new hires and eleven (11) involved promotions and departmental or divisional transfers. Additionally, twelve (12) seasonal positions were filled in the Parks Department.

HEALTH INSURANCE INFORMATION

The City budgeted \$1,484,000 for health insurance coverage in 2009. 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 1.2% increase in health insurance costs in 2009.

FLEXIBLE BENEFIT PLAN INFORMATION

Based on the information presented in the following table, 2009 employee contributions to the Flexible Benefit Plan amounted to approximately \$183800. The consultant fees for administering the program totaled \$7959, and the tax savings benefit to employees was \$14061.

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
\$77874	\$12975	\$13,565	\$20147	\$54229	\$7959	\$14061
			Employee Contributions Accident Plan	Employee Contributions Hospital Protection Plan		
			\$2333	\$1677		

The following defines the Flexible Benefit Plan participation for 2009.

- 60 participants in the Medical Expenditure Program
- 5 participants in the Child/Dependent Care Program
- 26 participants in the AFLAC Cancer Program
- 20 participants who pay for a portion of their spouses' health insurance premiums
- 104 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 2009 to be tested for alcohol, drugs, or both.

WORKERS COMPENSATION

The City of Hays filed 37 employee claims for workers compensation in 2009. Three employees lost work time from their jobs due to workers compensation injuries in 2009. 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 4, 2009, at the Schenk Building – Ellis County Fairgrounds. Employees were able to socialize and enjoy a traditional meal after which a drawing was held and 7 lucky winners received a substantial prize. In addition, all employees in attendance and staff on duty received \$25.00 in Chamber Cheques. Employees then enjoyed the music of the Flat Spin band and were able to dance and visit with co-workers.

2009 Projects

PERSONNEL MANUAL

It has been a goal of the Human Resources division to provide employees with an electronic version of the Employee Personnel Manual. The on-line manual will provide employees with a more convenient method of receiving up-to-date personnel policies and procedures. This electronic Personnel Manual can now be accessed by all employees via the City's website address.

JOB DESCRIPTIONS

The City of Hays job descriptions are reviewed on an annual basis and updated as positions are vacated and filled and the organizational structure is reviewed.

HEALTH INSURANCE

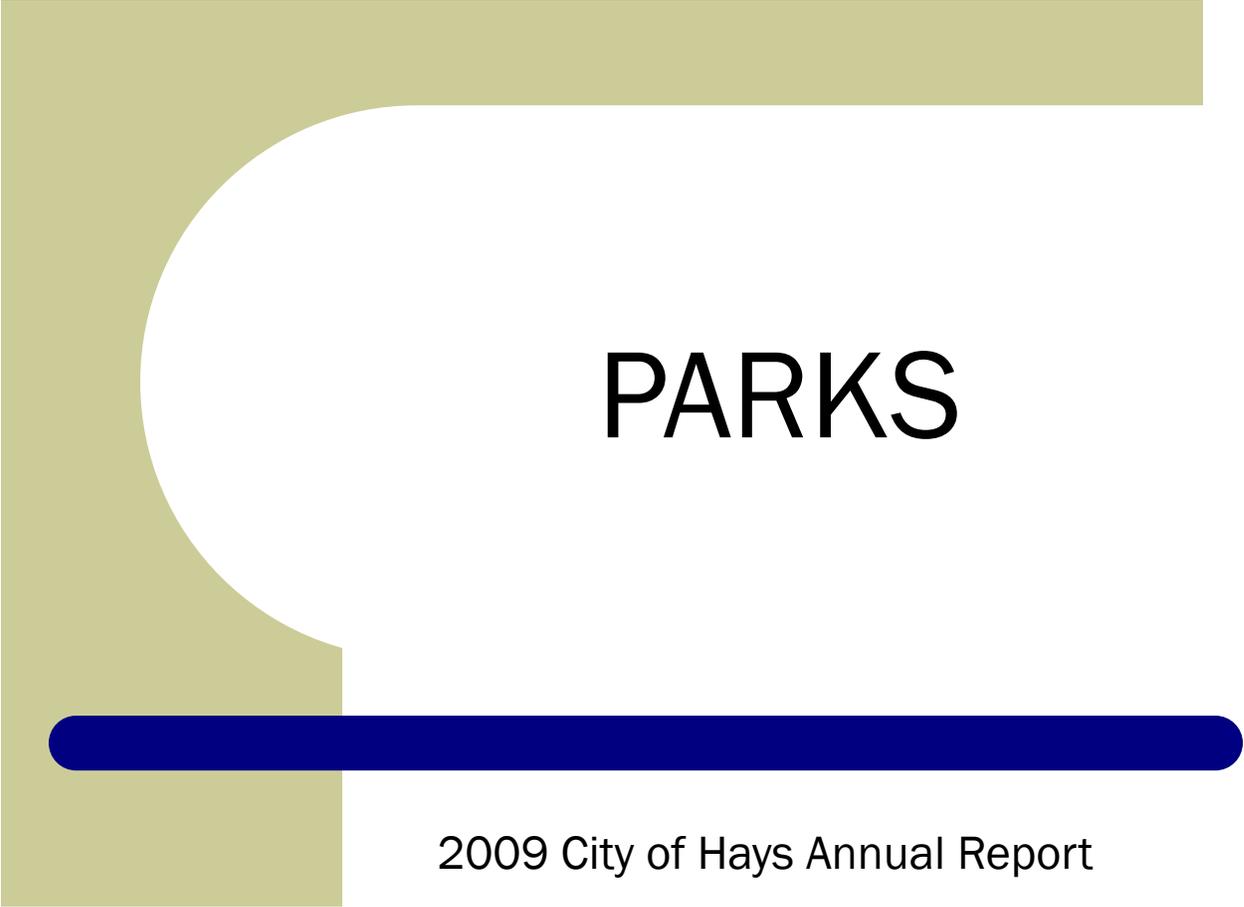
Preferred Health Services from Wichita continued to provide the health insurance benefits to City of Hays employees in 2009.

MEET & CONFER

An addendum 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

- The Human Resource Division completed and began utilization of an Orientation Powerpoint to aid in the new employee orientation procedure. Two powerpoint presentations were created to provide an overview of each department's duties and functions as well as available employee benefits.
- Due to the City's previous Employee Assistance Program (EAP) provide choosing to not renew their contract with the City, Human Resource staff researched employee needs and accepted quotes from various agencies for a new EAP provider. A contract was signed with New Directions Behavioral Health, LLC. to provide this benefit to City employees.
- In accordance with the budget request for the completion of a Comprehensive Classification and Compensation Study in 2009, the Division accepted proposals from and contracted with Richard D. Blodgett & Associates to complete this task. Human Resources reviewed the results of this study and presented recommendations to amend the pay plan to the City Commission for the 2010 budget year.



PARKS

2009 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 2009 would not have been possible without the assistance of volunteers, civic groups, area businesses, and support from the general public. In 2009, several projects were completed including sealing the grandstand concrete and installing new aluminum bleachers at Larks Park. New play equipment was installed at Dan Rupp Park and Kiwanis Park and numerous projects were completed at the tennis courts. To be in compliance with the Virginia Graeme Baker Act, new pool drain and grate covers were installed at the Hays Aquatic Park and Wilson Pool.

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 662 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 41st Street)
- 13th & Milner
- 14th & Montgomery
- 20th & Main St. Terrace
- 21st & Pershing
- 22nd & Vine
- 27th & Oak
- 28th & 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
- NCKVT Lot

- Police Gun Range
- Recycling Center
- Public Works
- Tree Nursery

D. RIGHT-OF-WAYS

- West 12th 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)
- 8th Street Bulb Outs
- 13th & Hall Street
- 13th & Milner
- 21st & Pershing
- 32nd & Canal
- City Hall
- Convention & Visitor's Bureau
- 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 (7th & Main)
- Union Pacific Plaza
- Vine Street Medians
- Wilson Pool
- Glassman Ballfield (grass display)
- Stramel Ballfield
- 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 2009. 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.

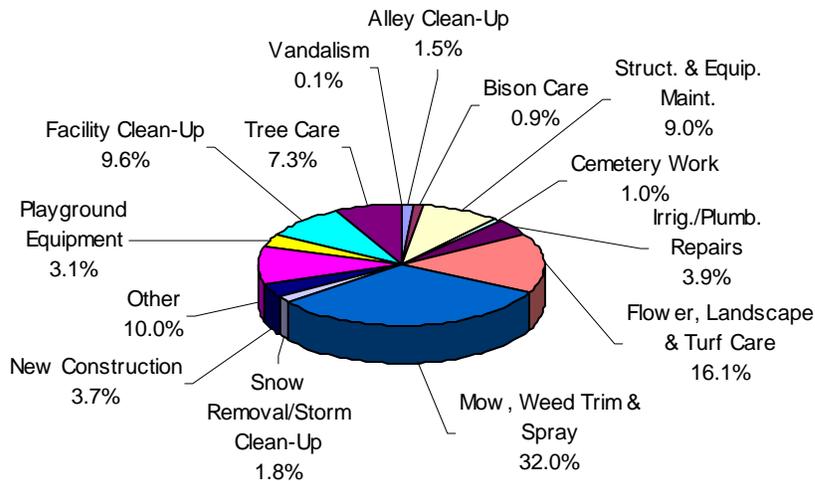
Staff Information

STAFF LISTING

The Parks Department has 18 full-time positions. Additionally, 26 seasonal positions were filled in 2009 for a total of 14,168 hours.

<u>NAME</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Jeff Boyle	13	Director of Parks
Toby Alexander	1	Maintenance Worker
Mark Augustine	4	Park Technician
Mike Bachar	8	Maintenance Worker
Stephan Barnes	18	Cemetery Caretaker
Michael Cure	4	Golf Course Superintendent
Travis Haines	new employee in 2009	Superintendent
Jake Helget	7	Ballfield Foreman
Scott Jermark	new employee in 2009	Maintenance Worker
Amy Leiker	7	Administrative Secretary
Chris Rhoades	8	Park Technician
Ron Rice	26	Park Technician
Jo Ann Schroller	9	Horticulturist
Brian Scoby	23	Park Supervisor
Russell Sytsma	13	Maintenance Worker
Kerry Tiernan	3	Golf Course Foreman
Dave Younger	3	Maintenance Worker
Michael Windholz	new employee in 2009	Golf Course Maint. Worker

ACTIVITIES – PARKS DEPARTMENT STAFF TIME



Training

A. TRAINING

- Arborist Recertification Training – Ron Rice
- CPR/First Aid Training – Toby Alexander, Chris Amyx, Amy Leiker, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, and Kerry Tiernan
- Training Video - "Commercial Mower Safety Training" – Toby Alexander, Chris Amyx, Mark Augustine, Mike Bachar, Steve Barnes, Michael Cure, Travis Haines, Jake Helget, Scott Jermark, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, Kerry Tiernan, and Dave Younger
- Training Video - "Back Injury Prevention Program" – Toby Alexander, Mark Augustine, Mike Bachar, Steve Barnes, Jake Helget, Scott Jermark, Chris Rhoades, Ron Rice, Brian Scoby, and Dave Younger
- Training Video - "Heat Stress: Don't Lose Your Cool" – Toby Alexander, Mark Augustine, Mike Bachar, Steve Barnes, Jake Helget, Scott Jermark, Ron Rice, Brian Scoby, Russ Sytsma, and Dave Younger
- "Back to Basics" Community Forestry Workshop – Toby Alexander, Chris Amyx, Mark Augustine, Mike Bachar, Steve Barnes, Jeff Boyle, Michael Cure, Travis Haines, Jake Helget, Scott Jermark, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, Kerry Tiernan, and Dave Younger
- Master Gardener Training - Interacting with Public – Jo Ann Schroller
- Master Gardener Training - Woody Plants – Jo Ann Schroller
- Tree City USA Recognition – Jeff Boyle and Travis Haines
- Commercial Drivers License (CDL) – Toby Alexander and Scott Jermark
- Tanker Truck Commercial Drivers License (CDL) Upgrade – Russ Sytsma
- "Management Skills" Workshop – Travis Haines
- "Slips & Falls and Safety Awareness – Toby Alexander, Mark Augustine, Mike Bachar, Steve Barnes, Jeff Boyle, Michael Cure, Travis Haines, Jake Helget, Scott Jermark, Amy Leiker, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, Kerry Tiernan, Michael Windholz, and Dave Younger
- Kansas Municipal Cemetery Caretakers Network (KMCCN) Meeting – Steve Barnes
- "Collective Bargaining" Training – Jeff Boyle
- Kansas Network of Park Professionals (KNPP) Meetings – Jeff Boyle
- Kansas State Grounds Maintenance Workshop – Toby Alexander, Mark Augustine, Mike Bachar, Steve Barnes, Michael Cure, Travis Haines, Jake Helget, Scott Jermark, Chris Rhoades, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, Kerry Tiernan, Michael Windholz, and Dave Younger
- Pesticide General Exam – Mark Augustine and Michael Windholz

B. STAFF RECOGNITIONS

- Mark Augustine was promoted from Maintenance Worker I to Park Technician.
- Toby Alexander, Chris Amyx, Amy Leiker, Ron Rice, Jo Ann Schroller, Brian Scoby, Russ Sytsma, and Kerry Tiernan successfully completed First Aid and CPR training.
- Ron Rice renewed his Kansas Arborist Certification.
- Toby Alexander and Scott Jermark obtained Commercial Drivers Licenses (CDL).
- Russ Sytsma upgraded his Commercial Drivers Licenses (CDL) to include the operation of a tanker truck.

- Jeff Boyle, Michael Cure, Jake Helget, Chris Rhoades, and Kerry Tiernan successfully completed hours toward their pesticide certifications.
- Mark Augustine and Michael Windholz successfully completed the General Exam of the Kansas Pesticide License.

C. TREE CITY USA AWARD

In March of 2009, the Kansas Forest Service announced that Hays, Kansas was recognized for the thirtieth (30) straight year as a 2008 Tree City USA community. To become eligible for this certification, the total forestry expenditures must be equivalent to or exceed \$2 per capita. In 2008, an amount of \$95,523.40 was expended on tree care and related activities.

Statistical Information

LANDSCAPE REPORT

Plenty of rainfall and cooler temperatures made the 2009 growing season a very pleasant year. A wet spring helped get plants off to a good start and the abundant moisture kept the parks green most of the summer. The flowerbeds and landscaped areas were planted and tended by four horticultural staff. A total of 377 flats of annuals and perennials were planted in nearly forty locations throughout the City.

Several landscape improvements were accomplished at the Fort Hays Municipal Golf Course. Four concrete planter boxes were added to the Pro-Shop patio to add color and make the seating area more inviting to guests. A shade garden was planted in early May near #6 tee box. The small area, which is shaded by a tree row, receives daily water run off from the tee box. It is an ideal location for hosta, ajuga, and coral bells. Shrub plantings have also been added along the cart paths in various locations to enhance the landscape.

Arbor Day was celebrated on April 16th at Kiwanis Park with a presentation by the Kiwanis Club. Mayor Barbara Wasinger was presented the Tree City USA Award and the Smokey the Bear Poster Contest Winners were announced. The program was concluded with the planting of three 'Caddo Sugar' Maple trees.

The horticulture staff is planning on a busy spring of 2010 with landscape improvements at two ballfields. Flowering shrubs will also be planted in the new parking lot of City Hall. The staff looks forward to another planting season.

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>
A. TREES				
Maple Caddo Sugar	3	\$139.00	\$417.00	Kiwanis Park
Maple 'John Pair'	3	\$126.65	\$379.95	East Frontier Park
Less Donation			(\$200.00)	East Frontier Park
Lacebark Elm	3		<i>donated</i>	East Frontier Park
Sunburst Honey Locust	3		<i>donated</i>	Sunrise Park
Winterking Hawthorne	6	\$120.00	\$720.00	Vine Street Medians
Cleveland Select Pear	1	\$180.00	\$180.00	Vine Street Medians

Planting Labor			\$210.00	Vine Street Medians
Canada Red Cherry	2	\$169.00	\$338.00	Glassman Ballfield
TOTAL	21		\$2044.95	

A donation was made toward the Maple Trees planted at East Frontier Park by Emprise Bank in honor of Earth Day.

The Lacebark Elm Trees in East Frontier Park and the Sunburst Honey Locust Trees in Sunrise Park were paid in full by the Leadership Hays Group.

