CITY OF HAYSVILLE

Agenda

March 13, 2023

CALL TO ORDER

ROLL CALL

INVOCATION BY: Greg Hamlin, First Christian Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

A. VFW Post 6957 Presentation of Haysville Police Department Officer of the Year

PRESENTATION AND APPROVAL OF MINUTES

A. Minutes of February 13, 2023

ITEM #1 CITIZENS TO BE HEARD

A. Tim Massey, Haysville Chamber of Commerce

B. Craig McDaniel, Ambassador of Ainsley's Angels in Wichita Re: Rolling on the Prairie 5k

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

A. A RESOLUTION OF THE CITY OF HAYSVILLE, KANSAS ANNOUNCING THE CITY'S INTENT TO CONSIDER ADOPTION OF AN ORGANIZED COLLECTION SERVICE WITHIN THE CITY LIMITS OF HAYSVILLE, KANSAS.

a. Draft RFP
b. Email from Ron Ford
c. Mark Raccuglia, Air Capital Waste

B. AN ORDINANCE DECLARING AND ESTABLISHING WARD BOUNDARIES WITHIN THE CITY OF HAYSVILLE KANSAS AND AMENDING ARTICLE 6 SECTION 201 OF THE CODE OF THE CITY OF HAYSVILLE KANSAS.

C. AN ORDINANCE AMENDING ARTICLE 17 OF THE CODE OF THE CITY OF HAYSVILLE KANSAS REGARDING CERTAIN FEES.

ITEM #4 NOTICES AND COMMUNICATIONS

A. Governing Body Announcements

B. Sedgwick County Fire Department Station 34 Monthly Report

C. Memo Re: New Businesses

D. Letter from Ardith Simmons Re: Haysville Hustle

E. Email from Cox Communications

ITEM #5 OLD BUSINESS

ITEM #6 OTHER BUSINESS

A. Consideration of Insurance Renewal

B. Consideration of ERP Pro Community Development Suite

C. First Reading of Personnel Manual Revisions

D. Consideration of Fitness Equipment Purchase

E. Consideration of Sale of Sunflower Park

ITEM #7 DEPARTMENT REPORTS

A. Administrative Services – Georgie Carter

B. City Clerk – Angie Millspaugh

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 REVIEW OF EXPENDITURES

A. Summary of February Expenditures

ITEM #12 CONSENT AGENDA

ITEM #13 COUNCIL ITEMS

A. Council Concerns

B. Council Action Request Updates

a. 7050 Plaza
b. 7106 S. Broadway
c. 300 Cain Drive
d. 267 N. Sunnyside

ITEM #14 ADJOURNMENT

CITY OF HAYSVILLE

Regular City Council Meeting

Minutes

February 13, 2023

CALL TO ORDER

The regular meeting of the Haysville City Council was called to order at 7:00 p.m. by Mayor Russ Kessler in the Haysville Municipal Building, 200 West Grand Avenue.

ROLL CALL

Present: DJ Barkley, Bob Rardin, Pat Ewert, Dan Benner, Janet Parton, Steve Crum, and Dale Thompson.

Absent: Danny Walters

INVOCATION – Jennifer Jones, Haysville United Methodist Church

PLEDGE OF ALLEGIANCE

PRESENTATION AND APPROVAL OF MINUTES

A. The minutes of the January 9, 2023, Regular City Council Meeting were presented for approval.

Motion by Benner, seconded by Parton, to approve the minutes of January 9, 2023, as presented. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

Abstain: Barkley and Ewert

ITEM #1 CITIZENS TO BE HEARD

A. Tim Massey, Chamber of Commerce Executive Director, stated how appreciative the restaurants were with how the Chief Administrative Officer and Public Works Director handled a grease issue promptly and professionally.

ITEM # 2 APPROVAL OF LICENSES AND BONDS

There were none.

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

A. Deputy Administrative Officer Georgie Carter presented AN ORDINANCE AMENDING AND RESTATING CHAPTER 16A, THE ZONING REGULATIONS OF THE CITY OF HAYSVILLE, KANSAS AND AMENDING THE OFFICIAL ZONING MAP OR MAPS OF THE CITY TO REFLECT SUCH AMENDMENTS, ALL PURSUANT TO THE ZONING REGULATIONS OF THE CITY and summarized the proposed revisions. A public hearing was held by the Planning Commission on January 12, 2023, and they recommended approval of the changes.

Motion by Crum, seconded by Benner, to approve AN ORDINANCE AMENDING AND RESTATING CHAPTER 16A, THE ZONING REGULATIONS OF THE CITY OF HAYSVILLE, KANSAS AND AMENDING THE OFFICIAL ZONING MAP OR MAPS OF THE CITY TO REFLECT SUCH AMENDMENTS, ALL PURSUANT TO THE ZONING REGULATIONS OF THE CITY as presented. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

ITEM #4 NOTICES AND COMMUNICATIONS

A. Under Governing Body Announcements, Councilmember Crum announced upcoming events at the Haysville Community Library. He also announced the Swim to a Wish event at Campus High School was the largest independently run Make a Wish fundraiser in the state. Councilmember Thompson announced a new citizen of the city – his grandson. Mayor Kessler announced upcoming events and classes at the Haysville Senior Center, gave a report on Haysville Hustle usage, and announced the upcoming Mayor's Prayer Breakfast. He also stated he was elected to the Mayor's Association Board and gave an update on city projects.

B. Councilmembers received the Sedgwick County Fire Department Station 34 Monthly Report.

C. Councilmembers received a Memo Re: New Businesses.

D. Councilmembers received a Memo Re: Federal Forfeiture Funds Report.

E. Councilmembers received an Email from Cox Communications.

ITEM #5 OLD BUSINESS

ITEM #6 OTHER BUSINESS

A. Planning and Zoning Administrator Jonathan Tardiff presented for consideration the Equine Park Addition Preliminary and Final Plats.

Motion by Crum, seconded by Ewert, to approve the Equine Park Addition Preliminary and Final Plats as presented. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

B. Mayor Kessler presented a memo from Chief Administrative Officer Black regarding Trash Franchise RFP Requirements. Councilmembers discussed adding a city-wide cleanup versus bulky item vouchers to the RFP. Black stated staff would prepare a proposed timeline to present at the next Council meeting.

No action was taken on this item.

C. Mayor Kessler presented for approval a Supplemental Agreement with PEC Re: Seneca and 63rd Street Multi-Use Path for design work to meet the requirements of the Union Pacific Railroad where the path project crosses the railroad tracks. There was a discussion on what would be involved in the crossing.

Motion by Rardin, seconded by Ewert, to approve the Supplemental Agreement with PEC for the Seneca and 63rd Street Multi-Use Path. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

D. Mayor Kessler presented for approval a request to replace the digital sign at the southeast corner of Main and Grand. The low bid was from Wichita Sign Company in the amount of $28,121.15.

Motion by Parton, seconded by Crum, to accept the bid from Wichita Sign Company in the amount of $28,121.15 for a digital sign. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

E. Mayor Kessler presented a request for authorization to contract with Cunningham Recreation for playground equipment at Plagens-Carpenter Park in the amount of $79,726, to include a concrete border.

Motion by Crum, seconded by Benner, to approve the contract with Cunningham Recreation in the amount of $79,726 for playground equipment at Plagens-Carpenter Park. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

F. Chief Jeff Whitfield requested council approve a Revised Agreement with Sedgwick County regarding the Civic Ready Notification System. He stated a revision was made after Council approved the agreement at the last meeting. He stated the revision was to make the cities responsible for a Boil Water Advisory, instead of Sedgwick County.

Motion by Parton, seconded by Rardin, to approve the Agreement with Sedgwick County regarding the Civic Ready Notification System as revised. The motion carried as follows:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

G. Public Works Director Tony Martinez presented the Corrosion Control Project Bids for consideration. He stated there was only one bid at the bid opening held on January 23 and requested approval of the bid from Dondlinger & Sons Construction Co., Inc in the amount of $244,000.00. There was a discussion on the engineer's estimate being low.

Motion by Crum, seconded by Ewert, to approve the Corrosion Control Bid from Dondlinger & Sons Construction Co., Inc. in the amount of $244,000.00. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

H. Public Works Director Martinez presented for approval an Agreement with Weee Entertainment for the carnival rides at the Haysville Fall Festival. He stated the rides would be similar to what the Fall Festival has had in the past and the contract will extend through 2025.

Motion by Parton, seconded by Benner, to accept the Agreement with Weee Entertainment as presented. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

I. Recreation Director Rob Arneson presented for approval an Agreement with the Haysville Swim Club for use of the Dewey Gunzelman Memorial Swimming Pool. He stated that only the dates had changed from last year.

Motion by Benner, seconded by Parton, to approve the Agreement with the Haysville Swim Club as presented. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Thompson

Abstain: Crum

J. Recreation Director Arneson presented for approval the Pool Pricing for the 2023 Season. He stated there was an increase in the family passes and swim lessons and stated there was a revision to pool rentals.

Motion by Crum, seconded by Rardin, to approve the Pool Pricing for the 2023 Season. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

ITEM #7 DEPARTMENT REPORTS

Deputy Administrative Officer Georgie Carter announced upcoming city events.

City Clerk Angie Millspaugh stated city offices would be closed on February 20 and introduced Administrative Secretary Trisha Greer.

Chief of Police Jeff Whitfield introduced visiting officer Lt. Malcom Young who serves as the Patrol Division supervisor.

Public Works Director Tony Martinez gave an update on city projects.

Recreation Director Rob Arneson announced registration deadlines and upcoming events at the Haysville Activity Center.

ITEM #8 APPOINTMENTS

There were no Appointments.

ITEM #9 OFF AGENDA CITIZENS TO BE HEARD

Jacob Brashers, Wheat State Disposal, stated he would be willing to assist with the creation of the Trash Franchise RFP and the process for selecting a contractor.

ITEM #10 EXECUTIVE SESSION

There was no Executive Session.

ITEM #11 REVIEW OF EXPENDITURES

A. A summary of January expenditures was presented.

Motion by Ewert, seconded by Rardin, to receive and file the January expenditures. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

ITEM #12 CONSENT AGENDA

A. Temporary Special Event Permit Application for Consumption on Public Property Re: Haysville Chamber Gold Star

B. Temporary Special Event Permit Application for Consumption on Public Property Re: Party in the 060 Beer Garden in Approved Area

C. Temporary Special Event Permit Application for Consumption on Public Property Re: Paint the Night at HAC

D. Agreement with Premier Pyrotechnic Re: Fireworks for July 4th and Fall Festival

E. Agreement with Gear Connexion Re: July 4th Band – Bad Mother Hubbard

F. Agreement with Brickhouse Studios Re: Fall Festival Sound

G. Agreement with Across the Pond Re: Fall Festival Band

H. Agreement with Mikayla Brownlee Re: Fall Festival Band

I. Agreement with Adam Capps Re: Fall Festival Band

J. Agreement with Big Fat Fun: Fall Festival Band

K. Agreement with Central States Metal Artisans

L. Farm Lease with Hay Farms

Motion by Parton, seconded by Rardin, to approve items A-L. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

ITEM #13 COUNCIL ITEMS

A. Under Council Concerns, Councilmember Rardin asked about the sidewalk on Broadway. Chief Administrative Officer Black stated he is looking into a cost share program and grant opportunities.

B. Public Works Director Tony Martinez gave an update on Council Action Requests.

ITEM #14 ADJOURNMENT

Motion by Rardin, seconded by Ewert, to adjourn. The motion carried by the following vote:

Yes: Barkley, Rardin, Ewert, Benner, Parton, Crum, Thompson

The Regular City Council Meeting ended at 7:41 p.m.

_____
Angela Millspaugh, City Clerk/Treasurer

Memo

To: City of Haysville Governing Body

From: Josh Pollak, City Attorney

Date: 3/7/23

Re: Organized Trash Service Timeline/Requirements

At the direction of the Governing Body, City Staff has been working to put together an RFP for possible consolidation of residential trash service within the City. In furtherance of this, and in researching the issue, we have found that the requirements to begin such service are move involved and will take longer than originally foreseen.

KSA 21-2036 sets forth the following timeline to enact organized trash service:

1. The Governing Body must pass a Resolution on Intent announcing its intent to consider organized service and setting out a public hearing date to consider the same. We have prepared this resolution for your consideration.
2. After passage, the resolution must be published in the City Newspaper.
3. During the 90-day period following adoption of the Resolution of Intent, the City is to develop a plan for organized service.
4. The outcome of the planning process would then be an updated RFP that would be presented to the Governing Body for approval to send out.
5. Then a public hearing would take place to consider the proposed plan.
6. At least 30 days after the public hearing and 180 days after the passage of the Resolution of Intent, the Governing Body could enact an ordinance establishing organized trash service.
7. Pursuant to the statute, if organized service is passed by ordinance, it cannot commence for a period of at least **18 months** following passage of the ordinance.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF HAYSVILLE, KANSAS ANNOUNCING THE CITY'S INTENT TO CONSIDER ADOPTION OF AN ORGANIZED COLLECTION SERVICE WITHIN THE CITY LIMITS OF HAYSVILLE, KANSAS.

WHEREAS, the Organized Collection Service Act, pursuant to K.S.A. 12-2036, sets forth procedures to allow a municipality to establish an organized collection service for the collection of solid waste, recyclables or both by ordinance. Further, pursuant to the Organized Collection Service Act, certain procedures must be followed, including adoption of a Resolution of Intent, procedures related to the development of a plan, adoption of an ordinance establishing said service, and implementation of the service.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HAYSVILLE, KANSAS:

Section 1. Declaration of intent. The City of Haysville hereby declares its intent to consider adoption of an organized residential collection service in the City of Haysville. The statement of intent does not obligate the City to pursue a city-wide residential collection system, but it provides notification of consideration of such.

Section 2. Purpose and goals. The City of Haysville's purpose for initiating this process and its goals to be achieved are to increase service to its citizens, decrease costs and improve overall satisfaction with residential solid waste collection within the City.

Section 3. Franchise fees. The assessment of franchise fees for service providers is not, at the time of passage of this Resolution of Intent, anticipated. Nothing in this Resolution of Intent shall preclude the City from assessing said fees, provided the City follows applicable laws and regulations concerning franchise fees.

Section 4. Public participation in planning meetings. All interested persons, including licensees and other persons operating solid waste or recyclables collection services in the City of Haysville, Kansas as of March 13, 2023, are invited to participate in the planning and establishing of the proposed organized collection service. Notice of such meetings will be posted on the City's website, City of Haysville-Home (haysville-ks.com).

Section 5. Public hearing. The public hearing for the proposed plan will be held before the governing body of the City of Haysville, on Monday, July 10, 2023, in the City Council Meeting Room, City Hall, 200 West Grand Ave., Haysville, Kansas, 67060. Said hearing shall begin at 7:00 p.m., or as soon thereafter as the governing body's schedule allows.

ADOPTED by the Governing Body of the City of Haysville, Kansas, this ____ day of _____, 2023.

APPROVED:

_____
Russ Kessler
Mayor

ATTEST:

_____
Angie Millspaugh
City Clerk

(DRAFT SUBJECT TO STATUTORY PLANNING PROCESS)

REQUEST FOR PROPOSAL TO PROVIDE RESIDENTIAL SOLID WASTE AND RECYCLABLES COLLECTION SERVICES

The City of Haysville ("City") requests proposals for residential municipal solid waste and recyclables collection and transportation. The term of the agreement will be _____ years, beginning approximately 18 months after award of an agreement (approximately _____) and expiring on or about _____.

Please carefully review this document. If you are interested in making a proposal consistent with the conditions, instructions, requirements, and specifications contained herein, submit an Original document and two (2) copies of the Proposal Response together with attachments in a sealed envelope no later than _____ a.m. _____, _____, 20____. The outside of the envelope should be clearly marked with the Proposer's name and address and identified as "Submission of Proposal— Residential Solid Waste and Recyclables." The sealed envelope should be addressed as follows:

Will Black – City Administrator
City of Haysville, Kansas
200 West Grand Ave.
Haysville, KS 67060

Questions regarding this project should be directed to the City Administrator, Will Black at 316-529-5900 or by e-mail at wblack@haysville-ks.com. Proposed pricing and terms of service may be disclosed at a public meeting during the review and approval process. Other information provided in your response will be considered proprietary and will not be divulged during the proposal review process unless otherwise required by law. Part or all of the successful proposal, as well as a resulting contract, will be public records within the meaning of the Kansas Open Records Act. Prior to acceptance of a proposal, the information contained in each proposal will be used for evaluating the proposer's ability to handle the scope of services and will not be shared with persons not involved in the evaluation of proposals unless otherwise required by law.

This document is a Request for Proposals. It differs from a Request for Bids/Quotations in that the City is inviting proposals that are most advantageous to the City of Haysville, in Haysville's sole discretion for residential trash and recycling services. This is not a bid/quotation meeting firm specifications for the lowest price, and as such, the lowest price proposed will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of the service, of which quality, references, availability or capability, may be overriding factors. Proposal evaluation criteria will be used as standards by which to measure how well a proposer's approach addresses Haysville's objectives and needs. Criteria that will be considered in evaluating proposals are set forth in this RFP. Haysville will thoroughly review all proposals received and may conduct an interview process for top proposals and to further discuss services and pricing. A proposer's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint. Haysville reserves the right to conduct discussion or negotiation with any proposer regarding any proposal Haysville deems competitive. Haysville may also request best and final offers from any proposers and make an award or conduct negotiations thereafter. Haysville reserves the right to select and

recommend for award the proposal which best meets its required objectives and needs, in the sole discretion of Haysville.

The City of Haysville has a population of about 11,300, and an estimated 4,400 residential trash customers and is interested in selecting a contractor responsible for providing all requirements necessary for an exclusive provider of residential municipal solid waste ("MSW") and recyclables collection and transportation.

SCOPE OF SERVICES The City of Haysville is interested in proposals that will provide residential solid waste and recyclables services with high-quality customer service at competitive rates. Proposals will be evaluated on experience, quality, price, and turnaround time, as well as criteria further outlined herein.

PROPOSAL The proposal should contain detailed information regarding the contractor's proposed schedule and order of work, as well as pricing, in a manner that meets or exceeds the following minimum requirements and specifications:

- Contain detailed information regarding the contractor's proposed schedule for implementation of services.
- Automated collection vehicles for weekly collection of residential refuse and biweekly collection of commingled recyclables.
- Provide pricing for collection of abandoned waste within the City.
- Specify criteria and notification process for adjustment of customer service rates and charges.
- Provide descriptions and photos of trash and recycling carts.
- List recyclable items, program description, and how recyclables will be disposed of.
- Provide high-quality customer service, handle customer issues and provide recycling education.
- Provide information on how many customers the contractor currently has.
- Provide information on how many customers the contractor has in Haysville.
- Describe how many employees the contractor has.
- Provide information on how many trucks the contractor has.
- Provide information on how many homes can one truck service in one day.
- Provide information on how many backup trucks the contractor has available when primary trucks are down for servicing.
- Provide a list of all cities which the contractor is the sole trash service provider.
- Describe if the contractor currently has a refuse hauler's license for Haysville.
- Describe the contractor's policy for handling hazardous waste materials in the residential solid waste and recyclables collection and transportation process.
- Describe the contractor's approach to making the sole provider transition as efficient as possible.
- Provide details on the contractor's current capacity for waste collection and transportation services, and how it plans to handle the additional volume if awarded the contract.
- Describe the equipment and technology that the contractor has in place to handle the additional volume of waste collection and transportation.
- Provide a detailed breakdown of the additional resources that will be required to handle the 4400 or so new customers.
- Offer at least two container sizes.

- Allow for additional bags of trash outside of containers.
- Provide bulky item pickup and/or transfer station coupons.
- Provide roll-out service for disabled or elderly individuals ages 65+ at no cost.
- Allow customers to switch cart size once within the first six months of service at no cost.
- Provide service for City facilities at no cost.
- Provide special event services to the City at no cost. These events include Party in the 060, Independence Day, and Fall Festival.
- Provide services for one annual citywide cleanup event.
- Provide Detailed rate/fee structure including any annual adjustments and including rates for recycling container.
- Provide rate for second container at single residence.
- Provide proposed term of the agreement with starting and ending dates.
- Provide a proposed schedule and order of work including service hours.
- Service provider to handle billing.
- Containers to remain property of service provider.
- Service provider handles scheduling and switching out of replacement containers.
- Service provider must have all necessary licenses, insurance, performance bond, vehicle inspections, etc.

The City reserves the absolute right in its obligation to the public to accept the proposal that best serves the public interest.

SERVICE EXPECTATIONS. The City of Haysville expects services to be provided professionally, including billing, distributing carts, providing replacement containers, changing pickup days, changing the scope of services, and responding to customer complaints and inquiries. The contractor will, at all times, provide courteous service to its customers and shall promptly and thoroughly investigate and resolve complaints alleging discourteous behavior by its employees or agents. The contractor will keep accurate and complete records of all services provided and commit to timely submission of required reports, as well as inspections or audits by the City.

MINIMUM QUALIFICATIONS Respondents must possess the following minimum qualifications:

1. At least two (2) Key Personnel, each with at least 5 years of experience in MSW collection services.

2. At least 5 years of experience in residential curbside refuse and recyclables collection similar to the program described herein.

3. No administrative or judicial sanctions by Sedgwick County, any other Kansas county, or the State of Kansas or any of its agencies within the last 3 years for violation of a law or regulation pertaining to collection, transportation or disposal of solid waste.

If the City determines that a Respondent does not meet these minimum qualifications, the City need not further review such Respondent's proposal.

CONFIDENTIAL MATTERS Anyone submitting a proposal agrees that all data, records and information which proposer, its agents and employees obtain access to, create, and which are the

subject of this proposal, remain at all times exclusively the property of Haysville. Anyone submitting a proposal also agrees that all such data, records and information constitute, at all times, proprietary information of the City and that proposer will not disclose, provide or make available any such proprietary information in any form to any person or entity. In addition, anyone submitting a proposal agrees that it will not use any names or addresses contained in such data, records, and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any such address in such data; that it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records or information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Anyone submitting a proposal further agrees that it will take reasonable steps and the same protective precautions to protect Haysville's proprietary information from disclosure to third parties as with the proposer's own proprietary and confidential information and that all data, regardless of form, that is generated as a result of this RFP is the property of Haysville.

MANDATORY REQUIREMENTS This section is provided to assist participating proposers in forming a thorough response for services outlined in this document. Proposals submitted must reflect in detail their inclusion as well as the degree to which they can be provided. The successful proposal shall:

1. Submit the name of the lead person from your firm who will be responsible for managing this work for Haysville together with a brief biography detailing experience of said person and general information about proposer's company.

2. Provide a statement of the respondent's background, experience, and understanding of services required. If available, submit examples of experience with similar projects for municipal governments, including contact information.

3. Submit a statement describing the proposer's present and projected workload, staffing, and ability to provide prompt, quality services at competitive rates.

4. Disclose all fees or other compensation to be paid to or on behalf of the proposer by Haysville for services and/or goods provided.

5. Submit a statement disclosing any current, pending, or potential disciplinary action or complaint(s) or other like proceedings, including any claims in arbitration, mediation, or litigation, against the firm, entity, or any partner or associate of your firm or team.

6. Disclose any actual or potential conflicts of interest with the City, its officers, elected officials, agents or employees.

7. Conform to the requirement to maintain strict confidentiality about all matters of this project.

8. Describe any partnerships with any organizations/subcontractors/suppliers that will play a role in this project.

9. Provide a copy of your certificate of insurance verifying professional, commercial general, pollution, automobile liability, workers' compensation and umbrella liability insurance

coverage with minimum policy limits as detailed in this RFP. The coverage must be maintained and carried in force for the duration of the contract.

10. Any additional information believed necessary to assist the City in evaluating your proposal may also be submitted.

SELECTION CRITERIA The selection process will be based on responses to this RFP, verification of references and any interviews required to verify the ability of proposer to provide services in response to this document. The City Administrator's Office will review all proposals and make a recommendation to the City Council in accordance with Haysville policies and the following criteria:

1. Demonstrating clearly and completely Respondent's ability to meet all RFP conditions, Minimum Qualifications, and miscellaneous instructions as outlined herein;

2. Demonstrating the skill and experience necessary to meet Haysville's needs;

3. Demonstrated ability to implement and operate a high-quality customer service program and respond promptly and courteously to any and all customer inquiries and/or service requests.

4. Meeting Mandatory Requirements outlined herein;

5. Proposing services described herein with the most advantageous and prudent methodology and cost to Haysville;

6. Providing references reflecting projects having a scope of services similar to those requested by Haysville within the last three years (include location, contact person, telephone number, e-mail address, length of contract, and any other pertinent information related to this type of project);

7. Demonstrated efforts to comply with or exceed all applicable federal and state laws pertaining to nondiscrimination and affirmative action;

8. Documented success in contributing to the quality of life of the residents of the community (e.g., environmental policy and compliance record); and

9. Provision of a certificate of insurance by the successful proposer evidencing insurance coverage for all work and services to be performed as part of the contract award in amounts not less than the following:

Comprehensive General Liability Coverage: $1,000,000, Each Occurrence $2,000,000 General Aggregate

Pollution Legal Liability Coverage $2,000,000 Each Occurrence

Automobile Liability $2,000,000 Each Accident

Workers Compensation Workers' Compensation—Statutory $500,000 Each Accident $500,000 Disease-Policy Limit $500,000-Each Employee

Umbrella Liability $2,000,000 In Excess of Underlying General Liability, Auto Liability, and Employer Liability

The above amounts are the minimum insurance requirements necessary to comply with the submission requirements for this RFP and may be achieved through the use of an umbrella or excess coverage policy. Said certificate of insurance shall be written by a reputable insurance carrier approved by Haysville and the final certificate will name Haysville as an additional insured on general liability and automobile liability coverages.

Haysville reserves the right to select the proposal which best meets, in its sole discretion, its required needs, budget constraints, quality levels, and administrative expectations. Due to the importance of this project, Haysville also reserves the right to select one or more firms to accomplish this task or to reject all proposals.

CONTRACT. The contract form will be negotiated by the City and selected provider, and is not yet written. Respondent should include in its proposal only preferred contract terms or formats.

ADDITIONAL TERMS AND PROVISIONS

THE FOLLOWING TERMS AND CONDITIONS SHALL BE BINDING UPON THE PARTIES AND ARE HEREBY MADE PART BY THIS REFERENCE TO THIS REQUEST FOR PROPOSAL AND ANY ADDITIONAL CONTRACT OR AGREEMENT ENTERED INTO BETWEEN THE CITY OF HAYSVILLE, KANSAS AND CONTRACTOR REGARDING THE SUBJECT MATTER OF THIS REQUEST FOR PROPOSAL.

1. Any response not received by the City prior to the deadline date and time will not be considered.

2. Haysville reserves the right to: a. Cancel the RFP process or the work described herein prior to issuance and acceptance of any final agreement even if the Haysville City Council has formally accepted a recommendation and authorized execution of an agreement; b. Accept or reject any and all responses; c. Request additional information or clarification from those submitting responses and allow corrections to errors and omissions. Clarifications to a proposer's response shall be signed by an officer of the proposer authorized to commit the proposer to all terms and conditions contained in the response; d. Disregard responses that do not meet the stated requirements as determined by Haysville. Responses which are non-responsive, conditional or not in compliance with the information requested in this RFP will be disqualified unless Haysville waives such non-compliance; e. Waive any technicalities or irregularities involving any response, including noncompliance; f. Select the proposer that will best meet the needs of Haysville; and g. Negotiate with the proposer submitting the best response to obtain an eventual agreement to provide the requested services.

3. All responses and related information submitted in response to the RFP will become the property of Haysville and will not be returned. Each proposer submitting a response waives any right of confidentiality to the proposal documents. If a proposer submitting a proposal considers certain material in the response to be proprietary information, it should clearly designate those portions of the response it wishes to remain confidential. As a public entity, Haysville is subject to making records available for public disclosure as required by law. Haysville will make reasonable attempts to maintain the confidentiality of material marked proprietary; however, it cannot guarantee information will not be made public.

4. Haysville reserves the right to make any agreements subject to the provisions of the Kansas Cash Basis Law (K.S.A. 10-1112 and 10-1113) and the Kansas Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that Haysville shall at all times stay in conformity with such laws, and as a condition of agreements, Haysville reserves the right to unilaterally sever, modify, or terminate agreements at any time, if in the opinion of its legal counsel the Agreement may be deemed to violate the terms of such law(s).

5. This Request and any contract awarded in response to this Request shall be governed by the laws of the State of Kansas and shall be deemed executed at Haysville, Sedgwick County, Kansas. By accepting public funding from City, or funding administered by City, Contractor agrees to be subject to the Kansas Open Meetings Act, K.S.A. 75-4317 et seq.,

and to the Kansas Open Records Act, K.S.A. 45-215 et seq. in regard to the provision of these services.

6. The parties shall bring any and all legal proceedings arising hereunder or under any contract awarded in Response to this Request in the State of Kansas, District Court of Sedgwick County.

7. Any conviction for a criminal or civil offense that indicates a lack of business integrity or business honesty must be disclosed. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.

8. All products and services not specifically mentioned in this solicitation, but which are necessary to provide the functional capabilities described by the specifications, shall be included.

9. All project participants, consultants, and contractors must comply with applicable Federal, State, County, and local municipal laws pertaining to contracts entered into by governmental agencies, including non-discrimination in employment, the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.), the provisions of K.S.A. 44-1030, and the following terms: a. The successful proposer will observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under this project because of race, religion, color, sex, disability, national origin, or ancestry; b. In all solicitations or advertisements for employees, the successful proposer shall include the phrase "Equal Opportunity Employer," or a similar phrase to be approved by the Kansas Human Rights Commission; c. If the proposer fails to comply with the manner in which it reports to the Kansas Human Rights Commission in accordance with state law, the proposer will be deemed to have breached its contract with Haysville and the contract may be canceled, terminated, or suspended, in whole or in part, by Haysville. d. If the proposer is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Kansas Human Rights Commission which has become final, the proposer will be deemed to have breached its contract with Haysville and the contract may be canceled, terminated, or suspended, in whole or in part, by Haysville; and e. The successful proposer will include the provisions of the above subsections (a) through (d), inclusive, of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or contractor.

10. If not otherwise provided, materials or work called for in this Request shall be furnished and performed in accordance with best established practice and standards recognized by the contracted industry and comply with all codes and regulations, which shall apply.

11. Haysville may award a contract based on initial offers received without discussion of such offers. A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint. Haysville may however have discussion with those vendors that it deems, in its discretion, to fall within a competitive range. Haysville may also request best and final offers from such proposers and make an award and/or conduct negotiations thereafter.

From: Ron Ford <reford@sbcglobal.net>
Sent: Monday, February 20, 2023 2:50 PM
To: Russ Kessler <rkessler@haysville-ks.com>; Steve Crum <secondgencoach@aol.com>; Dale Thompson <dkssss@hotmail.com>
Cc: June Ford <rj.ford@sbcglobal.net>
Subject: "Haysville to pursue trash service franchise"

After reading in the Haysville Sun-Times, the council's intent to establish a Trash Franchise, I wanted to express our total opposition to the plan. We are more than satisfied with our current service. The company is timely, no missed pickups, take appropriately bundled extras, easily used recycle, and fair pricing. I would ask that you consider individual families can make better decisions for their needs than City Officials for the whole.
Thanks,
Ron Ford

Ron Ford, REALTOR GRI, SRES
c: 316-214-5250 f: 316-425-2767
3531 N Ridge Rd., Wichita, KS 67205

BERKSHIRE HATHAWAY HomeServices
PenFed Realty

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BHHS PenFed Realty and/or our agents will NEVER email wiring instructions or bank information. Please be sure to verify all wire requests by contacting your title company by phone prior to transferring any funds.

M E M O

TO: The Honorable Russ Kessler, Mayor
Haysville City Councilmembers

FROM: Will Black, Chief Administrative Officer

SUBJECT: Redistricting of City Wards

DATE: March 9, 2023

Staff was asked to look at population per city ward based on the 2020 Census data to determine if we should consider redistricting to even out the population by ward. The current population per ward is as follows:

Ward I	1,988
Ward II	3,025
Ward III	3,311
Ward IV	2,938
Total	11,262

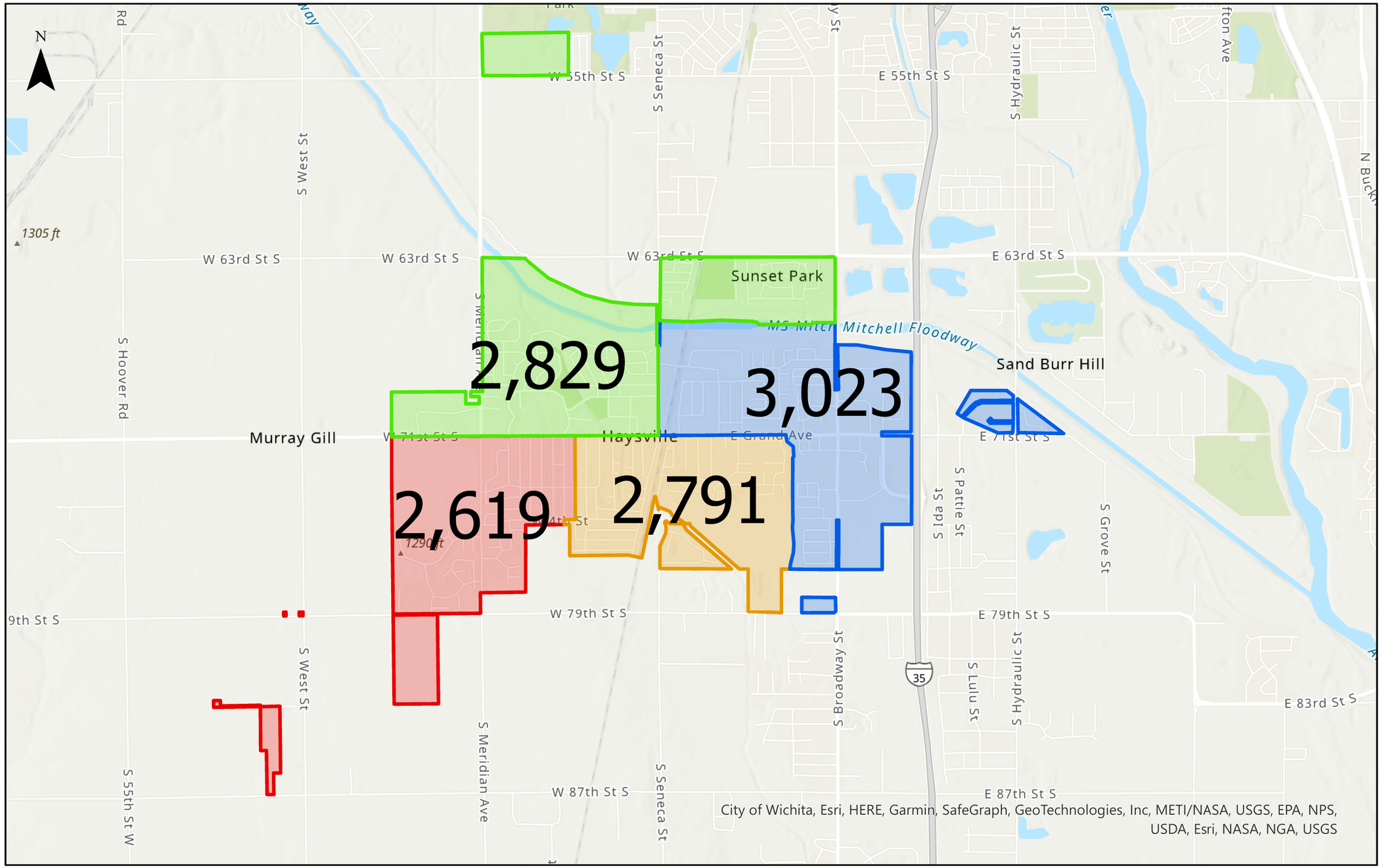
Staff used 2020 Census Blocks and GIS technology to prepare the proposed redistricting map. The population per ward in the proposed redistricting map is as follows:

Ward I	2,829
Ward II	3,023
Ward III	2,791
Ward IV	2,619
Total	11,262

Wards III and IV were intentionally kept lower than Wards I and II due to current residential projects and expected future growth areas in Wards III and IV.

This is before you for your consideration. Thank you.

2023 City of Haysville, KS Proposed Council Redistricting



Council_District_1
Council_District_2
Council_District_3
Council_District_4

Populations for these council districts were divided by 2020 US Census Blocks.

2/14/2023
Cody M. Erwin
City of Haysville, KS
Data Source: US Census Bureau, Sedgwick County GIS

(First Published in the _____
On the _____ day of _____, 2023)

THE CITY OF HAYSVILLE, KANSAS

ORDINANCE NO._____

AN ORDINANCE DECLARING AND ESTABLISHING WARD BOUNDARIES WITHIN THE CITY OF HAYSVILLE KANSAS AND AMENDING ARTICLE 6 SECTION 201 OF THE CODE OF THE CITY OF HAYSVILLE KANSAS.

Whereas, the most recent change to the ward boundaries of the City was done in 2003, and since such time the population of the City has grown in real terms resulting in a total population of approximately 11,262 persons pursuant to United States Census Bureau estimates; and

Whereas, Article 6, Section 201 sets up the boundaries of the four wards of the City;

Whereas, the Governing Body deems it advisable and in the public interest, utility and necessity at this time to adjust ward boundaries so as to equalize the population among the wards of the City;

Whereas, the adjusted ward boundaries described below in this ordinance are well defined, using roadways or natural features as breakpoints, and result in compact groupings;

Whereas, the adjusted ward boundaries described below in this ordinance do not dilute or minimize the voting power of racial or ethnic groups; and

Whereas, the adjusted ward boundaries described below in this ordinance leave incumbent Council members in the same wards they were elected or appointed to represent.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HAYSVILLE, KANSAS:

Section 1. That the boundaries of the wards of the City of Haysville Kansas are hereby declared and established and Article 6, Section 201 of the Code of the City of Haysville Kansas is hereby amended to include updated ward descriptions as follows:

Wards.

Ward I.

Beginning at the intersection of the west line of Meridian and the south line of M.S. Mitchell Floodway; thence east to the centerline of 63rd Street South; thence south to the north line of the M.S. Mitchell Floodway; thence southeasterly along the north line of M.S. Mitchell Floodway to the centerline of Main Street; thence north along centerline of Main Street to centerline of 63rd Street South; thence east along centerline of 63rd Steet South to centerline of Broadway; thence

south along centerline of Broadway to north line of M.S. Mitchell Floodway; thence west along the north line of M.S. Mitchell Floodway to the centerline of Main Street; thence south along centerline of Main Street to the centerline of Grand Avenue; thence west along the centerline of Grand Avenue to the centerline of Meridian Avenue; thence continuing west along the centerline of Grand Avenue to the southwest corner of the south ½ of the SE 1/4 , Section 36, Township 28 south Range 1 west; thence north along west line of said S 1/2 , SE ¼ to the NW corner of the south ½, SE ¼; thence east along the north line of said S ½, SE ¼ to a point being 500 feet west of east line of Section 36 (centerline of Meridian Avenue); thence south 360 feet; thence east 450 feet; thence north 210 feet; thence west 250 feet; thence north 150 feet; thence east 250 feet to a point 50 feet west of east line Section 36 also being the west right-of-way line of Meridian; thence north to the POINT OF BEGINNING.

TOGETHER WITH:
Lot 1, Block 1 Campus Complex Addition

Ward II.

Beginning at the intersection of the east line extended of Old Oaks Estates and the centerline of Grand Avenue; thence west along the centerline of Grand Avenue to the centerline of Main Street; thence north along the centerline of Main Street to the north line of M.S. Mitchell Floodway; thence east along the north line of M.S. Mitchell Floodway to the centerline of Broadway; thence south along centerline of Broadway to the south line of M.S. Mitchell Floodway; thence along the south line of M.S. Mitchell Floodway to the west line of Interstate Highway 35 (Kansas Turnpike); thence south along the west line of Interstate Highway 35 to the north line of the Southwest ¼; Section 5, Township 29 South, Range 1 East thence west on the north line of SW ¼ to the NE corner of the NW ¼, SW ¼ Section 5; thence south to the SE corner NW ¼, SW ¼; thence west along the south line of NW ¼, SW ¼ to centerline of Broadway; thence continuing west along the south line of South Brooke 2nd Addition to the SW corner of said addition; thence north along the west line of South Brooke 2nd Addition and along the east line of Old Oaks Estates Addition and east line of Old Oaks Estates Addition extended to the POINT OF BEGINNING.

TOGETHER WITH:
Lots 1 thru 11, Block 1, and Lots 12 thru 21, Block 2, all in Suncrest Addition to Sedgwick County, Kansas and Lots 1 thru 11, Block 2, all in Suncrest Addition to Sedgwick County, Kansas.

TOGETHER WITH:
Lots 1-10, Block A, Suncrest 2nd Addition to Sedgwick County, Kansas; Lots 1-12, Block B, Suncrest 2nd Addition to Sedgwick County, Kansas; Reserves A and B, Suncrest 2nd Addition to Sedgwick County, Kansas; and Street Rights-of-Way, excluding Hydraulic Right-of-Way, in the Suncrest 2nd Addition to Sedgwick County, Kansas.

TOGETHER WITH:
The South 510 feet of the East half of the Southeast Quarter of the Southeast Quarter of Section 5, Township 29 South, Range 1 East of the 6th Principal Meridian, EXCEPT the West 254 feet thereof and EXCEPT existing road right of way.

Ward III.

Beginning at the intersection of the east line of Old Oaks Estates Addition extended and the centerline of Grand Avenue; thence west along centerline of Grand Avenue to the centerline of Wire Avenue; thence south along centerline of Wire Avenue to the centerline of 4th Street; thence west along the centerline of 4th Street to the centerline of Hungerford Avenue; thence south along centerline of Hungerford to the south line of Jack Pete 2nd; thence east to west line of Jack Pete 2nd Addition; thence south along the west line of Jack Pete 2nd Addition to the south line of Jack Pete 2nd Addition; thence east along south line of Jack Pete 2nd Addition to the East Right-of-Way line of the Chicago, Rock Island and Pacific Railroad; thence Northerly along said East Right-of-Way line to a point 1800.74 feet South of the North line of said Section 6; thence Southeasterly along the tangent of the Westerly right-of-way line of Main Street to the West line of Section 5, Township 29 South, Range 1 East of the Sixth Principal Meridian, said point also being the centerline of Cowskin Creek; thence Southeasterly along the centerline of Cowskin Creek to the confluence of the Old Cowskin Creek; thence southerly along centerline of creek and ditch to South line NW ¼ also being North line of SW ¼; thence along the North line of said Southwest Quarter to the easterly line of the Protection Drainage Ditch (Condemnation Case A-73916); Thence Southeasterly along the easterly line of said Protection Drainage Ditch to the South line of the North half of said Southwest Quarter; thence East to the Southeast corner of the North half of the Southwest Quarter of said Section 5; thence South along the West line of the Southeast Quarter of said Section 5 to the northerly boundary of the Protection Drainage Ditch (Condemnation Case A-73916); thence southeasterly and South along the boundary of said Protection Drainage Ditch to a point that is 45.32 feet East and 60 feet North of the Southwest corner of the Southeast Quarter of said Section 5; thence southeasterly to a point that is 115.32 feet East and 30 feet North of the Southwest corner of the Southeast Quarter of said Section 5; thence East parallel with and 30 feet North of the South line of said Southeast Quarter to the East line of the West 30 Acres of the Southwest Quarter of the Southeast Quarter of said Section 5; thence North along the East line of the West 30 Acres of the Southwest Quarter of the Southeast Quarter of said Section 5 to the North line of the Southwest Quarter of the Southeast Quarter of said Section 5; thence East along said North line to Southwest corner of the Northeast quarter of the Southeast Quarter of said Section 5; thence north along the west line of South Brooke 2nd Addition and the east line of Old Oaks Estates Addition to the POINT OF BEGINNING.

TOGETHER WITH:
That part of the North half of the Southwest Quarter of Section 5, Township 29 South, Range 1 East of the 6th Principal Meridian, Sedgwick County, Kansas lying West of the centerline of the Cowskin Creek, more particularly described as follows:

Commencing at the northwest corner of the Southwest Quarter of said Section 5; thence bearing S89°11'14"E, along the North line of said Southwest Quarter a distance of 193.15 feet to the Point of Beginning; thence continuing on a bearing of S89°11'14"E a distance of 527.48 feet; thence bearing S27"53'55"E a distance of 202.07 feet; thence bearing N52°03'03"E a distance of 15.23 feet; thence bearing S48°00'00"E a distance of 1768.70 feet to a point on the South line of the North half of the Southwest Quarter of said Section 5; thence bearing N88°58'15"W along said South line a distance of 2120.95 feet to a point 35.00 feet east of the southwest corner of the North half of the Southwest Quarter of said Section 5; thence bearing N00°36'34"E, parallel with the

West line of said Southwest Quarter of said Section 5, a distance of 626.51 feet to the P.C. of a curve to the right with a radius of 300.00 feet; thence along said curve to the right through a central angle of 32°28'46", an arc distance of 170.06 feet; thence bearing N33°05'19"E a distance of 92.39 feet to the P.C. of a curve to the left with a radius of 550.00 feet; thence along said curve to the left through a central angle of 47"56'53", an arc distance of 460.27 feet; thence bearing N14°51'33"W a distance of 16.87 feet to the Point of Beginning. Said tract containing 1,729,339 square feet or 39.7 acres more or less.

Ward IV.

Beginning at the intersection of the centerline of Wire Avenue and the centerline of Grand Avenue; thence west along the centerline of Grand Avenue to the centerline of Meridian; thence continuing along the centerline of Grand to the NW corner of the east half of Section 1, Township 29 South Range 1 West; thence south along the west line of said E ½, Section 1 to the center of said Section 1; thence continuing along said west line of E ½ Section 1, also being the west line of Country Lakes Addition to the centerline of 79th Street South; thence continuing south along the west line of the W 1/2 , NE ¼, Section 12, Township 29 south Range 1 West to the south line of W ½, NE ¼ Section 12; thence east to the SE corner W ½, NE ¼; thence north along east line of W ½, NE ¼ to centerline of 79th Street South; thence east along centerline of 79th Street South to centerline of Meridian Avenue; thence north along centerline of Meridian to the south line of South Hampton Estates Addition; thence east along south line of Southampton Estates Addition and the south line of Southampton 3rd Addition to the SE corner of Southampton 3rd Addition; thence north along the east line of Southampton Estates, Southampton Estates 2nd and Southampton Estates 3rd Additions to the south line of NW ¼, Section 6, Township 29 south, Range 1 east; Addition; thence east along said south line to the centerline of Hungerford Avenue; thence north to the centerline of 4th Street; thence east to centerline of Wire Avenue; thence north along centerline of Wire to POINT OF BEGINNING.

TOGETHER WITH:

A tract of land described as Beginning at a point on the North line of and 735 feet West of the Northeast corner of the Southeast Quarter of Section 11, Township 29 South, Range 1 West of the 6th P.M., Sedgwick County, Kansas; thence South 1975.21 feet; thence West 208 feet; thence South 621.48 feet to a point that is 50 feet North of the South line of the Southeast Quarter of said Section 11; thence West 204.57 feet, parallel with and 50 feet North of said South line, to a point 165 feet East of the West line of the East half of said Southeast Quarter; thence North 1304.74 feet to a point that is 1292.74 feet South of the North line of said Southeast Quarter; thence West 165 feet to the West line of the East half of said Southeast Quarter; thence North 1292.74 feet to the northwest corner of the East half of said Southeast Quarter; thence East 735 feet along the North line of said Southeast Quarter to the Point of Beginning. Said tract of land containing 26.2 acres, more or less.

