

**COMMISSION MEETING AGENDA
TUESDAY, MARCH 28TH, 2023 6:30 P.M.**

A. CALL TO ORDER – Mayor Ann Marie Vannoster

B. ROLL CALL

C. INVOCATION – Father Schibi, Holy Name Catholic Church

D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

E. REVIEW OF AGENDA

F. CONSENT AGENDA

1. City Commission Meeting Minutes – Tuesday, March 14th, 2023
2. 2023 Appropriation Ordinance No. AO-23-06 \$5,524,357.28
3. 2023 Appropriation Ordinance No. AO-23-06A (Isham & Liebert) \$168.30

G. COMMENTS

1. Comments from Public

Any citizen desiring to address the Commission shall be recognized, advance to the podium, state his/her name and address for the record. Comments shall be limited to 3 minutes unless extended by a vote of the majority of the Commission. The Commission does not hear matters involving litigation or City Personnel. The Commission does not take action on subjects not on the agenda unless unusual or hardship conditions exist. Citizens may address the Commission on agenda items as they are brought to the floor.

REGULAR AGENDA ITEMS

H. PUBLIC HEARING(s), SPECIAL PRESENTATION(s), & PROCLAMATION(s).

1. Proclamation to declare April 2023 as Child Abuse Prevention Month in Coffeyville, KS.
2. Public Hearing to consider a CDBG Grant Application from the Kansas Department of Commerce and related Resolutions and documents.
3. Resolution R-23-18 a Resolution certifying legal authority to apply for the 2023 Kansas Small Cities Community Development Block Grant from the Kansas Department of Commerce and authorizing the Mayor to sign and submit such an application.
4. Resolution R-23-19 a Resolution assuring the Kansas Department of Commerce that funds will be continually provided for the operation and maintenance of improvements to the Trail System to be financed with Community Development Block Grant Funds.
5. Resolution R-23-20 a Resolution to authorize the execution of an agreement for administrative consulting services for a 2023 Kansas Small Cities Community Development Block Grant Project for Trail System improvements with the Southeast Kansas Regional Planning Commission.

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-23-21 a Resolution to implement a Personnel Memorandum of Agreement with Fraternal Order of Police, Kansas Lodge No. 35, effective January 1st, 2023 through December 31st, 2023.
2. City Manager's Report
3. Comments from Commissioners and Staff

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- K. EXECUTIVE SESSION(s)**
- L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES**
- M. ADJOURN**

**COMMISSION MEETING MINUTES
TUESDAY, MARCH 14TH, 2023 6:30 P.M.**

The Board of Commissioners met in Regular Session at 6:30 p.m. in the Commission Room. The meeting was called to order by Mayor Vannoster.

Present:

COMMISSIONER JUSTIN DOANE
COMMISSIONER DEBORAH MAPLES
COMMISSIONER JASON SWINDELL
COMMISSIONER ANN MARIE VANNOSTER
COMMISSIONER ROBERT YORK

City Staff in attendance (for procedure or agenda items):

CITY ATTORNEY PAUL KRITZ
CITY MANAGER MARK HALL
CITY CLERK MELISSA CARTER
DIRECTOR OF IT CHRIS FELIX
DIRECTOR OF FINANCE STEPHANIE RICHARDSON
DIRECTOR OF ELECTRIC UTILITY MIKE SHOOK
DIRECTOR OF PUBLIC WORKS JIM BRADSHAW

- A. CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. ROLL CALL**
- C. INVOCATION** – Pastor Keith Dodd, Lewark Church of God
- D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. REVIEW OF AGENDA**
- F. CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, February 28th, 2023
 - 2. Action to set a Public Hearing on March 28th, 2023 at 6:30pm in the Coffeyville City Commission Room to consider submission of a CDBG Grant Application from the Kansas Department of Commerce.
 - 3. 2023 Appropriation Ordinance No. AO-23-05 \$1,848,468.81

MOTION: Move to approve items 1-3 of the consent agenda as presented.

ACTION: MOTION: VANNOSTER SECOND: YORK
ROLL CALL: ALL AYE

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G. COMMENTS

1. Comments from Public

Any citizen desiring to address the Commission shall be recognized, advance to the podium, state his/her name and address for the record. Comments shall be limited to 3 minutes unless extended by a vote of the majority of the Commission. The Commission does not hear matters involving litigation or City Personnel. The Commission does not take action on subjects not on the agenda unless unusual or hardship conditions exist. Citizens may address the Commission on agenda items as they are brought to the floor.

- Jim Falkner, 1014 W. 3rd, stated that he was a past Commissioner and Mayor of Coffeyville and during that time the Commission returned a vote of no confidence for the then sitting City Manager. He said there was a lot of discussion, due diligence and it was a difficult decision but they did what they thought was best for the City. Mr. Falkner said that if they discuss matters of non-elected personnel in tonight's Executive Session he hopes that they exercise due diligence and appropriate consideration in their deliberations.
- Kenny Ward came to the podium and thanked the Commission for allowing him to speak. He thanked God and the people who were in attendance to support the fire department in his recent termination and for what is right and just for their community. He thanked all the firefighters and their families for their support and dedication to the community they serve. Mr. Ward thanked his family for being there to support him. He said that he had always been taught in his career and recently in a Department Head Leadership class that a good leader is of honorable character and demonstrates selfless service to his or her city and organization. In our employee's eyes our leadership is everything that affects the organization's objectives and well-being. He stated that respected leaders concentrate on what they are, know and do. However, we are working under a dictatorship style of leadership, Mr. Hall has the centralization of all powers and makes all decisions without including or consulting directors or subordinates. He stated one who questions the integrity of current and former fire personnel is reprehensible. Mr. Ward said that he personally knows that there are other city employees who feel they are being led by a dictator that have spoken or contacted him and they can't speak of their disagreements or how Mr. Hall conducts his business for fear of retaliation. Mr. Ward stated that the Commission is the voice of the people and directly hire and fire the individual who is causing our fine city, its leaders inside and outside our organization. He stated the CEO of the hospital, superintendent of schools, president of the college, and administration of CVR have spoken to him told him how difficult it is to deal with our administration. Mr. Ward said he was unjustly terminated and respectfully requested that the Commission have him reinstated as Fire Chief. He implored the Commission to look at what has transpired and have the City Attorney set a time and date where employees can speak their mind anonymously without fear of retaliation. Mr. Ward thanked them for allowing him to speak and said it was his hopes and prayers that he will once again wear his uniform and represent this amazing fire department and the City of Coffeyville.
- John Chevere, 2210 Prairie Lane, said that he was raised here by his grandparents who came to Coffeyville in 1965 and was proud enough of Coffeyville to bring his family back here in 2015 to a community that took care of him when his family was going through a hard time. Mr. Chevere stated his son is 7 years old, attends CES, and he recently got a phone call from his teacher about an incident that happened at school. In visiting with the school about the incident, he found out that there was a larger boy pushing one of his son's good friends. Being raised not to tolerate bullies, his son asked

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the bully to leave his friend alone, the bully did not so his son took him to the ground. Mr. Chevere said the same situation is happening right now in front of our eyes with a bully and we all know the reason everyone is here tonight. He asked how he should explain to his son to let him know that even when he gets older, he will still have to face those bullies. Mr. Chevere stated that the five Commissioners were elected by Coffeyville residents, are the voice for them and if they fail to hear their voice they are failing at their position. He stated they are speaking to them to let them know the injustice that's happened and are begging them for an answer. Mr. Chevere said that he appreciates that the Commissioners are looking at the people speaking as the City Manager has not looked up once. He stated this is the right way to handle business and that is why he and everyone else is there. Mr. Chevere said he hopes that the Commissioners will do their due diligence tonight because Chief Ward is exceptional and outstanding which you can tell by the men that are here to support him. Leadership is influence and you can tell this man has influenced the community as well as his peers. He asked that the Commissioners seriously consider all options on the table but the biggest thing he asks is to bring Chief Ward back as Coffeyville Fire Chief.

- James Grimmer, 608 Willow, said that he is a retired firefighter from Coffeyville and wanted to set the record straight on why the HazMat team is paid the way they are. In 2006 every region had a HazMat team that would cover them except for Southeast Kansas. A commodities survey was done of every hazardous material that runs through all 12 counties and Montgomery County had the most by far so it was the goal to have that Regional Team based in Coffeyville. Firefighters took the training and then they had to decide how to formulate the team. It was recommended not to make it mandatory so the Fire Chief did not. Next it was how it was going to be paid. They were going to reimburse the firefighters that covered the station double time per the City's contract and the State would reimburse those funds. For the firefighters on duty going out on the HazMat calls, their initial contract said time and a half, to which they responded that was not an incentive for them to get people on the team. The incentive would be to get called in to man the station. They wanted the team in Coffeyville so they asked what they wanted to which they responded they wanted double time which is why double time has been paid for those that are on duty and respond to HazMat calls in a 12 county area since 2006. For billing, those that come in to man the station get double time, they bill double time and those that are on duty are getting straight time from the city and they bill for straight time which putting those together make two which is how the double time came about.
- Ken Allison, 612 W. 5th, said he is a retired firefighter that put in 26 ½ years. He stated that history often repeats itself and he is seeing flashbacks of the 1980's. Mr. Allison said that Coffeyville has been through some turbulent times and the 80's almost killed Coffeyville and so did some personnel issues. It affected the Fire Department, the Commission, the citizens and it was very divisive and no one benefited from that time. He said what he is seeing now is taking him back to that time. Mr. Allison stated the Commission is the governing body, it's their responsibility and they are accountable for what's going to happen. Mr. Allison said that our community does not need to go through this and the amount of people here are evidence and there are more people that couldn't be here. He implored the Commission to weigh this issue heavily when they go into Executive Session because our history fuels our future.
- Drew Cantrell, 1607 W, 6th, asked the Commission to do all they can in this situation. He said there is only one answer and he stands with every one of the firefighters here and he stands with our policeman. Mr. Cantrell said we have some of the best people

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anywhere and he considers a lot of them friends, practically family and this is ridiculous. He said we can't let another case of what happened before or our history will fuel our future and there won't be one. He asked the Commission to do what has to be done tonight.

- Jim Falkner came back to the podium and stated that James Grimmiett introduced himself as a retired firefighter and he was their Fire Chief after the City Manager was terminated. He stated they were fortunate to have someone on staff to step up and be the interim City Manager and that was James Grimmiett. Mr. Falkner said he did a wonderful job laying the groundwork for the new Emergency Services Building on 11th Street.
- Travis Stalford, 4134 CR 2400, came to the podium and said that he came to the Coffeyville community in 1998 as a teacher and coach at Field Kindley High School. He is now in his 10th year as principal there. Being in administration he knows that the community is not always privileged to all personnel issues so is he is here to offer his thoughts, perceptions and opinions. Mr. Stalford said that being in administration you have to have iron clad control of your emotions and he does not feel like that characteristic was shown during the conversation and wrongful termination of Chief Ward. During Chief Ward's short time here has become an active member of the community attending events bringing his positive energy and is actively engaged. He said this situation goes deeper than the termination of Chief Ward and the ill treatment of the Fire Department. Mr. Stalford stated that the Fire Department is not the only Coffeyville entity that has been mistreated. The reality is that the City Manager position is only temporary and we will have continue to live and work together for our community. There is nothing that has been done to support and unify any tax entity and these behaviors continue to divide us as a community. Mr. Stalford said as Commissioners the City of Coffeyville has elected them to bring unity among us as well as work to do the best for Coffeyville. Despite personal relationships, they need to ask themselves as representatives of the Coffeyville community if the leader they have chosen supports Coffeyville's vision to bring about positive stakeholders, relationships and move our community forward. Mr. Stalford stated that as a community member for the last 25 years he does not believe this current leadership is what's best for Coffeyville as a whole and he hopes the Commissioners consider the big picture alongside the future of our community.
- Jon Graham, 100 Herring Lane, said he is here to support Chief Ward in his wrongful termination. He stated he is a retired Coffeyville firefighter of 25 years and when he started there was a protest in front of City Hall in which his mother carried a sign that said fire the City Manager. Mr. Graham said because of that his probation with the City was extended so he too is a victim of a wrongful action of a City Manager. He had no recourse because of his probation so he toughed it out and put up with all the baloney that came along with it. He stated that he had a conversation with the Mayor and suggested a way that there could be some checks and balances with City employees relating to the City Manager and his duties. He suggested using a ballot box and have employees fill out an anonymous form on how things are being handled and then tally them. He thinks their minds would change greatly on how things are done. Mr. Graham recalls a time when at the Fire Department that Walmart donated Christmas Lights to decorate their building and were put up by firefighters off duty. They were told by the City Manager that they needed to take them down through their Fire Chief. The second way to resolve this issue is for Mr. Hall to start pinning his resignation letter to the City of Coffeyville.

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- Debbie Munson, 1313 W. 12th, came to the podium and came to support Chief Ward and the firefighters. She said that her husband has cancer and did not know that things had changed at the Fire Department as she called for help one night, as she had done before, when her husband slid out of his chair and she could not pick him up. She was told that they could not help, that she would have to call the ambulance. She called PD, they sent an ambulance who in turn called the Fire Department, which is ridiculous. Mrs. Munson asked when this changed and was told the City Manager changed it to where the firemen could no longer go on assists. She stated taxpayers pay you all's stuff and pay the taxes in this town and the Fire Department is under the City's taxes which is paid by everyone here. Mrs. Munson went to the Fire Department and met with Chief Ward and told him how angry she was they did this. She also found out that when EMS calls the Fire Department they have to pay them. She stated we are all paying taxes and Montgomery County is taxed to death. Mrs. Munson said they need to bring back help for people and she is not the only one out there who has somebody sick that needs help and now they will have to wait for the ambulance which costs them a lot of money. She stated we pay you guys, do your job and take care of it.
- Loran Osborne, 613 W. 6th, came to the podium and said he works with veterans in our county and others. He said he is not here tonight because he has intimate knowledge of the fire department or its inner workings but he does know HazMat and tactics and strategies for handling HazMat because he did that in the Army. He retired from the Army in that position under Emergency Operations and two things ring out in this situation. One is the image of the Fire Department and when his children were scared that things were going on outside the post, they gained courage through the tours that the Fire Department would take letting them know there was a presence there. His children didn't have to fear because the Fire Department was going to be there at every event because we want heroes for our heroes. The second is tactics and strategic thought and we have at this point in time a gap that 12 counties are looking to us to understand. Mr. Osborn said HazMat response is one of the most important duties that a Fire Department tasked in that manner has because it impacts everywhere. We have a leader with experience, time and understanding of tactical deployment and HazMat response and we have benched him in favor of a gap in leadership by a gap in leadership.
- Josh Cavaness, 1212 W. 5th, came to the podium and is here tonight for the Chief and he has been in fire services and EMS for a little over 20 years all over the State of Kansas and Northeast Oklahoma. One thing he has always been proud of is our Fire Department through their leadership has been exemplary. Mr. Cavaness said that concerning the Fire Department no longer responding to EMS calls that he doesn't think you will find a progressive Fire Department that does not do that, it's standard and is what happens everywhere across this country and is needed. If an ambulance gets dispatched to a scene, you are tasking the police dispatcher to determine if it is a fall or a cardiac arrest. In the case of a cardiac arrest, how many hands do you want there? Just two off the ambulance or an additional four from the Fire Department for a total of six. There is a lot that has to be done and help is needed. As far as the billing going back to the hospital, he doesn't think the City of Coffeyville has any expense in responding. He said the hospital has replaced any equipment used by the Fire Department. Mr. Cavaness said the HazMat team responding to 12 counties is something to be proud of. He doesn't know what else the Commission could possibly question in this and unfortunately it doesn't sound like this is becoming an out of the ordinary event with the City Manager directly attacking the Fire Department, shutting them down and

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stopping them from doing their jobs. Mr. Cavaness thinks the best thing the Commission can do tonight is have the Chief reinstated and terminate Mr. Hall.

- William Kendall, 1521 Willow, came to the podium and said reinstate the Fire Chief, terminate the City Manager Mark Hall and resign off the City Commission if they can't properly govern for the people in Coffeyville.
- Lunette Thompson, 3612 W 4th, came to the podium and said she was born and raised in Coffeyville, worked for CRMC, Dr. Christensen and alongside some of the firefighters here as well as medical personnel. In 2019 she had a premature child that she brought home from Tulsa, was home for two days and coded. Ms. Thompson had to perform CPR and call 911. The first people to get to the house was the Fire Department and six firefighters did CPR on her daughter along with her. Most of the situations she has been in, the Fire Department arrives first which has to do with great leadership. She said that she does not know where the leadership is failing but in the last five years it has not been through the men that have run the Fire Department.
- Griffin Walker came to the podium to speak on behalf of Boys and Girls Club and does everything he can for the kids of Coffeyville. He stated he has probably raised more money by himself than most of the people in the room. Mr. Walker wanted to do an event called "Wrestling for a Cause". He stated that people think Boys and Girls Club is a daycare but it brings in over \$700,000.00 a year to this town. Mr. Walker submitted his application, insurance and everything he needed to for the event but it was denied and on the signature page it had "Denied, Mark Hall" with no explanation and could not get any answers. He said this money is not going in his pocket it is for the kids and he is not begging anyone in Coffeyville for a lot of money. Mr. Walker said he is trying to make things better but he has people pushing him around and the same thing is happening to the Fire Chief. He said there is a term called proximity law and when the City is bringing in money from the State on HazMat, those are dollars that are not from Coffeyville and firefighters are using that money here. Mr. Walker said as a community we need to look at how this has happened and if we let someone go for this we are defeating what the State is doing for Coffeyville. He said let's not terminate someone for something that is benefiting Coffeyville.

Mayor Vannoster thanked everyone for their comments and reminded them that their rules prevent them from talking about City personnel. She feels they have made their points to them and thanked everyone again for coming.

A five minute recess was taken.

REGULAR AGENDA ITEMS

H. PUBLIC HEARING(s), SPECIAL PRESENTATION(s), & PROCLAMATION(s).

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-23-15 a Resolution to enter into an Engineering Master Services Agreement with Olsson Inc. for Electrical Engineering Analysis for the City of Coffeyville Electric Utility Station B-North.

Director of Electric Utility Mike Shook said this is an agreement with Olsson Engineers to look at substation improvements B-North Substation which serves Coffeyville Resources Nitrogen Fertilizer Facility. They have reached out to see if we would partner with an engineering firm to do a study for potential upgrades which would look at potential increased

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loads and currently that station is at capacity. Mr. Shook said they went through this in 2014 but there were no lead increases planned at that time. CRNF has agreed to split the costs as they did in 2014 to investigate the cost of expanding that substation. Olsson has presents a cost of \$74,200.00 for phase one and, if approved, CRNF will pay us back 50% of the cost.

MOTION: Move to approve Resolution R-23-15 agenda as presented.

ACTION: MOTION: YORK SECOND: SWINDELL
ROLL CALL: ALL AYE

2. Resolution R-23-16 a Resolution to authorize the execution of an agreement for specific Stop-Loss Insurance, Aggregate, Dental, Basic Life, Accidental Death and Dismemberment Insurance and third party administration services for the City's FY2024 Partially Self-Funded Health Insurance Coverage.

Director of Finance Stephanie Richardson stated this is the time of year we look at our health insurance renewal for the upcoming year that renews on April 1st. We are currently under a self-funded health insurance plan which means the City puts deposits into the plan and the employees pay their premium. The City pays the stop loss premiums and claims out of those dollars. We do that so if there are any savings if claims don't add up to what we have included in our funding them the City gets that savings piece that can be rolled forward to offset costs in future years. Mrs. Richardson stated that his year we used two different consulting companies to go out and bid our insurance policies – Benefit Health Advisors and Charlesworth Consulting. The lowest option came back with our current broker, Benefit Health Advisors and offers our stop loss coverage and the administration of our claims at the lowest cost. There is no changes to our current health plan, deductibles or co-insurance. We use the Delta Dental Plan and are proposing to add an EAP program as it is now a requirement with our KERIT work comp coverage. The City's contribution to the employees plan did increase from \$9,165.00 to \$10, 712.00. Putting these numbers together it does have an unfunded balance of \$77,220.00 and that is if we hit 100% of our expected claims. Typically we run 90% to 95%. Again this leaves employees contributions the same which is \$112 a month for single coverage and \$336 for family coverage.

MOTION: Move to approve Resolution R-23-16 agenda as presented.

ACTION: MOTION: VANNOSTER SECOND: DOANE
ROLL CALL: ALL AYE

3. Resolution R-23-17 a Resolution to authorize submission of the 2025 KDOT CCLIP Pavement Restoration Application.

Director of Public Works Jim Bradshaw stated the city was notified on January 23, 2023 by letter stating KDOT was requesting the call for projects to be submitted for future funding for their CCLIP program. The city currently has a project that is awaiting the bid process through KDOT; the estimated date to let the existing project is now set for July of 2023. That project will begin 563' South of 15th Street and is estimated end on the South side of Walden Street an estimated 1000' ft. of 4 lane highway. This project was submitted in February 2020 This proposed pavement restoration project is for replacement of approximately 1380' ft. of 4 lane highway, US 169 (South Walnut) beginning South of Walden and ending at the center line of Grace Blvd. This area has had several joint repairs, grinding, and overlays and has reached a point that the pavement is failing. By applying for the CCLIP program this will

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allow the city to continue to replace the pavement on South Walnut utilizing up to \$1.5M of KDOT funds. Deadline for application submittal is March 24th, 2023. Staff recommends approving the submittal of the application for funding year 2025 for the KDOT CCLIP program for Pavement Restoration on approximately 1,380' ft. of highway 169 (South Walnut).

MOTION: Move to approve Resolution R-23-17 agenda as presented.

ACTION: MOTION: VANNOSTER SECOND: MAPLES
ROLL CALL: ALL AYE

- 4. City Manager's Report
- 5. Comments from Commissioners and Staff

K. EXECUTIVE SESSION(s)

- 1. Executive Session to discuss personnel matters of nonelected personnel.

MOTION: Move to recess to Executive Session for the purpose of discussing personnel matters of non-elected personnel as permitted by the non-elected personnel matter exception to the Open Meetings Act, as set forth in K.S.A. 75-4319(b)(1), to include the City Commission, City Attorney, City Manager and Director of Electric Utility to reconvene in the Commission Room at 8:15 p.m.

ACTION: MOTION: VANNOSTER SECOND: YORK
ROLL CALL: ALL AYE

MOTION: Move to extend Executive Session for 30 more minutes to reconvene in the Commission Room at 8:45 pm

ACTION: MOTION: VANNOSTER SECOND: MAPLES
ROLL CALL: ALL AYE

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

- 1. Sales Tax Report – February 2023
- 2. Coffeyville Police Department Crime Stats – January & February 2023
- 3. Hillcrest Golf Course Report – February 2023

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M. ADJOURN

MOTION: Move to Adjourn

ACTION: MOTION: VANNOSTER SECOND: YORK
ROLL CALL: ALL AYE

Time the meeting was adjourned: 8:46 pm

Date the minutes were approved:

Melissa Carter, City Clerk

**City of Coffeyville
Department Codings**

010-5-011	General - City Commission	450-5-000	Aquatic Center
010-5-012	General - City Manager		
010-5-013	General - Legal	500-5-000	Capital Equipment
010-5-014	General - Finance		
010-5-015	General - City Clerk	510-5-000	911 Emergency Telephone System
010-5-016	General - City Treasurer		
010-5-017	General - Collections	520-5-000	Capital Improvement
010-5-018	General - Data Processing		
010-5-019	General - Personnel/Risk Management	670-5-000	Veterans Memorial Stadium
010-5-023	General - Police		
010-5-025	General - Animal Control	700-5-000	Refuse/Trash Utility
010-5-041	General - Fire		
010-5-045	General - Inspections	720-5-000	Wireless Internet Utility
010-5-071	General - Engineering		
010-5-091	General - City Hall	760-5-000	Stormwater Utility
010-5-092	General - Other City Buildings		
010-5-131	General - Non-Departmental	800-5-020	Electric - Distribution
010-5-161	General - Public Service - Admin.	800-5-022	Electric - Transmission
010-5-163	General - Public Service - Streets, Alleys	800-5-030	Electric - Generation
		800-5-040	Electric - Administration
020-5-000	Library		
		810-5-020	Electric Depr/Repl - Distribution
090-5-000	Bond & Interest	810-5-022	Electric Depr/Repl - Transmission
		810-5-030	Electric Depr/Repl - Generation
110-5-023	Local Alcohol Liquor - Police Department	810-5-040	Electric Depr/Repl - Administration
110-5-760	Local Alcohol Liquor - Special Parks/Rec		
110-5-762	Local Alcohol Liquor - Four County	820-5-000	Electric Debt Service
110-5-763	Local Alcohol Liquor - ADSAP		
110-5-764	Local Alcohol Liquor - MG County BB/BS	840-5-000	Electric Surplus
140-5-000	Youth Activity Center	900-5-026	Water - Distribution
		900-5-027	Wastewater - Distribution
210-5-000	Sales Tax	900-5-036	Water - Treatment
		900-5-037	Wastewater - Treatment
230-5-000	Drug Forfeitures	900-5-046	Water - General
		900-5-047	Wastewater - General
250-5-000	Police VIN Fund		
		910-5-611	W/WW Depr/Repl - WW Projects
340-5-000	Airport Special Projects	910-5-612	W/WW Depr/Repl - Wtr Projects
		910-5-651	W/WW Depr/Repl - WW Equipment
350-5-000	Risk Management	910-5-652	W/WW Depr/Repl - Wtr Equipment
360-5-000	Airport	910-5-662	W/WW Depr/Repl - Infiltration/Inflow Reduction
370-5-000	Hillcrest Golf Course		

PACKET: 04437 AO 23-06 3.28.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-50189	AIR COMPRESSOR SERVICES					
=====						
I-INV081664		OIL/AIR FILTERS, SYNTHETIC OI	777.14			
2/06/2023	AP	DUE: 2/06/2023 DISC: 2/06/2023		1099: N		
		5 GALLON SYNTHETIC OIL		800 5-030-545	MOTOR FUELS/LUBRICANTS	432.82
		AIR FILTER, OIL FILTER		800 5-030-620	EQUIPMENT MAINTENANCE	344.32
		=== VENDOR TOTALS ===	777.14			
=====						
01-02910	AIRGAS USA, LLC					
=====						
I-9995495453		CYLINDER RENTAL	37.41			
2/28/2023	AP	DUE: 3/30/2023 DISC: 3/30/2023		1099: N		
		CYLINDER RENTAL		800 5-030-448	EQUIPMENT-RENTAL/SERVICE	37.41
		=== VENDOR TOTALS ===	37.41			
=====						
01-50300	ALLGEIER, MARTIN & ASSOCIATES,					
=====						
I-COFF7020002A-04		PAY #4-RAW WATER IMPROVEMENTS	2,560.00			
3/17/2023	AP	DUE: 4/16/2023 DISC: 4/16/2023		1099: N		
		PAY #4-RAW WATER IMPROVEMENTS		910 5-612-478	PROFESSIONAL SERVICES	2,560.00
=====						
I-COFF7022001-06		PAY #6-WTP FACILITY PLAN	5,200.00			
3/17/2023	AP	DUE: 4/16/2023 DISC: 4/16/2023		1099: N		
		PAY #6-WTP FACILITY PLAN		910 5-612-478	PROFESSIONAL SERVICES	5,200.00
		=== VENDOR TOTALS ===	7,760.00			
=====						
01-00082	ALLISON PRYOR					
=====						
I-202303230977		MILEAGE-LENEXA-KERIT MEETING	206.98			
3/22/2023	AP	DUE: 3/22/2023 DISC: 3/22/2023		1099: N		
		MILEAGE-LENEXA-KERIT MEETING		010 5-019-490	TRAVEL EXPENSE REIMBURSE	206.98
		=== VENDOR TOTALS ===	206.98			
=====						
01-50350	ALTEC INDUSTRIES, INC.					
=====						
I-12237512		STROBE LIGHT X 2	325.41			
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023		1099: N		
		STROBE LIGHT		800 5-020-590	VEHICLE-EQUIP SUPPLIES	162.71
		STROBE LIGHT		800 5-020-590	VEHICLE-EQUIP SUPPLIES	162.70
		=== VENDOR TOTALS ===	325.41			

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-----ID-----			GROSS	P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00117		AMAZON CAPITAL SERVICES, INC.				
=====						
I-1LDP-CHCY-NLW9		RECEIPT/REGISTER ROLLS, BAGS	88.61			
3/06/2023	AP	DUE: 3/06/2023 DISC: 3/06/2023		1099: N		
		RECEIPT/REGISTER ROLLS		370 5-000-550	OFFICE SUPPLIES	68.41
		VACUUM BAGS		010 5-091-520	DEPARTMENT SUPPLIES	20.20
=====						
I-1LXM-1YY7-1JRX		TONER CARTRIDGE	27.99			
3/07/2023	AP	DUE: 3/07/2023 DISC: 3/07/2023		1099: N		
		TONER CARTRIDGE		370 5-000-550	OFFICE SUPPLIES	27.99
=====						
I-1MJV-V97C-441X		32" TRASH PICKER X 48	239.96			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		32" TRASH PICKER X 48		180 5-205-520	DEPARTMENT SUPPLIES	239.96
		=== VENDOR TOTALS ===	356.56			
=====						
01-53542		ANIXTER, INC.				
=====						
I-5605560-00		ITRON METER X 4	986.17			
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N		
		ITRON METER X 4		800 5-020-665	METERS AND GAUGES	986.17
=====						
I-5610202-00		THHN #10 WIRE - HIGHLAND	2,598.26			
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N		
		THHN #10 WIRE - HIGHLAND		800 5-020-815	CONDUCTORS	2,598.26
		=== VENDOR TOTALS ===	3,584.43			
=====						
01-50670		ASPLUNDH TREE EXPERT COMPANY				
=====						
I-58G99423		TREE TRIMMING THRU 3/4/23	5,706.80			
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N		
		TREE TRIMMING THRU 3/4/23		800 5-020-424	CONTRACTUAL AGREEMENTS	5,706.80
=====						
I-58U74423		TREE TRIMMING THRU 3/11/23	5,369.50			
3/17/2023	AP	DUE: 3/17/2023 DISC: 3/17/2023		1099: N		
		TREE TRIMMING THRU 3/11/23		800 5-020-424	CONTRACTUAL AGREEMENTS	5,369.50
		=== VENDOR TOTALS ===	11,076.30			
=====						
01-59780		AT&T				
=====						
I-0323316A250686		3/23 METER STN, PLEXAR LINE	321.51			
3/09/2023	AP	DUE: 4/08/2023 DISC: 4/08/2023		1099: N		
		ATMOS METER STATION MODEM LINE		800 5-030-416	COMMUNICATIONS	215.67
		PLEXAR LINE		900 5-027-416	COMMUNICATIONS	105.84
		=== VENDOR TOTALS ===	321.51			

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-----ID-----		GROSS		P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-59790	AT&T					
I-3147807842		3/23 B-SUB DEDICATED LINE	784.21			
3/01/2023	AP	DUE: 3/01/2023 DISC: 3/01/2023		1099: N		
		3/23 B-SUB DEDICATED LINE		800 5-070-416	COMMUNICATIONS	784.21
		=== VENDOR TOTALS ===	784.21			
=====						
01-00336	BLAKE'S LUBE CENTER					
I-230269		BAND CLAMP X 3-WELDER	75.00			
3/16/2023	AP	DUE: 4/15/2023 DISC: 4/15/2023		1099: N		
		BAND CLAMP X 3-WELDER		010 5-163-620	EQUIPMENT MAINTENANCE	75.00
		=== VENDOR TOTALS ===	75.00			
=====						
01-56100	BORDER STATES ELECTRIC SUPPLY,					
I-925917993		15 KV CUTOUT X 23	3,479.06			
3/08/2023	AP	DUE: 4/07/2023 DISC: 4/07/2023		1099: N		
		15 KV CUTOUT X 23		800 5-020-850	OTHER EQUIPMENT	3,479.06
I-925965224		SINGLE FLOODLIGHT BRCKT X 24	2,366.77			
3/16/2023	AP	DUE: 4/15/2023 DISC: 4/15/2023		1099: N		
		SINGLE FLOODLIGHT BRCKT X 24		800 5-020-830	LAMPS	2,366.77
		=== VENDOR TOTALS ===	5,845.83			
=====						
01-51310	BRIDGESTONE GOLF, INC.					
I-INV-1003149171		BALLS, CAPS, GLOVE X 30	1,423.52			
3/08/2023	AP	DUE: 4/07/2023 DISC: 4/07/2023		1099: N		
		BALLS, CAPS, GLOVE X 30		370 5-000-508	PRO SHOP SUPPLIES	1,423.52
		=== VENDOR TOTALS ===	1,423.52			
=====						
01-00590	CARTER AUTOMOTIVE WAREHOUSE					
I-722379/1		TRIMMER LINE X 12	877.20			
3/23/2023	AP	DUE: 4/22/2023 DISC: 4/22/2023		1099: N		
		TRIMMER LINE X 12		010 5-163-520	DEPARTMENT SUPPLIES	877.20
I-725350/1		SIMPLE GREEN X 4 GALLON	78.93			
3/13/2023	AP	DUE: 4/12/2023 DISC: 4/12/2023		1099: N		
		SIMPLE GREEN X 4 GALLON		800 5-030-520	DEPARTMENT SUPPLIES	78.93
I-725417/1		OIL FILTER	18.74			
3/07/2023	AP	DUE: 4/06/2023 DISC: 4/06/2023		1099: N		
		OIL FILTER		010 5-163-680	VEHICLE-PARTS	18.74

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-00590	CARTER AUTOMOTIVE WAREHOUSE	(** CONTINUED **)					
I-725917/1		OIL FILTER	38.22				
3/09/2023	AP	DUE: 4/08/2023 DISC: 4/08/2023		1099: N			
		OIL FILTER		010 5-163-680	VEHICLE-PARTS	38.22	
I-726495/1		HYDRAULIC FLUID X 1 GAL	28.26				
3/13/2023	AP	DUE: 4/12/2023 DISC: 4/12/2023		1099: N			
		HYDRAULIC FLUID X 1 GAL		800 5-020-545	MOTOR FUELS/LUBRICANTS	25.03	
		FUNNEL		800 5-020-520	DEPARTMENT SUPPLIES	3.23	
I-726501/1		OIL SEAL X 2	3.64				
3/13/2023	AP	DUE: 4/12/2023 DISC: 4/12/2023		1099: N			
		OIL SEAL X 2		010 5-163-680	VEHICLE-PARTS	3.64	
I-726505/1		IDLER ARM, TIE ROD END	77.60				
3/13/2023	AP	DUE: 4/12/2023 DISC: 4/12/2023		1099: N			
		IDLER ARM, TIE ROD END		010 5-163-680	VEHICLE-PARTS	77.60	
I-726552/1		HYDRAULIC FLUID X 1 GALLON	25.04				
3/13/2023	AP	DUE: 4/12/2023 DISC: 4/12/2023		1099: N			
		HYDRAULIC FLUID X 1 GALLON		800 5-020-545	MOTOR FUELS/LUBRICANTS	25.04	
I-726723/1		FUEL FILTER X 2	73.82				
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N			
		FUEL FILTER X 2		760 5-000-680	VEHICLE-PARTS	73.82	
I-727084/1		FUEL FILTER	48.68				
3/16/2023	AP	DUE: 4/15/2023 DISC: 4/15/2023		1099: N			
		FUEL FILTER		010 5-041-680	VEHICLE-PARTS	48.68	
I-727332/1		PROTECTANT	9.26				
3/17/2023	AP	DUE: 4/16/2023 DISC: 4/16/2023		1099: N			
		PROTECTANT		900 5-027-520	DEPARTMENT SUPPLIES	9.26	
I-727888/1		BAR LAMP, SIDE MARKER LIGHT	22.70				
3/22/2023	AP	DUE: 4/21/2023 DISC: 4/21/2023		1099: N			
		BAR LAMP, SIDE MARKER LIGHT		010 5-163-590	VEHICLE-EQUIP SUPPLIES	22.70	
I-K85054/1		AIR FILTER	186.24				
3/16/2023	AP	DUE: 4/15/2023 DISC: 4/15/2023		1099: N			
		AIR FILTER		010 5-041-680	VEHICLE-PARTS	186.24	
=== VENDOR TOTALS ===			1,488.33				