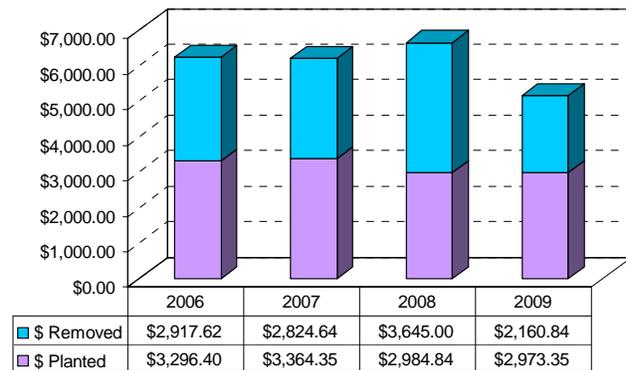
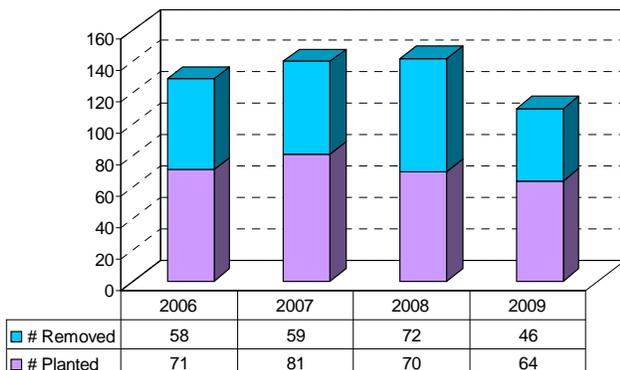
B. SEEDLINGS

Redbud	250	\$0.68	\$170.00	School Kids Give-Away
Freight			22.00	School Kids Give-Away
Less Donation			(\$192.00)	School Kids Give-Away
TOTAL	250		\$0.00	

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

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>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Total Amount Rebated	\$6,214.02	\$6,188.99	\$6,629.84	\$5,134.19

VANDALISM REPORT

<u>LOCATION</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>LABOR HRS</u>
Aubel-Bickle Park	Broken light lenses, covers, & bulbs	\$849.30	contractual
Aubel-Bickle Park	Damage to hockey rink goals	supplies on hand	4 hours
Aubel-Bickle Park	Graffiti in restroom facility (1)	supplies on hand	1 hour
Aubel-Bickle Park	Graffiti in restroom facility (2)	supplies on hand	0.5 hour
Aubel-Bickle Park	Graffiti on skate park walls	\$12.76	3 hours
Aubel-Bickle Park	Panels removed from skate park walls	pending repairs/removal	
Dan Rupp Park	Carving in playground equipment	unable to repair	
Frontier Park	Disc golf basket separated from pole	supplies on hand	2 hours
Frontier Park	Graffiti on small picnic shelter	n/a	scheduled to be repainted

Frontier Park East	Damage to toilet paper dispenser	\$36.96	2 hours
Frontier Park East	Did kitties and tore up grass	n/a	n/a
Glassman Ballfield	Kitties/kicked up mud on side of bldg	supplies on hand	2 hours
Golf Course	Multiple items	\$290.00 estimate	13 hours
	<i>*Flag sticks and flags relocated; swastika on #13 green; and dug up cups and turf on #14 green</i>		
Hickok Park	Broke board off of snake shelter	\$4.29	5 hours
Main Street	Damage to flowers in planters (1)	n/a	minimal clean up time
Main Street	Damage to flowers in planters (2)	n/a	minimal clean up time
Massey Park	Damage to restroom fixtures (1)	\$102.31	5.5 hours
	<i>*Broke mirror, tore handle off sink handle, and broke off plunger from soap dispenser</i>		
Massey Park	Damage to restroom fixtures (2)	\$87.24 (faucet only)	3 hours
	<i>*Attempted to remove mirror from wall and tore handle off sink handle</i>		
Massey Park	Damage to turbine on restroom	\$250.00	contractual
Massey Park	Graffiti inside tunnel slide (1)	\$6.90 estimate	2 hours
Massey Park	Graffiti inside tunnel slide (2)	supplies on hand	0.5 hour
Massey Park	Graffiti on bench	supplies on hand	2 hours
Massey Park	Graffiti on picnic table	supplies on hand	0.5 hour
Massey Park	Graffiti on play equipment	\$3.45 estimate	1 hour
Seven Hills Park	Tore hasp off of backdoor of restroom	\$8.65	3 hours
Skyline Draw	Graffiti on culvert	\$39.75	8 hours

NEW EQUIPMENT PURCHASED

A. PARKS

- Honda HRX217K2HXA Push Mower \$774.00
- Honda HS 520A Snow Blower \$599.00
- Stihl STI-SG20 Back-Pack Sprayers (2) \$233.98
- Tanaka TLE-600 Edger \$815.00

B. BALLFIELD

- National Recreation System Bleachers (8) \$21,188.00

C. CEMETERY

- Stihl STI-FS130B 36.3CC Bike Trimmer \$386.99

D. GOLF COURSE

- AccuPro 2000 Walk-Behind Rotary Spreader \$450.60
- Ball Washers (9) \$1,340.75
- Scotsman C0530SW Ice Maker \$3,710.00
- Kubota RTV1100 Utility Vehicle \$17,155.00
- ProCore Processor 0949 \$21,393.85

E. HAYS AQUATIC PARK

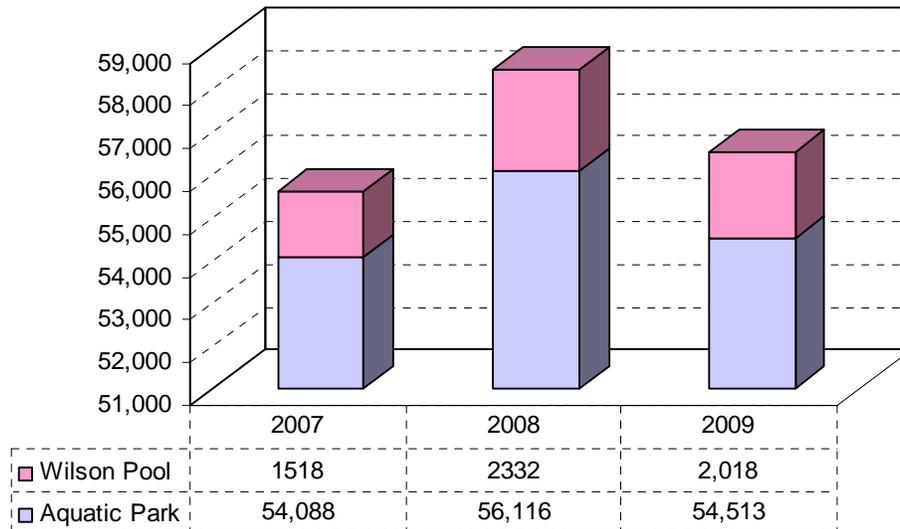
- Chemtrol PC3000 Controller \$3,800.00

SWIMMING POOLS

A. VIRGINIA GRAEME BAKER ACT

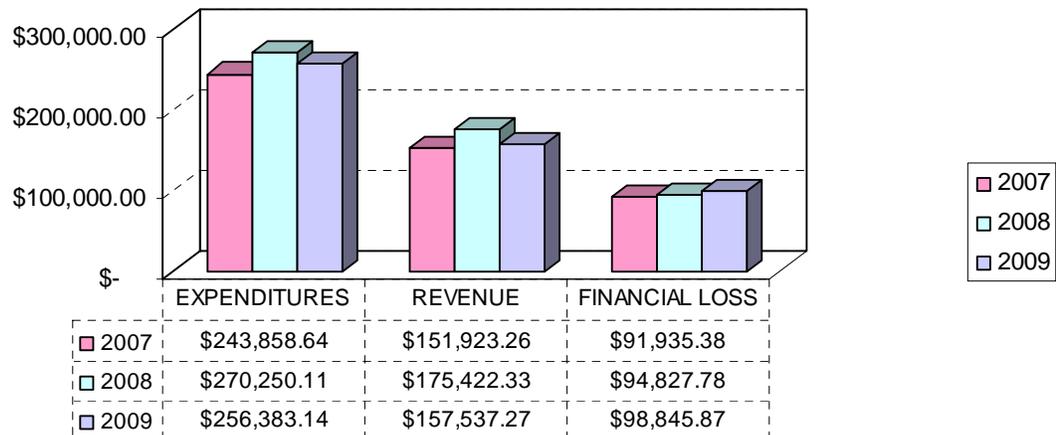
The VGB Act requires all pool facilities to replace their existing drain and grate covers with new certified unblockable covers. These new covers will not allow a human body to block the drain causing a suction entrapment. The installation of these new covers caused our pools to open later in the swimming season. The Hays Aquatic Park opened on May 30th and Wilson pool opened on June 6th.

B. HAYS AQUATIC PARK & WILSON POOL ATTENDANCE



C. 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.



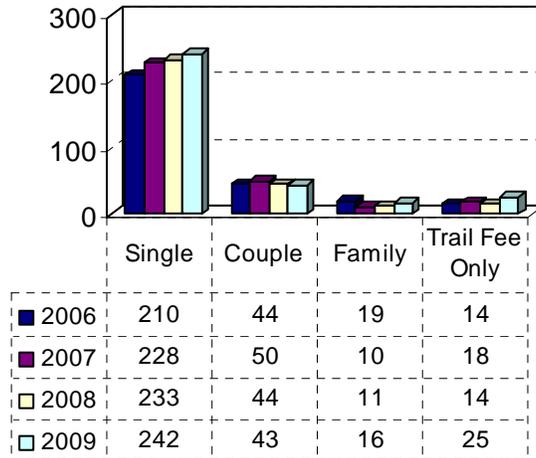
FORT HAYS MUNICIPAL GOLF COURSE

A. TURF CONDITIONS

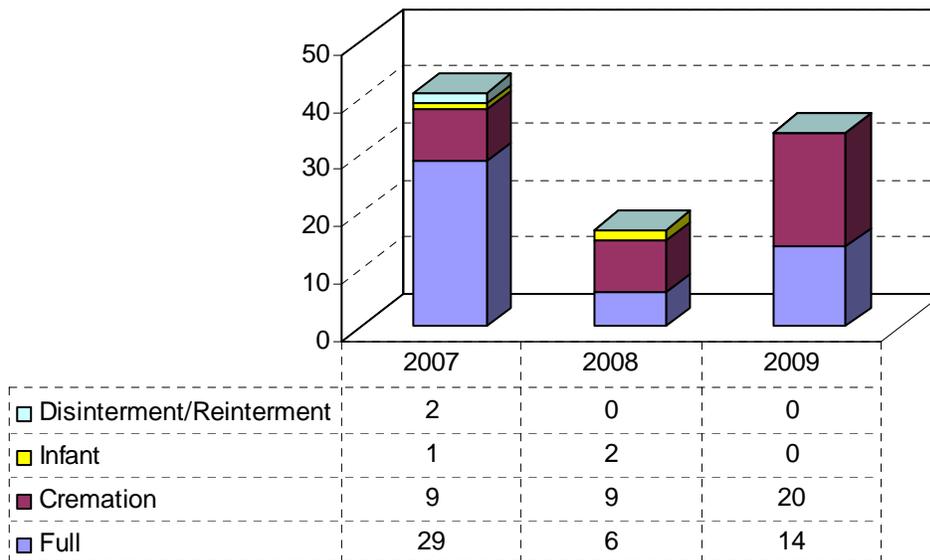
We experienced turf loss on the greens on the back nine causing nearly un-playable conditions as the golf season progressed. An agronomist was hired to evaluate our greens and determine the cause of the turf loss. The soil on the back nine greens had high pH and sodium levels along with very little organic material in the soil. Organic chemicals were applied monthly to control the pH and sodium levels and organic material was incorporated into the top dressing to

help increase the organic makeup of the soil. The greens were over seeded in the fall and covers were placed on eight of the greens to help with grow in and to protect the greens from the winter elements. The back nine was closed for play in August and the entire course closed December 1st for the winter. The course will re-open on March 15th 2010.

B. MEMBERSHIPS



CEMETERIES



Accomplishments

ALLEY CLEANUP

The Parks Department assisted the Public Works Department with Alley Cleanup from October 5th through October 13th. The Parks Department Maintenance Workers, Park Technicians, Park Supervisor, Ballfield Foreman, Cemetery Caretaker, and three (3) seasonal employees dedicated 589 labor-hours to the project.

IMPROVEMENTS

<u>LOCATION</u>	<u>JOB</u>	<u>2009 COST (less donations)</u>
A. Ballfields	Replace dugout benches	\$320.77
	<ul style="list-style-type: none"> Glassman Ballfield, Speier Ballfield, and Stramel Ballfield. Additional funds were spent in 2008 for this project. 	
B. Dan Rupp Park	Install new playground unit & sidewalk	\$483.54
	<ul style="list-style-type: none"> Additional funds were spent in 2008 for this project. 	
C. Frontier Park East	Replace wood mulch	\$5,488.50
	<ul style="list-style-type: none"> Replace wood mulch under playground unit with rubber mulch. Install rubber curb around playground unit. A donation of \$3,331.26 was made by the Hays Rotary Club toward this project. A Waste Products Tire Grant was received from the Kansas Department of Health and Environment in the amount of \$6,662.50. Work will be completed in 2010. 	
D. Frontier East & Sunrise	Install benches	\$29.13
	<ul style="list-style-type: none"> Install one (1) bench at Frontier Park East and one (1) bench at Sunrise Park. The cost of the benches was paid in full by the Hays Area Chamber of Commerce. 	
E. Frontier Park	Disc golf course repairs	\$356.80
	<ul style="list-style-type: none"> Construct a new "Flyin' Bison" sign and make course repairs. 	
F. Frontier Park North	Install drinking fountain	\$540.19
	<ul style="list-style-type: none"> Drinking fountain was purchased in a previous year. 	
G. Glassman & Speier	Install new backstops	\$599.18
	<ul style="list-style-type: none"> Installed new backstops at Glassman Ballfield and Speier Ballfield. 	
H. Golf Course	Create drainage on #15 approach	\$717.50
	<ul style="list-style-type: none"> Removed old turf off of approach and graded it to form a drainage ditch. Grass seed on hand was used to seed area. 	
I. Golf Course	Decorative stone for #14 tee box	\$0.00
	<ul style="list-style-type: none"> All labor and materials was donated by the Men's Association. Work will be completed in 2010. 	
J. Golf Course	Install cart path	\$1,910.82
	<ul style="list-style-type: none"> Lay cart path from #8 green to #7 tee box 	
K. Golf Course	Install historical signs	\$102.04
	<ul style="list-style-type: none"> Historical signs were placed on each of the 18 holes and in front of the pro shop explaining the historical significance of that area of the course. Additional funds were spent in 2008 toward this project. 	

L. Golf Course	Install privacy fences	\$1,140.27
	<ul style="list-style-type: none"> • Install a privacy fence around fuel tanks and a fence around shed on #2. • Work will be completed in 2010. 	
M. Golf Course	Place “The Fort” lettering on #8 tee box	\$0.00
	<ul style="list-style-type: none"> • All labor and materials were donated by Allen Brungardt, Earl Brungardt, Elmer Brungardt, Danny Dinkel, Charlie Doerfler, Ken Haas, Leon Jacobs, Joe Jeter, Nick Niernberger, Verlin Pfannenstiel, Marvin Thomas, and Tim Werth 	
N. Golf Course	Repair bridge on #7	\$425.83
	<ul style="list-style-type: none"> • Additional funds were spent in 2008 toward this project. 	
O. Golf Course	Repair drainage by #10 green	supplies on hand
	<ul style="list-style-type: none"> • Work was done in-house to restructure and repair the drainage area on the west side of #10 green. • Grass seed on hand was used to seed area. 	
P. Golf Course	Renovate maintenance shop	\$174.67
	<ul style="list-style-type: none"> • Additional funds will be paid in 2010 toward this project. • Work will be completed in 2010. 	
Q. Golf Course	Turf improvements to back-nine	\$14,635.27
	<ul style="list-style-type: none"> • Multiple steps have been taken to improve the turf conditions of the back-nine of the golf course including: <ul style="list-style-type: none"> ○ Hire a consultant to assess conditions and give guidance to improve. ○ Incorporated peat moss into the back-nine greens and #6. ○ Over-seeded the back-nine greens and #6. ○ Purchased and installed covers on the greens ○ Obtain many soil and water samples for analysis. • Work will continue into 2010 toward this project. 	
R. Hickok Park	Refurbish two (2) snake shelter houses	\$1,414.31
S. Kiwanis Park	Install satellite climber	\$1,639.35
	<ul style="list-style-type: none"> • A donation of \$1,577.29 was made by the Hays Kiwanis Club toward this project. 	
T. Larks Park	Repair & enhance facility	\$102,886.54
	<ul style="list-style-type: none"> • Renovate restrooms and locker rooms <ul style="list-style-type: none"> ○ Work will be completed in 2010 • Seal grandstand concrete. <ul style="list-style-type: none"> ○ Additional funds were spent in 2008 for this project. • Replace grandstand aluminum bleachers. <ul style="list-style-type: none"> ○ Additional funds were spent in 2008 for this project. 	
U. Main Street	Install new trash receptacles	\$3,617.03
V. Memorial Gardens Cem.	Install water well	\$6,347.00
	<ul style="list-style-type: none"> • Work will be completed in 2010. 	
W. Municipal Park	Tennis court enhancements	\$1,758.34
	<ul style="list-style-type: none"> • Sand and paint three (3) light poles. • Install new nets and signs. • Additional funds were spent in 2008 to replace tennis court lights. 	
X. Pratt-Optimist Soccer	Separate irrigation zones	\$2,318.69
	<ul style="list-style-type: none"> • Work will be completed in 2010. 	
Y. Speier Ballfield	Install automatic irrigation controller	\$1,516.69
	<ul style="list-style-type: none"> • Additional funds were spent in 2008 for this project. 	

