

# CITY OF HAYSVILLE

## Agenda

March 26, 2018

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor Jennifer Whitt, Haysville United Methodist Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

- A. Presentation of VFW's Officer of the Year Award
- B. [Proclamation – Fair Housing Month](#)

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of March 12<sup>th</sup>, 2018](#)

ITEM #1 CITIZENS TO BE HEARD

- A. Sedgwick County Fire Department

ITEM #2 APPROVAL OF LICENSES AND BONDS

- A. [Manufactured Home Park License Renewal Re: Park Avenue Estates, 1400 E. Kay](#)

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. [Memo to Council Re: New Business](#)
- C. [Letter from the Arbor Day Foundation Re: Tree City USA](#)
- D. [Thank You Card from Pat Ewert](#)
- E. [Sedgwick County E-waste Event Flyer](#)

ITEM #5 OLD BUSINESS

- A. [KDHE Project Update](#)

ITEM #6 OTHER BUSINESS

- A. [Review of Proposed Changes to Personnel Manual](#)
- B. [Presentation of Annual Street Survey](#)
- C. [Consideration of Request to Purchase Wastewater Service Truck](#)
- D. [Consideration of Proposed Changes to Hours at the HAC](#)
- E. [Insurance Renewal: Coverage Period April 1, 2018 thru March 31, 2019](#)

ITEM #7 DEPARTMENT REPORTS

- A. Administrative Services – Will Black
- B. City Clerk – Janie Cox
- C. Police – Jeff Whitfield
- D. Public Works – Tony Martinez
- E. Recreation – Georgie Carter

ITEM #8 APPOINTMENTS

- A. [Carol Neugent, 134 Van Arsdale Re: Reappointment to Historic Committee, three year term.](#)

ITEM #9 OFF AGENDA CITIZENS TO BE HEARD

ITEM #10 EXECUTIVE SESSION

ITEM #11 BILLS TO BE PAID

- A. [Bills to be Paid for the Last Half of March](#)

ITEM #12 CONSENT AGENDA

ITEM #13 COUNCIL ITEMS

- A. Council Concerns
- B. Council Action Request Updates

ITEM #14 ADJOURNMENT

# PROCLAMATION

Celebrating 50 Years of Fair Housing

(City/County) of \_\_\_\_\_

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

WHEREAS, the (City/County) of \_\_\_\_\_ is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

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

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

I, (Mayor or County Commissioner) of \_\_\_\_\_, on behalf of its citizens, do hereby proclaim the month of April as

## FAIR HOUSING MONTH

And express the hope that this year's observance will promote fair housing practices throughout the (City/County).

Dated this \_\_\_\_ day of \_\_\_\_\_, 2018

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(Mayor)

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

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

Invocation was given by Pastor Jennifer Whitt of the Haysville United Methodist Church.

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

Under Presentation and Approval of Minutes, Mayor Bruce Armstrong presented for approval the Minutes of February 26<sup>th</sup>, 2018.

Motion by Ewert – Second by Rardin

I'll make a motion we approve the minutes of February 26<sup>th</sup>, 2018.

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

Motion declared carried.

There were no Citizens to be Heard.

Under Approval of Licenses and Bonds, Mayor Bruce Armstrong presented a Refuse Haulers License for Air Capital Waste, LLC, located at 3515 N. Topeka, Wichita, KS 67219.

Motion by Crum – Second by Ewert

I make a motion that we approve the new license for refuse haulers license for Air Capital Waste, LLC, at 3515 N. Topeka in Wichita.

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

Motion declared carried.

After the motion was declared carried, Councilperson asked if the refuse hauler had passed all requirements for licensing in the City. Staff answered in the affirmative. Mayor Armstrong advised the owner of Air Capital Waste was present and invited him to introduce himself. Jeff Fawcett gave information regarding his business and thanked the community for the positive response they've received thus far.

There were no Ordinances or Resolutions.

Under Notices and Communications, Mayor Bruce Armstrong called for Governing Body Announcements. Councilperson Steve Crum advised of upcoming events at the library, as well as a walking contest coordinated by Haysville Healthy Habits. Mayor Armstrong announced the American Legion would host a flag retirement ceremony on March 17<sup>th</sup> at Riggs Park. He also advised Council had received a letter from the Haysville Aviators requesting the City continue to offer the incentive package that has been given to Aviators host families in years past. Mayor Armstrong asked for a motion to continue offering this incentive.

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Motion by Crum – Second by Parton

I make a motion that we continue the incentives we have for the Aviators host families to be the same as what we did last year.

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

Motion declared carried.

Under Notices and Communications, Mayor Bruce Armstrong presented a KDHE Consumer Confidence Report for Calendar Year 2017, and an email from Cox Communication Regarding Channel Change.

Under Old Business, Mayor Bruce Armstrong presented KDHE Water Connection Project Update. Public Works Director Tony Martinez advised of progress made since the last Council meeting.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Agreement with Public Defender for Court Services. Chief Administrative Officer Will Black advised there is not a date in the contract, but the public defender would be ready to start tomorrow if contract were approved by Council today. Black advised the contract was good for one year, with automatic renewal unless either party terminated 30 days in advance.

Motion by Crum – Second by Benner

I make a motion that we agree to go into a contract with Maughan Law Group, L.C., to be our public defender.

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

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Bids for Country Lakes Paving and Drainage Improvements. Public Works Director Tony Martinez advised a bid letting for this project had occurred on March 8<sup>th</sup>. He advised five contractors submitted bids, and recommended approval to accept the low bid from Flint Hills Materials for \$280,423.00. Councilperson Steve Crum asked if this contractor had worked in Haysville before. Martinez advised they have worked with city engineering firm PEC, who advised they had no issues working with them in the past.

Motion by Crum – Second by Ewert

If there's no more discussion, I'll go ahead and make a motion that we accept the bid from Flint Hills Materials for Country Lakes 2<sup>nd</sup>, Phase 1, paving and drainage improvements for \$280,423.00.

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

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Improvements to Dorner Park. Mayor Armstrong reviewed the documents presented in the packet regarding the project, and Public Works Director Tony Martinez was available to answer questions from Council. Councilperson Steve Crum asked which funds specific parts of the project were coming from. Mayor Armstrong advised the road and

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parking were being paid from the portion of the sales tax revenue set aside for streets. Crum asked what the soccer fields and sprinklers were being paid from, and Chief Administrative Officer Will Black advised those would be paid from the portion of the sales tax revenue set aside for parks. Mayor Armstrong advised the remaining items in the project would come from the sales tax and capital improvements. Additional discussion occurred regarding sales tax collection and specific park amenities.

Motion by Crum – Second by Rardin

I'll make a motion that we approve the Improvements to Dorner Park, not to exceed \$205,508.58.

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

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Repairs to the Riggs Park Band Shell. Public Works Director Tony Martinez reviewed details of the request, advised he met with three contractors, but only Quality Builders returned a bid. Martinez requested approval to accept the bid from Quality Builders, not to exceed \$18,615.00. Councilperson Danny Walters asked what experience the City has with this contractor. Martinez advised they have worked on residential properties in Haysville and have not encountered any problems with them.

Motion by Parton – Second by Benner

If there's no other discussion, I make a motion we accept the bid from Quality Builders for \$18,615.00, for the band shelter remodel.

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

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Agreement with Rainbow Fireworks. Recreation Director Georgie Carter advised the price increase of \$1,000 over 2017 rates was due to an increase in materials. Carter advised the show would be between 23 and 25 minutes long, making it one of the longer shows offered in the area.

Motion by Crum – Second by Rardin

If there's no other discussion, I'll go ahead and make a motion that we approve the contract with Rainbow Fireworks as presented.

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

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Agreement with Campus Baseball. Recreation Director Georgie Carter advised the main changes in the contract related to dates.

Motion by Parton – Second by Benner

I make a motion we accept the agreement with Campus for the use of Plagens Carpenter ball fields.

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

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Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Agreement with Haysville Swim Club. Recreation Director Georgie Carter reviewed changes to the document, including the fact that Haysville Swim Club would be hosting league finals this year, which takes some extra coordinating.

Motion by Parton – Second by Rardin

I make a motion we accept the contract with the swim team for use of the pool this year.

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

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Update to Pool Pricing. Recreation Director Georgie Carter reviewed changes to pricing of lessons and rentals as well as times for family swim.

Motion by Parton – Second by Ewert

I make a motion we accept the changes in pool prices for 2018.

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

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Special Event Application Regarding a Birthday Party. Chief Administrative Officer Will Black reviewed details of the request and was available to answer questions from Council.

Motion by Ewert – Second by Rardin

I'll make a motion that we approve the birthday party at the Senior Center for the consumption of alcohol.

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

Motion declared carried.

Mayor Bruce Armstrong asked for Department Reports.

Chief Administrative Officer Will Black had nothing to report.

City Clerk Janie Cox had nothing to report.

Police Chief Jeff Whitfield advised the visiting officer was Sergeant Malcolm Young. He also advised Coffee with a Cop would be at McDonald's on March 14<sup>th</sup>. Chief Whitfield reported a speed limit sign on Meridian, which has been discussed in previous Council meetings, has been relocated to be south of the housing additions on south Meridian. He also encouraged residents to be cautious of children playing outdoors during spring break.

Public Works Director Tony Martinez gave updates on rip-rap projects in progress in Southampton Estates, Riggs Park, and Timberlane North. Martinez advised Westar

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Energy would be in the area doing whole cell LED street light changes. He also advised a reply from the railroad had been received in regards to the fire danger posed by the overgrowth on railroad property. Their response stated they would begin mowing their property in April, but couldn't guarantee a specific date when they would be in Haysville.

Recreation Director Georgie Carter advised of upcoming events at the Activity Center including spring break camp, mother/son dart wars, and Easter egg hunt on March 25<sup>th</sup>, and an S.O.S. day on March 30<sup>th</sup>.

Under Appointments, Mayor Bruce Armstrong presented Reappointment of Joe Holub, 405 N. Mimosa Dr. to the Planning Commission, Ward I, for a three year term.

Motion by Crum – Second by Thompson

I make a motion we allow you to appoint Joe Holub, 405 N. Mimosa Dr., to a reappointment to the Planning Commission, Ward I, for a three year term.

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

Motion declared carried.

Under Appointments, Mayor Bruce Armstrong presented Reappointment of Richard Meyer, 214 S. Hungerford Ave. to the Planning Commission, Ward IV, for a three year term.

Motion by Crum – Second by Walters

I make a motion we allow you to appoint Richard Meyer, 214 S. Hungerford Ave, to a reappointment to Planning Commission in Ward IV for a three year term.

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

Motion declared carried.

Under Appointments, Mayor Bruce Armstrong presented Reappointment of Clay Randel, 1206 E. Grand Ave. to the Planning Commission, Ward II, for a three year term.

Motion by Parton – Second by Benner

I make a motion we reappoint Clay Randel to the Planning Commission for a three year term in Ward II.

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

Motion declared carried.

Under Off Agenda Citizens to be Heard, Mayor Armstrong called for Sherry Kirkendoll. **Sherry Kirkendoll, 512 Turkle**, spoke regarding the recycling bin that had been removed from the Cash Saver parking lot. She advised many older residents used the bin, and asked if there was something the City could do to help. Mayor Armstrong advised that the City had offered to allow the bin to be placed at Public Works, but the trash company wanted to charge for the bin to be there, which the City felt was unreasonable considering the trash company would then sell the recycling also. Councilperson Steve Crum asked if the City could research other recycling providers who may offer a bin. Mayor Armstrong advised the City could explore other options.



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There was no Executive Session.

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

Motion by Ewert – Second by Rardin

I make a motion that we pay the First Half of March Bills.

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

Motion declared carried.

There was nothing under the Consent Agenda.

Under Council Items, Mayor Bruce Armstrong asked for Council Concerns. Councilperson Steve Crum announced recent accomplishments from the Campus boys and girls Varsity Bowling teams.

Under Council Items, there were no Council Action Request Updates.

Mayor Bruce Armstrong presented for approval Adjournment.

Motion by Rardin – Second by Ewert

I make a motion we adjourn.

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

Motion declared carried.

The Regular Council Meeting adjourned at 7:37 p.m.

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Janie Cox, City Clerk



# MEMORANDUM

TO: Honorable Mayor Bruce Armstrong; City Council

FROM: Kayla Kostecki, Administrative Secretary

DATE: 3/26/2018

RE: 2018 Manufactured Mobile Home License Renewal

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The following business has made application for their Manufactured Home Park License:

**Park Avenue Estates – 1400 E. Kay**

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

Sincerely,

Kayla Kostecki  
Administrative Secretary  
City of Haysville



# MEMORANDUM

TO: Honorable Mayor Bruce Armstrong; City Council

FROM: Kayla Kostecki, Administrative Secretary

DATE: 3/26/2018

RE: 2018 New Business

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

**Haysville Nutrition** – Nutrition Shakes & Coaching – 243 E Grand

Sincerely,

Kayla Kostecki  
Administrative Secretary  
City of Haysville



Mayor Bruce Armstrong  
200 West Grand  
Haysville, KS 67060

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Haysville on earning recognition as a 2017 Tree City USA. Residents of Haysville should be proud to live in a community that makes the planting and care of trees a priority.

Haysville is one of more than 3,400 Tree City USAs, with a combined population of 140 million. 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.

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, and energy use. Haysville is stepping up to do its part. As a result of your commitment to effective urban forest management, you are helping to provide a solution to these global challenges.

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

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

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

Best Regards,



Dan Lambe  
President



cc: Frank Cortez

enclosure



*Bright Corp.*  
Printed in U.S.A.  
No. 422  
Bright Corp

*Thank You*

*Thank you for your  
kindness and sympathy  
at a time when it was  
deeply appreciated.*

*Love  
The Family of  
Bill Gross*





# E-WASTE

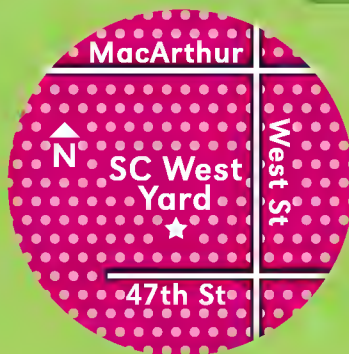
## 2018 Sedgwick County Collection\*



April 5-7 & April 12-14

9 a.m. to 2 p.m.

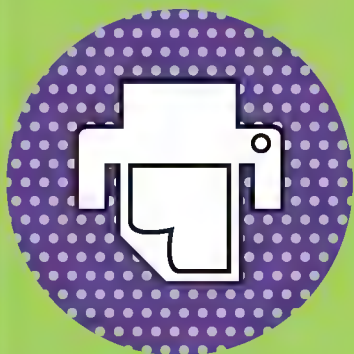
Sedgwick County West Yard  
4701 S. West St.



Dispose of your electronic waste safely  
**— and free of charge —**

We will be accepting the following items:

- Computers\*\*
- Laptops\*\*
- Printers\*\*
- Television sets
- Cell phones\*\*
- Batteries (terminals must be taped)
- Tablets\*\*
- E-readers\*\*
- VCR/DVR/DVD players
- Blu-ray players
- Network devices\*\* (ie: routers, hubs, modem)
- Peripherals components\*\* (i.e. hard drives, keyboards, mice, cables, codes, CD-ROMs, circuit boards, power supplies)
- Pagers\*\*
- PDA\*\*
- Phones\*\*
- Scanners\*\*
- Fax-machines\*\*
- Digital converter boxes
- Cable/satellite receivers
- Portable music player
- Audio-visual equipment
- Video games



\*For residents or businesses  
(excluding businesses that sell or recycle electronics)

\*\*Hard drives will be destroyed



Sedgwick County...  
working for you

Cindy Le - [cindy.le@sedgwick.gov](mailto:cindy.le@sedgwick.gov)  
Environmental Resources

316-660-7207 - [www.sedgwickcounty.org](http://www.sedgwickcounty.org)



# MEMO

TO: The Honorable Bruce Armstrong, Mayor  
Haysville City Councilmembers

FROM: Will Black, Chief Administrative Officer

SUBJECT: Proposed Personnel Manual Updates for 2018

DATE: March 23, 2018

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The proposed changes to the Personnel Manual are before you for your consideration. Proposed changes are shown in red. Deletions are struck-through and additions are underlined. The following outline summarizes the changes (typographical and lettering/numbering changes are not included in the outline). Please contact me with any questions.

## Article A. Administrative Policy

- Section I. Employment Information
  - A. Authority for Administering the Administrative Policy
    - Removed Court from list of departments that have a Department Head
  - H. Return of City Property
    - Value of City Property not returned when terminated will not cause a reduction in the final paycheck but will result in a bill to the former employee
  - O. Appearance / Dress Code
    - Changes to promote professional appearance while respecting community standards and expectations
    - Jean allowance for Public Works employees
  - T. Nepotism
    - Immediate Family re-defined to match US Office of Personnel Management
      - Same definition of Immediate Family proposed for both Sick & Funeral Leave
- Section II. Placement
  - B. Types of Positions
    - Changed “introductory” to “provisional” status to match language found elsewhere in the manual
    - Added six month time frame to Temporary Positions as a result of PPACA
  - D. Transfers
    - Upward transfers will have rate fall on a step in the pay chart that first exceeds the employee’s current rate of pay



- E. Promotions
  - If employee currently earns more than the starting salary of the new position, employee will have an increase of more than one but less than two steps
- F. Demotions
  - Added section to clarify rate of pay when an employee is demoted
- Section III. Vacation and Leaves
  - G. Sick Leave
    - Immediate Family re-defined to match US Office of Personnel Management
      - Same definition of Immediate Family proposed for Nepotism and Funeral Leave
      - Combined sub-sections a, b, & c into one sub-section
      - Reporting of Sick Leave – removed duplicate language
      - Returning to Regular Duty
        - Clarified extent of injury or surgery applicable
        - Same form required regardless of leave used
      - Sick Leave on Termination – removed Department Head decision from payment of Sick Leave upon termination where two weeks' notice has not been given
  - H. Funeral Leave
    - Immediate Family re-defined to match US Office of Personnel Management
      - Same definition of Immediate Family proposed for Nepotism and Sick Leave
  - J. Military Leave
    - Moved Military Reserve Leave under Military Leave
  - M. Civil Leave
    - Expanded types of leave available for use when an employee is involved in personal case
  - Q. Holidays
    - Removed Holiday Pay for Part-Time Employees
    - Clarified number of Personal Holidays received
  - S. Extended Absence
    - Added psychological evaluation
- Section IV. Discipline
  - G. Return of City Property
    - Removed language about deducting value of un-retained City Property
- Section V. Benefits
  - A. Fringe Benefits
    - 4. Changed to “Voluntary Retirement Plan” and added new option of KPERS 457 Roth
- Section XI. Grievance Procedure
  - A. Purpose
    - Removed language about grieving termination that was inadvertently left in manual when grieving termination was previously removed

## Article B. Compensation

- Section II. Compensation
  - I. Pay on Termination
    - 1. Resignation (Voluntary Termination)
      - b. Sick Leave
        - ii. Without proper notice
          - Removed Department Head decision from payment of Sick Leave upon termination where two weeks' notice has not been given
  - 5. All Terminations
    - Added section
    - Clarified – No payment for unused Personal Holidays will be made

## ADMINISTRATIVE POLICY

### INTRODUCTION

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

### POLICIES ESTABLISHED

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

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

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

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

## SECTION I

### EMPLOYMENT INFORMATION

#### A. AUTHORITY FOR ADMINISTERING THE ADMINISTRATIVE POLICY:

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

#### B. EMPLOYEE INFORMATION:

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

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

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

C. OATH:

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

D. USE OF OFFICIAL BADGES, UNIFORMS OR CREDENTIALS:

No badge, uniform, or other official insignia, or credentials of authority issued to an employee, shall be used or worn by a person other than the employee. Such badge, uniform, insignia or credentials can be used for personal gain only with approval of the Governing Body at the request of the Department Head. Equipment purchased by the City shall remain the property of the City and shall not be worn off-duty except with prior approval by the appropriate Department Head. If an employee's ID card is lost or stolen, the employee shall immediately report the missing card to his/her Supervisor and Department Head. The employee will be charged a \$20 replacement fee for the missing card(s).

E. LUNCH PERIODS:

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

F. BREAKS/REST PERIODS:

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

G. ACCEPTANCE OF GIFTS:

City employees and appointed officers may accept gifts of token value (less than \$30.00) from Haysville residents if the gifts are given in the spirit of friendship and are not expected to influence the official or employee in his/her service to the City. Gifts given to departments as a whole are encouraged in lieu of

gifts to individuals. Gifts to individuals of greater than \$30.00 value shall be returned.

#### H. RETURN OF CITY PROPERTY:

An employee leaving the City's service through resignation, layoff or dismissal is responsible for returning all City property. City ID badge(s) and key(s) will be returned upon termination. All other City Property will be returned to the Department Head or the Department Head's representative within two (2) business days of termination, ~~or the value of the item(s) will be deducted from the final paycheck. No refund for items returned after the date of the final paycheck. The value of all City property not returned will be billed to the employee leaving the City's service. If bill is not paid, legal action may be taken to make the City whole.~~

#### I. POLITICAL ACTIVITY:

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

#### J. OUTSIDE EMPLOYMENT:

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

#### K. MONITORING POLICY:

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

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

Again, use of e-mail is restricted to City business. E-mail signatures should provide business-related information only – no personal messages are allowed. No harassing, indecent, profane,

abusive, vulgar, intimidating, or otherwise offensive or inappropriate language or material may be sent on City e-mail, voice, ~~or~~ computer, or other communications systems. Any employee who receives or encounters such material shall immediately report it to their supervisor or other management official. Reports involving any of these persons shall not be reported to that person; instead, make the report to another supervisor, management person, or department head.