And

A tract of land described as Beginning at the southwest corner of the Northeast Quarter of Section 11, Township 29 South, Range 1 West of the 6th Principal Meridian, Sedgwick County, Kansas; thence East along the South line of said Northeast Quarter, a distance of 130 feet; thence North

parallel with the West line of said Quarter, a distance of 200 feet; thence West a distance of 200 feet to a point 200 feet North of the South line of the Northwest Quarter of said Section 11; thence South 200 feet to a point on the South line of said Northwest Quarter; thence East to the Point of Beginning. Said tract containing 0.92 acres more or less;

And

A tract of land described as the South 40 feet of the West Half of the Northeast Quarter of said Section 11, with the exception of the South 40 feet of the East 130 feet of the above described tract. said tract containing 1.09 acres more or less.

TOGETHER WITH:
A tract of land described as follows: Beginning at a point on the South line of Section 2, Township 29 South, Range 1 West of the 6th P.M., Sedgwick County, Kansas, and 525 feet West of the Southeast corner of said Section; thence North 135 feet parallel with the East line of said Section; thence West 70 feet parallel with the South line of said Section; thence South 135 feet parallel with the East line of said Section; thence East 70 feet on the South line of said Section to the point of beginning, less road right-of-way.

And

A tract of land described as follows: Beginning at the Southeast corner of Section 2, Township 29 South, Range 1 West of the 6th P.M., Sedgwick County, Kansas; thence North 135 feet on the East line of said Section; thence West 135 feet parallel with the South line of said Section; thence South 135 feet parallel with the East line of said Section; thence East 135 feet on the South line of said Section to the point of beginning, less road rights-of-way.

Section 2. This Ordinance shall be included in the Code of the City of Haysville and shall take effect as of the date of its publication in the official city newspaper.

Section 3. Should any section, clause, sentence or phrase of this ordinance be found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, such invalidity shall not affect the validity of any remaining provision herein.

Passed and Approved by the Governing Body of the City of Haysville, Kansas this _____ day of _____ 2023.

Approved by the Mayor this _____ day of _____, 2023.

_____
Russ Kessler, Mayor

ATTEST:

_____
Angie Millspaugh, City Clerk

Approved as to form:

_____
Joshua Pollak, City Attorney

CITY OF HAYSVILLE, KANSAS

PLANNING/ZONING DEPARTMENT- 200 W. GRAND AVE., P.O. BOX 404
HAYSVILLE, KANSAS 67060 - (316) 529-5900 (316) 529-5925 - FAX

M E M O R A N D U M

TO: The Honorable Russ Kessler, Mayor
Haysville City Council Members

FROM: Haysville Planning Commission
Georgie Carter, Deputy Administrative Officer

SUBJECT: Revisions to Fees - Chapter 17

DATE: March 3, 2023

On February 23, 2023, the Haysville Planning Commission reviewed changes for the planning and zoning fees in Chapter 17**.** Attached are the current and recommended fees that were approved.

The Police Department found an error in 17-324 a & c.
Both read “Twenty dollars ($30.00)”.
The actual fee is $30 - text needs changed to “Thirty dollars”.

Section 17-346 change to reserved. We removed 2-206 (Kennel licenses) from the code.

Public works is proposing an increase to water tap fees from section 17-387. This is due to the increase in the cost of materials shown below.

Size	3/4 - 5/8	1”	2”
Current Fee	$1,7500	$2,000	$3,500
Current Cost	$2,078.64	$2,356.32	$3,733.33
Difference	-$328.64	-$356.32	-$233.33
Proposed Fees	***$2,250***	***$2,500***	***$4,000***

Planning Commission/BZA Fees	Current	Suggested
Appeals of Administrative Decision	$150	**$150**
Conditional Use	$275	**$375**
Variance	$150	**$250**
Change of Zoning District Classification	$275	**$375**
Planned Unit Development - Establish/Final	$90	**$500**
Plat - Subdivision Application	$40+$2 lot over 1	**$500**
Vacation	$150	**$250**
Lot Split/Merge	$50	**$150**
Street Name Change	$25	**$50**
Landscape Plan Review	$100	**$150**
Administrative Adjustment		**$175**
Zoning Violation (1st/2nd violation same offense within 2 years)	$500	**$500/$750**

Sign Permit Fees - Update to Chp. 17	Current	Suggested
Portable Sign	$100/Annual/Unlimited #	**Remove**
Temporary Sign	$25	
Temporary Sign - Comm/Civic Group	$20	**Remove**
Permanent Sign	$75	
Return of Impounded Sign	$10	

Wireless Fees - Update to Chp. 17	Current	Suggested
Modification - (6 a)	$0	**$250**
Collocation - (6 c/b) (which is not substantial modification)	$500	**$500**
New Wireless Support Structure - (6 d/e) (or a collocation application that is a substantial modification of a wireless support structure) (BP and CU fees are not included)	$2000	**$2,000**

City	Plat	Appeal of Zoning Administrator	Vacation	Variance	Conditional Use	Lot Split	Zone Change	Street Name Change	Administrative Adjustment	PUD
Haysville 11,	$40 +$2 per lot	150	$150	150	275	$50	275	$25		$90
Valley Center 7,340	$350Preliminary Plat $150 Final Plat $50 Sketch Plan $300 Small Tract Plat	200	$200	$200	$200	150	$300	$100		$800
Maize 5,735	$700 1-step plat	150	200	$150	$250	$100	250			600
Derby 25,625	$500 Residenital lot + $10 per lot $500 Commercial lot+ $10 per lot Final Plat Only $250 Revised Preliminary or Final Plat	150	$350	$350	$350	$250	$350		$250	$750
MAPD 397,536	$900 + $20 per lot or acre Preliminary Plat $900 + $20 per lot or acre One-Step Plat $250 Sketch Plat $600 Final Portions of Preliminary Plat $275 Platting error or revisions	125	$525	$525 + $35 per zoning lot res $750 + $35 per zoning lot non-res	$450 Residential $750 + $30 per acre non-res	$275 + $75 per lot Res $400 + $75 per lot non-res	$600 $1200 + $30 per acre		$175	$1,200
Andover 15,435	Preliminary - $100 + $2 per lot over 1 Final - $100 + $2/lot over 1 $0 Sketch Plat	$150	$250	$150	$150 Residential	$100	$250			$500
Park City 8,333	200	75	100	75		100	150			
Bel Aire 8,262	350 Prelim/$10/lot Final $350 + /$10/lot	200	250	175	250	200	500			

(First Published in the _____
On the _____ day of _____, 2023)

THE CITY OF HAYSVILLE, KANSAS

ORDINANCE NO._____

AN ORDINANCE AMENDING ARTICLE 17 OF THE CODE OF THE CITY OF HAYSVILLE KANSAS REGARDING CERTAIN FEES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HAYSVILLE, KANSAS:

Section 1. That Article 17, Section 309 of the Code of the City of Haysville is amended to provide as follows:

Planning Commission and Board of Zoning Appeals Fees.

Appeals of Administrative Interpretations	$150.00
Conditional Use	$375.00
Variance	$250.00
Change of Zoning Classification	$375.00
Planned Unit Development – Application	$500.00
Plat – Subdivision Application	$500.00
Lot Split	$150.00
Vacation	$250.00
Street Name Change	$50.00
Landscape Plan Review	$150.00
Administrative Adjustment	$175.00
Violation	$500 first offense
	$750 second offense
Wireless-Modification	$250.00
Wireless – Collocation Application	$500.00
(which is not a substantial modification)	
Wireless – New Structure Application	$2,000.00
(or for a collocation that is a substantial modification of a wireless support structure)	

Section 2. That Article 17, Section 324 of the Code of the City of Haysville is amended to provide as follows:

Dog licenses.

The annual licensing fee for any license required to be obtained by section 2-201 of this code shall be as provided for by this section, shall expire with the rabies vaccination and shall be

renewed with the city within thirty (30) days after the expiration of the rabies vaccination. Such licensing fees shall be as follows:

(a) Unspayed females. The annual license fee for each unspayed female dog shall be $30.00.

(b) Spayed females. The annual license fee for each properly spayed female dog shall be $10.00.

(c) Non-neutered males. The annual license fee for each non-neutered male dog shall be $30.00.

(d) Neutered males. The annual license fee for each neutered male dog shall be $10.00.

(e) If thirty (30) or more days have elapsed since the date of the rabies vaccination or thirty (30) or more days have elapsed since the dog became six (6) months old or thirty (30) or more days have elapsed since the dog was acquired, a penalty fee shall be assessed in the amount of $2.00 for each month, or portion of month, during which the animal was not licensed pursuant to this code.

Section 3. That Article 17, Section 346 of the Code of the City of Haysville regarding Kennel Fees is hereby deleted and removed in its entirety.

Section 4. That Article 17, Section 375 of the Code of the City of Haysville is amended to provide as follows:

Sign permits.

Temporary Sign	$25.00
Permanent Sign	$75.00
Return of Impounded Sign	$10.00

Section 5. That Article 17, Section 387 of the Code of the City of Haysville is amended to provide as follows:

Water tap fees.

For each tap to the city waterworks system made pursuant to section 15-107 of this code, the city clerk shall charge and collect, prior to such tap, a fee of $2,250.00 for each meter connection of 3/4-inch or 5/8-inch, a fee of $2,500.00 for each meter connection of 1-inch, and a fee of $4,000.00 for each meter connection of 2-inches.

Section 6. This Ordinance shall be included in the Code of the City of Haysville and shall take effect as of the date of its publication in the official city newspaper.

Section 7. Should any section, clause, sentence or phrase of this ordinance be found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, such invalidity shall not affect the validity of any remaining provision herein.

Passed and Approved by the Governing Body of the City of Haysville, Kansas this _____ day of _____ 2023.

Approved by the Mayor this _____ day of _____, 2023.

_____
Russ Kessler, Mayor

ATTEST:

_____
Angie Millspaugh, City Clerk

Approved as to form:

_____
Joshua Pollak, City Attorney

Sedgwick County Fire Department

Incident Type Report for City Council Mtg

Alarm Date Between {2/1/2023} And {2/28/2023} and Citylimits = 9

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	36	42.86%	$0	*** %
3112 Disregard on scene by EMS	10	11.90%	$0	*** %
321 EMS call, excluding vehicle accident with injury	6	7.14%	$0	*** %
322 Motor vehicle accident with injuries	2	2.38%	$0	*** %
324 Motor Vehicle Accident with no injuries	2	2.38%	$0	*** %
	56	**66.67%**	**$0**	**999.99 %**
4 Hazardous Condition (No Fire)				
445 Arcing, shorted electrical equipment	1	1.19%	$0	*** %
	1	**1.19%**	**$0**	**999.99 %**
5 Service Call				
512 Ring or jewelry removal	1	1.19%	$0	*** %
551 Assist police or other governmental agency	2	2.38%	$0	*** %
5519 Calls ran by other Fire Agency	1	1.19%	$0	*** %
553 Public service	2	2.38%	$0	*** %
554 Assist invalid	6	7.14%	$0	*** %
	12	**14.29%**	**$0**	**999.99 %**
6 Good Intent Call				
611 Dispatched & cancelled en route	3	3.57%	$0	*** %
6113 Dispatched & cancelled en route to a Medical	2	2.38%	$0	*** %
622 No Incident found on arrival at dispatch address	6	7.14%	$0	*** %
631 Authorized controlled burning	1	1.19%	$0	*** %
651 Smoke scare, odor of smoke	1	1.19%	$0	*** %
671 HazMat release investigation w/no HazMat	1	1.19%	$0	*** %
	14	**16.67%**	**$0**	**999.99 %**
7 False Alarm & False Call				
700 False alarm or false call, Other	1	1.19%	$0	*** %
	1	**1.19%**	**$0**	**999.99 %**

Total Incident Count: **84** **Total Est Loss:** **$0**

MEMORANDUM

TO: Honorable Mayor Russ Kessler; City Council

FROM: Trish Greer, Administrative Secretary

DATE: 3/13/23

RE: 2023 New Business

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

American Pool Co. – 427 E. 71st St. S. – Pool Service / Construction
Chuyito's Gelatinas – 145 German Ave. – Cakes, Sweets, & Gelatines
The Copper Moss, LLC – 6803 S. Broadway Ave. – Salon, Massage & Gift Retail

Sincerely,

Trish Greer
Administrative Secretary
City of Haysville

February 20, 2023

Mayor and City Council Members:

Would you please allow the Haysville Hustle to go to the Derby Rec Center swimming pool since we do not have an indoor swimming pool?

I understand that the Haysville Hustle is not allowed to go to the Derby Rec Center because we have our own rec center. I am asking only that you allow pool users to go there since we voted to build an indoor swimming pool in Haysville, but we still do not have one. Once we have our own pool, we could stop using the Haysville Hustle to take people to the Derby pool.

The Haysville Hustle program was designed to help senior citizens and disabled people. Swimming would be the ideal exercise for many senior citizens and disabled people because swimming does not put pressure on the joints like walking, running, or using the treadmill at the rec center would.

If you allow the Haysville Hustle to go to the Derby pool, would you please advertise it in a way that senior citizens and disabled people know about it. Only by accident did I learn that the Haysville Hustle now goes to more places in Derby. Please allow this; it would mean a great deal to our age group and physical condition.

Ardith Simmons
720 , Haysville, KS 67060
316-619-
ardithsimmons@

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 channel lineup. We're in discussions to renew agreements with the following programmers and broadcasters:

Station/Network	SD Channel	HD Channel
BYU	N/A	152

If we are unable to reach a new agreement by the expiration dates, these networks can prevent us from including their stations in our lineup.

We know this may be frustrating to our customers, but we're hoping they'll agree that this negotiation is worth the effort to ensure we are delivering quality TV shows and channels at a reasonable price. We continue to actively negotiate with these networks and are working toward renewing our agreements without any disruption of service to our customers. We're 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.

Sincerely,

Megan Bottenberg
Director, Government Affairs
Cox Communications Central Region

insurance
employee benefits
workplace safety

March 3rd, 2023

To: City of Haysville
Attn: Will Black & Angie Millspaugh

Re: City of Haysville 23 – 24 Insurance

Dear Will & Angie,

Thank you for meeting with us regarding your 2023 – 2024 insurance renewal for the city this week. We appreciate the city's trust in us to handle your insurance for another renewal. We discussed numerous points during our meeting, here are some of the key points we discussed for reference:

- EMC is the solo option: Travelers is not a viable option. They raised their deductibles to 2% for Wind / Hail with $100k minimum. We discussed Travelers with you last month, and the city opted not to pursue since your current W/H deductible is $10,000 per occurrence, $5,000 for other covered perils.
  Travelers W/H Deductible examples: City Hall, $135k deductible; Wastewater treatment, $237k

- Travelers asked a week later if a lower minimum deductible of $50k on small buildings would work, we told them it would not be cost justified with 2% for large buildings or multi-location claims.

- On the property line, EMC raised values 22%, but the premium only increased 18%, so *the rate per $1,000 was lowered.* Deductibles are unchanged. Supplemental material on inflation is attached.

- The Linebacker policy now includes coverage for $50,000 per employee / $100,000 per year of loss of salary and benefits. ICI recommends this optional coverage; the city can decline this to save $1,911.

- Law Enforcement Liability and Umbrella both increased 11%, mostly due to "Social Inflation" That's probably a new term, so we have attached some material for you.

- Overall EMC Premium, including increased values and vehicles, increased 8%. This excludes cyber.

- Cyber continues to be a very hard market. We sent it to other carriers and had one higher quote, one with much lower extortion limits, and one declination. The renewal on cyber is by far our best option.

Please do not hesitate to ask us any other questions. Thank you!

Jeff Engel
Chief Operating Officer
ICI Insurance

City of Haysville 4/1/23 - 4/1/24 Renewal Comparison

	EMC Expiring 22-23		EMC Proposal 23-24		
Property		**$83,753**		**$99,198**	
Blanket Limit		$36,635,346		$44,805,183	Increase of 22% in values due to
Wind/Hail Deductible (per occurrence)		$10,000		$10,000	inflation of building materials
AOP Deductible (per occurrence)		$5,000		$5,000	
Business Interruption		$1,000,000		$1,000,000	
EQ Coverage		$5,000,000		$31,240,748	EMC Removed $5MM Cap
EQ Deductible		10%		10%	
Flood - specified locations		None		None	
Crime		**$100**		**$100**	
Per Loss Limit		$5,000		$5,000	
Deductible		$500		$500	
Inland Marine		**$15,429**		**$16,736**	
Scheduled Property Floater		$824,196		$855,305	Added $67,571 in Equipment
Contractors Equipment- Scheduled		$1,332,779		$1,369,241	
Scheduled Signs		$47,778		$47,778	
Deductible		$1,000		$1,000	
Wind/Hail/Flood EQ Deductible		$1,000		$1,000	
EDP - Data /Media		$204,468		$204,468	
Leased/Rented Limit		$75,000		$75,000	
Business Auto		**$51,555**		**$54,620**	
# Units		80		86	Added 3 Vehicles & 3 Trailers
Limit		$1,000,000		$1,000,000	
Symbols		1, 10		1, 10	
Medical Payments		$5,000		$5,000	
Comprehensive Deductible		$1,000		$1,000	Vehicles #2, 40, 42, 53 & 59
Collision Deductible		$1,000		$1,000	have $3,000 deductibles.
General Liability		**$27,075**		**$28,232**	
Limits		$1M/$2M		$1M/$2M	
Failure to Supply Coverage		No		No	
Medical Expense Limit		$5,000		$5,000	
Employee Benefits Liability		**Included**		**Included**	
Limits	Occurrence	$1M/$2M	Occurrence	$1M/$2M	
Deductible		$1,000		$1,000	
Employment Practices Liability		**Included**		**Included**	
Limits	Claims Made	$1M/$2M	Claims Made	$1M/$2M	
Deductible (per claim)		$3,000		$3,000	
Retro Date		4/1/1996		4/1/1996	
Public Entity Mgmt Liability (Linebacker)		**$16,782**		**$19,151**	Loss of Salary or Fringe Benefits
Limits	Claims Made	$1M/$2M	Claims Made	$1M/$2M	Coverage $50,000/$100,000
Deductible		$3,000		$3,000	Additional premium $1,911
Retro Date		4/1/1996		4/1/1996	
Law Enforcement Liability		**$15,507**		**$17,160**	
Limits	Occurrence	$1M/$2M	Occurrence	$1M/$2M	
Deductible		$2,500		$2,500	
Umbrella		**$15,682**		**$17,479**	
Occurrence Limit		$1,000,000		$1,000,000	
Aggregate Limit		$1,000,000		$1,000,000	
Retention		$10,000		$10,000	
Total EMC Package		**$233,969**		**$252,676**	
Cyber Liability (BCS)		**$8,399**		**$12,827**	
Cyber Aggregate Limit		$1,000,000		$1,000,000	
Deductible		$2,500		$5,000	
Deception Limit		$250,000		$250,000	
Deception Deductible		$10,000		$10,000	
Total Premiums		**$234,282**		**$265,503**	

Historical Dividends Paid by EMC:

21-22	$30,942	19-20	$30,657	17-18	$34,803
20-21	$29,155	18-19	$37,385	16-17	$32,815

2023 Commercial Property Insurance

Market Outlook

The past five years have seen the commercial property insurance market progressively harden, evidenced by consistent rate increases since 2017. However, according to industry data, such rate jumps showed some signs of stagnation in early 2022, with average increases staying within single digits. Going into 2023, rates are still on the rise. Some insureds are also encountering above-average rate increases and lower capacity—particularly those exposed to catastrophe (CAT) perils (e.g., hurricanes and wildfires). Looking ahead, policyholders who conduct high-risk operations, have poor loss control practices or are located in natural disaster-prone areas will likely remain vulnerable to persistent rate hikes and coverage restrictions.

Developments and Trends to Watch

- **Natural disasters—**The surging frequency and severity of natural disasters have continued to pose concerns in the commercial property market, as these catastrophes often leave behind severe property losses for affected establishments. According to industry data, natural disasters cost the global economy $227 billion in 2022, with under half of those expenses ($99 billion) covered by insurers. This marks the third consecutive year in which natural disaster losses exceeded $100 billion.

- **Inflation issues—**Ongoing inflation issues in the commercial property space have been brought on by a combination of fluctuating demand for various building materials, wage increases across the construction sector and overall worsening economic conditions as the nation faces the possibility of a recession. Taking a closer look at such trends, the Associated Builders and Contractors reported that construction input prices in July 2022 were up 17.4% from the same period in 2021. As inflation issues press on in 2023, businesses could face higher claims costs following property losses and even encounter underinsurance concerns.

- **Reinsurance capacity concerns—**Current natural disaster and inflation trends have proven particularly difficult for the commercial property reinsurance space to navigate. Consequently, some reinsurers have begun limiting the capacity for CAT exposures or eliminating capacity altogether. Although demand for reinsurance protection remains high, capacity will likely become further constrained in 2023, therefore impacting overall commercial property insurance rates—especially for policyholders with CAT exposures.

- **Insurance-to-value (ITV) considerations—**As inflation issues continue to impact building expenses and valuations, insurance experts are encouraging businesses to be increasingly diligent in performing correct ITV calculations and maintaining ample commercial property coverage. An accurate ITV calculation represents as close to an equal ratio as possible between the amount of insurance a business obtains and the estimated value of its commercial building or structure, thus ensuring adequate protection following property losses.

- **Supply chain struggles—**Over the past few years, pandemic-related production and delivery bottlenecks, widespread labor deficits, extreme weather events and geopolitical conflicts have contributed to a range of supply chain struggles—prompting project delays and increased recovery expenses amid property losses. Heading into 2023, industry experts anticipate that shipment barriers created by the Russia-Ukraine conflict and an increase in flood-related property damage could result in copper and drywall shortages, respectively. In light of these supply chain complications, businesses may face increased claims severity if losses require them to rebuild structures or replace property on slower schedules and at higher prices.

Tips for Insurance Buyers

- Conduct a thorough inspection of your commercial property and the surrounding area for specific risk management concerns. Utilize additional mitigation measures as needed.

- Analyze your organization's natural disaster exposures. If your commercial property is located in a disaster-prone area, implement mitigation and response measures that will protect your property as much as possible.

- Conduct accurate ITV calculations to remain fully protected when covered events occur.

- Work with insurance professionals to start the renewal process early due to an increased submission volume.

ICI

Estb. 1885

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COVERAGE INSIGHTS

Provided by ICI Insurance

Trends Driving Social Inflation and How to Respond

As an insurance buyer, you may have heard the term "social inflation" used by your insurer to explain the factors driving up the cost of coverage in today's market. In general, social inflation refers to the rising costs of insurance claims that are a result of societal trends. Trends such as increased litigation, broad insurance policy interpretation, plaintiff-friendly legal decisions and larger jury awards all drive social inflation in the insurance space.

As the insurance market changes, it's important for businesses to understand what's currently driving social inflation. Doing so not only provides you with a better understanding of the issues that affect your insurance costs, but it can also help you take proactive steps to protect your business in the face of litigation.

Increased Litigation

One of the factors driving social inflation has to do with increased litigation or, more specifically, litigation funding. Litigation funding is when a third party provides resources to attorneys to finance a lawsuit. In exchange, the third party receives a portion of the settlement.

In the past, the steep cost of attorney fees would often scare plaintiffs away from taking a claim to trial. But, through litigation funding, most or all of the costs associated with litigation are covered by a third party, which has increased the volume of cases being pursued.

Not only is litigation funding becoming more common, but it is also increasing the cost of litigation, sometimes to seven figures. This is because plaintiffs are able to take cases further and pursue larger settlements.

Tort Reform

Tort reform refers to laws that are designed to reduce litigation. Specifically, tort reforms are used to prevent frivolous lawsuits and preserve laws that prevent abusive practices against businesses.

Many states have enacted tort reforms over the last several decades, leading to fewer claims and caps on punitive damages. However, in recent years, states have modified tort reforms or challenged them as unconstitutional. Opponents believe tort reforms lower settlements to the point where attorneys are less likely to take on new cases and help victims get justice for their injuries or other damages.

Further complicating matters, tort reform is subject to uncertainty, as it is largely tied to political leanings and the interests of individual states. Should tort reform continue to erode, there could be fewer restrictions on punitive and noneconomic damages, statutes of limitations and contingency fees—all of which can drive up the cost of claims and exacerbate social inflation.

Plaintiff-friendly Legal Decisions and Large Jury Rewards

The overall public sentiment toward large businesses and corporations is deteriorating, and anti-corporate culture is more prevalent than ever. A number of factors are contributing to this increasing distrust, including highly publicized issues related to the mishandling of personal data and

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social campaigns like the Occupy Wall Street movement.

This has had a considerable impact on how businesses are perceived by a jury in court, and organizations are held to a high standard for issues related to the way they conduct their business. In fact, juries are increasingly likely to sympathize with plaintiffs, especially if a business's reputation has been tarnished in some way in the past. As a result, plaintiff attorneys are likely to play to a jury's emotions rather than the facts of the case.

Compounding this issue, there's an increasing public perception that businesses—particularly large, well-funded ones—can afford the cost of any damages. This means juries are likely to have fewer reservations when it comes to prosecuting companies to the fullest extent of the law. And given the way that nuclear verdicts (e.g., multimillion- and multibillion-dollar settlements) have become the new norm, juries are often desensitized to plaintiff awards, making trail defense both costlier and risker.

Responding to Social Inflation

While it's impossible to completely eliminate the threat of litigation, it's important to take the proper steps to ensure your business is prepared for a lawsuit. This is increasingly crucial as social inflation continues to drive up the cost of claims.

The following are some ways your organization can protect itself:

- **Consider purchasing an umbrella policy**—Commercial umbrella insurance provides financial protection above the limits of your organization's other liability policies. It enhances existing liability coverages, helping you respond to gaps in insurance and substantial claims. These policies offer additional protection for a variety of concerns, including libel, vehicle accidents, third-party property damage, product liability, and customer and employee injuries.
- **Protect yourself from employment practices claims**—Employment practices claims are common and can be particularly devastating given social inflation trends. To protect your business, review your employee handbook regularly and ensure policies related to sexual harassment, workplace violence and similar issues are communicated effectively. Doing so can help your defense should a claim be brought against you. For additional protection, you may want to consider purchasing standalone employment practices liability insurance.
- **Work with experienced insurance professionals**—The insurance market is constantly evolving, and in the face of social inflation, it's vital to have a competent insurance professional advising your business. Be sure to partner with a broker who has strong carrier relationships and knowledge of your industry.

Social inflation can introduce a level of uncertainty when it comes to your risk management and claims prevention practices. To ensure your business is ready for any issue that may arise, contact ICI Insurance today.

MEMORANDUM

TO: The Honorable Russ Kessler, Mayor
Haysville City Council Members

FROM: Angela Millspaugh, City Clerk/Treasurer

DATE: March 7, 2023

SUBJECT: **New Software – ERP Pro Community Development Suite**

I am requesting authorization to contract with Tyler Technologies for their ERP Pro Community Development Suite which includes: Licensing, Permitting, and Inspections Mobile. This is the same company that we purchased our current financial software from and this suite will integrate with the ERP Pro 10 modules we implemented this past year.

Contractor Licenses and Building Permits are currently tracked using an ACCESS Database that was created in-house and is maintained at Public Works. Business Licenses are tracked using an Excel Spreadsheet that is maintained at City Hall. The Excel spreadsheet is sharable between departments but the ACCESS database is not.

The bid is for a total of $27,245: $20,720 in one-time fees for the software and implementation and $6,525 in recurring (annual) fees. $40,000 was budgeted for this item in Special Funds/Contractual.

Please let me know if you have any questions.

MEMORANDUM

TO: The Honorable Russ Kessler, Mayor
Haysville City Council Members

FROM: Angela Millspaugh, City Clerk/Treasurer

DATE: March 1, 2023

SUBJECT: Proposed Revisions to Personnel Manual 2023

Attached for your consideration are proposed revisions to the Personnel Manual. I request approval with an effective date of April 30, 2023. Revisions are shown in red; deletions are struck-through and additions are underlined. The following outline summarizes the changes (typographical, grammatical, formatting and lettering/numbering changes are not included).

Summary of Revisions

ARTICLE A. ADMINISTRATIVE POLICY

- SECTION I. EMPLOYEE INFORMATION
  - P. APPEARANCE/DRESS CODE
    - Removed sweatshirts from "Prohibited Attire"

- SECTION II. PLACEMENT
  - E. DEMOTIONS
    - Revised the section to make it easier to understand that when an employee is demoted, their salary will be based on the same step of the new classification as that of their current classification.

- SECTION III. VACATIONS AND LEAVES
  - G. FUNERAL LEAVE
    - Adjusted the number of hours of funeral leave an employee may receive due to the different shift lengths that can be scheduled.
  - H. WORKPLACE INJURY LEAVE
    - Added: employees will receive straight-time pay for appointments that fall on an observed holiday.
  - O. HOLIDAYS
    - Adjusted the number of hours of holiday leave an employee may receive due the different shift lengths that can be scheduled.
  - R. EXTENDED ABSENCE

        - Added a section addressing the length of time temporary/seasonal employees may not be scheduled to work before being required to pass pre-employment testing (1 year).

- SECTION V. BENEFITS
    - B. RETIREMENT PLAN
        - Added KP&F

ARTICLE B. COMPENSATION

- SECTION II. COMPENSATION
    - Added Section P. PAYROLL DISCREPENCIES to address how discrepancies are handled.

JOB DESCRIPTIONS

- ALL DESCRIPTIONS
    - Added "Regular attendance is required" to each job description.
- ADMINISTRATIVE SERVICES
    - Amended duties of each position.
    - Changed title of "Senior Center Director" to "Director of Senior Services and Transportation."
- POLICE DEPARTMENT
    - Removed residency restrictions from these positions: Police Records Clerk and Court Clerk
    - Changed residency requirement from "within 30 miles of the Police Department" to "within 30 miles of the Haysville City Limits" for these positions: Police Officer, MPO, Sergeant, Lieutenant, Captain, Animal Control Officer, and Police Records Supervisor
    - Revised wording from "serves as a field officer" to "serves as an officer in the field" for these positions: Police Officer, MPO, Sergeant, Lieutenant, and Captain
    - Added duties to Captain.
- PUBLIC WORKS DEPARTMENT
    - Amended all wastewater and water operator positions to allow 18 months to attain certification.
    - Added a duty to Park Worker III.
- RECREATION DEPARTMENT
    - Revised Recreation Director duties.

CITY OF HAYSVILLE

PERSONNEL MANUAL

Effective _____

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ARTICLE A

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, and 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 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 criminal background check prior to, and within 30 days of, beginning work for the City. Former full-time 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 criminal background check. All part-time pool/recreation employees need only to successfully complete a drug screen and criminal background check. A criminal background check is not required for applicants 17 years of age and younger.

C. EMPLOYMENT CLASSIFICATIONS:

1. All employees are classified as one of the following:

a. FULL-TIME: Employees who work on a regular and continuing basis and who work forty (40) or more hours per work week for a period of twelve months. *Employees who work an average of at least 30 hours per week are not considered full-time but will be eligible for medical insurance in compliance with the Patient Protection and Affordable Care Act.

b. PART-TIME: Employees who work less than a full-time work week on a regular and continuing basis. Students 18 years of age and under working between academic terms shall be considered part-time employees regardless of the number of hours worked.

c. TEMPORARY/SEASONAL: Employees who work on a temporary or recurring basis for a specific purpose or program and whose employment is not intended or expected to exceed six (6) months in any calendar year. These employees are not eligible for any benefits except those required by law.

All part-time and full-time employees are considered provisional employees until they have completed the training period. Once the training period has been satisfactorily completed the employees are considered Regular Employees.

Members of the Governing Body are not employees of the City, and this Manual does not apply to them.

Volunteers are unpaid individuals performing services for or on behalf of the City and, though not employees of the City, may be dismissed from service for dangerous or unsafe acts or omissions, for failure to perform volunteer duties satisfactorily, or if their services are no longer needed. This Manual does not apply to volunteers.

Employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the City.

2. In addition, employees are classified in one of two classifications for wage and hour purposes under state and federal law:

3. NON-EXEMPT EMPLOYEES: Non-exempt employees are eligible to receive overtime or compensatory time as required by the Fair Labor Standards Act (FLSA). Non-exempt employees are paid on an hourly basis. Overtime pay is 1.5 times the regular rate of pay.

4. EXEMPT EMPLOYEES: Exempt employees are exempt from the minimum wage and overtime provisions of the federal Fair Labor Standards Act (FLSA). Exempt employees are paid a salary and are not eligible to receive overtime compensation for hours worked in excess of 40 hours in a work week. All exempt employees shall be notified at the time of hire or change in status of their exempt classification.

D. 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.

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.

E. 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).

F. LUNCH PERIODS:

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

G. 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.

H. 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.

I. 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.

J. 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.

K. 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 his/her job effectively, 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.

L. 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.

1. 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.

2. 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 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.

3. 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.

4. 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.

M. 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 step increases. Excessive absenteeism or tardiness can also result in disciplinary action up to and including termination.

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.

N. HONESTY, ETHICS AND COOPERATION:

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.

Employees are required to seek affirmative ways to cooperate and work with other employees, other public officials, and members of any organizations with whom the member or the City needs to have a good working relationship in order to deliver lawful, effective, efficient and safe services.

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.

O. 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:

1. Actively challenging or criticizing a superior’s orders;

2. Interfering with management;

3. Showing open disrespect toward a supervisor;

4. Showing open disrespect toward an appointed or elected official;

5. Making threats or using coercion or physical violence;

6. Using abusive language or making malicious or threatening statements; or

7. Ignoring instructions.

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

P. APPEARANCE / DRESS CODE:

1. It is the City's policy that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This section is intended to define appropriate "business attire" during normal business operations.

   Employees of the City are required to dress appropriately for the jobs they are performing. This policy shall apply when employees are engaging in official City business or are otherwise representing the City. All City employees are expected to maintain high personal and professional standards. One of the most noticeable expressions of these standards is dress and appearance. All employees are representatives of the City and therefore dress and appearance should:

   a. Present a professional or identifiable appearance for external and internal customers as well as the public.

   b. Promote a positive working environment.

   c. Limit distractions caused by inappropriate dress.

   d. Ensure and promote safety while at work.

   e. Dress in a manner that is normally accepted in comparable operations.

   Police Department sworn personnel should refer to the Haysville Police Department Rules and Procedures Book which outlines proper appearance and uniform wear.

   Recreation Department Part Time/Seasonal Employees should refer to their policy manual which details the appropriate attire for the various positions.

2. Appropriate Attire:

   a. Neat and Well-Groomed — during working hours, employees should appear neat and professional at all times. Employees are expected to be suitably attired and

well groomed, and ensure that their clothing is clean, ironed and not torn, ripped or stained.

b. Professional Attire — Employees should use common sense and good judgment in determining what to wear to work. Generally, if the employee is doubtful about some clothing, it is not appropriate.

c. Where uniforms are required, they must be worn during work hours. The uniforms should be neat and clean when the employee arrives for work.

d. Job Specific — this dress code policy is a general guideline, but employees should take into consideration any job specific safety concerns or requirements. Employees who regularly lift machinery or heavy materials should not wear dangling clothing or jewelry that may get caught in machinery and should wear comfortable, slip-resistant, safety shoes at all times.

e. Good personal hygiene is required.

f. Attire and footwear must be appropriate for work setting, particularly if there is public contact.

g. Department Heads have discretion to further expand on what is considered appropriate attire within their respective departments.

3. Prohibited Attire: Some attire is unacceptable for work at any time. The following list provides some examples, although it is not a complete list:

a. Any clothing that contains an offensive word, message or slogan or picture directed at race, sexual orientation, gender, age, religion, disability, or is otherwise considered to be offensive or harassing in some way.

b. Cut-offs or shorts

c. Gym wear or beachwear

d. Clothing that reveals the employee's under garments

e. Spandex, leggings or other form-fitting pants unless covered, at least to the mid-thigh, by a dress or appropriate-length shirt

f. Tank tops (without over shirt/sweater), tube tops, halter-tops, or shirts with spaghetti straps.

g. Off the shoulder tops

h. Lounge wear (i.e. pajama pants)

i. ~~Sweatshirts or~~ sweatpants

j. Miniskirts

k. Any clothing that reveals the employee's stomach, full back, cleavage, or chest, or otherwise revealing attire.

l. If logos are on clothing, these logos should not promote contractors or vendors that may conduct business with the City.

The City recognizes the appropriateness and benefits of permitting casual business attire for certain events, functions, or occasions. As such, the Chief Administrative Officer, in his sole discretion, may from time to time authorize casual business attire for such events, functions, or occasions. The Chief Administrative Officer shall communicate such authorization in advance and in a manner, that enables the broadest degree of participation among employees. He/she may also provide separate guidelines or restrictions specific to each event, function, or occasion.

Exceptions to this policy require the prior approval of the Department Head and the Chief Administrative Officer. On those occasions, employees are still expected to present a neat appearance and are not permitted to wear items inconsistent with this policy.

4. Jewelry: Jewelry is acceptable, except where it constitutes a health or safety hazard, interferes with job duties and/or conflicts with the Tattoo and Body Piercing section below.

5. Tattoo and Body Piercing: Some tattoos and body piercing are unacceptable for work at any time. The following list provides some examples, although it is not a complete list:

a. No visible tattoos are allowed above the shoulders (excluding tattoos for natural looking cosmetic enhancements, such as eyebrows, lips, and eye liners).

b. Tattoos that contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts, gender, race, religion, disability, or national origin, and/or may be perceived to be gang-related shall be covered and/or not visible while on duty.

c. Objects, articles, jewelry (including ear lobe expanders), or ornamentation of any kind shall not be inserted, attached to or through the skin if visible on the tongue, any part of the mouth, or cheek. A single (1) stud or ring may be displayed in one (1) nostril and/or one (1) eyebrow piercing, if it does not exceed ½ inch in size.

d. Any non-conforming piercing insert shall be removed, covered, or replaced with a clear insert.

If an employee has a question about how the tattoo and body piercing policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.

Exceptions or exemptions to this policy require the prior approval of the Department Head and the Chief Administrative Officer. Employees who were employed prior to the adoption of this policy by the City Council on April 12, 2021, may request an exemption from his/her Department Head and the Chief Administrative Officer for existing tattoos and/or piercings. Such exemptions shall be granted as long as the employee had the tattoo(s) and/or piercing(s) prior to the adoption date of this policy and they do not interfere with personal or public safety.

6. Special Accommodations: The City will make every effort to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for said employees to comply fully with the dress code policy. Employees should contact their Department Head to request such a reasonable accommodation. Department Heads and the Chief Administrative Officer will work with the employee to develop a reasonable accommodation to meet the employee's specific needs while complying to the greatest extent possible with the general policy of the City.

7. Disciplinary Action: If an employee's personal appearance fails to meet policy standards it will be considered as reporting not ready to work and the employee may be sent home. Employees who are sent home to comply with this policy must utilize their own accrued leave time, or time off without pay. Subsequent violations of this policy may lead to progressive discipline, up to and including termination.

8. Reimbursements:

   a. A yearly reimbursement of $50 will be given to uniformed public works employees 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.

   b. A yearly reimbursement of $100 will be given to employees required to wear a protective boot after a receipt is turned in for the purchase of boots. Only full-time public works employees and police department sworn personnel qualify for this reimbursement.

Q. 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.

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.

R. DISABILITY ACCOMMODATIONS POLICY:

The City complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state and employment practices. The City is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the City will provide a reasonable accommodation to disabled applicants and employees provided the reasonable accommodation would allow the individual to perform the essential functions of the job unless doing so would create an undue hardship.

If you believe that you need an accommodation because of your disability, please contact your Department Head who will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations.

If your disability or need for accommodation is not obvious, the City may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, the City may require that you see a health care professional of the City's choosing, at the City's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

The City expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

S. 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.

T. 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.

U. 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 their parents;

2. Sons and daughters, and their spouses;

3. Parents, and their spouses;

4. Brothers and sisters, and their spouses;

5. Grandparents and grandchildren, and their spouses;

6. Domestic partner and their parents, 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.

V. 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.

W. LOCKERS AND VEHICLE:

Employees should remember that any vehicles owned by the City and used by employees, or lockers or storage areas on City property used by employees for storage of items remain the property of the City. Employees are hereby notified that in these areas on City property there is no right or expectation of privacy in such vehicles/places, and they may be accessed and/or searched at any time. Events prompting such access or search may include, but are not limited to, detecting breaches of City policies, procedures, rules, regulations, or any law. Accessing or searching lockers without Department Head authorization is prohibited.

X. SOCIAL MEDIA POLICY:

1. Definition. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own, or someone else's, blog, personal web site, social networking web site (including Facebook, Twitter, etc.), chat room, as well as any other form of electronic communication, whether or not associated or affiliated with the City of Haysville.

2. Guidelines. The principles and guidelines found in this policy apply to your activities online. The City respects your 1st Amendments rights; ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Keep in mind that any conduct adversely affecting your job performance, the performance of fellow employees or that otherwise adversely affects residents, customers, suppliers, or people who work on behalf of the City may result in disciplinary action up to and including termination.

3. Know and follow the rules. Carefully read these guidelines, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

4. Be fair and courteous. Even when off duty, employees are expected to be fair and courteous to fellow employees, customers, residents, suppliers and other encountered while working on behalf of the City. When posting content, ensure that you are not posting something you would not want to take credit for in a public meeting.

5. Be honest and accurate. Make sure content is honest and accurate and correct any mistakes quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors you know to be false about the City, employees, customers, or contractors of the City.

6. Express only your personal opinions. Unless it is part of your job duty to post City content, never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City, fellow employees, members, customers, suppliers or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the City of Haysville."

7. Using social media at work. Refrain from using social media while on work time or on equipment provided by the City unless it is work-related as authorized by your Department Head or consistent with the City's Monitoring Policy. Do not use your City email addresses to register on social networks, blogs or other online tools utilized for personal use.

8. Retaliation is prohibited. The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

9. Media contacts. Employees should not speak to the media without approval.

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. 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 a 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 shorter for those with substantial, material, prior experience or longer depending on the length of time needed to receive a certificate and complete training 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.

3. 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 any time 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.

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.

C. 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, the salary will be adjusted to the same step in the new classification.

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 adjusted to the same step in the new classification.

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.

D. PROMOTIONS:

A qualified employee may be promoted from one position to another at the discretion of the Department Head. A promotion is the advancement of an employee's rank or position to a job classification that has an increased set of responsibilities and a higher classification on the pay chart.

1. If 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. 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.

E. DEMOTIONS:

An employee may be demoted from one position to another at the discretion of the Department Head with approval from the Mayor. Employees may be demoted for inability to satisfactorily perform assigned duties, as a disciplinary action, or during periods when it is necessary to lay off employees. If an employee is demoted from one position to another, whether within the same department or in a different department, the employee's current step will be the step the employee starts on in the new classification.

~~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 adjusted to the same step in the new classification.~~

F. 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.

G. 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.

H. 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

A. LEAVES OF ABSENCE WITH PAY:

Includes PTO, 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. PROMOTION, DEMOTION OR TRANSFER:

When an employee is promoted, demoted or transferred, all PTO, 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.

C. 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.

D. REPORTING LEAVE FOR PAYROLL:

Leave, with or without pay, is to be reported to the Assistant City Clerk through a Leave Request or through the time entry submittal.

E. PAID TIME OFF POLICY:

Paid Time Off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off. PTO combines personal holiday, vacation and sick leave into one flexible, PTO policy.

You will accumulate specified amount of PTO each pay period worked and it is up to you to allocate how you will use it for vacation, illness, caring for children, school activities, personal business or emergencies. The amount of PTO earned will depend on your length of service with the city.

Employees must work or use authorized PTO for at least 50% of their regularly scheduled workdays in a pay period to accrue PTO credit for such pay period.

PTO must be approved in advance, except in circumstances where the employee is unable to anticipate the absence. PTO may be used in 15-minute increments or higher.

1. Eligibility: You are eligible to receive PTO if you are a full-time employee.

2. Deposits Into Your Leave Account: The amount of PTO you accrue each year is based on your length of service and accrues according to the Accrual Schedule for Full-Time Employees chart below. PTO is accrued as you work. You will not accrue PTO time while you are on unpaid leave of absence or unpaid suspension. PTO is capped at 480 hours. Employees will lose any PTO over the 480 cap.

3. Accrual Schedule for Full-Time Employees

Years of Service	Per Pay Period Accrual
0-2 Years	5.85
3-6 Years	7.38
7-12 Years	8.92
13-20 Years	10.46
More than 20 Years	12.00

4. Payout of PTO Hours Upon Termination and/or Retirement: Employees whose employment with the City is terminated voluntarily with 2 weeks' notice are entitled to payment of their PTO balance as of the termination/retirement date up to the maximum permitted carry amount.

Employees separating from service prior to six months of employment will not be eligible for payment of leave of any kind.

Employees who were hired before January 9, 2023, will have the option of remaining on the Vacation Leave, Sick Leave and Personal Holiday system. All employees hired on or after January 9, 2023, are not eligible for the Vacation Leave, Sick Leave and Personal Holiday system.

F. VACATION LEAVE, SICK LEAVE, AND PERSONAL HOLIDAYS:

Employees who were hired before January 9, 2023, will have the option to remain on the Vacation Leave, Sick Leave and Personal Holiday system.

1. Vacation Leave:

a. Employees in full-time 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:

Year (start of)	Hours		Year (start of)	Hours
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.				

b. Vacations are scheduled through the Department Heads or their designees and can be taken in 15-minute increments.

c. Department Heads may take their vacations at any time subject to the approval of the Chief Administrative Officer.

d. 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.)

e. 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.

f. Waiving Vacation Prohibited: Employees shall not be permitted to waive vacation leave for the purpose of receiving double pay.

g. 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.

h. Employees must work or use authorized paid leave for at least 50% of their regularly scheduled workdays in a month to accrue vacation credit for such month.

2. Sick Leave:

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

i. Spouse, and their parents;

ii. Sons and daughters, and their spouses;

iii. Parents, and their spouses;

iv. Brothers and sisters, and their spouses;

v. Grandparents and grandchildren, and their spouses;

vi. Domestic partner and their parents, including domestic partners of any individual in 2 through 5 of this definition; and

vii. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

b. 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 full-time employees to accommodate the occasional need to remain at home due to illness. Employees must work or use authorized paid leave for at least 50% of their regularly scheduled work days in a month to accrue sick leave for such month. 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.

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

i. The employee or an immediate family member is ill or has a medical appointment;

ii. 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 are available from the Assistant City Clerk; or

iii. Department Heads may make exceptions, with approval from the Chief Administrative Officer. 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.

d. Sick leave will be rounded up to the nearest quarter-hour.

e. 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.

f. Return-to-Work Release Form: 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 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.

g. 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.)

h. Abuse: An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal. The City reserves the right to discipline employees who abuse this policy, for example, by: falsifying documents submitted to support leave; being untruthful about the reasons for requested leave; or repeatedly using paid sick leave immediately before or after weekends, City holidays, or vacations. The City reserves the right to request a signed statement from a licensed health care practitioner verifying the employee's inability to perform their duties because of illness or injury if the Supervisor or Department Head suspects abuse of sick leave.

3. 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 15-minute increments.

