

CITY OF HAYSVILLE

Agenda

April 27, 2015

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor Mark Lyon, First Christian Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

- A. [Arbor Day Proclamation](#)
- B. [Bike to Work Day Proclamation](#)

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of April 13, 2015](#)

ITEM #1 CITIZENS TO BE HEARD

- A. Sedgwick County Fire Department
- B. [Clint Schutte, USD 261](#)
 - a. [Link to Webpage Re: USD 261 Bond Issue Detail](#)
 - b. [Link to Webpage Re: USD 261 School Addition & Renovation Detail](#)

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. [Mayor's Youth Leadership Council](#)
- C. [Certificate of Canvass](#)
- D. [Memo to Council Re: New Business](#)

ITEM #5 OLD BUSINESS

- ITEM #6 OTHER BUSINESS
 - A. Consideration of Personnel Manual Update
 - B. Consideration of Bids for Street Reconstruction of Alice & Baughman
 - C. Consideration of Change Order for Anita & Fager Aprons
 - D. Consideration of Abatement Pricing
- ITEM #7 DEPARTMENT REPORTS
 - A. Administrative Services – Will Black
 - B. City Clerk – Janie Cox
 - C. Police – Jeff Whitfield
 - D. Public Works – Randy Dorner
 - E. Recreation – Georgie Carter
- ITEM #8 APPOINTMENTS
- ITEM #9 OFF AGENDA CITIZENS TO BE HEARD
- ITEM #10 EXECUTIVE SESSION
- ITEM #11 BILLS TO BE PAID
 - A. Bills to be Paid for the Last Half of April
- ITEM #12 CONSENT AGENDA
- ITEM #13 COUNCIL ITEMS
 - A. Council Concerns
- ITEM #14 ADJOURNMENT



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, _____, Mayor of the City of _____, do hereby proclaim _____ as

Arbor Day

In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this _____ day of _____
Mayor _____

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MAYORAL PROCLAMATION

Bike Month and Bike to Work Day in Haysville

- Whereas,** the bicycle is an economical, healthy, convenient, and environmentally sound form of transportation and an excellent tool for recreation and enjoyment of Haysville's scenic beauty; and
- Whereas,** the City of Haysville is implementing bikeways improvements throughout the City to encourage and facilitate safe and convenient travel by bicycle; and
- Whereas,** Haysville's road and trail system attracts bicyclists each year, providing economic health, transportation, tourism, and scenic benefits; and
- Whereas,** creating a bicycling-friendly community has been shown to improve citizens' health, well-being, and quality of life, growing the economy of Haysville, attracting tourism dollars, improving traffic safety, supporting student learning outcomes, and reducing pollution, congestion, and wear and tear on our streets and roads; and
- Whereas,** the City of Haysville is also promoting greater public awareness of bicycle operation and safety education in an effort to reduce collisions, injuries, and fatalities and improve health and safety for everyone on the road; and
- Whereas,** City Staff and Bicycle Pedestrian Advisory Committee members will coordinate one Bike to Work Day Pit Stop, at the Vickers Building, in partnership with local business and business associations; and
- Whereas,** the month of May is National Bike Month; and
- Whereas,** the week of May 11th, 2015 is Bike to Work Week, which promotes bicycling as a viable means of transportation to and from work.

NOW THEREFORE, I, Bruce Armstrong, Mayor of Haysville, Sedgwick County, Kansas, do hereby proclaim May 2015 as Bike Month in Haysville, the week of May 11th as Bike to Work Week and May 15th as Bike to Work Day and I urge all residents to join me in this special observance.

Signed this 27th day of April, 2015

Bruce Armstrong, Mayor

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The Regular Council Meeting was called to order by Mayor Bruce Armstrong at 7:01 p.m. in the Haysville Municipal Building, 200 West Grand Avenue.

Roll was taken by Recording Secretary Ginger Cullen: Crum here, Benner here, Ewert here, Kanaga here, Kessler here, Rardin here, Konkel here, Pierce here.

Invocation was given by Councilmember Bob Rardin.

Mayor Bruce Armstrong led everyone present in the Pledge of Allegiance.

Under Presentation and Approval of Minutes, Mayor Bruce Armstrong presented for approval the Minutes of March 23rd, 2015. City Clerk Janie Cox advised of a correction to the minutes on page 3. She stated the Easter egg hunt took place on March 29th, not April 29th.

Motion by Konkel – Second by Pierce

I move that we approve the minutes for the March 23rd, 2015 meeting with the correction. Crum yea, Benner yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Bills to be Paid, Mayor Bruce Armstrong presented the Bills to be Paid for the First Half of April.

Motion by Ewert-Second by Konkel

I'd like to make a motion that we pay the first half of April bills.

Crum yea, Benner yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea, Pierce yea.

Motion declared carried.

Under Special Order of Business, Mayor Bruce Armstrong presented Recognition of Outgoing Council Members. Mayor Armstrong presented Special Service Awards to both Councilperson Seth Konkel and Councilperson Keith Pierce.

Under Special Order of Business, Mayor Bruce Armstrong presented Seating of Newly Elected Council Members. City Clerk Janie Cox administered the oath of office to Dale Thompson of Ward I, Jeremy Rardin of Ward II, Bob Rardin of Ward III and Russ Kessler of Ward IV.

There were no Citizens to be Heard.

Under Approval of Licenses and Bonds, Mayor Bruce Armstrong presented Private Club Renewal for Keever-Wire VFW Post #6957.

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Motion by Kessler-Second by B. Rardin

Mr. Mayor and Council, I make a motion that we approve the Renewal of the Private Club License for Keever-Wire VFW Post #6957 at 7507 S. Broadway.

Crum yea, Benner yea, Ewert yea, Kanaga yea, Kessler yea, B. Rardin yea, J. Rardin yea, Thompson yea.

Motion declared carried.

There were no Ordinances or Resolutions

Under Notices and Communications, Mayor Bruce Armstrong asked for Governing Body Announcements. Councilperson Steve Crum advised of upcoming events and programs at the library, including the annual Read-a-thon on April 17th, mifi devices and Nook e-readers available to rent. He also advised that the next Monday movie would be The Interview, which is rated R and would therefore only be available to patrons over age 17. Councilperson Russ Kessler advised of an Arbor Day tree planting ceremony on May 2nd at 9:00 a.m. at Orchard Acres Park. Kessler advised three trees will be planted and Haysville has been recognized for 15 years as a Tree City USA. He also advised of Kids to Parks day on May 16th from 9:00 a.m. to 11:00 a.m. at Plagens Carpenter Park.

Under Notices and Communications, Mayor Bruce Armstrong presented a Letter from the Arbor Day Foundation Regarding Tree City USA, a Letter from Cox Communications Regarding Contract Negotiations and Price Changes, and a Letter from Cox Communications Regarding Digital Network Conversion.

There was no Old Business.

Under Other Business, Mayor Bruce Armstrong presented the Activity Center Presentation. Mayor Armstrong stated people had been asking what was going to happen with the Activity Center and introduced Recreation Director Georgie Carter to present details. Carter reviewed cons of the current facility, which included outdated electrical and HVAC systems as well as inadequate space to properly serve the community. She advised she receives frequent complaints from citizens about parking and the inconvenience created when the children's programs have to share space with other activities. Carter stated a study was conducted by architect firm Spangenberg Phillips Tice and they provided two potential options for improvement. Option A, as presented in the council packet, detailed the costs associated with remodeling the current location, which would be \$4,249,909.00. Option B detailed the costs associated with building a new facility to the east of the Dewey Gunzelman Memorial Pool, which would be \$3,491,484.00. Carter discussed details of each option. Carter advised the architect recommends Option B.

In discussion, Councilperson Steve Crum stated he liked the idea of a teen area, which was only shown on the remodeled building, not the new building. Carter advised the labeling on the diagram was not set in stone and a teen area could be designated at the new building also. Crum stated that judging from the diagram, parking could continue to

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be an issue. Carter and Public Works Director Randy Dorner stated the City owns both lots north of the pool and it could be turned into a parking lot if needed. Councilperson Daniel Benner asked what kind of construction the new building would be. Carter advised the City's portion would be a metal building, but the school's portion could be a different material. Benner asked what would happen to the old building. Mayor Armstrong advised it was zoned for industrial use and he would like to see it marketed toward a manufacturing or industrial company. Councilperson Mike Kanaga asked to clarify that the new building would be contingent on the passage of the school bond issue. Mayor Armstrong stated they are separate entities and Carter explained that if the bond didn't pass, the new building could still be done but it would have a different layout and would not have an indoor pool. Councilperson Russ Kessler spoke out in favor of the new building and its centralized location. Kessler asked if the proposal was based on current need or if it gave any consideration to future growth. Carter explained how the new layout would allow for programs to have room to grow and spread out. She pointed out that the walking track would have a separate area. Kessler asked if the indoor pool would belong to the school district. Mayor Armstrong advised that the indoor pool would be owned by the school district and that the school district would have first priority but that the City would have second priority. Dr. Clint Schutte, Assistant Superintendent of Business/Finance of Haysville USD 261 stated a usage and maintenance agreement would be worked out ahead of time so there would be no surprises. Dr. Schutte advised that if the district's bond issue were to pass in June, the school district would partner with the City to build a new facility, which would include an indoor pool. Schutte also advised that the bond issue would not increase the mill levy and would likely result in a decreased mill rate. Mayor Armstrong advised that the City's mill levy would not increase either. Councilperson Bob Rardin reiterated that this project would be paid for with the one per cent sales tax. He stated his support for the activity center to be in the center of the city. Councilperson Pat Ewert asked if there would be a safe room at the new building. Mayor Armstrong stated it hadn't been considered. Dorner stated the rooms at the pool are structural concrete and could be used as a safe room if need be. Crum spoke out in favor of a basement which could also be utilized for storage if necessary. Mayor Armstrong advised that Dr. Schutte would be on the agenda on April 27th to give additional details regarding the bond issue. Kanaga verified that 50 per cent of the sales tax would still go toward streets. Mayor Armstrong advised that the budget for 2015 has 50% of the tax revenue going toward street improvements, but that could be changed in future years, based on what Council decides. Mayor Armstrong gave additional information regarding financing. Mayor Armstrong advised a motion was not required and the presentation was meant as a way to share information with Council so they could begin to hear feedback from citizens. Mayor Armstrong introduced Superintendent of Schools for USD 261, Dr. John Burke. Dr. Burke stated he supports the partnership between the City and the school district as it would improve the quality of life for all citizens.

Mayor Bruce Armstrong presented Consideration of Council Meeting Date Change. City Clerk Janie Cox stated Memorial Day and Columbus Day were on Mondays so council

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dates would be Tuesday, May 26th and Tuesday, October 13th. Cox stated staff suggested a final council date for 2015 of December 29th but that a motion would be required.

Motion by Kessler – Second by B. Rardin

Mr. Mayor and Council, I make a motion that we move the Council meetings as presented and to make the last Council meeting of the year on Tuesday, December 29th. Crum yea, Benner yea, Ewert yea, Kanaga yea, Kessler yea, B. Rardin yea, J. Rardin yea, Thompson yea.

Motion declared carried.

Mayor Bruce Armstrong presented Consideration of Facility Video Surveillance Equipment. Police Chief Jeff Whitfield gave information about the request. He stated the project had been in the works for quite a while. Councilperson Steve Crum asked why Cable Comm, Inc. was not a qualified bidder. Chief Whitfield explained that they failed to respond to an invitation to demo their product in person. Councilperson Daniel Benner asked where the outdoor cameras would be mounted. Chief Whitfield advised some would be on buildings but some could be on utility poles and that installation is included in the cost.

Motion by Kessler – Second by B. Rardin

Mr. Mayor and Council, I recommend approval for the purchase of the cameras and installation from Plexus for 138,940.64. Crum yea, Benner yea, Ewert yea, Kanaga yea, Kessler yea, B. Rardin yea, J. Rardin yea, Thompson yea.

Motion declared carried.

Mayor Bruce Armstrong presented Consideration of Bids for Lamar Apron at Sarah Lane. Public Works Director Randy Dorner gave details of the bid and was available for questions. Councilperson Bob Rardin asked why the bid from Concrete Works was so much cheaper than the other bids. Dorner stated it was a smaller operation and had less overhead than the larger companies.

Motion by Kanaga – Second by Ewert

I would like to make a motion that we authorize accepting the proposal from Concrete Works in the amount of \$14,369.25. Crum yea, Benner yea, Ewert yea, Kanaga yea, Kessler yea, B. Rardin yea, J. Rardin yea, Thompson yea.

Motion declared carried.

Mayor Bruce Armstrong presented Consideration of Agreement with Sedgwick County for Household Hazardous Waste Collection Site. Public Works Director Randy Dorner advised this was the seventh year for the city to partner with Sedgwick County for household hazardous waste collection.

Motion by Crum – Second by Ewert

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Mayor, I make a motion that we sign into this agreement for a one day site use agreement for household hazardous waste.

Crum yea, Benner yea, Ewert yea, Kanaga yea, Kessler yea, B. Rardin yea, J. Rardin yea, Thompson yea.

Motion declared carried.

Mayor Bruce Armstrong presented Consideration of Access Agreement with ELR LLC for Monitoring Well at NE Corner of Main & Grand. Public Works Director Randy Dorner gave details of the request. Councilperson Russ Kessler asked how large the wells would be. Dorner stated they are minimally visible near the curb and are about 18 inches by 18 inches.

Motion by B. Rardin – Second by Crum

Mr. Mayor and Council, if there are no other questions or discussion, I make a motion that we approve the right of way access to real property located at the corner of Main and Grand in Haysville.

Crum yea, Benner yea, Ewert yea, Kanaga yea, Kessler yea, B. Rardin yea, J. Rardin yea, Thompson yea.

Motion declared carried.

Mayor Bruce Armstrong presented Consideration of Contract with Haysville Swim Club. Recreation Director Georgie Carter was available for questions.

Motion by B. Rardin – Second by Ewert

Mr. Mayor and Council if there is no other discussion, I make a motion that we approve the contract between the Haysville Swim Club and the City of Haysville.

Crum abstain, Benner yea, Ewert yea, Kanaga yea, Kessler yea, B. Rardin yea, J. Rardin yea, Thompson yea.

Motion declared carried.

Mayor Bruce Armstrong presented Consideration of Fireworks Agreement. Recreation Director Georgie Carter advised this is the same company and pricing as last year.

Motion by Kessler – Second by B. Rardin

Mr. Mayor and Council, I make a motion that we approve this fireworks contract as presented.

Crum yea, Benner yea, Ewert yea, Kanaga yea, Kessler yea, B. Rardin yea, J. Rardin yea, Thompson yea.

Motion declared carried.

Mayor Bruce Armstrong introduced Economic Development Director James Oltman regarding the Quarterly Economic Development Update. Oltman reviewed details of the update including the continuation of the Build Haysville program, the Haysville branding campaign and the two available grants for new businesses, specifically a clothing store grant and a coffee shop grant. He gave details regarding the two billboards south of

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Haysville. Oltman advised the Carson & Barnes circus would be in town on June 11th and 12th for two shows, taking place at 4:30 and 7:30. He stated places tickets would be available. Oltman stated the city was looking at the feasibility of an assisted living facility in Haysville. Councilperson Steve Crum asked where the circus would be located. Oltman advised it would be in the field south of Freeman Elementary. Councilperson Russ Kessler asked if there was a survey out to measure what brought people to town. Oltman stated there was not but he could look in to doing one.

Mayor Bruce Armstrong asked for Department Reports.

Chief Administrative Officer Will Black advised Haysville won the Hometown Showdown and would be on the cover of the Kansas Government Journal's May edition. He stated the City would be getting ten extra copies and citizens could contact the League of Kansas Municipalities to order a copy for five dollars. Black also stated there would be a Haysville High School community service day on Friday, April 17th.

City Clerk Janie Cox had nothing to report.

Police Chief Jeff Whitfield explained problems with the tornado sirens during the storm on last Wednesday and reminded citizens that the Severe Weather Safety Program would be this Thursday, April 16th in the courtroom at 6:30. He stated the visiting officer was Master Police Officer Justin Hehnke. Councilperson Steve Crum asked for clarification regarding rules for the basement being opened up during severe weather. Chief Whitfield advised the basement in the city building is opened during a tornado threat or severe weather in the vicinity. He stated citizens should keep animals to a minimum and the elevator would be available to those who need it.

Public Works Director Randy Dorner advised the water tower was completed and stated bids have been sent out for the Baughman and Alice street repairs.

Recreation Director Georgie Carter had nothing to report.

There were no Appointments.

There were no Off Agenda Citizens to be Heard.

There was no Executive Session.

There was nothing under the Consent Agenda.

Under Council Items, Mayor Bruce Armstrong asked for Council Concerns. Councilperson Steve Crum suggested signage be placed on Grand Avenue directing citizens to where Public Works was. He reported a real estate sign in disrepair off of Jane Street and asked about mossy overgrowth at Old Oaks Pond. Public Works Director Randy Dorner advised the surface algae was being treated and aeration was being

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considered. Councilperson Daniel Benner asked why the soda machine at Plagens Carpenter was not plugged in. Recreation Director Georgie Carter advised when Campus plays games it is unplugged to encourage purchases at the concession stand, which is run by the booster club. Councilperson Bob Rardin advised of real estate signage in disrepair at Grand and Marlen. Councilperson Dale Thompson advised of a large pothole near 146 Alexander Ct. Councilperson Steve Crum asked if surveillance had been considered for Plagens Carpenter Sports Complex. Police Chief Jeff Whitfield stated Plagens will hopefully be added to the surveillance coverage area at a later date.

Mayor Bruce Armstrong called for Council Action Request Updates. Public Works Director Randy Dorer stated the signage had been removed from the old flower shop and that request was now complete.

Mayor Bruce Armstrong presented for approval Adjournment.

Motion by Kessler-Second by B. Rardin

Mayor and Council, I make a motion that we adjourn this meeting.

Crum yea, Benner yea, Ewert yea, Kanaga yea, Kessler yea, B. Rardin yea, J. Rardin yea, Thompson yea.

Motion declared carried.

The Regular Council Meeting adjourned at 8:28 p.m.

Janie Cox, City Clerk

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Mayor's Youth Leadership Council Haysville, Kansas

The Facts

- **What is The Mayor's Youth Leadership Council?**

A new initiative from the Office of Haysville Mayor Bruce Armstrong. The Council is being created to increase awareness and involvement of the Haysville Community youth in city government and in the community at large. Members receive hands-on experience in local government by meeting with the Mayor and working with city staff and local leaders. It is the purpose of this Council to develop, implement, and participate in a variety of youth-identified community programs, projects, and events.

- **Who May Apply?**

Youth selected to serve must attend school and/or reside within USD 261. Applicants must currently be in the 8th to 11th grades. All applicants must maintain a minimum 2.0 GPA.

- **How Many Members Serve on the Council?**

Up to twelve (12) seats are available on the Council. Members are interviewed and selected by the Selection Committee, which consists of the Mayor, City Representatives, and Representatives from USD 261.

- **Membership Terms**

Each appointed member makes a commitment to serve for one school year ... starting in June and ending in May. Terms are renewable and members may be re-appointed. Members are encouraged to reapply from year to year. New and returning members have the opportunity to develop lifelong leadership skills, build networks, and gain additional hands-on experience in local government.

- **Benefits of Council Membership**

- ✚ Provide input on Haysville's future
- ✚ Provide input on programs, services, and events offered for your age group
- ✚ Learn about the City and Community of Haysville
- ✚ Meet one-on-one with the Mayor, City Officials, and City Staff
- ✚ Establish networks that benefit your future
- ✚ Learn valuable job and life skills

- **Community Service Hours**

Each member will receive community service hours based on participation level and agreed to by each participating school.

- **For More Information Contact:**

Ginger Cullen, Administrative Secretary, City of Haysville, 200 W. Grand, Haysville, KS 67060
Phone: 316.529.5900 Email: gcullen@haysville-ks.com

Sponsored by the City of Haysville in Partnership with USD 261

How to Apply

1. Complete and sign this application (please print or type).
2. Insert an official verification of your grade point average.
3. Obtain your parent's or legal guardian's signature, giving you permission to participate.
4. Submit your application by **Monday, May 4th, 2015** using one of the following methods:
 - a. Mail or deliver the application to:

Mayor's Youth Leadership Council
C/O Chief Administrative Officer's Office
Haysville City Building, 200 W. Grand
Haysville, KS 67060

- b. Email a signed copy of the application to gcullen@haysville-ks.com
 - In the subject line, please type, "[First Name] [Last Name] – MYLC Application."

Selection Criteria

Selections will be made based on the following criteria:

- The student's interest in serving on the Mayor's Youth Leadership Council (MYLC). Participation includes attending one MYLC regular meeting and one MYC committee meeting each month, along with other meetings and events as they arise.
- The student's history of active community involvement, volunteerism, a desire to serve others, and public service.
- The student's interest in potentially pursuing a college education and career in public service.
- The student's desire to develop his/her leadership potential.
- The student's history of academic achievement.
- Feedback from the student's references.
- An interview with the selection committee.

Personal Information

Name: _____ Age: _____
Date of Birth: _____ Current GPA: _____
School: _____
Grade Level for the 2015-2016 School Year: *Freshman* *Sophomore* *Junior* *Senior*
Cell Phone: _____ Home Phone: _____
E-mail Address: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____

Emergency Contact Information

Name of Emergency Contact: _____
Relation of Emergency Contact to Applicant: _____
Phone Number of Emergency Contact: _____

Essay Responses

Please respond to the following questions as thoroughly as possible. Responses should be provided on a separate page.

- 1) Why are you interested in participating in the Mayor’s Youth Leadership Council?
- 2) Why are you a good candidate for the Mayor’s Youth Leadership Council?
- 3) What activities are you involved in at school and in the community?
- 4) Which experiences have prepared you to be a successful member of the Mayor’s Youth Leadership Council?
- 5) Provide an essay that explains what you believe to be the most important issue facing Haysville’s youth and how, as a member of the Mayor’s Youth Leadership Council, you would work with

area youth, local government, and local nonprofit agencies to address this issue. The essay should be a maximum of two pages and double-spaced. Attach the essay to this application.

Additional Requirements

- 6) Include two letters of recommendation from adults you have worked with in school or non-school activities (e.g. teacher, counselor, coach, supervisor, etc.). Ask the letter writers to include their name, phone number, and email address in the letters.
- 7) Council and Committee meetings will be held monthly. Attendance is expected.

Statement of Commitment

I understand the time commitment required for the Mayor’s Youth Leadership Council and that my attendance and active participation are essential to making the Mayor’s Youth Leadership Council the best student-led organization in Haysville. **I also understand that if I have more than 3 unexcused absences, I must meet with the executive committee members to discuss my absences, commitment to the Mayor’s Youth Leadership Council, and future attendance at MYLC events.** Lastly, I understand the importance of teamwork and cooperation, and I will be committed to this council and my fellow council members.

Applicant Signature: _____ Date: _____

Parent/Legal Guardian’s Signature

As the parent/guardian of _____,

I give consent for my child to participate on the Mayor’s Youth Leadership Council and in all related activities.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

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CERTIFICATE OF CANVASS

STATE OF KANSAS)
)
SEDGWICK COUNTY)

Pursuant to K.S.A. 25-3104 the Board of County Commissioners, acting as a Board of Canvassers met at 10:00 a.m. on Monday, April 13, 2015 in the Sedgwick County Election Office, First Floor, Historic Courthouse, to canvass the votes cast in the General Election conducted on April 7, 2015 for the offices of City Council Members, Wards 1, 2, 3, & 4 for the **City of Haysville**, with the following present:

Richard Ranzau, Chairman
Karl Peterjohn, Chair Pro Tem
Tim R. Norton, Commissioner—Marvin Duncan, Proxy
Dave M Unruh, Commissioner
Jim Howell, Commissioner

The returns of the election were presented to the Board as received from the official conducting the election. The Board proceeded to canvass the votes and found the results of the election on the proposition to be as follows:

Office	Candidates	Votes	Provisional Votes	Total Votes
City Council Member HAYSVILLE WARD 1				
Vote for 1				
	Jeana Morgan	48	0	48
	Dale Thompson	67	0	67
	WRITE-IN	1	0	1
City Council Member HAYSVILLE WARD 2				
Vote for 1				
	Jeremy Rardin	73	2	75
	WRITE-IN	0	0	0
City Council Member HAYSVILLE WARD 3				
Vote for 1				
	Bob Rardin	91	1	92
	WRITE-IN	2	0	2
City Council Member HAYSVILLE WARD 4				
Vote for 1				
	Russell Kessler	99	0	99
	WRITE-IN	3	0	3

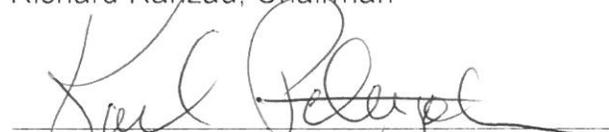
Whereupon, it was determined that the following candidates were duly elected:

City Council Member HAYSVILLE WARD 1: Dale Thompson
City Council Member HAYSVILLE WARD 2: Jeremy Rardin
City Council Member HAYSVILLE WARD 3: Bob Rardin
City Council Member HAYSVILLE WARD 4: Russell Kessler

The undersigned hereby certify that the foregoing results are shown by the finalized abstract of election returns.

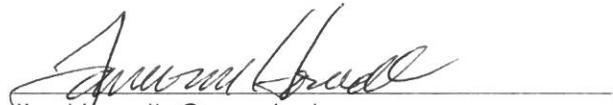
Dated this 13th day of April, 2015.


Richard Ranzau, Chairman


Karl Peterjohn, Chair Pro Tem


Tim R. Norton, Commissioner—Marvin Duncan, Proxy


David M. Unruh, Commissioner


Jim Howell, Commissioner

BOARD OF COUNTY CANVASSERS
SEDGWICK COUNTY, KANSAS

ATTEST:


Tabitha M Lehman
Commissioner of Elections

SEAL

2015 City/School General Election
Write-In Report
April 7, 2015

Official Results

District Name	Office	First Name	Middle Name	Last Name	Additional Information	Vote	Elected
Haysville Ward 1	City Council Member	Keith		Pierce		1	
Haysville Ward 3	City Council Member	John		Burke		1	
Haysville Ward 3	City Council Member	Ford		Perfect		1	
Haysville Ward 4	City Council Member	Barry		Brecheisen		2	
Haysville Ward 4	City Council Member	Jeff		Lamkins		1	
Haysville Ward 4	City Council Member	Ed		Pokorski		1	

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MEMORANDUM

TO: Honorable Mayor Bruce Armstrong; City Council

FROM: Kayla Corby, Administrative Secretary

DATE: 4-16-15

RE: 2015 New Businesses

The following businesses have applied for a business license and passed all the requirements for the City of Haysville. No action is required!

EJ's Communications – 243 E Grand

Sincerely,

Kayla Corby
Administrative Secretary
City of Haysville

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MEMO

TO: The Honorable Bruce Armstrong, Mayor
Haysville City Councilmembers

FROM: Will Black, Chief Administrative Officer

SUBJECT: Proposed Personnel Manual Updates for 2015

DATE: April 24, 2015

The proposed changes to the Personnel Manual are before you for your consideration. Proposed changes are shown in red. Deletions are struck-through and additions are underlined. Please contact me with any questions.

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ADMINISTRATIVE POLICY

INTRODUCTION

CONGRATULATIONS! You are now a City of Haysville employee. The following information relates to your employment and you should read the information and be familiar with it. Any questions should be directed to your immediate supervisor.

POLICIES ESTABLISHED

The following policies, regulations and other administrative provisions for personnel administration are established to promote and increase efficiency and economy in city service.

THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER. The information contained in this manual is not a contract of employment but a general guide for informational purposes only.

THE CITY RESERVES THE RIGHT TO MAKE CHANGES TO THE POLICY AT ITS DISCRETION WITHOUT PRIOR NOTICE.

Any reference to behavior that may result in termination is simply for informational purposes for better understanding by the employee. Employment may be terminated at any time regardless of any examples mentioned in the manual.

SECTION I

EMPLOYMENT INFORMATION

A. AUTHORITY FOR ADMINISTERING THE ADMINISTRATIVE POLICY:

1. The City Department Heads have the authority and responsibility for administering this policy in their respective departments.
2. The Assistant City Clerk is responsible for keeping all personnel records relating to payroll, fringe benefits and insurance.
3. The head of any department, (i.e., City Clerk, Court; Public Works, Police, Administrative Services, Recreation) may formulate in writing with approval of the Mayor, reasonable administrative regulations for the conduct of his/her respective department. Nothing in this section shall be construed as granting any department authority to adopt regulations in violation of, or in conflict with, regulations approved and adopted by the City Council.
4. The Haysville Governing Body makes policies of the City and the Department Heads are charged with carrying out those policies.

B. EMPLOYEE INFORMATION:

1. An employee will be notified of an investigation on a complaint being conducted about said employee at the outset of such investigation, except in cases of criminal investigation.
2. Employees may review their personnel files at any reasonable time. Personnel files are the property of the City.
3. All regular employees shall be furnished a digital copy of this Administrative Policy upon employment or upon administrative change to the manual. A paper/printed manual is available upon request. Copies of the manual will be turned in by employees leaving the City's service through resignation, layoff, or dismissal.
4. After a preliminary offer of employment, job applicants shall successfully complete a physical examination, ~~and a drug screen, and background check prior to, and within 30 days of, before~~ beginning work for the City. Former full time temporary workers hired for regular positions within 30 days of their last date of employment with the City are not required to complete the background check. All part time pool/recreation employees must successfully complete a drug screen and certain employees may also be required to successfully complete a physical. New part time pool/recreation employees shall successfully complete a background check.
5. Definitions of types of City service:
 - a. Unclassified service shall comprise and consist of the following persons:
 - i. Municipal Judges;
 - ii. Members of the City Council, other elective offices, and persons

appointed to fill vacancies in elective offices;

- iii. Members of boards and commissions in the municipal service;
- iv. Persons employed to make or conduct special inquiry investigations, examinations, or installations;
- v. Persons performing services for the City without compensation;
- vi. Employees in temporary and temporary part time positions;
- vii. Certain contract personnel;

- b. The classified service shall be comprised of all positions not specifically included in the unclassified service, and may also include certain contract positions; all shall be subject to this Administrative Policy. Contract employees who are part of the classified service are subject to the provisions of their contract.

C. OATH:

- 1. Employees of the City are required by statute to take an oath of office. The taking of such oath shall be a condition of employment, and an employee will not be paid until he/she has taken the oath. Contract personnel are subject to the terms of their contract.
- 2. Refusal to take the oath of office will eliminate the individual from eligibility for employment. The oath will be administered by the City Clerk or his/her agent and will be kept in the employee's personnel file.

D. USE OF OFFICIAL BADGES, UNIFORMS OR CREDENTIALS:

No badge, uniform, or other official insignia, or credentials of authority issued to an employee, shall be used or worn by a person other than the employee. Such badge, uniform, insignia or credentials can be used for personal gain only with approval of the Governing Body at the request of the Department Head. Equipment purchased by the City shall remain the property of the City and shall not be worn off-duty except with prior approval by the appropriate Department Head. If an employee's ID card is lost or stolen, the employee shall immediately report the missing card to his/her Supervisor and Department Head. The employee will be charged a \$10 replacement fee for the missing card.

E. LUNCH PERIODS:

Each employee may receive a lunch period in accordance with Department policy.

F. BREAKS/REST PERIODS:

Breaks/rest periods are not mandatory, and if a Department Head chooses to establish formal breaks, they will be scheduled by the Department Head. Individual break/rest periods will not exceed 15 minutes and may be of lesser duration at the discretion of the Department Head.