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

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

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

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

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

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

#### L. ATTENDANCE AND PUNCTUALITY:

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

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

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

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

#### M. HONESTY AND ETHICS:

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

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

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

#### N. INSUBORDINATION:

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

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

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



## O. APPEARANCE / DRESS CODE:

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

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

### City Clerk/Administrative Services/Court Departments

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

Examples of appropriate attire: suits, dresses (~~gender appropriate~~), slacks (non-denim/jean-cut material), blouses (~~gender appropriate~~), sweaters, jackets, over shirts with a jacket-like appearance, tailored shirts, skirts (~~gender appropriate~~), khakis, polo shirts, knit shirts. Dress capris (~~non-denim material-made-of synthetic or other similar material are acceptable (must look professional)~~). Dresses and skirts should be of an appropriate length (no more than 23 inches above the top of the knee). ~~Leggings cannot be see-through and accompanying top must reach mid-hip/upper thigh area. Footwear must be clean, free of holes, and in good condition. Visible tattoos must be covered.~~ High heels should be no more than 2 inches. Dress sandals are ~~allowed, they must look professional.~~ allowed. Shoes are required to be worn while on duty.

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

### **Fridays**

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

### Police Department

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

### Recreation Department

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

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

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

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

### **Recreation Department - Part time/Seasonal Employees**

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

Latchkey and Summer Elements (SE) staff employees shall wear ~~Recreation Department T-shirts or sweatshirts with , tee shirt, or collared polo-type shirt with khakis (pants or shorts),~~ wind suit pants (nylon sweat pants), khaki/athletic/ shorts of appropriate length, denim shorts of appropriate length (no more than 23 inches above the top of the knee) or capris. Sport tennis shoes are allowed. Footwear must be clean, free of holes, and in good condition. SE staff employees are allowed to wear basic flip-flops and swimwear when accompanying program participants to a swimming pool. Employees’ swimwear should be appropriate for working with school age children and be worn with a cover up anytime they are out of the pool. Staff will need to change shoe attire upon returning to HACActivity Center.

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

Pool Employees shall wear a City-issued swimsuit.

Staff shirts are property of the ~~Recreation Department~~ and cannot be altered without permission from a supervisor. No shirts with profanity, alcohol sayings, or other derogatory statements can be worn while on duty or break.

Examples of inappropriate attire: Non-~~Recreation Department~~ shirts, short shorts (more than 3 inches above the top of the knee), shorts/jeans that are frayed or have holes that are not of a collared polo-type, short-shorts, frayed shorts, basic flip-flops, open-toed shoes, or any wrinkled, soiled, sloppy or ill-fitting clothing. Sandals, flip-flops and open-toed shoes are not allowed.

### **Fridays**

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

### **Public Works Department**

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

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

All other PW employees are issued uniforms shirts, polo shirts or PW T-shirts to wear while on duty.

Employees have the option of wearing either jeans or uniform provided pants Monday through Friday. Jeans must appear professional and not have holes. Supervisors may substitute khakis or dress slacks for uniform pants or jeans.

All non-clerical employees are issued uniforms, tee shirts, and/or polo shirts to wear while on duty. Uniforms will be worn in accordance with the following guidelines: Directors, supervisors, and inspectors (including code enforcement) shall wear City-issued uniforms Monday through Friday with the exception that jeans may be substituted for uniform pants on Fridays.

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

Weekend staffPersonnel may wear jeans with Public Works ublic Works T-tee shirts on weekends. Caps must be worn forward facing and must not advocate or advertise tobacco, alcoholic beverages, drugs, illegal substances, violence, racist organizations/symbols, gangs, obscenities or nudity.

All employees may substitute City tee shirts for the regular uniform shirt during the spring, summer, and fall months.

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

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

All non-administrative employees must wear a boot that covers the ankle (usually a 6" height). Director, Assistant Director, City Inspector and Code Enforcement Officer must wear a protective shoe (non-canvas) when not wearing a boot. A yearly reimbursement of \$50 will be given after a receipt is turned in for the purchase of boots. Only full time employees qualify Those that are provided uniforms qualify for this reimbursement. Steel toe protectors or waders are available and must be worn when working in an environment or with equipment that could injure the foot in lieu of steel-toed boots.

### Fridays - All Departments

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

### All City EmployeesEmployees Who Regularly Enter the Homes of Haysville Citizens

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

1. Present a professional appearance for customers, suppliers, and the public, and avoid distractions caused by outrageous, provocative, or inappropriate dress;
2. Promote a positive working environment by practicing regular hygiene, washing hands after using the restroom, and avoiding overuse of perfumes or other artificial odorants;
3. When entering a citizen's home, employee must be wearing either full departmental uniform or conservative office attire and have displayed conspicuously on one's person, or in an otherwise appropriate and visible place, City-issued picture IDs.
3. Display City-issued picture IDs either on one's person or in an otherwise appropriate and visible place approved by the employee's supervisor;

- ~~4. Not enter a citizen's home unless wearing either full departmental uniform or conservative office attire, depending upon the employee's department;~~
4. Keep hair clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Long hair should be pulled back in a professional manner; (extreme hairdos/exaggerated high styles are prohibited);
5. Fingernails shall be of a length that will not interfere with job duties such as typing or filing
6. Beards must be neatly trimmed, have a professional appearance and be at a length that maintains safety in the workplace;
7. Visible piercings other than ears are prohibited (Earring must not be distracting and length shall not interfere with job duties);
8. Gauge earrings are not allowed. Current employees who have gauge earrings when this policy is enacted shall not be allowed to increase the size of the gauge;
- 5.9. Body art that impairs performance or disrupts the transaction of public business is prohibited.
  6. Neatly trim all sideburns, moustaches, and beards;
  7. Visible piercing other than ears are prohibited (Earring must not be distracting and length shall not interfere with job duties); and
  8. Visible tattoos must be covered.

#### All City Employees

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

#### Tattoos

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

#### Use of City-Issued Uniforms/Clothing

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

#### Exceptions

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

#### Violations

All employees reporting for duty wearing items that do not comply with this policy will be required to take

the necessary steps to comply prior to starting their prescribed work day. Employees who are unable to begin their scheduled work day because of uniform issues will be subject to disciplinary action.

2/22/18

P. WORKPLACE VIOLENCE:

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

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

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

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

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

Q. AMERICANS WITH DISABILITIES ACT / ACCOMMODATIONS:

If an employee becomes restricted in a major life function, a request for accommodation may be made to the employee's Department Head. The request must be made in writing and must include the specific accommodation requested. Proof of the disability and work restrictions must be provided at the time of the request. The City will not recognize those disabilities that have been disapproved by the Social Security Administration and/or the State of Kansas. Every reasonable attempt will be made to provide accommodation to allow the employee to be a productive member of the City's workforce. Any special equipment, software, furniture, etc., purchased by the City remains the property of the City.

R. OPEN DOOR / CHAIN-OF-COMMAND:

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

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

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

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

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

S. THIRD PARTY INTERVENTION:

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

T. NEPOTISM:

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

Immediate family members of the Governing Body and Department Heads will not be hired for regular,



~~full-time any type of~~ employment within any department in the city ~~except for seasonal positions.~~

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

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

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

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

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

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

#### U. TOBACCO AND ELECTRONIC CIGARETTE USE:

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



## SECTION II

### PLACEMENT

#### A. EMPLOYMENT ELIGIBILITY:

1. A job applicant may be disqualified for, among others, the following reasons:
  - a. Determination that the applicant intentionally made false statement(s) on his/her employment application;<sup>2,7</sup>
  - b. Unsatisfactory reports from previous employers;<sup>2,7</sup>
  - c. Unfavorable background check;<sup>2,7</sup>
  - 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;<sup>2</sup>  
~~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,<sup>1</sup> AND THE CITY RESERVES THE RIGHT TO INTERVIEW AND HIRE ANY APPLICANT IT CHOOSES.

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

#### B. TYPES OF POSITIONS:

1. Regular Positions: Employees in regular positions with the City are those employees who are not in a temporary ~~or introductory~~ status and who are regularly scheduled to work Haysville's full-time schedule of at least 2,080 hours per year. Generally, employees in a regular position with the City are eligible for benefits and privileges in accordance with current City procedures.
2. Regular Part-Time Positions: Employees in regular part-time positions with the City are those employees who are not assigned to a temporary ~~or introductory~~ status and who are regularly scheduled to work less than the full-time schedule, but at least 20 hours per week and typically work less than 1,560 hours per year. Regular part-time employees are typically not eligible for fringe benefits. After a one year measurement period, regular part-time employees averaging at least 30 hours per week are eligible for medical insurance.
3. Temporary Positions: Employees in temporary positions with the City are those employees, either full-time or part-time, who are limited to 1,000 hours in a 6 month period per calendar year. Persons hired under the temporary position category are not eligible for fringe benefits.

#### C. TRAINING PERIOD:

The training period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, personal and social capabilities, and overall performance. Either the employee or the City may end the employment relationship at any time during the training period with or without cause or advance notice.

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

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

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

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

#### D. TRANSFERS:

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

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

3. If the transfer is to a classification with a starting salary (step one) fifty cents (\$.50) or more higher than the employee's current classification, the employee's salary will be raised to at least the starting salary of the new classification. If the employee currently earns more than the starting salary, the employee's new rate will be the step in the new classification that first exceeds the employee's current rate of pay.~~a salary increase shall be given of no more than fifty cents (\$.50) per hour.~~

E. PROMOTIONS:

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

F. DEMOTIONS:

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

GF. 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.)

HG. RETIREMENT:

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

### SECTION III

#### VACATION AND LEAVES

##### LEAVES OF ABSENCE:

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

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

- 1. Employees in regular positions with the City are granted vacation leave credited annually on the employee's anniversary (hire-in) date. The following list shows the correlation between year of employment and hours available:

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

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

- 2. Vacations are scheduled through the Department Heads or their designees and can be taken in two (2) hour increments.

3. Department Heads may take their vacations at any time subject to the approval of the Chief Administrative Officer.
4. An employee leaving the employment of the City shall receive pay for vacation credited and unused to the date of his/her separation or resignation, provided he/she has been in service of the City for at least one year. (See Article B, Section II, I, for Pay on Termination.)
5. At times, circumstances may prevent an employee from taking all of his/her vacation that is accumulated within the year. Any request for carryover must be submitted, in writing, and be approved by the Department Head. The carryover request must be accompanied by a Leave Request that schedules the usage of all requested carryover days. Department Heads must have carryover vacation approved by the Chief Administrative Officer. Employees reporting directly to the Mayor must have carryover vacation approved by the Mayor. The Department Head or Mayor is not obligated to approve carryover requests.
6. Waiving Vacation Prohibited: Employees shall not be permitted to waive vacation leave for the purpose of receiving double pay.
7. Holidays Occurring During Vacation Period: Any official holiday, as set forth in this article, which shall occur during an employee's scheduled vacation period, shall not be counted as a day of vacation.
- ~~8. When an employee returns from vacation he/she must fill out an absence report stating the dates of vacation which must be signed by the Department Head and filed with the Assistant City Clerk. An absence report will be filled out for any type of leave used.~~

G. SICK LEAVE:

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

1. Spouse, and parents thereof;
  2. Sons and daughters, and spouses thereof;
  3. Parents, and spouses thereof;
  4. Brothers and sisters, and spouses thereof;
  5. Grandparents and grandchildren, and spouses thereof;
  6. Domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and
  7. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- ~~the spouse, child, step-child, parent, step-parent, grandchild residing with the employee, or any person of whom the employee has legal guardianship.~~

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

Sick leave is not earned but is a benefit granted to employees to accommodate the

occasional need to remain at home due to illness. Regarding the granting of sick leave in the first month of employment: if the hire date falls in the first half of the month (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.

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

a. The employee or an immediate family member is ill or has a medical appointment~~has an actual illness or disability requiring absence from work;~~

~~b. The spouse, child, step-child, parent, step-parent, or any person of whom the employee has legal guardianship is ill;~~

~~c. The employee or a member of his/her immediate family has a medical appointment;~~

bd. All days of funeral leave have been exhausted;—

ce. An employee who has used all accrued leave but must be off work for any of the reasons listed under “Uses of Sick Leave” in this item may request that other employees be given the option of donating some of their accrued sick leave to the employee who is without accrued leave. A request for donated sick leave will be sent twice by the Assistant City Clerk. Employees who have accumulated 240 hours of sick leave may donate at least one full day (8 hours) but not more than two days (16 hours) to another employee who has depleted all paid leave but has an illness or medical condition, or whose immediate family member has an illness or medical condition, that prevents that employee from working. Forms and guidelines are available from the Assistant City Clerk; or—

df. Department Heads may make exceptions, with approval from the Chief Administrative Officer, in extreme circumstances. If an employee has no available leave other than sick leave, the Department Head has the discretion to grant, eight (8) hours at a time, up to sixteen (16) hours of special personal time to be deducted from accrued sick leave.

3. Sick leave will be rounded up to the nearest half-hour.

4. Reporting of Sick Leave: If a personal or immediate family member illness prevents any employee from performing assigned duties, said employee shall notify his/her supervisor of the problem. The call should be placed prior to scheduled beginning of the employee's workday. If an employee is absent from work and has not notified the supervisor, sick leave will be granted only by specific Department Head approval. Leave will not be recorded as sick leave unless it has been approved. ~~The supervisor may request a written statement from the employee's doctor explaining the illness or treatment. Upon returning to work, the employee must file an absence report, stating the reason for the absence.~~ A 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 ~~absence report and~~ sheet or card.

5. Before an employee can be permitted to perform regular duties after having sustained an injury that prevents the employee from satisfactorily performing the essential functions of



his/her job, undergone surgery that prevents the employee from satisfactorily performing the essential functions of his/her job, or having been ill beyond thirty (30) 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 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. ~~If an employee has no vacation or holiday time left but has sick leave accumulated, the Department Head has the discretion to grant, eight (8) hours at a time, up to sixteen (16) hours of special personal time to be deducted from accrued sick leave.~~

65. Sick Leave On Termination: Upon voluntary termination of employment, if two (2) weeks' notice has been given, an employee may receive pay for one-half, up to thirty days (240 hours), of credited sick leave. If an employee resigns without giving two weeks' notice, no payment for sick leave will may be made ~~at the option of the Department Head~~. If the employer terminates employment, no payment for sick leave will be made. An employee retiring from City service shall receive pay for all accrued, credited, sick leave. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City. (See Article B, Section II, I, for Pay on Termination.)

76. When a request to utilize sick leave is for a scheduled work day occurring immediately before or after a holiday or holiday weekend, a doctor's note substantiating the illness will be required in order to be paid for such unworked day. If a doctor's note is not provided to the Assistant City Clerk prior to or in conjunction with submission of the time card covering such requested use of sick leave, the day will be unpaid unless the use of sick leave is approved by the Department Head. The intention of this section is to prevent the abuse of sick leave for the purpose of extending a holiday or holiday weekend.

#### H. FUNERAL LEAVE:

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

I. WORKPLACE INJURY LEAVE:

1. Eligibility: Employees who are eligible to receive workers' compensation are entitled to work-related injury leave with full pay for up to five scheduled work days (40 hours or the normal number of hours scheduled in a week). Leave for a covered workers' compensation illness or injury arising out of and in the course of employment, is not charged to vacation leave or sick leave.
2. Reporting Injury Leave and Explanation of Benefits: In order for an employee to be eligible for paid injury leave, the nature of the injury must be reported to the employee's supervisor and Department Head within twenty-four (24) hours (1 working day); the location where the injury took place; the materials the employee was using at the time of the injury; the extent of damage, if any, to City equipment; the work procedure the employee was following at the time of the injury; the extent of supervision at time of injury; and a statement as to how the injury could have been avoided. This report, exclusive of any workers' compensation form, must be completed and filed with the Assistant City Clerk within twenty-four (24) hours of the injury, if at all possible, before an employee is eligible for injury leave. Further, an employee must notify his/her supervisor at the beginning of the shift that the employee will be absent due to an injury on the job. Injury leave shall not be granted without written verification that the employer's workers' compensation doctor recommended the time off work. In the event an employee is injured and receives injury leave pursuant to this section, the employee shall be compensated at his/her full rate of pay for a maximum of twelve weeks. If workers' compensation benefits are discontinued, the employee on injury leave shall no longer receive a regular paycheck from the City. During the time an employee on injury leave receives a full paycheck from the City, the weekly payments authorized by the Kansas Workers' Compensation (two thirds [2/3] of gross average weekly wage) will be returned to the City Clerk no later than forty-eight (48) hours after their receipt. If an employee continues on injury leave after the twelfth week, the employee will then receive only the workers' compensation payments and not a City paycheck. Any payroll deductions for health insurance must be paid by the employee to the City in a timely manner to continue insurance coverage, and any other optional deductions can be continued or terminated at the request of the employee.
3. Return to work/light duty program: If an employee is injured and is placed on restrictions by a physician that impede or prevent the employee from resuming regular job duties, the City may offer the individual a limited term job assignment or light duty assignment which will comply with the statement from the physician regarding job duty restrictions. The return to work/light duty program is not available to Part-Time Employees. The differing job assignment or light duty assignment will be 1) actual open positions with the City, and 2) limited to a specific length of time based upon the availability of such assignment and the specific injuries of the employee. Permanent restrictions shall not qualify for this short-term accommodation.

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.

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

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

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

When an employee is attending physical therapy as a direct result of an injury on the job, as described in this Injury Leave section, the employee will not be paid twice for the same hour(s) spent attending physical therapy. If physical therapy is scheduled on a day when an employee is taking another type of leave, the amount of the other type of leave taken will be reduced by the time spent attending physical therapy. For example: an employee in a regular position, who works eight (8) hours each day, spends two (2) hours attending physical therapy on a day scheduled as vacation leave. The employee will be paid six (6) hours vacation leave and two (2) hours injury leave.

#### ~~J. ——— MILITARY RESERVE LEAVE:~~

- ~~1. ——— Eligibility: An employee is eligible for military reserve leave in the event he/she is a member of any reserve component of the United States Armed Services and, pursuant to order, participates in a term of active duty or field training encampment.~~
- ~~2. ——— Reporting Military Reserve Leave: In order for an employee to receive military reserve leave, the employee must submit orders necessitating the absence from employment to his/her supervisor not less than eighty (80) working hours prior to the commencement of the absence from employment. Upon the employee's return to work after completion of the military reserve responsibilities, the employee must submit to the City Clerk documents evidencing all monies received for participation in military reserve duties. Military reserve leave shall be limited to a maximum of one hundred forty-four (144) hours of active participation in military reserve duties and a maximum of thirty-two (32) working hours of travel time from the City of Haysville to the location where the employee's military reserve duties were performed. In no event shall an employee receive payment for military reserve leave in excess of the difference between the amount received by the employee for performing military reserve responsibilities and his/her normal amount of pay. In the event an employee's military reserve duties require the employee to be absent from work in excess of the maximum amount of military reserve leave set forth, the employee may request discretionary leave to satisfy military reserve responsibilities.~~
- ~~3. ——— City employees shall be granted two weeks leave per year for meeting annual military training requirements. Such employees must give the City advance notice of annual training requirements and the scheduling thereof, and shall provide the City with copies of their applicable orders. Notice enables Department Heads to make appropriate adjustments in work schedules and workloads.~~

- ~~4. The employee may elect to waive their regular paycheck and accept the military payment instead.~~
- ~~5. This policy may change without notice to remain in compliance with State or Federal Law regarding military leave from civilian employment.~~

JK. MILITARY LEAVE:

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

5. Military Reserve Leave

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

between the amount received by the employee for performing military reserve responsibilities and his/her normal amount of pay. In the event an employee's military reserve duties require the employee to be absent from work in excess of the maximum amount of military reserve leave set forth, the employee may request discretionary leave to satisfy military reserve responsibilities.

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

KL. 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.

LM. CIVIL LEAVE:

- 1. Jury Duty or Witness For the City Under Subpoena: Upon receipt of the order requiring the employee to report for jury duty or placing the employee under subpoena, the order will be shown to the immediate supervisor who shall receive the required permission from the Department Head. Upon receipt of pay for jury duty or witness fee, the employee shall endorse or cash the check and deliver the funds to the bookkeeping department. The employee may retain reimbursement for personal travel expenses or meals. The employee shall receive full pay for the time spent on jury duty. If the employee is serving or appearing for jury duty on their own time, the employee may retain any payments received.
- 2. Court Appearance: Upon receipt of the order requiring the employee to make a court appearance, arrangements shall be made by the employee with the employee's supervisor to receive permission from the Department Head to comply with the order. An employee who is required to make a court appearance in an official capacity in connection with the City of Haysville or as expert witness either because of the employee's profession or observed knowledge will be considered on duty and no charge is made against civil leave. The employee shall file for fees where a fee is paid. The employee shall turn such fees over to the City when testimony arises out of employment with the City of Haysville when testimony is given during duty hours. If the employee uses his/her own

transportation the employee may keep travel expenses.

3. Employees Involved In A Personal Case: If an employee is involved in court in a personal case, either as plaintiff or defendant, the employee shall be granted leave but the time off ~~must~~may be charged ~~either~~ to an available, accrued ~~vacation~~ 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 ~~or personal holiday~~.