G. 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 ~~eight (8)~~ nine (9) hours. This leave must be approved by the Department Head and is not charged against any other leave accumulations. The Department Head may extend up to an additional ~~sixteen (16)~~ eighteen (18) hours of funeral leave for out of state travel. Any additional leave granted must have Department Head approval and may be taken from any accrued leave. Only full-time employees are eligible for Funeral 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.

H. WORKPLACE INJURY LEAVE:

1. Eligibility: Full-time 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. Medical Appointments. An employee who is receiving treatment during regularly-scheduled work hours as a direct result of an injury on the job, shall coordinate with their supervisor any time spent receiving treatment as "Workers' Compensation doctor's appointment" to ensure that personal accruals are not diminished. An employee will be eligible for compensation only if the treatment has been authorized by the designated medical provider and only for the time the employee is actually receiving the medical treatment. An employee shall not receive any compensation for time spent receiving medical treatment that falls outside the employee's regularly-scheduled work hours.

Employees will receive straight-time pay for appointments that fall on an observed holiday.

I. 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 covering all such obligations or individual leave notices.

3. Any employee who receives orders 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.

J. 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.

K. 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 assistant city clerk. 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.

L. 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.

M. LEAVES OF ABSENCE WITHOUT PAY:

Occasionally, for medical, personal or other reasons, employees may need to be temporarily released from the duties of their job with the City. Leaves of absence without pay not specifically covered by this manual or federal, state or local law will be considered only when no paid leave is available. A Department Head may grant leaves of absence without pay.

1. Leaves of absence without pay will not be granted for more than 2 hours of absence until all available leave has been exhausted.

2. 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.

3. 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.

4. Employees on an approved extended leave of absence without pay pursuant to this policy will not accrue vacation, sick leave or other benefits during the leave of absence.

5. Generally, the City will continue its contribution toward dental and health insurance during the leave of absence without pay; provided that in cases of extended leaves of absence, continuation of benefits will be evaluated on a case-by-case basis.

6. Failure to return to work as scheduled from an approved leave of absence or to inform the supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

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

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.

c. 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:

i. Birth. For the birth of the Eligible Employee's Son or Daughter and in order to care for such newborn Son or Daughter;

ii. Adoption or Foster Care Placement. For the placement of a Son or Daughter with the Eligible Employee for adoption or foster care;

iii. Serious Health Condition of Family Member. To care for the Eligible Employee's Spouse, Son, Daughter, or Parent with a Serious Health Condition;

iv. 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

v. 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.

d. 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.

e. 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.

f. 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.

g. 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."

h. 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.

i. 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.

6. 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.

7. 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.

g. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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:

    a. 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

    b. 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.

15. 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.

16. 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:

17. 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.

18. 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:

    a. 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;

    b. When medically necessary for recovery from treatment or recovery from a Serious Health Condition or Serious Illness or Injury of a Covered Servicemember; or

    c. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

O. HOLIDAYS:

1. Legal Holidays:

2. Full-time employees who are present for duty or in a paid leave status on the workday before and the workday after a holiday shall be paid holiday leave for ~~(8) hours~~ the number of hours they are regularly scheduled to work on the day of the week the holiday is observed. ~~of holiday leave~~.

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

4. 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.

5. 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.

6. 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
Juneteenth	Christmas Eve
Independence Day	Christmas Day

Labor Day

P. 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 full-time and part-time 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 quarter 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.)

Q. DOMESTIC VIOLENCE AND SEXUAL ASSAULT LEAVE:

The City will not discharge, or in any manner discriminate against, an employee who is a victim of domestic violence or sexual assault and who takes time off from work to obtain relief, including restraining orders and other injunctive relief. The employee must be permitted time off to seek medical attention, obtain services from domestic violence programs, or make court appearances related to domestic violence. The employee must give advance notice when feasible. Employee must also provide to the City certain documentation such as a copy of the police report or restraining order within 48 hours of returning from requested time off. The employee may use accrued paid leave or, if paid leave is unavailable to the employee, up to 8 days per calendar year of unpaid leave for these purposes.

R. EXTENDED ABSENCE:

When a~~n~~ full-time or part-time 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.

When Temporary/seasonal employees do not return to work in any temporary or seasonal position within one (1) year of their last day worked; the employee will be required to pass pre-employment testing 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:

1. Verbal/Written

2. 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. C. 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:

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. EMPLOYEE BENEFITS:

1. Purpose: This section generally describes and summarizes various benefits the City makes available to eligible employees. The City continually reviews its benefits programs. These summaries are not exhaustive or all-inclusive, and further information is available in the form of plan descriptions or insurance subscription agreements maintained by the City, which may be reviewed upon request. In the event the information included in this Manual is inconsistent with, or conflicts with, benefit plan documents, the latter documents are deemed controlling.

2. Medical Insurance Coverage: Full-time employees will receive group medical insurance the 1st of the month following a 30-day waiting period. 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.

3. Term Life Insurance: 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.

4. Workers' Compensation: The City carries workers' compensation on all employees. All injuries must be reported immediately to the employee's immediate supervisor.

5. 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.

6. Dental Insurance: Dental Insurance coverage is available through payroll deduction.

7. 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.

8. 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.

9. Vision Insurance: Vision Insurance coverage is available through payroll deduction.

B. RETIREMENT PLAN:

1. Kansas Public Employee Retirement System (KPERS) Benefits: Membership in KPERS is mandatory and begins on the first day of employment for all employees in covered positions. A covered position is one that is not seasonal or temporary and requires at least 1,000 hours of work per year. KPERS members receive benefits in accordance with state laws and regulations. Employee's required KPERS contributions will be made through a payroll deduction plan. KPERS periodically determines the rates to be paid by both employees and the City. The KPERS plan, in addition to retirement benefits, also provides disability and life insurance benefits.

2. Kansas Police & Fire Retirement System (KP&F) Benefits: All certified full-time police officers regardless of rank, and full-time police officers in training are members of KP&F. KP&F members receive the benefits thereof in accordance with state laws and regulations. Employees' required KP&F contributions will be made through a

payroll deduction plan. KP&F periodically determines the rates to be paid by both employees and the City.

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, may 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 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.

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:

1. 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.

2. 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:

1. 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.

2. 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.

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

4. 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.

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

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. Reportable Incidents: A reportable incident is:

    a. 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,

    b. 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,

    c. Any event in which another individual suffers physical injury as the result of an employee, and

    d. Any event involving physical injury to an employee.

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

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

    b. Tampering with, adulterating, or substituting a specimen.

    c. Failure to appear for testing upon notification.

    d. Leaving the scene of an accident without just cause prior to submitting to a test.

    e. Leaving collection facility prior to test completion.

    f. Failing to permit an observed or monitored collection when required.

    g. Failing to take a second test when required.

h. Failing to undergo a medical examination when required.

i. Failing to cooperate with any part of the testing process.

j. Failing to sign a consent or drug/alcohol test form.

k. Once test is underway, failing to remain at site and provide a specimen.

14. 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.

15. 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.

1. Testing will occur as follows:

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

b. Reasonable Cause Testing For Employees. Employees may be asked to submit to a test if reasonable cause exists to indicate their health or ability to perform work is impaired. Factors which may establish such reasonable cause to believe that an employee's work performance is impaired include, but are certainly not limited to:

i. Sudden changes in work performance;

ii. Repeated failure to follow instructions or operating procedures;

iii. Violation of city safety policies;

iv. Involvement in an accident or near accident;

v. Discovery or presence of illegal drugs or controlled substances, drug paraphernalia or alcohol in an employee's possession or near the employee's workplace;

vi. Odor, on or about an employee's person of alcoholic beverage and/or residual odor peculiar to some chemical or controlled substances;

vii. Unexplained and/or frequent absenteeism or tardiness;

viii. Personality changes or disorientation;

ix. 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;

x. Any serious worker's compensation injury; OR

xi. Any other circumstances, which, in the City's sole discretion, merit reasonable cause testing.

xii. 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 Physical/Drug Screen Request Form. The employee will not return to work until the test results have been reviewed by the Department Head or Chief Administrative Officer.

c. Post-Motor Vehicle Accident Testing. An on-duty employee involved in a motor vehicle accident resulting in any damage to any vehicle, and/or an employee

involved in a motor vehicle accident resulting in any damage to any vehicle while such employee is operating a city-owned vehicle at any time, may be subject to a drug and alcohol test as soon as practicable after the accident. Accidents determined by the scene supervisor to be no fault of the employee will not require the employee to be tested. Any employee who is seriously injured and cannot provide a specimen at the time of the accident shall be required to provide the necessary authorization for obtaining hospital or treatment records and other documents that would indicate whether there were any substances in the employee's system that could have impaired the employee's ability to safely operate a vehicle.

d. 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.

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

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

f. Random Testing

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

ii. 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.

iii. Employees are required to proceed immediately to the collection site once notified of testing.

iv. Drug and/or alcohol tests will be conducted while the employee is on duty.

v. The list of employees selected will be retained by the DER in a secure location.

vi. Details of the random testing process can be found in 49 CFR, part 382.305.

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

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

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 (herinafter "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 Driver's 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.

1. Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.

2. 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 Involved	Citation Issued to the CMV Driver	Test Must be Performed by Employer
Human Fatality	Yes	Yes
Human Fatality	No	Yes
Bodily Injury With Immediate Medical Treatment Away From the Scene	Yes	Yes
Bodily Injury With Immediate Medical Treatment Away From the Scene	No	No
Disabling Damage to Any Motor Vehicle Requiring Tow Away	Yes	Yes

Disabling Damage to Any Motor Vehicle Requiring Tow Away	No	No

4. Handling of Test Results, Confidentiality

   a. Access to records.

   b. 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.

   c. 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.

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

   e. 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.

1. Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward others 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.

2. Examples of workplace harassment can include group harassment, peer to peer harassment, supervisor to subordinate harassment, and situations where a subordinate employee subjects a supervisory-level employee to harassment. These can include, but are not necessarily limited to:

   a. Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using the person as a butt of jokes; abusive and offensive remarks.

   b. Nonverbal threatening gestures; glances conveying threatening messages.

   c. Socially or physically excluding or disregarding a person in work-related activities.

   d. Persistent or constant criticism in front of other persons (including co-workers, vendors, contractors or members of the public) for the purpose of humiliating another employee.

   e. Pushing, shoving, kicking, poking, tripping, assaulting or the threatening of physical assault, damage to a person's work area or property.

   f. Tampering with an employee's personal belongings or work equipment.

   g. Invasion of privacy, such as spying, stalking, rummaging through personal belongings (including unauthorized access of personal email and contents of personal cell phones and employee-owned personal digital assistants). NOTE: an employee has no expectation of privacy in any items of personal equipment attached to the City's network devices.

   h. Making up arbitrary rules applying only to the targeted employee.

   i. Assigning undesirable work as punishment.

   j. Managing by threat and intimidation.

   k. Giving tasks with unreasonable, impossible or constantly changing objectives and or deadlines.

   l. Removing key areas of responsibility and / or replacing them with more trivial or unpleasant tasks for no business related reason.

   m. Taking credit for another employee's work.

n. Falsely accusing an employee of making errors.

o. Undermining or deliberately impeding an employee's work.

3. 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.

a. Employee's immediate supervisor;

b. Employee's Department Head;

c. 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.

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

a. 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:

b. Unwelcome flirtations;

c. Unwelcome sexual advances or propositions;

d. Verbal abuse of a sexual nature;

e. Subtle pressure or requests for sexual activities;

f. Unnecessary touching of an individual;

g. Graphic or vulgar commentaries about a person's physical appearance, body, or clothing;

h. Sexually degrading words used to describe a person;

i. Physical assault or battery;

j. Verbal harassment or abuse;

k. Accusations of sexual preference;

l. Demands for sexual favors, including demands accompanied by express or implied promises or threats concerning an individual's employment status;

m. Conditioning any term or benefit of employment upon sexual favors;

n. Sexual slurs or innuendoes;

o. Suggestive or insulting sounds;

p. Touching, leering, whistling, and obscene gestures;

q. Displaying derogatory or offensive posters, cartoons or drawings; and,

r. 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.

5. 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:

a. 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;

b. 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

c. 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:

1. Eligible employees may file grievances for the following reasons:

a. Disciplinary Action

b. Demotion

c. Disciplinary Probation

d. Suspension of More Than Three Days

2. 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:

a. Federal and state statutes not associated with the above listed basis for grievance;

b. Policies and ordinances enacted by the Governing Body; or

c. Matters where the employee has no direct employment interest

D. GENERAL PROVISIONS:

1. 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.

2. 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.

3. 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.

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

5. 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.

6. 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:

1. 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.

2. 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:

a. Name of the employee or group of employees involved;

b. Facts giving rise to the grievance;

c. Identification of administrative regulations or policies at issue;

d. The contention of the employee (grievant) with respect to the grievance;

e. Decision of the grievant's Supervisor;

f. Specific relief requested.

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

3. 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:

a. Establish date/location of the hearing;

b. Review the written record;

c. Develop a witness list of individuals requested by the parties;

d. 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

1. 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.

2. 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 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.

3. 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.

4. 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.

5. 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.

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

7. 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.

8. 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.

SECTION XIII – TEMPORARY TELECOMMUNICATIONS POLICY

In the event of an emergency such as a weather disaster or pandemic, the City of Haysville may allow or require employees to temporarily work from home to ensure business continuity.

Procedures:

1. In the event of an emergency, the City may require certain employees to work remotely. These employees will be advised of such requirements by the department head. Preparations should be made by employees and supervisors or department heads well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

2. For voluntary telework arrangements, either the employee or department head can initiate a temporary telecommuting agreement during emergency circumstances. The department head will review the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

3. A telecommuting agreement will be prepared by the department head and signed by the employee and his or her supervisor or department head.

4. The employee will establish an appropriate work environment within his or her home for work purposes. The City will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

5. The City will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the City is to be used for business purposes only.

6. Consistent with the city's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of information accessible from their home office.

7. Employees should not assume any specified period of time for emergency telework arrangements, and the City may require employees to return to regular, in-office work at any time.

ARTICLE B

COMPENSATION

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 on the pay chart 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 full-time employment by December 31 of that year. Longevity will be paid at a rate of $50 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) 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. Employee must be active at this time to receive Longevity Pay. 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 and complete training.

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 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 overtime 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.

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, accrued 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. PTO - No payment for PTO leave will be made.

d. Wellness Leave – No payment for wellness leave will be made.

e. Compensatory Time – Unused, earned compensatory time will be paid.

f. 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.

4. 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 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.

K. ON CALL PAY:

When an employee is required to remain on call for emergency duty, the employee shall be compensated at rate of 6% 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-out, the employee will receive compensation for actual time worked, unless time is under 2 hours then compensation will be according to the Call-Out Pay section below, 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 $0.90 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 $0.90 per hour each day they are on call Monday through Friday and for 24 hours at $0.90 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 $15.90 (nor $23.85 if the time was overtime).

L. CALL-OUT PAY:

Any employee who is "called-out" is awarded 2 hours minimum compensation plus time worked beyond those two hours on that same day. The “call-out” must be approved by a supervisor. This call-out policy applies to all City departments.

M. 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.

N. HAZARD PAY:

The Governing Body may authorize hazard pay for employees.

O. SHIFT DIFFERENTIAL

Shift differential pay is extra compensation intended for certain police employees who regularly work a less desirable shift, such as evenings or midnight shifts. Certain police employees assigned to those shifts shall receive the differential amount in addition to their normal rate of pay. In certain situations the differential may also be paid due to special assignment (such as a training officer assignment). The number of hours worked that the differential is applied to shall be reported on the employee’s time sheet, and shall be paid on the regular pay check.

P. PAYROLL DISCREPENCIES

Employees who believe they have been subject to improper salary deductions or who have not been fully paid for any payroll period, should notify the Assistant City Clerk immediately upon discovering such discrepancy. If it is determined that a salary deduction was improper or that the employee did not receive full compensation for any payroll period, the employee will be reimbursed for any improper deduction or paid for any previously unpaid wages on the next payroll period following the determination.

ADMINISTRATIVE SECRETARY

City of Haysville *Administrative Services Department~~/City Clerk~~*

POSITION SUMMARY

Under the general supervision of the Deputy Administrative Officer~~, the Multimedia Specialist~~the Administrative Secretary is a non-exempt position under FLSA which~~ provides~~~~performs administrative duties,~~ secretarial support for the Administrative Services Departments. ~~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 be cross trained in other positions. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the c~~C~~ity. Regular attendance is required.

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ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls, provides backup for the front office;
- ~~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 secretarial support for the ~~is expected to attend all City Council meetings.~~
- ~~Provides support for Haysville Forward meetings, prepares agendas, packets, and minutes of the meetings; is expected to attend all Haysville Forward meetings;~~
- ~~Attends meetings and community events for producing public information pieces;~~
- ~~Assists the Chief/Deputy Administrative Officers, Mayor and~~ Administrative Services Department ~~with correspondence and projects ;~~by creating ~~Designs/creates~~ flyers, brochures, ~~guides,~~ newsletters, and public relations items as directed ~~for the city;~~
- ~~Presents a positive image of the City through a professional appearance and courteous attitude;~~
- ~~Performs general clerical duties;~~
- Processes Council Action ~~f~~Forms;
- Serves as a backup to the Multimedia Specialist duties in her/her absence:
- Assists ~~Maintains all~~with City social media accounts;
- Fields questions, concerns, and complaints from the public;
- ~~and assists in creating and maintaining the City web site;~~
- Assists customers with permits, water transactions, and building rentals as needed;
- ~~Designs/creates flyers, brochures, guides, newsletters, and public relations items for the city;~~ Presents a positive image of the C~~c~~ity through a professional appearance and courteous attitude;
- ~~Assists in coordinating employee events;~~
- Follows department policies and procedures~~,~~ and safety procedures and practices;

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Classification QuickView			
FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	

- ~~Follows safety procedures and practices.~~

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MARGINAL FUNCTIONS

- Provides backup support for the City Clerk, Senior Center and other departments ~~Department and Senior Center~~ as directed;
- Notarizes documents;
- ~~Assists other departments;~~
- Performs other duties as deemed necessary or assigned.

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.

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, keyboards, 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. 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 and 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: 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.

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 Director of Senior Services and Transportation~~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. Regular attendance is required.

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 ~~and preparation of holidays, daily programs, and special events. setting up for events, programs, and activities;~~
- ~~Handles all aspects of building rentals to Senior Center members;~~Assists with the scheduling of special events, reoccurring activities, and programs of interest;
- ~~Drafts and publishes monthly calendar of Senior Center events;~~
- ~~Prepares and distributes newsletter;~~
- ~~Assists with decorating for holidays and special events;~~
- ~~Schedules entertainment, speakers, medical personnel, training, and programs for membership;~~Handles all aspects of Senior Center building rentals;
- Serves as secretary for Senior Planning Committee;
- Provides counseling for SHICK and SMP and attends required training by the Kansas Department on Aging;
- Completes all required training for ~~T~~transportation ~~D~~drivers ~~training required by 5310 grant~~;
- ~~Provides staffing when necessary for events, programs, and activities;~~
- Maintains records and reports for ~~The~~ Emergency Food Assistance Program;~~.~~
- ~~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;~~
- Handles records and payment request for contract~~ed~~ personnel.
- 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 digital sign; webpage and social media pages;
- Supervises the daily operations of the Senior Center, Public Transportation and Emergency Food Assistance program ~~and Haysville Hustle~~ in the absence of Director of Senior Services~~Center Director~~.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	

- Fields questions, concerns, and complaints from the public;
- Presents a positive image of the ~~City~~city through a professional appearance and courteous attitude;
- ~~—~~
- ~~Performs general office duties~~
- Follows department policies and procedures and safety procedures and practices~~;~~
- ~~Follows safety procedures and practices.~~

MARGINAL FUNCTIONS

- ~~Provides backup for classes, activities and programs;~~
- Assist as alternate ~~Haysville Hustle~~ transportation driver and dispatcher as needed;
- ~~Registers voters;~~
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

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.

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, 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 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 some 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.

COMMUNITY RELATIONS COORDINATOR OR SPECIALIST ~~DIRECTOR~~

City of Haysville *Administrative Services Department*

POSITION SUMMARY

Under the supervision of the Deputy~~Chief~~ Administrative Officer, the Community Relations Coordinator~~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, 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. Regular attendance is required.

ESSENTIAL FUNCTIONS

- ~~Serves as intermediary between citizens, community organizations, and City Departments;~~
- ~~Answers and directs incoming telephone calls and provides citizen assistance by f~~Fieldsing questions, concerns, and complaints from the general public;
- ~~Provides support for City Council meetings, prepares agendas, packets, and minutes of the meetings;~~
- ~~Provides support for Haysville Forward meetings, prepares agendas, packets, and minutes of the meetings;~~
- ~~Coordinates special projects and employee events as directed by the Mayor, Chief Administrative Officer, and Administrative Services Department;~~
- Maintains all c~~C~~ity social media accounts
- ~~and assists in creating and maintaining the City web site;~~Maintains and creates new content for the City Website;
- Creates and
- promotes city events with ~~Directs the creation of graphic designs by the Multimedia Specialist and develops content and copy of~~ flyers, videos, photos, banners, ~~brochures, guides,~~ newsletters, and public relations items ~~for the city~~;
- Produces graphic designs for information brochures and materials for the City;
- Handles the promotion of videos through YouTube and Google;
- ~~Prepares news releases and promotes all City events;~~Operates and administers all Channel 7 activities including programming;
- ~~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, schedules Senior Center staff;~~Broadcasts and records city meetings, is expected to work all City Council and Planning Commission Meetings;
- Prepares and distributes the packets for city meetings;
- Ensure digital communication assets of the City are maintained in working order (i.e. scoreboards, digital signs, fountain, Channel 7. Responsible for coordination of repair of assets as needed)

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Classification QuickView			
FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	
Critical Infrastructure Employee			

- Attends community events for producing public information pieces;
- Provides programming data and statistics in report form;
- 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;
- Develops and monitors program budget;
-
- Follows department policies and procedures and ;
- Follows safety procedures and practices.
-

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MARGINAL FUNCTIONS

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

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.

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, prioritizing daily work assignments, resolving citizen complaints, and performing daily duties in the most efficient manner.

Supervision: Works under the direction of the Deputy Administrative Officer. ~~Has 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.

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 thirty miles of City Hall. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

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;
- Maintains social media accounts, oversees the city web site; distributes information for communication purposes;
- Oversees the following committees: Park Board, Historic, Planning and Zoning/BZA and Senior Center Planning Committee;
- Delegates and assigns projects and tasks to subordinates;
- Recommends and assists with implementation and development 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.

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Classification QuickView			
FLSA:	**Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	
	Critical Infrastructure Employee		

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.

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.

~~SENIOR CENTER DIRECTOR~~ DIRECTOR OF SENIOR SERVICES & TRANSPORTATION

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, ~~Haysville Hustle~~ Public Transportation and Emergency Food Assistance Program. ~~Maintains the Senior Center's records, coordinates the Emergency Food Assistance Program, supervises the Haysville Hustle and supervises the Haysville Food Bank Program.~~ Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- ~~Oversees the daily activities of the Senior Center;~~Supervises the daily operations of the Senior Center, ~~and Haysville Hustle~~ Public Transportation and Emergency Food Assistance programs~~;~~.
- ~~Coordinates activities with all agencies associated with the Senior Center;~~
- ~~Provides senior health insurance counseling for Kansas (SHICK) and Senior Medicare Patrol (SMP) training and counseling required with the Kansas Department on Aging;~~
-
- ~~Performs record keeping and submits reports to the Sedgwick County Department on Aging;~~
- Follows the guidelines and requirements for ~~of~~ the Transit Grant and Sedgwick County Department on Aging contract;
- Completes documentation requirements for ~~5310~~ Transit Grant and Sedgwick County Department of Aging contract;
- Provides counseling for SHICK and SMP and attends the required training by the Kansas Department on Aging;
-
- ~~Presents a positive image of the City through a professional appearance and courteous attitude;~~
- Serves ~~as~~ as Chairperson/Major Designee for the Senior Planning Committee.~~secretary for Senior Citizens Advisory Board~~;
- Drafts and publishes monthly Senior Center newsletter and activities calendar;
- Schedules ~~Organizes~~ and staff's special events, reoccurring ~~activities~~activities, and programs of interest ~~of seniors~~;
- ~~Develops programs of interest and of benefit to seniors;~~
- ~~Handles building rentals to Senior Center members;~~
- Completes all required training for ~~T~~transportation ~~D~~drivers ~~training required by 5310 grant~~;
- Presents a positive image of the City through a professional appearance and courteous attitude;
-
- ~~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;

Classification QuickView			
FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	

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- ~~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~~
- ~~Updates the informational sign at the Senior Center~~ Maintains information on digital sign, ~~webpage~~webpage, and social media pages;~~;~~
- ~~Advocate for seniors in need of assistance with challenges they or their caregivers face.~~
- ~~•~~ Follows department policies and procedures and safety procedures and practices;~~;~~
- ~~Follows safety procedures and practices.~~

MARGINAL FUNCTIONS

- Assists other departments;
- Assist as alternate Haysville Hustle transportation driver and dispatcher as needed;
- Performs other duties as deemed necessary or assigned.
- Registers voters;

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.

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, keyboards, printers, 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 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 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.

ECONOMIC DEVELOPMENT DIRECTOR

City of Haysville *Administrative Services Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

- Plan, implement, and manage ~~a coordinated~~ programs and efforts to assist local businesses and industry;
- Plan, implement, and manage ~~a~~ programs and efforts to attract new business and industry;
- ~~Works with Haysville Forward Inc.supervision to develop goals and objectives;~~
- Project a favorable image and promote Haysville ~~advantages~~ through ~~a~~ cooperative media campaigns;
- Coordinate the involvement of community leader~~ship~~ and governmental representatives;
- Act as the City representative for economic and community development by being a member of local, state, regional and national boards and organizations and work~~s~~ing 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 events~~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;
- Supports community development efforts;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	

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, 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 pubic 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.

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.

MULTIMEDIA SPECIALIST

City of Haysville *Administrative Services Department*

POSITION SUMMARY

Under the general supervision of the Deputy Administrative Officer, 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. Regular attendance is required.

ESSENTIAL FUNCTIONS

- ~~Operates and administers all Channel 7 activities including programming;~~
- Broadcasts and records city meetings ~~of City bodies~~, ~~boards and commissions as required and~~ is expected to work ~~at~~ all City Council and Planning Commission m~~M~~eetings;
- Prepares and distributes the packets for city meetings;
- Operates and administers all Channel 7 activities including programming;
-
- Attends ~~meetings and~~ community ~~activities and~~ events necessary for producing public information pieces;
- Provides programming data and statistics in report form;
- Handles the promotion of videos through YouTube and Google;
- Maintains City Website and creates new content ~~for both City Website and HelloHaysville.com~~;
- Produces graphic designs for ~~information brochures and materials for~~ the City;
- ~~Coordinates communication projects with local school district and various local and state agencies;~~
- Coordinates with the Economic Development Director in ~~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 department policies and procedures~~;~~ and safety procedures and practices;

MARGINAL FUNCTIONS

- Works with System Administrator as directed;
- Provides support for the Senior Center and other departments when needed;~~Provides support for the Senior Center when needed~~;
- ~~Assists other departments;~~
- Performs other duties as deemed necessary or assigned.

Classification QuickView			
FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	
Critical Infrastructure Employee			

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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, 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, drone, 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 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. 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.

PART-TIME TRANSPORTATION DISPATCHER

City of Haysville *Administrative Services Department*

POSITION SUMMARY

Under the supervision of the Director of Senior Services~~Center Director~~ and Transportation, the Part-Time 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. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Fields all incoming calls, questions, concerns, and complaints from the public;
- ~~Responsible for receiving, scheduling, dispatching and timecards for the Haysville Hustle.~~
- Completes all required training for ~~T~~transportation ~~D~~drivers and serves as an alternate driver as needed ~~training required by 5310 grant~~;
- ~~Handles Field all incoming calls;~~
- ~~Answer calls and schedule transportation as requested by riders.~~
- ~~Complete~~ registration, ~~and~~ scheduling of passengers, and token sales;
- ~~Assist riders with purchasing tokens needed to pay for ride.~~
- Ability ~~Responsible for purchasing, recording and distribution of token sales.~~
- ~~Assist as an alternate Haysville Hustle transportation driver as needed;~~
- ~~Ability~~ to read maps and locate rider pick-up and delivery addresses as requested;~~.~~
- Ability to ~~Ability to interact with the general public and~~ communicate clearly and effectively, both orally and in writing;~~.~~
-
- Communicate with ~~Haysville Hustle D~~driver when schedules change, passenger safety, or other situations arise;~~.~~
- Track, schedule and record maintenance inspections to maintain vehicle readiness and warranty compliance;
-
- Records information ~~Timely completion of data~~ needed for ~~to maintain/complete or satisfy~~ grant requirements ~~including any administrative reports requested~~. Provides information in a timely manner;
-
- ~~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.~~
- ~~Assists Director and Administrative Secretary with daily duties and task lists.~~Assists with the daily operation of the Senior Center and special events as needed;
-
- ~~Ability to interact with the general public and communicate clearly and effectively, both orally and in writing.~~Fields questions, concerns, and complaints from the public;
- Follows department policies and procedures and safety procedures and practices;

Classification QuickView		
FLSA:	**Non-Exempt**	OSHA:
ADA:	**Applicable**	
FMLA:	**Eligible**	WORKING CONDITIONS:

Style Definition: Heading 2

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MARGINAL FUNCTIONS

- ~~Promotion of Haysville Hustle program as requested by the Senior Center Director.~~
- Performs other duties as deemed necessary or assigned.

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.

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 three ~~five~~ years driving experience with an unrestricted driver's license.

Education: 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 tokens 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.

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 Department*

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, ~~and~~ Board of Zoning Appeals and Historic Committee. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- ~~Compiles development information and assists in the preparation of studies and reports for decision making purposes.~~Serves as the City liaison for Planning Commission/BZA and Historic Committees and attends all meetings;
- ~~Attends board and committee meetings as required;~~
- ~~Coordinates and manages planning and consultant contracts;~~~~Coordinates contracted studies and reports;~~
- Provides zoning and subdivision information upon request;
- ~~Prepares planning budget;~~
- Develops and oversees ~~Assists in the implementation of~~the zoning regulations, subdivision regulations~~,~~ and comprehensive ~~certain~~ plan~~s~~;
- ~~Develops and m~~Maintains ~~database of~~ information for the planning and zoning department;
- Compiles information and assists in the preparation of studies and reports for decision making purposes;
- ~~Coordinates contracted studies and reports;~~
- ~~Prepares grant applications;~~
- ~~Fields questions, concerns, and complaints from the general public;~~
- Performs traffic counts/studies;
- ~~Follows department policies and procedures;~~
- ~~Follows safety procedures and practices.~~
- Coordinates Floodplain Management program;
- Coordinates special events for the Historic Committee;
- Assists with the planning budget;
- Provides zoning information for ~~Coordinates~~ GIS maps ~~for zoning and planning;~~
- ~~Serves as City liaison for Historic Committee~~
- ~~Serves as the City liaison for Planning Commission~~Fields questions, concerns, and complaints from the general public;
- Follows department policies and procedures and safety procedures and practices;

Classification QuickView		
FLSA:	**Non-Exempt**	OSHA:
ADA:	**Applicable**	
FMLA:	**Eligible**	WORKING CONDITIONS:

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MARGINAL FUNCTIONS

- ~~Works with System Administrator as directed;~~
- Provides support for the Senior Center and other departments when needed;
- Prepares grant applications;
-
- ~~Assists other departments;~~
- Performs other duties as deemed necessary or assigned.

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.

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. Has no supervisory responsibilities. Exercises supervision over seasonal part-time hometown market personnel.

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

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

Working Conditions: Some adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Exposure to adverse weather can be expected. Deals with the general public including angry and upset people.

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

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

SYSTEMS ANALYST

City of Haysville *Administrative Services Department*

POSITION SUMMARY

Under the general supervision of the Director of Information Systems, the System Analyst is a non-exempt position under FLSA which performs technical systems duties. Responsible for the assistance in maintaining local/wide area networks (LAN/WAN), wireless networks, telecommunications processes, data communications processes, information processing, cybersecurity and data continuity. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Maintains accurate computer resource documentation;
- Initial setup and provisioning of computer operating systems;
- Verifying and reviewing data backups;
- Analyze and resolve technical problems with desktop computers, tablets, monitors, printers and other computer accessories;
- Analyze and resolve technical problems for a variety of office software, including but not limited to: Microsoft Office, Adobe Cloud, gWorks accounting, Paraplan scheduling, Obseron cameras and others as needed;
- Assists with major server and network upgrades and changes;
- Consults with users and facilitates the use of City software and hardware;
- Troubleshoots system/network problems;
- Assumes the duties of the Director of Information Systems in his/her absence;
- Serves as a backup to the Multimedia Specialist duties in her/her absence;
- Assists with maintenance and development of webpages as needed;
- ~~Follows safety procedures and practices;~~
- Follows department policies and procedures~~.~~ and safety procedures and practices;

MARGINAL FUNCTIONS

- Works with Multimedia Specialist as directed;
- ~~Assists with maintenance and development of webpages;~~
- ~~Assists other departments;~~Provides support for the Senior Center and other departments when needed;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:
ADA:	**Applicable**	
FMLA:	**Eligible**	WORKING CONDITIONS:

Critical Infrastructure Employee

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POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required; two years comprehensive experience with computing software and hardware. 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 preferred (work experience may be substituted for education). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Background: 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, keyboards, photocopiers, calculators, telephones, and other department equipment. 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 problem solving. Encounters problems with computer hardware and software, employee concerns.

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

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

Financial Accountability: Responsible for department and city equipment.

Personal Relations: Frequent contact with co-workers and supervisory personnel.

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.

TRANSPORTATION DRIVER

City of Haysville *Administrative Services Department*

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. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Completes all required training for ~~T~~transportation d~~D~~drivers ~~training required by 5310 grant;~~
- ~~Operate all vehicles in a manner that ensures the safety of passengers.~~
- Complies ~~y~~ with all Kansas driving laws to ensure the safety of passengers;
- ~~, as well as City and department policies and procedures.~~
- Collect payment from passengers; ~~ssenger tokens for payment. Completes appropriate documentation of transportation provided.~~
- Completes logs and records related to vehicle inspections, transportation usage, and transportation routes. Provides information for reports in a timely manner;
- Assist passengers with disabilities, including wheelchair loading by securing wheelchairs with proper restraint procedures;~~.~~
- Inspects vehicle and wheelchair lift daily to ensure all mechanisms are working correctly. Promptly notify supervisor of items needing maintenance or repair;
- Clean and sanitizes vehicle as required;
-
- Communicates 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.~~
- ~~Complete logs and records related to vehicle inspections, transportation usage, and transportation routes.~~
- ~~Promotion of program to local businesses;~~
- ~~Promptly provide information directly to Senior Center Director or Administrative Secretary needed for reports.~~
- Presents a positive image of the City through a professional appearance and courteous attitude;
- Assists with the daily operation of the Senior Center and special events as needed ~~Director and Administrative Secretary with daily Senior Center duties and task lists.~~Senior Center daily task and staffing of special events;
- Fields questions, concerns, and complaints from the public;
- Follows department policies and procedures and safety procedures and practices;
-

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:
ADA:	**Applicable**	
FMLA:	**Eligible**	WORKING CONDITIONS: Adverse weather

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MARGINAL FUNCTIONS

- Availability and willingness to work additional shifts when needed.
- Performs other duties as deemed necessary or assigned.

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.

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 three ~~five~~ years driving experience with an unrestricted driver's license.

Education: 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.

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 payroll, bookkeeping, accounting, and general clerical duties. Responsible for maintaining the petty cash checkbook. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Maintains petty cash checkbook, records and reports;
- Picks up, opens and distributes daily mail;
- 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;
- Files confidential personnel information and maintains accurate records of filings;
- Maintains a working knowledge of City benefits and policies.
- Maintains vehicle files;
- Administers City insurance coverage and claims;
- Processes franchise fee and miscellaneous tax ACH payments;
- Prepares vendor Sales Tax Exemption Certificates;
- Serves as back up for payroll processing and work comp reporting;
- Serves as back up for Accounts Payable Clerk;
- Serves as back up for the Accounts Receivable Clerk;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Answers the phone and fields questions, concerns, and complaints from the general public;
- Serves as back up for front office;
- Registers Voters;
- Assists other departments;
- Performs other duties as deemed necessary or assigned;

Classification QuickView			
FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	
Critical Infrastructure Employee			

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, 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 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.

ACCOUNTS PAYABLE CLERK

City of Haysville *City Clerk Department*

POSITION SUMMARY

Under the supervision of the City Clerk/Treasurer, the 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. Regular attendance is required.

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 and 1099-NEC forms at year end;
- Track and maintain city assets for insurance purposes;
- Maintains and updates master list for fixed assets;
- Postmarks mail, tracks postage by department, replenishes postage meter, and records readings;
- Track, maintain and record meter readings from office printers and orders supplies as needed;
- Routinely drops off outgoing mail;
- Prepares monthly bank reconciliation and submits reports to department heads;
- Tracks and maintains prior year encumbrances;
- Prepares and maintains vendor Sales Tax Exemption Certificates and W-9's
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Opens and distributes mail when necessary;
- Serves as backup for front office;
- 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**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	

Critical Infrastructure Employee

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.

ACCOUNTS RECEIVABLE CLERK

City of Haysville *City Clerk Department*

POSITION SUMMARY

Under the supervision of the City Clerk/Treasurer, the Accounts Receivable Clerk is a non-exempt position under FLSA and performs bookkeeping and general clerical duties. Responsible for performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivable data to ensure that all payments are accounted for and properly posted. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Balances cash receipts drawers daily, checking for posting errors and making corrections;
- Prepares a Daily Sheet each day reconciling receipts with update reports and making journal entries as needed;
- Maintains and balances petty cash box;
- Prepares daily deposit;
- Processes HAC, Court, Police Department, Senior Center, Public Works and Pool bags;
- Processes water fountain and vending machine money;
- Tracks "Blue House" rental payments;
- Provides backup for front office;
- Provides backup for Administrative Secretary;
- Issues and tracks Dog Licenses;
- Processes Pay Pal and NCOURT online payments;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	

Critical Infrastructure Employee

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).

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, correcting bookkeeping errors, and filing systems.

Decision Making: Occasional independent decision making. Makes decisions about correcting bookkeeping and posting errors, 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 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.

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 maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Fields questions, concerns, and complaints from the general public;
- 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;
- Maintains and files all ordinances and resolutions;
- Receives customer payments and posts to appropriate accounts;
- Assist customers establish new water accounts, transfer accounts, and schedule service connections/disconnections;
- Generates and sends delinquent water payment notices;
- Schedules rentals of public facilities;
- Notarizes documents;
- Serves as back up for Utility Billing Clerk and Office Clerk;
- Maintains nuisance abatement documents and submits charges to be applied to property taxes;
- Processes insufficient funds checks;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Registers citizens to vote;
- Assists other department;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	

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/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.

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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ASSISTANT CITY CLERK

City of Haysville *City Clerk Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

- Prepares and processes personnel and payroll records, new hires, terminations, salary changes, benefit relation transactions;
- Prepares and verifies bi-weekly employee payroll;
- Prepares, disperses, and collects time sheets and time cards;
- Prints accounts payable checks and corresponding reports;
- Calculates and pays state taxes, federal taxes, water retail sales tax, quarterly sales tax; water protection fee, retirement sums;
- Prepares 941, Unemployment Insurance reports, W-2s and other quarterly and annual reports;
- Schedules and conducts employee orientations for new hires, including preparing and processing forms for new hires;
- Coordinates benefits for employees including filling out forms, researching detailed information, and explaining benefit options;
- Performs exit interviews;
- Refunds court bond payments when necessary;
- Reconciles monthly bank statements for payroll, petty cash and court bonds accounts;
- Organizes annual benefits fair;
- Processes and manages workers' compensation claims, prepares annual workers' compensation estimate and audit report;
- Examines employee files to answer inquiries and provides information to authorized persons;
- Files confidential personnel information, maintains accurate records of filings and responds to inquiries for the same;
- Maintains list of city records and destruction schedule;
- Assumes the duties of the City Clerk in his/her absence;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:
ADA:	**Applicable**	
FMLA:	**Eligible**	WORKING CONDITIONS:

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: A technical degree or some college credit in accounting or business administration is required (experience may substitute education within a minimum of a high school diploma or GED – 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). Must be a Certified Notary Public (or become one within three months of employment).

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

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

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

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

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

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

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

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

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CITY CLERK/TREASURER

City of Haysville *City Clerk Department*

POSITION SUMMARY

Under the direction of the Chief Administrative Officer, 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, and 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. Regular attendance is required.

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;
- 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 Assistant City Clerk;
- Develops and enforces department safety procedures and practices.

MARGINAL FUNCTIONS

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

Classification QuickView			
FLSA:	**Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	
	Critical Infrastructure Employee		

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 in 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 Chief Administrative Officer. 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.

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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. Regular attendance is required.

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;
- Assists customers establish 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;
- Performs general office duties;
- Orders office supplies;
- Sells permits, tags, registrations and licenses;
- Logs receipts on spreadsheet before filing;
- Prints or orders business cards, letterhead and forms;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Trains front office staff
- Registers voters;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	

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.

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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. Regular attendance is required.

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;
- Registers voters;
- 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**	OSHA:	
ADA:	**Applicable**		
FMLA:	**Eligible**	WORKING CONDITIONS:	

Critical Infrastructure Employee

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.

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ANIMAL CONTROL OFFICER

City of Haysville *Police Department*

POSITION SUMMARY

Under the supervision of a Police Supervisor, the Animal Control Officer is a non-exempt position under FLSA. Responsible for answering incoming telephone calls, responding to complaints about animals, and investigating nuisance complaints. Required to reside within 30 miles of the Haysville City limits ~~Police Department~~. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

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ESSENTIAL FUNCTIONS

- Picks up stray, injured, or deceased animals;
- Locates and impounds animals believed to have bitten humans or other animals;
- Drives vehicle patrolling streets;
- Issues summons for violations;
- Prepares and submits evidence in court supporting summons issued;
- Maintains animal shelter and equipment;
- Responds to Police Officer's radio calls for assistance;
- Contacts appropriate agencies for emergencies;
- Fields questions, concerns, and complaints from the general public;
- Investigates cases of cruelty to animals;
- Maintains files and records of animals;
- Investigates complaints of animal nuisances;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists Police Officers with traffic control;
- Checks defective equipment summons for repairs;
- Advises public of severe weather;
- Assists other city departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**

Emergency Responder

POSITION REQUIREMENTS

Experience: 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, certified transcript, or GED is required. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of animal handling and maintenance, computers, and mathematics is required. Must operate trucks, mowers, hand tools, computers, printers, two-way radios and department equipment. Must understand and anticipate problems, perform physical labor, follow department policies, understand written instructions, maps, manuals, and reports. Should possess efficient public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints, stray animals, and animal abuse cases.

Decision Making: Occasional independent decision making. Makes decisions about investigating animal nuisance complaints, issuing tickets and warnings, performing daily duties in the safest and most efficient manner. Decisions often made in a volatile situation.

Supervision: Works under direction of a police supervisor. Has no supervisory responsibilities.

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, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Dealing with animals, both wild and domestic which may be agitated and/or dangerous. Exposure to bloodborne pathogens, hazardous chemicals, work in confined areas, and adverse weather conditions. Shift work expected. 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 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 safety 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.

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.~~ Required to reside within 30 miles of the Haysville City limits ~~Police Department.~~ Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

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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.
- Performs administrative reviews of internal investigations (use of force cases and complaints).

MARGINAL FUNCTIONS

- Assists in the development and implementation of city projects;
- Assists other law enforcement agencies;
- Serves as ~~a field officer~~ an officer in the field;
- Assists in the preparation of media releases;
- Conducts background investigations on police applicants;
- Apprehends law violators;
- Assists with training personnel;
- Assists other city departments;
- Performs other duties as deemed necessary.
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Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Explosives**
			Hazardous Chemicals
			Radiation
			Emergency Responder

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 associate's degree in Criminal Justice or a related field is required, a four year degree is preferred (experience may be substituted for education). Requires Full Time Law Enforcement Officer 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. May be required to work shifts outside of normal working hours and sometimes holidays as scheduled. Subject to call-back/call-in.

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. Regular attendance is required.

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**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Explosives**
			Hazardous Chemicals
			Radiation

Emergency Responder

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). Full Time Law Enforcement Officer Certification from the Kansas Law Enforcement Training Center is required. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of 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. May be required to work shifts outside of normal working hours and sometimes holidays as scheduled. Subject to call-back/call-in.

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.

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. ~~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. Regular attendance is required.

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 Police Records Clerk duties as required;
- Assists other departments;
- Registers voters;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:
ADA:	**Applicable**	WORKING CONDITIONS:
FMLA:	**Eligible**	

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 City limits. ~~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. Regular attendance is required.

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~~ an officer in the field;
- Assists other city departments;
- Apprehends and arrests violators of the law;
- 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**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Explosives**
			Hazardous Chemicals
			Radiation

Emergency Responder

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 Full Time Law Enforcement Officer Certification by the Kansas Law Enforcement Training Center. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment.) Must obtain necessary training as required by state standards to maintain certification. 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. May be required to work shifts outside of normal working hours and sometimes holidays as scheduled. Subject to call-back/call-in.

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 City limits. ~~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. Regular attendance is required.

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 and issues traffic citations;
- Responds to emergency situations;
- Transports and ensures security of prisoners;
- Trains new officers;
- Serves as ~~a field officer~~ an officer in the field;
- 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**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Explosives**
			Hazardous Chemicals
			Radiation

Emergency Responder

POSITION REQUIREMENTS

Experience: Minimum of four years of law enforcement experience is required. Other comparable experience in Criminal Justice Fields or the US Military may be substituted for a portion of the minimum experience time 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 (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, 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. Must possess the 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. May be required to work shifts outside of normal working hours and sometimes holidays as scheduled. Subject to call-back/call-in.

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 City limits. ~~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. Regular attendance is required.

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 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~~an officer in the field;
- 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**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Explosives**
			Hazardous Chemicals
			Radiation

Emergency Responder

POSITION REQUIREMENTS

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, certified transcript, or GED is required. Requires Full Time Law Enforcement Officer 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. Will be required to work shifts outside of normal working hours and holidays as scheduled. Subject to call-back/call-in.

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 RECORDS CLERK

City of Haysville *Police Department*

POSITION SUMMARY

Under the general supervision of the Police Records Supervisor, the POLICE RECORDS CLERK 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. ~~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 able to work any shift. Regular attendance is required.

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 QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	
FMLA:	**Eligible**		

Emergency Responder

POSITION REQUIREMENTS

Experience: A minimum of one year experience is recommended. 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. May be required to work shifts outside of normal working hours and sometimes holidays as scheduled. Subject to call-back/call-in.

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.