G. ACCEPTANCE OF GIFTS:

City employees and appointed officers may accept gifts of token value (less than \$30.00) from Haysville residents if the gifts are given in the spirit of friendship and are not expected to influence the official or

employee in his/her service to the City. Gifts given to departments as a whole are encouraged in lieu of gifts to individuals. Gifts to individuals of greater than \$30.00 value shall be returned.

H. RETURN OF CITY PROPERTY:

An employee leaving the City's service through resignation, layoff or dismissal is responsible for returning any City property.

I. POLITICAL ACTIVITY:

1. Any employee intending to become a candidate for elective City office shall first take leave of absence without pay or resign.
2. Employees are not permitted to solicit, sell or handle political contributions in City elections. During on-duty hours, employees are not permitted to wear or display political badges, buttons or signs on their person or on City property.

J. OUTSIDE EMPLOYMENT:

1. An employee intending to accept outside employment must notify the Department Head before accepting such employment.
2. If, at any time, outside employment interferes with an employee's ability to perform effectively on his/her job, or if such outside employment shall tend to create a conflict of interest for said employee, the employee shall terminate his/her off duty employment.
3. Outside employment shall not be an acceptable reason for not responding in a timely manner in case of emergency or when the employee is on call.

K. MONITORING POLICY:

Employee use of internal and external communications systems, such as Internet, e-mail, voice mail, radios, and land-line and cellular telephones, must be aware their use of such systems must be consistent with the City's policies regarding professional conduct, harassment, discrimination and other work conduct. At no time may City resources be used to convey or communicate obscene, threatening, harassing, or abusive messages to others, either inside or outside the City.

Electronic mail and other communications. Electronic mail (e-mail) is produced, transmitted, and received on the City's own communications system. Employees, therefore, are prohibited from using e-mail for personal purposes, and all e-mail is considered property of the City. Accordingly, there is no right or expectation of privacy in anything created, sent, or received on any of the City's information or communications systems. All e-mails are considered to be City records; therefore, the City reserves the right to monitor, review, access, delete, and/or disclose all messages and documents transmitted over its e-mail systems.

Again, use of e-mail is restricted to City business. No harassing, indecent, profane, abusive, vulgar, intimidating, or otherwise offensive or inappropriate language or material may be sent on City e-mail, voice, or computer or other communications systems. Any employee who receives or encounters such material shall immediately report it to their supervisor or other management official. Reports involving any of these persons shall not be reported to that person; instead, make the report to another supervisor, management person or department head.

Computer use. Employees should not consider as their own any files stored or maintained on City computers. They are City property. There is no right or expectation of privacy in such files, and they may be accessed, read, downloaded, or deleted in the City's regular course of business. Such events may include, but may not be limited to, detecting breaches of City policies, procedures, rules, regulations or any law, and accessing needed files when an employee on whose computer the file is stored or maintained is absent. Accessing data or information on other employees' individual folders without Department Head authorization is prohibited.

Employees shall comply with all software licenses, copyrights and laws governing intellectual property. Employees found to be in violation shall be subject to immediate discipline, up to and including immediate termination ~~discharge~~.

Internet access is provided solely for the use of City employees for City business. All Home Pages shall be set to the City's Website.

Network passwords created by employees will be not less than eight alphanumeric characters and will contain upper and lower case letters, numbers, and special characters. Network passwords will be changed at least every twelve (12) months.

Employees may not, without City permission, lock or password-protect any document or electronic transmission on the City system; download software from the Internet; or install software or hardware on the City system.

All documents, graphics, correspondence, reports, and information of any kind stored on the City's equipment, filed on City property, are considered the property of the City.

L. ATTENDANCE AND PUNCTUALITY:

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work. Office hours and work hours may be different for different departments and it is the responsibility of the employee to follow the schedule set out by each Department Head. Absenteeism and tardiness place a burden on other employees and on the City.

Poor attendance and excessive tardiness are disruptive. Either may lead to loss of pay increases since they are part of the evaluation process for merit pay. Excessive absenteeism or tardiness can also result in disciplinary action up to and including termination.

Sick leave benefits are intended for genuine illnesses and abuse of that benefit can lead to disciplinary action. If an employee demonstrates a pattern of using sick leave as it accrues and does not allow sick leave to accumulate to cover an extended illness, the practice could be considered excessive use of that benefit. A physician's report may be required at the discretion of the Department Head prior to return to work following use of any sick leave.

The City reaffirms it is an at-will employer and employment may be terminated at the discretion of management or the employee without prior notice.

M. HONESTY AND ETHICS:

Public service requires a high standard of honesty and personal ethics. Dishonest and unethical behavior will not be tolerated and may subject employees to disciplinary action up to and including termination.

For clarification purposes, and to serve as examples only, dishonest behavior includes but is not limited

to: taking supplies purchased by the City for personal use; putting time on your time sheet that you did not work and had no appropriate leave to cover; using City equipment for personal benefit; taking money that does not belong to you and with no specific authorization to do so; taking any item that does not belong to you with no specific authorization to do so; calling in sick when you are not or using sick leave for time off that is not covered by sick leave. Examples of unethical behavior would include, but is not limited to: making false accusations against someone; giving false or misleading information to another in order to cause that person to make inappropriate decisions on the job; deliberately not sharing information another needs to properly carry out their duties; not reporting harassment; not reporting information regarding theft or other inappropriate behavior; giving out confidential information to anyone not authorized to have that information; not following department or City policy.

The City reaffirms it is an at-will employer and employment may be terminated at any time by either the employer or the employee without prior notice.

N. INSUBORDINATION

Insubordination is broadly defined as an unwillingness to submit to authority either through an open refusal to obey an order or through a failure to carry one out. Examples of insubordination (or attempts to undermine managerial authority) include the following:

- Actively challenging or criticizing a superior's orders.
- Interfering with management.
- Showing open disrespect toward a supervisor.
- Showing open disrespect toward an appointed or elected official.
- Making threats or using coercion or physical violence.
- Using abusive language or making malicious or threatening statements.
- Ignoring instructions.

Insubordination of any kind will not be tolerated. Acts of insubordination may result in disciplinary action, up to and including termination.

O. APPEARANCE / DRESS CODE:

The City of Haysville is a professional organization that experiences daily interaction with the public by its employees. At all times employees are expected to present a professional image. Employees are expected to report to work well groomed with a neat and clean appearance. Employees at all levels and job positions are representatives of the organization and, therefore, their dress, grooming, and personal hygiene affect both the public's impression of the City and internal morale.

This Dress Code Policy addresses each department/location and outlines appropriate and inappropriate attire in an effort to maintain the City's professional standard.

City Clerk/Administrative Services/Court Departments

All City Clerk, Administrative Services and Court employees working at City Hall or at the Senior Center shall adhere to a conservative office dress standard.

Examples of appropriate attire: suits, dresses (gender appropriate), slacks (non-jean cut), blouses (gender appropriate), sweaters, jackets, over shirts with a jacket-like appearance, tailored shirts, skirts (gender appropriate), khakis, polo shirts, knit shirts. Dress capris made of synthetic or other similar material are acceptable (must look professional). Dresses and skirts should be of an appropriate length (no moreless than 2 inches above the top of the knee). Visible tattoos must be covered. High heels should be no more than 2 inches. Dress sandals are allowed, they must look professional.

Examples of inappropriate attire: denim slacks/jeans (regardless of color), slacks with frayed hems, basic tee shirts, cotton tank tops without an over shirt/sweater, sweatshirts, wrinkled, soiled, sloppy or ill-fitting clothing, overalls, jean capris, skorts, shorts (including walking shorts), sport tennis shoes, or basic flip-flops, low-cut tops, form-fitting clothing (i.e. leggings, tight fitting tops/pants and spaghetti strap tops/dresses).

Fridays

Appropriate and inappropriate attire listed above still apply except that jeans, denim pants, and jean-cut slacks may be worn. Jean capris are not allowed. Jeans should not appear too worn or have holes.

Police Department

Haysville Police Department employees shall adhere to a conservative office standard. In addition, ~~policy item 41-035 in~~ the Haysville Police Department Rules and Procedures book will outline proper appearance and uniform wear. All civilian, clerical employees shall adhere to the standards set forth in the City Clerk/Administrative Services/Court Departments section of this Dress Code. Exceptions to the policy are permitted with Department Head approval.

Recreation Department

Director and other supervisory staff shall adhere to the same dress code as City Clerk/Administrative Services/Court Departments. Exceptions will be allowed with approval of your supervisor for cleaning or special assignments. In addition sport tennis shoes, Recreation Department tee shirts, khaki shorts (no ~~more~~ less than 2 inches above the knee) and wind suit pants (nylon sweat pants) are allowed. Visible tattoos must be covered.

Part-time office staff employees shall wear Recreation Department shirt, sweatshirt, tee shirt, or collared polo-type shirt with either khakis (pants or shorts), jeans, wind suit pants (nylon sweat pants) or capris (non-jean). Sport tennis shoes are allowed.

Latchkey and Summer Elements (SE) staff employees shall wear Recreation Department sweatshirt, tee shirt, or collared polo-type shirt with khakis (pants or shorts), wind suit pants (nylon sweat pants), athletic shorts of appropriate length, denim shorts of appropriate length (no ~~more~~ less than 2 inches above the knee) or capris. Sport tennis shoes are allowed. SE staff employees are allowed to wear basic flip-flops when accompanying program participants to a swimming pool. Staff will need to change shoe attire upon returning to Activity Center. Recreation staff employees assigned to Plagen's-Carpenter Sports Complex may wear sport shorts. Pool Employees shall wear a City-issued swimsuit. Staff shirts are property of the Recreation Department and can not be altered without permission from a supervisor. No shirts with profanity, alcohol sayings, or other derogatory statements can be worn while on duty or break.

Examples of inappropriate attire: Non-Recreation Department shirts that are not of a collared polo-type, short-shorts, frayed shorts, basic flip-flops, open-toed shoes, or any wrinkled, soiled, sloppy or ill-fitting clothing.

Fridays

Appropriate and inappropriate attire listed above still apply with the exception that jeans may be worn.

Public Works Department

Clerical employees shall adhere to the same dress code as the City Clerk/Administrative Services and Court Departments.

All non-clerical employees are issued uniforms, tee shirts, and/or polo shirts to wear while on duty.

Uniforms will be worn in accordance with the following guidelines: Directors, supervisors, and inspectors (including code enforcement) shall wear City-issued uniforms Monday through Friday with the

exception that jeans may be substituted for uniform pants on Fridays. Personnel may wear jeans with Public Works tee shirts on weekends. All employees may substitute City tee shirts for the regular uniform shirt during the spring, summer, and fall months.

Public Works polo shirts may be substituted for the uniform shirts. Khakis and dress slacks may be substituted for uniform pants. No canvas tennis shoes. Beards must be neatly trimmed. Only caps issued by the City or approved by the Director may be worn and worn forward facing.

All full-time regular employees that receive a uniform must adhere to the following:

All non-administrative employees must wear a boot that covers the ankle (usually a 6" height). A yearly reimbursement of \$50 will be given after a receipt is turned in for the purchase of boots. Those that are provided uniforms qualify for this reimbursement. Steel toe protectors or waders are available and must be worn when working in an environment or with equipment that could injure the foot in lieu of steel-toed boots.

Administrative personnel (City Inspector/Public Works Coordinator) must wear a protective shoe (non-canvas). A yearly reimbursement of \$50 will be given after a receipt is turned in.

Employees Who Regularly Enter the Homes of Haysville Citizens

Employees who regularly or occasionally enter the homes of Haysville citizens must present an appearance that is both professional and will not unduly alarm the homeowner. As such, radical departures from conventional dress or personal grooming and hygiene standards are not permitted. The City expects employees in these positions to:

1. Present a professional appearance for customers, suppliers, and the public, and avoid distractions caused by outrageous, provocative, or inappropriate dress;
2. Promote a positive working environment by practicing regular hygiene, washing hands after using the restroom, and avoiding overuse of perfumes or other artificial odorants;
3. Display City-issued picture IDs either on one's person or in an otherwise appropriate and visible place approved by the employee's supervisor;
4. Not enter a citizen's home unless wearing either full departmental uniform or conservative office attire, depending upon the employee's department;
5. Keep hair clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Long hair should be pulled back in a professional manner;
6. Neatly trim all sideburns, moustaches, and beards;
7. Visible piercing other than ears are prohibited (Earring must not be distracting and length shall not interfere with job duties); and
8. Visible tattoos must be covered.

All City Employees

1. The hair will be worn in a neat style (extreme hairdos/exaggerated high styles are prohibited).
2. Fingernails shall be of a length that will not interfere with job duties such as typing or filing
3. Beards must be neatly trimmed.
4. Visible piercings other than ears are prohibited (Earring must not be distracting and length shall not interfere with job duties).
5. Gauge earrings are not allowed. Current employees who have gauge earrings when this policy is enacted shall not be allowed to increase the size of the gauge.
6. Tongue piercing is not allowed.
7. Body art that impairs performance or disrupts the transaction of public business is prohibited. ~~Cosmetic implants under the skin are not allowed.~~

Use of City-Issued Uniforms/Clothing

All employees who are provided uniforms shall wear them only while performing work for the City, or work sanctioned by the City, and while traveling to and from work. Uniform items supplied by the City will not be worn while engaging in other employment or during off duty hours unless sanctioned by the City. Employees wearing City uniforms shall not consume alcoholic beverages or engage in any acts that would not reflect favorably upon the city or department.

Exceptions

Any deviation from this Dress Code Policy must be approved by the Department Head. Exceptions may be made for clean-up and/or work days and assignments. Special event Fridays must be approved by your Department Head

Violations

All employees reporting for duty wearing items that do not comply with this policy will be required to take the necessary steps to comply prior to starting ~~their~~^{his/her} prescribed work day. Employees who are unable to begin ~~their~~^{his/her} scheduled work day because of uniform issues will be subject to disciplinary action., ~~disciplinary action may be taken.~~

P. WORKPLACE VIOLENCE:

Incidents of workplace violence have increased in society. The City believes that all employees should be able to enjoy a workplace free from violence, harassment, and threats. The City, therefore, does not knowingly tolerate such incidents and reports them to the appropriate law enforcement authorities.

Workplace violence includes not only physical attacks, but also threats of violence, stalking, or other verbal or physical conduct of a violent nature which has the purpose or effect of creating a dangerous, unsafe, intimidating or violent working environment. All employees are prohibited from engaging in any of these acts, or any other act that might constitute workplace violence. Any employee who does engage in such activity is subject to discipline, up to and including immediate ~~termination~~^{discharge}.

Weapons of any kind are prohibited on City premises and in City vehicles. The provisions of this policy prohibiting the possession of weapons on City premises or in City vehicles shall not apply to commissioned law enforcement officers. This policy shall not prohibit off-duty employees from possessing weapons in parks and other unrestricted public places. Please contact management if you wish to possess self-protection devices.

Employees who believe they are victims of workplace violence, or who observe workplace violence, shall immediately report such incidents to a supervisor, or other management person. Reports of violence involving any of these persons shall not be reported to that person; instead, make the report to one of the other persons identified.

The City reaffirms it is an at-will employer and employment may be terminated at the discretion of management or the employee without prior notice.

Q. AMERICANS WITH DISABILITIES ACT / ACCOMMODATIONS:

If an employee becomes restricted in a major life function, a request for accommodation may be made to the employee's Department Head. The request must be made in writing and must include the specific accommodation requested. Proof of the disability and work restrictions must be provided ~~by a licensed~~^{physician} at the time of the request. The City will not recognize those disabilities that have been

disapproved by the Social Security Administration and/or the State of Kansas. Every reasonable attempt will be made to provide accommodation to allow the employee to be a productive member of the City's workforce. Any special equipment, software, furniture, etc., purchased by the City remains the property of the City.

R. OPEN DOOR / CHAIN-OF-COMMAND:

The City strives to maintain open communication between employees, supervisors, department heads, and officials. Such communication fosters and promotes swift solutions to problems and concerns and improves the work environment for all concerned.

To facilitate open and frank communication, the City maintains an "Open Door Policy" regarding employee concerns. Employees who have concerns, complaints, or suggestions about their employment should discuss the matter first with their immediate supervisor. If their supervisor is the subject of their complaint or concern, however, employees should discuss the situation with the department head. If their department head is the subject of their complaint or concern, employees should discuss the situation with the department head of another department.

Employees should not discuss operational concerns outside their department; for example, employees of one department should not attempt to resolve intra-departmental concerns by addressing them to members of other departments. Intra-departmental matters are best handled within the department. Accordingly, concerns about your department's operations shall be directed first to your immediate supervisor, who shall determine whether other City personnel need to be involved. Concerns about your supervisor as they impact departmental operations shall be directed to your department head; if, however, the department head is the object of your concerns, you should discuss the matter with another department head.

Concerns about your City employment, or City operations, are City business and the City should always be given the first opportunity to hear your concerns, address those concerns, and to try and resolve them to your satisfaction.

Violations of this policy may subject employees to discipline, up to and including termination of discharge ~~from~~ employment.

S. THIRD PARTY INTERVENTION

It shall be the policy of the City not to discuss specific and/or individual personnel matters with third parties. Only the individual involved, and/or their Legal Counsel, and appropriate supervisors shall take part in specific personnel discussions and/or decisions. Personnel files are considered confidential and shall only be made available for inspection and reproduction by the specific employee, appropriate supervisors, legal counsel, or through appropriate subpoena. This restriction, however, does not apply to those individuals who are responsible for maintaining the City's personnel files system.

T. NEPOTISM

It is the policy of the City not to hire persons for any type of employment within departments who are members of the immediate family of other City full-time employees within the same department.

Immediate family members of the Governing Body and Department Heads will not be hired for any type of employment within any department in the city except for non-supervisory seasonal positions.

Immediate family and household members includes an employee's parents, step-parents, spouse, former spouse, children, step-children, sibling, grandparents, grandchildren, mother or father-in-law and brothers- or sisters-in-law, son-in-law, daughter-in-law, people who reside together or who have resided together in the last three years, and people who have a child in common regardless of whether they have been married or have lived together. Family or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, until such time that a determination is definitively made regarding the parentage of the born or unborn child.

If two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other's immediate family, one of the employees ~~should~~ shall be transferred to another department, if possible, without loss of pay or benefits. The establishment of such relationship, however, shall not be the basis for termination of employment.

If an immediate family member of a current city employee is elected to an office within the Governing Body, the current city employee shall not be terminated. The newly elected Governing Body member, however, shall sign a conflict of interest statement and shall be prohibited from decisions directly affecting the related employee.

Any employees who are employed in contradiction to this policy upon its date of adoption (July 24, 2007) shall not be required to transfer or be subjected to termination. All future employment decisions in regard to any such employee shall be in accordance with this policy.

SECTION II

PLACEMENT

A. EMPLOYMENT ELIGIBILITY:

1. A job applicant may be disqualified for, among others, the following reasons:
 - a. Determination that the applicant intentionally made false statement(s) on his/her employment application,
 - b. Unsatisfactory reports from previous employers,
 - c. Unfavorable background check,
 - d. The applicant has solicited favors from any City official in connection with his/her search for employment, or another person has done so at his/her request.
 - e. The applicant is physically or mentally incapable of performing the duties of the position for which he/she seeks employment.

THE ABOVE LIST IS NOT INTENDED TO BE A COMPLETE LIST OF ANY AND ALL REASONS FOR DISQUALIFICATION OF A JOB APPLICANT AND THE CITY RESERVES THE RIGHT TO INTERVIEW AND HIRE ANY APPLICANT IT CHOOSES.

2. Standard personnel forms, including applications (except Police Department) and evaluation sheets, are available in the City Clerk's office. Police Department application forms are available in the Police Department.

B. TYPES OF POSITIONS:

1. Regular Positions: Employees in regular positions with the City are those employees who are not in a temporary or introductory status and who are regularly scheduled to work Haysville's full-time schedule of at least 2,080 hours per year. Generally, employees in a regular position with the City are eligible for benefits and privileges in accordance with current City procedures.
2. Regular Part Time Positions: Employees in regular part time positions with the City are those employees who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time schedule, but at least 20 hours per week and typically work less than 1,560 hours per year. Regular part time employees are not eligible for fringe benefits.
3. Temporary Positions: Employees in temporary positions with the City are those employees, either full-time or part-time, who are limited to 1,000 hours per calendar year. Persons hired under the temporary position category are not eligible for fringe benefits.

C. TRAINING PERIOD:

The training period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, personal and social

capabilities, and overall performance. Either the employee or the City may end the employment relationship at any time during the training period with or without cause or advance notice.

1. Length of Training Period: Each offer of employment, or rehire, shall be provisional on the satisfactory completion of six months training period beginning on the first day an employee is required to report for duty.
2. Extending the Training Period: If the City determines that the designated training period does not allow sufficient time to thoroughly evaluate the employee's performance, or the employee is absent with permission for more than 5 days during this time, the training period may be extended for a clearly specified time period, not to exceed six months, without any negative connotations regarding the employee's performance.

During the training period, provisional employees are eligible for those benefits that are required by law, such as workers' compensations insurance and Social Security. They may also be eligible for other City fringe benefits subject to the terms and conditions of each benefit program. All provisional employees should read the information for each specific benefit program for the details on eligibility requirements.

Upon satisfactory completion of the provisional period, employees enter the "regular" employment classification.

Promotion or Transfer: Employees who are promoted or transferred (see following sections) within the City must complete a secondary training period of the same length with each reassignment to a new position, but such training period does not change the employee's status as a regular employee. In cases of promotions or transfers, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at anytime during the secondary training period. If this occurs, the employee may be allowed to return to his or her former position or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs.

D. TRANSFERS:

A qualified employee can be transferred from one position to another at the discretion of the Department Head with approval from the Chief Administrative Officer. A transfer is considered to be the reassignment of an existing position from one position classification to another, irrespective of whether the classes are in the same promotional line, or whether the position is higher or lower on the salary scale. Incumbents must demonstrate ability to perform in the transferred position, either by successful performance of a period of time, a careful screening by Supervisory personnel, or by passing an appropriate examination.

1. If an employee transfers from one position to another, whether within the same department or in a different department, if the position starting salaries (step one) are no more than fifty cents (\$.50) apart, no salary adjustment will be made.
2. If the transfer is to a classification with a starting salary (step one) more than fifty cents lower than the employee's current classification, the employee's salary will be lowered in the same amount of the difference between the starting salaries of the respective classifications.
3. If the transfer is to a classification with a starting salary (step one) fifty cents (\$.50) or more higher than the employee's current classification, the employee's salary will be raised to at least the starting salary of the new classification. If the employee currently

earns more than the starting salary, a salary increase shall be given of no more than fifty cents (\$.50) per hour.

E. PROMOTIONS:

1. If, after satisfactory evaluation, a Department Head promotes an employee, the employee's salary will be raised to at least the starting salary (step one) for the new classification.
2. If the employee currently earns more than the starting salary (step one) of the new classification, an increase shall be given of no more than one step.

F. RESIGNATIONS:

Absence without leave that exceeds five (5) days is considered to be a voluntary resignation. (See Article B, Section II, I, for Pay on Termination.)

G. RETIREMENT:

An employee wishing to retire shall give the Department Head and the Assistant City Clerk no less than three (3) months' notice, and at the time of such notice, the employee should complete all required paperwork. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City. The employee shall also provide a schedule listing all leave the employee plans to take prior to expected retirement date. (See Article B, Section II, I, for Pay on Termination.)

SECTION III

VACATION AND LEAVES

LEAVES OF ABSENCE:

An employee must be in pay status while on leave of absence to accumulate benefits. (Exceptions are noted specifically for seniority benefits while on military leave without pay.) With Department Head approval, an employee on leave of absence without pay may be eligible to receive life insurance and health insurance benefits, provided the employee contributes both the City's share and his/her own share. KPERS membership is available up to one year of leave of absence not credited as participating service.

- A. LEAVES OF ABSENCE WITH PAY: Includes sick, vacation, military reserve, and other (as defined in the following sections).
- B. COMPUTING MONTHS OF SERVICE: Months of service are computed from the employee's hire-in date.
- C. PROMOTION, DEMOTION OR TRANSFER: When an employee is promoted, demoted or transferred, all sick leave and vacation leave remains to his/her credit and is transferred with the employee. When an employee changes departments or has a status change from non-exempt to exempt, all compensatory time will be paid out to employee.
- D. REQUESTS FOR LEAVE OF ABSENCE: All requests for leave of absence shall be made according to the procedures designated on the following pages for that particular leave.
- E. REPORTING LEAVE FOR PAYROLL: Leave, with or without pay, is to be reported to the Assistant City Clerk through an Absence Report.
- F. VACATION LEAVE:
 - 1. Employees in regular positions with the City are granted vacation leave credited annually on the employee's anniversary (hire-in) date. The following list shows the correlation between year of employment and hours available:

<u>Year</u>	<u>Hours</u>	<u>Year</u>	<u>Hours</u>
First	Zero	Eleventh	120
Second	40	Twelfth	120
Third	80	Thirteenth	160
Fourth	80	Fourteenth	160
Fifth	80	Fifteenth	160
Sixth	80	Sixteenth	160
Seventh	120	Seventeenth	160
Eighth	120	Eighteenth	160
Ninth	120	Nineteenth	160
Tenth	120	Twentieth	160

After the twentieth year of employment, 200 hours are granted.

2. Vacations are scheduled through the Department Heads and can be taken no less than two hours at a time.
3. Department Heads may take their vacations at any time subject to the approval of the Chief Administrative Officer.
4. An employee leaving the employment of the City shall receive pay for vacation credited and unused to the date of his/her separation or resignation, provided he/she has been in service of the City for at least one year. (See Article B, Section II, I, for Pay on Termination.)
- ~~5a.~~ At times, circumstances may prevent an employee from taking all of his/her vacation that is accumulated within the year. Any request for carryover must be submitted, in writing, and be approved by the Department Head. The carryover request must be accompanied by a Leave Request that schedules the usage of all requested carryover days. Department Heads must have carryover vacation approved by the Chief Administrative Officer. Employees reporting directly to the Mayor must have carryover vacation approved by the Mayor. The Department Head or Mayor is not obligated to approve carryover requests.
- ~~65.~~ Waiving Vacation Prohibited: Employees shall not be permitted to waive vacation leave for the purpose of receiving double pay.
- ~~76.~~ Holidays Occurring During Vacation Period: Any official holiday, as set forth in this article, which shall occur during an employee's scheduled vacation period, shall not be counted as a day of vacation. ~~He/she receives an extra day for the holiday.~~
- ~~87.~~ When an employee returns from vacation he/she must fill out an absence report stating the dates of vacation which must be signed by the Department Head and filed with the Assistant City Clerk.

G. SICK LEAVE:

For purposes of sick leave, immediate family is defined as the spouse, child, step-child, parent, step-parent, grandchild residing with the employee, or any person of whom the employee has legal guardianship.

1. Accumulations: Sick leave benefits are granted on the basis of eight (8) hours per month. Sick leave may be accumulated to a maximum of eight hundred (800) hours. Any employee accumulating more than eight hundred (800) hours may, by November 15, request to receive 50% sick leave pay for hours in excess of eight hundred (800) or take 50% vacation for the hours in excess of eight hundred (800). If the 50% vacation is elected, the time must be taken within the next calendar year.

Sick leave is not earned but is a benefit granted to employees to accommodate the occasional need to remain at home due to illness. Regarding the granting of sick leave in the first month of employment: if the hire date falls in the first half of the month (1st through the 15th with the exception of February which is 1st through the 14th), eight (8) hours will be granted. If the hire date falls in the last half of the month, zero (0) hours will be granted.

2. Uses of Sick Leave: Sick leave is available to an employee when -

- a. The employee has an actual illness or disability requiring absence from work;
 - b. The spouse, child, step-child, parent, step-parent, or any person of whom the employee has legal guardianship is ill;
 - c. The employee or a member of his/her immediate family has a medical appointment;
 - d. All days of funeral leave have been exhausted.
 - e. An employee who has used all accrued leave but must be off work for any of the reasons listed in this item may request that other employees be given the option of donating some of their accrued sick leave to the employee who is without accrued leave. A request for donated sick leave will be sent twice by the Assistant City Clerk. Employees who have accumulated 240 hours of sick leave may donate at least one full day (8 hours) but not more than two days (16 hours) to another employee who has depleted all paid leave but has an illness or medical condition, or whose immediate family member has an illness or medical condition, that prevents that employee from working. Forms and guidelines are available from the Assistant City Clerk.
 - f. Department Heads may make exceptions, with approval from the Chief Administrative Officer, in extreme circumstances.
3. Sick leave will be rounded up to the nearest half-hour.
 4. Reporting of Sick Leave: If a personal or immediate family member illness prevents any employee from performing assigned duties, said employee shall notify his/her supervisor of the problem. The call should be placed prior to scheduled beginning of the employee's workday. If an employee is absent from work and has not notified the supervisor, sick leave will be granted only by specific Department Head approval. Leave will not be recorded as sick leave unless it has been approved. The supervisor may request a written statement from the employee's doctor explaining the illness or treatment. Upon returning to work, the employee must file an absence report, stating the reason for the absence. A physician's report may be required at the discretion of the Department Head for any sick leave. Before an employee can be permitted to perform regular duties after having sustained an injury, undergone surgery, or having been ill beyond forty (40) working hours or five (5) scheduled work days, said employee must present the Department Head with a City-issued Return-to-Work release form~~current physician's statement~~, stating that the employee is fit for work. If an employee has no vacation or holiday time left but has sick leave accumulated, the Department Head has the discretion to grant, eight (8) hours at a time, up to sixteen (16) hours of special personal time to be deducted from accrued sick leave.
 5. Sick Leave On Termination: Upon voluntary termination of employment, if two (2) weeks' notice has been given, an employee may receive pay for one-half, up to thirty days (240 hours), of credited sick leave. If an employee resigns without giving two weeks notice, payment for sick leave may be made at the option of the Department Head. If the employer terminates employment, no payment for sick leave will be made. An employee retiring from City service shall receive pay for all accrued, credited, sick leave. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-

five (25) years of service with the City. (See Article B, Section II, I, for Pay on Termination; Page B-5.)

6. When a request to utilize sick leave is for a regular work day occurring immediately before or after a holiday or holiday weekend, a physician's report substantiating the illness will be required in order to be paid for such unworked day. If a physician's report is not provided to the Assistant City Clerk prior to or in conjunction with submission of the time card covering such requested use of sick leave, the day will be unpaid.

H. FUNERAL LEAVE:

1. Eligibility: In the event of a death in an employee's immediate family, defined for the purposes of funeral leave only, to include parents, step-parents, spouse, child or spouse of a child, step-child living in the home of the employee or spouse of a step-child, the employee shall be allowed a leave of absence with pay up to a maximum of forty (40) hours. In the event of a death of an employee's brother, brother-in-law, sister, sister-in-law, grandparents, grandchildren and the employee's spouse's parents, children, step-parents, grandparents or grandchildren, or relative living in the employee's home, the employee shall be allowed a leave of absence with pay up to a maximum of twenty-four (24) hours. This leave must be approved by the Department Head and is not charged against any other leave accumulations. The Department Head may extend an additional sixteen (16) hours of funeral leave for out of state. Any additional leave granted must have Department Head approval and may be taken from any accrued leave.
2. Reporting Funeral Leave: An employee who is unable to work because of a death in the immediate family must, prior to the employee's scheduled time to report, notify his/her office or immediate supervisor, who will then notify the Department Head.

