

CITY OF HAYSVILLE

Agenda

April 10, 2023

CALL TO ORDER

ROLL CALL

INVOCATION BY: Kurt Henson, Haysville Christian Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

- A. [Arbor Day Proclamation](#)

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of March 13, 2023](#)

ITEM #1 CITIZENS TO BE HEARD

- A. Mark Raccuglia, Air Capital Waste

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. [Sedgwick County Fire Department Station 34 Monthly Report](#)
- C. [Letter from Arbor Day Foundation Re: 2022 Tree City USA Recognition](#)
- D. [Memo Re: Organized Trash Collection Planning Meeting Schedule](#)
- E. [Email from Cox Communications](#)
- F. [Economic Development Quarterly Report](#)

ITEM #5 OLD BUSINESS

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

ITEM #6 OTHER BUSINESS

- A. [Public Hearing for Floodplain Ordinance Update](#)
- B. [Consideration of Contract for Sale of Sunflower Park](#)
- C. [Consideration of Retention Schedule](#)
- D. [Consideration of Special Council Meeting in December 2023](#)
- E. [Consideration of Bids for Construction of S. Meridian Sidewalk](#)
- F. [Consideration of 2023 Street Report and Program](#)
- G. [Consideration of Purchase of Water Meter Setters](#)

- 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
  - A. [Reappointment of Brooke Aziere and Carolyn Brown to Haysville Community Library Board for Four Year Terms](#)
  - B. [Appointment of Susan Sutton to Sedgwick County Fire District Number One Steering Council for a Two Year Term](#)
- ITEM #9 OFF AGENDA CITIZENS TO BE HEARD
- ITEM #10 EXECUTIVE SESSION
- ITEM #11 REVIEW OF EXPENDITURES
  - A. [Summary of March Expenditures](#)
- ITEM #12 CONSENT AGENDA
  - A. [Temporary Special Event Permit Application for Consumption on Public Property Re: Paint the Night at HAC](#)
  - B. [Temporary Special Event Permit Application for Consumption on Public Property Re: Baby Shower at HAC](#)
- ITEM #13 COUNCIL ITEMS
  - A. Council Concerns
  - B. Council Action Request Updates
    - a. [7050 Plaza Drive](#)
    - b. [7106 S. Broadway Avenue](#)
    - c. [1503 E. Cottonwood Lane](#)
    - d. [260 N. Sunnyside Road](#)
- ITEM #14 ADJOURNMENT



---

\*\*\* OFFICIAL PROCLAMATION \*\*\*

---

**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

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

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

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

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

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, Russ Kessler, Mayor of the City of Haysville, do hereby proclaim May 3, 2023 as **ARBOR DAY**

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

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

**DATED THIS** 10 day of April, 2023

Mayor \_\_\_\_\_

---

# CITY OF HAYSVILLE

---

## Regular City Council Meeting

### Minutes

March 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:** Danny Walters, Bob Rardin, Dan Benner, Janet Parton, Steve Crum, and Dale Thompson.

**Absent:** DJ Barkley and Pat Ewert

INVOCATION – Greg Hamlin, First Christian Church

#### PLEDGE OF ALLEGIANCE

#### SPECIAL ORDER OF BUSINESS

- A. VFW Post 6957 presented the Haysville Police Department Officer of the Year award to Sgt. LeVon Crofts. He received both a local and district level award.

#### PRESENTATION AND APPROVAL OF MINUTES

- A. The minutes of the February 13, 2023, Regular City Council Meeting were presented for approval.

Motion by Benner, seconded by Rardin, to approve the minutes of February 13, 2023, as presented. The motion carried by the following vote:

**Yes:** Rardin, Benner, Parton, Crum, Thompson

**Abstain:** Walters

#### ITEM #1 CITIZENS TO BE HEARD

- A. Tim Massey, Haysville Chamber of Commerce, thanked the council and staff who attended his retirement party. He also requested additional city funds to train the new Chamber Director, Mark Eastman. Mayor Kessler approved \$5,000.00 to be given to the chamber. Mayor Kessler thanked Tim for everything he has done for the community.
- B. Craig McDaniel, Ambassador of Ainsley's Angels in Wichita Re: Rolling on the Prairie 5K. The race is the only in Ainsley's Angels event in Kansas and also serves the Midwest. He invited Council to attend.

**ITEM # 2 APPROVAL OF LICENSES AND BONDS**

There were none.

**ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS**

- A. City Attorney Joshua Pollak presented A RESOLUTION TO BEGIN THE PROCESS OF CONSIDERING THE ADOPTION OF AN ORGANIZED COLLECTION SERVICE WITHIN THE CITY LIMITS OF HAYSVILLE.

Mayor Kessler gave a recap of why this is being presented. City Attorney Josh Pollak reviewed the procedures that would follow. There was a discussion regarding the process.

Mark Raccuglia with Air Capital Waste addressed the Council regarding his concerns.

Mayor Kessler stated there is still a long process and this Resolution does not say the city is adopting an organized collections service, just considering one. The council can approve or deny the service once more information is gathered. The process will take approximately two years per Kansas law.

Motion by Parton, seconded by Crum, to pass A RESOLUTION TO BEGIN THE PROCESS OF CONSIDERING THE ADOPTION OF AN ORGANIZED COLLECTION SERVICE WITHIN THE CITY LIMITS OF HAYSVILLE. The motion carried by the following vote:

**Yes:** Benner, Parton, Crum, Mayor Kessler

**No:** Walters, Rardin, Thompson

Due to the tie, Mayor Kessler voted.

- B. Mayor Kessler presented AN ORDINANCE MODIFYING AND ESTABLISHING NEW WARD BOUNDARIES WITHIN THE CITY OF HAYSVILLE, KANSAS, AND AMENDING CHAPTER 6 SECTION 201 OF THE CODE OF THE CITY OF HAYSVILLE, KANSAS. Wards 3 and 4 have a smaller population due to planned growth. There was a discussion on the frequency of reviewing the ward boundaries.

Motion by Crum, seconded by Benner, to pass AN ORDINANCE MODIFYING AND ESTABLISHING NEW WARD BOUNDARIES WITHIN THE CITY OF HAYSVILLE, KANSAS, AND AMENDING CHAPTER 6 SECTION 201 OF THE CODE OF THE CITY OF HAYSVILLE, KANSAS. The motion carried by the following vote:

**Yes:** Walters, Rardin, Benner, Parton, Crum, Thompson

- C. Deputy Administrative Officer Georgie Carter presented AN ORDINANCE AMENDING CHAPTER 17 OF THE CODE OF THE CITY OF HAYSVILLE KANSAS REGARDING CERTAIN FEES, including an increase in some of the planning and zoning fees, water tap fees, and a correction to animal fees.

Motion by Parton, seconded by Crum, to approve AN ORDINANCE AMENDING CHAPTER 17 OF THE CODE OF THE CITY OF HAYSVILLE KANSAS REGARDING CERTAIN FEES. The motion carried by the following vote:

**Yes:** Walters, Rardin, Benner, Parton, Crum, Thompson

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Under Governing Body Announcements, Councilmember Crum announced upcoming events at the Haysville Community Library. Mayor Kessler announced upcoming events and classes at the Haysville Senior Center, and gave a report on Haysville Hustle usage.
- B. Councilmembers received the Sedgwick County Fire Department Station 34 Monthly Report.
- C. Councilmembers received a Memo Re: New Businesses.
- D. Councilmembers received a Letter from Ardith Simmons regarding the Haysville Hustle. There was a discussion on transporting citizens to the Derby Recreation Commission in Derby to utilize their indoor pool.
- E. Email from Cox Communications.

ITEM #5 OLD BUSINESS

ITEM #6 OTHER BUSINESS

- A. Jeff Engel, with ICI Insurance, presented for approval Property Insurance Renewal with EMC. There are fewer companies who offer insurance to a city of Haysville's size. He contacted Traveler's Insurance and was told their wind/hail deductible had changed to 2% with a \$100,000.00. The current insurance, EMC, has a deductible of \$10,000.00 per occurrence and \$5,000.00 for other covered perils. Building values have increased by 20% for some of the buildings and cyber insurance has increased almost 50% (some cities are looking at a 200% increase.) The total increase is 13% in premiums.

Motion by Parton, seconded by Thompson to approve the insurance renewal. The motion carried by the following vote:

**Yes:** Walters, Rardin, Benner, Parton, Crum, Thompson

- B. City Clerk Angie Millspaugh presented a request to contract with Tyler Technologies for the ERP Pro Community Development Suite which includes licensing, permitting, and inspections modules. She requested approval for

purchase through Tyler Technologies in the amount of \$27,245.00, which was budgeted for \$40,000.00

Motion by Walters, seconded by Rardin to approve the ERP Pro Community Development Suite purchase. The motion carried by the following vote:

**Yes:** Walters, Rardin, Benner, Parton, Crum, Thompson

- C. Mayor Kessler presented a First Reading of Personnel Manual Revisions.

No action was taken on this item.

- D. Recreation Director Rob Arneson presented for approval a consideration to purchase new strength equipment in the amount of \$51,465.00 from Mid-States Fitness Equipment, to replace thirteen cable machines that were purchased in late 2015. Mid-States Fitness Equipment is the only dealer in this area.

Motion by Parton, seconded by Rardin, to purchase new strength equipment in the amount of \$52,465.00 from Mid-States Fitness Equipment. The motion carried by the following vote:

**Yes:** Walters, Rardin, Benner, Parton, Crum, Thompson

- E. Deputy Administrative Officer Georgie Carter presented a request for the sale of Sunflower Park. There was a discussion on the zoning and the procedures for selling the property.

Motion by Crum, seconded by Rardin, to approve the sale of Sunflower Park. The motion carried by the following vote:

**Yes:** Walters, Rardin, Benner, Parton, Crum, Thompson

#### ITEM #7 DEPARTMENT REPORTS

Chief of Police Jeff Whitfield introduced visiting officer MPO David Liang and reminded everyone that the tornado sirens are for people outside of a building. He also announced a severe weather awareness training.

Public Works Director Tony Martinez announced that Evergy has completed the street light installation project in the industrial park.

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

There were no Off Agenda Citizens to be heard.

**ITEM #10 EXECUTIVE SESSION**

There was no Executive Session.

**ITEM #11 REVIEW OF EXPENDITURES**

- A. A summary of February expenditures was presented.

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

**Yes:** Walters, Rardin, Benner, Parton, Crum, Thompson

**ITEM #12 CONSENT AGENDA**

- A. There was no Consent Agenda.

**ITEM #13 COUNCIL ITEMS**

- A. Under Council Concerns, Councilmember Parton requested the city add the notice of the \$1.25 water bill fee if paying online to more locations on the website and to check on the readability of water payments on phones.

Councilmember Rardin inquired about a survey being done on an indoor pool. Public Works Director Tony Martinez advised a consultant is drafting facility options near our existing pool based on the aquatic study and survey. Additional information will come soon.

Councilmember Crum complimented the skate park lighting and requested the public storm shelter location (City Hall basement) be included in the Welcome Bag for new residents.

Councilmember Parton questioned the June 30, 2024 sunset of the city's 1% sales tax and a discussion about the opportunity to renew it followed.

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

**ITEM #14 ADJOURNMENT**

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

**Yes:** Walters, Rardin, Benner, Parton, Crum, Thompson

The Regular City Council Meeting ended at 8:08 p.m.





Sedgwick County Fire Department

Incident Type Report for City Council Mtg

Alarm Date Between {3/1/2023} And {3/31/2023}  
and Citylimits = 9

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
142 Brush or brush-and-grass mixture fire	1	0.88%	\$0	*** %
151 Outside rubbish, trash or waste fire	1	0.88%	\$0	*** %
	<b>2</b>	<b>1.77%</b>	<b>\$0</b>	<b>999.99 %</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
311 Medical assist, assist EMS crew	50	44.25%	\$0	*** %
3112 Disregard on scene by EMS	7	6.19%	\$0	*** %
321 EMS call, excluding vehicle accident with injury	8	7.08%	\$0	*** %
	<b>65</b>	<b>57.52%</b>	<b>\$0</b>	<b>999.99 %</b>
<b>4 Hazardous Condition (No Fire)</b>				
412 Gas leak (natural gas or LPG)	1	0.88%	\$0	*** %
4241 Carbon monoxide incident / Level 1 Haz Mat Resp	1	0.88%	\$0	*** %
481 Attempt to burn	1	0.88%	\$0	*** %
	<b>3</b>	<b>2.65%</b>	<b>\$0</b>	<b>999.99 %</b>
<b>5 Service Call</b>				
511 Lock-out	1	0.88%	\$0	*** %
512 Ring or jewelry removal	1	0.88%	\$0	*** %
553 Public service	1	0.88%	\$0	*** %
554 Assist invalid	26	23.01%	\$0	*** %
	<b>29</b>	<b>25.66%</b>	<b>\$0</b>	<b>999.99 %</b>
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	1	0.88%	\$0	*** %
6113 Dispatched & cancelled en route to a Medical	2	1.77%	\$0	*** %
6117 Dispatched & cancelled en route to a System Alarm	3	2.65%	\$0	*** %
622 No Incident found on arrival at dispatch address	4	3.54%	\$0	*** %
671 HazMat release investigation w/no HazMat	2	1.77%	\$0	*** %
	<b>12</b>	<b>10.62%</b>	<b>\$0</b>	<b>999.99 %</b>
<b>7 False Alarm &amp; False Call</b>				
721 Bomb scare - no bomb	1	0.88%	\$0	*** %
746 Carbon monoxide detector activation, no CO	1	0.88%	\$0	*** %

Sedgwick County Fire Department

Incident Type Report for City Council Mtg

Alarm Date Between {3/1/2023} And {3/31/2023}  
and Citylimits = 9

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call	2	1.77%	\$0	999.99 %

Total Incident Count: 113

Total Est Loss: \$0



Mayor Russ Kessler  
200 W. Grand  
Haysville, KS 67060

Dear Tree City USA Community Member,

On behalf of the Arbor Day Foundation, I'm thrilled to congratulate Haysville on earning recognition as a 2022 Tree City USA. Residents of Haysville should be proud to live in a community that makes the planting and care of trees a priority.

Founded in 1976, Tree City USA is a partnership between the Arbor Day Foundation, the U.S. Forest Service, and the National Association of State Foresters. Haysville is part of an incredible network of more than 3,600 Tree City USA communities nationwide, with a combined population of 155 million.

Over the last few years, the value and importance of trees has become increasingly clear. Cities and towns across the globe are facing issues with air quality, water resources, personal health and well-being, and energy use. Haysville has taken steps to create to a brighter, greener future.

We hope you are as excited as we are to share this accomplishment with your local media and your residents. Enclosed in this packet is a press release for you to distribute at your convenience.

We're excited to celebrate your commitment to the people and trees of Haysville. Thank you, again, for your efforts.

Best Regards,

A handwritten signature in black ink, appearing to read 'Dan Lambe', with a stylized flourish at the end.

Dan Lambe  
Arbor Day Foundation Chief Executive

FOR IMMEDIATE RELEASE

Contact:

Jasmine Putney  
Arbor Day Foundation  
402-216-9307  
[jputney@arborday.org](mailto:jputney@arborday.org)

## Arbor Day Foundation Names Haysville a 2022 Tree City USA®

LINCOLN, Nebraska (3/15/2023) – Haysville was named a 2022 Tree City USA by the Arbor Day Foundation to honor its commitment to effective urban forest management.

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

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

“Tree City USA communities see the positive effects of an urban forest firsthand,” said Dan Lambe, chief executive of the Arbor Day Foundation. “The trees being planted and cared for by Haysville are ensuring that generations to come will enjoy to a better quality of life. Additionally, participation in this program brings residents together and creates a sense of civic pride, whether it’s through volunteer engagement or public education.”

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, energy use, and extreme heat and flooding. Haysville is doing its part to address these challenges for residents both now and in the future.

More information on the program is available at [arborday.org/TreeCityUSA](https://arborday.org/TreeCityUSA).

### **About the Arbor Day Foundation**

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at [arborday.org](https://arborday.org).



# MEMO

TO: The Honorable Russ Kessler, Mayor  
Haysville City Councilmembers

FROM: Will Black, Chief Administrative Officer

SUBJECT: Organized Trash Collection Planning Meeting Schedule

DATE: April 5, 2023

---

Pursuant to the resolution that was approved during the March City Council Meeting, I have scheduled Organized Trash Collection Planning Meetings to allow the public and all licensed trash haulers to participate in the planning of the proposed organized collection service. We will be discussing and working through all concerns related to the Request for Proposals (RFP) for a single trash collection service provider. After receiving feedback from licensed trash haulers concerning the best time to meet, I set the meetings for 5:30 p.m. on Mondays. The scheduled meeting dates are April 24th, May 22nd, and June 19th. The meetings will be held in the Council Room. Let me know if you have any questions. Thank you.



## Keeping our communities connected

Bottenberg, Megan (CCI-Central Region) <c\_cox@emailopen.com>

Tue 3/28/2023 9:30 AM

To: Will Black <wblack@haysville-ks.com>

[View in Browser](#)

Spring 2023



Hello, Kansas! Slowly but surely it's starting to feel more like spring. I don't know about you, but when the weather gets warmer and everything starts to bloom, I always get a burst of excitement and motivation. Motivation to do some yard work, do a little spring cleaning and get out in the community and help others. While there is never a shortage of opportunities for us to help our neighbors and communities, it seems there is an abundance of ways to help this time of year. Volunteering is something I love to do and something we're passionate about here at Cox. It's our way of life. So much so that we give employees 16 hours each year of paid time off to spend volunteering at the organization of their choice. That allows more than 1,000 people to volunteer on behalf of Cox each year. Wow! When we raise our hand to help with something small, it turns into something BIG. I encourage you to seek out your favorite organization and lend a hand. Together, we can make a difference!

*Megan Bottenberg*

**Megan Bottenberg**  
Government Affairs Director, Cox Communications  
Megan.Bottenberg@cox.com | (785) 215-6727





## 10G is Taking Off

10G is on the way, and cable providers have been engineering and testing the technology that will make next-generation networks a reality and forever change how people connect, live, work and play.

[See how Cox is preparing for the future](#)



## Bridging the Digital Divide

Communities across the country are taking advantage of the 2021 Infrastructure Investment and Jobs Act to expand broadband in more rural communities.

If you have questions about your community and if funding may be available or what to do to start the process, please reach out to me anytime.



## Why Affordable Connectivity Matters

The pandemic uncovered the dramatic need for more Americans to be connected regardless of where they live. Being connected at work, home and play is now more important than ever.

[ACP removes barriers for low-income families](#)



## Classroom and Teacher Grants Awarded

At Cox, our employees understand the importance of serving our communities and making a difference where we live and work. Through our Cox Charities program, employees donate money directly from their paychecks to benefit classrooms, nonprofits and other worthy causes.

[See which teachers in your community made the list](#)

## Big News! Cox Business Bought Logicworks

Cox has acquired Logicworks, a leading New York-based professional and managed cloud services provider. Logicworks helps businesses manage their operations through the AWS and Azure cloud.

[How the cloud impacts you](#)



## Championing Inclusion: Meet Annie

Cox Communications' new mobile phone service, Cox Mobile, welcomes Annie to our fold. Annie, a CGI sheep, sees the world differently — just like we all do.

[Get the scoop](#)



### Quick Links



[Cox App](#)  
[Cox.com](#)  
[Cox in the Community](#)

### Follow Us



[Facebook](#)  
[Twitter](#)  
[Instagram](#)

**COX**  
MEDIA

**COX**

**COX**  
BUSINESS

[View in Browser](#) | [Unsubscribe](#) | [Contact us](#)

© 2023 Cox Communications Inc. All rights reserved.





# Economic Development Report

1<sup>st</sup> Quarter

January – March, 2023

## City of Haysville



To: The Honorable Mayor, Russ Kessler & Haysville City Councilmembers

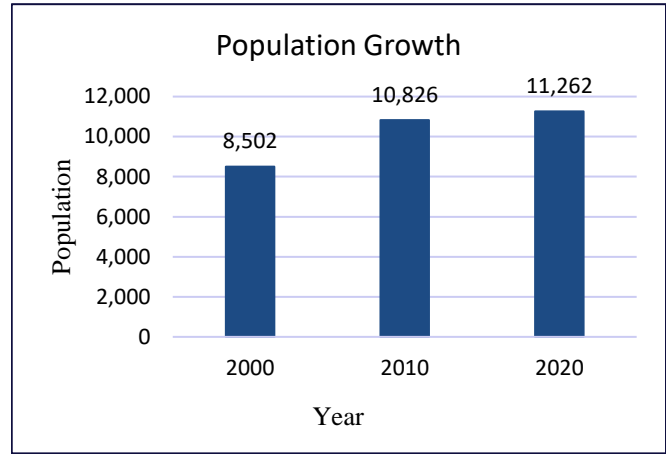
From: Danielle Gabor, Economic Development Director

Date: April 10, 2023



**Population and Growth** (per U.S. Census Bureau)

Year	Population
2000	8,502
2010	10,826
2020	11,262



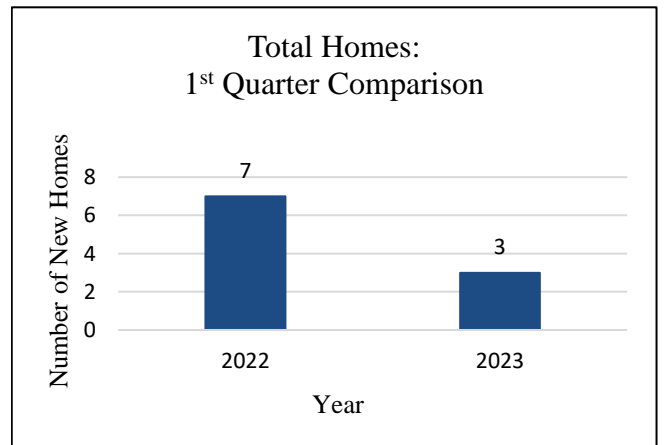
**Households**

4,256 in 2020 (per U.S. Census Bureau)

**New Home Construction**

**Total Homes**

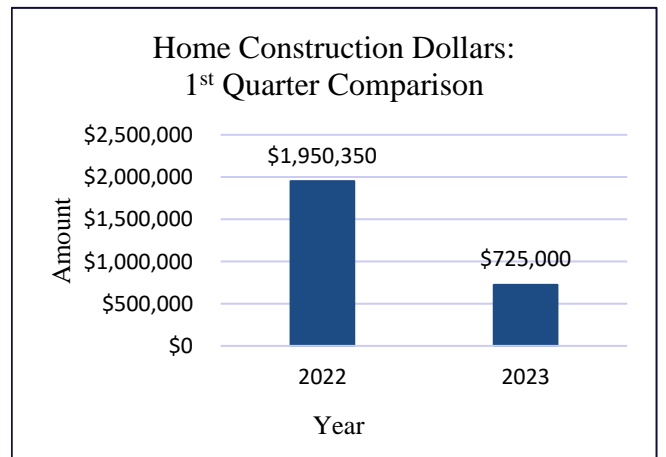
Year	Quantity
2019	25
2020	34
2021	38
2022	19
2023 to date	3



2023	Quantity
1 <sup>st</sup> Quarter	3

**Total Dollars**

Year	Amount
2019	\$5,152,945
2020	\$6,587,723
2021	\$8,936,559
2022	\$5,074,720
2023 to date	\$725,000

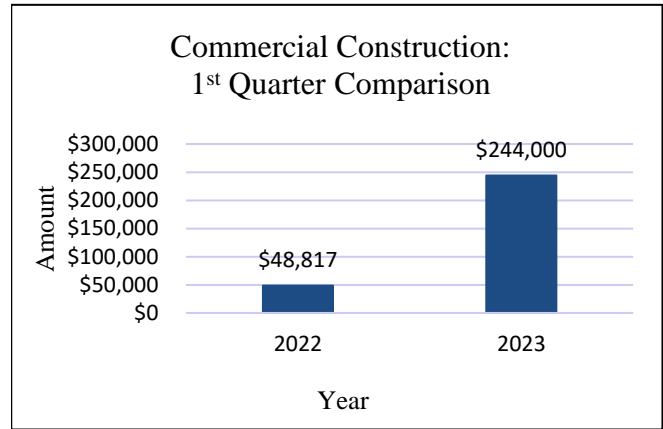


2023	Amount
1 <sup>st</sup> Quarter	\$725,000

**Commercial Construction Permits**

Year	Amount
2019	\$5,748,900
2020	\$7,222,243
2021	\$309,811
2022	\$658,067
2023 to date	\$244,000

2023	Amount
1 <sup>st</sup> Quarter	\$244,000



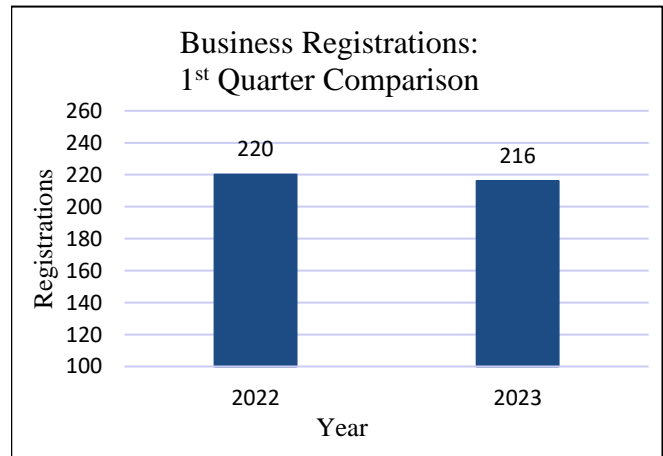
**Business Registrations**

**Businesses**

Year	Quantity
2020	212
2021	225
2022	216

2023	Quantity
1 <sup>st</sup> Quarter	216

2 Pending Licenses (not listed) and 2 Current Mobile Food Vendors (not listed)



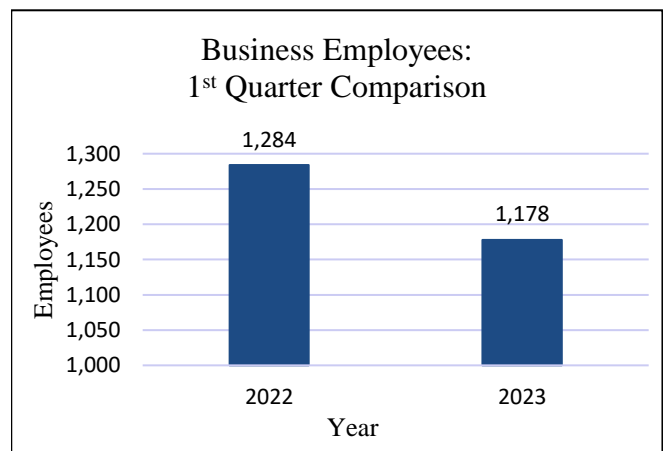
**Employees**

Year	Quantity
2020	1,217
2021	1,385
2022	1,277

2023	Quantity
1 <sup>st</sup> Quarter	1,178

New Businesses	Quantity
1 <sup>st</sup> Quarter	5

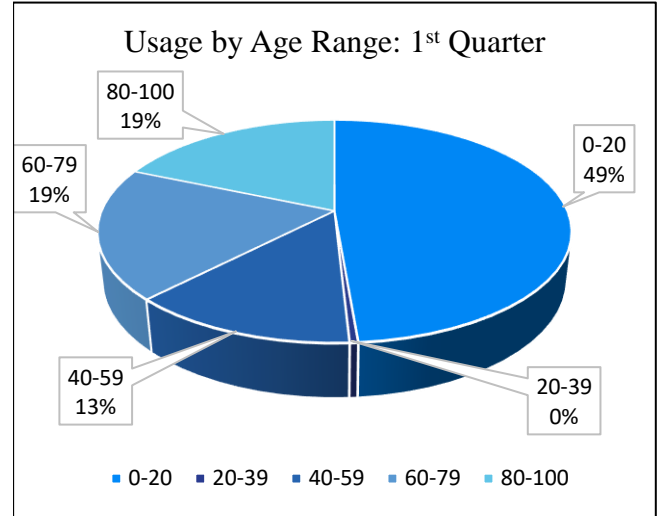
2 Pending Licenses (not listed) and 2 Current Mobile Food Vendors (not listed)



**Haysville Hustle**

**Total Riders**

Age	1 <sup>st</sup> Quarter
0-20	403
20-39	4
40-59	109
60-79	158
80-100	154
Total	828



**Comparison by Quarters**

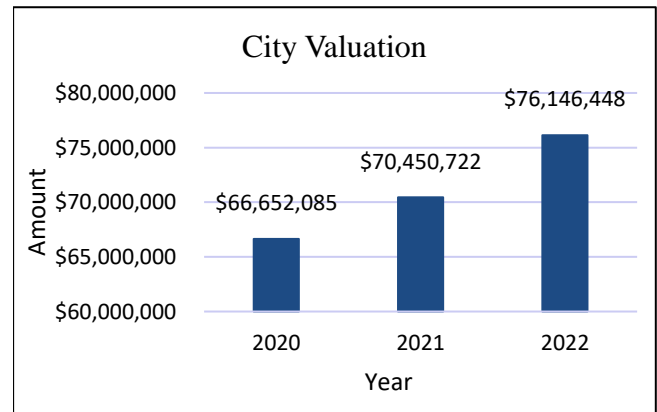
1 <sup>st</sup> Quarter	2022	2023
Ridership	830	828
Miles Traveled	3,352.40	3,828.10
New Riders	28	16

**Valuations and Levies**

**City Valuation**

Year	Amount
2020	\$66,652,085
2021	\$70,450,722
2022	\$76,146,448

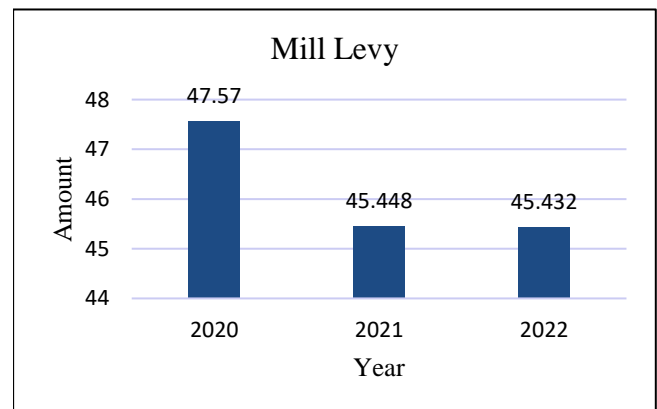
2022 Valuation funds the 2023 budget



**Mill Levy**

Year	Amount
2020	47.570
2021	45.448
2022	45.432

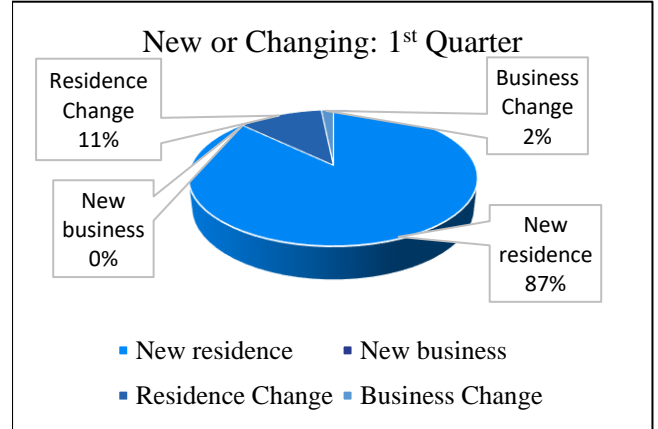
2022 Mill Levy funds the 2023 budget



**New Water Account Survey**

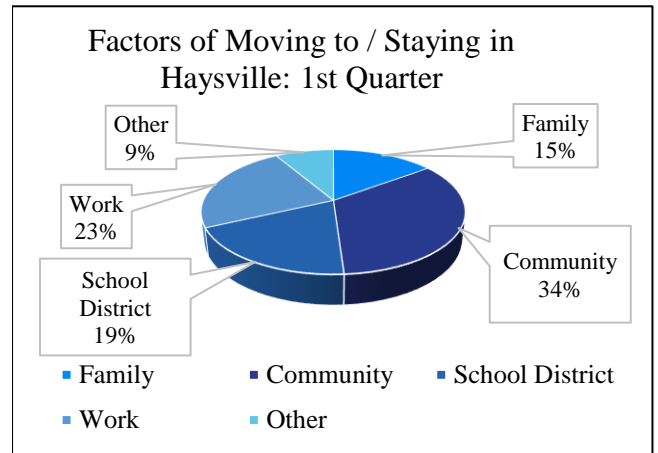
Question 1: Are you new to Haysville or moving services?

Answer	1 <sup>st</sup> Quarter
New Residence	54
New Business	0
Residence Change	7
Business Change	1



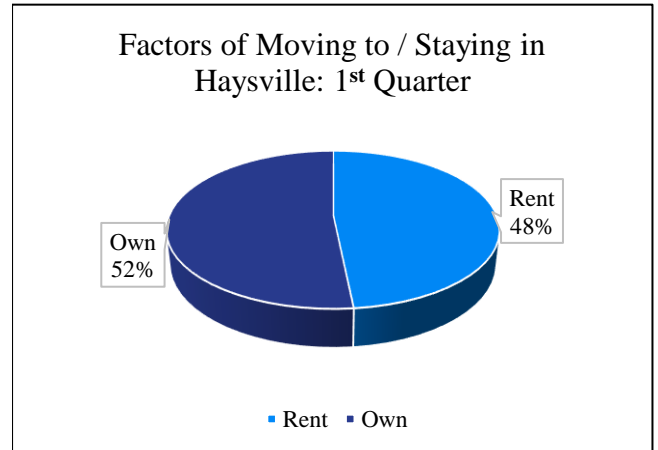
Question 2: What factors contributed to your decision to move to/stay in Haysville?

Answer	1 <sup>st</sup> Quarter
Family	14
Community	32
School District	18
Work	22
Other	8



Question 3: Do you rent or own your home?

Answer	1 <sup>st</sup> Quarter
Own	32
Rent	30



Social Activities and Special/Community Events

**Events: 1<sup>st</sup> Quarter**

- January
  - Sedgwick County Association of Cities: January 14
  - Senior Center Breakfast: January 28
- February
  - Senior Center Breakfast: February 25
  - Chili Cook-off & Craft Fair: February 18
- March
  - Home Show: March 2-5 (1,319 participants - 255 more than in 2022)
  - Sedgwick County Association of Cities: March 11



**Upcoming Events: 2<sup>nd</sup> Quarter**

- April
  - Pool Sales Begin: April 10
  - Public Aquatic Feasibility Study Meeting: April 10 5:30 – 6:30 pm
  - Senior Center Breakfast: April 22
  - Party in the 060: April 22
  - Drug Take Back: April 22
  - Finns Fun Run: April 29
- May
  - Arbor Day Planting: May 1
  - Mayor’s Prayer Breakfast: May 4
  - Day of Prayer: May 4
  - Car Seat Check: May 6
  - Sedgwick County Association of Cities: May 13
  - Purple Heart City Ceremony at VFW: May 16
  - Mayor’s Bike Ride: May 18
  - Pool Opens for the Season: May 27
- June
  - City Wide Clean Up/Drop off: June 3
  - Kid to Park Day: June 3
  - Home Town Market Opens: June 10



**Marketing Campaigns, Promotions, and Other Projects**

- City and Hello Haysville webpages have been updated
- The 63<sup>rd</sup> Street S. and S. Broadway Ave. electronic billboard
  - Continues to be down; the marketing company has stopped contracting with the owner
  - Funds will go toward radio advertisements
- Continued marketing on Main and Grand electronic signs
- Continued strategic marketing of events/organizations w/ social media via Facebook, YouTube (marketed in house as of March 23, 2022), Instagram, Twitter, and the City and Hello Haysville webpages
- Marketing on Travel.com for businesses and events
- Continued commercial and land property website listings on LoopNet/Co-Star, LOIS/Location One (aligns specifically with Kansas Chamber of Commerce information requests and grant opportunities).
  - Available Real Estate is updated (for sale and lease) on LOIS and links to land and to buildings are now on the City Website under Business Development.
- In May 2022, began working with PBS/KPTS
  - This furthers video production of our community
  - Increase marketing of local community events
- Kansas Quarterly Magazine: In 2023 we will advertise The Party in the 060 and Fall Festival
- Continue to research grants and incentives that may be useful to the City
- Continue to promote residential land with developers
- Continue to work with businesses on new business development and business retention
- Continue to promote and contact potential business regarding the current coffee house and steak house / family dining incentive

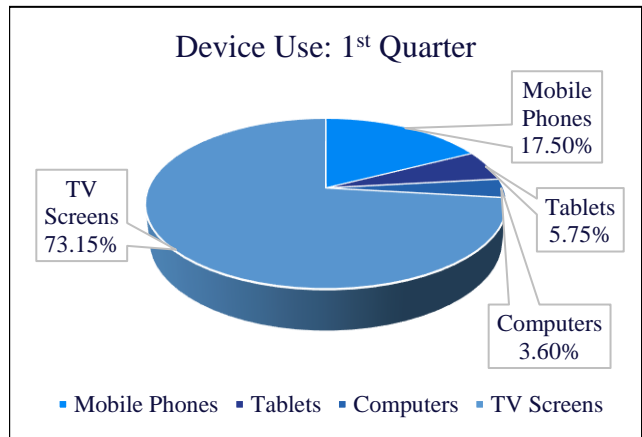
**Digital Report**

**YouTube**

1<sup>st</sup> Quarter Advertisements: Chili Cook-off & Craft Fair and the Haysville Home Show Booth

<b>Campaign Information</b>	<b>1<sup>st</sup> Quarter</b>
Impressions	32,900
Views	22,201
View Rate	61.4%

<b>Device Views</b>	<b>1<sup>st</sup> Quarter</b>
Phones	17.50%
Tablets	5.75%
Computers	3.60%
TV Screens	73.15%

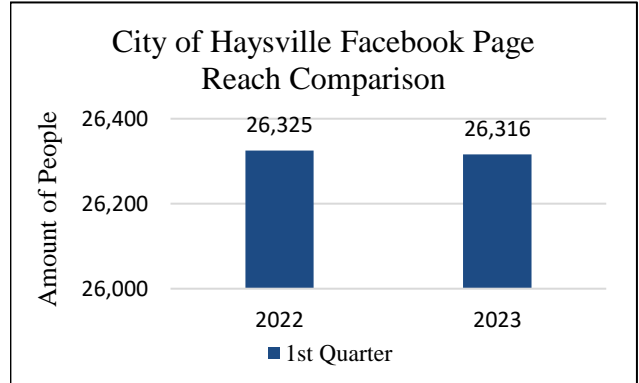


### Facebook

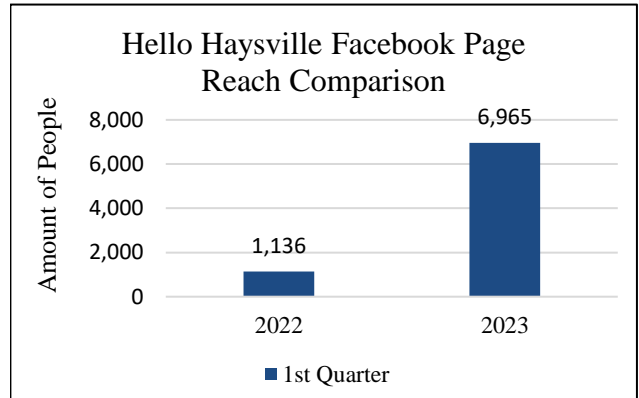
Page reach contains data for the indicated quarter only.

Followers and gender identification show lifetime data at the end of the labeled quarter

City of Haysville	1 <sup>st</sup> Quarter
Page Reach	26,316
Followers	4608
Women	76.60%
Men	23.40%



Hello Haysville	1 <sup>st</sup> Quarter
Page Reach	6,965
Followers	1,656
Women	79.10%
Men	20.90%

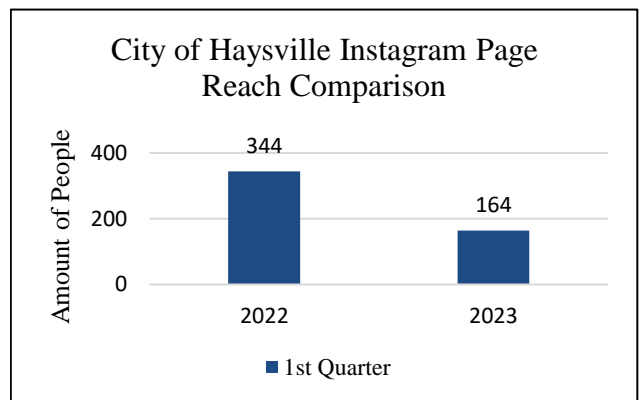


### Instagram

Page reach contains data for the indicated quarter only.

Followers and gender identification show lifetime data at the end of the labeled quarter

City of Haysville	1 <sup>st</sup> Quarter
Page Reach	164
Followers	258
Women	76.80%
Men	23.20%



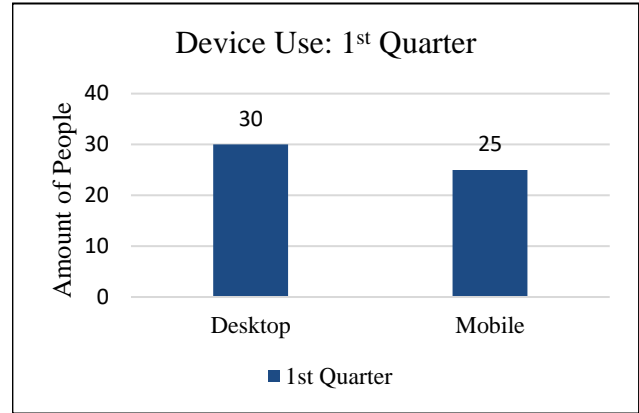


**LinkedIn**

Page views contains data for the indicated quarter only.

Followers show lifetime data at the end of the labeled quarter

City of Haysville	1 <sup>st</sup> Quarter
Page Views	55
Reactions	53
Followers	119



**2021-2023 Grants**

- Waiting on award notifications: KDOT Grant
  - Agency: Kansas Department of Transportation
  - Year: Public Works submitted for 2023
  - Project: South Broadway Pedestrian Pathway Project (South side of the Floodway to Berlin Ave.)
  - Amount: \$1,000,000
- Waiting on award notifications: Section 5310 Grant
  - Agency: Federal Grant Distributed by Wichita Transit for Enhanced Mobility of Seniors and Individuals with Disabilities
  - Year: Senior Center submitted for 2023
  - Project: Haysville Hustle
  - Amount: Two year grant. We first received this grant in fiscal year 2019 for the two year grant cycle. Received the second award in fiscal year 2020.
- Waiting on award notification: SPARK Building a Stronger Economy (BASE) Grant Round 2
  - Agency: Kansas Department of Commerce
  - Year: Economic Development submitted for 2023
  - Project: The City’s agreed portion of the infrastructure for the assisted living and memory care facility
  - Amount: \$613,068.50

- Awarded Community Development Block Grants (CDBG)
  - Agency: Kansas Department of Commerce
  - Year: 2022
  - Project: Facility Improvements in Sunset Fields for paving and drainage
  - Amount: \$342,000
- Awarded: Sustainability Grant
  - Agency: Department of Children and Families (DCF)
  - Year: 2022
  - Project: Haysville Activity Center Latchkey Program
  - Amount: Received the first grant award in February 2022 in the amount of \$150,000. The second award is \$63,000 per month that is received through the end of 2022.
- Not Awarded in 2022: KDOT Grant
  - Agency: Kansas Department of Transportation
  - Year: 2022
  - Project: South Broadway Pedestrian Pathway Project (South side of the Floodway to Berlin Ave.)
  - Amount: \$1,000,000
- Not Awarded: SPARK Building a Stronger Economy (BASE) Grant Round 1
  - Agency: Kansas Department of Commerce
  - Year: 2022
  - Project: The City's agreed portion of the infrastructure for the assisted living and memory care facility
  - Amount: \$832,415.63
- Awarded: ARPA Federal Grant
  - Agency: Federal Grant
  - Year: 2021 and 2022 (Award divided between two years)
  - Amount: Awarded \$1,730,282.56
- Awarded: Community Development Block Grants (CDBG)
  - Agency: Kansas Department of Commerce
  - Year: May 2021
  - Project: Covid-19 funds. Most were grants to local businesses from \$5,000 - \$8,750.
  - Amount: \$132,000 (\$6,000 – Administration Costs).

- Awarded: Section 5310 Grant
  - Agency: Federal Grant Distributed by Wichita Transit for Enhanced Mobility of Seniors and Individuals with Disabilities
  - Year: 2021
  - Project: Haysville Hustle
  - Amount: Two year grant. We first received this grant in fiscal year 2019 for the two year grant cycle. Received the second award in fiscal year 2020. Awarded \$48,522.
- Awarded: Surface Transportation (ST) Grant
  - Agency: KDOT/WAMPO
  - Year: 2021
  - Amount: Construction bid amount: \$1,336,496. This grant was an 80/20 split (the City of Haysville paid 20%)

#### **Economic Development Assessment Progress (2016 Recommendations)**

- The Aviation Industry – complete
  - BOE NDT is based in Haysville
- Economic Development Website - complete
  - Creation of HelloHaysville.com
  - Continuing strategic marketing for HelloHaysville.com
  - Updating of City Website and HelloHaysville.com
- Recruitment of Retail Establishments - ongoing
- A Spring Festival – established with Party in the 060
- Pursuit of an Assisted Living Center - ongoing
  - Construction starts this year
- Establishment of a BNI Chapter
- A Highly Visible Economic Development Office - complete
  - Moved the office to the Vickers Station on June 23, 2020
- Consideration for a Canine Park - complete
  - The Haysville Dog Park at Dorner Park opened on October 31, 2019
- Recruitment of Manufacturing Facilities - ongoing
  - Working with Lange RE and the Greater Wichita Partnership to market the industrial park.
  - Actively pursuing and submitting information as opportunities arise
- Perception Change - ongoing
  - Always working this with a “be the change” approach
  - Strategically attending fairs and actively marketing our community events
  - Connecting and networking with organizations in the greater Wichita area
  - City staff and Mayor are members of organizations in Sedgwick County and the Greater Wichita area

- Placement of Articles in National Publications - completed
  - Vickers Petroleum service station was added to the Register of Kansas Historic Places
  - Increasing marketing of Haysville businesses on Travel.com
- Professional Occupations
- A Public-Private Partnership for Economic Development
- A Community College Presence - established
  - WSU Haysville, located 106 Stewart Ave., opened on July 1, 2018.
- Equestrian Branding - ongoing
  - We sponsor the Haysville Saddle Club Rodeo
- An Annual Allies Day
- Engaging Millennials - ongoing
  - Continue programming quality of life projects/events
  - First wave of Millennials are leaving the urban cores to raise their families, and their main focus is quality of life and place
- Senior Citizen Transportation - established
  - Haysville Hustle Paratransit Service began operations on November 2, 2020
- "Tri Cities" Marketing Alliance - ongoing
  - Improving relations/coordination
  - Haysville is now a member of REAP, which includes surrounding cities
- Promotion of Entrepreneurship
  - This would be an ideal venture for the Haysville Chamber of Commerce
- A Canadian Alliance
- Social Media Advertising - ongoing
  - Continued strategic marketing of events/organizations w/ social media via Facebook, YouTube, Instagram, PBS, Travel.com, the City webpage, and Hello Haysville webpage
- Attraction of Retirees - ongoing
  - Assisted living and memory care facility scheduled to begin construction this year
  - We currently have an active Haysville Senior Center and the Haysville Hustle
- I35 Advertising – ongoing as opportunities arise
  - Currently two business are listed: Sleep Inn and Haysville Express Inn
- Regional Headquarters Recruitment - ongoing
  - Completion of requests for information continues, especially for Blood properties and Lange RE representation to gain traction in the industrial park. Their involvement/property is vital to attract site selectors. This continues to be a goal.
- Land Options - ongoing
  - Continue to pursue property, while giving private sector priority
- The Greater Wichita Partnership - ongoing
  - We have a great relationship with the Partnership and continue to expand those relationships



# 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 \_\_\_\_\_

Table of Contents

ARTICLE A – ADMINISTRATIVE POLICY

ADMINISTRATIVE POLICY ..... 5
INTRODUCTION ..... 5
POLICIES ESTABLISHED ..... 5
SECTION I - EMPLOYMENT INFORMATION ..... 6
A. AUTHORITY FOR ADMINISTERING THE ADMINISTRATIVE POLICY: ..... 6
B. EMPLOYEE INFORMATION:..... 6
C. EMPLOYMENT CLASSIFICATIONS:..... 6
D. OATH:..... 8
E. USE OF OFFICIAL BADGES, UNIFORMS OR CREDENTIALS: ..... 8
F. LUNCH PERIODS:..... 8
G. BREAKS/REST PERIODS: ..... 8
H. ACCEPTANCE OF GIFTS: ..... 8
I. RETURN OF CITY PROPERTY:..... 9
J. POLITICAL ACTIVITY: ..... 9
K. OUTSIDE EMPLOYMENT: ..... 9
L. MONITORING POLICY: ..... 9
M. ATTENDANCE AND PUNCTUALITY: ..... 11
N. HONESTY, ETHICS AND COOPERATION: ..... 12
O. INSUBORDINATION:..... 12
P. APPEARANCE / DRESS CODE:..... 13
Q. WORKPLACE VIOLENCE: ..... 17
R. DISABILITY ACCOMMODATIONS POLICY: ..... 17
S. OPEN DOOR / CHAIN-OF-COMMAND: ..... 18
T. THIRD PARTY INTERVENTION: ..... 18
U. NEPOTISM:..... 19
V. TOBACCO AND ELECTRONIC CIGARETTE USE:..... 20
W. LOCKERS AND VEHICLE: ..... 20
X. SOCIAL MEDIA POLICY: ..... 20

SECTION II - PLACEMENT .....	21
A. EMPLOYMENT ELIGIBILITY:.....	21
B. TRAINING PERIOD:.....	22
C. TRANSFERS: .....	23
D. PROMOTIONS: .....	24
E. DEMOTIONS:.....	24
F. RETREAT:.....	24
G. RESIGNATIONS:.....	24
H. RETIREMENT: .....	25
SECTION III - VACATION AND LEAVES .....	25
A. LEAVES OF ABSENCE WITH PAY:.....	25
B. PROMOTION, DEMOTION OR TRANSFER: .....	25
C. REQUESTS FOR LEAVE OF ABSENCE: .....	25
D. REPORTING LEAVE FOR PAYROLL: .....	25
E. PAID TIME OFF POLICY: .....	25
F. VACATION LEAVE, SICK LEAVE, AND PERSONAL HOLIDAYS: .....	27
G. FUNERAL LEAVE: .....	31
H. WORKPLACE INJURY LEAVE: .....	32
I. MILITARY LEAVE:.....	33
J. OTHER LEAVES WITH PAY:.....	34
K. CIVIL LEAVE: .....	34
L. SELECTIVE SERVICE INFORMATION: .....	35
M. LEAVES OF ABSENCE WITHOUT PAY:.....	35
N. FMLA (Family and Medical Leave Act) LEAVE:.....	36
O. HOLIDAYS:.....	47
P. WELLNESS LEAVE: .....	48
Q. DOMESTIC VIOLENCE AND SEXUAL ASSAULT LEAVE:.....	48
R. EXTENDED ABSENCE: .....	48
SECTION IV - DISCIPLINE .....	49
A. AUTHORITY TO DISCIPLINE: .....	49
B. REPRIMAND: .....	49
C. SUSPENSION: .....	49
D. DEMOTIONS:.....	49



E. EMPLOYEES COMMITTING CRIMINAL OFFENSES:.....	49
F. DISMISSALS:.....	50
G. RETURN OF CITY PROPERTY:.....	50
SECTION V - BENEFITS .....	50
A. EMPLOYEE BENEFITS: .....	50
B. RETIREMENT PLAN:.....	51
SECTION VI - CITY OWNED AND PRIVATE VEHICLES AND EQUIPMENT .....	52
A. USE OF CITY OWNED VEHICLES AND EQUIPMENT: .....	52
B. USE OF PRIVATE VEHICLES AND SUBSISTENCE:.....	53
SECTION VII - DEPARTMENT HEADS .....	53
SECTION VIII - EMPLOYEE SAFETY .....	53
SECTION IX - SUBSTANCE ABUSE POLICY .....	54
A. PURPOSE:.....	54
B. DEFINITIONS: .....	54
C. TESTING PROTOCOL AND PROCEDURES: .....	57
D. TESTING OF EMPLOYEES:.....	60
E. EXCEPTION FOR PRESCRIBED MEDICAL USAGE:.....	61
F. INVESTIGATION:.....	62
G. DISCIPLINARY ACTION: .....	62
H. CDL SPECIFIC PROCEDURES: .....	64
SECTION X - NON-HARASSMENT POLICY .....	68
SECTION XI - GRIEVANCE PROCEDURE .....	72
A. PURPOSE:.....	72
B. ELIGIBILITY: .....	72
C. BASIS FOR GRIEVANCE:.....	72
D. GENERAL PROVISIONS: .....	73
E. GRIEVANCE PROCEDURE: .....	73
SECTION XII - WEAPONS IN THE WORKPLACE .....	76
SECTION XIII – TEMPORARY TELECOMMUNICATIONS POLICY .....	78
COMPENSATION .....	80
SECTION I - POSITION CLASSIFICATION PLAN .....	80
A. POSITIONS:.....	80

B.	CLASSIFICATIONS: .....	80
C.	PAY RANGES:.....	80
D.	ABOLITION OF A POSITION:.....	80
E.	CLASSIFICATION OF NEW POSITIONS: .....	80
F.	CHANGES OF DUTIES, RECLASSIFICATION OF POSITIONS: .....	81
G.	EFFECTS OF RECLASSIFICATION: .....	81
H.	NOTICE OF RECLASSIFICATION: .....	82
SECTION II - COMPENSATION .....		82
A.	ESTABLISHMENT OF WAGE SCHEDULE: .....	82
B.	SALARY INCREASE: .....	82
C.	BLANKET RAISES: .....	82
D.	COST OF LIVING: .....	82
E.	LONGEVITY PAY: .....	82
F.	STEP INCREASES:.....	83
G.	PROMOTION TRAINING PERIOD:.....	83
H.	PAY PERIODS:.....	83
I.	PAY ON TERMINATION: .....	83
J.	OVERTIME HOURS AND COMPENSATORY TIME OFF: .....	85
K.	ON CALL PAY:.....	85
L.	CALL-OUT PAY:.....	86
M.	HOLIDAY OVERTIME: .....	86
N.	HAZARD PAY: .....	86
O.	SHIFT DIFFERENTIAL .....	86
P.	PAYROLL DISCREPENCIES.....	87

---

# 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**

<b>Years of Service</b>	<b>Per Pay Period Accrual</b>
<b>0-2 Years</b>	5.85
<b>3-6 Years</b>	7.38
<b>7-12 Years</b>	8.92
<b>13-20 Years</b>	10.46
<b>More than 20 Years</b>	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
<b>After the twentieth year of employment, 200 hours are granted.</b>				

- 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 (1<sup>st</sup> through the 15<sup>th</sup> with the exception of February which is 1<sup>st</sup> through the 14<sup>th</sup>), 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 an 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 1<sup>st</sup> 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 (hereinafter "the City" to establish a drug and alcohol testing program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles (CMV). The purpose of this policy is to comply with all regulations which require affirmative action by the City to eliminate the impact of the use of controlled substances and misuse of alcohol in the workplace.

a. This policy applies to any employee of the City who holds a Commercial 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~~City. Regular attendance is required.

Formatted: Font: Times New Roman, 10 pt

Formatted: Font: Times New Roman, 10 pt

Formatted: Font: Times New Roman, 10 pt

## 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 Ccity through a professional appearance and courteous attitude;~~
- ~~Assists in coordinating employee events;~~
- Follows department policies and procedures; and safety procedures and practices;

Formatted: Font: 10 pt

### Classification QuickView

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

- ~~Follows safety procedures and practices.~~

Formatted: Font: 10 pt  
Formatted: Indent: Left: 0.5", No bullets or numbering

#### 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.*

## ADMINISTRATIVE SECRETARY (AS)

### POSITION REQUIREMENTS

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

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

**Technical Skills:** Thorough knowledge of clerical skills, office procedures, computers, typing, and a working knowledge of mathematics is required. Must operate computers, 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 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 Ttransportation Ddrivers 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 contracted 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:	<b>Non-Exempt</b>	OSHA:
ADA:	<b>Applicable</b>	
FMLA:	<b>Eligible</b>	WORKING CONDITIONS:

- ~~Fields questions, concerns, and complaints from the public;~~
- ~~Presents a positive image of the 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 fielding questions, concerns, and complaints from the general public;~~
- ~~Provides support for City Council meetings, prepares agendas, packets, and minutes of the meetings;~~
- ~~Provides support for Haysville Forward meetings, prepares agendas, packets, and minutes of the meetings;~~
- ~~Coordinates special projects and employee events as directed by the Mayor, Chief Administrative Officer, and Administrative Services Department;~~
- ~~Maintains all City social media accounts~~
- ~~and assists in creating and maintaining the City web site;~~ 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)~~

Formatted: Font: Times New Roman

Formatted: Line spacing: Multiple 1.15 li

Formatted: Font: Times New Roman

Formatted: Space After: 0 pt

Formatted: Line spacing: Multiple 1.15 li

Formatted: Font: Times New Roman

Formatted: Line spacing: Multiple 1.15 li

### 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.

Formatted: Justified

Formatted: Font: Times New Roman

Formatted: Indent: Left: 0.5", No bullets or numbering

**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.*

## COMMUNITY RELATIONS DIRECTOR (AS)

### POSITION REQUIREMENTS

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

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

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

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

**Decision Making:** 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.

Formatted: Font: Times New Roman

Formatted: No widow/orphan control, Tab stops: -0.7", Left + -0.5", Left + 0", Left + 0.18", Left + 0.5", Left + 1", Left + 1.5", Left + 6.49", Right + 7", Left + 7.5", Left + 8", Left + 8.5", Left + 9", Left + 9.5", Left + 10", Left + 10.5", Left + 11", Left + 11.5", Left + 12", Left + 12.5", Left + 13", Left

## MARGINAL FUNCTIONS

- Makes presentations at City Council meetings;
- 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

## DEPUTY ADMINISTRATIVE OFFICER (AS)

---

### 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, 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 Transportation 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:	

Style Definition: Heading 2

Formatted: Left

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Normal, No widow/orphan control, Tab stops: 7.5", Left + Not at 7.1"

Formatted: Left, Space Before: 0 pt, After: 0 pt

Formatted: Left, Space After: 0 pt

- ~~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, 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.*

## SENIOR CENTER DIRECTOR (AS)

### POSITION REQUIREMENTS

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

**Education:** A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. 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 leadership 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~~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 public concerns. Determining best methods to market the city. Understanding budget needs and writing grants.

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

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

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

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

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

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

*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 meetings;
- 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.

