

CITY OF HAYSVILLE

Agenda

June 8, 2020

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor John Meadows, Christian Chapel Foursquare Church

PLEDGE OF ALLEGIANCE

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of May 26th, 2020](#)
- B. [Minutes of May 27th, 2020 Special Meeting](#)

ITEM #1 CITIZENS TO BE HEARD

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. [Email from Cox Communications Re: Contract Negotiations](#)

ITEM #5 OLD BUSINESS

- A. [Consideration of Proposed Personnel Manual Revisions](#)

ITEM #6 OTHER BUSINESS

- A. [Presentation of 2019 Audit Report](#)
- B. [Consideration of Timber Creek Assessment Documents & Establishment of Public Hearing](#)

ITEM #7 DEPARTMENT REPORTS

- A. Administrative Services – Will Black

- B. City Clerk – Janie Cox
- C. Police – Jeff Whitfield
- D. Public Works – Tony Martinez
- E. Recreation – Rob Arneson

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 First Half of June

ITEM #12 CONSENT AGENDA

ITEM #13 COUNCIL ITEMS

- A. Council Concerns
- B. Council Action Request Updates
 - a. Potholes on Wire and Ranger

ITEM #14 ADJOURNMENT

The Regular Council Meeting was called to order by Mayor Bruce Armstrong at 7:00 p.m. in the Haysville Municipal Building, 200 West Grand Avenue.

Roll was taken by Recording Secretary Ginger Cullen: Kessler here, Walters here, Rardin here, Ewert here, Parton here, Crum here, Thompson here. Councilperson Dan Benner was not present.

Invocation was given by Councilperson Bob Rardin.

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

Under Presentation and Approval of Minutes, Mayor Bruce Armstrong presented for approval the Minutes of May 11th, 2020.

Motion by Parton – Second by Ewert

I make a motion we approve the minutes of May 11th.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

Under Introduction of Ordinances and Resolutions, Mayor Bruce Armstrong presented AN ORDINANCE REQUIRING A CLEANING FEE BE CHARGED FOR RENTING OF THE COMMUNITY BUILDING, HAYSVILLE ACTIVITY CENTER RENTAL ROOM AND SENIOR CENTER. Mayor Armstrong advised this ordinance is a safety precaution relating to COVID-19. He stated the rental areas would be disinfected after each use so subsequent renters could be certain they are entering a COVID-19 free environment. Councilperson Steve Crum asked about the cost relating to the disinfection procedure, and why a dollar amount was not specified in the ordinance. Mayor Armstrong advised the City got three bids for disinfection services, with the lowest bid being \$75.00, but an amount was not stated so the ordinance would not need to be changed if the cost of the service changed. Councilperson Pat Ewert asked for clarification on what charges renters would pay. Mayor Armstrong advised renters would pay the rental fee, any required cleaning deposit, and the disinfection fee. Mayor Armstrong went on to say renters would not be required to put away tables or chairs, as the disinfection process would include tables and chairs. Councilperson Steve Crum asked how the ordinance would affect anyone with a pending reservation. Recreation Director Rob Arneson advised there were two rental reservations currently, and the guests would be contacted, advised of the additional fee, and be able to cancel if they choose not to pay the additional \$75 fee.

Motion by Rardin – Second by Ewert

If there's not any other discussion, I'll make a motion to accept the ordinance as written.

Recording Secretary Ginger Cullen stated for the record that Councilperson Dan Benner had arrived at 7:04 p.m. Mayor Armstrong called the question.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

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Motion declared carried.

Under Notices and Communications, Mayor Bruce Armstrong called for Governing Body Announcements. Councilperson Steve Crum advised the library would open on June 1st with limited services. He advised residents could check their Facebook or website for more information. He discussed the meal program from USD 261, advising the current procedure would change on June 1st, when breakfast and lunch would begin being served Monday through Thursday and meal distribution at Oatville Elementary would cease. Councilperson Crum also advised that summer school would be conducted virtually this year, the Haysville Swim Club would have a summer season, and Haysville Healthy Habits is selling “060 Together” t-shirts to raise money for suicide prevention in Haysville. Mayor Armstrong stated the Senior Center would remain closed until June 8th.

Under Notices and Communications, Mayor Bruce Armstrong presented a Memo to Council Regarding a New Business, and an Email from Cox Communications Regarding Channel Changes.

Under Other Business, Mayor Bruce Armstrong presented Consideration to Proposed Changes to the Personnel Manual. Mayor Armstrong advised Council could discuss tonight or table the issue in order to discuss at the next meeting. He went on to say that it is difficult to have productive discussion in this virtual environment and he wants the next Council meeting to occur in person. Councilperson Janet Parton asked about the status of the Mayor’s Youth Leadership Council and the Haysville High School Leadership Program. Mayor Armstrong and Chief Administrative Officer Will Black advised those programs have been discontinued.

Motion by Ewert – Second by Rardin

I’d like to make a motion that we table it until we can all be together.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

Mayor 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 advised the Click-it-or-Ticket campaign was currently underway and would continue until May 31st.

Public Works Director Tony Martinez had nothing to report.

Recreation Director Rob Arneson advised enrollment for the Summer Elements program would open on May 27th at 6:00 a.m., and could only be done in person, not over the phone or online. He went on to advise that the pool would open on June 8th with social

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distancing policies in place. When asked for additional details, Arneson stated he was currently working on the plan but he did advise that there would be no reduction to capacity. Discussion occurred regarding the number of people allowed in groups and other social distancing requirements that would be put in place.

Under Off Agenda Citizens to be Heard, Mayor Bruce Armstrong gave the floor to Chief Administrative Officer Will Black, who advised that no emails had been sent to the public comment email address.

Under Bills to be Paid, Mayor Bruce Armstrong presented the Bills to be Paid for the Last Half of May.

Motion by Ewert – Second by Walters

I make a motion that we pay the last half of May bills.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

Under Council Items, Mayor Bruce Armstrong asked for Council Concerns. Councilperson Steve Crum advised the east/west signal lights at 63rd Street South and Seneca Street were broken. Mayor Armstrong advised staff would notify Sedgwick County. Crum then asked about plans for a sidewalk on Seneca from the bridge over the Wichita Valley Center Floodway north to 63rd Street. Mayor Armstrong advised the City submitted a sidewalk project to the Wichita Area Metropolitan Planning Organization for the area, and that it was included for consideration in the “REIMAGINED MOVE 2040” plan. He advised that if the project is not approved, the City could look to install sidewalk independently. Councilperson Crum asked if the streets in that area were still slated to be paved. Mayor Armstrong advised the City’s CDBG grant application was not approved, and discussion would occur with the two council representatives for that area regarding whether to pave the streets using specials. Mayor Armstrong then discussed social distancing, stating he thought the practice would continue for quite some time. He advised that the current setup of the Council room did not allow for social distancing to occur, so a remodeling plan is being explored. Crum asked if Council meetings could be held in the courtroom or lower level training and events room. Mayor Armstrong advised sound and video requirements prevent the meetings from occurring in either of those rooms. Councilperson Russ Kessler stated citizens have been in contact with him to express the need for an outdoor basketball court near the HAC. Mayor Armstrong stated the former activity center had outdoor basketball courts that were never used. Councilperson Kessler asked if citizens had to have a membership to access the courts, and Mayor Armstrong answered in the affirmative. Mayor Armstrong advised he would notify the Park Board of the request.

Under Council Items, Mayor Bruce Armstrong advised a Council Action Request for potholes on Wire and Ranger was ongoing.

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Councilperson Steve Crum asked if the next Council meeting would be virtual or in person. Mayor Armstrong advised he would like the next meeting to be in person, but Council would be notified as soon as more information is available.

Mayor Bruce Armstrong presented for approval Adjournment.

Motion by Kessler – Second by Ewert

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

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

The Regular Council Meeting adjourned at 7:28 p.m.

Janie Cox, City Clerk

The Special Council Meeting was called to order by Mayor Bruce Armstrong at 6:30 p.m. via Zoom Video Conferencing.

Mayor Armstrong advised the Special Council Meeting is to discuss a Community Development Block Grant, which the City is applying for on behalf of area businesses.

Roll was taken by Recording Secretary Ginger Cullen: Kessler here, Walters here, Rardin here, Ewert here, Benner here, Parton here, Crum here, Thompson here.

Mayor Bruce Armstrong advised this special meeting was called at the request of three Councilpersons as required by City ordinance. Mayor Armstrong read in its entirety a letter from the three Councilpersons. The letter read:

“Dear Mayor Armstrong,

We are writing on behalf of all Haysville businesses affected by COVID-19. The CARES Act awarded the state of Kansas with \$9 million to help local businesses retain jobs for low-to-moderate income people.

The money will be distributed using the Kansas Department of Commerce’s Community Development Block Grant Program. The city must hold a public hearing to approve a resolution certifying legal authority to apply for CDBG-CV funds.

Funds will be awarded on a first-come, first-served basis. We are requesting a special meeting be held on Wednesday, May 27, 2020, at 6:30pm, to hold the public hearing, and approve a resolution.

Best Regards,

Councilpersons Steve Crum, Bob Rardin, and Pat Ewert”

Under New Business, Mayor Bruce Armstrong presented A Community Development Block Grant Application, advising a memo from staff was in the packet. He advised a Public Hearing was required and requested a motion to open the Public Hearing.

Motion by Rardin – Second by Ewert

I make a motion to open the Hearing.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

Mayor Armstrong advised he would be reading from a script. He declared the Public Hearing open and asked if anyone from Council had been contacted regarding the case. No one from Council had been contacted. Mayor Armstrong asked if anyone from Council had any conflicts of interest regarding the case. Mayor Armstrong asked if staff had received any written or electronic communication regarding the case. Economic Development Director Zach McHatton advised he received a letter from Kim Kiser at

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Titanium Salon which stated that during the two-month shutdown she continued to pay rent and utilities, which resulted in her business account becoming overdrawn. The letter went on to say that the grant would benefit many Haysville businesses. There were no additional communications. Mayor Armstrong gave the floor to McHatton, who reviewed a memo in the meeting packet which contained his staff report. Councilperson Steve Crum asked if the next day was the first day cities could apply. McHatton advised some other entities have already submitted their applications, and he went on to discuss additional details of the timetable. Councilperson Pat Ewert asked how businesses would apply for the funds, if the City did receive the grant. McHatton advised there would be an application provided to businesses, and that the City will look to hire a grant administrator. Councilperson Bob Rardin asked if these were forgivable loans, and McHatton advised these were grants that would not have to be repaid. Councilperson Dan Benner asked if the cost associated with hiring a grant administrator would be deducted from the grant, and McHatton answered in the affirmative. Councilperson Benner asked if there was a reason for hiring an administrator, and McHatton advised it was recommended due to the paperwork necessary when receiving grant funds. Mayor Armstrong asked if anyone from the public had a comment, giving the floor to Chief Administrative Officer Will Black, who advised that no emails had been sent to the public comment email address. Mayor Armstrong asked for a motion to close the Public Hearing.

Motion by Kessler – Second by Crum

I make a motion to close the Public Hearing.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

Mayor Armstrong declared the Public Hearing closed.

Mayor Armstrong presented a RESOLUTION CERTIFYING LEGAL AUTHORITY TO APPLY FOR THE CDBG-CV PROGRAM FROM THE KANSAS DEPARTMENT OF COMMERCE AND AUTHORIZING THE MAYOR TO SIGN AND SUBMIT SUCH AN APPLICATION.

Motion by Crum – Second by Ewert

I'll make a motion that we have the RESOLUTION CERTIFYING LEGAL AUTHORITY TO APPLY FOR THE CDBG-CV PROGRAM FROM THE KANSAS DEPARTMENT OF COMMERCE AND AUTHORIZING THE MAYOR TO SIGN AND SUBMIT SUCH AN APPLICATION as presented.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

Councilperson Steve Crum asked about a timeline for finding out if the City's application was approved. McHatton advised the City can expect to hear something in about 14 days.

Mayor Bruce Armstrong presented for approval Adjournment.

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Motion by Ewert – Second by Rardin

I'll make a motion that we adjourn tonight's meeting.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea,
Thompson yea.

Motion declared carried.

The Special Council Meeting adjourned at 6:45 p.m.

Janie Cox, City Clerk

From: Bottenberg, Megan (CCI-Central Region) [mailto:Megan.Bottenberg@cox.com]

Sent: Wednesday, May 27, 2020 11:09 AM

Subject: Cox Communications - LFA Notification

Dear Local Franchising Authority,

As you know, Cox is required to obtain permission from local broadcast stations and cable networks to provide their signals on our video channel lineup. Our company is in discussions to renew agreements with the following programmers and broadcasters:

Station/Network	SD Channel	HD Channel
GMA Pinoy TV	561	N/A
Music Choice Hit List	901	2901
Music Choice Max	902	2902
Music Choice Dance/EDM	903	2903
Music Choice Indie	904	2904
Music Choice Hip-Hop and R&B	905	2905
Music Choice Rap	906	2906
Music Choice Hip-Hop Classics	907	2907
Music Choice Throwback Jamz	908	2908
Music Choice R&B Classics	909	2909
Music Choice R&B Soul	910	2910
Music Choice Gospel	911	2911
Music Choice Reggae	912	2912
Music Choice Rock	913	2913
Music Choice Metal	914	2914
Music Choice Alternative	915	2915
Music Choice Adult Alternative	916	2916
Music Choice Rock Hits	917	2917
Music Choice Classic Rock	918	2918
Music Choice Soft Rock	919	2919
Music Choice Love Songs	920	2920
Music Choice Pop Hits	921	2921
Music Choice Party Favorites	922	2922
Music Choice Teen Beats	923	2923
Music Choice Kidz Only	924	2924
Music Choice Toddler Tunes	925	2925
Music Choice Y2K	926	2926
Music Choice 90's	927	2927
Music Choice 80's	928	2928
Music Choice 70's	929	2929
Music Choice Solid Gold Oldies	930	2930
Music Choice Pop & Country	931	2931
Music Choice Today's Country	932	2932
Music Choice Country Hits	933	2933
Music Choice Classic Country	934	2934
Music Choice Contemporary Christian	935	2935
Music Choice Pop Latino	936	2936
Music Choice Musica Urbana	937	2937
Music Choice Mexicana	938	2938
Music Choice Tropicales	939	2939
Music Choice Romances	940	2940
Music Choice Sounds of The Seasons	941	2941
Music Choice Stage & Screen	942	2942
Music Choice Soundscapes	943	2943

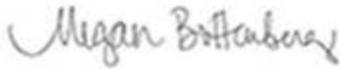
Music Choice Smooth Jazz	944	2944
Music Choice Jazz	945	2945
Music Choice Blues	946	2946
Music Choice Singers & Swing	947	2947
Music Choice Easy Listening	948	2948
Music Choice Classical Masterpieces	949	2949
Music Choice Light Classical	950	2950

Should we be unable to reach equitable terms for a new agreement by their expiration dates, these networks have the right to require Cox to remove their programming from our lineup.

We continue to actively negotiate with these networks and are working toward renewing our agreements without any disruption of service to our customers. We are meeting our customer notification obligation through an ad in the local newspaper.

We will keep you updated with any new information. Please feel free to contact me at (785) 215-6727 or Megan.Bottenberg@cox.com.

Sincerely,



Megan Bottenberg
Manager, Government Affairs
Cox Communications Central Region

MEMO

TO: The Honorable Bruce Armstrong, Mayor
Haysville City Councilmembers

FROM: Will Black, Chief Administrative Officer

SUBJECT: Proposed Personnel Manual Updates for 2020

DATE: June 3, 2020

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 job descriptions are new and will not have red-line changes: Part-time Transportation Dispatcher and Part-time Transportation Driver. The following outline summarizes the changes (typographical and lettering/numbering changes are not included in the outline).

This item was first presented at the May 26, 2020 Council Meeting. In the packet materials for that meeting, I incorrectly included a revised job description for Senior Center Assistant and excluded a revised job description for Administrative Secretary – Senior Center. This has been corrected along with the Administrative Services Department Organizational Chart in this packet.

Concerning Longevity Pay: Current longevity pay is \$25 per year of employment starting in the calendar year the employee completes five years of employment. The proposed revision was to pay \$50 per year of employment for years five through nine of employment. For years 10 through 19, the amount per year would be \$75. For years 20 through 29, the amount per year would be \$100. Starting with year 30, the amount per year would be \$125. Example time: An employee completing his eighth year of employment would receive \$400 ($\50×8). An employee completing his 12th year of employment would receive \$675 ($(\$50 \times 9) + (\$75 \times 3)$). Using this proposed approach would change the total longevity pay from \$17,825 to \$45,500 for an increase of \$27,675. After thoughtful consideration of both a tiered approach and a base sum approach, I am proposing modifying the amounts for the tiers to \$25 for years five through nine, \$50 for years 10 through 19, \$75 for years 20 through 29, and \$100 for years 30 and beyond. Using this lowered tiered approach, the total longevity pay would change from \$17,825 to \$27,675 for an increase of \$9,850.

Please contact me with any questions.

Article A. Administrative Policy

- Policies Established
 - Added EEOC non-discrimination language
- Section I. Employment Information
 - O. Appearance / Dress Code
 - Removed language referring to Court Department since court operates within the Police Department
 - Q. Americans with Disabilities Act / Accommodations
 - Added EEOC non-discrimination language
- Section II. Placement
 - C. Training Period
 - Added language concerning extension of training period for positions requiring certifications that take longer than six months to attain
 - G. Retreat
 - Added Retreat as an option for employees desiring to return to a previously held position
- Section III. Vacation and Leaves
 - Leaves of Absence
 - G. Sick Leave
 - 5. Modified language concerning the City-Issued Return-to-Work release form when an employee undergoes surgery that does not prevent the performance of the essential functions of the employee's job
 - J. Military Leave
 - Added clarifying language that an employee may substitute paid leave during military leave
 - O. FMLA Leave
 - Modified section to more closely align with federal requirements of program
 - P. Holidays
 - 2. Personal Holidays
 - c. Provided more flexibility in use of personal holidays
- Section IX. Substance Abuse Policy
 - C. Testing Protocol and Procedures
 - 2. Reasonable Cause Testing for Employees
 - Added clarifying language that an employee who has been tested for cause will not be allowed to return to work until the test results are in

Article B. Compensation

- Section I. Position Classification Plan
 - E. Classification of New Positions
 - Added language concerning extension of training period for positions requiring certifications that take longer than six months to attain

- G. Effects of Reclassification
 - Added language concerning extension of training period for positions requiring certifications that take longer than six months to attain
- Section II. Compensation
 - E. Longevity Pay
 - Increased longevity pay once an employee achieves ten years of employment
 - G. Promotion Training Period
 - Added language concerning extension of training period for positions requiring certifications that take longer than six months to attain
 - M. Hazard Pay
 - Added hazard pay section

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 OF HAYSVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, marital status, disability or age.

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, 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; and
- 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 (K.S.A. 54-106) 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.
- 3. Any time an employee changes positions, the employee will take an oath of office for the new position.

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 \$20 replacement fee for the missing card(s).

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 all City property. City ID badge(s) and key(s) will be returned upon termination. All other City Property will be returned to the Department Head or the Department Head's representative within two (2) business days of termination. The value of all City property not returned will be billed to the employee leaving the City's service. If bill is not paid, legal action may be taken to make the City whole.

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 outside 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, land-line telephones, 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, 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 include, but are not 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 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. All traffic on the City network may be monitored, recorded or disabled at the City's discretion.

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.

Personally Identifiable Information (PII): The City of Haysville may need to maintain personal information about an individual, including, but not limited to, social security number, phone number, financial information, medical information, biometric records, or criminal history. Access to PII is granted on a per user basis, dependent on job duties. It is the responsibility of the individual user to maintain protection of data to which they have access.

Any device that is used to access or store PII must be protected using the features of the device, to prevent unauthorized access. Use of strong passwords, biometrics or other methods of locking the device is required, in addition, the device must be capable of self-locking if left idle for more than 15 minutes. The device's operating system and all apps must be kept up to date with all security updates. Some devices may need additional protections to be in compliance with State and Federal laws.

Personal Device. The City of Haysville grants its employees the privilege of using personal devices, including, but not limited to; smartphones, tablets, and laptops of their choosing at work for their convenience. The City of Haysville reserves the right to revoke this privilege if users do not abide by city policies and procedures. Limited exceptions to the policy may occur due to variation in devices and platforms.

The Systems Administrator will assist with connectivity and permission issues. Hardware and software issues are the responsibility of the devices owner. Software installed by the City of Haysville belongs to the City and must be removed if the device is no longer being used for work

purposes.

Connection of a personal device to the city network may allow the City some access to the device, including viewing or altering information stored on the device. The employee's device may be remotely wiped if the device is lost, or IT detects a data or policy breach, a virus or similar threat to the security of the City's data and technology infrastructure.

While IT will take every reasonable precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc. Lost or stolen devices must be reported to the City within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device. The City reserves the right to disconnect devices or disable services without notification. The employee is personally liable for all costs associated with his or her device.

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 or 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; or 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 are 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; or 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; or
- 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 ~~and~~, 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, slacks (non-denim material), blouses, sweaters, jackets, over shirts with a jacket-like appearance, tailored shirts, skirts, khakis, polo shirts, knit shirts, and dress capris (non-denim material). Dresses and skirts should be of an appropriate length (no more than 3 inches above the top of the knee). Leggings cannot be see-through and accompanying top must reach mid-hip/upper thigh area. Footwear must be clean, free of holes, and in good condition. High heels should be no more than 2 inches. Dress sandals are allowed. Shoes are required to be worn while on duty.

Examples of inappropriate attire: denim slacks/jeans (regardless of color), slacks with frayed hems, basic T-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), low-cut or deep V-neck tops, and form-fitting clothing (i.e. spaghetti strap tops/dresses).

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.

Recreation Department

The Recreation Director shall adhere to the same dress code as City Clerk ~~&/~~ Administrative Services/~~Court~~ Departments for administrative duties. All other full-time office staff will adhere to a casual dress standard.

Examples of appropriate attire: jeans, slacks, wind suit pants (nylon non-cotton), khakis (pants or shorts), dresses, blouses, sweaters, skirts, dress/polo shirts, and dress capris (non-denim material). Dresses, khaki shorts, and skirts should be of appropriate length (no more than 3 inches above the top of the knee). Leggings cannot be see-through and accompanying top must reach mid hip-upper/thigh area. Recreation Department (RD) logo T-shirts and sport tennis shoes are allowed. Footwear must be clean, free of holes, and in good condition. Dress sandals are allowed.

Examples of inappropriate attire: jeans that are frayed or have holes, slacks with frayed hems, basic tee shirts without RD logo, cotton tank tops without an over shirt/sweater, sweatshirts without a RD logo, wrinkled, soiled, sloppy or ill-fitting clothing, overalls, short shorts, high heels, or basic flip-flops, low-cut or deep neck V-tops, and form-fitting clothing (i.e. spaghetti strap tops/dresses).

Recreation Department - Part time/Seasonal Employees

Part-time office staff employees shall wear RD shirt, sweatshirt, T-shirt, or collared polo-type shirt with either khakis (pants or shorts), jeans (“blue/black” colored only), wind suit pants (nylon or sweat pants - without graphics), or capris. Sport tennis shoes are allowed. Footwear must be clean, free of holes, and in good condition.

Latchkey and Summer Elements (SE) staff employees shall wear RD T-shirts or sweatshirts with wind suit pants (nylon sweat pants), khaki/athletic/denim shorts of appropriate length (no more than 3 inches above the top of the knee), or capris. Sport tennis shoes are allowed. Footwear must be clean, free of holes, and in good condition. SE staff employees are allowed to wear basic flip-flops and swimwear when accompanying program participants to a swimming pool. Employees’ swimwear should be appropriate for working with school age children and be worn with a cover-up anytime they are out of the pool. Staff will need to change shoe attire upon returning to HAC.

Recreation staff employees assigned to Plagens-Carpenter Sports Complex may wear sport shorts.

Pool Employees shall wear a City-issued swimsuit.

Staff shirts are property of the RD and cannot 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-RD shirts, short shorts (more than 3 inches above the top of the knee), shorts/jeans that are frayed or have holes, or any wrinkled, soiled, sloppy or ill-fitting clothing. Sandals, flip-flops, and open-toed shoes are not allowed.

Public Works Department

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

Director and Assistant Director shall wear City-issued shirts, polo shirts, or Public Works (PW) T-shirts with khakis, dress slacks, or uniform pants.

All other PW employees are issued uniforms shirts, polo shirts, or PW T-shirts to wear while on duty. Employees have the option of wearing either jeans or uniform provided pants Monday through Friday. Jeans must appear professional and not have holes. Supervisors may substitute khakis or dress slacks for uniform pants or jeans.

A yearly reimbursement of \$50 will be given after a receipt is turned in for the purchase of jeans if you choose to not select uniform provided pants. Only full-time employees qualify for this reimbursement.

Weekend staff may wear jeans with PW T-shirts. Caps must be worn forward facing and must not advocate or advertise tobacco, alcoholic beverages, drugs, illegal substances, violence, racist organizations/symbols, gangs, obscenities, or nudity.

All non-administrative employees must wear a boot that covers the ankle (usually a 6" height). Director, Assistant Director, City Inspector, and Code Enforcement Officer must wear a protective shoe (non-canvas) when not wearing a boot. A yearly reimbursement of \$50 will be given after a receipt is turned in for the purchase of boots. Only full-time employees 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.

Fridays - All Departments

Appropriate and inappropriate attire listed above still apply except that jeans, jean capris, denim pants, and jean-cut slacks may be worn, and sport tennis shoes are allowed. Footwear must be clean, free of holes, and in good condition. Jeans must appear professional and not have holes.

All City Employees

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. When entering a citizen's home, employee must be wearing either full departmental uniform or conservative office attire and have displayed conspicuously on one's person, or in an otherwise appropriate and visible place, City-issued picture IDs;
4. 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 (extreme hairdos/exaggerated high styles are prohibited);
5. Fingernails shall be of a length that will not interfere with job duties such as typing or filing;
6. Beards must be neatly trimmed, have a professional appearance, and be at a length that maintains safety in the workplace (If you have to shave to pass a fit-test, you need to maintain the shaved style and length at all times);
7. Visible piercings other than ears are prohibited (Earring must not be distracting and length shall not interfere with job duties);

8. 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; and
9. Body art that impairs performance or disrupts the transaction of public business is prohibited.

Tattoos

Tattoos, brandings, or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic, or related intolerances; or that portray derogatory or offensive characterizations contrary to community standards are prohibited. Tattoos are not allowed on the face or head.

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 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 your 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 does report 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:

The City of Haysville does not discriminate on the basis of disability in its hiring or employment practices. The City shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. If an employee becomes restricted in a major life activity, 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 request needs to describe the nature, severity, and duration of the employee's impairment, the activity or activities that the impairment limits, and the extent to which the impairment limits the employee's ability to perform the activity or activities; and substantiate why the requested reasonable accommodation is needed. 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 while improving 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 regular, full-time employment within departments who are members of the immediate family of other full-time employees within the same department.

Immediate family members of the Governing Body and Department Heads will not be hired for regular, full-time employment within any department in the city.

Immediate family is defined as an individual with any of the following relationships to the employee:

1. Spouse, and parents thereof;
2. Sons and daughters, and spouses thereof;
3. Parents, and spouses thereof;
4. Brothers and sisters, and spouses thereof;
5. Grandparents and grandchildren, and spouses thereof;
6. Domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and
7. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

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, 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; or
 - 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 provisional 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 provisional 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 in a 6 month period 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. The training period will normally be six months but may be longer depending on the length of time needed to receive a certificate or complete a certification to meet the minimum requirements of the position. These positions include, but are not limited to, those requiring law enforcement certifications or water and wastewater certificates.
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 employee 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 new 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, the employee's new rate will be the step in the new classification that first exceeds the employee's current rate of pay.

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, the employee's new rate will be one step above the step in the new classification that first exceeds the employee's current rate of pay.

F. DEMOTIONS:

1. If an employee is demoted from one position to another, whether within the same department or in a different department, if the new position starting salary (step one) is no more than fifty cents (\$.50) lower than the employee's current classification, the employee's current step will be the step the employee starts on in the new classification.
2. If the demotion 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.

G. RETREAT:

A qualified employee can retreat from one position to a previously held position at the discretion of the Department Head with approval from the Chief Administrative Officer. Retreats are employee initiated. Retreats are only allowed if the position to retreat to is open.

1. An employee retreating to a previously held position will be returned to the same step the employee last held when in that position.

HG. 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.) All regular City employees will be offered the opportunity to participate in an exit interview once the letter of resignation has been submitted to their department head. The exit interview will be scheduled and conducted by the Assistant City Clerk.

IH. 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). Administrative leave with pay may be authorized by a Department Head (or Mayor if the employee reports to the Mayor) when deemed appropriate.
- 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, vacation leave, and wellness 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 or on the face of the time sheet.
- 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 (start of)</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 or their designees and can be taken

in two (2) hour increments.

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.
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.

G. SICK LEAVE:

For purposes of sick leave, immediate family is defined as an individual with any of the following relationships to the employee:

1. Spouse, and parents thereof;
2. Sons and daughters, and spouses thereof;
3. Parents, and spouses thereof;
4. Brothers and sisters, and spouses thereof;
5. Grandparents and grandchildren, and spouses thereof;
6. Domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and
7. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

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 or an immediate family member is ill or has a medical appointment;
 - b. An employee who has used all accrued leave but must be off work for any of the reasons listed under “Uses of Sick Leave” 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; or
 - c. Department Heads may make exceptions, with approval from the Chief Administrative Officer, in extreme circumstances. If an employee has no available leave other than sick leave, 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.
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. A doctor’s note may be required at the discretion of the Department Head for any sick leave. The doctor’s note shall be turned in with the associated time sheet or card.
5. Before an employee can be permitted to perform duties after having sustained an injury or undergone any surgery that prevents the employee from satisfactorily performing the essential functions of his/her job, ~~undergone any surgery~~, or having been ill beyond thirty (30) consecutive calendar 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 restrictions are included on the Return-to-Work release form, a note will be needed to clear the restrictions. If a leave other than sick leave is used to cover this type of absence, the requirement of a Return-to-Work release form, stating that the employee is fit for work, still applies.
6. 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 of credited sick leave. If an employee resigns without giving two weeks’ notice, no payment for sick leave will be made. 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.)

7. When a request to utilize sick leave is for a scheduled work day occurring immediately before or after a holiday or holiday weekend, a doctor's note substantiating the illness will be required in order to be paid for such unworked day. If a doctor's note 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 unless the use of sick leave is approved by the Department Head. 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 the death of an employee's spouse, spouse's parent, son, daughter, parent, brother, sister, grandparent, grandchild, or domestic partner, the employee shall be allowed funeral leave with pay up to a maximum of forty (40) hours. In the event of the death of the spouse or domestic partner of any of the above-listed relations or the death of any individual related to the employee by blood or affinity whose close association with the employee is the equivalent of a family relationship, the employee shall be allowed funeral leave 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. WORKPLACE INJURY LEAVE:

1. Eligibility: 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 workers' compensation doctor 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 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 return to work/light duty program is not available to Part-Time 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. 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.
4. ADA Accommodations: 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 has been unable to work for six continuous months for any reason, even if the employee is continuing to draw workers' compensation benefits, may be terminated. 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.
5. Physical Therapy: When an employee is attending physical therapy as a direct result of an injury on the job, as described in this Workplace 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. If physical therapy is scheduled on a holiday, the employee will receive holiday pay but no additional pay for the time spent at physical therapy.

J. 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, 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 ~~requests~~~~notices~~ covering all such obligations or individual leave notices.
3. Any employee who ~~receives orders~~~~leaves city service~~ for military duty shall be placed on military leave without pay. The employee may choose to substitute paid leave during military leave. If not accepted for such duty, the employee shall be reinstated in his present position without loss of status or reduction in pay.
4. 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.
5. 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.

K. 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.

L. 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. Employees not regularly working a full-time schedule shall receive pay for upcoming scheduled work. If jury duty extends beyond the current work schedule, employee shall receive pay based on average hours worked. 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 must be charged to an available, accrued leave. The use of sick leave must be approved by the Department Head and can only be used if all other accrued leave is exhausted. If all available leave has been exhausted, the time off may be charged to leave of absence without pay.

M. 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.

N. LEAVES OF ABSENCE WITHOUT PAY:

1. A Department Head may grant leaves of absence without pay.
2. Leaves 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.

O. FMLA (Family and Medical Leave Act) LEAVE:

- ~~1. The City will provide written notice of FMLA eligibility when the City becomes aware an employee may have a qualifying event.~~

- ~~2. After one year of employment and 1,250 hours of service in the last 12 months, an employee may request leave without pay under the Family and Medical Leave Act. The employee may choose to substitute accrued paid leave for FMLA leave that runs concurrently with the unpaid FMLA leave.~~
- ~~a. FMLA leave for up to twelve weeks (480 hours) during a twelve month period 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 should be made 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.~~

1. Purpose: The City of Haysville (the "City") has adopted this Family & Medical Leave Policy (the "Policy") because the City is a covered employer under the Family and Medical Leave Act (the "FMLA"). This Policy provides an employee with important information when he/she requests leave under FMLA ("FMLA Leave").

2. Compliance with FMLA and Other Family Leave Laws: It is the intent of this Policy to comply with the FMLA and the U.S. Department of Labor's FMLA regulations. In the case of a conflict with this Policy, the FMLA and the FMLA regulations control. Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws will apply. This Policy is not to be construed to offer more benefits to employees than the FMLA and state or local family and medical leave laws require. Additional information regarding the FMLA is found on the Department of Labor's FMLA poster. A copy of the poster is included as an Appendix to this Personnel Manual. The poster can also be found in the areas of the City premises where employment law posters are posted.

3. Definitions: Most of the defined words and phrases used in this Policy are set forth later in this Policy, in a separate section.

4. Eligible Employees: An employee is eligible to take FMLA Leave and to be restored to the same position or to an equivalent position upon returning from FMLA Leave if the employee satisfies the following conditions:

a. The employee has worked for the City for at least twelve (12) months, measured as of the date the requested FMLA Leave is to begin;

b. The employee has worked for the City for at least one thousand two-hundred fifty (1,250) hours in the last twelve (12) months, measured as of the date the requested FMLA Leave is to begin; and

c. The employee is employed at a City worksite that has fifty (50) or more employees within seventy-five (75) miles, measured as of the date FMLA Leave is requested.

Such an employee is referred to in this Policy as an "Eligible Employee."

For purposes of determining whether the employee has worked for the City for at least twelve (12) months, employment periods prior to a break in service of at least seven (7) years are not counted, unless an exception in the FMLA regulations (such as for USERRA-covered service) requires some or all of that prior employment to be counted.

5. Notifications to Employees by City.

- a. Notification of Eligibility: When an employee files a request for FMLA Leave, the City will notify the employee as to whether he/she is an Eligible Employee within five (5) business days of the date of such request. If the requesting employee is an Eligible Employee, the notice from the City will notify him/her of any additional information that the FMLA requires to be provided to Eligible Employees, including written information regarding his/her rights and responsibilities under the FMLA. If the employee is not an Eligible Employee, the notice from the City will notify the employee of the reason(s) for ineligibility.
- b. Status of Requested Leave: The City will inform an Eligible Employee as to whether the requested leave is FMLA Leave and, if so, the amount of FMLA Leave that will be counted against the FMLA Leave entitlement. If the City determines that the requested leave is not FMLA Leave, it will notify the Eligible Employee that the request does not qualify as FMLA Leave.

6. Entitlement for 12-Week FMLA Leave: An Eligible Employee may take up to 12 weeks of unpaid FMLA Leave within any 12-month period (as that period is described in Section 9) and is entitled to be restored to the same position or to an equivalent position upon returning from FMLA Leave for any of the following reasons:

- a. Birth. For the birth of the Eligible Employee's Son or Daughter and in order to care for such newborn Son or Daughter;
- b. Adoption or Foster Care Placement. For the placement of a Son or Daughter with the Eligible Employee for adoption or foster care;
- c. Serious Health Condition of Family Member. To care for the Eligible Employee's Spouse, Son, Daughter, or Parent with a Serious Health Condition;
- d. Employee's Own Serious Health Condition. Because of the Eligible Employee's own Serious Health Condition which makes the Eligible Employee unable to perform the essential functions of the job; or
- e. Qualifying Exigency. Because of "any qualifying exigency" arising out of the fact that an Eligible Employee's Spouse, Son, Daughter, or Parent is a Covered Servicemember on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty). Qualifying exigencies include attending military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

7. Expiration of Entitlement for Birth, Adoption, or Foster Care Placement: Entitlement to FMLA Leave because of the reasons set forth in Section 6(a) or Section 6(b) (i.e., birth, adoption, or foster care placement) expires twelve (12) months after the date of birth,

adoption, or foster care placement.

8. Rule for Spouses who are Co-Workers: Spouses employed by the City who request FMLA Leave because of the reasons set forth in Section 6(a) or Section 6(b) (i.e., birth, adoption, or foster care placement) or to care for a Parent due to the Parent's Serious Health Condition (see Section 6(c)) may only take a combined total of 12 weeks of FMLA Leave during any 12-month period.
9. 12-Month Period Measured Forward for 12-Week FMLA Leave: The 12-month period during which an Eligible Employee's 12 weeks of FMLA Leave may be taken begins on the first day the Eligible Employee takes FMLA Leave and ends twelve (12) months after that date. After that 12-month period, the Eligible Employee has a new 12-month period that begins the first time FMLA Leave is taken after completion of the prior 12-month period. For example, if an employee's first FMLA Leave begins on June 1, 2019, then the employee is eligible to take 12 weeks of FMLA Leave between June 1, 2019, and May 31, 2020. If the same employee takes additional FMLA Leave beginning on August 1, 2020, then the employee is eligible to take 12 weeks of FMLA Leave between August 1, 2020, and July 31, 2021.
10. Entitlement for 26-Week Military Family Leave: An Eligible Employee who is the Spouse, Son, Daughter, Parent, or Next of Kin of a Covered Servicemember with a Serious Illness or Injury may take up to twenty-six (26) weeks of FMLA Leave during a single 12-month period (as that period is described below) to care for the Covered Servicemember. This type of FMLA Leave is referred to in this Policy as "Military Family Leave."
11. 12-Month Period for 26-Week Military Family Leave: The 12-month period during which the twenty-six (26) weeks of Military Family Leave may be taken begins on the first day the Eligible Employee takes Military Family Leave and ends twelve (12) months after that date.
12. Maximum Combined FMLA Leave: The maximum combined amount of FMLA Leave (including FMLA Leave subject to the 12-week limitation) that may be taken during a single 12-month period is twenty-six (26) weeks.
13. Notice of Leave to the City.
 - a. Notice for Foreseeable Need (but not Qualifying Exigency): If an Eligible Employee's need for FMLA Leave (for reasons other than a qualifying exigency) is foreseeable, the Eligible Employee must give the City at least thirty (30) days' prior written notice.
 - b. Notice for Foreseeable Need (Qualifying Exigency): For foreseeable FMLA Leave due to any qualifying exigency, the Eligible Employee must give the City written notice as soon as practicable, regardless of how far in advance such FMLA Leave is foreseeable.
 - c. Effect of Failure to Provide Notice: Failure to provide the required notice for foreseeable FMLA Leave may be grounds for delay of FMLA Leave.
 - d. Notice for Unforeseeable Need: Where the need for FMLA Leave is not foreseeable, the Eligible Employee is expected to notify the City as soon as

practicable after learning of the need for the FMLA Leave.