POLICE RECORDS SUPERVISOR

City of Haysville *Police Department*

POSITION SUMMARY

Under the supervision of the Investigations Lieutenant, the Police records Supervisor is a non-exempt position under FLSA. Supervising subordinate personnel and performing administrative duties are the primary responsibilities. Required to reside within 30 miles of the Haysville City limits. ~~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. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Assumes responsibility for, and supervises the daily operations of the Police Records Unit;
- Serves as Records Custodian for the Police Department;
- Serves as Terminal Agency Coordinator (TAC) and acts as Local Agency Security Officer (LASO);
- Answers incoming telephone calls and obtains necessary information from callers;
- Fields questions, concerns, and complaints from the general public;
- Answers after hours, holiday and weekend calls for water, sewer and street departments and contacts appropriate personnel;
- Handles money received from insurance companies and attorneys for payment of report copies;
- Performs computer and data entry duties;
- Maintains department records, logs, and files;
- Trains, supervises, and schedules subordinate personnel;
- Prepares reports and compiles statistics;
- Maintains department inventory and orders necessary supplies;
- Oversees the processing of criminal history checks for applications for employment, diversions, and city licenses;
- Testifies in court;
- Performs Notary Public duties;
- Follows department policies and procedures;
- Follows safety procedures and practices;

MARGINAL FUNCTIONS

- Responds to Communications Area during major incidents;
- Perform Court Clerk duties as required;
- Serves as member on oral boards regarding hiring of department personnel;
- Researches information for civil and criminal cases;
- Ensures Records/Communications equipment is repaired and maintained;
- Registers voters;
- Assists other city departments;
- Performs other duties as deemed necessary;

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	
FMLA:	**Eligible**		

Emergency Responder

POSITION REQUIREMENTS

Experience: Minimum of two 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/promotion.

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 Notary Public certification and National Crime Information Center certification (or obtain within 6 months of employment. Must possess knowledge of Uniform Crime Reporting and Incident Based Reporting. Must obtain necessary training as required by state standards to maintain certifications. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of computers, office procedures, and a working knowledge of department policies and mathematics is required. Must operate computers, telephones, two-way radios, and other department equipment. Must have a thorough understanding and ability to use computer software including word processors, spreadsheets, and databases to create reports and documents as directed. Must understand and anticipate problems, type with speed and accuracy, prepare reports, follow and enforce 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, organizational, and supervisory 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, personnel issues, prioritizing workload, and maintaining quality control

Decision Making: Frequent independent decision making. Makes decisions about resolving employee issues, supervising subordinate personnel, determining if records are confidential or public, resolving citizen complaints, and performing daily duties in the most efficient manner.

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

Financial Accountability: Responsible for department resources and is required to be bonded. 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 personnel, supervisory personnel. Limited 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. May be required to work shifts outside of normal working hours and sometimes holidays as scheduled. Subject to call-back/call-in.**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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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 City limits ~~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. Regular attendance is required.

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 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, evaluates and disciplines subordinate personnel;
- Assists ambulance crews;
- Serves as ~~a field officer~~ an officer in the field;
- 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**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Explosives**
			Hazardous Chemicals
			Radiation

Emergency Responder

POSITION REQUIREMENTS

Experience: Minimum of four years of law enforcement experience is required. Other comparable experience in Criminal Justice Fields or the US Military may be substituted for a portion of the minimum experience time 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 (or obtain within 30 days of employment.)

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. Will be required to work shifts outside of normal working hours and holidays as scheduled. Subject to call-back/call-in.

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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ASSISTANT PUBLIC WORKS DIRECTOR

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Public Works Director, the Assistant Public Works Director is a non-exempt position under FLSA, which performs administrative duties. Responsible for supervising the daily activities of the public works department. Assumes responsibility for the department in absence of the Public Works Director. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Required to reside within thirty miles of the Public Works Department. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Plans, directs, and organizes the activities of the Public Works Department;
- Supervises and evaluates subordinate personnel;
- Assists in preparing the Department budget;
- Attends City Council and other meetings as required;
- Oversees special projects for the City of Haysville;
- Coordinates and supervises contract work for the City;
- Assists the city engineers with data gathering;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Coordinates with other departments on special projects;
- Fields questions, concerns, and complaints from the general public;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

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 technical degree in Blueprinting/Drafting or some college credit in Business or Human Resources is required (experience may be substituted for education with a minimum of a high school diploma or GED). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of budgeting procedures, environmental issues, working knowledge of computers and mathematics is required. Should operate computers, printers, and other department equipment. Must understand and anticipate problems, develop and enforce policies and budgets, interpret data and develop concepts to explain findings, and read and interpret written documents, federal, state, and local environmental regulations, reports, and manuals. Should possess excellent public relation, supervisory, 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, completing projects on time, mayor and council concerns, equipment malfunctions, and budgeting issues.

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

Supervision: Works under the direction of the Public Works Director. Exercises frequent supervision over subordinate 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, subordinate personnel, co-workers and supervisory personnel and frequent contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Exposure to adverse weather. Deals with the general public including angry and upset people. Works holidays and weekends if needed, 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 ENGINEER

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Public Works Director, the City Engineer is a non-exempt position under FLSA, which performs administrative duties. Responsible for supervising the daily activities of the public works department. Assumes responsibility for the department in absence of the Public Works Director. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Supervises and evaluates subordinate personnel;
- Attends City Council and other meetings as required;
- Oversees special projects for the City of Haysville;
- Coordinates and supervises contract work for the City;
- Responsible for official maps of City of Haysville;
- Prepares plans and specifications for new work and maintenance projects;
- Prepares contracts and handles the process of bidding out projects;
- Responsible for supervision or inspection of construction projects;
- Prepares surveys, quantity estimates, and cost estimates;
- Prepares special studies and reports to present to Mayor and Council;
- Propose projects for and monitor progress on projects included in the CIP;
- Develop, review, and approve design standards;
- Plans and supervises design of Public Works projects;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Coordinates with other departments on special projects;
- Performs inspection duties of City Inspector;
- Fields questions, concerns, and complaints from the general public;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Four years of similar or related experience, and two 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: Graduation from college with a Bachelor's degree in Civil Engineering and four years of work as a Civil Engineer is required. Must have attained PE status. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Must have extensive knowledge of civil engineering and engineering survey and design, working knowledge of drafting, thorough knowledge of public works construction, and working knowledge of computer applications to engineering. Must understand and anticipate problems, interpret data and develop concepts to explain findings, and read and interpret written documents, federal, state, and local environmental regulations, reports, and manuals. Should possess excellent public relation, supervisory, 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, completing projects on time, mayor and council concerns, equipment malfunctions, and budgeting issues.

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

Supervision: Works under the direction of the Public Works Director. Exercises frequent supervision over subordinate 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, subordinate personnel, co-workers and supervisory personnel and frequent contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Exposure to adverse weather. Deals with the general public including angry and upset people. Works holidays and weekends if needed, 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 INSPECTOR

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Public Works Director, the City Inspector is a non-exempt position under FLSA which performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances, and rules and regulations. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Required to reside within thirty miles of the Public Works Department. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Inspects buildings, structures, public and private utilities, streets, and special city construction projects;
- Reviews plans to ensure all proposed structural, electrical, plumbing and mechanical work is in compliance with applicable codes and ordinances;
- Reviews, approves, sells, and maintains records of all permits;
- Fields questions, concerns, and complaints from the general public;
- Enforces all city codes and ordinances;
- Maintains daily records of inspections and projects;
- Enforces backflow prevention program;
- Attends meetings to keep abreast of matters pertaining to inspections;
- Prepares non-compliance reports for code, nuisance, zoning, and weed control violations after performing inspections/investigations;
- Reviews city and county plats to check easements and setbacks;
- Coordinates with fire department;
- Testifies in court;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Takes samples and tests required for concrete;
- Oversees test procedures on water and sewer main construction;
- Attends bid lettings and pre-construction conferences;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens** **Asbestos**
ADA:	**Applicable**		**Radiation**
FMLA:	**Eligible**	WORKING CONDITIONS:	**Adverse Weather** **Hazardous Chemicals** **Manual Labor**

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Four to six 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 or GED and a technical degree or some college credit in Construction Trades or a related field is required (work experience may be substituted for post secondar education.) Must have I.C.B.O. Certification. Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of building inspections, plumbing, mechanical, and electrical systems, federal, state, and local building regulations and codes is required. Working knowledge of mathematics and computers is required. Must operate computers, department vehicles, electrical testing equipment, typewriters, and other department equipment. Must interpret building codes and regulations, prepare reports, understand and anticipate problems, and understand written instructions, reports, proposals, specifications, and code books. 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 property owner and contractor disputes, and non-compliance with building codes and regulations.

Decision Making: Frequent independent decision making. Makes decisions about interpreting and enforcing codes, inspecting properties, resolving complaints and code violations, and performing daily duties in the safest and most efficient manner. Decisions are often made in stressful situations.

Supervision: Works under the direction of the Public Works Director, and exercises occasional supervision over subordinate personnel.

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

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

Working Conditions: Adverse working conditions exist. Exposure to asbestos, radiation, work in confined spaces, excessive noise, heavy machinery, and adverse weather conditions is expected while performing property and construction inspections. Exposed to unsanitary conditions, plumbing drains waste, sewers, showers, and laundry rooms. Deals with the general public including angry and upset people.

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

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

CODE ENFORCEMENT OFFICER

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Public Works Director, the Code Enforcement Officer is a non-exempt position under FLSA which performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances, and rules and regulations. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Required to reside within thirty miles of the Public Works Department. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Periodically patrols or inspects areas to monitor for compliance/violation of local codes;
- Responds to complaints of potential code violations relating to nuisances, land use, zoning, dumping, and other code related matters;
- Conducts field investigations of potential violations;
- Issues warnings, corrections notices, or citations;
- Meets with owners, tenants, etc. to review and explain code requirements and violations or potential violations;
- Drafts and distributes a variety of correspondence, memoranda, notices, flyers, and reports relating to code enforcement issues and actions.
- Maintains a variety of logs and records related to enforcement activities; prepares recommendations for amendments and additions to codes or regulations that relate to the position;
- Coordinates efforts with other staff or agencies;
- Reviews cases being prepared for trial with emphasis on the evidentially and legal issues crucial to successful prosecution;
- Prepares detailed reports of activities and investigations made;
- Presents Resolutions and Staff Reports at Council meetings as necessary;
- Consults with prosecutor(s) and prepares case report for court action;
- Testifies in court;
- Conducts stormwater inspections and evaluations;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Serves as a backup project inspector;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens** **Asbestos**
ADA:	**Applicable**		**Radiation**
FMLA:	**Eligible**	WORKING CONDITIONS:	**Adverse Weather** **Hazardous Chemicals** **Manual Labor**

Critical Infrastructure Employee

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 or GED is required. Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: A thorough knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes is required. Must prepare, organize and maintain field data, reports and systems; must possess ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise and professional manner. Must produce or obtain reports, graphs, charts, photographs or the evidence or exhibits. Must 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 non-compliance of codes and regulations.

Decision Making: Frequent independent decision making. This employee males decisions about interpreting and enforcing codes, inspecting properties, resolving complaints and code violations, and performing daily duties in the safest and most efficient manner.

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.

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

Working Conditions: Adverse working conditions exist. Exposure to asbestos, radiation, work in confined spaces, excessive noise, heavy machinery, and adverse weather conditions is expected while performing property and construction inspections. Exposed to unsanitary conditions, plumbing drains waste, sewers, showers, and laundry rooms. Deals with the general public including angry and upset people.

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

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

ELECTRICIAN/MAINTENANCE TECHNICIAN

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Assistant Public Works Director, the Electrician/Maintenance Technician is a non-exempt position under FLSA. The Electrician/Maintenance Technician is responsible for the maintenance of electrical, plumbing, heating, and traffic systems on city property, as well as the repair of pumps for the water and sewer divisions. Must maintain absolute confidentiality of information, data and records. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Inspects electrical problems and makes repairs as required;
- Installs electrical wiring in city owned facilities;
- Inspects plumbing problems and makes repairs as required;
- Repairs traffic signals;
- Maintains generators and transfer switches;
- Performs maintenance work on heating and air conditioning systems;
- Plans, coordinates, and designs electrical systems for city owned facilities;
- Coordinates work with electrical companies;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with repair of water breaks;
- Operates equipment for storm cleanup;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Manual Labor**
			Radiation

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Four to six 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 high school diploma or GED and a technical degree or some college credit in a similar or related field is required (experience may substitute for post-secondary education). A certified transcript will be accepted in lieu of a diploma. Must have a journeyman electrical license. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of repair and maintenance for electrical, plumbing, water and sewer systems, and a working knowledge of mathematics is required. Must operate electric meters, bucket trucks, mowers, tractors, and other department equipment. Must follow department policies, read and interpret written instructions, city code, maps, manuals, and schematics. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

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

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

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

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

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

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather, heavy machinery, and excessive noise is expected. Contains an element of risk to personal safety. Exposure to live electrical wires and electrical shock while performing the daily duties of this position could occur. 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.

GENERAL MAINTENANCE WORKER

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Assistant Public Works Director, the General Maintenance Worker is a non-exempt position under FLSA which performs unskilled duties in maintaining city buildings and grounds. The General Maintenance Worker performs manual labor and is responsible for cleaning the Fleet Maintenance Shop and maintaining city grounds. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Cleans Fleet Maintenance Shop area;
- Cleans and services restrooms;
- Picks up trash and debris on city grounds;
- Mows and maintains city grounds and facilities;
- Organizes department materials and supplies;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Prepares ball fields;
- Removes ice and snow from sidewalks and stairs;
- Patches potholes;
- Reads water meters;
- Assists other departments;
- Performs other duties as deemed necessary.
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Manual Labor**

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Must learn about equipment maintenance, road repair and maintenance techniques, mechanics, and a working knowledge of mathematics is required. Must operate trucks, push mowers, weed eaters, hand tools, and other department equipment. Must judge distances, understand and anticipate problems, maintain safety on the job, and interpret written instructions. Should possess a mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

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

Decision Making: Very limited independent decision making. Makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Assistant Public Works Director; has no supervisory responsibilities.

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

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

Working Conditions: Some adverse working conditions exist within this position. Exposure to adverse weather, heavy machinery, and excessive noise.

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 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.

GIS ADMINISTRATOR

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Public Works Director, the Geographic Information System (GIS) Administrator is a non-exempt position under FLSA. Designs, creates, and maintains systems to manage the City's geographic information. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Collect and incorporate data on new infrastructure and parcel information into the City's GIS database;
- Maintain boundary, parcel, and infrastructure base maps;
- Diagnose and troubleshoot problems experienced with the use of the City's GIS;
- Create GIS applications to improve and streamline operations;
- Train employees in the use of departmental GIS applications;
- Research and evaluate information from various sources for GIS data entry and data validation;
- Perform data validation on data being entered into GIS and database applications;
- Provide information and displays for reports and meetings;
- Follows department policies and procedures;
- Follows safety procedures and practices;

MARGINAL FUNCTIONS

- Perform GPS and other survey methods to gather location and physical data for City infrastructure;
- Obtain GIS files from other sources as needed and incorporate data into the City's GIS database;
- •Develop and apply GIS analysis solutions to solve complex geographical problems;
- Create GPS projects for gathering GIS field data;
- Perform surveys as required for design projects and data collection;
- Assists other departments;
- Performs other duties as deemed necessary;

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: A Bachelor's degree is required. Experience may be substituted in lieu of Bachelor's degree. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: General knowledge of Geographic Information Systems, computer mapping and plotting, map reading and interpreting, surveying and engineering practices. General knowledge of GIS software and hardware with emphasis on ESRI software. The ability to apply intermediate level mathematics skills. The ability to operate geographic information system equipment, and survey equipment including total station, data collector, global positioning equipment, and other related equipment. Should possess effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Most duties are self-determined, planned, and arranged by employee. Problem solving requires advanced technical knowledge.

Decision Making: Most decisions not affecting other departments may be made independently based on City policy.

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

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

Personal Relations: Frequent interaction with employees throughout the organization. Limited contact with the general public. Very limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, excessive noise, heights, and adverse weather.

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

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HEAVY EQUIPMENT OPERATOR

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Street Superintendent, the Heavy Equipment Operator is a non-exempt position under FLSA. Operates and maintains departmental heavy equipment, and assists with the maintenance and repairs to city streets and alleys. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

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 Commercial Driver's License (or obtain within 90 days of employment).

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

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

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

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

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

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

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

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

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MASTER ELECTRICIAN

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the direction of the Assistant Public Works Director, the Master Electrician is a non-exempt position under FLSA. The Master Electrician is responsible for the maintenance of electrical, HVAC, and traffic systems on city property and for the repairs of the operating systems and pumps for the water and wastewater divisions as well as the park ponds. Knowledge of residential, commercial, and industrial electrical requirements is necessary for this position. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Inspects electrical problems and makes repairs as required;
- Installs electrical wiring and electronic circuits in city offices and buildings; Repairs traffic signals and relays;
- Maintains generators, transfer switches and breakers and air compressors;
- Maintains electrical systems at ball fields and on score boards;
- Maintains electrical systems at the swimming pools, water facilities and surrounding areas;
- Performs maintenance work on HVAC systems;
- Pulls permits for the City;
- Inspects properties to follow city electrical codes and ordinances;
- Reviews plans for new construction and building;
- Designs wiring systems, including load balance, wire size and conduit size;
- Determines high/low end voltage requirements;
- Diagnose/troubleshoot electrical components;
- Performs tests on various motors, starts and alternators;
- Maintains Hike/Bike path lighting and replaces lighting and ballasts;
- Repair/replace solenoid valves and photo cells;
- Maintains PLC systems;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with repair of water breaks;
- Assists/inspects plumbing problems and makes repairs;
- Operates equipment for storm cleanup;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: A technical degree or some college credit in electrical/electronics is required (experience may be substituted for education with a minimum of a high school diploma or GED – a certified transcript will be accepted in lieu of a diploma). Must possess a Master Electrician License. Must possess valid Kansas Driver's License (or obtain within 30 days of employment.)

Technical Skills: Thorough knowledge of repair, maintenance and construction for all electrical work requirements of the City. Ability to install, inspect, and repair electronic equipment and/or electric components, calibrate electronic/electric meters and instruments, repair electromechanical devices, plan updates and improvements of electrical systems and components. Working knowledge of mathematics is required. Must operate electric meters, bucket trucks, mowers, tractors, and other department equipment Must follow department policies, read and interpret written instructions, city code, mps, manuals, and schematics. Should possess efficient public relation and organizational skills, and oral and written communication skills in English. Must maintain confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with power outages and equipment malfunctions.

Decision Making: Frequent independent decision making. Makes decisions about performing necessary repairs and performing daily duties in he safest and most efficient manner possible.

Supervision: Works under the direction of the Assistant Public Works Director. Exercises occasional supervision over subordinates.

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

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

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather, heavy machinery, and excessive noise. Contains an element of risk toward safety. Exposure to live electrical wires. Works holidays and weekends if required, subject to call-back/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 p 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 a vehicle.

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MECHANIC

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Assistant Public Works Director, the Mechanic is a non-exempt position under FLSA which performs skilled maintenance and mechanical work. Responsible for maintaining city fleet, heavy and light equipment. Must have basic mechanic's tools (such as metric and SAE wrenches, socket sets, screw drivers, pliers, impact and special wrenches, etc.) and toolbox. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Performs equipment and vehicle maintenance on all city vehicles;
- Performs maintenance and repairs to heavy equipment;
- Maintains fleet maintenance records and reports;
- Monitors and records daily data on underground fuel tanks;
- Performs all welding duties for the city;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists in ordering parts and supplies for department;
- Maintains all electrical and power tools;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Three to five years of mechanics and equipment maintenance experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. A technical degree or vocational certificate or associate degree in Automotive and Service technology or related field is preferred. Air conditioning certification is required (or obtain within 30 days of employment). Requires a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of all equipment maintenance and repairs, mechanics, electrical, hydraulic, and air conditioning systems, welding, mathematics and computers is required. Must operate winch trucks, hand tools, diagnostic equipment, department vehicles, and other department equipment. Must understand and anticipate mechanical problems, follow department policies and procedures, and interpret written instructions, service manuals, schematics, diagrams, and reports. Should possess a strong mechanical and technical aptitude, effective public relation skills, and written and oral 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 equipment malfunctions.

Decision Making: Frequent independent decision making. Makes decisions about diagnosing equipment malfunctions, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

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

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

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

Working Conditions: Adverse working conditions exist within this position. Exposure to hazardous chemicals, heavy machinery, excessive noise, explosives, work in confined areas, heights, and adverse weather is expected. Performs major repairs on all city vehicles including sewer maintenance vehicles and equipment.

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.

MECHANIC'S ASSISTANT

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Vehicle Maintenance Mechanic, the Mechanic's Assistant is a non-exempt position under FLSA which performs skilled and unskilled maintenance work. This position is responsible for performing maintenance and repairs on city vehicles and equipment. Must have basic mechanic's tools (such as metric and SAE wrenches, socket sets, screw drivers, pliers, etc.) and toolbox. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Assists in replacing brake shoes and pads and braking system components;
- Assists in repair to front suspension and steering;
- Assists in repair to drive train (remove and replace transmission);
- Repairs and maintains city equipment;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Performs underground fuel tank readings and prepares paperwork;
- Assists with special Public Works projects;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Six months 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. Requires a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of all equipment maintenance and repairs, mechanics, electrical, hydraulic, and air conditioning systems, welding, mathematics and computers is required. Must operate winch trucks, hand tools, diagnostic equipment, department vehicles, and other department equipment. Must understand and anticipate mechanical problems, follow department policies and procedures, and interpret written instructions, service manuals, schematics, diagrams, and reports. Should possess a strong mechanical and technical aptitude, effective public relation skills, and written and oral communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, and lack of necessary parts and equipment.

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

Supervision: Works under direction of the Vehicle Maintenance Mechanic. Has no supervisory responsibilities.

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

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

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, heavy machinery, excessive noise, explosives, work in confined areas, heights, and adverse weather is expected. Performs minor repairs on all city vehicles and equipment.

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.

PARK SUPERINTENDENT

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Assistant Public Works Director, the Park Superintendent is a non-exempt position under FLSA which performs administrative and skilled work in the maintenance of the city's parks, facilities. Responsible for supervising subordinate personnel, scheduling park maintenance, and maintaining department records. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Directs, coordinates, and assists in the maintenance and development of the Haysville park system, and the grounds of city facilities and city owned property;
- Supervises and evaluates subordinate personnel;
- Prepares schedules of manpower, equipment and tools for various projects;
- Operates department equipment;
- Fields questions, concerns, and complaints from the general public;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Winterizes city facilities;
- Performs special painting assignments;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Four to six 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 or GED, a technical degree or some college credit in a related field is preferred. 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 park maintenance and repair techniques, safety procedures, mechanics, and a working knowledge of mathematics is required. Must operate trucks and other department equipment. Must understand and anticipate problems, enforce department safety policies and procedures, interpret written instructions, maps, schematics, diagrams, reports, and manuals. Should possess a strong mechanical aptitude, and excellent public relation, supervisory, 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, equipment malfunctions, project difficulties, and adverse weather.

Decision Making: Frequent independent decision making. Makes decisions about resolving personnel issues, enforcing and maintaining safety, prioritizing assignments, and performing daily duties in the safest and most efficient manner.

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

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

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

Working Conditions: Some adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, excessive noise, heights, and adverse weather is expected. Works holidays and weekends if needed, 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.

PARK WORKER - I

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Park Superintendent, the Park Worker-I is a non-exempt position under FLSA. Assists with the maintenance of city parks, performs mowing duties, and maintains department equipment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Performs mowing duties;
- Assists with cutting and trimming brush and trees;
- Cleans and removes trash and debris from city owned property;
- Cleans and maintains park facilities;
- Operates department equipment including trucks, push mowers, and hand tools;
- Performs painting duties;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with preparation of sports fields;
- Assists with snow removal and ice removal;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Must operate push mowers, hand tools, power tools, weed eaters, trucks, and other department equipment. Must judge distances accurately, maintain department equipment, follow department policies, and read and interpret written instructions, maps, and manuals. Should possess effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

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

Decision Making: Very limited independent decision making. Makes decisions about performing daily duties in the safest and most efficient manner.

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

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

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

Working Conditions: Some adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, excessive noise, heights, and adverse weather.

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

PARK WORKER - II

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Park Superintendent, the Park Worker-II is a non-exempt position under FLSA. Assists with the maintenance of city parks, performs mowing duties, and maintains department equipment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Performs mowing duties;
- Cuts and trims brush and trees;
- Operates tractors with attachments;
- Drives trucks and proficiently backs up trailers;
- Inspects, maintains, and repairs department equipment;
- Tests, trouble shoots, programs controllers, and repairs irrigation systems;
- Operates chain saws and chipping machine;
- Performs basic plumbing duties;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Prepares sports fields;
- Assists with snow removal and ice control;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Three 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: Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of equipment maintenance and repairs, safety procedures, mechanics, and a working knowledge of mathematics is required. Must operate trucks and other department equipment. Must understand and anticipate problems, enforce department safety policies and procedures, interpret written instructions, maps, schematics, diagrams, reports, and manuals. Must have thorough knowledge of chemical pesticides, mixing and application practices, types of turf and weeds. Should possess a strong mechanical aptitude, excellent public relation, supervisory, 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 equipment malfunctions, project difficulties, and adverse weather.

Decision Making: Occasional independent decision making. Makes decisions about prioritizing assignments, and performing daily duties in the safest and most efficient manner.

Supervision: Works under the direction of the Park Supervisor. Has limited supervisory responsibilities.

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

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

Working Conditions: Some adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, excessive noise, heights, and adverse weather.

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

PARK WORKER - III

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Park Superintendent, the Park Worker-III is a non-exempt position under FLSA. Assists with the maintenance of city parks, performs mowing duties, and maintains department equipment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Performs mowing duties;
- Cuts and trims brush and trees including stump grind;
- Assists in preparation of facilities and grounds for special events, rentals, and festivals;
- Cleans and maintains park facilities;
- Operates department equipment and tractors with attachments;
- Inspects, maintains, and repairs department equipment;
- Tests, trouble shoots, programs controllers, and repairs irrigation systems;
- Performs basic plumbing and mechanical repairs on park infrastructure;
- Maintains sports turf within guidelines of sports turf management;
- Assist with fertilization of park and city areas;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with preparation of sports fields;
- Assists with snow removal and ice removal;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Must have thorough knowledge of equipment maintenance and repairs. Must understand and anticipate problems, judge distances accurately, follow department policies, and read and interpret written instructions, maps, and manuals. Must have knowledge of operation and repairing of irrigations systems. Should possess effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Requires extensive problem solving skills in the operation of maintenance of park facilities, grounds, and equipment.

Decision Making: Very limited independent decision making. Makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Park Superintendent. Has no supervisory responsibilities.

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

Personal Relations: Continual contact with other city departments. Fields questions from the general public. Ability to establish tactful and effective working relationships with peers, superintendents and the public. Very limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, excessive noise, heights, and adverse weather.

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

PARK WORKER - IV

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Park Superintendent, the Park Worker-IV is a non-exempt position under FLSA. Assists with the maintenance of city parks, performs mowing duties, and maintains department equipment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Performs mowing duties;
- Cuts and trims brush and trees including operate stump grinder;
- Cleans and removes trash and debris from city owned property;
- Performs facility and grounds maintenance on city park property;
- Operates department equipment and tractors with attachments;
- Inspects, maintains and repairs department equipment;
- Tests troubleshoots, programs controllers, and repairs irrigation systems;
- Performs basic plumbing and mechanical repairs on park infrastructure;
- Maintain sports turf/fields within guidelines of sports turf management;
- Supervises and coordinates park staff in the performance of the above mentioned duties at the direction of the Parks Superintendent;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with preparation of sports fields;
- Assists with snow removal and ice removal;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Four or more 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: Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must possess a Commercial Pesticide applicator certification.

Technical Skills: Must have thorough knowledge of equipment maintenance and repairs. Must understand and anticipate problems, judge distances accurately, follow department policies, and read and interpret written instructions, maps, and manuals. Must have thorough knowledge of chemical pesticides, mixing and application practices. Must have thorough knowledge of types of turf and weeds. Should possess effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with equipment malfunctions, project difficulties, and adverse weather.

Decision Making: Frequent decision making.

Supervision: Works under direction of the Park Supervisor. Exercises supervisory responsibilities at the discretion of the Parks Superintendent.

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

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

Working Conditions: Some adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, excessive noise, heights, and adverse weather.

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

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 a variety of routine and complex work throughout the stages of infrastructure construction projects. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Participates in project design, research, analyzing data and statistics, and summarizing and reporting results;
- Makes recommendations related to ongoing and future projects;
- 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

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

Critical Infrastructure Employee

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. 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: 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: 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, complying with state statutes, local ordinances, 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, and supervisory personnel. Occasional contact with the governing body.

Working Conditions: Adverse working conditions exist. 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.

PUBLIC WORKS DIRECTOR

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Director of Governmental Services, the Public Works Director is an exempt position under FLSA. Responsible for planning, directing, and organizing the activities of the Public Works Department. Supervising subordinate personnel and reviewing projects is expected. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Plans, directs, and organizes the activities of the Public Works Department;
- Supervises and evaluates subordinate personnel;
- Prepares the Public Works Department budget;
- Attends City Council and other meetings as required;
- Fields questions, concerns, and complaints from the general public;
- Reviews and coordinates contract work with the City Engineer;
- Oversees special projects for the City of Haysville;
- Coordinates and supervises contract work for the city;
- Performs surveying for city projects including locating property pins;
- Writes and reviews bid documents;
- Develops and enforces department policies and procedures;
- Develops and enforces safety procedures and practices.

MARGINAL FUNCTIONS

- Performs duties of Heavy Equipment Operator when needed;
- Coordinates the filling and draining of city pool;
- Coordinates with local schools on special projects;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Six years of similar or related experience, and four years of progressive supervisory 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 four year degree in Civil Engineering or related field is required (experience may be substituted for education 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 budgeting procedures, environmental issues, working knowledge of computers and mathematics is required. Should operate computers, printers, surveying equipment, plotters, and other department equipment. Must understand and anticipate problems, develop and enforce policies and budgets, interpret data and develop concepts to explain findings, and read and interpret written documents, federal, state, and local environmental regulations, reports, and manuals. Should possess excellent public relation, supervisory, 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, completing projects on time, equipment malfunctions, scheduling conflicts, mayor and council concerns, and budgeting issues.

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

Supervision: Works under the direction of the Director of Governmental Services, and exercises frequent 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, subordinate personnel, co-workers and supervisory personnel and frequent contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Exposure to adverse weather can be expected. Deals with the general public including angry and upset people. Works holidays and weekends if required, subject to call-backs/call-ins.

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

SKILLED LABORER

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Public Works Director, the Skilled Laborer is a non-exempt position under FLSA which performs various duties. Must be skilled in at least one of the following areas: operating specific equipment, working in the area of construction, carpentry, or welding. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Operates machinery and equipment;
- Provides construction skills working on city owned facilities;
- Provides carpentry skills in working on city owned facilities;
- Provides welding skills;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Performs snow and ice removal
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Manual Labor**

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: At least two years experience in one of the designated fields is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED. 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: Thorough knowledge of one of the following areas: operating various forms of equipment such as a backhoe, tractor, dump truck, etc.; building construction, drywall, painting, repairs; carpentry, trim work, cabinets, furniture, etc.; welding is required. Must understand and interpret instructions, reports, specifications and other written information. 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: Limited independent problem solving.

Decision Making: Frequent independent decision making. Makes decisions about performing daily duties in the safest and most efficient manner.

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.

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

Working Conditions: Adverse working conditions exist. Exposure to asbestos, radiation, work in confined spaces, excessive noise, heavy machinery, and adverse weather conditions is expected while performing property and construction inspections. Works holidays and weekends if necessary, 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.

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STREET SUPERINTENDENT

City of Haysville *Public Works Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

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 Class A Kansas Commercial Driver's License (or obtain within 90 days of employment). Road Scholar 1 within 1 year of employment. (or similar experience may be substituted).

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

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

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

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

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

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

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

Physical Requirements: 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.

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.

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

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

WASTEWATER LABORATORY TECHNICIAN

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Wastewater Superintendent, the Laboratory Technician is a non-exempt position under FLSA. This position is responsible for analyzing and testing the strength of the wastewater and the influent; through the process of treatment and effluent, and to report the results to the city and other agencies. Required to live within thirty miles of the Public Works Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- All functions of a Wastewater Operator III;
- Be able to generate reports, data bases, and graphs as required;
- Keep all test controls and SOP's up to date;
- Performs mix liquor tests, TSS, VSS, and solids;
- Set up samples for in house and contract analysis;
- Set up and calibrate samplers;
- Keep the laboratory equipment clean, calibrated and operational;
- Complete all required chain of custody and sample record log sheets for each sample;
- Complete all daily, weekly, monthly, and yearly records required for permit;
- Schedules all plant permit testing, insures accuracy of reports and records;
- Completes DEEMR and files report with KDHE;
- Keeps all records well organized, with all required back up copies and record retention as outlined in the city records policy;
- Keeps the laboratory in compliance with KDHE requirements for each field certified;
- Supervision in areas trained in, over subordinate operators;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**		**Confined Spaces**
FMLA:	**Eligible**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: A high school diploma or GED is required; some college courses in related field preferred. A certified transcript will be accepted in lieu of a diploma. This position requires a minimum of a Class III Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within ~~30 days~~ 18 months of employment). Must obtain necessary training as required to maintain certification.

Technical Skills: Thorough knowledge of microbiology, chemistry, mathematics, usage of chemicals, and operations of wastewater treatment facility equipment is required. Must operate a vehicle, flow meters, generators, and pumps; operate laboratory testing equipment, including analytical meters and probes, pumps and valves, and a calculator; communicate effectively and clearly in English, both orally and in writing; meet and deal tactfully with the 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. Problems involve dealing with changes in plant operations and trying to keep a balance of new and/or old bacteria as to reach the highest performance level possible, troubleshooting and solving problems relating to abnormalities found through testing, and maintaining high quality wastewater effluent.

Decision Making: Frequent independent decision making. Makes decisions about environmental change effects on wastewater treatment purity and possible solutions to stay within parameters established by the KDHE and the EPA.

Supervision: Works under direction of the Wastewater Supervisor. Has limited supervisory responsibilities.

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

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

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays, weekends, and nights 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.

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WASTEWATER OPERATOR - I

City of Haysville *Public Works Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

- Inspects daily wastewater treatment plant process and equipment and reports any abnormal condition including SCADA alarms;
- Takes sludge samples and sludge depth samples and adjusts return activated sludge rates as directed;
- Inspects lift stations daily and reports any abnormal conditions;
- Cleans storm sewer catch basins and drainage system;
- Assists in process equipment repair;
- Inspects wastewater, City Hall and Police Station generators and reports any abnormal conditions;
- Cleans the process equipment, tanks, vessels, and buildings;
- Works scheduled weekend duty and on call status as the first responder for the wastewater department and assists other departments with any emergencies as may be required while on call;
- Completes all daily treatment plant logs and reports;
- Performs simple tests, Dissolved Oxygen, Secki Disc, Sludge Judge, and chlorine test;
- Locks out/tags out pumps as required for cleaning impellers;
- Performs routine and emergency maintenance of the collection system;
- Hauls and applies sludge;
- Responsible for maintaining assigned equipment, complete work orders for any repairs of such equipment;
- Alternates pumps, makes minor process changes as directed;
- Inspect and set up confined space safety equipment for entry;
- Check gas monitor for operation;
- Complete an incident report to KDHE for the collection system spillage;
- Limited supervision in areas trained in;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
			Confined Spaces
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

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. Class I Wastewater Operator License (or obtain within 18 months of employment). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate sewer jet truck, vac trailer, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

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

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

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

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

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays, weekends, *and nights* 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.

WASTEWATER OPERATOR - II

City of Haysville *Public Works Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

- All functions of a Wastewater Operator I;
- Take soil samples to be analyzed;
- Calibrate pH meter and take samples, complete all sampling forms for the pH analysis;
- Perform a settleometer test the mix liquor;
- Set sludge wasting rates in accordance with available digester free volume space;
- Calibrate and check gas monitors;
- Serve as entry supervisor for confined space entry;
- Remove and reinstall a pump in a wet well;
- Lock out/tag out pumps, generators, pumps, compressors, UV modules, electric motors etc. for repairs;
- Routine maintenance as directed;
- Keep inventory over assigned material and supplies;
- Assists in cross training of current employees;
- Limited supervision in areas trained in, over subordinate operators;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**		**Confined Spaces**
FMLA:	**Eligible**	WORKING CONDITIONS:	**Adverse Weather**
			Hazardous Chemicals
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: At least 18 months of wastewater treatment operation 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 or GED is required. A certified transcript will be accepted in lieu of a diploma. Class II Wastewater Operator License is required. Must possess a valid Kansas Driver's License (or obtain within ~~30 days~~18 months of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate sewer jet truck, vac trailer, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

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

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

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

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

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays, weekends, *and nights* 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.

WASTEWATER OPERATOR - III

City of Haysville *Public Works Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens** **Confined Spaces**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals** **Manual Labor**

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Requires a minimum of a Class III Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within ~~30 days~~18 months of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate sewer jet truck, vac trailer, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

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

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

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

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

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

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

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

WASTEWATER OPERATOR - IV

City of Haysville *Public Works Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**		**Confined Spaces**
FMLA:	**Eligible**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: A high school diploma or GED is required; some college courses in related field preferred. A certified transcript will be accepted in lieu of a diploma. Requires a minimum of a Class IV Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within ~~30 days~~ 18 monts of employment). Must obtain necessary training as required by state standards to maintain certification.

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

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

Decision Making: Frequent independent decision making. Makes decisions about environmental change effects on wastewater treatment purity and possible solutions to stay within parameters established by the KDHE and the EPA.

Supervision: Works under direction of the Wastewater Supervisor. Has limited supervisory responsibilities.

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

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

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

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

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

WASTEWATER SUPERINTENDENT

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Assistant Public Works Director, the Wastewater Superintendent is a non-exempt position under FLSA which performs administrative duties and skilled work. Responsible for ensuring compliance with state and federal regulations, supervising plant operations and department personnel. Confidentiality. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- All functions of Operator IV;
- Serves as operator in charge for the City of Haysville;
- Meets with KDHE over plant evaluations and inspections;
- Informs KDHE of plant operations;
- Schedules weekend duty for the wastewater department;
- Directs overall plant and collection system operations;
- Determine process changes or modifications;
- Generates and reviews reports;
- Establishes new procedures for the wastewater department;
- Performs evaluations of the wastewater employees;
- Works with contractors and engineers;
- Works with other departments on scheduling and coordinating work;
- Responsible for keeping wastewater permits current and in compliance;
- Fields questions, concerns, and complaints from the general Public;
- 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**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**		**Confined Spaces**
FMLA:	**Eligible**	WORKING CONDITIONS:	**Adverse Weather**
			Hazardous Chemicals
			Manual Labor

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Four to six 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 or GED is required. A certified transcript will be accepted in lieu of a diploma. College credit in Chemistry preferred. Class IV Wastewater Operator Certificate is required. Must possess valid Kansas Driver's License (or obtain within ~~30 days~~18 months of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of operating and maintaining wastewater treatment equipment, laboratory testing techniques, computers, and a working knowledge of mathematics is required. Must operate pumps, scrubber equipment, engines, generators, and other department equipment. Must understand and anticipate problems, interpret data and written instructions, manuals, and reports. Should possess excellent public relation, supervisory, 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 equipment malfunctions and personnel issues.

Decision Making: Frequent independent decision making. Makes decisions about resolving personnel issues, performing necessary equipment repairs and maintenance, prioritizing daily duties, and performing daily assignments in the safest and most efficient manner. Decisions often made in stressful situations.

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

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

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

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays, weekends, and nights, 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.

WATER OPERATOR - I

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Water Superintendent, the Water Operator-I is a non-exempt position under FLSA. The position assists with providing clean and potable drinking water to the citizens of Haysville, and assists with the maintenance of the water distribution system. Must be cross trained as meter reader. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Responsible for turning water on and off at the meter;
- Maintains safe drinking water for the citizens of Haysville;
- Maintains and operates city water towers and wells;
- Changes chlorine bottles;
- Collects water samples for state and city testing;
- Inspects and maintains chlorine equipment;
- Checks and records daily pump readings;
- Maintains water logs;
- Assists with renewing and installing city water service and water main lines;
- Repairs water main breaks and checks for water leaks;
- Operates department equipment and vehicles;
- Installs and repairs valves and fire hydrants;
- Cleans and disinfects water mains and services;
- Maintains chlorine readings and levels at the swimming pool;
- Locates services and water lines;
- Reads water meters;
- Discriminates between normal and abnormal operating conditions;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary;
- Performs basic plumbing;
- Cross-Trained in wastewater.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor
			Asbestos

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Minimum of a Class I Water Certificate is required (or obtain within 18 months of employment). A valid Kansas Driver's License is 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 mechanics, equipment maintenance, and a working knowledge of computers and mathematics is required. Must operate trucks, pumps, motors, hand tools, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, schematics, and manuals. Should possess a strong mechanical aptitude, and effective public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to read maps. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, and water leaks.

Decision Making: Limited independent decision making. Makes decisions about locating leaks, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

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

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

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

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

Physical Requirements: Regularly 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 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.

WATER OPERATOR - II

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Water Superintendent, the Water Operator-II is a non-exempt position under FLSA. The position assists with providing clean and potable drinking water to the citizens of Haysville, and assists with the maintenance of the water distribution system. Must be cross trained as meter reader. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Performs duties of Water Operator I when needed;
- Responsible for turning water on and off at the meter;
- Has knowledge of water aesthetics and maintains safe drinking water for the citizens of Haysville;
- Maintains and operates city water towers and wells;
- Changes chlorine bottles;
- Collects water samples for state and city testing;
- Inspects and maintains chlorine equipment;
- Checks and records daily pump readings;
- Has knowledge of local codes and ordinances and maintains water logs;
- Assists with renewing and installing city water service and water main lines;
- Repairs water main breaks and checks for water leaks;
- Operates department equipment and vehicles;
- Installs and repairs valves and fire hydrants;
- Cleans and disinfects water mains and services;
- Maintains chlorine readings and levels at the swimming pool;
- Locates services and water lines;
- Reads water meters;
- Has skills to perform general plant maintenance;
- Has skills to diagnose/troubleshoot process components;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary;
- Performs basic plumbing;
- Cross-Trained in wastewater.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor
			Asbestos

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: At least one year of water treatment operation or related experience. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Minimum of a Class II Water Certificate is required. A valid Kansas Driver's License is required (or obtain within ~~30 days~~18 months of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of computers and mathematics is required. Must operate trucks, pumps, motors, hand tools, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, schematics, and manuals. Should possess a strong mechanical aptitude, and effective public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to read maps. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, and water leaks.

Decision Making: Limited independent decision making. Makes decisions about locating leaks, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

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

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

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

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather. Works after hours, 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 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.

WATER OPERATOR - III

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the general supervision of the Deputy Administrative Officer, the WATER OPERATOR - III 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. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Performs duties of Water Operator I and Water Operator II when needed
- Maintains safe drinking water for the citizens of Haysville;
- Maintains and operates city water towers and wells;
- Changes chlorine bottles;
- Collects water samples for testing;
- Inspects and maintains chlorine equipment;
- Checks and records daily pump readings;
- Has knowledge of local codes and ordinances and maintains water logs;
- Assists with renewing and installing and maintenance of city water service and water main lines;
- Repairs water main breaks and checks for water leaks;
- Operates department equipment and vehicles;
- Installs and repairs valves and fire hydrants;
- Cleans and disinfects water mains and services – understands the process of cathodic protection;
- Maintains chlorine readings and levels at the swimming pool;
- Locate Water lines and services;
- Reads and calibrates meters;
- Has knowledge of federal, state, and local regulations pertaining to water systems;
- Has knowledge of primary and secondary drinking water standards;
- Has knowledge of engineering drawings and maps;
- Has knowledge of emergency plans;
- Has skills to order necessary parts;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Inspects water service lines and backflow devices;
- Assists other departments;
- Performs other duties as deemed necessary
- Performs basic plumbing;
- Cross-trained in wastewater

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor
			Asbestos

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Minimum of a Class III Water Certificate is required. A valid Kansas Driver's License is required (or obtain within ~~30 days~~18 months of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of computers and mathematics is required. Must operate trucks, pumps, motors, hand tools, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, schematics, and manuals. Should possess a strong mechanical aptitude, and effective public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to read blueprints and maps. 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 equipment malfunctions, and water leaks.

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

Supervision: Works under direction of the Water Supervisor. Has limited supervisory responsibilities.

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

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

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather. Works holidays, weekends, *and nights*, 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.

WATER OPERATOR - IV

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Water Superintendent, the Water Operator-IV is a non-exempt position under FLSA. The position assists with providing clean and potable drinking water to the citizens of Haysville, and assists with the maintenance of the water distribution system. Must be cross trained as meter reader. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Performs all operational duties when needed;
- Performs quality control/quality assurance practices;
- Maintains safe drinking water for the citizens of Haysville;
- Maintains and operates city water towers and wells;
- Changes chlorine bottles;
- Collects water samples for testing;
- Inspects and maintains chlorine equipment;
- Checks and records daily pump readings;
- Has knowledge of local codes and ordinances and maintains water logs;
- Assists with renewing and installing and maintenance of city water service and water main lines;
- Repairs water main breaks and checks for water leaks;
- Operates department equipment and vehicles;
- Installs and repairs valves and fire hydrants;
- Cleans and disinfects water mains and services;
- Maintains chlorine readings and levels at the swimming pool;
- Locate Water lines and services;
- Reads and calibrates meters;
- Has knowledge of well construction and maintenance;
- Has knowledge of public notification requirements;
- Has skill to conduct employee training;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Inspects water service lines and backflow devices;
- Assists other departments;
- Performs other duties as deemed necessary
- Performs basic plumbing;
- Cross-trained in wastewater

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor
			Asbestos

Critical Infrastructure Employee

POSITION REQUIREMENTS

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

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Minimum of a Class IV Water Certificate is required. A valid Kansas Driver's License is required (or obtain within ~~30 days~~18 months of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of computers and mathematics is required. Must operate trucks, pumps, motors, hand tools, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, schematics, and manuals. Should possess a strong mechanical aptitude, and effective public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to read blueprints and maps. 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 equipment malfunctions, and water leaks.

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

Supervision: Works under direction of the Water Supervisor. Has limited supervisory responsibilities.

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

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

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather. Works holidays, weekends, *and nights*, 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.

WATER SUPERINTENDENT

City of Haysville *Public Works Department*

POSITION SUMMARY

Under the supervision of the Assistant Public Works Director, the Water Superintendent is a non-exempt position under FLSA which performs administrative duties and skilled work. Planning, organizing, and directing the operations of the water system is the primary goal of this position. Ensuring compliance with federal, state, and local regulations is required. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Performs duties of Water Operator I through IV when needed;
- Oversees difficult problems with distribution system leaks and repairs,
- Fields questions, concerns, and complaints from general public;
- Ensures safe and potable water is supplied to the citizens, and businesses of Haysville;
- Maintains department compliance with federal, state, and local regulations regarding safe drinking water;
- Procures the necessary equipment and supplies for the department;
- Ensures safety is maintained by all subordinate personnel;
- Schedules daily operations and supervises subordinate personnel;
- Oversees and operates back flow prevention program; and inspects backflow devices;
- Maintains daily and monthly log of plant readings;
- Takes daily chlorine readings;
- Reads water meters, calibrates meters, and downloads information to computer system;
- Inspects water line projects; and works with city engineer on project
- Monitors water system to comply with Terrorist Act;
- Locates services and water lines;
- Takes water samples for laboratory testing;
- Performs and schedules equipment maintenance;
- Prepares annual CCR report;
- Continually ensures compliance with safe water drinking act; and ground water rule
- Inspects residential irrigation wells for compliance;
- Prepares annual water and other necessary report;
- Oversees swimming pool chemicals and equipment;
- Is certified Aquatic Facility Operator;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Locates for other departments when needed;
- Inspects water service lines;
- Assists other departments;

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		**Hazardous Chemicals**
			Manual Labor
			Asbestos

Critical Infrastructure Employee

- Performs other duties as deemed necessary.

