

CITY OF HAYSVILLE

Agenda

March 28, 2016

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor Kurt Henson, Haysville Christian Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

- A. [Proclamation – Mayor’s Day of Recognition for National Service](#)
- B. [Proclamation – Fair Housing Month](#)

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of March 14th, 2016](#)

ITEM #1 CITIZENS TO BE HEARD

- A. Sedgwick County Fire Department
- B. [Lori Davis Re: Haysville Aviators](#)
- C. Brett Johnson Re: Traffic Safety

ITEM #2 APPROVAL OF LICENSES AND BONDS

- A. [Cereal Malt Beverage License – Cash Saver, 201 N. Main St.](#)

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. [Letter from Arbor Day Foundation Re: Tree City USA](#)
- C. [Water and Wastewater Letters](#)

ITEM #5 OLD BUSINESS

ITEM #6 OTHER BUSINESS

- A. [Consideration of Insurance Renewal with Madrigal Insurance](#)
- B. [Consideration of Agreement with PEC for Platting Services](#)
- C. [Consideration of Update to Personnel Manual](#)
- D. [Consideration of Selection of Abatement Provider for 2016](#)

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 March](#)

ITEM #12 CONSENT AGENDA

ITEM #13 COUNCIL ITEMS

- A. Council Concerns

ITEM #14 ADJOURNMENT

PROCLAMATION

Recognizing National Service Day

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our cities and counties, from educating students for the jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 60,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, City of Service, and mayors across the country to recognize the impact of service on the Mayors Day of Recognition for National Service on April 5, 2016.

THEREFORE, BE IT RESOLVED that I, Bruce Armstrong, Mayor of Haysville, do hereby proclaim April 5, 2016, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our city; to thank those who serve; and to find ways to give back to their communities.

Bruce Armstrong, Mayor

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PROCLAMATION

Celebrating 48 Years of Fair Housing

City of Haysville

WHEREAS, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

WHEREAS, the City of Haysville is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

WHEREAS, the Fair Housing groups and the U.S. Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

WHEREAS, equal housing opportunity is a condition of life in our City that can and should be achieved,

I, Mayor Bruce Armstrong, on behalf of the citizens of Haysville, do hereby proclaim the month of April as

FAIR HOUSING MONTH

And express the hope that this year's observance will promote fair housing practices throughout the City of Haysville.

Dated this 28th day of March, 2016

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Bruce Armstrong, Mayor

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: Kessler here, Kanaga here, B. Rardin here, Ewert here, Benner here, J. Rardin here, Crum here, Thompson here.

Invocation was given by Pastor Kurt Henson of Haysville Christian Church.

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

Under Special Order of Business, Mayor Bruce Armstrong presented Police Department Promotion. Police Chief Jeff Whitfield advised Sergeant Greg Wright had been promoted to Lieutenant.

Under Special Order of Business, Mayor Bruce Armstrong presented a Flood Safety Awareness Proclamation and advised flood safety awareness week would be March 21st to March 25th.

Under Presentation and Approval of Minutes, Mayor Bruce Armstrong presented for approval the Minutes of February 22nd, 2016.

Motion by Kessler – Second by B. Rardin

Mayor and Council, I make a motion to approve the minutes of February 22nd, 2016.

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

Motion declared carried.

There were no Citizens to be Heard.

There were no Licenses or Bonds.

There were no Ordinances or Resolutions.

Under Notices and Communications, Mayor Bruce Armstrong called for Governing Body Announcements. Councilperson Steve Crum advised of activities at the library, as well as USD 261 sports achievements. He advised Pat Lemmons had been appointed to the school board and there would be a Financial Literacy for Adults class on April 4th at the Learning Center.

Under Notices and Communications, Mayor Bruce Armstrong presented a Memo to Council Regarding New Businesses and an Email from Cox Communications Regarding Station Contract Renewals.

There was no Old Business.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Bids for Construction of New Haysville Activity Center. Recreation Director Georgie Carter reviewed details of the bid process and requested approval to proceed with the bid from

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March 14, 2016

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Accel Construction in the amount of \$3,331,400 as well as the sports package from Aalco Manufacturing in the amount of \$44,980 for a total price of \$3,376,380. Mayor Bruce Armstrong advised the city architect was present to help answer questions. Councilperson Steve Crum asked if the alternates listed on the bid memo were amenities beyond what was shown in the virtual tour presented to Council at a previous meeting. Carter stated that all alternates were presented in the virtual tour.

Motion by Crum – Second by Thompson

I make a motion that we approve Accel Construction, including the ten alternates, for \$3,331,400 and accept the bid from Aalco Manufacturing for \$44,980 for the sports package for a total bid of \$3,376,380.

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

Motion declared carried.

After the motion was carried, Mayor Bruce Armstrong noted references would be requested from companies who had worked with these builders previously, to make sure we know more about this contractor.

Under Other Business, Mayor Bruce Armstrong presented Annual Street Survey. Public Works Director Randy Dorner reviewed details of the Annual Street Survey, and advised there were three years of street condition history in the packet. Dorner presented the proposed street repair budget. Councilperson Steve Crum asked why the 700 block of Karla Court was proposed to be slurry sealed if it had a score of 96? Dorner advised there had been large crack fill done last year and a slurry seal would help smooth out the ride. Councilperson Russ Kessler asked if all the items on the repair list were already figured into the 2016 budget. Mayor Armstrong answered in the affirmative, but advised that if sales tax figures did not stay on par with the estimates, the budget may have to be revised. Councilperson Kessler asked if the street repair work would go out for bids. Dorner advised there are few contractors who do this work on such a small scale, so these projects would not go out for bids.

Motion by Crum – Second by B. Rardin

If there is no more discussion, I'll go ahead and make a motion that we approve the street work for 2016 as presented for \$373,390.88.

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

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Agreement with Rainbow Fireworks. Recreation Director Georgie Carter stated this is the same contract as what was presented last year. She advised the price of \$8,500 has not changed since last year.

Motion by Kessler – Second by Ewert

I make a motion that we approve the contact with Rainbow Fireworks for \$8,500.

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

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Economic Development Survey Results. Economic Development Director James Oltman reviewed details of the results and was available to answer questions from council.

Mayor Bruce Armstrong asked for Department Reports.

Chief Administrative Officer Will Black had nothing to report.

City Clerk Janie Cox had nothing to report.

Police Chief Jeff Whitfield asked citizens to be mindful of pedestrians because this week is spring break. He advised the Safe Spot is operational in front of the police building and citizens can use it to meet for online sales transactions or child custody swaps. Whitfield also advised there would be a state wide tornado drill on Tuesday, March 15th at 6:30 p.m. for severe weather awareness week. He advised the visiting officer was Police Officer Dana Burns.

Public Works Director Randy Dorner showed pictures of a tree that fell over the weekend in Riggs Park. He advised crews got the tree cut up and removed but the sidewalk that was damaged will not be repaired until the ground is dryer.

Recreation Director Georgie Carter advised of the Shamrock Shuffle on March 19th and the Easter Egg Hunt on March 20th. She advised there would be a ground breaking ceremony for the new Activity Center on March 28th at 5:15 p.m.

There were no Appointments.

There were no Off Agenda Citizens to be Heard.

There was no Executive Session.

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

Motion by Ewert – Second by B. Rardin

I would like to move that we pay the first half of March bills.

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

Motion declared carried.

There was nothing under the Consent Agenda.

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Under Council Items, Mayor Bruce Armstrong asked for Council Concerns. Councilperson Steve Crum stated the Swim to a Wish event held by the Campus Swim Team raised \$10,900 for the Make A Wish Foundation. Crum asked if the city could look at paving the areas of town that are not paved. Mayor Armstrong advised that he would like it if there were no dirt roads in the city, but those areas that are unpaved would have to have a majority of the citizens in those areas agree to have specials added to their properties in order to finance the projects. Crum asked for additional information about how much it would cost to have those streets paved.

Mayor Bruce Armstrong presented for approval Adjournment.

Motion by Kessler – Second by Ewert

Mayor and Council, I make a motion that we adjourn tonight's meeting.

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

Motion declared carried.

The Regular Council Meeting adjourned at 7:36 p.m.

Janie Cox, City Clerk

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HAYSVILLE AVIATORS BASEBALL

JUNE 2016

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 LIB	8 LIB	9 LIB	10 HAY	11 HAY
12 HAY	13	14 WEL	15 WEL	16 WEL	17 ELD	18 ELD
19 ELD	20	21 DER	22 DER	23 DER	24 DOD	25 DOD
26 DOD	27	28 BET	29 BET	30 BET		

JULY www.haysvilleaviators.com

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2 DER
3 DER	4 DER	5	6 WEL	7	8 HAY	9 HAY
10 HAY	11	12 WEL	13 WEL	14	15 LIB	16 LIB
17 LIB	18	19 ELD	20 ELD	21 ELD	22 DOD	23 DOD
24 DOD	25 BET	26 BET	27 BET	28	29 – 31 League Championship TBA	

 Home Game  Away Game (Games start at 7pm)

 Haysville Aviators

 @aviatorsbsbll

Host Families Needed for the Aviators!

Great Benefits for host families include:

- ◆ Positive role models for your children.
- ◆ You might be getting to know a future Major Leaguer.
- ◆ Impact the life of a student athlete and build a lasting relationship.
- ◆ Special recognition and attend Host Family events.

Additional incentives for host families include:

- ◆ Discounted Merchandise
- ◆ \$25 Water Bill Credit for June, July, and August
- ◆ Personalized Street Sign
- ◆ Free Park Shelter Rental
- ◆ Family Pass to Dewey Gunzelman Memorial Pool
- ◆ 3 Month Family Membership at Haysville Activity Center



Haysville Aviators' Mission Statement

"The Aviators are a summer collegiate baseball team of the Jayhawk Baseball League. Our mission is to glorify God by building well-rounded leaders who demonstrate the values of Integrity, Faith, and Excellence."

Interested in being a 2016 Aviators Host Family?

Contact Lori Davis, Aviators Host Family Coordinator
haysvilleaviators@gmail.com or (316) 619-8506

All you need to do is provide the player with:

- ◆ Their own room
- ◆ Access to bathroom
- ◆ Occasional meals
- * Bed to sleep in
- * Access to laundry machine (washer & dryer)

For More Information Check Out:

www.haysvilleaviators.com

Facebook: Haysville Aviators Baseball

Twitter: @aviatorsbsbl



Host Family Application

Name: _____

Address: _____

Phone Number: _____

E-mail address: _____

Best way to contact: _____

If you have any questions, please contact Lori Davis at 316-619-8506. Please e-mail your completed application to haysvilleaviators@gmail.com.

Website: Haysvilleaviators.com

Twitter: [@aviatorsbsbl](https://twitter.com/aviatorsbsbl)

Facebook: [Haysville Aviators Baseball](https://www.facebook.com/HaysvilleAviatorsBaseball)

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MEMORANDUM

TO: Honorable Mayor Bruce Armstrong; City Council

FROM: Kayla Corby, Administrative Secretary

DATE: 3/28/16

RE: 2016 Cereal Malt Beverage

The following business has made application for their Cereal Malt Beverage License:

Cash Saver #646 – 201 N. Main St.

All requirements have been met and fees have been paid. Approval is recommended.

Sincerely,

Kayla Corby
Administrative Secretary
City of Haysville

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Mayor Bruce Armstrong
200 West Grand
Haysville, KS 67060

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Haysville on earning recognition as a 2015 Tree City USA. Residents of Haysville should be proud to live in a community that makes the planting and care of trees a priority.

Haysville is one of more than 3,400 Tree City USAs, with a combined population of 140 million. Started in 1976, The Tree City USA program, sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters, is celebrating its 40th Anniversary this year. In honor of this milestone a national public awareness campaign is being executed across the country including a strong emphasis on media relations and a social media contest which are referenced in the tool kit received by your state coordinators.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Haysville and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe
President

cc: Frank Cortez

enclosure

FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Haysville Tree City USA

Haysville, KS was named a 2015 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Started in 1976, the Tree City USA program, sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters is celebrating its 40th Anniversary this year.

Haysville achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

"Tree City USA communities see the impact an urban forest has in a community first hand," said Dan Lambe, President of the Arbor Day Foundation. "Additionally, recognition brings residents together and creates a sense of community pride, whether it's through volunteer engagement or public education."

Trees provide multiple benefits to a community when properly planted and maintained. They help to improve the visual appeal of a neighborhood, increase property values, reduce home cooling costs, remove air pollutants and provide wildlife habitat, among many other benefits.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at arborday.org.

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February 15, 2016

Randy Dorner
City of Haysville
200 W. Grand
PO Box 404
Haysville, Kansas 67060-0404

Re: Public Water Supply Sanitary Survey Inspection
Federal ID No.: KS2017322
State ID No.: K6000

Dear Mr. Dorner:

We reviewed the email received January 5, 2016 from Mr. Levi McMillan with the City of Haysville. This email summarized the corrective actions taken by the city to address the deficiencies for resolution cited in our November 25, 2015 letter. Based on the information provided, the City of Haysville has satisfactorily addressed the deficiencies for resolution from our October 28, 2015 inspection.

If you have any questions or need assistance, please contact me by e-mail at scantrell@kdheks.gov or by telephone at (316) 337-6034.

Sincerely,

A handwritten signature in black ink, appearing to read "Sabrina R. Cantrell".

Sabrina R. Cantrell
KDHE - Wichita

C: Levi McMillan- City of Haysville
Tony Martinez- City of Haysville
KDHE - Bureau of Water e-file
KDHE – BEFS South Central District 1.2 File



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

Re: Public Water Supply- Sanitary Survey Inspection

October 28, 2015

Kansas Department of Health

Deficiency

Enforcement of City code Chapter XV 15-134 which states *Testing intervals shall not exceed one (1) year and overhaul intervals shall not exceed five (5) years.*

Resolution

The City is setting up a backflow device database which will assist in sending out letters to residents with backflow devices that require inspection every year or complete overhauls every 5 years.

Deficiency

Well #5 had sealed chemicals that were used to repair the roof inside the well house.

Resolution

Removal of chemicals to be stored in an appropriate place.

Deficiency

Well #3 had small saplings growing around the outside of the building.

Resolution

The small saplings were removed.

Deficiency

At well #9 on the sanitary well seal there were 3 bolts missing.

Resolution:

All bolts and nuts were installed and the existing bolts were checked for tightness.

Deficiency

At the West Clearwell there were small saplings growing around the entry hatch.

Resolution

The small saplings were removed.

Deficiency

At well #3, which is no longer in operation, the caulking around the well cap was needing to be recaulked. The metal roof had some parts missing or no longer attached.

Resolution

Caulking was installed around the well cap. The roof was repaired and the building is now sealed to protect the interior of the well house and its contents.

Recommendations

Air relief valves at well #6 and #8 need to be rebuilt.

Wells #7 and #9 should have protective railings or steel posts installed to prevent damage.

Water line inventory that is being stored outdoors should be stored indoors or covered.

Isolation valve exercising program should be implemented. This would require a valve exerciser.

Water Conversation Plan be adopted by City Council.

Violation History

No monitoring violations were reported in the past 2 years.

No maximum contaminant level violations were reported in the past 2 years.

No other violations were reported in the past 2 years.

February 15, 2016



City Clerk
City of Haysville
P.O. Box 404
Haysville, Kansas 67060

Re: Haysville Wastewater Treatment Facility
Kansas Water Pollution Control (KWPC) Permit No.: M-AR43-OO04
Expiration Date: October 31, 2017

Dear Permittee:

Thank you to Mr. Lance Durfey for his courtesy and assistance during the January 21, 2016 inspection of the Haysville Wastewater Treatment Facility. The inspection is part of our program to determine compliance with the Kansas Water Pollution Control (KWPC) permit effective November 1, 2012. This letter and the attached inspection report are to confirm and supplement items noted during the inspection.

Issues and Deficiencies

There were no deficiencies observed during the January 21, 2016 inspection. City staff should be commended on the excellent job they perform operating and maintaining the wastewater treatment facility and the collections system.

KWPC Permit Compliance

A review of the discharge monitoring reports data submitted by the city since the last inspection indicates consistent compliance with all parameters in the KWPC permit. City staff should be commended for this compliance record.

Nutrient Removal Efficiency-

Currently, no goals are contained within the KWPC Permit for nutrient removal. The city should continue to maximize the level of nutrient removal should target goals for effluent limits be added to the permit in the future.

Recommendations

Although not deficiencies, KDHE recommends the following actions be considered to improve the operation of the wastewater treatment facility:

- The influent and effluent flow meters should be routinely calibrated according to manufacturer's recommendations.
- The city is encouraged to continue budgeting for annual expenditures toward main line and manhole rehabilitation.

Reminders

Standard Condition No. 10 of the KWPC Permit states that the permittee shall report any unanticipated collection system diversion, in-plant diversion, in-plant flow through occurrences, spills, upset or any violation of a permitted daily maximum limit **within 24 hours** from the time the permittee became aware of the incident. Backup of sewage into a basement or other structure is also considered a collection system diversion and needs to be reported indicating if the backup is caused by a problem in the city's sewer system or in the customer's private sewer line. **All such incident reports can be submitted by email, fax or telephone to the Bureau of Water in Topeka at (785) 296-5517, after hours and weekends at (785) 296-0614 or to our Wichita Office at (316) 337-6020.** A written submission shall be provided within **5 days** of the time the permittee became aware of the incident. A written submission shall contain a description of the noncompliance and its cause, the period of noncompliance, including exact dates and times; and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the non-compliance. An Incident Report form is available at www.kdheks.gov/water/tech.html.

For an anticipated incident or any planned changes or activities in the permitted facility that may result in noncompliance with the permit requirements, the permittee shall submit written notice, if possible, **at least ten days** before the date of the event.

For other noncompliance, the above information shall be provided with the next Discharge Monitoring Report.

If you have any questions, comments or concerns regarding this letter, please contact me by e-mail at scantrell@kdheks.gov or by telephone at (316) 337-6034.