Z. Speier Ballfield	Various improvements	\$2,980.72
<ul style="list-style-type: none"> • Install new batting cage net. • Install new swing set. <ul style="list-style-type: none"> ○ Swing set was purchased in a previous year. • Install partitions in restroom <ul style="list-style-type: none"> ○ Work will be completed in 2010. 		
AA. Stramel Ballfield	Enhance facility	\$8,391.48
<ul style="list-style-type: none"> • Repair building and pave access road with millings. • Work will be completed in 2010. 		
BB. Swimming Pools	Comply with Virginia Graeme Baker Act	\$39,843.50
<ul style="list-style-type: none"> • Pool grates were evaluated and replaced to comply with the Virginia Graeme Baker Act at the Hays Aquatic Park and Wilson Pool. 		
CC. Union Pacific Plaza	Install drinking fountain	\$162.63
<ul style="list-style-type: none"> • Drinking fountain was purchased in a previous year. 		

ADOPT-A-SPOT PROGRAM

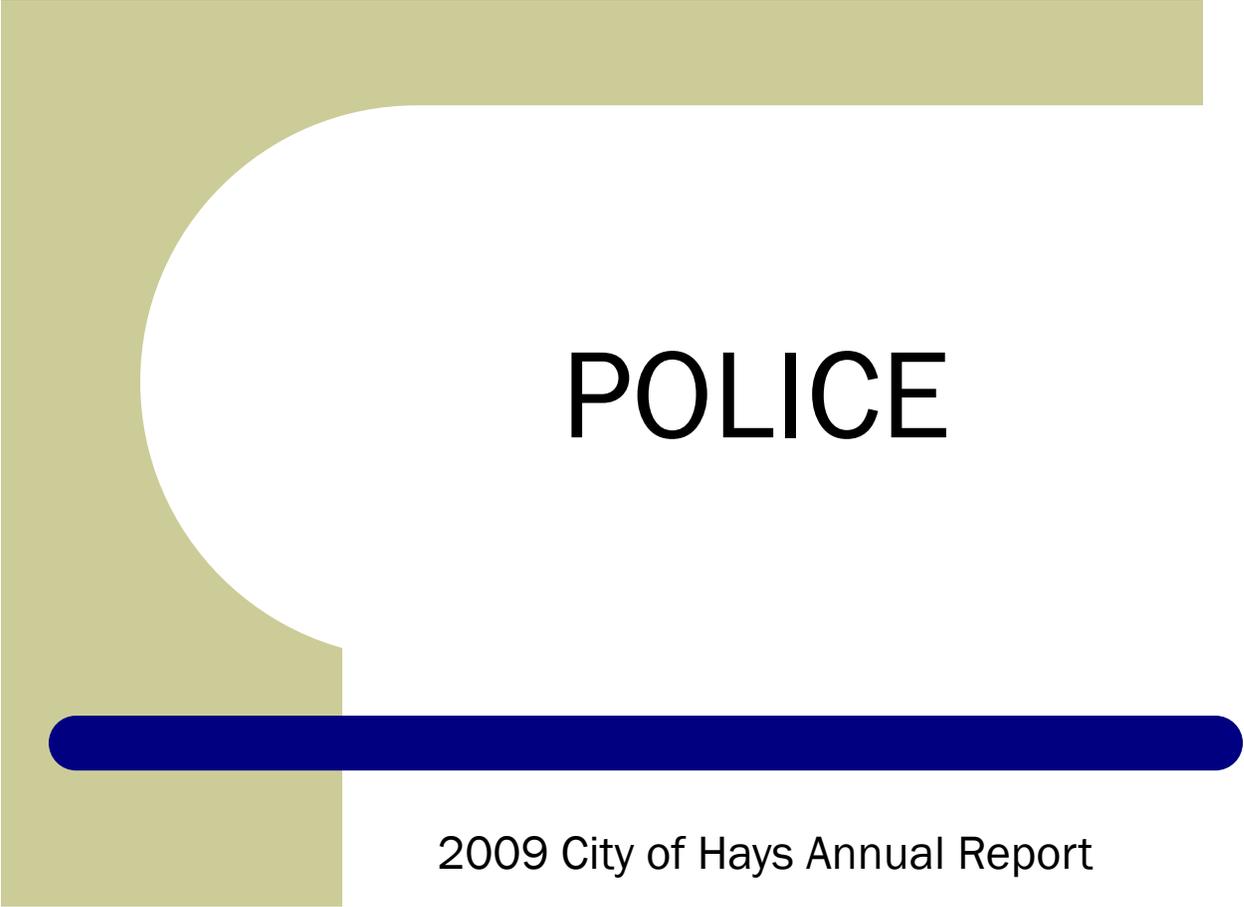
The Adopt-A-Spot (formally Adopt-A-Mile) program began in 1989 and remains a positive promotion of community involvement for the City. By volunteering to participate in this program, a business or group has committed to picking up trash within a certain area at least two times per year. The Parks Department 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 2009 participants include the following:

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

2010 Upcoming Projects

- Dredge out pond and install new pump house on back-nine at the Golf Course.
- Add irrigation heads on front-nine in needed areas at the Golf Course.
- Rebuild dam on #7 at the Golf Course.
- Move dam on #4; add isolation valve and pipe to creek parallel with fairway at the Golf Course.
- Remodel Golf Course maintenance shop to make more functional.
- Replacement of all three facility access drive in gates at Stramel Ballfield.
- Make much needed repairs to the wiring for the field lights at Speier Ballfield.

- Install another weather station irrigation clock at Stramel Ballfield for better watering accuracy.
- Finish building crack repairs and storm water run off issues at Stramel Ballfield.
- Remove old wood mulch from playground unit in East Frontier Park and put in rubber mulch with rubber curbs.
- Refurbish several snake shelters
- Cut down and remove several trees in parks and draws.
- Remove all bar-b-que grills throughout the parks.
- Complete preventative maintenance needs on filter/piping at the Hays Aquatic Park.



POLICE

2009 City of Hays Annual Report

Message from the Police Chief, James Braun

This 2009 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 2009, Police Officers responded to and investigated 22,046 incidents, which included 3,869 traffic stops, a decrease of 1,167 traffic stops over 2008 numbers. The 22,046 figure also includes 2,096 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 8,187 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 2009, 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 12th Street, Hays, Kansas 67601, or by e-mail: jbraun@haysusa.com.

Responsibilities of the Police Department

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

ADMINISTRATION

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

ENFORCEMENT

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

COMMUNICATIONS

The Hays Police Department Communications Division provides dispatch services for all City of Hays Police and Fire Departments as well as the multiple and varied Ellis County emergency service departments. Some support of State emergency service departments is also provided. Full staffing for the Communications Division consists of thirteen full-time Communications Officers and two Sergeants 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 2009, four Chevy Impala marked patrol cars were purchased to replace the oldest police vehicles in the department that have excessive miles and increasing maintenance costs. The number of marked patrol cars is now 27. Each officer has been assigned his/her own patrol unit.

GRANTS

The Police Department received several grants in 2009. The Kansas Department of Transportation provides grant monies for the Impaired Driver Deterrent Program (IDDP) and the Special Traffic Enforcement Program (STEP). In 2009, the department received \$5,379 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
- Local Emergency Planning Committee (LEPC)
- 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 2009, the department budget authority was for 32 sworn officers, 16 communications officers, 2 animal control officers and 5 support personnel.

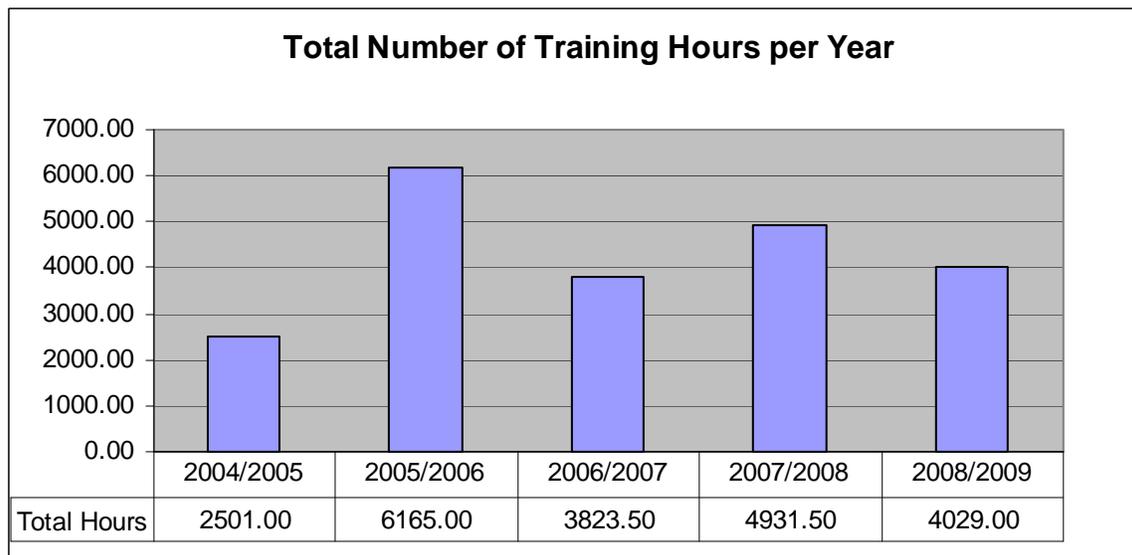
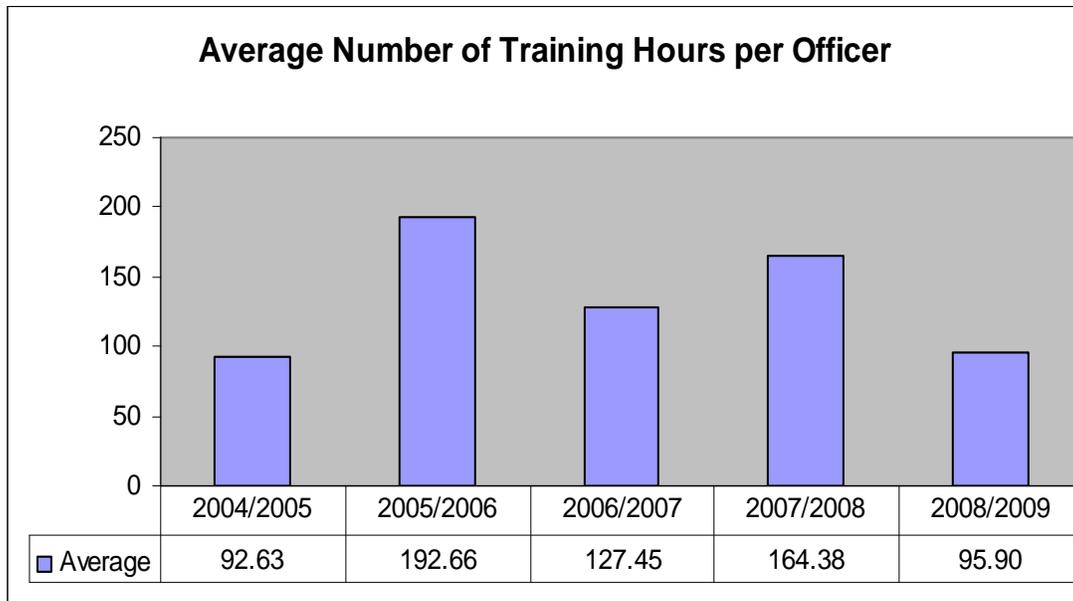
In February 2010 patrol officers will be going to 12-hour shifts. With this change patrol will have 4 shifts and another Sergeant and Patrol Investigator position will be filled.

STAFF LISTING

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
James Braun	30	Chief of Police
Harold Anderson	5	Police Officer
Suzanna Augustine	2	Police Officer
Rebekah Baier	3	Communications Officer
Mitchell Berens	14	Police Sergeant
Jason Bonczynski	11	Police Investigator
David Bunger	20	Police Detective
Joshua Burkholder	4	Police Officer
Eric Coulbourne	New Employee in 2009	Communications Officer
Debbie Cox	10	Communications Sergeant
Brian Dawson	9	School Resource Officer
Sarah Degenhardt	5	Communications Officer
Cole Dinkel	New Employee in 2009	Part-time Police Officer
Jayson Dinkel	New Employee in 2009	Communications Officer
Kolleen Dome	New Employee in 2009	Records Clerk
Timothy Dreiling	21	Police Officer
Blaine Dryden	24	Police Investigator
Nicholas Eiden	New Employee in 2009	Police Officer
Karen Fiegel	9	Records Clerk
Dustin Gall	New Employee in 2009	Police Officer
Nancy Gassmann	5	Records Clerk
Timothy Greenwood	11	Police Officer
Christopher Hancock	New Employee in 2009	Police Officer
Philip Hartsfield	5	Assistant Chief of Police
Russell Haskell	4	Communications Officer
Brandon Hauptman	2	Police Officer
Firma Helget	20	Administrative Secretary
Clayton Hill	3	Police Officer
Andrea Holzmeister	3	Police Officer
Pamela Jones	5	Animal Control Officer
Kyla Jurgensen	2	Communications Officer
Benjamin Kahle	New Employee in 2009	Police Officer
Danial Koerner	17	Police Sergeant
Aaron Larson	11	Police Investigator
Brian Lee	New Employee in 2009	Police Officer
Brenda Libal	New Employee in 2009	Communications Officer
William Lovewell	27	Police Investigator
Mark Luck	1	Police Officer
Carolyn McCollum-Scantlin	24	Communications Sergeant
Kelli Madorin	New Employee in 2009	Communications Officer
Brian Meis	1	Communications Officer
Stanley Moore	4	Animal Control Officer
Wade Park	1	Police Officer
Joshua Perez	2	Police Investigator
Molly Quint	2	Communications Officer
Jeffery Ridgway	7	School Resource Officer
Ronald Rounkles	24	Police Lieutenant
Donald Scheibler	16	Police Lieutenant
Cody Shields	New Employee in 2009	Communications Officer
Jamie Schmidt	7	Police Officer
Stanley Shupe	5	Police Officer
Raina Spena	3	Communications Officer
David Vilaysing	4	Police Officer
Matthew Vogt	New Employee in 2009	Police Officer
Patricia Wolf	25	Office Manager
Brandon Wright	8	Police Sergeant

TRAINING

For the State calendar-training year of 2008 (July 1, 2008 to June 30, 2009), sworn Officers of the Hays Police Department averaged 95.90 hours of training each. This is a decrease from the 164.38 hours average for the State calendar-training year 2007 (July 1, 2007 to June 30, 2008). The increase in 2007 was due primarily to more new officers attending the police academy.

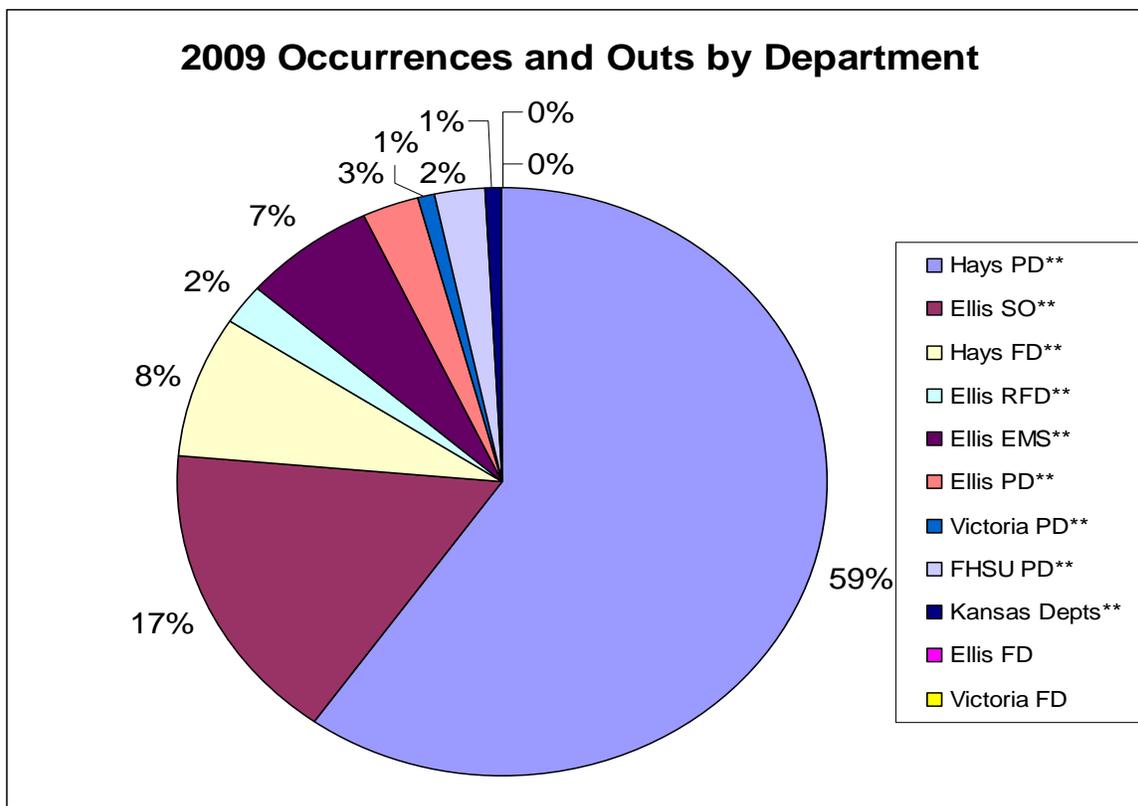


Statistical Information

COMPUTER AIDED DISPATCH (CAD)

In 2009, the Communications Division entered 38,259 “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.