~~MN.~~ 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.

~~NO.~~ LEAVES OF ABSENCE WITHOUT PAY:

1. A Department Head may grant leaves of absence without pay.
2. ~~Normally, if~~Leaves of absence without pay will not be granted until all available leave has been exhausted.
3. Requests for leave for personal reasons shall be submitted in writing to the Department Head stating reasons for the request, the date the leave shall begin and the probable date of return.
4. If an employee is no longer able to meet the requirements of his/her position, the employee may be placed on leave without pay until again qualified, for up to six (6) months, or employment may be terminated immediately.

~~OP.~~ ADMINISTRATIVE LEAVE/FMLA LEAVE:

1. Administrative leave with or without pay may be authorized by a Department Head (or Mayor if the employee reports to the Mayor) when deemed appropriate and any appropriate medical related leave is subject to the City's designation as FMLA leave.
2. Before leave without pay will be granted, the employee must use all accrued paid leave. The City will provide written notice of FMLA eligibility when the employee is close to exhausting all accrued leave and continues to be off work.
3. After one year of employment, an employee may request administrative leave without pay under the Family Medical Leave Act and leave will be granted in accordance with the provisions of that act and City policy.
  - a. FMLA leave for up to twelve weeks (480 hours) during a twelve month period (beginning with the first day after all accrued, paid leave is exhausted) may be requested or designated for the birth of a child, or the placement of a child with

the employee for adoption or for foster care; to care for a spouse, son, daughter, or parent with a serious health condition; for the employee's own serious health condition.

- b. FMLA leave may be requested or designated for an illness, injury, impairment, or physical or mental condition that involves either inpatient care, hospice, or residential care facility, or continuing treatment by a health care provider for three or more consecutive days (72 hours); any period of incapacity because of pregnancy or prenatal care; any period of incapacity because of a chronic serious condition; any period of absence to receive multiple treatments by health care providers for reconstructive surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three consecutive days (72 hours) if untreated.
- c. When both husband and wife work for the City, the full amount of leave is limited to an aggregate of twelve weeks (480 hours), when the leave is for the birth, adoption, or foster care of a child, or to care for a sick parent.
- d. Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or is on the temporary disability retired list.

- e. An employee request for FMLA leave must be made in writing thirty days in advance where the leave is foreseeable and where not possible as much notice as practical; the request or designation must be supported by a health care provider's certification of the medical condition of the person affected; the certification must include the date on which the serious health condition began, the probable duration of the condition, and other appropriate medical facts; the certification must contain a statement that the employee is needed to care for the child, spouse, or parent and an estimate of the amount of time the employee is needed. If the employee is ill, the certification must include a statement that the employee is unable to perform the essential functions of the employee's job. When the certification is for intermittent leave for planned medical treatment, it must include the dates on which the treatment is expected to be given and the duration of the treatment. A weekly update or schedule should be provided to the City Clerk.
- f. At the option of the City, a second opinion may be required from a health care provider chosen by the City.

- g. If the second opinion differs from the first, a third opinion may be required and is considered final and binding on both the employee and the City.
- h. Benefits do not accrue during the twelve weeks of FMLA leave. Health insurance will continue during the twelve weeks as if the employee was still on the job and all employee contributions must be made in the appropriate manner. Intermittent leave, where the employee is on leave for two (2) week periods or greater, will require the employee to make health insurance contributions.
- i. Leave request forms are available from the City Clerk.

PQ. HOLIDAYS:

1. All employees in regular full-time positions with the City of Haysville shall receive holidays with pay for all legal holidays observed by the City. ~~Regular Part-Time employees shall receive holidays with pay in proportion to their scheduled work week. For example, a Regular Part-Time employee who regularly works twenty-five (25) hours per week will receive five (5) hours of holiday pay for all legal holidays observed by the City.~~

When a request to utilize sick leave is for a scheduled work day occurring immediately before or after a holiday or holiday weekend, a doctor's note substantiating the illness will be required in order to be paid for such unworked day. If a doctor's note is not provided to the Assistant City Clerk prior to or in conjunction with submission of the time card covering such requested use of sick leave, the day will be unpaid unless the use of sick leave is approved by the Department Head. The intention of this section is to prevent the abuse of sick leave for the purpose of extending a holiday or holiday weekend.

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

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

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

Legal holidays observed by the City are:

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

2. Personal Holidays:

- a. All employees in regular full-time positions shall receive two (2) personal

holidays each year.

- b. Personal holidays in year of hire: Employees hired before July 1 are allowed two personal holidays a year; employees hired July 1 or after, but before October 1 are allowed one personal holiday; employees hired October 1 or after do not receive personal holidays until the following year.

~~Personal holidays for Regular Part-Time employees will be in proportion to their scheduled work week. For example, a Regular Part-Time employee who regularly works twenty-five (25) hours per week will receive five (5) hours per personal holiday.~~

- 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 two (2) hour increments.

QR. WELLNESS LEAVE:

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

RS. EXTENDED ABSENCE: When an employee takes six (6) months or more of any individual leave or combined types of leave, the employee will be required to pass a fit-for-duty test administered by the City's workers' compensation doctor prior to returning to work. If employee is in a position that requires psychological evaluation during the hiring process, employee will also be required to pass a psychological evaluation by the City's psychological doctor prior to returning to work.



## SECTION IV

### DISCIPLINE

#### A. AUTHORITY TO DISCIPLINE:

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

#### B. REPRIMAND: Verbal/Written

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

#### C. SUSPENSION:

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

#### D. DEMOTIONS:

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

#### E. EMPLOYEES COMMITTING CRIMINAL OFFENSES:

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

#### F. DISMISSALS:

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



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

G. RETURN OF CITY PROPERTY:

An employee leaving the City's service through resignation, layoff, dismissal, or retirement is responsible for returning all City property before receiving final paycheck. ~~The value of any City property not returned will be deducted from the final paycheck.~~ (See Section 1, Article H, ~~Section 1~~, Return of City Property)

## SECTION V

### BENEFITS

#### A. FRINGE BENEFITS:

1. Medical Insurance Coverage: Regular full-time employees will receive group medical insurance the 1<sup>st</sup> of the month following a 30-day waiting period. Regular part-time employees who average at least 30 hours per week, after a one year measurement period, are eligible for medical insurance. A Section 125 Plan is in effect and allows the employee the option to deduct the employee's contribution to insurance from before-tax income. The amount of any such employee contribution may change from time to time as established by the Department Heads.
2. Term Life Insurance: Regular full-time employees will become eligible to participate in the City's group life insurance plan immediately upon hiring. Effective dates of coverage will depend upon the time required to generate the necessary paperwork and for the insurance carrier to process the application. Certain insurance requirements may disqualify an employee from coverage.
3. Workers' Compensation: The City carries workers' compensation on all employees. All injuries must be reported immediately to the employee's immediate supervisor.
4. ~~4. Voluntary Retirement Plan~~Deferred Compensation Program: A payroll deduction program is an option of the employee to contribute to a personal retirement fund, ~~taken from the gross pay before taxes.~~ Employees may select KPERS 457, a deferred compensation program where the employee's contribution is taken from the gross pay before taxes, or KPERS 457 ROTH, a program where the employee's contribution is taken after taxes.
5. Dental Insurance: Dental Insurance coverage is available through payroll deduction.
6. Employee Assistance Plan: Employee Assistance Consultants (EMPAC) provides assistance for most problems to any employee or family member.
7. HAC: Each employee receives a free single membership to the Haysville Activity Center. The value of a single membership shall be considered part of the employee's wages for tax purposes. Payroll deduction is available for family memberships. Part Time and Temporary employees are eligible for the HAC benefit. Contract employees do not qualify. Part Time employees must work an average of 5 hours per week to qualify.
8. ACH: Automatic deposit of payroll checks is available at the employee's request. Forms are available from the Assistant City Clerk.
9. Vision Insurance: Vision Insurance coverage is available through payroll deduction.

#### B. RETIREMENT PLAN:

| It is mandatory that all regular full-time City employees become ~~a~~ participating members of the Kansas Public Employees Retirement System (KPERS). The KPERS plan, in addition to retirement benefits, also provides disability and life insurance benefits.

## SECTION VI

### CITY OWNED AND PRIVATE VEHICLES AND EQUIPMENT

#### A. USE OF CITY OWNED VEHICLES AND EQUIPMENT

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

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

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

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

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

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

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

#### B. USE OF PRIVATE VEHICLES AND SUBSISTENCE

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

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

## SECTION VII

### DEPARTMENT HEADS

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

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

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

## SECTION VIII

### EMPLOYEE SAFETY

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

**SAFE OPERATION AND HIGH PRODUCTIVITY ON THE JOB.**

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

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

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

## SECTION IX

### SUBSTANCE ABUSE POLICY

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

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

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

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

#### A. PURPOSE

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

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

#### B. DEFINITIONS

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

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

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



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

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

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

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

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

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

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

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

Reportable Incidents: A reportable incident is:

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

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

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

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

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

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

## C. TESTING PROTOCOL AND PROCEDURES

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

Testing will occur as follows:

1. Applicant Testing. Each applicant shall read the substance abuse policy and complete, sign and date a chemical screening consent and release form. All applicants for employment with the City who receive a conditional offer of employment will be required, as a condition of employment, to successfully complete a drug detection test. Any conditional offer of employment will be withdrawn

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

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

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

3. Post-Motor Vehicle Accident Testing. An on-duty employee involved in a motor vehicle accident resulting in any damage to any vehicle, and/or an employee involved in a motor vehicle accident resulting in any damage to any vehicle while such employee is operating a city-owned vehicle at any time, will be subject to a drug and alcohol test as soon as possible after the accident. Accidents determined to be no fault of the employee will not require the employee to be tested. Any employee who is seriously injured and cannot provide a specimen at the time of the accident shall be required to provide the necessary authorization for obtaining hospital or treatment records and other documents that would indicate whether there were any substances in the employee's system that could have impaired the employee's ability to safely operate a vehicle.
4. Return to Service Testing. Employees who return to service after an extended time (twelve weeks or longer) away from employment with the City will be required to submit to drug testing.
5. CDL additional requirements. Employees already employed by the City who seek to transfer into a job position that requires them to have a Commercial Drivers License must complete a drug/alcohol test prior to such job transfer taking effect. Upon receipt of a negative test, the employee may

perform those functions that require the CDL. Details of pre employment testing and exemptions can be found in 49 CFR, part 382.301.

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

6. Random Testing

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

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

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

D. TESTING OF EMPLOYEES: Test and Post-Test Procedures and Appeals. This section describes testing and post-test procedures regarding the City's drug/alcohol testing program.

1. Types of Tests. Generally, drug or alcohol screening of applicants or employees will include a urinalysis and may also include breath analysis, hair analysis and/or blood testing. The City's drug testing program is designed to identify, through chemical testing (but is not limited to), the presence/use of the following drug groups: alcohol; amphetamines; barbiturates; cocaine/metabolite; methaqualone; phencyclidine (PCP); opiates; benzodiazepines; and cannabinoids (THC, the active ingredient of marijuana). These groups were selected based on known abuse in the community and the ability of each substance to adversely affect physical/mental performance. As new or existing drugs develop into abuse problems, they shall be included in the testing when technically and financially feasible.
2. All drug/alcohol testing shall be done at a city designated facility.
3. An employee shall be informed of the testing result by a designated representative of the City. All testing results will be kept confidential in conformance with the City's personnel policies, applicable provisions of State and Federal law. The release of such results shall be allowed when

necessary for administrative or judicial action or review. Testing results may have a reduced expectation of privacy as part of request for review of a disciplinary action by the employee, as such request necessitates providing the information to additional individuals to utilize in the review of the evidence.

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

#### E. EXCEPTION FOR PRESCRIBED MEDICAL USAGE

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

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

#### F. INVESTIGATION

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

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

#### G. DISCIPLINARY ACTION

1. Any employee engaging in the use of alcohol while on city business or who reports for duty under the effects of alcohol will be removed from the workplace, required to undergo testing and may be disciplined up to and including termination. This provision, however, shall not apply to law enforcement officers whose use of alcohol is necessitated by current undercover assignment. However, this exception shall not apply to a law enforcement officer who reports for duty under the influence of alcohol, regardless of assignment.
2. Any employee engaged in the use, possession, purchase, sale, or transfer of any illegal drug while on city property or while on city business will be removed from the work place, required to undergo testing, and may be disciplined up to and including termination and may be subject to criminal investigation and/or prosecution. This includes prescription drugs, unless the individual has been given a valid prescription by a medical professional for such drug.
3. If an employee is arrested or convicted for driving under the influence of alcohol and/or drugs, or for violation of a drug statute (while on or off duty/city business), the city may utilize the drug and alcohol testing procedure and conduct an investigation. If evidence supports a finding that such employee violated a City policy or a federal, state or local law, City administrative personnel will determine the appropriate course of action. The employee may be disciplined, up to and including termination.
4. As a condition of employment, an employee agrees that at any time while employed by the City, the employee shall notify the City's Designated Employee Representative (DER) of any DUI arrest, drug-related conviction or for any plea of guilty, *nolo contendere*, diversion or suspended imposition of sentence that has been entered on a drug or alcohol related charge. The employee must give notice in writing to the City within five (5) days after such arrest, conviction, AND disposition of charge. If a sentence is imposed for such act that makes it impossible for an employee to carry out their job duties, such employee shall be terminated from employment.
5. The City will not hire any applicant who tests positive for illegal drugs or alcohol. Such persons shall be prohibited from employment with the City for one (1) year. Applicants who have reapplied shall be subjected to a new drug screening prior to being reconsidered for employment.

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

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

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



H. CDL SPECIFIC PROCEDURES. Where this section conflicts with other sections of the Substance Abuse Policy, the more stringent of the two sections shall govern.

1. General

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

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

2. Test Refusal

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

- a. Behavior that Constitutes a Refusal to Test.
  - i. Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
  - ii. Tampering with, adulterating, or substituting a specimen.
  - iii. Failure to appear for testing upon notification.
  - iv. Leaving the scene of an accident without just cause prior to submitting to a test.
  - v. Leaving collection facility prior to test completion.
  - vi. Failing to permit an observed or monitored collection when required.
  - vii. Failing to take a second test when required.
  - viii. Failing to undergo a medical examination when required.

- ix. Failing to cooperate with any part of the testing process.
- x. Failing to sign Step 2 of the alcohol test form.
- xi. Once test is underway, failing to remain at site and provide a specimen
- b. No driver shall refuse to submit to an alcohol or controlled substance test required by 49 CFR, parts 40 and 382.

### 3. Tests Required

#### a. Post-Accident testing for CMV operators.

i. As soon as practicable following an accident, the driver of a commercial motor vehicle, operating on a public road in commerce, must be tested for alcohol and controlled substances under certain conditions.

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

b) Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.

ii. The driver who is subject to post-accident testing shall remain readily available for such testing (meaning that the employer knows where the driver is) or may be deemed by the City to have refused to submit to testing.

iii. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

iv. Details of post-accident testing and exemptions can be found in 49 CFR, part 382.303. The following chart defines when an accident has occurred and when testing must take place.

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

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

4. Handling of Test Results, Confidentiality

a. Access to records.

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

5. Consequences for Operating a Vehicle in a Prohibited Manner

- a. Operators who refuse an alcohol test following a driving related event will be subject to termination under the insubordination provisions of this personnel manual.
- b. Operators who test positive for alcohol following a driving related event will be subject to termination if the amount of alcohol within such employee's system is prima facie grounds for criminal action, under the prohibition against criminal conduct on duty provisions of this personnel manual.
- c. Operators who test positive for any amount of alcohol within their system following a driving related event in which any person, including the operator, suffered an identified injury will be subject to discipline up to and including termination for unsafe operation of a vehicle.
- d. Operators who test positive for any amount of alcohol within their systems following a driving related event will be subject to termination if the event was a second or subsequent act of violation of the prohibition against use of alcohol within the scope of employment as set forth within this policy.
- e. Operators who test positive for any amount of alcohol within their systems who have been involved for the first time in a minor traffic event resulting in damage of \$500 or less with no harm to themselves or another individual may be given an opportunity to retain his or her employment, provided they:
  - i. Participate in an evaluation by EMPAC, and
  - ii. Actively participate in and successfully complete any EMPAC recommended evaluation/rehabilitation program, and
  - iii. Receive a verified negative test result on a return-to-duty test, and
  - iv. Retain all of the licenses and qualifications necessary for the job position.

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

## SECTION X

### NON-HARASSMENT POLICY

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

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

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

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

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

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

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

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

All reports will be treated, to the extent possible, confidentially and will be promptly investigated.

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

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

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

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

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

- Be construed as being a term or condition of an individual's employment, i.e., when supervisor or other employee threatens or insinuates, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances or demands will adversely affect that person's employment in any way, or when the employee's or applicant's agreement to submit to sexual advances or demands will positively affect that person's employment in any way;
- Be used as a basis for making employment decisions affecting an employee or applicant, depending upon the employee's or applicant's submission to, or rejection of, improper

- conduct; and
- In purpose or effect, substantially interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment.

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

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



SECTION XI  
GRIEVANCE PROCEDURE

A. Purpose

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

B. Eligibility

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

C. Basis for Grievance

Eligible employees may file grievances for the following reasons:

Disciplinary Action

Demotion  
Disciplinary Probation  
Suspension of More Than Three Days

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

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

D. General Provisions

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

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

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

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

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

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

#### E. Grievance Procedure

##### Step 1

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

##### Step 2

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

The written grievance shall contain the following information:

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

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

##### Step 3

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

The grievance board shall be established by the Mayor and shall consist of three members as follows: One member shall be chosen by the grievant; one member shall be a non-supervisory employee chosen by the

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

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

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

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

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

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

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

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

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

## SECTION XII

### WEAPONS IN THE WORKPLACE

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

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

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

D. The City in no way encourages the carrying of a concealed handgun by employees unless it is required pursuant to the employee's job duties, and, as such, it is up to the employee to act responsibly in accordance with this policy and the provisions of federal and state law. It is an employee's sole responsibility for proper concealment and carrying of the handgun, and the carrying of the handgun may not interfere with proper safety equipment, execution of approved safety protocols, or an employee's performance of all assigned duties. The City is not liable for incidents involving the discharge or misuse

of a firearm, whether accidental or intentional. Any liability or costs associated with the employee's decision to conceal carry, including any resulting injuries or damages, will be considered the responsibility of the employee and will not be defended by the City. The City is not liable for any loss including damage to or theft of a personal firearm or any other personal property.

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

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

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

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

## ARTICLE B - COMPENSATION

### INTRODUCTION

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

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

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

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

## SECTION I

### POSITION CLASSIFICATION PLAN

A. POSITIONS:

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

B. CLASSIFICATIONS:

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

C. PAY RANGES:

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

D. ABOLITION OF A POSITION:

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

E. CLASSIFICATION OF NEW POSITIONS:

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

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

F. CHANGES OF DUTIES, RECLASSIFICATION OF POSITIONS:

The reclassification of a position shall effect no change in the salary of any employee in that position if the employee's salary falls within the range of the new classification. For information on Transfers, see Section A, Page A-139.

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 month training period unless waived by the Department Head (or Mayor if the employee reports to the Mayor).