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01040	CITY OF COFFEYVILLE					
I-202303220973		ELECTRIC GENERATION UTILITIES	5,717.63			
3/15/2023	AP	DUE: 4/14/2023 DISC: 4/14/2023		1099: N		
		MACHINE SHOP		800 5-030-494	UTILITIES	916.45
		BASEMENT		800 5-030-494	UTILITIES	4,439.93
		TOWER #3		800 5-030-494	UTILITIES	159.63
		TOWER #4		800 5-030-494	UTILITIES	201.62
		=== VENDOR TOTALS ===	5,717.63			
=====						
01-01043	CITY OF COFFEYVILLE					
I-2023-1		1Q23 LIQUOR TAX DISTRIBUTION	2,213.41			
3/16/2023	AP	DUE: 3/16/2023 DISC: 3/16/2023		1099: N		
		1Q23 LIQUOR TAX DISTRIBUTION		110 5-760-432	REIMBURSED EXPENSE	2,213.41
		=== VENDOR TOTALS ===	2,213.41			
=====						
01-01146	CITY OF DEARING					
I-202303140787		2/23 FRANCHISE FEE	123.86			
2/28/2023	AP	DUE: 3/30/2023 DISC: 3/30/2023		1099: N		
		2/23 FRANCHISE FEE		800 5-020-430	DEARING FRANCHISE PAYMEN	123.86
		=== VENDOR TOTALS ===	123.86			
=====						
01-52050	CJ'S THREADS LLC					
I-22255		UNIFORM JACKET, PANTS-HAYES	255.00			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		UNIFORM JACKET, PANTS-HAYES		010 5-041-515	CLOTHING	255.00
I-22256		UNIFORM PANTS, SHIRTS-MIDGETT	237.50			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		UNIFORM PANTS, SHIRTS-MIDGETT		010 5-041-515	CLOTHING	237.50
I-22257		UNIFORM CAPS, SHIRTS-HARP	154.50			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		UNIFORM CAPS, SHIRTS-HARP		010 5-041-515	CLOTHING	154.50
I-22258		UNIFORM SHIRTS, PANTS-FRITZ	224.50			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		UNIFORM SHIRTS, PANTS-FRITZ		010 5-041-515	CLOTHING	224.50
I-22259		UNIFORM PANTS, SHIRTS-BRADSHA	195.50			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		UNIFORM PANTS, SHIRTS-BRADSHAW		010 5-041-515	CLOTHING	195.50

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=====						
01-52050	CJ'S THREADS LLC	(** CONTINUED **)				
I-22260		UNIFORM SHIRTS, PANTS-O'CONNO	220.50			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		UNIFORM SHIRTS, PANTS-O'CONNOR		010 5-041-515	CLOTHING	220.50
I-22261		UNIFORM PANTS, SHIRTS-DEAN	119.50			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		UNIFORM PANTS, SHIRTS-DEAN		010 5-041-515	CLOTHING	119.50
I-22262		UNIFORM PANTS, SHIRTS-CARESIO	302.00			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		UNIFORM PANTS, SHIRTS-CARESIO		010 5-041-515	CLOTHING	302.00
I-22303		UNIFORM PANTS, SHIRTS-WHARRY	274.50			
3/18/2023	AP	DUE: 3/18/2023 DISC: 3/18/2023		1099: N		
		UNIFORM PANTS, SHIRTS-WHARRY		010 5-041-515	CLOTHING	274.50
I-22316		UNIFORM PATCH X 50	487.50			
3/20/2023	AP	DUE: 3/20/2023 DISC: 3/20/2023		1099: N		
		UNIFORM PATCH X 50		010 5-041-515	CLOTHING	487.50
		=== VENDOR TOTALS ===	2,471.00			
=====						
01-00870	COFFEYVILLE FEED AND FARM SUPP					
I-859614		STIHL MS 291 CHAINSAW	539.99			
3/22/2023	AP	DUE: 4/21/2023 DISC: 4/21/2023		1099: N		
		STIHL MS 291 CHAINSAW		010 5-163-850	OTHER EQUIPMENT	539.99
		=== VENDOR TOTALS ===	539.99			
=====						
01-00877	COFFEYVILLE FRIENDS OF ANIMALS					
I-2704		REIMBURSE 2 LOADS OF GRAVEL	400.00			
2/07/2023	AP	DUE: 2/07/2023 DISC: 2/07/2023		1099: N		
		REIMBURSE 2 LOADS OF GRAVEL		010 5-025-565	ROCK-SAND-DIRT	400.00
I-2712		REIMBURSE PRESSURE WSHR RPRS	334.03			
3/02/2023	AP	DUE: 3/02/2023 DISC: 3/02/2023		1099: N		
		REIMBURSE PRESSURE WSHR RPRS		010 5-025-620	EQUIPMENT MAINTENANCE	334.03
		=== VENDOR TOTALS ===	734.03			

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-52150	COMPENSATING USE TAX					
=====						
I-202303200788		2/23 COMPENSATING USE TAX	39.87			
3/24/2023	AP	DRAFT 3/24/2023		1099: N		
		2/23 COMPENSATING USE TAX		800 5-020-620	EQUIPMENT MAINTENANCE	39.87
=== VENDOR TOTALS ===			39.87			
=====						
01-52347	CORE & MAIN LP					
=====						
I-S497363		14' SEWER PIPE X 112	3,628.80			
3/16/2023	AP	DUE: 3/16/2023 DISC: 3/16/2023		1099: N		
		14' SEWER PIPE X 112		900 5-027-855	PIPE	3,628.80
=== VENDOR TOTALS ===			3,628.80			
=====						
01-57405	COX BUSINESS SERVICES					
=====						
I-202303220974		3/23 CONSOLIDATED BILLING	1,041.59			
3/17/2023	AP	DUE: 4/16/2023 DISC: 4/16/2023		1099: N		
		PRIMARY RATE INTERFACE LINES		010 5-131-416	COMMUNICATIONS	450.08
		PRIMARY RATE INTERFACE LINES		900 5-046-416	COMMUNICATIONS	16.67
		PRIMARY RATE INTERFACE LINES		800 5-040-416	COMMUNICATIONS	241.71
		PRIMARY RATE INTERFACE LINES		760 5-000-416	COMMUNICATIONS	8.33
		PRIMARY RATE INTERFACE LINES		370 5-000-416	COMMUNICATIONS	25.00
		PRIMARY RATE INTERFACE LINES		900 5-037-416	COMMUNICATIONS	33.34
		PRIMARY RATE INTERFACE LINES		720 5-000-416	COMMUNICATIONS	16.67
		PRIMARY RATE INTERFACE LINES		900 5-036-416	COMMUNICATIONS	25.00
		PRIMARY RATE INTERFACE LINES		900 5-026-416	COMMUNICATIONS	16.69
		ELECTRIC ADMIN TELEPHONE SVC		800 5-040-416	COMMUNICATIONS	39.13
		DIGITAL ADAPTER RENTAL		900 5-036-448	EQUIPMENT-RENTAL/SERVICE	2.09
		HGC TELEPHONE SERVICE		370 5-000-416	COMMUNICATIONS	39.13
		CEMETERY TELEPHONE SERVICE		010 5-163-416	COMMUNICATIONS	55.55
		ELECTRIC DISTRIBUTION CABLE		800 5-020-448	EQUIPMENT-RENTAL/SERVICE	26.04
		EMERGENCY SERVICES CABLE		010 5-023-448	EQUIPMENT-RENTAL/SERVICE	23.08
		EMERGENCY SERVICES CABLE		010 5-041-448	EQUIPMENT-RENTAL/SERVICE	23.08
=== VENDOR TOTALS ===			1,041.59			
=====						
01-52514	CROSS DISCIPLINE ENGINEERING L					
=====						
I-1207		PAY #7 NIP SUBSTATION UPGRADE	10,347.25			
3/13/2023	AP	DUE: 3/13/2023 DISC: 3/13/2023		1099: N		
		PAY #7 NIP SUBSTATION UPGRADE		810 5-020-478	PROFESSIONAL SERVICES	10,347.25
=== VENDOR TOTALS ===			10,347.25			

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01212	CUT IT OUT TREE TRIMMING & LAW					
I-74250		LOT CLEAN UP-1606 W 5TH	40.00			
3/17/2023	AP	DUE: 3/17/2023 DISC: 3/17/2023		1099: Y		
		LOT CLEAN UP-1606 W 5TH		700 5-000-424	CONTRACTUAL AGREEMENTS	40.00
I-806145		HAUL TIRE X 30	200.00			
3/06/2023	AP	DUE: 3/06/2023 DISC: 3/06/2023		1099: Y		
		HAUL TIRE X 30		700 5-000-424	CONTRACTUAL AGREEMENTS	200.00
		=== VENDOR TOTALS ===	240.00			
=====						
01-52826	DAVIS-MOORE AUTOMOTIVE, INC.					
I-1131823		2023 DODGE CHARGER	36,177.25			
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N		
		2023 DODGE CHARGER		420 5-525-875	VEHICLES	36,177.25
I-1131824		2023 DODGE CHARGER	36,177.25			
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N		
		2023 DODGE CHARGER		420 5-525-875	VEHICLES	36,177.25
I-1131825		2023 DODGE CHARGER	36,177.25			
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N		
		2023 DODGE CHARGER		420 5-525-875	VEHICLES	36,177.25
		=== VENDOR TOTALS ===	108,531.75			
=====						
01-52884	DELTA DENTAL OF KANSAS, INC.					
I-1003729202302		2/23 DENTAL PREMIUMS	691.85			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		2/23 DENTAL PREMIUMS		350 5-716-310	HEALTH INSURANCE	691.85
		=== VENDOR TOTALS ===	691.85			
=====						
01-52927	DETECTACHEM, INC.					
I-INV10518		THC, METH TEST KITS	217.20			
3/16/2023	AP	DUE: 3/16/2023 DISC: 3/16/2023		1099: N		
		THC, METH TEST KITS		010 5-023-520	DEPARTMENT SUPPLIES	217.20
		=== VENDOR TOTALS ===	217.20			

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=====						
01-01175	DIGITAL CONNECTIONS, INC.					
I-59967		ED, PP MAINT AGREEMENT, COPIE	86.93			
3/07/2023	AP	DUE: 4/06/2023 DISC: 4/06/2023		1099: N		
		ED MAINT AGREEMENT, COPIES		800 5-020-448	EQUIPMENT-RENTAL/SERVICE	43.36
		PP MAINT AGREEMENT, COPIES		800 5-030-448	EQUIPMENT-RENTAL/SERVICE	43.57
I-60000		PD MAINT AGREEMENT, COPIES	38.88			
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023		1099: N		
		PD MAINT AGREEMENT, COPIES		010 5-023-448	EQUIPMENT-RENTAL/SERVICE	38.88
		=== VENDOR TOTALS ===	125.81			
=====						
01-01317	ECK HEAT & A/C, INC.					
I-1088-42302		HEAT EXCHANGER, INSPECTION	6,714.00			
3/01/2023	AP	DUE: 3/01/2023 DISC: 3/01/2023		1099: N		
		HEAT EXCHANGER, INSPECTION		370 5-000-610	BUILDING MAINTENANCE	6,714.00
		=== VENDOR TOTALS ===	6,714.00			
=====						
01-53435	FASTENAL COMPANY					
I-KSCOF111306		ELBOWS, COUPLINGS-BASINS	380.59			
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023		1099: N		
		ELBOWS, COUPLINGS-BASINS		900 5-037-620	EQUIPMENT MAINTENANCE	380.59
I-KSCOF111329		DRILL BIT	4.31			
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N		
		DRILL BIT		010 5-041-580	TOOLS	4.31
		=== VENDOR TOTALS ===	384.90			
=====						
01-53587	FOLEY INDUSTRIES, INC.					
I-PS210108306		BUCKET TEETH, RETAINERS, PINS	570.57			
3/16/2023	AP	DUE: 3/16/2023 DISC: 3/16/2023		1099: N		
		BUCKET TEETH, RETAINERS, PINS		010 5-163-620	EQUIPMENT MAINTENANCE	570.57
		=== VENDOR TOTALS ===	570.57			
=====						
01-01410	FOUR STATE MAINTENANCE SUPPLY,					
I-653176		FLOOR FINISH, MOP HEAD	290.92			
3/06/2023	AP	DUE: 4/05/2023 DISC: 4/05/2023		1099: N		
		FLOOR FINISH, MOP HEAD		800 5-030-520	DEPARTMENT SUPPLIES	290.92
I-653443		LINERS, TISSUE, TOWELS	215.85			
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023		1099: N		
		LINERS, TISSUE, TOWELS		010 5-163-520	DEPARTMENT SUPPLIES	215.85

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-01410	FOUR STATE MAINTENANCE SUPPLY, (** CONTINUED **)						
I-653547		SPRAY/WIPE, GLASS CLEANER	99.57				
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N			
		SPRAY/WIPE, GLASS CLEANER		010 5-163-520	DEPARTMENT SUPPLIES		99.57
I-653573		NITRILE GLOVES	78.60				
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N			
		NITRILE GLOVES		010 5-023-520	DEPARTMENT SUPPLIES		78.60
I-653674		SANITIZER, TOWELS, TISSUE	405.37				
3/16/2023	AP	DUE: 4/15/2023 DISC: 4/15/2023		1099: N			
		SANITIZER, TOWELS, TISSUE		010 5-091-520	DEPARTMENT SUPPLIES		405.37
I-653675		POP UP WIPES	43.58				
3/16/2023	AP	DUE: 4/15/2023 DISC: 4/15/2023		1099: N			
		POP UP WIPES		010 5-023-520	DEPARTMENT SUPPLIES		43.58
I-653889		UNLINED LEATHER GLOVES X 36 P	182.28				
3/21/2023	AP	DUE: 4/20/2023 DISC: 4/20/2023		1099: N			
		UNLINED LEATHER GLOVES X 36 PR		010 5-163-515	CLOTHING		182.28
		=== VENDOR TOTALS ===	1,316.17				
=====							
01-54017	GRAND RIVER DAM AUTHORITY						
I-64,826		2/23 POWER PURCHASE	3,880,327.16				
3/02/2023	AP	DRAFT 3/23/2023		1099: N			
		2/23 POWER PURCHASE-MESSER		800 5-070-538	ENERGY-PURCHASE FIRM		2,995,437.29
		2/23 PCA COST RECOVERY-MESSER		800 5-070-538	ENERGY-PURCHASE FIRM		32,195.53
		2/23 PCA COST RECOVERY INTRST		800 5-070-538	ENERGY-PURCHASE FIRM		8,531.82
		2/23 PCA COST RECOVERY-CRNF		800 5-070-538	ENERGY-PURCHASE FIRM		38,676.09
		2/23 PCA COST RECOVERY INTRST		800 5-070-538	ENERGY-PURCHASE FIRM		10,249.16
		2/23 POWER PURCHASE-CITY		800 5-030-538	ENERGY-PURCHASE FIRM		766,498.98
		2/23 COST RECOVERY-CITY		800 5-030-538	ENERGY-PURCHASE FIRM		22,706.16
		2/23 COST RECOVERY INTRST		800 5-030-538	ENERGY-PURCHASE FIRM		6,017.13
		WIRE FEE		800 5-030-478	PROFESSIONAL SERVICES		15.00
		=== VENDOR TOTALS ===	3,880,327.16				
=====							
01-54032	GRAYBAR ELECTRIC COMPANY, INC.						
I-9331202726		DROP CABLES	198.30				
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N			
		DROP CABLES		720 5-000-850	OTHER EQUIPMENT		198.30
		=== VENDOR TOTALS ===	198.30				

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-54160	HACH COMPANY					
I-13508395		REPAIR TURBIDITY METER	470.50			
3/17/2023	AP	DUE: 4/16/2023 DISC: 4/16/2023		1099: N		
		REPAIR TURBIDITY METER		900 5-036-620	EQUIPMENT MAINTENANCE	470.50
=== VENDOR TOTALS ===			470.50			
=====						
01-01680	HALL, LEVY, DEVORE, BELL,					
I-202303200789		2/23 CITY PROSECUTOR	850.00			
3/02/2023	AP	DUE: 4/01/2023 DISC: 4/01/2023		1099: Y		
		2/23 CITY PROSECUTOR		010 5-013-478	PROFESSIONAL SERVICES	850.00
I-202303200790		2/23 LEGAL SERVICES	3,200.00			
3/02/2023	AP	DUE: 4/01/2023 DISC: 4/01/2023		1099: Y		
		2/23 LEGAL SERVICES		010 5-013-478	PROFESSIONAL SERVICES	3,200.00
=== VENDOR TOTALS ===			4,050.00			
=====						
01-54323	HAWKINS, INC.					
I-6418200		POLYMER, AMMONIUM SULFATE	10,492.71			
3/06/2023	AP	DUE: 3/06/2023 DISC: 3/06/2023		1099: N		
		POLYMER, AMMONIUM SULFATE		900 5-036-525	CHEMICALS/FERTILIZERS/SE	10,492.71
I-6424988		POTASSIUM, SODIUM BISULFITE	6,992.70			
3/15/2023	AP	DUE: 3/15/2023 DISC: 3/15/2023		1099: N		
		POTASSIUM, SODIUM BISULFITE		900 5-036-525	CHEMICALS/FERTILIZERS/SE	6,992.70
I-6427751		AMMONIUM SULFATE	2,222.64			
3/20/2023	AP	DUE: 3/20/2023 DISC: 3/20/2023		1099: N		
		AMMONIUM SULFATE		900 5-036-525	CHEMICALS/FERTILIZERS/SE	2,222.64
=== VENDOR TOTALS ===			19,708.05			
=====						
01-01770	HILLCREST GOLF COURSE PETTY CA					
I-1625		14 CASES OF BEER FROM BEST BV	326.75			
3/22/2023	AP	DUE: 4/21/2023 DISC: 4/21/2023		1099: N		
		14 CASES OF BEER FROM BEST BVG		370 5-000-506	BEER-GOLF COURSE	326.75
=== VENDOR TOTALS ===			326.75			

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-54630 HUGO'S INDUSTRIAL SUPPLY, INC.						
I-295712		TONER CARTRIDGE X 2	362.56			
3/09/2023	AP	DUE: 4/08/2023 DISC: 4/08/2023		1099: N		
		TONER CARTRIDGE X 2		010 5-023-550	OFFICE SUPPLIES	362.56
=== VENDOR TOTALS ===			362.56			
=====						
01-54685 IBT, INC.						
I-8172054		OIL SEAL	4.81			
3/06/2023	AP	DUE: 4/05/2023 DISC: 4/05/2023		1099: N		
		OIL SEAL		450 5-000-620	EQUIPMENT MAINTENANCE	4.81
=== VENDOR TOTALS ===			4.81			
=====						
01-55177 JACKSON LEWIS P.C.						
I-8209335		2/23 LEGAL SERVICES	308.00			
3/06/2023	AP	DUE: 3/06/2023 DISC: 3/06/2023		1099: Y		
		2/23 LEGAL SERVICES		010 5-013-478	PROFESSIONAL SERVICES	308.00
=== VENDOR TOTALS ===			308.00			
=====						
01-02958 JAROD WARD						
I-202303220975		REIMBURSE 10" LINEMAN BOOTS	380.00			
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N		
		REIMBURSE 10" LINEMAN BOOTS		800 5-020-515	CLOTHING	380.00
=== VENDOR TOTALS ===			380.00			
=====						
01-55600 KANSAS DEPARTMENT OF HEALTH &						
I-202303200791		CLASS 3 RENEWAL-W. WARREN	20.00			
3/07/2023	AP	DUE: 4/06/2023 DISC: 4/06/2023		1099: N		
		CLASS 3 RENEWAL-W. WARREN		900 5-037-486	TAXES, LICENSES, PERMITS	20.00
=== VENDOR TOTALS ===			20.00			
=====						
01-55610 KANSAS DEPARTMENT OF REVENUE						
C-202303200795		1/23 HGC AMENDED SALES TAX	118.21CR			
1/31/2023	AP	DRAFT				

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-55610	KANSAS DEPARTMENT OF REVENUE (** CONTINUED **)						
I-202303200793		2/23 AIRPORT SALES TAX	785.63				
2/28/2023	AP	DRAFT 3/24/2023		1099: N			
		2/23 AIRPORT SALES TAX		360 5-000-486	TAXES, LICENSES, PERMITS	785.63	
I-202303200796		2/23 HGC SALES TAX	357.87				
2/28/2023	AP	DRAFT 3/24/2023		1099: N			
		2/23 HGC SALES TAX		370 5-000-486	TAXES, LICENSES, PERMITS	357.87	
		=== VENDOR TOTALS ===	1,145.27				
=====							
01-55620	KANSAS DEPARTMENT OF REVENUE						
I-202303220976		2/23 STATE, CITY TAX	31,734.02				
2/28/2023	AP	DRAFT 3/24/2023		1099: N			
		2/23 STATE TAX		210 5-000-486	TAXES, LICENSES, PERMITS	21,254.31	
		2/23 CITY TAX		210 5-000-486	TAXES, LICENSES, PERMITS	10,479.71	
		=== VENDOR TOTALS ===	31,734.02				
=====							
01-55740	KMGA GAS SUPPLY OPERATING FUND						
I-KMGA-CO-2023-02		2/23 ACTUAL GAS CHARGES	117,334.68				
3/13/2023	AP	DUE: 4/12/2023 DISC: 4/12/2023		1099: N			
		2/23 ACTUAL GAS CHARGES		800 5-030-535	FUEL-GAS PURCHASE	117,334.68	
		=== VENDOR TOTALS ===	117,334.68				
=====							
01-58942	LABORCHEX, INC.						
I-202303226		BACKGROUND CHECK X 2	199.96				
3/13/2023	AP	DUE: 3/13/2023 DISC: 3/13/2023		1099: N			
		BACKGROUND CHECK		010 5-163-478	PROFESSIONAL SERVICES	99.98	
		BACKGROUND CHECK		370 5-000-478	PROFESSIONAL SERVICES	99.98	
		=== VENDOR TOTALS ===	199.96				
=====							
01-56141	LAWSON PRODUCTS, INC.						
I-9310406623		NUTS, INSERTS, SCREWS, WASHER	132.69				
3/06/2023	AP	DUE: 3/06/2023 DISC: 3/06/2023		1099: N			
		NUTS, INSERTS, SCREWS, WASHERS		010 5-163-520	DEPARTMENT SUPPLIES	132.69	
		=== VENDOR TOTALS ===	132.69				

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-56867	MEM INDUSTRIAL LLC					
I-21490E		120/480 V TRANSFORMER PANEL	430.78			
3/01/2023	AP	DUE: 3/01/2023 DISC: 3/01/2023		1099: N		
		120/480 V TRANSFORMER PANEL		800 5-030-850	OTHER EQUIPMENT	430.78
		=== VENDOR TOTALS ===	430.78			
=====						
01-56909	METRO COURIER, INC.					
I-30048		LAB TEST TO KDHE X 2	37.14			
3/15/2023	AP	DUE: 3/15/2023 DISC: 3/15/2023		1099: N		
		LAB TEST TO KDHE X 2		900 5-036-550	OFFICE SUPPLIES	37.14
		=== VENDOR TOTALS ===	37.14			
=====						
01-57030	MID-STATES ORGANIZED CRIME INF					
I-2023549-IN		2023 MEMBERSHIP DUES	150.00			
1/23/2023	AP	DUE: 2/22/2023 DISC: 2/22/2023		1099: N		
		2023 MEMBERSHIP DUES		010 5-023-444	DUES/SUBSCRIPTION/PUBLIC	150.00
		=== VENDOR TOTALS ===	150.00			
=====						
01-57073	MIDWEST ELECTRIC TRANSFORMERS					
I-61909		REPAIR/RECON 50 KVA XFORMER	1,767.90			
3/15/2023	AP	DUE: 3/15/2023 DISC: 3/15/2023		1099: N		
		REPAIR/RECON 50 KVA XFORMER		800 5-020-870	TRANSFORMERS	1,767.90
		=== VENDOR TOTALS ===	1,767.90			
=====						
01-57100	MIDWEST MINERALS, LLC					
I-634490		2.64 TON OF AB-3	30.44			
2/14/2023	AP	DUE: 3/16/2023 DISC: 3/16/2023		1099: N		
		2.64 TON OF AB-3		800 5-020-565	ROCK-SAND-DIRT	30.44
I-635245R		1.77 TON OF AB-3	20.41			
3/15/2023	AP	DUE: 4/14/2023 DISC: 4/14/2023		1099: N		
		1.77 TON OF AB-3		800 5-020-565	ROCK-SAND-DIRT	20.41
I-638925		14.10 TON OF AB-3	150.87			
3/08/2023	AP	DUE: 4/07/2023 DISC: 4/07/2023		1099: N		
		14.10 TON OF AB-3		010 5-163-565	ROCK-SAND-DIRT	150.87
I-638926		55.75 TON OF AB-3	642.76			
3/08/2023	AP	DUE: 4/07/2023 DISC: 4/07/2023		1099: N		
		18.59 TON OF AB-3		010 5-163-565	ROCK-SAND-DIRT	214.26
		18.59 TON OF AB-3		900 5-026-565	ROCK-SAND-DIRT	214.25
		18.59 TON OF AB-3		900 5-027-565	ROCK-SAND-DIRT	214.25

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-57100	MIDWEST MINERALS, LLC	(** CONTINUED **)				
=====						
I-640679		3.41 TON OF AB-3	39.32			
3/15/2023	AP	DUE: 4/14/2023 DISC: 4/14/2023		1099: N		
		3.41 TON OF AB-3		800 5-020-565	ROCK-SAND-DIRT	39.32
=====						
I-641822		10.40 TON OF AB-3	119.90			
3/21/2023	AP	DUE: 4/20/2023 DISC: 4/20/2023		1099: N		
		10.40 TON OF AB-3		900 5-026-565	ROCK-SAND-DIRT	119.90
=====						
		=== VENDOR TOTALS ===	1,003.70			
=====						
01-02720	O'REILLY AUTOMOTIVE, INC.					
=====						
C-0144-118847		RETURN LIFT SUPPORT X 4	82.92CR			
3/16/2023	AP	DUE: 3/16/2023 DISC: 3/16/2023		1099: N		
		RETURN LIFT SUPPORT X 4		010 5-163-680	VEHICLE-PARTS	82.92CR
=====						
I-0144-117398		FUEL FILTER	42.74			
3/07/2023	AP	DUE: 4/06/2023 DISC: 4/06/2023		1099: N		
		FUEL FILTER		010 5-163-680	VEHICLE-PARTS	42.74
=====						
I-0144-117465		COVER, OIL GASKETS	141.08			
3/07/2023	AP	DUE: 4/06/2023 DISC: 4/06/2023		1099: N		
		COVER, OIL GASKETS		900 5-037-680	VEHICLE-PARTS	141.08
=====						
I-0144-117478		AIR/HYDRAULIC FILTERS, OIL	90.33			
3/07/2023	AP	DUE: 4/06/2023 DISC: 4/06/2023		1099: N		
		AIR FILTER X 2, HYDRAULIC FLTR		800 5-030-620	EQUIPMENT MAINTENANCE	62.97
		T15-40 OIL		800 5-030-545	MOTOR FUELS/LUBRICANTS	27.36
=====						
I-0144-117650		WIPER BLADE X 2, WIPER FLUID	29.84			
3/08/2023	AP	DUE: 4/07/2023 DISC: 4/07/2023		1099: N		
		WIPER BLADE X 2, WIPER FLUID		010 5-025-590	VEHICLE-EQUIP SUPPLIES	29.84
=====						
I-0144-117914		FUEL PUMP	59.44			
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023		1099: N		
		FUEL PUMP		010 5-163-680	VEHICLE-PARTS	59.44
=====						
I-0144-118257		BRAKE ROTOR X 2, PADS	326.23			
3/13/2023	AP	DUE: 4/12/2023 DISC: 4/12/2023		1099: N		
		BRAKE ROTOR X 2, PADS		010 5-163-680	VEHICLE-PARTS	326.23
=====						
I-0144-118268		BUTT CONNECTORS-SPRAY TANK	7.99			
3/13/2023	AP	DUE: 4/12/2023 DISC: 4/12/2023		1099: N		
		BUTT CONNECTORS-SPRAY TANK		760 5-000-620	EQUIPMENT MAINTENANCE	7.99
=====						
I-0144-118307		WIRE CONNECTORS-SPRAYER	5.49			
3/13/2023	AP	DUE: 4/12/2023 DISC: 4/12/2023		1099: N		
		WIRE CONNECTORS-SPRAYER		760 5-000-620	EQUIPMENT MAINTENANCE	5.49

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=====						
01-02720	O'REILLY AUTOMOTIVE, INC.	(** CONTINUED **)				
I-0144-118432		LIFT SUPPORT X 4	82.92			
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N		
		LIFT SUPPORT X 4		010 5-163-680	VEHICLE-PARTS	82.92
I-0144-118433		FLOOR MATS, STEERING WHL COVE	39.98			
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N		
		FLOOR MATS, STEERING WHL COVER		010 5-163-590	VEHICLE-EQUIP SUPPLIES	39.98
I-0144-118495		WIRE CONNECTOR	56.99			
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N		
		WIRE CONNECTOR		010 5-163-680	VEHICLE-PARTS	56.99
I-0144-118622		ROCKER SWITCH X 2	21.98			
3/15/2023	AP	DUE: 4/14/2023 DISC: 4/14/2023		1099: N		
		ROCKER SWITCH X 2		010 5-163-680	VEHICLE-PARTS	21.98
I-0144-118650		SHOP TOWELS, DEGREASER	46.97			
3/15/2023	AP	DUE: 4/14/2023 DISC: 4/14/2023		1099: N		
		SHOP TOWELS, DEGREASER		900 5-037-520	DEPARTMENT SUPPLIES	46.97
I-0144-118848		ROCKER SWITCH X 2	21.98			
3/16/2023	AP	DUE: 4/15/2023 DISC: 4/15/2023		1099: N		
		ROCKER SWITCH X 2		010 5-163-680	VEHICLE-PARTS	21.98
I-0144-119145		SIDE MIRROR	134.99			
3/18/2023	AP	DUE: 4/17/2023 DISC: 4/17/2023		1099: N		
		SIDE MIRROR		900 5-037-680	VEHICLE-PARTS	134.99
I-0144-119386		JB WELD STICK, TUBE	18.98			
3/20/2023	AP	DUE: 4/19/2023 DISC: 4/19/2023		1099: N		
		JB WELD STICK, TUBE		010 5-163-520	DEPARTMENT SUPPLIES	18.98
I-0144-119430		SCREWDRIVER SET	29.99			
3/20/2023	AP	DUE: 4/19/2023 DISC: 4/19/2023		1099: N		
		SCREWDRIVER SET		900 5-027-580	TOOLS	29.99
=== VENDOR TOTALS ===			1,075.00			

01-02727 ORSCHELN COFFEYVILLE 36

I-011512		BAR/CHAIN OIL	11.99			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		BAR/CHAIN OIL		010 5-163-545	MOTOR FUELS/LUBRICANTS	11.99
I-012407		PRE-EMERGENT	69.99			
3/13/2023	AP	DUE: 3/13/2023 DISC: 3/13/2023		1099: N		
		PRE-EMERGENT		760 5-000-525	CHEMICALS/FERTILIZERS/SE	69.99

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VENDOR SET: 01 CITY OF COFFEYVILLE

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-02727	ORSCHLH COFFEYVILLE 36	(** CONTINUED **)				
=====						
I-012411		UTILITY WIRE, BOLTS-PFISTER	10.44			
3/13/2023	AP	DUE: 3/13/2023 DISC: 3/13/2023		1099: N		
		UTILITY WIRE, BOLTS-PFISTER		110 5-760-520	DEPARTMENT SUPPLIES	10.44
=====						
I-012438		ADAPTER X 2-SPRAYER	3.98			
3/13/2023	AP	DUE: 3/13/2023 DISC: 3/13/2023		1099: N		
		ADAPTER X 2-SPRAYER		760 5-000-620	EQUIPMENT MAINTENANCE	3.98
=====						
I-016563		K9 FOOD	75.99			
2/14/2023	AP	DUE: 2/14/2023 DISC: 2/14/2023		1099: N		
		K9 FOOD		010 5-023-520	DEPARTMENT SUPPLIES	75.99
=====						
I-018110		RATCHET STRAP	29.98			
2/21/2023	AP	DUE: 2/21/2023 DISC: 2/21/2023		1099: N		
		RATCHET STRAP		010 5-163-520	DEPARTMENT SUPPLIES	29.98
=====						
I-018664		SOCKET RAIL X 2	19.98			
2/23/2023	AP	DUE: 2/23/2023 DISC: 2/23/2023		1099: N		
		SOCKET RAIL X 2		010 5-163-580	TOOLS	19.98
=====						
I-018785		BRAIDED ROPE	9.98			
2/24/2023	AP	DUE: 2/24/2023 DISC: 2/24/2023		1099: N		
		BRAIDED ROPE		760 5-000-520	DEPARTMENT SUPPLIES	9.98
=====						
		=== VENDOR TOTALS ===	232.33			
=====						
01-58016	P & K EQUIPMENT, INC.					
=====						
I-4897500		TRANS/GEAR OIL, FILTERS	191.06			
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N		
		TRANSMISSION/GEAR OIL		800 5-030-545	MOTOR FUELS/LUBRICANTS	125.47
		HYDRAULIC FILTER X 2		800 5-030-620	EQUIPMENT MAINTENANCE	65.59
=====						
I-4898998		SALES TAX ON LUBES, FILTERS	17.00			
3/13/2023	AP	DUE: 3/13/2023 DISC: 3/13/2023		1099: N		
		SALES TAX ON TRANS/GEAR OIL		800 5-030-545	MOTOR FUELS/LUBRICANTS	11.16
		SALES TAX ON FILTER X 2		800 5-030-620	EQUIPMENT MAINTENANCE	5.84
=====						
		=== VENDOR TOTALS ===	208.06			
=====						
01-58037	PACE ANALYTICAL SERVICES LLC					
=====						
I-2360179044		LAB TEST FOR WWTP	331.00			
3/09/2023	AP	DUE: 4/08/2023 DISC: 4/08/2023		1099: N		
		LAB TEST FOR WWTP		900 5-037-478	PROFESSIONAL SERVICES	331.00

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-58037	PACE ANALYTICAL SERVICES LLC (** CONTINUED **)					
I-2360179096		LAB TEST FOR WWTP	287.00			
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023		1099: N		
		LAB TEST FOR WWTP		900 5-037-478	PROFESSIONAL SERVICES	287.00
I-2360179335		LAB TEST FOR WWTP	482.00			
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N		
		LAB TEST FOR WWTP		900 5-037-478	PROFESSIONAL SERVICES	482.00
I-2360179413		LAB TEST FOR WWTP	284.50			
3/15/2023	AP	DUE: 4/14/2023 DISC: 4/14/2023		1099: N		
		LAB TEST FOR WWTP		900 5-037-478	PROFESSIONAL SERVICES	284.50
I-2360179596		LAB TEST FOR WWTP	250.00			
3/20/2023	AP	DUE: 4/19/2023 DISC: 4/19/2023		1099: N		
		LAB TEST FOR WWTP		900 5-037-478	PROFESSIONAL SERVICES	250.00
		=== VENDOR TOTALS ===	1,634.50			
=====						
01-58136	PAYPAL					
I-202212090597		ACCESS POINT X 5-STOCK	1,869.99			
3/02/2022	AP	DRAFT 3/02/2022		1099: N		
		ACCESS POINT X 5-STOCK		500 5-310-845	OFFICE FURNITURE & EQUIP	1,869.99
I-202212090598		CAMERA SERVER-WWTP	328.46			
3/04/2022	AP	DRAFT 3/04/2022		1099: N		
		CAMERA SERVER-WWTP		900 5-037-620	EQUIPMENT MAINTENANCE	328.46
I-202212090599		DESKTOP SWITCH	422.56			
3/04/2022	AP	DRAFT 3/04/2022		1099: N		
		DESKTOP SWITCH		760 5-000-850	OTHER EQUIPMENT	422.56
I-202212090600		FIBER ADSS DEAD END X 10-STOC	673.29			
3/05/2022	AP	DRAFT 3/05/2022		1099: N		
		FIBER ADSS DEAD END X 10-STOCK		720 5-000-850	OTHER EQUIPMENT	673.29
I-202212090601		SPLICE CLOSURE	688.32			
3/04/2022	AP	DRAFT 3/04/2022		1099: N		
		SPLICE CLOSURE		720 5-000-850	OTHER EQUIPMENT	688.32
I-202212090602		CORE ROUTER-COAGENT INTERNET	1,921.17			
3/17/2022	AP	DRAFT 3/17/2022		1099: N		
		CORE ROUTER-COAGENT INTERNET		720 5-000-850	OTHER EQUIPMENT	960.59
		CORE ROUTER-COAGENT INTERNET		500 5-310-845	OFFICE FURNITURE & EQUIP	960.58
I-202212090603		SIEMENS MEMORY CARD-SWITCHES	897.32			
3/25/2022	AP	DRAFT 3/25/2022		1099: N		
		SIEMENS MEMORY CARD-SWITCHES		800 5-030-850	OTHER EQUIPMENT	897.32