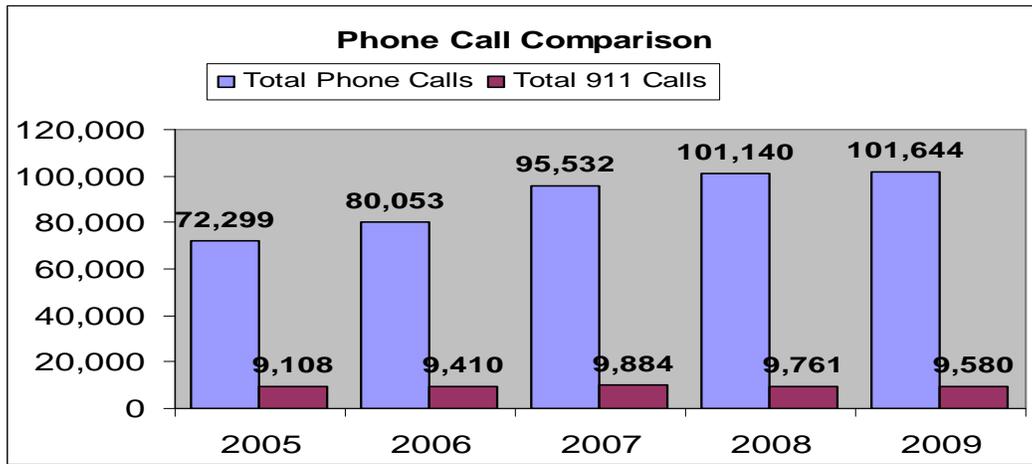
Below is a comparison chart showing the number of incidents to which each department responded. This count includes incidents which were “responded to” whether there was a report made or not. Reportable incidents become “occurrences” (reportable activities responded to by field personnel) in the computer 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 59% 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 26% 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

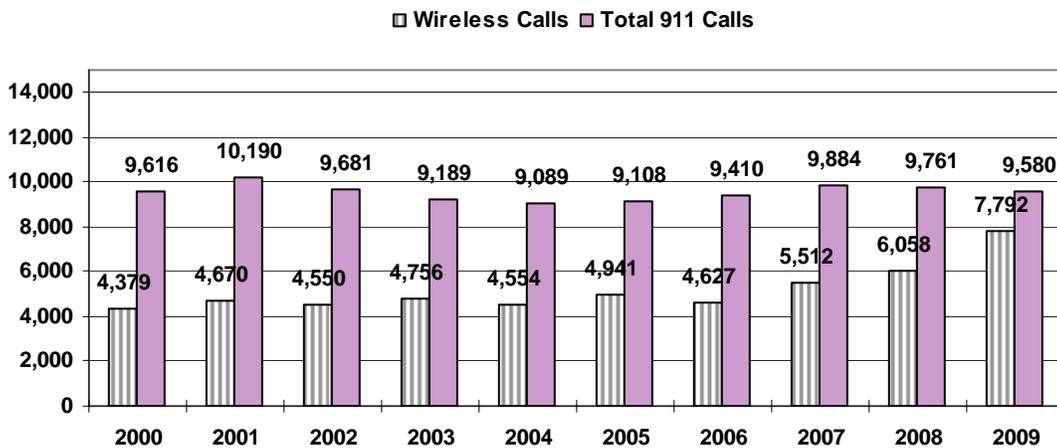
The non-emergency lines answered in the communications office cover non-emergency calls for service and administrative phone calls for the Hays Police Department, Hays Municipal Court, Ellis County Sheriff’s Department, Ellis County Rural Fire, Ellis County EMS and various other departments throughout 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 101,644 non-emergency calls and 9,580 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.

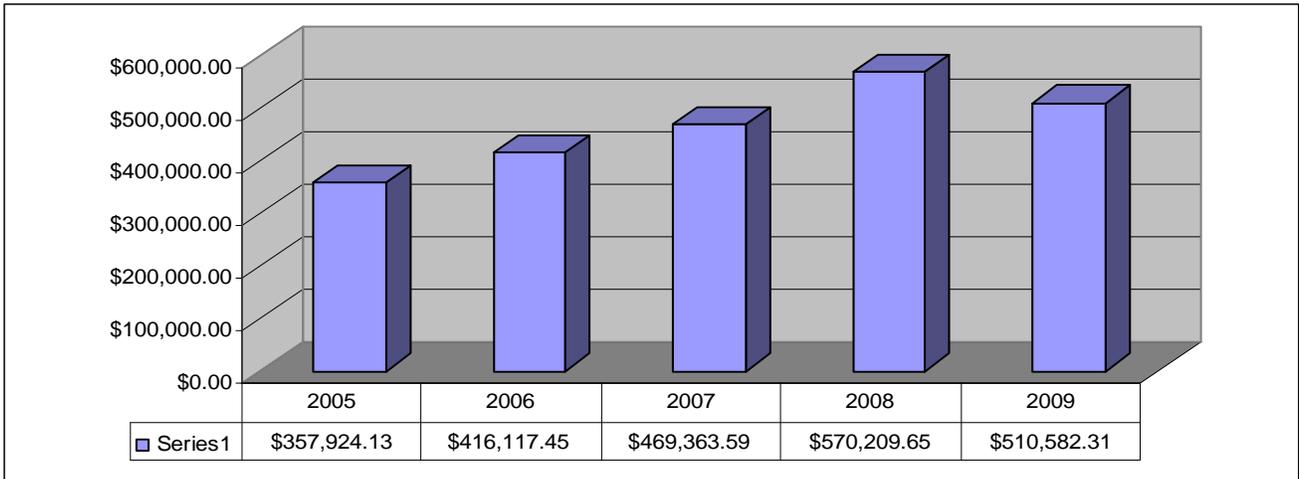
Ellis Countywide 911



MUNICIPAL COURT

A. CITATIONS ISSUED

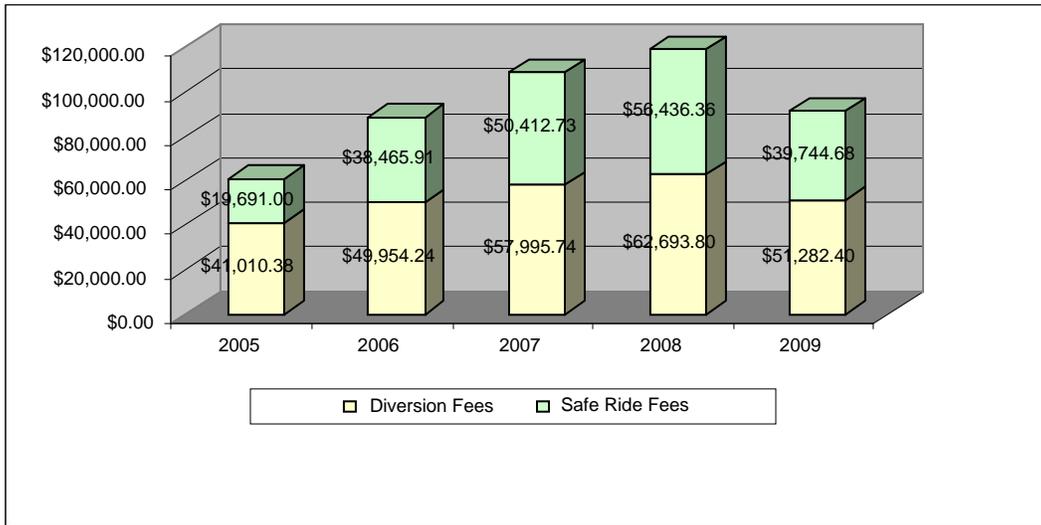
A total of 6,702 citations have been processed through the Municipal Court for 2009. This figure includes all traffic and non-traffic arrests. Of this total, 2,569 citations were issued as warnings. The citations issued were down from 2008. The Court is accountable for all fines collected and ensures 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 a decrease in fines collected by the City in 2009.



B. GENERAL COURT INFORMATION

In 2009, 110 cases were set on the docket for trial, and 107 cases were set for status hearing with only 25 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. 338 diversions were processed in 2009, and \$51,282.40 was generated in revenue from these diversions.

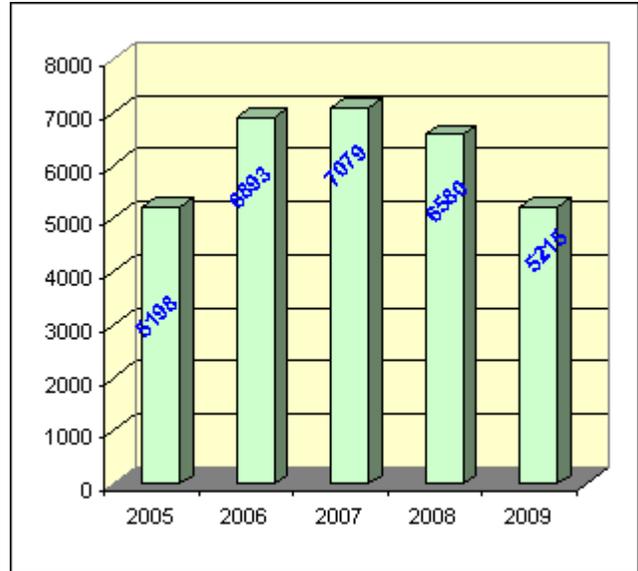


In 2009, the diversion fee for alcohol-related charges remained the same at \$250. The court still generates \$100 in revenue from each diversion with the additional \$150 being placed in the Safe Ride Fund. These funds are disbursed on a monthly basis to the Kelly Center which supports the costs necessary to provide the Safe Ride Service. A total of \$39,744.68 was collected for 2009.

C. HAYS MUNICIPAL COURT TRAFFIC TICKETS

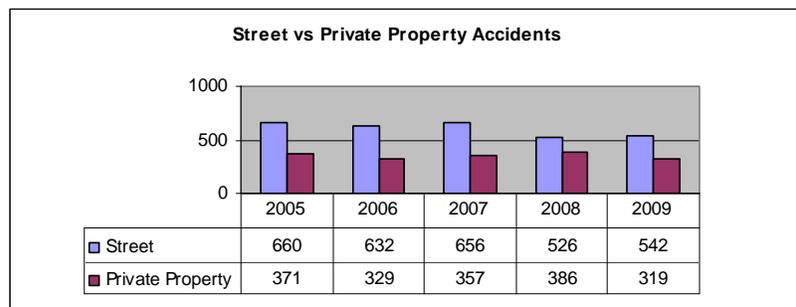
HAYS MUNICIPAL COURT TRAFFIC TICKETS

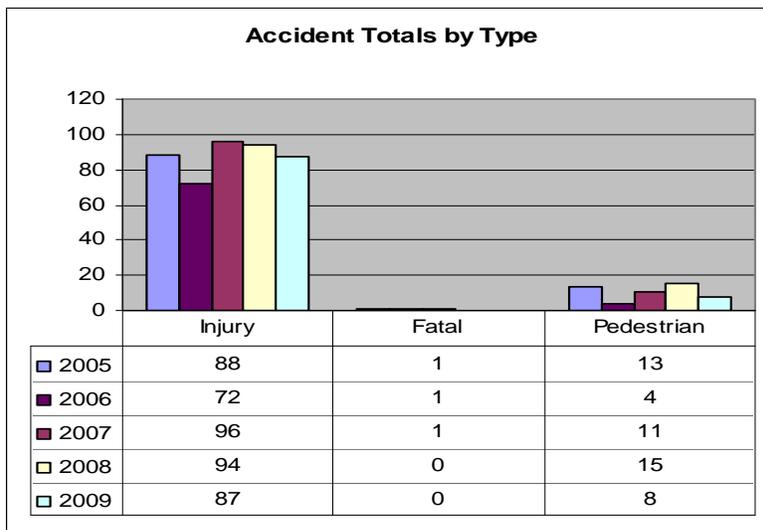
	2005	2006	2007	2008	2009
No Insurance	370	552	593	641	646
Speeding	1348	2156	2302	1736	1123
Reckless Driving	7	9	14	19	13
Improper Backing	22	19	23	13	24
U-Turn Violation	13	14	9	16	11
Stop Sign /Yield Sign Violation	300	394	392	383	366
Improper Turn	239	246	340	400	263
Failure to Yield Right of Way	73	52	54	28	52
Parking Violations	812	714	523	513	300
Defective Vehicle	869	1181	1220	1511	1189
Misc Moving Violations	929	1297	1398	1102	1015
Seat Belt Violations	145	171	115	110	122
Child Safety Restraint	16	9	7	16	23
Transporting Open Container	55	79	89	92	68
Totals	5198	6893	7079	6580	5215



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

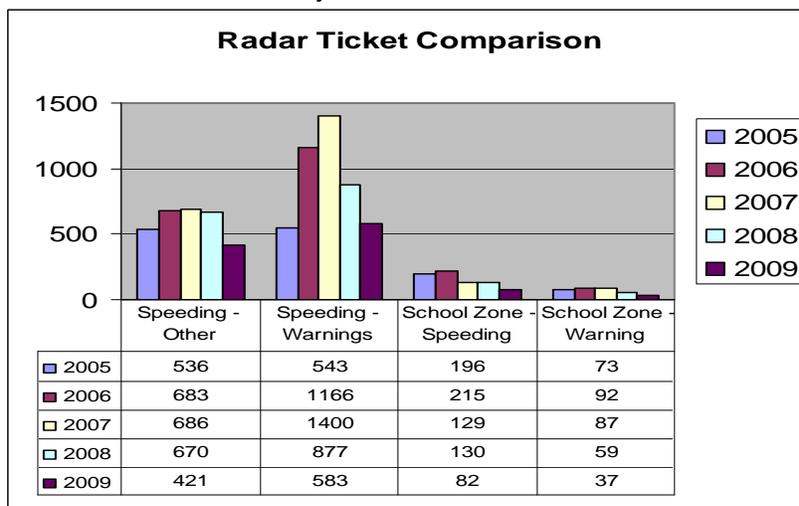
D. TRAFFIC ACCIDENTS





E. RADAR STATISTICS

Radar first came to the Hays Police Department in the early 1960's. The first radar purchased was a type that could only be used while the patrol car was stationary. Currently, the department has radar installed in all the marked patrol cars. The department also has a Laser radar unit called Lidar. Radar is used to reduce the number and severity of accidents. Research has proven that controlling speed will reduce the severity and number of traffic accidents. Radar is regularly used in and around school zones in Hays. The graph below illustrates radar statistics for the last five years.

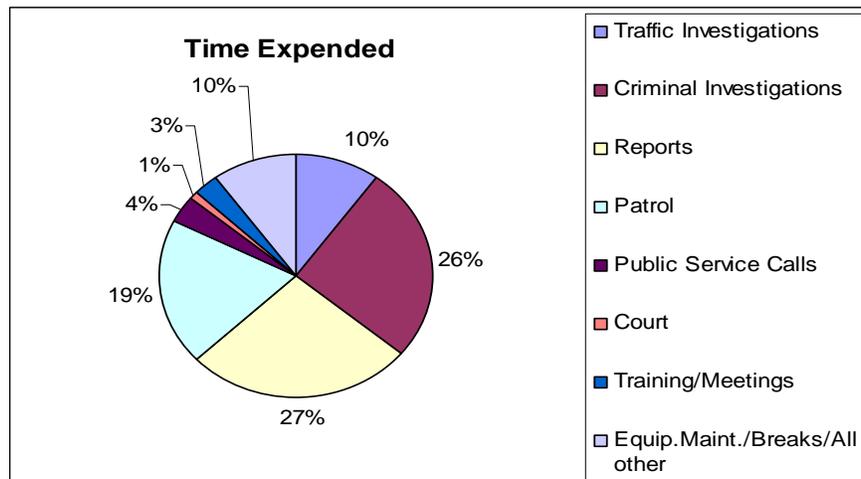


F. DUI COMPARISON DATA

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 decreased from 325 in 2008 to 288 in 2009. The percentage of underage DUIs remains only a fraction of the total numbers. Of the 861 traffic accidents in 2009, only 28 were DUI related.