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

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

H. NOTICE OF RECLASSIFICATION:

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

SECTION II  
COMPENSATION

A. ESTABLISHMENT OF WAGE SCHEDULE:

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

B. SALARY INCREASE:

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

C. BLANKET RAISES:

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

D. COST OF LIVING:

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

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

E. LONGEVITY PAY:

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

F. STEP INCREASES:

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

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

G. PROMOTION TRAINING PERIOD:

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

H. PAY PERIODS:

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

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

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

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

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

I. PAY ON TERMINATION:

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

1. Resignation (Voluntary Termination)

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

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

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

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

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

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

K. ON CALL PAY:

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

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

L. HOLIDAY OVERTIME:

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

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

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

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

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





# City of Haysville

**DATE**  
**3/20/2018**

**Valley Gutters**  
Approximate Quantities

**PROPOSED PROJECT** Payment will be based on actual Quantity Repaired.

ITEM NO.	Location	DESCRIPTION	QUANTITY	UNIT	Project Cost	
					UNIT PRICE	COST
1	4th St. & Turkle Ave.	Valley Gutter	562.0	SF	\$7.25	\$4,074.50
2	4th St. & German Ave.	Valley Gutter	265.0	SF	\$7.25	\$1,921.25
3.	Turkle Ave. & Dwight Ct.	Valley Gutter	24.0	SF	\$7.25	\$174.00
4.	200 Blk of Stewart Ct.	Valley Gutter	236.0	SF	\$7.25	\$1,711.00
5.	Stearns Ave. & 2nd St.	Valley Gutter	550.0	SF	\$7.25	\$3,987.50
Total Square Footage (6" depth)			1637.0		Sub Total	\$11,868.25



# City of Haysville

**DATE**  
**3/20/2018**

**Curb and Gutter**  
Approximate Quantities

**PROPOSED PROJECT** Payment will be based on actual Quantity Repaired.

ITEM NO.	Location	DESCRIPTION	QUANTITY	UNIT	Project Cost	
					UNIT PRICE	COST
1.	Orchard Acres	Curb and Gutter	5930.0	LF		\$59,300.00
2.	Dirck St.	Curb and Gutter	2370.0	LF		\$23,700.00
3.	Various Locations	Curb and Gutter	361.0	LF	\$18.00	\$6,498.00
Total LF Curb & Gutter			8661.0	LF	Sub Total	\$89,498.00





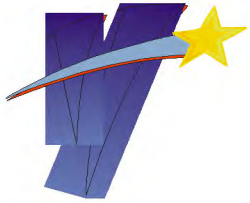
# City of Haysville

**DATE**  
**3/20/2018**

**Mill & Overlay**  
Approximate Quantities

**PROPOSED PROJECT** Payment will be based on actual Quantity Repaired.

ITEM NO.	Location	DESCRIPTION	QUANTITY	UNIT	Project Cost	
					UNIT PRICE	COST
1.	Mimosa Drive	Mill and Overlay 3"	4333.0	SY	<b>\$20.00</b>	\$86,660.00
		<b>Total LF Curb &amp; Gutter</b>	<b>4333.0</b>	<b>SY</b>	<b>Sub Total</b>	<b>\$86,660.00</b>



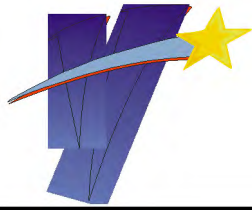
# City of Haysville

**DATE**  
**3/20/2018**

**Concrete Aprons**  
Approximate Quantities

**PROPOSED PROJECT** Payment will be based on actual Quantity Repaired.

ITEM NO.	Location	DESCRIPTION	QUANTITY	UNIT	Project Cost	
					UNIT PRICE	COST
1.	Ballard Ave. and E. Grand Ave.	Concrete Apron	3125.0	SF	\$7.25	\$22,656.25
2.	German Ave. and W. Grand Ave.	Concrete Apron	3125.0	SF	\$7.25	\$22,656.25
3.	S. Main St. Grand Ave.	Concrete Apron	5900.0	SF	\$7.25	\$42,775.00
4.	S. Jane and Grand Ave.	Concrete Apron	3875.0	SF	\$7.25	\$28,093.75
5.	Turn Around-Randal Dorner Park Complex	Concrete Apron	7300.0	SF	\$5.75	\$41,975.00
		<b>Total Square Footage</b>	<b>23325.0</b>	<b>SF</b>	<b>Sub Total</b>	<b>\$158,156.25</b>



# City of Haysville

DATE  
3/20/2017

**Slurry Seal**  
Approximate Quantities

**PROPOSED PROJECT** Payment will be based on actual Quantity Repaired.

ITEM NO.	Location	DESCRIPTION	QUANTITY	UNIT	Project Cost	
					UNIT PRICE	COST
1	West Grand Ave. City limits to Meridian	Slurry Seal	10367.0	SY	\$2.09	\$21,667.03
2	Stewart Dr.- Grand Ave. to Spring Dr.	Slurry Seal	6120.0	SY	\$2.09	\$12,790.80
3	Stewart Cts. (3)	Slurry Seal	2345.0	SY	\$2.09	\$4,901.05
4	Slade Ave.- Anita Dr. to Ivah Dr.	Slurry Seal	3271.0	SY	\$2.09	\$6,836.39
5	Hillcrest Ave.- Anita Dr. To Alexander Dr.	Slurry Seal	3195.0	SY	\$2.09	\$6,677.55
6	Diedrich Ave.- Broadway to Ward Parkway	Slurry Seal	2460.0	SY	\$2.09	\$5,141.40
7	Nelson Ave.- Alice St.to Hemphill St.	Slurry Seal	2856.0	SY	\$2.09	\$5,969.04
8	5th St.- Turle Ave. to German Ave.	Slurry Seal	4312.0	SY	\$2.09	\$9,012.08
9	Apple Ln.- Sandalwood Dr. to Willow Ln.	Slurry Seal	3190.0	SY	\$2.09	\$6,667.10
10	N. Sunnyside- N. Ward Prky to Dirt Ct.	Slurry Seal	1808.0	SY	\$2.09	\$3,778.72
11	Corey St.- 63rd St. to Grover Ave.	Slurry Seal	6548.0	SY	\$2.09	\$13,685.32
12	Blossom Ave.- Broadway to Twin Pines Ave.	Slurry Seal	1950.0	SY	\$2.09	\$4,075.50
13	Pleasant St.- 63rd St. to Sunflower Dr.	Slurry Seal	648.0	SY	\$2.09	\$1,354.32
14	Stearns Ave.-Grand Ave. to 4th St.	Slurry Seal	6904.0	SY	\$2.09	\$14,429.36
15	Randal Dorner Park Complex Road/Parking	Double Slurry Seal	14486.0	SY	\$2.09	\$30,275.74
		Total Square Yards	70460.0		Total	\$147,261.40



# City of Haysville

**DATE**  
**3/20/2018**

**Material**  
Approximate Quantities

**PROPOSED PROJECT** Payment will be based on actual Quantity Repaired.

ITEM NO.	Location	DESCRIPTION	QUANTITY	UNIT	Project Cost	
					UNIT PRICE	COST
1	Asphalt	Patching/Wide Crack Filling	160.0	Ton	\$44.00	\$7,040.00
2	Concrete	Patching/Wide Crack Filling	90.0	CY	\$130.00	\$11,700.00
3	Striping- W. 71st St.	Striping				\$20,000.00
4	Crack Filling	Rubber	6.0	Pallet	\$1,260.00	\$7,560.00
Total Square Yards			<b>256.0</b>		<b>Total</b>	<b>\$46,300.00</b>



# City of Haysville

**DATE**  
**3/20/2018**

**Total Repairs**  
Approximate Quantities

**PROPOSED PROJECT** Payment will be based on actual Quantity Repaired.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Project Cost	
				UNIT PRICE	COST
	Totals				
1.	6" Valley Gutter	14499.0	SF	\$7.25	\$11,868.25
2.	Curb and Gutter	8661.0	LF	\$18.00	\$89,498.00
3.	Mill & Overlay	4333.0	SY	\$20.00	\$86,660.00
4.	Concrete Aprons	23325.0	SF	\$7.25	\$158,156.25
5.	Slurry Seal	70460.0	SY	\$2.09	\$147,261.40
6.	Material				\$46,300.00
		Total Quantities	37824.0 SF	Sub Total	\$539,743.90
			8661.0 LF		
			74793.0 SY		

Total Miles in City	42.65
Total miles worked	2.58
Percentage of Overall road miles worked	6.04%

Street Sales Tax Reserve Account	
Current Balance	396,005.72
Mar-Aug Estimate	200,000.00
Estimated Amount to Program	596,005.72

# City of Haysville, Kansas

Slurry Seal Schedule 2018



# Pavement Rating Total Distresses

Street Name	Location	Sum of Distresses
N. Main	Grand to City Limits	55
<b>Raters Notes</b> Street needs redone soon. Mill out pot holes and transverse cracks. Crack seal the whole road.		

Street Name	Location	Sum of Distresses
Stewart	Grand to Spring	74
<b>Raters Notes</b> Going to slurry seal in 2018 needs curb work		

Street Name	Location	Sum of Distresses
Mimosa	Timberlane to Willow	74
<b>Raters Notes</b> Needs milled in a lot of areas then Slurry Sealed		

Street Name	Location	Sum of Distresses
Ballard	Grand to Ct.	85
<b>Raters Notes</b> Street has some holes where sub base has failed; makes it a rough ride		

Street Name	Location	Sum of Distresses
Apple Lane and Ct's	Sandalwood to Willow	87
<b>Raters Notes</b> Cts. Are good slurry sealed in 2017; transverse cracks need to be cut out and fixed; has been crack sealed		

Street Name	Location	Sum of Distresses
Stearns	4th to 2nd	92
<b>Raters Notes</b> Slurry Sealed Summer of 2015, There are some dips where sewer lines have been replaced that need redone.		

Street Name	Location	Sum of Distresses
Park Dr.	Timberlane to Mimosa	92
<b>Raters Notes</b> Slurry Sealed in 2016 still has Transverse Cracking		

Street Name	Location	Sum of Distresses
Peachtree Lane	Park to Timberlane	92
<b>Raters Notes</b> Slurry Sealed in 2016 Still has Transverse Cracks		

Street Name	Location	Sum of Distresses
Grover	Corey to "A" street	92
<b>Raters Notes</b> Slurry sealed in summer of 2014, Sill needs curb work		

Street Name	Location	Sum of Distresses
Corey	Grover to 63rd st	92
<b>Raters Notes</b> Slurry sealed in summer of 2014		

Street Name	Location	Sum of Distresses
Waggoner	@ Spencer dr.	93
<b>Raters Notes</b> Slurry sealed in 2015		

Street Name	Location	Sum of Distresses
4th St.	Van Arsdale to Turkle	93
<b>Raters Notes</b>	Slurry sealed 2015	
Street Name	Location	Sum of Distresses
Hillcrest	Alexander to Anita	93
<b>Raters Notes</b>	The intersection was redone at alexander and Hillcrust with concrete	
Street Name	Location	Sum of Distresses
N. Lamar	Sarah lane to Castle	93
<b>Raters Notes</b>	Was cracked sealed and slurry sealed on 2015	
Street Name	Location	Sum of Distresses
Nelson	Alice to Hemphill	93
<b>Raters Notes</b>	Slurry sealed in summer of 2014 and needs some curb work done	
Street Name	Location	Sum of Distresses
Diedrich	Broadway to Ward Pkwy	93
<b>Raters Notes</b>	Street slurry sealed in 2015	
Street Name	Location	Sum of Distresses
Slade	Ivah to Anita	93
<b>Raters Notes</b>	Slurry sealed in summer of 2014	
Street Name	Location	Sum of Distresses
Ranger	2nd to Grand	94
<b>Raters Notes</b>	Slurry sealed in 2015 and cracked sealed transverse cracks.	
Street Name	Location	Sum of Distresses
Western	2nd to 4th	94
<b>Raters Notes</b>	Slurry sealed in 2015	
Street Name	Location	Sum of Distresses
Jubilee	Ranger to 4th	94
<b>Raters Notes</b>	Did patching and then Slurry sealed in 2016. Mill and replace transverse cracks	
Street Name	Location	Sum of Distresses
4th Street	Ranger to Sunset	94
<b>Raters Notes</b>	Slurry sealed in 2015	
Street Name	Location	Sum of Distresses
2nd St.	Stearns to German	94
<b>Raters Notes</b>	Slurry sealed in 2015	



Street Name	Location	Sum of Distresses
Timberlane Ct.	@Timberlane	94
<b>Raters Notes</b>	Slurry Sealed in 2016	

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Street Name	Location	Sum of Distresses
Linden Ln	Willow and Timberlane	94
<b>Raters Notes</b>	Street was crack sealed and slurry sealed in 2015	

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Street Name	Location	Sum of Distresses
Basswood	Linden to Willow	94
<b>Raters Notes</b>	Slurry Sealed in 2016	

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Street Name	Location	Sum of Distresses
Spring Cir	Broadway to Ct.	94
<b>Raters Notes</b>	Needs crack sealed	

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Street Name	Location	Sum of Distresses
Wire	4th to German	94
<b>Raters Notes</b>	Slurry Sealed Summer of 2014	

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Street Name	Location	Sum of Distresses
Wire	2nd to 4th	94
<b>Raters Notes</b>	Slurry Sealed Summer of 2014	

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Street Name	Location	Sum of Distresses
5th St.	German to Turkle	94
<b>Raters Notes</b>	Slurry Seal in Summer of 2014	

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Street Name	Location	Sum of Distresses
6th St.	Turkle to German	94
<b>Raters Notes</b>	Slurry sealed in 2015	

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Street Name	Location	Sum of Distresses
German	2nd to Grand	94
<b>Raters Notes</b>	Slurry sealed in 2015. There are some dips where sewer lines have been replaced that need redone.	

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Street Name	Location	Sum of Distresses
German	4th to 2nd	94
<b>Raters Notes</b>	Slurry sealed in 2015. There are some dips where sewer lines have been replaced that need redone.	

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Street Name	Location	Sum of Distresses
4th St.	Van Arsdale to German	94
<b>Raters Notes</b>	Slurry sealed 2015	

Street Name	Location	Sum of Distresses
Van Arsdale	Grand to 2nd	94
<b>Raters Notes</b>	Slurry Sealed in 2016	
Street Name	Location	Sum of Distresses
Stewart Cts.	@ Stewart	94
<b>Raters Notes</b>	Slurry Sealed in 2018	
Street Name	Location	Sum of Distresses
Spring St.	Turkle to Van Arsdale	94
<b>Raters Notes</b>	Slurry Sealed in 2016	
Street Name	Location	Sum of Distresses
Taylor	Wayne to Spencer	94
<b>Raters Notes</b>	Street been slurry sealed in 2015	
Street Name	Location	Sum of Distresses
Wire	Grand to 2nd	94
<b>Raters Notes</b>	Slurry Sealed Summer of 2014	
Street Name	Location	Sum of Distresses
Western	Grand to 2nd St.	94
<b>Raters Notes</b>	Slurry sealed in 2015	
Street Name	Location	Sum of Distresses
Cain Drive	Broadway to Grand	94
<b>Raters Notes</b>	There are 2 VG that need to be cleaned out so water can get off road way. Cut out and replaced transverse cracks and slurry sealed in 2017	
Street Name	Location	Sum of Distresses
Cottonwood	Broadway to Sunnyside	94
<b>Raters Notes</b>	Slurry sealed in 2015 and cracked sealed	
Street Name	Location	Sum of Distresses
Anita	Clinton to Main	94
<b>Raters Notes</b>	Cracked sealed and slurry sealed on 2015	
Street Name	Location	Sum of Distresses
Anita	Ivah to Clinton	94
<b>Raters Notes</b>	Crack sealed and slurry sealed in 2015	
Street Name	Location	Sum of Distresses
Hale St.	Sunflower to Marion	95
<b>Raters Notes</b>	Good street; curbs holding water	

Street Name	Location	Sum of Distresses
2nd St.	Van Arsdale to German	95
<b>Raters Notes</b>	Slurry Seal 2015	
Street Name	Location	Sum of Distresses
4th St.	German to Sunset	95
<b>Raters Notes</b>	Slurry seal in 2015	
Street Name	Location	Sum of Distresses
Hungerford	Grand to 2nd	95
<b>Raters Notes</b>	Slurry sealed in 2015	
Street Name	Location	Sum of Distresses
Hungerford	2nd to 4th	95
<b>Raters Notes</b>	Slurry sealed in 2015	
Street Name	Location	Sum of Distresses
Stearns	2nd to Grand	95
<b>Raters Notes</b>	Slurry Sealed Summer of 2014. There are some dips where sewer lines have been replaced that need redone.	
Street Name	Location	Sum of Distresses
Sunset	Grand to 2nd	95
<b>Raters Notes</b>	Slurry Sealed in 2016	
Street Name	Location	Sum of Distresses
Sunset	2nd to 4th	95
<b>Raters Notes</b>	Slurry Seal 2016	
Street Name	Location	Sum of Distresses
Lamar plus Cts.	Grand to Turkle	95
<b>Raters Notes</b>	Slurry sealed in 2017	
Street Name	Location	Sum of Distresses
Willow	Basswood to Meridian	95
<b>Raters Notes</b>	Slurry sealed in summer of 2014	
Street Name	Location	Sum of Distresses
2nd St.	Meridian to Ranger	95
<b>Raters Notes</b>	Slurry sealed 2016	
Street Name	Location	Sum of Distresses
2nd St.	Ranger to Stearns	95
<b>Raters Notes</b>	Slurry sealed in 2015	

Street Name	Location	Sum of Distresses
S. Main	Grand to City Limits	95
<b>Raters Notes</b>	Need to fix the patch where the storm drain was put in	
Street Name	Location	Sum of Distresses
Christine Ct.	Hungerford to end of Ct.	95
<b>Raters Notes</b>	Shrinkage crack. Slurry sealed in 2017	
Street Name	Location	Sum of Distresses
Wayne	Grand to Delos	95
<b>Raters Notes</b>	Slurry sealed in 2015	
Street Name	Location	Sum of Distresses
Delos	Grand to Wayne	96
<b>Raters Notes</b>	Slurry Sealed in 2016	
Street Name	Location	Sum of Distresses
N. Hungerford	Sarah Lane to Park Dr.	96
<b>Raters Notes</b>	Was chipped sealed again in 2014	
Street Name	Location	Sum of Distresses
Sarah Lane	Clinton to Hungerford	96
<b>Raters Notes</b>	Slurry sealed in 2017	
Street Name	Location	Sum of Distresses
Blossom	Twin Pines to Broadway	96
<b>Raters Notes</b>	Slurry sealed in summer of 2014	
Street Name	Location	Sum of Distresses
Van Arsdale	2nd to 4th	96
<b>Raters Notes</b>	Slurry Seal in 2016	
Street Name	Location	Sum of Distresses
South Marlen	Grand to Peach	96
<b>Raters Notes</b>	Reclamite sealed in 2014	
Street Name	Location	Sum of Distresses
Diedrich	Broadway to Pimer	96
<b>Raters Notes</b>	Good street needs one longitudinal crack sealed. Theres one spot that needs milled down next to the curb bt broadway.	
Street Name	Location	Sum of Distresses
Pleasant	63rd to Sunflower	96
<b>Raters Notes</b>	Slurry sealed in summer of 2014	

Street Name	Location	Sum of Distresses
Turkle	Spring to 7th	96
<b>Raters Notes</b>	Slurry Sealed Summer of 2014	
Street Name	Location	Sum of Distresses
N. Twin Pines	@ Cottonwood	96
<b>Raters Notes</b>	Slurry sealed in 2015 and cracked sealed	
Street Name	Location	Sum of Distresses
Ward Parkway	Sunflower to Grover	96
<b>Raters Notes</b>	Good street; curb holds water	
Street Name	Location	Sum of Distresses
Wayne	Delos to Spencer	96
<b>Raters Notes</b>	Street has been slurry sealed in 2015	
Street Name	Location	Sum of Distresses
Winesap	Hydraulic to 71st.	96
<b>Raters Notes</b>	Needs crack sealed reclamited in 2015	
Street Name	Location	Sum of Distresses
Hemphill	Baughman to Delos	96
<b>Raters Notes</b>	Slurry sealed in summer of 2014	
Street Name	Location	Sum of Distresses
Delos	Grand to Hemphill	96
<b>Raters Notes</b>	Slurry Sealed in 2016	
Street Name	Location	Sum of Distresses
Hollywood	Mabel to Hale	96
<b>Raters Notes</b>	Good street; curb holds water	
Street Name	Location	Sum of Distresses
Alexander Ct		96
<b>Raters Notes</b>	Slurry Sealed in 2016	
Street Name	Location	Sum of Distresses
Schoolhouse	Country Lakes to dead end	96
<b>Raters Notes</b>	Crack sealed in 2015. Need to fix transverse cracks	
Street Name	Location	Sum of Distresses
N. Jane	Hemphill to Grand	96
<b>Raters Notes</b>	Transverse cracks been milled out and repalced.	