I. INJURY LEAVE:

1. Eligibility: An employee who sustains an injury on the job and files the proper accident report shall be eligible for injury leave with pay for absences which occur immediately following the injury and which were caused by the injury. The designated City doctor shall see the employee unless a life-threatening situation dictates other emergency procedures.
2. Reporting Injury Leave and Explanation of Benefits: In order for an employee to be eligible for paid injury leave, the nature of the injury must be reported to the employee's supervisor and Department Head within twenty-four (24) hours (1 working day); the location where the injury took place; the materials the employee was using at the time of the injury; the extent of damage, if any, to City equipment; the work procedure the employee was following at the time of the injury; the extent of supervision at time of injury; and a statement as to how the injury could have been avoided. This report, exclusive of any workers' compensation form, must be completed and filed with the Assistant City Clerk within twenty-four (24) hours of the injury, if at all possible, before an employee is eligible for injury leave. Further, an employee must notify his/her supervisor at the beginning of the shift that the employee will be absent due to an injury on the job. Injury leave shall not be granted without written verification that the employer's physician recommended the time off work. In the event an employee is injured and receives injury leave pursuant to this section, the employee shall be compensated at his/her full rate of pay for a maximum of twelve weeks. If workers' compensation benefits are discontinued, the employee on injury leave shall no longer

receive a regular paycheck from the City. During the time an employee on injury leave receives a full paycheck from the City, the weekly payments authorized by the Kansas Workers' Compensation (two thirds [2/3] of gross average weekly wage) will be returned to the City Clerk no later than forty-eight (48) hours after their receipt. If an employee continues on injury leave after the twelfth week, the employee will then receive only the workers' compensation payments and not a City paycheck. Any payroll deductions for health insurance must be paid by the employee to the City in a timely manner to continue insurance coverage, and any other optional deductions can be continued or terminated at the request of the employee.

3. Return to work/light duty program: If an individual is injured and is placed on restrictions by a physician, the City will obtain a statement from the physician regarding those restrictions. If the City can accommodate said restrictions according to the job descriptions for the individual jobs; the employee may be offered a light duty job. The Return to work/light duty program is not available to those in Part Time Positions.

The City will actively seek to return disabled, but qualified employees covered by workers' compensation to productive work as quickly as possible in cooperation with the City's physician or health care provider. Any accommodations will be handled in accordance with ADA requirements. If an employee, however, has been unable to work for six continuous months for any reason, even if the employee is continuing to draw workers' compensation benefits, the City may terminate that employee's employment. The City reaffirms that it is an at-will employer and reserves the right to terminate employment at its discretion.

If necessary and if such job is available, a temporary job will be provided at first if an employee is able to perform the essential functions of that position.

Return to work/light duty jobs are temporary employment and may be limited in time and/or eliminated at the City's discretion at any time.

The City expects the same standards, performance, and attendance from an employee who is performing a return to work/light duty job as it does from a regular or full-time employee.

J. MILITARY RESERVE LEAVE:

1. Eligibility: An employee is eligible for military reserve leave in the event he/she is a member of any reserve component of the United States Armed Services and, pursuant to order, participates in a term of active duty or field training encampment.
2. Reporting Military Reserve Leave: In order for an employee to receive military reserve leave, the employee must submit orders necessitating the absence from employment to his/her supervisor not less than eighty (80) working hours prior to the commencement of the absence from employment. Upon the employee's return to work after completion of the military reserve responsibilities, the employee must submit to the City Clerk documents evidencing all monies received for participation in military reserve duties. Military reserve leave shall be limited to a maximum of one hundred forty-four (144) hours of active participation in military reserve duties and a maximum of thirty-two (32) working hours of travel time from the City of Haysville to the location where the employee's military reserve duties were performed. In no event shall an employee receive payment for military reserve leave in excess of the difference between the amount received by the employee for performing military reserve responsibilities and his/her normal amount of pay. In the event an employee's military reserve duties require the

employee to be absent from work in excess of the maximum amount of military reserve leave set forth, the employee may request discretionary leave to satisfy military reserve responsibilities.

3. City employees shall be granted two weeks leave per year for meeting annual military training requirements. Such employees must give the City advance notice of annual training requirements and the scheduling thereof, and shall provide the City with copies of their applicable orders. Notice enables Department Heads to make appropriate adjustments in work schedules and workloads.
4. The employee may elect to waive their regular paycheck and accept the military payment instead.
5. This policy may change without notice to remain in compliance with State or Federal Law regarding military leave from civilian employment.

K. MILITARY LEAVE:

1. Leaves of absence shall be granted to employees whose United States Uniformed Services (military) obligations necessitate their absence from work. These leaves are applicable to all such obligations, including Reserve and National Guard assignments (see Item J. for Military Reserve Leave), and are governed pursuant to the *Uniformed Services Employment and Reemployment Rights Act (USERRA)*. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
2. Employees who are subject to multiple military duty assignments may, at their option, present leave notices covering all such obligations or individual leave notices.
3. Continuation of health insurance benefits will be as required by and in accordance with USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.
4. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. If the period of service was more than 31 days, but less than 181 days, the employee must submit an application to the City no later than 14 days following completion of service. For service in the military for over 180 days, the employee must submit an application to the City not later than 90 days after completion of service.

L. OTHER LEAVES WITH PAY:

1. Other leaves with pay may be granted for employees to attend professional conferences and meetings, or to visit other cities in the interest of the home City.
2. Requests for such leave must be made to the Department Head stating the date of absence, purpose of the leave, and the function to be attended.

3. The travel expense and authorization form should be used in requesting this leave with pay.
4. Upon returning from an approved other leave with pay, the employee must complete and forward to the City Clerk a travel expense report in accordance with the rules set forth for same.

M. CIVIL LEAVE:

1. **Jury Duty or Witness For the City Under Subpoena:** Upon receipt of the order requiring the employee to report for jury duty or placing the employee under subpoena, the order will be shown to the immediate supervisor who shall receive the required permission from the Department Head. Upon receipt of pay for jury duty or witness fee, the employee shall endorse or cash the check and deliver the funds to the bookkeeping department. The employee may retain reimbursement for personal travel expenses or meals. The employee shall receive full pay for the time spent on jury duty. If the employee is serving or appearing for jury duty on their own time, the employee may retain any payments received.
2. **Court Appearance:** Upon receipt of the order requiring the employee to make a court appearance, arrangements shall be made by the employee with the employee's supervisor to receive permission from the Department Head to comply with the order. An employee who is required to make a court appearance in an official capacity in connection with the City of Haysville or as expert witness either because of the employee's profession or observed knowledge will be considered on duty and no charge is made against civil leave. The employee shall file for fees where a fee is paid. The employee shall turn such fees over to the City when testimony arises out of employment with the City of Haysville when testimony is given during duty hours. If the employee uses his/her own transportation the employee may keep travel expenses.
3. **Employees Involved In A Personal Case:** If an employee is involved in court in a personal case, either as plaintiff or defendant, the employee shall be granted leave but the time off may be charged either to accrued vacation leave, to leave of absence without pay or personal holiday.

N. SELECTIVE SERVICE INFORMATION:

1. Employees ordered by their Selective Service Board to appear for a physical examination shall be given the required time off with pay, not to exceed forty-eight working hours.
2. Immediately upon receipt of the Selective Service Board's orders, the employee will present the order to his/her supervisor so approval may be granted by the Department Head.

O. LEAVES OF ABSENCE WITHOUT PAY:

1. A Department Head may grant leaves of absence without pay.
2. Normally, leave of absence without pay will not be granted until all available leave has been exhausted.
3. Requests for leave for personal reasons shall be submitted in writing to the Department

Head stating reasons for the request, the date the leave shall begin and the probable date of return.

4. If an employee is no longer able to meet the requirements of his/her position, the employee may be placed on leave without pay until again qualified, for up to six (6) months, or employment may be terminated immediately.

P. ADMINISTRATIVE LEAVE/FMLA LEAVE:

1. Administrative leave with or without pay may be authorized by a Department Head (or Mayor if the employee reports to the Mayor) when deemed appropriate and any appropriate medical related leave is subject to the City's designation as FMLA leave.
2. Before leave without pay will be granted, the employee must use all accrued paid leave.
3. After one year of employment, an employee may request administrative leave without pay under the Family Medical Leave Act and leave will be granted in accordance with the provisions of that act and City policy.
 - a. FMLA leave for up to twelve weeks (480 hours) during a twelve month period (beginning with the first day after all accrued, paid leave is exhausted) may be requested or designated for the birth of a child, or the placement of a child with the employee for adoption or for foster care; to care for a spouse, son, daughter, or parent with a serious health condition; for the employee's own serious health condition.
 - b. FMLA leave may be requested or designated for an illness, injury, impairment, or physical or mental condition that involves either inpatient care, hospice, or residential care facility, or continuing treatment by a health care provider for three or more consecutive days (72 hours); any period of incapacity because of pregnancy or prenatal care; any period of incapacity because of a chronic serious condition; any period of absence to receive multiple treatments by health care providers for reconstructive surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three consecutive days (72 hours) if untreated.
 - c. When both husband and wife work for the City, the full amount of leave is limited to an aggregate of twelve weeks (480 hours), when the leave is for the birth, adoption, or foster care of a child, or to care for a sick parent.
 - d. Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the

Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or is on the temporary disability retired list.

- e. An employee request for FMLA leave must be made in writing thirty days in advance where the leave is foreseeable and where not possible as much notice as practical; the request or designation must be supported by a health care provider's certification of the medical condition of the person affected; the certification must include the date on which the serious health condition began, the probable duration of the condition, and other appropriate medical facts; the certification must contain a statement that the employee is needed to care for the child, spouse, or parent and an estimate of the amount of time the employee is needed. If the employee is ill, the certification must include a statement that the employee is unable to perform the essential functions of the employee's job. When the certification is for intermittent leave for planned medical treatment, it must include the dates on which the treatment is expected to be given and the duration of the treatment. A weekly update or schedule should be provided to the City Clerk.
- f. At the option of the City, a second opinion may be required from a health care provider chosen by the City.
- g. If the second opinion differs from the first, a third opinion may be required and is considered final and binding on both the employee and the City.
- h. Benefits do not accrue during the twelve weeks of FMLA leave. Health insurance will continue during the twelve weeks as if the employee was still on the job and all employee contributions must be made in the appropriate manner. Intermittent leave, where the employee is on leave for two (2) week periods or greater, will require the employee to make health insurance contributions.
- i. Leave request forms are available from the City Clerk.

Q. HOLIDAYS:

- 1. All employees in regular full-time positions with the City of Haysville shall receive holidays with pay for all legal holidays observed by the City.

When a request to utilize sick leave is for a regular work day occurring immediately before or after a holiday or holiday weekend, a physician's report substantiating the illness will be required in order to be paid for such unworked day. If a physician's report is not provided to the Assistant City Clerk prior to or in conjunction with submission of the time card covering such requested use of sick leave, the day will be unpaid.

Police Department personnel are paid for holidays according to department procedures and the Department Head should be consulted for details.

Shift workers will be paid overtime holiday pay for the time worked on the actual legal holiday at a rate of one and one-half (1 ½) times their regular pay in addition to their regular rate of pay.

If a legal holiday observed by the City falls on Saturday, administrative offices will be closed on the Friday before; if the holiday falls on Sunday, the administrative offices will be closed on the Monday after.

Legal holidays observed by the City are:

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

2. Employees hired before July 1 are allowed two personal holidays a year; employees hired July 1 or after, but before October 1 are allowed one personal holiday; employees hired October 1 or after do not receive personal holidays until the following year. Personal holidays shall be scheduled through the Department Heads and/or Supervisors, are credited on a calendar year basis, and cannot be carried over from one year to the next. Personal holidays can be taken no less than two (2) hours at a time.

R. WELLNESS LEAVE:

1. Wellness leave hours are earned by attending Wellness Committee Training Sessions, completing wellness programs, and winning wellness challenges. Wellness leave may be earned by all employee types. Wellness leave may be accumulated to a maximum of eighty (80) hours.
2. Wellness leave is scheduled through the Department Heads and can be taken no less than one half hour at a time.
3. Wellness leave upon voluntary termination of employment: if two (2) weeks' notice has been given, an employee may receive pay for one half of credited wellness leave. An employee retiring from City service shall receive pay for all credited wellness leave. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERs or when an employee has completed at least twenty-five (25) years of service with the City. (See Article B, Section II, I, for Pay on Termination.)

S. EXTENDED ABSENCE: When an employee takes six (6) months or more of any individual leave or combined types of leave, the employee will be required to pass a fit-for-duty test administered by the City's workers' compensation doctor prior to returning to work.

SECTION IV

DISCIPLINE

A. AUTHORITY TO DISCIPLINE:

The Mayor, Department Heads and immediate supervisors shall have the authority to discipline personnel. Each disciplinary action will be based upon the facts and circumstances surrounding the particular case.

B. REPRIMAND: Verbal/Written

1. A copy of all official reprimands will be placed in the employee's personnel file.

C. SUSPENSION:

1. The Department Head (or Mayor if the employee reports directly to the Mayor) shall notify the employee in writing of the reasons for the suspension, number of hours or days of the suspension, the date and time the employee may return to work, if suspension is paid or not paid and other terms the employee must meet before returning to work.
2. An employee charged with a felony shall be suspended without pay and benefits pending final disposition of the matter or may be terminated from employment if such suspension is likely to last longer than two weeks. If such an employee is found not guilty of the charges or such charges are dismissed, the employee may petition the Mayor in writing for either reinstatement of employment or any benefits and pay that may have been lost as a result of a suspension.

D. DEMOTIONS:

1. Employees may be demoted for inability to satisfactorily perform assigned duties, or during periods when it is necessary to lay off employees.
2. All demotions shall require recommendations by the employee's Department Head (or Mayor if the employee reports directly to the Mayor) and approval by the Mayor ~~and Council~~. Any employee who is demoted will be notified of this fact.
3. See Section II. D. Transfers for clarification on downward transfers not resulting from disciplinary action.

E. EMPLOYEES COMMITTING CRIMINAL OFFENSES:

Any employee arrested and charged with a criminal offense other than a felony is required to report the offense to his/her Department Head within 24 hours and may be suspended without pay pending final disposition of the case. The employee is not entitled to receive any benefits during the suspension period unless approved by the Department Head. If the employee is found not guilty of the charges said employee may petition the Mayor in writing for reinstatement of any benefits and pay that may have been lost as a result of the suspension. The Mayor shall respond to any such request on a case-by-case basis.

F. DISMISSALS:

1. THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER AND EMPLOYMENT

MAY BE TERMINATED AT THE DISCRETION OF MANAGEMENT OR THE EMPLOYEE WITHOUT PRIOR NOTICE. (See Page B-5 for Pay On Termination.)

G. RETURN OF CITY PROPERTY:

An employee leaving the City's service through resignation, layoff or dismissal is responsible for returning any City property before receiving final paycheck. The value of any City property not returned will be deducted from the final paycheck.

SECTION V

BENEFITS

A. FRINGE BENEFITS:

1. Medical Insurance Coverage: Regular full-time employees will receive group medical insurance the 1st of the month following a 30-day waiting period. A Section 125 Plan is in effect and allows the employee the option to deduct the employee's contribution to insurance from before-tax income. The amount of any such employee contribution may change from time to time as established by the Department Heads and Governing Body.
2. Term Life Insurance: Regular full-time employees will become eligible to participate in the City's group life insurance plan immediately upon hiring. Effective dates of coverage will depend upon the time required to generate the necessary paperwork and for the insurance carrier to process the application. Certain insurance requirements may disqualify an employee from coverage.
3. Workers' Compensation: The City carries workers' compensation on all employees. All injuries must be reported immediately to the employee's immediate supervisor.
4. Deferred Compensation Program: A payroll deduction program is an option of the employee to contribute to a personal retirement fund, taken from the gross pay before taxes.
- ~~5. U.S. Savings Bonds: Purchase of U.S. Savings Bonds is allowed by payroll deduction through the Intrust Bank.~~
56. Dental Insurance: Dental Insurance coverage is available through payroll deduction.
67. Employee Assistance Plan: Employee Assistance Consultants provides assistance for most problems to any employee or family member.
78. HAC: Each employee receives a free membership to the Haysville Activity Center. The value of the membership shall be considered part of the employee's wages for tax purposes. Payroll deduction is available for family memberships. Part Time and Temporary employees are eligible for the HAC benefit.
89. ACH: Automatic deposit of payroll checks is available at the employee's request. Forms are available from the Assistant City Clerk.
940. Vision Insurance: Vision Insurance coverage is available through payroll deduction.

B. RETIREMENT PLAN:

It is mandatory that all regular City employees become a participating member of the Kansas Public

Employees Retirement System (KPERS). The KPERS plan, in addition to retirement benefits, also provides disability and life insurance benefits.

SECTION VI

CITY OWNED AND PRIVATE VEHICLES AND EQUIPMENT

A. USE OF CITY OWNED VEHICLES AND EQUIPMENT

City owned vehicles or City equipment are to be used for City business and use only. No one except employees or elected or appointed officials is permitted to drive City owned vehicles.

Unauthorized use of a City vehicle can result in the suspension or dismissal of any employee with authority or control over such vehicle.

In the event of any accident or damage to equipment, employees are required to take the following action:

1. If a City owned vehicle is involved in any accident, whatsoever, the appropriate police department shall be notified so an investigation can be made before the vehicle is moved;
2. All injuries, equipment damage, or damage to any real or personal property must be reported to an employee's immediate supervisor and Department Head as soon as possible;
3. A City approved accident form must be filled out and submitted to the employee's Department Head and immediate supervisor within 24 hours of the injury, accident, or damage, if circumstances permit. Medical disability may justify waiver of this time deadline by the employee's supervisor or Department Head.

Before an employee is permitted to operate a City vehicle, he/she must have a valid Kansas driver's license appropriate for operation of such vehicle. Equipment is to be used for City use only; however; work may be exchanged with another governmental unit. This must meet current IRS guidelines. (See current administrative bulletin.)

Smoking is prohibited in or on any City vehicle or City equipment regardless of whether or not the vehicle has an enclosed cab. Electronic cigarettes (E-Cig), personal vaporizers (PV), and electronic nicotine delivery systems (ENDS) are also prohibited in or on any City vehicle or City equipment.

B. USE OF PRIVATE VEHICLES AND SUBSISTENCE

When authorized, officers and employees of the City shall be reimbursed for mileage at a rate equal to that allowed by the State and other expenses incurred while on official City business.

In case of an accident occurring to a personal vehicle while an employee is on City business, the vehicle owner's insurance policy will be required to cover any repairs, but the City will cover the owner's deductible unless the employee is determined to be at fault. If the employee is determined to be at fault, the City assumes no responsibility for any expenses except as required by law.

SECTION VII

DEPARTMENT HEADS

The City Department Heads have the authority and responsibility for administering this policy in their respective departments.

Department Heads are exempt employees and schedule their time to accomplish the requirements of the position.

Department Heads are required to live within fifteen miles of City Hall and are appointed by the Mayor.

SECTION VIII

EMPLOYEE SAFETY

It is the operational policy of the City of Haysville that it is possible to effectively combine two goals:

SAFE OPERATION AND HIGH PRODUCTIVITY ON THE JOB.

The requirement of on-the-job safety is as important as the services we render to the public.

The City has a fully integrated safety program covering all its operations, including motor vehicles, that is administered by an employee safety committee. The employee safety committee members work with employees and supervisors to continuously examine operations and activities within each department to ensure the establishment of safe practices, and to eliminate hazardous conditions. Safety is everyone's responsibility, and your cooperation is necessary to help the City and the employee safety committee maintain and improve the City's current safety record.

One member of each City department will serve on the committee, which will meet at least once every two (2) months. The committee shall be chaired by a Department Head. Members of the committee are appointed by the Department Heads and shall serve until replacements are appointed.

SECTION IX

SUBSTANCE ABUSE POLICY

All City of Haysville employees are expected and required to report to work on time and in appropriate mental and physical condition, free from the effects of drugs and alcohol.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, other than a controlled substance dispensed as a prescription by a physician for such City employee, on City premises or while conducting City business off City premises is absolutely prohibited. Violations of this policy will result in disciplinary action including the possibility of termination, and may result in criminal prosecution.

Employees needing help in dealing with substance abuse problems are encouraged to seek assistance and use health insurance plans as may be appropriate.

The City of Haysville employees must, as a condition of employment, abide by the terms of the policies and procedures concerning drug and alcohol abuse and promptly report any conviction under a criminal drug statute for violations occurring on or off City premises. Such report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by The Drug Free Workplace Act of 1988.)

A. PURPOSE

The City has a reasonable right to expect its employees to report for work fit for duty, free from the effects of drug and/or alcohol use.

The City recognizes that an employee's physical condition affects job performance and that drug abuse ranks as one of the major health problems in our society. It is the intent of this policy to express the City's viewpoint on drug use exhibited by behavioral/medical disorders, to encourage an enlightened viewpoint toward these disorders and to provide guidelines for consistent handling of situations arising from such disorders.

C. DEFINITIONS

Alcohol: Alcohol is a drug. It is a central nervous system depressant. Alcohol is the major intoxicating ingredient in wine, beer, and distilled liquor. It is the product of distillation of any fermented liquid, whether rectified or diluted whatever the original, and includes synthetic ethyl alcohol.

City Business: Any work related function of an employee performed in accordance with such employee's job duties while such employee is being compensated by the City in any manner, or will request reimbursement from the City for undertaking/participating in the act. Unlawful acts or acts in violation of this policy are not City Business.

Controlled Substance: Any substance included under the Uniform Controlled Substances Act of the State of Kansas or so defined by Federal law.

Designated Employer Representative (DER): is the point of contact for the City's Designated Testing Facility. This representative will make appointments for the testing, and will receive the test results and other communications for the employer (*Consistent with the requirements of 49 CFR part 40*). The Designated Employer Representative for the City of Haysville shall be the City Clerk

Drug: Any chemical substance, which produces physical, mental, emotional or behavioral changes in the user.

Drug and Alcohol Testing: Procedures utilized to detect the presence in an employee's system of alcohol, drugs, controlled substances, illegal drugs, or intoxicating substances. Such testing may include, but is not limited to, urinalysis, breath analysis, hair analysis or blood testing.

Illegal Drugs: Means drugs or controlled substances that are (1) not legally obtainable or (2) legally obtainable but not obtained or used in a lawful or prescribed manner, including but not limited to, cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP); prescription drugs that are not lawfully obtained or not properly utilized; and mind-altering or addictive substances such as glue and peyote that are not sold as drugs or medicines but are used for the mind- or behavior-altering effect.

Intoxicating Substance: Any substance which produces physical, mental, emotional or behavioral changes. Examples of intoxicating substances include, but are not limited to, controlled substances, legal and illegal drugs, alcohol, and legal substances used for their intoxicating effects such as glue and paint thinner.

Legal Drugs: Legally prescribed drugs and non-prescription medications are not generally prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor prior to undertaking any task indicated by the warning label. The misuse or abuse of legal drugs, including prescription drugs, while performing job functions is prohibited.

Possession: Having in one's possession or exerting control over a controlled substance which is not obtained either directly from a doctor or pharmacist using a valid prescription, or having controlled substances, the possession or use of which is unlawful pursuant to the laws of the State of Kansas or any federal law or regulation. Possession also includes having or exerting control over, on City premises and without proper authority, drugs, illegal drugs, alcohol and intoxicating substances when such intoxicating substances are intended for use as intoxicants.

Prescription Drugs: A legally prescribed drug means that the employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. In addition, all law enforcement officers and any employee who operates any vehicle as part of their job duties must obtain a written release from a licensed medical practitioner authorizing the person to perform their job duties while taking any prescription that carries a warning indicating that it may potentially impact such employee's ability to perform job duties. Other employees may be required to obtain such a release at the discretion of the employee's supervisor.

Reportable Incidents: A reportable incident is:

1. any event in which an on-duty employee is involved in a motor vehicle accident resulting in any level of property damage to any vehicle involved,
2. any event in which an employee is involved in a motor vehicle accident resulting in any level of property damage to any vehicle while operating a city-owned vehicle,

3. any event in which another individual suffers physical injury as the result of an employee, and
4. any event involving physical injury to an employee.

Test Refusal: Any of the following may be construed as a test refusal:

- a) Behavior that Constitutes a Refusal to Test.
 - 1) Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
 - 2) Tampering with, adulterating, or substituting a specimen.
 - 3) Failure to appear for testing upon notification.
 - 4) Leaving the scene of an accident without just cause prior to submitting to a test.
 - 5) Leaving collection facility prior to test completion.
 - 6) Failing to permit an observed or monitored collection when required.
 - 7) Failing to take a second test when required.
 - 8) Failing to undergo a medical examination when required.
 - 9) Failing to cooperate with any part of the testing process.
 - 10) Failing to sign a consent or drug/alcohol test form.
 - 11) Once test is underway, failing to remain at site and provide a specimen

Under the Influence of Alcohol: As a result of the consumption of alcohol an employee's ability to perform the job is impaired to any degree. For the purpose of this definition, a blood alcohol level of .08% by weight (0.02% if under 21, and .04% if operating a CMV) shall be considered to be sufficient to establish that an employee is under the influence to a degree that law enforcement shall be notified to determine if any unlawful act was carried out by such employee.

Under the Influence of Prescribed Drugs, Illegal Drugs, Controlled Substances, Over the Counter Substances or Other Intoxicating Substances: As a result of the consumption, inhalation, injection or other use of any substance, or the use of any substance in combination with alcohol, an employee's job performance is impaired to any degree.

III. Testing Protocol and Procedures

To promote a drug and alcohol free workplace, the City will utilize drug and alcohol testing to promote the goals of the substance abuse policy. Prior to testing, the person tested will be asked to sign a Chemical Screen Consent and Release Form. An applicant who refuses to sign such a form shall not be further considered for employment. An employee who refuses to sign such form shall not be tested, but shall be immediately subject to discipline up to and including termination of discharge from employment.

Testing will occur as follows:

- a) Applicant Testing. Each applicant shall read the substance abuse policy and complete, sign and date a chemical screening consent and release form. All applicants for employment with the City who

receive a conditional offer of employment will be required, as a condition of employment, to successfully complete a drug detection test. Any conditional offer of employment will be withdrawn unless the applicant signs the form and submits to the testing procedure. Each applicant tested shall be notified of the time and location of the test. Applicants who refuse to participate in a screening at the scheduled time will be denied employment. Any such applicant tested who fails to successfully complete this testing shall not be eligible to reapply to work at the City for a period of 1 year.

- b) Reasonable Cause Testing For Employees. Employees may be asked to submit to a test if reasonable cause exists to indicate their health or ability to perform work is impaired. Factors which may establish such reasonable cause to believe that an employee's work performance is impaired include, but are certainly not limited to:
- 1) Sudden changes in work performance;
 - 2) Repeated failure to follow instructions or operating procedures;
 - 3) Violation of city safety policies;
 - 4) Involvement in an accident or near accident;
 - 5) Discovery or presence of illegal drugs or controlled substances, drug paraphernalia or alcohol in an employee's possession or near the employee's workplace;
 - 6) Odor, on or about an employee's person of alcoholic beverage and/or residual odor peculiar to some chemical or controlled substances;
 - 7) Unexplained and/or frequent absenteeism or tardiness;
 - 8) Personality changes or disorientation;
 - 9) Arrest or conviction for violation of a criminal drug or alcohol law, or for driving under the influence of an intoxicating substance whether on or off duty;
 - 10) Any serious worker's compensation injury; OR
 - 11) Any other circumstances, which, in the City's sole discretion, merit reasonable cause testing.

If a Supervisor, Department Head, or the Chief Administrative Officer believes reasonable cause exists for drug/alcohol testing, or has a reasonable suspicion that an employee may be impaired or using substances, the supervisory individual shall direct the employee to submit to drug/alcohol testing at the City's designated time and expense. The employee shall sign a chemical screening consent and release form.

- c) Post-Motor Vehicle Accident Testing. An on-duty employee involved in a motor vehicle accident resulting in any damage to any vehicle, and/or an employee involved in a motor vehicle accident resulting in any damage to any vehicle while such employee is operating a city-owned vehicle at any time, will be subject to a drug and alcohol test as soon as possible after the accident. Any employee who is seriously injured and cannot provide a specimen at the time of the accident shall be required to provide the necessary authorization for obtaining hospital or treatment records and other documents that would indicate whether there were any substances in the employee's system that could have impaired the employee's ability to safely operate a vehicle.
- d) Return to Service Testing. Employees who return to service after an extended time (twelve weeks or longer) away from employment with the City will be required to submit to drug testing.

- e) CDL additional requirements. Employees already employed by the City who seek to transfer into a job position that requires them to have a Commercial Drivers License must complete a drug/alcohol test prior to such job transfer taking effect. Upon receipt of a negative test, the employee may perform those functions that require the CDL. Details of pre employment testing and exemptions can be found in 49 CFR, part 382.301.

The City must request alcohol and controlled substances information from previous employers in accordance with the requirements of 49 CFR, parts 40, 382.413 and CFR 391.23 (e). Applicants offered a position requiring a CDL and employees seeking transfer to a position requiring a CDL must sign release of information forms allowing the City to receive alcohol and controlled substances information from previous employers.

- f) Random Testing

- 1) All drivers that perform CDL functions as a normal part of their job are subject to random drug and alcohol testing.
- 2) Random testing will be unannounced and unpredictable; spread reasonably throughout the calendar year. Testing will be conducted at all times of the day when CDL functions are performed.
- 3) Employees are required to proceed immediately to the collection site once notified of testing.
- 4) Drug and/or alcohol tests will be conducted while the employee is on duty.
- 5) The list of employees selected will be retained by the DER in a secure location.
- 6) Details of the random testing process can be found in 49 CFR, part 382.305.

- g) Other Testing Programs. Employees may be required to submit to drug and alcohol testing when required by federal or state law or regulation. If an employee is charged with or convicted of a drug-related crime, or a crime in which drugs/alcohol were a contributing factor, the City may investigate the circumstances and require a drug test.

REFUSAL TO TAKE ANY DRUG OR ALCOHOL TEST IN CONFORMANCE WITH THIS POLICY IS GROUNDS FOR IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

IV. Testing of Employees: Test and Post-Test Procedures and Appeals. This section describes testing and post-test procedures regarding the City's drug/alcohol testing program.

- a) Types of Tests. Generally, drug or alcohol screening of applicants or employees will include a urinalysis and may also include breath analysis, hair analysis and/or blood testing. The City's drug testing program is designed to identify, through chemical testing (but is not limited to), the presence/use of the following drug groups: alcohol; amphetamines; barbiturates; cocaine/metabolite; methaqualone; phencyclidine (PCP); opiates; benzodiazapines; and cannabanoids (THC, the active ingredient of marijuana). These groups were selected based on known abuse in the community and the ability of each substance to adversely affect physical/mental performance. As new or existing drugs develop into abuse problems, they shall be included in the testing when technically and financially feasible.
- b) All drug/alcohol testing shall be done at a city designated facility.

- c) An employee shall be informed of the testing result by a designated representative of the City. All testing results will be kept confidential in conformance with the City's personnel policies, applicable provisions of State and Federal law. The release of such results shall be allowed when necessary for administrative or judicial action or review. Testing results may have a reduced expectation of privacy as part of request for review of a disciplinary action by the employee, as such request necessitates providing the information to additional individuals to utilize in the review of the evidence.
- d) Employees with negative test results following a random test, return to work test, or CDL test are expected to return to their place of employment. Applicants and employees tested based on some level of cause will be contacted by a representative of the City.
- e) All positive test samples shall be retained by the testing laboratory for one (1) year, or such longer period as is necessitated by administrative or legal action. A confirmed positive test shall result in rescission of any conditional offers of employment for applicants, and disciplinary action up to and including termination for employees. An employee will be provided an opportunity to explain any positive results. In addition, an employee with a confirmed positive test result may, at their own option and expense, have a second confirmation test made on the same specimen. at a laboratory of the employee's choice that has been approved by the City. An employee or applicant shall request such retest within thirty days of being notified of the original test results. The laboratory used for the retest shall have chain of custody procedures to ensure proper identification, labeling and handling of test samples and proper exchange with the return of the samples of the original medical group or laboratory. The employee may be placed on unpaid leave during the pendency of such retest. Following review of the appeal process, a final determination will be made by the appropriate authority. Due to the transient nature of most substances within the human body, and to avoid fraud, an employee will not be allowed to submit another specimen for testing.
- f) Employees who seek treatment of an impairment issue, may be placed on suspension without pay awaiting pending testing results *following an initial confirmed positive result*, may be placed on suspension without pay if necessary during the time required for such specimen to be evaluated.