Formatted: Left, Line spacing: Multiple 1.15 li

Formatted: Left, Space After: 0 pt

Formatted: Font: Times New Roman, 10 pt

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman, 10 pt

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman, 10 pt

Formatted: Line spacing: Multiple 1.15 li

Formatted: Left, Line spacing: Multiple 1.15 li

Formatted: Left

Formatted: Left, Line spacing: Multiple 1.15 li

Formatted: Left, Line spacing: Multiple 1.15 li

Formatted: Left, Line spacing: Multiple 1.15 li, No widow/orphan control, Tab stops: -0.7", Left + -0.5", Left + 0", Left + 0.18", Left + 0.5", Left + 1", Left + 1.5", Left + 6.49", Right + 7", Left + 7.5", Left + 8", Left + 8.5", Left + 9", Left + 9.5", Left + 10", Left + 10.5", Left + 11", Left + 11.5", Left + 12", Left + 12.5", Left + 13", Left

Formatted: Line spacing: Multiple 1.15 li

Formatted: Font: 10 pt

### Classification QuickView

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

Critical Infrastructure Employee

## MULTIMEDIA SPECIALIST (AS)

### 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 Transportation 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 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;  
— ~~—~~

Style Definition: Heading 2

Formatted: Normal, Left, No widow/orphan control, Tab stops: -0.7", Left + -0.5", Left + 0", Left + 0.18", Left + 0.5", Left + 1", Left + 1.5", Left + 6.49", Right + 7", Left + 7.5", Left + 8", Left + 8.5", Left + 9", Left + 9.5", Left + 10", Left + 10.5", Left + 11", Left + 11.5", Left + 12", Left + 12.5", Left + 13", Left

Formatted: Left, Line spacing: single

Formatted: Left

Formatted: Left

Formatted: List Paragraph, Justified, Line spacing: Multiple 1.15 li, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

### Classification QuickView

FLSA:	<b>Non-Exempt</b>	OSHA:
ADA:	<b>Applicable</b>	
FMLA:	<b>Eligible</b>	WORKING CONDITIONS:



## MARGINAL FUNCTIONS

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

**Formatted:** Left, Indent: Left: 0.5", Space After: 8 pt,  
Line spacing: single, No bullets or numbering

*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 (AS)

### 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 eertain plans;~~
- ~~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:	<b>Non-Exempt</b>	OSHA:
ADA:	<b>Applicable</b>	
FMLA:	<b>Eligible</b>	WORKING CONDITIONS:

Style Definition: Heading 2

Formatted: Left

Formatted: Space After: 0 pt, Tab stops: 7.1", Left

Formatted: Tab stops: 7.1", Left

Formatted: Left, Space Before: 0 pt, After: 0 pt

Formatted: Left, Space After: 0 pt

## 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.*

## PLANNING & ZONING ADMINISTRATOR (AS)

### 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

Style Definition: Heading 2

Formatted: Left

Formatted: Font: CG Times

Formatted: Space After: 0 pt, No widow/orphan control, Tab stops: 7.5", Left

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: List Paragraph

Formatted: Left, Space Before: 0 pt, After: 0 pt

Formatted: Left, Space After: 0 pt

## SYSTEMS ANALYST (AS)

### 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 Transportation Drivers training required by 5310 grant;](#)
- [Operate all vehicles in a manner that ensures the safety of passengers.](#)
- [Complies 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

Style Definition: Heading 2

Formatted: Left

Formatted: Normal, Left, No widow/orphan control, Tab stops: -0.7", Left + -0.5", Left + 0", Left + 0.18", Left + 0.5", Left + 1", Left + 1.5", Left + 6.49", Right + 7", Left + 7.5", Left + 8", Left + 8.5", Left + 9", Left + 9.5", Left + 10", Left + 10.5", Left + 11", Left + 11.5", Left + 12", Left + 12.5", Left + 13", Left

Formatted: Left

Formatted: Left

Formatted: Left

Formatted: Left

Formatted: Left, Space Before: 0 pt, After: 0 pt

Formatted: Space After: 0 pt



## **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.*

## TRANSPORTATION DRIVER (AS)

### POSITION REQUIREMENTS

**Experience:** One to three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment. 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:	<b>Non-Exempt</b>	OSHA:
ADA:	<b>Applicable</b>	
FMLA:	<b>Eligible</b>	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:	<b>Non-Exempt</b>	OSHA:
ADA:	<b>Applicable</b>	
FMLA:	<b>Eligible</b>	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.

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



---

# ADMINISTRATIVE SECRETARY

---

City of Haysville

City Clerk Department

## POSITION SUMMARY

Under the supervision of the City Clerk/Treasurer, the Administrative Secretary is a non-exempt position under FLSA and performs administrative and clerical duties. Responsible for answering and directing incoming telephone calls, issuing and maintaining all business registrations and licenses, and providing secretarial support for the City Clerk/Treasurer and 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:	<b>Non-Exempt</b>	OSHA:
ADA:	<b>Applicable</b>	
FMLA:	<b>Eligible</b>	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.

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

---

# ASSISTANT CITY CLERK

---

City of Haysville

City Clerk Department

## POSITION SUMMARY

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

*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 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:	<b>Exempt</b>	OSHA:
ADA:	<b>Applicable</b>	
FMLA:	<b>Eligible</b>	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.

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

---

# OFFICE CLERK

---

City of Haysville

City Clerk Department

## POSITION SUMMARY

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

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



---

# UTILITY BILLING CLERK

---

City of Haysville

City Clerk Department

## POSITION SUMMARY

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

*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.*

---

# 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.](#)

Formatted: Strikethrough

## 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
<b>Emergency Responder</b>			

## ANIMAL CONTROL OFFICER (PD)

### 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.](#)

Formatted: Left, Line spacing: single, Widow/Orphan control, Tab stops: Not at -0.7" + -0.5" + 0" + 0.5" + 1" + 1.5" + 6.49" + 7" + 7.5" + 8" + 8.5" + 9" + 9.5" + 10" + 10.5" + 11" + 11.5" + 12" + 12.5" + 13"

## 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.~~
- 

Formatted: Indent: Left: 0.5", No bullets or numbering

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

## CAPTAIN (PD)

### 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:	<b>Non-Exempt</b>	OSHA:
ADA:	<b>Applicable</b>	WORKING CONDITIONS:
FMLA:	<b>Eligible</b>	

## 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.

*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.*

---

# 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:	<b>Non-Exempt</b>	OSHA:
ADA:	<b>Applicable</b>	WORKING CONDITIONS:
FMLA:	<b>Eligible</b>	

**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:	<b>Non-Exempt</b>	OSHA:
ADA:	<b>Applicable</b>	WORKING CONDITIONS:
FMLA:	<b>Eligible</b>	

**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.

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

---

# SERGEANT

---

City of Haysville

Police Department

## POSITION SUMMARY

Under the supervision of the Police Lieutenant, the Police Sergeant is a non-exempt position under FLSA which performs supervisory duties and patrol duties. Responsible for investigating crimes, preparing daily detail assignments, and reviewing reports. Performing patrol duties and providing citizen assistance are expected. This is a tested position. Required to reside within 30 miles of the Haysville 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.

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

---

# ASSISTANT 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
ADA:	Applicable		Asbestos
FMLA:	Eligible	WORKING CONDITIONS:	Radiation
			Adverse Weather
			Hazardous Chemicals
			Manual Labor
Critical Infrastructure Employee			

# CITY INSPECTOR/CODE ENFORCEMENT OFFICER (PW)

---

## 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 secondary 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
ADA:	Applicable		Asbestos
FMLA:	Eligible	WORKING CONDITIONS:	Radiation
			Adverse Weather
			Hazardous Chemicals
			Manual Labor
Critical Infrastructure Employee			

# CITY INSPECTOR/CODE ENFORCEMENT OFFICER (PW)

---

## 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 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.

**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 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.*

---

# 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:	<b>Non-Exempt</b>	OSHA:	
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		<b>Manual Labor</b>

**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.

*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.*

---

# 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

*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 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:	<b>Non-Exempt</b>	OSHA:	
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		

**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 the 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 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.*



---

# 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:	<b>Non-Exempt</b>	OSHA:	
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		<b>Hazardous Chemicals</b>
			<b>Manual Labor</b>

**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:	<b>Non-Exempt</b>	OSHA:	
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		<b>Hazardous Chemicals</b>
			<b>Manual Labor</b>

**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:	<b>Non-Exempt</b>	OSHA:	
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		

**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:	<b>Non-Exempt</b>	OSHA:	
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		<b>Manual Labor</b>

**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.

*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.*

---

# 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:	<b>Non-Exempt</b>	OSHA:	
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		<b>Hazardous Chemicals</b>
			<b>Manual Labor</b>

**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

# WASTEWATER LABORATORY TECHNICIAN (PW)

---

## 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.

*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 - 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 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 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

<b>Classification QuickView</b>			
FLSA:	<b>Non-Exempt</b>	OSHA:	<b>Bloodborne Pathogens</b>
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		<b>Hazardous Chemicals</b>
			<b>Manual Labor</b>
			<b>Asbestos</b>
<b>Critical Infrastructure Employee</b>			

## 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.

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

---

# AQUATICS SUPERVISOR

---

City of Haysville

Recreation Department

## POSITION SUMMARY

Under the general supervision of the Recreation Director, the Aquatics Supervisor is a non-exempt position under FLSA which performs a variety of duties. Responsible for supervising subordinate personnel, scheduling personnel, maintaining the City's pool facilities, and providing a year round aquatics program. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. 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:	<b>Non-Exempt</b>	OSHA:	<b>Bloodborne Pathogens</b>
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		

## 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.

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

---

# ASSISTANT 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:	<b>Non-Exempt</b>	OSHA:	<b>Bloodborne Pathogens</b>
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		



### 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.

*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/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:	<b>Non-Exempt</b>	OSHA:	<b>Bloodborne Pathogens</b>
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		

### 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.

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

---

# PROGRAM COORDINATOR

---

City of Haysville

Recreation Department

## POSITION SUMMARY

Under the general supervision of the Program Supervisor, the Program Coordinator is a non-exempt position under FLSA which performs a variety of duties. Responsible for coordinating the use of the Activity Center on a given shift; planning, coordinating, scheduling, and implementing youth and adult programs and special events. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. 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:	<b>Non-Exempt</b>	OSHA:	<b>Bloodborne Pathogens</b>
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		

### 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.

*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 - 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:	<b>Non-Exempt</b>	OSHA:	<b>Bloodborne Pathogens</b>
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		



### 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:	<b>Non-Exempt</b>	OSHA:	<b>Bloodborne Pathogens</b>
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		

### 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:	<b>Non-Exempt</b>	OSHA:	<b>Bloodborne Pathogens</b>
ADA:	<b>Applicable</b>	WORKING CONDITIONS:	<b>Adverse Weather</b>
FMLA:	<b>Eligible</b>		

## 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 typical elements and criteria considered necessary to successfully perform the job.*





# 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

## MEMORANDUM

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

**FROM:** Jonathan Tardiff, Planning and Zoning Administrator

**SUBJECT:** Floodplain Management Plan Ordinance 1033

**DATE:** April 10, 2023

---

The FEMA Floodplain specialist and KDA NFIP Specialist contacted me about updates to the Haysville Floodplain Management Plan Ordinance 1033. The Floodplain Management Plan was last updated in September 2016.

The floodplain regulations are a prerequisite for cities to be able to qualify for flood insurance and are a community-based effort to prevent or reduce the risk of flooding resulting in a more resilient community. The Community Rating System (CRS) is a voluntary incentive program that encourages communities to manage practices that exceed minimum requirements, and in CRS communities, flood rates are discounted. The annual CRS certification for this year was submitted in January and approved which qualifies our community for a 5-10% discount on flood insurance.

We have a public hearing tonight to allow public comment on the proposed changes to the Floodplain Management Plan. Attached for your review and the public hearing are a clean version of the Floodplain Management Plan and a redlined copy of the proposed changes.

The state KDA engineer has already approved these changes which had to be made before the public hearing. Any proposed changes would have to go back to the state engineer to be approved. The updated ordinance will come back to the governing body in May for approval and adoption.



## Ordinance Summary

On \_\_\_\_\_, the City of Haysville, Kansas adopted Ordinance No. \_\_\_\_ regarding the adoption of a Floodplain Management Plan. A complete copy of this ordinance is available at <http://haysville-ks.com> or at City Hall, 200 W. Grand, Haysville, Kansas. This summary certified by Josh Pollak, City Attorney.

(Summary published in The Haysville Sun-Times on \_\_\_\_\_.)

**THE CITY OF HAYSVILLE, KANSAS**

**ORDINANCE NO.**

**AN ORDINANCE CONCERNING ADOPTION OF A FLOODPLAIN  
MANAGEMENT PLAN.**

**Pursuant to 44 CFR 60.3 (d) – Regulatory Floodway Identified,  
K.S.A. 12-766, and K.A.R. 5-44-1 through 5-44-7**

WHEREAS, The special flood hazard areas of Haysville, Kansas, are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base; all of which adversely affect the public health, safety, and general welfare.

WHEREAS, These flood losses are caused by (1) the cumulative effect of development in any delineated floodplain causing increases in flood heights and velocities; and (2) the occupancy of flood hazard areas by uses vulnerable to floods, hazardous to others, inadequately elevated, or otherwise unprotected from flood damages.

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

**Section 1:** Adoption of a Floodplain Ordinance. The following Floodplain Ordinance is adopted as follows:

**ARTICLE 1 STATUTORY AUTHORIZATION, FINDINGS OF FACT, AND PURPOSES**

**SECTION A. STATUTORY AUTHORIZATION**

*1. Approval of Draft Ordinance by Kansas Chief Engineer Prior to Adoption*

The following floodplain management regulations, as written, were approved in draft form by the Chief Engineer of the Division of Water Resources of the Kansas Department of Agriculture on March 8th, 2023.

*2. Kansas Statutory Authorization*

The Legislature of the State of Kansas has in K.S.A. 12-741 *et seq*, and specifically in K.S.A. 12-766, delegated the responsibility to local governmental units to adopt floodplain management regulations designed to protect the health, safety, and general welfare of the public. Therefore, the Governing Body of Haysville, Kansas, ordains as follows:

## SECTION B. FINDINGS OF FACT

### 1. Flood Losses Resulting from the Periodic Inundation

The special flood hazard areas of Haysville, Kansas, are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base; all of which adversely affect the public health, safety, and general welfare.

### 2. General Causes of the Flood Losses

These flood losses are caused by (1) the cumulative effect of development in any delineated floodplain causing increases in flood heights and velocities; and (2) the occupancy of flood hazard areas by uses vulnerable to floods, hazardous to others, inadequately elevated or otherwise unprotected from flood damages.

### 3. *Methods Used To Analyze Flood Hazards*

The Flood Insurance Study (FIS) that is the basis of this ordinance uses a standard engineering method of analyzing flood hazards, which consist of a series of interrelated steps.

- a. Selection of a base flood that is based upon engineering calculations, which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is representative of large floods, which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. The base flood is the flood that is estimated to have a one percent chance of being equaled or exceeded in any one year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials dated December 22, 2016 as amended, and any future revisions thereto.
- b. Calculation of water surface profiles that are based on a standard hydraulic engineering analysis of the capacity of the stream channel and overbank areas to convey the regulatory flood.
- c. Computation of a floodway required to convey this flood without increasing flood heights more than one (1) foot at any point.
- d. Delineation of floodway encroachment lines within which no development is permitted that would cause **any** increase in flood height.
- e. Delineation of floodway fringe, i.e., that area outside the floodway encroachment lines, but still subject to inundation by the base flood.

## SECTION C. STATEMENT OF PURPOSE

It is the purpose of this ordinance to promote the public health, safety, and general welfare of the public; to minimize those losses described in Article 1, Section B(1); to establish or maintain the community's eligibility for participation in the National Flood Insurance Program (NFIP) as defined in 44 Code of Federal Regulations (CFR) 59.22(a)(3); and to meet the requirements of 44 CFR 60.3(d) and K.A.R. 5-44-4 by applying the provisions of this ordinance to:

1. Restrict or prohibit uses that are dangerous to health, safety, or property in times of flooding or cause undue increases in flood heights or velocities;
2. Require uses vulnerable to floods, including public facilities that serve such uses, be provided with flood protection at the time of initial construction; and
3. Protect individuals from buying lands that are unsuited for the intended development purposes due to the flood hazard.

## ARTICLE 2 GENERAL PROVISIONS

### SECTION A. LANDS TO WHICH ORDINANCE APPLIES

This ordinance shall apply to all lands within the jurisdiction of Haysville, Sedgwick County, Kansas, identified as numbered and unnumbered A Zones, AE, AO, and AH Zones, on the Index Map dated December 22, 2016 of the Flood Insurance Rate Map (FIRM) as amended December 22, 2016 and any future revisions thereto. This ordinance shall also apply to all locations with a Letter of Map Revision – Fill (LOMR-F). In all areas covered by this ordinance, no development shall be permitted except through the issuance of a floodplain development permit, granted by the City of Haysville, or its duly designated representative, under such safeguards and restrictions as the City of Haysville, or the designated representative, may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Article 4.

### SECTION B. COMPLIANCE

No development located within the special flood hazard areas of this community shall be located, extended, converted, or structurally altered without full compliance with the terms of this ordinance and other applicable regulations.

### SECTION C. ABROGATION AND GREATER RESTRICTIONS

It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

## SECTION D. INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements, shall be liberally construed in favor of the City of Haysville, and shall not be deemed a limitation or repeal of any other powers granted by Kansas statutes.

## SECTION E. WARNING AND DISCLAIMER OF LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or the flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that areas outside the floodway and flood fringe or land uses permitted within such areas will be free from flooding or flood damage. This ordinance shall not create a liability on the part of the City of Haysville, any officer or employee thereof, for any flood damages that may result from reliance on this ordinance or any administrative decision lawfully made there under.

## SECTION F. SEVERABILITY

If any section; clause; provision; or portion of this ordinance is adjudged unconstitutional or invalid by a court of appropriate jurisdiction, the remainder of this ordinance shall not be affected thereby.

## **ARTICLE 3 ADMINISTRATION**

### SECTION A. FLOODPLAIN DEVELOPMENT PERMIT

A floodplain development permit shall be required for all proposed construction or other development, including the placement of manufactured homes, in the areas described in Article 2, Section A. No person, firm, corporation, or unit of government shall initiate any development or substantial-improvement or cause the same to be done without first obtaining a separate floodplain development permit for each structure or other development.

### SECTION B. DESIGNATION OF FLOODPLAIN ADMINISTRATOR

The Zoning Administrator of the City of Haysville is hereby appointed to administer and implement the provisions of this ordinance.

### SECTION C. DUTIES AND RESPONSIBILITIES OF FLOODPLAIN ADMINISTRATOR

Duties of the Floodplain Administrator shall include, but not be limited to:

1. Review of all applications for floodplain development permits to assure that sites are reasonably safe from flooding and that the floodplain development permit requirements of this ordinance have been satisfied;
2. Review of all applications for floodplain development permits for proposed development to assure that all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required by Federal, State, or local law;
3. Review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding;
4. Issue floodplain development permits for all approved applications;
5. Notify adjacent communities and the Division of Water Resources, Kansas Department of Agriculture, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);
6. Assure that the flood-carrying capacity is not diminished and shall be maintained within the altered or relocated portion of any watercourse; and
7. Verify and maintain a record of the actual elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially improved structures;
8. Verify and maintain a record of the actual elevation (in relation to mean sea level) that the new or substantially improved non-residential structures have been floodproofed;
9. When floodproofing techniques are utilized for a particular non-residential structure, the floodplain administrator shall require certification from a registered professional engineer or architect.

#### SECTION D. APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT

To obtain a floodplain development permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every floodplain development permit application shall:

1. Describe the land on which the proposed work is to be done by lot, block and tract, house and street address, or similar description that will readily identify and specifically locate the proposed structure or work;
2. Identify and describe the work to be covered by the floodplain development permit;
3. Indicate the use or occupancy for which the proposed work is intended;

4. Indicate the assessed value of the structure and the fair market value of the improvement;
5. Specify whether development is located in designated flood fringe or floodway;
6. Identify the existing base flood elevation and the elevation of the proposed development;
7. Give such other information as reasonably may be required by the floodplain administrator;
8. Be accompanied by plans and specifications for proposed construction; and
9. Be signed by the permittee or his authorized agent who may be required to submit evidence to indicate such authority.

## **ARTICLE 4 PROVISIONS FOR FLOOD HAZARD REDUCTION**

### **SECTION A. GENERAL STANDARDS**

1. No permit for floodplain development shall be granted for new construction, substantial-improvements, and other improvements, including the placement of manufactured homes, within any numbered or unnumbered A zones, AE, AO, and AH zones, unless the conditions of this section are satisfied.
2. All areas identified as unnumbered A zones on the FIRM are subject to inundation of the one percent annual chance or 100-year flood; however, the base flood elevation is not provided. Development within unnumbered A zones is subject to all provisions of this ordinance. If Flood Insurance Study data is not available, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources.
3. Until a floodway is designated, no new construction, substantial improvements, or other development, including fill, shall be permitted within any unnumbered or numbered A zones, or AE zones on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
4. All new construction, subdivision proposals, substantial-improvements, prefabricated structures, placement of manufactured homes, and other developments shall require:
  - a. Design or adequate anchorage to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
  - b. Construction with materials resistant to flood damage;

- c. Utilization of methods and practices that minimize flood damages;
- d. All electrical, heating, ventilation, plumbing, air-conditioning equipment, and other service facilities be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- e. New or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located so as to avoid impairment or contamination from them during flooding; and
- f. Subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, located within special flood hazard areas are required to assure that:
  - (1) All such proposals are consistent with the need to minimize flood damage;
  - (2) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;
  - (3) Adequate drainage is provided so as to reduce exposure to flood hazards; and
  - (4) All proposals for development, including proposals for manufactured home parks and subdivisions, of greater than five (5) acres or fifty (50) lots, whichever is lesser, include within such proposals base flood elevation data.

5. *Storage, Material, and Equipment*

- a. The storage of material or equipment may be allowed if not subject to major damage by floods, if firmly anchored to prevent flotation, or if readily removable from the area within the time available after a flood warning.

6. *Nonconforming Use*

A structure, or the use of a structure or premises that was lawful before the passage or amendment of the ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:

- a. If such structure, use, or utility service is discontinued for six (6) consecutive months, any future use of the building shall conform to this ordinance.
- b. If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than fifty (50) percent of the pre-



damaged market value of the structure. This limitation does not include the cost of any alteration to comply with existing state or local health, sanitary, building, safety codes, regulations, or the cost of any alteration of a structure listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination.

7. *Accessory Structures*

Structures used solely for parking and limited storage purposes, not attached to any other structure on the site, of limited investment value, and not larger than 600 square feet, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; the accessory structure meets the following floodplain management requirements; and a floodplain development permit has been issued. Wet-floodproofing is only allowed for small low-cost structures.

Any permit granted for an accessory structure shall be decided individually based on a case-by-case analysis of the building's unique circumstances. Permits shall meet the following conditions.

In order to minimize flood damage during the one percent annual chance flood event, also referred to as the 100-year flood and the threat to public health and safety, the following conditions shall be required for any permit issued for accessory structures that are constructed at-grade and wet-floodproofed:

- a. Use of the accessory structure must be solely for parking and limited storage purposes in any special flood hazard area as identified on the community's Flood Insurance Rate Map (FIRM).
- b. For any new or substantially damaged accessory structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.
- c. The accessory structure must be adequately anchored to prevent flotation, collapse, or lateral movement of the structure in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, hydrodynamic, and debris impact forces.
- d. Any mechanical, electrical, or other utility equipment must be located above the base flood elevation or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance.
- e. The accessory structures must meet all NFIP opening requirements. The NFIP requires that enclosures or foundation walls, subject to the one percent annual chance flood event, also

referred to as the 100-year flood, contain openings that will permit the automatic entry and exit of flood waters in accordance with Article 4, Section B (1)(c) of this ordinance.

- f. The accessory structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section E (2) of this ordinance. No permits may be issued for accessory structures within any designated floodway if any increase in flood levels would result during the 100-year flood.
- g. Equipment, machinery, or other contents must be protected from any flood damage.
- h. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the accessory structures.
- i. Wet-floodproofing construction techniques must be reviewed and approved by the community. The community may request approval by a registered professional engineer or architect prior to the issuance of any floodplain development permit for construction. The cost for any required professional certification is to be paid by the developer.

8. *Critical Facilities*

- a. All new or substantially improved critical nonresidential facilities including, but not limited to governmental buildings, police stations, fire stations, hospitals, orphanages, penal institutions, communication centers, water and sewer pumping stations, water and sewer treatment facilities, transportation maintenance facilities, places of public assembly, emergency aviation facilities, and schools shall be elevated at least one (1) foot above the .2 percent annual chance flood event, also referred to as the 500-year flood level or together with attendant utility and sanitary facilities, be floodproofed so that below a minimum of one (1) foot above the 500-year flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A registered professional engineer or architect shall verify that the standards of this subsection are satisfied. Such certification shall be provided to the floodplain administrator as set forth in Article 3, Section C(7)(8)(9).
- b. All critical facilities shall have access routes that are above the elevation of the 500-year flood.
- c. No critical facilities shall be constructed in any designated floodway.

9. *Hazardous Materials*

All hazardous material storage and handling sites shall be located outside of the special flood hazard area.

10. *Cumulative Improvement*

A structure may be improved (remodeled or enlarged) without conforming to current requirements for elevation so long as the cumulative value of all work done within the last 5 calendar years does not exceed fifty (50) percent of the structure's current market value. If the cumulative value of the improvement exceeds fifty (50) percent of the structure's current market value, the structure must be brought into compliance with Article 4, Section B(1) which requires the elevation of residential structures to one (1) foot above the base flood elevation or the elevation/floodproofing of non-residential structures to one (1) foot above the base flood elevation.

SECTION B. SPECIFIC STANDARDS

1. In all areas identified as numbered and unnumbered A zones, AE, and AH Zones, where base flood elevation data have been provided, as set forth in Article 4, Section A(2), the following provisions are required:

- a. *Residential Construction*

New construction or substantial improvement of any residential structures, including manufactured homes, shall have the lowest floor, including the basement, elevated a minimum of one (1) foot above base flood elevation. **Mechanical and HVAC equipment servicing the building must be elevated to the same level as the lowest floor. The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.**

- b. *Non-Residential Construction*

New construction or substantial improvement of any commercial, industrial, or other non-residential structures, including manufactured homes, shall have the lowest floor, including the basement, elevated a minimum of one (1) foot above the base flood elevation or, together with attendant utility and sanitary facilities, be floodproofed so that below one (1) foot above the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and the structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. All mechanical and heating ventilation equipment are to be elevated or flood protected to one (1) foot above the base flood elevation. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. **The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.** Such certification shall be provided to the floodplain administrator as set forth in Article 3, Section C(7)(8)(9). Mechanical and HVAC equipment will be elevated or protected to the same levels of freeboard above the base flood elevation.

c. *Enclosures Below Lowest Floor*

Require, for all new construction and substantial improvements, that fully enclosed areas below the lowest floor used solely for parking of vehicles, building access, or storage in an area other than a basement and that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

- (1) A minimum of two (2) openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided; and
- (2) The bottom of all openings shall be no higher than one (1) foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of flood waters.

SECTION C. MANUFACTURED OR MOBILE HOMES

1. All manufactured or mobile homes to be placed within all unnumbered and numbered A zones, AE, and AH zones, on the community's FIRM shall be required to be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured or mobile homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include but are not limited to, the use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.
2. Require manufactured or mobile homes that are placed or substantially improved within unnumbered or numbered A zones, AE, and AH zones, on the community's FIRM on sites:
  - a. Outside of a manufactured home park or subdivision;
  - b. In a new manufactured home park or subdivision;
  - c. In an expansion to an existing manufactured home park or subdivision; or
  - d. In an existing manufactured home park or subdivision on which a manufactured or mobile home has incurred substantial damage as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated a minimum of one (1) foot above the base flood elevation and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement. All mechanical and HVAC equipment servicing the building

must be elevated to the same level as the lowest floor. **The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.**

3. Require that manufactured or mobile homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within all unnumbered and numbered A zones, AE, and AH zones, on the community's FIRM, that are not subject to the provisions of Article 4, Section C(2) of this ordinance, be elevated so that either:
  - a. The lowest floor of the manufactured or mobile home is a minimum of one (1) foot above the base flood level. All mechanical and heating ventilation equipment is to be elevated to the same level of one (1) foot above the base flood elevation. The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer. Mechanical and HVAC equipment are to be elevated to the same level as the lowest floor.

#### SECTION D. AREAS OF SHALLOW FLOODING (AO and AH zones)

Located within the areas of special flood hazard as described in Article 2, Section A are areas designated as AO zones. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. The following provisions apply:

1. *AO Zones*
  - a. All new construction and substantial improvements of residential structures, including manufactured or mobile homes, shall have the lowest floor, including the basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two (2) feet if no depth number is specified) plus one (1) foot of freeboard. Mechanical and HVAC equipment are to be protected to the same level as the lowest floor.
  - b. All new construction and substantial improvements of any commercial, industrial, or other non-residential structures, including manufactured or mobile homes, shall have the lowest floor, including the basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community FIRM (at least two (2) feet if no depth number is specified) plus one (1) foot of freeboard or together with attendant utilities and sanitary facilities be completely floodproofed to that level so that the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Mechanical and HVAC are to be flood protected or elevated to the same freeboard level.
  - c. Adequate drainage paths shall be required around structures on slopes, in order to guide floodwaters around and away from proposed structures.

2. *AH Zones*

- a. The specific standards for all areas of special flood hazard where base flood elevation has been provided shall be required as set forth in Article 4, Section B.
- b. Adequate drainage paths shall be required around structures on slopes, in order to guide floodwaters around and away from proposed structures.

SECTION E. FLOODWAY

Located within areas of special flood hazard established in Article 2, Section A, are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that carry debris and potential projectiles, the following provisions shall apply:

1. The community shall select and adopt a regulatory floodway based on the principle that the area chosen for the regulatory floodway must be designed to carry the waters of the base flood without increasing the water surface elevation of that flood more than one (1) foot at any point.
2. The community shall prohibit any encroachments, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in **any** increase in flood levels within the community during the occurrence of the base flood discharge.
3. A community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first applies for a conditional FIRM and floodway revision, fulfills the requirements for such revisions as established under the provisions of 44 CFR 65.12, and receives the approval of FEMA.
4. If Article 4, Section E(2), is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Article 4.
5. In unnumbered A zones, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources as set forth in Article 4, Section A(2).

SECTION F. RECREATIONAL VEHICLES

Require that recreational vehicles placed on sites within all unnumbered and numbered A Zones, AE, AH, and AO Zones on the community's FIRM either:

1. Be on the site for fewer than 180 consecutive days, *or*

2. Be fully licensed and ready for highway use\*; *or*
3. Meet the permitting, elevation, and anchoring requirements for manufactured homes of this ordinance.

\*A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanently attached additions.

## **ARTICLE 5 FLOODPLAIN MANAGEMENT VARIANCE PROCEDURES**

### **SECTION A. ESTABLISHMENT OF APPEAL BOARD**

The Board of Zoning Appeals, as established by Haysville, Kansas, shall hear and decide appeals and requests for variances from the floodplain management requirements of this ordinance

### **SECTION B. RESPONSIBILITY OF APPEAL BOARD**

Where an application for a floodplain development permit is denied by the Floodplain Administrator, the applicant may apply for such floodplain development permit directly to the Appeal Board, as defined in Article 5, Section A.

The Appeal Board shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the enforcement or administration of this ordinance.

### **SECTION C. FURTHER APPEALS**

Any person aggrieved by the decision of the Appeal Board or any taxpayer may appeal such decision to the District Court as provided in K.S.A. 12-759 and 12-760.

### **SECTION D. FLOODPLAIN MANAGEMENT VARIANCE CRITERIA**

In passing upon such applications for variances, the Appeal Board shall consider all technical data and evaluations, all relevant factors, standards specified in other sections of this ordinance, and the following criteria:

1. Danger to life and property due to flood damage;
2. Danger that materials may be swept onto other lands to the injury of others;
3. Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
4. Importance of the services provided by the proposed facility to the community;

5. Necessity to the facility of a waterfront location, where applicable;
6. Availability of alternative locations, not subject to flood damage, for the proposed use;
7. Compatibility of the proposed use with existing and anticipated development;
8. Relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
9. Safety of access to the property in times of flood for ordinary and emergency vehicles;
10. Expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters, if applicable, expected at the site; and,
11. Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems; streets; and bridges.

#### SECTION E. CONDITIONS FOR APPROVING FLOODPLAIN MANAGEMENT VARIANCES

1. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acres or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood elevation, providing items two (2) through six (6) below have been fully considered. As the lot size increases beyond one-half acre, the technical justification required for issuing the variance increases.
2. Variances may be issued for the reconstruction, repair, rehabilitation, or restoration of structures listed on the National Register of Historic Places, the State Inventory of Historic Places, or the local inventory of historic places upon determination, provide the proposed activity will not preclude the structure's continued historic designation and the variance is the minimum necessary to preserve the historic character and design of the structure.
3. Variances shall not be issued within any designated floodway if any increase in flood discharge would result.
4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
5. Variances shall only be issued upon: (a) showing of good and sufficient cause, (b) determination that failure to grant the variance would result in exceptional hardship to the applicant, and (c) determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.



6. A community shall notify the applicant in writing over the signature of a community official that: (a) the issuance of a variance to construct a structure below base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and (b) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.
7. A community shall maintain a record of all variance actions, including justification of their issuance.
8. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of items 1 through 5 of this section are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

## **ARTICLE 6 VIOLATIONS**

1. The floodplain administrator may make reasonable entry upon any lands and waters in Haysville, Kansas for the purpose of making an investigation, inspection, or survey to verify compliance with these regulations. The floodplain administrator shall provide notice of entry by mail, electronic mail, phone calls, or personal delivery to the owner, owner's agent, lessee, or lessee's agent whose lands will be entered. If none of these persons can be found, the floodplain administrator shall affix a copy of the notice to one or more conspicuous places on the property a minimum of five (5) days prior to entry.
2. A structure or other development without a floodplain development permit or other evidence of compliance is presumed to be in violation until such documentation is provided.
3. The floodplain administrator shall provide written notice of a violation of this ordinance to the owner, the owner's agent, the lessee, or the lessee's agent by personal service or by certified mail, return receipt requested. The written notice shall include instructions and a deadline to request a hearing before the appeals board, and if no hearing is requested, a deadline by which the violation must be corrected.
4. Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with granting of variances) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$500.00, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues, shall be considered a separate offense. Nothing herein contained shall prevent Haysville, Kansas, or other appropriate authority from taking such other lawful action as is necessary to prevent or remedy any violation.

5. Notwithstanding any criminal prosecutions or in lieu of any criminal prosecutions, if the owner, occupant, or agent in charge of the property has neither alleviated the conditions causing the alleged violation nor requested a hearing within the period specified, the public officer or an authorized assistant shall abate or remove the conditions causing the violation.
6. If the public officer or an authorized assistant abates or removes the nuisance pursuant to this section, notice shall be provided to the owner, the owner's agent, lessee, or lessee's agent by certified mail, return receipt requested, of the total cost of the abatement or removal incurred. The notice shall also state that the payment is due within 30 days following receipt of the notice. The cost of providing notice, including any postage required by this section, may also be recovered.
7. The notice shall also state that if the cost of the removal or abatement is not paid within the 30-day period, the cost of the abatement or removal shall be collected in the manner provided by K.S.A. 12-1,115, and any amendments thereto, or shall be assessed as special assessments and charged against the lot or parcel of land on which the nuisance was located and the city clerk, at the time of certifying other city taxes, shall certify the unpaid portion of the costs and the county clerk shall extend the same on the tax rolls of the county against such lot or parcel of land and it shall be collected by the county treasurer and paid to the city as other city taxes are collected and paid. The city may pursue collection both by levying a special assessment and in the manner provided by K.S.A. 12-1,115, and amendments thereto, but only until the full cost and applicable interest has been paid in full. (K.S.A. 12-1617f).

## **ARTICLE 7 AMENDMENTS**

The regulations, restrictions, and boundaries set forth in this ordinance may from time to time be amended, supplemented, changed, or repealed to reflect any and all changes in the National Flood Disaster Protection Act of 1973, provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties of interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in the City's official newspaper. At least twenty (20) days shall elapse between the date of this publication and the public hearing. A copy of such amendments will be provided to the FEMA Region VII office. The regulations of this ordinance are in compliance with the NFIP regulations.

## **ARTICLE 8 DEFINITIONS**

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the same meaning they have in common usage and to give this ordinance its most reasonable application.

**"100-year Flood"** *see "base flood."*

**"Accessory Structure"** means the same as *"appurtenant structure."*

**"Actuarial Rates"** *see "risk premium rates."*

**"Administrator"** means the Federal Insurance Administrator.

**"Agency"** means the Federal Emergency Management Agency (FEMA).

**"Appeal"** means a request for review of the Floodplain Administrator's interpretation of any provision of this ordinance or a request for a variance.

**"Appurtenant Structure"** means a structure that is on the same parcel of property as the principal structure to be insured and the use of which is incidental to the use of the principal structure.

**"Area of Shallow Flooding"** means a designated AO or AH zone on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one (1) to three (3) feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

**"Area of Special Flood Hazard"** is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

**"Base Flood"** means the flood having a one percent chance of being equaled or exceeded in any given year.

**"Base Flood Elevation (BFE)"** "The computed elevation to which floodwater is anticipated to rise during the base flood.

**"Basement"** means any area of the structure having its floor subgrade (below ground level) on all sides.

**"Building"** *see "structure."*

**"Chief Engineer"** means the chief engineer of the division of water resources, Kansas Department Of Agriculture.

**"Chief Executive Officer" or "Chief Elected Official"** means the official of the community who is charged with the authority to implement and administer laws, ordinances, and regulations for that community.

**"Community"** means any State or area or political subdivision thereof, which has the authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

**"Development"** means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, levees, levee systems, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

**"Elevated Building"** means for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

**"Eligible Community" or "Participating Community"** means a community for which the Administrator has authorized the sale of flood insurance under the National Flood Insurance Program (NFIP).

**"Existing Construction"** means for the purposes of determining rates, structures for which the *"start of construction"* commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. *"existing construction"* may also be referred to as *"existing structures."*

**"Existing Manufactured Home Park or Subdivision"** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

**"Expansion to an Existing Manufactured Home Park or Subdivision"** means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**"Flood" or "Flooding"** means a general and temporary condition of partial or complete inundation of normally dry land areas from: (1) the overflow of inland waters; (2) the unusual and rapid accumulation or runoff of surface waters from any source; and (3) the collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood, or by some similarly unusual and unforeseeable event which results in flooding as defined above in item (1).

**"Flood Boundary and Floodway Map (FBFM)"** means an official map of a community on which the Administrator has delineated both special flood hazard areas and the designated regulatory floodway.

**"Flood Elevation Determination"** means a determination by the Administrator of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.

**"Flood Elevation Study"** means an examination, evaluation, and determination of flood hazards and if appropriate, corresponding water surface elevations.

**"Flood Fringe"** means the area outside the floodway encroachment lines, but still subject to inundation by the regulatory flood.

**"Flood Hazard Boundary Map (FHBM)"** means an official map of a community, issued by the Administrator, where the boundaries of the flood areas having special flood hazards have been designated as (unnumbered or numbered) A zones.

**"Flood Hazard Map"** means the document adopted by the City of Haysville showing the limits of: (1) the floodplain; (2) the floodway; (3) streets; (4) stream channel; and (5) other geographic features.

**"Flood Insurance Rate Map (FIRM)"** means an official map of a community, on which the Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

**"Flood Insurance Study (FIS)"** means an examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations.

**"Floodplain" or "Flood-prone Area"** means any land area susceptible to being inundated by water from any source (*see "flooding"*).

**"Floodplain Management"** means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

**"Floodplain Management Regulations"** means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain and grading ordinances), and other applications of police power. The term describes such state or local regulations, in any combination thereof, that provide standards for the purpose of flood damage prevention and reduction.

**"Floodproofing"** means any combination of structural and nonstructural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, or structures and their contents.

**"Floodway" or "Regulatory Floodway"** means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

**"Floodway Encroachment Lines"** means the lines marking the limits of floodways on Federal, State, and local floodplain maps.

**"Freeboard"** means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. *"Freeboard"* tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and

floodway conditions, such as bridge openings and the hydrological effect of urbanization of the watershed.

**"Functionally Dependent Use"** means a use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities and facilities that are necessary for the loading and unloading of cargo or passengers but does not include long-term storage or related manufacturing facilities.

**"Highest Adjacent Grade"** means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**"Historic Structure"** means any structure that is (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either (1) by an approved state program as determined by the Secretary of the Interior or (2) directly by the Secretary of the Interior in states without approved programs.

**"Lowest Floor"** means the lowest floor of the lowest enclosed area, including the basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access, or storage, in an area other than a basement area, is not considered a building's lowest floor, **provided** that such enclosure is not built so as to render the structure in violation of the applicable floodproofing design requirements of this ordinance.

**"Manufactured Home"** means a structure, transportable in one or more sections, that is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term *"manufactured home"* does include mobile homes manufactured prior to 1976 but **does not include** a *"recreational vehicle."*

**"Manufactured Home Park or Subdivision"** means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**"Map"** means the Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM), or the Flood Boundary and Floodway Map (FBFM) for a community issued by the Federal Emergency Management Agency (FEMA).

**"Market Value" or "Fair Market Value"** means an estimate of what is fair, economic, just, and equitable value under normal local market conditions.

**"Mean Sea Level"** means, for purposes of the National Flood Insurance Program (NFIP), the National Geodetic Vertical Datum (NGVD) of 1988 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map (FIRM) are referenced.

**"New Construction"** means, for the purposes of determining insurance rates, structures for which the *"start of construction"* commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, *"new construction"* means structures for which the *"start of construction"* commenced on or after the effective date of the floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

**"New Manufactured Home Park or Subdivision"** means a manufactured home park or subdivision for which the construction of facilities for servicing the lot on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by the community.

**"(NFIP)"** means the National Flood Insurance Program (NFIP).

**"Numbered A Zone"** means a special flood hazard area where the Flood Insurance Rate Map shows the Base Flood Elevation.

**"One percent annual chance flood"** *see "base flood."*

**"Participating Community"** also known as an *"eligible community,"* means a community in which the Administrator has authorized the sale of flood insurance.

**"Permit"** means a signed document from a designated community official authorizing development in a floodplain, including all necessary supporting documentation such as: (1) the site plan; (2) an elevation certificate; and (3) any other necessary or applicable approvals or authorizations from local, state or federal authorities.

**"Person"** includes any individual or group of individuals, corporation, partnership, association, or any other entity, including Federal, State, and local governments and agencies.

**"Principally Above Ground"** means that at least 51 percent of the actual cash value of the structure, less land value, is above ground.

**"Reasonably Safe From Flooding"** means base flood waters will not inundate the land or damage structures to be removed from the SFHA and that any subsurface waters related to the base flood will not damage existing or proposed buildings.

**"Recreational Vehicle"** means a vehicle which is (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projections; (c) designed to be self-propelled or permanently able to be towed by a light-duty truck; and (d) designed primarily not for use as a

permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**"Remedy A Violation"** means to bring the structure or other development into compliance with Federal, State, or local floodplain management regulations; or, if this is not possible, to reduce the impacts of its noncompliance.

**"Risk Premium Rates"** means those rates established by the Administrator pursuant to individual community studies and investigations, which are undertaken to provide flood insurance in accordance with Section 1307 of the National Flood Disaster Protection Act of 1973 and the accepted actuarial principles. *"Risk premium rates"* include provisions for operating costs and allowances.

**"Special Flood Hazard Area"** *see "area of special flood hazard."*

**"Special Hazard Area"** means an area having special flood hazards and shown on an FHBM, FIRM, or FBFM as zones (unnumbered or numbered) A, AO, AE, or AH.

**"Start of Construction"** includes substantial improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvements were within 180 days of the permit date. The *actual start* means either the first placement of permanent construction of a structure on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, any work beyond the stage of excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling, the installation of streets and/or walkways, excavation for a basement, footings, piers, and foundations, the erection of temporary forms, nor installation on the property of accessory structures, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the *actual start of construction* means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**"State Coordinating Agency"** means the Division of Water Resources, Kansas Department of Agriculture, or other office designated by the governor of the state or by state statute at the request of the Administrator to assist in the implementation of the National Flood Insurance Program (NFIP) in that state.

**"Structure"** means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. *"Structure"* for insurance purposes, means a walled and roofed building, other than a gas or liquid storage tank that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation, or a travel trailer, without wheels on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration, or repair, but does not include building materials or supplies intended for use in such



construction, alteration, or repair, unless such materials or supplies are within an enclosed building on the premises.

**"Substantial-Damage"** means damage of any origin sustained by a structure whereby the cost of restoring the structure to pre-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**"Substantial-Improvement"** means any reconstruction, rehabilitation, addition, or other improvements of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the *"start of construction"* of the improvement. This term includes structures, which have incurred *"substantial damage,"* regardless of the actual repair work performed. The term does not, however, include either (1) any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or (2) any alteration of a *"historic structure,"* provided that the alteration will not preclude the structure's continued designation as a *"historic structure."*

**"Unnumbered A Zone"** means a special flood hazard area shown on either a flood hazard boundary map or flood insurance rate map where the base flood elevation is not determined.

**"Variance"** means a grant of relief by the community from the terms of a floodplain management regulation. Flood insurance requirements remain in place for any varied use or structure and cannot be varied by the community.

**"Violation"** means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required by this ordinance is presumed to be in violation until such time as that documentation is provided.

**"Water Surface Elevation"** means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 (or other datum where specified) of floods of various magnitudes and frequencies in the floodplain riverine areas.

Section 2: Repeal of Conflicting Ordinances. The provisions of any Haysville Ordinance in conflict with this ordinance is hereby repealed.

Section 3. Effective Date. This ordinance shall take effect and be in force from and after its adoption and publication of its summary once in the official City newspaper.

Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .

Approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_  
MAYOR RUSS KESSLER

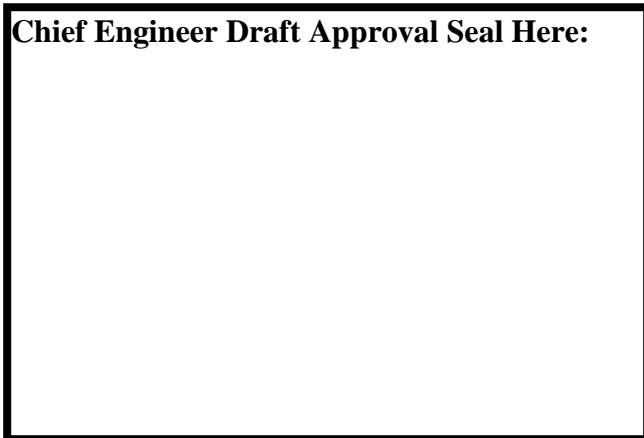
ATTEST:

\_\_\_\_\_  
CITY CLERK, Angela Millspaugh

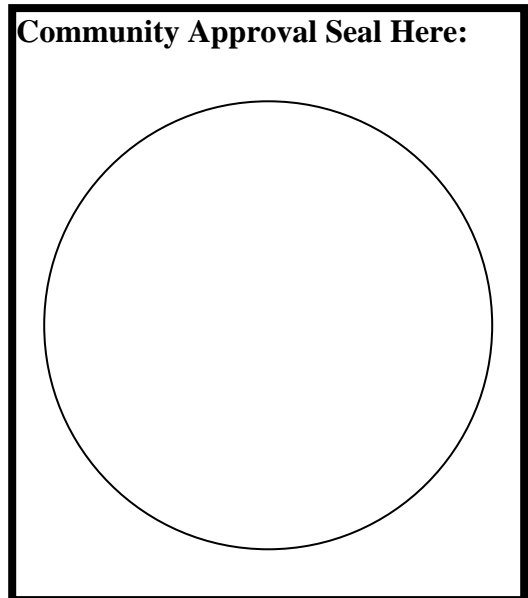
SEAL

SEAL of Chief Engineer

**Chief Engineer Draft Approval Seal Here:**



**Community Approval Seal Here:**



## Ordinance Summary

On ~~September 26, 2016~~, the City of Haysville, Kansas adopted Ordinance No. ~~1033~~ regarding the adoption of a Floodplain Management Plan. A complete copy of this ordinance is available at <http://haysville-ks.com> or at City Hall, 200 W. Grand, Haysville, Kansas. This summary certified by ~~Alison McKenney Brown~~ Josh Pollak, City Attorney.

(Summary published in The Haysville Sun-Times on ~~September 26, 2016.~~)

## THE CITY OF HAYSVILLE, KANSAS

### ORDINANCE NO. ~~1033~~

#### AN ORDINANCE CONCERNING ADOPTION OF A FLOODPLAIN MANAGEMENT PLAN.

Pursuant to 44 CFR 60.3 (d) – Regulatory Floodway Identified, K.S.A. 12-766, and K.A.R. 5-44-1 through 5-44-7

WHEREAS, The special flood hazard areas of Haysville, Kansas, are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base; all of which adversely affect the public health, safety, and general welfare.

WHEREAS, These flood losses are caused by (1) the cumulative effect of development in any delineated floodplain causing increases in flood heights and velocities; and (2) the occupancy of flood hazard areas by uses vulnerable to floods, hazardous to others, inadequately elevated, or otherwise unprotected from flood damages.

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

**Section 1:** Adoption of a Floodplain Ordinance. The following Floodplain Ordinance is adopted as follows:

#### ARTICLE 1 STATUTORY AUTHORIZATION, FINDINGS OF FACT, AND PURPOSES

##### SECTION A. STATUTORY AUTHORIZATION

1. *Approval of Draft Ordinance by Kansas Chief Engineer Prior to Adoption*

The following floodplain management regulations, as written, were approved in draft form by the Chief Engineer of the Division of Water Resources of the Kansas Department of Agriculture on \_\_\_\_\_, 20\_\_.

2. *Kansas Statutory Authorization*

The Legislature of the State of Kansas has in K.S.A. 12-741 *et seq.*, and specifically in K.S.A. 12-766, delegated the responsibility to local governmental units to adopt floodplain management regulations designed to protect the health, safety, and general welfare of the public. Therefore, the \_\_\_\_\_ Governing Body of Haysville, Kansas, ordains as follows:

##### SECTION B. FINDINGS OF FACT

1. Flood Losses Resulting from the Periodic Inundation

The special flood hazard areas of Haysville, Kansas, are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base; all of which adversely affect the public health, safety, and general welfare.

## 2. General Causes of the Flood Losses

These flood losses are caused by (1) the cumulative effect of development in any delineated floodplain causing increases in flood heights and velocities; and (2) the occupancy of flood hazard areas by uses vulnerable to floods, hazardous to others, inadequately elevated or otherwise unprotected from flood damages.

## 3. ~~Methods~~~~ETHODS~~ Used~~SED~~ ~~TO~~ ~~ANALYZE~~ ~~analyze~~ ~~FLOOD~~ ~~lood~~ ~~HAZARDS~~ ~~Sazards~~-

The Flood Insurance Study (FIS) that is the basis of this ordinance uses a standard engineering method of analyzing flood hazards, which consist of a series of interrelated steps.

- a. Selection of a base flood that is based upon engineering calculations, which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is representative of large floods, which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. The base flood is the flood that is estimated to have a one percent chance of being equaled or exceeded in any one year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials dated December 22, 2016 as amended, and any future revisions thereto.
- b. Calculation of water surface profiles that are based on a standard hydraulic engineering analysis of the capacity of the stream channel and overbank areas to convey the regulatory flood.
- c. Computation of a floodway required to convey this flood without increasing flood heights more than one (1) foot at any point.
- d. Delineation of floodway encroachment lines within which no development is permitted that would cause **any** increase in flood height.
- e. Delineation of floodway fringe, i.e., that area outside the floodway encroachment lines, but still subject to inundation by the base flood.

## SECTION C. STATEMENT OF PURPOSE

It is the purpose of this ordinance to promote the public health, safety, and general welfare of the public; to minimize those losses described in Article 1, Section B(1); to establish or maintain the community's eligibility for participation in the National Flood Insurance Program (NFIP) as defined in 44 Code of Federal Regulations (CFR) 59.22(a)(3); and to meet the requirements of 44 CFR 60.3(d) and K.A.R. 5-44-4 by applying the provisions of this ordinance to:

1. Restrict or prohibit uses that are dangerous to health, safety, or property in times of flooding or cause undue increases in flood heights or velocities;
2. Require uses vulnerable to floods, including public facilities that serve such uses, be provided with flood protection at the time of initial construction; and
3. Protect individuals from buying lands that are unsuited for the intended development purposes due to the flood hazard.

## ARTICLE 2 GENERAL PROVISIONS

### SECTION A. LANDS TO WHICH ORDINANCE APPLIES

This ordinance shall apply to all lands within the jurisdiction of Haysville, Sedgwick County, Kansas, identified as numbered and unnumbered A Zones, AE, AO, and AH Zones, on the Index Map dated December 22, 2016 of the Flood Insurance Rate Map (FIRM) as amended December 22, 2016 and any future revisions thereto. This ordinance shall also apply to all locations with a Letter of Map Revision

– Fill (LOMR-F). In all areas covered by this ordinance, no development shall be permitted except through the issuance of a floodplain development permit, granted by the City of Haysville, or its duly designated representative, under such safeguards and restrictions as the City of Haysville, or the designated representative, may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Article 4.

## SECTION B. COMPLIANCE

No development located within the special flood hazard areas of this community shall be located, extended, converted, or structurally altered without full compliance with the terms of this ordinance and other applicable regulations.

## SECTION C. ABROGATION AND GREATER RESTRICTIONS

It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

## SECTION D. INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements, shall be liberally construed in favor of the City of Haysville, and shall not be deemed a limitation or repeal of any other powers granted by Kansas statutes.

## SECTION E. WARNING AND DISCLAIMER OF LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or the flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that areas outside the floodway and flood fringe or land uses permitted within such areas will be free from flooding or flood damage. This ordinance shall not create a liability on the part of the City of Haysville, any officer or employee thereof, for any flood damages that may result from reliance on this ordinance or any administrative decision lawfully made there under.

## SECTION F. SEVERABILITY

If any section; clause; provision; or portion of this ordinance is adjudged unconstitutional or invalid by a court of appropriate jurisdiction, the remainder of this ordinance shall not be affected thereby.

## ARTICLE 3 ADMINISTRATION

### SECTION A. FLOODPLAIN DEVELOPMENT PERMIT

A floodplain development permit shall be required for all proposed construction or other development, including the placement of manufactured homes, in the areas described in Article 2, Section A. No person, firm, corporation, or unit of government shall initiate any development or substantial-improvement or cause the same to be done without first obtaining a separate floodplain development permit for each structure or other development.

### SECTION B. DESIGNATION OF FLOODPLAIN ADMINISTRATOR

The Zoning Administrator of the City of Haysville is hereby appointed to administer and implement the provisions of this ordinance.

### SECTION C. DUTIES AND RESPONSIBILITIES OF FLOODPLAIN ADMINISTRATOR

Duties of the Floodplain Administrator shall include, but not be limited to:

1. Review of all applications for floodplain development permits to assure that sites are reasonably safe from flooding and that the floodplain development permit requirements of this ordinance have been satisfied;
2. Review of all applications for floodplain development permits for proposed development to assure that all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required by Federal, State, or local law;
3. Review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding;
4. Issue floodplain development permits for all approved applications;
5. Notify adjacent communities and the Division of Water Resources, Kansas Department of Agriculture, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);
6. Assure that the flood-carrying capacity is not diminished and shall be maintained within the altered or relocated portion of any watercourse; and
7. Verify and maintain a record of the actual elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially improved structures;
8. Verify and maintain a record of the actual elevation (in relation to mean sea level) that the new or substantially improved non-residential structures have been floodproofed;



9. When floodproofing techniques are utilized for a particular non-residential structure, the floodplain administrator shall require certification from a registered professional engineer or architect.

#### SECTION D. APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT

To obtain a floodplain development permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every floodplain development permit application shall:

1. Describe the land on which the proposed work is to be done by lot, block and tract, house and street address, or similar description that will readily identify and specifically locate the proposed structure or work;
2. Identify and describe the work to be covered by the floodplain development permit;
3. Indicate the use or occupancy for which the proposed work is intended;
4. Indicate the assessed value of the structure and the fair market value of the improvement;
5. Specify whether development is located in designated flood fringe or floodway;
6. Identify the existing base flood elevation and the elevation of the proposed development;
7. Give such other information as reasonably may be required by the floodplain administrator;
8. Be accompanied by plans and specifications for proposed construction; and
9. Be signed by the permittee or his authorized agent who may be required to submit evidence to indicate such authority.

### ARTICLE 4 PROVISIONS FOR FLOOD HAZARD REDUCTION

#### SECTION A. GENERAL STANDARDS

1. No permit for floodplain development shall be granted for new construction, substantial-improvements, and other improvements, including the placement of manufactured homes, within any numbered or unnumbered A zones, AE, AO, and AH zones, unless the conditions of this section are satisfied.
2. All areas identified as unnumbered A zones on the FIRM are subject to inundation of the one percent annual chance or 100-year flood; however, the base flood elevation is not provided. Development within unnumbered A zones is subject to all provisions of this ordinance. If Flood Insurance Study data is not available, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources.

3. Until a floodway is designated, no new construction, substantial improvements, or other development, including fill, shall be permitted within any unnumbered or numbered A zones, or AE zones on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
4. All new construction, subdivision proposals, substantial-improvements, prefabricated structures, placement of manufactured homes, and other developments shall require:
  - a. Design or adequate anchorage to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
  - b. Construction with materials resistant to flood damage;
  - c. Utilization of methods and practices that minimize flood damages;
  - d. All electrical, heating, ventilation, plumbing, air-conditioning equipment, and other service facilities be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
  - e. New or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located so as to avoid impairment or contamination from them during flooding; and
  - f. Subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, located within special flood hazard areas are required to assure that:
    - (1) All such proposals are consistent with the need to minimize flood damage;
    - (2) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;
    - (3) Adequate drainage is provided so as to reduce exposure to flood hazards; and
    - (4) All proposals for development, including proposals for manufactured home parks and subdivisions, of greater than five (5) acres or fifty (50) lots, whichever is lesser, include within such proposals base flood elevation data.
5. *Storage, Material, and Equipment*
  - a. The storage of material or equipment may be allowed if not subject to major damage by floods, if firmly anchored to prevent flotation, or if readily removable from the area within the time available after a flood warning.

6. *Nonconforming Use*

A structure, or the use of a structure or premises that was lawful before the passage or amendment of the ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:

- a. If such structure, use, or utility service is discontinued for six (6) consecutive months, any future use of the building shall conform to this ordinance.
- b. If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than fifty (50) percent of the pre-damaged market value of the structure. This limitation does not include the cost of any alteration to comply with existing state or local health, sanitary, building, safety codes, regulations or the cost of any alteration of a structure listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination.

7. *Accessory Structures*

Structures used solely for parking and limited storage purposes, not attached to any other structure on the site, of limited investment value, and not larger than 400 square feet, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; the accessory structure meets the following floodplain management requirements; and a floodplain development permit has been issued. Wet-floodproofing is only allowed for small low cost structures.

Any permit granted for an accessory structure shall be decided individually based on a case by case analysis of the building's unique circumstances. Permits shall meet the following conditions.

In order to minimize flood damage during the one percent annual chance flood event, also referred to as the 100-year flood and the threat to public health and safety, the following conditions shall be required for any permit issued for accessory structures that are constructed at-grade and wet-floodproofed:

- a. Use of the accessory structure must be solely for parking and limited storage purposes in any special flood hazard area as identified on the community's Flood Insurance Rate Map (FIRM).
- b. For any new or substantially damaged accessory structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.

- c. The accessory structure must be adequately anchored to prevent flotation, collapse, or lateral movement of the structure in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, hydrodynamic and debris impact forces.
- d. Any mechanical, electrical, or other utility equipment must be located above the base flood elevation or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance.
- e. The accessory structures must meet all NFIP opening requirements. The NFIP requires that enclosures or foundation walls, subject to the one percent annual chance flood event, also referred to as the 100-year flood, contain openings that will permit the automatic entry and exit of flood waters in accordance with Article 4, Section B (1)(c) of this ordinance.
- f. The accessory structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section E (2) of this ordinance. No permits may be issued for accessory structures within any designated floodway, if any increase in flood levels would result during the 100-year flood.
- g. Equipment, machinery, or other contents must be protected from any flood damage.
- h. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the accessory structures.
- i. Wet-floodproofing construction techniques must be reviewed and approved by the community. The community may request approval by a registered professional engineer or architect prior to the issuance of any floodplain development permit for construction. Cost for any required professional certification to be paid by the developer.

## 8. Critical Facilities

- a. All new or substantially improved critical nonresidential facilities including, but not limited to governmental buildings, police stations, fire stations, hospitals, orphanages, penal institutions, communication centers, water and sewer pumping stations, water and sewer treatment facilities, transportation maintenance facilities, places of public assembly, emergency aviation facilities, and schools shall be elevated at least one (1) foot above the .2 percent annual chance flood event, also referred to as the 500-year flood level or together with attendant utility and sanitary facilities, be floodproofed so that below a minimum of one (1) foot above the 500-year flood level the structure is water tight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A registered professional engineer or architect shall verify that the standards of this subsection are satisfied. Such certification shall be provided to the floodplain administrator as set forth in Article 3, Section C(7)(8)(9).
- b. All critical facilities shall have access routes that are above the elevation of the 500-year flood.

c. No critical facilities shall be constructed in any designated floodway.

9. Hazardous Materials

All hazardous material storage and handling sites shall be located out of the special flood hazard area.

10. Cumulative Improvement

A structure may be improved (remodeled or enlarged) without conforming to current requirements for elevation so long as the cumulative value of all work done within the last calendar years does not exceed fifty (50) percent of the structure's current market value. If the cumulative value of the improvement exceeds fifty (50) percent of the structure's current market value, the structure must be brought into compliance with Article 4, Section B(1) which requires elevation of residential structures to one (1) foot above the base flood elevation or the elevation/floodproofing of non-residential structures to one (1) foot above the base flood elevation.