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-58136	PAYPAL	(** CONTINUED **)					
I-202212090604		BLADE ENCLOSURE SWITCH X 2	1,024.79				
3/26/2022	AP	DRAFT 3/26/2022		1099: N			
		BLADE ENCLOSURE SWITCH X 2		500 5-310-845	OFFICE FURNITURE & EQUIP	1,024.79	
I-202303210801		SWITCH PRO 24 X 1	418.06				
4/01/2022	AP	DRAFT 4/01/2022		1099: N			
		SWITCH PRO 24 X 1		010 5-018-845	OFFICE FURNITURE & EQUIP	418.06	
I-202303210802		RUNT CLOSURE X 3	450.00				
4/02/2022	AP	DRAFT 4/02/2022		1099: N			
		RUNT CLOSURE X 3		720 5-000-850	OTHER EQUIPMENT	450.00	
I-202303210803		10 GBPS BIDIRECTIONAL 20 PACK	1,492.14				
4/02/2022	AP	DRAFT 4/02/2022		1099: N			
		10 GBPS BIDIRECTIONAL 20 PACK		500 5-310-845	OFFICE FURNITURE & EQUIP	1,492.14	
I-202303210804		FIBER OPTIC CABLE CONVERTER	1,638.27				
4/02/2022	AP	DRAFT 4/02/2022		1099: N			
		FIBER OPTIC CABLE CONVERTER		720 5-000-850	OTHER EQUIPMENT	1,638.27	
I-202303210805		SPLICE CLOSURE X 6	3,339.61				
4/02/2022	AP	DRAFT 4/02/2022		1099: N			
		SPLICE CLOSURE X 6		720 5-000-850	OTHER EQUIPMENT	3,339.61	
I-202303210806		CAMERA G4 PRO X 1	411.56				
4/11/2022	AP	DRAFT 4/11/2022		1099: N			
		CAMERA G4 PRO X 1		900 5-026-850	OTHER EQUIPMENT	411.56	
I-202303210807		COMMSCOPE MODULE	2,090.78				
4/11/2022	AP	DRAFT 4/11/2022		1099: N			
		COMMSCOPE MODULE		500 5-310-845	OFFICE FURNITURE & EQUIP	2,090.78	
I-202303210808		L3 SWITCH 24 POE	2,850.49				
4/11/2022	AP	DRAFT 4/11/2022		1099: N			
		L3 SWITCH 24 POE		500 5-310-845	OFFICE FURNITURE & EQUIP	2,850.49	
I-202303210809		INDOOR CABLE CMR X 2	432.56				
4/15/2022	AP	DRAFT 4/15/2022		1099: N			
		INDOOR CABLE CMR X 2		500 5-310-845	OFFICE FURNITURE & EQUIP	432.56	
I-202303210810		RACK/TOWER FOR GEN 2	1,688.84				
4/18/2022	AP	DRAFT 4/18/2022		1099: N			
		RACK/TOWER FOR GEN 2		800 5-030-850	OTHER EQUIPMENT	1,688.84	
I-202303210811		MOUNT MAG LOCK-BLACKSTART	1,181.56				
4/22/2022	AP	DRAFT 4/22/2022		1099: N			
		MOUNT MAG LOCK-BLACKSTART		800 5-030-850	OTHER EQUIPMENT	1,181.56	

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-58136	PAYPAL	(** CONTINUED **)					
I-202303210812		10 GB ETHERNET SWITCH	2,875.00				
4/23/2022	AP	DRAFT 4/23/2022		1099: N			
		10 GB ETHERNET SWITCH		500 5-310-845	OFFICE FURNITURE & EQUIP	2,875.00	
I-202303210813		INTEL COMPUTER	3,145.11				
4/22/2022	AP	DRAFT 4/22/2022		1099: N			
		INTEL COMPUTER		500 5-310-845	OFFICE FURNITURE & EQUIP	3,145.11	
I-202303210814		UISP ROUTER PRO X 2	1,100.00				
5/01/2022	AP	DRAFT 5/01/2022		1099: N			
		UISP ROUTER PRO X 2		010 5-018-845	OFFICE FURNITURE & EQUIP	1,100.00	
I-202303210815		NAS INTERNAL HARD DRIVE-PP	1,995.63				
5/01/2022	AP	DRAFT 5/01/2022		1099: N			
		NAS INTERNAL HARD DRIVE-PP		800 5-030-850	OTHER EQUIPMENT	1,995.63	
I-202303210816		NETWORK EXTERNAL DRIVE	2,166.82				
5/02/2022	AP	DRAFT 5/02/2022		1099: N			
		NETWORK EXTERNAL DRIVE		010 5-018-845	OFFICE FURNITURE & EQUIP	2,166.82	
I-202303210817		DOME CAMERA X 2	376.21				
5/03/2022	AP	DRAFT 5/03/2022		1099: N			
		DOME CAMERA X 2		500 5-310-850	OTHER EQUIPMENT	376.21	
I-202303210818		CARD READER	416.23				
5/09/2022	AP	DRAFT 5/09/2022		1099: N			
		CARD READER		800 5-030-850	OTHER EQUIPMENT	416.23	
I-202303210819		CAMERA X 4	527.83				
5/09/2022	AP	DRAFT 5/09/2022		1099: N			
		CAMERA X 4		500 5-310-845	OFFICE FURNITURE & EQUIP	527.83	
I-202303210820		CAM SERVER-GEN 1	741.68				
5/08/2022	AP	DRAFT 5/08/2022		1099: N			
		CAM SERVER-GEN 1		800 5-030-845	OFFICE FURNITURE & EQUIP	741.68	
I-202303210821		PALLET RACK	839.12				
5/09/2022	AP	DRAFT 5/09/2022		1099: N			
		PALLET RACK		500 5-310-845	OFFICE FURNITURE & EQUIP	839.12	
I-202303210822		TRANSCIEVER X 2	1,627.47				
5/09/2022	AP	DRAFT 5/09/2022		1099: N			
		TRANSCIEVER X 2		500 5-310-845	OFFICE FURNITURE & EQUIP	1,627.47	
I-202303210823		SWITCH X 4	1,409.14				
5/12/2022	AP	DRAFT 5/12/2022		1099: N			
		SWITCH X 4		500 5-310-845	OFFICE FURNITURE & EQUIP	1,409.14	

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION		
=====								
01-58136	PAYPAL	(** CONTINUED **)						
I-202303210824		64GB MEMORY	986.41					
5/14/2022	AP	DRAFT	5/14/2022	1099: N				
		64GB MEMORY		500 5-310-845	OFFICE FURNITURE & EQUIP	986.41		
I-202303210825		CAT5E CABLE X 2	2,322.31					
5/13/2022	AP	DRAFT	5/13/2022	1099: N				
		CAT5E CABLE X 2		800 5-020-850	OTHER EQUIPMENT	2,322.31		
I-202303210826		BULLET CAMERA X 2	364.43					
5/23/2022	AP	DRAFT	5/23/2022	1099: N				
		BULLET CAMERA X 2		450 5-000-850	OTHER EQUIPMENT	364.43		
I-202303210827		UNIFI SWITCH	1,016.22					
5/27/2022	AP	DRAFT	5/27/2022	1099: N				
		UNIFI SWITCH		900 5-036-850	OTHER EQUIPMENT	1,016.22		
I-202303210828		HARD DRIVE X 2	1,843.11					
5/30/2022	AP	DRAFT	5/30/2022	1099: N				
		HARD DRIVE X 2		500 5-310-845	OFFICE FURNITURE & EQUIP	1,843.11		
I-202303210829		CAT6A PATCH CABLE X 10	2,081.56					
5/27/2022	AP	DRAFT	5/27/2022	1099: N				
		CAT6A PATCH CABLE X 10		500 5-310-845	OFFICE FURNITURE & EQUIP	2,081.56		
I-202303210830		20' FIBER OPTIC CABLE X 3	3,327.62					
5/27/2022	AP	DRAFT	5/27/2022	1099: N				
		20' FIBER OPTIC CABLE X 3		500 5-310-845	OFFICE FURNITURE & EQUIP	3,327.62		
I-202303210831		1.8TB MEMORY UPGRADE	388.12					
6/05/2022	AP	DRAFT	6/05/2022	1099: N				
		1.8TB MEMORY UPGRADE		500 5-310-845	OFFICE FURNITURE & EQUIP	388.12		
I-202303210832		SWITCH	617.48					
6/06/2022	AP	DRAFT	6/06/2022	1099: N				
		SWITCH		500 5-310-845	OFFICE FURNITURE & EQUIP	617.48		
I-202303210833		SWITCH	742.29					
6/07/2022	AP	DRAFT	6/07/2022	1099: N				
		SWITCH		500 5-310-845	OFFICE FURNITURE & EQUIP	742.29		
I-202303210834		ELECTRIC STRIKE X 2	766.22					
6/05/2022	AP	DRAFT	6/05/2022	1099: N				
		ELECTRIC STRIKE X 2		500 5-310-845	OFFICE FURNITURE & EQUIP	766.22		
I-202303210835		SWITCH	533.41					
6/13/2022	AP	DRAFT	6/13/2022	1099: N				
		SWITCH		500 5-310-845	OFFICE FURNITURE & EQUIP	533.41		

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=====							
01-58136	PAYPAL	(** CONTINUED **)					
I-202303210836		WALL SWITCH READER X 3-GEN 2	984.71				
6/13/2022	AP	DRAFT 6/13/2022		1099: N			
		WALL SWITCH READER X 3-GEN 2		800 5-030-850	OTHER EQUIPMENT	984.71	
I-202303210837		24-PORT SWITCH-PP	1,124.11				
6/10/2022	AP	DRAFT 6/10/2022		1099: N			
		24-PORT SWITCH-PP		800 5-030-850	OTHER EQUIPMENT	1,124.11	
I-202303210838		64GB MEMORY UPGRADE	2,750.00				
6/10/2022	AP	DRAFT 6/10/2022		1099: N			
		64GB MEMORY UPGRADE		500 5-310-845	OFFICE FURNITURE & EQUIP	2,750.00	
I-202303210839		SPLICE ENCLOSURES, BRACKETS	2,268.57				
6/14/2022	AP	DRAFT 6/14/2022		1099: N			
		SPLICE ENCLOSURES, BRACKETS		900 5-036-850	OTHER EQUIPMENT	2,268.57	
I-202303210840		BLADE SERVER POWER SUPPLY X 4	930.84				
6/20/2022	AP	DRAFT 6/20/2022		1099: N			
		BLADE SERVER POWER SUPPLY X 4		500 5-310-845	OFFICE FURNITURE & EQUIP	930.84	
I-202303210841		960GB MEMORY UPGRADE X 2-GEN	1,032.86				
6/20/2022	AP	DRAFT 6/20/2022		1099: N			
		960GB MEMORY UPGRADE X 2-GEN 2		800 5-030-850	OTHER EQUIPMENT	1,032.86	
I-202303210842		SWITCH	1,327.41				
6/16/2022	AP	DRAFT 6/16/2022		1099: N			
		SWITCH		900 5-026-850	OTHER EQUIPMENT	1,327.41	
I-202303210843		NETWORK PATCH CABLE X 4	2,267.14				
6/20/2022	AP	DRAFT 6/20/2022		1099: N			
		NETWORK PATCH CABLE X 4		500 5-310-845	OFFICE FURNITURE & EQUIP	2,267.14	
I-202303210844		DUPLEX ADAPTER X 10	2,514.78				
6/20/2022	AP	DRAFT 6/20/2022		1099: N			
		DUPLEX ADAPTER X 10		500 5-310-845	OFFICE FURNITURE & EQUIP	2,514.78	
I-202303210845		3.84TB HARD DRIVE X 2-PP	2,842.25				
6/21/2022	AP	DRAFT 6/21/2022		1099: N			
		3.84TB HARD DRIVE X 2-PP		800 5-030-850	OTHER EQUIPMENT	2,842.25	
I-202303210846		ELECTROMAGNETIC LOCK	974.47				
6/24/2022	AP	DRAFT 6/24/2022		1099: N			
		ELECTROMAGNETIC LOCK		800 5-020-850	OTHER EQUIPMENT	974.47	
I-202303210847		ACCESS POINT	481.44				
6/28/2022	AP	DRAFT 6/28/2022		1099: N			
		ACCESS POINT		800 5-020-850	OTHER EQUIPMENT	481.44	

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=====							
01-58136	PAYPAL	(** CONTINUED **)					
I-202303210848		INDOOR CABLE	298.25				
7/01/2022	AP	DRAFT	7/01/2022	1099: N			
		INDOOR CABLE		720 5-000-850	OTHER EQUIPMENT	298.25	
I-202303210849		ELECTRIC STRIKE X 3	991.84				
7/02/2022	AP	DRAFT	7/02/2022	1099: N			
		ELECTRIC STRIKE X 3		500 5-310-845	OFFICE FURNITURE & EQUIP	991.84	
I-202303210850		CAT6 CABLE-PP	1,433.82				
7/01/2022	AP	DRAFT	7/01/2022	1099: N			
		CAT6 CABLE-PP		800 5-030-850	OTHER EQUIPMENT	1,433.82	
I-202303210851		RECTANGULAR PULL BOX X 4	1,995.95				
7/01/2022	AP	DRAFT	7/01/2022	1099: N			
		RECTANGULAR PULL BOX X 4		720 5-000-850	OTHER EQUIPMENT	1,995.95	
I-202303210852		FIBER CLEAVER, SUPPORTS	2,895.95				
7/01/2022	AP	DRAFT	7/01/2022	1099: N			
		FIBER CLEAVER, SUPPORTS		720 5-000-850	OTHER EQUIPMENT	2,895.95	
I-202303210853		SWITCH	995.95				
7/05/2022	AP	DRAFT	7/05/2022	1099: N			
		SWITCH		370 5-000-850	OTHER EQUIPMENT	995.95	
I-202303210854		SWITCH X 2, BULLET CAMERA X 4	1,740.63				
7/09/2022	AP	DRAFT	7/09/2022	1099: N			
		SWITCH X 2, BULLET CAMERA X 4		450 5-000-850	OTHER EQUIPMENT	1,740.63	
I-202303210855		ENCLOSURES, SPLICE TRAYS	2,161.16				
7/08/2022	AP	DRAFT	7/08/2022	1099: N			
		ENCLOSURES, SPLICE TRAYS		900 5-037-850	OTHER EQUIPMENT	2,161.16	
I-202303210856		DOME CAMERA X 2-MMC BUILDING	1,231.37				
7/10/2022	AP	DRAFT	7/10/2022	1099: N			
		DOME CAMERA X 2-MMC BUILDING		800 5-020-850	OTHER EQUIPMENT	1,231.37	
I-202303210857		DISK DRIVE X 3	3,886.99				
7/09/2022	AP	DRAFT	7/09/2022	1099: N			
		DISK DRIVE X 3		500 5-310-845	OFFICE FURNITURE & EQUIP	3,886.99	
I-202303210858		DOOR CONTROLLER X 2-PP	990.78				
7/11/2022	AP	DRAFT	7/11/2022	1099: N			
		DOOR CONTROLLER X 2-PP		800 5-030-850	OTHER EQUIPMENT	990.78	
I-202303210859		SPLICE CLOSURES, SPLICE TRAYS	2,123.11				
7/12/2022	AP	DRAFT	7/12/2022	1099: N			
		SPLICE CLOSURES, SPLICE TRAYS		900 5-036-850	OTHER EQUIPMENT	2,123.11	

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ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
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01-58136	PAYPAL	(** CONTINUED **)					
I-202303210860		MIDSPAN POE INJECTOR X 2	723.16				
7/13/2022	AP	DRAFT 7/13/2022		1099: N			
		MIDSPAN POE INJECTOR X 2		800 5-030-850	OTHER EQUIPMENT	723.16	
I-202303210861		COMPUTER	861.30				
7/12/2022	AP	DRAFT 7/12/2022		1099: N			
		COMPUTER		450 5-000-845	OFFICE FURNITURE & EQUIP	861.30	
I-202303210862		SWITCH	495.95				
7/14/2022	AP	DRAFT 7/14/2022		1099: N			
		SWITCH		500 5-310-845	OFFICE FURNITURE & EQUIP	495.95	
I-202303210863		MEMORY UPGRADE-PP	1,046.81				
7/14/2022	AP	DRAFT 7/14/2022		1099: N			
		MEMORY UPGRADE-PP		800 5-030-850	OTHER EQUIPMENT	1,046.81	
I-202303210864		DOCKING STATION	321.44				
7/12/2022	AP	DRAFT 7/12/2022		1099: N			
		DOCKING STATION		900 5-036-850	OTHER EQUIPMENT	321.44	
I-202303210865		ELECTROMAGNETIC LOCK X 2	1,034.03				
7/15/2022	AP	DRAFT 7/15/2022		1099: N			
		ELECTROMAGNETIC LOCK X 2		800 5-020-850	OTHER EQUIPMENT	1,034.03	
I-202303210866		FIBER OPTIC CASSETTE X 10	3,022.31				
7/14/2022	AP	DRAFT 7/14/2022		1099: N			
		FIBER OPTIC CASSETTE X 10		500 5-310-845	OFFICE FURNITURE & EQUIP	3,022.31	
I-202303210867		CISCO PHONE	312.67				
7/18/2022	AP	DRAFT 7/18/2022		1099: N			
		CISCO PHONE		900 5-036-850	OTHER EQUIPMENT	312.67	
I-202303210868		DOME CAMERA X 2	902.78				
7/15/2022	AP	DRAFT 7/15/2022		1099: N			
		DOME CAMERA X 2		800 5-020-850	OTHER EQUIPMENT	902.78	
I-202303210869		800GB DRIVE X 3	1,811.29				
7/15/2022	AP	DRAFT 7/15/2022		1099: N			
		800GB DRIVE X 3		500 5-310-845	OFFICE FURNITURE & EQUIP	1,811.29	
I-202303210870		DOME CAMERA X 2	2,356.10				
7/18/2022	AP	DRAFT 7/18/2022		1099: N			
		DOME CAMERA X 2		900 5-036-850	OTHER EQUIPMENT	2,356.10	
I-202303210871		SERVER X 2-SCADA	2,071.65				
7/20/2022	AP	DRAFT 7/20/2022		1099: N			
		SERVER X 2-SCADA		800 5-020-850	OTHER EQUIPMENT	2,071.65	

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01-58136	PAYPAL	(** CONTINUED **)						
I-202303210872		DOCKING STATION X 2	461.09					
7/26/2022	AP	DRAFT	7/26/2022	1099: N				
		DOCKING STATION X 2		800 5-020-845	OFFICE FURNITURE & EQUIP	461.09		
I-202303210873		DISK DRIVE	1,075.18					
7/26/2022	AP	DRAFT	7/26/2022	1099: N				
		DISK DRIVE		500 5-310-845	OFFICE FURNITURE & EQUIP	1,075.18		
I-202303210874		DUPLEX ADAPTER X 5	1,725.82					
7/25/2022	AP	DRAFT	7/25/2022	1099: N				
		DUPLEX ADAPTER X 5		500 5-310-845	OFFICE FURNITURE & EQUIP	1,725.82		
I-202303210875		DOOR CONTROLLER-PP	921.33					
7/27/2022	AP	DRAFT	7/27/2022	1099: N				
		DOOR CONTROLLER-PP		800 5-030-850	OTHER EQUIPMENT	921.33		
I-202303210876		SFP MODULE X 10	2,315.77					
7/26/2022	AP	DRAFT	7/26/2022	1099: N				
		SFP MODULE X 10		500 5-310-845	OFFICE FURNITURE & EQUIP	2,315.77		
I-202303210878		COMPUTER	627.33					
7/29/2022	AP	DRAFT	7/29/2022	1099: N				
		COMPUTER		900 5-036-845	OFFICE FURNITURE & EQUIP	627.33		
I-202303210879		10GB ETHERNET MODULE	1,611.53					
8/01/2022	AP	DRAFT	8/01/2022	1099: N				
		10GB ETHERNET MODULE		500 5-310-845	OFFICE FURNITURE & EQUIP	1,611.53		
I-202303210880		ACCESS POINT	426.09					
8/02/2022	AP	DRAFT	8/02/2022	1099: N				
		ACCESS POINT		760 5-000-850	OTHER EQUIPMENT	426.09		
I-202303210881		COMPUTER-PP	622.12					
8/01/2022	AP	DRAFT	8/01/2022	1099: N				
		COMPUTER-PP		800 5-030-845	OFFICE FURNITURE & EQUIP	622.12		
I-202303210882		SWITCH, ACCESS POINT-PP	718.42					
8/01/2022	AP	DRAFT	8/01/2022	1099: N				
		SWITCH, ACCESS POINT-PP		800 5-030-850	OTHER EQUIPMENT	718.42		
I-202303210883		DOME CAMERA X 3	1,173.21					
8/01/2022	AP	DRAFT	8/01/2022	1099: N				
		DOME CAMERA X 3		010 5-023-850	OTHER EQUIPMENT	1,173.21		
I-202303210884		RACK PDU X 3	1,344.21					
8/02/2022	AP	DRAFT	8/02/2022	1099: N				
		RACK PDU X 3		500 5-310-845	OFFICE FURNITURE & EQUIP	1,344.21		

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01-58136	PAYPAL	(** CONTINUED **)						
I-202303210885		FIBER CONVERTER	385.07					
8/08/2022	AP	DRAFT	8/08/2022	1099: N				
		FIBER CONVERTER		800 5-020-850	OTHER EQUIPMENT	385.07		
I-202303210886		DOOR CONTROLLER-NIP	562.16					
8/08/2022	AP	DRAFT	8/08/2022	1099: N				
		DOOR CONTROLLER-NIP		800 5-020-850	OTHER EQUIPMENT	562.16		
I-202303210887		SWITCH X 3	3,741.26					
8/09/2022	AP	DRAFT	8/09/2022	1099: N				
		SWITCH X 3		500 5-310-845	OFFICE FURNITURE & EQUIP	3,741.26		
I-202303210888		BULLET CAMERA X 3, SWITCH	1,823.92					
8/09/2022	AP	DRAFT	8/09/2022	1099: N				
		BULLET CAMERA X 3, SWITCH		500 5-310-845	OFFICE FURNITURE & EQUIP	1,823.92		
I-202303210889		DOOR CONTROLLER X 4	2,182.52					
8/08/2022	AP	DRAFT	8/08/2022	1099: N				
		DOOR CONTROLLER X 4		500 5-310-845	OFFICE FURNITURE & EQUIP	2,182.52		
I-202303210890		SWITCH, ACCESS POINT-PP	1,308.13					
8/15/2022	AP	DRAFT	8/15/2022	1099: N				
		SWITCH, ACCESS POINT-PP		800 5-030-850	OTHER EQUIPMENT	1,308.13		
I-202303210891		FIBER ADAPTER X 10	2,950.82					
8/14/2022	AP	DRAFT	8/14/2022	1099: N				
		FIBER ADAPTER X 10		420 5-525-850	OTHER EQUIPMENT	2,950.82		
I-202303210892		DROP CABLE X 10	2,240.78					
8/16/2022	AP	DRAFT	8/16/2022	1099: N				
		DROP CABLE X 10		420 5-525-850	OTHER EQUIPMENT	2,240.78		
I-202303210893		SQUIRREL GUARD X 160	1,244.31					
8/17/2022	AP	DRAFT	8/17/2022	1099: N				
		SQUIRREL GUARD X 160		420 5-525-850	OTHER EQUIPMENT	1,244.31		
I-202303210894		ACCESS POINT	416.77					
8/23/2022	AP	DRAFT	8/23/2022	1099: N				
		ACCESS POINT		900 5-037-850	OTHER EQUIPMENT	416.77		
I-202303210895		SPLICE CLOSURE, TRAY, BRACKET	1,622.41					
9/05/2022	AP	DRAFT	9/05/2022	1099: N				
		SPLICE CLOSURE, TRAY, BRACKET		420 5-525-850	OTHER EQUIPMENT	1,622.41		
I-202303210896		DOME CLOSURE X 6	1,396.47					
9/02/2022	AP	DRAFT	9/02/2022	1099: N				
		DOME CLOSURE X 6		420 5-525-850	OTHER EQUIPMENT	1,396.47		

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01-58136	PAYPAL	(** CONTINUED **)					
I-202303210897		FIBERT OPTIC MST X 4	1,129.83				
9/03/2022	AP	DRAFT 9/03/2022		1099: N			
		FIBERT OPTIC MST X 4		420 5-525-850	OTHER EQUIPMENT	1,129.83	
I-202303210898		SPLICE CLOSURES, SPLICE TRAYS	1,391.62				
9/07/2022	AP	DRAFT 9/07/2022		1099: N			
		SPLICE CLOSURES, SPLICE TRAYS		420 5-525-850	OTHER EQUIPMENT	1,391.62	
I-202303210899		FIBER SPLICE TRAY X 10	921.33				
9/07/2022	AP	DRAFT 9/07/2022		1099: N			
		FIBER SPLICE TRAY X 10		420 5-525-850	OTHER EQUIPMENT	921.33	
I-202303210900		PORT WITH SPLICE TRAY RACK X	835.10				
9/06/2022	AP	DRAFT 9/06/2022		1099: N			
		PORT WITH SPLICE TRAY RACK X 2		500 5-310-845	OFFICE FURNITURE & EQUIP	835.10	
I-202303210901		AC TO DC MODULE X 2	291.36				
9/07/2022	AP	DRAFT 9/07/2022		1099: N			
		AC TO DC MODULE X 2		500 5-310-845	OFFICE FURNITURE & EQUIP	291.36	
I-202303210902		PORT X 5	2,513.27				
9/12/2022	AP	DRAFT 9/12/2022		1099: N			
		PORT X 5		420 5-525-850	OTHER EQUIPMENT	2,513.27	
I-202303210903		CLOSURE X 6	1,121.82				
9/12/2022	AP	DRAFT 9/12/2022		1099: N			
		CLOSURE X 6		420 5-525-850	OTHER EQUIPMENT	1,121.82	
I-202303210904		WALL ENCLOSURE X 10	814.53				
9/12/2022	AP	DRAFT 9/12/2022		1099: N			
		WALL ENCLOSURE X 10		420 5-525-850	OTHER EQUIPMENT	814.53	
I-202303210905		IN-LINE RUNT CLOSURE X 7	1,268.33				
9/13/2022	AP	DRAFT 9/13/2022		1099: N			
		IN-LINE RUNT CLOSURE X 7		420 5-525-850	OTHER EQUIPMENT	1,268.33	
I-202303210906		1TB DRIVE X 5	611.38				
9/12/2022	AP	DRAFT 9/12/2022		1099: N			
		1TB DRIVE X 5		500 5-310-845	OFFICE FURNITURE & EQUIP	611.38	
I-202303210907		SWITCH	327.44				
9/13/2022	AP	DRAFT 9/13/2022		1099: N			
		SWITCH		500 5-310-845	OFFICE FURNITURE & EQUIP	327.44	
I-202303210908		SPLICE CLOSURE X 6	2,832.16				
9/19/2022	AP	DRAFT 9/19/2022		1099: N			
		SPLICE CLOSURE X 6		420 5-525-850	OTHER EQUIPMENT	2,832.16	

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01-58136	PAYPAL	(** CONTINUED **)				
I-202303210909		FIBER DROP CABLE X 5	1,518.23			
9/19/2022	AP	DRAFT 9/19/2022		1099: N		
		FIBER DROP CABLE X 5		420 5-525-850	OTHER EQUIPMENT	1,518.23
I-202303210910		SINGLE MODE TRUNK CABLE X 3	905.07			
9/16/2022	AP	DRAFT 9/16/2022		1099: N		
		SINGLE MODE TRUNK CABLE X 3		500 5-310-845	OFFICE FURNITURE & EQUIP	905.07
I-202303210911		CARD READER	516.22			
9/17/2022	AP	DRAFT 9/17/2022		1099: N		
		CARD READER		800 5-020-850	OTHER EQUIPMENT	516.22
I-202303210912		SWITCH-GEN 2	402.61			
9/19/2022	AP	DRAFT 9/19/2022		1099: N		
		SWITCH-GEN 2		800 5-030-850	OTHER EQUIPMENT	402.61
I-202303210913		FLAT DROP CABLE X 5000'	2,391.56			
9/20/2022	AP	DRAFT 9/20/2022		1099: N		
		FLAT DROP CABLE X 5000'		420 5-525-850	OTHER EQUIPMENT	2,391.56
I-202303210914		FIBER OPTIC CABLE ASSY X 7	1,351.88			
9/20/2022	AP	DRAFT 9/20/2022		1099: N		
		FIBER OPTIC CABLE ASSY X 7		420 5-525-850	OTHER EQUIPMENT	1,351.88
I-202303210915		DROP CABLE ASSEMBLY X 10	1,092.79			
9/19/2022	AP	DRAFT 9/19/2022		1099: N		
		DROP CABLE ASSEMBLY X 10		420 5-525-850	OTHER EQUIPMENT	1,092.79
I-202303210916		ACCESS POINT X 2	716.10			
9/18/2022	AP	DRAFT 9/18/2022		1099: N		
		ACCESS POINT X 2		900 5-036-850	OTHER EQUIPMENT	716.10
I-202303210917		SWITCH	613.51			
9/19/2022	AP	DRAFT 9/19/2022		1099: N		
		SWITCH		900 5-037-850	OTHER EQUIPMENT	613.51
I-202303210918		HDMI EXTENDER X 2-NEW GEN	312.64			
9/20/2022	AP	DRAFT 9/20/2022		1099: N		
		HDMI EXTENDER X 2-NEW GEN		800 5-030-850	OTHER EQUIPMENT	312.64
I-202303210919		DOORBELL CONTROLLER X 2-PP	446.37			
9/22/2022	AP	DRAFT 9/22/2022		1099: N		
		DOORBELL CONTROLLER X 2-PP		800 5-030-850	OTHER EQUIPMENT	446.37
I-202303210920		SPLICE CLOSURE X 6	3,134.26			
9/23/2022	AP	DRAFT 9/23/2022		1099: N		
		SPLICE CLOSURE X 6		420 5-525-850	OTHER EQUIPMENT	3,134.26

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01-58136	PAYPAL	(** CONTINUED **)					
I-202303210921		GPON X 35	2,912.33				
9/23/2022	AP	DRAFT	9/23/2022	1099: N			
		GPON X 35		420 5-525-850	OTHER EQUIPMENT	2,912.33	
I-202303210922		SWITCH	2,750.00				
9/24/2022	AP	DRAFT	9/24/2022	1099: N			
		SWITCH		420 5-525-850	OTHER EQUIPMENT	2,750.00	
I-202303210923		FIBER SPLICE TRAY X 12	2,270.17				
9/23/2022	AP	DRAFT	9/23/2022	1099: N			
		FIBER SPLICE TRAY X 12		420 5-525-850	OTHER EQUIPMENT	2,270.17	
I-202303210924		SQUIRREL GUARD X 50	2,146.71				
9/24/2022	AP	DRAFT	9/24/2022	1099: N			
		SQUIRREL GUARD X 50		420 5-525-850	OTHER EQUIPMENT	2,146.71	
I-202303210925		DROP TERMINATION CLOSURE X 13	1,997.57				
9/23/2022	AP	DRAFT	9/23/2022	1099: N			
		DROP TERMINATION CLOSURE X 13		420 5-525-850	OTHER EQUIPMENT	1,997.57	
I-202303210926		CLOSURE X 10	1,614.92				
9/25/2022	AP	DRAFT	9/25/2022	1099: N			
		CLOSURE X 10		420 5-525-850	OTHER EQUIPMENT	1,614.92	
I-202303210927		DOME CLOSURE X 4, MOUNT X 4	1,522.46				
9/25/2022	AP	DRAFT	9/25/2022	1099: N			
		DOME CLOSURE X 4, MOUNT X 4		420 5-525-850	OTHER EQUIPMENT	1,522.46	
I-202303210928		CLOUD CORE ROUTER	495.95				
9/23/2022	AP	DRAFT	9/23/2022	1099: N			
		CLOUD CORE ROUTER		500 5-310-845	OFFICE FURNITURE & EQUIP	495.95	
I-202303210929		ACCESS POINT	420.34				
9/29/2022	AP	DRAFT	9/29/2022	1099: N			
		ACCESS POINT		900 5-036-850	OTHER EQUIPMENT	420.34	
I-202303210930		SPLICE CLOSURE X 5	4,177.53				
10/02/2022	AP	DRAFT	10/02/2022	1099: N			
		SPLICE CLOSURE X 5		420 5-525-850	OTHER EQUIPMENT	4,177.53	
I-202303210931		SPLITTER TRAY X 2	2,757.22				
10/03/2022	AP	DRAFT	10/03/2022	1099: N			
		SPLITTER TRAY X 2		420 5-525-850	OTHER EQUIPMENT	2,757.22	
I-202303210932		FIBER OPTICAL CABLE X 300' X	3,108.44				
10/03/2022	AP	DRAFT	10/03/2022	1099: N			
		FIBER OPTICAL CABLE X 300' X 9		420 5-525-850	OTHER EQUIPMENT	3,108.44	

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01-58136	PAYPAL	(** CONTINUED **)					
I-202303210933		TRUNK X 2	3,142.82				
10/01/2022	AP	DRAFT	10/01/2022	1099: N			
		TRUNK X 2		420 5-525-850	OTHER EQUIPMENT	3,142.82	
I-202303210934		SPLICE TRAY X 20	647.38				
10/04/2022	AP	DRAFT	10/04/2022	1099: N			
		SPLICE TRAY X 20		420 5-525-850	OTHER EQUIPMENT	647.38	
I-202303210935		FIBER CABLE X 4	973.38				
10/04/2022	AP	DRAFT	10/04/2022	1099: N			
		FIBER CABLE X 4		420 5-525-850	OTHER EQUIPMENT	973.38	
I-202303210936		FIBER	1,875.13				
10/04/2022	AP	DRAFT	10/04/2022	1099: N			
		FIBER		420 5-525-850	OTHER EQUIPMENT	1,875.13	
I-202303210937		F8 PORT TERMINAL X 6	2,132.15				
10/04/2022	AP	DRAFT	10/04/2022	1099: N			
		F8 PORT TERMINAL X 6		420 5-525-850	OTHER EQUIPMENT	2,132.15	
I-202303210938		DOME CLOSURE X 3, MOUNT X 3	1,187.23				
10/05/2022	AP	DRAFT	10/05/2022	1099: N			
		DOME CLOSURE X 3, MOUNT X 3		420 5-525-850	OTHER EQUIPMENT	1,187.23	
I-202303210939		ADAPTER X 10	2,241.27				
10/11/2022	AP	DRAFT	10/11/2022	1099: N			
		ADAPTER X 10		420 5-525-850	OTHER EQUIPMENT	2,241.27	
I-202303210940		COMBINER X 12	2,711.12				
10/10/2022	AP	DRAFT	10/10/2022	1099: N			
		COMBINER X 12		420 5-525-850	OTHER EQUIPMENT	2,711.12	
I-202303210941		ACCESS LOCK X 2	281.14				
10/11/2022	AP	DRAFT	10/11/2022	1099: N			
		ACCESS LOCK X 2		010 5-018-845	OFFICE FURNITURE & EQUIP	281.14	
I-202303210942		SECURITY CAMERA X 2	985.95				
10/12/2022	AP	DRAFT	10/12/2022	1099: N			
		SECURITY CAMERA X 2		370 5-000-850	OTHER EQUIPMENT	985.95	
I-202303210943		DOME CLOSURE X 4, MOUNT X 2	1,473.65				
10/12/2022	AP	DRAFT	10/12/2022	1099: N			
		DOME CLOSURE X 4, MOUNT X 2		420 5-525-850	OTHER EQUIPMENT	1,473.65	
I-202303210944		SPLICE/PATCH CLOSURE X 5	1,877.30				
10/11/2022	AP	DRAFT	10/11/2022	1099: N			
		SPLICE/PATCH CLOSURE X 5		420 5-525-850	OTHER EQUIPMENT	1,877.30	

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=====						
01-58136	PAYPAL	(** CONTINUED **)				
I-202303210945		ENCLOSURE X 4	2,816.61			
10/12/2022	AP	DRAFT	10/12/2022	1099: N		
		ENCLOSURE X 4		420 5-525-850	OTHER EQUIPMENT	2,816.61
I-202303210946		DROP CABLE X 500' X 11	3,325.83			
10/12/2022	AP	DRAFT	10/12/2022	1099: N		
		DROP CABLE X 500' X 11		420 5-525-850	OTHER EQUIPMENT	3,325.83
I-202303210947		OPTICAL CABLE X 10	861.29			
10/13/2022	AP	DRAFT	10/13/2022	1099: N		
		OPTICAL CABLE X 10		420 5-525-850	OTHER EQUIPMENT	861.29
I-202303210948		SQUIRREL GUARD X 140	1,115.41			
10/13/2022	AP	DRAFT	10/13/2022	1099: N		
		SQUIRREL GUARD X 140		420 5-525-850	OTHER EQUIPMENT	1,115.41
I-202303210949		SERVICE TERMINAL X 10	1,921.70			
10/12/2022	AP	DRAFT	10/12/2022	1099: N		
		SERVICE TERMINAL X 10		420 5-525-850	OTHER EQUIPMENT	1,921.70
I-202303210950		OLT/8-PORT GPON	1,995.95			
10/12/2022	AP	DRAFT	10/12/2022	1099: N		
		OLT/8-PORT GPON		420 5-525-850	OTHER EQUIPMENT	1,995.95
I-202303210951		TERMINAL PEDESTAL X 5	2,275.50			
10/13/2022	AP	DRAFT	10/13/2022	1099: N		
		TERMINAL PEDESTAL X 5		420 5-525-850	OTHER EQUIPMENT	2,275.50
I-202303210952		COMPUTER	749.29			
10/14/2022	AP	DRAFT	10/14/2022	1099: N		
		COMPUTER		800 5-020-845	OFFICE FURNITURE & EQUIP	749.29
I-202303210953		SECURITY CAMERA	816.77			
10/15/2022	AP	DRAFT	10/15/2022	1099: N		
		SECURITY CAMERA		800 5-020-850	OTHER EQUIPMENT	816.77
I-202303210954		OLT-4	1,150.00			
10/15/2022	AP	DRAFT	10/15/2022	1099: N		
		OLT-4		420 5-525-850	OTHER EQUIPMENT	1,150.00
I-202303210955		DOME CLOSURE X 5, MOUNT X 5	1,924.43			
10/16/2022	AP	DRAFT	10/16/2022	1099: N		
		DOME CLOSURE X 5, MOUNT X 5		420 5-525-850	OTHER EQUIPMENT	1,924.43
I-202303210956		8-PORT SPLITTER X 6	2,651.18			
10/15/2022	AP	DRAFT	10/15/2022	1099: N		
		8-PORT SPLITTER X 6		420 5-525-850	OTHER EQUIPMENT	2,651.18