V. Exception for Prescribed Medical Usage

The legal use of drugs or controlled substances shall not subject an employee to disciplinary action, or an applicant to denial of employment, if that usage is pursuant to prescribed medical treatment by a licensed medical professional, and it will not/does not adversely affect job performance. Medications specifically warning against operation of vehicles/machinery while under the influence of such medication shall be deemed detrimental to job performance, and may subject an employee to disciplinary action if such employee operates City vehicles/machinery while taking a prescription for such medication unless and until the City is provided with notification from a licensed physician that such medication is safe for such employee to use while operating such vehicle/machinery. An employee or applicant whose drug test is positive shall be given the opportunity to provide a physician's report or statement substantiating the prescribed and lawful use of the drug indicated or detected.

If the use of prescribed drugs adversely affects the employee's job performance and/or is detrimental to the public trust or safety of other employees or citizens, the employee shall be reassigned to an alternative position or placed on a leave of absence. Leaves of absence may be paid or unpaid, and will be used only in accordance with current policies and applicable law.

VI. Investigation

To ensure that illegal drugs and alcohol do not enter or affect the workplace, the City reserves the right to take the following actions:

- a) City management may at any time, in support of upholding the requirements of this policy, conduct an administrative search, review or inspection of any City property assigned to any employee, including City vehicles, desks, cellular telephones and computers, including all electronic mail, internet usage logs and electronic documents. If any evidence of criminal activity is discovered during an administrative search such search will be immediately terminated and law enforcement will be notified.
- b) City management may request an investigation by law enforcement of any set of facts that suggest a crime may have occurred upon or involving city property.

VII. Disciplinary Action

- a) Any employee engaging in the use of alcohol while on city business or who reports for duty under the effects of alcohol will be removed from the workplace, required to undergo testing and may be disciplined up to and including termination. This provision, however, shall not apply to law enforcement officers whose use of alcohol is necessitated by current undercover assignment. However, this exception shall not apply to a law enforcement officer who reports for duty under the influence of alcohol, regardless of assignment.
- b) Any employee engaged in the use, possession, purchase, sale, or transfer of any illegal drug while on city property or while on city business will be removed from the work place, required to undergo testing, and may be disciplined up to and including termination and may be subject to criminal investigation and/or prosecution. This includes prescription drugs, unless the individual has been given a valid prescription by a medical professional for such drug.
- c) If an employee is arrested or convicted for driving under the influence of alcohol and/or drugs, or for violation of a drug statute (while on or off duty/city business), the city may utilize the drug and alcohol testing procedure and conduct an investigation. If evidence supports a finding that such employee violated a City policy or a federal, state or local law, City administrative personnel will determine the appropriate course of action. The employee may be disciplined, up to and including termination.
- d) As a condition of employment, an employee agrees that at any time while employed by the City the employee shall notify the City's Designated Employee Representative (DER) of any DUI arrest, drug-related conviction or for any plea of guilty, *nolo contendere*, diversion or suspended imposition of sentence that has been entered on a drug or alcohol related charge. The employee must give notice in writing to the City within five (5) days after such arrest, conviction, AND disposition of charge. If a sentence is imposed for such act that makes it impossible for an employee to carry out their job duties, such employee shall be terminated from employment.

- e) The City will not hire any applicant who tests positive for illegal drugs or alcohol. Such persons shall be prohibited from employment with the City for one (1) year. Applicants who have reapplied shall be subjected to a new drug screening prior to being reconsidered for employment.
- f) Any city employee who is involved in a reportable incident shall be subject to an investigation. Any city employee who is involved in an incident involving drugs and/or alcohol, whether on or off duty, is subject to investigation to determine whether job related issues are associated with such incident. Employees may be directed to undergo drug or alcohol detection tests. An employee who refuses to participate in a required drug or alcohol detection test will be subject to discipline, up to and including termination.
- g) The City reserves the right, in lieu of discipline, to refer an employee who tests positive for drugs and/or alcohol to an appropriate rehabilitation program. Such referral will require the employee, as a condition of continued employment with the city, to participate in such rehabilitation program. Participation in such a program may require leave from employment, which must meet the requirements of one of the City's existing leave policies. Participation in such program shall not alter or amend the employee's status as an employee at will. The City and the employee can still terminate the employment relationship at any time, with or without cause, and with or without advance notice. Following completion of such rehabilitation program, the employee shall be subject to periodic drug and/or alcohol testing for as long as necessary depending upon job duties.
- h) All illegal substances discovered during an investigation of possible improper drug and/or alcohol use by city employee will be given to the appropriate law enforcement agency. Criminal prosecution may result.
- i) The verified use, sale, possession, transfer or distribution of a narcotic, intoxicating substance or any illegal drug or alcohol while an employee is on duty, in a city vehicle, or in city uniform will subject said employee to disciplinary action, up to and including termination. Any such activity shall also be reported to the appropriate law enforcement agency. Criminal prosecution may result.
- j) If an employee believes a Supervisor is under the influence of drugs and/or alcohol, the employee shall report the incident to the Supervisor's immediate superior, or to the Chief Administrative Officer. If the employee feels that reporting such an incident in this manner would adversely affect their working relationships or conditions, the report may be made to the Chief Administrative Officer. The Reporting Employee shall identify themselves to the Chief Administrative Officer or immediate Supervisor. The identify of the Reporting Employee shall be kept confidential to the extent possible, however, a Reporting Employee's name may be disclosed if a grievance or litigation proceeding results. Any allegations of retaliation against a Reporting Employee shall be handled under the City of Haysville's Non Harassment Policy

This substance abuse policy is intended to be, and is, a unilateral expression by the City of the general policies, procedures and guidelines concerning substance abuse. It is not intended to, and does not, create any contractual rights of employment, either express or implied, between the City and its employees. The policy does not change the employment at will relationship between the City and its employees. Either the City or an employee may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

As with all its policies and procedures, the City reserves the right to change the provisions of the substance abuse policy at any time, with or without notice.

CDL SPECIFIC PROCEDURES ADDITIONAL TO CITY POLICY. Where this policy conflicts with the Substance Abuse Policy, the more stringent of the two policies shall govern.

I. General

The Department of Transportation (DOT), Federal Motor Carriers Safety Administration (FMCSA) requires the City of Haysville (hereinafter “the City”) to establish a drug and alcohol testing program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles (CMV). The purpose of this policy is to comply with all regulations which require affirmative action by the City to eliminate the impact of the use of controlled substances and misuse of alcohol in the workplace.

- a.) This policy applies to any employee of the City who holds a Commercial Drivers License (CDL) and uses that license to operate a commercial motor vehicle. 49 CFR, part 382.107 defines these vehicles as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
 - 1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - 2) Has a gross vehicle weight rating of 26,001 or more pounds; or
 - 3) Is designed to transport 16 or more passengers, including the driver; or
 - 4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the hazardous Materials Regulations (49 CFR Part 172, Subpart F)
- b) Testing Procedures. All testing conducted under this policy will follow the procedures as set forth in 49 CFR, parts 40 and 382.

II. Test Refusal

For the purposes of testing and refusals, the following guidelines shall be followed:

- a) Behavior that Constitutes a Refusal to Test.
 - 1) Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
 - 2) Tampering with, adulterating, or substituting a specimen.
 - 3) Failure to appear for testing upon notification.
 - 4) Leaving the scene of an accident without just cause prior to submitting to a test.
 - 5) Leaving collection facility prior to test completion.

- 6) Failing to permit an observed or monitored collection when required.
 - 7) Failing to take a second test when required.
 - 8) Failing to undergo a medical examination when required.
 - 9) Failing to cooperate with any part of the testing process.
 - 10) Failing to sign Step 2 of the alcohol test form.
 - 11) Once test is underway, failing to remain at site and provide a specimen
- b) No driver shall refuse to submit to an alcohol or controlled substance test required by 49 CFR, parts 40 and 382.

III. Tests Required

- a) Post-Accident testing for CMV operators.
 - 1) As soon as practicable following an accident the driver of a commercial motor vehicle, operating on a public road in commerce, must be tested for alcohol and controlled substances under certain conditions.
 - a. Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.
 - b. Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.
 - 2) The driver who is subject to post-accident testing shall remain readily available for such testing (meaning that the employer knows where the driver is) or may be deemed by the City to have refused to submit to testing.
 - 3) Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
 - 4) Details of post-accident testing and exemptions can be found in 49 CFR, part 382.303. The following chart defines when an accident has occurred and when testing must take place.

Type of accident	Citation issued to CMV driver	Tests required
1. Human fatality	YES	YES
	NO	YES
2. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
3. Disabling damage to any motor vehicle,	YES	YES

requiring tow away	NO	NO
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b) Follow-up Testing. Details of the follow-up testing process can be found in 49 CFR, part 40, subpart O.

IV. Handling of Test Results, Confidentiality

a) Access to records.

- 1) Except as required by law or expressly authorized by release by an employee, the City will not release driver information that is contained in records required to be maintained under 49 CFR, parts 40 and 382.
- 2) A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver’s use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
- 3) A driver’s testing records will be made available to a subsequent employer upon receipt of a written request from the driver.
- 4) The City may disclose information required to be maintained pertaining to a driver to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual (including, but not limited to, a worker’s compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver), and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test result).

V. Consequences for Drivers Engaging in Prohibited Conduct

a) Use of drivers who fail or refuse an alcohol test

- 1) General. Compliance with this alcohol testing policy is a condition of employment. Refusal to take a required alcohol test or failure of an alcohol test will result in removal from performing CDL functions at a minimum. Additional disciplinary action up to and including termination may result.
- 2) Refusal and Prohibited Conduct. The City will remove from performing a CDL function any employee who:
 - a. Has a confirmed alcohol test result of 0.02 or higher but less than 0.04. This driver must be removed from duty for a minimum of 24 hours.
 - b. Fails an alcohol test with a confirmed result of 0.04 or higher, or
 - c. Refuses to take an alcohol test required by this policy (See Section II.C.)
- 3) An employee may be given an opportunity to retain his or her employment, provided they first do the following:
 - a. Have been evaluated by EMPAC, and

- b. Have completed the recommended evaluation/rehabilitation program successfully, and
 - c. Receive a verified negative test result on a return-to-duty test
- 4) All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.
 - 5) Employees should consult their health insurance policy for extent of nervous, mental and substance abuse coverage.
 - 7) A second positive test whether it indicates a drug or alcohol policy violation, will result in immediate termination of employment.
 - 8) The City may impose such additional disciplinary actions as deemed appropriate. This may include removal from performing covered functions, suspension (with or with out pay), and even termination.

SECTION X

NON HARASSMENT POLICY

The City supports the rights of all its employees to work in an environment free from all forms of harassment, including harassment on the basis of race, color, religion, gender, national origin, veteran status, age, disability or any other protected category. Harassment of any kind will not be tolerated; employees have the obligation to report all incidents of harassment, and those reports will be promptly and thoroughly investigated. Any employee who has engaged in harassing conduct will be subject to immediate discipline, up to and including immediate ~~termination~~discharge.

Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward others because of their, or their relatives', friends', or associates', race, color, religion, gender, national origin, veteran status, age, disability or other protected characteristics, and which creates an intimidating, hostile or offensive working environment; unreasonably interferes with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Generally speaking, harassing conduct includes, but is not limited to, the following acts or conduct when those acts or conduct relate to race, color, religion, gender, sexual orientation, national origin, veteran status, age, or disability:

- Epithets;
- Slurs;
- Negative stereotyping;
- Threats; and,
- Written or graphic material that denigrates, or shows hostility or aversion toward, an individual or group because of their race, color, religion, gender, sexual orientation, national origin, age, disability or other protected characteristics, when such material is distributed or circulated in the workplace, placed on walls, bulletin boards, or elsewhere on City premises.

Reporting Incidents of Harassment. Again, the City prohibits harassment of any kind. Immediately report any incidents of harassment to one of the individuals listed below.

1. Employee's immediate supervisor;
2. Employee's Department Head;
3. Other supervisory personnel regardless of the department.

In departments that operate 24 hours per day / 7 days a week or outside of the 8 a.m. to 5 p.m., Monday through Friday work week, employees can report any incidents of harassment to one of the above individuals 24 hours per day / 7 days per week.

Reports of harassment involving any of the above listed persons shall not be reported to that person; instead, make the report to one of the other persons identified. The City does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith, or those who cooperate with harassment investigations. Complaints must include detailed information concerning the harassing conduct; the names of all persons involved; the names of any witnesses; and any other information deemed helpful to an investigation.

All reports will be treated, to the extent possible, confidentially and will be promptly investigated. Employees are required to cooperate in these investigations and shall be subject to discipline, including ~~termination of discharge from~~ employment, for failing to cooperate. If the result of the investigation indicates that corrective action is called for, such action will be taken in accordance with the seriousness of the event and may include disciplinary measures up to and including immediate ~~termination discharge~~ of the offender. When an investigation is complete, involved employees will be informed of the results. Failing to report harassment will subject employees to discipline, up to and including ~~termination discharge~~ from employment.

Sexual Harassment. Sexual harassment is expressly prohibited. The City defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, physical or written conduct of a sexual nature. Sexual harassment also includes, but is not limited to, the following acts, whether committed by City officials, employees, or other persons on City premises but not employed by the City, including citizens and visitors:

- Unwelcome flirtations;
- Unwelcome sexual advances or propositions;
- Verbal abuse of a sexual nature;
- Subtle pressure or requests for sexual activities;
- Unnecessary touching of an individual;
- Graphic or vulgar commentaries about a person's physical appearance, body, or clothing;
- Sexually degrading words used to describe a person;
- Physical assault or battery;
- Verbal harassment or abuse;
- Accusations of sexual preference;
- Demands for sexual favors, including demands accompanied by express or implied promises or threats concerning an individual's employment status;
- Conditioning any term or benefit of employment upon sexual favors;
- Sexual slurs or innuendoes;
- Suggestive or insulting sounds;
- Touching, leering, whistling, and obscene gestures;
- Displaying derogatory or offensive posters, cartoons or drawings; and,
- Any other conduct that unreasonably interferes with an employee's performance of his or her job that creates an intimidating, hostile or offensive working environment, or otherwise adversely affects an individual's employment opportunities.

Generally speaking, there are two types of sexual harassment: (1) quid-pro-quo harassment, which involves an express or implied suggestion that a term/condition of employment is, or may be, contingent upon sexual activities or favors, and (2) hostile environment, which involves sexually-harassing conduct that is so severe or pervasive that it creates a hostile working environment. Sexual harassment occurs when the conduct described above may:

- Be construed as being a term or condition of an individual's employment, i.e., when supervisor or other employee threatens or insinuates, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances or demands will adversely affect that person's employment in any way, or when the employee's or applicant's agreement to submit to sexual advances or demands will positively affect that

- person's employment in any way;
- Be used as a basis for making employment decisions affecting an employee or applicant, depending upon the employee's or applicant's submission to, or rejection of, improper conduct; and
- In purpose or effect, substantially interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment.

Employees are reminded to report all instances of harassment by non-employees. These reports are to be made in the same way as all other reports of harassment.

Again, the City prohibits, and will not tolerate, harassment. Any City official or employee who engages in harassment shall be subject to immediate discipline, up to and including immediate termination of discharge from employment. All incidents of harassment shall be reported immediately to one of the following individuals: 1.) employee's immediate supervisor; 2.) employee's department head; or 3.) Other supervisory personnel regardless of the department. Reports of harassment involving any of these persons shall not be reported to that person; instead, make the report to one of the other persons identified. The City does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith, or those who cooperate with harassment investigations.

SECTION XI
GRIEVANCE PROCEDURE

A. Purpose

The purpose of the Grievance Procedure is to allow employees the opportunity to discuss and appeal certain employment disciplinary actions including termination of employment.

B. Eligibility

Only those employees in regular full-time positions and who have successfully completed any and all training periods are eligible to file a grievance under the Grievance Procedure.

C. Basis for Grievance

Eligible employees may file grievances for the following reasons:

Disciplinary Action

- Demotion
- Disciplinary Probation
- Suspension of More Than Three Days

Discharge (Termination)

Complaints alleging harassment due to an employee's race, color, religion, gender, national origin, veteran status, age disability or other protected characteristic shall be filed in accordance with the City's Non Harassment Policy. Further, employees shall not utilize this procedure to file grievances relating to:

- Federal and state statutes not associated with the above listed basis for grievance;
- Policies and ordinances enacted by the Governing Body; or
- Matters where the employee has no direct employment interest

D. General Provisions

Any hearing pursuant to this grievance procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Only those persons specifically called by the grievance board will be allowed to attend any portion of the hearing.

Grievances arising from the action of an elected official or supervisory employee other than the immediate supervisor of the employee can be initiated with the employee's Department Head at Step 2 of the Grievance Procedure below.

Appeals of discharge (termination), involuntary demotions, or suspensions of three or more days shall be initiated directly at Step 3 of the grievance procedure by submitting the written grievance directly to the City Clerk.

Details of grievances and grievance proceedings shall be accorded the same level of confidentiality afforded to other personnel records.

An employee shall not be retrained, discriminated against or subject to any retaliation as the result of the filing of a grievance or testifying in a grievance hearing.

At no time shall an employee take a grievance of any kind directly to a member of the Governing Body; to do so, shall be a separate violation of personnel policy and will subject the employee to disciplinary action up to and including termination.

E. Grievance Procedure

Step 1

Within five working days of the time that the employee knew or reasonably should have known of the grounds for grievance, the employee shall orally present the grievance to his/her immediate supervisor. The supervisor shall orally respond to the aggrieved party within five working days after the presentation of the grievance. The supervisor shall document, in writing, both the grievance and response. This documentation shall contain the signature of both the supervisor and the employee presenting the grievance.

Step 2

If the grievance is not resolved at Step 1, the employee may file the grievance, in writing, with the Department Head. Such filing shall be within five working days after receiving an oral response from the immediate supervisor.

The written grievance shall contain the following information:

- 1) Name of the employee or group of employees involved;
- 2) Facts giving rise to the grievance;
- 3) Identification of administrative regulations or policies at issue;
- 4) The contention of the employee (grievant) with respect to the grievance;
- 5) Decision of the grievant's Supervisor;
- 6) Specific relief requested.

The Department Head shall present a written response to the grievant within five working days of the receipt of the grievance.

Step 3

If the grievance is not resolved at Step 2, within five working days of the receipt of the decision from the Department Head the grievant shall notify the City Clerk of the grievant's decision to file an appeal. Notification shall include all documents set forth in Step 2 above, the Department Head's written response to the grievance, as well as any other information relevant to determining the outcome of the grievance including a complete list of all witnesses to the grieved action. The City shall initiate the process to convene a grievance board hearing, including notification to the Department Head to submit all relevant evidence and a witness list in support of his/her decision that is under appeal.

The grievance board shall be established by the Mayor and shall consist of three members as follows: One member shall be chosen by the grievant; one member shall be a non-supervisory employee chosen by the Mayor; and one member shall be a supervisor employee chosen by the Mayor. No board member shall be: 1.) from the same department as the grievant filing the grievance; 2.) a witness to, or party to the grievance; 3.) an immediate family member to any of the parties involved; or 4.) A Department Head. All board members shall be current, full-time city employees.

All members of the grievance board shall be notified by the City Clerk of their appointment to the board and the time, date, and location of the initial meeting. At the initial meeting board members shall be given an orientation and outline of duties by the City Clerk and City Attorney and shall be informed of the confidentiality of the proceedings. Also during the initial meeting the following items shall be addressed:

- 1.) Establish date/location of the hearing;
- 2.) Review the written record;
- 3.) Develop a witness list of individuals requested by the parties;
- 4.) Notify the City Clerk to issue notices to appear to all witnesses.

The hearing shall be quasi-judicial, and neither party shall be bound to strictly follow the rules of evidence, other than limiting the evidence presented to information relevant to determining the outcome of the grievance. Examination of any witnesses shall be limited to the members of the grievance board, although both parties may be present. This shall not be a hearing of record.

Within five working days of the close of the hearing the grievance board shall prepare a written finding of facts and a recommendation that will be forwarded to the Chief Administrative Officer for consideration. All evidence presented to the hearing board shall be maintained with the finding of facts until the matter is finally resolved.

The Chief Administrative Officer shall make a decision within five working days of the receipt of the recommendation whether to a) accept the recommendation of the grievance board, b) reject the recommendation of the grievance board, or c) modify the recommendation of the grievance board. A written response shall be provided to the grievant.

If the grievance is not resolved to the satisfaction of the grievant, the grievant may make a written appeal of the decision of the Chief Administrative Officer to the Mayor within five days of the receipt of the decision of the Chief Administrative Officer. Such appeal shall be filed through the City Clerk. Based on the written testimony, reports, file documents, etc., the Mayor shall make a decision within five working days of the receipt of the appeal and provide a written response to the grievant. This response shall serve as the final administrative decision of the City.

If the grievance is decided in favor of the grievant, any loss-of-pay or pay adjustment attributed to the grieved action shall be paid retroactive to the grievant.

All records of the grievance board and hearing shall be maintained by the City Clerk. Within five days either party may request in writing a return of the original of any evidence that such party provided to the hearing board after the matter is finally resolved, although where possible a copy shall be maintained.

ARTICLE B - COMPENSATION

INTRODUCTION

This manual relates to policies and procedures regarding positions, job classifications and pay ranges.

THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER AND EMPLOYMENT MAY BE TERMINATED BY EITHER THE CITY OR THE EMPLOYEE WITHOUT PRIOR NOTICE.

THIS MANUAL SHALL NOT BE CONSTRUED TO BE A CONTRACT, BUT A GUIDE.

THE CITY OF HAYSVILLE RESERVES THE RIGHT TO MAKE CHANGES TO THIS MANUAL AT ITS DISCRETION WITHOUT PRIOR NOTICE.

SECTION I

POSITION CLASSIFICATION PLAN

A. POSITIONS:

Each position in the City government is established or abolished with Governing Body approval.

B. CLASSIFICATIONS:

Each position shall be assigned, with Governing Body approval, to a classification based on job requirements and responsibilities.

C. PAY RANGES:

Each job classification shall be assigned an appropriate range of pay, approved by the City Governing Body.

D. ABOLITION OF A POSITION:

Whenever the Department Head or Mayor determines that a particular position is no longer necessary, the Mayor may, with the approval of the Governing Body, declare the position abolished. Any employee in a regular position that has been abolished may be transferred in accordance with procedures agreed upon by Department Heads and the Governing Body.

E. CLASSIFICATION OF NEW POSITIONS:

The Mayor may, with City Council approval, establish new positions and negotiate salary and benefits for those positions.

Such new positions are subject to a training period of six (6) months unless waived by the appropriate Department Head (or Mayor if the employee reports to the Mayor).

F. CHANGES OF DUTIES, RECLASSIFICATION OF POSITIONS:

The reclassification of a position shall effect no change in the salary of any employee in that position if the employee's salary falls within the range of the new classification. For information on Transfers, see Section A, Page A-10.

Any employee may request in writing a classification review of his/her own position at any time, if a similar request had not been made within the previous ~~twelvesix~~ (126) months. Such a request must first be filed with the appropriate Department Head. Within ten (10) days of receiving this request, the Department Head shall forward it to the Personnel Manual Committee (consisting of all Department Heads) together with the Department Head's own written recommendation as to whether the position should be reclassified. Any request for reclassification will be reviewed and acted upon within ninety (90) days of its receipt.

G. EFFECTS OF RECLASSIFICATION:

When a position is reclassified, the employee in that position shall remain in it if the Department Head determines that the employee is qualified to perform the essential functions of the reclassified position. The employee in the reclassified position is subject to the six month training period unless waived by the Department Head (or Mayor if the employee reports to the Mayor).

If the Department Head determines that the employee in the reclassified position lacks the qualifications necessary for that position, the Department Head shall prepare a written summary of this finding and submit it to the Mayor. If the Mayor agrees with that finding, the employee shall be reassigned as follows:

1. If a vacancy exists in a position with a pay range the employee's present salary falls within, he/she may be transferred to the vacant position if the employee meets the minimum qualifications of the position.
2. If no vacancies exist with pay ranges within which the employee's current salary falls, the displaced employee may be transferred to the position of the person with least seniority in the same department if that displaced employee has the minimum qualifications required of the position. Any person of lesser seniority who is replaced under this provision shall be laid off.

H. NOTICE OF RECLASSIFICATION:

Written notice of any reclassification shall be given by the Department Head to the affected employee thirty (30) days before the action shall become effective.

~~I. RETIREMENT:~~

~~An employee wishing to retire shall give the Department Head and the Assistant City Clerk no less than three (3) months notice, and at the time of such notice, the employee should complete all required paperwork. (See Article B, Section II, I, for Pay on Termination.)~~

SECTION II
COMPENSATION

A. ESTABLISHMENT OF WAGE SCHEDULE:

The Department Heads, with Governing Body approval, shall establish a wage schedule. Each classified position will be covered by this schedule.

B. SALARY INCREASE:

Employee performance evaluations, budget authority and funds availability will be considered in determining salary increases and decreases, and as a factor in promotions and demotions.

C. BLANKET RAISES:

The Governing Body may grant blanket raises for all employees when funds are available.

D. COST OF LIVING:

Subject to budgetary considerations, All employees in regular positions shall be covered by a cost of living allowance, which will be determined at the time of budget preparation and shall become effective for the first full pay period in January of each year.

The cost of living allowance will be based on the average Consumer Price Index during the most recently available previous twelve month period, calculated on the average of the salary of the lowest paid City employee and the highest paid City employee, not including Department Heads, part-time or temporary positions.

E. LONGEVITY PAY:

Each year longevity pay shall be given to each employee who will complete five (5) years of employment by December 31 of that year. Longevity will be paid at a rate of \$25 per year for each year of employment, five (5) years and over. All applicable taxes will be deducted from this pay and the check will be given on the first Friday in December that is not a regular payday. This payment may be combined with any holiday or sick leave pay for which the employee might be eligible.

F. STEP INCREASES:

Annually, prior to the end of June, each Department Head shall evaluate the job performance of his/her employees. Excessive absences resulting in an insufficient body of work to evaluate will delay the annual performance evaluation until a sufficient body of work is established. Subject to budgetary considerations, employees who have demonstrated ~~satisfactory~~appropriate job performance shall be eligible for a step increase effective the first full pay period in July. No step increase will be given to an employee who is in training. Only one step increase will be given in any six (6) month period.

Step Increases, whether due to annual review, end of training, promotion, transfer, etc., shall be effective the first pay period following the effective date of the review, end of training, promotion, transfer, etc. If, however, the effective date falls on the first business day of a pay period then the increase will be effective for the current pay period.

G. PROMOTION TRAINING PERIOD:

An employee receiving a promotion will be subject to a training period of six (6) months unless waived by the Department Head (or Mayor if the employee reports to the Mayor).

H. PAY PERIODS:

Employees are paid every two weeks. Paychecks shall be distributed every other Friday unless such Friday is a holiday. In that case, paychecks shall be distributed the last workday prior to the holiday.

It is crucial that the Assistant City Clerk receive all time cards and time sheets no later than 12:00 p.m. (noon) on the Monday following the close of a pay period. Failure to receive the time card or time sheet by the 12:00 p.m. deadline will cause the affected employee to not receive any over time pay until the next pay period, i.e. the pay check will be figured at 40 hours of straight time.

If an employee wants to allow someone else to pick up his/her paycheck, the employee must submit in writing a request to their Department Head prior to payday. Such request shall be valid until changed by the employee.

If the employee wants his/her paycheck deposited directly via ACH, the employee must fill out the appropriate form and return it to the Assistant City Clerk.

NOTE: For overtime pay purposes, commissioned police officers work on a 28 day schedule and receive pay for overtime worked on a different schedule than other regular employees. The 28 day schedule is an exception for police and fire personnel, which is included in the Fair Labor Standards Act (See Section 600 of the FLSA Handbook; and KSA 44-1204 of the Kansas Statutes Annotated).

I. PAY ON TERMINATION:

An employee whose employment with the City ceases will receive his/her final paycheck on the first regularly scheduled payday following the date employment ends.

1. Resignation (Voluntary Termination)

- a. Vacation Leave – Unused, credited vacation time will be paid at the employee's regular rate of pay provided the employee has been in service of the City for at least one year.
- b. Sick Leave

- i. With proper notice – If two (2) weeks’ notice has been given, an employee may receive one-half, up to thirty days (240 hours), of credited sick leave.
 - ii. Without proper notice – If two (2) weeks’ notice has not been given, sick leave may be paid at the option of the Department Head.
 - c. Wellness Leave
 - i. With proper notice – If two (2) weeks’ notice has been given, an employee may receive pay for one half of credited wellness leave.
 - ii. Without proper notice – If two (2) weeks’ notice has not been given, no payment for wellness leave will be made.
 - d. Compensatory Time – Unused, earned compensatory time will be paid.
 - 2. Retirement – An employee wishing to retire shall give the Department Head and the Assistant City Clerk no less than three (3) months’ notice, and at the time of such notice, the employee should complete all required paperwork. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City.
 - a. Vacation Leave – Unused, accrued vacation time will be paid at the employee’s regular rate of pay.
 - b. Sick Leave – Unused, accrued sick leave will be paid at the employee’s regular rate of pay.
 - c. Wellness Leave – Unused, earned wellness leave will be paid at the employee’s regular rate of pay.
 - d. Compensatory Time – Unused, earned compensatory time will be paid.
 - 3. Termination (Employer Initiated)
 - a. Vacation Leave – Unused, accrued vacation time will be paid at the employee’s regular rate of pay.
 - b. Sick Leave – No payment for sick leave will be made.
 - c. Wellness Leave – No payment for wellness leave will be made.
 - d. Compensatory Time – Unused, earned compensatory time will be paid.
 - 4. Death – All unused, accrued benefits will be paid to the named beneficiary at the next regular payday. No limit is placed on unused, accrued sick leave benefits in the case of death of the employee.

~~Upon voluntary termination of employment, if two (2) weeks’ notice has been given, an employee may receive one-half, up to thirty days (240 hours), of credited sick leave. If an employee resigns without giving two weeks notice, sick leave may be paid at the option of the Department Head. If the employer terminates employment, no payment for sick leave will be made. Unused, accrued vacation time will be paid at the employee’s regular rate of pay. A retiring employee will receive pay for all accrued sick leave. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City.~~

~~If employment is terminated by the death of the employee, all accrued benefits will be paid to the named beneficiary at the next regular payday. No limit is placed on unused, accrued sick leave benefits in the case of death of the employee.~~

J. OVERTIME HOURS AND COMPENSATORY TIME OFF:

Overtime compensation and compensatory time off is scheduled at the discretion of the Department Head and shall be administered in accordance with City policy and the Fair Labor Standards Act.

For employees other than commissioned police officers and exempt employees, overtime is computed at one and one-half times the employee's salary for hours accumulated over forty hours per week and compensatory time is ~~computed~~taken at one and one-half times the number of overtime hours accumulated over forty hours per week. Sick leave and compensatory time shall be excluded for the purposes of figuring the initial forty hours.

Commissioned police officers are scheduled on a 28-day work period and are paid overtime for time worked over 171 hours per work period. Sick leave and compensatory time shall be excluded for the purposes of figuring the initial 171 hours. Sick leave shall not be applied until all accrued time worked for the 28 day pay period has been considered and totaled. All hours worked shall be added together and the difference between that number and 160 hours (4 weeks at 40 hours per week) may be compensated with sick time.