Sincerely,



Sabrina R. Cantrell
Environmental Compliance & Regulatory Specialist

C: Lance Durfey- City of Haysville
Bureau of Water
Bureau of Water efile
BEFS South Central District 2.2 File

Susan Mosier, MD, Secretary

Sam Brownback, Governor

Activated Sludge Kansas Water Pollution Control Inspection Report

I. General Information

KDHE Representative: Sabrina R. Cantrell

KWPC Permit No. M-AR43-0004

Inspection Date: January 21, 2016

Previous Inspection Date: July 10, 2010

	Yes	No
Is there a schedule of compliance in the current permit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there an enforcement order against the permittee for this facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Facility Name: City of Haysville Wastewater Treatment Facility

Facility Address: 428 S. Jane, Haysville, KS 67060

Primary Mailing Address: City of Haysville, 200 West Grand, P.O. Box 404, Haysville, KS 67060

Owner's Mailing Address: City of Haysville, 200 West Grand, P.O. Box 404, Haysville, KS 67060

Design Capacity: 2.0MGD

Current Population: 11,112 (lkm)

II. Contacts / Responsible Staff / Certified Operators

Name	Present	Title	Certification Level	Email Address	Telephone No.
Lance Durfey	Yes	Wastewater Supervisor	4	ldurfey@haysville-ks.com	(316)-529-5940

	Yes	No	N/A	Comments
a. Does the level of staff certification comply with K.A.R. 28-16-36?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III. Facility Information

	Yes	No	Comments
a. Is the facility description in the permit accurate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Briefly describe the operation and condition of the facility.			All of the wastewater in the collection system is pumped into the headworks building where the influent flows through a mechanical bar screen and then through a vortex grit removal system. Material collected in the vortex grit removal system is pumped into a grit classifier and auger, and emptied into a dumpster located in the headworks

building. A ventilation system and wet scrubber are installed in the headworks building for odor control. After flowing through the grit removal system, the wastewater gravity flows into the anoxic zone of the activated sludge oxidation ditch for denitrification. The wastewater then enters the aeration basin of the oxidation ditch, and overflows into a splitter box where the wastewater flows into two (2) fifty-five (55) foot diameter final clarifiers which are operated in parallel. Return activated sludge from the final clarifiers is pumped back into the anoxic zone of the activated sludge oxidation ditch. Waste activated sludge from the final clarifiers is pumped into two (2) aerated digesters operated in series. Waste activated sludge can also be pumped to two (2) aerated holding tanks located at the old wastewater treatment facility. This sludge can be pumped to eight (8) sand drying beds, also located at the old wastewater treatment facility, for de-watering. Effluent from the final clarifiers gravity flows through a single UV disinfection trough in the UV building, and then over a concrete cascade aeration structure before discharging into Cowskin Creek. A portion of the effluent following the UV trough is pumped back to the headworks building for reuse water to wash down the vortex grit removal system. A landscape irrigation system installed on the plant grounds also uses reclaimed wastewater but it is rarely used for irrigation.

c. Describe any significant changes, additions or improvements to the facility since the last inspection.

See the attached treatment plant and collection system improvement list.

d. Any current citizen complaints?

IV. Operation and Maintenance

	Yes	No	N/A	Comments
a. Does the facility have adequate hydraulic capacity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are all units in service (except backup)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are operation and maintenance manuals available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Is flow measurement present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Is flow measurement device operable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Comments
f. How is influent being measured?	Siemens magmeter installed prior to the headworks measures influent flow.
g. How is effluent being measured?	Siemens clamp on magmeters measure the plant effluent prior to the UV disinfection and the reclaimed re-use water.
h. What is the last date of calibration of the flow meter(s)?	The last calibrations were conducted in 2012. Calibrations are scheduled to be completed soon.

i. Flow Measurement:	MGD	Period of Record*	Comments
Average Daily Flow	.513 .483	2014 2015	
Minimum Daily Flow	.263 .317	Nov. 14, 2014 Feb. 12, 2015	

Maximum Daily Flow	1.106	Aug. 18, 2014
	1.210	Aug. 17, 2015

* Prior two year period of record is recommended.

V. Influent/ Effluent

a. Influent

	Yes	No	Comments
i. Has there been or are there any anticipated significant changes in the influent quality and / or quantity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ii. Discuss any high strength or problem influents to the treatment system	N/A		
iii. Does this facility accept other types of hauled in wastewater or septage from residential, industrial, commercial or other? Describe.	There is a RV dump on-site.		
iv. Are there any major customers that provide wastewater to this facility? If yes, who, type of wastewater, estimated quantity?	There are no significant industrial contributors connected to the wastewater collection system. There is some FOG accumulation from area restaurants.		

b. Effluent Reuse

	Yes	No	Comments
i. Is treated effluent used for irrigation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a system for irrigation but it is rarely used.
a) Reason for use of irrigation, i.e., high level control, fulfill contract, etc.			Irrigation of treatment plant grounds.
b) If yes, how often?			Rarely used.
c) Is the irrigation water disinfected prior to use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Type of irrigation used:			
i) Public places such as Golf Course.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ii) Cemeteries, Ball Fields, Parks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
iii) Other Public Places. Describe.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
iv) Field crop irrigation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
a) Is the crop harvested? (including pasturing of animals)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
v) Other non-public places. Describe.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
vi) Facility grounds including dikes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Type of irrigation used:			
i) Stationary spray nozzles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pop ups spray nozzles
ii) Gated pipe.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
iii) Walking guns or similar.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
iv) Pump & dump thru hose/pipe.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f) Are there any other concerns or special considerations with the irrigation process?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ii. Is treated effluent used on-site or off-site other than for irrigation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is used for wash down of the scum pit and grit removal teacup.
a) If yes, how often? Percent of effluent flow?	<input type="checkbox"/>	<input type="checkbox"/>	Less than 1% of the effluent
b) Who uses it?	<input type="checkbox"/>	<input type="checkbox"/>	Plant staff
c) Is the treated wastewater disinfected prior to re-use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

iii. If effluent flows to a stream, describe any negative effects on the receiving stream.	The receiving stream was not viewed.		
iv. Are there any other concerns or special considerations with the re-use process?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

c. Provide a line drawing showing the disinfection equipment, piping, valves and flow meters used to determine the amount and direction of re-use water and discharge to surface waters of the State. Identify the location where the permittee actually samples the influent and effluent for permit compliance monitoring. Include multiple points of applicable. Be specific

N/A

	Comments
d. Does the facility split flow between re-use and discharge to waters of the state or is it all one direction or the other?	The effluent flow can split between the discharge and re-use.

VI. Sampling

	Yes	No	Comments
a. Are samples collected in appropriate location(s) using the proper sampling procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Influent 24 hour composite samples are collected after the mechanical bar screen and prior to the vortex grit removal system. Effluent 24 hour composite samples and all grab samples are collected directly in the UV disinfection trough.
b. Who collects and analyzes samples? What is the name of the laboratory used?	The city staff collect samples. The city contracts with PACE Analytical Services (E-10116) for all wastewater and sludge analysis, including W.E.T. testing and the Priority Pollutant Scan. The Haysville Municipal Laboratory (E-60697) conducts effluent pH analysis.		
c. Is the laboratory used, KDHE-certified for the permit required parameters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Are the correct types of samples being collected by the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Was a sample collected by the inspector for analysis during the inspection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f. Has the permittee been in compliance with the KWPC Permit effluent limitations since the last inspection? (Note failures here or attach summary page of all failures.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The city staff should be commended for this compliance record.

VII. Reporting and Recordkeeping

	Yes	No	N/A	Comments
a. Is a copy of the KWPC Permit available on site or at a nearby office? Describe location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office, Lab
b. Have all Discharge Monitoring Reports been submitted to KDHE on time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are Discharge Monitoring Reports available on site or at a nearby office? Describe location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office
d. Are the Discharge Monitoring Reports maintained by permittee for at least three (3) years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Are records of laboratory instrumentation maintenance maintained by permittee for three (3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

years?				
f. Are records of laboratory instrumentation calibration maintained for three (3) years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Are laboratory records maintained by permittee for three (3) years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Are all appropriate records and data maintained and available on site or at a nearby office? Describe location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office, Lab
i. Has the facility exceeded permit discharge limits since the previous inspection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
j. Are there permit violations other than effluent limitations since the previous inspection? If so, what type?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

VIII. Incident Reporting History

a. Since the last inspection how many incidents (bypasses) have been reported at the following locations:

Treatment Facilities:	5	Lift Stations:	0	Collection System:	8	Private Service Lines:	7
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	Yes	No	N/A	Comments
b. Are incidents reported according to permit requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

IX. Backup Power and Emergency Procedures

	Yes	No	N/A	Comments
a. Are backup power supplies or secondary power sources available for the treatment facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) emergency electrical generator is available to provide emergency electrical power to the entire wastewater treatment facility.
b. Are backup power supplies or secondary power sources available for the lift stations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each lift station, with the exception of the Emmett lift station, is connected to an emergency generator. Two (2) portable generators are also available to provide emergency electrical power in the event of a power outage.
c. Describe the frequency of exercise and maintenance of backup power sources.				The generator at the wastewater plant is tested once per week with a full load. Lift station emergency generators are tested with a full load. Each test is documented by the PLC and SCADA systems.
d. Are maintenance records for backup power supplies available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Are there emergency procedures in the event of a power failure, equipment break down, etc...?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

X. Activated Sludge Operation and Maintenance

a. Aeration Basins

i. Number of aeration basins available

#	1	Comments	
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ii. Number of aeration basins in use.

#	1	Comments	Extended Aeration.
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	Yes	No	N/A	Comments
iii. Is the influent / splitter structure properly distributing influent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Is the aeration equipment operational?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v. Is air evenly distributed across basins?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

b. Nutrient Controls

	Yes	No	N/A	Comments
i. What is the prior two year average effluent total nitrogen concentration? Is the permit goal being met?	There are no goals for total nitrogen in the current permit. The effluent average for 2014 and 2015 was 3.34 mg/l total nitrogen.			
ii. What is the prior two year average effluent total phosphorus concentration? Is the permit goal being met?	There are no goals for total phosphorus in the current permit. The effluent average for 2014 and 2015 was 3.13 mg/l total phosphorus.			
iii. Do the operators have training in the nitrification and denitrification processes to operate the existing facility control systems to reduce total nitrogen in the effluent? If not, when is this training scheduled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KRWA conference classes
iv. Do the operators have adequate training in phosphorus removal processes to operate and/or upgrade the existing facilities to reduce total phosphorus in the effluent? If not, when is this training scheduled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KRWA conference classes
v. Are any chemicals (such as alum or ferric chloride) being added for odor control and/or to reduce phosphorus in the effluent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
vi. Does the existing facility have the monitoring and control system as needed to monitor and control DO in the activated sludge basin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manually monitored with handhelds and controlled.
vii. Are the monitoring and control systems controlled by computers or programmable logic controllers (PLC's)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a) If so, briefly describe the operations processes and/or SCADA control systems.	DOs are not tied to the SCADA system.			
i) Provide number of DO sample points and specific locations. Provide map if needed.	Manually DO are collected from the aeration and anoxic basins.			
b) If not, is this minor upgrade scheduled to occur and when?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eventually VFD will be added for the aerators, DO meters will be installed and linked to the SCADA system.

c. Basin Discussion

	Yes	No	N/A	Comments
i. What color is the mixed liquor?	Dark brown			

ii. Describe surface foam.	None			
iii. What process control sampling and analysis is conducted?	See list			
iv. Are records of process control sampling and analysis maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v. Are adequate quantities of sludge routinely wasted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15,000 to 20,000 GPD are wasted.
vi. What is the MLSS?	3,670 mg/l			
vii. What is the sludge settleability?	930 ml after 30 minutes			

XI. Clarifier Operation and Maintenance

a. Number of clarifiers available?

Primary	0
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Secondary	2
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b. Number of clarifiers in use?

Primary	0
---------	---

Secondary	2
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		Yes	No	N/A	Comments
c. Is there excessive gas bubbles / floating sludge?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Secondary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Are the weirs painted and maintained?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Secondary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Covers were being replaced at the time of the inspection. Wiers were observed where the old covers had been removed and the new ones not yet been replaced.
e. Are the weirs free of sludge and biological growth?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Secondary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wiers were observed where the old covers had been removed and the new ones not yet been replaced.
f. Does the effluent over the weirs appear clear?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Secondary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wiers were observed where the old covers had been removed and the new ones not yet been replaced.
g. Is the flow over the weirs uniform?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Secondary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wiers were observed where the old covers had been removed and the new ones not yet been replaced.
h. Is sufficient sludge wasted to maintain the system's equilibrium?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Secondary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Are surface skimmers operational?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Secondary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Is the sludge blanket level appropriate?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Secondary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-1.5 feet
k. Is there pin floc?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	Secondary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Are the waste sludge pumps operational?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Secondary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m. Are the return sludge pumps operational?	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Secondary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

XII. Sludge Management

a. Number of primary digester(s) available / in operation:

b. Number of secondary digester(s) available / in operation:

	Available	In Operation
Aerobic	2	2
Anaerobic	0	0

	Available	In Operation
Aerobic	2	2
Anaerobic	0	0

c. Other stabilization process. Eight (8) sand drying beds for sludge de-watering are available and routinely used. Six (6) separate sand drying beds for collection system grit storage are available and used routinely.

	Yes	No	N/A	Comments
d. Can the supernatant be withdrawn from multiple points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Is sludge removed on a regular basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. What digested sludge storage is utilized?	Digested sludge is stored offsite at the old wastewater treatment plant.			
g. Does the facility have a routine maintenance program for the sludge digestion equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Is the sludge dewatered?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The City of Haysville land applies liquid sludge. The city owns approximately 70 acres of agricultural land immediately south of the wastewater treatment plant for sludge disposal.

i. If yes, how is the sludge being dewatered?

Belt Press	Bagging Equipment	Filter Bed	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

j. What is the ultimate disposition of the sludge?

Land Application	Landfill	Compost	Processed by another POTW	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

XIII. For Aerobic Sludge Digestion

a. What is the minimum number of days the sludge is retained in the digester(s) and at what temperature?

40 days at 20°C (68 °F)	60 days at 15°C (59 °F)	Other

<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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Comments	
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503 Sludge Program

Major and Minor Mechanical Treatment Plants

KDHE returned the 503 sludge program back to EPA on July 1, 2012. Major facilities and those designated by EPA must report annually to EPA – Region 7 at the Lenexa, Ks address by February 19th of each year. Other minor mechanical plants still have to complete the testing and fill out the forms but should keep them on-site and available for inspection by EPA. The minor facilities should not send the completed forms to KDHE or EPA. EPA has agreed to use the Kansas 503 sludge reporting forms for Kansas facilities. The forms and an EXCEL spreadsheet for making the calculations are located on the KDHE-BOW-Technical Services website.

XV. Ultraviolet (UV) Disinfection

a. Total number of trains	4	b. Total number of units/train	
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	Yes	No	Describe
c. Does any wastewater entering the plant exit the plant without going through a disinfection process, such as during high flow events?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	High Intensity	Low Intensity	Comments
d. What type of UV disinfection equipment is being utilized?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	Yes	No	Comments
e. Is the intensity of the UV equipment flow paced?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Are hours of bulb operation monitored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Is there an inventory of spare bulbs and protective quartz sleeves?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h. Is there excessive algae growth in the UV channels?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i. Does the facility have a program for the maintenance and replacement of UV bulbs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

j. How are the protective quartz sleeves cleaned?

Mechanical Squeegee or Brush	Acid Bath	Manually	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Comments	CLR is used to manually clean the quartz sleeves.
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XVI. Lift Stations Operation and Maintenance

Total number of lift stations	7	Number of lift stations inspected	1 Main LS
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	Comments
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a. Describe lift station inspection and maintenance schedule(s).	All lift stations are visually inspected on a daily basis.
b. Describe alarm and monitoring systems.	An auto-dialer system is installed on all seven (7) lift stations. Six (6) lift stations have a red warning light, audible warning alarms, and are connected to a SCADA system. The Emmett lift station is not equipped with audible or visual warning devices but is connected to SCADA.

	Yes	No	N/A	Comments
c. Are all pumps operational?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Are pump running time registers operational?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Are maintenance and pumping volume records maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Is forced-air ventilation provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Is there excessive leakage from pumps or piping?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h. Is there excessive grease build-up in the wet well?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
i. What chemical or methods are used to control grease buildup in the wet well?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NRP drip system is used at seven manholes.
j. Are operators familiar with confined space entry requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. Do any lift stations have a history of incidents or other mechanical problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Does the facility have appropriate security measures in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fenced, locked gates.

XVII. Collection System

	Comments
a. Describe the operation and condition of the collection system.	NRP chemical drip system is used for FOG control. Root-X is added to the collection system to control vegetative intrusion.

	Yes	No	Comments
d. Is there a significant inflow or infiltration problem? <i>If yes, describe what steps are being taken to control / correct the problem?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Describe the sewer maintenance and repair activities since the last inspection, i.e. including the use of outside contractors.			See the treatment plant and collection system activities list.

XIX. Supplemental Conditions, Schedule of Compliance & Enforcement

	Yes	No	N/A	Comments
a. Is there a schedule of compliance in the permit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are they in compliance with the schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Is there a current enforcement action on this facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Are they in compliance with the enforcement activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

XX. Comments and Recommendations

	Yes	No	Comments
a. Are follow up actions needed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

b. Issues and Deficiencies that must be addressed.

None.

c. Recommendations that should be addressed.

None.

d. Comments

The WW staff should be commended on the condition of the plant and the compliance record.

Report Prepared and Submitted By: Sabrina R. Cantrell

Title: Environmental Compliance and Regulatory Specialist

Date: February 15, 2016

Signature: 

Approved By: Allison Herring

Title: District Environmental Administrator

Date: 2/15/16

Signature: 

Haysville Equipment Identification and Process Control Testing
January 21, 2016

New Facility				
	Adequate	Inadequate	Marginal	N/A
Raw Wastewater Pumps (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Bar Screen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Bar Screen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vortex Grit Removal Chambers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grit Classifier/Auger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet Scrubber Odor Control System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RAS Pumps (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WAS Pumps (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aeration Oxidation Ditch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UV Disinfection System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cascade Aeration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation and Re-use System	<input checked="" type="checkbox"/> ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: ¹ The irrigation and re-use system is rarely used. It was not used at all in 2015.