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=====							
01-58136	PAYPAL	(** CONTINUED **)					
I-202303210957		ACCESS POINT-PP	613.11				
10/21/2022	AP	DRAFT 10/21/2022		1099: N			
		ACCESS POINT-PP		800 5-030-850	OTHER EQUIPMENT	613.11	
I-202303210958		GPON SFP MODULE	995.95				
10/23/2022	AP	DRAFT 10/23/2022		1099: N			
		GPON SFP MODULE		420 5-525-850	OTHER EQUIPMENT	995.95	
I-202303210959		SPLICE TRAY KIT X 4	1,218.76				
10/24/2022	AP	DRAFT 10/24/2022		1099: N			
		SPLICE TRAY KIT X 2		890 5-020-850	OTHER EQUIPMENT	609.38	
		SPLICE TRAY KIT X 2		910 5-652-850	OTHER EQUIPMENT	609.38	
I-202303210960		FIBER OPTIC SPLICE CLOSURE X	1,952.63				
10/24/2022	AP	DRAFT 10/24/2022		1099: N			
		FIBER OPTIC SPLICE CLOSURE X 2		890 5-020-850	OTHER EQUIPMENT	976.32	
		FIBER OPTIC SPLICE CLOSURE X 2		910 5-652-850	OTHER EQUIPMENT	976.31	
I-202303210961		NANO WALL MOUNT X 16	867.22				
10/25/2022	AP	DRAFT 10/25/2022		1099: N			
		NANO WALL MOUNT X 8		890 5-020-850	OTHER EQUIPMENT	433.61	
		NANO WALL MOUNT X 8		910 5-652-850	OTHER EQUIPMENT	433.61	
I-202303210962		CABLE ASSEMBLY X 5	419.37				
10/31/2022	AP	DRAFT 10/31/2022		1099: N			
		CABLE ASSEMBLY X 2.5		890 5-020-850	OTHER EQUIPMENT	209.68	
		CABLE ASSEMBLY X 2.5		910 5-652-850	OTHER EQUIPMENT	209.69	
I-202303210963		FLAT DROP CABLE X 750' X 3	615.45				
10/31/2022	AP	DRAFT 10/31/2022		1099: N			
		FLAT DROP CABLE X 750' X 1.5		890 5-020-850	OTHER EQUIPMENT	307.72	
		FLAT DROP CABLE X 750' X 1.5		910 5-652-850	OTHER EQUIPMENT	307.73	
I-202303210964		DROP CABLE ASSEMBLY X 6	713.27				
10/29/2022	AP	DRAFT 10/29/2022		1099: N			
		DROP CABLE ASSEMBLY X 3		890 5-020-850	OTHER EQUIPMENT	356.63	
		DROP CABLE ASSEMBLY X 3		910 5-652-850	OTHER EQUIPMENT	356.64	
I-202303210965		CABLE ASSEMBLY X 2	833.49				
11/01/2022	AP	DRAFT 11/01/2022		1099: N			
		CABLE ASSEMBLY		890 5-020-850	OTHER EQUIPMENT	416.74	
		CABLE ASSEMBLY		910 5-652-850	OTHER EQUIPMENT	416.75	
I-202303210966		DOME CLOSURES, SUPPORTS	1,841.19				
10/31/2022	AP	DRAFT 10/31/2022		1099: N			
		DOME CLOSURES, SUPPORTS 1/2		890 5-020-850	OTHER EQUIPMENT	920.59	
		DOME CLOSURES, SUPPORTS 1/2		910 5-652-850	OTHER EQUIPMENT	920.60	

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=====						
01-58136	PAYPAL	(** CONTINUED **)				
=====						
I-202303210967		SPLITTER X 3	1,382.11			
11/28/2022	AP	DRAFT	11/28/2022	1099: N		
		SPLITTER X 3		720 5-000-850	OTHER EQUIPMENT	1,382.11
=====						
I-202303210968		DROP CABLE ASSEMBLY X 175' X	955.81			
11/28/2022	AP	DRAFT	11/28/2022	1099: N		
		DROP CABLE ASSEMBLY X 175' X 6		720 5-000-850	OTHER EQUIPMENT	955.81
=====						
I-202303210969		SMART CARD READER X 4	1,027.21			
11/29/2022	AP	DRAFT	11/29/2022	1099: N		
		SMART CARD READER X 4		520 5-350-805	BUILDING	1,027.21
=====						
I-202303210970		DOOR CONTROLLER X 3	1,511.29			
11/29/2022	AP	DRAFT	11/29/2022	1099: N		
		DOOR CONTROLLER X 3		520 5-350-805	BUILDING	1,511.29
=====						
I-202303210971		ELECTRIC STRIKE X 4	2,218.19			
11/29/2022	AP	DRAFT	11/29/2022	1099: N		
		ELECTRIC STRIKE X 4		520 5-350-805	BUILDING	2,218.19
=====						
I-202303210972		DOOR CONTROLLER X 2	1,357.36			
12/30/2022	AP	DRAFT	12/30/2022	1099: N		
		DOOR CONTROLLER X 2		520 5-350-805	BUILDING	1,357.36
		=== VENDOR TOTALS ===	257,417.72			
=====						
01-58153	PEAK UPTIME					
=====						
I-62252		4/23 CLOUD BACKUP STORAGE	260.00			
3/22/2023	AP	DUE: 3/22/2023 DISC: 3/22/2023		1099: N		
		4/23 CLOUD BACKUP STORAGE		010 5-018-424	CONTRACTUAL AGREEMENTS	260.00
		=== VENDOR TOTALS ===	260.00			
=====						
01-58180	PEREGRINE CORPORATION					
=====						
I-510501		3/9 C3 BILLING X 2320	1,406.67			
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N		
		3/9 C3 BILLING X 2320		010 5-017-478	PROFESSIONAL SERVICES	1,406.67
=====						
I-510506		3/9 C1 LATE NOTICE X 435	314.51			
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N		
		3/9 C1 LATE NOTICE X 435		010 5-017-478	PROFESSIONAL SERVICES	314.51
=====						
I-511438		3/17 C2 LATE NOTICE X 319	230.64			
3/20/2023	AP	DUE: 3/20/2023 DISC: 3/20/2023		1099: N		
		3/17 C2 LATE NOTICE X 319		010 5-017-478	PROFESSIONAL SERVICES	230.64

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=====						
01-58180	PEREGRINE CORPORATION	(** CONTINUED **)				
=====						
I-511743		3/20 C1 BILLING X 1431	865.89			
3/22/2023	AP	DUE: 3/22/2023 DISC: 3/22/2023		1099: N		
		3/20 C1 BILLING X 1431		010 5-017-478	PROFESSIONAL SERVICES	865.89
=== VENDOR TOTALS ===			2,817.71			
=====						
01-58431	POWER ENGINEERS, INC.					
=====						
I-ARIV1027195		AIR COMPLIANCE REPORTING	613.32			
3/20/2023	AP	DUE: 3/20/2023 DISC: 3/20/2023		1099: N		
		AIR COMPLIANCE REPORTING		800 5-030-478	PROFESSIONAL SERVICES	613.32
=== VENDOR TOTALS ===			613.32			
=====						
01-58451	PRAIRIELAND PARTNERS LLC					
=====						
I-1000557859		HYDRAULIC FLUID X 1 GAL	27.90			
3/13/2023	AP	DUE: 3/13/2023 DISC: 3/13/2023		1099: N		
		HYDRAULIC FLUID X 1 GAL		800 5-030-545	MOTOR FUELS/LUBRICANTS	27.90
=== VENDOR TOTALS ===			27.90			
=====						
01-58850	REPUBLIC SERVICES #376					
=====						
I-0376-000435240		2/23 RESIDENTIAL SERVICE	36,469.67			
2/25/2023	AP	DUE: 2/25/2023 DISC: 2/25/2023		1099: N		
		2/23 RESIDENTIAL SERVICE		700 5-000-478	PROFESSIONAL SERVICES	36,469.67
=== VENDOR TOTALS ===			36,469.67			
=====						
01-03217	ROGER L. GOSSARD					
=====						
I-202303200797		3/23 INDIGENT DEFENDER	1,000.00			
3/15/2023	AP	DUE: 3/15/2023 DISC: 3/15/2023		1099: Y		
		3/23 INDIGENT DEFENDER		010 5-013-478	PROFESSIONAL SERVICES	1,000.00
=== VENDOR TOTALS ===			1,000.00			
=====						
01-59125	SANDBAGGER GOLF & TURF					
=====						
I-18585		CAPACITOR, DIAGNOSTICS	90.00			
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023		1099: N		
		CAPACITOR, DIAGNOSTICS		370 5-000-620	EQUIPMENT MAINTENANCE	90.00
=====						
I-18586		DIODE ASSY, DIAGNOSTICS	82.00			
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023		1099: N		
		DIODE ASSY, DIAGNOSTICS		370 5-000-620	EQUIPMENT MAINTENANCE	82.00
=== VENDOR TOTALS ===			172.00			

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=====							
01-59163	SCHAEFFER MANUFACTURING COMPAN						
I-JX11922		OIL, GREASE, FUEL MIX	2,250.56				
3/17/2023	AP	DUE: 3/17/2023 DISC: 3/17/2023		1099: N			
		OIL, GREASE, FUEL MIX		010 5-163-545	MOTOR FUELS/LUBRICANTS	2,250.56	
		=== VENDOR TOTALS ===	2,250.56				
=====							
01-03385	SEK READY MIX, INC.						
I-6752		12 CY-11TH/HOLLYWOOD	2,020.00				
3/10/2023	AP	DUE: 3/10/2023 DISC: 3/10/2023		1099: N			
		12 CY-11TH/HOLLYWOOD		010 5-163-510	CEMENT & ASPHALT	2,020.00	
I-6766		4.5 CY-5TH/HOLLYWOOD	769.50				
3/14/2023	AP	DUE: 3/14/2023 DISC: 3/14/2023		1099: N			
		4.5 CY-5TH/HOLLYWOOD		010 5-163-510	CEMENT & ASPHALT	769.50	
I-6770		9 CY-5TH/HOLLYWOOD	1,510.00				
3/15/2023	AP	DUE: 3/15/2023 DISC: 3/15/2023		1099: N			
		9 CY-5TH/HOLLYWOOD		010 5-163-510	CEMENT & ASPHALT	1,510.00	
I-6781		7 CY-5TH/HOLLYWOOD	1,175.00				
3/17/2023	AP	DUE: 3/17/2023 DISC: 3/17/2023		1099: N			
		7 CY-5TH/HOLLYWOOD		010 5-163-510	CEMENT & ASPHALT	1,175.00	
		=== VENDOR TOTALS ===	5,474.50				
=====							
01-03460	SHERWIN WILLIAMS COMPANY						
I-7012-6		PAINT PAIL LINERS	5.19				
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N			
		PAINT PAIL LINERS		520 5-350-805	BUILDING	5.19	
		=== VENDOR TOTALS ===	5.19				
=====							
01-59035	SMC ELECTRIC SUPPLY						
I-51078293-00		RELAY X 6 FOR UV MODULES	162.69				
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N			
		RELAY X 6 FOR UV MODULES		900 5-037-620	EQUIPMENT MAINTENANCE	162.69	
		=== VENDOR TOTALS ===	162.69				

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=====						
01-59722		SOUTHWEST POWER POOL, INC.				
=====						
I-TRN-20230228-CMLP		2/23 TRANSMISSION SERVICE	548,631.58			
2/28/2023	AP	DRAFT 3/15/2023		1099: N		
		2/23 TRANSMISSION SVC-MESSER		800 5-070-426	NETWORK TRANSMISSION SER	389,468.48
		2/23 TRANSMISSION SVC-CITY		800 5-022-426	NETWORK TRANSMISSION SER	159,148.10
		WIRE FEE		800 5-030-478	PROFESSIONAL SERVICES	15.00
		=== VENDOR TOTALS ===	548,631.58			
=====						
01-03717		STEPHENS VENDING CORPORATION				
=====						
I-INV67012		20 OZ, GATORADE, TEA, CHIPS	323.20			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		20 OZ, GATORADE, TEA, CHIPS		370 5-000-507	CONCESSIONS	323.20
		=== VENDOR TOTALS ===	323.20			
=====						
01-60016		STUCK ON YOU DAVIS DESIGNS LLC				
=====						
I-8453		SHIRTS, HOODIES, DECALS	1,435.00			
3/09/2023	AP	DUE: 3/09/2023 DISC: 3/09/2023		1099: N		
		HOODIES, SHIRTS X 56		900 5-026-515	CLOTHING	732.64
		HOODIES, SHIRTS X 48		900 5-036-515	CLOTHING	627.36
		VEHICLE DECAL X 5		900 5-026-590	VEHICLE-EQUIP SUPPLIES	75.00
		=== VENDOR TOTALS ===	1,435.00			
=====						
01-60176		TG TECHNICAL SERVICES				
=====						
I-01614		PC BOARD ASSY-EAGLE MONITOR	393.25			
3/14/2023	AP	DUE: 3/14/2023 DISC: 3/14/2023		1099: N		
		PC BOARD ASSY-EAGLE MONITOR		010 5-041-620	EQUIPMENT MAINTENANCE	393.25
		=== VENDOR TOTALS ===	393.25			
=====						
01-03770		THOMPSON BROTHERS SUPPLIES, IN				
=====						
I-844707		FR JEAN - J HUNT	62.57			
2/17/2023	AP	DUE: 3/19/2023 DISC: 3/19/2023		1099: N		
		FR JEAN - J HUNT		800 5-020-515	CLOTHING	62.57
=====						
I-845550		COMPRESSED HYDROGEN	134.30			
3/03/2023	AP	DUE: 4/02/2023 DISC: 4/02/2023		1099: N		
		COMPRESSED HYDROGEN		800 5-030-525	CHEMICALS/FERTILIZERS/SE	134.30
=====						
I-846078		SAFETY GLASSES	9.00			
3/08/2023	AP	DUE: 4/07/2023 DISC: 4/07/2023		1099: N		
		SAFETY GLASSES		900 5-037-570	SAFETY EQUIPMENT	9.00

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=====								
01-03770	THOMPSON BROTHERS SUPPLIES, IN(** CONTINUED **)							
I-846146		COMPRESSED HYDROGEN		135.80				
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023			1099: N			
		COMPRESSED HYDROGEN			800 5-030-525	CHEMICALS/FERTILIZERS/SE	135.80	
I-846547		FR SHIRT - J HUNT		68.62				
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023			1099: N			
		FR SHIRT - J HUNT			800 5-020-515	CLOTHING	68.62	
I-BO 38094		FR JEAN - D WILEY		62.57				
3/09/2023	AP	DUE: 4/08/2023 DISC: 4/08/2023			1099: N			
		FR JEAN - D WILEY			800 5-020-515	CLOTHING	62.57	
		=== VENDOR TOTALS ===		472.86				
=====								
01-50100	TITLEIST							
I-915155463		GOLF GLOVES WITH LOGO		873.59				
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023			1099: N			
		GOLF GLOVES WITH LOGO			370 5-000-508	PRO SHOP SUPPLIES	873.59	
		=== VENDOR TOTALS ===		873.59				
=====								
01-03810	TOOL SUPPLY, INC.							
I-0103463-00		POP-OFF VALVE		63.15				
3/06/2023	AP	DUE: 4/05/2023 DISC: 4/05/2023			1099: N			
		POP-OFF VALVE			010 5-163-620	EQUIPMENT MAINTENANCE	63.15	
I-0103499-00		WORK LIGHT, RATCHET		150.37				
3/09/2023	AP	DUE: 4/08/2023 DISC: 4/08/2023			1099: N			
		WORK LIGHT			010 5-163-520	DEPARTMENT SUPPLIES	78.90	
		15" RATCHET			010 5-163-580	TOOLS	71.47	
I-0103514-00		RATCHET		27.17				
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023			1099: N			
		RATCHET			010 5-163-580	TOOLS	27.17	
I-0103549-00		HEX SCREW, NUT		40.55				
3/16/2023	AP	DUE: 4/15/2023 DISC: 4/15/2023			1099: N			
		HEX SCREW, NUT			800 5-020-520	DEPARTMENT SUPPLIES	40.55	
I-0103554-00		STREAM LIGHT X 3		609.20				
3/17/2023	AP	DUE: 4/16/2023 DISC: 4/16/2023			1099: N			
		STREAM LIGHT X 3			800 5-020-520	DEPARTMENT SUPPLIES	609.20	
		=== VENDOR TOTALS ===		890.44				

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=====							
01-03840	TRI-STATE ELECTRIC	SUPPLY COMP					
I-1122-1006890							
3/07/2023	AP	VINYL RING TERMINAL - B SOUTH	22.01				
		DUE: 4/06/2023 DISC: 4/06/2023		1099: N			
		VINYL RING TERMINAL - B SOUTH		800 5-020-520	DEPARTMENT SUPPLIES	22.01	
I-1122-1006936							
3/13/2023	AP	100 A BREAKER - WJP	153.18				
		DUE: 4/12/2023 DISC: 4/12/2023		1099: N			
		100 A BREAKER - WJP		800 5-020-572	SUPPLIES-OTHER	153.18	
I-1122-1006956							
3/14/2023	AP	PIPE CLAMP, ELBOW - HIGHLAND	7.97				
		DUE: 4/13/2023 DISC: 4/13/2023		1099: N			
		PIPE CLAMP, ELBOW - HIGHLAND		800 5-020-520	DEPARTMENT SUPPLIES	7.97	
		=== VENDOR TOTALS ===	183.16				
=====							
01-54772	TYLER TECHNOLOGIES, INC.						
I-025-415436							
3/22/2023	AP	ANNUAL MAINTENANCE	19,326.96				
		DUE: 4/21/2023 DISC: 4/21/2023		1099: N			
		CIS/CRM, CASH COLLECTION		010 5-017-424	CONTRACTUAL AGREEMENTS	15,133.75	
		REPORT WRITER		010 5-017-424	CONTRACTUAL AGREEMENTS	2,004.20	
		DATA DICTIONARY		010 5-017-424	CONTRACTUAL AGREEMENTS	1,413.34	
		3RD PARTY BILLING INTERFACE		010 5-017-424	CONTRACTUAL AGREEMENTS	775.67	
I-025-415859							
3/22/2023	AP	4/23 ONLINE COMPONENT, WEB	300.08				
		DUE: 4/21/2023 DISC: 4/21/2023		1099: N			
		4/23 ONLINE COMPONENT, WEB		010 5-017-424	CONTRACTUAL AGREEMENTS	300.08	
I-025-416115							
3/15/2023	AP	EXTRACT FILE-METER INTERFACE	32.50				
		DUE: 4/14/2023 DISC: 4/14/2023		1099: N			
		EXTRACT FILE-METER INTERFACE		890 5-020-813	COMPUTER SOFTWARE	16.25	
		EXTRACT FILE-METER INTERFACE		910 5-652-813	COMPUTER SOFTWARE	16.25	
		=== VENDOR TOTALS ===	19,659.54				
=====							
01-60622	UMB BANK						
I-202303200798							
3/01/2023	AP	2/23 CREDIT CARD CHARGES	6,263.98				
		DUE: 3/01/2023 DISC: 3/01/2023		1099: N			
		DIGITAL SIGNAGE SUBSCRIPTION		010 5-017-424	CONTRACTUAL AGREEMENTS	25.00	
		DIGITAL SIGNAGE SUBSCRIPTION		010 5-023-424	CONTRACTUAL AGREEMENTS	25.00	
		DIGITAL SIGNAGE SUBSCRIPTION		010 5-041-424	CONTRACTUAL AGREEMENTS	25.00	
		DIGITAL SIGNAGE SUBSCRIPTION		010 5-131-424	CONTRACTUAL AGREEMENTS	25.00	
		DIGITAL SIGNAGE SUBSCRIPTION		800 5-020-424	CONTRACTUAL AGREEMENTS	50.00	
		DIGITAL SIGNAGE SUBSCRIPTION		800 5-030-424	CONTRACTUAL AGREEMENTS	50.00	
		DIGITAL SIGNAGE SUBSCRIPTION		900 5-026-424	CONTRACTUAL AGREEMENTS	25.00	
		DIGITAL SIGNAGE SUBSCRIPTION		900 5-027-424	CONTRACTUAL AGREEMENTS	25.00	
		DIGITAL SIGNAGE SUBSCRIPTION		900 5-036-424	CONTRACTUAL AGREEMENTS	25.00	
		DIGITAL SIGNAGE SUBSCRIPTION		900 5-037-424	CONTRACTUAL AGREEMENTS	25.00	
		STICKERS FOR INSTALL BOXES		720 5-000-520	DEPARTMENT SUPPLIES	60.00	
		ZOOM MEETING SOFTWARE		010 5-018-424	CONTRACTUAL AGREEMENTS	16.41	

PACKET: 04437 AO 23-06 3.28.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-60622	UMB BANK	(** CONTINUED **)				
		TITAN SPAM FILTER RENEWAL		010 5-018-424	CONTRACTUAL AGREEMENTS	1,686.00
		SLING TV FOR PILOT LOUNGE		360 5-000-448	EQUIPMENT-RENTAL/SERVICE	27.93
		SLING TV FOR PRO SHOP		370 5-000-448	EQUIPMENT-RENTAL/SERVICE	27.92
		1/23 INDEED SPONSORED JOBS		010 5-023-482	PUBLIC NOTICES	495.91
		KACE MEMBERSHIP DUES-HOOD		010 5-045-444	DUES/SUBSCRIPTION/PUBLIC	30.00
		SERVICE PLAQUE-S. PRICE		010 5-041-521	SPECIAL EVENTS	70.22
		TRAILER DOLLY		010 5-041-520	DEPARTMENT SUPPLIES	270.47
		FIRE OFFICER 1 TESTING X 9		010 5-041-428	CONFERENCES-SCHOOLS	270.00
		THANK YOU CARD X 50		010 5-041-520	DEPARTMENT SUPPLIES	74.95
		AIR CONTROL VALVE		010 5-041-680	VEHICLE-PARTS	197.09
		POSTAGE TO LEES SUMMIT		010 5-041-550	OFFICE SUPPLIES	25.65
		ASSESSMENT LUNCH FOR POSITIONS		010 5-041-521	SPECIAL EVENTS	47.00
		POWDER COAT, SANDBLAST RAILS		010 5-091-610	BUILDING MAINTENANCE	504.00
		18.3 CF REFRIGERATOR		520 5-350-805	BUILDING	648.00
		CUSTOM GAS INSPECTION FORMS		010 5-071-550	OFFICE SUPPLIES	82.13
		NARCOTICS CONFERENCE-KASTLER		010 5-023-428	CONFERENCES-SCHOOLS	250.00
		AR-15 MAGAZINE X 2		010 5-023-583	OTHER EQUIPMENT	306.09
		SERVICE WEAPON-VARGAS		010 0-320	PAYROLL DEDUCTION RECEIV	415.00
		SECURITY MONITORING-EVIDENCE		010 5-023-478	PROFESSIONAL SERVICES	14.99
		SECURITY MONITORING-ARMORY		010 5-023-478	PROFESSIONAL SERVICES	14.99
		SUPER STICKY EASEL PAD X 2		010 5-023-550	OFFICE SUPPLIES	87.10
		DONUTS FOR FBI-LEEDA COURSE		010 5-023-521	SPECIAL EVENTS	40.87
		DONUTS FOR FBI-LEEDA COURSE		010 5-023-521	SPECIAL EVENTS	27.00
		2023 FOOD SERVICE LICENSE		370 5-000-486	TAXES,LICENSES,PERMITS	250.00
		2023 FOOD SERVICE LICENSE		450 5-000-486	TAXES,LICENSES,PERMITS	220.00
		GRAPHICS FOR EMPLOYMENT AD		360 5-000-486	TAXES,LICENSES,PERMITS	5.00
		RETURN PEDIATRIC AED PADS		010 5-041-570	SAFETY EQUIPMENT	189.58CR
		RETURN ADULT AED PADS		010 5-023-570	SAFETY EQUIPMENT	69.99CR
		RETURN ADULT AED PADS		010 5-091-570	SAFETY EQUIPMENT	69.99CR
		GRAPHIC FOR EMPLOYMENT AD		900 5-026-482	PUBLIC NOTICES	0.50
		GRAPHIC FOR EMPLOYMENT AD		900 5-027-482	PUBLIC NOTICES	0.50
		GRAPHIC FOR EMPLOYMENT AD		800 5-030-482	PUBLIC NOTICES	1.00
		GRAPHICS FOR EMPLOYMENT AD		450 5-000-482	PUBLIC NOTICES	2.00
		PARKING-TOPEKA-KMU DAY ON HILL		800 5-040-490	TRAVEL EXPENSE REIMBURSE	6.00
		HOTEL-TOPEKA-KMU DAY ON HILL		800 5-040-490	TRAVEL EXPENSE REIMBURSE	118.82
=== VENDOR TOTALS ===			6,263.98			
=====						

01-60721 UNIVERSITY OF KANSAS

I-BEA75758		LETHAL FORCE TRNG-GILFILLAN	45.00			
3/17/2023	AP	DUE: 3/17/2023 DISC: 3/17/2023		1099: N		
		LETHAL FORCE TRNG-GILFILLAN		010 5-023-428	CONFERENCES-SCHOOLS	45.00
=== VENDOR TOTALS ===			45.00			

PACKET: 04437 AO 23-06 3.28.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-60802	UV DOCTOR LAMPS LLC					
I-16129		SLEEVE FOR UV MODULE X 325	8,732.76			
3/03/2023	AP	DUE: 3/03/2023 DISC: 3/03/2023		1099: N		
		SLEEVE FOR UV MODULE X 325		910 5-611-850	OTHER EQUIPMENT	8,732.76
		=== VENDOR TOTALS ===	8,732.76			
=====						
01-61466	VEOLIA WTS USA, INC.					
I-901787060		UV BALLAST X 8, LAMP	2,100.91			
10/07/2022	AP	DUE: 10/07/2022 DISC: 10/07/2022		1099: N		
		UV BALLAST X 8, LAMP		910 5-611-850	OTHER EQUIPMENT	2,100.91
I-901999363		LAMP MONITOR ASSEMBLY X 3	1,553.07			
2/23/2023	AP	DUE: 2/23/2023 DISC: 2/23/2023		1099: N		
		LAMP MONITOR ASSEMBLY X 3		910 5-611-850	OTHER EQUIPMENT	1,553.07
I-902028226		AMINO ACID REAGENT	34.13			
3/13/2023	AP	DUE: 3/13/2023 DISC: 3/13/2023		1099: N		
		AMINO ACID REAGENT		800 5-030-525	CHEMICALS/FERTILIZERS/SE	34.13
		=== VENDOR TOTALS ===	3,688.11			
=====						
01-61477	VERIZON WIRELESS					
I-9929029625		3/23 CELL PHONES, HOT SPOTS	1,234.56			
3/01/2023	AP	DUE: 3/01/2023 DISC: 3/01/2023		1099: N		
		3/23 CELL PHONE		010 5-014-416	COMMUNICATIONS	41.37
		3/23 CELL PHONE		010 5-015-416	COMMUNICATIONS	41.37
		3/23 CELL PHONE		010 5-019-416	COMMUNICATIONS	41.37
		3/23 CELL PHONE X 4, HOT SPOT		010 5-023-416	COMMUNICATIONS	245.50
		3/23 HOT SPOT X 2		010 5-041-416	COMMUNICATIONS	80.02
		3/23 CELL PHONE X 2		010 5-045-416	COMMUNICATIONS	92.74
		3/23 CELL PHONE		010 5-163-416	COMMUNICATIONS	24.21
		3/23 CELL PHONE X 3		180 5-205-416	COMMUNICATIONS	124.11
		3/23 CELL PHONE		510 5-000-416	COMMUNICATIONS	24.21
		3/23 CELL PHONE, HOT SPOT		760 5-000-416	COMMUNICATIONS	28.62
		10/22 CELL PHONE X 2, HOT SPOT		800 5-020-416	COMMUNICATIONS	150.10
		10/22 CELL PHONE		800 5-030-416	COMMUNICATIONS	41.37
		3/23 CELL PHONE		800 5-040-416	COMMUNICATIONS	41.37
		3/23 CELL PHONE X 4, HOT SPOT		900 5-026-416	COMMUNICATIONS	160.01
		3/23 HOT SPOT		900 5-027-416	COMMUNICATIONS	8.40
		3/23 CELL PHONE X 2		900 5-036-416	COMMUNICATIONS	65.58
		3/23 CELL PHONE		900 5-037-416	COMMUNICATIONS	24.21
		=== VENDOR TOTALS ===	1,234.56			

PACKET: 04437 AO 23-06 3.28.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-04010	WALMART CAPITAL ONE						
I-00252		CHILI FIXINGS-OUTREACH	127.68				
3/04/2023	AP	DUE: 4/03/2023 DISC: 4/03/2023		1099: N			
		CHILI FIXINGS-OUTREACH		010 5-041-521	SPECIAL EVENTS	127.68	
I-00656-1		AA, AAA, 9V BATTERIES, TEA	64.20				
2/21/2023	AP	DUE: 3/23/2023 DISC: 3/23/2023		1099: N			
		AA, AAA, 9V BATTERIES		010 5-023-505	BATTERIES-NON VEHICLES	44.52	
		TEA FOR FBI-LEEDA CLASS		010 5-023-521	SPECIAL EVENTS	19.68	
I-01098-1		RECEIPT BOOKS, TOWELS	56.46				
3/14/2023	AP	DUE: 4/13/2023 DISC: 4/13/2023		1099: N			
		RECEIPT BOOK X 4		010 5-023-550	OFFICE SUPPLIES	35.88	
		DOORSTOP X 2, CORKBOARD		010 5-023-520	DEPARTMENT SUPPLIES	11.50	
		BATH TOWELS		010 5-023-562	JAIL EXPENSE	9.08	
I-01953		DETERGENT, SOAP, AIR FRESH	54.73				
2/27/2023	AP	DUE: 3/29/2023 DISC: 3/29/2023		1099: N			
		DETERGENT, SOAP, AIR FRESH		010 5-041-520	DEPARTMENT SUPPLIES	54.73	
I-02779		BOTTLED WATER X 48 CASES	257.28				
2/23/2023	AP	DUE: 3/25/2023 DISC: 3/25/2023		1099: N			
		BOTTLED WATER X 19 CASES		760 5-000-520	DEPARTMENT SUPPLIES	101.84	
		BOTTLED WATER X 18 CASES		900 5-037-520	DEPARTMENT SUPPLIES	96.48	
		BOTTLED WATER X 11 CASES		900 5-027-520	DEPARTMENT SUPPLIES	58.96	
I-03384-1		LEGAL PADS, CLEANING WIPES	15.90				
3/06/2023	AP	DUE: 4/05/2023 DISC: 4/05/2023		1099: N			
		LEGAL PADS, PENS		010 5-041-550	OFFICE SUPPLIES	10.36	
		CLEANING WIPES		010 5-041-520	DEPARTMENT SUPPLIES	5.54	
I-03483		BOTTLED WATER X 48 CASES	275.29				
3/03/2023	AP	DUE: 4/02/2023 DISC: 4/02/2023		1099: N			
		BOTTLED WATER X 48 CASES		800 5-020-520	DEPARTMENT SUPPLIES	275.29	
I-03730-1		AIR FRESHENER	28.72				
3/08/2023	AP	DUE: 4/07/2023 DISC: 4/07/2023		1099: N			
		AIR FRESHENER		010 5-091-520	DEPARTMENT SUPPLIES	28.72	
I-03821		WHITE OUT, MARKERS	9.41				
3/01/2023	AP	DUE: 3/31/2023 DISC: 3/31/2023		1099: N			
		WHITE OUT, MARKERS		010 5-163-550	OFFICE SUPPLIES	9.41	
I-04069		MARKERS	17.26				
3/10/2023	AP	DUE: 4/09/2023 DISC: 4/09/2023		1099: N			
		MARKERS		010 5-163-550	OFFICE SUPPLIES	17.26	

PACKET: 04437 AO 23-06 3.28.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #			
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-04010	WALMART CAPITAL ONE	(** CONTINUED **)					
I-05696-1		TUB, CUPS, CREAMER-LEVEE MTG	43.96				
2/24/2023	AP	DUE: 3/26/2023 DISC: 3/26/2023		1099: N			
		TUB, CUPS, CREAMER-LEVEE MTG		010 5-071-521	SPECIAL EVENTS	43.96	
I-05931		DISTILLED WATER FOR LAB	9.76				
2/23/2023	AP	DUE: 3/25/2023 DISC: 3/25/2023		1099: N			
		DISTILLED WATER FOR LAB		900 5-037-525	CHEMICALS/FERTILIZERS/SE	9.76	
I-05983		CONDIMENTS, AIR FRESH, OIL	151.09				
2/23/2023	AP	DUE: 3/25/2023 DISC: 3/25/2023		1099: N			
		CONDIMENTS, HOT DOGS, BUNS		370 5-000-507	CONCESSIONS	63.66	
		WIPES, SOAP, TOWELS, AIR FRESH		370 5-000-520.01	DEPARTMENT SUPPLIES-PRO	62.10	
		BAR/CHAIN OIL FOR CHAINSAW		370 5-000-545	MOTOR FUELS/LUBRICANTS	13.97	
		9V BATTERIES		370 5-000-505	BATTERIES-NON VEHICLES	9.26	
		MARKERS		370 5-000-550	OFFICE SUPPLIES	2.10	
I-06138		FLASH DRIVE, LEGAL PADS	6.88				
2/24/2023	AP	DUE: 3/26/2023 DISC: 3/26/2023		1099: N			
		FLASH DRIVE		900 5-036-518	COMPUTER SUPPLIES	3.88	
		LEGAL PADS		900 5-036-550	OFFICE SUPPLIES	3.00	
I-07422		COFFEE FOR ENTERPOL COURSE	21.84				
2/28/2023	AP	DUE: 3/30/2023 DISC: 3/30/2023		1099: N			
		COFFEE FOR ENTERPOL COURSE		010 5-023-521	SPECIAL EVENTS	21.84	
I-08078		DUST MOPS, TOWELS, CUTLERY	160.12				
3/03/2023	AP	DUE: 4/02/2023 DISC: 4/02/2023		1099: N			
		DUST MOPS, TOWELS		010 5-091-520	DEPARTMENT SUPPLIES	133.12	
		CUTLERY, PLATES, CUPS		010 5-131-520	DEPARTMENT SUPPLIES	27.00	
I-09109		TABS, INDEX CARDS	28.26				
3/07/2023	AP	DUE: 4/06/2023 DISC: 4/06/2023		1099: N			
		TABS, INDEX CARDS		900 5-026-550	OFFICE SUPPLIES	28.26	
I-09188		TEA FOR LEVEE MTG-MARSHALL	6.56				
2/24/2023	AP	DUE: 3/26/2023 DISC: 3/26/2023		1099: N			
		TEA FOR LEVEE MTG-MARSHALL		010 5-071-521	SPECIAL EVENTS	6.56	
I-09931		PENS	6.39				
2/22/2023	AP	DUE: 3/24/2023 DISC: 3/24/2023		1099: N			
		PENS		800 5-020-550	OFFICE SUPPLIES	6.39	
=== VENDOR TOTALS ===			1,341.79				

PACKET: 04437 AO 23-06 3.28.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-61042		WARTSILA NORTH AMERICA, INC.				

I-102239557		HT WATER PIPE FLANGE	1,220.70			
3/06/2023	AP	DUE: 3/06/2023 DISC: 3/06/2023		1099: N		
		HT WATER PIPE FLANGE		800 5-030-620	EQUIPMENT MAINTENANCE	1,220.70

I-102240201		NOX SENSOR	791.13			
3/16/2023	AP	DUE: 3/16/2023 DISC: 3/16/2023		1099: N		
		NOX SENSOR		800 5-030-620	EQUIPMENT MAINTENANCE	791.13

		=== VENDOR TOTALS ===	2,011.83			

		=== PACKET TOTALS ===	5,145,806.38			

City of Coffeyville
Payroll Distribution Summary
23-06

<u>Date</u>	<u>Amount</u>
March 19, 2023	<u>\$ 378,550.90</u>
Total Payroll	\$ 378,550.90

PACKET: 04438 AO 23-06A ISHAM, LIEBERT

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01930	ISHAM TRU VALUE	HARDWARE				
=====						
I-22694		PADLOCK X 4-LIFTSTATION	63.96			
2/22/2023	AP	DUE: 3/24/2023 DISC: 3/24/2023		1099: N		
		PADLOCK X 4-LIFTSTATION		900 5-027-520	DEPARTMENT SUPPLIES	63.96
=====						
I-22704		CORK X 5	31.31			
3/02/2023	AP	DUE: 4/01/2023 DISC: 4/01/2023		1099: N		
		CORK X 5		800 5-030-520	DEPARTMENT SUPPLIES	31.31
=====						
I-22711		HVAC FILTER X 12	43.23			
3/08/2023	AP	DUE: 4/07/2023 DISC: 4/07/2023		1099: N		
		HVAC FILTER X 12		800 5-020-610	BUILDING MAINTENANCE	43.23
=====						
		=== VENDOR TOTALS ===	138.50			
=====						
01-02190	LIEBERT BROTHERS ELECTRIC	COMP				
=====						
I-2277		120MB LAMP X 10-PENN LIFTSTN	29.80			
2/28/2023	AP	DUE: 3/30/2023 DISC: 3/30/2023		1099: N		
		120MB LAMP X 10-PENN LIFTSTN		900 5-027-620	EQUIPMENT MAINTENANCE	29.80
=====						
		=== VENDOR TOTALS ===	29.80			
=====						
		=== PACKET TOTALS ===	168.30			

CHILD ABUSE PREVENTION MONTH 2023 PROCLAMATION

WHEREAS, our children are our most valuable resources and will shape the future of Coffeyville; and

WHEREAS, childhood trauma, including abuse and neglect, is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone; and

WHEREAS, childhood trauma can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

WHEREAS, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

WHEREAS, communities must make every effort to promote programs and activities that build strong children and families; and

WHEREAS, we acknowledge that we must work together as a community in partnership to build awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

WHEREAS, prevention remains the best defense for our children and families.