- e. FMLA Forms Required: All requests for FMLA Leave must be made on forms approved by the City. Employees should contact the Assistant City Clerk to obtain the forms.
- f. Sufficiency of the Notice: As part of the notice, Eligible Employees must provide sufficient information for the City to determine if the requested leave qualifies as FMLA Leave and as to the anticipated timing and duration of the FMLA Leave. Sufficient information may include that the Eligible Employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or Continuing Treatment by a Health Care Provider, or circumstances supporting the need for Military Family Leave. Employees must also inform the City if the requested leave is for a reason for which FMLA Leave was previously taken or certified.

14. Medical Certification.

- a. When Medical Certification Required: If an Eligible Employee is requesting FMLA Leave because of the Eligible Employee's own Serious Health Condition, because of a Serious Health Condition of the Eligible Employee's Spouse, Son, Daughter, or Parent, or because of Military Family Leave, the Eligible Employee and the relevant Health Care Provider must supply appropriate medical certification. If Military Family Leave is requested, the Health Care Provider must be provided through the U.S. Department of Defense or the U.S. Department of Veteran Affairs or must be authorized through TRICARE.
- b. Notice from the City of Need for Medical Certification: Within five (5) business days after a request for FMLA Leave is made by an Eligible Employee, the City will notify him/her of (i) the requirement for medical certification and (ii) the date when the certification is due (which must be at least fifteen (15) days after the Eligible Employee receives the notice of the medical certification requirement).
- c. Effect of Failure to Provide Medical Certification: An employee's failure to provide requested medical certification in a timely manner may result in delay or denial of FMLA Leave or of a continuation of FMLA Leave until it is provided. It is an employee's responsibility to ensure that his/her Health Care Provider accurately, completely, and timely completes and returns to the City any medical certification requested by the City.
- d. Second and Third Opinions: For non-Military Family Leave, the City, at its expense, may require an examination by a second Health Care Provider designated by the City, if it has reason to doubt the medical certification initially provided by the Eligible Employee. If the second Health Care Provider's opinion conflicts with the original medical certification, the City, at its expense, may require a third, mutually agreeable, Health Care Provider to conduct an examination and provide a final and binding opinion. If the City decides not to require a third certification, the Eligible Employee is entitled to FMLA benefits. Pending receipt of the second or third medical certification, the Eligible Employee is provisionally entitled to FMLA benefits.

- e. Recertification: For non-Military Family Leave, the City may require subsequent medical recertification at the Eligible Employee's expense, but not more often than the FMLA allows.
 - f. Use City-approved Forms: All medical certifications and re-certifications required by this Policy must be submitted to the City by the Eligible Employee using the forms approved by the City. Employees should contact the Assistant City Clerk to obtain the forms.
15. Certification for FMLA Leave Due to a Qualifying Exigency: An Eligible Employee requesting FMLA Leave due to a qualifying exigency must provide certification using the form available from the Assistant City Clerk.
16. Reporting While on FMLA Leave: If an Eligible Employee takes FMLA Leave because of the Eligible Employee's own Serious Health Condition or because of the Serious Health Condition of the Eligible Employee's Spouse, Son, Daughter, or Parent, the Eligible Employee must contact the City on Monday of each week regarding the status of the condition and the Eligible Employee's intention to return to work, unless he/she is notified by the City of a different reporting schedule.
17. Need for More or Less FMLA Leave: If the Eligible Employee needs to take more or less FMLA Leave than previously anticipated, he/she must notify the City within two (2) business days after learning of the need for the change in the amount of FMLA Leave.
18. Paid and Unpaid Leave.
- a. General Rule – Unpaid Leave: FMLA Leave is unpaid, although an Eligible Employee may be eligible for disability payments and/or workers' compensation benefits under those insurance plans.
 - b. Exception if Unused Accrued Paid Leave: If an Eligible Employee is on FMLA Leave and has any unused accrued vacation leave and/or sick leave, the Eligible Employee has option to use vacation leave and sick leave (but only to the extent that the purpose of the FMLA Leave falls within the purposes for which sick leave may be taken). Notwithstanding the previous sentence, paid vacation and/or paid sick leave cannot be used at the same time that an Eligible Employee is receiving benefits from a disability insurance plan sponsored by the City, except that the City and Eligible Employee can agree (if permitted by state law) that paid vacation and/or sick leave will be used to supplement the disability insurance payments, such as in the case where a plan provides replacement income for only two-thirds of an Eligible Employee's salary. The use of paid leave during FMLA Leave does not extend the 12-week (or 26-week, if applicable) FMLA Leave period.
19. Medical and Other Benefits: During an approved FMLA Leave, the City will maintain the Eligible Employee's group health plan benefits, as if the Eligible Employee continued to work during the entire FMLA Leave period.
- a. Payment for Group Health Plan Premiums While on Paid Leave: To the extent that paid leave is used during FMLA Leave, the City will deduct the Eligible Employee's portion of the group health plan premiums as a regular payroll deduction.

b. Payment for Group Health Plan Premiums While on Unpaid Leave: To the extent that paid leave is not used during FMLA Leave, the Eligible Employee must make arrangements with the City for the Eligible Employee to pay the employee's portion of the group health plan premiums when the premiums are due. The City may cancel an Eligible Employee's coverage under a group health plan if the Eligible Employee's premium payment is more than 30 days late, subject to the terms and conditions of the group health plan.

c. Reimbursement if No Return to Work: If an Eligible Employee elects not to return to work at the end of the FMLA Leave period, the Eligible Employee will be required to reimburse the City for the cost of the group health insurance premiums paid by the City for maintaining coverage during the FMLA Leave, unless the reason the Eligible Employee does not return to work is one of the following:

(1) The continuation, recurrence, or onset of a Serious Health Condition of his/her own or of a Spouse, Son, Daughter, or Parent or the Serious Illness or Injury of a Covered Servicemember that would otherwise entitle the Eligible Employee to FMLA Leave; or

(2) Other circumstances beyond his/her control.

In the event that the failure to return to work is due to a Serious Health Condition or the Serious Illness or Injury of a Covered Servicemember, the City may request medical certification of the Serious Health Condition. The Eligible Employee is required to provide medical certification to the Assistant City Clerk within thirty (30) days from the date of the City's request. If the requested medical certification is not timely provided or does not establish a Serious Health Condition or a Serious Illness or Injury of a Covered Servicemember, the City may recover 100% of its portion of the group health plan premiums it paid during the period of unpaid FMLA Leave.

d. Payment of Premiums for Other Benefits: If the Eligible Employee participates in any benefit program (other than a group health plan) that requires the Eligible Employee to make all or some contribution to the premium, the Eligible Employee must arrange with the City to make all payments from the Eligible Employee when due.

20. Intermittent and Reduced Schedule Leave: FMLA Leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or workday), as follows:

a. By Agreement: When FMLA Leave is taken because of the birth of a Son or Daughter or placement of a Son or Daughter for adoption or foster care, an Eligible Employee may take FMLA Leave intermittently or on a reduced leave schedule only if the City agrees.

b. Mandatory if Requested by Employee: Military Family Leave and FMLA Leave because of a Serious Health Condition or a qualifying exigency may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per workweek

or workday) in the following circumstances:

- (1) When medically necessary for planned and/or unanticipated medical treatment of a Serious Health Condition or a Serious Injury or Illness of a Covered Servicemember;
- (2) When medically necessary for recovery from treatment or recovery from a Serious Health Condition or Serious Illness or Injury of a Covered Servicemember; or
- (3) To provide care or psychological comfort to a Spouse, Son, Daughter, or Parent with a Serious Health Condition or to a Covered Servicemember with a Serious Illness or Injury.

c. Reduction of Salary for Exempt Employees: If unpaid intermittent or reduced schedule FMLA is taken by an exempt employee, the City is entitled to reduce the Eligible Employee's salary based on the amount of time actually worked.

d. Alternative Position: During intermittent or reduced schedule FMLA Leave, the City may temporarily transfer an Eligible Employee from his/her normal position to an alternative position for which he/she is qualified. However, as compared to the normal position, the alternative position must better accommodate the recurring FMLA Leave and have equivalent pay and benefits.

e. Usage: When intermittent or reduced schedule FMLA Leave is used, the City will not require an Eligible Employee to take more FMLA Leave than necessary to address the circumstances that precipitated the need for the leave, nor will the City count any time actually worked by an Eligible Employee against his/her FMLA Leave allotment.

21. Fitness-for-Duty Certification Required: Before an Eligible Employee on FMLA Leave because of his/her own Serious Health Condition may return to work, a fitness-for-duty certification from his/her Health Care Provider is required, subject to the following:

a. The City requires that such certification be made in writing, on a form available from the Assistant City Clerk.

b. The certification must certify that the employee is able to resume work.

c. The City may require that the certification specifically address the Eligible Employee's ability to perform the essential functions of his/her job.

d. Employees on intermittent FMLA leave due to their own Serious Health Conditions will not be required to submit a fitness-for-duty certification in order to return to work.

22. Definitions: In addition to the words and phrases defined earlier in the Policy, where the following words and phrases appear in the Policy, they shall have the respective meanings as set forth in this Section, unless the context clearly indicates otherwise. Where the defined meaning is intended, the term is capitalized. These definitions come from the Department of Labor's FMLA regulations. In the event that the definitions in those regulations are

amended, these definitions shall automatically be amended.

- a. “Chronic Serious Health Condition” means a Serious Health Condition which (i) requires periodic visits (at least twice a year) for treatment by a Health Care Provider, or by a nurse under direct supervision of a Health Care Provider; (ii) continues over an extended period of time (including recurring episodes of a single underlying condition); and (iii) may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- b. “Continuing Treatment by a Health Care Provider” means any one or more of the following: (i) a period of incapacity of more than three (3) consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves (a) treatment two (2) or more times, within thirty (30) days of the first day of incapacity (unless extenuating circumstances exist) by a Health Care Provider, a nurse under direct supervision of a Health Care Provider, or a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a Health Care Provider or (b) treatment by a Health Care Provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the Health Care Provider; (ii) any period of incapacity due to pregnancy or for prenatal care; (iii) any period of incapacity or treatment for such incapacity due to a Chronic Serious Health Condition; (iv) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective and for which the Eligible Employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a Health Care Provider (e.g., Alzheimer’s, a severe stroke, or the terminal stages of a disease); or (v) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a Health Care Provider or by a provider of health care services under orders of, or on referral by, a Health Care Provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
- c. “Covered Active Duty” means (i) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country and (ii) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.
- d. “Covered Servicemember” means (i) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in Outpatient Status, or is otherwise on the temporary disability retired list, for a Serious Injury or Illness or (ii) a Veteran who is undergoing medical treatment, recuperation, or therapy, for a Serious Illness or Injury and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the Veteran undergoes that medical treatment, recuperation, or therapy.

- e. “Health Care Provider” means one of the following: (i) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; (ii) a podiatrist, dentist, clinical psychologist, optometrist, or chiropractor (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) who is authorized to practice in the state and performing within the scope of their practice as defined under state law; (iii) a nurse practitioner, nurse-midwife, clinical social worker, or physician assistant who is authorized to practice under state law and who is performing within the scope of their practice as defined under state law; (iv) a Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts; (v) a health care provider from whom the City or its group health plan’s benefits manager will accept certification of the existence of a Serious Health Condition to substantiate a claim for benefits; or (vi) a Health Care Provider as defined above in (i) through (v) who practices in a country other than the United States and is licensed to practice in accordance with the laws and regulations of that country.
- f. “Next of Kin” means, with respect to a Covered Servicemember, the nearest blood relative of that individual, other than the Covered Servicemember’s Spouse, Parent, Son, or Daughter, in the order of priority established by the FMLA regulations.
- g. “Outpatient Status” means, with respect to a Covered Servicemember, the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- h. “Parent” means the biological, adoptive, step, or foster father or mother of an Eligible Employee or any other individual who stands or stood in loco parentis to an Eligible Employee when the Eligible Employee was a Son or Daughter.
- i. “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves: (i) any incapacity or treatment in connection with inpatient care or (ii) Continuing Treatment by a Health Care Provider.
- j. “Serious Illness or Injury” means (i) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness incurred by a Covered Servicemember in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) that may render him/her medically unfit to perform the duties of his/her office, grade, rank, or rating and (ii) in the case of a Veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the 5-year period described in Subsection (c)(ii), a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a Veteran.
- k. “Son” or “Daughter” means the biological, adopted, or foster child, stepchild, legal

ward, or a child of a person standing in loco parentis, who is either under age 18 or is age 18 or older but incapable of self-care because of a mental or physical disability at the time that FMLA Leave is to commence. However, for purposes of determining whether a person is a Son or Daughter of a Covered Servicemember or is a Covered Servicemember, the age of the person is irrelevant.

l. “Spouse” means the Eligible Employee’s spouse, as determined under the Department of Labor’s FMLA regulations.

m. “Unable to Perform the Functions of the Job” means an Eligible Employee is: (i) unable to work at all; or (ii) unable to perform any of the essential functions of his/her position. The term “essential functions” is borrowed from the Americans with Disabilities Act to mean “the fundamental job duties of the employment position” and does not include the marginal functions of the position.

n. “Veteran” means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

P. HOLIDAYS:

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

When a request to utilize sick leave is for a scheduled work day occurring immediately before or after a holiday or holiday weekend, a doctor’s note substantiating the illness will be required in order to be paid for such unworked day. If a doctor’s note 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 unless the use of sick leave is approved by the Department Head. 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. Personal Holidays:

- a. All employees in regular full-time positions shall receive two (2) personal holidays each year.
- b. Personal holidays in year of hire: 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.
- c. 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 ~~half-hour~~^{two (2) hour} increments.

Q. 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.)

R. 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 all pre-employment testing prior to returning to work. If employee is in a position that requires psychological evaluation during the hiring process, employee will also be required to pass a psychological evaluation by the City's psychological 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 reinstatement of employment and 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. If the employee is found not guilty of the charges, the charges are dropped, or the case is not taken to trial; 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, dismissal, or retirement is responsible for returning all City property. (See Section 1, Article H, Return of City Property)

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.
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. **Voluntary Retirement Plan:** A payroll deduction program is an option of the employee to contribute to a personal retirement fund. Employees may select KPERS 457, a deferred compensation program where the employee's contribution is taken from the gross pay before taxes, or KPERS 457 ROTH, a program where the employee's contribution is taken after taxes.
5. **Dental Insurance:** Dental Insurance coverage is available through payroll deduction.
6. **Employee Assistance Program (EAP):** The City contracts with Employee Assistance Consultants (EMPAC) to provide counseling to employees of the City and their families in dealing with any type of personal problem, including but not limited to, alcoholism, drug abuse, financial or legal difficulties, family problems, and other similar difficulties. The program offers confidential services and is designed to encourage early intervention and awareness of such problems and offer help at the earliest opportunities. EMPAC contact information is available on department bulletin boards and from Department Heads, Supervisors, and the Assistant City Clerk.
7. **HAC:** Each employee receives a free single membership to the Haysville Activity Center. The value of a single 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. Contract employees do not qualify. Part Time employees must work an average of 5 hours per week to qualify.
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 participating members 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 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.
4. 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. (See Article A, Section IX, C, 3 – Post-Motor Vehicle Accident Testing.)

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 thirty 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. The safety committee shall conduct a safety audit of all City facilities on an annual basis. Such audit shall include soliciting input from employees regarding safety issues and concerns as well as forming recommendations to changes in policies or practices to increase workplace safety.

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:

1. Refusing to provide specimen. This includes an insufficient volume of urine without a valid

medical explanation.

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

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

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

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:

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.
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:

- a. Sudden changes in work performance;
- b. Repeated failure to follow instructions or operating procedures;
- c. Violation of city safety policies;
- d. Involvement in an accident or near accident;
- 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;
- f. Odor, on or about an employee's person of alcoholic beverage and/or residual odor peculiar to some chemical or controlled substances;
- g. Unexplained and/or frequent absenteeism or tardiness;
- h. Personality changes or disorientation;
- 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;
- j. Any serious worker's compensation injury; OR
- 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 cause 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. The employee will not return to work until the test results have been reviewed by the Department Head or Chief Administrative Officer.

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.
4. Return to Service Testing. Employees who return to service after an extended time (six months or longer) away from employment with the City will be required to submit to drug testing.
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.

6. Random Testing
 - a. All drivers that perform CDL functions as a normal part of their job are subject to random drug and alcohol testing.
 - 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.
 - c. Employees are required to proceed immediately to the collection site once notified of testing.
 - d. Drug and/or alcohol tests will be conducted while the employee is on duty.
 - e. The list of employees selected will be retained by the DER in a secure location.
 - f. Details of the random testing process can be found in 49 CFR, part 382.305.
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.

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.

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; benzodiazepines; and cannabinoids (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.
2. All drug/alcohol testing shall be done at a city designated facility.
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.
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.
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.

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.

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.

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:

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.
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.

G. DISCIPLINARY ACTION

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.
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.
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.
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.
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.
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.
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.

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.
9. The verified use, sale, possession, transfer, or distribution of a narcotic, intoxicating substance, 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.
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. Where this section conflicts with other sections of the Substance Abuse Policy, the more stringent of the two sections shall govern.

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:
 - 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
 - ii. Has a gross vehicle weight rating of 26,001 or more pounds; or
 - iii. Is designed to transport 16 or more passengers, including the driver; or

- 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.

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.

3. Tests Required

- a. Post-Accident testing for CMV operators.
 - 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) Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.
 - b) Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.
 - 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.

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.

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	YES
	NO	NO

b. Follow-up Testing. Details of the follow-up testing process can be found in 49 CFR, part 40, subpart O.

4. Handling of Test Results, Confidentiality

a. Access to records.

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.

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.

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

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).

5. Consequences for 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.
 - v. All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.
 - vi. Employees should consult their health insurance policy for extent of nervous, mental and substance abuse coverage.
 - vii. A second positive test whether it indicates a drug or alcohol policy violation, will result in immediate termination of employment.
 - viii. The City may impose such additional disciplinary actions as deemed appropriate. This may include removal from performing covered functions, suspension (with or without pay), 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.

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

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 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 supervisory 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 active, regular 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.

SECTION XII

WEAPONS IN THE WORKPLACE

A. The City prohibits employees from possessing, using, or displaying a weapon within the workplace or while engaged in official duties on behalf of the City except as specifically provided in this policy. This prohibition applies regardless of the location of said duties. This applies to all employees who drive or ride in City vehicles or equipment, and applies whether the weapon is concealed or unconcealed, loaded or unloaded. The above prohibition does not apply to law enforcement officers who are authorized by statute to carry a weapon in the scope of their employment with the City.

B. Notwithstanding the foregoing and pursuant to the Kansas Personal and Family Protection Act (75-7c17) and the restrictions found herein. Employees may carry a concealed handgun into city facilities, in city vehicles and while engaged in, or conducting the business of the City provided the employee is legally qualified to carry a concealed handgun under federal and state law, and the carrying of a concealed handgun is lawfully allowed and not otherwise prohibited under the 17 provisions of federal or state law. This exception does not permit the open carry of a handgun or other weapon. Employees choosing to carry a concealed handgun pursuant to this subsection (B) must keep their handgun concealed at all times, in a proper holster with all safety features in place, and the handgun must always be within the immediate control of the employee. Employees may not leave their handgun unattended at any time. In rare circumstances when an employee cannot keep the handgun within his or her immediate control, the employee is permitted to temporarily place the handgun in a secure container such as a locked portable gun safe or lockbox designed for the temporary storage of firearms, a locked desk drawer or locked locker. Any such secure container shall be accessible only to the employee and must be controlled with a key, code, or biometric lock. Temporary placement of a handgun within a secure container within a City vehicle is permitted so long as the secure container is not in plain view from the exterior of the vehicle and the vehicle remains locked at all times when the employee is not in the vehicle. Temporary placement of a handgun in a secure container on City property is permitted only during hours when the employee is on duty and does not permit the routine storage or placement of a handgun within secure container during times when the employee is not on duty (for example: overnight, during periods of vacation or sick leave). Secure containers may not be left on an employee's desk, workstation, area of gathering, purse/bag or any unsecure container or area, or left in an employee's office area, City vehicle, or area of work unless specifically provided herein. Secure containers must remain locked at all times while the handgun is not in the immediate control of the employee. It is the sole responsibility of the employee to provide the secure container which meets the requirements of this policy. Employees are permitted to store a handgun in their private vehicle while on City owned property provided that such storage is outside of plain view from the exterior of the vehicle and the vehicle remains locked at all times when the employee is not in the vehicle.

C. It is outside the scope of employment for any non-authorized City employee to possess, use, handle, brandish, or display a weapon or to threaten any person with the use of a weapon in the workplace or in the exercise of his or her duties under any circumstances.

D. The City in no way encourages the carrying of a concealed handgun by employees unless it is required pursuant to the employee's job duties, and, as such, it is up to the employee to act responsibly in accordance with this policy and the provisions of federal and state law. It is an employee's sole responsibility for proper concealment and carrying of the handgun, and the carrying of the handgun may not interfere with proper safety equipment, execution of approved safety protocols, or an employee's performance of all assigned duties. The City is not liable for incidents involving the discharge or misuse of a firearm, whether accidental or intentional. Any liability or costs associated with the employee's decision to conceal carry, including any resulting injuries or damages, will be considered the responsibility of the employee and will not be defended by the City. The City is not liable for any loss including damage to or

theft of a personal firearm or any other personal property.

E. Nothing in this policy relieves the employee from performing his or her job duties in an efficient, safe and timely manner, including the wearing of proper safety equipment and/or the following of proper safety protocols. Such failure may result in discipline up to and including termination.

F. Any employee violating this policy, including the inadvertent display of a handgun, may be subject to discipline up to and including termination.

G. Subject to other policies and procedures of the City of Haysville and Kansas law, law enforcement, within the scope of their employment are the only individuals authorized to use deadly force while acting for or on behalf of the City of Haysville. Under no circumstances will any other employee use deadly force as a function of their job. Employees who are not authorized to use deadly force, do not have the immunities and are not entitled to the same indemnity generally afforded law enforcement. The City will not provide for, reimburse, or pay attorney fees or other costs in defense of any employee who uses deadly force if the use of deadly force is not a function of said employee's job.

H. Nothing in this policy shall be construed to create any duty or obligation on the part of the City to take any actions beyond those required of an employer by existing law. Nothing in this policy shall be construed to waive any immunity to which the City is entitled including but in no way limited to immunities under the Kansas Tort Claims Act.

ARTICLE B - COMPENSATION

INTRODUCTION

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

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

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

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

SECTION I

POSITION CLASSIFICATION PLAN

A. POSITIONS:

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

B. CLASSIFICATIONS:

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

C. PAY RANGES:

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

D. ABOLITION OF A POSITION:

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

E. CLASSIFICATION OF NEW POSITIONS:

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

Such new positions are subject to a training period of six (6) months unless waived by the appropriate Department Head (or Mayor if the employee reports to the Mayor). If the new position requires a certification that takes longer than six (6) months to complete, the training period will be extended to match the length of time needed to receive the certification.

F. CHANGES OF DUTIES, RECLASSIFICATION OF POSITIONS:

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

Any employee may request in writing a classification review of his/her own position at any time, if a similar request had not been made within the previous twelve (12) months. Such a request must first be filed with the appropriate Department Head. Within ten (10) days of receiving this request, the Department Head shall forward it to the Personnel Manual Committee (consisting of all Department Heads) together with the Department Head's own written recommendation as to whether the position should be reclassified. Any request for reclassification will be reviewed and acted upon within ninety (90) days of its receipt.

G. EFFECTS OF RECLASSIFICATION:

When a position is reclassified, the employee in that position shall remain in it if the Department Head determines that the employee is qualified to perform the essential functions of the reclassified position. The employee in the reclassified position is subject to the six (6) month training period unless waived by the Department Head (or Mayor if the employee reports to the Mayor). If the new position requires a certification that takes longer than six (6) months to complete, the training period will be extended to match the length of time needed to receive the certification.

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

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

H. NOTICE OF RECLASSIFICATION:

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

SECTION II
COMPENSATION

A. ESTABLISHMENT OF WAGE SCHEDULE:

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

B. SALARY INCREASE:

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

C. BLANKET RAISES:

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

D. COST OF LIVING:

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

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

E. LONGEVITY PAY:

Each year longevity pay shall be given to each regular full-time employee who will complete five (5) years of employment by December 31 of that year. Longevity will be paid at a rate of ~~\$5025~~ per year for each year of employment, years five (5) through nine (9): \$75 per year for years ten (10) through nineteen (19); \$100 per year for years twenty (20) through twenty-nine (29); and \$125 per year thirty (30)five (5) years and over. All applicable taxes will be deducted from this pay and the check will be given on the first Friday in December that is not a regular payday. This payment may be combined with any holiday or sick leave pay for which the employee might be eligible.

F. STEP INCREASES:

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

Step Increases, whether due to annual review, end of training, promotion, transfer, etc., shall be effective the first pay period following the effective date of the review, end of training, promotion,

transfer, etc. If, however, the effective date falls on the first business day of a pay period then the increase will be effective for the current pay period.

G. PROMOTION TRAINING PERIOD:

An employee receiving a promotion will be subject to a training period of six (6) months unless waived by the Department Head (or Mayor if the employee reports to the Mayor). If the new position requires a certification that takes longer than six (6) months to complete, the training period will be extended to match the length of time needed to receive the certification.

H. PAY PERIODS:

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

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

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

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

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

I. PAY ON TERMINATION:

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

1. Resignation (Voluntary Termination)

- a. Vacation Leave – Unused, credited vacation time will be paid at the employee’s regular rate of pay provided the employee has been in service of the City for at least one year.
- b. Sick Leave
 - i. With proper notice – If two (2) weeks’ notice has been given, an employee may receive one-half of credited sick leave.
 - ii. Without proper notice – If two (2) weeks’ notice has not been given, no payment for sick leave will be made.
- c. Wellness Leave

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

J. OVERTIME HOURS AND COMPENSATORY TIME OFF:

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

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

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

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

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

K. ON CALL PAY:

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

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

L. HOLIDAY OVERTIME:

Except for the police department, if an employee is required to work during a holiday recognized by the City of Haysville, the employee shall report to work and will be compensated for such time at work on the actual date of the legal holiday, at a rate one and one-half (1 ½) times his/her regular rate of pay in addition to their regular rate of pay.

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

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

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

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

M. HAZARD PAY:

The Governing Body may authorize hazard pay for employees.

Employee's Withholding Certificate

Department of the Treasury
Internal Revenue Service

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

2020

Step 1: Enter Personal Information	(a) First name and middle initial _____ Last name _____	(b) Social security number _____
	Address _____	
	City or town, state, and ZIP code _____	
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	

▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____ Add the amounts above and enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ _____ ▶ _____
Employee's signature (This form is not valid unless you sign it.) Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
	City of Haysville, 200 W. Grand, Haysville, KS 67060		48-6085168

General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1a, 1b, and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3 1 \$ _____

- 2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a 2a \$ _____
 - b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b 2b \$ _____
 - c Add the amounts from lines 2a and 2b and enter the result on line 2c 2c \$ _____

- 3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. 3 _____

- 4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) 4 \$ _____

Step 4(b) – Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income 1 \$ _____

- 2 Enter:

{	• \$24,800 if you're married filing jointly or qualifying widow(er)	}	2	\$ _____
	• \$18,650 if you're head of household				
	• \$12,400 if you're single or married filing separately				

- 3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-" 3 \$ _____

- 4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information 4 \$ _____

- 5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 5 \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$220	\$850	\$900	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,210	\$1,870	\$1,870
\$10,000 - 19,999	220	1,220	1,900	2,100	2,220	2,220	2,220	2,220	2,220	2,410	3,410	4,070
\$20,000 - 29,999	850	1,900	2,730	2,930	3,050	3,050	3,050	3,240	4,240	5,240	5,900	5,900
\$30,000 - 39,999	900	2,100	2,930	3,130	3,250	3,250	3,440	4,440	5,440	6,440	7,100	7,100
\$40,000 - 49,999	1,020	2,220	3,050	3,250	3,370	3,570	4,570	5,570	6,570	7,570	8,220	8,220
\$50,000 - 59,999	1,020	2,220	3,050	3,250	3,570	4,570	5,570	6,570	7,570	8,570	9,220	9,220
\$60,000 - 69,999	1,020	2,220	3,050	3,440	4,570	5,570	6,570	7,570	8,570	9,570	10,220	10,220
\$70,000 - 79,999	1,020	2,220	3,240	4,440	5,570	6,570	7,570	8,570	9,570	10,570	11,220	11,240
\$80,000 - 99,999	1,060	3,260	5,090	6,290	7,420	8,420	9,420	10,420	11,420	12,420	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,900	7,100	8,220	9,320	10,520	11,720	12,920	14,120	14,980	15,180
\$150,000 - 239,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,190	16,050	16,250
\$240,000 - 259,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,520	17,170	18,170
\$260,000 - 279,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	13,120	15,120	17,120	18,770	19,770
\$280,000 - 299,999	2,040	4,440	6,470	7,870	9,190	10,720	12,720	14,720	16,720	18,720	20,370	21,370
\$300,000 - 319,999	2,040	4,440	6,470	8,200	10,320	12,320	14,320	16,320	18,320	20,320	21,970	22,970
\$320,000 - 364,999	2,720	5,920	8,750	10,950	13,070	15,070	17,070	19,070	21,290	23,590	25,540	26,840
\$365,000 - 524,999	2,970	6,470	9,600	12,100	14,530	16,830	19,130	21,430	23,730	26,030	27,980	29,280
\$525,000 and over	3,140	6,840	10,170	12,870	15,500	18,000	20,500	23,000	25,500	28,000	30,150	31,650

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$460	\$940	\$1,020	\$1,020	\$1,470	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040	\$2,040
\$10,000 - 19,999	940	1,530	1,610	2,060	3,060	3,460	3,460	3,460	3,460	3,640	3,830	3,830
\$20,000 - 29,999	1,020	1,610	2,130	3,130	4,130	4,540	4,540	4,720	4,920	5,110	5,110	5,110
\$30,000 - 39,999	1,020	2,060	3,130	4,130	5,130	5,540	5,720	5,920	6,120	6,310	6,310	6,310
\$40,000 - 59,999	1,870	3,460	4,540	5,540	6,690	7,290	7,490	7,690	7,890	8,080	8,080	8,080
\$60,000 - 79,999	1,870	3,460	4,690	5,890	7,090	7,690	7,890	8,090	8,290	8,480	9,260	10,060
\$80,000 - 99,999	2,020	3,810	5,090	6,290	7,490	8,090	8,290	8,490	9,470	10,460	11,260	12,060
\$100,000 - 124,999	2,040	3,830	5,110	6,310	7,510	8,430	8,430	10,430	11,430	12,420	13,520	14,620
\$125,000 - 149,999	2,040	3,830	5,110	7,030	9,030	10,430	11,430	12,580	13,880	15,170	16,270	17,370
\$150,000 - 174,999	2,360	4,950	7,030	9,030	11,030	12,730	14,030	15,330	16,630	17,920	19,020	20,120
\$175,000 - 199,999	2,720	5,310	7,540	9,840	12,140	13,840	15,140	16,440	17,740	19,030	20,130	21,230
\$200,000 - 249,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$250,000 - 399,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$400,000 - 449,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,450	19,940	21,240	22,540
\$450,000 and over	3,140	6,230	8,810	11,310	13,810	15,710	17,210	18,710	20,210	21,700	23,000	24,300

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$830	\$930	\$1,020	\$1,020	\$1,020	\$1,480	\$1,870	\$1,870	\$1,930	\$2,040	\$2,040
\$10,000 - 19,999	830	1,920	2,130	2,220	2,220	2,680	3,680	4,070	4,130	4,330	4,440	4,440
\$20,000 - 29,999	930	2,130	2,350	2,430	2,900	3,900	4,900	5,340	5,540	5,740	5,850	5,850
\$30,000 - 39,999	1,020	2,220	2,430	2,980	3,980	4,980	6,040	6,630	6,830	7,030	7,140	7,140
\$40,000 - 59,999	1,020	2,530	3,750	4,830	5,860	7,060	8,260	8,850	9,050	9,250	9,360	9,360
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,780	10,980	11,180	11,580	12,380
\$80,000 - 99,999	1,900	4,300	5,710	7,000	8,200	9,400	10,600	11,180	11,670	12,670	13,580	14,380
\$100,000 - 124,999	2,040	4,440	5,850	7,140	8,340	9,540	11,360	12,750	13,750	14,750	15,770	16,870
\$125,000 - 149,999	2,040	4,440	5,850	7,360	9,360	11,360	13,360	14,750	16,010	17,310	18,520	19,620
\$150,000 - 174,999	2,040	5,060	7,280	9,360	11,360	13,480	15,780	17,460	18,760	20,060	21,270	22,370
\$175,000 - 199,999	2,720	5,920	8,130	10,480	12,780	15,080	17,380	19,070	20,370	21,670	22,880	23,980
\$200,000 - 249,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$250,000 - 349,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$350,000 - 449,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,900	25,200
\$450,000 and over	3,140	6,840	9,560	12,140	14,640	17,140	19,640	21,530	23,030	24,530	25,940	27,240

K-4
(Rev. 11-18)

**KANSAS
EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE**

Use the following instructions to accurately complete your K-4 form, then detach the lower portion and give it to your employer. For assistance, call the Kansas Department of Revenue at 785-368-8222.

Purpose of the K-4 form: A completed withholding allowance certificate will let your employer know how much Kansas income tax should be withheld from your pay on income you earn from Kansas sources. Because your tax situation may change, you may want to re-figure your withholding each year.

Exemption from Kansas withholding: To qualify for exempt status you must verify with the Kansas Department of Revenue that: 1) last year you had the right to a refund of all STATE income tax withheld

because you had no tax liability; and 2) this year you will receive a full refund of all STATE income tax withheld because you will have no tax liability.

Basic Instructions: If you are not exempt, complete the **Personal Allowance Worksheet** that follows. The total on line F should not exceed the total exemptions you claim under "Exemptions and Dependents" on your Kansas income tax return.

NOTE: Your status of "Single" or "Joint" may differ from your status claimed on your federal Form W-4).

Using the information from your **Personal Allowance Worksheet**, complete the **K-4** form below, sign it and provide it to your employer. If your employer does not receive

a K-4 form from you, they must withhold Kansas income tax from your wages without exemption at the "Single" allowance rate.

Head of household: Generally, you may claim head of household filing status on your tax return only if you are **unmarried and pay more than 50% of the cost of keeping up a home for yourself and for your dependent(s).**

Non-wage income: If you have a large amount of non-wage Kansas source income, such as interest or dividends, consider making Kansas estimated tax payments on Form K-40ES. Without these payments, you may owe additional Kansas tax when you file your state income tax return.

Personal Allowance Worksheet (Keep for your records)

- A Allowance Rate: If you are a single filer mark "Single" A Single
 If you are married and your spouse has income mark "Single" Joint
 If you are married and your spouse does not work mark "Joint"
- B Enter "0" or "1" if you are married or single and no one else can claim you as a dependent (entering "0" may help you avoid having too little tax withheld) B _____
- C Enter "0" or "1" if you are married and only have one job, and your spouse does not work (entering "0" may help you avoid having too little tax withheld) C _____
- D Enter "2" if you will file head of household on your tax return (see conditions under *Head of household* above) D _____
- E Enter the number of dependents you will claim on your tax return. **Do not** claim yourself or your spouse or dependents that your spouse has already claimed on their form K-4 E _____
- F **Add lines B through E** and enter the total here F _____

▼ Cut here and give the lower portion to your employer. Keep the top portion for your records. ▼

Kansas Employee's Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the Kansas Department of Revenue. Your employer may be required to send a copy of this form to the Department of Revenue.

1 Print your First Name and Middle Initial	Last Name	2 Social Security Number
Mailing address		3 Allowance Rate Mark the allowance rate selected in Line A above. <input type="checkbox"/> Single <input type="checkbox"/> Joint
4 Total number of allowances you are claiming (from Line F above).....		4
5 Enter any additional amount you want withheld from each paycheck (this is optional).....		5 \$
6 I claim exemption from withholding. (You must meet the conditions explained in the "Exemption from withholding" Instructions above.) If you meet the conditions above, write "Exempt" on this line..... Note: The Kansas Department of Revenue will receive your federal W-2 forms for all years claimed Exempt.		6
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief it is true, correct, and complete.		
SIGN HERE		Date
7 Employer's Name and Address City of Haysville, 200 W. Grand, Haysville, KS 67060		8 EIN (Employer ID Number) 48-6085168

CITY OF HAYSVILLE

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (PAYROLL) (ACH CREDITS)

I hereby authorize the City of Haysville, hereinafter called COMPANY, to initiate credit entries to my CHECKING SAVINGS account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

DEPOSITORY

NAME _____

CITY _____

STATE _____

ZIP _____

ROUTING NO. _____

ACCOUNT NO. _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. To terminate this agreement, a written notice must be given to the COMPANY at least thirty (30) days before the termination date.