SECTION B. SPECIFIC STANDARDS

1. In all areas identified as numbered and unnumbered A zones, AE, and AH Zones, where base flood elevation data have been provided, as set forth in Article 4, Section A(2), the following provisions are required:

a. *Residential Construction*

New construction or substantial-improvement of any residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated a minimum of one (1) foot above base flood elevation. **Mechanical and HVAC equipment servicing the building must be elevated or flood protected to same level as the lowest floor.** The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.

b. *Non-Residential Construction*

New construction or substantial-improvement of any commercial, industrial, or other non-residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated a minimum of one (1) foot above the base flood elevation or, together with attendant utility and sanitary facilities, be ~~dry~~ floodproofed ~~to~~ so that a minimum of below one (1) foot above the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and the structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. All mechanical and heating ventilation equipment to be elevated or flood protected to one (1) foot above the base flood elevation. A registered professional \_\_\_\_\_engineer or architect shall certify that the standards of this subsection are satisfied. **The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.** Such certification shall be provided to the floodplain

administrator as set forth in Article 3, Section C(7)(8)(9). Mechanical and HVAC equipment will be elevated or protected to same levels of freeboard above the base flood elevation.

c. Enclosures Below Lowest Floor

Require, for all new construction and substantial-improvements, that fully enclosed areas below lowest floor used solely for parking of vehicles, building access, or storage in an area other than a basement and that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

- (1) A minimum of two (2) openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided; and
- (2) The bottom of all opening shall be no higher than one (1) foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of flood waters.

SECTION C. MANUFACTURED or MOBILE HOMES

1. All manufactured or mobile homes to be placed within all unnumbered and numbered A zones, AE, and AH zones, on the community's FIRM shall be required to be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured or mobile homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.
2. Require manufactured or mobile homes that are placed or substantially improved within unnumbered or numbered A zones, AE, and AH zones, on the community's FIRM on sites:
  - a. Outside of a manufactured home park or subdivision;
  - b. In a new manufactured home park or subdivision;
  - c. In an expansion to and existing manufactured home park or subdivision; or
  - d. In an existing manufactured home park or subdivision on which a manufactured or mobile home has incurred substantial-damage as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated a minimum of one (1) foot above the base flood elevation and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement. All mechanical and HVAC equipment servicing the building must be elevated or flood protected to same level as lowest floor. **The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.**

3. Require that manufactured or mobile homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within all unnumbered and numbered A zones, AE and AH zones, on the community's FIRM, that are not subject to the provisions of Article 4, Section C(2) of this ordinance, be elevated so that either:
  - a. The lowest floor of the manufactured or mobile home is a minimum of one (1) foot above the base flood level. All mechanical and heating ventilation equipment to be elevated to same level of one (1) foot above the base flood elevation. The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer. Mechanical and HVAC equipment to be elevated to same level as the lowest floor; or
  - b. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement. Mechanical and HVAC equipment servicing the building must be elevated or flood protected to same level as the lowest floor. The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.

#### SECTION D. AREAS OF SHALLOW FLOODING (AO and AH zones)

Located within the areas of special flood hazard as described in Article 2, Section A are areas designated as AO zones. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. The following provisions apply:

1. *AO Zones*
  - a. All new construction and substantial-improvements of residential structures, including manufactured or mobile homes, shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two (2) feet if no depth number is specified) plus one (1) foot of freeboard. Mechanical and HVAC equipment to be protected to same level as lowest floor.
  - b. All new construction and substantial-improvements of any commercial, industrial, or other non-residential structures, including manufactured or mobile homes, shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community FIRM (at least two (2) feet if no depth number is specified) plus one (1) foot of freeboard or together with attendant utilities and sanitary facilities be completely floodproofed to that level so that the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Mechanical and HVAC to be flood protected or elevated to same freeboard level.

- c. Adequate drainage paths shall be required around structures on slopes, in order to guide floodwaters around and away from proposed structures.

2. *AH Zones*

- a. The specific standards for all areas of special flood hazard where base flood elevation has been provided shall be required as set forth in Article 4, Section B.
- b. Adequate drainage paths shall be required around structures on slopes, in order to guide floodwaters around and away from proposed structures.



## SECTION E. FLOODWAY

Located within areas of special flood hazard established in Article 2, Section A, are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that carry debris and potential projectiles, the following provisions shall apply:

1. The community shall select and adopt a regulatory floodway based on the principle that the area chosen for the regulatory floodway must be designed to carry the waters of the base flood without increasing the water surface elevation of that flood more than one (1) foot at any point.
2. The community shall prohibit any encroachments, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in **any** increase in flood levels within the community during the occurrence of the base flood discharge.
3. A community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first applies for a conditional FIRM and floodway revision, fulfills the requirements for such revisions as established under the provisions of 44 CFR 65.12, and receives the approval of FEMA.
34. If Article 4, Section E(2), is satisfied, all new construction and substantial-improvements shall comply with all applicable flood hazard reduction provisions of Article 4.
45. In unnumbered A zones, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources as set forth in Article 4, Section A(2).

## SECTION F. RECREATIONAL VEHICLES

Require that recreational vehicles placed on sites within all unnumbered and numbered A Zones, AE, AH, and AO Zones on the community's FIRM either:

1. Be on the site for fewer than 180 consecutive days, or
2. Be fully licensed and ready for highway use\*; or
3. Meet the permitting, elevation, and anchoring requirements for manufactured homes of this ordinance.

\*A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanently attached additions.

## ARTICLE 5 FLOODPLAIN MANAGEMENT VARIANCE PROCEDURES

### SECTION A. ESTABLISHMENT OF APPEAL BOARD

The Board of Zoning Appeals, as established by Haysville, Kansas, shall hear and decide appeals and requests for variances from the floodplain management requirements of this ordinance.

## SECTION B. RESPONSIBILITY OF APPEAL BOARD

Where an application for a floodplain development permit is denied by the Floodplain Administrator, the applicant may apply for such floodplain development permit directly to the Appeal Board, as defined in Article 5, Section A.

The Appeal Board shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the enforcement or administration of this ordinance.

## SECTION C. FURTHER APPEALS

Any person aggrieved by the decision of the Appeal Board or any taxpayer may appeal such decision to the District Court as provided in K.S.A. 12-759 and 12-760.

## SECTION D. FLOODPLAIN MANAGEMENT VARIANCE CRITERIA

In passing upon such applications for variances, the Appeal Board shall consider all technical data and evaluations, all relevant factors, standards specified in other sections of this ordinance, and the following criteria:

1. Danger to life and property due to flood damage;
2. Danger that materials may be swept onto other lands to the injury of others;
3. Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
4. Importance of the services provided by the proposed facility to the community;
5. Necessity to the facility of a waterfront location, where applicable;
6. Availability of alternative locations, not subject to flood damage, for the proposed use;
7. Compatibility of the proposed use with existing and anticipated development;
8. Relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
9. Safety of access to the property in times of flood for ordinary and emergency vehicles;
10. Expected heights, velocity, duration, rate of rise and sediment transport of the flood waters, if applicable, expected at the site; and,

11. Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems; streets; and bridges.

#### SECTION E. CONDITIONS FOR APPROVING FLOODPLAIN MANAGEMENT VARIANCES

1. Generally, variances may be issued for new construction and substantial-improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood elevation, providing items two (2) through six (6) below have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
2. Variances may be issued for the reconstruction, repair, rehabilitation, or restoration of structures listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination, provide the proposed activity will not preclude the structure's continued historic designation and the variance is the minimum necessary to preserve the historic character and design of the structure.
3. Variances shall not be issued within any designated floodway if any increase in flood discharge would result.
4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
5. Variances shall only be issued upon: (a) showing of good and sufficient cause, (b) determination that failure to grant the variance would result in exceptional hardship to the applicant, and (c) determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
6. A community shall notify the applicant in writing over the signature of a community official that: (a) the issuance of a variance to construct a structure below base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and (b) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.
7. A community shall maintain a record of all variance actions, including justification of their issuance.
8. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of items 1 through 5 of this section are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

## ARTICLE 6 ~~PENALTIES FOR VIOLATIONS~~

1. The floodplain administrator may make reasonable entry upon any lands and waters in Haysville, Kansas for the purpose of making an investigation, inspection or survey to verify compliance with these regulations. The floodplain administrator shall provide notice of entry by mail, electronic mail, phone calls, or personal delivery to the owner, owner's agent, lessee, or lessee's agent whose lands will be entered. If none of these persons can be found, the floodplain administrator shall affix a copy of the notice to one or more conspicuous places on the property a minimum of five (5) days prior to entry.
2. A structure or other development without a floodplain development permit or other evidence of compliance is presumed to be in violation until such documentation is provided.
3. The floodplain administrator shall provide written notice of a violation of this ordinance to the owner, the owner's agent, lessee, or lessee's agent by personal service or by certified mail, return receipt requested. The written notice shall include instructions and a deadline to request a hearing before the appeals board, and if no hearing is requested, a deadline by which the violation must be corrected.
4. Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with granting of variances) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$500.00, \_\_\_ and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues, shall be considered a separate offense. Nothing herein contained shall prevent Haysville, Kansas, or other appropriate authority from taking such other lawful action as is necessary to prevent or remedy any violation.
5. Notwithstanding any criminal prosecutions or in lieu of any criminal prosecutions, if the owner, occupant or agent in charge of the property has neither alleviated the conditions causing the alleged violation nor requested a hearing within the period specified, the public officer or an authorized assistant shall abate or remove the conditions causing the violation.
6. If the public officer or an authorized assistant abates or removes the nuisance pursuant to this section, notice shall be provided to the owner, the owner's agent, lessee, or lessee's agent by certified mail, return receipt requested, of the total cost of the abatement or removal incurred. The notice shall also state that the payment is due within 30 days following receipt of the notice. The cost of providing notice, including any postage required by this section may also be recovered.
7. The notice shall also state that if the cost of the removal or abatement is not paid within the 30-day period, the cost of the abatement or removal shall be collected in the manner provided by K.S.A. 12-1,115, and any amendments thereto, or shall be assessed as special assessments and charged against the lot or parcel of land on which the nuisance was located and the city clerk, at the time of certifying other city taxes, shall certify the unpaid portion of the costs and the county

clerk shall extend the same on the tax rolls of the county against such lot or parcel of land and it shall be collected by the county treasurer and paid to the city as other city taxes are collected and paid. The city may pursue collection both by levying a special assessment and in the manner provided by K.S.A. 12-1,115, and amendments thereto, but only until the full cost and applicable interest has been paid in full. (K.S.A. 12-1617f).

## ARTICLE 7 AMENDMENTS

The regulations, restrictions, and boundaries set forth in this ordinance may from time to time be amended, supplemented, changed, or appealed to reflect any and all changes in the National Flood Disaster Protection Act of 1973, provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties of interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in the City's official newspaper. At least twenty (20) days shall elapse between the date of this publication and the public hearing. A copy of such amendments will be provided to the FEMA Region VII office. The regulations of this ordinance are in compliance with the NFIP regulations.

## ARTICLE 8 DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the same meaning they have in common usage and to give this ordinance its most reasonable application.

**"100-year Flood"** *see "base flood."*

**"Accessory Structure"** means the same as *"appurtenant structure."*

**"Actuarial Rates"** *see "risk premium rates."*

**"Administrator"** means the Federal Insurance Administrator.

**"Agency"** means the Federal Emergency Management Agency (FEMA).

**"Appeal"** means a request for review of the Floodplain Administrator's interpretation of any provision of this ordinance or a request for a variance.

**"Appurtenant Structure"** means a structure that is on the same parcel of property as the principle structure to be insured and the use of which is incidental to the use of the principal structure.

**"Area of Shallow Flooding"** means a designated AO or AH zone on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one (1) to three (3) feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

**"Area of Special Flood Hazard"** is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

**"Base Flood"** means the flood having a one percent chance of being equaled or exceeded in any given year.

**"Base Flood Elevation (BFE)"** "The computed elevation to which floodwater is anticipated to rise during the base flood.

**"Basement"** means any area of the structure having its floor subgrade (below ground level) on all sides.

**"Building"** *see "structure."*

**"Chief Engineer"** means the chief engineer of the division of water resources, Kansas Department Of Agriculture.

**"Chief Executive Officer" or "Chief Elected Official"** means the official of the community who is charged with the authority to implement and administer laws, ordinances, and regulations for that community.

**"Community"** means any State or area or political subdivision thereof, which has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

**"Development"** means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, levees, levee systems, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

**"Elevated Building"** means for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

**"Eligible Community" or "Participating Community"** means a community for which the Administrator has authorized the sale of flood insurance under the National Flood Insurance Program (NFIP).

**"Existing Construction"** means for the purposes of determining rates, structures for which the *"start of construction"* commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. *"existing construction"* may also be referred to as *"existing structures."*

**"Existing Manufactured Home Park or Subdivision"** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

**"Expansion to an Existing Manufactured Home Park or Subdivision"** means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**"Flood" or "Flooding"** means a general and temporary condition of partial or complete inundation of normally dry land areas from: (1) the overflow of inland waters; (2) the unusual and rapid accumulation or runoff of surface waters from any source; and (3) the collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood, or by some similarly unusual and unforeseeable event which results in flooding as defined above in item (1).

**"Flood Boundary and Floodway Map (FBFM)"** means an official map of a community on which the Administrator has delineated both special flood hazard areas and the designated regulatory floodway.

**"Flood Elevation Determination"** means a determination by the Administrator of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.

**"Flood Elevation Study"** means an examination, evaluation and determination of flood hazards and if appropriate, corresponding water surface elevations.

**"Flood Fringe"** means the area outside the floodway encroachment lines, but still subject to inundation by the regulatory flood.

**"Flood Hazard Boundary Map (FHBM)"** means an official map of a community, issued by the Administrator, where the boundaries of the flood areas having special flood hazards have been designated as (unnumbered or numbered) A zones.

**"Flood Hazard Map"** means the document adopted by the City of Haysville showing the limits of: (1) the floodplain; (2) the floodway; (3) streets; (4) stream channel; and (5) other geographic features.

**"Flood Insurance Rate Map (FIRM)"** means an official map of a community, on which the Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

**"Flood Insurance Study (FIS)"** means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

**"Floodplain" or "Flood-prone Area"** means any land area susceptible to being inundated by water from any source (*see "flooding"*).



**"Floodplain Management"** means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

**"Floodplain Management Regulations"** means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain and grading ordinances) and other applications of police power. The term describes such state or local regulations, in any combination thereof, that provide standards for the purpose of flood damage prevention and reduction.

**"Floodproofing"** means any combination of structural and nonstructural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, or structures and their contents.

**"Floodway" or "Regulatory Floodway"** means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

**"Floodway Encroachment Lines"** means the lines marking the limits of floodways on Federal, State and local floodplain maps.

**"Freeboard"** means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. *"Freeboard"* tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as bridge openings and the hydrological effect of urbanization of the watershed.

**"Functionally Dependent Use"** means a use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities and facilities that are necessary for the loading and unloading of cargo or passengers, but does not include long-term storage or related manufacturing facilities.

**"Highest Adjacent Grade"** means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**"Historic Structure"** means any structure that is (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either (1) by an approved state program as determined by the Secretary of the Interior or (2) directly by the Secretary of the Interior in states without approved programs.

**"Lowest Floor"** means the lowest floor of the lowest enclosed area, including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access, or storage, in an area other than a basement area, is not considered a building's lowest floor, **provided** that such enclosure is not built so as to render the structure in violation of the applicable floodproofing design requirements of this ordinance.

**"Manufactured Home"** means a structure, transportable in one or more sections, that is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term *"manufactured home"* does include mobile homes manufactured prior to 1976 but does not include a "recreational vehicle."

**"Manufactured Home Park or Subdivision"** means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**"Map"** means the Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM), or the Flood Boundary and Floodway Map (FBFM) for a community issued by the Federal Emergency Management Agency (FEMA).

**"Market Value" or "Fair Market Value"** means an estimate of what is fair, economic, just and equitable value under normal local market conditions.

**"Mean Sea Level"** means, for purposes of the National Flood Insurance Program (NFIP), the National Geodetic Vertical Datum (NGVD) of 1929/1988 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map (FIRM) are referenced.

**"New Construction"** means, for the purposes of determining insurance rates, structures for which the *"start of construction"* commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, *"new construction"* means structures for which the *"start of construction"* commenced on or after the effective date of the floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

**"New Manufactured Home Park or Subdivision"** means a manufactured home park or subdivision for which the construction of facilities for servicing the lot on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by the community.

**"(NFIP)"** means the National Flood Insurance Program (NFIP).

**"Numbered A Zone"** means a special flood hazard area where the Flood Insurance Rate Map shows the Base Flood Elevation.

**"One percent annual chance flood" see "base flood."**

**"Participating Community"** also known as an *"eligible community,"* means a community in which the Administrator has authorized the sale of flood insurance.

**“Permit”** means a signed document from a designated community official authorizing development in a floodplain, including all necessary supporting documentation such as: (1) the site plan; (2) an elevation certificate; and (3) any other necessary or applicable approvals or authorizations from local, state or federal authorities.

**"Person"** includes any individual or group of individuals, corporation, partnership, association, or any other entity, including Federal, State, and local governments and agencies.

**"Principally Above Ground"** means that at least 51 percent of the actual cash value of the structure, less land value, is above ground.

**“Reasonably Safe From Flooding”** means base flood waters will not inundate the land or damage structures to be removed from the SFHA and that any subsurface waters related to the base flood will not damage existing or proposed buildings. To ensure that new or proposed structures with basements placed on fill are reasonably safe during the Base Flood condition, the basement must (1) be dry, not have water in it, and (2) be structurally sound, not have loads that exceed the structural capacity of walls or floors or cause unacceptable deflection.

**"Recreational Vehicle"** means a vehicle which is (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projections; (c) designed to be self-propelled or permanently able to be towed by a light-duty truck; and (d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**"Remedy A Violation"** means to bring the structure or other development into compliance with Federal, State, or local floodplain management regulations; or, if this is not possible, to reduce the impacts of its noncompliance.

**"Risk Premium Rates"** means those rates established by the Administrator pursuant to individual community studies and investigations, which are undertaken to provide flood insurance in accordance with Section 1307 of the National Flood Disaster Protection Act of 1973 and the accepted actuarial principles. *"Risk premium rates"* include provisions for operating costs and allowances.

**"Special Flood Hazard Area"** *see "area of special flood hazard."*

**"Special Hazard Area"** means an area having special flood hazards and shown on an FHBM, FIRM or FBFM as zones (unnumbered or numbered) A, AO, AE, or AH.

**"Start of Construction"** includes substantial-improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvements were within 180 days of the permit date. The *actual start* means either the first placement of permanent construction of a structure on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, any work beyond the stage of excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, the installation

of streets and/or walkways, excavation for a basement, footings, piers, foundations, the erection of temporary forms, nor installation on the property of accessory structures, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial-improvement, the **actual start of construction** means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**"State Coordinating Agency"** means the Division of Water Resources, Kansas Department of Agriculture, or other office designated by the governor of the state or by state statute at the request of the Administrator to assist in the implementation of the National Flood Insurance Program (NFIP) in that state.

**"Structure"** means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. *"Structure"* for insurance purposes, means a walled and roofed building, other than a gas or liquid storage tank that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation, or a travel trailer, without wheels on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration or repair, but does not include building materials or supplies intended for use in such construction, alteration or repair, unless such materials or supplies are within an enclosed building on the premises.

**"Substantial-Damage"** means damage of any origin sustained by a structure whereby the cost of restoring the structure to pre-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**"Substantial-Improvement"** means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before *"start of construction"* of the improvement. This term includes structures, which have incurred *"substantial-damage,"* regardless of the actual repair work performed. The term does not, however, include either (1) any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or (2) any alteration of a *"historic structure,"* provided that the alteration will not preclude the structure's continued designation as a *"historic structure."*

**"Unnumbered A Zone"** means a special flood hazard area shown on either a flood hazard boundary map or flood insurance rate map where the base flood elevation is not determined.

**"Variance"** means a grant of relief by the community from the terms of a floodplain management regulation. Flood insurance requirements remain in place for any varied use or structure and cannot be varied by the community.

**"Violation"** means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required by this ordinance is presumed to be in violation until such time as that documentation is provided.

**"Water Surface Elevation"** means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 (or other datum where specified) of floods of various magnitudes and frequencies in the floodplain riverine areas.

Section 2: Repeal of Conflicting Ordinances. The provisions of any Haysville Ordinance in conflict with this ordinance is hereby repealed.

Section 3. Effective Date. This ordinance shall take effect and be in force from and after its adoption and publication of its summary once in the official City newspaper.

Passed by the City Council this 26<sup>th</sup> day of ~~September~~, 2016.

Approved by the Mayor this 26<sup>th</sup> day of ~~September~~, 2016.

\_\_\_\_\_  
MAYOR ~~BRUCE ARMSTRONG~~ RUSS

KESSLER

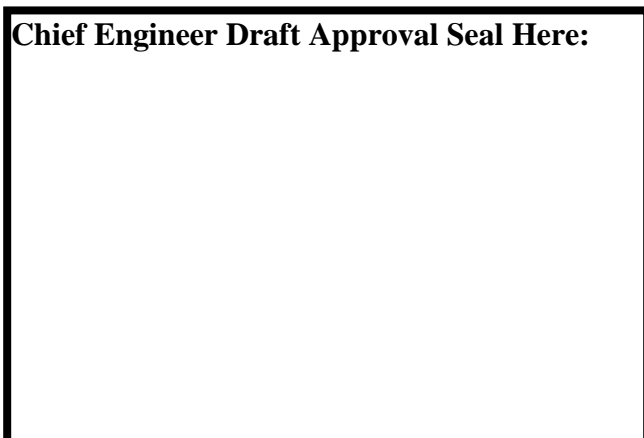
ATTEST:

\_\_\_\_\_  
CITY CLERK, ~~Janie Cox~~ Angela Millspaugh

SEAL

SEAL of Chief Engineer

**Chief Engineer Draft Approval Seal Here:**



**Community Approval Seal Here:**





Topeka Field Office  
1131 SW Winding Rd, Suite 400  
Topeka, KS 66615

Phone: 785-296-5733  
[www.agriculture.ks.gov](http://www.agriculture.ks.gov)

Mike Beam, Secretary

Laura Kelly, Governor

March 08, 2023

Jonathan Tardiff  
Planning and Zoning Administrator  
200 W. Grand Ave.  
Haysville, Ks 67060

*Subject: Floodplain Management Ordinance for Haysville, Kansas*

Dear Mr. Tardiff,

The floodplain management regulations submitted for Haysville, Kansas were received for review on March 02, 2023. The Chief Engineer, Division of Water Resources, Kansas Department of Agriculture, acting under terms of K.S.A. 12-766, and the administrative regulations adopted pursuant thereto (K.A.R. 5-44-1 through 7) approved your regulations on March 02, 2023. An approved draft copy of the regulations is returned for action by the governing body.

When the governing body has officially adopted the regulations, please send a signed copy of the adopted document to me. I will send the documentation to FEMA for you. Please call me at (785)-296-0854 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Cheyenne Sun Eagle".

Cheyenne Sun Eagle  
NFIP Specialist

Enclosures:  
Approved Draft Document

Section 3. Effective Date. This ordinance shall take effect and be in force from and after its adoption and publication of its summary once in the official City newspaper.

Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_.

Approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
MAYOR RUSS KESSLER

ATTEST:

\_\_\_\_\_  
CITY CLERK, Angela Millspaugh

SEAL

SEAL of Chief Engineer







# 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:** April 6, 2023

---

On April 5, 2023, we opened the sealed bids received for Sunflower Park. Three bids were received:

Daniel Schmeidler	\$22,500
Debra Holder	\$10,000
Joe Amos	\$3,200

I am seeking authorization to sell Sunflower Park for \$22,500. Attached is the contract agreement. If approved, we will advertise for two weeks in the newspaper the sale of the parcel as per statutory compliance. If no protest is filed, then we will proceed with the closing of the property sale. This is before you for your consideration.

## REAL ESTATE PURCHASE AGREEMENT

THIS REAL ESTATE PURCHASE AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **DANIEL SCHMEIDLER, 6222 S. BROADWAY, WICHITA, KS 67216**, hereinafter referred to as "Buyer(s)", and **CITY OF HAYSVILLE, KANSAS, 200 W. GRAND AVE, HAYSVILLE, KANSAS, 67060**, hereinafter referred to as "Seller".

WITNESSETH:

1. ***Property.***

Seller hereby agrees to sell and convey to Buyer, and Buyer hereby agrees to buy and to pay for on the terms and conditions hereinafter set forth, the following described real estate located in Sedgwick County, Kansas, to wit:

LOT 1 BLOCK 1 WARD'S 4TH. ADD., HAYSVILLE, SEDGWICK COUNTY,  
KANSAS

subject to easements and restrictions of record together with the appurtenances thereunto belonging.

2. ***Purchase Price.***

The purchase price is \$22,500.00, which Buyer agrees to pay as follows: Earnest Money in the amount of \$1,000.00 which is to be deposited upon execution of this Agreement in the insured trust or escrow account of Kansas Secured Title as part of the consideration of the sale, with the balance to be paid in guaranteed funds or cashier's check at Closing (as hereafter defined), adjusted at Closing for prorations, closing costs and other agreed adjustments.

3. ***Closing.***

It is understood and agreed between the parties hereto that time is of the essence with respect to this Agreement and that this transaction shall be consummated ("**Closing**") in accordance with the following schedule:

The parties hereto designate Kansas Secured Title, 1726 E. Walnut Grove Rd. Derby, KS 67037 as the Title Company, and its agent shall be the Escrow Agent ("**Escrow Agent**") who will complete the Closing. The Closing of this Agreement shall take place at the Title Company, or such other place as the parties mutually agree, on or before sixty (60) days after the signing of this Agreement ("**Closing Date**").

4. ***Inspection of Title.***

Buyer may, after the execution of this Agreement, obtain a preliminary report for title insurance on the real property, certified to date by a title insurance company, at Buyer's expense. Buyer shall have a reasonable time after delivery of said title report, not to exceed ten (10) days in which to have the same examined at its expense, and returned to Seller with any written objections as to the marketability of the title. If valid objections are made to the marketability of the title, Seller shall then, at Seller's option, correct such objections to make the title marketable at its expense.

Seller shall have, in any event, a reasonable time in which to satisfy any valid objections as to the marketability of the title, and if legal proceedings are necessary, such proceedings shall be begun promptly upon receipt of

the written objections of the Buyer and shall be completed within a reasonable time. In the event Seller is unable to furnish marketable title as above provided, this Agreement shall then become null and void.

5. ***Delivery of Marketable Title, Recording and Closing Costs.***

Seller shall convey marketable fee simple title to the above-described real estate by general warranty deed which shall be executed, acknowledged, and delivered to the Escrow Agent on the closing date of this Agreement, free of all liens and encumbrances, except zoning or deed restrictions and easements of record, encumbrances created by the Buyer and installments, if any, of special assessments not yet due. The Escrow Agent shall hold the deed and other documents provided for herein, until the full performance of this Agreement by the parties, whereupon, the same shall be delivered to the respective parties entitled thereto hereunder. The bill of sale shall be delivered to Buyers at closing.

Buyer shall pay for all fees and expenses in connection with Buyer's financing, if any, including, without limitation, all mortgage registration taxes and recording fees. Seller shall pay for all recording fees and other costs in connection with the release of any liens on the Property which are not Permitted Exceptions. Buyer shall pay for the Title Commitment and the Owner's Policy. Except as otherwise set forth in this Agreement, all other Closing costs, including, without limitation, miscellaneous recording fees which are not addressed above and escrow fees shall be paid by Buyer.

6. ***Notices.***

All notices or other communications (collectively "notices") required under this Agreement shall be in writing and shall be served by either electronic facsimile transmission (if receipt is verified and a signed copy is promptly mailed), by hand delivery, by prepaid United States certified mail, return receipt requested, or by reputable overnight delivery service guaranteed next-day delivery and providing a receipt. All notices shall be addressed to the parties at the respective addresses as set forth below, except that any party may, by notice in the manner provided above, change this address for all subsequent notices. Notices shall be deemed served and received upon the date of transmission (in the case of electronic facsimile transmission), upon the third day following the date of mailing (in the case of notices mailed by certified mail) or upon delivery (in all other cases). A party's failure or refusal to accept service of a notice shall constitute delivery of the notice.

***Buyer:*** Daniel Schmeidler, 6222 S. Broadway, Wichita, KS 67216.

***Seller:*** City Clerk of the City of Haysville, 200 W. Grand Ave, Haysville, Kansas, 67060.

7. ***Assignment***

Neither party shall not have the authority to assign this Agreement, nor any interest under this Agreement or in and to said real estate, without the express prior written consent of both parties.

8. ***Real Estate Broker.***

Seller and Buyer each hereby represent and warrant to the other that no other brokers or agents are due any commissions from or relating to the closing of this transaction and each party hereby indemnifies and agrees to hold the other harmless against and from all claims asserted by any others for any such commission or fee.

Any party to this Agreement through whom a claim to any broker's, finder's or other fee is made, contrary to the representations made in this paragraph 8, shall indemnify, defend and hold harmless the other party to this Agreement from any other loss, liability, damage, cost or expense, including, without limitation, reasonable attorney's fees, court costs and other legal expenses paid or incurred by the other party, that is in any way related to such a claim. Both parties are encouraged to seek advice from their legal counsel before entering into this Agreement. The provisions of this paragraph 8 shall survive Closing or termination of this Agreement.



9. ***Default and Remedies.***

Seller or Buyer shall be in default under this Agreement if either fails to comply with any material covenant, agreement or obligation within any time limits required by this Agreement. Following a default by either Seller or Buyer under this Agreement, the other party shall have the following remedies, subject to the provisions of paragraph 16 of this Agreement:

A. If Seller defaults, Buyer may either (i) specifically enforce this Agreement; or (ii) terminate this Agreement by written notice to Seller. If Buyer elects to terminate this Agreement, the Earnest Money shall be returned to Buyer upon written demand.

B. If Buyer defaults, Seller shall retain the Earnest Money as liquidated damages as Seller's sole remedy (the parties recognizing that it would be extremely difficult to ascertain the extent of actual damages caused by Buyer's breach, and that the Earnest Money represents as fair an approximation of such actual damages as the parties can now determine).

10. ***Disposition of Earnest Money and Other funds and Documents.***

In the absence of written escrow instructions, and notwithstanding any other terms of this Agreement providing for forfeiture or refund of the Earnest Money, the Escrow Agent shall not distribute the Earnest Money or other escrowed funds or documents, once deposited, without the written consent of all parties to this Agreement. A party's signature on a closing statement prepared by the Escrow Agent or Title Company shall constitute such consent. In the absence of either written consent or written notice of a dispute, failure by either Buyer or Seller to respond in writing to a certified letter from the Escrow Agent or Title Company, if different, within ten (10) days of receipt, or failure by either Buyer or Seller to make written demand upon the other party and upon the Escrow Agent or Title Company, as applicable, for return or forfeiture of the Earnest Money, other escrowed funds or documents within ten (10) days after receiving written notice of cancellation of this Agreement, shall constitute consent to distribution of all funds and documents deposited with the Escrow Agent or Title Company as suggested in any such certified letter or written demand.

11. ***Termination.***

***Performance of this Agreement by Seller is conditioned upon approval by the governing body of the City of Haysville, Kansas and citizen protest petition rights pursuant to KSA 12-1301.*** If this Agreement is terminated by either party pursuant to a right expressly given in this Agreement or upon failure of any contingency or condition precedent, Buyer shall not be entitled to an immediate return of the Earnest Money deposit, unless Seller was the party in default or if terminated pursuant to the first sentence of this section, and neither party shall have any further rights or obligations under this Agreement except as otherwise stated in this Agreement.

12. ***Representations.***

Seller represents and hereby warrants to Buyer that as of the Effective Date of this Agreement:

A. There is no litigation at law, in equity or in proceedings before any commission or other administrative authority, or any governmental investigation, pending or, to the knowledge of Seller, threatened against or affecting the Property or Seller's interest in the Property.



B. Seller is duly organized, validly existing and in good standing under the laws of the state of its organization; Seller has full right, title, authority and capacity to execute and perform this Agreement and to consummate all of the transactions contemplated herein, and the individual of the Seller who executes and delivers this Agreement and all documents to be delivered to Buyer hereunder is and shall be duly authorized to do so.

13. ***Entirety of the Agreement.***

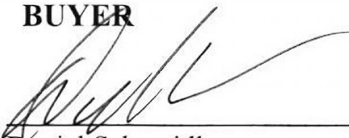
All terms of this Agreement have been reduced to writing and constitute the entire agreement of the parties and may not be amended, altered, or modified, except by written agreement of the Seller and the Buyer, and any Escrow Agreement shall be in addition to the terms of this Agreement as set forth herein.

14. ***Binding Effect.***

The terms and provisions of this Agreement shall extend to and become binding upon the heirs, executors, administrators, and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**BUYER**

  
\_\_\_\_\_  
Daniel Schmeidler

**SELLER**

\_\_\_\_\_  
Russ Kessler, Mayor  
City of Haysville, Kansas

04-6-2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# MEMORANDUM

---

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

**FROM:** Angela Millspaugh, City Clerk/Treasurer

**DATE:** April 6, 2023

**SUBJECT:** Retention Policy and Schedule

---

Attached for your consideration is a Retention Policy and an updated Retention Schedule. The current Retention Schedule was last updated in 2012 and we do not have a written Retention Policy. To aid in your review, I color-coded the records that will be maintained by a designated department and any records that will be maintained by multiple departments are white.

Currently, each department is responsible for the maintenance and destruction of records that pertain to their department. Items such as agreements, contracts, project files, and similar items are maintained by the City Clerk's department. We have prepared the Retention Policy to create consistent maintenance practices, reduction of duplicate copies, and to ensure the timely destruction of nonpermanent records.

The proposed Retention Schedule has better descriptions of the types of documents that fall within a record and is in keeping with best practices and legal requirements. We have reduced the length of time for maintaining many of the records and only those items required by law, or that have enduring or historical value, will be maintained permanently.

Please let me know if you have any questions.

# Records Retention Policy

**City of Haysville, KS**

Adopted \_\_\_\_\_

*Policy for Retention, Disposition and  
Management of Public Records*

# Policy for Retention, Disposition and Management of Public Records

## 1 RECORDS POLICY

---

The Public Records Act (K.S.A. 75-3501 through 75-3518) and the Government Records Preservation Act (K.S.A. 45-401 through 45-413) define the responsibilities of state and local government agencies to organize, protect, provide access to, and properly dispose of their records. The agency records office has the responsibility for overseeing the disposition of agency records, for protecting records with enduring value, and for ensuring that records are not destroyed without authorization. The legislature declares that state and local government records with enduring value should be stored in conditions which are not adverse to their permanent preservation and should be properly arranged so that appropriate public access to such records is possible.

### 1.1 SCOPE

It is the responsibility of local government to effectively maintain and manage records and to ensure the continued preservation of those records that have enduring and permanent value. The City of Haysville Record and Retention Policy is adopted to help each Department maintain records and follow a record's retention and destruction schedule.

This policy covers all records and documents, regardless of the physical form or characteristics, which have been made or received by the City of Haysville.

### 1.2 GENERAL OVERVIEW OF POLICY AND TERMS

A "public record" means any recorded information, regardless of form or characteristics, which is made, maintained or kept by, or is in the possession of:

- A. the City of Haysville; or
- B. any officer or employee of the City pursuant to the officer's or employee's official duties and which is related to the functions, activities, programs or operations of the City.

Examples include any document, book, paper photograph, map, recording, or other material. A record includes City data or information in any form, including but not limited to paper documents, electronic files (ex. PDFs, emails, text messages, social media posts in City accounts), photographs or videos, or sound records (ex. voicemails). (K.S.A. 45-217(j))

A "record and retention schedule" is an itemized list of City records that states a minimum amount of time the record should be kept (retention period) and what should happen at the end of that retention period (disposition).

The "Office of Record" is defined as the department or division within the City of Haysville responsible for maintaining the records assigned to them within the adopted retention and disposition schedule.



### **1.3 DISPOSITION OF PUBLIC RECORDS**

The City of Haysville Records and Retention Schedule sets the minimum retention requirements of records commonly found in the City. The retention periods established in this schedule are not intended to prevent departments from establishing longer retention periods for any of their records. Regardless of the minimum retention periods stated in this schedule any department may determine that any of its records may be of permanent value to the operations of that department or may be useful for the study of history. Should any differences in retention periods be found between this schedule and state or federal law, the applicable law will take precedence over this schedule.

The retention periods in this schedule apply only to the official version of the record. Duplicates of the official version have no retention requirements under this schedule.

Some records, because of their administrative, fiscal, legal or historical value, should be permanently retained. These records require special care and consideration to be given to their storage conditions. Records that do not have values that warrant permanent preservation should be destroyed upon reaching their retention period.

The disposition of records should be approved by the Chief Administrative Officer and City Clerk and recorded in a document provided by the department head over the records being disposed of. This should include the description of records, the quantity of records disposed of, the manner of destruction, the inclusive dates covered and the date the destruction occurred. Records should be destroyed in a manner that ensures that no records shall fall into unauthorized hands and so that the data cannot be reconstructed.

### **1.4 REVOCATION OF PREVIOUSLY ISSUED RECORDS RETENTION SCHEDULES**

This policy supersedes all previous record retention and destruction policies or schedules issued by the City of Haysville.

## **2 ROLES AND RESPONSIBILITIES**

---

### **2.1 CITY CLERK'S OFFICE**

The City Clerk serves as primary record custodian and is responsible for communication with each department's record custodian in regards to establishing and maintaining paper and electronic filing systems, storage and scanning practices, policy/retention and disposition schedule revisions, and annual record disposition audits (described below). The City Clerk will work closely with the Director of Information Services to ensure proper storage of electronic files.

### **2.2 CITY DEPARTMENTS/DIVISIONS**

The Schedule states which Office of Record is responsible for maintaining the listed records. Each department division shall designate an employee as their records custodian to oversee the retention and destruction of all records as defined in their department or division Schedule. Each records custodian shall also provide guidance for how employees within their department or division should handle records listed in the general schedule.

Specifically, each records custodian will:

- A. coordinate the retention and disposition of department/division records;
- B. determine the responsibility and authority of certain employees within their department/division to handle the retention and disposition of certain records;
- C. assist the City Clerk with the responses to Kansas Open Record Act record requests; and
- D. serve as a liaison between the City Clerk and the department regarding city-wide record retention, disposition and management policies and procedures.

Each department or division's record management practices should comply with the schedule. Filing systems, for both electronic and paper records, should be defined and communicated to all employees within the office of record, and be easily accessible by all staff. Departments and divisions should eliminate storage of duplicate copies of the same record and take into account the limitations of existing physical and electronic storage space.

In conjunction with guidance from the City Clerk and all record custodians, each department or division must conduct an annual record disposition audit to evaluate and maintain compliance with this policy and schedule in order to manage physical and electronic storage capacity needed throughout city facilities. Departments and divisions will analyze existing record inventories, determine records scheduled for destruction and handle the preservation of any permanent records during these audits.

### 3 FORMAT OF PUBLIC RECORDS

---

A record may be retained in its "hard copy" or electronic format:

- A. Hard copy records can be preserved in on-site storage at City facilities or off-site storage through contracted storage companies. The Schedule indicates which City records must be kept in hard copy format. Each department/division should evaluate its record inventory and storage needs to determine which hard copy records to store. Each department/division should review its file storage practices in light of available space and resources, including but not limited to
  - a. routinely reviewing hard copy records to determine whether certain records can be destroyed or converted to electronic formats;
  - b. eliminating duplicate copies to reduce physical storage needs;
  - c. creating communal storage locations to prevent retention of duplicate copies; and
  - d. considering the frequency of access to certain records.
- B. Electronic records are created or reproduced in electronic format. The Schedule indicates which records may be stored in an electronic format. If a record can be preserved in its electronic format, the Office of Record must retain the record electronically, and avoid additional retention of the record in physical format.

The electronic format may vary, but the law requires that the City maintain the ability to produce a computer printout or other printed version at all times so that a printed version of the record can be made available.

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. The Director of Information Systems will annually update the City Clerk on best practices and make recommendations if changes to existing systems are needed.

- C. If the schedule indicates that both electronic and hard copies are to be maintained, the intent is for all new records to be maintained electronically when feasibly possible and the existing hard copies will be maintained “as is” until such time as the City has them converted to electronic files.

## 4 RECORDS DESTRUCTION

---

The City must preserve records as required by laws that apply to specific types of records, as well as records “with enduring value.” A record with “enduring value” means any record that merits preservation for historical, legal, fiscal or administrative reasons, or research purposes. The Schedule will cite to an applicable law if one applies to the type of record. If not, then the Schedule establishes the minimum period of time that the record has “enduring value.” However, if a particular record’s enduring value is longer than the minimum retention period in the Schedule, then it should be retained until the “enduring value” is gone.

The retention and disposition schedule does not require a certain method of destruction, and most standard records can be destroyed through recycling. If the record contains confidential, personal or sensitive information, it should be shredded.

Record custodians will determine if an employee is responsible for the disposition of certain records. Only the specific records listed under the “Employee Responsibilities” section of this policy may be destroyed by any employee without consent from a records custodian.

## 5 CORRESPONDENCE (EMAILS, VOICEMAILS, TEXT MESSAGES, SOCIAL MEDIA, ETC.)

---

Official correspondence related to City business may be in paper or electronic formats (ex. email, voicemail, social media posts, and text messaging). A record should only be evaluated as correspondence if it does not meet another specific record category within the Schedule. The Retention and Disposition Schedule includes two categories of correspondence: routine and substantive.

Routine correspondence is communication that conveys information of temporary business importance or unremarkable communication concerning day-to-day office administration and activities. If the correspondence includes an attachment (ex. policy or contract), then it should be evaluated separately from the correspondence for retention and disposition.

Routine correspondence may be destroyed by any employee after it has served its intended purpose or is no longer of administrative value to the agency. Examples may include but are not limited to the following:

- A. correspondence that includes information not related to policies or procedures;
- B. advertising, list-serv or subscription service e-mails, such as those from professional organizations;
- C. spam e-mails;
- D. correspondence notifying or responding to an employee leave request, an upcoming meeting, scheduling changes or invitations; or
- E. general announcements relating to events and day-to-day tasks, operations or projects.

Substantive correspondence is communication that has significant administrative value and pertains to the implementation or modification of an agency's administrative operations, rules, or policies and procedures that govern the agency. If the correspondence includes an attachment (ex. policy or contract), then it should be evaluated separately from the correspondence.

Substantive correspondence has a minimum retention period of five years or longer if it has enduring value (value for historical, legal, fiscal, administrative or research purposes) or if it is related to a litigation hold or pending litigation. Examples may include but are not limited to the following:

- A. Correspondence that is essential to supporting a final decision related to the formulation, implementation or modification of administrative operations, rules, procedures, resolutions, ordinances or other policies
- B. Correspondence regarding City policies and procedures
- C. Correspondence announcing a new internal policy to City, departmental, or divisional staff
- D. Correspondence relating to a specific violation or enforcement of the law or City ordinance

## 5.1 EMAIL

Email is simply a form of a record, and it is not a record category unto itself. That means the content of an email determines how to handle the record. Employees must look at the text of the email and determine if it fits a specific record category, and if not, if it is routine or substantive correspondence.

If an email is sent to a specific employee/staff listserv or a group of individuals and is informative in nature, only the original sender and anyone who responds to the email is responsible for retaining the email correspondence record, and determining if it is routine or substantive correspondence.

Email accounts of employees no longer with the City of Haysville will remain active for six months, then be inactively stored by the Director of Information Systems and retained for a minimum of five years, or longer pending any litigation hold or ongoing litigation. Access to the former employee's account will be given to the records custodian of the former employee's department or division. In the event of an open records request, record custodians will be responsible for searching the email account of a former employee if they believe records pertaining to the request exist within their mailbox. At the end of the five years, the record custodian will review the inactive email accounts and determine the disposition of the records in accordance with the Schedule.

## 5.2 VOICEMAIL

Voicemail is simply a form of a record, and it is not a record category unto itself. That means the content of voicemail determines whether it fits a specific record category, and if not, if it is routine or substantive correspondence.

Voicemails of substantive correspondence must be retained in some form. The employee may retain the message on his/her phone or computer, or transcribe the message into an electronic document. It shall be determined by department heads if and how the practice of voicemail is utilized throughout their department and how substantive correspondence will be retained.

### 5.3 TEXT MESSAGES

A text message is simply a form of a record, and it is not a record category unto itself. That means the content of a text message determines whether it fits a specific record category, and if not, if it is routine or substantive correspondence. Employees must look at the text of the messages and determine if it is routine or substantive correspondence. If you are using your personal cell phone for City business, then your text messages on your personal phone are City records that must be retained per the retention policy and must be disclosed in a KORA request.

Text messages of substantive correspondence can be retained on the employee's personal or public device, or the entire correspondence may be imaged and converted into an electronic document. Each department head shall determine if and how the practice of text messaging for official City business is utilized throughout their department and in what format substantive text messages will be retained.

### 5.4 SOCIAL MEDIA

Certain employees are responsible for managing City social media accounts (Facebook, Twitter, YouTube, Instagram, etc.), which includes producing content and corresponding with members of the public on those platforms. Employees must look at the content and correspondence and determine if it fits a specific record category, and if not, if it is routine or substantive correspondence.

Substantive social media content and correspondence must be retained in some form. Each department head shall determine if and how the practice of social media for official City business is utilized throughout their department and in what format substantive social media content and correspondence will be retained.

### 5.5 OPEN RECORDS REQUEST

Each employee must provide any email, voicemail, or text message that relates to a KORA request to their department's records custodian upon request.

## 6 EMPLOYEE RESPONSIBILITIES

---

If an employee is responsible for the creation or handling of any record, he/she must:

- A. identify the record within the schedule
- B. identify the department/division responsible for maintaining that record, and
- C. coordinate with their department or division's records custodian on how and where to retain the record.

Employees should refer to this policy and their department or division's record custodian if they are unsure how to handle a particular record. If a record is not specifically identified within the Schedule, an

employee shall consult with his/her department's record custodian and the City Clerk's Office in order to define and adopt the record within the Schedule.

## **6.1 DESTRUCTION OF CERTAIN RECORDS**

Any employee may destroy the following records, based on their descriptions below, without consulting with their department or division record custodian:

### **6.1.1 Certain Electronic Records**

Any email, voicemail or text message that meets the required definitions and retention period defined in this policy. The employee must ensure that the electronic record is kept for the minimum amount of time required by the Schedule, and then may dispose of the record in accordance with the Schedule and this Policy without approval of the department or division record custodian.

### **6.1.2 Convenience Copies of Public Records**

An employee should only retain convenience copies of records as long as they are useful, and should not file copies with official records. If the employee's department is not the Office of Record, and another department is responsible for maintaining a record, the employee may choose to hold onto duplicate records for working purposes, but do not need to maintain or store duplicate files. Duplicates, unless specifically listed within the Schedule, can be destroyed when no longer needed, and are not subject to retention periods or destruction authorization. For example, the City Clerk's Office is the office of record for agreements, contracts, bids and proposals. Other departments do not need to keep duplicates of these records in paper or electronic form as those records are retained and accessible through the City Clerk's files.

## **6.2 RECORDS ONLY POSSESSED BY AN INDIVIDUAL EMPLOYEE**

If you are in possession of a record and believe you are the only employee with access to that record, contact your record custodian to evaluate the record before any disposition occurs.

## **6.3 RESPONSIBILITIES OF EMPLOYEES THAT SEPARATE FROM EMPLOYMENT WITH THE CITY OF HAYSVILLE**

Prior to separation of employment, each employee should work with their department or division's record custodian to turn over any public records that are in the employee's possession. An employee should not destroy any record in his/her possession prior to separation except in accordance with the Schedule and this Policy.

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Abstracts</b>	Deeds, record of property history	Permanent	Permanent	Local Policy	Y	Y	CC
<b>Accident Reports</b>	Documents related to accidents occurring in, on, or around the city's offices and facilities.	Retain for 5 years or pending litigation.	Destroy	KSHS	Y	N	All
<b>Accounts Payable Records</b>	Documents related to the purchasing and payment for goods and services: vouchers, correspondence, invoices, requisitions, etc.	Retain 3 fiscal years	Destroy	KSHS	Y	Y	CC
<b>Accounts Receivable</b>	Documents related to the collection of payments due the office including franchise fees, county and state distribution notices, reimbursement for damages, etc.	Retain 3 fiscal years	Destroy	KSHS	Y	Y	CC
<b>Activity Report Records</b>	Internal documents used to compile daily or monthly activities, traffic reports, activity logs, etc.	Retain 2 fiscal years, retain annual reports permanently	Destroy	KSHS	Y	N	All
<b>Address Files</b>	Lists the assignment of addresses to particular houses.	Permanent	Permanent	KSHS	Y	N	AS
<b>Administrative Orders/Standard Operating Procedures/Policies and Procedures</b>	Issued by Chief of Police or his designee. Includes Policies, Regulations, and Procedures as well as research behind them	1 copy is retained permanently, all other copies can be destroyed when superseded or obsolete	Permanent	KSHS	Y	N	PD
<b>Agreements</b>	Agreements for services	Retain until expired plus 7 years	Destroy	Local Policy	Y	Y	CC

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Amendment Files</b>	Includes amendments to zoning and subdivision regulations, as well as the comprehensive plans and other plans.	Permanent	Permanent	KSHS	Y	N	AS
<b>Americans with Disabilities Act (ADA) Documentation</b>	Employee requests for reasonable accommodations and doctor's explanations as required for compliance with the Americans with Disabilities Act. Includes information regarding what is needed to make reasonable accommodations for individuals. Also includes any questions employees might have as well as documentation of any meetings, notifications, communications and training materials.	6 calendar years after completion or denial. Contains protected health information (PHI) and medical information, records must be maintained separately from the personnel file and do not include any complaints filed.	Destroy	ADAAA, Section 503 of the Rehabilitation Act of 1973, Executive Order 11246, VEVRAA	Y	N	CC
<b>Animal Control Documents</b>	Refers to all working documents not listed elsewhere including animal trap waivers, pound inspections and bite reports	2 years pending litigation	Destroy		N	Y	PD
<b>Annual and Special Reports</b>	General and specific reports on office activities.	Retain in office until no longer useful, then move to permanent storage.	Permanent	KSHS	Y	N	All
<b>Annual Budget Document</b>	Annual Budget document	Permanent	Permanent	KSHS	Y	Y	CC



# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Annual Reports - Outside Agencies</b>	Annual reports of agencies doing business with the City.	Retain until no longer useful but no more than 5 years	Destroy	Local Policy	Y	N	All
<b>Appeals of Municipal Court Cases</b>	Appeals of court decisions	50 years after filing	Destroy	KSHS	Y	N	PD
<b>Architectural Plans, Drawings, Maps, and Specifications</b>	Records documenting the physical plan of the offices and/or buildings owned or occupied by the local government.	Retain in the office until no longer useful, then transfer to permanent storage.	Permanent	KSHS	Y	Y	All
<b>As-Built Drawings (Final)</b>	Final as-built drawings for city infrastructure projects	Keep active for 5 years, then retain in permanent storage location	Permanent	KDOT/FHWA/ Local Policy	Y	N	PW
<b>Asset Records (Fixed Assets)</b>	Inventory, maintenance records and other related documents for equipment	Until sold or surpluses	Destroy	Local Policy	Y	N	CC
<b>Attendance Records</b>	List of classes held and number of people attending	2 years	Destroy	Local Policy	Y	N	RD
<b>Auction Records</b>	Includes items sold, price received and commission paid to auctioneer	5 years	Destroy		Y	N	All
<b>Audit Reports</b>	Results of audits conducted by local, state, federal and/or non-governmental auditing agencies	Retain in office until no longer useful, then transfer to permanent storage.	Permanent	KSHS	N	Y	CC
<b>Backflow Device Test Forms</b>	Backflow prevention program records	5 years	Destroy	Local Policy	Y	N	PW
<b>Background Files</b>	Background checks of employees that are hired	Permanent	Destroy	Local Policy	N	Y	PD

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Bacteriological Sampling Log</b>	Log of Sampling	5 Years	Destroy	K.A.R. 28-15a-33	Y	Y	PW
<b>Bacteriological Sampling Plan</b>	Site plan of monthly bacteriological testing	5 years	Destroy	K.A.R. 28-15a-33	Y	Y	PW
<b>Bacteriological Sampling Results</b>	Sample Results	5 Years	Destroy	K.A.R. 28-15a-33	Y	Y	PW
<b>Banking Records</b>	Bank statements, deposit books and slips, check registers and canceled checks.	Retain for 3 fiscal years	Destroy	KSHS	Y	Y	CC
<b>Bankruptcy Notices</b>	Notices received from District or Federal Court	Until case is closed or dismissed	Destroy	Local Policy	Y	N	CC & PD
<b>Bicycle Registrations</b>	Until final disposition of property	5 years	Destroy		Y	N	PD
<b>Bids &amp; Proposals (successful)</b>	Documents related to Request for Proposals, Request for Qualifications, bids, quotations or estimates not as part of records listed elsewhere	Retain life of contract plus 5 fiscal years	Destroy	KSHS	Y	N	CC
<b>Bids &amp; Proposals (unsuccessful)</b>	Documents related to unsuccessful Request for Proposals, Request for Qualifications, bids, quotations or estimates	2 years	Destroy	Local Policy	Y	N	ALL
<b>Biosolids Application Site Records</b>	Includes biosolids application rate worksheets, soil sample data, yearly biosolids reports, biosolids analysis. Reported to KDHE annually.	Retain annual report permanently, all other documents may be destroyed after 5 years	Permanent	EPA	Y	N	PW

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Body Worn Video/Audio Recordings</b>	See Video Retention Annex in Haysville Police Department Policy and Procedure Manual	See Manual	See Manual		Y	N	PD
<b>Bond Documents</b>	Project files; official statements; transcript documents; amortization schedules.	5 years after maturity	Destroy	Local Policy	Y	N	CC
<b>Bond Transcripts</b>	Official Transcript of Proceedings for general bonds, industrial revenue bonds, revenue bonds and certificates of participation.	Permanent	Permanent	Local Policy	Y	Y	CC
<b>Budget Preparation Files - Annual</b>	Documents used in the preparation of the annual office budget: correspondence, draft budget requests, reports, notes, and other miscellaneous materials.	Retain until audit is complete, then destroy	Destroy	KSHS	Y	Y	All
<b>Building and Grounds Maintenance Records</b>	Documents associated with repairs and other maintenance to the buildings and grounds of the City - does not include work orders and logs.	Retain records of minor maintenance activities for 3 fiscal years, then destroy. Retain records of major maintenance activities permanently.	See Retention Period	KSHS	Y	Y	PW
<b>Building Code Books</b>	Adopted building code with amendments.	Permanent	Permanent	Local Policy	N	Y	CC

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Building Inspection Documents</b>	Contains owner, location of property, plans and building permit numbers, date issued, location of structure and type of construction. Includes date, remarks and inspector's signature for excavation, footing, foundation and final approval inspections.	Permanent	Permanent	KSHS	Y	Y	PW
<b>Building Permit Records</b>	Includes name of owner, estimated cost, type of structure, location, date and name of contractor	Retain Applications and Registers permanently, retain Monthly Reports, Building Permit Lists 3 calendar years, then destroy.	Permanent	KSHS	Y	N	PW
<b>Building Plans - Commercial</b>	Includes blueprints for commercial buildings and residential with 3 or more units for which a building permit has been issued, including data on plotting and electrical, heating and plumbing systems.	Until building is demolished	Destroy	Local Policy	Y	N	PW
<b>Building Plans - Residential</b>	Includes blueprints for residential structures for which a building permit has been issued, including data on plotting and electrical, heating and plumbing systems.	Retain until passed final inspection, then destroy	Destroy	KSHS	Y	Y	PW

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Business License/Permits</b>	Copies of applications and permits issued allowing individuals to conduct business in certain fields. Often includes name of licensee, address of business, issuance date and license or permit number.	Retain New/Renewal 3 calendar years, then destroy. Retain Denial 1 calendar year, then destroy.	Destroy	KSHS	Y	Y	CC
<b>Business License/Permits - Register, Logs and Reports</b>	Annual logs of licenses issued to individuals to conduct business in the city.	Retain 1 calendar year	Destroy	KSHS	Y	N	CC
<b>Business List</b>	Annual list of businesses located within in the city.	Permanent	Permanent	KSHS	Y	N	CC
<b>Calendars/Schedules</b>	Internal forms and calendars used to schedule employee or office activities (calendars, appointment books)	Retain in original format until no longer useful	Destroy	Local Policy	N	N	All
<b>Capital Improvement Plan</b>	Plan of City for 5 year term	Permanent	Permanent	KSHS	Y	N	AS
<b>Capital Improvement Plan Documents</b>	Records related to CIP projects: correspondence, bids, specifications, plans, drawings, reports, notes, etc.	Retain until CIP is adopted or plan documents are no longer useful	Destroy	KSHS	Y	N	AS
<b>Capital Improvement Project Files</b>	Records related to constructions projects: bids, specifications, plans, drawings, reports, notes, etc.	Permanent	Permanent	KSHS	Y	Y	All

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Case Files - Annexation</b>	Includes extension of services studies, staff reports and background information	Permanent	Permanent	KSHS	Y	Y	AS
<b>Case Files - Board of Zoning Appeals Cases</b>	Appeals, variances and exceptions. Files contain applications, staff reports, backup material	Permanent	Permanent	Local Policy	Y	Y	AS
<b>Case Files - Other Planning &amp; Zoning</b>	Includes applications, decisions and backup materials for all other planning and zoning related cases.	Permanent	Permanent	Local Policy	Y	Y	AS
<b>Case Files - Planned Unit Developments</b>	Include preliminary and final development plans, project chronology and all background studies.	Permanent	Permanent	Local Policy	Y	Y	AS
<b>Case Files - Subdivision Plat</b>	Includes drainage and traffic reports and other documents, staff reports, preliminary and final plats	Permanent	Permanent	KSHS	Y	Y	AS
<b>Case Files - Zoning</b>	Includes application, staff reports, ownership lists, and backup material	Permanent	Permanent	KSHS	Y	Y	AS

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Case Files &amp; Incident Reports (i.e. any documented report with an assigned case number)</b>	Retained in Records Division, includes offense reports, arrest reports, evidence reports, DUI reports, motor vehicle accident reports, incident reports and all other related documents for cases with an assigned case number. Also any records of municipal ordinance violations to include misdemeanors including reckless driving, driving while suspended, etc.	Retain hard copy 1 year after electronic media is verified and backup is in off-site storage. Retain electronic media permanently	Permanent		Y	Y	PD
<b>Certificates of Deposit</b>	Most are book entry only. Those that are not are held until maturity when returned to the bank for redemption	Return upon maturity	Return	Local Policy	N	Y	CC
<b>Certified Mailing Receipts</b>	Receipts of certified mail.	1 year	Destroy	KSHS	N	Y	All
<b>Charter Ordinances</b>	All Charter Ordinances passed by the City Council, including proof of publication	Permanent	Permanent	KSHS	Y	N	CC
<b>Checks</b>	Warrant and prepaid checks	5 years	Destroy	KSA 12-120 & KSA 12-121	N	Y	CC

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Child Care File - Facility</b>	Includes latchkey and summer programs. Includes rosters, enrollment files, teacher and volunteer lists, special event planning, and other documents. Inspection reports, administrative forms and other related documents. Physical copies are required to be kept until the end of the program.	5 years	Destroy	KDHE	Y	Y	RD
<b>Child Care File - Individual</b>	Includes health assessment, payment records, pick-up/release forms, field trip permission slips, individual program plan, and related documents on specific children in child care	Until child leaves program	Destroy	KDHE	Y	N	RD
<b>Child Care File - Staff</b>	Includes physical, background check, certificates, and related documents	While employee is under direct supervision	Destroy	KDHE	N	Y	RD
<b>Citations &amp; Summons</b>	Any records of municipal ordinance convictions of infractions. Includes both moving and non moving violations, animal cases, code enforcement violations, etc.	3 years after paid/closed, then archive	Permanent	Supreme Court Rule 108(e)(3)	Y	Y	PD
<b>Citizen Vacation Requests</b>	Requests for increased patrol while citizen is away from residence	1 year plus current	Destroy	Local Policy	N	Y	PD



# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>City Boards &amp; Committee Documents</b>	Records relating to the establishment, organization, membership, policies, activities and accomplishments of internal, interoffice, and advisory committees	Permanent	Permanent	KSHS	Y	N	All
<b>City Boards &amp; Committee Member Statement of Financial Interest</b>	Statement of Substantial Interest form completed by a city board or committee member if a possible conflict of interest may exist while serving on a board or committee.	One calendar year	Destroy	Local Policy	Y	N	All
<b>City Boards &amp; Committee Minutes</b>	Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.	Retain in office until no longer useful, then transfer to permanent storage.	Permanent	KSHS	Y	Y	All
<b>City Code Book</b>	City Code of all ordinances passed for the city.	Permanent	Permanent	Local Policy	Y	Y	CC
<b>City Council Meeting Electronic Recordings</b>	Video recordings of public hearings, City Council and any other Board or Committee meetings.	2 years	Destroy	Local Policy	Y	N	AS
<b>City Council Meeting Minutes &amp; Agendas</b>	Proceedings for regular or special meeting	Permanent	Permanent	KSHS	Y	N	CC
<b>City Council Meeting Packets</b>	Record of City Council meeting agenda, expenditures, handouts and all other associated documents	Retain 5 calendar years.	Destroy	KSHS	Y	N	CC

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>City Council Public Official Bonds</b>	A Surety Bond providing indemnity for failure of a public official to perform faithfully the duties of his/her office	Retain 10 years following termination of the term of the bond	Destroy	KSA 12-120(7)	Y	N	CC
<b>City Policies</b>	Includes adopted policies of the city.	Maintain one copy permanently	Permanent	KSHS	Y	N	CC
<b>Code Enforcement Case Files - Housing, Nuisance and Weeds</b>	Includes documentation of complaints, photos, videos, action taken, etc.	3 years	Destroy	Local Policy	Y	N	PW
<b>Commodity Reports</b>		3 years plus current fiscal year	Destroy		Y	Y	AS
<b>Community Development Proposals</b>	Proposals regarding Community Development within the City.	Permanent	Permanent	Local Policy	Y	N	AS
<b>Community Involvement Files</b>	Records of non-city agencies in which employees participate including, but not limited to committee documents, publicity, and related information	3 years	Destroy	Local Policy	Y	N	All
<b>Community Survey Results</b>	Published final report and results	Permanent	Permanent	Local Policy	Y	N	AS
<b>Competition Schedules</b>	Includes brackets, heats, and finals for tournaments, and other competitions sponsored by the City.	2 years after the event has concluded	Destroy	Local Policy	Y	N	RD

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Complaint Files - Official (made against PD employees)</b>	May include Citizen Complaint Form, Complainant's letter, notification of investigation, related interviews and tapes, witness statements, photographs, test and examination results, disposition, and any other related materials or evidence.	Retain while individual is employed plus 5 years	Destroy	Local Policy	Y	Y	PD
<b>Complaints - General City</b>	Complaints received from public including subsequent correspondence and documentation of action taken, if any.	Retain while useful pending any litigation, but not more than 5 years. Once resolved, retain not more than 2 years.	Destroy. Retain permanently those related to policy change	Local Policy	Y	N	All
<b>Comprehensive Annual Financial Reports</b>	Annual Financial Report	Permanent	Permanent	KSHS	Y	Y	CC
<b>Comprehensive Plans</b>	Master development plan. Includes information on land use, economic development, population, housing needs, utilities and services.	Permanent	Permanent	KSHS	Y	N	AS
<b>Computer Software Licensing Files</b>	Documents proving the licensure and implementation of computer software programs by the city	Retain 5 years after the contract or end user license agreement (EULA) has expired, or 5 years after the software is no longer installed	Destroy	KSHS	Y	N	AS

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Condemnations</b>	Condemnations declared by City Council and supporting documentation	Permanent	Permanent	Local Policy	Y	N	CC
<b>Configuration Records</b>	Records pertaining to the configuration of the firewall, phone system, switches, and other similar systems.	Retain while useful	Destroy	Local Policy	Y	N	AS
<b>Consumer Confidence Reports</b>	Water test results to the public yearly.	3 Years	Destroy	K.A.R. 28-15a-33 to 155	Y	Y	PW
<b>Contractor/Trades Licenses or Certifications</b>	Licenses issued locally to contractors to authorize them to do business as builders, general contractors, or trades contractors for installation or work on specific types of systems including HVAC, plumbing, electrical, carpenters, etc. Includes applications, examination results, and other personally identifiable information.	Retain 2 calendar years from the expiration, cancellation, revocation or denial of the license.	Destroy	KSHS	Y	Y	PW
<b>Contracts</b>	Legal agreements with individuals and organizations. Includes all associated documents	Retain until expired plus 5 calendar years after conclusion of any court case, then destroy.	Destroy	KSHS	Y	N	All
<b>Contracts with Vendors</b>	Contracts with third party administrators; consultants	Permanent	Permanent	Local Policy	N	Y	CC

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Correspondence (External) - Routine/Responsive</b>	Correspondence between the city and a private individual of unremarkable communication, or in response to communications from such private individual. Note: retention of email, voicemail and text message correspondence is decided by the CONTENT. See policy for examples.	Record may be destroyed after it has served its intended purpose or is no longer of administrative value to the city.	Destroy	KSHS	Y	N	All
<b>Correspondence (External) - Substantive</b>	Correspondence between the city and a private individual which is intended to give notice of an action, policy or determination relating to any regulatory, supervisory or enforcement responsibility of the city. Note: retention of email, voicemail and text message correspondence is decided by the CONTENT. See policy for examples.	Minimum retention of 5 years or longer if historical significance still exists, the implementation or modification is still ongoing, or pending any litigation. This records category should be used only for correspondence that is NOT included in or directly related to another record within the retention and disposition schedule.	Destroy	Local Policy	Y	N	All

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Correspondence (Internal) - Routine</b>	Communication that conveys information of temporary business importance or unremarkable communication concerning day-to-day office administration and activities. Note: retention of email, voicemail and text message correspondence is decided by the CONTENT. See policy for examples.	Record may be destroyed after it has served its intended purpose or is no longer of administrative value to the city.	Destroy	KSHS	Y	N	All
<b>Correspondence (Internal) - Substantive</b>	Communication that has significant administrative value and pertains to the implementation or modification of a departments administrative operations, rules, or policies and procedures that govern the department. Note: retention of email, voicemail and text message correspondence is decided by the CONTENT. See policy for examples.	Minimum retention of 5 years or longer if historical significance still exists, the implementation or modification is still ongoing, or pending any litigation. This records category should be used only for correspondence that is NOT included in or directly related to another record within the retention and disposition schedule.	Destroy	Local Policy	Y	N	All
<b>Cost of Service/Water Rate Studies</b>	Studies completed by outside consulting firm	Permanent	Permanent	Local Policy	Y	N	CC
<b>Criminal History Checks - Teletypes</b>	Includes requests and responses	3 years from date of request	Destroy		Y	Y	PD

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Criminal History Secondary Dissemination Logs</b>	Tracks criminal history information disseminated as a result of Triple I Checks	Minimum of 3 years	Destroy	Local Policy	Y	Y	PD
<b>Daily Activity Logs</b>	Reports of daily activity	Retain hard copy until electronic media is verified. Store in active files for 3 years plus current and then move to permanent storage	Permanent		Y	N	PD
<b>Daily Cash Posting</b>	Print outs of daily cash posting reports	3 years	Destroy	KSA 12-120(5)	Y	Y	CC
<b>Daily Operations Log</b>	Includes readings on flow, pumpage, chemicals, and special notes as well as identity of employee doing the reading.	10 years	Destroy	KDHE	Y	Y	PW
<b>Daily Water Logs</b>	Chlorine Residual Logs	10 Years	Destroy	K.A.R. 28-15a-33 and K.A.R. 28-15-19(b)(2)	Y	Y	PW
<b>Data Administration Policies</b>	Records of data processing policies including those covering access and security, date retention and disposition, and data ownership	Retain until superseded, obsolete or replaced, then transfer to permanent storage	Permanent	Local Policy	Y	N	AS
<b>Deeds for Real Estate</b>	Legal documents pertaining to the ownership of real property by the City	Permanent	Permanent	KSHS	Y	N	All

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Demolition Files</b>	City-ordered demolitions of privately owned facilities, including, but not limited to, cost estimates of repair, pictures of property, publicized code compliance notices, mailings and notifications	Maintain active file for 2 years, or until bill is paid then move to permanent storage.	Permanent	Local Policy	Y	N	PW
<b>Department Policies</b>	Department policies as well as incoming and outgoing letters and memoranda that state or form the basis of a policy, set precedent, or record important events in the operational and organizational history of the department	Permanent	Permanent	Local Policy	Y	N	All
<b>Direct Deposit Authorization Records</b>	Employee signed authorization for direct deposit of their paycheck	Active: until superseded or no longer in effect plus 2 years		KSA 45-221 (a)(4)	N	Y	CC
<b>Dog Registration Records</b>	Records of dogs with city registrations	3 years	Destroy	Local Policy	Y	Y	CC
<b>Drug Test Records</b>	Results of drug tests	1 year from test date and up to 5 years for records relating to DOT positions	Destroy	DOT	N	Y	CC
<b>Easements - Acquisition Records</b>	Documents for acquisition of easements and rights-of-way	Permanent	Permanent	KAR 53-2-116	Y	N	CC



# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Easements - Recorded Copy</b>	Copies of legal instruments filed with the Sedgwick County Register of Deeds allowing right-of-way to make limited use of private property.	Retain until no longer useful, then destroy. Register of Deed's copy is the official record.	Destroy	KSHS	N	Y	CC
<b>Educational Materials - Police</b>	Handouts, magazines, and other materials to be distributed by D.A.R.E. and other sections	Until superseded or obsolete	Destroy	Local Policy	N	Y	PD
<b>Educational Materials - Recreation</b>	Documents prepared to instruct users of facility policies or rules of a given sport	Until superseded or obsolete	Destroy	Local Policy	Y	N	RD
<b>Emergency Preparedness Plans</b>	Any Emergency Operation Plans, COOP plans, etc. retained by the City.	Until obsolete or superseded	Destroy		Y	Y	All
<b>Emergency Water Supply Plan</b>	Water supply plan	Permanent	Permanent	K.A.R. 28-15-18(c)	Y	Y	PW
<b>Employee Benefit Records</b>	Enrollment forms and changes in enrollment, eligibility, etc.; KPERS; life insurance; health, dental, or vision insurance; KPERS 457; and others	Length of Employment + 62 years	Destroy	Local Policy	Y	Y	CC

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Employee Court Ordered Withholding Files</b>	Court orders issued by the district of other courts to withhold earning from city employees for garnishment, child support, tax levies, or other reasons and includes original writs or copies of writs of garnishment, recapitulations of amounts withheld and related documents.	Retain for length of stop order plus 1 year, then destroy	Destroy	KSHS, K.S.A. 38-2321, K.S.A. 60-734	N	Y	CC
<b>Employee Developed Training Course Materials - PD</b>	Outlines and information such as manuals, syllabi, and other training aids created for office sponsored training programs taught by employees. This is the information submitted and approved by administration during development of the class	Retain until training program is obsolete, then retain one copy of each manual, syllabus, and textbook permanently, destroy the remainder.	Permanent	KSHS	Y	Y	PD
<b>Employee Emergency Information File</b>	List of employees' personal information and next of kin	While individual is employed	Destroy	Local Policy	Y	N	PD
<b>Employee Notary Files</b>	Notary certification files compiled on employees.	Proof of certification is part of the Employee Personnel File. These files are convenience copies. Retain information until superseded, or 3 calendar years, then destroy	Destroy	KSHS	N	Y	CC

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Employee Personnel Files</b>	Documents associated with the employment of specific personnel. Includes employee evaluations, applications of employment, background checks, and other personnel materials.	Actively store for length of tenure plus 2 years. Move to inactive storage for 62 years	Destroy	KSA 45-221 (a)(4)	N	Y	CC
<b>Employee Position Descriptions</b>	Formal descriptions of duties and other characteristics of particular employment positions.	Retain until superseded plus 3 years, then destroy	Destroy	KSHS	Y	Y	CC
<b>Employee Time Report Records</b>	Records documenting time worked by individual employees on a daily, weekly, monthly or yearly basis including; time sheets, time cards, attendance reports, absence reports, wage and hour audits (FLSA compliance,) sign-in/out sheets, etc.	2 fiscal years	Destroy	FLSA	Y	Y	CC
<b>Employee Training Course Materials</b>	Record copy of manuals, syllabi, textbooks and other training aids created for office sponsored employee training programs.	Retain until training program is obsolete, then retain one copy of each manual, syllabus, and textbook permanently, destroy the remainder.	Permanent	KSHS	Y	Y	All

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Employee Training Records</b>	Correspondence, reports, and other programs relating to the operation of office sponsored training programs and to employee participation in training programs sponsored by external organizations.	Retain 5 calendar years or until superseded, whichever is sooner, then destroy.	Destroy	KSHS	Y	N	All
<b>Employee Training Records - PD</b>	Training reports and certificates for training attended by officers to satisfy annual training requirements.	While individual is employed plus 2 years	Destroy	Local Policy	Y	N	PD
<b>Employee Travel Log</b>	Travel reimbursement requests and all original receipts	5 years	Destroy	Local Policy	N	Y	CC
<b>Employment Applications - Not Hired</b>	Applications and supplementary materials, including background checks, submitted by unsuccessful applicants for employment.	Applications of those that are not interviewed, retain 1 calendar year. Those that are interviewed, retain for 3 calendar years, then destroy. If background check was performed, retain for 6 calendar years, then destroy	Destroy	KSHS	Y	N	All

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Employment Eligibility Verification Forms</b>	I-9 Forms completed by employee used to verify residency status	3 years following termination	Permanent	Immigration Reform & Control Act of 1986 (IRCA) Pub. L. 99-603; Pub. L. 104-208, Div. C, 110 Stat. 3009	N	Y	CC
<b>Employment Tax Reports</b>	Includes W-2 Forms, Quarterly 941 Forms, Year End KW-3E Report, Unemployment Quarterly Reports, and undelivered W-2 forms.	5 years	Destroy	KSA 79-3220	N	Y	CC
<b>Equal Employment Opportunity Grievance Files</b>	Documents related to discrimination charges concerning employment made against an office and subsequent investigations.	Keep active for 5 years after grievance is settled, then move to permanent storage.	Permanent	KSHS	N	Y	CC
<b>Equipment Certifications and Maintenance Records - Police</b>	Includes equipment certifications, radar certifications, tint meter certifications, tuning fork certifications, firearm repairs and other related documentation	While equipment is owned, plus 5 years	Destroy	Local Policy	Y	N	PD

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Equipment Maintenance and Ownership Records - Office</b>	Documents related to the legal ownership and maintenance of office equipment: legal titles, warranties, maintenance logs, etc.	Retain for the life of the equipment, then transfer to the new owner of the equipment or destroy as appropriate.	Transfer to next owner or destroy	KSHS	Y	Y	All
<b>Evidence Receipts</b>	Includes Physical Evidence Custody Receipt and Supplement, Physical Evidence Custody Receipt Tracker Sheet and Disposition of Property Cards	Retained in Property until final disposition of evidence. Originals sent to Records for permanent storage and copies destroyed	Permanent - store in evidence and then in the case file	Local Policy	N	Y	PD
<b>Expense &amp; Revenue Reports</b>	Detailed expense and revenue reports by fund	In current accounting software until no longer used	Destroy	Local Policy	Y	Y	CC
<b>Expungement Records</b>	Documents pertaining to the expungement of criminal charges as permitted by a court of competent jurisdiction	50 years	Destroy		N	Y	PD
<b>FMLA Leave records</b>	Includes basic payroll and employee data, dates and hours of FMLA leave, employee notices, any correspondence, premium payment of employee benefits, and records of dispute regarding designation	Retain 3 calendar years after completion or denial.	Destroy	FMLA	N	Y	CC
<b>Franchise Files</b>	Includes cable TV, telephone, gas and electricity	Permanent	Permanent	Local Policy	Y	Y	CC
<b>Fuel Records</b>	Detail amount of fuel purchased in tanks	5 years	Destroy	KDHE	Y	N	PW

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Grant Administrative &amp; Financial Files</b>	Variety of documents dealing with applications for federal, state, and private grants and the implementation of those received. Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports and other documents maintained by project year.	Retain 5 years after the end of the grant period, transfer original applications, contracts, agreements, and annual and final performance reports to permanent storage and destroy remaining documents. If a federal or state grant requires longer active retention, that retention period prevails.	Permanent	KSHS	Y	N	All
<b>Grant Files - CDBG</b>	Variety of program documents dealing with CDBG applications and the implementation of program	Transfer original application, contracts, and final performance reports to permanent storage. All other information retain for 10 years after end of grant period and then destroy	Permanent	CDBG Regs	Y	Y	CC
<b>Grant Files - Unfunded</b>	Applications and supporting documentation relating to federal, state, and private grants submitted by local entities which were not funded.	Retain until no longer useful.	Destroy	KSHS	Y	N	All
<b>Grievance Files</b>	Any grievance filed by a city employee	5 years after grievance settled	Destroy	Local Policy	Y	N	CC

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Haysville Hustle Records</b>	Includes usage, schedules, requests for reimbursement, etc.	Retain as outlined in any applicable grants or agreements	Destroy	Local Policy	Y	N	AS
<b>Helping Hands Fund Expenditure General File</b>	Includes expenditure requests and approvals, notes list of donations received, and related documents	Permanent	Permanent	Local Policy	Y	N	PD
<b>Historical Information</b>	Any documents that are thought to have historical value should be submitted to the Department Head for determination of value and storage needs	Permanent	Permanent	KSHS	Y	N	All
<b>Hold Harmless Agreement</b>	Includes ride along agreements, release of liability, and other such agreements	5 years	Destroy		Y	N	PD
<b>Incident Reports</b>	Documents related to incidents occurring between the city office and any individual, group, corporation or government	Retain for 5 calendar years or longer if necessary.	Destroy	KSHS	N	Y	All
<b>Income Tax Monitoring</b>	Work papers, logs, reconciliations and payment logs possibly through accounting software and payment vouchers to ensure proper accounting and compliance of income tax reported to federal and state governments.	Retain 4 calendar years after date tax was due or paid, then destroy	Destroy	KSHS	Y	Y	CC
<b>Industrial Pretreatment Program</b>	Industrial wastewater permits	10 years	Destroy	KDHE	Y	N	PW



# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Industrial Revenue Bonds</b>	Project files; official statements; transcript documents; amortization schedules.	Retain until all bonds and obligations are paid plus 5 years after final maturity, then move to permanent storage.	Permanent	Local Policy	Y	Y	CC
<b>Insurance Certificates</b>	The Certificate provides verification insurance coverage for an individual or business. Contains information as to type and limits of coverage, the insurance company, policy number, named insured, and policy effective dates.	Retain for the length of the term	Destroy	Local Policy	Y	N	All
<b>Insurance Policies</b>	Documents such as insurance policy terms and binders	Retain until canceled or expired, plus 5 years. Retain reinsurance policy and carrier information until all claims have been settled.	Destroy	KSA 12-120	N	Y	CC
<b>Inventories</b>	Includes equipment, uniforms, records, vehicles, and other inventories	Until superseded or obsolete	Destroy	Local Policy	Y	N	PD
<b>Inventory Records - Non-Expendable Property</b>	Records related to capital equipment inventory management: computer reports, internal documents, correspondence, etc.	Retain until superseded by new inventory plus 3 fiscal years, then destroy	Destroy	KSHS	Y	N	All

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>IRS Federal Withholding Forms</b>	Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks	Retain until no longer in effect, then destroy provided four years have passed since date tax was due or paid (whichever is later).	Destroy	KSHS	Y	Y	CC
<b>Journal Entries</b>	Includes all adjusting and transfer entries with back-up documentation	3 years	Destroy	Local Policy	Y	Y	CC
<b>KDHE Chemical Analyses Reports</b>	Results	10 Years	Destroy	K.A.R. 28-15a-33	Y	Y	PW
<b>KDHE Inspection Reports</b>	Water and Wastewater KDHE inspection reports.	10 Years	Destroy	K.A.R. 28-15a-33	Y	Y	PW
<b>KPERS</b>	Includes annual reports	Permanent	Permanent	Local Policy	Y	N	CC
<b>KS State Tax Withholding Form</b>	K-4 Forms	Permanent	Permanent	Local Policy	Y	Y	CC
<b>Lawsuits</b>	Related documents of legal cases and litigation involving the City. Electronic files retained permanently. Once all litigation is settled, physical records should be reproduced electronically and destroyed.	Permanent	Permanent	Local Policy	Y	N	CC
<b>Lead and Copper Monitoring Plans, Reports, and Sampling Results</b>	Lead and copper plans, reports and results.	12 Years	Destroy	K.A.R. 28-15a-91	Y	Y	PW

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Lease Documents</b>	Documents related to the leasing of real estate and equipment.	Retain until superseded or inactive plus 5 years, then destroy	Destroy	KSHS	Y	N	CC
<b>Ledgers - General</b>	General records of financial receipts and expenditures normally used to monitor, manage, and verify office budget	In current accounting software until no longer used	Destroy	Local Policy	Y	Y	CC
<b>Legal/Public Notices</b>	Announcements appropriately published to notify the general public of an auction, legal proceeding, election, etc.	5 calendar years	Destroy	KSHS	N	Y	All
<b>License and Permit Applications</b>	Submitted applications and supporting documents	5 years	Destroy	KSA 12-120(6)	Y	Y	CC & PW
<b>Material Safety Data Sheets</b>	Documents relating to the precautions taken for the safe handling of the various hazardous chemicals used in the routine operation of the facility.	Retain until superseded or hazardous chemical is no longer on site, then destroy.	Destroy	OSHA	N	Y	All
<b>Medical Information Files</b>	Employee medical information required during employment; pre-employment test results; work restrictions; exposure reports; etc.	Retain separately from personnel file for employee's tenure plus 10 years	Destroy	Local Policy	N	N	CC
<b>Medicare Counseling Documents</b>		5 years	Destroy		N	Y	AS
<b>Memorandum of Understanding or Agreement</b>	Formal agreements reached between state, local & federal agencies	Retain until Agreement becomes inactive plus 5 years, then destroy	Destroy	KSHS	Y	Y	CC

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Military Leave Documents</b>	All records related to a military leave of absence and reemployment and employee benefits during and upon return from a military leave	Permanent	Permanent	USERRA	Y	N	CC
<b>Month End Reports</b>	Various month end balancing reports	3 years	Destroy	KSA 12-120 (5)	Y	Y	CC
<b>Monthly Reports - Financial</b>	Contains copies of monthly financial statements for receipts, shows amount and fund credited and for disbursements, amount and fund debited. Shows amount of money received to the credit of each fund and account, the amount disbursed from each, the balance remaining to the credit of each and the balance of money in the treasury and depository.	Retain until audit is complete, then destroy	Destroy	KSHS	Y	N	CC
<b>National Pollution Discharge Elimination System (NPDES)</b>	Includes all documents required to sustain the city's permit	10 years	Destroy	KDHE/EPA	Y	N	PW
<b>NCIC Computerized Records</b>	Includes stolen articles, guns, license plates, vehicles, boats and identities as well as missing and wanted persons	According to NCIC Operating Manual	According to NCIC Operating Manual	NCIC Operating Manual	Y	N	PD

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Nominations for Historic Designation</b>	Variety of documents dealing with the application	Retain for 1 year and if not needed destroy	Nominations are housed in the Kansas State Historical Society permanently	KSHS	Y	N	AS
<b>Officer Benefit Fund Expenditure General File</b>	Includes expenditures and supporting documents	Permanent	Permanent		Y	Y	PD
<b>Officer Subpoena File</b>	Documentation of court liaison delivering subpoenas to officers	1 year	Destroy		Y	N	PD
<b>Open Records Requests</b>	Documents related to requests for access to office records and office responses prepared pursuant to KSA 45-218	Retain until no longer useful, then destroy.	Destroy	KSHS	Y	N	All
<b>Operation Manuals</b>	Instructions on specific facilities. Certain manuals stored in relevant facilities.	Until equipment is disposed.	Destroy	Local Policy	Y	Y	All
<b>Ordinances</b>	All Ordinances passed by the City Council, including proof of publication	Permanent	Permanent	Local Policy	Y	Y	CC
<b>Organizational Charts and Reorganization Studies</b>	Records documenting planned and actual changes in an office's organizational structure	Retain records relating to major organizational changes permanently. Destroy other records when no longer useful	Permanent	KSHS	Y	N	CC

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Park Development Projects</b>	Various documents including maps, plans, correspondence and proposals for park creation and development.	Permanent	Permanent	KSHS	Y	Y	CC
<b>Park Plans</b>	Includes specifications and drawings of park facilities and land	While city owns park	Permanent	KSHS/Local Policy	Y	Y	AS
<b>Participant Forms</b>	Includes youth sports, class, and other participant forms	1 year	Destroy	KSHS	Y	Y	RD
<b>Payroll Adjustment Records</b>	Copies of documents and supporting materials used to make adjustments in office payroll accounts.	3 fiscal years	Destroy	KSHS	Y	Y	CC
<b>Payroll Deduction Authorization Forms</b>	Includes employee updates and other voluntary deductions; this does not include direct deposit authorizations	Retain until no longer in effect plus 2 years, then destroy	Destroy	KSHS	N	Y	CC
<b>Payroll End of Year</b>	End of year payroll reports regarding all city agencies	Permanent	Permanent				CC
<b>Payroll Registers</b>	Monthly listing of warrant checks issued to office employees for payroll purposes.	3 fiscal years	Destroy	KSHS	Y	N	CC
<b>Payroll Remittances - Benefits/Taxes</b>	Includes payments for KPERS, 457 plans, life insurance, United Way and federal/state tax payments	5 years	Destroy	KSA 75-5515 KSA 75-5516 KSA 75-5531	N	Y	CC
<b>Payroll Year-End Reports</b>	Includes W-2 register, cumulative payroll register, year end accrual register	Permanent	Permanent	KSHS	Y	Y	CC

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Personnel Policy and Procedure Manual</b>	Original copies of city procedures issues in a collective manual	Retain active copies until superseded or no longer in effect, then retain one copy permanently	Permanent	KSHS	Y	Y	CC
<b>Personnel Schedule</b>	Monthly work schedules	1 year plus current	Destroy	Local Policy	Y	N	PD
<b>Petitions</b>	All types regarding City issues	5 years	Permanent	Local Policy	Y	Y	CC & AS
<b>Petty Cash Records</b>	Documents related to petty cash accounting	3 fiscal years	Destroy	KSHS	Y	Y	CC
<b>Phone Log Notebooks</b>	Log of phone calls coming into communications	3 years plus current	Destroy	Local Policy	Y	N	PD
<b>Photographs - Crime Scenes and Evidence</b>	Photographs of crime scenes and evidence	Maintain active file until written permission is granted by Section commander to move to permanent storage	Permanent		Y	Y	PD
<b>Photos and Video (Not evidentiary or case related)</b>	Photos (electronic, prints, negatives, slides) and videos (electronic, films, and videotapes) of significant administrative or historical value.	Retain permanently materials that document governmental programs and services. Other items may be offered to local historical societies or destroyed	Permanent	KSHS	Y	Y	All
<b>Plans, Blueprints, Drawings</b>	Engineering plans relating to public improvements (roads, sewers, bridges, ditches, etc.) and public facilities and structures.	Permanent	Permanent	KSHS	Y	Y	CC
<b>Plat Maps</b>	Copy of recorded plats indicating all signatures	Permanent	Permanent	Local Policy	Y	N	AS

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Police Vehicle Accident Records</b>	Records of accidents involving police vehicles	5 years pending litigation	Destroy		Y	N	PD
<b>Policy and Procedures Manuals and Statements</b>	Original copies of formal explanations of agency policies and procedures	Retain in office until superseded or no longer useful, then retain one copy permanently	Permanent	KSHS	Y	Y	All
<b>Postal Records</b>	Records concerning the use of the US Postal Service and express companies: mailing logs, postage purchase reports, registered mail receipts, express company receipts, mailing permits, etc.	1 fiscal year	Destroy	KSHS	N	Y	All
<b>Pre-Employment Documents (not hired)</b>	Includes recruitment process files, applications for employment (not hired), interview forms and notes, assessment results, background checks, advertising documentation, sample copy of rejection letter sent, etc.	3 years after vacancy filled	Destroy	ADA, ADEA, Title VII (SHRM)	Y	N	CC
<b>Press Releases</b>	Public information issued to the news media	Retain one copy permanently, dispose of others	Permanent	KSHS	Y	N	All
<b>Probation Documents</b>	Includes report forms, verification of completed treatment, etc.	Until the probation is discharged and the service of any jail time is completed	Destroy	Local Policy	Y	N	PD



# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Proclamations</b>	An official declaration requested by local individuals/organizations that are either read at Council meetings or at local events, generally by the Mayor	Retain as long as useful	Destroy	Local Policy	Y	N	CC
<b>Professional Organization Files</b>	Employees who are members of outside organizations (Associations, Boards, etc.)	3 years	Destroy	Local Policy	Y	N	PD
<b>Program Information Forms</b>	Record of specific programs or classes sponsored by the City	Until program is discontinued, or while useful, whichever is longer.	Destroy	Local Policy	Y	N	All
<b>Programs and Invitations</b>	Documents related to official city functions	Retain one copy permanently, dispose of others	Permanent	KSHS	Y	Y	All
<b>Project Files - Major Structures</b>	Includes petitions, contracts and/or agreements, plans, change orders, bonds, insurance documents, bids and proposals, opinions of probable cost for major structure projects. Includes buildings, treatment plants, bridges, parks, streets and other major structures	While structure exists plus 5 years	Destroy	KAR 53-2-116	Y	Y	CC

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Project Working Files</b>	Working Papers used by staff assigned to a specific project including research notes, related correspondence, preliminary drafts and final project report.	Retain 3 calendar years	Destroy	KSHS	Y	Y	All
<b>Proof of Publication</b>	Records of publications in the Times-Sentinel newspaper of all documents requiring publications, excluding ordinances and resolutions	5 years	Destroy	Local Policy	Y	Y	All
<b>Property Disposition Records</b>	Copies of forms and supporting documents used to remove capital equipment from office inventory	3 fiscal years	Destroy	KSHS	Y	N	All
<b>Property Tax Valuations</b>	Includes property valuation information from Sedgwick County for all city owned properties	5 years	Destroy	Local Policy	N	Y	CC
<b>Prosecutor Files - Case Files</b>	Files maintained by the city prosecutor pertaining to court cases	3 years after the case has been either closed or set as inactive (sent to collections)	Destroy	KSHS	Y	N	PD
<b>Prosecutor Files - Cases dismissed without Prejudice or Declined to Prosecute</b>	Files maintained by the city prosecutor pertaining to court cases dismissed or declined to prosecute	3 years past the offense date	Destroy	Local Policy	Y	N	PD

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Public Improvement Files</b>	Technical project reports on such subjects as land use, housing market, analysis of governmental services, open space, taxes, residential development, parking and traffic, water supply, population, transportation, sanitary improvements, inspection reports, estimates of costs, notices of assessments, proposed improvements showing date, nature, number and location of improvement, petitioners, etc. May also include blueprints.	Permanent	Permanent	KSHS	Y	N	All
<b>Public Notices Required by KDHE</b>	Public notices	3 Years	Destroy	K.A.R. 28-15a-201 to 204	Y	Y	PW
<b>Publications</b>	Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about office activities.	Retain one copy permanently, dispose of others when no longer useful	Permanent	KSHS	Y	N	All
<b>Receipt Records</b>	Records of monies received by the office: receipt slips, receipt books, receipt ledgers, etc.	Retain 3 years. May be retained in accounting software.	Destroy	KSA 12-120	N	Y	CC

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Records Management Records</b>	Documents related to the management of office records including inventories, disposition and transfer records, and other miscellaneous materials such as correspondence or reference materials.	Permanent	Permanent	KSHS	Y	N	CC
<b>Request for Police Presentations or Community Policing</b>	Includes tours of facilities, community organization presentations, and other related documents	Retain while useful, but not more than 2 years	Destroy	Local Policy	Y	N	PD
<b>Requisitions and Purchase Orders</b>	A document used to "encumber"/notate an obligation to a vendor (usually contract related or requested by a vendor)	5 years	Destroy	KSA 12-120 & KSA 12-121	Y	Y	CC
<b>Residence Status Forms (Form I-9)</b>	Form required to be filled out to prove residency	3 years after date of hire or 1 year after date of termination, whichever is later.	Destroy	IRCA	Y	Y	CC
<b>Resolutions</b>	All resolutions approved by the City Council, including proof of publication	Permanent	Permanent	Local Policy	Y	Y	CC
<b>Restricted Area Sign-In Logs</b>	Security logs and sign-in sheets for restricted areas.	Retain until no longer useful, then destroy	Destroy	KSHS	Y	N	PD
<b>Royalty License Information</b>	Includes license and complete form for each production	3 years	Destroy	Local Policy	N	Y	CC

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Safety Committee Log</b>	Includes a log of all training conducted by the Safety Committee and attendance of all trainings	10 years	Destroy	Local Policy	Y	N	CC
<b>Safety Inspection Files (City)</b>	Documents related to routine and special safety inspections, including correspondence and follow-ups by the Safety Committee.	5 years	Destroy	KSHS	Y	N	CC
<b>Safety Inspection Files (Other agencies)</b>	Documents related to routine and special safety inspections, including correspondence and follow-ups conducted by state or county agencies. Includes health and fire inspections.	Until completion of subsequent inspection	Destroy	KSHS	Y	N	CC
<b>Sales and Use Tax Reports</b>	Reports of retail sales and excise taxes due to the state submitted to the Department of Revenue by the city acting as retailer with supporting documents	3 years from the last day of the calendar year or of the fiscal year of the retailer, whichever comes later, to which the records pertain	Destroy	K.S.A. 79-3609	Y	N	CC
<b>Sanitary Sewer Overflow Log</b>	Log of sewer overflows	10 years	Destroy	KDHE	Y	N	PW
<b>Sanitary Sewer Plans</b>	Records pertaining to the extension of the sanitary sewer system	Permanent	Permanent	State	Y	N	PW
<b>Scrapbooks, Memorabilia, Photo Albums</b>	News clippings, photo albums, etc., documenting city activities.	Permanent	Permanent	Local Policy	Y	N	All

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>SDS Records</b>	Employee exposure records include material safety data sheets. Each department is responsible to maintain their SDS records.	Retain while the hazardous chemical is in use plus 30 years	Destroy	OSHA	Y	N	All
<b>Senior Center Attendance &amp; Membership Reports</b>	Attendance and membership reports pertaining to the Haysville Senior Center	5 years from date of expiration of Department on Aging Agreement maintained in MySeniorCenter tracking system	Destroy	Local Policy	Y	N	AS
<b>Sewer Average Reports</b>	Reports generated for the calculation of the winter quarter average sewer rate for each utility customer	1 year; retain until the following year's average is calculated	Destroy	Local Policy	Y	N	CC
<b>Shift Bidding Records</b>	Request schedule for next 6 months.	Section Commander's copy should be retained 2 years, all other copies should be retained while current	Destroy	Local Policy	Y	Y	PD
<b>Social Media Records</b>	Any post, comment, deleted comment, or direct message published on a City sponsored social media account (Facebook, Twitter, YouTube, Instagram, etc.)	Minimum retention of 5 years or longer if historical significance still exists or pending any litigation.	Destroy	Local Policy	Y	N	AS
<b>Special Event File</b>	Includes application and supporting information for events such as block parties	2 years plus current year	Destroy	Local Policy	Y	N	PD

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Special Event/Fundraising Information</b>	Includes brochures, planning information, press releases, and other related information.	5 years	Destroy	Local Policy	Y	N	All
<b>Sports Rosters</b>	Electronic record of registration for a specific sport, age group, season, and year.	2 years	Destroy	Local Policy	Y	N	RD
<b>Stage 1 Disinfectants Byproducts Monitoring Plan</b>	Monitoring Plan	10 Years	Destroy	K.A.R. 28-15a-33	Y	Y	PW
<b>Stage 1 Disinfectants Disinfection Byproducts Quarterly Reports</b>	Reports	None	Destroy	K.A.R. 28-15a-134	Y	Y	PW
<b>Standard Traffic Ordinance</b>	Uniform Traffic regulations adopted and distributed by the League of Kansas Municipalities for adoption by cities and any amendments	Permanent	Permanent	Local Policy	Y	Y	CC & PD
<b>Standing Committee/Board Files</b>	Includes Awards Committee and Policy Review Committee (Internal)	Retain outcomes and annual roster permanently	Permanent	Local Policy	Y	N	PD
<b>Statements of Lost Checks</b>	Copies of correspondence or forms used to request re-issues of lost checks	Retain until after audit, then destroy	Destroy	Local Policy	Y	Y	CC
<b>Statistical Report Data</b>	Includes radar logs, radar trailer logs, citation statistical reports, holidays worked, and other reports created to demonstrate statistics	Retain while useful, but not more than 3 years	Permanent	Local Policy	Y	N	PD

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Storm Sewer Plans</b>	Records pertaining to the extension of the storm sewer system	Permanent	Permanent	Local Policy	Y	Y	PW
<b>Studies of Utility Systems</b>	Contracted and in-house studies of utility systems	Permanent	Permanent	Local Policy	Y	N	PW
<b>Survey Files</b>	Includes horizontal and vertical control data, land survey research and evaluation documents, field survey data and construction staking records	Permanent	Permanent	Local Policy	Y	N	CC
<b>Swimming Pool Maintenance Records</b>	Includes water quality tests and other related documents.	5 years	Destroy	Local Policy	Y	Y	RD
<b>System Users Access Records</b>	Electronic or textual records created to control or monitor individual access to a system and its data for security purposes, including but not limited to, user account records, security logs, and password files	Retain until no longer of administrative value to the city.	Destroy	KSHS	Y	N	AS
<b>Tank Permits</b>	Includes above or below ground tanks	2 years, retain removal certification permanently	Destroy	KDHE	N	Y	PW
<b>Tap Records</b>	Record of taps made into the water and sewer lines showing name and address of property owner, description and location of land and tap, and date made.	Permanent	Permanent	KSHS	Y	Y	PW
<b>Titles</b>	Documents (title) related to the legal ownership of city vehicles, trailers, etc.	As long as city owns or has possession of	Transfer to next owner or destroy	KAR 53-2-116	Y	Y	CC



# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Tour and Presentation Schedules</b>	Correspondence and documentation about group tours of facilities, including staff from other departments	Retain while useful, but not more than 2 years	Destroy	Local Policy	Y	N	All
<b>Toxic &amp; Bloodborne Pathogens Records</b>	Records of an employee's exposure to toxic and bloodborne pathogens, medical exams, and MSDS	Termination, plus 30 years	Destroy	OSHA	N	Y	CC
<b>Travel Request and Authorization Records</b>	Records related to employee travel.	3 fiscal years	Destroy	KSHS	Y	N	CC
<b>Trihalomethane Haloacetic Acids MRDL Chlorine Residual Same Results</b>	Test Results	10 Years	Destroy	K.A.R. 28-15a-33	Y	Y	PW
<b>Underground Storage Tank Inspections</b>	Reports the monthly tank readings on underground storage tanks to document a facility's routine procedures such as leak detection, inventory control, tightness testing, monitoring and other activities required to prevent product releases into the environment as required by the Underground Storage Tank Act and 40 CFR 280.45. These are reported to KDHE Storage Tank Section monthly	5 calendar years	Destroy	KSHS	Y	Y	PW

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Unemployment Appeals</b>	Appeals to unemployment claims	5 years	Destroy	Local Policy	Y	N	CC
<b>Uniform Public Offense Code</b>	Uniform Public Offense regulations adopted and distributed by the League of Kansas Municipalities for adoption by cities and any amendments	Permanent	Permanent	Local Policy	Y	Y	CC & PD
<b>Use of Force Report</b>	Retained in Administrative File	While individual is employed plus 5 years, but if serious injury is involved 10 years	Destroy	Local Policy	Y	N	PD
<b>Utility Billing Customer Records</b>	Includes adjustments, closed accounts, bank debits, registers, receipts, delinquent notices, end of year, monthly files, service orders, applications	Retain 3 years, keep end of year reports permanently	Destroy	KSA 12-120(5)	Y	N	CC
<b>Utility Bills - Duplicates</b>	Duplicates of utility bills sent to customers.	Retain 3 years electronically as a PDF	Destroy	KSA 12-120(a)(4)	Y	N	CC
<b>Vehicle Maintenance and Ownership Records</b>	Documents related to the legal ownership and maintenance of city vehicles: legal titles, warranties, maintenance logs, etc.	Retain for the life of the vehicle, then transfer to the new owner of the vehicle or destroy as appropriate.	Destroy	KSHS	N	Y	CC & PW
<b>Vehicle/Property Seizure Reports</b>	Any asset forfeiture reports regarding the seizing of property	10 years	Destroy	Local Policy	Y	Y	PD
<b>Vendor Files</b>	Records concerning purchases from specific vendors: invoices, correspondence, vouchers, etc.	5 fiscal years	Destroy	KSHS	Y	Y	CC

# City of Haysville Kansas Records and Retention Schedule

## Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Violations Documents</b>	Includes nuisance cases, dog at large, etc.	Retain 2 calendar years after compliance, then archive.	Permanent	KSHS	Y	N	All
<b>Warranty Files</b>	Includes warranties, promises and other related documents	5 years or life of warranty, whichever is longer	Destroy	Local Policy	Y	Y	All
<b>Wastewater Laboratory Records</b>	Includes analyst data and lab reports, also used in conjunction with reports to KDHE.	10 years	Destroy	KDHE	Y	Y	PW
<b>Water Conservation Plan</b>	Plan	None					PW
<b>Water Laboratory/Operations Report</b>	Includes daily readings on flow, pumpage, chemicals, etc.	Permanent	Permanent	KDHE	Y	N	PW
<b>Water Rights Files</b>	Includes annual water use reports	Permanent	Permanent	KDA/DWR	Y	N	PW
<b>Water/Sewer Customer Work Orders</b>	Printed work orders used in the field by the water department containing handwritten notes of what happened in the field. Includes name and address, account number, instructions, meter reading at time of work, date of work, and notes.	Retain 3 years, work orders created after 2023 are electronic and maintained in the utility billing software	Destroy	KSHS	Y	Y	CC
<b>Work Orders and Logs</b>	Internal documents used to request and record requests for the performance of maintenance or other services.	3 fiscal years	Destroy	KSHS	Y	N	PW

# City of Haysville Kansas Records and Retention Schedule

Alphabetically by Document

Record	Description	Retention Period	Disposition	Reference/ Authority	Electronic (Y/N)	Physical (Y/N)	Dept.
<b>Worker's Compensation Files</b>	Correspondence, reports, financial records, and other records used to document a worker's compensation claim	Retain full and final settlement (closed) files 5 calendar years. Retain future medical or benefit payment files (open) until closed plus 5 years	Destroy	KSHS	N	Y	CC



# MEMORANDUM

---

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

**FROM:** Angela Millspaugh, City Clerk/Treasurer

**DATE:** April 6, 2023

**SUBJECT:** Schedule Final 2023 Council Meeting

---

Staff proposes a Special Meeting be scheduled for 6:00 p.m. on Thursday, December 28, 2023, for Council to consider items necessary to close out 2023.





# CITY OF HAYSVILLE, KANSAS

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

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

www.haysville-ks.com

To: The Honorable Mayor, Russ Kessler  
Haysville City Councilmembers

From: Tony Martinez  
City of Haysville  
Director of Public Works

Date: April 10, 2023

Re: South Meridian Ave. Multi-Use Pathway Project

---

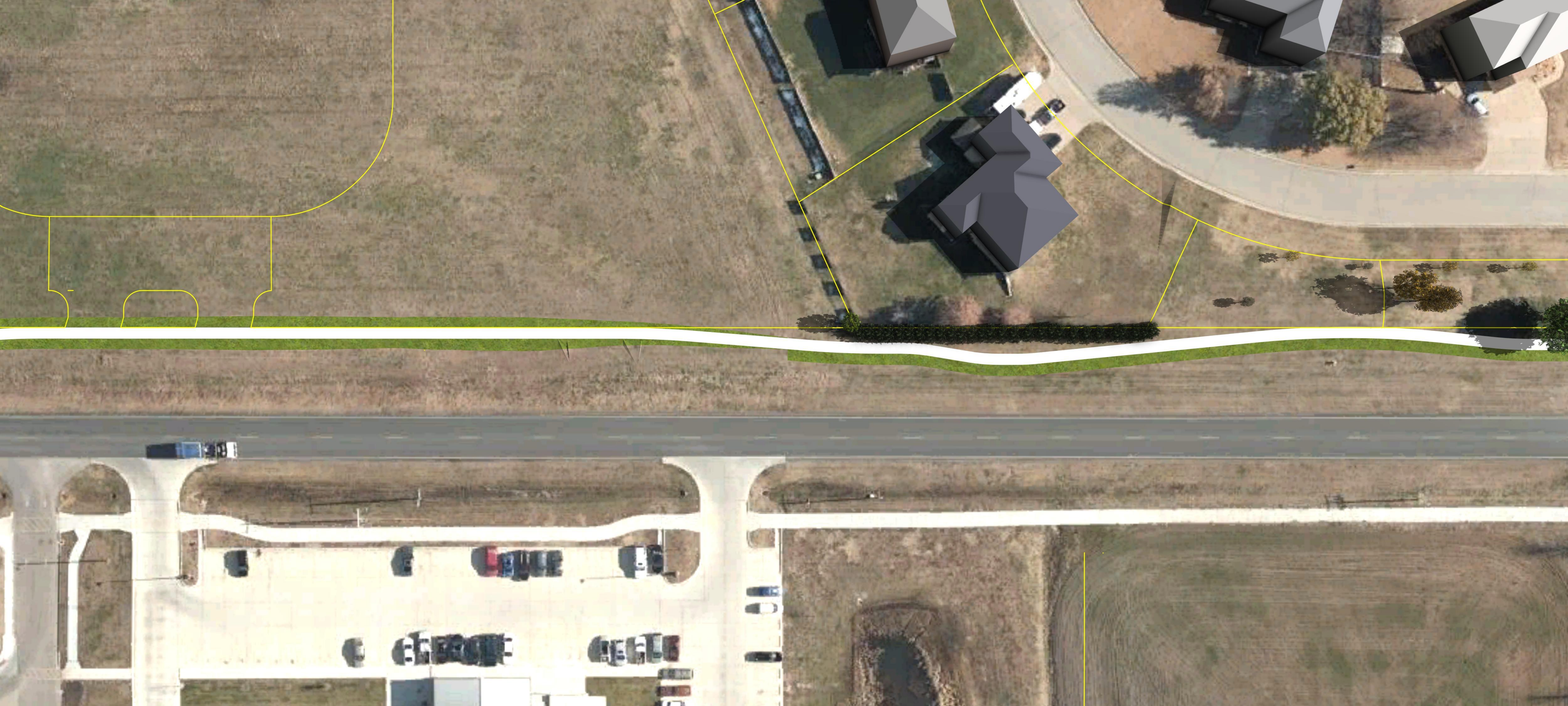
The S. Meridian Ave Multi-Use Pathway Project was let on March 22<sup>nd</sup>. The project will construct a 6-foot wide pathway on the east side of Meridian Ave, running south from the southeast intersection of Meridian Ave to Chelsea St. PEC's estimate for the project was \$273,520.00.

Conspec Inc., DBA Kansas Paving	\$160,725.00
Prado Construction LLC	\$246,355.00
Multicon, Inc	\$335,341.00

We are requesting authorization to contract with Conspec Inc, DBA Kansas Paving for a total of \$160,725.00. This will be paid out of Capital Improvements Funds.

Tony Martinez  
City of Haysville  
Director of Public Works













## SUMMARY OF BIDS

OWNER: City of Haysville  
PROJECT: Meridian Multi-Use Path  
PEC PROJECT NO: 31-217002-019-1263  
Bid Date/Time: March 22, 2023 10:00am



**ENGINEER'S ESTIMATE  
BASE BID**

**\$273,520.00**

	BIDDING CONTRACTOR	BID BOND Y/N	BASE BID
1	Conspec Inc., DBA Kansas Paving	Yes	\$160,725.00
2	Prado Construction LLC	Yes	\$246,355.00
3	Multicon, Inc.	Yes	\$335,341.00
4			
5			
6			
7			
8			
9			
10			

This summary of bids is for comparison purposes only. The project will be awarded in accordance with the project specifications.

**NOTES:**

OWNER: City of Haysville  
 PROJECT: Meridian Multi-Use Path  
 PEC PROJECT NO: 31-217002-019-1263  
 Bid Date/Time: March 22, 2023 10:00am

# BID TABULATION



ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		Conspec Inc., DBA Kansas Paving		Prado Construction LLC		Multicon, Inc	
				UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
<b>BASE BID</b>											
1	SITE CLEARING AND RESTORATION	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 3,000.00	\$ 3,000.00	\$ 20,000.00	\$ 20,000.00		\$ 22,392.00*
2	MOBILIZATION	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00	\$ 50,000.00	\$ 50,000.00		\$ 11,792.00*
3	CONSTRUCTION STAKING	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00		\$ 11,292.00*
4	TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 4,000.00	\$ 4,000.00		\$ 13,792.00*
5	EROSION CONTROL	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 500.00	\$ 500.00	\$ 3,000.00	\$ 3,000.00		\$ 8,392.00*
6	SWPPP INSPECTION	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 4,200.00	\$ 4,200.00	\$ 2,500.00	\$ 2,500.00		\$ 8,392.00*
7	TEMPORARY & PERMANENT PROJECT SEED	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 500.00	\$ 500.00	\$ 9,000.00	\$ 9,000.00		\$ 13,292.00*
8	UNCLASSIFIED EXCAVATION	725	CY	\$ 10.00	\$ 7,250.00	\$ 30.00	\$ 21,750.00	\$ 20.00	\$ 14,500.00		\$ 37,292.00*
9	CONCRETE SIDEWALK, 4"	20,130	SF	\$ 6.00	\$ 120,780.00	\$ 3.50	\$ 70,455.00	\$ 4.50	\$ 90,585.00		\$ 132,604.00*
10	WHEELCHAIR RAMP	5	EA	\$ 2,000.00	\$ 10,000.00	\$ 750.00	\$ 3,750.00	\$ 1,500.00	\$ 7,500.00		\$ 12,292.00*
11	CONCRETE C & G, TYPE 2 (3-5/8" RL & 1-1/2")	18	LF	\$ 25.00	\$ 450.00	\$ 100.00	\$ 1,800.00	\$ 95.00	\$ 1,710.00		\$ 1,692.00*
12	SIDEWALK FLUME	3	EA	\$ 3,000.00	\$ 9,000.00	\$ 750.00	\$ 2,250.00	\$ 9,000.00	\$ 27,000.00		\$ 8,877.00*
13	CONCRETE SLOPE FLUME	8	SY	\$ 100.00	\$ 800.00	\$ 100.00	\$ 800.00	\$ 200.00	\$ 1,600.00		\$ 9,192.00*
14	PIPE, HERCP (19"x30")	32	LF	\$ 120.00	\$ 3,840.00	\$ 160.00	\$ 5,120.00	\$ 120.00	\$ 3,840.00		\$ 11,632.00*
15	PIPE, END SECTION, HERCP (19"x30")	2	EA	\$ 2,500.00	\$ 5,000.00	\$ 1,200.00	\$ 2,400.00	\$ 1,000.00	\$ 2,000.00		\$ 7,292.00*
16	PIPE, RCP (15")	32	LF	\$ 75.00	\$ 2,400.00	\$ 100.00	\$ 3,200.00	\$ 110.00	\$ 3,520.00		\$ 11,832.00*
17	PIPE, END SECTION, RCP (15")	2	EA	\$ 2,000.00	\$ 4,000.00	\$ 1,000.00	\$ 2,000.00	\$ 800.00	\$ 1,600.00		\$ 7,292.00*
<b>BASE BID TOTAL</b>				<b>\$ 273,520.00</b>		<b>\$ 160,725.00</b>		<b>\$ 246,355.00</b>		<b>\$ 335,341.00*</b>	

Unit prices were not provided by contractor.

<b>BID BOND</b>	<b>N/A</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
-----------------	------------	------------	------------	------------

SECTION 00 51 00  
NOTICE OF AWARD

Date of Issuance: \_\_\_\_\_  
 Owner: City of Haysville Owner's Contract No.: \_\_\_\_\_  
 Engineer: Professional Engineering Consultants, P.A.  
 Engineer's Project No.: 31-217002-019-1263  
 Project: Meridian Multi-Use Path  
 Bidder: Conspec Inc., DBA Kansas Paving  
 Bidder's Address: 4880 N. Broadway, Park City, Kansas 67219

**TO BIDDER:**

You are notified that Owner has accepted your Bid dated March 22, 2023 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Meridian Multi-Use Path

The Contract Price of the awarded Contract is: \$160,725.00. Contract price is subject to adjustment based on provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

**3** unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Engineer **3** counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_

Title: \_\_\_\_\_

Copy: Engineer

END OF SECTION



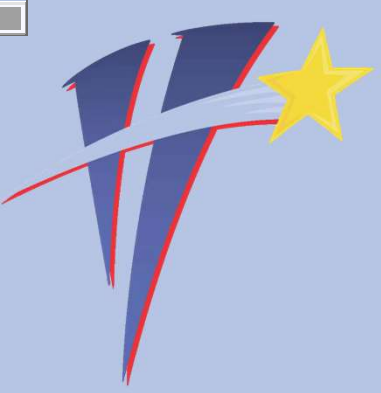
*Great things are happening in Haysville!*



# 2023 Street Program







# Evaluation Form

City of Haysville Street Evaluation

Survey Location

Segment ID:  
Automated Input

Segment Name:  
Automated Input

Condition Survey Date:

Evaluation Done by: \*

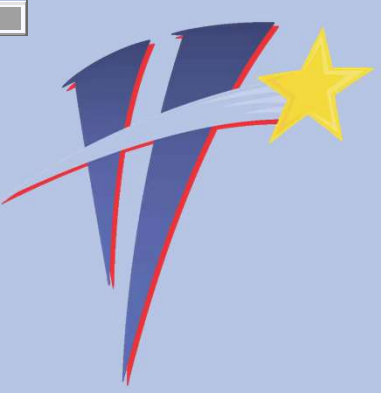
Pavement Type: \*  
 Asphalt     Concrete     Brick     Gravel     Chip Seal

PASER Rating: \*

Comments on Pavement Conditions:

Comments on Drainage Conditions:

*Great things are happening in Haysville!*



# Evaluation Form

City of Haysville Street Evaluation

Comments on Drainage Conditions:

Recommended Maintenance:

Recommended Rehabilitation:

**▼ Pictures:**

Take Picture(s):

Enter Location of Picture:

Position source closed error

1 of 1

*Great things are happening in Haysville!*



# Evaluation Form

Rating pavement surface condition 15

## Rating system

Surface rating	Visible distress*	General condition/ treatment measures
<b>10</b> Excellent	None.	New construction.
<b>9</b> Excellent	None.	Recent overlay. Like new.
<b>8</b> Very Good	No longitudinal cracks except reflection of paving joints. Occasional transverse cracks, widely spaced (40' or greater). All cracks sealed or tight (open less than 1/4").	Recent sealcoat or new cold mix. Little or no maintenance required.
<b>7</b> Good	Very slight or no raveling, surface shows some traffic wear. Longitudinal cracks (open 1/4") due to reflection or paving joints. Transverse cracks (open 1/4") spaced 10' or more apart, little or slight crack raveling. No patching or very few patches in excellent condition.	First signs of aging. Maintain with routine crack filling.
<b>6</b> Good	Slight raveling (loss of fines) and traffic wear. Longitudinal cracks (open 1/4"-1/2"). Transverse cracks (open 1/4"-1/2"), some spaced less than 10'. First sign of block cracking. Slight to moderate flushing or polishing. Occasional patching in good condition.	Shows signs of aging. Sound structural condition. Needs sealcoat or thin extend life with sealcoat.
<b>5</b> Fair	Moderate to severe raveling (loss of fine and coarse aggregate). Longitudinal and transverse cracks (open 1/2" or more) show first signs of slight raveling and secondary cracks. First signs of longitudinal cracks near pavement edge. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging. Sound structural condition. Needs sealcoat or thin non-structural overlay (less than 2")
<b>4</b> Fair	Severe surface raveling. Multiple longitudinal and transverse cracking with slight raveling. Longitudinal cracking in wheel path. Block cracking (over 50% of surface). Patching in fair condition. Slight rutting or distortions (1/2" deep or less).	Significant aging and first signs of need for strengthening. Would benefit from a structural overlay (2" or more).
<b>3</b> Poor	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Severe block cracking. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (greater than 1/2" but less than 2" deep). Occasional potholes.	Needs patching and repair prior to major overlay. Milling and removal of deterioration extends the life of overlay.
<b>2</b> Very Poor	Alligator cracking (over 25% of surface). Severe rutting or distortions (2" or more deep). Extensive patching in poor condition. Potholes.	Severe deterioration. Needs reconstruction with extensive base repair. Pulverization of old pavement is effective.
<b>1</b> Failed	Severe distress with extensive loss of surface integrity.	Failed. Needs total reconstruction.

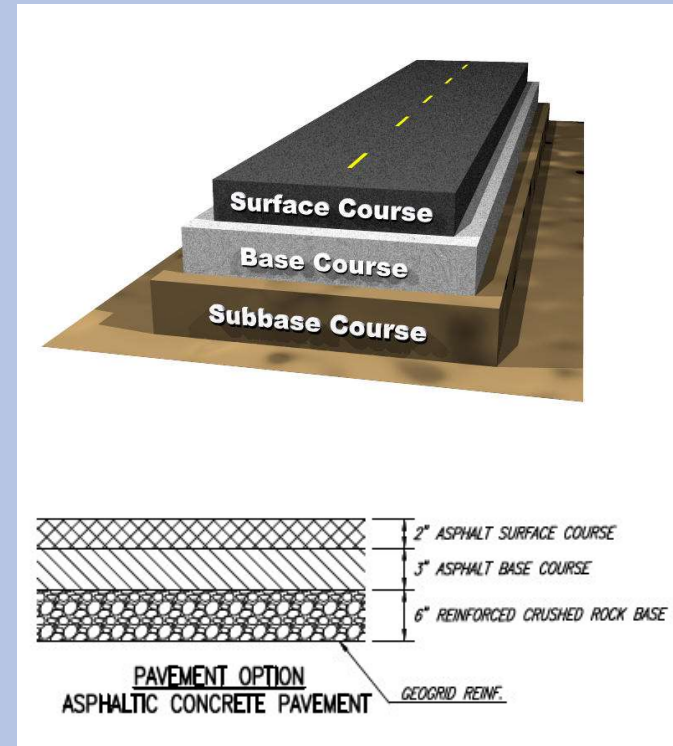
\* Individual pavements will not have all of the types of distress listed for any particular rating. They may have only one or two types.

Great things are happening in Haysville!

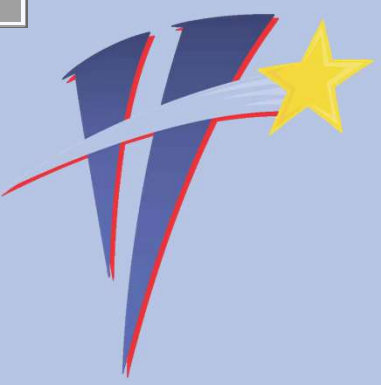
# Street Reconstruction

**What?** Is a process of completely rebuilding a street from the ground up. It involves removing the existing road surface and base, and then rebuilding the road with new material.

**Why?** Street reconstruction is required when a street has significant damage, deterioration, or has reached the end of its useful life.