THEREFORE, I, Ann Marie Vannoster, Mayor of Coffeyville, Kansas, do hereby proclaim April 2023 as Child Abuse Prevention Month.

Signature

		CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM	
MEETING DATE	March 28, 2023		
RESOLUTION OR ORDINANCE NUMBER	R-23-18, R-23-19, R-23-20		
AGENDA TITLE	A Public Hearing to consider a CDBG Grant Application from the Kansas Department of Commerce and related Resolutions and documents.		
REQUESTING DEPARTMENT	Public Works/Engineering		
PRESENTER	Chuck Shively, Special Projects Coordinator		
FISCAL INFORMATION	Cost as recommended:	\$500,000	
	Budget Line Item:	520-5-220-842	
	Balance Available	N/A	
	New Appropriation Required:	☐ Yes ☒ No	
PURPOSE	To hold the required public hearing, approve all required Resolutions and documents to accompany the application, and to approve an agreement for Administrative Consulting Services with the Southeast Kansas Regional Planning Commission to administer the grant if the application is successful.		
BACKGROUND	I have been working with Susan Galemore of the Southeast Kansas Regional Planning Commission to write a Community Development Block Grant application to be submitted to the Kansas Department of Commerce for a potential \$500,000 grant. The proposed grant, if awarded, will be used to fund 50% of a project to extend the walking/biking trail from its current north end, north to Leclere Park.		

BACKGROUND (CONTINUED)	The proposed project will consist of construction of a 10' wide concrete trail, including drainage structures and relocation of a portion of an existing private gravel driveway to create separation from the trail alignment. The proposed project budget is \$1,000,000. The budget, as proposed, will include \$500,000 of City Transportation funds and \$500,000 of CDBG grant funds. The proposed project is the next phase of our plan to connect our parks, schools, healthcare facilities, shopping, restaurants, and residential neighborhoods with a safe path to and from those locations. Future phases could include extending the trail from Leclere park to the golf course, the aquatic center, two park areas with playground equipment, Roosevelt Scenic Trail, and Veterans Memorial Stadium. Previous completed phases include sidewalks on 9th Street from CCC to the Westside Shopping Center passing within 1 block of FKHS & RMS (funded by City and KDOC CDBG grant funds), sidewalks in the area north and west of Community Elementary School (funded by City and KDOT Safe Routes to Schools grant funds), Rail spur east of Sherwiin Williams plant from 4th street to north of first Street (funded by City and EPA Brownfields grant funds), same rail spur from 8th Street to 11th Street and then west to Cline Road and connecting to the 9th Street sidewalks (funded with City and KDOT Transportation Alternatives grant funds).
SPECIAL NOTES	

ANALYSIS	CDBG grant application guidelines require the governing body to hold a public hearing to solicit and consider input from the public regarding the application. The grant application also requires adoption of several Resolutions and related documents: • Resolution Certifying Legal Authority to Apply for the grant and dedicating the matching funds. • Resolution assuring that funds will be provided for Operation and Maintenance of the street. • Residential Anti-displacement and Relocation Assistance Plan. No occupied dwellings will be demolished as part of this project. • Applicant/Recipient Disclosure/Update Report, reporting who has a financial interest in the project. • Determination of Level Review: states the level of environmental review that will need to be prepared if awarded. • Statement of Assurances and Certifications lists all of the applicable State and Federal regulations and certifies that we will comply with them.. Also included is a Resolution to approve an Agreement for Administrative Consulting Services with the Southeast Kansas Regional Planning Commission to assist with administration of the grant if the application is successful.
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	First, hold the required Public Hearing. Then, approve each of the Resolutions and documents, as required. Finally, approve the Agreement with the SEKRPC for administration of the grant if the application is successful and the grant is awarded.

REFERENCE DOCUMENTS ATTACHED	• Resolution Certifying Legal Authority to Apply for the grant and dedicating the matching funds. • Resolution assuring that funds will be provided for Operation and Maintenance of the street. • Residential Anti-displacement and Relocation Assistance Plan • Applicant/Recipient Disclosure/Update Report. • Determination of Level Review for the Environmental Review Record. • Statement of Assurances and Certifications • Resolution to approve an Agreement for Administrative Consulting Services with the Southeast Kansas Regional Planning Commission. • Proposed Agreement for Administrative Consulting Services with the Southeast Kansas Regional Planning Commission to administer the grant if the application is successful.
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THE CITY/COUNTY OF COFFEYVILLE, KANSAS

RESOLUTION NO. R-23-18

RESOLUTION CERTIFYING LEGAL AUTHORITY
TO APPLY FOR THE 2023 KANSAS
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FROM THE KANSAS DEPARTMENT OF COMMERCE
AND AUTHORIZING THE MAYOR/COMMISSIONER
TO SIGN AND SUBMIT SUCH AN APPLICATION

WHEREAS, The City/County of Coffeyville, Kansas, is a legal governmental entity as provided by the laws of the STATE OF KANSAS, and

WHEREAS, The City/County of Coffeyville, Kansas, intends to submit an application for assistance from the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City/County of Coffeyville, Kansas, is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR/COMMISSIONER of Coffeyville, Kansas, to act as the applicant's official representative in signing and submitting an application for the assistance to the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby dedicates \$ 500,000 in cash funds toward this project and \$ 0 in force account labor for same.

APPROVED BY THE GOVERNING BODY OF THE CITY/COUNTY OF COFFEYVILLE
KANSAS, this 28th day of March, 2023.

APPROVED _____
MAYOR/COMMISSIONER

ATTEST _____

(SEAL)

THE CITY/COUNTY OF COFFEYVILLE, KANSAS

CITY OF _____, KANSAS

RESOLUTION NO. _____

A RESOLUTION ASSURING THE KANSAS DEPARTMENT OF COMMERCE THAT FUNDS WILL BE CONTINUALLY PROVIDED FOR THE OPERATION AND MAINTENANCE OF IMPROVEMENTS TO THE _____ SYSTEM TO BE FINANCED WITH COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, The City/County of _____ is applying for Small Cities Community Development Block Grant funds under the Community Facility Category, as administered by the Kansas Department of Commerce; and,

WHEREAS, The City/County of _____ wishes to utilize this funding for the purpose of constructing improvements to the city's/county's _____ system, as described in the Community Development Block Grant application submitted to the Kansas Department of Commerce; and,

WHEREAS, The City/County of _____ has determined that the annual operation and maintenance costs of the _____ improvements are anticipated to be approximately \$ _____; and,

WHEREAS, The annual _____ budget has been determined to be adequate to fund the operation and maintenance of the _____ improvements,

NOW, THEREFORE, BE IT RESOLVED THAT: The Governing Body of the City/County of _____, Kansas, hereby assures the Kansas Department of Commerce that sufficient funds will be provided for the continued operation and maintenance of the above described improvement; that these operation and maintenance costs will be reviewed annually; and that the budget will be adjusted, when necessary, to reflect and cover any increase in costs.

ADOPTED BY THE GOVERNING BODY OF THE CITY/COUNTY OF _____, KANSAS THIS _____ DAY OF _____, 20____.

ATTEST:

MAYOR/COMMISSIONER

CITY CLERK/COUNTY CLERK

(SEAL)

(Minimum required by all applicants for funding – must be submitted with application)

**Residential Anti-displacement and Relocation Assistance Plan
under Section 104(d) of the
Housing and Community Development Act of 1974, as Amended**

The jurisdiction will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR Part 570.488.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the [jurisdiction] will make public and submit to the Kansas Department of Commerce the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as Section 104(d) replacement dwelling units;
5. The source of funding and a time schedule for the provision of Section 104(d) replacement dwelling units; and
6. The basis for concluding that each Section 104 (d) replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least ten years from the date of initial occupancy.

The jurisdiction will provide relocation assistance, as described in Section 570.488 to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the act, the jurisdiction will take the following steps to minimize the displacement of persons from their homes:

Based on initial review of project, the following occupied dwellings (by address) will be demolished with grant funds (should contain proposed demolitions):

As chief official of the jurisdiction, I hereby certify that the above plan was officially adopted by the jurisdiction of _____ on the ____ day of _____, ____.

Date: _____ Signature – Chief Elected Official: _____

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity:	

Part I Threshold Determinations

- | | |
|---|--|
| 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).
☐ Yes ☐ No | 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
☐ Yes ☐ No. |
|---|--|

If you answered “No” to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:	Date: (mm/dd/yyyy)
X	

Kansas Department of Commerce
Community Development Block Grant (CDBG) Program
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: _____

Project Location: _____

Project Description:

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities,” and the following determination with respect to the project is made:

- ☐ Exempt from NEPA review requirements per 24 CFR 58.34(a)(____)
- ☐ Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(____)
- ☐ Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(____)
- ☐ An Environmental Assessment (EA) is required to be performed.
- ☐ An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

_____ Chief Elected Official (print name/title)	_____ Chief Elected Official’s Signature
_____ Date	

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to the grant that:

- (1) It possesses legal authority to make a grant submission and to execute a community development and housing program.
- (2) Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required.
- (3) Prior to submission of its application to Commerce, the grantee has met the citizen participation requirements, prepared its application of community development objectives and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
- (4) It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight; the final statement (application) of projected use of funds may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
- (5) Its chief executive officer or other officer of the grantee approved by Commerce:
 - (a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a);
 - (b) Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official; and
- (6) The grant will be conducted and administered in compliance with the following federal and state regulations (see Appendix A: Applicable Laws and Regulations):

- (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part 1;
- (b) Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;
- (c) Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR Section 570.602);
- (d) Section 3 of the Housing and Urban Development Act of 1968, as amended; and implementing regulations at 24 CFR Part 135;
- (e) Executive Order 11246, as amended by Executive Orders 11375 and 12086 and implementing regulations issued at 41 CFR Chapter 60;
- (f) Executive Order 11063, as amended by Executive Order 12259 and implementing regulations at 24 CFR Part 107;
- (g) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
- (h) The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
- (i) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 24 CFR 570.488;
- (j) Anti-displacement and relocation plan requirements of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended;
- (k) Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended.
- (l) The labor standards requirements as set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements;
- (m) Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;

- (n) The regulations, policies, guidelines and requirements of 2 CFR Part 200 and A-122 as they relate to the acceptance and use of federal funds under this federally assisted program;
 - (o) The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation, and telecommunications;
- (7) The conflict of interest provisions of 24 CFR 570.489 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients which are receiving CDBG funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification;
 - (8) It will comply with the provisions of the Hatch Act that limits the political activity of employee;
 - (9) It will comply with the provisions of 24-CFR-200.
 - (10) It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant;
 - (11) It will comply with the lead-based paint requirements of 24 CFR Part 35 Subpart B issued pursuant to the Lead-Based Paint Hazard Elimination Act (42 U.S.C. 4801 et seq.).
 - (12) The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by low- and moderate-income persons unless: (a) CDBG funds are used to pay the proportion of such assessment that relates to non CDBG funding or; (b) the local government certifies to the state that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, that the local government does not have sufficient CDBG funds to comply with the provision of (a) above.
 - (13) It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for CDBG funding.

- (14) It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.
- (15) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

The applicant hereby certifies that it will comply with the above stated assurances.

_____ Signature, Chief Elected Official	_____ Name (typed or printed)
_____ Title	_____ Date

To Whom It May Concern:

As Chief Elected Official of the City/County of _____, I hereby certify that I have knowledge of all activities in the above-referenced application. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. I therefore certify that no portion of the above application violates this regulation.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. R-23-20

A RESOLUTION TO AUTHORIZE THE EXECUTION OF AN AGREEMENT FOR ADMINISTRATIVE CONSULTING SERVICES FOR A 2023 KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT FOR TRAIL SYSTEM IMPROVEMENTS WITH THE SOUTHEAST KANSAS REGIONAL PLANNING COMMISSION IN AN AMOUNT NOT TO EXCEED \$25,000.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas that the Mayor and City Clerk be and are hereby authorized and directed to execute an agreement for administrative consulting services for a 2023 Kansas Small Cities Community Development Block Grant project for street system improvements with the Southeast Kansas Regional Planning Commission in an amount not to exceed \$25,000.

ADOPTED THIS 28TH DAY OF MARCH 2023.

Ann Marie Vannoster, Mayor

ATTEST:

Melissa Carter, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Paul Kritz, City Attorney

**AGREEMENT FOR ADMINISTRATIVE CONSULTING SERVICES
FOR A 2023 KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK
GRANT PROJECT FOR A TRAIL PROJECT
(CDBG PROJECT NO. _____)**

THIS AGREEMENT is made this _____ day of _____, **2023**, by and between the Southeast Kansas Regional Planning Commission, hereinafter referred to as Administrative Consultant, and the **City of Coffeyville**, Kansas, hereinafter referred to as City.

WHEREAS, the City desires to engage in a community improvement project described as the **Trail** project.

WHEREAS, the project is being funded in part by a 2023 Kansas Small Cities Community Development Block Grant (CDBG), awarded on _____ **TBD**.

NOW, THEREFORE, the City engages the services of an Administrative Consultant to administer the project based upon the following terms and conditions:

I. UTILIZATION OF CDBG FUNDS

The Administrative Consultant shall be familiar with pertinent Federal and State laws and regulations concerning the administration of projects involving the utilization of Kansas Small Cities Community Development Block Grant funds for the purpose of making community improvements.

II. TERMINATION OF CONTRACT

A. WITHOUT CAUSE

This contract may be terminated by either party, at any time, without cause and upon giving no less than 30 days written notice. The Administrative Consultant, upon receipt of notice of a termination without cause, shall have ten days to request a hearing before the City's Governing Body regarding said termination. If the termination is affirmed by the City, any unpaid balance due, pursuant to the terms and condition of Paragraph 8, shall be paid immediately upon written request.

The City shall be entitled to a prorated refund of fees actually paid the Administrative Consultant upon termination of the Agreement by the Administrative Consultant without cause. Such prorated refund shall be according to the following formula: (1). all amounts actually paid to the Administrative Consultant, less 20% of the total agreement amount, if termination shall become effective within the first ninety days of this agreement. (2). All amounts actually paid to the Administrative Consultant, less 30% of the total agreement amount, if termination shall become effective within the 91st through 180th days of this agreement. (3). All amounts actually paid to the Administrative Consultant, less 40% of the total agreement amount, if termination shall become effective within the 181st through 270th days of this agreement. (4). All amounts actually paid to the Administrative Consultant, less 50% of the total agreement amount after the 271st day of this agreement.

B. FOR CAUSE

Termination for cause shall mean:

- (1.) The successful completion of the project becomes impractical for any reason; or
- (2.) A material breach in the performance of the requirements of this Agreement.

Upon the termination of this Agreement for cause, the Administrative Consultant shall be entitled to receive any funds still due and owing pursuant to Paragraph 8, subject to the following terms and conditions. If the termination for cause is a result of the Administrative Consultant's failure to appropriately perform any obligation of this Agreement, the result of which causes the City to receive a penalty or fine, or incur damages or unanticipated expenses, then the City shall have the right to retain sufficient funds to cover the fine, penalty, damages or expenses,

including a reasonable attorney's fee.

C. AFTER TERMINATION

In the event of termination of this agreement by either party, all finished or unfinished documents, studies and reports prepared by the Administrative Consultant under this Agreement shall, at the option of the City, become the property of the City.

III. CHANGES

The City may, from time to time, request changes in the scope of the services of the Administrative Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of the Administrative Consultant's compensation, which are mutually agreed upon by and between the City and the Administrative Consultant, shall be incorporated in written amendments to the Agreement.

However, upon completion of the initial FORMAT II Environmental Assessment for the captioned project, the Administrative Consultant shall be entitled to additional compensation if an additional FORMAT II Environmental Assessment(s) shall be required. For each completed additional FORMAT II Environmental Assessment for the captioned project, the Administrative Consultant shall be entitled to an additional amount of \$2,500.

IV. PERSONNEL AND ASSIGNABILITY

- A.** The Administrative Consultant complies with, and shall maintain compliance with, the Administrator Certification Requirements established by the Kansas Department of Commerce.
- B.** The Administrative Consultant represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with, the City.
- C.** All of the services required hereunder will be performed by the Administrative Consultant personnel and all such personnel shall be fully qualified to perform such services.
- D.** None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. However, any claims for money by the Administrative Consultant from the City, under this Agreement, may be assigned to a bank, trust company or other financial institution without such approval. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

V. SERVICES PROVIDED BY THE ADMINISTRATIVE CONSULTANT

Services outlined in this Agreement are those necessary to effectively administer a Kansas Small Cities CDBG project for community improvements. The following summary of services is not intended to limit the scope of services but is intended to illustrate the work and services to be provided by the Administrative Consultant. The services are divided into five phases, which are the Grant Award, Environmental, Preconstruction, Construction and Close-Out.

A. GRANT AWARD

- 1. Prepare the Kansas Small Cities Community Development Block Grant contractual agreement between the Kansas Department of Commerce and the City in accordance with KDOC's Condition Letter.
- 2. Assist the City in the preparation of the Financial Management Checklist and Signature Forms.
- 3. Prepare the Project Budget.

4. Prepare any other documents that KDOC may require from time to time.

B. ENVIRONMENTAL

1. Prepare an initial FORMAT II Environmental Assessment in compliance with CDBG Program Requirements.
 - a. Upon completion of the initial FORMAT II Environmental Assessment for the captioned project, and in the event that additional FORMAT II Environmental Assessment(s) shall be required, then the Administrative Consultant shall be entitled to additional compensation in the amount of \$2,500 upon completion of each additional FORMAT II Environmental Assessment.
 - b. The Administrative Consultant shall not be required to perform environmental assessment activities that exceed the scope of FORMAT II Environmental Assessment.
 - c. The Administrative Consultant shall assist the City in developing procurement documents and completing the procurement process for specialized services necessary to complete and EIS or other specialized environmental studies, surveys and/or reports as may be required for the completion of the captioned project.
2. Draft and furnish the City all legal notices required to meet KDOC's environmental requirements.
3. Inform and advise the City staff throughout the environmental review process.
4. Send to all appropriate agencies the necessary environmental information so that those agencies may review and comment on the CDBG project as part of the environmental review process. Maintain a list of all agencies which received the environmental information.
5. Conduct, with the City, any hearings that may be necessary.
6. Prepare, for the City, the Finding of No Significant Impact public notice.
7. Prepare, for the City, the Request for Release of Funds public notice.
8. Prepare, for the City, the Environmental Certification Form and the Request for Release of Funds.

C. PRECONSTRUCTION

1. Assist the City with the preparation and adoption of the required procurement policy and resolution.
2. Assist the City in the procurement of architectural and/or engineering services, if necessary.
3. Assist in the preparation of those bid documents that are not normally prepared by the engineer or architect.
4. Furnish the required labor, civil rights and other federal regulations to be included with the bid documents.
5. Review bid documents prior to their release for federal compliance.
6. Send notices of the Invitation to Bid to several minority and/or women-owned construction firms.
7. Review legal notices and monitor the bid procedure to assure federal compliance.
8. Attend bid opening and report to the City.

9. Review all contracts for compliance with CDBG regulations.
10. Notify all necessary parties of the required preconstruction conference, and establish with contractor, City and other, the date, time and place for the conference.
11. Conduct the portion of the preconstruction conference that concerns CDBG regulations and funding.
12. Prepare all CDBG required notices and forms covering bids, preconstruction conference, contract awards and construction start dates.
13. Perform the duties of Labor Standards Officer.
14. Assist the City in the establishment of a CDBG project filing system.
15. Apply for and furnish Davis-Bacon wage rates for all required construction contracts.
16. Should the City perform any or all engineering/architectural services and/or construction activities with its own employees, the Administrative Consultant will advise and review the procurement of materials, equipment and employee time sheets to help insure compliance with CDBG regulations.

D. CONSTRUCTION

1. Prepare all requests for CDBG funds (drawdowns) for City action.
2. Prepare the Estimated Cash Disbursements Report required to be submitted along with drawdown requests.
3. Prepare all quarterly Progress Reports for the City's review and approval.
4. Review all payment requests to assure compliance with the CDBG rules and regulations.
5. Monitor the project site for federal labor standards compliance.
6. Serve as the City's liaison with KDOC.
7. Attend all KDOC monitoring visits and assist the City with responses to KDOC compliance letters.
8. Report any major changes in project schedule to the City that are made known to the Administrative Consultant.

E. CLOSE-OUT

1. Upon completion of the project, prepare the KDOC close-out packet to fulfill the requirements set out by KDOC.
2. Assist in the final inspection of the project.
3. Assist the City in securing a qualified auditing firm, if necessary, that satisfies CDBG regulations.

VI. RECORDS AND AUDITS

The Administrative Consultant shall assist the City in maintaining CDBG project records, including property and financial records, adequate to identify and account for all costs pertaining to the project to assure proper accounting for all project funds, both Federal and non-Federal shares.

The Administrative Consultant shall assist the City in developing a financial management system which will comply with the U.S. Office of Management and Budget (OMB) Circular A-102 (Revised).

The City will be responsible for having the records audited by a Certified Public Accountant at the completion of the project. The expense for this audit will be a responsibility of the City. At the discretion of the City, the Administrative Consultant will assist the City in procuring auditing services and with preparing the agreement for such services.

VII. COMPLIANCE WITH LAWS

The Administrative Consultant shall comply with all applicable laws, ordinances and codes of the State and local governments. This includes, but is not limited to:

A. EXECUTIVE ORDER 11246, AS AMENDED

During the performance of this Agreement, the Administrative Consultant agrees to comply with the following Equal Employment Opportunity provisions:

1. The Administrative Consultant will not discriminate against any employee or qualified applicant for employment because of race, creed, sex, color, national origin, or mental or physical handicap. The Administrative Consultant will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment without regard to their race, creed, sex, color, national origin, or mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Administrative Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.
2. The Administrative Consultant will, in all solicitation or advertisements for employees placed by or on behalf of the Administrative Consultant, state all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, national origin, or physical or mental handicap.
3. The Administrative Consultant will cause the foregoing provision to be inserted in all subcontracts for any work covered by this Agreement so said provisions will be binding upon each subcontractor.
4. The Administrative Consultant will comply with all provisions of the Davis-Bacon Act, and of the rules, regulations and relevant orders of the United States Secretary of Labor.

B. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

C. TITLE VIII OF THE CIVIL RIGHTS ACT OF 1968 (FAIR HOUSING ACT)

As amended, prohibits discrimination in the sale, rental and financing of dwellings based on race, color, religion, sex or national origin. Title VIII was amended in 1988 (effective March 12, 1989) by the Fair Housing Amendments Act, which: expanded the coverage of the Fair Housing Act to prohibit discrimination based on disability or on familial status (presence of child under age of 18, and pregnant women); established new administrative enforcement mechanisms with HUD attorneys bringing actions before administrative law judges on behalf of victims of housing discrimination; and revised and expanded Justice Department jurisdiction to bring suit on behalf of victims in Federal district courts.

- D. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974**
No person in the United States shall, on the grounds of race, color, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
- E. SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED**
The Administrative Consultant must comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual shall, solely by reasons of his or her handicap, be excluded from participation (including employment), be denied program benefits or be subjected to discrimination under any program or activity receiving Federal funds.
- F. AGE DISCRIMINATION ACT OF 1975, AS AMENDED**
No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- G. FAIR HOUSING AMENDMENTS ACT OF 1988**
The Administrative Consultant shall comply with all provisions of the Fair Housing Amendments Act of 1988, which prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, handicap or familial status.
- H. EXECUTIVE ORDER 11063**
No person shall, on the basis of race, color, religion, sex or national origin, be discriminated against in regards to housing and related facilities provided with Federal assistance or in lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the Federal Government.
- I. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968, AS AMENDED**
The Administrative Consultant shall, to the greatest extent feasible, provide that opportunities for training and employment shall be given to lower-income residents of the project area, and that contracts, in connection with the project, be awarded to business concerns located in, or owned in substantial part, by residents of the project area.
- J. KANSAS ACT AGAINST DISCRIMINATION**
The Administrative Consultant shall comply with the provisions of Articles 10 and 11 of the K.S.A. Chapter 44, which prohibits discrimination in employment, public accommodations or housing, on the basis of race, religion, color, sex, physical handicap, national origin or ancestry.
- K. COPYRIGHT RESTRICTION**
No report, maps or other documents produced in whole or in part under this Agreement shall be subject of an application for a copyright by or on the behalf of the Administrative Consultant.
- L. INTEREST OF MEMBERS OF A City GOVERNMENT**
No members of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of this project, shall have any personal financial interest, direct or indirect, in the Agreement, and the Administrative Consultant shall take appropriate steps to insure compliance.
- M. INTEREST OF ADMINISTRATIVE CONSULTANT AND EMPLOYEES**
The Administrative Consultant covenants that it presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The Administrative Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

N. SECTION 503 OF THE REHABILITATION ACT OF 1973

The Administrative Consultant must comply with Section 503 of the Rehabilitation Act of 1973 and is committed to take affirmative action to employ and advance employment of mentally and physically disabled individuals.

O. SECTION 912 OF THE CRANSTON-GONZALES NATIONAL AFFORDABLE HOUSING ACT OF 1990

The Administrative Consultant must comply with Section 912 of the Cranston-Gonzales National Affordable Housing Act which prohibits discrimination on the basis of religious preference.

P. KANSAS ACT AGAINST DISCRIMINATION

It is a policy of the State of Kansas that requires all employers, labor organizations, employment agencies, realtors, financial institutions, or other persons covered by the Act to assure equal opportunities and encourage every citizen regardless of race, religion, color, sex, age, physical disability, national origin, or ancestry, to secure and hold – without discrimination, segregation, or separation – employment in any field of work of labor for which they are properly qualified , the opportunity for full and equal public accommodations, and to assure full and equal opportunities in housing.

VIII. FEES

The City agrees to pay the Administrative Consultant the sum of **Twenty-Five Thousand** Dollars (\$25,000) as the total agreement amount charged for the services outlined in Section V. of this Agreement. As prescribed by the requirements of the Kansas Department of Commerce Small Cities CDBG Program, the City will be billed incrementally for this total Agreement amount as follows:

- \$3,000** upon completion of the environmental review
- \$4,500** upon publication of the Invitation to bid
- \$4,500** upon the City's approval of the first construction pay estimate.
- \$5,500** when project construction is 50% complete.
- \$4,300** upon the City's approval of the Notice of Substantial Completion and prior to close-out.
- \$3,200** upon submission of the close-out packet after the close-out public hearing.

In the event that one year has passed from the date the City and Kansas Department of Commerce have a fully-executed contract, the Administrative Consultant will be entitled to additional compensation in the amount of \$500.00 if no funds have been drawn from the above schedule. Also, if at anytime during this contract period, a one-year period of time should elapse again, the Administrative Consultant will be entitled to additional compensation in the amount of \$500.00 if no funds have been again been drawn from the above schedule. This maintenance fee cannot be paid with grant proceeds.

If after grant award, the City should decide to return the grant to the State before construction begins, the City will incur a \$3,000 fee, less any administration charges already incurred.

IX. NON-EXECUTION OF CDBG AGREEMENT

The City and the Administrative Consultant mutually agree that, in the event that CDBG Agreement # _____ is not executed between the City and the Kansas Department of Commerce, this Agreement will be immediately terminated and that the City will not be assessed any fees for services performed by the Administrative Consultant in accordance with this Agreement prior to the date of termination.

IN WITNESS WHEREOF, the parties have signed this Agreement the day and year first written above.

**SOUTHEAST KANSAS REGIONAL PLANNING
COMMISSION**

CITY OF COFFEYVILLE, KANSAS

Chairman

Mayor

ATTEST:

ATTEST:

Secretary/Treasurer

City Clerk

		CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM	
MEETING DATE	March 28, 2023		
RESOLUTION OR ORDINANCE NUMBER	R-23-21		
AGENDA TITLE	A RESOLUTION TO IMPLEMENT A PERSONNEL MANUAL/MEMORANDUM OF AGREEMENT WITH FRATERNAL ORDER OF POLICE, KANSAS LODGE NO. 35, EFFECTIVE JANUARY 1, 2023 THROUGH DECEMBER 31, 2023.		
REQUESTING DEPARTMENT	Administration/Human Resources		
PRESENTER	Allison Pryor		
FISCAL INFORMATION	Cost as recommended:	Varies by fund	
	Budget Line Item:	Multiple	
	Balance Available	Varies by fund	
	New Appropriation Required:	☒ Yes ☐ No	
PURPOSE	To approve a memorandum of agreement with the FOP bargaining unit, establish compensation levels, and personnel manuals.		
BACKGROUND	The City has completed negotiations with the Fraternal Order of Policy, Kansas Lodge No. 35. This agreement covers January 1, 2023 through December 31, 2023. Summary of changes to the contract are attached. Negotiations for 2024 will be scheduled for July, 2023.		
SPECIAL NOTES			
ANALYSIS	N/A		
PUBLIC INFORMATION PROCESS	N/A		

BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends approval.
REFERENCE DOCUMENTS ATTACHED	Redline Contract

RESOLUTION NO. R-23-21

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF THE JANUARY 1, 2023 THROUGH DECEMBER 31, 2023 CITY OF COFFEYVILLE MEMORANDUM OF AGREEMENT WITH THE FRATERNAL ORDER OF POLICE, KANSAS LODGE NO. 35 (FOP).

WHEREAS, the Fraternal Order of Police, Kansas Lodge No. 35(FOP) has reached a tentative agreement for language to the Personnel Manual/Memorandum of Agreement for the period January 1, 2023 through December 31, 2023; and

WHEREAS, both parties desire to implement the changes effective January 1, 2023.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the City of Coffeyville, Kansas, that the changes to the January 1, 2023 through December 31, 2023, City of Coffeyville Personnel Manual/Memorandum of Agreement be and are hereby approved and the Mayor authorized to execute the agreement with the Fraternal Order of Police, Kansas Lodge No. 35 (FOP).

ADOPTED THIS 28TH DAY OF MARCH, 2023.

Ann Marie Vannoster, Mayor

ATTEST:

Melissa Carter, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Paul Kritz, City Attorney

The City of Coffeyville, Kansas

Personnel Manual/ Memorandum of Agreement

January 1, ~~2021~~2023- December 31, ~~2022~~2023

Fraternal Order of Police, Kansas Lodge No. 35

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ARTICLE A. GENERAL PROVISIONS

A-1 OBJECTIVES/PURPOSE

The City of Coffeyville Personnel Manual/Memorandum of Agreement (hereinafter the “Manual”) serves a two-fold purpose. It serves as the Memorandum of Agreement between the City of Coffeyville and the employee organizations representing certain employees of the City. Further, it serves as a body of personnel rules and regulations which govern the activities of employees, establishes procedures for personnel matters, and provides guidance for City administration. It supersedes any and all prior manuals, agreements, understandings, past practices and customs, whether written or oral, but excepting individual written discipline agreements. The policies, guidelines, and other provisions contained herein are established to:

- (a) Promote and increase the efficiency and effectiveness of city service and to provide the best possible service to the public.
- (b) Develop a program of recruitment, advancement, and tenure which will make City service attractive as a career.
- (c) Establish and maintain a uniform plan of compensation based upon the relative duties and responsibilities of each position to assure a fair and equitable wage or salary to all employees.
- (d) Establish and promote high morale among City employees by providing safe and reasonable working conditions, uniform personnel policies, and an opportunity for selection and advancement without regard to race, color, sex, disability, religion, age, national origin or ancestry, union/political affiliation, or veteran status.
- (e) Establish City employment and personnel policies. These policies and guidelines do not create contractual employment rights for non-represented employees. All non-represented employees are considered to be at-will employees for the purposes of city employment. In other words, either any non-presented employee or the City may terminate the employment relationship at any time with or without cause.

The Personnel Manual/Memorandum of Agreement is intended to comply with all applicable laws. Should any part of this Manual be found invalid by any competent governmental entity or court, such finding in no manner invalidates the entire Manual or any part of the Manual not directly affected by such finding. As to the part or parts of the manual which are directly affected by such finding, the parties agree that, within thirty (30) days after such finding becomes final, they will meet and begin negotiations on the issue of whether such part or parts should be modified, deleted, replaced, or dealt with in some other appropriate manner in order to comply with the finding by said governmental entity or court.

A-2 MANAGEMENT RIGHTS

The City of Coffeyville hereinafter referred to as the “Employer” or the “City” is a Municipal Corporation which is governed according to the laws of the State of Kansas. The form of government for the City is Commission/City Manager. The Commissioners are the elected governing body of the City.

All management rights, inherent management rights, functions, responsibilities and authority not specifically limited by the express terms of this Manual are retained by the Employer and remain exclusively within the discretion and jurisdiction of the Employer.

These rights, powers and authorities of the Employer include, but are not limited to the following:

- a. The right to direct the work of its employees;
- b. The right to hire, promote, transfer, assign and retain employees in positions within the City;
- c. The right to suspend, demote or discharge employees for proper cause;
- d. The right to maintain the efficiency of governmental operations;
- e. The right to relieve employees from duties because of lack of work or for legitimate reasons;
- f. The right to take action as may be necessary to carry out the mission of the City in emergencies and;
- g. The right to determine the methods, means and personnel needed to carry on operations.
- h. The right to make and revise reasonable work and safety rules, on a City-wide, departmental, or job-specific basis.

The listing of the foregoing rights, powers and authority are not in any way intended to be exclusive, but are merely intended to illustrate the rights of the Employer. However, the rights described herein may be limited by other terms and conditions of this Manual.

A-3 EQUAL EMPLOYMENT OPPORTUNITY

No applicant shall be prohibited from securing employment with the City of Coffeyville as a result of the factors of: race, age, religion, color, sex, national origin or ancestry, union/political affiliation, disability or veteran status. Neither shall any employee be disciplined, denied promotional or transfer opportunities, or in any other way subjected to disparate treatment

as a result of these factors. Any evidence of discrimination shall be brought to the attention of the affected employee's Department Head or the City Manager.

A-4 AMERICANS WITH DISABILITIES ACT

The City will make reasonable accommodations for disabled persons in compliance with federal and state requirements.

A-5 APPLICATION OF POLICIES

These policies and guidelines shall apply to all employees in the service of the City.

A-6 DEPARTMENTAL GUIDELINES

The Director of any City department may formulate in writing reasonable guidelines for the conduct of the operations of his or her department, such as those relating to safety or operational procedures, which shall be available to all departmental employees. Such department guidelines shall not be less stringent than, in violation of, or in conflict with this Manual.

A-7 AMENDMENT OF POLICIES

These policies may be amended from time-to-time in the same manner as they were adopted.

A-8 DEFINITIONS

All words and phrases shall be construed and understood according to common and approved usage of the language. Use of the masculine gender shall extend to and be applied to the feminine gender as well and vice versa. The word "shall" is used to indicate a mandatory action, and the word "may" is used to indicate a permissive action. The following terms are specifically defined as indicated:

- a. **ANNIVERSARY DATE:** The calendar date upon which a specific employee started regular employment with the City.
- b. **APPOINTED OFFICIAL:** A regular, full-time employee of the City who serves at the pleasure of the City Manager or as provided in the Municipal Code.
- c. **BREAK:** An authorized rest break from work consisting of no more than fifteen (15) minutes duration.
- d. **CITY:** The City of Coffeyville, Kansas, and all departments and subdivisions thereof.

- e. **COMPENSATORY TIME OFF:** Time off from work in lieu of monetary payment for overtime worked.
- f. **CONFIDENTIAL EMPLOYEE:** Has the meaning given in K.S.A. 75-4322(c).
- g. **CONTINUOUS EMPLOYMENT:** The time from the most recent hire date to the current date of employment, including the calendar days when an employee is absent on authorized leave with or without pay.
- h. **CONTRACT AGENT:** A contract agent is an individual who serves at the pleasure of the City Manager as provided in the Municipal Code, and whose compensation and personnel administration are subject to individual contract agreement (e.g., special attorney).
- i. **DEMOTION:** An action taken by management which results in a reassignment of an employee to a position with a lower rate of pay.
- j. **DEPARTMENT:** A major functional unit of the City.
- k. **DEPARTMENT HEAD:** A person directly responsible for the administration of a City department.
- l. **DIVISION:** An activity or sub-unit within a department.
- m. **EMPLOYEE:** An employee may be defined as:
 - (1) *Regular, full-time.* A person who is employed to work a normal work week of at least forty (40) hours on a regular and continuing basis in his/her assigned classification, and who has successfully completed the initial training period.
 - (2) *Regular, part-time.* A person who is employed to work less than a normal work week of forty (40) hours on a regular and continuing basis and who has successfully completed the initial training period.
 - (3) *Temporary/seasonal.* A person employed to work on a regular and/or recurring basis during a specific season or portion of a year.
 - (4) *Trainee.* A regular employee serving in their initial training period as described in Section C-4.
- n. **ENTRY LEVEL BARGAINING UNIT REPRESENTED POSITION:** Any entry-level position in a bargaining unit that has selected union representation. This designation does not necessarily mean the position does not require any prior education, training or experience.