BREAKDOWN OF PATROL OFFICERS' TIME EXPENDED

HAYS POLICE DEPARTMENT								
TIME EXPENDED								
Year End Totals	2006 Hours	2006 Percentage	2007 Hours	2007 Percentage	2008 Hours	2008 Percentage	2009 Hours	2009 Percentage
Persons	2,615.08	6.57%	2,218.17	5.15%	2725.78	6.10%	2860.20	6.79%
Motorists Assist	590.15	1.48%	378.75	0.88%	426.44	0.95%	429.11	1.02%
Accidents	953.00	2.40%	932.33	2.16%	880.54	1.97%	927.91	2.20%
Criminal Damage	248.58	0.62%	261.73	0.61%	281.09	0.63%	230.52	0.55%
Burglaries	242.75	0.61%	204.08	0.47%	220.24	0.49%	174.55	0.41%
Thefts	510.43	1.28%	467.67	1.09%	463.75	1.04%	517.89	1.23%
Disturbances	1,433.25	3.60%	1,367.13	3.17%	1,577.24	3.53%	1,411.92	3.35%
Forgeries /Fraud	71.25	0.18%	87.00	1.88%	79.05	2.08%	80.52	2.47%
DUI	567.50	1.43%	532.75	1.24%	655.96	1.47%	580.69	1.38%
Other Alcohol Viol.	138.83	0.35%	99.25	0.23%	105.92	0.24%	58.59	0.14%
Tobacco Violation	5.00	0.01%	9.50	0.02%	6.24	0.01%	7.74	0.02%
Juvenile Viol.	351.60	0.88%	266.57	0.62%	413.96	0.93%	333.79	0.79%
Assault /Battery	321.67	0.81%	201.00	0.47%	250.67	0.56%	256.62	0.61%
Harassment	119.58	0.30%	123.25	0.29%	126.37	0.28%	121.30	0.29%
Drug Viol.	225.08	0.57%	183.50	0.43%	278.23	0.62%	208.53	0.50%
Water Viol.	43.02	0.11%	22.25	0.05%	10.92	0.02%	13.94	0.03%
Animal Control	448.37	1.13%	451.45	1.05%	244.20	0.55%	253.96	0.60%
Bar Checks			117.25	0.27%	71.85	0.16%	59.89	0.14%
Patrol	7,169.02	18.02%	6,508.15	15.11%	8,899.25	19.92%	8,303.39	19.72%
Stationary Enforcement	880.67	2.21%	1,398.13	3.25%	1,330.49	2.98%	1,003.10	2.38%
Traffic Citations	1,203.75	3.03%	1,169.22	2.71%	1,356.74	3.04%	1,031.06	3.04%
Parking Citations	167.75	0.42%	101.33	0.24%	98.55	0.22%	61.68	0.15%
Other Citations	50.18	0.13%	45.00	0.10%	47.59	0.11%	26.84	0.06%
Patrol Check	996.10	2.50%	911.27	2.12%	838.00	1.88%	842.12	2.00%
Escorts	275.35	0.69%	214.42	0.50%	228.11	0.51%	251.89	0.60%
Alarms	237.80	0.60%	524.50	1.22%	288.37	0.65%	257.57	0.65%
Reports	10,041.00	25.24%	13,899.78	32.27%	11,865.66	26.56%	11,108.79	26.38%
Reviewing Reports	369.63	0.93%	438.67	1.02%	610.54	1.37%	780.37	1.37%
Court Papers/ Agendas	146.00	0.37%	199.50	0.46%	272.08	0.61%	194.68	0.46%
Training	848.83	2.13%	612.58	1.42%	650.94	1.46%	825.81	1.96%
Meetings	364.42	0.92%	383.25	0.89%	519.21	1.16%	480.56	1.14%
Court Time	138.00	0.35%	140.00	0.33%	124.03	0.28%	115.19	0.27%
Equipment Maintenance	1,452.68	3.65%	1,259.68	2.92%	1,389.34	3.11%	1,278.30	3.04%
Break	1,319.42	3.32%	1,359.47	3.16%	1,692.38	3.79%	1,720.13	4.09%
Bicycle Patrol		0.00%	1.00	0.00%	244.95	0.55%	107.88	0.26%
DARE	649.75	1.63%	527.42	1.22%	828.82	1.85%	1,019.37	2.42%
Presentations	69.75	0.18%	53.00	0.12%	57.99	0.13%	141.43	0.34%
Other Agency Asst.	548.58	1.38%	767.25	1.78%	728.34	1.63%	759.55	1.80%
All Other Activity	3,974.92	9.99%	4,634.10	10.76%	3,792.50	8.49%	3,265.66	7.76%
Total Hours	39,788.74		43,071.35		44,682.33		42,103.04	



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	2005	2006	2007	2008	2009
44 - Traffic Stop	3250	4762	5000	5036	3869
911H - 911 Hang-up Call	306	257	206	180	140
99 - Unknown Trouble	86	74	42	25	16
ABAN - Abandoned Vehicle	267	272	284	318	245
ABUS - Abuse of Child	9	8	8	14	11
ACC - MV Accident-Street/Road/Hwy	623	583	685	567	526
ACCF - MV Accident-Fatality	2	1	1	0	3
ACCH - MV Accident-Hit and Run	229	226	229	231	200
ACCI - MV Accident-Personal Injury	103	66	84	87	96
ACCP - MV Accident-Private Property	228	224	176	204	211
AGGA - Aggravated Assault	4	1	5	3	3
AGGB - Aggravated Battery	7	4	6	4	4
AIRC - Aircraft Incidents (All)	3	0	5	1	1
AIRP - On Duty Airport Security	276	330	438	699	868
ALAR - Alarm	269	277	376	353	769
ANIM - Animal Call	2335	2372	2143	2061	2096
ARSO - Arson	5	3	1	0	1
ASSA - Assault	8	9	10	7	2
ASSI - Assist - Other (not MV)	153	162	149	170	204
ATC - Attempt to Contact	24	51	67	40	27
ATL - Attempt to Locate	108	118	70	88	72
BARS - Bar Check	77	175	247	161	144
BATL - Battery on LEO	0	4	3	2	1
BATT - Battery - Simple	89	76	59	62	69
BIKE - Bicycle - Lost, Found, Stolen	65	72	56	63	67

Occurrence Types	2005	2006	2007	2008	2009
BURG - Burglary	213	219	184	173	178
CHEC - Worthless Check	4	4	1	3	3
CINC - Child in Need of Care	36	86	63	56	67
CIVIL - Civil Problems	206	231	233	342	318
CMB - CMB Viol-Sell, Furnish, Transport	17	13	1	0	48
COMP - Computer Crime	4	13	5	2	10
CONF - Confiscated Property	0	0	0	0	0
CONS - Consumer Protection	0	1	0	0	0
COUN - Counterfeit currency/documents	22	12	22	9	27
CRED - Credit Card Violations	11	72	87	98	114
CRIM - Criminal Damage to Property	497	405	589	499	404
CURF - Curfew Violation	14	12	9	8	5
CUST - Custody Dispute	14	19	27	21	20
DEATH - Death- Unattended	16	15	16	19	12
DEPR - Temporary Deprivation Prop	1	1	1	1	4
DISF - Disturbance - Fight	131	139	144	127	129
DISN - Disturbance - Noise	474	444	425	395	415
DISP - Disperse Crowd	158	301	354	343	270
DIST - Disturbance - General	238	162	201	197	436
DISV - Disabled Vehicle	235	247	296	268	264
DOCS - Document Service	118	202	252	399	354
DOM - Domestic Disturbance	188	142	149	187	132
DRUG - Drug Violations	105	89	113	132	79
DRUGP - Property Seizure, Drug Offense	0	1	1	1	0
DUI - Driving Under the Influence	208	213	246	302	244
DUIP - Impaired driving (Possible DUI)	87	119	107	99	92
DWS - Driving While Suspend/Revoke	76	85	88	107	50
ESCA - Escape from Custody	2	0	0	1	0
ESCB - Bank Escort	11	23	51	48	50
ESCF - Funeral Escort	102	124	126	114	109
ESCO - General Escort	63	111	116	111	85
FIRE - Fire	151	131	199	163	132
FOLL - Follow Up Activity	2204	2659	3069	3431	3311
FORG - Forgery	49	87	33	98	44
FRAU - Fraud	38	35	60	73	37
FRWK - Fireworks Violation	97	85	116	130	86
GAS - Gas or Hazard Fumes	9	14	18	14	7
HARA - Harassment (All Other)	109	105	109	104	75
HARR - Phone Calls (Harassing)	127	112	104	115	131
HAZA - Creating a Hazard	101	121	148	101	79
HAZM - Hazardous Material Incident	8	5	2	2	1
HITCH - Hitchhiker	7	9	5	10	7
ID - False/Altered ID	5	4	6	3	2
IDENT - Identity Theft	20	12	21	18	14
IMPE - Impersonate Officer	1	0	3	2	2
INCI - Incident	275	210	158	165	126
INDE - Indecent Act/Liberties w/Child	3	5	1	0	1
INJW - Injury w/Weapon	1	0	1	3	2
INTX - Intoxicated Subject	128	111	90	106	149
JUNKV - Junk Vehicle(s)	3	2	1	0	0
JUV - Juvenile Complaint	228	222	261	312	281

Occurrence Types	2005	2006	2007	2008	2009
KIDN - Kidnapping	1	0	1	1	0
LEWD - Lewd/Lascivious Behavior	8	2	5	1	3
LIQ - Liquor Offense	52	123	126	87	71
LITT - Littering	7	5	9	9	8
MAIL - Suspicious letters/packages	3	1	7	3	2
MENT - Mental Health Call	36	61	45	60	55
MIP - Minor in Possession	11	10	13	13	8
MISC - Miscellaneous Investigation	43	34	49	36	39
MISS - Missing Person	42	48	30	40	49
NCIC - NCIC Hit	13	21	12	12	6
OBSC - Obscenity	0	0	6	1	2
OBST - Obstruct Legal Process	1	5	6	12	4
OD - Overdose	3	9	5	8	11
OPND - Open Door/Window	91	92	69	75	63
PARK - Parking Complaint	238	275	313	291	279
PATR - PCs for one night ONLY	92	98	79	83	47
PRES - Prescription Fraud/Forgery	1	0	1	0	8
PROP - Found/Lost Property	427	380	364	371	355
PROW - Prowler	31	30	23	31	0
PUBL - Create Public Nuisance	1	0	1	0	0
PURS - Pursuit/Chase	13	19	16	8	7
RAPE - Rape	7	9	11	6	6
RAW - Runaway Juvenile	19	18	7	12	17
RECK - Reckless Driver	43	63	42	49	36
REMOV - Unwanted Person	70	84	75	137	93
REPO - Repossession of Property	16	15	21	15	20
ROAD - Road Closed	77	52	58	53	45
ROBB - Robbery	3	2	6	2	3
SCAM - Phone/Mail Scam	25	26	49	40	35
SEAR - Search Warrant	6	11	15	4	18
SECUR - Off Duty Security	22	27	39	46	58
SEXU - Sex Offense	12	26	20	21	24
SHOP - All City/County Shop Calls	107	236	263	363	280
SHOT - Gunshots/Non-injury shooting	35	25	43	33	26
SNOW - Snow Removal	3	0	0	0	0
STAL - Stalking	6	14	13	21	18
STOL - Stolen Property	5	15	6	9	3
SUIC - Suicide	2	3	5	1	2
SUIS - Suicidal Subject	50	50	61	72	65
SUSA - Suspicious Activity	209	278	288	311	398
SUSP - Suspicious Person	280	278	280	273	275
SUSV - Suspicious Vehicle	164	137	132	172	153
TA - Transient Aide	186	208	231	209	220
TERR - Terroristic Threat	0	0	1	1	1
TEST - Test Alarms/Sirens/Pagers	458	456	436	405	436
THEF - Theft	681	582	573	583	562
THRE - Threats	86	60	68	79	65
TOBA - Tobacco Violation	10	5	11	10	3
TOW - Towed Vehicle	22	24	24	20	31
TRAF - Traffic/Driving Complaints	407	319	305	310	293
TRAN - Prisoner Transportation	94	140	139	169	159
TRAS - Trash Dumping - Illegal	21	32	23	28	30
TRES - Criminal Trespass	44	41	37	37	31
TRUA - Truancy	6	0	3	4	0

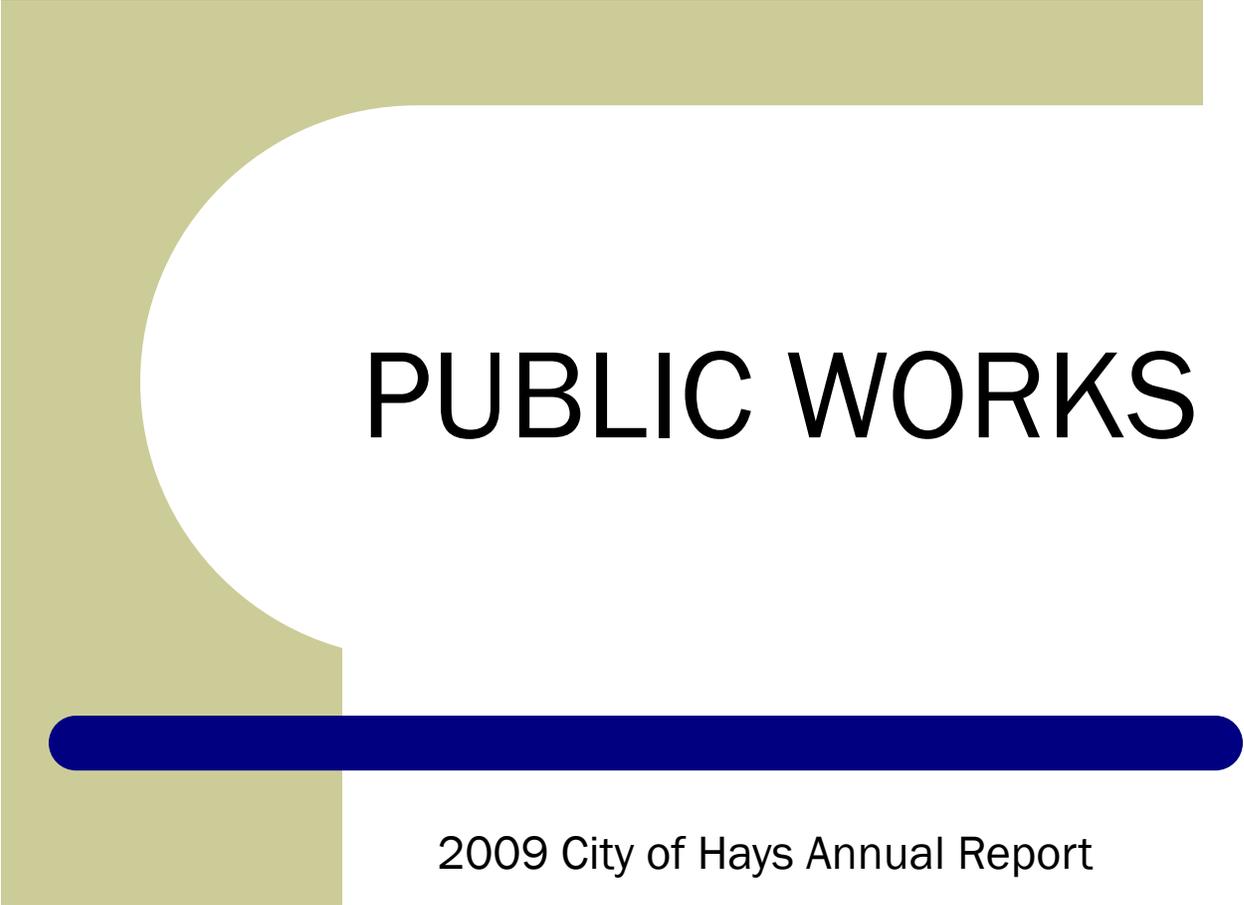
Occurrence Types	2005	2006	2007	2008	2009
UNDR - Underage Possession					
CMB/LIQ	55	70	53	82	40
UNLO - Unlock Vehicle/Building	31	26	17	18	13
URIN - Urinating in Public	28	71	29	33	18
VAGR - Vagrancy	1	1	2	0	0
VASST - Vehicle Assist	7	5	3	0	5
VEHB - Vehicular Battery	0	0	0	0	2
VIRO - Violation of Restraining Order	51	60	42	43	42
WARR - Warrant Service - FTA only	88	144	144	279	189
WATR - Water Use Violation	107	129	83	71	76
WEAP - Unlawful Use of Weapon	7	5	10	11	10
WELF - Welfare Check	191	196	182	137	198
WORK - Work Crews	40	296	217	181	36
Totals	20237	23013	23909	24780	23103

2010 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 continue with the part-time police officer program to augment necessary manpower during peak times of the week and offset overtime cost. The Hays Police Department, in coordination with the Justice Studies Program at Fort Hays State University, initiated the Part-time Officer / Internship program in 2009 as a tool 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 will radically change the patrol shift structure in 2010. Past practice saw the patrol division divided into three teams. Each team was responsible for covering an 8-hour shift seven days a week. The three shifts were 6:30am to 2:30pm, 2:30pm to 10:30pm, and 10:30pm to 6:30am. Officers on a shift were assigned two days off throughout the week to assure that adequate manpower was assigned for each day of the week. Officers were not assigned weekends off, and were only allowed to take a weekend off if requested as vacation. The police department will transition to a 12-hour workday. In order to accomplish this, the patrol division will be divided into four teams. Two of the teams will cover the 6:30am to 6:30pm hours and the other two teams will cover the 6:30pm to 6:30am hours. Each team will work 7 days in a 14-day pay period. Officers will work two days, have two days off, work three days (the weekend), have two days off, work two days, and then have three days off (the weekend). This two week pattern continues throughout the year. The day shift and night shift teams will rotate every four months. This shift rotation will allow each team to work together the same days and all will have the same days off. This will help team cohesiveness, morale and camaraderie. This shift rotation will also allow officers to have every other weekend off as a three-day weekend. One team works a weekend while the other team has the weekend off. The chain of command for the patrol division will be as follows: the Assistant Chief will be in charge of the patrol division and supervise the two Lieutenants. Each of the two Lieutenants will supervise two team Sergeants. One Lieutenant will supervise the dayshift teams and the other Lieutenant will supervise the night shift teams. Each of the four teams will be made up of a Sergeant, Uniformed Investigator, and four patrol officers. The School Resource Officers and Part Time Officers will be used to backfill vacancies on a shift if needed.