Old Facility				
Equipment Identification	Adequate	Inadequate	Marginal	N/A
Sludge Holding Tanks (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sludge Pump Station	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sand Drying Beds (8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sludge Loadout Pumps (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decant Pumps to Headworks (2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: _____

Haysville Equipment Identification and Process Control Testing
January 21, 2016

Process Control Test	Daily	2X Month	Weekly	Other – Explain
Biochemical Oxygen Demand (INF and FE)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> -
Total Suspended Solids (INF and FE)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> -
Total Kjeldahl Nitrogen (INF and FE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> -
Ammonia as Nitrogen (FE)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> -
pH (FE)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> -
Total Phosphorous (INF and FE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> -
Nitrate/Nitrite (FE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> -
Dissolved Oxygen (Basins)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> -
MLSS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> -
Sludge Settleability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> -
E.Coli	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> -

INF – Influent

FE – Final Effluent

WWTP Improvements

- New Launder covers on both clarifiers
- North Aerator and gear box rebuilt
- New WAS #6 pump
- New Air Scrubber circulation pump
- New Mixer motors on basin
- Both Digesters Epoxy coated
- Rebuilt two UV light banks
- New AC/Heat in operations

Collections Improvements

- Approx. 6,270 feet of CIPP in 2014
- Approx. 7,850 feet of CIPP in 2015
- 37 MH's rehabbed with Strong Seal 2014
- 3 MH's rehabbed with Warren Epoxy 2014
- 2 MH's equipped with inside drops 2014
- 21 MH's rehabbed with Strong Seal 2015
- Approx. 9,571 feet of lines treated for roots 2014
- Approx. 12,400 feet of lines treated for roots 2015
- Implemented F.O.G. program
- Continual treatment of lines for grease by NRP
- New fence and concrete pad at Emmitt Lift Station
- New fence around South Brooke Lift Station
- New wet well manhole ring and cover at Sunflower/Pear Tree
- Micro-Com SCADA system completed in 2014
- Purchased Miller confined space entry/retrieval system
- Main Lift bypass installed and Epoxy coated 2015

Future Improvements WWTP

- South Aerator and gear box rebuild
- VFD's installed on basin
- D.O. probes installed on basin
- Telescoping valves for digesters
- New bypass valve at Headworks
- Replace entry doors at Headworks

Future Collections Improvements

- Continue root control
- Continue NRP grease treatment
- South Brooke bypass installed
- Install VFD's and enclosures at South Main Lift
- Upgrade from floats to transducers at lift stations
- Apply protective coating to concrete fences at lift stations
- Continue MH rehab.
- Continue CIPP
- New Sewer Jetting truck
- Replace gas detectors

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CITY OF HAYSVILLE COVERAGE COMPARISON

Renewal 04/01/15-16

Renewal 04/01/16-17

	EXPOSURE	PREMIUM	EXPOSURE	PREMIUM
PROPERTY		\$89,857.00		\$85,211.00
SPECIAL FORM 90% COINSURANCE				
BLANKET LIMIT	\$31,309,156		\$31,212,862	
DEDUCTIBLE	\$3,000		\$3,000	
GENERAL LIABILITY		\$ 31,548.00		\$29,260.00
46590 PARADES	4 Each		1	
48924 SWIMMING POOLS	\$74,833		\$74,833	
68607 VACANT BUILDINGS	3,924 Area			
87500 EMPLOYEE BENEFITS	107 each		107	
87525 TOWN LIABILITY	10,826 per capita		11,112 per Capita	
87658 WATERSLIDES	2 each		2	
87710 ADDL INSURED/ASSOC OR ORG	1 org		1	
87718 PESTICIDE/HERB APPLICATION	Flat Fee		Flat Fee	
87767 ADD INS DESIGNATED PERSON	Flat Fee		Flat Fee	
87811 SPECIAL EVENTS	1		1	
87484 POLLUTION EXCLUSION - LIMITED	Flat Fee		Flat Fee	
89035 SKATEBOARD PARK/AREAS	Flat Fee		Flat Fee	
EMPLOYEE BENEFITS	\$1/M/\$2M	Included	\$1m/\$2m	Included
LINE BACKER		\$ 7,587.00		\$11,994.00
LIMITS \$1M/\$1M				
DEDUCTIBLE \$3,000 EACH WRONGFUL ACT				
LAW ENFORCEMENT	\$1m/2m	\$9,610	\$1M/2M	\$9,610
DEDUCTIBLE PER OCCURRENCE	\$2,500		\$2,500	
88500 POLICE OFFICERS/FULL TIME	26		26	
88502 POLICE DOG	1		1	
CRIME		\$ 100.00		\$100
EMPLOYEE THEFT	\$5,000		\$5,000	
DEDUCTIBLE	\$500		\$500	
FAITHFUL PREF OF DUTY	\$5,000		\$5,000	
SCHEDULED EXEC'S LIMIT	\$20,000		\$20,000	
WILLIAM BLACK				
JANIE COX				
INLAND MARINE		\$ 20,758.00		\$ 20,488.00
BLANKET CATASTROPHE LIMIT	\$1,240,972		\$1,256,809	
DEDUCTIBLE PER OCCURRENT	\$500		\$500	
LEASED RENTED FROM OTHERS	\$75,000		\$75,000	
DEDUCTIBLE	\$1,000		\$1,000	
COMMERCIAL ARTICLES (CAMERAS EXT.)	\$39,800		\$39,800	
DATA PROCESS HARDWARE/SOFTWARE	170,000/7,500		170,233/7,500	
DEDUCTIBLE	\$500		\$500	
SIGNS	\$49,780		\$49,780	
PROPERTY IN TRANSIT/OFF PREMISES				
FINE ARTS	\$7,600			
AUTOMOBILE		\$34,576.00		\$36,236.00
UNITS	67		72	
DEDUCTIBLE: COMPREHENSIVE	250		250	
DEDUCTIBLE: COLLISION	\$500		\$500	
HIRED/NON OWNED	included		included	
DATA COMPROMISE		\$ 574.00		\$921.00
RESPONSE EXPENSES COVERAGE	\$50,000		\$50,000	
DEFENSE AND LIABILITY COVERAGE	\$50,000		\$50,000	
DEDUCTIBLE	\$1,000		\$1,000	
IDENTITY RECOVERY	\$25,000		\$25,000	
EXPENSE REIMBURSEMENT DEDUCTIBLE	\$250		\$250	
CYBER COVERAGE			\$100,000	
UMBRELLA		\$15,709.00		\$15,491.00
LIMIT	\$1,000,000		\$1,000,000	
SELF INSURED RETENTION	\$10,000		\$10,000	
TOTAL POLICY PREMIUM		\$210,319		\$209,311

Click to
Return to
Agenda

March 24, 2016

City of Haysville
200 W. Grand Avenue
P.O. Box 404
Haysville, KS 67060

Attention: Mr. Will Black, Chief Administrative Officer
Reference: Haysville Recreation Addition
PEC Project No. 31-160227-000-0041

Dear Mr. Black:

This letter is written to serve as an agreement between the City of Haysville (CLIENT) and Professional Engineering Consultants, P.A. (PEC) to provide professional services for platting City-owned property within the SE 1/4, Section 5, Township 29 South, Range 1 East, Haysville, Sedgwick County, Kansas as graphically depicted on the attached aerial photograph.

Specifically, PEC proposes to perform the Scope of Services as outlined in Paragraph A. below, which are provided for your review and approval.

A. Scope of Services:

1. Prepare One-Step Final Plat in accordance with current Haysville Subdivision Regulations, utilizing Lidar contours or plat base.
2. Prepare boundary survey of 3 tracts provided by City.
3. Prepare legal description of overall parcel.
4. Set property corners of property boundaries.
5. Prepare all required platting documents including covenants, petitions, agreements, etc., including associated cost estimates.

B. Responsibility of CLIENT:

The CLIENT agrees to provide the following pursuant to PEC accomplishing the Scope of Services outlined herein.

1. Provide access to the project site.
2. Provide updated title work or reimburse PEC for the same.

C. Exclusions:

The following shall be specifically excluded from the Scope of Services to be provided by PEC.

1. Zoning services.
2. Geotechnical investigations.
3. Civil engineering design services for required infrastructure.
4. ALTA survey.
5. FEMA studies, investigations or applications.

Mr. Will Black
Haysville Recreation Addition
March 24, 2016
Page 2

6. Local drainage studies or evaluations.
7. Utility Plan.
8. Representation of Planning Commission and City Council.
9. State or Federal Stormwater permits.

D. Payment Provisions:

PEC proposes to perform the Scope of Services on the basis of lump sum fee of \$15,000, plus reimbursable expenses.

Reimbursable expenses shall include, but are not limited to application fees, recording fees, abstractor fees, petition fees, etc. Reimbursable expenses are estimated to be \$1,000 and are not included in the lump sum fee noted above.

Unless otherwise agreed upon, billings will be made once a month for work completed the previous month. Taxes are not included in stated fees. CLIENT shall reimburse PEC for any sales, use and value-added taxes, which apply to these services.

E. Time of Performance:

PEC proposes to begin work on the PROJECT within 5 days following receipt of an executed copy of this agreement and to complete the Scope of Services in accordance with a mutually agreed schedule exclusive of any delays beyond the control of PEC.

This letter and the "Standard Conditions" attached hereto comprise the entire agreement between the CLIENT and PEC. They may be altered only by Supplemental Agreement.

Thank you for contacting us to provide professional services on the subject PROJECT. Should you have questions or if additional information is required, please do not hesitate to call. Return receipt of an executed copy of this letter will serve as our contract and notice to proceed with the work.

Very truly yours,

PROFESSIONAL ENGINEERING CONSULTANTS, P.A.



Charles S. Brown, P.E.
Project Manager

CSB/kah

Encl: As noted

PROFESSIONAL ENGINEERING CONSULTANTS, P.A.

By:  _____

Michael D. Kelsey, P.E., Principal

Date: 3/24/16 _____

ACCEPTED:

CITY OF HAYSVILLE

By: _____

Title: _____

Date: _____

PEC STANDARD CONDITIONS

1. **STANDARD OF CARE:** Professional Engineering Consultants, P.A., its officers, directors, employees, agents, shareholders, partners, consultants, sub-consultants, contractor, and sub-contractors (collectively "PEC") shall provide professional services to Client, its officers, directors, employees, agents, owners, members, shareholders, partners, consultants, sub-consultants, contractors, and sub-contractors, (collectively "Client") according to the agreed upon scope of services. PEC will perform the services with the level of care and skill ordinarily exercised by other consultants of the same profession under similar circumstances at the time the services are performed, and in the same locality.

2. **USE OF DOCUMENTS:** Drawings, specifications, reports, programs, manuals, cost estimates, or other documents, including documents on electronic media, prepared under this Agreement are instruments of service and as such are only applicable to the subject PROJECT. Use of these documents for any other purpose without written authorization and consent of PEC is prohibited. PEC shall retain ownership thereof.

3. **INSURANCE:** PEC and the Client agree to each maintain statutory Worker's Compensation, Employer's Liability Insurance, General Liability Insurance, and Automobile Insurance coverage for the duration of this agreement. Additionally, PEC will maintain Professional Liability Insurance for PEC's negligent acts, errors, or omissions in providing services pursuant to this Agreement. If the Client is a design professional, then the Client agrees to maintain Professional Liability Insurance for its negligent acts, errors, or omissions in providing services pursuant to this Agreement. If a project is Design-Build, the Client and all subcontractors providing professional design or other services (e.g., architects, engineers, inspectors) shall maintain professional or similar liability insurance for claims arising from its negligent performance of said services. Proof of insurance shall be provided, upon request, prior to commencement of said services.

4. **NO GUARANTEE:** PEC does not provide a warranty or guarantee, express or implied, for any portion of the scope of services including drawings, specifications, reports, programs, manuals, cost estimates, or other documents of service. PEC does not warrant or guarantee any certification of the project, including any level of LEED certification. Items of beneficial use to the Owner, whether or not included in the contract documents, shall be paid for by the Owner. The provisions of this paragraph shall apply notwithstanding any statement or language contained in any other document or agreement that might be related to the project.

5. **INDEMNIFICATION/HOLD HARMLESS:** PEC agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client and its employees from any liability, damages, or costs (including reasonable attorneys' fees and costs of defense) resulting from PEC's negligent acts, errors, or omissions through services provided pursuant to this Agreement by PEC or anyone for whom PEC is legally liable. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless PEC, its employees and subconsultants from any liability, damages, or costs (including reasonable attorneys' fees and costs of defense) resulting from the negligent acts, errors, or omissions by Client or those contractors, subcontractors, consultants, or anyone for whom Client is legally liable, and arising from the project(s) that is the subject of this agreement. PEC is not obligated to indemnify the Client in any manner whatsoever for the Client's own negligence. If any liability, damages, or costs (including reasonable attorneys' fees and costs of defense) result from the concurrent negligence of PEC and the Client, this indemnification shall only apply to the extent of each party's proportion of the responsibility.

6. **DISPUTES:** Any action or claims arising out of or related to this Agreement or the project that is the subject of this Agreement shall be

governed by Kansas law. Good faith negotiation and mediation are express conditions precedent to the filing of any legal action. Mediation shall be conducted in accordance with the latest edition of the Construction Mediation Rules of the American Arbitration Association.

7. **ASSIGNMENT OR SUBLETTING OF CONTRACT:** Client shall not assign, transfer, or sublet any rights, duties, or interests accruing from this Agreement without the prior written consent of PEC. This Agreement shall be binding upon the Client, its successors and assigns.

8. **NON PAYMENT/TERMINATION OF AGREEMENT:** If the Client fails to make payment for services and expenses within 30 days following receipt of an invoice, PEC may, after giving seven days written notice to the Client, without liability for delay charges, suspend services under this Agreement until PEC has been paid in full for all amounts due. Each party to this Agreement reserves the right to terminate the Agreement at any time, without cause, upon 15 days written notice and subject to payment to PEC for the value of services rendered up to the time of termination.

9. **DIFFERING SITE CONDITIONS:** The conditions at the site are the property of the Client/Owner regardless of whether or not they could be identified by an investigation or exploration conducted according to the professional standard of care. A "Differing Site Condition" is a subsurface, hidden, latent, or physical condition at a project site/building not revealed by the site exploration, site investigation, or other information provided to the Client and which cannot be reasonably anticipated. Special risks occur whenever engineering is applied to identifying site/building conditions. Even a comprehensive investigation according to the professional standard of care may not detect all subsurface or site/building conditions. PEC shall not be liable for site/building conditions which could not be identified by such an investigation or exploration. Accordingly, the Owner/Client agrees to indemnify, including all costs and attorney fees, and hold PEC harmless from all claims for Differing Site Conditions, provided PEC performs the services specified in the Contract in a manner reasonably conforming to the terms of the Contract and to the Standard of Care.

10. **EXTRA WORK:** Services not specified in the Scope of Services set forth in this Agreement or due to regulatory changes shall be considered "extra work". No "extra work" will be performed without additional compensation per a supplemental agreement.

11. **FORCE MAJEURE:** The Client shall not hold PEC responsible for damages or for delays in performance caused by force majeure, acts of God, or other acts or circumstances beyond the control of PEC, or that could not have been reasonably foreseen and prevented including, but not limited to, fire, weather, floods, earthquakes, epidemics, war, riots, terrorism, strikes, and unanticipated site conditions.

12. **AGREEMENT SOLELY FOR PARTIES' BENEFIT:** This agreement is solely for the benefit of PEC and Client. Nothing herein is intended in any way to benefit any third party or otherwise create any duty or obligation on behalf of PEC or Client in favor of such third parties.

13. **LIMITATION OF LIABILITY:** To the fullest extent permitted by law, PEC's total liability to Client is limited to the greater of \$50,000 or two times PEC's fee, for any and all damages or expenses arising out of this Agreement from any cause(s) or under any theory of liability. In no event shall PEC be liable for consequential damages, including, without limitation, loss of use or loss of profits, incurred by Client or its subsidiaries or successors, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.



MEMO

TO: The Honorable Bruce Armstrong, Mayor
Haysville City Councilmembers

FROM: Will Black, Chief Administrative Officer

SUBJECT: Proposed Personnel Manual Updates for 2016

DATE: March 25, 2016

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. The following outline summarizes the changes (typographical and lettering/numbering changes are not included in the outline). Please contact me with any questions.

- Section I. Employment Information
 - B. Employee Information
 - 4. Removal of the requirement for physical examinations and drug screens for former full-time temporary workers hired for regular positions within 30 days of their last date of employment with the City
 - K. Monitoring Policy
 - Addition of language disallowing personal messages in email signatures
 - U. Tobacco and Electronic Cigarette Use
 - Added language prohibiting electronic cigarettes and other similar devices to mirror language in Section VI. A. Use of City Owned Vehicles and Equipment
- Section II. Placement
 - B. Types of Positions
 - 2. Clarification of eligibility for medical insurance of Regular Part Time employees
- Section III. Vacation and Leaves
 - F. Vacation Leave
 - 2. Clarification of allowed use of vacation leave
 - G. Sick Leave
 - 4. Clarification that a physician's report (doctor's note) shall be submitted with the associated absence report and time card
 - 6. Statement of intent to assist in application of section during payroll processing
 - I. Injury Leave
 - 1. Clarification of eligibility to correspond with workers' compensation eligibility

- 3. Clarification of level of restriction that will allow an employee to be considered for a light duty assignment
 - 3. Restriction of availability and length of light duty assignments
 - Establishment of definition of critical and non-critical positions in relation to extended absences and allowable action for extended absences
 - Clarification of pay for employees attending physical therapy as a direct result of an injury on the job
 - Q. Holidays
 - 1. Statement of intent to assist in application of section during payroll processing
 - 2. Clarification of allowed use of personal holiday leave
- Section V. Benefits
 - A. Fringe Benefits
 - 1. Removal of Governing Body from the stated decision-making process concerning the setting of the employee contributions for medical insurance – Governing Body has final approval during the annual budget process
 - 1. Clarification of eligibility for medical insurance of Regular Part Time employees
- Section VI. City Owned and Private Vehicles and Equipment
 - A. Use of City Owned Vehicles and Equipment
 - Addition of language stating use of mobile electronic devices must not cause the driver to be distracted
- Section IX. Substance Abuse Policy
 - B. Definitions
 - Removal of repetitive language
 - C. Testing Protocol and Procedures
 - 2. Reasonable Cause Testing for Employees
 - Modification of “suspicion” to “cause” to match language in section
 - 3. Post-Motor Vehicle Accident Testing
 - Addition of language eliminating the testing requirement when employee is determined to be not at fault
 - H. CDL Specific Procedures
 - Clarification of how CDL section fits in Substance Abuse Policy
 - 5. Consequences for Operating a Vehicle in a Prohibited Manner
 - Modification of section language as advised by legal
- Section XI. Grievance Procedure
 - C. Basis for Grievance
 - Removal of Discharge (Termination) as a basis for grievance
 - D. General Provisions
 - Removal of Discharge (Termination) as a basis for grievance and inclusion of erroneously omitted Disciplinary Probations

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, drug screen, and background check prior to, and within 30 days of, 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 physical examination, drug screen, or background check. All part time pool/recreation employees must successfully complete a drug screen. 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. E-mail signatures should provide business-related information only – no personal messages are allowed. 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.