- o. **HOLIDAY:** The twenty-four (24) hour period of midnight to midnight of the day observed.
- p. **IMMEDIATE FAMILY:** Employee's spouse, children, sister, brother, parents, stepparents, stepchildren; grandparents, grandchildren, and in-laws (mothers, fathers, brothers, sisters, sons and daughters).
- q. **PROMOTION:** Advancement to a higher position (other than entry level positions) that normally results in increased responsibility and pay rate.
- r. **SUPERVISORY EMPLOYEE:** Has the meaning given in K.S.A. § 75-4322(b).
- s. **VOLUNTEER:** A non-paid individual in the position he or she holds. When acting as a volunteer an individual is not an employee regardless of other City employment. Employees cannot serve as volunteers within the department in which they are employed.

ARTICLE B. POSITION CLASSIFICATIONS

B-1 OBJECTIVES AND PURPOSES

Position classification is a system of identifying and describing different kinds of work in the organization in order to permit equal treatment in employment practices and compensation. Each City position shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class. Each class may include either a single position or two or more positions.

B-2 JOB DESCRIPTIONS

Each position shall have a concise descriptive title, a description of the essential and marginal functions (tasks) of the position, and a statement of the qualifications for filling such positions. Such descriptions shall be approved by the City Manager, and shall be kept on file in the office of the City Clerk, and shall be open to inspection by any interested party during regular office hours. Whenever the City proposes to change any of the contents of a position title, job description, or statement of qualifications for a position included in an existing bargaining unit, the City shall give the appropriate bargaining representative at least fifteen (15) calendar days notice of the proposed change, and, during that time, shall meet and confer with the bargaining representative and afford it an opportunity for input and discussion concerning the proposed change. Any significant, permanent change in essential and marginal functions of a position shall be cause for the City and the appropriate bargaining unit to meet and confer regarding wages for said position. Once the City's obligation stated herein is fulfilled, the City Manager, at his discretion, may implement the proposed change at the end of said 15-day period.

B-3 PAY RANGE PLAN

The City shall adopt a pay plan, with minimum and maximum amounts of pay for each class of positions.

B-4 MAINTENANCE OF THE CLASSIFICATION PLAN

It shall be the duty of each Department Head to report to the City Manager any and all organizational changes, which will significantly alter or affect changes in existing positions or proposed positions. The City Manager shall approve all new or revised job descriptions, once the City has complied with its obligations under section B-2 above.

ARTICLE C. RECRUITMENT AND PROMOTION

C-1 NEPOTISM

- (a) In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be employed in a position where anyone in their direct supervisory chain, from their supervisor to the City Manager, is a member of their Immediate Family.
- (b) Starting on the effective date of this Memorandum of Agreement, if two employees marry or otherwise initiate a close personal relationship that creates a conflict under this policy, the two employees must discuss the situation with the appropriate Department Head, and attempt to reach a mutually acceptable transfer or reassignment decision whereby the employees become compliant with the policy set out in Paragraph (a), above. If the employees are unable to agree upon a voluntary resolution, the Department Head and the City Manager shall transfer one of the two employees to a position that eliminates the conflict, if possible. If there is no open position available for transfer for which one of the employees is qualified, the employee with less total uninterrupted time as a City employee shall be placed on unpaid leave until such time as a transfer position becomes available.

C-2 RECRUITMENT

It shall be the policy of the City to provide fair and equal opportunity to all qualified persons to enter City employment on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, disability, religion, age, veteran status, national origin or ancestry. The City will insist on strict compliance with all child labor laws.

C-3 QUALIFICATIONS OF EMPLOYMENT

All new applicants for any position with the City shall meet the minimum qualifications established for that position. Each applicant shall complete a job application form. Any misrepresentation or omission of material facts shall be grounds for immediate disqualification

or termination of employment upon discovery of same. A medical examination or other testing, including drug testing, may be required only after a conditional offer of employment has been made, provided that such exams or testing are required of all such applicants who are offered employment in the position. The offer of employment is contingent upon the applicant passing required post-offer tests. If he/she is recalled from separation after having been off work for more than ninety (90) days, he/she shall be required to be reexamined. The Employer shall pay for all examinations under this Article. Every employee shall, within 30 days of employment, obtain and maintain in their place of residence a working telephone with a local telephone number at which they can be reached.

C-4 TRAINING PERIOD

- (a) Each regular employee, following employment, except law enforcement personnel, shall undergo an initial training period of six (6) months in order to achieve a minimum level of competency. All regular law enforcement personnel shall undergo an initial twelve (12) month training period from their date of hire. The City Manager may extend any employee's initial training period for an additional six (6) months, at his or her discretion. The City Manager shall provide written notice of the reason or reasons for any extension to the employee in question and to the appropriate Union.
- (b) This time period is designed to enable the City to observe and evaluate the new employee's performance and potential. Any employee terminated during his or her initial training period or any extension thereof shall have no recourse to the grievance and arbitration procedures outlined herein at Articles H, I, and J. No employee shall be deemed to have successfully completed his or her initial training period, or any extension thereof, until successful completion has been certified in writing by the City Manager or his designee. Provided, that after the expiration of an employee's initial training period or any extension thereof, the City Manager shall, within seven (7) calendar days, after being requested in writing to do so by the employee or their bargaining unit representative, provide a final decision on extension, termination or retention in writing. Subject to the other provisions of this Agreement, successful completion of the initial training period or any extension thereof does not imply a guarantee of continued employment.
- (c) Employees in their initial training period shall have no seniority rights during said period. If the training period is successfully completed by regular full-time employees, however, it shall be considered as service for seniority purposes.

C-5 PROMOTIONS & HIRING (BARGAINING UNIT REPRESENTED POSITIONS)

- (a) Promotions to non-entry-level bargaining unit represented positions shall be made from among incumbent full-time regular employees, if one or more qualified candidates are available within the City's workforce.

(b) Entry Level Bargaining Unit Represented Positions:

1. Management shall select applicants to fill Entry Level Bargaining Unit Represented Positions at its discretion. Management shall seek the best qualified, most capable individual for each position, but where qualifications and ability among applicants are substantially similar, current City employees are preferred over external applicants. The City will post internally all openings being filled under this paragraph, simultaneously with advertising the same to the general public. The City may decline to fill openings at any time in the process.
2. Each regular, full-time employee who is selected for an Entry Level Bargaining Unit Represented Position shall undergo a training period of six months (unless an extension of this period is mutually agreed to by the Employer and the employee) in order to achieve minimal competency in the new position. If the employee cannot demonstrate a minimum level of competency within the six-month training period, or decides within the first ninety (90) days of the training period that they do not want the position, the employee shall be returned to their former position and pay level. Employees requesting to return to their former position after the 90th day of their training period may be returned at the discretion of the City Manager. Any employee who is returned to their former position within the six (6) month training period, whether at his or her request or at the discretion of the City, shall be ineligible to apply for any Entry Level Bargaining Unit Represented Position or bid on any Bargaining Unit Represented Position Promotion for a period of one (1) year from the date they are returned to said former position.
3. During the training period, the employee shall retain seniority in the Department they left. Upon successful completion of the training period he or she will lose all seniority rights in the Department they left and will assume and accrue seniority in the new Department from the date they were awarded the job. City seniority, accrued vacation and sick leave, and all other benefits shall be retained. If an employee is awarded a job bid within the same Department but a different Division, the employee shall retain Department seniority but will accrue Division and classification seniority from the date they were awarded the job.

(c) Bargaining Unit Represented Position Promotions:

1. Whenever more than one person is considered to be qualified and eligible for promotion to the vacant position, selection shall be made on the basis of competitive examination and/or interview. Competitive examinations and interviews will be job related. The content and administration of the competitive examination and interview is within the discretion of the City

Manager. All employees seeking promotion shall be expected to meet the minimum qualifications for the position to which they seek promotion. A medical examination or other testing, including drug testing, may be required only after an offer of promotion has been made, provided that, such exams or testing are required of all such employees who are offered promotions to that position. The offer of promotion is contingent upon the applicant passing the required tests.

2. Each employee promoted to a classification with higher pay and increased responsibility shall undergo a training period of six months in order to achieve minimal competency in the new position. If the employee cannot demonstrate a minimum level of competency within the six-month training period or decides within the first ninety (90) days of the training period that they do not want the promotion, the employee shall be returned to their former position and pay level. Employees requesting to return to their former position after the 90th day of their training period may be returned at the discretion of the City Manager. Any employee who is returned to their former position within the six (6) month training period, whether at his or her request or at the discretion of the City, shall be ineligible to bid on any promotion or to apply for any Bargaining Unit Represented Position for a period of one (1) year from the date they are returned to said former position.
3. After a bargaining unit represented position vacancy occurs (other than Entry Level Bargaining Unit Represented Positions) and the City Manager, after consulting with the Department Head determines the position should be filled, the job shall be bulletined in all City departments for seven (7) working days during which time full-time, regular employees with proper qualifications will be entitled to submit bids for such jobs. Bids shall be filed by employees with the Employer before the time for bidding closes.
4. Management shall determine those applicants who are qualified for the appointment, and which applicant is most qualified from among the qualified applicants. In judging the qualifications of applicants, management shall consider ability, training, education, competence, experience, and initiative, along with performance during the competitive examination and/or during the job interview. If none of the incumbent full time, regular employees who bid are qualified, or if no bids are received, the City may hire an external applicant for the job or decline to fill the position.
5. When two or more qualified applicants are determined by management to be equally qualified, the vacancy will be filled by the most senior applicant. Seniority is defined as the length of continuous regular full-time service within the classification, division, department or City, as

appropriate. Determination of seniority is to be made in order of priority as follows:

- (a) Seniority in the division the vacancy is in.
- (b) Seniority within the department which has the vacancy.
- (c) Departmental seniority in any City department.
- (d) Seniority as a City employee.

Loss of Seniority: All seniority will be lost under the following conditions.

- (a) Termination for cause
- (b) Resignation
- (c) Being on layoff or leave status for more than ~~twenty-four~~twelve (24~~12~~) months (except for military leave which will be governed under applicable federal and state laws).

6. When the successful bidder has been determined, a notice will be posted in all City departments stating the successful bidder's name.

7. The successful bidder, if a current employee, will be placed on the job at the conclusion of the selection process, and will be on a training period for six (6) months, unless an extension of this period is mutually agreed to by the Employer and the employee. During this training period, the employee shall retain seniority in the Department s/he leaves. Upon successful completion of the training period s/he will lose all seniority rights in the Department s/he left and will assume and accrue seniority in the new Department from the date s/he was awarded the job. City seniority, accrued vacation and sick leave, and all other benefits shall be retained. If an employee is awarded a job bid within the same Department but a different Division, the employee shall retain Department seniority but will accrue division and classification seniority from the date s/he was awarded the job.

(d) Regular, full-time employees who are on layoff and have kept their seniority current as provided for in this manual, shall be allowed to bid for Bargaining Unit Represented Position Promotions under the provisions of paragraph (c) herein and be awarded jobs that are posted while they are on layoff status. Further, these same employees may apply for Entry Level Bargaining Unit Represented Positions pursuant to the provisions of paragraph (b) herein.

(e) Employees who are working in jobs that are set up with automatic progression (apprentice programs) will not have to bid to get to the next higher level but will be raised to the next higher level at the end of the time limit or when a vacancy occurs that allows them to move up, provided they have met the criteria for the next higher level.

C-6 NONDISCRIMINATION

- (a) The Employer and the recognized employee organizations agree that they shall not intimidate, coerce, or in any manner interfere with the rights of bargaining unit employees or non-bargaining unit employees to form, join or assist an employee organization or to refrain from any such activities, including the right to withdraw, revoke or cancel employee membership at any time.
- (b) The Employer shall not discriminate against any employee organization steward who from time to time represents other employees, nor will the Employer discriminate against any employee who files a grievance against the Employer. Neither the Employer, any employee organization, nor any individual employee shall discriminate or retaliate against any individual who is called to testify at a grievance or arbitration hearing.
- (c) Any employee or applicant who believes he or she has been discriminated against or harassed on the basis of race, color, national origin, ancestry, sex, age, disability or veteran status shall submit a written complaint to the City Manager, appropriate Department Head, or the Human Resource Officer. Individuals who are not comfortable communicating in writing may request a meeting to notify the City Manager or Human Resource Officer of the complaint verbally.
- (d) Employees and applicants are free to contact the Kansas Human Rights Commission and/or the United States Equal Employment Opportunity Commission at any time with any concerns they may have about alleged discrimination or harassment in the workplace, in addition to complying with the provisions of this Manual.

C-7 PERSONNEL FILE

- (a) Current employees shall have the right to review the contents of the City's personnel file regarding the individual employee.
- (b) The City reserves the right to require that the following criteria are met:
 - (1) The employee must make arrangements in advance to schedule a time convenient for the review.
 - (2) The personnel file shall not be removed from the office in which it is maintained.
 - (3) The Human Resource Officer or designee shall be present while the file is being reviewed.
 - (4) The copying of any documents contained in the personnel file, for the employee, shall be done by a representative of the Personnel Department

upon the approval of the City Manager, Human Resource Officer or designee. The first 5 pages copied for any employee from their personnel file during any twelve-month period shall be free of charge. Each additional page copied from their personnel file shall cost twenty cents (20¢) per page.

ARTICLE D. HOURS OF WORK

D-1 DUTY HOURS AND WORK PERIODS

- (a) *General Employees.* General employees include all regular, full-time City employees except shift employees or law enforcement personnel.. The work period for all general employees is the seven-day work week that begins at 12:00 a.m. on Monday and ends at 12:00 midnight on the following Sunday. The normal work period for all general full-time employees shall be forty (40) hours, with two consecutive days off (except in the case of Golf Course, Aquatic Center, and Activity Center employees).

Each Department Head shall establish and post regular work schedules for the employees in his or her Department. Department Heads may change regular work schedules based upon the needs of the City. When changing regular work schedules, the Department Head shall notify the effected employees of the reason(s) for the change, and shall provide at least one week notice in advance of the change, unless it is not practicable to provide such notice.

- (b) *Shift Employees.* Shift employees include all regular, full-time City employees except law enforcement and fire protection personnel, in departments or divisions of a department that operate on a 24-hour basis. The work period for all shift employees in the Police Department (dispatchers) is the seven-day work week that begins at 11:00 p.m. on Sunday and ends at 11:00 p.m. the following Sunday. The normal work period for full-time shift employees shall be forty hours, consisting of five, eight-hour shifts that are inclusive of an on-duty meal period of thirty (30) minutes or less that shall be interrupted by work demands (2,080 hours worked annually). Shift employees shall be scheduled to work as assigned by the Department Head on any of the seven days of the work period; but with the exception of relief personnel (swing shift/shift breakers) employees shall normally have regularly scheduled work days, shift rotations, and days off. However, at the direction of the Department Head the shift worked by individual employees may be rotated. Further, the regular work days and days off of personnel may be adjusted by the Department Head.
- (c) *Law Enforcement Personnel.* Law enforcement personnel includes all regular, full-time police department employees except the animal control officer, administrative secretary, municipal court clerk, records clerks, and dispatchers. The dispatchers shall be shift employees. The animal control officer, secretary, municipal court clerk and records clerks shall be classified as general employees.

The work period for law enforcement personnel is the fourteen-day alternate work period pursuant to section 7(k) of the FLSA regulations. The work period begins at 12:00 a.m. on Monday and ends at 12:00 a.m. on the second following Monday. The base work schedule for full-time patrol personnel shall be 84 hours, consisting of seven (7), 12-hour shifts that are inclusive of two on-duty meal periods of 30 minutes or less, and two 15-minute breaks, that shall be interrupted by work demands (2,184 hours worked annually). Shifts will be assigned on a two-three-two schedule, with every other weekend (Friday- Sunday) off. The normal work period for full-time non-patrol employees, such as but not limited to administrative and investigative personnel shall be 40 hours, consisting of five (5), 9-hour days that are inclusive of 8 hours worked and one hour unpaid meal period (2,080 hours worked annually). All law enforcement personnel shall be scheduled to work as assigned by the Police Chief, on any of the seven days of the work period; but with the exception of relief personnel (swing shift) and assignment to special emphasis details, employees shall normally have regularly scheduled work days, shifts, and days off. However, at the direction of the Police Chief, individual personnel, or portions of shifts may be rotated to another shift. Further, the regular work days and days off of personnel may be adjusted by the Police Chief.

In the event the Chief of Police determines the City has insufficient staff to cover the regular twelve-hour shift outlined above, he or she will meet with the Lodge to agree upon an emergency alternative temporary schedule..

- (d) *Shift trading/substitution.* All shift employees, including police are permitted to trade shifts for their own benefit, so long as: (i) all trades are voluntary for both of the employees involved, (ii) management is notified of the trade in advance, (iii) the trade is cost-neutral to the City, and (iv) the employee working the shift is trained and fully qualified to do the job. When an employee works additional hours in a work period beyond his/her regularly scheduled hours, as a substitute for another employee, those additional hours of work are treated as having been worked by the employee originally scheduled to perform the work (not by the employee who actually performed the work). Employees engaging in shift trades must comply with any departmental procedures governing such trades. Management shall have the right to reject any proposed trade if it would create operational problems for the department. Shift trades that would require an employee to work more than sixteen (16) hours in any twenty-four (24) hour period are prohibited.

D-2 MEAL PERIODS AND REST BREAKS

- (a) *Meal Periods.*
 - (1) *General employees, shift employees and law enforcement personnel.*

- [a] Any meal period of 30 minutes or more in duration, where the employee is relieved of all duties is a non-compensable meal period and it is excluded from hours worked. Any on-duty meal period of up to 30 minutes duration, subject to being interrupted by work demands is a compensable meal period and is included in hours worked.
- [b] If an employee who is not on standby is held over to work one and a half hours or more past the end of their normal duty hours, they shall be provided up to a 30 minute meal period. Thereafter, an additional meal period of up to 30 minutes will be provided after every additional five hours worked as long as the employee is required to work.
- [c] If an employee who is not on standby is called out or scheduled to work one hour or more prior to the start of their normal duty hours, and there is not at least a one half hour gap between the extra duty hours and their normal duty hours they shall be provided up to a 30-minute meal period after two hours of work. Thereafter, an additional meal period of up to 30 minutes will be provided after every additional five hours worked as long as the employee is required to work.
- [d] If a general employee (excluding shift, law enforcement, and fire protection personnel) is required by his supervisor to work through these additional meal periods in their entirety, the employee is entitled to compensation of up to 30 minutes in lieu of the meal period(s) in addition to the hours actually worked. These provisions for additional meal periods are not applicable when the additional hours worked are a result of shift trading/substitution, nor shall the employee receive any additional pay, beyond pay for actual hours worked, if the employee chooses to work through the meal period.
- [e] If an employee is notified on the day prior or earlier that they will be called in early or held over, the employee is responsible to bring their own meal.
 - 1. General Employees – If a general employee who is not on standby is called in early or held over without advanced notice and for the City's convenience and the employee is not released from the job site to obtain their meal, the cost of the meal shall be paid by the City, upon presentation of a valid, dated receipt. (otherwise, the cost of the meal shall be paid by the employee). The cost of the meal paid for by the City shall not exceed \$9.00.

2. The City will not pay any meal allowance for any employee who does not actually purchase a meal, and will pay only for amounts actually spent, as shown on a valid, dated receipt.

- (b) *Rest Breaks.* Employees are authorized a rest break of 15 minutes for each four hours of work. Rest breaks are not cumulative and if workload prevents the taking of a break, it shall not be carried over to another day. The time of the rest break, usually mid-morning and mid-afternoon, shall be determined by the employee's supervisor subject to workload. Break supplies must be purchased during off duty hours or during the allotted break period. For purposes of this paragraph, employees are not allowed to stop to purchase break supplies:

- on their way to their first job site in the morning;
- during travel between job sites;
- on their travel in at mealtime or the end of the workday; or
- on their way to their job site following their meal period.

Because of their unique duty requirements, law enforcement personnel may take their breaks at times and locations consistent with the performance of said duties. However, these breaks shall not exceed 15 minutes for each four hours worked.

- (c) Employees who are nursing shall be provided reasonable break time each time employee has need to express breast milk for her nursing child for one year after the child's birth. Employee may use two already compensated break times to express milk, all other breaks will be uncompensated.

D-3 OVERTIME

- (a) All employees may be required to work overtime because of increased workload, absences of other employees, emergencies, etc. The employee organizations agree on behalf of their members that such employees shall accept necessary overtime assignments, and that they should consider Employer requirements for such necessary overtime assignments as justified priority over their personal convenience and any secondary employment. Full-time employees will be scheduled for overtime prior to scheduling overtime for temporary employees. Regular full-time general employees qualify for overtime compensation after they have worked more than eight (8) hours on a normal work day/shift (hours worked includes any authorized leave, sick leave, personal day leave or compensatory time leave). Regular full-time law enforcement personnel assigned to twelve-hour shifts shall qualify for overtime compensation after they have ~~actually-worked~~ or been paid for more than eighty-~~six-four~~ (84~~6~~) hours in any two-week work period.

- (b) Any additional or extra duty overtime shall be recorded as overtime. Any employees working overtime shall be paid at overtime rates for actual time worked.
- (c) Employees who serve in executive, administrative, professional, amusement/recreational, or volunteer positions as defined by the Federal Fair Labor Standards Act are exempt from all overtime provisions and shall not be eligible for overtime compensation.
- (d) All additional or extra duty hours worked must have prior authorization by the employee's Department Head or designee. At the time the employee turns in his time sheet or card, it shall be noted by the employee if the compensation for the extra hours of work shall be in the form of additional wages or compensatory time.
- (e) Each department shall attempt to distribute extra hours of work equitably among employees within each classification on an annual basis. Any adjustments to rectify inequitable distribution of extra hours of work shall be accomplished through future scheduling. Each department shall post a monthly report documenting the number of extra hours worked by each employee in every classification. Any time an employee is excused from scheduled extra hours of work, those hours not worked shall be counted for the purpose of distributing extra hours of work equitably.
- (f) An employee is not subject to being scheduled for prearranged extra duty hours while on holiday or leave.
- (g) *General Employees, and Non-Law Enforcement Shift Employees.* This subsection (g) shall apply to employees working eight-hour shifts. All prearranged extra duty hours worked up to and including four hours on the employee's scheduled work day, shall be compensated at a rate of one and one-half times the employee's regular rate of pay. All prearranged extra duty hours worked in excess of four hours on an employee's scheduled work day shall be compensated at a rate of two times the employee's regular rate of pay. If an employee is required to work prearranged extra duty hours on either his first scheduled day off or second scheduled day off, unless the second day off falls on a Sunday, the first twelve hours worked shall be compensated for at a rate of one and one-half times the employee's regular rate of pay and any hours in excess of twelve hours shall be compensated for at a rate of two times the employee's regular rate of pay. If the employee's second day off falls on Sunday, all hours worked on said Sunday shall be compensated at two times the employee's regular rate of pay. If the employee is required to work prearranged extra duty hours on both their first and second scheduled days off, on the first day the first twelve (12) hours worked shall be compensated for at a rate of one and one-half times the employee's regular rate of pay and any hours in excess of twelve hours shall be compensated at a rate of two times the employee's regular rate of pay, and all hours worked on

the second day shall be compensated for at a rate of two times the employee's regular rate of pay. If the employee is required to work prearranged extra duty hours on Christmas Day, Thanksgiving Day or the Friday after Thanksgiving all hours worked shall be compensated for at a rate of two and one-half times the employee's regular rate of pay.

- (1) *Prearranged Extra Duty Hours:* Prearranged extra duty hours may require an employee to report to work early on a scheduled work day; to work past the end of a scheduled work day; to return for additional hours of work between scheduled work days; or to work on any scheduled day off. Except for extra duty hours scheduled on an employee's day off, if an employee is notified at any time while on duty (at work) that they have been scheduled for additional or extra hours of work, the additional hours worked shall be classified as prearranged extra duty hours. If the extra duty hours are scheduled on an employee's day off, the employee must be verbally notified on duty (at work) and at least 24 hours in advance for the additional hours worked to be classified as prearranged extra duty hours.

Employees who are prearranged to work extra duty hours on their scheduled days off shall receive a minimum of two hours pay unless the prearranged extra duty hours are canceled or rescheduled pursuant to paragraph (2) below. The compensation for the two hour minimum shall be at a rate of one and one-half the employee's regular rate of pay; unless the day off falls on a Sunday or it is the employee's second day off and they have already worked prearranged extra duty hours on their first day off, then it shall be at a rate of two times the employee's regular rate of pay. Further, if the prearranged assignment on an employee's scheduled days off requires an employee to report to work on more than one occasion outside of the two hour minimum it shall constitute a separate two-hour minimum.

- (2) Due to the multitude of variables beyond the control of the Employer, prearranged extra duty hours may periodically need to be canceled or rescheduled by the Department Head. If an employee is scheduled to work extra duty hours past the end of a scheduled work day, there shall be no compensation for canceled or rescheduled extra duty hours. If an employee is scheduled for extra duty hours that require them to report to work early on a scheduled work day, to return for additional hours of work between scheduled work days, or to report for work on any scheduled day off, and they are not notified while on duty the day prior to when they were to report for these additional hours that they have been canceled or rescheduled, or at least one hour prior to when they were to report for these additional hours that they have been canceled or rescheduled, these employees shall be compensated for two hours of work at double the employee's regular rate of pay. If the scheduled prearranged extra duty hours are canceled due to weather conditions, the City shall make an effort

to provide notice of at least one hour prior to the reporting time, but under no circumstances will compensation be required regardless of whether any notice is given.

- (3) Any time a law enforcement employee is scheduled during their off duty hours for a hearing or court appearance in an action related to their duties with the City, the hours worked shall be classified as prearranged. Law enforcement personnel shall receive a minimum of two hours pay at two times their normal rate of pay for hearings or court appearances scheduled on their days off or on their off duty hours. Any hours worked in excess of the two hour minimum shall be recorded and paid at one and one-half (1-1/2) times their normal rate of pay for actual time worked. Cancellation of such hours if notified at least one hour in advance of time they were to report to court shall not result in any compensation.
- (4) No employee shall be required to work in excess of sixteen hours in any given twenty-four hour period unless the City is responding to an emergency situation, such as but not limited to, the interruption or potential interruption of City utility services, unsafe street conditions, or any threat to the safety and welfare of City residents. In the event an employee is required to work in excess of sixteen hours in any twenty-four hour period, the employee shall be off-duty at least eight consecutive hours for rest prior to returning for normal duty hours. For any portion of the off-duty eight hours that overlaps the employee's normal work schedule, the employee shall be compensated at their normal rate of pay. The overtime rate in effect at the time of the employee's rest period release shall continue unless the employee is provided a full eight (8) hour rest period. The provisions of an off-duty rest period are not applicable when any part of the hours worked were the result of shift trading/substitution.
- (h) *Extra Duty Hours for Law Enforcement Personnel Working 12-hour Shifts.* Prearranged extra duty hours for day shifts shall be covered by another member of day shift and night shifts shall be covered by another member of night shift; except that with management approval employees may voluntarily agree to cover an "opposite shift" on days not adjacent to one of their regular work days. Prearranged extra duty hours for shifts may be filled in either a single 12-hour increment or split into two six-hour increments. If an Officer has reached eighty-~~six-four~~ (84~~6~~) hours worked, they shall not be sent home from their scheduled shift assignment for the purpose of saving on overtime or "flexing the employee's hours worked."

D-4 CALL-OUT (CALL-BACK) TIME

All employees may be required because of road conditions, leaks, interruptions in service, emergencies, etc. to return to work after their normal duty hours without it being prearranged.

The employee organizations agree on behalf of their members that all members/employees shall accept necessary call-out assignments, and that they should consider Employer requirements for such necessary call-out assignments as justified priority over their personal convenience and any secondary employment. Hours worked or compensable time starts when the employee is notified to report to work; however, the employee must be able to report to work within forty (40) minutes of notice. Any time an employee is called-back for extra hours of work that was not prearranged, the employee shall receive credit for a minimum of two hours worked.

General Employees and Non-Law Enforcement Shift employees shall be compensated for call-back hours worked at double their regular rate of pay. For those employees, actual time worked in excess of the two hour minimum shall be recorded and paid at overtime rates for actual time worked. If the call-out response time overlaps with the employees regularly scheduled work hours, the employee shall receive their normal rate of pay from their normal starting work time forward.

Law Enforcement Shift Employees shall be entitled to the two-hour minimum for any callback assignments, at the double-time rate.

D-5 COMPENSATORY TIME

An employee may be allowed to choose compensatory time in lieu of additional wages for extra hours worked. Compensatory time cannot be used to “bank” pay for any hours not actually worked (e.g. holiday pay for holiday time not worked). No employee shall be required to earn compensatory time in lieu of additional wages during any overtime period worked, including but not limited to overtime hours worked during training. The calculation of compensatory time shall be at the applicable overtime rate. Eight-hour employees may accumulate up to forty (40) hours of unused compensatory time. This forty-hour cap shall apply to both the total number of comp time hours an employee is permitted to accrue and the total number of comp time hours an employee is permitted to use in any calendar year, except that those employees who currently have more than forty (40) comp time hours accrued may use the excess hours at any time with proper approval. If the total accrual or use limit is reached in any year, an employee must be paid in cash for additional accrued hours for the remainder of the year.

Twelve-hour employees may accumulate up to thirty-six (36) hours of unused compensatory time. This thirty-six hour cap shall apply to both the total number of comp time hours an employee is permitted to accrue and the total number of comp time hours an employee is permitted to use in any calendar year, except that those employees who currently have more than thirty-six (36) comp time hours accrued may use the excess hours at any time with proper approval. If the total accrual or use limit is reached in any year, an employee must be paid in cash for additional accrued hours for the remainder of the year.

Compensatory time off may not be taken in increments of less than four hours unless a lesser increment down to a one hour minimum is approved by their Department Head. Employees shall schedule and use compensatory time on the same basis as they schedule and use vacation. See M-1, below.

The Department Head must allow for the use of accumulated compensatory time within a reasonable period following the employee's request to take time off unless the operation of the department would be unduly disrupted by the employee's absence from work. If an employee requests the use of compensatory time prior to the day on which the time is to be used, then, in order to determine whether granting the request to use compensatory time off on any given day will disrupt the Department's operations, the Department Head or his or her designee may wait to respond to the request until the day prior to the requested day(s) off.

An employee is entitled to receive cash compensation for all unused accumulated compensatory time when their employment is terminated.

D-6 HOLIDAYS

(a) The following days shall be paid holidays for regular full-time employees:

- New Years Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

From time-to-time, and for certain special occasions, the City Commission may by motion designate other days as special holidays on a one time basis.

(b) When New Year's Day, Independence Day, Veterans' Day or Christmas falls on a Saturday or Sunday, the preceding Friday or following Monday, respectively shall be declared as the holiday.

(c) All full-time shift employees shall be paid eight hours at their regular rate of pay for each holiday in lieu of holidays.

(d) It does not matter whether or not the employees identified in (c) above actually work on the holiday or not; they all get the cash compensation outlined above in lieu of holidays. Except for the three holidays listed below, in addition to the pay in lieu of holidays, the above employees who actually work the holiday will be compensated for all actual hours worked at one and one-half times their normal rate of pay. Employees who actually work on Christmas Day, Thanksgiving Day or the Friday after Thanksgiving, in addition to the pay in lieu of holidays, will be compensated for all actual hours worked at two times their normal rate of pay. However, overtime and holiday compensation shall not be pyramided.

- (e) Regular part-time, Seasonal, and Temporary Employees shall not receive paid holidays.
- (f) To be eligible to receive pay for a City holiday, an employee must not have been absent without leave on the scheduled workday before or the scheduled workday after the holiday.

D-7 JOB REASSIGNMENT (WORKING OUT OF CLASSIFICATION)

From time-to-time, Department Heads may find it necessary to assign employees to work out of classification. Department Heads may select the most appropriate available employee for any out-of-classification assignment, based upon the skill, experience, and past work performance of the available employees. Where all these factors are substantially equal, the most senior employee will be selected for any higher out-of-classification assignment, and the most junior employee will be selected for any lower out-of-classification assignment.

Employees who are required by their Department Head to temporarily serve in a position with a higher job classification and responsibilities than their normal position for a minimum of one hour shall be compensated at the minimum rate of pay for that position for time actually worked in the higher classification. The employee will receive no less than a 43% increase in pay for working in the higher position, but in no event shall such an employee receive more than the maximum rate of pay for the higher position in which he is temporarily assigned to work. However, no employee may be temporarily assigned to a higher position and receive the rate of pay for that position without actually performing the work of the higher position.

If an employee is temporarily assigned to a lower rated classification, the employee will receive their normal rate of pay unless the re-assignment is to accommodate some non-job related injury or physical limitation.

If any employee is temporarily assigned to work in a higher classification and such employee takes paid leave on the day they are scheduled to work in the higher classification, such leave time will be paid at the employee's regular rate of pay and not at the rate of the higher classification. Paid leave time includes, but is not necessarily limited to personal day, sick day, compensatory time, vacation time etc.

If the re-assignment (upward or downward) becomes permanent, the rate of pay for the employee's new job classification that they actually are working goes into effect.

D-8 SHIFT DIFFERENTIAL

Shift employees who are scheduled and actually work the first shift or the third shift shall be paid a shift differential premium in addition to their regular rate of pay. First shift employees shall receive a 75-cent per hour shift differential premium and third shift employees a 50-cent per hour premium. Law enforcement patrol personnel who are assigned to the split shift will receive 50 cents per hour from 7:00 p.m. to 11:00 p.m. and a 75 cent per hour premium from 11:00 p.m. to

3:00 a.m. The shift differential premium does not apply to general employees, or non-patrol law enforcement personnel.

Law Enforcement Personnel assigned to 12-hour shifts who work the night shift shall receive a 75-cent-per-hour shift premium for all hours actually worked.

D-9 ATTENDANCE

All employees must report to work on time and continue on duty for the entire period of their assigned work day unless their absence has been approved as provided elsewhere herein. If an employee cannot report for work at the assigned time due to illness or other cause, he/she must notify his/her Department Head or their designee as soon as possible, but in no case, less than the time specified in Article M-3(c).

Employees reporting to work in uniforms or civilian clothing which are not in good condition or acceptable appearance or whose personal appearance is unacceptable can be sent home, without pay, at the discretion of the Department Head or his designee, to change into proper attire.

D-10 TRAINING

New employees shall receive appropriate training. It is the policy of the City, however, to encourage job training and educational opportunities for all employees. Training aids and educational material shall be made available whenever possible, and all supervisors are encouraged to hold periodic meetings with their employees for training purposes.

The City will pay employees for all time spent attending City-required training courses.

When an employee is required by law or by the Employer to go to school or take special training to maintain his job or to advance in his department, the City will provide or reimburse the employee for transportation, meals, lodging, and cost of school or training.

When out of town on City business per diem will be provided in accordance with City's adopted meal policy.

If an employee is required by the City to take his own vehicle, the employee will be reimbursed per mile at the Federal IRS allowable rate. If a City vehicle is available and an employee chooses to take their own vehicle, the employee will be reimbursed for actual fuel expenses (receipts required) rather than the per mile rate. If two (2) or more employees are attending the same training, the employees must ride together. If they choose not to do so, the city is only responsible for reimbursing the fuel expenses for the equivalent of one (1) vehicle.

Any employee attending mandatory training on his regular work day will be paid for eight (8) hours, at the regular rate of pay for his or her position. Any compensable overtime hours resulting from attending mandatory training shall be compensated at 1½ times the employee's regular rate of pay.

D-11 EDUCATIONAL REIMBURSEMENT

Any employee wishing to pursue job-related education courses may apply for educational reimbursement for 50% of the cost of tuition and books from the City according to the following guidelines:

- (a) The employee must have completed twelve (12) months of continuous service with the City;
- (b) After recommendation by the Department Head, all reimbursement shall be conditioned upon the employee receiving prior approval from either the City Manager or designee to take the course;
- (c) The request to take the course shall be submitted in writing not less than fifteen (15) days prior to the first day upon which such course or courses begin;
- (d) The course involved must be of adequate substance and be job related; and
- (e) After proof of successful completion (C- or better) of the course or courses is presented to the Finance Director, the employee will be reimbursed for 50% of the cost of tuition and books. Receipts must be submitted in order to receive reimbursement. Per IRS regulations this is a taxable benefit, therefore reimbursement will be made through payroll.

D-12 RESIGNATION

Any employee may resign by submitting his written resignation, if possible, at least 14 calendar days prior to the proposed last day on the job. Voluntary resignation forfeits all seniority rights.

ARTICLE E. USE OF VEHICLES

Whenever practical, City employees shall use City owned vehicles to conduct City business. However, when such vehicles are not available and an employee must use his personal vehicle, the expense of operating that vehicle shall be reimbursed to the employee per mile at the Federal allowable rate. Employees using their personal vehicle while on duty are required to provide licensing, fuel, lubricants and maintenance for their vehicle at their own expense. Liability insurance complying with Kansas State Law must also be provided by the employee.