NAME _____

(Please print)

DATE _____

SIGNATURE _____

Please attach a voided check (NOT a deposit slip).



CITY OF HAYSVILLE, KANSAS

200 W. GRAND AVENUE - P.O. BOX 404, HAYSVILLE, KS 67060
(316) 529-5900 - FAX (316) 526-5925 - WWW.HAYSVILLE-KS.COM

E-DEPOSIT AUTHORIZATION

Complete and sign the form below to receive your pay information by email.

Authorization for E-Deposit Notice	
Name:	_____
	(Please Print or Type)
Department:	_____
E-mail Address:	_____
	(Please Print or Type)
1. I understand that by participating in E-Deposit, I will not receive a paper Direct Deposit Notice.	
2. I also understand that it is my responsibility to inform payroll if I change my email address or have email service problems and will do so in writing.	
3. I understand that I can cancel E-Deposit at any time, but must do so in writing.	
4. I understand that I will normally receive E-Deposit on Tuesday, but funds will not be in my bank account until pay day Friday.	
Signature:	_____
Date	_____

Return form to: Teri at City Hall or e-mail signed form to tsanders@haysville-ks.com

CITY OF HAYSVILLE
LEAVE REQUEST

Name of Employee

I request the day(s) listed below be granted to me as accumulative* _____ time:
(Insert type of leave, i.e.: vacation, personal holiday, comp time)

LEAVE DATE(S) _____
(List each day requested and # of hours per day for leave.)

***if records show the time is accumulated and has not been used.**

Employee Signature

Date of Request

Supervisor approval

Date Approved

Department Head Signature

(10/19)

ABSENCE REPORT

Employee Name (Print) _____ Payroll Period Ending _____

			FMLA? (Please Mark)	
			Yes	No
SICK LEAVE	Dates / # Hours	_____ Self _____ Dependent _____		
VACATION	Dates / # Hours	_____		
PERSONAL HOLIDAY	Dates / # Hours	_____		
HOLIDAY	Dates / # Hours	_____		
WELLNESS	Dates / # Hours	_____		
CERTIFICATE TIME	Dates / # Hours	_____		
OTHER LEAVE	Dates / # Hours	_____		
	Reason	_____		
FUNERAL LEAVE	Dates / # Hours	_____		
(List Relationship)		_____		

Supervisor Signature _____ Employee Signature _____

Department Head Signature _____

OFFICE USE ONLY: (10/19)	Date Posted _____	(For Payroll Use)
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ABSENCE REPORT

Employee Name (Print) _____ Payroll Period Ending _____

			FMLA? (Please Mark)	
			Yes	No
SICK LEAVE	Dates / # Hours	_____ Self _____ Dependent _____		
VACATION	Dates / # Hours	_____		
PERSONAL HOLIDAY	Dates / # Hours	_____		
HOLIDAY	Dates / # Hours	_____		
WELLNESS	Dates / # Hours	_____		
CERTIFICATE TIME	Dates / # Hours	_____		
OTHER LEAVE	Dates / # Hours	_____		
	Reason	_____		
FUNERAL LEAVE	Dates / # Hours	_____		
(List Relationship)		_____		

Supervisor Signature _____ Employee Signature _____

Department Head Signature _____

OFFICE USE ONLY: (10/19)	Date Posted _____	(For Payroll Use)
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Must use crutches or splint or other assistance equipment: <input type="checkbox"/> YES <input type="checkbox"/> NO Specify other:
Able to work with others: <input type="checkbox"/> YES <input type="checkbox"/> NO
Able to drive vehicle for work purposes, if applicable <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Able to give supervision to law enforcement personnel, if applicable: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Able to interact with public in law enforcement capacity, if applicable: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<ul style="list-style-type: none"> ▪ YES, there are mental, emotional, or other condition(s) which would interfere with ability to carry out all law enforcement duties, including utilization of weapons, <u>or</u> ▪ NO, there are no mental, emotional, or other condition(s) which would interfere with ability to carry out all law enforcement duties, including utilization of weapons.
Able to carry and appropriately utilize all law enforcement equipment, including weapons, if applicable: <input type="checkbox"/> YES <input type="checkbox"/> NO
Employee is not prescribed any medications with side effects likely to result in inability to effectively carry out law enforcement duties: <input type="checkbox"/> YES <input type="checkbox"/> NO
Other restriction related information (Do Not Provide any genetic, diagnosis or treatment information)

(3) SIGNATURES

Doctor Signature: _____

Doctor Phone: _____

Doctor Name: _____

Doctor Fax: _____

Today's Date: _____

General Information: This form helps gather return to work information and minimize release of medical information to a supervisor when returning from a leave of absence or use of Sick Leave for an employee's own medical condition. **Diagnosis or treatment information is not to be provided.** This completed form is submitted by the employee to the employee's supervisor to determine appropriate return to work response.

GINA Safe Harbor Statement: The Genetic Information Nondiscrimination Act (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

INFORMATION FOR INJURED EMPLOYEES

K-WC 27-A (Rev. 7-19)

*** THIS NOTICE APPLIES TO ACCIDENTS ON OR AFTER APRIL 25, 2013 ***

Employers are required to provide this information to each injured worker

WHAT TO DO IF AN INJURY OCCURS ON THE JOB

If you have any questions about workers compensation benefits, contact the Division of Workers Compensation at the phone number at the bottom of the page. **Assistance in Spanish is available.**

(1) NOTIFY YOUR EMPLOYER IMMEDIATELY: Per K.S.A. 44-520, a claim may be denied if an employee fails to notify their employer within the earliest of the following dates: (A) 20 calendar days from the date of accident or the date of injury by repetitive trauma; (B) if the employee is working for the employer against whom benefits are being sought and such employee seeks medical treatment for any injury by accident or repetitive trauma, 20 calendar days from the date such medical treatment is sought; or (C) if the employee no longer works for the employer against whom benefits are being sought, 10 calendar days after the employee's last day of actual work for the employer.

Notice may be given orally or in writing. Where notice is provided orally, if the employer has designated an individual or department to whom notice must be given and such designation has been communicated in writing to the employee, notice to any other individual or department shall be insufficient under this section. If the employer has not designated an individual or department to whom notice must be given, notice must be provided to a supervisor or manager.

Where notice is provided in writing, notice must be sent to a supervisor or manager at the employee's principal location of employment.

The notice, whether provided orally or in writing, shall include the time, date, place, person injured and particulars of such injury. It must be apparent from the content of the notice that the employee is claiming benefits under the workers compensation act or has suffered a work-related injury.

(2) FOLLOW YOUR EMPLOYER'S INSTRUCTIONS for getting medical aid and follow the doctor's instructions.

(3) MEDICAL BENEFITS: An injured worker is entitled to all medical services reasonably necessary to cure and relieve the worker from the effects of the injury. The employer has the right to select the doctor who will treat the injury. A worker may seek the services of an unauthorized doctor up to a limit of \$500.00. A worker may apply to the Workers Compensation Director to change the authorized treating doctor. Reimbursement for travel to obtain medical treatment is payable at a rate set by law for trips that are five miles or more (round trip).

(4) WEEKLY BENEFITS: Benefits are paid by the employer's insurance carrier or self insurance program. Injured workers are not entitled to compensation for the first week they are off work unless they lose three consecutive weeks. The first compensation payment is normally due at the end of the 14th day of lost time. An injured employee is entitled to a weekly amount of 66 ⅔ percent of his/her average weekly wage up to a maximum of 75 percent of the state's average weekly wage. These benefits are subject to legislative changes. If the injury results in permanent disability, the Kansas Workers Compensation law provides for additional benefits.

RESPONSIBILITIES OF THE EMPLOYER

1. Unless self-insured, the employer must advise its insurance carrier or group-funded pool of employee's injury.

Per K.S.A. 44-557, it is the duty of every employer to make or cause to be made a report to the director of any accident, or claimed or alleged accident, to any employee which occurs in the course of the employee's employment and of which the employer or the employer's supervisor has knowledge, which report shall be made upon a form to be prepared by the director, within 28 days, after the receipt of such knowledge, if the personal injuries which are sustained by such accidents, are sufficient wholly or partially to incapacitate the person injured from labor or service for more than the remainder of the day, shift or turn on which such injuries were sustained.

As outlined in K.A.R. 51-9-17, all insurance carriers, group pools and self-insurers are required to use Electronic Data Interchange (EDI) to file First Reports of Injury (FROI) and Subsequent Reports of Injury (SROI) using the Release 3.1 Standards. For details contact the Technology and Statistics section of the Division of Workers Compensation at (785) 296-4000 or (800) 332-0353. You may access our website at [http://www.dol.ks.gov/wc/insurer/electronic-data-interchange-\(edi\)](http://www.dol.ks.gov/wc/insurer/electronic-data-interchange-(edi)).

2. Employers must provide for the payment of workers compensation claims without any charge to employees.
3. Employers must post the Workers Compensation Notice prepared by the Director.
4. Employers must pay compensation benefits, regardless of insurance coverage.
5. Upon receiving notice of an injury, the employer must provide the employee written information to assist the injured worker in understanding his/her rights and responsibilities in obtaining compensation.

Pursuant to K.S.A. 44-5, 102(a) EMPLOYERS MUST COMPLETE THE FOLLOWING INFORMATION FOR INJURED WORKERS

YOUR CLAIM WILL BE HANDLED BY:

Company KMIT Claims

Address PO Box 26721

Overland Park, KS 66225

Contact Person Gene Miller, KMIT Lead Claims Adjuster

Phone (844) 682-2266 Fax: (816) 214-4080

Email GMiller.KMIT@CISInsuranceSolutions.com



Family & Medical Leave (FMLA) Request Form

Employee Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone Number: _____ Hire Date: _____

Request is for _____ Employee (Self)
_____ To Care for Family Member Name & Relationship _____

What is the qualifying reason(s) for leave?

- _____ The birth of a child, or placement of a child with you for adoption or foster care
- _____ Your own serious health condition
- _____ Because you are needed to care for your _____ spouse; _____ child; _____ parent due to his/her serious health condition
- _____ Because of a qualifying exigency arising out of the fact that your _____ spouse; _____ son or daughter; _____ parent is on covered active duty or call to covered active duty status with the Armed Forces
- _____ Because you are the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of a covered servicemember with a serious injury or illness

Requested date to begin leave: _____ Expected date to return to work: _____

Type of leave requested: Continuous Leave _____ Intermittent _____

If your need for leave is intermittent, please describe the nature of your intermittent leave:

Substitution of Paid Leave: You have the right to substitute accrued paid leave for FMLA leave that runs concurrently with the unpaid FMLA leave. Please indicate the type of accrued paid leave and number of hours you would like to use during your FMLA.

Type of Paid Leave: _____ # of Hours: _____

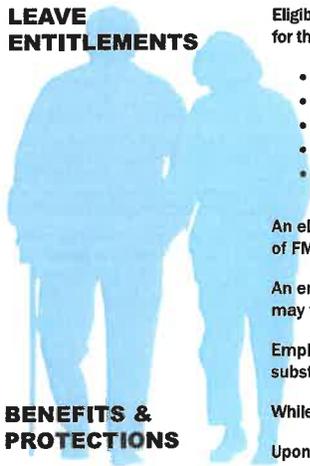
Employee Signature

Date

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20



ENROLLMENT / CHANGE FORM

Haysville City Hall
200 West Grand
Haysville, KS 67060
(316) 529-5900

Group No.: BMI706 City of Haysville

New Hire
 Open Enrollment
 Change

REASON FOR CHANGE

Marriage
 Divorce/Legal Separation
 Loss of Dependent Status
 Birth/Adoption
 Reduction of Hours
 QMCSO
 Involuntary Loss of Coverage (give reason) _____
 Other _____
 Date of Qualifying Event ____ / ____ / ____

Employee Name: _____ **Date of Hire:** _____
Address: _____ **Social Security #:** _____
City, State, Zip: _____ **Date of Birth:** _____
Email Address: _____ **Gender:** _____
Home Phone: _____ **Mobile Phone:** _____
Occupation: _____ **Marital Status:** _____

GROUP INSURANCE SELECTION

MEDICAL INSURANCE		DENTAL INSURANCE	VISION INSURANCE
My Medical Plan Selection: <input type="checkbox"/> Option 1 - \$1,000 Deductible <input type="checkbox"/> Option 2 - \$1,500 Deductible <input type="checkbox"/> Option 3 - \$2,000 Deductible <input type="checkbox"/> Option 4 - \$3,100 HDHP Plan <input type="checkbox"/> Waive Coverage	Who is Insured: <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee and Spouse <input type="checkbox"/> Employee and Children <input type="checkbox"/> Employee and Family	Who is Insured: <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee & Spouse <input type="checkbox"/> Employee & Children <input type="checkbox"/> Employee & Family <input type="checkbox"/> Waive Coverage	Who is Insured: <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee & Spouse <input type="checkbox"/> Employee & Children <input type="checkbox"/> Employee & Family <input type="checkbox"/> Waive Coverage

ELIGIBLE DEPENDENT INFORMATION – ADDING TO / REMOVING FROM PLAN

List all eligible dependents you want to add or remove from this policy (spouse, children, step-children or children of legal guardianship). For the Medical, unless handicapped, to qualify for coverage a child must be under the age of 26 (or age 18 in the case of legal guardianship). For the Dental Plan, unless handicapped, to qualify for coverage a child must be unmarried and under the age of 24. For the Vision Plan, unless handicapped, to qualify for coverage a child must be unmarried and under the age of 26.

Dependent Name (last, first)	Social Security Number <small>Mandatory to comply with 42 U.S.C. 1395j(b)(1)</small>	Gender	Date of Birth	Relationship to Employee	Add or Remove this person A/R

OTHER COVERAGE INFORMATION

Yes No Do you or any dependents applying for coverage have other medical insurance in effect now **that will not terminate upon this plan's effective coverage?**

If yes, please answer the following questions regarding your other medical insurance:

Type of Insurance: Group Individual Medicare Medicaid Other
 Effective date of other coverage _____ Other Insurance Co. _____
 Policyholder _____ Address _____
 Policy # _____ City, ST, Zip _____
 Phone Number _____
 Identify each person insured _____

VERIFICATION OF SPOUSE ELIGIBILITY FOR HEALTH PLAN

The City of Haysville Health Plan offers a comprehensive health insurance plan to all eligible employees. Our employees are our greatest asset and we want our employees and their dependents to have access to quality healthcare. Some employee's spouses have access to a health plan through the spouse's employer. If your spouse is employed and eligible to participate in his/her employer's health plan, the spouse is not eligible to enroll in the City of Haysville Health Plan. Dependent children may be enrolled in the City of Haysville Health Plan regardless of whether they are insured under your spouse's plan.

Should your spouse become eligible to enroll in his/her employer's health plan in the future, it is your responsibility to notify the City of Haysville Human Resources Office within 30 days and terminate the spouse's coverage through the City of Haysville Health Plan. The coverage will terminate the end of the month your spouse became eligible for his/her employer's health plan.

If your spouse loses coverage due to loss of job, reduction in hours, etc., you have 30 days to complete and submit a City of Haysville Health Plan Enrollment Form. Coverage through the City of Haysville Health Plan will be effective the first of the month following your spouse's loss of coverage.

1. Are you married? Yes No (if no, stop here, sign and date below)
2. Is your spouse employed? Yes No (if no, stop here, sign and date below)

If yes, provide: Name of Spouse: _____

Name of Spouse's Employer: _____

Phone Number for Spouse's Employer: _____

3. My spouse is not eligible for another employer's health plan because:
- My spouse's employer does not offer a health plan to employees
 - My spouse is self-employed and does not offer a health plan to employees
 - My spouse is a part time employee and not eligible for the health plan.
 - My spouse is a temporary or seasonal employee and not eligible for the health plan.
 - Other _____

I certify my spouse is not eligible to be covered by his/her employer's health plan and understand providing false information about my spouse's eligibility may result in disciplinary action, up to and including termination of employment.

The statements and answers provided on this affidavit are true, complete and accurate to the best of my knowledge. I understand any misrepresentation, omission or failure to notify the City of Haysville if my spouse becomes eligible to enroll in another employer's health plan is grounds for disciplinary action which may result up to and including termination of employment.

Employee Signature

Date

PARTICIPANT AUTHORIZATION

I hereby acknowledge my receipt of the Health Plan's Notice of Privacy Practices.

I certify that I have selected the above plan option and fully understand the terms and conditions of the plan. I further certify that the above listed information is true and correct. If I knowingly elect coverage for ineligible dependents, I understand and agree the Health Plan may seek to recover all paid claims. I hereby authorize the deduction from my earnings of the required contribution, if any, toward the cost of such insurance. I understand if my employment is terminated, upon re-employment, insurance will not be effective until I again apply for insurance in accordance with the terms of the Health Plan.

I agree on behalf of myself and those family members enrolled ("Dependents") for whom I have the authority to enroll and to consent on their behalf (collectively my Dependents and I shall be referred to as my "Enrolled Family"), that BMI and their authorized representatives may use or disclose to third parties the information contained on this enrollment form and individually identifiable health information relating to my Enrolled Family for purposes of administering health insurance benefits, including for treatment, payment or health care operations, as those terms are explained in detail in the Health Plan's Notice of Privacy Practices and to the extent permitted by law.

I also agree on behalf of myself and my Dependents, to the extent permitted by law, health care providers, insurers, claims administrators and others may disclose my Enrolled Family's personal information including individually identifiable health information including diagnosis, prognosis, treatment and payment information related to physical and/or mental illness and substance abuse to the Health Plan for the administration of health insurance benefits, including for treatment, payment or health care operations purposes and other purposes permitted by law.

I understand my selections on this Enrollment Form cannot be changed until July 1, 2018 unless I have a qualifying family status change. A new Enrollment Form must be completed and submitted within 30 days of the family status change. The next open enrollment period will be during June, 2018 with coverage effective July 1, 2018.

Employee Signature

Date



**BENEFICIARY DESIGNATION FORM
GROUP LIFE AND GROUP ACCIDENTAL DEATH
& DISMEMBERMENT INSURANCE**
Unum Life Insurance Company of America
Provident Life and Accident Insurance Company
The Paul Revere Life Insurance Company

Instructions: Please complete, sign and date this form to designate your beneficiary(ies) or to change your existing beneficiary(ies). This form cancels all prior designations. If more than one beneficiary is named and no percentages are indicated, payment will be made to them in equal shares. If there are more than three (3) primary and/or contingent beneficiaries, please attach a separate sheet of paper. **Return the completed form to your employer.**

SECTION 1: Employee Information

Name (Last Name, Suffix, First Name, MI)

Social Security Number

Employer Name

City of Haysville

Check the coverages listed below to which this beneficiary designation applies:

Basic Life Supplemental Life AD&D All

SECTION 2: Primary Beneficiary (ies)

I choose the person(s) named below to be the primary beneficiary(ies) of the Life Insurance benefits that may be payable at the time of my death. If any primary beneficiary(ies) is disqualified or dies before me, his/her percentage of this benefit will be paid to the remaining primary beneficiary(ies).

Name & Address	Relationship	Social Security Number	Date of Birth	Percentage
				Total Must Equal 100%

SECTION 3: Contingent Beneficiary (ies)

If all primary beneficiaries are disqualified or die before me, I choose the person(s) named below to be my contingent beneficiary(ies).

Name & Address	Relationship	Social Security Number	Date of Birth	Percentage
				Total Must Equal 100%

SECTION 4: Signature

X

Employee Signature

Date

Unum is a registered trademark and marketing brand of Unum Group and its insuring subsidiaries.

CS-1110 (12/09)

Important Information About Designation of Beneficiaries

Beneficiary Information

- **Primary Beneficiary(ies)** means the person(s) you choose to receive your life insurance benefits. Please specify the percentage of the benefit you want paid to each beneficiary; these percentages should total 100%. If any primary beneficiary is disqualified or dies before you, his/her percentage of the benefit will be paid to the remaining primary beneficiary(ies).
- **Contingent Beneficiary(ies)** means the person(s) you choose to receive your life insurance benefits only if **all** primary beneficiaries are disqualified or die before you. Please specify the percentage of the benefit you want paid to each beneficiary; these percentages should total 100%. If any contingent beneficiary is disqualified or dies before you, his/her percentage of the benefit will be paid to the remaining contingent beneficiary(ies).
- **Minor Beneficiary(ies)** – When you designate minors as beneficiaries, it is important to understand that insurance benefits may not be released to a minor child. They may, however, be paid to a court appointed guardian of the child's estate. The regulations governing minor beneficiaries vary by state.
- **Trust** – You may designate a valid trust as a beneficiary.

Types of Coverage Information

- **Basic Life** is life insurance provided by your employer for which they pay the premiums.
- **Supplemental Life** is life insurance elected by you for which you pay the premiums.
- **AD&D** is Accidental Death & Dismemberment coverage.
- If you wish to designate different beneficiaries for any of the above coverages, please complete a separate form.

General Information

- **Updates to Your Beneficiary Designation** – You can change your beneficiary designation at any time. You may wish to review your designation periodically.
- **Consult an Attorney** – This information is not intended to be relied on as legal advice. You may wish to get the assistance of an attorney to help ensure your beneficiary designation correctly reflects your intentions.



KPERs-7/99 Rev. 11/16

DESIGNATION OF BENEFICIARY

For security reasons, do not submit form by e-mail.

■ Important – You have the option to make beneficiary changes in your online account at kpers.org. *Changes online or with this form replace all previous designations.* Read instructions on page 3. If you have more beneficiaries than spaces in any category, please use an Additional Beneficiaries page. Do not attach plain paper or continue on the back of this form. Additional pages must be attached to this completed form to be valid.

Mark this box if you are using additional pages.

■ Contact Us – toll free: 1-888-275-5737 • **phone:** 785-296-6166 • **fax:** 785-296-6638
email: kpers@kpers.org • **web site:** www.kpers.org • **mail:** 611 S. Kansas Ave., Suite 100, Topeka, KS 66603

■ Part A – Member Information

- 1. Social Security Number: _____
- 2. Name (First, MI, Last): _____
- 3. Telephone Number: _____
- 4. Mailing Address: _____
- 5. Employer: _____
- City, State, Zip: _____

■ Part B – Primary Beneficiary for KPERs Retirement Benefits – Includes accumulated contributions and interest. Each beneficiary will share your benefit equally. *You must name a primary beneficiary in this section.*

Name: _____	Social Security Number: _____
<input type="checkbox"/> Person (state relationship): _____	<input type="checkbox"/> Estate <input type="checkbox"/> Trust
Date of Birth: _____	
Name: _____	Social Security Number: _____
<input type="checkbox"/> Person (state relationship): _____	<input type="checkbox"/> Estate <input type="checkbox"/> Trust
Date of Birth: _____	
Name: _____	Social Security Number: _____
<input type="checkbox"/> Person (state relationship): _____	<input type="checkbox"/> Estate <input type="checkbox"/> Trust
Date of Birth: _____	
Name: _____	Social Security Number: _____
<input type="checkbox"/> Person (state relationship): _____	<input type="checkbox"/> Estate <input type="checkbox"/> Trust
Date of Birth: _____	
Name: _____	Social Security Number: _____
<input type="checkbox"/> Person (state relationship): _____	<input type="checkbox"/> Estate <input type="checkbox"/> Trust
Date of Birth: _____	

■ Part C – Contingent Beneficiary for KPERs Retirement Benefits – Includes accumulated contributions and interest. Each beneficiary will share your benefit equally if your primary beneficiary(ies) is not living.

Name: _____	Social Security Number: _____
<input type="checkbox"/> Person (state relationship): _____	<input type="checkbox"/> Estate <input type="checkbox"/> Trust
Date of Birth: _____	
Name: _____	Social Security Number: _____
<input type="checkbox"/> Person (state relationship): _____	<input type="checkbox"/> Estate <input type="checkbox"/> Trust
Date of Birth: _____	
Name: _____	Social Security Number: _____
<input type="checkbox"/> Person (state relationship): _____	<input type="checkbox"/> Estate <input type="checkbox"/> Trust
Date of Birth: _____	
Name: _____	Social Security Number: _____
<input type="checkbox"/> Person (state relationship): _____	<input type="checkbox"/> Estate <input type="checkbox"/> Trust
Date of Birth: _____	
Name: _____	Social Security Number: _____
<input type="checkbox"/> Person (state relationship): _____	<input type="checkbox"/> Estate <input type="checkbox"/> Trust
Date of Birth: _____	

(more)

Member Name (Please Print): _____ Social Security Number: _____

■ **Part D – Primary Beneficiary for Life Insurance (Active Members Only)** – Complete this section if you want to name a separate beneficiary to receive your basic and optional group life insurance. Each beneficiary will share your benefit equally. If you do not want to name a separate beneficiary, leave this section blank and advance to Part F.

Name: _____ Social Security Number: _____

Person (state relationship): _____ Estate Trust Date of Birth: _____

Name: _____ Social Security Number: _____

Person (state relationship): _____ Estate Trust Date of Birth: _____

Name: _____ Social Security Number: _____

Person (state relationship): _____ Estate Trust Date of Birth: _____

Name: _____ Social Security Number: _____

Person (state relationship): _____ Estate Trust Date of Birth: _____

Name: _____ Social Security Number: _____

Person (state relationship): _____ Estate Trust Date of Birth: _____

■ **Part E – Contingent Beneficiary for Life Insurance (Active Members Only)** – For basic and optional group life insurance. Each beneficiary will share your benefit equally if your primary beneficiary(ies) is not living.

Name: _____ Social Security Number: _____

Person (state relationship): _____ Estate Trust Date of Birth: _____

Name: _____ Social Security Number: _____

Person (state relationship): _____ Estate Trust Date of Birth: _____

Name: _____ Social Security Number: _____

Person (state relationship): _____ Estate Trust Date of Birth: _____

Name: _____ Social Security Number: _____

Person (state relationship): _____ Estate Trust Date of Birth: _____

Name: _____ Social Security Number: _____

Person (state relationship): _____ Estate Trust Date of Birth: _____

■ **Part F – Member Signature** – Only the member may designate a beneficiary. Conservators, guardians and those with power of attorney cannot name a KPERS beneficiary. Member's signature must be witnessed by a disinterested party. Witness may not be a beneficiary. *Second witness required only if member signs with an "X."

Member Signature: _____ Month/Day/Year: ____/____/____

Witness Signature: _____ Month/Day/Year: ____/____/____

*Witness Signature: _____ Month/Day/Year: ____/____/____

■ Who Can You Name as Beneficiary?

You can choose:

- A living person.
- A trust.
- Your estate.
- Any combination of these options.

You cannot name a church or other charitable organization as a beneficiary.

If you choose more than one beneficiary, each will share your benefits equally. You can name separate beneficiaries for your retirement benefits and life insurance. You can also name a contingent beneficiary to receive your benefits if your primary beneficiary is not living. Only members can complete the designation form. Conservators, guardians and those with power of attorney cannot select or change a KPERs beneficiary.

You have the option to make beneficiary changes in your online account. To login, navigate to kpers.org, then click the Member Login button. *Changes online or with this form replace all previous designations.* Every time you complete the form, fill in both the primary and contingent beneficiary sections if you intend to have a contingent beneficiary. If you complete only the contingent section and leave the primary blank, you will have no primary beneficiary, even if a past form names one. The Board of Trustees recognizes only those designations received in the Retirement System office before your death.

Important: You must name a primary beneficiary for retirement benefits in Part B. If no primary or contingent beneficiary is living at the time of your death, your retirement benefits will be paid according to the line of descendency in K.S.A. 74-4902(7).

■ What Your Beneficiary Receives

Your primary beneficiary for retirement benefits will receive your contributions and interest, or possibly a monthly benefit if your spouse is your sole primary beneficiary (see Surviving Spouse Benefit). He or she will also receive any basic and optional group life insurance you have unless you name a separate beneficiary for your life insurance.

■ Surviving Spouse Benefit (Spouse as Sole Primary Beneficiary)

If you die before retirement, your spouse can choose a monthly benefit for the rest of his or her life, instead of receiving your returned contributions and interest. You must have designated your spouse as your **sole** primary beneficiary for retirement benefits.

Situation #1 *If you were eligible to retire, your spouse begins receiving a monthly benefit immediately.*

Situation #2 *If you were not yet eligible to retire but had ten years of service, your spouse begins receiving a monthly benefit when you would have reached age 55.*

You can name contingent beneficiaries or separate beneficiaries for your life insurance without affecting this benefit option.

■ Naming a Trust or Your Estate

If you name a trust, provide the name of the trust (e.g., Your Name, Trust #1). If you name your estate, write "Estate of (Your Name)" or "My Estate." You can name another primary or contingent beneficiary in addition to your estate or a trust, and each will share your benefit equally.

■ Naming a Minor Child as Beneficiary

If you name a minor child as a primary beneficiary, lump-sum benefit amounts under \$10,000 will be paid out under the Kansas Uniform Transfer to Minors Act. The Retirement System will send the guardian or custodian a form to complete and the benefit is paid to that individual on behalf of the minor. If the benefit is \$10,000 or more, Kansas law requires a conservator be appointed.

■ Naming Additional Beneficiaries

If you need to name more beneficiaries than space allows, please use an Additional Retirement or Life Insurance Beneficiaries page. This page must be with your completed Designation of Beneficiary form to be valid. You can download additional pages at kpers.org or get one from your designated agent.

■ Inactive Members

Your beneficiary will receive your accumulated contributions and interest, or your spouse can receive the Surviving Spouse Benefit if you meet the criteria. Inactive members are not eligible for group life insurance and do not need to name a beneficiary in Part D or Part E.

■ Membership in More Than One Retirement System (KPERs, KP&F, Judges, Board of Regents)

If you are a member of more than one KPERs-administered retirement system (KPERs, KP&F, Judges), this beneficiary designation will become your designation for all systems. If you are a Board of Regents member and have KPERs service credit, this form designates beneficiaries for KPERs benefits, not your Board of Regents benefits.

For additional information on designating a beneficiary, visit kpers.org or refer to your membership guide.



Beneficiary Designation
Governmental 457(b) Plan

KPERS 457 - City of Haysville

130076-01

For My Information

- For questions regarding this form, visit the Web site at www.kpers457.org or contact Service Provider at 1-800-232-0024.
- Use black or blue ink when completing this form.

A Participant Information

Account extension, if applicable, identifies funds transferred to a beneficiary due to participant's death, alternate payee due to divorce or a participant with multiple accounts.

Account Extension _____

			-			-						
--	--	--	---	--	--	---	--	--	--	--	--	--

Social Security Number (Must provide all 9 digits)

Last Name _____ First Name _____ M.I. _____ Date of Birth _____

Email Address _____ Daytime Phone Number _____

Married Unmarried _____

Alternate Phone Number _____

B Beneficiary Designation

Primary Beneficiary Designation (Attach an additional sheet to name additional beneficiaries.)

% of Account Balance	Primary Beneficiary Name	Relationship	Social Security Number	Date of Birth	

% of Account Balance	Primary Beneficiary Name	Relationship	Social Security Number	Date of Birth	
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% of Account Balance	Primary Beneficiary Name	Relationship	Social Security Number	Date of Birth	
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Contingent Beneficiary Designation

% of Account Balance	Contingent Beneficiary Name	Relationship	Social Security Number	Date of Birth	
----------------------	-----------------------------	--------------	------------------------	---------------	--

% of Account Balance	Contingent Beneficiary Name	Relationship	Social Security Number	Date of Birth	
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% of Account Balance	Contingent Beneficiary Name	Relationship	Social Security Number	Date of Birth	
----------------------	-----------------------------	--------------	------------------------	---------------	--

C Participant Consent

I have completed, understand and agree to all pages of this Beneficiary Designation form. Subject to and in accordance with the terms of the Plan, I am making the above beneficiary designations for my vested account in the event of my death. If I have more than one primary beneficiary, the account will be divided as specified. If a primary beneficiary predeceases me, his or her benefit will be allocated to the surviving primary beneficiaries. Contingent beneficiaries will receive a benefit only if there is no surviving primary beneficiary, as specified. If a contingent beneficiary predeceases me, his or her benefit will be allocated to the surviving contingent beneficiaries. If I fail to designate beneficiaries, amounts will be paid pursuant to the terms of the Plan or applicable law. This designation is effective upon execution and delivery to Service Provider. If any information is missing, additional information may be required prior to recording my designation.

This designation supersedes all prior designations. Beneficiaries will share equally if percentages are not provided and any amounts unpaid upon death will be divided equally. **Primary and contingent beneficiaries must separately total 100% in whole percentages.**

I understand that the Service Provider is required to comply with the regulations and requirements of the Office of Foreign Assets Control, Department of the Treasury ("OFAC"). As a result, the Service Provider cannot conduct business with persons in a blocked country or any person designated by OFAC as a specially designated national or blocked person. For more information, please access the OFAC Web site at: <http://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx>.

Any person who presents a false or fraudulent claim is subject to criminal and civil penalties.

Participant Signature _____ Date (Required) _____

HAC MEMBERSHIP

Please sign the appropriate option and return it to Teri or Georgie:

AUTHORIZATION FOR SINGLE HAC MEMBERSHIP

I hereby authorize approval of my single membership for the use of the Haysville Activity Center. I understand my membership is a taxable benefit and that the value of a single membership will be taxed once a month. (The value of a yearly membership is \$140.)

I am age 55 years or older (The value of a senior yearly membership is \$120.)

I understand this authorization will only be in effect while actively working or until my employment ends or I request in writing that my membership be changed or cancelled.

Memberships for employees who are inactive for more than 2 consecutive pay periods will be disqualified.

PRINTED NAME: _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

AUTHORIZATION FOR HAC FAMILY MEMBERSHIP

I hereby authorize payroll deduction for the annual membership fee for the use of the Haysville Activity Center to be deducted on a per-pay-period basis beginning immediately. I understand my membership is a taxable benefit and that the value of a single membership will be taxed once a month. (The value of a yearly single membership is \$140.)

I am age 55 years or older (The value of a senior yearly membership is \$120.)

I understand this authorization will only be in effect while actively working or until my employment ends or I request in writing that my membership be changed or cancelled.

Memberships for employees who are inactive for more than 2 consecutive pay periods will be disqualified.