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.

POSITION REQUIREMENTS

Experience: Four to six 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 technical degree or some college credit in a related field is required (experience may be substituted with the minimum of a High School diploma or GED.) Class III Water Certificate and certification in backflow prevention is required. A valid Kansas Driver's License is required (or obtain within ~~30 days~~ 18 months of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of computers, department policies, equipment maintenance, and a working knowledge of chemistry and mathematics is required. Must operate department vehicles, computers, and other department equipment. Must understand and anticipate problems, prepare reports and budgets, and interpret written instructions, reports, documents, and manuals. Should possess excellent mechanical, organizational, public relation, and supervisory 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 be able to read blueprints, and maps.

Problem Solving: Frequent independent problem solving. Encounters problems with personnel issues, citizen complaints, and equipment malfunctions.

Decision Making: Frequent independent decision making. Makes decisions about resolving citizen complaints and personnel issues, prioritizing department activities, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Assistant Public Works Director, and exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department resources and equipment. Has limited participation in the annual budget process.

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

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works after hours, 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 any necessary equipment and vehicles.

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AQUATICS SUPERVISOR

City of Haysville *Recreation Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

POSITION REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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ASSISTANT RECREATION DIRECTOR

City of Haysville *Recreation Department*

POSITION SUMMARY

Under the general supervision of the Recreation Director, the Assistant Recreation Director is a non-exempt position under FLSA which performs administrative duties. Responsible for assuring sufficient and quality programs, activities, and special events; supervising implementation of planning, directing, coordinating, and evaluating activities and events. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Assumes responsibilities of the department in the absence of the Recreation Director;
- Supervises and evaluates subordinate personnel and submits proper paperwork/invoices for contractual employees;
- Complies with budget restrictions and funding and participates in preparing the department budget;
- Provides marketing and publicity for department;
- Oversees the implementation and financial responsibilities of the after school/summer programs;
- Coordinates the recreation program with the parks program, other city departments, and outside organizations such as the school district and various community-based organizations, and provides for adequate and appropriate supervision and maintenance;
- Monitors programs and staff for evaluation purposes;
- Handles complaints, demands, conflicts, and facility supervision;
- Schedules facility rentals;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Provides support and assistance to various board and committees;
- Performs office and clerical duties as necessary;
- Orders supplies;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

POSITION REQUIREMENTS

Experience: One to three years of similar or related experience with at least one year in highly responsible diverse recreation management is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

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

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

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

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

Supervision: Works under occasional supervision from the Recreation Director and exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department and city equipment. Does participate in the annual budget process. Has the 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: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

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

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COMMUNITY/WELLNESS SUPERVISOR

City of Haysville *Recreation Department*

POSITION SUMMARY

Under the general supervision of the Recreation Director, the Community/Wellness Supervisor is a non-exempt position under FLSA which performs a variety of duties. Responsible for coordinating the use of the Activity Center on a given shift; planning, developing, scheduling, directing, and implementing fitness programs and membership orientations. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Assists in planning, coordinating, supervising and evaluating classes, special events and wellness programs; and maintains related records;
- Provides orientation and training for members;
- Handles maintenance and repair of all Activity Center fitness equipment;
- Provides personal wellness evaluations for members;
- Maintains records pertaining to fitness class attendance and budget;
- Instructs and supervises members on correct use of fitness equipment;
- Prepares and distributes literature on personal fitness/wellness topics;
- Serves as the secretary for the Historic Committee;
- Tracks revenue and expenses related to special events and Historic Committee activities;
- Responds to public inquiries about recreation programs;
- Prepare program event and marketing material including brochures, calendars, letters, posters, news releases, flyers, schedule of events and related communications;
- Recruits, coordinates, and supervises volunteers for special events;
- Assists in the scheduling of activities at the Activity Center;
- Supervises and evaluates subordinate personnel and volunteers;
- Ensures programs and events are conducted safely and in accordance with City liability policies and procedures;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Maintains fitness equipment and building area in sanitary condition;
- Promotes interest and provides information regarding fitness and recreation programs;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

POSITION REQUIREMENTS

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

Education: Bachelor's degree in exercise physiology, fitness management, recreation administration, health and wellness or related field is required (work experience may be substituted for education). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be CPR/AED Certified (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of exercise physiology, fitness management, computers, and mathematics is required. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

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

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

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

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

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

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

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

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PROGRAM COORDINATOR

City of Haysville *Recreation Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

POSITION REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

PROGRAM SUPERVISOR

City of Haysville *Recreation Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

POSITION REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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RECREATION ASSISTANT - I

City of Haysville *Recreation Department*

POSITION SUMMARY

Under the general supervision of the Program Supervisor and the Assistant Recreation Director, the Recreation Assistant-I is a non-exempt position under FLSA which performs a variety of duties. Responsible for supervising and coordinating the use of the Activity Center on a given shift. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Works less than 1,000 hours a year. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Assists recreation staff with daily tasks;
- Assists recreation staff in running programs and special events;
- Assists with program enrollment;
- Answers phones and assists citizens with information;
- Supervises the Activity Center and its participants;
- Administers first aid to injured patrons (calls 911 if deemed necessary);
- Supervises community service people;
- Enters information into database;
- Performs cleaning duties as assigned;
- 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**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

POSITION REQUIREMENTS

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

Education: Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be 18 years of age.

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

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns.

Decision Making: Frequent independent decision making regarding performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Program Supervisor, Assistant Recreation Director, and Recreation Assistant-II.

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

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

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

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

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

RECREATION ASSISTANT - II

City of Haysville *Recreation Department*

POSITION SUMMARY

Under the general supervision of the Program Supervisor and the Assistant Recreation Director, the Recreation Assistant-II is a non-exempt position under FLSA which performs a variety of duties. Responsible for supervising and coordinating the use of the Activity Center on a given shift. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Position will serve as more of a leadership/supervisory role than Recreation Assistant-I. Works 1,000 hours or more per year. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Assists recreation staff with daily tasks;
- Assists recreation staff with office duties (membership files, supply orders, etc.);
- Assists recreation staff in supervising programs and special events;
- Assists with program enrollment;
- Answers phones and assists citizens with information;
- Supervises the Activity Center and its participants;
- Administers discounts only with supervisor approval;
- Administers first aid to injured patrons (calls 911 if deemed necessary);
- Supervises community service people;
- Assists in training Recreation Assistant-I;
- Enters information into database;
- Performs cleaning duties as assigned;
- 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**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

POSITION REQUIREMENTS

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

Education: Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be 18 years of age.

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

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns.

Decision Making: Frequent independent decision making regarding performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Program Supervisor and Assistant Recreation Director.

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

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

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

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

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

RECREATION DIRECTOR

City of Haysville *Recreation Department*

POSITION SUMMARY

Under the general supervision of the Chief Administrative Officer, the Recreation Director 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 Recreation Director 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. Regular attendance is required.

ESSENTIAL FUNCTIONS

- Plans, organizes, and directs the daily activities of the Recreation Department;
- Plans, coordinates and directs a diversified year round, city-wide parks and recreation program including the management of the swimming pool, and all recreational facilities;
- Coordinates the recreation program with the parks program, other city departments, and outside organizations such as the school district and various community-based organizations;
- Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of recreation programs;
- Promotes interest in parks and recreation programs through publicity, program brochures, speaks before citizen groups, students and other organizations;
- Prepares and administers budget for all program areas;
- Coordinates the Party in the 060, Fourth of July, Fall Festival, and other Community Events;
- Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, setting up tables for classes, etc;
- Attends Boards and Committees as required;
- Provides for the safety of program participants;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs and the activity center;
- Assists other departments;
- Performs other duties as deemed necessary or assigned;
- Maintains sanitation of the building and area.

Classification QuickView

FLSA:	**Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

Critical Infrastructure Employee

POSITION REQUIREMENTS

Experience: Six years of similar or related experience with at least four years in highly responsible diverse recreation management is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

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

Technical Skills: Thorough knowledge of budgeting procedures is required. Thorough knowledge of the principles and practices of modern recreation programs and programming, operation of swimming pools, computers, database systems, and spreadsheets, and working knowledge of principles and practices of maintenance, construction, and use of public buildings and park facilities, community recreation needs and resources, statistical analysis and mathematics is 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 maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

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

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

Supervision: Works under direction of the Chief Administrative Officer. Exercises frequent supervision over subordinate personnel.

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

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

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. 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 stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

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

SCHOOL AGE PROGRAM SUPERVISOR

City of Haysville *Recreation Department*

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

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

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA:	**Non-Exempt**	OSHA:	**Bloodborne Pathogens**
ADA:	**Applicable**	WORKING CONDITIONS:	**Adverse Weather**
FMLA:	**Eligible**		

POSITION REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT - 523 SARAH LANE/P.O. BOX 404
HAYSVILLE, KANSAS 67060 - (316) 529-5922 (316) 529-5923 - FAX

TO: **The Honorable Russ Kessler**
City Council Members

FROM: **Rob Arneson, Recreation Director**

SUBJECT: **Purchase of Fitness Equipment**

DATE: **March 1, 2023**

In trying to keep up with the fitness community and in accordance with our plan to keep the fitness equipment up-to-date, I am requesting to purchase new strength equipment. This would replace our current thirteen pieces that were purchased in late 2015. These are the last remaining pieces of equipment that were purchased at the old HAC.

Mid-States Fitness Equipment $51, 465.00

I am recommending to purchase the equipment from Mid-States Fitness Equipment at a total cost of $51,465.00 (deducted from the Recreation Sales Tax). Mid-States is the only place in this area to sell and service this commercial line of equipment.

This is before you for your consideration.

MID-STATES FITNESS EQUIPMENT

PROPOSAL

DATE	BID NUMBER
2/10/2023	14910

PROPOSAL FOR
Haysville Activity Center Attn: Accounts Payable 200 W. Grand Ave Haysville, KS 67060

TERMS	Salesman	Shipping/Delivery Info.	Proposal Site
Due On Receipt	JKM		

QTY	DESCRIPTION	Best Price	Total Amount
1	Precor Vitality VSLC014BP Abdominal *Black Pearl Frame / Black Upholstery	3,350.00	3,350.00
	Freight	185.00	185.00
1	Precor Vitality VSLC015BP Rear Delt / Pec Fly *Black Pearl Frame / Black Upholstery	3,750.00	3,750.00
	Freight	225.00	225.00
1	Precor Vitality VSLC024BP Multi-Press *Black Pearl Frame / Black Upholstery	3,750.00	3,750.00
	Freight	225.00	225.00
1	Precor Vitality VSLC026BP Pulldown / Seated Row *Black Pearl Frame / Black Upholstery	3,750.00	3,750.00
	Freight	225.00	225.00
1	Precor Vitality VSLC008BP Inner / Outer Thigh *Black Pearl Frame / Black Upholstery	3,700.00	3,700.00
	Freight	200.00	200.00
1	Precor Vitality VSLC010BP Leg Press / Calf Extension *Black Pearl Frame / Black Upholstery	4,050.00	4,050.00
	Freight	250.00	250.00
2	Precor Vitality VSLC025BP Biceps Curl / Triceps Extension *Black Pearl Frame / Black Upholstery	3,700.00	7,400.00
2	Freight	200.00	400.00
2	Precor Vitality VSLC027BP Leg Extension / Leg Curl *Black Pearl Frame / Black Upholstery	3,750.00	7,500.00

TOTAL

MID-STATES FITNESS EQUIPMENT

PROPOSAL

DATE	BID NUMBER
2/10/2023	14910

PROPOSAL FOR
Haysville Activity Center Attn: Accounts Payable 200 W. Grand Ave Haysville, KS 67060

TERMS	Salesman	Shipping/Delivery Info.	Proposal Site
Due On Receipt	JKM		

QTY	DESCRIPTION	Best Price	Total Amount
2	Freight	225.00	450.00
1	Precor Resolute RSL0313 Back Extensions *Black Pearl Frame / Black Upholstery	4,950.00	4,950.00
	Freight	285.00	285.00
1	Precor FTSGL FTS Glide Functional Strength Trainer *Black Pearl Frame	4,200.00	4,200.00
	Freight	250.00	250.00
1	Precor DBR0611 Half Rack *Black Pearl Frame	2,550.00	2,550.00
	Freight	150.00	150.00
1	Precor VBR6117 FID Bench *Black Pearl Frame / Black Upholstery	795.00	795.00
	Freight	25.00	25.00

TOTAL

MID-STATES FITNESS EQUIPMENT

PROPOSAL

DATE	BID NUMBER
2/10/2023	14910

PROPOSAL FOR
Haysville Activity Center Attn: Accounts Payable 200 W. Grand Ave Haysville, KS 67060

TERMS	Salesman	Shipping/Delivery Info.	Proposal Site
Due On Receipt	JKM		

QTY	DESCRIPTION	Best Price	Total Amount
	Trading In Below Equipment (13 Pieces):	-2,000.00	-2,000.00
	Precor Discovery Leg Press Precor Discovery Leg Extension Precor Discovery Leg Curl Precor Discovery Bicep Curl Precor Discovery Triceps Extension Precor Discovery Abdominal Precor Discovery Back Extension Precor Vitality Inner / Outer Thigh Precor Vitality Lat / Mid Row Precor Discovery Chest Press Precor Discovery Pec Fly / Rear Delt Precor FTS Glide Legend Dumbbell Bench		
	Delivery & Installation	850.00	850.00

Phone # 316-681-3611
Fax # 316-681-0769
Prices Valid for 30 Days!!

TOTAL $51,465.00

CITY OF HAYSVILLE, KANSAS

ADMINISTRATION SERVICES - 200 WEST GRAND/ P.O. BOX 404
HAYSVILLE, KANSAS 67060 - (316) 529-5900 (316) 529-5925 - FAX

TO: **The Honorable Russ Kessler**
City Council Members

FROM: **Georgie Carter, Deputy Administrative Officer**

SUBJECT: **Sunflower Park**

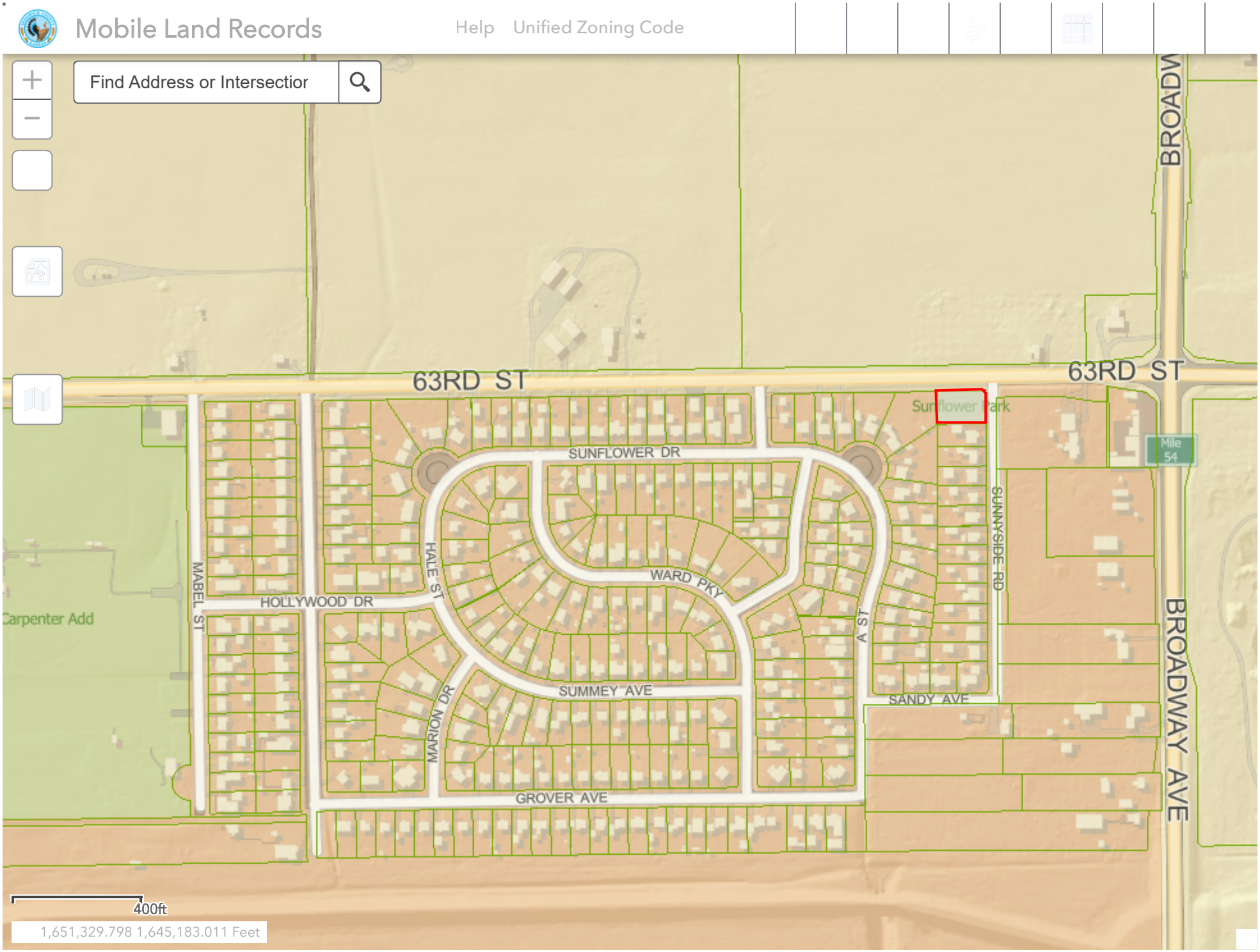
DATE: **March 8, 2023**

At the March Park Board meeting, the board discussed selling Sunflower Park located at 6401 S. Sunnyside in Ward's 4th addition. More than one person has inquired over the years if we would consider selling this lot. The property has been vacant since we annexed the area in the late 1970's. Currently the city takes care of the maintenance. If sold, this would no longer be our responsibility. The property would also be added to the tax rolls.

Park board reviewed the park plan, and there is no plan to develop this into a park due to its proximately to 63rd street. Ward's 4th addition is served by the park at Plagen's Carpenter.

Attached you will find the state statue regarding the process for selling a park property, the property details from Sedgwick County and a GIS photo of the location.

We are seeking council approval to sell the property. If approved staff will advertise the sale of the parcel and use a sealed bid process to procure the best bid. Council would approve the sale contract after statutory compliance related to public notification has been achieved. This is before you for your consideration.


Mobile Land Records
Help
Unified Zoning Code
Find Address or Intersectior
63RD ST
63RD ST
BROADWAY
BROADWAY AVE
Sunflower Park
Mile 54
SUNFLOWER DR
WARD PKY
SUMMEY AVE
GROVER AVE
HOLLYWOOD DR
MABEL ST
HALE ST
MARION DR
A ST
SUNNYSIDE RD
SANDY AVE
Carpenter Add
400ft
1,651,329.798 1,645,183.011 Feet

K.S.A. § 12-1301

Statutes current through the 2022 Regular Session.

LexisNexis® Kansas Annotated Statutes > Chapter 12. Cities and Municipalities (Arts. 1 — 60) > Article 13. Parks, Public Squares and Market Squares (§§ 12-1301 — 12-1326)

12-1301. Land for park purposes; sales or exchanges in connection with parks; use of moneys; notice; protest; election; validation of prior sales and conveyances.

Any city may acquire by purchase, or lease or may take options upon, land within or without the limits of said city to be used as a public park for the use and benefit of the people of said city. Any city may trade or exchange any public park, public square or market square which it may own, or any portion thereof, for other land to be used for similar purposes, or may sell the same. Any such sale heretofore made is hereby confirmed, legalized and declared to be a valid sale and conveyance. Before making any such trade or exchange or sale, the city shall first publish notice of such proposal in the official city paper once each week for two consecutive weeks upon the same day of the week and, if within thirty (30) days from the date of the last publication there has not been filed with the city clerk of such city a protest signed by qualified electors of such city equal in number to not less than ten percent (10%) of the electors who voted at the last preceding regular city election as shown by the poll books, such city may make such sale, trade or exchange.

In the event such a petition is filed with the city clerk within the time prescribed above no such sale, trade or exchange shall be made until the governing body shall be instructed so to do by a majority of all the votes cast on this proposition at a regular or special election. Any election required as herein provided shall be called and held as provided by law for bond elections.

History

R.S. 1923, § 12-1301; L. 1939, ch. 97, § 1; L. 1941, ch. 107, § 1; L. 1947, ch. 121, § 1; L. 1965, ch. 106, § 1; L. 1976, ch. 77, § 2; April 8.

Annotations

LexisNexis® Notes

Case Notes

Notes to Unpublished Decisions

Governments: Legislation: Initiative & Referendum

Governments: Local Governments: Finance

Josh Pollak

Property Details

6401 S SUNNYSIDE RD HAYSVILLE **PIN: 00296743**

Many properties consist of more than one real estate tax record. To assist you in researching other records that may be associated with the property, please view the Sedgwick County Map Portal.

Property Description

Legal Description	LOT 1 BLOCK 1 WARD'S 4TH. ADD. EXEMPT 2721-2
Owner	SUNFLOWER IMP DIST
Mailing Address	PO BOX 404 HAYSVILLE KS 67060-0404
Geo Code	RI HV00914
PIN	00296743
AIN	219320110103200
Tax Unit	6001 185 HAYSVILLE U-261 RIHV, OHHV
Land Use	9940 Transportation/ utility/communication hi
Market Land Square Feet	14,784
2022 Total Acres	.34
2022 Appraisal	$22,200
2022 Assessment	$0

Property Appraisals and Assessments

6401 S SUNNYSIDE RD HAYSVILLE **PIN: 00296743**

Many properties consist of more than one real estate tax record. To assist you in researching other records that may be associated with the property, please view the Sedgwick County Map Portal.

Appraisal Values

Year	Class	Values
2022	Exempt	
		$22,200 **Land**
		$0 **Improvements**
		$22,200 **Total**
2021	Exempt	
		$22,200 **Land**
		$0 **Improvements**
		$22,200 **Total**
2020	Exempt	
		$22,200 **Land**
		$0 **Improvements**
		$22,200 **Total**
2019	Exempt	
		$22,200 **Land**
		$0 **Improvements**
		$22,200 **Total**
2018	Exempt	
		$22,200 **Land**
		$0 **Improvements**
		$22,200 **Total**
2017	Exempt	
		$22,200 **Land**
		$0 **Improvements**
		$22,200 **Total**
2016	Exempt	
		$22,200 **Land**
		$0 **Improvements**
		$22,200 **Total** (+50%)
2015	Exempt	
		$14,800 **Land**

Assessment Values

Year	Class	Values
2022	Exempt	$0 **Land**
		$0 **Improvements**
		$0 **Total**
2021	Exempt	$0 **Land**
		$0 **Improvements**

Show More

HAYSVILLE POLICE DEPARTMENT
February 2023

TOTAL CALLS	588
CASE NUMBERS ISSUED	292
SUMMONS ISSUED	102
CITY CODE	13
CRIMINAL MISD	19
TRAFFIC MISD	26
TRAFFIC INF	43
VOIDED	00
WARNINGS	01
ARRESTS	53
ADULT	42
JUVENILE	11
CINC	00
CITE/RELEASE	20
HPD WARRANTS	09
OUTSIDE ARRESTS	03
MV ACCIDENTS	20
INJURY	03
NON-INJURY	17
VACATION HOMES	02
COMMUNITY POLICING	04
SPECIAL WATCH	04
CRS WALK –INS	114
INCOMING CALLS	738
OUTGOING CALLS BY CRS	59

DOGS IMPOUNDED	13
SUMMONS ISSUED	04
RELEASED TO OWNER	07
RELEASED TO COUNTY	02
DECEASED ANIMALS	00
ANIMALS HELD	00
CONTACTS FOR NO CITY LICENSE	00
LICENSES PURCHASED 15th TO 15th OF MONTH	43
WARRANTS ISSUED	07
K9 DEPLOYMENTS	06
MILES DRIVEN	11,095

Code Enforcement Summary

Month	No Trash Service	Materials Storage	Nuisance	Nuisance Auto	Unsafe Structur	Grass Residential	Grass Commericial	Lighting	Diseased Tree	Other	Nuisance Auto on Grass	Court	Total Violations	Total Cases
January	1	0	26	6	0	0	0	0	0	2	21	0	56	42
February	0	0	10	6	0	0	0	0	0	0	7	0	23	17
March	0	0	1	1	0	0	0	0	0	0	2	0	4	3
April	0	0	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	0	37	13	0	0	0	0	0	2	30	0	83	62

City of Haysville, KS

AP Summary of Expenditures

By Vendor Name

Payment Dates 2/1/2023 - 2/28/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
Vendor: ACME0033 - ACME WASTE SYSTEMS, LLC.					
ACME WASTE SYSTEMS, LLC.	02/07/2023	C & D DISPOSAL - PW RECYCLE CNTR.	C & D DISPOSAL - PW RECYCLE CNTR.	036-56-3017	1,283.95
				Vendor ACME0033 - ACME WASTE SYSTEMS, LLC. Total:	**1,283.95**
Vendor: ADAM1386 - ADAM CAPPS					
ADAM CAPPS	02/21/2023	2023 FALL FEST CONCERT - MUSICAL ENTERTAINMENT	2023 FALL FEST CONCERT 10/21 - DEPOSIT	001-10-2054	750.00
				Vendor ADAM1386 - ADAM CAPPS Total:	**750.00**
Vendor: AFLA0056 - AFLAC					
AFLAC	02/23/2023	PAYROLL DEDUCTION AFLAC	PAYROLL DEDUCTION AFLAC	001-00-2014	56.81
AFLAC	02/23/2023	PAYROLL DEDUCTION AFLAC	PAYROLL DEDUCTION AFLAC	001-00-2052	205.46
				Vendor AFLA0056 - AFLAC Total:	**262.27**
Vendor: AIRG0064 - AIRGAS USA, LLC					
AIRGAS USA, LLC	02/21/2023	WELD SHOP SUPPLIES	PLASMA TORCH CUTTING SHIELD 2EA.	001-03-2009	13.29
AIRGAS USA, LLC	02/21/2023	WELD SHOP SUPPLIES	NOZZLE SHIELD 5EA.	001-03-2009	12.00
AIRGAS USA, LLC	02/21/2023	WELD SHOP SUPPLIES	PLASMA TORCH CUTTING SHIELD 2EA.	010-30-2009	13.28
AIRGAS USA, LLC	02/21/2023	WELD SHOP SUPPLIES	NOZZLE SHIELD 5EA.	010-30-2009	12.00
AIRGAS USA, LLC	02/21/2023	WELD SHOP SUPPLIES	NOZZLE SHIELD 5EA.	011-31-2009	12.00
AIRGAS USA, LLC	02/21/2023	WELD SHOP SUPPLIES	PLASMA TORCH CUTTING SHIELD 2EA.	011-31-2009	13.29
AIRGAS USA, LLC	02/21/2023	WELD SHOP SUPPLIES	NOZZLE SHIELD 5EA.	021-41-2009	12.00
AIRGAS USA, LLC	02/21/2023	WELD SHOP SUPPLIES	PLASMA TORCH CUTTING SHIELD 2EA.	021-41-2009	13.29
				Vendor AIRG0064 - AIRGAS USA, LLC Total:	**101.15**
Vendor: AJRA1000 - AJ RAMIREZ					
AJ RAMIREZ	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
				Vendor AJRA1000 - AJ RAMIREZ Total:	**35.00**
Vendor: ALTE0100 - ALTERNATIVE PEST MGMNT.					
ALTERNATIVE PEST MGMNT.	02/07/2023	PEST CONTROL	PEST CONTROL - VICKER'S BLDG.	001-09-2040	40.00
ALTERNATIVE PEST MGMNT.	02/07/2023	PEST CONTROL	PEST CONTROL - SR. CNTR.	001-12-2004	35.00
ALTERNATIVE PEST MGMNT.	02/07/2023	PEST CONTROL	PEST CONTROL - PW OFFICE	010-30-2004	13.33
ALTERNATIVE PEST MGMNT.	02/07/2023	PEST CONTROL	PEST CONTROL - WWTP	010-30-2008	40.00
ALTERNATIVE PEST MGMNT.	02/07/2023	PEST CONTROL	PEST CONTROL - PW OFFICE	011-31-2004	13.33
ALTERNATIVE PEST MGMNT.	02/07/2023	PEST CONTROL	PEST CONTROL - PW OFFICE	021-41-2004	13.34
				Vendor ALTE0100 - ALTERNATIVE PEST MGMNT. Total:	**155.00**
Vendor: AMER0103 - AMERI-GRAPHICS SPECIAL T'S					
AMERI-GRAPHICS SPECIAL T'S	02/07/2023	JERSEY NUMBERS ON REVERSIBLE JERSEYS 40EA.	JERSEY NUMBERS ON REVERSIBLE JERSEYS 40EA.	030-50-2092	80.00
				Vendor AMER0103 - AMERI-GRAPHICS SPECIAL T'S Total:	**80.00**
Vendor: AMYS1383 - AMY'S PIZZA PLACE - CALABRONE'S CATERING					
AMY'S PIZZA PLACE - CALABRO...	02/09/2023	CATERING SVCS. - SR. CNTR. VALENTINE'S DINNER	CATERING SVCS. - SR. CNTR. VALENTINE'S DINNER	001-12-2012	299.84
				Vendor AMYS1383 - AMY'S PIZZA PLACE - CALABRONE'S CATERING Total:	**299.84**
Vendor: AUST0211 - AUSTIN HOSE					
AUSTIN HOSE	02/21/2023	HOSES & SUPPLIES	3 X 12" TIE ROD 1-3/8" DIA.	021-41-2006	318.40
				Vendor AUST0211 - AUSTIN HOSE Total:	**318.40**

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
Vendor: BEAL0281 - BEALL & MITCHELL LLC					
BEALL & MITCHELL LLC	02/07/2023	PROFESSIONAL SERVICES - JUDGE	PROFESSIONAL SERVICES - JUDGE	001-06-1100	1,775.53
				Vendor BEAL0281 - BEALL & MITCHELL LLC Total:	**1,775.53**
Vendor: BIGT0314 - BIG TOOL STORE					
BIG TOOL STORE	02/07/2023	MISC. SUPPLIES	R134 OIL INJECTOR	001-03-2012	17.50
BIG TOOL STORE	02/07/2023	MISC. SUPPLIES	R134 OIL INJECTOR	010-30-2012	17.49
BIG TOOL STORE	02/07/2023	MISC. SUPPLIES	R134 OIL INJECTOR	011-31-2012	17.50
BIG TOOL STORE	02/07/2023	MISC. SUPPLIES	R134 OIL INJECTOR	021-41-2012	17.50
				Vendor BIGT0314 - BIG TOOL STORE Total:	**69.99**
Vendor: BORD0351 - BORDER STATES ELECTRIC SUPPLY					
BORDER STATES ELECTRIC SUPP...	02/07/2023	ELECTRICAL SUPPLIES	MISC. WIRING - ANTIQUE STREET LIGHTS REPAIRS	036-56-3036	568.48
BORDER STATES ELECTRIC SUPP...	02/07/2023	ELECTRICAL SUPPLIES	F032/841/ECO 32W LED BULBS 30EA. - SR. CNTR.	001-12-2025	97.50
				Vendor BORD0351 - BORDER STATES ELECTRIC SUPPLY Total:	**665.98**
Vendor: BRAD2559 - BRADY SIMMONS					
BRADY SIMMONS	02/21/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-02-2040	35.00
				Vendor BRAD2559 - BRADY SIMMONS Total:	**35.00**
Vendor: BRIT2996 - BRITTANY WESTMORELAND					
BRITTANY WESTMORELAND	02/07/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	030-00-2001	150.00
				Vendor BRIT2996 - BRITTANY WESTMORELAND Total:	**150.00**
Vendor: BRUC0382 - BRUCE NYSTROM, PHD					
BRUCE NYSTROM, PHD	02/16/2023	PRE-EMPLOYMENT EVALUATION 1EA.	PRE-EMPLOYMENT EVALUATION - C. WAITS	001-02-2012	200.00
BRUCE NYSTROM, PHD	02/16/2023	PRE-EMPLOYMENT EVALUATION 1EA.	PRE-EMPLOYMENT EVALUATION - A. BARRETT	001-02-2012	400.00
BRUCE NYSTROM, PHD	02/16/2023	PRE-EMPLOYMENT EVALUATION 1EA.	PRE-EMPLOYMENT EVALUATION - S. KITZENBERGER	001-02-2012	400.00
BRUCE NYSTROM, PHD	02/16/2023	PRE-EMPLOYMENT EVALUATION	PRE-EMPLOYMENT EVALUATION - S. KITZENBERGER	001-02-2012	400.00
BRUCE NYSTROM, PHD	02/21/2023	PRE-EMPLOYMENT EVALUATION	PRE-EMPLOYMENT EVALUATION - E. PERRY	001-02-2012	400.00
				Vendor BRUC0382 - BRUCE NYSTROM, PHD Total:	**1,800.00**
Vendor: CALE2796 - CALE TOPINKA					
CALE TOPINKA	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	010-30-2002	11.67
CALE TOPINKA	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	011-31-2002	11.67
CALE TOPINKA	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	11.66
				Vendor CALE2796 - CALE TOPINKA Total:	**35.00**
Vendor: CAPI0431 - CAPITAL ONE					
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	SIMPLE IN/OUT - MONTHLY SUBSCRIPTION FEE	001-00-2001	1.30
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	K-TAG - DEC TOLL FEES	001-00-2001	14.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	K-TAG - DEC TOLL FEES	001-00-2001	3.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	ADOBE - ACROBAT PRO DC SUBSCRIPTION	001-01-2004	16.26
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	WSU - 2023 CCMFOA MEMBERSHIP (A. MILLSPAUGH)	001-01-2064	75.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	KACA - 2023 TRAINING CONFERENCE (A. GOETZE)	001-02-2013	180.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	COVERT MEDIA - SMOSINTGEO COURSE (C. CASE)	001-02-2015	525.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	JET STREAM - ANNUAL SUPPORT FEE 2023	001-02-2040	2,895.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	SDGK CO TAG OFFICE - TITLE & REGISTRATION FEES	001-02-2047	34.49

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	DILLONS - SHEET CAKE	001-10-2054	31.99
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - AA BATTERIES 24CT. 2EA.	001-10-2077	36.70
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - LETTERHEAD	001-10-2077	34.51
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - ANTISEPTIC TOWELETTES	001-12-2009	8.15
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - SANITIZER TEST STRIPS	001-12-2009	14.69
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - DOOR STOPPER	001-12-2009	12.99
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - ANTIBIOTIC OINTMENT	001-12-2009	10.99
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	WALMART - BIRTHDAY DINNER SUPPLIES	001-12-2012	77.75
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	KU - DEF DRVG/EMERG PROCEDURE TRNG (E. FORRESTER)	001-13-2015	45.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	Q'STRAINT - WHEELCHAIR SECURE TRNG (E. FORRESTER)	001-13-2015	49.99
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - BIRTHDAY DECOR	001-18-2004	16.98
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	ZOOM - MONTHLY SUBSCRIPTION FEE	001-18-2004	16.26
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	K-TAG - DEC TOLL FEES	010-00-2001	1.90
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	TMOBILE - GPS EQUIPMENT	010-30-2002	10.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	PAPERWORKS - GREEN CARDS	010-30-2004	141.90
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	PAYPAL - ONLN UTILITY BILLING	010-30-2040	9.98
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	K-TAG - DEC TOLL FEES	011-00-2001	1.90
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	TMOBILE - GPS EQUIPMENT	011-31-2002	10.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	PAPERWORKS - GREEN CARDS	011-31-2004	141.90
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	OWP - WATER DIST. SYS. OP. & MAINT. (B. HALE)	011-31-2015	194.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	PAYPAL - ONLN UTILITY BILLING	011-31-2040	9.97
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	K-TAG - DEC TOLL FEES	021-00-2001	1.90
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	TMOBILE - GPS EQUIPMENT	021-41-2002	10.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	DILLONS - GAS PURCHASE	024-44-2012	41.40
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	KWIK SHOP - GAS PURCHASE	024-44-2012	46.80
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	QUIK TRIP - GAS PURCHASE	024-44-2012	39.09
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	KWIK SHOP - GAS PURCHASE	024-44-2012	53.62
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	QUIK TRIP - GAS PURCHASE	024-44-2012	55.16
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	QUIK TRIP - GAS PURCHASE	024-44-2012	55.21
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	FACEBOOK - NIGHT W/ SANTA AD 6,383 IMPRESSIONS	030-00-2001	24.36
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	POWER SYSTEMS - VERSA-TUBE 4EA.	030-50-2006	47.95
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - MINI BASKETBALL 4PK. 4EA.	030-50-2092	97.96
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	THE ARCADE - FIELD TRIP 7/20/2023	030-50-2094	250.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	EXPLORATION PLACE - ADMISSIONS 71EA.	030-50-2094	244.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	THE ARCADE - FIELD TRIP 2/16/2023	030-50-2094	250.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	WALMART - MISC. SUPPLIES	037-57-2012	253.63
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - SILK RIBBON	037-57-2012	8.99
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - FOLDING CHAIR DOLLY 5EA.	037-57-2012	624.95
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	DAVE & BUSTER'S - FIELD TRIP	037-57-2012	1,045.50
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - FOLDING TABLE CART RACK 2EA.	037-57-2012	367.98
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - RED AWARENESS RIBBON BRACELETS	037-57-2012	95.94
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	DISNEY PLUS - MONTHLY SUBSCRIPTION FEE	037-57-2012	16.26

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - CONSTRUCTION PAPER	037-57-2012	11.99
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - COFFEE FILTERS	037-57-2012	10.49
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	HULU - SUBSCRIPTION FEE	037-57-2012	81.36
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - 5-TIER STORAGE SHELVING UNIT	037-57-2012	89.99
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	AMAZON - CANCER/MENTAL HEALTH AWARENESS BRACELETS	037-57-2012	167.62
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	ESRI - GIS ONLN SERVICE CREDITS; BLOCK OF 1,000	092-00-2001	100.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	XCARET MEXICO - GIFT CARD	092-66-3001	20.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	BLAINES CANDY - GIFT CARD	092-66-3001	20.00
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	FACEBOOK - VILLAGE XMAS AD 3,812 IMPRESSIONS	092-66-3001	10.87
CAPITAL ONE	02/07/2023	CAPITAL ONE VISA CHARGES	GOOGLE - VILLAGE XMAS AD 2,664 CLICKS	092-66-3001	23.92
				Vendor CAPI0431 - CAPITAL ONE Total:	**8,788.54**
Vendor: CHAD0306 - CHAD BETTLES					
CHAD BETTLES	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-20-2002	35.00
				Vendor CHAD0306 - CHAD BETTLES Total:	**35.00**
Vendor: CHRI2602 - CHRISTOPHER M DAVIS, CSO					
CHRISTOPHER M DAVIS, CSO	02/21/2023	PROFESSIONAL COURT SERVICES	CASE #21-3330 COURT DATE: 11/08/22	001-06-2012	150.00
CHRISTOPHER M DAVIS, CSO	02/21/2023	PROFESSIONAL COURT SERVICES	CASE #18-5123 COURT DATE: 12/13/22	001-06-2012	150.00
CHRISTOPHER M DAVIS, CSO	02/21/2023	PROFESSIONAL COURT SERVICES	CASE #20-2313/22-2320/22-3145 COURT DATE: 01/10/23	001-06-2012	150.00
CHRISTOPHER M DAVIS, CSO	02/21/2023	PROFESSIONAL COURT SERVICES	CASE #21-4601 COURT DATE: 12/13/22	001-06-2012	108.89
CHRISTOPHER M DAVIS, CSO	02/21/2023	PROFESSIONAL COURT SERVICES	CASE #21-909 COURT DATE: 01/24/23	001-06-2012	30.00
CHRISTOPHER M DAVIS, CSO	02/21/2023	PROFESSIONAL COURT SERVICES	CASE #21-3413 COURT DATE: 12/13/22	001-06-2012	30.00
CHRISTOPHER M DAVIS, CSO	02/21/2023	PROFESSIONAL COURT SERVICES	CASE #21-116 COURT DATE: 09/13/22	001-06-2012	30.00
CHRISTOPHER M DAVIS, CSO	02/21/2023	PROFESSIONAL COURT SERVICES	CASE #21-2163 COURT DATE: 01/24/23	001-06-2012	150.00
				Vendor CHRI2602 - CHRISTOPHER M DAVIS, CSO Total:	**798.89**
Vendor: CHRI3084 - CHRISTOPHER WORRELL					
CHRISTOPHER WORRELL	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-22-2002	35.00
				Vendor CHRI3084 - CHRISTOPHER WORRELL Total:	**35.00**
Vendor: CIAR1720 - CIARA LEACH					
CIARA LEACH	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
				Vendor CIAR1720 - CIARA LEACH Total:	**35.00**
Vendor: CINT0521 - CINTAS CORPORATION #451					
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0023 J. SNYDER	001-03-2012	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0002 T. JOHNSON	001-03-2012	1.28
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0021 C. LEWIS	001-03-2012	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0006 R. STOKES	001-03-2012	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0011 K. STARK	001-03-2012	3.22
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0015 J. LETOURNEAU	001-03-2012	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0012 C. BETTLES	001-20-2016	3.43

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0001 C. BARNARD	010-30-2016	13.08
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0027 D. GRISSOM	010-30-2016	305.32
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0004 A. KIRCHERT	010-30-2016	7.53
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0020 C. ROSE	010-30-2016	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0022 L. BREWER	011-31-2016	3.22
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0003 K. LYONS	011-31-2016	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0017 E. SATTERFIELD	011-31-2016	6.44
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0010 N. CABALLERO	011-31-2016	7.53
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	021-41-2009	1.16

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	2.32
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	021-41-2009	2.88
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	021-41-2009	33.67
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	021-41-2009	14.11
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	021-41-2016	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	021-41-2016	7.76
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	021-41-2016	9.78
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	021-41-2016	15.16
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	021-41-2016	19.88
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	021-41-2016	40.28
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	021-41-2016	2.15
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	001-03-2004	27.58
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	001-20-2004	27.58
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	010-30-2004	27.58
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	011-31-2004	27.58
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	021-41-2004	27.59
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0011 K. STARK	001-03-2012	3.22
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0021 C. LEWIS	001-03-2012	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0006 R. STOKES	001-03-2012	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0023 J. SNYDER	001-03-2012	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0015 J. LETOURNEAU	001-03-2012	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0002 T. JOHNSON	001-03-2012	1.28
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0012 C. BETTLES	001-20-2016	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	010-30-2016	0.00

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0020 C. ROSE	010-30-2016	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0004 A. KIRCHERT	010-30-2016	7.53
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0027 D. GRISSOM	010-30-2016	2.15
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0001 C. BARNARD	010-30-2016	13.08
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0022 L. BREWER	011-31-2016	3.22
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0003 K. LYONS	011-31-2016	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0010 N. CABALLERO	011-31-2016	7.53
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0017 E. SATTERFIELD	011-31-2016	6.44
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	021-41-2009	1.16
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	2.32
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	021-41-2009	2.88
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	021-41-2009	14.11
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	021-41-2009	33.67
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	021-41-2016	2.15
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	021-41-2016	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	021-41-2016	7.76
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	021-41-2016	40.28

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	021-41-2016	19.88
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	021-41-2016	15.16
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	021-41-2016	9.78
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0021 C. LEWIS	001-03-2012	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0002 T. JOHNSON	001-03-2012	1.28
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0015 J. LETOURNEAU	001-03-2012	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0023 J. SNYDER	001-03-2012	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0011 K. STARK	001-03-2012	3.22
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0006 R. STOKES	001-03-2012	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0012 C. BETTLES	001-20-2016	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0004 A. KIRCHERT	010-30-2016	7.53
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0020 C. ROSE	010-30-2016	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0001 C. BARNARD	010-30-2016	13.08
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0027 D. GRISSOM	010-30-2016	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	010-30-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	011-31-2016	0.00

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0003 K. LYONS	011-31-2016	5.37
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0017 E. SATTERFIELD	011-31-2016	6.44
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0010 N. CABALLERO	011-31-2016	7.53
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0022 L. BREWER	011-31-2016	3.22
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	011-31-2016	0.00
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	021-41-2009	2.88
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	021-41-2009	14.11
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	021-41-2009	1.16
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	021-41-2009	33.67
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	2.32
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	021-41-2016	2.15
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	021-41-2016	3.43
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	021-41-2016	19.88
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	021-41-2016	7.76
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	021-41-2016	9.78
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	021-41-2016	40.28
CINTAS CORPORATION #451	02/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	021-41-2016	15.16
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	001-03-2004	27.58
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	001-20-2004	27.58
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	010-30-2004	27.58
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	011-31-2004	27.58
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	021-41-2004	27.59
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0023 J. SNYDER	001-03-2012	5.37
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0002 T. JOHNSON	001-03-2012	1.28
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0011 K. STARK	001-03-2012	3.22
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0021 C. LEWIS	001-03-2012	3.43
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0006 R. STOKES	001-03-2012	3.43

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.43
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0015 J. LETOURNEAU	001-03-2012	5.37
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0012 C. BETTLES	001-20-2016	3.43
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	010-30-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	010-30-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	010-30-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0027 D. GRISSOM	010-30-2016	5.37
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0020 C. ROSE	010-30-2016	5.37
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0001 C. BARNARD	010-30-2016	13.08
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0004 A. KIRCHERT	010-30-2016	7.53
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	011-31-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	011-31-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	011-31-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0010 N. CABALLERO	011-31-2016	7.53
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0017 E. SATTERFIELD	011-31-2016	6.44
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0003 K. LYONS	011-31-2016	5.37
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0022 L. BREWER	011-31-2016	3.22
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	011-31-2016	0.00

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	021-41-2009	33.67
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	2.32
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	021-41-2009	2.88
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	021-41-2009	14.11
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	021-41-2009	1.16
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	021-41-2016	3.43
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	021-41-2016	40.28
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	021-41-2016	2.15
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	021-41-2016	19.88
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	021-41-2016	15.16
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	021-41-2016	9.78
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	021-41-2016	7.76
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0015 J. LETOURNEAU	001-03-2012	5.37
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0002 T. JOHNSON	001-03-2012	1.28
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.43
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0006 R. STOKES	001-03-2012	3.43
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0021 C. LEWIS	001-03-2012	3.43
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0011 K. STARK	001-03-2012	3.22
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0023 J. SNYDER	001-03-2012	5.37
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0012 C. BETTLES	001-20-2016	3.43
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	010-30-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	010-30-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	010-30-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	010-30-2016	0.00

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0004 A. KIRCHERT	010-30-2016	7.53
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0027 D. GRISSOM	010-30-2016	5.37
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0020 C. ROSE	010-30-2016	5.37
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0001 C. BARNARD	010-30-2016	13.08
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	010-30-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	011-31-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	011-31-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	011-31-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0022 L. BREWER	011-31-2016	3.22
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0010 N. CABALLERO	011-31-2016	7.53
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0003 K. LYONS	011-31-2016	5.37
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0017 E. SATTERFIELD	011-31-2016	6.44
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	011-31-2016	0.00
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	021-41-2009	33.67
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	021-41-2009	1.16
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	2.32
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	021-41-2009	2.88
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	021-41-2009	14.11
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	021-41-2016	2.15
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	021-41-2016	3.43
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	021-41-2016	7.76
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	021-41-2016	9.78
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	021-41-2016	40.28
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	021-41-2016	19.88