Street Name	Location	Sum of Distresses
Champion	2nd to Peachwood	96
<b>Raters Notes</b> Slurry sealed in 2017		
Street Name	Location	Sum of Distresses
Boxwood	@Meridian	96
<b>Raters Notes</b> Needs crack sealed; 1 pot hole		
Street Name	Location	Sum of Distresses
100 block Alexander Ct.	Alexander Ct.	96
<b>Raters Notes</b> Slurry Sealed in 2016		
Street Name	Location	Sum of Distresses
Hillcrest	Anita to Sarah Lane	96
<b>Raters Notes</b> Was crack sealed and slurry sealed on 2015		
Street Name	Location	Sum of Distresses
German	4th to 7th	96
<b>Raters Notes</b> Slurry Sealed in 2016,		
Street Name	Location	Sum of Distresses
Chatta	4th to Chelsea	96
<b>Raters Notes</b> Good street; crack sealed in 2015 and reclamited		
Street Name	Location	Sum of Distresses
Hunter	Alexander to Fager	96
<b>Raters Notes</b> Slurry Sealed Summer of 2015		
Street Name	Location	Sum of Distresses
Campbell	Grand to N. Lamar	96
<b>Raters Notes</b> Due to the shrinkage cracks being so big, they are going to need to be cut out and new asphalt put in then crackseal		
Street Name	Location	Sum of Distresses
Sarah Lane	Main to Clinton	96
<b>Raters Notes</b> Slurry sealed in 2017		
Street Name	Location	Sum of Distresses
7th St.	turkle to dead end	96
<b>Raters Notes</b> Slurry Sealed in 2016 Big patch done @ end of dead end		
Street Name	Location	Sum of Distresses
Jane	Grand to PW	97
<b>Raters Notes</b> Good street reclamited in 2015		

Street Name	Location	Sum of Distresses
Marion	Hale to Grover	97
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
Leonard Ct.	@ Chatta	97
<b>Raters Notes</b>	Good street creaked sealed in 2015 and reclamited	
Street Name	Location	Sum of Distresses
300 block of Peach Cir.	@ South Marlen	97
<b>Raters Notes</b>	Good street; creaked sealed reclamited in 2015	
Street Name	Location	Sum of Distresses
Raintree	@Meridian	97
<b>Raters Notes</b>	Needs crack sealed	
Street Name	Location	Sum of Distresses
Riley Cir.	Peach to Peach	97
<b>Raters Notes</b>	Needs crack sealed reclamited in 2015	
Street Name	Location	Sum of Distresses
Timberlane	Linden to Grand	97
<b>Raters Notes</b>	Milled out transverse cracks and longitude cracks Slurry Sealed in 2016	
Street Name	Location	Sum of Distresses
Lonna	Ward Parkway to Spring Cr.	97
<b>Raters Notes</b>	Needs crack sealed	
Street Name	Location	Sum of Distresses
Timberlane	Linden to Park Dr.	97
<b>Raters Notes</b>	Milled out, Transverse cracks and longitude cracks slurry sealed in 2016	
Street Name	Location	Sum of Distresses
Shira Ct.	@ Shira	97
<b>Raters Notes</b>	Good street; crack sealed in 2015 reclamited	
Street Name	Location	Sum of Distresses
Kay	Karla to Broadway	97
<b>Raters Notes</b>	Needs crack sealed recamited in 2015	
Street Name	Location	Sum of Distresses
Spencer	Wayne to S. Main	97
<b>Raters Notes</b>	Slurry Sealed Summer of 2014	

Street Name	Location	Sum of Distresses
Trout	Grand to Turtle	97
<b>Raters Notes</b> Slurry Sealed Summer of 2014		
Street Name	Location	Sum of Distresses
Clinton	Sarah lane to Anita	97
<b>Raters Notes</b> Slurry sealed in 2015		
Street Name	Location	Sum of Distresses
Summey Ave	Hale to Ward Parkway	97
<b>Raters Notes</b> Good street; curb holding water		
Street Name	Location	Sum of Distresses
Slade	Sarah lane to Anita	97
<b>Raters Notes</b> Slurry sealed in summer of 2014		
Street Name	Location	Sum of Distresses
Keystone	Sunflower to Ward Parkway	97
<b>Raters Notes</b> Good street		
Street Name	Location	Sum of Distresses
1000 Karla Ct.	@ Karla	98
<b>Raters Notes</b> Needs cracked filled reclaimed 2015		
Street Name	Location	Sum of Distresses
800 block of Karla Ct.	@Karla	98
<b>Raters Notes</b> Transverse cracks was repaired reclaimed in 2015. slurry sealed in 2017.		
Street Name	Location	Sum of Distresses
Karla	700 block of Karla Ct. to Kay	98
<b>Raters Notes</b> Slurry Sealed in 2016		
Street Name	Location	Sum of Distresses
Sandalwood	Meridian to Linden Lane	98
<b>Raters Notes</b> Milled out trans/long cracks slurry sealed in 2016		
Street Name	Location	Sum of Distresses
900 block of Karla Ct.	@ Karla	98
<b>Raters Notes</b> Transverse cracks repaired reclaimed in 2016. slurry sealed in 2017		
Street Name	Location	Sum of Distresses
Greenwood	@ Jane	98
<b>Raters Notes</b> Good street crack sealed and reclaimed in 2015		



Street Name	Location	Sum of Distresses
Ward Parkway North	Grand to dirt ct.	98
<b>Raters Notes</b> Slurry sealed in 2017		
Street Name	Location	Sum of Distresses
Ward Parkway	Berlin to Lonna	98
<b>Raters Notes</b> Needs crack sealed		
Street Name	Location	Sum of Distresses
Twin Pines	Lonna. To Berlin	98
<b>Raters Notes</b> Good street; needs crack sealed		
Street Name	Location	Sum of Distresses
Alexander	VG @Hillcrest to 944 Alexander	98
<b>Raters Notes</b> Reclamite in 2016. Slurry sealed in 2017		
Street Name	Location	Sum of Distresses
700 block of Karla Ct.	@Karla	98
<b>Raters Notes</b> Slurry Sealed in 2016		
Street Name	Location	Sum of Distresses
Alexander	Fager to VG @Hillcrest	98
<b>Raters Notes</b> Slurry sealed in 2017		
Street Name	Location	Sum of Distresses
Sunflower	"A" st. to Hale	98
<b>Raters Notes</b> Good street		
Street Name	Location	Sum of Distresses
Peach	Riley Cir. To Jane	98
<b>Raters Notes</b> New street; crack sealed and reclamited in 2015		
Street Name	Location	Sum of Distresses
Dwight Ct.	@ Turtle	98
<b>Raters Notes</b> Slurry sealed in 2017		
Street Name	Location	Sum of Distresses
Saddle Brooke	Meridian to dead end	98
<b>Raters Notes</b> Good street crack sealed in 2015 reclamited in 2015		
Street Name	Location	Sum of Distresses
Twin Pines	Spring Cir to dirt	98
<b>Raters Notes</b> Good street		

Street Name	Location	Sum of Distresses
Windrose	Saddle Brook to Firefly	98
<b>Raters Notes</b>	Good road; creak sealed in 2015 reclamited in 2014	
Street Name	Location	Sum of Distresses
Place	@ Bluestem	98
<b>Raters Notes</b>	Good street; reclamited in 2015	
Street Name	Location	Sum of Distresses
East 71st Street	Broadway to Tumpike	98
<b>Raters Notes</b>	Streets needs to be crack sealed	
Street Name	Location	Sum of Distresses
Firefly	Bluestem to Windrose	98
<b>Raters Notes</b>	Good street; creak sealed in 2015 reclamited in 2014	
Street Name	Location	Sum of Distresses
Bluestem	@ Saddlebrook to Firefly	98
<b>Raters Notes</b>	Good street; creak sealed in 2015 reclamited in 2014	
Street Name	Location	Sum of Distresses
71st Street West	Meridain to City Limits	98
<b>Raters Notes</b>	In 2017 street was slurry sealed. There was a turn lane put in for the schools.	
Street Name	Location	Sum of Distresses
4th street	Meridian to Ranger	98
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
Country Lakes	@ Meridian to dead end	98
<b>Raters Notes</b>	Good street; crack sealed in 2015	
Street Name	Location	Sum of Distresses
Loring	Ranger to 2nd St.	98
<b>Raters Notes</b>	Transverse cracks have been cut out and repaired.	
Street Name	Location	Sum of Distresses
Clesea	Meridian to Melvin	98
<b>Raters Notes</b>	Good street creak sealed in 2015 and reclamited	
Street Name	Location	Sum of Distresses
Marden North	Grand to Karla	98
<b>Raters Notes</b>	Milled transverse cracks ans slurry sealed in 2016	

Street Name	Location	Sum of Distresses
Shira Cir	Shira	98
<b>Raters Notes</b>	Good street crack sealed in 2015 and reclamited	
Street Name	Location	Sum of Distresses
Forest Ct. 700 block	@ Jane	98
<b>Raters Notes</b>	Good street crack sealed and reclamited In 2015	
Street Name	Location	Sum of Distresses
Peachwood Dr.	Champion to 2nd	98
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
Freeman	Jane to Delos	98
<b>Raters Notes</b>	Slurry Sealed in 2016 Milled Transverse Cracks	
Street Name	Location	Sum of Distresses
Moy	Hemphill to Freeman	98
<b>Raters Notes</b>	Milled and Transverse cracks slurry Sealed in 2016	
Street Name	Location	Sum of Distresses
900 Block of Peach Ct.	Peach	98
<b>Raters Notes</b>	Cracked sealed in 2015 and reclamited in 2015	
Street Name	Location	Sum of Distresses
Peach	S. Marlen to Riley Ct.	98
<b>Raters Notes</b>	Good street; crack sealed in reclamited in 2015	
Street Name	Location	Sum of Distresses
Forest Ct.	@ South Marlen	98
<b>Raters Notes</b>	Good street; cracked sealed in 2014 reclamited in 2015	
Street Name	Location	Sum of Distresses
James	Freeman to Hemphill	98
<b>Raters Notes</b>	Milled Transverse cracks and Slurry Sealed in 2016	
Street Name	Location	Sum of Distresses
Lake view	Saddle Brooke to 79th St.	99
<b>Raters Notes</b>	Good street, new addition crack sealed in 2015 reclamited 2015	
Street Name	Location	Sum of Distresses
Linden Ct.	Linden Ct.	99
<b>Raters Notes</b>	slurry sealed in 2017	

Street Name	Location	Sum of Distresses
N. Hungerford	Grand to Sarah Lane	99
<b>Raters Notes</b>	Good street no work needed.	
Street Name	Location	Sum of Distresses
Saddle Brooke Ct.	@ Saddle Brooke	99
<b>Raters Notes</b>	Good street, crack sealed in 2015 reclaimed 2015	
Street Name	Location	Sum of Distresses
Windrose Ct.	@ Windrose	99
<b>Raters Notes</b>	Good street; crack sealed in 2015 and reclaimed	
Street Name	Location	Sum of Distresses
Fager	Main to Alexander	99
<b>Raters Notes</b>	Slurry Sealed in Summer of 2017	
Street Name	Location	Sum of Distresses
400 Block of Marlen	@ Marlen	99
<b>Raters Notes</b>	Slurry sealed in 2017 milled out cracks and replaced cracks	
Street Name	Location	Sum of Distresses
Freeman	Jane to Marlen	99
<b>Raters Notes</b>	Milled Transverse cracks and slurry sealed in 2016	
Street Name	Location	Sum of Distresses
300 block of Moy Ct.	@ Moy	99
<b>Raters Notes</b>	Milled Transverse cracks and Reclaimed in 2016. Slurry sealed in 2017.	
Street Name	Location	Sum of Distresses
200 block of Moy Ct.	@ Moy	99
<b>Raters Notes</b>	Milled and transverse cracks reclaimed in 2016. Slurry sealed in 2017.	
Street Name	Location	Sum of Distresses
100 block of Moy Ct.	@ Moy	99
<b>Raters Notes</b>	Milled and transverse cracks reclaimed in 2016. Slurry sealed in 2017	
Street Name	Location	Sum of Distresses
Schoolhouse Cir.	@ Schoolhouse	99
<b>Raters Notes</b>	Good street; crack sealed in 2015	
Street Name	Location	Sum of Distresses
Hemphill	Delos to Jane	99
<b>Raters Notes</b>	Milled out transverse cracks slurry sealed in 2017	

Street Name	Location	Sum of Distresses
Ivah	Anita to Alexander	99
<b>Raters Notes</b>	Slurry sealed in summer of 2014. Slurry sealed in 2017	
Street Name	Location	Sum of Distresses
West Grand	Main to Meridain	99
<b>Raters Notes</b>	Crack sealed in 2017	
Street Name	Location	Sum of Distresses
Schoolhouse Place	@ Schoolhouse	99
<b>Raters Notes</b>	Good street; crack sealed in 2015	
Street Name	Location	Sum of Distresses
Schoolhouse Ct.	@ Schoolhouse	99
<b>Raters Notes</b>	Good street; crack seal in 2015	
Street Name	Location	Sum of Distresses
Bluestem Cir.	@ Bluestem	99
<b>Raters Notes</b>	Good street; crack sealed in 2015	
Street Name	Location	Sum of Distresses
Bluestem Ct.	@ Bluestem	99
<b>Raters Notes</b>	Good street, new addition crack sealed in 2015 reclimited 2015	
Street Name	Location	Sum of Distresses
Lakeview Ct.	@ Lakeview	99
<b>Raters Notes</b>	Good street, crack sealed in 2015 reclamited 2015	
Street Name	Location	Sum of Distresses
Hemphill	Jane to Moy	99
<b>Raters Notes</b>	Mileed out cracks. Slurry sealed in 2017	
Street Name	Location	Sum of Distresses
Pimer	Diedrich to Ct.	99
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
"A" street	Grover to Sunflower	99
<b>Raters Notes</b>	Good street; Crack seal	
Street Name	Location	Sum of Distresses
Turkle	Grand to Spring	99
<b>Raters Notes</b>	Newer Street	

Street Name	Location	Sum of Distresses
Erin Ct.	@ Chelsea	99
<b>Raters Notes</b>	Good street creck sealed in 2015 and reclamited	
Street Name	Location	Sum of Distresses
Timber Creek	S. Main to dead end	99
<b>Raters Notes</b>	Reclamited in 2016	
Street Name	Location	Sum of Distresses
Hays St.	2nd to S. Main	99
<b>Raters Notes</b>	Newer street	
Street Name	Location	Sum of Distresses
300 block of Marlen Ct.	@ Marlen	99
<b>Raters Notes</b>	Slurry sealed in 2017 milled out cracks and replaced cracks	
Street Name	Location	Sum of Distresses
Sandy	Sunnyside to "A" street	99
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
Pimer	71st to Diedrich	99
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
Timbercreek Ct.	@ Timbercreek	99
<b>Raters Notes</b>	Reclamited 2016	
Street Name	Location	Sum of Distresses
Berlin	Broadway to Ward Pkwy	99
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
Hurley	Broadway to Ward Pkwy	99
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
Twin Pines	Diedrich to Grand	99
<b>Raters Notes</b>	Slurry sealed in 2017 milled out and replaced transverse cracks.	
Street Name	Location	Sum of Distresses
Sunnyside	Grand to Diedrich	99
<b>Raters Notes</b>	Milled out and replace transverse cracks.slurry sealed in 2017	

Street Name	Location	Sum of Distresses
Southbrooke	Ward Parkway to Twin Pines	99
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
Ward Parkway	Diedrich to Grand	99
<b>Raters Notes</b>	Slurry sealed in 2017 milled and replaced transverse cracks	
Street Name	Location	Sum of Distresses
200 block of Marlen Ct.	@ Marlen	99
<b>Raters Notes</b>	Slurry sealed in 2017 milled out and replaced cracks	
Street Name	Location	Sum of Distresses
Karla (River Forest)	N. Main to N. Delos	99
<b>Raters Notes</b>	New Street reclamited in 2015	
Street Name	Location	Sum of Distresses
2nd St.	Hays to S. Main	99
<b>Raters Notes</b>	Newer street	
Street Name	Location	Sum of Distresses
Sunnyside	@ 63rd to Sandy	99
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
Baughman	Alice to Hemphill	99
<b>Raters Notes</b>	Slurry sealed in 2016	
Street Name	Location	Sum of Distresses
Hickory	Aspen to Hannah Lane	99
<b>Raters Notes</b>	New Street	
Street Name	Location	Sum of Distresses
Aspen	Caleb to Hickory	99
<b>Raters Notes</b>	New Street	
Street Name	Location	Sum of Distresses
Caleb	Hannah lane to Aspen	99
<b>Raters Notes</b>	New Street	
Street Name	Location	Sum of Distresses
Kay & Baughman (River Forest)	@ Karla	99
<b>Raters Notes</b>	New Street reclamited in 2015	

Street Name	Location	Sum of Distresses
Kansas	Hydraulic to 71st	99
<b>Raters Notes</b>	Good street reclaimed in 2015	
Street Name	Location	Sum of Distresses
Shira	Shira ct to Chatta	99
<b>Raters Notes</b>	Good street crack sealed in 2015 and reclaimed	
Street Name	Location	Sum of Distresses
Hydraulic Ct.	@ Hydraulic	99
<b>Raters Notes</b>	Good street reclaimed in 2016	
Street Name	Location	Sum of Distresses
Hannah Lane	Aspen to Caleb	99
<b>Raters Notes</b>	New Street	
Street Name	Location	Sum of Distresses
Ranger	4th to 2nd	100
<b>Raters Notes</b>	Slurry sealed in 2015	
Street Name	Location	Sum of Distresses
Broadway Ct.	@ Broadway	100
<b>Raters Notes</b>	New street	
Street Name	Location	Sum of Distresses
Mabel	63rd to Ct.	100
<b>Raters Notes</b>	New street crack seal	
Street Name	Location	Sum of Distresses
Alexander	985 Alexander to 944 Alexander	100
<b>Raters Notes</b>	Road was redone not too long ago with concrete	
Street Name	Location	Sum of Distresses
Willow	Mimosa to Basswood	100
<b>Raters Notes</b>	Just redid the street with concrete; no work needed	
Street Name	Location	Sum of Distresses
North Sunnyside	dirt ct. to Ward pkwy to VG	100
<b>Raters Notes</b>	Slurry sealed in 2017	
Street Name	Location	Sum of Distresses
Baughman	Alice to Grand	100
<b>Raters Notes</b>	Street was redone in 2015 complete rehab, new drainage	



Street Name	Location	Sum of Distresses
Plaza Drive	@ Grand to Shaman	100
<b>Raters Notes</b>	New street recamited in 2016	
Street Name	Location	Sum of Distresses
Shahin	Shaman to Chapman	100
<b>Raters Notes</b>	New street reclaimed in 2016	
Street Name	Location	Sum of Distresses
Clinton	Sarah lane to Castle	100
<b>Raters Notes</b>	Road was just concreted	
Street Name	Location	Sum of Distresses
Castle	Clinton to N. Lamar	100
<b>Raters Notes</b>	Was just concreted	
Street Name	Location	Sum of Distresses
Alice	Nelson to Baughman	100
<b>Raters Notes</b>	Street was redone in 2015 complete rehab, new drange	
Street Name	Location	Sum of Distresses
N. Lamar	Castle	100
<b>Raters Notes</b>	Replaced Street	
Street Name	Location	Sum of Distresses
Melvin Ct.	@ Chelsea	100
<b>Raters Notes</b>	Good street crack sealed in 2015 and reclaimed	
Street Name	Location	Sum of Distresses
Maynard	Alice to Hemphill	100
<b>Raters Notes</b>	New Street	
Street Name	Location	Sum of Distresses
East Grand	Main to Broadway	100
<b>Raters Notes</b>	Street redone in 2014 good street.	
Street Name	Location	Sum of Distresses
Clinton	Anita to Slade	100
<b>Raters Notes</b>	Good street	
Street Name	Location	Sum of Distresses
Shaman St.	Plaza to Shanin	100
<b>Raters Notes</b>	New street reclaimed in 2016	



# CITY OF HAYSVILLE, KANSAS

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

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

WWW.HAYSVILLE-KS.COM

TO: The Honorable Mayor, Bruce Armstrong  
Haysville City Councilmembers

FROM: Tony Martinez  
City of Haysville  
Public Works Director

DATE: March 20, 2018

SUBJECT: Authorization to Purchase

We have received proposals to purchase a 2018 truck, service body and crane for the Wastewater Department. The service body and crane will be utilized for lifting pumps and motors during repairs and servicing. The truck features that are in the proposals are as follows:

White Exterior  
Half Ton

Four Wheel Drive  
Crew Cab

Lubbers of Cheney  
Don Hattan Chevrolet  
Davis Moore Dodge

\$28,182.00  
\$29,200.00  
\$27,750.00

The service body and crane proposals are as follows:

Midwest Truck Equipment- Knapheide body/Liftmore 3200 crane  
Kansas Truck Equipment - Reading body/Stellar EC3200 crane  
Kansas Truck Equipment - Stahl body/Stellar EC3200 crane

\$26,800.00  
\$22,860.00  
\$22,200.00

We are asking authorization to purchase the 2018 Dodge 1500 ST Crew Cab 4x4 from Davis-Moore Automotive for a total of \$27,750.00. We are also asking authorization to purchase the Stahl service body and Stellar EC3200 crane from Kansas Truck Equipment for a total of \$22,200.00. Funds for these purchases will be paid out of the Wastewater Contractual account.

Thank you,

Tony Martinez  
City of Haysville  
Public Works Director





# CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT - 7106 S BROADWAY/ P.O. BOX 404  
HAYSVILLE, KANSAS 67060 – (316) 529-5922 (316) 529-5923 – FAX

**TO:** The Honorable Bruce Armstrong  
City Council Members

**FROM:** Georgie Carter, Recreation Director

**DATE:** March 21, 2018

**RE:** Proposed Changes to HAC Building Hours

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After being in our new facility I am suggesting the changes below. I would like to implement these changes beginning April 1, 2018. I feel these hours will accommodate our members. We will also be taking feedback to see what other changes we need to make going forward. This proposal is before you for your consideration.

## CURRENT HOURS

	<u>Winter Hours: October - March</u>	<u>Summer Hours: April - September</u>
Monday-Thursday	5:30 am - 9:00 pm	5:30 am - 8:00 pm
Friday	5:30 am - 7:00 pm	5:30 am - 7:00 pm
Saturday	8:00 am - 1:00 pm	8:00 am - 1:00 pm
Sunday	1:00 pm - 5:00 pm	CLOSED

## PROPOSED HOURS

	<u>Hours:</u>
Monday-Thursday	5:00 am - 9:30 pm
Friday	5:00 am - 7:00 pm
Saturday	8:00 am - 1:00 pm
Sunday	12:00 pm - 5:00 pm

# HAYSVILLE ACTIVITY CENTER

## 2018 Pricing and Hours

### MEMBERSHIP RATES

	<u>3 month</u>	<u>6 month</u>	<u>Annual</u>
Single	\$60	\$90	\$140
Family	\$115	\$170	\$260
Senior Citizen/Active Military (w/ID)	\$45	\$75	\$120
Campus HS/HMS/HWMS	\$35	\$60	\$105

### DAY RATES

Adults, Students w/o ID, Out of District Students	<b>\$5</b>
Seniors/Haysville Students 6th Grade & Up w/ID	<b>\$2</b>
Youth 6 Years - 5th Grade	<b>\$1</b>
Youth 5 Years & Under	<b>Free</b>
7 Consecutive Day Pass	<b>\$15</b>

### ACTIVITY CENTER HOURS

Monday-Thursday	5:00 a.m.-9:30 p.m.
Friday	5:00 a.m.-7:00 p.m.
Saturday	8:00 a.m.- 1:00 p.m.
Sunday	12:00 p.m.-5:00 p.m.