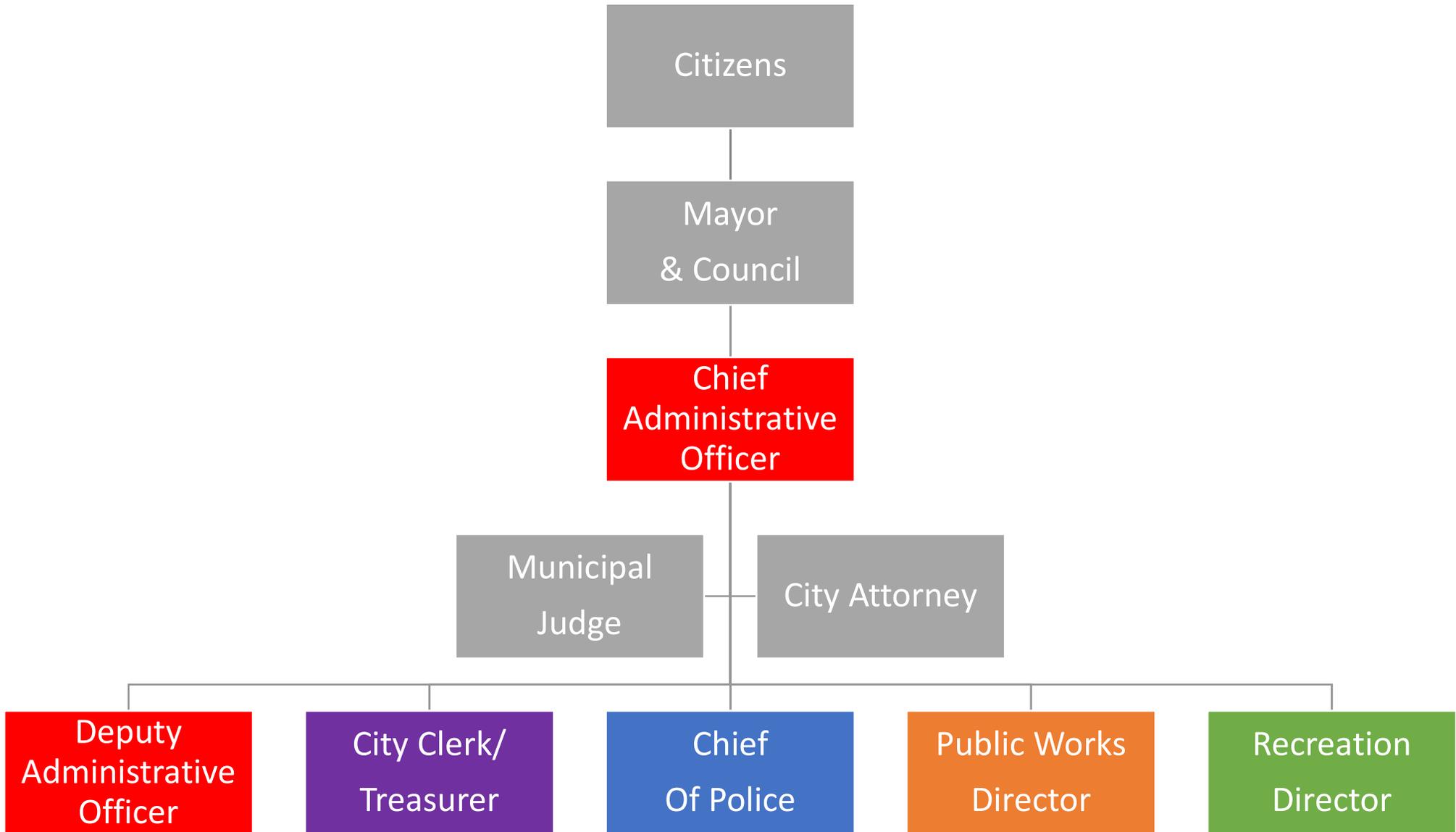
AMOUNT: \$4.61

PRINTED NAME: _____

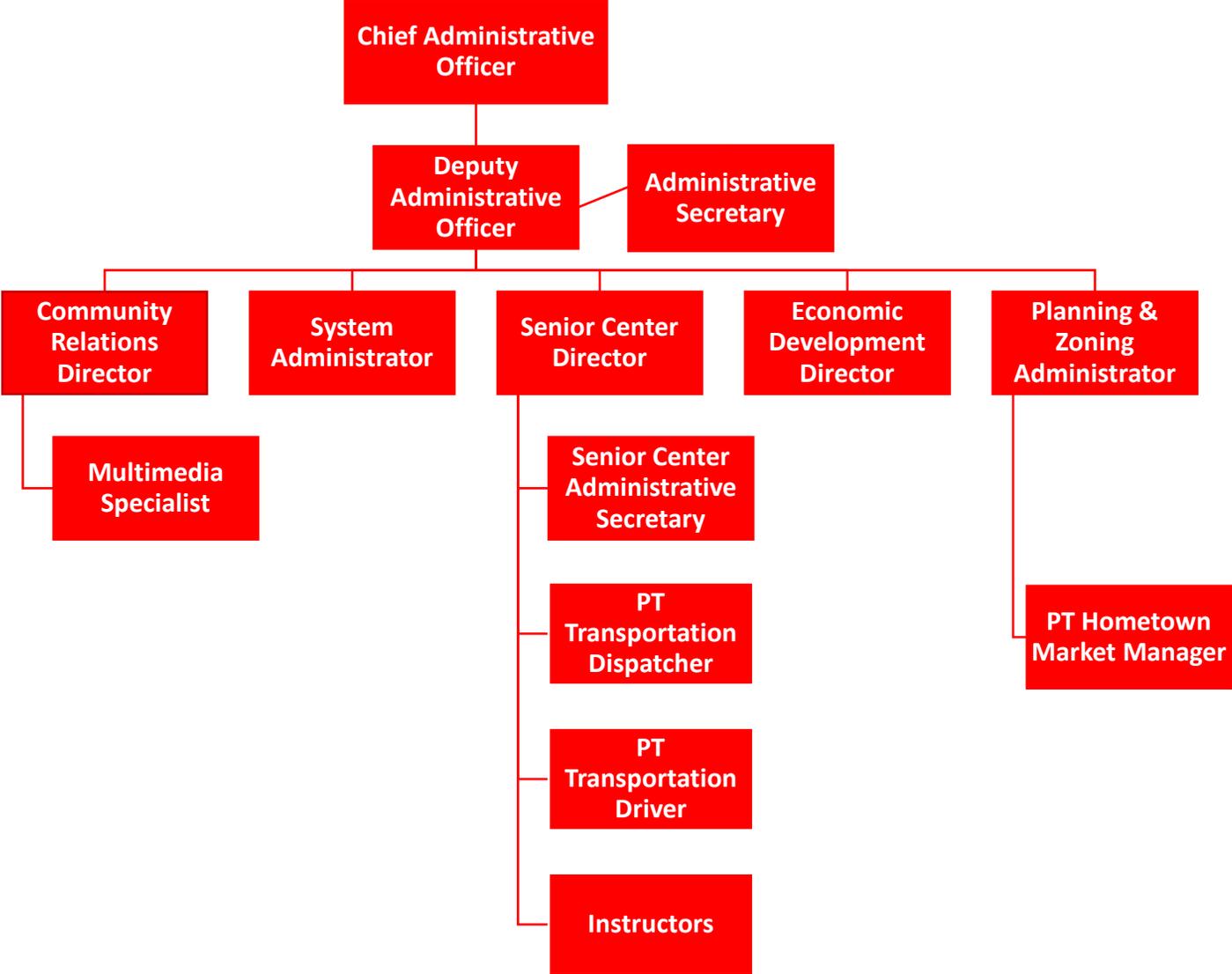
EMPLOYEE'S SIGNATURE: _____

DATE: _____

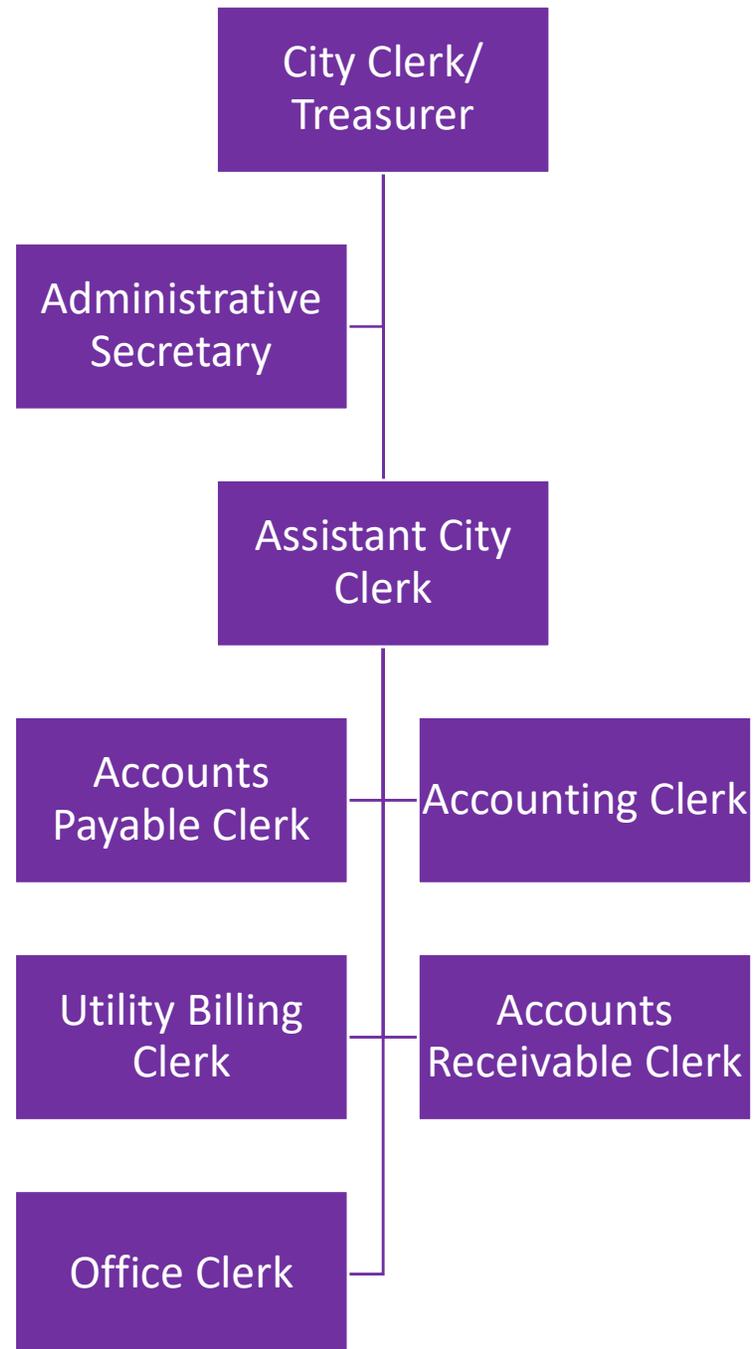
City of Haysville Organizational Chart



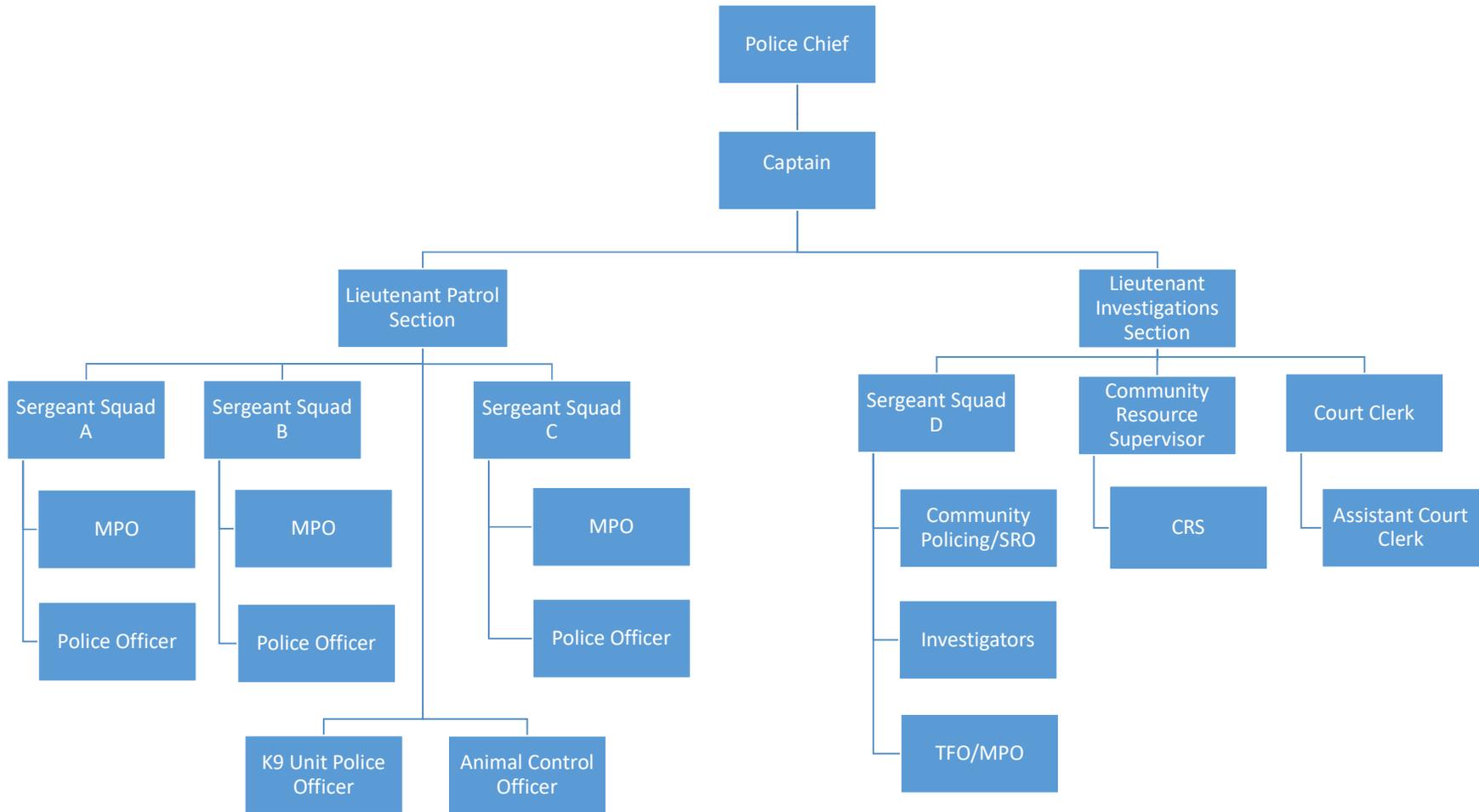
Administrative Services Organizational Chart



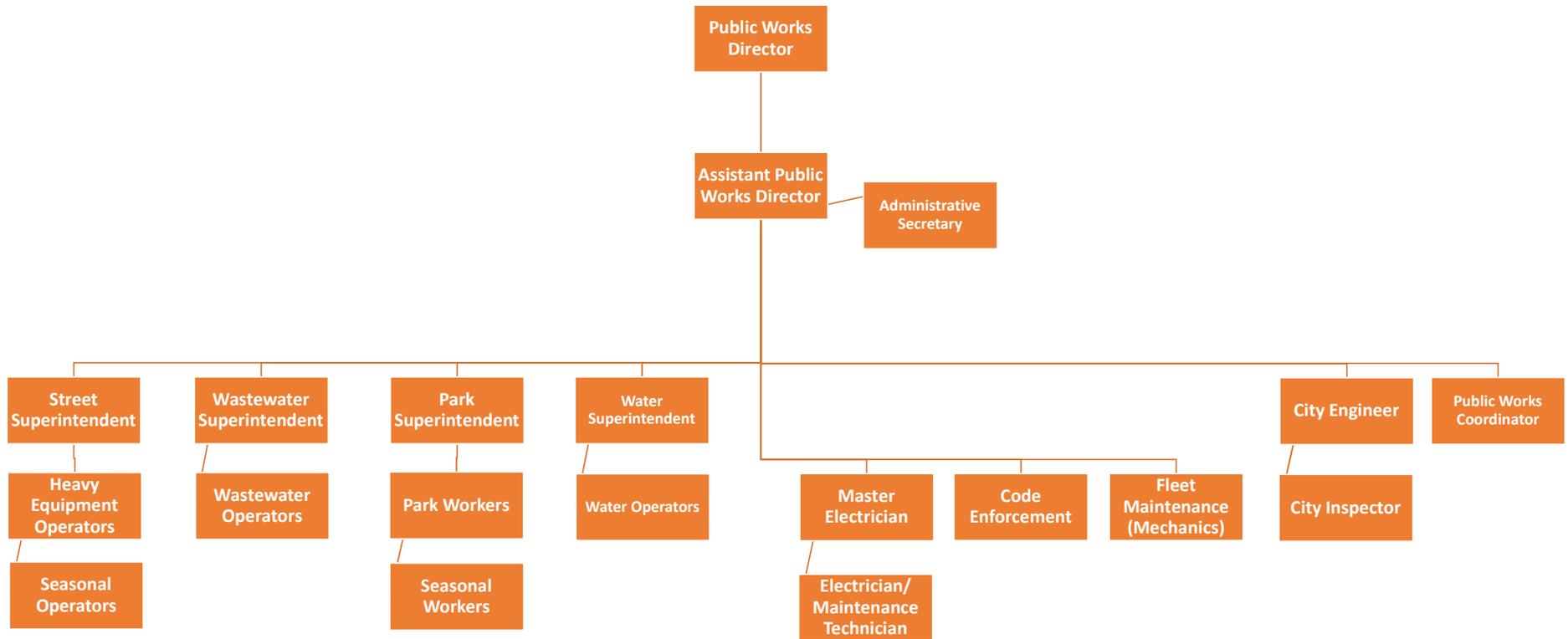
City Clerk Department Organizational Chart



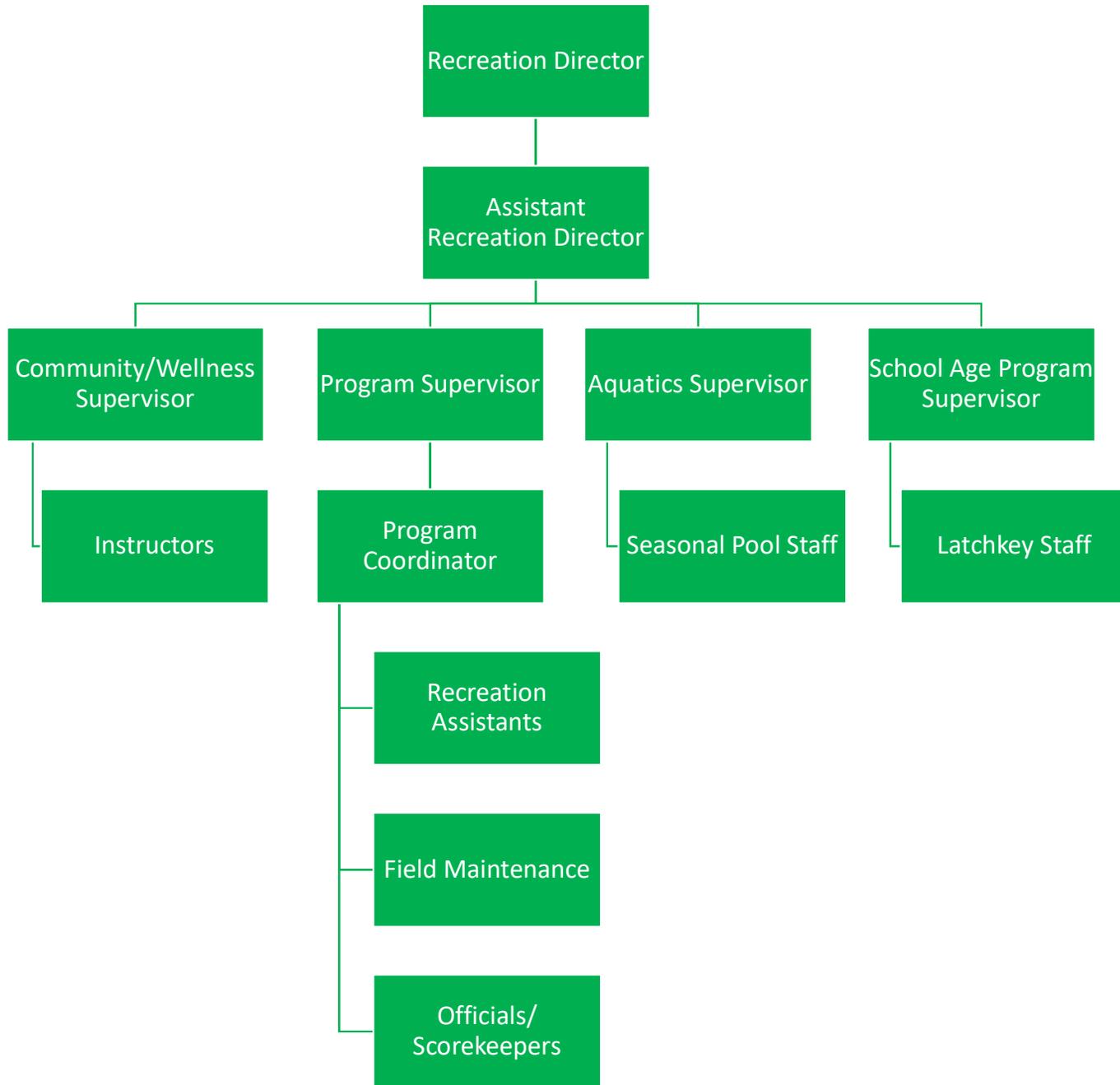
Police Department Organizational Chart



Public Works Organizational Chart



Recreation Department Organizational Chart



Pay Chart - 2020 Personnel Manual Revision		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Job Title		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	General Maintenance Worker	11.35	11.69	12.04	12.40	12.77	13.15	13.54	13.95	14.37	14.80	15.24	15.70	16.17	16.66	17.16
2	Recreation Assistant I	11.35	11.69	12.04	12.40	12.77	13.15	13.54	13.95	14.37	14.80	15.24	15.70	16.17	16.66	17.16
3	Park Worker I	12.35	12.72	13.10	13.49	13.89	14.31	14.74	15.18	15.64	16.11	16.59	17.09	17.60	18.13	18.67
4	Recreation Assistant II	12.35	12.72	13.10	13.49	13.89	14.31	14.74	15.18	15.64	16.11	16.59	17.09	17.60	18.13	18.67
5	Office Clerk	13.35	13.75	14.16	14.58	15.02	15.47	15.93	16.41	16.90	17.41	17.93	18.47	19.02	19.59	20.18
6	Assistant Court Clerk	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73	17.23	17.75	18.28	18.83	19.39	19.97	20.57
7	Accounts Receivable Clerk	13.85	14.27	14.70	15.14	15.59	16.06	16.54	17.04	17.55	18.08	18.62	19.18	19.76	20.35	20.96
8	Community Resource Specialist	13.85	14.27	14.70	15.14	15.59	16.06	16.54	17.04	17.55	18.08	18.62	19.18	19.76	20.35	20.96
9	Park Worker II	14.00	14.42	14.85	15.30	15.76	16.23	16.72	17.22	17.74	18.27	18.82	19.38	19.96	20.56	21.18
10	Transportation Dispatcher	14.00	14.42	14.85	15.30	15.76	16.23	16.72	17.22	17.74	18.27	18.82	19.38	19.96	20.56	21.18
11	Transportation Driver	14.00	14.42	14.85	15.30	15.76	16.23	16.72	17.22	17.74	18.27	18.82	19.38	19.96	20.56	21.18
12	Animal Control Officer	14.10	14.52	14.96	15.41	15.87	16.35	16.84	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34
13	Skilled Laborer	14.35	14.78	15.22	15.68	16.15	16.63	17.13	17.64	18.17	18.72	19.28	19.86	20.46	21.07	21.70
14	Mechanic's Assistant	14.60	15.04	15.49	15.95	16.43	16.92	17.43	17.95	18.49	19.04	19.61	20.20	20.81	21.43	22.07
15	Water Operator I	14.60	15.04	15.49	15.95	16.43	16.92	17.43	17.95	18.49	19.04	19.61	20.20	20.81	21.43	22.07
16	Administrative Secretary	15.10	15.55	16.02	16.50	17.00	17.51	18.04	18.58	19.14	19.71	20.30	20.91	21.54	22.19	22.86
17	Wastewater Operator I	15.10	15.55	16.02	16.50	17.00	17.51	18.04	18.58	19.14	19.71	20.30	20.91	21.54	22.19	22.86
18	Park Worker III	15.60	16.07	16.55	17.05	17.56	18.09	18.63	19.19	19.77	20.36	20.97	21.60	22.25	22.92	23.61
19	Utility Billing Clerk	15.85	16.33	16.82	17.32	17.84	18.38	18.93	19.50	20.09	20.69	21.31	21.95	22.61	23.29	23.99
20	Water Operator II	15.85	16.33	16.82	17.32	17.84	18.38	18.93	19.50	20.09	20.69	21.31	21.95	22.61	23.29	23.99
21	Accounting Clerk	16.10	16.58	17.08	17.59	18.12	18.66	19.22	19.80	20.39	21.00	21.63	22.28	22.95	23.64	24.35
22	Accounts Payable Clerk	16.10	16.58	17.08	17.59	18.12	18.66	19.22	19.80	20.39	21.00	21.63	22.28	22.95	23.64	24.35
23	Wastewater Operator II	16.20	16.69	17.19	17.71	18.24	18.79	19.35	19.93	20.53	21.15	21.78	22.43	23.10	23.79	24.50
24	Heavy Equipment Operator	16.35	16.84	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34	21.98	22.64	23.32	24.02	24.74
25	Aquatics Supervisor	16.85	17.36	17.88	18.42	18.97	19.54	20.13	20.73	21.35	21.99	22.65	23.33	24.03	24.75	25.49
26	Water Operator III	17.10	17.61	18.14	18.68	19.24	19.82	20.41	21.02	21.65	22.30	22.97	23.66	24.37	25.10	25.85
27	Public Works Coordinator	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34	21.98	22.64	23.32	24.02	24.74	25.48	26.24
28	Wastewater Operator III	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34	21.98	22.64	23.32	24.02	24.74	25.48	26.24
29	Police Officer	17.60	18.13	18.67	19.23	19.81	20.40	21.01	21.64	22.29	22.96	23.65	24.36	25.09	25.84	26.62
30	Mechanic	17.85	18.39	18.94	19.51	20.10	20.70	21.32	21.96	22.62	23.30	24.00	24.72	25.46	26.22	27.01
31	Electrician/Maintenance Technician	18.00	18.54	19.10	19.67	20.26	20.87	21.50	22.15	22.81	23.49	24.19	24.92	25.67	26.44	27.23
32	Multimedia Specialist	18.10	18.64	19.20	19.78	20.37	20.98	21.61	22.26	22.93	23.62	24.33	25.06	25.81	26.58	27.38
33	Court Clerk	18.15	18.69	19.25	19.83	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	26.64	27.44
34	Park Worker IV	18.15	18.69	19.25	19.83	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	26.64	27.44
35	Community Resource Supervisor	18.15	18.69	19.25	19.83	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	26.64	27.44
36	Water Operator IV	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80	24.51	25.25	26.01	26.79	27.59
37	Program Coordinator	18.30	18.85	19.42	20.00	20.60	21.22	21.86	22.52	23.20	23.90	24.62	25.36	26.12	26.90	27.71
38	Senior Center Director	18.35	18.90	19.47	20.05	20.65	21.27	21.91	22.57	23.25	23.95	24.67	25.41	26.17	26.96	27.77
39	Wastewater Laboratory Technician	18.75	19.31	19.89	20.49	21.10	21.73	22.38	23.05	23.74	24.45	25.18	25.94	26.72	27.52	28.35
40	School Age Program 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	26.90	27.71	28.54
41	Community/Wellness 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	26.90	27.71	28.54
42	Wastewater Operator IV	19.15	19.72	20.31	20.92	21.55	22.20	22.87	23.56	24.27	25.00	25.75	26.52	27.32	28.14	28.98
43	City Inspector/Code Enforcement Officer	19.20	19.78	20.37	20.98	21.61	22.26	22.93	23.62	24.33	25.06	25.81	26.58	27.38	28.20	29.05
44	Master Police Officer	19.20	19.78	20.37	20.98	21.61	22.26	22.93	23.62	24.33	25.06	25.81	26.58	27.38	28.20	29.05
45	Planning & Zoning Administrator	19.35	19.93	20.53	21.15	21.78	22.43	23.10	23.79	24.50	25.24	26.00	26.78	27.58	28.41	29.26
46	Program Supervisor	19.35	19.93	20.53	21.15	21.78	22.43	23.10	23.79	24.50	25.24	26.00	26.78	27.58	28.41	29.26
47	Community Relations Director	19.85	20.45	21.06	21.69	22.34	23.01	23.70	24.41	25.14	25.89	26.67	27.47	28.29	29.14	30.01
48	Park Superintendent	20.10	20.70	21.32	21.96	22.62	23.30	24.00	24.72	25.46	26.22	27.01	27.82	28.65	29.51	30.40
49	Master Electrician	20.35	20.96	21.59	22.24	22.91	23.60	24.31	25.04	25.79	26.56	27.36	28.18	29.03	29.90	30.80
50	Street Superintendent	20.35	20.96	21.59	22.24	22.91	23.60	24.31	25.04	25.79	26.56	27.36	28.18	29.03	29.90	30.80
51	Water Superintendent	20.35	20.96	21.59	22.24	22.91	23.60	24.31	25.04	25.79	26.56	27.36	28.18	29.03	29.90	30.80
52	Sergeant	20.60	21.22	21.86	22.52	23.20	23.90	24.62	25.36	26.12	26.90	27.71	28.54	29.40	30.28	31.19
53	Wastewater Superintendent	20.85	21.48	22.12	22.78	23.46	24.16	24.88	25.63	26.40	27.19	28.01	28.85	29.72	30.61	31.53
54	Assistant City Clerk	21.35	21.99	22.65	23.33	24.03	24.75	25.49	26.25	27.04	27.85	28.69	29.55	30.44	31.35	32.29
55	System Administrator	22.35	23.02	23.71	24.42	25.15	25.90	26.68	27.48	28.30	29.15	30.02	30.92	31.85	32.81	33.79
56	Lieutenant	22.85	23.54	24.25	24.98	25.73	26.50	27.30	28.12	28.96	29.83	30.72	31.64	32.59	33.57	34.58
57	Assistant Recreation Director	24.10	24.82	25.56	26.33	27.12	27.93	28.77	29.63	30.52	31.44	32.38	33.35	34.35	35.38	36.44
58	Assistant Public Works Director	24.10	24.82	25.56	26.33	27.12	27.93	28.77	29.63	30.52	31.44	32.38	33.35	34.35	35.38	36.44
59	Captain	24.60	25.34	26.10	26.88	27.69	28.52	29.38	30.26	31.17	32.11	33.07	34.06	35.08	36.13	37.21
60	Economic Development Director	24.85	25.60	26.37	27.16	27.97	28.81	29.67	30.56	31.48	32.42	33.39	34.39	35.42	36.48	37.57
61	City Engineer	26.35	27.14	27.95	28.79	29.65	30.54	31.46	32.40	33.37	34.37	35.40	36.46	37.55	38.68	39.84
62	City Clerk/Treasurer	28.35	29.20	30.08	30.98	31.91	32.87	33.86	34.88	35.93	37.01	38.12	39.26	40.44	41.65	42.90
63	Recreation Director	29.35	30.23	31.14	32.07	33.03	34.02	35.04	36.09	37.17	38.29	39.44	40.62	41.84	43.10	44.39
64	Chief of Police	29.85	30.75	31.67	32.62	33.60	34.61	35.65	36.72	37.82	38.95	40.12	41.32	42.56	43.84	45.16
65	Deputy Administrative Officer	30.35	31.26	32.20	33.17	34.17	35.20	36.26	37.35	38.47	39.62	40.81	42.03	43.29	44.59	45.93
66	Public Works Director	30.85	31.78	32.73	33.71	34.72	35.76	36.83	37.93	39.07	40.24	41.45	42.69	43.97	45.29	46.65
67	Chief Administrative Officer	32.10	33.06	34.05	35.07	36.12	37.20	38.32	39.47	40.65	41.87	43.13	44.42	45.75	47.12	48.53

ADMINISTRATIVE SECRETARY

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the supervision of the Chief Administrative Officer and Deputy Administrative Officer, the Administrative Secretary 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 and Deputy 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. Provides backup for the front office. 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;
- 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;
- Assists the Chief Administrative Officer, Deputy Administrative Officer, Mayor and Administrative Services Department with correspondence and projects;
- Types letters and documents;
- Provides citizen assistance by fielding questions, concerns, and complaints from the general public;
- Presents a positive image of the City through a professional appearance and courteous attitude;
- Performs general clerical duties;
- Processes Council Action Forms;
- Coordinates special projects as assigned;
- 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;
- Creates employee newsletter;
- Assists in coordinating employee events;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides support for the City Clerk Department and Senior Center Court Office;
- 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> :	

ADMINISTRATIVE SECRETARY (AS)
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 certified transcript will be accepted in lieu of a diploma. 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: ~~Occasional independent decision making. Some independent decision making. Makes decisions about certain projects in the Director of Governmental Services absence;~~ Makes decisions about prioritizing daily work assignments, working under deadlines, 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.

ADMINISTRATIVE SECRETARY

City of Haysville

Administrative Services Department – Senior Center

POSITION SUMMARY

Under the supervision of the Senior Center Director, the Administrative Secretary is a non-exempt position under FLSA and performs administrative and clerical duties as well as providing assistance to the Director for special events, programs, meetings, and activities. Responsible for receiving the general public and providing member assistance, and interaction with older adults. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Answers the telephone, takes messages, and provides information as needed;
- Provides information of interest to seniors, and researches information as requested;
- Assists Senior Center Director with scheduling and setting up for events, programs, and activities;
- Handles building rentals to senior groups;
- Monitors usage and fee payments of rentals;
- Assists with decorating for holidays and special events;
- Schedules entertainment, speakers, medical personnel, training, and programs for membership;
- Provides staffing when necessary for events, programs, and activities;

~~Presents a positive image of the City through a professional appearance and courteous attitude;~~

- Performs general office duties;
- Presents a positive image of the City through a professional appearance and courteous attitude:
- Handles mail delivery, pick up, and distribution if needed;
- Orders office supplies if necessary;
- Maintains accurate records of participants and members, and prepares appropriate reports as needed;
- Provides senior health insurance counseling for Kansas (SHICK) and Senior Medicare Patrol (SMP) training and counseling required with the Kansas Department on Aging;
- Assists Senior Center Director as needed and covers office in the absence of the Director;
- Creates, maintains, and updates social media sites that promote programs and provide information on the Senior Center and its activities;
- Maintains information on the digitalfront sign; webpage and social media pages;
- Assists with the daily operations of the Haysville Hustle

- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Makes mail run to City Hall;
- Assists with special programs and activities as needed;
- Provides backup for classes, activities and programs;
- Registers voters;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA: BLOODBORNE PATHOGENS

WORKING CONDITIONS:

ADMINISTRATIVE SECRETARY (AS – SR CTR)
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 certified transcript will be accepted in lieu of a diploma. 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 elderly citizens' concerns and complaints.

Decision Making: Occasional ~~Some~~ independent decision making. Makes decisions about providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

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

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

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

Working Conditions: Some adverse working conditions exist. May have contact with bloodborne pathogens and human blood and fluids. Working in an office setting is the primary aspect of this position. Some evening and weekend work may be required.

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.

CHIEF ADMINISTRATIVE OFFICER

City of Haysville

General

POSITION SUMMARY

Under the direction of the Mayor and City Council, the Chief Administrative Officer is an exempt position under FLSA. The Chief Administrative Officer directs the city to accomplish the goals established by the governing body within available budgets. The position is appointed by the Mayor and must live within ~~thirty~~thirtyfive miles of City Hall. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, organizes, directs, and coordinates the administrative, financial, and operational matters of the city;
- Provides leadership in the development and implementation of long and short-range plans;
- Directs all departments and offices of the city to achieve goals with available resources;
- Fields questions, concerns, and complaints from the general public;
- Works with the Department Heads in preparing the city budget and administers the city budget;
- Coordinates interdepartmental activities;
- Prepares various studies and reports for decision-making purposes;
- Conducts employment-related decisions involving hiring, disciplinary action, and all other status changes;
- Resolves citizen and personnel issues;
- Communicates official plans and actions to staff and the public;
- Assists in development of City policies;
- Develops and enforces department policies and procedures;
- Develops and enforces safety procedures and practices.

MARGINAL FUNCTIONS

- Works with developers;
- Serves as Primary Public Information Officer;
- Makes presentations at City Council meetings;
- Responsible for grant writing and administration;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA : EXEMPT

ADA : APPLICABLE

FMLA : ELIGIBLE

OSHA :

WORKING CONDITIONS :

CHIEF ADMINISTRATIVE OFFICER
POSITION REQUIREMENTS

Experience: Six or more years of similar or related experience with four or more years of supervisory 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 four year college degree in Public Administration or a related field is required. A Master's degree is preferred (work experience may be substituted for education.) Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of budgeting procedures, public administration, computers, database systems, and spreadsheets, and a working knowledge of statistical analysis and mathematics is required. Must operate computers, printers, calculators, telephone systems, and other office equipment. Must prepare reports, memos, and other documents, interpret data, understand and anticipate problems, and read and interpret manuals, legal documents, reports and written instructions. Should possess excellent managerial, 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 personnel issues, citizen complaints, allocation of resources, budgeting issues, and mayor and council concerns.

Decision Making: Frequent independent decision making is involved. Makes decisions about resolving personnel issues and citizen complaints, prioritizing city projects and activities, preparing an annual budget, approving expenditures, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Mayor and City Council, and exercises supervision over department heads.

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

Personal Relations: Daily contact with the general public, co-workers, subordinate personnel, 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. Deals with the general public including angry and upset people. Works holidays and weekends if required, subject to call-backs/call-ins.

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.

COMMUNITY RELATIONS DIRECTOR

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the supervision of the ~~Deputy Chief~~ Administrative Officer, the Community Relations Director 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, ~~Deputy 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

- Serves as intermediary between citizens, ~~and~~ community organizations, ~~and City Departments~~;
- 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, ~~Deputy Administrative Officer~~ and Administrative Services Department;
- Maintains all City social media accounts and assists in creating and maintaining the City web site;
- Directs the creation of graphic designs by the Multimedia Specialist and develops content and copy 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;~~
- ~~Directs the activities of the Mayor's Youth Leadership Council, based on Mayor's vision, including coordinating volunteer opportunities at City and community functions;~~
- ~~Facilitates Haysville High School Leadership program;~~
- In absence of ~~the Senior Center Director, staff, assists with covering schedules the Senior Center and the Haysville Hustle staff;~~
- Presents a positive image of the City through a professional appearance and courteous attitude;
- 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

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**COMMUNITY RELATIONS DIRECTOR
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 certified transcript will be accepted in lieu of a diploma. 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 Chief Administrative Officer's absence, Makes decisions about~~ prioritizing daily work assignments, working under deadlines, resolving citizen complaints, and performing daily duties in the most efficient manner.

Supervision: Works under the direction of the Deputy Administrative Officer. Exercises supervision over subordinate personnel. ~~Has 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.

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DEPUTY ADMINISTRATIVE OFFICER

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the direction of the Chief Administrative Officer, the Deputy Administrative Officer is an exempt position under FLSA. Responsible for supervising the management of the department, budget preparation, and resolving personnel issues. Must live within ~~fifteen~~ thirty miles of City Hall. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Assists the Chief Administrative Officer in planning, organizing, directing, and coordinating the administrative, financial, and operational matters of the city;
- Serves as Acting Chief Administrative Officer during the absence of the Chief Administrative Officer
- Fields questions, concerns, and complaints from the general public;
- Prepares various studies and reports for decision-making purposes;
- Develops department goals and objects and monitors progress;
- Hires and supervises department personnel resolves personnel/employment issues;
- Delegates and assigns projects and tasks to subordinates;
- Recommends and assists with implementation of policies and procedures;
- Assists in development of City policies;
- Develops and enforces department policies and procedures;
- Develops and enforces safety procedures and practices.

MARGINAL FUNCTIONS

- Makes presentations at City Council meetings;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA : **EXEMPT**

ADA : **APPLICABLE**

FMLA : **ELIGIBLE**

OSHA :

WORKING CONDITIONS :

**DEPUTY ADMINISTRATIVE OFFICER
POSITION REQUIREMENTS**

Experience: Four or more years of similar or related experience with two or more years of supervisory 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 four year college degree in Public Administration or a related field is required. A Master's degree is preferred (work experience may be substituted for education.) Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of budgeting procedures, public administration, computers, database systems, and spreadsheets, and a working knowledge of statistical analysis and mathematics is required. Must operate computers, printers, calculators, telephone systems, and other office equipment. Must prepare reports, memos, and other documents, -interpret data, understand and anticipate problems, and read and interpret manuals, legal documents, reports and -written instructions. Should possess excellent managerial, 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 personnel issues, citizen complaints, allocation of resources, budgeting issues, and mayor and council concerns.

Decision Making: Frequent independent decision making is involved. Makes decisions about resolving personnel issues and citizen complaints, prioritizing city projects and activities, preparing an annual budget, approving expenditures, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Chief Administrative Officer, and exercises supervision over department personnel.

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

Personal Relations: Daily contact with the general public, co-workers, subordinate personnel, 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. Deals with the general public including angry and upset people. Works holidays and weekends if required, subject to call-backs/call-ins.