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	021-41-2016	15.16
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	001-03-2004	27.58
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	001-20-2004	27.58
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	010-30-2004	27.58
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	011-31-2004	27.58
CINTAS CORPORATION #451	02/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	021-41-2004	27.59
				Vendor CINT0521 - CINTAS CORPORATION #451 Total:	**1,887.71**
Vendor: CITY0524 - CITY ATTORNEY ASSOCIATION					
CITY ATTORNEY ASSOCIATION	02/07/2023	2023 MEMBERSHIP DUES	2023 MEMBERSHIP DUES	001-06-2064	35.00
				Vendor CITY0524 - CITY ATTORNEY ASSOCIATION Total:	**35.00**
Vendor: CITY0523 - CITY OF HAYSVILLE					
CITY OF HAYSVILLE	02/09/2023	PAYROLL DEDUCTION MED OPT 1	PAYROLL DEDUCTION MED OPT 1	001-00-5056	9,333.30
CITY OF HAYSVILLE	02/09/2023	PAYROLL DEDUCTION MED OPT 2	PAYROLL DEDUCTION MED OPT 2	001-00-5056	252.68
CITY OF HAYSVILLE	02/09/2023	PAYROLL DEDUCTION MED OPT 3	PAYROLL DEDUCTION MED OPT 3	001-00-5056	12,801.54
CITY OF HAYSVILLE	02/09/2023	PAYROLL DEDUCTION MED HDHP	PAYROLL DEDUCTION MED HDHP	001-00-5056	8,537.68
CITY OF HAYSVILLE	02/09/2023	PAYROLL DEDUCTION COH DENTAL	PAYROLL DEDUCTION COH DENTAL	001-00-2050	600.60
CITY OF HAYSVILLE	02/09/2023	PAYROLL DEDUCTION COH DENTAL	PAYROLL DEDUCTION COH DENTAL	001-00-2050	2,178.81
CITY OF HAYSVILLE	02/09/2023	PAYROLL DEDUCTION COH VISION	PAYROLL DEDUCTION COH VISION	001-00-2062	867.07
CITY OF HAYSVILLE	02/23/2023	PAYROLL DEDUCTION MED OPT 1	PAYROLL DEDUCTION MED OPT 1	001-00-5056	9,333.30
CITY OF HAYSVILLE	02/23/2023	PAYROLL DEDUCTION MED OPT 2	PAYROLL DEDUCTION MED OPT 2	001-00-5056	2,356.68
CITY OF HAYSVILLE	02/23/2023	PAYROLL DEDUCTION MED OPT 3	PAYROLL DEDUCTION MED OPT 3	001-00-5056	12,801.54
CITY OF HAYSVILLE	02/23/2023	PAYROLL DEDUCTION COH DENTAL	PAYROLL DEDUCTION COH DENTAL	001-00-2050	780.78
CITY OF HAYSVILLE	02/23/2023	PAYROLL DEDUCTION MED HDHP	PAYROLL DEDUCTION MED HDHP	001-00-5056	7,657.51
CITY OF HAYSVILLE	02/23/2023	PAYROLL DEDUCTION MED HDHP	PAYROLL DEDUCTION MED HDHP - EMP. 100170 ADJ.	001-00-5056	64.88
				Vendor CITY0523 - CITY OF HAYSVILLE Total:	**67,566.37**
Vendor: CMI,0557 - CMI, INC.					
CMI, INC.	02/21/2023	INTOXILIZER SUPPLIES	INTOXILIZER MOUTHPIECE, VALVED, 100/BAG	001-02-2006	48.57
				Vendor CMI,0557 - CMI, INC. Total:	**48.57**
Vendor: COLO0570 - COLONIAL LIFE & ACCIDENT INS					
COLONIAL LIFE & ACCIDENT INS	02/23/2023	PAYROLL DEDUCTION COLONIAL	PAYROLL DEDUCTION COLONIAL	001-00-2053	319.62
COLONIAL LIFE & ACCIDENT INS	02/23/2023	PAYROLL DEDUCTION COLONIAL LIFE	PAYROLL DEDUCTION COLONIAL	001-00-2058	405.25
				Vendor COLO0570 - COLONIAL LIFE & ACCIDENT INS Total:	**724.87**
Vendor: COLT0573 - COLT BRANDED					
COLT BRANDED	02/07/2023	VICKER'S LOGO T-SHIRTS	VICKER'S LOGO T-SHIRTS 53EA.	092-66-3001	672.50
				Vendor COLT0573 - COLT BRANDED Total:	**672.50**
Vendor: CORE0620 - CORE & MAIN					
CORE & MAIN	02/07/2023	WATER SUPPLIES	5/8" X 3/4" IPERL TRPL 1G SMARTPOINT WATER METER	011-31-2040	60,410.24

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CORE & MAIN	02/07/2023	WATER SUPPLIES	520M SPARTPOINT M2 TC SP HR & LD	011-31-2040	146,556.00
CORE & MAIN	02/07/2023	WATER SUPPLIES	SENSUS 3096+ TOUCHREADER W/ VISUAL DISPLAY	011-31-2040	485.00
CORE & MAIN	02/07/2023	WATER SUPPLIES	SENSUS ANALYTICAL TRAINING - ON-SITE	011-31-2040	945.00
CORE & MAIN	02/21/2023	WATER SUPPLIES	5-1/4" MUELLER SAFETY FLANGE AIR KIT	011-31-2009	159.92
				Vendor CORE0620 - CORE & MAIN Total:	**208,556.16**
Vendor: COXC0636 - COX COMMUNICATIONS					
COX COMMUNICATIONS	02/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-01-2002	433.97
COX COMMUNICATIONS	02/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-02-2002	1,319.27
COX COMMUNICATIONS	02/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-04-2002	44.48
COX COMMUNICATIONS	02/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-06-2002	108.49
COX COMMUNICATIONS	02/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-18-2002	174.67
COX COMMUNICATIONS	02/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-21-2002	44.48
COX COMMUNICATIONS	02/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-22-2002	44.50
COX COMMUNICATIONS	02/07/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	001-03-2002	28.62
COX COMMUNICATIONS	02/07/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	001-20-2002	28.62
COX COMMUNICATIONS	02/07/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	010-30-2002	28.62
COX COMMUNICATIONS	02/07/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	011-31-2002	28.62
COX COMMUNICATIONS	02/07/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	021-41-2002	28.62
COX COMMUNICATIONS	02/07/2023	SR. CNTR. - MONTHLY CABLE/DATA SVCS.	SR. CNTR. - MONTHLY CABLE DATA SVCS.	001-12-2003	282.98
COX COMMUNICATIONS	02/21/2023	HAC - MONTHLY CABLE/DATA SVCS.	HAC - MONTHLY DATA SVC.	030-50-2002	141.13
COX COMMUNICATIONS	02/21/2023	HAC - MONTHLY CABLE/DATA SVCS.	HAC - MONTHLY CABLE SVC.	030-50-2003	81.72
COX COMMUNICATIONS	02/21/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	001-03-2002	1.19
COX COMMUNICATIONS	02/21/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	001-20-2002	1.19
COX COMMUNICATIONS	02/21/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	010-30-2002	1.19
COX COMMUNICATIONS	02/21/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	011-31-2002	1.19
COX COMMUNICATIONS	02/21/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	021-41-2002	1.18
				Vendor COXC0636 - COX COMMUNICATIONS Total:	**2,824.73**
Vendor: CUMM0675 - CUMMINS SALES & SVC.					
CUMMINS SALES & SVC.	02/07/2023	S. MAIN LIFT STATION GENERATOR MAINTENANCE	ES COMP PG	010-30-2006	32.28
CUMMINS SALES & SVC.	02/07/2023	S. MAIN LIFT STATION GENERATOR MAINTENANCE	MISC. CHARGE	010-30-2006	312.26
CUMMINS SALES & SVC.	02/07/2023	S. MAIN LIFT STATION GENERATOR MAINTENANCE	TRAVEL CHARGE	010-30-2006	158.40
CUMMINS SALES & SVC.	02/07/2023	S. MAIN LIFT STATION GENERATOR MAINTENANCE	120V 1.5KW HEATER	010-30-2006	130.39

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CUMMINS SALES & SVC.	02/07/2023	S. MAIN LIFT STATION GENERATOR MAINTENANCE	S. MAIN LIFT STATION GENERATOR MAINT. 01/14/2023	010-30-2006	506.88
				Vendor CUMM0675 - CUMMINS SALES & SVC. Total:	**1,140.21**
Vendor: CYNT1357 - CYNTHIA HARRIS					
CYNTHIA HARRIS	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-12-2003	35.00
				Vendor CYNT1357 - CYNTHIA HARRIS Total:	**35.00**
Vendor: DANI1013 - DANIELLE GABOR					
DANIELLE GABOR	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-18-2002	35.00
				Vendor DANI1013 - DANIELLE GABOR Total:	**35.00**
Vendor: DENI0746 - DENISE DONNELLY-MILLS					
DENISE DONNELLY-MILLS	02/07/2023	PROSECUTING SERVICES	PROSECUTING SERVICES	001-06-1100	1,000.00
				Vendor DENI0746 - DENISE DONNELLY-MILLS Total:	**1,000.00**
Vendor: DOJA0326 - DOJANG LLC					
DOJANG LLC	02/07/2023	TAE KWON DO LESSONS - JAN 2023	TAE KWON DO LESSONS - JAN 2023	030-50-1250	1,025.00
				Vendor DOJA0326 - DOJANG LLC Total:	**1,025.00**
Vendor: DOUG0806 - DOUG'S AUTO SERVICE					
DOUG'S AUTO SERVICE	02/07/2023	FRONT END ALIGNMENT - PATROL CAR #10-15	FRONT END ALIGNMENT - PATROL CAR #10-15	001-02-2035	96.85
				Vendor DOUG0806 - DOUG'S AUTO SERVICE Total:	**96.85**
Vendor: EASY0842 - EASY ICE, LLC.					
EASY ICE, LLC.	02/21/2023	ICE MACHINE PREVENTATIVE MAINT. CLEANING 11/01/22	HF25-S FILTER	001-12-2040	73.35
EASY ICE, LLC.	02/21/2023	ICE MACHINE PREVENTATIVE MAINT. CLEANING 11/01/22	ICE MACHINE PREVENTATIVE MAINT. CLEANING 11/01/22	001-12-2040	225.00
				Vendor EASY0842 - EASY ICE, LLC. Total:	**298.35**
Vendor: EMCI0869 - EMC INSURANCE COMPANIES					
EMC INSURANCE COMPANIES	02/21/2023	INSURANCE PREMIUMS - FEB 2023	INSURANCE PREMIUM - SPCL FUNDS	001-10-2020	6,052.93
EMC INSURANCE COMPANIES	02/21/2023	INSURANCE PREMIUMS - FEB 2023	NSURANCE PREMIUM - INSTALLMENT CHARGE	001-10-2020	5.00
EMC INSURANCE COMPANIES	02/21/2023	INSURANCE PREMIUMS - FEB 2023	INSURANCE PREMIUM - SR. CNTR.	001-12-2020	282.35
EMC INSURANCE COMPANIES	02/21/2023	INSURANCE PREMIUMS - FEB 2023	INSURANCE PREMIUM - SEWER DEPT.	010-30-2020	3,741.49
EMC INSURANCE COMPANIES	02/21/2023	INSURANCE PREMIUMS - FEB 2023	INSURANCE PREMIUM - WATER DEPT.	011-31-2020	1,899.08
EMC INSURANCE COMPANIES	02/21/2023	INSURANCE PREMIUMS - FEB 2023	INSURANCE PREMIUM - STREET DEPT.	021-41-2020	2,183.74
EMC INSURANCE COMPANIES	02/21/2023	INSURANCE PREMIUMS - FEB 2023	INSURANCE PREMIUM - SPCL LIABILITY CVRG.	027-47-2020	5,116.72
EMC INSURANCE COMPANIES	02/21/2023	INSURANCE PREMIUMS - FEB 2023	INSURANCE PREMIUM - RECREATION DEPT.	030-50-2020	423.52
				Vendor EMCI0869 - EMC INSURANCE COMPANIES Total:	**19,704.83**
Vendor: EVER0904 - EVERGY					
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0903609843 - 400 W. 79TH ST (DORNER PARK-B)	001-00-2001	108.33
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0068549324 - STREET LIGHTS (CITY)	001-00-2001	1,242.80
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3309929818 - 403 S. JANE (ANIMAL CNTRL)	001-00-2001	30.00
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2704313228 - 130 W. GRAND (PD/COURT)	001-00-2001	880.00
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0217152773 - 706 SARAH LN. (RIGGS PARK RR)	001-00-2001	221.67
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 4744686382 - 160 E. KARLA (SR. CNTR.)	001-00-2001	110.00
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3309929818 - 403 S. JANE (ANIMAL CNTRL)	001-02-2013	160.04

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 7129262547 - 608 CHATTA (KIRBY PARK)	001-03-2003	203.14
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2232633084 - 362 MOY (PEARTREE PARK)	001-03-2003	56.12
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3323064332 - 700 SARAH LN. (RIGGS STAGE)	001-03-2003	139.64
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8604638840 - 706 SARAH LN (RIGGS PARK)	001-03-2003	144.32
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3878024307 - 2330 COUNTRY LKS (CNTRY LKS PK)	001-03-2003	27.01
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8496264823 - 6545 MABEL (P/C PARK)	001-03-2003	28.21
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8414219424 - 1200 E. DIRCK (ORCHARD ACRES)	001-03-2003	30.18
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 6012408441 - 400 W. 79TH ST. (DORNER-A)	001-03-2003	93.86
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3316912332 - 354 PARK (TIMBERLANE SHLTR)	001-03-2003	35.49
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 5833997608 - 706 SARAH LN. (RIGGS PARK)	001-03-2003	35.51
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3948196248 - 950 FREEMAN (WHISLER PARK)	001-03-2003	43.66
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0903609843 - 400 W. 79TH ST (DORNER PARK-B)	001-03-2003	179.16
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2627184607 - 413 S. JANE (BIKE PATH)	001-08-2003	138.67
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 1512076766 - 504 HEMPHILL (BIKE PATH)	001-08-2003	130.69
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 4597200027 - 109 N. DELOS (BIKE PATH)	001-08-2003	122.38
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 1180533681 - 324 PEACH CIRCLE (BIKE PATH)	001-08-2003	99.55
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 1260297980 - 6650 S. MERIDIAN (ANTIQUE)	001-08-2003	72.08
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0373111427 - 302 W. GRAND (BIKE PATH)	001-08-2003	66.51
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3714835885 - 7665 S. MERIDIAN (ANTIQUE)	001-08-2003	61.90
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 9774332007 - 356 PARK DR. (BIKE PATH)	001-08-2003	63.62
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0068549324 - STREET LIGHTS (CITY)	001-08-2003	6,092.52
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 7825645624 - 1101 TIMBERLANE (BIKE PATH)	001-08-2003	61.74
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8370808681 - 130 E. 2ND ST. (COMM. BLDG.)	001-09-2003	77.49
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3301409293 - 200 W. GRAND (PD CARPORT)	001-09-2003	29.49
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2079369209 - 7228 S. BROADWAY (SIREN)	001-09-2003	27.72
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3301378533 - 200 W. GRAND (CITY HALL)	001-09-2003	474.80
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2704313228 - 130 W. GRAND (PD/COURT)	001-09-2003	329.12
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3331523331 - 102 TURKLE (SIREN)	001-09-2003	27.60
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3101322742 - 200 S. MAIN (BLACKSMITH SHOP)	001-09-2003	1,117.19
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2490700084 - 140 N. MAIN (VICKER'S)	001-09-2003	515.95
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 7257876884 - 209 HAYS (WIRE HOUSE)	001-09-2003	651.66
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 4744686382 - 160 E. KARLA (SR. CNTR.)	001-12-2003	344.34

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 5254492302 - 1249 S. WARD PKWY (LIFT STAT)	010-00-2001	91.48
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0776795629 - 551 S. DELOS (OLD SEWER PLANT)	010-00-2001	1,234.20
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3313621012 - 140 MARLEN (LIFT STATION)	010-00-2001	264.15
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3313590254 - 702 S. MAIN (LIFT STATION)	010-00-2001	380.17
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3301378533 - 200 W. GRAND (CITY HALL)	010-30-2003	474.66
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 1453270722 - 208 PIRNER (LIFT STATION)	010-30-2003	87.44
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 5254492302 - 1249 S. WARD PKWY (LIFT STAT)	010-30-2003	468.73
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3470853389 - 600 CHATTA (LIFT STATION)	010-30-2003	233.08
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3309960579 - 427 S. JANE (PUBLIC WORKS)	010-30-2003	293.54
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 7903172642 - 428 S. JANE (WWTP)	010-30-2003	8,663.33
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8897913841 - 904 GROVER (LIFT STATION)	010-30-2003	163.08
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3298394816 - 2369 E. EMMETT (LIFT STATION)	010-30-2003	165.75
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3341950975 - 400 E. 4TH (PUMP STATION)	011-00-2001	1,100.00
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3304362251 - 1915 W. GRAND (WATER TOWER)	011-31-2003	68.42
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3341950975 - 400 E. 4TH (PUMP STATION)	011-31-2003	3,063.16
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3301378533 - 200 W. GRAND (CITY HALL)	011-31-2003	474.67
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3309960579 - 427 S. JANE (PUBLIC WORKS)	011-31-2003	293.45
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8398485640 - 527 SARAH LN. (MUN. POOL)	012-00-2001	30.00
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8398485640 - 527 SARAH LN. (MUN. POOL)	012-32-2003	103.04
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3231109642 - 209 S. MAIN (CROSSWALK)	021-00-2001	360.00
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 4383028826 - 902 W. GRAND (CROSSWALK)	021-41-2003	30.80
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3295103493 - 7201 S. BROADWAY (STR SIGNAL)	021-41-2003	99.34
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 6883862366 - 1010 W. GRAND (STR SIGNAL)	021-41-2003	32.38
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 4124389666 - 257 N. MAIN (STR. SIGNAL)	021-41-2003	117.66
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3231109642 - 209 S. MAIN (CROSSWALK)	021-41-2003	24.16
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 5382206596 - 521 E. GRAND (CROSSWALK)	021-41-2003	32.75
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3323218134 - SCHOOL SIGNALS (CITY)	021-41-2003	67.45
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3309960579 - 427 S. JANE (PUBLIC WORKS)	021-41-2003	293.46
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2550346384 - 102 N. MAIN (STR SIGNAL)	021-41-2003	192.58
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 1436937808 - 1600 W. GRAND (STR SIGNAL)	021-41-2003	141.09
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2955167783 - 523 SARAH LN. (HAC)	030-00-2001	430.00
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8743920263 - 665 W. 63RD ST. (P/C SPORTS)	030-00-2001	40.00

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2955167783 - 523 SARAH LN. (HAC)	030-50-2003	1,573.00
EVERGY	02/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8743920263 - 665 W. 63RD ST. (P/C SPORTS)	030-50-3065	142.16
				Vendor EVER0904 - EVERGY Total:	**35,503.34**
Vendor: EXHI1006 - EXHIBIT ARTS, LLC.					
EXHIBIT ARTS, LLC.	02/07/2023	TRUCKER CAPS - HAYSVILLE MERCH.	TRUCKER CAP - CHARCOAL GREY W/ FLYING "H" LOGO	092-66-3001	991.44
EXHIBIT ARTS, LLC.	02/07/2023	STAR STRESS RELIEVER - HAYSVILLE MERCH.	STAR STRESS RELIEVER - HAYSVILLE MERCH.	092-66-3001	384.00
EXHIBIT ARTS, LLC.	02/07/2023	STAR STRESS RELIEVER - HAYSVILLE MERCH.	SET UP CHARGE	092-66-3001	60.00
				Vendor EXHI1006 - EXHIBIT ARTS, LLC. Total:	**1,435.44**
Vendor: FBI-0939 - FBI - LEEDA					
FBI - LEEDA	02/21/2023	2023 ANNUAL DUES	2023 ANNUAL DUES	001-02-2012	50.00
				Vendor FBI-0939 - FBI - LEEDA Total:	**50.00**
Vendor: FLOC1356 - FLOCK SAFETY					
FLOCK SAFETY	02/07/2023	FLOCK FALCON CAMERA SYSTEM	IMPLEMENTATION FEE	033-53-2012	2,000.00
FLOCK SAFETY	02/07/2023	FLOCK FALCON CAMERA SYSTEM	FLOCK FALCON CAMERA SYSTEM	033-53-2012	20,000.00
				Vendor FLOC1356 - FLOCK SAFETY Total:	**22,000.00**
Vendor: FRAN0625 - FRANCISCO S.CORTEZ III					
FRANCISCO S.CORTEZ III	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
				Vendor FRAN0625 - FRANCISCO S.CORTEZ III Total:	**35.00**
Vendor: GALL1019 - GALLS LLC					
GALLS LLC	02/21/2023	POLICE UNIFORMS/EQUIP.	ARMOUR EXP BALLISTIC VEST / CARRIER (WAITS)	001-02-2016	881.39
				Vendor GALL1019 - GALLS LLC Total:	**881.39**
Vendor: GEAR1033 - GEAR CONNEXION LLC					
GEAR CONNEXION LLC	02/21/2023	2023 JULY 4TH CONCERT - MUSICAL ENTERTAINMENT	2023 JULY 4TH CONCERT - DEPOSIT	001-10-2054	500.00
				Vendor GEAR1033 - GEAR CONNEXION LLC Total:	**500.00**
Vendor: HAST1146 - HASTY AWARDS					
HASTY AWARDS	02/21/2023	PICKLEBALL TOURNAMENT MEDALS 12EA.	PICKLEBALL TOURNAMENT MEDALS - SILVER 4EA.	030-50-2092	12.96
HASTY AWARDS	02/21/2023	PICKLEBALL TOURNAMENT MEDALS 12EA.	PICKLEBALL TOURNAMENT MEDALS - GOLD 4EA.	030-50-2092	12.96
HASTY AWARDS	02/21/2023	PICKLEBALL TOURNAMENT MEDALS 12EA.	PICKLEBALL TOURNAMENT MEDALS - BRONZE 4EA.	030-50-2092	25.55
				Vendor HAST1146 - HASTY AWARDS Total:	**51.47**
Vendor: HAYS1158 - HAYSVILLE CHAMBER OF COMMERCE					
HAYSVILLE CHAMBER OF COM...	02/21/2023	FEB 2023 - CHAMBER LUNCHEON	FEB 2023 - CHAMBER LUNCHEON	001-18-2015	30.00
				Vendor HAYS1158 - HAYSVILLE CHAMBER OF COMMERCE Total:	**30.00**
Vendor: HAYS1177 - HAYSVILLE RENTAL CENTER					
HAYSVILLE RENTAL CENTER	02/07/2023	RENTAL: BOOM LIFT 01/18/2023	RENTAL: BOOM LIFT 01/18/2023	001-09-2006	90.00
HAYSVILLE RENTAL CENTER	02/07/2023	RENTAL: BOOM LIFT 01/18/2023	RENTAL: BOOM LIFT 01/18/2023	030-50-2006	90.00
HAYSVILLE RENTAL CENTER	02/07/2023	4 1/2" FLAP DISC 40 GRIT - GRINDER	4 1/2" FLAP DISC 40 GRIT - GRINDER	001-03-2009	5.99
				Vendor HAYS1177 - HAYSVILLE RENTAL CENTER Total:	**185.99**
Vendor: HAYS1187 - HAYSVILLE TRUE VALUE					
HAYSVILLE TRUE VALUE	02/07/2023	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	001-03-2009	153.67
HAYSVILLE TRUE VALUE	02/07/2023	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	001-12-2009	7.28

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
HAYSVILLE TRUE VALUE	02/07/2023	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	001-12-2025	11.99
HAYSVILLE TRUE VALUE	02/07/2023	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	010-30-2008	229.00
HAYSVILLE TRUE VALUE	02/07/2023	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	010-30-2009	115.93
HAYSVILLE TRUE VALUE	02/07/2023	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	010-30-2012	75.61
HAYSVILLE TRUE VALUE	02/07/2023	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	021-41-2009	6.29
HAYSVILLE TRUE VALUE	02/07/2023	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	030-50-2004	7.99
HAYSVILLE TRUE VALUE	02/07/2023	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	030-50-2009	2.38
HAYSVILLE TRUE VALUE	02/07/2023	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 1/31/2023 - MONTHLY HARDWARE SUPPLIES	030-50-2025	33.06
				Vendor HAYS1187 - HAYSVILLE TRUE VALUE Total:	**643.20**
Vendor: HAYS1189 - HAYSVILLE USD 261					
HAYSVILLE USD 261	02/21/2023	LATCHKEY - DRIVER PAY & MILEAGE - JAN 2023	LATCHKEY - DRIVER PAY & MILEAGE - JAN 2023	030-50-2094	243.92
				Vendor HAYS1189 - HAYSVILLE USD 261 Total:	**243.92**
Vendor: HEAR1200 - HEARTLAND COCA COLA					
HEARTLAND COCA COLA	02/07/2023	MONTHLY BEVERAGE CONCESSIONS	MONTHLY BEVERAGE CONCESSIONS - HAC	030-50-2031	342.91
				Vendor HEAR1200 - HEARTLAND COCA COLA Total:	**342.91**
Vendor: HOME1108 - HOMELAND					
HOMELAND	02/21/2023	MONTHLY GROCERIES - JAN 2023	MONTHLY GROCERIES - JAN 2023	024-44-2031	32.21
HOMELAND	02/21/2023	MONTHLY GROCERIES - JAN 2023	MONTHLY GROCERIES - JAN 2023	030-50-2092	6.53
HOMELAND	02/21/2023	MONTHLY GROCERIES - JAN 2023	MONTHLY GROCERIES - JAN 2023	030-50-2094	290.40
				Vendor HOME1108 - HOMELAND Total:	**329.14**
Vendor: HSAA1200 - HSA AARON KIRCHERT					
HSA AARON KIRCHERT	02/09/2023	HSA A/C: XXXXXXXXX AARON KIRCHERT	HSA A/C: XXXXXXXXX AARON KIRCHERT	001-00-2061	75.00
HSA AARON KIRCHERT	02/23/2023	HSA A/C: XXXXXXXXX AARON KIRCHERT	HSA A/C: XXXXXXXXX AARON KIRCHERT	001-00-2061	75.00
				Vendor HSAA1200 - HSA AARON KIRCHERT Total:	**150.00**
Vendor: HSAK1285 - HSA KENNETH STARK					
HSA KENNETH STARK	02/09/2023	HSA A/C: XXXXXXXX KENNETH STARK	HSA A/C: XXXXXXXX KENNETH STARK	001-00-2061	30.00
HSA KENNETH STARK	02/23/2023	HSA A/C: XXXXXXXX KENNETH STARK	HSA A/C: XXXXXXXX KENNETH STARK	001-00-2061	30.00
				Vendor HSAK1285 - HSA KENNETH STARK Total:	**60.00**
Vendor: HSAR1282 - HSA ROBERT ARNESON					
HSA ROBERT ARNESON	02/09/2023	HSA A/C: XXXXXXXX ROBERT ARNESON	HSA A/C: XXXXXXXX ROBERT ARNESON	001-00-2061	225.00
HSA ROBERT ARNESON	02/23/2023	HSA A/C: XXXXXXXX ROBERT ARNESON	HSA A/C: XXXXXXXX ROBERT ARNESON	001-00-2061	225.00
				Vendor HSAR1282 - HSA ROBERT ARNESON Total:	**450.00**
Vendor: HSAS1201 - HSA SAMUEL ARNOLD					
HSA SAMUEL ARNOLD	02/09/2023	HSA A/C: XXXXXXXXX SAMUEL ARNOLD	HSA A/C: XXXXXXXXX SAMUEL ARNOLD	001-00-2061	150.00
HSA SAMUEL ARNOLD	02/23/2023	HSA A/C: XXXXXXXXX SAMUEL ARNOLD	HSA A/C: XXXXXXXXX SAMUEL ARNOLD	001-00-2061	150.00
				Vendor HSAS1201 - HSA SAMUEL ARNOLD Total:	**300.00**
Vendor: HSAS1284 - HSA SEAN RINEHART					
HSA SEAN RINEHART	02/09/2023	HSA A/C: XXXXXXX SEAN RINEHART	HSA A/C: XXXXXXX SEAN RINEHART	001-00-2061	30.00

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
HSA SEAN RINEHART	02/23/2023	HSA A/C: XXXXXXX SEAN RINEHART	HSA A/C: XXXXXXX SEAN RINEHART	001-00-2061	30.00
				Vendor HSAS1284 - HSA SEAN RINEHART Total:	**60.00**
Vendor: HSAT1286 - HSA TWYLA NGUYEN					
HSA TWYLA NGUYEN	02/09/2023	HSA A/C: XXXXXXXXX TWYLA NGUYEN	HSA A/C: XXXXXXXXX TWYLA NGUYEN	001-00-2061	25.00
HSA TWYLA NGUYEN	02/23/2023	HSA A/C: XXXXXXXXX TWYLA NGUYEN	HSA A/C: XXXXXXXXX TWYLA NGUYEN	001-00-2061	25.00
				Vendor HSAT1286 - HSA TWYLA NGUYEN Total:	**50.00**
Vendor: HSAW1283 - HSA WILLIAM BLACK					
HSA WILLIAM BLACK	02/09/2023	HSA A/C: XXXXXXX WILLIAM BLACK	HSA A/C: XXXXXXX WILLIAM BLACK	001-00-2061	250.00
HSA WILLIAM BLACK	02/23/2023	HSA A/C: XXXXXXX WILLIAM BLACK	HSA A/C: XXXXXXX WILLIAM BLACK	001-00-2061	250.00
				Vendor HSAW1283 - HSA WILLIAM BLACK Total:	**500.00**
Vendor: ICI1323 - ICI					
ICI	02/07/2023	PUBLIC OFFICIAL BOND - CITY CLERK/TREASURER	PUBLIC OFFICIAL BOND - CITY CLERK/TREASURER	001-01-2004	180.00
				Vendor ICI1323 - ICI Total:	**180.00**
Vendor: IMAG1336 - IMAGEQUEST					
IMAGEQUEST	02/07/2023	PRINTER MAINTENANCE CONTRACT	PRINTER MAINT. - EQUIP. ID. 35894	001-10-2040	41.16
IMAGEQUEST	02/07/2023	PRINTER MAINTENANCE CONTRACT	PRINTER MAINT. - EQUIP. ID. 36067	001-10-2040	41.16
IMAGEQUEST	02/07/2023	PRINTER MAINTENANCE CONTRACT	PRINTER MAINT. - EQUIP. ID. 36066	001-10-2040	41.16
IMAGEQUEST	02/07/2023	PRINTER MAINTENANCE CONTRACT	PRINTER MAINT. - EQUIP. ID. 35815	001-10-2040	41.16
				Vendor IMAG1336 - IMAGEQUEST Total:	**164.64**
Vendor: INSI1362 - INSITUFORM TECHNOLOGIES USA					
INSITUFORM TECHNOLOGIES U...	02/07/2023	2022 CIPP LINING PROJECT	2022 CIPP LINING PROJECT (5% RETAINAGE FEE)	010-30-2040	4,089.48
INSITUFORM TECHNOLOGIES U...	02/07/2023	2022 CIPP LINING PROJECT	2022 CIPP LINING PROJECT (LESS 5% RETAINAGE FEE)	010-30-2040	77,700.02
				Vendor INSI1362 - INSITUFORM TECHNOLOGIES USA Total:	**81,789.50**
Vendor: INST1364 - INSTANT TIRE SERVICE					
INSTANT TIRE SERVICE	02/21/2023	TIRE SERVICE	24" O-RINGS 4EA.	021-41-2006	65.00
INSTANT TIRE SERVICE	02/21/2023	TIRE SERVICE	TIRE SERVICE - CATERPILLAR 120G ROAD GRADER	021-41-2006	465.00
INSTANT TIRE SERVICE	02/21/2023	TIRE SERVICE	1400 R24 DBL COIN REM-1 TIRES 4EA.	021-41-2006	4,000.00
				Vendor INST1364 - INSTANT TIRE SERVICE Total:	**4,530.00**
Vendor: INTR1381 - INTRUST BANK					
INTRUST BANK	02/10/2023	FED DEPOSIT	FED DEPOSIT	001-00-2010	11,030.50
INTRUST BANK	02/10/2023	FICA DEPOSIT	FICA DEPOSIT	001-00-2020	5,156.66
INTRUST BANK	02/10/2023	FICA DEPOSIT	FICA DEPOSIT	001-00-2020	22,048.72
INTRUST BANK	02/24/2023	FED DEPOSIT	FED DEPOSIT	001-00-2010	11,304.40
INTRUST BANK	02/24/2023	FICA DEPOSIT	FICA DEPOSIT	001-00-2020	5,300.28
INTRUST BANK	02/24/2023	FICA DEPOSIT	FICA DEPOSIT	001-00-2020	22,663.00
				Vendor INTR1381 - INTRUST BANK Total:	**77,503.56**
Vendor: INVE1385 - INVESTIGATIONS, LLC.					
INVESTIGATIONS, LLC.	02/07/2023	PRE-EMPLOYMENT POLYGRAPH - T. LE GRANDE	PRE-EMPLOYMENT POLYGRAPH - T. LE GRANDE	001-02-2012	100.00
INVESTIGATIONS, LLC.	02/07/2023	PRE-EMPLOYMENT POLYGRAPH - E. PERRY	PRE-EMPLOYMENT POLYGRAPH - E. PERRY	001-02-2012	100.00
				Vendor INVE1385 - INVESTIGATIONS, LLC. Total:	**200.00**

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
Vendor: ISAB1137 - ISABELLA HEIDEN					
ISABELLA HEIDEN	02/07/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	030-00-2001	54.00
				Vendor ISAB1137 - ISABELLA HEIDEN Total:	**54.00**
Vendor: ITER1355 - ITERIS					
ITERIS	02/21/2023	TRAFFIC SIGNAL CAMERA CARD	EDGE2-2N-PAK KIT, DUAL CH., TRAFFIC CAMERA CARD	021-41-2006	3,809.03
				Vendor ITER1355 - ITERIS Total:	**3,809.03**
Vendor: JADA0175 - JADA ARNESON					
JADA ARNESON	02/07/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	030-00-2001	54.00
				Vendor JADA0175 - JADA ARNESON Total:	**54.00**
Vendor: JASO0313 - JASON SHIRE					
JASON SHIRE	02/21/2023	2023 FALL FEST CONCERT - MUSICAL ENTERTAINMENT	2023 FALL FEST CONCERT 10/20 - DEPOSIT	001-10-2054	1,250.00
				Vendor JASO0313 - JASON SHIRE Total:	**1,250.00**
Vendor: JENN1402 - JENNIFER JACKSON					
JENNIFER JACKSON	02/07/2023	FITNESS INSTRUCTOR 4 HRS. 1/24 - 1/26/2023	FITNESS INSTRUCTOR 4 HRS. 1/24 - 1/26/2023	030-50-1250	60.00
JENNIFER JACKSON	02/21/2023	FITNESS INSTRUCTOR 8 HRS. 1/30 - 2/16/2023	FITNESS INSTRUCTOR 8 HRS. 1/30 - 2/16/2023	030-50-1250	120.00
				Vendor JENN1402 - JENNIFER JACKSON Total:	**180.00**
Vendor: JENN2597 - JENNIFER M. SOHM					
JENNIFER M. SOHM	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
				Vendor JENN2597 - JENNIFER M. SOHM Total:	**35.00**
Vendor: JILL2956 - JILL WARD					
JILL WARD	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
				Vendor JILL2956 - JILL WARD Total:	**35.00**
Vendor: BRIC1388 - JIM BEEBE					
JIM BEEBE	02/23/2023	2023 FALL FEST - SOUND/LIGHTING SVCS.	2023 FALL FEST - SOUND/LIGHTING SVCS. - DEPOSIT	001-10-2054	1,250.00
JIM BEEBE	02/23/2023	2023 FALL FEST CONCERT - MUSICAL ENTERTAINMENT	2023 FALL FEST CONCERT 10/20 - DEPOSIT	001-10-2054	1,000.00
				Vendor BRIC1388 - JIM BEEBE Total:	**2,250.00**
Vendor: JOHN1431 - JOHN DEERE FINANCIAL					
JOHN DEERE FINANCIAL	02/21/2023	REPAIR PARTS	CORE EXCHANGE - BATTERY, 12V - JD 6410S MOWER	021-41-2006	-54.00
JOHN DEERE FINANCIAL	02/21/2023	REPAIR PARTS	BATTERY, 12V 1EA. - JD 6410S MOWER	021-41-2006	412.87
				Vendor JOHN1431 - JOHN DEERE FINANCIAL Total:	**358.87**
Vendor: JOHN2562 - JOHNATHAN SIMONS					
JOHNATHAN SIMONS	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	35.00
JOHNATHAN SIMONS	02/24/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	35.00
				Vendor JOHN2562 - JOHNATHAN SIMONS Total:	**70.00**
Vendor: JONA2730 - JONATHAN TARDIFF					
JONATHAN TARDIFF	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-04-2002	35.00
				Vendor JONA2730 - JONATHAN TARDIFF Total:	**35.00**
Vendor: JOSE0060 - JOSE AGUILAR, JR.					
JOSE AGUILAR, JR.	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	010-30-2002	35.00
				Vendor JOSE0060 - JOSE AGUILAR, JR. Total:	**35.00**
Vendor: K&AP1457 - K & A PROPERTY MAINTENANCE LLC					
K & A PROPERTY MAINTENANCE..	02/07/2023	CLEANING SERVICES	CLEANING SVCS. - CITY HALL	001-09-2040	528.00
K & A PROPERTY MAINTENANCE..	02/07/2023	CLEANING SERVICES	CLEANING SVCS. - POLICE DEPT.	001-09-2040	440.00
K & A PROPERTY MAINTENANCE..	02/07/2023	CLEANING SERVICES	CLEANING SVCS. - COMMUNITY BLDG.	001-09-2040	112.00
K & A PROPERTY MAINTENANCE..	02/07/2023	CLEANING SERVICES	CLEANING SVCS. - SR. CNTR.	001-12-2040	425.00

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
K & A PROPERTY MAINTENANCE..	02/07/2023	CLEANING SERVICES	CLEANING SVCS. - HAC	030-50-2025	450.00
			Vendor K&AP1457 - K & A PROPERTY MAINTENANCE LLC Total:		**1,955.00**
Vendor: KALE0176 - KALEB ARNESON					
KALEB ARNESON	02/07/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	030-00-2001	43.00
KALEB ARNESON	02/07/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	030-50-1250	11.00
			Vendor KALE0176 - KALEB ARNESON Total:		**54.00**
Vendor: KANS1574 - KANSAS BG INC					
KANSAS BG INC	02/07/2023	BG SUPERCHARGE II FUEL ADDITIVE	BG SUPERCHARGE II FUEL ADDITIVE	001-03-2009	102.15
KANSAS BG INC	02/07/2023	BG SUPERCHARGE II FUEL ADDITIVE	BG SUPERCHARGE II FUEL ADDITIVE	010-30-2009	102.15
KANSAS BG INC	02/07/2023	BG SUPERCHARGE II FUEL ADDITIVE	BG SUPERCHARGE II FUEL ADDITIVE	011-31-2009	102.15
KANSAS BG INC	02/07/2023	BG SUPERCHARGE II FUEL ADDITIVE	BG SUPERCHARGE II FUEL ADDITIVE	021-41-2009	102.15
			Vendor KANS1574 - KANSAS BG INC Total:		**408.60**
Vendor: KANS1601 - KANSAS DEPARTMENT OF REVENUE					
KANSAS DEPARTMENT OF REV...	02/10/2023	KANSAS WITHHOLDING TAX	KANSAS WITHHOLDING TAX	001-00-2030	6,775.10
KANSAS DEPARTMENT OF REV...	02/24/2023	KANSAS WITHHOLDING TAX	KANSAS WITHHOLDING TAX	001-00-2030	6,914.17
			Vendor KANS1601 - KANSAS DEPARTMENT OF REVENUE Total:		**13,689.27**
Vendor: KANS1498 - KANSAS DEPT OF REVENUE					
KANSAS DEPT OF REVENUE	02/07/2023	WATER PROTECTION FEE/CLEAN DRINKING WATER FEE	WATER PROTECTION FEE	011-31-2021	2,542.05
KANSAS DEPT OF REVENUE	02/07/2023	WATER PROTECTION FEE/CLEAN DRINKING WATER FEE	CLEAN DRINKING WATER FEE	011-31-2023	2,383.17
			Vendor KANS1498 - KANSAS DEPT OF REVENUE Total:		**4,925.22**
Vendor: KANS1499 - KANSAS DEPT OF REVENUE					
KANSAS DEPT OF REVENUE	02/21/2023	WATER SALES TAX LATE FEE - DEC 2022	WATER SALES TAX LATE FEE - DEC 2022	011-31-2022	10.25
KANSAS DEPT OF REVENUE	02/21/2023	WATER SALES TAX - JAN 2023	WATER SALES TAX - JAN 2023	011-31-2022	782.51
			Vendor KANS1499 - KANSAS DEPT OF REVENUE Total:		**792.76**
Vendor: KANS1615 - KANSAS GAS SERVICE					
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1568420 18 - 403 S. JANE (ANIMAL CNTRL.)	001-02-2013	238.51
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1568420 18 - 403 S. JANE (ANIMAL CNTRL.)	001-02-2013	69.63
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1578976 27 - 200 W. GRAND (CITY/PD/COURT)	001-09-2003	610.37
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1308570 45 - 130 E. 2ND (COMM. BLDG.)	001-09-2003	54.49
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1578976 27 - 200 W. GRAND (CITY/PD/COURT)	001-09-2003	141.91
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1308570 45 - 130 E. 2ND (COMM. BLDG.)	001-09-2003	152.81
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 2003258 73 - 160 E. KARLA (SR. CNTR.)	001-12-2003	112.63
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 2003258 73 - 160 E. KARLA (SR. CNTR.)	001-12-2003	1,034.09
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1600065 91 - 428 S. JANE (WWTP)	010-30-2003	5,063.34
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1308619 00 - 429 S. JANE (PW SHOP)	010-30-2003	339.79
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1600065 91 - 428 S. JANE (WWTP)	010-30-2003	762.03
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1308621 36 - 551 S. DELOS (OLD SEWER PLNT)	010-30-2003	47.88

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	010-30-2003	38.22
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	010-30-2003	149.91
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1654247 00 - 417 S. JANE (PW STORAGE)	010-30-2003	235.83
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	011-31-2003	149.87
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1654247 00 - 417 S. JANE (PW STORAGE)	011-31-2003	235.76
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	011-31-2003	38.21
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1308619 00 - 429 S. JANE (PW SHOP)	011-31-2003	339.69
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1308619 00 - 429 S. JANE (PW SHOP)	021-41-2003	339.68
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1654247 00 - 417 S. JANE (PW STORAGE)	021-41-2003	235.75
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	021-41-2003	38.21
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	021-41-2003	149.86
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 2032392 45 - 523 SARAH LN. (HAC)	030-50-2003	906.17
KANSAS GAS SERVICE	02/07/2023	MONTHLY GAS SERVICE	ACCT. 2032392 45 - 523 SARAH LN. (HAC)	030-50-2003	308.26
				Vendor KANS1615 - KANSAS GAS SERVICE Total:	**11,792.90**
Vendor: KANS1627 - KANSAS ONE-CALL SYSTEM INC					
KANSAS ONE-CALL SYSTEM INC	02/07/2023	SEWER/WATER LOCATE FEES	SEWER/WATER LOCATE FEES	010-30-2040	80.40
KANSAS ONE-CALL SYSTEM INC	02/07/2023	SEWER/WATER LOCATE FEES	SEWER/WATER LOCATE FEES	011-31-2040	80.40
KANSAS ONE-CALL SYSTEM INC	02/07/2023	SEWER/WATER LOCATE FEES	SEWER/WATER LOCATE FEES	010-30-2040	15.00
KANSAS ONE-CALL SYSTEM INC	02/07/2023	SEWER/WATER LOCATE FEES	SEWER/WATER LOCATE FEES	010-30-2040	145.80
				Vendor KANS1627 - KANSAS ONE-CALL SYSTEM INC Total:	**321.60**
Vendor: KANS1629 - KANSAS PAYMENT CENTER					
KANSAS PAYMENT CENTER	02/09/2023	SG09DM003555	SG09DM003555	001-00-2057	213.00
KANSAS PAYMENT CENTER	02/09/2023	SG19DM005637	SG19DM005637	001-00-2057	817.85
KANSAS PAYMENT CENTER	02/09/2023	SG15DM007951	SG15DM007951	001-00-2057	92.31
KANSAS PAYMENT CENTER	02/09/2023	SG20DM03529	SG20DM03529	001-00-2057	276.92
KANSAS PAYMENT CENTER	02/23/2023	SG09DM003555	SG09DM003555	001-00-2057	213.00
KANSAS PAYMENT CENTER	02/23/2023	SG15DM007951	SG15DM007951	001-00-2057	92.31
KANSAS PAYMENT CENTER	02/23/2023	SG19DM005637	SG19DM005637	001-00-2057	781.58
KANSAS PAYMENT CENTER	02/23/2023	SG20DM03529	SG20DM03529	001-00-2057	276.92
				Vendor KANS1629 - KANSAS PAYMENT CENTER Total:	**2,763.89**
Vendor: KANS1643 - KANSAS STATE TREASURER					
KANSAS STATE TREASURER	02/07/2023	COURT FEES - JAN 2023	SEAT BELT SAFETY FEE	001-00-5006	20.00
KANSAS STATE TREASURER	02/07/2023	COURT FEES - JAN 2023	JUDICIAL BRANCH DOCKET FEE	001-06-2060	22.00
KANSAS STATE TREASURER	02/07/2023	COURT FEES - JAN 2023	REINSTATEMENT FEES	001-06-2060	100.00
KANSAS STATE TREASURER	02/07/2023	COURT FEES - JAN 2023	JUDICIAL BRANCH EDUCATION FEE	001-06-2073	50.00
KANSAS STATE TREASURER	02/07/2023	COURT FEES - JAN 2023	LAW ENFORCEMENT TRAINING CENTER FUND	001-06-2074	1,138.00
				Vendor KANS1643 - KANSAS STATE TREASURER Total:	**1,330.00**
Vendor: KANS1480 - KANSASLAND TIRE & SERVICE					
KANSASLAND TIRE & SERVICE	02/07/2023	TIRES & SERVICE	P265/60R17 TIRES 2EA.	001-02-2035	283.82
KANSASLAND TIRE & SERVICE	02/07/2023	TIRES & SERVICE	P265/60R17 TIRES 4EA. - PATROL CAR #15	001-02-2035	616.04
KANSASLAND TIRE & SERVICE	02/21/2023	TIRES & SERVICE	P245/55R18 TIRES 4EA. - PATROL CAR #02	001-02-2035	642.48
				Vendor KANS1480 - KANSASLAND TIRE & SERVICE Total:	**1,542.34**
Vendor: KANZ1482 - KANZA CO-OPERATIVE ASSOC.					
KANZA CO-OPERATIVE ASSOC.	02/07/2023	UNLEADED / DIESEL FUEL	UNLEADED FUEL 1402 GAL.	001-02-2010	2,811.29