For example:

(Assuming officer is on 12 hour shifts, 14 shifts per 28 days)

During a 28 day pay period Officer A calls in sick for 3 days of work. He/she also spends 2 days off at training (8 hours per day). We would first consider 11 shifts at 132 hours, plus 16 training hours for a total of 148 **hours worked**. We would then apply only 12 hours of sick leave to bridge the gap for the employee to receive full compensation.

K. ON CALL PAY:

When an employee is required to remain on call for emergency duty, the employee shall be compensated at rate of 3% of their base rate of pay per hour based on the number of hours the employee remains on call. The number of on call hours shall be figured on those above the regularly scheduled work week. If the on call employee is called in, the employee will receive compensation for actual time worked but will not receive both on-call and regular compensation for the same hour/time worked.

Example: Employee A's base rate of pay is \$15.00 per hour. Employee A's on call rate of pay would be \$0.45 per hour. The employee's regularly scheduled work week is 8 am to 5 pm Monday through Friday. The employee would be compensated for 16 hours at \$0.45 per hour each day they are on call Monday through Friday and for 24 hours at \$0.45 per hour on Saturday and Sunday. If the employee is called out for one hour other than the regular work day, the employee would receive \$15.00 (or \$22.50 if the time was overtime) not \$15.45 (nor \$22.95 if the time was overtime).

L. HOLIDAY OVERTIME:

Except for the police department, if an employee is required to work during a holiday recognized by the City of Haysville, the employee shall report to work and will be compensated for such time

at work on the actual date of the legal holiday, at a rate one and one-half (1 ½) times his/her regular rate of pay in addition to their regular rate of pay.

A Department Head may grant compensatory time off in lieu of holiday overtime pay if taken within the same week.

Police Department personnel will be paid their normal rate of pay plus one and one-half times their normal pay for the hours worked on the legal holiday and will not receive an additional day off for the holiday. When the legal holiday falls on a scheduled day off, the employee will be compensated for an extra day of pay.

Police Department personnel who work on holidays will receive a holiday paycheck the first week of December which is not a normal payroll week for the holidays worked during the year. Calculations should be completed and given to the Assistant City Clerk by November 15th in order to accommodate accounting procedures.

If a police department employee has accumulated holidays not paid for, he/she may use the holidays as time off in an emergency, at the discretion of the Department Head.

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ACCOUNTING CLERK

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the supervision of the City Clerk/Treasurer, the Accounting Clerk is a non-exempt position under FLSA and performs accounts payable duties. Responsible for tracking, verifying, and paying invoices received. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- ~~Verifies departments and funds to be charged for expenditures;~~
- Prepares, logs, tracks, and files all purchase orders for expenditures and obtains appropriate signatures;
- Matches invoices to purchase orders and verifies departments and funds to be charged for expenditures;
- ~~Logs and tracks all purchase orders and assigns numbers;~~
- Sets up and maintains all vendor information in accounting software and enters expenditures under the correct vendors.~~Data Entry of Accounts Payable payments;~~
- Records and tracks all standard billings for the city;
- Prepares schedule of invoices to be paid for Council approval and mails remittance copies and payments after bills are approved to be paid by Council;
- Verifies and tracks 1099 accounts and prepares 1099-MISC forms at year end;
- Postmarks mail, and tracks postage by department, replenishes postage meter, and records readings;
- ~~Replenishes postage meter and records readings;~~
- Serves as backup for front office;
- Registers voters;
- ~~Mails remittance copies & payments after bills are approved to be paid by City Council;~~
- ~~Files record copies of Purchase Orders and invoice — audit control;~~
- Routinely drops off out going mail;
- ~~Balances online water payments daily;~~
- Prepares monthly bank reconciliation and submits reports to department heads;
- Prepares and records petty cash checks;
- Tracks and maintains prior year encumbrances;
- Prepares and maintains vendor Sales Tax Exemption Certificates;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Opens and distributes mail when necessary;
- Answers the phone and fields questions, concerns, and complaints from the general public;
- Maintains information for monthly reports;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ACCOUNTING CLERK
POSITION REQUIREMENTS**

Experience: Two to three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. A technical degree or some college credit in accounting or general business is preferred. Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: A working knowledge of computers, mathematics, bookkeeping, and office procedures is required. Must operate computers, printers, calculators, photocopiers, and other office equipment. Must perform data entry, perform word processing duties, maintain accuracy, perform multiple tasks, and read and interpret reports, financial statements, written instructions, and other official documents. Should possess strong public relation, organizational, and accounting skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Occasional independent problem solving. Encounters problems with billing errors, miscoded account numbers, and incorrect invoices, verifying for accuracy and receipt of contents of invoices.

Decision Making: Occasional independent decision making. Makes decisions about prioritizing daily work assignments working under strict deadlines, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under direction of the City Clerk/Treasurer. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, Department Heads, and supervisory personnel.

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect of this position. Works with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE SECRETARY

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the supervision of the City Clerk/Treasurer, the Administrative Secretary is a non-exempt position under FLSA and performs administrative and clerical duties. Responsible for answering and directing incoming telephone calls, issuing and maintaining all business registrations and licenses, and providing secretarial support for the City Clerk/Treasurer and ~~Human Resource Manager~~/Assistant City Clerk. Must be cross-trained in other positions. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Fields questions, concerns, and complaints from the general public;
- Prints all business cards for the City staff, binds booklets, prints letterhead and forms;
- Handles special assessment inquiries;
- Issues business registrations, maintains list of licensed businesses, and notifies businesses of registration renewals;
- Assists City Clerk and Assistant City Clerk with correspondence and projects;
- Receives payments and processes applications for licenses, permits, and registrations;
- Registers citizens to vote;
- Maintains and updates master list for fixed assets;
- Maintains, publishes, and files all ordinances and resolutions;
- Receives customer payments and posts to appropriate accounts;
- Establish new water accounts, transfer accounts, and schedule service connections/disconnections;
- Schedules rentals of public facilities;
- Notarizes documents;
- Serves as back up for various positions;
- Maintains nuisance abatement documents and submits charges to be applied to property taxes;
- Picks up, opens and distributes daily mail as needed;
- Maintains and updates City Code;
- Processes insufficient funds checks;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- ~~Types information on water shut-off notices~~;
- Assists with sending delinquent water payment notices;
- Assists other department;
- Performs other duties as deemed necessary or assigned.

Classification QuickView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS</u>	

*ADMINISTRATIVE SECRETARY (CC)
POSITION REQUIREMENTS*

Experience: At least two years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. A technical degree or some college credit in Office Administration or a related field is preferred. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be a Certified Notary Public (or become one within three months of employment).

Technical Skills: Must have proficiency in clerical skills, office procedures, computers, typing, and a working knowledge of mathematics. Must operate computers, typewriters, photocopiers, telephone systems, and other office equipment. Must type with speed and accuracy, concentrate on tasks in the presence of distractions, and read and interpret legal documents, letters, forms, and written instructions. Should possess excellent public relation, organizational, and secretarial skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints and data entry errors. Decisions often made in stressful situations.

Decision Making: Occasional independent decision making. Makes decisions about certain projects in the City Clerk's absence, prioritizing daily work assignments, resolving citizen complaints, and performing daily duties in the most efficient manner.

Supervision: Works under direction of the City Clerk and other Department Supervisors. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, and supervisory personnel.

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect of this position. Deals with the general public including those who are angry and upset.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ASSISTANT CITY CLERK

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the direction of the City Clerk/Treasurer, the Assistant City Clerk is a non-exempt position under FLSA and performs technical and general administrative duties in the support of the City Clerk Department including in the areas of benefit administration, classification and pay, and employee recordkeeping. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Prepares and processes personnel and payroll records, new hires, terminations, salary changes, benefit relation transactions;
- Prepares and verifies bi-weekly employee payroll;
- Prepares, disperses, and collects time sheets and time cards;
- Prepares accounts payable checks and corresponding reports;
- Calculates and pays state taxes, federal taxes, Water Retail Sales Tax, Water Protection Fee, ~~medical premiums,~~ retirement sums;
- Prepares 941, Unemployment Insurance reports, W-2s and other quarterly and annual reports;
- Schedules and conducts employee orientations for new hires, including preparing and processing forms for new hires; assemble new employee files;
- Coordinates benefits for employees including filling out forms, researching detailed information, and explaining benefit options;
- Processes and manages workers' compensation claims, prepares annual workers' compensation estimate and audit report;
- Maintains confidential records and responds to inquiries for the same;
- Examines employee files to answer inquiries and provides information to authorized persons;
- Files confidential personnel information and maintains accurate records of filings;
- Maintains list of records and destruction schedule;
- ~~Maintains accurate and detailed records on all insurance coverage for the city; prepares payment schedule for City's insurance;~~
- Assumes the duties of the City Clerk in his/her absence;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides backup for front office and other positions as needed;
- Registers voters;
- Prepares annual benefit reports for all employees;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ASSISTANT CITY CLERK
POSITION REQUIREMENTS**

Experience: Two to three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A technical degree or some college credit in accounting or business administration is required (experience may substitute education within a minimum of a high school diploma or GED). Must possess valid Kansas Driver's License (or obtain within 30 days of employment). Must be a Certified Notary Public (or become one within three months of employment).

Technical Skills: Thorough knowledge of office procedures, accounting principles, computers, clerical duties, and a working knowledge of investments and mathematics are required. Must operate computers, calculators, typewriters, photocopiers, telephone systems, and other office equipment. Must follow department policies and procedures, concentrate on tasks in the presence of distractions, prepare reports, spreadsheets, and interpret written instructions, proposals, reports, and financial statements. Should possess excellent public relation, supervisory, organizational, and accounting skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Frequent independent problem solving. Encounters problems with computer software, state and federal reporting, personnel issues, financing projects, insurance claims, and complaints from the general public.

Decision Making: Frequent independent decision making. Makes decisions about determining if records are confidential or public record, resolving problems with state and federal reports, resolving citizen complaints, maintaining personnel records according to legal requirements, prioritizing daily assignments, filing insurance claims and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the City Clerk/Treasurer. Frequent supervision over subordinate personnel. Supervises all office functions in absence of City Clerk/Treasurer.

Financial Accountability: Responsible for department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Occasional contact with the general public. Frequent contact with co-workers, Department Heads, and supervisory personnel, and limited contact with the governing body.

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect of this position. Deals with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

BOOKKEEPING ASSISTANT

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the supervision of the ~~Human Resource Manager~~/Assistant City Clerk, the Bookkeeping Assistant is a non-exempt position under FLSA and performs bookkeeping and general clerical duties. Responsible for providing support for the ~~Human Resource Manager~~/Assistant City Clerk as well as other bookkeeping staff, maintaining and filing confidential information, and providing backup for front office when necessary. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Files confidential personnel information and maintains accurate records of filings;
- Files confidential legal information and documents;
- ~~Maintains list of records and destruction schedule;~~
- Administers City insurance coverage and claims when needed;
- Maintains vehicle files and prepares annual report on vehicles to the State;
- Balances cash receipts drawers daily, checking for posting errors and making corrections;
- Maintains and balances petty cash box;
- Handles transactions involving police department lock box;
- Prepares daily deposit and delivers deposit to bank;
- Assists with payroll processing;
- Processes HAC, court, bags and pool bags;
- ~~Organizes and maintains personnel files~~
- Reviews and verifies payroll reports and any other reports necessary for audit control;
- Provides backup for Accounts Payable;
- Provides backup for Payroll;
- Provides backup for front office;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Processes insufficient checks when needed;
- Maintains general filing system;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**BOOKKEEPING ASSISTANT
POSITION REQUIREMENTS**

Experience: One year of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. Technical training in accounting or a related field is preferred. Must possess valid Kansas Driver's License (or obtain within 30 days of employment). Must be a Certified Notary Public (or become one within three months of employment).

Technical Skills: Working knowledge of accounting procedures, office procedures, computers, typing, filing, and mathematics is required. Must operate computers, typewriters, photocopiers, and other office equipment. Must concentrate on tasks in the presence of distractions, read and interpret accounting reports, must read and understand forms, written and oral instructions. Should possess good public relation and organizational skills, oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen inquiries and complaints, problems with spreading special assessments, insurance claims, correcting bookkeeping errors, and filing systems.

Decision Making: Occasional independent decision making. Makes decisions determining if records are confidential or public record, spreading special assessments, correcting bookkeeping and posting errors, handling insurance claims, adding and deleting property from insurance coverage, maintaining personnel records according to legal requirements, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Human Resources Manager/Assistant City Clerk and occasional supervision from the City Clerk. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers and supervisory personnel.

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

OFFICE CLERK

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the supervision of City Clerk/Treasurer, the Office Clerk is a non-exempt position under FLSA and performs general clerical and receptionist duties. Responsible for receiving the general public and providing customer assistance. Receiving monies and posting payments to customer accounts is required. Answers phone, takes messages, files and makes copies, and forwards calls and messages. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Answers the telephone and directs calls to appropriate personnel;
- Provides customer service and fields questions, concerns, and complaints from the general public;
- Receives utility payments from customers and posts to customer accounts;
- Establishes new water accounts, processes account transfers, and schedules service connections/disconnections;
- Sorts water payments and posts daily;
- Rents park shelters and other facilities;
- Inspects City facilities after rentals as needed;
- ~~Monitors usage and fee payments of organizations;~~
- Registers voters;
- Performs general office duties;
- ~~Assists with mail pick up and distribution if needed;~~
- Orders office supplies;
- Mails monthly delinquent notices if necessary;
- Sells permits, tags, registrations and licenses;
- Processes Public Works daily bags;
- Logs receipts on spreadsheet before filing;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides backup for daily balancing as needed;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA : NON-EXEMPT

ADA : APPLICABLE

FMLA : ELIGIBLE

OSHA :

WORKING CONDITIONS :

OFFICE CLERK (CC)
POSITION REQUIREMENTS

Experience: One year of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of computers, mathematics, and office procedures is required. Must operate computers, printers, typewriters, calculators, photocopiers, and other office equipment. Must perform word processing duties, prepare spreadsheets, work with data bases, maintain accuracy, perform multiple tasks, and read and interpret reports and written instructions. Should possess efficient public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints and computer problems.

Decision Making: Occasional independent decision making. Makes decisions about providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the City Clerk/Treasurer. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers and supervisory personnel. Very limited contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PART TIME OFFICE CLERK

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the supervision of the City Clerk/Treasurer and ~~Human Resource Manager~~/Assistant City Clerk, the Part Time Office Clerk is a non-exempt position under FLSA and performs general clerical and receptionist duties. Responsible for receiving the general public and providing customer assistance. Receiving monies and posting payments to customer accounts is required. Answers phone, takes messages, files and makes copies, and forwards calls and messages. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Answers the telephone and directs calls to appropriate personnel;
- Provides customer service and fields questions, concerns, and complaints from the general public;
- Receives utility payments from customers and posts to customer accounts;
- Establishes new water accounts, processes account transfers, and schedules service connections/disconnections;
- Sorts water payments and posts daily;
- Rents park shelters and other facilities;
- ~~Handles complaint forms, surveys and receipt logs;~~
- Registers voters;
- Processes insufficient checks until satisfactory completion;
- Performs general office duties;
- ~~Writes Petty Cash Checks, keeps registers updated, and monitors reimbursement;~~
- Assists with mailing monthly delinquent notices if necessary;
- Sells permits, tags, registrations and licenses;
- Assists with and tracks business licensing;
- Maintains animal licensing records;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with binding booklets for all departments;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA : NON-EXEMPT

ADA : APPLICABLE

FMLA : ELIGIBLE

OSHA :

WORKING CONDITIONS :

OFFICE CLERK (CC)
POSITION REQUIREMENTS

Experience: One year of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of computers, mathematics, and office procedures is required. Must operate computers, printers, typewriters, calculators, photocopiers, and other office equipment. Must perform word processing duties, prepare spreadsheets, work with data bases, maintain accuracy, perform multiple tasks, and read and interpret reports and written instructions. Should possess efficient public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints and computer problems.

Decision Making: Occasional independent decision making. Makes decisions about providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the City Clerk/Treasurer and Human Resources Manager. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers and supervisory personnel. Very limited contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

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STREET SUPERVISOR

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Public Works Director, the Street Supervisor is a nonexempt position under FLSA. Operates and maintains departmental heavy equipment, and assists with the maintenance and repairs to city streets and alleys. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Repair and maintain all city streets, curbs, and sidewalks;
- Clean, repair, and patch potholes and cracks;
Paint street markings, crosswalks, street lane lines, etc.
- Repair, replace, and install street signs
- Clean city streets with street sweeper
- Pour and finish concrete for city sidewalks, ADA improvements, valley gutters and special projects;
- Remove snow and ice from city streets and facilities
- Operate motor vehicle and other equipment as required on a regular basis;
- Supervise subordinate staff as required;
- Follows department policies and safety procedures;
- Yearly street evaluation update.

MARGINAL FUNCTIONS

- Maintain all department equipment in a good and working order
- Organize and maintain the department facilities in a clean and safe condition
- Prepares equipment for winter or adverse weather when needed
- Clean and maintain streams, channels, and storm water systems within the city.
- Repair and maintain storm drains, culverts and any drainage channels or ditches

Classification Quick View

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

HAZARDOUS CHEMICALS

MANUAL LABOR

***STREET SUPERVISOR
POSITION REQUIREMENTS***

Experience: One to three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. Must possess a valid Class A Kansas Commercial Driver's License (or obtain within 90 days of employment). Road Scholar 1 with 1 year of employment. (or similar experience may be substituted)

Technical Skills: Working knowledge of equipment maintenance, road construction and repairs, and mathematics is required. Must operate loaders, trucks, rollers, backhoes, mowers, graders, and other department equipment. Must judge distances, maintain equipment, and read and interpret written instructions, manuals, diagrams, and schematics. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must obtain absolute confidentiality of information, data and records obtained through or because of employment with the City. Meet and deal tactfully with the general public and communicate effectively

Problem Solving: Occasional independent problem solving. Encounters problems with equipment malfunctions.

Decision Making: Occasional independent decision making. This employee makes decisions about performing necessary street repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Public Works Director. Exercises frequent supervision over subordinate personnel

Financial Accountability: Responsible for department equipment. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, and frequent contact with supervisory personnel. Very limited contact with the governing body.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

Certification/License: Valid Kansas driver's license and a good driving record; Valid Kansas commercial driver's license Class A with Air Brake, required within 90 days of employment.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

AQUATICS SUPERVISOR

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Recreation Director, the Aquatics Supervisor is a non-exempt position under FLSA which performs a variety of duties. Responsible for supervising subordinate personnel, scheduling personnel, maintaining the City's pool facilities, and providing a year round aquatics program. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, coordinates and directs a diversified year around aquatics program;
- Manages and supervises assigned operations;
- Plans and organizes staff schedules and assignments;
- Supervises, trains and evaluates assigned staff;
- ~~Maintains efficiency and effectiveness of aquatics programs;~~
- Prepares reports, maintains inventory, and prepares payroll documentation;
- Complies with budget restrictions;
- Handles complaints, demands, conflicts, and facility supervision;
- Maintains security, proper operation, and quality of pool facility;
- Prepares emergency procedures, trains personnel, and conducts training drills;
- Provides for the safety of program participants;
- Performs lifeguard duties, teaches swimming lessons, and performs other duties as needed;
- Responds to inquiries about programs;
- Follows, and insures assigned personnel follow, safety procedures and practices;
- Follows, and insures assigned personnel follow, department policies and procedures.

MARGINAL FUNCTIONS

- Provides support to department staff and functions as needed;
- Provides for appropriate cash and deposit functions;
- Notifies appropriate personnel of closings and emergencies;
- Assists in preparation of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding fitness and recreation programs;
- Promotes interest and provides information regarding programs as needed;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	ADVERSE WEATHER

AQUATICS SUPERVISOR
POSITION REQUIREMENTS

Experience: Minimum of three years of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: Associate's or Bachelor's degree in recreation, fitness, or related field required (work experience may be substituted for education).~~High school diploma or equivalent.~~ Must possess current AFO, CPR, first aid, and basic lifeguarding certificates. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of pool maintenance, pool management, computers, and mathematics is required. Must possess ability to develop, coordinate, and direct varied activities involved in the swimming program; must possess ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, community leaders, and the general public. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns, programming, personnel, and staffing.

Decision Making: Frequent independent decision making related to programs, staffing, funding and performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Assistant Recreation Director, and exercises supervision over subordinate personnel.

Financial Accountability: Responsible for department and city equipment. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, supervisory, and subordinate personnel. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have exposure to bloodborne pathogens and human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PROGRAM COORDINATOR

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Program Supervisor, the Program Coordinator is a non-exempt position under FLSA which performs a variety of duties. Responsible for coordinating the use of the Activity Center on a given shift; planning, coordinating, scheduling, and implementing youth and adult programs and special events. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Assists in the planning, coordinating, scheduling, and implementation of activities, classes, leagues, and programs;
- Coordinates, schedules, and maintains related records and statistics for programs and personnel;
- Assists in the supervision of classes, workshops and activities of recreation programs;
- ~~Responds to public inquiries about recreation programs;~~
- Assists in the scheduling of activities at the Activity Center;
- Works in conjunction with school district on various programs, classes, and leagues;
- ~~Prepares program event and marketing material including brochures, calendars, letters, posters, news releases, flyers, schedule of events and related communications;~~
- Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs;
- Works and attends during various time periods, including evenings and weekends;
- Tracks revenue and expenses related to programs and special events;
- ~~Responds to public inquiries about recreation programs;~~
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Promotes interest and provides information regarding recreation programs;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	ADVERSE WEATHER

***PROGRAM COORDINATOR
POSITION REQUIREMENTS***

Experience: Minimum of three to six months of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: Bachelor's degree in recreation administration, or related field required (work experience may be substituted for education). Must possess a valid Kansas Driver's License (or obtain within 30 days).

Technical Skills: Thorough knowledge of principles and practices of modern recreation programs and programming, computers and mathematics is required. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. CPR/AED and First Aid certification is required.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns, programming, staffing, and personnel issues.

Decision Making: Frequent independent decision making related to programs, staffing, funding, and performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Program Supervisor, and exercises supervision over part-time recreation staff, seasonal employees, and volunteers.

Financial Accountability: Responsible for department and city equipment. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, supervisory, and subordinate personnel. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PROGRAM SUPERVISOR

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Assistant Recreation Director, the Program Supervisor is a non-exempt position under FLSA which performs a variety of duties. Responsible for coordinating the use of the Activity Center on a given shift; planning, developing, scheduling, directing, and implementing youth and adult programs and special events, supervising and scheduling subordinate personnel, and overseeing sports facilities. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, coordinates and directs a diversified year around program for youth and adults, and special events;
- ~~Supervises and evaluates subordinate personnel;~~
- Coordinates usage and maintenance of sports facilities including some school district facilities;
- Manages certain concession stands;
- Plans and implements tournaments, leagues, and special events;
- Recruits, hires, ~~and~~ trains, supervises, and evaluates staff as well as submits paperwork/invoices for contractual employees;
- Complies with budget restrictions;
- ~~Prepares schedules for personnel;~~
- Administers, develops, promotes, and evaluates programs;
- Develops and implements policies, procedures and standards for efficient and effective programs;
- ~~Responds to public inquiries about recreation programs;~~
- Investigates concerns or complaints regarding program, operations and personnel;
- ~~Monitors programs and staff for evaluation purposes;~~
- Assists in the scheduling of activities at the Activity Center;
- Maintains department website and social media;
- Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- ~~Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs;~~
- ~~Promotes interest and provides information regarding recreation programs;~~
- Assists other departments;
- Performs other duties as deemed necessary or assigned;

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
ADVERSE WEATHER

**PROGRAM SUPERVISOR
POSITION REQUIREMENTS**

Experience: Minimum of one year of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: Bachelor's degree in recreation administration, or related field required (work experience may be substituted for education). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of principles and practices of modern recreation programs and programming, computers and mathematics is required. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. CPR/AED Certification is required (or obtain within 30 days of employment).

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns, programming, staffing, and personnel issues.

Decision Making: Frequent independent decision making related to programs, staffing, funding, and performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Assistant Recreation Director and exercises supervision over subordinate personnel.

Financial Accountability: Responsible for department and city equipment. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, supervisory, and subordinate personnel. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SCHOOL AGE PROGRAM SUPERVISOR

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Recreation Director, the School Age Program Supervisor is a non-exempt position under FLSA which performs a variety of duties. Responsible for planning, developing, scheduling, directing, and implementing before and after school programs, out of school programs, and summer programs for school age children. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, coordinates and directs developmentally appropriate school age programs;
- Supervises, schedules staff and location assignments, and evaluates subordinate personnel;
- Administers, develops, promotes, and evaluates Programs offered;
- Develops and implements policies, procedures and standards for efficient and effective School Age Programs;
- Responds to public inquiries about school age programs;
- Recruits, hires, and trains staff;
- Complies with budget restrictions;
- Visits sites to evaluate staff;
- Substitutes at schools when necessary;
- Deals with state and local agencies concerning licensing;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs;
- Promotes interest and provides information regarding recreation programs;
- Assists other departments;
- Performs other duties as deemed necessary or assigned;

Classification QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	ADVERSE WEATHER

SCHOOL AGE PROGRAM SUPERVISOR POSITION REQUIREMENTS

Experience: Minimum of one year of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: High school diploma or GED. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be CPR/AED and First Aid certified.

Technical Skills: Thorough knowledge of school age childcare, planning and administration; considerable knowledge of the equipment facilities, operations and techniques used in a comprehensive school age childcare center, and CPR and First Aid certification is required. Thorough knowledge of computers, database systems, spreadsheets, statistical analysis and mathematics is required. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns, programming, staffing, and personnel issues.

Decision Making: Frequent independent decision making related to programs, staffing, funding, and performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Assistant Recreation Director and exercises supervision over subordinate personnel .

Financial Accountability: Responsible for department and city equipment. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, supervisory, and subordinate personnel. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