ARTICLE F. OTHER EMPLOYEE BENEFITS

The City shall continue in full force and effect without variance, the current policies of the State of Kansas K.P.E.R.S. and K.P.& F. pension plans unless amended by mutual agreement between City and employee organizations.

The City shall annually contribute the sum set forth below per full-time regular employee to a group medical insurance plan (includes dental & life insurance) for those full-time regular employees and their dependents participating in the plan

FY ~~2022-2023~~ (April 1, ~~2022-2023~~ to March 31, ~~2023-2024~~): \$~~10,712,916~~5.00 per budgeted position.

If the City's maximum contribution outlined above does not fully fund the cost of the group medical insurance plan, the City may immediately implement an employee contribution plan to fund any projected deficit. To the degree possible, the employee contributions shall be for employee dependent coverage. If there is any excess money in Fund 350, beyond that necessary to provide for continued coverage of expenses incurred under the insurance plan, those funds will be used to pay for any premium increase that would otherwise be the responsibility of the employees, under this paragraph.

The City may use any amount remaining in Fund 350 Risk Management to cover medical insurance premiums, or it may retain those amounts for use in future years. Any refunds or dividends received from third party reinsurers or others shall be deposited in Fund 350 Risk Management to be used to cover future insurance premium payments.

No employee shall be entitled to any cash payment in lieu of medical care insurance coverage.

All costs for health care insurance shall be paid by the employee during any period the employee: is on a leave without pay (excluding FMLA-covered leave, during which employees must continue to pay their dependent premium contributions, if any); is on suspension without pay; is on unauthorized leave; or is participating in any unlawful work stoppage.

ARTICLE G. STANDARDS OF CONDUCT AND PROGRESSIVE DISCIPLINE

G-1 AUTHORITY TO DISCIPLINE

The City Manager and respective Department Heads are responsible for the conduct and effective performance of all employees under their jurisdiction and shall have the authority and the responsibility to discipline employees as may be appropriate from time-to-time.

G-2 GENERAL POLICY

The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the City with the highest possible level of courteous and professional public service. Discipline in the City organizations is for the most part "self" discipline. It is the duty of the employees to make a conscientious effort to work and behave in accordance with the values, service standards, policies and guidelines of the City and the department in which they work. Each employee is expected to be self-disciplined and to work hard at being the best at what they do and in helping the City provide a high level of public service. When an employee does not exercise adequate

self-discipline, or is not successful in meeting the requirements of their job, it may be necessary for the City Manager, the Department Head or Supervisor to initiate disciplinary actions to correct the problem. Discipline or discharge of bargaining unit represented employees will be for just cause.

G-3 DISCIPLINARY ACTIONS

The following types of disciplinary actions are officially recognized. The type of disciplinary action taken to correct an act of misconduct, negligence or unsatisfactory performance does not have to follow the steps identified below in any particular order or sequence. The disciplinary action taken shall be reflective of the severity of the misconduct, negligence or unsatisfactory performance, and any other incidents of misconduct, negligence, or unsatisfactory performance in the City's file on the employee. The employee's overall work history, and any other pertinent factors, shall be considered in determining whether it would be appropriate to reduce the level of discipline.

- (a) *Verbal Warnings.* A verbal warning is an oral reprimand given to an employee by their Supervisor, Department Head or City Manager. A written record of the warning shall be recorded in the employee's file. Verbal warnings shall not be used as the basis for disciplinary action, after two (2) years from the date of the warning, and shall be removed from the City's personnel file on the employee.
- (b) *Reprimand.* A reprimand is a written censure to an employee by their Supervisor, Department Head or the City Manager, a copy of which shall be recorded in the employee's personnel file. Reprimands shall not be used as the basis for disciplinary action, after four (4) years from the date of the reprimand, and shall be removed from the City's personnel file on the employee.
- (c) *Demotion.* A demotion is the placement of an employee into a position of a lower pay range. Demotions will be based on fitness, ability, or job performance.
- (d) *Suspension.* A disciplinary suspension is the removal of an employee from service, without pay, for a specific period of time. An employee placed on suspension shall not be present at their work site without written permission from the Department Head (except to present a grievance under Article H or for union activities outlined in Article W).
- (e) *Dismissal (Discharge or Termination).* Dismissal is the removal of an employee from City employment. Employees who are discharged from City service shall be entitled to receive all accrued pay (including any accrued vacation leave, compensatory time, and personal days due to the employee) on the next regular payday following discharge.

G-4 OFFICIAL COMMENDATION

When the City Manager or Department Head observes or learns of an employee who has made an outstanding contribution to his department by exercising good judgment, showing courage in a difficult situation, suggesting ways to save time and money, demonstrating outstanding service to the public, or in any manner which the Department Head or City Manager feels it is justified, an official commendation will be completed and filed in the employee's personnel file. The City Manager will distribute copies to the news media and City Commission, when appropriate.

G-5 PROCEDURE FOR DISCIPLINARY ACTION

Whenever it appears discipline may be appropriate, and additional information is needed before a decision can be made, management shall initiate an investigation into the situation, either personally or by a designee. The investigation shall include interviews of any complaining employee or citizen, interviews with any available witnesses, and a discussion of the situation with the accused employee (during which the employee shall be given an opportunity to provide his or her side of the story). Any accused employee may have a representative of his or her employee organization, or another co-worker, present during any interview that may reasonably be expected to lead to discipline, at the option of the individual employee.

- (a) At the conclusion of the investigation, the findings of the investigation shall be documented in writing. The Department Head or their designee, shall consider the findings of the investigation, and shall make a tentative disciplinary decision. At that time, the Department Head or their designee shall again meet with the employee (and employee organization representative or other co-worker, if desired) to discuss the findings of the investigation and to obtain any further input the employee wishes to provide.
- (b) The Department Head or his/her designee shall then make a final decision as to the disciplinary action, and provide written notice of the action to the employee. A copy of the documentation of the misconduct, negligence, or unsatisfactory performance, and written documentation as to form of disciplinary action taken, shall be inserted into the employee's personnel file. The employee may submit comments in writing to be attached to the record of the disciplinary action.
- (c) Notwithstanding the availability of this formal investigatory process, nothing in this section shall prohibit supervisors or managers from holding informal, non-disciplinary coaching and counseling discussions with employees. However, if during any such discussion it becomes apparent that discipline may be appropriate, management shall immediately discontinue the coaching and counseling discussion and initiate a formal disciplinary investigation.

G-6 ADMINISTRATIVE LEAVE

Employees may be placed on paid administrative leave pending investigation of any incident of misconduct or negligence, if such leave is appropriate in the reasonable judgment of the Department Head. Management should complete its investigation and reach a decision regarding any discipline within ten business days after placing any employee on administrative leave,

except in extraordinary circumstances. If the City learns that criminal charges may be brought against an employee covered under this agreement, or if an internal investigation reveals conduct that may potentially subject an employee covered under this agreement to criminal charges, the City shall have the right to suspend the time constraints for making disciplinary decisions related to the potential criminal matter, until the criminal matter is resolved.

At the discretion of the City Manager, the City shall have the right to place any employee covered under this agreement who has been arrested and/or charged with any felony or misdemeanor involving significant personal misconduct on unpaid administrative leave pending the resolution of the criminal matter. In the event an employee suspended under this paragraph is acquitted, or in the event all charges are dropped without the employee pleading to any lesser offense that would itself be covered under this paragraph, the City will make the employee whole for any lost wages, based on the employee's regular work schedule and base rate of pay.

Subject to the provisions of Article W, an employee on administrative leave shall not be present at the work site without written permission from the Department Head or the City Manager and, if requested, the employee shall turn in all City issued equipment.

G-7 MISCONDUCT SUBJECT TO DISCIPLINARY ACTION

The following is a list of misconduct which may subject an employee to disciplinary action, up to and including discharge from employment. *This list is not exclusive, it is only representative of the types of misconduct which subject an employee to disciplinary action.* In some cases, these acts may warrant dismissal (even if it is a first offense) rather than some lesser form of discipline. Factors such as the seriousness of the misconduct, any prior warnings or instructions the employee may have received, and the employee's prior disciplinary record will be considered when determining the appropriate level of discipline.

- (a) Violation of the City's prohibition against harassment in the workplace (Articles W and X).
- (b) Discharge of duties in a manner which results in discrimination against any person on the basis of race, religion, color, sex, age, disability, veteran status, national origin, or ancestry.
- (c) Violation of the City's Drug and Alcohol Abuse Policy (Article AA).
- (d) Inducing or attempting to induce any officer or employee of the City to commit an unlawful act or to act in violation of any lawful or official order, regulation, or policy.
- (e) Conviction of or being granted a diversion for a violation of any state or federal criminal law involving dishonesty and/or violent behavior.
- (f) Conviction of or being granted a diversion for driving under the influence while operating a City vehicle.

- (g) Material falsification of application for City employment or making a false statement or report in regard to any test, certification or appointment or any attempt to commit any fraud that violates the merit principles of personnel administration.
- (h) Giving or attempting to give any monetary consideration, or the delivery of undeserved service to or from any person or organization for, or in connection with, any test or appointment.
- (i) Taking or offering to take from any person for the employee's personal use, any fee, gift or other thing or service of value, in the course of his or her work or in connection with it, when such gift or other valuable thing or service is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person; accepting a bribe, gift, money or other thing or service of value with the intention to perform or refrain from performing any official act; engaging in any act of extortion or other means of obtaining money or other things or services of value through his or her position in the service of the City.
- (j) Refusal to abide by any lawful official regulation or order, failure to obey any proper direction made by a Supervisor, Department Head or City Manager, or knowingly making a false statement to any employee or officer of the City.
- (k) Negligent or willful damage to public property, or waste of public supplies or equipment.
- (l) Wrongful taking or using any funds or property of the City for personal use or for sale or gift to others, or the making of any false claim against the City.
- (m) Incompetence, neglect of duty, or willful or continued failure to render satisfactory service.
- (n) Claiming leave time under false pretenses, or falsifying attendance records for one's self or another employee.
- (o) Sleeping on the job. (Except fire protection personnel sleeping during authorized sleep periods.)
- (p) Disclosing confidential records or information, unless directed to do so by the appropriate Department Head or Supervisor.
- (q) Revocation or suspension of a certification or license, including a driver's license, when such is required as a condition of City employment.
- (r) Remaining absent without leave and without calling to report the absence within the time limits specified in Article M-3(c) for three consecutive working days.

- (s) Failure to abide by resident requirements set forth in the City of Coffeyville Code of Ordinances as a condition of employment.
- (t) Violation of City or departmental safety policies and procedures, or willful or negligent creation of unsafe conditions in the workplace. Failure to notify a supervisor of unsafe working conditions, or of known safety violations.
- (u) Inattention to duty, carelessness, breakage, or loss of public property or funds.
- (v) Breach of discipline.
- (w) Discourteous or disruptive conduct or other offensive behavior in public, to the public, or to employees or officers of the City.
- (x) Abuse of leave, excessive absenteeism, or tardiness.
- (y) Temporarily leaving the workplace without the approval of the appropriate Supervisor (includes unauthorized extended break periods).
- (z) Failure to give proper notice of absence.
- (aa) Making any written or oral public statement about the City of Coffeyville or a City Employee that is knowingly false or malicious.
- (bb) Unauthorized possession of firearms or other weapons on the job.
- (cc) Violation of personnel policies and guidelines or departmental policies and guidelines.

ARTICLE H. GRIEVANCES AND HEARINGS **(REPRESENTED EMPLOYEES)**

Articles H and I apply only to those employees represented by a labor organization which has been certified or recognized by the City to represent the employee in question.

- A. A grievance initiated by an employee, or by the employee organization on behalf of an employee, shall proceed in the following manner, provided that the time limits of any step may be waived by mutual agreement of the parties, expressed in writing. An employee represented by a labor organization shall be allowed to have his or her representative present at any stage of the grievance process.

FIRST STEP: The employee shall discuss his complaint or grievance with his immediate Supervisor within seven (7) calendar days of the date after the employee or employee organization knew or should have known of the event

giving rise to the grievance. If a mutually satisfactory settlement is not reached within three (3) working days after the grievance has been discussed, then:

SECOND STEP: The grievance shall be reduced to writing and submitted to the Human Resources Director within three (3) additional working days. If the Human Resources Director is unavailable, the grievance may be submitted directly to the appropriate Department Head. The grievance shall state the claim or complaint along with the date and approximate time of the occurrence upon which the complaint or grievance is based. The written statement should contain the identity of the party or parties alleged to have caused the grievance, the specific action or decision challenged in the grievance, the specific provisions of the Manual alleged to have been violated, and the remedy sought. The Human Resources Director will date-stamp the grievance, and forward it to the Department Head for review. If a mutually satisfactory settlement, expressed in writing, is not reached within ten (10) working days after the grievance has been so presented, then:

THIRD STEP: The employee, along with a representative of the employee organization, shall present his or her case along with the written statement, to the City Manager or his designated representative, within three (3) additional working days. If a mutually satisfactory settlement or an agreement to extend the time limit is not reached within ten (10) working days after the grievance has been so submitted, then the matter may be submitted to arbitration as herein provided.

All appeals and answers referred to in this section, after the first step, must be in writing. In the event any of the appeals or answers are given by mail, the postmark shall be considered to be the date of filing of either the grievance, grievance answer or appeal.

- B. In the event any of the Supervisors referred to in this procedure are within the bargaining unit, the initial grievance should be submitted at the lowest level of management that is not within the bargaining unit.
- C. The time limits provided for in this Article shall be strictly construed, and the failure of the grieving party or labor organization to meet the time limits provided for shall result in the dismissal of the grievance. Failure of the responding party to meet the time limits provided for in this Article shall result in the grievance being moved to the next step in the grievance procedure. The time limits and/or steps listed in this Article may be extended or waived at any step of the grievance procedure by written mutual agreement of the parties.
- D. In computing any period of time prescribed in this Article, the date of the act, event or default from which the designated period of time begins to run shall not be included. Whenever a party is required or permitted to do an act within a prescribed period after service of an appeal or answer upon him and the appeal or answer is served by mail, three (3) days shall be added to the prescribed period.

ARTICLE I. ARBITRATION PROCEDURE
(REPRESENTED EMPLOYEES)

- A. In the event FOP Lodge 35 is not satisfied with the final result of the grievance procedure, FOP Lodge 35 may file a notice to arbitrate with the other party within seven (7) calendar days after the final response has been rendered under the grievance procedure. Simultaneously with the filing of the notice to arbitrate, the filing party shall request a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service. Each party may request one (1) additional panel in the event either party determines the panel presented to be unacceptable. The two parties shall split the Federal Mediation and Conciliation Service fee for the first panel of potential arbitrators, and the party requesting any additional panel shall pay the fee for the additional panel.

Within two weeks after receipt of the list from the Federal Mediation and Conciliation Service, representatives of the parties shall hold a telephone conference for the purpose of selecting an arbitrator. The grieving party shall first strike a name from the list of proposed arbitrators; the responding party shall next strike a name from the list, and the parties shall alternately strike names from the proposed list until one arbitrator is selected. The arbitrator shall be notified of his selection within five (5) calendar days after the arbitrator has been selected, and the parties shall request from the arbitrator a list of available dates for the scheduling of the arbitration hearing.

- B. The issue to be submitted to the arbitrator shall be the same topic as initially submitted through the grievance procedure. It is the intent of the parties that issues not be submitted to an arbitrator until those issues have been considered through the grievance procedure.
- C. The arbitrator shall be called upon to interpret the Manual but the arbitrator shall have no power to change, add to, subtract from, modify, or alter the Manual. The arbitrator shall have no power to award punitive damages or damages for pain and suffering, mental anguish, attorney's fees, front pay, interest, or the like. The arbitrator shall articulate the findings of fact and conclusions of law upon which the award was granted in writing. The arbitrator's decision must conform with limitations set by law and in this Manual.
- D. The cost of the arbitrator shall be borne equally by both parties, except that each party shall be responsible for costs relating to their witnesses or representatives at the hearing.

Such costs shall include any fees imposed on the parties if a matter is resolved by settlement, but not within the time frame to avoid an arbitrator's cancellation fee.

Any other cancellation fees shall be paid by the party responsible for such cancellation.

- E. The decision of the arbitrator shall be final and binding on all parties, provided that such decision is in conformity with limitations set forth by law and those in this manual.

ARTICLE J. WORK STOPPAGE

- (a) The Employer, employee organizations and other employees acknowledge that KSA Section 75-4333 (c)(5) prohibits strikes and/or lockouts. The employee organizations agree to abide by the laws of the State of Kansas and continue to protect the citizens of the community at all times, including periods of labor disputes. No employee organization official or agent shall directly or indirectly encourage bargaining unit members to engage in work stoppage activities, and no employee shall engage in any work stoppage.
- (b) In the event of any violation of this Article by employees represented by an employee organization, the Employer shall promptly notify the employee organization. Upon receipt of such notification, the employee organizations agree to notify all employees engaged in such prohibited activity by certified mail and whatever additional means are appropriate that such actions are in violation of state law and this Manual, and to urge such employees to cease such activity. The employee organizations also agree to use their best efforts to ensure that any employees involved in such prohibited activity cease such prohibited activity as soon as possible. The Employer is free to pursue any and all legal means to insure compliance with this Article.
- (c) Any employees in violation of this Article may be terminated by the Employer without appeal, except that the individual in question shall have the right to utilize the grievance and arbitration procedures of this Manual for the sole purpose of attempting to prove that the employee was not involved in the activity alleged. The employee shall have no right to appeal the right of the Employer to discharge the employee if the employee was involved in activity in violation of this Article.
- (d) The Employer shall not request or instruct any employee to go through a lawful primary picket line of a striking employee organization. If material or equipment is needed immediately, the Employer agrees to notify the employee organization involved, who in turn shall aid in obtaining said equipment without necessity for causing any trouble. If there is an extreme emergency, this subsection shall not apply. Law enforcement personnel will perform all of their duties without regard to any picket line of any kind.

ARTICLE K. REDUCTION IN FORCE

In the event it becomes necessary to reduce the working force in any classification, employees in such classification shall be reduced in reverse seniority order provided that the employees in said classification are determined by the City Manager to be equally qualified. For purposes of this provision seniority is determined in order of priority as follows:

- (1) Seniority in the Classification
- (2) Seniority in the Division
- (3) Departmental Seniority
- (4) City Seniority

In lieu of lay off, an employee may displace (“bump”) the lowest seniority employee within the same Department who is performing a job in an equal or lower classification. Provided, that the senior employee must be qualified to perform the job held by the lowest seniority employee. For purposes of this provision, department seniority will control. An employee may not displace an employee in his same classification. Such an employee who exercises his right of displacement must return to his former classification upon being recalled by the City. However, an employee loses his right to return to his former classification if he has been a successful bidder for another job during his displacement from his former classification. Only one bump per employee per lay off will be allowed. If after the bump the employee is unable to perform the duties of the job they will either be laid off or re-assigned, at the discretion of the City Manager, regardless of seniority. Bumping privileges are not available for employees in their initial training period or any extension thereof.

The names of employees who have been laid off shall be maintained by the City Personnel Department and shall be eligible for recall for a period of 24 months. The last employee laid off within a classification shall be the first employee recalled, provided such employee is otherwise qualified to perform the duty of the position in question and able to return to work within fourteen (14) calendar days after notification of recall. Fourteen (14) calendar days notice, or pay in lieu of notice, shall be given to employees before layoff. Employees that have been laid off shall notify the City Personnel Department in writing every ninety (90) days of their intent to be recalled by the City, and of their contact information for the next upcoming ninety (90) days. An employee who has been laid off and rejects a call back to employment to his former or comparable position shall immediately forfeit all rights for reemployment. Should an employee be recalled, upon the date of recall, sick leave days accrued on the date of layoff will be reinstated and vacation will begin accruing at the rate earned for years of service. Seniority rights will be reinstated based on years of service as of the date of the lay off. Employees who have been on layoff status in excess of twenty-four (24) months shall be considered new hires if rehired.

ARTICLE L. WAGE ADMINISTRATION

L-1 PAY PERIODS

All personnel shall be paid on every other Friday for hours worked during the preceding pay period. There will be a total of 26 bi-weekly pay periods annually. The last paycheck of the year shall be the last regular full paycheck. If corrections to payroll in amounts greater than Fifty

Dollars (\$50.00) are necessary, they will be made as soon as practicable, rather than waiting until the next regular pay day.

L-2 WAGE SCHEDULE

The City maintains in effect a Wage Schedule in the form of a Policy Resolution setting forth the wage rates for each employee classification. The Policy Resolution will be updated annually. For those not represented by an employee organization, amendments are made at the recommendation of the City Manager. All changes shall be adopted by resolution of the City Commission.

Step increases within classifications and pay raises due to promotions will continue to be given to eligible employees as earned. ~~The City Commission shall determine in October or November, 2020, and again in October or November 2021, whether sufficient City funds are available to permit the City to issue a lump sum payment equal to a percentage of the employee's base pay for each employee who has been employed in the bargaining unit for at least one year, and will award such lump sum raises to employees in this bargaining unit on the same basis as they are awarded to non-represented employees.~~

L-3 STARTING WAGE AND WAGE INCREASE

New employees shall normally be paid the minimum rate specified in the current policy resolution for their classification. However, exceptionally well-qualified individuals may be employed at a rate above the minimum with the approval of the City Manager.

L-4 PAYROLL DEDUCTIONS

The City is required by law to make certain payroll deductions from wages paid, e.g., federal and state taxes, social security, child support and other garnishments. The City will comply with all laws regarding payroll deductions.

ARTICLE M. EMPLOYEE LEAVE

M-1 VACATION LEAVE

Paid vacation leave shall be accrued (earned) and paid in accordance with this Article. Vacation leave will be paid at the employee's regular rate of pay (except as provided for in Section D-8). No employee shall be permitted to use vacation leave for any period spent on unauthorized leave.

- (a) *Regular full-time employees.* A regular full-time employee who works fewer than twelve days in any month shall not accrue vacation credit for that month of service. Days worked shall include regularly scheduled days worked, overtime, authorized vacation, sick leave, personal days, and compensatory time.

Regular full-time General Employees and Non-Law Enforcement Shift Employees shall accrue vacation leave according to the following schedule:

Yrs of Continuous Service	1yr.	2 thru 5	6 thru 9	10 thru 14	15 thru 19	Over 19
Days Accrued Per Month	0.583	0.833	1.25	1.50	1.667	2.083
Days Accrued Per Year	7	10	15	18	20	25
Maximum Days of Vacation Leave that can be taken at one time	5	10	15	18	20	25
Maximum Total Days of Vacation Leave Accumulation Allowed	7	20	30	36	40	50

Eight-hour shift employees who pass their 25 year anniversary will accrue one additional day of vacation for every three (3) years thereafter (i.e; over 28 years service will accrue 26 days vacation).

Law Enforcement Shift Employees working 12-hour shifts shall accrue vacation leave according to the following schedule.

Yrs of Continuous Service	1yr.	2 thru 5	6 thru 9	10 thru 14	15 thru 19	Over 19
Days Accrued Per Month	.334	.583	.834	1	1.08	1.42
Days Accrued Per Year	4	7	10	12	13	17
Maximum Days of Vacation Leave that can be taken at one time	3	7	10	12	13	17
Maximum Total Days of Vacation Leave Accumulation Allowed	4	14	20	24	26	34

12-hour shift employees who pass their 25 year anniversary will accrue one-half additional day of vacation for every three (3) years thereafter (i.e; over 28 years service will accrue 17½ days vacation).

- (b) *Other Employees.* Regular part-time, temporary and seasonal employees shall not earn vacation leave.
- (c) *Initial Training Period, Full-time Employees.* Vacation leave does not accrue during the first six months of employment. Employees will be retroactively credited with vacation leave for each month of employment, but only after successful completion of the first six months of employment. Employees terminated prior to completing their first six months of employment are not entitled to receive any vacation pay upon termination.
- (d) *Holiday During Vacation – General Employees Only.* City holidays which occur during the taking of a general employee's authorized vacation leave shall not be counted as a day of vacation.
- (e) *Accrual of Vacation Leave.* Vacation leave shall be accrued by employees at the current rate applicable for their years of service, from one anniversary date to the next anniversary date. An employee may only utilize the vacation leave after it has been fully accrued for a twelve month period from one anniversary date to the next. Exceptions may be made as solely determined by the City Manager (or his designee) in the case of special circumstances.
- (f) *Limitations on Vacation Accrual.* Vacation leave may be taken as soon as it has accrued. An employee cannot accumulate or accrue vacation leave in excess of the maximum total days/shifts of accumulation allowed in the schedule set forth in this Section. Any employee who has reached the maximum accrual level shall not accrue any additional vacation time during any month in which his or her accrued vacation is at the maximum level. The employee shall again be eligible to accrue vacation pay in the month following the month in which he or she uses vacation leave, thereby bringing his or her total accrual below the maximum level.
- (g) *Postponement of Scheduled Vacation Leave.* An employee's scheduled vacation may be postponed by the Department Head if necessitated by a manpower shortage. If an employee is required to work during any scheduled vacation leave, such employee shall take his vacation leave at a later date if at all possible. If the availability of manpower precludes the employee from taking the vacation leave at a later date, the employee, as determined by the City Manager, may be authorized to temporarily accumulate vacation in excess of the limits set forth in the schedule, or may be paid for such vacation leave at the employee's regular rate of pay. Further, any employee whose approved vacation leave is cancelled shall be paid at one and one-half times his or her regular hourly rate during the first shift that would otherwise have been part of the employee's scheduled vacation.

- (h) *Department Shutdowns.* In the event that a department is going to be shut down for any reason, the affected employees may take their vacation leave during such shutdown period rather than be on leave without pay.

- (i) *Minimum hours.*

Employees may use vacation leave in increments of not less than four hours, subject to the approval of the Department Head.

- (j) *Scheduling.*

All vacation leave requests are subject to the approval of the City Manager, Department Head, or their designee. Scheduling of vacations shall be subject to the control of each Department Head, and requests to use vacation leave at any particular time shall be granted or denied based upon the need to insure the orderly and efficient operation of City services.

All other regular full-time employees. Each employee shall consult with their Supervisor or Department Head at least one week in advance of their desire to take vacation leave, unless there are extenuating circumstances as agreed to by the employee and the City. In cases where the requested vacation schedules of two or more employees would adversely affect the orderly operation of the City, vacation shall be granted on a first requested, first granted basis. However, if two employees submit their request simultaneously, vacation shall be granted on the basis of seniority.

- (k) *Termination.* Upon termination, any regular full-time employee shall be compensated for all accrued but unused vacation leave, plus any vacation leave that has been accruing during the then-current anniversary year but that has not yet been available for use by the employee. Vacation shall be paid at the employee's final regular rate of pay.

M-2 PERSONAL DAYS

- (a) One eight-hour day, with pay shall be granted each regular full-time employee working an eight-hour per day, forty-hour per week schedule, and shall be designated a personal day during the calendar year. Eight hours with pay shall be granted to each regular full-time employee working a twelve-hour shift schedule as personal time. Employees on a 12-hour schedule may use eight hours of personal time pay to take a full day off, and may at their option use available vacation, comp-time, or unpaid leave to cover the additional four hours in the day. Full-time employees must have completed one year of continuous employment with the City before being eligible for this benefit. A personal day shall not be considered a vacation day. A personal day shall be granted provided that a

personal day shall be scheduled in such a manner as not to create overtime. The personal day shall be scheduled with the approval of the Department Director or City Manager. Each employee is encouraged to notify his/her supervisor at least one (1) week in advance of the desire to take a personal day, unless there are extenuating circumstances. Personal days cannot be subdivided, and must be used on a full-day basis, except as set out above.

- (b) *Additional Personal Day.* Full-time regular employees working an eight-hour per day, forty hour per week schedule, who work any full calendar year after their first year of employment without taking any sick leave will be granted an additional personal day with pay during the next calendar year. Full-time regular employees working a twelve-hour shift schedule who work any full calendar year after their first year of employment without taking any sick leave will be granted an additional eight hours of personal time with pay during the next calendar year.

M-3 SICK LEAVE

Full-time regular employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents or other physical incapacity, occurring either on or off the job. No employee shall be permitted to use sick leave for any period spent on unauthorized leave or during a scheduled vacation. Temporary, seasonal and regular part-time employees are not eligible for sick leave benefits. The provisions of the Family and Medical Leave Act may apply in some circumstances, please see M-9 below.

- (a) *Accrual of Sick Leave.* Full-time General Employees and Non-Law Enforcement Shift Employees who work twelve (12) days or more in any month shall accrue one (1) day (8 hours) of sick leave per month of service. Law Enforcement personnel assigned to 12-hour shifts who work eight (8) days or more in any month shall accrue eight hours of sick leave per month. Days worked shall include regularly scheduled days worked, overtime, authorized vacation, sick leave, personal day(s) and compensatory time.
- (b) *Accumulation of Sick Leave.* Sick leave accrual is limited to two hundred sixty (260) days for all full-time regular employees. Employees who have accrued the maximum amount of sick leave, or who currently have more than the maximum amount of sick leave, shall not accrue any additional sick leave until the month following any month in which the employee uses sufficient accrued sick leave to bring his or her total accrued sick leave below the applicable limit.

Whenever any employee uses six (6) months of sick leave in any twelve-month period and is eligible to apply for disability benefits under KPERS or K.P.& F., he or she must apply for those benefits. If the employee is approved for disability benefits, any accrued sick leave for that employee shall expire, and shall have no value to the employee, except that any payment for accumulated but unused sick leave time that would be available to a retiring employee under Section M-3(f), herein, will be paid to the disabled employee. Employees who are placed on

long-term disability leave shall be removed from the payroll, and may be replaced. But, if any such employee recovers and is released to return to full-time regular duty within one year after the date on which he or she last performed actual work for the City, the employee shall have the right to bump back into his or her former job. Any employee hired in the interim to fill the position may be discharged as a result of this move.

On a case-by-case basis, the City and the applicable employee organization may agree to make an exception to the requirement that employees apply for disability leave after spending six months on sick leave, such as in situations where it appears likely that the employee will recover sufficiently to return to duty in the near future.

(c) *Notification.*

General employees. To be eligible for paid sick leave an employee, or their representative, shall notify the employee's immediate Supervisor and give the reason no later than one-half hour before the assigned start time of any workday for which sick leave is to be taken. Further, an employee may utilize sick leave with pay for physical examinations and dental work if they have provided notice to their immediate Supervisor as soon as they know of the need for the absence, or in any event at least by the last shift the employee worked prior to the requested date of the absence.

Shift employees and law enforcement personnel. To be eligible for paid sick leave, an employee or their representative, shall notify their immediate Supervisor and give the reason for the absence no later than one-half hour prior to their assigned start time of any workday for which sick leave is to be taken. Further, an employee may utilize sick leave with pay for physical examinations and dental work if they have provided notice to their immediate Supervisor as soon as they know of need for absence or by at least the shift the employee worked prior to the requested absence. Midnight shift employees may take a reasonable amount of paid sick leave time off during their shift when they have medical or dental appointments that will require more than one hour travel time (one-way) during the same day when the time off is to be taken. The specific amount of time off shall be subject to approval by the appropriate managerial personnel.

(d) *Physician's Certificate.* At the discretion of the City Manager, Department Head or their designee, an employee may be required to provide a signed statement from a health care provider verifying the employee's inability to perform their assigned duties due to illness for each absence due to illness or physical disability in excess of three (3) work days.

(e) *Rate of Pay.* The rate of pay for sick leave shall be figured at the employee's regular base rate of pay at the time the sick leave was utilized.

(f) *Termination/Retirement.*

Full-time regular employees who terminate their employment by retirement, and the beneficiaries of full-time regular employees who terminate their employment by death, shall be paid up to a maximum of 65 days of accumulated but unused sick leave at the employee's regular base rate of pay at the time of the retirement or death.

The unused leave (vacation, sick leave and comp time) to be paid shall not cause final average salary to exceed the 15% increase allowed by the "Spike Law" which states that a member's final average salary cannot be increased by more than 15% or additional actuarial liability will be incurred, as set forth by state statutes at this time. In order to meet this requirement, the number of shifts of vacation and/or sick leave will be reduced below the amounts stated above and in M-1 in order to keep final average wages below the 15% increase.

Any full-time regular employee who terminates their service either voluntarily or involuntarily by means other than retirement or death shall not receive pay for any accumulated sick leave not used at the time of the termination.

(g) *Abuse of Sick Leave.* Any employee who abuses sick leave is subject to adverse personnel action, up to and including dismissal. Sick leave shall be used only for the employee's illness or the illness of a member of the employee's household, if the employee is caring for the family member. Use of sick leave to care for others is limited to those relationships for which employees are eligible to use FMLA leave, as well as any dependent regardless of relationship who lives in the employee's household.

(h) *In Conjunction with Workers Compensation Benefits.* Employees are not required to use accumulated sick leave to supplement Worker's Compensation Benefits. If an employee wishes to take advantage of this benefit, then when the employee receives their workers compensation check, they shall sign the check over to the City of Coffeyville. A check equal to the employee's regular base rate of pay will be written for the employee. The amount of sick leave necessary to make up the difference between the workers compensation benefits and the employee's regular base rate of pay will be subtracted from the employee's accumulated sick leave.)

(i) *Partial Absences.*

Full-time regular employees who have an absence for a fraction or part of a day which is chargeable to sick leave shall be charged increments of not less than one-half day (4 hours) for each absence unless a lesser increment down to a one hour minimum is approved by their Department Head.

(j) *In Conjunction With Scheduled Vacations.* If an employee becomes ill while on scheduled vacation, the employee's time away from work will ordinarily continue

to be charged as vacation time, for the full length of the scheduled vacation. Employees who remain unable to work due to illness or injury after the conclusion of their scheduled vacation may apply for and use sick leave under the regular terms of this Section M-3. If, however, an employee is hospitalized or similarly fully incapacitated during a scheduled vacation, such that the employee cannot use the time away from work for rest and/or relaxation, the employee shall have the right to convert the remaining time away from work to sick leave, if the employee has sufficient sick leave accrued, preserving the vacation time for future use.

- (1) *Long Term Absences.* Any employee on leave of any kind – whether it be sick leave, injury leave, some other type of leave, or several different types of leave taken together – for a total consecutive period of more than one year shall be discharged from employment, except in cases involving on-the-job injuries where the employee is continuing to recover and where it appears that the employee may eventually be able to return to work.

In the case of any discharge under this Section M-3(1), if an opening in the job classification the employee held when discharged becomes available within two years after the date of the employee's discharge, and if the City elects to fill the opening, the discharged employee shall be entitled to the job, if the employee is then able to perform all essential functions of the job and wishes to return to the job. The employee's ability to perform all functions of the job must be certified by a competent physician, acceptable to the City, in a written fitness for duty report. The employee must accept the position within five days after being notified of the opening, and must be available to begin working within two weeks. The employee must also pass a return-to-work drug test. Any employee who is discharged under this Section and who accepts some other position with the City during the two-year period described herein shall be ineligible to return to the position from which he or she was discharged pursuant to this paragraph.

M-4 MATERNITY LEAVE

A full-time regular employee who becomes pregnant and who has successfully completed her initial training period may claim and receive maternity leave in the same manner as provided for sick leave; provided, however, that the employee may elect to utilize any accrued vacation leave if, and to the extent, such leave is available. An employee may also take leave without pay in the same manner as any other employee on leave without pay status. If medical complications related to the pregnancy exist, the employee may, with the approval of the Department Head, remain on maternity leave until released by the employee's physician. The provisions of the Family and Medical Leave Act may apply in some circumstances, please see M-9 below.

M-5 BEREAVEMENT LEAVE

Full-time regular employees. In the event of the death of a member of the employee's Immediate Family, Stepparent, Stepchild or a Grandparent-in-law, the employee shall be granted

paid bereavement leave to accommodate grieving process, attend services or handle the personal affairs of the decedent occurring during scheduled work hours not to exceed ~~three (3) workday~~twenty-four (24) hours of working time, which shall be taken consecutively unless otherwise approved by the Department Head. This benefit is intended to supplement the loss of pay for scheduled work.

If any full-time employee desires additional time off in excess of the bereavement leave provided above, it shall be taken as vacation leave, personal day, or compensatory time, subject to the approval of the Department Head. If additional leave is requested, it shall not be denied solely because another employee is on vacation.

Upon request by management, any employee seeking bereavement leave pay must provide proof of his or her relationship to the decedent. Any employee who attempts to claim funeral leave to which he or she is not entitled shall be subject to discipline under Article G-7(n).

M-6 INJURY LEAVE

- (a) All injuries occurring on the job shall be reported as soon as possible to the employee's immediate supervisor. Even if it is felt at the time the injury will not require medical treatment, at minimum, an incident report should be completed and turned in to the immediate Supervisor.
- (b) Any employee injured on the job shall be eligible to use accrued sick leave during the seven (7) day waiting period for workers compensation claims. *See* Article O.

M-7 MILITARY LEAVE

Military duty means training and service performed by an inductee or enlistee in the armed forces of the United States, including time spent in reporting for and returning from such training and service. It also includes active duty training as a reservist in the armed forces of the United States or as a member of the National Guard. The City will comply with all provisions of the Uniformed Services Employment and Reemployment Rights Act. Please see the Personnel Office for further details.