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
KANZA CO-OPERATIVE ASSOC.	02/07/2023	UNLEADED / DIESEL FUEL	UNLEADED FUEL 1402 GAL.	010-00-2001	1,312.94
KANZA CO-OPERATIVE ASSOC.	02/07/2023	UNLEADED / DIESEL FUEL	DIESEL FUEL 200 GAL.	010-00-2001	734.00
				Vendor KANZ1482 - KANZA CO-OPERATIVE ASSOC. Total:	**4,858.23**
Vendor: KCCT1487 - KCCTO					
KCCTO	02/21/2023	COURSE REGISTRATIONS - LATCHKEY	COURSE REGISTRATIONS - S. IRIBE	030-50-2094	5.00
KCCTO	02/21/2023	COURSE REGISTRATIONS - LATCHKEY	COURSE REGISTRATIONS - S. IRIBE	030-50-2094	5.00
KCCTO	02/21/2023	COURSE REGISTRATIONS - LATCHKEY	LESS DISCOUNT	030-50-2094	-5.00
KCCTO	02/21/2023	COURSE REGISTRATIONS - LATCHKEY	COURSE REGISTRATIONS - S. IRIBE	030-50-2094	5.00
KCCTO	02/21/2023	COURSE REGISTRATIONS - LATCHKEY	COURSE REGISTRATIONS - S. IRIBE	030-50-2094	10.00
KCCTO	02/21/2023	COURSE REGISTRATIONS - LATCHKEY	COURSE REGISTRATIONS - S. DOMEBO	030-50-2094	20.00
KCCTO	02/21/2023	COURSE REGISTRATIONS - LATCHKEY	LESS DISCOUNT	030-50-2094	-4.00
				Vendor KCCT1487 - KCCTO Total:	**36.00**
Vendor: KEVI2525 - KEVIN SEXTON					
KEVIN SEXTON	02/21/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-02-2040	35.00
				Vendor KEVI2525 - KEVIN SEXTON Total:	**35.00**
Vendor: KONI1557 - KONICA MINOLTA BUSINESS					
KONICA MINOLTA BUSINESS	02/21/2023	COPIER MAINT. - PUBLIC WORKS	COPIER MAINT. - PUBLIC WORKS	001-20-2004	62.66
KONICA MINOLTA BUSINESS	02/21/2023	COPIER MAINT. - PUBLIC WORKS	COPIER MAINT. - PUBLIC WORKS	001-20-2004	1.17
KONICA MINOLTA BUSINESS	02/21/2023	COPIER MAINT. - POLICE DEPT.	COPIER MAINT. - POLICE DEPT.	001-02-2004	4.74
KONICA MINOLTA BUSINESS	02/21/2023	COPIER MAINT. - POLICE DEPT.	COPIER MAINT. - POLICE DEPT.	001-02-2040	90.52
KONICA MINOLTA BUSINESS	02/21/2023	COPIER MAINT. - HAC	COPIER MAINT. - HAC	099-66-3003	61.04
KONICA MINOLTA BUSINESS	02/21/2023	COPIER MAINT. - HAC	COPIER MAINT. - HAC	099-66-3003	177.92
KONICA MINOLTA BUSINESS	02/21/2023	COPIER MAINT. - CITY HALL BSMNT.	COPIER MAINT. - CITY HALL (BSMNT.)	001-10-2040	19.38
KONICA MINOLTA BUSINESS	02/21/2023	COPIER MAINT. - CITY HALL BSMNT.	COPIER MAINT. - CITY HALL (BSMNT.)	001-10-2040	111.24
KONICA MINOLTA BUSINESS	02/21/2023	COPIER MAINTENANCE	COPIER MAINT. - CITY HALL	001-10-2040	252.80
				Vendor KONI1557 - KONICA MINOLTA BUSINESS Total:	**781.47**
Vendor: KONI1558 - KONICA MINOLTA PREMIERE					
KONICA MINOLTA PREMIERE	02/07/2023	COPIER LEASE PYMNT.	KONICA C458 LEASE - POLICE DEPT.	001-02-2004	351.46
KONICA MINOLTA PREMIERE	02/07/2023	COPIER LEASE PYMNT.	KONICA C458 LEASE - CITY HALL	001-10-2040	381.87
KONICA MINOLTA PREMIERE	02/07/2023	COPIER LEASE PYMNT.	KONICA C458 LEASE - CITY HALL (BSMNT)	001-10-2040	189.37
KONICA MINOLTA PREMIERE	02/07/2023	COPIER LEASE PYMNT.	KONICA C458 LEASE - PUBLIC WORKS	001-20-2004	201.74
KONICA MINOLTA PREMIERE	02/07/2023	COPIER LEASE PYMNT.	KONICA C458 LEASE - HAC	099-66-3003	182.61
KONICA MINOLTA PREMIERE	02/21/2023	COPIER LEASE PYMNT.	KONICA C3350 LEASE - SR. CNTR.	001-12-2004	172.76
				Vendor KONI1558 - KONICA MINOLTA PREMIERE Total:	**1,479.81**
Vendor: KPER1560 - KPERS 457 - EMPOWER RETIREMENT					
KPERS 457 - EMPOWER RETIRE...	02/10/2023	PAYROLL DEDUCTION KPERS 457 PRE-TAX	PAYROLL DEDUCTION KPERS 457 PRE-TAX	001-00-2051	1,751.50
KPERS 457 - EMPOWER RETIRE...	02/10/2023	PAYROLL DEDUCTION KPERS 457 ROTH POST-TAX	PAYROLL DEDUCTION KPERS 457 ROTH POST-TAX	001-00-2067	457.00
KPERS 457 - EMPOWER RETIRE...	02/24/2023	PAYROLL DEDUCTION KPERS 457 PRE-TAX	PAYROLL DEDUCTION KPERS 457 PRE-TAX	001-00-2051	1,751.50
KPERS 457 - EMPOWER RETIRE...	02/24/2023	PAYROLL DEDUCTION KPERS 457 ROTH POST-TAX	PAYROLL DEDUCTION KPERS 457 ROTH POST-TAX	001-00-2067	457.00
				Vendor KPER1560 - KPERS 457 - EMPOWER RETIREMENT Total:	**4,417.00**

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
Vendor: KPER1559 - KPERS					
KPERS	02/10/2023	PAYROLL DEDUCTION KPERS D&D	PAYROLL DEDUCTION KPERS D&D	001-00-2040	1,216.20
KPERS	02/10/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	2,695.32
KPERS	02/10/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	5,756.52
KPERS	02/10/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	9,097.98
KPERS	02/10/2023	PAYROLL DEDUCTION KP&F EE & ER	PAYROLL DEDUCTION KP&F EE & ER	001-00-2040	15,769.97
KPERS	02/10/2023	PAYROLL DEDUCTION KPERS WORK AFTER RETIREMENT	PAYROLL DEDUCTION KPERS WORK AFTER RETIREMENT	001-00-2040	55.21
KPERS	02/24/2023	PAYROLL DEDUCTION KPERS D&D	PAYROLL DEDUCTION KPERS D&D	001-00-2040	1,217.90
KPERS	02/24/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	9,049.35
KPERS	02/24/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	2,701.89
KPERS	02/24/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	5,823.31
KPERS	02/24/2023	PAYROLL DEDUCTION KP&F EE & ER	PAYROLL DEDUCTION KP&F EE & ER	001-00-2040	16,035.37
KPERS	02/24/2023	PAYROLL DEDUCTION KPERS WORK AFTER RETIREMENT	PAYROLL DEDUCTION KPERS WORK AFTER RETIREMENT	001-00-2040	65.66
				Vendor KPER1559 - KPERS Total:	**69,484.68**
Vendor: KRIS1861 - KRISTEN MCDANIEL					
KRISTEN MCDANIEL	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-12-2003	35.00
				Vendor KRIS1861 - KRISTEN MCDANIEL Total:	**35.00**
Vendor: KURT1263 - KURT A HOLMES, PA					
KURT A HOLMES, PA	02/09/2023	22LM007248	22LM007248	001-00-2057	411.32
KURT A HOLMES, PA	02/23/2023	22LM007248	22LM007248	001-00-2057	406.06
				Vendor KURT1263 - KURT A HOLMES, PA Total:	**817.38**
Vendor: LAGR1685 - LAG RENTALS, LLC.					
LAG RENTALS, LLC.	02/09/2023	CAR RENTAL - RA 3022234	CAR RENTAL - RA 3022234	024-44-2012	650.00
				Vendor LAGR1685 - LAG RENTALS, LLC. Total:	**650.00**
Vendor: LAUT1700 - LAUTZ LAW, LLC					
LAUTZ LAW, LLC	02/07/2023	PUBLIC DEFENDER MONTHLY SERVICES	PUBLIC DEFENDER MONTHLY SERVICES	001-06-2037	1,000.00
				Vendor LAUT1700 - LAUTZ LAW, LLC Total:	**1,000.00**
Vendor: LEGA1735 - LEGAL SHIELD					
LEGAL SHIELD	02/23/2023	PAYROLL DEDUCTION LEGAL SHIELD	PAYROLL DEDUCTION LEGAL SHIELD	001-00-2060	67.80
				Vendor LEGA1735 - LEGAL SHIELD Total:	**67.80**
Vendor: LEVI1868 - LEVI BREWER					
LEVI BREWER	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	011-31-2002	35.00
				Vendor LEVI1868 - LEVI BREWER Total:	**35.00**
Vendor: LOWE1787 - LOWES BUSINESS ACCT/GECRB					
LOWES BUSINESS ACCT/GECRB	02/21/2023	MONTHLY SUPPLIES - JAN 2023	3-FT X 5-FT ANTI-FATIGUE MAT 3EA.	011-31-2012	113.94
				Vendor LOWE1787 - LOWES BUSINESS ACCT/GECRB Total:	**113.94**
Vendor: MAKA1387 - MAKAYLA BROWNLEE					
MAKAYLA BROWNLEE	02/21/2023	2023 FALL FEST CONCERT - MUSICAL ENTERTAINMENT	2023 FALL FEST CONCERT 10/21 - DEPOSIT	001-10-2054	1,250.00
				Vendor MAKA1387 - MAKAYLA BROWNLEE Total:	**1,250.00**
Vendor: MARI1825 - MARIANNA EVANS YOGA, LLC.					
MARIANNA EVANS YOGA, LLC.	02/07/2023	SR. CNTR. YOGA - JAN 2023	SR. CNTR. YOGA - JAN 2023	001-12-1100	150.00
				Vendor MARI1825 - MARIANNA EVANS YOGA, LLC. Total:	**150.00**

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
Vendor: MARS1769 - MARSHALL LITCHFIELD					
MARSHALL LITCHFIELD	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	010-30-2002	11.67
MARSHALL LITCHFIELD	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	011-31-2002	11.67
MARSHALL LITCHFIELD	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	11.66
				Vendor MARS1769 - MARSHALL LITCHFIELD Total:	**35.00**
Vendor: MAST1838 - MASTER METER, INC.					
MASTER METER, INC.	02/07/2023	HARMONY MOBILE ANNUAL SUPPORT RENEWAL	HARMONY MOBILE ANNUAL SUPPORT RENEWAL	011-31-2006	2,150.00
				Vendor MAST1838 - MASTER METER, INC. Total:	**2,150.00**
Vendor: MAXI1844 - MAXIMUM OUTDOOR EQUIPMENT					
MAXIMUM OUTDOOR EQUIPM...	02/21/2023	MOWER REPAIR PARTS	CARRIAGE BOLT 4EA.	001-03-2006	4.84
MAXIMUM OUTDOOR EQUIPM...	02/21/2023	MOWER REPAIR PARTS	GRASS REPELLER DECK ROLLER 2EA.	001-03-2006	8.60
MAXIMUM OUTDOOR EQUIPM...	02/21/2023	MOWER REPAIR PARTS	DECK MONT BUSHING 4EA.	001-03-2006	9.48
				Vendor MAXI1844 - MAXIMUM OUTDOOR EQUIPMENT Total:	**22.92**
Vendor: MAXW1845 - MAXWELL MEDALS & AWARDS					
MAXWELL MEDALS & AWARDS	02/21/2023	2023 SHAMROCK SHUFFLE MEDALS	UV COLR PRINT CHARGE	030-50-2092	300.00
MAXWELL MEDALS & AWARDS	02/21/2023	2023 SHAMROCK SHUFFLE MEDALS	2023 SHAMROCK SHUFFLE MEDALS	030-50-2092	675.00
MAXWELL MEDALS & AWARDS	02/21/2023	2023 SHAMROCK SHUFFLE MEDALS	1 1/2" X 32" NECK RIBBON	030-50-2092	112.50
MAXWELL MEDALS & AWARDS	02/21/2023	2023 SHAMROCK SHUFFLE MEDALS	SHIPPING/HANDLING CHARGE	030-50-2092	31.00
				Vendor MAXW1845 - MAXWELL MEDALS & AWARDS Total:	**1,118.50**
Vendor: MAYE1847 - MAYER SPECIALTY SERVICES LLC					
MAYER SPECIALTY SERVICES LLC	02/21/2023	RENTAL: JET/VAC TRUCK 01/17/2023	TELEVISE 10" SANITARY SEWER LINE	010-30-2006	500.00
MAYER SPECIALTY SERVICES LLC	02/21/2023	RENTAL: JET/VAC TRUCK 01/17/2023	RENTAL: JET/VAC TRUCK 01/17/2023	010-30-2006	2,520.00
				Vendor MAYE1847 - MAYER SPECIALTY SERVICES LLC Total:	**3,020.00**
Vendor: MCCO1853 - MCCONNELL & ASSOCIATES					
MCCONNELL & ASSOCIATES	02/07/2023	PAVEMENT MAINT. PRODUCTS	LABOR CHARGE	021-41-2006	200.00
MCCONNELL & ASSOCIATES	02/07/2023	PAVEMENT MAINT. PRODUCTS	ENGINE BATTERY #26RPMJ - CRACK SEALER MACHINE	021-41-2006	179.99
MCCONNELL & ASSOCIATES	02/07/2023	PAVEMENT MAINT. PRODUCTS	SPRAY SOCK 6EA.	021-41-2006	11.94
				Vendor MCCO1853 - MCCONNELL & ASSOCIATES Total:	**391.93**
Vendor: MELH1875 - MEL HAMBELTON FORD					
MEL HAMBELTON FORD	02/21/2023	AUTO PARTS/SUPPLIES	RETAINER 2EA. - HAYSVILLE HUSTLE TRANSIT SYSTEM	001-13-2035	34.90
MEL HAMBELTON FORD	02/21/2023	AUTO PARTS/SUPPLIES	AIR KIT 1EA. - PATROL CAR #03-18	001-02-2035	10.16
				Vendor MELH1875 - MEL HAMBELTON FORD Total:	**45.06**
Vendor: MERI1883 - MERIDIAN ANALYTICAL LABS, LLC.					
MERIDIAN ANALYTICAL LABS, L...	02/07/2023	WATER TESTING	WATER TESTING	010-30-2040	290.00
MERIDIAN ANALYTICAL LABS, L...	02/07/2023	WATER TESTING	WATER TESTING	011-31-2040	100.00
MERIDIAN ANALYTICAL LABS, L...	02/07/2023	WATER TESTING	WATER TESTING	011-31-2040	100.00
MERIDIAN ANALYTICAL LABS, L...	02/07/2023	WATER TESTING	WATER TESTING	010-30-2040	420.00
MERIDIAN ANALYTICAL LABS, L...	02/21/2023	WATER TESTING	WATER TESTING	010-30-2040	290.00
MERIDIAN ANALYTICAL LABS, L...	02/21/2023	WATER TESTING	WATER TESTING	010-30-2040	792.00
				Vendor MERI1883 - MERIDIAN ANALYTICAL LABS, LLC. Total:	**1,992.00**
Vendor: MICH1768 - MICHAEL J. LIPPOLDT					
MICHAEL J. LIPPOLDT	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	010-30-2002	11.67
MICHAEL J. LIPPOLDT	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	011-31-2002	11.67
MICHAEL J. LIPPOLDT	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	11.66
				Vendor MICH1768 - MICHAEL J. LIPPOLDT Total:	**35.00**

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
Vendor: MID-1953 - MID-STATES ORGANIZED CRIME					
MID-STATES ORGANIZED CRIME	02/07/2023	MOCIC 2023 MEMBERSHIP DUES - 24 SWORN OFFICERS	MOCIC 2023 MEMBERSHIP DUES - 24 SWORN OFFICERS	001-02-2012	150.00
				Vendor MID-1953 - MID-STATES ORGANIZED CRIME Total:	**150.00**
Vendor: MIES1927 - MIES CONSTRUCTION INC					
MIES CONSTRUCTION INC	02/21/2023	PROJECT: WIRE/HUNGERFORD AVE. WATERLINE IMPRVMNTS	PROJECT: WIRE/HUNGERFORD AVE. WATERLINE IMPRVMNTS	038-66-3001	334,804.00
				Vendor MIES1927 - MIES CONSTRUCTION INC Total:	**334,804.00**
Vendor: MIKE1929 - MIKE JOHNSON SALES, INC.					
MIKE JOHNSON SALES, INC.	02/07/2023	MISC. TAX FORMS	1099 NEC FORMS W/ENVELOPES 100EA.	001-10-2077	50.80
MIKE JOHNSON SALES, INC.	02/21/2023	RED TAG DOOR HANGERS	RED TAG DOOR HANGERS 500CNT	010-30-2004	55.32
MIKE JOHNSON SALES, INC.	02/21/2023	RED TAG DOOR HANGERS	RED TAG DOOR HANGERS 500CNT	011-31-2004	55.32
				Vendor MIKE1929 - MIKE JOHNSON SALES, INC. Total:	**161.44**
Vendor: MINT1943 - MINTER & POLLAK, LC					
MINTER & POLLAK, LC	02/21/2023	PROFESSIONAL SVCS. - CITY ATTY. FEES	PROFESSIONAL SVCS. - CITY ATTY. FEES	001-10-1100	4,050.00
				Vendor MINT1943 - MINTER & POLLAK, LC Total:	**4,050.00**
Vendor: MUNI1987 - MUNICIPAL SUPPLY INC.					
MUNICIPAL SUPPLY INC.	02/07/2023	WATER SUPPLIES	3/4" ANGLE BALL 20EA.	011-31-2009	1,047.60
MUNICIPAL SUPPLY INC.	02/07/2023	WATER SUPPLIES	2" BALL CORP 3EA.	011-31-2009	931.62
MUNICIPAL SUPPLY INC.	02/21/2023	WATER SUPPLIES	MISC. BRASS/WATER SERVICE MATERIALS	011-31-2009	1,358.12
MUNICIPAL SUPPLY INC.	02/21/2023	WATER SUPPLIES	8" X 1" CC BRASS SADDLE	011-31-2009	1,052.35
MUNICIPAL SUPPLY INC.	02/21/2023	WATER SUPPLIES	KIT CLOW SAFETY REPAIR 2EA.	011-31-2009	296.59
				Vendor MUNI1987 - MUNICIPAL SUPPLY INC. Total:	**4,686.28**
Vendor: MYRE1999 - MYREC.COM					
MYREC.COM	02/07/2023	MYREC.COM SYSTEM SOFTWARE	MYREC. SYSTEM SOFTWARE	037-57-2012	627.50
				Vendor MYRE1999 - MYREC.COM Total:	**627.50**
Vendor: NATH0416 - NATHANIEL CABALLERO					
NATHANIEL CABALLERO	02/07/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	REFEREE BASKETBALL 6 HRS. 1/21/2023	030-50-1250	108.00
				Vendor NATH0416 - NATHANIEL CABALLERO Total:	**108.00**
Vendor: NCSI2025 - NCSI					
NCSI	02/07/2023	PRE-EMPLOYMENT BACKGROUND CHECKS	2EA. LATCHKEY BACKGROUND CHECKS	030-50-2094	37.00
				Vendor NCSI2025 - NCSI Total:	**37.00**
Vendor: NEWM2041 - NEW MEDICAL HEALTH CARE, LLC					
NEW MEDICAL HEALTH CARE, L...	02/21/2023	PRE-EMPLOYMENT TESTING - E. HOLMES	PRE-EMPLOYMENT TESTING - E. HOLMES	030-50-2094	47.50
NEW MEDICAL HEALTH CARE, L...	02/21/2023	PRE-EMPLOYMENT TESTING - S. SMITH	PRE-EMPLOYMENT TESTING - S. SMITH	030-50-2094	47.50
NEW MEDICAL HEALTH CARE, L...	02/21/2023	PRE-EMPLOYMENT TESTING - F. BANNISTER	PRE-EMPLOYMENT TESTING - F. BANNISTER	030-50-2094	47.50
NEW MEDICAL HEALTH CARE, L...	02/21/2023	PRE-EMPLOYMENT TESTING - I. CARRILLO	PRE-EMPLOYMENT TESTING - I. CARRILLO	030-50-2094	47.50
NEW MEDICAL HEALTH CARE, L...	02/21/2023	PRE-EMPLOYMENT TESTING - T. LEGRANDE	PRE-EMPLOYMENT TESTING - T. LEGRANDE	001-02-2012	47.50
NEW MEDICAL HEALTH CARE, L...	02/21/2023	PRE-EMPLOYMENT TESTING - T. LAGRANDE	PRE-EMPLOYMENT TESTING - T. LAGRANDE	001-02-2012	70.00
				Vendor NEWM2041 - NEW MEDICAL HEALTH CARE, LLC Total:	**307.50**
Vendor: NEWE2042 - NEWEGG BUSINESS, INC.					
NEWEGG BUSINESS, INC.	02/07/2023	COMPUTER EQUIPMENT	DELL OPTIPLEX 3000 16GB DESKTOP COMPUTER	001-01-2080	1,621.98
NEWEGG BUSINESS, INC.	02/07/2023	COMPUTER EQUIPMENT	4-IN-1 3.0 USB HUB	001-21-2004	47.97
NEWEGG BUSINESS, INC.	02/21/2023	COMPUTER EQUIPMENT	LAPTOP CAR CHARGER FOR DELL INSPIRION 1EA.	001-02-2006	53.62

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
NEWEGG BUSINESS, INC.	02/21/2023	COMPUTER EQUIPMENT	HP 962XL HIGH YIELD INK CART.,MAG. 1EA. - ECO. DEV	001-18-2004	43.98
				Vendor NEWE2042 - NEWEGG BUSINESS, INC. Total:	**1,767.55**
Vendor: NICH2055 - NICHOLAS W. NORRIS					
NICHOLAS W. NORRIS	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
				Vendor NICH2055 - NICHOLAS W. NORRIS Total:	**35.00**
Vendor: ODPB2079 - ODP BUSINESS SOLUTIONS, LLC					
ODP BUSINESS SOLUTIONS, LLC	02/07/2023	OFFICE SUPPLIES	CALCULATOR, CASIO PORTABLE DESKTOP	001-10-2077	35.59
ODP BUSINESS SOLUTIONS, LLC	02/07/2023	OFFICE SUPPLIES	TAPE, ECO, MAGIC 1 PK	001-10-2077	22.25
ODP BUSINESS SOLUTIONS, LLC	02/07/2023	OFFICE SUPPLIES	TAPE, CORRECTION 12/PK 1EA.	001-10-2077	12.03
ODP BUSINESS SOLUTIONS, LLC	02/07/2023	OFFICE SUPPLIES	STAPLES, STNDRD. 5/PK 1EA.	001-10-2077	9.61
ODP BUSINESS SOLUTIONS, LLC	02/07/2023	OFFICE SUPPLIES	LABELS, ADDRESS 400/PK 1EA.	001-10-2077	6.97
ODP BUSINESS SOLUTIONS, LLC	02/07/2023	OFFICE SUPPLIES	PAD, STAMP, BLK.	001-10-2077	7.99
ODP BUSINESS SOLUTIONS, LLC	02/21/2023	OFFICE SUPPLIES	ERASER, MAGNETIC, DRY ERASE BOARD	001-03-2004	2.90
ODP BUSINESS SOLUTIONS, LLC	02/21/2023	OFFICE SUPPLIES	CLEANER, DRY ERASE BOARD	001-03-2004	4.48
ODP BUSINESS SOLUTIONS, LLC	02/21/2023	OFFICE SUPPLIES	MARKERS, DRY ERASE 1 DZN.	001-03-2004	6.69
ODP BUSINESS SOLUTIONS, LLC	02/21/2023	OFFICE SUPPLIES	INK, HP67 CLR, BLACK 2PK.	001-20-2004	81.78
ODP BUSINESS SOLUTIONS, LLC	02/21/2023	OFFICE SUPPLIES	BOX, STORAGE/FILE, LETTER/LEGAL SIZE 2PK.	001-10-2077	48.32
ODP BUSINESS SOLUTIONS, LLC	02/21/2023	OFFICE SUPPLIES	FORMAX FD 300 AUTOMATIC DESKTOP DOCUMENT FOLDER	001-01-2080	765.00
ODP BUSINESS SOLUTIONS, LLC	02/21/2023	OFFICE SUPPLIES	POST-IT, FLAGS - ARROW, ASSORTED	001-18-2004	7.41
ODP BUSINESS SOLUTIONS, LLC	02/21/2023	OFFICE SUPPLIES	FACIAL TISSUE, KLEENEX 1 CS.	001-10-2077	60.76
ODP BUSINESS SOLUTIONS, LLC	02/21/2023	OFFICE SUPPLIES	NOTE, POST-IT, YELLOW 12PK.	001-10-2077	6.18
				Vendor ODPB2079 - ODP BUSINESS SOLUTIONS, LLC Total:	**1,077.96**
Vendor: O'RE2074 - O'REILLY AUTOMOTIVE INC					
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	1QT MOTOR OIL 3EA. - POLICE DEPT.	001-02-2035	35.97
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	IRIDIUM PLUG 1EA. - CAR #10-15	001-02-2035	80.16
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	FUEL FILTER 1EA.	001-03-2006	2.63
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	HYDRAULIC FILTER 1EA.	001-03-2006	7.54
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	OIL FILTER 1EA.	001-03-2006	9.00
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	AIR FILTER 1EA.	001-03-2006	16.13
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	SPARK PLUG WIRE 1EA. - CAR #10-15	001-02-2035	45.36
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	1QT MOTOR OIL 3EA. - CAR #10-15	001-02-2035	35.97
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	OIL FILTER 1EA. - CAR #10-15	001-02-2035	8.79
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	5QT MOTOR OIL 1EA. - CAR #10-15	001-02-2035	38.99
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	HAND CLEANER - PW SHOP SUPPLIES	001-03-2009	18.00
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	HAND CLEANER - PW SHOP SUPPLIES	010-30-2009	17.98
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	HAND CLEANER - PW SHOP SUPPLIES	011-31-2009	18.00
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	HAND CLEANER - PW SHOP SUPPLIES	021-41-2009	18.00
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	A/C FLUSH - PW SHOP SUPPLIES	001-03-2009	16.00
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	A/C FLUSH - PW SHOP SUPPLIES	010-30-2009	15.98
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	A/C FLUSH - PW SHOP SUPPLIES	011-31-2009	16.00
O'REILLY AUTOMOTIVE INC	02/07/2023	AUTO PARTS/SUPPLIES	A/C FLUSH - PW SHOP SUPPLIES	021-41-2009	16.00
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	HORN BUTTON 1EA. - ZSPRAYER	001-03-2006	15.99

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	FUEL FILTER 1EA. - ZSPRAYER	001-03-2006	3.23
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	MANIFOLD SET 1EA. - PATROL CAR #03-18	001-02-2035	10.61
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	SPARK PLUG 6EA. - PATROL CAR #03-18	001-02-2035	25.44
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	COIL OVER PLUG BOOT 3EA. - PATROL CAR #03-18	001-02-2035	15.42
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	OIL FILTER 1EA. - TRK #5	001-20-2035	8.79
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	BATTERY 1EA. - JD 6410S MOWER	021-41-2006	152.41
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	CREDIT: RETURN BATTERY/CORE - JD 6410S MOWER	021-41-2006	-152.41
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	OEX BRAKE PADS 1EA. SET - TRK #5	001-20-2035	63.44
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	KEY BETTERY 1EA.	021-41-2006	6.49
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	OIL FILTER 1EA. - PATROL CAR #15-13	001-02-2035	5.29
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	IDLER PULLEY 2EA. - TRK #81	001-03-2006	46.60
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	MICRO-V BELT 1EA. - TRK #81	001-03-2006	32.09
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	IDLER PULLEY 1EA. - TRK #81	001-03-2006	20.13
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	A/T FILTER 1EA. - TRK #81	001-03-2006	17.30
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	OIL FILTER 1EA. - TRK #81	001-03-2006	9.24
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	FUEL/WATER SEPERATOR 1EA. - TRK #81	001-03-2006	38.03
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	BATTERY 1EA. - GRASSHOPPER MOWER	001-03-2006	105.72
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	BATTERY (CORE CHARGE) 1EA. - GRASSHOPPER MOWER	001-03-2006	22.00
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	BATTERY 1EA. - JD BAGGER MOWER	001-03-2006	54.08
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	BATTERY (CORE CHARGE) 1EA. - JD BAGGER MOWER	001-03-2006	-10.00
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	BATTERY (CORE CHARGE) 1EA. - GRASSHOPPER MOWER	001-03-2006	-22.00
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	BATTERY (CORE CHARGE) 1EA. - JD BAGGER MOWER	001-03-2006	10.00
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	BATTERY 1EA. - GRASSHOPPER MOWER	001-03-2006	102.09
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	BATTERY (CORE CHARGE) 1EA. - GRASSHOPPER MOWER	001-03-2006	-22.00
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	BATTERY (CORE CHARGE) 1EA. - GRASSHOPPER MOWER	001-03-2006	22.00
O'REILLY AUTOMOTIVE INC	02/21/2023	CREDIT: RETURN BATTERY (GRASSHOPPER MOWER)	RETURN 1EA. BATTERY (CORE) - GRASSHOPPER MOWER	001-03-2006	-22.00
O'REILLY AUTOMOTIVE INC	02/21/2023	CREDIT: RETURN BATTERY (GRASSHOPPER MOWER)	RETURN 1EA. BATTERY - GRASSHOPPER MOWER	001-03-2006	-105.72
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	OIL FILTER 1EA. - ADMIN. TRAVEL CAR - TRK #20	001-18-2035	9.34
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	5QT MOTOR OIL 1EA. - ADMIN. TRAVEL CAR - TRK #20	001-18-2035	38.99
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	SAFETY FLARE 2EA. - STREET DEPT. SUPPLIES	021-41-2012	19.98
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	STARTER 1EA. - TRK #40	001-03-2006	25.55
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	STARTER (CORE CHARGE) 1EA. - TRK #40	001-03-2006	2.50
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	STARTER 1EA. - TRK #40	010-30-2006	25.56
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	STARTER (CORE CHARGE) 1EA. - TRK #40	010-30-2006	2.50
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	STARTER 1EA. - TRK #40	011-31-2006	25.55
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	STARTER (CORE CHARGE) 1EA. - TRK #40	011-31-2006	2.50
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	STARTER 1EA. - TRK #40	021-41-2006	25.55

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	STARTER (CORE CHARGE) 1EA. - TRK #40	021-41-2006	2.50
O'REILLY AUTOMOTIVE INC	02/21/2023	CREDIT: CORE RETURN (STARTER) - TRK #40	CREDIT: CORE RETURN (STARTER) - TRK #40	001-03-2006	-1.17
O'REILLY AUTOMOTIVE INC	02/21/2023	CREDIT: CORE RETURN (STARTER) - TRK #40	CREDIT: CORE RETURN (STARTER) - TRK #40	010-30-2006	-1.18
O'REILLY AUTOMOTIVE INC	02/21/2023	CREDIT: CORE RETURN (STARTER) - TRK #40	CREDIT: CORE RETURN (STARTER) - TRK #40	011-31-2006	-1.18
O'REILLY AUTOMOTIVE INC	02/21/2023	CREDIT: CORE RETURN (STARTER) - TRK #40	CREDIT: CORE RETURN (STARTER) - TRK #40	021-41-2006	-1.18
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	OIL DRAIN PLUG 1EA. - TRK #40	001-03-2006	0.96
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	OIL DRAIN PLUG 1EA. - TRK #40	010-30-2006	0.94
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	OIL DRAIN PLUG 1EA. - TRK #40	011-31-2006	0.96
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	OIL DRAIN PLUG 1EA. - TRK #40	021-41-2006	0.96
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	HEATER CONNECTOR 1EA. - TRK #40	001-03-2006	2.54
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	HEATER CONNECTOR 1EA. - TRK #40	010-30-2006	2.54
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	HEATER CONNECTOR 1EA. - TRK #40	011-31-2006	2.54
O'REILLY AUTOMOTIVE INC	02/21/2023	AUTO PARTS/SUPPLIES	HEATER CONNECTOR 1EA. - TRK #40	021-41-2006	2.54
				Vendor O'RE2074 - O'REILLY AUTOMOTIVE INC Total:	**1,058.55**
Vendor: OVER2104 - OVERHEAD DOOR COMPANY OF WICHITA					
OVERHEAD DOOR COMPANY OF..	02/21/2023	S/C 02/08/2023 PW ENTRY GATE REPAIR	LOGIC BOARD 1EA.	001-03-2006	278.25
OVERHEAD DOOR COMPANY OF..	02/21/2023	S/C 02/08/2023 PW ENTRY GATE REPAIR	S/C 02/08/2023 PW ENTRY GATE REPAIR - LABOR	001-03-2006	87.50
OVERHEAD DOOR COMPANY OF..	02/21/2023	S/C 02/08/2023 PW ENTRY GATE REPAIR	LOGIC BOARD 1EA.	010-30-2006	278.25
OVERHEAD DOOR COMPANY OF..	02/21/2023	S/C 02/08/2023 PW ENTRY GATE REPAIR	S/C 02/08/2023 PW ENTRY GATE REPAIR - LABOR	010-30-2006	87.50
OVERHEAD DOOR COMPANY OF..	02/21/2023	S/C 02/08/2023 PW ENTRY GATE REPAIR	S/C 02/08/2023 PW ENTRY GATE REPAIR - LABOR	011-31-2006	87.50
OVERHEAD DOOR COMPANY OF..	02/21/2023	S/C 02/08/2023 PW ENTRY GATE REPAIR	LOGIC BOARD 1EA.	011-31-2006	278.25
OVERHEAD DOOR COMPANY OF..	02/21/2023	S/C 02/08/2023 PW ENTRY GATE REPAIR	LOGIC BOARD 1EA.	021-41-2006	278.25
OVERHEAD DOOR COMPANY OF..	02/21/2023	S/C 02/08/2023 PW ENTRY GATE REPAIR	S/C 02/08/2023 PW ENTRY GATE REPAIR - LABOR	021-41-2006	87.50
				Vendor OVER2104 - OVERHEAD DOOR COMPANY OF WICHITA Total:	**1,463.00**
Vendor: PASS2128 - PASSIO TECHNOLOGIES					
PASSIO TECHNOLOGIES	02/07/2023	PARAPLAN PRO MONTHLY SOFTWARE FEES	PARAPLAN PRO MONTHLY SOFTWARE FEES	001-13-2040	70.00
				Vendor PASS2128 - PASSIO TECHNOLOGIES Total:	**70.00**
Vendor: PERS1135 - PERSONNEL EVALUATION, INC.					
PERSONNEL EVALUATION, INC.	02/21/2023	PRE-EMPLOYMENT TESTING	PRE-EMPLOYMENT TESTING	001-02-2012	50.00
				Vendor PERS1135 - PERSONNEL EVALUATION, INC. Total:	**50.00**
Vendor: PINN2172 - PINNACLE FIRE & AUTOMATION,LLC					
PINNACLE FIRE & AUTOMATION...	02/07/2023	FIRE PROTECTION SYSTEM MONITORING - HAC	FIRE PROTECTION SYSTEM MONITORING - HAC	030-50-2025	300.00
				Vendor PINN2172 - PINNACLE FIRE & AUTOMATION,LLC Total:	**300.00**
Vendor: POLY2195 - POLYDYNE INC.					
POLYDYNE INC.	02/21/2023	CLARIFLOC C-6266X POLYMER	CLARIFLOC C-6266X POLYMER	010-30-2008	7,866.00
POLYDYNE INC.	02/21/2023	CLARIFLOC C-6266X POLYMER	CLARIFLOC C-6266X POLYMER	010-30-2008	7,866.00
				Vendor POLY2195 - POLYDYNE INC. Total:	**15,732.00**
Vendor: POST1317 - POSTALOCITY BY BROADSTROKE, INC.					
POSTALOCITY BY BROADSTROKE..	02/21/2023	POSTAL SVC. - FEB 2023	POSTAL SVC. - FEB 2023	001-10-2040	1,712.29
POSTALOCITY BY BROADSTROKE..	02/21/2023	POSTAL SVC. - FEB 2023	POSTAL SVC. - FEB 2023	010-30-2004	273.96
POSTALOCITY BY BROADSTROKE..	02/21/2023	POSTAL SVC. - FEB 2023	POSTAL SVC. - FEB 2023	010-30-2011	376.70
POSTALOCITY BY BROADSTROKE..	02/21/2023	POSTAL SVC. - FEB 2023	POSTAL SVC. - FEB 2023	011-31-2004	273.96

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
POSTALOCITY BY BROADSTROKE..	02/21/2023	POSTAL SVC. - FEB 2023	POSTAL SVC. - FEB 2023	011-31-2011	787.65
				Vendor POST1317 - POSTALOCITY BY BROADSTROKE, INC. Total:	**3,424.56**
Vendor: POWE2214 - POWERPLAN					
POWERPLAN	02/21/2023	SERVICE INVOICE	SERVICE INVOICE - JD 310HL BACKHOE 01/31/2023	011-31-2006	262.51
POWERPLAN	02/21/2023	SERVICE INVOICE	MISC. CHARGES - SERVICE ACCESSORIES	011-31-2006	20.00
				Vendor POWE2214 - POWERPLAN Total:	**282.51**
Vendor: PREM2224 - PREMIER PYROTECHNICS, INC					
PREMIER PYROTECHNICS, INC	02/21/2023	FIREWORKS DISPLAY - 2023 JULY 4TH / FALL FESTIVAL	FIREWORKS DISPLAY - 2023 FALL FESTIVAL	001-10-2054	4,500.00
PREMIER PYROTECHNICS, INC	02/21/2023	FIREWORKS DISPLAY - 2023 JULY 4TH / FALL FESTIVAL	FIREWORKS DISPLAY - 2023 JULY 4TH	001-10-2054	9,000.00
				Vendor PREM2224 - PREMIER PYROTECHNICS, INC Total:	**13,500.00**
Vendor: PRIC2232 - PRICHARD ANIMAL HOSPITAL PA					
PRICHARD ANIMAL HOSPITAL PA	02/07/2023	PURINA SPORT PERFORMANCE DOG FOOD 37.5 LB	PURINA SPORT PERFORMANCE DOG FOOD 37.5 LB	001-02-2047	67.30
				Vendor PRIC2232 - PRICHARD ANIMAL HOSPITAL PA Total:	**67.30**
Vendor: PROF2109 - PROFESSIONAL ENGINEERING CONSULTANTS					
PROFESSIONAL ENGINEERING ...	02/07/2023	PROJECT: GRAND/CHELSEA ST. SIDEWALK	PROJECT: GRAND/CHELSEA ST. SIDEWALK	036-56-2087	17,910.00
PROFESSIONAL ENGINEERING ...	02/07/2023	PROJECT: CORROSION CONTROL STUDY	PROJECT: CORROSION CONTROL STUDY	048-00-2001	898.00
PROFESSIONAL ENGINEERING ...	02/07/2023	PROJECT: WIRE AVE. WATERLINE RPLCMNT.	PROJECT: WIRE AVE. WATERLINE RPLCMNT.	011-00-2001	984.30
PROFESSIONAL ENGINEERING ...	02/07/2023	MONTHLY RETAINER - CITY ENGINEER	MONTHLY RETAINER - CITY ENGINEER	010-30-2040	66.68
PROFESSIONAL ENGINEERING ...	02/07/2023	MONTHLY RETAINER - CITY ENGINEER	MONTHLY RETAINER - CITY ENGINEER	011-31-2040	66.66
PROFESSIONAL ENGINEERING ...	02/07/2023	MONTHLY RETAINER - CITY ENGINEER	MONTHLY RETAINER - CITY ENGINEER	021-41-2040	66.66
PROFESSIONAL ENGINEERING ...	02/07/2023	PROJECT: COPPER TAIL PAVING	PROJECT: COPPER TAIL PAVING	085-66-3002	1,998.00
PROFESSIONAL ENGINEERING ...	02/07/2023	PROJECT: COPPER TAIL STORMWATER DRAIN	PROJECT: COPPER TAIL STORMWATER DRAIN	085-66-3040	324.00
PROFESSIONAL ENGINEERING ...	02/07/2023	PROJECT: COPPER TAIL SANITARY SEWER	PROJECT: COPPER TAIL SANITARY SEWER	085-66-3003	891.00
PROFESSIONAL ENGINEERING ...	02/07/2023	PROJECT: COPPER TAIL WATER DISTRIBUTION	PROJECT: COPPER TAIL WATER DISTRIBUTION	085-66-3039	468.00
PROFESSIONAL ENGINEERING ...	02/07/2023	PROJECT: SENECA / 63RD ST. SIDEWALK	PROJECT: SENECA / 63RD ST. SIDEWALK	036-56-2087	25,000.00
PROFESSIONAL ENGINEERING ...	02/07/2023	PROJECT: SEDGWICK COUNTY D21 DRAINAGE	PROJECT: SEDGWICK COUNTY D21 DRAINAGE	036-56-3001	3,150.00
PROFESSIONAL ENGINEERING ...	02/21/2023	PROJECT: HUNGERFORD AVE. WATERLINE RPLCMNT.	PROJECT: HUNGERFORD AVE. WATERLINE RPLCMNT.	038-00-2001	4,500.00
				Vendor PROF2109 - PROFESSIONAL ENGINEERING CONSULTANTS Total:	**56,323.30**
Vendor: QUIK2280 - QUIKPRINT					
QUIKPRINT	02/21/2023	PRINTING SERVICES	PRINTING SERVICES - POLICE TOW STICKERS 500CNT	001-02-2004	406.48
				Vendor QUIK2280 - QUIKPRINT Total:	**406.48**
Vendor: QUIL2281 - QUILL CORPORATION					
QUILL CORPORATION	02/07/2023	OFFICE SUPPLIES	BUSINESS CARDS, AVERY 2PK.	001-02-2004	229.98
				Vendor QUIL2281 - QUILL CORPORATION Total:	**229.98**
Vendor: RAND2670 - RANDY STOKES					
RANDY STOKES	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-03-2002	35.00
				Vendor RAND2670 - RANDY STOKES Total:	**35.00**
Vendor: REAM1274 - REAMS SPRINKLER SUPPLY					
REAMS SPRINKLER SUPPLY	02/07/2023	C7 LED CHRISTMAS LIGHTING 50 CNT.	C7 LED SMD FACETED COVER, MULTI, DIMMABLE	001-03-2009	37.50

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
REAMS SPRINKLER SUPPLY	02/07/2023	C7 LED CHRISTMAS LIGHTING 50 CNT.	C7 LED SMD FACETED COVER, WHT., DIMMABLE	001-03-2009	37.50
				Vendor REAM1274 - REAMS SPRINKLER SUPPLY Total:	**75.00**
Vendor: S&SE2429 - S & S EQUIPMENT COMPANY INC					
S & S EQUIPMENT COMPANY I...	02/07/2023	AIR COMPRESSOR MAINT.	LUBRICANT, 20WT OIL	010-30-2006	45.01
S & S EQUIPMENT COMPANY I...	02/07/2023	AIR COMPRESSOR MAINT.	SERVICE CALL - MILE MINIMUM	010-30-2006	10.00
S & S EQUIPMENT COMPANY I...	02/07/2023	AIR COMPRESSOR MAINT.	ELEMENT	010-30-2006	54.48
S & S EQUIPMENT COMPANY I...	02/07/2023	AIR COMPRESSOR MAINT.	ELEMENT, OIL FILTER	010-30-2006	64.68
S & S EQUIPMENT COMPANY I...	02/07/2023	AIR COMPRESSOR MAINT.	AIR COMPRESSOR MAINT. 01/16/2023	010-30-2006	90.00
				Vendor S&SE2429 - S & S EQUIPMENT COMPANY INC Total:	**264.17**
Vendor: SAMA0180 - SAM ARNOLD					
SAM ARNOLD	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-21-2002	35.00
				Vendor SAMA0180 - SAM ARNOLD Total:	**35.00**
Vendor: SAMS2448 - SAM'S CLUB/SYNCHRONY BANK					
SAM'S CLUB/SYNCHRONY BANK	02/21/2023	MONTHLY SUPPLIES - JAN 2023	MONTHLY SUPPLIES - JAN 2023	001-03-2012	20.62
SAM'S CLUB/SYNCHRONY BANK	02/21/2023	MONTHLY SUPPLIES - JAN 2023	MONTHLY SUPPLIES - JAN 2023	001-09-2009	15.76
SAM'S CLUB/SYNCHRONY BANK	02/21/2023	MONTHLY SUPPLIES - JAN 2023	MONTHLY SUPPLIES - JAN 2023	001-12-2009	17.48
SAM'S CLUB/SYNCHRONY BANK	02/21/2023	MONTHLY SUPPLIES - JAN 2023	MONTHLY SUPPLIES - JAN 2023	001-12-2012	357.86
SAM'S CLUB/SYNCHRONY BANK	02/21/2023	MONTHLY SUPPLIES - JAN 2023	MONTHLY SUPPLIES - JAN 2023	010-30-2012	20.62
SAM'S CLUB/SYNCHRONY BANK	02/21/2023	MONTHLY SUPPLIES - JAN 2023	MONTHLY SUPPLIES - JAN 2023	011-31-2012	20.62
SAM'S CLUB/SYNCHRONY BANK	02/21/2023	MONTHLY SUPPLIES - JAN 2023	MONTHLY SUPPLIES - JAN 2023	021-41-2012	20.62
SAM'S CLUB/SYNCHRONY BANK	02/21/2023	MONTHLY SUPPLIES - JAN 2023	MONTHLY SUPPLIES - JAN 2023	030-50-2094	1,475.84
SAM'S CLUB/SYNCHRONY BANK	02/21/2023	MONTHLY SUPPLIES - JAN 2023	MONTHLY SUPPLIES - JAN 2023	037-57-2012	2,596.00
				Vendor SAMS2448 - SAM'S CLUB/SYNCHRONY BANK Total:	**4,545.42**
Vendor: SAND2451 - SANDIFER ENGINEERING & CONTROL					
SANDIFER ENGINEERING & CON...	02/07/2023	SERVICE CALL 01/20/2023 - LIBRARY BOILER	SERVICE CALL 01/20/2023 - LIBRARY BOILER	001-09-2048	80.00
				Vendor SAND2451 - SANDIFER ENGINEERING & CONTROL Total:	**80.00**
Vendor: SEAN2376 - SEAN RINEHART					
SEAN RINEHART	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	010-30-2002	11.67
SEAN RINEHART	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	011-31-2002	11.67
SEAN RINEHART	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	11.66
				Vendor SEAN2376 - SEAN RINEHART Total:	**35.00**
Vendor: SEDG2506 - SEDGWICK COUNTY ELECTRIC COOP					
SEDGWICK COUNTY ELECTRIC ...	02/07/2023	JAN 2023 - ACCT. 225000	MOTNTHLY ELECTRIC SVCS. - WEST WELL	011-31-2003	10.65
SEDGWICK COUNTY ELECTRIC ...	02/07/2023	JAN 2023 - ACCT. 225000	MOTNTHLY ELECTRIC SVCS. - WEST WELL	011-31-2003	950.34
SEDGWICK COUNTY ELECTRIC ...	02/07/2023	JAN 2023 - ACCT. 230500	MONTHLY ELECTRIC SVCS. - EAST WELL	011-31-2003	126.16
SEDGWICK COUNTY ELECTRIC ...	02/07/2023	JAN 2023 - ACCT. 230500	MONTHLY ELECTRIC SVCS. - EAST WELL	011-31-2003	733.31
				Vendor SEDG2506 - SEDGWICK COUNTY ELECTRIC COOP Total:	**1,820.46**
Vendor: SEDG2500 - SEDGWICK COUNTY					
SEDGWICK COUNTY	02/21/2023	JAN 2023 PRISONER HOUSING - 1443 HRS	JAN 2023 PRISONER HOUSING - 1443 HRS	001-06-3066	3,571.56
SEDGWICK COUNTY	02/21/2023	JAN 2023 PRISONER HOUSING - 1443 HRS	JAN 2023 PRISONER HOUSING - 1443 HRS	001-06-3066	252.39
				Vendor SEDG2500 - SEDGWICK COUNTY Total:	**3,823.95**
Vendor: SIMP2564 - SIMPLOT TURF & HORTICULTURE					
SIMPLOT TURF & HORTICULTU...	02/07/2023	GRASS SEED - DORNER PARK	BLUEGRASS GRASS SEED - DORNER PARK SOCCER FIELDS	001-03-2045	2,680.00
SIMPLOT TURF & HORTICULTU...	02/07/2023	SNOW-ICE MELT - STREET/PARK DEPT.	SNOW-ICE MELT 50LB BAG 165EA.	001-03-2009	1,480.87
SIMPLOT TURF & HORTICULTU...	02/07/2023	SNOW-ICE MELT - STREET/PARK DEPT.	SNOW-ICE MELT 50LB BAG 165EA.	021-41-2009	1,480.88
				Vendor SIMP2564 - SIMPLOT TURF & HORTICULTURE Total:	**5,641.75**

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
Vendor: SOLI1352 - SOLITUDE LAKE MANAGEMENT, LLC.					
SOLITUDE LAKE MANAGEMENT,...	02/15/2023	PROJECT: INSTALL AERATION SYS. @ DORNER PARK	PROJECT: INSTALL AERATION SYS. @ DORNER PARK	036-56-3011	15,742.00
SOLITUDE LAKE MANAGEMENT,...	02/15/2023	PROJECT: INSTALL 2EA. FOUNTAINS @ DORNER PARK	PROJECT: INSTALL 2EA. FOUNTAINS @ DORNER PARK	036-56-3011	21,330.00
			Vendor SOLI1352 - SOLITUDE LAKE MANAGEMENT, LLC. Total:		**37,072.00**
Vendor: STAN2643 - STANDARD INSURANCE COMPANY					
STANDARD INSURANCE COMP...	02/10/2023	PAYROLL DEDUCTION OPTIONAL GROUP LIFE INSURANCE	PAYROLL DEDUCTION OPTIONAL GROUP LIFE INSURANCE	001-00-2066	679.43
			Vendor STAN2643 - STANDARD INSURANCE COMPANY Total:		**679.43**
Vendor: SUPE2702 - SUPERIOR RUBBER STAMP & SEAL					
SUPERIOR RUBBER STAMP & SE...	02/07/2023	FOR DEPOSIT ONLY INTRUST BANK STAMP	POSTAGE FEE	001-10-2077	5.00
SUPERIOR RUBBER STAMP & SE...	02/07/2023	FOR DEPOSIT ONLY INTRUST BANK STAMP	FOR DEPOSIT ONLY INTRUST BANK STAMP	001-10-2077	25.00
SUPERIOR RUBBER STAMP & SE...	02/21/2023	FOR DEPOSIT ONLY INTRUST BANK STAMP / NOTARY	NOTARY STAMP	001-02-2004	27.50
SUPERIOR RUBBER STAMP & SE...	02/21/2023	FOR DEPOSIT ONLY INTRUST BANK STAMP / NOTARY	FOR DEPOSIT ONLY INTRUST BANK STAMP	001-10-2077	52.50
			Vendor SUPE2702 - SUPERIOR RUBBER STAMP & SEAL Total:		**110.00**
Vendor: TAMA1404 - TAMARA JACOBS					
TAMARA JACOBS	02/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-21-2002	35.00
			Vendor TAMA1404 - TAMARA JACOBS Total:		**35.00**
Vendor: THET2729 - THE TAP OF KANSAS INC					
THE TAP OF KANSAS INC	02/07/2023	FAUCET REPAIR PARTS - CITY HALL	KOHLER COLD VALVE STEM ASSY. 1EA.	001-09-2006	12.52
THE TAP OF KANSAS INC	02/07/2023	FAUCET REPAIR PARTS - CITY HALL	TEFLON TAPE 1EA.	001-09-2006	2.02
			Vendor THET2729 - THE TAP OF KANSAS INC Total:		**14.54**
Vendor: TIME2785 - TIMES-SENTINEL NEWSPAPERS					
TIMES-SENTINEL NEWSPAPERS	02/07/2023	LEGAL PUBLICATION	ORDINANCE 1100 PUBLISHED 01/12 & 01/19/2023	001-01-2014	487.50
TIMES-SENTINEL NEWSPAPERS	02/07/2023	LEGAL PUBLICATION	NUISANCE NOTICE - 227 S. STEWART 01/19/2023	001-28-2012	50.40
TIMES-SENTINEL NEWSPAPERS	02/07/2023	LEGAL PUBLICATION	AFFIDAVIT: LAND BANK INVENTORY 01/26/2023	036-56-3005	82.87
TIMES-SENTINEL NEWSPAPERS	02/21/2023	LEGAL PUBLICATION	QTRLY. TREASURERS REPORT 02/02/2023	001-01-2014	160.00
			Vendor TIME2785 - TIMES-SENTINEL NEWSPAPERS Total:		**780.77**
Vendor: TIRE2787 - TIRE DEALERS WAREHOUSE					
TIRE DEALERS WAREHOUSE	02/21/2023	TIRES & SERVICE	15 X 600 - 6/4 STRAIGHT RIB - PARK DEPT.	001-03-2006	105.12
TIRE DEALERS WAREHOUSE	02/21/2023	TIRES & SERVICE	410 / 350 - 4NHS TR87 - PARK DEPT.	001-03-2006	3.94
TIRE DEALERS WAREHOUSE	02/21/2023	TIRES & SERVICE	P245-75R16/10 TIRES 2EA. - TRK #91	001-03-2006	386.64
			Vendor TIRE2787 - TIRE DEALERS WAREHOUSE Total:		**495.70**
Vendor: TRAV2813 - TRAVELERS COMMERCIAL LINES					
TRAVELERS COMMERCIAL LINES	02/21/2023	NOTARY BOND - T. GREER	NOTARY BOND - T. GREER	001-01-2004	50.00
TRAVELERS COMMERCIAL LINES	02/21/2023	NOTARY BOND - J. CHILDS	NOTARY BOND - J. CHILDS	001-06-2004	50.00
TRAVELERS COMMERCIAL LINES	02/21/2023	NOTARY BOND - K. MORGAN	NOTARY BOND - K. MORGAN	001-02-2004	50.00
			Vendor TRAV2813 - TRAVELERS COMMERCIAL LINES Total:		**150.00**
Vendor: TRIM2822 - TRIMARK, INC					
TRIMARK, INC	02/21/2023	SENIOR CENTERADDRESS SIGN	SENIOR CENTER ADDRESS SIGN - 160 E. KARLA	036-56-3008	1,350.00
			Vendor TRIM2822 - TRIMARK, INC Total:		**1,350.00**

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
Vendor: TYLE2836 - TYLER TECHNOLOGIES, INC.					
TYLER TECHNOLOGIES, INC.	02/07/2023	SOFTWARE FEES - UTILITY BILLING GO-LIVE SUPPORT	SOFTWARE FEES - UTILITY BILLING GO-LIVE SUPPORT	001-00-2001	1,300.00
				Vendor TYLE2836 - TYLER TECHNOLOGIES, INC. Total:	**1,300.00**
Vendor: UNDE2855 - UNDERGROUND VAULTS & STORAGE					
UNDERGROUND VAULTS & STO...	02/07/2023	MICROSOFT 365 BUSINESS BASIC	MICROSOFT 365 BUSINESS - TASK TICKET 01/24/2023	001-21-2040	131.25
UNDERGROUND VAULTS & STO...	02/07/2023	MICROSOFT 365 BUSINESS BASIC	MICROSOFT 365 BUSINESS BASIC	001-21-2040	420.00
UNDERGROUND VAULTS & STO...	02/07/2023	MICROSOFT 365 BUSINESS BASIC	MICROSOFT 365 BUSINESS STANDARD	001-21-2040	150.00
UNDERGROUND VAULTS & STO...	02/07/2023	MICROSOFT 365 BUSINESS BASIC	MICROSOFT 365 BUSINESS - POWER AUTOMATE	001-21-2040	0.54
				Vendor UNDE2855 - UNDERGROUND VAULTS & STORAGE Total:	**701.79**
Vendor: UNIT2868 - UNITED WAY OF THE PLAINS					
UNITED WAY OF THE PLAINS	02/09/2023	PAYROLL DEDUCTION UNITED WAY	PAYROLL DEDUCTION UNITED WAY	001-00-2056	7.50
UNITED WAY OF THE PLAINS	02/09/2023	PAYROLL DEDUCTION UNITED WAY	PAYROLL DEDUCTION UNITED WAY	001-00-2056	39.88
UNITED WAY OF THE PLAINS	02/09/2023	PAYROLL DEDUCTION UNITED WAY	PAYROLL DEDUCTION UNITED WAY	001-00-2056	57.50
UNITED WAY OF THE PLAINS	02/23/2023	PAYROLL DEDUCTION UNITED WAY	PAYROLL DEDUCTION UNITED WAY	001-00-2056	7.50
UNITED WAY OF THE PLAINS	02/23/2023	PAYROLL DEDUCTION UNITED WAY	PAYROLL DEDUCTION UNITED WAY	001-00-2056	57.50
				Vendor UNIT2868 - UNITED WAY OF THE PLAINS Total:	**169.88**
Vendor: UNIV2870 - UNIVERSITY OF KANSAS					
UNIVERSITY OF KANSAS	02/07/2023	OFFICER TRAINING REGISTRATION	COURSE: LAW ENFORCEMENT LEGAL UPDATES 2/20/2023	001-02-2015	45.00
UNIVERSITY OF KANSAS	02/07/2023	OFFICER TRAINING REGISTRATION	COURSE: FENTANYL SAFETY 02/22/2023	001-02-2015	25.00
				Vendor UNIV2870 - UNIVERSITY OF KANSAS Total:	**70.00**
Vendor: UNUM2882 - UNUM LIFE INSURANCE COMPANY					
UNUM LIFE INSURANCE COMP...	02/23/2023	PAYROLL DEDUCTION UNUM	PAYROLL DEDUCTION UNUM	001-00-2000	255.64
				Vendor UNUM2882 - UNUM LIFE INSURANCE COMPANY Total:	**255.64**
Vendor: USAB2887 - USA BLUE BOOK					
USA BLUE BOOK	02/07/2023	SEWER DEPT. LAB SUPPLIES	SEWER/WATER EXAM STANDARD METHODS BOOK	010-30-2008	334.01
USA BLUE BOOK	02/07/2023	SEWER DEPT. LAB SUPPLIES	NALGENE AUTOCLAVABLE WIDE-MOUTH BOTTLES 6/PK	010-30-2009	78.55
USA BLUE BOOK	02/21/2023	WATER DEPT. SUPPLIES	INSULATED STORM HIP BOOTS, 31" HIGH, SIZE 10	011-31-2012	214.23
USA BLUE BOOK	02/21/2023	SEWER DEPT. LAB SUPPLIES	HACH NITROGEN-NITRATE TEST-N-TUBE SET, 50CNT	010-30-2008	665.00
USA BLUE BOOK	02/21/2023	SEWER DEPT. LAB SUPPLIES	RAVEN GLOVES, NITRILE, MED 100/BX	010-30-2008	231.60
USA BLUE BOOK	02/21/2023	SEWER DEPT. LAB SUPPLIES	THICKSTER GLOVES, LATEX, LG 50/BX	010-30-2008	267.40
USA BLUE BOOK	02/21/2023	SEWER DEPT. LAB SUPPLIES	HR TOTAL PHOSPHORUS REAGENT TEST-N-TUBE SET, 50CNT	010-30-2008	656.00
USA BLUE BOOK	02/21/2023	SEWER DEPT. LAB SUPPLIES	HACH NITROGEN-AMMONIA TEST-N-TUBE SET, 50CNT	010-30-2008	810.00
USA BLUE BOOK	02/21/2023	SEWER DEPT. LAB SUPPLIES	HACH NITROGEN AMMONIA TNT REAGENT SET	010-30-2008	880.00
USA BLUE BOOK	02/21/2023	SEWER DEPT. LAB SUPPLIES	FREIGHT CHARGE	010-30-2008	88.83
				Vendor USAB2887 - USA BLUE BOOK Total:	**4,225.62**
Vendor: VERI2920 - VERIZON WIRELESS					
VERIZON WIRELESS	02/07/2023	WIRELESS SVCS. - POLICE DEPT. - JAN 2023	WIRELESS SVCS. - POLICE DEPT. - JAN 2023	001-02-2040	481.48

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-680-8441 PARK WORKER IPAD	001-03-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-285-8133 PLANNING/ZONING JETPACK	001-04-2004	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-612-7023 TRANSIT SYSTEM PHONE	001-13-2004	41.60
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-612-3416 TRANSIT SYSTEM IPAD	001-13-2004	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-249-4879 CODE ENFORCEMENT IPAD	001-20-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-358-8376 INSPECTION SPRVSR. PHONE	001-20-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-932-2708 SEWER OPERATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-680-7976 SEWER OPERATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-680-5785 SEWER OPREATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-680-0343 SEWER OPERATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	312-243-6380 SEWER IPAD	010-30-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-204-1185 SEWER ON CALL PHONE	010-30-2002	51.63
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-617-7696 PW DIRECTOR IPAD	010-30-2002	0.00
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-680-0116 ELECTRICIAN IPAD	010-30-2002	0.00
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-369-0403 GIS ADMIN. IPAD	010-30-2002	0.00
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-208-6054 ON CALL BACKUP PHONE	010-30-2002	25.82
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-213-0665 M8800 JETPACK (SHARED)	010-30-2002	0.00
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-680-9005 WATER OPERATOR IPAD	011-31-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-213-0665 M8800 JETPACK (SHARED)	011-31-2002	0.00
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-617-7696 PW DIRECTOR IPAD	011-31-2002	0.00
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-680-0116 ELECTRICIAN IPAD	011-31-2002	0.00
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-369-0403 GIS ADMIN. IPAD	011-31-2002	0.00
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-680-8135 WATER OPERATOR IPAD	011-31-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-391-9668 WATER TOWER MODEM	011-31-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-680-8406 WATER OPERATOR IPAD	011-31-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-210-3238 WATER ON CALL PHONE	011-31-2002	51.63
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-358-8146 WATER SPRVSR. PHONE	011-31-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-208-6054 ON CALL BACKUP PHONE	011-31-2002	25.81
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-617-7696 PW DIRECTOR IPAD	021-41-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-680-0116 ELECTRICIAN IPAD	021-41-2002	40.01
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-369-0403 GIS ADMIN. IPAD	021-41-2002	40.01

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
VERIZON WIRELESS	02/10/2023	WIRELESS SVCS. - PUBLIC WORKS - JAN 2023	316-213-0665 M8800 JETPACK (SHARED)	021-41-2002	40.01
				Vendor VERI2920 - VERIZON WIRELESS Total:	**1,438.16**
Vendor: VERM2921 - VERMEER GREAT PLAINS, INC.					
VERMEER GREAT PLAINS, INC.	02/21/2023	VACTRON REPAIR PARTS	4" BULK HOSE 33FT.	011-31-2006	889.02
				Vendor VERM2921 - VERMEER GREAT PLAINS, INC. Total:	**889.02**
Vendor: WAST2962 - WASTE CONNECTIONS OF KANSAS, INC.					
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 706 SARAH LN.	001-03-2012	260.57
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 130 E. 2ND ST.	001-09-2040	134.54
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 200 W. GRAND	001-09-2040	78.32
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 105 S. MAIN	001-09-2079	14.77
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 160 E KARLA	001-12-2003	214.76
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 200 W. GRAND	010-30-2040	78.32
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 401 S. JANE	010-30-2040	44.34
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 428 S. JANE	010-30-2040	55.28
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 428 S. JANE (ROLL OFF)	010-30-2040	6,190.67
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 200 W. GRAND	011-31-2040	78.34
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 428 S. JANE	011-31-2040	55.25
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 401 S. JANE	011-31-2040	44.34
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 401 S. JANE	021-41-2040	44.35
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 428 S. JANE	021-41-2040	55.25
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 523 SARAH LN.	030-50-2003	279.11
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 665 W. 63RD ST.	030-50-2046	374.14
WASTE CONNECTIONS OF KAN...	02/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 401 S. JANE (SOCCER)	030-50-2092	36.00
				Vendor WAST2962 - WASTE CONNECTIONS OF KANSAS, INC. Total:	**8,038.35**
Vendor: WAXI2974 - WAXIE SANITARY SUPPLY					
WAXIE SANITARY SUPPLY	02/07/2023	JANITORIAL SUPPLIES	38 X 58" BLACK TRASH BAGS 2 CS. - SR. CNTR.	001-12-2009	126.66
WAXIE SANITARY SUPPLY	02/07/2023	JANITORIAL SUPPLIES	FOAMING HAND SOAP 1 CS. - SR. CNTR.	001-12-2009	59.63
				Vendor WAXI2974 - WAXIE SANITARY SUPPLY Total:	**186.29**
Vendor: WICH3038 - WICHITA SHREDDING, LLC.					
WICHITA SHREDDING, LLC.	02/21/2023	SHREDDING SERVICES	SHREDDING SERVICES 01/12/2023	001-01-2012	50.00
WICHITA SHREDDING, LLC.	02/21/2023	SHREDDING SERVICES	SHREDDING SERVICES 02/09/2023	001-01-2012	50.00
				Vendor WICH3038 - WICHITA SHREDDING, LLC. Total:	**100.00**
Vendor: WICH3039 - WICHITA SIGN COMPANY					
WICHITA SIGN COMPANY	02/07/2023	5' X 10' FULL COLOR LED SIGN - MAIN / GRAND AVE.	5' X 10' FULL COLOR LED SIGN - MAIN / GRAND AVE.	036-56-3001	14,060.58
				Vendor WICH3039 - WICHITA SIGN COMPANY Total:	**14,060.58**
Vendor: WICH3048 - WICHITA WINWATER WORKS					
WICHITA WINWATER WORKS	02/07/2023	WATER SUPPLIES	AMR METER BOX LID FOR 21" RING 25EA.	011-31-2009	615.50

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
WICHITA WINWATER WORKS	02/07/2023	WATER SUPPLIES	20" X 20' 80PSI IRRIGATION PIPE 1FT.	011-31-2009	71.42
WICHITA WINWATER WORKS	02/21/2023	WATER SUPPLIES	VALVE BOX, SCREW TYPE, 27-37" SIGMA VB262 16T/24B	011-31-2009	115.65
WICHITA WINWATER WORKS	02/21/2023	WATER SUPPLIES	4" MJ RS VALVE	011-31-2009	1,380.60
				Vendor WICH3048 - WICHITA WINWATER WORKS Total:	**2,183.17**
Vendor: WILL3061 - WILLIAMS JANITORIAL SUPPLY					
WILLIAMS JANITORIAL SUPPLY	02/07/2023	JANITORIAL SUPPLIES	TERMINATOR 5GAL. DISINFECTANT 1EA.	001-03-2009	130.60
WILLIAMS JANITORIAL SUPPLY	02/21/2023	JANITORIAL SUPPLIES	TOILET PAPER, 96ROLLS/CS 1 CS. - HAC	030-50-2009	56.00
WILLIAMS JANITORIAL SUPPLY	02/21/2023	JANITORIAL SUPPLIES	PAPER TOWEL ROLLS, 6ROLLS/CS 1 CS. - HAC	030-50-2009	67.42
				Vendor WILL3061 - WILLIAMS JANITORIAL SUPPLY Total:	**254.02**
Vendor: XERO1318 - XEROX FINANCIAL SERVICES					
XEROX FINANCIAL SERVICES	02/21/2023	EQUIPMENT LEASE PAYMENT	MODEL: C8145 POLICE DEPT. COPIER	001-02-2040	125.33
XEROX FINANCIAL SERVICES	02/21/2023	EQUIPMENT LEASE PAYMENT	MODEL: C8145 CITY HALL COPIER	001-10-2040	313.32
XEROX FINANCIAL SERVICES	02/21/2023	EQUIPMENT LEASE PAYMENT	MODEL: C8145 CITY HALL BSMNT. COPIER	001-10-2040	250.65
XEROX FINANCIAL SERVICES	02/21/2023	EQUIPMENT LEASE PAYMENT	MODEL: HPLJP3015 CITY HALL CITY CLRK. PRINTER	001-10-2040	12.53
XEROX FINANCIAL SERVICES	02/21/2023	EQUIPMENT LEASE PAYMENT	MODEL: DELL 1130N CITY HALL ACCTG. CLERK PRINTER	001-10-2040	12.53
XEROX FINANCIAL SERVICES	02/21/2023	EQUIPMENT LEASE PAYMENT	MODEL: C405 CITY HALL CHECK PRINTER	001-10-2040	12.53
XEROX FINANCIAL SERVICES	02/21/2023	EQUIPMENT LEASE PAYMENT	MODEL: HPCLJ5550 CITY HALL LASER PRINTER	001-10-2040	12.53
XEROX FINANCIAL SERVICES	02/21/2023	EQUIPMENT LEASE PAYMENT	MODEL: HPLJP2055 CITY HALL A/P CLERK PRINTER	001-10-2040	12.53
XEROX FINANCIAL SERVICES	02/21/2023	EQUIPMENT LEASE PAYMENT	MODEL: C1845 PUBLIC WORKS COPIER	001-20-2004	125.33
XEROX FINANCIAL SERVICES	02/21/2023	EQUIPMENT LEASE PAYMENT	MODEL: C8145 ACTIVITY CENTER COPIER	099-66-3003	375.98
				Vendor XERO1318 - XEROX FINANCIAL SERVICES Total:	**1,253.26**
				Grand Total:	**1,225,982.27**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	334,066.82
010 - WASTEWATER FUND	142,235.25
011 - WATER FUND	238,453.58
012 - MUNICIPAL POOL	133.04
021 - STREET FUND	17,200.11
024 - LAW ENFORCEMENT	973.49
027 - SPECIAL LIABILITY	5,116.72
030 - RECREATION DEPARTMENT	12,363.90
033 - FEDERAL LAW ENF TRUST FUND	22,000.00
036 - CAPITAL IMPROVEMENTS	100,477.88
037 - SUSTAINABILITY FUN	5,998.20
038 - ARPA FUND	339,304.00
048 - WATER/WASTEWATER SURPLUS	898.00
085 - TN 2022 COPPER TAIL	3,681.00
092 - TRANSIENT GUEST TAX	2,282.73
099 - SALES TAX - RECREATION	797.55
Grand Total:	**1,225,982.27**

Account Summary

Account Number	Account Name	Payment Amount
001-00-2000	GENERAL ACCOUNTS PAY…	255.64
001-00-2001	GENERAL PRIOR YR ACCTS…	3,911.10
001-00-2010	GENERAL FEDERAL TAX P…	22,334.90
001-00-2014	GENERAL AFLAC-NON 125	56.81
001-00-2020	GENERAL FICA/MEDI PAY…	55,168.66
001-00-2030	GENERAL STATE TAX PAY…	13,689.27
001-00-2040	GENERAL RETIREMENT P…	69,484.68
001-00-2050	GENERAL DENTAL INS PA…	3,560.19
001-00-2051	GENERAL DFC PAYABLE	3,503.00
001-00-2052	GENERAL AFLAC PAYABLE	205.46
001-00-2053	GENERAL COLONIAL PAY…	319.62
001-00-2056	GENERAL UNITED WAY P…	169.88
001-00-2057	GENERAL INCOME W/H P…	3,581.27
001-00-2058	GENERAL COLONIAL LIFE …	405.25
001-00-2060	GENERAL PP LEGAL PAYA…	67.80
001-00-2061	GENERAL HSA PAYABLE	1,570.00
001-00-2062	GENERAL VSP PAYABLE	867.07
001-00-2066	GENERAL OPT GROUP LIFE..	679.43
001-00-2067	GENERAL DFC ROTH PAY…	914.00
001-00-5006	GENERAL SEAT BELT FEE	20.00
001-00-5056	GENERAL EMPLOYEE CON…	63,139.11
001-01-2002	CITY CLERK TELEPHONE	433.97
001-01-2004	CITY CLERK OFFICE EXPEN…	246.26
001-01-2012	CITY CLERK MISCELLANE…	100.00
001-01-2014	CITY CLERK LEGAL PRINTI…	647.50
001-01-2064	CITY CLERK DUES & SUBS…	75.00
001-01-2080	CITY CLERK CAPITAL OUT…	2,386.98
001-02-2002	POLICE TELEPHONE	1,319.27
001-02-2004	POLICE OFFICE EXPENSE	1,070.16
001-02-2006	POLICE EQUIPMENT MAI…	102.19
001-02-2010	POLICE GASOLINE & OIL	2,811.29
001-02-2012	POLICE MISCELLANEOUS	2,367.50
001-02-2013	POLICE ANIMAL CONTROL	648.18
001-02-2015	POLICE TRAINING/EDUC/…	595.00
001-02-2016	POLICE UNIFORMS & EQU…	881.39
001-02-2035	POLICE VEHICLE MAINTE…	1,951.35
001-02-2040	POLICE CONTRACTUAL	3,662.33

Account Summary

Account Number	Account Name	Payment Amount
001-02-2047	POLICE SPECIAL INVESTIG…	101.79
001-03-2002	PARK TELEPHONE	104.82
001-03-2003	PARK UTILITIES	1,016.30
001-03-2004	PARK OFFICE EXPENSE	96.81
001-03-2006	PARK EQUIPMENT MAINT…	1,266.83
001-03-2009	PARK MATERIALS	2,007.57
001-03-2012	PARK MISCELLANEOUS	426.34
001-03-2045	PARK DORNER PARK	2,680.00
001-04-2002	PL COMM TELEPHONE	79.48
001-04-2004	PL COMM OFFICE EXPENSE	40.01
001-06-1100	MUN COURT PERSONNEL …	2,775.53
001-06-2002	MUN COURT TELEPHONE	108.49
001-06-2004	MUN COURT OFFICE EXP…	50.00
001-06-2012	MUN COURT MISCELLAN…	798.89
001-06-2037	MUN COURT CT APPOINT…	1,000.00
001-06-2060	MUN COURT REINSTATE…	122.00
001-06-2064	MUN COURT DUES & SUB…	35.00
001-06-2073	MUN COURT JUDGES' TRA…	50.00
001-06-2074	MUN COURT LAW ENF TR…	1,138.00
001-06-3066	MUN COURT JAIL FEES	3,823.95
001-08-2003	STREET LIGHT UTILITIES	6,909.66
001-09-2003	BLDG & GROUNDS UTILITI…	4,210.60
001-09-2006	BLDG & GROUNDS EQUIP…	104.54
001-09-2009	BLDG & GROUNDS MATER..	15.76
001-09-2040	BLDG & GROUNDS CONT…	1,332.86
001-09-2048	BLDG & GROUNDS LIBRA…	80.00
001-09-2079	BLDG & GROUNDS HISTOR..	14.77
001-10-1100	SP FUNDS PERSONNEL SE…	4,050.00
001-10-2020	SP FUNDS INSURANCE	6,057.93
001-10-2040	SP FUNDS CONTRACTUAL	3,458.21
001-10-2054	SP FUNDS SPECIAL EVENTS	19,531.99
001-10-2077	SP FUNDS SHARED OFFICE…	414.21
001-12-1100	SR CENTER PERSONNEL S…	150.00
001-12-2003	SR CENTER UTILITIES	2,058.80
001-12-2004	SR CENTER OFFICE EXPEN…	207.76
001-12-2009	SR CENTER MATERIALS	257.87
001-12-2012	SR CENTER MISCELLANEO…	735.45
001-12-2020	SR CENTER INSURANCE	282.35
001-12-2025	SR CENTER BUILDING MA…	109.49
001-12-2040	SR CENTER CONTRACTUAL	723.35
001-13-2004	TRANSIT OFFICE EXPENSE	81.61
001-13-2015	TRANSIT TRAINING/EDUC…	94.99
001-13-2035	TRANSIT VEHICLE MAINT…	34.90
001-13-2040	TRANSIT CONTRACTUAL	70.00
001-18-2002	GEN GOVT TELEPHONE/P…	209.67
001-18-2004	GEN GOVT OFFICE EXPEN…	84.63
001-18-2015	GEN GOVT TRAINING/ED…	30.00
001-18-2035	GEN GOVT VEHICLE MAIN…	48.33
001-20-2002	INSPECTION TELEPHONE	144.83
001-20-2004	INSPECTION OFFICE EXPE…	555.42
001-20-2016	INSPECTION UNIFORMS	17.15
001-20-2035	INSPECTION VEHICLE MA…	72.23
001-21-2002	INFORMATION SYS TELEP…	114.48
001-21-2004	INFORMATION SYS OFFICE..	47.97
001-21-2040	INFORMATION SYS CONT…	701.79
001-22-2002	MEDIA SPECIALIST TELEP…	79.50
001-28-2012	NOXIOUS WEEDS MISCEL…	50.40
010-00-2001	SEWER PRIOR YR ACCTS P…	4,018.84

Account Summary

Account Number	Account Name	Payment Amount
010-30-2002	SEWER TELEPHONE	398.99
010-30-2003	SEWER UTILITIES	17,186.61
010-30-2004	SEWER OFFICE EXPENSE	567.25
010-30-2006	SEWER EQUIPMENT MAI…	4,820.49
010-30-2008	SEWER PLANT EXPENSE	19,933.84
010-30-2009	SEWER MATERIALS	355.87
010-30-2011	SEWER POSTAGE	376.70
010-30-2012	SEWER MISCELLANEOUS	113.72
010-30-2016	SEWER UNIFORMS	453.48
010-30-2020	SEWER INSURANCE	3,741.49
010-30-2040	SEWER CONTRACTUAL	90,267.97
011-00-2001	WATER PRIOR YR ACCTS …	2,086.20
011-31-2002	WATER TELEPHONE	398.98
011-31-2003	WATER UTILITIES	6,483.69
011-31-2004	WATER OFFICE EXPENSE	567.25
011-31-2006	WATER EQUIPMENT MAI…	3,717.65
011-31-2009	WATER MATERIALS	7,190.81
011-31-2011	WATER POSTAGE	787.65
011-31-2012	WATER MISCELLANEOUS	366.29
011-31-2015	WATER TRAINING/EDUC/…	194.00
011-31-2016	WATER UNIFORMS	112.80
011-31-2020	WATER INSURANCE	1,899.08
011-31-2021	WATER STATE FEE	2,542.05
011-31-2022	WATER SALES TAX	792.76
011-31-2023	WATER CLEAN DRINKING…	2,383.17
011-31-2040	WATER CONTRACTUAL	208,931.20
012-00-2001	MUN POOL PRIOR YR ACC…	30.00
012-32-2003	MUNICIPAL POOL UTILITI…	103.04
021-00-2001	STREET PRIOR YR ACCTS P…	361.90
021-41-2002	STREET TELEPHONE	316.48
021-41-2003	STREET UTILITIES	1,795.17
021-41-2004	STREET OFFICE EXPENSE	96.11
021-41-2006	STREET EQUIPMENT MAI…	9,810.84
021-41-2009	STREET MATERIALS	1,919.31
021-41-2012	STREET MISCELLANEOUS	58.10
021-41-2016	STREET UNIFORMS	492.20
021-41-2020	STREET INSURANCE	2,183.74
021-41-2040	STREET CONTRACTUAL	166.26
024-44-2012	LAW ENF MISCELLANEOUS	941.28
024-44-2031	LAW ENF VENDING MACH…	32.21
027-47-2020	SP LIABILITY INSURANCE	5,116.72
030-00-2001	RECREATION DEPT PR YE…	795.36
030-50-1250	RECREATION DEPT SAL/P…	1,324.00
030-50-2002	RECREATION DEPT TELEP…	351.13
030-50-2003	RECREATION DEPT UTILITI…	3,148.26
030-50-2004	RECREATION DEPT OFFICE…	7.99
030-50-2006	RECREATION DEPT EQUIP…	137.95
030-50-2009	RECREATION DEPT MATER..	125.80
030-50-2020	RECREATION DEPT INSUR…	423.52
030-50-2025	RECREATION DEPT BLDG …	783.06
030-50-2031	RECREATION DEPT CONC…	342.91
030-50-2046	RECREATION DEPT P-C SP…	374.14
030-50-2092	RECREATION DEPT PROG…	1,390.46
030-50-2094	RECREATION DEPT LATCH…	3,017.16
030-50-3065	RECREATION DEPT P-C UT…	142.16
033-53-2012	FED LAW ENF TRUST MISC	22,000.00
036-56-2087	CAP IMPR SIDEWALKS	42,910.00
036-56-3001	CAP IMPR MISCELLANEO…	17,210.58

Account Summary

Account Number	Account Name	Payment Amount
036-56-3005	CAP IMPR LAND BANK	82.87
036-56-3008	CAP IMPR SENIOR CENTER	1,350.00
036-56-3011	CAP IMPR PARK IMPROV…	37,072.00
036-56-3017	CAP IMPR CITYWIDE CLE…	1,283.95
036-56-3036	CAP IMPR ANTIQUE LIGHT…	568.48
037-57-2012	SUSTAINABILITY GRANT M..	5,998.20
038-00-2001	ARPA FUNDS PR YR AP	4,500.00
038-66-3001	ARPA FUNDS HUNGERFO…	334,804.00
048-00-2001	W/W SURPLUS PR YR ACC…	898.00
085-66-3002	TN 2022 COPPER TAIL PAV..	1,998.00
085-66-3003	TN 2022 COPPER TAIL SE…	891.00
085-66-3039	TN 2022 COPPER TAIL WA…	468.00
085-66-3040	TN 2022 COPPER TAIL ST…	324.00
092-00-2001	TR GUEST TAX PR YR AP	100.00
092-66-3001	TR GUEST TAX EXPENSE	2,182.73
099-66-3003	ST REC RES OFFICE EXPEN…	797.55
	Grand Total:	**1,225,982.27**

Project Account Summary

Project Account Key		Payment Amount
None		1,225,982.27
	Grand Total:	**1,225,982.27**

City of Haysville, KS

Petty Cash Summary of Expenditures

By Vendor Name

Payment Dates 2/1/2023 - 2/28/2023

Vendor Name	Payment Date	Description (Payable)	Account Number	Amount
Vendor: ALLY1379 - ALLYSON YOUNGERS				
ALLYSON YOUNGERS	02/03/2023	REFUND COMMUNITY BUILDING RENTAL DEPOSIT 01/28/23	001-00-2001	50.00
			Vendor ALLY1379 - ALLYSON YOUNGERS Total:	**50.00**
Vendor: ALYS1397 - ALYSSA GRAHAM				
ALYSSA GRAHAM	02/28/2023	REFUND COMMUNITY BUILDING RENTAL DEPOSIT 02/25/23	001-00-5016	50.00
			Vendor ALYS1397 - ALYSSA GRAHAM Total:	**50.00**
Vendor: ANGE1030 - ANGEL GAYNOR				
ANGEL GAYNOR	02/24/2023	PROFESSIONAL PHOTOGRAPHY SERVICES - 03/04/2023	030-50-2092	87.50
			Vendor ANGE1030 - ANGEL GAYNOR Total:	**87.50**
Vendor: BELV1396 - BELVA HARRIS				
BELVA HARRIS	02/28/2023	REFUND SENIOR CENTER RENTAL DEPOSIT 02/11/23	001-00-5016	100.00
			Vendor BELV1396 - BELVA HARRIS Total:	**100.00**
Vendor: CHAN1281 - CHANCE BARNARD				
CHANCE BARNARD	02/28/2023	BOOT REIMBURSEMENT	010-30-2016	100.00
			Vendor CHAN1281 - CHANCE BARNARD Total:	**100.00**
Vendor: CHRI2602 - CHRISTOPHER M DAVIS, CSO				
CHRISTOPHER M DAVIS, CSO	02/03/2023	PROBATION FEES – CASE#2021/466	001-06-2012	20.00
			Vendor CHRI2602 - CHRISTOPHER M DAVIS, CSO Total:	**20.00**
Vendor: CURT1381 - CURTIS LEWIS				
CURTIS LEWIS	02/03/2023	BOOT REIMBURSEMENT	001-03-2012	100.00
			Vendor CURT1381 - CURTIS LEWIS Total:	**100.00**
Vendor: DOTT1390 - DOTTIE BIVENS				
DOTTIE BIVENS	02/24/2023	REFUND SENIOR CENTER RENTAL DEPOSIT - CANCELLED	001-00-5016	100.00
			Vendor DOTT1390 - DOTTIE BIVENS Total:	**100.00**
Vendor: ELIJ001393 - ELIJAH PERRY				
ELIJAH PERRY	02/24/2023	BOOT REIMBURSEMENT	001-02-2016	98.90
			Vendor ELIJ001393 - ELIJAH PERRY Total:	**98.90**
Vendor: GING0671 - GINGER CULLEN				
GINGER CULLEN	02/24/2023	CHILI COOK-OFF COMPETITION WINNER	001-12-2012	50.00
			Vendor GING0671 - GINGER CULLEN Total:	**50.00**
Vendor: JEAN1380 - JEAN-MARIE WOLFE				
JEAN-MARIE WOLFE	02/03/2023	REFUND SENIOR CENTER RENTAL DEPOSIT 01/29/23	001-00-5016	100.00
			Vendor JEAN1380 - JEAN-MARIE WOLFE Total:	**100.00**
Vendor: JEFF1384 - JEFF SNYDER				
JEFF SNYDER	02/14/2023	BOOT REIMBURSEMENT	001-03-2012	96.74
			Vendor JEFF1384 - JEFF SNYDER Total:	**96.74**
Vendor: JENN1385 - JENNIE COOPER				
JENNIE COOPER	02/14/2023	REFUND HAC RENTAL DEPOSIT 02/04/23	030-00-5016	50.00
			Vendor JENN1385 - JENNIE COOPER Total:	**50.00**

Petty Cash Summary of Expenditures **Payment Dates: 2/1/2023 - 2/28/2023**

Vendor Name	Payment Date	Description (Payable)	Account Number	Amount
Vendor: KANS1638 - KANSAS SECRETARY OF STATE				
KANSAS SECRETARY OF STATE	02/17/2023	NOTARY PUBLIC - TIFFANY MCCART (PD)	001-02-2004	25.00
			Vendor KANS1638 - KANSAS SECRETARY OF STATE Total:	**25.00**
Vendor: LEVI1868 - LEVI BREWER				
LEVI BREWER	02/14/2023	BOOT REIMBURSEMENT	011-31-2016	89.21
			Vendor LEVI1868 - LEVI BREWER Total:	**89.21**
Vendor: NOAH2052 - NOAH'S DONUT SHOP				
NOAH'S DONUT SHOP	02/03/2023	SENIOR CENTER – COFFEE & DONUTS	001-12-2012	15.19
NOAH'S DONUT SHOP	02/17/2023	SENIOR CENTER – COFFEE & DONUTS	001-12-2012	15.19
			Vendor NOAH2052 - NOAH'S DONUT SHOP Total:	**30.38**
Vendor: SCKE2484 - SCKEDD				
SCKEDD	02/03/2023	REFUND OVERPAYMENT ON CONTRACTOR LICENSE	001-00-5007	40.00
			Vendor SCKE2484 - SCKEDD Total:	**40.00**
Vendor: TERI1011 - TERI SANDERS				
TERI SANDERS	02/14/2023	SR. CNTR. STARTUP MONEY - CHILI COOK OFF	001-12-2012	50.00
			Vendor TERI1011 - TERI SANDERS Total:	**50.00**
			Grand Total:	**1,237.73**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	911.02
010 - WASTEWATER FUND	100.00
011 - WATER FUND	89.21
030 - RECREATION DEPARTMENT	137.50
Grand Total:	**1,237.73**

Account Summary

Account Number	Account Name	Payment Amount
001-00-2001	GENERAL PRIOR YR ACCTS...	50.00
001-00-5007	GENERAL LICENSES	40.00
001-00-5016	GENERAL BUILDING RENT...	350.00
001-02-2004	POLICE OFFICE EXPENSE	25.00
001-02-2016	POLICE UNIFORMS & EQU...	98.90
001-03-2012	PARK MISCELLANEOUS	196.74
001-06-2012	MUN COURT MISCELLAN...	20.00
001-12-2012	SR CENTER MISCELLANEO...	130.38
010-30-2016	SEWER UNIFORMS	100.00
011-31-2016	WATER UNIFORMS	89.21
030-00-5016	RECREATION DEPT RENTA...	50.00
030-50-2092	RECREATION DEPT PROG...	87.50
	Grand Total:	**1,237.73**

Project Account Summary

Project Account Key	Payment Amount
None	1,237.73
Grand Total:	**1,237.73**

CITY OF HAYSVILLE

ACTION REQUEST FORM

To: Public Works Director **Date:** 6/27/21

Address of Request: 7050 PLAZA **(please complete a separate form for each property)**

The following action is being requested:

COMPLAINT BY CITIZEN. MOBILE HOME ON THIS LOT THE SIDING AND SKIRTING IS IN BAD SHAPE.

Please:

- [x] **Check into this**
- [ ] **Contact me to discuss this further by phone or email (circle one)**
- [ ] **Get me information regarding this**
- [ ] **Other**

Submitted By:

Name: JANET PARTON

Phone #: 316-641-4186

Email RJPARTON@FERGUSON.COM

FIRST RESPONSE:

Remarks from staff:

Owner has passed away recently. The son is getting the mobile home deeded in his time. He has communicated to us that his intent is to move the trailer out. He stated it will take some time to get the deed in his name.

Signature: **Date:** 7/7/2021

UPDATE:

Remarks from staff

Staff has contacted the son for an update. The son is working on getting the home deeded in his name. Staff will continue to monitor.

Son is still working on obtaining the deed in his name. He is maintaining the yard. We have requested him to make the repairs to the siding and skirting.

Resident plead guilty will be fined and in compliance. The next court date is 1/18/2022.

Property is not in compliance. Property owner was fined and has a compliance check with the court on 3/14/2023.

Signature: Tony Martinez Digitally signed by Tony Martinez Date: 2023.03.08 08:14:56 -06'00' **Date:** 3/8/2023

(Form Updated 08/12)

CITY OF HAYSVILLE

ACTION REQUEST FORM

To: Deputy Administrative Officer **Date:** 5/26/21

Address of Request: 7106 S Broadway **(please complete a separate form for each property)**

The following action is being requested:

Complaints from council members, one fb message, one email sent to the webpage and one telephone complaint about the property.

Please:

- [x] **Check into this**
- [ ] **Contact me to discuss this further by phone or email (circle one)**
- [ ] **Get me information regarding this**
- [ ] **Other**

_____

_____

Submitted By:

Name: Georgie Carter

Phone #: _____

Email _____

FIRST RESPONSE:

Remarks from staff:

6/7/22 - Kirkhart and his attorney did not appear. Court ordered a warrant. If they appear next Tuesday 6/14 - the court will cancel the warrant. We cannot set a trial date until we meet with the attorney.

7/7/22 - Trial date was set for 6/28, his lawyer asked for the date to be continued until 7/19.

Signature: **Date:**

UPDATE:

Remarks from staff

7/19 - Trial date set for 9/27.

9/8 - No update

9/27 - Court date was continued until 10/11.

10/11 - Parties have agreed to terms of a court order that will bring the property into compliance, review is set for 60 days (12/13/22).

12/14/22 - Review of the property found the owner was not in compliance. The trial date was set for 2/14/23. 3/9/23 - His attorney was ill, continued until 3/14/23.

Signature: Georgie Carter Digitally signed by Georgie Carter Date: 2021.08.18 11:55:30 -05'00' **Date:** 10/11/22

(Form Updated 08/12)

CITY OF HAYSVILLE

ACTION REQUEST FORM

To: Chief of Police **Date:** 2/7/23

Address of Request: 300 CAIN DRIVE LUXURY LNDSCPNG **(please complete a separate form for each property)**

The following action is being requested:

Resident called. Cameron the owner of Luxury Landscaping is letting his friends use the lot after hours to work on their Hot Rods. This goes on late into the night. Is there a sound ordinance that would stop this? Also the resident expesses there is a salt vibrator to the back of the lot that when it is run shakes their house. This is done (when needed for snow etc) late at night and early in the morning. Also a loader that is above

Please:

- [x] **Check into this**
- [ ] **Contact me to discuss this further by phone or email (circle one)**
- [ ] **Get me information regarding this**
- [ ] **Other**

_____

_____

Submitted By:

Name: JANET PARTON

Phone #: _____

Email _____

FIRST RESPONSE:

Remarks from staff:

The repair of vehicles is likely covered under Chapter 11 of the City Code. The issue with the salt vibrator and the loader are not as clear so we will check with the City Attorney and prosecutor for a clarification. Once we find out, the citizen would need to come in and sign a long form complaint to bring the matter into court.

Signature: Jeffrey Whitfield Digitally signed by Jeffrey Whitfield Date: 2023.02.10 10:29:41 -06'00' **Date:** 2/10/23

UPDATE:

Remarks from staff

After reviewing the current code and zoning in place, we believe the sound from the machinery may be covered under noise, but we would need additional details of the situation. Without an officer witnessing the violation, we would need the complainant to come in and sign a long form complaint to bring the violations into court. We would encourage the resident to call 911 when the actual violation is occurring so we can establish the remaining details and try to resolve any issues. Case is considered closed at this time.

Signature: COMPLETED **Date:** 3/9/2023

(Form Updated 08/12)

CITY OF HAYSVILLE

ACTION REQUEST FORM

To: Chief of Police **Date:** 3/1/23

Address of Request: 267 N Sunnyside **(please complete a separate form for each property)**

The following action is being requested:

Red car has been parked in same location for several months. Both drivers side tires flat.

Please:

- [x] **Check into this**
- [ ] **Contact me to discuss this further by phone or email (circle one)**
- [ ] **Get me information regarding this**
- [ ] **Other**

Submitted By:

Name: Janet Parton

Phone #:

Email

FIRST RESPONSE:

Remarks from staff:

Vehicle was found to be in violation of the code and a tow sticker was placed on the vehicle 3/1/23.-Chief

Signature: **Date:** 3/1/23

UPDATE:

Remarks from staff

On 3/3/2023 the vehicle has been moved and is no longer in the street. Case is closed.-Chief

COMPLETED

Signature: **Date:** 3/3/2023

(Form Updated 08/12)