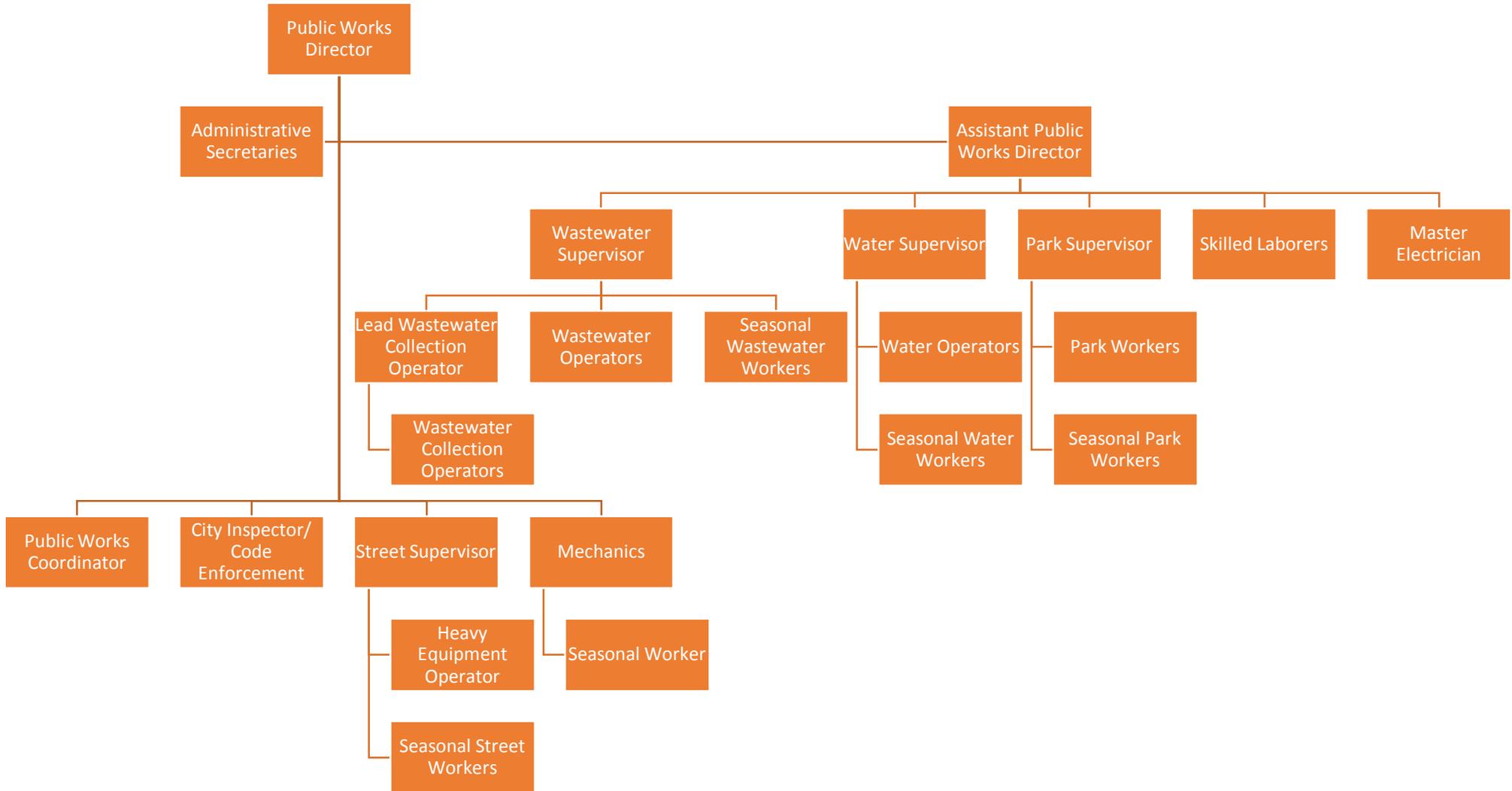
The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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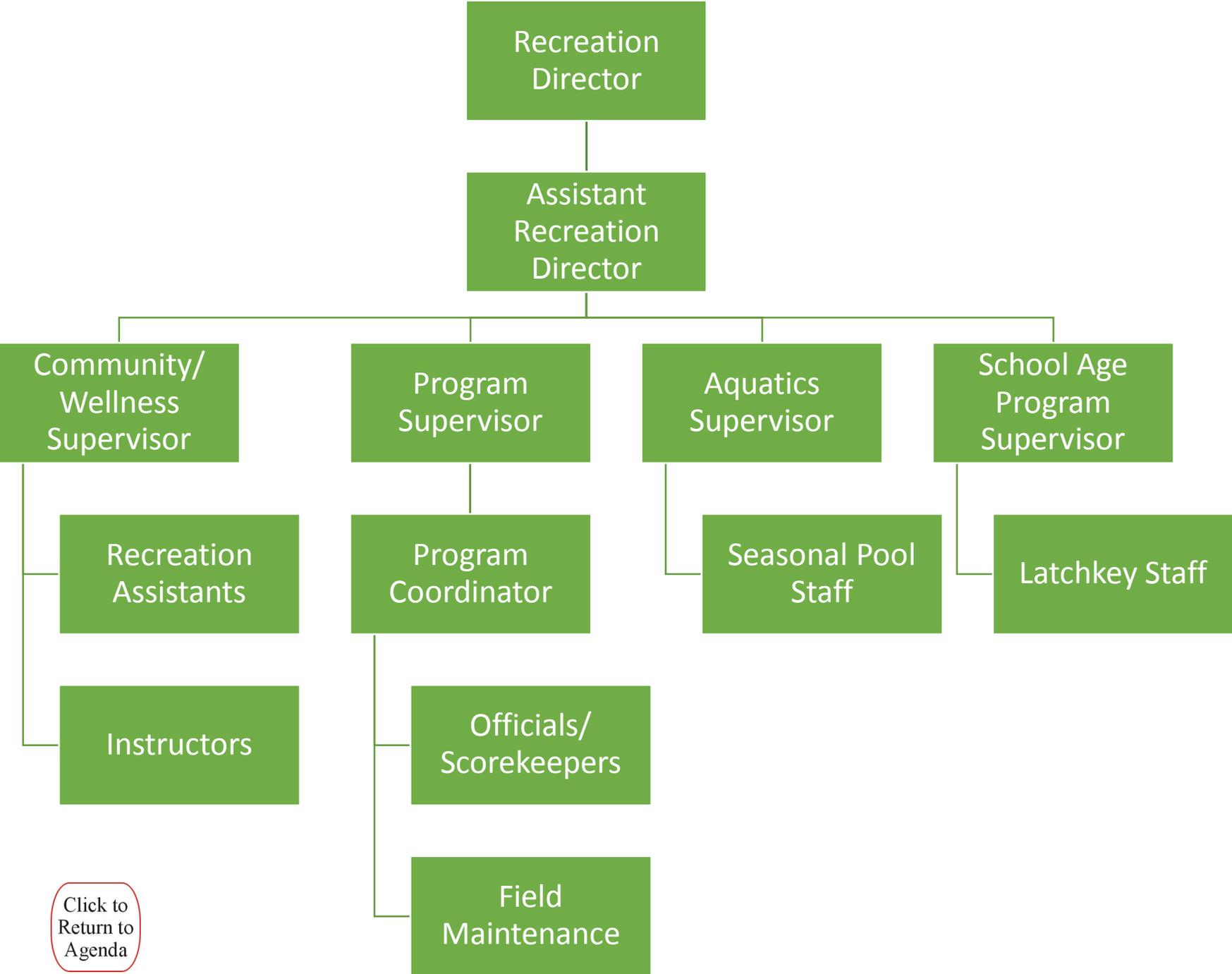
Pay Chart - 2015 Pers. Man. Update		Step											
Job Title		1	2	3	4	5	6	7	8	9	10	11	12
1	General Maintenance Worker	10.70	11.02	11.35	11.69	12.04	12.40	12.77	13.15	13.54	13.95	14.37	14.80
2	Recreation Assistant	10.70	11.02	11.35	11.69	12.04	12.40	12.77	13.15	13.54	13.95	14.37	14.80
3	Senior Center Assistant	10.70	11.02	11.35	11.69	12.04	12.40	12.77	13.15	13.54	13.95	14.37	14.80
4	Water Operator Trainee	10.95	11.28	11.62	11.97	12.33	12.70	13.08	13.47	13.87	14.29	14.72	15.16
5	Wastewater Operator Trainee	11.20	11.54	11.89	12.25	12.62	13.00	13.39	13.79	14.20	14.63	15.07	15.52
6	Mechanic's Assistant	11.45	11.79	12.14	12.50	12.88	13.27	13.67	14.08	14.50	14.94	15.39	15.85
7	Park Worker I	11.70	12.05	12.41	12.78	13.16	13.55	13.96	14.38	14.81	15.25	15.71	16.18
8	Police Officer - Recruit	12.45	12.82	13.20	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73	17.23
9	Office Clerk	12.70	13.08	13.47	13.87	14.29	14.72	15.16	15.61	16.08	16.56	17.06	17.57
10	Assistant Court Clerk	12.95	13.34	13.74	14.15	14.57	15.01	15.46	15.92	16.40	16.89	17.40	17.92
11	Bookkeeping Assistant	13.20	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73	17.23	17.75	18.28
12	Community Resource Specialist	13.20	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73	17.23	17.75	18.28
13	Animal Control Officer	13.45	13.85	14.27	14.70	15.14	15.59	16.06	16.54	17.04	17.55	18.08	18.62
14	Skilled Laborer	13.70	14.11	14.53	14.97	15.42	15.88	16.36	16.85	17.36	17.88	18.42	18.97
15	Water Operator I	13.95	14.37	14.80	15.24	15.70	16.17	16.66	17.16	17.67	18.20	18.75	19.31
16	Accounting Clerk	14.20	14.63	15.07	15.52	15.99	16.47	16.96	17.47	17.99	18.53	19.09	19.66
17	Utility Billing Clerk	14.20	14.63	15.07	15.52	15.99	16.47	16.96	17.47	17.99	18.53	19.09	19.66
18	Administrative Secretary	14.45	14.88	15.33	15.79	16.26	16.75	17.25	17.77	18.30	18.85	19.42	20.00
19	Wastewater Operator I	14.45	14.88	15.33	15.79	16.26	16.75	17.25	17.77	18.30	18.85	19.42	20.00
20	Park Worker II	14.95	15.40	15.86	16.34	16.83	17.33	17.85	18.39	18.94	19.51	20.10	20.70
21	Water Operator II	15.20	15.66	16.13	16.61	17.11	17.62	18.15	18.69	19.25	19.83	20.42	21.03
22	Aquatics Supervisor	15.20	15.66	16.13	16.61	17.11	17.62	18.15	18.69	19.25	19.83	20.42	21.03
23	School Age Program Supervisor	15.20	15.66	16.13	16.61	17.11	17.62	18.15	18.69	19.25	19.83	20.42	21.03
24	Wastewater Operator II	15.55	16.02	16.50	17.00	17.51	18.04	18.58	19.14	19.71	20.30	20.91	21.54
25	Heavy Equipment Operator	15.70	16.17	16.66	17.16	17.67	18.20	18.75	19.31	19.89	20.49	21.10	21.73
26	Public Works Coordinator	15.70	16.17	16.66	17.16	17.67	18.20	18.75	19.31	19.89	20.49	21.10	21.73
27	Senior Center Director	16.45	16.94	17.45	17.97	18.51	19.07	19.64	20.23	20.84	21.47	22.11	22.77
28	Water Operator III	16.45	16.94	17.45	17.97	18.51	19.07	19.64	20.23	20.84	21.47	22.11	22.77
29	Wastewater Operator III	16.70	17.20	17.72	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11
30	Police Officer	16.95	17.46	17.98	18.52	19.08	19.65	20.24	20.85	21.48	22.12	22.78	23.46
31	Mechanic	17.20	17.72	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80
32	Electrician/Maintenance Technician	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34	21.98	22.64	23.32	24.02
33	Multimedia Specialist	17.45	17.97	18.51	19.07	19.64	20.23	20.84	21.47	22.11	22.77	23.45	24.15
34	Court Clerk	17.50	18.03	18.57	19.13	19.70	20.29	20.90	21.53	22.18	22.85	23.54	24.25
35	Community Resource Supervisor	17.50	18.03	18.57	19.13	19.70	20.29	20.90	21.53	22.18	22.85	23.54	24.25
36	Water Operator IV	17.60	18.13	18.67	19.23	19.81	20.40	21.01	21.64	22.29	22.96	23.65	24.36
37	Program Coordinator	17.65	18.18	18.73	19.29	19.87	20.47	21.08	21.71	22.36	23.03	23.72	24.43
38	Wastewater Laboratory Technician	18.10	18.64	19.20	19.78	20.37	20.98	21.61	22.26	22.93	23.62	24.33	25.06
39	Community/Wellness Supervisor	18.20	18.75	19.31	19.89	20.49	21.10	21.73	22.38	23.05	23.74	24.45	25.18
40	Planning & Com. Relations Coord.	18.20	18.75	19.31	19.89	20.49	21.10	21.73	22.38	23.05	23.74	24.45	25.18
41	Master Electrician	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80	24.51	25.25
42	Program Supervisor	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80	24.51	25.25
43	System Administrator	18.45	19.00	19.57	20.16	20.76	21.38	22.02	22.68	23.36	24.06	24.78	25.52
44	Wastewater Operator IV	18.50	19.06	19.63	20.22	20.83	21.45	22.09	22.75	23.43	24.13	24.85	25.60
45	City Inspector/Code Enforcement Officer	18.55	19.11	19.68	20.27	20.88	21.51	22.16	22.82	23.50	24.21	24.94	25.69
46	Master Police Officer	18.55	19.11	19.68	20.27	20.88	21.51	22.16	22.82	23.50	24.21	24.94	25.69
47	Park Supervisor	18.70	19.26	19.84	20.44	21.05	21.68	22.33	23.00	23.69	24.40	25.13	25.88
48	Street Supervisor	18.75	19.31	19.89	20.49	21.10	21.73	22.38	23.05	23.74	24.45	25.18	25.94
49	Water Supervisor	18.85	19.42	20.00	20.60	21.22	21.86	22.52	23.20	23.90	24.62	25.36	26.12
50	Sergeant	19.95	20.55	21.17	21.81	22.46	23.13	23.82	24.53	25.27	26.03	26.81	27.61
51	Wastewater Supervisor	20.20	20.81	21.43	22.07	22.73	23.41	24.11	24.83	25.57	26.34	27.13	27.94
52	Lieutenant	20.45	21.06	21.69	22.34	23.01	23.70	24.41	25.14	25.89	26.67	27.47	28.29
53	Assistant Recreation Director	20.70	21.32	21.96	22.62	23.30	24.00	24.72	25.46	26.22	27.01	27.82	28.65
54	Assistant City Clerk	20.70	21.32	21.96	22.62	23.30	24.00	24.72	25.46	26.22	27.01	27.82	28.65
55	Assistant Public Works Director	21.20	21.84	22.50	23.18	23.88	24.60	25.34	26.10	26.88	27.69	28.52	29.38
56	Captain	21.45	22.09	22.75	23.43	24.13	24.85	25.60	26.37	27.16	27.97	28.81	29.67
57	Economic Development Director	21.70	22.35	23.02	23.71	24.42	25.15	25.90	26.68	27.48	28.30	29.15	30.02
58	Recreation Director	26.20	26.99	27.80	28.63	29.49	30.37	31.28	32.22	33.19	34.19	35.22	36.28
59	City Clerk/Treasurer	26.70	27.50	28.33	29.18	30.06	30.96	31.89	32.85	33.84	34.86	35.91	36.99
60	Chief of Police	27.45	28.27	29.12	29.99	30.89	31.82	32.77	33.75	34.76	35.80	36.87	37.98
61	Public Works Director	27.60	28.43	29.28	30.16	31.06	31.99	32.95	33.94	34.96	36.01	37.09	38.20
62	Deputy Administrative Officer	28.20	29.05	29.92	30.82	31.74	32.69	33.67	34.68	35.72	36.79	37.89	39.03
63	Chief Administrative Officer	28.80	29.66	30.55	31.47	32.41	33.38	34.38	35.41	36.47	37.56	38.69	39.85

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Public Works Department Organizational Chart



Recreation Department Organizational Chart



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CITY OF HAYSVILLE, KANSAS

401 S. Jane-P.O. Box 404-Haysville, Kansas 67060

(316) 529-5940~Fax (316) 529-5945

www.haysville-ks.com

To: The Honorable Mayor, Bruce Armstrong
Haysville City Councilmembers

From: Randal Dorner
City of Haysville
Public Works Director

Date: April 23, 2015

Re: Baughman & Alice Street Paving Improvements

We have received Bids for “Baughman & Alice Street Paving Improvements”, Project No. 041315 from the following:

Total Bid ASPHALT:	
Cornejo & Sons	\$323,604.33
Kansas Paving	\$296,945.20
Total Bid PCC PAVING OPTION:	
Cornejo & Sons	\$439,066.83
Kansas Paving	\$346,545.20
Pearson	\$350,255.43
Total Bid RCC PAVING OPTION:	
Kansas Paving	\$353,076.45
Andale Ready Mix	\$330,739.93

We are requesting authorization to accept the bid from Kansas Paving for Asphalt at a total of **\$296,945.20**.

Randal Dorner
City of Haysville
Public Works Director

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CITY OF HAYSVILLE, KANSAS

401 S. JANE - P.O. BOX 404 - HAYSVILLE, KANSAS 67060

(316) 529-5940 - FAX (316) 529-5945

WWW.HAYSVILLE-KS.COM

TO: The Honorable Mayor, Bruce Armstrong
Haysville City Councilmembers

FROM: Randal Dorner
City of Haysville
Public Works Director

DATE: April 24, 2015

SUBJECT: Request for Change Order #1 to add Anita and Fager Concrete Aprons.

We are requesting approval of Change Order #1 with Concrete Works, Inc. from the *Lamar Apron at Sarah Lane* project to add Anita and Fager concrete aprons to it. This is in our project list for this year.

Concrete Aprons	\$72,615.00
Reinforce Crushed Concrete Base	\$5,205.20

We are requesting authorization to accept Change Order #1 from Concrete Works, Inc. for \$72,615.00 and authorization to purchase reinforced crushed concrete base for \$5,205.20. This will be paid out of Street Sales Tax money.

Thank you,

Randal Dorner
City of Haysville
Public Works Director

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CITY OF HAYSVILLE, KANSAS

401 S. Jane-P.O. Box 404-Haysville, Kansas 67060

(316) 529-5940~Fax (316) 529-5945

www.haysville-ks.com

TO: The Honorable Mayor, Bruce Armstrong
Haysville City Councilmembers

FROM: Randal Dorner
Public Works Director

DATE: April 23, 2015

RE: Mowing Bids

We recently sent out requests for bids on Mowing and Minor Refuse Removal Services to the following companies:

JoJac's Landscape & Mowing, Inc.
KleanKut
Landscapes Inc.
K & A Property Maintenance

We received a response from the above listed. JoJac's Landscape & Mowing, Inc. at the cost listed below:

- | | | |
|----|------------------------|-------------------|
| 1. | For grade "A" city lot | \$60.50 per yard |
| 2. | For grade "B" city lot | \$71.50 per yard |
| 3. | For grade "C" city lot | \$137.50 per yard |

We received a response from the above listed. K & A Property Maintenance at the cost listed below:

- | | | |
|----|------------------------|------------------|
| 1. | For grade "A" city lot | \$49.00 per yard |
| 2. | For grade "B" city lot | \$55.00 per yard |
| 3. | For grade "C" city lot | \$65.00 per yard |

We are asking authorization to accept the bid from K & A Property Maintenance for Mowing and Minor Refuse Removal Services.



VENDOR NO NAME	PAYMENT AMT
5 AAA PORTABLE SERVICES LLC	205.00
10 A & E ANALYTICAL	1,245.00
50 A-ONE AUTO	20.00
100 SUPPLYWORKS	242.09
195 A-FORD-ABLE	516.00
215 AIRGAS USA LLC	122.36
265 ALLPAK BATTERY	59.90
268 ALLEN, JIMMY	40.00
283 AAPP	320.00
285 AMERICAN ELECTRIC COMPANY	27.09
290 AMERI-GRAPHICS SPECIAL T	353.40
320 AMERICAN FENCE COMPANY IN	95.76
357 AMERICAN TRAFFIC SAFETY	476.25
450 APAC KANSAS INC	76.64
490 AT&T	2,071.86
565 AWARDS FACTORY INC	19.25
589 B & R RADIATOR, INC.	110.00
680 BAYSINGER POLICE SUPPLY	16.99
695 BEALL & MITCHELL LLC	1,156.00
784 BILL'S AMERICAN MUFFLER	382.46
795 BISHOP LIFTING PRODUCTS	246.26
798 BLACK EAGLE MARTIAL ARTS	165.00
893 BULLSEYE PDR & COLLISION	2,469.62
965 CDR	581.88
972 CONSOLIDATED ELECTRICAL D	2,886.28

VENDOR NO NAME	PAYMENT AMT
1024 CASE CHAD	35.00
1097 CENTRAL EQUIPMENT	174.28
1144 CHRISMAN TRUCK & AUTO	30.00
1155 CINTAS CORPORATION	883.01
1170 CITY BLUE PRINT INC	58.36
1206 CK POWER	665.00
1283 CONCRETE WORKS INC	12,932.33
1370 CRAWLEY'S OFFICE FURNITUR	129.95
1400 CUMMINS CNTRL POWER	2,430.42
1485 DELL MARKETING LP	183.18
1592 DOUBLE CHECK COMPANY INC	360.57
1816 FAMILY MEDCENTERS PA	214.31
1950 FOLEY INDUSTRIES	4,138.70
2000 GALLS LLC	128.51
2036 GATEWAY SAFETY PRODUCTS	499.95
2218 GUTERMANN TECHNOLOGY GMBH	200.00
2230 HACH COMPANY	337.37
2246 HAMPEL OIL	5,176.50
2255 HARKINS, NICOLE	75.00
2266 HASTY AWARDS	426.79
2330 HAYSVILLE HEALTH MART	65.25
2345 HAYSVILLE RENTAL CENTER	917.92
2367 HAYSVILLE TRUE VALUE	1,101.10
2370 HAYSVILLE USD 261	77.46
2425 HIGH SCHOOL SPORTS MAG	379.00

VENDOR NO NAME	PAYMENT AMT
2468 HOLLOW METAL DOOR CO INC	1,640.00
2591 HYDROPRO SOLUTIONS	562.36
2665 INNOVATIVE COACHWORKS	948.36
2679 INTEGRATED TECHNOLOGIES	95.00
2844 JOHN DEERE FINANCIAL	1,124.02
2876 KA-COMM INC	308.00
3070 KDHE #K6000	1,060.00
3075 KDHE BUREAU OF WATER	60.00
3265 KS GOLF & TURF INC	325.86
3280 KMJA	25.00
3295 KS ONE-CALL SYSTEM	95.00
3330 KRWA	225.00
3413 KECK, JORDAN	105.00
3500 KONICA MINOLTA BUS SYS	180.10
3502 KONICA MINOLTA PREMIERE	813.14
3744 LOGO DEPOT	147.70
3790 M6 CONCRETE ACCESSORIES	41.48
3857 MAUGHAN LAW GROUP LLC	1,000.00
3880 MAYER SPECIALTY SERVICES	1,450.00
3906 MCCONNELL & ASSOCIATES	94.35
4010 MID-CONTINENT SAFETY	1,768.00
4317 NRP	1,680.00
4348 NEW MEDICAL HEALTH CARE	1,375.00
4370 OFFICE DEPOT	469.96
4396 O'REILLY AUTOMOTIVE INC	800.18

VENDOR NO NAME	PAYMENT AMT
4403 OZONIA NORTH AMERICA	9,097.94
4444 PARKER, DELBERT	40.00
4520 PETTY CASH	2,542.61
4622 PLEXUS INC.	104,826.18
4708 PRICHARD ANIMAL HOSPITAL	36.39
4716 PROCOM LMR INC	67.71
4885 RJ COMMUNICATIONS	155.00
4955 RAY ALLEN MANUFACTURING L	61.99
5335 SEDG CTY FIN-JAIL FEES	5,424.12
5381 SEDGWICK COUNTY TREASURER	366.70
5402 SERVICEMASTER CLEAN-IN-A	400.00
5406 SEXTON KEVIN	35.00
5430 SHERWIN-WILLIAMS COMPANY	767.40
5435 SHIRTS PLUS	52.00
5540 SOUTHEASTERN SECURITY	814.00
5548 SOUTH CENTRAL LEAGUE	800.00
5620 SPANGENBERG PHILLIPS TICE	3,537.74
5680 STANION WHOLESALE ELECTRI	287.03
5883 TENNANT SALES & SERVICE	235.40
5916 TIMES-SENTINEL NEWSPAPERS	245.00
6030 UNITED STATES POSTAL SERV	1,080.00
6095 USA BLUE BOOK	656.16
6100 USA SHADE & FABRIC STRUCT	3,158.50
6300 WAL-MART COMMUNITY	171.13
6355 WATCHGUARD VIDEO	1,563.00

VENDOR NO NAME	PAYMENT AMT
6475 WICHITA BODY & EQUIPMENT	284.95
6585 WICHITA CONCRETE PIPE COM	3,790.12
6588 WICHITA IRON & METALS COR	26.00
6590 WICHITA PUMP &	338.09
6600 WICHITA STAMP & SEAL INC	23.41
6630 WICHITA WINWATER	1,536.42
6700 WILLIAMS JANITORIAL SUPPL	217.04
9083 CIARLEGLIO, WENDY LYNN	90.00
10035 FRY STEVEN JR	75.00
10137 MCCAFFREE CALEB	120.00
10140 MCKELVEY TRACI	42.75
10345 SHARBUTT, ASHLEY	45.00
10400 WILLIAMS RONNY	80.00
	=====
REPORT TOTAL	205,008.34

FUND	NAME	TOTAL
01	GENERAL FU	55,300.84
10	SEWER FUND	25,964.42
11	WATER FUND	8,767.91
12	MUNICIPAL	11.66
14	STORMWATER	903.79
21	STREET FUN	8,269.76
28	SPECIAL AL	30.97
30	RECREATION	5,510.91
33	FEDERAL LA	78,924.49
36	CAPITAL IM	320.52
51	SPECIAL PA	50.00
92	TR GUEST T	479.00
97	ST STREET	13,408.58
99	ST REC RES	7,065.49
		=====
	TOTAL	205,008.34

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INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

INTRUST													
5 AAA PORTABLE SERVICES LLC													
A-98896	1 I	4/28/2015	4/06/2015	3EA. PORTABLE REST. 3/9	205.00		205.00		205.00	30			1
								30-50-2092					RECREATION DEPT PROGRAMS
				** VENDOR TOTALS *	205.00		205.00		205.00				
10 A & E ANALYTICAL LAB INC													
1500380	1 I	4/28/2015	4/08/2015	WATER TESTING	360.00		360.00		360.00	10			1
								10-30-2040					SEWER CONTRACTUAL
1500405	1 I	4/28/2015	4/14/2015	WATER TESTING	885.00		885.00		885.00	10			1
								10-30-2040					SEWER CONTRACTUAL
				** VENDOR TOTALS *	1245.00		1245.00		1245.00				
50 A-ONE AUTO SALVAGE													
207121	1 I	4/28/2015	4/09/2015	LID LATCH - TRK #35	20.00		20.00		20.00	21			1
								21-41-2006					STREET EQUIPMENT MAINTENANCE
				** VENDOR TOTALS *	20.00		20.00		20.00				
100 SUPPLYWORKS													
334172749	1 I	4/28/2015	4/07/2015	KITCH. TOWELS/TOILET PA	80.70		80.70		80.70	11			1
								11-31-2012					WATER MISCELLANEOUS
	2 I			KITCH. TOWELS/TOILET PA	80.69		80.69		80.69	10			1
								10-30-2012					SEWER MISCELLANEOUS
	3 I			KITCH. TOWELS/TOILET PA	80.70		80.70		80.70	21			1
								21-41-2012					STREET MISCELLANEOUS
				* INVOICE TOTALS	242.09		242.09		242.09				
				** VENDOR TOTALS *	242.09		242.09		242.09				
195 A-FORD-ABLE-LOCKSMITHING INC													
150460	1 I	4/28/2015	4/08/2015	SERVICE CALL/LABOR	49.00		49.00		49.00	01			1
								01-03-2009					PARK MATERIALS
	2 I			INSTALL/MODIFICATION	110.00		110.00		110.00	01			1
								01-03-2009					PARK MATERIALS
	3 I			DUPLICATE KEY - DND	25.00		25.00		25.00	01			1
								01-03-2009					PARK MATERIALS
	4 I			DUP. KEYS VERTEX	40.00		40.00		40.00	01			1
								01-03-2009					PARK MATERIALS
	5 I			DUP. KEYS VERTEX	40.00		40.00		40.00	01			1
								01-03-2009					PARK MATERIALS
				* INVOICE TOTALS	264.00		264.00		264.00				
				** VENDOR TOTALS *	264.00		264.00		264.00				
150468													
150468	1 I	4/28/2015	4/16/2015	LOCK/LATCH/RPLCMNT LEVE	202.00		202.00		202.00	01			1
								01-03-2009					PARK MATERIALS
	2 I			DUPLICATE KEYS 20EA.	50.00		50.00		50.00	01			1
								01-03-2009					PARK MATERIALS
				* INVOICE TOTALS	252.00		252.00		252.00				
				** VENDOR TOTALS *	516.00		516.00		516.00				
215 AIRGAS USA, LLC													
9036478381	1 I	4/28/2015	4/01/2015	MISC. WELDING SUPPLIES	7.29		7.29		7.29	11			1
								11-31-2009					WATER MATERIALS
	2 I			MISC. WELDING SUPPLIES	7.29		7.29		7.29	10			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
	3 I			MISC. WELDING SUPPLIES	7.29		7.29		7.29	21			1
				* INVOICE TOTALS	21.87		21.87		21.87				
9037419526	1 I	4/28/2015	4/01/2015	WIRE MTLCR - WELDING SU	33.49		33.49		33.49	11			1
	2 I			WIRE MTLCR - WELDING SU	33.50		33.50		33.50	10			1
	3 I			WIRE MTLCR - WELDING SU	33.50		33.50		33.50	21			1
				* INVOICE TOTALS	100.49		100.49		100.49				
				** VENDOR TOTALS *	122.36		122.36		122.36				
				265 ALLPAK BATTERY									
251773	1 I	4/28/2015	4/01/2015	2EA. PDA-94LI BATTERIES	59.90		59.90		59.90	01			1
				** VENDOR TOTALS *	59.90		59.90		59.90				
				268 JIMMY ALLEN									
4/28/15	1 I	4/28/2015	4/28/2015	REFEREE BSKTBALL 2HRS 4	40.00		40.00		40.00	30			1
				** VENDOR TOTALS *	40.00		40.00		40.00				
				283 AMERICAN ASSOCIATION OF POLICE									
2015 REG	1 I	4/28/2015	4/28/2015	ANNUAL POLOGRAPH SEMINA B. POWERS MAY 31-JUNE 5	320.00		320.00		320.00	01			1
				** VENDOR TOTALS *	320.00		320.00		320.00				
				285 AMERICAN ELECTRIC COMPANY									
9442623169	1 I	4/28/2015	4/10/2015	MINITURE CIRCUIT - CITY	27.09		27.09		27.09	01			1
				** VENDOR TOTALS *	27.09		27.09		27.09				
				290 AMERI-GRAPHICS SPECIAL T'S									
6139	1 I	4/28/2015	4/01/2015	COED VOLLEYBALL T-SHIRT	177.60		177.60		177.60	30			1
	1 I	4/28/2015	4/05/2015	PERFORMANCE SOCCER SHIR	85.80		85.80		85.80	30			1
	1 I	4/28/2015	4/11/2015	CREDIT FOR MISPRINTED I	90.00-		90.00-		90.00-	30			1
	2 I			ADULT T'S NAVY & PINK 2	180.00		180.00		180.00	30			1
				* INVOICE TOTALS	90.00		90.00		90.00				
				** VENDOR TOTALS *	353.40		353.40		353.40				
				320 AMERICAN FENCE COMPANY INC									
1833391	1 I	4/28/2015	4/09/2015	1-3/8 16GA FENCE-PC BLE	95.76		95.76		95.76	21			1
				** VENDOR TOTALS *	95.76		95.76		95.76				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

357 AMERICAN TRAFFIC SAFETY													
77577	1 I	4/28/2015	4/08/2015	30"x50YD EC FILM, BLUE	476.25		476.25		476.25	97			1
								97-66-3001	ST STREET RES EXPENSE				
				** VENDOR TOTALS *	476.25		476.25		476.25				
450 APAC KANSAS INC													
8001464374	1 I	4/28/2015	4/06/2015	BM-2 WARM MIX-GRAND/JUB	76.64		76.64		76.64	21			1
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	76.64		76.64		76.64				
490 A T & T													
APR 2015	1 I	4/28/2015	4/11/2015	MONTHLY PHONE BILL	188.16		188.16		188.16	01			1
								01-01-2002	CITY CLERK TELEPHONE				
	2 I			MONTHLY PHONE BILL	611.52		611.52		611.52	01			1
								01-02-2002	POLICE TELEPHONE				
	3 I			MONTHLY PHONE BILL	141.12		141.12		141.12	01			1
								01-06-2002	MUN COURT TELEPHONE				
	4 I			MONTHLY PHONE BILL	94.08		94.08		94.08	01			1
								01-12-2003	SR CENTER UTILITIES				
	5 I			MONTHLY PHONE BILL	15.11		15.11		15.11	01			1
								01-03-2002	PARK TELEPHONE				
	6 I			MONTHLY PHONE BILL	15.11		15.11		15.11	01			1
								01-04-2002	PL COMM TELEPHONE				
	7 I			MONTHLY PHONE BILL	127.70		127.70		127.70	01			1
								01-18-2002	GEN GOVT TELEPHONE/POSTAGE				
	8 I			MONTHLY PHONE BILL	15.11		15.11		15.11	01			1
								01-21-2002	INFORMATION SYS TELEPHONE				
	9 I			MONTHLY PHONE BILL	15.11		15.11		15.11	01			1
								01-22-2002	MEDIA SPECIALIST TELEPHONE				
	10 I			MONTHLY PHONE BILL	47.24		47.24		47.24	01			1
								01-20-2002	INSPECTION TELEPHONE				
	11 I			MONTHLY PHONE BILL	212.46		212.46		212.46	10			1
								10-30-2002	SEWER TELEPHONE				
	12 I			MONTHLY PHONE BILL	212.46		212.46		212.46	11			1
								11-31-2002	WATER TELEPHONE				
	13 I			MONTHLY PHONE BILL	94.42		94.42		94.42	21			1
								21-41-2002	STREET TELEPHONE				
	14 I			MONTHLY PHONE BILL	235.20		235.20		235.20	30			1
								30-50-2002	RECREATION DEPT TELEPHONE				
	15 I			MONTHLY PHONE BILL	47.06		47.06		47.06	01			1
								01-18-2002	GEN GOVT TELEPHONE/POSTAGE				
				* INVOICE TOTALS	2071.86		2071.86		2071.86				
				** VENDOR TOTALS *	2071.86		2071.86		2071.86				
565 AWARDS FACTORY INC													
15-1791	1 I	4/28/2015	4/28/2015	REPLACE FIGURES & REPLA	17.25		17.25		17.25	30			1
								30-50-2092	RECREATION DEPT PROGRAMS				
	2 I			REPLACE TRIM	2.00		2.00		2.00	30			1
								30-50-2092	RECREATION DEPT PROGRAMS				
				* INVOICE TOTALS	19.25		19.25		19.25				
				** VENDOR TOTALS *	19.25		19.25		19.25				