- (a) *Eligibility.* Any employee who terminates City service for military duty shall be placed on military leave without pay. Such leave shall extend through 30 days after his or her release from City service. If not accepted for military duty, the employee shall be reinstated to his or her present position without loss of status or reduction in pay (see K.S.A. 73-213 et seq.).
- (b) *Restoration.* An employee returning from military leave shall be entitled to employment in the position he or she would have held had he or she remained continuously employed by the City, and not rendered military service, provided he or she makes timely application for reinstatement under the law. In addition, the former employee must be physically and mentally capable of performing the duties of the position involved.

- (c) *Vacation and Sick Leave.* Upon restoration to City service, all unused vacation and sick leave credits accumulated prior to the military leave shall be restored unless the employee had been paid for unused vacation leave at the time of his or her induction or enlistment.
- (d) *Military Training.* Any employee who is a member of a reserve component of the United States armed forces or the National Guard shall be granted military leave, without pay, for any required tour of active duty or field training encampment. Vacation leave with pay may be taken jointly with such military training leave (see K.S.A. 48-22).

M-8 CIVIL LEAVE

- (a) *Civil Leave With Pay.* Full-time regular employees shall be given necessary time off with pay: (1) when performing jury duty; (2) when appearing in court as a witness acting in an official capacity in connection with the City and in answer to a subpoena; (3) when appearing in court as an expert witness in an official capacity in connection with the City; (4) when performing emergency civilian duty in connection with national defense; or (5) for the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work.

A full-time regular employee who receives a subpoena in connection with a criminal or civil matter (other than to be a witness or expert witness in an official capacity in connection with the City) shall be given a maximum of one day off with pay to comply with the subpoena, provided that: (1) the employee is not a party to the action; (2) the employee is not related by blood or marriage to a party to the action; and (3) the employee does not have a financial interest in the outcome of the action.

An employee who is required to serve on jury duty shall receive their normal base rate of pay for their normal work schedule that coincides with the time they perform jury duty, minus any compensation received from the court. Copies of the payment vouchers issued by the court must be submitted before such compensation shall be allowed; or, if the employee is paid for a full day's work before the check from the court is received, it will be necessary for the employee to sign the payment from the court over to the City.

- (b) *Civil Leave Without Pay.* If any employee is involved in a personal lawsuit either as a plaintiff or as a defendant in an action not related to his or her duties with the City, the employee may take leave without pay unless he or she elects to use any accumulated vacation leave or compensatory time off.

M-9 FAMILY AND MEDICAL LEAVE ACT PROVISIONS

- (a) In accordance with Family and Medical Leave Act of 1993 and amended in 2009, any qualifying employee will be granted up to 12 weeks of unpaid family and medical leave. Such leave is available as the result of the birth, adoption, or placement of a child for foster care; to care for a spouse, child, or parent with a serious health condition; or due to the employee's own serious health condition; or a qualifying military exigency. Up to 26 weeks of unpaid family and medical leave is available for military caregiver leave on a one time basis per FMLA regulations. FMLA leave shall be calculated on a rolling 12 month basis. Where possible, employees are required to provide at least 30 days notice before beginning to take leave.
- (b) *Use of paid leave.* Employees on FMLA leave shall utilize their accrued sick leave, vacation leave, and personal day(s) to cover any period of Family and Medical Leave concurrently with their FMLA leave, and shall convert to unpaid leave for any remaining portion of the twelve week allowance once all accrued paid leave is exhausted; except, that a maximum of twenty (20) days of paid sick leave for regular full-time employees shall be available when FMLA-covered leave is used to provide care for a family member, or to spend time with a child following the child's birth, adoption, or placement with the family. *See Article M-3(j).* At employees option, they have the right to reserve five (5) days of accrued sick leave for post-FMLA use. Employees who reserve accrued sick leave will not be eligible to receive any donated leave hours.
- (c) *Eligibility.* an employee must have worked for the City at least 12 months and for a minimum of 1,250 hours during the previous year. Where a husband and wife work for the City, the total number of weeks leave to which both are entitled to will be limited to 12 weeks during any 12 month period, if the leave is used to care for a child after birth, to care for a child after adoption or following placement in foster care, or to care for an employee's parent with a serious health condition. Where leave is requested as a result of a serious health condition, the employee will provide the City a certification statement issued by a health care provider. Should there be a question of the validity of the certification provided by the employee, the City may, at its own expense, require an opinion from a second healthcare provider. Where there is a conflict between the two opinions, the City may pay for the opinion of a third provider. The opinion of the third provider is binding on both the employee and Employer.
- (d) *Restoration.* An employee returning from FMLA-covered leave will be entitled to return to their position or to a position with equivalent benefits, pay and other terms and conditions of employment.
- (e) *Vacation and Sick Leave.* Employees on unpaid family leave will not accrue any vacation, or sick leave benefits; however, during the time period when the employee is utilizing accrued sick leave, vacation leave, or personal days, the employee will accrue said benefits.

- (f) *Health Insurance Coverage.* The City will continue to provide health care coverage under the same conditions as prior to the leave. Where the employee fails to return from leave, the City can recover the premium(s) that have been paid on behalf of the employee to maintain health care coverage. If failure to return to work is due to continuation, recurrence or onset of a serious health condition beyond the employee's control, the employee will not be liable for health care premiums paid while on family leave. In such cases, a certification issued by a health care provider will be required.

M-10 OTHER LEAVE

- (a) *Meetings, Seminars.* Any employee may be granted leave with pay to attend meetings, seminars and conventions related to the employee's work for the City when such attendance is required and authorized in advance by the employee's Department Head.
- (b) *Leave of Absence.* A full-time regular employee, upon written request, and with the recommendation of his or her Department Head, may be granted a leave of absence without pay for a period of up to 30 days, subject to approval of the City Manager. An employee desiring an extension of the original leave of absence may request an extension in the same manner as the original leave was requested. All such leaves of absence shall be discretionary with the employer. Employees not returning to work at the end of an approved leave of absence shall be considered by the Employer to have voluntarily terminated their employment with the City. Employees reporting for work at the conclusion of the leave of absence shall be returned to their original job or a substantially equivalent job, if such a job is available.

M-11 REQUEST FOR LEAVE

Except as provided in Section M-3(c) as to Sick leave and Section M-9 as to Family and Medical Leave, all leave must be authorized in writing by the employee's Department Head prior to leave time being taken. A copy of each leave record, including records of sick leave taken, signed by the employee and the Department Head shall be maintained in the appropriate file.

M-12 ACCEPTANCE OF OTHER EMPLOYMENT WHILE ON LEAVE

Acceptance of employment with another employer while on leave of absence, unless approved in writing in advance by the City Manager, is prohibited and shall result in termination of employment. For employee's on medical leave, every effort shall be made to find work that the employee can perform which, in the doctor's opinion, will not aggravate the injury. If such work cannot be provided by the City, the employee may seek work elsewhere subject to approval by the doctor and the City Manager.

ARTICLE N. PART-TIME, SEASONAL

AND TEMPORARY EMPLOYMENT

The City may from time to time, as conditions warrant, employ personnel on a regular or irregular part-time, seasonal or temporary basis. These employees shall be compensated at an appropriate rate for the job held; however, such employees shall not earn vacation leave, sick leave, holiday compensation, seniority, health or life insurance. (e.g., Green Thumb,- CETA, etc.)

ARTICLE O. WORKERS COMPENSATION

An employee who is injured while in the performance of his/her job is covered by workers compensation laws of the State of Kansas. Such injury entitles the employee to hospital and medical care, plus a subsistence allowance as prescribed by law. Employees and their Supervisors are required to submit an "Employer's Report of Injury Form" to the Personnel Department as soon as possible after obtaining the necessary medical attention.

Compensation for compensable injury is only to the extent necessary to bring such employee's benefit payments to, but not exceeding, his regular wage. The time covering partial sick leave payments under these circumstances will be extended to the extent that an employee will receive full normal sick leave. The usual procedure is for the City to pay the employee's full regular salary as long as the employee has sick leave and/or accrued vacation available, and when a workers compensation check is received, the employee signs the check over to the City. The check is then converted into equivalent hours of sick or vacation and credited to sick or vacation accrued.

ARTICLE P. RECOGNITION OF EMPLOYEE ORGANIZATION STEWARDS

- (a). The City recognizes the right of the employee labor organizations to designate stewards (they may also be called committee persons) who shall be recognized as representatives of the employee organizations. The employee organizations shall notify the City in writing of the names of the accredited stewards.
- (b) No steward shall be discriminated against by the City or its representatives because of the faithful performance of his/her duties as a steward.
- (c) The policies and guidelines contained within this manual apply to all stewards.

ARTICLE Q. EMPLOYEE ORGANIZATION DUES

The City will deduct employee organization dues from the pay of each employee from whom it receives written authorization, and will continue to make such deductions while the authorization remains in effect. Such deductions shall commence in the month following the month in which written authorization is received by the City. The City will make deductions in equal amounts from twenty-four paychecks per full calendar year. The sums so collected shall be remitted by the City to the business manager of the employee organization, together with a list of the amount

deducted from each employee. The employee organization shall provide the authorization forms and agree to hold the City harmless in case of dispute over honoring in good faith this authorization. The Employer will notify the employee organization if an authorization for withholding dues is canceled.

ARTICLE R. WORKER SAFETY

- (a) All employees are required to wear appropriate safety equipment and follow appropriate safety precautions according to City and/or departmental policy at all times. Failure to comply with safety policies may result in disciplinary action. No employee will be required to perform any unsafe act, and employees will receive appropriate training and equipment before performing any hazardous activity.
- (b) The City will establish a Safety Committee, to consist of one hourly employee from each department – Police, Fire, Water Treatment, Waste Water Treatment, Public Service, Electric Distribution, Electric Generation, and Water and Wastewater Collection and Distribution – and such managers or supervisors as the City Manager shall designate, up to a number equaling the number of hourly employees on the Committee. Department management shall select the hourly employee who will serve on the Committee. The Committee shall meet at least quarterly. The Committee shall have the authority to review any situation it believes may create an unsafe working condition, to discuss such issues with Department managers, and to make recommendations for safety improvements to Department managers or directly to the City Manager, as the Committee deems appropriate.

ARTICLE S. APPRENTICESHIP/TRAINING PROGRAMS

The City, and the appropriate union shall, when merited, develop apprenticeship/training programs.

There will be an agreement, in writing between the City and each apprentice/trainee. The agreement, at a minimum will include: term of apprenticeship/training, probationary period, work experience, related training, examinations, and conformance with state and federal law.

ARTICLE T. BULLETIN BOARD

- (a) The City shall designate at least one bulletin board to be utilized by each of the employee organizations for the posting of employee organization materials.
- (b) Materials posted shall concern elections, meetings, reports and other official employee organization business or notices of social and recreational activities, and no materials will be posted of a political nature; nor shall any materials derogatory to the City or other employees be posted. All material posted on the bulletin board shall either be on employee organization stationery or otherwise

authenticated, and shall be authorized on its face by an officer of the employee organization.

- (c) Places will be provided in all departments where notices of a general nature may be posted. Accrued sick leave, available vacation days, compensatory time and seniority shall be posted in each department each month.

ARTICLE U. P.E.R.B.

It is the desire of the City and the union bargaining units to remain under the Public Employees Relations Board (P.E.R.B.) for the life of this agreement.

ARTICLE V. EMPLOYEE UNION ACTIVITY

Recognized or certified unions may conduct up to twelve regular meetings and special meetings per year on City property. A represented employee who is on disciplinary suspension pursuant to Article G-3 or G-6 may attend such meetings, but may not be present any earlier than ten minutes before the start of such meeting nor stay in excess of ten minutes after such meeting has concluded. Except for the twelve regular meetings scheduled pursuant to this paragraph, no City building, facility, or equipment shall be used by any employee union to conduct meetings or elections. Employees will not be permitted to engage in or conduct union business while on duty as a City employee, except union representatives may meet with Department Heads or Supervisors as necessary, based on the Department Head's determination.

ARTICLE W SEXUAL HARASSMENT

W-1 PURPOSE

Employees of the City of Coffeyville are entitled to a working environment that is free from all forms of discrimination, including sexual harassment. As an equal opportunity employer, the City views sexually harassing conduct as a serious form of employee misconduct which not only has a negative impact upon employee morale and productivity, but may also violate Title VII of the Civil Rights Act of 1964 and the laws of the State of Kansas. The purpose of this policy is not to regulate employee's personal lives or morality. The policy was formulated to protect employees (both male and female) from unlawful sex (gender) discrimination, in the form of sexual harassment.

Sexual harassment undermines the integrity of the employment relationship, therefore, it is the City's policy to prohibit harassment of any employee by another employee, by a supervisor, by a vendor, by a customer, or by any other person on the basis of sex (gender). Employees (including management employees) who violate this policy are subject to disciplinary action, up to and including discharge. Others who violate this policy may be barred from City building or departments, in appropriate circumstances. This policy will be strictly enforced.

W-2 DEFINITION OF SEXUAL HARASSMENT

Sexual harassment can take many forms, including unwelcome jokes of a sexual nature, sexual comments or innuendoes, sexual advances, requests for sexual favors, unwanted touching, and other verbal or physical conduct of a sexual nature, whether explicit or implicit. Conditioning employment or job benefits on the providing of sexual favors also constitutes sexual harassment. Occasional compliments of a socially acceptable nature, and other appropriate and socially acceptable behavior normally will not constitute sexual harassment.

W-3 PROCEDURE

Any employee who feels that he or she has been subjected to, or has knowledge of, an occurrence of sexual harassment is encouraged to first tell the offending person that the conduct is inappropriate and/or unwelcome, and ask the person to stop. If the conduct persists, the employee should immediately report the matter to his or her Department Head, the Human Resource Officer, or the City Manager. The City recognizes that any person, including a manager or supervisor, can be the source of alleged harassment. Therefore, employees who believe they have experienced or witnessed sexual harassment may report to whichever of the three individuals listed above the employee is most comfortable speaking with, and need not go to his or her immediate Supervisor before registering a complaint.

The City will respond to all complaints of sexual harassment in an appropriate and prompt manner.

W-4 PROHIBITION OF RETALIATION

No one will be retaliated against for either filing a good-faith complaint or participating in an investigation of harassment. Retaliation against anyone who registers a good-faith complaint is strictly prohibited and will not be tolerated. Any employee who feels he or she has been retaliated against should immediately report such conduct to his or her Supervisor, Department Head, Human Resource Officer, or the City Manager.

ARTICLE X. OTHER HARASSMENT PROHIBITED

The City of Coffeyville prohibits any employee from harassing another employee or individual on the basis of race, sex, national origin, religion, age, sexual orientation, transgender discrimination or disability. The City will not permit any vendor, supplier, or member of the public to harass any employee on any of the bases listed above. Prohibited harassment includes, but is not limited to, ethnic or racial slurs, jokes or other types of conduct which interfere with an employee's work, or create an intimidating or hostile environment. Any employee who feels that he or she has been harassed due to his or her race, sex, national origin, religion, age, or disability, should report the matter immediately to his or her Department Head, the Human Resource Officer, or the City Manager, without fear of reprisal. The City considers all forms of prohibited harassment to be a serious matter. The procedures applicable to complaints of sexual harassment, as well as the prohibition against retaliation, shall also apply to all complaints concerning other forms of harassment. *See* Articles W-3 and W-4, above. Violations of this policy may result in discipline up to and including discharge.

ARTICLE Y. WAGES

The wage schedule applicable to City employees represented by the employee organizations listed below, for FY 2022, is attached as Exhibit 1 hereto.

- Fraternal Order of Police (F.O.P.) - Kansas Lodge #35
- Generally, new employees start at the minimum wage for a given position and receive an annual incremental step increase during each of the next four (4) or five (5) years, until they reach the maximum pay for that position. However, a number of factors can affect the above scenario.
- Some City positions have a single set wage, rather than a minimum to maximum wage range. All employees in those particular positions shall be paid the identified wage for that position.
- Based on a determination by the City Manager, the City may choose to start a new employee at an amount higher than the minimum wage for a particular position, due to the applicant's length of related prior work experience, education, training completed, special skills mastered, etc.
- As an award for superior performance, early completion of required training, or certification for a particular position, etc., the City Manager may implement a mid-year wage adjustment for a given employee, not to exceed the maximum wage for that employee's position.
- Subject to the grievance and arbitration provisions herein, the City Manager may deny any employee an annual step increase, based on written documentation of unsatisfactory performance by the employee during the 12 month period preceding their eligibility for the annual step increase, or based on failure to complete required certifications or training.
- Pay raises shall become effective for the full pay period whose end date occurs after the wage adjustment approval. This may result in raises covering some days prior to the wage adjustment approval.
- All members of the SOT team covered under this Agreement will receive a premium in the amount of \$10.00/month in recognition of the additional skills and training required for SOT team membership.
- The Detective classification is an assignment not a promotion and employees will be assigned to this classification by Police Chief.

The above statements of the City Manager's administrative authority are by way of example and not meant to be an exhaustive list.

The wage schedules for FY [2020-2023](#) are based on municipal revenue and expense budget estimates. Therefore, implementation of these wage schedules are dependent upon the actual availability of projected municipal revenues. Any modification to the wage schedules due to a lack of available revenues for any positions represented by a bargaining unit signatory to this agreement shall be subject to negotiation.

ARTICLE Z. POLICE DEPARTMENT

Z-1 EMPLOYEE REPRESENTATION

- (a) The Employer recognizes the Fraternal Order of Police, Kansas Lodge #35 (FOP) as the sole and exclusive collective bargaining representative for the employees in the following classifications:

Lieutenant
Sergeant
Detective
Police Officer – Entry Level
Municipal Court Clerk – Entry Level
Dispatcher – Entry Level
Records Clerk – Entry Level
Animal Control Officer – Entry Level

Note: The identification of these classifications does not imply that each classification must be filled by an employee.

The City and the FOP jointly acknowledge that Lieutenants receive authority to act on behalf of their employer in a variety of ways, such as by assigning work to employees, by scheduling employees, by responsibly directing employees in the absence of a higher ranking member of management, and/or by disciplining employees or effectively recommending discipline. The parties hereby agree that Lieutenants have an obligation to exercise their authority in the best interest of the City. Lieutenants who, after having been notified of the City's expectations, fail to actively and responsibly supervise the employees placed under their authority shall be subject to discipline.

- (b) The following classifications are supervisory and/or confidential employees and are therefore excluded from employee organization representation:

Police Chief
Police Captain
Administrative Assistant

Z-2 EQUIPMENT AND CLEANING ALLOWANCE

All uniformed officers who are required to wear and maintain a uniform shall receive an equipment and cleaning allowance of \$27.00 bi-weekly. All ~~uniformed officers who are required to wear and maintain a uniform, and all~~ detectives, shall receive an equipment and cleaning allowance of \$42.00 bi-weekly. In addition to this allowance, non-uniformed detectives will

receive an additional \$300.00 per year for the purchase of civilian clothing. Per IRS regulations this is a taxable benefit and will be included on payroll.

All civilian personnel employed as of November 1, 2006 shall receive a cleaning allowance of \$25.00 bi-weekly. Civilian personnel hired after November 1, 2006, will not be eligible for the cleaning allowance.

If any employee's personal equipment, such as handcuffs, flashlight or other similar item, is damaged in the course of duty, to the extent that it is no longer serviceable, the City will reimburse the employee for the reasonable replacement cost, on presentation of the receipt and surrender of the damaged equipment to the City.

Z-3 UNIFORM ALLOTMENT

The City will provide all uniformed personnel a uniform allotment of two (2) long sleeve shirts, two (2) short sleeve shirts, and two (2) pair of trousers, and they will be replaced when necessary as determined by their supervisor. The allotted uniforms will be in accordance with the specifications set forth in the Police Department Duty Manual. The City will also provide three embroidered City polo shirts per year to each civilian dispatcher. All City owned equipment and uniforms must be turned in when employment is terminated. Each employee will be charged for all City owned uniforms and equipment not turned in, and the amount due will be held out of the employee's final paycheck to the extent allowable by law.

Z-4 STAFFING REQUIREMENTS

The City shall maintain a staffing level within the Coffeyville Police Department whereby there will be no less than three (3) uniformed patrol personnel on duty per shift. These three personnel shall include at least one supervisor. The supervisor shall be a Lieutenant, Sergeant, or a Police Officer with at least two years of experience with the Coffeyville Police Department temporarily working out of class. Whenever the City becomes aware that a Lieutenant or Sergeant will be away from work for two consecutive work weeks or longer, the City will upgrade an appropriate person to fill the position on an acting basis.

In the event the Department elects to reorganize shift assignments on a department-wide basis, the Department will provide at least two week's notice of the new shift assignments each employee will have, whenever practicable. It is understood that this notice requirement will not apply to individual reassignments or reassignments that involve only a few employees. In such cases, the Department will work with reassigned employees to the extent possible, to allow them a reasonable opportunity to rearrange their personal schedules to adjust for the reassignment.

Z-5 AMMUNITION

The City will provide each officer with up to one thousand (1,000) rounds of ammunition per calendar year, for use by the individual officer in training and qualification. Four hundred (400) rounds shall be reserved for use during qualification, and shall be distributed in appropriate increments for each quarterly session. Up to six hundred (600) rounds shall be available to each

officer in one-hundred (100) round increments, for use in personal training. Whenever an officer has used the training rounds in his or her possession, the officer may request an additional 100-round allotment. It is expressly agreed and understood that all City-provided rounds are to be used for individual training and qualification only. Officers will not sell, lend, or give away City-provided ammunition to any other person, nor will any officer use City-provided ammunition for any purpose other than those established in this Agreement. Each time an officer receives additional rounds, he or she will sign a form certifying that he or she will only use the rounds as provided herein. Misuse of City-provided ammunition shall be grounds for discipline up to and including discharge from employment.

Z-6 P.E.R.B WAIVER

By the signing of this Manual, the F.O.P. and the City specifically acknowledge that each has discharged its meet and confer obligations under applicable Kansas Statutes, and both the City and F.O.P. hereby waive their rights to file any actions with the Kansas Public Employee Relations Board alleging lack of compliance with any such statutory guidelines with respect to the negotiations which lead to the signing of this Manual.

ARTICLE AA. DRUG AND ALCOHOL ABUSE POLICY AND DRUG AND ALCOHOL TESTING PROCEDURES FOR THE CITY OF COFFEYVILLE, KANSAS

AA.-1 INTRODUCTION

The City is committed to ensuring a drug and alcohol-free workplace and to protecting the health and safety of its employees and the public. Abuse of alcohol and drugs by employees can have serious consequences for the City, its residents, and its employees, as well as the abuser. In order to serve the public, provide for a safe workplace and ensure the safety and well-being of employees, the following provisions concerning abuse of drugs and alcohol ("Policy") have been adopted. Employees who operate commercial motor vehicles and thereby are subject to the Commercial Drivers License requirement are subject to the policy and testing procedure in article FF of this Agreement, as well as this policy, and may be tested under both policies.

This Policy applies to all employees and applicants for employment and will be applied uniformly. Violation of any provision of this Policy may result in disciplinary action, up to and including dismissal. Drug and/or alcohol testing shall not be used as a means to harass or intimidate any employee. All testing shall be consistent with the requirements for reasonable suspicion testing or other approved testing set out below.

Any positive result on any test for drugs (except legally prescribed drugs where consumed as directed by a licensed health care professional, after advance notice to the City that the employee is taking the prescription medication in question), as well as any positive alcohol test resulting from on-the-job consumption of alcohol, will result in discharge from employment.

Employees testing positive for alcohol, where the employee consumed alcohol off duty, will receive one opportunity for rehabilitation. Thereafter, any positive alcohol test will result in discharge, without regard to whether the employee consumed the alcohol while on or off duty.

AA-2 DEFINITIONS & PROHIBITED ACTIVITIES

- (a) The following activities are prohibited pursuant to this Policy:
 - (1) The use, sale, possession, transfer, or purchase of drugs or alcohol, or being under the influence of drugs or alcohol on City property, during working hours, or while performing City business (except the proper use of prescribed drugs by the person for whom they were prescribed, or the use of alcohol in connection with City-authorized events, or the sale and possession of cereal malt beverages by employees of the Hillcrest Golf Course incident to their employment).
 - (2) Unlawful acts on or off City property involving drugs or alcohol or conduct with respect to drugs or alcohol, which discredits the City in any way;
 - (3) Bringing a prescribed drug onto City property by any person other than the one for whom it is prescribed. Such drugs shall be used only in the manner, combination and quantity prescribed;
 - (4) Testing positive for any drug or alcohol as provided in this Policy;
 - (5) Refusing to submit to drug or alcohol testing;
 - (6) Refusing to execute any consent, release, or other document in connection with this Policy;
 - (7) Refusing to enroll in and fully comply with the terms of any employee assistance program if directed to do so by the City.
- (b) For purposes of this Policy, the following terms have the following meanings:
 - (1) "Alcohol" means ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. Alcohol tests shall be deemed positive only where testing shows a blood alcohol concentration of .04 or higher.
 - (2) "Drug" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, a metabolite of any

of the substances listed herein, or any other drug controlled under federal law.

- (3) "Prescribed drug" is any substance prescribed for individual consumption by a licensed medical practitioner.
- (4) "City property" includes City vehicles and any other location where the employee is within the scope and course of his or her employment.

AA-3 DRUG AND ALCOHOL TESTING

The City believes that drug and alcohol testing is a means of enforcing this Policy. Such testing will protect the health and safety of employees and the public, protect the City's property, and serve as a deterrent to the abuse of drugs and alcohol.

The City will pay the expense for the tests required by this Policy, including a confirmation test following a positive test result.

(a) CIRCUMSTANCES FOR DRUG AND ALCOHOL TESTING

Applicants and employees may be required to submit to testing in the following situations:

- (1) Applicant/Promotion Testing - testing to determine abuse of drugs will be conducted upon a conditional offer of employment, or upon an offer of promotion;
- (2) Employee Testing:
 - [a] Random – testing may be conducted to determine abuse of drugs; only employees in safety-sensitive positions, including police officers, dispatchers, firefighters, water treatment operators, and any others who are engaged in activities which directly affect the safety of others are subject to random testing.
 - [b] Reasonable suspicion – individual employee testing may be conducted if the City has a reasonable suspicion that the employee has violated this Policy.

“Reasonable suspicion” means a belief that an employee is or has been using drugs or alcohol in violation of this Policy, and may be based upon physical symptoms of being under the influence of drugs or alcohol while on duty, on the City's property, or operating City vehicles, machinery or equipment; or the direct observation of such use while on duty provided by a credible source; evidence that an individual has tampered with a drug or alcohol test; or

evidence that an employee is involved in the illegal use, possession, sale, solicitation, or transfer of drugs.

- [c] Post-accident – testing will be conducted after any accident that requires any individual to seek outside medical care (other than first aid), or that results in property damage greater than five hundred dollars (\$500).
- [d] Scheduled, periodic – testing for abuse of drugs may be conducted as part of a routinely-scheduled employee fitness-for-duty medical examination. Only employees who are police officers, firefighters, dispatchers, water treatment operators, and any others who are engaged in activities which directly affect the safety of others are subject to testing under this paragraph.
- [e] Post-rehabilitation – no notice is required for testing of an employee for up to two years after his or her return to work following a confirmed positive test, or participation in a drug or alcohol dependency treatment program.

(b) CONSEQUENCES OF REFUSAL TO SUBMIT TO TESTING

Any City employee who refuses to submit to drug or alcohol testing under this policy will be discharged from employment, and any applicant who refuses to submit to drug testing will be refused employment.

(c) CONSEQUENCES OF A POSITIVE TEST RESULT

An applicant whose confirmation test is positive will be refused employment. An employee who tests positive for a drug or alcohol will be provided with the opportunity to explain, in confidence, the results. A positive test result will be followed by a second test to confirm the results, using a comparably reliable method. Pending results of the confirmatory test, an employee may be temporarily suspended. Employees with confirmed positive test results on any drug test, as well as employees with a confirmed positive alcohol test where the positive result was caused by on-duty alcohol consumption (including during any rest or meal break) shall be discharged from employment. Employees with confirmed positive alcohol tests where the positive result was due to off-duty alcohol consumption shall be given an opportunity to return to work if: (1) the employee has not previously had a valid positive test result; and (2) the employee undergoes a substance abuse evaluation and successfully completes any education or treatment program recommended as a result of the evaluation. Any such employee may be suspended without pay while completing rehabilitation.

(d) PRESCRIPTION DRUGS

Any employee who is lawfully using a prescription drug that may have the side effect of impairing the employee's perceptions while on duty, or that may in any way inhibit or limit the employee's ability to perform his or her job, must provide notice to the Department Head or the direct supervisor that he or she is taking the prescription drug before going on duty. In appropriate circumstances, employees may be reassigned to non-sensitive duties, or if no reassignment is available, may be held off work while taking such drugs. Any employee held off work due to use of prescription medications may use accrued sick leave or comp time (if any) to cover the leave period; otherwise, the leave shall be unpaid.

Any employee who is lawfully using a prescription drug that may have the side effect of impairing the employee's perceptions while on duty, or that may in any way inhibit or limit the employee's ability to perform his or her job, but who does not provide advance notice to the Department Head or Supervisor that he or she is taking the medication may be subject to discipline or discharge from employment if the prescription drug causes a positive drug test result, or if the employee is involved in an on-the-job injury or accident, and impairment from the prescription medication may have contributed to the injury or accident.

(e) DRUG AND ALCOHOL TESTING PERSONNEL AND STRUCTURE

The City Manager has overall responsibility for the City's drug and alcohol testing program.

The laboratory that will perform the tests for the City will be one which is reputable and qualified to perform such tests. Initial and confirmation drug tests will be performed on urine samples. Initial alcohol tests will be performed on either breath, urine, saliva or blood, and confirmation tests will be performed on either urine, breath or blood. The determination of the appropriate type of sample to be tested in each circumstance will be made by the laboratory.

Samples shall be collected and tested by qualified individuals employed by the laboratory and may be collected on the City's property or at the facility designated by the notice to the applicant or employee. The collection of samples shall be performed under reasonable and sanitary conditions. A sample shall be collected in sufficient quantity for splitting into two separate specimens, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen. The collection, storage and transportation to the place of testing shall be performed so as to reasonably preclude the probability of sample contamination or adulteration. Samples shall be collected and tested with due regard to the privacy of the applicant or employee being tested.

Sample collection shall be documented, including labeling the samples to preclude the probability of erroneous identification of test results and an opportunity for the applicant or employee to voluntarily provide notification of any information which the applicant or employee considers relevant to the test,

including identification of currently or recently used prescription or nonprescription drugs. Sample testing shall conform to scientifically accepted analytical methods and procedures. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

(f) **CONFIDENTIALITY OF TEST RESULTS**

Test results and related information are the property of the City and, upon request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. The City shall not release such records to any person other than the applicant or employee tested unless the applicant or employee expressly grants permission in writing following receipt of the test results, or pursuant to a valid court order or subpoena.

The testing facility, or any agent of the testing facility, shall not disclose to the City or any other employer any information acquired by testing which relates to the general health, pregnancy or other physical or mental condition of the tested individual, or the presence of any drug other than the substances that the City requested be identified and for which a medically acceptable explanation of the positive result, other than the use of drugs, has not been forthcoming from the tested individual.

(g) **CHALLENGE TO POSITIVE TEST RESULTS**

An individual whose test result is positive may request a re-test in order to challenge the results of the positive test. An individual who requests a re-test in order to challenge the results of a positive test must pay the costs of the re-test. If, however, the results of the re-test reverse the findings of the challenged positive test, the City will reimburse the costs of the re-test to the individual.

(h) **EMPLOYEE ASSISTANCE PROGRAM**

The City will provide a mandatory training program to heighten employee awareness of the effects of drug and alcohol abuse and understanding of this Policy. The City will also provide for drug dependency evaluations and referral services.

All employees and all new employees, as part of their orientation program, will receive information and attend discussion sessions presented by the City in conjunction with drug and alcohol abuse counseling. Refresher sessions for employees will be held on a periodic basis as deemed necessary by the City Manager.

Copies of this Policy will be distributed to all employees.

(i) **DRIVING UNDER THE INFLUENCE OF ALCOHOL**

All employees who drive City vehicles or operate City machinery must promptly report any conviction, guilty plea, or no-contest plea involving a charge of operating a motor vehicle while under the influence of alcohol, whether on or off duty. Employees failing to report shall be discharged. Employees who receive DUI convictions, who enter guilty or no-contest pleas, or who receive a diversion for their on-duty conduct, or for conduct while operating a City vehicle, will be discharged from employment. Employees who receive a DUI conviction, who enter guilty or no-contest pleas, or who are granted a diversion for off-duty conduct shall not drive City vehicles, operate heavy equipment, or take call-out in driving positions for two months following the date of the conviction, plea, or other triggering event. In the event the employee's license is suspended, the employee will not drive any City vehicle or any City equipment on roadways or take call-outs in driving positions for the term of the suspension, and any subsequent period during which restrictions such as steering wheel interlock devices remain effective. If these restrictions result in a lack of work for the employee, he or she may be transferred to another position or department, or may be sent home without pay if no productive work is available. Employees performing work of a lower pay grade shall receive the top pay rate appropriate for the work performed, or the employee's regular rate, whichever is lower. Employees who have incurred an initial violation during employment with City, and who receive any additional DUI conviction, or who enter guilty or no-contest pleas, or who receive a diversion for off-duty conduct shall be discharged from employment.

The City will also follow DOT rules for CDL Drivers, to the extent such rules require any additional response to DUI incidents.

ARTICLE BB. POLITICAL ACTIVITY

It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations or groups, and to become involved in political activities subject to the restrictions of this Article.

- (a) As private citizens, employees may participate in all political activities, including holding public office, except for activities where holding an appointive or elective public office is incompatible with the employee's City employment.
- (b) City employees are not prohibited from supporting candidates for office, nor from contributing labor to candidates and organizations that endorse candidates.
- (c) Any employee desiring to become a candidate for City elective office shall first take a leave of absence without pay, or resign from City employment. Should an employee on leave of absence without pay be unsuccessful in seeking such elective office, he or she shall be returned to employment on the same terms and

conditions as any other employee who has taken a leave of absence without pay. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate.

- (d) Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or receive political contributions in City elections while on duty. They are not permitted to wear or display political badges, buttons, or signs on their person or on any City property during on-duty hours.
- (e) No supervisor or other person in authority shall solicit any City employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a candidate for elective office, or to engage in any political activity.
- (f) No City employee shall wear any City uniform or equipment while engaging in any off-duty political activity.
- (g) The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any City employee. City employees are neither appointed to, nor retained in the City's service on the basis of their political affiliations or activities.

ARTICLE CC. COMPUTER, E-MAIL AND INTERNET USE

City employees have no right to privacy in their use of City computers, cell phones, tablets, computer generated documents, computer files, e-mails messages, e-mail attachments, voice mail messages, text messages or other similar electronic media. Neither Internet use, nor the storage of any downloaded material is confidential. The City may monitor and review computer generated work product, computer files, e-mail communications, and Internet use at any time, without notice to any employee. It is a violation of City policy to use City computers, Internet connections, or e-mail for inappropriate purposes. Any personal use should be limited in nature, should only involve matters the employee does not wish to keep private, and should not interfere with the employee's job duties in any way.

Prohibited Activities include but are not limited to:

- Transmitting any confidential City records or information without prior authorization.
- Conducting or performing any personal activity or generating any personal work product during working time.
- Participating in any "chat rooms".
- "Surfing" unauthorized Internet sites.
- "Surfing" any adult or sexually explicit Internet Sites, or downloading any such materials.
- Creation, distribution, or forwarding of any adult or sexually explicit e-mails or attachments.

- Creation, distribution, or forwarding any e-mails or attachments containing intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, or any other classification protected by law.
- Downloading any computer software programs without prior authorization.

ARTICLE DD. WORKPLACE VIOLENCE

It is essential that the City maintain a safe and secure environment for employees, customers, and visitors. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Employees must notify their supervisor, Department Head, Human Resource Officer, or the City Manager immediately of any threats which they have witnessed, received, or have learned that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on City owned or leased property, or against any City employee. There will be no retaliation against anyone who reports threatening or violent behavior. The City will follow established emergency response guidelines in notifying appropriate employees of any threats it receives.

Each employee who receives or is the subject of a protective or restraining order which lists City owned or leased property as a protected area, or which identifies any other City employee in its terms, is required to provide their supervisor, Department Head, Human Resource Officer, or City Manager with a copy of such order.

ARTICLE EE. DISCOUNTED OR FREE POOL AND GOLF PASS

City will annually offer each employee a choice of one pool pass (10 admissions; value \$25.00) or one golf punch card (10 9-hole rounds; value \$100.00). The value will be a taxable benefit to the employee and value will be added to payroll.

ARTICLE FF. EXECUTION

The City of Coffeyville and the undersigned employee organization hereby agree that this FY 2023 Personnel Manual/Memorandum of Agreement is the entire Memorandum of Agreement between the parties. It is the entire and final expression of the Agreement and it may not be contradicted by evidence of any prior or contemporaneous oral agreements or past practices of the parties. It shall repeal and supersede and all previous agreements between the parties.

The FY 2023 Personnel Manual/Memorandum of Agreement has been prepared during negotiations between the parties, and no party shall be charged with having prepared this Agreement in the event an ambiguity exists.