### HAC CLOSINGS FOR 2018

New Years Day	Jan 1
Easter Sunday	April 1
Memorial Day	May 28
Independence Day	July 4
Labor Day	Sept. 3
Thanksgiving	Nov. 22
Thanksgiving Friday	8 - 5pm
Christmas Eve	Dec. 24
Christmas Day	Dec. 25

# CITY OF HAYSVILLE COVERAGE COMPARISON

Renewal 04/01/17-18

Renewal 04/01/18-19

EXPOSURE		PREMIUM	EXPOSURE	PREMIUM
<b>PROPERTY</b>		\$84,021.00		\$91,277.00
SPECIAL FORM 90% COINSURANCE				
BLANKET LIMIT	\$31,234,862			
DEDUCTIBLE	\$3,000		\$3,000	
(BUILDING)	\$22,500,456		\$25,906,704	
(BUSI PERS PROP)	\$1,531,952		\$1,546,952	
(PROP IN THE OPEN)	\$7,202,454		\$7,246,454	
<b>GENERAL LIABILITY</b>		\$34,546.00		\$35,222.00
46590 PARADES	1		1	
48924 SWIMMING POOLS	\$74,833		\$74,833	
68607 VACANT BUILDINGS				
87500 EMPLOYEE BENEFITS	107		107	
87525 TOWN LIABILITY	11,112 per Capita		11,112 per Capita	
87658 WATERSLIDES	2		2	
87710 ADDL INSURED/ASSOC OR ORG	1		1	
87718 PESTICIDE/HERB APPLICATION	Flat Fee		Flat Fee	
87767 ADD INS DESIGNATED PERSON	Flat Fee		Flat Fee	
87811 SPECIAL EVENTS	1		1	
87484 POLLUTION EXCLUSION - LIMITED	Flat Fee		Flat Fee	
89035 SKATEBOARD PARK/AREAS	Flat Fee		Flat Fee	
99943 WATER COMPANIES	\$152,384		\$152,384	
ELITE EXTESION	Included		Included	
<b>EMPLOYEE BENEFITS</b>		\$1m/\$2m Included	\$1m/\$2m Included	
<b>LINE BACKER</b>		\$11,994.00		\$11,994.00
LIMITS \$1M/\$1M				
DEDUCTIBLE \$3,000 EACH WRONGFUL ACT				
<b>LAW ENFORCEMENT</b>		\$1m/2m \$9,593.00	\$1M/2M	\$9,593.00
DEDUCTIBLE PER OCCURENCE	\$2,500		\$2,500	
88500 POLICE OFFICERS/FULL TIME	26		26	
88502 POLICE DOG	1		1	
<b>CRIME</b>		\$100.00		\$100.00
EMPLOYEE THEFT	\$5,000		\$5,000	
DEDUCTIBLE	\$500		\$500	
FAITHFUL PREF OF DUTY	\$5,000		\$5,000	
SCHEDULED EXECS LIMIT	\$20,000		\$20,000	
BRUCE ARMSTRONG				
JANIE COX				
<b>INLAND MARINE</b>		\$20,191.00		\$21,327.00
BLANKET CATASTROPHE LIMIT	\$1,293,316		\$1,450,021	
DEDUCTIBLE PER OCCURRENT	\$500		\$500	
LEASED RENTED FROM OTHERS	\$75,000		\$75,000	
DEDUCTIBLE	\$1,000		\$1,000	
COMMERCIAL ARTICLES (CAMERAS EXT.)	\$39,800		\$39,800	
DATA PROCESS HARDWARE/SOFTWARE	170,000/7,500		172,030/7,500	
DEDCUTBLE	\$500		\$500	
SIGNS	\$49,780		\$49,780	
PROPERTY IN TRANSIT/OFF PREMISES				
FINE ARTS	\$7,600		\$7,600	
<b>AUTOMOBILE</b>		\$42,768.00		\$44,380.00
UNITS	76		71	
DEDUCTIBLE: COMPREHENSIVE	\$250		included	
DEDUCTIBLE: COLLISION	\$500		included	
HIRED/NON OWNED	included		included	
<b>DATA COMPROMISE</b>		\$921.00		\$660.00
RESPONSE EXPENSES COVERAGE	\$50,000		\$50,000	
DEFENSE AND LIABILITY COVERAGE	\$50,000		\$50,000	
DEDUCTIBLE	\$1,000		\$1,000	
IDENTITY RECOVERY	\$25,000		\$25,000	
EXPENSE REIMBURSEMENT DEDUCTIBLE	\$250		\$0	
CYBER COVERAGE	\$100,000		\$100,000	
DEDUCTIBLE			\$1,000	
NETWORK SECURITY DEFENSE & LIAB			\$100,000	
DEDUCTIBLE			\$1,000	
ELECTRONIC MEDIA LIAB			\$100,000	
DEDUCTIBLE			\$1,000	
<b>UMBRELLA</b>		\$15,444.00		\$15,444.00
LIMIT	\$1,000,000		\$1,000,000	
SELF INSURED RETENTION	\$10,000		\$10,000	
<b>TOTAL POLICY PREMIUM</b>		<b>\$219,578</b>		<b>\$229,997</b>

# MEMORANDUM

**To:** The Honorable Bruce Armstrong, Mayor; City Council members  
**From:** Rose Corby, Planning & Zoning Administrator  
**Subject:** Planning Commission Re-appointment  
**Date:** March 26, 2018

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I would request the following person for re-appointment to the Haysville Historic Committee.

Carol C. Neugent – 134 S. Van Arsdale Ave., three (3) year term.

Rose Corby  
Planning & Zoning Administrator



VENDOR NO NAME	PAYMENT AMT
10 A&E NOW MERIDIAN ANALYT	1,140.00
50 A-ONE AUTO	50.00
256 ALL EVENTS FENCO CO.	1,000.00
270 ALTERNATIVE PEST MGMNT.	35.00
290 AMERI-GRAPHICS SPECIAL T	223.20
490 AT&T	184.09
526 ATTORNEY GENERAL'S OFFICE	225.00
670 BAUM & COMPANY	5,149.06
695 BEALL & MITCHELL LLC	1,775.53
712 BEPC	1,200.00
797 BKD LLP	8,500.00
830 B-R-C BEARING COMPANY INC	63.73
836 BRENNTAG SW	618.00
1155 CINTAS CORPORATION	856.90
1176 CITY ELECTRIC SUPPLY	79.56
1230 COATES GARAGE DOORS INC	150.00
1307 CORE & MAIN (HD SUPPLY)	7,844.17
1325 COX COMMUNICATIONS	211.78
1372 CREATIVE PRODUCT SOURCING	3,490.07
1430 D & D EQUIPMENT #1	255.52
1454 DAVIDSON, GLEN	35.00
1592 DOUBLE CHECK COMPANY INC	812.43
1774 EWERTZ EXCAVATION	48,615.00
1950 FOLEY INDUSTRIES	65.24
1966 FOUR POINTS RANCH	50.00

VENDOR NO NAME	PAYMENT AMT
1985 G & R MOTORS INC	100.00
2000 GALLS LLC	627.36
2038 GEAR CONNEXION LLC	500.00
2060 GILMORE & BELL	5,000.00
2150 GRAINGER	600.13
2174 GREAT PLAINS COMM	95.00
2300 HAYSVILLE COMM LIBRARY	9,835.58
2367 HAYSVILLE TRUE VALUE	882.02
2370 HAYSVILLE USD 261	471.35
2500 HAC DBA HOMELAND	80.71
2535 HOWARD'S INC	52.02
2590 IAPMO	200.00
2591 HYDROPRO SOLUTIONS	4,200.00
2606 IDEATEK MEDIA LLC	360.00
2679 CYBERTRON INTERNATIONAL	95.00
2844 JOHN DEERE FINANCIAL	2,176.67
3248 KANSASLAND TIRE	276.98
3280 KMJA	25.00
3300 KS PAVING INC	20,907.45
3351 KS STATE TREAS	630.00
3412 KANZA CO-OPERATIVE ASSOC.	5,873.41
3441 KENWORTH	83.30
3569 L.A. PROMOTIONS	1,000.00
3730 LOCKE SUPPLY INC	40.42
3740 LOGIC, INC.	6,870.33



VENDOR NO NAME	PAYMENT AMT
3857 MAUGHAN LAW GROUP LLC	1,000.00
3880 MAYER SPECIALTY SERVICES	900.00
3995 MID-STATES FITNESS EQUIPM	8,148.00
4073 MILLER, KENNETH B.	250.00
4200 MURDOCK COMPANIES INC	309.04
4317 NRP	1,680.00
4348 NEW MEDICAL HEALTH CARE	337.50
4351 NEWEGG BUSINESS, INC.	1,006.72
4370 OFFICE DEPOT	41.45-
4396 O'REILLY AUTOMOTIVE INC	1,079.91
4444 PARKER, DELBERT	100.00
4445 PARKER OIL COMPANY INC	529.08
4520 PETTY CASH	1,948.55
4535 PETTIT MACHINERY, INC.	373.32
4622 PLEXUS INC.	2,524.22
4662 POWERPLAN	185.49
4750 PROFESSIONAL ENGINEERING	800.00
4860 QUILL CORPORATION	75.96
4977 REDS MACHINE	150.00
5330 SEDGWICK COUNTY ELECTRIC	1,646.53
5406 SEXTON KEVIN	35.00
5441 SIGNATURE PEST	75.00
5680 STANION WHOLESALE ELECTRI	141.00
5940 TRUCK PARTS & EQUIPMENT	28.38
5946 TOPPERS PLUS	495.00

VENDOR NO NAME	PAYMENT AMT
6030 UNITED STATES POSTAL SERV	1,080.00
6300 WAL-MART COMMUNITY	987.19
6355 WATCHGUARD VIDEO	18,527.75
6480 WICHITA TRACTOR CO	44.75
6630 WICHITA WINWATER	4,787.50
6700 WILLIAMS JANITORIAL SUPPL	292.39
6701 WILLIAMS, JOY ATTORNEY	1,000.00
10036 GASH, RYAN	60.00
10262 RICKETTS, JAMES JR.	40.00
10397 TYSON-KNIGHT, ZOE	18.00
	=====
REPORT TOTAL	194,226.84

FUND	NAME	TOTAL
01	GENERAL FU	21,900.13
10	SEWER FUND	18,038.16
11	WATER FUND	11,509.26
12	MUNICIPAL	461.32
21	STREET FUN	1,935.47
24	LAW ENFORC	19,061.75
25	LIBRARY FU	9,835.58
28	SPECIAL AL	3,865.15
30	RECREATION	12,920.83
36	CAPITAL IM	50,135.64
43	TN 2017 B	20,907.45
44	KDHE 2017	10,142.12
45	TN 2018 CO	5,000.00
46	TN 2018 B	6,004.06
51	SPECIAL PA	63.66
92	TR GUEST T	2,446.26
		=====
	TOTAL	194,226.84

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
-----								
INTRUST								
10 MERIDIAN ANALYTICAL LABS, LLC.								
1800330	1	3/27/18	3/22/18	WATER TESTING	210.00	10	10-30-2040	1
				INVOICE TOTAL	210.00			
1800486	1	3/27/18	3/22/18	WATER TESTING	360.00	10	10-30-2040	1
				INVOICE TOTAL	360.00			
1800487	1	3/27/18	3/22/18	WATER TESTING	210.00	10	10-30-2040	1
				INVOICE TOTAL	210.00			
1800492	1	3/27/18	3/22/18	WATER TESTING	75.00	11	11-31-2040	1
				INVOICE TOTAL	75.00			
1800500	1	3/27/18	3/22/18	WATER TESTING	210.00	10	10-30-2040	1
				INVOICE TOTAL	210.00			
1800540	1	3/27/18	3/22/18	WATER TESTING	75.00	11	11-31-2040	1
				INVOICE TOTAL	75.00			
				VENDOR TOTAL	1,140.00			
50 A-ONE AUTO SALVAGE								
214011	1	3/27/18	3/22/18	REAR HUBS 2EA. - BATTERY CART	12.50	01	01-03-2006	1
	2			REAR HUBS 2EA. - BATTERY CART	12.50	10	10-30-2006	1
	3			REAR HUBS 2EA. - BATTERY CART	12.50	11	11-31-2006	1
	4			REAR HUBS 2EA. - BATTERY CART	12.50	21	21-41-2006	1
				INVOICE TOTAL	50.00			
				VENDOR TOTAL	50.00			
256 ALL EVENTS FENCO CO.								
3/27/18	1	3/27/18	3/27/18	CROWD CONTROL FENCE: 56 PANELS EVENT:PIT060 DATE:4/18/18	1,000.00	92	92-66-3001	1
				INVOICE TOTAL	1,000.00			
				VENDOR TOTAL	1,000.00			
270 ALTERNATIVE PEST MGMNT.								
5747	1	3/27/18	3/22/18	PEST CONTROL - SR. CNTR.	35.00	01	01-12-2025	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
290 AMERI-GRAPHICS SPECIAL T'S								
7661	1	3/27/18	3/22/18	COED VOLLEYBALL T-SHIRTS 12EA.	111.60	30	30-50-2092	1
				INVOICE TOTAL	111.60			
7662	1	3/27/18	3/22/18	MEN'S BASKETBALL T-SHIRTS 12EA	111.60	30	30-50-2092	1
				INVOICE TOTAL	111.60			
				VENDOR TOTAL	223.20			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
-----								
490 A T & T								
MAR 2018 H	1	3/27/18	3/27/18	MONTHLY PHONE BILL (TEMP-HAC)	184.09	30	30-50-2003	1
				INVOICE TOTAL	184.09			
				VENDOR TOTAL	184.09			
526 ATTORNEY GENERAL'S OFFICE								
18-000361	1	3/27/18	3/22/18	TEMPORARY NOTE - SERIES B 2018	225.00	46	46-66-3001	1
				INVOICE TOTAL	225.00			
				VENDOR TOTAL	225.00			
670 GEORGE K BAUM & COMPANY								
3/16/18	1	3/27/18	3/16/18	PRIVATE PLCMNT AGENT SVCS.	5,100.00	46	46-66-3001	1
	2			TRVL., PRINTING, MISC.	49.06	46	46-66-3001	1
				INVOICE TOTAL	5,149.06			
				VENDOR TOTAL	5,149.06			
695 BEALL & MITCHELL LLC								
MAR 2018	1	3/27/18	3/22/18	PROFESSIONAL SERVICES - JUDGE	1,775.53	01	01-06-1100	1
				INVOICE TOTAL	1,775.53			
				VENDOR TOTAL	1,775.53			
712 THIMESCH ENTERPRISES, LLC.								
34292	1	3/27/18	3/22/18	PRIME/POWDERCOAT FNTN. SIGNS	1,200.00	36	36-56-3001	1
				PRIDE PARK FOUNTAIN SIGNS 2EA.				
				INVOICE TOTAL	1,200.00			
				VENDOR TOTAL	1,200.00			
797 BKD LLP								
BK00852944	1	3/27/18	3/22/18	2017 FINANCIAL STMT. AUDIT	8,500.00	01	01-10-2041	1
				FINAL BILLING				
				INVOICE TOTAL	8,500.00			
				VENDOR TOTAL	8,500.00			
830 B-R-C BEARING COMPANY INC								
0523038-IN	1	3/27/18	3/22/18	TIMKEN/OIL SEAL-AIR COMPRESSOR	21.24	10	10-30-2006	1
	2			TIMKEN/OIL SEAL-AIR COMPRESSOR	21.24	11	11-31-2006	1
	3			TIMKEN/OIL SEAL-AIR COMPRESSOR	21.25	21	21-41-2006	1
				INVOICE TOTAL	63.73			
				VENDOR TOTAL	63.73			
836 BRENNTAG SOUTHWEST INC								
BSW942676	1	3/27/18	3/22/18	CHLORINE 600 LBS. (WATER)	618.00	11	11-31-2009	1
				INVOICE TOTAL	618.00			
				VENDOR TOTAL	618.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
-----								
1155 CINTAS CORPORATION #451								
451460552	1	3/27/18	3/07/18	SHOP TOWELS & SUPPLIES	46.84	10	10-30-2009	1
	2			SHOP TOWELS & SUPPLIES	46.84	11	11-31-2009	1
	3			SHOP TOWELS & SUPPLIES	46.85	21	21-41-2009	1
	4			UNIFORM CLEAN & RENT	39.76	01	01-03-2012	1
	5			UNIFORM CLEAN & RENT	5.22	01	01-20-2016	1
	6			UNIFORM CLEAN & RENT	40.72	10	10-30-2016	1
	7			UNIFORM CLEAN & RENT	23.63	11	11-31-2016	1
	8			UNIFORM CLEAN & RENT	19.80	21	21-41-2016	1
				INVOICE TOTAL	269.66			
451462808								
	1	3/27/18	3/22/18	SHOP TOWELS & SUPPLIES	46.22	10	10-30-2009	1
	2			SHOP TOWELS & SUPPLIES	46.22	11	11-31-2009	1
	3			SHOP TOWELS & SUPPLIES	46.22	21	21-41-2009	1
	4			UNIFORM CLEAN & RENT	39.01	01	01-03-2012	1
	5			UNIFORM CLEAN & RENT	5.22	01	01-20-2016	1
	6			UNIFORM CLEAN & RENT	37.19	10	10-30-2016	1
	7			UNIFORM CLEAN & RENT	24.58	11	11-31-2016	1
	8			UNIFORM CLEAN & RENT	18.52	21	21-41-2016	1
				INVOICE TOTAL	263.18			
451465070								
	1	3/27/18	3/21/18	SHOP TOWELS & SUPPLIES	46.22	10	10-30-2009	1
	2			SHOP TOWELS & SUPPLIES	46.22	11	11-31-2009	1
	3			SHOP TOWELS & SUPPLIES	46.22	21	21-41-2009	1
	4			UNIFORM CLEAN & RENT	99.37	01	01-03-2012	1
	5			UNIFORM CLEAN & RENT	5.22	01	01-20-2016	1
	6			UNIFORM CLEAN & RENT	36.62	10	10-30-2016	1
	7			UNIFORM CLEAN & RENT	24.01	11	11-31-2016	1
	8			UNIFORM CLEAN & RENT	20.18	21	21-41-2016	1
				INVOICE TOTAL	324.06			
				VENDOR TOTAL	856.90			
1176 CITY ELECTRIC SUPPLY CO.								
WCW/038522	1	3/27/18	3/22/18	MISC. ELECTRICAL SUPPLIES	79.56	01	01-09-2006	1
				FACILITY DUDE REPAIR				
				INVOICE TOTAL	79.56			
				VENDOR TOTAL	79.56			
1230 COATES GARAGE DOORS INC								
7021	1	3/27/18	3/22/18	S/C 3/14 PW N. SHOP ANTENAE	150.00	10	10-30-2006	1
				GARAGE DR OPENER MOTOR ANTENAE				
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	150.00			
1307 CORE & MAIN								
I471471	1	3/27/18	3/22/18	WATER METER SUPPLIES - KDHE	971.20	44	44-66-3004	1
				KDHE PROJ. - SE WATERLINE IMPR				
				INVOICE TOTAL	971.20			
I526341	1	3/27/18	3/22/18	WATER METER SUPPLIES	1,992.05	11	11-31-2009	1
				INVOICE TOTAL	1,992.05			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
I526352	1	3/27/18	3/22/18	8X1-1/2CC SADDLES 3EA. - KDHE 2017 KDHE PROJ. - SE WATERLINE INVOICE TOTAL	381.83  381.83	44		44-66-3004	1
I530064	1	3/27/18	3/22/18	1-1/2x300 TUBING - 2017 KDHE 2017 KDHE PROJ. - SE WATERLINE INVOICE TOTAL	468.00  468.00	44		44-66-3004	1
I563520	1	3/27/18	3/22/18	WATER METER SUPPLIES - KDHE SE WATERLINE IMPRVMTS. INVOICE TOTAL	3,215.09  3,215.09	44		44-66-3004	1
I580815	1	3/27/18	3/22/18	1x300 IPS TUBING - 2017 KDHE SE WATERLINE IMPRVMTS. INVOICE TOTAL	816.00  816.00	44		44-66-3004	1
				VENDOR TOTAL	7,844.17				
APR 2018 H	1	3/27/18	3/22/18	1325 COX COMMUNICATIONS HAC - CABLE SERVICE	82.03	30		30-50-2003	1
	2			HAC - DATA SERVICE INVOICE TOTAL	129.75 211.78	30		30-50-2002	1
				VENDOR TOTAL	211.78				
112290	1	3/27/18	3/22/18	1372 CREATIVE PRODUCT SOURCING INC CORE CERTIFICATES 100/PK 4EA.	76.00	28		28-48-2032	1
	2			6" DARREN BEANY LION 36EA.	178.20	28		28-48-2032	1
	3			SHIPPING/HANDLING INVOICE TOTAL	22.87 277.07	28		28-48-2032	1
112445	1	3/27/18	3/22/18	STANDING FLAG TEE'S 455 EA.	2,975.00	28		28-48-2032	1
	2			SHIPPING/HANDLING INVOICE TOTAL	238.00 3,213.00	28		28-48-2032	1
				VENDOR TOTAL	3,490.07				
341646-01	1	3/27/18	3/22/18	1430 D & D EQUIPMENT #1 PURCHASE: SHOCKS 3/16/18 LE ROI AIR COMPRESSOR REPAIR	63.88	10		10-30-2006	1
	2			PURCHASE: SHOCKS 3/16/18 LE ROI AIR COMPRESSOR REPAIR	63.88	11		11-31-2006	1
	3			PURCHASE: SHOCKS 3/16/18 LE ROI AIR COMPRESSOR REPAIR	63.88	21		21-41-2006	1
	4			PURCHASE: SHOCKS 3/16/18 LE ROI AIR COMPRESSOR REPAIR INVOICE TOTAL	63.88 255.52	01		01-03-2006	1
				VENDOR TOTAL	255.52				
MAR 2018	1	3/27/18	3/27/18	1454 GLEN DAVIDSON REIMBURSE CELL PHONE USE ON CALL PERSONNEL INVOICE TOTAL	35.00  35.00	01		01-02-2040	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
VENDOR TOTAL					35.00				
SMI-44866			1592	DOUBLE CHECK COMPANY INC					
	1	3/27/18	3/22/18	ANNUAL LINE/FUNCTION TEST	270.81	10		10-30-2006	1
	2			ANNUAL LINE/FUNCTION TEST	270.81	11		11-31-2006	1
	3			ANNUAL LINE/FUNCTION TEST	270.81	21		21-41-2006	1
INVOICE TOTAL					812.43				
VENDOR TOTAL					812.43				
1272			1774	EWERTZ EXCAVATION					
	1	3/27/18	3/22/18	RIP RAP - S. SIDE KIRBY PARK	14,350.00	36		36-56-3001	1
	2			RIP RAP - N. SIDE KIRBY PARK	25,935.00	36		36-56-3001	1
	3			FILL DIRT	8,330.00	36		36-56-3001	1
INVOICE TOTAL					48,615.00				
VENDOR TOTAL					48,615.00				
000124359			1950	FOLEY INDUSTRIES					
	1	3/27/18	3/22/18	FILTER - 924GZ LOADER	19.53	10		10-30-2006	1
	2			FILTER - 924GZ LOADER	19.52	11		11-31-2006	1
	3			FILTER - 924GZ LOADER	19.52	21		21-41-2006	1
INVOICE TOTAL					58.57				
000124360									
	1	3/27/18	3/22/18	VENTED CAP - 924GZ LOADER	2.23	10		10-30-2006	1
	2			VENTED CAP - 924GZ LOADER	2.22	11		11-31-2006	1
	3			VENTED CAP - 924GZ LOADER	2.22	21		21-41-2006	1
INVOICE TOTAL					6.67				
VENDOR TOTAL					65.24				
3/27/18			1966	FOUR POINTS RANCH					
	1	3/27/18	3/27/18	PETTING ZOO (DEPOSIT) 5/12/18	50.00	51		51-66-3005	1
				KIDS TO PARKS DAY 5/12/18					
	INVOICE TOTAL				50.00				
VENDOR TOTAL					50.00				
295977			1985	G & R MOTORS INC					
	1	3/27/18	3/22/18	FRNT. DOOR ASSY. - TRK #47	100.00	21		21-41-2006	1
	INVOICE TOTAL				100.00				
	VENDOR TOTAL				100.00				
009532028			2000	GALLS LLC					
	1	3/27/18	3/22/18	MISC. POLICE UNIFORMS/EQUIP.	627.36	01		01-02-2016	1
	INVOICE TOTAL				627.36				
	VENDOR TOTAL				627.36				
3/27/18			2038	GEAR CONNEXION LLC					
	1	3/27/18	3/22/18	JULY 4TH CONCERT - DEPOSIT	500.00	01		01-10-2054	1
				BAND: LINNABERRY WINE					
	INVOICE TOTAL				500.00				

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					500.00			
8034137	1	3/27/18	3/22/18	2060 GILMORE & BELL PC SERIES A 2018 TN SERVICES	5,000.00	45	45-66-3001	1
INVOICE TOTAL					5,000.00			
VENDOR TOTAL					5,000.00			
9703527193	1	3/27/18	3/22/18	2150 GRAINGER SWEEPING COMPOUND - PW SHOP	46.21	10	10-30-2012	1
INVOICE TOTAL					46.21			
9709926357	1	3/27/18	3/22/18	POOL ADA LIFT 1EA. - POOL	93.49	12	12-32-2025	1
INVOICE TOTAL					93.49			
9716916326	1	3/27/18	3/22/18	MOTOR ASSY. - POOL ADA LIFT	313.53	12	12-32-2025	1
INVOICE TOTAL					313.53			
9727295298	1	3/27/18	3/22/18	1/2" VENTED OIL GAGE 2EA. FOR WWTP MIXERS	146.90	10	10-30-2006	1
INVOICE TOTAL					146.90			
VENDOR TOTAL					600.13			
62177	1	3/27/18	3/22/18	2174 GREAT PLAINS COMMUNICATIONS S/C 3/8 PUBLIC WORKS INTERCOM EXTENSION ADDED TO SETTINGS	31.66	10	10-30-2006	1
	2			S/C 3/8 PUBLIC WORKS INTERCOM EXTENSION ADDED TO SETTINGS	31.66	11	11-31-2006	1
	3			S/C 3/8 PUBLIC WORKS INTERCOM EXTENSION ADDED TO SETTINGS	31.68	21	21-41-2006	1
INVOICE TOTAL					95.00			
VENDOR TOTAL					95.00			
MAR 2018	1	3/27/18	3/22/18	2300 HAYSVILLE COMMUNITY LIBRARY LIBRARY AD-VALOREM DISTR.	6,000.13	25	25-45-2012	1
	2			LIBRARY AD-VALOREM DISTR.	41.36	25	25-45-2012	1
	3			LIBRARY - BACK TAX	1,023.97	25	25-45-2012	1
	4			LIBRARY - MOTOR VEHICLE	2,667.02	25	25-45-2012	1
	5			LIBRARY - REC. VEHICLE	27.14	25	25-45-2012	1
	6			COMMERCIAL VEHICLE TAX	49.64	25	25-45-2012	1
	7			WATERCRAFT TAX	26.32	25	25-45-2012	1
INVOICE TOTAL					9,835.58			
VENDOR TOTAL					9,835.58			
2/28/18	1	3/27/18	3/23/18	2367 HAYSVILLE TRUE VALUE MONTHLY HARDWARE SUPPLIES	36.29	10	10-30-2006	1
	2			MONTHLY HARDWARE SUPPLIES	51.60	10	10-30-2009	1
	3			MONTHLY HARDWARE SUPPLIES	57.64	10	10-30-2012	1
	4			MONTHLY HARDWARE SUPPLIES	170.65	11	11-31-2009	1
	5			MONTHLY HARDWARE SUPPLIES	1.40	21	21-41-2006	1
	6			MONTHLY HARDWARE SUPPLIES	51.61	21	21-41-2009	1



INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	7			MONTHLY HARDWARE SUPPLIES	32.66	01	01-03-2006	1
	8			MONTHLY HARDWARE SUPPLIES	135.43	01	01-03-2009	1
	9			MONTHLY HARDWARE SUPPLIES	207.83	01	01-04-2012	1
	10			MONTHLY HARDWARE SUPPLIES	19.98	01	01-09-2009	1
	11			MONTHLY HARDWARE SUPPLIES	7.82	12	12-32-2004	1
	12			MONTHLY HARDWARE SUPPLIES	8.99	12	12-32-2006	1
	13			MONTHLY HARDWARE SUPPLIES	19.98	01	01-02-2035	1
	14			MONTHLY HARDWARE SUPPLIES	20.64	36	36-56-3001	1
	15			MONTHLY HARDWARE SUPPLIES	13.66	51	51-66-3005	1
	16			MONTHLY HARDWARE SUPPLIES	45.84	92	92-66-3001	1
				INVOICE TOTAL	882.02			
				VENDOR TOTAL	882.02			
				2370 HAYSVILLE USD 261				
3/27/18	1	3/27/18	3/27/18	DRIVER - MYLC: TOPEKA 1/17/18 DRIVER PAY/MILEAGE	375.08	28	28-48-2032	1
				INVOICE TOTAL	375.08			
3/27/18*	1	3/27/18	3/27/18	SOS DAY 2/9/18 DRIVER/MILEAGE	96.27	30	30-50-2094	1
				INVOICE TOTAL	96.27			
				VENDOR TOTAL	471.35			
				2500 HAC INC				
FEB 2018	1	3/27/18	3/23/18	MONTHLY GROCERIES	10.10	01	01-02-2015	1
	2			MONTHLY GROCERIES	15.33	30	30-50-2092	1
	3			MONTHLY GROCERIES	55.28	30	30-50-2094	1
				INVOICE TOTAL	80.71			
				VENDOR TOTAL	80.71			
				2535 HOWARD'S INC				
137957	1	3/27/18	3/22/18	SPRING SHOCK ABSORB.-BUSH HOG	110.00	21	21-41-2006	1
				INVOICE TOTAL	110.00			
137972	1	3/27/18	3/22/18	CREDIT - RTRN/EXCHNG SPRINGS FOR BUSH HOG REPAIRS	57.98-	21	21-41-2006	1
				INVOICE TOTAL	57.98-			
				VENDOR TOTAL	52.02			
				2590 IAPMO				
2018 - 405	1	3/27/18	3/22/18	2018 RENEWAL - CHAD BETTLES	200.00	01	01-20-2015	1
				INVOICE TOTAL	200.00			
				VENDOR TOTAL	200.00			
				2591 HYDROPRO SOLUTIONS, LLC				
0011776-IN	1	3/27/18	3/22/18	MASTERLINX - HARMONY SOFTWARE SOFTWARE UPGRADE	4,188.00	44	44-00-2001	1
	2			MASTERLINX - HARMONY SOFTWARE SOFTWARE UPGRADE	12.00	44	44-66-3004	1
				INVOICE TOTAL	4,200.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
VENDOR TOTAL					4,200.00				
180301-96	1	3/27/18	3/22/18	2606 IDEATEK MEDIA LLC ELECTRONIC BILLBOARD ADVERT.	360.00	92		92-66-3001	1
INVOICE TOTAL					360.00				
VENDOR TOTAL					360.00				
20263790	1	3/27/18	3/22/18	2679 CYBERTRON INTERNATIONAL, INC. MAR 2018 REFLEXION SPAM FILTER	95.00	01		01-21-2040	1
INVOICE TOTAL					95.00				
VENDOR TOTAL					95.00				
1559775	1	3/27/18	3/23/18	2844 JOHN DEERE FINANCIAL BEZEL - SLUDGE TANK REPAIR	12.34	10		10-30-2006	1
	2			BOLT/FENDER - GATOR REPAIR	138.66	01		01-03-2006	1
INVOICE TOTAL					151.00				
ADJ. 3/27	1	3/27/18	3/27/18	REPAIR PARTS - PAST DUE BAL.	27.49	10		10-30-2006	1
	2			REPAIR PARTS - PAST DUE BAL.	27.49	11		11-31-2006	1
	3			UNPAID BAL. FROM 2015 OR PRIOR REPAIR PARTS - PAST DUE BAL.	27.50	21		21-41-2006	1
UNPAID BAL. FROM 2015 OR PRIOR INVOICE TOTAL					82.48				
P34596	1	3/27/18	3/23/18	PETTIT MACH.- WASTE TANK	1,768.19	10		10-30-2006	1
	2			WASTE TANK - CALUMET 6000	175.00	10		10-30-2006	1
FREIGHT INVOICE TOTAL					1,943.19				
VENDOR TOTAL					2,176.67				
177023	1	3/27/18	3/22/18	3248 KANSASLAND TIRE 245/55R18 TIRES 2EA. - PD.	276.98	01		01-02-2035	1
INVOICE TOTAL					276.98				
VENDOR TOTAL					276.98				
2018 DUES	1	3/27/18	3/27/18	3280 KMJA 2018 ANNUAL DUES - JUDGE BEALL	25.00	01		01-06-2064	1
INVOICE TOTAL					25.00				
VENDOR TOTAL					25.00				
3/27/18	1	3/27/18	3/27/18	3300 KANSAS PAVING INC PROJECT:ORCHARD ACRES/DIRCK ST	20,907.45	43		43-00-2001	1
PERIODIC COST ESTIMATE INVOICE TOTAL					20,907.45				
VENDOR TOTAL					20,907.45				
3/27/18	1	3/27/18	3/27/18	3351 KANSAS STATE TREASURER PAYING AGENT FEE	600.00	46		46-66-3001	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
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	2			REGISTRATION FEE	30.00	46		46-66-3001	1
				INVOICE TOTAL	630.00				
				VENDOR TOTAL	630.00				
23900	1	3/27/18	3/22/18	3412 KANZA CO-OPERATIVE ASSOC. UNLEADED FUEL 1494 GAL.	3,112.30	01		01-02-2010	1
	2			DIESEL FUEL 1197 GAL.	2,761.11	10		10-30-2009	1
				INVOICE TOTAL	5,873.41				
				VENDOR TOTAL	5,873.41				
280640183	1	3/27/18	3/22/18	3441 KENWORTH MOUNTING KIT - TRK #6	83.30	21		21-41-2006	1
				INVOICE TOTAL	83.30				
				VENDOR TOTAL	83.30				
3/27/18	1	3/27/18	3/27/18	3569 L.A. PROMOTIONS DEPOSIT - PARTY IN THE 060 EVENT DATE: 4/14/18 @ HAC	1,000.00	92		92-66-3001	1
				INVOICE TOTAL	1,000.00				
				VENDOR TOTAL	1,000.00				
33800350	1	3/27/18	3/22/18	3730 LOCKE SUPPLY INC R/T MAIN LUG - PIT060	40.42	92		92-66-3001	1
				INVOICE TOTAL	40.42				
				VENDOR TOTAL	40.42				
INV124020	1	3/27/18	3/22/18	3740 LOGIC, INC. ACH550 50HP VFD DRIVES 2EA. SOUTH BROOKE LIFT STATION	6,696.66	10		10-30-2040	1
	2			CABINET PANEL MOUNTING 2EA.	148.62	10		10-30-2040	1
	3			SHIPPING - UPS GROUND	25.05	10		10-30-2040	1
				INVOICE TOTAL	6,870.33				
				VENDOR TOTAL	6,870.33				
MAR 2018	1	3/27/18	3/22/18	3857 MAUGHAN LAW GROUP LLC PUBLIC DEFENDER MONTHLY SVCS.	1,000.00	01		01-06-2037	1
				INVOICE TOTAL	1,000.00				
				VENDOR TOTAL	1,000.00				
2018094	1	3/27/18	3/22/18	3880 MAYER SPECIALTY SERVICES LLC 4.5HRS JET/VACUUM TRUCK 3/15	900.00	10		10-30-2006	1
				INVOICE TOTAL	900.00				
				VENDOR TOTAL	900.00				
15411	1	3/27/18	3/23/18	3995 MID-STATES FITNESS EQUIPMENT INSPIRE CS4 CARDIO STRIDER 2EA	6,398.00	30		30-50-2006	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	2			LESS TRADE IN - RECUMBENT BIKE	200.00-	30	30-50-2006	1
	3			PRECOR UBK 615 CYCLE 1EA	1,950.00	30	30-50-2006	1
				INVOICE TOTAL	8,148.00			
				VENDOR TOTAL	8,148.00			
MAR 2018	1	3/27/18	3/27/18	4073 KENNETH B. MILLER PUBLIC DEFENDER MONTHLY SVCS.	250.00	01	01-06-2037	1
				INVOICE TOTAL	250.00			
				VENDOR TOTAL	250.00			
1054448-00	1	3/27/18	3/22/18	4200 MURDOCK COMPANIES INC GATES POWDERCOAT BELT 1EA. VAC TRUCK TRAILER	309.04	10	10-30-2006	1
				INVOICE TOTAL	309.04			
				VENDOR TOTAL	309.04			
3099	1	3/27/18	3/22/18	4317 NRP APRIL 2018 FOG CONTROLS	1,680.00	10	10-30-2040	1
				INVOICE TOTAL	1,680.00			
				VENDOR TOTAL	1,680.00			
349291	1	3/27/18	3/22/18	4348 NEW MEDICAL HEALTH CARE, LLC J. SNYDER - UDS, BAT	47.50	01	01-03-2012	1
				INVOICE TOTAL	47.50			
349517	1	3/27/18	3/22/18	K. SEAMSTER - UDS, BAT	47.50	30	30-50-2012	1
				INVOICE TOTAL	47.50			
350535	1	3/27/18	3/22/18	J. DAVIS NMHC PHYSICAL	70.00	11	11-31-2012	1
				INVOICE TOTAL	70.00			
350542	1	3/27/18	3/22/18	J. DAVIS PCP, UDS, BAT	172.50	11	11-31-2012	1
				INVOICE TOTAL	172.50			
				VENDOR TOTAL	337.50			
1301144005	1	3/27/18	3/22/18	4351 NEWEGG BUSINESS, INC. KEYSTONE DECOR. WALL PLT.-POOL	11.17	12	12-32-2004	1
				INVOICE TOTAL	11.17			
1301144143	1	3/27/18	3/22/18	KEYSTONE JACK 4EA - POOL POOL FIBER LINES	26.32	12	12-32-2004	1
				INVOICE TOTAL	26.32			
1301147505	1	3/27/18	3/22/18	1.5'YELLOW PATCH CABLES 5EA.	11.59	01	01-21-2042	1
				INVOICE TOTAL	11.59			
1301148148	1	3/27/18	3/22/18	SELF GRIPPING STRAP - INFO.SYS	23.35	01	01-21-2042	1
				INVOICE TOTAL	23.35			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
1301149441	1	3/27/18	3/22/18	MISC. ETHERNET CABLES	41.47	01	01-21-2042	1
				INVOICE TOTAL	41.47			
1301156814	1	3/27/18	3/22/18	POWER ADAPTER - PW WWTP	36.99	10	10-30-2012	1
				INVOICE TOTAL	36.99			
1301159341	1	3/27/18	3/22/18	ACER VERITON 6500 COMPUTER	855.83	30	30-50-2004	1
				REPLCMNT COMPUTER - HAC				
				INVOICE TOTAL	855.83			
				VENDOR TOTAL	1,006.72			
1086679700	1	3/27/18	3/22/18	4370 OFFICE DEPOT CREDIT - RETURN STORAGE BOXES	50.18-	30	30-50-2004	1
				HAC - OFFICE SUPPLIES				
				INVOICE TOTAL	50.18-			
113986187	1	3/27/18	3/22/18	FINE PNT. GEL PENS 1 DZN. - PW	8.73	01	01-20-2004	1
				INVOICE TOTAL	8.73			
				VENDOR TOTAL	41.45-		NO CHECK ISSUING	
4814239933	1	3/27/18	3/22/18	4396 O'REILLY AUTOMOTIVE INC CREDIT - CORE RETURN (SANDPRO)	10.00-	01	01-03-2046	1
				INVOICE TOTAL	10.00-			
4814241486	1	3/27/18	3/22/18	BACK UP CAMERA - TRK #43	115.73	10	10-30-2009	1
				INVOICE TOTAL	115.73			
4814241581	1	3/27/18	3/22/18	ACCESSORY PLUG -ELECTRIC VALVE	12.98	21	21-41-2006	1
				WATER TANK REPAIR				
				INVOICE TOTAL	12.98			
4814241592	1	3/27/18	3/22/18	SPLITTER - POWER CORD - TRK #9	6.99	11	11-31-2009	1
				INVOICE TOTAL	6.99			
4814242089	1	3/27/18	3/22/18	DIESEL EXHAUST FLD. 2.5 GAL.	16.66	10	10-30-2009	1
	2			DIESEL EXHAUST FLD. 2.5 GAL.	16.67	11	11-31-2009	1
	3			DIESEL EXHAUST FLD. 2.5 GAL.	16.67	21	21-41-2009	1
				INVOICE TOTAL	50.00			
4814242123	1	3/27/18	3/22/18	MISC. FILTERS - TRK #24	118.20	21	21-41-2006	1
	2			CTRL BSH KIT - TRK #48	25.88	01	01-03-2006	1
				INVOICE TOTAL	144.08			
4814242222	1	3/27/18	3/22/18	BATTERY/CORE EXCHNG - TRK #9	141.62	11	11-31-2006	1
				INVOICE TOTAL	141.62			
4814242237	1	3/27/18	3/22/18	DOOR HANDLE - TRK #47	146.11	21	21-41-2006	1
				INVOICE TOTAL	146.11			
4814242241	1	3/27/18	3/22/18	OIL/TRANS FILTER - TRK #48	32.13	01	01-03-2006	1
				INVOICE TOTAL	32.13			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
4814242278	1	3/27/18	3/22/18	ABSORBENT 8 BAGS - PW SHOP	17.30	10	10-30-2009	1
	2			ABSORBENT 8 BAGS - PW SHOP	17.31	11	11-31-2009	1
	3			ABSORBENT 8 BAGS - PW SHOP	17.31	21	21-41-2009	1
				INVOICE TOTAL	51.92			
4814242286	1	3/27/18	3/22/18	STL WOOL/SPRAY PAINT - PD	10.28	01	01-02-2035	1
				INVOICE TOTAL	10.28			
4814242347	1	3/27/18	3/22/18	BUG SHIELD/WINDOW VENTS-TRK 71	125.98	01	01-03-2006	1
				INVOICE TOTAL	125.98			
4814242378	1	3/27/18	3/22/18	MAINTAINER - SEWER DEPT.	27.99	10	10-30-2009	1
				INVOICE TOTAL	27.99			
4814242513	1	3/27/18	3/22/18	VENT VISOR - TRK #71	54.99	01	01-03-2006	1
				INVOICE TOTAL	54.99			
4814242593	1	3/27/18	3/22/18	HOOD SUPPORT/FILTER - AIR COMP	38.34	10	10-30-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
	2			HOOD SUPPORT/FILTER - AIR COMP	38.34	11	11-31-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
	3			HOOD SUPPORT/FILTER - AIR COMP	38.34	21	21-41-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
	4			HOOD SUPPORT/FILTER - AIR COMP	38.35	01	01-03-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
				INVOICE TOTAL	153.37			
4814242600	1	3/27/18	3/22/18	CREDIT - RTRN HOOD SUPPORT	22.61-	10	10-30-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
	2			CREDIT - RTRN HOOD SUPPORT	22.61-	11	11-31-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
	3			CREDIT - RTRN HOOD SUPPORT	22.61-	21	21-41-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
	4			CREDIT - RTRN HOOD SUPPORT	22.61-	01	01-03-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
				INVOICE TOTAL	90.44-			
4814242613	1	3/27/18	3/22/18	HYD FILTER/RADIATOR CAP	6.98	10	10-30-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
	2			HYD FILTER/RADIATOR CAP	6.98	11	11-31-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
	3			HYD FILTER/RADIATOR CAP	6.98	21	21-41-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
	4			HYD FILTER/RADIATOR CAP	6.97	01	01-03-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
				INVOICE TOTAL	27.91			
4814242648	1	3/27/18	3/22/18	CREDIT - RTRN/EXCHNG RADIATOR	.96-	11	11-31-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
	2			CREDIT - RTRN/EXCHNG RADIATOR	.97-	21	21-41-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
				INVOICE TOTAL	1.93-			
4814243148	1	3/27/18	3/22/18	BEAR BUDDY - LE ROI AIR COMP.	22.49	11	11-31-2006	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
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	2			BEAR BUDDY - LE ROI AIR COMP.	22.50	21	21-41-2006	1
				INVOICE TOTAL	44.99			
4814243157	1	3/27/18	3/22/18	REPAIR PARTS - TRK #71	18.22	01	01-03-2009	1
	2			WIRING - PW STOCK	4.24	10	10-30-2009	1
	3			WIRING - PW STOCK	4.25	11	11-31-2009	1
	4			REPAIR PARTS - TRK #71/WIRING	4.25	21	21-41-2009	1
	5			REPAIR PARTS - TRK #71/WIRING	4.25	01	01-03-2009	1
				INVOICE TOTAL	35.21			
				VENDOR TOTAL	1,079.91			
4444 DELBERT PARKER								
3/27/18 A	1	3/27/18	3/27/18	REFEREE BASKETBALL 2 HRS 3/14	40.00	30	30-50-1100	1
				INVOICE TOTAL	40.00			
3/27/18 B	1	3/27/18	3/27/18	REFEREE BASKETBALL 3 HRS 3/21	60.00	30	30-50-1100	1
				INVOICE TOTAL	60.00			
				VENDOR TOTAL	100.00			
4445 PARKER OIL COMPANY INC								
0025643-IN	1	3/27/18	3/22/18	MULTIPLEX RED #2	132.27	10	10-30-2009	1
	2			MULTIPLEX RED #2	132.27	11	11-31-2009	1
	3			MULTIPLEX RED #2	132.27	21	21-41-2009	1
	4			MULTIPLEX RED #2	132.27	01	01-03-2009	1
				INVOICE TOTAL	529.08			
				VENDOR TOTAL	529.08			
4520 PETTY CASH								
3/27/18	1	3/27/18	3/27/18	REIMBURSE FUND	385.00	01	01-00-5016	1
	2			REIMBURSE FUND	69.90	01	01-02-2016	1
	3			REIMBURSE FUND	70.00	01	01-18-2012	1
	4			REIMBURSE FUND	55.65	11	11-00-5012	1
	5			REIMBURSE FUND	20.00	11	11-00-5027	1
	6			REIMBURSE FUND	875.00	30	30-00-5077	1
	7			REIMBURSE FUND	100.00	30	30-00-5078	1
	8			REIMBURSE FUND	23.00	30	30-00-5075	1
	9			REIMBURSE FUND	350.00	30	30-50-2094	1
				INVOICE TOTAL	1,948.55			
				VENDOR TOTAL	1,948.55			
4535 PETTIT MACHINERY, INC.								
174242.02	1	3/27/18	3/23/18	6" HOSE ADAPTER - CALUMET 6000	373.32	10	10-30-2006	1
				FARM TRACTOR - WASTE TANK				
				INVOICE TOTAL	373.32			
				VENDOR TOTAL	373.32			
4622 PLEXUS INC.								
2017/1202	1	3/27/18	3/22/18	2017 VIDEO SURV. MAINT/SUPPORT	444.10	01	01-02-2040	1
	2			2017 VIDEO SURV. MAINT/SUPPORT	121.13	01	01-09-2040	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	3			2017 VIDEO SURV. MAINT/SUPPORT	100.93	10	10-30-2040	1
	4			2017 VIDEO SURV. MAINT/SUPPORT	50.46	11	11-31-2040	1
	5			2017 VIDEO SURV. MAINT/SUPPORT	50.46	21	21-41-2040	1
	6			2017 VIDEO SURV. MAINT/SUPPORT	121.13	01	01-03-2040	1
	7			2017 VIDEO SURV. MAINT/SUPPORT	121.13	01	01-09-2079	1
	8			2017 VIDEO SURV. MAINT/SUPPORT	252.77	30	30-50-2025	1
				INVOICE TOTAL	1,262.11			
2017/1203	1	3/27/18	3/22/18	2017 VIDEO SURV. MAINT/SUPPORT	444.10	01	01-02-2040	1
	2			2017 VIDEO SURV. MAINT/SUPPORT	121.13	01	01-09-2040	1
	3			2017 VIDEO SURV. MAINT/SUPPORT	100.93	10	10-30-2040	1
	4			2017 VIDEO SURV. MAINT/SUPPORT	50.46	11	11-31-2040	1
	5			2017 VIDEO SURV. MAINT/SUPPORT	50.46	21	21-41-2040	1
	6			2017 VIDEO SURV. MAINT/SUPPORT	121.13	01	01-03-2040	1
	7			2017 VIDEO SURV. MAINT/SUPPORT	121.13	01	01-09-2079	1
	8			2017 VIDEO SURV. MAINT/SUPPORT	252.77	30	30-50-2025	1
				INVOICE TOTAL	1,262.11			
				VENDOR TOTAL	2,524.22			
				4662 POWERPLAN				
909708	1	3/27/18	3/22/18	LUBRICATION FTG/TANK - BACKHOE	61.83	10	10-30-2006	1
				310SJ BACK HOE REPAIRS				
	2			LUBRICATION FTG/TANK - BACKHOE	61.83	11	11-31-2006	1
				310SJ BACK HOE REPAIRS				
	3			LUBRICATION FTG/TANK - BACKHOE	61.83	21	21-41-2006	1
				310SJ BACK HOE REPAIRS				
				INVOICE TOTAL	185.49			
				VENDOR TOTAL	185.49			
				4750 PROFESSIONAL ENGINEERING				
439941	1	3/27/18	3/22/18	PROJECT:S. FIELD SEWER PLAN	300.00	36	36-56-3001	1
	2			PROJECT:S. FIELD SEWER PLAN	500.00	01	01-00-5008	1
				INVOICE TOTAL	800.00			
				VENDOR TOTAL	800.00			
				4860 QUILL CORPORATION				
5230595	1	3/27/18	3/22/18	SCOTCH HD MOUNTING TAPE - PD	75.96	01	01-02-2004	1
				INVOICE TOTAL	75.96			
				VENDOR TOTAL	75.96			
				4977 REDS MACHINE				
2511	1	3/27/18	3/22/18	PARTS/MATERIALS-BUSH HOG MOWER	150.00	21	21-41-2006	1
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	150.00			
				5330 SEDGWICK COUNTY ELECTRIC COOP				
FEB 2018	1	3/27/18	3/22/18	ELECTRIC USE @ EAST WATER WELL	701.17	11	11-31-2003	1
				INVOICE TOTAL	701.17			



INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
FEB 2018-	1	3/27/18	3/22/18	ELECTRIC USE @ WEST WATER WELL	945.36	11	11-31-2003	1
				INVOICE TOTAL	945.36			
				VENDOR TOTAL	1,646.53			
MAR 2018	1	3/27/18	3/27/18	5406 KEVIN SEXTON REIMBURSE CELL PHONE USE ON CALL PERSONNEL	35.00	01	01-02-2040	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
16278	1	3/27/18	3/22/18	5441 SIGNATURE PEST CONTROL PEST CONTROL - 523 SARAH LN.	75.00	30	30-50-2025	1
				INVOICE TOTAL	75.00			
				VENDOR TOTAL	75.00			
4476998-00	1	3/27/18	3/22/18	5680 STANION WHOLESALE ELECTRIC CO KEYLESS MOGUL SOCKET 20EA.- PW	141.00	21	21-41-2009	1
				INVOICE TOTAL	141.00			
				VENDOR TOTAL	141.00			
92960386	1	3/27/18	3/22/18	5940 TRUCK PARTS & EQUIPMENT INC RPLCMNT. FILTER - AIR COMPRESS	9.46	10	10-30-2006	1
	2			LE ROI AIR COMPRESSOR REPAIR RPLCMNT. FILTER - AIR COMPRESS	9.46	11	11-31-2006	1
	3			LE ROI AIR COMPRESSOR REPAIR RPLCMNT. FILTER - AIR COMPRESS	9.46	21	21-41-2006	1
				LE ROI AIR COMPRESSOR REPAIR				
				INVOICE TOTAL	28.38			
				VENDOR TOTAL	28.38			
8378	1	3/27/18	3/22/18	5946 TOPPERS PLUS INSTALL RHINO LINER - TRK #71 NEW VEHICLE SETUP	495.00	01	01-03-2006	1
				INVOICE TOTAL	495.00			
				VENDOR TOTAL	495.00			
MAR 2018	1	3/27/18	3/22/18	6030 UNITED STATES POSTAL SERVICE PAYMENT ON PERMIT #1	360.00	10	10-30-2011	1
	2			PAYMENT ON PERMIT #1	720.00	11	11-31-2011	1
				INVOICE TOTAL	1,080.00			
				VENDOR TOTAL	1,080.00			
FEB 2018	1	3/27/18	3/23/18	6300 WAL-MART COMMUNITY/GECRB MONTHLY SUPPLIES	776.80	30	30-50-2092	1
	2			MONTHLY SUPPLIES	210.39	30	30-50-2094	1
				INVOICE TOTAL	987.19			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
VENDOR TOTAL					987.19				
0002990	1	3/27/18	3/22/18	6355 WATCHGUARD VIDEO SERVER TOWER/SOFTWARE LIC.10EA POLICE DEPT. BODY CAMERAS	7,256.75	24		24-00-2001	1
INVOICE TOTAL					7,256.75				
0004656	1	3/27/18	3/22/18	VISTA HD CHEST MNT CAMERA 10EA POLICE DEPT. BODY CAMERAS	11,805.00	24		24-00-2001	1
INVOICE TOTAL					11,805.00				
0014519	1	3/27/18	3/22/18	DV-1 INTERCEPTOR KIT INSTALL. K9 UNIT PATROL CAR	165.00	01		01-02-2035	1
INVOICE TOTAL					165.00				
CM0002203	1	3/27/18	3/22/18	CREDIT - RETURN DVD+RW DISCS	300.00-	01		01-02-2005	1
INVOICE TOTAL					300.00-				
CM0009062	1	3/27/18	3/22/18	CREDIT - UNIT DV10-116993 RTRN DUPLICATE PYMNT.ON ACCT.	399.00-	01		01-02-2007	1
INVOICE TOTAL					399.00-				
VENDOR TOTAL					18,527.75				
WI51808	1	3/27/18	3/22/18	6480 WICHITA TRACTOR CO SHEAR BOLT/HEX NUT - LANDPRIDE LANDPRIDE MOWER REPAIR	44.75	21		21-41-2006	1
INVOICE TOTAL					44.75				
VENDOR TOTAL					44.75				
226799 01	1	3/27/18	3/22/18	6630 WICHITA WINWATER WORKS MISC. WATER METER SUPPLIES	4,607.50	11		11-31-2009	1
INVOICE TOTAL					4,607.50				
226899 00	1	3/27/18	3/22/18	1" COPPER GAKSET 50 EA. - KDHE	90.00	44		44-66-3004	1
	2			1" COPPER GASKET 50 EA. - STCK	90.00	11		11-31-2009	1
INVOICE TOTAL					180.00				
VENDOR TOTAL					4,787.50				
054568-IN	1	3/27/18	3/22/18	6700 WILLIAMS JANITORIAL SUPPLY LITE FOAMING SOAP/DISPLAY - PD	193.41	01		01-09-2009	1
INVOICE TOTAL					193.41				
0546202-IN	1	3/27/18	3/22/18	LITE FOAMING SOAP 4CS. - PD	72.00	01		01-09-2009	1
INVOICE TOTAL					72.00				
0546350-IN	1	3/27/18	3/22/18	LITE N FOAMY SOAP DISPENSER-PD	26.98	01		01-09-2009	1
INVOICE TOTAL					26.98				
VENDOR TOTAL					292.39				

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
-----									
MAR 2018	1	3/27/18	3/22/18	6701 JOY WILLIAMS PROSECUTING SERVICES	1,000.00 1,000.00	01		01-06-1100	1
				INVOICE TOTAL	1,000.00				
				VENDOR TOTAL	1,000.00				
3/27/18 A	1	3/27/18	3/27/18	10036 RYAN GASH REFEREE BASKETBALL 3 HRS 3/21	60.00 60.00	30		30-50-1100	1
				INVOICE TOTAL	60.00				
				VENDOR TOTAL	60.00				
3/27/18 A	1	3/27/18	3/27/18	10262 JAMES E. RICKETTS, JR. REFEREE BASKETBALL 2 HRS 3/14	40.00 40.00	30		30-50-1100	1
				INVOICE TOTAL	40.00				
				VENDOR TOTAL	40.00				
3/27/18 A	1	3/27/18	3/27/18	10397 ZOE TYSON-KNIGHT V-BALL SCOREKPR 2 HRS 3/8/18	18.00 18.00	30		30-50-1100	1
				INVOICE TOTAL	18.00				
				VENDOR TOTAL	18.00				
				INTRUST TOTAL	194,226.84				
				TOTAL MANUAL CHECKS	.00				
				TOTAL E-PAYMENTS	.00				
				TOTAL PURCH CARDS	.00				
				TOTAL ACH PAYMENTS	.00				
				TOTAL OPEN PAYMENTS	194,226.84				
				GRAND TOTALS	194,226.84				



VENDOR NO NAME	PAYMENT AMT
1325 COX COMMUNICATIONS	5.23
1455 DAVIS-MOORE AUTO GROUP	26,527.65
3500 KONICA MINOLTA BUS SYS	612.32
	=====
REPORT TOTAL	27,145.20

FUND	NAME	TOTAL
01	GENERAL FU	16,420.56
10	SEWER FUND	1.05
11	WATER FUND	1.04
21	STREET FUN	1.04
81	EQUIPMENT	10,527.65
99	ST REC RES	193.86
		=====
	TOTAL	27,145.20

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
-----								
INTRUST								
MAR 2018PW			1325	COX COMMUNICATIONS				
	1	3/15/18	3/15/18	PW - CABLE/DATA SVC.	1.05	01	01-03-2002	1
	2			PW - CABLE/DATA SVC.	1.05	01	01-20-2002	1
	3			PW - CABLE/DATA SVC.	1.05	10	10-30-2002	1
	4			PW - CABLE/DATA SVC.	1.04	11	11-31-2002	1
	5			PW - CABLE/DATA SVC.	1.04	21	21-41-2002	1
INVOICE TOTAL					5.23			
VENDOR TOTAL					5.23			
3/15/18			1455	DAVIS-MOORE AUTO GROUP				
	1	3/15/18	3/15/18	2018 DODGE 1500 QUAD CAB 4x4	10,527.65	81	81-66-3001	1
	2			2018 DODGE 1500 QUAD CAB 4x4	16,000.00	01	01-03-2080	1
	VIN #1C6RR7FT8JS252616							
	DLVRD. 3/13/18							
	INVOICE TOTAL					26,527.65		
VENDOR TOTAL					26,527.65			
250455885			3500	KONICA MINOLTA BUSINESS				
	1	3/15/18	3/13/18	C458 - CITY HALL(2) - BLK/WHT	13.47	01	01-10-2040	1
	2			C458 - CITY HALL(2) - COLOR	203.60	01	01-10-2040	1
INVOICE TOTAL					217.07			
250455953								
	1	3/15/18	3/13/18	C458 - POLICE DEPT. - BLK/WHT	43.36	01	01-02-2040	1
	2			C458 - POLICE DEPT. - COLOR	38.30	01	01-02-2040	1
INVOICE TOTAL					81.66			
250456044								
	1	3/15/18	3/13/18	C458 - CITY HALL - BLK/WHT	52.10	01	01-10-2040	1
	2			C458 - CITY HALL - COLOR	51.10	01	01-10-2040	1
INVOICE TOTAL					103.20			
250456222								
	1	3/15/18	3/13/18	C458 - PW - BLK/WHT	7.18	01	01-20-2004	1
	2			C458 - PW - COLOR	9.35	01	01-20-2004	1
INVOICE TOTAL					16.53			
450456144								
	1	3/15/18	3/13/18	C458 - HAC - BLK/WHT	158.96	99	99-66-3001	1
	2			C458 - HAC - COLOR	34.90	99	99-66-3001	1
INVOICE TOTAL					193.86			
VENDOR TOTAL					612.32			
INTRUST TOTAL					27,145.20			
TOTAL MANUAL CHECKS					.00			
TOTAL E-PAYMENTS					.00			
TOTAL PURCH CARDS					.00			
TOTAL ACH PAYMENTS					.00			
TOTAL OPEN PAYMENTS					27,145.20			
GRAND TOTALS					27,145.20			

APPOST00 Fri Mar 23, 2018 11:52 AM  
09.29.17 POSTING DATE: 3/23/2018

\*\*\*\* City of Haysville \*\*\*\*  
ACCOUNTS PAYABLE POSTING JOURNAL  
CALENDAR 3/2018, FISCAL 3/2018

OPER: AMD PAGE 1  
JRNL:9587

INVOICE # LINE	DUE DATE	REFERENCE	NET	GL ACCOUNT #	GL ACCOUNT NAME	DIST ID
-----						
MAR 2018	03/27/2018	4085 MINTER & POLLAK, LC				
1		CITY ATTORNEY FEES	3,650.00	01-10-1100	SP FUNDS PERSONNEL SERVICES	01
					E-PAYMENT 99869727 3/27/2018	
		INVOICE TOTAL	3,650.00			
		VENDOR TOTAL	3,650.00			
3/27/18 *	03/27/2018	3351 KANSAS STATE TREASURER				
1		SERIES 2010	11,231.25	41-61-2051	BOND & INTEREST INT ON COUPONS	41
					E-PAYMENT 99869728 3/27/2018	
2		SERIES 2011	2,057.50	41-61-2051	BOND & INTEREST INT ON COUPONS	41
					E-PAYMENT 99869728 3/27/2018	
3		SERIES 2012	7,500.00	41-61-2051	BOND & INTEREST INT ON COUPONS	41
					E-PAYMENT 99869728 3/27/2018	
4		SERIES 2014	4,305.00	41-61-2051	BOND & INTEREST INT ON COUPONS	41
					E-PAYMENT 99869728 3/27/2018	
5		SERIES 2016	16,118.75	41-61-2051	BOND & INTEREST INT ON COUPONS	41
					E-PAYMENT 99869728 3/27/2018	
6		SERIES 2016	77,500.00	01-24-3006	BOND EXPENSE	01
					E-PAYMENT 99869728 3/27/2018	
7		SERIES 2017 TN B	4,922.50	43-66-2012	TN 2017 B MISC EXPENSE	43
					E-PAYMENT 99869728 3/27/2018	
		INVOICE TOTAL	123,635.00			
		VENDOR TOTAL	123,635.00			
		GRAND TOTAL	127,285.00			
		E-PAYMENTS	127,285.00			

ACCOUNT NUMBER	ACCOUNT TITLE	DEBITS	CREDITS	NET
01-00-0010	GENERAL CASH BALANCE	.00	81,150.00	81,150.00-
01-10-1100	SP FUNDS PERSONNEL SERVICES	3,650.00	.00	3,650.00
01-24-3006	BOND EXPENSE	77,500.00	.00	77,500.00
41-00-0010	BOND & INTEREST CASH BALANCE	.00	41,212.50	41,212.50-
41-61-2051	BOND & INTEREST INT ON COUPONS	41,212.50	.00	41,212.50
43-00-0010	TN 2017 B CASH	.00	4,922.50	4,922.50-
43-66-2012	TN 2017 B MISC EXPENSE	4,922.50	.00	4,922.50
TRANSACTION TOTALS		127,285.00	127,285.00	.00
FUND	NAME	DEBITS	CREDITS	
01	GENERAL FUND	81,150.00	81,150.00	
41	BOND & INTEREST	41,212.50	41,212.50	
43	TN 2017 B	4,922.50	4,922.50	
TOTALS		127,285.00	127,285.00	





No Supporting Documents