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

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ECONOMIC DEVELOPMENT DIRECTOR

City of Haysville

Administrative Services

POSITION SUMMARY

Under the general supervision of the Deputy Administrative Officer, the Economic Development Director is a non-exempt position under FLSA which performs administrative work involved with the development and implementation of economic development activities. Responsibilities include the planning, implementation and management of a coordinated program and policies to assist local business and industry, attract new business and industry and enhance the business climate of the City. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plan, implement and manage a coordinated program to assist local business and industry;
- Plan, implement and manage a program to attract new business and industry;
- Works with Haysville Forward Inc. to develop goals and objectives;
- Project a favorable image and promote Haysville advantages through a cooperative media campaign;
- Coordinate the involvement of community leadership and governmental representatives;
- Act as the City representative for economic development by being a member of local, state, regional and national boards and organizations and works with other area agencies;
- Develops, for Council review and approval, new ideas of incentives that could be offered to potential companies interested in locating or relocating to Haysville;
- Performs work on special projects;
- 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

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

***ECONOMIC DEVELOPMENT DIRECTOR
POSITION REQUIREMENTS***

Experience: Three to five 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: College Degree in Business Administration, Business Management or other related degree that can be used in furthering Economic/Community Development activities. Certification as a CED, CID or graduate from the U.S. Chamber of Commerce School of Management or the Economic Development Institute. Must possess a valid Kansas Driver's License (or obtain within 30 days.)

Technical Skills: Thorough knowledge of the principles and practices related to the principles of economic and development. Knowledge of management principles and administrative experience. Strong analytical skills plus ability to apply basic statistical techniques. 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 is required. Should possess excellent, public relation, organizational, oral and written communication skills. —Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Independent problem solving. Encounters problems with determining incentives to be offered to business and resolving conflicts between private business needs and public concerns. Determining best methods to market the city. Understanding budget needs and writing grants.

Decision Making: Frequent independent decision making. Makes decisions about expenditures of funds to assist businesses and market the city regionally and nationally. Setting priorities for work assignments.

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

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

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

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people. Works holidays if required, subject to call backs/call-ins.

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.

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MULTIMEDIA SPECIALIST

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the general supervision of the Community Relations Director, the Multimedia Specialist is a non-exempt position under FLSA which performs administrative duties. Responsible for the creation and implementation of certain communication/public information programs, including administration and coordination of Channel 7 activities, digital signs and the City's website. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Operates and administers all Channel 7 activities including programming;
- Broadcasts and records meetings of City bodies, boards and commissions as required and is expected to work at all City Council and Planning Commission Meetings;
- Attends meetings and community activities and events necessary for producing public information pieces;
- Provides programming data and statistics in report form;
- Maintains City Website and creates new content for both City Website and HelloHaysville.com;
- As directed by the Community Relations Director, produces graphic designs for information brochures and materials for the City;
- Coordinates information releases with local and regional news media;
- Coordinates communication projects with local school district and various local and state agencies;
- Coordinates with local organizations in the production and distribution of economic development information to advance community image and appeal;
- Programs music and lighting displays for the water feature at PRIDE Park;
- Corresponds with vendors for equipment purchase and maintenance, develops information and recommendations for purchasing;
- Ensure digital communication assets of the City are maintained in working order (i.e. scoreboards, digital signs at corner, senior center, and library, fountain, Channel 7. Responsible for coordination of repair of assets as needed)
- Develops and monitors program budget;
- 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

- Works with System Administrator as directed;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA : NON-EXEMPT

ADA : APPLICABLE

FMLA : ELIGIBLE

OSHA :

WORKING CONDITIONS :

**MULTIMEDIA SPECIALIST
POSITION REQUIREMENTS**

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

Education: Bachelor's Degree in Graphic Design, Communication, Journalism, or closely related field (work experience may be substituted for education). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Knowledge of local cable networking and other city-information channel programming and operation; knowledge of informational brochure layout, editing, and production; strong analytical skills plus ability to apply basic statistical techniques is required; must be able to produce videos using non-linear editor. Must operate camera, recording, and transmitting equipment, computers, 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 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 production equipment, scheduling, and coordination of programming.

Decision Making: Frequent independent decision making. Makes decisions about programming and development of information materials.

Supervision: Works under direction of the Community Relations Director. 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. Frequent contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in a variety of settings including offices, production equipment, and filming outdoor events.

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.

PLANNING & ZONING ADMINISTRATOR

City of Haysville

Administrative Services

POSITION SUMMARY

Under the supervision of the Deputy Chief Administrative Officer, the Planning & Zoning Administrator is a non-exempt position under FLSA which performs administrative duties. Responsible for coordinating the activities of the Planning Commission, Historic Committee 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, floodplain and subdivision information upon request;
- Reviews various applications for conformance to adopted plans, regulations and ordinances.
- Investigates violations of subdivision and zoning regulations and ordinances, including site visits;
- Prepares planning and historic committee budgets;
- 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;
- Performs traffic counts/studies;
- Coordinates Historic Committee hosted events, tours and the Hometown Market;
- Presents a positive image of the City through a professional appearance and courteous attitude;
- 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 & 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 - a certified transcript will be accepted in lieu of a diploma). 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. Exercises supervision over seasonal part-time hometown market personnel. ~~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.

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PART-TIME TRANSPORTATION DISPATCHER

City of Haysville

Administrative Services Department- Senior Center

POSITION SUMMARY

Under the supervision of the Senior Center Director, the Transportation Dispatcher is a non-exempt position under FLSA and performs duties that involve scheduling safe and reliable transportation to citizens of all ages and physical limitations. This position requires the ability to work independently while performing in a team environment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS:

- Responsible for receiving, scheduling and dispatching for the Haysville Hustle.
- Answer calls and schedule transportation as requested by riders.
- Assist riders with purchasing punch cards needed to pay for ride.
- Ability to read maps and locate rider pick-up and delivery addresses as requested.
- Communicate with Haysville Hustle driver when schedules change, passenger safety, or other situations arise.
- Timely completion of data needed to maintain/complete or satisfy grant requirements including any administrative reports requested.
- Track, schedule and record maintenance inspections to maintain vehicle readiness and warranty compliance.
- Maintain an adequate supply of sanitizing or cleaning supplies as needed by the transportation driver.
- Promptly provide information directly to Senior Center Director or Administrative Secretary needed for reports.
- Ability to interact with the general public and communicate clearly and effectively, both orally and in writing.

MARGINAL FUNCTIONS

- Promotion of Haysville Hustle program as requested by Senior Center director.

POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is preferred. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment. A minimum of five years driving experience with an unrestricted driver's license.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be CPR/First Aid trained, required within first 6 months of hire.

Technical Skills: Knowledge of the geography of the city, names and general locations of city streets and use of maps required. Must be able to read and follow a written schedule. Time management skills are required in order to keep the Haysville Hustle on schedule. Ability to communicate effectively and clearly, both orally and in writing. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Knowledge of typing, clerical skills, clerical procedures and computer usage. Proficient in Microsoft Word, Excel, and Publisher.

Problem Solving: Some independent problem solving while operating within the City's policy may be needed.

Decision Making: Impromptu decision making required especially in matters that ensure the safety of riders during transportation.

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

Financial Accountability: Responsible for tracking and receiving proper payment for all transportation usage. Collecting payments and distribution of Haysville Hustle punch cards in accordance with the city's cash handling procedures. Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

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

Working Conditions: Office environment with occasional carrying, lifting, or pushing. May have contact with blood borne pathogens and human blood and fluids. Primarily working in an office setting dealing with the general public. Very limited driving of transit bus as necessary.

Physical Requirements: Frequently required to sit, and talk or hear, use hands, fingers, handle, feel or operate objects, tools, or phone and reach with hands and arms. Occasionally required to walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

PART-TIME TRANSPORTATION DRIVER

City of Haysville

Administrative Services Department- Senior Center

POSITION SUMMARY

Under the supervision of the Senior Center Director, the Transportation Driver is a non-exempt position under FLSA and performs duties that involve providing safe and reliable transportation to citizens of all ages and physical limitations. Responsible to examine daily condition and maintain proper records related to vehicle usage. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS:

- Operate all vehicles in a manner that ensures the safety of passengers.
- Comply with all Kansas driving laws, as well as City and department policies and procedures.
- Check passenger's tickets for payment. Completes appropriate documentation of transportation provided.
- Assist passengers with disabilities, including wheelchair loading by securing wheelchairs with proper restraint procedures.
- Communicate with dispatcher when scheduling, passenger safety, or other situations arise.
- Assist dispatch with scheduling of transportation and other projects when schedule allows.
- Use check list to inspect vehicle and wheel chair lift daily to ensure all mechanisms are working correctly. Promptly notify supervisor of items needing maintenance or repair. Complete appropriate documentation of inspections.
- Clean and sanitize vehicle as needed throughout shift, as well as at the end of shift. Ensure sanitizing cleaning supplies are always readily available on vehicle and promptly notify dispatcher when supplies need ordered.
- Maintain logs and records related to vehicle inspections, transportation usage, and transportation routes.
- Promptly provide information directly to Senior Center Director or Administrative Secretary needed for reports.
- Present a positive image of the City through a professional appearance and courteous attitude;

MARGINAL FUNCTIONS

- Availability and willingness to work additional shifts when needed.

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. A minimum of five years driving experience with an unrestricted driver's license.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Must possess a valid Kansas Driver's License, a commercial driver's license (CDL) is preferred but not required. Must be CPR/First Aid trained, required within first 6 months of hire.

Technical Skills: Knowledge of the geography of the city, and names & locations of city streets and use of maps required. Must be able to read and follow a written schedule. Time management skills are required in order to keep the van on schedule. Ability to communicate effectively and clearly, both orally and in writing. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Some independent problem solving. Encounter problems with citizens' concerns and complaints.

Decision Making: Impromptu decision making required to ensure safety of citizens in process of transportation entirely.

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

Financial Accountability: Responsible for tracking and receiving proper payment for all transportation usage. Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

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

Working Conditions: Some adverse working conditions exist. May have contact with blood borne pathogens and human blood and fluids. Primarily working in a transit bus is the primary aspect of this position. Regular exposure to adverse weather conditions, possible hazardous elements, and possible dangerous situations.

Physical Requirements: Regular carrying, lifting and moving of 50 pounds. The ability to climb in and out of the van repeatedly throughout the day will be required and the ability to assist passengers on and off the van. The ability to push a wheelchair with a person weighing up to 300 pounds will be required. Occasional bending, stooping, crawling, squatting, and twisting. Regular use of manual dexterity throughout the day.

SENIOR CENTER DIRECTOR

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the supervision of the Deputy Administrative Officer, the Senior Center Director is a non-exempt position under FLSA. Responsible for the daily operations of the Haysville Senior Center. Maintains the Senior Center's records, coordinates the Food Assistance Program, supervises the Haysville Hustle and supervises the Food Pantry. —Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Oversees the daily activities of the Senior Center;
- Coordinates activities with all agencies associated with the Senior Center;
- Performs record keeping and submits reports to the Sedgwick County Department on Aging;
- Follows the guidelines and requirements of the Sedgwick County Department on Aging contract;
- Presents a positive image of the City through a professional appearance and courteous attitude;
- Drafts and publishes monthly calendar of Senior Center events;
- Prepares and distributes newsletter;
- Serves as secretary for Senior Citizens Advisory Board;
- Develops programs of interest and of benefit to seniors;
- Handles building rentals to senior groups;
- Provides information to seniors on available programs;
- Coordinates activities and serves as liaison for the Advisory Board and Senior Planning Committee;
- Fields questions, concerns, and complaints from the general public;
- Plans group activities outside the Senior Center;
- Organizes and assists with dinners and birthday parties at the Senior Center;
- Supervises the daily operations of the Haysville Hustle
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Organizes and assists with other special events;
- Updates the informational sign at the Senior Center;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.
- Registers voters;

Classification QuickView	
FLSA:	NON-EXEMPT
ADA:	APPLICABLE
FMLA:	ELIGIBLE
OSHA:	BLOODBORNE PATHOGENS
WORKING CONDITIONS:	

SENIOR CENTER DIRECTOR 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 certified transcript will be accepted in lieu of a diploma. Must possess valid Kansas Driver License or obtain within 30 days of employment. Must pass KBI background check.

Technical Skills: Working knowledge of computers, mathematics, and office procedures is required. Must operate computers, printers, calculators, ~~typewriter~~, photocopiers, and other office equipment. Must perform word processing duties, maintain accuracy, perform multiple tasks, and read and interpret reports and written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain working rapport with seniors, the public, co-workers, and volunteers. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change. Must pass a KBI background check.

Problem Solving: Occasional independent problem solving. Encounters problems with elderly citizens' concerns and complaints.

Decision Making: ~~Frequent~~ ~~Occasional~~ independent decision making. Makes decisions about providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner, as well as developing and coordinating programs to retain and attract participation in the center.

Supervision: Works under the direction of the Deputy Administrative Officer. Exercises frequent supervision over subordinate, contract, and volunteer personnel.

Financial Accountability: Responsible for department resources, is required to be bonded. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, subordinate and volunteer personnel, frequent contact with supervisory personnel, and limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. May have contact with bloodborne pathogens and human blood and fluids. Working in an office setting is the primary aspect of this position. Evening and weekend work may be required.

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.

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;
- 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 Windows certification ~~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.

ACCOUNTING CLERK

City of Haysville

City Clerk Department

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

- Postmarks mail, tracks postage by department, replenishes postage meter, and records readings;
- **Picks up, opens and distributes daily mail;**
- Prepares and records petty cash checks;
- **Assists with processing invoices to be paid for Council approval and mails remittance copies and payments after bills are approved by Council;**
- **Assists with payroll processing of time sheets assigned by the Assistant City Clerk;**
- Prepares monthly court reconciliation and report to State Treasurer;
- Files paid invoices and other accounts payable records;
- Administers City insurance coverage and claims;
- Serves as back up for payroll process and work comp reporting;
- ~~Routinely drops off outgoing mail;~~
- ~~Prepares monthly bank reconciliation and submits reports to department heads;~~
- Serves as back up for Accounts Payable Clerk;
- Balances cash receipts drawers when necessary;
- Serves as back up for front office;
- ~~Tracks and maintains prior year encumbrances;~~
- ~~Prepares and maintains vendor Sales Tax Exemption Certificates;~~
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ACCOUNTING CLERK
POSITION REQUIREMENTS**

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

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

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

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

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

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

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

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

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

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

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

~~ACCOUNTING CLERK ACCOUNTS PAYABLE CLERK~~

City of Haysville

City Clerk Department

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

- ~~Postmarks mail, tracks postage by department, replenishes postage meter, and records readings as needed;~~
- Opens and distributes mail when necessary;
- Answers the phone and fields questions, concerns, and complaints from the general public;
- Maintains information for monthly reports;
- Performs other duties as deemed necessary or assigned;
- ~~Prepares and records petty cash checks as needed;~~
- ~~Registers Voters~~
- ~~Assists other departments;~~

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

***ACCOUNTING CLERK ACCOUNTS PAYABLE CLERK
POSITION REQUIREMENTS***

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

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

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

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

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

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

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

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

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

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

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

~~BOOKKEEPING ASSISTANT ACCOUNTS RECEIVABLE CLERK~~

City of Haysville

City Clerk Department

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

- ~~Files confidential personnel information and maintains accurate records of filings;~~
- ~~Files confidential legal information and documents;~~
- ~~Administers City insurance coverage and claims when needed;~~
- ~~Maintains vehicle files and prepares annual report on vehicles to the State;~~
- Balances cash receipts drawers daily, checking for posting errors and making corrections;
- Prepares a Daily Sheet each day reconciling receipts with update reports;
- Maintains and balances petty cash box;
- Handles transactions involving police department lock box;
- Prepares daily deposit ~~and delivers deposit to bank;~~
- ~~Assists with payroll processing;~~
- Processes HAC, court, and pool bags;
- ~~Reviews and verifies payroll reports and any other reports necessary for audit control;~~
- Provides backup for ~~Accounts Payable~~ Administrative Secretary;
- ~~Provides backup for Payroll;~~
- ~~Provides backup for front office;~~
- Issues and tracks Dog Licenses;
- Processes Pay Pal online payments;
- Registers Voters
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA : NON-EXEMPT

ADA : APPLICABLE

FMLA : ELIGIBLE

OSHA :

WORKING CONDITIONS :

***BOOKKEEPING ASSISTANT-ACCOUNTS RECEIVABLE CLERK
POSITION REQUIREMENTS***

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

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

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

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

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

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

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

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

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

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

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ADMINISTRATIVE SECRETARY

City of Haysville

City Clerk Department

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

- Assists with sending delinquent water payment notices;
- Assists other department;
- Performs other duties as deemed necessary or assigned.

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

*ADMINISTRATIVE SECRETARY (CC)
POSITION REQUIREMENTS*

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

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

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

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

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

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

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

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

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

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

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CITY CLERK/TREASURER

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the direction of the Director of Governmental Services, the City Clerk/Treasurer is an exempt position under FLSA and performs administrative duties. Responsible for supervising the management of the department, budget preparation, resolving personnel issues, ensuring compliance with cash basis law. Required to live within thirty miles of City Hall. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Complies with ordinances, statutes, auditing requirements, and governing body policies;
- Prepares and follows department budget and assists with city budget;
- Provides information to the public and serves as official records custodian and Public Information Officer;
- Supervises accounting process and cash basis compliance;
- Supervises department activities and responsibilities;
- Affixes official seal to city documents;
- ~~Supervises Department on Aging program and Senior Center;~~
- Develops and enforces department policies and procedures and assists with updates to department manual as needed;
- Supervises and prepares special studies and projects;
- Hires, supervises and evaluates department personnel;
- Administers Oaths of Office;
- Assists with Human Resource duties in the absence of the Human Resource Manager.
- Develops and enforces department safety procedures and practices.

MARGINAL FUNCTIONS

- Makes revisions to the Personnel Manual;
- Makes revisions to the Department Head Guide;
- Develops criteria for bidding various contracts;
- Prepares Request ~~For~~ for Proposals;
- Registers voters;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

<u>FLSA:</u>	EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS:</u>	

***CITY CLERK/TREASURER
POSITION REQUIREMENTS***

Experience: Six years of similar or related experience, and four years of progressive supervisory 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 four year degree Business Administration is required (experience may be substituted for education). Certified Municipal Clerk preferred or must become certified within four years of employment, and must be a Certified Notary Public or obtain within three months of employment. Must possess valid Kansas Driver's License (or obtain within 30 days of employment). Must pass a KBI background check.

Technical Skills: Thorough knowledge of budgeting procedures and knowledge of mathematics and computers is required. Must operate most office equipment. Must prepare reports, memos, agendas, spreadsheets, and other documents, interpret data, understand and anticipate problems, and read and interpret ordinances, state statutes, agendas, manuals, legal documents, reports and other written instructions. Should possess excellent public relation, organizational, and supervisory skills, and oral and written communication skills in English. Must complete and check reports and documents, develop departmental policies and procedures, and make presentations to the Governing Body and general public. 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, citizen concerns and complaints, scheduling conflicts, budget concerns, building maintenance, municipal court and probation office problems, Senior Center matters, equipment malfunctions, mayor and council concerns.

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

Supervision: Works under the direction of the Director of Governmental Services. Supervises department personnel.

Financial Accountability: Responsible for department resources and equipment, 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 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. Deals with the general public including angry and upset people. Works holidays and weekends if required, subject to call-backs/call-ins.

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

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

OFFICE CLERK

City of Haysville

City Clerk Department

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA : NON-EXEMPT

ADA : APPLICABLE

FMLA : ELIGIBLE

OSHA :

WORKING CONDITIONS :

OFFICE CLERK (CC)
POSITION REQUIREMENTS

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

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

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

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

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

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

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

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

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

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

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

UTILITY BILLING CLERK

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the supervision of the City Clerk/Treasurer, the Utility Billing Clerk is a non-exempt position under FLSA. Responsible for the utility billing process, including establishing new accounts, billing customers, receiving monies, and collecting delinquent accounts, as well as handling customer transactions and answering the phone. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Prepares monthly utility bills, including data entry, printing, separating, mailing, and e-billing;
- Establishes all new water, sewer and storm water accounts for billing;
- Reviews utility readings for errors, leaks, or bad meters, and requests re-reads;
- Prepares meter readings and transfers to Public Works to load meter readers;
- Closes out and bills all final accounts;
- Calculates penalties for late payment on accounts;
- Handles customer inquiries and provides history information;
- Maintains records of utility customers and utility contracts;
- Prepares report of uncollectible accounts and forwards to collection agency;
- Monitors unpaid balances for customers reapplying for service;
- Posts payments to general ledger accounts;
- Calculates city-wide sewer rates for customers;
- Processes automatic bank payment requests, monthly payments, and reporting;
- Sells permits, tags, registrations and licenses;
- ~~Trains new front office personnel;~~
- Registers voters;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with city-wide mailings;
- Assists with other departments;
- Performs other duties as deemed necessary or assigned.

**UTILITY BILLING CLERK
POSITION REQUIREMENTS**

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

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Must have a valid Kansas driver's license or obtain within 30 days of employment.

Technical Skills: Working knowledge of computers, mathematics, and office procedures is required. Must operate computers, printers, calculators, typewriters, photocopiers, and other office equipment. Must prepare spreadsheets, perform word processing duties, maintain accuracy, perform multiple tasks, and read and interpret reports, billing statements and written instructions. Should possess efficient public relation and organizational skills, and oral and written communication skills in English. Must accurately make change. 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 citizen complaints, errors in utility readings and utility bills, and non-payment of bills as well as customer transactions.

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

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

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

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

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

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

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

ASSISTANT COURT CLERK

City of Haysville

Police Department

POSITION SUMMARY

Under the general supervision of the Court Clerk, the Assistant Court Clerk is a non-exempt position under FLSA which performs office duties. The primary responsibilities of this position are typing warrants and court cases, preparing dockets, subpoenas and notices to appear. Must cover for the Court Clerk in that person's absence. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Types warrants, commitments, and court cases;
- Removes warrants after fines or bonds are paid or court appearance;
- Prepares Docket for upcoming Court dates;
- Types and mails Notices to Appear;
- Enters ticket information into computer system;
- Accurately files court cases;
- Prepares suspended and reinstated drivers license information and sends to the state;
- Fields questions, concerns, and complaints from the general public;
- Performs general clerical duties including typing, filing, and photocopying;
- Assumes responsibilities of office in Court Clerk's absence;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Orders supplies for the Court;
- Assists other departments;
- Performs Community Resource Specialist duties as required;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ASSISTANT COURT CLERK
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 certified transcript will be accepted in lieu of a diploma. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

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

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints, court cases, scheduling, and payments.

Decision Making: Occasional independent decision making. Makes decisions about providing citizen assistance, assigning court dates, granting continuances, and performing daily duties in the most efficient manner.

Supervision: Works under the direction of the Court Clerk. Has no supervisory responsibilities.

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

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

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

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 30 miles of 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;
- 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;
- Prepares, completes, and maintains department records and reports.

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;
- Apprehends law violators;
- Assists with training personnel;
- 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

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. 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 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.

CHIEF OF POLICE

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Chief Administrative Officer, the Chief of Police is an exempt position under FLSA which performs administrative duties. Supervising the management of the department, budget preparation, and resolving personnel issues and citizen concerns are the primary responsibilities of this position. This position is appointed by the Mayor, and the Chief must live within thirty miles of City Hall. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, organizes, and directs the daily activities of the Police Department;
- Maintains law and order and provides protection of life and property for the citizens of Haysville;
- Regulates traffic and protects pedestrian crossings;
- Maintains Police Department records;
- Confers with citizens and city officials on law enforcement problems;
- Assists in the development of municipal law enforcement policies, and analyzes operational and service demands;
- Prepares and administers the department budget;
- Supervises or prepares special studies for city officials as requested;
- Hires and supervises department personnel;
- Coordinates city law enforcement activities with those of other agencies;
- Develops and enforces department policies and procedures;
- Develops and enforces safety procedures and practices;
- Resolves citizen and personnel issues;
- Prepares and completes reports;
- Testifies in court.

MARGINAL FUNCTIONS

- Attends conferences;
- Serves as a member of specialized boards;
- Assists in quality analysis for the City of Haysville;
- Reviews Use of Force cases;
- Participates on oral boards for other departments;
- Apprehends and arrests law violators;
- Trains and evaluates department personnel;
- Establishes division priorities;
- Reassigns work assignments;
- Assists with training personnel;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA : **EXEMPT**

ADA : **APPLICABLE**

FMLA : **ELIGIBLE**

OSHA :
BLOODBORNE PATHOGENS

WORKING CONDITIONS :
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

CHIEF OF POLICE POSITION REQUIREMENTS

Experience: Ten or more years of law enforcement experience, with six 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 employment.

Education: A four year college degree in Administration of Justice or a related field is required, a Master's degree is preferred (work experience may be substituted for education). Certification from the Kansas Law Enforcement Training Center is required. Must possess a valid Kansas Driver's License (or obtained within 30 days of employment). 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, law enforcement supervision, and mathematics is required. Must efficiently operate firearms, computers, two-way radios, office equipment, and other law enforcement equipment. Must interpret data, complete and check reports and documents, develop department policies and procedures, understand and anticipate problems, and read and interpret manuals, legal documents, reports, and written instructions. Should possess excellent public relations, supervisory, organizational and management skills, and oral and written communication skills in English. Must 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, 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 and citizen complaints, preparing the annual budget, and performing daily duties in the safest and most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Chief Administrative Officer, and exercises supervision over department personnel.

Financial Accountability: Responsible for department resources and 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 and weekends 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.

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COMMUNITY RESOURCE SPECIALIST

City of Haysville

Police Department

POSITION SUMMARY

Under the general supervision of the Community Resource Supervisor, the Community Resource Specialist is a non-exempt position under FLSA which performs communication and records duties for the City of Haysville. Answers incoming telephone calls, obtains necessary information, provides information in support of police and other city personnel, and maintains department records. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be available to work any shift.

ESSENTIAL FUNCTIONS

- Answers incoming non-emergency calls and contacts appropriate personnel;
- Maintains department records, logs, and files;
- Prepares and mails NCIC validation letters;
- Performs computer and data entry duties;
- Transcribes criminal tape recordings;
- Disseminates records;
- Monitors severe weather conditions, disseminates weather watches, warnings and notifies appropriate personnel;
- Monitors Police Department and Haysville Public Works radios;
- Monitors City camera system for nefarious activity;
- Answers after hours, holiday and weekend calls for water, sewer and street departments and contacts appropriate personnel;
- Fields questions, concerns, and complaints from the general public;
- Perform Court Clerk duties as required;
- Handles money received for dog impounds, insurance companies, and attorneys for report copies;
- Operates NCIC / CJIS Systems;
- Performs clerical duties including typing, filing, and photocopying;
- Utilizes current system to notify on call personnel;
- Performs Notary Public duties;
- Testifies in court;
- Follows department policies and procedures;
- Follows safety procedures and practices;

MARGINAL FUNCTIONS

- Perform record checks as required;
- Assemble cases listed on the court docket;
- Registers voters;
- Assists other city departments;
- Performs other duties as deemed necessary;

Classification Quick View

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

**COMMUNITY RESOURCE SPECIALIST
POSITION REQUIREMENTS**

Experience: A minimum of one year 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 high school diploma, certified transcript, or GED is required. Must possess National Crime Information Center Full Access certification (or obtain within 6 months of employment). Must possess Notary Public certification (or obtain within 6 months of employment). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of local geography, computers, office procedures, department policies, and mathematics is required. Must operate computers, telephones, two-way radios, and other department equipment, and must know department codes, signals and acronyms. Must understand and anticipate problems, type with speed and accuracy, prepare reports, follow department policies and procedures, read and interpret written instructions, maps, reports, department logs, and instructional materials. Should remain calm in a crisis situation and possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints, prioritizing workload and maintaining quality control.

Decision Making: Occasional independent decision making. Makes decisions about providing citizen assistance, and performing daily duties in the most efficient manner.

Supervision: Works under direction of the Community Resource Supervisor. Has no supervisory responsibilities.

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: 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 shifts and holidays, subject to call-backs/call-ins.

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

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COURT CLERK

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Investigations Lieutenant, the Court Clerk is a non-exempt position under FLSA and performs office duties. The primary responsibilities of this position are all processes of the Municipal Court, including issuing complaints, warrants, subpoenas, and managing court cases. Administering oaths, filing and preserving all papers and docket cases is also expected. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Processes complaints, warrants, traffic tickets, and notices to appear;
- Prepares docket cases for trials and arraignments;
- Handles disposition of cases;
- Records permanent case records;
- Coordinates holding and processing trials;
- Processes diversion agreements, motions, sentencing and penalties;
- Processes appeals to District Court;
- Processes expungement and appointment of counsel for indigents;
- Tracks right to speedy trial;
- Handles fines and fees on court and traffic infractions;
- Processes infractions that fail to appear and fail to comply;
- Processes driving under the influence of alcohol or drugs;
- Manages docketing, accounting, reinstatement or suspension, and education and other fees;
- Coordinates amendment of court records;
- Processes reports to state agencies;
- Provides support for prosecutor, judge, and attorneys;
- Processes and racks defendants' jail time and court dates;
- Performs general clerical duties;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Processes subpoenas for court and diversion applications;
- Processes bonds -- cash and Bond Forfeiture/Bench Warrant;
- Assists the Probation Officer with scheduling of appointments and covers that position when necessary;
- Acts as Bailiff;
- Certifies court records at municipal level to District Court;
- Performs Community Resource Specialist duties as required;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

***COURT CLERK
POSITION REQUIREMENTS***

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

Education: A high school diploma, certified transcript, or GED is required. A technical degree or some college credit in a related field is preferred. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of municipal court laws, record keeping, legal terms, computers, word processing, clerical skills, and mathematics is required. Must operate computers, typewriters, printers, photocopiers, calculators, and other office equipment. Must type with speed and accuracy, complete tasks in the presence of distractions, prepare reports, and interpret written instructions, reports, files, and documents. Should possess excellent public relation, clerical, 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: Occasional independent problem solving. Encounters problems with citizen complaints, interpreting laws, and scheduling court dates.

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

Supervision: Works under direction of the Investigations Lieutenant. Frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department resources and is required to be bonded. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, subordinate and supervisory personnel, and occasional contact with the governing body. Deals with the general public including those who are angry and upset.

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

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

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LIEUTENANT

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Police Captain, the Police Lieutenant is a non-exempt position under FLSA. The primary goal of this position is to assist with the enforcement of all federal, state, and local criminal laws and ordinances by supervising subordinate personnel, preparing detail assignments, and reviewing reports. This is a tested position. Required to reside within 30 miles of the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be available to work any shift.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Supervises, trains, evaluates, and disciplines subordinate personnel;
- Assigned as section commanders;
- Prepares work schedules to maintain adequate staffing, reviews work assignments and completion;
- Supervises major investigations;
- Answers and directs incoming telephone calls;
- Investigates crime scenes, seizes and preserves evidence;
- Assists ambulance crew members;
- Operates, inspects, and maintains department equipment;
- Provides citizen assistance by fielding questions, concerns, and complaints from the general public;
- Reviews reports and use of force cases;
- Prepares, completes, and maintains department records and reports;
- Investigates citizen complaints;
- Assumes command of the Police Department in the absence of both the Chief of Police and the Police Captain;
- Conducts background investigations on police applicants;
- Responds to major or sensitive incidents;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists in the implementation of city projects;
- Assists other law enforcement agencies;
- Serves as a field officer;
- Assists other city departments;
- Apprehends and arrests violators of the law;
- ~~Creates section schedules, maintaining adequate staffing;~~
- May be placed in "On-call" status;
- Testifies in court;
- Interviews witnesses, suspects, and victims;
- 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

LIEUTENANT POSITION REQUIREMENTS

Experience: Minimum of six years of law enforcement experience, with a minimum of two years 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 promotion.

Education: A high school diploma, certified transcript, or GED is required. An Associate's Degree in Criminal Justice or related field is preferred. Requires certification by 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. Requires training in investigative techniques and interviewing skills.

Technical Skills: Thorough knowledge 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 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 citizen complaints, investigating crime scenes, and personnel issues.

Decision Making: Frequent independent decision making. Makes decisions about prioritizing assignments, resolving personnel issues, citizen complaints, using force, including deadly force, making arrests, and investigating crimes and accidents. Decisions often made in volatile situations.

Supervision: Works under direction of the Police Captain, and exercises frequent 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. 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.

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, processing and 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 30 miles of 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. Must be available to work any shift.

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;
- Performs duties as a watch commander in the absence of a Sergeant;
- Apprehends and arrests law violators;
- Conducts Traffic stops ~~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;
- May be placed in an "On-call" status;
- 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, certified transcript, 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

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 30 miles of the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be available to work any shift.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- ~~Conducts Traffic stops~~ ~~Makes arrests~~ and issues traffic citations;
- Apprehends and arrests law violators;
- 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;
- 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, certified transcript, or GED is required. Requires certification from the Kansas Law Enforcement Training Center within one year of employment. 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.

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.

SERGEANT

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Police Lieutenant, the Police Sergeant is a non-exempt position under FLSA which performs supervisory duties and patrol duties. Responsible for investigating crimes, preparing daily detail assignments, and reviewing reports. Performing patrol duties and providing citizen assistance are expected. This is a tested position. Required to reside within 30 miles of the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be available to work any shift.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- Provides citizen assistance by fielding questions, concerns, and complaints from the general public;
- Conducts Traffic stops ~~Makes arrests~~ and issues traffic citations;
- Apprehends and arrests law violators
- Assigned as watch commanders;
- Performs patrol and traffic control duties;
- Performs investigative duties and supervision as assigned;
- Prepares and reviews reports and files;
- Investigates crimes and accidents, performs follow-up investigations, and gathers evidence;
- Supervises, ~~trains, and~~ evaluates and disciplines subordinate personnel;
- Assists ambulance crews;
- Serves as a field officer;
- Responds to emergency situations and provides citizen assistance;
- Interviews witnesses, suspects, and victims;
- Investigates Use of Force cases made by subordinate personnel;
- Operates, inspects, and maintains department equipment;
- Assists with training subordinate personnel;
- Testifies in court;
- Conducts safety programs for the public;
- 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;
- May be placed in "On-Call" status;
- 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 SERGEANT
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, certified transcript, or GED is required. A technical degree or some college credit in Criminal Justice is preferred. Requires certification from the Kansas Law Enforcement Training Center. Must obtain necessary training as required by state standards to maintain certification. Must possess a valid Kansas Driver's License.

Technical Skills: Thorough knowledge of all federal, state, and local laws and ordinances, CPR, 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 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 and organizational skills, and oral and written communications skills in English. Must possess the ability to train new police officers. 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, domestic violence, citizen complaints, 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 that are made are often in volatile situations.

Supervision: Works under direction of the Police Lieutenant or other higher ranking supervisor and exercises frequent supervision 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, subordinate personnel, and supervisory personnel. 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.

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~~ **a variety of routine and complex work throughout the stages of infrastructure construction projects.** ~~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;~~
- ~~• Assists in the enforcement department policies and procedures;~~
- Inspects street projects and **schedules and** monitors concrete **material** testing;
- **Inspects water, wastewater, and stormwater installations;**
- **Records and maintains data related to inspection activities;**
- **Assists with the data gathering and compilation, GIS, GPS, mapping, and data analysis;**
- **Ensures that all contract documents represented by working drawings and specifications are properly executed by the contractors;**
- 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 certified transcript will be accepted in lieu of a diploma. ~~A two-year degree in management or related field preferred.~~ **KDOT CIT certification is preferred but not required. ACI Concrete Field Testing Technician Grade 1 certification is preferred but not required.** 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 possess basic knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.** 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. 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, and department problems.~~ **Encounters with contractors, developers, property owners, project engineers, and citizens with questions and concerns.**

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 **not** 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.~~ **Exposure to excessive noise, heavy machinery, and adverse weather conditions is expected while performing inspections and gathering GIS/GPS data.** Deals with the general public, **contractors, and construction personnel**, 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

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 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.

City Council
City of Haysville
Haysville, Kansas

As part of our audit of the financial statement of the City of Haysville as of and for the year ended December 31, 2019, we wish to communicate the following to you.

AUDIT SCOPE AND RESULTS

Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America

An audit performed in accordance with auditing standards generally accepted in the United States of America is designed to obtain reasonable, rather than absolute, assurance about the financial statement. In performing auditing procedures, we establish scopes of audit tests in relation to the financial statement taken as a whole. Our engagement does not include a detailed audit of every transaction. Our engagement letter more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement audit that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of the financial statement does not relieve management or those charged with governance of their responsibilities. Our engagement letter more specifically describes your responsibilities.

Qualitative Aspects of Significant Accounting Policies and Practices

Significant Accounting Policies

The City's significant accounting policies are described in *Note 1* of the audited financial statement.

Alternative Accounting Treatments

We had discussions with management regarding alternative accounting treatments within the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide (KMAAG) which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) for policies and practices for material items, including recognition, measurement and disclosure considerations related to the accounting for specific transactions as well as general accounting policies, as follows:

No matters reportable.

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following areas involve significant estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

No matters are reportable.

Financial Statement Disclosures

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

No matters are reportable.

Audit Adjustments

During the course of any audit, an auditor may propose adjustments to financial statement amounts. Management evaluates our proposals and records those adjustments which, in its judgment, are required to prevent the financial statement from being materially misstated. A misstatement is a difference between the amount, classification, presentation or disclosure of a reported financial statement item and that which is required for the item to be presented fairly in accordance with the applicable financial reporting framework. No audit adjustments were identified as a result of our engagement.

Auditor's Judgments About the Quality of the City's Accounting Principles

During the course of the audit, we made the following observations regarding the City's application of accounting principles:

- The use of Kansas regulatory basis accounting instead of GAAP

Other Material Communications

Listed below are other material communications between management and us related to the audit:

- Management representation letter (attached)
- Engagement letter

This communication is intended solely for the information and use of management, city council and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

BKD, LLP

Wichita, Kansas
June 3, 2020

City of Haysville

*200 West Grand Avenue
Haysville, Kansas 67060*

June 3, 2020

BKD, LLP

Certified Public Accountants
1551 North Waterfront Parkway, Suite 300
Wichita, Kansas 67206

We are providing this letter in connection with your audit of our financial statement as of and for the year ended December 31, 2019. We confirm that we are responsible for the fair presentation of the financial statement in conformity with the regulatory basis of accounting for the State of Kansas. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, operations and compliance, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, the following:

1. We have fulfilled our responsibilities, as set out in the terms of our engagement letter dated November 5, 2019, for the preparation and fair presentation of the financial statement in accordance with Kansas regulatory basis and for preparation of the supplementary information in accordance with the applicable criteria. We understand that you will not render an unmodified opinion on the financial statement due to lack of conformity with accounting principles generally accepted in the United States of America due to our financial statement being in accordance with Kansas regulatory basis.
2. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statement that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
4. We have reviewed and approved a draft of the financial statement and related notes referred to above, which you prepared in connection with your audit of our financial statement. We acknowledge that we are responsible for the fair presentation of the financial statement and related notes.