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 more 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, 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 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 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.

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 prescribed work day. Employees who are unable to begin their scheduled work day because of uniform issues will be subject to disciplinary action.

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.

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 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 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 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 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.

U. TOBACCO AND ELECTRONIC CIGARETTE USE:

In order to provide a safe and healthy environment for both employees and the general public, use of any tobacco product in any City building, shop, vehicle, equipment, or any indoor or enclosed area is prohibited. This includes, but is not limited to, smoking, chewing, or dipping of any tobacco product; use of electronic cigarettes (E-Cig); personal vaporizers (PV); or electronic nicotine delivery systems (ENDS). Use of tobacco products is allowed during formal break/rest periods. When using tobacco products, employees are not to foul areas within fifteen feet (15') of entrances to buildings with either smoke, debris, or bodily fluids (spit). Use of tobacco products and electronic cigarettes will not be allowed in front of city buildings. Employees who violate this policy will be subject to disciplinary action.

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 typically not eligible for fringe benefits. After a one year measurement period, regular part time employees averaging at least 30 hours per week are eligible for medical insurance.
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~~ in two (2) hour ~~increments~~ 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.)
5. 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.
6. Waiving Vacation Prohibited: Employees shall not be permitted to waive vacation leave for the purpose of receiving double pay.
7. 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.
8. 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. A physician's report shall be turned in with the associated absence report and time card. 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, 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.)

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. The intention of this section is to prevent the abuse of sick leave for the purpose of extending a holiday or holiday weekend.

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.~~ Employees who are eligible to receive workers' compensation are entitled to work-related injury leave with full pay for up to five scheduled work days (40 hours or the normal number of hours scheduled in a week). Leave for a covered workers' compensation illness or injury arising out of and in the course of employment, is not charged to vacation leave or sick leave.
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 employee~~ is injured and is placed on restrictions by a physician, ~~that impede or prevent the employee from resuming regular job duties, the City may offer the individual a limited term job assignment or light duty assignment which will comply with the statement from the physician regarding job duty restrictions, 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 ~~R~~return to work/light duty program is not available to ~~those in~~ Part Time ~~Positions~~Employees. ~~The differing job assignment or light duty assignment will be 1) actual open positions with the City, and 2) limited to a specific length of time based upon the availability of such assignment and the specific injuries of the employee. Permanent restrictions shall not qualify for this short-term accommodation.~~

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. In recognition of the need to maintain that level of staffing necessary to carry out the business of the City, an employee in a non-critical job position who~~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 be terminated that employee's employment.~~ Employees holding critical positions as defined by the City may be terminated prior to the conclusion of six continuous months of leave if the City deems it necessary to fill the position in order to continue to operate safely. All department head positions are considered critical positions, as well as higher level supervisors within the various departments. 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.

When an employee is attending physical therapy as a direct result of an injury on the job, as described in this Injury Leave section, the employee will not be paid twice for the same hour(s) spent attending

physical therapy. If physical therapy is scheduled on a day when an employee is taking another type of leave, the amount of the other type of leave taken will be reduced by the time spent attending physical therapy. For example: an employee in a regular position, who works eight (8) hours each day, spends two (2) hours attending physical therapy on a day scheduled as vacation leave. The employee will be paid six (6) hours vacation leave and two (2) hours injury leave.

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 positions with the City of Haysville shall receive holidays with pay for all legal holidays observed by the City. Regular Part-Time employees shall receive holidays with pay in proportion to their regular work week. For example, a Regular Part-Time employee who regularly works twenty-five (25) hours per week will receive five (5) hours of holiday 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. The intention of this section is to prevent the abuse of sick leave for the purpose of extending a holiday or holiday weekend.

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 for Regular Part-Time employees will be in proportion to their regular work week. For example, a Regular Part-Time employee who regularly works twenty-five (25) hours per week will receive five (5) hours per personal holiday. 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 ~~in no less than~~ two (2) hour ~~increments 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. 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. Regular part-time employees who average at least 30 hours per week, after a one year measurement period, are eligible for medical insurance. 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. Dental Insurance: Dental Insurance coverage is available through payroll deduction.
6. Employee Assistance Plan: Employee Assistance Consultants provides assistance for most problems to any employee or family member.
7. 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.
8. ACH: Automatic deposit of payroll checks is available at the employee's request. Forms are available from the Assistant City Clerk.
9. 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~~incident 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.)

Use of any tobacco product 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.

Use of mobile electronic devices must not cause driver to be distracted.

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.

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

Testing will occur as follows:

- ~~a)1.~~ 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)2. 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)a. Sudden changes in work performance;
 - 2)b. Repeated failure to follow instructions or operating procedures;
 - 3)c. Violation of city safety policies;
 - 4)d. Involvement in an accident or near accident;
 - 5)e. 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)f. Odor, on or about an employee's person of alcoholic beverage and/or residual odor peculiar to some chemical or controlled substances;
 - 7)g. Unexplained and/or frequent absenteeism or tardiness;
 - 8)h. Personality changes or disorientation;
 - 9)i. 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)j. Any serious worker's compensation injury; OR
 - 11)k. 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 ~~causesuspicion~~ 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.

- e)3. 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. Accidents determined to be no fault of the employee will not require the employee to be tested. 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)4. 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)5.~~ 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)6.~~ Random Testing

~~1)a.~~ All drivers that perform CDL functions as a normal part of their job are subject to random drug and alcohol testing.

~~2)b.~~ 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)c.~~ Employees are required to proceed immediately to the collection site once notified of testing.

~~4)d.~~ Drug and/or alcohol tests will be conducted while the employee is on duty.

~~5)e.~~ The list of employees selected will be retained by the DER in a secure location.

~~6)f.~~ Details of the random testing process can be found in 49 CFR, part 382.305.

~~g)7.~~ 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.D.~~ 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)1.~~ 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)2.~~ All drug/alcohol testing shall be done at a city designated facility.

~~e)3.~~ 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)4.~~ 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)5.~~ 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)6.~~ 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.E.~~ 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.F. 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)1. 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)2. 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.G. Disciplinary Action

a)1. 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)2. 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)3. 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)4. 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)5.~~ 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)6.~~ 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)7.~~ 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)8.~~ 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)9.~~ 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)10.~~ 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 identity 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.

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

~~H.1.~~ 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) i.~~ 1) i. 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) ii.~~ 2) ii. Has a gross vehicle weight rating of 26,001 or more pounds; or
- ~~3) iii.~~ 3) iii. Is designed to transport 16 or more passengers, including the driver; or
- ~~4) iv.~~ 4) iv. 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.

~~H.2.~~ Test Refusal

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

- a. Behavior that Constitutes a Refusal to Test.
 - i. Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
 - ii. Tampering with, adulterating, or substituting a specimen.
 - iii. Failure to appear for testing upon notification.
 - iv. Leaving the scene of an accident without just cause prior to submitting to a test.

- v. Leaving collection facility prior to test completion.
 - vi. Failing to permit an observed or monitored collection when required.
 - vii. Failing to take a second test when required.
 - viii. Failing to undergo a medical examination when required.
 - ix. Failing to cooperate with any part of the testing process.
 - x. Failing to sign Step 2 of the alcohol test form.
 - xi. 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.3. Tests Required

- a) a. Post-Accident testing for CMV operators.
 - ~~1)~~ i. 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.~~ a) Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.
 - ~~b.~~ b) Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.
 - ~~2)~~ ii. 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)~~ iii. 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)~~ iv. 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, requiring tow away	YES NO	YES NO
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b) b. Follow-up Testing. Details of the follow-up testing process can be found in 49 CFR, part 40, subpart O.

IV.4. Handling of Test Results, Confidentiality

a) a. Access to records.

1) i. 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) ii. 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) iii. A driver's testing records will be made available to a subsequent employer upon receipt of a written request from the driver.

4) iv. 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.5. Consequences for ~~Drivers Engaging in Prohibited Conduct~~ Operating a Vehicle in a Prohibited Manner

a. Operators who refuse an alcohol test following a driving related event will be subject to termination under the insubordination provisions of this personnel manual.

b. Operators who test positive for alcohol following a driving related event will be subject to termination if the amount of alcohol within such employee's system is prima facie grounds for criminal action, under the prohibition against criminal conduct on duty provisions of this personnel manual.

c. Operators who test positive for any amount of alcohol within their system following a driving related event in which any person, including the operator, suffered an identified injury will be subject to discipline up to and including termination for unsafe operation of a vehicle.

d. Operators who test positive for any amount of alcohol within their systems following a driving related event will be subject to termination if the event was a second or subsequent act of violation of the prohibition against use of alcohol within the scope of employment as set forth within this policy.

e. Operators who test positive for any amount of alcohol within their systems who have been involved for the first time in a minor traffic event resulting in damage of \$500 or less with no harm to themselves or another individual may be given an opportunity to retain his or her employment, provided they:

i. Participate in an evaluation by EMPAC, and

ii. Actively participate in and successfully complete any EMPAC recommended evaluation/rehabilitation program, and

iii. Receive a verified negative test result on a return-to-duty test, and

iv. Retain all of the licenses and qualifications necessary for the job position.

~~7) 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) iv. All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.~~

~~5) v. Employees should consult their health insurance policy for extent of nervous, mental and substance abuse coverage.~~

~~7) vi. A second positive test whether it indicates a drug or alcohol policy violation, will result in immediate termination of employment.~~

~~8) vii. The City may impose such additional disciplinary actions as deemed appropriate. This may include removal from performing covered functions, suspension (with or without pay), ~~and even or~~ 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.

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 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 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 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 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, disciplinary probations, 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.

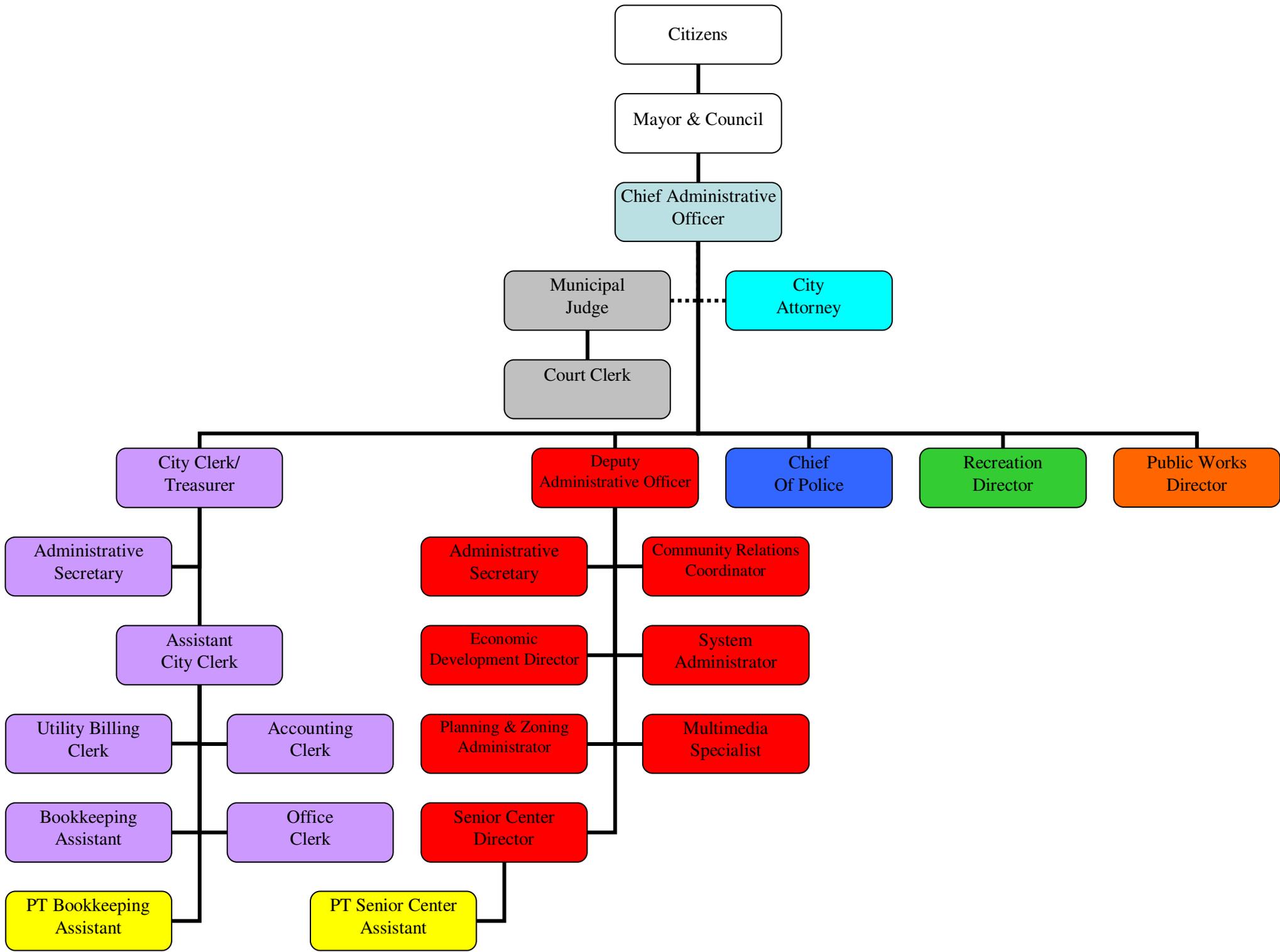
The Chief Administrative Officer shall make a decision within five working days of the receipt of the recommendation whether to a) accept the recommendation of the grievance board, b) reject the recommendation of the grievance board, or c) modify the recommendation of the grievance board. A written response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

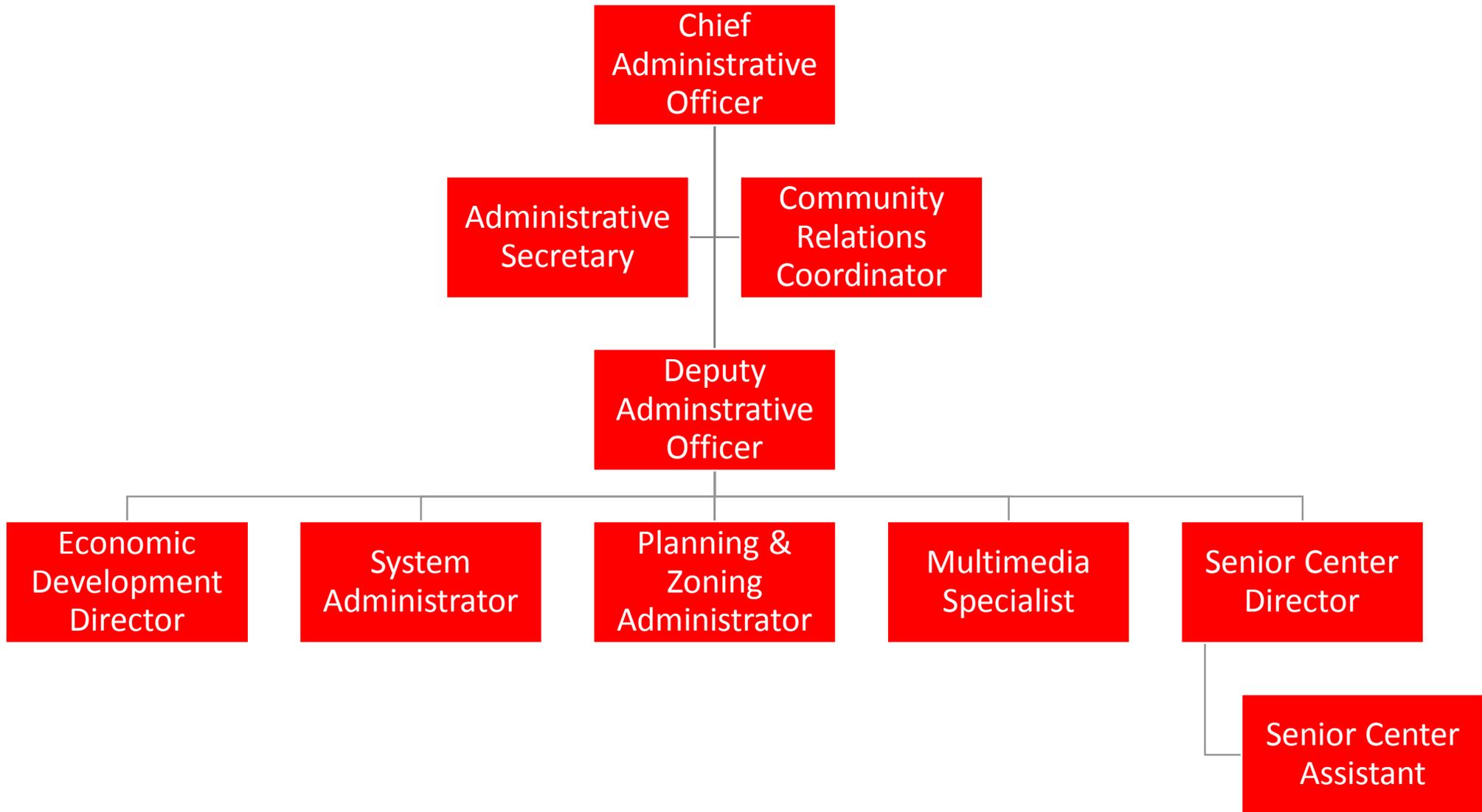
If the grievance is decided in favor of the grievant, any loss-of-pay or pay adjustment attributed to the grieved action shall be paid retroactive to the grievant.

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.

Pay Chart - 2016 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	Community Relations Coordinator	17.85	18.39	18.94	19.51	20.10	20.70	21.32	21.96	22.62	23.30	24.00	24.72
39	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
40	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
41	Planning & Zoning Administrator	18.20	18.75	19.31	19.89	20.49	21.10	21.73	22.38	23.05	23.74	24.45	25.18
42	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
43	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
44	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
45	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
46	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
47	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
48	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
49	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
50	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
51	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
52	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
53	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
54	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
55	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
56	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
57	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
58	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
59	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
60	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
61	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
62	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
63	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
64	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



Administrative Services Department Organizational Chart



COMMUNITY RELATIONS COORDINATOR

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the supervision of the Chief Administrative Officer, the Community Relations Coordinator is a non-exempt position under FLSA and performs administrative and clerical duties. Responsible for answering and directing incoming telephone calls and providing secretarial support for the Chief Administrative Officer, Mayor and Administrative Services Department. Required to attend City Council meetings and prepare the minutes. Responsible for presenting a positive image of the City through news releases, news conferences, media events and other appropriate outlets. 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 and provides citizen assistance by fielding questions, concerns, and complaints from the general public;
- Provides support for City Council meetings, prepares agendas, packets, and minutes of the meetings;
- Provides support for Haysville Forward meetings, prepares agendas, packets, and minutes of the meetings;
- Coordinates special projects and employee events as directed by the Mayor, Chief Administrative Officer, and Administrative Services Department;
- Maintains all City social media accounts and assists in creating and maintaining the City web site;
- Creates graphic designs of flyers, brochures, guides, newsletters, and public relations items for the city;
- Prepares news releases and promotes all City events;
- Creates employee newsletter;
- Oversees city-wide internship program and co-supervises interns;
- Facilitates Mayor's Youth Leadership Council;
- Facilitates Haysville High School Leadership program;
- In absence of the Senior Center Director, schedules Senior Center staff;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- 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>	
<u>WORKING CONDITIONS:</u>	

**COMMUNITY RELATIONS COORDINATOR
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. 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: Thorough knowledge of clerical skills, office procedures, computers, typing, and a working knowledge of mathematics is required. 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: Some independent problem solving. Encounters problems with citizen complaints and data entry errors. Decisions often made in stressful situations.

Decision Making: Some independent decision making. Makes decisions about certain projects in the Director of Governmental Services absence, prioritizing daily work assignments, resolving citizen complaints, and performing daily duties in the most efficient manner.

Supervision: Works under the direction of the Deputy Administrative Officer. 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: Daily contact with the general public, co-workers, and supervisory personnel. Frequent contact with the governing body.

Working Conditions: No adverse working conditions exist. 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.

PLANNING & ~~COMMUNITY RELATIONS COORDINATOR~~ ZONING ADMINISTRATOR

City of Haysville

Administrative Services

POSITION SUMMARY

Under the supervision of the Chief Administrative Officer, the Planning & ~~Community Relations Coordinator~~ Zoning Administrator is a non-exempt position under FLSA which performs administrative duties. Responsible for coordinating the activities of the Planning Commission and Board of Zoning Appeals. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Compiles development information and assists in the preparation of studies and reports for decision making purposes.
- Attends board and committee meetings as required;
- Coordinates and manages planning and consultant contracts;
- Provides zoning and subdivision information upon request;
- Prepares planning budget;
- Assists in the implementation of certain plans;
- Develops and maintains database of information;
- Coordinates contracted studies and reports;
- Prepares grant applications;
- Fields questions, concerns, and complaints from the general public;
- ~~Assists in creating and maintaining the City web site;~~
- ~~Creates graphic designs of flyers, brochures, guides, newsletters, and public relations items for the city;~~
- Performs traffic counts/studies;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Registers legal documents with the Register of Deeds;
- Presents and promotes city sponsored events to civic organizations and clubs;
- Assists with the operation of Channel 7;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

PLANNING & ~~COMMUNITY RELATIONS COORDINATOR~~ZONING ADMINISTRATOR
POSITION REQUIREMENTS

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

Education: A college degree in Planning, Public Administration or related field is required (experience may be substituted for education requirements with a minimum of High School diploma or GED). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of federal, state, and local statutes, laws, and ordinances, city zoning and subdivision regulations, grant applications, and budget preparation is required. Working knowledge of computers and mathematics is required. Must operate computers, typewriters, photocopiers, calculators, telephones, and other department equipment. Must prepare reports, budgets, grant applications, and other documents, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent supervisory, 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 and complaints, and zoning regulations.

Decision Making: Frequent independent decision making. Makes decisions about budget preparation, resolving citizen concerns and complaints and personnel issues, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Deputy Administrative Officer. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does participate in the annual budget process. Has authority to purchase necessary supplies.

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

Working Conditions: Some adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Exposure to adverse weather can be expected. 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 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.

SYSTEM ADMINISTRATOR

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the general supervision of the Deputy Administrative Officer, the System Administrator is a non-exempt position under FLSA which performs administrative duties. Responsible for the development and maintenance of local/wide area networks (LAN/WAN), telecommunications processes, data communications processes, and information processing. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Directs operations, supervision and administration of all computer systems and networks;
- Provides computer systems' hardware and software maintenance;
- Directs and supervises users' training and system environment;
- Maintains control and access assignments to the LAN/WAN;
- Troubleshoots problems with Network server;
- ~~Works with Windows NT and Novel in order to administer and load additional software applications;~~
- Monitors and controls city communication processes such as ISDN lines and LAN hubs as well as Internet access and e-mail;
- Develops, designs and implements new program applications for processing data more efficiently and effectively;
- Maintains and develops procedures for the efficient use of computer/communications equipment;
- Troubleshoots system problems;
- Presents a positive image of the City through a professional appearance and courteous attitude;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

SYSTEM ADMINISTRATOR POSITION REQUIREMENTS

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

Education: Bachelor's degree in related field is required. Completion of NT and Novell System Administration Programs preferred (work experience may be substituted for education.) Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must pass a KBI Background Check.

Technical Skills: Thorough knowledge of current computer hardware, software and networking systems. Technical knowledge of computer repair and installation is required. Strong analytical skills plus ability to apply basic statistical techniques are required. Excellent troubleshooting skills required. Must operate computers, typewriters, photocopiers, calculators, telephones, and other department equipment. 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 possess ability to train on computer software. 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 computer hardware and software, employee concerns.

Decision Making: Frequent independent decision making. Makes decisions about hardware and software, computer upgrades, computer training, training schedules and requirements, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Deputy Administrative Officer. Has no supervisory responsibilities.

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

Personal Relations: Frequent contact with co-workers, and supervisory personnel. Occasional contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect.

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 frequently 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.

CAPTAIN

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Chief of Police, the Police Captain is a non-exempt position under FLSA which performs administrative duties. Responsible for supervising the daily activities of the department with emphasis on budgeting, purchasing, training, and equipment. Assumes command of the Police Department in the absence of the Chief of Police. Required to live within a 30 minute response time to the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Supervises the daily activities of the Police Department;
- Enforces all federal, state, and local criminal laws and ordinances;
- ~~Assists in preparing the department budget;~~
- Reviews existing procedures, laws and ordinances for improvement and compliance;
- Performs planning and research;
- Responds to correspondence and citizen inquiries;
- Investigates complaints concerning the department;
- Oversees the purchase, operation, and maintenance of specialized equipment;
- Responds to major or sensitive incidents;
- Assumes command of the Police Department in the absence of the Chief of Police;
- Supervises the response to emergencies;
- Prepares grants and monthly reports for grants;
- Testifies in court;
- Follows department policies and procedures;
- Follows safety procedures and practices;

MARGINAL FUNCTIONS

- Assists in the development and implementation of city projects;
- Assists other law enforcement agencies;
- Serves as a field officer;
- Assists in the preparation of media releases;
- ~~Assists with hiring employees for the department;~~
- Apprehends law violators;
- Assists other city departments;
- Performs other duties as deemed necessary.

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

CAPTAIN POSITION REQUIREMENTS

Experience: Minimum of eight years of law enforcement experience with four or more years of progressive supervisory law enforcement experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of appointment.

Education: An associates degree in Criminal Justice or a related field is required, a four year degree is preferred (experience may be substituted for education). Requires certification from the Kansas Law Enforcement Training Center. Must possess a valid Kansas Driver's License. Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of budgeting procedures, of all federal, state, and local laws and ordinances, computers, law enforcement techniques, criminal investigations, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. Must analyze data, complete and check reports and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports and written instructions. Should possess excellent public relations, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to train personnel. 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 personnel issues and citizen complaints, budget concerns, equipment malfunctions, city council concerns and life threatening issues faced by officers and citizens.

Decision Making: Frequent independent decision making. Makes decisions about prioritizing assignments, resolving personnel issues, citizen complaints, preparing the annual budget, using force, including deadly force, making arrests, and performing daily duties in the safest and most efficient manner. Decisions often made in stressful situations.

Supervision: Works under direction of the Chief of Police, and exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department equipment and is required to be bonded. Does participate in the annual budget process. Has authority to purchase necessary supplies and equipment.

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

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to Bloodborne Pathogens while investigating crime scenes, seizing and preserving evidence, and assisting ambulance crews. Works holidays if required. Subject to call backs/call ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 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 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.

MASTER POLICE OFFICER

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of a police supervisor, the Master Police Officer is a non-exempt position under FLSA. Provides citizen assistance, and enforces all federal, state, and local criminal laws. Investigating crime scenes, interviewing possible suspects, seizing evidence from crime scenes, and presenting cases to the District Attorney's office for prosecution are the primary responsibilities, along with all police officer duties. This is a tested position. Required to reside within a 30 minute response time to the Haysville Police Department. Performs occasional supervision. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- Investigates crimes and accidents, and gathers evidence;
- Operates law enforcement equipment including patrol vehicles, firearms, and communications equipment;
- Interviews witnesses, suspects, and victims;
- Testifies in court;
- Prepares case affidavits for prosecution;
- Takes evidence to labs for testing;
- Performs routine patrol duties and prepares reports and files;
- Performs investigative duties depending on assignment;
- Makes arrests and issues traffic citations;
- Responds to emergency situations;
- Transports and ensures security of prisoners;
- Trains new officers;
- Serves as a field officer;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides security during various events;
- Assists other law enforcement agencies;
- Assists other city departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

MASTER POLICE OFFICER POSITION REQUIREMENTS

Experience: Minimum of four years of law enforcement 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 promotion.

Education: A high school diploma or GED is required. Certification from the Kansas Law Enforcement Training Center required. Must possess a valid Kansas Driver's License. Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of all federal, state, and local criminal laws and ordinances, computers, law enforcement techniques, criminal investigations, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, photography equipment, recording equipment, and other law enforcement equipment. Must be able to administer CPR. Must concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports, and written instructions. Should possess excellent public relations and organizational skills, and oral and written communication skills in English. Ability to train personnel. 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 criminal investigations, citizen complaints, and equipment malfunctions.

Decision Making: Frequent independent decision making. Makes decisions about using force, including deadly force, making arrests, investigating crimes and accidents, and performing daily duties in the safest and most efficient manner. Decisions that are made are often in a volatile situation.

Supervision: Works under direction of a police supervisor, and exercises occasional supervision over subordinate personnel.

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

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

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 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 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.

POLICE OFFICER - RECRUIT

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of police supervisors, the Police Officer Recruit is a non-exempt position under FLSA which protects and serves the citizens of Haysville. This is a training position to learn proper police procedures and gain experience to handle duties of a Police Officer. Provides citizen assistance, enforces all federal, state, and local criminal laws, and performs patrol duties. Making arrests, issuing traffic violations, and investigating crimes and accidents are the primary responsibilities of this position. Required to reside within a 30 minute response time to the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS (Under Supervision)

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- Makes arrests and issues traffic citations;
- Performs routine patrol duties and prepares reports and files;
- Investigates crimes and accidents and gathers evidence;
- Provides citizen assistance and assists ambulance crews;
- Responds to emergency situations;
- Operates law enforcement equipment including patrol vehicles, firearms and communications equipment;
- Performs building security checks;
- Interviews witnesses, suspects, and victims;
- Maintains department equipment;
- Serves warrants, subpoenas, and other legal documents;
- Testifies in court;
- Conducts safety programs for the public;
- Performs traffic control duties;
- Serves as a field officer;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides security during various events;
- Assists other law enforcement agencies;
- Assists other city departments;
- ~~Serves as a field officer;~~
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

POLICE OFFICER-RECRUIT POSITION REQUIREMENTS

Experience: Expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. Must satisfy all requirements as set forth in K.S.A. 74-5605 "Qualifications of Applicant (Police Officer) for Training Course; Requirements." Must successfully complete the course of instruction at the Kansas Law Enforcement Training Center. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of all federal, state, and local criminal laws and ordinances, CPR and First Aid, law enforcement techniques, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. Must concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports, and written instructions. Should possess excellent public relation 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: Occasional independent problem solving. Encounters problems with domestic violence, citizen complaints, traffic violations, and criminal investigations.

Decision Making: Occasional independent decision making. Makes decisions about using force, including deadly force, making arrests, investigating crimes and accidents, and performing daily duties in the safest and most efficient manner. Decisions that are made are often in volatile situations.

Supervision: Works under direction of a police supervisor, but does not have supervisory responsibilities over subordinate personnel.

Financial Accountability: Responsible for the safe operation of department equipment 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: Works in conditions that include exposure to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to Bloodborne Pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 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 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.

POLICE OFFICER

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of police supervisors, the Police Officer is a non-exempt position under FLSA which protects and serves the citizens of Haysville. Provides citizen assistance, enforces all federal, state, and local criminal laws, and performs patrol duties. Making arrests, issuing traffic violations, and investigating crimes and accidents are the primary responsibilities of this position. Required to reside within a 30 minute response time to the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- Makes arrests and issues traffic citations;
- Performs routine patrol duties and prepares reports and files;
- Investigates crimes and accidents and gathers evidence;
- Provides citizen assistance and assists ambulance crews;
- Responds to emergency situations;
- Operates law enforcement equipment including patrol vehicles, firearms and communications equipment;
- Performs building security checks;
- Interviews witnesses, suspects, and victims;
- Maintains department equipment;
- Serves warrants, subpoenas, and other legal documents;
- Testifies in court;
- Conducts safety programs for the public;
- Performs traffic control duties;
- Serves as a field officer;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides security during various events;
- Assists other law enforcement agencies;
- Assists other city departments;
- ~~Serves as a field officer;~~
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

POLICE OFFICER POSITION REQUIREMENTS

Experience: A minimum of six months of law enforcement 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 high school diploma or GED is required. Requires certification from the Kansas Law Enforcement Training Center. Must possess a valid Kansas Driver's License required (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of all federal, state, and local criminal laws and ordinances, CPR, first aid, law enforcement techniques, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. Must concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports, and written instructions. Should possess excellent public relation skills, and oral and written communication skills in English. Ability to train personnel. 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 domestic violence, citizen complaints, traffic violations, and criminal investigations.

Decision Making: Frequent independent decision making. Makes decisions about using force, including deadly force, making arrests, investigating crimes and accidents, and performing daily duties in the safest and most efficient manner. Decisions often made in volatile situations.

Supervision: Works under direction of a police supervisor, but does not have supervisory responsibilities over subordinate personnel.

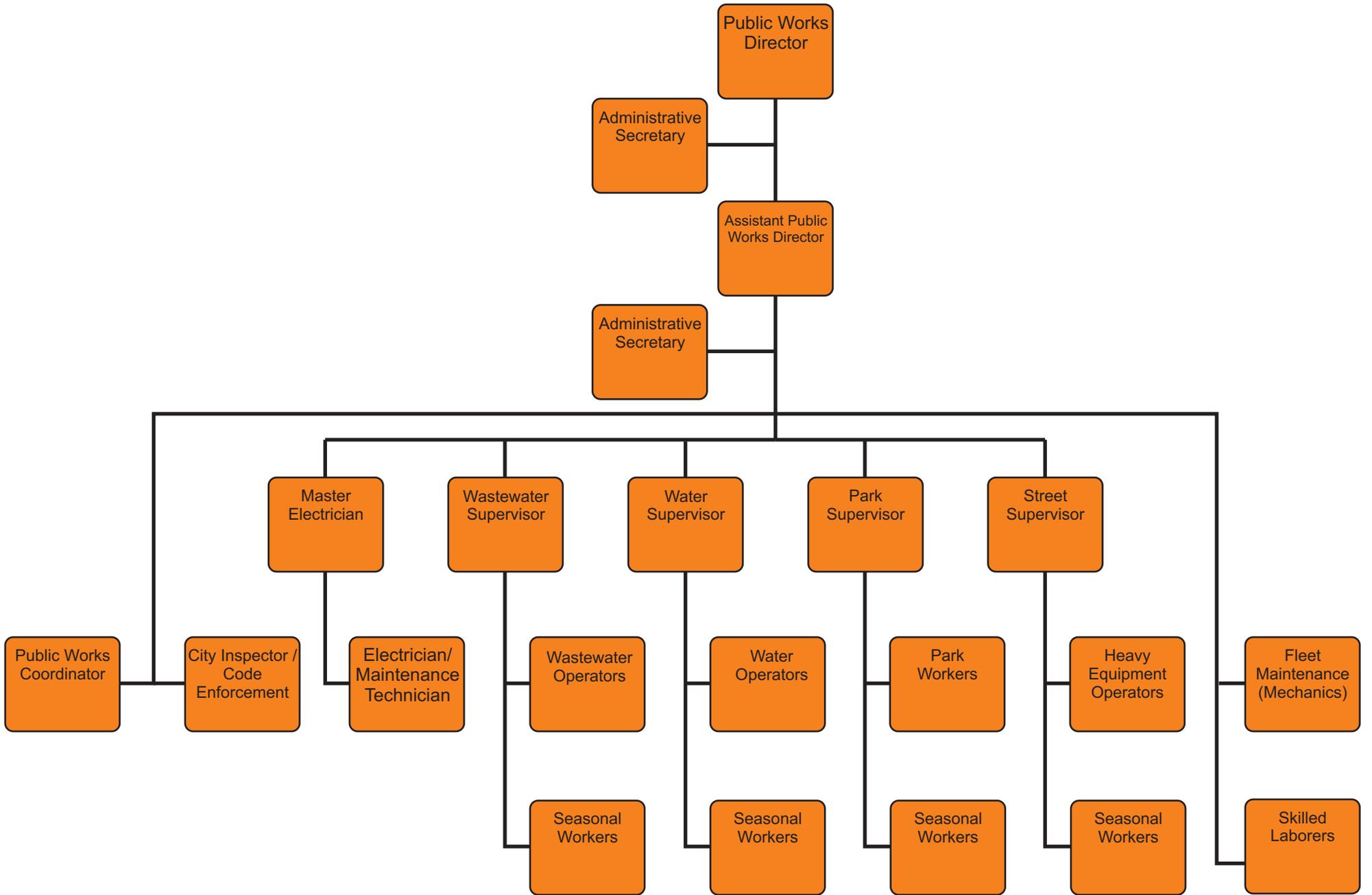
Financial Accountability: Responsible for the safe operation of department equipment and is required to be bonded. Does not participate in the annual budget process.

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

Working Conditions: Works in conditions that include exposure to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 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 a vehicle.

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HEAVY EQUIPMENT OPERATOR

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Assistant Public Works Director, the Heavy Equipment Operator is a non-exempt 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

- Performs street and alley grading;
- Performs street sweeping;
- Operates department equipment;
- Loads and unloads sand, dirt, asphalt, rock, and other materials as needed;
- Provides snow and ice removal during inclement weather;
- Performs street sealing and overlay;
- Performs tree removal;
- Replaces and repairs fire hydrants;
- Assists with repair and maintenance of water and sewer mains;
- Serves as on-site supervisor for water digs;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification Quick View

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

HAZARDOUS CHEMICALS

MANUAL LABOR

HEAVY EQUIPMENT OPERATOR 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 Kansas Commercial Driver's License (or obtain within 4590 days of employment).

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.

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 Assistant Public Works Director. Has no supervisory responsibilities.

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

Personal Relations: Occasional 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

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.

PUBLIC WORKS COORDINATOR

City of Haysville

Public Works Department

POSITION SUMMARY

Under the direction of the Public Works Director, the Public Works Coordinator is a non exempt position under FLSA and performs administrative duties. Responsible for providing effective administrative support to the department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Coordinating and participating in special projects and issues related to Public Works;
- Participates in project design, research, analyzing data and statistics, and summarizing and reporting results;
- Makes recommendations related to ongoing and future projects;
- Represents Public Works and the City at local meetings and serving on committees as instructed by the Director;
- Researches best management practices and makes recommendations to the Director for appropriate changes within the department;
- Prepares Request for Proposals related to quotes or bids;
- Sorts and disseminates mail and communicates messages or issues to department employees;
- Guides the general public through the requirements of the respective department processes and programs;
- Organizes and prepares department purchase requests and forwards to billing;
- ~~Collects timesheets information and forwards to payroll;~~
- ~~Balances travel vouchers and actual travel expenses and submits to City Hall;~~
- ~~Tracks and maintains personnel records and forwards as appropriate;~~
- Assists in the enforcement department policies and procedures;
- Inspects street projects and monitors concrete testing;
- Performs storm water inspections, monitors BMPs, and submits required storm water reports.
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Performs vehicle crash photography as required;
- Performs snow and ice removal as needed;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification Quick View

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

PUBLIC WORKS COORDINATOR POSITION REQUIREMENTS

Experience: At least two 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: A high school diploma or GED is required. A two-year degree in management or related field preferred. Must possess valid Kansas Driver's License (or obtain within 30 days of employment.)

Technical Skills: Thorough knowledge of uniform usage of traffic control devices as described in The Manual on Uniform Traffic Control Devices and other related documents is required. Working knowledge of mathematics and computers is required. Must have knowledge and understanding of Kansas Statutes, federal, state and local law, construction practices, methods and techniques. 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 efficient public relation and organizational skills, and oral and written communication skills in English. Must maintain confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with personnel issues, citizen concerns and complaints, scheduling conflicts, budget concerns, department problems.

Decision Making: Frequent independent decision making. Makes decisions about prioritizing daily work assignments, resolving personnel issues, complying with state statutes, local ordinances, dealing with department matters, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner. Decisions sometimes made in stressful situations.

Supervision: Works under the direction of the Public Works Director. Has no supervisory responsibilities.

Financial Accountability: Responsible for department resources and equipment. Does participate in the annual budget process. Has authority to purchase necessary supplies and equipment.

Personal Relations: Frequent contact with the general public, co-workers, subordinate and supervisory personnel. Occasional 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. Works holidays and weekends if required, subject to call-backs/call-ins.

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.

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.

WASTEWATER OPERATOR-III

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Supervisor, the Wastewater Operator-III is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- All functions of a Wastewater Operator II;
- Routine maintenance of the process equipment;
- Predictive maintenance of process equipment;
- Able to visually observe sludge quality of the Bio-Basin and Clarifiers;
- Adjust aeration rates as needed from daily reports;
- Set up emergency bypass around lift stations;
- Work with contractors as assigned;
- Evaluates the collection system for repair and scheduled maintenance;
- Complete an incident report to KDHE over plant or the collection system incidents;
- Supervision in areas trained in, over subordinate operators;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Locates manholes and sewer lines;
- Assists in the repair of water leaks and installation of new lines;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS
CONFINED SPACES

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

WASTEWATER OPERATOR-III POSITION REQUIREMENTS

Experience: At least three years of wastewater treatment operation experience or related field is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. Requires a minimum of a Class III Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate dump trucks, backhoes, loaders, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must obtain Class B CDL with Tankers & Air Brake Endorsement within 90 days of employment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving is a factor. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Occasional independent decision making is a factor. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under the direction the Wastewater Supervisor. Has no supervisory responsibilities.

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

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

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays and weekends if required, subject to call-backs/call-ins.

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.

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.

WASTEWATER OPERATOR-IV

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Supervisor, the Wastewater Operator-IV is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- All functions of a Wastewater Laboratory Technician;
- Responsible for training of new employees in all wastewater procedures;
- Schedules and insures equipment maintenance is performed as required;
- Completes 503 Sludge reports;
- Assists other departments with the storm water annual report;
- Schedules sludge hauling and testing;
- Coordinates the collection system operations with the plant operations;
- Responsible for keeping a supply inventory current, and ordering supplies as required;
- Supervision in areas trained in, over subordinate operators;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Locates manholes and sewer lines;
- Assists in the repair of water leaks and installation of new lines;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS
CONFINED SPACES

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

WASTEWATER OPERATOR-IV POSITION REQUIREMENTS

Experience: At least three years of wastewater treatment operation experience or related field is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. Requires a minimum of a Class IV Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate dump trucks, backhoes, loaders, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must obtain Class B CDL with Tankers & Air Brake Endorsement within 90 days of employment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving is a factor. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Occasional independent decision making is a factor. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under the direction the Wastewater Supervisor. Has no supervisory responsibilities.

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

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

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays- and weekends if required, subject to call-backs/call-ins.

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.

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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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: March 25, 2016

Re: Nuisance Abatement Services

We have received three (3) proposals from the following for Nuisance Abatement Services, to address and correct health, safety, and welfare concerns within the City of Haysville.

Contractor	Grade A	Grade B	Grade C	Grade D
JoJac's Landscaping and Mowing Inc.	\$66.00	\$500.00	\$1,000.00	\$2,000.00
Klean Kut Inc.	\$125.00	\$300.00	\$600.00	\$1,200.00
Landscapes Inc.	\$120.00	\$360.00	\$580.00	\$1,160.00

We are requesting authorization to accept the proposal from Landscapes Inc. for Nuisance Abatement Services for this calendar year.

Randy Dorner
City of Haysville
Public Works Director

Nuisance Abatement Services Bid Tab Analysis

Proposals Received from Contractors

Contractor	Grade A	Grade B	Grade C	Grade D
JoJac's Landscaping and Mowing Inc.	\$ 66.00	\$ 500.00	\$ 1,000.00	\$ 2,000.00
Klean Kut Inc.	\$ 125.00	\$ 300.00	\$ 600.00	\$ 1,200.00
Landscapes Inc.	\$ 120.00	\$ 360.00	\$ 580.00	\$ 1,160.00

Grade A Cost Based on Actual 2015 Abatements

Actual Number of Abatements 2015	38	9	10	5	62
Lot Size Multiplier	1	1.5	2	3	Subtotal
JoJac's Landscaping and Mowing Inc.	\$ 2,508.00	\$ 891.00	\$ 1,320.00	\$ 990.00	\$ 5,709.00
Klean Kut Inc.	\$ 4,750.00	\$ 1,687.50	\$ 2,500.00	\$ 1,875.00	\$ 10,812.50
Landscapes Inc.	\$ 4,560.00	\$ 1,620.00	\$ 2,400.00	\$ 1,800.00	\$ 10,380.00

All Grades Based on Actual 2015 Abatements

Actual Number of Abatements 2015	62	5	19	7	93	Weighted Average
Grade	A	B	C	D	Total	
JoJac's Landscaping and Mowing Inc.	\$ 5,709.00	\$ 2,500.00	\$ 19,000.00	\$ 14,000.00	\$ 41,209.00	\$ 443.11
Klean Kut Inc.	\$ 10,812.50	\$ 1,500.00	\$ 11,400.00	\$ 8,400.00	\$ 32,112.50	\$ 345.30
Landscapes Inc.	\$ 10,380.00	\$ 1,800.00	\$ 11,020.00	\$ 8,120.00	\$ 31,320.00	\$ 336.77

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VENDOR NO NAME	PAYMENT AMT
10 A & E ANALYTICAL	930.00
150 ACME LITHOGRAPH	575.00
268 ALLEN, JIMMY	60.00
285 AMERICAN ELECTRIC COMPANY	35.13
365 AMSOIL INC	1,253.17
444 ART STUDIO SIGNS	360.00
490 AT&T	2,502.73
573 AXIOM INSTRUMENTATION SVC	1,000.00
680 BAYSINGER POLICE SUPPLY	7.00
695 BEALL & MITCHELL LLC	2,350.00
777 BIG TOOL STORE	107.96
798 BLACK EAGLE MARTIAL ARTS	315.00
801 BLACKBURN MFG CO	759.50
830 B-R-C BEARING COMPANY INC	252.84
833 BRANTLEY WELDING	2,200.00
893 BULLSEYE PDR & COLLISION	75.00
972 CONSOLIDATED ELECTRICAL D	1,080.00
1024 CASE CHAD	35.00
1155 CINTAS CORPORATION	658.49
1593 DONOVAN AUTO & TRUCK CTR	71.33
1816 FAMILY MEDCENTERS PA	127.10
1950 FOLEY INDUSTRIES	5,319.87
2223 HD SUPPLY WATERWORKS LTD	8,372.74
2230 HACH COMPANY	77.79
2240 HAJOCA CORPORATION	966.31

VENDOR NO NAME	PAYMENT AMT
2246 HAMPEL OIL	4,215.00
2300 HAYSVILLE COMM LIBRARY	9,337.51
2345 HAYSVILLE RENTAL CENTER	122.88
2679 CYBERTRON INTERNATIONAL	95.00
2696 INTER CODE COUN	141.00
2720 IIMC	155.00
2779 JACK NADEL INTERNATIONAL	927.03
2844 JOHN DEERE FINANCIAL	133.25
2850 JOHNSTONE SUPPLY	4.50
2973 KS BG INC	680.04
3072 KDHE BUREAU OF ENVIRONMEN	20.00
3330 KRWA	2,190.00
3414 KECK, KAITLYN	18.00
3495 KONE INC	2,197.32
3500 KONICA MINOLTA BUS SYS	236.45
3502 KONICA MINOLTA PREMIERE	813.14
3512 KRIZ-DAVIS COMPANY	159.00
3790 M6 CONCRETE ACCESSORIES	636.88
3857 MAUGHAN LAW GROUP LLC	1,000.00
3906 MCCONNELL & ASSOCIATES	613.20
3980 MICRO-COMM INC	828.14
4317 NRP	1,680.00
4396 O'REILLY AUTOMOTIVE INC	556.75
4444 PARKER, DELBERT	40.00
4520 PETTY CASH	1,950.36

VENDOR NO NAME	PAYMENT AMT
4648 POORMAN'S AUTO SUPPLY #5	16.83
4716 PROCOM LMR INC	2,191.60
4780 PRO-KEM SUPPLIES INC	96.00
4977 REDS MACHINE	550.00
5326 SEDG CTY ANIMAL CONTROL	58.00
5406 SEXTON KEVIN	35.00
5424 SHELLEY ELECTRIC, INC.	1,155.90
5430 SHERWIN-WILLIAMS COMPANY	133.43
5449 SIMPLOT PARTNERS	2,030.00
5455 SITEONE LANDSCAPE SUPPLY	1,525.28
5680 STANION WHOLESALE ELECTRI	56.08
5883 TENNANT SALES & SERVICE	3,650.80
5886 TAP OF KANSAS	70.07
5892 TEAM ELECTRIC SUPPLY, INC	9,550.00
5916 TIMES-SENTINEL NEWSPAPERS	268.75
6030 UNITED STATES POSTAL SERV	1,080.00
6095 USA BLUE BOOK	628.62
6300 WAL-MART COMMUNITY	670.95
6330 WASHER SPECIALTIES CO	19.34
6355 WATCHGUARD VIDEO	338.00
6585 WICHITA CONCRETE PIPE COM	660.00
6590 WICHITA PUMP &	49.95
6630 WICHITA WINWATER	94.23
6700 WILLIAMS JANITORIAL SUPPL	116.75
10280 RITTHALER GORDON	40.00

VENDOR NO NAME	PAYMENT AMT
REPORT TOTAL	83,327.99

FUND	NAME	TOTAL
01	GENERAL FU	14,305.78
10	SEWER FUND	33,949.28
11	WATER FUND	9,662.80
14	STORMWATER	3,505.00
21	STREET FUN	7,676.89
25	LIBRARY FU	9,337.51
30	RECREATION	2,587.68
36	CAPITAL IM	518.75
92	TR GUEST T	1,387.03
99	ST REC RES	397.27
	TOTAL	83,327.99

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INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

INTRUST								
10 A & E ANALYTICAL LAB INC.								
1600339	1	3/29/16	3/17/16	WATER TESTING	360.00	10	10-30-2040	1
				INVOICE TOTAL	360.00			
1600364	1	3/29/16	3/23/16	WATER TESTING	210.00	10	10-30-2040	1
				INVOICE TOTAL	210.00			
1600399	1	3/29/16	3/23/16	WATER TESTING	360.00	10	10-30-2040	1
				INVOICE TOTAL	360.00			
				VENDOR TOTAL	930.00			
150 ACME LITHOGRAPHERS & ENVELOPE								
0980-0	1	3/29/16	3/14/16	COMPLAINT/NOTICE TO APPEAR	540.00	01	01-02-2004	1
	2			SHIPPING/HANDLING FEE	35.00	01	01-02-2004	1
				INVOICE TOTAL	575.00			
				VENDOR TOTAL	575.00			
268 JIMMY ALLEN								
3/29/16 A	1	3/29/16	3/29/16	REFEREE BASKETBALL 3 HRS 3/23	60.00	30	30-50-1100	1
				INVOICE TOTAL	60.00			
				VENDOR TOTAL	60.00			
285 AMERICAN ELECTRIC COMPANY								
9442663400	1	3/29/16	3/08/16	24" BOX HANGER-CEILING OUTLETS	7.20	01	01-09-2009	1
				INVOICE TOTAL	7.20			
9442664520	1	3/29/16	3/14/16		27.93	01	01-03-2009	1
				INVOICE TOTAL	27.93			
				VENDOR TOTAL	35.13			
365 AMSOIL INC								
16502171RI	1	3/29/16	3/07/16	15W40 DIESEL OIL- PUBLIC WORKS	1,253.17	10	10-30-2009	1
				INVOICE TOTAL	1,253.17			
				VENDOR TOTAL	1,253.17			
444 ART STUDIO SIGNS								
121666	1	3/29/16	3/01/16	ELECTRONIC BILLBOARD ADVERT.	360.00	92	92-66-3001	1
				INVOICE TOTAL	360.00			
				VENDOR TOTAL	360.00			
490 A T & T								
MAR 2016	1	3/29/16	3/29/16	MONTHLY PHONE BILL	227.52	01	01-01-2002	1
	2			MONTHLY PHONE BILL	739.44	01	01-02-2002	1
	3			MONTHLY PHONE BILL	170.64	01	01-06-2002	1
	4			MONTHLY PHONE BILL	113.76	01	01-12-2003	1
	5			MONTHLY PHONE BILL	18.26	01	01-03-2002	1
	6			MONTHLY PHONE BILL	18.26	01	01-04-2002	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	7			MONTHLY PHONE BILL	154.47	01	01-18-2002	1
	8			MONTHLY PHONE BILL	18.26	01	01-21-2002	1
	9			MONTHLY PHONE BILL	18.26	01	01-22-2002	1
	10			MONTHLY PHONE BILL	56.85	01	01-20-2002	1
	11			MONTHLY PHONE BILL	256.01	10	10-30-2002	1
	12			MONTHLY PHONE BILL	256.01	11	11-31-2002	1
	13			MONTHLY PHONE BILL	113.70	21	21-41-2002	1
	14			MONTHLY PHONE BILL	284.40	30	30-50-2002	1
	15			MONTHLY PHONE BILL	56.89	01	01-18-2002	1
				INVOICE TOTAL	2,502.73			
				VENDOR TOTAL	2,502.73			
13-0026				573 AXIOM INSTRUMENTATION SVCS.				
	1	3/29/16	3/07/16	SIEMENS MAG VERIFICATORS 2EA.	500.00	10	10-30-2006	1
	2			SIEMENS CLAMP FLOWMETERS 2EA.	500.00	10	10-30-2006	1
				INVOICE TOTAL	1,000.00			
				VENDOR TOTAL	1,000.00			
1006414				680 BAYSINGER POLICE SUPPLY INC				
	1	3/29/16	3/15/16	SM. LIEUTENANT BARS (PAIR)	7.00	01	01-02-2016	1
				INVOICE TOTAL	7.00			
				VENDOR TOTAL	7.00			
3/6/16				695 BEALL & MITCHELL LLC				
	1	3/29/16	3/06/16	ASST. CITY ATTY. - LAND BANK	350.00	36	36-56-3001	1
				INVOICE TOTAL	350.00			
FEB 2016				PROSECUTING SERVICES	1,000.00	01	01-06-1100	1
				INVOICE TOTAL	1,000.00			
JAN 2016				PROSECUTING SERVICES	1,000.00	01	01-06-1100	1
				INVOICE TOTAL	1,000.00			
				VENDOR TOTAL	2,350.00			
441390				777 BIG TOOL STORE				
	1	3/29/16	3/18/16	3/4" SS STRAP & SEAL	34.66	10	10-30-2009	1
	2			3/4" SS STRAP & SEAL	34.66	11	11-31-2009	1
	3			3/4" SS STRAP & SEAL	34.66	21	21-41-2009	1
				INVOICE TOTAL	103.98			
441759				HOSE COUPLERS - PARK SHELTERS	3.98	01	01-03-2009	1
				INVOICE TOTAL	3.98			
				VENDOR TOTAL	107.96			
MAR 2016				798 DOJANG LLC				
	1	3/29/16	3/29/16	21 STUDENTS FOR LESSONS @\$15EA	315.00	30	30-50-1100	1
				INVOICE TOTAL	315.00			
				VENDOR TOTAL	315.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

0507940-IN	1	3/29/16	3/09/16	801 BLACKBURN MFG CO LOCATE FLAGS & PAINT SUPPLIES	379.75	10	10-30-2009	1
	2			LOCATE FLAGS & PAINT SUPPLIES	379.75	11	11-31-2009	1
				INVOICE TOTAL	759.50			
				VENDOR TOTAL	759.50			
0491204-IN	1	3/29/16	3/11/16	830 B-R-C BEARING COMPANY INC 6300 SERIES W/2 SHIELDS 2EA. SCRAPER REPAIR	252.84	21	21-41-2006	1
				INVOICE TOTAL	252.84			
				VENDOR TOTAL	252.84			
3/16/16	1	3/29/16	3/16/16	833 CHARLES W BRANTLEY S/C 3/16 WATER TANK TRK REPAIR	2,200.00	10	10-30-2006	1
				INVOICE TOTAL	2,200.00			
				VENDOR TOTAL	2,200.00			
RO #1168	1	3/29/16	3/10/16	893 BULLSEYE PAINTLESS DENT REPAIR REMOVE DECALS - POLICE DEPT.	75.00	01	01-02-2035	1
				INVOICE TOTAL	75.00			
				VENDOR TOTAL	75.00			
9444621148	1	3/29/16	3/17/16	972 CED - COLUMBIA LED LIGHTS 4EA.	1,080.00	21	21-41-2009	1
				INVOICE TOTAL	1,080.00			
				VENDOR TOTAL	1,080.00			
MAR 2016	1	3/29/16	3/29/16	1024 CHAD CASE REIMBURSE CELL PHONE USE ON CALL PERSONNEL	35.00	01	01-02-2040	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
451226434	1	3/29/16	3/15/16	1155 CINTAS CORPORATION #451 SHOP TOWELS & SUPPLIES	41.90	10	10-30-2009	1
	2			SHOP TOWELS & SUPPLIES	41.90	11	11-31-2009	1
	3			SHOP TOWELS & SUPPLIES	41.89	21	21-41-2009	1
	4			UNIFORM CLEAN & RENT	47.27	01	01-03-2012	1
	5			UNIFORM CLEAN & RENT	11.65	01	01-20-2016	1
	6			UNIFORM CLEAN & RENT	55.92	10	10-30-2016	1
	7			UNIFORM CLEAN & RENT	45.56	11	11-31-2016	1
	8			UNIFORM CLEAN & RENT	37.53	21	21-41-2016	1
				INVOICE TOTAL	323.62			
451228744	1	3/29/16	3/22/16	SHOP TOWELS & SUPPLIES	41.90	10	10-30-2009	1
	2			SHOP TOWELS & SUPPLIES	41.90	11	11-31-2009	1
	3			SHOP TOWELS & SUPPLIES	41.89	21	21-41-2009	1
	4			UNIFORM CLEAN & RENT	47.27	01	01-03-2012	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	5			UNIFORM CLEAN & RENT	11.65	01	01-20-2016	1
	6			UNIFORM CLEAN & RENT	67.17	10	10-30-2016	1
	7			UNIFORM CLEAN & RENT	45.56	11	11-31-2016	1
	8			UNIFORM CLEAN & RENT	37.53	21	21-41-2016	1
				INVOICE TOTAL	334.87			
				VENDOR TOTAL	658.49			
183566 BUW	1	3/29/16	3/22/16	1593 DONOVAN AUTO & TRUCK CENTER RESERVOIR - TRK #23	24.98	10	10-30-2006	1
				INVOICE TOTAL	24.98			
183580 BUW	1	3/29/16	3/22/16	RECEPTACLE - TRK #21	46.35	01	01-03-2006	1
				INVOICE TOTAL	46.35			
				VENDOR TOTAL	71.33			
16663250	1	3/29/16	3/18/16	1816 FAMILY MEDCENTERS PA WORK COMP MEDICAL TREATMENT	127.10	01	01-03-2012	1
				INVOICE TOTAL	127.10			
				VENDOR TOTAL	127.10			
000068370	1	3/29/16	3/11/16	1950 FOLEY INDUSTRIES MISC. REPAIR PARTS - VFS70	3,249.97	10	10-30-2006	1
				INVOICE TOTAL	3,249.97			
000068371	1	3/29/16	3/11/16	MISC. REPAIR PARTS - VFS70	1,600.36	10	10-30-2006	1
				INVOICE TOTAL	1,600.36			
000068372	1	3/29/16	3/11/16	PLATE - WEAR - SCRAPER REPAIR	35.19	21	21-41-2006	1
				INVOICE TOTAL	35.19			
000068373	1	3/29/16	3/11/16	PLATE-WEAR - SCRAPER REPAIR	35.19	11	11-31-2006	1
				INVOICE TOTAL	35.19			
000068734	1	3/29/16	3/16/16	OMM (VFS70)/UPS FREIGHT	76.83	10	10-30-2006	1
				INVOICE TOTAL	76.83			
000068845	1	3/29/16	3/17/16	WRENCH (VFS70)/EXPEDITE FEE	284.26	10	10-30-2006	1
				INVOICE TOTAL	284.26			
000068846	1	3/29/16	3/17/16	FILTERS - 924GZ LOADER	12.69	10	10-30-2006	1
	2			FILTERS - 924GZ LOADER	12.69	11	11-31-2006	1
	3			FILTERS - 924GZ LOADER	12.69	21	21-41-2006	1
				INVOICE TOTAL	38.07			
				VENDOR TOTAL	5,319.87			
F036604	1	3/29/16	3/09/16	2223 HD SUPPLY WATERWORKS LTD MISC. WATER METER SUPPLIES	228.78	11	11-31-2009	1
	2			MISC. WATER METER SUPPLIES	500.00	11	11-00-2001	1
				INVOICE TOTAL	728.78			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
F144846	1	3/29/16	3/09/16	MISC. WATER METER SUPPLIES INVOICE TOTAL	1,767.00 1,767.00	11	11-31-2009	1
F164085	1	3/29/16	3/04/16	ADS PIPE - SAWHILL PROJECT INVOICE TOTAL	3,505.00 3,505.00	14	14-34-2080	1
F226750	1	3/29/16	3/14/16	MISC. WATER METER SUPPLIES INVOICE TOTAL	2,294.96 2,294.96	11	11-31-2009	1
F227882	1	3/29/16	3/14/16	PVC PIPE MARKINGS 20EA.(WATER) INVOICE TOTAL	77.00 77.00	11	11-31-2009	1
				VENDOR TOTAL	8,372.74			
9847265	1	3/29/16	3/18/16	2230 HACH COMPANY CHLORINE TEST KIT INVOICE TOTAL	77.79 77.79	11	11-31-2009	1
				VENDOR TOTAL	77.79			
10712815	1	3/29/16	3/22/16	2240 HAJOCA CORPORATION - WICHITA 1" COMBO AIR VALVE-WELL #6&8 INVOICE TOTAL	731.70 731.70	11	11-31-2009	1
10713751	1	3/29/16	3/17/16	MISC. PARK SHELTER SUPPLIES INVOICE TOTAL	213.36 213.36	01	01-03-2009	1
10713751*	1	3/29/16	3/17/16	MISC. PARK SHELTER SUPPLIES INVOICE TOTAL	21.25 21.25	01	01-03-2006	1
				VENDOR TOTAL	966.31			
90773770	1 2	3/29/16	3/23/16	2246 HAMPEL OIL UNLEADED FUEL 1500 GAL. DIESEL FUEL 1000 GAL. INVOICE TOTAL	2,505.00 1,710.00 4,215.00	10 10	10-30-2009 10-30-2009	1 1
				VENDOR TOTAL	4,215.00			
MAR 2016	1 2 3 4 5 6 7	3/29/16	3/29/16	2300 HAYSVILLE COMMUNITY LIBRARY LIBRARY AD-VALOREM DISTR. LIBRARY AD-VALOREM DISTR. LIBRARY - BACK TAX LIBRARY - MOTOR VEHICLE LIBRARY - REC. VEHICLE COMMERICAL VEHICLE TAX WATERCRAFT TAX INVOICE TOTAL	4,476.58 1.29- 1,325.85 2,800.86 35.95 689.77 9.79 9,337.51	25 25 25 25 25 25 25	25-45-2012 25-45-2012 25-45-2012 25-45-2012 25-45-2012 25-45-2012 25-45-2012	1 1 1 1 1 1 1
				VENDOR TOTAL	9,337.51			
32083	1	3/29/16	3/08/16	2345 HAYSVILLE RENTAL CENTER PURCHASE:4 1/2" FLAP DISC 3/8 WELDING SUPPLIES	19.97	10	10-30-2009	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	2			PURCHASE:4 1/2" FLAP DISC 3/8 WELDING SUPPLIES	19.96	11	11-31-2009	1
	3			PURCHASE:4 1/2" FLAP DISC 3/8 WELDING SUPPLIES	19.97	21	21-41-2009	1
				INVOICE TOTAL	59.90			
32127	1	3/29/16	3/11/16	PURCHASE: TRIMMER GUARD 3/11	39.98	01	01-03-2009	1
				INVOICE TOTAL	39.98			
32402	1	3/29/16	3/21/16	PURCHASE: PROPANE (FORKLIFT)	7.67	10	10-30-2006	1
	2			PURCHASE: PROPANE (FORKLIFT)	7.66	11	11-31-2006	1
	3			PURCHASE: PROPANE (FORKLIFT)	7.67	21	21-41-2006	1
				INVOICE TOTAL	23.00			
				VENDOR TOTAL	122.88			
15092-IN	1	3/29/16	3/11/16	2679 CYBERTRON INTERNATIONAL, INC. MAR 2016 REFLEXION SPAM FILTER	95.00	01	01-21-2040	1
				INVOICE TOTAL	95.00			
				VENDOR TOTAL	95.00			
1000674040	1	3/29/16	3/18/16	2696 INTERNATIONAL CODE COUNCIL 2015 IRC LOOSE LEAF	113.00	01	01-20-2012	1
	2			2015 IRC TABE LOOSE	14.00	01	01-20-2012	1
	3			SHIPPING/HANDLING	14.00	01	01-20-2012	1
				INVOICE TOTAL	141.00			
				VENDOR TOTAL	141.00			
2016 DUES	1	3/29/16	3/29/16	2720 IIMC 2016 ANNUAL DUES - J. COX	155.00	01	01-01-2064	1
				INVOICE TOTAL	155.00			
				VENDOR TOTAL	155.00			
3R-213	1	3/29/16	3/01/16	2779 JACK NADEL INTERNATIONAL 16OZ. STAD. CUPS W/LOGO	389.34	92	92-66-3001	1
	2			SETUP FEE	40.00	92	92-66-3001	1
	3			3-IN-1 NOODLE CORDS	285.00	92	92-66-3001	1
	4			SETUP FEE	50.00	92	92-66-3001	1
	5			SHIPPING & HANDLING	162.69	92	92-66-3001	1
				INVOICE TOTAL	927.03			
				VENDOR TOTAL	927.03			
1251069	1	3/29/16	3/17/16	2844 JOHN DEERE FINANCIAL SOLENOID 1EA. - LED SIGN TRLR.	133.25	10	10-30-2080	1
				INVOICE TOTAL	133.25			
				VENDOR TOTAL	133.25			
37347.001	1	3/29/16	3/24/16	2850 JOHNSTONE SUPPLY PAD ABRASIVE 2 EA. - STOCK	1.50	10	10-30-2009	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	2			PAD ABRASIVE 2 EA. - STOCK	1.50	11	11-31-2009	1
	3			PAD ABRASIVE 2 EA. - STOCK	1.50	21	21-41-2009	1
				INVOICE TOTAL	4.50			
				VENDOR TOTAL	4.50			
200353			2973	KANSAS BG INC				
	1	3/29/16	3/15/16	SUPERCHARGE II FUEL ADDITIVE	226.68	10	10-30-2006	1
	2			SUPERCHARGE II FUEL ADDITIVE	226.68	11	11-31-2006	1
	3			SUPERCHARGE II FUEL ADDITIVE	226.68	21	21-41-2006	1
				INVOICE TOTAL	680.04			
				VENDOR TOTAL	680.04			
2016 FEES			3072	KDHE BUREAU OF ENVIRONMENTAL				
	1	3/29/16	3/29/16	FUEL TANKS REGISTRATION FEE	10.00	10	10-30-2040	1
	2			FUEL TANKS REGISTRATION FEE	10.00	11	11-31-2040	1
				INVOICE TOTAL	20.00			
				VENDOR TOTAL	20.00			
3/1/16			3330	KANSAS RURAL WATER ASSOCIATION				
	1	3/29/16	3/01/16	2016 KRWA CONF. - T. TUCKER	180.00	10	10-30-2015	1
				INVOICE TOTAL	180.00			
3/1/16 A				2016 KRWA CONF. - C. STARNES	180.00	10	10-30-2015	1
				INVOICE TOTAL	180.00			
3/1/16 B				2016 KRWA CONF. - R. TUCKER	180.00	10	10-30-2015	1
				INVOICE TOTAL	180.00			
3/1/16 D				2016 KRWA CONF. - J. SIMONS	180.00	21	21-41-2015	1
				INVOICE TOTAL	180.00			
3/1/16 E				2016 KRWA CONF. - L. MCMILLAN	190.00	11	11-31-2015	1
				INVOICE TOTAL	190.00			
3/1/16 F				2016 KRWA CONF. - T. MARTINEZ	63.33	10	10-30-2015	1
	2			2016 KRWA CONF. - T. MARTINEZ	63.33	11	11-31-2015	1
	3			2016 KRWA CONF. - T. MARTINEZ	63.34	21	21-41-2015	1
				INVOICE TOTAL	190.00			
3/1/16 G				2016 KRWA CONF. - K. LYONS	180.00	11	11-31-2015	1
				INVOICE TOTAL	180.00			
3/1/16 H				2016 KRWA CONF. - A. KIRCHERT	180.00	10	10-30-2015	1
				INVOICE TOTAL	180.00			
3/1/16 I				2016 KRWA CONF. - L. DURFEY	190.00	10	10-30-2015	1
				INVOICE TOTAL	190.00			
3/1/16 J				2016 KRWA CONF. - J. BAKER	180.00	11	11-31-2015	1
				INVOICE TOTAL	180.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
3/1/16 K	1	3/29/16	3/01/16	2016 KRWA CONF. - J. AUSTIN	60.00	10	10-30-2015	1
	2			2016 KRWA CONF. - J. AUSTIN	60.00	11	11-31-2015	1
	3			2016 KRWA CONF. - J. AUSTIN	60.00	21	21-41-2015	1
				INVOICE TOTAL	180.00			
3/1/16 L	1	3/29/16	3/01/16	2016 KRWA CONF. - R. DORNER	180.00	10	10-30-2015	1
				INVOICE TOTAL	180.00			
				VENDOR TOTAL	2,190.00			
3/29/16 A				3414 KAITLYN KECK				
	1	3/29/16	3/29/16	SCOREKEEPER 2 HRS 3/23/16	18.00	30	30-50-1100	1
				INVOICE TOTAL	18.00			
				VENDOR TOTAL	18.00			
949176815	1	3/29/16	3/01/16	3495 KONE INC CITY BLDG. ELEVATOR MAINT.	831.72	01	01-09-2040	1
				INVOICE TOTAL	831.72			
949176816	1	3/29/16	3/01/16	HAYSVILLE LIBRARY ELEV. MAINT.	1,365.60	01	01-09-2040	1
				INVOICE TOTAL	1,365.60			
				VENDOR TOTAL	2,197.32			
238702634	1	3/29/16	3/12/16	3500 KONICA MINOLTA BUSINESS COPIER MAINT. - HAC	208.12	99	99-66-3001	1
				INVOICE TOTAL	208.12			
9002232022	1	3/29/16	3/08/16	COPIER MIANT. - SR. CNTR.	28.33	01	01-12-2004	1
				INVOICE TOTAL	28.33			
				VENDOR TOTAL	236.45			
300512985	1	3/29/16	3/16/16	3502 KONICA MINOLTA PREMIERE KONICA C360 COPIER LEASE PYMNT	189.15	99	99-66-3001	1
				INVOICE TOTAL	189.15			
300671054	1	3/29/16	3/18/16	KONICA C554 COPIER LEASE PYMNT	623.99	01	01-10-2040	1
				INVOICE TOTAL	623.99			
				VENDOR TOTAL	813.14			
S101279933	1	3/29/16	3/07/16	3512 KRIZ-DAVIS COMPANY ENCLOSED SWITCH 1EA. - WATER	159.00	11	11-31-2009	1
				INVOICE TOTAL	159.00			
				VENDOR TOTAL	159.00			
0771685-IN	1	3/29/16	3/11/16	3790 M6 CONCRETE ACCESSORIES COMM GRD SAND FINE 80#BAG 42EA	212.29	10	10-30-2009	1
				SANDBLASTER SAND				
	2			COMM GRD SAND FINE 80#BAG 42EA SANDBLASTER SAND	212.29	11	11-31-2009	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	3			COMM GRD SAND FINE 80#BAG 42EA SANDBLASTER SAND	212.30	21	21-41-2009	1
				INVOICE TOTAL	636.88			
				VENDOR TOTAL	636.88			
MAR 2016	1	3/29/16	3/29/16	3857 MAUGHAN LAW GROUP LLC PUBLIC DEFENDER MONTHLY SVCS.	1,000.00	01	01-06-2037	1
				INVOICE TOTAL	1,000.00			
				VENDOR TOTAL	1,000.00			
96120	1	3/29/16	3/08/16	3906 MCCONNELL & ASSOCIATES COLD PATCH 50#/BAG 56 EA.	613.20	21	21-41-2009	1
				INVOICE TOTAL	613.20			
				VENDOR TOTAL	613.20			
0038990-IN	1	3/29/16	3/17/16	3980 MICRO-COMM INC SNUB ASSY. 1EA.	710.00	10	10-30-2006	1
	2			TRANSDUCER HEAT SHRINK 1EA.	64.14	10	10-30-2006	1
	3			TRANSDUCER CABLE 20EA.	35.00	10	10-30-2006	1
	4			FREIGHT CHARGE	19.00	10	10-30-2006	1
				INVOICE TOTAL	828.14			
				VENDOR TOTAL	828.14			
2849	1	3/29/16	3/15/16	4317 NRP APRIL 2016 FOG CONTROLS	1,680.00	10	10-30-2040	1
				INVOICE TOTAL	1,680.00			
				VENDOR TOTAL	1,680.00			
4814150003	1	3/29/16	3/04/16	4396 O'REILLY AUTOMOTIVE INC AIR/OIL FILTER,WIPER BLADES CAR #14-13 POLICE DEPT.	47.62	01	01-02-2035	1
				INVOICE TOTAL	47.62			
4814150833	1	3/29/16	3/10/16	GLOW PLUG - TRK #16	49.84	10	10-30-2006	1
	2			GLOW PLUG - TRK #16	49.84	11	11-31-2006	1
	3			GLOW PLUG - TRK #16	49.84	21	21-41-2006	1
				INVOICE TOTAL	149.52			
4814150931	1	3/29/16	3/11/16	BATTERY - CAR #08-08 (POLICE)	126.67	01	01-02-2035	1
				INVOICE TOTAL	126.67			
4814151260	1	3/29/16	3/13/16	RETURN - BATTERY-CAR #08-08	126.67-	01	01-02-2035	1
				INVOICE TOTAL	126.67-			
4814151348	1	3/29/16	3/14/16	BATTERY - TRK #16 (PW)	82.93	10	10-30-2006	1
	2			BATTERY - TRK #16 (PW)	82.92	11	11-31-2006	1
	3			BATTERY - TRK #16 (PW)	82.93	21	21-41-2006	1
				INVOICE TOTAL	248.78			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
4814151402	1	3/29/16	3/14/16	RETURN - BATTERY-TRK #16(CORE)	14.67-	10	10-30-2006	1
	2			RETURN - BATTERY-TRK #16(CORE)	14.66-	11	11-31-2006	1
	3			RETURN - BATTERY-TRK #16(CORE)	14.67-	21	21-41-2006	1
				INVOICE TOTAL	44.00-			
4814151494	1	3/29/16	3/15/16	HATCH SUPPORT 2 EA. - TRK #23	47.04	10	10-30-2006	1
				INVOICE TOTAL	47.04			
4814151583	1	3/29/16	3/16/16	7 WAY PLUGS - FLATBED TRLR.	3.28	11	11-31-2006	1
	2			7 WAY PLUGS - FLATBED TRLR.	3.29	10	10-30-2006	1
	3			7 WAY PLUGS - FLATBED TRLR.	3.29	21	21-41-2006	1
				INVOICE TOTAL	9.86			
4814151612	1	3/29/16	3/16/16	HOOD SUPPORT 2 EA. - TRK #23	1.98	10	10-30-2006	1
				*HATCH SUPPORTS RETURNED				
				INVOICE TOTAL	1.98			
4814151864	1	3/29/16	3/18/16	LIFT SUPPORT 2 EA. - TRK #23	54.28	10	10-30-2006	1
				INVOICE TOTAL	54.28			
4814151871	1	3/29/16	3/18/16	ABSORBENT 4EA. BAGS	25.96	11	11-31-2009	1
				INVOICE TOTAL	25.96			
4814151930	1	3/29/16	3/18/16	FUSE HOLDER - CAR #05	3.49	01	01-02-2035	1
				INVOICE TOTAL	3.49			
4814152249	1	3/29/16	3/21/16	19OZ GLASS CLNR 12EA. - PW	19.96	10	10-30-2006	1
	2			19OZ GLASS CLNR 12EA. - PW	19.96	11	11-31-2006	1
	3			19OZ GLASS CLNR 12EA. - PW	19.96	21	21-41-2006	1
				INVOICE TOTAL	59.88			
4814152256	1	3/29/16	3/21/16	RETURN HOOD SUPPORT/HRDWR KIT	54.78-	10	10-30-2006	1
	2			RETURN CORE CHR9 (BATTERY)	18.00-	01	01-02-2035	1
				INVOICE TOTAL	72.78-			
4814152367	1	3/29/16	3/22/16	PIN & CLIP - TRK #21 (PARK)	6.99	01	01-03-2009	1
				INVOICE TOTAL	6.99			
4814152372	1	3/29/16	3/22/16	GREASE (GREASE GUNS - PW)	2.66	10	10-30-2006	1
	2			GREASE (GREASE GUNS - PW)	2.66	11	11-31-2006	1
	3			GREASE (GREASE GUNS - PW)	2.67	21	21-41-2006	1
				INVOICE TOTAL	7.99			
4814152518	1	3/29/16	3/24/16	BATTERY ACID - PUBLIC WORKS	3.38	10	10-30-2006	1
	2			BATTERY ACID - PUBLIC WORKS	3.38	11	11-31-2006	1
	3			BATTERY ACID - PUBLIC WORKS	3.38	21	21-41-2006	1
				INVOICE TOTAL	10.14			
			VENDOR TOTAL	556.75				
3/29/16 A	1	3/29/16	3/29/16	4444 DELBERT PARKER REFEREE BASKETBALL 2 HRS 3/23	40.00	30	30-50-1100	1
				INVOICE TOTAL	40.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					40.00			
3/29/16	1	3/29/16	3/29/16	4520 PETTY CASH REIMBURSE FUND	150.00	01	01-00-5016	1
	2			REIMBURSE FUND	500.00	01	01-00-5059	1
	3			REIMBURSE FUND	11.86	01	01-10-2054	1
	4			REIMBURSE FUND	124.96	01	01-18-2012	1
	5			REIMBURSE FUND	9.04	11	11-31-2015	1
	6			REIMBURSE FUND	200.00	30	30-00-5078	1
	7			REIMBURSE FUND	322.00	30	30-00-5077	1
	8			REIMBURSE FUND	160.00	30	30-00-6004	1
	9			REIMBURSE FUND	472.50	30	30-50-2094	1
INVOICE TOTAL					1,950.36			
VENDOR TOTAL					1,950.36			
529453	1	3/29/16	3/11/16	4648 POORMAN AUTO SUPPLY #5 INDICATOR LAMP-CAR #07-08 (PD)	11.32	01	01-02-2035	1
INVOICE TOTAL					11.32			
529868	1	3/29/16	3/17/16	PIGTAIL - TRK #6	5.51	21	21-41-2006	1
INVOICE TOTAL					5.51			
VENDOR TOTAL					16.83			
17295	1	3/29/16	3/10/16	4716 PROCOM LMR INC KENWOOD PORTABLE RADIOS 8EA. PUBLIC WORKS - FLEET MAINT.	730.54	10	10-30-2009	1
	2			KENWOOD PORTABLE RADIOS 8EA. PUBLIC WORKS - FLEET MAINT.	730.53	11	11-31-2009	1
	3			KENWOOD PORTABLE RADIOS 8EA. PUBLIC WORKS - FLEET MAINT.	730.53	21	21-41-2009	1
INVOICE TOTAL					2,191.60			
VENDOR TOTAL					2,191.60			
10683	1	3/29/16	3/22/16	4780 PRO-KEM SUPPLIES INC PULSE SVC. - PD 5 EA.	40.00	01	01-02-2004	1
	2			PULSE SVC. - CITY BLDG. 5 EA.	40.00	01	01-09-2012	1
	3			PULSE SVC. - SR. CNTR. 2 EA.	16.00	01	01-12-2025	1
INVOICE TOTAL					96.00			
VENDOR TOTAL					96.00			
2205	1	3/29/16	3/13/16	4977 REDS MACHINE PINS (4)/WASHER (2) - SCRAPER	550.00	10	10-30-2006	1
INVOICE TOTAL					550.00			
VENDOR TOTAL					550.00			
FEB 2016	1	3/29/16	3/29/16	5326 SEDGWICK COUNTY ANIMAL CONTROL - PICK UP	58.00	01	01-00-2001	1
INVOICE TOTAL					58.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
					VENDOR TOTAL		58.00	
MAR 2016	1	3/29/16	3/29/16	5406 KEVIN SEXTON REIMBURSE CELL PHONE USE ON CALL PERSONNEL	35.00	01	01-02-2040	1
					INVOICE TOTAL		35.00	
					VENDOR TOTAL		35.00	
72548	1	3/29/16	3/09/16	5424 SHELLEY ELECTRIC, INC. S/C 2/16 TRBLSHT FIBER OPTICS WASTEWATER TREATMENT PLANT	1,155.90	10	10-30-2006	1
					INVOICE TOTAL		1,155.90	
					VENDOR TOTAL		1,155.90	
8478-1	1	3/29/16	3/18/16	5430 SHERWIN-WILLIAMS COMPANY PAINT: TRICORN BLACK 1 GAL. PARK SHELTERS	58.77	01	01-03-2009	1
					INVOICE TOTAL		58.77	
8623-2	1	3/29/16	3/22/16	PAINT: TRICORN BLACK 1 GAL/EXT PARK SHELTERS	74.66	01	01-03-2009	1
					INVOICE TOTAL		74.66	
					VENDOR TOTAL		133.43	
218009128	1	3/29/16	3/09/16	5449 SIMPLOT PARTNERS PARK CHEMICALS/HERBICIDE	2,030.00	01	01-03-2009	1
					INVOICE TOTAL		2,030.00	
					VENDOR TOTAL		2,030.00	
74804038	1	3/29/16	3/15/16	5455 SITEONE LANDSCAPE SUPPLY HYDRAULIC FILTER LTRICH	31.60	01	01-03-2046	1
	2			LESCOSOL TANK CLNR 2LB	16.22	01	01-03-2046	1
	3			LESCO SPRDR STICKER 1GAL	36.26	01	01-03-2046	1
	4			DIMENSION 2EW HERBICIDE	158.08	01	01-03-2046	1
	5			POLARIS HERBICIDE 2.5GAL	319.12	01	01-03-2046	1
	6			PRE-M 0.86% 0-0-7M SOP 40EA.	964.00	01	01-03-2046	1
					INVOICE TOTAL		1,525.28	
					VENDOR TOTAL		1,525.28	
4056301-00	1	3/29/16	3/11/16	5680 STANION WHOLESALE ELECTRIC CO RIDGID BODY CLOSURE/SPLICE KIT	56.08	10	10-30-2006	1
					INVOICE TOTAL		56.08	
					VENDOR TOTAL		56.08	
913674515	1	3/29/16	3/01/16	5883 TENNANT SALES & SERVICE CO MISC. REPAIR PARTS - SWEEPER	1,961.00	21	21-41-2006	1
					INVOICE TOTAL		1,961.00	

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
913679516	1	3/29/16	3/03/16	MISC. REPAIR PARTS - SWEEPER	1,689.80	21	21-41-2006	1
				INVOICE TOTAL	1,689.80			
				VENDOR TOTAL	3,650.80			
3010565	1	3/29/16	3/24/16	5886 THE TAP OF KANSAS INC PVC SADDLE/CUTOFF RISER/PAW OSAGE STREET-DIGGING OUT DITCH	70.07	21	21-41-2009	1
				INVOICE TOTAL	70.07			
				VENDOR TOTAL	70.07			
89968	1	3/29/16	3/10/16	5892 TEAM ELECTRIC SUPPLY, INC. SERVICE CHARGE - S/C 3/2/16	250.00	10	10-30-2006	1
				INVOICE TOTAL	250.00			
90018	1	3/29/16	3/23/16	50HP 480V NEMA VFD - MAIN LIFT	9,300.00	10	10-30-2006	1
				INVOICE TOTAL	9,300.00			
				VENDOR TOTAL	9,550.00			
22948	1	3/29/16	3/09/16	5916 TIMES-SENTINEL NEWSPAPERS WATER APPROP. AD 2/25/16	56.25	36	36-56-3001	1
	2			WATER APPROP. AD 3/3/16	56.25	36	36-56-3001	1
	3			WATER APPROP. AD 3/10/16	56.25	36	36-56-3001	1
				INVOICE TOTAL	168.75			
23243	1	3/29/16	3/18/16	NEW HOMES AD 3/17/16	100.00	92	92-66-3001	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	268.75			
MAR 2016	1	3/29/16	3/29/16	6030 UNITED STATES POSTAL SERVICE PAYMENT ON PERMIT #1	360.00	10	10-30-2011	1
	2			PAYMENT ON PERMIT #1	720.00	11	11-31-2011	1
				INVOICE TOTAL	1,080.00			
				VENDOR TOTAL	1,080.00			
870096	1	3/29/16	3/01/16	6095 USA BLUE BOOK SEWER MANHOLE DECAL 20/PK 1EA.	39.65	10	10-30-2009	1
				INVOICE TOTAL	39.65			
887516	1	3/29/16	3/02/16	1/4"x40' SS ASSY CABLE 3 EA.	588.97	10	10-30-2006	1
				INVOICE TOTAL	588.97			
				VENDOR TOTAL	628.62			
FEB 2016	1	3/29/16	3/24/16	6300 WAL-MART COMMUNITY/GECRB MONTHLY SUPPLIES	31.71	30	30-50-2009	1
	2			MONTHLY SUPPLIES	513.10	30	30-50-2092	1
	3			MONTHLY SUPPLIES	126.14	30	30-50-2094	1
				INVOICE TOTAL	670.95			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					670.95			
7479590			6330	WASHER SPECIALTIES CO				
	1	3/29/16	3/01/16	1 GAL. NUBRIT - COIL CLEANER	4.84	01	01-09-2009	1
	2			1 GAL. NUBRIT - COIL CLEANER	4.84	11	11-31-2009	1
	3			1 GAL. NUBRIT - COIL CLEANER	4.83	10	10-30-2009	1
	4			1 GAL. NUBRIT - COIL CLEANER	4.83	30	30-50-2009	1
				INVOICE TOTAL	19.34			
VENDOR TOTAL					19.34			
0007135			6355	WATCHGUARD VIDEO				
	1	3/29/16	3/07/16	BLANK DVD-RW & SLEEVES 400EA.	308.00	01	01-02-2005	1
	2			SHIPPING & HANDLING	30.00	01	01-02-2005	1
				INVOICE TOTAL	338.00			
VENDOR TOTAL					338.00			
I0051714			6585	WICHITA CONCRETE PIPE COMPANY				
	1	3/29/16	3/10/16	4" & 6" MANHOLE ADJ. RINGS 6EA	660.00	10	10-30-2009	1
				INVOICE TOTAL	660.00			
VENDOR TOTAL					660.00			
16-0362			6590	WICHITA PUMP & SUPPLY CO INC				
	1	3/29/16	3/15/16	1" UNION BALL VALVE 2EA. + FRT	49.95	11	11-31-2009	1
				INVOICE TOTAL	49.95			
VENDOR TOTAL					49.95			
211965 00			6630	WICHITA WINWATER WORKS				
	1	3/29/16	3/21/16	1/8 FFRR FLNG PK WZINC HRDWR	15.23	11	11-31-2009	1
				WATER METER SUPPLIES				
				INVOICE TOTAL	15.23			
212021 00								
	1	3/29/16	3/21/16	.750-1.750 SS CLAMP 50 EA.	79.00	11	11-31-2009	1
				WATER METER SUPPLIES				
				INVOICE TOTAL	79.00			
VENDOR TOTAL					94.23			
0509067-IN			6700	WILLIAMS JANITORIAL SUPPLY				
	1	3/29/16	3/22/16	MISC. JANITORIAL SUPPLIES-PARK	116.75	01	01-03-2009	1
				INVOICE TOTAL	116.75			
VENDOR TOTAL					116.75			
3/29/16 A			10280	GORDON RITTHALER				
	1	3/29/16	3/29/16	REFEREE BASKETBALL 2 HRS 3/23	40.00	30	30-50-1100	1
				INVOICE TOTAL	40.00			
VENDOR TOTAL					40.00			
INTRUST TOTAL					83,327.99			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
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TOTAL MANUAL CHECKS	.00
TOTAL E-PAYMENTS	.00
TOTAL PURCH CARDS	.00
TOTAL ACH PAYMENTS	.00
TOTAL OPEN PAYMENTS	83,327.99
GRAND TOTALS	83,327.99

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VENDOR NO NAME	PAYMENT AMT
495 AT&T MOBILITY	96.84
REPORT TOTAL	<u>96.84</u>

FUND	NAME	TOTAL
30	RECREATION	96.84
	TOTAL	<u>96.84</u>

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INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ

INTRUST							
495 AT&T MOBILITY							
FEB 2016	1	3/17/16	3/17/16	MONTHLY CELL PHONE BILLING	96.84	30 30-50-2094	1
					INVOICE TOTAL	96.84	
					VENDOR TOTAL	96.84	
					INTRUST TOTAL	96.84	
					TOTAL MANUAL CHECKS	.00	
					TOTAL E-PAYMENTS	.00	
					TOTAL PURCH CARDS	.00	
					TOTAL ACH PAYMENTS	.00	
					TOTAL OPEN PAYMENTS	96.84	
					GRAND TOTALS	96.84	

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No Supporting Documents