*Great things are happening in Haysville!*



# Street Reconstruction



*Great things are happening in Haysville!*

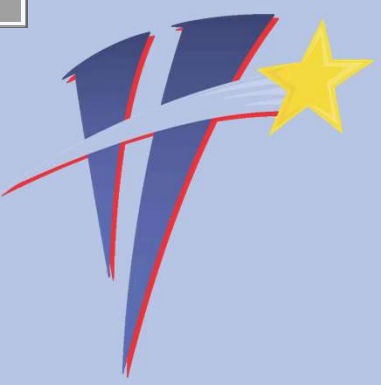


# Mill and Overlay

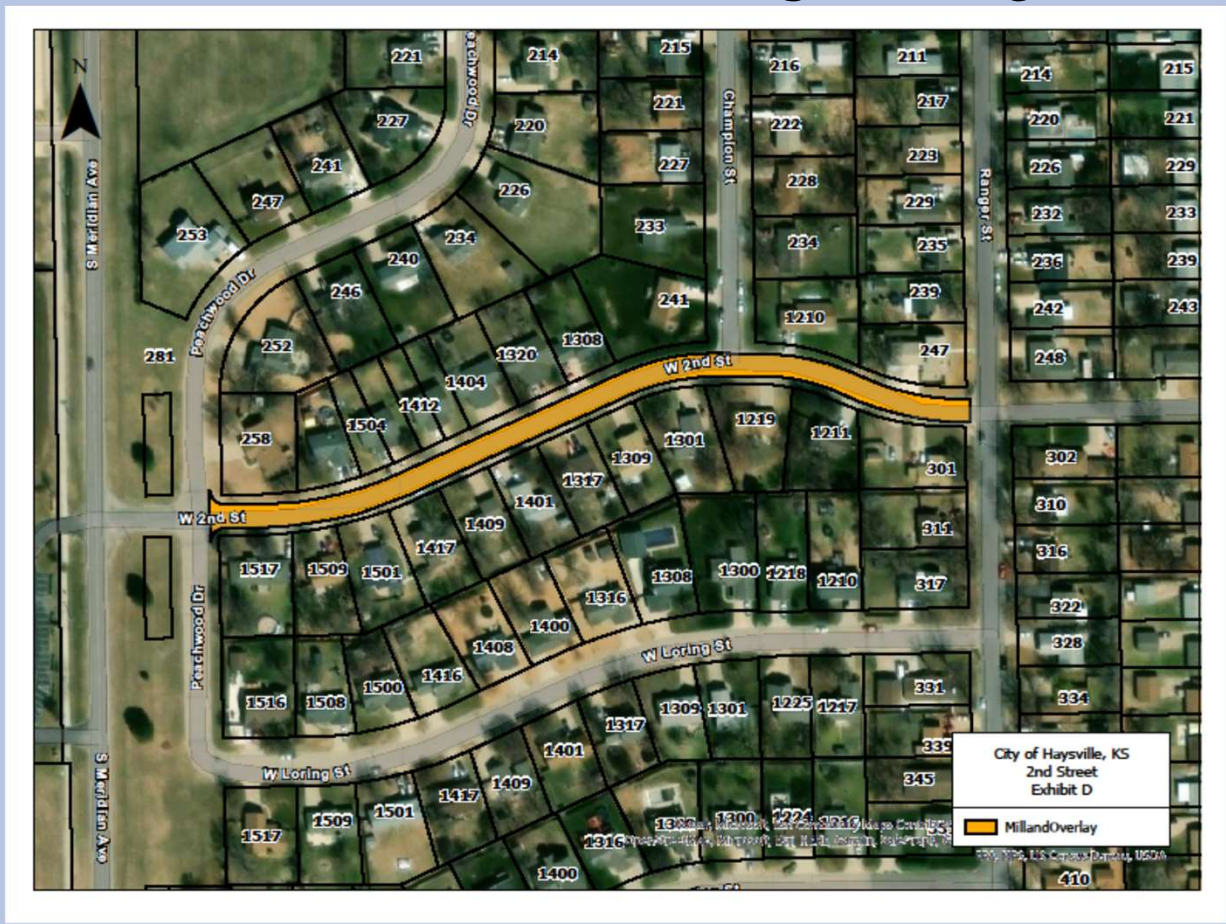
- **What?** Is a structural pavement treatment that involves the removal of the existing surface layer and in some cases the entire asphalt pavement thickness - with a milling machine and the replacement of the milled location with new asphalt.
- **Why?** Mill & Overlay restores and strengthens a road's surface layer by restoring the pavement to a "like new" condition. This process is used when a surface has deteriorated to poor condition and surrounding grades (i.e. curbs, driveways) must be met. This is advantageous to an asphalt overlay when asphalt surfaces have severe damage like rutting, potholes, large cracks, and expansions.



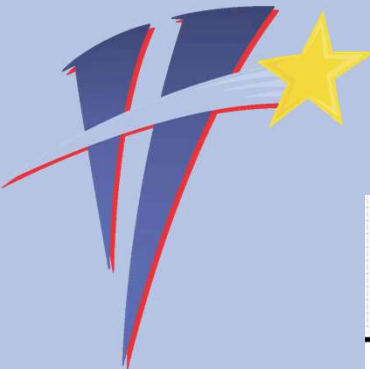
*Great things are happening in Haysville!*




# Mill and Overlay Project



*Great things are happening in Haysville!*

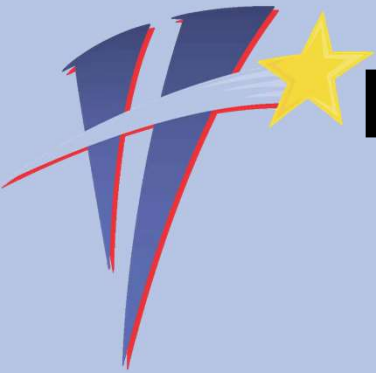


# Street Program Cost Estimate

		DATE		City of Haysville	
		3/20/2023		2023 Street Program	
<b>Budgetary Estimate</b>					
DESCRIPTION	QUANTITY	UNITS	ESTIMATE		
			UNIT PRICE	COST	
1	Type 1 Standard Curb Remove and Replace	1200.0	LF	\$26.00	\$31,200.00
2	Reinforced 6" Concrete Drive Remove and Replace	459	SY	\$60.00	\$27,540.00
3	10" Pavement/Subgrade Removal	7200.0	SY	\$10.00	\$72,000.00
4	5" Reinforced Rock Base	7200.0	SY	\$10.00	\$72,000.00
5	5" Asphaltic Concrete (3" base 2" Surface)	7200.0	SY	\$26.00	\$187,200.00
6	Tree Removal	6.0	LS	\$2,000.00	\$12,000.00
				<b>Cost Estimate</b>	\$401,940.00
<b>Alternate Work</b>					
1	Mill and Overlay 2nd St from Ranger to Peachwood	3700.0	SY	\$25.00	\$92,500.00
				<b>Cost Estimate</b>	\$92,500.00
				<b>Total Cost Estimate</b>	\$494,440.00

*Great things are happening in Haysville!*





# Recommendations and Next Steps

- Approve the street maintenance program as outlined.
- Requests for proposals will be advertised.
- Bids will be presented to Council for approval.

*Great things are happening in Haysville!*

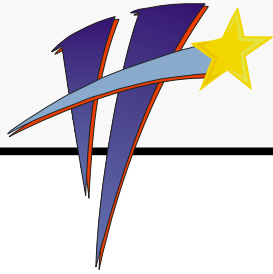


City of Haysville, KS  
 2023 Baughman Avenue  
 Exhibit A

- Curb\_Gutter
- Driveway Replacement
- Pavement/BaseRemoval

Wichita GIS Maxar, Microsoft, Esri Community Maps Contributors, City of Wichita, Sedgwick County, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc. METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA





**DATE**  
3/20/2023

**City of Haysville**  
**2023 Street Program**

**Budgetary Estimate**

DESCRIPTION	QUANTITY	UNITS	ESTIMATE	
			UNIT PRICE	COST
1   Type 1 Standard Curb Remove and Replace	1200	LF	\$26.00	\$31,200.00
2   Reinforced 6" Concrete Drive Remove and Replace	459	SY	\$60.00	\$27,540.00
3   10" Pavement/Subgrade Removal	7200	SY	\$10.00	\$72,000.00
4   5" Reinforced Rock Base	7200	SY	\$10.00	\$72,000.00
5   5" Asphaltic Concrete (3" base 2" Surface)	7200	SY	\$26.00	\$187,200.00
6   Tree Removal	6	LS	\$2,000.00	\$12,000.00
			<b>Cost Estimate</b>	\$401,940.00
<b>Alternate Work</b>				
1   Mill and Overlay 2nd St from Ranger to Peachwood	3700	SY	\$25.00	\$92,500.00
			<b>Cost Estimate</b>	\$92,500.00
			<b>Total Cost Estimate</b>	\$494,440.00

Segment ID	Segment Name	PASER Rating:	Pavement	Asphalt Surface Defects:	Asphalt Surface De	Asphalt Cracks:	Comments on Pavement Conditions:
0331	PUBLIC WORKS	6	Concrete				
0333	S JANE ST	6	Concrete				
0332	OLD OAK	8	Concrete				
0334	S JANE ST	6	Asphalt	Raveling,Polishing		Transverse	Raveling is more then slight
0324	E PEACH AVE	6	Asphalt	Raveling,Polishing		Transverse	1/4 inch transverse cracks Slight raveling
0327	E PEACH AVE	6	Asphalt	Raveling,Polishing		Transverse	1/4 inch transverse cracks Slight raveling
0326	E PEACH AVE	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0325	S PEACH CIR	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks in CT.
0319	E RILEY AVE	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0320	E PEACH CT	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks in CT.
0322	S MARLEN DR	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0323	E FOREST CT	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0321	S MARLEN DR	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0337	S WARD PKY	5	Asphalt	Raveling,Polishing		Transverse,Alligator,Longitudinal	Slight raveling Settling in some places 1/4 inch transverse cracks
0338	S WARD PKY	5	Asphalt	Raveling,Polishing	Distortion-Rippling	Longitudinal,Transverse	1/2 inch transverse cracks 1/2 inch longitudinal cracks Slight raveling Spot pushing up
0342	E DIEDRICH AVE	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Alligator	1/ inch transverse cracks 1/4 inch longitudinal cracks Slight raveling
0339	S SUNNYSIDE RD	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0343	E DIEDRICH AVE	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Alligator	1/4 inch transverse cracks 1/4 inch longitudinal cracks Slight raveling
0340	S TWIN PINES AVE	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0341	E DIEDRICH AVE	6	Asphalt	Raveling,Polishing		Longitudinal,Transverse,Block,Alligator	1/4 inch transverse cracks 1/4 inch longitudinal cracks Slight raveling 25% block cracking
0345	E BLOSSUM AVE	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	Surface cracking Block cracking 60%
0521	E BLOSSUM AVE	10	Asphalt	Raveling			Slight raveling
0522	E BLOSSUM AVE	10	Concrete				
0516	S TWIN PINES AVE	10	Asphalt				Slight raveling
0515	E PEACH AVE	10	Asphalt	Raveling			Slight raveling
0514	S SUNNYSIDE RD	10	Concrete				
0517	E PEACH AVE	10	Asphalt	Raveling			Slight raveling

0518	S WARD PKY	10	Asphalt	Raveling			Slight raveling
0519	E RILEY AVE	10	Asphalt	Raveling			Slight raveling
0512	S SUNNYSIDE RD	10	Concrete				
0513	S SUNNYSIDE RD	10	Asphalt	Raveling			Slight raveling
0520	E RILEY AVE	10	Asphalt	Raveling			Slight raveling
0510	S TWIN PINES AVE	10	Concrete				
0509	S TWIN PINES AVE	10	Concrete				
0511	S TWIN PINES AVE	10	Asphalt	Raveling			Slight raveling
0508	S TWIN PINES AVE	10	Asphalt	Raveling			Slight raveling
0506	E DIRCK ST	10	Asphalt	Raveling			Slight raveling
0507	S TWIN PINES AVE	10	Concrete				
0505	S TWIN PINES AVE	10	Asphalt	Raveling			Slight raveling
0344	S TWIN PINES AVE	9	Asphalt	Raveling		Longitudinal	Slight raveling 1/4 inch longitudinal crack
0356	E SPRING CIR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/2 inch transverse cracks 1/4 inch longitudinal cracks
0357	E SPRING CIR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/2 inch transverse cracks 1/4 inch longitudinal cracks
0355	E SPRING CIR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/2 inch transverse cracks 1/4 inch longitudinal cracks
0354	S TWIN PINES ST	7	Asphalt	Raveling		Transverse	Half street has some raveling 1/4 inch transverse cracks.
0348	E LONNA ST	5	Asphalt	Raveling		Transverse	Larger then 1/2 inch transverse cracks
0353	S WARD PKY	6	Asphalt	Raveling		Transverse,Longitudinal	1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks
0352	S WARD PKY	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0358	E SOUTH BROOKE ST	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch longitudinal cracks 1/2 inch transverse cracks Used gap mastic on this street
0359	E SOUTH BROOKE ST	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks Less then 1/4 inch longitudinal cracks
0346	S TWIN PINES ST	8	Asphalt	Raveling			Raveling
0361	S TWIN PINES ST	5	Asphalt	Raveling		Transverse,Longitudinal	1/4-1/2 inch transverse cracks Shoving at intersection of South Brook an Twin Pines (pic)
0360	S TWIN PINES ST	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0347	E HURLEY ST	6	Asphalt	Raveling		Transverse,Longitudinal	1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks
0351	S WARD PKY	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0350	E BERLIN ST	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0349	E BERLIN ST	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0362	E EMMETT AVE	3	Gravel				Next to Broadway needs pot holes fixed. Wash boarding more then 25%. Trash trucks cause increase in traffic
0363	E EMMETT AVE	3	Gravel				Wash boarding more then 25%.
0364	S EMMETT CT	2	Gravel				Not a active street

0367	E DIEDRICH ST	5	Asphalt	Raveling	Distortion-Rippling	Transverse,Longitudinal	1/2 inch transverse cracks 1/2 inch longitudinal cracks Pushing at intersection of Broadway
0365	S PIRNER DR	6	Asphalt	Raveling		Transverse,Longitudinal	1/2 inch transverse cracks 1/4 inch longitudinal cracks
0366	S PIRNER DR	8	Asphalt	Raveling			Raveling
0426	S I35 RAMP	7	Asphalt	Raveling		Longitudinal	1/4 inch longitudinal cracks
0369	S MEAD DR	9	Concrete				
0368	S MEAD DR	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0373	S KANSAS ST	6	Asphalt	Raveling		Transverse	Gap mastic needed 1/4 inch transverse cracks
0370	S HYDRAULIC CT	6	Asphalt	Raveling		Transverse	1/2 Transverse cracks. Gap mastic needed
0371	E WINESAP ST	6	Asphalt	Raveling		Transverse	1/2 Transverse cracks.
0372	S PATTIE AVE	5	Asphalt	Raveling	Rutting		Some rutting where water sets
0194	S PLAZA DR	7	Asphalt	Raveling		Longitudinal,Transverse	Slight raveling. 1/4 inch longitudinal cracks. 1/4 inch transverse cracks
0195	S PLAZA DR	7	Asphalt	Raveling		Transverse,Longitudinal	Slight raveling. 1/4 inch transverse cracks. 1/4 inch longitudinal cracks.
0193	E SHAMAN ST	7	Asphalt	Raveling		Longitudinal	1/4 inch longitudinal cracks. Slight raveling.
0192	S SHAHIN ST	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks. Slight raveling.
0191	E CHAPMAN ST	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks. 1/4 inch longitudinal cracks. Slight raveling.
0190	N CAIN DR	5	Asphalt	Raveling		Longitudinal,Transverse	1/4 inch transverse cracks 1/4 inch longitudinal cracks Pot holes next to valley gutters
0034	S SUNNYSIDE RD	7	Asphalt	Raveling		Transverse	Slight raveling
0021	E SANDY AVE	8	Asphalt	Raveling			Raveling
0022	S A ST	5	Asphalt	Raveling	Settling	Transverse	1/4 inch transverse cracks Raveling
0020	W GROVER AVE	4	Asphalt	Raveling		Transverse,Longitudinal,Block,Alligator	1/4 inch transverse cracks 1/4 inch longitudinal cracks 35% block cracking
0019	W GROVER AVE	3	Asphalt	Raveling		Transverse,Block,Longitudinal,Alligator	1/4 inch longitudinal cracks 1/4 inch transverse cracks 50% block cracking
0018	W GROVER AVE	4	Asphalt			Transverse,Longitudinal,Block,Alligator	1/4 inch longitudinal cracks 1/4 inch transverse cracks 40% block cracking
0017	S COREY ST	3	Asphalt	Raveling	Rutting	Transverse,Block,Longitudinal,Alligator	1/4 inch transverse cracks 1/4 inch longitudinal cracks 75% block cracking Rutting

0016	S COREY ST	3	Asphalt	Raveling	Rutting	Transverse,Block,Longitudinal,Alligator	1/4 inch transverse cracks 1/4 inch longitudinal cracks 75% block cracking Rutting
0026	S PLEASANT ST	3	Asphalt	Raveling		Transverse,Longitudinal,Block,Alligator	Settling 75% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks Potholes
0032	S WARD PKY	6	Asphalt	Raveling		Transverse	Slight raveling 1/2 inch transverse cracks
0033	S WARD PKY	6	Asphalt	Raveling		Transverse,Longitudinal	1/2 inch transverse cracks 1/4 inch longitudinal cracks
0031	W SUMMEY AVE	5	Asphalt	Raveling		Transverse,Longitudinal	1/2 inch transverse cracks Slight raveling
0015	S MARION DR	7	Asphalt	Raveling		Transverse	Raveling 1/4 inch transverse cracks
0030	S HALE ST	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0014	W HOLLYWOOD DR	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0029	S HALE ST	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks Raveling
0028	S HALE ST	8	Asphalt	Raveling			Raveling
0531	W SUNFLOWER DR	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0027	W SUNFLOWER DR	6	Asphalt	Raveling		Transverse,Longitudinal,Block	1/4 inch longitudinal cracks 1/4 inch transverse cracks 15% block cracking
0533	W SUNFLOWER DR	7	Asphalt	Raveling			Raveling
0024	W SUNFLOWER DR	8	Asphalt	Raveling			Raveling
0023	S A ST	7	Asphalt	Raveling			
0025	S KEYSTONE ST	7	Asphalt	Raveling		Transverse	1/2 inch transverse crack
0013	W HOLLYWOOD DR	7	Asphalt	Raveling,Polishing			Raveling
0012	S MABEL ST	7	Concrete				Scaling
0476	PLAGENS CARPENTER PARK	8	Concrete				
0477	PLAGENS CARPENTER PARK	8	Concrete				
0478	PLAGENS CARPENTER PARK	2	Gravel				Drainage pond needs dug out Needs more chat
0479	PLAGENS CARPENTER PARK	2	Gravel				
0011	S MABEL ST	7	Concrete				Small blow ups less then 3 inch wide
0481	PLAGENS CARPENTER PARK	4	Gravel				
0480	PLAGENS CARPENTER PARK	8	Concrete				1/4 inch longitudinal crack
0438	S MABEL ST	8	Concrete				
0004	S OSAGE AVE	10	Asphalt				New 2022
0437	S OSAGE AVE	10	Asphalt				
0001	W SUNFLOWER DR	10	Asphalt				New 2022
0529	S WALNUT AVE	10	Asphalt				New 2022
0003	W HOLLYWOOD DR	10	Asphalt				
0002	W HOLLYWOOD DR	10	Asphalt				New 2022
0010	S OSAGE AVE	10	Asphalt				New 2022
0009	S OSAGE AVE	10	Asphalt				New 2022



0005	W SUMMEY AVE	10	Asphalt					New 2022
0446	W SUMMEY AVE	10	Concrete					New 2022
0447	W 65TH ST S	10	Concrete					New 2022
0007	W 65TH ST S	10	Asphalt					New 2022
0006	S OSAGE CT	10	Asphalt					New 2022
0008	S OSAGE AVE	10	Asphalt					New 2022
0179	N WARD PKY	6	Asphalt	Raveling	Settling	Transverse,Longitudinal,Block		Slight settling 1/4 inch transverse cracks 1/4 inch longitudinal cracks Slight blocking
0182	N WARD PKY	4	Asphalt	Raveling	Settling	Transverse,Longitudinal,Block		Blocking cracking 50% 1/2 inch transverse cracks 1/4 inch longitudinal cracks
0183	N WARD PKY	3	Gravel					
0184	E COTTONWOOD LN	3	Gravel					
0185	N SUNNYSIDE RD	3	Gravel					
0188	N SUNNYSIDE RD	5	Asphalt	Raveling		Transverse,Longitudinal,Block		Block cracking 50% 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0181	N SUNNYSIDE RD	5	Asphalt	Raveling		Transverse,Longitudinal,Block		Block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0180	N WARD PKY	5	Asphalt	Raveling		Transverse,Block		1/4 inch transverse cracks 1/4 inch longitudinal cracks Slight settling Block cracking 40%
0187	E COTTONWOOD LN	9	Asphalt					
0189	N TWIN PINES AVE	5	Asphalt	Raveling		Transverse,Longitudinal,Block		Block cracking 1/4-1/2 inch transverse cracks 1/4-1/2 inch longitudinal cracks Block cracking 20%
0186	E COTTONWOOD LN	9	Asphalt					
0141	E KAY AVE	8	Asphalt	Raveling		Transverse		Slight raveling 1/4 inch transverse cracks
0143	E KAY AVE	8	Asphalt	Raveling		Transverse		Slight raveling 1/4 inch transverse cracks
0142	E KAY AVE	7	Asphalt	Raveling		Transverse,Longitudinal		
0145	E KAY AVE	7	Asphalt	Raveling		Transverse,Longitudinal		1/4 inch transverse cracks 1/4 inch longitudinal cracks
0144	E KARLA AVE	7	Asphalt	Raveling		Transverse,Longitudinal		1/4 inch transverse cracks Slight raveling
0140	E KARLA CT	6	Asphalt	Raveling		Transverse,Longitudinal		1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks Slight raveling
0174	E KARLA AVE	6	Asphalt	Raveling		Transverse,Longitudinal		1/4 inch transverse cracks Slight raveling 1/4 inch longitudinal cracks
0175	E KARLA AVE	6	Asphalt	Raveling		Transverse,Longitudinal		1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks Raveling

0139	E KARLA CT	6	Asphalt	Raveling		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks Slight raveling Slight blocking in CT.
0173	E KARLA AVE	6	Asphalt			Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks Slight raveling
0138	E KARLA CT	6	Asphalt	Raveling		Transverse,Longitudinal,Block	Slight blocking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0176	E KARLA AVE	6	Asphalt	Raveling		Transverse,Longitudinal	1/4-1/2 inch transverse cracks 1/4-1/2 inch longitudinal cracks Raveling
0177	E KARLA CT	6	Asphalt	Raveling		Transverse,Longitudinal	1/2 inch transverse cracks 1/2 inch longitudinal cracks
0178	N KARLA AVE	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks Slight raveling
0374	S BROADWAY CT	10	Concrete				
0172	N MARLEN DR	6	Asphalt	Raveling		Transverse,Longitudinal,Block	Block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0168	N MARLEN DR	5	Asphalt	Raveling		Transverse,Longitudinal,Block	1/4-1/2 inch transverse cracks 1/4-1/2 inch longitudinal cracks Block cracking
0148	N MARLEN CT	5	Asphalt	Raveling		Transverse,Longitudinal	1/2 inch transverse cracks 1/4 inch longitudinal cracks
0171	N MARLEN DR	5	Asphalt	Raveling		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks Block cracking
0147	N MARLEN CT	7	Asphalt			Transverse	Gap mastics
0170	N MARLEN DR	5	Asphalt	Raveling		Transverse,Longitudinal,Block	Block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0169	N MARLEN DR	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0146	N MARLEN CT	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0500	WHISLER PARK	10	Concrete				
0159	E FREEMAN AVE	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0154	N MOY AVE	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0155	N MOY CT	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0149	N MOY AVE	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks
0156	N MOY CT	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0153	N MOY AVE	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0157	N MOY CT	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks in CT.
0152	N MOY AVE	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0151	E HEMPHILL AVE	6	Asphalt	Raveling		Transverse	1/2 inch transverse cracks Slight raveling

0150	E HEMPHILL AVE	6	Asphalt	Raveling		Transverse	1/2 inch transverse cracks Slight raveling
0129	E HEMPHILL AVE	9	Concrete				
0130	E HEMPHILL AVE	5	Asphalt	Raveling		Transverse,Longitudinal,Block	40% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0165	N JANE ST	10	Asphalt				Mill and overlaid 2022
0158	E FREEMAN AVE	5	Asphalt	Raveling		Transverse,Block	1/4-1/2 inch transverse cracks Slurry seal shearing
0167	N JANE ST	10	Asphalt				Mill and overlaid
0166	N JANE ST	10	Asphalt				Mill and overlaid
0160	E FREEMAN AVE	5	Asphalt	Raveling		Transverse,Longitudinal,Alligator	Slurry seal shearing 1/4 inch transverse cracks 1/4 inch longitudinal cracks Alligator cracking 10%
0131	N JAMES ST	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	Some settling 25% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks Pot holes
0128	E HEMPHILL AVE	5	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0127	E HEMPHILL AVE	4	Asphalt	Raveling		Transverse,Longitudinal,Block	1/2 inch transverse cracks 1/2 inch longitudinal cracks One pot hole 25% block cracking
0125	E HEMPHILL AVE	4	Asphalt	Raveling		Transverse,Longitudinal,Block,Alligator	60% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0126	E HEMPHILL AVE	3	Asphalt	Raveling		Transverse,Longitudinal,Block,Alligator	30% block cracking 30% alligator cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0118	E HEMPHILL AVE	3	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	50% block cracking 50% alligator cracking 1/2 inch longitudinal cracks 1/2 inch transverse cracks
0124	N BAUGHMAN AVE	2	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	Over 50% block cracking 50% alligator cracking 1/4 inch longitudinal cracks 1/4 inch transverse cracks Drainage problems
0123	N BAUGHMAN AVE	8	Asphalt	Polishing		Reflection,Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch transverse cracks
0123	N BAUGHMAN AVE	8	Asphalt			Reflection,Longitudinal,Transverse	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0117	N MAYNARD AVE	8	Asphalt			Reflection,Transverse,Longitudinal	Slight reflection cracks Less than 1/4 inch transverse cracks Less than 1/4 inch longitudinal cracks
0122	N NELSON AVE	10	Asphalt				Milled and overlaid 2022
0119	E ALICE ST	8	Concrete				One corner crack
0120	E ALICE ST	9	Asphalt				

0335	S JANE ST	7	Asphalt	Raveling		Transverse,Longitudinal	Slight raveling 1/4 inch transverse cracks
0328	E GREENWOOD CT	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0336	S JANE ST	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0329	E FOREST CT	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks Hot patch two spot
0330	S JANE ST	7	Asphalt	Raveling		Transverse	1/2 inch transverse cracks Raveling
0162	N DELOS ST	7	Concrete				
0164	N DELOS ST	10	Asphalt				
0161	E FREEMAN AVE	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	Less than 40% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0163	N DELOS ST	9	Asphalt			Transverse	1/4 inch transverse cracks
0132	N DELOS ST	8	Asphalt	Raveling			Raveling slight
0135	E KARLA AVE	7	Asphalt	Raveling		Transverse	Raveling 1/4 inch transverse cracks
0134	N BAUGHMAN ST	7	Asphalt	Raveling			Slight raveling
0133	E KAY AVE	7	Asphalt	Raveling		Transverse	Raveling 1/4 inch transverse cracks
0136	E KARLA AVE	9	Concrete				Loss of joint sealant
0485	SENIOR CENTER	8	Concrete				Loss of joint sealant
0137	E KARLA AVE	6	Asphalt	Raveling		Transverse,Longitudinal	Pushing next to concrete with pot hole 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0304	S MAIN ST	7	Concrete				
0305	S HAYS AVE	6	Asphalt	Raveling		Transverse	1/2 inch transverse cracks
0458	LIBRARY	8	Concrete				
0457	LIBRARY	8	Concrete				
0456	LIBRARY	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0490	S MAIN ST PARKING	4	Concrete				
0489	FARM AND ART MARKET	7	Brick				Slight meandering crack
0494	FARM AND ART MARKET	3	Gravel				
0492	FARM AND ART MARKET	7	Concrete				
0491	FARM AND ART MARKET	5	Asphalt	Raveling,Polishing	Distortion-Rippling	Transverse	Slight distortion at approach's 1/4 inch transverse cracks Pot holes
0493	FARM AND ART MARKET	7	Concrete				
0306	E 2ND ST	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0496	COMMUNITY BUILDING	7	Concrete				Less than 1/4 inch meandering cracking
0497	COMMUNITY BUILDING	3	Gravel				
0495	COMMUNITY BUILDING	6	Concrete				
0459	LIBRARY	7	Asphalt	Raveling		Transverse	Raveling 1/4 inch transverse cracks
0460	LIBRARY	7	Concrete				
0300	S MAIN ST	6	Asphalt	Raveling		Transverse	1/2 inch transverse cracks One patch needs redone
0303	S MAIN ST	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0302	S MAIN ST	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks

0448	E TIMBER CREEK CT	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	Shoving at the intersection 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0450	E TIMBER CREEK ST	6	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0449	E TIMBER CREEK ST	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0526	E TIMBER CREEK ST	9	Asphalt				
0525	E RIVER BIRCH CIR	9	Asphalt				
0524	E RIVER BIRCH ST	9	Asphalt				
0523	E RIVER BIRCH ST	8	Concrete				
0311	E SPENCER DR	9	Asphalt				Milled an overlaid NPL come patch asphalt
0314	E SPENCER DR	9	Asphalt				Milled an overlaid
0308	E WAGGONER LN	3	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks Pot hole (pic)
0313	E SPENCER DR	9	Asphalt				Milled an overlaid NPL come patch asphalt
0499	BACK ROAD TO RV DUMP	2	Gravel				
0498	S WAYNE AVE	9	Concrete				
0312	S WAYNE AVE	9	Asphalt				Milled an overlaid
0317	S WAYNE AVE	10	Asphalt				Milled an overlaid
0307	E TAYLOR DR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks 30% block cracking
0315	S DELOS AVE	3	Asphalt	Raveling,Polishing	Settling,Rutting	Transverse,Longitudinal,Block	30% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0318	S BALLARD DR	7	Asphalt			Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch transverse cracks
0316	S WAYNE AVE	10	Asphalt				Milled and overlaid
0244	S TURKLE AVE	6	Asphalt	Raveling,Polishing		Block,Transverse,Longitudinal	30 YDS from intersection there is block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks 1/4 inch transverse cracks
0245	S TURKLE AVE	7	Asphalt	Raveling		Transverse	Sewer patch 1/4 inch transverse cracks
0243	S TROUT AVE	3	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	More than 50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0241	S LAMAR AVE	6	Asphalt	Raveling		Transverse,Block,Longitudinal	Block cracking 20% 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0239	S LAMAR CT	3	Concrete				Needs full panel replacement on 25% of panels Less than 1/4 inch transverse cracks Less than 1/4 inch longitudinal cracks
0242	S LAMAR AVE	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks Block cracking on edge of curb

0238	S LAMAR CT	7	Concrete				1/4 inch transverse cracks 1/4 inch longitudinal cracks
0240	S LAMAR AVE	6	Asphalt	Raveling,Polishing		Transverse,Block,Longitudinal	Block cracking on edge of curb
0246	S TURKLE AVE	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0237	W DWIGHT CT	3	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	More than 50% block cracking 25% alligator cracking 1/4-1/2 inch transverse cracks 1/4-1/2 inch longitudinal cracks
0247	S TURKLE AVE	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0299	S TURKLE AVE	6	Asphalt	Raveling		Transverse,Longitudinal,Block	1/4-1/2 inch transverse cracks 1/4-1/2 inch longitudinal cracks Slight blocking
0295	S TURKLE AVE	6	Asphalt	Raveling		Transverse,Longitudinal,Block	50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0298	S TURKLE AVE	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0288	W 5TH ST	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	More than 50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0290	S GERMAN AVE	10	Asphalt				Milled and overlaid 2022
0289	S GERMAN AVE	10	Asphalt				Milled and overlaid 2022
0285	W 6TH ST	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	30% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0297	S TURKLE AVE	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0296	S TURKLE AVE	5	Asphalt	Raveling,Polishing		Block,Longitudinal,Transverse	30% block cracking 1/4 inch longitudinal cracks 1/4 inch transverse cracks
0291	W 7TH ST	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	More than 50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0292	W 7TH ST	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	More than 50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0293	S GERMAN AVE	3	Gravel				
0294	S GERMAN AVE	10	Asphalt				Milled and overlaid 2022
0287	W 6TH ST	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	More than 50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0286	S WIRE AVE	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	More than 50% block cracking 1/4 inch longitudinal cracks 1/4 inch transverse cracks
0264	W 4TH ST	8	Asphalt				
0258	W 4TH ST	8	Asphalt				
0265	W 4TH ST	8	Asphalt				
0248	W 4TH ST	8	Asphalt				
0235	W SPRING DR	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	More than 50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks

0234	S STEWART DR	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	30% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0230	S STEWART CT	4	Asphalt	Raveling,Polishing		Transverse,Block,Longitudinal	Block cracking 25% 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0231	S STEWART DR	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks 50% block cracking
0228	S STEWART CT	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks 50% block cracking
0229	S STEWART CT	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks 50% block cracking
0233	S STEWART DR	4	Asphalt	Raveling,Polishing		Longitudinal,Transverse,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks 50% block cracking
0232	S STEWART DR	3	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	1/4 inch transverse cracks 1/4 inch longitudinal cracks 50% block cracking Less than 25% alligator cracking
0236	W SPRING DR	3	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	More than 50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0225	S VAN ARSDALE AVE	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	More than 50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0226	S VAN ARSDALE AVE	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	More than 50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0224	W 2ND ST	5	Concrete				Scaling 1/4 inch longitudinal cracks
0227	S VAN ARSDALE AVE	4	Asphalt	Polishing,Raveling		Transverse,Block,Longitudinal	More than 50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0223	S GERMAN AVE	10	Asphalt				Milled and overlaid 2022
0249	S GERMAN AVE	10	Asphalt				Milled and overlaid 2022
0250	S WIRE AVE	9	Asphalt				
0222	S WIRE AVE	8	Asphalt				
0219	S HUNGERFORD AVE	3	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks Settling at sewer taps
0221	W 1ST ST	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	50% block cracking 1/4 inch longitudinal cracks 1/4 inch transverse cracks
0220	S HUNGERFORD AVE	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks

0251	S HUNGERFORD AVE	3	Asphalt	Raveling,Polishing	Settling,Rutting	Transverse,Longitudinal,Block,Alligator	60% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks Settling/rutting
0284	S HUNGERFORD AVE	3	Gravel				Valley gutter needs replaced
0263	W 4TH ST	9	Asphalt				
0262	W 4TH ST	9	Asphalt				
0252	S STEARNS AVE	10	Asphalt				Milled and overlaid 2022
0218	S STEARNS AVE	10	Asphalt				Milled and overlaid 2022
0217	S STEARNS AVE	10	Asphalt				Milled and overlaid 2022
0216	S SUNSET AVE	4	Asphalt	Polishing,Raveling		Transverse,Longitudinal,Block	50% block cracking 1/4 inch longitudinal cracks 1/4 inch transverse cracks
0253	S SUNSET AVE	4	Asphalt	Polishing,Raveling		Transverse,Longitudinal,Block	50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0261	W 4TH ST	9	Asphalt				
0282	S WESTERN AVE	2	Gravel				Potholes
0260	W 4TH ST	8	Asphalt			Transverse	1/4 inch transverse cracks
0254	S WESTERN AVE	5	Asphalt	Polishing,Raveling		Transverse,Longitudinal,Block	30% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0214	S WESTERN AVE	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	30% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0215	S WESTERN AVE	8	Concrete				
0205	S RANGER AVE	8	Concrete				
0204	S RANGER AVE	7	Asphalt			Transverse,Reflection	1/4 inch transverse cracks
0257	S RANGER AVE	6	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0255	S RANGER AVE	6	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0256	S RANGER AVE	6	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0283	S STEARNS AVE	3	Gravel				
0259	W 4TH ST	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/4 inch transverse cracks Slight blocking
0266	W 4TH ST	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks
0267	W 4TH ST	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks
0206	W JUBILEE ST	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch longitudinal cracks 1/2 inch transverse cracks Milled an overlaid at the intersection of Ranger
0200	W LORING ST	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/2 inch transverse cracks 1/4 inch longitudinal cracks Pot holes/settling Gap mastic needed
0201	S PEACHWOOD DR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/2 inch transverse cracks 1/4 inch longitudinal cracks
0198	W 2ND ST	4	Asphalt	Raveling,Polishing		Block,Longitudinal,Transverse	1/2 inch longitudinal cracks 1/2 inch transverse cracks 30% block



0196	W 2ND ST	3	Asphalt	Raveling,Polishing	Settling	Transverse,Longitudinal,Block	1/2 inch longitudinal cracks 1/2 inch transverse cracks Settling Block cracking
0202	S CHAMPION ST	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/2 inch longitudinal cracks 1/2 inch transverse cracks Slight block cracking
0203	S CHAMPION ST	3	Asphalt	Raveling,Polishing	Settling,Rutting	Transverse,Longitudinal,Block	1/2 inch transverse cracks 1/2 inch longitudinal cracks 30% Block cracking
0199	S PEACHWOOD DR	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/2 inch transverse cracks 1/2 inch longitudinal cracks 15% block cracking
0197	W 2ND ST	2	Asphalt	Raveling,Polishing	Rutting,Settling,Dis	Transverse,Longitudinal,Block	1/2 inch longitudinal cracks 1/2 inch transverse cracks Settling Patches Water dept had water main break that caused the road rise. Need milled and overlaid
0208	W 2ND ST	9	Asphalt				
0209	W 2ND ST	9	Asphalt				
0210	W 2ND ST	9	Asphalt				
0211	W 2ND ST	9	Asphalt				
0212	W 2ND ST	9	Asphalt				
0207	W 2ND ST	9	Asphalt				
0213	W 2ND ST	9	Asphalt				
0274	S CHATTA ST	7	Asphalt	Raveling		Transverse,Longitudinal	1/4-1/2 inch transverse cracks
0268	W LEONARD ST	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0273	S CHATTA ST	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0272	S SHIRA ST	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0270	S SHIRA ST	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0271	S SHIRA CIR	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0269	S SHIRA CT	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks Needs new valley gutter (pics)
0275	S CHATTA ST	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0280	W CHELSEA ST	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0276	S ERIN CT	7	Asphalt				1/4 inch transverse cracks
0278	S SHIRA ST	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0277	S MELVIN CT	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0281	S SHIRA ST	7	Asphalt			Transverse	1/4 inch transverse cracks
0482	KIRBY PARK	6	Concrete				Old section of concrete has some cracking
0484	KIRBY PARK	2	Gravel				Needs box bladed
0483	KIRBY PARK	7	Concrete				
0279	W CHELSEA ST	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0501	S CATTAIL CIR	9	Asphalt				
0396	S LAKEVIEW ST	8	Asphalt			Transverse	1/4 inch transverse cracks Slurry seal 2022

0394	W LAKEVIEW CT	8	Asphalt				1/4 inch transverse cracks Slurry seal 2022
0395	S LAKEVIEW ST	8	Asphalt				1/4 inch transverse cracks Slurry seal 2022
0401	W SADDLE BROOKE ST	8	Asphalt			Transverse	1/4 inch transverse cracks Slurry seal 2022
0392	S SADDLE BROOKE CT	8	Asphalt			Transverse	1/4 inch transverse cracks Slurry seal 2022
0404	W SADDLE BROOKE ST	8	Asphalt				1/4 inch transverse cracks Slurry seal 2022
0403	W SADDLE BROOKE ST	8	Asphalt			Transverse	1/4 inch transverse cracks Slurry seal 2022
0393	S BLUE STEM PL	8	Asphalt				1/4 inch transverse cracks Slurry seal 2022
0402	W SADDLE BROOKE ST	8	Asphalt				1/4 inch transverse cracks Slurry seal 2022
0398	S BLUE STEM ST	8	Asphalt				1/4 inch transverse cracks Slurry seal 2022
0399	W FIREFLY ST	8	Asphalt			Transverse	1/4 inch transverse cracks Slurry seal 2022
0391	S WINDROSE CIR	8	Asphalt				1/4 inch transverse cracks Slurry seal 2022
0400	S WINDROSE ST	8	Asphalt				1/4 inch transverse cracks Slurry seal 2022
0390	W WINDROSE CT	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	15% block cracking 1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks
0397	S WINDROSE ST	8	Asphalt			Transverse,Longitudinal	Slurry seal 2022 1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks
0405	S LAKEVIEW ST	8	Asphalt				Slurry sealed 2022 1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks
0504	S LAKEVIEW ST	9	Asphalt	Raveling			
0502	W COUNTRY LAKES ST	8	Asphalt				Slurry seal 2022
0546	COUNTRY LAKES	9	Asphalt	Raveling			
0546	COUNTRY LAKES	9	Asphalt				
0503	S LAKEVIEW ST	9	Concrete				
0547	COUNTRY LAKES PL.	10	Concrete				
0545	COUNTRY LAKES	9	Asphalt				
0544	COUNTRY LAKES	9	Asphalt				
0543	CATTAIL	9	Asphalt				
0382	W SCHOOLHOUSE ST	8	Asphalt				1/4 inch transverse cracks Slurry seal 2022
0381	S SCHOOLHOUSE PL	6	Asphalt	Raveling		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks Block cracking
0389	W SCHOOLHOUSE ST	8	Asphalt			Transverse	Slurry seal 2022 1/4 inch transverse cracks
0380	S SCHOOLHOUSE CT	8	Asphalt				Slurry seal 2022 1/4 inch transverse cracks

0388	W SCHOOLHOUSE ST	8	Asphalt				Slurry seal 2022 1/4 inch transverse cracks
0379	S SCHOOLHOUSE CIR	7	Asphalt	Raveling		Transverse	1/4 inch transverse cracks
0387	W SCHOOLHOUSE ST	8	Asphalt				Slurry seal 2022 1/4 inch transverse cracks
0383	W COUNTRY LAKES ST	8	Asphalt			Transverse	1/4 inch transverse cracks Slurry seal 2022
0386	W COUNTRY LAKES ST	8	Asphalt				1/4 inch transverse cracks Slurry seal 2022
0377	S COUNTRY LAKES CT	8	Asphalt				Slurry seal 2022 1/4 inch transverse cracks
0385	W COUNTRY LAKES ST	8	Asphalt				Slurry seal 2022 1/4 inch transverse cracks
0375	S BLUE STEM CT	8	Asphalt			Transverse	Slurry seal 2022 1/4 inch transverse cracks
0384	W COUNTRY LAKES ST	8	Asphalt				Slurry seal 2022
0376	S BLUE STEM CIR	8	Asphalt			Transverse	Slurry seal 2022 1/4 inch transverse cracks
0378	S COUNTRY LAKES CIR	8	Asphalt			Transverse	Slurry seal 2022 1/4 inch transverse cracks
0035	W HICKORY ST	8	Asphalt			Transverse	Slurry seal 2022 1/4 inch transverse
0092	W HANNAH LN	8	Asphalt			Transverse	Slurry sealed 2022 1/4 inch transverse cracks
0091	N CALEB ST	8	Asphalt				Slurry sealed 2022 1/4 inch transverse cracks
0085	N CALEB ST	8	Asphalt				Slurry sealed 2022
0086	W ASPEN ST	8	Asphalt			Transverse	Slurry sealed 2022 1/4 inch transverse cracks
0087	W ASPEN ST	8	Asphalt				Slurry sealed 2022 1/4 inch transverse cracks
0088	W HICKORY ST	8	Asphalt				Slurry sealed 2022 1/4 inch transverse cracks
0089	W HANNAH LN	8	Asphalt				Slurry sealed 2022 1/4 inch transverse cracks
0090	W HANNAH LN	8	Asphalt				Slurry sealed 2022 1/4 inch transverse cracks
0084	N BASSWOOD LN	7	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0083	W WILLOW LN	7	Asphalt			Transverse,Block	1/4 inch transverse cracks
0082	W WILLOW LN	7	Asphalt			Longitudinal,Block,Transverse	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0042	N APPLE LN	4	Asphalt	Raveling,Polishing		Block,Longitudinal,Transverse	Rutting Settling transverse cracks 1/2 inch transverse cracks Block cracking at transverse cracks
0037	N APPLE CT	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks

0036	N APPLE CT	3	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	25% alligator cracking Block cracking 1/4 inch longitudinal cracks 1/4 inch transverse cracks
0038	W SANDALWOOD DR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch longitudinal cracks 1/4 inch transverse cracks
0041	N SANDALWOOD DR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	Block cracking 1/4 inch longitudinal cracks 1/4 inch transverse cracks
0044	N LINDEN LN	5	Asphalt	Raveling,Polishing		Block	1/2 inch transverse cracks 1/4 inch longitudinal cracks Block cracking On edges
0043	N LINDEN LN	5	Asphalt			Transverse,Longitudinal,Block	1/2 inch transverse cracks 1/4 inch longitudinal cracks Slight block cracking
0080	W WILLOW LN	7	Concrete				1/4 inch longitudinal cracks
0040	N BASSWOOD LN	3	Asphalt	Raveling,Polishing	Rutting	Transverse,Longitudinal,Block	Rutting Settling 1/2 inch transverse cracks 1/2 inch longitudinal cracks
0039	N LINDEN CT	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	30% block cracking 1/2 inch transverse cracks 1/4 inch longitudinal cracks
0081	W WILLOW LN	7	Concrete				1/4 inch longitudinal cracks
0045	N MIMOSA DR	8	Asphalt			Transverse	1/4 inch transverse cracks
0103	N TIMBERLANE DR	7	Asphalt			Transverse	1/4 inch transverse cracks
0095	N TIMBERLANE CT	3	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block,Alligator	Less then 30% alligator cracks 50% block cracking 1/2 inch transverse cracks 1/4 inch longitudinal cracks
0104	N TIMBERLANE DR	7	Asphalt			Transverse	1/4 inch transverse cracks
0094	W RAINTREE LN	6	Asphalt	Raveling,Polishing		Transverse,Block,Longitudinal	15% block cracking 1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks
0093	W BOXWOOD LN	7	Asphalt	Raveling,Polishing		Transverse	Used gap mastic on transverse cracks
0102	N TIMBERLANE DR	6	Asphalt			Transverse	1/4 inch transverse cracks
0077	N PEACH TREE LN	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/2 inch transverse cracks 1/2 inch longitudinal cracks Block cracking at transverse cracks
0079	N PARK DR	10	Asphalt				Milled and overlaid 2022
0078	N PARK DR	10	Asphalt				Milled and overlaid 2022
0101	N TIMBERLANE DR	5	Asphalt		Rutting		Milled an overlaid Sub base failed did major patching Rutting in areas
0537	N TIMBERLANE DR	7	Asphalt			Transverse	1/4 inch transverse
0100	N HUNGERFORD ST	7	Asphalt			Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0462	RIGGS PARK	5	Concrete				
0461	RIGGS PARK	2	Concrete				Settling 1/2 inch cracks

0463	RIGGS PARK	2	Asphalt		Rutting,Settling	Transverse,Longitudinal,Block,Alligator	Rutting Settling 25% block cracking
0475	RIGGS PARK	3	Gravel				Pot holes Needs more chat
0465	RIGGS PARK	4	Concrete				
0464	RIGGS PARK	3	Gravel				Pot holes
0466	RIGGS PARK	5	Concrete				
0473	RIGGS PARK	7	Concrete				
0474	RIGGS PARK	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/2 inch transverse cracks 1/4 inch longitudinal cracks
0046	N MIMOSA DR	7	Asphalt			Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0535	N MIMOSA DR	7	Asphalt			Transverse	1/4 inch transverse cracks
0047	W ALEXANDER DR	8	Concrete				
0048	W ALEXANDER DR	5	Asphalt			Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks Slight block cracking
0063	W ANITA DR	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks Slight block cracking
0049	W ALEXANDER DR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/4-1/2 inch transverse cracks 1/4-1/2 inch longitudinal cracks Slight block cracking
0061	W ALEXANDER DR	5	Asphalt	Raveling,Polishing		Transverse,Block,Longitudinal	1/4-1/2 inch transverse cracks 1/4-1/2 inch longitudinal cracks Block cracking
0062	W ALEXANDER DR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks 25% block cracking
0060	W ALEXANDER DR	5	Asphalt	Raveling,Polishing		Block,Longitudinal,Transverse	1/4 inch transverse cracks 1/4 inch longitudinal cracks 20% block cracking
0059	W ALEXANDER DR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/4 inch longitudinal cracks 1/4 inch transverse cracks 20% block cracking
0055	W ALEXANDER CT	4	Asphalt	Raveling,Polishing		Longitudinal,Transverse,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks 40% block cracking
0058	W ALEXANDER DR	7	Asphalt	Raveling		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0057	W ALEXANDER DR	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks Block cracking Potholes @ valley gutter
0067	W FAGER DR	10	Concrete				
0097	N HUNGERFORD ST	7	Concrete				1/4 inch transverse cracks Pot holes
0096	W CHRISTINE CT	6	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/2 inch transverse 1/4 inch longitudinal cracks Slight block cracking

0099	N HUNGERFORD ST	7	Concrete				1/2 inch transverse
0098	W SARAH LN	7	Asphalt			Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0074	N SLADE AVE	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0076	W ANITA DR	7	Asphalt			Transverse	1/4 inch longitudinal cracks
0050	N IVAH DR	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0051	N IVAH DR	3	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks Rutting
0066	N SLADE AVE	8	Asphalt			Transverse	1/4 inch transverse cracks
0065	N SLADE AVE	8	Asphalt			Transverse	1/4 inch longitudinal cracks
0075	W ANITA DR	7	Asphalt			Transverse,Longitudinal	1/4 inch longitudinal cracks 1/4 inch longitudinal cracks
0071	N CLINTON AVE	9	Asphalt				Milled and overlaid 2022
0073	W ANITA DR	7	Asphalt			Transverse,Longitudinal	1/4 inch longitudinal cracks 1/4 inch transverse cracks
0064	N CLINTON AVE	6	Concrete				Slight heave
0069	W ANITA DR	8	Concrete				
0070	W ANITA DR	7	Asphalt			Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0052	W ANITA DR	3	Concrete				
0072	N HILLCREST AVE	4	Asphalt	Raveling,Polishing			1/4 inch transverse cracks 1/4 inch longitudinal cracks 25% block cracking
0053	N HILLCREST AVE	2	Asphalt	Raveling,Polishing	Rutting,Settling	Transverse,Longitudinal,Block,Alligator	50% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks Setting in spots Potholes
0056	W FAGER DR	5	Asphalt	Raveling		Transverse,Longitudinal,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks 30% Block cracking
0054	W HUNTER ST	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Alligator,Block	30% alligator cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks Settling
0068	W FAGER DR	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	25% block cracking 1/4 inch transverse cracks 1/4 inch longitudinal cracks
0116	W SARAH LN	7	Asphalt			Transverse,Longitudinal	1/4 inch longitudinal cracks 1/4 inch transverse cracks
0115	W SARAH LN	7	Asphalt			Transverse,Longitudinal	1/4 inch longitudinal cracks 1/4 inch transverse cracks
0114	W SARAH LN	7	Asphalt			Transverse,Longitudinal	1/4 inch longitudinal cracks 1/4 inch transverse cracks
0113	W SARAH LN	7	Asphalt			Transverse	1/4 inch transverse cracks

0472	SPLASH PARK	8	Concrete				1/4 inch longitudinal cracks 1/4 inch meandering cracks Map cracking Scaling
0109	N CLINTON AVE	4	Concrete				
0470	ACTIVITY CENTER	9	Concrete				
0470	ACTIVITY CENTER	8	Asphalt			Longitudinal	
0468	ACTIVITY CENTER	9	Concrete				
0471	ACTIVITY CENTER	8	Asphalt			Transverse	
0467	ACTIVITY CENTER	9	Concrete				
0108	W CASTLE LN	7	Concrete				1/4 inch longitudinal cracks Scaling
0107	N LAMAR AVE	8	Asphalt			Transverse,Longitudinal	1/4 inch longitudinal cracks 1/4 inch transverse cracks
0106	N LAMAR AVE	8	Concrete				
0112	N LAMAR AVE	8	Asphalt			Transverse	1/4 inch transverse cracks
0110	N CAMPBELL DR	4	Asphalt	Raveling,Polishing		Transverse,Longitudinal,Block	1/2 inch transverse cracks 1/4 inch longitudinal cracks 30% block cracking
0111	W CASTLE LN	5	Asphalt	Raveling,Polishing		Transverse,Longitudinal	1/2 inch transverse cracks 1/4 inch longitudinal cracks
0455	CITY HALL / PD	3	Concrete				1/2 inch transverse cracks Corner crack
0453	CITY HALL / PD	7	Concrete				Slight scaling
0451	CITY HALL / PD	5	Asphalt	Raveling		Transverse,Longitudinal	1/2 inch transverse cracks 1/2 inch longitudinal cracks
0454	CITY HALL / PD	8	Asphalt	Raveling		Transverse	1/2 inch transverse cracks
0486	VICKERS BUILDING	10	Concrete				
0488	VICKERS BUILDING	5	Asphalt	Raveling,Polishing		Transverse,Block	1/4 inch transverse cracks 1/4 inch longitudinal cracks Raveling
0487	VICKERS BUILDING	9	Concrete				
0442	N MAIN ST	10	Asphalt				
0441	N MAIN ST	9	Concrete				
0439	S TURKLE AVE	7	Concrete				Slight scaling
0414	GRAND AVE, MAIN ST	7	Concrete				Slight scaling
0440	W GRAND AVE	7	Concrete				
0452	CITY HALL / PD	5	Concrete				
0413	W GRAND AVE	5	Asphalt	Raveling,Polishing		Block,Longitudinal,Transverse	1/4-1/2 inch transverse cracks 1/4 inch longitudinal cracks Block cracking next to City Hall Block cracking at Timberland
0411	S MERIDIAN AVE	7	Asphalt			Transverse,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks
0410	W GRAND AVE	2	Asphalt	Raveling,Polishing	Rutting,Settling	Transverse,Block,Longitudinal	1/4 inch transverse cracks 1/4 inch longitudinal cracks 50% block cracking Patch's Rutting Pot holes
0409	W GRAND AVE	7	Concrete				
0105	N MIMOSA DR	7	Concrete				

0415	E GRAND AVE	7	Concrete					1/4-1/2 inch transverse cracks 1/4 1/2 inch longitudinal cracks
0430	E GRAND AVE	6	Asphalt	Raveling,Polishing			Transverse,Longitudinal,Block	First signs of block cracking
0417	E GRAND AVE	7	Concrete					
0416	GRAND AVE	4	Asphalt	Raveling,Polishing	Frost_Heave		Transverse,Longitudinal	
0420	E 71ST ST S	6	Asphalt	Raveling,Polishing	Rutting			1/4 inch transverse cracks 1/4 inch longitudinal cracks Slight rutting
0539	DORNER PARK	2	Asphalt					Soccer field/dog park parking lot has settling,rutting and pot holes, full depth patching needed
0540	DORNER PARK	9	Concrete					Needs an overlay
0541	DORNER PARK	10	Asphalt					Holds water at volleyball ct.
0538	DORNER PARK	8	Asphalt				Transverse	1/4 inch transverse cracks
0542	DORNER PARK	10	Asphalt					
0528	DORNER PARK	10	Asphalt					







# CITY OF HAYSVILLE, KANSAS

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

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

www.haysville-ks.com

To: The Honorable Mayor, Russ Kessler  
Haysville City Councilmembers

From: Tony Martinez  
City of Haysville  
Director of Public Works

Date: April 10, 2023

Re: Purchase of Water Meter Setters

---

We have obtained quotes to purchase water service material and setters for the Copper Tail Development Phase 1. This material is necessary to install water service to 10 fourplexes. These two vendors meet our specifications for water material.

Municipal Supply	\$16,360.90
Wichita WinWater	\$12,609.00

We are requesting authorization to purchase the water service material and setters from Wichita WinWater for a total of \$12,609.00. This will be paid out of water materials budget.

Tony Martinez  
City of Haysville  
Director of Public Works





# HAYSVILLE POLICE DEPARTMENT

## March 2023

TOTAL CALLS	---	DOGS IMPOUNDED	11
CASE NUMBERS ISSUED	335	SUMMONS ISSUED	7
SUMMONS ISSUED	148	RELEASED TO OWNER	10
CITY CODE	10	RELEASED TO COUNTY	01
CRIMINAL MISD	16	DECEASED ANIMALS	00
TRAFFIC MISD	59	ANIMALS HELD	00
TRAFFIC INF	57		
VOIDED	00	CONTACTS FOR NO	
WARNINGS	06	CITY LICENSE	00
ARRESTS	63	LICENSES PURCHASED	
ADULT	45	15 <sup>th</sup> TO 15 <sup>th</sup> OF MONTH	06
JUVENILE	16		
CINC	02		
CITE/RELEASE	39		
HPD WARRANTS	08		
OUTSIDE ARRESTS	03		
MV ACCIDENTS	8	WARRANTS ISSUED	28
INJURY	02		
NON-INJURY	06		
VACATION HOMES	03		
COMMUNITY POLICING	03	K9 DEPLOYMENTS	05
		MILES DRIVEN	10,666
SPECIAL WATCH	07		
CRS WALK –INS	117		
INCOMING CALLS	792		
OUTGOING CALLS BY CRS	105		





Code Enforcement Summary

Month	No Trash Service	Materials Storage	Nuisance	Nuisance Auto	Unsafe Structur	Grass Residential	Grass Commerical	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	16
April	0	0	0	0	0	0	0	0	0	0	0	0	0	6
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	81





HAYSVILLE COMMUNITY LIBRARY

210 S. Hays Avenue  
Haysville, KS 67060  
Ph 316/524-5242, Fax 316/524-0142  
[www.haysvillecommunitylibrary.org](http://www.haysvillecommunitylibrary.org)

March 16, 2023

The Honorable Russ Kessler  
Mayor, City of Haysville  
City Hall  
200 West Grand  
Haysville, Kansas 67060

Dear Mr. Mayor:

Two recent appointees to the Library board are serving the remainder of unexpired terms which end on April 30<sup>th</sup>. These are Brooke Aziere in Seat 4 and Carolyn Brown in Seat 5. Both members have expressed an interest in continuing to serve and to making substantial contributions to the activities and initiatives of the Library Board.

Please consider reappointing Ms. Aziere and Ms. Brown to fill the respective full terms that will be open as April ends, and submitting each to Council for their assent.

Respectfully Yours,

Kenneth L. Bell  
Director  
Haysville Community Library



# MEMO

TO: The Honorable Russ Kessler, Mayor  
Haysville City Councilmembers

FROM: Will Black, Chief Administrative Officer

SUBJECT: Appointment to Sedgwick County Fire District Number One Steering Council

DATE: April 6, 2023

---

During the January meeting, City Council approved the appointment of Justin Bruster to the Sedgwick County Fire District Number One Steering Council. Since that time, the county has changed the resolution that establishes the steering council to disallow firefighters from serving on the council (see below for exact language). Since our appointee is currently in the employ of the Wichita Fire Department, he will not be allowed to serve on the steering council.

We posted notice of the opening and received an application from an interested resident. The applicant, Susan Sutton, appears to meet the requirements of membership of the steering council.

Relevant resolution language: Current and former employees of Sedgwick County Fire District Number One and current and former employees of any fire district or fire department that have a mutual aid agreement, an enhanced first responder agreement, or an automatic aid agreement with Sedgwick County Fire District Number One shall not be eligible for appointment to the Steering Council.



# APPLICATION FOR APPOINTMENT TO CITY OF HAYSVILLE BOARDS OR COMMISSIONS



Name of Applicant Susan (Susie) Sutton Address Haysville

How many years have you resided in Haysville or in Haysville's Area of Influence? 3 yrs

*Most appointed positions are reserved for Haysville residents. The Planning Commission, Bicycle Pedestrian Advisory Committee and the Historic Committee have positions available to persons who reside within Haysville's Area of Influence.*

Home Telephone 316-617 Work Telephone 316-838-1611 Email susie@thesuttonsrock.com

Board or Commission Applying For Sedgwick County Fire Steering Council

Please state why you are interested in serving on this Board/Commission and indicate what expertise and/or capabilities you would bring to this Board/Commission.

I am interested in assuring that the citizens of Haysville and Sedgwick county have the best emergency services possible. I offer over 20 years experience as an accountant and in leadership roles in organizations with 12 employees to Walmart, learning as many valuable skills on the job as I did obtaining my MBA. I am also the daughter-in-law of a retired Fireman and while clearly not an expert, I have learned a lot about this field.

What other boards (city, county, school, hospital, etc.) or elected offices are you currently serving on? What other boards (city, county, school, hospital, etc.) or elected offices have you ever served on?

I have not previously or am not currently on any board or any elected official.

Please list any present and past community volunteer activities:

While participating in various groups of interest, I have held the position of Treasurer and been on the board of the Sports Car Club of America and also been on the board, VP and currently President of Kansas Orchid Society. Additionally I was a founding board member of the Wichita Pug Rescue.

To the best of your knowledge, would the appointment on your desired board/commission create any conflicts of interest due to your employment or business endeavors? If yes, explain.

No, it should not. I work in Haysville Monday - Friday 8-5, however as the Accounting Manager I do have some flexibility and can leave when the need arises.