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42776	1 I	4/28/2015	4/01/2015	589 B & R RADIATOR, INC. CLEAN,ROD REPAIR - PARK JOHN DEERE 997 MOWER	110.00		110.00		110.00	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	110.00		110.00		110.00				
01751	1 I	4/28/2015	4/20/2015	680 BAYSINGER POLICE SUPPLY INC MK-III PEPPER SPRAY 1 E	16.99		16.99		16.99	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
				** VENDOR TOTALS *	16.99		16.99		16.99				
4/03/15	1 I	4/28/2015	4/03/2015	695 BEALL & MITCHELL LLC APPEAL CASE #14CR1455 J	156.00		156.00		156.00	01			1
								01-06-2012	MUN COURT MISCELLANEOUS				
MAR 2015	1 I	4/28/2015	4/01/2015	PROSECUTING SERVICES	1000.00		1000.00		1000.00	01			1
								01-06-1100	MUN COURT PERSONNEL SERVICES				
				** VENDOR TOTALS *	1156.00		1156.00		1156.00				
R198785	1 I	4/28/2015	4/09/2015	784 BILL'S AMERICAN MUFFLER MUFFLER, HD TRUCK 1 EA.	279.95		279.95		279.95	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	2 I			CAT, UNI, PRE OBD II 1	94.95		94.95		94.95	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	3 I			CLAMP, 3 0/0 HVY DUTY 2	7.56		7.56		7.56	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	382.46		382.46		382.46				
				** VENDOR TOTALS *	382.46		382.46		382.46				
PSI04902	1 I	4/28/2015	4/08/2015	795 BISHOP LIFTING PRODUCTS, INC. 20' STRAPS, LIFTING HOO	82.08		82.08		82.08	11			1
								11-31-2009	WATER MATERIALS				
	2 I			20' STRAPS, LIFTING HOO	82.09		82.09		82.09	10			1
								10-30-2009	SEWER MATERIALS				
	3 I			20' STRAPS, LIFTING HOO	82.09		82.09		82.09	21			1
								21-41-2009	STREET MATERIALS				
				* INVOICE TOTALS	246.26		246.26		246.26				
				** VENDOR TOTALS *	246.26		246.26		246.26				
APR 2015	1 I	4/28/2015	4/28/2015	798 DOJANG LLC 11 STUDENTS FOR LESSONS	165.00		165.00		165.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
				** VENDOR TOTALS *	165.00		165.00		165.00				
874	1 I	4/28/2015	4/03/2015	893 BULLSEYE PAINTLESS DENT REPAIR REPAIR 2013 TAHOE - TRK	2469.62		2469.62		2469.62	01			1
								01-02-2035	POLICE VEHICLE MAINTENANCE				
				** VENDOR TOTALS *	2469.62		2469.62		2469.62				
155232	1 I	4/28/2015	4/20/2015	965 CDR CRUSHED CONCRETE 48.49 NORTH LAMAR PROJECT	581.88		581.88		581.88	21			1
								21-41-2009	STREET MATERIALS				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					581.88		581.88		581.88				
972 CED - COLUMBIA													
9444580667	1 I	4/28/2015	4/07/2015	PORC KEYLESS MED LAMPHL	101.17		101.17		101.17	21			1
								21-41-2009	STREET MATERIALS				
9444581589	1 I	4/28/2015	4/01/2015	LED LIGHTS 6EA.-HINKLEY	551.71		551.71		551.71	21			1
								21-41-2009	STREET MATERIALS				
9444581864	1 I	4/28/2015	4/07/2015	BLK 2500' REEL - CITY H	77.74		77.74		77.74	01			1
								01-09-2006	BLDG & GROUNDS EQUIP MAINT				
9444582185	1 I	4/28/2015	4/08/2015	STD SUPPORT GRIPS - CIT	118.59		118.59		118.59	01			1
								01-09-2009	BLDG & GROUNDS MATERIALS				
9444582244	1 I	4/28/2015	4/09/2015	BEND ALL CABLE BENDER 1	30.00		30.00		30.00	01			1
								01-09-2009	BLDG & GROUNDS MATERIALS				
9444582245	1 I	4/28/2015	4/09/2015	MISC. REPAIR PARTS - CI	38.71		38.71		38.71	01			1
								01-09-2006	BLDG & GROUNDS EQUIP MAINT				
9444582280	1 I	4/28/2015	4/09/2015	500 CU SPLIT BOLT - CIT	48.36		48.36		48.36	01			1
								01-09-2006	BLDG & GROUNDS EQUIP MAINT				
9444583443	1 I	4/28/2015	4/20/2015	LIGHTS 12EA.-HINKLEY BI	1920.00		1920.00		1920.00	21			1
								21-41-2009	STREET MATERIALS				
** VENDOR TOTALS *					2886.28		2886.28		2886.28				
1024 CHAD CASE													
APR 2015	1 I	4/28/2015	4/28/2015	REIMBURSE CELL PHONE US ON CALL PERSONNEL	35.00		35.00		35.00	01			1
								01-02-2040	POLICE CONTRACTUAL				
** VENDOR TOTALS *					35.00		35.00		35.00				
1097 CENTRAL EQUIPMENT													
0031209-IN	1 I	4/28/2015	4/02/2015	BLASTER VALVE 1 EA.	174.28		174.28		174.28	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
** VENDOR TOTALS *					174.28		174.28		174.28				
1144 CHRISMAN TRUCK & AUTO													
7635	1 I	4/28/2015	4/07/2015	MISC. PARTS	5.00		5.00		5.00	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	2 I			MISC. PARTS	5.00		5.00		5.00	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	3 I			MISC. PARTS	20.00		20.00		20.00	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
* INVOICE TOTALS					30.00		30.00		30.00				
** VENDOR TOTALS *					30.00		30.00		30.00				
1155 CINTAS CORPORATION #451													
451107591	1 I	4/28/2015	4/01/2015	SHOP TOWELS & SUPPLIES	25.77		25.77		25.77	10			1
								10-30-2009	SEWER MATERIALS				
	2 I			SHOP TOWELS & SUPPLIES	25.77		25.77		25.77	11			1
								11-31-2009	WATER MATERIALS				
	3 I			SHOP TOWELS & SUPPLIES	25.76		25.76		25.76	21			1
								21-41-2009	STREET MATERIALS				
	4 I			UNIFORM CLEAN & RENT	35.80		35.80		35.80	01			1
								01-03-2012	PARK MISCELLANEOUS				
	5 I			UNIFORM CLEAN & RENT	4.35		4.35		4.35	01			1
								01-20-2016	INSPECTION UNIFORMS				

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							01-03-2012	PARK MISCELLANEOUS					
** VENDOR TOTALS *					214.31		214.31		214.31				
1950 FOLEY INDUSTRIES													
000041538	1 I	4/28/2015	4/01/2015	168-7551 PLATE 2 EA.	179.56		179.56		179.56	11			1
							11-31-2006	WATER EQUIPMENT MAINTENANCE					
	2 I			168-7551 PLATE 2 EA.	179.57		179.57		179.57	10			1
							10-30-2006	SEWER EQUIPMENT MAINTENANCE					
	3 I			168-7551 PLATE 2 EA.	179.57		179.57		179.57	21			1
							21-41-2006	STREET EQUIPMENT MAINTENANCE					
* INVOICE TOTALS					538.70		538.70		538.70				
F3330201	1 I	4/28/2015	4/01/2015	CATERPILLAR WHL LOADER	2700.00		2700.00		2700.00	10			1
							10-30-2006	SEWER EQUIPMENT MAINTENANCE					
	2 I			CATERPILLAR WHL LOADER	900.00		900.00		900.00	21			1
							21-41-2006	STREET EQUIPMENT MAINTENANCE					
* INVOICE TOTALS					3600.00		3600.00		3600.00				
** VENDOR TOTALS *					4138.70		4138.70		4138.70				
2000 GALLS LLC													
003285654	1 I	4/28/2015	4/01/2015	AMERIGLO 6" LIGHTSTICKS	105.52		105.52		105.52	01			1
							01-02-2016	POLICE UNIFORMS & EQUIPMENT					
	2 I			SHIPPING CHARGES	9.31		9.31		9.31	01			1
							01-02-2016	POLICE UNIFORMS & EQUIPMENT					
* INVOICE TOTALS					114.83		114.83		114.83				
3254015-01	1 I	4/28/2015	4/01/2015	SHIPPING FEE ON INV.325	13.68		13.68		13.68	01			1
							01-02-2016	POLICE UNIFORMS & EQUIPMENT					
** VENDOR TOTALS *					128.51		128.51		128.51				
2036 GATEWAY SAFETY PRODUCTS, INC.													
19488	1 I	4/28/2015	4/09/2015	30 MINUTE NO SPIKE FUSE	354.54		354.54		354.54	01			1
							01-02-2006	POLICE EQUIPMENT MAINTENANCE					
	2 I			FREIGHT	145.41		145.41		145.41	01			1
							01-02-2006	POLICE EQUIPMENT MAINTENANCE					
* INVOICE TOTALS					499.95		499.95		499.95				
** VENDOR TOTALS *					499.95		499.95		499.95				
2218 GUTERMANN TECHNOLOGY GMBH													
150053	1 I	4/28/2015	4/01/2015	AQUA TRACE 200-5W LOCAT	200.00		200.00		200.00	10			1
							10-30-2009	SEWER MATERIALS					
** VENDOR TOTALS *					200.00		200.00		200.00				
2230 HACH COMPANY													
9327104	1 I	4/28/2015	4/13/2015	REAGENT SET, CHLORINE F	306.90		306.90		306.90	11			1
							11-31-2009	WATER MATERIALS					
	2 I			FREIGHT CHARGES	30.47		30.47		30.47	11			1
							11-31-2009	WATER MATERIALS					
* INVOICE TOTALS					337.37		337.37		337.37				
** VENDOR TOTALS *					337.37		337.37		337.37				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

2246 HAMPEL OIL													
90671937	1 I	4/28/2015	4/08/2015	UNLEADED/DIESEL FUEL	1122.00		1122.00		1122.00	10			1
								10-30-2009	SEWER MATERIALS				
	2 I			UNLEADED/DIESEL FUEL	1122.00		1122.00		1122.00	11			1
								11-31-2009	WATER MATERIALS				
	3 I			UNLEADED/DIESEL FUEL	1122.00		1122.00		1122.00	21			1
								21-41-2009	STREET MATERIALS				
	4 I			UNLEADED/DIESEL FUEL	1810.50		1810.50		1810.50	01			1
								01-02-2010	POLICE GASOLINE & OIL				
				* INVOICE TOTALS	5176.50		5176.50		5176.50				
				** VENDOR TOTALS *	5176.50		5176.50		5176.50				
2255 NICOLE HARKINS													
4/28/15 B	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 2HRS 4/1	30.00		30.00		30.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
4/28/15A	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 3 HRS 4/	45.00		45.00		45.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
				** VENDOR TOTALS *	75.00		75.00		75.00				
2266 HASTY AWARDS													
03152331	1 I	4/28/2015	4/01/2015	YOUTH SOCCER MEDALS 230	426.79		426.79		426.79	30			1
								30-50-2092	RECREATION DEPT PROGRAMS				
				** VENDOR TOTALS *	426.79		426.79		426.79				
2330 HAYSVILLE HEALTH MART													
3956416	1 I	4/28/2015	4/08/2015	WORK COMP MEDICATION	65.25		65.25		65.25	01			1
								01-03-2012	PARK MISCELLANEOUS				
				** VENDOR TOTALS *	65.25		65.25		65.25				
2345 HAYSVILLE RENTAL CENTER													
25023	1 I	4/28/2015	4/06/2015	PURCHASE:HUSQVARNA TRIM	851.85		851.85		851.85	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
25431	1 I	4/28/2015	4/22/2015	PURCHASE:TRIMMER REPAIR	66.07		66.07		66.07	01			1
								01-03-2009	PARK MATERIALS				
				** VENDOR TOTALS *	917.92		917.92		917.92				
2367 HAYSVILLE TRUE VALUE													
3/31/15	1 I	4/28/2015	4/01/2015	MONTHLY HARDWARE SUPPLI	34.16		34.16		34.16	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
	2 I			MONTHLY HARDWARE SUPPLI	52.43		52.43		52.43	10			1
								10-30-2009	SEWER MATERIALS				
	3 I			MONTHLY HARDWARE SUPPLI	68.21		68.21		68.21	10			1
								10-30-2012	SEWER MISCELLANEOUS				
	4 I			MONTHLY HARDWARE SUPPLI	37.75		37.75		37.75	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	5 I			MONTHLY HARDWARE SUPPLI	260.42		260.42		260.42	11			1
								11-31-2009	WATER MATERIALS				
	6 I			MONTHLY HARDWARE SUPPLI	32.14		32.14		32.14	11			1
								11-31-2012	WATER MISCELLANEOUS				
	7 I			MONTHLY HARDWARE SUPPLI	19.60		19.60		19.60	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	8 I			MONTHLY HARDWARE SUPPLI	2.49		2.49		2.49	21			1
								21-41-2009	STREET MATERIALS				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
9	I			MONTHLY HARDWARE SUPPLI	50.20		50.20		50.20	01			1
						01-03-2006			PARK EQUIPMENT MAINTENANCE				
10	I			MONTHLY HARDWARE SUPPLI	115.68		115.68		115.68	01			1
						01-03-2009			PARK MATERIALS				
11	I			MONTHLY HARDWARE SUPPLI	10.75		10.75		10.75	01			1
						01-03-2012			PARK MISCELLANEOUS				
12	I			MONTHLY HARDWARE SUPPLI	24.99		24.99		24.99	01			1
						01-02-2006			POLICE EQUIPMENT MAINTENANCE				
13	I			MONTHLY HARDWARE SUPPLI	29.98		29.98		29.98	01			1
						01-02-2007			POLICE RADIO REPAIR				
14	I			MONTHLY HARDWARE SUPPLI	17.38		17.38		17.38	01			1
						01-02-2012			POLICE MISCELLANEOUS				
15	I			MONTHLY HARDWARE SUPPLI	23.48		23.48		23.48	01			1
						01-02-2016			POLICE UNIFORMS & EQUIPMENT				
16	I			MONTHLY HARDWARE SUPPLI	53.19		53.19		53.19	01			1
						01-09-2006			BLDG & GROUNDS EQUIP MAINT				
17	I			MONTHLY HARDWARE SUPPLI	132.33		132.33		132.33	01			1
						01-09-2009			BLDG & GROUNDS MATERIALS				
18	I			MONTHLY HARDWARE SUPPLI	4.50		4.50		4.50	30			1
						30-50-2009			RECREATION DEPT MATERIALS				
19	I			MONTHLY HARDWARE SUPPLI	69.05		69.05		69.05	30			1
						30-50-2046			RECREATION DEPT P-C SPORTS COM				
20	I			MONTHLY HARDWARE SUPPLI	29.82		29.82		29.82	01			1
						01-20-2004			INSPECTION OFFICE EXPENSE				
21	I			MONTHLY HARDWARE SUPPLI	32.55		32.55		32.55	01			1
						01-20-2012			INSPECTION MISCELLANEOUS				
				* INVOICE TOTALS	1101.10		1101.10		1101.10				
				** VENDOR TOTALS *	1101.10		1101.10		1101.10				
				2370 HAYSVILLE USD 261									
4/14/15	1	I	4/28/2015	4/14/2015 SOS DAY 3/18/15	77.46		77.46		77.46	30			1
						30-50-2094			RECREATION DEPT LATCHKEY PROG				
				** VENDOR TOTALS *	77.46		77.46		77.46				
				2425 HIGH SCHOOL SPORTS MAGAZINE									
3356	1	I	4/28/2015	4/01/2015 HALF PAGE AD IN VYPE FE	379.00		379.00		379.00	92			1
						92-66-3001			TR GUEST TAX EXPENSE				
				** VENDOR TOTALS *	379.00		379.00		379.00				
				2468 HOLLOW METAL DOOR CO INC									
61127	1	I	4/28/2015	4/03/2015 2 METAL DOORS, 16GA, SE	1640.00		1640.00		1640.00	01			1
						01-03-2009			PARK MATERIALS				
				** VENDOR TOTALS *	1640.00		1640.00		1640.00				
				2591 HYDROPRO SOLUTIONS, LLC									
0005938-IN	1	I	4/28/2015	4/08/2015 2EA.1" MULTIJET 3G WATE	550.00		550.00		550.00	11			1
						11-31-2009			WATER MATERIALS				
2	I			FREIGHT	12.36		12.36		12.36	11			1
						11-31-2009			WATER MATERIALS				
				* INVOICE TOTALS	562.36		562.36		562.36				
				** VENDOR TOTALS *	562.36		562.36		562.36				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

2665 INNOVATIVE COACHWORKS, INC.													
2868	1 I	4/28/2015	4/01/2015	LABOR - INSTALLATION	595.00		595.00		595.00	11			1
								11-31-2009	WATER MATERIALS				
	2 I			COMPUTER DESK	295.36		295.36		295.36	11			1
								11-31-2009	WATER MATERIALS				
	3 I			LARSON 3DB GLASS MOUNT	48.00		48.00		48.00	11			1
								11-31-2009	WATER MATERIALS				
	4 I			MISC. SUPPLIES	10.00		10.00		10.00	11			1
								11-31-2009	WATER MATERIALS				
				* INVOICE TOTALS	948.36		948.36		948.36				
				** VENDOR TOTALS *	948.36		948.36		948.36				
2679 INTEGRATED TECHNOLOGIES													
10086-IN	1 I	4/28/2015	4/20/2015	MAY 2015 REFLEXION SPAM	95.00		95.00		95.00	01			1
								01-21-2042	INFORMATION SYS REPAIR/REPLACE				
				** VENDOR TOTALS *	95.00		95.00		95.00				
2844 JOHN DEERE FINANCIAL													
1088549	1 I	4/28/2015	4/02/2015	MISC. PARTS - JD 997 MO	101.31		101.31		101.31	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
1089978	1 I	4/28/2015	4/06/2015	MISC. PARTS - JD 997 MO	17.19		17.19		17.19	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
1089980	1 I	4/28/2015	4/06/2015	MISC. PARTS - JD 997 MO	283.97		283.97		283.97	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
1090688	1 I	4/28/2015	4/07/2015	MISC. PARTS - JD 997 MO	163.80		163.80		163.80	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
1090827	1 I	4/28/2015	4/07/2015	REPAIR PARTS - 997 HAC	69.19		69.19		69.19	30			1
								30-50-2046	RECREATION DEPT P-C SPORTS COM				
1090835	1 I	4/28/2015	4/07/2015	REPAIR PARTS - 997 HAC	74.56		74.56		74.56	30			1
								30-50-2046	RECREATION DEPT P-C SPORTS COM				
1094373	1 I	4/28/2015	4/15/2015	ELECTRONIC DOCU - JD 99	66.00		66.00		66.00	01			1
								01-03-2009	PARK MATERIALS				
1094374	1 I	4/28/2015	4/15/2015	LIGHT SWITCHES - JD 997	34.90		34.90		34.90	21			1
								21-41-2009	STREET MATERIALS				
1094375	1 I	4/28/2015	4/15/2015	JD 997 MOWER COVER	127.44		127.44		127.44	01			1
								01-03-2009	PARK MATERIALS				
1095610	1 I	4/28/2015	4/17/2015	SEAT/LATCH - JD 955 MOW	165.33		165.33		165.33	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
	2 I			O-RING/FILTER - JD 997	20.33		20.33		20.33	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	185.66		185.66		185.66				
				** VENDOR TOTALS *	1124.02		1124.02		1124.02				
2876 KA-COMM INC													
130100	1 I	4/28/2015	4/01/2015	100W SPEAKER W/UNIV BRK	308.00		308.00		308.00	33			1
								33-53-2012	FED LAW ENF TRUST MISC				
				** VENDOR TOTALS *	308.00		308.00		308.00				
3070 KANSAS DPT OF HEALTH & ENVIRO,													
1QTR 2015	1 I	4/28/2015	4/01/2015	ANALYTICAL TESTING	1060.00		1060.00		1060.00	11			1
								11-31-2040	WATER CONTRACTUAL				
				** VENDOR TOTALS *	1060.00		1060.00		1060.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

3075 KDHE BUREAU OF WATER													
2015PERMIT	1 I	4/28/2015	4/24/2015	S-AR43-0036 2015 PERMIT	60.00		60.00		60.00	14			1
								14-34-2012	STORMWATER MISCELLANEOUS				
				** VENDOR TOTALS *	60.00		60.00		60.00				
3265 KANSAS GOLF AND TURF INC													
01-75460	1 I	4/28/2015	4/08/2015	REPLACEMENT BROOM	297.92		297.92		297.92	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
	2 I			FREIGHT	27.94		27.94		27.94	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	325.86		325.86		325.86				
				** VENDOR TOTALS *	325.86		325.86		325.86				
3280 KMJA													
2015 DUES	1 I	4/28/2015	4/28/2015	2015 ANNUAL DUES-JUDGE	25.00		25.00		25.00	01			1
								01-06-2064	MUN COURT DUES & SUBSCRIPTIONS				
				** VENDOR TOTALS *	25.00		25.00		25.00				
3295 KANSAS ONE-CALL SYSTEM INC													
5030291	1 I	4/28/2015	4/01/2015	95 LOCATES @ \$1.00 EA.	31.66		31.66		31.66	10			1
								10-30-2040	SEWER CONTRACTUAL				
	2 I			95 LOCATES @ \$1.00 EA.	31.67		31.67		31.67	11			1
								11-31-2040	WATER CONTRACTUAL				
	3 I			95 LOCATES @ \$1.00 EA.	31.67		31.67		31.67	21			1
								21-41-2040	STREET CONTRACTUAL				
				* INVOICE TOTALS	95.00		95.00		95.00				
				** VENDOR TOTALS *	95.00		95.00		95.00				
3330 KANSAS RURAL WATER ASSOCIATION													
4/21/15	1 I	4/28/2015	4/21/2015	2015 BCKFLW PREVENT. CE	225.00		225.00		225.00	11			1
								11-31-2015	WATER TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	225.00		225.00		225.00				
3413 JORDAN KECK													
4/28/15 A	1 I	4/28/2015	4/28/2015	REFEREE BSKTBALL 2 HRS	30.00		30.00		30.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
4/28/15 B	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 3 HRS 4/	45.00		45.00		45.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
4/28/15B	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 2 HRS 4/	30.00		30.00		30.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
				** VENDOR TOTALS *	105.00		105.00		105.00				
3500 KONICA MINOLTA BUSINESS													
233730431	1 I	4/28/2015	4/12/2015	7106 S. BRDWAY COPIER MA	180.10		180.10		180.10	99			1
								99-66-3001	ST REC RES EXPENSE				
				** VENDOR TOTALS *	180.10		180.10		180.10				
3502 KONICA MINOLTA PREMIERE													
276657962	1 I	4/28/2015	4/16/2015	KONICA C360 COPIER LEAS	189.15		189.15		189.15	99			1
								99-66-3001	ST REC RES EXPENSE				
276938131	1 I	4/28/2015	4/18/2015	KONICA C554 COPIER LEAS	623.99		623.99		623.99	01			1
								01-10-2040	SP FUNDS CONTRACTUAL				

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** VENDOR TOTALS *					813.14		813.14		813.14				
3744 LOGO DEPOT													
066628	1 I	4/28/2015	4/01/2015	SHORT SLEEVE T-SHIRTS 4	77.80		77.80		77.80	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
	2 I			LONG SLEEVE T-SHIRT 1EA	69.90		69.90		69.90	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
* INVOICE TOTALS					147.70		147.70		147.70				
** VENDOR TOTALS *					147.70		147.70		147.70				
3790 M6 CONCRETE ACCESSORIES													
0748605-IN	1 I	4/28/2015	4/20/2015	HVY. DUTY EPOXY SET-XP1	41.48		41.48		41.48	01			1
								01-03-2009	PARK MATERIALS				
** VENDOR TOTALS *					41.48		41.48		41.48				
3857 MAUGHAN LAW GROUP LLC													
APR 2015	1 I	4/28/2015	4/01/2015	PUBLIC DEFENDER MONTHLY	1000.00		1000.00		1000.00	01			1
								01-06-2037	MUN COURT CT APPOINTED ATTY				
** VENDOR TOTALS *					1000.00		1000.00		1000.00				
3880 MAYER SPECIALTY SERVICES LLC													
2015154	1 I	4/28/2015	4/08/2015	7.25HRS HIGH PRESSURE J	1450.00		1450.00		1450.00	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
** VENDOR TOTALS *					1450.00		1450.00		1450.00				
3906 MCCONNELL & ASSOCIATES													
89230	1 I	4/28/2015	4/02/2015	TACK COAT, 5G PAIL 3 EA	94.35		94.35		94.35	21			1
								21-41-2009	STREET MATERIALS				
** VENDOR TOTALS *					94.35		94.35		94.35				
4010 MID-CONTINENT SAFETY													
7717693-01	1 I	4/28/2015	4/01/2015	SHIPPING FEE ON INV.771	12.00		12.00		12.00	10			1
								10-30-2016	SEWER UNIFORMS				
7769887	1 I	4/28/2015	4/15/2015	MAST EXTENSION 1EA.- WW	820.00		820.00		820.00	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
7770045	1 I	4/28/2015	4/15/2015	HI-VIS, LIME CLASS 2 T-	234.00		234.00		234.00	11			1
								11-31-2016	WATER UNIFORMS				
	2 I			HI-VIS, LIME CLASS 2 T-	234.00		234.00		234.00	10			1
								10-30-2016	SEWER UNIFORMS				
	3 I			HI-VIS, LIME CLASS 2 T-	234.00		234.00		234.00	21			1
								21-41-2016	STREET UNIFORMS				
	4 I			HI-VIS, LIME CLASS 2 T-	234.00		234.00		234.00	01			1
								01-03-2012	PARK MISCELLANEOUS				
* INVOICE TOTALS					936.00		936.00		936.00				
** VENDOR TOTALS *					1768.00		1768.00		1768.00				
4317 NRP													
2665	1 I	4/28/2015	4/15/2015	MAY 2015 FOG CONTROLS	1680.00		1680.00		1680.00	10			1
								10-30-2040	SEWER CONTRACTUAL				
** VENDOR TOTALS *					1680.00		1680.00		1680.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

4348 NEW MARKET HEALTH CARE LLC													
248524	1 I	4/28/2015	4/01/2015	A. ZAVALA UDS, BAT	47.50		47.50		47.50	30			1
								30-50-2012	RECREATION DEPT MISCELLANEOUS				
248525	1 I	4/28/2015	4/01/2015	J. SIMONS DOT UA	45.00		45.00		45.00	21			1
								21-41-2012	STREET MISCELLANEOUS				
248643	1 I	4/28/2015	4/01/2015	Z. BATY NMHPX NMHC PHYS	65.00		65.00		65.00	01			1
								01-03-2012	PARK MISCELLANEOUS				
248878	1 I	4/28/2015	4/01/2015	Z. BATY PCP, UDS, BAT	172.50		172.50		172.50	01			1
								01-03-2012	PARK MISCELLANEOUS				
249074	1 I	4/28/2015	4/01/2015	T. CRAIG NMHPX NMHC PHY	65.00		65.00		65.00	01			1
								01-03-2012	PARK MISCELLANEOUS				
249242	1 I	4/28/2015	4/01/2015	T. CRAIG PCP, UDS, BAT	172.50		172.50		172.50	01			1
								01-03-2012	PARK MISCELLANEOUS				
249621	1 I	4/28/2015	4/01/2015	M. SAUCEDO UDS, BAT	47.50		47.50		47.50	30			1
								30-50-2012	RECREATION DEPT MISCELLANEOUS				
249648	1 I	4/28/2015	4/01/2015	K. MIKESELL PCP, UDS, B	47.50		47.50		47.50	30			1
								30-50-2012	RECREATION DEPT MISCELLANEOUS				
249797	1 I	4/28/2015	4/01/2015	T. SMITH PCP, UDS, BAT	172.50		172.50		172.50	01			1
								01-02-2012	POLICE MISCELLANEOUS				
249799	1 I	4/28/2015	4/01/2015	T. SMITH NMHPX NMHC PHY	65.00		65.00		65.00	01			1
								01-02-2012	POLICE MISCELLANEOUS				
250200	1 I	4/28/2015	4/01/2015	D. DAVIS-BISSING PCP, U	172.50		172.50		172.50	01			1
								01-03-2012	PARK MISCELLANEOUS				
250215	1 I	4/28/2015	4/01/2015	D. DAVIS-BISSING NMHC P	65.00		65.00		65.00	01			1
								01-03-2012	PARK MISCELLANEOUS				
250486	1 I	4/28/2015	4/01/2015	H. CROW NMHPX NMHC PHYS	65.00		65.00		65.00	01			1
								01-01-2012	CITY CLERK MISCELLANEOUS				
250503	1 I	4/28/2015	4/01/2015	H. CROW PCP, UDS, BAT	172.50		172.50		172.50	01			1
								01-01-2012	CITY CLERK MISCELLANEOUS				
				** VENDOR TOTALS *	1375.00		1375.00		1375.00				

4370 OFFICE DEPOT													
762043752	1 I	4/28/2015	4/17/2015	RETURN-CORK BOARD,48X36	37.99-		37.99-		37.99-	01			1
								01-18-2004	GEN GOVT OFFICE EXPENSE				
762045468	1 I	4/28/2015	4/01/2015	CORK BOARD, 48X36, OAK	37.99		37.99		37.99	01			1
								01-18-2004	GEN GOVT OFFICE EXPENSE				
762053520	1 I	4/28/2015	4/01/2015	PROTECTOR, SHEET TOP 1	17.19		17.19		17.19	01			1
								01-20-2004	INSPECTION OFFICE EXPENSE				
762945787	1 I	4/28/2015	4/14/2015	RETURN-CORK BOARD,48X36	37.99-		37.99-		37.99-	01			1
								01-18-2004	GEN GOVT OFFICE EXPENSE				
764554439	1 I	4/28/2015	4/09/2015	ASST., SYMPATHY 25CT PK	39.99		39.99		39.99	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
764554440	1 I	4/28/2015	4/09/2015	TONER, HP124A, TRICOLOR	245.08		245.08		245.08	01			1
								01-12-2004	SR CENTER OFFICE EXPENSE				
765150984	1 I	4/28/2015	4/13/2015	CORK BOARD, 48X36, OAK	30.99		30.99		30.99	01			1
								01-18-2004	GEN GOVT OFFICE EXPENSE				
76554359	1 I	4/28/2015	4/08/2015	MISC. OFFICE SUPPLIES	22.95		22.95		22.95	01			1
								01-10-2077	SP FUNDS SHARED OFFICE EXPENSE				
	2 I			MISC. OFFICE SUPPLIES	149.60		149.60		149.60	01			1
								01-12-2004	SR CENTER OFFICE EXPENSE				
	3 I			MISC. OFFICE SUPPLIES	12.15		12.15		12.15	30			1
								30-50-2004	RECREATION DEPT OFFICE EXPENSE				
				* INVOICE TOTALS	184.70		184.70		184.70				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
765746819	1 I	4/28/2015	4/16/2015	MISC. CREDIT ON ACCOUNT (DAMAGED PRODUCT RETURN	10.00-		10.00-		10.00-	01			1
						01-18-2004			GEN GOVT OFFICE EXPENSE				
				** VENDOR TOTALS *	469.96		469.96		469.96				
				4396 O'REILLY AUTOMOTIVE INC									
4814112759	1 I	4/28/2015	4/02/2015	MISC. REPAIR PARTS - TR	157.41		157.41		157.41	01			1
						01-03-2006			PARK EQUIPMENT MAINTENANCE				
4814112816	1 I	4/28/2015	4/03/2015	STNRD FLY WHEEL - TRK #	71.62		71.62		71.62	01			1
						01-03-2006			PARK EQUIPMENT MAINTENANCE				
4814113169	1 I	4/28/2015	4/06/2015	3.3OZ ELECTRICAL LUBRIC	5.99		5.99		5.99	11			1
						11-31-2006			WATER EQUIPMENT MAINTENANCE				
	2 I			3.3OZ ELECTRICAL LUBRIC	5.99		5.99		5.99	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
	3 I			3.3OZ ELECTRICAL LUBRIC	6.00		6.00		6.00	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	17.98		17.98		17.98				
4814113170	1 I	4/28/2015	4/06/2015	PWR RTD BELTS 4EA.-PARK	39.60		39.60		39.60	01			1
						01-03-2006			PARK EQUIPMENT MAINTENANCE				
4814113172	1 I	4/28/2015	4/06/2015	2PC FLOORMAT SET - TRK	19.99		19.99		19.99	01			1
						01-20-2035			INSPECTION VEHICLE MAINT				
4814113194	1 I	4/28/2015	4/06/2015	WINDOW LIFT - TRK #35	34.36		34.36		34.36	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
4814113228	1 I	4/28/2015	4/06/2015	SQUEEGEE 1 EA.	4.00		4.00		4.00	11			1
						11-31-2006			WATER EQUIPMENT MAINTENANCE				
	2 I			SQUEEGEE 1 EA.	4.00		4.00		4.00	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
	3 I			SQUEEGEE 1 EA.	3.99		3.99		3.99	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	11.99		11.99		11.99				
4814113325	1 I	4/28/2015	4/07/2015	DRIVE SHAFT BEARING - T	27.15		27.15		27.15	01			1
						01-03-2006			PARK EQUIPMENT MAINTENANCE				
4814113327	1 I	4/28/2015	4/07/2015	TAILGATE HANDLE - TRK #	19.09		19.09		19.09	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
4814113339	1 I	4/28/2015	4/07/2015	DRIVE SHAFT BEARING - T	29.34		29.34		29.34	01			1
						01-03-2006			PARK EQUIPMENT MAINTENANCE				
4814113480	1 I	4/28/2015	4/08/2015	FLASHER	3.83		3.83		3.83	11			1
						11-31-2006			WATER EQUIPMENT MAINTENANCE				
	2 I			FLASHER	3.83		3.83		3.83	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
	3 I			FLASHER	3.83		3.83		3.83	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	11.49		11.49		11.49				
4814113643	1 I	4/28/2015	4/10/2015	WIPER BLADES - TRK #35	23.17		23.17		23.17	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
4814114036	1 I	4/28/2015	4/13/2015	CONNECTOR KITS 3 EA.	13.33		13.33		13.33	11			1
						11-31-2006			WATER EQUIPMENT MAINTENANCE				
	2 I			CONNECTOR KITS 3 EA.	13.32		13.32		13.32	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
	3 I			CONNECTOR KITS 3 EA.	13.32		13.32		13.32	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
* INVOICE TOTALS					39.97		39.97		39.97				
4814114169	1 I	4/28/2015	4/14/2015	PULLEY/V-BELT - TRK #48	91.84		91.84		91.84	01			1
						01-03-2006			PARK EQUIPMENT MAINTENANCE				
4814114222	1 I	4/28/2015	4/15/2015	AIR/FUEL/OIL FILTER - T	97.70		97.70		97.70	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
4814114277	1 I	4/28/2015	4/15/2015	CREDIT - RETURN V-BELT	29.00-		29.00-		29.00-	01			1
						01-03-2006			PARK EQUIPMENT MAINTENANCE				
4814114375	1 I	4/28/2015	4/16/2015	14OZ BREAK CLEANER 24 E	21.52		21.52		21.52	11			1
						11-31-2006			WATER EQUIPMENT MAINTENANCE				
	2 I			14OZ BREAK CLEANER 24 E	21.52		21.52		21.52	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
	3 I			14OZ BREAK CLEANER 24 E	21.52		21.52		21.52	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
* INVOICE TOTALS					64.56		64.56		64.56				
4814114380	1 I	4/28/2015	4/16/2015	COUPLER 4 EA.	9.32		9.32		9.32	11			1
						11-31-2006			WATER EQUIPMENT MAINTENANCE				
	2 I			COUPLER 4 EA.	9.32		9.32		9.32	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
	3 I			COUPLER 4 EA.	9.32		9.32		9.32	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
* INVOICE TOTALS					27.96		27.96		27.96				
4814114405	1 I	4/28/2015	4/16/2015	RUBBER LUBE 1 EA.	4.66		4.66		4.66	11			1
						11-31-2009			WATER MATERIALS				
	2 I			RUBBER LUBE 1 EA.	4.67		4.67		4.67	10			1
						10-30-2009			SEWER MATERIALS				
	3 I			RUBBER LUBE 1 EA.	4.66		4.66		4.66	21			1
						21-41-2009			STREET MATERIALS				
* INVOICE TOTALS					13.99		13.99		13.99				
4814114468	1 I	4/28/2015	4/17/2015	1GAL BREAK FLUID 1 EA.	5.99		5.99		5.99	11			1
						11-31-2006			WATER EQUIPMENT MAINTENANCE				
	2 I			1GAL BREAK FLUID 1 EA.	6.00		6.00		6.00	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
	3 I			1GAL BREAK FLUID 1 EA.	6.00		6.00		6.00	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
* INVOICE TOTALS					17.99		17.99		17.99				
4814114504	1 I	4/28/2015	4/17/2015	100OZ CAR WASH 2 EA.	3.99		3.99		3.99	11			1
						11-31-2009			WATER MATERIALS				
	2 I			100OZ CAR WASH 2 EA.	3.99		3.99		3.99	10			1
						10-30-2009			SEWER MATERIALS				
	3 I			100OZ CAR WASH 2 EA.	4.00		4.00		4.00	21			1
						21-41-2009			STREET MATERIALS				
* INVOICE TOTALS					11.98		11.98		11.98				
** VENDOR TOTALS *					800.18		800.18		800.18				
4403 OZONIA NORTH AMERICA LLC													
407055	1 I	4/28/2015	4/01/2015	REPAIR PARTS FOR UV SYS	9097.94		9097.94		9097.94	10			1
						10-30-2006			SEWER EQUIPMENT MAINTENANCE				
** VENDOR TOTALS *					9097.94		9097.94		9097.94				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