5. We have provided you with:
 - (a) Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statement such as records, documentation and other matters.
 - (b) Additional information that you have requested from us for the purpose of the audit.
 - (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - (d) All minutes of meetings of the governing body held through the date of this letter.
 - (e) All significant contracts and grants.
6. All transactions have been recorded in the accounting records and are reflected in the financial statement.
7. We have informed you of all current risks of a material amount that are not adequately prevented or detected by entity procedures with respect to:
 - (a) Misappropriation of assets.
 - (b) Misrepresented or misstated cash, encumbrances or fund balance.
8. We have no knowledge of any known or suspected:
 - (a) Fraudulent financial reporting or misappropriation of assets involving management or employees who have significant roles in internal control.
 - (b) Fraudulent financial reporting or misappropriation of assets involving others that could have a material effect on the financial statement.
9. We have no knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, customers, regulators, suppliers or others.
10. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America. We understand that the term related party refers to an affiliate; management, and members of their immediate families, component units; and any other party with which the entity may deal if it can significantly influence, or be influenced by, the management or operating policies of the other. The term affiliate refers to a party that directly or indirectly controls, or is controlled by, or is under common control with us.

11. Except as reflected in the financial statement, there are no:
 - (a) Plans or intentions that may materially affect carrying values or classifications of cash and encumbrances.
 - (b) Material transactions omitted or improperly recorded in the financial statement.
 - (c) Material gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
 - (d) Events occurring subsequent to the year-end date through the date of this letter requiring adjustment or disclosure in the financial statement.
 - (e) Agreements to purchase assets previously sold.
 - (f) Restrictions on cash balances or compensating balance agreements.
 - (g) Guarantees, whether written or oral, under which the City is contingently liable.
12. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statement.
13. We have no reason to believe the City owes any penalties or payments under the Employer Shared Responsibility Provisions of the *Patient Protection and Affordable Care Act* nor have we received any correspondence from the IRS or other agencies indicating such payments may be due.
14. We are not aware of any pending or threatened litigation or claims whose effects should be considered when preparing the financial statements. We have not sought or received attorney's services related to pending or threatened litigation or claims during or subsequent to the audit period. Also, we are not aware of any litigation or claims, pending or threatened, for which legal counsel should be sought.
15. Except as disclosed in the financial statement, we have:
 - (a) Complied with all aspects of contractual and grant agreements, for which noncompliance would materially affect the financial statement.
16. We have not been designated as a potentially responsible party (PRP or equivalent status) by the Environmental Protection Agency (EPA) or other cognizant regulatory agency with authority to enforce environmental laws and regulations.
17. We have notified you of any instances of noncompliance with applicable disclosure requirements of the SEC Rule 15c2-12 and applicable state laws.

18. With regard to deposit and investment activities:
 - (a) All deposit and investment transactions have been made in accordance with legal and contractual requirements.
 - (b) Disclosures of deposit and investment balances and risks in the financial statement are consistent with our understanding of the applicable laws regarding enforceability of any pledges of collateral.
 - (c) We understand that your audit does not represent an opinion regarding the enforceability of any collateral pledges.

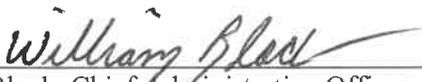
19. With respect to any nonattest services you have provided us during the year, including assisting with the preparation of the financial statement:
 - (a) We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.
 - (b) We have established and monitored the performance of the nonattest services to ensure that they meet our objectives.
 - (c) We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.
 - (d) We have evaluated the adequacy of the services performed and any findings that resulted.

20. The supplementary information required by the state of Kansas, consisting of schedules 1, 2, and 3, have been prepared and is measured and presented in conformity with the applicable Kansas regulatory basis pronouncements, and we acknowledge our responsibility for the information. The information contained therein is based on all facts, decisions and conditions currently known to us and is measured using the same methods and assumptions as were used in the preparation of the financial statement. We believe the significant assumptions underlying the measurement and/or presentation of the information are reasonable and appropriate. There has been no change from the preceding period in the methods of measurement and presentation.

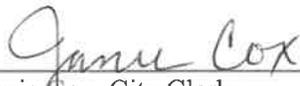
21. With regard to supplementary information:
 - (a) We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
 - (b) We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.
 - (c) The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period.

(d) If the supplementary information is not presented with the audited financial statement, we acknowledge we will make the audited financial statement readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.

22. We acknowledge the current protracted economic decline due to COVID-19 pandemic presents difficult circumstances and challenges for the governmental industry. Governmental entities may face declines in the collection of property and sales tax, constraints on liquidity and difficulty obtaining financing. We acknowledge that you have no responsibility for future changes caused by the current economic environment and the resulting impact on the City's financial statement. Further, management and the City Council are solely responsible for all aspects of managing the City, including evaluating capital needs and liquidity plans.



Will Black, Chief Administrative Officer



Janie Cox, City Clerk

City of Haysville, Kansas

Independent Auditor's Report and Financial Statement
and Regulatory Required Supplementary Information

For the Year Ended December 31, 2019

City of Haysville, Kansas
December 31, 2019

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December 31, 2019

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Schedule 3

 Summary of Receipts and Disbursements – Regulatory Basis – Agency Fund 55

Independent Auditor's Report

The Mayor and City Council
City of Haysville, Kansas

Report on Financial Statement

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures and unencumbered cash balances of the City of Haysville, Kansas, as of and for the year ended December 31, 2019, and the related notes to the financial statement.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in *Note 1*; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the *Kansas Municipal Audit and Accounting Guide*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in *Note 1* of the financial statement, the financial statement is prepared by the City of Haysville, Kansas on the basis of the financial reporting provisions of the *Kansas Municipal Audit and*

Accounting Guide, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in *Note 1* and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statement referred to above does not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the City of Haysville, Kansas as of December 31, 2019, or changes in financial position and cash flows thereof for the year then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the City of Haysville, Kansas as of December 31, 2019, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in *Note 1*.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the fund summary statement of regulatory basis receipts, expenditures and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditures – actual and budget, individual fund schedules of regulatory basis receipts and expenditures – actual and budget and schedule of regulatory basis receipts and disbursements – agency fund (Schedules 1, 2 and 3 as listed in the table of contents) are presented for purposes of additional analysis and are not a required part of the basic financial statement, however, are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in *Note 1*.

BKD, LLP

City of Haysville, Kansas
Summary Statement of Receipts, Expenditures and Unencumbered Cash
Regulatory Basis
For the Year Ended December 31, 2019

Funds	Beginning Unencumbered Cash Balance	Prior Year Cancelled Encumbrances	Receipts
Primary Governmental Funds			
General Fund	\$ 252,357	\$ -	\$ 5,667,533
Special Purpose Funds:			
Special Street and Highway	90,135	-	450,263
Law Enforcement	148,445	-	169,124
Library	-	-	358,336
Special Liability	-	-	52,082
Special Alcohol	23,616	-	4,826
Special Parks and Recreation	9,084	-	4,534
Recreation Department	211,681	-	833,682
Transient Guest Tax	5,664	-	75,732
Haysville Historical	25,140	-	7,690
Program for the Aged	-	-	35,000
Federal Law Enforcement Trust	125,167	-	39,031
City Law Enforcement Trust	26,514	-	1,426
Special Highway Improvement Reserve	81,517	-	21,767
Park Improvement Reserve	20,548	-	65,919
Equipment Reserve	179,189	-	127,109
Sales Tax Street Reserve	330,538	-	500,912
Sales Tax Park Reserve	123,171	-	126,283
Sales Tax Recreation Reserve	72,534	-	375,767
Bond and Interest Fund	217,402	-	1,484,317
Capital Projects Funds:			
Multi-Year Capital Improvement Plan	190,948	-	1,068,903
Haysville Activity Center Acquisition Project	161	-	132
Land Bank	105,914	-	41,500
2017 Orchard Acres/Dirck Project	2,364	-	53
Temporary Note 2018 A	402,776	-	4,621
Temporary Note 2018 B	110,785	-	701
Bond Series 2018	3,303	-	14
Temporary Note 2019 A	-	-	1,180,929
Temporary Note 2019 B	-	-	785,494
Bond Series 2019 A	-	-	820,089
KDHE Project	86,451	-	66,954
Business Funds:			
Water-Sewer Utility	298,907	-	3,100,359
Municipal Pool	1,871	-	151,623
Stormwater	994	-	215,379

<u>Expenditures</u>	<u>Ending Unencumbered Cash Balance</u>	<u>Add Outstanding Encumbrances</u>	<u>Ending Cash Balance</u>
\$ 5,356,731	\$ 563,159	\$ 158,465	\$ 721,624
412,045	128,353	78,244	206,597
109,575	207,994	33,529	241,523
358,336	-	-	-
49,014	3,068	-	3,068
7,539	20,903	-	20,903
2,735	10,883	-	10,883
779,274	266,089	20,317	286,406
72,065	9,331	1,347	10,678
6,089	26,741	470	27,211
35,000	-	-	-
55,113	109,085	10,328	119,413
-	27,940	-	27,940
-	103,284	-	103,284
37,424	49,043	8,089	57,132
123,609	182,689	45,000	227,689
505,963	325,487	-	325,487
198,055	51,399	82,527	133,926
391,183	57,118	6,913	64,031
1,459,972	241,747	-	241,747
877,585	382,266	55,564	437,830
228	65	-	65
71,046	76,368	-	76,368
2,417	-	-	-
407,397	-	-	-
111,486	-	-	-
3,317	-	-	-
689,628	491,301	-	491,301
752,405	33,089	584,108	617,197
820,089	-	-	-
152,442	963	-	963
2,915,557	483,709	247,785	731,494
131,677	21,817	156	21,973
216,181	192	12,115	12,307

City of Haysville, Kansas
Summary Statement of Receipts, Expenditures and Unencumbered Cash
(Continued)
Regulatory Basis
For the Year Ended December 31, 2019

Funds	Beginning Unencumbered Cash Balance	Prior Year Cancelled Encumbrances	Receipts
Water/Wastewater Revenue Bond Surplus Reserve	\$ 54,800	\$ -	\$ 145,767
Risk Management	107,324	-	704,927
Total primary governmental funds	3,309,300	-	18,688,778
Related Municipal Entities			
Haysville Community Library	71,239	-	433,208
Total reporting entity (excluding Agency Fund)	<u>\$ 3,380,539</u>	<u>\$ -</u>	<u>\$ 19,121,986</u>

Expenditures	Ending Unencumbered Cash Balance	Add Outstanding Encumbrances	Ending Cash Balance
\$ 166,780	\$ 33,787	\$ 137,358	\$ 171,145
592,895	219,356	463	219,819
17,870,852	4,127,226	1,482,778	5,610,004
373,707	130,740	-	130,740
<u>\$ 18,244,559</u>	<u>\$ 4,257,966</u>	<u>\$ 1,482,778</u>	<u>\$ 5,740,744</u>

Composition of Cash

Primary Governmental	
Petty cash	\$ 1,002
INTRUST Bank, N.A.	
Regular checking	408,767
Petty cash checking	2,688
Treasury savings	4,901,295
Municipal Court Bond	8,226
Community Bank	
Land Bank account	76,368
Risk management account	219,819
Security Bank of KC	
Certificates of participation money market	65
Total primary governmental	<u>5,618,230</u>
Related Municipal Entity	
Haysville Community Library:	
Community Bank	
General checking	85,615
Savings account	44,180
Petty cash checking	945
Total related municipal entity	<u>130,740</u>
Agency Fund per Schedule 3	<u>(8,226)</u>
Total reporting entity (excluding Agency Fund)	<u>\$ 5,740,744</u>

City of Haysville, Kansas
Notes to Financial Statement
For the Year Ended December 31, 2019

Note 1: Summary of Significant Accounting Policies

This summary of significant accounting policies of the City of Haysville, Kansas (the City) is presented to assist in understanding the City's financial statement. The financial statement and notes are representations of the City's management, who is responsible for their integrity and objectivity.

Reporting Entity

The City of Haysville, Kansas is incorporated under the laws of the State of Kansas. The City operates under a Mayor-Council form of City government consisting of an elected Mayor and eight council persons and provides services to the citizens in the areas of highways and streets, water and wastewater treatment services, public improvement, public safety, planning and zoning, recreation, and general administrative services.

The financial statement presents the City of Haysville, Kansas (a municipal financial reporting entity) and its related municipal entity, the Haysville Community Library. The related municipal entity is included in the City's reporting entity because it was established to benefit the City and/or its constituents.

A seven-member board appointed by the Mayor with approval by the City Council governs the Haysville Public Library Board. The Haysville Public Library Board operates the Haysville Community Library (the Library). The Library Board may not purchase or lease a site or erect a building for the use of the Library without the approval of the City Council. The Library Board taxes are levied under the taxing authority of the City and are included as part of the City's total tax levy. The taxes are accounted for in the Library Special Purpose Fund of the City. The Library Board also receives funding through the state assistance programs and donations from the public.

Regulatory Basis Fund Types

The financial activities of the City are recorded and presented on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The following types of funds comprise the financial activities of the City of Haysville, Kansas for the year 2019:

General Fund – the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

Special Purpose Funds – used to account for the proceeds of specific tax levies and other specific revenue sources (other than Capital Project and tax levies for long-term debt) that are intended for specified purposes.

Bond and Interest Fund – used to account for the accumulation of resources, including tax levies, transfers from other funds and payment of general long-term debt.

City of Haysville, Kansas
Notes to Financial Statement
For the Year Ended December 31, 2019

Capital Project Funds – used to account for the debt proceeds and other financial resources to be used for acquisition or construction of major capital facilities or equipment.

Business Funds – funds financed in whole or in part by fees charged to users of the goods or services (*i.e.*, enterprise and internal service fund, etc.).

Agency Fund – funds used to report assets held by the municipal reporting entity in a purely custodial capacity (payroll clearing fund, county treasurer tax collection accounts, etc.).

Basis of Accounting

Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America. The Kansas Municipal Audit and Accounting Guide (KMAAG) regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis revenues and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

The City has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the City to use the regulatory basis of accounting.

Note 2: Budgetary Information

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special purpose funds (unless specifically exempted by statute), bond and interest funds, and business funds. Although directory rather than mandatory, the statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1.
2. Publication in local newspaper on or before August 5 of the proposed budget and notice of public hearing on the budget.
3. Public hearing on or before August 15, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25.

City of Haysville, Kansas
Notes to Financial Statement
For the Year Ended December 31, 2019

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication, the hearing may be held and the governing body may amend the budget at that time. There was one budget amendment for this year.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison schedules are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the regulatory basis of accounting, in which revenues are recognized when cash is received and expenditures including disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the City for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

A legal operating budget is not required for capital project funds, trust funds and the following special purpose funds:

- Haysville Historical
- Program for the Aged
- Federal Law Enforcement Trust
- City Law Enforcement Trust
- Special Highway Improvement Reserve
- Park Improvement Reserve
- Equipment Reserve
- Sales Tax Street Reserve
- Sales Tax Park Reserve
- Sales Tax Recreation Reserve

Spending in funds which are not subject to the legal annual operating budget requirement is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing body.

City of Haysville, Kansas
Notes to Financial Statement
For the Year Ended December 31, 2019

Note 3: Defined Benefit Pension Plan

General Information About the Pension Plan

Plan description. The City and Library participate in the Kansas Public Employees Retirement System (KPERS), a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et. seq. Kansas law establishes and amends benefit provisions. KPERS issues a publicly available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at www.kpers.org or by writing to KPERS (611 South Kansas, Suite 100, Topeka, Kansas 66603) or by calling 1.888.275.5737.

Contributions. K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2 or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009, and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate at 6% of covered salary for KPERS 1, KPERS 2 and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

State law provides that the employer contribution rates for KPERS 1, KPERS 2 and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate (not including the 1% contribution rate for the Death and Disability Program) and the statutory contribution rate was 8.89% for the fiscal year ended December 31, 2019. Contributions to the pension plan from the City and Library were \$329,427 and \$36,011, respectively, for the year ended December 31, 2019.

Net Pension Liability

At December 31, 2019, the City and Library's proportionate share of the collective net pension liability reported by KPERS was \$2,789,407 and \$154,144, respectively. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2018, which was rolled forward to June 30, 2019. The City and Library's proportion of the net pension liability was based on the ratio of their contributions to KPERS, relative to the total employer and non-employer contributions of the Local subgroup within KPERS. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in this financial statement.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at www.kpers.org or can be obtained as described above.

City of Haysville, Kansas
Notes to Financial Statement
For the Year Ended December 31, 2019

Note 4: Other Post-Employment Benefits

As provided by K.S.A. 12-5040, the City allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually, the City is subsidizing the retirees because each participant is charged a level of premium regardless of age. However, the cost of this subsidy has not been quantified in this financial statement.

Under the *Consolidated Omnibus Budget Reconciliation Act* (COBRA), the City makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the federal government for this coverage. The premium is paid in full by the insured.

Note 5: Compensated Absences

Vacation

All employees in a regular position with the City are granted vacation leave credited annually on the employee's anniversary (hire-in) date as follows:

1 year	40 working hours
2-5 years	80 working hours
6-11 years	120 working hours
12-19 years	160 working hours
20 years and over	200 working hours

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.

Sick Leave

All employees in a regular position with the City shall be granted on the basis of eight hours per month. Sick leave may be accumulated to a maximum of 800 hours. Any employee accumulating more than eight hundred hours may, by November 15, request to receive 50% sick leave pay for hours in excess of eight hundred or take 50% vacation for the hours in excess of eight hundred. If the 50% vacation is elected, the time off must be taken within the next calendar year. Upon voluntary termination of employment, if two weeks' notice has been given, an employee may receive pay for one-half of credited sick leave. If an employee resigns without giving two weeks' notice, no payment for sick leave will be made. 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.

City of Haysville, Kansas
Notes to Financial Statement
For the Year Ended December 31, 2019

Note 6: Deposits

K.S.A. 9-1401 establishes the depositories which may be used by the City. The statute requires banks eligible to hold the City's funds have a main or branch bank in the county in which the City is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The City has no other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the City's investment of idle funds to time deposits, open accounts and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The City has no investment policy that would further limit its investment choices.

Concentration of credit risk. State statutes place no limit on the amount the City may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405.

Custodial credit risk – deposits. Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. State statutes require the City's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka. All deposits were legally secured at December 31, 2019.

At December 31, 2019, the City's carrying amount of deposits was \$5,610,004 and the bank balances were \$6,381,874. The bank balances were held by INTRUST Bank, N.A. and Community Bank resulting in a concentration of credit risk. Of the bank balances, \$500,000 was covered by federal depository insurance and the remaining amount was collateralized with securities held by the pledging financial institutions' agents in the City's name.

The City's related municipal entity, the Haysville Community Library, at December 31, 2019, had a carrying amount of deposits of \$130,740 and a bank balance of \$148,789. The bank balance was entirely covered by federal depository insurance at December 31, 2019.

Note 7: Risk Management

The City carries commercial insurance for risks of loss, including property, liability, crime, inland marine, automobile and workers' compensation. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

City of Haysville, Kansas
Notes to Financial Statement
For the Year Ended December 31, 2019

Note 8: Interfund Transfers

Operating transfers per K.S.A. 10-117a, 12-825d, 12-1,117, 12-1-118, 12-631o, were as follows:

From	To	Amount
General	Multi-Year Capital Improvement Plan	\$ 852,695
General	Municipal Pool	30,000
General	Park Improvement Reserve	65,012
Special Street and Highway	General	67,504
Special Street and Highway	Special Highway Improvement Reserve	20,000
Special Street and Highway	Equipment Reserve	19,661
Multi-Year Capital Improvement Plan	Bond and Interest	184,030
Water-Sewer Utility	General	282,870
Water-Sewer Utility	Equipment Reserve	79,322
Water-Sewer Utility	Water/Wastewater Revenue Bond Surplus Reserve	143,000
Stormwater	Equipment Reserve	19,661
Stormwater	General	21,775
Stormwater	Bond and Interest	88,428

Note 9: Capital Projects

Capital project authorizations with approved change orders compared with expenditures from inception are as follows:

	Project Authorization	Expenditures to Date
Dorner Park	\$ 502,152	\$ 415,836
Police Department	465,000	120,633
North Main Street	435,916	-
Senior Center	309,670	61,766
7th Street Waterline	293,977	292,371
Rotary Press Design	142,020	14,202
Sunset Fields Design	81,950	-
Country Lakes Design	71,550	-

City of Haysville, Kansas
Notes to Financial Statement
For the Year Ended December 31, 2019

Note 10: Litigation Contingencies

The City is a party to various claims, none of which is expected to have a material financial impact on the City.

Note 11: Self-Insurance Claims

The City established a limited risk management program for employees' health care insurance that runs from July 1 through June 30 each year. The program includes a stop-loss provision for claims over \$50,000 per individual and aggregate claims over \$1,000,000 from July 1, 2018 through June 30, 2019, and a stop-loss provision for claims over \$50,000 per individual and aggregate claims over \$1,000,000 for July 1, 2019 through June 30, 2020. The estimated liability for payment of incurred (both reported and unreported) but unpaid claims are recorded in the Risk Management fund. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends, including frequency and amount of payouts, and other economic and social factors. Liabilities related to risk of loss are reported when it is probable that a loss has occurred and the amount of loss can be reasonably estimated.

Note 12: Subsequent Events

As a result of the spread of the SARS-CoV-2 virus and the incidence of COVID-19, economic uncertainties have arisen which may negatively affect tax collections and cash flows of the City. The duration of these uncertainties and the ultimate financial effects cannot be reasonably estimated at this time.

City of Haysville, Kansas
Notes to Financial Statement
For the Year Ended December 31, 2019

Note 13: Long-Term Debt

Changes in long-term debt for the City for the year ended December 31, 2019, were as follows:

Issue	Interest Rates	Date of Issue	Amount of Issue
General Obligation Bond			
Series 2010	2.0%-5.0%	4/15/2010	\$ 4,055,000
Series 2011	2.5%-5.4%	11/1/2011	107,000
Refunding and Improvement - Series 2012	2.00%	7/1/2012	3,930,000
Series 2014	3.50%	6/4/2014	369,000
Refunding Series 2016	2.00%-3.250%	2/1/2016	6,455,000
Series 2018	2.5%-4.0%	8/30/2018	785,000
Series 2019 A	2.0%-4.0%	1/31/2019	820,000
Series 2019 B	2.75%-4.25%	4/30/2019	260,000
Certificate of Participation			
Series 2015	2.0%-4.125%	11/12/2015	3,700,000
Temporary Notes			
2018 A	1.60%	1/1/2018	1,175,000
2018 B	2.10%	3/15/2018	340,000
2019 A	2.25%	1/8/2019	1,165,000
2019 B	1.30%	12/20/2019	785,000
Capital Lease			
Copier	8.00%	3/17/2017	64,500
Copier	9.19%	2/1/2014	29,930
Street Sweeper	3.28%	9/15/2017	211,000
Loader	3.50%	2/5/2019	155,103
Backhoe Loader	3.50%	12/31/2019	111,237

Total contractual indebtedness

Date of Final Maturity	Balance Beginning of Year	Additions	Reductions/ Payments	Balance End of Year	Interest Paid
10/1/2030	\$ 340,000	\$ -	\$ 340,000	\$ -	\$ 11,900
10/1/2032	80,000	-	5,000	75,000	3,940
10/1/2019	380,000	-	380,000	-	7,600
10/1/2029	295,000	-	25,000	270,000	8,010
10/1/2030	5,605,000	-	575,000	5,030,000	169,088
10/1/2033	785,000	-	40,000	745,000	28,261
10/1/2039	-	820,000	-	820,000	17,603
10/1/2039	-	260,000	-	260,000	3,571
	<u>7,485,000</u>	<u>1,080,000</u>	<u>1,365,000</u>	<u>7,200,000</u>	<u>249,973</u>
11/1/2035	<u>3,325,000</u>	-	140,000	<u>3,185,000</u>	<u>118,638</u>
	<u>3,325,000</u>	-	140,000	<u>3,185,000</u>	<u>118,638</u>
2/1/2019	1,175,000	-	1,175,000	-	9,400
8/1/2019	340,000	-	340,000	-	7,140
10/1/2020	-	1,165,000	-	1,165,000	19,150
12/1/2020	-	785,000	-	785,000	-
	<u>1,515,000</u>	<u>1,950,000</u>	<u>1,515,000</u>	<u>1,950,000</u>	<u>35,690</u>
4/1/2022	44,774	-	12,567	32,207	3,118
1/1/2019	619	-	619	-	5
8/1/2022	170,876	-	40,672	130,204	5,610
3/5/2023	-	155,103	28,892	126,211	5,517
12/31/2024	-	111,237	-	111,237	-
	<u>216,269</u>	<u>266,340</u>	<u>82,750</u>	<u>399,859</u>	<u>14,250</u>
	<u>\$ 12,541,269</u>	<u>\$ 3,296,340</u>	<u>\$ 3,102,750</u>	<u>\$ 12,734,859</u>	<u>\$ 418,551</u>

City of Haysville, Kansas
Notes to Financial Statement
For the Year Ended December 31, 2019

Current maturities of long-term debt and interest for the next five years and in five-year increments through maturity are as follows:

Maturities	2020	2021	2022
Principal			
General obligation bonds	\$ 1,050,000	\$ 830,000	\$ 730,000
Certificate of Participation	145,000	150,000	155,000
Temporary Notes	1,950,000	-	-
Capital leases	105,964	110,248	102,653
	<u>3,250,964</u>	<u>1,090,248</u>	<u>987,653</u>
Total principal	<u>\$ 3,250,964</u>	<u>\$ 1,090,248</u>	<u>\$ 987,653</u>
Interest			
General obligation bonds	\$ 222,215	\$ 190,715	\$ 165,765
Certificate of Participation	114,438	110,088	105,588
Temporary Notes	35,879	-	-
Capital leases	14,735	10,451	6,283
	<u>387,267</u>	<u>311,254</u>	<u>277,636</u>
Total interest	<u>\$ 387,267</u>	<u>\$ 311,254</u>	<u>\$ 277,636</u>

2023	2024	2025-2029	2030-2034	2035-2039	Total
\$ 695,000	\$ 580,000	\$ 2,305,000	\$ 665,000	\$ 345,000	\$ 7,200,000
165,000	170,000	960,000	1,175,000	265,000	3,185,000
-	-	-	-	-	1,950,000
<u>55,880</u>	<u>25,114</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>399,859</u>
<u><u>\$ 915,880</u></u>	<u><u>\$ 775,114</u></u>	<u><u>\$ 3,265,000</u></u>	<u><u>\$ 1,840,000</u></u>	<u><u>\$ 610,000</u></u>	<u><u>\$ 12,734,859</u></u>
\$ 143,765	\$ 122,720	\$ 362,755	\$ 124,045	\$ 40,450	\$ 1,372,430
100,938	95,988	393,713	198,906	10,600	1,130,259
-	-	-	-	-	35,879
<u>2,854</u>	<u>879</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,202</u>
<u><u>\$ 247,557</u></u>	<u><u>\$ 219,587</u></u>	<u><u>\$ 756,468</u></u>	<u><u>\$ 322,951</u></u>	<u><u>\$ 51,050</u></u>	<u><u>\$ 2,573,770</u></u>

Regulatory-Required Supplementary Information

City of Haysville, Kansas
Summary of Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

Funds	Certified Budget	Expenditures Chargeable to Current Year	Variance - Over (Under)
General Fund	\$ 5,817,231	\$ 5,356,731	\$ (460,500)
Special Purpose Funds			
Special Street and Highway	491,765	412,045	(79,720)
Law Enforcement	241,920	109,575	(132,345)
Library	367,554	358,336	(9,218)
Special Liability	52,175	49,014	(3,161)
Special Alcohol	33,180	7,539	(25,641)
Special Parks and Recreation	11,983	2,735	(9,248)
Recreation Department	807,744	779,274	(28,470)
Transient Guest Tax	99,831	72,065	(27,766)
Bond and Interest Fund	1,459,972	1,459,972	-
Business Funds			
Water-Sewer Utility	3,264,198	2,915,557	(348,641)
Municipal Pool	134,320	131,677	(2,643)
Stormwater	245,946	216,181	(29,765)

City of Haysville, Kansas
General Fund
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Taxes and shared receipts:			
Ad valorem	\$ 1,927,920	\$ 1,989,729	\$ (61,809)
Delinquent	68,795	60,000	8,795
Motor vehicle	275,468	270,316	5,152
Countywide sales tax	1,705,390	1,609,000	96,390
Liquor tax	4,353	3,794	559
Franchise tax	662,273	670,000	(7,727)
Permits and licenses	176,083	178,422	(2,339)
Fines and forfeitures	228,563	198,800	29,763
Interest	20,423	3,500	16,923
Miscellaneous	60,741	71,450	(10,709)
Reimbursements	165,375	153,390	11,985
Transfers from:			
Water-Sewer Utility	282,870	331,933	(49,063)
Stormwater	21,775	19,406	2,369
Special Street and Highway	67,504	83,518	(16,014)
	<u>5,667,533</u>	<u>5,643,258</u>	<u>24,275</u>
Expenditures			
Administration	151,492	166,704	(15,212)
Police department	1,496,626	1,643,316	(146,690)
Parks	230,872	384,696	(153,824)
Planning	35,752	39,611	(3,859)
Municipal Court	146,442	178,643	(32,201)
Street lights	93,350	94,500	(1,150)
Building and grounds	88,581	105,020	(16,439)
Special funds	259,308	291,647	(32,339)
Senior center	67,678	62,527	5,151
Governmental services	247,024	223,121	23,903
Inspections	80,870	80,132	738
Information systems	47,815	49,981	(2,166)
Media specialist	42,687	45,850	(3,163)

City of Haysville, Kansas
General Fund (Continued)
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	Actual	Budget	Variance - Over (Under)
Employee benefits	\$ 1,261,942	\$ 1,417,680	\$ (155,738)
Miscellaneous	3,585	5,000	(1,415)
Bond interest	155,000	155,000	-
Transfers to:			
Multi-Year Capital Improvement Plan	852,695	804,500	48,195
Park Improvement Reserve	65,012	39,303	25,709
Municipal Pool	30,000	30,000	-
Total expenditures	<u>5,356,731</u>	<u>5,817,231</u>	<u>\$ (460,500)</u>
Receipts Over (Under) Expenditures	310,802	(173,973)	
Unencumbered Cash, Beginning	<u>252,357</u>	<u>173,973</u>	
Unencumbered Cash, Ending	<u>\$ 563,159</u>	<u>\$ -</u>	

City of Haysville, Kansas
Special Street and Highway
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Kansas gas tax	\$ 308,712	\$ 304,870	\$ 3,842
County fuel tax	138,022	134,170	3,852
Interest	3,326	130	3,196
Miscellaneous	203	4,619	(4,416)
	<u>450,263</u>	<u>443,789</u>	<u>6,474</u>
Expenditures			
Personnel services	167,023	185,734	(18,711)
Contractual services	42,966	46,900	(3,934)
Commodities	81,565	114,702	(33,137)
Capital outlay	12,103	16,000	(3,897)
Miscellaneous	1,223	2,500	(1,277)
Transfers to:			
Special Highway Improvement Reserve	20,000	20,000	-
Equipment Reserve	19,661	19,661	-
General Fund	67,504	86,268	(18,764)
	<u>412,045</u>	<u>491,765</u>	<u>\$ (79,720)</u>
Receipts Over (Under) Expenditures	38,218	(47,976)	
Unencumbered Cash, Beginning	<u>90,135</u>	<u>48,976</u>	
Unencumbered Cash, Ending	<u>\$ 128,353</u>	<u>\$ 1,000</u>	

City of Haysville, Kansas
Law Enforcement
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Taxes and shared receipts:			
Ad valorem	\$ 114,180	\$ 118,637	\$ (4,457)
Delinquent	4,410	4,000	410
Motor vehicle	17,905	17,574	331
Interest	5,281	1,200	4,081
Vending machine	818	1,150	(332)
Miscellaneous	26,530	-	26,530
	<u>169,124</u>	<u>142,561</u>	<u>26,563</u>
Expenditures			
Personnel services	48,570	175,820	(127,250)
Capital outlay	60,423	65,000	(4,577)
Vending machine	582	1,100	(518)
	<u>109,575</u>	<u>241,920</u>	<u>\$ (132,345)</u>
Receipts Over (Under) Expenditures	59,549	(99,359)	
Unencumbered Cash, Beginning	<u>148,445</u>	<u>99,359</u>	
Unencumbered Cash, Ending	<u>\$ 207,994</u>	<u>\$ -</u>	

City of Haysville, Kansas
Library
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Taxes and shared receipts:			
Ad valorem	\$ 299,758	\$ 311,421	\$ (11,663)
Delinquent	11,577	10,000	1,577
Motor vehicle	47,001	46,133	868
	<u>358,336</u>	<u>367,554</u>	<u>(9,218)</u>
Total receipts			
	<u>358,336</u>	<u>367,554</u>	<u>(9,218)</u>
Expenditures			
Library appropriation	<u>358,336</u>	<u>367,554</u>	<u>\$ (9,218)</u>
Receipts Over (Under) Expenditures	-	-	
Unencumbered Cash, Beginning	<u>-</u>	<u>-</u>	
Unencumbered Cash, Ending	<u>\$ -</u>	<u>\$ -</u>	

City of Haysville, Kansas
Special Liability
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Taxes and shared receipts:			
Ad valorem	\$ 43,468	\$ 44,043	\$ (575)
Delinquent	1,641	1,300	341
Motor vehicle	<u>6,973</u>	<u>6,832</u>	<u>141</u>
Total receipts	<u>52,082</u>	<u>52,175</u>	<u>(93)</u>
Expenditures			
Insurance	<u>49,014</u>	<u>52,175</u>	<u>\$ (3,161)</u>
Receipts Over (Under) Expenditures	3,068	-	
Unencumbered Cash, Beginning	<u>-</u>	<u>-</u>	
Unencumbered Cash, Ending	<u>\$ 3,068</u>	<u>\$ -</u>	

City of Haysville, Kansas
Special Alcohol
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Local alcohol liquor tax	\$ 4,353	\$ 3,794	\$ 559
Interest	460	50	410
Miscellaneous	13	-	13
	<u>4,826</u>	<u>3,844</u>	<u>982</u>
Total receipts			
	<u>4,826</u>	<u>3,844</u>	<u>982</u>
Expenditures			
Prevention and education	7,539	33,180	<u>\$ (25,641)</u>
	<u>7,539</u>	<u>33,180</u>	<u>(25,641)</u>
Receipts Over (Under) Expenditures			
	(2,713)	(29,336)	
Unencumbered Cash, Beginning			
	<u>23,616</u>	<u>29,336</u>	
Unencumbered Cash, Ending			
	<u>\$ 20,903</u>	<u>\$ -</u>	

City of Haysville, Kansas
Special Parks and Recreation
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Local alcohol liquor tax	\$ 4,353	\$ 3,794	\$ 559
Interest	181	10	171
	<u>4,534</u>	<u>3,804</u>	<u>730</u>
Total receipts			
	<u>4,534</u>	<u>3,804</u>	<u>730</u>
Expenditures			
Park programs	2,735	4,350	(1,615)
Education connection	-	379	(379)
Capital outlay	-	7,254	(7,254)
	<u>2,735</u>	<u>11,983</u>	<u>\$ (9,248)</u>
Total expenditures			
	<u>2,735</u>	<u>11,983</u>	<u>\$ (9,248)</u>
Receipts Over (Under) Expenditures	1,799	(8,179)	
Unencumbered Cash, Beginning	<u>9,084</u>	<u>8,179</u>	
Unencumbered Cash, Ending	<u>\$ 10,883</u>	<u>\$ -</u>	

City of Haysville, Kansas
Recreation Department
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Program fees	\$ 101,748	\$ 101,800	\$ (52)
Admission and memberships	139,846	144,878	(5,032)
Concessions	3,534	4,405	(871)
Latchkey	533,501	536,596	(3,095)
PC sports complex	4,348	4,348	-
Grant	32,572	38,415	(5,843)
Interest	6,070	5,769	301
Miscellaneous	12,063	13,283	(1,220)
	<u>833,682</u>	<u>849,494</u>	<u>(15,812)</u>
Expenditures			
Salaries and wages	575,375	593,176	(17,801)
Commodities	83,679	89,876	(6,197)
Programs	48,410	46,371	2,039
Latchkey	60,592	65,751	(5,159)
PC sports complex	9,821	10,904	(1,083)
Miscellaneous	1,397	1,666	(269)
	<u>779,274</u>	<u>807,744</u>	<u>\$ (28,470)</u>
Receipts Over (Under) Expenditures	54,408	41,750	
Unencumbered Cash, Beginning	<u>211,681</u>	<u>211,680</u>	
Unencumbered Cash, Ending	<u>\$ 266,089</u>	<u>\$ 253,430</u>	

City of Haysville, Kansas
Transient Guest Tax
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Transient guest tax	\$ 74,745	\$ 82,000	\$ (7,255)
Miscellaneous	776	-	776
Interest	211	200	11
	<u>75,732</u>	<u>82,200</u>	<u>(6,468)</u>
Total receipts			
Expenditures			
Tourism and convention promotion	72,065	99,831	<u>\$ (27,766)</u>
Receipts Over (Under) Expenditures	3,667	(17,631)	
Unencumbered Cash, Beginning	<u>5,664</u>	<u>17,631</u>	
Unencumbered Cash, Ending	<u>\$ 9,331</u>	<u>\$ -</u>	

City of Haysville, Kansas
Haysville Historical
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Interest	\$ 496
Miscellaneous	7,194
Total receipts	7,690
Expenditures	
Contractual services	6,089
Receipts Over (Under) Expenditures	1,601
Unencumbered Cash, Beginning	25,140
Unencumbered Cash, Ending	\$ 26,741