*Submission of application does not guarantee board/commission appointment.*

Signature of Applicant Susan Sutton

Date 4/3/2023

Received by William Black

Date 4/4/23

Return completed application to: City of Haysville, P.O. Box 404, Haysville, KS 67060  
Or email the application to: wblack@haysville-ks.com





# AP Summary of Expenditures By Vendor Name

Payment Dates 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
<b>Vendor: 4IMP0004 - 4IMPRINT INC</b>					
4IMPRINT INC	03/21/2023	PROMOTIONAL ITEMS - POLICE DEPT. PENS	BIC CLIC STIC PENS, FINE PNT, BLUE INK, SILVER/BLK	001-02-2004	402.39
<b>Vendor 4IMP0004 - 4IMPRINT INC Total:</b>					<b>402.39</b>
<b>Vendor: AALCO0018 - AALCO ATHLETIC EQUIPMENT CO.</b>					
AALCO ATHLETIC EQUIPMENT ...	03/21/2023	ATHLETIC EQUIPMENT	BHA ROD & HARDWARE KIT	037-57-2012	175.00
<b>Vendor AALCO0018 - AALCO ATHLETIC EQUIPMENT CO. Total:</b>					<b>175.00</b>
<b>Vendor: ACME0033 - ACME WASTE SYSTEMS, LLC.</b>					
ACME WASTE SYSTEMS, LLC.	03/07/2023	C & D DISPOSAL - PW RECYCLE CNTR.	C & D DISPOSAL - PW RECYCLE CNTR.	036-56-3017	1,271.07
<b>Vendor ACME0033 - ACME WASTE SYSTEMS, LLC. Total:</b>					<b>1,271.07</b>
<b>Vendor: AFLA0056 - AFLAC</b>					
AFLAC	03/23/2023	PAYROLL DEDUCTION AFLAC	PAYROLL DEDUCTION AFLAC	001-00-2014	56.81
AFLAC	03/23/2023	PAYROLL DEDUCTION AFLAC	PAYROLL DEDUCTION AFLAC	001-00-2052	205.46
<b>Vendor AFLA0056 - AFLAC Total:</b>					<b>262.27</b>
<b>Vendor: AIRC1400 - AIR CAPITAL WASTE</b>					
AIR CAPITAL WASTE	03/07/2023	TRASH SERVICE - 706 SARAH LN. 4/22/2023	TRASH SERVICE - 706 SARAH LN. 4/22/2023	092-66-3001	50.00
<b>Vendor AIRC1400 - AIR CAPITAL WASTE Total:</b>					<b>50.00</b>
<b>Vendor: AIRG0064 - AIRGAS USA, LLC</b>					
AIRGAS USA, LLC	03/21/2023	WELD SHOP SUPPLIES	PLASMA TORCH CUTTING SHIELD 4EA.	011-31-2006	80.40
AIRGAS USA, LLC	03/21/2023	WELD SHOP SUPPLIES	NOZZLE SHIELD 10EA.	011-31-2006	112.95
<b>Vendor AIRG0064 - AIRGAS USA, LLC Total:</b>					<b>193.35</b>
<b>Vendor: AJRA1000 - AJ RAMIREZ</b>					
AJ RAMIREZ	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
<b>Vendor AJRA1000 - AJ RAMIREZ Total:</b>					<b>35.00</b>
<b>Vendor: ALTE0100 - ALTERNATIVE PEST MGMNT.</b>					
ALTERNATIVE PEST MGMNT.	03/07/2023	PEST CONTROL	PEST CONTROL - CITY HALL	001-09-2040	50.00
ALTERNATIVE PEST MGMNT.	03/07/2023	PEST CONTROL	PEST CONTROL - SR. CNTR.	001-12-2004	35.00
ALTERNATIVE PEST MGMNT.	03/07/2023	PEST CONTROL	PEST CONTROL - PW OFFICE	010-30-2004	13.33
ALTERNATIVE PEST MGMNT.	03/07/2023	PEST CONTROL	PEST CONTROL - WWTP	010-30-2008	40.00
ALTERNATIVE PEST MGMNT.	03/07/2023	PEST CONTROL	PEST CONTROL - PW OFFICE	011-31-2004	13.33
ALTERNATIVE PEST MGMNT.	03/07/2023	PEST CONTROL	PEST CONTROL - PW OFFICE	021-41-2004	13.34
<b>Vendor ALTE0100 - ALTERNATIVE PEST MGMNT. Total:</b>					<b>165.00</b>
<b>Vendor: AMER0111 - AMERICAN FENCE COMPANY INC</b>					
AMERICAN FENCE COMPANY I...	03/07/2023	S/C 2/22/2023 PW ENTRY GATE REPAIR	S/C 2/22/2023 PW ENTRY GATE REPAIR	010-30-2006	4,981.00
<b>Vendor AMER0111 - AMERICAN FENCE COMPANY INC Total:</b>					<b>4,981.00</b>
<b>Vendor: AMSO0130 - AMSOIL INC</b>					
AMSOIL INC	03/21/2023	SYNTHETIC OIL	SYNTHETIC OIL - 15W40 HVY DUTY	001-03-2009	352.06
AMSOIL INC	03/21/2023	SYNTHETIC OIL	SYNTHETIC OIL - 15W40 HVY DUTY	010-30-2009	352.06
AMSOIL INC	03/21/2023	SYNTHETIC OIL	SYNTHETIC OIL - 15W40 HVY DUTY	011-31-2009	352.06
AMSOIL INC	03/21/2023	SYNTHETIC OIL	SYNTHETIC OIL - 15W40 HVY DUTY	021-41-2009	352.06
<b>Vendor AMSO0130 - AMSOIL INC Total:</b>					<b>1,408.24</b>
<b>Vendor: CIEM1032 - ANNE CIEMNY</b>					
ANNE CIEMNY	03/21/2023	PAINT CLASS 3/11/2023 - 10AM & 12PM	PAINT CLASS 3/11/2023 12PM - 13 PARTICIPANTS	001-12-1100	150.00

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
ANNE CIEMNY	03/21/2023	PAINT CLASS 3/11/2023 - 10AM & 12PM	PAINT CLASS 3/11/2023 10AM - 23 PARTICIPANTS	001-12-1100	230.00
<b>Vendor CIEM1032 - ANNE CIEMNY Total:</b>					<b>380.00</b>
<b>Vendor: ATCO0199 - ATCO INTERNATIONAL</b>					
ATCO INTERNATIONAL	03/21/2023	ASSAULT WASP & HORNET KILLER	ASSAULT WASP & HORNET KILLER	010-30-2009	167.15
<b>Vendor ATCO0199 - ATCO INTERNATIONAL Total:</b>					<b>167.15</b>
<b>Vendor: B&amp;HS1421 - B &amp; H SALES AND SERVICE, INC.</b>					
B & H SALES AND SERVICE, INC.	03/21/2023	MISC. ELECTRONICS	WIRING KITS (DIGITICKET SYSTEM)	001-02-2006	25.00
<b>Vendor B&amp;HS1421 - B &amp; H SALES AND SERVICE, INC. Total:</b>					<b>25.00</b>
<b>Vendor: BEAL0281 - BEALL &amp; MITCHELL LLC</b>					
BEALL & MITCHELL LLC	03/07/2023	PROFESSIONAL SERVICES - JUDGE	PROFESSIONAL SERVICES - JUDGE	001-06-1100	1,775.53
<b>Vendor BEAL0281 - BEALL &amp; MITCHELL LLC Total:</b>					<b>1,775.53</b>
<b>Vendor: BISH0322 - BISHOP LIFTING PRODUCTS, INC.</b>					
BISHOP LIFTING PRODUCTS, INC.	03/21/2023	LIFT SUPPLIES	CHAIN SLING 1/2" X 16' REACH W/ YOKE HARDWARE	010-30-2009	860.56
<b>Vendor BISH0322 - BISHOP LIFTING PRODUCTS, INC. Total:</b>					<b>860.56</b>
<b>Vendor: BLAC0328 - BLACKBURN MFG CO</b>					
BLACKBURN MFG CO	03/21/2023	LOCATE FLAGS & PAINT SUPPLIES	FLO SAFETY GREEN WATER LOCATE FLAGS	010-30-2009	425.96
BLACKBURN MFG CO	03/21/2023	LOCATE FLAGS & PAINT SUPPLIES	FLO PINK - WATER LOCATE FLAGS	011-31-2012	162.00
BLACKBURN MFG CO	03/21/2023	LOCATE FLAGS & PAINT SUPPLIES	SHIPPING/HANDLING	011-31-2012	61.27
BLACKBURN MFG CO	03/21/2023	LOCATE FLAGS & PAINT SUPPLIES	PR LG 21 W F LOCATE FLAGS	011-31-2012	92.50
BLACKBURN MFG CO	03/21/2023	LOCATE FLAGS & PAINT SUPPLIES	PR LG 21 W LOCATE FLAGS	011-31-2012	92.50
BLACKBURN MFG CO	03/21/2023	LOCATE FLAGS & PAINT SUPPLIES	FLO ORANGE - WATER LOCATE FLAGS	011-31-2012	108.00
<b>Vendor BLAC0328 - BLACKBURN MFG CO Total:</b>					<b>942.23</b>
<b>Vendor: BORD0351 - BORDER STATES ELECTRIC SUPPLY</b>					
BORDER STATES ELECTRIC SUPP...	03/07/2023	ELECTRICAL SUPPLIES	4" RAISED SQ. TOGGLE SWITCH COVER 4EA.	036-56-3011	14.56
BORDER STATES ELECTRIC SUPP...	03/07/2023	ELECTRICAL SUPPLIES	20A TOGGLE DEPOSIT 4EA.	036-56-3011	71.84
BORDER STATES ELECTRIC SUPP...	03/07/2023	ELECTRICAL SUPPLIES	4 X 1-1/2" SQ. BOX 3EA.	036-56-3011	5.37
BORDER STATES ELECTRIC SUPP...	03/07/2023	ELECTRICAL SUPPLIES	3/4" X 3/4" ZINC NIPPLE 4EA.	036-56-3011	23.28
BORDER STATES ELECTRIC SUPP...	03/07/2023	ELECTRICAL SUPPLIES	4 X 2-1/8" SQ. BOX 3EA.	036-56-3011	8.10
BORDER STATES ELECTRIC SUPP...	03/07/2023	ELECTRICAL SUPPLIES	14.5W T8-48G-850-DX2 LED BULBS 25EA. - WWTP	010-30-2009	266.75
BORDER STATES ELECTRIC SUPP...	03/21/2023	ELECTRICAL SUPPLIES	LED7T8-24GC-850-D 2FT LED BULB 2EA. - WWTP	010-30-2009	22.40
BORDER STATES ELECTRIC SUPP...	03/21/2023	ELECTRICAL SUPPLIES	BATTERY PACK 1EA. - HAC EMERG. LIGHT FIXTURE	030-50-2025	127.61
BORDER STATES ELECTRIC SUPP...	03/21/2023	ELECTRICAL SUPPLIES	SURGE MODULE 1EA. - HAC EMERG. LIGHT FIXTURE	030-50-2025	60.57
BORDER STATES ELECTRIC SUPP...	03/21/2023	ELECTRICAL SUPPLIES	FIXTURE DRIVER 1EA. - HAC EMERG. LIGHT FIXTURE	030-50-2025	102.59
BORDER STATES ELECTRIC SUPP...	03/21/2023	ELECTRICAL SUPPLIES	ELBOW 1" 90-DEGREE STD SCH40	010-30-2009	3.08
BORDER STATES ELECTRIC SUPP...	03/21/2023	ELECTRICAL SUPPLIES	SCH40 1" 10' PVC CONDUIT 350FT.	010-30-2009	514.82
BORDER STATES ELECTRIC SUPP...	03/21/2023	ELECTRICAL SUPPLIES	COUPLING 1" PVC	010-30-2009	1.61
BORDER STATES ELECTRIC SUPP...	03/21/2023	ELECTRICAL SUPPLIES	SCH80 1" 10' PVC ONDUIT 10FT.	010-30-2009	23.97
BORDER STATES ELECTRIC SUPP...	03/21/2023	ELECTRICAL SUPPLIES	TERMINAL ADAPTER 1" PVC	010-30-2009	1.68
BORDER STATES ELECTRIC SUPP...	03/21/2023	ELECTRICAL SUPPLIES	F032/841/ECO FL T8 32W LED BULB 30EA. - PD	001-09-2009	97.50
<b>Vendor BORD0351 - BORDER STATES ELECTRIC SUPPLY Total:</b>					<b>1,345.73</b>



AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
<b>Vendor: BREN0367 - BRENNTAG SOUTHWEST INC</b>					
BRENNTAG SOUTHWEST INC	03/07/2023	CHLORINE 750LBS. - WATER DEPT.	TRANSPORTATION CHARGE	011-31-2009	195.00
BRENNTAG SOUTHWEST INC	03/07/2023	CHLORINE 750LBS. - WATER DEPT.	CHLORINE 750LBS. - WATER DEPT.	011-31-2009	1,211.25
BRENNTAG SOUTHWEST INC	03/07/2023	CHLORINE 750LBS. - WATER DEPT.	VESSEL RECOVERY FEE	011-31-2009	75.00
BRENNTAG SOUTHWEST INC	03/07/2023	CHLORINE 750LBS. - WATER DEPT.	SECURITY SURCHARGE	011-31-2009	25.00
<b>Vendor BREN0367 - BRENNTAG SOUTHWEST INC Total:</b>					<b>1,506.25</b>
<b>Vendor: CALE2796 - CALE TOPINKA</b>					
CALE TOPINKA	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	010-30-2002	11.67
CALE TOPINKA	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	011-31-2002	11.67
CALE TOPINKA	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	11.66
<b>Vendor CALE2796 - CALE TOPINKA Total:</b>					<b>35.00</b>
<b>Vendor: CAPI0431 - CAPITAL ONE</b>					
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	SIMPLE IN/OUT - MONTHLY SUBSCRIPTION FEE	001-00-2001	8.69
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	ADOBE - ACROBAT PRO DC SUBSCRIPTION	001-01-2004	21.69
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - BIRTHDAY D?COR	001-01-2004	17.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	KSCPA - KMAA GUIDE	001-01-2015	90.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	WSU - CCMFOA SPRING CONF. (A. MILLSPAUGH)	001-01-2015	325.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - OFFICE CHAIR 4 EA.	001-01-2080	679.96
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CHAIR WHEELS	001-01-2080	36.95
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - OFFICE CHAIR	001-01-2080	199.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - WIRELESS SCANNER	001-01-2080	229.98
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - STORAGE LOCK	001-02-2006	9.75
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	OVERHEAD DOOR CO - PW ENTRY GATE REPAIRS	001-03-2006	93.20
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CARRYING CASE / TABLET HOLDER (DRONE)	001-03-2012	15.25
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CHARGER CABLE, FLOATING SHELF BRACKETS	001-03-2012	8.49
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - SPARE PARTS (DRONE)	001-03-2012	4.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	SG CO. REGISTER OF DEEDS - FILING FEES	001-04-2066	73.58
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - NETGATE ROUTER	001-06-2004	209.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DOLLAR TREE - UW RAFFLE BASKET	001-10-2054	10.50
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	TYLER BUSINESS FORMS - CHECK STOCK	001-10-2077	216.56
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - STAGE LIGHTS, TRIPOD	001-12-2009	144.98
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	PARTY CITY - D?COR (VALENTINE PARTY)	001-12-2009	76.14
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - COFFEE DECANTER	001-12-2009	24.78
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DOLLAR TREE - BLOODBORNE PATHOGENS KIT SUPPLIES	001-12-2009	28.50
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - BLOODBORNE PATHOGENS KIT SUPPLIES	001-12-2012	11.43
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DOLLAR TREE - PRIZES FOR BINGO & BUNCO	001-12-2012	58.75
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	WALMART - BREAKFAST SUPPLIES	001-12-2012	32.12
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DOLLAR TREE - SUPPLIES (CHILI COOK-OFF)	001-12-2012	18.25
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - PENCILS (CHILI COOK-OFF)	001-12-2012	7.69
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DOLLAR TREE - TABLECLOTHS (VALENTINE PARTY)	001-12-2012	20.00

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	WALMART - CORD EXTENSIONS (CHILI COOK-OFF)	001-12-2012	59.70
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - BLOODBORNE PATHOGENS KIT SUPPLIES	001-12-2012	6.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DOLLAR TREE - TABLECLOTHS (CRAFT FAIR)	001-12-2012	22.50
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DOLLAR TREE - PRIZES FOR BINGO & BUNCO	001-12-2012	52.50
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	WALMART - SUPPLIES (VALENTINE PARTY)	001-12-2012	55.46
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DILLONS - SUPPLIES (CHILI COOK-OFF)	001-12-2012	97.70
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	KS DEPT OF AG - FOOD LICENSE RENEWAL (SR. CENTER)	001-12-2015	220.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - BLOODBORNE PATHOGENS KIT SUPPLIES	001-13-2009	11.43
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - LAPTOP BAG	001-18-2004	41.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	ZOOM - MONTHLY SUBSCRIPTION FEE	001-18-2004	16.26
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - FLOATING SHELF BRACKETS	001-20-2004	13.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	SIMPLE IN/OUT - MONTHLY SUBSCRIPTION FEE	001-21-2040	1.30
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	TMOBILE - GPS EQUIPMENT	010-30-2002	10.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	TYLER BUSINESS FORMS - RED TAG DOOR HANGER	010-30-2004	282.81
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	OVERHEAD DOOR CO - PW ENTRY GATE REPAIRS	010-30-2006	93.20
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CHARGER CABLE 4 EA.	010-30-2009	11.98
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	ESRI - MAINTENANCE RENEWAL	010-30-2009	200.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CHARGER CABLE, FLOATING SHELF BRACKETS	010-30-2012	8.49
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CARRYING CASE / TABLET HOLDER (DRONE)	010-30-2012	15.25
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - SPARE PARTS (DRONE)	010-30-2012	4.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	KDHE - WW EXAM (D. GRISSOM)	010-30-2015	25.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	PAYPAL - ONLINE UTILITY BILLING PAYMENT FEES	010-30-2040	9.98
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	TMOBILE - GPS EQUIPMENT	011-31-2002	10.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	TYLER BUSINESS FORMS - RED TAG DOOR HANGER	011-31-2004	282.80
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	SEDG CO PW - ROW PERMIT	011-31-2004	153.29
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	OVERHEAD DOOR CO - PW ENTRY GATE REPAIRS	011-31-2006	93.20
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CHARGER CABLE 4 EA.	011-31-2009	11.98
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	ESRI - MAINTENANCE RENEWAL	011-31-2009	200.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CHARGER CABLE, FLOATING SHELF BRACKETS	011-31-2012	8.49
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CARRYING CASE / TABLET HOLDER (DRONE)	011-31-2012	15.25
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - SPARE PARTS (DRONE)	011-31-2012	5.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	NORTHERN TOOL - BIB 3EA.	011-31-2016	254.97
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	PAYPAL - ONLINE UTILITY BILLING PAYMENT FEES	011-31-2040	9.97
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	TMOBILE - GPS EQUIPMENT	021-41-2002	10.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	OVERHEAD DOOR CO - PW ENTRY GATE REPAIRS	021-41-2006	93.20

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	ESRI - MAINTENANCE RENEWAL	021-41-2009	200.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CARRYING CASE / TABLET HOLDER (DRONE)	021-41-2012	15.25
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - SPARE PARTS (DRONE)	021-41-2012	5.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CHARGER CABLE, FLOATING SHELF BRACKETS	021-41-2012	8.49
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	QUIKTRIP - GAS PURCHASE	024-44-2012	51.37
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	QUIKTRIP - GAS PURCHASE	024-44-2012	52.04
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DILLONS - GAS PURCHASE	024-44-2012	60.42
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	LOVE'S - GAS PURCHASE	024-44-2012	35.08
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DILLONS - GAS PURCHASE	024-44-2012	35.15
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	QUIKTRIP - GAS PURCHASE	024-44-2012	44.13
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DILLONS - GAS PURCHASE	024-44-2012	51.21
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	QUIKTRIP - GAS PURCHASE	024-44-2012	45.17
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	KWIK SHOP - GAS PURCHASE	024-44-2012	66.83
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	CASEY'S - PIZZA	030-50-2004	29.49
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	IDRIVE.COM - ONLN BACKUP (HAC)	030-50-2004	79.50
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	POWER SYSTEMS - FITNESS EQUIPMENT	030-50-2006	58.25
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - LOOSE CHALK	030-50-2009	15.40
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	KRPA - CONF & TRADE SHOW 2023 FACILITY TOUR	030-50-2015	20.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	KS DEPT OF AG - FOOD LICENSE RENEWAL (HAC)	030-50-2031	660.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	MARCOS PIZZA - PIZZA (MS GAME NIGHT)	030-50-2092	283.79
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	FACEBOOK - SHAMROCK SHUFFLE AD 772 IMPRESSIONS	030-50-2092	1.38
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	FACEBOOK - PARTY IN THE 060 AD 435 IMPRESSIONS	030-50-2092	1.26
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	MARCOS PIZZA - PIZZA (PNO)	030-50-2092	51.93
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - DISC CONES/SOCCER BALLS	030-50-2092	213.32
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	INMAN REC - BASKETBALL TOURNAMENT REGISTRATION	030-50-2092	405.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	FACEBOOK - SHAMROCK SHUFFLE AD 25,734 IMPRESSIONS	030-50-2092	45.08
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	HOMELAND - PICKLEBALL TOURN. PRIZES	030-50-2092	40.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	FACEBOOK - PARTY IN THE 060 AD 10,838 IMPRESSIONS	030-50-2092	39.03
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	FACEBOOK - SHAMROCK SHUFFLE AD 20,680 IMPRESSIONS	030-50-2092	35.97
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	MARCOS PIZZA - PIZZA (PNO)	030-50-2092	45.93
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	FACEBOOK - PARTY IN THE 060 AD 9,464 IMPRESSIONS	030-50-2092	29.92
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	WALMART - MISC. SUPPLIES	030-50-2092	35.47
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AT&T MOBILITY - MONTHLY WIRELESS SVC. DEC	030-50-2094	270.48
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - FISHING TACKLE BOX	030-50-2094	6.96
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - FIRST AID BANDAGES	030-50-2094	4.35
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - PAPER PLATES	030-50-2094	18.49
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - THERMOMETER, FLASHLIGHTS	030-50-2094	32.46
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - PAPER CUPS (VILLAGE XMAS)	032-52-2012	142.58

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	SG CO. REGISTER OF DEEDS - FILING FEES	036-56-3005	38.83
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	JOE'S KC BBQ - MEAL PURCHASE (KRPA CONF)	037-57-2012	73.51
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	PHILLIPS 66 - GAS PURCHASE (KRPA CONF)	037-57-2012	56.32
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	DISNEY PLUS - MONTHLY SUBSCRIPTION FEE	037-57-2012	16.26
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - MINI MARSHMALLOWS	037-57-2012	20.64
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - GOAL NET ATTACHMENT STRAPS	037-57-2012	39.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	WALMART - BASEBALL/SOFTBALL EQUIPMENT	037-57-2012	34.97
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	PARTY CITY - BIRTHDAY D?COR	037-57-2012	74.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - HAWAII HAIR CLIPS (DDDN)	037-57-2012	64.95
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	COACH'S BAR & GRILL - MEAL PURCHASE (KRPA CONF)	037-57-2012	67.97
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - BRAIDED BRACELETS	037-57-2012	39.95
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - BABY GATE	037-57-2012	30.04
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - BINGO GAME ACCESSORIES	037-57-2012	59.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - BABY GATE	037-57-2012	19.98
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - DDDN D?COR	037-57-2012	8.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - BEADS & GEMS	037-57-2012	20.97
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - DDDN D?COR	037-57-2012	8.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	WHATABURGER - MEAL PURCHASE (KRPA CONF)	037-57-2012	45.29
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	WALMART - BASEBALL/SOFTBALL EQUIPMENT	037-57-2012	436.59
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - BLUETOOTH SPEAKER & CASE	037-57-2012	242.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	WALMART - BASEBALL/SOFTBALL EQUIPMENT	037-57-2012	219.80
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - WHITEBOARD SCREEN 42X72	037-57-2012	419.99
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	JOY MASCOT - STITCH COSTUME	037-57-2012	206.32
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - WHITEBOARD EASEL/MARKERS	037-57-2012	192.13
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - PICKLEBALL PADDLES	037-57-2012	185.11
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	SHERATON HOTEL - KRPA CONF. (HAC)	037-57-2012	328.68
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	CAROLS O'KELLYS - LUNCHEON	037-57-2012	97.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - MISC. CRAFT SUPPLIES	037-57-2012	266.30
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	TANNER BASEBALL - BATTING TEE 5 EA.	037-57-2012	450.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	BOOST COLLAB. - BOOST CONFERENCE REG (J. WARD)	037-57-2012	565.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	HULU - SUBSCRIPTION FEE	037-57-2012	81.36
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - DDDN D?COR	037-57-2012	644.37
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	UNITED AIRLINES - BOOST CONFERENCE (C. LEACH)	037-57-2012	678.65
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	UNITED AIRLINES - BOOST CONFERENCE (J. WARD)	037-57-2012	678.65

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	WALMART - BASEBALL/SOFTBALL EQUIPMENT	037-57-2012	835.11
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - PORTABLE FOLDING BENCH 12EA.	037-57-2012	1,199.88
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	AMAZON - CONSTRUCTION PAPER	037-57-2012	3.49
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	BOOST COLLAB. - BOOST CONFERENCE REG (C. LEACH)	037-57-2012	565.00
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	SHERATON HOTEL - KRPA CONF. (HAC)	037-57-2012	281.22
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	HILTON - 2023 IEDC CONFERENCE DEPOSIT (D. GABOR)	092-66-3001	318.08
CAPITAL ONE	03/10/2023	CAPITAL ONE VISA CHARGES	IEDC - 2023 IEDC CONFERENCE (D. GABOR)	092-66-3001	1,250.00
<b>Vendor CAPI0431 - CAPITAL ONE Total:</b>					<b>19,186.43</b>
<b>Vendor: CHAD0306 - CHAD BETTLES</b>					
CHAD BETTLES	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-20-2002	35.00
<b>Vendor CHAD0306 - CHAD BETTLES Total:</b>					<b>35.00</b>
<b>Vendor: CHRI3084 - CHRISTOPHER WORRELL</b>					
CHRISTOPHER WORRELL	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-22-2002	35.00
<b>Vendor CHRI3084 - CHRISTOPHER WORRELL Total:</b>					<b>35.00</b>
<b>Vendor: CIAR1720 - CIARA LEACH</b>					
CIARA LEACH	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
<b>Vendor CIAR1720 - CIARA LEACH Total:</b>					<b>35.00</b>
<b>Vendor: CINT0521 - CINTAS CORPORATION #451</b>					
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.43
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0006 R. STOKES	001-03-2012	3.43
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0021 C. LEWIS	001-03-2012	3.43
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0015 J. LETOURNEAU	001-03-2012	5.37
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0023 J. SNYDER	001-03-2012	5.37
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0011 K. STARK	001-03-2012	3.22
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0002 T. JOHNSON	001-03-2012	1.28
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0012 C. BETTLES	001-20-2016	3.43
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	010-30-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	010-30-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	010-30-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0004 A. KIRCHERT	010-30-2016	7.53
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0020 C. ROSE	010-30-2016	5.37
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0027 D. GRISSOM	010-30-2016	5.37
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	010-30-2016	0.00

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0001 C. BARNARD	010-30-2016	13.08
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	011-31-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	011-31-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	011-31-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0022 L. BREWER	011-31-2016	3.22
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0003 K. LYONS	011-31-2016	5.37
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0010 N. CABALLERO	011-31-2016	7.53
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0017 E. SATTERFIELD	011-31-2016	6.44
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	021-41-2009	14.11
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	021-41-2009	33.67
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	2.32
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	021-41-2009	2.88
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	021-41-2009	1.16
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	021-41-2016	3.43
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	021-41-2016	40.28
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	021-41-2016	19.88
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	021-41-2016	2.15
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	021-41-2016	9.78

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	021-41-2016	7.76
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	021-41-2016	15.16
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0002 T. JOHNSON	001-03-2012	1.28
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0011 K. STARK	001-03-2012	3.22
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.43
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0006 R. STOKES	001-03-2012	3.43
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0021 C. LEWIS	001-03-2012	3.43
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0023 J. SNYDER	001-03-2012	5.37
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0015 J. LETOURNEAU	001-03-2012	5.37
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0012 C. BETTLES	001-20-2016	3.43
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	010-30-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	010-30-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	010-30-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0020 C. ROSE	010-30-2016	5.37
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0027 D. GRISSOM	010-30-2016	5.37
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0004 A. KIRCHERT	010-30-2016	7.53
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0001 C. BARNARD	010-30-2016	13.08
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	010-30-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	011-31-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	011-31-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	011-31-2009	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0022 L. BREWER	011-31-2016	3.22

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0003 K. LYONS	011-31-2016	5.37
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0017 E. SATTERFIELD	011-31-2016	6.44
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	011-31-2016	0.00
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0010 N. CABALLERO	011-31-2016	7.53
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	021-41-2009	33.67
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	021-41-2009	14.11
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	021-41-2009	1.16
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	2.32
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	021-41-2009	2.88
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	021-41-2016	15.16
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	021-41-2016	9.78
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	021-41-2016	40.28
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	021-41-2016	2.15
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	021-41-2016	7.76
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	021-41-2016	3.43
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	021-41-2016	19.88
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	001-03-2004	27.58
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	001-20-2004	27.58
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	010-30-2004	27.58
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	011-31-2004	27.58
CINTAS CORPORATION #451	03/07/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	021-41-2004	27.59
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0002 T. JOHNSON	001-03-2012	1.28
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0011 K. STARK	001-03-2012	3.22
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0006 R. STOKES	001-03-2012	3.43
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0021 C. LEWIS	001-03-2012	3.43
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.43
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0015 J. LETOURNEAU	001-03-2012	5.37



AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0023 J. SNYDER	001-03-2012	5.37
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0012 C. BETTLES	001-20-2016	3.43
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	010-30-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	010-30-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	010-30-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0004 A. KIRCHERT	010-30-2016	7.53
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	010-30-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0027 D. GRISSOM	010-30-2016	5.37
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0020 C. ROSE	010-30-2016	5.37
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	010-30-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0001 C. BARNARD	010-30-2016	13.08
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	010-30-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	010-30-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	010-30-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	010-30-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	011-31-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	011-31-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	011-31-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0017 E. SATTERFIELD	011-31-2016	6.44
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0003 K. LYONS	011-31-2016	5.37
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0022 L. BREWER	011-31-2016	3.22
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0010 N. CABALLERO	011-31-2016	7.53
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	011-31-2016	0.00

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	2.32
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	021-41-2009	2.88
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	021-41-2009	1.16
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	021-41-2009	14.11
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	021-41-2009	33.67
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	021-41-2016	9.78
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	021-41-2016	40.28
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	021-41-2016	3.43
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	021-41-2016	7.76
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	021-41-2016	15.16
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	021-41-2016	2.15
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	021-41-2016	19.88
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0015 J. LETOURNEAU	001-03-2012	5.37
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0002 T. JOHNSON	001-03-2012	1.28
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0011 K. STARK	001-03-2012	3.22
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0021 C. LEWIS	001-03-2012	3.43
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0006 R. STOKES	001-03-2012	3.43
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0025 T. CHAMBERLIN	001-03-2012	3.43
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0023 J. SNYDER	001-03-2012	5.37
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0012 C. BETTLES	001-20-2016	3.43
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	010-30-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	010-30-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	010-30-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	010-30-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	010-30-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0027 D. GRISSOM	010-30-2016	5.37
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	010-30-2016	13.20
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	010-30-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	010-30-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0004 A. KIRCHERT	010-30-2016	7.53
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	010-30-2016	0.00

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	010-30-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	010-30-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0001 C. BARNARD	010-30-2016	13.08
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0020 C. ROSE	010-30-2016	5.37
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	011-31-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	011-31-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	011-31-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	011-31-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	011-31-2009	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	011-31-2016	13.19
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0003 K. LYONS	011-31-2016	5.37
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	011-31-2016	0.00
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0017 E. SATTERFIELD	011-31-2016	6.44
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0010 N. CABALLERO	011-31-2016	7.53
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	34X57 FENDER COVER - RED	021-41-2009	33.67
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SM SHOP TOWELS - RED	021-41-2009	14.11
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	1000 MOISTURIZING SOAP	021-41-2009	2.88
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SANIS SCENTED TOILET BOWL CLIP	021-41-2009	2.32
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	3X5 ACTIVE SCRAPER MAT	021-41-2009	1.16
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	SERVICE CHARGE	021-41-2016	9.78
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	UNIFORM ADVANTAGE	021-41-2016	13.19
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0018 M. MCELROY	021-41-2016	2.15
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0005 M. LITCHFIELD	021-41-2016	15.16
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0007 S. RINEHART	021-41-2016	19.88
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0009 B. HALE	021-41-2016	7.76
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - UNIFORMS / SUPPLIES	EMP. 0019 M. LIPPOLDT	021-41-2016	3.43
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	001-03-2004	27.58

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	001-20-2004	27.58
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	010-30-2004	27.58
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	011-31-2004	27.58
CINTAS CORPORATION #451	03/21/2023	PUBLIC WORKS - BREAK/RESTROOM CLEANING	ULTRACLEAN CLEANING SVCS.	021-41-2004	27.59

**Vendor CINT0521 - CINTAS CORPORATION #451 Total: 1,213.70**

**Vendor: CITY0523 - CITY OF HAYSVILLE**

CITY OF HAYSVILLE	03/09/2023	PAYROLL DEDUCTION COH DENTAL	PAYROLL DEDUCTION COH DENTAL	001-00-2050	2,142.79
CITY OF HAYSVILLE	03/09/2023	PAYROLL DEDUCTION COH DENTAL	PAYROLL DEDUCTION COH DENTAL -EMPLOYEE #100170 ADJ	001-00-2050	36.02
CITY OF HAYSVILLE	03/09/2023	PAYROLL DEDUCTION COH DENTAL	PAYROLL DEDUCTION COH DENTAL	001-00-2050	780.78
CITY OF HAYSVILLE	03/09/2023	PAYROLL DEDUCTION MED OPT 1	PAYROLL DEDUCTION MED OPT 1	001-00-5056	9,023.52
CITY OF HAYSVILLE	03/09/2023	PAYROLL DEDUCTION MED OPT 2	PAYROLL DEDUCTION MED OPT 2	001-00-5056	2,870.34
CITY OF HAYSVILLE	03/09/2023	PAYROLL DEDUCTION MED OPT 3	PAYROLL DEDUCTION MED OPT 3	001-00-5056	12,801.54
CITY OF HAYSVILLE	03/09/2023	PAYROLL DEDUCTION MED HDHP	PAYROLL DEDUCTION MED HDHP	001-00-5056	7,657.51
CITY OF HAYSVILLE	03/09/2023	PAYROLL DEDUCTION MED HDHP	PAYROLL DEDUCTION MED HDHP - EMPLOYEE #100170 ADJ.	001-00-5056	64.88
CITY OF HAYSVILLE	03/09/2023	PAYROLL DEDUCTION COH VISION	PAYROLL DEDUCTION COH VISION	001-00-2062	858.14
CITY OF HAYSVILLE	03/09/2023	PAYROLL DEDUCTION COH VISION	PAYROLL DEDUCTION COH VISION -EMPLOYEE #100170 ADJ	001-00-2062	8.93
CITY OF HAYSVILLE	03/23/2023	PAYROLL DEDUCTION MED OPT 1	PAYROLL DEDUCTION MED OPT 1	001-00-5056	9,023.52
CITY OF HAYSVILLE	03/23/2023	PAYROLL DEDUCTION MED OPT 2	PAYROLL DEDUCTION MED OPT 2	001-00-5056	3,469.90
CITY OF HAYSVILLE	03/23/2023	PAYROLL DEDUCTION MED OPT 3	PAYROLL DEDUCTION MED OPT 3	001-00-5056	12,801.54
CITY OF HAYSVILLE	03/23/2023	PAYROLL DEDUCTION MED HDHP	PAYROLL DEDUCTION MED HDHP	001-00-5056	7,657.51
CITY OF HAYSVILLE	03/23/2023	PAYROLL DEDUCTION MED HDHP	PAYROLL DEDUCTION MED HDHP - ADJ. FOR EMPL #100170	001-00-5056	64.88
CITY OF HAYSVILLE	03/23/2023	PAYROLL DEDUCTION COH DENTAL	PAYROLL DEDUCTION COH DENTAL	001-00-2050	780.78

**Vendor CITY0523 - CITY OF HAYSVILLE Total: 70,042.58**

**Vendor: COLO0570 - COLONIAL LIFE & ACCIDENT INS**

COLONIAL LIFE & ACCIDENT INS	03/23/2023	PAYROLL DEDUCTION COLONIAL	PAYROLL DEDUCTION COLONIAL	001-00-2053	319.62
COLONIAL LIFE & ACCIDENT INS	03/23/2023	PAYROLL DEDUCTION COLONIAL LIFE	PAYROLL DEDUCTION COLONIAL	001-00-2058	405.25

**Vendor COLO0570 - COLONIAL LIFE & ACCIDENT INS Total: 724.87**

**Vendor: CONC0594 - CONCRETE MATERIALS CO.**

CONCRETE MATERIALS CO.	03/07/2023	CONCRETE MATERIALS	SMALL LOAD CHARGE	011-31-2009	175.00
CONCRETE MATERIALS CO.	03/07/2023	CONCRETE MATERIALS	4000 PSI HIGH EARLY 24 HRS 1 CY.	011-31-2009	155.00
CONCRETE MATERIALS CO.	03/07/2023	CONCRETE MATERIALS	FUEL SURCHARGE	011-31-2009	12.25
CONCRETE MATERIALS CO.	03/07/2023	CONCRETE MATERIALS	WINTER SERVICE CHARGE	011-31-2009	5.00

**Vendor CONC0594 - CONCRETE MATERIALS CO. Total: 347.25**

**Vendor: CORE0620 - CORE & MAIN**

CORE & MAIN	03/07/2023	WATER SUPPLIES	SA REINTEGRATION FEES	011-31-2040	2,500.00
-------------	------------	----------------	-----------------------	-------------	----------

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
CORE & MAIN	03/07/2023	WATER SUPPLIES	5/8" X 3/4" IPERL TRPL 1G 2W SMART METER	011-31-2040	25,252.00
CORE & MAIN	03/07/2023	WATER SUPPLIES	5/8" X 3/4" IPERL TRPL 1G 2W SMART METER	011-31-2040	-25,743.00
CORE & MAIN	03/07/2023	WATER SUPPLIES	5/8" X 3/4" IPERL TRPL 1G 2W SMART METER	011-31-2040	17,700.00
CORE & MAIN	03/07/2023	WATER SUPPLIES	5/8" X 3/4" IPERL TRPL 1G 2W SMART METER	011-31-2040	-60,410.24
CORE & MAIN	03/07/2023	WATER SUPPLIES	5/8" X 3/4" IPERL TRPL 1G 2W SMART METER	011-31-2040	41,536.00
CORE & MAIN	03/21/2023	WATER SUPPLIES	5/8" X 3/4" METER/SMARTPOINT INSTALL	011-31-2040	3,955.00
CORE & MAIN	03/21/2023	WATER SUPPLIES	3/4" METER/SMARTPOINT INSTALL	011-31-2040	4,124.50
CORE & MAIN	03/21/2023	WATER SUPPLIES	1" METER/SMARTPOINT INSTALL	011-31-2040	395.50

**Vendor CORE0620 - CORE & MAIN Total: 9,309.76**

**Vendor: COXC0636 - COX COMMUNICATIONS**

COX COMMUNICATIONS	03/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-01-2002	436.80
COX COMMUNICATIONS	03/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-02-2002	1,327.86
COX COMMUNICATIONS	03/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-04-2002	44.77
COX COMMUNICATIONS	03/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-06-2002	109.20
COX COMMUNICATIONS	03/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-18-2002	175.81
COX COMMUNICATIONS	03/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-21-2002	44.77
COX COMMUNICATIONS	03/07/2023	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	CITY/PD/COURT - MONTHLY CABLE/DATA SVCS.	001-22-2002	44.77
COX COMMUNICATIONS	03/07/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	001-03-2002	28.61
COX COMMUNICATIONS	03/07/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	001-20-2002	28.61
COX COMMUNICATIONS	03/07/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	010-30-2002	28.61
COX COMMUNICATIONS	03/07/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	011-31-2002	28.61
COX COMMUNICATIONS	03/07/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	021-41-2002	28.60
COX COMMUNICATIONS	03/07/2023	SR. CNTR. - MONTHLY CABLE/DATA SVCS.	SR. CNTR. - MONTHLY CABLE DATA SVCS.	001-12-2003	282.95
COX COMMUNICATIONS	03/21/2023	HAC - MONTHLY CABLE/DATA SVCS.	HAC - MONTHLY DATA SVC.	030-50-2002	141.09
COX COMMUNICATIONS	03/21/2023	HAC - MONTHLY CABLE/DATA SVCS.	HAC - MONTHLY CABLE SVC.	030-50-2003	81.72
COX COMMUNICATIONS	03/21/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	001-03-2002	1.19
COX COMMUNICATIONS	03/21/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	001-20-2002	1.19
COX COMMUNICATIONS	03/21/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	010-30-2002	1.19
COX COMMUNICATIONS	03/21/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	011-31-2002	1.19
COX COMMUNICATIONS	03/21/2023	PW - MONTHLY CABLE/DATA SVCS.	PW - MONTHLY CABLE/DATA SVCS.	021-41-2002	1.18

**Vendor COXC0636 - COX COMMUNICATIONS Total: 2,838.72**

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
<b>Vendor: CRAF1409 - CRAFTSMEN INDUSTRIES</b>					
CRAFTSMEN INDUSTRIES	03/21/2023	WINDSAVER XL 38" SNGL BRACKET - PURPLE HEART SIGNS	WINDSAVER XL 38" SNGL BRACKET - PURPLE HEART SIGNS	036-56-3001	754.08
<b>Vendor CRAF1409 - CRAFTSMEN INDUSTRIES Total:</b>					<b>754.08</b>
<b>Vendor: CREA0653 - CREATIVE PRODUCT SOURCING, INC.</b>					
CREATIVE PRODUCT SOURCING,...	03/21/2023	D.A.R.E. PROMO ITEMS	83 TEE - BLK - MED	028-48-2032	7.25
CREATIVE PRODUCT SOURCING,...	03/21/2023	D.A.R.E. PROMO ITEMS	83 TEE - BLK - SM	028-48-2032	65.25
CREATIVE PRODUCT SOURCING,...	03/21/2023	D.A.R.E. PROMO ITEMS	18" DARREN LION	028-48-2032	40.70
CREATIVE PRODUCT SOURCING,...	03/21/2023	D.A.R.E. PROMO ITEMS	83 TEE - BLK - XLRG	028-48-2032	7.25
CREATIVE PRODUCT SOURCING,...	03/21/2023	D.A.R.E. PROMO ITEMS	SHIPPING CHARGE	028-48-2032	23.04
CREATIVE PRODUCT SOURCING,...	03/21/2023	D.A.R.E. PROMO ITEMS	83 TEE - BLK - 2XL	028-48-2032	17.50
CREATIVE PRODUCT SOURCING,...	03/21/2023	D.A.R.E. PROMO ITEMS	83 TEE - BLK - 3XL	028-48-2032	9.25
CREATIVE PRODUCT SOURCING,...	03/21/2023	D.A.R.E. PROMO ITEMS	83 TEE - BLK - LRG	028-48-2032	36.25
<b>Vendor CREA0653 - CREATIVE PRODUCT SOURCING, INC. Total:</b>					<b>206.49</b>
<b>Vendor: CUMM0675 - CUMMINS SALES &amp; SVC.</b>					
CUMMINS SALES & SVC.	03/07/2023	SUNFLOWER LIFT STATION GENERATOR MAINTENANCE	CHARGER, BATTERY 1EA.	010-30-2006	216.14
CUMMINS SALES & SVC.	03/07/2023	SUNFLOWER LIFT STATION GENERATOR MAINTENANCE	TRAVEL CHARGE	010-30-2006	82.18
CUMMINS SALES & SVC.	03/07/2023	SUNFLOWER LIFT STATION GENERATOR MAINTENANCE	MILEAGE CHARGE	010-30-2006	71.10
CUMMINS SALES & SVC.	03/07/2023	SUNFLOWER LIFT STATION GENERATOR MAINTENANCE	HAZARDOUS WASTE DISPOSAL	010-30-2006	22.60
CUMMINS SALES & SVC.	03/07/2023	SUNFLOWER LIFT STATION GENERATOR MAINTENANCE	SUNFLOWER LIFT STATION GENERATOR MAINT. 2/17/2023	010-30-2006	369.79
<b>Vendor CUMM0675 - CUMMINS SALES &amp; SVC. Total:</b>					<b>761.81</b>
<b>Vendor: CYNT1357 - CYNTHIA HARRIS</b>					
CYNTHIA HARRIS	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-12-2003	35.00
<b>Vendor CYNT1357 - CYNTHIA HARRIS Total:</b>					<b>35.00</b>
<b>Vendor: CYNT1185 - CYNTHIA S. COUGHENOUR</b>					
CYNTHIA S. COUGHENOUR	03/07/2023	FEARLESS & FEMALE PERSONAL SAFETY CLASS 2/25/2023	FEARLESS & FEMALE PERSONAL SAFETY CLASS 2/25/2023	001-12-2012	50.00
<b>Vendor CYNT1185 - CYNTHIA S. COUGHENOUR Total:</b>					<b>50.00</b>
<b>Vendor: DANI1013 - DANIELLE GABOR</b>					
DANIELLE GABOR	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-18-2002	35.00
<b>Vendor DANI1013 - DANIELLE GABOR Total:</b>					<b>35.00</b>
<b>Vendor: DENI0746 - DENISE DONNELLY-MILLS</b>					
DENISE DONNELLY-MILLS	03/07/2023	PROSECUTING SERVICES	PROSECUTING SERVICES	001-06-1100	1,000.00
<b>Vendor DENI0746 - DENISE DONNELLY-MILLS Total:</b>					<b>1,000.00</b>
<b>Vendor: DOJA0326 - DOJANG LLC</b>					
DOJANG LLC	03/07/2023	TAE KWON DO LESSONS - FEB 2023	TAE KWON DO LESSONS - FEB 2023	030-50-1250	1,000.00
<b>Vendor DOJA0326 - DOJANG LLC Total:</b>					<b>1,000.00</b>
<b>Vendor: DOND0798 - DONDLINGER &amp; SONS CONST CO INC</b>					
DONDLINGER & SONS CONST C...	03/07/2023	PROJECT: COPPER TAIL ADDITION	COPPER TAIL - PAVING	085-66-3002	52,250.00
DONDLINGER & SONS CONST C...	03/07/2023	PROJECT: COPPER TAIL ADDITION	COPPER TAIL - SANITARY SEWER	085-66-3003	23,388.50
DONDLINGER & SONS CONST C...	03/07/2023	PROJECT: COPPER TAIL ADDITION	COPPER TAIL - STORNWATER DRAIN	085-66-3040	12,524.15
<b>Vendor DOND0798 - DONDLINGER &amp; SONS CONST CO INC Total:</b>					<b>88,162.65</b>
<b>Vendor: DONO0799 - DONOVAN AUTO &amp; TRUCK CENTER</b>					
DONOVAN AUTO & TRUCK CEN...	03/07/2023	HOSE 1EA. - PATROL CAR #10-15	HOSE 1EA. - PATROL CAR #10-15	001-02-2035	69.37
<b>Vendor DONO0799 - DONOVAN AUTO &amp; TRUCK CENTER Total:</b>					<b>69.37</b>

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
<b>Vendor: DOUB0804 - DOUBLE CHECK COMPANY INC</b>					
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	SHOP SUPPLIES	001-03-2006	1.05
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	3/4" 30 MICRON FILTER	001-03-2006	2.88
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	MILEAGE CHARGE	001-03-2006	6.56
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	FUEL SYSTEM SERVICE 3/08/2023	001-03-2006	43.12
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	SHOP SUPPLIES	010-30-2006	1.06
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	3/4" 30 MICRON FILTER	010-30-2006	2.89
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	MILEAGE CHARGE	010-30-2006	6.57
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	FUEL SYSTEM SERVICE 3/08/2023	010-30-2006	43.14
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	SHOP SUPPLIES	011-31-2006	1.05
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	3/4" 30 MICRON FILTER	011-31-2006	2.88
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	FUEL SYSTEM SERVICE 3/08/2023	011-31-2006	43.12
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	MILEAGE CHARGE	011-31-2006	6.56
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	MILEAGE CHARGE	021-41-2006	6.56
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	3/4" 30 MICRON FILTER	021-41-2006	2.88
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	SHOP SUPPLIES	021-41-2006	1.05
DOUBLE CHECK COMPANY INC	03/21/2023	FUEL SYSTEM SERVICE 3/08/2023	FUEL SYSTEM SERVICE 3/08/2023	021-41-2006	43.12
<b>Vendor DOUB0804 - DOUBLE CHECK COMPANY INC Total:</b>					<b>214.49</b>
<b>Vendor: DOUG0806 - DOUG'S AUTO SERVICE</b>					
DOUG'S AUTO SERVICE	03/21/2023	FRONT END ALIGNMENT - TRK #91	MISC. SUPPLIES CHARGE	001-03-2006	1.90
DOUG'S AUTO SERVICE	03/21/2023	FRONT END ALIGNMENT - TRK #91	FRONT END ALIGNMENT - TRK #91	001-03-2006	94.95
<b>Vendor DOUG0806 - DOUG'S AUTO SERVICE Total:</b>					<b>96.85</b>
<b>Vendor: EVER0904 - EVERGY</b>					
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3309929818 - 403 S. JANE (ANIMAL CNTRL)	001-02-2013	133.11
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3323064332 - 700 SARAH LN. (RIGGS STAGE)	001-03-2003	124.17
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 7129262547 - 608 CHATTA (KIRBY PARK)	001-03-2003	179.89
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0903609843 - 400 W. 79TH ST (DORNER PARK-B)	001-03-2003	604.75
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8604638840 - 706 SARAH LN (RIGGS PARK)	001-03-2003	115.53
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0217152773 - 706 SARAH LN. (RIGGS PARK RR)	001-03-2003	163.80
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 6012408441 - 400 W. 79TH ST. (DORNER-A)	001-03-2003	95.37
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3316912332 - 354 PARK (TIMBERLANE SHLTR)	001-03-2003	35.44
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2232633084 - 362 MOY (PEARTREE PARK)	001-03-2003	49.77
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3948196248 - 950 FREEMAN (WHISLER PARK)	001-03-2003	39.88
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 5833997608 - 706 SARAH LN. (RIGGS PARK)	001-03-2003	35.51

## AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8414219424 - 1200 E. DIRCK (ORCHARD ACRES)	001-03-2003	29.04
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8496264823 - 6545 MABEL (P/C PARK)	001-03-2003	27.18
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3878024307 - 2330 COUNTRY LKS (CNTRY LKS PK)	001-03-2003	25.90
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 1260297980 - 6650 S. MERIDIAN (ANTIQUUE)	001-08-2003	62.30
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 1180533681 - 324 PEACH CIRCLE (BIKE PATH)	001-08-2003	86.80
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 9774332007 - 356 PARK DR. (BIKE PATH)	001-08-2003	56.32
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 4597200027 - 109 N. DELOS (BIKE PATH)	001-08-2003	99.02
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 1512076766 - 504 HEMPHILL (BIKE PATH)	001-08-2003	109.08
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3714835885 - 7665 S. MERIDIAN (ANTIQUUE)	001-08-2003	54.51
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2627184607 - 413 S. JANE (BIKE PATH)	001-08-2003	117.71
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0373111427 - 302 W. GRAND (BIKE PATH)	001-08-2003	57.90
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0068549324 - STREET LIGHTS (CITY)	001-08-2003	7,300.70
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 7825645624 - 1101 TIMBERLANE (BIKE PATH)	001-08-2003	54.39
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3331523331 - 102 TURKLE (SIREN)	001-09-2003	27.11
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2079369209 - 7228 S. BROADWAY (SIREN)	001-09-2003	27.14
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3301409293 - 200 W. GRAND (PD CARPORT)	001-09-2003	28.44
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2704313228 - 130 W. GRAND (PD/COURT)	001-09-2003	1,036.91
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3101322742 - 200 S. MAIN (BLACKSMITH SHOP)	001-09-2003	990.56
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8370808681 - 130 E. 2ND ST. (COMM. BLDG.)	001-09-2003	91.75
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3301378533 - 200 W. GRAND (CITY HALL)	001-09-2003	382.08
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 7257876884 - 209 HAYS (WIRE HOUSE)	001-09-2003	403.86
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2490700084 - 140 N. MAIN (VICKER'S)	001-09-2003	383.09
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 4744686382 - 160 E. KARLA (SR. CNTR.)	001-12-2003	407.18
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3309960579 - 427 S. JANE (PUBLIC WORKS)	010-30-2003	181.39
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3313590254 - 702 S. MAIN (LIFT STATION)	010-30-2003	348.86
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3301378533 - 200 W. GRAND (CITY HALL)	010-30-2003	381.96
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8897913841 - 904 GROVER (LIFT STATION)	010-30-2003	143.64
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 7903172642 - 428 S. JANE (WWTP)	010-30-2003	8,191.34
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3470853389 - 600 CHATTA (LIFT STATION)	010-30-2003	202.91
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 5254492302 - 1249 S. WARD PKWY (LIFT STAT)	010-30-2003	490.90
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 1453270722 - 208 PIRNER (LIFT STATION)	010-30-2003	79.51
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 0776795629 - 551 S. DELOS (OLD SEWER PLANT)	010-30-2003	1,126.34



AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3298394816 - 2369 E. EMMETT (LIFT STATION)	010-30-2003	123.67
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3313621012 - 140 MARLEN (LIFT STATION)	010-30-2003	231.79
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3301378533 - 200 W. GRAND (CITY HALL)	011-31-2003	381.96
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3309960579 - 427 S. JANE (PUBLIC WORKS)	011-31-2003	181.34
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3341950975 - 400 E. 4TH (PUMP STATION)	011-31-2003	3,451.40
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3304362251 - 1915 W. GRAND (WATER TOWER)	011-31-2003	149.70
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8398485640 - 527 SARAH LN. (MUN. POOL)	012-32-2003	135.24
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2550346384 - 102 N. MAIN (STR SIGNAL)	021-41-2003	132.17
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 1436937808 - 1600 W. GRAND (STR SIGNAL)	021-41-2003	125.33
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 4124389666 - 257 N. MAIN (STR. SIGNAL)	021-41-2003	97.35
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3295103493 - 7201 S. BROADWAY (STR SIGNAL)	021-41-2003	84.47
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 5382206596 - 521 E. GRAND (CROSSWALK)	021-41-2003	31.56
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 6883862366 - 1010 W. GRAND (STR SIGNAL)	021-41-2003	31.38
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 4383028826 - 902 W. GRAND (CROSSWALK)	021-41-2003	29.95
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3309960579 - 427 S. JANE (PUBLIC WORKS)	021-41-2003	181.34
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3323218134 - SCHOOL SIGNALS (CITY)	021-41-2003	65.03
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 3231109642 - 209 S. MAIN (CROSSWALK)	021-41-2003	258.33
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 2955167783 - 523 SARAH LN. (HAC)	030-50-2003	1,668.00
EVERGY	03/07/2023	MONTHLY ELECTRIC SERVICE	ACCT. 8743920263 - 665 W. 63RD ST. (P/C SPORTS)	030-50-3065	158.81
<b>Vendor EVER0904 - EVERGY Total:</b>					<b>32,101.86</b>
<b>Vendor: EWIN0909 - EWING IRRIGATION PRODUCTS</b>					
EWING IRRIGATION PRODUCTS	03/07/2023	TURFACE MOUND CLAY	TURFACE MOUND CLAY 50LB BAG 40EA.	001-03-2046	868.78
<b>Vendor EWIN0909 - EWING IRRIGATION PRODUCTS Total:</b>					<b>868.78</b>
<b>Vendor: FLEE0969 - FLEETPRIDE</b>					
FLEETPRIDE	03/07/2023	AUTO PARTS/SUPPLIES	COMPRESSOR AY SPRINTER 1EA. - TRK #16	021-41-2006	191.08
FLEETPRIDE	03/07/2023	AUTO PARTS/SUPPLIES	FREIGHT CHARGE	021-41-2006	25.00
<b>Vendor FLEE0969 - FLEETPRIDE Total:</b>					<b>216.08</b>
<b>Vendor: FORV1395 - FORVIS, LLP</b>					
FORVIS, LLP	03/21/2023	2022 FINANCIAL AUDIT	ADMINISTRATIVE FEE	001-10-2041	875.00
FORVIS, LLP	03/21/2023	2022 FINANCIAL AUDIT	2022 FINANCIAL AUDIT	001-10-2041	17,500.00
<b>Vendor FORV1395 - FORVIS, LLP Total:</b>					<b>18,375.00</b>
<b>Vendor: FOUR0989 - FOUR POINTS RANCH</b>					
FOUR POINTS RANCH	03/21/2023	INTERACTIVE PETTING ZOO SVCS. 4/22/2023	INTERACTIVE PETTING ZOO SVCS. 4/22/2023	037-57-2012	1,355.90
<b>Vendor FOUR0989 - FOUR POINTS RANCH Total:</b>					<b>1,355.90</b>
<b>Vendor: FRAN0625 - FRANCISCO S.CORTEZ III</b>					
FRANCISCO S.CORTEZ III	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
<b>Vendor FRAN0625 - FRANCISCO S.CORTEZ III Total:</b>					<b>35.00</b>

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
<b>Vendor: GALL1019 - GALLS LLC</b>					
GALLS LLC	03/21/2023	POLICE UNIFORMS/EQUIP.	3" POLYESTER VELCRO TIE W/BUTTONHOLE	001-02-2016	19.34
GALLS LLC	03/21/2023	POLICE UNIFORMS/EQUIP.	ONE LINE BRASS NAMEPLATE 1/2" X 2-3/8" 1EA.	001-02-2016	7.74
GALLS LLC	03/21/2023	POLICE UNIFORMS/EQUIP.	1" CLOTH STRIPING 1EA.	001-02-2016	9.51
GALLS LLC	03/21/2023	POLICE UNIFORMS/EQUIP.	LAWPRO WHISTLE SNAKE CHAIN 4EA.	001-02-2016	24.56
GALLS LLC	03/21/2023	POLICE UNIFORMS/EQUIP.	SHIPPING/HANDLING	001-02-2016	10.00
GALLS LLC	03/21/2023	POLICE UNIFORMS/EQUIP.	3" POLYESTER VELCRO TIE W/BUTTONHOLE 2EA.	001-02-2016	19.34
GALLS LLC	03/21/2023	POLICE UNIFORMS/EQUIP.	MENS POLYESTER UNIFORM TROUSERS 1EA.	001-02-2016	67.76
GALLS LLC	03/21/2023	POLICE UNIFORMS/EQUIP.	3" POLYESTER VELCRO TIE W/BUTTONHOLE 2EA.	001-02-2016	19.34
GALLS LLC	03/21/2023	POLICE UNIFORMS/EQUIP.	SAFARILAND MKII DEFENSE SPRAY CASE 4EA.	001-02-2016	174.24
<b>Vendor GALL1019 - GALLS LLC Total:</b>					<b>351.83</b>
<b>Vendor: GRAI1068 - GRAINGER</b>					
GRAINGER	03/07/2023	MISC. SUPPLIES	BATTERY, ALKALINE, AA 8 PK.	011-31-2012	19.26
GRAINGER	03/07/2023	MISC. SUPPLIES	BATTERY, ALKALINE, AAA 8 PK.	011-31-2012	18.66
GRAINGER	03/07/2023	MISC. SUPPLIES	BATTERY, ALKALINE, D 8 PK.	011-31-2012	98.35
GRAINGER	03/07/2023	MISC. SUPPLIES	AIR FILTER KIT, 40 MICRON, PLASTIC	010-30-2009	1,061.64
GRAINGER	03/21/2023	MISC. SUPPLIES	FIRST AID KIT 4EA. - WATER DEPT.	011-31-2012	221.08
<b>Vendor GRAI1068 - GRAINGER Total:</b>					<b>1,418.99</b>
<b>Vendor: HAMP1124 - HAMPEL OIL</b>					
HAMPEL OIL	03/21/2023	MOBIL 600W CYLINDER OIL, 5 GAL.	MOBIL 600W CYLINDER OIL, 5 GAL.	010-30-2010	185.42
HAMPEL OIL	03/21/2023	UNLEADED / DIESEL FUEL	UNLEADED FUEL 1500 GAL.	001-02-2010	4,148.10
HAMPEL OIL	03/21/2023	UNLEADED / DIESEL FUEL	DIESEL FUEL 375 GAL.	010-30-2010	1,299.75
<b>Vendor HAMP1124 - HAMPEL OIL Total:</b>					<b>5,633.27</b>
<b>Vendor: HAYS1177 - HAYSVILLE RENTAL CENTER</b>					
HAYSVILLE RENTAL CENTER	03/07/2023	14" DIAMOND BLADE - CONCRETE SAW	14" DIAMOND BLADE - CONCRETE SAW	021-41-2009	120.00
HAYSVILLE RENTAL CENTER	03/21/2023	REPAIR: LEAF BLOWER 03/03/2023	REPAIR: LEAF BLOWER 03/03/2023	001-03-2006	335.00
HAYSVILLE RENTAL CENTER	03/21/2023	PROPANE REFILL	PROPANE REFILL	001-03-2009	19.75
<b>Vendor HAYS1177 - HAYSVILLE RENTAL CENTER Total:</b>					<b>474.75</b>
<b>Vendor: HAYS1178 - HAYSVILLE SADDLE CLUB</b>					
HAYSVILLE SADDLE CLUB	03/07/2023	2023 PRCA RODEO SPONSORSHIP DONATION	2023 PRCA RODEO SPONSORSHIP DONATION	092-66-3001	5,000.00
<b>Vendor HAYS1178 - HAYSVILLE SADDLE CLUB Total:</b>					<b>5,000.00</b>
<b>Vendor: HAYS1187 - HAYSVILLE TRUE VALUE</b>					
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	001-03-2006	96.38
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	001-03-2009	97.93
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	001-09-2006	15.48
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	001-09-2025	17.49
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	001-12-2012	2.18

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	001-12-2025	18.99
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	001-20-2004	26.06
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	001-21-2004	44.99
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	010-30-2004	11.28
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	010-30-2009	57.37
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	010-30-2012	68.94
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	011-31-2006	23.99
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	011-31-2009	26.45
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	021-41-2006	12.58
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	030-50-2009	38.26
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	030-50-2025	23.38
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	030-50-2092	20.28
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	036-56-3011	511.35
HAYSVILLE TRUE VALUE	03/07/2023	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	STMNT. 02/28/2023 - MONTHLY HARDWARE SUPPLIES	037-57-2012	5.29
<b>Vendor HAYS1187 - HAYSVILLE TRUE VALUE Total:</b>					<b>1,118.67</b>
<b>Vendor: HAYS1189 - HAYSVILLE USD 261</b>					
HAYSVILLE USD 261	03/21/2023	LATCHKEY - DRIVER PAY & MILEAGE - FEB 2023	LATCHKEY - DRIVER PAY & MILEAGE - FEB 2023	030-50-2094	13.37
HAYSVILLE USD 261	03/21/2023	LATCHKEY - DRIVER PAY & MILEAGE - FEB 2023	LATCHKEY - DRIVER PAY & MILEAGE - FEB 2023	030-50-2094	240.76
<b>Vendor HAYS1189 - HAYSVILLE USD 261 Total:</b>					<b>254.13</b>
<b>Vendor: HEAR1200 - HEARTLAND COCA COLA</b>					
HEARTLAND COCA COLA	03/07/2023	MONTHLY BEVERAGE CONCESSIONS	MONTHLY BEVERAGE CONCESSIONS - HAC	030-50-2031	260.40
HEARTLAND COCA COLA	03/21/2023	MONTHLY BEVERAGE CONCESSIONS	MONTHLY BEVERAGE CONCESSIONS - HAC	030-50-2031	185.97
<b>Vendor HEAR1200 - HEARTLAND COCA COLA Total:</b>					<b>446.37</b>
<b>Vendor: HOME1108 - HOMELAND</b>					
HOMELAND	03/21/2023	MONTHLY GROCERIES - FEB 2023	MONTHLY GROCERIES - FEB 2023	001-10-2054	7.11
HOMELAND	03/21/2023	MONTHLY GROCERIES - FEB 2023	MONTHLY GROCERIES - FEB 2023	010-30-2012	8.67
HOMELAND	03/21/2023	MONTHLY GROCERIES - FEB 2023	MONTHLY GROCERIES - FEB 2023	030-50-2004	61.41
HOMELAND	03/21/2023	MONTHLY GROCERIES - FEB 2023	MONTHLY GROCERIES - FEB 2023	030-50-2092	198.71

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
HOMELAND	03/21/2023	MONTHLY GROCERIES - FEB 2023	MONTHLY GROCERIES - FEB 2023	030-50-2094	121.00
HOMELAND	03/21/2023	MONTHLY GROCERIES - FEB 2023	MONTHLY GROCERIES - FEB 2023	037-57-2012	56.44
<b>Vendor HOME1108 - HOMELAND Total:</b>					<b>453.34</b>
<b>Vendor: HRDI1280 - HRDIRECT</b>					
HRDIRECT	03/07/2023	POSTER GUARD 1 YR RENEWAL - UR1200F	POSTER GUARD 1 YR RENEWAL - UR1200F	001-10-2077	84.99
HRDIRECT	03/07/2023	POSTER GUARD 1 YR RENEWAL - UR1200F	POSTER GUARD 1 YR RENEWAL - UR1200F	001-10-2077	84.99
HRDIRECT	03/07/2023	POSTER GUARD 1 YR RENEWAL - UR1200F	POSTER GUARD 1 YR RENEWAL - UR1200F	001-10-2077	84.99
HRDIRECT	03/07/2023	POSTER GUARD 1 YR RENEWAL - UR1200F	POSTER GUARD 1 YR RENEWAL - UR1200F	001-10-2077	84.99
<b>Vendor HRDI1280 - HRDIRECT Total:</b>					<b>339.96</b>
<b>Vendor: HSAA1200 - HSA AARON KIRCHERT</b>					
HSA AARON KIRCHERT	03/09/2023	HSA A/C: XXXXXXXXX AARON KIRCHERT	HSA A/C: XXXXXXXXX AARON KIRCHERT	001-00-2061	75.00
HSA AARON KIRCHERT	03/23/2023	HSA A/C: XXXXXXXXX AARON KIRCHERT	HSA A/C: XXXXXXXXX AARON KIRCHERT	001-00-2061	75.00
<b>Vendor HSAA1200 - HSA AARON KIRCHERT Total:</b>					<b>150.00</b>
<b>Vendor: HSAK1285 - HSA KENNETH STARK</b>					
HSA KENNETH STARK	03/09/2023	HSA A/C: XXXXXXXXX KENNETH STARK	HSA A/C: XXXXXXXXX KENNETH STARK	001-00-2061	30.00
HSA KENNETH STARK	03/23/2023	HSA A/C: XXXXXXXXX KENNETH STARK	HSA A/C: XXXXXXXXX KENNETH STARK	001-00-2061	30.00
<b>Vendor HSAK1285 - HSA KENNETH STARK Total:</b>					<b>60.00</b>
<b>Vendor: HSAR1282 - HSA ROBERT ARNESON</b>					
HSA ROBERT ARNESON	03/09/2023	HSA A/C: XXXXXXXXX ROBERT ARNESON	HSA A/C: XXXXXXXXX ROBERT ARNESON	001-00-2061	225.00
HSA ROBERT ARNESON	03/23/2023	HSA A/C: XXXXXXXXX ROBERT ARNESON	HSA A/C: XXXXXXXXX ROBERT ARNESON	001-00-2061	225.00
<b>Vendor HSAR1282 - HSA ROBERT ARNESON Total:</b>					<b>450.00</b>
<b>Vendor: HSAS1201 - HSA SAMUEL ARNOLD</b>					
HSA SAMUEL ARNOLD	03/09/2023	HSA A/C: XXXXXXXXX SAMUEL ARNOLD	HSA A/C: XXXXXXXXX SAMUEL ARNOLD	001-00-2061	150.00
HSA SAMUEL ARNOLD	03/23/2023	HSA A/C: XXXXXXXXX SAMUEL ARNOLD	HSA A/C: XXXXXXXXX SAMUEL ARNOLD	001-00-2061	150.00
<b>Vendor HSAS1201 - HSA SAMUEL ARNOLD Total:</b>					<b>300.00</b>
<b>Vendor: HSAS1284 - HSA SEAN RINEHART</b>					
HSA SEAN RINEHART	03/09/2023	HSA A/C: XXXXXXXX SEAN RINEHART	HSA A/C: XXXXXXXX SEAN RINEHART	001-00-2061	30.00
HSA SEAN RINEHART	03/23/2023	HSA A/C: XXXXXXXX SEAN RINEHART	HSA A/C: XXXXXXXX SEAN RINEHART	001-00-2061	30.00
<b>Vendor HSAS1284 - HSA SEAN RINEHART Total:</b>					<b>60.00</b>
<b>Vendor: HSAT1286 - HSA TWYLA NGUYEN</b>					
HSA TWYLA NGUYEN	03/09/2023	HSA A/C: XXXXXXXXX TWYLA NGUYEN	HSA A/C: XXXXXXXXX TWYLA NGUYEN	001-00-2061	25.00
HSA TWYLA NGUYEN	03/23/2023	HSA A/C: XXXXXXXXX TWYLA NGUYEN	HSA A/C: XXXXXXXXX TWYLA NGUYEN	001-00-2061	25.00
<b>Vendor HSAT1286 - HSA TWYLA NGUYEN Total:</b>					<b>50.00</b>
<b>Vendor: HSAW1283 - HSA WILLIAM BLACK</b>					
HSA WILLIAM BLACK	03/09/2023	HSA A/C: XXXXXXXX WILLIAM BLACK	HSA A/C: XXXXXXXX WILLIAM BLACK	001-00-2061	250.00
HSA WILLIAM BLACK	03/23/2023	HSA A/C: XXXXXXXX WILLIAM BLACK	HSA A/C: XXXXXXXX WILLIAM BLACK	001-00-2061	250.00
<b>Vendor HSAW1283 - HSA WILLIAM BLACK Total:</b>					<b>500.00</b>

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
<b>Vendor: IAEI1319 - IAEI - KANSAS SUNFLOWER CHAPTER</b>					
IAEI - KANSAS SUNFLOWER CH...	03/21/2023	2023 ANNUAL IAEI CONFERENCE	IAEI CONFERENCE REGISTRATION: CHAD BETTLES	001-20-2015	300.00
<b>Vendor IAEI1319 - IAEI - KANSAS SUNFLOWER CHAPTER Total:</b>					<b>300.00</b>
<b>Vendor: IMAG1336 - IMAGEQUEST</b>					
IMAGEQUEST	03/07/2023	PRINTER / COPIER MAINTENANCE CONTRACT	COPIER - EQUIP. ID. 64579-Q POLICE DEPT.	001-02-2040	112.47
IMAGEQUEST	03/07/2023	PRINTER / COPIER MAINTENANCE CONTRACT	PRINTER - EQUIP. ID. 36067 CITY HALL WORKROOM	001-10-2040	2.72
IMAGEQUEST	03/07/2023	PRINTER / COPIER MAINTENANCE CONTRACT	COPIER - EQUIP. ID. 64587-Q CITY HALL ADMIN.	001-10-2040	180.07
IMAGEQUEST	03/07/2023	PRINTER / COPIER MAINTENANCE CONTRACT	COPIER - EQUIP. ID. 64580-Q CITY HALL	001-10-2040	159.39
IMAGEQUEST	03/07/2023	PRINTER / COPIER MAINTENANCE CONTRACT	COPIER - EQUIP. ID. 64600-Q CITY HALL FRONT OFFICE	001-10-2040	13.63
IMAGEQUEST	03/07/2023	PRINTER / COPIER MAINTENANCE CONTRACT	COPIER - EQUIP. ID. 64589-Q ACTIVITY CNTR.	099-66-3003	104.41
<b>Vendor IMAG1336 - IMAGEQUEST Total:</b>					<b>572.69</b>
<b>Vendor: INTE1369 - INTERLINGUAL INTERPRETING SVCS</b>					
INTERLINGUAL INTERPRETING ...	03/07/2023	INTERPRETATION SERVICES	MILEAGE: 25 MILES	001-06-2012	15.63
INTERLINGUAL INTERPRETING ...	03/07/2023	INTERPRETATION SERVICES	INTERPRETATION SERVICES 02/21/2023	001-06-2012	40.00
<b>Vendor INTE1369 - INTERLINGUAL INTERPRETING SVCS Total:</b>					<b>55.63</b>
<b>Vendor: INTR1381 - INTRUST BANK</b>					
INTRUST BANK	03/10/2023	FED DEPOSIT	FED DEPOSIT	001-00-2010	11,184.77
INTRUST BANK	03/10/2023	FICA DEPOSIT	FICA DEPOSIT	001-00-2020	5,271.40
INTRUST BANK	03/10/2023	FICA DEPOSIT	FICA DEPOSIT	001-00-2020	22,539.48
INTRUST BANK	03/24/2023	FED DEPOSIT	FED DEPOSIT	001-00-2010	11,236.49
INTRUST BANK	03/24/2023	FICA DEPOSIT	FICA DEPOSIT	001-00-2020	5,297.80
INTRUST BANK	03/24/2023	FICA DEPOSIT	FICA DEPOSIT	001-00-2020	22,652.18
<b>Vendor INTR1381 - INTRUST BANK Total:</b>					<b>78,182.12</b>
<b>Vendor: JENN0990 - JENNIFER FOX</b>					
JENNIFER FOX	03/07/2023	FOX & SMOCKS PAINT PARTY 2/24/2023	FOX & SMOCKS PAINT PARTY 2/24/2023	030-50-2092	525.00
<b>Vendor JENN0990 - JENNIFER FOX Total:</b>					<b>525.00</b>
<b>Vendor: JENN1402 - JENNIFER JACKSON</b>					
JENNIFER JACKSON	03/07/2023	FITNESS INSTRUCTOR 4 HRS. 02/21 - 02/23/2023	FITNESS INSTRUCTOR 4 HRS. 02/21 - 02/23/2023	030-50-1250	60.00
JENNIFER JACKSON	03/07/2023	FITNESS INSTRUCTOR 4 HRS. 02/28 - 03/02/2023	FITNESS INSTRUCTOR 4 HRS. 02/28 - 03/02/2023	030-50-1250	60.00
JENNIFER JACKSON	03/21/2023	FITNESS INSTRUCTOR 4 HRS. 03/07 - 03/09/2023	FITNESS INSTRUCTOR 4 HRS. 03/07 - 03/09/2023	030-50-1250	60.00
<b>Vendor JENN1402 - JENNIFER JACKSON Total:</b>					<b>180.00</b>
<b>Vendor: JENN2597 - JENNIFER M. SOHM</b>					
JENNIFER M. SOHM	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
<b>Vendor JENN2597 - JENNIFER M. SOHM Total:</b>					<b>35.00</b>
<b>Vendor: JETS1420 - JET STREAM SYSTEMS, INC.</b>					
JET STREAM SYSTEMS, INC.	03/21/2023	S/C 3/8/2023 HISTORIC DIST.- LIBRARY CAMERA REPAIR	S/C 3/8/2023 HISTORIC DIST.- LIBRARY CAMERA REPAIR	001-02-2040	500.00
JET STREAM SYSTEMS, INC.	03/21/2023	S/C 3/8/2023 HISTORIC DIST.- LIBRARY CAMERA REPAIR	PROFESSIONAL SERVICES TRIP FEE	001-02-2040	55.00
<b>Vendor JETS1420 - JET STREAM SYSTEMS, INC. Total:</b>					<b>555.00</b>
<b>Vendor: JILL2956 - JILL WARD</b>					
JILL WARD	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
<b>Vendor JILL2956 - JILL WARD Total:</b>					<b>35.00</b>
<b>Vendor: JOHN2562 - JOHNATHAN SIMONS</b>					
JOHNATHAN SIMONS	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	35.00
<b>Vendor JOHN2562 - JOHNATHAN SIMONS Total:</b>					<b>35.00</b>

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
<b>Vendor: JONA2730 - JONATHAN TARDIFF</b>					
JONATHAN TARDIFF	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-04-2002	35.00
<b>Vendor JONA2730 - JONATHAN TARDIFF Total:</b>					<b>35.00</b>
<b>Vendor: JOSE0060 - JOSE AGUILAR, JR.</b>					
JOSE AGUILAR, JR.	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	010-30-2002	35.00
<b>Vendor JOSE0060 - JOSE AGUILAR, JR. Total:</b>					<b>35.00</b>
<b>Vendor: JUST1205 - JUSTIN D. HEHNKE</b>					
JUSTIN D. HEHNKE	03/21/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-02-2040	35.00
<b>Vendor JUST1205 - JUSTIN D. HEHNKE Total:</b>					<b>35.00</b>
<b>Vendor: K&amp;AP1457 - K &amp; A PROPERTY MAINTENANCE LLC</b>					
K & A PROPERTY MAINTENANCE..	03/07/2023	CLEANING SERVICES	CLEANING SVCS. - POLICE DEPT.	001-09-2040	440.00
K & A PROPERTY MAINTENANCE..	03/07/2023	CLEANING SERVICES	CLEANING SVCS. - COMMUNITY BLDG.	001-09-2040	112.00
K & A PROPERTY MAINTENANCE..	03/07/2023	CLEANING SERVICES	CLEANING SVCS. - CITY HALL	001-09-2040	528.00
K & A PROPERTY MAINTENANCE..	03/07/2023	CLEANING SERVICES	CLEANING SVCS. - SR. CNTR.	001-12-2040	425.00
K & A PROPERTY MAINTENANCE..	03/07/2023	CLEANING SERVICES	CLEANING SVCS. - HAC	030-50-2025	450.00
<b>Vendor K&amp;AP1457 - K &amp; A PROPERTY MAINTENANCE LLC Total:</b>					<b>1,955.00</b>
<b>Vendor: KANS1574 - KANSAS BG INC</b>					
KANSAS BG INC	03/21/2023	BG SUPERCHARGE II FUEL ADDITIVE	BG SUPERCHARGE II FUEL ADDITIVE	001-03-2009	204.30
KANSAS BG INC	03/21/2023	BG SUPERCHARGE II FUEL ADDITIVE	BG SUPERCHARGE II FUEL ADDITIVE	010-30-2009	204.30
KANSAS BG INC	03/21/2023	BG SUPERCHARGE II FUEL ADDITIVE	BG SUPERCHARGE II FUEL ADDITIVE	011-31-2009	204.30
KANSAS BG INC	03/21/2023	BG SUPERCHARGE II FUEL ADDITIVE	BG SUPERCHARGE II FUEL ADDITIVE	021-41-2009	204.30
<b>Vendor KANS1574 - KANSAS BG INC Total:</b>					<b>817.20</b>
<b>Vendor: KANS1601 - KANSAS DEPARTMENT OF REVENUE</b>					
KANSAS DEPARTMENT OF REV...	03/10/2023	KANSAS WITHHOLDING TAX	KANSAS WITHHOLDING TAX	001-00-2030	6,914.98
KANSAS DEPARTMENT OF REV...	03/24/2023	KANSAS WITHHOLDING TAX	KANSAS WITHHOLDING TAX	001-00-2030	6,921.45
<b>Vendor KANS1601 - KANSAS DEPARTMENT OF REVENUE Total:</b>					<b>13,836.43</b>
<b>Vendor: KANS1499 - KANSAS DEPT OF REVENUE</b>					
KANSAS DEPT OF REVENUE	03/21/2023	WATER SALES TAX - FEB 2023	WATER SALES TAX - FEB 2023	011-31-2022	1,063.91
<b>Vendor KANS1499 - KANSAS DEPT OF REVENUE Total:</b>					<b>1,063.91</b>
<b>Vendor: KANS1615 - KANSAS GAS SERVICE</b>					
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1568420 18 - 403 S. JANE (ANIMAL CNTRL.)	001-02-2013	318.46
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1308570 45 - 130 E. 2ND (COMM. BLDG.)	001-09-2003	194.87
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1578976 27 - 200 W. GRAND (CITY/PD/COURT)	001-09-2003	705.42
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 2003258 73 - 160 E. KARLA (SR. CNTR.)	001-12-2003	1,046.40
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	010-30-2003	156.03
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1308621 36 - 551 S. DELOS (OLD SEWER PLNT)	010-30-2003	47.88
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1600065 91 - 428 S. JANE (WWTP)	010-30-2003	5,248.53
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1654247 00 - 417 S. JANE (PW STORAGE)	010-30-2003	274.00
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1308619 00 - 429 S. JANE (PW SHOP)	010-30-2003	253.79
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	011-31-2003	155.98
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1654247 00 - 417 S. JANE (PW STORAGE)	011-31-2003	273.92
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1308619 00 - 429 S. JANE (PW SHOP)	011-31-2003	253.72

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1654252 00 - 401 S.JANE (PW OFFICE)	021-41-2003	155.99
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1654247 00 - 417 S. JANE (PW STORAGE)	021-41-2003	273.91
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 1308619 00 - 429 S. JANE (PW SHOP)	021-41-2003	253.72
KANSAS GAS SERVICE	03/07/2023	MONTHLY GAS SERVICE	ACCT. 2032392 45 - 523 SARAH LN. (HAC)	030-50-2003	1,117.08
<b>Vendor KANS1615 - KANSAS GAS SERVICE Total:</b>					<b>10,729.70</b>

Vendor: KANS1627 - KANSAS ONE-CALL SYSTEM INC

KANSAS ONE-CALL SYSTEM INC	03/07/2023	SEWER/WATER LOCATE FEES	SEWER/WATER LOCATE FEES	010-30-2040	117.00
KANSAS ONE-CALL SYSTEM INC	03/07/2023	SEWER/WATER LOCATE FEES	SEWER/WATER LOCATE FEES	011-31-2040	1.80
KANSAS ONE-CALL SYSTEM INC	03/07/2023	SEWER/WATER LOCATE FEES	SEWER/WATER LOCATE FEES	011-31-2040	115.20
KANSAS ONE-CALL SYSTEM INC	03/07/2023	SEWER/WATER LOCATE FEES	SEWER/WATER LOCATE FEES	010-30-2040	235.20
<b>Vendor KANS1627 - KANSAS ONE-CALL SYSTEM INC Total:</b>					<b>469.20</b>

Vendor: KANS1629 - KANSAS PAYMENT CENTER

KANSAS PAYMENT CENTER	03/09/2023	SG09DM003555	SG09DM003555	001-00-2057	213.00
KANSAS PAYMENT CENTER	03/09/2023	SG19DM005637	SG19DM005637	001-00-2057	817.85
KANSAS PAYMENT CENTER	03/09/2023	SG15DM007951	SG15DM007951	001-00-2057	92.31
KANSAS PAYMENT CENTER	03/09/2023	SG20DM03529	SG20DM03529	001-00-2057	276.92
KANSAS PAYMENT CENTER	03/09/2023	SG22DM05556	SG22DM05556	001-00-2057	184.62
KANSAS PAYMENT CENTER	03/23/2023	SG09DM003555	SG09DM003555	001-00-2057	213.00
KANSAS PAYMENT CENTER	03/23/2023	SG19DM005637	SG19DM005637	001-00-2057	817.85
KANSAS PAYMENT CENTER	03/23/2023	SG15DM007951	SG15DM007951	001-00-2057	92.31
KANSAS PAYMENT CENTER	03/23/2023	SG20DM03529	SG20DM03529	001-00-2057	276.92
KANSAS PAYMENT CENTER	03/23/2023	SG22DM05556	SG22DM05556	001-00-2057	184.62
<b>Vendor KANS1629 - KANSAS PAYMENT CENTER Total:</b>					<b>3,169.40</b>

Vendor: KANS1642 - KANSAS STATE TREASURER

KANSAS STATE TREASURER	03/31/2023	03 31 2023 ACH BOND PYMNT	GENERAL OBLIGATION BOND - SERIES 2019-A INTEREST	041-61-2051	12,197.50
KANSAS STATE TREASURER	03/31/2023	03 31 2023 ACH BOND PYMNT	GENERAL OBLIGATION BOND - SERIES 2014 INTEREST	041-61-2051	2,892.50
KANSAS STATE TREASURER	03/31/2023	03 31 2023 ACH BOND PYMNT	GENERAL OBLIGATION BOND - SERIES 2016 INTEREST	041-61-2051	41,943.75
KANSAS STATE TREASURER	03/31/2023	03 31 2023 ACH BOND PYMNT	GENERAL OBLIGATION BOND - SERIES 2011 INTEREST	041-61-2051	1,620.00
KANSAS STATE TREASURER	03/31/2023	03 31 2023 ACH BOND PYMNT	GENERAL OBLIGATION BOND - SERIES 2021-A INTEREST	041-61-2051	6,330.00
KANSAS STATE TREASURER	03/31/2023	03 31 2023 ACH BOND PYMNT	GENERAL OBLIGATION BOND - SERIES 2018 INTEREST	041-61-2051	9,610.00
KANSAS STATE TREASURER	03/31/2023	03 31 2023 ACH BOND PYMNT	GENERAL OBLIGATION BOND - SERIES 2019-B INTEREST	041-61-2051	3,618.75
KANSAS STATE TREASURER	03/31/2023	03 31 2023 ACH BOND PYMNT	GENERAL OBLIGATION BOND - SERIES 2020-A INTEREST	041-61-2051	18,637.50
<b>Vendor KANS1642 - KANSAS STATE TREASURER Total:</b>					<b>96,850.00</b>

Vendor: KANS1643 - KANSAS STATE TREASURER

KANSAS STATE TREASURER	03/07/2023	COURT FEES - FEB 2023	SEAT BELT SAFETY FEE	001-00-5006	20.00
KANSAS STATE TREASURER	03/07/2023	COURT FEES - FEB 2023	JUDICIAL BRANCH DOCKET FEE	001-06-2060	88.00
KANSAS STATE TREASURER	03/07/2023	COURT FEES - FEB 2023	REINSTATEMENT FEES	001-06-2060	400.00
KANSAS STATE TREASURER	03/07/2023	COURT FEES - FEB 2023	JUDICIAL BRANCH EDUCATION FEE	001-06-2073	34.50
KANSAS STATE TREASURER	03/07/2023	COURT FEES - FEB 2023	LAW ENFORCEMENT TRAINING CENTER FUND	001-06-2074	820.00
KANSAS STATE TREASURER	03/07/2023	COURT FEES - FEB 2023	DUI FEE	001-06-2075	277.22
<b>Vendor KANS1643 - KANSAS STATE TREASURER Total:</b>					<b>1,639.72</b>

Vendor: KANS1646 - KANSAS TRUCK EQUIP CO INC

KANSAS TRUCK EQUIP CO INC	03/07/2023	AUTO PARTS/SUPPLIES	BELT - RETRACTOR (HAYSVILLE TRANSIT BUS)	001-13-2035	87.52
---------------------------	------------	---------------------	--	-------------	-------

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
KANSAS TRUCK EQUIP CO INC	03/07/2023	AUTO PARTS/SUPPLIES	BELT, SHORT (HAYSVILLE TRANSIT BUS)	001-13-2035	42.10
<b>Vendor KANS1646 - KANSAS TRUCK EQUIP CO INC Total:</b>					<b>129.62</b>

**Vendor: KANZ1482 - KANZA CO-OPERATIVE ASSOC.**

KANZA CO-OPERATIVE ASSOC.	03/07/2023	UNLEADED/DIESEL FUEL	UNLEADED FUEL 1500 GAL.	001-02-2010	4,275.86
KANZA CO-OPERATIVE ASSOC.	03/07/2023	UNLEADED/DIESEL FUEL	DIESEL FUEL 450 GAL.	010-00-2001	1,588.50
<b>Vendor KANZ1482 - KANZA CO-OPERATIVE ASSOC. Total:</b>					<b>5,864.36</b>

**Vendor: KARY0290 - KARYN BELL - SIMON**

KARYN BELL - SIMON	03/07/2023	HOMETOWN MRKT. MGR. - 5.25 HRS. 1/30 - 2/17/2023	HOMETOWN MRKT. MGR. - 5.25 HRS. 1/30 - 2/17/2023	051-66-3005	81.38
KARYN BELL - SIMON	03/07/2023	HOMETOWN MRKT. MGR. - 2.75 HRS. 2/17 - 2/24/2023	HOMETOWN MRKT. MGR. - 2.75 HRS. 2/17 - 2/24/2023	051-66-3005	42.63
<b>Vendor KARY0290 - KARYN BELL - SIMON Total:</b>					<b>124.01</b>

**Vendor: KCCT1487 - KCCTO**

KCCTO	03/07/2023	COURSE REGISTRATIONS - LATCHKEY	COURSE REGISTRATIONS - C. LEACH	030-50-2094	5.00
KCCTO	03/07/2023	COURSE REGISTRATIONS - LATCHKEY	DISCOUNT	030-50-2094	-1.00
<b>Vendor KCCT1487 - KCCTO Total:</b>					<b>4.00</b>

**Vendor: KEYE1523 - KEY EQUIPMENT & SUPPLY CO**

KEY EQUIPMENT & SUPPLY CO	03/21/2023	VAC TRUCK SUPPLIES	3/4" X 1000' 3000PSI SEWER HOSE 1EA. - VAC TRUCK	010-30-2006	2,683.77
KEY EQUIPMENT & SUPPLY CO	03/21/2023	VAC TRUCK SUPPLIES	FUEL SURCHARGE	010-30-2006	13.42
KEY EQUIPMENT & SUPPLY CO	03/21/2023	VAC TRUCK SUPPLIES	FREIGHT CHARGE	010-30-2006	251.84
KEY EQUIPMENT & SUPPLY CO	03/21/2023	VAC TRUCK SUPPLIES	1" NOZZLE 1EA. - VAC TRUCK	010-30-2080	582.64
KEY EQUIPMENT & SUPPLY CO	03/21/2023	VAC TRUCK SUPPLIES	FREIGHT CHARGE	010-30-2080	42.97
KEY EQUIPMENT & SUPPLY CO	03/21/2023	VAC TRUCK SUPPLIES	FUEL SURCHARGE	010-30-2080	20.26
KEY EQUIPMENT & SUPPLY CO	03/21/2023	VAC TRUCK SUPPLIES	REDUCER BUSHING 1" X 3/4" 6000PSI	010-30-2080	4.85
<b>Vendor KEYE1523 - KEY EQUIPMENT &amp; SUPPLY CO Total:</b>					<b>3,599.75</b>

**Vendor: KONI1558 - KONICA MINOLTA PREMIERE**

KONICA MINOLTA PREMIERE	03/21/2023	COPIER LEASE PYMNT.	KONICA C3350 LEASE - SR. CNTR.	001-12-2004	172.76
KONICA MINOLTA PREMIERE	03/24/2023	COPIER LEASE PYMNT.	KONICA C458 LEASE - POLICE DEPT.	001-02-2004	351.46
KONICA MINOLTA PREMIERE	03/24/2023	COPIER LEASE PYMNT.	KONICA C458 LEASE - CITY HALL	001-10-2040	381.87
KONICA MINOLTA PREMIERE	03/24/2023	COPIER LEASE PYMNT.	KONICA C458 LEASE - CITY HALL (BSMNT)	001-10-2040	189.37
KONICA MINOLTA PREMIERE	03/24/2023	COPIER LEASE PYMNT.	KONICA C458 LEASE - PUBLIC WORKS	001-20-2004	201.74
KONICA MINOLTA PREMIERE	03/24/2023	COPIER LEASE PYMNT.	KONICA C458 LEASE - HAC	099-66-3003	182.61
<b>Vendor KONI1558 - KONICA MINOLTA PREMIERE Total:</b>					<b>1,479.81</b>

**Vendor: KPER1560 - KPERS 457 - EMPOWER RETIREMENT**

KPERS 457 - EMPOWER RETIRE...	03/10/2023	PAYROLL DEDUCTION KPERS 457 PRE-TAX	PAYROLL DEDUCTION KPERS 457 PRE-TAX	001-00-2051	1,751.50
KPERS 457 - EMPOWER RETIRE...	03/10/2023	PAYROLL DEDUCTION KPERS 457 ROTH POST-TAX	PAYROLL DEDUCTION KPERS 457 ROTH POST-TAX	001-00-2067	457.00
KPERS 457 - EMPOWER RETIRE...	03/24/2023	PAYROLL DEDUCTION KPERS 457 PRE-TAX	PAYROLL DEDUCTION KPERS 457 PRE-TAX	001-00-2051	1,751.50
KPERS 457 - EMPOWER RETIRE...	03/24/2023	PAYROLL DEDUCTION KPERS 457 ROTH POST-TAX	PAYROLL DEDUCTION KPERS 457 ROTH POST-TAX	001-00-2067	457.00
<b>Vendor KPER1560 - KPERS 457 - EMPOWER RETIREMENT Total:</b>					<b>4,417.00</b>

**Vendor: KPER1559 - KPERS**

KPERS	03/10/2023	PAYROLL DEDUCTION KP&F EE & ER	PAYROLL DEDUCTION KP&F EE & ER	001-00-2040	16,608.91
KPERS	03/10/2023	PAYROLL DEDUCTION KPERS D&D	PAYROLL DEDUCTION KPERS D&D	001-00-2040	1,225.37
KPERS	03/10/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	2,748.21



AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
KPERS	03/10/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	5,820.86
KPERS	03/10/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	9,113.35
KPERS	03/10/2023	PAYROLL DEDUCTION KPERS WORK AFTER RETIREMENT	PAYROLL DEDUCTION KPERS WORK AFTER RETIREMENT	001-00-2040	71.15
KPERS	03/24/2023	PAYROLL DEDUCTION KPERS D&D	PAYROLL DEDUCTION KPERS D&D	001-00-2040	1,220.12
KPERS	03/24/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	9,160.58
KPERS	03/24/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	2,679.05
KPERS	03/24/2023	PAYROLL DEDUCTION KPERS EE & ER	PAYROLL DEDUCTION KPERS EE & ER	001-00-2040	5,766.86
KPERS	03/24/2023	PAYROLL DEDUCTION KP&F EE & ER	PAYROLL DEDUCTION KP&F EE & ER	001-00-2040	16,023.60
KPERS	03/24/2023	PAYROLL DEDUCTION KPERS WORK AFTER RETIREMENT	PAYROLL DEDUCTION KPERS WORK AFTER RETIREMENT	001-00-2040	62.72
<b>Vendor KPER1559 - KPERS Total:</b>					<b>70,500.78</b>
<b>Vendor: KRIS1861 - KRISTEN MCDANIEL</b>					
KRISTEN MCDANIEL	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-12-2003	35.00
<b>Vendor KRIS1861 - KRISTEN MCDANIEL Total:</b>					<b>35.00</b>
<b>Vendor: KURT1263 - KURT A HOLMES, PA</b>					
KURT A HOLMES, PA	03/09/2023	22LM007248	22LM007248	001-00-2057	411.32
KURT A HOLMES, PA	03/23/2023	22LM007248	22LM007248	001-00-2057	406.06
<b>Vendor KURT1263 - KURT A HOLMES, PA Total:</b>					<b>817.38</b>
<b>Vendor: LAGR1685 - LAG RENTALS, LLC.</b>					
LAG RENTALS, LLC.	03/07/2023	CAR RENTAL - RA 3022339	TIRE REPAIR	024-44-2012	225.50
LAG RENTALS, LLC.	03/07/2023	CAR RENTAL - RA 3022339	CAR RENTAL - RA 3022339	024-44-2012	650.00
<b>Vendor LAGR1685 - LAG RENTALS, LLC. Total:</b>					<b>875.50</b>
<b>Vendor: LAUT1700 - LAUTZ LAW, LLC</b>					
LAUTZ LAW, LLC	03/07/2023	PUBLIC DEFENDER MONTHLY SERVICES	PUBLIC DEFENDER MONTHLY SERVICES	001-06-2037	1,000.00
<b>Vendor LAUT1700 - LAUTZ LAW, LLC Total:</b>					<b>1,000.00</b>
<b>Vendor: LEAG1722 - LEAGUE OF KANSAS</b>					
LEAGUE OF KANSAS	03/07/2023	CONFERENCE: LEADERSHIP SUMMIT 4/14/2023	LEADERSHIP SUMMIT/CONF. 4/14/2023 - R. KESSLER	001-18-2015	175.00
<b>Vendor LEAG1722 - LEAGUE OF KANSAS Total:</b>					<b>175.00</b>
<b>Vendor: LEGA1735 - LEGAL SHIELD</b>					
LEGAL SHIELD	03/23/2023	PAYROLL DEDUCTION LEGAL SHIELD	PAYROLL DEDUCTION LEGAL SHIELD	001-00-2060	67.80
<b>Vendor LEGA1735 - LEGAL SHIELD Total:</b>					<b>67.80</b>
<b>Vendor: LEVI1868 - LEVI BREWER</b>					
LEVI BREWER	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	011-31-2002	35.00
<b>Vendor LEVI1868 - LEVI BREWER Total:</b>					<b>35.00</b>
<b>Vendor: LOGO1776 - LOGO DEPOT</b>					
LOGO DEPOT	03/21/2023	POLICE UNIFORMS/EMBROIDERY	PORT AUTHORITY FLEECE JACKET, NAVY, 3XL	001-02-2016	58.75
LOGO DEPOT	03/21/2023	POLICE UNIFORMS/EMBROIDERY	CORNERSTONE SNAG-PROOF POLO, DARK NAVY, 3XL	001-02-2016	113.85
LOGO DEPOT	03/21/2023	POLICE UNIFORMS/EMBROIDERY	PORT AUTHORITY FLEECE JACKET, NAVY, XLG.	001-02-2016	53.75
LOGO DEPOT	03/21/2023	POLICE UNIFORMS/EMBROIDERY	PORT AUTHORITY FLEECE, 1/4-ZIP PULLOVER, BLK, M	001-02-2016	33.50
<b>Vendor LOGO1776 - LOGO DEPOT Total:</b>					<b>259.85</b>
<b>Vendor: LOWE1788 - LOWE'S PROTECTION PLUS</b>					
LOWE'S PROTECTION PLUS	03/21/2023	MONTHLY SUPPLIES - FEB 2023	LUMBER 13EA.	001-03-2009	181.40
LOWE'S PROTECTION PLUS	03/21/2023	MONTHLY SUPPLIES - FEB 2023	RETURN: 48X72" BLINDS (CH DRIVE-THRU WINDOW)	001-09-2025	-57.94

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
LOWE'S PROTECTION PLUS	03/21/2023	MONTHLY SUPPLIES - FEB 2023	45X34" BLINDS (CH DRIVE-THRU WINDOW)	001-09-2025	57.26
LOWE'S PROTECTION PLUS	03/21/2023	MONTHLY SUPPLIES - FEB 2023	48X72" BLINDS (CH DRIVE-THRU WINDOW)	001-09-2025	57.94
LOWE'S PROTECTION PLUS	03/21/2023	MONTHLY SUPPLIES - FEB 2023	LUMBER 2EA.	010-30-2009	15.09
LOWE'S PROTECTION PLUS	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MISC. ROUTER, SAW BLADES, LUMBER	010-30-2012	116.84
LOWE'S PROTECTION PLUS	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MISC. ROUTER, SAW BLADES, LUMBER	011-31-2012	116.84
LOWE'S PROTECTION PLUS	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MISC. ROUTER, SAW BLADES, LUMBER	021-41-2012	117.19
<b>Vendor LOWE1788 - LOWE'S PROTECTION PLUS Total:</b>					<b>604.62</b>
<b>Vendor: MALC3098 - MALCOLM YOUNG</b>					
MALCOLM YOUNG	03/21/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-02-2040	35.00
<b>Vendor MALC3098 - MALCOLM YOUNG Total:</b>					<b>35.00</b>
<b>Vendor: MARI1825 - MARIANNA EVANS YOGA, LLC.</b>					
MARIANNA EVANS YOGA, LLC.	03/21/2023	SR. CNTR. YOGA - FEB 2023	SR. CNTR. YOGA - FEB 2023	001-12-1100	100.00
<b>Vendor MARI1825 - MARIANNA EVANS YOGA, LLC. Total:</b>					<b>100.00</b>
<b>Vendor: MARS1769 - MARSHALL LITCHFIELD</b>					
MARSHALL LITCHFIELD	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	010-30-2002	11.67
MARSHALL LITCHFIELD	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	011-31-2002	11.67
MARSHALL LITCHFIELD	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	11.66
<b>Vendor MARS1769 - MARSHALL LITCHFIELD Total:</b>					<b>35.00</b>
<b>Vendor: MERI1883 - MERIDIAN ANALYTICAL LABS, LLC.</b>					
MERIDIAN ANALYTICAL LABS, L...	03/07/2023	WATER TESTING	WATER TESTING	010-30-2040	420.00
MERIDIAN ANALYTICAL LABS, L...	03/07/2023	WATER TESTING	WATER TESTING	011-31-2040	100.00
MERIDIAN ANALYTICAL LABS, L...	03/07/2023	WATER TESTING	WATER TESTING	011-31-2040	100.00
MERIDIAN ANALYTICAL LABS, L...	03/21/2023	WATER TESTING	WATER TESTING	010-30-2040	420.00
MERIDIAN ANALYTICAL LABS, L...	03/21/2023	WATER TESTING	WATER TESTING	010-30-2040	290.00
<b>Vendor MERI1883 - MERIDIAN ANALYTICAL LABS, LLC. Total:</b>					<b>1,330.00</b>
<b>Vendor: MICH1768 - MICHAEL J. LIPPOLDT</b>					
MICHAEL J. LIPPOLDT	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	010-30-2002	11.67
MICHAEL J. LIPPOLDT	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	011-31-2002	11.67
MICHAEL J. LIPPOLDT	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	11.66
<b>Vendor MICH1768 - MICHAEL J. LIPPOLDT Total:</b>					<b>35.00</b>
<b>Vendor: MINT1943 - MINTER &amp; POLLAK, LC</b>					
MINTER & POLLAK, LC	03/21/2023	PROFESSIONAL SVCS. - CITY ATTY. FEES	PROFESSIONAL SVCS. - CITY ATTY. FEES	001-10-1100	4,050.00
<b>Vendor MINT1943 - MINTER &amp; POLLAK, LC Total:</b>					<b>4,050.00</b>
<b>Vendor: NCSI2025 - NCSI</b>					
NCSI	03/21/2023	PRE-EMPLOYMENT BACKGROUND CHECKS	12EA. BACKGROUND CHECKS - HAC PROG. (SOCCER)	030-00-2001	222.00
<b>Vendor NCSI2025 - NCSI Total:</b>					<b>222.00</b>
<b>Vendor: NEWM2041 - NEW MEDICAL HEALTH CARE, LLC</b>					
NEW MEDICAL HEALTH CARE, L...	03/21/2023	PRE-EMPLOYMENT TESTING - E. PERRY	PRE-EMPLOYMENT TESTING - E. PERRY	001-02-2012	70.00
NEW MEDICAL HEALTH CARE, L...	03/21/2023	PRE-EMPLOYMENT TESTING - E. PERRY	PRE-EMPLOYMENT TESTING - E. PERRY	001-02-2012	47.50
NEW MEDICAL HEALTH CARE, L...	03/21/2023	PRE-EMPLOYMENT TESTING - E. PERRY	PRE-EMPLOYMENT TESTING - E. PERRY	001-02-2012	125.00
NEW MEDICAL HEALTH CARE, L...	03/21/2023	PRE-EMPLOYMENT TESTING - M. LIPPOLDT	PRE-EMPLOYMENT TESTING - M. LIPPOLDT	010-30-2012	7.00
NEW MEDICAL HEALTH CARE, L...	03/21/2023	PRE-EMPLOYMENT TESTING - M. LIPPOLDT	PRE-EMPLOYMENT TESTING - M. LIPPOLDT	011-31-2012	5.00
NEW MEDICAL HEALTH CARE, L...	03/21/2023	PRE-EMPLOYMENT TESTING - M. LIPPOLDT	PRE-EMPLOYMENT TESTING - M. LIPPOLDT	014-34-2012	5.00
NEW MEDICAL HEALTH CARE, L...	03/21/2023	PRE-EMPLOYMENT TESTING - M. LIPPOLDT	PRE-EMPLOYMENT TESTING - M. LIPPOLDT	021-41-2012	3.00

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
NEW MEDICAL HEALTH CARE, L...	03/21/2023	PRE-EMPLOYMENT TESTING - H. WHITT	PRE-EMPLOYMENT TESTING - H. WHITT	030-50-2094	47.50
<b>Vendor NEWM2041 - NEW MEDICAL HEALTH CARE, LLC Total:</b>					<b>310.00</b>
<b>Vendor: NEWE2042 - NEWEGG BUSINESS, INC.</b>					
NEWEGG BUSINESS, INC.	03/07/2023	COMPUTER EQUIPMENT	3.0 USB C CABLE POWER CHARGER 2EA. - PD	001-02-2006	58.08
NEWEGG BUSINESS, INC.	03/21/2023	COMPUTER EQUIPMENT	TP-LINK 5-PORT GIGABIT ETHERNET NETWORK SWITCH 2EA	001-21-2004	40.72
NEWEGG BUSINESS, INC.	03/21/2023	COMPUTER EQUIPMENT	KENSINGTON CORDED TRACKBALL MOUSE1EA. - INFO. SYS.	001-21-2004	28.11
NEWEGG BUSINESS, INC.	03/21/2023	COMPUTER EQUIPMENT	APC BACK-UP POWER SUPPLY, 8-OUTLET (SR. CNTR.)	001-21-2042	93.99
<b>Vendor NEWE2042 - NEWEGG BUSINESS, INC. Total:</b>					<b>220.90</b>
<b>Vendor: NICH2055 - NICHOLAS W. NORRIS</b>					
NICHOLAS W. NORRIS	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	030-50-2002	35.00
<b>Vendor NICH2055 - NICHOLAS W. NORRIS Total:</b>					<b>35.00</b>
<b>Vendor: NRP2067 - NRP</b>					
NRP	03/21/2023	FAT, OIL, GREASE (FOG) CONTROL	FAT, OIL, GREASE (FOG) CONCENTRATE 2.5 GAL.	010-30-2009	875.00
NRP	03/21/2023	FAT, OIL, GREASE (FOG) CONTROL	ELECTRONIC DISPENSER	010-30-2009	350.00
NRP	03/21/2023	FAT, OIL, GREASE (FOG) CONTROL	3-1/2 GAL. DISPENSER CONTAINER	010-30-2009	50.00
<b>Vendor NRP2067 - NRP Total:</b>					<b>1,275.00</b>
<b>Vendor: ODPB2079 - ODP BUSINESS SOLUTIONS, LLC</b>					
ODP BUSINESS SOLUTIONS, LLC	03/07/2023	OFFICE SUPPLIES	FORKS, PLASTIC, CLEAR 1 PK.	001-20-2004	14.99
ODP BUSINESS SOLUTIONS, LLC	03/07/2023	OFFICE SUPPLIES	SPOONS, PLASTIC, CLEAR 1 PK.	001-20-2004	14.99
ODP BUSINESS SOLUTIONS, LLC	03/07/2023	OFFICE SUPPLIES	LABEL, ADDRESS 3.5 X 1.12" 400/PK	001-10-2077	20.91
ODP BUSINESS SOLUTIONS, LLC	03/07/2023	OFFICE SUPPLIES	MOISTENER, ENVELOPE 4/PK	001-10-2077	8.86
ODP BUSINESS SOLUTIONS, LLC	03/07/2023	OFFICE SUPPLIES	NOTE, POST-IT POP UPS, 18/PK	001-10-2077	19.95
ODP BUSINESS SOLUTIONS, LLC	03/07/2023	OFFICE SUPPLIES	SWIFFER DUSTER 1EA.	001-20-2004	7.99
ODP BUSINESS SOLUTIONS, LLC	03/07/2023	OFFICE SUPPLIES	DUSTER, SWIFFER 360 1EA.	001-20-2004	11.39
ODP BUSINESS SOLUTIONS, LLC	03/07/2023	OFFICE SUPPLIES	DUSTER, SWIFFER REFILL 1EA.	001-20-2004	11.99
ODP BUSINESS SOLUTIONS, LLC	03/07/2023	OFFICE SUPPLIES	PAPER CLIPS, JUMBO 5/PK	001-20-2004	13.29
ODP BUSINESS SOLUTIONS, LLC	03/07/2023	OFFICE SUPPLIES	DUSTER, SWIFFER 360 REFILL 1EA.	001-20-2004	15.99
ODP BUSINESS SOLUTIONS, LLC	03/21/2023	OFFICE SUPPLIES	RIBBON, CALCULATOR RED/BLK	001-10-2077	8.34
ODP BUSINESS SOLUTIONS, LLC	03/21/2023	OFFICE SUPPLIES	FRAME, ADHESIVE, 1/2 LTR 2PK	001-10-2077	17.99
ODP BUSINESS SOLUTIONS, LLC	03/21/2023	OFFICE SUPPLIES	FRAME, ADHESIVE, LTR 2PK	001-10-2077	47.98
ODP BUSINESS SOLUTIONS, LLC	03/21/2023	OFFICE SUPPLIES	OD BOARD, CORK 24" X 36"	001-10-2077	62.20
ODP BUSINESS SOLUTIONS, LLC	03/21/2023	OFFICE SUPPLIES	ENVELOPE, MANILLA 9" X 12" 2 BX	001-10-2077	71.94
ODP BUSINESS SOLUTIONS, LLC	03/21/2023	OFFICE SUPPLIES	PROTECTOR, SHEET, TOP/SIDE LOAD, 50/BX	001-10-2077	18.60
<b>Vendor ODPB2079 - ODP BUSINESS SOLUTIONS, LLC Total:</b>					<b>367.40</b>
<b>Vendor: OGDE1415 - OGDEN PUBLICATIONS, INC.</b>					
OGDEN PUBLICATIONS, INC.	03/21/2023	KANSAS MAGAZINE BUSINESS AD	KANSAS MAGAZINE BUSINESS AD	092-66-3001	385.00
<b>Vendor OGDE1415 - OGDEN PUBLICATIONS, INC. Total:</b>					<b>385.00</b>
<b>Vendor: OPTI2097 - OPTIV SECURITY, INC.</b>					
OPTIV SECURITY, INC.	03/07/2023	3 YEAR KEY FOB TOKENS	3 YEAR KEY FOB TOKENS 17EA.	001-02-2040	864.28
<b>Vendor OPTI2097 - OPTIV SECURITY, INC. Total:</b>					<b>864.28</b>
<b>Vendor: O'RE2074 - O'REILLY AUTOMOTIVE INC</b>					
O'REILLY AUTOMOTIVE INC	03/07/2023	CREDIT: CORE RETURN (PATROL CAR #03-18)	CREDIT: CORE RETURN (PATROL CAR #03-18)	001-02-2035	-10.00
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	LINKAGE BUSHING 1EA. - PATROL CAR #16-12	001-02-2035	12.87

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	VAC CONNECT 1EA. - PATROL CAR #10-15	001-02-2035	5.29
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	7.5OZ PROTECTANT SPRAY - WWTP	010-30-2012	7.64
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	3PC BRUSH SET - WWTP	010-30-2012	5.99
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	11OZ. BATTERY CLEANER - WWTP	010-30-2012	5.84
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	BATTERY 1EA. - WWTP	010-30-2006	136.45
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	BATTERY (CORE CHARGE) 1EA. - WWTP	010-30-2006	22.00
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	IGNITION CNTRL. MODULE 1EA. - TRK #40	001-03-2006	12.88
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	IGNITION CNTRL. MODULE 1EA. - TRK #40	010-30-2006	12.86
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	IGNITION CNTRL. MODULE 1EA. - TRK #40	011-31-2006	12.88
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	IGNITION CNTRL. MODULE 1EA. - TRK #40	021-41-2006	12.88
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	DISTIBUTOR CAP 1EA. - TRK #40	001-03-2006	5.85
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	DISTIBUTOR ROTOR 1EA. - TRK #40	001-03-2006	1.36
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	DISTIBUTOR CAP 1EA. - TRK #40	010-30-2006	5.85
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	DISTIBUTOR ROTOR 1EA. - TRK #40	010-30-2006	1.35
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	DISTIBUTOR CAP 1EA. - TRK #40	011-31-2006	5.85
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	DISTIBUTOR ROTOR 1EA. - TRK #40	011-31-2006	1.36
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	DISTIBUTOR ROTOR 1EA. - TRK #40	021-41-2006	1.36
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	DISTIBUTOR CAP 1EA. - TRK #40	021-41-2006	5.85
O'REILLY AUTOMOTIVE INC	03/07/2023	CREDIT: RETURN DISTR. CAP (TRK #40)	CREDIT: RETURN DISTR. CAP (TRK #40)	001-03-2006	5.85
O'REILLY AUTOMOTIVE INC	03/07/2023	CREDIT: RETURN DISTR. CAP (TRK #40)	DISTIBUTOR CAP 1EA. - TRK #40	001-03-2006	-3.58
O'REILLY AUTOMOTIVE INC	03/07/2023	CREDIT: RETURN DISTR. CAP (TRK #40)	CREDIT: RETURN DISTR. CAP (TRK #40)	010-30-2006	5.85
O'REILLY AUTOMOTIVE INC	03/07/2023	CREDIT: RETURN DISTR. CAP (TRK #40)	DISTIBUTOR CAP 1EA. - TRK #40	010-30-2006	-3.56
O'REILLY AUTOMOTIVE INC	03/07/2023	CREDIT: RETURN DISTR. CAP (TRK #40)	CREDIT: RETURN DISTR. CAP (TRK #40)	011-31-2006	5.85
O'REILLY AUTOMOTIVE INC	03/07/2023	CREDIT: RETURN DISTR. CAP (TRK #40)	DISTIBUTOR CAP 1EA. - TRK #40	011-31-2006	-3.56
O'REILLY AUTOMOTIVE INC	03/07/2023	CREDIT: RETURN DISTR. CAP (TRK #40)	DISTIBUTOR CAP 1EA. - TRK #40	021-41-2006	-3.56
O'REILLY AUTOMOTIVE INC	03/07/2023	CREDIT: RETURN DISTR. CAP (TRK #40)	CREDIT: RETURN DISTR. CAP (TRK #40)	021-41-2006	5.85
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	IGNITION WIRE SET 1EA. - TRK #40	001-03-2006	6.43
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	IGNITION WIRE SET 1EA. - TRK #40	010-30-2006	6.43
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	IGNITION WIRE SET 1EA. - TRK #40	011-31-2006	6.43
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	IGNITION WIRE SET 1EA. - TRK #40	021-41-2006	6.43
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	O'REILLYS DIESEL EXHAUST FLUID - PW SHOP SUPPLIES	010-30-2009	18.66
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	O'REILLYS DIESEL EXHAUST FLUID - PW SHOP SUPPLIES	011-31-2009	18.65
O'REILLY AUTOMOTIVE INC	03/07/2023	AUTO PARTS/SUPPLIES	O'REILLYS DIESEL EXHAUST FLUID - PW SHOP SUPPLIES	021-41-2009	18.65

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	FUEL/WATER SEPERATOR 1EA. - TRK #13	010-30-2006	45.23
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	OIL FILTER 1EA. - TRK #13	010-30-2006	9.24
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	OIL FILTER 1EA. - TRK #43	010-30-2006	5.29
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	A/T FILTER 1EA. - TRK #13	010-30-2006	17.30
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	1QT MOTOR OIL 3EA. - TRK #13	010-30-2006	35.97
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	AIR FILTER 1EA. - TRK #13	010-30-2006	17.15
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	OIL FILTER 1EA. - TRK #91	001-03-2006	9.24
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	A/T FILTER 1EA. - TRK #91	001-03-2006	17.73
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	FUEL/WATER SEPERATOR 1EA. - TRK #91	001-03-2006	38.03
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	BALL JOINT 2EA. - TRK #91	001-03-2006	171.90
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	CERAMIC BRAKE PAD SET 1EA. - TRK #91	001-03-2006	29.99
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	BRAKE ROTOR 2EA. - TRK #91	001-03-2006	110.00
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	BATTERY/CORE EXCHNG. 1EA. - TRK #29	011-31-2006	148.17
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	14OZ. BRAKE CLEANER - PW SHOP SUPPLIES	001-03-2009	19.14
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	14OZ. BRAKE CLEANER - PW SHOP SUPPLIES	010-30-2009	19.14
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	14OZ. BRAKE CLEANER - PW SHOP SUPPLIES	011-31-2009	19.14
O'REILLY AUTOMOTIVE INC	03/21/2023	AUTO PARTS/SUPPLIES	14OZ. BRAKE CLEANER - PW SHOP SUPPLIES	021-41-2009	19.14
<b>Vendor O'RE2074 - O'REILLY AUTOMOTIVE INC Total:</b>					<b>1,089.03</b>
<b>Vendor: OVER2104 - OVERHEAD DOOR COMPANY OF WICHITA</b>					
OVERHEAD DOOR COMPANY OF..	03/07/2023	S/C 2/15/2023 PW ENTRY GATE REPAIR	FUEL SURCHARGE	010-30-2006	13.00
OVERHEAD DOOR COMPANY OF..	03/07/2023	S/C 2/15/2023 PW ENTRY GATE REPAIR	LABOR CHARGE	010-30-2006	570.00
OVERHEAD DOOR COMPANY OF..	03/07/2023	S/C 2/15/2023 PW ENTRY GATE REPAIR	S/C 2/15/2023 PW ENTRY GATE REPAIR	010-30-2006	56.00
<b>Vendor OVER2104 - OVERHEAD DOOR COMPANY OF WICHITA Total:</b>					<b>639.00</b>
<b>Vendor: PARK2125 - PARKSON CORPORATION</b>					
PARKSON CORPORATION	03/21/2023	WWTP SUPPLIES	BRUSH, ROTATING 22-1/2"	010-30-2006	1,750.00
PARKSON CORPORATION	03/21/2023	WWTP SUPPLIES	FREIGHT CHARGE	010-30-2006	36.78
PARKSON CORPORATION	03/21/2023	WWTP SUPPLIES	PACKAGE & HANDLING FEE	010-30-2006	25.00
<b>Vendor PARK2125 - PARKSON CORPORATION Total:</b>					<b>1,811.78</b>
<b>Vendor: PASS2128 - PASSIO TECHNOLOGIES</b>					
PASSIO TECHNOLOGIES	03/07/2023	PARAPLAN PRO MONTHLY SOFTWARE FEES	PARAPLAN PRO MONTHLY SOFTWARE FEES	001-13-2040	70.00
<b>Vendor PASS2128 - PASSIO TECHNOLOGIES Total:</b>					<b>70.00</b>
<b>Vendor: PERS1135 - PERSONNEL EVALUATION, INC.</b>					
PERSONNEL EVALUATION, INC.	03/21/2023	PRE-EMPLOYMENT TESTING	PRE-EMPLOYMENT TESTING	001-02-2012	125.00
<b>Vendor PERS1135 - PERSONNEL EVALUATION, INC. Total:</b>					<b>125.00</b>
<b>Vendor: POOR2198 - POORMAN AUTO SUPPLY #5</b>					
POORMAN AUTO SUPPLY #5	03/21/2023	AUTO PARTS/SUPPLIES	SENSOR ASSY. 3EA. - TRK #91	001-03-2006	220.08
<b>Vendor POOR2198 - POORMAN AUTO SUPPLY #5 Total:</b>					<b>220.08</b>
<b>Vendor: POST1317 - POSTALOCITY BY BROADSTROKE, INC.</b>					
POSTALOCITY BY BROADSTROKE..	03/29/2023	POSTAL SVC. - MAR 2023	POSTAL SVC. - MAR 2023	001-10-2040	1,763.25
POSTALOCITY BY BROADSTROKE..	03/29/2023	POSTAL SVC. - MAR 2023	POSTAL SVC. - MAR 2023	010-30-2004	282.12
POSTALOCITY BY BROADSTROKE..	03/29/2023	POSTAL SVC. - MAR 2023	POSTAL SVC. - MAR 2023	010-30-2011	387.92
POSTALOCITY BY BROADSTROKE..	03/29/2023	POSTAL SVC. - MAR 2023	POSTAL SVC. - MAR 2023	011-31-2004	282.12
POSTALOCITY BY BROADSTROKE..	03/29/2023	POSTAL SVC. - MAR 2023	POSTAL SVC. - MAR 2023	011-31-2011	811.10
<b>Vendor POST1317 - POSTALOCITY BY BROADSTROKE, INC. Total:</b>					<b>3,526.51</b>
<b>Vendor: PRIC2232 - PRICHARD ANIMAL HOSPITAL PA</b>					
PRICHARD ANIMAL HOSPITAL PA	03/21/2023	PURINA SPORT PERFORMANCE DOG FOOD 37.5 LB	PURINA SPORT PERFORMANCE DOG FOOD 37.5 LB	001-02-2047	67.30

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
PRICHARD ANIMAL HOSPITAL PA	03/21/2023	CANINE BORDETELLA VACCINE	CANINE BORDETELLA VACCINE 03/20/2023	001-02-2047	25.00
<b>Vendor PRIC2232 - PRICHARD ANIMAL HOSPITAL PA Total:</b>					<b>92.30</b>
<b>Vendor: PROF2109 - PROFESSIONAL ENGINEERING CONSULTANTS</b>					
PROFESSIONAL ENGINEERING ...	03/07/2023	MONTHLY RETAINER - CITY ENGINEER	MONTHLY RETAINER - CITY ENGINEER	010-30-2040	66.68
PROFESSIONAL ENGINEERING ...	03/07/2023	MONTHLY RETAINER - CITY ENGINEER	MONTHLY RETAINER - CITY ENGINEER	011-31-2040	66.66
PROFESSIONAL ENGINEERING ...	03/07/2023	MONTHLY RETAINER - CITY ENGINEER	MONTHLY RETAINER - CITY ENGINEER	021-41-2040	66.66
PROFESSIONAL ENGINEERING ...	03/07/2023	PROJECT: CORROSION CONTROL STUDY	PROJECT: CORROSION CONTROL STUDY	048-00-2001	1,347.00
<b>Vendor PROF2109 - PROFESSIONAL ENGINEERING CONSULTANTS Total:</b>					<b>1,547.00</b>
<b>Vendor: PYEB2269 - PYE BARKER FIRE &amp; SAFETY, LLC.</b>					
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE INTINGUISHER INSP/CERT ANNUAL - SR. CNTR.	001-12-2006	34.00
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - HISTORIC	001-09-2079	25.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - MUN. POOL	012-32-2006	25.00
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - HAC	030-50-2006	59.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	REPLACEMENT PARTS	030-50-2006	126.00
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	6YR. INTERNAL VISUAL INSP.	030-50-2006	175.00
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - VICKER'S BLDG	001-09-2006	25.00
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - PUBLIC WORKS	001-03-2006	127.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	REPLACEMENT PARTS	001-03-2006	40.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	5LB ABC FIRE EXTNIGUISHER	001-03-2006	22.31
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	6YR. INTERNAL VISUAL INSPECTION	001-03-2006	22.25
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	HYDROSTATIC TEST LOW PSI	001-03-2006	27.75
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	5LB / 10LB ABC FIRE EXTINGUISHER RECHARGE	001-03-2006	14.25
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	5LB / 10LB ABC FIRE EXTINGUISHER RECHARGE	010-30-2006	14.25
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	HYDROSTATIC TEST LOW PSI	010-30-2006	27.75
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	5LB ABC FIRE EXTNIGUISHER	010-30-2006	22.32
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - PUBLIC WORKS	010-30-2006	127.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	6YR. INTERNAL VISUAL INSPECTION	010-30-2006	22.25
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	REPLACEMENT PARTS	010-30-2006	40.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	HYDROSTATIC TEST LOW PSI	011-31-2006	27.75
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	5LB ABC FIRE EXTNIGUISHER	011-31-2006	22.31
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	6YR. INTERNAL VISUAL INSPECTION	011-31-2006	22.25
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	5LB / 10LB ABC FIRE EXTINGUISHER RECHARGE	011-31-2006	14.25
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	REPLACEMENT PARTS	011-31-2006	40.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - PUBLIC WORKS	011-31-2006	127.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	5LB / 10LB ABC FIRE EXTINGUISHER RECHARGE	021-41-2006	14.25
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	6YR. INTERNAL VISUAL INSPECTION	021-41-2006	22.25
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - PUBLIC WORKS	021-41-2006	127.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	5LB ABC FIRE EXTNIGUISHER	021-41-2006	22.31
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	HYDROSTATIC TEST LOW PSI	021-41-2006	27.75
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	REPLACEMENT PARTS	021-41-2006	40.50

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE SAFETY & SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - POLICE DEPT.	001-02-2006	297.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE SAFETY & SUPPLIES	REPLACEMENT PARTS	001-02-2006	180.00
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE SAFETY & SUPPLIES	HYDROSTATIC TEST LOW PSI	001-02-2006	165.00
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE SAFETY & SUPPLIES	6YR INTERNAL VISUAL INSPECTION	001-02-2006	108.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE SAFETY & SUPPLIES	5LB ABC FIRE EXTINGUISHER RECHARGE	001-02-2006	25.00
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	DISPATCH & COMPLIANCE	001-09-2006	55.00
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - CITY HALL	001-09-2006	42.50
PYE BARKER FIRE & SAFETY, LLC.	03/21/2023	FIRE & SAFETY SUPPLIES	FIRE EXTINGUISHER INSP/CERT ANNUAL - COMM. BLDG.	001-09-2006	25.50
<b>Vendor PYE2269 - PYE BARKER FIRE &amp; SAFETY, LLC. Total:</b>					<b>2,387.25</b>
<b>Vendor: QUIL2281 - QUILL CORPORATION</b>					
QUILL CORPORATION	03/07/2023	OFFICE SUPPLIES	DVD-R 4.7GB 16X	001-02-2005	191.94
QUILL CORPORATION	03/07/2023	OFFICE SUPPLIES	DISC CDR 80 MIN. 100SP 52X	001-02-2005	71.37
QUILL CORPORATION	03/21/2023	OFFICE SUPPLIES	QB FASTENER FOLDERS, LTR, MANILLA	001-06-2004	439.92
<b>Vendor QUIL2281 - QUILL CORPORATION Total:</b>					<b>703.23</b>
<b>Vendor: RAND2670 - RANDY STOKES</b>					
RANDY STOKES	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-03-2002	35.00
<b>Vendor RAND2670 - RANDY STOKES Total:</b>					<b>35.00</b>
<b>Vendor: RAYL2316 - RAY LINDSEY COMPANY</b>					
RAY LINDSEY COMPANY	03/07/2023	SMITH & LOVELESS PUMP REPAIR PARTS	87B452A SONIC START DOME ASSY.	010-30-2006	381.95
RAY LINDSEY COMPANY	03/21/2023	SMITH & LOVELESS PUMP REPAIR PARTS	#8L29 VACUUM PUMP 1/6HP & #8L28AB REPAIR KIT	010-30-2009	887.89
<b>Vendor RAYL2316 - RAY LINDSEY COMPANY Total:</b>					<b>1,269.84</b>
<b>Vendor: SALT2447 - SALTUS TECHNOLOGIES</b>					
SALTUS TECHNOLOGIES	03/21/2023	DIGITICKET SUPPLIES	L-TRON 4910LR USB CABLE	001-02-2006	121.25
<b>Vendor SALT2447 - SALTUS TECHNOLOGIES Total:</b>					<b>121.25</b>
<b>Vendor: SAMA0180 - SAM ARNOLD</b>					
SAM ARNOLD	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-21-2002	35.00
<b>Vendor SAMA0180 - SAM ARNOLD Total:</b>					<b>35.00</b>
<b>Vendor: SAMS2448 - SAM'S CLUB/SYNCHRONY BANK</b>					
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	001-02-2006	51.56
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	001-03-2012	26.72
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	001-12-2012	255.28
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	001-12-2080	130.64
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	010-30-2012	26.72
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	011-31-2012	26.72
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	021-41-2012	26.72
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	030-50-2009	133.14
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	030-50-2092	246.96
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	030-50-2094	1,424.62
SAM'S CLUB/SYNCHRONY BANK	03/21/2023	MONTHLY SUPPLIES - FEB 2023	MONTHLY SUPPLIES - FEB 2023	037-57-2012	306.54
<b>Vendor SAMS2448 - SAM'S CLUB/SYNCHRONY BANK Total:</b>					<b>2,655.62</b>
<b>Vendor: SEAN2376 - SEAN RINEHART</b>					
SEAN RINEHART	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	010-30-2002	11.67
SEAN RINEHART	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	011-31-2002	11.67
SEAN RINEHART	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	021-41-2002	11.66
<b>Vendor SEAN2376 - SEAN RINEHART Total:</b>					<b>35.00</b>
<b>Vendor: SEDG2496 - SEDGWICK COUNTY ANIMAL CONTROL</b>					
SEDGWICK COUNTY ANIMAL C...	03/21/2023	FEB 2023 - ANIMAL CONTROL PICK-UP'S	FEB 2023 - ANIMAL CONTROL PICK-UP'S	001-02-2013	29.00
<b>Vendor SEDG2496 - SEDGWICK COUNTY ANIMAL CONTROL Total:</b>					<b>29.00</b>

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
<b>Vendor: SEDG2506 - SEDGWICK COUNTY ELECTRIC COOP</b>					
SEDGWICK COUNTY ELECTRIC ...	03/21/2023	FEB 2023 - ACCT. 230500	MONTHLY ELECTRIC SVCS. - EAST WELL	011-31-2003	782.79
<b>Vendor SEDG2506 - SEDGWICK COUNTY ELECTRIC COOP Total:</b>					<b>782.79</b>
<b>Vendor: SEDG2500 - SEDGWICK COUNTY</b>					
SEDGWICK COUNTY	03/21/2023	FEB 2023 PRISONER HOUSING - 702 HRS.	FEB 2023 PRISONER HOUSING - 702 HRS.	001-06-3066	1,860.30
<b>Vendor SEDG2500 - SEDGWICK COUNTY Total:</b>					<b>1,860.30</b>
<b>Vendor: SIGN2556 - SIGNATURE PEST CONTROL</b>					
SIGNATURE PEST CONTROL	03/07/2023	PEST CONTROL - HAC	PEST CONTROL - HAYSVILLE ACTIVITY CNTR.	030-50-2025	75.00
<b>Vendor SIGN2556 - SIGNATURE PEST CONTROL Total:</b>					<b>75.00</b>
<b>Vendor: SITE2567 - SITEONE LANDSCAPE SUPPLY</b>					
SITEONE LANDSCAPE SUPPLY	03/07/2023	Z-SPRAYER REPAIR PARTS	Z-SPRAY CABLE	001-03-2006	83.98
SITEONE LANDSCAPE SUPPLY	03/07/2023	Z-SPRAYER REPAIR PARTS	DIFUSSER/DEFLECTOR		
SITEONE LANDSCAPE SUPPLY	03/07/2023	Z-SPRAYER REPAIR PARTS	EXMARK 50 MESH STRAINER W/ CHECK VALVE	001-03-2006	67.96
SITEONE LANDSCAPE SUPPLY	03/07/2023	Z-SPRAYER REPAIR PARTS	TEEJET NOZZLE BODY	001-03-2006	35.96
SITEONE LANDSCAPE SUPPLY	03/07/2023	Z-SPRAYER REPAIR PARTS	STRAINER GASKET	001-03-2006	15.58
SITEONE LANDSCAPE SUPPLY	03/07/2023	Z-SPRAYER REPAIR PARTS	3/8" HOPPER SHAFT BOLT-IN FLANGE BEARING	001-03-2006	13.38
SITEONE LANDSCAPE SUPPLY	03/07/2023	Z-SPRAYER REPAIR PARTS	AGITATOR WIRE	001-03-2006	4.38
SITEONE LANDSCAPE SUPPLY	03/21/2023	Z-SPRAYER REPAIR PARTS	CABLE WIRE SCREW/RETAINER 1EA. - Z-SPRAYER	001-03-2006	9.87
SITEONE LANDSCAPE SUPPLY	03/21/2023	Z-SPRAYER REPAIR PARTS	SHAFT, HOPPER 220 1EA. - Z-SPRAYER	001-03-2006	27.99
SITEONE LANDSCAPE SUPPLY	03/21/2023	Z-SPRAYER REPAIR PARTS	SPINNER W/ COTTER PIN 1EA. - Z-SPRAYER	001-03-2006	22.99
<b>Vendor SITE2567 - SITEONE LANDSCAPE SUPPLY Total:</b>					<b>282.09</b>
<b>Vendor: SOUN1394 - SOUND ADVICE ENTERTAINMENT, LLC.</b>					
SOUND ADVICE ENTERTAINME...	03/07/2023	ENTERTAINMENT SERVICES 3/04/2023	ENTERTAINMENT SERVICES 3/04/2023	030-50-2092	625.00
<b>Vendor SOUN1394 - SOUND ADVICE ENTERTAINMENT, LLC. Total:</b>					<b>625.00</b>
<b>Vendor: STAN2643 - STANDARD INSURANCE COMPANY</b>					
STANDARD INSURANCE COMP...	03/10/2023	PAYROLL DEDUCTION OPTIONAL GROUP LIFE INSURANCE	PAYROLL DEDUCTION OPTIONAL GROUP LIFE INSURANCE	001-00-2066	697.83
<b>Vendor STAN2643 - STANDARD INSURANCE COMPANY Total:</b>					<b>697.83</b>
<b>Vendor: TAMA1404 - TAMARA JACOBS</b>					
TAMARA JACOBS	03/07/2023	CELL PHONE REIMBURSEMENT	CELL PHONE REIMBURSEMENT	001-21-2002	35.00
<b>Vendor TAMA1404 - TAMARA JACOBS Total:</b>					<b>35.00</b>
<b>Vendor: THEH1266 - THE HOME DEPOT PRO</b>					
THE HOME DEPOT PRO	03/21/2023	JANITORIAL SUPPLIES	BATH TISSUE 1 CS.	001-03-2009	26.45
THE HOME DEPOT PRO	03/21/2023	JANITORIAL SUPPLIES	KITCHEN TOWEL ROLLS 5 CS.	001-03-2009	104.88
THE HOME DEPOT PRO	03/21/2023	JANITORIAL SUPPLIES	BATH TISSUE 1 CS.	010-30-2009	26.44
THE HOME DEPOT PRO	03/21/2023	JANITORIAL SUPPLIES	KITCHEN TOWEL ROLLS 5 CS.	010-30-2009	104.86
THE HOME DEPOT PRO	03/21/2023	JANITORIAL SUPPLIES	BATH TISSUE 1 CS.	011-31-2009	26.45
THE HOME DEPOT PRO	03/21/2023	JANITORIAL SUPPLIES	KITCHEN TOWEL ROLLS 5 CS.	011-31-2009	104.88
THE HOME DEPOT PRO	03/21/2023	JANITORIAL SUPPLIES	BATH TISSUE 1 CS.	021-41-2009	26.45
THE HOME DEPOT PRO	03/21/2023	JANITORIAL SUPPLIES	KITCHEN TOWEL ROLLS 5 CS.	021-41-2009	104.88
<b>Vendor THEH1266 - THE HOME DEPOT PRO Total:</b>					<b>525.29</b>
<b>Vendor: TIME2784 - TIMER GUYS</b>					
TIMER GUYS	03/21/2023	RUNNING EVENT: TIMING SERVICES 3/16/2023	BIB CHIP DISPOSABLE TIMING CHIPS	030-50-2092	176.00
TIMER GUYS	03/21/2023	RUNNING EVENT: TIMING SERVICES 3/16/2023	RUNNING EVENT: TIMING SERVICES 3/16/2023	030-50-2092	800.00
<b>Vendor TIME2784 - TIMER GUYS Total:</b>					<b>976.00</b>



AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
<b>Vendor: TIME2785 - TIMES-SENTINEL NEWSPAPERS</b>					
TIMES-SENTINEL NEWSPAPERS	03/07/2023	HONOR ROLL OF BUSINESS AD 2023	HONOR ROLL OF BUSINESS AD 2023	001-18-2004	60.00
TIMES-SENTINEL NEWSPAPERS	03/07/2023	LEGAL PUBLICATION	ORDINANCE 1101 PUBLISHED 2/16/2023	001-04-2014	58.50
<b>Vendor TIME2785 - TIMES-SENTINEL NEWSPAPERS Total:</b>					<b>118.50</b>
<b>Vendor: TRAV2813 - TRAVELERS COMMERCIAL LINES</b>					
TRAVELERS COMMERCIAL LINES	03/21/2023	NOTARY BOND - K. KOSTECKI	NOTARY BOND - K. KOSTECKI	001-01-2004	50.00
TRAVELERS COMMERCIAL LINES	03/21/2023	NOTARY BOND - T. MCCART	NOTARY BOND - T. MCCART	001-02-2004	50.00
<b>Vendor TRAV2813 - TRAVELERS COMMERCIAL LINES Total:</b>					<b>100.00</b>
<b>Vendor: TYLE2836 - TYLER TECHNOLOGIES, INC.</b>					
TYLER TECHNOLOGIES, INC.	03/07/2023	SOFTWARE FEES - AP / PR / GL DATA CONVERSION FEES	SOFTWARE FEES - AP / PR / GL DATA CONVERSION FEES	001-00-2001	7,250.00
TYLER TECHNOLOGIES, INC.	03/07/2023	SOFTWARE FEES - UTILITY BILLING SAAS ANNUAL FEE	SOFTWARE FEES - UTILITY BILLING SAAS ANNUAL FEE	001-00-2001	2,117.00
TYLER TECHNOLOGIES, INC.	03/07/2023	SOFTWARE FEES - UTILITY BILLING SAAS ANNUAL FEE	SOFTWARE FEES - UTILITY BILLING SAAS ANNUAL FEE	001-00-2001	2,117.00
TYLER TECHNOLOGIES, INC.	03/07/2023	SOFTWARE FEES - UTILITY BILLING GO-LIVE SUPPORT	SOFTWARE FEES - UTILITY BILLING GO-LIVE SUPPORT	001-00-2001	260.00
TYLER TECHNOLOGIES, INC.	03/07/2023	SOFTWARE FEES - UTILITY BILLING CONFIGURATION	SOFTWARE FEES - UTILITY BILLING CONFIGURATION	001-00-2001	65.00
<b>Vendor TYLE2836 - TYLER TECHNOLOGIES, INC. Total:</b>					<b>11,809.00</b>
<b>Vendor: UNDE2855 - UNDERGROUND VAULTS &amp; STORAGE</b>					
UNDERGROUND VAULTS & STO...	03/21/2023	MICROSOFT 365 BUSINESS BASIC	MICROSOFT 365 BUSINESS BASIC	001-21-2040	420.00
UNDERGROUND VAULTS & STO...	03/21/2023	MICROSOFT 365 BUSINESS BASIC	MICROSOFT 365 BUSINESS STANDARD	001-21-2040	150.00
UNDERGROUND VAULTS & STO...	03/21/2023	MICROSOFT 365 BUSINESS BASIC	MICROSOFT POWER AUTOMATE	001-21-2040	15.00
<b>Vendor UNDE2855 - UNDERGROUND VAULTS &amp; STORAGE Total:</b>					<b>585.00</b>
<b>Vendor: USPS2867 - UNITED STATES POSTAL SERVICE</b>					
UNITED STATES POSTAL SERVICE	03/08/2023	2023 ANNUAL P.O. BOX #404 FEE	ANNUAL P.O. BOX #404 FEE	001-10-2040	139.92
UNITED STATES POSTAL SERVICE	03/08/2023	2023 ANNUAL P.O. BOX #404 FEE	ANNUAL P.O. BOX #404 FEE	010-30-2040	142.04
UNITED STATES POSTAL SERVICE	03/08/2023	2023 ANNUAL P.O. BOX #404 FEE	ANNUAL P.O. BOX #404 FEE	011-31-2040	142.04
<b>Vendor USPS2867 - UNITED STATES POSTAL SERVICE Total:</b>					<b>424.00</b>
<b>Vendor: UNIT2868 - UNITED WAY OF THE PLAINS</b>					
UNITED WAY OF THE PLAINS	03/09/2023	PAYROLL DEDUCTION UNITED WAY	PAYROLL DEDUCTION UNITED WAY	001-00-2056	7.50
UNITED WAY OF THE PLAINS	03/09/2023	PAYROLL DEDUCTION UNITED WAY	PAYROLL DEDUCTION UNITED WAY	001-00-2056	39.88
UNITED WAY OF THE PLAINS	03/09/2023	PAYROLL DEDUCTION UNITED WAY	PAYROLL DEDUCTION UNITED WAY	001-00-2056	57.50
UNITED WAY OF THE PLAINS	03/23/2023	PAYROLL DEDUCTION UNITED WAY	PAYROLL DEDUCTION UNITED WAY	001-00-2056	7.50
UNITED WAY OF THE PLAINS	03/23/2023	PAYROLL DEDUCTION UNITED WAY	PAYROLL DEDUCTION UNITED WAY	001-00-2056	57.50
<b>Vendor UNIT2868 - UNITED WAY OF THE PLAINS Total:</b>					<b>169.88</b>
<b>Vendor: UNIV2870 - UNIVERSITY OF KANSAS</b>					
UNIVERSITY OF KANSAS	03/13/2023	OFFICER TRAINING REGISTRATION	COURSE: FENTANYL SAFETY 02/22/2023	001-02-2015	25.00
<b>Vendor UNIV2870 - UNIVERSITY OF KANSAS Total:</b>					<b>25.00</b>
<b>Vendor: UNUM2882 - UNUM LIFE INSURANCE COMPANY</b>					
UNUM LIFE INSURANCE COMP...	03/23/2023	PAYROLL DEDUCTION UNUM	PAYROLL DEDUCTION UNUM	001-00-2000	258.72
<b>Vendor UNUM2882 - UNUM LIFE INSURANCE COMPANY Total:</b>					<b>258.72</b>
<b>Vendor: USAB2887 - USA BLUE BOOK</b>					
USA BLUE BOOK	03/07/2023	SEWER DEPT. LAB SUPPLIES	MRO100 ABSORBENT PADS 100/PK	010-30-2008	61.75

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
USA BLUE BOOK	03/07/2023	SEWER DEPT. LAB SUPPLIES	MRO100 ABSORBENT PADS 100/PK	010-30-2009	112.20
<b>Vendor USAB2887 - USA BLUE BOOK Total:</b>					<b>173.95</b>
<b>Vendor: VERI2920 - VERIZON WIRELESS</b>					
VERIZON WIRELESS	03/07/2023	WIRELESS SVCS. - POLICE DEPT.	WIRELESS SVCS. - POLICE DEPT.	001-02-2040	481.48
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-680-8441 PARK WORKER IPAD	001-03-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-285-8133 PLANNING/ZONING JETPACK	001-04-2004	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-612-3416 TRANSIT SYSTEM IPAD	001-13-2004	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-612-7023 TRANSIT SYSTEM PHONE	001-13-2004	41.60
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-249-4879 CODE ENFORCEMENT IPAD	001-20-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-358-8376 INSPECTION SPRVSR. PHONE	001-20-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-680-0116 ELECTRICIAN IPAD	010-30-2002	0.00
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-369-0403 GIS ADMIN. IPAD	010-30-2002	0.00
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-617-7696 PW DIRECTOR IPAD	010-30-2002	0.00
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-213-0665 M8800 JETPACK (SHARED)	010-30-2002	0.00
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-204-1185 SEWER ON CALL PHONE	010-30-2002	51.63
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-680-5785 SEWER OPREATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-208-6054 ON CALL BACKUP PHONE	010-30-2002	25.82
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-932-2708 SEWER OPERATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	312-243-6380 SEWER IPAD	010-30-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-680-7976 SEWER OPERATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-680-0343 SEWER OPERATOR IPAD	010-30-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-680-0116 ELECTRICIAN IPAD	011-31-2002	0.00
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-210-3238 WATER ON CALL PHONE	011-31-2002	51.63
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-680-8406 WATER OPERATOR IPAD	011-31-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-358-8146 WATER SPRVSR. PHONE	011-31-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-680-8135 WATER OPERATOR IPAD	011-31-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-680-9005 WATER OPERATOR IPAD	011-31-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-391-9668 WATER TOWER MODEM	011-31-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-208-6054 ON CALL BACKUP PHONE	011-31-2002	25.81
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-369-0403 GIS ADMIN. IPAD	011-31-2002	0.00
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-617-7696 PW DIRECTOR IPAD	011-31-2002	0.00
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-213-0665 M8800 JETPACK (SHARED)	011-31-2002	0.00
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-213-0665 M8800 JETPACK (SHARED)	021-41-2002	40.01

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-369-0403 GIS ADMIN. IPAD	021-41-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-617-7696 PW DIRECTOR IPAD	021-41-2002	40.01
VERIZON WIRELESS	03/21/2023	WIRELESS SVCS. - PUBLIC WORKS	316-680-0116 ELECTRICIAN IPAD	021-41-2002	40.01
<b>Vendor VERI2920 - VERIZON WIRELESS Total:</b>					<b>1,438.16</b>
<b>Vendor: VIRG2934 - VIRGIL'S DETAIL SHOP</b>					
VIRGIL'S DETAIL SHOP	03/07/2023	MOBILE DETAILING SERVICE	MOBILE DETAILING SERVICE - PATROL CAR #03	001-02-2035	135.00
VIRGIL'S DETAIL SHOP	03/07/2023	MOBILE DETAILING SERVICE	MOBILE DETAILING SERVICE - PATROL CAR #10	001-02-2035	135.00
<b>Vendor VIRG2934 - VIRGIL'S DETAIL SHOP Total:</b>					<b>270.00</b>
<b>Vendor: WAST2962 - WASTE CONNECTIONS OF KANSAS, INC.</b>					
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 706 SARAH LN.	001-03-2012	260.57
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 200 W. GRAND	001-09-2040	78.32
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 130 E. 2ND ST.	001-09-2040	134.54
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 105 S. MAIN	001-09-2079	14.77
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 160 E KARLA	001-12-2003	214.76
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 401 S. JANE	010-30-2040	44.34
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 200 W. GRAND	010-30-2040	78.32
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 428 S. JANE	010-30-2040	55.27
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 428 S. JANE (ROLL OFF)	010-30-2040	7,325.53
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 428 S. JANE	011-31-2040	55.25
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 200 W. GRAND	011-31-2040	78.34
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 401 S. JANE	011-31-2040	44.34
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 428 S. JANE	021-41-2040	55.26
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 401 S. JANE	021-41-2040	44.35
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 523 SARAH LN.	030-50-2003	279.11
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 665 W. 63RD ST.	030-50-2046	374.14
WASTE CONNECTIONS OF KAN...	03/07/2023	MONTHLY TRASH SERVICE	MONTHLY TRASH SVC. - 401 S. JANE (SOCCER)	030-50-2092	36.00
<b>Vendor WAST2962 - WASTE CONNECTIONS OF KANSAS, INC. Total:</b>					<b>9,173.21</b>
<b>Vendor: WAXI2974 - WAXIE SANITARY SUPPLY</b>					
WAXIE SANITARY SUPPLY	03/07/2023	JANITORIAL SUPPLIES	CLEAN & SOFT KITCHEN TOWELS 1 CS. - CITY HALL	001-09-2009	31.81
WAXIE SANITARY SUPPLY	03/07/2023	JANITORIAL SUPPLIES	PACIFIC BLUE BASIC MULTIFOLD TOWEL 8 CS. - PD	001-09-2009	271.76
WAXIE SANITARY SUPPLY	03/07/2023	JANITORIAL SUPPLIES	WHT. FACIAL KLEENEX 4 CS. - PD	001-09-2009	612.60
WAXIE SANITARY SUPPLY	03/07/2023	JANITORIAL SUPPLIES	BRIGHT SOLUTIONS BATHROOM CLEANER 8 CS. - PD	001-09-2009	817.84
<b>Vendor WAXI2974 - WAXIE SANITARY SUPPLY Total:</b>					<b>1,734.01</b>

AP Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Description (Item)	Account Number	Amount
<b>Vendor: WELL2982 - WELLBEATS</b>					
WELLBEATS	03/21/2023	ELEMENTS BASIC PACKAGE	ELEMENTS BASIC PACKAGE	099-66-3003	149.00
<b>Vendor WELL2982 - WELLBEATS Total:</b>					<b>149.00</b>
<b>Vendor: WICH3039 - WICHITA SIGN COMPANY</b>					
WICHITA SIGN COMPANY	03/21/2023	5' X 10' FULL COLOR LED SIGN - MAIN / GRAND AVE.	5' X 10' FULL COLOR LED SIGN - MAIN / GRAND AVE.	036-56-3001	14,060.57
<b>Vendor WICH3039 - WICHITA SIGN COMPANY Total:</b>					<b>14,060.57</b>
<b>Vendor: WICH3048 - WICHITA WINWATER WORKS</b>					
WICHITA WINWATER WORKS	03/21/2023	WATER SUPPLIES	5-1/4" TRAFFIC KIT 1EA. - WATER DEPT. SUPPLIES	011-31-2009	190.21
<b>Vendor WICH3048 - WICHITA WINWATER WORKS Total:</b>					<b>190.21</b>
<b>Vendor: WILL3061 - WILLIAMS JANITORIAL SUPPLY</b>					
WILLIAMS JANITORIAL SUPPLY	03/21/2023	JANITORIAL SUPPLIES	KITCHEN TOWEL ROLLS 1 CS. - HAC	030-50-2009	67.42
WILLIAMS JANITORIAL SUPPLY	03/21/2023	JANITORIAL SUPPLIES	TOILET PAPER 1 CS. - HAC	030-50-2009	56.00
WILLIAMS JANITORIAL SUPPLY	03/21/2023	JANITORIAL SUPPLIES	URINAL SCREEN 2PK. 10EA. - HAC	030-50-2009	70.00
WILLIAMS JANITORIAL SUPPLY	03/21/2023	JANITORIAL SUPPLIES	TRIGGER SPRAYER, GRAY, CHEMICAL 12EA. - HAC	030-50-2009	18.00
WILLIAMS JANITORIAL SUPPLY	03/21/2023	JANITORIAL SUPPLIES	LESS DISCOUNT	030-50-2009	-14.80
WILLIAMS JANITORIAL SUPPLY	03/21/2023	JANITORIAL SUPPLIES	WAXED LINER, #77, 500/CS 2EA. - HAC	030-50-2009	60.00
<b>Vendor WILL3061 - WILLIAMS JANITORIAL SUPPLY Total:</b>					<b>256.62</b>
<b>Grand Total:</b>					<b>655,700.83</b>

## Report Summary

### Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	337,672.25
010 - WASTEWATER FUND	51,262.63
011 - WATER FUND	23,924.26
012 - MUNICIPAL POOL	160.24
014 - STORMWATER FUND	5.00
021 - STREET FUND	4,699.98
024 - LAW ENFORCEMENT	1,316.90
028 - SPECIAL ALCOHOL	206.49
030 - RECREATION DEPARTMENT	14,470.06
032 - HAYSVILLE HISTORICAL FUND	142.58
036 - CAPITAL IMPROVEMENTS	16,759.05
037 - SUSTAINABILITY FUN	11,158.63
041 - BOND & INTEREST	96,850.00
048 - WATER/WASTEWATER SURPLUS	1,347.00
051 - SPECIAL PARK IMPROVEMENT RESERVE FD	124.01
085 - TN 2022 COPPER TAIL	88,162.65
092 - TRANSIENT GUEST TAX	7,003.08
099 - SALES TAX - RECREATION	436.02
<b>Grand Total:</b>	<b>655,700.83</b>

### Account Summary

Account Number	Account Name	Payment Amount
001-00-2000	GENERAL ACCOUNTS PAY...	258.72
001-00-2001	GENERAL PRIOR YR ACCTS...	11,817.69
001-00-2010	GENERAL FEDERAL TAX P...	22,421.26
001-00-2014	GENERAL AFLAC-NON 125	56.81
001-00-2020	GENERAL FICA/MEDI PAY...	55,760.86
001-00-2030	GENERAL STATE TAX PAY...	13,836.43
001-00-2040	GENERAL RETIREMENT P...	70,500.78
001-00-2050	GENERAL DENTAL INS PA...	3,740.37
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...	3,986.78
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..	697.83
001-00-2067	GENERAL DFC ROTH PAY...	914.00
001-00-5006	GENERAL SEAT BELT FEE	20.00
001-00-5056	GENERAL EMPLOYEE CON...	65,435.14
001-01-2002	CITY CLERK TELEPHONE	436.80
001-01-2004	CITY CLERK OFFICE EXPEN...	89.68
001-01-2015	CITY CLERK TRG/EDUC/TR...	415.00
001-01-2080	CITY CLERK CAPITAL OUT...	1,146.88
001-02-2002	POLICE TELEPHONE	1,327.86
001-02-2004	POLICE OFFICE EXPENSE	803.85
001-02-2005	POLICE RECORDING SUPPL..	263.31
001-02-2006	POLICE EQUIPMENT MAI...	1,041.64
001-02-2010	POLICE GASOLINE & OIL	8,423.96
001-02-2012	POLICE MISCELLANEOUS	367.50
001-02-2013	POLICE ANIMAL CONTROL	480.57
001-02-2015	POLICE TRAINING/EDUC/...	25.00
001-02-2016	POLICE UNIFORMS & EQU...	611.68
001-02-2035	POLICE VEHICLE MAINTEN...	347.53

## Account Summary

Account Number	Account Name	Payment Amount
001-02-2040	POLICE CONTRACTUAL	2,083.23
001-02-2047	POLICE SPECIAL INVESTIG...	92.30
001-03-2002	PARK TELEPHONE	104.81
001-03-2003	PARK UTILITIES	1,526.23
001-03-2004	PARK OFFICE EXPENSE	55.16
001-03-2006	PARK EQUIPMENT MAINT...	1,837.45
001-03-2009	PARK MATERIALS	1,005.91
001-03-2012	PARK MISCELLANEOUS	418.14
001-03-2046	PARK P-C SPORTS COMPL...	868.78
001-04-2002	PL COMM TELEPHONE	79.77
001-04-2004	PL COMM OFFICE EXPENSE	40.01
001-04-2014	PL COMM LEGAL PRINTING	58.50
001-04-2066	PL COMM FILING FEES	73.58
001-06-1100	MUN COURT PERSONNEL ...	2,775.53
001-06-2002	MUN COURT TELEPHONE	109.20
001-06-2004	MUN COURT OFFICE EXP...	648.92
001-06-2012	MUN COURT MISCELLAN...	55.63
001-06-2037	MUN COURT CT APPOINT...	1,000.00
001-06-2060	MUN COURT REINSTATE...	488.00
001-06-2073	MUN COURT JUDGES' TRA...	34.50
001-06-2074	MUN COURT LAW ENF TR...	820.00
001-06-2075	MUN COURT DUI FEE	277.22
001-06-3066	MUN COURT JAIL FEES	1,860.30
001-08-2003	STREET LIGHT UTILITIES	7,998.73
001-09-2003	BLDG & GROUNDS UTILITI...	4,271.23
001-09-2006	BLDG & GROUNDS EQUIP...	163.48
001-09-2009	BLDG & GROUNDS MATER...	1,831.51
001-09-2025	BLDG & GROUNDS BUILD...	74.75
001-09-2040	BLDG & GROUNDS CONT...	1,342.86
001-09-2079	BLDG & GROUNDS HISTOR..	40.27
001-10-1100	SP FUNDS PERSONNEL SE...	4,050.00
001-10-2040	SP FUNDS CONTRACTUAL	2,830.22
001-10-2041	SP FUNDS AUDIT FEES	18,375.00
001-10-2054	SP FUNDS SPECIAL EVENTS	17.61
001-10-2077	SP FUNDS SHARED OFFICE...	833.29
001-12-1100	SR CENTER PERSONNEL S...	480.00
001-12-2003	SR CENTER UTILITIES	2,021.29
001-12-2004	SR CENTER OFFICE EXPEN...	207.76
001-12-2006	SR CENTER EQUIPMENT ...	34.00
001-12-2009	SR CENTER MATERIALS	274.40
001-12-2012	SR CENTER MISCELLANEO...	750.55
001-12-2015	SR CENTER TRAINING/ED...	220.00
001-12-2025	SR CENTER BUILDING MA...	18.99
001-12-2040	SR CENTER CONTRACTUAL	425.00
001-12-2080	SR CENTER CAPITAL OUTL...	130.64
001-13-2004	TRANSIT OFFICE EXPENSE	81.61
001-13-2009	TRANSIT MATERIALS	11.43
001-13-2035	TRANSIT VEHICLE MAINT...	129.62
001-13-2040	TRANSIT CONTRACTUAL	70.00
001-18-2002	GEN GOVT TELEPHONE/P...	210.81
001-18-2004	GEN GOVT OFFICE EXPEN...	118.25
001-18-2015	GEN GOVT TRAINING/ED...	175.00
001-20-2002	INSPECTION TELEPHONE	144.82
001-20-2004	INSPECTION OFFICE EXPE...	387.58
001-20-2015	INSPECTION TRAINING/E...	300.00
001-20-2016	INSPECTION UNIFORMS	13.72
001-21-2002	INFORMATION SYS TELEP...	114.77
001-21-2004	INFORMATION SYS OFFICE...	113.82

## Account Summary

Account Number	Account Name	Payment Amount
001-21-2040	INFORMATION SYS CONT...	586.30
001-21-2042	INFORMATION SYS REPAI...	93.99
001-22-2002	MEDIA SPECIALIST TELEP...	79.77
010-00-2001	SEWER PRIOR YR ACCTS P...	1,588.50
010-30-2002	SEWER TELEPHONE	398.98
010-30-2003	SEWER UTILITIES	17,482.54
010-30-2004	SEWER OFFICE EXPENSE	644.70
010-30-2006	SEWER EQUIPMENT MAI...	12,243.41
010-30-2008	SEWER PLANT EXPENSE	101.75
010-30-2009	SEWER MATERIALS	6,634.61
010-30-2010	SEWER GASOLINE & OIL	1,485.17
010-30-2011	SEWER POSTAGE	387.92
010-30-2012	SEWER MISCELLANEOUS	276.37
010-30-2015	SEWER TRAINING/EDUC/...	25.00
010-30-2016	SEWER UNIFORMS	138.60
010-30-2040	SEWER CONTRACTUAL	9,204.36
010-30-2080	SEWER CAPITAL OUTLAY	650.72
011-31-2002	WATER TELEPHONE	398.97
011-31-2003	WATER UTILITIES	5,630.81
011-31-2004	WATER OFFICE EXPENSE	786.70
011-31-2006	WATER EQUIPMENT MAI...	795.69
011-31-2009	WATER MATERIALS	3,007.62
011-31-2011	WATER POSTAGE	811.10
011-31-2012	WATER MISCELLANEOUS	1,050.92
011-31-2016	WATER UNIFORMS	355.18
011-31-2022	WATER SALES TAX	1,063.91
011-31-2040	WATER CONTRACTUAL	10,023.36
012-32-2003	MUNICIPAL POOL UTILITI...	135.24
012-32-2006	MUNICIPAL POOL EQUIP...	25.00
014-34-2012	STORMWATER MISCELLA...	5.00
021-41-2002	STREET TELEPHONE	281.46
021-41-2003	STREET UTILITIES	1,720.53
021-41-2004	STREET OFFICE EXPENSE	68.52
021-41-2006	STREET EQUIPMENT MAI...	658.84
021-41-2009	STREET MATERIALS	1,262.04
021-41-2012	STREET MISCELLANEOUS	175.65
021-41-2016	STREET UNIFORMS	366.67
021-41-2040	STREET CONTRACTUAL	166.27
024-44-2012	LAW ENF MISCELLANEOUS	1,316.90
028-48-2032	SP ALCOHOL PREVENTION...	206.49
030-00-2001	RECREATION DEPT PR YE...	222.00
030-50-1250	RECREATION DEPT SAL/P...	1,180.00
030-50-2002	RECREATION DEPT TELEP...	351.09
030-50-2003	RECREATION DEPT UTILITI...	3,145.91
030-50-2004	RECREATION DEPT OFFICE...	170.40
030-50-2006	RECREATION DEPT EQUIP...	418.75
030-50-2009	RECREATION DEPT MATER...	443.42
030-50-2015	RECREATION DEPT TRG/E...	20.00
030-50-2025	RECREATION DEPT BLDG ...	839.15
030-50-2031	RECREATION DEPT CONC...	1,106.37
030-50-2046	RECREATION DEPT P-C SP...	374.14
030-50-2092	RECREATION DEPT PROG...	3,856.03
030-50-2094	RECREATION DEPT LATCH...	2,183.99
030-50-3065	RECREATION DEPT P-C UT...	158.81
032-52-2012	HY HISTORIC MISCELLAN...	142.58
036-56-3001	CAP IMPR MISCELLANEO...	14,814.65
036-56-3005	CAP IMPR LAND BANK	38.83
036-56-3011	CAP IMPR PARK IMPROV...	634.50

**Account Summary**

Account Number	Account Name	Payment Amount
036-56-3017	CAP IMPR CITYWIDE CLE...	1,271.07
037-57-2012	SUSTAINABILITY GRANT M...	11,158.63
041-61-2051	BOND & INTEREST INT ON...	96,850.00
048-00-2001	W/W SURPLUS PR YR ACC...	1,347.00
051-66-3005	SP PARK IMPR RES FIREW...	124.01
085-66-3002	TN 2022 COPPER TAIL PAV..	52,250.00
085-66-3003	TN 2022 COPPER TAIL SE...	23,388.50
085-66-3040	TN 2022 COPPER TAIL ST...	12,524.15
092-66-3001	TR GUEST TAX EXPENSE	7,003.08
099-66-3003	ST REC RES OFFICE EXPEN...	436.02
	<b>Grand Total:</b>	<b>655,700.83</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	655,700.83
<b>Grand Total:</b>	<b>655,700.83</b>





# Petty Cash Summary of Expenditures

## By Vendor Name

Payment Dates 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Account Number	Amount
<b>Vendor: AARO1406 - AARON KIRCHERT</b>				
AARON KIRCHERT	03/08/2023	BOOT REIMBURSEMENT	010-30-2016	100.00
<b>Vendor AARO1406 - AARON KIRCHERT Total:</b>				<b>100.00</b>
<b>Vendor: AMAN1408 - AMANDA SMALLWOOD</b>				
AMANDA SMALLWOOD	03/08/2023	COACH REFUND - SOCCER	030-00-5077	120.00
<b>Vendor AMAN1408 - AMANDA SMALLWOOD Total:</b>				<b>120.00</b>
<b>Vendor: ANGE1030 - ANGEL GAYNOR</b>				
ANGEL GAYNOR	03/08/2023	PROFESSIONAL PHOTOGRAPHY SERVICES – 03/11/2023	030-50-2092	50.00
ANGEL GAYNOR	03/30/2023	PROFESSIONAL PHOTOGRAPHY SERVICES – 04/02/2023	030-50-2092	50.00
<b>Vendor ANGE1030 - ANGEL GAYNOR Total:</b>				<b>100.00</b>
<b>Vendor: ANGI1376 - ANGI GOETZE</b>				
ANGI GOETZE	03/07/2023	REIMBURSE MEAL PURCHASE - KACA CONFERENCE	001-02-2015	71.58
<b>Vendor ANGI1376 - ANGI GOETZE Total:</b>				<b>71.58</b>
<b>Vendor: APRI1432 - APRIL PALMER</b>				
APRIL PALMER	03/30/2023	REFUND HAC RENTAL DEPOSIT 03/25/23	030-00-5016	50.00
<b>Vendor APRI1432 - APRIL PALMER Total:</b>				<b>50.00</b>
<b>Vendor: CHAD0458 - CHAD CASE</b>				
CHAD CASE	03/30/2023	REIMBURSE MEAL PURCHASE - TRAINING	001-02-2015	131.84
<b>Vendor CHAD0458 - CHAD CASE Total:</b>				<b>131.84</b>
<b>Vendor: CHRI2602 - CHRISTOPHER M DAVIS, CSO</b>				
CHRISTOPHER M DAVIS, CSO	03/07/2023	PROBATION FEES – CASE#2021/466	001-06-2012	20.00
<b>Vendor CHRI2602 - CHRISTOPHER M DAVIS, CSO Total:</b>				<b>20.00</b>
<b>Vendor: DAVI1146 - DAVID BOYD</b>				
DAVID BOYD	03/30/2023	REFUND SENIOR CENTER RENTAL DEPOSIT 03/26/23	001-00-5016	100.00
<b>Vendor DAVI1146 - DAVID BOYD Total:</b>				<b>100.00</b>
<b>Vendor: ESTH1401 - ESTHER MENDEZ</b>				
ESTHER MENDEZ	03/07/2023	REFUND SOCCER FEES - PARTIAL	030-00-5077	93.00
<b>Vendor ESTH1401 - ESTHER MENDEZ Total:</b>				<b>93.00</b>
<b>Vendor: GENE001363 - EUGENE SATTERFIELD</b>				
EUGENE SATTERFIELD	03/17/2023	JEAN REIMBURSEMENT	011-31-2016	50.00
<b>Vendor GENE001363 - EUGENE SATTERFIELD Total:</b>				<b>50.00</b>
<b>Vendor: GEOR0450 - GEORGIE CARTER</b>				
GEORGIE CARTER	03/07/2023	REIMBURSE MEAL PURCHASE - HOME SHOW	001-18-2015	23.63
<b>Vendor GEOR0450 - GEORGIE CARTER Total:</b>				<b>23.63</b>
<b>Vendor: HAYS1174 - HAYSVILLE POLICE DEPARTMENT</b>				
HAYSVILLE POLICE DEPARTMENT	03/17/2023	REFUND RESTITUTION FEES – CASE#2012/3255	001-00-5059	114.00
<b>Vendor HAYS1174 - HAYSVILLE POLICE DEPARTMENT Total:</b>				<b>114.00</b>
<b>Vendor: HAYS1189 - HAYSVILLE USD 261</b>				
HAYSVILLE USD 261	03/30/2023	SPARK ENROLLMENT	030-00-6004	150.00
<b>Vendor HAYS1189 - HAYSVILLE USD 261 Total:</b>				<b>150.00</b>

Petty Cash Summary of Expenditures

Payment Dates: 3/1/2023 - 3/31/2023

Vendor Name	Payment Date	Description (Payable)	Account Number	Amount
<b>Vendor: KANS1638 - KANSAS SECRETARY OF STATE</b>				
KANSAS SECRETARY OF STATE	03/17/2023	NOTARY PUBLIC RENEWAL – KRISTEN MCDANIEL (SR CNTR)	001-12-2004	25.00
<b>Vendor KANS1638 - KANSAS SECRETARY OF STATE Total:</b>				<b>25.00</b>
<b>Vendor: KIMB1420 - KIMBERLY DIETRICH</b>				
KIMBERLY DIETRICH	03/17/2023	REFUND SOCCER FEES	030-00-5077	40.00
<b>Vendor KIMB1420 - KIMBERLY DIETRICH Total:</b>				<b>40.00</b>
<b>Vendor: NOAH2052 - NOAH'S DONUT SHOP</b>				
NOAH'S DONUT SHOP	03/07/2023	SENIOR CENTER – COFFEE & DONUTS	001-12-2012	15.19
NOAH'S DONUT SHOP	03/17/2023	SENIOR CENTER – COFFEE & DONUTS	001-12-2012	15.19
<b>Vendor NOAH2052 - NOAH'S DONUT SHOP Total:</b>				<b>30.38</b>
<b>Vendor: STEP1431 - STEPHEN GEORGE</b>				
STEPHEN GEORGE	03/30/2023	BOOT REIMBURSEMENT	001-20-2016	100.00
<b>Vendor STEP1431 - STEPHEN GEORGE Total:</b>				<b>100.00</b>
<b>Vendor: TARA1407 - TARA SLONE</b>				
TARA SLONE	03/08/2023	COACH REFUND - SOCCER	030-00-5077	40.00
<b>Vendor TARA1407 - TARA SLONE Total:</b>				<b>40.00</b>
<b>Vendor: TRIS1427 - TRISHA MILLER-PIERCE</b>				
TRISHA MILLER-PIERCE	03/23/2023	REFUND SENIOR CENTER RENTAL DEPOSIT 03/18/23	001-00-5016	100.00
<b>Vendor TRIS1427 - TRISHA MILLER-PIERCE Total:</b>				<b>100.00</b>
<b>Grand Total:</b>				<b>1,459.43</b>

## Report Summary

### Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	716.43
010 - WASTEWATER FUND	100.00
011 - WATER FUND	50.00
030 - RECREATION DEPARTMENT	593.00
<b>Grand Total:</b>	<b>1,459.43</b>

### Account Summary

Account Number	Account Name	Payment Amount
001-00-5016	GENERAL BUILDING RENT...	200.00
001-00-5059	GENERAL MUN COURT RE...	114.00
001-02-2015	POLICE TRAINING/EDUC/...	203.42
001-06-2012	MUN COURT MISCELLAN...	20.00
001-12-2004	SR CENTER OFFICE EXPEN...	25.00
001-12-2012	SR CENTER MISCELLANEO...	30.38
001-18-2015	GEN GOVT TRAINING/ED...	23.63
001-20-2016	INSPECTION UNIFORMS	100.00
010-30-2016	SEWER UNIFORMS	100.00
011-31-2016	WATER UNIFORMS	50.00
030-00-5016	RECREATION DEPT RENTA...	50.00
030-00-5077	RECREATION DEPT PROG...	293.00
030-00-6004	RECREATION DEPT LATCH...	150.00
030-50-2092	RECREATION DEPT PROG...	100.00
<b>Grand Total:</b>	<b>1,459.43</b>	

### Project Account Summary

Project Account Key	Payment Amount
**None**	1,459.43
<b>Grand Total:</b>	<b>1,459.43</b>



# CITY OF HAYSVILLE, KANSAS

## TEMPORARY SPECIAL EVENT PERMIT APPLICATION

This is an application for (check all that apply):

- Temporary Special Event Permit for consumption of alcoholic liquor on Public Property.
- Temporary Special Event Permit for consumption of cereal malt beverage (CMB) on Public Property.

Section 12-115(a) of the Haysville City Code provides that the use or consumption of any cereal malt beverage or alcoholic liquor is prohibited in any park, except in conformance with a lawfully issued Special Event Permit. This application is NOT for events where alcoholic liquor or CMB is to be sold.

Name of Special Event: Paint the Night Requested date(s) of operation: 04/28/2023

Anticipated hours of operation of Special Event 7-9pm

**SITE DESCRIPTION:** The applicant shall define the special event site by 1) the address of a permanent structure, or common name of an outdoor location, and 2) the exact boundaries of the proposed site, including any outdoor areas directly adjacent to a structure to be used as part of a site. Include a photo of any site located outside a structure, and include a site plan showing type and height of boundary structure, ingress/egress, method of restricting juvenile access, restroom access, security placement, etc.

Paint the Night HAC Rental Room

### 1. Applicant Information

Name of Applicant: <u>Haysville Activity Center</u>		Date of Birth:
Current address: <u>523 Sarah Lane</u>		
City: <u>Haysville</u>	State: <u>KS</u>	ZIP Code: <u>67060</u>
Mailing address:		
City:	State:	ZIP Code:
Home Phone:	Mobile Phone:	

### 2. Insurance Certification

Permittee shall furnish a **Certificate of Insurance** evidencing coverage for any damage caused by Permittee, or Permittee's agents, servants, employees, guests, invitees, volunteers and/or individuals participating in the event(s) described herein. Such Certificate of Insurance shall name "City of Haysville, Kansas, and its officers, employees and agents" as additional insureds if such special event site is located on City property and shall be in the amount of \$500,000.00 combined single limit per occurrence for bodily injury, personal injury, and property damage. Said Certificate shall be submitted to the Haysville City Clerk, 200 W. Grand, Haysville, Kansas, 67060. Said Certificate shall also contain a clause agreeing to notify City of any material change or cancellation of insurance before such is effective. Failure of Permittee to provide City an approved Certificate of Insurance prior to use of above described recreational area, public area, facility or roadway, shall cancel and make void this permit. Permittee agrees to **indemnify and hold harmless City**, its agents, servants, employees or invitees, from and against any and all claims of every kind or character for injuries and/or damages to persons and/or property arising out of or in connection with the use and occupancy of any streets, easements, structures or public areas within the City, and not caused by City negligence. City shall give to Permittee notice of any claim made or litigation instituted which directly or indirectly, contingently or otherwise in any way affects or might affect Permittee. Permittee shall have the right to compromise and participate in the defense of the same to the extent of their own interests. **Tort Claims Applicability, Reimbursement for Damage:** I understand that the City of Haysville does not assume liability for any loss or damage associated with the aforescribed activity permitted to be operated within Haysville parks or in/on public property/roadways pursuant to this permit as part of a recreational or community event, and understand that this permit is approved subject to applicability of the provisions of K.S.A. 75-6104. Permittee shall reimburse City for any cost associated with damage to a public facility, area, or roadway that exceed normal or routine maintenance requirements. Upon review of the event scope, the Mayor or Chief Administrative Officer may waive or alter the insurance requirement.

*The following additional requirements shall apply when determined applicable by authorized City Staff. Such additional requirements may require separate Agreement.*

Designated Parking Area       Trash Containers       Site Clean-up  
 Portable Restrooms       Barricades for Streets       Security  
 Other \_\_\_\_\_

I, hereby agree to comply with all of the ordinances of the City of Haysville and the laws of the State of Kansas, and all the rules and regulations prescribed by the City relating to the operation of the identified "temporary event", and I agree to notify the City immediately if any information provided on this application shall change at any time prior to or during the term of the permit, and do hereby further consent to the immediate revocation of my permit, by the proper officials, for any violation of such laws, rules and regulations. I authorize the verification of the information provided on this form AND agree to permit an investigation of my business history, criminal background, and any other screening by or on behalf of the City of Haysville, Kansas, for the limited purpose of determining the truthfulness of this application, as provided by the law of the State of Kansas, and the City of Haysville, Kansas. By signing this document I certify the foregoing information is true and I am aware that any falsification on this form and any attachments hereto is cause for revocation of the permit or license issued as a result thereof.

[Signature]  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of MAYOR or other Authorized Haysville Official \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: 3/21/23 By: WS Fee: N/A Receipt #: N/A

Fees paid in association with rental of City facilities? Receipt # N/A

Permit approved: \_\_\_\_\_ Permit disapproved: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Police Department Approval of Request: [Signature] Public Works Department Approval of Request: [Signature]

Recreation Department Approval of Request: [Signature]

Date of Governing Body Approval of Special Event: \_\_\_\_\_



# CITY OF HAYSVILLE, KANSAS

## TEMPORARY SPECIAL EVENT PERMIT APPLICATION

This is an application for (check all that apply):

- Temporary Special Event Permit for consumption of alcoholic liquor on Public Property.
- Temporary Special Event Permit for consumption of cereal malt beverage (CMB) on Public Property.

Section 12-115(a) of the Haysville City Code provides that the use or consumption of any cereal malt beverage or alcoholic liquor is prohibited in any park, except in conformance with a lawfully issued Special Event Permit. This application is NOT for events where alcoholic liquor or CMB is to be sold.

Name of Special Event: Baby Shower Requested date(s) of operation: June 10<sup>th</sup> 23

Anticipated hours of operation of Special Event: 5

**SITE DESCRIPTION:** The applicant shall define the special event site by 1) the address of a permanent structure, or common name of an outdoor location, and 2) the exact boundaries of the proposed site, including any outdoor areas directly adjacent to a structure to be used as part of a site. Include a photo of any site located outside a structure, and include a site plan showing type and height of boundary structure, ingress/egress, method of restricting juvenile access, restroom access, security placement, etc.

HAC RENTAL ROOM

### 1. Applicant Information

Name of Applicant: <u>Mercedes Miller</u>		Date of Birth: <u>04-24-1994</u>	
Current address: <span style="background-color: black; color: black;">[REDACTED]</span>			
City: <u>Wichita</u>	State: <u>KS</u>	ZIP Code: <u>67217</u>	
Mailing address: <span style="background-color: black; color: black;">[REDACTED]</span>			
City: <u>Wichita</u>	State: <u>KS</u>	ZIP Code: <u>67217</u>	
Home Phone: <span style="background-color: black; color: black;">[REDACTED]</span>		Mobile Phone: <span style="background-color: black; color: black;">[REDACTED]</span>	

### 2. Insurance Certification

Permittee shall furnish a Certificate of Insurance evidencing coverage for any damage caused by Permittee, or Permittee's agents, servants, employees, guests, invitees, volunteers and/or individuals participating in the event(s) described herein. Such Certificate of Insurance shall name "City of Haysville, Kansas, and its officers, employees and agents" as additional insureds if such special event site is located on City property and shall be in the amount of \$500,000.00 combined single limit per occurrence for bodily injury, personal injury, and property damage. Said Certificate shall be submitted to the Haysville City Clerk, 200 W. Grand, Haysville, Kansas, 67060. Said Certificate shall also contain a clause agreeing to notify City of any material change or cancellation of insurance before such is effective. Failure of Permittee to provide City an approved Certificate of Insurance prior to use of above described recreational area, public area, facility or roadway, shall cancel and make void this permit. Permittee agrees to indemnify and hold harmless City, its agents, servants, employees or invitees, from and against any and all claims of every kind or character for injuries and/or damages to persons and/or property arising out of or in connection with the use and occupancy of any streets, easements, structures or public areas within the City, and not caused by City negligence. City shall give to Permittee notice of any claim made or litigation instituted which directly or indirectly, contingently or otherwise in any way affects or might affect Permittee. Permittee shall have the right to compromise and participate in the defense of the same to the extent of their own interests. **Tort Claims Applicability, Reimbursement for Damage:** I understand that the City of Haysville does not assume liability for any loss or damage associated with the aforescribed activity permitted to be operated within Haysville parks or in/on public property/roadways pursuant to this permit as part of a recreational or community event, and understand that this permit is approved subject to applicability of the provisions of K.S.A. 75-6104. Permittee shall reimburse City for any cost associated with damage to a public facility, area, or roadway that exceed normal or routine maintenance requirements. Upon review of the event scope, the Mayor or Chief Administrative Officer may waive or alter the insurance requirement.

The following additional requirements shall apply when determined applicable by authorized City Staff. Such additional requirements may require separate Agreement.

- Designated Parking Area       Trash Containers       Site Clean-up
- Portable Restrooms       Barricades for Streets       Security
- Other \_\_\_\_\_

I, hereby agree to comply with all of the ordinances of the City of Haysville and the laws of the State of Kansas, and all the rules and regulations prescribed by the City relating to the operation of the identified "temporary event", and I agree to notify the City immediately if any information provided on this application shall change at any time prior to or during the term of the permit, and do hereby further consent to the immediate revocation of my permit, by the proper officials, for any violation of such laws, rules and regulations. I authorize the verification of the information provided on this form AND agree to permit an investigation of my business history, criminal background, and any other screening by or on behalf of the City of Haysville, Kansas, for the limited purpose of determining the truthfulness of this application, as provided by the law of the State of Kansas, and the City of Haysville, Kansas. By signing this document I certify the foregoing information is true and I am aware that any falsification on this form and any attachments hereto is cause for revocation of the permit or license issued as a result thereof.

Maria Davis 4-3-23  
Signature of Applicant Date

\_\_\_\_\_  
Signature of MAYOR or other Authorized Haysville Official Date

OFFICE USE ONLY

Date Received: 4-3-23 By: [Signature] Fee: 250 Receipt #: \_\_\_\_\_

Fees paid in association with rental of City facilities? Receipt #: \_\_\_\_\_

Permit approved: \_\_\_\_\_ Permit disapproved: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Police Department Approval of Request: [Signature] Public Works Department Approval of Request: [Signature]

Recreation Department Approval of Request: [Signature]

Date of Governing Body Approval of Special Event: \_\_\_\_\_





# 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:

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

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. Previous owner was fined and has a compliance check with the court on 4/11/2023. County records indicate ownership has changed.

Notification letter has been sent to the new property owner.

Signature: Tony Martinez

Digitally signed by Tony Martinez  
Date: 2023.03.08 08:14:56 -0600

Date: 4/5/2023







# CITY OF HAYSTACK

## 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:

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 to be continued until 7/19.

7/19 - Trial date set for 9/27. 9/8- No update 9/27- Court date was continued to 10/11.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### UPDATE:

Remarks from staff

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.

3/14/23 - Kirkhart did not appear in court, a warrant has been issued.

Signature: Georgie Carter

Digitally signed by Georgie Carter  
Date: 2021.08.18 11:55:30 -0500

Date: 4/06/23





# CITY OF HAYSTACK

## ACTION REQUEST FORM

To: Public Works Director

Date: 3/31/23

Address of Request: Broadway/Cottonwood (please complete a separate form for each property)

The following action is being requested:

At the Warehouse building they are parking on the grass as shown in the attached pictures. Enough so that you can see in the grass that they are parking there regularly.

---

---

---

Please:

- Check into this
- Contact me to discuss this further by phone or email (circle one)
- Get me information regarding this
- Other

---

---

Submitted By:

Name: JANET PARTON

Phone #: \_\_\_\_\_

Email \_\_\_\_\_

---

### FIRST RESPONSE:

Remarks from staff:

We have addressed this issue in the past with this address. A notice of violation was sent on 4/3/2023.

---

---

---

Signature: Tony Martinez

Digitally signed by Tony Martinez  
Date: 2023.04.04 12:53:13  
-05'00'

Date: 4/4/2023

---

### UPDATE:

Remarks from staff

---

---

---

---

---

---

---

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# CITY OF HAYSTACK

## ACTION REQUEST FORM

To: Public Works Director

Date: 3/31/23

Address of Request: 260 Sunnyside (please complete a separate form for each property)

The following action is being requested:

as shown in the attached picture there is a Ford Taurus sitting in front of the garage ON Cottonwood with a flat tire and board under rear wheel. This has been this way for several months. Appears to be inoperable.

Please:

- Check into this
- Contact me to discuss this further by phone or email (circle one)
- Get me information regarding this
- Other

Submitted By:

Name: JANET PARTON

Phone #: \_\_\_\_\_

Email \_\_\_\_\_

### FIRST RESPONSE:

Remarks from staff:

Notice of violation was sent on 4/3/2023.

Signature: Tony Martinez

Digitally signed by Tony Martinez  
Date: 2023.04.04 12:48:41  
-05'00'

Date: 4/4/2023

### UPDATE:

Remarks from staff

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