4444 DELBERT PARKER													
4/28/15	1 I	4/28/2015	4/28/2015	REFEREE BSKTBALL 2HRS 4	40.00		40.00		40.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
				** VENDOR TOTALS *	40.00		40.00		40.00				
4520 PETTY CASH													
4/28/15	1 I	4/28/2015	4/28/2015	REIMBURSE FUND	50.00		50.00		50.00	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
	2 I			REIMBURSE FUND	50.00		50.00		50.00	01			1
								01-03-2012	PARK MISCELLANEOUS				
	3 I			REIMBURSE FUND	45.00		45.00		45.00	01			1
								01-00-5012	GENERAL MISCELLANEOUS				
	4 I			REIMBURSE FUND	450.00		450.00		450.00	01			1
								01-00-5016	GENERAL BUILDING RENTAL FEES				
	5 I			REIMBURSE FUND	610.00		610.00		610.00	01			1
								01-00-5059	GENERAL MUN COURT RESTITUTION				
	6 I			REIMBURSE FUND	16.66		16.66		16.66	10			1
								10-30-2016	SEWER UNIFORMS				
	7 I			REIMBURSE FUND	191.00		191.00		191.00	11			1
								11-31-2015	WATER TRAINING/EDUC/TRAVEL				
	8 I			REIMBURSE FUND	16.67		16.67		16.67	11			1
								11-31-2016	WATER UNIFORMS				
	9 I			REIMBURSE FUND	16.67		16.67		16.67	21			1
								21-41-2016	STREET UNIFORMS				
	10 I			REIMBURSE FUND	30.97		30.97		30.97	28			1
								28-48-2032	SP ALCOHOL PREVENTION/EDUC				
	11 I			REIMBURSE FUND	897.00		897.00		897.00	30			1
								30-00-5077	RECREATION DEPT PROGRAMS				
	12 I			REIMBURSE FUND	100.00		100.00		100.00	30			1
								30-00-5078	RECREATION DEPT MISCELLANEOUS				
	13 I			REIMBURSE FUND	18.64		18.64		18.64	30			1
								30-50-2046	RECREATION DEPT P-C SPORTS COM				
	14 I			REIMBURSE FUND	50.00		50.00		50.00	51			1
								51-66-3005	SP PARK IMPR RES FIREWORKS EXP				
				* INVOICE TOTALS	2542.61		2542.61		2542.61				
				** VENDOR TOTALS *	2542.61		2542.61		2542.61				
4622 PLEXUS INC.													
4/28/15	1 I	4/28/2015	4/28/2015	2015 VIDEO SURV PROJECT INITIAL PRODUCT/EQUIP.	77622.49		77622.49		77622.49	33			1
								33-53-2012	FED LAW ENF TRUST MISC				
	2 I			2015 VIDEO SURV PROJECT INITIAL PRODUCT/EQUIP.	27203.69		27203.69		27203.69	01			1
								01-09-2040	BLDG & GROUNDS CONTRACTUAL				
				* INVOICE TOTALS	104826.18		104826.18		104826.18				
				** VENDOR TOTALS *	104826.18		104826.18		104826.18				
4708 PRICHARD ANIMAL HOSPITAL PA													
230180	1 I	4/28/2015	4/09/2015	EVP CANINE ADV FITNESS	36.39		36.39		36.39	01			1
								01-02-2047	POLICE SPECIAL INVESTIGATIONS				
				** VENDOR TOTALS *	36.39		36.39		36.39				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	SQ	CK

4716 PROCOM LMR INC														
17011	1 I	4/28/2015	4/20/2015	KENWOOD TK-3302UK SPKR	67.71		67.71		67.71	11				1
								11-31-2006						
									67.71					
				** VENDOR TOTALS *	67.71		67.71		67.71					
4885 ROBERT J JIMENEZ														
1105	1 I	4/28/2015	4/01/2015	PHONE SYSTEM TROUBLESHO	155.00		155.00		155.00	30				1
								30-50-2004						
				** VENDOR TOTALS *	155.00		155.00		155.00					
4955 RAY ALLEN MANUFACTURING LLC														
316269	1 I	4/28/2015	4/15/2015	F SERIES SOLENOID W/HAR	49.99		49.99		49.99	01				1
								01-02-2047						
	2 I			SHIPPING CHARGES	12.00		12.00		12.00	01				1
								01-02-2047						
				* INVOICE TOTALS	61.99		61.99		61.99					
				** VENDOR TOTALS *	61.99		61.99		61.99					
5335 SEDGWICK COUNTY DIV OF FINANCE														
MAR 2015	1 I	4/28/2015	4/28/2015	PRISONER HOUSING 2,318	5424.12		5424.12		5424.12	01				1
								01-06-3066						
				** VENDOR TOTALS *	5424.12		5424.12		5424.12					
5381 SEDGWICK COUNTY TREASURER														
141670306	1 I	4/28/2015	4/01/2015	NW 1/4 SE 1/4 SEC 5-29- GEO CODE: SA HV02250	320.52		320.52		320.52	36				1
								36-56-3001						
3/9/15 A	1 I	4/28/2015	4/01/2015	700 W. SARAH LN. GEO CODE:RI HV00014000M	4.54		4.54		4.54	01				1
								01-03-2012						
3/9/15 B	1 I	4/28/2015	4/01/2015	RSV A OLD OAK ESTATES 3 GEO CODE:SA HV02162	20.82		20.82		20.82	01				1
								01-03-2012						
3/9/15 C	1 I	4/28/2015	4/01/2015	RSV D OLD OAK ESTATES GEO CODE:SA HV01844	20.82		20.82		20.82	01				1
								01-03-2012						
				** VENDOR TOTALS *	366.70		366.70		366.70					
5402 SERVICEMASTER CLEAN-IN-A-WINK														
2161	1 I	4/28/2015	4/15/2015	CARPET CLEANING - COURT	350.00		350.00		350.00	01				1
								01-06-2012						
	2 I			CARPET CLEANING - CITY	50.00		50.00		50.00	01				1
								01-09-2025						
				* INVOICE TOTALS	400.00		400.00		400.00					
				** VENDOR TOTALS *	400.00		400.00		400.00					
5406 KEVIN SEXTON														
APR 2015	1 I	4/28/2015	4/28/2015	REIMBURSE CELL PHONE US ON CALL PERSONNEL	35.00		35.00		35.00	01				1
								01-02-2040						
				** VENDOR TOTALS *	35.00		35.00		35.00					

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

5430 SHERWIN-WILLIAMS COMPANY													
1412-2	1 I	4/28/2015	4/18/2015	MISC. PAINTING SUPPLIES	767.40		767.40		767.40	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	767.40		767.40		767.40				
5435 SHIRTS PLUS													
22931	1 I	4/28/2015	4/01/2015	JACKET LOGOS - PUBLIC W	17.33		17.33		17.33	11			1
								11-31-2016	WATER UNIFORMS				
	2 I			JACKET LOGOS - PUBLIC W	17.34		17.34		17.34	10			1
								10-30-2016	SEWER UNIFORMS				
	3 I			JACKET LOGOS - PUBLIC W	17.33		17.33		17.33	21			1
								21-41-2016	STREET UNIFORMS				
				* INVOICE TOTALS	52.00		52.00		52.00				
				** VENDOR TOTALS *	52.00		52.00		52.00				
5540 SOUTHEASTERN SECURITY													
20518	1 I	4/28/2015	4/08/2015	BACKGROUND/CRIMINAL CHE	814.00		814.00		814.00	30			1
								30-50-2092	RECREATION DEPT PROGRAMS				
				** VENDOR TOTALS *	814.00		814.00		814.00				
5548 SOUTH CENTRAL LEAGUE													
4/6/15	1 I	4/28/2015	4/06/2015	BOYS BASEBALL 10U - 4 T	320.00		320.00		320.00	30			1
								30-50-2092	RECREATION DEPT PROGRAMS				
	2 I			BOYS BASEBALL 12U - 2 T	160.00		160.00		160.00	30			1
								30-50-2092	RECREATION DEPT PROGRAMS				
	3 I			GIRLS SOFTBALL 10U - 2	160.00		160.00		160.00	30			1
								30-50-2092	RECREATION DEPT PROGRAMS				
	4 I			GIRLS SOFTBALL 14U - 2	160.00		160.00		160.00	30			1
								30-50-2092	RECREATION DEPT PROGRAMS				
				* INVOICE TOTALS	800.00		800.00		800.00				
				** VENDOR TOTALS *	800.00		800.00		800.00				
5620 SPANGENBERG PHILLIPS TICE													
MAR 2015	1 I	4/28/2015	4/07/2015	HAC FEASIBILITY STUDY 2	3537.74		3537.74		3537.74	99			1
								99-66-3001	ST REC RES EXPENSE				
				** VENDOR TOTALS *	3537.74		3537.74		3537.74				
5680 STANION WHOLESALE ELECTRIC CO													
3834418-00	1 I	4/28/2015	4/01/2015	FUSES 19EA. - MIXER #1	287.03		287.03		287.03	10			1
								10-30-2006	SEWER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	287.03		287.03		287.03				
5883 TENNANT SALES & SERVICE CO													
912975326	1 I	4/28/2015	4/01/2015	REPAIR PARTS - TENNANT	235.40		235.40		235.40	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	235.40		235.40		235.40				
5916 TIMES-SENTINEL NEWSPAPERS													
18701	1 I	4/28/2015	4/15/2015	QUARTERLY REPORT 4/16/1	145.00		145.00		145.00	01			1
								01-01-2014	CITY CLERK LEGAL PRINTING				
18702	1 I	4/28/2015	4/15/2015	NEW HOMES AD 4/16/15	100.00		100.00		100.00	92			1
								92-66-3001	TR GUEST TAX EXPENSE				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	SQ	CK
** VENDOR TOTALS *					245.00		245.00		245.00					
6030 UNITED STATES POSTAL SERVICE														
APR 2015	1	I	4/28/2015	4/28/2015	PAYMENT ON PERMIT #1	360.00		360.00	360.00	10				1
								10-30-2011	SEWER POSTAGE					
	2	I			PAYMENT ON PERMIT #1	720.00		720.00	720.00	11				1
								11-31-2011	WATER POSTAGE					
* INVOICE TOTALS					1080.00		1080.00		1080.00					
** VENDOR TOTALS *					1080.00		1080.00		1080.00					
6095 USA BLUE BOOK														
606957	1	I	4/28/2015	4/01/2015	COREPRO SR. 15'SAMPLER	225.90		225.90	225.90	10				1
								10-30-2009	SEWER MATERIALS					
	2	I			FREIGHT	33.36		33.36	33.36	10				1
								10-30-2009	SEWER MATERIALS					
* INVOICE TOTALS					259.26		259.26		259.26					
** VENDOR TOTALS *					259.26		259.26		259.26					
607974														
607974	1	I	4/28/2015	4/02/2015	LAD-SAF FLEXIBLE CABLE	329.95		329.95	329.95	11				1
								11-31-2009	WATER MATERIALS					
	2	I			SELF-LOCK STEEL CARABIN	44.95		44.95	44.95	11				1
								11-31-2009	WATER MATERIALS					
	3	I			FREIGHT	22.00		22.00	22.00	11				1
								11-31-2009	WATER MATERIALS					
* INVOICE TOTALS					396.90		396.90		396.90					
** VENDOR TOTALS *					656.16		656.16		656.16					
6100 USA SHADE & FABRIC STRUCTURES														
2917	1	I	4/28/2015	4/01/2015	TWO POST HIP 22x14 SHAD	2761.00		2761.00	2761.00	99				1
								99-66-3001	ST REC RES EXPENSE					
	2	I			FREIGHT	397.50		397.50	397.50	99				1
								99-66-3001	ST REC RES EXPENSE					
* INVOICE TOTALS					3158.50		3158.50		3158.50					
** VENDOR TOTALS *					3158.50		3158.50		3158.50					
6300 WAL-MART COMMUNITY/GECRB														
MAR 2015	1	I	4/28/2015	4/28/2015	MONTHLY SUPPLIES	11.66		11.66	11.66	12				1
								12-32-2004	MUN POOL OFFICE EXPENSE					
	2	I			MONTHLY SUPPLIES	2.97		2.97	2.97	30				1
								30-50-2009	RECREATION DEPT MATERIALS					
	3	I			MONTHLY SUPPLIES	8.31		8.31	8.31	30				1
								30-50-2031	RECREATION DEPT CONCESSIONS					
	4	I			MONTHLY SUPPLIES	125.54		125.54	125.54	30				1
								30-50-2092	RECREATION DEPT PROGRAMS					
	5	I			MONTHLY SUPPLIES	22.65		22.65	22.65	30				1
								30-50-2094	RECREATION DEPT LATCHKEY PROG					
* INVOICE TOTALS					171.13		171.13		171.13					
** VENDOR TOTALS *					171.13		171.13		171.13					
6355 WATCHGUARD VIDEO														
0003815	1	I	4/28/2015	4/01/2015	RADAR INTERFACE CABLE 1	75.00		75.00	75.00	01				1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
	2 I			FREIGHT	12.00		12.00		12.00	01			1
				* INVOICE TOTALS	87.00		87.00		87.00				
0003840	1 I	4/28/2015	4/01/2015	DV-1 INSTALL. KIT,OVERH FOR 2015 TAHOES	350.00		350.00		350.00	01			1
	2 I			FREIGHT	15.00		15.00		15.00	01			1
				* INVOICE TOTALS	365.00		365.00		365.00				
0003872	1 I	4/28/2015	4/01/2015	HI-FI MICROPHONE KIT	699.00		699.00		699.00	33			1
	2 I			DAMPER (BLADDER)	30.00		30.00		30.00	33			1
	3 I			DVD, FRNT LOADING, DATA	245.00		245.00		245.00	33			1
	4 I			SHIP/HANDLING CHRGS.	20.00		20.00		20.00	33			1
				* INVOICE TOTALS	994.00		994.00		994.00				
0003959	1 I	4/28/2015	4/06/2015	30' POWER CABLE KIT	105.00		105.00		105.00	01			1
	2 I			SHIPPING/HANDLING CHRGS	12.00		12.00		12.00	01			1
				* INVOICE TOTALS	117.00		117.00		117.00				
				** VENDOR TOTALS *	1563.00		1563.00		1563.00				
				6475 WICHITA BODY & EQUIPMENT CO									
8812	1 I	4/28/2015	4/07/2015	RUNNING BRDS. - TRK # 5	284.95		284.95		284.95	10			1
				** VENDOR TOTALS *	284.95		284.95		284.95				
				6585 WICHITA CONCRETE PIPE COMPANY									
I0048360	1 I	4/28/2015	4/15/2015	24" RC PIPE 6 EA.	771.12		771.12		771.12	14			1
	2 I			CONCRETE SEALANT 1" 1 E	55.00		55.00		55.00	14			1
				* INVOICE TOTALS	826.12		826.12		826.12				
I0048366	1 I	4/28/2015	4/15/2015	RING & COVER STORM 6 EA	1482.00		1482.00		1482.00	10			1
	2 I			RING & COVER SAN 6 EA.	1482.00		1482.00		1482.00	10			1
				* INVOICE TOTALS	2964.00		2964.00		2964.00				
				** VENDOR TOTALS *	3790.12		3790.12		3790.12				
				6588 WICHITA IRON & METALS CORP									
10823	1 I	4/28/2015	4/08/2015	STEEL - TRAILER REPAIR	26.00		26.00		26.00	01			1
				** VENDOR TOTALS *	26.00		26.00		26.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

6590 WICHITA PUMP & SUPPLY CO INC													
15-0656	1 I	4/28/2015	4/09/2015	MISC PARTS-IRRIGATION S	180.76		180.76		180.76	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
15-0657	1 I	4/28/2015	4/09/2015	MISC PARTS-IRRIGATION S	157.33		157.33		157.33	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	338.09		338.09		338.09				
6600 WICHITA STAMP & SEAL INC													
196854	1 I	4/28/2015	4/14/2015	NAMEPLATE - H. CROW	5.50		5.50		5.50	01			1
								01-01-2004	CITY CLERK OFFICE EXPENSE				
	2 I			NAMEPLATE - J. RARDIN	5.50		5.50		5.50	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
	3 I			NAMEPLATE - D. THOMPSON	5.50		5.50		5.50	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
	4 I			SELF INKER REPLACEMENT	3.66		3.66		3.66	01			1
								01-10-2077	SP FUNDS SHARED OFFICE EXPENSE				
	5 I			POSTAGE/HANDLING	3.25		3.25		3.25	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
				* INVOICE TOTALS	23.41		23.41		23.41				
				** VENDOR TOTALS *	23.41		23.41		23.41				
6630 WICHITA WINWATER WORKS													
204066 00	1 I	4/28/2015	4/01/2015	MISC. WATER TAP SUPPLIE	1023.92		1023.92		1023.92	11			1
								11-31-2009	WATER MATERIALS				
204328 00	1 I	4/28/2015	4/10/2015	CLR PRIMER/PVC CEMENT	30.75		30.75		30.75	01			1
								01-03-2009	PARK MATERIALS				
204606 00	1 I	4/28/2015	4/17/2015	MISC PARTS-WATER METER	353.28		353.28		353.28	11			1
								11-31-2009	WATER MATERIALS				
204613 00	1 I	4/28/2015	4/17/2015	4x20 PVC 40 BE PIPE 40	95.60		95.60		95.60	11			1
								11-31-2009	WATER MATERIALS				
204633 00	1 I	4/28/2015	4/17/2015	MISC PARTS-WATER METER	32.87		32.87		32.87	11			1
								11-31-2009	WATER MATERIALS				
				** VENDOR TOTALS *	1536.42		1536.42		1536.42				
6700 WILLIAMS JANITORIAL SUPPLY													
0490735-IN	1 I	4/28/2015	4/06/2015	TOWEL, C FOLD SURPASS 2	103.72		103.72		103.72	01			1
								01-20-2012	INSPECTION MISCELLANEOUS				
0491176-IN	1 I	4/28/2015	4/14/2015	MISC. JANITORIAL SUPPLI	113.32		113.32		113.32	01			1
								01-03-2009	PARK MATERIALS				
				** VENDOR TOTALS *	217.04		217.04		217.04				
9083 WENDY LYNN CIARLEGLIO													
4/28/15 A	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 3 HRS 4/	45.00		45.00		45.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
4/28/15 B	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 3HRS 4/1	45.00		45.00		45.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
				** VENDOR TOTALS *	90.00		90.00		90.00				
10035 STEVEN FRY JR													
4/28/15 A	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 3 HRS 4/	45.00		45.00		45.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				
4/28/15 B	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 2HRS 4/1	30.00		30.00		30.00	30			1
								30-50-1100	RECREATION DEPT SALARY/GRANT				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHK	SQ	CK
** VENDOR TOTALS *					75.00		75.00		75.00					
10137 CALEB MCCAFFREE														
4/28/15 A	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 3 HRS 4/	60.00		60.00		60.00	30				1
						30-50-1100			RECREATION DEPT					SALARY/GRANT
4/28/15 B	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 3HRS 4/1	60.00		60.00		60.00	30				1
						30-50-1100			RECREATION DEPT					SALARY/GRANT
** VENDOR TOTALS *					120.00		120.00		120.00					
10140 TRACI MCKELVEY														
4/28/15	1 I	4/28/2015	4/28/2015	REFEREE SOFTBALL 4.5HR	42.75		42.75		42.75	30				1
						30-50-1100			RECREATION DEPT					SALARY/GRANT
** VENDOR TOTALS *					42.75		42.75		42.75					
10345 ASHLEY SHARBUTT														
4/28/15	1 I	4/28/2015	4/28/2015	REFEREE SOCCER 3HRS 4/1	45.00		45.00		45.00	30				1
						30-50-1100			RECREATION DEPT					SALARY/GRANT
** VENDOR TOTALS *					45.00		45.00		45.00					
10400 RONNY WILLIAMS														
4/28/15	1 I	4/28/2015	4/28/2015	REFEREE SOFTBALL 4 GAME	80.00		80.00		80.00	30				1
						30-50-1100			RECREATION DEPT					SALARY/GRANT
** VENDOR TOTALS *					80.00		80.00		80.00					
BANK TOTALS					205008.34		205008.34		205008.34					
									TOTAL MANUAL CHECKS	.00				
									TOTAL E-PAYMENTS	.00				
									TOTAL PURCH CARDS	.00				
									TOTAL OPEN PAYMENTS	205008.34				
GRAND TOTALS					205008.34		205008.34		205008.34					

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VENDOR NO NAME	PAYMENT AMT
495 AT&T MOBILITY	84.76
2500 HAC DBA HOMELAND	264.77
3130 KDOR - PROTECT/CLEAN	3,312.05
3150 KDOR WATER SALES TAX	578.09
3500 KONICA MINOLTA BUS SYS	443.99
3770 LOWE'S BUSINESS ACCOUNT	111.64
6234 VERIZON WIRELESS	467.13
6407 WESTAR ENERGY	1,532.50
	=====
REPORT TOTAL	6,794.93

FUND	NAME	TOTAL
01	GENERAL FU	2,023.48
10	SEWER FUND	233.87
11	WATER FUND	3,964.68
21	STREET FUN	404.47
24	LAW ENFORC	26.97
30	RECREATION	141.46
		=====
	TOTAL	6,794.93

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INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

INTRUST													
495 AT&T MOBILITY													
MAR 2015	1 I	4/16/2015	4/01/2015	MONTHLY CELL PHONE BILL	84.76		84.76		84.76	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
				** VENDOR TOTALS *	84.76		84.76		84.76				
2500 HAC INC													
MAR 2015	1 I	4/16/2015	4/01/2015	MONTHLY GROCERIES	5.83		5.83		5.83	01			1
								01-03-2009	PARK MATERIALS				
	2 I			MONTHLY GROCERIES	2.50		2.50		2.50	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
	3 I			MONTHLY GROCERIES	7.68		7.68		7.68	01			1
								01-18-2015	GEN GOVT TRAINING/EDUC/TRAVEL				
	4 I			MONTHLY GROCERIES	248.76		248.76		248.76	21			1
								21-41-2012	STREET MISCELLANEOUS				
				* INVOICE TOTALS	264.77		264.77		264.77				
				** VENDOR TOTALS *	264.77		264.77		264.77				
3130 KANSAS DEPT OF REVENUE													
1ST QTR	1 I	4/16/2015	4/01/2015	LAW ENFORC. VENDING TAX	26.97		26.97		26.97	24			1
								24-44-2031	LAW ENF VENDING MACHINE EXPENS				
	2 I			HAC CONCESSION TAX	54.20		54.20		54.20	30			1
								30-50-2031	RECREATION DEPT	CONCESSIONS			
				* INVOICE TOTALS	81.17		81.17		81.17				
1ST QTR	15 1 I	4/16/2015	4/01/2015	WATER PROTECTION FEE	1667.55		1667.55		1667.55	11			1
								11-31-2021	WATER STATE FEE				
	2 I			CLEAN DRINKING WATER FE	1563.33		1563.33		1563.33	11			1
								11-31-2021	WATER STATE FEE				
				* INVOICE TOTALS	3230.88		3230.88		3230.88				
				** VENDOR TOTALS *	3312.05		3312.05		3312.05				
3150 KANSAS DEPT OF REVENUE													
MAR 2015	1 I	4/16/2015	4/01/2015	WATER SALES TAX RETURN	578.09		578.09		578.09	11			1
								11-31-2022	WATER SALES TAX				
				** VENDOR TOTALS *	578.09		578.09		578.09				
3500 KONICA MINOLTA BUSINESS													
9001290463	1 I	4/16/2015	4/01/2015	ADMIN COPIER MAINTENANC	6.64		6.64		6.64	01			1
								01-10-2040	SP FUNDS CONTRACTUAL				
	2 I			PW COPIER MAINTENANCE	47.83		47.83		47.83	01			1
								01-20-2004	INSPECTION OFFICE EXPENSE				
				* INVOICE TOTALS	54.47		54.47		54.47				
9001301229	1 I	4/16/2015	4/01/2015	ADMIN COPIER MAINTENANC	165.55		165.55		165.55	01			1
								01-10-2040	SP FUNDS CONTRACTUAL				
	2 I			PD COPIER MAINTENANCE	165.55		165.55		165.55	01			1
								01-02-2040	POLICE CONTRACTUAL				
	3 I			PW COPIER MAINTENANCE	32.67		32.67		32.67	01			1
								01-20-2004	INSPECTION OFFICE EXPENSE				
				* INVOICE TOTALS	363.77		363.77		363.77				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
9001313658	1 I	4/16/2015	4/01/2015	SR CNTR COPIER MAINTENA	25.75		25.75		25.75	01			1
						01-12-2004			SR CENTER OFFICE EXPENSE				
				** VENDOR TOTALS *	443.99		443.99		443.99				
				3770 LOWES BUSINESS ACCT/GEGRB									
APR 2015	1 I	4/16/2015	4/01/2015	MONTHLY SUPPLIES	21.47		21.47		21.47	01			1
						01-09-2079			BLDG & GROUNDS HISTORIC BLDGS				
	2 I			MONTHLY SUPPLIES	12.01		12.01		12.01	01			1
						01-03-2009			PARK MATERIALS				
	3 I			MONTHLY SUPPLIES	78.16		78.16		78.16	10			1
						10-30-2009			SEWER MATERIALS				
				* INVOICE TOTALS	111.64		111.64		111.64				
				** VENDOR TOTALS *	111.64		111.64		111.64				
				6234 VERIZON WIRELESS									
MAR 2015	1 I	4/16/2015	4/01/2015	PUBLIC WORKS DATA PLAN	155.71		155.71		155.71	10			1
						10-30-2002			SEWER TELEPHONE				
	2 I			PUBLIC WORKS DATA PLAN	155.71		155.71		155.71	11			1
						11-31-2002			WATER TELEPHONE				
	3 I			PUBLIC WORKS DATA PLAN	155.71		155.71		155.71	21			1
						21-41-2002			STREET TELEPHONE				
				* INVOICE TOTALS	467.13		467.13		467.13				
				** VENDOR TOTALS *	467.13		467.13		467.13				
				6407 WESTAR ENERGY									
MAR 2015	1 I	4/16/2015	4/01/2015	S/C 3/14/15 CITY BLD:GE	1532.50		1532.50		1532.50	01			1
						01-09-2040			BLDG & GROUNDS CONTRACTUAL				
				** VENDOR TOTALS *	1532.50		1532.50		1532.50				
				BANK TOTALS	6794.93		6794.93		6794.93				
				TOTAL MANUAL CHECKS					.00				
				TOTAL E-PAYMENTS					.00				
				TOTAL PURCH CARDS					.00				
				TOTAL OPEN PAYMENTS					6794.93				
				GRAND TOTALS	6794.93		6794.93		6794.93				

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VENDOR NO NAME	PAYMENT AMT
1283 CONCRETE WORKS INC	1,080.00
	=====
REPORT TOTAL	1,080.00

FUND	NAME	TOTAL
21	STREET FUN	1,080.00
		=====
	TOTAL	1,080.00

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INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

INTRUST													
1283 CONCRETE WORKS INC													
4/16/15	1 I	4/16/2015	4/02/2015	PROJECT:GAS PATCH@KIDDI	1080.00		1080.00		1080.00	21			1
							21-41-2009		STREET MATERIALS				
				** VENDOR TOTALS *	1080.00		1080.00		1080.00				
				BANK TOTALS	1080.00		1080.00		1080.00				
				TOTAL MANUAL CHECKS					.00				
				TOTAL E-PAYMENTS					.00				
				TOTAL PURCH CARDS					.00				
				TOTAL OPEN PAYMENTS					1080.00				
				GRAND TOTALS	1080.00		1080.00		1080.00				

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