City of Haysville, Kansas
Program for the Aged
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Intergovernmental	\$ 35,000
Expenditures	
Personnel services	23,386
Contractual services	10,107
Commodities	1,507
Total expenditures	35,000
Receipts Over (Under) Expenditures	-
Unencumbered Cash, Beginning	-
Unencumbered Cash, Ending	\$ -

City of Haysville, Kansas
Federal Law Enforcement Trust
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Interest	\$ 2,450
Miscellaneous	36,581
Total receipts	39,031
Expenditures	
Capital outlay	55,113
Receipts Over (Under) Expenditures	(16,082)
Unencumbered Cash, Beginning	125,167
Unencumbered Cash, Ending	\$ 109,085

City of Haysville, Kansas
City Law Enforcement Trust
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>
Receipts	
Interest	\$ 516
Miscellaneous	<u>910</u>
Total receipts	1,426
Receipts Over (Under) Expenditures	1,426
Unencumbered Cash, Beginning	<u>26,514</u>
Unencumbered Cash, Ending	<u><u>\$ 27,940</u></u>

City of Haysville, Kansas
Special Highway Improvement Reserve
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Interest	\$ 1,767
Transfer from Special Street and Highway Fund	20,000
Total receipts	21,767
Unencumbered Cash, Beginning	81,517
Unencumbered Cash, Ending	\$ 103,284

City of Haysville, Kansas
Park Improvement Reserve
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Interest	\$ 743
Miscellaneous	164
Transfer from General Fund	65,012
Total receipts	65,919
Expenditures	
Capital outlay	37,424
Receipts Over (Under) Expenditures	28,495
Unencumbered Cash, Beginning	20,548
Unencumbered Cash, Ending	\$ 49,043

City of Haysville, Kansas
Equipment Reserve
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Interest	\$ 2,597
Miscellaneous	5,868
Transfers from:	
Water-Sewer Utility	79,322
Stormwater	19,661
Special Street and Highway	19,661
Total receipts	127,109
Expenditures	
Capital outlay	123,609
Receipts Over (Under) Expenditures	3,500
Unencumbered Cash, Beginning	179,189
Unencumbered Cash, Ending	\$ 182,689

City of Haysville, Kansas
Sales Tax Street Reserve
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Interest	\$ 10,385
Sales tax	490,527
Total receipts	500,912
Expenditures	
Capital outlay	505,963
Receipts Over (Under) Expenditures	(5,051)
Unencumbered Cash, Beginning	330,538
Unencumbered Cash, Ending	\$ 325,487

City of Haysville, Kansas
Sales Tax Park Reserve
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Interest	\$ 3,282
Sales tax	123,001
Total receipts	126,283
Expenditures	
Capital outlay	198,055
Receipts Over (Under) Expenditures	(71,772)
Unencumbered Cash, Beginning	123,171
Unencumbered Cash, Ending	\$ 51,399

City of Haysville, Kansas
Sales Tax Recreation Reserve
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Interest	\$ 2,230
Sales tax	373,537
Total receipts	375,767
Expenditures	
Certificate of Participation principal	140,000
Certificate of Participation interest	118,595
Capital outlay	132,588
Total expenditures	391,183
Receipts Over (Under) Expenditures	(15,416)
Unencumbered Cash, Beginning	72,534
Unencumbered Cash, Ending	\$ 57,118

City of Haysville, Kansas
Bond and Interest Fund
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Taxes and shared receipts:			
Ad valorem	\$ 345,328	\$ 350,024	\$ (4,696)
Delinquent	20,689	17,000	3,689
Motor vehicle	86,871	85,301	1,570
Special assessments	690,118	651,644	38,474
Interest	15,120	3,500	11,620
Miscellaneous	53,733	5,664	48,069
Transfers from:			
Multi-Year Capital Improvement Plan	184,030	184,030	-
Stormwater	88,428	64,880	23,548
	<u>1,484,317</u>	<u>1,362,043</u>	<u>122,274</u>
Total receipts			
	<u>1,484,317</u>	<u>1,362,043</u>	<u>122,274</u>
Expenditures			
Principal	1,365,000	1,365,000	-
Interest	94,972	94,972	-
	<u>1,459,972</u>	<u>1,459,972</u>	<u>\$ -</u>
Total expenditures			
	<u>1,459,972</u>	<u>1,459,972</u>	<u>\$ -</u>
Receipts Over (Under) Expenditures	24,345	(97,929)	
Unencumbered Cash, Beginning	<u>217,402</u>	<u>143,602</u>	
Unencumbered Cash, Ending	<u>\$ 241,747</u>	<u>\$ 45,673</u>	

City of Haysville, Kansas
Multi-Year Capital Improvement Plan
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Interest	\$ 11,513
Miscellaneous	198,595
Fees	6,100
Transfer from General Fund	852,695
Total receipts	1,068,903
Expenditures	
Capital outlay	693,555
Transfer to Bond and Interest	184,030
Total expenditures	877,585
Receipts Over (Under) Expenditures	191,318
Unencumbered Cash, Beginning	190,948
Unencumbered Cash, Ending	\$ 382,266

City of Haysville, Kansas
Haysville Activity Center Acquisition Project
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Interest	\$ 132
Expenditures	
Interest	228
Receipts Over (Under) Expenditures	(96)
Unencumbered Cash, Beginning	161
Unencumbered Cash, Ending	\$ 65

City of Haysville, Kansas
Land Bank
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>
Receipts	
Miscellaneous	\$ 41,500
Expenditures	
Miscellaneous	<u>71,046</u>
Total expenditures	<u>71,046</u>
Receipts Over (Under) Expenditures	(29,546)
Unencumbered Cash, Beginning	<u>105,914</u>
Unencumbered Cash, Ending	<u><u>\$ 76,368</u></u>

City of Haysville, Kansas
2017 Orchard Acres/Dirck Project
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>
Receipts	
Interest	\$ 53
Expenditures	
Construction	<u>2,417</u>
Receipts Over (Under) Expenditures	(2,364)
Unencumbered Cash, Beginning	<u>2,364</u>
Unencumbered Cash, Ending	<u><u>\$ -</u></u>

City of Haysville, Kansas
Temporary Note 2018 A
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Miscellaneous	\$ 4,050
Interest	571
Total receipts	4,621
Expenditures	
Construction	5,088
Principal	392,909
Interest	9,400
Total expenditures	407,397
Receipts Over (Under) Expenditures	(402,776)
Unencumbered Cash, Beginning	402,776
Unencumbered Cash, Ending	\$ -

City of Haysville, Kansas
Temporary Note 2018 B
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>
Receipts	
Interest	\$ 701
Expenditures	
Construction	6,017
Principal	98,329
Interest	<u>7,140</u>
Total expenditures	<u>111,486</u>
Receipts Over (Under) Expenditures	(110,785)
Unencumbered Cash, Beginning	<u>110,785</u>
Unencumbered Cash, Ending	<u><u>\$ -</u></u>

City of Haysville, Kansas
Bond Series 2018
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>
Receipts	
Interest on investment	\$ 14
Expenditures	
Construction	<u>3,317</u>
Total expenditures	<u>3,317</u>
Receipts Over (Under) Expenditures	(3,303)
Unencumbered Cash, Beginning	<u>3,303</u>
Unencumbered Cash, Ending	<u><u>\$ -</u></u>

City of Haysville, Kansas
Temporary Note 2019 A
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Bond proceeds	\$ 1,165,000
Interest on investment	15,929
Total receipts	1,180,929
Expenditures	
Construction	649,273
Issuance costs	21,206
Interest	19,149
Total expenditures	689,628
Receipts Over (Under) Expenditures	491,301
Unencumbered Cash, Beginning	-
Unencumbered Cash, Ending	\$ 491,301

City of Haysville, Kansas
Temporary Note 2019 B
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Bond proceeds	\$ 785,000
Interest on investment	494
Total receipts	785,494
Expenditures	
Construction	736,825
Issuance costs	15,580
Total expenditures	752,405
Receipts Over (Under) Expenditures	33,089
Unencumbered Cash, Beginning	-
Unencumbered Cash, Ending	\$ 33,089

City of Haysville, Kansas
Bond Series 2019 A
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>
Receipts	
Bond Proceeds	\$ 820,000
Interest on investment	<u>89</u>
Total receipts	<u>820,089</u>
Expenditures	
Principal expense	782,091
Issuance costs	<u>37,998</u>
Total expenditures	<u>820,089</u>
Receipts Over (Under) Expenditures	-
Unencumbered Cash, Beginning	<u>-</u>
Unencumbered Cash, Ending	<u><u>\$ -</u></u>

City of Haysville, Kansas
KDHE Project
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>
Receipts	
Grant proceeds	\$ 65,711
Interest	<u>1,243</u>
Total receipts	66,954
Expenditures	
Construction	<u>152,442</u>
Receipts Over (Under) Expenditures	(85,488)
Unencumbered Cash, Beginning	<u>86,451</u>
Unencumbered Cash, Ending	<u><u>\$ 963</u></u>

City of Haysville, Kansas
Water-Sewer Utility
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	Actual	Budget	Variance - Over (Under)
Receipts			
Water Department			
Charges for services	\$ 866,461	\$ 898,600	\$ (32,139)
Set up fees	52,575	38,000	14,575
Transfer fees	840	1,000	(160)
Infrastructure Fee	383,824	362,000	21,824
Penalties	27,620	20,000	7,620
Sales tax	10,656	8,000	2,656
Water protection fees	9,844	10,000	(156)
Interest	2,360	800	1,560
Bulk water sales	14	-	14
Temporary services	380	300	80
Miscellaneous	9,747	8,000	1,747
Sewer Department			
Charges for services	1,422,926	1,444,500	(21,574)
Sewer fees	269,898	258,000	11,898
Tap fees	6,250	5,000	1,250
Interest	16,741	3,500	13,241
Miscellaneous	20,223	10,000	10,223
Total receipts	<u>3,100,359</u>	<u>3,067,700</u>	<u>32,659</u>
Expenditures			
Water Department			
Personnel services	437,415	461,949	(24,534)
Contractual services	497,249	468,177	29,072
Commodities	147,745	156,500	(8,755)
Capital outlay	1,889	10,000	(8,111)
Miscellaneous	5,656	10,500	(4,844)
Transfers to:			
General Fund	110,018	142,729	(32,711)
Equipment Reserve	19,661	19,661	-

City of Haysville, Kansas
Water-Sewer Utility (Continued)
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Sewer Department			
Personnel services	\$ 528,583	\$ 565,967	\$ (37,384)
Contractual services	528,248	613,750	(85,502)
Commodities	203,080	268,250	(65,170)
Capital outlay	50,258	68,500	(18,242)
Miscellaneous	10,242	20,750	(10,508)
Transfers to:			
General Fund	172,852	197,804	(24,952)
Water/Wastewater Bond			
Surplus Reserve	143,000	200,000	(57,000)
Equipment Reserve	59,661	59,661	-
Total expenditures	<u>2,915,557</u>	<u>3,264,198</u>	<u>\$ (348,641)</u>
Receipts Over (Under) Expenditures	184,802	(196,498)	
Unencumbered Cash, Beginning	<u>298,907</u>	<u>227,924</u>	
Unencumbered Cash, Ending	<u>\$ 483,709</u>	<u>\$ 31,426</u>	

City of Haysville, Kansas
Municipal Pool
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
Admission	\$ 60,621	\$ 56,200	\$ 4,421
Swimming lessons	24,785	18,000	6,785
Concession	21,948	18,500	3,448
Pool rentals	12,230	11,500	730
Interest	314	-	314
Miscellaneous	1,725	100	1,625
Transfer from General Fund	30,000	30,000	-
	<u>151,623</u>	<u>134,300</u>	<u>17,323</u>
Expenditures			
Personnel services	90,680	91,200	(520)
Commodities	39,730	41,635	(1,905)
Miscellaneous	1,267	1,485	(218)
	<u>131,677</u>	<u>134,320</u>	<u>\$ (2,643)</u>
Receipts Over (Under) Expenditures	19,946	(20)	
Unencumbered Cash, Beginning	<u>1,871</u>	<u>12,784</u>	
Unencumbered Cash, Ending	<u>\$ 21,817</u>	<u>\$ 12,764</u>	

City of Haysville, Kansas
Stormwater
Schedule of Receipts and Expenditures – Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>Variance - Over (Under)</u>
Receipts			
User fees	\$ 214,433	\$ 238,368	\$ (23,935)
Interest	946	60	886
	<u>215,379</u>	<u>238,428</u>	<u>(23,049)</u>
Expenditures			
Personnel services	73,508	85,447	(11,939)
Capital outlay	12,733	53,552	(40,819)
Miscellaneous	76	3,000	(2,924)
Transfers to:			
General Fund	21,775	19,406	2,369
Equipment Reserve	19,661	19,661	-
Bond and Interest	88,428	64,880	23,548
	<u>216,181</u>	<u>245,946</u>	<u>\$ (29,765)</u>
Receipts Over (Under) Expenditures	(802)	(7,518)	
Unencumbered Cash, Beginning	<u>994</u>	<u>7,518</u>	
Unencumbered Cash, Ending	<u>\$ 192</u>	<u>\$ -</u>	

City of Haysville, Kansas
Water/Wastewater Revenue Bond Surplus Reserve
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Transfer from Water-Sewer Utility	\$ 143,000
Miscellaneous	2,767
Total receipts	145,767
Expenditures	
Capital outlay	166,780
Receipts Over (Under) Expenditures	(21,013)
Unencumbered Cash, Beginning	54,800
Unencumbered Cash, Ending	\$ 33,787

City of Haysville, Kansas
Risk Management
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
Collection on health insurance premium	\$ 704,226
Interest	701
	704,927
Total receipts	704,927
Expenditures	
Claims paid	430,193
Fixed costs - insurance premiums	136,044
Administrative fees	26,658
	592,895
Total expenditures	592,895
Receipts Over (Under) Expenditures	112,032
Unencumbered Cash, Beginning	107,324
Unencumbered Cash, Ending	\$ 219,356

City of Haysville, Kansas
Haysville Community Library
Schedule of Receipts and Expenditures – Actual
Regulatory Basis
For the Year Ended December 31, 2019

	Actual
Receipts	
City of Haysville	\$ 368,050
South Central Kansas Library System	26,663
State aid	3,428
Fines and copies	11,098
Donation	13,995
Other	9,974
Total receipts	433,208
Expenditures	
Personnel services	245,269
Materials	16,406
Commodities	30,105
Contractual services	37,213
Maintenance	21,025
Automation	17,660
Capital outlay	6,029
Total expenditures	373,707
Receipts Over (Under) Expenditures	59,501
Unencumbered Cash, Beginning	71,239
Unencumbered Cash, Ending	\$ 130,740

City of Haysville, Kansas
Agency Fund
Schedule of Receipts and Disbursements
Regulatory Basis
For the Year Ended December 31, 2019

Fund	Beginning Cash Balance	Receipts	Disbursements	Ending Cash Balance
Municipal Court Bond	<u>\$ 8,326</u>	<u>\$ 4,912</u>	<u>\$ 5,012</u>	<u>\$ 8,226</u>

**EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF HAYSVILLE, KANSAS
HELD ON JUNE 8, 2020**

The City Council met in regular session at the usual meeting place in the City at 7:00 P.M., the Mayor, BRUCE ARMSTRONG, presided and the following members of the City Council being present and participating, to-wit:

Absent:

The Mayor declared that a quorum was present and called the meeting to order.

* * * * *

(Other Proceedings)

There were presented certain documents relating to the following described improvements previously authorized by the governing body:

Project No. 1 – Timber Creek Estates Phase 2 – Paving and Drainage Improvements

Resolution No. 18-10

Construction of streets to serve Timber Creek Estates Addition according to plans and specifications to be furnished by the City Engineer.

Project No. 2 - Timber Creek Estates Phase 2 – Sanitary Sewer Improvements

Resolution No. 18-11

Construction of a lateral sanitary sewer system to serve Timber Creek Estates Addition according to plans and specifications to be furnished by the City Engineer.

Project No. 3 - Timber Creek Estates Phase 2 – Water Distribution Line Improvements

Resolution No. 18-12

Construction of water distribution lines to serve Timber Creek Estates Addition according to plans and specifications to be furnished by the City Engineer.

The documents presented are as follows:

Exhibit A – Statement of Final Costs

Exhibit B – Assessment Roll Certification

Exhibit C – Notice of Public Hearing

Exhibit D – Form of Notice of Hearing and Statement of Cost Proposed to be Assessed

After full consideration thereof, Councilmember _____ moved to take the following action:

1. Approve each of the documents;
2. Establish June 22, 2020 at 7:00 P.M., or as soon thereafter as may be heard, to meet for the purpose of hearing any and all written or oral objections to the respective assessments set forth therein;
3. Cause the City Clerk to publish the Notice of Public Hearing (*Exhibit C*) in the official City newspaper not less than 10 days prior to such public meeting date;
4. Mail the Form of Notice of Hearing and Statement of Cost Proposed to be Assessed (*Exhibit D*) to each and all owners of property affected by such assessments at their last known post office address on the same date as the publication of Notice of Public Hearing (*Exhibit C*); and
5. File each of the documents of record in the office of the City Clerk and make the same available for public inspection.

The motion was seconded by Councilmember _____, and approved by the following roll call vote:

Yea: _____.

Nay: _____.

* * * * *

(Other Proceedings)

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CERTIFICATE

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of the City of Haysville, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

City Clerk

EXHIBIT A-1

CITY OF HAYSVILLE, KANSAS

**TIMBER CREEK ESTATES –
PAVING AND DRAINAGE IMPROVEMENTS – PHASE 2
RESOLUTION NO.18-10**

STATEMENT OF FINAL COSTS

Construction	\$	315,679.15
Design/CA	\$	51,100.00
Total Costs of Issuance	\$	29,340.04
Bond Capitalized Interest & Rounding	\$	18,501.40
Temporary Note Interest	\$	25,402.83
TOTAL PROJECT COST	\$	440,023.43

EXHIBIT A-2

CITY OF HAYSVILLE, KANSAS

**TIMBER CREEK ESTATES –
SANITARY SEWER IMPROVEMENTS-PHASE 2
RESOLUTION NO. 18-11**

STATEMENT OF FINAL COSTS

Construction	\$	180,321.50
Design/CA	\$	26,500.00
Total Costs of Issuance	\$	16,765.74
Bond Capitalized Interest & Rounding	\$	10,572.23
Temporary Note Interest	\$	14,515.90
TOTAL PROJECT COST	\$	248,675.37

EXHIBIT A-3

CITY OF HAYSVILLE, KANSAS

**TIMBER CREEK ESTATES –
WATER DISTRIBUTION LINE IMPROVEMENTS-PHASE 2
RESOLUTION NO. 18-12**

STATEMENT OF FINAL COSTS

Construction	\$	66,172.00
Design/CA	\$	9,500.00
Total Costs of Issuance	\$	6,287.16
Bond Capitalized Interest & Rounding	\$	3,964.59
Temporary Note Interest	\$	5,443.46
TOTAL PROJECT COST	\$	91,367.20

EXHIBIT B

ASSESSMENT ROLL CERTIFICATION

The undersigned having been designated by the City of Haysville, Kansas (the “City”), to determine the amounts of the respective assessments and to prepare the proposed Assessment Roll therefor in connection with certain internal improvements previously authorized by the governing body hereby reports that each and all of the respective assessments have been determined to be as shown on the Schedule(s) attached hereto and made a part hereof by reference as though fully set out herein.

Dated June 8, 2020.

CITY OF HAYSVILLE, KANSAS

By: _____
City Clerk

SCHEDULE I-1

**TIMBER CREEK ESTATES –
PAVING AND DRAINAGE IMPROVEMENTS – PHASE 2
RESOLUTION NO.18-10**

Description of Property	Amount of Proposed Assessment
Timber Creek Estates, an Addition to the City of Haysville, Sedgwick County, Kansas:	
Lot 14, Block A	\$10,233.10
Lot 15, Block A	10,233.10
Lot 16, Block A	10,233.10
Lot 17, Block A	10,233.10
Lot 18, Block A	10,233.10
Lot 19, Block A	10,233.10
Lot 20, Block A	10,233.10
Lot 21, Block A	10,233.10
Lot 22, Block A	10,233.10
Lot 23, Block A	10,233.10
Lot 24, Block A	10,233.10
Lot 25, Block A	10,233.10
Lot 26, Block A	10,233.10
Lot 27, Block A	10,233.10
Lot 28, Block A	10,233.10
Lot 29, Block A	10,233.10
Lot 30, Block A	10,233.10
Lot 31, Block A	10,233.10
Lot 32, Block A	10,233.10
Lot 33, Block A	10,233.10
Lot 34, Block A	10,233.10
Lot 35, Block A	10,233.10
Lot 36, Block A	10,233.10
Lot 37, Block A	10,233.10
Lot 38, Block A	10,233.10
Lot 39, Block A	10,233.10
Lot 40, Block A	10,233.10
Lot 41, Block A	10,233.10
Lot 24, Block B	10,233.10
Lot 25, Block B	10,233.10
Lot 26, Block B	10,233.11
Lot 27, Block B	10,233.11
Lot 28, Block B	10,233.11
Lot 29, Block B	10,233.11
Lot 30, Block B	10,233.11
Lot 31, Block B	10,233.11
Lot 32, Block B	10,233.11
Lot 33, Block B	10,233.11
Lot 34, Block B	10,233.11
Lot 35, Block B	10,233.11

Lot 36, Block B	10,233.11
Lot 37, Block B	10,233.11
Lot 38, Block B	10,233.11
TOTAL	\$440,023.43

SCHEDULE I-2

**TIMBER CREEK ESTATES –
SANITARY SEWER IMPROVEMENTS-PHASE 2
RESOLUTION NO. 18-11**

Description of Property	Amount of Proposed Assessment
Timber Creek Estates, an Addition to the City of Haysville, Sedgwick County, Kansas:	
Lot 15, Block A	\$5,920.84
Lot 16, Block A	5,920.84
Lot 17, Block A	5,920.84
Lot 18, Block A	5,920.84
Lot 19, Block A	5,920.84
Lot 20, Block A	5,920.84
Lot 21, Block A	5,920.84
Lot 22, Block A	5,920.84
Lot 23, Block A	5,920.84
Lot 24, Block A	5,920.84
Lot 25, Block A	5,920.84
Lot 26, Block A	5,920.84
Lot 27, Block A	5,920.84
Lot 28, Block A	5,920.84
Lot 29, Block A	5,920.84
Lot 30, Block A	5,920.84
Lot 31, Block A	5,920.84
Lot 32, Block A	5,920.84
Lot 33, Block A	5,920.84
Lot 34, Block A	5,920.84
Lot 35, Block A	5,920.84
Lot 36, Block A	5,920.84
Lot 37, Block A	5,920.84
Lot 38, Block A	5,920.84
Lot 39, Block A	5,920.84
Lot 40, Block A	5,920.84
Lot 41, Block A	5,920.84
Lot 24, Block B	5,920.84
Lot 25, Block B	5,920.84
Lot 26, Block B	5,920.84
Lot 27, Block B	5,920.84
Lot 28, Block B	5,920.84
Lot 29, Block B	5,920.84
Lot 30, Block B	5,920.85
Lot 31, Block B	5,920.85
Lot 32, Block B	5,920.85
Lot 33, Block B	5,920.85
Lot 34, Block B	5,920.85
Lot 35, Block B	5,920.85

Lot 36, Block B	5,920.85
Lot 37, Block B	5,920.85
Lot 38, Block B	5,920.85
TOTAL	\$248,675.37

SCHEDULE I-3

**TIMBER CREEK ESTATES –
WATER DISTRIBUTION LINE IMPROVEMENTS-PHASE 2
RESOLUTION NO. 18-12**

Description of Property	Amount of Proposed Assessment
Timber Creek Estates, an Addition to the City of Haysville, Sedgwick County, Kansas:	
Lot 14, Block A	\$2,124.82
Lot 15, Block A	2,124.82
Lot 16, Block A	2,124.82
Lot 17, Block A	2,124.82
Lot 18, Block A	2,124.82
Lot 19, Block A	2,124.82
Lot 20, Block A	2,124.82
Lot 21, Block A	2,124.82
Lot 22, Block A	2,124.82
Lot 23, Block A	2,124.82
Lot 24, Block A	2,124.82
Lot 25, Block A	2,124.82
Lot 26, Block A	2,124.82
Lot 27, Block A	2,124.82
Lot 28, Block A	2,124.82
Lot 29, Block A	2,124.82
Lot 30, Block A	2,124.82
Lot 31, Block A	2,124.82
Lot 32, Block A	2,124.82
Lot 33, Block A	2,124.82
Lot 34, Block A	2,124.82
Lot 35, Block A	2,124.82
Lot 36, Block A	2,124.82
Lot 37, Block A	2,124.82
Lot 38, Block A	2,124.82
Lot 39, Block A	2,124.82
Lot 40, Block A	2,124.82
Lot 41, Block A	2,124.82
Lot 24, Block B	2,124.82
Lot 25, Block B	2,124.82
Lot 26, Block B	2,124.82
Lot 27, Block B	2,124.82
Lot 28, Block B	2,124.82
Lot 29, Block B	2,124.82
Lot 30, Block B	2,124.82
Lot 31, Block B	2,124.82
Lot 32, Block B	2,124.82
Lot 33, Block B	2,124.81
Lot 34, Block B	2,124.81
Lot 35, Block B	2,124.81

Lot 36, Block B	2,124.81
Lot 37, Block B	2,124.81
Lot 38, Block B	2,124.81
TOTAL	\$91,367.20

EXHIBIT C

(Published in *The Haysville Sun-Times* on June 11, 2020)

NOTICE OF PUBLIC HEARING

TO: RESIDENTS OF THE CITY OF HAYSVILLE, KANSAS

You and each of you are hereby notified that the governing body of the City of Haysville, Kansas (the “City”) will meet for the purpose of holding a public hearing, as provided by K.S.A. 12-6a01 *et seq.*, at City Hall, 200 W. Grand, Haysville, Kansas, on June 22, 2020, or as soon thereafter as may be heard, at 7:00 P.M. The public hearing is for the purpose of hearing any and all oral or written objections to proposed assessments in connection with the following described improvements:

Project No. 1 – Timber Creek Estates Phase 2 – Paving and Drainage Improvements

Resolution No. 18-10

Construction of streets to serve Timber Creek Estates Addition according to plans and specifications to be furnished by the City Engineer.

Property Description:

Lots 14 through 41, inclusive, Block A, and Lots 24 through 38, inclusive, Block B, Timber Creek Estates, an Addition to the City of Haysville, Sedgwick County, Kansas.

Cost of Improvements:

\$440,023.43

100% to be assessed against the Improvement District and 0% be paid by the City-at-large

Project No. 2 - Timber Creek Estates Phase 2 – Sanitary Sewer Improvements

Resolution No. 18-11

Construction of a sanitary sewer system to serve Timber Creek Estates Addition according to plans and specifications to be furnished by the City Engineer.

Property Description:

Lots 15 through 41, inclusive, Block A and Lots 24 through 38, inclusive, Block B, Timber Creek Estates, an Addition to the City of Haysville, Sedgwick County, Kansas.

Cost of Improvements:

\$248,675.37

100% to be assessed against the Improvement District and 0% be paid by the City-at-large

Project No. 3 - Timber Creek Estates Phase 2 – Water Distribution Line Improvements

Resolution No. 18-12

Construction of water distribution lines to serve Timber Creek Estates Addition according to plans and specifications to be furnished by the City Engineer.

Property Description:

Lots 14 through 41, inclusive, Block A, and Lots 24 through 38, inclusive, Block B, Timber Creek Estates, an Addition to the City of Haysville, Sedgwick County, Kansas.

Cost of Improvements:

\$91,367.20

100% to be assessed against the Improvement District and 0% be paid by the City-at-large

An Assessment Roll prepared in accordance with the referenced Resolution(s) approved by the governing body is on file in the Office of the City Clerk and may be examined by any interested party. At the conclusion of the public hearing, the governing body will consider an Ordinance levying such special assessments.

DATED June 8, 2020.

/s/ Janie Cox, City Clerk

EXHIBIT D

**NOTICE OF HEARING
AND
STATEMENT OF COST PROPOSED TO BE ASSESSED**

June 11, 2020
City of Haysville, Kansas

Property Owner:

You are hereby notified, as owner of record of the property described on ***Schedule I*** attached hereto, that there is proposed to be assessed against the property, certain amounts for the costs of certain internal improvements (the “Improvements”) previously authorized by the governing body of the City of Haysville, Kansas (the “City”). The description of the Improvements, the resolution number authorizing the same and the proposed amount of assessment are set forth on ***Schedule I*** attached hereto.

You are hereby further notified that the governing body of the City will meet on June 22, 2020, at 7:00 P.M., at City Hall, 200 W. Grand, Haysville, Kansas 67060, for the purpose of considering the proposed assessments.

The proposed Assessment Roll is on file in my office for public inspection. ***WRITTEN OR ORAL OBJECTIONS TO THE PROPOSED ASSESSMENTS WILL BE CONSIDERED AT THE PUBLIC HEARING.***

At the conclusion of the public hearing, the governing body of the City will consider an ordinance levying such special assessments. A subsequent Notice of Assessment will be mailed to affected property owners at that time indicating that each property owner may pay the assessment in whole or in part by July 16, 2020. Any amount not so paid within the time period prescribed will be collected in 20 annual installments, together with interest thereon at the rate obtained by the City for its general obligation bonds issued to finance the costs of the Improvements.

Janie Cox, City Clerk

SCHEDULE I-1

**TIMBER CREEK ESTATES –
PAVING AND DRAINAGE IMPROVEMENTS – PHASE 2
RESOLUTION NO.18-10**

Description of Property	Amount of Proposed Assessment

SCHEDULE I-2

**TIMBER CREEK ESTATES –
SANITARY SEWER IMPROVEMENTS-PHASE 2
RESOLUTION NO. 18-11**

Description of Property	Amount of Proposed Assessment

SCHEDULE I-3

**TIMBER CREEK ESTATES –
WATER DISTRIBUTION LINE IMPROVEMENTS-PHASE 2
RESOLUTION NO. 18-12**

Description of Property	Amount of Proposed Assessment

CERTIFICATE OF MAILING

STATE OF KANSAS)
) ss:
COUNTY OF SEDGWICK)

The undersigned, City Clerk of the City of Haysville, Kansas (the “City”), does hereby certify that on June 11, 2020, I caused to be mailed to each and all of the owners of property affected thereby, at their last known post office address, a Notice of Public Hearing and Statement of the Cost Proposed to be Assessed in connection with certain improvements in the City.

A sample copy of the form of such Notice of Hearing and Statement of Cost Proposed to be Assessed is attached hereto.

WITNESS my hand and seal as of June 11, 2020.

(Seal)

Janie Cox, City Clerk

[attach sample copy of form]





HAYSVILLE POLICE DEPARTMENT

May 2020

TOTAL CALLS	812	DOGS IMPOUNDED	14
CASE NUMBERS ISSUED	376	SUMMONS ISSUED	06
SUMMONS ISSUED	255	RELEASED TO OWNER	09
CITY CODE	22	RELEASED TO COUNTY	05
CRIMINAL MISD	33	DECEASED ANIMALS	00
TRAFFIC MISD	49	ANIMALS HELD	00
TRAFFIC INF	150		
VOIDED	02	CONTACTS FOR NO	
WARNINGS	03	CITY LICENSE	00
ARRESTS	81	LICENSES PURCHASED	
ADULT	74	15th TO 15th OF MONTH	46
JUVENILE	06		
CINC	01		
CITE/RELEASE	51		
CITE/RELEASE	00		
HPD WARRANTS	09		
OUTSIDE ARRESTS	04		
MV ACCIDENTS	1	WARRANTS ISSUED	14
INJURY	01		
NON-INJURY	00		
VACATION HOMES	02		
COMMUNITY POLICING	01	K9 DEPLOYMENTS	00
		MILES DRIVEN	13,612
SPECIAL WATCH	07		
CRS WALK –INS	127		
INCOMING CALLS	716		
OUTGOING CALLS BY CRS	78		

Code Enforcement Breakdown 2020

Month	Grass	Parking	Nuisance	Inoperable	Court	Total
January		34	20	5	1	60
February		13	23	3	1	40
March		19	14	5		38
April	50	31	11		1	93
May	73	15	9	4	1	102
June	2	1	2	1		6
July						
August						
September						
October						
November						
December						
	125	113	79	18	4	339

As Of 6/4/2020

VENDOR NO NAME	PAYMENT AMT
10 A&E NOW MERIDIAN ANALYT	260.00
122 ACCEL CONSTRUCTION, LLC.	1,740.00
195 A-FORD-ABLE	54.00
434 ARNOLD, SAM	35.00
737 BETTLES, CHAD L.	35.00
996 CAPITAL ONE BANK N A	6,785.38
1155 CINTAS CORPORATION	423.31
1174 CITY OF EL DORADO	100.00
1176 CITY ELECTRIC SUPPLY	52.41
1325 COX COMMUNICATIONS	1,880.34
1328 CORTEZ, FRANCISCO S. III	35.00
1388 CULLEN, GINGER	35.00
1593 DONOVAN AUTO & TRUCK CTR	24.60
1618 DURFEY, GEORGE L.	35.00
1622 DUTCH'S GREENHOUSE	750.60
1710 EMC INSURANCE COMPANIES	1,326.00
1766 EVERGY	7,178.23
1810 FAIRBANK EQUIP INC	26.05
1990 GADES SALES CO INC	428.00
2235 HAMILTON, DAKOTA	35.00
2300 HAYSVILLE COMM LIBRARY	136,473.47
2345 HAYSVILLE RENTAL CENTER	23.00
2500 HAC DBA HOMELAND	10.43
2590 IAPMO	200.00
2600 ICE-MASTERS INC	298.35

VENDOR NO NAME	PAYMENT AMT
2613 IMAGEQUEST	280.24
2756 J'S COATINGS	7,000.00
2835 JOJAC'S LANDSCAPE &	534.00
2844 JOHN DEERE FINANCIAL	23.50
2860 JONES, DAN	35.00
2874 K & A PROPERTY MAINT	1,843.00
3230 KS GAS SERVICE-PRIMARY	119.23
3248 KANSASLAND TIRE	603.20
3295 KS ONE-CALL SYSTEM	159.60
3350 KS STATE TREASURE REINST	3,311.67
3412 KANZA CO-OPERATIVE ASSOC.	2,631.07
3502 KONICA MINOLTA PREMIERE	1,437.76
3676 LES INDUSTRIES FOURNIER	77,599.60
3724 LIPPOLDT, MICHAEL J.	35.00
3725 LITCHFIELD, MARSHALL	35.00
3818 MANNY, KIRBY	35.00
3945 MCHATTON ZACH	35.00
3947 MCMILLAN-BREWER, LEVI	35.00
3967 METROPOLITAN BALLET, INC.	300.00
4351 NEWEGG BUSINESS, INC.	640.89
4370 OFFICE DEPOT	602.82
4520 PETTY CASH	1,602.00
5056 RINEHART SEAN	35.00
5444 SIMONS JOHNATHAN	35.00
5533 SOHM, JENNIFER M.	35.00

VENDOR NO NAME	PAYMENT AMT
5914 TOPINKA, CALE	35.00
5916 TIMES-SENTINEL NEWSPAPERS	224.90
5936 TRIMARK INC	72.00
6082 UPS	28.50
6234 VERIZON WIRELESS	440.11
6324 WARD JILL	35.00
6345 WASTE CONNECTIONS INC	1,047.90
6480 WICHITA TRACTOR CO	16.34
6588 WICHITA IRON & METALS COR	14.40
6590 WICHITA PUMP &	2,686.71
6630 WICHITA WINWATER	3,013.40
6700 WILLIAMS JANITORIAL SUPPL	322.14
6727 WORRELL, CHRISTOPHER	35.00
REPORT TOTAL	<u>265,219.15</u>

FUND	NAME	TOTAL
01	GENERAL FU	26,483.93
10	SEWER FUND	45,022.57
11	WATER FUND	3,603.90
12	MUNICIPAL	648.48
21	STREET FUN	1,471.72
24	LAW ENFORC	821.29
25	LIBRARY FU	136,473.47
30	RECREATION	2,681.43
31	SP. PARKS	300.00
32	HAYSVILLE	40.00
36	CAPITAL IM	8,838.10
48	WATER SURP	35,505.00
51	SPECIAL PA	750.60
63	TEMP NOTE	1,740.00
92	TR GUEST T	629.89
99	ST REC RES	208.77
TOTAL		<u>265,219.15</u>