PUBLIC WORKS

2009 City of Hays Annual Report

Message from the Director, Brenda Herrman

The Public Works Department is comprised of 38 full-time employees and one part-time employee making up five separate divisions to cover the department's operations. 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 (9)

The 2009 combined budgets for the Public Works Department was \$6,282,011 as detailed below:

Airport	\$452,193
Airport Improvements	\$61,967
General Administration	\$300,600
Services Division	\$866,310
Planning Inspection and Enforcement	\$241,685
Buildings and Grounds	\$427,750
Fleet Maintenance	\$912,685
New Equipment Reserve	\$525,479
Solid Waste Division	\$1,516,531
<u>Special Highway</u>	<u>\$976,811</u>
Total Budget	\$6,282,011

Various changes occurred throughout 2009 for the Public Works Department. A few key items are listed below.

- The south parking lot at the Hays Regional Airport was completed in January 2009. Service Division crews poured a concrete pad adjacent to the rental car parking lot to add 17 stalls at a cost of \$14,000.
- The Stockton Correctional Facility closed its doors in March 2009. Correctional members assisted the department with the compost site, cracksealing duties, paper baling at the Recycling Facility, and a variety of other tasks. This closure required the divisions to re-evaluate tasks and assignments for employees.
- The Airport started construction of the Aircraft Rescue and Fire Fighting Facility with the assistance of 95% FAA funding. This 1.65 million dollar project was awarded in 2009 as well as the Aircraft Rescue and Fire Fighting Truck which will cost approximately \$568,000. These projects are through the combined efforts of the Public Works-Airport Division and the Fire Department.
- The Fly Hays Airport Promotional Campaign got underway in 2009. As of August 1, 2009, Great Lakes Airlines began all-Denver service with 26 weekly flights to Denver. The airport discontinued flights to Kansas City and added additional flights to Denver, CO.
- The Sports Complex constructed started. John Braun, Assistant Director of Public Works, has and will be a key person for this project. John is chairman to the Sports Complex Project Development Advisory Committee (PDAC).
- The Solid Waste Division conducted a detailed analysis of recycling costs and collection. Staff members reviewed the current program as well as options such as every other week collection, once a month collection, etc. It was determined that the current program was working well and would stay as it is. Through this analysis staff determined that recycling efforts in the city of Hays have increased.
- Service Division employees constructed a new parking lot for City Hall. This progress included the demolition and removal of two houses, ground leveling, and concrete pouring.

- The Public Works Department has been assigned the duties of development and maintenance of a stormwater program for the City of Hays. The City has contracted with Camp, Dresser, & McKee, Inc to conduct an analysis of what the city is currently doing and to assist in leading staff members in the right direction for stormwater issues and regulations.
- PIE continued emphasis on nuisance violations. Records for 2009 indicate 1,232 violations were corrected. In-house inspections of Lincoln Draw Tunnel, City Hall parking lot, waterline projects and street maintenance projects saved a considerable amount of money compared to outsourcing that work.

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 6th 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 the 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.

Airport staff applied for \$464,500 (of which \$248,050 is match or in-kind services) from the Department of Transportation for the Small Community Air Service Development Program Grant for a 3-year project to promote Fly Hays. Results of grant selection should be completed in January 2010.

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 flood plain 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. 2009 records indicate that 1,232 violations were corrected due to continued emphasis on this enforcement activity.

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, 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 five specific programs which are refuse collection and disposal, recycling collection and disposal, alley cleanup program (annual), composting operations, and the Christmas tree collection.

Staff Information

GENERAL INFORMATION

Dusty Degenhardt was promoted from Maintenance Worker II to Equipment Operator on January 26, 2009. Dustin Anderson, Maintenance Worker I, started with the division on March 18th. Kyle Pfannenstiel was promoted to Maintenance Worker II on July 26, 2009. Jim Purdy, Part-time Inspector resigned on July 24, 2009. Chris Rorabaugh was hired as the Part-time Code Enforcement Officer on September 8, 2009. Luke Coker, Maintenance Worker I, resigned from the Service Division on November 13, 2009.

STAFF LISTING

GENERAL ADMINISTRATION

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Brenda Herrman	13	Director of Public Works/Airport Manager
John Braun	9	Assistant Director of Public Works
Shelley Bryant	5	Administrative Assistant

AIRPORT

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Dustin Harman	3	Foreman
Brian Bozarth	2	Maintenance Operator
Sandra Beisner	1	Administrative Secretary

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

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Linda Bixenman	5	Administrative Secretary
Curtis Deines	7	Inspector
Bill Koerner	1	Inspector
Chris Rorabaugh	New Employee in 2009	Part-time Inspector
Jesse Rohr	8	Superintendent
Curtis Weber	13	Inspector

SERVICE DIVISION

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Dustin Anderson	New Employee in 2009	Maintenance Worker I
Mike Argo	1	Maintenance Worker I
Kevin Augustine	17	Equipment Operator
Eric Borger	2	Maintenance Worker I
Dustin Degenhardt	14	Equipment Operator
Tim Hickert	14	Mechanic
Brian Hiller	24	Equipment Operator
Leroy Kreutzer	20	Shop Foreman
Kyle Leiker	17	Equipment Operator
TJ Mages	2	Mechanic
Kyle Pfannenstiel	1	Maintenance Worker II
Jeremy Rupp	1	Maintenance Worker I
Don Stejskal	23	Service Division Supervisor
Kyle Sulzman	25	Service Division Superintendent
Jesse Wilkie	1	Maintenance Worker I
Mark Windholz	18	Service Division Foreman
Daniel Younger	21	Maintenance Worker II

SOLID WASTE DIVISION

<u>EMPLOYEE</u>	<u>YEARS OF SERVICE</u>	<u>POSITION</u>
Kurt Arnhold	24	Maintenance Worker II
Troy Basgall	9	Equipment Operator
Steve Dreiling	15	Equipment Operator
Adam Frohling	4	Refuse/Recycle Collector
Marvin Honas	9	Solid Waste Division Superintendent
Wyatt King	5	Refuse/Recycle Collector
Jason Knipp	11	Equipment Operator
Dan Roberts	23	Equipment Operator
Brian Rohr	1	Refuse/Recycling Collector

TRAINING

GENERAL ADMINISTRATION	
<u>TYPE OF TRAINING</u>	<u>ATTENDEE</u>
CPR/First Aid Training, Hays, KS	Brenda Herrman, John Braun
Staff Retreat, Salina, KS	Brenda Herrman, John Braun
APWA Congress, Columbus, OH	Brenda Herrman
KAA Workshop, Topeka, KS	Brenda Herrman
Women's Leadership Conference, Hays, KS	Shelley Bryant
Legislative Reception, Washington, DC	Brenda Herrman
FAA Conference, Kansas City, MO	John Braun
Airport Land Use Planning Workshop, Wichita, KS	John Braun
KAA Conference, Manhattan, KS	Brenda Herrman
Slips, Trips and Falls, Hays, KS	Brenda Herrman, John Braun, Shelley Bryant
Collective Bargaining training, Milwaukee, WI	Brenda Herrman
Stormwater Compliance Training, Great Bend, KS	John Braun
Orientation to New Directions, Hays, KS	All Employees
AIRPORT	
CPR/First Aid Training, Hays, KS	Brian Bozarth, Dusty Harman, Sandy Beisner
Slips, Trips and Falls, Hays, KS	Brian Bozarth, Dusty Harman, Sandy Beisner
Orientation to New Directions, Hays, KS	All Employees
FAA Conference, Kansas City, MO	Dusty Harman

PLANNING, INSPECTION AND ENFORCEMENT: (P.I.E.)	
Waterline Sizing Course, Hays, KS	Bill Koerner
Performing Residential Code Inspections, Kansas City, KS	Bill Koerner
KDOT Estimating Materials for Const. Projects, Salina, KS	Bill Koerner
APA Kansas Chapter Conference, Wichita, KS	Jesse Rohr
CPR/First Aid Training, Hays, KS	Curtis Deines, Bill Koerner
Thin Surface Treatments, Salina, KS	Curtis Weber
Slips, Trips and Falls, Hays, KS	All Employees
Stormwater Compliance Training, Great Bend, KS	Curtis Deines
Orientation to New Directions, Hays, KS	All Employees
Heart of America Chapter Meeting, Hutchinson, KS	Jesse Rohr, Curtis Deines
Nuisance Abatement Course, Kansas City, KS	Curtis Deines
Basics of the National Flood Insurance Program, Hays, KS	Linda Bixenman, Bill Koerner
Colorado Chapter Educational Institute, Denver, CO	Jesse Rohr
SERVICE DIVISION	
CPR/First Aid Training, Hays, KS	Michael Argo, Kevin Augustine, Luke Coker, Dusty Degenhardt, Tim Hickert, Brian Hiller, LeRoy Kreutzer, Kyle Leiker, Kyle Pfannenstiel, Jeremy Rupp, Don Stejskal, Kyle Sulzman, Jesse Wilkie, Mark Windholz, Dan Younger
PMSI Cracksealing Training, Hays, KS	Kyle Pfannenstiel, Jesse Wilkie, Jeremy Pfannenstiel, Mike Argo, Luke Coker, and Eric Borger
Supervisory Training, Hays, KS	Mark Windholz
Temporary Erosion Control In Kansas, Hays, KS	Kyle Sulzman, Mark Windholz
Debris Management, Colby, KS	Kyle Sulzman
Sandbag Training, Salina, KS	Don Stejskal, Kyle Leiker
New Vehicle Technologies, Hays, KS	LeRoy Kreutzer, Tim Hickert, TJ Mages
Backhoe Safety, Hays, KS	All Employees
Slips, Trips and Falls, Hays, KS	All Employees
Service Excellence in Local Government, Great Bend, KS	Don Stejskal, Kyle Leiker, Kevin Augustine
Tank Training, Colby, KS	Kyle Sulzman
Gravel Road Maintenance, Great Bend, KS	Kyle Sulzman, Mark Windholz
Concrete Street Maintenance, Great Bend, KS	Kyle Sulzman, Kyle Leiker, Don Stejskal, Kevin Augustine
Stormwater Compliance Training, Great Bend, KS	Kyle Sulzman
Risk and Liability Training, Great Bend, KS	Kyle Sulzman, Kyle Leiker, Mark Windholz, Kevin Augustine, Don Stejskal
Orientation to New Directions, Hays, KS	All Employees
Click, Listen, and Learn Asphalt Pavement, Salina, KS	Kyle Sulzman, Mark Windholz
SOLID WASTE DIVISION	
CPR/First Aid Training, Hays, KS	Kurt Arnhold, Troy Basgall, Adam Frohling, Marvin Honas, Brian Rohr
2009 Works Conference, Lindsborg, KS	Marvin Honas
Slips, Trips and Falls, Hays, KS	All Employees
Orientation to New Directions, Hays, KS	All Employees

AWARDS/RECOGNITION RECEIVED

Brenda Herrman received the 2009 George Williams Award for Excellence in Public Works at the Kansas Chapter APWA Conference in Wichita in May, 2009.

The City of Hays was recognized by receiving the 2009 Municipal Concrete Award presented by the Kansas Ready Mix Concrete Association for the reconstruction of Vine Street north of I-70. APAC was the local contractor for this project.

Service Awards Received

- 5-year awards
 - Linda Bixenman, Administrative Secretary
 - Shelley Bryant, Administrative Assistant
 - Wyatt, King, Refuse/Recycling Collector
- 15-year awards
 - Steve Dreiling, Equipment Operator
- 25-year awards
 - Kyle Sulzman, Service Division Superintendent

A. STAFF INVOLVEMENT

Public Works employees enjoyed the monthly birthday breakfasts sponsored by the City Manager.

The employee incentive program continued for 2009. Employees were allowed to receive "Incentive Bucks" totaling up to \$80 at various vendors. Additions were made to the vendor list in 2009 to allow more options to city employees. The incentive committee also sponsored a family get-together at Precision Valley on June 13, 2009 and purchased gifts to be raffled at the Christmas Party. In addition to the gifts at the Christmas party each employee that attended received \$25 in Chamber Cheques.

Donuts and Discussion events were held throughout the year. Various employees attended these events on February 13, 2009 at the Public Works Department, April 24, 2009 at City Hall, and on September 4, 2009 at the Utilities Department. 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 August 28, 2009 hosted by the City Manager and Department heads.

Employees attended a training session on September 16, 2009 regarding the new Employee Assistance program that will take affect October 1, 2009. The new program is provided by a company called New Directions. Employees have the opportunity to view information at the website at <https://www.ndbh.com> or call the hotline numbers. Various options are available through this company.

The City of Hays Christmas party was held on December 4th at the Schenk Building. A meal was provided, raffle tickets distributed and prizes awarded, and the band Flatspin played.

Employees enjoyed a breakfast sponsored by the Airport Foreman on December 28, 2009. Breakfast burritos, hash browns, and cinnamon rolls were served.

General Administration

Brenda Herrman, Director of Public Works is a member of the Lions Club, services 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 the management representative for Public Works on the City of Hays Safety Committee and chairman of the Sports Complex Project Development Advisory Committee (PDAC).

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 to local civic organizations.

Airport

Brian Bozarth serves on the Hazard Communications committee.

P.I.E. Division

Jesse Rohr, Superintendent, serves on the Addressing Committee, Hays Area Planning Commission, Hays Area Board of Zoning Appeals, Building Trades Board, Neighborhood Revitalization Committee, 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 was appointed to Northwest Kansas Director for the Heart of America Chapter as well as Northwest Regional Coordinator for the Kansas Disaster Damage Assessment Team.

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.

Bill Koerner earned the Commercial Building Inspector certification from the International Code Council.

Curtis Deines is a representative of the City of Hays Safety Committee and also served as a liaison on the Downtown Pigeon Control Committee.

Service Division

Kyle Leiker is a representative on the City of Hays Safety Committee.

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

Don Stejskal serves on the Hazard Communications Committee.

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.

Steve Dreiling is a representative for the City of Hays Safety Committee and serves on the Hazard Communications Committee.

Provided a tour and answered questions regarding automation for the City of El Dorado on January 13, 2009.

Presentations on recycling were conducted throughout the year. Superintendent conducted a presentation to Washington School students, the Sterling house tenants, and Roosevelt School students.

Projects and Activities

- 2009 Street Improvements
 - Chip Seal
 - Curb and Brick Repair
 - Micro-surfacing
 - Polypatch

- US-183 System Enhancement (North Vine Street) – Finalized March 2009
- 2009 Waterline Improvements – designed and bid pending construction
- Wayfinding Signage Prototype Project – Nine signs installed on southbound Vine Street
- Lincoln Draw Tunnel Reconstruction and Lining
- Sports Complex Project – Under Development
- Effluent Pump Station at Golf Course Design
- 22nd Street Construction – Canterbury to Commerce Pkwy – Construction Completed
- 22nd and Canterbury Traffic Signal Upgrade – Construction Completed
- WWTP Boiler, Biogas, and Influent Pump Upgrade - Construction Completed
- KLINK Grant for future reconstruction of Vine Street 13th to 27th – Under Design
- Golden Belt Estates – 3rd Addition
- Smoky Wellfield Expansion – Began Construction
- West Frontier Park Restroom Completed
- 8th Street Bridge Deck Repair Completed
- Warranty inspection and close out of 2008 projects
- Airport Master Plan
- Aircraft Rescue and Fire Fighting Facility at the Airport – under construction
- Procurement of an Aircraft Rescue and Fire Fighting Vehicle for the Airport
- Enhanced Taxiway Markings Project for the Airport completed
- Stormwater Utility Feasibility Study
- Commerce Parkway Sanitary Sewer Extension completed
- Heart of America First Addition (9th Street) – Designed and bid awaiting construction
- City Hall Parking Lot Completed
- WTP – Primary Basin Launder Replacement Completed
- WWTP – Nutrient Removal Study
- Greenbriar accepted as Public Right of Way and City to maintain
- Centennial Estates Sixth Addition (General Custer) – awaiting construction
- Dowell Property Improvements
- Airport Overlay District
- Club House Gardens First Addition – under construction by private developer
- Sanitary Sewer Study and Lift Station for Sport Complex under design

Department Committees

Airport Advisory Committee meets on the first Monday of the month. Various aviation topics were discussed and updates from staff were received.

Hays Area Planning Commission – The commission meets monthly on the third Monday of the month to discuss planning and development issues. There were four new plats approved in 2009, three re-zonings, and other discussion on issues pertaining to the zoning and subdivision regulations, particularly wind turbine regulations, sign regulations and comprehensive planning.

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 14 cases heard before the board. Ten variance cases were heard, with three of those being denied, and seven approved. Four 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 Committee – The committee meets as called to review applications that are submitted for the Neighborhood Revitalization Tax Rebate Program. There were five cases reviewed in 2009, all of which were approved.

2009 Statistical Information

Airport

Commercial Enplanements – Boarding’s for Great Lakes Airlines decreased by 9% from 2008. In August 2009, the City Commission voted to make a change in flight service by approving all-Denver service. Flights to Kansas City ceased at this time. There are 26 weekly flights to/from Denver. The total commercial boarding’s for 2009 were 7,436 plus boarding’s from Hays Aircraft of 295 brings the annual total to 7,731. The average daily enplanements were 5.7. Great Lakes Airlines in Hays is managed by Retha Wittlake. The Beechcraft 1900 aircraft flies in and out of the Hays Regional Airport. Great Lakes code-shares out of Denver with United and Frontier airlines.

TABLE A. ENPLANEMENT INFORMATION BY MONTH

Month	Great Lakes to Denver						Great Lakes to Kansas City						Both
	2005	2006	2007	2008	2009	Comparison 2008-2009	2005	2006	2007	2008	2009	Comparison 2008-2009	Monthly Comparison
Jan	313	387	382	442	431	-2%	208	234	340	203	131	-35%	-13%
Feb	303	434	396	412	335	-19%	192	248	303	161	116	-28%	-21%
Mar	357	354	485	499	442	-11%	282	325	354	244	140	-43%	-22%
April	318	385	481	466	414	-11%	256	270	380	223	169	-24%	-15%
May	420	596	609	519	570	10%	363	359	478	253	186	-26%	-2%
June	390	483	453	500	447	-11%	339	338	477	239	147	-38%	-20%
July	380	517	541	511	469	-8%	335	357	427	215	199	-7%	-8%
Aug	352	444	490	498	517	4%	336	314	417	192			-25%
Sept	413	441	498	425	621	46%	285	330	339	200			-1%
Oct	436	524	526	505	629	25%	302	344	193	216			-13%
Nov	379	460	563	421	664	58%	281	374	295	172			12%
Dec	497	441	495	514	808	57%	337	538	289	182			16%
TOTAL	4558	5466	5919	5712	6347		3516	4031	4292	2500	1088		

Hays Regional Airport did not reach the 10,000 boarding requirement to be eligible for FAA Entitlement monies. The total commercial boarding’s for 2009 were 7,435 plus boardings from Hays Aircraft brings the annual enplanements for 2009 to a total of 7,731.

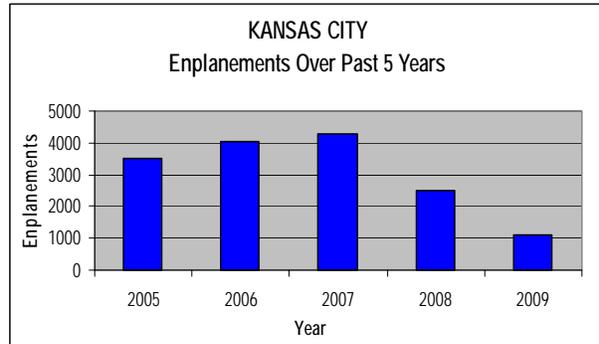
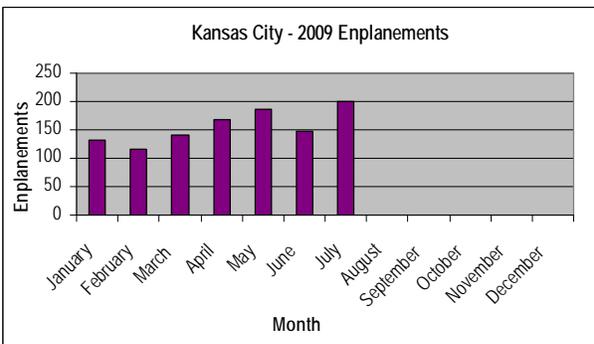
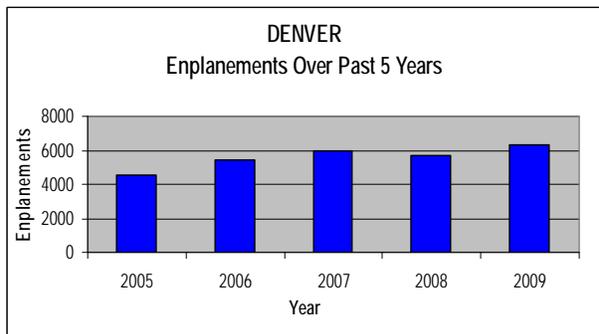
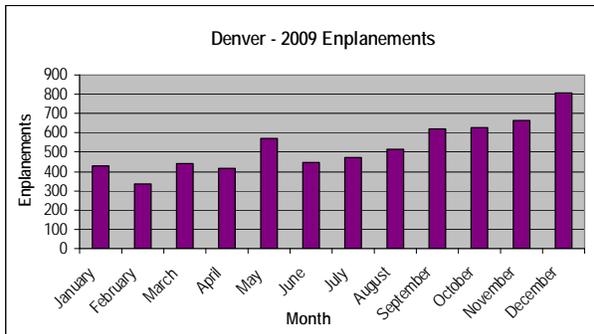


TABLE B. FUEL SALES STATISTICS

	Hays Aircraft						Comparison		
	2008			2009			2008-2009		
	100 LL	Jet	Total	100 LL	Jet	Total	100 LL	Jet	Total
January	4932	20478	25410	2,837	12,511	15,348	-42%	-39%	-40%
February	6,036	14,544	20,580	3,477	8,148	11,595	-43%	-44%	-44%
March	4,217	17,387	21,604	4,454	11,294	15,748	6%	-35%	-27%
April	3,103	22,362	25,465	4,787	10,579	15,366	54%	-53%	-40%
May	3,741	17,207	20,948	5,099	11,557	16,566	34%	-33%	-21%
June	4,882	17,059	21,941	4,102	17,549	21,651	-16%	3%	-1%
July	5,271	15,258	20,529	4,904	14,030	18,934	-7%	-8%	-8%
August	4,824	15,075	19,899	4,685	11,898	16,583	-3%	-21%	-17%
September	5,725	14,590	20,315	3,773	13,386	17,159	-34%	-8%	-16%
October	4,634	14,723	19,357	3,888	17,509	21,397	-16%	19%	11%
November	3,925	13,171	17,096	3,099	13,214	16,312	-21%	0%	-5%
December	2,902	13,867	16,769	2,862	10,776	13,638	-1%	-22%	-19%
TOTALS	54,192	195,721	249,913	47,845	152,451	200,296	-12%	-22%	-20%

Planning, Inspection, Enforcement

Type of Permit	Number of Permits	2009 Fees	2009 Valuation
Single-Family	33	\$ 23,125.08	\$ 7,234,415.29
2 Family	8	\$ 10,296.04	\$ 1,659,684.84
Multi-Family	0	\$ -	\$ -
Manufactured Home	0	\$ -	\$ -
Detached Garages	17	\$ 1,632.40	\$ 354,239.54
Carports	8	\$ 312.98	\$ 31,405.01
Fences	0	\$ -	\$ -
Decks/Porches	17	\$ 526.49	\$ 100,877.76
Sheds	6	\$ 272.09	\$ 34,398.20
Remodel/Fire Damage	34	\$ 2,352.70	\$ 525,146.44
Addition	7	\$ 466.15	\$ 80,258.60
Basement Construction	2	\$ 136.71	\$ 25,125.00
Escape Windows	3	\$ 60.00	\$ 2,400.00
Other/Alterations	2	\$ 75.40	\$ 14,400.00
Patio Covers	6	\$ 215.31	\$ 42,640.16
Commercial	9	\$ 12,757.40	\$ 9,759,999.55
Commercial/Remodel	19	\$ 3,085.52	\$ 1,269,027.95
Commercial Alteration	0	\$ -	\$ -
Commercial Shed	1	\$ 58.85	\$ 9,683.10
Commercial Addition	4	\$ 392.13	\$ 105,462.48
Commercial Other	2	\$ 110.00	\$ 3,000,000.00
Total Building Permits	178	\$ 55,875.25	\$ 24,249,163.92
Concrete Driveway/Sidewalk	47	\$ 970.00	\$ 75,395.00
Temporary Structures	5	\$ 150.00	\$ -
Roofing	79	\$ 1,690.00	\$ 877,643.00
Siding	0	\$ -	\$ -
Swimming Pools	1	\$ 40.00	\$ -
UG Sprinklers	28	\$ 570.00	\$ 101,585.00
Foundation	1	\$ 30.00	\$ -
House Moving	2	\$ 20.00	\$ 5,000.00
Signs	22	\$ 830.00	\$ 363,163.00
Relocate/Demolish	6	\$ 120.00	\$ 102,400.00
Other	1	\$ 20.00	\$ -
Total Other Permits	192	\$ 4,440.00	\$ 1,525,186.00
		\$ -	\$ -
Electrical	55	\$ 1,240.00	\$ -
		\$ -	\$ -
Plumbing Permits	10	\$ 220.00	\$ -
Right of Way	31	\$ -	\$ -
Mechanical Permits	20	\$ 450.00	\$ -
SUM TOTAL	490	\$ 62,225.25	\$ 25,774,349.92

Building Permits Issued

INSPECTIONS CONDUCTED IN 2009 BY STAFF	
Building Inspections Performed	1334
Construction Projects Inspected	9
Code Enforcement Violations Corrected	1232

Service Division

	2007	2008	2009
Snow & Ice			
Storms of >1" of Snow	7	7	4
Storms of <1" of Snow	17	10	16
Tons of Salt Used	614.36	369.74	515.5
Yards of Sand Used	552	140	150
Gallons of Brine Produced/Used	232,439	101,870	209,700
Signs & Signals			
Replaced/Repaired Regulatory Signs	662	324	160
Replaced/Repaired Advisory/Hazard Signs	299	418	371
Replaced Sign Posts	112	98	65

Streets & Alleys		2007	2008	2009
Cracksealing Material (lbs.)		43,980	88,480	104,121
Airport Cracksealing (lbs.)		0	7,470	300
Pothole Patching, Asphalt (tons)		231.35	11,236.83	65.26
Asphalt Repairs (tons)		N/A	N/A	782.16
Painting (gals.)		315	335	357
Annual alley program (alley graded (# of alleys)		229	306	156
Rock Placed in Alleys (tons)		582	1,854	1,331
Street Sweeping (curb miles)		5,290.4	5,680.4	5,113.9
Concrete repairs (yards)		1,125	1,886	1,205
Fleet Maintenance				
All Repairs -Ex. Trans, A/C, Tires, Alignment (Service Div & Solid Waste Div.)		2,005 units 3,908 hrs	2,494 unit 5,040 hrs	3,483 units 5,673 hrs
All Repairs -Ex. Trans, A/C, Tires, Alignment (Other Depts. & Divs.)		880 units 1,221 hrs	1,012 units 1,392 hrs	1,210 units 1,512 hrs
Repairs (Parks Dept. – mowers)		67 units 182 hrs	271 units 1,325 hrs	310 units 1,835 hrs
Monthly Service (Police Dept.)		480 units 707 hrs	603 units 1,385 hrs	672 units 2,510 hrs
Small Equipment (weed eaters, chain saw, quickie saw)		273 hrs	234 hrs	121 hrs
Alley Cleanup				
Total Tonnage		483	416	418
C&D Materials (tons)		247	222.75	188.99
Trees (tons)		41	30	71
Metals (tons)		64	55.39	55.57
Bicycles (taken to Ellsworth Correctional Facility)		100	0	120
Municipal items (tons)		110	130	102.08
Total Cost		\$9,825	\$14,239	\$12,031
Number of Days		8	7	7
Man hours		2,044	2,677	2,200
Auction				
Items Sold		13	5	17
Compost				
Compost Tonnage		1,165	3,633	2,069
Compost Screenings (yards)		360	1,381	2,064

Stockton Correction Facility Hours Tracking	Total (hrs)
Solid Waste Division – Baling Paper	91
Solid Waste Division – Polycart Transporting	10
Parks Department – Weed Whipping	4
Parks Department – Litter Patrol, Chetolah	18
Service Division – Clean up Dowell Property	9
Service Division – Cracksealing	72
Service Division – Litter Patrol	6
Service Division – Shop/Yard Maintenance	11
Service Division – Flood Gate Control	6
Service Division – Tree Removal	18
Total days off throughout the year (sick, weather related, shake downs, etc)	10
*March 20 th – last day for crews to work due to shut down of facility	

Solid Waste Division

REVENUE						
	2007		2008		2009	
	Tons	Revenue	Tons	Revenue	Tons	Revenue
Sonoco – Paper	838.13	\$53,457.05	787.28	\$54,769.16	926.09	\$18,914.59

EXPENDITURES						
	2007		2008		2009	
Type of Expense	Tons	Cost	Tons	Cost	Tons	Cost
Refuse	5009.91	\$261,537.03	5000.59	\$281,402.53	4483.75	\$303,341.64
Refuse-Trees/Brush	N/A	N/A	575.43*	\$5,790.60*	683.34	\$6,833.40
Alley Cleanup	483	\$9,825.00	416	\$11,239.00	418	\$6,946.20
Commingled Recycling	145.23	\$16,101.50	150.83	\$16,041.50	199.68	\$21,628.53
TOTAL EXPENDITURES		\$287,463.53		\$308,683.03		\$338,749.77

*Funded out of the City Manager contingency. This was a mid year change for residents to begin taking trees and brush to the landfill.

In 2009, there were 516.84 fewer tons of refuse (trash) collected than compared to 2008. Recycling totals in 2009 were 187.66 tons more than 2008 totals.

Alley Cleanup was performed in 2009 with excellent results and many “good job” comments from the citizens of Hays. The total cost of the program decreased by \$2,208 from \$14,239 in 2008 to \$12,031 in 2009. The alley cleanup took seven days to complete, which is the same as 2008. Alley cleanup was completed without the assistance of the Stockton Correctional workers. The overall tonnage for 2009 was 418 tons, which is 2 tons higher than 2008.

The Christmas tree collection program was conducted on January 11, 2010. Although the trees were collected in 2010, we report them in the 2009 year end report. There were a total of 95 trees chipped as compared to the 63 trees chipped from last year, an increase of 32 trees. Additionally, the collection took 40 hours to complete, up 24 hours from the previous year.

Accomplishments

Some of the general highlights that were accomplished in 2009 in various departments include:

Airport:

- The south parking lot was completed in January 2009. Service Division crews poured a concrete pad adjacent to the rental car parking lot to add 17 stalls at a cost of \$14,000.
- The Airport Administrative Secretary flew to Denver International Airport on June 17, 2009 (compliments of Great Lakes Airlines) for a Street Beat promotional episode.
- Completion of the Airport Taxiway Enhancement project in June 2009.
- Award of bid – Aircraft Rescue and Fire Fighting Truck.



- Award of Bid - Aircraft Rescue and Fire Fighting Facility (Airport Fire Station).
- Insulation of Hanger A-2 was completed in August 2009.

- Prepared for and completed successful FAA Compliance inspection on December 2-3, 2009.
- Completed Airport Certification Manual revisions.
- Completed Airport Security Manual revisions.

PIE Division:

- Worked with the new property owners of the Cottonwood Park to clean up the facility.



- Completion of the Lincoln Draw Tunnel Reconstruction project at the intersection of 15th and Main was completed in May 2009. 90' of tunnel was replaced with new 6' concrete pipe.

- The Lincoln Draw Tunnel was relined in September 2009.



- The reconstruction and repair of portions of the 8th Street Montgomery Bridge Deck was completed in September 2009.



- Completed another year of curb and brick repair throughout the City.

- Completed inspection of street maintenance projects including poly-patch, chip seal, and micro-surfacing.

Service Division:

- Install a culvert on the north side of Chetolah Ditch where storm water drains from 13th to Haney was completed in January 2009. The culvert was installed for the Utilities Department. This will allow them the ability to get to the east side of the low water crossing to help maintain their infrastructure. The Service Division employees added some of the lime from the north lime pit to the soil that was used to backfill around the culvert. This will help stabilize the soil. This project is a pilot project for the use of lime in similar situations.



- Cleaned out the North Lime pit for the Utilities Department.
- Service Division crews completed the construction of a 10 foot concrete driving lane along with brick repair to the 300 block of west 9th Street.
- Service Division crews completed the construction of a new alley at 41st to 43rd streets ranging from General Hays Road to Sherman Avenue in June 2009.

- Crews completed the new parking lot at City Hall. The process started with the demolition of two houses in the 100 block of west 16th street. All work, including the pavement striping, was completed by October 2009.



- The division plays the leading role in the National Pollutant Discharge and Elimination System (NPDES) stormwater permit. The annual report for 2009 will be submitted on February 1, 2010.

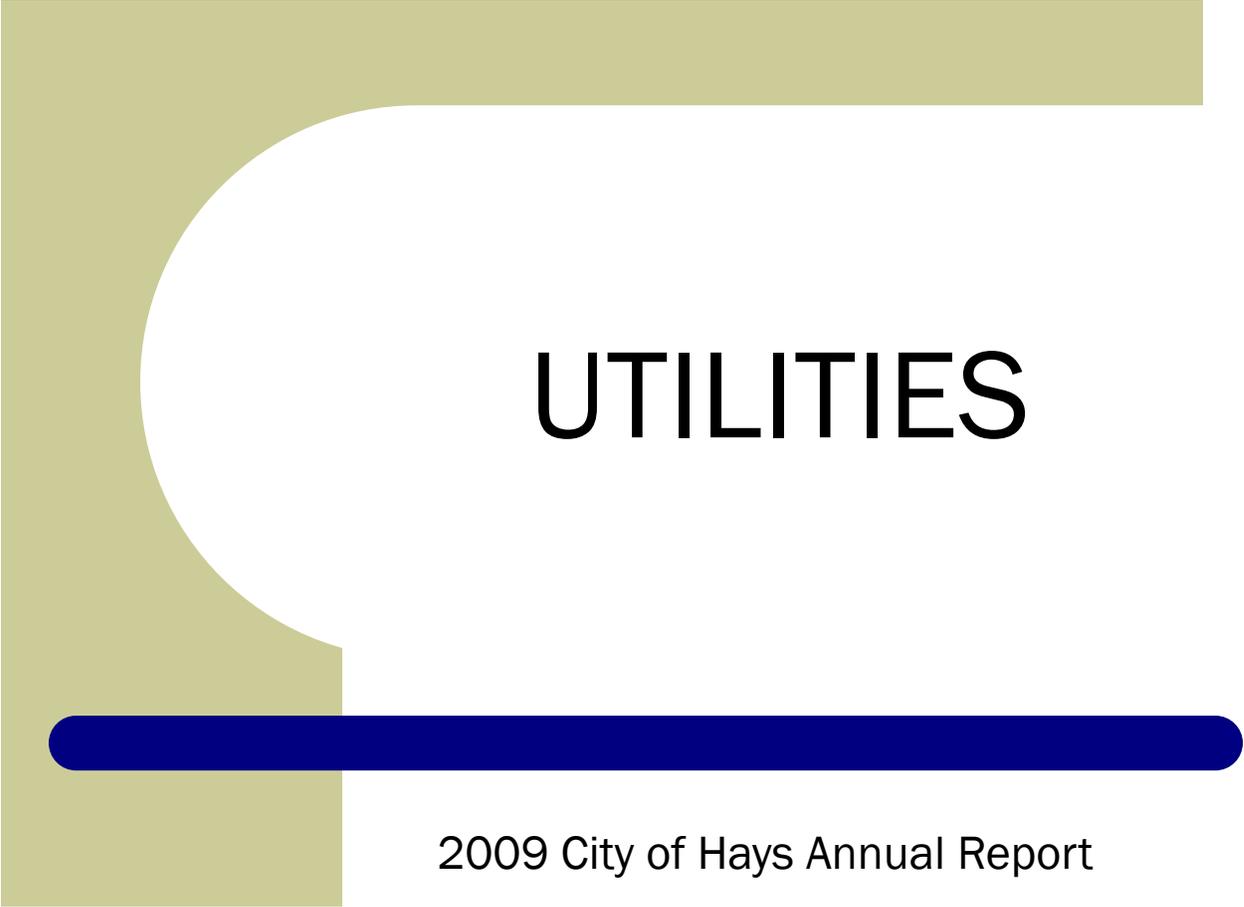
- Division's workforce was reduced by one due to the transfers of duties for the Compost Site.
- Vehicles scheduled to be replaced were sent to auction. Seventeen vehicles were auctioned in 2009 and \$33,663 proceeds were received.

Solid Waste Division

- The division took over the duties of the Compost Site. One employee was transferred from Service Division to Solid Waste Division.



- Construction and installation of a wash pit at the Recycling Facility. The cost of the wash pit was \$3,100. There will be a savings of approximately \$5,000 annually on fuel by washing at the new wash area at Solid Waste versus driving across town to the Service Division (approximately 10 miles per day, 5 days a week). Because of the close proximity to the Ellis County Transfer Station and not driving across town, trucks are washed daily and there is no overtime to accomplish this task.
- The division did a detailed analysis of recycling costs and options.



UTILITIES

2009 City of Hays Annual Report

Message from the Director, Joe Obholz

The Utilities Department is comprised of 23 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 (7)

The main focus of 2009 was on the Smoky Expansion Project. On June 15, 2009, Key Construction was given the notice to proceed by the City Commission as the general contractor for the expansion of the existing Smoky Well Field. This encompassed new transmission lines, five new production wells and one chlorination building. Work that was completed in 2009 included:

- Approximately 2.5 miles of transmission lines and valves were installed.
- All five production wells were drilled, tested and developed.
- All six buildings were erected but not completed.
- Underground electrical conduit was installed for power to the buildings.

Work will continue in 2010 with the completion of the project.

The 2009 combined budgets for the Utilities Department was \$2,325,018 as detailed below:

Waste Water Treatment and Collection	\$ 835,467
Water Production and Distribution	\$ 1,375,822
Water Taps, Hydrants, Meters	\$ 113,729
Total Budget	\$ 2,325,018

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; six are associated with the Air Strippers and are used for remediation; 31 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

- Chad Nowlin joined the Utilities Department in January 2009 and operates the Wastewater Plant.
- Clinton Klein resigned from the Utilities Department in February 2009.
- Clayton Unruh joined the Utilities Department in April 2009 and operates the Wastewater Plant.
- Joe Obholz was appointed to Director of Utilities in May 2009.
- Jim Cooper was promoted to Utilities Superintendent Water and Charles Blair was promoted to Utilities Superintendent Wastewater in May 2009.
- Grady Clapp and Brad Domann were promoted to Maintenance Worker II in June 2009.

CERTIFICATION

In order to operate the Hays Wastewater Treatment and Water Softening Plant effectively and efficiently, it is necessary to employ personnel who have the potential to become certified by the KDHE as Plant Operators. KDHE 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>CITY OF HAYS POSITION</u>
Joe Obholz	27	Director of Utilities
Charles Blair	27	Utilities Superintendent Wastewater
Martin Byfield	13	Plant Operator II
Graydon Clapp	3	Maintenance Worker II
Jim Cooper	21	Utilities Superintendent Water
Mark Darnall	28	Utilities Supervisor
Brad Domann	3	Maintenance Worker II
Jeffrey Gerstner	19	Maintenance Worker II
Tim Huck	16	Plant Operator II
Mike Kline	26	Plant Operator I
Mark Lang	10	Plant Operator II
Tobin Miller	7	Equipment Operator
Chad Nowlin	New employee in 2009	Plant Operator I
Michael O’Gorman	7	Plant Operator I
Cornelius Onyeador	29	Plant Operator II
Mark Pfeifer	8	Plant Operator II
Brian Roe	18	Plant Operator II
Tessa Scheck	10	Administrative Secretary
Stephen Schmidtberger	10	Plant Operator II
Brian Smith	1	Plant Operator I
Shawn Swift	16	Plant Operator II
Clayton Unruh	New employee in 2009	Plant Operator I
Stephen Werth	9	Plant Operator I

TRAINING

UTILITIES DEPARTMENT	
CPR/First Aid Training, Hays, KS	Charles, Blair, Martin Byfield, Graydon Clapp, Jim Cooper, Mark Darnall, Brad Domann, Jeff Gerstner, Mike Kline, Mark Lang, Tobin Miller, Joe Obholz, Mark Pfeifer, Steve Schmidtberger, Shawn Swift, Steve Werth
Lift Station Workshop, WaKeeney, KS	Charles Blair, Brian Roe
Vactor Sewer Truck Training, Chicago, IL	Tobin Miller
Risk Management Program Training, Hays,	Charles Blair, Jim Cooper, Tim Huck, Tessa Scheck, Shawn Swift
Groundwater Rule Seminar, Hays, KS	Jim Cooper, Tessa Scheck, Steve Schmidtberger
Safety Awareness-Insurance Planning, Hays, KS	All employees
Annual Water and Wastewater Operator School, Lawrence, KS	Martin Byfield, Mark Lang, Steve Werth,
KRWA Basic Electrical Training Class, Hays, KS	Cornelius Onyeador, Mark Pfeifer, Steve Schmidtberger
Kansas Rural Water Association Annual Conference, Wichita, KS	Jim Cooper, Mark Darnall, Joe Obholz,
Operation of Wastewater Treatment Plants I Correspondence Course	Chad Nowlin

AWARDS/RECOGNITION RECEIVED

A. SERVICE AWARDS RECEIVED

- 10-year awards
 - Mark Lang, Plant Operator II
 - Tessa Scheck, Administrative Secretary
 - Stephen Schmidtberger, Plant Operator II

B. STAFF INVOLVEMENT

The employee incentive program continued in 2009. Tessa Scheck joined the incentive committee as a representative for the Utilities Department. Employees were allowed to receive "Incentive Bucks" totaling up to \$80 at various vendors. The incentive committee also sponsored a summer family event at Precision Valley and purchased gifts to be raffled at the Christmas Party.

City employees attended a picnic at the Fort Hays Municipal Golf Course on August 28, 2009 hosted by the City Manager and department heads.

The City of Hays Christmas party was held on December 4th at the Schenk Building. A meal was provided, raffle tickets distributed and prizes awarded, and the band Flatspin played. This year employees also received \$25 Chamber Cheques.

Tours

Wastewater Plant tours were conducted for Fort Hays State University and Westside School.

Some of the tours given at the Water Plant were for Fort Hays State University, Westside School and Kansas State University.

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

2009 Statistical Information

Utilities Department

	2007	2008	2009
Water T&D			
New Taps, Low Water Volume	1	3	4
New Taps, Residential	42	45	32
New Taps, Commercial	4	17	19
New Taps, Municipal	0	3	3
New Taps, Fire Line	2	2	2
New/Replaced Fire Hydrants	9	30	5
New Flush Hydrants	0	0	0
New/Replaced Valves	10	1	3
Water Main Breaks	25	22	15
Utility Locates	105	121	129
Water Meters			
Meter Change-Outs & Insulate (Up-grade to Touch-read)	168	150	138
Topside Turnoffs Change-Outs	14	15	6
Insulated Meters (Foam)	147	137	136
Meters Tested	44	3	9
Meters Read (7,000/mo.)	92,811	92,659	93,284
Delinquent Bills (70/mo.)	753	802	779
Flow Tests	57	83	64
Cross Connection Inspections	1	0	1
Sanitary Sewer			
Camera/Taping, LF (% of Total System)	1,300	1,850	1,063
Roots Cut in LF of Line	370	0	0
Manholes or Pipe Locations Repaired	2	3	3
Ring and Covers Replaced	1	2	3
Ring and Covers Adjusted	1	4	3
Sewer Call-Outs	37	26	28
Monthly Routes, Flush	10	60	40
Monthly Routes, Check	75	150	75
Quarterly Routes, Flush	114	0	75
Bi-Annual Sewer Routes, Flush (ft cleaned)	91,802	60,294	44,322

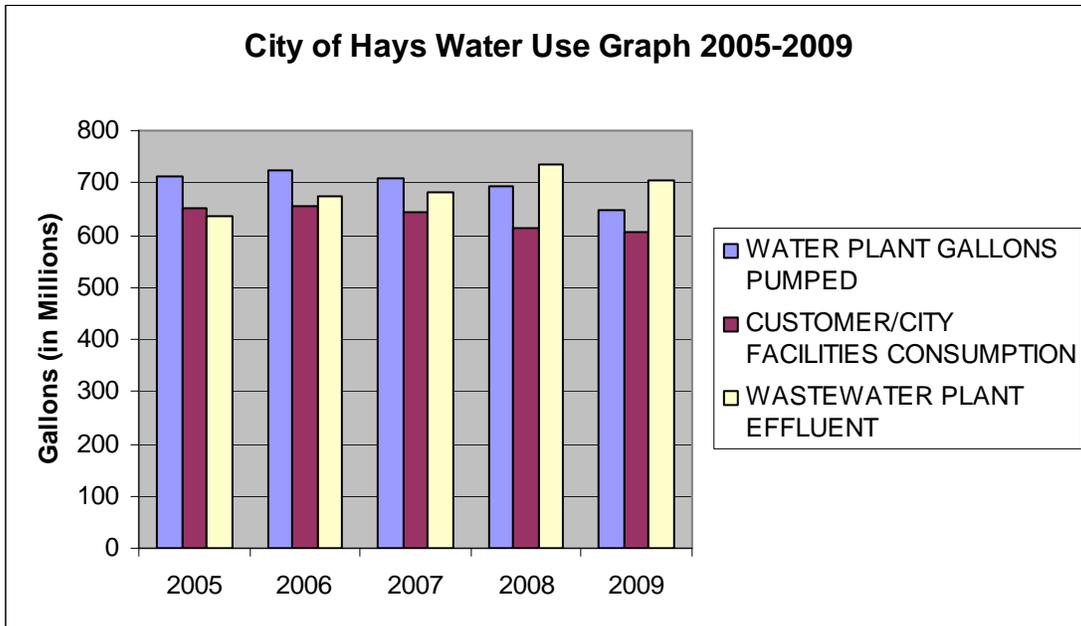
Wastewater Treatment Plant

- Treated 703,676,000 gallons of water.
- Hauled 1,612,500 gallons of sludge.
- Pumped 624,773,000 gallons of effluent water to Big Creek.
- Pumped 78,903,000 gallons of irrigation water.
- The Wastewater Plant Operators completed a total of approximately 19,188 tests.

Water Treatment Plant

- Pumped 342,919,100 gallons of water from the Smoky Wells.
- Pumped 84,294,800 gallons of water from the City Wells.

- Pumped 37,814,700 gallons of water from the Dakota Wells.
- Pumped 184,102,900 gallons of water from the Air Stripper.
- Pumped a total of 649,131,500 gallons of water for 2009.
- Ran approximately 140,000 water analyses for 2009.
- 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 2009:

- Updated the Risk Management Program for the Water and Wastewater Plants 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 1 and 2 Disinfectants and Disinfection Byproduct Rule (DPBR) samples.
- Collected Lead and Copper Samples for KDHE.
- Installed new chlorine sample tap and the CL-17 analyzer on the West Primary for compliance monitoring of the KDHE/EPA ground water rule.
- Performed valve exercising on the production valves.
- Performed cleaning of the East and West Primary Basins, the East and West Secondary Basins and sludge lines.
- Isolated the Smoky 16" parallel transmission line for valve installation at Booster Station B-1 in conjunction with the Smoky Expansion Project.
- Cut and capped the Smoky #6 discharge Line.
- Removed SCADA equipment from Smoky Wells S-6 and S-15 as part of the Smoky Expansion Project.
- Cleaned and insulated the Smoky 12" Transmission Line air releases.
- Installed new level transmitter and flow meter at Smoky Well S-16.
- Installed new level transmitters and flow meters on City Wells C-19 & C-31.
- Vendor finished launder replacement on the West Primary.
- Acidized various production wells throughout the year.

- Performed rehabilitation on various filters at the Water Plant.
- Installed new boiler at the Wastewater Plant.
- Vendor repaired heaters at the Wastewater Plant.
- Cleaned Final #1 clarifier and drained and cleaned Primary #1 clarifier with Vactor truck.
- Vendor completed installation and startup of Raw Sewage Pump C at the Wastewater Plant.
- Removed old influent pump to drying bed and replaced with a new pump.
- Hays High student assisted in cleaning of the Trickling Filter for filming of mock “Dirty Jobs” video.
- Installed CL-17 analyzers in the Return Water Chlorinated (RWC) Building, Plant Water Chlorinated (PWC) Building and at the Palmer Bowles flume at the Wastewater Plant.
- Cleaned out Primary #1 and #2 grease pits at the Wastewater Plant.
- Repaired the 6” supernatant line at the Wastewater Plant.
- Repaired the 10” force main sewer line leak at Hwy 183 Bypass.
- Potholed for natural gas line, electrical conduit and sleeved underneath sidewalk for new gas line with the sewer Vactor truck at the Wastewater Plant in conjunction with the new boiler project.
- Purchased new upgraded handhelds for reading water meters.