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

				INTRUST				
				10 MERIDIAN ANALYTICAL LABS, LLC.				
W0001397	1	6/09/20	6/05/20	WATER TESTING	260.00	10	10-30-2040	1
				INVOICE TOTAL	260.00			
				VENDOR TOTAL	260.00			
				122 ACCEL CONSTRUCTION, LLC.				
#1	1	6/09/20	6/05/20	PROJECT:SR. CNTR. HARDWARE	1,740.00	63	63-00-2001	1
				INVOICE TOTAL	1,740.00			
				VENDOR TOTAL	1,740.00			
				195 A-FORD-ABLE-LOCKSMITHING INC				
100670	1	6/09/20	6/05/20	DUPLICATE KEYS 3EA. (HAC)	54.00	30	30-50-2009	1
				INVOICE TOTAL	54.00			
				VENDOR TOTAL	54.00			
				434 SAM ARNOLD				
JUNE 2020	1	6/09/20	6/05/20	CELL PHONE REIMBURSEMENT	35.00	01	01-21-2012	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				737 CHAD BETTLES				
JUNE 2020	1	6/09/20	6/05/20	CELL PHONE REIMBURSEMENT	35.00	01	01-20-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				996 CAPITAL ONE BANK N A				
MAY 2020	1	6/09/20	6/05/20	PAYPAL - ONLINE UTILITY BILL.	22.83	10	10-30-2040	1
	2			PAYPAL - ONLINE UTILITY BILL.	22.82	11	11-31-2040	1
	3			FLOOR & DECOR - TILE/GLUE VICKERS BLDG FLOORING	540.10	36	36-56-3035	1
	4			LUSTERCRAFT - SNEEZEGUARDS 1EA FOR THE SR. CNTR.	367.64	01	01-12-2025	1
	5			TRIMARK - LAND BANK SIGN	1,226.00	36	36-56-3005	1
	6			SIMPLE IN/OUT	9.99	01	01-21-2040	1
	7			DURALIGHT PLAST.- SNEEZEGUARDS FOR THE HAC (4EA. TOTAL)	655.00	30	30-50-2009	1
	8			AMAZON - BANDAGES 100CNT 10EA.	47.40	12	12-32-2009	1
	9			AMAZON - RCPT ROLLS 50CNT	24.95	30	30-50-2004	1
	10			AMAZON - RCPT ROLLS 300CNT	54.92	12	12-32-2004	1
	11			YOURMEMBERSHIP-HELP WANTED AD PROGRAM COORDINATOR POSITION	75.00	30	30-50-2004	1
	12			FACEBOOK - CENSUS AD	127.60	01	01-00-5013	1
	13			ZOOM - ONLINE MTGS.	17.79	01	01-18-2012	1
	14			CREDIT:KU CONT'D. EDUC.TRNG. J. STARNES SEMINAR REGISTRAT. CANCELLED DUE TO COVID-19	250.00-	01	01-02-2015	1
	15			AMAZON - CLOROX WIPES 3EA	99.69	01	01-09-2009	1
	16			WICHITA BREWING CO-SANITIZER	86.00	01	01-02-2055	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				HAND SANITIZER (COVID-19)				
	17			IDRIVE.COM - ONLINE BACKUP	34.34	01	01-02-2040	1
	18			MID CONT. SAFETY - FLEECE JCKT	35.35	21	21-41-2016	1
	19			MID CONT. SAFETY - FLEECE JCKT	35.35	01	01-03-2012	1
	20			KONICA MINOLTA - FREIGHT CHRG WASTE TONER FREIGHT CHARGE	85.98	01	01-20-2004	1
	21			T-MOBILE - GPS EQUIP.	30.00	10	10-30-2012	1
	22			FIELDTEX PROD. - 1ST AID SUPP.	106.80	30	30-50-2094	1
	23			FIELDTEX PROD. - 1ST AID SUPP.	29.25	30	30-50-2004	1
	24			FIELDTEX PROD. - 1ST AID SUPP.	287.54	12	12-32-2004	1
	25			ELIFEGUARD.COM - MISC SWIMWARE	109.73	12	12-32-2004	1
	26			WHEN2WORK - EMPLOYEE SCHEDULE	132.00	12	12-32-2004	1
	27			HARBOR FRT. - CHAIN HOISTS 2EA	119.98	10	10-30-2009	1
	28			ENVIRO SAFETY - WORK GLOVES	163.96	10	10-30-2012	1
	29			NORTHERN TOOL-BACKPAK SPRAYERS	799.98	10	10-30-2009	1
	30			LOWES-GRASS BLOWERS 2EA	178.00	10	10-30-2012	1
	31			TURF DEPOT-MOWER DECK SPRAY	79.71	01	01-03-2009	1
	32			QUICK TRIP - FUEL	103.26	24	24-44-2012	1
	33			KWIK SHOP - FUEL	37.63	24	24-44-2012	1
	34			ENTERPRISE RENT-A-CAR	646.00	24	24-44-2012	1
	35			JUMP START - FUEL	23.15	24	24-44-2012	1
	36			VALERO - FUEL	11.25	24	24-44-2012	1
	37			TOWER CO. - RV DUMP CHARGE	117.00	11	11-31-2009	1
	38			LOOPNET - MEMBERSHIP	103.50	92	92-66-3001	1
	39			KEDA ANNUAL MEMBERSHIP FEE 2020 MEMBERSHIP - Z. MCHATTON	319.89	92	92-66-3001	1
	40			LOOPNET - PRORATED UPGRADE	68.00	92	92-66-3001	1
				INVOICE TOTAL	6,785.38			
				VENDOR TOTAL	6,785.38			
				1155 CINTAS CORPORATION #451				
4051489988	1	6/09/20	6/05/20	SHOP TOWELS & SUPPLIES	55.63	10	10-30-2009	1
	2			SHOP TOWELS & SUPPLIES	55.63	11	11-31-2009	1
	3			SHOP TOWELS & SUPPLIES	55.64	21	21-41-2009	1
	4			UNIFORM CLEAN & RENT	35.00	01	01-03-2012	1
	5			UNIFORM CLEAN & RENT	16.12	01	01-20-2016	1
	6			UNIFORM CLEAN & RENT	88.05	10	10-30-2016	1
	7			UNIFORM CLEAN & RENT	68.65	11	11-31-2016	1
	8			UNIFORM CLEAN & RENT	48.59	21	21-41-2016	1
				INVOICE TOTAL	423.31			
				VENDOR TOTAL	423.31			
				1174 CITY OF EL DORADO				
INV09316	1	6/09/20	6/05/20	POLYGRAPH SERVICES	100.00	01	01-02-2012	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	100.00			
				1176 CITY ELECTRIC SUPPLY CO.				
WCC/017287	1	6/09/20	6/05/20	SIEMENS CB 20A SP 1EA.	35.52	01	01-09-2079	1
				INVOICE TOTAL	35.52			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
WCC/017288	1	6/09/20	6/05/20	IN USE COVERS 2EA. - POOL	16.89	12	12-32-2025	1
				INVOICE TOTAL	16.89			
				VENDOR TOTAL	52.41			
				1325 COX COMMUNICATIONS				
JUNE 2020	1	6/09/20	6/05/20	CABLE/DATA SVCS.-CITY/PD/COURT	294.82	01	01-01-2002	1
	2			CABLE/DATA SVCS.-CITY/PD/COURT	896.25	01	01-02-2002	1
	3			CABLE/DATA SVCS.-CITY/PD/COURT	30.22	01	01-04-2002	1
	4			CABLE/DATA SVCS.-CITY/PD/COURT	73.71	01	01-06-2002	1
	5			CABLE/DATA SVCS.-CITY/PD/COURT	88.45	01	01-18-2002	1
	6			CABLE/DATA SVCS.-CITY/PD/COURT	30.22	01	01-21-2002	1
	7			CABLE/DATA SVCS.-CITY/PD/COURT	30.22	01	01-22-2002	1
	8			CABLE/DATA SVCS.-CITY/PD/COURT	30.22	01	01-18-2002	1
				INVOICE TOTAL	1,474.11			
JUNE 2020 PW	1	6/09/20	6/05/20	CABLE/DATA SVCS. - PW	27.18	01	01-03-2002	1
	2			CABLE/DATA SVCS. - PW	27.18	01	01-20-2002	1
	3			CABLE/DATA SVCS. - PW	27.18	10	10-30-2002	1
	4			CABLE/DATA SVCS. - PW	27.18	11	11-31-2002	1
	5			CABLE/DATA SVCS. - PW	27.18	21	21-41-2002	1
				INVOICE TOTAL	135.90			
JUNE 2020 SR CNTR	1	6/09/20	6/05/20	CABLE/DATA SERVICES - SR CNTR	270.33	01	01-12-2003	1
				INVOICE TOTAL	270.33			
				VENDOR TOTAL	1,880.34			
				1328 FRANCISCO S.CORTEZ III				
MAY 2020	1	6/09/20	6/05/20	CELL PHONE REIMBURSEMENT	35.00	30	30-50-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				1388 GINGER CULLEN				
JUNE 2020	1	6/09/20	6/05/20	CELL PHONE REIMBURSEMENT	35.00	01	01-18-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				1593 DONOVAN AUTO & TRUCK CENTER				
217968 BUW	1	6/09/20	6/05/20	GASKET 2EA. - TRUCK #56	24.60	21	21-41-2006	1
				INVOICE TOTAL	24.60			
				VENDOR TOTAL	24.60			
				1618 GEORGE L. DURFEY				
JUNE 2020	1	6/09/20	6/05/20	PERSONAL CELL PHONE REIMBURSE	35.00	10	10-30-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				1622 DUTCH'S GREENHOUSE				
2020-5931	1	6/09/20	6/05/20	RED VINCA (FLAT) 9EA.	310.50	51	51-66-3005	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	2			POLKA DOT VINCA (FLAT) 9EA.	310.50	51	51-66-3005	1
	3			SWEET POTATO VINE 24EA.	129.60	51	51-66-3005	1
				INVOICE TOTAL	750.60			
				VENDOR TOTAL	750.60			
L-05992205-01				1710 EMC INSURANCE COMPANIES				
	1	6/09/20	6/05/20	2012 JD EXCAVATOR (STREET)	615.00	21	21-41-2020	1
	2			DELL INSPIRON NOTEBOOK	8.00	01	01-10-2020	1
				INVOICE TOTAL	623.00			
L-06332017-01				1766 EVERGY				
	1	6/09/20	6/05/20	SR. CNTR. ADDITION/CONTENTS	692.00	01	01-12-2020	1
	2			VICKER'S BLDG. CONTENTS	11.00	01	01-10-2020	1
				INVOICE TOTAL	703.00			
				VENDOR TOTAL	1,326.00			
MAY 2020 STREET				1810 FAIRBANK EQUIPMENT INC				
	1	6/09/20	6/05/20	MONTHLY ELECTRIC UTILITIES	7,178.23	01	01-08-2003	1
				INVOICE TOTAL	7,178.23			
				VENDOR TOTAL	7,178.23			
S2189104.001				1990 GADES SALES CO INC				
	1	6/09/20	6/05/20	SPRAY SYS AIR NOZZLE - Z SPRAY	24.50	01	01-03-2006	1
	2			NOZZLE STR - 50 MESH	1.55	01	01-03-2006	1
				INVOICE TOTAL	26.05			
				VENDOR TOTAL	26.05			
0078655-IN				2300 HAYSVILLE COMMUNITY LIBRARY				
	1	6/09/20	6/05/20	CROSSWALK PUSH BUTTON/BASE 2EA	228.00	21	21-41-2006	1
				REX ELEM. CROSSWALK				
				INVOICE TOTAL	228.00			
0078675-IN				2235 DAKOTA HAMILTON				
	1	6/09/20	6/05/20	12" LED LENS, GREEN 4EA.	200.00	21	21-41-2006	1
				INVOICE TOTAL	200.00			
				VENDOR TOTAL	428.00			
MAY 2020				2300 HAYSVILLE COMMUNITY LIBRARY				
	1	6/09/20	6/05/20	CELL PHONE REIMBURSEMENT	35.00	30	30-50-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
JUNE 2020				2300 HAYSVILLE COMMUNITY LIBRARY				
	1	6/09/20	6/05/20	LIBRARY AD-VALOREM DISTR.	126,297.84	25	25-45-2012	1
	2			LIBRARY AD-VALOREM DISTR.	44.19	25	25-45-2012	1
	3			LIBRARY - BACK TAX	1,803.50	25	25-45-2012	1
	4			LIBRARY - MOTOR VEHICLE	7,877.63	25	25-45-2012	1
	5			LIBRARY - REC. VEHICLE	118.73	25	25-45-2012	1
	6			COMMERCIAL VEHICLE TAX	276.87	25	25-45-2012	1
	7			WATERCRAFT TAX	54.71	25	25-45-2012	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
					INVOICE TOTAL		136,473.47	
					VENDOR TOTAL		136,473.47	
69651			2345 HAYSVILLE RENTAL CENTER					
	1	6/09/20	6/05/20 PURCHASE:PROPANE	5/29/2020	7.67	10	10-30-2009	1
	2		PURCHASE:PROPANE	5/29/2020	7.66	11	11-31-2009	1
	3		PURCHASE:PROPANE	5/29/2020	7.67	21	21-41-2009	1
					INVOICE TOTAL		23.00	
					VENDOR TOTAL		23.00	
MAY 2020			2500 HAC INC					
	1	6/09/20	6/05/20 MONTHLY GROCERIES		10.43	10	10-30-2009	1
					INVOICE TOTAL		10.43	
					VENDOR TOTAL		10.43	
2020 - MEMBER #405			2590 IAPMO					
	1	6/09/20	6/05/20 MEMBERSHIP RENEWAL - C.BETTLES		200.00	01	01-20-2015	1
					INVOICE TOTAL		200.00	
					VENDOR TOTAL		200.00	
4148003			2600 ICE-MASTERS INC					
	1	6/09/20	6/05/20 CLEAN & SANITIZE		225.00	01	01-09-2006	1
	2		RPLC WATER FILTER		73.35	01	01-09-2006	1
					INVOICE TOTAL		298.35	
					VENDOR TOTAL		298.35	
IN348013			2613 IMAGEQUEST					
	1	6/09/20	6/05/20 EQUIP ID. 36066 - CITY CLERK		70.06	01	01-10-2040	1
	2		EQUIP ID. 36067 - WORK ROOM		70.06	01	01-10-2040	1
	3		EQUIP ID. 35815 - ACCTG OFFICE		70.06	01	01-10-2040	1
	4		EQUIP ID. 35894 - HR/PAYROLL		70.06	01	01-10-2040	1
					INVOICE TOTAL		280.24	
					VENDOR TOTAL		280.24	
01 - 5/26/2020			2756 J'S COATINGS					
	1	6/09/20	6/05/20 VICKERS BLDG.- FLOORING PATCH		3,500.00	36	36-56-3035	1
					INVOICE TOTAL		3,500.00	
02 - 06/02/2020			2756 J'S COATINGS					
	1	6/09/20	6/05/20 VICKERS BLDG.- VINYL FLOORING		3,500.00	36	36-56-3035	2
					INVOICE TOTAL		3,500.00	
					VENDOR TOTAL		7,000.00	
81453			2835 JOJAC'S LANDSCAPE & MOWING INC					
	1	6/09/20	6/05/20 MOWING:6536 S. MARION DR.		178.00	01	01-28-2012	1
					INVOICE TOTAL		178.00	
81462			2835 JOJAC'S LANDSCAPE & MOWING INC					
	1	6/09/20	6/05/20 MOWING:307 MIMOSA		178.00	01	01-28-2012	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
INVOICE TOTAL					178.00			
81463	1	6/09/20	6/05/20	MOWING:6406 S. OSAGE	178.00	01	01-28-2012	1
INVOICE TOTAL					178.00			
VENDOR TOTAL					534.00			
2844 JOHN DEERE FINANCIAL								
10235322	1	6/09/20	6/05/20	FILLER CAP - 2032R MOWER	23.50	01	01-03-2006	1
INVOICE TOTAL					23.50			
VENDOR TOTAL					23.50			
2860 DAN JONES								
JUNE 2020	1	6/09/20	6/05/20	REIMBURSE CELL PHONE USE	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE	11.67	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE	11.66	21	21-41-2002	1
INVOICE TOTAL					35.00			
VENDOR TOTAL					35.00			
2874 K & A PROPERTY MAINTENANCE LLC								
4733	1	6/09/20	6/05/20	CLEAN CITY BLDG.	528.00	01	01-09-2040	1
	2			CLEAN PD	440.00	01	01-09-2040	1
	3			CLEAN SR. CNTR.	425.00	01	01-12-2025	1
	4			CLEAN HAC	450.00	30	30-50-2025	1
INVOICE TOTAL					1,843.00			
VENDOR TOTAL					1,843.00			
3230 KANSAS GAS SERVICE								
MAY 2020*	1	6/09/20	6/05/20	MONTHLY GAS SVC. - 428 S. JANE	119.23	10	10-30-2003	1
INVOICE TOTAL					119.23			
VENDOR TOTAL					119.23			
3248 KANSASLAND TIRE								
7055	1	6/09/20	6/05/20	P245/55R18 TIRES 4EA. - CAR #08	603.20	01	01-02-2035	1
INVOICE TOTAL					603.20			
VENDOR TOTAL					603.20			
3295 KANSAS ONE-CALL SYSTEM INC								
0050279	1	6/09/20	6/05/20	133 LOCATES @ \$1.20 EA.	53.20	10	10-30-2040	1
	2			133 LOCATES @ \$1.20 EA.	53.20	11	11-31-2040	1
	3			133 LOCATES @ \$1.20 EA.	53.20	21	21-41-2040	1
INVOICE TOTAL					159.60			
VENDOR TOTAL					159.60			
3350 KANSAS STATE TREASURER								
JUNE 2020	1	6/09/20	6/05/20	REINSTATEMENT FEES	300.00	01	01-06-2060	1
	2			JUDICIAL BRANCH DOCKET FEE	66.00	01	01-06-2060	1
	3			JUDICIAL BRANCH EDUCATION FUND	64.00	01	01-06-2073	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	4			COURT COSTS/LAW ENF TRNG FUND	1,566.00	01	01-06-2074	1
	5			SEAT BELT SAFETY FUND	1,315.67	01	01-00-5006	1
				INVOICE TOTAL	3,311.67			
				VENDOR TOTAL	3,311.67			
				3412 KANZA CO-OPERATIVE ASSOC.				
1035211	1	6/09/20	6/05/20	UNLEADED FUEL 1350 GAL.	1,849.11	01	01-02-2010	1
				INVOICE TOTAL	1,849.11			
1035212	1	6/09/20	6/05/20	DIESEL FUEL 599 GAL.	781.96	10	10-30-2009	1
				INVOICE TOTAL	781.96			
				VENDOR TOTAL	2,631.07			
				3502 KONICA MINOLTA PREMIERE				
415173301	1	6/09/20	6/05/20	C458 COPIER LEASE - CITY HALL	381.87	01	01-10-2040	1
	2			C458 COPIER LEASE - CITY HALL	26.14	01	01-10-2040	1
	3			C458 COPIER LEASE - CITY HALL	189.37	01	01-10-2040	1
	4			C458 COPIER LEASE - CITY HALL	26.14	01	01-10-2040	1
	5			C458 COPIER LEASE - POLICE	351.46	01	01-02-2004	1
	6			C458 COPIER LEASE - POLICE	26.14	01	01-02-2004	1
	7			C458 COPIER LEASE - PW	201.73	01	01-20-2004	1
	8			C458 COPIER LEASE - PW	26.14	01	01-20-2004	1
	9			C458 COPIER LEASE - SR. CNTR.	182.62	99	99-66-3003	1
	10			C458 COPIER LEASE - SR. CNTR.	26.15	99	99-66-3003	1
				INVOICE TOTAL	1,437.76			
				VENDOR TOTAL	1,437.76			
				3676 LES INDUSTRIES FOURNIER INC.				
35-197002-002-1263	1	6/09/20	6/05/20	ROTARY PRESS-DEWATERING FACIL.	35,505.00	48	48-00-2001	1
	2			ROTARY PRESS-DEWATERING FACIL.	42,094.60	10	10-30-2040	1
				INVOICE TOTAL	77,599.60			
				VENDOR TOTAL	77,599.60			
				3724 MICHAEL J. LIPPOLDT				
JUNE 2020	1	6/09/20	6/05/20	REIMBURSE CELL PHONE USE	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE	11.67	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE	11.66	21	21-41-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				3725 MARSHAL LITCHFIELD				
JUNE 2020	1	6/09/20	6/05/20	REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.66	21	21-41-2002	1
				INVOICE TOTAL	35.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
VENDOR TOTAL					35.00			
JUNE 2020	1	6/09/20	6/05/20	3818 KIRBY MANNY REIMBURSE CELL PHONE USE ON CALL PERSONNEL	35.00	01	01-03-2002	1
INVOICE TOTAL					35.00			
VENDOR TOTAL					35.00			
JUNE 2020	1	6/09/20	6/05/20	3945 ZACH McHATTON CELL PHONE REIMBURSEMENT	35.00	01	01-18-2002	1
INVOICE TOTAL					35.00			
VENDOR TOTAL					35.00			
JUNE 2020	1	6/09/20	6/05/20	3947 LEVI BREWER CELL PHONE REIMBURSEMENT	35.00	11	11-31-2002	1
INVOICE TOTAL					35.00			
VENDOR TOTAL					35.00			
6/9/2020	1	6/09/20	6/05/20	3967 METROPOLITAN BALLET, INC. "PETER & THE WOLF" 7/10/2020	300.00	31	31-51-2012	1
INVOICE TOTAL					300.00			
VENDOR TOTAL					300.00			
1302779328	1	6/09/20	6/05/20	4351 NEWEGG BUSINESS, INC. WAVLINK 3.0 UNIV. MINI-DOCK LAPTOP DOCKING STATION	58.99	01	01-21-2042	1
INVOICE TOTAL					58.99			
1302779818	1	6/09/20	6/05/20	32GB USB FLASH DRIVE 5EA.	35.95	01	01-02-2004	1
INVOICE TOTAL					35.95			
1302784680	1	6/09/20	6/05/20	REVO 10M FIBER OPTIC TEST TOOL	30.00	01	01-21-2004	1
INVOICE TOTAL					30.00			
1302787959	1	6/09/20	6/05/20	CYBERPOWER BATTERY BACKUP	515.95	01	01-21-2042	1
INVOICE TOTAL					515.95			
VENDOR TOTAL					640.89			
491501680001	1	6/09/20	6/05/20	4370 OFFICE DEPOT MISC. OFFICE SUPPLIES	13.57	01	01-01-2004	1
	2			MISC. OFFICE SUPPLIES	291.39	01	01-10-2077	1
	3			MISC. OFFICE SUPPLIES	29.98	01	01-12-2004	1
INVOICE TOTAL					334.94			
491714319001	1	6/09/20	6/05/20	WHT, ADDRESS LABELS 2 BOXES	33.58	01	01-10-2077	1
INVOICE TOTAL					33.58			
491714320001	1	6/09/20	6/05/20	#32 CLR PHOTO PAPER 2EA.	43.98	30	30-50-2004	1
INVOICE TOTAL					43.98			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
491978576001	1	6/09/20	6/05/20	2X8" METAL SIGNS 2EA. - PW	35.98	01	01-20-2004	1
				INVOICE TOTAL	35.98			
491978812001	1	6/09/20	6/05/20	PAPER/FILE FOLDERS 1 BOX EA.	60.99	01	01-20-2004	1
				INVOICE TOTAL	60.99			
491978812002	1	6/09/20	6/05/20	LTR SIZE, LAMINATING POUCH 2EA.	49.24	01	01-20-2004	1
				INVOICE TOTAL	49.24			
491978813001	1	6/09/20	6/05/20	LETTER JACKET 100/BOX 1EA.	26.29	01	01-20-2004	1
				INVOICE TOTAL	26.29			
493014268001	1	6/09/20	6/05/20	#10 ENVELOPES 500/BOX 1EA.	17.82	01	01-20-2004	1
				INVOICE TOTAL	17.82			
				VENDOR TOTAL	602.82			
				4520 PETTY CASH				
6/09/2020	1	6/09/20	6/05/20	REIMBURSE FUND	960.00	01	01-00-5016	1
	2			REIMBURSE FUND	382.00	30	30-00-5077	1
	3			REIMBURSE FUND	220.00	30	30-00-6004	1
	4			REIMBURSE FUND	40.00	32	32-00-5012	1
				INVOICE TOTAL	1,602.00			
				VENDOR TOTAL	1,602.00			
				5056 SEAN RINEHART				
JUNE 2020	1	6/09/20	6/05/20	REIMBURSE CELL PHONE USE	11.67	10	10-30-2002	1
				ON CALL PERSONNEL				
	2			REIMBURSE CELL PHONE USE	11.67	11	11-31-2002	1
				ON CALL PERSONNEL				
	3			REIMBURSE CELL PHONE USE	11.66	21	21-41-2002	1
				ON CALL PERSONNEL				
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				5444 JOHNATHAN SIMONS				
JUNE 2020	1	6/09/20	6/05/20	REIMBURSE CELL PHONE USE	35.00	21	21-41-2002	1
				ON CALL PERSONNEL				
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				5533 JENNIFER M. SOHM				
MAY 2020	1	6/09/20	6/05/20	CELL PHONE REIMBURSEMENT	35.00	30	30-50-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				5914 CALE TOPINKA				
JUNE 2020	1	6/09/20	6/05/20	REIMBURSE CELL PHONE USE	11.67	10	10-30-2002	1
				ON CALL PERSONNEL				
	2			REIMBURSE CELL PHONE USE	11.67	11	11-31-2002	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	3			ON CALL PERSONNEL REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.66	21	21-41-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
46504	1	6/09/20	6/05/20	5916 TIMES-SENTINEL NEWSPAPERS NUSIANCE NOTICE:530 TURKLE	50.40	01	01-28-2012	1
				INVOICE TOTAL	50.40			
46518	1	6/09/20	6/05/20	PUBLIC HEARING AD 5/21/2020 COMM DEV BLK GRANT - COVID-19	58.50	92	92-66-3001	1
				INVOICE TOTAL	58.50			
46562	1	6/09/20	6/05/20	BUSINESS SUPPORT PAGE AD	80.00	92	92-66-3001	1
				INVOICE TOTAL	80.00			
46576	1	6/09/20	6/05/20	ORDINANCE 1070 AD 5/28/2020 CLEANING FEES-COMM BLDG/HAC/SC	36.00	01	01-01-2014	1
				INVOICE TOTAL	36.00			
				VENDOR TOTAL	224.90			
5968	1	6/09/20	6/05/20	5936 TRIMARK, INC VINYL ARROW 1EA.	72.00	36	36-56-3001	1
				INVOICE TOTAL	72.00			
				VENDOR TOTAL	72.00			
00005V25R7210	1	6/09/20	6/05/20	6082 U P S SHIPMENT:KDHE SAMPLES 5/21/20	28.50	11	11-31-2011	1
				INVOICE TOTAL	28.50			
				VENDOR TOTAL	28.50			
JUNE 2020	1	6/09/20	6/05/20	6234 VERIZON WIRELESS POLICE DEPT.- MOBILE BROADBAND	440.11	01	01-02-2040	1
				INVOICE TOTAL	440.11			
				VENDOR TOTAL	440.11			
MAY 2020	1	6/09/20	6/05/20	6324 JILL WARD CELL PHONE REIMBURSEMENT	35.00	30	30-50-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
14589025	1	6/09/20	6/05/20	6345 WASTE CONNECTIONS INC MONTHLY TRASH SVC. - CITY BLDG	49.66	01	01-09-2040	1
	2			MONTHLY TRASH SVC. - CITY BLDG	49.67	10	10-30-2040	1
	3			MONTHLY TRASH SVC. - CITY BLDG	49.66	11	11-31-2040	1
				INVOICE TOTAL	148.99			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
14589026	1	6/09/20	6/05/20	MONTHLY TRASH SVC. - SR. CNTR. INVOICE TOTAL	138.67 138.67	01	01-12-2003	1
14589027-28	1	6/09/20	6/05/20	MONTHLY TRASH SVC. - PW	66.85	10	10-30-2040	1
	2			MONTHLY TRASH SVC. - PW	66.85	11	11-31-2040	1
	3			MONTHLY TRASH SVC. - PW INVOICE TOTAL	66.85 200.55	21	21-41-2040	1
14589029	1	6/09/20	6/05/20	MONTHLY TRASH SVC. - COMM BLDG INVOICE TOTAL	86.86 86.86	01	01-09-2040	1
14589030	1	6/09/20	6/05/20	MONTHLY TRASH SVC. - RIGGS INVOICE TOTAL	169.76 169.76	01	01-03-2012	1
14589031	1	6/09/20	6/05/20	MONTHLY TRASH SVC. - P/C SPORT INVOICE TOTAL	115.71 115.71	30	30-50-2046	1
14589045	1	6/09/20	6/05/20	MONTHLY TRASH SVC. - HAC INVOICE TOTAL	174.40 174.40	30	30-50-2003	1
14589147	1	6/09/20	6/05/20	MONTHLY TRASH SVC. - FARM MRKT INVOICE TOTAL	12.96 12.96	01	01-09-2079	1
				VENDOR TOTAL	1,047.90			
				6480 WICHITA TRACTOR CO				
WI71365	1	6/09/20	6/05/20	SPRING,EXT 2EA.- JD 6610 MOWER INVOICE TOTAL	16.34 16.34	21	21-41-2006	1
				VENDOR TOTAL	16.34			
				6588 WICHITA IRON & METALS CORP				
INV-000678	1	6/09/20	6/05/20	STEEL 36 LBS - HOMETOWN MRKT. HAND SANITIZING STATIONS INVOICE TOTAL	14.40 14.40	01	01-10-2088	1
				VENDOR TOTAL	14.40			
				6590 WICHITA PUMP & SUPPLY CO INC				
20-0685	1	6/09/20	6/05/20	IRRIGATION SUPPLIES - PARKS INVOICE TOTAL	466.28 466.28	01	01-03-2009	1
20-0704	1	6/09/20	6/05/20	IRRIGATION SUPPLIES - PARKS INVOICE TOTAL	850.08 850.08	01	01-03-2009	1
20-0772	1	6/09/20	6/05/20	IRRIGATION SUPPLIES-P/C SPORTS INVOICE TOTAL	639.03 639.03	01	01-03-2046	1
20-0802	1	6/09/20	6/05/20	IRRIGATION SUPPLIES-P/C SPORTS BALL FIELDS #1 & #4 INVOICE TOTAL	731.32 731.32	01	01-03-2046	1
				VENDOR TOTAL	2,686.71			

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

				6630 WICHITA WINWATER WORKS				
241519	00	1	6/09/20	6/05/20 5-1/4" 4' BURY FIRE HYDRANT	2,031.30	11	11-31-2009	1
				INVOICE TOTAL	2,031.30			
241584	00	1	6/09/20	6/05/20 ALIGNMENT RING 1EA.	27.94	11	11-31-2009	1
				INVOICE TOTAL	27.94			
241587	00	1	6/09/20	6/05/20 5-1/4" CLOW MEDALL/ALIGN RINGS	395.34	11	11-31-2009	1
				INVOICE TOTAL	395.34			
241624	00	1	6/09/20	6/05/20 5-1/4" MED CLOW MEDALLION 1EA.	352.00	11	11-31-2009	1
				INVOICE TOTAL	352.00			
241642	00	1	6/09/20	6/05/20 MISC. WATER SUPPLIES	206.82	11	11-31-2009	1
				INVOICE TOTAL	206.82			
				VENDOR TOTAL	3,013.40			
				6700 WILLIAMS JANITORIAL SUPPLY				
0587479	-IN	1	6/09/20	6/05/20 BATH TISSUE 2CS/DISINFECT 1CS	202.54	30	30-50-2009	1
				INVOICE TOTAL	202.54			
0587590	-IN	1	6/09/20	6/05/20 MULTIFOLD TOWELS 4 CS. - PARKS	111.80	01	01-03-2009	1
				INVOICE TOTAL	111.80			
0588010	-IN	1	6/09/20	6/05/20 GEAR ADJUSTMENT HANDLE 1EA.	7.80	30	30-50-2009	1
				INVOICE TOTAL	7.80			
				VENDOR TOTAL	322.14			
				6727 CHRISTOPHER WORRELL				
JUNE 2020		1	6/09/20	6/05/20 CELL PHONE REIMBURSEMENT	35.00	01	01-22-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				INTRUST TOTAL	265,219.15			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	265,219.15			
				GRAND TOTALS	265,219.15			

VENDOR NO NAME	PAYMENT AMT
1766 EVERGY	19,226.91
3230 KS GAS SERVICE-PRIMARY	516.93
4520 PETTY CASH	2,455.14
5231 SAM'S CLUB	1,390.72
5859 T-MOBILE	30.00
REPORT TOTAL	<u>23,619.70</u>

FUND	NAME	TOTAL
01	GENERAL FU	4,212.22
10	SEWER FUND	9,752.18
11	WATER FUND	3,882.26
12	MUNICIPAL	970.54
21	STREET FUN	831.29
24	LAW ENFORC	36.34
30	RECREATION	2,912.11
36	CAPITAL IM	1,022.76
	TOTAL	<u>23,619.70</u>

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

INTRUST								
1766 EVERGY								
MAY 2020	1	6/04/20	6/02/20	MONTHLY ELECTRIC UTILITIES	66.82	01	01-02-2013	1
	2			MONTHLY ELECTRIC UTILITIES	684.02	01	01-03-2003	1
	3			MONTHLY ELECTRIC UTILITIES	537.29	01	01-08-2003	1
	4			MONTHLY ELECTRIC UTILITIES	1,651.27	01	01-09-2003	1
	5			MONTHLY ELECTRIC UTILITIES	242.39	01	01-12-2003	1
	6			MONTHLY ELECTRIC UTILITIES	9,552.78	10	10-30-2003	1
	7			MONTHLY ELECTRIC UTILITIES	3,747.60	11	11-31-2003	1
	8			MONTHLY ELECTRIC UTILITIES	970.54	12	12-32-2003	1
	9			MONTHLY ELECTRIC UTILITIES	741.33	21	21-41-2003	1
	10			MONTHLY ELECTRIC UTILITIES	871.98	30	30-50-2003	1
	11			MONTHLY ELECTRIC UTILITIES	160.89	30	30-50-3065	1
				INVOICE TOTAL	19,226.91			
				VENDOR TOTAL	19,226.91			
3230 KANSAS GAS SERVICE								
MAY 2020	1	6/04/20	6/02/20	MONTHLY GAS SVC. - PD	56.92	01	01-02-2013	1
	2			MONTHLY GAS SVC. - BLDG/GRNDS	90.35	01	01-09-2003	1
	3			MONTHLY GAS SVC. - SR. CNTR.	75.84	01	01-12-2003	1
	4			MONTHLY GAS SVC. - SEWER	85.18	10	10-30-2003	1
	5			MONTHLY GAS SVC. - WATER	54.42	11	11-31-2003	1
	6			MONTHLY GAS SVC. - STREET	54.42	21	21-41-2003	1
	7			MONTHLY GAS SVC. - HAC	99.80	30	30-50-2003	1
				INVOICE TOTAL	516.93			
				VENDOR TOTAL	516.93			
4520 PETTY CASH								
6/04/2020	1	6/04/20	6/02/20	REIMBURSE FUND	86.00	01	01-00-5008	1
	2			REIMBURSE FUND	20.00	01	01-00-5004	1
	3			REIMBURSE FUND	550.00	01	01-00-5059	1
	4			REIMBURSE FUND	44.70	11	11-00-5012	1
	5			REIMBURSE FUND	1,606.50	30	30-00-5077	1
	6			REIMBURSE FUND	130.00	30	30-00-5016	1
	7			REIMBURSE FUND	17.94	36	36-56-3016	1
				INVOICE TOTAL	2,455.14			
				VENDOR TOTAL	2,455.14			
5231 SAM'S CLUB / GEGRB								
MAY 2020	1	6/04/20	6/02/20	MONTHLY SUPPLIES	147.70	01	01-02-2055	1
	2			MONTHLY SUPPLIES	36.34	24	24-44-2031	1
	3			MONTHLY SUPPLIES	3.62	10	10-30-2004	1
	4			MONTHLY SUPPLIES	3.62	11	11-31-2004	1
	5			MONTHLY SUPPLIES	3.62	21	21-41-2004	1
	6			MONTHLY SUPPLIES	3.62	01	01-03-2004	1
	7			MONTHLY SUPPLIES	87.66	10	10-30-2012	1
	8			MONTHLY SUPPLIES	8.98	11	11-31-2012	1
	9			MONTHLY SUPPLIES	8.98	21	21-41-2012	1
	10			MONTHLY SUPPLIES	12.94	10	10-30-2009	1
	11			MONTHLY SUPPLIES	12.94	11	11-31-2009	1
	12			MONTHLY SUPPLIES	12.94	21	21-41-2009	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
	13			MONTHLY SUPPLIES	42.94	30 30-50-2009	1
	14			MONTHLY SUPPLIES	1,004.82	36 36-56-3008	1
				INVOICE TOTAL	1,390.72		
				VENDOR TOTAL	1,390.72		
				5859 T-MOBILE			
MAY 2020	1	6/04/20	6/02/20	MOBILE INTERNET - GPS EQUIP.	10.00	11 11-31-2002	1
	2			MOBILE INTERNET - GPS EQUIP.	10.00	10 10-30-2002	1
	3			MOBILE INTERNET - GPS EQUIP.	10.00	21 21-41-2002	1
				INVOICE TOTAL	30.00		
				VENDOR TOTAL	30.00		
				INTRUST TOTAL	23,619.70		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	23,619.70		
				GRAND TOTALS	23,619.70		

VENDOR NO NAME	PAYMENT AMT
6030 UNITED STATES POSTAL SERV	1,180.00
REPORT TOTAL	<u>1,180.00</u>

FUND	NAME	TOTAL
10	SEWER FUND	410.00
11	WATER FUND	770.00
	TOTAL	<u>1,180.00</u>

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				INTRUST			
			6030	UNITED STATES POSTAL SERVICE			
MAY 2020	1	5/29/20	5/29/20	PAYMENT ON PERMIT #1	410.00	10 10-30-2011	1
	2			PAYMENT ON PERMIT #1	770.00	11 11-31-2011	1
				INVOICE TOTAL	1,180.00		
				VENDOR TOTAL	1,180.00		
				INTRUST TOTAL	1,180.00		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	1,180.00		
				GRAND TOTALS	1,180.00		





CITY OF HAYSVILLE

ACTION REQUEST FORM

To: Public Works Director

Date: 2/3/20

Address of Request: Wire & 2nd, 4th & Ranger (please complete a separate form for each property)

The following action is being requested:

Received positive feedback from the resurfaced streets of Wire and 4th streets. Citizen also noted that there were potholes forming on the newly resurfaced streets at the North and South side of the intersection of Wire & 2nd. Also stated that a pothole was forming on 4th street by Ranger.

Please:

- Check into this
- Contact me to discuss this further by phone or email (circle one)
- Get me information regarding this
- Other

Submitted By:

Name: Russ Kessler

Phone #: 644-4938

Email russ@russkessler.com

FIRST RESPONSE:

Remarks from staff:

City staff has reported issues to contractor. The contractor has stated issues will be fixed under the warranty period. They will be detailing a plan to fix the issues as soon as weather allows. --2/6/2020

Contractor has indicated they want the road surface to be warm before they address the issues. This will ensure proper adhesion. They stated it will be in March.

Signature:

Date: 3/20/2020

UPDATE:

Remarks from staff

As of May 08, 2020, there has not been enough of a warming to ensure ideal conditions for repair. --5/08/2020

Spoke with contractor on June 3rd. They advised that since the weather has turned, they expect to address issue in the next two weeks. They indicated this project is at the top of their list. --6/03/2020

Signature:

Date: