

**March 3, 2026**  
**City Commission Room, 701 N. Jefferson, Junction City KS 66441**

**Mayor Terry Butler**  
**Vice Mayor Sam Yoskowitz**  
**Commissioner Pat Landes**  
**Commissioner Richard Pinaire**  
**Commissioner Kelly Niemczyk**  
**City Manager Kim Zimmerman**  
**City Attorney Britain Stites**  
**City Clerk Ariana Diaz Lorenzo De Barreto**  
**City Finance Director Jamel Wilcox**

- 1. 7:00 P.M. - CALL TO ORDER: Pledge of Allegiance:**
- 2. AGENDA ITEM COMMENT(S):**
- 3. CONSENT AGENDA:** Any item may be removed from the consent agenda and considered separately by the request of a Commissioner.
  - a. Consideration of Appropriation Ordinance A-5 dated February 17 – March 04, 2026, in the amount of \$5,614,729.13. (p.3)
  - b. Consideration of the Derby Days Special Event taking place on May 2nd, 2026. (p.48)
  - c. Consideration of Payroll No. 3 & Payroll No. 4. (p.56)
  - d. Consideration of the February 17th, 2026 City Commission Meeting Minutes. (p.66)
- 4. SPECIAL PRESENTATIONS:**
  - a. Request for \$10,000 in support of the 2026 Juneteenth Celebration on June 13th, 2026. (p.69)
  - b. Request for use of Opioid Funds by Carl Taylor.
  - c. The Magdalene Project Presentation.
- 5. NEW BUSINESS:**
  - a. Consideration of the Proclamation declaring April 20th–25th, 2026 as the Week of Community Cleanup. (p.70)
  - b. Consideration of Ordinance No. S-3327, final plat on properties with a common address 00000 East Chestnut Street. (p.72)
  - c. Consideration of the agreements to further the Commercial Rehabilitation (CDBG) Grant as it pertains to Highwind Brewery as presented. (p.83)
  - d. Consideration of the approval of the Personnel Policies as presented & updated in 2026. (p.103)
  - e. Consideration of Resolution No. R-3128, updating portions of the personnel policy handbook concerning pay periods, holidays, & leave accruals. (p.298)

- f. Consideration of HDR Work Change Directive #120, to provide a conditioned air space for the elevator at the Water Treatment Plant in the amount of \$29,298. (p.301)

**6. UNFINISHED BUSINESS:**

- a. Traffic Study Discussion. (p.314)

**7. PUBLIC COMMENT:** The Commission requests that comments be limited to a maximum of five minutes for each person. Please state your name and address for the record.

**8. CORRESPONDENCE RECEIVED:** Letter from Flint Hills Discovery Center.

**9. COMMISSIONER COMMENTS & COMMITTEE REPORTS:**

**10. STAFF COMMENTS:**

**11. ADJOURNMENT:**

# **City of Junction City**

## **City Commission**

### **Agenda Memo**

February 25, 2026

**From:** **Libbi Hamilton**, Customer Service Manager

**To:** **City Commissioners**

**Subject:** Consideration of Appropriation Ordinance A-5 dated – February 17 – March 04, 2026, in the amount of \$5,614,729.13

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**Background:** Attached is a Listing and Checks - Appropriations for – February 17 – March 04, 2026

**Appropriations:** – February 17 – March 04, 2026

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Junction City, KS

# Appropriations February 17 - March 4.2026

By Fund

Post Dates 2/17/2026 - 3/4/2026

| Vendor Name                                                          | Payable Number | Post Date  | Description (Item)            | Amount           |
|----------------------------------------------------------------------|----------------|------------|-------------------------------|------------------|
| <b>Fund: 001 - GENERAL FUND</b>                                      |                |            |                               |                  |
| <b>Department: 000 - NON-DEPARTMENTAL</b>                            |                |            |                               |                  |
| <b>Vendor: 043380 - ADVANCE LIFE INSURANCE</b>                       |                |            |                               |                  |
| ADVANCE LIFE INSURANCE                                               | INV0037302     | 02/20/2026 | CITY OF JC EMPLOYER PD LIFE   | 9.60             |
| ADVANCE LIFE INSURANCE                                               | INV0037303     | 02/20/2026 | ADVANCE LIFE INSURANCE BE...  | 2.61             |
| ADVANCE LIFE INSURANCE                                               | INV0037329     | 02/20/2026 | CITY OF JC EMPLOYER PD LIFE   | 228.15           |
| ADVANCE LIFE INSURANCE                                               | INV0037330     | 02/20/2026 | ADVANCE LIFE INSURANCE BE...  | 583.58           |
| <b>Vendor 043380 - ADVANCE LIFE INSURANCE Total:</b>                 |                |            |                               | <b>823.94</b>    |
| <b>Vendor: 03161 - ADVANCE SHORT TERM DISABILITY</b>                 |                |            |                               |                  |
| ADVANCE SHORT TERM DISAB...                                          | INV0037317     | 02/20/2026 | CITY OF JC EMPLOYER PAID S... | 21.83            |
| ADVANCE SHORT TERM DISAB...                                          | INV0037370     | 02/20/2026 | CITY OF JC EMPLOYER PAID S... | 576.51           |
| <b>Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:</b>           |                |            |                               | <b>598.34</b>    |
| <b>Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY</b>       |                |            |                               |                  |
| AMERICAN FAMILY LIFE ASSU...                                         | INV0037304     | 02/20/2026 | AFLAC BEFORE TAX              | 36.99            |
| AMERICAN FAMILY LIFE ASSU...                                         | INV0037331     | 02/20/2026 | AFLAC                         | 66.86            |
| AMERICAN FAMILY LIFE ASSU...                                         | INV0037332     | 02/20/2026 | AFLAC BEFORE TAX              | 656.36           |
| <b>Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:</b> |                |            |                               | <b>760.21</b>    |
| <b>Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC</b>             |                |            |                               |                  |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037305     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 1,028.96         |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037306     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 31.84            |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037307     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 545.11           |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037308     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 34.70            |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037309     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 909.84           |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037310     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 260.27           |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037311     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 50.21            |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037312     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 64.56            |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037333     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 4,015.06         |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037334     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 8,900.50         |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037335     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 765.75           |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037336     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 881.57           |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037337     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 342.80           |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037338     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 3,270.66         |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037339     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 544.79           |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037340     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 10,357.01        |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037341     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 16,162.77        |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037342     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 5,048.68         |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037343     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 13,868.20        |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037344     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 2,347.31         |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037345     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 1,478.42         |
| <b>Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:</b>       |                |            |                               | <b>70,909.01</b> |
| <b>Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334</b>        |                |            |                               |                  |
| CITY OF JC FLEX SPENDING AC...                                       | INV0037313     | 02/20/2026 | FLEX SPENDING-1074334         | 316.66           |
| CITY OF JC FLEX SPENDING AC...                                       | INV0037351     | 02/20/2026 | FLEX SPENDING-1074334         | 4,175.45         |
| <b>Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:</b>  |                |            |                               | <b>4,492.11</b>  |
| <b>Vendor: 012130 - CITY OF JUNCTION CITY</b>                        |                |            |                               |                  |
| CITY OF JUNCTION CITY                                                | INV0037352     | 02/20/2026 | CITY OF JUNCTION CITY (G-FEE) | 25.00            |
| CITY OF JUNCTION CITY                                                | INV0037369     | 02/20/2026 | TELEPHONE REIMBURSEMENT       | 166.31           |
| <b>Vendor 012130 - CITY OF JUNCTION CITY Total:</b>                  |                |            |                               | <b>191.31</b>    |
| <b>Vendor: 01944 - EMPOWER RETIREMENT LLC</b>                        |                |            |                               |                  |
| EMPOWER RETIREMENT LLC                                               | INV0037363     | 02/20/2026 | EMPOWER FINANCIAL SERVIC...   | 9,254.00         |
| EMPOWER RETIREMENT LLC                                               | INV0037368     | 02/20/2026 | GREAT WEST FINANCIAL          | 2,237.00         |
| <b>Vendor 01944 - EMPOWER RETIREMENT LLC Total:</b>                  |                |            |                               | <b>11,491.00</b> |



**Appropriations February 17 - March 4.2026**
**Post Dates: 2/17/2026 - 3/4/2026**

| Vendor Name                                                                      | Payable Number | Post Date  | Description (Item)            | Amount            |
|----------------------------------------------------------------------------------|----------------|------------|-------------------------------|-------------------|
| <b>Vendor: 00029 - FAMILY SUPPORT PAYMENT CENTER</b>                             |                |            |                               |                   |
| FAMILY SUPPORT PAYMENT C...                                                      | INV0037347     | 02/20/2026 | FAMILY SUPPORT MO             | 100.31            |
| <b>Vendor 00029 - FAMILY SUPPORT PAYMENT CENTER Total:</b>                       |                |            |                               | <b>100.31</b>     |
| <b>Vendor: 025326 - FIREMEN'S RELIEF ASSOCIATION</b>                             |                |            |                               |                   |
| FIREMEN'S RELIEF ASSOCIATI...                                                    | INV0037350     | 02/20/2026 | FIREMANS RELIEF               | 255.42            |
| <b>Vendor 025326 - FIREMEN'S RELIEF ASSOCIATION Total:</b>                       |                |            |                               | <b>255.42</b>     |
| <b>Vendor: 050188 - FLEXIBLE SPENDING ACCOUNT #1074334</b>                       |                |            |                               |                   |
| FLEXIBLE SPENDING ACCOUNT...                                                     | INV0037346     | 02/20/2026 | DEPENDENT CARE ACCT 1074...   | 208.33            |
| <b>Vendor 050188 - FLEXIBLE SPENDING ACCOUNT #1074334 Total:</b>                 |                |            |                               | <b>208.33</b>     |
| <b>Vendor: 04594 - INDIANA STATE CENTRAL COLLECTION UNIT</b>                     |                |            |                               |                   |
| INDIANA STATE CENTRAL COL...                                                     | INV0037328     | 02/20/2026 | INSCCU                        | 457.17            |
| <b>Vendor 04594 - INDIANA STATE CENTRAL COLLECTION UNIT Total:</b>               |                |            |                               | <b>457.17</b>     |
| <b>Vendor: 001010 - INTERNAL REVENUE SERVICE</b>                                 |                |            |                               |                   |
| INTERNAL REVENUE SERVICE                                                         | INV0037325     | 02/20/2026 | SOCIAL SECURITY WITHHOLDI...  | 2,773.98          |
| INTERNAL REVENUE SERVICE                                                         | INV0037326     | 02/20/2026 | FEDERAL WITHHOLDING           | 2,294.06          |
| INTERNAL REVENUE SERVICE                                                         | INV0037327     | 02/20/2026 | MEDICARE WITHHOLDING          | 648.76            |
| INTERNAL REVENUE SERVICE                                                         | INV0037385     | 02/20/2026 | SOCIAL SECURITY WITHHOLDI...  | 25,026.02         |
| INTERNAL REVENUE SERVICE                                                         | INV0037386     | 02/20/2026 | FEDERAL WITHHOLDING           | 40,754.63         |
| INTERNAL REVENUE SERVICE                                                         | INV0037387     | 02/20/2026 | MEDICARE WITHHOLDING          | 15,393.78         |
| INTERNAL REVENUE SERVICE                                                         | INV0037404     | 02/20/2026 | SOCIAL SECURITY WITHHOLDI...  | 24.80             |
| INTERNAL REVENUE SERVICE                                                         | INV0037405     | 02/20/2026 | FEDERAL WITHHOLDING           | 20.00             |
| INTERNAL REVENUE SERVICE                                                         | INV0037406     | 02/20/2026 | MEDICARE WITHHOLDING          | 5.80              |
| <b>Vendor 001010 - INTERNAL REVENUE SERVICE Total:</b>                           |                |            |                               | <b>86,941.83</b>  |
| <b>Vendor: 039125 - JCPOA</b>                                                    |                |            |                               |                   |
| JCPOA                                                                            | INV0037367     | 02/20/2026 | JCPOA                         | 1,175.00          |
| <b>Vendor 039125 - JCPOA Total:</b>                                              |                |            |                               | <b>1,175.00</b>   |
| <b>Vendor: 037195 - JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309</b>       |                |            |                               |                   |
| JUNCTION CITY FIRE FIGHTERS...                                                   | INV0037349     | 02/20/2026 | I.A.F.F. LOCAL 3309           | 1,848.00          |
| <b>Vendor 037195 - JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309 Total:</b> |                |            |                               | <b>1,848.00</b>   |
| <b>Vendor: 00813 - JUNCTION CITY FIREFIGHTERS AID ASSOCIATION</b>                |                |            |                               |                   |
| JUNCTION CITY FIREFIGHTERS...                                                    | INV0037348     | 02/20/2026 | FIREFIGHTERS AID ASSOCIATI... | 270.00            |
| <b>Vendor 00813 - JUNCTION CITY FIREFIGHTERS AID ASSOCIATION Total:</b>          |                |            |                               | <b>270.00</b>     |
| <b>Vendor: 00973 - KANSAS DEPARTMENT OF LABOR</b>                                |                |            |                               |                   |
| KANSAS DEPARTMENT OF LA...                                                       | INV0037323     | 02/20/2026 | QUARTERLY UNEMPLOYMENT ..     | 22.38             |
| KANSAS DEPARTMENT OF LA...                                                       | INV0037383     | 02/20/2026 | QUARTERLY UNEMPLOYMENT ..     | 529.10            |
| KANSAS DEPARTMENT OF LA...                                                       | INV0037402     | 02/20/2026 | QUARTERLY UNEMPLOYMENT ..     | 0.20              |
| <b>Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:</b>                          |                |            |                               | <b>551.68</b>     |
| <b>Vendor: 042540 - KANSAS DEPT OF REVENUE</b>                                   |                |            |                               |                   |
| KANSAS DEPT OF REVENUE                                                           | INV0037324     | 02/20/2026 | STATE WITHHOLDING             | 1,129.90          |
| KANSAS DEPT OF REVENUE                                                           | INV0037384     | 02/20/2026 | STATE WITHHOLDING             | 24,892.56         |
| KANSAS DEPT OF REVENUE                                                           | INV0037403     | 02/20/2026 | STATE WITHHOLDING             | 10.40             |
| <b>Vendor 042540 - KANSAS DEPT OF REVENUE Total:</b>                             |                |            |                               | <b>26,032.86</b>  |
| <b>Vendor: 014435 - KANSAS PAYMENT CENTER</b>                                    |                |            |                               |                   |
| KANSAS PAYMENT CENTER                                                            | INV0037357     | 02/20/2026 | INCOME WITHHOLDING ORD...     | 1,140.50          |
| KANSAS PAYMENT CENTER                                                            | INV0037358     | 02/20/2026 | GARNISHMENT                   | 608.00            |
| <b>Vendor 014435 - KANSAS PAYMENT CENTER Total:</b>                              |                |            |                               | <b>1,748.50</b>   |
| <b>Vendor: 043859 - KANSAS PUBLIC EMPLOYEES</b>                                  |                |            |                               |                   |
| KANSAS PUBLIC EMPLOYEES                                                          | INV0037314     | 02/20/2026 | KPERS #2                      | 862.01            |
| KANSAS PUBLIC EMPLOYEES                                                          | INV0037315     | 02/20/2026 | KPERS #3                      | 2,815.49          |
| KANSAS PUBLIC EMPLOYEES                                                          | INV0037316     | 02/20/2026 | KPERS INSURANCE               | 201.40            |
| KANSAS PUBLIC EMPLOYEES                                                          | INV0037359     | 02/20/2026 | KP&F                          | 111,479.33        |
| KANSAS PUBLIC EMPLOYEES                                                          | INV0037360     | 02/20/2026 | KPERS #1                      | 4,167.06          |
| KANSAS PUBLIC EMPLOYEES                                                          | INV0037361     | 02/20/2026 | KPERS #2                      | 3,696.66          |
| KANSAS PUBLIC EMPLOYEES                                                          | INV0037362     | 02/20/2026 | KPERS #3                      | 22,026.47         |
| KANSAS PUBLIC EMPLOYEES                                                          | INV0037364     | 02/20/2026 | KPERS INSURANCE               | 1,176.85          |
| <b>Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:</b>                            |                |            |                               | <b>146,425.27</b> |

**Appropriations February 17 - March 4.2026**
**Post Dates: 2/17/2026 - 3/4/2026**

| Vendor Name                                                                | Payable Number    | Post Date  | Description (Item)                  | Amount            |
|----------------------------------------------------------------------------|-------------------|------------|-------------------------------------|-------------------|
| <b>Vendor: 02713 - KAREN COMPTON</b>                                       |                   |            |                                     |                   |
| KAREN COMPTON                                                              | INV0037371        | 02/20/2026 | CITY OF JC EMPLOYER PAID S...       | 10.83             |
| <b>Vendor 02713 - KAREN COMPTON Total:</b>                                 |                   |            |                                     | <b>10.83</b>      |
| <b>Vendor: 048289 - POLICE &amp; FIREMEN'S INSURANCE ASSOCIATION</b>       |                   |            |                                     |                   |
| POLICE & FIREMEN'S INSURA...                                               | INV0037366        | 02/20/2026 | POLICE & FIRE INSURANCE             | 795.84            |
| <b>Vendor 048289 - POLICE &amp; FIREMEN'S INSURANCE ASSOCIATION Total:</b> |                   |            |                                     | <b>795.84</b>     |
| <b>Vendor: 03639 - STATE OF ARKANSAS</b>                                   |                   |            |                                     |                   |
| STATE OF ARKANSAS                                                          | INV0037365        | 02/20/2026 | GARNISHMENT                         | 173.33            |
| <b>Vendor 03639 - STATE OF ARKANSAS Total:</b>                             |                   |            |                                     | <b>173.33</b>     |
| <b>Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY</b>           |                   |            |                                     |                   |
| UNITED WAY OF JUNCTION CI...                                               | INV0037372        | 02/20/2026 | UNITED WAY                          | 14.50             |
| <b>Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:</b>     |                   |            |                                     | <b>14.50</b>      |
| <b>Vendor: 03938 - VSP INSURANCE CO.</b>                                   |                   |            |                                     |                   |
| VSP INSURANCE CO.                                                          | INV0037318        | 02/20/2026 | VSP PREMIUM SINGLE                  | 8.33              |
| VSP INSURANCE CO.                                                          | INV0037319        | 02/20/2026 | VSP VISION PREMIUM FAMILY           | 21.92             |
| VSP INSURANCE CO.                                                          | INV0037320        | 02/20/2026 | VSP INSURANCE                       | 13.80             |
| VSP INSURANCE CO.                                                          | INV0037321        | 02/20/2026 | VSP VISION INSURANCE SPOU...        | 7.36              |
| VSP INSURANCE CO.                                                          | INV0037322        | 02/20/2026 | VSP VISION INS STANDARD CH...       | 7.51              |
| VSP INSURANCE CO.                                                          | INV0037373        | 02/20/2026 | VSP Vision Insurance Pre-Tax        | 27.52             |
| VSP INSURANCE CO.                                                          | INV0037374        | 02/20/2026 | VSP PREMIUM SINGLE                  | 199.11            |
| VSP INSURANCE CO.                                                          | INV0037375        | 02/20/2026 | VSP PREMIUM SPOUSE                  | 83.92             |
| VSP INSURANCE CO.                                                          | INV0037376        | 02/20/2026 | VSP PREMIUM CHILD(REN)              | 85.68             |
| VSP INSURANCE CO.                                                          | INV0037377        | 02/20/2026 | VSP VISION PREMIUM FAMILY           | 270.71            |
| VSP INSURANCE CO.                                                          | INV0037378        | 02/20/2026 | VSP INSURANCE                       | 208.15            |
| VSP INSURANCE CO.                                                          | INV0037379        | 02/20/2026 | VSP VISION INSURANCE SPOU...        | 69.18             |
| VSP INSURANCE CO.                                                          | INV0037380        | 02/20/2026 | VSP VISION INS STANDARD CH...       | 105.14            |
| VSP INSURANCE CO.                                                          | INV0037381        | 02/20/2026 | VSP VISION INSURANCE STAN...        | 323.00            |
| <b>Vendor 03938 - VSP INSURANCE CO. Total:</b>                             |                   |            |                                     | <b>1,431.33</b>   |
| <b>Vendor: 01595 - W H GRIFFIN, TRUSTEE</b>                                |                   |            |                                     |                   |
| W H GRIFFIN, TRUSTEE                                                       | INV0037382        | 02/20/2026 | 12-22755-13                         | 300.00            |
| <b>Vendor 01595 - W H GRIFFIN, TRUSTEE Total:</b>                          |                   |            |                                     | <b>300.00</b>     |
| <b>Department 000 - NON-DEPARTMENTAL Total:</b>                            |                   |            |                                     | <b>358,006.12</b> |
| <b>Department: 002 - INFORMATION TECHNOLOGY SYSTEMS</b>                    |                   |            |                                     |                   |
| <b>Vendor: 04639 - AMAZON CAPITAL SERVICES INC</b>                         |                   |            |                                     |                   |
| AMAZON CAPITAL SERVICES I...                                               | 1FCK-WMKQ-6FPK    | 02/20/2026 | Surge Protectors 5ft - IT           | 44.80             |
| AMAZON CAPITAL SERVICES I...                                               | 1FCK-WMKQ-6FPK    | 02/20/2026 | Surge Protectors IT                 | 99.95             |
| AMAZON CAPITAL SERVICES I...                                               | 1FCK-WMKQ-6FPK    | 02/20/2026 | Cleaning Cloths 0 IT                | 5.99              |
| AMAZON CAPITAL SERVICES I...                                               | 1KD4-QXXC-RFTV    | 02/23/2026 | Firewall - Court AV System          | 449.94            |
| <b>Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:</b>                   |                   |            |                                     | <b>600.68</b>     |
| <b>Vendor: 04433 - KS STATEBANK</b>                                        |                   |            |                                     |                   |
| KS STATEBANK                                                               | KOShea-01-2026-MC | 02/23/2026 | Poster Supplies - Office Suppli...  | 1.94              |
| KS STATEBANK                                                               | KOShea-01-2026-MC | 02/23/2026 | Staff New Years Party Prizes/ ...   | 65.32             |
| KS STATEBANK                                                               | KOShea-01-2026-MC | 02/23/2026 | Trivia Subscription for Staff Pa... | 9.00              |
| KS STATEBANK                                                               | KOShea-01-2026-MC | 02/23/2026 | Trivia Subscription for Staff Pa... | 16.02             |
| KS STATEBANK                                                               | KOShea-01-2026-MC | 02/23/2026 | Conference registration fee - J...  | 195.00            |
| KS STATEBANK                                                               | KOShea-01-2026-MC | 02/23/2026 | Conference registration fee - ...   | 65.00             |
| <b>Vendor 04433 - KS STATEBANK Total:</b>                                  |                   |            |                                     | <b>352.28</b>     |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                                       |                   |            |                                     |                   |
| PROCOPY, INC.                                                              | 021427            | 02/24/2026 | Print Costs - IT                    | 7.83              |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                                 |                   |            |                                     | <b>7.83</b>       |
| <b>Vendor: 02048 - SHI INTERNATIONAL CORP.</b>                             |                   |            |                                     |                   |
| SHI INTERNATIONAL CORP.                                                    | B20798490         | 02/23/2026 | Network Switch                      | 2,343.20          |
| <b>Vendor 02048 - SHI INTERNATIONAL CORP. Total:</b>                       |                   |            |                                     | <b>2,343.20</b>   |
| <b>Vendor: 02193 - STANION WHOLESALE ELECTRIC CO</b>                       |                   |            |                                     |                   |
| STANION WHOLESALE ELECTR...                                                | 6058274           | 02/23/2026 | Electrical equipment for TV ou...   | 17.64             |
| <b>Vendor 02193 - STANION WHOLESALE ELECTRIC CO Total:</b>                 |                   |            |                                     | <b>17.64</b>      |

| Vendor Name                                                   | Payable Number    | Post Date  | Description (Item)             | Amount           |
|---------------------------------------------------------------|-------------------|------------|--------------------------------|------------------|
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>            |                   |            |                                |                  |
| TWIN VALLEY TELEPHONE, INC.                                   | 10412617          | 02/24/2026 | Fiber Internet - MB            | 1,320.00         |
| TWIN VALLEY TELEPHONE, INC.                                   | 10412617          | 02/24/2026 | Phones - IT                    | 105.95           |
| TWIN VALLEY TELEPHONE, INC.                                   | 10412617          | 02/24/2026 | Dark Fiber Lease               | 625.00           |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>      |                   |            |                                | <b>2,050.95</b>  |
| <b>Vendor: 01414 - TYLER TECHNOLOGIES, INC</b>                |                   |            |                                |                  |
| TYLER TECHNOLOGIES, INC                                       | CI100-00243050    | 02/24/2026 | 911 - New World Software An... | 39,916.80        |
| TYLER TECHNOLOGIES, INC                                       | CI100-00243050    | 02/24/2026 | GESO - New World Software ...  | 47,732.24        |
| <b>Vendor 01414 - TYLER TECHNOLOGIES, INC Total:</b>          |                   |            |                                | <b>87,649.04</b> |
| <b>Department 002 - INFORMATION TECHNOLOGY SYSTEMS Total:</b> |                   |            |                                | <b>93,021.62</b> |
| <b>Department: 003 - ADMINISTRATION</b>                       |                   |            |                                |                  |
| <b>Vendor: 04519 - ANGEL TREVINO</b>                          |                   |            |                                |                  |
| ANGEL TREVINO                                                 | 03032026          | 02/23/2026 | ONCE MONTHLY                   | 200.00           |
| <b>Vendor 04519 - ANGEL TREVINO Total:</b>                    |                   |            |                                | <b>200.00</b>    |
| <b>Vendor: 04257 - ARIANA DIAZ LORENZO</b>                    |                   |            |                                |                  |
| ARIANA DIAZ LORENZO                                           | 03032026          | 02/23/2026 | ONCE MONTHLY                   | 200.00           |
| <b>Vendor 04257 - ARIANA DIAZ LORENZO Total:</b>              |                   |            |                                | <b>200.00</b>    |
| <b>Vendor: 067805 - CARD CENTER</b>                           |                   |            |                                |                  |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | WALMART                        | 43.89            |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | WALMART                        | 43.73            |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | WALMART                        | 112.16           |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | WALMART                        | 116.58           |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | SAMS CLUB                      | 216.66           |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | GOOGLE YOUTUBE TV              | 82.99            |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | B2B PRIME MEMBERSHIP           | 129.00           |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | SIR SPEEDY CENTER              | 175.79           |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | SIR SPEEDY CENTER              | 134.33           |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | KPOT                           | 86.38            |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | UMI STEAKHOUSE                 | 55.81            |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | AMAZON                         | -50.99           |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | AMAZON                         | -49.99           |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | AMAZON                         | 25.99            |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | MARGARITAS JALISCO             | 37.81            |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | TEXAS ROADHOUSE                | 183.08           |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | PAYPAL                         | 1,286.55         |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | AMAZON                         | 229.99           |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | SAMS CLUB                      | 40.00            |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | SAMS CLUB                      | 45.01            |
| CARD CENTER                                                   | FEB2026WILCOX UMB | 02/19/2026 | LIGHTMHK                       | 210.50           |
| <b>Vendor 067805 - CARD CENTER Total:</b>                     |                   |            |                                | <b>3,155.27</b>  |
| <b>Vendor: 01323 - COLUMBIA CAPITAL MANAGEMENT LLC</b>        |                   |            |                                |                  |
| COLUMBIA CAPITAL MANAG...                                     | 26350002          | 02/17/2026 | INVESTMENT MANAGEMENT ...      | 2,000.00         |
| <b>Vendor 01323 - COLUMBIA CAPITAL MANAGEMENT LLC Total:</b>  |                   |            |                                | <b>2,000.00</b>  |
| <b>Vendor: 043802 - EVERGY</b>                                |                   |            |                                |                  |
| EVERGY                                                        | INV0037289        | 02/17/2026 | 2031 Spring Valley Rd          | 2,848.17         |
| <b>Vendor 043802 - EVERGY Total:</b>                          |                   |            |                                | <b>2,848.17</b>  |
| <b>Vendor: 028320 - GEARY COUNTY TREASURER</b>                |                   |            |                                |                  |
| GEARY COUNTY TREASURER                                        | INV0037293        | 02/18/2026 | 2684                           | 18,621.00        |
| GEARY COUNTY TREASURER                                        | INV0037295        | 02/18/2026 | 7428                           | 248.87           |
| GEARY COUNTY TREASURER                                        | INV0037297        | 02/18/2026 | 10395                          | 77.36            |
| GEARY COUNTY TREASURER                                        | INV0037298        | 02/18/2026 | 7359                           | 44.86            |
| GEARY COUNTY TREASURER                                        | INV0037299        | 02/18/2026 | 6445                           | 45.53            |
| GEARY COUNTY TREASURER                                        | INV0037301        | 02/18/2026 | 2685                           | 11,953.69        |
| GEARY COUNTY TREASURER                                        | INV0037461        | 02/25/2026 | 2682                           | 4,541.42         |
| <b>Vendor 028320 - GEARY COUNTY TREASURER Total:</b>          |                   |            |                                | <b>35,532.73</b> |

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| Vendor Name                                                    | Payable Number    | Post Date  | Description (Item)            | Amount           |
|----------------------------------------------------------------|-------------------|------------|-------------------------------|------------------|
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                     |                   |            |                               |                  |
| KANSAS GAS SERVICE                                             | INV0037401        | 02/19/2026 | 2031 Spring Valley Rd         | 472.61           |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>               |                   |            |                               | <b>472.61</b>    |
| <b>Vendor: 048780 - LEAGUE OF KANSAS MUNICIPALITIES</b>        |                   |            |                               |                  |
| LEAGUE OF KANSAS MUNICI...                                     | 200016496         | 02/24/2026 | NEW YEAR NEW ROLES 2026       | 25.00            |
| <b>Vendor 048780 - LEAGUE OF KANSAS MUNICIPALITIES Total:</b>  |                   |            |                               | <b>25.00</b>     |
| <b>Vendor: 04518 - MELISSA FLORES</b>                          |                   |            |                               |                  |
| MELISSA FLORES                                                 | 03032026          | 02/23/2026 | ONCE MONTHLY                  | 200.00           |
| <b>Vendor 04518 - MELISSA FLORES Total:</b>                    |                   |            |                               | <b>200.00</b>    |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                           |                   |            |                               |                  |
| PROCOPY, INC.                                                  | 021427            | 02/24/2026 | Print Costs - Administration  | 291.36           |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                     |                   |            |                               | <b>291.36</b>    |
| <b>Vendor: 04649 - TERRY BUTLER</b>                            |                   |            |                               |                  |
| TERRY BUTLER                                                   | INV0037292        | 02/18/2026 | REIMBURSEMENT FOR GREEN...    | 2,205.39         |
| <b>Vendor 04649 - TERRY BUTLER Total:</b>                      |                   |            |                               | <b>2,205.39</b>  |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>             |                   |            |                               |                  |
| TWIN VALLEY TELEPHONE, INC.                                    | 10412617          | 02/24/2026 | Phones - Admin                | 212.04           |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>       |                   |            |                               | <b>212.04</b>    |
| <b>Department 003 - ADMINISTRATION Total:</b>                  |                   |            |                               | <b>47,342.57</b> |
| <b>Department: 008 - BUILDING MAINTENANCE</b>                  |                   |            |                               |                  |
| <b>Vendor: 03501 - DE HART PLUMBING, LLC</b>                   |                   |            |                               |                  |
| DE HART PLUMBING, LLC                                          | 118398538-R       | 02/19/2026 | SERVICE CALL TO M.B. BASEM... | -99.00           |
| DE HART PLUMBING, LLC                                          | 122031960-R       | 02/19/2026 | SERVICE ICE MACHINE, M.B.     | -99.00           |
| <b>Vendor 03501 - DE HART PLUMBING, LLC Total:</b>             |                   |            |                               | <b>-198.00</b>   |
| <b>Vendor: 04165 - PYE-BARKER FIRE &amp; SAFETY, LLC</b>       |                   |            |                               |                  |
| PYE-BARKER FIRE & SAFETY, L...                                 | IV00948652        | 02/25/2026 | QUARTERLY INSPECTION, CO...   | 215.00           |
| PYE-BARKER FIRE & SAFETY, L...                                 | IV00948767        | 02/25/2026 | FIRST AID AND EYEWASH INSP... | 215.00           |
| <b>Vendor 04165 - PYE-BARKER FIRE &amp; SAFETY, LLC Total:</b> |                   |            |                               | <b>430.00</b>    |
| <b>Vendor: 01868 - WEX BANK</b>                                |                   |            |                               |                  |
| WEX BANK                                                       | 110550745         | 02/19/2026 | BUILDING MAINT-FUEL           | 80.67            |
| <b>Vendor 01868 - WEX BANK Total:</b>                          |                   |            |                               | <b>80.67</b>     |
| <b>Department 008 - BUILDING MAINTENANCE Total:</b>            |                   |            |                               | <b>312.67</b>    |
| <b>Department: 010 - PARKS DEPARTMENT</b>                      |                   |            |                               |                  |
| <b>Vendor: 04555 - A2Z RECOGNITION PRODUCTS INC</b>            |                   |            |                               |                  |
| A2Z RECOGNITION PRODUCTS ..                                    | 120566            | 02/19/2026 | FRAMEWORK DRAPE KITS FOR...   | 8,209.72         |
| <b>Vendor 04555 - A2Z RECOGNITION PRODUCTS INC Total:</b>      |                   |            |                               | <b>8,209.72</b>  |
| <b>Vendor: 04639 - AMAZON CAPITAL SERVICES INC</b>             |                   |            |                               |                  |
| AMAZON CAPITAL SERVICES I...                                   | 1MPM-1CJV-79QJ    | 02/20/2026 | Monitors Landscaper           | 179.94           |
| AMAZON CAPITAL SERVICES I...                                   | 1MPM-1CJV-79QJ    | 02/20/2026 | Docking Station Landscaper    | 174.16           |
| <b>Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:</b>       |                   |            |                               | <b>354.10</b>    |
| <b>Vendor: 02754 - ATHCO, LLC</b>                              |                   |            |                               |                  |
| ATHCO, LLC                                                     | 0027340-IN        | 02/25/2026 | PLAY EQUIPMENT REPLACEM...    | 467.00           |
| <b>Vendor 02754 - ATHCO, LLC Total:</b>                        |                   |            |                               | <b>467.00</b>    |
| <b>Vendor: 067805 - CARD CENTER</b>                            |                   |            |                               |                  |
| CARD CENTER                                                    | FEB2026WILCOX UMB | 02/19/2026 | SAMS CLUB                     | 679.40           |
| <b>Vendor 067805 - CARD CENTER Total:</b>                      |                   |            |                               | <b>679.40</b>    |
| <b>Vendor: 03042 - CATLETT AUTOMOTIVE, INC.</b>                |                   |            |                               |                  |
| CATLETT AUTOMOTIVE, INC.                                       | 564807            | 02/19/2026 | TAILGATE HANDLE, TRUCK 149    | 34.18            |
| CATLETT AUTOMOTIVE, INC.                                       | 564847            | 02/19/2026 | UJOINT, TRUCK 101             | 44.80            |
| CATLETT AUTOMOTIVE, INC.                                       | 564596            | 02/25/2026 | THATCHER BELT                 | 12.98            |
| <b>Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:</b>          |                   |            |                               | <b>91.96</b>     |
| <b>Vendor: 043802 - EVERGY</b>                                 |                   |            |                               |                  |
| EVERGY                                                         | INV0037391        | 02/19/2026 | 513 N JEFFERSON-7207317965    | 283.97           |
| <b>Vendor 043802 - EVERGY Total:</b>                           |                   |            |                               | <b>283.97</b>    |

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| Vendor Name                                                    | Payable Number | Post Date  | Description (Item)            | Amount           |
|----------------------------------------------------------------|----------------|------------|-------------------------------|------------------|
| <b>Vendor: 02910 - INLAND TRUCK PARTS COMPANY</b>              |                |            |                               |                  |
| INLAND TRUCK PARTS COMP...                                     | IN-1950344     | 02/25/2026 | UJOINT, TRUCK 101             | 296.32           |
| <b>Vendor 02910 - INLAND TRUCK PARTS COMPANY Total:</b>        |                |            |                               | <b>296.32</b>    |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                     |                |            |                               |                  |
| KANSAS GAS SERVICE                                             | INV0037407     | 02/19/2026 | 1017 1/2 W 5th 510405255 1... | 88.82            |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>               |                |            |                               | <b>88.82</b>     |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                           |                |            |                               |                  |
| PROCOPY, INC.                                                  | 021427         | 02/24/2026 | Print Costs - Parks           | 51.56            |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                     |                |            |                               | <b>51.56</b>     |
| <b>Vendor: 04165 - PYE-BARKER FIRE &amp; SAFETY, LLC</b>       |                |            |                               |                  |
| PYE-BARKER FIRE & SAFETY, L...                                 | IV00948607     | 02/25/2026 | QUARTERLY INSPECTION, PAR...  | 455.00           |
| PYE-BARKER FIRE & SAFETY, L...                                 | IV00949372     | 02/25/2026 | QUARTERLY INSPECTION, 12T...  | 215.00           |
| <b>Vendor 04165 - PYE-BARKER FIRE &amp; SAFETY, LLC Total:</b> |                |            |                               | <b>670.00</b>    |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>             |                |            |                               |                  |
| TWIN VALLEY TELEPHONE, INC.                                    | 10412617       | 02/24/2026 | Internet - 5th Street Park    | 119.99           |
| TWIN VALLEY TELEPHONE, INC.                                    | 10412617       | 02/24/2026 | Phones - Parks 1678           | 128.85           |
| TWIN VALLEY TELEPHONE, INC.                                    | 10412617       | 02/24/2026 | Internet - Rathert Stadium    | 11.98            |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>       |                |            |                               | <b>260.82</b>    |
| <b>Vendor: 01868 - WEX BANK</b>                                |                |            |                               |                  |
| WEX BANK                                                       | 110550745      | 02/19/2026 | PARKS--FUEL                   | 903.32           |
| <b>Vendor 01868 - WEX BANK Total:</b>                          |                |            |                               | <b>903.32</b>    |
| <b>Vendor: 084107 - WHITE STAR</b>                             |                |            |                               |                  |
| WHITE STAR                                                     | 24067971       | 02/25/2026 | HOSE ASSEMBLY, BOBCAT         | 115.07           |
| <b>Vendor 084107 - WHITE STAR Total:</b>                       |                |            |                               | <b>115.07</b>    |
| <b>Department 010 - PARKS DEPARTMENT Total:</b>                |                |            |                               | <b>12,472.06</b> |
| <b>Department: 011 - SWIMMING POOL</b>                         |                |            |                               |                  |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                     |                |            |                               |                  |
| KANSAS GAS SERVICE                                             | INV0037454     | 02/24/2026 | 1017 W 5th - 510290042 154... | 44.06            |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>               |                |            |                               | <b>44.06</b>     |
| <b>Vendor: 04165 - PYE-BARKER FIRE &amp; SAFETY, LLC</b>       |                |            |                               |                  |
| PYE-BARKER FIRE & SAFETY, L...                                 | IV00949379     | 02/25/2026 | QUARTERLY INSPECTION, POOL    | 190.00           |
| <b>Vendor 04165 - PYE-BARKER FIRE &amp; SAFETY, LLC Total:</b> |                |            |                               | <b>190.00</b>    |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>             |                |            |                               |                  |
| TWIN VALLEY TELEPHONE, INC.                                    | 10412617       | 02/24/2026 | Phones - Pool                 | 26.49            |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>       |                |            |                               | <b>26.49</b>     |
| <b>Department 011 - SWIMMING POOL Total:</b>                   |                |            |                               | <b>260.55</b>    |
| <b>Department: 013 - SPIN CITY</b>                             |                |            |                               |                  |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                     |                |            |                               |                  |
| KANSAS GAS SERVICE                                             | INV0037457     | 02/24/2026 | 915 S Washington              | 1,449.95         |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>               |                |            |                               | <b>1,449.95</b>  |
| <b>Vendor: 04165 - PYE-BARKER FIRE &amp; SAFETY, LLC</b>       |                |            |                               |                  |
| PYE-BARKER FIRE & SAFETY, L...                                 | IV00948603     | 02/25/2026 | QUARTERLY SERVICE INSPECT...  | 215.00           |
| <b>Vendor 04165 - PYE-BARKER FIRE &amp; SAFETY, LLC Total:</b> |                |            |                               | <b>215.00</b>    |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>             |                |            |                               |                  |
| TWIN VALLEY TELEPHONE, INC.                                    | 10412617       | 02/24/2026 | Phones - Spin City            | 52.98            |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>       |                |            |                               | <b>52.98</b>     |
| <b>Department 013 - SPIN CITY Total:</b>                       |                |            |                               | <b>1,717.93</b>  |
| <b>Department: 014 - JUNCTION CITY AIRPORT</b>                 |                |            |                               |                  |
| <b>Vendor: 01295 - ALFRED BENESCH &amp; COMPANY</b>            |                |            |                               |                  |
| ALFRED BENESCH & COMPANY                                       | 350183         | 02/24/2026 | 11/25-1/26                    | 23,504.94        |
| <b>Vendor 01295 - ALFRED BENESCH &amp; COMPANY Total:</b>      |                |            |                               | <b>23,504.94</b> |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                     |                |            |                               |                  |
| KANSAS GAS SERVICE                                             | INV0037449     | 02/24/2026 | 540 AIRPORT 100-FEBRUARY ...  | 879.74           |

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| Vendor Name                                                          | Payable Number | Post Date  | Description (Item)             | Amount           |
|----------------------------------------------------------------------|----------------|------------|--------------------------------|------------------|
| KANSAS GAS SERVICE                                                   | INV0037450     | 02/24/2026 | 540 W 18th St 510005287 154... | 167.97           |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>                     |                |            |                                | <b>1,047.71</b>  |
| <b>Vendor: 02150 - RAVEN AERO SERVICE,INC.</b>                       |                |            |                                |                  |
| RAVEN AERO SERVICE,INC.                                              | MARCH 2026     | 02/23/2026 | MONTHLY CONTRACT FOR OP...     | 850.00           |
| <b>Vendor 02150 - RAVEN AERO SERVICE,INC. Total:</b>                 |                |            |                                | <b>850.00</b>    |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>                   |                |            |                                |                  |
| TWIN VALLEY TELEPHONE, INC.                                          | 10412617       | 02/24/2026 | Dark Fiber Lease               | 625.00           |
| TWIN VALLEY TELEPHONE, INC.                                          | 10412617       | 02/24/2026 | Phones - Airport               | 26.49            |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>             |                |            |                                | <b>651.49</b>    |
| <b>Department 014 - jUNCTION CITY AIRPORT Total:</b>                 |                |            |                                | <b>26,054.14</b> |
| <b>Department: 017 - ROLLING MEADOWS GOLF COURSE</b>                 |                |            |                                |                  |
| <b>Vendor: 02104 - BRAMLAGE PROPERTIES, LLC</b>                      |                |            |                                |                  |
| BRAMLAGE PROPERTIES, LLC                                             | INV0037448     | 02/24/2026 | MARCH 2026-BILLBOARD REN...    | 350.00           |
| <b>Vendor 02104 - BRAMLAGE PROPERTIES, LLC Total:</b>                |                |            |                                | <b>350.00</b>    |
| <b>Vendor: 02946 - BRIDGESTONE GOLF, INC</b>                         |                |            |                                |                  |
| BRIDGESTONE GOLF, INC                                                | INV-1003334801 | 02/24/2026 | MERCH FOR RESALE               | 533.96           |
| <b>Vendor 02946 - BRIDGESTONE GOLF, INC Total:</b>                   |                |            |                                | <b>533.96</b>    |
| <b>Vendor: 067805 - CARD CENTER</b>                                  |                |            |                                |                  |
| CARD CENTER                                                          | STEDMANJAN26   | 02/19/2026 | WEBSITE PAYMENT                | 19.99            |
| <b>Vendor 067805 - CARD CENTER Total:</b>                            |                |            |                                | <b>19.99</b>     |
| <b>Vendor: 00952 - CASH-WA DISTRIBUTING</b>                          |                |            |                                |                  |
| CASH-WA DISTRIBUTING                                                 | 14975705-1     | 02/23/2026 | FOOD FOR RESALE (ADJUSTM...    | 300.76           |
| CASH-WA DISTRIBUTING                                                 | 14999743       | 02/24/2026 | FOOD FOR RESALE                | 808.29           |
| <b>Vendor 00952 - CASH-WA DISTRIBUTING Total:</b>                    |                |            |                                | <b>1,109.05</b>  |
| <b>Vendor: 017410 - CROWN DISTRIBUTORS, INC.</b>                     |                |            |                                |                  |
| CROWN DISTRIBUTORS, INC.                                             | W-7317263      | 02/19/2026 | BEER FOR RESALE                | 319.20           |
| <b>Vendor 017410 - CROWN DISTRIBUTORS, INC. Total:</b>               |                |            |                                | <b>319.20</b>    |
| <b>Vendor: 021845 - EASY PICKER GOLF PRODUCTS</b>                    |                |            |                                |                  |
| EASY PICKER GOLF PRODUCTS                                            | 0227942-IN     | 02/19/2026 | GOLF SUPPLIES                  | 1,854.89         |
| EASY PICKER GOLF PRODUCTS                                            | 0228049-IN     | 02/19/2026 | GOLF SUPPLIES                  | 755.03           |
| EASY PICKER GOLF PRODUCTS                                            | 0228285-IN     | 02/19/2026 | GOLF SUPPLIES                  | 2,518.09         |
| <b>Vendor 021845 - EASY PICKER GOLF PRODUCTS Total:</b>              |                |            |                                | <b>5,128.01</b>  |
| <b>Vendor: 04019 - FIRST-CITIZENS BANK &amp; TRUST COMPANY</b>       |                |            |                                |                  |
| FIRST-CITIZENS BANK & TRUST...                                       | 4852612        | 02/24/2026 | CART LEASE                     | 4,266.35         |
| <b>Vendor 04019 - FIRST-CITIZENS BANK &amp; TRUST COMPANY Total:</b> |                |            |                                | <b>4,266.35</b>  |
| <b>Vendor: 026399 - FLINT HILLS BEVERAGE LLC</b>                     |                |            |                                |                  |
| FLINT HILLS BEVERAGE LLC                                             | 868920         | 02/19/2026 | BEER FOR RESALE                | 329.08           |
| FLINT HILLS BEVERAGE LLC                                             | 869701         | 02/19/2026 | BEER FOR RESALE                | 294.12           |
| <b>Vendor 026399 - FLINT HILLS BEVERAGE LLC Total:</b>               |                |            |                                | <b>623.20</b>    |
| <b>Vendor: 026585 - FOOTJOY/TITLEIST</b>                             |                |            |                                |                  |
| FOOTJOY/TITLEIST                                                     | 9222464113     | 02/19/2026 | BALLS FOR RESALE               | 5,377.16         |
| FOOTJOY/TITLEIST                                                     | 922270612      | 02/19/2026 | MERCH FOR RESALE               | 602.02           |
| FOOTJOY/TITLEIST                                                     | 922291354      | 02/19/2026 | MERCH FOR RESALE               | 518.01           |
| FOOTJOY/TITLEIST                                                     | 922299427      | 02/23/2026 | SHOES FOR RESALE               | 110.70           |
| <b>Vendor 026585 - FOOTJOY/TITLEIST Total:</b>                       |                |            |                                | <b>6,607.89</b>  |
| <b>Vendor: 04572 - GT GOLF HOLDINGS, INC</b>                         |                |            |                                |                  |
| GT GOLF HOLDINGS, INC                                                | INV784522      | 02/24/2026 | MERCH FOR RESALE               | 142.63           |
| <b>Vendor 04572 - GT GOLF HOLDINGS, INC Total:</b>                   |                |            |                                | <b>142.63</b>    |
| <b>Vendor: 020860 - MID KANSAS COOPERATIVE ASSOCIATION</b>           |                |            |                                |                  |
| MID KANSAS COOPERATIVE A...                                          | PREVBAL        | 02/19/2026 | FUEL FOR EQUIPMENT             | 317.48           |
| <b>Vendor 020860 - MID KANSAS COOPERATIVE ASSOCIATION Total:</b>     |                |            |                                | <b>317.48</b>    |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                                 |                |            |                                |                  |
| PROCOPY, INC.                                                        | 021427         | 02/24/2026 | Print Costs - Golf             | 37.57            |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                           |                |            |                                | <b>37.57</b>     |

| Vendor Name                                                                    | Payable Number       | Post Date  | Description (Item)                 | Amount           |
|--------------------------------------------------------------------------------|----------------------|------------|------------------------------------|------------------|
| <b>Vendor: 01369 - PROPANE CENTRAL</b>                                         |                      |            |                                    |                  |
| PROPANE CENTRAL                                                                | U5103493             | 02/19/2026 | PRPANE FOR SHOP                    | 569.55           |
| <b>Vendor 01369 - PROPANE CENTRAL Total:</b>                                   |                      |            |                                    | <b>569.55</b>    |
| <b>Vendor: 067881 - ROLLING MEADOWS GOLF COURSE</b>                            |                      |            |                                    |                  |
| ROLLING MEADOWS GOLF C...                                                      | INV0037353           | 02/20/2026 | EMPLOYEE CAR RENTAL FEE            | 195.75           |
| ROLLING MEADOWS GOLF C...                                                      | INV0037354           | 02/20/2026 | EMPLOYEE FAMILY MEMBERS...         | 100.20           |
| ROLLING MEADOWS GOLF C...                                                      | INV0037355           | 02/20/2026 | EMPLOYEE SENIOR MEMBERS...         | 9.80             |
| ROLLING MEADOWS GOLF C...                                                      | INV0037356           | 02/20/2026 | EMPLOYEE MEMBERSHIP SIN...         | 97.60            |
| <b>Vendor 067881 - ROLLING MEADOWS GOLF COURSE Total:</b>                      |                      |            |                                    | <b>403.35</b>    |
| <b>Vendor: 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC</b>                   |                      |            |                                    |                  |
| SITEONE LANDSCAPE SUPPLY ...                                                   | 162335174-001        | 02/19/2026 | CHEMICALS FOR COURSE               | 310.09           |
| SITEONE LANDSCAPE SUPPLY ...                                                   | 162371303-001        | 02/19/2026 | IRRIGATION REPAIR                  | 171.47           |
| <b>Vendor 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC Total:</b>             |                      |            |                                    | <b>481.56</b>    |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>                             |                      |            |                                    |                  |
| TWIN VALLEY TELEPHONE, INC.                                                    | 10412617             | 02/24/2026 | Phones - Golf                      | 78.57            |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>                       |                      |            |                                    | <b>78.57</b>     |
| <b>Department 017 - ROLLING MEADOWS GOLF COURSE Total:</b>                     |                      |            |                                    | <b>20,988.36</b> |
| <b>Department: 018 - EMERGENCY MEDICAL SERVICES</b>                            |                      |            |                                    |                  |
| <b>Vendor: 04639 - AMAZON CAPITAL SERVICES INC</b>                             |                      |            |                                    |                  |
| AMAZON CAPITAL SERVICES I...                                                   | 1FCK-WMKQ-6FPK       | 02/20/2026 | USB Hub Kelly - Fire               | 14.99            |
| AMAZON CAPITAL SERVICES I...                                                   | 1MPM-1CJV-79QJ       | 02/20/2026 | Monitors Kelly                     | 89.97            |
| AMAZON CAPITAL SERVICES I...                                                   | 1MPM-1CJV-79QJ       | 02/20/2026 | Docking Station Kelly              | 87.08            |
| <b>Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:</b>                       |                      |            |                                    | <b>192.04</b>    |
| <b>Vendor: 02444 - BOUND TREE MEDICAL, LLC</b>                                 |                      |            |                                    |                  |
| BOUND TREE MEDICAL, LLC                                                        | 86096179             | 02/20/2026 | MEDICAL SUPPLIES                   | 2,561.25         |
| BOUND TREE MEDICAL, LLC                                                        | 86104369             | 02/20/2026 | MEDICAL SUPPLIES                   | 49.58            |
| <b>Vendor 02444 - BOUND TREE MEDICAL, LLC Total:</b>                           |                      |            |                                    | <b>2,610.83</b>  |
| <b>Vendor: 01516 - COLLECTION BUREAU OF KANSAS INC</b>                         |                      |            |                                    |                  |
| COLLECTION BUREAU OF KAN...                                                    | 2026-01-30-LC190-7-C | 02/20/2026 | COLLECTION FEES - JAN 2026         | 2,002.48         |
| <b>Vendor 01516 - COLLECTION BUREAU OF KANSAS INC Total:</b>                   |                      |            |                                    | <b>2,002.48</b>  |
| <b>Vendor: 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC</b>       |                      |            |                                    |                  |
| GODFREY'S INDOOR SHOOTI...                                                     | S1141325             | 02/20/2026 | UNIFORMS/BLOOMDAHL (5...           | 134.81           |
| GODFREY'S INDOOR SHOOTI...                                                     | S1142508             | 02/20/2026 | UNIFORMS/HOLLE (50%)               | 389.67           |
| GODFREY'S INDOOR SHOOTI...                                                     | S1147433             | 02/20/2026 | STRUCTURE BOOTS (25%)              | 104.75           |
| <b>Vendor 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC Total:</b> |                      |            |                                    | <b>629.23</b>    |
| <b>Vendor: 04320 - HENRY SCHEIN, INC</b>                                       |                      |            |                                    |                  |
| HENRY SCHEIN, INC                                                              | 52999448             | 02/20/2026 | MEDICAL SUPPLIES                   | 313.60           |
| HENRY SCHEIN, INC                                                              | 53207964             | 02/20/2026 | MEDICAL SUPPLIES                   | 1,313.94         |
| HENRY SCHEIN, INC                                                              | 53244058             | 02/20/2026 | MEDICAL SUPPLIES                   | 605.04           |
| <b>Vendor 04320 - HENRY SCHEIN, INC Total:</b>                                 |                      |            |                                    | <b>2,232.58</b>  |
| <b>Vendor: 04359 - PEDIATRIC EMERGENCY STANDARDS INC</b>                       |                      |            |                                    |                  |
| PEDIATRIC EMERGENCY STAN...                                                    | INV-13134            | 02/20/2026 | ANNUAL MOBILE ACCESS TO ...        | 2,420.50         |
| <b>Vendor 04359 - PEDIATRIC EMERGENCY STANDARDS INC Total:</b>                 |                      |            |                                    | <b>2,420.50</b>  |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                                           |                      |            |                                    |                  |
| PROCOPY, INC.                                                                  | 021427               | 02/24/2026 | Print Costs - FS2 - EMS Office     | 36.02            |
| PROCOPY, INC.                                                                  | 021427               | 02/24/2026 | Print Costs - Kelly                | 55.00            |
| PROCOPY, INC.                                                                  | 021427               | 02/24/2026 | Print Costs - FS1 - EMS            | 6.61             |
| PROCOPY, INC.                                                                  | 021427               | 02/24/2026 | Print Costs - FS1 - Copier         | 151.11           |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                                     |                      |            |                                    | <b>248.74</b>    |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>                             |                      |            |                                    |                  |
| TWIN VALLEY TELEPHONE, INC.                                                    | 10412617             | 02/24/2026 | Internet - FS2 - Butler Building   | 68.49            |
| TWIN VALLEY TELEPHONE, INC.                                                    | 10412617             | 02/24/2026 | Internet - FS2 E Building (Main... | 68.49            |
| TWIN VALLEY TELEPHONE, INC.                                                    | 10412617             | 02/24/2026 | Phones - FS1 50% split             | 283.74           |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>                       |                      |            |                                    | <b>420.72</b>    |

**Appropriations February 17 - March 4.2026**
**Post Dates: 2/17/2026 - 3/4/2026**

| <b>Vendor Name</b>                                           | <b>Payable Number</b> | <b>Post Date</b> | <b>Description (Item)</b>    | <b>Amount</b>    |
|--------------------------------------------------------------|-----------------------|------------------|------------------------------|------------------|
| <b>Vendor: 01868 - WEX BANK</b>                              |                       |                  |                              |                  |
| WEX BANK                                                     | 110550745             | 02/19/2026       | AMBULANCE-FUEL               | 964.23           |
| <b>Vendor 01868 - WEX BANK Total:</b>                        |                       |                  |                              | <b>964.23</b>    |
| <b>Department 018 - EMERGENCY MEDICAL SERVICES Total:</b>    |                       |                  |                              | <b>11,721.35</b> |
| <b>Department: 019 - ANIMAL SHELTER</b>                      |                       |                  |                              |                  |
| <b>Vendor: 043802 - EVERGY</b>                               |                       |                  |                              |                  |
| EVERGY                                                       | INV0037290            | 02/17/2026       | 2424 N JACKSON -             | 447.36           |
| <b>Vendor 043802 - EVERGY Total:</b>                         |                       |                  |                              | <b>447.36</b>    |
| <b>Vendor: 03272 - IDEXX DISTRIBUTION, INC.</b>              |                       |                  |                              |                  |
| IDEXX DISTRIBUTION, INC.                                     | 3194967183            | 02/24/2026       | Idexx machine coverage       | 101.03           |
| <b>Vendor 03272 - IDEXX DISTRIBUTION, INC. Total:</b>        |                       |                  |                              | <b>101.03</b>    |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                   |                       |                  |                              |                  |
| KANSAS GAS SERVICE                                           | INV0037399            | 02/19/2026       | 2424 N JACKSON- ANIMAL SH... | 784.29           |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>             |                       |                  |                              | <b>784.29</b>    |
| <b>Vendor: 03282 - MIDWEST VETERINARY SUPPLY, INC.</b>       |                       |                  |                              |                  |
| MIDWEST VETERINARY SUPPL...                                  | 27825757              | 02/23/2026       | Rescue Cleaner               | 362.22           |
| MIDWEST VETERINARY SUPPL...                                  | 27825757-050          | 02/24/2026       | Heartworm meds               | 321.93           |
| <b>Vendor 03282 - MIDWEST VETERINARY SUPPLY, INC. Total:</b> |                       |                  |                              | <b>684.15</b>    |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                         |                       |                  |                              |                  |
| PROCOPY, INC.                                                | 021427                | 02/24/2026       | Print Costs - Animal Shelter | 181.48           |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                   |                       |                  |                              | <b>181.48</b>    |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>           |                       |                  |                              |                  |
| TWIN VALLEY TELEPHONE, INC.                                  | 10412617              | 02/24/2026       | Phones - Shelter             | 53.37            |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>     |                       |                  |                              | <b>53.37</b>     |
| <b>Vendor: 01868 - WEX BANK</b>                              |                       |                  |                              |                  |
| WEX BANK                                                     | 110550745             | 02/19/2026       | ANIMAL SHELTER - FUEL        | 55.28            |
| <b>Vendor 01868 - WEX BANK Total:</b>                        |                       |                  |                              | <b>55.28</b>     |
| <b>Vendor: 03277 - ZOETIS US LLC</b>                         |                       |                  |                              |                  |
| ZOETIS US LLC                                                | 9030979477            | 02/23/2026       | Vaccines                     | 400.25           |
| <b>Vendor 03277 - ZOETIS US LLC Total:</b>                   |                       |                  |                              | <b>400.25</b>    |
| <b>Department 019 - ANIMAL SHELTER Total:</b>                |                       |                  |                              | <b>2,707.21</b>  |
| <b>Department: 022 - BUILDING CODES &amp; INSPECTIONS</b>    |                       |                  |                              |                  |
| <b>Vendor: 01803 - GLESSNER DIRT LLC</b>                     |                       |                  |                              |                  |
| GLESSNER DIRT LLC                                            | 1440                  | 02/23/2026       | 211 E 5TH ST - DEMOLTION     | 11,044.00        |
| <b>Vendor 01803 - GLESSNER DIRT LLC Total:</b>               |                       |                  |                              | <b>11,044.00</b> |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                         |                       |                  |                              |                  |
| PROCOPY, INC.                                                | 021427                | 02/24/2026       | Print Costs - Codes          | 405.34           |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                   |                       |                  |                              | <b>405.34</b>    |
| <b>Vendor: 02511 - TERRY GRAHAM</b>                          |                       |                  |                              |                  |
| TERRY GRAHAM                                                 | 2562                  | 02/23/2026       | 801 W 11TH ST                | 125.00           |
| TERRY GRAHAM                                                 | 2562                  | 02/23/2026       | 626 W 11TH ST                | 120.00           |
| TERRY GRAHAM                                                 | 2562                  | 02/23/2026       | 505 W 8TH ST                 | 100.00           |
| TERRY GRAHAM                                                 | 2562                  | 02/23/2026       | 540 W 7TH ST                 | 150.00           |
| TERRY GRAHAM                                                 | 2562                  | 02/23/2026       | 129 E ELM ST                 | 90.00            |
| TERRY GRAHAM                                                 | 2562                  | 02/23/2026       | 826 W 13TH ST                | 60.00            |
| TERRY GRAHAM                                                 | 2562                  | 02/23/2026       | 620 W 11TH ST                | 55.00            |
| TERRY GRAHAM                                                 | 2562                  | 02/23/2026       | 436 W 1ST ST                 | 275.00           |
| TERRY GRAHAM                                                 | 2562                  | 02/23/2026       | 709 W 13TH ST                | 450.00           |
| <b>Vendor 02511 - TERRY GRAHAM Total:</b>                    |                       |                  |                              | <b>1,425.00</b>  |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>           |                       |                  |                              |                  |
| TWIN VALLEY TELEPHONE, INC.                                  | 10412617              | 02/24/2026       | Phones - B&C                 | 281.29           |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>     |                       |                  |                              | <b>281.29</b>    |



| Vendor Name                                                       | Payable Number | Post Date  | Description (Item)               | Amount           |
|-------------------------------------------------------------------|----------------|------------|----------------------------------|------------------|
| <b>Vendor: 01868 - WEX BANK</b>                                   |                |            |                                  |                  |
| WEX BANK                                                          | 110550745      | 02/19/2026 | B & C--FUEL                      | 250.25           |
| <b>Vendor 01868 - WEX BANK Total:</b>                             |                |            |                                  | <b>250.25</b>    |
| <b>Department 022 - BUILDING CODES &amp; INSPECTIONS Total:</b>   |                |            |                                  | <b>13,405.88</b> |
| <b>Department: 023 - LAW ENFORCEMENT DEPARTMENT</b>               |                |            |                                  |                  |
| <b>Vendor: 04639 - AMAZON CAPITAL SERVICES INC</b>                |                |            |                                  |                  |
| AMAZON CAPITAL SERVICES I...                                      | 1FCK-WMKQ-6FPK | 02/20/2026 | Surface Laptop Sharon - PD       | 2,019.98         |
| <b>Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:</b>          |                |            |                                  | <b>2,019.98</b>  |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                        |                |            |                                  |                  |
| KANSAS GAS SERVICE                                                | INV0037408     | 02/19/2026 | 210 E 9TH-POLICE DEPARTME...     | 798.89           |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>                  |                |            |                                  | <b>798.89</b>    |
| <b>Vendor: 043680 - KANSAS PEACE OFFICERS</b>                     |                |            |                                  |                  |
| KANSAS PEACE OFFICERS                                             | 112618-R       | 02/23/2026 | 2019 KPOA Dues                   | -940.00          |
| <b>Vendor 043680 - KANSAS PEACE OFFICERS Total:</b>               |                |            |                                  | <b>-940.00</b>   |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                              |                |            |                                  |                  |
| PROCOPY, INC.                                                     | 021427         | 02/24/2026 | Print Costs - Patrol Sgt         | 57.08            |
| PROCOPY, INC.                                                     | 021427         | 02/24/2026 | Print Costs - PD Chief           | 110.20           |
| PROCOPY, INC.                                                     | 021427         | 02/24/2026 | Print Costs - Investigations     | 173.33           |
| PROCOPY, INC.                                                     | 021427         | 02/24/2026 | Print Costs - Report Writing     | 146.35           |
| PROCOPY, INC.                                                     | 021427         | 02/24/2026 | Print Costs - Records            | 383.18           |
| PROCOPY, INC.                                                     | 021427         | 02/24/2026 | Print Costs - Dispatch MFP       | 674.28           |
| PROCOPY, INC.                                                     | 021427         | 02/24/2026 | Print Costs - Dispatch P1        | 11.65            |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                        |                |            |                                  | <b>1,556.07</b>  |
| <b>Vendor: 070860 - SERVICEMASTER</b>                             |                |            |                                  |                  |
| SERVICEMASTER                                                     | 5842-R         | 02/23/2026 | 5842 PD Aug 18 PD Janitorial ... | -798.00          |
| <b>Vendor 070860 - SERVICEMASTER Total:</b>                       |                |            |                                  | <b>-798.00</b>   |
| <b>Vendor: 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC</b>       |                |            |                                  |                  |
| STORMONT VAIL HEALTH FLIN...                                      | INV0037453     | 02/24/2026 | DRUG TESTING                     | 95.00            |
| <b>Vendor 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC Total:</b> |                |            |                                  | <b>95.00</b>     |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>                |                |            |                                  |                  |
| TWIN VALLEY TELEPHONE, INC.                                       | 10412617       | 02/24/2026 | Internet - DTF                   | 432.24           |
| TWIN VALLEY TELEPHONE, INC.                                       | 10412617       | 02/24/2026 | Internet - PD Video Room         | 391.96           |
| TWIN VALLEY TELEPHONE, INC.                                       | 10412617       | 02/24/2026 | Phones - PD                      | 1,244.67         |
| TWIN VALLEY TELEPHONE, INC.                                       | 10412617       | 02/24/2026 | Phones - DTF                     | 103.25           |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>          |                |            |                                  | <b>2,172.12</b>  |
| <b>Vendor: 01414 - TYLER TECHNOLOGIES, INC</b>                    |                |            |                                  |                  |
| TYLER TECHNOLOGIES, INC                                           | CI100-00243050 | 02/24/2026 | New World Software Annual ...    | 55,533.12        |
| TYLER TECHNOLOGIES, INC                                           | CI100-00259804 | 02/25/2026 | Pawn Tickets - Annual Mainte...  | 1,070.04         |
| <b>Vendor 01414 - TYLER TECHNOLOGIES, INC Total:</b>              |                |            |                                  | <b>56,603.16</b> |
| <b>Vendor: 00970 - VERIZON WIRELESS</b>                           |                |            |                                  |                  |
| VERIZON WIRELESS                                                  | 6135907934 DTF | 02/19/2026 | 785-209-2034 DATA MODEM          | 40.01            |
| VERIZON WIRELESS                                                  | 6135907934 DTF | 02/19/2026 | 404-844-9432 DATA MODEM          | 40.01            |
| VERIZON WIRELESS                                                  | 6135907934 DTF | 02/19/2026 | 404-326-3258- DATA MODEM         | 40.01            |
| VERIZON WIRELESS                                                  | 6135907934 DTF | 02/19/2026 | 785-210-4136 INVESTIGATIONS      | 38.52            |
| <b>Vendor 00970 - VERIZON WIRELESS Total:</b>                     |                |            |                                  | <b>158.55</b>    |
| <b>Vendor: 01868 - WEX BANK</b>                                   |                |            |                                  |                  |
| WEX BANK                                                          | 110550745      | 02/19/2026 | POLICE-FUEL                      | 7,527.51         |
| <b>Vendor 01868 - WEX BANK Total:</b>                             |                |            |                                  | <b>7,527.51</b>  |
| <b>Department 023 - LAW ENFORCEMENT DEPARTMENT Total:</b>         |                |            |                                  | <b>69,193.28</b> |
| <b>Department: 024 - FIRE DEPARTMENT</b>                          |                |            |                                  |                  |
| <b>Vendor: 04639 - AMAZON CAPITAL SERVICES INC</b>                |                |            |                                  |                  |
| AMAZON CAPITAL SERVICES I...                                      | 1FCK-WMKQ-6FPK | 02/20/2026 | USB Hub Kelly - Fire             | 15.00            |
| AMAZON CAPITAL SERVICES I...                                      | 1MPM-1CJV-79QJ | 02/20/2026 | Docking Station Kelly            | 87.08            |
| AMAZON CAPITAL SERVICES I...                                      | 1MPM-1CJV-79QJ | 02/20/2026 | Monitors Kelly                   | 89.97            |
| <b>Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:</b>          |                |            |                                  | <b>192.05</b>    |

| Vendor Name                                                                    | Payable Number  | Post Date  | Description (Item)                 | Amount            |
|--------------------------------------------------------------------------------|-----------------|------------|------------------------------------|-------------------|
| <b>Vendor: 03213 - DELTA FIRE &amp; SAFETY INC.</b>                            |                 |            |                                    |                   |
| DELTA FIRE & SAFETY INC.                                                       | INVTX26-08007   | 02/20/2026 | REPAIR GEAR/GASTON                 | 73.26             |
| <b>Vendor 03213 - DELTA FIRE &amp; SAFETY INC. Total:</b>                      |                 |            |                                    | <b>73.26</b>      |
| <b>Vendor: 03744 - FLAGSTAR PUBLIC FUNDING</b>                                 |                 |            |                                    |                   |
| FLAGSTAR PUBLIC FUNDING                                                        | 500322001021126 | 02/25/2026 | SELF BREATHING APPARATUS           | 1,427.39          |
| FLAGSTAR PUBLIC FUNDING                                                        | 500322001021126 | 02/25/2026 | SELF BREATHING APPARATUS           | 42,900.06         |
| <b>Vendor 03744 - FLAGSTAR PUBLIC FUNDING Total:</b>                           |                 |            |                                    | <b>44,327.45</b>  |
| <b>Vendor: 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC</b>       |                 |            |                                    |                   |
| GODFREY'S INDOOR SHOOTI...                                                     | S1141325        | 02/20/2026 | UNIFORMS/BLOOMDAHL (5...           | 134.81            |
| GODFREY'S INDOOR SHOOTI...                                                     | S1142508        | 02/20/2026 | UNIFORMS/HOLLE (50%)               | 389.68            |
| GODFREY'S INDOOR SHOOTI...                                                     | S1147433        | 02/20/2026 | STRUCTURE BOOTS (75%)              | 314.25            |
| <b>Vendor 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC Total:</b> |                 |            |                                    | <b>838.74</b>     |
| <b>Vendor: 035902 - HUTCHINSON COMMUNITY COLLEGE</b>                           |                 |            |                                    |                   |
| HUTCHINSON COMMUNITY C...                                                      | 64449           | 02/23/2026 | FFI, II AND HAZMAT TRAINING...     | 4,132.00          |
| <b>Vendor 035902 - HUTCHINSON COMMUNITY COLLEGE Total:</b>                     |                 |            |                                    | <b>4,132.00</b>   |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                                     |                 |            |                                    |                   |
| KANSAS GAS SERVICE                                                             | INV0037451      | 02/24/2026 | 2245 Lacy Dr 510021949 1615...     | 1,081.45          |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>                               |                 |            |                                    | <b>1,081.45</b>   |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                                           |                 |            |                                    |                   |
| PROCOPY, INC.                                                                  | 021427          | 02/24/2026 | Print Costs - FS1 - Copier         | 151.10            |
| PROCOPY, INC.                                                                  | 021427          | 02/24/2026 | Print Costs - Kelly                | 55.08             |
| PROCOPY, INC.                                                                  | 021427          | 02/24/2026 | Print Costs - FS1 - EMS            | 6.60              |
| PROCOPY, INC.                                                                  | 021427          | 02/24/2026 | Print Costs - FS2 - EMS Office     | 36.02             |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                                     |                 |            |                                    | <b>248.80</b>     |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>                             |                 |            |                                    |                   |
| TWIN VALLEY TELEPHONE, INC.                                                    | 10412617        | 02/24/2026 | Internet - FS2 - Butler Building   | 68.49             |
| TWIN VALLEY TELEPHONE, INC.                                                    | 10412617        | 02/24/2026 | Internet - FS2 E Building (Main... | 68.49             |
| TWIN VALLEY TELEPHONE, INC.                                                    | 10412617        | 02/24/2026 | Phones - FS1 50% split             | 283.73            |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>                       |                 |            |                                    | <b>420.71</b>     |
| <b>Vendor: 01868 - WEX BANK</b>                                                |                 |            |                                    |                   |
| WEX BANK                                                                       | 110550745       | 02/19/2026 | FIRE-FUEL                          | 1,558.83          |
| <b>Vendor 01868 - WEX BANK Total:</b>                                          |                 |            |                                    | <b>1,558.83</b>   |
| <b>Department 024 - FIRE DEPARTMENT Total:</b>                                 |                 |            |                                    | <b>52,873.29</b>  |
| <b>Department: 025 - STREET DEPARTMENT</b>                                     |                 |            |                                    |                   |
| <b>Vendor: 006660 - BAYER CONSTRUCTION CO.</b>                                 |                 |            |                                    |                   |
| BAYER CONSTRUCTION CO.                                                         | A24D2059.8      | 02/20/2026 | 2025 STREET MAINTENANCE            | 139,194.23        |
| <b>Vendor 006660 - BAYER CONSTRUCTION CO. Total:</b>                           |                 |            |                                    | <b>139,194.23</b> |
| <b>Vendor: 062634 - CRAFCO, INC.</b>                                           |                 |            |                                    |                   |
| CRAFCO, INC.                                                                   | 9403649706      | 02/19/2026 | PW TRAFFIC PERFORM WHITE...        | 800.00            |
| CRAFCO, INC.                                                                   | 9403649706      | 02/19/2026 | PW TRAFFIC PERFORM YELL...         | 1,640.00          |
| <b>Vendor 062634 - CRAFCO, INC. Total:</b>                                     |                 |            |                                    | <b>2,440.00</b>   |
| <b>Vendor: 043802 - EVERGY</b>                                                 |                 |            |                                    |                   |
| EVERGY                                                                         | INV0037390      | 02/19/2026 | 1204 W 8TH ST                      | 46.08             |
| EVERGY                                                                         | INV0037393      | 02/19/2026 | 1920 Lacy Dr Siren                 | 30.75             |
| EVERGY                                                                         | 03092026.2      | 02/24/2026 | 110 W 6th                          | 28.86             |
| EVERGY                                                                         | 03092026.3      | 02/24/2026 | 133-A 6th Street Acct#938452...    | 172.69            |
| <b>Vendor 043802 - EVERGY Total:</b>                                           |                 |            |                                    | <b>278.38</b>     |
| <b>Vendor: 02138 - FACTORY MOTOR PARTS</b>                                     |                 |            |                                    |                   |
| FACTORY MOTOR PARTS                                                            | 8-Z24056        | 02/20/2026 | PW BATTERY STOCK                   | 164.66            |
| FACTORY MOTOR PARTS                                                            | 8-Z23940        | 02/23/2026 | PS FLEET BATTERY STOCK             | 61.80             |
| FACTORY MOTOR PARTS                                                            | 8-Z23940        | 02/23/2026 | PS FLEET BATTERY STOCK             | 64.18             |
| <b>Vendor 02138 - FACTORY MOTOR PARTS Total:</b>                               |                 |            |                                    | <b>290.64</b>     |
| <b>Vendor: 01011 - FOLEY EQUIPMENT</b>                                         |                 |            |                                    |                   |
| FOLEY EQUIPMENT                                                                | M3229501        | 02/23/2026 | WHEEL LOADER RENTAL                | 1,370.64          |
| <b>Vendor 01011 - FOLEY EQUIPMENT Total:</b>                                   |                 |            |                                    | <b>1,370.64</b>   |

| Vendor Name                                                     | Payable Number | Post Date  | Description (Item)              | Amount           |
|-----------------------------------------------------------------|----------------|------------|---------------------------------|------------------|
| <b>Vendor: 02157 - INDEPENDENT SALT COMPANY</b>                 |                |            |                                 |                  |
| INDEPENDENT SALT COMPANY                                        | 0198745-IN     | 02/20/2026 | BULK DEICING SALT, 1200 TO...   | 4,722.08         |
| INDEPENDENT SALT COMPANY                                        | 0199096-IN     | 02/20/2026 | BULK DEICING SALT, 1200 TO...   | 3,559.58         |
| INDEPENDENT SALT COMPANY                                        | 0199174-IN     | 02/20/2026 | BULK DEICING SALT, 1200 TO...   | 2,368.01         |
| INDEPENDENT SALT COMPANY                                        | 0199248-IN     | 02/20/2026 | BULK DEICING SALT, 1200 TO...   | 2,405.21         |
| INDEPENDENT SALT COMPANY                                        | 0199312-IN     | 02/20/2026 | BULK DEICING SALT, 1200 TO...   | 3,550.28         |
| INDEPENDENT SALT COMPANY                                        | 0199393-IN     | 02/24/2026 | BULK DEICING SALT, 1200 TO...   | 2,426.14         |
| <b>Vendor 02157 - INDEPENDENT SALT COMPANY Total:</b>           |                |            |                                 | <b>19,031.30</b> |
| <b>Vendor: 02486 - INFINITY HYDRAULICS LLC</b>                  |                |            |                                 |                  |
| INFINITY HYDRAULICS LLC                                         | 1685           | 02/19/2026 | #602 GRADER STEERING CYLI...    | 200.00           |
| INFINITY HYDRAULICS LLC                                         | 1685           | 02/19/2026 | #602 GRADER STEERING CYLI...    | 57.88            |
| <b>Vendor 02486 - INFINITY HYDRAULICS LLC Total:</b>            |                |            |                                 | <b>257.88</b>    |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                      |                |            |                                 |                  |
| KANSAS GAS SERVICE                                              | INV0037455     | 02/24/2026 | 2324 1/2 N Jackson - 5103944... | 311.31           |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>                |                |            |                                 | <b>311.31</b>    |
| <b>Vendor: 043650 - KANSAS MUNICIPAL UTILITIES</b>              |                |            |                                 |                  |
| KANSAS MUNICIPAL UTILITIES                                      | 200010091      | 02/19/2026 | 2026 KMU DAY AT THE CAPIT...    | 16.25            |
| <b>Vendor 043650 - KANSAS MUNICIPAL UTILITIES Total:</b>        |                |            |                                 | <b>16.25</b>     |
| <b>Vendor: 01542 - MAC TOOLS DISTRIBUTOR</b>                    |                |            |                                 |                  |
| MAC TOOLS DISTRIBUTOR                                           | 267391         | 02/20/2026 | PW BATTERIES                    | 422.29           |
| <b>Vendor 01542 - MAC TOOLS DISTRIBUTOR Total:</b>              |                |            |                                 | <b>422.29</b>    |
| <b>Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO</b>                 |                |            |                                 |                  |
| MSC INDUSTRIAL SUPPLY CO                                        | 8247088001     | 02/23/2026 | PW FLEET STOCK TAPCON AN...     | 62.01            |
| <b>Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:</b>           |                |            |                                 | <b>62.01</b>     |
| <b>Vendor: 04620 - NATIONAL SIGN COMPANY LLC</b>                |                |            |                                 |                  |
| NATIONAL SIGN COMPANY LLC                                       | IN0000970      | 02/19/2026 | ADV SCHOOL CROSSING 30: P...    | 1,495.98         |
| <b>Vendor 04620 - NATIONAL SIGN COMPANY LLC Total:</b>          |                |            |                                 | <b>1,495.98</b>  |
| <b>Vendor: 02363 - PENN ENTERPRISES</b>                         |                |            |                                 |                  |
| PENN ENTERPRISES                                                | 09-2018B-R     | 02/23/2026 | LAUNDERING OF OFFICE MATS..     | -35.97           |
| PENN ENTERPRISES                                                | 11-2019-R      | 02/23/2026 | LAUNDERING OF OFFICE MATS..     | -34.14           |
| <b>Vendor 02363 - PENN ENTERPRISES Total:</b>                   |                |            |                                 | <b>-70.11</b>    |
| <b>Vendor: 03078 - POMP'S TIRE SERVICE, INC.</b>                |                |            |                                 |                  |
| POMP'S TIRE SERVICE, INC.                                       | 1160098502     | 02/19/2026 | PW #696 AND 698 TIRE REPAI...   | 498.00           |
| POMP'S TIRE SERVICE, INC.                                       | 1160098755     | 02/20/2026 | PW #897 SERVICE SUPPLIES        | 11.20            |
| POMP'S TIRE SERVICE, INC.                                       | 1160098755     | 02/20/2026 | PW #897 IND MT/DMT PNU          | 160.00           |
| POMP'S TIRE SERVICE, INC.                                       | 1160098755     | 02/20/2026 | PW #897 RAD DURFRC RT           | 1,609.72         |
| POMP'S TIRE SERVICE, INC.                                       | 1160098755     | 02/20/2026 | PW #897 TIRE USER FEE           | 0.50             |
| POMP'S TIRE SERVICE, INC.                                       | 1160098755     | 02/20/2026 | PW #897 VALVE STEM              | 24.00            |
| <b>Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:</b>          |                |            |                                 | <b>2,303.42</b>  |
| <b>Vendor: 015652 - PRAIRIELAND PARTNERS, LLC</b>               |                |            |                                 |                  |
| PRAIRIELAND PARTNERS, LLC                                       | 1002042704     | 02/23/2026 | BATTERIES,                      | 676.20           |
| <b>Vendor 015652 - PRAIRIELAND PARTNERS, LLC Total:</b>         |                |            |                                 | <b>676.20</b>    |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                            |                |            |                                 |                  |
| PROCOPY, INC.                                                   | 021427         | 02/24/2026 | Print Costs - Public Works      | 46.90            |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                      |                |            |                                 | <b>46.90</b>     |
| <b>Vendor: 02193 - STANION WHOLESALE ELECTRIC CO</b>            |                |            |                                 |                  |
| STANION WHOLESALE ELECTR...                                     | 6055194-00     | 02/20/2026 | PW MULTI CONNECT                | 76.26            |
| STANION WHOLESALE ELECTR...                                     | 6055194-00     | 02/20/2026 | PW BNC COMPRESSION CO           | 75.96            |
| <b>Vendor 02193 - STANION WHOLESALE ELECTRIC CO Total:</b>      |                |            |                                 | <b>152.22</b>    |
| <b>Vendor: 00509 - T &amp; M CONCRETE CONSTRUCTION CO</b>       |                |            |                                 |                  |
| T & M CONCRETE CONSTRUCT...                                     | A23d1610.5     | 02/23/2026 | 2024 alley repairs              | 22,364.66        |
| <b>Vendor 00509 - T &amp; M CONCRETE CONSTRUCTION CO Total:</b> |                |            |                                 | <b>22,364.66</b> |
| <b>Vendor: 04351 - TIMOTHY WARD</b>                             |                |            |                                 |                  |
| TIMOTHY WARD                                                    | 021526         | 02/19/2026 | SANITATION DRIVER               | 428.00           |
| <b>Vendor 04351 - TIMOTHY WARD Total:</b>                       |                |            |                                 | <b>428.00</b>    |

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| Vendor Name                                               | Payable Number | Post Date  | Description (Item)                | Amount            |
|-----------------------------------------------------------|----------------|------------|-----------------------------------|-------------------|
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>        |                |            |                                   |                   |
| TWIN VALLEY TELEPHONE, INC.                               | 10412617       | 02/24/2026 | Phones PW -25%                    | 45.67             |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>  |                |            |                                   | <b>45.67</b>      |
| <b>Vendor: 00654 - ULINE</b>                              |                |            |                                   |                   |
| ULINE                                                     | 203647666      | 02/19/2026 | PW ROUND FLEX POST- YELL...       | 718.99            |
| <b>Vendor 00654 - ULINE Total:</b>                        |                |            |                                   | <b>718.99</b>     |
| <b>Vendor: 01504 - VANDERBILTS</b>                        |                |            |                                   |                   |
| VANDERBILTS                                               | 2026 BOOTS     | 02/19/2026 | NOAH NORTH BOOTS 2026             | 150.00            |
| VANDERBILTS                                               | 2026 BOOTS     | 02/19/2026 | DAVID ZISHKA BOOTS 2026           | 129.99            |
| VANDERBILTS                                               | 2026 BOOTS     | 02/19/2026 | J BERGMAN BOOTS 2026              | 150.00            |
| <b>Vendor 01504 - VANDERBILTS Total:</b>                  |                |            |                                   | <b>429.99</b>     |
| <b>Vendor: 082680 - WATERS TRUE VALUE</b>                 |                |            |                                   |                   |
| WATERS TRUE VALUE                                         | 535446-2       | 02/19/2026 | PROPANE FOR TRAFFIC               | 17.43             |
| WATERS TRUE VALUE                                         | 535608-2       | 02/20/2026 | PW SHOP SUPPLIES DUCT TAPE        | 14.99             |
| WATERS TRUE VALUE                                         | 535416-2       | 02/23/2026 | PW DRILL BIT                      | 24.99             |
| WATERS TRUE VALUE                                         | 535425-2       | 02/23/2026 | PW MAX BIT                        | 54.99             |
| WATERS TRUE VALUE                                         | 535472-2       | 02/23/2026 | PW LUMBER 2 X 20                  | 59.99             |
| WATERS TRUE VALUE                                         | 535472-2       | 02/23/2026 | PW LUMBER PLYWOOD                 | 79.98             |
| WATERS TRUE VALUE                                         | 535472-2       | 02/23/2026 | PW LUMBER 2 X 8                   | 10.98             |
| WATERS TRUE VALUE                                         | 535485-2       | 02/23/2026 | PW LUMBER                         | 12.99             |
| WATERS TRUE VALUE                                         | 535485-2       | 02/23/2026 | PW LUMBER                         | 5.49              |
| WATERS TRUE VALUE                                         | 535665-2       | 02/23/2026 | PW ANCHOR PIN                     | 15.96             |
| WATERS TRUE VALUE                                         | 535665-2       | 02/23/2026 | PW TALL FESCUE                    | 42.99             |
| WATERS TRUE VALUE                                         | 535750-2       | 02/23/2026 | PW HEX NUT                        | 12.99             |
| WATERS TRUE VALUE                                         | 535750-2       | 02/23/2026 | PW THREADED ROD                   | 18.99             |
| WATERS TRUE VALUE                                         | 535750-2       | 02/23/2026 | PWANCHOR ADHESIVE                 | 63.98             |
| WATERS TRUE VALUE                                         | 535750-2       | 02/23/2026 | PW BOLTS, SCREWS                  | 5.40              |
| WATERS TRUE VALUE                                         | 535753-2       | 02/23/2026 | PW MAX BIT                        | 64.99             |
| <b>Vendor 082680 - WATERS TRUE VALUE Total:</b>           |                |            |                                   | <b>507.13</b>     |
| <b>Vendor: 01868 - WEX BANK</b>                           |                |            |                                   |                   |
| WEX BANK                                                  | 110550745      | 02/19/2026 | STREET-FUEL                       | 5,853.75          |
| <b>Vendor 01868 - WEX BANK Total:</b>                     |                |            |                                   | <b>5,853.75</b>   |
| <b>Vendor: 084107 - WHITE STAR</b>                        |                |            |                                   |                   |
| WHITE STAR                                                | 24067969       | 02/20/2026 | PW #660 DOOR ASSEMBLY             | 2,209.55          |
| <b>Vendor 084107 - WHITE STAR Total:</b>                  |                |            |                                   | <b>2,209.55</b>   |
| <b>Department 025 - STREET DEPARTMENT Total:</b>          |                |            |                                   | <b>200,837.28</b> |
| <b>Department: 029 - LEGAL DEPARTMENT</b>                 |                |            |                                   |                   |
| <b>Vendor: 019392 - GEARY COUNTY REGISTER DEEDS</b>       |                |            |                                   |                   |
| GEARY COUNTY REGISTER DE...                               | 2542PaigeLn    | 02/17/2026 | Legal Stites - Weed Lien Relea... | 21.00             |
| GEARY COUNTY REGISTER DE...                               | 2542PaigeLn    | 02/17/2026 | Legal Stites - Weed Lien Relea... | 21.00             |
| GEARY COUNTY REGISTER DE...                               | 2542PaigeLn    | 02/17/2026 | Legal Stites - Weed Lien Relea... | 21.00             |
| <b>Vendor 019392 - GEARY COUNTY REGISTER DEEDS Total:</b> |                |            |                                   | <b>63.00</b>      |
| <b>Vendor: 04433 - KS STATEBANK</b>                       |                |            |                                   |                   |
| KS STATEBANK                                              | 20537          | 02/18/2026 | Legal Stites CC Thomson 8528...   | 410.97            |
| KS STATEBANK                                              | 20537          | 02/18/2026 | Legal Stites CC Thomson 8530...   | 410.97            |
| KS STATEBANK                                              | 20537          | 02/18/2026 | Legal Stites CC Thomson 8528...   | 782.52            |
| KS STATEBANK                                              | 36206          | 02/18/2026 | Legal Stites CC 9055412           | 6.98              |
| KS STATEBANK                                              | 36206          | 02/18/2026 | Legal Stites CC 6177823           | 14.27             |
| KS STATEBANK                                              | 36206          | 02/18/2026 | Legal Stites CC 2522628           | 15.66             |
| KS STATEBANK                                              | 36206          | 02/18/2026 | Legal Stites CC 7856227           | 25.18             |
| KS STATEBANK                                              | 36206          | 02/18/2026 | Legal Stites CC 9536206           | 68.89             |
| <b>Vendor 04433 - KS STATEBANK Total:</b>                 |                |            |                                   | <b>1,735.44</b>   |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                      |                |            |                                   |                   |
| PROCOPY, INC.                                             | 021427         | 02/24/2026 | Print Costs - Attorney            | 122.45            |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                |                |            |                                   | <b>122.45</b>     |

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| Vendor Name                                                                             | Payable Number              | Post Date  | Description (Item)              | Amount          |
|-----------------------------------------------------------------------------------------|-----------------------------|------------|---------------------------------|-----------------|
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>                                      |                             |            |                                 |                 |
| TWIN VALLEY TELEPHONE, INC.                                                             | 10412617                    | 02/24/2026 | Phones - City Attorney          | 104.15          |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>                                |                             |            |                                 | <b>104.15</b>   |
| <b>Department 029 - LEGAL DEPARTMENT Total:</b>                                         |                             |            |                                 | <b>2,025.04</b> |
| <b>Department: 030 - MUNICIPAL COURT</b>                                                |                             |            |                                 |                 |
| <b>Vendor: 03728 - AMY CLAIRE COPPOLA</b>                                               |                             |            |                                 |                 |
| AMY CLAIRE COPPOLA                                                                      | 022426                      | 02/24/2026 | Judge Coppola Court Coverage..  | 50.00           |
| <b>Vendor 03728 - AMY CLAIRE COPPOLA Total:</b>                                         |                             |            |                                 | <b>50.00</b>    |
| <b>Vendor: 04625 - BOWLING LOUISA D</b>                                                 |                             |            |                                 |                 |
| BOWLING LOUISA D                                                                        | Rest #25-5932               | 02/19/2026 | Restitution Case#25-5932 Hou... | 200.00          |
| <b>Vendor 04625 - BOWLING LOUISA D Total:</b>                                           |                             |            |                                 | <b>200.00</b>   |
| <b>Vendor: 04636 - BRITTNEY LEE BURROUGHS</b>                                           |                             |            |                                 |                 |
| BRITTNEY LEE BURROUGHS                                                                  | Rest case#25-06345 Segebart | 02/20/2026 | Rest case#25-06345 Segebart     | 45.00           |
| <b>Vendor 04636 - BRITTNEY LEE BURROUGHS Total:</b>                                     |                             |            |                                 | <b>45.00</b>    |
| <b>Vendor: 04575 - CLARENCE BURNETT</b>                                                 |                             |            |                                 |                 |
| CLARENCE BURNETT                                                                        | #25-5362                    | 02/25/2026 | Restitution Case#25-5362 Vaz... | 200.00          |
| CLARENCE BURNETT                                                                        | 25-5362                     | 02/25/2026 | Restitution Case#25-5362 Vaz... | 200.00          |
| <b>Vendor 04575 - CLARENCE BURNETT Total:</b>                                           |                             |            |                                 | <b>400.00</b>   |
| <b>Vendor: 014455 - CLARK &amp; PLATT, CHTD. TRUST FUND C/O JEREMIAH L. PLATT</b>       |                             |            |                                 |                 |
| CLARK & PLATT, CHTD. TRUST ...082018-R                                                  |                             | 02/23/2026 | CRT APPT ATTNY FEES             | -250.00         |
| <b>Vendor 014455 - CLARK &amp; PLATT, CHTD. TRUST FUND C/O JEREMIAH L. PLATT Total:</b> |                             |            |                                 | <b>-250.00</b>  |
| <b>Vendor: 04341 - CODY ROUSE</b>                                                       |                             |            |                                 |                 |
| CODY ROUSE                                                                              | 2024-5825                   | 02/24/2026 | Restitution Case#24-5825 Loc... | 47.17           |
| <b>Vendor 04341 - CODY ROUSE Total:</b>                                                 |                             |            |                                 | <b>47.17</b>    |
| <b>Vendor: 01516 - COLLECTION BUREAU OF KANSAS INC</b>                                  |                             |            |                                 |                 |
| COLLECTION BUREAU OF KAN...                                                             | 2026-01-30-LC190-3-C        | 02/17/2026 | CBK- Court Jan 2026             | 802.33          |
| <b>Vendor 01516 - COLLECTION BUREAU OF KANSAS INC Total:</b>                            |                             |            |                                 | <b>802.33</b>   |
| <b>Vendor: 04460 - CRITES REAL ESTATE</b>                                               |                             |            |                                 |                 |
| CRITES REAL ESTATE                                                                      | 24-11661                    | 02/24/2026 | Restitution Case#24-11661 Pa... | 50.00           |
| <b>Vendor 04460 - CRITES REAL ESTATE Total:</b>                                         |                             |            |                                 | <b>50.00</b>    |
| <b>Vendor: 04640 - CRYSTAL LEE BENITEZ</b>                                              |                             |            |                                 |                 |
| CRYSTAL LEE BENITEZ                                                                     | Rest 24-00022170            | 02/17/2026 | Restitution Case#24-00022170..  | 250.00          |
| CRYSTAL LEE BENITEZ                                                                     | Rest 2024-00022170          | 02/19/2026 | Restitution Case#24-22170 Gr... | 450.00          |
| CRYSTAL LEE BENITEZ                                                                     | Rest 2024-00022170-R        | 02/19/2026 | Restitution Case#24-22170 Gr... | -450.00         |
| CRYSTAL LEE BENITEZ                                                                     | Rest 2024-22170             | 02/20/2026 | Restitution Case#2024-00022...  | 150.00          |
| <b>Vendor 04640 - CRYSTAL LEE BENITEZ Total:</b>                                        |                             |            |                                 | <b>400.00</b>   |
| <b>Vendor: 04343 - DEVANTE LEGRANDE</b>                                                 |                             |            |                                 |                 |
| DEVANTE LEGRANDE                                                                        | 2024-5825                   | 02/24/2026 | Restitution Case#24-5825 Loc... | 21.33           |
| <b>Vendor 04343 - DEVANTE LEGRANDE Total:</b>                                           |                             |            |                                 | <b>21.33</b>    |
| <b>Vendor: 04648 - Jared Michael Bailey.</b>                                            |                             |            |                                 |                 |
| Jared Michael Bailey.                                                                   | Rest 23-11789               | 02/19/2026 | Restitution Case#2023-00011...  | 100.00          |
| <b>Vendor 04648 - Jared Michael Bailey. Total:</b>                                      |                             |            |                                 | <b>100.00</b>   |
| <b>Vendor: 03346 - JC Animal Shelter</b>                                                |                             |            |                                 |                 |
| JC Animal Shelter                                                                       | Rest Case#24-13103A Doll    | 02/20/2026 | Rest Case#24-13103A Doll        | 500.00          |
| <b>Vendor 03346 - JC Animal Shelter Total:</b>                                          |                             |            |                                 | <b>500.00</b>   |
| <b>Vendor: 01469 - JOSHUA DOUGLASS</b>                                                  |                             |            |                                 |                 |
| JOSHUA DOUGLASS                                                                         | 03032026                    | 02/23/2026 | PAYMENT-TWICE MONTHLY           | 3,229.16        |
| <b>Vendor 01469 - JOSHUA DOUGLASS Total:</b>                                            |                             |            |                                 | <b>3,229.16</b> |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                                              |                             |            |                                 |                 |
| KANSAS GAS SERVICE                                                                      | INV0037400                  | 02/19/2026 | 701 N JEFFERSON                 | 525.53          |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>                                        |                             |            |                                 | <b>525.53</b>   |
| <b>Vendor: 04654 - MAGOUM TAKOUGANG, JOCELINE G</b>                                     |                             |            |                                 |                 |
| MAGOUM TAKOUGANG, JOCE...                                                               | INV0037435                  | 02/23/2026 | Case#25-26026 Bond Refund       | 1,305.00        |
| <b>Vendor 04654 - MAGOUM TAKOUGANG, JOCELINE G Total:</b>                               |                             |            |                                 | <b>1,305.00</b> |

**Appropriations February 17 - March 4,2026**
**Post Dates: 2/17/2026 - 3/4/2026**

| Vendor Name                                              | Payable Number | Post Date  | Description (Item)                | Amount          |
|----------------------------------------------------------|----------------|------------|-----------------------------------|-----------------|
| <b>Vendor: 04650 - MCSHERLEY, DYLAN WAYNE</b>            |                |            |                                   |                 |
| MCSHERLEY, DYLAN WAYNE                                   | INV0037388     | 02/18/2026 | Case#24-18166 Bond Refund         | 750.00          |
| <b>Vendor 04650 - MCSHERLEY, DYLAN WAYNE Total:</b>      |                |            |                                   | <b>750.00</b>   |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                     |                |            |                                   |                 |
| PROCOPY, INC.                                            | 021427         | 02/24/2026 | Print Costs- MC                   | 249.60          |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>               |                |            |                                   | <b>249.60</b>   |
| <b>Vendor: 02561 - SAPP BROS INC.</b>                    |                |            |                                   |                 |
| SAPP BROS INC.                                           | 2024-5825      | 02/24/2026 | Restitution Case#24-5825 Loc...   | 50.96           |
| <b>Vendor 02561 - SAPP BROS INC. Total:</b>              |                |            |                                   | <b>50.96</b>    |
| <b>Vendor: 04350 - SHANE BIRNELL</b>                     |                |            |                                   |                 |
| SHANE BIRNELL                                            | 23-16434       | 02/25/2026 | Restitution Case#23-16434         | 50.00           |
| <b>Vendor 04350 - SHANE BIRNELL Total:</b>               |                |            |                                   | <b>50.00</b>    |
| <b>Vendor: 04342 - SOPHIA RIZZOTTO</b>                   |                |            |                                   |                 |
| SOPHIA RIZZOTTO                                          | 2024-5825      | 02/24/2026 | Restitution Case#24-5825 Loc...   | 40.54           |
| <b>Vendor 04342 - SOPHIA RIZZOTTO Total:</b>             |                |            |                                   | <b>40.54</b>    |
| <b>Vendor: 04651 - SWANIGAN, LORITA CHANEL</b>           |                |            |                                   |                 |
| SWANIGAN, LORITA CHANEL                                  | INV0037389     | 02/18/2026 | Case#26-01277 Bond RefundL        | 500.00          |
| <b>Vendor 04651 - SWANIGAN, LORITA CHANEL Total:</b>     |                |            |                                   | <b>500.00</b>   |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>       |                |            |                                   |                 |
| TWIN VALLEY TELEPHONE, INC.                              | 10412617       | 02/24/2026 | Phones - Court                    | 206.52          |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b> |                |            |                                   | <b>206.52</b>   |
| <b>Vendor: 02501 - WALMART</b>                           |                |            |                                   |                 |
| WALMART                                                  | 25-6981        | 02/24/2026 | Restitution Case#25-6981 Joh...   | 110.00          |
| <b>Vendor 02501 - WALMART Total:</b>                     |                |            |                                   | <b>110.00</b>   |
| <b>Department 030 - MUNICIPAL COURT Total:</b>           |                |            |                                   | <b>9,383.14</b> |
| <b>Department: 040 - C.L. HOOVER OPERA HOUSE</b>         |                |            |                                   |                 |
| <b>Vendor: 043802 - EVERGY</b>                           |                |            |                                   |                 |
| EVERGY                                                   | INV0037392     | 02/19/2026 | 135 W 7TH-(OPERA)                 | 6,300.42        |
| EVERGY                                                   | 03042026       | 02/24/2026 | 135 W 7TH-(OPERA)                 | 6,300.42        |
| EVERGY                                                   | 03042026-R     | 02/25/2026 | 135 W 7TH-(OPERA)                 | -6,300.42       |
| <b>Vendor 043802 - EVERGY Total:</b>                     |                |            |                                   | <b>6,300.42</b> |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>               |                |            |                                   |                 |
| KANSAS GAS SERVICE                                       | INV0037394     | 02/19/2026 | 133 W 7TH-(OPERA)-FEB 2026        | 1,073.29        |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>         |                |            |                                   | <b>1,073.29</b> |
| <b>Department 040 - C.L. HOOVER OPERA HOUSE Total:</b>   |                |            |                                   | <b>7,373.71</b> |
| <b>Department: 048 - RECREATION DEPARTMENT</b>           |                |            |                                   |                 |
| <b>Vendor: 04639 - AMAZON CAPITAL SERVICES INC</b>       |                |            |                                   |                 |
| AMAZON CAPITAL SERVICES I...                             | 1FCK-WMKQ-6FPK | 02/20/2026 | Travel Monitor for Surface Aa...  | 66.49           |
| <b>Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:</b> |                |            |                                   | <b>66.49</b>    |
| <b>Vendor: 04612 - BRAYDEN GREEN</b>                     |                |            |                                   |                 |
| BRAYDEN GREEN                                            | INV0037438     | 02/24/2026 | Offical Pay/Referee Futsal 12t... | 125.00          |
| <b>Vendor 04612 - BRAYDEN GREEN Total:</b>               |                |            |                                   | <b>125.00</b>   |
| <b>Vendor: 04517 - BRIANNA HARBIN</b>                    |                |            |                                   |                 |
| BRIANNA HARBIN                                           | INV0037431     | 02/23/2026 | Instructor Pay 12th Street        | 45.00           |
| <b>Vendor 04517 - BRIANNA HARBIN Total:</b>              |                |            |                                   | <b>45.00</b>    |
| <b>Vendor: 04551 - DEVYN ALYUS DEROSIA</b>               |                |            |                                   |                 |
| DEVYN ALYUS DEROSIA                                      | INV0037444     | 02/24/2026 | Call of Duty Online Coaching      | 60.00           |
| <b>Vendor 04551 - DEVYN ALYUS DEROSIA Total:</b>         |                |            |                                   | <b>60.00</b>    |
| <b>Vendor: 04088 - JACOB BENDER</b>                      |                |            |                                   |                 |
| JACOB BENDER                                             | INV0037441     | 02/24/2026 | Offical Pay/ Futsal 12th Street   | 150.00          |
| <b>Vendor 04088 - JACOB BENDER Total:</b>                |                |            |                                   | <b>150.00</b>   |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>               |                |            |                                   |                 |
| KANSAS GAS SERVICE                                       | INV0037456     | 02/24/2026 | 1002 W 12th St                    | 3,274.31        |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>         |                |            |                                   | <b>3,274.31</b> |

| Vendor Name                                              | Payable Number | Post Date  | Description (Item)                | Amount            |
|----------------------------------------------------------|----------------|------------|-----------------------------------|-------------------|
| <b>Vendor: 04433 - KS STATEBANK</b>                      |                |            |                                   |                   |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Futsal Coaches T-Shirts           | 67.85             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Micro SD                          | 82.92             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | LED lights/Iphone Holder/You...   | 192.41            |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Kids Soccer Nets 5x3 6ft/Penal... | 64.97             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Video Mic/Shotgun Micropho...     | 283.10            |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Futsal Coaches T-Shirts           | 440.09            |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Accustamp/Emoji Stamp Self I...   | 23.12             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Referee Shirts/Gildan Unisex      | 89.77             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Sports Jersey/Xtreme Mesh R...    | 458.97            |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Masking Tape/Toates/Stacker...    | 83.54             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Toates                            | 30.94             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Tablet/Wall Mount/Tennis Ra...    | 32.97             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Tablet Wall Mount/Wall Mou...     | 8.50              |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Desk Adjsutable/ Dual Monitor..   | 110.49            |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Swingline Stapler/30 Sheet Ca...  | 38.37             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Paper Clips                       | 3.94              |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Swingline Stapler/30 Sheet Cap    | 22.13             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Printer Ink                       | 133.34            |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Advertisement/Boost FB            | 7.00              |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Advertisement/Boost FB            | 6.00              |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Advertisement/Boost FB            | 5.00              |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Advertisement Bosst FB            | 4.00              |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Advertisement/Boost FB            | 3.00              |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Advertisement/Boost FB            | 2.00              |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Advertisement/Boost FB            | 2.00              |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | SafeSitter Student Workbook ...   | 89.00             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Tickets for Blizzard Brawl- Do... | 96.00             |
| KS STATEBANK                                             | INV0037284     | 02/17/2026 | Tax                               | 1.00              |
| <b>Vendor 04433 - KS STATEBANK Total:</b>                |                |            |                                   | <b>2,382.42</b>   |
| <b>Vendor: 02040 - LATONJA ANDREWS</b>                   |                |            |                                   |                   |
| LATONJA ANDREWS                                          | INV0037430     | 02/23/2026 | Instructor Pay 12th Street        | 75.00             |
| <b>Vendor 02040 - LATONJA ANDREWS Total:</b>             |                |            |                                   | <b>75.00</b>      |
| <b>Vendor: 03496 - MARITZA RINEHART</b>                  |                |            |                                   |                   |
| MARITZA RINEHART                                         | INV0037429     | 02/23/2026 | Instructor Pay 12th Street        | 40.00             |
| <b>Vendor 03496 - MARITZA RINEHART Total:</b>            |                |            |                                   | <b>40.00</b>      |
| <b>Vendor: 02086 - OFFICE PLUS OF KANSAS</b>             |                |            |                                   |                   |
| OFFICE PLUS OF KANSAS                                    | 9019282-0      | 02/23/2026 | Popcorn Maschine/GDM Pop...       | 869.28            |
| <b>Vendor 02086 - OFFICE PLUS OF KANSAS Total:</b>       |                |            |                                   | <b>869.28</b>     |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                     |                |            |                                   |                   |
| PROCOPY, INC.                                            | 021427         | 02/24/2026 | Print Costs - 12th ST             | 31.76             |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>               |                |            |                                   | <b>31.76</b>      |
| <b>Vendor: 03301 - TATIANA FERRACIOLI-SILVA</b>          |                |            |                                   |                   |
| TATIANA FERRACIOLI-SILVA                                 | INV0037428     | 02/23/2026 | Instructor Pay                    | 240.00            |
| <b>Vendor 03301 - TATIANA FERRACIOLI-SILVA Total:</b>    |                |            |                                   | <b>240.00</b>     |
| <b>Vendor: 04652 - Tierney Jolly</b>                     |                |            |                                   |                   |
| Tierney Jolly                                            | INV0037443     | 02/24/2026 | Refund Room Deposit-12th St...    | 25.00             |
| <b>Vendor 04652 - Tierney Jolly Total:</b>               |                |            |                                   | <b>25.00</b>      |
| <b>Vendor: 04092 - TRUMAN FORTNER</b>                    |                |            |                                   |                   |
| TRUMAN FORTNER                                           | INV0037439     | 02/24/2026 | Offical Pay/Futsal 12th Street    | 100.00            |
| <b>Vendor 04092 - TRUMAN FORTNER Total:</b>              |                |            |                                   | <b>100.00</b>     |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>       |                |            |                                   |                   |
| TWIN VALLEY TELEPHONE, INC.                              | 10412617       | 02/24/2026 | Phones - 12 ST                    | 104.15            |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b> |                |            |                                   | <b>104.15</b>     |
| <b>Department 048 - RECREATION DEPARTMENT Total:</b>     |                |            |                                   | <b>7,588.41</b>   |
| <b>Fund 001 - GENERAL FUND Total:</b>                    |                |            |                                   | <b>937,284.61</b> |

| Vendor Name                                               | Payable Number | Post Date  | Description (Item)                                                     | Amount            |
|-----------------------------------------------------------|----------------|------------|------------------------------------------------------------------------|-------------------|
| <b>Fund: 003 - RURAL HOUSING INCENTIVE DISTRICT FUND</b>  |                |            |                                                                        |                   |
| Department: 300 - BLUFFS RURAL HOUSING INCENTIVE DISTRICT |                |            |                                                                        |                   |
| Vendor: 074220 - KANSAS STATE TREASURER                   |                |            |                                                                        |                   |
| KANSAS STATE TREASURER                                    | 2020A          | 02/20/2026 | GO Refunding Bonds, Series 2...                                        | 163,725.00        |
|                                                           |                |            | <b>Vendor 074220 - KANSAS STATE TREASURER Total:</b>                   | <b>163,725.00</b> |
|                                                           |                |            | <b>Department 300 - BLUFFS RURAL HOUSING INCENTIVE DISTRICT Total:</b> | <b>163,725.00</b> |
|                                                           |                |            | <b>Fund 003 - RURAL HOUSING INCENTIVE DISTRICT FUND Total:</b>         | <b>163,725.00</b> |
| <b>Fund: 012 - DEBT SERVICE FUND</b>                      |                |            |                                                                        |                   |
| Department: 103 - BOND & INTEREST/LEASE PURCHASE          |                |            |                                                                        |                   |
| Vendor: 074220 - KANSAS STATE TREASURER                   |                |            |                                                                        |                   |
| KANSAS STATE TREASURER                                    | 2016 A         | 02/20/2026 | G O REF BDS SR 2016A                                                   | 194,209.38        |
| KANSAS STATE TREASURER                                    | 2016 B         | 02/20/2026 | TX GO REF BDS SR 2016B                                                 | 34,137.50         |
| KANSAS STATE TREASURER                                    | 2020 B         | 02/20/2026 | Taxable GO Refunding Bonds, ...                                        | 28,276.25         |
| KANSAS STATE TREASURER                                    | Series 2021A   | 02/20/2026 | General Obligation Refunding ...                                       | 20,737.50         |
|                                                           |                |            | <b>Vendor 074220 - KANSAS STATE TREASURER Total:</b>                   | <b>277,360.63</b> |
|                                                           |                |            | <b>Department 103 - BOND &amp; INTEREST/LEASE PURCHASE Total:</b>      | <b>277,360.63</b> |
|                                                           |                |            | <b>Fund 012 - DEBT SERVICE FUND Total:</b>                             | <b>277,360.63</b> |
| <b>Fund: 014 - WATER UTILITY FUND</b>                     |                |            |                                                                        |                   |
| Department: 000 - NON-DEPARTMENTAL                        |                |            |                                                                        |                   |
| Vendor: 043380 - ADVANCE LIFE INSURANCE                   |                |            |                                                                        |                   |
| ADVANCE LIFE INSURANCE                                    | INV0037329     | 02/20/2026 | CITY OF JC EMPLOYER PD LIFE                                            | 9.93              |
| ADVANCE LIFE INSURANCE                                    | INV0037330     | 02/20/2026 | ADVANCE LIFE INSURANCE BE...                                           | 39.61             |
|                                                           |                |            | <b>Vendor 043380 - ADVANCE LIFE INSURANCE Total:</b>                   | <b>49.54</b>      |
| Vendor: 03161 - ADVANCE SHORT TERM DISABILITY             |                |            |                                                                        |                   |
| ADVANCE SHORT TERM DISAB...                               | INV0037370     | 02/20/2026 | CITY OF JC EMPLOYER PAID S...                                          | 28.27             |
|                                                           |                |            | <b>Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:</b>             | <b>28.27</b>      |
| Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY   |                |            |                                                                        |                   |
| AMERICAN FAMILY LIFE ASSU...                              | INV0037332     | 02/20/2026 | AFLAC BEFORE TAX                                                       | 52.81             |
|                                                           |                |            | <b>Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:</b>   | <b>52.81</b>      |
| Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC         |                |            |                                                                        |                   |
| BLUE CROSS BLUE SHIELD OF ...                             | INV0037334     | 02/20/2026 | BLUE CROSS BLUE SHIELD                                                 | 128.63            |
| BLUE CROSS BLUE SHIELD OF ...                             | INV0037335     | 02/20/2026 | BLUE CROSS BLUE SHIELD                                                 | 33.43             |
| BLUE CROSS BLUE SHIELD OF ...                             | INV0037336     | 02/20/2026 | BLUE CROSS BLUE SHIELD                                                 | 125.94            |
| BLUE CROSS BLUE SHIELD OF ...                             | INV0037339     | 02/20/2026 | BLUE CROSS BLUE SHIELD                                                 | 15.63             |
| BLUE CROSS BLUE SHIELD OF ...                             | INV0037340     | 02/20/2026 | BLUE CROSS BLUE SHIELD                                                 | 773.42            |
| BLUE CROSS BLUE SHIELD OF ...                             | INV0037341     | 02/20/2026 | BLUE CROSS BLUE SHIELD                                                 | 1,093.16          |
| BLUE CROSS BLUE SHIELD OF ...                             | INV0037342     | 02/20/2026 | BLUE CROSS BLUE SHIELD                                                 | 492.96            |
| BLUE CROSS BLUE SHIELD OF ...                             | INV0037343     | 02/20/2026 | BLUE CROSS BLUE SHIELD                                                 | 559.53            |
| BLUE CROSS BLUE SHIELD OF ...                             | INV0037344     | 02/20/2026 | BLUE CROSS BLUE SHIELD                                                 | 100.43            |
| BLUE CROSS BLUE SHIELD OF ...                             | INV0037345     | 02/20/2026 | BLUE CROSS BLUE SHIELD                                                 | 90.43             |
|                                                           |                |            | <b>Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:</b>         | <b>3,413.56</b>   |
| Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334    |                |            |                                                                        |                   |
| CITY OF JC FLEX SPENDING AC...                            | INV0037351     | 02/20/2026 | FLEX SPENDING-1074334                                                  | 224.81            |
|                                                           |                |            | <b>Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:</b>    | <b>224.81</b>     |
| Vendor: 012130 - CITY OF JUNCTION CITY                    |                |            |                                                                        |                   |
| CITY OF JUNCTION CITY                                     | INV0037352     | 02/20/2026 | CITY OF JUNCTION CITY (G-FEE)                                          | 2.52              |
| CITY OF JUNCTION CITY                                     | INV0037369     | 02/20/2026 | TELEPHONE REIMBURSEMENT                                                | 18.57             |
|                                                           |                |            | <b>Vendor 012130 - CITY OF JUNCTION CITY Total:</b>                    | <b>21.09</b>      |
| Vendor: 01944 - EMPOWER RETIREMENT LLC                    |                |            |                                                                        |                   |
| EMPOWER RETIREMENT LLC                                    | INV0037363     | 02/20/2026 | EMPOWER FINANCIAL SERVIC...                                            | 258.75            |
|                                                           |                |            | <b>Vendor 01944 - EMPOWER RETIREMENT LLC Total:</b>                    | <b>258.75</b>     |
| Vendor: 001010 - INTERNAL REVENUE SERVICE                 |                |            |                                                                        |                   |
| INTERNAL REVENUE SERVICE                                  | INV0037385     | 02/20/2026 | SOCIAL SECURITY WITHHOLDI...                                           | 3,041.34          |
| INTERNAL REVENUE SERVICE                                  | INV0037386     | 02/20/2026 | FEDERAL WITHHOLDING                                                    | 1,431.23          |
| INTERNAL REVENUE SERVICE                                  | INV0037387     | 02/20/2026 | MEDICARE WITHHOLDING                                                   | 711.44            |
|                                                           |                |            | <b>Vendor 001010 - INTERNAL REVENUE SERVICE Total:</b>                 | <b>5,184.01</b>   |



| Vendor Name                                                            | Payable Number | Post Date  | Description (Item)           | Amount           |
|------------------------------------------------------------------------|----------------|------------|------------------------------|------------------|
| <b>Vendor: 00973 - KANSAS DEPARTMENT OF LABOR</b>                      |                |            |                              |                  |
| KANSAS DEPARTMENT OF LA...                                             | INV0037383     | 02/20/2026 | QUARTERLY UNEMPLOYMENT ..    | 24.57            |
| <b>Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:</b>                |                |            |                              | <b>24.57</b>     |
| <b>Vendor: 042540 - KANSAS DEPT OF REVENUE</b>                         |                |            |                              |                  |
| KANSAS DEPT OF REVENUE                                                 | INV0037384     | 02/20/2026 | STATE WITHHOLDING            | 1,075.93         |
| <b>Vendor 042540 - KANSAS DEPT OF REVENUE Total:</b>                   |                |            |                              | <b>1,075.93</b>  |
| <b>Vendor: 014435 - KANSAS PAYMENT CENTER</b>                          |                |            |                              |                  |
| KANSAS PAYMENT CENTER                                                  | INV0037357     | 02/20/2026 | INCOME WITHHOLDING ORD...    | 81.50            |
| <b>Vendor 014435 - KANSAS PAYMENT CENTER Total:</b>                    |                |            |                              | <b>81.50</b>     |
| <b>Vendor: 043859 - KANSAS PUBLIC EMPLOYEES</b>                        |                |            |                              |                  |
| KANSAS PUBLIC EMPLOYEES                                                | INV0037360     | 02/20/2026 | KPERS #1                     | 361.21           |
| KANSAS PUBLIC EMPLOYEES                                                | INV0037361     | 02/20/2026 | KPERS #2                     | 199.03           |
| KANSAS PUBLIC EMPLOYEES                                                | INV0037362     | 02/20/2026 | KPERS #3                     | 3,435.70         |
| KANSAS PUBLIC EMPLOYEES                                                | INV0037364     | 02/20/2026 | KPERS INSURANCE              | 177.49           |
| <b>Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:</b>                  |                |            |                              | <b>4,173.43</b>  |
| <b>Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY</b>       |                |            |                              |                  |
| UNITED WAY OF JUNCTION CI...                                           | INV0037372     | 02/20/2026 | UNITED WAY                   | 2.00             |
| <b>Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:</b> |                |            |                              | <b>2.00</b>      |
| <b>Vendor: 03938 - VSP INSURANCE CO.</b>                               |                |            |                              |                  |
| VSP INSURANCE CO.                                                      | INV0037373     | 02/20/2026 | VSP Vision Insurance Pre-Tax | 1.34             |
| VSP INSURANCE CO.                                                      | INV0037374     | 02/20/2026 | VSP PREMIUM SINGLE           | 11.25            |
| VSP INSURANCE CO.                                                      | INV0037375     | 02/20/2026 | VSP PREMIUM SPOUSE           | 3.33             |
| VSP INSURANCE CO.                                                      | INV0037376     | 02/20/2026 | VSP PREMIUM CHILD(REN)       | 8.17             |
| VSP INSURANCE CO.                                                      | INV0037377     | 02/20/2026 | VSP VISION PREMIUM FAMILY    | 15.35            |
| VSP INSURANCE CO.                                                      | INV0037378     | 02/20/2026 | VSP INSURANCE                | 21.93            |
| VSP INSURANCE CO.                                                      | INV0037379     | 02/20/2026 | VSP VISION INSURANCE SPOU... | 1.47             |
| VSP INSURANCE CO.                                                      | INV0037381     | 02/20/2026 | VSP VISION INSURANCE STAN... | 16.99            |
| <b>Vendor 03938 - VSP INSURANCE CO. Total:</b>                         |                |            |                              | <b>79.83</b>     |
| <b>Department 000 - NON-DEPARTMENTAL Total:</b>                        |                |            |                              | <b>14,670.10</b> |
| <b>Department: 532 - WATER DISTRIBUTION SYSTEM</b>                     |                |            |                              |                  |
| <b>Vendor: 03042 - CATLETT AUTOMOTIVE, INC.</b>                        |                |            |                              |                  |
| CATLETT AUTOMOTIVE, INC.                                               | 564685         | 02/19/2026 | PW #888 IGNITION COIL        | 45.49            |
| <b>Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:</b>                  |                |            |                              | <b>45.49</b>     |
| <b>Vendor: 02719 - CORE &amp; MAIN LP</b>                              |                |            |                              |                  |
| CORE & MAIN LP                                                         | Y466936        | 02/19/2026 | PW SJ FIRE HOSE              | 142.26           |
| CORE & MAIN LP                                                         | Y459945        | 02/20/2026 | SENSUS METERS                | 9,753.00         |
| CORE & MAIN LP                                                         | Y465483        | 02/20/2026 | MUNICIPEX PIPE TRUMBULL S... | 128.97           |
| CORE & MAIN LP                                                         | Y465483        | 02/20/2026 | MUNICIPEX PIPE BLUE          | 237.00           |
| CORE & MAIN LP                                                         | Y468965        | 02/20/2026 | PW MNST ADPT                 | 57.11            |
| CORE & MAIN LP                                                         | Y512592        | 02/23/2026 | BASE STATION WARRANTY M...   | 3,460.80         |
| <b>Vendor 02719 - CORE &amp; MAIN LP Total:</b>                        |                |            |                              | <b>13,779.14</b> |
| <b>Vendor: 02138 - FACTORY MOTOR PARTS</b>                             |                |            |                              |                  |
| FACTORY MOTOR PARTS                                                    | 8-Z24056       | 02/20/2026 | PW BATTERY STOCK             | 137.22           |
| FACTORY MOTOR PARTS                                                    | 8-Z23940       | 02/23/2026 | PS FLEET BATTERY STOCK       | 51.50            |
| FACTORY MOTOR PARTS                                                    | 8-Z23940       | 02/23/2026 | PS FLEET BATTERY STOCK       | 53.50            |
| <b>Vendor 02138 - FACTORY MOTOR PARTS Total:</b>                       |                |            |                              | <b>242.22</b>    |
| <b>Vendor: 01011 - FOLEY EQUIPMENT</b>                                 |                |            |                              |                  |
| FOLEY EQUIPMENT                                                        | M3229501       | 02/23/2026 | WHEEL LOADER RENTAL          | 1,370.62         |
| <b>Vendor 01011 - FOLEY EQUIPMENT Total:</b>                           |                |            |                              | <b>1,370.62</b>  |
| <b>Vendor: 043650 - KANSAS MUNICIPAL UTILITIES</b>                     |                |            |                              |                  |
| KANSAS MUNICIPAL UTILITIES                                             | 200010091      | 02/19/2026 | 2026 KMU DAY AT THE CAPIT... | 16.25            |
| <b>Vendor 043650 - KANSAS MUNICIPAL UTILITIES Total:</b>               |                |            |                              | <b>16.25</b>     |
| <b>Vendor: 01542 - MAC TOOLS DISTRIBUTOR</b>                           |                |            |                              |                  |
| MAC TOOLS DISTRIBUTOR                                                  | 267391         | 02/20/2026 | PW ANGLE GRINDER             | 298.70           |
| MAC TOOLS DISTRIBUTOR                                                  | 267391         | 02/20/2026 | PW IMPACT 1/2"               | 283.24           |
| <b>Vendor 01542 - MAC TOOLS DISTRIBUTOR Total:</b>                     |                |            |                              | <b>581.94</b>    |

| Vendor Name                                              | Payable Number | Post Date  | Description (Item)              | Amount          |
|----------------------------------------------------------|----------------|------------|---------------------------------|-----------------|
| <b>Vendor: 01514 - MIDWEST CONCRETE MATERIALS</b>        |                |            |                                 |                 |
| MIDWEST CONCRETE MATERI...                               | 732124         | 02/19/2026 | W 17TH & HALE DR WINTER S...    | 15.00           |
| MIDWEST CONCRETE MATERI...                               | 732124         | 02/19/2026 | W 17TH & HALE DR SHORT L...     | 100.00          |
| MIDWEST CONCRETE MATERI...                               | 732124         | 02/19/2026 | W 17TH & HALE DR FLOWABL...     | 369.00          |
| MIDWEST CONCRETE MATERI...                               | 732124         | 02/19/2026 | W 17TH & HALE DR FUEL SUR...    | 7.00            |
| MIDWEST CONCRETE MATERI...                               | 732216         | 02/19/2026 | PW 11.41 TN FILL SAND           | 125.51          |
| MIDWEST CONCRETE MATERI...                               | 732565         | 02/19/2026 | W 9TH STREET & CLEARY DR ...    | 96.00           |
| MIDWEST CONCRETE MATERI...                               | 732565         | 02/19/2026 | W 9TH STREET & CLEARY DR ...    | 676.00          |
| MIDWEST CONCRETE MATERI...                               | 732565         | 02/19/2026 | W 9TH STREET & CLEARY DR ...    | 100.00          |
| MIDWEST CONCRETE MATERI...                               | 732565         | 02/19/2026 | W 9TH STREET & CLEARY DR ...    | 20.00           |
| MIDWEST CONCRETE MATERI...                               | 732565         | 02/19/2026 | W 9TH STREET & CLEARY DR ...    | 7.00            |
| MIDWEST CONCRETE MATERI...                               | 732614         | 02/19/2026 | HALE DR & 2 17TH STREET RE...   | 21.00           |
| MIDWEST CONCRETE MATERI...                               | 732614         | 02/19/2026 | HALE DR & 2 17TH STREET RE...   | 100.00          |
| MIDWEST CONCRETE MATERI...                               | 732614         | 02/19/2026 | HALE DR & 2 17TH STREET RE...   | 7.00            |
| MIDWEST CONCRETE MATERI...                               | 732614         | 02/19/2026 | HALE DR & 2 17TH STREET RE...   | 16.25           |
| MIDWEST CONCRETE MATERI...                               | 732614         | 02/19/2026 | HALE DR & 2 17TH STREET RE...   | 549.25          |
| MIDWEST CONCRETE MATERI...                               | 732614         | 02/19/2026 | HALE DR & 2 17TH STREET RE...   | 100.00          |
| MIDWEST CONCRETE MATERI...                               | 732892         | 02/19/2026 | 109 N BUNKER HILL DR - FUEL ... | 7.00            |
| MIDWEST CONCRETE MATERI...                               | 732892         | 02/19/2026 | 109 N BUNKER HILL DR -WINT...   | 7.50            |
| MIDWEST CONCRETE MATERI...                               | 732892         | 02/19/2026 | 109 N BUNKER HILL DR -FIBE...   | 14.00           |
| MIDWEST CONCRETE MATERI...                               | 732892         | 02/19/2026 | 109 N BUNKER HILL DR -SHOR...   | 100.00          |
| MIDWEST CONCRETE MATERI...                               | 732892         | 02/19/2026 | 109 N BUNKER HILL DR -1.5 CY    | 245.25          |
| MIDWEST CONCRETE MATERI...                               | 733263         | 02/20/2026 | PW 9.07 TN FILL SAND            | 99.77           |
| <b>Vendor 01514 - MIDWEST CONCRETE MATERIALS Total:</b>  |                |            |                                 | <b>2,782.53</b> |
| <b>Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO</b>          |                |            |                                 |                 |
| MSC INDUSTRIAL SUPPLY CO                                 | 8247088001     | 02/23/2026 | PW FLEET STOCK TAPCON AN...     | 31.00           |
| <b>Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:</b>    |                |            |                                 | <b>31.00</b>    |
| <b>Vendor: 02363 - PENN ENTERPRISES</b>                  |                |            |                                 |                 |
| PENN ENTERPRISES                                         | 09-2018B-R     | 02/23/2026 | LAUNDERING OF OFFICE MATS..     | -25.69          |
| PENN ENTERPRISES                                         | 11-2019-R      | 02/23/2026 | LAUNDERING OF OFFICE MATS..     | -24.38          |
| <b>Vendor 02363 - PENN ENTERPRISES Total:</b>            |                |            |                                 | <b>-50.07</b>   |
| <b>Vendor: 066189 - REEVES-WIEDEMAN CO.</b>              |                |            |                                 |                 |
| REEVES-WIEDEMAN CO.                                      | 6715023        | 02/19/2026 | PW LEGEND T ADAPTER             | 188.46          |
| REEVES-WIEDEMAN CO.                                      | 6715503        | 02/19/2026 | PW EXTENSION RING HANGER        | 17.98           |
| REEVES-WIEDEMAN CO.                                      | 6715503        | 02/19/2026 | PW ZINC ALL THREAD ROD          | 6.90            |
| REEVES-WIEDEMAN CO.                                      | 6715503        | 02/19/2026 | PW BLACK CEILING FLANGE         | 4.18            |
| REEVES-WIEDEMAN CO.                                      | 6715503        | 02/19/2026 | PW ADAPTER,RING HANGER, ...     | 409.05          |
| REEVES-WIEDEMAN CO.                                      | 6715503        | 02/19/2026 | PW RED BRASS 90 ELL             | 98.70           |
| REEVES-WIEDEMAN CO.                                      | 6715503-1      | 02/19/2026 | 2 NL LEGEND T -430 COMP A...    | 136.35          |
| REEVES-WIEDEMAN CO.                                      | 6715505        | 02/19/2026 | PW COPPER TUBING CUTTER         | 25.59           |
| REEVES-WIEDEMAN CO.                                      | 6715505        | 02/19/2026 | PW TAPE                         | 15.49           |
| REEVES-WIEDEMAN CO.                                      | 6718722        | 02/20/2026 | PW UTILITY SUPPLIES STIFFE...   | 49.90           |
| REEVES-WIEDEMAN CO.                                      | 6718722        | 02/20/2026 | PW UTILITY SUPPLIES LOCKIN...   | 30.55           |
| REEVES-WIEDEMAN CO.                                      | 6718722        | 02/20/2026 | PW UTILITY SUPPLIES MIP AD...   | 18.58           |
| REEVES-WIEDEMAN CO.                                      | 6718723        | 02/23/2026 | PS COMP, ADAPTER 1 NL, CO...    | 174.76          |
| REEVES-WIEDEMAN CO.                                      | 6718723        | 02/23/2026 | PS COMP, ADAPTER 3/4 NL LE...   | 125.64          |
| <b>Vendor 066189 - REEVES-WIEDEMAN CO. Total:</b>        |                |            |                                 | <b>1,302.13</b> |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>       |                |            |                                 |                 |
| TWIN VALLEY TELEPHONE, INC.                              | 10412617       | 02/24/2026 | Phones PW -25%                  | 45.66           |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b> |                |            |                                 | <b>45.66</b>    |
| <b>Vendor: 01504 - VANDERBILTS</b>                       |                |            |                                 |                 |
| VANDERBILTS                                              | 2026 BOOTS     | 02/19/2026 | ZACHARY ZANDER BOOTS 2026       | 150.00          |
| VANDERBILTS                                              | 2026 BOOTS     | 02/19/2026 | MASON ELBELAU BOOTS 2026        | 150.00          |
| VANDERBILTS                                              | 2026 BOOTS     | 02/19/2026 | HERBERT BROWN BOOTS 2026        | 150.00          |
| VANDERBILTS                                              | 2026 BOOTS     | 02/19/2026 | CHASE DAUBIG BOOTS 2026         | 150.00          |
| VANDERBILTS                                              | 2026 BOOTS     | 02/19/2026 | JOHN WILLIAMS BOOTS 2026        | 144.99          |
| <b>Vendor 01504 - VANDERBILTS Total:</b>                 |                |            |                                 | <b>744.99</b>   |

| Vendor Name                                                  | Payable Number | Post Date  | Description (Item)             | Amount            |
|--------------------------------------------------------------|----------------|------------|--------------------------------|-------------------|
| <b>Vendor: 084107 - WHITE STAR</b>                           |                |            |                                |                   |
| WHITE STAR                                                   | 24067970       | 02/20/2026 | PW LEASED MINI SERVICE PA...   | 65.71             |
| WHITE STAR                                                   | 24067970       | 02/20/2026 | PW HYDRAULIC OIL               | 60.43             |
| WHITE STAR                                                   | 24067970       | 02/20/2026 | PW HYDRAULIC OIL               | 60.43             |
| WHITE STAR                                                   | 24067970       | 02/20/2026 | PW HYDRAULIC FILTERS           | 7.18              |
| <b>Vendor 084107 - WHITE STAR Total:</b>                     |                |            |                                | <b>193.75</b>     |
| <b>Department 532 - WATER DISTRIBUTION SYSTEM Total:</b>     |                |            |                                | <b>21,085.65</b>  |
| <b>Department: 533 - WATER PLANT OPERATIONS</b>              |                |            |                                |                   |
| <b>Vendor: 043802 - EVERGY</b>                               |                |            |                                |                   |
| EVERGY                                                       | INV0037432     | 02/23/2026 | 902 W Spruce                   | 853.01            |
| EVERGY                                                       | 03092026.1     | 02/24/2026 | 2101 N Jackson St 19           | 2,166.90          |
| EVERGY                                                       | 03062026       | 02/25/2026 | 2101 N Jackson St 6            | 768.16            |
| EVERGY                                                       | 03062026.1     | 02/25/2026 | 2101 N Jackson St 2            | 46.26             |
| EVERGY                                                       | 03062026.2     | 02/25/2026 | 2101 N Jackson St 9            | 876.81            |
| EVERGY                                                       | 03062026.4     | 02/25/2026 | 2101 N Jackson St 8            | 210.96            |
| EVERGY                                                       | 03062026.5     | 02/25/2026 | 2101 N Jackson St 1            | 57.92             |
| EVERGY                                                       | 03062026.5     | 02/25/2026 | 2101 N Jackson St 5            | 49.77             |
| EVERGY                                                       | 03062026.5     | 02/25/2026 | 2101 N Jackson St 4            | 28.86             |
| EVERGY                                                       | 03062026.5     | 02/25/2026 | 2101 N Jackson St 3            | 28.86             |
| EVERGY                                                       | 03062026.6     | 02/25/2026 | 2101 N Jackson St 20           | 809.52            |
| EVERGY                                                       | 03062026.6     | 02/25/2026 | 2101 N Jackson St 7            | 254.14            |
| EVERGY                                                       | 03062026.7     | 02/25/2026 | 2101 N Jackson St Plant        | 26,574.37         |
| EVERGY                                                       | 03062026.8     | 02/25/2026 | 920 W Spruce                   | 86.98             |
| <b>Vendor 043802 - EVERGY Total:</b>                         |                |            |                                | <b>32,812.52</b>  |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                   |                |            |                                |                   |
| KANSAS GAS SERVICE                                           | INV0037396     | 02/19/2026 | 2101 N Jackson St              | 614.01            |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>             |                |            |                                | <b>614.01</b>     |
| <b>Vendor: 04626 - LINGENFELTER WATER SERVICES LLC</b>       |                |            |                                |                   |
| LINGENFELTER WATER SERVIC... 1                               |                | 02/19/2026 | SMITHFIELD MEETING             | 425.00            |
| <b>Vendor 04626 - LINGENFELTER WATER SERVICES LLC Total:</b> |                |            |                                | <b>425.00</b>     |
| <b>Vendor: 080297 - VEOLIA WATER NORTH AMERICA</b>           |                |            |                                |                   |
| VEOLIA WATER NORTH AMER... 9000241691                        |                | 02/23/2026 | WATER TREATMENT PLNAT 2/...    | 151,653.12        |
| <b>Vendor 080297 - VEOLIA WATER NORTH AMERICA Total:</b>     |                |            |                                | <b>151,653.12</b> |
| <b>Department 533 - WATER PLANT OPERATIONS Total:</b>        |                |            |                                | <b>185,504.65</b> |
| <b>Department: 534 - WATER ADMINISTRATION</b>                |                |            |                                |                   |
| <b>Vendor: 01516 - COLLECTION BUREAU OF KANSAS INC</b>       |                |            |                                |                   |
| COLLECTION BUREAU OF KAN... 2026-01-30-LC190-1-C             |                | 02/17/2026 | WATER-JAN 2026 COL FEE         | 1,029.27          |
| <b>Vendor 01516 - COLLECTION BUREAU OF KANSAS INC Total:</b> |                |            |                                | <b>1,029.27</b>   |
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                   |                |            |                                |                   |
| KANSAS GAS SERVICE                                           | INV0037458     | 02/24/2026 | 900 W Spruce - 510021949 15... | 45.12             |
| KANSAS GAS SERVICE                                           | INV0037459     | 02/24/2026 | 2232 W ash                     | 44.06             |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>             |                |            |                                | <b>89.18</b>      |
| <b>Vendor: 041336 - KEY OFFICE PRODUCTS</b>                  |                |            |                                |                   |
| KEY OFFICE PRODUCTS                                          | AR159959       | 02/23/2026 | Thermal receipt paper          | 17.00             |
| <b>Vendor 041336 - KEY OFFICE PRODUCTS Total:</b>            |                |            |                                | <b>17.00</b>      |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                         |                |            |                                |                   |
| PROCOPY, INC.                                                | 021427         | 02/24/2026 | Print Costs - Public Works     | 46.90             |
| PROCOPY, INC.                                                | 021427         | 02/24/2026 | Print Costs - Customer Service | 56.48             |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                   |                |            |                                | <b>103.38</b>     |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>           |                |            |                                |                   |
| TWIN VALLEY TELEPHONE, INC. 10412617                         |                | 02/24/2026 | Phones - Customer Service      | 179.67            |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>     |                |            |                                | <b>179.67</b>     |
| <b>Vendor: 00970 - VERIZON WIRELESS</b>                      |                |            |                                |                   |
| VERIZON WIRELESS                                             | 6135907934     | 02/19/2026 | 785-307-7019--JUNCTION CITY..  | 40.01             |
| VERIZON WIRELESS                                             | 6135907934     | 02/19/2026 | 785-307-4403-JUNCTION CITY...  | 40.01             |
| <b>Vendor 00970 - VERIZON WIRELESS Total:</b>                |                |            |                                | <b>80.02</b>      |

| Vendor Name                                                          | Payable Number | Post Date  | Description (Item)            | Amount            |
|----------------------------------------------------------------------|----------------|------------|-------------------------------|-------------------|
| <b>Vendor: 086462 - XEROX CORPORATION</b>                            |                |            |                               |                   |
| XEROX CORPORATION                                                    | 41636673       | 02/23/2026 | Copier Lease Payment          | 182.71            |
| <b>Vendor 086462 - XEROX CORPORATION Total:</b>                      |                |            |                               | <b>182.71</b>     |
| <b>Department 534 - WATER ADMINISTRATION Total:</b>                  |                |            |                               | <b>1,681.23</b>   |
| <b>Fund 014 - WATER UTILITY FUND Total:</b>                          |                |            |                               | <b>222,941.63</b> |
| <b>Fund: 015 - WASTEWATER UTILITY FUND</b>                           |                |            |                               |                   |
| <b>Department: 000 - NON-DEPARTMENTAL</b>                            |                |            |                               |                   |
| <b>Vendor: 043380 - ADVANCE LIFE INSURANCE</b>                       |                |            |                               |                   |
| ADVANCE LIFE INSURANCE                                               | INV0037329     | 02/20/2026 | CITY OF JC EMPLOYER PD LIFE   | 10.35             |
| ADVANCE LIFE INSURANCE                                               | INV0037330     | 02/20/2026 | ADVANCE LIFE INSURANCE BE...  | 39.61             |
| <b>Vendor 043380 - ADVANCE LIFE INSURANCE Total:</b>                 |                |            |                               | <b>49.96</b>      |
| <b>Vendor: 03161 - ADVANCE SHORT TERM DISABILITY</b>                 |                |            |                               |                   |
| ADVANCE SHORT TERM DISAB...                                          | INV0037370     | 02/20/2026 | CITY OF JC EMPLOYER PAID S... | 29.61             |
| <b>Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:</b>           |                |            |                               | <b>29.61</b>      |
| <b>Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY</b>       |                |            |                               |                   |
| AMERICAN FAMILY LIFE ASSU...                                         | INV0037332     | 02/20/2026 | AFLAC BEFORE TAX              | 54.12             |
| <b>Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:</b> |                |            |                               | <b>54.12</b>      |
| <b>Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC</b>             |                |            |                               |                   |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037334     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 128.63            |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037335     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 36.61             |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037336     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 125.94            |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037339     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 15.63             |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037340     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 803.65            |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037341     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 1,171.14          |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037342     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 403.48            |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037343     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 559.51            |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037344     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 95.38             |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037345     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 95.16             |
| <b>Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:</b>       |                |            |                               | <b>3,435.13</b>   |
| <b>Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334</b>        |                |            |                               |                   |
| CITY OF JC FLEX SPENDING AC...                                       | INV0037351     | 02/20/2026 | FLEX SPENDING-1074334         | 224.80            |
| <b>Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:</b>  |                |            |                               | <b>224.80</b>     |
| <b>Vendor: 012130 - CITY OF JUNCTION CITY</b>                        |                |            |                               |                   |
| CITY OF JUNCTION CITY                                                | INV0037352     | 02/20/2026 | CITY OF JUNCTION CITY (G-FEE) | 2.48              |
| CITY OF JUNCTION CITY                                                | INV0037369     | 02/20/2026 | TELEPHONE REIMBURSEMENT       | 19.85             |
| <b>Vendor 012130 - CITY OF JUNCTION CITY Total:</b>                  |                |            |                               | <b>22.33</b>      |
| <b>Vendor: 01944 - EMPOWER RETIREMENT LLC</b>                        |                |            |                               |                   |
| EMPOWER RETIREMENT LLC                                               | INV0037363     | 02/20/2026 | EMPOWER FINANCIAL SERVIC...   | 258.75            |
| <b>Vendor 01944 - EMPOWER RETIREMENT LLC Total:</b>                  |                |            |                               | <b>258.75</b>     |
| <b>Vendor: 001010 - INTERNAL REVENUE SERVICE</b>                     |                |            |                               |                   |
| INTERNAL REVENUE SERVICE                                             | INV0037385     | 02/20/2026 | SOCIAL SECURITY WITHHOLDI...  | 3,143.64          |
| INTERNAL REVENUE SERVICE                                             | INV0037386     | 02/20/2026 | FEDERAL WITHHOLDING           | 1,492.18          |
| INTERNAL REVENUE SERVICE                                             | INV0037387     | 02/20/2026 | MEDICARE WITHHOLDING          | 735.08            |
| <b>Vendor 001010 - INTERNAL REVENUE SERVICE Total:</b>               |                |            |                               | <b>5,370.90</b>   |
| <b>Vendor: 00973 - KANSAS DEPARTMENT OF LABOR</b>                    |                |            |                               |                   |
| KANSAS DEPARTMENT OF LA...                                           | INV0037383     | 02/20/2026 | QUARTERLY UNEMPLOYMENT ..     | 25.27             |
| <b>Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:</b>              |                |            |                               | <b>25.27</b>      |
| <b>Vendor: 042540 - KANSAS DEPT OF REVENUE</b>                       |                |            |                               |                   |
| KANSAS DEPT OF REVENUE                                               | INV0037384     | 02/20/2026 | STATE WITHHOLDING             | 1,117.39          |
| <b>Vendor 042540 - KANSAS DEPT OF REVENUE Total:</b>                 |                |            |                               | <b>1,117.39</b>   |
| <b>Vendor: 014435 - KANSAS PAYMENT CENTER</b>                        |                |            |                               |                   |
| KANSAS PAYMENT CENTER                                                | INV0037357     | 02/20/2026 | INCOME WITHHOLDING ORD...     | 81.50             |
| <b>Vendor 014435 - KANSAS PAYMENT CENTER Total:</b>                  |                |            |                               | <b>81.50</b>      |
| <b>Vendor: 043859 - KANSAS PUBLIC EMPLOYEES</b>                      |                |            |                               |                   |
| KANSAS PUBLIC EMPLOYEES                                              | INV0037360     | 02/20/2026 | KPERS #1                      | 361.17            |
| KANSAS PUBLIC EMPLOYEES                                              | INV0037361     | 02/20/2026 | KPERS #2                      | 199.03            |

**Appropriations February 17 - March 4.2026**
**Post Dates: 2/17/2026 - 3/4/2026**

| Vendor Name                                                            | Payable Number | Post Date  | Description (Item)             | Amount           |
|------------------------------------------------------------------------|----------------|------------|--------------------------------|------------------|
| KANSAS PUBLIC EMPLOYEES                                                | INV0037362     | 02/20/2026 | KPERS #3                       | 3,560.10         |
| KANSAS PUBLIC EMPLOYEES                                                | INV0037364     | 02/20/2026 | KPERS INSURANCE                | 185.87           |
| <b>Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:</b>                  |                |            |                                | <b>4,306.17</b>  |
| <b>Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY</b>       |                |            |                                |                  |
| UNITED WAY OF JUNCTION CI...                                           | INV0037372     | 02/20/2026 | UNITED WAY                     | 2.00             |
| <b>Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:</b> |                |            |                                | <b>2.00</b>      |
| <b>Vendor: 03938 - VSP INSURANCE CO.</b>                               |                |            |                                |                  |
| VSP INSURANCE CO.                                                      | INV0037373     | 02/20/2026 | VSP Vision Insurance Pre-Tax   | 1.34             |
| VSP INSURANCE CO.                                                      | INV0037374     | 02/20/2026 | VSP PREMIUM SINGLE             | 12.09            |
| VSP INSURANCE CO.                                                      | INV0037375     | 02/20/2026 | VSP PREMIUM SPOUSE             | 3.33             |
| VSP INSURANCE CO.                                                      | INV0037376     | 02/20/2026 | VSP PREMIUM CHILD(REN)         | 9.53             |
| VSP INSURANCE CO.                                                      | INV0037377     | 02/20/2026 | VSP VISION PREMIUM FAMILY      | 15.31            |
| VSP INSURANCE CO.                                                      | INV0037378     | 02/20/2026 | VSP INSURANCE                  | 22.73            |
| VSP INSURANCE CO.                                                      | INV0037379     | 02/20/2026 | VSP VISION INSURANCE SPOU...   | 1.47             |
| VSP INSURANCE CO.                                                      | INV0037381     | 02/20/2026 | VSP VISION INSURANCE STAN...   | 15.71            |
| <b>Vendor 03938 - VSP INSURANCE CO. Total:</b>                         |                |            |                                | <b>81.51</b>     |
| <b>Department 000 - NON-DEPARTMENTAL Total:</b>                        |                |            |                                | <b>15,059.44</b> |
| <b>Department: 500 - NON-DEPARTMENTAL</b>                              |                |            |                                |                  |
| <b>Vendor: 04626 - LINGENFELTER WATER SERVICES LLC</b>                 |                |            |                                |                  |
| LINGENFELTER WATER SERVIC... 1                                         |                | 02/19/2026 | SMITHFIELD MEETING             | 425.00           |
| <b>Vendor 04626 - LINGENFELTER WATER SERVICES LLC Total:</b>           |                |            |                                | <b>425.00</b>    |
| <b>Department 500 - NON-DEPARTMENTAL Total:</b>                        |                |            |                                | <b>425.00</b>    |
| <b>Department: 540 - WASTEWATER DISTRIBUTION SYSTEM</b>                |                |            |                                |                  |
| <b>Vendor: 03042 - CATLETT AUTOMOTIVE, INC.</b>                        |                |            |                                |                  |
| CATLETT AUTOMOTIVE, INC.                                               | 564685         | 02/19/2026 | PW #888 IGNITION COIL          | 45.49            |
| <b>Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:</b>                  |                |            |                                | <b>45.49</b>     |
| <b>Vendor: 02138 - FACTORY MOTOR PARTS</b>                             |                |            |                                |                  |
| FACTORY MOTOR PARTS                                                    | 8-Z24056       | 02/20/2026 | PW BATTERY STOCK               | 137.22           |
| FACTORY MOTOR PARTS                                                    | 8-Z23940       | 02/23/2026 | PS FLEET BATTERY STOCK         | 51.50            |
| FACTORY MOTOR PARTS                                                    | 8-Z23940       | 02/23/2026 | PS FLEET BATTERY STOCK         | 53.50            |
| <b>Vendor 02138 - FACTORY MOTOR PARTS Total:</b>                       |                |            |                                | <b>242.22</b>    |
| <b>Vendor: 01011 - FOLEY EQUIPMENT</b>                                 |                |            |                                |                  |
| FOLEY EQUIPMENT                                                        | M3229501       | 02/23/2026 | WHEEL LOADER RENTAL            | 1,370.62         |
| <b>Vendor 01011 - FOLEY EQUIPMENT Total:</b>                           |                |            |                                | <b>1,370.62</b>  |
| <b>Vendor: 01520 - HFE PROCESS, INC.</b>                               |                |            |                                |                  |
| HFE PROCESS, INC.                                                      | 9963           | 02/20/2026 | PW LIFT STATION DBL CYL / V... | 1,011.13         |
| HFE PROCESS, INC.                                                      | 9963           | 02/20/2026 | PW LIFT STATION DBL CYL / ...  | 1,076.25         |
| <b>Vendor 01520 - HFE PROCESS, INC. Total:</b>                         |                |            |                                | <b>2,087.38</b>  |
| <b>Vendor: 043650 - KANSAS MUNICIPAL UTILITIES</b>                     |                |            |                                |                  |
| KANSAS MUNICIPAL UTILITIES                                             | 200010091      | 02/19/2026 | 2026 KMU DAY AT THE CAPIT...   | 16.25            |
| <b>Vendor 043650 - KANSAS MUNICIPAL UTILITIES Total:</b>               |                |            |                                | <b>16.25</b>     |
| <b>Vendor: 01542 - MAC TOOLS DISTRIBUTOR</b>                           |                |            |                                |                  |
| MAC TOOLS DISTRIBUTOR                                                  | 267391         | 02/20/2026 | PW ANGLE GRINDER               | 298.69           |
| MAC TOOLS DISTRIBUTOR                                                  | 267391         | 02/20/2026 | PW IMPACT 1/2"                 | 283.25           |
| <b>Vendor 01542 - MAC TOOLS DISTRIBUTOR Total:</b>                     |                |            |                                | <b>581.94</b>    |
| <b>Vendor: 01529 - MISSION COMMUNICATIONS LLC</b>                      |                |            |                                |                  |
| MISSION COMMUNICATIONS ...                                             | 2018226        | 02/19/2026 | VALOR LIFT STATION SERVICE ... | 347.40           |
| <b>Vendor 01529 - MISSION COMMUNICATIONS LLC Total:</b>                |                |            |                                | <b>347.40</b>    |
| <b>Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO</b>                        |                |            |                                |                  |
| MSC INDUSTRIAL SUPPLY CO                                               | 8247088001     | 02/23/2026 | PW FLEET STOCK TAPCON AN...    | 31.00            |
| <b>Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:</b>                  |                |            |                                | <b>31.00</b>     |
| <b>Vendor: 02363 - PENN ENTERPRISES</b>                                |                |            |                                |                  |
| PENN ENTERPRISES                                                       | 09-2018B-R     | 02/23/2026 | LAUNDERING OF OFFICE MATS..    | -25.69           |
| PENN ENTERPRISES                                                       | 11-2019-R      | 02/23/2026 | LAUNDERING OF OFFICE MATS..    | -24.39           |
| <b>Vendor 02363 - PENN ENTERPRISES Total:</b>                          |                |            |                                | <b>-50.08</b>    |

| Vendor Name                                                        | Payable Number | Post Date  | Description (Item)             | Amount              |
|--------------------------------------------------------------------|----------------|------------|--------------------------------|---------------------|
| <b>Vendor: 066189 - REEVES-WIEDEMAN CO.</b>                        |                |            |                                |                     |
| REEVES-WIEDEMAN CO.                                                | 6717995        | 02/20/2026 | PW OLIVIA FARMS RED RUBB...    | 5.75                |
| REEVES-WIEDEMAN CO.                                                | 6717995        | 02/20/2026 | PW OLIVIA FARMS                | 5.25                |
| REEVES-WIEDEMAN CO.                                                | 6718405        | 02/20/2026 | CARBIDE DRILL BIT              | 27.90               |
| REEVES-WIEDEMAN CO.                                                | 6718405        | 02/20/2026 | CARBIDE HAMMER BIT             | 8.15                |
| <b>Vendor 066189 - REEVES-WIEDEMAN CO. Total:</b>                  |                |            |                                | <b>47.05</b>        |
| <b>Vendor: 02193 - STANION WHOLESALE ELECTRIC CO</b>               |                |            |                                |                     |
| STANION WHOLESALE ELECTR...                                        | 6058277-00     | 02/20/2026 | PW - TERMINAL ADAPTER          | 1.67                |
| STANION WHOLESALE ELECTR...                                        | 6058277-00     | 02/20/2026 | PW - CONDUIT BODY              | 17.88               |
| STANION WHOLESALE ELECTR...                                        | 6058277-00     | 02/20/2026 | PW - COUPLING                  | 2.48                |
| <b>Vendor 02193 - STANION WHOLESALE ELECTRIC CO Total:</b>         |                |            |                                | <b>22.03</b>        |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>                 |                |            |                                |                     |
| TWIN VALLEY TELEPHONE, INC.                                        | 10412617       | 02/24/2026 | Phones PW -25%                 | 45.66               |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>           |                |            |                                | <b>45.66</b>        |
| <b>Vendor: 01868 - WEX BANK</b>                                    |                |            |                                |                     |
| WEX BANK                                                           | 110550745      | 02/19/2026 | WW-DIST--FUEL                  | 2,484.66            |
| <b>Vendor 01868 - WEX BANK Total:</b>                              |                |            |                                | <b>2,484.66</b>     |
| <b>Vendor: 084107 - WHITE STAR</b>                                 |                |            |                                |                     |
| WHITE STAR                                                         | 24067970       | 02/20/2026 | PW HYDRAULIC FILTERS           | 7.17                |
| WHITE STAR                                                         | 24067970       | 02/20/2026 | PW LEASED MINI SERVICE PA...   | 65.72               |
| WHITE STAR                                                         | 24067970       | 02/20/2026 | PW HYDRAULIC OIL               | 60.43               |
| WHITE STAR                                                         | 24067970       | 02/20/2026 | PW HYDRAULIC OIL               | 60.43               |
| <b>Vendor 084107 - WHITE STAR Total:</b>                           |                |            |                                | <b>193.75</b>       |
| <b>Department 540 - WASTEWATER DISTRIBUTION SYSTEM Total:</b>      |                |            |                                | <b>7,465.37</b>     |
| <b>Department: 541 - WASTEWATER ADMINISTRATION</b>                 |                |            |                                |                     |
| <b>Vendor: 00299 - KANSAS DEPT OF HEALTH AND ENVIRONMENT</b>       |                |            |                                |                     |
| KANSAS DEPT OF HEALTH AND..                                        | INV0037285     | 02/17/2026 | KWPCRF PROJECT # C20 1973 ...  | 8,518.04            |
| KANSAS DEPT OF HEALTH AND..                                        | INV0037285     | 02/17/2026 | KWPCRF PROJECT # C20 1973 ...  | 248,614.68          |
| KANSAS DEPT OF HEALTH AND..                                        | INV0037285     | 02/17/2026 | KWPCRF PROJECT # C20 1973 ...  | 68,825.75           |
| KANSAS DEPT OF HEALTH AND..                                        | INV0037287     | 02/17/2026 | KWPCRF PROJECT # C20 1973 ...  | 252,544.48          |
| KANSAS DEPT OF HEALTH AND..                                        | INV0037287     | 02/17/2026 | KWPCRF PROJECT # C20 1973 ...  | 2,165,946.98        |
| KANSAS DEPT OF HEALTH AND..                                        | INV0037287     | 02/17/2026 | KWPCRF PROJECT # C20 1973 ...  | 33,583.05           |
| KANSAS DEPT OF HEALTH AND..                                        | INV0037410     | 02/20/2026 | 9/1/25-2/28/26                 | 716.93              |
| KANSAS DEPT OF HEALTH AND..                                        | INV0037410     | 02/20/2026 | 9/1/25-2/28/26                 | 188,615.00          |
| KANSAS DEPT OF HEALTH AND..                                        | INV0037410     | 02/20/2026 | 9/1/25-2/28/26                 | 7,054.63            |
| <b>Vendor 00299 - KANSAS DEPT OF HEALTH AND ENVIRONMENT Total:</b> |                |            |                                | <b>2,974,419.54</b> |
| <b>Vendor: 041336 - KEY OFFICE PRODUCTS</b>                        |                |            |                                |                     |
| KEY OFFICE PRODUCTS                                                | AR159959       | 02/23/2026 | Thermal receipt paper          | 16.99               |
| <b>Vendor 041336 - KEY OFFICE PRODUCTS Total:</b>                  |                |            |                                | <b>16.99</b>        |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                               |                |            |                                |                     |
| PROCOPY, INC.                                                      | 021427         | 02/24/2026 | Print Costs - Public Works     | 46.90               |
| PROCOPY, INC.                                                      | 021427         | 02/24/2026 | Print Costs - Customer Service | 54.81               |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                         |                |            |                                | <b>101.71</b>       |
| <b>Vendor: 086462 - XEROX CORPORATION</b>                          |                |            |                                |                     |
| XEROX CORPORATION                                                  | 41636673       | 02/23/2026 | Copier Lease Payment           | 177.34              |
| <b>Vendor 086462 - XEROX CORPORATION Total:</b>                    |                |            |                                | <b>177.34</b>       |
| <b>Department 541 - WASTEWATER ADMINISTRATION Total:</b>           |                |            |                                | <b>2,974,715.58</b> |
| <b>Department: 547 - WASTEWATER PLANT OPERATIONS</b>               |                |            |                                |                     |
| <b>Vendor: 04253 - ATHENA ENERGY SERVICES, LLC</b>                 |                |            |                                |                     |
| ATHENA ENERGY SERVICES, LLC                                        | 21391864       | 02/23/2026 | 3200 Industrial 533334         | 2,056.19            |
| <b>Vendor 04253 - ATHENA ENERGY SERVICES, LLC Total:</b>           |                |            |                                | <b>2,056.19</b>     |
| <b>Vendor: 043802 - EVERGY</b>                                     |                |            |                                |                     |
| EVERGY                                                             | 03092026       | 02/24/2026 | 427 Grant Ave South Pump       | 12,044.34           |
| EVERGY                                                             | 03092026       | 02/24/2026 | 427 Grant Ave                  | 8,159.01            |
| <b>Vendor 043802 - EVERGY Total:</b>                               |                |            |                                | <b>20,203.35</b>    |

**Appropriations February 17 - March 4.2026**
**Post Dates: 2/17/2026 - 3/4/2026**

| Vendor Name                                                          | Payable Number | Post Date  | Description (Item)            | Amount              |
|----------------------------------------------------------------------|----------------|------------|-------------------------------|---------------------|
| <b>Vendor: 043271 - KANSAS GAS SERVICE</b>                           |                |            |                               |                     |
| KANSAS GAS SERVICE                                                   | INV0037395     | 02/19/2026 | 427 Grant Ave                 | 1,753.68            |
| KANSAS GAS SERVICE                                                   | INV0037398     | 02/19/2026 | 3200 Industrial St #2         | 799.60              |
| <b>Vendor 043271 - KANSAS GAS SERVICE Total:</b>                     |                |            |                               | <b>2,553.28</b>     |
| <b>Vendor: 080297 - VEOLIA WATER NORTH AMERICA</b>                   |                |            |                               |                     |
| VEOLIA WATER NORTH AMER...                                           | 9000241691     | 02/23/2026 | WATER TREATMENT PLNAT 2/...   | 218,684.17          |
| <b>Vendor 080297 - VEOLIA WATER NORTH AMERICA Total:</b>             |                |            |                               | <b>218,684.17</b>   |
| <b>Department 547 - WASTEWATER PLANT OPERATIONS Total:</b>           |                |            |                               | <b>243,496.99</b>   |
| <b>Fund 015 - WASTEWATER UTILITY FUND Total:</b>                     |                |            |                               | <b>3,241,162.38</b> |
| <b>Fund: 018 - STORM WATER UTILITY FUND</b>                          |                |            |                               |                     |
| <b>Department: 000 - NON-DEPARTMENTAL</b>                            |                |            |                               |                     |
| <b>Vendor: 043380 - ADVANCE LIFE INSURANCE</b>                       |                |            |                               |                     |
| ADVANCE LIFE INSURANCE                                               | INV0037329     | 02/20/2026 | CITY OF JC EMPLOYER PD LIFE   | 2.50                |
| ADVANCE LIFE INSURANCE                                               | INV0037330     | 02/20/2026 | ADVANCE LIFE INSURANCE BE...  | 33.56               |
| <b>Vendor 043380 - ADVANCE LIFE INSURANCE Total:</b>                 |                |            |                               | <b>36.06</b>        |
| <b>Vendor: 03161 - ADVANCE SHORT TERM DISABILITY</b>                 |                |            |                               |                     |
| ADVANCE SHORT TERM DISAB...                                          | INV0037370     | 02/20/2026 | CITY OF JC EMPLOYER PAID S... | 3.56                |
| <b>Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:</b>           |                |            |                               | <b>3.56</b>         |
| <b>Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY</b>       |                |            |                               |                     |
| AMERICAN FAMILY LIFE ASSU...                                         | INV0037332     | 02/20/2026 | AFLAC BEFORE TAX              | 12.02               |
| <b>Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:</b> |                |            |                               | <b>12.02</b>        |
| <b>Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC</b>             |                |            |                               |                     |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037334     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 51.45               |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037335     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 9.55                |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037339     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 3.48                |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037340     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 75.83               |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037341     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 104.10              |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037343     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 79.94               |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037344     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 7.54                |
| BLUE CROSS BLUE SHIELD OF ...                                        | INV0037345     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 11.32               |
| <b>Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:</b>       |                |            |                               | <b>343.21</b>       |
| <b>Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334</b>        |                |            |                               |                     |
| CITY OF JC FLEX SPENDING AC...                                       | INV0037351     | 02/20/2026 | FLEX SPENDING-1074334         | 46.45               |
| <b>Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:</b>  |                |            |                               | <b>46.45</b>        |
| <b>Vendor: 012130 - CITY OF JUNCTION CITY</b>                        |                |            |                               |                     |
| CITY OF JUNCTION CITY                                                | INV0037369     | 02/20/2026 | TELEPHONE REIMBURSEMENT       | 2.66                |
| <b>Vendor 012130 - CITY OF JUNCTION CITY Total:</b>                  |                |            |                               | <b>2.66</b>         |
| <b>Vendor: 01944 - EMPOWER RETIREMENT LLC</b>                        |                |            |                               |                     |
| EMPOWER RETIREMENT LLC                                               | INV0037363     | 02/20/2026 | EMPOWER FINANCIAL SERVIC...   | 123.75              |
| <b>Vendor 01944 - EMPOWER RETIREMENT LLC Total:</b>                  |                |            |                               | <b>123.75</b>       |
| <b>Vendor: 001010 - INTERNAL REVENUE SERVICE</b>                     |                |            |                               |                     |
| INTERNAL REVENUE SERVICE                                             | INV0037385     | 02/20/2026 | SOCIAL SECURITY WITHHOLDI...  | 838.12              |
| INTERNAL REVENUE SERVICE                                             | INV0037386     | 02/20/2026 | FEDERAL WITHHOLDING           | 384.99              |
| INTERNAL REVENUE SERVICE                                             | INV0037387     | 02/20/2026 | MEDICARE WITHHOLDING          | 196.06              |
| <b>Vendor 001010 - INTERNAL REVENUE SERVICE Total:</b>               |                |            |                               | <b>1,419.17</b>     |
| <b>Vendor: 00973 - KANSAS DEPARTMENT OF LABOR</b>                    |                |            |                               |                     |
| KANSAS DEPARTMENT OF LA...                                           | INV0037383     | 02/20/2026 | QUARTERLY UNEMPLOYMENT ..     | 6.74                |
| <b>Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:</b>              |                |            |                               | <b>6.74</b>         |
| <b>Vendor: 042540 - KANSAS DEPT OF REVENUE</b>                       |                |            |                               |                     |
| KANSAS DEPT OF REVENUE                                               | INV0037384     | 02/20/2026 | STATE WITHHOLDING             | 310.52              |
| <b>Vendor 042540 - KANSAS DEPT OF REVENUE Total:</b>                 |                |            |                               | <b>310.52</b>       |
| <b>Vendor: 043859 - KANSAS PUBLIC EMPLOYEES</b>                      |                |            |                               |                     |
| KANSAS PUBLIC EMPLOYEES                                              | INV0037360     | 02/20/2026 | KPERS #1                      | 64.49               |
| KANSAS PUBLIC EMPLOYEES                                              | INV0037361     | 02/20/2026 | KPERS #2                      | 99.51               |
| KANSAS PUBLIC EMPLOYEES                                              | INV0037362     | 02/20/2026 | KPERS #3                      | 918.72              |

**Appropriations February 17 - March 4.2026**
**Post Dates: 2/17/2026 - 3/4/2026**

| Vendor Name                                           | Payable Number | Post Date  | Description (Item) | Amount          |
|-------------------------------------------------------|----------------|------------|--------------------|-----------------|
| KANSAS PUBLIC EMPLOYEES                               | INV0037364     | 02/20/2026 | KPERS INSURANCE    | 49.03           |
| <b>Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:</b> |                |            |                    | <b>1,131.75</b> |

**Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY**

|                                                                        |            |            |            |             |
|------------------------------------------------------------------------|------------|------------|------------|-------------|
| UNITED WAY OF JUNCTION CL...                                           | INV0037372 | 02/20/2026 | UNITED WAY | 1.00        |
| <b>Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:</b> |            |            |            | <b>1.00</b> |

**Vendor: 03938 - VSP INSURANCE CO.**

|                                                 |            |            |                              |                 |
|-------------------------------------------------|------------|------------|------------------------------|-----------------|
| VSP INSURANCE CO.                               | INV0037373 | 02/20/2026 | VSP Vision Insurance Pre-Tax | 0.66            |
| VSP INSURANCE CO.                               | INV0037374 | 02/20/2026 | VSP PREMIUM SINGLE           | 2.51            |
| VSP INSURANCE CO.                               | INV0037375 | 02/20/2026 | VSP PREMIUM SPOUSE           | 1.34            |
| VSP INSURANCE CO.                               | INV0037376 | 02/20/2026 | VSP PREMIUM CHILD(REN)       | 2.03            |
| VSP INSURANCE CO.                               | INV0037377 | 02/20/2026 | VSP VISION PREMIUM FAMILY    | 2.19            |
| VSP INSURANCE CO.                               | INV0037378 | 02/20/2026 | VSP INSURANCE                | 1.84            |
| VSP INSURANCE CO.                               | INV0037381 | 02/20/2026 | VSP VISION INSURANCE STAN... | 6.40            |
| <b>Vendor 03938 - VSP INSURANCE CO. Total:</b>  |            |            |                              | <b>16.97</b>    |
| <b>Department 000 - NON-DEPARTMENTAL Total:</b> |            |            |                              | <b>3,453.86</b> |

**Department: 619 - STORM WATER DISTRIBUTION**
**Vendor: 01514 - MIDWEST CONCRETE MATERIALS**

|                                                         |        |            |                               |                 |
|---------------------------------------------------------|--------|------------|-------------------------------|-----------------|
| MIDWEST CONCRETE MATERI...                              | 732661 | 02/19/2026 | 203 S EISENHOWER REPAIRS ...  | 11.25           |
| MIDWEST CONCRETE MATERI...                              | 732661 | 02/19/2026 | 203 S EISENHOWER REPAIRS F... | 14.00           |
| MIDWEST CONCRETE MATERI...                              | 732661 | 02/19/2026 | 203 S EISENHOWER REPAIRS ...  | 100.00          |
| MIDWEST CONCRETE MATERI...                              | 732661 | 02/19/2026 | 203 S EISENHOWER REPAIRS ...  | 100.00          |
| MIDWEST CONCRETE MATERI...                              | 732661 | 02/19/2026 | 203 S EISENHOWER REPAIRS ...  | 7.00            |
| MIDWEST CONCRETE MATERI...                              | 732661 | 02/19/2026 | 203 S EISENHOWER REPAIRS ...  | 367.88          |
| MIDWEST CONCRETE MATERI...                              | 733337 | 02/20/2026 | PW 2.CY                       | 327.00          |
| MIDWEST CONCRETE MATERI...                              | 733337 | 02/20/2026 | PW TRUCK CLEAN UP CHARGE      | 100.00          |
| MIDWEST CONCRETE MATERI...                              | 733337 | 02/20/2026 | PW SHORT LOAD CHARGE          | 100.00          |
| MIDWEST CONCRETE MATERI...                              | 733337 | 02/20/2026 | PW FIBERMESH                  | 14.00           |
| MIDWEST CONCRETE MATERI...                              | 733337 | 02/20/2026 | PW WINTER SERVICE             | 10.00           |
| MIDWEST CONCRETE MATERI...                              | 733337 | 02/20/2026 | PW CONCRETE FUEL SURCHA...    | 7.00            |
| MIDWEST CONCRETE MATERI...                              | 733573 | 02/23/2026 | 203 S EISENHOWER SHORT L...   | 100.00          |
| MIDWEST CONCRETE MATERI...                              | 733573 | 02/23/2026 | 203 S EISENHOWER FIBERME...   | 14.00           |
| MIDWEST CONCRETE MATERI...                              | 733573 | 02/23/2026 | 203 S EISENHOWER CONCRETE..   | 245.25          |
| MIDWEST CONCRETE MATERI...                              | 733573 | 02/23/2026 | 203 S EISENHOWER STORM D...   | 7.00            |
| MIDWEST CONCRETE MATERI...                              | 733573 | 02/23/2026 | 203 S EISENHOWER WINTER S...  | 7.50            |
| <b>Vendor 01514 - MIDWEST CONCRETE MATERIALS Total:</b> |        |            |                               | <b>1,531.88</b> |
| <b>Department 619 - STORM WATER DISTRIBUTION Total:</b> |        |            |                               | <b>1,531.88</b> |
| <b>Fund 018 - STORM WATER UTILITY FUND Total:</b>       |        |            |                               | <b>4,985.74</b> |

**Fund: 019 - ECONOMIC DEVELOPMENT FUND**
**Department: 120 - ECONOMIC DEVELOPMENT**
**Vendor: 01223 - EMPRISE BANK**

|                                           |            |            |                       |                  |
|-------------------------------------------|------------|------------|-----------------------|------------------|
| EMPRISE BANK                              | INV0037434 | 02/23/2026 | Loan payment 22334130 | 30,406.03        |
| EMPRISE BANK                              | INV0037434 | 02/23/2026 | Loan payment 22334130 | 3,622.71         |
| <b>Vendor 01223 - EMPRISE BANK Total:</b> |            |            |                       | <b>34,028.74</b> |

**Vendor: 01224 - FLINT HILLS REGIONAL COUNCIL, INC.**

|                                                                 |             |            |                   |                  |
|-----------------------------------------------------------------|-------------|------------|-------------------|------------------|
| FLINT HILLS REGIONAL COUNC...                                   | FHRC-14-398 | 02/25/2026 | MEMBER ASSESSMENT | 20,638.80        |
| <b>Vendor 01224 - FLINT HILLS REGIONAL COUNCIL, INC. Total:</b> |             |            |                   | <b>20,638.80</b> |
| <b>Department 120 - ECONOMIC DEVELOPMENT Total:</b>             |             |            |                   | <b>54,667.54</b> |
| <b>Fund 019 - ECONOMIC DEVELOPMENT FUND Total:</b>              |             |            |                   | <b>54,667.54</b> |

**Fund: 023 - SANITATION FUND**
**Department: 000 - NON-DEPARTMENTAL**
**Vendor: 043380 - ADVANCE LIFE INSURANCE**

|                                                      |            |            |                              |               |
|------------------------------------------------------|------------|------------|------------------------------|---------------|
| ADVANCE LIFE INSURANCE                               | INV0037329 | 02/20/2026 | CITY OF JC EMPLOYER PD LIFE  | 8.61          |
| ADVANCE LIFE INSURANCE                               | INV0037330 | 02/20/2026 | ADVANCE LIFE INSURANCE BE... | 99.25         |
| <b>Vendor 043380 - ADVANCE LIFE INSURANCE Total:</b> |            |            |                              | <b>107.86</b> |



| Vendor Name                                                            | Payable Number | Post Date  | Description (Item)            | Amount          |
|------------------------------------------------------------------------|----------------|------------|-------------------------------|-----------------|
| <b>Vendor: 03161 - ADVANCE SHORT TERM DISABILITY</b>                   |                |            |                               |                 |
| ADVANCE SHORT TERM DISAB...                                            | INV0037370     | 02/20/2026 | CITY OF JC EMPLOYER PAID S... | 23.14           |
| <b>Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:</b>             |                |            |                               | <b>23.14</b>    |
| <b>Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY</b>         |                |            |                               |                 |
| AMERICAN FAMILY LIFE ASSU...                                           | INV0037331     | 02/20/2026 | AFLAC                         | 25.26           |
| AMERICAN FAMILY LIFE ASSU...                                           | INV0037332     | 02/20/2026 | AFLAC BEFORE TAX              | 99.91           |
| <b>Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:</b>   |                |            |                               | <b>125.17</b>   |
| <b>Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC</b>               |                |            |                               |                 |
| BLUE CROSS BLUE SHIELD OF ...                                          | INV0037334     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 51.43           |
| BLUE CROSS BLUE SHIELD OF ...                                          | INV0037335     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 14.34           |
| BLUE CROSS BLUE SHIELD OF ...                                          | INV0037336     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 125.93          |
| BLUE CROSS BLUE SHIELD OF ...                                          | INV0037339     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 10.37           |
| BLUE CROSS BLUE SHIELD OF ...                                          | INV0037340     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 727.85          |
| BLUE CROSS BLUE SHIELD OF ...                                          | INV0037341     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 728.81          |
| BLUE CROSS BLUE SHIELD OF ...                                          | INV0037343     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 119.90          |
| BLUE CROSS BLUE SHIELD OF ...                                          | INV0037344     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 60.26           |
| BLUE CROSS BLUE SHIELD OF ...                                          | INV0037345     | 02/20/2026 | BLUE CROSS BLUE SHIELD        | 100.07          |
| <b>Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:</b>         |                |            |                               | <b>1,938.96</b> |
| <b>Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334</b>          |                |            |                               |                 |
| CITY OF JC FLEX SPENDING AC...                                         | INV0037351     | 02/20/2026 | FLEX SPENDING-1074334         | 136.02          |
| <b>Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:</b>    |                |            |                               | <b>136.02</b>   |
| <b>Vendor: 012130 - CITY OF JUNCTION CITY</b>                          |                |            |                               |                 |
| CITY OF JUNCTION CITY                                                  | INV0037352     | 02/20/2026 | CITY OF JUNCTION CITY (G-FEE) | 10.00           |
| CITY OF JUNCTION CITY                                                  | INV0037369     | 02/20/2026 | TELEPHONE REIMBURSEMENT       | 4.61            |
| <b>Vendor 012130 - CITY OF JUNCTION CITY Total:</b>                    |                |            |                               | <b>14.61</b>    |
| <b>Vendor: 01944 - EMPOWER RETIREMENT LLC</b>                          |                |            |                               |                 |
| EMPOWER RETIREMENT LLC                                                 | INV0037363     | 02/20/2026 | EMPOWER FINANCIAL SERVIC...   | 183.75          |
| <b>Vendor 01944 - EMPOWER RETIREMENT LLC Total:</b>                    |                |            |                               | <b>183.75</b>   |
| <b>Vendor: 001010 - INTERNAL REVENUE SERVICE</b>                       |                |            |                               |                 |
| INTERNAL REVENUE SERVICE                                               | INV0037385     | 02/20/2026 | SOCIAL SECURITY WITHHOLDI...  | 2,477.90        |
| INTERNAL REVENUE SERVICE                                               | INV0037386     | 02/20/2026 | FEDERAL WITHHOLDING           | 1,405.78        |
| INTERNAL REVENUE SERVICE                                               | INV0037387     | 02/20/2026 | MEDICARE WITHHOLDING          | 579.34          |
| <b>Vendor 001010 - INTERNAL REVENUE SERVICE Total:</b>                 |                |            |                               | <b>4,463.02</b> |
| <b>Vendor: 00973 - KANSAS DEPARTMENT OF LABOR</b>                      |                |            |                               |                 |
| KANSAS DEPARTMENT OF LA...                                             | INV0037383     | 02/20/2026 | QUARTERLY UNEMPLOYMENT ..     | 19.79           |
| <b>Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:</b>                |                |            |                               | <b>19.79</b>    |
| <b>Vendor: 042540 - KANSAS DEPT OF REVENUE</b>                         |                |            |                               |                 |
| KANSAS DEPT OF REVENUE                                                 | INV0037384     | 02/20/2026 | STATE WITHHOLDING             | 835.11          |
| <b>Vendor 042540 - KANSAS DEPT OF REVENUE Total:</b>                   |                |            |                               | <b>835.11</b>   |
| <b>Vendor: 014435 - KANSAS PAYMENT CENTER</b>                          |                |            |                               |                 |
| KANSAS PAYMENT CENTER                                                  | INV0037357     | 02/20/2026 | INCOME WITHHOLDING ORD...     | 246.00          |
| KANSAS PAYMENT CENTER                                                  | INV0037358     | 02/20/2026 | GARNISHMENT                   | 205.00          |
| <b>Vendor 014435 - KANSAS PAYMENT CENTER Total:</b>                    |                |            |                               | <b>451.00</b>   |
| <b>Vendor: 043859 - KANSAS PUBLIC EMPLOYEES</b>                        |                |            |                               |                 |
| KANSAS PUBLIC EMPLOYEES                                                | INV0037360     | 02/20/2026 | KPERS #1                      | 64.50           |
| KANSAS PUBLIC EMPLOYEES                                                | INV0037361     | 02/20/2026 | KPERS #2                      | 950.36          |
| KANSAS PUBLIC EMPLOYEES                                                | INV0037362     | 02/20/2026 | KPERS #3                      | 2,202.56        |
| KANSAS PUBLIC EMPLOYEES                                                | INV0037364     | 02/20/2026 | KPERS INSURANCE               | 136.52          |
| <b>Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:</b>                  |                |            |                               | <b>3,353.94</b> |
| <b>Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY</b>       |                |            |                               |                 |
| UNITED WAY OF JUNCTION CI...                                           | INV0037372     | 02/20/2026 | UNITED WAY                    | 1.50            |
| <b>Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:</b> |                |            |                               | <b>1.50</b>     |
| <b>Vendor: 03938 - VSP INSURANCE CO.</b>                               |                |            |                               |                 |
| VSP INSURANCE CO.                                                      | INV0037373     | 02/20/2026 | VSP Vision Insurance Pre-Tax  | 0.66            |
| VSP INSURANCE CO.                                                      | INV0037374     | 02/20/2026 | VSP PREMIUM SINGLE            | 12.88           |
| VSP INSURANCE CO.                                                      | INV0037375     | 02/20/2026 | VSP PREMIUM SPOUSE            | 1.32            |

**Appropriations February 17 - March 4.2026**
**Post Dates: 2/17/2026 - 3/4/2026**

| Vendor Name                                                        | Payable Number | Post Date  | Description (Item)             | Amount           |
|--------------------------------------------------------------------|----------------|------------|--------------------------------|------------------|
| VSP INSURANCE CO.                                                  | INV0037376     | 02/20/2026 | VSP PREMIUM CHILD(REN)         | 3.39             |
| VSP INSURANCE CO.                                                  | INV0037377     | 02/20/2026 | VSP VISION PREMIUM FAMILY      | 3.32             |
| VSP INSURANCE CO.                                                  | INV0037378     | 02/20/2026 | VSP INSURANCE                  | 16.75            |
| VSP INSURANCE CO.                                                  | INV0037379     | 02/20/2026 | VSP VISION INSURANCE SPOU...   | 1.48             |
| VSP INSURANCE CO.                                                  | INV0037381     | 02/20/2026 | VSP VISION INSURANCE STAN...   | 13.31            |
| <b>Vendor 03938 - VSP INSURANCE CO. Total:</b>                     |                |            |                                | <b>53.11</b>     |
| <b>Department 000 - NON-DEPARTMENTAL Total:</b>                    |                |            |                                | <b>11,706.98</b> |
| <b>Department: 644 - SANITATION OPERATIONS</b>                     |                |            |                                |                  |
| <b>Vendor: 015555 - CENTRAL POWER SYSTEMS &amp; SERVICES</b>       |                |            |                                |                  |
| CENTRAL POWER SYSTEMS & ...                                        | X105015856-01  | 02/19/2026 | PW #583 EXHAUST PARTS HE...    | 1,025.12         |
| <b>Vendor 015555 - CENTRAL POWER SYSTEMS &amp; SERVICES Total:</b> |                |            |                                | <b>1,025.12</b>  |
| <b>Vendor: 043802 - EVERGY</b>                                     |                |            |                                |                  |
| EVERGY                                                             | PD-005109      | 02/23/2026 | REPLACE POLE 701 ALLEN DR      | 5,162.06         |
| <b>Vendor 043802 - EVERGY Total:</b>                               |                |            |                                | <b>5,162.06</b>  |
| <b>Vendor: 02138 - FACTORY MOTOR PARTS</b>                         |                |            |                                |                  |
| FACTORY MOTOR PARTS                                                | 8-Z24056       | 02/20/2026 | PW BATTERY STOCK               | 109.77           |
| FACTORY MOTOR PARTS                                                | 8-Z23940       | 02/23/2026 | PS FLEET BATTERY STOCK         | 42.80            |
| FACTORY MOTOR PARTS                                                | 8-Z23940       | 02/23/2026 | PS FLEET BATTERY STOCK         | 41.20            |
| <b>Vendor 02138 - FACTORY MOTOR PARTS Total:</b>                   |                |            |                                | <b>193.77</b>    |
| <b>Vendor: 01011 - FOLEY EQUIPMENT</b>                             |                |            |                                |                  |
| FOLEY EQUIPMENT                                                    | M3229501       | 02/23/2026 | WHEEL LOADER RENTAL            | 1,370.62         |
| <b>Vendor 01011 - FOLEY EQUIPMENT Total:</b>                       |                |            |                                | <b>1,370.62</b>  |
| <b>Vendor: 043650 - KANSAS MUNICIPAL UTILITIES</b>                 |                |            |                                |                  |
| KANSAS MUNICIPAL UTILITIES                                         | 200010091      | 02/19/2026 | 2026 KMU DAY AT THE CAPIT...   | 16.25            |
| <b>Vendor 043650 - KANSAS MUNICIPAL UTILITIES Total:</b>           |                |            |                                | <b>16.25</b>     |
| <b>Vendor: 02363 - PENN ENTERPRISES</b>                            |                |            |                                |                  |
| PENN ENTERPRISES                                                   | 09-2018B-R     | 02/23/2026 | LAUNDERING OF OFFICE MATS..    | -15.41           |
| PENN ENTERPRISES                                                   | 11-2019-R      | 02/23/2026 | LAUNDERING OF OFFICE MATS..    | -14.64           |
| <b>Vendor 02363 - PENN ENTERPRISES Total:</b>                      |                |            |                                | <b>-30.05</b>    |
| <b>Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.</b>                 |                |            |                                |                  |
| TWIN VALLEY TELEPHONE, INC.                                        | 10412617       | 02/24/2026 | Phones PW -25%                 | 45.66            |
| <b>Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:</b>           |                |            |                                | <b>45.66</b>     |
| <b>Vendor: 01504 - VANDERBILTS</b>                                 |                |            |                                |                  |
| VANDERBILTS                                                        | 2026 BOOTS     | 02/19/2026 | MICHAEL TURNER BOOTS 2026      | 159.99           |
| <b>Vendor 01504 - VANDERBILTS Total:</b>                           |                |            |                                | <b>159.99</b>    |
| <b>Vendor: 01868 - WEX BANK</b>                                    |                |            |                                |                  |
| WEX BANK                                                           | 110550745      | 02/19/2026 | SOLID WASTE-FUEL               | 4,357.15         |
| <b>Vendor 01868 - WEX BANK Total:</b>                              |                |            |                                | <b>4,357.15</b>  |
| <b>Department 644 - SANITATION OPERATIONS Total:</b>               |                |            |                                | <b>12,300.57</b> |
| <b>Department: 645 - SANITATION ADMINISTRATION</b>                 |                |            |                                |                  |
| <b>Vendor: 03830 - PROCOPY, INC.</b>                               |                |            |                                |                  |
| PROCOPY, INC.                                                      | 021427         | 02/24/2026 | Print Costs - Customer Service | 54.81            |
| PROCOPY, INC.                                                      | 021427         | 02/24/2026 | Print Costs - Public Works     | 46.90            |
| <b>Vendor 03830 - PROCOPY, INC. Total:</b>                         |                |            |                                | <b>101.71</b>    |
| <b>Vendor: 086462 - XEROX CORPORATION</b>                          |                |            |                                |                  |
| XEROX CORPORATION                                                  | 41636673       | 02/23/2026 | Copier Lease Payment           | 177.34           |
| <b>Vendor 086462 - XEROX CORPORATION Total:</b>                    |                |            |                                | <b>177.34</b>    |
| <b>Department 645 - SANITATION ADMINISTRATION Total:</b>           |                |            |                                | <b>279.05</b>    |
| <b>Fund 023 - SANITATION FUND Total:</b>                           |                |            |                                | <b>24,286.60</b> |

| Vendor Name                                             | Payable Number | Post Date  | Description (Item)        | Amount       |
|---------------------------------------------------------|----------------|------------|---------------------------|--------------|
| Fund: 085 - WASTEWATER CAPITAL IMPROVEMENT FUND         |                |            |                           |              |
| Department: 000 - NON-DEPARTMENTAL                      |                |            |                           |              |
| Vendor: 03463 - CROSSLAND HEAVY CONTRACTORS, INC.       |                |            |                           |              |
| CROSSLAND HEAVY CONTRAC...                              | 28             | 02/25/2026 | WASTEWATER TREATMENT P... | 1,686,912.21 |
| Vendor 03463 - CROSSLAND HEAVY CONTRACTORS, INC. Total: |                |            |                           | 1,686,912.21 |
| Department 000 - NON-DEPARTMENTAL Total:                |                |            |                           | 1,686,912.21 |
| Fund 085 - WASTEWATER CAPITAL IMPROVEMENT FUND Total:   |                |            |                           | 1,686,912.21 |
| Grand Total:                                            |                |            |                           | 6,613,326.34 |

**Report Summary****Fund Summary**

| <b>Fund</b>                                 | <b>Payment Amount</b> |
|---------------------------------------------|-----------------------|
| 001 - GENERAL FUND                          | 939,540.72            |
| 003 - RURAL HOUSING INCENTIVE DISTRICT FUND | 163,725.00            |
| 012 - DEBT SERVICE FUND                     | 277,360.63            |
| 014 - WATER UTILITY FUND                    | 222,991.70            |
| 015 - WASTEWATER UTILITY FUND               | 3,241,212.46          |
| 018 - STORM WATER UTILITY FUND              | 4,985.74              |
| 019 - ECONOMIC DEVELOPMENT FUND             | 54,667.54             |
| 023 - SANITATION FUND                       | 24,316.65             |
| 085 - WASTEWATER CAPITAL IMPROVEMENT FUND   | 1,686,912.21          |
| <b>Grand Total:</b>                         | <b>6,615,712.65</b>   |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>        | <b>Payment Amount</b> |
|-----------------------|----------------------------|-----------------------|
| 001-2-00000-0249      | UNEMPLOYMENT TAX           | 551.68                |
| 001-2-00000-0250      | F.I.T PAYABLE              | 43,068.69             |
| 001-2-00000-0251      | FICA PAYABLE               | 43,873.14             |
| 001-2-00000-0252      | SIT PAYABLE                | 26,032.86             |
| 001-2-00000-0254      | UNITED WAY PAYABLE         | 14.50                 |
| 001-2-00000-0255      | KPERS PAYABLE              | 34,945.94             |
| 001-2-00000-0256      | KPFR PAYABLE               | 111,479.33            |
| 001-2-00000-0257      | EMP MEDICAL INS PAYA...    | 65,591.43             |
| 001-2-00000-0259      | GARNISHMENTS PAYABLE       | 2,779.31              |
| 001-2-00000-0260      | JCPOA UNION DUES PAY...    | 1,175.00              |
| 001-2-00000-0261      | AETNA DEFERRED COMP...     | 11,491.00             |
| 001-2-00000-0267      | DENTAL INSURANCE PAY       | 5,317.58              |
| 001-2-00000-0275      | I.A.F.F.                   | 1,848.00              |
| 001-2-00000-0276      | FIREMANS RELIEF ASSN       | 525.42                |
| 001-2-00000-0279      | GARNISHMENT FEE            | 25.00                 |
| 001-2-00000-0735      | TELEPHONE REIMBURS...      | 166.31                |
| 001-2-00000-1282      | AFLAC                      | 2,191.54              |
| 001-2-00000-1287      | ADVANCE LIFE               | 1,433.11              |
| 001-2-00000-2377      | MED REIMB/DEP CARE         | 4,700.44              |
| 001-2-00000-2380      | P & F INS. ASSOCIATION     | 795.84                |
| 001-2-01800-0198      | CBK COLLECTION FEES        | 2,002.48              |
| 001-2-03000-0198      | CBK COLLECTION FEES        | 802.33                |
| 001-2-03000-9203      | COURT REFUNDS              | 4,570.00              |
| 001-4-01700-0000-0369 | MEMBERSHIP DUES            | 207.60                |
| 001-4-01700-0000-0374 | CART RENTAL                | 195.75                |
| 001-4-04800-0000-0454 | FACILITY RENTAL            | 25.00                 |
| 001-5-00200-0000-0630 | COMPUTER HARDWARE          | 150.74                |
| 001-5-00200-0000-0646 | OPERATIONAL SUPPLIES       | 17.64                 |
| 001-5-00200-0000-0667 | OFFICE SUPPLIES            | 67.26                 |
| 001-5-00200-0000-0705 | OUTSIDE AGENCY EQUI...     | 87,649.04             |
| 001-5-00200-0000-0714 | REP & MAINT OF DATA ...    | 1,320.00              |
| 001-5-00200-0000-0735 | TELEPHONE                  | 105.95                |
| 001-5-00200-0000-0749 | OTHER SERVICES             | 650.02                |
| 001-5-00200-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 7.83                  |
| 001-5-00200-0000-0765 | TRAVEL & TRAINING EXP...   | 260.00                |
| 001-5-00200-0000-0835 | CAPITAL EQUIPMENT          | 2,793.14              |
| 001-5-00300-0000-0630 | COMPUTER HARDWARE          | 43.89                 |
| 001-5-00300-0000-0646 | OPERATIONAL SUPPLIES       | 489.13                |
| 001-5-00300-0000-0666 | SUBSCRIPTIONS, BOOKS...    | 211.99                |
| 001-5-00300-0000-0667 | OFFICE SUPPLIES            | 310.12                |
| 001-5-00300-0000-0735 | TELEPHONE                  | 212.04                |
| 001-5-00300-0000-0736 | ELECTRIC UTILITIES         | 2,848.17              |
| 001-5-00300-0000-0737 | GAS UTILITIES              | 472.61                |
| 001-5-00300-0000-0749 | OTHER SERVICES             | 4,174.64              |

# Account Summary

| Account Number        | Account Name               | Payment Amount |
|-----------------------|----------------------------|----------------|
| 001-5-00300-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 291.36         |
| 001-5-00300-0000-0756 | OFFICE EQUIP. RENT, LE...  | 229.99         |
| 001-5-00300-0000-0765 | TRAVEL & TRAINING EXP...   | 2,315.40       |
| 001-5-00300-0000-0768 | DUES                       | 210.50         |
| 001-5-00300-0000-0773 | PROPERTY TAX               | 35,532.73      |
| 001-5-00800-0000-0648 | MOTOR FUEL                 | 80.67          |
| 001-5-00800-0000-0670 | MISC. & SAFETY SUPPLIES    | 430.00         |
| 001-5-00800-0000-0715 | BUILDING MAINT. & RE...    | 0.00           |
| 001-5-01000-0000-0630 | COMPUTER HARDWARE          | 354.10         |
| 001-5-01000-0000-0646 | OPERATIONAL SUPPLIES       | 1,146.40       |
| 001-5-01000-0000-0648 | MOTOR FUEL                 | 903.32         |
| 001-5-01000-0000-0651 | PARTS FOR VEHICLES, E...   | 503.35         |
| 001-5-01000-0000-0670 | MISC. & SAFETY SUPPLIES    | 670.00         |
| 001-5-01000-0000-0735 | TELEPHONE                  | 260.82         |
| 001-5-01000-0000-0736 | ELECTRIC UTILITIES         | 283.97         |
| 001-5-01000-0000-0737 | GAS UTILITIES              | 88.82          |
| 001-5-01000-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 51.56          |
| 001-5-01000-0000-0835 | CAPITAL EQUIPMENT          | 8,209.72       |
| 001-5-01100-0000-0670 | MISC. & SAFETY SUPPLIES    | 190.00         |
| 001-5-01100-0000-0735 | TELEPHONE                  | 26.49          |
| 001-5-01100-0000-0737 | GAS UTILITIES              | 44.06          |
| 001-5-01300-0000-0670 | MISC. & SAFETY SUPPLIES    | 215.00         |
| 001-5-01300-0000-0735 | TELEPHONE                  | 52.98          |
| 001-5-01300-0000-0737 | GAS UTILITIES              | 1,449.95       |
| 001-5-01400-0000-0728 | ENGINEERING SERVICES       | 23,504.94      |
| 001-5-01400-0000-0737 | GAS UTILITIES              | 1,047.71       |
| 001-5-01400-0000-0749 | OTHER SERVICES             | 651.49         |
| 001-5-01400-0000-0797 | CONTRACT OPERATIONS        | 850.00         |
| 001-5-01700-0000-0610 | CHEMICALS                  | 310.09         |
| 001-5-01700-0000-0648 | MOTOR FUEL                 | 317.48         |
| 001-5-01700-0000-0671 | GOLF SUPPLIES              | 5,128.01       |
| 001-5-01700-0000-0673 | FOOD SUPPLIES              | 1,109.05       |
| 001-5-01700-0000-0675 | SUNDRIES/ BEER PURCH...    | 942.40         |
| 001-5-01700-0000-0677 | MERCHANDISE FOR RES...     | 7,284.48       |
| 001-5-01700-0000-0680 | IRRIGATION REPAIR          | 171.47         |
| 001-5-01700-0000-0703 | ADVERTISEMENTS & PRI...    | 350.00         |
| 001-5-01700-0000-0735 | TELEPHONE                  | 78.57          |
| 001-5-01700-0000-0749 | OTHER SERVICES             | 589.54         |
| 001-5-01700-0000-0753 | EQUIPMENT RENT, LEASE      | 4,266.35       |
| 001-5-01700-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 37.57          |
| 001-5-01800-0000-0630 | COMPUTER HARDWARE          | 192.04         |
| 001-5-01800-0000-0648 | MOTOR FUEL                 | 964.23         |
| 001-5-01800-0000-0659 | MEDICAL SUPPLIES           | 4,843.41       |
| 001-5-01800-0000-0682 | UNIFORMS                   | 524.48         |
| 001-5-01800-0000-0683 | PROTECTIVE GEAR            | 104.75         |
| 001-5-01800-0000-0710 | SOFTWARE MAINTENAN...      | 2,420.50       |
| 001-5-01800-0000-0714 | REP & MAINT OF DATA ...    | 136.98         |
| 001-5-01800-0000-0735 | TELEPHONE                  | 283.74         |
| 001-5-01800-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 248.74         |
| 001-5-01900-0000-0610 | CHEMICALS                  | 362.22         |
| 001-5-01900-0000-0616 | ANIMAL MED SUPPLIES ...    | 722.18         |
| 001-5-01900-0000-0648 | MOTOR FUEL                 | 55.28          |
| 001-5-01900-0000-0735 | TELEPHONE                  | 53.37          |
| 001-5-01900-0000-0736 | ELECTRIC UTILITIES         | 447.36         |
| 001-5-01900-0000-0737 | GAS UTILITIES              | 784.29         |
| 001-5-01900-0000-0749 | OTHER SERVICES             | 101.03         |
| 001-5-01900-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 181.48         |
| 001-5-02200-0000-0648 | MOTOR FUEL                 | 250.25         |

### Account Summary

| Account Number        | Account Name               | Payment Amount |
|-----------------------|----------------------------|----------------|
| 001-5-02200-0000-0706 | DEMOLITION REMOVAL         | 11,044.00      |
| 001-5-02200-0000-0735 | TELEPHONE                  | 281.29         |
| 001-5-02200-0000-0744 | BLIGHT CONDEMNATION        | 1,425.00       |
| 001-5-02200-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 405.34         |
| 001-5-02300-0000-0630 | COMPUTER HARDWARE          | 2,019.98       |
| 001-5-02300-0000-0648 | MOTOR FUEL                 | 7,527.51       |
| 001-5-02300-0000-0710 | SOFTWARE MAINTENAN...      | 56,603.16      |
| 001-5-02300-0000-0714 | REP & MAINT OF DATA ...    | 824.20         |
| 001-5-02300-0000-0715 | BUILDING MAINT. & RE...    | 0.00           |
| 001-5-02300-0000-0725 | MEDICAL EXPENSES           | 95.00          |
| 001-5-02300-0000-0735 | TELEPHONE                  | 1,506.47       |
| 001-5-02300-0000-0737 | GAS UTILITIES              | 798.89         |
| 001-5-02300-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 486.96         |
| 001-5-02300-0000-0768 | DUES                       | 0.00           |
| 001-5-02310-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 1,069.11       |
| 001-5-02400-0000-0630 | COMPUTER HARDWARE          | 192.05         |
| 001-5-02400-0000-0648 | MOTOR FUEL                 | 1,558.83       |
| 001-5-02400-0000-0682 | UNIFORMS                   | 524.49         |
| 001-5-02400-0000-0683 | PROTECTIVE GEAR            | 387.51         |
| 001-5-02400-0000-0714 | REP & MAINT OF DATA ...    | 136.98         |
| 001-5-02400-0000-0735 | TELEPHONE                  | 283.73         |
| 001-5-02400-0000-0737 | GAS UTILITIES              | 1,081.45       |
| 001-5-02400-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 248.80         |
| 001-5-02400-0000-0765 | TRAVEL & TRAINING EXP...   | 4,132.00       |
| 001-5-02400-0000-0910 | INTEREST EXPENSE           | 1,427.39       |
| 001-5-02400-0000-0985 | LEASE PURCHASE             | 42,900.06      |
| 001-5-02500-0000-0632 | STREET MAINTENANCE(...     | 19,031.30      |
| 001-5-02500-0000-0634 | TRAFFIC SIGNAL PARTS       | 152.22         |
| 001-5-02500-0000-0646 | OPERATIONAL SUPPLIES       | 362.16         |
| 001-5-02500-0000-0648 | MOTOR FUEL                 | 5,853.75       |
| 001-5-02500-0000-0651 | PARTS FOR VEHICLES, E...   | 5,043.82       |
| 001-5-02500-0000-0652 | TOOLS                      | 567.26         |
| 001-5-02500-0000-0672 | SIGNS                      | 4,654.97       |
| 001-5-02500-0000-0682 | UNIFORMS                   | 429.99         |
| 001-5-02500-0000-0735 | TELEPHONE                  | 45.67          |
| 001-5-02500-0000-0737 | GAS UTILITIES              | 311.31         |
| 001-5-02500-0000-0739 | SIREN ELECTRICITY          | 30.75          |
| 001-5-02500-0000-0747 | MAINT & REPAIR EQUIP...    | 755.88         |
| 001-5-02500-0000-0749 | OTHER SERVICES             | 0.00           |
| 001-5-02500-0000-0753 | EQUIPMENT RENT, LEASE      | 1,370.64       |
| 001-5-02500-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 46.90          |
| 001-5-02500-0000-0762 | STREET LIGHTING            | 74.94          |
| 001-5-02500-0000-0765 | TRAVEL & TRAINING EXP...   | 16.25          |
| 001-5-02500-0000-0769 | TRAFFIC LIGHT ELECTRIC...  | 172.69         |
| 001-5-02500-0000-0797 | CONTRACT OPERATIONS        | 161,986.89     |
| 001-5-02900-0000-0666 | SUBSCRIPTIONS, BOOKS...    | 1,604.46       |
| 001-5-02900-0000-0667 | OFFICE SUPPLIES            | 130.98         |
| 001-5-02900-0000-0735 | TELEPHONE                  | 104.15         |
| 001-5-02900-0000-0740 | LEGAL FEES (OTHER THA...   | 63.00          |
| 001-5-02900-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 122.45         |
| 001-5-03000-0000-0702 | CONTRACTOR SERVICES ...    | 3,229.16       |
| 001-5-03000-0000-0735 | TELEPHONE                  | 206.52         |
| 001-5-03000-0000-0737 | GAS UTILITIES              | 525.53         |
| 001-5-03000-0000-0740 | LEGAL FEES (OTHER THA...   | 50.00          |
| 001-5-03000-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 249.60         |
| 001-5-04000-0000-0736 | ELECTRIC UTILITIES         | 6,300.42       |
| 001-5-04000-0000-0737 | GAS UTILITIES              | 1,073.29       |
| 001-5-04800-0000-0622 | RECREATION SUPPLIES &...   | 1,703.20       |

### Account Summary

| Account Number        | Account Name               | Payment Amount |
|-----------------------|----------------------------|----------------|
| 001-5-04800-0000-0630 | COMPUTER HARDWARE          | 66.49          |
| 001-5-04800-0000-0646 | OPERATIONAL SUPPLIES       | 1,135.72       |
| 001-5-04800-0000-0667 | OFFICE SUPPLIES            | 197.78         |
| 001-5-04800-0000-0703 | ADVERTISEMENTS & PRI...    | 29.00          |
| 001-5-04800-0000-0720 | REC INSTRUCTORS FEE        | 460.00         |
| 001-5-04800-0000-0721 | OFFICIALS FEES             | 375.00         |
| 001-5-04800-0000-0735 | TELEPHONE                  | 104.15         |
| 001-5-04800-0000-0737 | GAS UTILITIES              | 3,274.31       |
| 001-5-04800-0000-0749 | OTHER SERVICES             | 186.00         |
| 001-5-04800-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 31.76          |
| 003-5-30000-0000-0910 | INTEREST                   | 163,725.00     |
| 012-5-10300-0000-0910 | INTEREST EXPENSE           | 277,360.63     |
| 014-2-00000-0249      | LEASES PAYABLE- CURR...    | 24.57          |
| 014-2-00000-0250      | F.I.T PAYABLE              | 1,431.23       |
| 014-2-00000-0251      | FICA PAYABLE               | 3,752.78       |
| 014-2-00000-0252      | SIT PAYABLE                | 1,075.93       |
| 014-2-00000-0254      | UNITED FUND PAYABLE        | 2.00           |
| 014-2-00000-0255      | KPERS PAYABLE              | 4,173.43       |
| 014-2-00000-0257      | EMP MEDICAL INS PAYA...    | 3,173.64       |
| 014-2-00000-0259      | GARNISHMENTS PAYABLE       | 81.50          |
| 014-2-00000-0261      | AETNA DEFERRED COMP...     | 258.75         |
| 014-2-00000-0267      | DENTAL INSURANCE PAY       | 239.92         |
| 014-2-00000-0279      | GARNISHMENT FEE            | 2.52           |
| 014-2-00000-0735      | TELEPHONE REIMBURS...      | 18.57          |
| 014-2-00000-1282      | AFLAC                      | 132.64         |
| 014-2-00000-1287      | ADVANCE LIFE               | 77.81          |
| 014-2-00000-2377      | MED REIMB/DEP CARE         | 224.81         |
| 014-5-53200-0000-0632 | STREET MAINTENANCE         | 2,782.53       |
| 014-5-53200-0000-0646 | OPERATIONAL SUPPLIES       | 15,081.27      |
| 014-5-53200-0000-0651 | PARTS FOR VEHICLES, E...   | 512.46         |
| 014-5-53200-0000-0652 | TOOLS                      | 581.94         |
| 014-5-53200-0000-0682 | UNIFORMS                   | 744.99         |
| 014-5-53200-0000-0735 | TELEPHONE                  | 45.66          |
| 014-5-53200-0000-0749 | OTHER SERVICES             | 0.00           |
| 014-5-53200-0000-0753 | EQUIPMENT RENT, LEASE      | 1,370.62       |
| 014-5-53200-0000-0765 | TRAVEL & TRAINING EXP...   | 16.25          |
| 014-5-53300-0000-0701 | CONTRACTORS AGREEM...      | 425.00         |
| 014-5-53300-0000-0736 | ELETRIC UTILITIES          | 32,812.52      |
| 014-5-53300-0000-0737 | GAS UTILITIES              | 614.01         |
| 014-5-53300-0000-0797 | CONTRACT OPERATIONS        | 151,653.12     |
| 014-5-53400-0000-0667 | OFFICE SUPPLIES            | 17.00          |
| 014-5-53400-0000-0735 | TELEPHONE                  | 259.69         |
| 014-5-53400-0000-0737 | GAS UTILITIES              | 89.18          |
| 014-5-53400-0000-0749 | OTHER SERVICES             | 1,029.27       |
| 014-5-53400-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 286.09         |
| 015-2-00000-0249      | LEASE PAYABLE-CURRENT      | 25.27          |
| 015-2-00000-0250      | F.I.T PAYABLE              | 1,492.18       |
| 015-2-00000-0251      | FICA PAYABLE               | 3,878.72       |
| 015-2-00000-0252      | SIT PAYABLE                | 1,117.39       |
| 015-2-00000-0254      | UNITED FUND PAYABLE        | 2.00           |
| 015-2-00000-0255      | KPERS PAYABLE              | 4,306.17       |
| 015-2-00000-0257      | EMP MEDICAL INS PAYA...    | 3,192.35       |
| 015-2-00000-0259      | GARNISHMENTS PAYABLE       | 81.50          |
| 015-2-00000-0261      | AETNA DEFERRED COMP...     | 258.75         |
| 015-2-00000-0267      | DENTAL INSURANCE PAY       | 242.78         |
| 015-2-00000-0279      | GARNISHMENT FEE            | 2.48           |
| 015-2-00000-0735      | TELEPHONE REIMBURS...      | 19.85          |
| 015-2-00000-1282      | AFLAC                      | 135.63         |

### Account Summary

| Account Number        | Account Name               | Payment Amount |
|-----------------------|----------------------------|----------------|
| 015-2-00000-1287      | ADVANCE LIFE               | 79.57          |
| 015-2-00000-2377      | MED REIMB/DEP CARE         | 224.80         |
| 015-5-50000-0000-0701 | CONTRACTORS AGREEM...      | 425.00         |
| 015-5-54000-0000-0646 | OPERATIONAL SUPPLIES       | 2,156.46       |
| 015-5-54000-0000-0648 | MOTOR FUEL                 | 2,484.66       |
| 015-5-54000-0000-0651 | PARTS FOR VEHICLES, E...   | 512.46         |
| 015-5-54000-0000-0652 | TOOLS                      | 581.94         |
| 015-5-54000-0000-0735 | TELEPHONE                  | 45.66          |
| 015-5-54000-0000-0749 | OTHER SERVICES             | 347.40         |
| 015-5-54000-0000-0753 | EQUIPMENT RENT, LEASE      | 1,370.62       |
| 015-5-54000-0000-0765 | TRAVEL & TRAINING EXP...   | 16.25          |
| 015-5-54100-0000-0667 | OFFICE SUPPLIES            | 16.99          |
| 015-5-54100-0000-0754 | SERVICE FEE                | 261,779.45     |
| 015-5-54100-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 279.05         |
| 015-5-54100-0000-0905 | BONDS PRINCIPAL            | 2,603,176.66   |
| 015-5-54100-0000-0910 | BONDS INTEREST             | 109,463.43     |
| 015-5-54700-0000-0736 | ELECTRIC UTILITIES         | 20,203.35      |
| 015-5-54700-0000-0737 | GAS UTILITIES              | 4,609.47       |
| 015-5-54700-0000-0797 | CONTRACT OPERATIONS        | 218,684.17     |
| 018-2-00000-0249      | LEASE PAYABLE-CURRENT      | 6.74           |
| 018-2-00000-0250      | F.I.T. PAYABLE             | 384.99         |
| 018-2-00000-0251      | FICA PAYABLE               | 1,034.18       |
| 018-2-00000-0252      | SIT PAYABLE                | 310.52         |
| 018-2-00000-0254      | UNITED FUND PAYALBE        | 1.00           |
| 018-2-00000-0255      | KPERS PAYABLE              | 1,131.75       |
| 018-2-00000-0257      | EMP MEDICAL INS PAYA...    | 311.32         |
| 018-2-00000-0261      | DEFERRED COMP              | 123.75         |
| 018-2-00000-0267      | DENTAL INSURANCE PAY       | 31.89          |
| 018-2-00000-0735      | TELEPHONE REIMBURS...      | 2.66           |
| 018-2-00000-1282      | AFLAC                      | 28.99          |
| 018-2-00000-1287      | ADVANCE LIFE               | 39.62          |
| 018-2-00000-2377      | FLEX SPENDING              | 46.45          |
| 018-5-61900-0000-0632 | STREET MAINTENANCE ...     | 1,158.13       |
| 018-5-61900-0000-0646 | OTHER OPERATIONS           | 373.75         |
| 019-5-12000-0000-0749 | OTHER SERVICES             | 20,638.80      |
| 019-5-12000-0000-0905 | BONDS                      | 30,406.03      |
| 019-5-12000-0000-0910 | INTEREST EXPENSE           | 3,622.71       |
| 023-2-00000-0249      | CURRENT LEASES PAYAB...    | 19.79          |
| 023-2-00000-0250      | F.I.T PAYABLE              | 1,405.78       |
| 023-2-00000-0251      | FICA PAYABLE               | 3,057.24       |
| 023-2-00000-0252      | SIT PAYABLE                | 835.11         |
| 023-2-00000-0254      | UNITED FUND PAYABLE        | 1.50           |
| 023-2-00000-0255      | KPERS PAYABLE              | 3,353.94       |
| 023-2-00000-0257      | EMP MEDICAL INS PAYA...    | 1,753.92       |
| 023-2-00000-0259      | GARNISHMENTS PAYABLE       | 451.00         |
| 023-2-00000-0261      | AETNA DEFERRED COMP...     | 183.75         |
| 023-2-00000-0267      | DENTAL INSURANCE PAY       | 185.04         |
| 023-2-00000-0279      | GARNISHMENT FEE            | 10.00          |
| 023-2-00000-0735      | TELEPHONE REIMBURS...      | 4.61           |
| 023-2-00000-1282      | AFLAC                      | 178.28         |
| 023-2-00000-1287      | ADVANCE LIFE               | 131.00         |
| 023-2-00000-2377      | MED REIMB/DEP CARE         | 136.02         |
| 023-5-64400-0000-0648 | MOTOR FUEL                 | 4,357.15       |
| 023-5-64400-0000-0651 | PARTS FOR VEHICLES         | 1,218.89       |
| 023-5-64400-0000-0682 | UNIFORMS                   | 159.99         |
| 023-5-64400-0000-0735 | TELEPHONE                  | 45.66          |
| 023-5-64400-0000-0749 | OTHER SERVICES             | 5,162.06       |
| 023-5-64400-0000-0753 | EQUIPMENT RENT, LEASE      | 1,370.62       |



Account Summary

| Account Number        | Account Name               | Payment Amount      |
|-----------------------|----------------------------|---------------------|
| 023-5-64400-0000-0765 | TRAVEL & TRAINING EXP...   | 16.25               |
| 023-5-64500-0000-0755 | OFFICE EQUIP. SVC. (SVC... | 279.05              |
| 085-5-00000-0000-0701 | CONTRACTORS AGREEM...      | <u>1,686,912.21</u> |
| Grand Total:          |                            | 6,615,712.65        |

Project Account Summary

| Project Account Key | Payment Amount      |
|---------------------|---------------------|
| **None**            | <u>6,615,712.65</u> |
| Grand Total:        | 6,615,712.65        |



Junction City, KS

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 02/17/2026 - 03/04/2026

Cleared Date Range: -

| Issued Date             | Cleared Date | Number                     | Description                            | Module           | Status      | Type       | Amount     |
|-------------------------|--------------|----------------------------|----------------------------------------|------------------|-------------|------------|------------|
| <b>Accounts Payable</b> |              |                            |                                        |                  |             |            |            |
| <b>Outstanding</b>      |              |                            |                                        |                  |             |            |            |
| <b>Bank Draft</b>       |              |                            |                                        |                  |             |            |            |
| 02/19/2026              |              | <a href="#">DFT0018553</a> | T-MOBILE USA INC.                      | Accounts Payable | Outstanding | Bank Draft | -7,362.96  |
| 02/19/2026              |              | <a href="#">DFT0018554</a> | EVERGY                                 | Accounts Payable | Outstanding | Bank Draft | -10,643.86 |
| 02/19/2026              |              | <a href="#">DFT0018555</a> | KANSAS GAS SERVICE                     | Accounts Payable | Outstanding | Bank Draft | -6,910.72  |
| 02/20/2026              |              | <a href="#">DFT0018483</a> | ADVANCE LIFE INSURANCE                 | Accounts Payable | Outstanding | Bank Draft | -9.60      |
| 02/20/2026              |              | <a href="#">DFT0018484</a> | ADVANCE LIFE INSURANCE                 | Accounts Payable | Outstanding | Bank Draft | -2.61      |
| 02/20/2026              |              | <a href="#">DFT0018485</a> | AMERICAN FAMILY LIFE ASSURANCE COMPANY | Accounts Payable | Outstanding | Bank Draft | -36.99     |
| 02/20/2026              |              | <a href="#">DFT0018486</a> | BLUE CROSS BLUE SHIELD OF KS INC       | Accounts Payable | Outstanding | Bank Draft | -1,028.96  |
| 02/20/2026              |              | <a href="#">DFT0018487</a> | BLUE CROSS BLUE SHIELD OF KS INC       | Accounts Payable | Outstanding | Bank Draft | -31.84     |
| 02/20/2026              |              | <a href="#">DFT0018488</a> | BLUE CROSS BLUE SHIELD OF KS INC       | Accounts Payable | Outstanding | Bank Draft | -545.11    |
| 02/20/2026              |              | <a href="#">DFT0018489</a> | BLUE CROSS BLUE SHIELD OF KS INC       | Accounts Payable | Outstanding | Bank Draft | -34.70     |
| 02/20/2026              |              | <a href="#">DFT0018490</a> | BLUE CROSS BLUE SHIELD OF KS INC       | Accounts Payable | Outstanding | Bank Draft | -909.84    |
| 02/20/2026              |              | <a href="#">DFT0018491</a> | BLUE CROSS BLUE SHIELD OF KS INC       | Accounts Payable | Outstanding | Bank Draft | -260.27    |
| 02/20/2026              |              | <a href="#">DFT0018492</a> | BLUE CROSS BLUE SHIELD OF KS INC       | Accounts Payable | Outstanding | Bank Draft | -50.21     |
| 02/20/2026              |              | <a href="#">DFT0018493</a> | BLUE CROSS BLUE SHIELD OF KS INC       | Accounts Payable | Outstanding | Bank Draft | -64.56     |
| 02/20/2026              |              | <a href="#">DFT0018494</a> | KANSAS PUBLIC EMPLOYEES                | Accounts Payable | Outstanding | Bank Draft | -862.01    |
| 02/20/2026              |              | <a href="#">DFT0018495</a> | KANSAS PUBLIC EMPLOYEES                | Accounts Payable | Outstanding | Bank Draft | -2,815.49  |
| 02/20/2026              |              | <a href="#">DFT0018496</a> | KANSAS PUBLIC EMPLOYEES                | Accounts Payable | Outstanding | Bank Draft | -201.40    |
| 02/20/2026              |              | <a href="#">DFT0018497</a> | ADVANCE SHORT TERM DISABILITY          | Accounts Payable | Outstanding | Bank Draft | -21.83     |
| 02/20/2026              |              | <a href="#">DFT0018498</a> | VSP INSURANCE CO.                      | Accounts Payable | Outstanding | Bank Draft | -8.33      |
| 02/20/2026              |              | <a href="#">DFT0018499</a> | VSP INSURANCE CO.                      | Accounts Payable | Outstanding | Bank Draft | -21.92     |
| 02/20/2026              |              | <a href="#">DFT0018500</a> | VSP INSURANCE CO.                      | Accounts Payable | Outstanding | Bank Draft | -13.80     |
| 02/20/2026              |              | <a href="#">DFT0018501</a> | VSP INSURANCE CO.                      | Accounts Payable | Outstanding | Bank Draft | -7.36      |
| 02/20/2026              |              | <a href="#">DFT0018502</a> | VSP INSURANCE CO.                      | Accounts Payable | Outstanding | Bank Draft | -7.51      |
| 02/20/2026              |              | <a href="#">DFT0018503</a> | KANSAS DEPARTMENT OF LABOR             | Accounts Payable | Outstanding | Bank Draft | -22.38     |
| 02/20/2026              |              | <a href="#">DFT0018504</a> | KANSAS DEPT OF REVENUE                 | Accounts Payable | Outstanding | Bank Draft | -1,129.90  |
| 02/20/2026              |              | <a href="#">DFT0018505</a> | INTERNAL REVENUE SERVICE               | Accounts Payable | Outstanding | Bank Draft | -2,773.98  |
| 02/20/2026              |              | <a href="#">DFT0018506</a> | INTERNAL REVENUE SERVICE               | Accounts Payable | Outstanding | Bank Draft | -2,294.06  |
| 02/20/2026              |              | <a href="#">DFT0018507</a> | INTERNAL REVENUE SERVICE               | Accounts Payable | Outstanding | Bank Draft | -648.76    |
| 02/20/2026              |              | <a href="#">DFT0018508</a> | ADVANCE LIFE INSURANCE                 | Accounts Payable | Outstanding | Bank Draft | -259.54    |
| 02/20/2026              |              | <a href="#">DFT0018509</a> | ADVANCE LIFE INSURANCE                 | Accounts Payable | Outstanding | Bank Draft | -795.61    |
| 02/20/2026              |              | <a href="#">DFT0018510</a> | AMERICAN FAMILY LIFE ASSURANCE COMPANY | Accounts Payable | Outstanding | Bank Draft | -92.12     |
| 02/20/2026              |              | <a href="#">DFT0018511</a> | AMERICAN FAMILY LIFE ASSURANCE COMPANY | Accounts Payable | Outstanding | Bank Draft | -875.22    |
| 02/20/2026              |              | <a href="#">DFT0018512</a> | BLUE CROSS BLUE SHIELD OF KS INC       | Accounts Payable | Outstanding | Bank Draft | -4,015.06  |
| 02/20/2026              |              | <a href="#">DFT0018513</a> | BLUE CROSS BLUE SHIELD OF KS INC       | Accounts Payable | Outstanding | Bank Draft | -9,260.64  |

## Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number                     | Description                      | Module           | Status      | Type       | Amount      |
|-------------|--------------|----------------------------|----------------------------------|------------------|-------------|------------|-------------|
| 02/20/2026  |              | <a href="#">DFT0018514</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -859.68     |
| 02/20/2026  |              | <a href="#">DFT0018515</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -1,259.38   |
| 02/20/2026  |              | <a href="#">DFT0018516</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -342.80     |
| 02/20/2026  |              | <a href="#">DFT0018517</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -3,270.66   |
| 02/20/2026  |              | <a href="#">DFT0018518</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -589.90     |
| 02/20/2026  |              | <a href="#">DFT0018519</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -12,737.76  |
| 02/20/2026  |              | <a href="#">DFT0018520</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -19,259.98  |
| 02/20/2026  |              | <a href="#">DFT0018521</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -5,945.12   |
| 02/20/2026  |              | <a href="#">DFT0018522</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -15,187.08  |
| 02/20/2026  |              | <a href="#">DFT0018523</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -2,610.92   |
| 02/20/2026  |              | <a href="#">DFT0018524</a> | BLUE CROSS BLUE SHIELD OF KS INC | Accounts Payable | Outstanding | Bank Draft | -1,775.40   |
| 02/20/2026  |              | <a href="#">DFT0018525</a> | KANSAS PUBLIC EMPLOYEES          | Accounts Payable | Outstanding | Bank Draft | -111,479.33 |
| 02/20/2026  |              | <a href="#">DFT0018526</a> | KANSAS PUBLIC EMPLOYEES          | Accounts Payable | Outstanding | Bank Draft | -5,018.43   |
| 02/20/2026  |              | <a href="#">DFT0018527</a> | KANSAS PUBLIC EMPLOYEES          | Accounts Payable | Outstanding | Bank Draft | -5,144.59   |
| 02/20/2026  |              | <a href="#">DFT0018528</a> | KANSAS PUBLIC EMPLOYEES          | Accounts Payable | Outstanding | Bank Draft | -32,143.55  |
| 02/20/2026  |              | <a href="#">DFT0018529</a> | EMPOWER RETIREMENT LLC           | Accounts Payable | Outstanding | Bank Draft | -10,079.00  |
| 02/20/2026  |              | <a href="#">DFT0018530</a> | KANSAS PUBLIC EMPLOYEES          | Accounts Payable | Outstanding | Bank Draft | -1,725.76   |
| 02/20/2026  |              | <a href="#">DFT0018531</a> | EMPOWER RETIREMENT LLC           | Accounts Payable | Outstanding | Bank Draft | -2,237.00   |
| 02/20/2026  |              | <a href="#">DFT0018532</a> | ADVANCE SHORT TERM DISABILITY    | Accounts Payable | Outstanding | Bank Draft | -661.09     |
| 02/20/2026  |              | <a href="#">DFT0018533</a> | KAREN COMPTON                    | Accounts Payable | Outstanding | Bank Draft | -10.83      |
| 02/20/2026  |              | <a href="#">DFT0018534</a> | VSP INSURANCE CO.                | Accounts Payable | Outstanding | Bank Draft | -31.52      |
| 02/20/2026  |              | <a href="#">DFT0018535</a> | VSP INSURANCE CO.                | Accounts Payable | Outstanding | Bank Draft | -237.84     |
| 02/20/2026  |              | <a href="#">DFT0018536</a> | VSP INSURANCE CO.                | Accounts Payable | Outstanding | Bank Draft | -93.24      |
| 02/20/2026  |              | <a href="#">DFT0018537</a> | VSP INSURANCE CO.                | Accounts Payable | Outstanding | Bank Draft | -108.80     |
| 02/20/2026  |              | <a href="#">DFT0018538</a> | VSP INSURANCE CO.                | Accounts Payable | Outstanding | Bank Draft | -306.88     |
| 02/20/2026  |              | <a href="#">DFT0018539</a> | VSP INSURANCE CO.                | Accounts Payable | Outstanding | Bank Draft | -271.40     |
| 02/20/2026  |              | <a href="#">DFT0018540</a> | VSP INSURANCE CO.                | Accounts Payable | Outstanding | Bank Draft | -73.60      |
| 02/20/2026  |              | <a href="#">DFT0018541</a> | VSP INSURANCE CO.                | Accounts Payable | Outstanding | Bank Draft | -105.14     |
| 02/20/2026  |              | <a href="#">DFT0018542</a> | VSP INSURANCE CO.                | Accounts Payable | Outstanding | Bank Draft | -375.41     |
| 02/20/2026  |              | <a href="#">DFT0018543</a> | KANSAS DEPARTMENT OF LABOR       | Accounts Payable | Outstanding | Bank Draft | -605.47     |
| 02/20/2026  |              | <a href="#">DFT0018544</a> | KANSAS DEPT OF REVENUE           | Accounts Payable | Outstanding | Bank Draft | -28,231.51  |
| 02/20/2026  |              | <a href="#">DFT0018545</a> | INTERNAL REVENUE SERVICE         | Accounts Payable | Outstanding | Bank Draft | -34,527.02  |
| 02/20/2026  |              | <a href="#">DFT0018546</a> | INTERNAL REVENUE SERVICE         | Accounts Payable | Outstanding | Bank Draft | -45,468.81  |
| 02/20/2026  |              | <a href="#">DFT0018547</a> | INTERNAL REVENUE SERVICE         | Accounts Payable | Outstanding | Bank Draft | -17,615.70  |
| 02/20/2026  |              | <a href="#">DFT0018548</a> | KANSAS DEPARTMENT OF LABOR       | Accounts Payable | Outstanding | Bank Draft | -0.20       |
| 02/20/2026  |              | <a href="#">DFT0018549</a> | KANSAS DEPT OF REVENUE           | Accounts Payable | Outstanding | Bank Draft | -10.40      |
| 02/20/2026  |              | <a href="#">DFT0018550</a> | INTERNAL REVENUE SERVICE         | Accounts Payable | Outstanding | Bank Draft | -24.80      |
| 02/20/2026  |              | <a href="#">DFT0018551</a> | INTERNAL REVENUE SERVICE         | Accounts Payable | Outstanding | Bank Draft | -20.00      |
| 02/20/2026  |              | <a href="#">DFT0018552</a> | INTERNAL REVENUE SERVICE         | Accounts Payable | Outstanding | Bank Draft | -5.80       |
| 02/25/2026  |              | <a href="#">DFT0018556</a> | KS STATEBANK                     | Accounts Payable | Outstanding | Bank Draft | -32,330.71  |
| 02/25/2026  |              | <a href="#">DFT0018557</a> | EVERGY                           | Accounts Payable | Outstanding | Bank Draft | -6,300.42   |
| 02/25/2026  |              | <a href="#">DFT0018558</a> | EVERGY                           | Accounts Payable | Outstanding | Bank Draft | -1,063.66   |
| 02/25/2026  |              | <a href="#">DFT0018559</a> | EVERGY                           | Accounts Payable | Outstanding | Bank Draft | -876.81     |

# Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number                     | Description        | Module           | Status      | Type       | Amount     |
|-------------|--------------|----------------------------|--------------------|------------------|-------------|------------|------------|
| 02/25/2026  |              | <a href="#">DFT0018560</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -28.86     |
| 02/25/2026  |              | <a href="#">DFT0018561</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -172.69    |
| 02/25/2026  |              | <a href="#">DFT0018562</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -2,166.90  |
| 02/25/2026  |              | <a href="#">DFT0018563</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -86.98     |
| 02/25/2026  |              | <a href="#">DFT0018564</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -210.96    |
| 02/25/2026  |              | <a href="#">DFT0018565</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -165.41    |
| 02/25/2026  |              | <a href="#">DFT0018566</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -853.01    |
| 02/25/2026  |              | <a href="#">DFT0018567</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -5,162.06  |
| 02/25/2026  |              | <a href="#">DFT0018568</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -46.26     |
| 02/25/2026  |              | <a href="#">DFT0018569</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -26,574.37 |
| 02/25/2026  |              | <a href="#">DFT0018570</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -20,203.35 |
| 02/25/2026  |              | <a href="#">DFT0018571</a> | EVERGY             | Accounts Payable | Outstanding | Bank Draft | -768.16    |
| 02/25/2026  |              | <a href="#">DFT0018572</a> | KANSAS GAS SERVICE | Accounts Payable | Outstanding | Bank Draft | -3,274.31  |
| 02/25/2026  |              | <a href="#">DFT0018573</a> | KANSAS GAS SERVICE | Accounts Payable | Outstanding | Bank Draft | -879.74    |
| 02/25/2026  |              | <a href="#">DFT0018574</a> | KANSAS GAS SERVICE | Accounts Payable | Outstanding | Bank Draft | -45.12     |
| 02/25/2026  |              | <a href="#">DFT0018575</a> | KANSAS GAS SERVICE | Accounts Payable | Outstanding | Bank Draft | -1,081.45  |
| 02/25/2026  |              | <a href="#">DFT0018576</a> | KANSAS GAS SERVICE | Accounts Payable | Outstanding | Bank Draft | -167.97    |
| 02/25/2026  |              | <a href="#">DFT0018577</a> | KANSAS GAS SERVICE | Accounts Payable | Outstanding | Bank Draft | -311.31    |
| 02/25/2026  |              | <a href="#">DFT0018578</a> | KANSAS GAS SERVICE | Accounts Payable | Outstanding | Bank Draft | -1,449.95  |
| 02/25/2026  |              | <a href="#">DFT0018579</a> | KANSAS GAS SERVICE | Accounts Payable | Outstanding | Bank Draft | -44.06     |
| 02/25/2026  |              | <a href="#">DFT0018580</a> | KANSAS GAS SERVICE | Accounts Payable | Outstanding | Bank Draft | -44.06     |
| 02/25/2026  |              | <a href="#">DFT0018581</a> | VERIZON WIRELESS   | Accounts Payable | Outstanding | Bank Draft | -238.57    |

**Bank Draft Total: (99) -519,018.10**

| Check      |  | Number                 | Description                                  | Module           | Status      | Type  | Amount     |
|------------|--|------------------------|----------------------------------------------|------------------|-------------|-------|------------|
| 02/17/2026 |  | <a href="#">100241</a> | ADAPTIVE DIGITAL SYSTEMS, INC                | Accounts Payable | Outstanding | Check | -35.00     |
| 02/17/2026 |  | <a href="#">100242</a> | ALL COPY PRODUCTS, INC.                      | Accounts Payable | Outstanding | Check | -644.36    |
| 02/17/2026 |  | <a href="#">100243</a> | AMAZON CAPITAL SERVICES INC                  | Accounts Payable | Outstanding | Check | -19,285.71 |
| 02/17/2026 |  | <a href="#">100244</a> | AMERICAN DIGITAL SECURITY, LLC               | Accounts Payable | Outstanding | Check | -298.00    |
| 02/17/2026 |  | <a href="#">100245</a> | AMERICAN EQUIPMENT CO                        | Accounts Payable | Outstanding | Check | -13,283.00 |
| 02/17/2026 |  | <a href="#">100246</a> | AMY CLAIRE COPPOLA                           | Accounts Payable | Outstanding | Check | -100.00    |
| 02/17/2026 |  | <a href="#">100247</a> | ANTHONY JOHN SWIFT                           | Accounts Payable | Outstanding | Check | -1,550.00  |
| 02/17/2026 |  | <a href="#">100248</a> | BAYER CONSTRUCTION CO.                       | Accounts Payable | Outstanding | Check | -1,891.66  |
| 02/17/2026 |  | <a href="#">100249</a> | BEACON SALES ACQUISITION, INC.               | Accounts Payable | Outstanding | Check | -144.95    |
| 02/17/2026 |  | <a href="#">100250</a> | BLUMIRA, INC                                 | Accounts Payable | Outstanding | Check | -45,170.00 |
| 02/17/2026 |  | <a href="#">100251</a> | BOUND TREE MEDICAL, LLC                      | Accounts Payable | Outstanding | Check | -1,784.02  |
| 02/17/2026 |  | <a href="#">100252</a> | BRAYDEN GREEN                                | Accounts Payable | Outstanding | Check | -150.00    |
| 02/17/2026 |  | <a href="#">100253</a> | BRIANNA HARBIN                               | Accounts Payable | Outstanding | Check | -60.00     |
| 02/17/2026 |  | <a href="#">100254</a> | CASH-WA DISTRIBUTING                         | Accounts Payable | Outstanding | Check | -578.25    |
| 02/17/2026 |  | <a href="#">100255</a> | CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC | Accounts Payable | Outstanding | Check | -124.23    |
| 02/17/2026 |  | <a href="#">100256</a> | CATHY FAHEY                                  | Accounts Payable | Outstanding | Check | -63.65     |
| 02/17/2026 |  | <a href="#">100257</a> | CATLETT AUTOMOTIVE, INC.                     | Accounts Payable | Outstanding | Check | -663.05    |
| 02/17/2026 |  | <a href="#">100258</a> | CDW GOVERNMENT INC                           | Accounts Payable | Outstanding | Check | -13,167.75 |

# Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number                 | Description                                      | Module           | Status      | Type  | Amount        |
|-------------|--------------|------------------------|--------------------------------------------------|------------------|-------------|-------|---------------|
| 02/17/2026  |              | <a href="#">100259</a> | COMMERCIAL LAWN MANAGEMENT OF WICHITA INC        | Accounts Payable | Outstanding | Check | -9,194.80     |
| 02/17/2026  |              | <a href="#">100260</a> | CORE & MAIN LP                                   | Accounts Payable | Outstanding | Check | -786.64       |
| 02/17/2026  |              | <a href="#">100261</a> | COX BUSINESS SERVICES                            | Accounts Payable | Outstanding | Check | -3,223.09     |
| 02/17/2026  |              | <a href="#">100262</a> | CROSSLAND HEAVY CONTRACTORS, INC.                | Accounts Payable | Outstanding | Check | -1,961,329.47 |
| 02/17/2026  |              | <a href="#">100263</a> | DELL MARKETING LP                                | Accounts Payable | Outstanding | Check | -4,164.98     |
| 02/17/2026  |              | <a href="#">100264</a> | DELTA FIRE & SAFETY INC.                         | Accounts Payable | Outstanding | Check | -1,320.00     |
| 02/17/2026  |              | <a href="#">100265</a> | DEVYN ALYUS DEROSIA                              | Accounts Payable | Outstanding | Check | -60.00        |
| 02/17/2026  |              | <a href="#">100266</a> | DR. MARK STENSTROM                               | Accounts Payable | Outstanding | Check | -878.66       |
| 02/17/2026  |              | <a href="#">100267</a> | DRAKE PHARMACY SOLUTIONS LLC                     | Accounts Payable | Outstanding | Check | -870.82       |
| 02/17/2026  |              | <a href="#">100268</a> | EAGLE COMMUNICATIONS                             | Accounts Payable | Outstanding | Check | -100.00       |
| 02/17/2026  |              | <a href="#">100269</a> | FACTORY MOTOR PARTS                              | Accounts Payable | Outstanding | Check | -315.00       |
| 02/17/2026  |              | <a href="#">100270</a> | FIRESTONE MASTER CAR SERV                        | Accounts Payable | Outstanding | Check | -1,203.44     |
| 02/17/2026  |              | <a href="#">100271</a> | FLINT HILLS BEVERAGE LLC                         | Accounts Payable | Outstanding | Check | -285.12       |
| 02/17/2026  |              | <a href="#">100272</a> | FOOTJOY/TITLEIST                                 | Accounts Payable | Outstanding | Check | -1,377.96     |
| 02/17/2026  |              | <a href="#">100273</a> | FUZEY DESIGNS LLC                                | Accounts Payable | Outstanding | Check | -1,000.00     |
| 02/17/2026  |              | <a href="#">100274</a> | GADES SALES CO.                                  | Accounts Payable | Outstanding | Check | -6,234.53     |
| 02/17/2026  |              | <a href="#">100275</a> | GEARY COUNTY RWD #4                              | Accounts Payable | Outstanding | Check | -195.82       |
| 02/17/2026  |              | <a href="#">100276</a> | GEARY COUNTY SHERIFF                             | Accounts Payable | Outstanding | Check | -31,049.26    |
| 02/17/2026  |              | <a href="#">100277</a> | GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LL | Accounts Payable | Outstanding | Check | -1,518.35     |
| 02/17/2026  |              | <a href="#">100278</a> | GT GOLF HOLDINGS, INC                            | Accounts Payable | Outstanding | Check | -562.48       |
| 02/17/2026  |              | <a href="#">100279</a> | HAMPEL OIL DISTRIBUTORS INC                      | Accounts Payable | Outstanding | Check | -10,886.27    |
| 02/17/2026  |              | <a href="#">100280</a> | HENRY SCHEIN, INC                                | Accounts Payable | Outstanding | Check | -422.64       |
| 02/17/2026  |              | <a href="#">100281</a> | IDEXX DISTRIBUTION, INC.                         | Accounts Payable | Outstanding | Check | -198.99       |
| 02/17/2026  |              | <a href="#">100282</a> | INFINITY HYDRAULICS LLC                          | Accounts Payable | Outstanding | Check | -650.64       |
| 02/17/2026  |              | <a href="#">100283</a> | INNOVATIVE CONCESSIONS ENTERPRISES, LLC          | Accounts Payable | Outstanding | Check | -748.80       |
| 02/17/2026  |              | <a href="#">100284</a> | J & A TRAFFIC PRODUCTS                           | Accounts Payable | Outstanding | Check | -828.00       |
| 02/17/2026  |              | <a href="#">100285</a> | J. & M. GOLF INC.                                | Accounts Payable | Outstanding | Check | -401.79       |
| 02/17/2026  |              | <a href="#">100286</a> | JENNIFER ARNESON, DVM                            | Accounts Payable | Outstanding | Check | -501.88       |
| 02/17/2026  |              | <a href="#">100287</a> | JIM CLARK AUTO CENTER                            | Accounts Payable | Outstanding | Check | -1,899.91     |
| 02/17/2026  |              | <a href="#">100288</a> | JUNCTION CITY / GEARY COUNTY CRIME STOPPERS      | Accounts Payable | Outstanding | Check | -700.00       |
| 02/17/2026  |              | <a href="#">100289</a> | KA-COMM                                          | Accounts Payable | Outstanding | Check | -300.00       |
| 02/17/2026  |              | <a href="#">100290</a> | KANSAS GOLF AND TURF                             | Accounts Payable | Outstanding | Check | -870.80       |
| 02/17/2026  |              | <a href="#">100291</a> | KANSAS ONE-CALL SYSTEMS, INC.                    | Accounts Payable | Outstanding | Check | -254.03       |
| 02/17/2026  |              | <a href="#">100292</a> | KLMM-66 LLC                                      | Accounts Payable | Outstanding | Check | -13.50        |
| 02/17/2026  |              | <a href="#">100293</a> | KRISPY CLEAN INC.                                | Accounts Payable | Outstanding | Check | -412.68       |
| 02/17/2026  |              | <a href="#">100294</a> | LEAGUE OF KANSAS MUNICIPALITIES                  | Accounts Payable | Outstanding | Check | -180.00       |
| 02/17/2026  |              | <a href="#">100295</a> | LEXISNEXIS RISK DATA MANAGEMENT INC.             | Accounts Payable | Outstanding | Check | -821.15       |
| 02/17/2026  |              | <a href="#">100296</a> | MARLIN LEASING CORPORATION                       | Accounts Payable | Outstanding | Check | -2,489.12     |
| 02/17/2026  |              | <a href="#">100297</a> | MID AMERICAN RESEARCH CHEMICAL                   | Accounts Payable | Outstanding | Check | -2,571.44     |
| 02/17/2026  |              | <a href="#">100298</a> | MID-STATES MATERIALS, LLC                        | Accounts Payable | Outstanding | Check | -481.80       |
| 02/17/2026  |              | <a href="#">100299</a> | MIDWEST CONCRETE MATERIALS                       | Accounts Payable | Outstanding | Check | -291.50       |
| 02/17/2026  |              | <a href="#">100300</a> | MIDWEST VETERINARY SUPPLY, INC.                  | Accounts Payable | Outstanding | Check | -616.11       |
| 02/17/2026  |              | <a href="#">100301</a> | MOTOROLA SOLUTIONS, INC.                         | Accounts Payable | Outstanding | Check | -6,763.94     |

## Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number                 | Description                                | Module           | Status      | Type  | Amount     |
|-------------|--------------|------------------------|--------------------------------------------|------------------|-------------|-------|------------|
| 02/17/2026  |              | <a href="#">100302</a> | MSC INDUSTRIAL SUPPLY CO                   | Accounts Payable | Outstanding | Check | -1,715.30  |
| 02/17/2026  |              | <a href="#">100303</a> | NEKOLOCKS                                  | Accounts Payable | Outstanding | Check | -791.65    |
| 02/17/2026  |              | <a href="#">100304</a> | OMNI BILLING                               | Accounts Payable | Outstanding | Check | -3,997.87  |
| 02/17/2026  |              | <a href="#">100305</a> | O'REILLY AUTO PARTS                        | Accounts Payable | Outstanding | Check | -118.55    |
| 02/17/2026  |              | <a href="#">100306</a> | PIONEER QUICK LUBES INC.                   | Accounts Payable | Outstanding | Check | -96.95     |
| 02/17/2026  |              | <a href="#">100307</a> | RAM EXTERMINATORS, LLC                     | Accounts Payable | Outstanding | Check | -166.00    |
| 02/17/2026  |              | <a href="#">100308</a> | RILEIGHS OUTDOOR, LLC                      | Accounts Payable | Outstanding | Check | -4,807.50  |
| 02/17/2026  |              | <a href="#">100309</a> | RUSH TRUCK CENTERS OF KANSAS, INC.         | Accounts Payable | Outstanding | Check | -646.48    |
| 02/17/2026  |              | <a href="#">100310</a> | SALINA SUPPLY COMPANY                      | Accounts Payable | Outstanding | Check | -7,817.89  |
| 02/17/2026  |              | <a href="#">100311</a> | SIR SPEEDY                                 | Accounts Payable | Outstanding | Check | -256.87    |
| 02/17/2026  |              | <a href="#">100312</a> | SITEONE LANDSCAPE SUPPLY HOLDING, LLC      | Accounts Payable | Outstanding | Check | -310.09    |
| 02/17/2026  |              | <a href="#">100313</a> | SPECIALTY VEHICLE SOURCE CORP.             | Accounts Payable | Outstanding | Check | -1,200.00  |
| 02/17/2026  |              | <a href="#">100314</a> | STANION WHOLESALE ELECTRIC CO              | Accounts Payable | Outstanding | Check | -3,141.34  |
| 02/17/2026  |              | <a href="#">100315</a> | STORMONT VAIL HEALTH FLINT HILLS LLC       | Accounts Payable | Outstanding | Check | -725.00    |
| 02/17/2026  |              | <a href="#">100316</a> | STORMONT VAIL HEALTH FLINT HILLS LLC       | Accounts Payable | Outstanding | Check | -168.74    |
| 02/17/2026  |              | <a href="#">100317</a> | STORMONT VAIL HEALTH FLINT HILLS LLC       | Accounts Payable | Outstanding | Check | -40.48     |
| 02/17/2026  |              | <a href="#">100318</a> | TERRY REDEL                                | Accounts Payable | Outstanding | Check | -7,500.00  |
| 02/17/2026  |              | <a href="#">100319</a> | THERMAL COMFORT AIR, INC                   | Accounts Payable | Outstanding | Check | -4,890.30  |
| 02/17/2026  |              | <a href="#">100320</a> | THREATLOCKER INC                           | Accounts Payable | Outstanding | Check | -16,050.00 |
| 02/17/2026  |              | <a href="#">100321</a> | TOWN & COUNTY VETERINARY HOSPITAL P.A.     | Accounts Payable | Outstanding | Check | -246.88    |
| 02/17/2026  |              | <a href="#">100322</a> | TRUMAN FORTNER                             | Accounts Payable | Outstanding | Check | -175.00    |
| 02/17/2026  |              | <a href="#">100323</a> | TRUSTED TECH TEAM, INC.                    | Accounts Payable | Outstanding | Check | -9,247.55  |
| 02/17/2026  |              | <a href="#">100324</a> | ULINE                                      | Accounts Payable | Outstanding | Check | -219.18    |
| 02/17/2026  |              | <a href="#">100325</a> | VALOR FORD INC                             | Accounts Payable | Outstanding | Check | -268.15    |
| 02/17/2026  |              | <a href="#">100326</a> | VERIZON CONNECT FLEET USA LLC              | Accounts Payable | Outstanding | Check | -858.55    |
| 02/17/2026  |              | <a href="#">100327</a> | WATERS TRUE VALUE                          | Accounts Payable | Outstanding | Check | -751.81    |
| 02/17/2026  |              | <a href="#">100328</a> | WELBORN SALES                              | Accounts Payable | Outstanding | Check | -17,876.36 |
| 02/17/2026  |              | <a href="#">100329</a> | WHITE STAR                                 | Accounts Payable | Outstanding | Check | -8,091.00  |
| 02/17/2026  |              | <a href="#">100330</a> | WICHITA STATE UNIVERSITY CONFERENCE CENTER | Accounts Payable | Outstanding | Check | -100.00    |
| 02/17/2026  |              | <a href="#">100331</a> | ZOETIS US LLC                              | Accounts Payable | Outstanding | Check | -417.50    |
| 02/17/2026  |              | <a href="#">100343</a> | DOTSE, RICHMOND NMN                        | Accounts Payable | Outstanding | Check | -500.00    |
| 02/17/2026  |              | <a href="#">100344</a> | ROJAS-VAZQUEZ, DARITZA M.                  | Accounts Payable | Outstanding | Check | -145.00    |
| 02/17/2026  |              | <a href="#">100345</a> | CRYSTAL LEE BENITEZ                        | Accounts Payable | Outstanding | Check | -250.00    |
| 02/18/2026  |              | <a href="#">100346</a> | GEARY COUNTY REGISTER DEEDS                | Accounts Payable | Outstanding | Check | -63.00     |
| 02/19/2026  |              | <a href="#">100374</a> | MCSHERLEY, DYLAN WAYNE                     | Accounts Payable | Outstanding | Check | -750.00    |
| 02/19/2026  |              | <a href="#">100375</a> | SWANIGAN, LORITA CHANEL                    | Accounts Payable | Outstanding | Check | -500.00    |
| 02/19/2026  |              | <a href="#">100376</a> | BOWLING LOUISA D                           | Accounts Payable | Outstanding | Check | -200.00    |
| 02/19/2026  |              | <a href="#">100393</a> | CRYSTAL LEE BENITEZ                        | Accounts Payable | Outstanding | Check | -450.00    |
| 02/19/2026  |              | <a href="#">100394</a> | Jared Michael Bailey.                      | Accounts Payable | Outstanding | Check | -100.00    |
| 02/19/2026  |              | <a href="#">100396</a> | KERIT                                      | Accounts Payable | Outstanding | Check | -70,839.00 |
| 02/19/2026  |              | <a href="#">100397</a> | LINGENFELTER WATER SERVICES LLC            | Accounts Payable | Outstanding | Check | -850.00    |
| 02/20/2026  |              | <a href="#">100385</a> | FAMILY SUPPORT PAYMENT CENTER              | Accounts Payable | Outstanding | Check | -100.31    |
| 02/20/2026  |              | <a href="#">100386</a> | FLEXIBLE SPENDING ACCOUNT #1074334         | Accounts Payable | Outstanding | Check | -208.33    |



# Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number                 | Description                              | Module           | Status      | Type  | Amount        |
|-------------|--------------|------------------------|------------------------------------------|------------------|-------------|-------|---------------|
| 02/20/2026  |              | <a href="#">100387</a> | INDIANA STATE CENTRAL COLLECTION UNIT    | Accounts Payable | Outstanding | Check | -457.17       |
| 02/20/2026  |              | <a href="#">100388</a> | KANSAS PAYMENT CENTER                    | Accounts Payable | Outstanding | Check | -2,362.50     |
| 02/20/2026  |              | <a href="#">100389</a> | POLICE & FIREMEN'S INSURANCE ASSOCIATION | Accounts Payable | Outstanding | Check | -795.84       |
| 02/20/2026  |              | <a href="#">100390</a> | STATE OF ARKANSAS                        | Accounts Payable | Outstanding | Check | -173.33       |
| 02/20/2026  |              | <a href="#">100391</a> | UNITED WAY OF JUNCTION CITY-GEARY COUNTY | Accounts Payable | Outstanding | Check | -21.00        |
| 02/20/2026  |              | <a href="#">100392</a> | W H GRIFFIN, TRUSTEE                     | Accounts Payable | Outstanding | Check | -300.00       |
| 02/20/2026  |              | <a href="#">100408</a> | BRITTNEY LEE BURROUGHS                   | Accounts Payable | Outstanding | Check | -45.00        |
| 02/20/2026  |              | <a href="#">100409</a> | JC Animal Shelter                        | Accounts Payable | Outstanding | Check | -500.00       |
| 02/20/2026  |              | <a href="#">100410</a> | SCOTT MILLER                             | Accounts Payable | Outstanding | Check | -67.84        |
| 02/20/2026  |              | <a href="#">100411</a> | CHASE DAUBIG                             | Accounts Payable | Outstanding | Check | -10.91        |
| 02/20/2026  |              | <a href="#">100412</a> | DANIEL CRAIG                             | Accounts Payable | Outstanding | Check | -52.03        |
| 02/20/2026  |              | <a href="#">100413</a> | CRYSTAL LEE BENITEZ                      | Accounts Payable | Outstanding | Check | -150.00       |
| 02/24/2026  |              | <a href="#">100414</a> | MAGOUM TAKOUGANG, JOCELINE G             | Accounts Payable | Outstanding | Check | -1,305.00     |
| 02/24/2026  |              | <a href="#">100415</a> | CODY ROUSE                               | Accounts Payable | Outstanding | Check | -47.17        |
| 02/24/2026  |              | <a href="#">100416</a> | CRITES REAL ESTATE                       | Accounts Payable | Outstanding | Check | -50.00        |
| 02/24/2026  |              | <a href="#">100417</a> | DEVANTE LEGRANDE                         | Accounts Payable | Outstanding | Check | -21.33        |
| 02/24/2026  |              | <a href="#">100418</a> | SAPP BROS INC.                           | Accounts Payable | Outstanding | Check | -50.96        |
| 02/24/2026  |              | <a href="#">100419</a> | SOPHIA RIZZOTTO                          | Accounts Payable | Outstanding | Check | -40.54        |
| 02/24/2026  |              | <a href="#">100420</a> | WALMART                                  | Accounts Payable | Outstanding | Check | -110.00       |
| 02/25/2026  |              | <a href="#">100421</a> | CLARENCE BURNETT                         | Accounts Payable | Outstanding | Check | -200.00       |
| 02/25/2026  |              | <a href="#">100422</a> | CLARENCE BURNETT                         | Accounts Payable | Outstanding | Check | -200.00       |
| 02/25/2026  |              | <a href="#">100423</a> | SHANE BIRNELL                            | Accounts Payable | Outstanding | Check | -50.00        |
| 03/03/2026  |              | <a href="#">100424</a> | A2Z RECOGNITION PRODUCTS INC             | Accounts Payable | Outstanding | Check | -8,209.72     |
| 03/03/2026  |              | <a href="#">100425</a> | ALFRED BENESCH & COMPANY                 | Accounts Payable | Outstanding | Check | -23,504.94    |
| 03/03/2026  |              | <a href="#">100426</a> | AMAZON CAPITAL SERVICES INC              | Accounts Payable | Outstanding | Check | -3,425.34     |
| 03/03/2026  |              | <a href="#">100427</a> | AMY CLAIRE COPPOLA                       | Accounts Payable | Outstanding | Check | -50.00        |
| 03/03/2026  |              | <a href="#">100428</a> | ARIANA DIAZ LORENZO                      | Accounts Payable | Outstanding | Check | -200.00       |
| 03/03/2026  |              | <a href="#">100429</a> | BAYER CONSTRUCTION CO.                   | Accounts Payable | Outstanding | Check | -139,194.23   |
| 03/03/2026  |              | <a href="#">100430</a> | BOUND TREE MEDICAL, LLC                  | Accounts Payable | Outstanding | Check | -2,610.83     |
| 03/03/2026  |              | <a href="#">100431</a> | BRAMLAGE PROPERTIES, LLC                 | Accounts Payable | Outstanding | Check | -350.00       |
| 03/03/2026  |              | <a href="#">100432</a> | BRAYDEN GREEN                            | Accounts Payable | Outstanding | Check | -125.00       |
| 03/03/2026  |              | <a href="#">100433</a> | BRIANNA HARBIN                           | Accounts Payable | Outstanding | Check | -45.00        |
| 03/03/2026  |              | <a href="#">100434</a> | BRIDGESTONE GOLF, INC                    | Accounts Payable | Outstanding | Check | -533.96       |
| 03/03/2026  |              | <a href="#">100435</a> | CASH-WA DISTRIBUTING                     | Accounts Payable | Outstanding | Check | -1,109.05     |
| 03/03/2026  |              | <a href="#">100436</a> | CATLETT AUTOMOTIVE, INC.                 | Accounts Payable | Outstanding | Check | -182.94       |
| 03/03/2026  |              | <a href="#">100437</a> | COLLECTION BUREAU OF KANSAS INC          | Accounts Payable | Outstanding | Check | -3,834.08     |
| 03/03/2026  |              | <a href="#">100438</a> | CORE & MAIN LP                           | Accounts Payable | Outstanding | Check | -13,779.14    |
| 03/03/2026  |              | <a href="#">100439</a> | CRAFCO, INC.                             | Accounts Payable | Outstanding | Check | -2,440.00     |
| 03/03/2026  |              | <a href="#">100440</a> | CROSSLAND HEAVY CONTRACTORS, INC.        | Accounts Payable | Outstanding | Check | -1,686,912.21 |
| 03/03/2026  |              | <a href="#">100441</a> | CROWN DISTRIBUTORS, INC.                 | Accounts Payable | Outstanding | Check | -319.20       |
| 03/03/2026  |              | <a href="#">100442</a> | DELTA FIRE & SAFETY INC.                 | Accounts Payable | Outstanding | Check | -73.26        |
| 03/03/2026  |              | <a href="#">100443</a> | DEVYN ALYUS DEROSIA                      | Accounts Payable | Outstanding | Check | -60.00        |
| 03/03/2026  |              | <a href="#">100444</a> | DR. MARK STENSTROM                       | Accounts Payable | Outstanding | Check | -261.80       |

# Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number                 | Description                                      | Module           | Status      | Type  | Amount     |
|-------------|--------------|------------------------|--------------------------------------------------|------------------|-------------|-------|------------|
| 03/03/2026  |              | <a href="#">100445</a> | EASY PICKER GOLF PRODUCTS                        | Accounts Payable | Outstanding | Check | -5,128.01  |
| 03/03/2026  |              | <a href="#">100446</a> | FACTORY MOTOR PARTS                              | Accounts Payable | Outstanding | Check | -968.85    |
| 03/03/2026  |              | <a href="#">100447</a> | FIRST-CITIZENS BANK & TRUST COMPANY              | Accounts Payable | Outstanding | Check | -4,266.35  |
| 03/03/2026  |              | <a href="#">100448</a> | FLAGSTAR PUBLIC FUNDING                          | Accounts Payable | Outstanding | Check | -44,327.45 |
| 03/03/2026  |              | <a href="#">100449</a> | FLINT HILLS BEVERAGE LLC                         | Accounts Payable | Outstanding | Check | -623.20    |
| 03/03/2026  |              | <a href="#">100450</a> | FLINT HILLS REGIONAL COUNCIL, INC.               | Accounts Payable | Outstanding | Check | -20,638.80 |
| 03/03/2026  |              | <a href="#">100451</a> | FOLEY EQUIPMENT                                  | Accounts Payable | Outstanding | Check | -5,482.50  |
| 03/03/2026  |              | <a href="#">100452</a> | FOOTJOY/TITLEIST                                 | Accounts Payable | Outstanding | Check | -6,607.89  |
| 03/03/2026  |              | <a href="#">100453</a> | GEARY COUNTY TREASURER                           | Accounts Payable | Outstanding | Check | -35,532.73 |
| 03/03/2026  |              | <a href="#">100454</a> | GLESSNER DIRT LLC                                | Accounts Payable | Outstanding | Check | -11,044.00 |
| 03/03/2026  |              | <a href="#">100455</a> | GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LL | Accounts Payable | Outstanding | Check | -1,467.97  |
| 03/03/2026  |              | <a href="#">100456</a> | GT GOLF HOLDINGS, INC                            | Accounts Payable | Outstanding | Check | -142.63    |
| 03/03/2026  |              | <a href="#">100457</a> | HENRY SCHEIN, INC                                | Accounts Payable | Outstanding | Check | -2,232.58  |
| 03/03/2026  |              | <a href="#">100458</a> | HFE PROCESS, INC.                                | Accounts Payable | Outstanding | Check | -2,087.38  |
| 03/03/2026  |              | <a href="#">100459</a> | HUTCHINSON COMMUNITY COLLEGE                     | Accounts Payable | Outstanding | Check | -4,132.00  |
| 03/03/2026  |              | <a href="#">100460</a> | IDEXX DISTRIBUTION, INC.                         | Accounts Payable | Outstanding | Check | -101.03    |
| 03/03/2026  |              | <a href="#">100461</a> | INDEPENDENT SALT COMPANY                         | Accounts Payable | Outstanding | Check | -19,031.30 |
| 03/03/2026  |              | <a href="#">100462</a> | INFINITY HYDRAULICS LLC                          | Accounts Payable | Outstanding | Check | -257.88    |
| 03/03/2026  |              | <a href="#">100463</a> | INLAND TRUCK PARTS COMPANY                       | Accounts Payable | Outstanding | Check | -296.32    |
| 03/03/2026  |              | <a href="#">100464</a> | JACOB BENDER                                     | Accounts Payable | Outstanding | Check | -150.00    |
| 03/03/2026  |              | <a href="#">100465</a> | JENNIFER ARNESON, DVM                            | Accounts Payable | Outstanding | Check | -94.15     |
| 03/03/2026  |              | <a href="#">100466</a> | KANSAS MUNICIPAL UTILITIES                       | Accounts Payable | Outstanding | Check | -65.00     |
| 03/03/2026  |              | <a href="#">100467</a> | KEY OFFICE PRODUCTS                              | Accounts Payable | Outstanding | Check | -33.99     |
| 03/03/2026  |              | <a href="#">100468</a> | LEAGUE OF KANSAS MUNICIPALITIES                  | Accounts Payable | Outstanding | Check | -25.00     |
| 03/03/2026  |              | <a href="#">100469</a> | MAC TOOLS DISTRIBUTOR                            | Accounts Payable | Outstanding | Check | -1,586.17  |
| 03/03/2026  |              | <a href="#">100470</a> | MID KANSAS COOPERATIVE ASSOCIATION               | Accounts Payable | Outstanding | Check | -317.48    |
| 03/03/2026  |              | <a href="#">100471</a> | MIDWEST CONCRETE MATERIALS                       | Accounts Payable | Outstanding | Check | -4,314.41  |
| 03/03/2026  |              | <a href="#">100472</a> | MIDWEST VETERINARY SUPPLY, INC.                  | Accounts Payable | Outstanding | Check | -835.03    |
| 03/03/2026  |              | <a href="#">100473</a> | MSC INDUSTRIAL SUPPLY CO                         | Accounts Payable | Outstanding | Check | -124.01    |
| 03/03/2026  |              | <a href="#">100474</a> | OFFICE PLUS OF KANSAS                            | Accounts Payable | Outstanding | Check | -869.28    |
| 03/03/2026  |              | <a href="#">100475</a> | PEDIATRIC EMERGENCY STANDARDS INC                | Accounts Payable | Outstanding | Check | -2,420.50  |
| 03/03/2026  |              | <a href="#">100476</a> | POMP'S TIRE SERVICE, INC.                        | Accounts Payable | Outstanding | Check | -2,303.42  |
| 03/03/2026  |              | <a href="#">100477</a> | PRAIRIELAND PARTNERS, LLC                        | Accounts Payable | Outstanding | Check | -676.20    |
| 03/03/2026  |              | <a href="#">100478</a> | PROCOPY, INC.                                    | Accounts Payable | Outstanding | Check | -3,786.26  |
| 03/03/2026  |              | <a href="#">100479</a> | PROPANE CENTRAL                                  | Accounts Payable | Outstanding | Check | -569.55    |
| 03/03/2026  |              | <a href="#">100480</a> | PYE-BARKER FIRE & SAFETY, LLC                    | Accounts Payable | Outstanding | Check | -1,505.00  |
| 03/03/2026  |              | <a href="#">100481</a> | REEVES-WIEDEMAN CO.                              | Accounts Payable | Outstanding | Check | -1,349.18  |
| 03/03/2026  |              | <a href="#">100482</a> | SHI INTERNATIONAL CORP.                          | Accounts Payable | Outstanding | Check | -2,343.20  |
| 03/03/2026  |              | <a href="#">100483</a> | SITEONE LANDSCAPE SUPPLY HOLDING, LLC            | Accounts Payable | Outstanding | Check | -481.56    |
| 03/03/2026  |              | <a href="#">100484</a> | STANION WHOLESALE ELECTRIC CO                    | Accounts Payable | Outstanding | Check | -191.89    |
| 03/03/2026  |              | <a href="#">100485</a> | STORMONT VAIL HEALTH FLINT HILLS LLC             | Accounts Payable | Outstanding | Check | -95.00     |
| 03/03/2026  |              | <a href="#">100486</a> | TERRY BUTLER                                     | Accounts Payable | Outstanding | Check | -2,205.39  |
| 03/03/2026  |              | <a href="#">100487</a> | TERRY GRAHAM                                     | Accounts Payable | Outstanding | Check | -1,425.00  |



# Bank Transaction Report

Issued Date Range: -

| Issued Date               | Cleared Date | Number                 | Description                                        | Module           | Status      | Type  | Amount               |
|---------------------------|--------------|------------------------|----------------------------------------------------|------------------|-------------|-------|----------------------|
| 03/03/2026                |              | <a href="#">100488</a> | Tierney Jolly                                      | Accounts Payable | Outstanding | Check | -25.00               |
| 03/03/2026                |              | <a href="#">100489</a> | TIMOTHY WARD                                       | Accounts Payable | Outstanding | Check | -428.00              |
| 03/03/2026                |              | <a href="#">100490</a> | TRUMAN FORTNER                                     | Accounts Payable | Outstanding | Check | -100.00              |
| 03/03/2026                |              | <a href="#">100491</a> | TWIN VALLEY TELEPHONE, INC.                        | Accounts Payable | Outstanding | Check | -7,458.69            |
| 03/03/2026                |              | <a href="#">100492</a> | TYLER TECHNOLOGIES, INC                            | Accounts Payable | Outstanding | Check | -144,252.20          |
| 03/03/2026                |              | <a href="#">100493</a> | ULINE                                              | Accounts Payable | Outstanding | Check | -325.99              |
| 03/03/2026                |              | <a href="#">100494</a> | VANDERBILTS                                        | Accounts Payable | Outstanding | Check | -1,334.97            |
| 03/03/2026                |              | <a href="#">100495</a> | WATERS TRUE VALUE                                  | Accounts Payable | Outstanding | Check | -507.13              |
| 03/03/2026                |              | <a href="#">100496</a> | WHITE STAR                                         | Accounts Payable | Outstanding | Check | -2,712.12            |
| 03/03/2026                |              | <a href="#">100497</a> | ZOETIS US LLC                                      | Accounts Payable | Outstanding | Check | -400.25              |
| <b>Check Total: (200)</b> |              |                        |                                                    |                  |             |       | <b>-4,569,528.88</b> |
| <b>EFT</b>                |              |                        |                                                    |                  |             |       |                      |
| 02/18/2026                |              | <a href="#">153</a>    | CENTRAL POWER SYSTEMS & SERVICES                   | Accounts Payable | Outstanding | EFT   | -7,803.63            |
| 02/18/2026                |              | <a href="#">154</a>    | CHENEY DOOR AQUISITION, LLC                        | Accounts Payable | Outstanding | EFT   | -921.10              |
| 02/18/2026                |              | <a href="#">155</a>    | DARTPOINTS LLC                                     | Accounts Payable | Outstanding | EFT   | -459.99              |
| 02/18/2026                |              | <a href="#">156</a>    | HDR ENGINEERING INC                                | Accounts Payable | Outstanding | EFT   | -88,332.13           |
| 02/18/2026                |              | <a href="#">157</a>    | HEARTLAND COCA-COLA BOTTLING COMAPNY LLC           | Accounts Payable | Outstanding | EFT   | -331.72              |
| 02/18/2026                |              | <a href="#">158</a>    | JOSHUA DOUGLASS                                    | Accounts Payable | Outstanding | EFT   | -3,229.16            |
| 02/18/2026                |              | <a href="#">159</a>    | KANSAS STATE TREASURER                             | Accounts Payable | Outstanding | EFT   | -5,497.89            |
| 02/18/2026                |              | <a href="#">160</a>    | KAW VALLEY ENGINEERING, INC                        | Accounts Payable | Outstanding | EFT   | -237,573.28          |
| 02/18/2026                |              | <a href="#">162</a>    | Kim Zimmerman                                      | Accounts Payable | Outstanding | EFT   | -254.51              |
| 02/18/2026                |              | <a href="#">163</a>    | LATONJA ANDREWS                                    | Accounts Payable | Outstanding | EFT   | -75.00               |
| 02/18/2026                |              | <a href="#">164</a>    | LEDWORKS LLC                                       | Accounts Payable | Outstanding | EFT   | -21,527.55           |
| 02/18/2026                |              | <a href="#">165</a>    | MARITZA RINEHART                                   | Accounts Payable | Outstanding | EFT   | -100.00              |
| 02/18/2026                |              | <a href="#">166</a>    | NINJAONE, LLC                                      | Accounts Payable | Outstanding | EFT   | -7,920.96            |
| 02/18/2026                |              | <a href="#">167</a>    | PITNEY BOWES PURCHASE POWER                        | Accounts Payable | Outstanding | EFT   | -5,031.38            |
| 02/18/2026                |              | <a href="#">168</a>    | SPEARSTONE MANAGEMENT, LLC                         | Accounts Payable | Outstanding | EFT   | -3,091.50            |
| 02/18/2026                |              | <a href="#">169</a>    | STAPLES ADVANTAGE                                  | Accounts Payable | Outstanding | EFT   | -305.12              |
| 02/18/2026                |              | <a href="#">170</a>    | STATE OF KANSAS                                    | Accounts Payable | Outstanding | EFT   | -3,196.81            |
| 02/18/2026                |              | <a href="#">172</a>    | TATIANA FERRACIOLI-SILVA                           | Accounts Payable | Outstanding | EFT   | -120.00              |
| 02/18/2026                |              | <a href="#">173</a>    | UNDERGROUND VAULTS & STORAGE, INC.                 | Accounts Payable | Outstanding | EFT   | -42.00               |
| 02/18/2026                |              | <a href="#">174</a>    | VC3 Inc                                            | Accounts Payable | Outstanding | EFT   | -8,186.88            |
| 02/18/2026                |              | <a href="#">175</a>    | WILDCAT SCOOPERS LLC                               | Accounts Payable | Outstanding | EFT   | -795.00              |
| 02/18/2026                |              | <a href="#">176</a>    | XEROX CORPORATION                                  | Accounts Payable | Outstanding | EFT   | -69.76               |
| 02/19/2026                |              | <a href="#">185</a>    | CONNECT PARENT CORPORATION                         | Accounts Payable | Outstanding | EFT   | -91.38               |
| 02/19/2026                |              | <a href="#">186</a>    | WEX BANK                                           | Accounts Payable | Outstanding | EFT   | -24,035.65           |
| 02/20/2026                |              | <a href="#">177</a>    | CITY OF JC FLEX SPENDING ACCT 1074334              | Accounts Payable | Outstanding | EFT   | -316.66              |
| 02/20/2026                |              | <a href="#">178</a>    | CITY OF JC FLEX SPENDING ACCT 1074334              | Accounts Payable | Outstanding | EFT   | -4,807.53            |
| 02/20/2026                |              | <a href="#">179</a>    | CITY OF JUNCTION CITY                              | Accounts Payable | Outstanding | EFT   | -252.00              |
| 02/20/2026                |              | <a href="#">180</a>    | FIREMEN'S RELIEF ASSOCIATION                       | Accounts Payable | Outstanding | EFT   | -255.42              |
| 02/20/2026                |              | <a href="#">181</a>    | JCPOA                                              | Accounts Payable | Outstanding | EFT   | -1,175.00            |
| 02/20/2026                |              | <a href="#">182</a>    | JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309 | Accounts Payable | Outstanding | EFT   | -1,848.00            |

# Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number              | Description                                | Module           | Status      | Type | Amount        |
|-------------|--------------|---------------------|--------------------------------------------|------------------|-------------|------|---------------|
| 02/20/2026  |              | <a href="#">183</a> | JUNCTION CITY FIREFIGHTERS AID ASSOCIATION | Accounts Payable | Outstanding | EFT  | -270.00       |
| 02/20/2026  |              | <a href="#">184</a> | ROLLING MEADOWS GOLF COURSE                | Accounts Payable | Outstanding | EFT  | -403.35       |
| 02/25/2026  |              | <a href="#">188</a> | CARD CENTER                                | Accounts Payable | Outstanding | EFT  | -3,854.66     |
| 02/25/2026  |              | <a href="#">189</a> | ATHENA ENERGY SERVICES, LLC                | Accounts Payable | Outstanding | EFT  | -2,056.19     |
| 02/26/2026  |              | <a href="#">187</a> | KANSAS STATE TREASURER                     | Accounts Payable | Outstanding | EFT  | -441,085.63   |
| 03/02/2026  |              | <a href="#">190</a> | EMPRISE BANK                               | Accounts Payable | Outstanding | EFT  | -34,028.74    |
| 03/04/2026  |              | <a href="#">191</a> | ANGEL TREVINO                              | Accounts Payable | Outstanding | EFT  | -200.00       |
| 03/04/2026  |              | <a href="#">192</a> | ATHCO, LLC                                 | Accounts Payable | Outstanding | EFT  | -467.00       |
| 03/04/2026  |              | <a href="#">193</a> | CENTRAL POWER SYSTEMS & SERVICES           | Accounts Payable | Outstanding | EFT  | -1,025.12     |
| 03/04/2026  |              | <a href="#">194</a> | COLUMBIA CAPITAL MANAGEMENT LLC            | Accounts Payable | Outstanding | EFT  | -2,000.00     |
| 03/04/2026  |              | <a href="#">195</a> | JOSHUA DOUGLASS                            | Accounts Payable | Outstanding | EFT  | -3,229.16     |
| 03/04/2026  |              | <a href="#">196</a> | KANSAS DEPT OF HEALTH AND ENVIRONMENT      | Accounts Payable | Outstanding | EFT  | -2,974,419.54 |
| 03/04/2026  |              | <a href="#">197</a> | LATONJA ANDREWS                            | Accounts Payable | Outstanding | EFT  | -75.00        |
| 03/04/2026  |              | <a href="#">198</a> | MARITZA RINEHART                           | Accounts Payable | Outstanding | EFT  | -40.00        |
| 03/04/2026  |              | <a href="#">199</a> | MELISSA FLORES                             | Accounts Payable | Outstanding | EFT  | -200.00       |
| 03/04/2026  |              | <a href="#">200</a> | MISSION COMMUNICATIONS LLC                 | Accounts Payable | Outstanding | EFT  | -347.40       |
| 03/04/2026  |              | <a href="#">201</a> | NATIONAL SIGN COMPANY LLC                  | Accounts Payable | Outstanding | EFT  | -1,495.98     |
| 03/04/2026  |              | <a href="#">202</a> | RAVEN AERO SERVICE, INC.                   | Accounts Payable | Outstanding | EFT  | -850.00       |
| 03/04/2026  |              | <a href="#">203</a> | T & M CONCRETE CONSTRUCTION CO             | Accounts Payable | Outstanding | EFT  | -22,364.66    |
| 03/04/2026  |              | <a href="#">204</a> | TATIANA FERRACIOLI-SILVA                   | Accounts Payable | Outstanding | EFT  | -240.00       |
| 03/04/2026  |              | <a href="#">205</a> | VEOLIA WATER NORTH AMERICA                 | Accounts Payable | Outstanding | EFT  | -370,337.29   |
| 03/04/2026  |              | <a href="#">206</a> | XEROX CORPORATION                          | Accounts Payable | Outstanding | EFT  | -537.39       |

**EFT Total: (52)** **-4,287,174.12**

**Outstanding Total: (351)** **-9,375,721.10**

**Accounts Payable Total: (351)** **-9,375,721.10**

## Payroll

| Outstanding Check |                     |     |  |         |             |                         |              |
|-------------------|---------------------|-----|--|---------|-------------|-------------------------|--------------|
| 02/20/2026        | <a href="#">507</a> | 507 |  | Payroll | Outstanding | Check                   | -0.01        |
|                   |                     |     |  |         |             | <b>Check Total: (1)</b> | <b>-0.01</b> |

| EFT        |                            |             |  |         |             |     |             |
|------------|----------------------------|-------------|--|---------|-------------|-----|-------------|
| 02/20/2026 | <a href="#">EFT0000536</a> | Payroll EFT |  | Payroll | Outstanding | EFT | -15,831.05  |
| 02/20/2026 | <a href="#">EFT0000537</a> | Payroll EFT |  | Payroll | Outstanding | EFT | -444,843.83 |
| 02/20/2026 | <a href="#">EFT0000538</a> | Payroll EFT |  | Payroll | Outstanding | EFT | -154.30     |

**EFT Total: (3)** **-460,829.18**

**Outstanding Total: (4)** **-460,829.19**

**Payroll Total: (4)** **-460,829.19**

**Report Total: (355)** **-9,836,550.29**

Summary

| Bank Account                               | Count | Amount        |
|--------------------------------------------|-------|---------------|
| <a href="#">1074318 POOLED CASH MASTER</a> | 4     | -460,829.19   |
| <a href="#">4474538 CNB OPERATING ACCT</a> | 351   | -9,375,721.10 |
| Report Total:                              | 355   | -9,836,550.29 |

| Cash Account                                                | Count | Amount        |
|-------------------------------------------------------------|-------|---------------|
| <a href="#">999 999-1-00000-0101 POOLED CASH MASTER</a>     | 4     | -460,829.19   |
| <a href="#">999 999-1-00000-0104 POOLED CASH CNB MASTER</a> | 351   | -9,375,721.10 |
| Report Total:                                               | 355   | -9,836,550.29 |

| Transaction Type | Count | Amount        |
|------------------|-------|---------------|
| Bank Draft       | 99    | -519,018.10   |
| Check            | 201   | -4,569,528.89 |
| EFT              | 55    | -4,748,003.30 |
| Report Total:    | 355   | -9,836,550.29 |

# City of Junction City

## City Commission

### Agenda Memo

March 3, 2026

**From:** Chris Srackangast, Community Development Director

**To:** The Governing Body

**Subject:** Special Event Permit – Derby Days

**Objective:** The consideration and approval of the Derby Days Special Event taking place on May 2, 2026.

**Explanation of Issue:** The Building and Codes department has received a special event permit application for Derby Days, hosted by Stormont Vail in conjunction with Highwind Brewing Company. This event is scheduled for May 2, 2026, from 8:00 a.m. to 10:00 p.m.

The special event will be a watch party for the Kentucky Derby with music, games and other activities, with a goal to raise funds for the local Stormont Vail Flint Hills Hospital.

Half a block on W 8<sup>th</sup> St to the N Washington intersection will need to be closed. A 40' x 60' tent will be erected at 8 a.m. and will be removed by midnight on May 3<sup>rd</sup>.

The event coordinator has obtained the required State stamp for the Cereal Malt Beverage license through the State Alcohol Beverage Control. The City has also received an application requesting authorization for open consumption of cereal malt beverages within the designated outdoor tented area.

**Budget Impact:** Derby Days is considered a Type 3 event, the standard fee for a type 3 is \$75. The fee for the Cereal Malt Beverage license is \$200, along with a background check fee of \$25. **The organization has requested all fees be waived for this event.**

#### Alternatives:

1. Approve the Derby Days Special Event application taking place on May 2, 2026, Cereal Malt Beverage application, proposed street closures and fee waivers.
2. Disapprove the Derby Days Special Event application taking place on May 2, 2026, Cereal Malt Beverage application, proposed street closures and fee waivers.
3. Modify the request.
4. Table the request.

#### Recommendation:

**Enclosures:** Special Event Permit Application, Event Drawing, Fee Waivers, Property Owner Approval

# APPLICATION OVERVIEW

**License Type:** Special Event Permit

**ID #** 26-000024 | **Started** January 30, 2026

**Status:** In Review



## Address

726 N Washington St, Junction City, KS USA 66441

## Legal

Jct City Pl , Pob 4.3 S Of Se Cor Lot 3; N 51.67 To Ne Cor Lot 3,w 139.85 S 51.67; E 139.95 To Pob Section 01 Township 12 Range 05

## Description

Stormont Vail Foundation and Highwind Brewing are collaborating to host a Kentucky Derby Days event to raise funds for the local Stormont Vail Flint Hills Hospital. We are requesting a half block on 8th street to the North of Highwind Brewing building be blocked off and a 40x60ft tent be erected at 8 AM Saturday May 2nd and then removed by midnight on May 2nd.

## INFORMATION FIELDS

### Type of Permit - Special Event

Type 3 - Promotional activities or devices for places, events or organizations.

### Applicant Information - Special Event

#### Applicant Name

Matt Hoover

#### Applicant Address

104 S. Washington St

#### Applicant Email Address

#### Applicant Phone (Home)

#### Applicant Phone (Office)

-

#### Applicant Phone (Cellular)

-

#### Applicant Fax

-

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**Additional Applicant Information - Special Event****Applicant Name**

-

**Applicant Address**

-

**Applicant Email Address**

-

**Applicant Phone (Home)**

-

**Applicant Phone (Office)**

-

**Applicant Phone (Cellular)**

-

**Applicant Fax**

-

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**Organization Information****Organization Name**

Highwind Brewing Company

**Organization Address**

726 N Washington St. Junction City, KS 66441

**Organization Phone Number****Organization Fax**

-

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**Event On-Site Contact Person Information****Name**

Matt Hoover

**Phone Number (Home)**

-

**Phone Number (Office)**

-

**Phone number (Cellular)**

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**Event Name**

Derby Days

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**Event Location**

726 N. Washington St. Junction City, KS 66441

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**Event Start Date**

05/02/2026

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**Event Start Time**

8:00 AM

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**Event End Date**

05/02/2026

---

---

**Event End Time**

10:00 PM

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**Estimated Number of Attendees**

275

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**Event Description**

Stormont Vail Foundation is hosting the first Kentucky Derby Days event to raise funds for the local Stormont Vail Flint Hills Hospital. We are requesting a half block on 8th street to the North of Highwind Brewing building be blocked off and a 40x60ft tent be erected at 8 AM Saturday May 2nd and then removed by midnight on May 2nd. The event is requesting alcohol open consumption available within the outdoor tented area. The event will be a watch party for the Kentucky derby with music, games and other activities.

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**Copy of Written Authorization from Property Owner**

Untitled document.pdf

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**Copy of Site Plan - Special Event**

Derby days event map.png

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# APPLICATION OVERVIEW

License Type: **Special Event Permit**  
ID # 26-000024 | **Started** January 30, 2026  
Status: In Review



## Address

726 N Washington St, Junction City, KS USA 66441

## Legal

Jct City Pl , Pob 4.3 S Of Se Cor Lot 3; N 51.67 To Ne  
Cor Lot 3,w 139.85 S 51.67; E 139.95 To Pob Section  
01 Township 12 Range 05

## Description

Stormont Vail Foundation and Highwind Brewing are collaborating to host a Kentucky Derby Days event to raise funds for the local Stormont Vail Flint Hills Hospital. We are requesting a half block on 8th street to the North of Highwind Brewing building be blocked off and a 40x60ft tent be erected at 8 AM Saturday May 2nd and then removed by midnight on May 2nd.

## GENERAL COMMENTS

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 **Matt Hoover**, Feb 12, 2026 at 3:24 PM

This is a benefit fundraiser for Stormont Vail Foundation Hospital. We are requesting the fee waived for this event.

# APPLICATION OVERVIEW

License Type: Cereal Malt Beverage License - Special Event

ID # 26-000025 | Started January 30, 2026

Status: In Review



## Address

726 N Washington St, Junction City, KS USA 66441

## Legal

Jct City Pl , Pob 4.3 S Of Se Cor Lot 3; N 51.67 To Ne Cor Lot 3,w 139.85 S 51.67; E 139.95 To Pob Section 01 Township 12 Range 05

## Description

Stormont Vail Foundation and Highwind Brewing are collaborating to host a Kentucky Derby Days event to raise funds for the local Stormont Vail Flint Hills Hospital. We are requesting a half block on 8th street to the North of Highwind Brewing building be blocked off and a 40x60ft tent be erected at 8 AM Saturday May 2nd and then removed by midnight on May 2nd. We are requesting the fee to be waived.

## PROPERTY DETAILS

|             |                  |
|-------------|------------------|
| Property ID | 1110103038001010 |
|-------------|------------------|

## PROPERTY ADDITIONAL INFORMATION

No data for Property Additional Information.

# HIGHWIND BREWING CO.

Jan 30, 2026

Highwind Brewing Company is aware and approves of the Derby Days special event scheduled for May 2nd.

On behalf of Highwind Brewing

Sincerely,

*Matt Hoover*



## City of Junction City – City Commission Agenda Memo

**From:** HR  
**To:** Mayor and Commissioners  
**Subject:** Payroll #3 & #4 2026

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**Objective:** The consideration and approval of Payroll #3 & #4 for the month of February 2026.

**Explanation of Issue:** The payroll for February was calculated as the attachment outlines.

**Alternatives:** The City Commission has the following alternatives concerning the issues at hand,

Approve, disapprove, or table the Payroll #3 & #4

**Recommendation:** City Staff recommends the City Commission approve the February 2026 Payrolls.

**Enclosures:**

1. Calculation of Employer Expenses for Payroll #3 & #4
2. General Ledger Totals

| EMPLOYEE FULL NAME              | TITLE                             | PAY FROM  | PAY TO   | PAY AMOUNT |
|---------------------------------|-----------------------------------|-----------|----------|------------|
| ADAMS, ARIANA                   | FIREFIGHTER/AEMT                  | 1/19/2026 | 2/1/2026 | \$2,826.00 |
| AGUILAR, LEEJ                   | MAINT. WORKER I                   | 1/19/2026 | 2/1/2026 | \$2,435.53 |
| AGUILAR, VICTOR                 | BUILDING MAINTENANCE II           | 1/19/2026 | 2/1/2026 | \$2,354.67 |
| AGUIRRE, ANTHONY                | RECREATION SUPERVISOR             | 1/19/2026 | 2/1/2026 | \$508.80   |
| AGUON, NOAH                     | CART ATTENDANT                    | 1/19/2026 | 2/1/2026 | \$159.00   |
| ALLEN, JOSHUA                   | FIREFIGHTER/AEMT                  | 1/19/2026 | 2/1/2026 | \$3,867.16 |
| ANTHONY, RUBEN                  | POLICE OFFICER                    | 1/19/2026 | 2/1/2026 | \$2,334.36 |
| APRILL, HAILEY                  | DISPATCHER I                      | 1/19/2026 | 2/1/2026 | \$1,681.91 |
| ARMS, JOEY                      | POLICE OFFICER                    | 1/19/2026 | 2/1/2026 | \$2,748.78 |
| ARNOLD, CLINTON                 | DETECTIVE                         | 1/19/2026 | 2/1/2026 | \$3,003.90 |
| AVINA, KAIYA                    | LEGAL ASSISTANT                   | 1/19/2026 | 2/1/2026 | \$1,680.00 |
| BABCOCK, ALVIN                  | INVESTIGATIONS DETECTIVE          | 1/19/2026 | 2/1/2026 | \$4,002.82 |
| BADENOCH, BLYTHE                | DISPATCHER I                      | 1/19/2026 | 2/1/2026 | \$589.00   |
| BATES, ROBERT                   | MAINT. WORKER I                   | 1/19/2026 | 2/1/2026 | \$1,839.24 |
| BELL, YERIELA                   | FIREFIGHTER/PARAMEDIC             | 1/19/2026 | 2/1/2026 | \$3,569.62 |
| BERGES, TRAVIS                  | FIREFIGHTER/AEMT                  | 1/19/2026 | 2/1/2026 | \$3,348.13 |
| BERGMAN, JUSTIN                 | STREETS & TRAFFIC SUPERVISOR      | 1/19/2026 | 2/1/2026 | \$3,057.69 |
| BERGMAN, KYLE                   | FIREFIGHTER/AEMT                  | 1/19/2026 | 2/1/2026 | \$2,385.24 |
| BLAKE, NICHOLAS                 | DETECTIVE                         | 1/19/2026 | 2/1/2026 | \$3,867.13 |
| BLISS, KAYLYNN                  | DETECTIVE                         | 1/19/2026 | 2/1/2026 | \$2,786.89 |
| BLOOMDAHL, JADON                | FIREFIGHTER/EMT                   | 1/19/2026 | 2/1/2026 | \$2,334.47 |
| BOGENHAGEN, TODD                | FF/PARAMEDIC                      | 1/19/2026 | 2/1/2026 | \$3,426.84 |
| BOHANAN, TERRY                  | FIREFIGHTER/AEMT                  | 1/19/2026 | 2/1/2026 | \$2,602.80 |
| BOLAND, BRIAN                   | FIREFIGHTER/EMT                   | 1/19/2026 | 2/1/2026 | \$2,802.00 |
| BOLTZ, KAITLYNN                 | POLICE OFFICER                    | 1/19/2026 | 2/1/2026 | \$2,453.67 |
| BOOTH, CHRISTOPHER              | CAPTAIN/AEMT                      | 1/19/2026 | 2/1/2026 | \$4,904.44 |
| BORGES, ELIEL                   | SERGEANT                          | 1/19/2026 | 2/1/2026 | \$5,680.45 |
| BOSWELL, JACE                   | FIREFIGHTER/EMT                   | 1/19/2026 | 2/1/2026 | \$2,558.16 |
| BREIDENSTEIN, CHRISTOPHER       | PATROL LIEUTENANT                 | 1/19/2026 | 2/1/2026 | \$3,838.11 |
| BRENNAN, NOAH                   | FIREFIGHTER/EMT                   | 1/19/2026 | 2/1/2026 | \$2,926.85 |
| BROWN , CALEB                   | POLICE OFFICER                    | 1/19/2026 | 2/1/2026 | \$2,314.56 |
| BROWN, HERBERT                  | MAINT. WORKER I                   | 1/19/2026 | 2/1/2026 | \$1,974.25 |
| BRUZINA, KRISTOPHER             | FF ENGINEER/AEMT                  | 1/19/2026 | 2/1/2026 | \$3,001.00 |
| BUDZINSKI, CONNOR               | POLICE OFFICER                    | 1/19/2026 | 2/1/2026 | \$2,868.14 |
| BUNKER, ALEXA                   | KENNEL TECHNICIAN                 | 1/19/2026 | 2/1/2026 | \$1,611.20 |
| BUNTJER, MATTHEW                | HELP DESK TECH                    | 1/19/2026 | 2/1/2026 | \$2,120.54 |
| BUTLER, TERRY                   | COMMSSIONER/MAYOR                 | 1/19/2026 | 2/1/2026 | \$700.00   |
| BYRD, RAMAR                     | MAINT. WORKER I                   | 1/19/2026 | 2/1/2026 | \$1,823.20 |
| CAMPBELL JR., GLENN             | DETECTIVE SERGEANT                | 1/19/2026 | 2/1/2026 | \$3,726.34 |
| CAMPBELL, AUBRIANNA             | ANIMAL SHELTER ASSISTANT DIRECTOR | 1/19/2026 | 2/1/2026 | \$2,282.81 |
| CARR, SEAN                      | FF/PARAMEDIC                      | 1/19/2026 | 2/1/2026 | \$3,892.99 |
| CATHEY, DOUGLAS                 | POLICE LIEUTENANT                 | 1/19/2026 | 2/1/2026 | \$4,665.51 |
| CHIASSON, CARTER                | FIREFIGHTER/EMT                   | 1/19/2026 | 2/1/2026 | \$2,884.61 |
| CHILSON, SYDNEY                 | POLICE OFFICER                    | 1/19/2026 | 2/1/2026 | \$2,498.63 |
| CLARK, BLAKE                    | MAINT. WORKER I                   | 1/19/2026 | 2/1/2026 | \$1,696.00 |
| CLARK, CHELSEA                  | DISPATCHER I                      | 1/19/2026 | 2/1/2026 | \$3,053.64 |
| CLAYBORN, DARRYL                | LEAD SUPERVISOR                   | 1/19/2026 | 2/1/2026 | \$419.76   |
| COLE, MATHEW                    | ASSISTANT CODES ADMINISTRATOR     | 1/19/2026 | 2/1/2026 | \$2,204.80 |
| COLEMAN, LYND SAY               | COURT ADMIN                       | 1/19/2026 | 2/1/2026 | \$2,660.00 |
| CONTRERAS , MICHAEL             | POLICE OFFICER                    | 1/19/2026 | 2/1/2026 | \$2,466.13 |
| CRABLE, COLTON                  | FIREFIGHTER/EMT                   | 1/19/2026 | 2/1/2026 | \$2,185.03 |
| CRAIG, DANIEL                   | MAINT. WORKER II                  | 1/19/2026 | 2/1/2026 | \$2,517.17 |
| CRITES, CLIFFORD                | PRO SHOP CLERK                    | 1/19/2026 | 2/1/2026 | \$89.04    |
| CROWLEY, NEIL                   | FIREFIGHTER/EMT                   | 1/19/2026 | 2/1/2026 | \$2,913.65 |
| CRUZ, VIRGINIA                  | CUSTODIAN                         | 1/19/2026 | 2/1/2026 | \$2,036.66 |
| DARROW, ANDREW                  | DIRECTOR - IT                     | 1/19/2026 | 2/1/2026 | \$5,003.60 |
| DAUBIG, CHASE                   | UTILITY MAINT SUPR.               | 1/19/2026 | 2/1/2026 | \$2,976.18 |
| DAVENPORT, CHARLES              | KENNEL TECHNICIAN                 | 1/19/2026 | 2/1/2026 | \$684.76   |
| DAVIS, DERRICK                  | DETECTIVE                         | 1/19/2026 | 2/1/2026 | \$2,952.04 |
| DEW, CLARISSA                   | PARKS MAINTENANCE I               | 1/19/2026 | 2/1/2026 | \$1,526.40 |
| DEWITT, JACK                    | POLICE OFFICER                    | 1/19/2026 | 2/1/2026 | \$2,569.19 |
| DIAZ LORENZO DE BARRETO, ARIANA | CITY CLERK                        | 1/19/2026 | 2/1/2026 | \$3,343.08 |
| DIESTELKAMP, STEPHEN            | CITY PROJECT MANAGER              | 1/19/2026 | 2/1/2026 | \$3,542.00 |
| DOWNS, MICHAEL                  | SANITATION DRIVER                 | 1/19/2026 | 2/1/2026 | \$3,057.70 |
| DRAPER, BRADLEY                 | POLICE OFFICER                    | 1/19/2026 | 2/1/2026 | \$2,639.31 |
| DRISCOLL, RYLIE                 | CSI EVIDENCE CUSTODIAN            | 1/19/2026 | 2/1/2026 | \$2,340.48 |
| DUPREE, MARIONNEAUX             | ESPORTS SUPERVISOR                | 1/19/2026 | 2/1/2026 | \$814.88   |
| EDDINGS ANDERSEN, HEATHER       | PATROL SERGEANT                   | 1/19/2026 | 2/1/2026 | \$2,878.68 |

|                       |                                                   |           |          |            |
|-----------------------|---------------------------------------------------|-----------|----------|------------|
| EGYIR, CHARLES        | MAINT. WORKER I                                   | 1/19/2026 | 2/1/2026 | \$1,741.05 |
| ELBELAU, MASON        | MAINT. WORKER I                                   | 1/19/2026 | 2/1/2026 | \$1,696.00 |
| FAHEY, CATHY          | ADMIN. SECRETARY II                               | 1/19/2026 | 2/1/2026 | \$2,183.84 |
| FARR, JAMES           | FF/PARAMEDIC                                      | 1/19/2026 | 2/1/2026 | \$2,816.71 |
| FEATHERS, CYNTHIA     | PROPERTY AND EVIDENCE CUSTODIAN SUPERVISOR        | 1/19/2026 | 2/1/2026 | \$2,328.72 |
| FERRELL, JOSHUA       | POLICE OFFICER                                    | 1/19/2026 | 2/1/2026 | \$2,536.24 |
| FINE, KEITH           | ASSISTANT CLUBHOUSE SUPERVISOR                    | 1/19/2026 | 2/1/2026 | \$400.95   |
| FLORES, MELISSA       | CUSTOMER SERVICE REP                              | 1/19/2026 | 2/1/2026 | \$1,780.80 |
| FULMORE, ADRIAN       | IT HELP DESK TECHNICIAN                           | 1/19/2026 | 2/1/2026 | \$2,015.60 |
| GALDARISI, NICKOLAS   | MAINT. WORKER I                                   | 1/19/2026 | 2/1/2026 | \$1,513.68 |
| GASTON, HUNTER        | FIREFIGHTER/EMT                                   | 1/19/2026 | 2/1/2026 | \$2,840.40 |
| GEORGE, CHRISTOPHER   | FF/PARAMEDIC                                      | 1/19/2026 | 2/1/2026 | \$2,700.48 |
| GEORSKEY, TYLER       | BUILDING INSPECTOR I                              | 1/19/2026 | 2/1/2026 | \$1,865.60 |
| GLADNEY, AMBER        | DISPATCHER I                                      | 1/19/2026 | 2/1/2026 | \$3,165.00 |
| GOODRUM, GARRICK      | CART ATTENDANT                                    | 1/19/2026 | 2/1/2026 | \$82.68    |
| GRAHAM, SARAH         | ADMIN. SECRETARY II                               | 1/19/2026 | 2/1/2026 | \$2,332.00 |
| GRAY, JOSHUA          | PARKS & REC DIRECTOR/DEPUTY PUBLIC WORKS DIRECTOR | 1/19/2026 | 2/1/2026 | \$3,669.23 |
| GRAY, RACHEL          | PERMIT TECHNICIAN                                 | 1/19/2026 | 2/1/2026 | \$1,448.36 |
| GRAY, VANESSA         | ANIMAL SHELTER DIRECTOR                           | 1/19/2026 | 2/1/2026 | \$2,711.92 |
| GRITTON, COLE         | ASSISTANT GOLF SUPERINTENDENT                     | 1/19/2026 | 2/1/2026 | \$1,977.83 |
| HAMILTON, CORY        | POLICE OFFICER                                    | 1/19/2026 | 2/1/2026 | \$2,536.24 |
| HAMILTON, ELIZABETH   | CUSTOMER SERVICE MANAGER                          | 1/19/2026 | 2/1/2026 | \$3,057.69 |
| HANLON, CERSI         | CUSTOMER SERVICE LEAD                             | 1/19/2026 | 2/1/2026 | \$2,044.74 |
| HANLON, RANDOLPH      | PARKS MAINTENANCE SUPERVISOR                      | 1/19/2026 | 2/1/2026 | \$2,324.38 |
| HASLOUER, JASON       | FIREFIGHTER/AEMT                                  | 1/19/2026 | 2/1/2026 | \$3,138.72 |
| HAUG, ZACHARY         | POLICE OFFICER                                    | 1/19/2026 | 2/1/2026 | \$2,452.65 |
| HAYDEN, JESSICA       | PARKS MAINTENANCE I                               | 1/19/2026 | 2/1/2026 | \$1,602.40 |
| HAYES, ANITA          | MAINT. WORKER I                                   | 1/19/2026 | 2/1/2026 | \$1,531.71 |
| HEINDEL, KELLY        | ADMIN. SECRETARY II                               | 1/19/2026 | 2/1/2026 | \$2,883.20 |
| HERNANDEZ, ROBERT     | MAINT. WORKER I                                   | 1/19/2026 | 2/1/2026 | \$1,696.00 |
| HESS, BRANDON         | FLEET MECHANIC I                                  | 1/19/2026 | 2/1/2026 | \$2,120.01 |
| HESTER, JORDI         | FLEET & FACILITIES MANAGER                        | 1/19/2026 | 2/1/2026 | \$2,426.96 |
| HICKEY, NAYOMIE       | KENNEL TECHNICIAN                                 | 1/19/2026 | 2/1/2026 | \$1,707.84 |
| HINKIN, MICHAEL       | ASSISTANT CITY ATTORNEY/PROSECUTOR                | 1/19/2026 | 2/1/2026 | \$3,846.15 |
| HOLBERT, IZABELLA     | CUSTOMER SERVICE REP                              | 1/19/2026 | 2/1/2026 | \$1,295.85 |
| HOLLE, AVERY          | FIREFIGHTER /AEMT                                 | 1/19/2026 | 2/1/2026 | \$2,344.60 |
| HUNT, MEGAN           | MECHANIC I                                        | 1/19/2026 | 2/1/2026 | \$1,696.00 |
| HURST, LON            | DETECTIVE                                         | 1/19/2026 | 2/1/2026 | \$3,096.21 |
| HYNES, TYLER          | POLICE OFFICER                                    | 1/19/2026 | 2/1/2026 | \$2,841.38 |
| IBARRA, RAY           | DIRECTOR, PW                                      | 1/19/2026 | 2/1/2026 | \$4,810.77 |
| IRWIN, JACOB          | FIREFIGHTER/EMT                                   | 1/19/2026 | 2/1/2026 | \$2,158.30 |
| JACKSON, ANTONIO      | MAINT. WORKER I                                   | 1/19/2026 | 2/1/2026 | \$1,823.20 |
| JACOBS, JUSTIN        | GROUNDKEEPER                                      | 1/19/2026 | 2/1/2026 | \$2,587.23 |
| JEFFERSON, MICHAEL    | COURT SECURITY OFFICER                            | 1/19/2026 | 2/1/2026 | \$914.25   |
| KELLER, TARYN         | ADMIN. SECRETARY I                                | 1/19/2026 | 2/1/2026 | \$1,916.94 |
| KIM, KERRY            | DEPUTY DIRECTOR OF POLICE COMMUNICATIONS          | 1/19/2026 | 2/1/2026 | \$3,785.45 |
| KINGSBURY, KRISTA     | HR DIRECTOR                                       | 1/19/2026 | 2/1/2026 | \$3,669.23 |
| KLUSA-CURIT, INGA     | PAYROLL SPECIALIST                                | 1/19/2026 | 2/1/2026 | \$2,332.00 |
| KRAJKOSKI, STEVE      | CODES ENFORCEMENT OFFICER II                      | 1/19/2026 | 2/1/2026 | \$2,120.00 |
| LAFEVER, SHELBI       | KENNEL TECHNICIAN                                 | 1/19/2026 | 2/1/2026 | \$1,671.62 |
| LANCASTER, KAY        | ADMIN. SECRETARY I                                | 1/19/2026 | 2/1/2026 | \$2,035.20 |
| LANDES, JAMES PATRICK | COMMISSIONER                                      | 1/19/2026 | 2/1/2026 | \$700.00   |
| LANKAS, JASON         | FIRE CHIEF                                        | 1/19/2026 | 2/1/2026 | \$4,831.20 |
| LEHMKUHL, LOGAN       | FIREFIGHTER/PARAMEDIC                             | 1/19/2026 | 2/1/2026 | \$3,443.95 |
| LEWIS, GEOFFERY       | MECHANIC II                                       | 1/19/2026 | 2/1/2026 | \$3,057.69 |
| LINGLE, JACQUELINE    | PROSHOP CLERK                                     | 1/19/2026 | 2/1/2026 | \$2,242.31 |
| LOVELESS, ALICIA      | RECORDS CLERK I                                   | 1/19/2026 | 2/1/2026 | \$1,676.66 |
| LOW, CHRISTOPHER      | POLICE OFFICER                                    | 1/19/2026 | 2/1/2026 | \$2,811.79 |
| LUCERO, MATTHEW       | MAINT. WORKER I                                   | 1/19/2026 | 2/1/2026 | \$63.60    |
| MAILEA, ALEXA         | MAINT. WORKER II                                  | 1/19/2026 | 2/1/2026 | \$2,614.98 |
| MARSTON, DOUGLAS      | POLICE LIEUTENANT                                 | 1/19/2026 | 2/1/2026 | \$2,545.60 |
| MARSTON, MITCHELL     | POLICE LIEUTENANT                                 | 1/19/2026 | 2/1/2026 | \$3,591.92 |
| MARTINEZ, IRENE       | RECORDS CLERK I                                   | 1/19/2026 | 2/1/2026 | \$1,769.81 |
| MAU, BRANDON          | PATROL LIEUTENANT                                 | 1/19/2026 | 2/1/2026 | \$4,162.17 |
| MCCALLUM, JEREMY      | CAPTAIN/PARAMEDIC                                 | 1/19/2026 | 2/1/2026 | \$4,834.41 |
| MCCLELLAN, EMMA       | DISPATCHER II                                     | 1/19/2026 | 2/1/2026 | \$3,348.25 |
| MCCORMICK, SOMMER     | ADMIN. SECRETARY I                                | 1/19/2026 | 2/1/2026 | \$2,035.20 |
| MCINTOSH, BRANDON     | PROSHOP CLERK                                     | 1/19/2026 | 2/1/2026 | \$54.06    |
| MCKIM, JENNIFER       | COURT CLERK                                       | 1/19/2026 | 2/1/2026 | \$1,920.00 |

|                        |                                       |           |          |            |
|------------------------|---------------------------------------|-----------|----------|------------|
| MCKONE, MICHAEL        | MUN. COURT JUDGE                      | 1/19/2026 | 2/1/2026 | \$3,354.93 |
| MCNABB, JOHN           | FIREFIGHTER/PARAMEDIC                 | 1/19/2026 | 2/1/2026 | \$2,617.92 |
| MELIA, PATRICK         | FF ENGINEER/AEMT                      | 1/19/2026 | 2/1/2026 | \$3,391.20 |
| MENEFEE, BECKY         | COURT LIAISON/COURT BAILIFF           | 1/19/2026 | 2/1/2026 | \$2,225.43 |
| MILLER, CARISSA        | MAINT. WORKER I                       | 1/19/2026 | 2/1/2026 | \$572.14   |
| MILLER, SCOTT          | MAINT. WORKER I                       | 1/19/2026 | 2/1/2026 | \$2,101.65 |
| MONSER, TANYA          | CITY TREASURER                        | 1/19/2026 | 2/1/2026 | \$3,057.69 |
| MORGAN, BRANDON        | ANIMAL CONTROL                        | 1/19/2026 | 2/1/2026 | \$1,618.00 |
| MORGAN, NICOLE         | KENNEL TECHNICIAN                     | 1/19/2026 | 2/1/2026 | \$1,680.00 |
| MORTIMER, DAVID        | FIREFIGHTER/AEMT                      | 1/19/2026 | 2/1/2026 | \$2,991.59 |
| MOWERY, SHANE          | POLICE OFFICER                        | 1/19/2026 | 2/1/2026 | \$2,480.29 |
| MULLER, MAYGAN         | DEPUTY CITY CLERK/EXECUTIVE ASSISTANT | 1/19/2026 | 2/1/2026 | \$2,204.80 |
| MUNGER, LEVI           | MAINT. WORKER I                       | 1/19/2026 | 2/1/2026 | \$2,054.28 |
| MURPHY, DUSTIN         | CAPTAIN OF INVESTIGATIONS             | 1/19/2026 | 2/1/2026 | \$4,230.24 |
| MYERS, DONOVAN         | SUPERVISOR                            | 1/19/2026 | 2/1/2026 | \$127.20   |
| NABUS, RANDAL          | CAPTAIN/AEMT                          | 1/19/2026 | 2/1/2026 | \$3,505.06 |
| NELSON, DAVID          | FIRE MARSHAL                          | 1/19/2026 | 2/1/2026 | \$3,716.00 |
| NEWWEY, ANDREW         | MAINT. WORKER I                       | 1/19/2026 | 2/1/2026 | \$1,696.00 |
| NICHOLS, KIRT          | POLICE CHIEF                          | 1/19/2026 | 2/1/2026 | \$5,186.08 |
| NIEMCZYK, KELLY        | COMMISSIONER                          | 1/19/2026 | 2/1/2026 | \$700.00   |
| NOLTING, DAVID         | PATROL SERGEANT                       | 1/19/2026 | 2/1/2026 | \$3,191.25 |
| NORIEGA, DANIEL        | FIREFIGHTER/EMT                       | 1/19/2026 | 2/1/2026 | \$2,558.16 |
| NORTH, NOAH            | MAINT. WORKER I                       | 1/19/2026 | 2/1/2026 | \$1,803.06 |
| NUTTER, NICHOLAS       | CAPTAIN/AEMT                          | 1/19/2026 | 2/1/2026 | \$3,271.92 |
| OBERMEYER, BRICE       | CITY GRANT WRITER                     | 1/19/2026 | 2/1/2026 | \$2,772.31 |
| ODELL, CORY            | ASSISTANT POLICE CHIEF                | 1/19/2026 | 2/1/2026 | \$4,748.72 |
| OLSON, EMILY           | SERGEANT DETECTIVE                    | 1/19/2026 | 2/1/2026 | \$3,819.88 |
| O'SHEA, KATHERINE      | PUBLIC INFORMATION OFFICER            | 1/19/2026 | 2/1/2026 | \$2,798.40 |
| PAQUETTE, MATTHEW      | CAPTAIN OF OPERATIONS                 | 1/19/2026 | 2/1/2026 | \$4,230.24 |
| PARADES, CARLOS        | MAINT. WORKER I                       | 1/19/2026 | 2/1/2026 | \$1,711.90 |
| PARKER, ELIZABETH      | PERMIT TECHNICIAN                     | 1/19/2026 | 2/1/2026 | \$1,611.20 |
| PATE, KAYLEE           | HR ASSISTANT                          | 1/19/2026 | 2/1/2026 | \$2,077.60 |
| PEREZ GAUBECA, ARTURO  | FIREFIGHTER/AEMT                      | 1/19/2026 | 2/1/2026 | \$2,394.24 |
| PETERSON, NATHAN       | ADMINISTRATIVE ASSISTANT II           | 1/19/2026 | 2/1/2026 | \$1,860.48 |
| PICKING, SHELLY        | SUPERVISOR                            | 1/19/2026 | 2/1/2026 | \$2,650.00 |
| PINAIRE, RICHARD       | COMMISSIONER                          | 1/19/2026 | 2/1/2026 | \$700.00   |
| POWERS, ADAM           | FF/PARAMEDIC                          | 1/19/2026 | 2/1/2026 | \$3,704.03 |
| QUIJADA, HAILIE        | KENNEL TECHNICIAN                     | 1/19/2026 | 2/1/2026 | \$1,671.62 |
| RABEK, PAUL            | FIREFIGHTER/PARAMEDIC                 | 1/19/2026 | 2/1/2026 | \$2,788.86 |
| RADLEY, DENNIS         | FIREFIGHTER/AEMT                      | 1/19/2026 | 2/1/2026 | \$3,535.95 |
| RATLIFF, KATELYNN      | BUILDING INSPECTOR I                  | 1/19/2026 | 2/1/2026 | \$2,204.80 |
| RAUB, MATTHEW          | FF ENGINEER/PARAMEDIC                 | 1/19/2026 | 2/1/2026 | \$4,226.87 |
| RICHMOND, MICHAEL      | SANITATION DRIVER                     | 1/19/2026 | 2/1/2026 | \$1,986.97 |
| RILEY, SHARON          | DIRECTOR, PD COMM                     | 1/19/2026 | 2/1/2026 | \$3,091.84 |
| RIVERS, MICHAEL        | FIREFIGHTER/AEMT                      | 1/19/2026 | 2/1/2026 | \$2,241.60 |
| ROBBINS, DONNA         | PROSHOP CLERK                         | 1/19/2026 | 2/1/2026 | \$1,356.80 |
| ROLLINS, BRANDY        | CODES ENFORCEMENT OFFICER I           | 1/19/2026 | 2/1/2026 | \$1,590.00 |
| ROSS, JEREMY           | CAPTAIN/AEMT                          | 1/19/2026 | 2/1/2026 | \$4,038.94 |
| ROSS, TYLER            | FIREFIGHTER ENGINEER/AEMT             | 1/19/2026 | 2/1/2026 | \$3,745.85 |
| RUBASH, CALEB          | FIREFIGHTER/EMT                       | 1/19/2026 | 2/1/2026 | \$2,816.40 |
| RUBLE, TIMOTHY         | GOLF SUPERINTENDENT                   | 1/19/2026 | 2/1/2026 | \$2,856.80 |
| RUIZ-CALDERON, GERARDO | POLICE OFFICER                        | 1/19/2026 | 2/1/2026 | \$2,327.51 |
| SANCHEZ, JASON         | FIREFIGHTER/EMT                       | 1/19/2026 | 2/1/2026 | \$2,236.80 |
| SANCHEZ-SOTO, GEAN     | PATROL SERGEANT                       | 1/19/2026 | 2/1/2026 | \$3,216.98 |
| SANNER, CADIN          | CRIME ANALYST                         | 1/19/2026 | 2/1/2026 | \$3,344.47 |
| SAUNDERS, JAKOBI       | CART ATTENDANT                        | 1/19/2026 | 2/1/2026 | \$184.44   |
| SCHROEDER, BERNARD     | FIREFIGHTER/AEMT                      | 1/19/2026 | 2/1/2026 | \$3,316.80 |
| SCHULTZ, KATHLEEN      | LEAD KENNEL TECHNICIAN                | 1/19/2026 | 2/1/2026 | \$1,696.00 |
| SCOTT, JOSEPH          | FIREFIGHTER/EMT                       | 1/19/2026 | 2/1/2026 | \$2,885.92 |
| SEVERSON, KERRY        | COURT CLERK                           | 1/19/2026 | 2/1/2026 | \$1,800.00 |
| SHARP, SILVIA          | ADMIN. SECRETARY II                   | 1/19/2026 | 2/1/2026 | \$1,414.84 |
| SHELTROWN, DONALD      | ESPORTS COORDINATOR INTERNSHIP        | 1/19/2026 | 2/1/2026 | \$1,823.20 |
| SHEPEK, JOHN           | FF ENGINEER/AEMT                      | 1/19/2026 | 2/1/2026 | \$4,053.52 |
| SILVA, ANTHONY         | GROUNDSCOOPER                         | 1/19/2026 | 2/1/2026 | \$1,356.80 |
| SINKLIER, CYNTHIA      | ADMIN. SECRETARY II                   | 1/19/2026 | 2/1/2026 | \$4,017.13 |
| SLOAN, DAVID           | POLICE LIEUTENANT                     | 1/19/2026 | 2/1/2026 | \$3,776.39 |
| SMITH, FRANK           | MAINT. WORKER I                       | 1/19/2026 | 2/1/2026 | \$2,035.20 |
| SOLANO, CHRISTOPHER    | FIREFIGHTER/EMT                       | 1/19/2026 | 2/1/2026 | \$2,616.00 |
| SPAULDING, LUCAS       | GROUDSCOOPER                          | 1/19/2026 | 2/1/2026 | \$1,363.16 |

|                          |                                            |           |          |            |
|--------------------------|--------------------------------------------|-----------|----------|------------|
| SPRANGER, JARRETT        | POLICE OFFICER                             | 1/19/2026 | 2/1/2026 | \$2,536.24 |
| SRACKANGAST, CHRISTOPHER | COMMUNITY DEVELOPMENT DIRECTOR             | 1/19/2026 | 2/1/2026 | \$3,392.00 |
| STAMM, DEVIN             | POLICE OFFICER                             | 1/19/2026 | 2/1/2026 | \$3,110.10 |
| STEDMAN, TIMOTHY         | INTERIM GOLF SUPERINTENDENT                | 1/19/2026 | 2/1/2026 | \$3,052.80 |
| STEWART, BRETT           | FIREFIGHTER/AEMT                           | 1/19/2026 | 2/1/2026 | \$3,192.07 |
| STITES, BRITAIN          | CITY ATTORNEY/PROSECUTOR                   | 1/19/2026 | 2/1/2026 | \$5,300.00 |
| STOVER, MICHAEL          | CITY ELECTRICIAN                           | 1/19/2026 | 2/1/2026 | \$2,306.40 |
| STREMMING, DONALD        | CAPTAIN/AEMT                               | 1/19/2026 | 2/1/2026 | \$4,140.00 |
| STRICKLAND, IAN          | CHIEF OF OPERATIONS                        | 1/19/2026 | 2/1/2026 | \$4,566.40 |
| SUTTON, JEREMY           | FF ENGINEER/AEMT                           | 1/19/2026 | 2/1/2026 | \$3,556.80 |
| TAYLOR, KEY'AHN          | FIREFIGHTER/EMT                            | 1/19/2026 | 2/1/2026 | \$1,889.60 |
| THOMAS, CASSANDRA        | PROPERTY AND EVIDENCE CUSTODIAN SUPERVISOR | 1/19/2026 | 2/1/2026 | \$3,238.15 |
| TILSON, LEETTA           | LEGAL ASSISTANT                            | 1/19/2026 | 2/1/2026 | \$1,760.00 |
| TORRES, EDGAR            | PROSHOP CLERK                              | 1/19/2026 | 2/1/2026 | \$4,929.05 |
| TREVINO, ANGEL           | CUSTOMER SERVICE REP                       | 1/19/2026 | 2/1/2026 | \$1,611.20 |
| TURNER, MICHAEL          | LIFEGUARD                                  | 1/19/2026 | 2/1/2026 | \$2,173.01 |
| TUUU-PENA, TAULEIA       | CUSTOMER SERVICE REP                       | 1/19/2026 | 2/1/2026 | \$1,360.00 |
| VACANTI, MICHAEL         | IT SPECIALIST-SALARY                       | 1/19/2026 | 2/1/2026 | \$3,047.20 |
| VALLON, MICHAEL          | POLICE OFFICER                             | 1/19/2026 | 2/1/2026 | \$2,983.08 |
| VINCENT, ALEX            | POLICE OFFICER                             | 1/19/2026 | 2/1/2026 | \$2,662.86 |
| VOSBURG, KENT            | DIVISION CHIEF OF EMS/TRAINING             | 1/19/2026 | 2/1/2026 | \$3,716.00 |
| WALKER III, BOBBY        | POLICE OFFICER                             | 1/19/2026 | 2/1/2026 | \$2,746.20 |
| WALLACE, MATTHEW         | POLICE OFFICER                             | 1/19/2026 | 2/1/2026 | \$1,278.24 |
| WALTANEN-VIRENIUS, ALLIE | KENNEL TECHNICIAN                          | 1/19/2026 | 2/1/2026 | \$1,746.32 |
| WARWICK, LILLIAN         | CART ATTENDANT                             | 1/19/2026 | 2/1/2026 | \$1,272.00 |
| WEEKS, JESSE             | MAINT. WORKER I                            | 1/19/2026 | 2/1/2026 | \$1,797.50 |
| WHITE, BRADLEY           | FF ENGINEER/PARAMEDIC                      | 1/19/2026 | 2/1/2026 | \$3,309.12 |
| WICKER, JONATHAN         | PROSHOP CLERK                              | 1/19/2026 | 2/1/2026 | \$800.00   |
| WIETMAN, DUSTIN          | PROSHOP CLERK                              | 1/19/2026 | 2/1/2026 | \$25.01    |
| WIGTON, JAY              | DARE/SRO OFFICER                           | 1/19/2026 | 2/1/2026 | \$4,011.57 |
| WILCOX, JAMEL            | FINANCE DIRECTOR/DEPUTY CITY MANAGER       | 1/19/2026 | 2/1/2026 | \$4,105.17 |
| WILKINSON, NATHAN        | MAINT. WORKER I                            | 1/19/2026 | 2/1/2026 | \$1,883.09 |
| WILLIAMS, JOHN           | MAINT. WORKER I                            | 1/19/2026 | 2/1/2026 | \$2,315.04 |
| WILLIAMS, LEIGHTON       | SANITATION DRIVER                          | 1/19/2026 | 2/1/2026 | \$2,076.54 |
| WILLIAMS, MARVIN         | RECREATION SUPERVISOR                      | 1/19/2026 | 2/1/2026 | \$378.95   |
| WILLIAMSON, LOGAN        | DISPATCHER I                               | 1/19/2026 | 2/1/2026 | \$3,220.19 |
| WING, BRIAN              | FIREFIGHTER/EMT                            | 1/19/2026 | 2/1/2026 | \$2,954.13 |
| WOLNIK, DEANNA           | RECORDS CLERK I                            | 1/19/2026 | 2/1/2026 | \$1,632.41 |
| WOODARD, DANIEL          | FIREFIGHTER/EMT                            | 1/19/2026 | 2/1/2026 | \$2,614.68 |
| YOSKOWITZ, SAMANTHA      | COMMISSIONER                               | 1/19/2026 | 2/1/2026 | \$700.00   |
| YOUNG, GLORIA            | DISCOVERY CLERK I                          | 1/19/2026 | 2/1/2026 | \$769.39   |
| ZANDER, ZACH             | MAINT. WORKER II                           | 1/19/2026 | 2/1/2026 | \$2,213.08 |
| ZIEGLER, MARISSA         | PATROL SERGEANT                            | 1/19/2026 | 2/1/2026 | \$2,961.28 |
| ZIMMERMAN, KIM           | CITY MANAGER                               | 1/19/2026 | 2/1/2026 | \$6,261.54 |
| ZISHKA, DAVID            | EQUIPMENT OPERATOR                         | 1/19/2026 | 2/1/2026 | \$2,433.86 |
| ZUMBRUNN, CHRISTIAN      | MAINT. WORKER I                            | 1/19/2026 | 2/1/2026 | \$579.15   |



| EMPLOYEE FULL NAME              | TITLE                             | PAY FROM | PAY TO    | PAY AMOUNT |
|---------------------------------|-----------------------------------|----------|-----------|------------|
| ADAMS, ARIANA                   | FIREFIGHTER/AEMT                  | 2/2/2026 | 2/15/2026 | \$2,826.00 |
| AGUILAR, LEEJ                   | MAINT. WORKER I                   | 2/2/2026 | 2/15/2026 | \$2,013.30 |
| AGUILAR, VICTOR                 | BUILDING MAINTENANCE II           | 2/2/2026 | 2/15/2026 | \$2,536.92 |
| AGUIRRE, ANTHONY                | RECREATION SUPERVISOR             | 2/2/2026 | 2/15/2026 | \$548.55   |
| AGUON, NOAH                     | CART ATTENDANT                    | 2/2/2026 | 2/15/2026 | \$76.32    |
| ALLEN, JOSHUA                   | FIREFIGHTER/AEMT                  | 2/2/2026 | 2/15/2026 | \$3,430.70 |
| ANTHONY, RUBEN                  | POLICE OFFICER                    | 2/2/2026 | 2/15/2026 | \$2,325.36 |
| APRILL, HAILEY                  | DISPATCHER I                      | 2/2/2026 | 2/15/2026 | \$1,843.03 |
| ARMS, JOEY                      | POLICE OFFICER                    | 2/2/2026 | 2/15/2026 | \$2,567.00 |
| ARNOLD, CLINTON                 | DETECTIVE                         | 2/2/2026 | 2/15/2026 | \$3,003.90 |
| AVINA, KAIYA                    | LEGAL ASSISTANT                   | 2/2/2026 | 2/15/2026 | \$1,680.00 |
| BABCOCK, ALVIN                  | INVESTIGATIONS DETECTIVE          | 2/2/2026 | 2/15/2026 | \$3,807.90 |
| BADENOCH, BLYTHE                | DISPATCHER I                      | 2/2/2026 | 2/15/2026 | \$1,795.50 |
| BATES, ROBERT                   | MAINT. WORKER I                   | 2/2/2026 | 2/15/2026 | \$1,975.59 |
| BELL, YERIELA                   | FIREFIGHTER/PARAMEDIC             | 2/2/2026 | 2/15/2026 | \$2,594.88 |
| BERGES, TRAVIS                  | FIREFIGHTER/AEMT                  | 2/2/2026 | 2/15/2026 | \$2,550.95 |
| BERGMAN, JUSTIN                 | STREETS & TRAFFIC SUPERVISOR      | 2/2/2026 | 2/15/2026 | \$3,057.69 |
| BERGMAN, KYLE                   | FIREFIGHTER/AEMT                  | 2/2/2026 | 2/15/2026 | \$3,559.54 |
| BLAKE, NICHOLAS                 | DETECTIVE                         | 2/2/2026 | 2/15/2026 | \$3,456.26 |
| BLISS, KAYLYNN                  | DETECTIVE                         | 2/2/2026 | 2/15/2026 | \$2,491.50 |
| BLOOMDAHL, JADON                | FIREFIGHTER/EMT                   | 2/2/2026 | 2/15/2026 | \$2,364.36 |
| BOGENHAGEN, TODD                | FF/PARAMEDIC                      | 2/2/2026 | 2/15/2026 | \$3,410.79 |
| BOHANAN, TERRY                  | FIREFIGHTER/AEMT                  | 2/2/2026 | 2/15/2026 | \$3,792.93 |
| BOLAND, BRIAN                   | FIREFIGHTER/EMT                   | 2/2/2026 | 2/15/2026 | \$2,241.60 |
| BOOTH, CHRISTOPHER              | CAPTAIN/AEMT                      | 2/2/2026 | 2/15/2026 | \$5,336.98 |
| BORGES, ELIEL                   | SERGEANT                          | 2/2/2026 | 2/15/2026 | \$4,453.97 |
| BOSWELL, JACE                   | FIREFIGHTER/EMT                   | 2/2/2026 | 2/15/2026 | \$2,131.80 |
| BREIDENSTEIN, CHRISTOPHER       | PATROL LIEUTENANT                 | 2/2/2026 | 2/15/2026 | \$4,233.51 |
| BRENNAN, NOAH                   | FIREFIGHTER/EMT                   | 2/2/2026 | 2/15/2026 | \$2,440.14 |
| BROWN , CALEB                   | POLICE OFFICER                    | 2/2/2026 | 2/15/2026 | \$2,591.00 |
| BROWN, HERBERT                  | MAINT. WORKER I                   | 2/2/2026 | 2/15/2026 | \$1,739.04 |
| BRUZINA, KRISTOPHER             | FF ENGINEER/AEMT                  | 2/2/2026 | 2/15/2026 | \$4,539.27 |
| BUDZINSKI, CONNOR               | POLICE OFFICER                    | 2/2/2026 | 2/15/2026 | \$2,803.35 |
| BUNKER, ALEXA                   | KENNEL TECHNICIAN                 | 2/2/2026 | 2/15/2026 | \$1,752.18 |
| BUNTJER, MATTHEW                | HELP DESK TECH                    | 2/2/2026 | 2/15/2026 | \$2,015.60 |
| BYRD, RAMAR                     | MAINT. WORKER I                   | 2/2/2026 | 2/15/2026 | \$1,977.04 |
| CAMPBELL JR., GLENN             | DETECTIVE SERGEANT                | 2/2/2026 | 2/15/2026 | \$3,099.99 |
| CAMPBELL, AUBRIANNA             | ANIMAL SHELTER ASSISTANT DIRECTOR | 2/2/2026 | 2/15/2026 | \$2,282.80 |
| CARR, SEAN                      | FF/PARAMEDIC                      | 2/2/2026 | 2/15/2026 | \$3,737.35 |
| CATHEY, DOUGLAS                 | POLICE LIEUTENANT                 | 2/2/2026 | 2/15/2026 | \$4,258.00 |
| CHIASSON, CARTER                | FIREFIGHTER/EMT                   | 2/2/2026 | 2/15/2026 | \$2,404.94 |
| CHILSON, SYDNEY                 | POLICE OFFICER                    | 2/2/2026 | 2/15/2026 | \$2,965.79 |
| CLARK, BLAKE                    | MAINT. WORKER I                   | 2/2/2026 | 2/15/2026 | \$1,696.00 |
| CLARK, CHELSEA                  | DISPATCHER I                      | 2/2/2026 | 2/15/2026 | \$2,510.01 |
| CLAYBORN, DARRYL                | LEAD SUPERVISOR                   | 2/2/2026 | 2/15/2026 | \$362.52   |
| COLE, MATHEW                    | ASSISTANT CODES ADMINISTRATOR     | 2/2/2026 | 2/15/2026 | \$2,204.80 |
| COLEMAN, LYNDSEY                | COURT ADMIN                       | 2/2/2026 | 2/15/2026 | \$2,660.00 |
| CONTRERAS , MICHAEL             | POLICE OFFICER                    | 2/2/2026 | 2/15/2026 | \$2,797.96 |
| CRABLE, COLTON                  | FIREFIGHTER/EMT                   | 2/2/2026 | 2/15/2026 | \$3,178.90 |
| CRAIG, DANIEL                   | MAINT. WORKER II                  | 2/2/2026 | 2/15/2026 | \$3,199.68 |
| CRITES, CLIFFORD                | PRO SHOP CLERK                    | 2/2/2026 | 2/15/2026 | \$15.90    |
| CROWLEY, NEIL                   | FIREFIGHTER/EMT                   | 2/2/2026 | 2/15/2026 | \$2,163.07 |
| CRUZ, VIRGINIA                  | CUSTODIAN                         | 2/2/2026 | 2/15/2026 | \$1,893.17 |
| DARROW, ANDREW                  | DIRECTOR - IT                     | 2/2/2026 | 2/15/2026 | \$5,003.60 |
| DAUBIG, CHASE                   | UTILITY MAINT SUPR.               | 2/2/2026 | 2/15/2026 | \$2,976.18 |
| DAVENPORT, CHARLES              | KENNEL TECHNICIAN                 | 2/2/2026 | 2/15/2026 | \$919.02   |
| DAVIS, DERRICK                  | DETECTIVE                         | 2/2/2026 | 2/15/2026 | \$2,838.50 |
| DEW, CLARISSA                   | PARKS MAINTENANCE I               | 2/2/2026 | 2/15/2026 | \$1,693.35 |
| DEWITT, JACK                    | POLICE OFFICER                    | 2/2/2026 | 2/15/2026 | \$2,891.15 |
| DIAZ LORENZO DE BARRETO, ARIANA | CITY CLERK                        | 2/2/2026 | 2/15/2026 | \$3,343.08 |
| DIESTELKAMP, STEPHEN            | CITY PROJECT MANAGER              | 2/2/2026 | 2/15/2026 | \$4,303.84 |
| DOWNS, MICHAEL                  | SANITATION DRIVER                 | 2/2/2026 | 2/15/2026 | \$3,057.69 |

|                           |                                                   |                    |            |
|---------------------------|---------------------------------------------------|--------------------|------------|
| DRAPER, BRADLEY           | POLICE OFFICER                                    | 2/2/2026 2/15/2026 | \$2,848.51 |
| DRISCOLL, RYLIE           | CSI EVIDENCE CUSTODIAN                            | 2/2/2026 2/15/2026 | \$2,035.20 |
| DUPREE, MARIONNEAUX       | ESPORTS SUPERVISOR                                | 2/2/2026 2/15/2026 | \$417.38   |
| EDDINGS ANDERSEN, HEATHER | PATROL SERGEANT                                   | 2/2/2026 2/15/2026 | \$3,620.19 |
| EGYIR, CHARLES            | MAINT. WORKER I                                   | 2/2/2026 2/15/2026 | \$2,589.05 |
| ELBELAU, MASON            | MAINT. WORKER I                                   | 2/2/2026 2/15/2026 | \$2,687.63 |
| FAHEY, CATHY              | ADMIN. SECRETARY II                               | 2/2/2026 2/15/2026 | \$2,183.84 |
| FARR, JAMES               | FF/PARAMEDIC                                      | 2/2/2026 2/15/2026 | \$4,538.90 |
| FEATHERS, CYNTHIA         | PROPERTY AND EVIDENCE CUSTODIAN SUPERVISOR        | 2/2/2026 2/15/2026 | \$2,386.94 |
| FERRELL, JOSHUA           | POLICE OFFICER                                    | 2/2/2026 2/15/2026 | \$2,380.96 |
| FLORES, MELISSA           | CUSTOMER SERVICE REP                              | 2/2/2026 2/15/2026 | \$1,780.80 |
| FULMORE, ADRIAN           | IT HELP DESK TECHNICIAN                           | 2/2/2026 2/15/2026 | \$2,015.60 |
| GALDARISI, NICKOLAS       | MAINT. WORKER I                                   | 2/2/2026 2/15/2026 | \$1,567.75 |
| GASTON, HUNTER            | FIREFIGHTER/EMT                                   | 2/2/2026 2/15/2026 | \$3,073.93 |
| GEORGE, CHRISTOPHER       | FF/PARAMEDIC                                      | 2/2/2026 2/15/2026 | \$4,058.38 |
| GEORSKEY, TYLER           | BUILDING INSPECTOR I                              | 2/2/2026 2/15/2026 | \$1,865.60 |
| GLADNEY, AMBER            | DISPATCHER I                                      | 2/2/2026 2/15/2026 | \$3,424.64 |
| GOODRUM, GARRICK          | CART ATTENDANT                                    | 2/2/2026 2/15/2026 | \$82.68    |
| GRAHAM, SARAH             | ADMIN. SECRETARY II                               | 2/2/2026 2/15/2026 | \$2,332.00 |
| GRAY, JOSHUA              | PARKS & REC DIRECTOR/DEPUTY PUBLIC WORKS DIRECTOR | 2/2/2026 2/15/2026 | \$3,669.60 |
| GRAY, RACHEL              | PERMIT TECHNICIAN                                 | 2/2/2026 2/15/2026 | \$1,441.60 |
| GRAY, VANESSA             | ANIMAL SHELTER DIRECTOR                           | 2/2/2026 2/15/2026 | \$2,711.92 |
| GRITTON, COLE             | ASSISTANT GOLF SUPERINTENDENT                     | 2/2/2026 2/15/2026 | \$1,950.41 |
| HAMILTON, CORY            | POLICE OFFICER                                    | 2/2/2026 2/15/2026 | \$2,380.96 |
| HAMILTON, ELIZABETH       | CUSTOMER SERVICE MANAGER                          | 2/2/2026 2/15/2026 | \$3,057.69 |
| HANLON, CERSI             | CUSTOMER SERVICE LEAD                             | 2/2/2026 2/15/2026 | \$2,073.36 |
| HANLON, RANDOLPH          | PARKS MAINTENANCE SUPERVISOR                      | 2/2/2026 2/15/2026 | \$2,324.39 |
| HASLOUER, JASON           | FIREFIGHTER/AEMT                                  | 2/2/2026 2/15/2026 | \$3,114.20 |
| HAUG, ZACHARY             | POLICE OFFICER                                    | 2/2/2026 2/15/2026 | \$2,872.43 |
| HAYDEN, JESSICA           | PARKS MAINTENANCE I                               | 2/2/2026 2/15/2026 | \$1,667.50 |
| HAYES, ANITA              | MAINT. WORKER I                                   | 2/2/2026 2/15/2026 | \$1,540.72 |
| HEINDEL, KELLY            | ADMIN. SECRETARY II                               | 2/2/2026 2/15/2026 | \$2,883.20 |
| HERNANDEZ, ROBERT         | MAINT. WORKER I                                   | 2/2/2026 2/15/2026 | \$2,501.60 |
| HESS, BRANDON             | FLEET MECHANIC I                                  | 2/2/2026 2/15/2026 | \$3,415.19 |
| HESTER, JORDI             | FLEET & FACILITIES MANAGER                        | 2/2/2026 2/15/2026 | \$2,426.98 |
| HICKEY, NAYOMIE           | KENNEL TECHNICIAN                                 | 2/2/2026 2/15/2026 | \$1,857.27 |
| HINKIN, MICHAEL           | ASSISTANT CITY ATTORNEY/PROSECUTOR                | 2/2/2026 2/15/2026 | \$3,846.16 |
| HOLBERT, IZABELLA         | CUSTOMER SERVICE REP                              | 2/2/2026 2/15/2026 | \$1,272.00 |
| HOLLE, AVERY              | FIREFIGHTER /AEMT                                 | 2/2/2026 2/15/2026 | \$2,364.36 |
| HOWARD, ERICA             | POOL MANAGER                                      | 2/2/2026 2/15/2026 | \$22.26    |
| HUNT, MEGAN               | MECHANIC I                                        | 2/2/2026 2/15/2026 | \$1,696.00 |
| HURST, LON                | DETECTIVE                                         | 2/2/2026 2/15/2026 | \$2,801.73 |
| HYNES, TYLER              | POLICE OFFICER                                    | 2/2/2026 2/15/2026 | \$3,101.93 |
| IBARRA, RAY               | DIRECTOR, PW                                      | 2/2/2026 2/15/2026 | \$4,810.77 |
| IRWIN, JACOB              | FIREFIGHTER/EMT                                   | 2/2/2026 2/15/2026 | \$2,747.01 |
| JACKSON, ANTONIO          | MAINT. WORKER I                                   | 2/2/2026 2/15/2026 | \$2,438.00 |
| JACOBS, JUSTIN            | GROUNDKEEPER                                      | 2/2/2026 2/15/2026 | \$2,790.72 |
| JEFFERSON, MICHAEL        | COURT SECURITY OFFICER                            | 2/2/2026 2/15/2026 | \$662.50   |
| KELLER, TARYN             | ADMIN. SECRETARY I                                | 2/2/2026 2/15/2026 | \$1,908.00 |
| KIM, KERRY                | DEPUTY DIRECTOR OF POLICE COMMUNICATIONS          | 2/2/2026 2/15/2026 | \$5,516.02 |
| KINGSBURY, KRISTA         | HR DIRECTOR                                       | 2/2/2026 2/15/2026 | \$3,669.23 |
| KLUSA-CURIT, INGA         | PAYROLL SPECIALIST                                | 2/2/2026 2/15/2026 | \$2,332.00 |
| KRAJKOSKI, STEVE          | CODES ENFORCEMENT OFFICER II                      | 2/2/2026 2/15/2026 | \$2,120.01 |
| LAFEVER, SHELBI           | KENNEL TECHNICIAN                                 | 2/2/2026 2/15/2026 | \$1,772.32 |
| LANCASTER, KAY            | ADMIN. SECRETARY I                                | 2/2/2026 2/15/2026 | \$2,035.20 |
| LANKAS, JASON             | FIRE CHIEF                                        | 2/2/2026 2/15/2026 | \$4,831.20 |
| LEHMKUHL, LOGAN           | FIREFIGHTER/PARAMEDIC                             | 2/2/2026 2/15/2026 | \$3,332.65 |
| LEWIS, GEOFFERY           | MECHANIC II                                       | 2/2/2026 2/15/2026 | \$3,057.69 |
| LINGLE, JACQUELINE        | PROSHOP CLERK                                     | 2/2/2026 2/15/2026 | \$2,242.31 |
| LOVELESS, ALICIA          | RECORDS CLERK I                                   | 2/2/2026 2/15/2026 | \$1,526.40 |
| LOW, CHRISTOPHER          | POLICE OFFICER                                    | 2/2/2026 2/15/2026 | \$2,892.76 |
| LUCERO, MATTHEW           | MAINT. WORKER I                                   | 2/2/2026 2/15/2026 | \$47.70    |
| MAILEA, ALEXYA            | MAINT. WORKER II                                  | 2/2/2026 2/15/2026 | \$3,372.74 |

|                        |                                       |          |           |            |
|------------------------|---------------------------------------|----------|-----------|------------|
| MARSTON, DOUGLAS       | POLICE LIEUTENANT                     | 2/2/2026 | 2/15/2026 | \$2,545.60 |
| MARSTON, MITCHELL      | POLICE LIEUTENANT                     | 2/2/2026 | 2/15/2026 | \$4,235.01 |
| MARTINEZ, IRENE        | RECORDS CLERK I                       | 2/2/2026 | 2/15/2026 | \$1,800.94 |
| MAU, BRANDON           | PATROL LIEUTENANT                     | 2/2/2026 | 2/15/2026 | \$3,914.84 |
| MCCALLUM, JEREMY       | CAPTAIN/PARAMEDIC                     | 2/2/2026 | 2/15/2026 | \$3,950.00 |
| MCCLELLAN, EMMA        | DISPATCHER II                         | 2/2/2026 | 2/15/2026 | \$3,295.26 |
| MCCORMICK, SOMMER      | ADMIN. SECRETARY I                    | 2/2/2026 | 2/15/2026 | \$2,035.20 |
| MCKIM, JENNIFER        | COURT CLERK                           | 2/2/2026 | 2/15/2026 | \$1,920.00 |
| MCKONE, MICHAEL        | MUN. COURT JUDGE                      | 2/2/2026 | 2/15/2026 | \$3,354.92 |
| MCNABB, JOHN           | FIREFIGHTER/PARAMEDIC                 | 2/2/2026 | 2/15/2026 | \$3,891.70 |
| MELIA, PATRICK         | FF ENGINEER/AEMT                      | 2/2/2026 | 2/15/2026 | \$3,448.89 |
| MENEFEE, BECKY         | COURT LIAISON/COURT BAILIFF           | 2/2/2026 | 2/15/2026 | \$2,169.07 |
| MILLER, CARISSA        | MAINT. WORKER I                       | 2/2/2026 | 2/15/2026 | \$1,720.91 |
| MILLER, SCOTT          | MAINT. WORKER I                       | 2/2/2026 | 2/15/2026 | \$1,706.60 |
| MONSER, TANYA          | CITY TREASURER                        | 2/2/2026 | 2/15/2026 | \$3,057.69 |
| MORGAN, BRANDON        | ANIMAL CONTROL                        | 2/2/2026 | 2/15/2026 | \$1,618.00 |
| MORGAN, NICOLE         | COURT CLERK                           | 2/2/2026 | 2/15/2026 | \$1,680.00 |
| MORTIMER, DAVID        | FIREFIGHTER/AEMT                      | 2/2/2026 | 2/15/2026 | \$4,761.28 |
| MOWERY, SHANE          | POLICE OFFICER                        | 2/2/2026 | 2/15/2026 | \$2,797.56 |
| MULLER, MAYGAN         | DEPUTY CITY CLERK/EXECUTIVE ASSISTANT | 2/2/2026 | 2/15/2026 | \$2,204.80 |
| MUNGER, LEVI           | MAINT. WORKER I                       | 2/2/2026 | 2/15/2026 | \$2,458.14 |
| MURPHY, DUSTIN         | CAPTAIN OF INVESTIGATIONS             | 2/2/2026 | 2/15/2026 | \$4,230.24 |
| MYERS, DONOVAN         | SUPERVISOR                            | 2/2/2026 | 2/15/2026 | \$25.44    |
| NABUS, RANDAL          | CAPTAIN/AEMT                          | 2/2/2026 | 2/15/2026 | \$5,107.80 |
| NELSON, DAVID          | FIRE MARSHAL                          | 2/2/2026 | 2/15/2026 | \$3,716.00 |
| NEWY, ANDREW           | MAINT. WORKER I                       | 2/2/2026 | 2/15/2026 | \$2,845.04 |
| NICHOLS, KIRT          | POLICE CHIEF                          | 2/2/2026 | 2/15/2026 | \$5,186.08 |
| NOLTING, DAVID         | PATROL SERGEANT                       | 2/2/2026 | 2/15/2026 | \$3,058.56 |
| NORIEGA, DANIEL        | FIREFIGHTER/EMT                       | 2/2/2026 | 2/15/2026 | \$1,899.24 |
| NORTH, NOAH            | MAINT. WORKER I                       | 2/2/2026 | 2/15/2026 | \$2,620.30 |
| NUTTER, NICHOLAS       | CAPTAIN/AEMT                          | 2/2/2026 | 2/15/2026 | \$4,765.45 |
| OBERMEYER, BRICE       | CITY GRANT WRITER                     | 2/2/2026 | 2/15/2026 | \$2,772.31 |
| O'BRIEN, KARA          | RECORDS CLERK I                       | 2/2/2026 | 2/15/2026 | \$381.60   |
| ODELL, CORY            | ASSISTANT POLICE CHIEF                | 2/2/2026 | 2/15/2026 | \$4,748.72 |
| OLSON, EMILY           | SERGEANT DETECTIVE                    | 2/2/2026 | 2/15/2026 | \$3,046.40 |
| O'SHEA, KATHERINE      | PUBLIC INFORMATION OFFICER            | 2/2/2026 | 2/15/2026 | \$3,248.40 |
| PAINTIN, SHAWNA        | POLICE OFFICER                        | 2/2/2026 | 2/15/2026 | \$2,849.22 |
| PAQUETTE, MATTHEW      | CAPTAIN OF OPERATIONS                 | 2/2/2026 | 2/15/2026 | \$4,230.23 |
| PAREDES, CARLOS        | MAINT. WORKER I                       | 2/2/2026 | 2/15/2026 | \$1,865.60 |
| PARKER, ELIZABETH      | PERMIT TECHNICIAN                     | 2/2/2026 | 2/15/2026 | \$1,601.13 |
| PATE, KAYLEE           | HR ASSISTANT                          | 2/2/2026 | 2/15/2026 | \$2,077.60 |
| PEREZ GAUBECA, ARTURO  | FIREFIGHTER/AEMT                      | 2/2/2026 | 2/15/2026 | \$3,596.52 |
| PETERSON, NATHAN       | ADMINISTRATIVE ASSISTANT II           | 2/2/2026 | 2/15/2026 | \$2,790.72 |
| PICKING, SHELLY        | SUPERVISOR                            | 2/2/2026 | 2/15/2026 | \$2,650.00 |
| POWERS, ADAM           | FF/PARAMEDIC                          | 2/2/2026 | 2/15/2026 | \$3,021.77 |
| QUIJADA, HAILIE        | KENNEL TECHNICIAN                     | 2/2/2026 | 2/15/2026 | \$1,772.32 |
| RABEK, PAUL            | FIREFIGHTER/PARAMEDIC                 | 2/2/2026 | 2/15/2026 | \$3,845.95 |
| RADLEY, DENNIS         | FIREFIGHTER/AEMT                      | 2/2/2026 | 2/15/2026 | \$3,450.00 |
| RATLIFF, KATELYNN      | BUILDING INSPECTOR I                  | 2/2/2026 | 2/15/2026 | \$2,149.68 |
| RAUB, MATTHEW          | FF ENGINEER/PARAMEDIC                 | 2/2/2026 | 2/15/2026 | \$4,301.34 |
| RICHMOND, MICHAEL      | SANITATION DRIVER                     | 2/2/2026 | 2/15/2026 | \$2,382.24 |
| RILEY, SHARON          | DIRECTOR, PD COMM                     | 2/2/2026 | 2/15/2026 | \$3,091.84 |
| RIVERS, MICHAEL        | FIREFIGHTER/AEMT                      | 2/2/2026 | 2/15/2026 | \$3,364.44 |
| ROBBINS, DONNA         | PROSHOP CLERK                         | 2/2/2026 | 2/15/2026 | \$1,356.80 |
| ROLLINS, BRANDY        | CODES ENFORCEMENT OFFICER I           | 2/2/2026 | 2/15/2026 | \$1,611.20 |
| ROSS, JEREMY           | CAPTAIN/AEMT                          | 2/2/2026 | 2/15/2026 | \$4,006.96 |
| ROSS, TYLER            | FIREFIGHTER ENGINEER/AEMT             | 2/2/2026 | 2/15/2026 | \$2,722.56 |
| RUBASH, CALEB          | FIREFIGHTER/EMT                       | 2/2/2026 | 2/15/2026 | \$2,912.39 |
| RUBLE, TIMOTHY         | GOLF SUPERINTENDENT                   | 2/2/2026 | 2/15/2026 | \$2,856.80 |
| RUIZ-CALDERON, GERARDO | POLICE OFFICER                        | 2/2/2026 | 2/15/2026 | \$2,985.09 |
| SANCHEZ, JASON         | FIREFIGHTER/EMT                       | 2/2/2026 | 2/15/2026 | \$3,511.34 |
| SANCHEZ-SOTO, GEAN     | PATROL SERGEANT                       | 2/2/2026 | 2/15/2026 | \$3,200.57 |
| SANNER, CADIN          | CRIME ANALYST                         | 2/2/2026 | 2/15/2026 | \$2,517.34 |

|                          |                                            |                    |            |
|--------------------------|--------------------------------------------|--------------------|------------|
| SCHROEDER, BERNARD       | FIREFIGHTER/AEMT                           | 2/2/2026 2/15/2026 | \$2,653.44 |
| SCHULTZ, KATHLEEN        | LEAD KENNEL TECHNICIAN                     | 2/2/2026 2/15/2026 | \$1,865.60 |
| SCOTT, JOSEPH            | FIREFIGHTER/EMT                            | 2/2/2026 2/15/2026 | \$3,140.98 |
| SEVERSON, KERRY          | COURT CLERK                                | 2/2/2026 2/15/2026 | \$1,800.00 |
| SHANNON , DIANA          | CART ATTENDANT                             | 2/2/2026 2/15/2026 | \$31.61    |
| SHARP, SILVIA            | ADMIN. SECRETARY II                        | 2/2/2026 2/15/2026 | \$1,379.59 |
| SHELTROWN, DONALD        | ESPORTS COORDINATOR INTERNSHIP             | 2/2/2026 2/15/2026 | \$1,823.20 |
| SHEPEK, JOHN             | FF ENGINEER/AEMT                           | 2/2/2026 2/15/2026 | \$4,022.44 |
| SILVA, ANTHONY           | GROUNDSKEEPER                              | 2/2/2026 2/15/2026 | \$1,356.80 |
| SINKLIER, CYNTHIA        | ADMIN. SECRETARY II                        | 2/2/2026 2/15/2026 | \$3,479.50 |
| SLOAN, DAVID             | POLICE LIEUTENANT                          | 2/2/2026 2/15/2026 | \$4,728.08 |
| SMITH, FRANK             | MAINT. WORKER I                            | 2/2/2026 2/15/2026 | \$2,315.04 |
| SOLANO, CHRISTOPHER      | FIREFIGHTER/EMT                            | 2/2/2026 2/15/2026 | \$2,268.02 |
| SPAULDING, LUCAS         | GROUNDSKEEPER                              | 2/2/2026 2/15/2026 | \$1,365.28 |
| SPRANGER, JARRETT        | POLICE OFFICER                             | 2/2/2026 2/15/2026 | \$2,380.96 |
| SRACKANGAST, CHRISTOPHER | COMMUNITY DEVELOPMENT DIRECTOR             | 2/2/2026 2/15/2026 | \$3,392.00 |
| STAMM, DEVIN             | POLICE OFFICER                             | 2/2/2026 2/15/2026 | \$3,200.76 |
| STEDMAN, TIMOTHY         | INTERIM GOLF SUPERINTENDENT                | 2/2/2026 2/15/2026 | \$3,052.80 |
| STEWART, BRETT           | FIREFIGHTER/AEMT                           | 2/2/2026 2/15/2026 | \$2,558.00 |
| STITES, BRITAIN          | CITY ATTORNEY/PROSECUTOR                   | 2/2/2026 2/15/2026 | \$5,300.00 |
| STOVER, MICHAEL          | CITY ELECTRICIAN                           | 2/2/2026 2/15/2026 | \$2,460.00 |
| STREMMING, DONALD        | CAPTAIN/AEMT                               | 2/2/2026 2/15/2026 | \$4,140.00 |
| STRICKLAND, IAN          | CHIEF OF OPERATIONS                        | 2/2/2026 2/15/2026 | \$4,566.40 |
| SUTTON, JEREMY           | FF ENGINEER/AEMT                           | 2/2/2026 2/15/2026 | \$3,617.87 |
| TAYLOR, KEY'AHN          | FIREFIGHTER/EMT                            | 2/2/2026 2/15/2026 | \$2,830.51 |
| TEIXEIRA, CASSIE         | RECORDS CLERK I                            | 2/2/2026 2/15/2026 | \$960.00   |
| THOMAS, CASSANDRA        | PROPERTY AND EVIDENCE CUSTODIAN SUPERVISOR | 2/2/2026 2/15/2026 | \$3,644.48 |
| TILSON, LEETTA           | LEGAL ASSISTANT                            | 2/2/2026 2/15/2026 | \$1,760.00 |
| TORRES, EDGAR            | PROSHOP CLERK                              | 2/2/2026 2/15/2026 | \$4,271.57 |
| TREVINO, ANGEL           | CUSTOMER SERVICE REP                       | 2/2/2026 2/15/2026 | \$1,611.20 |
| TURNER, MICHAEL          | SANITATION DRIVER                          | 2/2/2026 2/15/2026 | \$2,544.01 |
| TUUU-PENA, TAULEIA       | CUSTOMER SERVICE REP                       | 2/2/2026 2/15/2026 | \$1,360.00 |
| VACANTI, MICHAEL         | IT SPECIALIST-SALARY                       | 2/2/2026 2/15/2026 | \$3,047.20 |
| VALLON, MICHAEL          | POLICE OFFICER                             | 2/2/2026 2/15/2026 | \$3,289.14 |
| VINCENT, ALEX            | POLICE OFFICER                             | 2/2/2026 2/15/2026 | \$1,974.73 |
| VOSBURG, KENT            | DIVISION CHIEF OF EMS/TRAINING             | 2/2/2026 2/15/2026 | \$3,716.00 |
| WALKER III, BOBBY        | POLICE OFFICER                             | 2/2/2026 2/15/2026 | \$2,847.33 |
| WALLACE, MATTHEW         | POLICE OFFICER                             | 2/2/2026 2/15/2026 | \$2,639.76 |
| WALTANEN-VIRENIUS, ALLIE | KENNEL TECHNICIAN                          | 2/2/2026 2/15/2026 | \$1,830.48 |
| WARWICK, LILLIAN         | CART ATTENDANT                             | 2/2/2026 2/15/2026 | \$1,272.00 |
| WEEKS, JESSE             | MAINT. WORKER I                            | 2/2/2026 2/15/2026 | \$2,813.11 |
| WHITE, BRADLEY           | FF ENGINEER/PARAMEDIC                      | 2/2/2026 2/15/2026 | \$4,780.37 |
| WICKER, JONATHAN         | CODES ENFORCEMENT OFFICER I                | 2/2/2026 2/15/2026 | \$1,600.00 |
| WIGTON, JAY              | DARE/SRO OFFICER                           | 2/2/2026 2/15/2026 | \$4,416.83 |
| WILCOX, JAMEL            | FINANCE DIRECTOR/DEPUTY CITY MANAGER       | 2/2/2026 2/15/2026 | \$4,105.17 |
| WILKINSON, NATHAN        | MAINT. WORKER I                            | 2/2/2026 2/15/2026 | \$2,130.87 |
| WILLIAMS, JOHN           | MAINT. WORKER I                            | 2/2/2026 2/15/2026 | \$3,402.60 |
| WILLIAMS, LEIGHTON       | SANITATION DRIVER                          | 2/2/2026 2/15/2026 | \$2,245.08 |
| WILLIAMS, MARVIN         | RECREATION SUPERVISOR                      | 2/2/2026 2/15/2026 | \$220.48   |
| WILLIAMSON, LOGAN        | DISPATCHER I                               | 2/2/2026 2/15/2026 | \$2,862.08 |
| WING, BRIAN              | FIREFIGHTER/EMT                            | 2/2/2026 2/15/2026 | \$2,937.55 |
| WOLNIK, DEANNA           | RECORDS CLERK I                            | 2/2/2026 2/15/2026 | \$1,632.41 |
| WOODARD, DANIEL          | FIREFIGHTER/EMT                            | 2/2/2026 2/15/2026 | \$2,625.44 |
| YOUNG, GLORIA            | DISCOVERY CLERK I                          | 2/2/2026 2/15/2026 | \$769.39   |
| ZANDER, ZACH             | MAINT. WORKER II                           | 2/2/2026 2/15/2026 | \$3,768.82 |
| ZIEGLER, MARISSA         | PATROL SERGEANT                            | 2/2/2026 2/15/2026 | \$3,476.25 |
| ZIMMERMAN, KIM           | CITY MANAGER                               | 2/2/2026 2/15/2026 | \$7,634.62 |
| ZISHKA, DAVID            | EQUIPMENT OPERATOR                         | 2/2/2026 2/15/2026 | \$3,249.45 |
| ZUMBRUNN, CHRISTIAN      | MAINT. WORKER I                            | 2/2/2026 2/15/2026 | \$534.60   |

## **Employer Paid Wages & Benefits**

Payroll # 3 2026

Payroll # 4 2026

### **Retirement Contributions**

|                      |              |              |
|----------------------|--------------|--------------|
| <b>KPERS Tier 1</b>  | \$ 3,090.20  | \$ 3,101.78  |
| <b>KPERS Tier 2</b>  | \$ 3,734.51  | \$ 3,712.55  |
| <b>KPERS Tier 3</b>  | \$ 23,378.78 | \$ 21,607.42 |
| <b>KPERS Retired</b> | \$ -         | \$ -         |
| <b>KP&amp;F</b>      | \$ 85,770.13 | \$ 85,739.89 |

|                        |              |              |
|------------------------|--------------|--------------|
| <b>Social Security</b> | \$ 19,473.41 | \$ 18,662.90 |
| <b>Medicare</b>        | \$ 9,320.70  | \$ 9,135.13  |

|                            |              |              |
|----------------------------|--------------|--------------|
| <b>BCBS Dental</b>         | \$ 6,017.21  | \$ 6,017.21  |
| <b>Freedom Claims/BCBS</b> | \$ 57,697.95 | \$ 57,697.95 |
| <b>Advance (BCBS)</b>      | \$ 267.54    | \$ 269.14    |

|                        |                      |                      |
|------------------------|----------------------|----------------------|
| <b>Employee Salary</b> | <b>\$ 468,643.58</b> | <b>\$ 460,829.20</b> |
|------------------------|----------------------|----------------------|

## **CITY COMMISSION MINUTES**

February 17, 2026

7:00 p.m.

### **CALL TO ORDER**

The scheduled meeting of the Junction City Commission was held on Tuesday, February 17th, 2026 with Mayor Terry Butler presiding.

The following members of the Commission were present: Terry Butler, Sam Yoskowitz, Pat Landes, Richard Pinaire, & Kelly Niemczyk. Staff present was: City Manager Zimmerman, City Clerk Diaz Lorenzo De Barreto, Finance Director Wilcox, and City Attorney Stites.

Mayor Butler requested to add an item to the agenda. Commissioner Pinaire moved to add New Business Item H, a Letter of Support for the 2026 Predevelopment Technical Assistance Grant Program, seconded by Commissioner Landes. Ayes: Landes, Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

### **AGENDA ITEMS COMMENT(S):**

N/A

### **CONSENT AGENDA**

Commissioner Yoskowitz moved to approve seconded by Commissioner Pinaire to approve the consent agenda as presented. Ayes: Landes, Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

- a. Consideration of Appropriation Ordinance A-4 dated – February 3 – February 18, 2026, in the amount of \$2,645,527.40.
- b. Consideration of the JCFD request to apply for the Walmart Community Grant for 2026.
- c. Consideration & approval of the January 2026 contractual obligation adjustments for \$22,115.40 & bad debt adjustments for \$13,987.58.
- d. Consideration of the February 3rd, 2026 City Commission Meeting Minutes.

### **NEW BUSINESS**

- a. Commissioner Landes moved to approve Resolution No. R-3127, resolution in support of the Better Utilizing Investments to Leverage Development (BUILD) Grant Program for the Grant Avenue Road Project,

seconded by Commissioner Pinaire. Ayes: Landes, Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

- b. Commissioner Yoskowitz moved to approve the JCFD request to purchase two Zoll Auto Pulse NXTs in the amount of \$57,049.78, seconded by Commissioner Landes. Ayes: Landes, Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

- c. & d.

Commissioner Pinaire moved to approve the Interlocal Service Agreements for Provision of Services between the Animal Shelter & the Geary County Sheriff's office & between the Animal Shelter & the City of Milford, seconded by Commissioner Yoskowitz. Ayes: Landes, Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

- e. Commissioner Landes moved to approve the Agreement of Amendments between the City & the Junction City Police Officer's Association, seconded by Commissioner Niemczyk. Ayes: Landes, Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

- f. Commissioner Landes moved to approve Ordinance No. S-3326, authorizing litigation against SVS, seconded by Commissioner Pinaire. Ayes: Landes, Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

- g. City Attorney presented on public comment. Though no vote, Commission requested that an ordinance be presented in the future about signing-up for public comment and also concerning amending agenda item comments per item and with a five (5) minute limit per speaker.

- h. Commissioner Pinaire moved to approve the Letter of Support for the 2026 Predevelopment Technical Assistance Grant Program, seconded by Commissioner Niemczyk. Ayes: Landes, Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

#### **PUBLIC COMMENT.**

Yurii Zhupnya, 342 Grant Avenue, Junction City Kansas, thanked staff & discussed the idea of getting a crosswalk put on grant.

#### **CORRESPONDENCE RECEIVED.**

#### **MAYOR, COMMISSIONER & STAFF COMMENTS**

Mayor, Commissioners and Staff provided reports on Committees and Community Events.

## **ADJOURNMENT**

Commissioner Pinaire moved, seconded by Commissioner Niemczyk to adjourn at 9:01 p.m. Ayes: Landes, Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

APPROVED AND ACCEPTED THIS 3RD DAY OF MARCH AS THE OFFICIAL COPY OF THE JUNCTION CITY COMMISSION MINUTES FOR FEBRUARY 17TH, 2026.

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Ariana Diaz Lorenzo De Barreto, City Clerk

Terry Butler, Mayor



**Proposal for Funding Support**  
**2026 Junction City Juneteenth Celebration**  
**Presented by the Junction City Juneteenth Community Committee**

Honorable Junction City Commissioners,

Thank you for the opportunity to present today. On behalf of the Junction City Juneteenth Community Committee, I respectfully request \$10,000 in support of entertainment for the 2026 Junction City Juneteenth Celebration, scheduled for June 13th from 1 PM to 7 PM.

**Reflecting on Last Year's Success**

Your previous support played a major role in making last year's celebration one of the most successful community events in Junction City. We welcomed over 5,000 attendees, vendors completely sold out, and families traveled from across Kansas to experience what our city has to offer. The positive impact was felt not only by residents, but by local businesses, youth, and visitors who left with renewed appreciation for our community.

**Why This Funding Matters**

To build on that momentum, we are requesting funds specifically for entertainment—live music, cultural performers, and youth focused activities that create an engaging, welcoming atmosphere. High-quality entertainment is essential to attracting diverse audiences, sustaining community excitement, and creating meaningful cultural and educational experiences. Focused activities that create an engaging, welcoming atmosphere. High-quality entertainment is essential to focused activities that create an engaging, welcoming atmosphere. High-quality entertainment is essential to Community Impact

- **Unity & Belonging:** Juneteenth brings together people from every part of Junction City, strengthening relationships and building community pride.
- **Showcasing Our City:** With strong entertainment and engagement, our celebration draws visitors who contribute to our local economy and leave with a positive impression of our community.
- **Youth Engagement:** The event provides young people with an opportunity to learn, celebrate culture, and see themselves reflected in positive, inspiring ways.
- **Economic Benefits:** Larger attendance boosts local vendors, businesses, and partnerships while creating a vibrant and safe community atmosphere.

**Closing**

Your continued support helps ensure that Juneteenth remains a celebration that uplifts, educates, and unites our city. A contribution of \$10,000 will allow us to build on last year's success and deliver another impactful event that reflects the best of Junction City.

Thank you for considering our request and for your commitment to our community.



Brewel Currie

Vice Chair

Junction City Juneteenth Community Committee

**CITY OF JUNCTION CITY, KANSAS PROCLAMATION**  
**WEEK OF COMMUNITY CLEANUP**

**April 20 - 25, 2026**

**WHEREAS**, the City of Junction City recognizes the importance of clean, safe, and beautiful neighborhoods that contribute to the well-being, pride, and quality of life for all residents; and

**WHEREAS**, the proper disposal of accumulated household waste is often a significant burden for residents, particularly in the absence of accessible and affordable options; and

**WHEREAS**, a coordinated cleanup initiative has been developed in an effort for the City of Junction City to support responsible waste disposal and promote neighborhood beautification; and

**WHEREAS**, this initiative will include the strategic placement of eight roll-off dumpsters in designated city locations during the designated cleanup week for all residents, Geary County Transfer Station and Recycling Facilities available on April 25, 2026 for residents who wish to use those services; and

**WHEREAS**, this effort will be led by Chris Srackangast and Joshua Gray, staff members from the City of Junction City, to ensure efficient execution, public safety, and environmental stewardship; and

**WHEREAS**, the City of Junction City will manage dumpster placement and maintenance within City limits, including enforcing safety measures and capacity monitoring with communication through platforms such as social media and the Everbridge alert system; and

**WHEREAS**, the initiative **will not** accept construction debris or tires but will provide residents with an opportunity to dispose of large or otherwise uncollected waste items, helping to ease the financial and logistical burdens associated with personal cleanup efforts;

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Junction City, Kansas hereby recognizes April 20 – 25, 2026, as Community Cleanup Week as an official initiative to promote environmental responsibility, neighborhood pride, and regional collaboration.

We encourage all residents to participate in this joint effort, take advantage of the services provided, and join us in building a cleaner, safer, and more vibrant community for all.

**PROCLAIMED THIS DAY**, the 3<sup>rd</sup> day of March, 2026.

CITY OF JUNCTION CITY, KANSAS

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Terry Butler  
Mayor, City of Junction City

ATTEST:

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Ariana Diaz Lorenzo De Barreto,  
City Clerk

# **City of Junction City**

## **City Commission**

### **Agenda Memo**

3-3-2026

**From:** Chris Srackangast, Community Development Director

**To:** Governing Body

**Subject:** Ordinance S-3327

**Objective:** Consider adopting Ordinance No. S-3327

**Explanation of Issue:** The Planning Commission received a request for approval of a final plat on properties with a common address 00000 E. Chestnut Street, Junction City, KS. The properties will Re-Plat for new commercial construction.

The Planning Commission recommended unanimously that the final plat be approved.

**Budget Impact:** No impact.

**Options:** The following actions may be taken.

1. Approve the Ordinance
2. Disapprove the Ordinance
3. Return the issue to the Planning Commission for reconsideration.

**Recommendation:** In accordance with city zoning and building codes, the existing lot must be re-platted prior to the commencement of commercial construction. This requirement ensures compliance with applicable bulk regulations and guarantees that development standards, such as setbacks, lot coverage, and floor area ratios, do not exceed the limitations imposed on individual lot sizes.

**Enclosures:** Ordinance No. S-3327, packet from Planning Commission, Minutes of February 4, 2026, Planning Commission meeting.

ORDINANCE NO. S-3327

**AN ORDINANCE RE-PLAT CERTAIN PROPERTIES WITHIN THE CORPORATE LIMITS OF THE CITY OF JUNCTION CITY, KANSAS.**

**WHEREAS**, application has been made by CEI Engineering Associates Inc, agent for 7B Kansas, LLC/ Conner Johnson owner, to replat a parcel located at a common address of 00000 E. Chestnut Street with a legal description S12, T12, R05, POB 2266 N & 148 E OF SE COR THENCE S 109', W 593', N 150', E 534', SE 64' TO POB

**WHEREAS**, the Metropolitan Commission of Junction City conducted a public hearing on this case, following publication in accordance with K.S.A. 12-741, et. Seq., as amended, on Wednesday February 4, 2026; and

**WHEREAS**, the Metropolitan Planning Commission has recommended the City Commission of the City of Junction City, Kansas, approved the re-plat at an address of 00000 E. Chestnut Street, Junction City, KS; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF JUNCTION CITY, KANSAS, THAT:**

**Section 1.** The re-plat for the property located at a common address of 00000 E. Chestnut Street, Junction City, KS with a legal description of S12, T12, R05, POB 2266 N & 148 E OF SE COR THENCE S 109', W 593', N 150', E 534', SE 64' TO POB

**Section 2.** This Ordinance shall be in full force and effect upon its publication as required by law.

PASSED AND ADOPTED THIS 3<sup>RD</sup> DAY OF MARCH 2026

\_\_\_\_\_,  
Terry Butler  
Mayor

ATTEST:

\_\_\_\_\_,  
Ariana Diaz-Lorenzo De Barreto  
City Clerk

**JUNCTION CITY PLANNING COMMISSION  
And  
BOARD OF ZONING APPEALS**

**APPLICATION FORM**

**DATE:** 11/26/25

**Case No.** \_\_\_\_\_  
(Assigned by Staff)

**Applicant/Prop. Owner:** 7B Kansas, LLC / Conner Johnson **Phone:** 316-806-0288  
(please print name)

**Email:** Conner@7brewks.com

**Address:** 8100 E 22nd St N Bldg 300 Wichita KS 67226

Street/City/State/Zip --- Please Print

**Signature:**  Conner Johnson  
(Printed Signature)

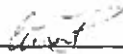
\*\*\*\*\*

**Agent (if applicable)** CEI Engineering Associates Inc / Erin Dudley **Phone:** 479-321-0035

Print Name

**Address:** 2600 NE 11th St. Bldg 300 Bentonville, AR 72712

Street/City/State/Zip --- Please Print

**Signature:**  Erin Dudley  
(Printed Signature)

\*\*\*\*\*

This form **MUST** be completed and filed at the City Codes Department, located in the Municipal Building at 700 N. Jefferson, Junction City, KS 66441, in accordance with directions on the accompanying instruction sheet. Check the appropriate box below for type of application being submitted.

**SECTION 1**

This property is located within:   x   Junction City

**Planning Commission**

       Zone Change from        to         
       Special Use Permit  
       Site Plan/Development Plan  
       Plat ~ preliminary       ; or final   x    
       Vacation  
       Other       

**Board of Zoning Appeals**

       Conditional Use Permit  
       Variance  
       Appeal (e.g. decision/interpretation of  
Person administering zoning regulations.)  
       Special Exception  
       Other

## SECTION II

- Tract Description: S12, T12, R05, POB 2266 N & 148 E OF SE COR
1. Legal description: THENCE S 109', W 593', N 150', E 534', SE 64' TO POB  
(If appropriate, a meets and bounds description may be attached.)
  2. Property is located at (address) Adjacent to 821 E Chestnut St. Junction City KS 66441 which is  
generally located at (relation to nearest streets/roads) E. Chestnut St and Cotley Ln Junction City KS 66441
  3. Application area contains 1.68 AC acres or square footage.
  4. Request filed for the following reasons: New 530sqft drive-thru only coffee shop. Request is to plat and split current parcel for new development.

(Attach additional sheets, if need; and any supporting documentation {e.g., site plan or drawing}  
or other applicable information.)

6. Applicant acknowledges receipt of the **instruction sheet** explaining the method of submitting this application. Applicant realizes this application cannot be processed unless it is completely filled in; is accompanied by all required documents (e.g., **written statement explaining reason for request; authorization letter; development plan, etc.**); and the **appropriate fee**. Applicant further certifies that the foregoing information is true and correct to the best of his knowledge. Applicant authorizes unannounced inspections of the subject property by City staff for the purpose of collecting information to review and analyze this request. Applicant further acknowledges that the Planning Commission, Board of Zoning Appeals or Governing Body shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare. Applicant further acknowledges he has been advised of his **right to appeal** a decision of the Board of Zoning Appeals to the District Court.

[Signature]  
Signature of applicant or agent or property owner

11/26/25

Date

## SECTION III - Office Use Only

This application was received at the office of the City Codes Department on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; at \_\_\_\_\_ (time). This application has been checked and found to be complete and accompanied by the required documents and the appropriate fee of \$\_\_\_\_\_.

**Case No. Assigned:** \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## AUTHORIZATION LETTER

Date: 11-26-25

For Case No. \_\_\_\_\_

Land owner's name and address: (please print)

Name: Sampson, James D (Trust)

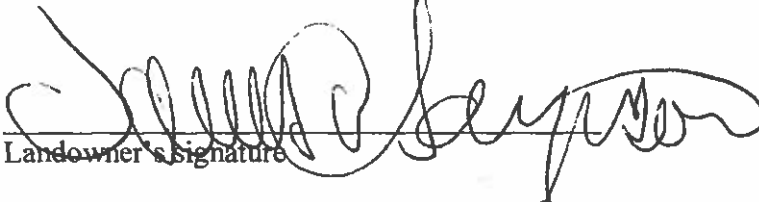
Phone No. 785-827-1958

Address: 876 Eastridge Dr

Salina, KS 67401

(City/State/Zip)

I, \_\_\_\_\_ and \_\_\_\_\_, hereby  
authorize CEI Engineering Associates, Inc to  
act as my agent in the pursuit of a (rezoning/variance/conditional use/special use/other: platting)  
for my property at E Chestnut St & Cottey Ln, Junction City, KS 66441.

  
Landowner's signature

\_\_\_\_\_  
Landowner's signature





(Published in the Junction City Union on Wednesday, January 14, 2026)  
Notice of Public Hearing

Junction City Planning Commission

Notice is hereby given that on Wednesday, February 4, 2026, at 5:00 PM, the Junction City Planning Commission will hold a public hearing in the Second Floor Training Room of the Junction City Office, located at 700 N. Jefferson Street, Junction City, KS.

The public hearing will address the following requests:

1. **7B Kansas, LLC/ Conner Johnson:** Request for a final plat on property located at the corner of E. Chestnut and the corner of E. Ash Street in Junction City, KS and having a legal description of: S12, T12, R05, POB 2266 N & 148 E OF SE COR THENCE S 109', W 593', N 150', E 534', SE 64' TO POB. With a common address of 00000 E Chestnut Street, Junction City, KS.

All interested parties are encouraged to submit written comments to the Planning Commission prior to the public hearing or to present both written and oral comments during the hearing. After the hearing, the Junction City Planning Commission may either make a recommendation to the City Commission regarding the Special Use Permit or defer the matter for further consideration at a later date without additional notice.

Dated this 5th day of January 2026.

A handwritten signature in black ink, appearing to read 'Chris Srackangast', written over a horizontal line.

Christopher Srackangast  
Community Development Director  
City of Junction City

## AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Junction City Union, a newspaper printed and published in the City of Junction City, County of Geary, State of Kansas, and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

**Publication Dates:**

- Jan 14, 2026

**Notice ID:** 8DhgbXt3YZIJ6mFPXgrt

**Publisher ID:** J12292

**Notice Name:** PUBLIC HEARING CORNER E CHESTNUT/ASH JAN2026

**Publication Fee:** \$38.99

*Edmar Corachia*

(signed) \_\_\_\_\_

### VERIFICATION

State of Florida  
County of Orange

Subscribed in my presence and sworn to before me on this: 01/14/2026



\_\_\_\_\_  
Notary Public

Notarized remotely online using communication technology via Proof.



PAMELA BAEZ  
Notary Public - State of Florida  
Commission # HH 732409  
Expires on October 19, 2029

(Published in The Junction City Union on Wednesday, January 14, 2026)

(Published in the Junction City Union on Wednesday, January 14, 2026)  
Notice of Public Hearing

#### Junction City Planning Commission

Notice is hereby given that on Wednesday, February 4, 2026, at 5:00 PM, the Junction City Planning Commission will hold a public hearing in the Second Floor Training Room of the Junction City Office, located at 700 N. Jefferson Street, Junction City, KS.

The public hearing will address the following requests:  
1. **7B Kansas, LLC/ Conner Johnson** : Request for a final plat on property located at the corner of E. Chestnut and the corner of E. Ash Street in Junction City, KS and having a legal description of: S12, T12, R05, POB 2266 N & 148 E OF SE COR THENCE S 109', W 593', N 150', E 534', SE 64' TO POB . With a common address of 00000 E Chestnut Street, Junction City, KS.

All interested parties are encouraged to submit written comments to the Planning Commission prior to the public hearing or to present both written and oral comments during the hearing. After the hearing, the Junction City Planning Commission may either make a recommendation to the City Commission regarding the Special Use Permit or defer the matter for further consideration at a later date without additional notice.

Dated this 5th day of January 2026.  
Christopher Srackangast  
Community Development Director  
City of Junction City

J12292



**Minutes  
Junction City Planning Commission/ Board of Zoning Appeals  
February 4, 2026**

The meeting of Junction City Planning Commission/Board of Appeals was called to order by Chairmen, Kendall Schoenrock on February 4<sup>th</sup>, at 5:00 P.M. in the second Floor Training Room of the City Office. The members present were Kendall Schoenrock, Brad Chauncey, Nils Klem, and George Savage. The staff present was Community Development Director Chris Srackangast.

The minutes from the meetings held on January 7<sup>th</sup> were reviewed. Commissioner Savage made a motion to approve the minutes as presented. The motion was seconded by Commissioner Klem. Ayes: Schoenrock, Klem, and Chauncey. Nays: None. Motion Carried

A meeting of the Junction City Planning Commission was called to order Wednesday, February 4, 2026, with Chairmen Schoenrock presiding.

A public hearing was conducted to consider a request for the re-plat of properties located within the Central Commercial Special District (CCS), commonly addressed as 00000 E. Chestnut, Junction City, Kansas. The subject parcel is situated at the intersection of E. Chestnut Street and E. Ash Street.

The Commission then opened a public hearing to consider a request for a replat of property located at 00000 East Chestnut Street. City staff explained that 7 Brew has been working with the City and the review team for several months to bring a new facility to the site. The request before the Commission was to approve the replat, which has been reviewed by staff and the City Engineer. While several minor administrative corrections remain—primarily related to technical plat details and recording requirements—staff indicated these would be resolved prior to submission to the City Commission for final approval. The proposed layout, including setbacks, access points, and building placement, has been reviewed and approved by engineering and the review team.

It was clarified that the property is already zoned for commercial use and has been designated as such for many years. The current owner previously leased the site for use as a truck stop but determined that use was not the highest and best use of the property. The replat will facilitate a sublease to 7 Brew and will also address access management, including establishing a right-in/right-out entrance and reducing the driveway length to meet current standards. These changes are intended to minimize

traffic congestion, particularly near the nearby roundabout. Staff noted that no objections had been received from surrounding property owners or businesses.

Commissioner Savage moved to approve the request for the re-plat of 00000 E. Chestnut Street, contingent upon the developers addressing the administrative corrections. The motion was seconded by Commissioner Chauncey. Ayes: Schoenrock, Savage, Klem, and Chauncey. Nays: None. Motion Carries.

With no other Business, the Junction City Planning Commission was adjourned. Commissioner Savage moved, seconded by Commissioner Klem. Ayes: Schoenrock, Savage, Chauncey, and Klem. Nays: None. Motion Carried.

A meeting of the Junction City Board of Zoning Appeals was called to order Wednesday February 4, 2026, with Chairmen Schoenrock presiding.

Public Hear to consider a request for a Special Exception for a property zoned “RG” General Residential District to allow an Eight Foot Fence at 2515 Jaeger Dr, Junction City, KS. Legal description SUTTER HIGHLANDS SUB, BLOCK 5, Lot 7, SECTION 04 TOWNSHIP 12 RANGE 05.

The Commission then considered a request for a special exception to allow an eight-foot privacy fence at a residential property located at 2515 Jaeger Drive. The property owner recently purchased the home and requested the additional height due to the construction of a nearby three-story residence behind his property, as well as concerns related to privacy and containing a large-breed dog. Staff explained that the fence extension would be limited to the rear portion of the property, beginning at the back corners of the home and extending to the rear property line. Due to the elevation of the lot—being among the highest points in the neighborhood—the fence would appear similar in height to a standard six-foot fence from the street view.

Commissioners discussed whether granting the exception would establish a precedent in the neighborhood. Staff noted that similar variances had been approved in the area under specific circumstances, including properties with unique lot configurations or elevation changes. After discussion and consideration of the site conditions, a motion was made to approve the special exception for the eight-foot privacy fence.

Commissioner Savage made a motion to approve a special exemption from the fence ordinance, permitting the fence to be 8 feet for the parcel located at 2515 Jaeger Drive, Junction City, KS. The motion was seconded by Commissioner Klem. Ayes: Schoenrock, Savage, Klem, and Chauncey. Nays: None. Motion Carries.

With no other Business, the Junction City Board of Zoning Appeals was adjourned. Commissioner Chauncey moved, seconded by Commissioner Savage. Ayes: Schoenrock, Klem, Chauncey, and Savage. Nays: None. Motion Carried.

APPROVED AND ACCPTED THIS 10<sup>th</sup> DAY OF FEBRUARY AS THE OFFICIAL  
COPY OF THE JUNCTION CITY PLANNING COMMISSION/BOARD OF ZONING  
APPEALS MINUTES FOR FEBRUARY 4<sup>th</sup>, 2026

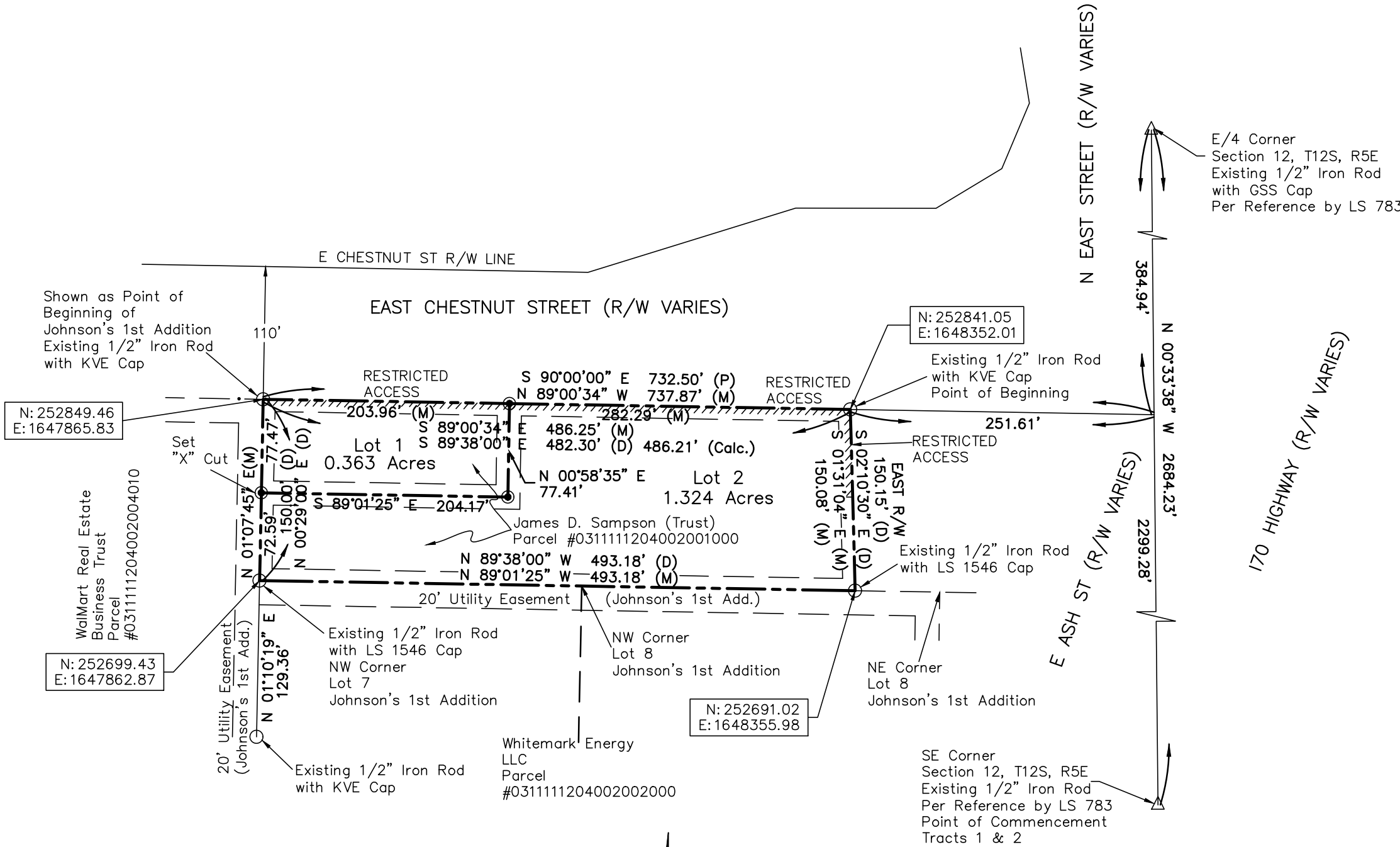
The next meeting will be held on March 7<sup>th</sup>, 2026, at 5:00 P.M.

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Chris Srackangast, Community Development Director

Kendall Schoenrock,  
Chairman

FINAL PLAT of CHESTNUT STREET PLAT  
a portion of the SE/4 of Government Lot 6,  
SECTION 12, TOWNSHIP 12 SOUTH, RANGE 5 EAST OF THE 6TH P.M.,  
JUNCTION CITY, GEARY COUNTY, KANSAS



BOUNDARY DESCRIPTION

A portion of Government Lot 6, Section 12, Township 12 South, Range 5 East of the 6th Principal Meridian, Geary County, Kansas as described by William A. Booe, PS 1046, on February 4, 2026, as follows:  
Commencing at the Southeast corner of said Section 12; thence N 00°33'38" W, along the East line of said Section 12, a distance of 2299.28 feet; thence N 89°00'34" W, a distance of 251.61 feet to the Northeast corner of a Tract of land described in Deed Book 111 Page 358-360 and the Point of Beginning; thence S 01°31'04" E, along the East line of said deeded tract, a distance of 150.08 feet to the Southeast corner of said deeded tract; thence N 89°01'25" W, along the South line of said deeded tract, a distance of 493.18 feet to the Southwest corner thereof; thence N 01°07'45" E, along said West line of said deeded tract, a distance of 150.06 feet to the Northwest corner of said deeded tract; thence S 89°00'34" E along the North line of said deeded tract a distance of 486.25 feet to the Point of Beginning. Contains 1.686 Acres, more or less.

BASIS OF BEARING: Kansas State Plane Coordinate System, North Zone, ground, scale factor 0.999916963.

Vertical datum based upon NGS Monument B-12, having an elevation of 1106.36.

LEGEND

- Existing 1/2" Iron Rod  
Origin Uncertain (unless noted)
- △ Section Corner  
Origin Uncertain (unless noted)
- Boundary Line
- (GLO) General Land Office
- (M) Measured Dimension
- (D) Deed Dimension (Bk 111 Pg 358-360)
- (P) Plat Dimension (Johnson's 1st Addition)
- R/W Right of Way
- /// Restricted Access

SURVEY REVIEW

This survey has been reviewed and approved for filing, pursuant to K.S.A. 58-2005 for content only and is in compliance with this Act. No other warranties are extended or implied.

JUNCTION CITY, GEARY COUNTY  
CERTIFICATE OF CITY COMMISSION

STATE OF KANSAS }  
COUNTY OF GEARY }

The dedications shown on this plat are hereby accepted by the City Commission this \_\_\_\_ day of \_\_\_\_\_ A.D., 2026.

Attest \_\_\_\_\_  
City Clerk, Ariana Lorenzo Mayor, Pat Landes

JUNCTION CITY  
METROPOLITAN PLANNING COMMISSION CERTIFICATE

STATE OF KANSAS }  
COUNTY OF GEARY }

This plat of \_\_\_\_\_ has been submitted to and approved by the Junction City, Geary County Metropolitan Planning Commission, Junction City, Kansas. Dated this \_\_\_\_ day of \_\_\_\_\_ A.D., 2026.

Junction city, Geary County  
Metropolitan Planning Commission By \_\_\_\_\_  
Chairman, Kendal Schoenrock  
\_\_\_\_\_  
Secretary, \_\_\_\_\_

STATE OF KANSAS }  
COUNTY OF GEARY }

This is to certify that this instrument was filed for record in the Register of Deeds Office on the \_\_\_\_ day of \_\_\_\_\_ A.D., 2026, at \_\_\_\_\_, and is duly recorded in Plat Book \_\_\_\_ at Page \_\_\_\_.

Entered on transfer record this \_\_\_\_ day of \_\_\_\_\_ A.D., 2026,

Register of Deeds, Jacqie Reisinger

County Clerk, Courtney Gilbert

SURVEYOR'S CERTIFICATION

STATE OF KANSAS }  
COUNTY OF GEARY }

I, the undersigned, do hereby certify that I am a registered Land Surveyor in the State of Kansas, with experience and proficiency in land surveying; that the heretofore-described property was surveyed and subdivided by me or under my supervision; that all subdivision regulations of the City of Junction City, Kansas, Geary County, Kansas have been complied with in the preparation of this plat and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief. Given under my hand and seal at Junction City, Kansas, this \_\_\_\_ day of \_\_\_\_\_, A.D., 2026.

William A. Booe, PS 1046  
w.booe@cornerstone-rs.com

SURVEYOR'S NOTES

- The bearings shown hereon are based upon the Kansas State Plane Coordinate System, North Zone.
- This survey reflects Title Encumbrances as shown per Chicago Title Insurance Company, Title Commitment KCC 251756 dated July 25, 2025 at 08:00 AM.
- All distances are measured unless otherwise noted.
- Reference Survey Final Plat Johnson's 1st Addition to Junction City, Kansas, by KAW Valley Engineering & Development, Inc. Recorded in Plat Book D at Page 70, 12-13-1990.
- All utility easements are 10 feet unless noted.

OWNER'S CERTIFICATION

STATE OF KANSAS }  
COUNTY OF GEARY }

This is to certify that the undersigned is the owner of the land described in the plat he has caused the same to be surveyed and subdivided and dedicated easements as indicated thereon for the uses and purposes therein set forth, and does hereby acknowledge and adapt the same under the style and title thereon indicated.

Given under my hand at Junction City, Kansas, this \_\_\_\_ day of \_\_\_\_\_ A.D., 2026.

James D. Sampson, Trustee  
James D. Sampson Revocable Trust

NOTARY CERTIFICATION

STATE OF KANSAS }  
COUNTY OF GEARY }

Be it remembered, that on this \_\_\_\_ day of \_\_\_\_\_ A.D., 2026, before me, a notary public in and for said County and State, came \_\_\_\_\_ of James D. Sampson Trust, to be personally known to be the same person who executed the foregoing instrument of writing and duly acknowledge the execution of same. In testimony whereof I have hereunto set my hand and affixed my notarial seal the day and year above-written

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

COUNTY TREASURER CERTIFICATION

STATE OF KANSAS }  
COUNTY OF GEARY }

I do hereby certify that there are no delinquent general taxes, no unpaid current general taxes, no unpaid forfeited taxes, and no redeemable tax sales against any of the land included in the plat. I further certify that I have received all statutory fees in connection with the plat. Given under my hand and seal at Junction City, Kansas this \_\_\_\_ day of \_\_\_\_\_ A.D., 2026.

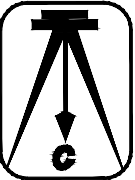
County Treasurer, Sherri Childs

CERTIFICATE AS TO SPECIAL ASSESSMENTS

STATE OF KANSAS }  
COUNTY OF GEARY }

I do hereby certify that there are no delinquent or unpaid current or forfeited special assessments or any deferred installments thereof that have not been apportioned against the tract of land included in the plat. Given under my hand and seal at Junction City, Kansas this day of \_\_\_\_\_ A.D., 2026.

County Treasurer, Sherri Childs



CORNERSTONE  
Regional Surveying, LLC

Serving Kansas, Missouri & Oklahoma  
1921 North Penn, Independence, KS 67301  
Ph: 620-331-6767 Fax: 620-331-6776  
Corporate License # LS110, Expires 12-31-2026  
Proj: 2507322 Date: 11-26-2025 BY: CRA

**City of Junction City**  
**City Commission Agenda Memo**  
**February 25, 2026**

**From:** Britain D. Stites, City Attorney

**To:** City Commission

**Subject:** CDBG and Highwinds

**Background:** Earlier in 2026, the City entered into an agreement with the Kansas Department of Commerce (KDOC). The City previously applied for and was awarded a grant to help with Highwinds Brewery doing a commercial rehabilitation.

The State is attempting a “directed assistance approach” which streamlines the process to get money from the State to the awardee/applicant/City then on to the recipient, Highwind. But KDOC insists on certain agreements being in place between the City and Highwind.

**Discussion of Issue:** Attached are four agreements. KDOC, Highwind, and myself, on behalf of the City, negotiated these terms which align with KDOC’s requirements.

- Performance Agreement which provides Highwind’s duties (LMI certification, new full time equivalent job creation, expenditures) and the City’s ability to reclaim monies from Highwind plus-interest if they fail.
- Matching Funds Agreement which provides Highwind will provide a minimum of \$75,000, if not more, to complete the project in addition to CDBG monies, and the ability of the City and KDOC to reclaim monies if Highwind fails to do so.
- Repayment Agreement which provides Highwind will replay monies if they do not do the commercial rehabilitation and retain the property for a set amount of time. This prevents a remodel and resale from occurring.
- Hiring Plan Agreement which, along with attachments, provides the number of FTEs to be hired, legal requirements in hiring, and other State/Federal requirements.

Although the agreements have various “clawback” provisions in case of Highwind Brewery’s failure to meet obligation, we have every belief that they should meet the requirements. The clawbacks protect the City. In case of a failure on the grant, the City owes KDOC the money back, but the City is covered by Highwind owing the City.

City staff, Flint Hills Regional Council (grant administrator), and KDOC see this commercial rehabilitation as a win waiting to happen. Highwind and its leadership have a proven track record so far. Flint Hills, per the agreements, will be the point-of-contact as necessary for various reporting information being the grant administrator.

I did place the vice mayor’s name on the documents as I understand the mayor has a potential conflict of interest.

**Staff Recommendation:** Staff recommends approval of the documents and agreements.

**Possible Motions:** I move to approve the agreements to further the Commercial Rehabilitation CDBG grant as it pertains to Highwind Brewery as presented.



**Highwind Brewing Company**  
City of Junction City CDBG-ED Project  
Hiring Plan Attachments  
Attachments A, B, and C

## Attachment A – List of Jobs to be Created

Total Jobs to be Created: 9 Full-Time Equivalent (FTE) positions over two (2) years

Total LMI Hiring Goal: Minimum of 5 LMI persons

| Job Title | #   | FT/PT | Skill Level<br>Skilled, Semi-Skilled,<br>Unskilled) | Compensation<br>(annual/hourly) | Description              |
|-----------|-----|-------|-----------------------------------------------------|---------------------------------|--------------------------|
|           | 2-3 | FT/PT | Bartender                                           | \$7-\$12/hour*                  | Bartending               |
|           | 6   | FT/PT | Cashier                                             | \$9-\$12/hour*                  | Front of house/waitress  |
|           | 1   | FT    | Event Planner                                       | \$12-\$18/hour*                 | Planning                 |
|           | 1-2 | FT    | Line Cook                                           | \$13/hour*                      | Cook                     |
|           | 1   | PT    | BOH                                                 | \$9/hour*                       | Back of house/Dishwasher |

\*All positions received tips/commissions in additional to hourly pay.

### Job Type Summary:

- Full-Time Positions: \_ ( 70 %)
- Part-Time Positions: \_ ( 30 %)
- Skilled Positions: \_ ( 15 %)
- Semi-Skilled Positions: \_ ( 85 %)
- Unskilled Positions: \_ ( 10 %)

**Attachment B – Timetable for Creating Jobs After Construction is Completed.**

Project Duration: 24 months

Total Jobs to be Created: 9

Total Persons to be Hired: Nine (9)

Minimum LMI Persons to be Hired: Five (5)

| <b>Estimated<br/>Timeframe</b> | <b>Positions to be<br/>Filled (Title)</b> | <b>Number of Hires</b> | <b>Estimated LMI<br/>Hires</b> |
|--------------------------------|-------------------------------------------|------------------------|--------------------------------|
| Months 1–3                     | Bartender/Event<br>Planner                | 1                      | 1                              |
| Months 4–6                     | Cashier,<br>Bartender, Line<br>cook       | 4                      | 2                              |
| Months 7–12                    | Cashier, BOH                              | 4-8                    | 2                              |
| Months 13–18                   |                                           |                        |                                |
| Months 19–24                   |                                           |                        |                                |

## **Attachment C – Procedures for Outreach, Recruitment, Screening, Selection, Training and Placement**

Highwind Brewing Company will implement the following procedures to ensure maximum access to employment opportunities for local residents, particularly low- and moderate-income (LMI) persons.

### **Outreach**

- KansasWORKS listings and referral services
- Local employment networks and newspaper postings
- Community organizations serving LMI populations
- City postings and company website announcements

### **Recruitment**

- Encourage local residents and KansasWORKS referrals
- Encourage entry-level applicants
- Include equal opportunity language in all postings

### **Screening**

- Review qualifications and experience
- Verify certifications when required
- Complete LMI income certification documentation

### **Selection**

- Structured interviews and reference checks
- Fair and nondiscriminatory selection practices

### **Training**

- Safety and workplace training
- Customer service training
- Opportunities for advancement

### **Placement**

- Align placement with skills and training
- Coordinate with workforce partners for retention support

### **Recordkeeping**

- Maintain applicant logs and income documentation
- Quarterly reporting to the City of Junction City

HIGHWIND BREWING COMPANY  
CITY OF JUNCTION CITY CR PROJECT  
HIRING PLAN  
CDBG Grant Agreement No. 25-CR-006

In consideration of the financial assistance provided by Junction City, Kansas, and the Community Development Block Grant – Commercial Rehabilitation (CDBG-CR) Program administered by the Kansas Department of Commerce, Highwind Brewing Company agrees to participate in a hiring plan that is an integral part of the Performance Agreement. The business will be responsible for implementing the plan and will be assisted by KANSASWorks.

1. **LOW AND MODERATE-INCOME BENEFIT:** As a result of the assistance provided by the Kansas CDBG-CR Program, the Company will create **nine (9)** full-time equivalent jobs (“FTE”) by the end of the second (2<sup>nd</sup>) year after the end of the project. The Company will make all job openings available to low- and moderate-income persons, and will use the most recent low and moderate-income guidelines provided by the Kansas Department of Commerce to determine eligibility for this status. The Company will hire at least **five (5)** low and moderate-income persons during the two-year duration after the end of the project.
2. **OVERALL EMPLOYMENT:** The Company’s place of operation will be located at 726 N. Washington St., Junction City, KS 66441, and operations at that facility will employ a total of **nine (9)** FTEs by the end of the second year of the project.
3. **HIRING PRACTICES:** In all of its hiring practices, the Company will abide by the provisions of Title VI of the Civil Rights Act of 1964, which states that no person may, 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.

The Company will also comply with Section 109 of the Housing and Community Development Act of 1974, which states that:

“No persons in the U.S. may, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1974 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 will also apply to such program or activity.”

This Hiring Plan contains the following exhibits:

**Attachment A** – List of jobs to be created or retained, including the percentage of full-time, skilled, semiskilled, or unskilled, job titles, rates of compensation;

**Attachment B** – Timetable for creating the jobs, total number of persons to be hired including number of LMI to be hired;

**Attachment C** – Procedures for outreach, recruitment, screening, selection, training and placement of workers - particularly LMI workers.

4. **REPORTS AND RECORD KEEPING: Highwind Brewing Company** will ask each applicant to complete an income survey form and ethnicity/racial category form, so that the designated representatives of the **Junction City, Kansas** and Kansas Commerce can determine the low and moderate-income status and ethnicity/racial category of the business's employees at the time of hire. Employees will be given a race and ethnicity categories form to complete for data collection to be reported to the CDBG-CR program and HUD. The business will provide a list of its employees to **Junction City's** designated representative (Flint Hills Regional Council grant writer) no less than every three (3) months during the two-year duration of the project.
5. **ACCEPTANCE: Highwind Brewing Company** hereby agrees to abide by the hiring and training provisions described herein.

**City of Junction City, Kansas**

By: \_\_\_\_\_  
Sam Yaskowitz  
Vice Mayor

Attest

\_\_\_\_\_  
Ariana Diaz Lorenzo De Barreto  
City Clerk

Company – Highwind Brewing Company

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

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Notary Public: \_\_\_\_\_

My appointment expires: \_\_\_\_\_

CITY OF JUNCTION CITY  
MATCHING FUNDS AGREEMENT  
CDBG Grant Agreement No. 25-CR-006

This agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026 by and between **City of Junction City**, Kansas, a municipal corporation, hereinafter referred to as “GRANTEE” and **Highwind Brewing Company**, hereinafter referred to as “OWNERS”.

Whereas, the GRANTEE entered into a Grant Agreement No. **25-CR-006** with the State of Kansas, Department of Commerce, hereinafter referred to as “Commerce”;

And, Whereas, the grant awarded under said agreement will facilitate the rehabilitation of a building owned by OWNERS located at 726 North Washington Street, Junction City, KS.

Now, therefore, in consideration of the mutual covenants herein contained, and in consideration of the execution of said Grant Agreement by the GRANTEE and completion of the project contemplated by the said Grant Agreement, it is understood and agreed by the parties as follows:

1. The OWNERS recognize and acknowledge the terms of the Grant Agreement No. **25-CR-006**, are familiar with the terms thereof, and agree to comply with the terms thereof.
2. The OWNERS especially acknowledge the terms of the Grant Agreement in Part V-B thereof, which refers to the private match requirement in the Grant Agreement. OWNERS will provide a minimum of seventy-five thousand dollars (\$75,000) for the purpose for which the GRANTEE applied to the Department of Commerce for Community Development Block Grant assistance. The GRANTEE also certifies that it will expend any additional Capital Expenditures to complete the project in Capital Expenditures for the Project and provide paid invoices and other allowable documentation dated after Commerce’s approval of the Application, substantiating said expenditures to the Applicant and Commerce.
3. In the event that the OWNERS fail to provide the amount of matching funds set forth in Part V-B of the Grant Agreement, the Department of Commerce reserves the right to reduce the amount of funds provided to the GRANTEE for the project by a proportionate amount or to terminate the project entirely.
4. This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein.



In witness whereof, the parties have hereunto set their hands the day and year first above written.

**City of Junction City, Kansas**

By: \_\_\_\_\_  
Sam Yaskowitz  
Vice Mayor

Attest

\_\_\_\_\_  
Ariana Diaz Lorenzo De Barreto  
City Clerk

**Owners: Highwind Brewing Company**

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

Name: \_\_\_\_\_

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

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

Name: \_\_\_\_\_

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

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

Name: \_\_\_\_\_

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

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2026.

Notary Public: \_\_\_\_\_

My appointment expires: \_\_\_\_\_

**City of Junction City**  
**Repayment Agreement**  
**CDBG Grant Agreement No. 25-CR-006**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2026 by and between the City of Junction City, Kansas, a municipal corporation (hereinafter the “CITY”), and Highwind Brewing Company (hereinafter referred to as “PROPERTY OWNER”),

WHEREAS, the CITY is authorized to administer CDBG Commercial Rehabilitation grants utilizing dollars authorized and provided through the State of Kansas and the U.S. Department of Housing and Urban Development;

WHEREAS, the PROPERTY OWNER has applied to the CITY for funding through the CDBG grant program;

WHEREAS, the CITY has determined that the PROPERTY OWNER is qualified for receipt of a Commercial Rehabilitation grant in accordance with all program rules;

WHEREAS, the CITY has the responsibility as the disbursing agent for the proper expenditure of certain federal dollars;

WHEREAS, the PROPERTY OWNER desires that the CITY disburse CDBG grant dollars in accordance with the grant application; and

WHEREAS, the CITY received three hundred thousand dollars (\$300,000) in CDBG Commercial Rehabilitation grant dollars on behalf of the PROPERTY OWNER;

NOW THEREFORE the parties do mutually agree as follows:

1. The property is located at 726 N. Washington Street, Junction City, KS.
2. The PROPERTY OWNER shall commence business operations in the renovated building within one year (12 months) of the date of issuance of the Certificate of Completion.
3. The PROPERTY OWNER shall continue to own and maintain insurance on the structure rehabilitated with CDBG funds for a period of thirty-six (36) months after the date of issuance of the Certificate of Completion.
4. The PROPERTY OWNER shall hold title to the property for a period of thirty-six (36) months after the date of issuance of the Certificate of Completion (the Retention Period). In the event the PROPERTY OWNER sells the property within the thirty-six (36) months of the date of issuance of the Certificate of Completion the PROPERTY OWNER shall repay the CITY, a sum of money to be calculated on a monthly prorated basis based on the thirty-six (36) month Retention Period.

5. The PROPERTY OWNER further agrees that if the structure is totally destroyed by fire, natural disaster, public condemnation or through other causes within thirty-six (36) months after the date of issuance of the Certificate of Completion, the PROPERTY OWNER shall repay to the CITY, out of any insurance proceeds or other compensation received, a sum of money to be computed according to the schedule set forth above; provided, however, if the PROPERTY OWNER received insurance proceeds or other compensation in an amount less than the fair market value of the structure after CDBG funded improvements, then the amount to be repaid shall be limited to the total insurance proceeds or other compensation received which is in excess of the fair market value of the structure prior to the CDBG funded improvements.
6. In the event the PROPERTY OWNER does retain the real property for the full thirty-six (36) month Retention Period, this Agreement shall expire and become null and void.
7. If, as a part of the wider project, the PROPERTY OWNER must undertake additional renovations above and beyond that of the Commercial Rehabilitation scope of work as described in the Grant Agreement, the PROPERTY OWNER must begin work on the additional renovations immediately after the date of issuance of the Certificate of Completion.
8. If the PROPERTY OWNER must undertake additional renovations under Section 7, failure to complete work on the additional renovations and commence business operations within one year (12 months) of the date of issuance of the Certificate of Completion will result in the PROPERTY OWNER being required to pay back all Grant Funds to the CITY. The CITY will forward the funds received from the PROPERTY OWNER for repatriation to the Kansas Department of Commerce per the City's Agreement(s) with the Department of Commerce.
9. The CITY and PROPERTY OWNER agree and acknowledge this Agreement will be filed as a public record with the Register of Deeds in the County where the real property is located and is intended to provide full public notice of the existence of this security instrument.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

**City of Junction City, Kansas**

By: \_\_\_\_\_  
Sam Yaskowitz  
Vice Mayor

Attest

\_\_\_\_\_  
Ariana Diaz Lorenzo De Barreto  
City Clerk

PROPERTY OWNER(S)

\_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Notary Public: \_\_\_\_\_

My appointment expires: \_\_\_\_\_

## PERFORMANCE AGREEMENT

Grant Agreement No. 25-CR-006

COMPANY: Highwind Brewing Company

APPLICANT: City of Junction City

In consideration of the benefits to be derived by Highwind Brewing Company ("Company"), located at 726 N. Washington St, Junction City, Kansas, from the CDBG-assisted project as proposed in the City of Junction City, Kansas, a municipal corporation, ("Applicant") application for the CDBG Commercial Rehabilitation ("Application"), Company hereby certifies and agrees to fully incorporate the Application into this Agreement and further agrees to the following:

### DEFINITIONS:

- a. Applicant – the city or county that submitted an application to the Kansas Department of Commerce ("Commerce") for funding under the CDBG Commercial Rehabilitation.
- b. Application – The documents, forms, certifications, engineering reports, company financial statements, and other information submitted by the Applicant to Commerce regarding the Project.
- c. CDBG – Community Development Block Grant program, administered by Commerce. Funding is provided by the United States Department of Housing and Urban Development ("HUD") to Commerce, which then grants CDBG funds to cities or counties.
- d. Capital Expenditures – The funds expended by the Company (or lessor) for new real and personal property improvements related to the Project, or the book value of personal property relocated by the Company from another state for the Project.
- e. Commerce – Kansas Department of Commerce, an agency of the State of Kansas.
- f. Company – The Company specified at the heading of this agreement, which will benefit from the Project specified in the Application.
- g. Current Employees or Current Employment – The number of full-time, permanent employees, or part-time permanent employees of the Company at the Project Location at the time this agreement is signed by the Company.
- h. Financial Information – Current and projected balance sheets, profit and loss, cash flow and other financial information about the Company at the Project Location. Such projections must be consistent with those submitted to lenders, stockholders, partners, or other parties having an interest in the Company.
- i. Full-Time Permanent Employee – An employee of the Company at the Project Location who works a minimum of 1,820 hours per year for the Company and receives medical benefits.
- j. Grant Agreement – An agreement between the Applicant and Commerce defining the conditions of the Project.
- k. Guarantors – the signing individual(s). "Guarantor" or "Guarantors" shall have the same meaning both singularly and plurally.
- l. HUD – The US Department of Housing and Urban Development, federal sponsor of the CDBG program.

- m. LMI – “Low and Moderate Income” persons, as defined by HUD for the CDBG program. A person is considered LMI if the total family income (prior to employment with the Company on New Job creation projects) is below the established limits.
- n. New Jobs – The number of new, full-time, permanent employees and part-time permanent whose hours converted are equivalent to a full-time position (see definitions), of the Company at the Project Location who will be added within one year (12 months) after the date that the Date of Operation begins. The number of “New Jobs” is the addition at the Project Location over Current Employment, and net of decreased employment at the other locations of the Company or related companies in the State of Kansas.
- o. Operational – A location that can function after both the completion of building construction or rehabilitation and the completion of equipment installation.
- p. Project – The construction, reconstruction, purchase, and/or installation of buildings, machinery, equipment, utilities, streets, furniture, and other real estate or personal property improvements to be located at the Project Location, whether owned or leased by the Company or Applicant, as detailed in the application.
- q. Project Location – the site at which the commercial rehabilitation is being made and/or the property which is receiving the benefits.
- r. Retained Jobs – The number of current full-time, permanent employees (which can include part-time permanent positions whose hours converted are equivalent to one full-time position) of the Company who would have been terminated if the Project had not been undertaken. In the event less than 100% of the employees of the entire facility would be terminated, the specific employees who would be retained have been named, and a direct relationship has been established between their proposed termination and the Project.

## 2. ACCURACY:

The Company has reviewed the entire contents of the Application, including all attachments, except for information that pertains to other companies that may be included, and hereby certifies that all information that relates to the Company is true and accurate, and will be verified upon request from officials of Commerce or the Applicant.

## 3. ACCESS TO RECORDS:

The Company agrees to provide reasonable access to company records by proper officials of Commerce, HUD, and the Applicant to verify information submitted in this Application and compliance with the requirements of this Agreement. “Reasonable access” shall be considered access during the Company’s normal business hours with at least three (3) days’ notice by Commerce, HUD, or the Applicant.

## 4. LOW- AND MODERATE-INCOME BENEFIT:

The Company agrees that at least fifty-one percent (51%) of all New or Retained Jobs (as applicable) as a result of the Project will be from families classified as “low and moderate income” (LMI) as defined by HUD for the CDBG program.

The Company also agrees to survey new (or retained employees, as applicable) using the ***Employee Self-Certification Form*** and provide adequate documentation of Capital Expenditures to the Applicant and Commerce in the manner prescribed in the guidelines of the program.

The Company also agrees to survey all applicants for employment due to the Project for race/ethnicity information, using the ***Employee Self-Certification Form***.

5. NEW JOB CREATION:

The Company will create, at a minimum, **nine (9)** New Jobs in addition to the Current Employment at the Project Location.

6. PROPOSED CAPITAL EXPENDITURES:

The Company certifies that the proposed Capital Expenditure of three hundred thousand dollars (**\$300,000**) of CDBG funds for the Company's Project, as identified in the Application, has not yet begun, and will not begin until Commerce has approved the Application.

The Company also certifies that it will expend, at a minimum, seventy-five thousand dollars (\$75,000) for the purpose for which the GRANTEE applied to the Department of Commerce for Community Development Block Grant assistance. The GRANTEE also certifies that it will expend any additional Capital Expenditures to complete the project and provide paid invoices and other allowable documentation dated after Commerce's approval of the Application, substantiating said expenditures to the Applicant and Commerce.

7. COMPLIANCE WITH STATE AND FEDERAL LAWS:

The Company agrees to comply with all federal and state civil rights, labor and worker safety laws at the Project Location, including, but not limited to the following, as applicable:

- Fair Labor Standards Act of 1938, as amended (29 USC §201 *et seq.*)
- Occupational Safety and Health Act of 1970, as amended (29 USC §651 *et seq.*)
- Immigration Reform and Control Act of 1986, as amended (8 USC §1324a *et seq.*)
- Civil Rights Act of 1964, as amended, "Title VII" 42 USC §2000e *et seq.*)

The Company agrees to comply with all applicable federal and state environmental laws, including, but not limited to:

- Clean Air Act of 1970 (42 USC §7401 *et seq.*)
- Clean Water Act of 1977 (33 USC §1251 *et seq.*)
- Comprehensive Environmental Response, Compensation, and Liability Act, "CERCLA" or "Superfund" (42 USC §9601 *et seq.*)
- Resource Conservation and Recovery Act, "RCRA" (42 USC §6901 *et seq.*)
- Toxic Substance Control Act (15 USC §2601 *et seq.*)

8. PENALTIES FOR NONCOMPLIANCE:

The penalties for non-compliance with this Agreement are as follows:

- a. LMI Benefit: If the Company fails to meet the LMI requirements set forth in **Section 4** of this Agreement, the Company agrees to pay to Commerce, upon 30 days written notice by Commerce, an amount equal to 100% of the CDBG funds provided by Commerce for the Project, 4% simple interest annually accruing from the date CDBG funds were first received by the Applicant and any expenses associated with the collection of funds from the Company due to this penalty.
- b. New Job Creation: If LMI requirements are met then for each New Job less than the number stated in **Section 5** of this Agreement which is not created within one year (12 months) of the date that the facility becomes Operational, the Company agrees to pay Commerce, upon thirty (30) days written notice by Commerce, an amount equal to the grant divided by the number of new jobs



specified in **Section 5**, 4% simple interest annually accruing from the date CDBG funds were first received by the Applicant and any expenses associated with the collection of funds from the Company due to this penalty.

- c. Other Non-compliance: In the event the Company fails to comply with any other provisions of this Agreement, the Company agrees to pay to Commerce, upon 30 days written notice by Commerce, an amount equal to 100% of the CDBG funds provided by Commerce for the Project, 4% simple interest annually accruing from the time CDBG funds were first received by the Applicant, and any expenses associated with the collection of funds from the Company due to this penalty. At the sole discretion of Commerce, a lesser penalty may be imposed, based upon the severity of the non-compliance, as determined by Commerce.

9. VALID CONSIDERATION:

The Company further states that it will materially benefit from the CDBG-funded activities of this Project.

10. FURTHER GUARANTIES AND REQUIREMENTS:

Commerce reserves the right to require further guarantees from the Applicant, the Company, or both before authorizing this Agreement.

11. PROPER AUTHORIZATION:

The Company, by and through the officers or executive representatives who sign below on the Company's behalf, have entered into this Agreement with the full knowledge and authorization of the Company under proper procedures prescribed by articles of incorporation, bylaws, partnership agreements or other applicable documents. The Company agrees to each and every term and statement of this Agreement.

**City of Junction City, Kansas**

By: \_\_\_\_\_  
Sam Yaskowitz  
Vice Mayor

Attest

\_\_\_\_\_  
Ariana Diaz Lorenzo De Barreto  
City Clerk

Company – Highwind Brewing Company

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

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Notary Public: \_\_\_\_\_

My appointment expires: \_\_\_\_\_

**City of Junction City**  
**City Commission Agenda Memo**  
**February 20, 2026**

**From:** Britain D. Stites, City Attorney

**To:** City Commission

**Subject:** Draft/Proposed Personnel Policy

**Background:** In 2024, City staff began to restart an effort to review and evaluate the personnel policy, commonly known as the Blue Book. No serious updates occurred since 2009 aside from a residency requirement in 2012 affecting only department heads.

The circulating office which is Human Resources made this effort to start and restart multiple times since 2019. However, this last restart and the staff assigned persevered through three different HR directors, three city managers (including an interim), and an ever-evolving legal landscape of employment law.

The main group consisted of JCFD Executive Assistant Kelly Heindel, JCPD Executive Assistant Cindy Sinklier, and the city attorney with HR. In addition, we sought out department head input from all departments.

**Discussion of Issue:** This is not a short personnel policy; however, other entities have shorter personnel policies. Those other entities then have extensive standards of procedures (SOPs) or multiple separate policies.

I attach an 8 page table highlighting the big changes.

**Staff Recommendation:** Staff recommends approval of the new City of Junction City, Kansas Personnel Policy Handbook.

**Possible Motions:** I move to approve the Personnel Policies as presented and updated in 2026.

**Title:** Junction City Personnel Policies – Comparison of 2009 Blue Book to 2/20/2026 Draft

**Date:** February 20, 2026

**Prepared for:** City Commission and City Manager

**Prepared by:** City Attorney’s Office/Personnel Policy Handbook

| <b>Topic/Section</b>                  | <b>2009 “Blue Book”</b>                                                                                             | <b>2026 Draft Position</b>                                                                                                                               | <b>Key Change &amp; Impact</b>                                                                           |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Structure & Scope                     | ~16 sections; core HR (EEO, conduct, leave, pay, grievances, reductions, amendments, definitions).                  | ~26 sections; adds KORA/records, Technology Usage, Social Media, AI, Violence-Free Workplace, Infectious Disease, Investigations, City Property, Travel. | Expanded scope closes legal/operational gaps; adds records, tech, safety, and AI governance.             |
| Employment Status (At-Will)           | No global at-will statement identified.                                                                             | Explicit at-will language within Corrective Action/Discipline chapter; CBAs preserved.                                                                   | Clarifies status; reduces implied-contract risk; ensure disclaimers on acknowledgments and job postings. |
| Definitions                           | Basic definitions supporting HR sections.                                                                           | Expanded definitions (e.g., “safety-sensitive,” “harassment,” “covered employee,” “city systems”).                                                       | Improves interpretation and enforcement consistency.                                                     |
| Equal Employment Opportunity          | Protects race, sex (incl. pregnancy), age, religion, national origin/ancestry, disability, familial/veteran status. | Adds genetic information, sexual orientation, gender identity; clarifies complaint avenues.                                                              | Aligns with federal trends and local practice; reduces discrimination risk.                              |
| Anti-Harassment & Complaint Procedure | Policy present; less detailed process language.                                                                     | Detailed reporting, supervisor duties, investigation steps, retaliation prohibition.                                                                     | Stronger process defensibility under Title VII/ADA/AA. Train supervisors.                                |

| <b>Topic/Section</b>                    | <b>2009 “Blue Book”</b>                                                                                                            | <b>2026 Draft Position</b>                                                                                                   | <b>Key Change &amp; Impact</b>                                                         |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| ADA/PWFA/Other Reasonable Accommodation | No standalone interactive-process chapter.                                                                                         | Dedicated chapter outlining interactive process, documentation, and outcomes.                                                | Aligns with ADA/ADAAA/PWFA/etc.; reduces failure-to-accommodate exposure.              |
| KORA/Public Records & Personnel Files   | No dedicated KORA section.                                                                                                         | New KORA compliance section; access, redaction, retention/records liaison; personnel file access rules.                      | Critical for Kansas Open Records Act compliance; standardizes responses and retention. |
| Residency Requirement                   | All FT/PT employees to reside in Geary County within 90 days; limited exceptions.                                                  | Residency narrowed to executive staff within city limits within 90 days; defines covered positions; exceptions/waiver noted. | Broadens talent pool; reduces barrier to hire.                                         |
| Recruitment & Selection                 | Standard processes; CDL reference at hire if required.                                                                             | Structured steps; background/reference checks; conditional offers; CDL/DOT alignment for safety-sensitive.                   | Lowers negligent-hire risk; consistent practices.                                      |
| Probationary/ Introductory Period       | Present; duration set by class; discipline rights less defined.                                                                    | Clear evaluation milestones and extension criteria; grievance rights delineated for non-CBA.                                 | Supports separations during probation; clearer documentation.                          |
| Classification & Compensation           | Traditional classification and pay plan; vacation/sick accruals separate. PTO added in 2012 but “Med Bank” was virtually unusable. | Maintains salary admin; PTO for defined groups and “Med Bank” improvement.                                                   | Adds flexibility; requires change management.                                          |
| Hours of Work & Overtime (FLSA)         | Standard FLSA coverage; overtime/comp time policies.                                                                               | Clarifies exempt tests; supervisor approval;                                                                                 | Reduces off-the-clock risk; clearer pay practices.                                     |

| Topic/Section                   | 2009 “Blue Book”                                                                                                                                                                                                                                     | 2026 Draft Position                                                                                                                                                                                                                                                                    | Key Change & Impact                                                                                                                                                                                                                                                                                                                       |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 |                                                                                                                                                                                                                                                      | call-out/standby;<br>telework timekeeping.                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                           |
| Designated Holidays             | 11 holidays: New Year’s Day, MLK Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, “Thanksgiving Friday,” Christmas Day. Added Juneteenth a couple of years ago. City Commission may add others.      | 14 holidays: adds Good Friday, Indigenous People’s Day (also known as Columbus Day), and Christmas Eve.                                                                                                                                                                                | Expanded list adds three observances (Good Friday, Indigenous People’s Day, Christmas Eve). “Thanksgiving Friday/Day After Thanksgiving” retained with updated naming.<br><br>Proposal clarifies office closures citywide; keeps standard Fri/Mon observance; preserves operational exceptions for public safety via the closures clause. |
| Holiday Pay Worked and Observed | Full-time employees receive 8 hours of holiday pay; part-time, seasonal, temporary not eligible.<br><br>In addition to holiday pay, employees eligible for overtime who are scheduled to work on a holiday receive time-and-a-half for hours worked. | Full-time exempt and non-exempt receive 8 hours per holiday during office closures; part-time and seasonal not eligible.<br><br>Non-exempt full-time and part-time who work a designated holiday are paid time-and-a-half; seasonal at regular rate; CBA controls for union employees. | Substantively consistent; Proposal ties pay to office closures and explicitly repeats in eligibility language.<br><br>Proposal adds explicit treatment for seasonal (regular rate) and CBA carve-outs; clarifies eligibility classes.                                                                                                     |
| Longevity/Retention Bonus       | Longevity pay after 5 years, formula-based and grows annually, paid in budget permitting.                                                                                                                                                            | Discretionary retention bonus by service bands, capped (FT max \$1,500; PT half), City Manager approval, explicit                                                                                                                                                                      | Moves from open-ended, tenure-based automatic pay to capped, discretionary retention incentive with clearer                                                                                                                                                                                                                               |

| Topic/Section                      | 2009 “Blue Book”                                                                                                                                                                                                                | 2026 Draft Position                                                                                                                                                                                                                                                         | Key Change & Impact                                                                                                                                                                                                                 |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    |                                                                                                                                                                                                                                 | tax/KPERS handling; CBA employees excluded due to their agreements.                                                                                                                                                                                                         | payroll/KPERS treatment and union carve-outs.                                                                                                                                                                                       |
| Leave – Vacation/Sick/Personal/PTO | Separate accruals and usage rules.                                                                                                                                                                                              | Retain separate banks; clearer carryover/usage priorities; shift PTO from cap per pay period to “use it or lose it” parallel to Vacation/Sick employees by end of fiscal year.                                                                                              | Transitional complexity; communications needed.                                                                                                                                                                                     |
| FMLA                               | 12 weeks incl. exigency; 26-week military caregiver; basic certification.                                                                                                                                                       | Expanded definitions; notice/certification/recertification; supervisor duties; substitution of paid leave; fitness-for-duty.                                                                                                                                                | Stronger compliance; reduces claims.                                                                                                                                                                                                |
| Dress & Professional Appearance    | Principle-based rule: “neat and conservative attire” to maintain a professional working relationship; bans clothing depicting/suggesting drugs, alcohol, sex, violence, foul language; supervisors address issues individually. | Detailed section with hygiene and grooming expectations; itemized guidance for jeans, leggings, skirts, tops, dresses, shorts, footwear, headwear; explicitly bans lewd/vulgar/hateful attire and on-duty political commentary/slogans on clothing; department flexibility. | Shifts from general standard to granular rules for consistency and defensibility; explicit on-duty political-message ban placed inside the dress code; applies at work, City-sponsored training, and governing body/board meetings. |
| Body Art, Piercings, and Grooming  | Visible body-piercing jewelry (e.g., nose, eyebrow, tongue, lips, neck) unacceptable; ear earrings OK if discreet/non-offensive. Tattoos discouraged;                                                                           | Permits visible piercings and tattoos unless lewd/vulgar/hateful/political or a safety concern/risk; management may refer to HR for clarification; adds                                                                                                                     | Liberalizes body art with content/safety limits and adds clear enforcement/HR guidance and accommodations, supporting consistent                                                                                                    |

| Topic/Section                                           | 2009 “Blue Book”                                                                                                               | 2026 Draft Position                                                                                                                                                                                                      | Key Change & Impact                       |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
|                                                         | must be covered except discreet/non-offensive tattoos on ankle/hand/lower leg; prohibited themes must be covered at all times. | headwear and hair standards; adds accommodation clause for religion/ethnicity/disability.                                                                                                                                | application and reduced disputes.         |
| Domestic Violence/Sexual Assault Leave (K.S.A. 44-1132) | Not expressly covered.                                                                                                         | Dedicated leave with paid-leave substitution then up to 8 days LWOP; confidentiality emphasized.                                                                                                                         | Aligns with statute; consistent handling. |
| Military Leave/USERRA                                   | Present.                                                                                                                       | Clarified reemployment rights, benefits continuation, notice.                                                                                                                                                            | Improves consistency and compliance.      |
| Jury Duty/Court Leave                                   | Present.                                                                                                                       | Clarified pay differential and notice.                                                                                                                                                                                   | Minor clarity improvements.               |
| Bereavement Leave                                       | Present with defined days.                                                                                                     | Clarified eligibility/relationships; harmonized with PTO plan.                                                                                                                                                           | Administrative clarity.                   |
| Drug-Free Workplace & Testing                           | References Policy Resolution 03-04; CDL mentioned at hire.                                                                     | Consolidated testing: pre-employment, random (safety-sensitive); expanded safety-sensitive pool to make random testing more random, reasonable suspicion, post-accident; DOT/CDL specifics; DER named; chain-of-custody. | Major modernization; lowers liability.    |
| Workplace Safety & Infectious Disease                   | General safety rules.                                                                                                          | Broader safety framework; incident reporting; infectious                                                                                                                                                                 | Post-COVID alignment; better readiness.   |



| Topic/Section                     | 2009 “Blue Book”                                                                        | 2026 Draft Position                                                                                                                             | Key Change & Impact                                      |
|-----------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
|                                   |                                                                                         | disease protocols;<br>fit-for-duty.                                                                                                             |                                                          |
| Violence-Free Workplace & Weapons | Weapons addressed within Rules of Conduct.                                              | Standalone chapter; concealed-carry storage/handling; deadly force limits; active-threat guidance.                                              | Clearer boundaries; law alignment.                       |
| Technology Usage                  | Email/Internet/voicemail monitoring; separate cell phone and early social media policy. | Unified IT usage: security standards, prohibited conduct, password/MFA, training, incident reporting.                                           | Cyber risk reduction; supports CJIS/KBI/HIPAA alignment. |
| Social Media                      | Early policy with official/unofficial use; KORA acknowledgment.                         | Expanded: moderation policy, records retention, protected activity caveat, discipline parameters, uniforms/equipment limits, off-duty guidance. | Better First Amendment/KORA balance.                     |
| Artificial Intelligence           | Not addressed.                                                                          | New AI policy: IT-approved tools only; no confidential/CJIS/HIPAA/attorney-client data; human review; KORA disclosure noted.                    | Proactive governance; data protection.                   |
| City-Owned Property & Equipment   | General rules; vehicle use addressed elsewhere.                                         | Consolidated property control, issuance/return, loss/theft reporting, telework equipment.                                                       | Inventory control; audit readiness.                      |
| Travel & Training                 | Dispersed references.                                                                   | Dedicated section: approvals, per diem/mileage (IRS), receipts, GSA                                                                             | Financial controls; audit resilience.                    |

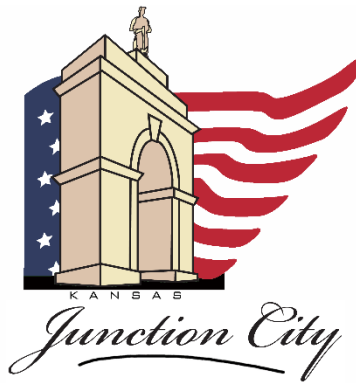
| Topic/Section                | 2009 “Blue Book”                                                     | 2026 Draft Position                                                                                   | Key Change & Impact                                          |
|------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
|                              |                                                                      | benchmarks, P-card controls.                                                                          |                                                              |
| Timekeeping & Payroll        | Standard timesheets; fewer remote rules.                             | Detailed capture for telework, call-backs, meal/rest compliance; payroll corrections.                 | FLSA risk mitigation.                                        |
| Investigations               | General conduct rules.                                               | Formal investigation procedures; interview protocols;<br><i>Weingarten/Garrity</i> where applicable.  | Due process optics; consistent fact-finding.                 |
| Corrective Action/Discipline | Progressive steps; less process detail; grievance covered elsewhere. | Defined stages, documentation, admin leave, investigative interviews; at-will caveat; CBA carve-outs. | Stronger defensibility; preserves discretion.                |
| Reductions in Force          | Present.                                                             | Clarified factors (seniority, performance, funding), bumping, recall lists.                           | More defensible budget cuts.                                 |
| Amendments & Administration  | Amendment clause present.                                            | Clarifies City Manager/Commission roles, effective dates, severability, CBA/ordinance conflicts.      | Governance clarity; reduces legal conflict.                  |
| Acknowledgment               | Implied via handbook receipt.                                        | Explicit acknowledgment with at-will status, non-contractual nature, policy supersession.             | Contract-claim mitigation; annual re-acknowledgment advised. |

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CITY OF JUNCTION CITY

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# PERSONNEL POLICIES HANDBOOK



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UPDATED [MONTH DAY] 2026

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## **SECTION 1: INTRODUCTION**

### **SECTION 1.1 APPLICABILITY**

This Personnel Policies Handbook applies to all employees and supersedes and replaces all prior City personnel policy manuals and memoranda which were issued on subjects covered in this Personnel Policies Handbook. Prior resolutions, which are not agreements with individual or groups of employees, are superseded and replaced by this Personnel Policies Handbook. This Personnel Policies Handbook is not intended to and does not create a contract of employment, either expressed or implied. This handbook is about the processes and parameters for the City of Junction City, Kansas, and its employees.

This Personnel Policies Handbook does not apply to elected officials except for how they do not manage employees who are not the city manager.

### **SECTION 1.2 AUTHORITY**

This Personnel Policies Handbook as well as any department personnel policies and guidelines are issued by authority of the City Manager. Requirements of this policy may be waived or amended at the discretion of the City Manager if such waiver is in the best interest of the City and not in violation of federal, state, or local law.

### **SECTION 1.3 ORGANIZATIONAL STRUCTURE**

#### **The City Government of Junction City**

In April of 1946, the Commission Manager form of municipal government was adopted. This section is an explanation of the organization and function of how this form of government operates.

The City Commission is the policy making body of the City. The governing body decides what programs and functions the City government shall provide, as well as those responsibilities set forth by Kansas Statutes. Some of the major functions of the City Commission are to pass all ordinances and resolutions, adopt the annual budget, provide the necessary positions for officers to govern the City, and to appoint a City Manager. The City Commission appoints the members of various advisory boards and commissions.

The five members of the Commission are elected on a City-wide basis. Elections are held for three Commissioners in November of each odd number year. The two candidates receiving the highest number of votes are elected to four-year terms, and the candidate receiving the next highest number of votes is elected to a two-year term, making the terms overlapping. The elections are held on a nonpartisan basis. The Mayor and Vice-Mayor are selected by the Commissioners.

As provided by Kansas Statutes and City ordinance 105.112, an individual commissioner is forbidden to interfere in anyway with the operation of any department of the City or to give any directions to any Department Head. It is only through the policy direction of the

## JUNCTION CITY PERSONNEL POLICIES

Commission as a whole and through the City Manager that the administrative affairs of the City may be conducted.

To conduct City business, the Commission meets the 1st and 3rd Tuesday of each month at 7:00 P.M., in the Commission Room at 701 North Jefferson Street.

As provided by the Kansas Statutes, the City Manager is administratively responsible for all affairs of the City. More specifically, the City Manager is responsible as follows:

- To see that all laws and ordinances are enforced;
- To appoint and remove all Department Heads and all subordinate officers and employees in the department, which appointments shall be made upon qualifications, skills, and abilities required by the job position and in compliance with being an Equal Opportunity Employer;
- To exercise control over all departments and divisions that may be created by the City Commission;
- To attend all meetings of the Commission with the right to take part in the discussion but not to vote;
- To recommend to the Commission the adoption of such measures as they may deem necessary or expedient;
- To prepare the annual budget and keep the Commission fully advised as to the financial condition and needs of the City;
- To perform such other duties as may be required of them as provided by Kansas Statutes, or by ordinance or resolution as determined by the City Commission.

In order to effectively operate an organization, much of the authority and responsibility of running the City is delegated to administrative staff, Department Heads, supervisors and ultimately to each employee. Each Department Head is responsible to the City Manager and the City Manager is, in turn, responsible to the City Commission for the efficient operation and maximum provision of service.

It is the responsibility of everyone connected with the City to recognize that the chief function of local government at all times is to serve the best interests of all the people.

The City of Junction City, Kansas (the "City") is a city of the first class organized under the commission-manager form of government. The City is comprised of departments and sub-departments broken down on an organizational chart available upon request from the Human Resources Department.

Each department and sub-department have been established with a set supervisory chain. The chain consists of the Department Heads reporting to the City Manager and sub-department managers and/or supervisors reporting to the Department Heads and employees in accordance with their job titles reporting to their respective manager and/or supervisor as assigned by the Department Head.

In the absence of the City Manager, the City Manager shall delegate who will act in the same capacity as the City Manager. If the City Manager is incapable in any manner of

delegating the duties of City Manager, then the City Commission shall hold an emergency meeting to delegate the Interim City Manager.

### **SECTION 1.4 ADMINISTRATIVE RESPONSIBILITY**

The policies contained in this handbook will apply to all positions in all departments of the City. The office of the City Manager shall be responsible for the administration of these rules and policies that may include but shall not be limited to:

- a. Encourage and exercise leadership in the development of effective personnel administration within the departments in the City government.
- b. Foster and develop programs for the improvement of employee effectiveness, including training, risk management, safety, health, counseling, and personnel utilization.
- c. Assure equal employment opportunities and encouragement for every person regardless of race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits in securing and holding without discrimination in recruitment, hiring, placement, promotion, demotion, discipline, termination, or other employment related processes for which they are qualified. These opportunities, encouragements, and protections extend against retaliation, harassment, and other employment concerns. These protections apply in conjunction with Federal and State Law, in light of required duties for the position(s).
- d. Evaluate from time to time the operations and effectiveness of these policies.
- e. Establish and maintain records of all employees of the City of Junction City. Records of employees may include but are not limited to title, pay or status, evaluations, personnel actions, and benefits. Official Employee records will be held in the Human Resources Department per Section 6.2.
- f. The City Manager is the only employee of the City that has any authority to enter into any contract or agreement with any other employee concerning their employment.
- g. Apply and carry out these policies and to perform any other lawful acts which may be necessary or desirable to carry out the purposes and provisions of these policies.
- h. These policies shall be construed so as to be in line with, or not contradict, Federal law, State law, or any collective bargaining unit or other contract with an employee(s).

### **SECTION 1.5 CONFLICTS WITH PERSONNEL POLICIES HANDBOOK**

A collective bargaining unit's contract shall control if there is a conflict or inconsistency between the contract and this Personnel Policies Handbook or any department personnel policy.

An employee's individual written employment contract shall control if there is a conflict or inconsistency between the employment contract and this Personnel Policies Handbook or any department personnel policy.

This Personnel Policies Handbook shall control if there is a conflict or inconsistency between a department personnel policy or procedure and this Personnel Policies Handbook.

### **SECTION 1.6 DEPARTMENT PERSONNEL POLICIES**

All departments may develop personnel policies, guidelines, regulations, or as otherwise utilized by those areas specific to their department which are not covered in this Personnel Policies Handbook.

Department personnel policies and guidelines shall be developed in conjunction with and approved by the Department Head and the Human Resources Department. Human Resources will obtain approval from the City Attorney, and then the City Manager.

Each Department shall furnish their updated and current personnel policies and guidelines to the Human Resources Department.

### **SECTION 1.7 EQUAL EMPLOYMENT OPPORTUNITY**

- a. It is the policy of the City of Junction City to provide equal opportunity in employment and advancement, and to administer its employment practices without regard to race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits.
- b. Equal Employment Opportunity will be assured in the personnel system and provided in its administration. This policy applies to all employees and includes recruitment, hiring, placement, promotion, demotion, discipline, termination, rates of pay and other forms of compensation. Such discrimination is prohibited except where age or physical requirements constitute a bona fide occupational qualification.

### **SECTION 1.8 CONFLICT OF INTEREST/CODE OF ETHICS**

The purpose of local government is to serve the best interest of the citizens of the community. To further this objective, the following ethical principles will govern the conduct of all City employees:

- a. Be dedicated to the concepts of effective and democratic local government.
- b. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.
- c. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service.
- d. Be foresighted, responsive, and accountable.
- e. Work as a team and communicate politely and effectively.
- f. At no time, use their position as a City employee to secure unwarranted privileges or obtain personal gain. Nor will they use their position to influence the policies and actions of City officials on behalf of any person or special interest group.
- g. Seek no favor, personal benefit, or profit secured by confidential information or by misuse of public time for personal gain.

- h. This section incorporates Junction City Ordinance 100.055 and section 9 of the City Fiscal Policy.

## SECTION 1.9 GRATUITIES

Employees or agents of the City of Junction City shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties of sub agreements. Without violating this policy, such vendors or contractors may give business gifts of nominal value such as pens, calendars, meals, etc. to employees.

- a. City employees shall not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the City employee primarily because of their official position, if any of the following apply:
  - 1. A reasonable person would believe it is intended or is likely to cause the employee to act in a preferential manner towards the donor;
  - 2. A reasonable person would believe the employee is under an obligation to or the influence of the donor;
  - 3. The item consists of cash, or anything easily convertible to cash (ex. gift cards exceeding \$50, entertainment tickets regardless of the amount or value, et cetera); or
  - 4. The value of the gift exceeds \$50, or the accumulation of the value of gifts from a single donor to the employee exceeds \$200 in a twelve (12) month period.
- b. For the purposes of this section, the terms “gifts”, “benefit”, and “gratuity” shall mean the transfer of cash, goods, or services without reasonable and valuable consideration.
- c. In evaluating what a reasonable person in the community would believe in connection with this section, employees are encouraged to seek assistance from their supervisors, peers, Department Head, Human Resources, City Manager, or their designee, or the City Attorney.
- d. If after consideration of the circumstances surrounding the potential acceptance of any gift, benefit, or gratuity, an employee determines it is reasonable to accept the gift, benefit, or gratuity, they shall disclose the nature of the gift, benefit, or gratuity, and all the relevant circumstances to their supervisor.
- e. Prizes or rewards from open “drawings” such as a raffle will most likely not be a gift, benefit, or gratuity especially when the prize or reward is won at an event hosted or operated by a non-vendor and the prize or reward does not affect or appear to affect the employee’s decision-making or recommendations concerning work duties or vendor selection.

## SECTION 1.10 COMPLIANCE

Employees are required to comply with the following:

- a. Policies and procedures as set forth in this Personnel Policies Handbook;
- b. Department or division personnel or policy manuals;
  - i. Includes “personnel policies and guidelines”;
  - ii. Include “code(s) of conduct”;

- iii. Includes specific policies concerning implementation or compliance with federal, state, and other regulations including but not limited to:
  - 1. HIPAA
  - 2. CJIS
  - 3. Cybersecurity/NIST
- c. Safety procedures and guidelines; and
- d. Standard operating procedures.

Employees are further required to comply with instructions and to perform any duties which may be assigned to the employee.

### **SECTION 1.11 AMENDMENTS**

If any inconsistency should arise between the handbook and practice, the handbook will govern. It should be understood that the City of Junction City, Kansas may necessarily revise or amend these policies from time to time. Employees will be advised promptly of any amendments.

Suggestions for amendments to the City's personnel policies or department policies and guidelines are welcome at any time from any employee and shall be submitted in writing to the Department Head.

If the Department Head agrees and approves the amendments, they shall forward them to the Human Resources Department for approval. Requests shall contain a memo outlining the need for the amendment and the intent of the policy. A draft copy of the proposed amendment may also be submitted.

The Human Resources Department will obtain approval from the City Attorney, and then the City Manager. Changes to the City Personnel Policies require Commission approval.

If the proposed change or revision is denied then the Department Head, City Manager, or their designee shall give a memorandum in response with justification of denial.

### **SECTION 1.12 OFFICIAL COPIES AND DISTRIBUTION**

The Human Resources Department will maintain the official copy of Personnel Policies Handbook, any department personnel policies and guidelines, and any amendments.

A working copy of this Personnel Policies Handbook and any department policies shall be maintained by the Human Resources Department in electronic form and each section amended shall have an effective date clearly marked.

Amendments to policies shall be distributed in a manner that will provide all employees access to them. It is the responsibility of each employee to review, understand, and maintain an updated copy of any personnel policies and guidelines manual that may be distributed. Each employee will sign an acknowledgement that they have had the opportunity to review and ask questions and that they understand and agree to abide by such policies and guidelines.



## **SECTION 2: STANDARDS OF CONDUCT**

### **SECTION 2.1 BASIC STANDARDS**

As a representative of the City, employees' conduct reflects directly on the City. The City's success depends on achieving and maintaining a positive reputation in the community. Therefore, employees are required to conduct themselves in a professional and courteous manner, whether dealing with co-workers, supervisors, vendors, or the general public.

Any conduct that adversely affects the employee's performance, the performance of fellow employees, or otherwise adversely affects citizens, suppliers, agents, or the City's business interests is prohibited.

### **SECTION 2.2 READINESS**

1. Readiness for Work.
2. Employees are to be ready for work at the precise time at which they are expected. This includes reporting to the correct place, at the correct time, and with the proper equipment. Employees are also expected to remain at or return to work as scheduled by their supervisors.

### **SECTION 2.3 DRESS AND APPEARANCE**

Each staff member will present themselves in a manner appropriate for their assigned duties according to established guidelines. This includes their personal hygiene, grooming, and dress.

The City of Junction City dress and appearance policy is designed to help us all provide a consistent professional appearance to our citizens, vendors, and colleagues. Employees' appearance reflects on the City. The goal is to be sure that employees maintain a professional appearance and not negatively affect business or interactions with citizens, vendors, or colleagues.

This policy applies to all employees, interns, and temporary workers representing the City. Those three groups will be referred to as employees throughout this subsection. Employees are expected to dress appropriately for their position. Exceptions for employees should be brought up with their supervisors for guidance to ensure appropriate attire for their position while engaging in job duties.

The following topics or articles of clothing have lists of examples. Those lists are non-exhaustive but are intended to provide examples to management, employees, and supervisors.

1. The City expects employees:
  - a. to always present a clean, professional appearance in light of job duties and requirements;
  - b. to address and keep up with daily hygiene needs due to job duties, public interaction, and working alongside fellow employees;

- c. to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear considering job duties and requirements;
  - d. to follow the dress and appearance policy at all times when representing the City during work, at City-sponsored training, and governing body or other appointed board meetings.
- 2. **The City opens itself to employees, managers, and department heads to seek guidance, clarification, and other aid regarding this policy from the Human Resources Department.**
- 3. The below are guidance. Department Heads may develop their own departmental policy/policies in light of their department's needs as well as in a collective bargaining agreement.
- 4. Prohibited and Always Unacceptable:
  - a. All lewd, vulgar, hateful, or generally offensive attire shall be unacceptable;
  - b. Political commentary, slogans, and other similar statements while on-duty or completing work activities/duties;
  - c. Underwear or other undergarments intentionally being visible.
- 5. Slacks/Pants/Jeans:
  - a. Acceptable: Khakis, Business Slacks, Dress Pants, Dress Capris, or Jeans;
  - b. Unacceptable: Pajama pants and sweatpants;
  - c. Must be accompanied by a business appropriate top;
  - d. Present a professional appearance considering job duties and professionalism;
  - e. Shall not be over-revealing such as showing exposed buttocks, groin, pubic, or midriff area(s);
  - f. Shall not be over-revealing by being too tight or otherwise affecting interaction with the public, colleagues, or co-workers;
  - g. Shall not be too loose or with lack of fastening (belt, suspenders, et cetera);
  - h. Jeans may be affected by Departmental policy.
- 6. Leggings/Yoga Pants
  - a. Must be accompanied by a top that when combined presents a professional appearance;
  - b. The top shall cover the buttocks, groin, and pubic area;
- 7. Skirts
  - a. Should be a professional length so the employee may walk, work, sit, and complete all job duties before the public comfortably;
  - b. Shall not be a miniskirt;
  - c. Shall not be over-revealing such as exposing buttocks, groin, pubic, or midriff area(s).
- 8. Tops/Shirts/Blouses
  - a. Must cover the shoulder/both shoulders;
  - b. Can be sleeveless; however, the top cannot be one where the sleeves were removed;
  - c. Shall present a professional appearance;
  - d. Generally, graphic t-shirts/tee shirts alone are not professional in appearance for office workplace attire. A Department Head may create an individual

allowance such as community, athletic, or other morale-based allowances on graphics which are not otherwise contrary with the Dress and Appearance.

- e. Shall not be over-revealing such as showing midriff area(s), having plunging necklines, or spaghetti straps.

9. Dresses

- a. No minidresses;
- b. No backless, strapless, or spaghetti strap dresses without an accompanying top to make the dress appear professional;
- c. Dresses follow the same guidance for both skirts and tops/blouses;

10. Shorts

- a. Only acceptable for appropriate activities;
- b. Appropriate activities are department or seasonally dependent;
- c. Appropriate activities include but are not limited to:
  - i. Police bicycle patrol;
  - ii. Fire Department uniform;
  - iii. Parks and Recreation activities within the parks or golf course;
  - iv. Public Works so long as no safety issue presents itself.

11. Shoes

- a. Shoes shall be appropriate in dress and safety concerning job duties;
- b. Prohibited footwear:
  - i. Flip flops;
  - ii. House slippers;
  - iii. Shoes that are in disrepair.

12. Rompers

- a. Must meet dress length guidelines and present a professional appearance;
- b. Rompers follow the same guidance for dresses, shorts, skirts, and tops/blouses.

13. Hats or Other Headwear

- a. Hats or other headwear shall follow department or job requirements.
- b. Baseball caps, beanies, and other headwear shall not be permitted for office or other inside-only jobs.

14. Hair

- a. Must present a kept and professional appearance;
- b. Hair includes what is on one's head and beard or moustaches.

15. Body Piercings, Other Jewelry, Tattoos, or Other Body Modifications

- a. "Body Modifications" is the deliberate altering of a person's body for aesthetics or other similar rationale including piercings, tattoos, or other long-lasting or permanent modifications. "Body Modifications" shall not include transgender or other sex assignment related procedures.
- b. Visible body piercings, other jewelry, tattoos, or other body modifications may be displayed unless they are:
  - i. Lewd, vulgar, hateful, political, or generally offensive;
  - ii. Pose safety concerns; or,
  - iii. Presents safety risk to regular operation of job.

- c. If management determines an employee's tattoos or piercings may present a conflict, safety concern, or safety risk, then the employee can seek clarification from Human Resources.
- 16. Make Up or Other Temporary Body Adornments
  - a. Shall be done in a professional manner;
  - b. Shall not be distracting from the performance of job duties.
- 17. Discretion
  - a. The City Manager shall have discretion to heighten, lessen, or otherwise amend the policy as deemed appropriate and in light of appropriate laws, regulations, or ordinances, or other circumstances including but not limited to weather conditions.
- 18. Clothing or Grooming Accommodations
  - a. Clothing and grooming styles dictated by religion, ethnicity, disability, or other protected class are exempt considering necessary work duties.
  - b. These exemptions or accommodations are intended to maintain a consistent policy for all employees.
  - c. Please see Human Resources for Accommodation.
- 19. Dress Code Violations:
  - a. Supervisors are expected to inform employees when an employee violates the dress code.
  - b. Supervisors and management shall take into account fairness, impartiality, job duties, and incidental versus knowing violations of the dress and appearance policy.
  - c. Department Heads shall ensure that supervisors fairly and consistently implement this policy.
  - d. Employees in violation are expected to immediately correct the issue.
    - i. This may include having to leave work to change clothes.
    - ii. Time spent correcting dress code issues will be unpaid.
  - e. Supervisors or Department Heads shall not misuse or abuse this policy to single out employees.
  - f. Any violation will be evaluated for potential corrective action.
  - g. Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

## **SECTION 2.4 CONFIDENTIALITY**

- 1. Confidentiality
  - a. Employees may be privy to confidential information in the course of their employment with the City. Employees are expected to keep such information confidential. This includes taking precautions to safeguard confidential information from being inadvertently overheard or otherwise disclosed.
  - b. Confidential information includes, but is not limited to:
    - i. Social security numbers;
    - ii. Information regulated by federal or state law and identified as confidential;

- iii. City computer system's passwords and access codes;
- iv. Confidential or proprietary information of businesses or industries with whom the City is in discussions as an economic development prospect;
- v. Information discussed by the City Commission in executive session;
- vi. Information provided to or by the City Attorney's office under the City's attorney-client privilege;
- vii. Personal Health Information, known as PHI or ePHI, which is received by the City in any manner which causes that information to come under the Health Insurance Portability and Accountability Act "HIPAA" disclosure rules;
- viii. Criminal Justice Information which is received by the City in any manner which causes that information to come under the Criminal Justice Information System ("CJIS" or "K-CJIS") promulgated by the Federal Bureau of Investigation or the Kansas Bureau of Investigation (FBI or KBI).
- ix. Information which has been specifically designated as confidential by a City official with authority to make such a designation.
- c. However, this policy shall in no way limit an employee from fulfilling their official City duties, subject only to compliance with federal, state, and local laws.
- d. This duty of confidentiality includes maintaining training, licensing, certification, or other continuation of HIPAA, KCJIS, or other confidentiality protection and compliance with federal, state, or other regulations.
- e. This duty of confidentiality extends beyond the duration of the employment relationship between the City and the employee. The City reserves the right, at any time, to pursue any remedy available in a court of law for a violation by an employee or former employee of this duty.

## SECTION 2.5 POLITICAL ACTION

### 1. Public Representations

Employee's comments may at times be construed as the opinions or views of the City when in fact it is that of the individual employee. For this reason, it is imperative that employees clearly identify when the opinions expressed are their own, and not necessarily those of the City. This applies to all forms of communication, including but not limited to, verbal, social media, correspondence, emails, blogging, and text messages.

Further, employees shall receive permission from the City Manager before making public postings that officially represent the City, or which are presented with any association to the City. This includes social media, brochures, websites, blogs, or any other form of distributed information. This specifically does not include operational materials such as individual correspondence or forms. For the purposes of Section 2.5, statements made, written, or posted on behalf of a Union or other political action committee is not "any association to the City".

## 2. Political Activity

Persons employed by the City of Junction City are free to register and vote on all political issues and to express their opinions on political subjects and candidates.

The following policies and limitations regarding political activities by employees of the City of Junction City are intended to maintain the neutrality and the effectiveness of the public service employees.

- a. Persons employed by the City of Junction City may:
  - i. Join political organizations, civic associations, or civic betterment groups.
  - ii. Take part in political campaigns and activities, so long as their actions maintain the neutrality and the effectiveness of the public service employees.
  - iii. Running for elected office:
    1. An employee who desires to become a candidate for elected office may do so, however, the employee must not conduct any political campaign activities during working hours.
    2. Upon taking any elected office, excluding seats on board of education or other non-partisan positions only including other city councils or city commissions outside of the City of Junction City, the employee must resign from City employment. If an employee is elected to a school board, the duties and responsibilities of that office shall not interfere with the employee's responsibilities in their position with the City.
    3. An employee who strives to become a candidate for City Commission must first resign from City employment. This resignation will be effective as of the date of filing for the elected office. After election, whether successful or not, an employee will not be returned to their former employment with the City, unless specifically approved by the City Manager.
- b. Persons employed by the City of Junction City SHALL NOT:
  - i. Use their office or position to influence elections, nominations, or any other political purpose.
  - ii. Require or advise other employees to make political contributions.
  - iii. Use political influence in connection with their employment status.
  - iv. Engage in any type of political activity that interferes with work responsibilities or becomes detrimental to constructive working relationships.
- c. Further, political activity of any type on the part of any employee while on duty is prohibited by the City. This shall include but is not limited to:
  - i. soliciting or receiving political contributions,
  - ii. any form of campaigning for a candidate for public office,
  - iii. wearing or displaying political badges, buttons, hats/shirts/other forms of clothing or décor, or signs on their person or on City property.
- d. Employees affected by the Hatch Act
  - i. The City receives federal funding, grants, and other such support.

- ii. The Federal Government passed a law, 5 U.S.C. Sec. 1501 – 1508, commonly known as the Hatch Act which ensures that federal monies are administered in a nonpartisan fashion.
- iii. Violation of the Hatch Act can lead to the City losing federal monies, terminating an employee, or both.
- iv. Based on the Hatch Act, employees are prohibited from the following activities:
  - 1. Being a candidate for public office in a partisan election (where political party is announced by one or more candidates nominated or elected) if the employee's salary is entirely federally funded;
  - 2. Using official authority or influence to interfere with or affect the results of an election or nomination; or
  - 3. Directly or indirectly coercing, attempting to coerce, commanding, or advising a state, District of Columbia, or local official, officer, or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
- v. Based on the Hatch Act, employees are permitted to engage in the following activities in their personal capacity, not in their official capacity on behalf of the City:
  - 1. Register and vote as they choose
  - 2. Assist in voter registration drives
  - 3. Express opinions about candidates and issues
  - 4. Contribute money to political organizations
  - 5. Attend political fundraising functions
  - 6. Attend and be active at political rallies and meetings
  - 7. Join and be active members of a political party or club
  - 8. Sign and circulate nominating petitions
  - 9. Campaign for or against referendum questions, constitutional amendments or municipal ordinances
  - 10. Campaign for or against candidates in partisan elections
  - 11. Make campaign speeches for candidates in partisan elections
  - 12. Distribute campaign literature in partisan elections
  - 13. Campaign for and hold office in political clubs or parties
  - 14. Volunteer to work on a partisan political campaign
  - 15. Participate in any activity not specifically prohibited by law or regulation



## SECTION 2.6 OTHER EMPLOYMENT & OTHER OFF-DUTY ACTIVITIES

1. Outside Employment Purpose and Definition
  - a. For the purposes of this Policy, "Outside Employment" includes the following:
    - i. Reporting to another entity as an employee; or
    - ii. Being self-employed when required to report income to the IRS (\$600 or more in a year);
  - b. For the purposes of this Policy, "Volunteering" pertains to the following:
    - i. Performing volunteer work if it requires the same job skills or qualifications used in the employee's primary employment; or
    - ii. Performing volunteer work if it presents a real or perceived conflict of interest.
    - iii. As for this policy "Volunteering" does not include activities which do not inherently create a conflict with the City such as the following non-exclusive list:
      1. Coaching a volunteer youth league;
      2. Leading a scout troop; or,
      3. Other similar unlisted activities which may incidentally utilize work skills but do not create a conflict with the City.
    - iv. In addition, employees paid hourly wages cannot volunteer for the City. If they do work for the City then it must be compensated accordingly in light of the federal Fair Labor and Standards Act ("FLSA").
  - c. Purpose
    - i. The City seeks to avoid Conflict(s) of Interest between the services provided for and to the public.
    - ii. The City seeks to provide efficient and focused services to benefit the public and the City services which support those public services.
2. Volunteering

Approval of any such request may be made subject to specific conditions designed to prevent conflicts or adverse impacts for the City. Approvals previously granted may be revoked or reconsidered and specific conditions may be added or modified at any time.

Violation of any such condition shall be grounds for revocation of such approval, as well as further discipline. Any intended business endeavor with any other City employee, or the employment of other City employees, must be reported to the City Manager or their designee and the same scrutinized for potential conflicts or adverse impacts. Under no circumstances shall Volunteering involve the use of City property, or Volunteer during the time in which the employee's primary employment is scheduled.

In addition to this Policy, each Department may adopt more restrictive guidelines as approved by the City Manager or their designee.

- a. Employees shall not engage in Volunteering as defined herein without the written approval of the Department Head or their designee. The Department



Head or their designee shall consider the following prior to authorizing an employee to engage in Volunteering:

- i. Whether a conflict of interest exists;
  - ii. Whether there is the appearance of a conflict of interest;
  - iii. Whether the Volunteering involves work in an area of expertise that conflicts with the employee's primary employment;
  - iv. Whether the Volunteering involves goods or services purchased by the City;
  - v. Whether the Volunteering results in competition of good or services provided by the City;
  - vi. Whether the Volunteering may compromise the employee's credibility or objectivity in performing the duties of their primary employment.
- b. A Department Head shall require approval by the City Manager or their designee.

### 3. Outside Employment Evaluation and Process

Approval of any such request may be made subject to specific conditions designed to prevent conflicts or adverse impacts for the City. Approvals previously granted may be revoked or reconsidered and specific conditions may be added or modified at any time.

Violation of any such condition shall be grounds for revocation of such approval, as well as further discipline. Any intended business endeavor with any other City employee, or the employment of other City employees, must be reported to the City Manager or their designee and the same scrutinized for potential conflicts or adverse impacts. Under no circumstances shall Outside Employment involve the use of City property, or work during the time in which the employee's primary employment is scheduled.

In addition to this Policy, each Department may adopt more restrictive guidelines as approved by the City Manager or their designee.

Employees shall not engage in Outside Employment without the written approval of the City Manager or their designee.

- a. The City Manager or their designee shall consider the following prior to authorizing an employee to engage in Outside Employment:
  - i. Whether a conflict of interest exists;
  - ii. Whether there is the appearance of a conflict of interest;
  - iii. Whether the Outside Employment involves work in an area of expertise that conflicts with the employee's primary employment;
  - iv. Whether the Outside Employment involves goods or services purchased by the City;
  - v. Whether the Outside Employment results in competition of good or services provided by the City;
  - vi. Whether the Outside Employment may compromise the employee's credibility or objectivity in performing the duties of their primary employment.

## 4. Personal Conduct and Off-Duty Employment

Employees are expected to engage in off-duty activities, including outside employment and social media use, in a manner consistent with the expectations of public service. Employees must not engage in conduct—whether online or offline—that:

- Interferes with their ability to perform official duties;
- Reflects discredit upon the City;
- Creates a conflict of interest with City responsibilities;
- Damages public confidence in the employee or the City.

## 5. Public-Facing and High-Visibility Roles

Employees in high-visibility positions—including but not limited to department heads, police officers, firefighters, and others entrusted with public safety or service—are expected to maintain a high standard of professionalism at all times. These individuals may be perceived by the public as representatives of the City even while off duty. Accordingly, these employees must exercise heightened discretion in public conduct and personal online activity. Content that may be viewed as offensive, unprofessional, or inconsistent with the responsibilities of public service may subject the employee to review or discipline, even if posted in a personal capacity. For non-department head employees, such as those donning uniforms or under a collective bargaining unit, then the “high standard of professionalism” shall only be applied to conduct if written within a departmental policy or code of conduct.

## 6. Disclosure of Off-Duty Income:

Any employee who earns more than \$600 in gross income in a calendar year from off-duty employment, self-employment, or monetized online activity (including but not limited to content platforms, social media, or consulting work) must disclose the nature of that work to the Human Resources Department in writing. This disclosure is solely for the purpose of reviewing potential conflicts of interest, improper use of City affiliation, or interference with City duties. Disclosure forms will be kept confidential and reviewed in accordance with City conflict-of-interest policies.

## 7. Use of Uniform or City Equipment

Employees must not appear in City-issued uniforms or identifiable insignia on personal social media platforms in a manner that could reasonably be perceived as unprofessional, inappropriate, or discrediting to the City. This includes behavior that is unsafe, unlawful, offensive, or inconsistent with the ethical standards of municipal employment such as can be found in Section 1.8 or a department code of conduct.

Any photographs, videos, or other media posted to social media, which is monetized or used as an “influencer”, that depict an employee in uniform, in a City vehicle, or

using City equipment must be approved in writing in advance by the City Manager or their designee. Personal photos for personal, non-monetized use is acceptable.

Uniforms, insignia, equipment, or other identifiers of the City shall not be utilized in personal content which furthers outside employment.

### 8. Protected Activity and Employee Rights

Nothing in this policy is intended to interfere with or restrict rights protected by law. Employees may engage in speech as private citizens, including discussing matters of public concern or job conditions, so long as such speech does not imply official City endorsement, reveal confidential information, or interfere with the City's operations as required by law. This policy does not restrict lawful union activity or protected concerted activity under applicable labor laws.

### 9. Discipline

Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable City policies and collective bargaining agreements. All disciplinary actions will be administered consistently and without discrimination.

## SECTION 2.7 TOBACCO AND OTHER LEGAL SUBSTANCES POLICY

### 1. Smoking and Vaping

The following policy regarding tobacco and other legal substances use includes (i) the smoking of tobacco products such as by means of cigarettes, cigars, and pipes, (ii) the use of electronic cigarettes ("e-cigarettes"), personal vaporizers ("vapes"), other similar electronic nicotine delivery systems, that affect the provision of City services, interaction with the public, customers, vendors, fellow employees, or others, and the health, image, perception, or odor of the workplace. Any reference to "smoking" includes all other uses of tobacco or nicotine within this subsection including vaping and other delivery systems.

- a. Smoking is prohibited and not permitted while interacting with or completing work duties with citizens, vendors, customers, and other interactions or completing job duties while in public.
- b. Smoking is prohibited and not permitted in any of the following places:
  - i. Within any City building or enclosed structure;
  - ii. Within 20 feet of any entrance or exit to any City building;
  - iii. Within 20 feet of any ventilation intake or open window to any City building;
  - iv. Within 5 feet of, or while inside, any City-owned vehicle; or
  - v. Within 5 feet of any City-owned equipment.
- c. Smoking may be permitted in outdoor areas which do not violate the restrictions above as long as it does not present a fire hazard and is not in close proximity to non-smoking employees.

## 2. Chewing and Other Legal Substance Use

The following policy regarding tobacco and other legal substances use includes (i) chewed tobacco or nicotine including gum, loose tobacco, or pouches, or (ii) other legal substances that affect the provision of City services, interaction with the public, customers, vendors, fellow employees, or others, and the health, image, perception, or odor of the workplace. Nothing in this policy prohibits the use of legal substances that are legally and medically prescribed to an employee which do not affect their job duties and performance of said duties.

- a. Chewing tobacco or nicotine is prohibited and not permitted while interacting with or completing work duties with citizens, vendors, customers, and other interactions or completing job duties while in public. This includes the following non-exclusive examples:
  - i. At a meeting with fellow City employees;
  - ii. Riding or driving a City vehicle;
  - iii. Responding to a citizen request or dispatched to a call;
  - iv. Talking with a citizen or a vendor at a window or within an employee's office;
  - v. Conducting work activities in view of the public;
  - vi. And other similar situations.
- b. Chewing tobacco or nicotine as it affects City employees shall be addressed by each Department Head according to their Department's needs in conjunction with the Human Resources Department, unless otherwise indicated in this policy.
- c. Chewing and Other Uses are prohibited and not permitted within the following places:
  - i. Within any City building or enclosed structure readily accessible to the public;
  - ii. Within 20 feet of any entrance or exit to any City building;
  - iii. Within 20 feet of any ventilation intake or open window to any City building;
  - iv. Within 5 feet of, or while inside, any City-owned vehicle; or
  - v. Within 5 feet of any City-owned equipment.
- d. Chewing may be permitted in outdoor areas which do not violate the restrictions above as long as it does not present a fire hazard and is not in close proximity to non-smoking employees.

## **SECTION 3: HIRING POLICIES**

### **SECTION 3.1 NATURE OF EMPLOYMENT**

All employees who do not have individual, written contracts for specific, fixed terms are employees-at-will. Accordingly, the employee or the City may terminate the employment relationship at any time, either with or without cause, and with or without advance notice.

### **SECTION 3.2 EQUAL EMPLOYMENT OPPORTUNITY**

The City of Junction City is an equal opportunity employer. Employment and advancement opportunity shall be available to all persons without regard to an individual's race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits.

Further, anyone reporting or opposing a discriminatory practice shall in no way influence opportunity for employment or advancement within the City Workforce. Any employee or candidate for employment who believes that they or someone else has been discriminated against shall immediately inform the Human Resources Department or the City Manager of their concerns and any information relating to the matter at hand.

#### **1. EEO Reporting**

- a. Pursuant to Public Law 88-352, Title VII, EEO-4 reporting will be conducted biennially (at least once every two years) by the Human Resources Department and filed with the Equal Employment Opportunity Commission.

### **SECTION 3.3 AMERICANS WITH DISABILITY ACT**

The City is committed to the recruitment, employment, and promotion of the most qualified individuals. It is the City's policy to provide equal employment opportunity for persons with disabilities in full compliance with federal, state, and local laws, such as the Americans with Disabilities Act Amendments Act ("ADAAA" or "ADA").

The City does not discriminate against qualified job applicants and employees with known physical or mental disabilities in any employment practice, including, but not limited to recruitment, hiring, education, training, promotion, compensation, participation in social or recreational functions, use of City facilities, transfer, corrective action, layoff, recall, and termination.

Pursuant to the ADA and other applicable laws, the City will provide qualified individuals with known disabilities reasonable accommodations to assist them in performing the essential functions of their job. However, where an accommodation would produce an undue hardship on the City or present a health or safety risk, the requested accommodation may be determined unreasonable and denied. Any questions regarding this policy or requests for an accommodation should be made to the Human Resources Department. Upon request for accommodation the Human Resources Department and the City Manager are committed to

engaging in a meaningful dialogue to come to a reasonable accommodation if one can be provided.

### **SECTION 3.4 IMMIGRATION COMPLIANCE**

The City is committed to employing only individuals who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three days of hire.

Former employees who are rehired must also complete the Form I-9 if they have not completed one with the City within the past three years, if their previous Form I-9 has not been retained, or if their previous Form I-9 is no longer valid. Employment with the City is contingent upon presentation of documentation which establishes that the employee is currently eligible for employment in the United States.

### **SECTION 3.5 VACANCIES**

#### **1. Job Announcements**

- a. The City of Junction City will ensure open recruitment for all vacant positions. All recruiting activities will follow all applicable local, state, and federal laws relating to recruitment and selection.
- b. Open recruitment as used by the City means that the City will, as a general rule:
  - i. Advertise open position(s) in various means or media;
  - ii. Be transparent about the application process, job responsibilities, and job requirements;
  - iii. Engage in Equal Opportunity processes;
  - iv. Engage in non-discriminatory practices; and,
  - v. Utilize structured criteria in selection of an application for an open position based upon the job description and essential function(s) of the position.
- c. Department Heads, or designee, must submit a request to the City Manager for the Human Resources Department to post an open vacancy in their department.
- d. Vacancies may be filled without advertising in rare circumstances where outside partners or contractors have been used such as a placement service or a temporary agency. Department Heads and managers will consult with the City Manager and Human Resources Department prior to making the decision to not post the position.
- e. Employees are free to apply for any open position that is advertised externally; however, employees shall go through the same application review and testing procedures as do outside applicants.
- f. Vacancies that are advertised internally will be conducted in a fair and equitable way that allows all eligible employees an opportunity to apply.

- g. The City Manager has the authority and discretion to promote or transfer employees internally without advertising the vacancy or open job position.
- h. The City shall follow and adhere to processes in collective bargaining agreements.

2. Selection

- a. Department Heads and managers will consult with the Human Resources Department regarding the selection process for positions.
- b. All applicants must have an application on file to be considered for selection.
- c. Department Heads shall review the job description for any open positions. Department Heads shall consult with Human Resources Department for assistance in creating a job description for a position. Final and further review of the updated or new job description will be conducted by the City Manager and City Attorney.
- d. All positions shall undergo an interview process per their departmental process. Department heads shall submit interview questions and review the departmental interview process with the Human Resources Department to ensure compliance with applicable laws.
- e. Departments Heads may request to offer hiring incentives for those positions that are hard to fill. Requests should be submitted for review and approval to the Human Resources Department, Finance Director, and the City Manager.
- f. All job applicants who are selected for employment with the City of Junction City will receive a conditional offer letter from the Department Head or designee. The conditional offer of employment shall list all pre-employment checks the candidate is subject to.
- g. Department Heads or designee will ensure all pre-employment checks are done for selected applicant. Failure to complete any steps in the new hire on-boarding process may result in a delay of orientation or a rescinding of an employment offer.  
Please refer to Section 3.6 of this manual.
- h. Those involved in the selection process may utilize A.I. or software which utilizes A.I.; however, such usage must be compliant with Section 21 of this Personnel Policy. A.I. cannot and shall not make decisions for who is selected to interview or who to make a job offer to on behalf of the City.

**SECTION 3.6 PRE-EMPLOYMENT CHECKS PROCEDURE**

The City of Junction City has a pre-employment checklist or contingent job offer form to serve as a guide for all Department Heads and hiring managers to use when a selection for an open vacancy has been made within their department.

A pre-employment checklist is available upon request from the Human Resources Department. The City Manager shall reserve the right to override any required pre-employment checks.

The City of Junction City guarantees that all information attained from the pre-employment process will only be used as part of the employment process and will be kept strictly confidential and on a need to know basis.



1. Criminal Background Check
  - a. The City of Junction City requires a criminal background check for all employees upon hire.
  - b. Falsifying Information
    - i. If it is discovered an applicant attempts to withhold information or falsify information pertaining to previous convictions, the applicant may be disqualified from further employment consideration due to the falsification of an application.
  - c. Background Checks Conducted By
    - i. Criminal background checks for all employees shall be conducted by a third-party agency delegated by the City Manager.
  - d. Junction City Police Department and Information Technology Department Process.
    - i. Chosen applicant(s) for all JCPD and IT Personnel shall follow a more stringent background check developed by the Junction City Police Department before a conditional offer is made.
  - e. Factors to Consider
    - i. Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with the City of Junction City.
    - ii. Depending on a variety of factors (for example but not limited to, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with the City of Junction City.
    - iii. The Human Resources Department shall consult with the City Attorney for recommendations on hire. The City Manager shall have the authority to make the final decision on background check results.
2. Credit Checks
  - a. Credit checks will be performed based on duties as reflected in the job description or checklist.
  - b. Credit Checks Conducted By
    - i. Human Resources Department will locate an agency to conduct a credit check on required applicants. Agency used shall be reviewed and approved by the City Manager. The City Manager shall have the authority to exempt any new hire employee from conducting a credit check.
  - c. Notice of Results: Pre-Adverse Action
    - i. If the results of the credit check lead to a probable denial of employment, the City of Junction City will send the applicant a “pre-adverse action notification”. A Statement of Consumer Rights from the FTC will be sent to those that had a credit check, provide the applicant the opportunity to review a copy of their report and advise the applicant of their rights to dispute inaccurate information. Applicants will be granted a reasonable time to contest the information (approximately 3-5 days).



- d. Notice of Results: Adverse Action
  - i. Human Resources Department will send adverse action notification to an applicant after employment is denied based on results from a credit report. The notice will include the following:
    - 1. The name, address, and phone number of the agency supplying the report.
    - 2. A notice of the individual's right to dispute the accuracy of, or completeness of any information the agency furnished.
    - 3. A notice of the individual's right to an additional free consumer report from the agency upon request within 60 days.
- 3. Psychological Tests
  - a. All Law Enforcement Officers shall submit to a psychological test to be administered by a third-party administrator.
  - b. Under reasonable conditions, the City Manager reserves the right to require any other position to undergo a psychological test.
- 4. Drug and Physical Screening Test
  - a. All candidates shall be subject to a pre-employment drug screening test. Physicals will be conducted per the Pre-Employment Background Check Matrix. The Human Resources Department will create, maintain, and update the Matrix for each Department and position per the applicable job description(s).
    - i. All pre-employment physicals (if applicable) and drug tests must be completed with results before the scheduled new hire orientation date.
    - ii. Vacancies requiring a commercial driver's licensure (CDL) will follow the policies and guidelines set by the Department of Transportation.
    - iii. All other vacancies not requiring a CDL will conduct a standard drug screening test set by a third-party administrator.
    - iv. If a positive drug test result occurs, the candidate will have an opportunity to justify or explain the test result with a prescription or other potentially helpful information.
    - v. Results will be reviewed by the Human Resources Department and shared with the appropriate hiring designee within the department.
  - b. Disqualification
    - i. A disqualification is possible, in accordance with federal and state laws, for post-offer physicals based on how the medical condition limits that employee's ability to perform a major life activity, the essential functions of the position and whether an accommodation can be made or there is a direct threat of substantial harm to the employee or others.
    - ii. A disqualification for post-offer positive drug test will occur.
  - c. Notice of Results: Adverse Action
    - i. Human Resources Department in conjunction with the department will send adverse action notification to an applicant after employment is denied based on results from a pre-employment physical or drug screen. The notice will include the following:

1. The name, address, and phone number of the agency supplying the results.
  2. A notice of the individual's right to dispute the accuracy of, or completeness of any information the agency furnished.
5. Departmental Hiring Tests
  - a. Departments may have additional testing for critical positions within their department. All additional testing administered on a department level shall be reviewed by the Human Resources Department and approved by the City Manager.
  - b. Notice of Results: Disqualification
    - i. Department Heads and hiring managers shall notify the Human Resources Department of a candidate who is disqualified based on an additional test administered.
    - ii. Human Resources Department in conjunction with the department will send disqualification notification to an applicant after employment is denied based on results from testing.
6. Other Reasons for Disqualification
  - i. The applicant has made a false statement of material fact in the application or at some time during the selection process.
  - ii. The applicant has used or attempted to use political pressure or bribery to secure an advantage in the selection process.
  - iii. The applicant's poor past employment history.
  - iv. The applicant was previously terminated from a department of the City and deemed ineligible to rehire.
7. Rescinding Job Offer Process
  - a. Any applicant who was given a Conditional Offer Letter but does not pass or meet all eligibility criteria in the hiring process shall be issued a Rescinding Offer Letter by the Human Resources Department in conjunction with the department.
    - i. Hiring managers must notify the Human Resources Department of the change in status for a newly hired employee.
    - ii. Hiring managers must be prepared with a narrative on the reasoning for the change in status for employment.
    - iii. Notification to the applicant will be completed by the Human Resources Department in conjunction with the department.

## **SECTION 3.7 EMPLOYMENT OF RELATIVES**

### **1. Nepotism**

A person in the immediate family of any employee of the City will not be appointed to any position that would:

- a. Members of an Immediate Family, Extended Family, or a Significant Other shall not be employed to supervise each other.

- i. Create either a direct or indirect supervisor subordinate relationship with a family member; or
    - ii. Create either an actual conflict of interest or the appearance of a conflict of interest.
  - b. The City will make efforts to reassign or transfer employees affected by this policy. However, the feasibility and best interests of the City will be the first consideration in such matters.
  - c. If a reassignment or transfer cannot be provided, affected employees will have five (5) working days to determine which employee will resign.
  - d. If a decision cannot be made by the affected employees or the employees request to defer such a decision, the City Manager will make the decision based on factors that are in the best interests of the department and the City.
  - e. The State of Kansas, as well as the City, recognizes “Common Law” marriage. Employees living under common law marriage will be affected by this policy.
  - f. If marriage or some other circumstance causes employees to be in violation of this policy, Department Heads must formulate a plan of action and submit it to the Human Resources Department and City Manager for review and approval to ensure this policy violation will no longer exist.
  - g. Changes that need to be made to ensure there is no violation of this policy must be completed within 30 days of when the issue is first recognized.
  - h. When it is in the best interest of the City, the Department Head may waive this policy in writing with all applicable employees signing the waiver. If the Department Head is implicating this section, then the City Manager must evaluate the possibility of waiver. If the City Manager implicates this section, then the City Commission must evaluate possibility of waiver with advice of the Human Resources Director and the City Attorney.
2. Definitions
- a. For purposes of this section, the following words and terms shall be defined in the following manner:
    - i. Extended Family means an employee’s great-grandparent, great-grandchild, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included.
    - ii. Immediate Family means an employee’s grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law relationships of the same character are also included.
    - iii. Significant Other means an individual who stands in place of a spouse, common law spouse, or a partner in a dating relationship which is a social relationship of a romantic nature as defined by Kansas Law.

## **SECTION 3.8 RESIDENCY REQUIREMENT**

- 1. Executive Staff
  - a. Executive staff, i.e. Department Heads, must reside within the corporate city limits of Junction City within ninety (90) days of appointment. Executive staff or their equivalents shall be defined as City Manager, Deputy/Assistant

City Manager, City Attorney, Finance Director, Chief of Police, Fire Chief, Director of Public Works, Human Resources Director, Information Technology Director, Director of Parks and Recreation, Community Development Director, and Animal Shelter Director. Executive staff, who at the effective date of this manual, reside outside the corporate city limits of Junction City but reside within Geary County, may continue to do so until such time that they relocate into Junction City or leave their position with the City.

- b. The City Manager may waive this policy requirement at their discretion for Department Heads. The City Commission is the only authority regarding the City Manager's residency requirement.

### 2. Emergency Staff

- a. Due to the nature of the employee's responsibilities, employees who work in certain qualifying positions shall comply with the following residency requirements provided in this section.
- b. Response time refers to the time it takes for the City employee to show up on site when called back in to work.
  - i. **Fire/EMS Department**  
All Firefighters shall reside within a sixty (60) minute response time from their respective headquarters.
  - ii. **Police Department**  
All Sworn Police Officers shall reside within a thirty (30) minute response time from their respective headquarters.
  - iii. **Water/Wastewater Division**  
Employees shall reside within a sixty (60) minute response time from their respective headquarters.
  - iv. **Street Division**  
Employees shall reside within a sixty (60) minute response time from their respective headquarters.
- c. A Department Head may waive the response time residency requirement upon consultation with Human Resources and the City Manager.

### 3. Distance Measurement for Residency Requirement

When evaluating compliance with the above requirements, the parking availability closest to an exterior door of the residence shall be considered the starting point and time shall be calculated by actual driving distance to their place of employment.

### 4. Timeline for Residency Requirement Compliance

New employees shall follow the residency requirements within ninety (90) days from the date of hire. If a new employee is not in compliance within the stated time frame, the Department Head will consult with the Human Resources Department for further guidance.

### **SECTION 3.9 REFERENCE CHECKS**

The City of Junction City may conduct reference checks on the job applicant(s) selected for City vacancies. This process is conducted to verify the accuracy of the information provided by the applicant.

The only information that can be collected during a reference check for employment is information pertaining to the quality and quantity of work performed by the applicant relative to the position being hired for, the applicant's attendance record, education (if applicable), and other issues that can impact the workplace.

### **SECTION 3.10 NEW HIRE ORIENTATION**

New hire orientation is mandatory for all new hire employees. Department Heads or hiring managers shall connect with the Human Resources Department to schedule a new hire orientation for all new hire employees. For re-hires, Department Heads or designee shall treat the re-hire as a new hire unless otherwise indicated by the Human Resources Department.

General City new hire orientation will be conducted on a scheduled date and time. The location for new hire orientation will be at the discretion of the Human Resources Department.

The Human Resources staff will review all necessary documentation and ensure supervisors or managers are aware of any incomplete requirements that may result in a delay of new hire orientation.

The Human Resources staff may turn away any new hire employee from orientation due to a variety of reasons. The Human Resources staff shall inform the Department Head or their designee as to the reasoning why the new hire employee was turned away from completing a new hire orientation as scheduled. The variety of reasons shall only include one or more of the following:

- Incomplete documents or other pre-employment/onboarding documentation;
- Excessive tardiness;
- Potential conflict of interest or apparent conflict due to personal relationship(s);
- Disruptive behavior that is not conducive to the onboarding process; or,
- Reasonable suspicion of drug or alcohol usage or abuse.

## SECTION 4: POSITION CLASSIFICATION PLAN

### SECTION 4.1 OVERVIEW

The position classification plan is to allocate, describe, and organize positions and jobs into classes based on assigned duties, responsibilities, and job-related requirements and tests if applicable.

**See Human Resources for the Job Position And Pay Range Resolution.**

1. Contents of Job Position And Pay Range Resolution
  - a. Grouping of City positions where the same title is appropriate, the duties and responsibilities are similar, but not identical, the same requirements and tests apply, and the same salary rate is appropriate.
  - b. Job Position and Pay Range Resolution establishes the basis for the Classification Plan.
  - c. Resolution required by City Ordinance 105.420.
2. Establishing a New Position or Combining Positions
  - a. Requests for a new position or the combining of positions to create a new position must be submitted to the Human Resources Department before being routed to the City Manager for final approval.
  - b. Contents required to be submitted with a request for a new position or the combining of positions to create a new position:
    - i. Job description
    - ii. Suggested Pay Rate
    - iii. Reason for new position
3. Abolishing Positions
  - a. A written request must be submitted to the Human Resources Department for the abolishment of a position.
  - b. The City Manager will have the final approval on the abolishment of any city position.
4. Recordkeeping
  - a. A record of each position along with a record of the number of employees authorized to hold those positions shall be maintained by the Human Resources Department.
  - b. All job descriptions for positions shall undergo a review every 2-5 years by the Department Head to ensure positions are up to date. Any changes made shall be submitted to the Human Resources Department.

## **SECTION 4.2 JOB DESCRIPTIONS**

All positions held by the City of Junction City shall have a job description that is maintained and kept up to date.

Job descriptions shall be made available to employees as a general description of work performed and to provide a framework of expectations of the job.

The provisions of the job description are to be observed in the handling of all personnel actions and activities.

A detailed job description of the position duties, requirements, and responsibilities as well as any other requirements imposed by local, state, or federal law.

## **SECTION 4.3 WORK SCHEDULES**

All City of Junction City employees are categorized as either exempt or non-exempt depending on their salary and the type of work they do. Each employee shall follow the schedules outlined below.

An employee's Work Schedule is dependent on their assigned classification.

1. Exempt Employees
  - a. The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday.
  - b. Exempt employees are generally assigned to five eight-hour days, with some variation permissible.
2. Non-Exempt Full-Time Employees
  - a. The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday.
  - b. Non-exempt full-time employees are generally assigned to five eight-hour days, with some variation permissible.
3. Non-Exempt Full-Time Shift Employees
  - a. The workweek shall be seven (7) consecutive days unless otherwise stated in the active collective bargaining agreement for union employees. Apart from Dispatchers, the workweek shall begin with the department's respective starting time on Monday beginning at midnight through Sunday at 11:59 p.m.
  - b. Dispatchers workweek shall be Sunday at 6 a.m. through the following Sunday at 5:59 a.m.
  - c. Non-exempt shift employees are generally assigned to a rotating schedule at the discretion of their Department Head or a designee delegated by the

Department Head. The length of the rotating shifts may vary and may be dependent on the active collective bargaining agreement for union employees.

#### 4. Part-Time Employees

- a. The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday.
- b. Part-time employees are hourly employees assigned to a work schedule that is not equivalent to full time. Determination of hours for part-time employees is at the discretion of the supervisor with approval from the Department Head.
- c. The Human Resources Department must be notified for all part-time employees who are anticipated to exceed working twenty (20) or more hours in a workweek. Department Heads, designees and supervisors are not allowed to permit a part-time employee to work over 999 hours in a calendar year without prior approval from the Human Resources Department and City Manager.

#### 5. Seasonal Employees

- a. The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday.
- b. This Work Schedule is utilized during times of temporary need for additional assistance for seasonal work, special projects, and internships or to cover positions due to the temporary inability of an employee to fulfill their position. Actual work assignments are assigned by need and can be very sporadic.

Assignment of flexible time or alternative work schedules shall be developed by Department Heads. The arrangements will not exceed the hours laid out in the work schedule they fall under.



## SECTION 5: EMPLOYEE COMPENSATION

### SECTION 5.1 THE PAY PLAN

Employees shall be paid at the salary rate established for the regular hours worked. The City Manager, along with other personnel at City Manager's discretion, shall determine the pay range for each position within the City based upon relevant and legal factors. These pay ranges constitute the Pay Plan (See the Job Position and Pay Range Resolution). The City Manager at any time may override rates listed in the Pay Plan for special circumstances.

#### 1. Contents of Pay Plan

- a. A pay range of standard rates of pay indicating the minimum and maximum rates of pay for each job position.
- b. An assigned status category for each job position.
- c. The list will be maintained and held by the Human Resources Department. The list will be available to employees and the public upon request per K.S.A. 45-215 *et sequential*.
- d. The Pay Plan does not override pay ranges contained in the collective bargaining agreements.

#### 2. Pay Plan Status Categories

- a. Exempt Full Time Employees
  - i. Exempt full-time employees are paid on a Salary Basis as defined and regulated by the Fair Labor Standards Act.
  - ii. The Paid-hours standard shall be 40 hours per work week.
  - iii. There is no Overtime or Accrued Compensatory Time Compensation.
- b. Non-Exempt Full Time Employees
  - i. Non-exempt full-time employees are paid on an Hourly Basis as defined and regulated by the Fair Labor Standards Act.
  - ii. The Paid-hours standard shall be 40 hours per work week.
  - iii. The Overtime compensation threshold for non-union, non-exempt full-time employees shall be 40 hours per work week.
  - iv. The Overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under.
- c. Non-Exempt Full Time Shift Employees
  - i. Non-exempt full-time shift employees are paid on an hourly basis as defined and regulated by the Fair Labor Standards Act.
  - ii. The Paid-hours standard shall be 40 hours per work week unless otherwise stated in active collective bargaining agreement for union employees.
  - iii. The overtime compensation threshold for non-union, non-exempt full-time shift employees shall be 40 hours per work week.

- iv. The overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under.
- d. Part Time Employees
  - i. Part time employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act.
  - ii. There is no paid-hours standard for part time employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked.
  - iii. The overtime compensation threshold for part time employees shall be 40 hours per work week.
- e. Seasonal Employees
  - i. Seasonal employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act.
  - ii. There are no paid-hours standard for seasonal employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked.
  - iii. The overtime compensation threshold for seasonal employees shall be 40 hours per work week.

## **SECTION 5.2 PAY CALENDARS AND PAY DAYS**

### **1. Pay Calendars**

The City currently operates under two different pay calendars: bi-weekly Dispatch calendar and bi-weekly main calendar. Payroll calendars will be available upon request.

- a. Employees classified as Dispatchers will operate under a pay calendar that runs Sundays through Saturdays.
- b. All other City employees will operate under a pay calendar that runs Mondays through Sundays.

### **2. Pay Days**

- a. Employees shall be paid bi-weekly on the Friday following the end of the pay period.
- b. When a payday falls on a recognized holiday, paychecks will be available to employees by 5:00 p.m. on the preceding business day.

## **SECTION 5.3 PAYROLL DEDUCTIONS**

The City offers employees the opportunity to voluntarily participate in payroll deductions that have been established between the City and outside providers.

In order to participate in the voluntary payroll deduction programs, an employee must complete and submit the required forms of authorizations for payroll deductions to the Human Resources Department.

Changes or cancellations of payroll deductions must be submitted to the Human Resources Department. All payroll deduction forms submitted to the Human Resources Department are required to be signed by the employee for validation. A form submitted without signature will not be processed until a signature is acquired from the employee.

Employees may obtain more information on voluntary payroll deduction elections available from the Human Resources Department.

### **SECTION 5.4 DIRECT PAYROLL DEPOSIT**

To increase payroll efficiency and to provide greater convenience to City employees, the City requires employees to utilize the Direct Deposit System. The inability to participate in the City's direct deposit plan may result in a delay of the hiring process for an applicant.

Upon hire, each employee will be required to complete and submit a signed "Direct Deposit Authorization" form along with a voided check or deposit slip. The City will not be held liable for errors made on the "Direct Deposit Authorization" form submitted by the employee.

Changes to banking information for direct deposits are required to be done in person with the Human Resources Department. Employees are responsible to coordinate with their banking institutions for any issues regarding deposit timelines, deposit processes, etc. The City will not be held liable for any issues occurring due to changes of direct deposit information. Employees are encouraged to verify that their bank has deposited funds in their account.

Direct Deposit Authorization forms are available at the Human Resources Department.

### **SECTION 5.5 TIMEKEEPING**

The City reserves the right to conduct an administrative investigation for any employee who falls under reasonable suspicion for timekeeping abuse. Employees who are found to abuse timekeeping records are subject to disciplinary action.

1. General Provisions
  - a. All time worked whether on or off the premises will be recorded.
  - b. Inaccurate timekeeping shall be subject to administrative investigation and potential disciplinary action.

- c. Other than the employee, only the employee's Department Head or authorized time keeping personnel designated by the Department Head shall be permitted to make changes to an employee's timecard.
- d. If the City inadvertently fails to pay an employee properly, the employee must report the discrepancy to Human Resources Department to initiate corrective action.

## 2. Non-Exempt Employees

All non-exempt employees are held responsible to submit and ensure the accuracy of their timecards/timesheets. For shift employees, timecards/timesheets shall be submitted on the last scheduled working day of the pay period. If this is not possible, shift employees shall submit timecards/timesheets on their next scheduled working day.

- a. All timecards/timesheets must be signed by the employee and supervisor.
- b. All timecards/timesheets must clearly identify and accurately record any leave taken in the pay period. Separate leave request forms shall be filled out and submitted with timecards/timesheets.
- c. Incorrect time recording on timecards/timesheets are required to be verified and initialed by supervisors for correction. "Initialed" may include physical initials, email narrative, redone within the payroll portal or software, or other similar methods.
- d. Employees must notify the Human Resources Department when a discrepancy is found on the timecard/timesheet after submission.
- e. Incorrect timecards/timesheets will be sent back to the Department for correction if found during the payroll process and are due back to the Human Resources Department before the payroll process is complete.

## 3. Exempt Employees

Exempt employees have a set working schedule and are not eligible for overtime and/or compensatory time off.

- a. All timecards/timesheets must be signed by the employee and supervisor.
- b. Exempt employees are required to submit a leave form for any leave used in the pay period.
- c. If an exempt employee works at least four-plus (4+) hours per work day, then they should not be charged for Vacation, Sick, or Personal Leave, or PTO unless it is deemed abused in a pay period.
- d. Leave charge for exempt will not be less than eight (8) hours. Ex. If worked four (4) hours for the day, then time entered will be eight (8) hours. No leave will be used.
- e. Department heads have the authority to set conditions of leave usage parameters for exempt employees.

## SECTION 5.6 BREAK AND MEAL PERIODS

### 1. Breaks

Breaks are short periods of compensable time off during the workday that typically lasts 5-15 minutes at a time. Breaks shall not be in excess of 15 minutes per break period.

Breaks are not required; however, employees may be allowed such breaks depending on the work assigned and departmental needs. The approval and scheduling of breaks shall be at the discretion of the supervisor. Employees may be allowed two (2) breaks during the workday under the following conditions.

- a. Breaks taken by employees working out-of-doors shall be taken at the worksite. Employees will not take breaks in restaurants or other commercial establishments unless specifically authorized by the Department Head.
- b. Employees whose regular work activity takes place in a single location will take breaks at the worksite or a location specified by the supervisor.
- c. Department heads are authorized to develop flexible alternatives to break rules.

### 2. Meal Periods

A meal period is time off during the workday that typically lasts thirty to sixty (30-60) minutes. Meal periods shall not be less than thirty (30) minutes nor exceed sixty (60) minutes. Department Heads are authorized to determine the length of meal period times at their discretion. Union employees will follow guidelines set in their collective bargaining agreement.

- a. Employees are free to leave the work site during meal periods.
- b. Meal periods will not be accumulated and used for time off or for any absences from hours of employment.
- c. Scheduled meal periods will be coordinated along with supervisor or Department Head input.

### 3. Collective Bargaining Agreements

Employees apart of a collective bargaining unit with an agreement shall follow their collective bargaining agreements for break and meal times.

## SECTION 5.7 OVERTIME AND COMPENSATORY TIME

This Section only applies to non-exempt employees.

The Department Head is ultimately responsible for the control of overtime and compensatory time for non-exempt employees. All overtime and compensatory time, to the extent possible, shall be authorized in advance. Working additional hours for the purpose of

receiving additional pay or accruing extra compensatory time off for future use is prohibited and subject to administrative investigation under reasonable suspicion for timekeeping abuse.

Holiday time off, personal days, vacations and work lost due to work related disability, bereavement leave, civil leave, sick leave, military leave, personal leave and leaves of absence shall not be eligible for purposes of computing overtime and compensatory time off. Only actual time worked will be counted towards the computation of overtime.

Union employees will follow guidelines set in their collective bargaining agreement.

\*Exempt employees are not eligible for overtime pay or compensatory time off.

### 1. Overtime

The granting of overtime shall be done by the Department Head and is contingent upon an existing need, such as additional workload, special projects, events, or to cover the absence of another employee.

As outlined in the Fair Labor Standards Act (FLSA), non-exempt employees shall receive one and one-half times their regular rate(s) of pay for working in excess of 40 hours in a work week. In lieu of receiving overtime pay for overtime worked, an employee may elect to receive compensatory time off.

### 2. Compensatory Time

In lieu of paying non-exempt employees for overtime worked, employees may be granted compensatory time off at the rate of one and one-half hours off for each hour of overtime worked. Acceptance of compensatory time off by the employee is made knowingly and voluntarily without coercion or pressure prior to the performance of the overtime worked.

Compensatory time off must be provided to and used by the employee within four weeks of when it was earned. Compensatory time off will be exhausted before vacation time is taken. If the compensatory time off is not used within the following two pay periods of when it was earned, the supervisor will report it to the Human Resources Department for payout on the next pay period. Payout of unused compensatory time off will be at the rate of one and one-half times the employee's regular rate(s) of pay.

## SECTION 5.8 STANDBY, ON-CALL STATUS, AND CALL BACK TIME

On-call Status and Call Back provisions are only applicable to non-exempt and non-union full time, seasonal, or part time City employees who are subject to a call back. Exempt

employees are not eligible for compensation related to being on an on-call status or for call back time. Union employees will follow guidelines regarding being on an on-call, standby status, or call back status outlined in their collective bargaining agreement.

Department Heads will be responsible for submitting a request for approval to the City Manager to utilize a departmental on-call status schedule and call back roster schedule.

If approved, the Department Head will ensure the submission of on-call status and call back timecards/timesheets to the Human Resources Department each pay period to ensure efficient payroll processing.

### 1. On-Call Status

- a. Eligible employees who have been assigned to be the primary callback employee during a predetermined timeframe shall be on an on-call status.
- b. Ineligibility of being on the on-call status schedule will be at the discretion of the supervisor and provisions stated in the expectations for employees on an on-call status.
- c. Employees unable to respond as expected while on an on-call status will be subject to an administrative investigation. Failure to respond while on an on-call status may lead to disciplinary action at the discretion of the Department Head.
- d. Expectations for employees on an on-call status are as follows:
  - i. Carrying of a City issued cell phone approved by the Department Head. Or the Employee shall allow calls to a personal cell phone.
  - ii. Respond on worksite within 30 minutes.
  - iii. Must not consume alcohol or utilize controlled substances, except the proper use of prescription drugs or over-the-counter drugs shall not be prohibited by this policy.
  - iv. Responsible to notify the supervisor immediately of their inability to report.

### 2. Compensation for On-Call Status

Department Heads shall determine the compensation for their employees on an on-call status. The terms of compensation shall be determined at the departmental level and written in departmental policy. Once compensation has been determined, approval from the City Manager is required.

Department Heads shall submit written departmental policy to the Human Resources Department to ensure correct compensation for employees.

### 3. Call-Back Time

- a. Call back time is authorized when designated employees are called back to work unexpectedly for an emergency or when employees on an on-call status are called back to work.
- b. Expectations for employees who are called back are as follows:

- i. Respond within the time allocated by the supervisor on the emergent incident.
  - ii. Identify on timesheet/timecard reason for call back.
- 4. Compensation for Call-Back Time
  - a. Compensation regarding on-call status and call-back will be determined at the departmental level. Employees shall be given access to review this departmental policy any time it is requested. Employees will be required to acknowledge the terms and conditions of being on an on-call status before they are able to be added to an on-call listing for the department.
  - b. Working in response to a call-back is eligible for purposes of computing overtime pay for non-exempt full time, part time, or seasonal employees. For any hours worked over the forty (40) hours in the workweek, eligible employees will be paid at the overtime pay rate. (Refer to Section 5.10). Eligible employees may substitute compensatory time off for any call-back hours worked in excess of 40 hours in the workweek. Compensatory rules of usage and payout apply. (Please refer to Section 5.7).

## **SECTION 5.9 HOLIDAY & HOLIDAY PAY**

### **1. Designated Holidays**

All full-time employees in the City workforce will be afforded the opportunity to observe the following holidays:

New Year's Day (January 1<sup>st</sup>)  
Martin Luther King Day (3<sup>rd</sup> Monday in January)  
President's Day (3<sup>rd</sup> Monday in February)  
Good Friday (Friday before Easter Sunday)  
Memorial Day (Last Monday in May)  
Juneteenth (June 19<sup>th</sup>)  
Independence Day (July 4<sup>th</sup>)  
Labor Day (1<sup>st</sup> Monday in September)  
Indigenous People's Day (2<sup>nd</sup> Monday in October) also known as Columbus Day  
Veterans Day (November 11<sup>th</sup>)  
Thanksgiving (4<sup>th</sup> Thursday in November)  
Day After Thanksgiving (4<sup>th</sup> Friday in November)  
Christmas Eve (December 24<sup>th</sup>)  
Christmas (December 25<sup>th</sup>)

The City Commission reserves the right to designate other paid holidays at their discretion.



2. Office Closures

- a. City offices, except for the Police and Fire Department, shall be closed for each Designated Holiday listed above.
- b. If any Designated Holiday falls on a Saturday, City offices shall be closed on the preceding Friday; and
- c. If the Designated Holiday falls on a Sunday, City offices shall be closed on the following Monday.

3. Holiday Pay During Office Closures

- a. Eligibility
  - i. All exempt and non-exempt full-time employees are eligible for holiday pay during office closures.
  - ii. Seasonal and Part-time employees are not eligible for holiday pay during office closures.
- b. Payout
  - i. Eligible employees for holiday pay during office closures shall be paid the equivalent of eight (8) hours at their hourly rate per Designated Holiday as part of regularly scheduled work hours.
  - ii. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department.

4. Holiday Pay Worked

- a. Eligibility
  - i. All non-exempt full-time and part-time employees scheduled to work during a Designated Holiday.
  - ii. Seasonal employees are not eligible for holiday pay worked.
- b. Payout
  - i. All non-exempt full-time and part-time employees, except for union employees, who work on a Designated Holiday will be paid at a rate at time and a half their regular rate.
  - ii. All seasonal employees who work on a Designated Holiday will be paid at their regular rate.
  - iii. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department.

5. Vacation/Personal/Sick Leave or Paid Time Off Not Applicable on Holiday

- a. If Leave or PTO is scheduled and a Holiday is in the middle of the Leave or PTO usage, then Leave or PTO shall not be used on an observed Holiday.
- b. Example, an Employee schedules PTO on the workday before and the workday after Veteran's Day, then the employee will only use 16 hours of PTO for the two days and no PTO for Veteran's Day.

- c. If an employee is a member of a collective bargaining unit then that agreement will control and guide.
- 6. **Unscheduled Leave Usage Prior to, After, or During Holiday**
  - a. Whereas the City permits paid Holidays, that does not alleviate the workload for workdays prior to or after the Holidays. In addition, some City services still need to be provided throughout the Holiday.
  - b. If an employee calls in unscheduled Leave usage or PTO on the day prior to a holiday or the day after a holiday, then the employee shall not receive Holiday pay. The employee may still use the applicable Leave or PTO.
  - c. If an employee calls in unscheduled Leave usage or PTO on a Holiday, then the employee shall not receive Holiday pay. The employee may still use the applicable Leave or PTO.
  - d. If the employee utilizes Sick Leave or PTO for health, a doctor's note or other credible proof shall allow the employee to receive Holiday pay and not be charged Leave or PTO usage.
  - e. If an employee is a member of a collective bargaining unit then that agreement will control and guide.

## **SECTION 5.10 PAY RATE ADJUSTMENTS**

- 1. **Cost of Living Adjustment ("COLA")**
  - a. Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees.
  - b. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year.
  - c. The COLA shall take effect:
    - i. Upon the first pay period following the completion of the initial 12 months of employment by the City;
    - ii. Upon the first pay period following the end of the previous fiscal year; or,
    - iii. Upon the City Manager's discretion.
    - iv. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department.
- 2. **Other Benefit Allowances**
  - a. **Other Benefit Allowances**
    - i. Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera.
  - b. **Eligibility**
    - i. The City Manager reserves the right to make the final determination of an employee's eligibility for other benefit allowances.
    - ii. Predetermined positions within the City.

c. Payout

- i. Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement.
- ii. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed.
- iii. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase.
- iv. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement.

3. Working out of Classification

- a. Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows:
  - i. Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and,
  - ii. However, the following shall not trigger compensation for working out of classification:
    1. incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or,
    2. assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;.
  - iii. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed.
- b. Upon return to working in an employee's classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification.

4. Change of Status

An employee's change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee's change of status, the City Manager's approval of any pay adjustments

must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department.

5. Wage Garnishments

A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off.

In any event where Junction City's Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court.

There will be an administrative fee assessed for each pay period garnished as set by the Human Resources Department in conjunction with the City Manager.

Contact the Human Resources Department for more detailed information.

**SECTION 5.11 FINAL PAY**

Employees leaving employment with the City shall be paid according to the following terms:

1. All hours worked in the last pay period leading up to their final day.
2. All earned leave hours under the following terms:
  - a. Employees exempted/left into Vacation leave. Payout of vacation hours are up to a maximum of:
    - i. 240 hours for the 8-hour employee;
    - ii. 720 hours for Fire Department Battalion Chiefs, Chief positions within the Fire Department, and executive or administrative Fire/EMS position that was promoted from within the local bargaining unit;
    - iii. 720 Vacation hours for Police Chief, Assistant Police Chief, Captains, or Lieutenants promoted from within the local bargaining unit per Resolution R-2824 approved by the City Commission whichever is greater; or
    - iv. Some other total accumulated negotiation vacation hours for those employee groups who have an express written agreement with the City Manager.

## JUNCTION CITY PERSONNEL POLICIES

3. Employees will be paid out their accumulated PTO hours upon leaving employment with the City. The number of hours of PTO paid out is determined by hours earned by separation from the City; however, the maximum PTO hours paid out is capped in accordance with the chart below:

| Months (Years) of Service                                                                        | Maximum PTO Hours Paid at Final Pay |
|--------------------------------------------------------------------------------------------------|-------------------------------------|
| 1 day through 24 months<br>(0 to 2 years)                                                        | 40                                  |
| 25 months through 60 months<br>(2 to 5 years)                                                    | 120                                 |
| 61 months through 120 months<br>(5 to 10 years)                                                  | 240                                 |
| 121 months through 180 months<br>(10 to 15 years)                                                | 320                                 |
| 181 months through Retirement<br>(15 years through Retirement)                                   | 480                                 |
| If an employee <b>retires</b> prior to 181 months of employment with the City in line with KPERS | 480                                 |

4. For eligible City employees exempted into City leave plan of sick hours for a maximum of:
- a. Retirement:
    - i. Upon retirement from the City of Junction City, eligible full-time employees will be paid all of their accumulated sick leave up to a maximum not to exceed 240 hours.
    - ii. Fire and Police personnel will be paid their sick leave according to the union contract(s).
    - iii. The Fire Chief, Fire Department Battalion Chiefs, Chief positions within the Fire Department, executive or administrative Fire/EMS position that was promoted from within the local bargaining unit, Police Lieutenants, Police Captains, the Chief of Police, and Assistant Chief of Police will be paid all of their accumulated sick leave up to a maximum not to exceed 720 hours. If the employee(s) listed in this subsection enters into another agreement with the City, then that will supersede the accumulation of sick leave payout referred to in this section.
  - b. All City employees who leave City employment, except for retirement:
    - i. Upon leaving employment with the City, an employee will not receive reimbursement or pay for their accumulated sick leave or medical bank.
    - ii. If a non-retiring employee has another agreement regarding final pay, then the standing agreement will dictate reimbursement or final pay concerning accumulated sick leave. Written and signed documentation

of agreement is required. The signatures must include the City Manager and the employee.

- c. For employees with Med Bank Leave:
  - i. Med Bank Leave shall not be considered working hours for the purpose of overtime compensation.
  - ii. Employees shall not be paid for any unused accrued Med Bank Leave upon non-retirement separation from employment unless a pre-existing agreement was made with the City Manager or the employee retires from the City fully vested in KPERS or KP&F (outside hires for Police or Fire Chief or other similar command/administrative City staff). Documentation regarding existing agreement may be required.
  - iii. Employees who accumulated Med Bank Leave upon retirement shall be paid out their accumulated Med Bank Leave up to a maximum of 480 (four hundred eighty) hours of PTO plus Med Bank Leave.
    - a. Example: If a City employee retires fully vested in KPERS with 432 hours of PTO and at least 48 hours of Med Bank Leave, then the retiring employee will be paid out 480 hours.
    - b. Example: If a City employee retires without being fully vested in KPERS with 432 hours of PTO and 96 hours of Med Bank Leave, then the retiring employee will be paid out 432 of PTO and 0 hours of Med Bank Leave.
    - c. Example: If a City employee retires fully vested in KPERS with 300 hours of PTO and 120 hours of Med Bank Leave, then the retiring employee will be paid out 420 hours (300 hours of PTO and 120 hours of Med Bank Leave).
- 5. Final Pay shall be reduced by monies owed by the employee for stolen, lost, or damaged equipment as determined under Section 16.3.

#### **SECTION 5.12 FINAL PAY REGARDING DECEASED EMPLOYEE**

- A. Final Pay for a deceased employee shall be paid to the dependents of the employee in line with Section 5.10 so long as the employee qualifies under 5.11.B.
- B. To qualify for Final Pay under this Section, the employee must be a current employee of the City at the time of their death.
- C. Refer to Section 10.1.6 for insurance coverage of a deceased employee's spouse or other dependents.

#### **SECTION 5.13 RETENTION BONUS**

The following is dependent on City Manager discretion and budget permitting.

## JUNCTION CITY PERSONNEL POLICIES

All full-time employees and part-time employees employed with the City as of or by December 1<sup>st</sup> shall be eligible for a Retention Bonus. The employees under a collective bargaining unit do not qualify for a retention bonus but are still eligible for their longevity pay provisions.

Retention Bonuses, if granted, shall follow the table below:

| Months of Service                  | Full-Time Employee | Part-Time Employee |
|------------------------------------|--------------------|--------------------|
| 0 to 24 months<br>(0-2 years)      | \$100.00           | \$50.00            |
| 25 to 60 months<br>(2-5 years)     | \$150.00           | \$75.00            |
| 61 to 120 months<br>(5-10 years)   | \$250.00           | \$125.00           |
| 121 to 180 months<br>(10-15 years) | \$500.00           | \$250.00           |
| 181 to 240 months<br>(15-20 years) | \$750.00           | \$375.00           |
| 241 to 300 months<br>(20-25 years) | \$1,000.00         | \$500.00           |
| 301 to 360 months<br>(25-30 years) | \$1,250.00         | \$625.00           |
| 361 and more months<br>(30+ years) | \$1,500.00         | \$750.00           |

The granting of a retention bonus is within the discretion of the City Manager and if the budget permits.

Other longevity pay for those under collective bargaining units shall be governed by those agreements.

Retention Bonus is subject to taxes, KPERS or KP&F contributions, and other applicable deductions or fees.

## **SECTION 6: EMPLOYEE RECORDS**

### **SECTION 6.1 KORA COMPLIANCE**

The City will comply with K.S.A. 42-215, *et sequential*, the Kansas Open Records Act (“KORA”), in maintaining and disclosing personnel information.

### **SECTION 6.2 MAINTAINING AND KEEPING OF PERSONNEL FILES**

- a. The Human Resources Department shall maintain, store, keep, and manage all Personnel Files.
- b. Departments, aside from the Human Resources Department, must send personnel information and documents to Human Resources.
- c. Departments may keep a copy of the documentation but only in conjunction with and by approval of the Human Resources Department after turning in the original document(s).

### **SECTION 6.3 INFORMATION CONTAINED IN PERSONNEL FILES**

- a. Certain personal information is required to be maintained to satisfy governmental requirements; other information is vital for benefits purposes. Human Resources shall keep such information in personnel files for all persons employed.
- b. The personnel file may include, but is not limited to, such information as the employee’s job application, resume, training records, performance review records, compensation history, (to include compensation rate changes), and any other related documents and materials.
- c. Copies of professional licenses, certifications, and training verifications must be submitted to the Human Resources Department.
- d. All background documentation, investigatory documentation, I-9 forms, and anything pertaining to medical and health records are maintained separately and access to such information is highly restricted.
- e. Personnel files are City property.

### **SECTION 6.4 THIRD PARTY ACCESS TO PERSONNEL INFORMATION**

- a. Access to personnel records shall be restricted to maintain as much confidentiality as practical.
- b. The City reserves the right to verify employee information such as employment status and job title to law enforcement, public safety officials, or medical officials who have a valid need to ascertain limited, specific information about the employee, without notification to the employee involved.
- c. The City will cooperate with Federal, State, and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, the City may first seek



- the advice of legal counsel before permitting an investigator to review a personnel file.
- d. Under no circumstances may the personnel file be removed from the City premises except for when copies of personnel records and/or the removal of records off of the City premises is accompanied by a court order. Copies of the court order shall be maintained by the Human Resources Department.
  - e. All requests for recommendations or information concerning employees shall be handled through the Human Resources Department or their designee.
  - f. Without a full release form signed by the employee, including telephone inquiries, the only information the Human Resources Department will provide for employment verification is the date of hire, the position held, and date of termination.
  - g. Employment verification inquiries with a full release form information released may be provided as requested. Release of information will be in accordance with K.S.A. 44-119a.

#### **SECTION 6.5 EMPLOYEE ACCESS TO PERSONNEL FILE**

- a. Current employees may review their own personnel file.
- b. All personnel files shall be viewed only on the City's property and in the presence of the Human Resources Department or their designee, at a time convenient to the Human Resources Department or their designee.
- c. Under no circumstances may an employee remove their personnel file, or any part of it, from the Human Resources Department.
- d. Employees may request copies of documents in their personnel file. However, medical, internal investigation, disciplinary actions, and other similar records may be denied for copies or be copied with redactions upon review and decision by Human Resources.
- e. Former employees will not be permitted to have access to their personnel file unless a review of the file is ordered by a court of law or granted by the Human Resources Department within their discretion.

#### **SECTION 6.6 EMPLOYEE REQUEST FOR AMENDMENT OF RECORD**

- a. An employee may request an amendment to a record in the personnel file. The employee is required to submit a written request to their immediate supervisor and Department Head.
- b. An amendment may add to, substitute, or subtract from a personnel record.
- c. Employee request shall be submitted to the Human Resources Department for consideration and review by the Department Head.
- d. Response to the written request shall be within ten (10) working days of when the request was submitted by the Department Head to the Human Resources Department.
- e. The response shall indicate whether the request was denied or approved and the reasoning for such action.

**SECTION 6.7 CHANGE OF PERSONNEL INFORMATION/STATUS**

- a. An employee's eligibility to receive certain benefits and benefit payments may be affected by failing to provide current personal information.
- b. Employees shall report the changes in writing to their Department Head and the Human Resources Department within fifteen (15) days.
- c. Changes needing to be reported shall include but are not limited to:
  1. mailing address,
  2. telephone number(s),
  3. name(s) and number(s) of dependent(s), if any,
  4. marital status, and
  5. Emergency contact information.
- d. Some changes may require proof and will be requested by the Human Resources Department.
- e. An employee failing to provide adequate documentation for any changes may delay results and alter benefit eligibility for certain programs.
- f. The City of Junction City shall not be held responsible for any adverse action that occurs due to the employee's failure to comply with ensuring the Human Resources Department is notified in a timely manner of any changes to their personal information or status.

## SECTION 7: EMPLOYEE STATUS

Employees that undergo a change of status must meet the minimum requirements of the position classification they are being promoted, demoted, or transferred to. In addition to meeting these standards, the employee's performance evaluation record, promotional tests (if applicable), promotional interviews, and/or length of service may be considered in determining a change of status.

### SECTION 7.1 STATUS CATEGORIES

An employee may be moved to a higher position in one classification range to a position of another classification range as a result of performance evaluation, transfer, and/or for an credential or reclassification promotion.

#### 1. Credential Promotions

- a. Select positions are established in such a way as to allow for credential promotion upon attaining and maintaining a specific type of professional certification or education. Recommendations for promotion shall be made by the Department Head to the City Manager for final approval. The Human Resources Department shall maintain a record of these positions and the corresponding professional certification, licensing, educational requirements, or other similar credentials.

#### 2. Demotion

An employee may be moved to a reduced rank or status position as a result of an unsatisfactory performance evaluation, transfer, or disciplinary action.

Demotions of any kind will be based on the recommendation of the Department Head and shall be approved by the City Manager.

- a. Department Heads shall be required to submit a written narrative to the Human Resources Department describing recommendation and reasoning for a reduction in rank or status position for the employee.
- b. Upon approval, a formal counseling and written notice of the action will be provided to the employee and placed in the employee's personnel records.

#### 3. Transfer

Transfers of any kind will be based on the recommendation of the Department Head and shall be approved by the City Manager.

- a. Vacancies may be filled through a transfer by a qualified employee in the same or different department.
- b. No public announcement is required when filling a vacancy through a transfer.
- c. Department Heads shall be required to work with the Human Resources Department in advance of filling a vacancy using this method instead of posting the vacancy publicly.

4. Reclassification

A reclassification is necessary whenever there is a significant change to an employee's current positional duty attributes outlined in their job description. Supervisors must submit documentation illustrating the drastic change of duties from the employee's current duties to new duties the employee would take on. The Human Resources Department will oversee the process of reclassification and submit the request to the City Manager for final approval.

Employees in positions affected by a reclassification may not be required to serve a probationary period. Each situation will be assessed on a case-by-case basis to determine whether or not a new probationary period is required.

Under certain circumstances, a reclassification should not affect an employee's performance review schedule and consideration of a pay increase. Each situation will be assessed on a case by case basis to determine the effect a reclassification will have on performance reviews and scheduled salary adjustments.

5. Temporary Work in a Higher Classification

Periodically, an employee will be asked to temporarily work in a higher classification to cover during periods of absences or to assist during times of increased work. This shall be considered a standard requirement of all positions and shall not necessitate any changes in pay. Any work in a higher classification that necessitates pay rate changes shall refer to Section 5.10(3) of this Policies and Procedures Guideline.

**SECTION 7.2 PROBATIONARY STATUS**

1. Initial and Change in Status Probation

- a. To ensure a successful start or transition into a new position, all new employees or employees who have had a change in status (promotion, demotion, position transfer, etc.) may be subject to serve a probationary period of six (6) months.
- b. Union employees will follow the probationary period outlined in their collective bargaining agreement.

2. Extended Probationary Period

An extended probationary period provides the employee an opportunity to bring their performance in line with department and organizational expectations.

- a. The Department Head shall submit a request to the City Manager to extend an employee's probationary period when substandard performance or workplace behaviors are inconsistent with the City's Policies and Procedures Guideline Manual and departmental policies.
- b. All requests submitted for an extended probationary period must have supporting documentation showing the need for an extended probationary period.

- c. The City Manager or designated delegate shall make the final decision of an extended probationary period request.
- d. An employee who is placed on an extended probationary period must be notified by the Department Head before the original probationary period ends.
- e. Notification to the employee will include the following information:
  - i. Duration of an extended probationary period.
  - ii. Explanation of why an extended probationary period was decided on.
  - iii. Follow up timeline regarding performance on an extended probationary period.
  - iv. Actions regarding the outcome of the extended probationary period.
- f. If an extended probationary period is granted, then an employee will follow departmental policies for the duration of an extended probationary period. If no departmental policy for an extended probationary period exists, then an extended probationary period shall be ninety (90) days.
- g. The total accumulated time on an extended probationary period may not exceed six (6) months.
- h. An employee may be released from an extended probationary period at the discretion of the Department Head after a minimum of thirty (30) days. Documentation of release from probation shall be submitted to the Human Resources Department to be placed in the employee's personnel file.

## SECTION 8: PERFORMANCE MANAGEMENT PROGRAM

### SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW

1. General
  - a. All exempt and non-exempt full-time and part-time employees of the City workforce shall be given annual objectives for an annual performance evaluation.
  - b. Information contained in the employee's performance evaluation shall be considered personal and confidential in nature and will be treated as such.
  - c. Employee performance evaluation records may be reviewed to aid supervisors in making informed decisions related to any change of status for the employee.
  - d. All requests for access to employee personnel files shall be made to Human Resources as described within Section 6, especially Section 6.5.
  - e. A copy of all documentation of the performance evaluation process for the calendar year shall be available upon request to the employee only.
2. Department Responsibility
  - a. Department Heads, or their designee, are held responsible for keeping the Human Resources Department up to date on employees who become supervisors responsible for employee performance evaluations. Communication of any changes to the supervisory roster shall include the following:
    - i. Name of Supervisor
    - ii. Name(s) of employee(s) the supervisor will oversee
    - iii. Effective date of change
  - b. Training will be required for all supervisors who will be responsible for conducting performance evaluations for employees. New supervisors will be held responsible to connect with the Human Resources Department to schedule performance evaluation process training.
  - c. Department Heads are ultimately responsible to ensure all performance evaluations are thorough and provide adequate content related to the employee's work performance and goals and objectives set by their supervisor. "Adequate content" includes both positive notes and corrective guidance for areas of improvement for the employee.
3. Frequency of Employee Evaluations in the Performance Management Process
  - a. All full time and part time employees shall be evaluated by their supervisor or Department Head on an annual basis. The evaluation shall be completed prior to December 31 of each year of continuous work for the City.
  - b. Evaluations shall occur with frequency as set in Section 8.2.
4. Employee Performance Management Process
  - a. Counseling and Evaluation on Performance
    - i. Before meeting with the employee, the supervisor shall submit the evaluation to the Department Head or their designee for review. Upon the Department Head's or their designee's review and tentative

approval for a meeting, then the supervisor may meet with the employee.

- ii. The supervisor shall meet with an employee to provide a copy of the evaluation and review for employee counseling or feedback.
- iii. If an employee is satisfied with their final performance evaluation, the final copy shall be submitted with signature back to the supervisor.
- iv. If an employee is dissatisfied with their final performance evaluation, the final copy shall be submitted with a signature noting challenge to the evaluation or a note of “refused to sign” which by itself is permissible by the employee and not employee misconduct.
- v. Supervisors shall submit the final performance evaluation to the Department Head or their designee. The Department Head or designee shall then forward the final performance evaluations to the Human Resources Department. Human Resources Department will place the evaluation in the employee’s personnel file.

**5. Employee Challenging Performance Evaluation**

- a. If an employee wishes to contest their performance evaluation, the employee is required to submit a written narrative within three (3) business days from the date of their performance evaluation counseling. The narrative submitted must explain their reason for challenging the performance evaluation.
- b. Supervisors shall review any challenges to a performance evaluation from employees with the Department Head.
- c. Supervisors shall respond in writing to the employee’s challenge within three (3) business days on the decision and outcome regarding the challenge.
- d. If an employee challenge affects a performance evaluation, then changes to the original performance evaluation will be annotated separately from the original performance evaluation.
- e. The final performance evaluation and any other related documents (challenges, annotations, et cetera) shall be submitted to the Human Resources Department to be placed in the employee’s personnel records.
- f. The Human Resources Department or designee will close out the open evaluation process to indicate completion.

**SECTION 8.2: PERFORMANCE EVALUATION OBSERVATION TIME PERIOD**

Depending on employee status, all City employees will fall under the General City Workforce or New Hire/Change of Status observation time periods and counseling schedules.

**1. General City Workforce**

- a. Supervisors will conduct performance evaluations of every qualified employee under their supervision.
- b. A “qualified employee” is one who has worked for the City for more than one year (12 months) continuously regardless of which department(s) they have worked within.

- c. Performance evaluations shall occur at least once per year. Supervisors shall conclude the performance evaluation prior to December 31 of each calendar year.
  - d. If employee conduct or job performance is unsatisfactory or otherwise concerning to the supervisor, Department Head, Human Resources Department, or City Manager, then the supervisor may conduct more performance evaluations as warranted.
- 2. New Hires or Change in Status Evaluation Schedule
  - a. After initial hire, an employee shall be evaluated by their supervisor:
    - i. Three months (90 days) after their start date;
    - ii. Six months (180 days) after their start date; and,
    - iii. Twelve months (365 days) after their start date.
    - iv. The above shall be followed regardless of when the evaluation in Section 8.1.3.a occurs.
  - b. After promotion in status, an employee shall be evaluated by their supervisor:
    - i. Three months (90 days) after the promotion; and,
    - ii. Six months (180 days) after the promotion.
    - iii. The above shall be followed regardless of when the evaluation in Section 3.1.3.a occurs.



## **SECTION 9: LEAVE, USE, AND PROHIBITION**

### **SECTION 9.1 ABSENTEEISM**

Attendance is a requirement of the City and employees are expected to work the schedule approved by their supervisor. The City will try to accommodate an employee whenever illness occurs or personal emergencies cause absences. However, excessive absences are disruptive and create a hardship for other employees and will not be tolerated. Being absent for three (3) consecutive working days without notifying their supervisor shall be considered job abandonment or as defined by a collective bargaining agreement for employees who do not work 8-hour shifts. Absenteeism may affect benefit eligibility, pay or leave/PTO accumulation rate, and leave or other benefit usage requirements.

### **SECTION 9.2 PAID TIME OFF (PTO)**

1. General
  - a. The City grants Paid Time Off (PTO) to eligible employees pursuant to this policy. PTO is accrued based on an employee's hire date and length of service.
  - b. Employees who participate in the PTO leave plan do not accrue sick, personal, or vacation leave.
  - c. The provisions of the PTO policy will not affect those governed by a collective bargaining unit that states anything to the contrary.
2. Eligibility
  - a. Full-time employees who were employed by the City prior to January 20, 2009 who opted into the City's Paid Time Off (PTO) transition policy effective June 12, 2012.
  - b. Full-time employees hired after the effective date for the City's transition to Paid Time Off policy dated June 12, 2012.
  - c. All union employees will follow their active collective bargaining agreement provisions regarding accrual of leave time.
3. Accrual
  - a. Employees shall accrue PTO. The level is based on the employee's hiring anniversary date. Employees may accrue at different rates during the year.
  - b. PTO shall accrue for every pay period per year.
  - c. Accumulated PTO is available for use after accrual following the hiring date.
  - d. Eligible employees accrue the following hours of PTO:

## JUNCTION CITY PERSONNEL POLICIES

| Accumulation of Hours Schedule                 | Hours Per Pay Period | Estimated Annual Accrual | Max Annual Accrual |
|------------------------------------------------|----------------------|--------------------------|--------------------|
| 1 Day through 60 months (0 to 5 years)         | 8.0                  | 208                      | 480                |
| 61 months through 120 months (5 to 10 years)   | 9.0                  | 234                      | 480                |
| 121 months through 180 months (10 to 15 years) | 10.0                 | 260                      | 480                |
| 181 months through 240 months (15 to 20 years) | 11.0                 | 286                      | 480                |
| 241 months through Retirement (Over 20 years)  | 12.0                 | 312                      | 480                |

#### 4. Carry-Over

- a. Any unused PTO within annual max accrued per year will “carry-over” into the next year.
- b. Any unused PTO in excess of the Max Annual Accrual as of the last day of the last pay period in each year shall be forfeited.
- c. Employees are responsible for working with their supervisor to schedule any PTO before the last day of the last pay period in the year to avoid forfeiture or loss of PTO.

#### 5. Scheduling

- a. Employees are only allowed to request PTO hours they currently hold in their PTO bank. Employees cannot go into a negative PTO bank unless special circumstances such as but not limited to medical concerns exist. Any requests to go into negative PTO or other LWOP statuses must be reviewed and approved by the Department Head and the City Manager or their designee.
- b. Employees are encouraged to request PTO thirty (30) days in advance.
- c. Although employees are not guaranteed that their request will be approved, every effort will be made to accommodate an employee’s request.
- d. Due to specific department and division scheduling needs, there may be days or periods in which PTO shall not be approved. There may also be times when PTO is revoked; however, this will only be done due to extenuating circumstances or emergencies.
- e. A request for PTO may be approved or denied considering the following:
  - i. Sufficiency of department staffing levels; and,
  - ii. Order in which the requests are received.

#### 6. Recording

- a. Any PTO used shall be submitted to the supervisor on an Employee Leave Request form or other such medium as utilized by the employee’s Department Head or City Manager.

- b. Non-exempt employees must take a minimum of fifteen (15) minute increments at a time.
- c. Exempt employees must take a minimum of one full working day (8 hours) at a time.
- d. PTO taken shall be recorded on timecards/timesheets, paper or electronic.
- e. Employees may not use more PTO than the paid-hours standard for the workweek.

7. Buy-Back of PTO

Budget permitting, if an employee has accrued over 480 hours of PTO by December 1<sup>st</sup>, the City may purchase up to a total of eighty (80) hours over the 480 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account.

Human Resources, Payroll, and Finance shall create procedures to handle buy-back procedures.

8. Payout

See Section 5.11 Final Pay.

9. Unscheduled PTO Audits

- a. Unscheduled PTO is PTO used by an employee without prior approval by a supervisor or department head.
- b. An audit of an employee's unscheduled PTO usage will be conducted by the Department Head and the Human Resources Director when:
  - i. When requested by the Department Head such as if elected after an employee uses three (3) or more consecutive days' or shifts' worth of unscheduled PTO.
  - ii. When an employee exceeds the following unscheduled PTO use thresholds during a twelve-month period. Workers Compensation related absences or sick leave conversion incentives will not be included in the threshold total.
    - 1. An 8-hour shift and uses over 96 hours (12 days) of sick leave.
    - 2. A 12-hour shift and uses over 138 hours (12 days) of sick leave.
    - 3. A 24-hour shift and uses over 288 hours of (12 days) of sick leave.
  - iii. When it is suspected that the employee has abused or used an excessive amount of unscheduled PTO.
  - iv. Or as otherwise contained within another agreement such as with a collective bargaining unit or other contract.
- c. If the audit determines that the unscheduled PTO usage is due to medically verifiable situations such as extensive hospitalization and recuperation, the

Department Head and the Human Resources Director will cooperate to send a letter to the employee advising them of the results of the audit and that no abuse or excessive unscheduled PTO usage was found.

- d. If the audit determines that the employee has abused or used their unscheduled PTO inappropriately, the Department Head and the Human Resources Director will cooperate to send a letter to the employee advising them of the findings and that the employee will be required to submit a medical certificate for all uses of unscheduled PTO during the next six (6) months.
- e. Failure to submit a medical certificate or other justifiable reason verifying each unscheduled PTO request during this six-month period, will result in the denial of unscheduled PTO and the absence will be recorded as leave without pay. In addition, the employee may be subject to disciplinary action in accordance with the provisions contained in Section 23: Corrective Action. Upon completion of the six-month period, the employee's unscheduled PTO use will be reevaluated.
- f. The employee shall be responsible for the use and maintaining of their own PTO.
- g. Certification for unscheduled PTO:
  - i. by Physician or other medical professional (RN, PA, ARNP, or other similar individual accepted by the City):
    1. Medical certificates, signed by a licensed physician, may be required to be presented to the employee's supervisor under the following circumstances:
      - a. Within twenty-four (24) hours after returning to work from sick leave that extended for more than three (3) working days or shifts, or
      - b. When requested by the supervisor.
    2. A medical certificate signed by a licensed physician other medical professional may be required by the employee's Department Head to substantiate a request for unscheduled PTO, to justify any unscheduled absence, or if unscheduled PTO usage from duty occur frequently, predictably, or habitually.
  - ii. By non-medical person if the reason for unscheduled PTO is not medical or illness or injury related. For example, a child's principal, note from a court clerk for a court hearing, or other similar information to justify unscheduled PTO usage that is not similar to sick leave is usage.

## SECTION 9.3 VACATION LEAVE

### 1. General

- a. The City grants paid Vacation Leave to eligible employees pursuant to this policy. Vacation Leave is accrued based on an employee's hire date and length of service.
- b. The provisions of the Vacation Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary.

### 2. Eligibility

- a. Full-time employees who were employed by the City prior to January 20, 2009 who decided not to select participating in Junction City's Paid Time Off (PTO) policy effective June 12, 2012.
- b. All union employees will follow their active collective bargaining agreement provisions regarding Vacation Leave.

### 3. Accrual

- a. Employees shall accrue Vacation Leave. The level is based on the employee's hiring anniversary date. Employees may accrue at different rates during the year.
- b. Vacation Leave shall accrue every payroll period per year.
- c. Accumulated Vacation leave is available for use after accrual following the hiring date.
- d. Eligible employees accrue the following hours of Vacation Leave:

| Accumulation of Hours Schedule                    | Hours Per Pay Period | Estimated Annual Accrual | Max Annual Accrual |
|---------------------------------------------------|----------------------|--------------------------|--------------------|
| 1 Day through 60 months<br>(0 to 5 years)         | 3.34                 | 86.84                    | 240                |
| 61 months through 120 months<br>(5 to 10 years)   | 5.00                 | 130.00                   | 240                |
| 121 months through 180 months<br>(10 to 15 years) | 5.67                 | 147.42                   | 240                |
| 181 months through 240 months<br>(15 to 20 years) | 6.67                 | 173.42                   | 240                |
| 241 months through 252 months<br>(21 years)       | 7.00                 | 182.00                   | 240                |
| 253 months through 264 months<br>(22 years)       | 7.34                 | 190.84                   | 240                |
| 265 months through 276 months<br>(23 years)       | 7.67                 | 199.42                   | 240                |
| 277 months through 288 months<br>(24 years)       | 8.00                 | 206.00                   | 240                |
| 288 months through Retirement<br>(Over 24 years)  | 8.34                 | 216.84                   | 240                |

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Max annual accrual hours for Fire Police Department positions: Fire Chief, Operations Chief, EMS/Training Chief, Fire Marshal, other administrative “chiefs” in JCFD, Battalion Chiefs, Police Chiefs, Police Captains, Police Lieutenants, or their equivalent are in the table below:

| Accumulation of Hours Schedule-<br>Non-Union Fire & Police<br>Department Command Staff | Hours Per<br>Pay Period | Estimated<br>Annual<br>Accrual | Max<br>Annual<br>Accrual |
|----------------------------------------------------------------------------------------|-------------------------|--------------------------------|--------------------------|
| 1 Day through 60 months (0 to 5<br>years)                                              | 5.00                    | 130                            | 720                      |
| 61 months through 120 months (5<br>to 10 years)                                        | 7.50                    | 195                            | 720                      |
| 121 months through 180 months (10<br>to 15 years)                                      | 8.50                    | 221                            | 720                      |
| 181 months through Retirement<br>(Over 15 years)                                       | 10.00                   | 260                            | 720                      |

For accrual per payroll period, the employee shall accrue per the table above or within an agreement entered into between the employee or group of employees and the city manager.

#### 4. Carry-Over

- a. Any unused Vacation Leave in excess of the annual max accrued per year as of the last day of the last pay period in each year shall be forfeited. Only the Vacation Leave annual max amount for the employee will carry-over into the next year.
- b. Employees are responsible for working with their supervisor to schedule any leave time off before the last day of the last pay period in the year to avoid forfeiture or loss of Vacation Leave.
- c. Any unused Vacation Leave within annual max accrued per year will “carry-over” into the next year.

#### 5. Scheduling

- a. Employees are only allowed to request Vacation Leave hours they currently hold in their Vacation Leave bank.
- b. Employees are encouraged to request Vacation Leave thirty (30) days in advance.
- c. Although employees are not guaranteed that their request will be approved, every effort will be made to accommodate an employee’s request.
- d. Due to specific department and division scheduling needs there may be days or periods in which Vacation Leave shall not be approved. There may also be times when Vacation Leave is revoked; however, this will only be done due to extenuating circumstances or emergencies.

- e. If an employee is using approved vacation leave and becomes ill while on vacation, the employee may request to utilize Sick Leave as opposed to Vacation Leave or other options available to the employee.
  - f. A request for Vacation Leave may be approved or denied considering the following:
    - i. Sufficiency of department staffing levels; and,
    - ii. Order in which the requests are received.
6. Recording
- a. Any Vacation Leave used shall be submitted to the supervisor on an Employee Leave Request form.
  - b. Vacation Leave taken shall be recorded on timecards/timesheets, paper or electronic.
  - c. Employees may not use more Vacation Leave than the paid-hours standard for the workweek or work week.
7. Buy-Back of Vacation Leave

Budget permitting, if an employee, not a member of Police or Fire command staff, has accrued over 240 hours of vacation by December 1<sup>st</sup>, the City will purchase up to a total of forty (40) hours over the 240 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account.

Those employees in the command staff as defined above must have accrued 480 or more hours of Vacation Leave to be eligible for the possibility of vacation buy-back.

Human Resources, Payroll, and Finance shall create procedures to handle buy-back procedures.

8. Payout
- See Section 5.11 Final Pay.

## **SECTION 9.4 SICK LEAVE**

1. General
- a. The City allows paid Sick Leave to eligible employees who meet the qualifying conditions, pursuant to this policy. Leave that qualifies for Sick Leave may also qualify for Family and Medical Leave (“FMLA”).
  - b. Sick Leave shall not be considered working hours for the purpose of overtime compensation.

- c. The provisions of the Sick Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary.
- d. Employees are encouraged to schedule sick leave in advance and to obtain supervisory approval.
- e. Excessive sick leave used that is not protected by State or Federal law can be cause for disciplinary action.

2. Definitions

- a. For purposes of this section, the following words and terms shall be defined in the following manner:
  - i. Extended Family means an employee's great-grand parent, great-grand child, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included.
  - ii. Immediate Family means an employee's grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law relationships of the same character are also included.

3. Eligibility

- a. Full-time eligible employees who were employed by the City prior to January 20, 2009 who decided not to opt into the City's Paid Time Off (PTO) policy effective June 12, 2012 but instead to continue to be participate in the City's sick leave policy.
- b. All union employees will follow their active collective bargaining agreement provisions regarding Sick Leave.

4. Qualifying Conditions

- a. Employees may use Sick Leave for the following reasons:
  - i. The illness or injury of the employee or an Immediate Family member or Significant Other.
  - ii. Doctor, dental, other medical, and other healthcare appointments for the benefit of the employee or an Immediate Family member or Significant Other. This shall include wellness-checks and unscheduled appointments such as emergency room visits and childbirth.
  - iii. Appointments for the benefit of the employee or an Immediate Family member or Significant Other as directed by a health care provider for treatment or therapy.
  - iv. To attend to issues as outlined in the "Domestic Violence/Sexual Assault Leave" section of this Personnel Policies Handbook.
  - v. Leave that qualifies under the "Family and Medical Leave" section of this Personnel Policies Handbook.

5. Accrual

- a. Employees shall accrue Sick Leave every pay period.
- b. Accumulated Sick leave is available for use after the accrual (first payroll) following the hiring date.



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- c. Eligible employees accrue the following hours of Sick Leave:

Max annual accumulation hours based on the balance of employee's sick leave as of June 20, 2012. If hours accumulated as of June 20, 2012 exceed 1040 hours on this day, the employee's accumulation maximum will be whatever their balance is in excess of 1040 hours.

| Accumulation of Hours Schedule   | Hours Per Pay Period | Estimated Annual Accrual | Max Annual Accrual |
|----------------------------------|----------------------|--------------------------|--------------------|
| Sick Leave for Eligible Employee | 4.00                 | 104                      | 1040 hours         |

Max annual accumulation hours for Fire Department positions outside of the collective bargaining unit: Fire Chief, Operations Chief, EMS/Training Chief, Fire Marshal, Battalion Chiefs, or their equivalent.

| Accumulation of Hours Schedule-Non-Union Fire Department Command Staff             | Hours Per Pay Period | Estimated Annual Accrual | Max Annual Accrual |
|------------------------------------------------------------------------------------|----------------------|--------------------------|--------------------|
| Sick Leave for Non-Union Fire Department Employees With EMS Training/Certification | 8.00                 | 208                      | Unlimited          |

Max annual accumulation hours based on the balance of a Police Department employee's sick leave if JCPD employee was promoted to the rank of Lieutenant prior to July 2017. Their accumulation of sick hours will mirror other non-Fire Department City employees; however, their max accrual is unlimited without a cap.

| Accumulation of Hours Schedule                           | Hours Per Pay Period | Annual Accrual | Max Annual Accrual |
|----------------------------------------------------------|----------------------|----------------|--------------------|
| Sick Leave for Eligible Employee Non-Union JCPD Employee | 4.00                 | 104            | Unlimited          |

### 6. Notification

- a. Employees are expected to notify the appropriate supervisor, as soon as possible, and/or according to departmental policy of the need for time-off work and the amount of leave time actually needed.

### 7. Recording

- a. Any Sick Leave used shall be submitted to the supervisor on an Employee Leave Request form.
- b. Any Sick Leave used shall be recorded on timecards/timesheets, paper or electronic.

- c. Employees may not use more sick leave than the Paid-hours standard for the workweek or work week.
- d. If an employee uses three or more consecutive days' worth of Sick Leave then the City may request the employee to bring a doctor's note or other similar medical documentation supporting the Sick Leave used. If the request is made, then the employee shall produce the documentation.

8. Payout

See Section 5.11 Final Pay.

9. Buy-Back of Sick Leave

Budget permitting, if an employee, not a member of Police or Fire command staff nor a member of a collective bargaining unit, has accrued over 240 hours of sick leave and 240 hours of vacation by December 1<sup>st</sup>, the City may purchase up to a total of forty (40) hours over the 240 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account.

Procedures shall follow those used for vacation buy-back. Usage of buy-back does not and will not affect the Merit Attendance Award or trigger a Sick Leave Audit.

10. Attendance Merit Award

- a. At the end of each fiscal year, any employee who has an accumulation of sick leave of three hundred sixty (360) hours or more is eligible for the Attendance Merit Award. The Award consists of extra Vacation leave time for those employees that have reached the minimum threshold level of 360 sick leave hours and have used no more sick time within the last 12 months than indicated in the following schedule:

| <u>Sick Leave Usage Fiscal Year</u> | <u>Award Extra Vacation Leave</u> |
|-------------------------------------|-----------------------------------|
| 0 - 8 hours                         | 24 hours                          |
| 8¼ - 16 hours                       | 20 hours                          |
| 16¼ - 24 hours                      | 16 hours                          |

- b. Each qualifying employee will have the option of converting the appropriate amount of extra vacation leave hours earned. This extra vacation leave will be added to the vacation leave record of the qualifying employees. The extra vacation days are granted free and are not days subtracted from the employee's sick leave account.

11. Use of Sick Time Without Sick Leave Accumulated

- a. Refer to the Leave Without Pay (“LWOP”) Section in addition to this subsection.
- b. Refer to the Short Term Disability Section in addition to this subsection.
- c. An employee will not be granted sick leave when they have none accumulated.
- d. Absences for a fraction of a day will be charged according to the number of hours actually used to the nearest quarter ( $\frac{1}{4}$ ) hour.
- e. Short Term Disability
  - i. Any full-time employee may apply for Short Term Disability. Short Term Disability is for sick/illness or injury purposes of the employee.
  - ii. The employee must complete the necessary paperwork for review by insurance.
  - iii. The employee will be placed in a leave without pay status upon approval of the Short Term Disability.
  - iv. This section needs to be read in conjunction with the insurance provider’s Short Term Disability compensation coverage as that can adjust numbers, time, or other components.
- f. During a period of leave without pay, no sick leave, personal time, vacation time, or PTO will be accumulated.
- g. During this period, the employee is responsible for any deductions they have selected.
- h. Arrangements must be made with the Human Resources Director for these benefits and the employee will be billed a monthly invoice for the deductions.

12. Return to Work and Evaluation of Ability to Complete Essential Work Functions & Duties

The City may require an employee to submit to a medical or psychological exam or be referred for a second medical evaluation and opinion to determine his/her fitness or ability to perform the essential functions/tasks/work required for a position, or continued employment in a position. The City will pay the expense for these exams.

13. Sick Leave Audits

- a. An audit of an employee’s sick leave usage will be conducted by the Department Head and the Human Resources Director when:
  - v. When requested by the Department Head such as if elected after an employee uses three (3) or more consecutive days’ or shifts’ worth of sick leave.
  - vi. When an employee exceeds the following sick leave use thresholds during a twelve-month period. Workers Compensation related absences or sick leave conversion incentives will not be included in the threshold total.
    1. An 8-hour shift and uses over 96 hours (12 days) of sick leave.

2. A 12-hour shift and uses over 138 hours (12 days) of sick leave.
3. A 24-hour shift and uses over 288 hours (12 days) of sick leave.
- vii. When it is suspected that the employee has abused or used an excessive amount of sick leave.
- viii. Or as otherwise contained within another agreement such as with a collective bargaining unit or other contract.
- b. If the audit determines that the sick leave usage is due to medically verifiable situations such as extensive hospitalization and recuperation, the Department Head and the Human Resources Director will cooperate to send a letter to the employee advising them of the results of the audit and that no abuse or excessive sick leave usage was found.
- c. If the audit determines that the employee has abused or used their sick leave inappropriately, the Department Head and the Human Resources Director will cooperate to send a letter to the employee advising them of the findings and that the employee will be required to submit a medical certificate for all uses of sick leave during the next six (6) months.
- d. Failure to submit a medical certificate verifying each sick leave request during this six-month period, will result in the denial of sick leave and the absence will be recorded as leave without pay. In addition, the employee may be subject to disciplinary action in accordance with the provisions contained in Section 23: Corrective Action. Upon completion of the six-month period, the employee's sick leave use will be reevaluated.
- e. The employee shall be responsible for the use and maintaining of their own sick leave.
- f. Certification by physician or other medical professional (RN, PA, ARNP, or other similar individual accepted by the City):
  - ix. Medical certificates, signed by a licensed physician, may be required to be presented to the employee's supervisor under the following circumstances:
    4. Within twenty-four (24) hours after returning to work from sick leave that extended for more than three (3) working days or shifts, or
    5. When requested by the supervisor.
  - x. A medical certificate signed by a licensed physician other medical professional may be required by the employee's Department Head to substantiate a request for sick leave, to justify any unscheduled sick absence, or if sick absences from duty occur frequently, predictably, or habitually.

## **SECTION 9.5 MED BANK LEAVE**

1. General & Eligibility
  - a. The City allows eligible employees who meet the qualifying conditions.
  - b. To qualify and be eligible for Med Bank Leave, an employee must:

- i. Be a full-time employee;
    - ii. Accrue Paid Time Off (“PTO”); and,
    - iii. Not accrue Vacation, Sick, or Personal Leave.
  - c. Immediate Family and Significant Other are defined as in the Glossary.
- 2. Conversion of PTO to Med Bank Leave
  - a. At the end of the last pay period of the year, the Human Resources Department will issue a form allowing eligible employees to convert up to a maximum of eighty (80) hours of PTO to their Med Bank Leave.
  - b. The maximum hours of Med Bank Leave that may be accumulated is 1040 hours.
  - c. Employees will have until the last Friday of the first payroll of the following year to submit the request for PTO hours to Med Bank Leave hours.
- 3. Qualifying Conditions
  - a. Employees may use Med Bank Leave for the following reasons:
    - i. The illness or injury of the employee or an Immediate Family member or Significant Other.
    - ii. Doctor appointments for the benefit of the employee or an Immediate Family member or Significant Other. This shall include well-checks and unscheduled appointments such as, but not limited to, emergency room visits and childbirth.
    - iii. Appointments for the benefit of the employee or an Immediate Family member or Significant Other as directed by a health care provider for treatment or therapy.
    - iv. To attend to issues as outlined in the “Domestic Violence/Sexual Assault Leave” section of this Personnel Policies Handbook.
    - v. Leave that qualifies under the “Family and Medical Leave” section of this Personnel Policies Handbook.
- 4. Notification

Employees are expected to notify the appropriate supervisor, as soon as possible and/or in accordance with departmental policy, of the need for time-off work and the amount of Med Bank Leave time actually needed.
- 5. Recording

An employee shall clearly record on the electronic or paper time cards any Med Bank Leave used.
- 6. Payout

See Section 5.11 Final Pay.

## SECTION 9.6 PERSONAL LEAVE

- A. Eligibility
  - a. Full-time employees who accrue Vacation Leave and Sick Leave. Does not include employees who accrue PTO.
  - b. As otherwise allowed or detailed in a collective bargaining agreement. If an employee promotes out of the respective collective bargaining unit, then they are covered by this policy and not the collective bargaining agreement.
  - c. Does not include part-time, season, or temporary employees.
- B. Accrual
  - a. Two (2) days per year. Two days is irrespective of shift length.
    - 1. 8 hour shifts accrue 16 hours. This includes exempt command staff or other executive positions.
    - 2. 12 hour shifts accrue 24 hours.
    - 3. 24 hour shifts accrue 48 hours.
  - b. Personal Leave does not carryover from one year to the next. It expires at the end of the year accrued, which is the end of the last pay period so long as the employee has Department Head approval prior to usage.
- C. Usage
  - a. Personal Leave must be used within the year accrued or else the Leave is forfeited.
  - b. Prior to usage, the employee must make a written request to use Personal Leave with Department Head, or their designee, approval.
  - c. Personal Leave shall be used in an identical fashion as an employee would use Vacation or Sick Leave, dependent on their Exempt or Non-Exempt Status unless otherwise detailed in a collective bargaining agreement.
    - 1. Exempt Employees shall use Personal Leave in full shift increments.
    - 2. Non-Exempt Employees not covered by a collective bargaining agreement may use Personal Leave in no smaller than quarter hour (15 minute) increments.
    - 3. Non-Exempt Employees under a collective bargaining agreement shall follow their agreement.

## SECTION 9.7 BEREAVEMENT LEAVE

### 1. General

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of the City of Junction City. "Relating to the death" means dealing with the grief, logistics, et cetera of the death of a person, not before the death.

The provisions of the Bereavement Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary.

2. Eligibility

- a. Full-time employees only.
- b. Employees on leave of absence, sick leave, or in a layoff status will not be eligible for bereavement leave.
- c. Immediate Family. The City notes that this definition for Bereavement Leave differs from the use of Immediate Family for the rest of the Personnel Policies. For the purposes of Bereavement Leave "Immediate Family" shall be defined to include the following person(s), the employee's:
  - a. spouse,
  - b. domestic partner,
  - c. child,
  - d. stepchild,
  - e. parent,
  - f. stepparent,
  - g. father,
  - h. mother,
  - i. brother,
  - j. sister,
  - k. stepbrother,
  - l. stepsister, or
  - m. an adult who stood in loco parentis to the employee during childhood.
- d. Other Family. For the purposes of Bereavement Leave "Other Family" shall be defined to include the following person(s), the employee's:
  - a. father-in-law,
  - b. mother-in-law,
  - c. son-in-law,
  - d. daughter-in-law,
  - e. brother-in-law,
  - f. sister-in-law,
  - g. grandparent,
  - h. grandchild,
  - i. spouse's grandparent, or
  - j. foster child.
- e. The City Manager shall have discretion to extend time allotted or coverage of who is a covered family member for the purposes of Bereavement Leave.
- f. If an employee is covered by a Collective Bargaining Agreement then that Agreement shall govern the employee's use and access to Bereavement Leave instead of this policy.

3. Time Allotted

- a. Employees are allowed up to forty-eight (48) hours off from regularly scheduled duty with regular pay in the event of the death of the employee's

Immediate Family as defined in Subsection 2 of this Section. If an employee regularly works eight (8) hour shifts then this is six (6) days total off of work for Bereavement.

- b. Employees are allowed up to twenty-four (24) hours off from regularly scheduled duty with regular pay in the event of the death of the employee's Other Family as defined in Subsection 2 of this Section. If an employee regularly works eight (8) hour shifts then this is three (3) days total off of work for Bereavement.
- c. Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the City, provided such absence from duty will not interfere with normal operations of the City.
- d. In addition to Bereavement Leave, an employee may, with their supervisor's approval, use any available Vacation or Personal Leave, or PTO for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

#### 4. Notification

- a. An employee who wishes to take time off due to the death of an immediate family member should notify their supervisor as soon as possible.
- b. Notification requirement is the same for current or retired City employees.

#### 5. Recording

- a. An employee shall clearly record on the timecards/timesheets any Bereavement Leave used. The relationship to the deceased shall be recorded in the comments section of the timecard/timesheet.
- b. The notation shall need to state "Immediate Family Member" or "Other Family Member" if Bereavement Leave is utilized.
- c. The relationship shall need to be explicitly expressed in the notation and if Bereavement Leave is used more than two (2) weeks apart then proof of obituary or funeral service or the like shall be provided to the employee's supervisor.

#### 6. Payout

- a. Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.
- b. This is additional paid time off. It is not a requirement that other leave benefits be exhausted in order to qualify for this benefit.



## SECTION 9.8 LEAVE WITHOUT PAY (LWOP)

### 1. General

- a. Any leave that is not paid leave shall be considered Leave Without Pay (LWOP).
- b. LWOP taken in excess of 15 minutes per pay period that is not approved may result in corrective action.
- c. The existence of this LWOP Section does not guarantee approval or permission to utilize LWOP.
- d. The general rule for the City is to discipline or use corrective action with LWOP unless otherwise authorized and approved by the Department Head.

### 2. Eligibility

- a. All available leave benefits must be exhausted prior to an employee being approved for LWOP except for the following:
  - i. Leave that qualifies under the “Domestic Violence/Sexual Assault Leave” section of this Personnel Policies Handbook.
  - ii. Leave that qualifies under the “Military Leave” section of this Personnel Policies Handbook.
  - iii. Leave that qualifies under the “Family Medical Leave Act” section of this Personnel Policies Handbook.
  - iv. Suspension Without Pay as outlined in the “Corrective Action” section of this Personnel Policies Handbook.
  - v. Or other leave that is approved under Subsection 1.d of this Section.

### 3. Time Allotted

Employees may be granted Unpaid Leave on a case-by-case basis.

### 4. Notification

- a. Employees who know they are going to enter into a LWOP status are expected to request, to the appropriate supervisor as soon as possible, the need for time-off work and the amount of leave time actually needed. If the Employee fails to request authorized LWOP shall face corrective action.
- b. Supervisors shall notify the Human Resources Department and their Department Head immediately regarding any employee who enters into a LWOP status.
- c. The Department Head shall notify Human Resources and the City Manager. The City Manager is the only one to authorize LWOP.
- d. Supervisors who fail to notify the Human Resources Department, their Department Head, or the City Manager may face corrective action too.

### 5. Recording

- a. Any LWOP used shall be recorded on timecards/timesheets.
- b. The reason LWOP is being used shall also be recorded in the comments section of the timecard.

- c. The Employee is required to acquire or otherwise provide the written documentation allowing LWOP.
- 6. Effects on Vacation Leave, Sick Leave, PTO, and Holiday Pay
  - a. The City issues paychecks based upon two week payroll periods.
  - b. Leave is accumulated during those two week payroll periods.
  - c. The leave accumulated (Vacation, Sick, PTO) will be prorated upon the hours worked if an employee goes into LWOP for any reason whatsoever.
  - d. If an employee goes into LWOP in the same payroll period as a holiday then the employee will not earn holiday pay on a day not worked.
- 7. Effects on Retirement and Health Insurance
  - a. Unpaid Leave for an entire pay period shall result in the loss of the City's contribution towards retirement and health insurance, unless the leave requested:
    - i. Qualifies under the "Domestic Violence/Sexual Assault Leave," the "Military Leave", the "Family Medical Leave", or other similar sections of this Personnel Policies Handbook; or
    - ii. Is a result of a Workers Compensation claim.
  - b. Failure of Employee to pay the employee's share of health insurance in a timely manner when on LWOP that qualifies under the "Domestic Violence/Sexual Assault Leave," the "Military Leave", the "Family Medical Leave" or other similar sections of this Personnel Policies Handbook may result in the loss of health insurance.

## **SECTION 9.9 DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE**

- 1. General
  - a. The following benefit is dictated by K.S.A. 44-1132 as enacted as of February 2025.
  - b. The City shall endeavor to make this Section to comply with K.S.A. 44-1132; however, if the law changes then that will supersede this Section.
- 2. Eligibility
  - a. All employees are eligible.
  - b. An employee shall maintain eligibility so long as they meet the requirements, processed, and expectations of this Section and K.S.A. 44-1132.
- 3. Qualifying Conditions
  - a. The City shall grant an employee who is a victim of Domestic Violence or a victim of Sexual Assault leave from work for the following purposes:
    - i. To obtain or attempt to obtain any relief, including, but not limited to:
      - 1. a temporary restraining order,
      - 2. restraining order, or

3. other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child or children.
  - ii. To seek medical attention for injuries caused by Domestic Violence or Sexual Assault.
  - iii. To obtain services from a domestic violence shelter, domestic violence program, or rape crisis center as a result of Domestic Violence or Sexual Assault.
  - iv. To make court appearances in the aftermath of Domestic Violence or Sexual Assault.
4. Time Allotted
  - a. There is no cap on the amount of time, so long as Vacation/Sick/Personal Leave or PTO is available so long as the reason or justification meets the Subsection 3: Qualifying Conditions listed above.
  - b. However, once an employee has exhausted all available Leave or PTO, they shall be allowed an additional eight (8) days of LWOP per a calendar year. Total hours for the 8 days shall be determined by the employee's current Work Schedule.
  - c. This subsection is to be construed in light of K.S.A. 44-1132(d).
  - d. If a collective bargaining agreement gives an employee more time, then that shall govern. However, a collective bargaining agreement shall not lessen the amount of time an employee is entitled to under this Subsection and K.S.A. 44-1132.
5. Notification
  - a. Employees shall give reasonable advance notice to the appropriate supervisor of the need for time off work and the amount of leave time actually needed, unless such advance notice is not feasible. Within forty-eight (48) hours of returning to work upon the conclusion of the absence, then the employee must provide documentation supporting the need for the requested leave.
  - b. If advance notice is not feasible, within forty-eight (48) hours after the beginning of the absence meeting the requirements of Subsection 3: Qualifying Conditions, the employee must provide documentation supporting the need for the requested leave.
6. Documentation
  - a. Employees shall provide documentation within the time limits in Subsection 5: Notification with any of the following:
    - i. A police report indicating that the employee was a victim of Domestic Violence or Sexual Assault.
    - ii. A court order protecting or separating the employee from the perpetrator of an act of Domestic Violence or Sexual Assault.
    - iii. Other evidence from the court or prosecuting attorney that the employee has appeared in court.

- iv. Documentation from a medical professional, Domestic Violence advocate or advocate for victims of Sexual Assault, Healthcare Provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of Domestic Violence or Sexual Assault.

7. Confidentiality

To the extent allowed by law, the City shall maintain the confidentiality of any employee requesting leave due to Domestic Violence or Sexual Assault, including the confidentiality of any supporting documentation provided.

8. Recording

- a. Employees shall clearly record on timecards/timesheets any Vacation/Sick/Personal Leave, PTO, or LWOP used.
- b. A Leave Request shall be completed with and submitted to the employee's supervisor, Department Head, and the Human Resources Department.

**SECTION 9.10 COMPENSATORY TIME OFF**

1. General

- a. All non-exempt full-time employees are eligible for the possibility of compensatory time off (commonly known as "comp time").
- b. Exempt employees (salaried), parttime, and seasonal employees are not eligible for compensatory time off.
- c. Employees who are eligible for overtime compensation may elect, with the approval of their supervisor, to receive compensatory time off in lieu of cash payment for overtime compensation.
- d. The provisions of the Compensatory Time Off policy will not affect those governed by a collective bargaining unit that states anything to the contrary.

2. Accrual

- a. Accrual of compensatory time off shall be at the request of the employee. The employee shall notify their department's timekeeper that they wish to have the overtime converted to compensatory time and the timekeeper shall convert no less than a minimum of 15 minutes on the electronic timecard.
- b. The City Manager may at any time deny accrual based on departmental needs.
- c. Compensatory time off is credited at 1½ times the hours desired to be converted. One hour worked over forty (40) hours per week for non-union/collective bargaining unit employees is the equivalent of one-and-a-half hours of compensatory time the same as overtime calculations.
- d. Eligible employees electing to receive compensatory time off in lieu of overtime compensation may accrue a maximum of forty-five (45) hours of compensatory time off (derived from thirty (30) hours of overtime worked).

3. Use of Compensatory Time Off

- a. Compensatory time off may be used for the same reasons and according to the same procedures that Vacation Leave, Sick Leave, Personal Leave, or PTO is used and shall be clearly documented on the employee's electronic timecard.
- b. Compensatory time off shall be utilized prior to other leave or time off usage by the Employee.
- c. Employees are required to use the compensatory time off within four (4) weeks of accrual.
- d. Any compensatory time used shall be recorded on timecards/timesheets.
- e. Employees may not use more compensatory leave than the paid-hours standard for the workweek or work week.
- f. If this subsection conflicts with a collective bargaining agreement, then

4. Documentation

- a. The Employee shall notate usage of compensatory time off.
- b. If an employee elects to use PTO, Vacation/Sick/Personal Leave, or other time off and fails to use compensatory time then the Human Resources Department is authorized to utilize compensatory time prior to the usage of other leave or time off.
- c. At the beginning of each month, the Human Resources Department shall produce and distribute a report of all employees with earned and banked compensatory time off.
- d. Upon production of the report, the Human Resources Department shall distribute the report to the employees' immediate supervisor and Department Head.
- e. Supervisors and Department Heads are to encourage their employees on usage of compensatory time off or shifting compensatory time off to a payout of the time.

5. Payout of Compensatory Time Off

- a. If an employee does not use Compensatory time off within four (4) weeks of accrual, then the City will pay out the Compensatory time as calculated below.
- b. Compensatory time off will be paid based upon the employee's final or current regular rate of pay.
- c. Upon separation from employment or Reclassification to exempt status, all accrued compensatory time off shall be paid.

## SECTION 9.11 PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE

### 1. Eligibility

- a. Employees classified as Exempt, Non-Exempt/Regular, PD-Shift, Fire/EMS-Shift, and Part-Time are eligible for Public Service Leave.
- b. Employees classified as Seasonal are not eligible for Public Service Leave; however, Unpaid Leave may be available on a case-by-case basis. See the "LWOP" section of this Personnel Policy Manual.

### 2. Qualifying Conditions

- a. Employees may be granted Public Service Leave under the following conditions:
  - i. While serving as a member of a jury;
  - ii. If due to the employee's scheduled hours on election days they do not have two consecutive hours off while the polls are open to exercise their voting rights, employees may request such time off subject to the entitlements and restrictions imposed by state law;
  - iii. To serve as a subpoenaed witness in a court where the employee is not a witness on their own behalf in action where they are a party or being paid by the court as a professional witness not associated directly with the performance of job duties on behalf of the City.

### 3. Notification

Employees are expected to notify the appropriate supervisor, as soon as possible, of the need for time off work and the amount of leave time actually needed.

### 4. Documentation

- a. Public Service Leave shall not be authorized without adequate and sufficient documentation provided prior to court hearing(s).
- b. Employees shall provide documentation which may include, but is not limited to:
  - i. Court documents verifying order to appear in court.
  - ii. Court documents verifying appearance in court for specified matters or other evidence from the court that the employee has appeared in court.

### 5. Recording

- a. Approved Public Service Leave shall be clearly recorded on the timecards/timesheets.
- b. Employees shall also record in the comments section of the timecard why public service leave is being used.
- c. Employees shall turn in to their supervisor the documentation, such as a signed subpoena, from the court showing the need to use public service leave.

6. Payout

- a. Public Service Leave is paid time off and shall be paid as to actual time missed as long as the total hours submitted do not exceed the Paid-hours standard.
- b. Public Service Leave shall not be considered working hours for the purpose of overtime compensation.
- c. This is additional paid time off. It is not a requirement that other leave benefits be exhausted in order to qualify for this benefit.
- d. If any term of a collective bargaining agreement covers payment to an employee then that is controlling.

7. Fees

- a. Employees are not required to turn in any payments for jury service or mileage/travel reimbursements.
- b. If an employee is compensated for or hired as a professional or expert witness, then the employee shall turn those fees into the City. Or the employee may elect to use Vacation Leave or PTO in place of Public Service Leave and keep the witness fees.
- c. Employees shall turn into their supervisor the documents from the court showing the number of days the employee served.

8. Examples for Application of Public Service Leave

- a. The City understands that this is a complicated or nuanced use of leave. Therefore, the City will give examples of the application of Public Service Leave.
- b. Examples:
  - i. The hearing or trial is not during an employee's duty hours then they do not need to utilize Public Service Leave or other leave. Nor will they be compensated for their time.
  - ii. A police officer is subpoenaed to testify in a matter. They are subpoenaed to testify to an incident or other action responded to while on-duty. Then they will be compensated as they are working and do not need to utilize Public Service Leave.
  - iii. A police officer is subpoenaed to testify in a matter. They are subpoenaed to testify to an incident or other action which occurred while off-duty and is not job-related. Then they will be granted Public Service Leave. The hours on Public Service Leave do not count towards overtime calculation though.
  - iv. A firefighter is subpoenaed to testify concerning an ambulance run. They will be compensated if the hearing is while on-duty or will be compensated for their time. They do not need to use Public Service Leave.
  - v. A Parks & Recreation employee is allegedly injured. They engage in a lawsuit or other litigation concerning injury. Since they are a party to



the case, then they do not qualify for Public Service Leave and must utilize Vacation Leave, Personal Leave, or PTO.

- vi. A street maintenance employee is called in for jury duty. For every day during jury selection and the trial itself, the employee will be granted Public Service Leave.
- vii. A salaried supervisor is subpoenaed to testify in a non-work-related matter. The testimony takes six (6) hours. The employee lists it as an eight (8) hour workday with six (6) hours of Public Service Leave and two (2) hours of regular time worked; however, this does not impact overall pay as they do not receive overtime compensation. If the employee was not salaried, then the Public Service Leave would be compensated while not going towards hours worked for overtime compensation.
- viii. If an employee is a party to a case such as a plaintiff, defendant, spouse or parent in a divorce or custody proceeding, or similar hearings then they do not qualify for Public Service Leave but must use Vacation Leave, Personal Leave, or PTO.
- ix. If an employee is a victim in a sexual assault or domestic violence matter, then they utilize Leave as allowed under the Domestic Violence/Sexual Assault Leave Section. In addition, they qualify for this Domestic Violence/Sexual Assault Leave if they are a plaintiff in a related matter such as a Protection from Stalking or Protection from Abuse case.
- x. An administrative assistant elects to vote in an election. They leave the office for up to two (2) consecutive hours to vote at a polling station or advance vote at the County Clerk's office. They are allowed up to two (2) consecutive hours of Public Service Leave. If they spend more than two consecutive hours voting and the time is during their normal duty hours, then they must supplement the Public Service Leave with Vacation Leave, Personal Leave, or PTO. For all the below hypotheticals, the administrative assistant's duty hours are from 8 a.m. to Noon and 1 p.m. to 5 p.m.
  - 1. Employee goes to polling station at 7 a.m. Votes and is in the office by 9 a.m. They utilize one (1) hour of Public Service Leave at most.
  - 2. Employee heads to the polling station at 10 a.m. They return at 1 p.m. They utilize the two (2) Public Service Leave hours.
  - 3. Employee heads to polling station at 4 p.m. They utilize one (1) Public Service Leave hour.
  - 4. Employee heads to polling station by or before 1 p.m. They return to work at 4:30 p.m. They utilize both Public Service Leave hours and ninety (90) minutes of Vacation Leave, Personal Leave, or PTO.



5. If the Employee took the entire election day off with Vacation Leave, Personal Leave, Sick Leave, or PTO, then they do not get to utilize Public Service Leave.

## SECTION 9.12 MILITARY LEAVE

### 1. General

- a. The following benefits are dictated by the federal Uniformed Services Employment and Reemployment Rights Act of 1994 “USERRA”, which provides employment and reemployment rights for persons who voluntarily or involuntarily require leave to undertake military service or certain types of service in the National Disaster Medical System.
- b. In addition to the following benefits, USERRA provides protection from certain employment actions for past and present members of the uniformed services and applicants to the uniformed services.
- c. Additional information on specific benefits and protections covered by USERRA can be obtained from the Human Resources Department.
- d. If there is a conflict or contradiction between the City’s Military Leave section in this Personnel Policies Handbook and USERRA then USERRA controls and is to be followed.
- e. For additional benefits related to military service see the “Family and Medical Leave” section of this Personnel Policies Handbook.
- f. Employee and Employer rights may be found at the federal Department of Labor website concerning USERRA:  
<https://www.dol.gov/agencies/vets/programs/userra/aboutuserra>.

### 2. Eligibility, Qualifying Conditions and Time Allotted

- a. An employee’s eligibility, qualifying conditions, and time allotted shall be controlled by and in accordance with USERRA.
- b. Specific information can be obtained from the Human Resources Department.

### 3. Notification

- a. Because of the complexity of USERRA, it is critical that employees communicate with the Human Resources Department regarding their military service status and any potential need for leave.
- b. Where leave is needed, employees must give advance notice to the Human Resources Department of military service, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. The notice should include the anticipated amount of leave time needed.
- c. Employees who are subject to multiple military duty assignments may, at their option, present leave notices covering all such obligations or individual leave notices.

4. Reinstatement

- a. Employees returning from Military Leave shall be reinstated in accordance with USERRA, which generally places the employee in the Position they would have attained had they remained continuously employed or a comparable position depending on the length of military service.
- b. The City shall do its best within staffing, financial, and other concerns to hold a position for an employee while on Military Leave and temporarily have another employee Work Out of Classification per that section of this Personnel Policy Handbook to fill the position. The City's goal is to reinstate and reemploy an employee on Military Leave in the same or identical position upon return; however, the City will evaluate every employee and their position within the City returning from Military Leave. If the City cannot restore an employee to their former position, then the City will restore the Employee, provided they follow applicable and appropriate processes, to a position of like pay and responsibility pursuant to USERRA.
- c. Employees on Military Leave have varying deadlines to apply for reinstatement with the City upon the end of their military duty, as follows:
  - i. Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time.
  - ii. Employees on military leave for thirty-one (31) or more days, but less than one hundred eighty-one (181) days must apply for reinstatement to the City no later than fourteen (14) days following completion of service.
  - iii. Employees on military leave for over one hundred eighty (180) days must apply for reinstatement to the City not later than ninety (90) days after completion of service.
  - iv. More specific information regarding reinstatement can be obtained from the Human Resources Department.

5. Documentation

- a. Employees shall provide documentation to establish the following as controlled by and in accordance with USERRA:
  - i. The reinstatement request is timely.
  - ii. Service limitations have not been exceeded.
  - iii. Entitlement has not been forfeited.

6. Forfeiture

- a. An employee's entitlement to USERRA benefits may be forfeited under certain circumstances as controlled by and in accordance with USERRA.

7. Use of Vacation Leave

- a. Employees may, but are not required to, use accrued Vacation Leave, Personal Leave, or PTO in lieu of LWOP Leave.

8. Recording

Employees shall complete a Leave Report whenever possible and reasonable.

9. Effects on Health Insurance Benefits

- a. Continuation of health insurance benefits will be as required by and in accordance with USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

10. Effects on Vacation Leave, Sick Leave and Longevity Pay

- a. Benefits based on length of service shall be as required by and in accordance with USERRA.
- b. Generally, for purposes of determining benefits, employees will be treated as though they were continuously employed.

**SECTION 9.13 FAMILY AND MEDICAL LEAVE (“FMLA”)**

1. Basic Leave Entitlement

- a. FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:
  - i. Incapacity due to pregnancy, prenatal medical care, or childbirth;
  - ii. Care for the employee’s child after birth, or placement for adoption or foster care;
  - iii. Care for the employee’s spouse, child, or parent, who has a serious health condition;
  - iv. Care for an adult child that is incapable of self-care because of a mental or physical disability at the time that FMLA is to commence;
  - v. Serious health condition that makes the employee unable to perform the employee’s job;
  - vi. Up to twelve (12) weeks on a one-year (12 month) period because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, parent or next of kin is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the regular Armed Forces or Armed Forces Reserves or National Guard;
  - vii. Twenty-six (26) weeks to care for a covered service member with a serious injury or illness during a one-year (12-month) period.
- b. If the federal government updates or otherwise amends the FMLA, then those protections for employees supersede the provisions of this policy. A quick review of FMLA, its protections, and its requirements can be found at the following website: <https://www.dol.gov/agencies/whd/fmla>.

2. Definition of Serious Health Condition

- a. A serious health condition is an:
  - i. Illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility;

- ii. Or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.
- iii. Subject to certain conditions, the continuing treatment requirement may be met by:
  - 1. A period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider;
  - 2. One (1) visit and at least one (1) visit to health care provider within seven (7) days of first incapacity and a second visit within thirty (30) days of the beginning of the period of incapacity; or
  - 3. A regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition with at least two (2) periodic visits to HCP in a year.
- iv. Other conditions may meet the definition of continuing treatment.

### 3. Military Definitions

- a. Armed Forces: Military forces of the United States and consist of the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.
- b. National Guardsmen/Reservist: The reserve components of the United States armed forces are military organizations whose members, generally perform a minimum of thirty-nine (39) days of military duty per year and who augment the active duty (or full time) military when necessary. The reserve components are also referred to collectively as the Guard and Reserves. The eight reserve components of the U.S. military are:
  - i. Army Reserve
  - ii. Naval Reserve
  - iii. Marine Corps Reserve
  - iv. Air Force Reserve
  - v. Space Force Reserve
  - vi. Coast Guard Reserve
  - vii. Air National Guard of the United States
  - viii. Army National Guard of the United States
- c. Veteran: Any person, who served honorably on active duty in the armed forces of the United States.

### 4. Military Family Leave Entitlements

- a. Eligible employees whose spouse, son, daughter, or parent on active duty or call to active duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies.
- b. Qualifying exigencies may include:
  - i. A service member has received a week or less in notice of deployment;
  - ii. Attending certain military events;
  - iii. Arranging alternative childcare;
  - iv. Addressing financial and legal arrangements;
  - v. Attending certain counseling sessions;

- vi. To spend time with the covered service member on rest and recuperation breaks during deployment up to fifteen (15) days;
  - vii. Attending post-deployment reintegration briefings;
  - viii. Other purposes arising out of the call to duty as agreed upon by the employee and employer.
- c. FMLA also includes a special leave entitlement that permits an eligible employee who is the spouse, son, daughter, parent, or next of kin to take up to twenty-six (26) weeks of leave to care for a covered service member during a single one-year (12-month) period. A covered service member is a current or retired member of the Armed Forces, including a member of the National Guard or Reserves, who has:
- i. A serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy;
  - ii. Is in outpatient status;
  - iii. A serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating;
  - iv. A physical or mental condition for which the covered veteran has received a Veteran Administration Service-Related Disability Rating (VASRD) of fifty percent (50%) or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave;
  - v. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of disability or disabilities related to military service or would so absent treatment
  - vi. An injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers;
  - vii. Is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which there is undergoing medical treatment, recuperation, or therapy;
  - viii. Is otherwise on outpatient status; or
  - ix. Is otherwise on the temporary disability retired list.
- d. A veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness if the veteran was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy for a serious injury or illness. For a veteran, a serious injury or illness is defined as a
- i. qualifying injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran.

5. Eligibility Requirements

- a. Employees are eligible if they have worked for the City for at least one year and a minimum of one thousand two-hundred fifty (1,250) hours in the last year (12 months).
- b. The amount of leave time available for the birth of a child is shared by the parents when both parents work for the City and both require such leave. This will need to be clarified and calculated with the Human Resources Department.

6. Employee Responsibilities

- a. Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and should notify the Human Resources Department as well as their supervisor.
- b. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable and must comply with the City's normal call-in procedures for utilizing Sick Leave or Unscheduled PTO.
- c. If notice is not timely, the City may require explanation and the period of delay counts as a non-FMLA absence.
- d. Certification issued by a health care provider is required to support an employee's request for leave due to a serious health condition. The employee must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.
- e. Certification shall be submitted on forms maintained by the Human Resources Department for this purpose.
- f. Employees must also inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will have fifteen (15) days to return the required certification paperwork. If the City deems a medical certification to be incomplete or insufficient the City will specify what information is lacking and the employee will have seven calendar days to cure the deficiency. If after seven (7) calendar days the information requested has not been received, the employee may be denied the use of FMLA leave.
- g. Employees may be required to provide a six (6) month recertification supporting the need for leave of an ongoing condition; where an extension to leave is requested; if there is a significant change in pattern of absences before/after scheduled days off, duration of absences longer than specified on the certification; or if there is doubt on validity.
- h. The City reserves the right to require a fitness-for-certification specifically to address the employee's ability to perform the essential functions of the employee's job or where job safety concerns exist.
- i. The City also reserves the right to require a return to work statement from the employee's health care provider stating the employee is able to return to work with or without restrictions or reduced work schedule.

7. Supervisor's Responsibility

- a. It is the supervisor's responsibility to notify the Human Resources Office when an employee has or will be using any form of leave, either Paid or

Unpaid, that could be due to a qualifying FMLA health condition. This would include an employee's absence of three (3) or more consecutive days with unscheduled PTO or Sick Leave usage.

- b. Any return to work certifications, doctor's documentation, or notices regarding Sick Leave, Med Bank Leave, PTO, or FMLA leave given to the supervisor shall be forwarded to the Human Resources Department immediately.

#### 8. Validity of Certification

If the City questions the validity of the certification of the existence of a serious health condition, the City may require, at its own expense, a second opinion. Some circumstances may require a third opinion.

#### 9. Benefits and Protections

- a. During FMLA leave, the City must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.
- b. Employees will be responsible for their contribution to such health care coverage, if any, as if actively at work.
- c. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, entitlement, and other employment terms.
- d. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### 10. Use of Leave

- a. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary.
- b. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations.
- c. Leave due to qualifying exigencies may also be taken on an intermittent basis.

#### 11. Substitution of Paid Leave

- a. The City will require an employee to use paid leave during FMLA.
- b. Any FMLA leave may be taken with pay to the extent the employee has unused and available Med Bank Leave, PTO, Sick Leave, Vacation Leave, or Personal Leave.
- c. If the term of FMLA leave exceeds the employee's unused and available paid leave, then the remainder of any such FMLA leave will be without pay regardless.

#### 12. The City's Responsibilities

- a. The City must inform employees requesting leave whether they are eligible under FMLA in writing.



- b. The City will send out notice of possible eligibility along with the certification form to the employee once the City becomes aware that leave may qualify for FMLA.
- c. The City will inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee's leave entitlement. The City will notify the employee of the designated 12-month FMLA year which is measured forward from the date of first FMLA usage.
- d. If the City determines the leave is not FMLA-protected, the City will notify the employee.

#### **SECTION 9.14 INJURY LEAVE**

- 1. If an employee is injured on the job and is unable to work, the City will grant the employee Injury Leave with pay for up to seven (7) work days. If an investigation of the accident is necessary, the employee will be charged Sick Leave or PTO until the investigation is complete. If the investigation verifies that the accident occurred on the job the absence will be converted from sick leave to injury leave. The employee will be credited the used Sick Leave or PTO.
- 2. To insure that a proper determination can be made for the leave days charged, the City will require a statement from a licensed physician attesting to the extent of the injury.
- 3. Should an on-the-job injury incapacitate an employee for more than seven (7) workdays, the employee will be eligible for Workers Compensation benefits. If Workers Compensation benefits are paid to the employee the seven (7) days of injury leave shall be reimbursed to the City. Failure to reimburse the City will fall under the Corrective Actions required for discipline. Further details on Workers Compensation benefits are found in Section 15.3.



## SECTION 10: EMPLOYEE BENEFITS

### SECTION 10.1 GROUP HEALTH AND DENTAL COVERAGE

The City offers health and dental insurance plans to employees and their dependents. Membership in the plan is completely voluntary. Employees shall have the option of electing single coverage, employee with children coverage, employee with spouse coverage, or family coverage.

A complete listing of group health and dental insurance plans available for each benefit year can be obtained from the Human Resources Department.

1. Eligibility
  - a. Exempt and non-exempt active full-time employees.
  - b. Retirees from the City who are at least the age of 50 years-old but less than the age of 65 years-old with a minimum of ten (10) consecutive years of service with the City.
  - c. Employees who have been approved for medical disability retirement through KPERS or KP&F.
  - d. Part-time and Seasonal employees are not eligible to participate in voluntary group health and dental insurance plans.

2. Open Enrollment Periods

Open enrollment occurs yearly for the August 1st to July 31st benefit year coverage period. The Human Resources Department will decide specific open enrollment dates for the upcoming benefit year. Once enrollment dates have been set, the Human Resources Department is responsible for coordinating and communicating open enrollment dates to eligible City employees.

3. Changing Coverage

Coverage cannot change during any time other than during the enrollment period unless there is a qualifying event. Qualifying events can be but are not limited to the following:

- a. Loss of other health coverage;
- b. Birth, adoption, or placement of a child;
- c. Marriage or Divorce; or,
- d. Death of Employee or Dependent.

For a complete listing of qualifying events, employees may contact the Human Resources Department.

Employees are responsible to notify the Human Resources Department staff immediately whenever there is a change in benefit coverage due to a qualifying event. The Human Resources Department staff will not be held responsible for any missed deadline of benefit changes due to untimely notification from employees.

4. Grace Period for New Employees

The effective date of health and dental insurance coverage for new employees is the first day of the calendar month following a 30-day grace period after initial hire. Employees who do not enroll during their initial 30-day opportunity period may not enroll in the City's health and/or dental insurance coverage plan before the next open enrollment period unless they have a qualifying event.

5. City and Employee Contribution

The City evaluates and determines on a yearly basis the amount the City will contribute to the group health and dental insurance policies for eligible employees except for retirees. Health and dental insurance policies for retirees will be covered under "Retirement."

The City shall be responsible to pay for a fixed percentage, determined by the City Manager, for health and dental premiums available for every benefit year. Employees requesting such coverage shall also be responsible for a fixed percentage, also determined by the City Manager, for health and dental care premiums available.

The City retains the right to assess a portion of single and/or family coverage to all City employees requesting such coverage. All eligible employees, except for retirees electing to participate in the City health and dental insurance plans offered, will be responsible for any membership premiums not covered by the City.

Contrary portions contained within a collective bargaining agreement shall supersede this Section.

6. COBRA Coverage

Employees who resign from the service of the City and do not obtain further employment or will not be provided health and/or dental coverage by their next employer may elect to continue health and dental coverage with the City plan under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The City provides the following individuals the opportunity to continue health and dental coverage for up to thirty-six (36) months under the COBRA plan after their coverage would have otherwise terminated. COBRA participants are subject to pay the premiums required set forth by the City of Junction City:

- a. Surviving dependent(s) of covered employee(s).
- b. A former covered spouse whose coverage ceases due to divorce or legal separation.
- c. Covered dependents of Medicare eligible covered employees.
- d. Covered dependent children who become ineligible under the health and dental plan due to age or marriage.

Eligible employees who lose their single or family health and dental coverage due to involuntary termination, strike, layoff, discharge (other than for misconduct), or a reduction in work hours, will have the opportunity to continue their single or family health and dental coverage with the City for up to eighteen (18) months, subject to certain restrictions.

In all cases, the covered individual is responsible for notifying the Human Resources Department staff immediately of any changes in employment status and dependent eligibility. The covered individual(s) must pay the full monthly cost for the health and dental coverage during the continuation period. The City will not absorb any part of the cost of continued health and dental coverage.

#### 7. Benefits after Retirement

Eligible retirees may elect to continue their coverage (health, dental, vision) in the City's group health insurance plan, and that of any covered spouse or eligible dependent of the retiree, provided that such election must be made in writing within thirty (30) days of retirement.

Eligible retirees who wish to continue coverage for their spouse up to the age of sixty-five (65) and dependent children up to the age of twenty-six (26) must be covered on the day preceding their retirement and must elect to continue coverage with the City's health and dental insurance plan as a retiree.

Eligible retirees electing to continue health and dental insurance coverage after retirement must pay all premiums for the coverage elected under the terms set forth by the City and applicable State and Federal laws.

Eligible retirees who reach the age of sixty-five (65), with ten (10) years of consecutive service with the City, who has a spouse under the age of sixty-five (65) may continue health coverage for their spouse up to the age of sixty-five (65) and eligible children for up to thirty-six (36) months after transition to their new primary insurance plan.

Eligible retirees may elect to continue dental coverage under the City's dental insurance plan for as long as they desire so long as the retiree pays the required premium each month.

An eligible retiree's continued coverage for themselves and any dependents under the City's health insurance plan will terminate upon the first of the following events to occur:

- a. The retiree's death;
- b. The retiree attaining the age-eligible for Medicare. Once a retiree reaches the age of sixty-five (65), Medicare is required to be the primary insurance carrier;
- c. The retiree fails to pay any monthly premium when due; or,

- d. The retiree elects to discontinue utilizing the City's health insurance.

Once a retiree discontinues coverage for any reason, the retiree and any dependents are no longer eligible for insurance coverage with the City after thirty (30) days of the termination event. If the termination event is death of the retiree, then the spouse or any other dependent has up to thirty-six (36) months of coverage remaining per Kansas law.

## **SECTION 10.2 RETIREMENT SYSTEMS: KPERS & KP&F**

The following benefits comply with the Retirement Act established in 1962. This is a statewide defined-benefit retirement plan for state and local public employees. This policy does not provide a complete listing of the available benefits. For more information go to [www.kpers.org](http://www.kpers.org) or visit the Human Resources Department.

There is no waiting period for participation. However, employees hired prior to July 1, 2009, were required to undergo a waiting period up to one full year prior to participation and may have service credit they may purchase. See the "Purchasing Service Credit" subsection below.

1. Eligibility
  - a. Any City employee working 1,000 hours per year (approximately ~19 hours per week) or more is required to participate in either the Kansas Public Employees Retirement System ("KPERS") or the Kansas Police and Firemen's Retirement System ("KP&F").
  - b. It is the responsibility of the Department Head to ensure the Human Resources Department is notified at the time of hire of a Part-Time employee who is eligible for KPERS or KP&F benefits.
2. Arrangement
  - a. City employees who are Firefighters or Police Officers are enrolled in KP&F.
  - b. All other eligible City employees are enrolled in KPERS.
  - c. Temporary, Seasonal, or Part-Time employees who do not work over 1,000 hours per year are not eligible to participate in either retirement program.

3. Contributions

Contributions are made by both the employee and the City on behalf of the employee. This is a predetermined percentage that is dictated by KPERS and KP&F.

4. Guaranteeing your Benefits

Once an employee has been in the program for the required minimum years, an employee will have earned enough service credit to guarantee a retirement benefit.

5. Borrowing

Kansas law does not allow an employee to borrow from their contributions.

6. Purchasing Service Credits

Service credit is an important factor used to calculate your retirement benefit. An employee may be able to increase their retirement benefit and possibly retire earlier by purchasing service credits.

The cost of purchasing is based on the employee's age and salary and is a percentage of the employee's current salary (or current final average salary).

7. Long-Term Disability Benefits

Active members that become disabled may be eligible for disability benefits. Specific circumstances have bearing on actual benefits available.

8. Death Benefits

Death benefits are available under both KPERS and KP&F. Specific circumstances have bearing on actual benefits available. Additional benefits may apply if the employee's death is job-related.

9. Retirement

Retirement is based on age and years of service credit and is also dependent on enrollment in either KPERS or KP&F. For more information go to [www.kpers.org](http://www.kpers.org) or talk to the Human Resources Department.

10. Significant Life Change

It is important to keep beneficiaries up to date and to discuss options with Human Resources staff whenever there is a significant life change such as, but not limited to:

- a. Marriage;
- b. Divorce;
- c. separation from employment; or,
- d. call to Active Military Duty.

**SECTION 10.3 OPTIONAL BENEFIT PLANS**

The City may, at its discretion, offer other optional benefit plans for employees to consider.

Optional benefit plans will vary on whether the City will pay the entire premium, a portion of the premium, or if the employee is required to pay the whole premium of the optional benefit plan.

1. Eligibility
  - a. The following classifications are covered by optional benefit plans: Exempt and Non-Exempt Full-Time employees.
2. City Provided Benefits
  - a. Voluntary Basic Term Life Insurance & Accidental Death & Dismemberment
  - b. Short Term Disability
  - c. Employee Assistance Program or Resources (EAP or EAR)
  - d. Dental Insurance
  - e. Vision Insurance/Service Plan
3. Optional Benefit Programs
  - a. Flexible Spending Account
  - b. Supplementary Coverage Plans
  - c. Deferred Compensation-KPERS 457 Plan

Employees may obtain more details of optional benefit plans offered to employees from the Human Resources Department.

### **SECTION 10.4 MILESTONE ACKNOWLEDGEMENT**

Human Resources Department and the City Clerk will work to acknowledge employees of the City before the City Commission at five-year milestones (5, 10, 15, 20, 25, and 30 years, et cetera). The City may take other steps to acknowledge years-of-service as well.

## **SECTION 11: DISCRIMINATION, HARASSMENT, & RETALIATION PROHIBITED**

### **SECTION 11.1 PROTECTED CHARACTERISTICS**

Protected characteristics include race, color, religion, sex, national origin, disability, age, genetic information, veteran status, or any characteristic protected by state, local, or federal law. “Sex” as a protected characteristic includes pregnancy, childbirth, or other related medical conditions, sexual orientation, and gender identity as well as similar related conditions, statuses, et cetera.

“Protected characteristics” include those listed above as well as those protected by the various federal and state laws as well as similar unlisted laws or those later codified after the adoption of these personnel policies: Title VII of the Civil Rights Act of 1964, American with Disabilities Act (“ADA”), Pregnant Workers Fairness Act (“PWFA”), Family Medical Leave Act (“FMLA”), Pregnancy Discrimination Act, Age Discrimination in Employment Act (“ADEA”), Genetic Information Nondiscrimination Act (“GINA”), the Kansas Act Against Discrimination, and other such similar anti-discrimination laws.

### **SECTION 11.2 DISCRIMINATION**

Discrimination is conduct based on protected characteristics that result in the loss of employment opportunities, benefits, or privileges. Discrimination is not limited to the discrimination of employees and can also include the vendors, providers of services, business partners, and the general public.

### **SECTION 11.3 HARASSMENT**

Harassment is verbal, written, or physical conduct that degrades or displays hostility or hatred toward others based upon protected characteristics that:

1. Creates an intimidating, hostile, or offensive working environment;
2. Unreasonably interferes with an individual’s work performance; desire to come to work; or
3. Otherwise adversely affects an individual’s employment opportunities.
4. This includes, but is not limited to:
  - a. Ethnic, racial, or sex-based slurs;
  - b. Derogatory joke emails;
  - c. Sharing pornography or sexually demeaning depictions of people including A.I.-generated and deepfake images and videos;
  - d. Asking intrusive questions about a person’s sexual orientation, gender identity, gender transition, or intimate body parts;
  - e. Mimicking or mocking someone’s disability; or,
  - f. Other similar but unlisted acts, omissions, or other ways to create a hostile work environment.

Harassment is not limited to the harassment of employees and can also include the vendors, providers of services, business partners, and the general public. Harassment includes sexual harassment.

#### SECTION 11.4 SEXUAL HARASSMENT

Sexual harassment shall not be tolerated in the City of Junction City, Kansas.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and all other verbal, visual, physical, or written conduct of a sexual nature and occurs when the conduct:

1. Explicitly affects an individual's employment or terms thereof;
2. Implicitly affects an individual's employment or terms thereof;
3. Unreasonably interferes with an individual's work performance; or,
4. Creates an intimidating, hostile, or offensive work environment.
5. Sexual harassment can occur in a variety of circumstances but not limited to the following:
  - a. The victim as well as the harasser may be any person. The victim does not have to be of a different sex than the harasser or victim;
  - b. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, division, or department, a co-worker, or a non-employee;
  - c. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct;
  - d. Sexual harassment may occur without economic injury to or discharge of the victim;
  - e. The harasser's conduct must be unwelcome. It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop.
  - f. Sexual harassment can occur face-to-face, verbally over telephone or Teams or other oral communications, written over text messages, electronic mail (e-mail), or letter, or in any other fashion or mode of communication.
  - g. Conduct that is sexual harassment can be any of the following, though not limited to these examples:
    - i. unwelcome flirtations;
    - ii. unnecessary or unwelcome touching including activities such as patting; pinching, brushing, hugging, brushing against, or other similar unlisted actions;
    - iii. sexual advances or requests for sexual favors;
    - iv. subtle or explicit pressure for sexual activities or propositions;
    - v. sexually degrading, foul, obscene, or other sexual commentary, gestures, innuendo, or jokes; or,
    - vi. displays of sexually suggestive, foul, obscene, or other explicit materials whether digital, printed, or on another medium.



## SECTION 11.5 FRATERNIZATION

While the City encourages amicable relationships between supervisors and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a supervisor's ability to perform their job and is therefore strictly prohibited.

Employees are encouraged to keep all aspects of personal relationships with any co-worker out of the workplace. This policy applies to all City employees (full-time, part-time, seasonal). Work-related problems that occur in full or in part due to personal relationships with co-workers, will be addressed in the same manner as any performance issue.

Although such personal relationships are a matter of personal choice and privacy between the employees involved, the City will not tolerate any adverse effect that such a relationship may have in the workplace. Any such relationship will be considered to have an adverse effect in the workplace if:

- a. The employees involved have a direct or reporting relationship (supervisory) to each other or
- b. It unreasonably interferes with or adversely affects either employee's work performance, objectivity, judgment, professionalism, City reputation, or ability to conduct themselves appropriately or
- c. It unreasonably interferes with or adversely affects the work environment of other employees, or
- d. The relationship between the employees creates a conflict of interest (see definition below), or
- e. It results in harassment. In such cases, the City will take appropriate action to resolve the matter (Please refer to Section 1.7, 2.1, 2.3, 2.5, 2.6, 2.7, 3.7, 11.6, 11.9, 13.2.2, 14.2, or 19.3.c.) for more on Prohibited Conduct).

Any involvement of a romantic nature between a supervisor and anyone they supervise, either directly or indirectly, must be reported immediately to Human Resources by anyone that has knowledge of the relationship. Fraternization referred in subsequent sections for Retaliation and Prohibited Conduct only refers to supervisor-subordinate fraternization or fraternization which outwardly negatively affects the workplace for one or more employees of the City.

## SECTION 11.6 CONFLICT OF INTEREST

A "conflict of interest" is defined as it is in Section 1.8 as well as the additions listed:

- Any activity or relationship creating or appearing to create a conflict between the employee's personal interests and the business of the City of Junction City;
- Such conflict of interest is inherent in a personal relationship when one of the participants is in a position to recommend or decide any matter that may affect benefits, evaluations, compensation, or any term or condition of employment of the other participant;

- A situation or perception which may interfere with the City's obligations concerning Equal Employment Opportunities, harassment, or discrimination.

## **SECTION 11.7 BULLYING, HAZING, AND CYBERBULLYING**

The City prohibits hazing, bullying, harassing, intimidating, and violent conduct against any person in any form, including members of the public.

### **1. Bullying**

- a. Bullying means any unwelcome or unreasonable behavior that demeans, intimidates, or humiliates a person or multiple people either as individuals or as a group, and includes cyberbullying.
- b. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written acts, including taunts, insults, name-calling, put-downs, extortion, or threats.
- c. Examples of bullying may include but are not limited to the following:
  - i. Ridiculing a person or their family
  - ii. Microaggressions such as, verbal, nonverbal, and environmental slights, snubs, or insults, which communicate hostile, derogatory, or negative messages to another person
  - iii. Persistent name calling or behavior that is hurtful, insulting, or humiliating to a reasonable person
  - iv. Using a person as the target of jokes
  - v. Deliberate exclusion, isolating people from normal work interaction or workplace social activity
  - vi. Abusive or offensive language or remarks or gestures
  - vii. Teasing; spreading rumors
  - viii. Unfair blaming for mistakes
  - ix. Pushing, shoving, kicking, poking, tripping, or other unwelcome touching
  - x. Damage or disruption to a person's work area or property
  - xi. Threatening gestures
  - xii. Glances or behaviors that convey threatening messages or other signs of hostility
  - xiii. Inappropriate, exaggerated or untrue derogatory remarks about someone's performance, particularly in front of others
  - xiv. Conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests.
- d. Bullying is not any of the following:
  - i. expressing a differing opinion,
  - ii. providing instruction or training,
  - iii. offering timely and constructive feedback,
  - iv. discussing performance issues, or
  - v. ensuring safe workplace practices.

2. Hazing

- a. Hazing means any activity, on or off City property, that a reasonable person believes would negatively impact the mental or physical health or safety of an employee or put the employee in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group or organization.
- b. Hazing includes actions that subject an employee to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment, disrespect, or criminal activity, or other stress-inducing activities.
- c. Hazing may also include, but is not limited to:
  - i. acts of physical brutality;
  - ii. whipping;
  - iii. beating;
  - iv. branding;
  - v. exposing to the elements;
  - vi. forcing consumption of any food, liquor, drug or other substance;
  - vii. forcing inhalation or ingestion of tobacco products; or
  - viii. any other forced physical activity that could adversely affect the physical health or safety of an individual.
- d. Hazing may occur even when all employees involved are willing participants.

3. Cyberbullying

- a. Cyberbullying means the sending or posting of harmful or cruel text or images using the Internet or other digital communication devices, including online materials that threaten or raise concerns about violence against others, suicide or self-harm

## SECTION 11.8 RETALIATION

Retaliation is an activity that may deter or dissuade a reasonable person from exercising their rights to report, oppose, or complain about discrimination, fraternization, harassment, or sexual harassment. Retaliation can be defined as an interference or action taken against a person/employee, which could be perceived as an adverse action because that person/employee:

- 1. Voiced reasonable good faith opposition to discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing;
- 2. Filed a good faith complaint of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing; or,
- 3. Participated in an investigation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing.

An individual who partakes in any of the above-mentioned listed activities are to be treated the same as if a “protected class” akin to Section 11.1 and 11.2.

Retaliation is prohibited against employees who report in good faith potential violating acts relating to any form of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or prohibited conduct. Anyone who engages in retaliatory actions will be subject to discipline, up to and including dismissal.

## **SECTION 11.9 PROHIBITED CONDUCT**

The City prohibits all forms of discrimination and harassment based on a person’s protected characteristics. The City also prohibits retaliation against anyone.

Specifically, employees are prohibited from:

1. Engaging in any conduct that could be interpreted or perceived by any employee as discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation;
2. Failing to promptly report conduct that could be interpreted as discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation;
3. Failing to cooperate with an investigation fully and completely;
4. Making a false accusation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; or
5. Providing false information pertaining to an investigation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation.

Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stereotyping, written or graphic material, including e-mails, text messages, social media messaging, et cetera, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex, national origin, disability, age, genetic information, veteran status, or any characteristic protected by state, local, or federal law.

## **SECTION 11.10 REPORTING**

Employees shall promptly report any actions or comments which they believe constitute discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation whether they are the recipient of such conduct or are a witness. This includes conduct by nonemployees as well as employees.

Reports are of the highest priority and should be made to the employee’s supervisor, their Department Head, or the Human Resources Director. The employee can decide which person to report to based on who the employee feels the most comfortable with.

Supervisors or Department Heads must notify Human Resources Director immediately when an employee has made a report to them. The Human Resources Director shall immediately communicate with and reach out to the reporting employee(s).

Reports of conduct by the City Manager may be made to the employee's supervisor, their Department Head, the Human Resources Director, or the City Attorney. Upon receiving a report of conduct by the City Manager, any other person shall forward the report to the City Attorney immediately. The City Attorney shall place this report on the City Commission agenda for its next scheduled meeting to brief the City Commission via executive session.

The following information will be important to an investigation and should be noted as close to the time of the incident as possible:

1. Date and time of the alleged incident(s);
2. Place where the alleged incident(s) occurred;
3. Description of the conduct or language used;
4. Name(s) of the person(s) who experienced the discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation;
5. Name(s) of the person(s) who allegedly engaged in the discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation;
6. Any employment action taken (for example: demotion, failure to promote, dismissal, refusal to hire, transfer, etc.); and,
7. Persons present or known witnesses to the alleged incident(s).

The City does not retaliate against and does not tolerate retaliation against, those who report discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation in good faith or those who cooperate with investigations.

### SECTION 11.11 INVESTIGATION

All complaints will be promptly and confidentially investigated. The listed steps or aspects will be followed by all parties involved in an investigation:

- Employees shall fully and completely cooperate with such investigations;
- The records concerning such investigations shall be kept by the Human Resources Department. The records shall be kept confidential to the extent possible and shall only be released when required by law or when, in the judgment of the Human Resources Director, the disclosure of the requested records is necessary;
- The Human Resources Director shall coordinate all investigations revolving around discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, retaliation, and other related issues in this section;
- Unless authorized by the Human Resources Director, a Department Head or their designee shall not investigate their own department, division, or shift. If the Human Resources Director authorizes another to investigate the

allegation(s), then the investigator(s) shall inform the Human Resources Director of the status of the investigation;

- Any investigators shall submit its report or conclusion(s) to the Human Resources Director, City Attorney, and City Manager; and,
- The City Manager shall promptly address the results of the investigation upon consultation with the Human Resources Director and City Attorney.
- If a Department Head or the City Manager are involved in an investigation as an accused or reporting party, then the City may utilize a third-party investigator.

#### **SECTION 11.12 COMPLIANCE WITH STATE AND FEDERAL LAW**

If the City's policies conflict with local, state, or federal law, the appropriate local, state, or federal law shall govern.

## **SECTION 12: ACCOMMODATION AND INTERACTIVE PROCESS**

### **SECTION 12.1 ACCOMMODATION**

Accommodations are to be reasonable or otherwise as required by law. They can be required by the ADA, PWFA, or other similar laws. They assist the City in maintaining employees as well as retaining quality employees while working through situations which affect major life activities.

Accommodations are to aid employees in navigating the workplace concerning a disability, maternity/paternity, or other similar considerations.

### **SECTION 12.2 INTERACTIVE PROCESS**

An employee must reach out to a supervisor, manager, Department Head, or Human Resources to seek a reasonable accommodation. Without the employee's initiative the City cannot assume or presume that an employee needs an accommodation. Upon receiving the notice from an employee, the City will work with the employee to figure out the proper accommodation.

Different laws, disabilities, situations, or conditions regulate what accommodations are or are not reasonable. Therefore, each situation for any employee will have to be assessed individually and on a case-by-case basis in a fact dependent evaluation.

Human Resources will develop and maintain a detailed procedure to implement this policy.

### **SECTION 12.3 EXPECTATIONS AND OUTCOMES**

Both the City and the employee need to understand that this is an interactive process. An initial request by either party may not be the final accommodation. The accommodation must be reasonable and accommodating.

The reasonable accommodation will have to fit within the requirements of the request, the applicable situation, the applicable law, and the constraints or restraints upon the City such as but not limited to financial, physical office space, or other limitations.

Reasonable accommodations cannot be an "undue hardship" upon the City meaning that to provide the accommodation the City would undergo significant difficulty or expense to provide the single accommodation. An undue hardship is based upon financial difficulties as well as accommodations which are unduly extensive, substantial, disruptive, or fundamentally alter the nature or operation of the City.

## SECTION 13: REMOTE WORK POLICY

### SECTION 13.1 ELIGIBILITY

The Remote Work Policy applies to all regular full-time and part-time employees.

### SECTION 13.2 POLICY

Remote work can benefit the City through the efficient use of resources and facility space, the continued productivity of employees, reduced absenteeism, and improved recruitment, retention, and engagement of qualified and committed employees. Remote work can benefit the employee by allowing for increased flexibility, productivity, convenience, health and well-being.

The City understands that it has to balance the needs of the City, especially dealing with and providing services to the public, fellow employees, vendors, and the Commission with the aforementioned realities of the contemporary workplace.

Remote work is a prerogative of the City and a discretionary privilege of the employee, not an entitlement of an employee. Any agreement or practice relating to remote work is voluntary and can be revoked at any time by the employee or the City. The City reserves the right, at any time, to unilaterally amend this Remote Work Policy and to reflect such changes by amendment to an existing remote work agreement.

### SECTION 13.3 TYPES OF REMOTE WORK

Remote work is defined as performing job duties at a location other than the employee's typical City work site. In most cases, remote work involves performing work by use of a technological connection to communicate with the main office or to perform job duties.

Types of remote work include the following:

*Temporary remote work* means informal, temporary arrangements made to respond to occasional, short-term conditions, such as inclement weather, short illness, City facility issue, or other special conditions. For example, temporary remote work may include two days in which the employee works from home due to an ice storm.

*Recurring remote work* means a work schedule that includes working remotely intermittently while also reporting to the City work site at times. For example, an employee may work in a City office for three days each week and at home two days each week.

*Alternate workplace* means remote work in which the employee's primary workplace is the employee's home or another remote location. For example, an employee who relocates outside of the area may continue to work from their new location without regularly reporting to the City work site.



## SECTION 13.4 EMPLOYEE ELIGIBILITY

Remote work can be considered with positions that involve independent work with equipment at a remote location, and the results of which can be remotely monitored and measured. Due to the nature of the work or the duties contained within the job descriptions, most employees or positions are suitable for remote work. Remote work is considered on a case-by-case basis, pursuant to this policy. The City may utilize software or other means to track productivity and punctuality.

A supervisor may informally approve temporary remote work to prevent disruption to a City operation, if the employee is prepared and capable of performing their job duties remotely for the temporary, occasional period. This request and approval needs to be reduced to writing in an e-mail at a minimum and involve approval by the Department Head.

An employee's supervisor and department head must review and respond to a request for recurring remote work or an alternative workplace. An employee is eligible to request recurring remote work or an alternate workplace, if the employee meets the following criteria:

1. They have at least ninety (90) days of service in their current role, unless otherwise approved by Department Head;
2. They have not received disciplinary action or a Performance Improvement Plan in the previous year (12 months); and
3. In the case of an alternate workplace:
  - a. The state outside of Kansas is approved by the City Manager and on an interim, temporary basis (not a permanent relocation); or
  - b. The alternate workplace is temporary while waiting for the position to be filled by a new hire and the duties are still fulfilled by an employee who is leaving the City, with approval of the City Manager.

The following factors shall be considered when reviewing an employee's request for recurring remote work or an alternate workplace:

- A. Whether the employee is able to work productively and independently;
- B. Whether the employee is an exempt or non-exempt (hourly) employee;
- C. Whether the employee's position involves on-site supervision of City employees, operations, or facilities;
- D. Whether the employee's position requires access to, or use of, City work site activities or resources, or close or frequent supervision or input from others who are based at a City work site;
- E. Whether the employee's position involves routine interaction with the public;
- F. The impact of remote work on the City's operation or use of City facilities; and,
- G. Other factors that are specific to the employee's position and request.

The employee must complete the Remote Work Application and Agreement forms provided by Human Resources to request recurring remote work or an alternative workplace. The supervisor and Department Head must review the employee's request and approve or deny it. Their decision is final; there is no process or right for an employee to appeal. The supervisor must provide a copy of the completed request form to the Department Head and Human Resources.

Due to the additional compliance requirements and employment costs that vary from state-to-state, an out-of-state alternate workplace requires the advance approval of the Department Head, Legal, and Human Resources as well as the City Manager, and must be supported by a substantiated business purpose instead of as a convenience to the employee.

### **SECTION 13.5 USE OF CITY EQUIPMENT FOR REMOTE WORK**

Remote work can be considered with positions that involve independent work with equipment at a remote location, and the results of which can be remotely monitored and measured. Due to the nature of the work or the duties contained within the job descriptions, most employees or positions are suitable for remote work. Remote work is considered on a case-by-case basis, pursuant to this policy. The City may utilize software or other means to track productivity and punctuality.

### **SECTION 13.6 CONDITIONS APPLICABLE TO ALL REMOTE WORKERS**

An employee who remote works must meet the following requirements:

1. The employee must accurately report the hours worked on the timesheet per the employee's exempt or non-exempt status.
2. The employee must be accessible during the employee's designated working hours, as may be adjusted by the supervisor.
3. The employee may be required to report to a City worksite to train, clarify job responsibilities, assess the employee's suitability for remote work, or to establish relationships. Such commuting costs are normally at the employee's expense.
4. The employee must report all on-the-job accidents and injuries that occur in the remote work location to the Human Resources Department within twenty-four (24) hours of the accident/injury. The City, including its agents, reserves the right to inspect the remote work location where the accident/injury occurred.
5. Personal disruptions, such as household traffic and non-business telephone calls, must be kept at a minimum as is implemented and followed in the office.
6. All terms and conditions of City employment continue to apply, including but not limited to:
  - a. Conditions, terms, and implementation of this Personnel Policy Handbook;
  - b. Confidentiality preservation pursuant to nondisclosure agreements, privilege, confidentiality, HIPAA, CJIS, et cetera;
  - c. Departmental Policies; and

Proper and appropriate use of City equipment, including hardware and software.

### **SECTION 13.7 ADDITIONAL CONDITIONS APPLICABLE TO REMOTE WORK**

If an employee's request for recurring remote work or an alternate worksite is approved, the remote work agreement will be finalized. The remote work agreement is voluntary and can be terminated by the City or the employee at any time. The City can unilaterally amend any existing remote work agreement to be consistent with changes to this Policy.

Although the Remote Work Agreement can be terminated at any time, for any reason, the supervisor, Department Head, and the employee must review the Remote Work Agreement and assess it for continuation during an employee's performance evaluation and during any personnel action that involves discipline, promotion or change in position. If an employee's Remote Work Agreement is terminated for any reason, the supervisor must notify Human Resources and the Department Head.

An employee approved to remote work must comply with the following:

1. The employee is not permitted to regularly provide child or adult care while working.
2. The employee is not permitted to work at other jobs or run their own business during scheduled work hours.
3. The employee is responsible for establishing and maintaining a remote work environment that is free of safety hazards or fire hazards. The employee is responsible for establishing and maintaining a remote work environment that is ergonomically correct. The employee is responsible for providing evidence that such remote work site exists upon the supervisor's request.
4. The City is not responsible for injuries or damage to the person or property of others (including family members) at the employee's remote work site.
5. The employee cannot hold any work meetings within the employee's home.
6. The employee must notify the supervisor of their work location and environment, and promptly notify the supervisor of any location changes.

The employee agrees, if remote work is approved, that the work location is conducive to productive work occurring and can be professional if remote meetings, such as with Zoom or Teams or other similar media, occur.

### **SECTION 13.8 CITY MANAGER REMOTE WORK**

If the City Manager elects to temporarily remote work, then they shall inform the Mayor of the temporary usage of remote work; otherwise, the City Manager is to not remote work due to the nature of the job duties and requires per the Commission and state law.

## **SECTION 14: DRUGS AND ALCOHOL POLICY**

### **SECTION 14.1 DRUG-FREE WORKPLACE**

The City of Junction City is dedicated to providing a safe, healthy, and productive work environment: a Drug-Free Workplace. To further that goal and make this a drug-free environment, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of illicit or improperly used legal controlled substances.

### **SECTION 14.2 SAFETY-SENSITIVE POSITIONS**

#### **1. Purpose**

As a part of its commitment to safeguard the health of its employees and provide a safe place for its employees to work, the City of Junction City (hereinafter “City”) has established this policy regarding the use of controlled substances and the misuse of alcohol by its employees. Substance abuse seriously endangers the safety of employees and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by the City. The City has established this policy to detect users and remove abusers of alcohol and illegal drugs from the workplace. It is also the policy of the City to prevent the use and/or presence of these substances in the workplace in accordance with the following guidelines.

#### **2. Scope**

As a condition of employment, employees are required to abide by the terms of this policy. This anti-drug and alcohol misuse prevention policy primarily governs actions in the areas of alcohol and drugs. Other City policies may apply in these areas to the extent that they do not conflict with this policy.

Certain employees may be subject to additional requirements under state and/or federal policies.

#### **3. Definitions for the Drug and Alcohol Policy as It Pertains to Non-DOT Employees**

##### **a. “ILLEGAL DRUGS”**

“Illegal drugs” are drugs or controlled substances that are (1) not legally obtainable or (2) legally obtainable but not obtained or used in a lawful or prescribed manner. Examples include, but are not limited to, cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP) as well as prescription drugs that are not lawfully obtained and/or not properly utilized. The term “illegal drugs” also includes mind-altering and/or addictive substances that are not sold as drugs or medicines but are used for the mind- or behavior- altering effect (e.g. glue, peyote). Medical Marijuana or

Recreational Use is prohibited under this policy. The Federal Government and the Department of Transportation do not recognize Medical Marijuana Prescriptions or Recreational Use. Federal Law always supersedes State law(s). This City shall follow all Federal Government policies and guidelines regarding Medical Marijuana or Recreational Use and will not allow its employees, individuals, drivers, operators and/or contractors to be employed or perform work at any of their locations, terminals, or operations while on Medical Marijuana or Recreational Use. The claimed use of CBD oil shall not be considered a medical excuse for a positive marijuana test.

b. **LEGAL DRUGS**

“Legal drugs” are those prescribed or over-the-counter drugs that are legally obtained by the employee and used for the purpose for which they were prescribed and sold.

c. **PRESCRIPTION DRUGS**

A legally prescribed drug means that the employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient’s name, the name of the substance, the quantity/amount to be taken and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited.

d. **CITY PROPERTY**

The term “City Property” includes work sites; parking lots; vehicles; offices owned, rented, utilized, or serviced by the City or by any customer of the City; employee-owned or employee-rented vehicles on the property of the City or of any customer of the City while on City business; and locations where the employee represents the City in any capacity.

e. **ON DUTY**

The term “On Duty” includes all working hours as well as meal periods and break periods, regardless of whether on premises and all hours when the employee represents the City in any capacity.

f. **COVERED EMPLOYEES**

The term “Covered Employees” applies to any employee who is a non-DOT mandated employee.

g. **DESIGNATED EMPLOYEE REPRESENTATIVE (DER)**

Point of contact for all employees with questions or processes involving the Drug Testing Program. The DER shall be the Human Resources Director or their designee.

h. **MEDICAL REVIEW OFFICER (MRO)**

“A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug results.”

i. **POSITIVE TEST RESULT**

A positive test result is any drug or alcohol result that is over the testing level.

j. **EMPLOYEE ASSISTANCE RESOURCES (EAR)**

The Human Resources Department shall provide, at any employee’s request, a list of mental health providers, counselors, follow-up services, assessment providers, et cetera within the Junction City or surrounding areas which participate in or under the City’s health insurance plan. Such request shall

be confidential and undisclosed to others.

- k. **DRUG-RELATED CRIME** The term “Drug-Related Crime” is an offense, misdemeanor, or felony where at least one element pertains to alcohol, narcotics or other substances including but not limited to the following: possession of illegal drugs, driving under the influence, possession of paraphernalia, misuse of prescription medication, distribution, or manufacture of drugs, etc.

- l. **SAFETY-SENSITIVE POSITIONS**

The term “Safety-Sensitive Positions” means all City employees who are traditionally emergency or first responders as well as those who operate or maintain large equipment, tools, or deal with minors. Safety-Sensitive Positions are all City employees assigned to the following positions or job requirements:

- i. Sworn law enforcement officer;
- ii. Crime scene or laboratory technicians;
- iii. Animal control officer;
- iv. Any other employee who carries a firearm as a part of their City-issued and required equipment;
- v. Firefighter with EMT, AEMT, or Paramedic certification;
- vi. Engineer, captain, fire marshal, or any chief in the Fire Department;
- vii. Dispatchers and their supervisors;
- viii. Director of Communications of the Police Department;
- ix. Drivers required to have, maintain, and keep a Commercial Driver’s License (CDL);
- x. Those employees who operate heavy equipment such as backhoes, forklifts, pneumatic lifts, et cetera;
- xi. Those employees who operate power equipment such as chainsaws, large lawn mowers, et cetera;
- xii. Supervisors, managers, and department heads of Parks & Recreation as well as Public Works;
- xiii. Maintenance workers;
- xiv. Mechanics;
- xv. Electrician;
- xvi. Groundskeepers;
- xvii. Golf cart attendants;
- xviii. Managers, supervisors, or superintendents of the golf course;
- xix. Those who deal with children or minors such as but not limited to Supervisors or Coordinators in Recreation or Esports;
- xx. Employees of the Animal Shelter;
- xxi. Other similar positions as listed above; and,
- xxii. Those who volunteer.

- m. **Non-Safety-Sensitive Positions**

- i. Non-Safety-Sensitive Positions are those jobs or positions within the City that do not directly impact or affect public safety. These positions are typically administrative, clerical, or other office-based positions in contrast to the Safety Sensitive Positions listed in subsection L above.
- ii. They can include light field work or work that does not include heavy or powered equipment that is inherently dangerous.

#### 4. Drug Use Prohibitions

- a. The use, sale, purchase, possession, manufacture, distribution or dispensing of illegal drugs on City property or while on duty is against City policy and is cause for immediate termination.
- b. It is also against City policy for any employee to report to work or to work with the presence of illegal drugs in the employee's body. Employees who violate this policy are subject to disciplinary action, up to and including termination.
- c. The use of legal drugs can also affect the safety of the employee, fellow employees, or members of the public. Therefore, any employee who is taking any legal drug that might impair safety, performance, or any motor function, must advise his or her supervisor before reporting to work under such medication. A failure to do so may result in disciplinary action. Improper use of "legal drugs" is prohibited and may result in disciplinary action up to and including termination.
- d. Refusal to submit to, efforts to tamper with, or failure to pass a drug test will result in disciplinary action, up to and including termination.

#### 5. Alcohol Use Prohibitions

- a. The consumption, possession, or being under the influence of alcohol on City property or while on duty is prohibited and will result in disciplinary action, up to and including termination. There may be occasions, however, removed from the usual work setting, at which it is permissible to consume alcohol in moderation (e.g., City picnics, receptions, civic activities, sporting events).
- b. Notwithstanding the exception mentioned above, it is always against City policy to report to work or to work under the influence of alcohol and such action will result in disciplinary action, up to and including termination.
- c. Employees asked to submit to an alcohol test and the test result is .04 or higher will be considered positive.
- d. Refusal to submit to, efforts to tamper with, or failure to pass an alcohol test will result in disciplinary action, up to and including termination.

#### 6. Testing Events

- a. Pre-Employment Testing
  - i. Applicants will be advised of the City's pre-employment testing requirements in writing following an offer to hire and prior to referral for a physical and/or drug and/or alcohol testing. Applicants will be asked to sign the Applicant Drug/Alcohol Testing Consent Agreement.
  - ii. All applicants considered final candidates and who have received an offer for a position shall be tested for the presence of illegal drugs and/or alcohol and must receive negative test results as a part of the hiring process.
  - iii. Applicants shall produce and remit a sample for pre-employment drug



testing by a date given by Human Resources or the Supervisor/Department Head. That date shall not be pushed back or moved without City Manager approval.

- iv. If the position is a non-safety-sensitive position then the test results and their barrier to employment is within the discretion of the City Manager.

b. Random Testing

- i. All safety-sensitive personnel are subject to random, unannounced drug and/or alcohol testing.
- ii. Selection of employees for random testing shall be conducted through the use of a computerized random number generator by the third-party testing agency.
- iii. Random testing will be unannounced and unpredictable and spread reasonably throughout the calendar year.
- iv. Employees are required to proceed immediately to the collection site upon notification of testing.
- v. Drug and alcohol testing will be conducted anytime an employee is on duty. If a collective bargaining agreement specifies time constraints, then the City will honor that.
- vi. The list of employees selected will be retained by the DER in a secure location.

c. Post-Accident Testing

- i. Employees who are involved in an accident shall be tested for the presence of drugs and/or alcohol following an accident or other occurrence that involves one or more of the following covered events:
  - i. a fatality,
  - ii. an injury to an employee or other individual requiring medical treatment, or
  - iii. damage to vehicles and/or other property.
- ii. To be tested for vehicle or property damage, the employee must be at fault.
- iii. Damage to a vehicle is damage which disables or otherwise makes a vehicle inoperable.
- iv. Damage to other property must exceed an approximate value of \$500.
- v. Testing needs to occur within two (2) hours of the incident or as soon as is practicable.
- vi. If the employee in question is an emergency responder, then the decision as to whether the employee can complete responding to an emergency is within the discretion of their immediate supervisor if the employee can safely complete their duties concerning all involved.

d. Reasonable Suspicion Testing

- i. In deciding whether there is reasonable suspicion to believe the employee has used alcohol or drugs in violation of this policy the supervisor must base their conclusion on observations of the employee while the employee is on City property or performing work related



duties. The supervisor must also base their conclusions on specific, articulable observations concerning the employee's appearance, behavior, speech, or odors of the employee. The observations may include indications of the use, abuse, chronic, or withdrawal effects of drugs and alcohol.

- ii. In deciding on reasonable suspicion for testing, the factors to be considered include but are not limited to the following. Any one of the following would not in itself warrant a reasonable suspicion test, but several observations in a relatively short period of time may. A determination of what warrants a reasonable suspicion test will be reviewed by the DER and City Attorney. If it is founded, testing under "reasonable suspicion" is not warranted, the DER and/or City Attorney must submit a report explaining the reason why testing is not warranted under reasonable suspicion.
  1. Substance abuse and usage can alter a person's habits, behaviors, and appearance. An employee may become aggressive for no apparent reason, may be highly irritable, be lethargic, may show signs of depression, appear to be sleepy, or may display drastic changes in mood.
  2. The employee may have been involved in a serious or potentially serious accident that appears to have been caused by human error or a flagrant violation of established safety, security, or other operating procedures.
  3. Some physical signs include bloodshot eyes, glazed eyes, dilated or constricted pupils, an inability to maintain balance when walking, or sitting, slurred speech, drooling, poor hand and eye coordination, and answering questions or making statements that are out of context. The employee may also have an odor of alcohol or some other unfamiliar odor about their presence.
  4. Supervisors or Department Heads must have another supervisor or Department Head substantiate and concur that the employee should be tested under this section. Both supervisors will complete a report within twenty-four (24) hours of making their own individual observations of the employee and submit it to the DER and City Attorney for a review and to discuss a course of action.
  5. Upon deciding there is reasonable suspicion to test the employee, the employee must be taken as soon as possible to an approved collection site to obtain a breath, blood, or urine sample.
  6. After the collection of the sample, the employee will not be allowed to drive themselves. The employee will need to schedule their own transportation from work. This section does not apply if an alcohol test is administered and the result is less than .04 Blood or Breath Alcohol Concentration (BAC or BrAC).
  7. If an alcohol test required by this section is not administered within two (2) hours following the Supervisor/Department Head's determination of reasonable suspicion, the Supervisor/Department Head shall file a record stating the

reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight (8) hours, attempts to administer such testing shall cease and the Supervisor/Department Head shall state in the record the reasons.

8. If a Supervisor/Department Head decides of reasonable suspicion under this section, even if an alcohol test is not performed, the employee in question will not be permitted to perform or continue to perform a safety-sensitive function until:
  - i. An alcohol test is administered and the employee's alcohol concentration measures less than .04; or
  - ii. At least twenty-four (24) hours have elapsed following a positive determination of an alcohol concentration that measures .04.
9. Except as provided in the preceding paragraph, the City will not take any disciplinary action against an employee with respect to alcohol use, based solely on the employee's behavior and/or appearance, in the absence of an alcohol test.
10. The employee may request union representation as long as the testing is not delayed more than one (1) hour. The unavailability of a union representative shall not prohibit the completion of testing.

e. Follow-Up Testing

- i. Any covered employees who have participated in a substance abuse counseling or rehabilitation program and all supervisor referrals due to work performance problems will be subject to unannounced follow-up testing as determined by the Substance Abuse Professional or at the discretion of the City for a twelve-month period following completion of the program.

f. Additional Testing

- i. Additional testing may also be conducted as required by applicable state or federal laws, rules, or policies, or as deemed necessary by the City.

7. Testing Procedures

- a. The City will determine for which drugs and/or alcohol testing will be performed.
- b. Specimen samples will be analyzed by an appropriately licensed or certified laboratory.
- c. The testing laboratory will report the finding of a confirmed positive test result to a designated Medical Review Officer (MRO). The MRO will contact the employee to verify the positive result. Following the verification of a positive result by the MRO, the Designated Employee Representative (DER) will be informed of the positive test result.

- d. An employee may request and receive from the City a copy of the test result report.
- e. If an employee challenges the validity or accuracy of the verified positive result, they may appeal, in writing, to the MRO, within three (3) working days of the employee having been notified of the positive result.
- f. The employee will be responsible for all costs associated with conducting any requested retest.

8. Disciplinary Action

- a. Any violation of the City's substance abuse policy, including a verified positive drug or confirmed alcohol test, will result in discipline up to and including termination.
- b. Any employee engaging in the use, sale, purchase, possession, or distribution of drugs or alcohol on duty or on City property is subject to criminal prosecution and disciplinary action, up to and including termination.

9. Investigation

- a. To ensure that illegal drugs and alcohol do not enter or affect the workplace, the City reserves the right to search all vehicles, containers, lockers, or other items on City property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon City request.
- b. The City will turn over all confiscated drugs to the proper law enforcement authorities. Further, the City will cooperate with and may enlist the services of the proper law enforcement authorities during any investigation.
- c. Failure to consent to a search or to display personal property for visual inspection will result in the employee being relieved of duty, the suspension of access to all City property, and may result in disciplinary action, up to and including termination.

10. Arrest or Conviction for Drug-Related Crime or Driving Under the Influence ("DUI")

- a. If an employee is arrested or convicted of a drug-related crime, the City may investigate the circumstances and City officials may require a drug test.
- b. As a condition of employment, an employee shall notify the City's Designated Employee Representative (DER) of any criminal drug conviction or for any plea of guilty, nolo contendere (no contest), or suspended imposition (diversion) of sentence that has been entered on a criminal drug charge under any federal, state, or local law. The employee must give notice in writing to the City within five (5) days of such conviction, plea, or imposition.
- c. As a condition of employment, an employee shall notify the City's Designated Employee Representative (DER) of any driving under the influence ("DUI") conviction or for any plea of guilty, nolo contendere (no contest), or suspended imposition (diversion) of sentence that has been entered on a DUI charge under any federal, state, or local law. The employee must give notice in writing to the

City within five (5) days of such conviction, plea, or imposition.

#### 11. Confidentiality

- a. Results of an applicant's or employee's test for the use of illegal drugs or alcohol shall be remitted to the DER. In order to effectively address the employees with drug or alcohol problems, it will be necessary for the DER to consult with other persons in the process. However, such results may be disseminated only on a need-to-know basis.
- b. Employees are encouraged to approach their supervisor or DER at any time with any questions they have about the City's substance abuse policy as stated herein.

### SECTION 14.3 CDL EMPLOYEES

#### 1. Applicability

This policy applies to any employee of the City of Junction City who holds a Commercial Driver's License (CDL) and uses that license to operate a commercial motor vehicle. 49 CFR Part 382.107 defines these vehicles as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
- b. Has a gross vehicle weight rating of 26,001 or more pounds;
- c. Is designed to transport sixteen (16) or more passengers, including the driver; or,
- d. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Policies (49 CFR Part 172, Subpart F).

#### 2. Testing Procedures

It is a condition of employment that all employees who hold a Commercial Driver's License (CDL) and uses that license to operate a commercial motor vehicle submit to drug and alcohol testing. All testing conducted under this policy will follow procedures as set forth in 49 CFR Part 40. The Procedures have been developed to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to ensure that the test results are attributed to the correct employee.

#### 3. Definitions

Words and phrases used in this policy are as defined and found in 49 CFR Parts 40.3 and 382.107.

4. Prohibitions

a. Alcohol

- i. No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater.
- ii. No driver shall use alcohol while performing a safety-sensitive function. **This includes beverages containing alcohol or substances containing alcohol including any medication, mouthwash, food, candy, or any other substance that would cause alcohol to be present in the body.**
- iii. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
- iv. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until a post-accident alcohol test has been administered, whichever occurs first.

b. Controlled Substances

The Department of Transportation currently tests for: Marijuana metabolites (Marijuana and other THC related drugs), Cocaine metabolites (Cocaine and other related drugs), Amphetamines (including Amphetamines, Methamphetamines), Opioids (including Opioids, Opiates, Morphine, and other related drugs), and Phencyclidine (PCP). This may include testing for synthetic versions of the drugs listed.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance.

- i. **ILLEGAL DRUGS.** The use of any illegal drug or any substance identified in Schedules I through V of the Controlled Substance Act is always prohibited unless a legal prescription has been written for the substance. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs.
- ii. **MEDICAL MARIJUANA OR RECREATIONAL USE IS PROHIBITED UNDER THIS POLICY.** The Federal Government and the Department of Transportation do not recognize Medical Marijuana prescriptions or Recreational Use. Federal Law supersedes State law(s) though State law may be stricter. The City shall follow all Federal Government policies and guidelines regarding Medical Marijuana or Recreational Use and will not allow its employees, individuals, drivers, operators, and/or contractors to be employed or perform work at any of the City's locations or operations while using marijuana regardless of the reason for the usage.
- iii. **LEGAL DRUGS.** The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor. In addition, the employee

must obtain a written release from a licensed medical practitioner releasing the person to perform their job duties any time they obtain a performance-altering prescription.

- iv. **PRESCRIPTION DRUGS.** A legally prescribed drug means that the employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, the quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited.
- v. **CBD OIL.** The claimed use of CBD oil shall not be considered a medical excuse for a positive marijuana test.

## 5. Refusal to Test

No driver shall refuse to submit to an alcohol or controlled substance test required by 49CFR, Parts 40 and 382.

- a. As an employee, you have refused to take a drug test if you:
  - i. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency policies, after being directed to do so by the employer.
  - ii. Fail to remain at the testing site until the testing process is complete.
  - iii. Fail to provide a urine specimen for any drug test required by this part or DOT agency policies.
  - iv. In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of the provision of a specimen.
  - v. Fail to provide a sufficient amount of urine when directed and it has been determined through a required medical evaluation, that there was no adequate medical explanation for the failure.
  - vi. Fail or decline to take an additional drug test the employer or collector has directed you to take.
  - vii. Failing to undergo a medical examination when required.
  - viii. Failing to cooperate with any part of the testing process.
  - ix. For an observed collection, fail to follow the observer's instructions to raise and lower clothing above the waist, lower clothing and underpants, and turn around to permit the observer to determine if you have a type of prosthetic or other devices that could be used to interfere with the collection process.
  - x. Possess or wear a prosthetic or another device that could be used to interfere with the collection process.
  - xi. Adulterate or substitute the specimen.
  - xii. Admit to the collector or MRO that you adulterated or substituted the specimen.
  - xiii. Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency policies.

- xiv. Fail to provide a sufficient breath specimen, and the physician has determined through a required medical evaluation, that there was no adequate medical explanation for the failure.
  - xv. Failing to sign Step 2 of the alcohol testing form.
  - xvi. The employee refuses to wash their hands – after being directed to do so.
- b. For Pre-employment Tests, the Following Are NOT Refusals:
- i. Failure to appear for the test.
  - ii. Failure to remain at the site prior to the commencement of the test.
  - iii. Failure to provide a specimen before the test commences.

## 6. Tests Required (DOT)

- a. Pre-employment or Transfer testing
  - i. Any applicant offered a safety sensitive position or an employee transferring to a safety sensitive position must first take a pre-employment drug test. This applicant or employee must receive a verified negative test result before performing any safety sensitive function. Details of pre-employment testing and exemptions can be found in 49 CFR Part 382.301.
  - ii. The City of Junction City must request alcohol and controlled substances information from previous employers in accordance with the requirements of 49 CFR Parts 40 382.413 and 391.23 (e).
  - iii. Applicants offered a safety sensitive position and employees transferring to a safety sensitive position must sign release of information forms allowing the City of Junction City to receive alcohol and controlled substances information from previous employers.
- b. Post-accident testing
  - i. As soon as practicable following an accident the driver of a commercial motor vehicle, operating on a public road in commerce, must be tested for alcohol and controlled substances under certain conditions.
  - ii. Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.
  - iii. Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.
  - iv. The driver who is subject to post-accident testing shall remain readily available for such testing (meaning that the employer knows the location of the driver). If an employee leaves the scene of the accident prior to submission to such a test, employee may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
- c. Random Testing
 

Details of the random testing process can be found in 49 CFR Part 382.305.

  - i. All drivers that perform safety sensitive functions are subject to



random alcohol and/or drug testing. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the short-term effects of substance abuse or alcohol misuse. A trained supervisor must make the determination to test based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. Examples of reasonable suspicion include, but are not limited to, the following:

1. Physical signs and symptoms are consistent with prohibited substance use or alcohol misuse.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.
3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.

d. Reasonable suspicion testing

Details of the reasonable suspicion testing process can be found in 49 CFR Part 382.307.

- i. All drivers that perform safety-sensitive functions are subject to reasonable suspicion alcohol and/or drug testing. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the short-term effects of substance abuse or alcohol misuse. A trained supervisor must make the determination to test based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. Examples of reasonable suspicion include, but are not limited to, the following:
  1. Physical signs and symptoms are consistent with prohibited substance use or alcohol misuse
  2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.
  3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.

e. Return-to-duty Testing

Details of the return-to-duty testing process can be found in 49 CFR Part 40, Subpart O.

f. Follow-up Testing

Details of the follow-up testing process can be found in 49 CFR Part 40, Subpart O.

1. Handling of Test Results, Confidentiality

a. Access to records

- i. Except as required by law or expressly authorized by the release by an employee, the City of Junction City will not release driver information that is contained in records required to be maintained under 49 CFR



Parts 40 and 382.

- ii. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
- iii. A driver's testing records will be made available to a subsequent employer upon receipt of a written request from the driver.
- iv. The City of Junction City may disclose information required to be maintained pertaining to a driver to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual, and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test result), (including, but not limited to, a Workers Compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver).

## 2. Consequences for Drivers Engaging in Prohibited Conduct

- a. Use of drivers who fail or refuse a drug test
  - i. **General.** Compliance with this drug testing policy is a condition of employment. Refusal to take a required drug test or failure of a drug test shall result in removal from performing safety sensitive functions. Additional disciplinary action results may be up to and include termination.
  - ii. **Prohibitions on Use.** The City of Junction City will remove from performing a safety sensitive function any employee who: a. Fails a drug test as verified by the Medical Review Officer (MRO), or
  - iii. Refuses to take a drug test required by this policy.
  - iv. **Required Referrals and Evaluation.** Any applicant or employee who fails or refuses a drug test will be referred to a Substance Abuse Professional (SAP) for evaluation and treatment.
- b. An employee may be given an opportunity to retain his or her employment, provided they first do the following:
  - i. Have been evaluated by an SAP, and
  - ii. Have completed the recommended evaluation/rehabilitation program successfully,
  - iii. Receive a verified negative test result on a return-to-duty test

## 3. Retesting of Drug Positive Samples

- a. **General.** An applicant/employee may request a retest of a positive sample, within seventy-two (72) hours of notification of the positive test result from the MRO. **The request may be verbal or in writing to the MRO.**
- b. **Retest Provisions.** The retest will be conducted at a different SAMHSA certified laboratory. The test will be conducted on the split sample that was provided by the applicant/employee at the same time as the original sample. **All costs for such testing are to be reimbursed to the City of Junction City by the applicant/employee unless the result of the split sample test invalidates the result of the original test.** The method of collection, storing, and testing the split sample will be consistent with the procedures

set forth in 49 CFR Part 40.

- c. **Detection Levels.** Because some analytes deteriorate or are lost during freezing and/or storage, quantitation for a retest is not subject to a specific cutoff requirement but must provide data sufficient to confirm the presence of the drug or metabolite.
4. All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.
5. Employees should consult their health insurance policy for the extent of nervous, mental and substance abuse coverage.
6. A second positive test whether drug or alcohol or the equivalent will result in immediate termination of employment.

The City of Junction City may impose such additional disciplinary actions as the City deem appropriates. This may include removal from performing covered functions, suspension (with or without pay), and even termination. Any such action taken shall be in accordance with Section 23 and any applicable collective bargaining agreement.

## SECTION 15: VIOLENCE FREE WORKPLACE

### SECTION 15.1 DEFINITIONS

1. **Weapons** include any device that is designed to or traditionally used to inflict harm or any device that could be reasonably construed as a weapon. This includes **Handguns** but does not include a pocketknife or utility knife with a blade not more than four inches in length provided it is not used to commit an act or threat of violence.
2. **Handgun** shall have the same meaning as given such term under the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., including any amendments thereto.
3. **Acts, Threats, or Conduct Involving Violence** includes intimidation, harassment, coercion, stalking, or any other conduct involving threatening or violent behavior.

### SECTION 15.2 PROHIBITED CONDUCT

Unless such conduct is specifically required or authorized as a part of an employee's duties, employees are prohibited from:

1. Engaging, participating, encouraging, or condoning Acts, Threats, or Conduct Involving Violence:
  - a. That are against any persons involved in the City's operation including, but not limited to, employees, contractors, citizens, and vendors;
  - b. That are sufficiently severe, offensive, or intimidating to create a hostile, abusive, or intimidating work environment;
2. During or in the course of the employee's performance of work for the City; or while on City property:
  - a. Having in their possession fireworks or explosives while on duty or during working hours, with the exception of employees authorized and directed to utilize explosives or handle fireworks as part of their official City duties.
  - b. Having in their possession a Weapon, while on duty or during working hours with the exception of the following:
    - i. Commissioned officers of the Police Department.
    - ii. Employees authorized or directed to utilize a City issued or approved Weapon as part of their official City duties.
    - iii. Personal possession by an employee of self-defense sprays such as Mace or pepper spray, provided the employee takes the proper precautions to assure that the spray is secure, and the spray is always kept concealed unless used for justified self-defense.
    - iv. Concealed carry of a Handgun by an employee in accordance with State of Kansas law.

**SECTION 15.3 POSSESSION AND USE OF WEAPONS REQUIREMENTS**

1. With regard to using a firearm, commissioned law enforcement officers, a court-appointed bailiff, and other required security officers are the only employees authorized to use deadly force while acting for and on behalf of the City of Junction City and within the scope of that authority.
2. With the exception of an employee exercising their lawful right of self-defense under prevailing legal standards, under no circumstances will any employee other than commissioned law enforcement officers, bailiff, or other security officers use deadly force in connection with the performance of job-related responsibilities.
3. Any employee who carries a concealed Handgun in accordance with State of Kansas law while on duty must abide by the following requirements:
  - a. At all times when such Handgun is not in the employee's immediate possession, the employee is responsible for safely securing the Handgun.
  - b. This shall include, but not be limited, to the following:
    - i. In the event it may become necessary for the employee to leave the Handgun in a City vehicle (such as if the employee's duties may necessitate the employee to enter premises which are lawfully posted against the possession of firearms), the employee is required, at their own expense, to provide a lock-box or other such secure container for that purpose, and may not leave the Handgun in any such City vehicle without its being so secured.
    - ii. When the employee is using a personal vehicle in the course of the employee's duties and is likewise required to or otherwise elects to leave the Handgun in such vehicle, the employee is required to secure the Handgun in such vehicle in a manner as will not allow its access by any other person or employee.
    - iii. If the employee otherwise needs to or elects to remove such Handgun from his or her possession, the Handgun must be secured in a lock-box provided by the employee, or otherwise secured in a portion of the workplace to which only the employee has access (such as a locker or a locked portion of a desk). The fact that there are administratively available master keys to that area does not prevent its use for this purpose.
    - iv. If the means by which the employee is carrying a concealed Handgun is through its being concealed in another item in such person's possession such as a purse, briefcase, or article of clothing, then that item cannot be out of the employee's immediate possession unless the Handgun or the item in which the Handgun is concealed is secured in a manner as described above.
4. The employee assumes all expenses and all risks associated with the possession of such a Handgun.

5. Under no circumstances shall the City be liable for any loss of or damage to any such Handgun, and under no circumstances shall the City be responsible for providing any accommodations for such possession or for securing the Handgun.
6. Nothing herein shall prevent an employee from lawfully storing a Handgun inside a personal vehicle which is not being used for City business.

### SECTION 15.4 REPORTING

Employees shall promptly report to their supervisor, the Human Resources Director, or their Department Head any actions or comments which they believe constitutes a violation of this policy whether they are the recipient of such conduct or are merely a witness.

It is mandatory that any report received by a supervisor or Department Head is communicated to the Human Resources Director.

### SECTION 15.5 ACTIVE KILLER

An Active Killer is an individual actively engaged in killing or attempting to kill people in a populated area.

Immediately upon the sight or sound of an Active Killer, observing personnel will conduct all of the following quickly, keeping their best interest of safety in mind:

1. Contact 911.
2. Initiate **ALERT** and **LOCKDOWN**, if possible. Alerts should be made through the phone system to notify all city buildings of the event.
3. These actions can be performed simultaneously by multiple persons (staff and/or citizens) and in no particular order.

### SECTION 15.6 A.L.I.C.E.

ALICE is an acronym: Alert, Lockdown, Inform, Counter, Evacuate. The components of ALICE are non-sequential.

The first responding officers' objective is to locate and stop the threat. As soon as practical, the officer(s) will assist in establishing a Unified Command presence.

Witnesses, employees, and citizens should remain calm and follow officers' directions, with their hands raised, so as not to appear to be a threat. Use clear language, or plain talk, to alert others of an Active Killer. Codes are discouraged.

1. Alert and Lockdown
  - a. Information shall be given in plain language.
  - b. Information shall include all known information that answers the basic questions of Who, What, Where, When.
  - c. Information should be provided by any and all means possible, i.e. Public Address system, email notification, etc.

- d. Persons outside a building shall take appropriate action based on location of event.
  - e. Personnel shall continue to **INFORM** through **constant real-time updates** of the activity, both city wide and to responding emergency agencies. This information can be received through use of the camera/monitor systems or eyewitnesses can relay activity and location of events.
  - f. Personnel shall not compromise their safety in an attempt to provide real-time updates.
2. Evacuate or Lockdown
- a. Upon receiving **ALERT** information, staff and citizens in securable rooms may decide to either remain in **LOCKDOWN** or **EVACUATE**, keeping the best interest of safety in mind.
  - b. If the **ALERT** yields information that indicates the ability to **EVACUATE**, staff will direct citizens to exit building and go to the **Community Rally Point** that is in the opposite direction from the on-going event. *Staff and Citizens should not escape by entering a long hallway if at all possible. All belongings should be left behind.*
  - c. Persons inside the building, but outside of locked rooms, may go to the nearest exit in the opposite direction of activity occurring inside the building and proceed to the appropriate **Community Rally Point**.
  - d. If evacuation is not possible either due to location of activity or infrastructure design, staff and citizens may remain in **LOCKDOWN** and conduct the following:
    - i. Ensure door is locked.
    - ii. Use drop bolt and any other lock enhancement.
    - iii. Make room as dark as possible.
    - iv. Barricade door with any large and heavy items.
    - v. Door should not be opened for anyone except for identifiable Law Enforcement personnel
  - e. Staff and citizens should take items that can be used as distraction devices, in order to proactively defend the occupants should the secure area be breached. For example, office supplies or furniture may be used as improvised hurdles or weapons if the Active Killer comes into an area once secure but is now breached.
  - f. Move to an area out of the field of fire should shooting through the door occur.
3. Counter
- a. When the Active Killer is among staff and citizens, then the following **COUNTER** measures may be attempted at your own discretion:
    - i. Cause distractions
      - 1. Create as much noise as possible.
      - 2. Create as much movement as possible.
      - 3. Throw items at the face of the intruder.
  - b. The goal is to increase the level of skill necessary to accurately shoot a weapon at the room occupants.
  - c. If capable, take control of the intruder (keeping the best interest of safety in mind).

- i. While distractions are conducted, one person grabs and secures each limb of the intruder.
  - ii. Each person uses their body weight on one limb to hold the intruder down until law enforcement arrives.
  - iii. SWARM the intruder to the point that they are no longer able to move and cause harm.
  - iv. Isolate and secure the weapon. Do not hold the weapon in your hand in order to avoid being considered a threat to incoming law enforcement.
- 4. Provide aid and accountability
  - a. Staff and citizens may provide first aid for the injured until medical personnel can enter building.
  - b. Once you are at a safe rally point, begin to account for the co-workers and citizens who were with you at the time the incident began. If possible, make a list of names and the departments those individuals were in.

## **SECTION 16: SAFETY, ACCIDENTS, INJURIES, AND LIGHT DUTY**

### **SECTION 16.1 RISK MANAGEMENT AND WORKPLACE SAFETY**

The City employs a risk management and loss prevention program to protect the well-being of all employees and to maintain a safe and efficient workplace. Risk management initiatives will endeavor to reduce insurance costs through elimination or control exposure to risk by employees. Due to risk management and for the employees' sake, the City shall take measures to provide for the safety of all employees.

### **SECTION 16.2 ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES**

#### **1. Notification**

- a. Employees involved in or who are witnesses to an accident or injury involving:
  - i. employees in the course of their duties,
  - ii. City vehicles,
  - iii. City equipment, or
  - iv. incidents occurring on City owned property shall immediately notify the appropriate supervisor or Department Head. The Supervisor or Department Head shall notify the Human Resources Department or designee.
- b. An employee should immediately notify the appropriate supervisor or Department Head of the injury sustained. The appropriate supervisor or Department Head shall notify the Human Resources Department immediately. The Human Resources Department will notify the City Manager.
- c. Notification is crucial to an employee's ability to receive Workers Compensation benefits. Failure to report a workplace injury or accident in a timely manner may affect the employee's ability to receive Workers Compensation benefits.
- d. Failure to report timely may lead to disciplinary action leading up to and including termination.

#### **2. Reporting**

- a. Upon an accident occurring involving a City-owned or rented vehicle, an employee shall immediately contact law enforcement with jurisdiction to investigate the accident and make a report for Human Resources and insurance purposes. Refer to the Drug Testing Policy Section of this Personnel Policy Handbook as well.
- b. Employees shall report any accidents or injuries as soon as possible on the day of the accident or injury. The first and second page of the initial report along with any waivers need to be and shall be provided to the Human Resources Director no later than twenty-four (24) hours after the incident occurs.
- c. Accidents or incidents involving City property, equipment, or any person must also be reported to the City Clerk for insurance claim purposes to seek or defend a potential claim.



- d. The employee or supervisor should complete the remainder of the required paperwork no later than three days (72 hours) after the accident or injury.
  - e. Reports of any accidents or injuries, no matter how minor, shall be submitted according to procedure outlined by the Human Resources Director.
  - f. All reporting of injuries and/or incidents will be reviewed by the Safety Committee for the City of Junction City.
3. Medical Treatment
- a. If medical attention is required, an employee is to utilize, whenever reasonably possible and in the following order of priority, the City's Designated Clinic designated for accidents, an emergency room, or ambulatory service.
  - b. The City will choose a Designated Clinic; however, depending on shift hours, the emergency room may be suitable.
  - c. Electronic or telehealth visits may be permissible given the Designated Clinic's policies or practices.
4. Payout
- a. Pay will be determined and assessed based on the incident and/or injury and provisions set forth by Injury Leave provisions and the Workers Compensation carrier for the City of Junction City.
  - b. Injury Leave Payout: If the employee is injured on the job and unable to work, the City will grant the employee Injury Leave for up to seven (7) calendar days. If an investigation is necessary, the employee will be charged sick leave or Paid Time Off until the investigation is complete. If the investigation verifies the credibility of the accident, the charged leave will be reversed, and the employee will be granted Injury Leave.
5. Drug and Alcohol Testing
- Please refer to Section 13 in this Personnel Policy to determine if drug and alcohol testing will be required.

## **SECTION 16.3 WORKERS COMPENSATION**

The City provides Workers Compensation benefits for job-related injuries, disability, or death to its employees in accordance with State of Kansas law.

- 1. Qualifying Conditions
  - a. Qualifying conditions are based on the accidental injury of an employee in the course of employment with the City and by reason of performing their duties for the City.
  - b. Exposure to a disease, bacteria, et cetera can be considered an "accidental injury" so long as allowed per the Laws of the State of Kansas for Workers Compensation.
- 2. Eligibility
  - a. All employees are eligible.
  - b. Workers Compensation eligibility starts on the first date of employment.

3. Notification

- a. An employee should immediately notify the appropriate supervisor or Department Head of the injury sustained. The appropriate supervisor or Department Head shall notify the Human Resources Department immediately. The Human Resources Department will notify the City Manager.
- b. Notification is crucial to an employee's ability to receive Workers Compensation benefits. Failure to report a workplace injury or accident in a timely manner may affect the employee's ability to receive Workers Compensation benefits.
- c. Failure to report timely may lead to disciplinary action leading up to and including termination.

4. Reporting

- a. Employees shall report any accidents or injuries as soon as possible on the day of the accident or injury. The first and second page of the initial report along with any waivers need to be and shall be provided to their Department Head or their designee no later than twenty-four (24) hours after the incident occurs.
- b. The employee or supervisor should complete the remainder of the required paperwork no later than three days (72 hours) after the accident or injury.
- c. The Department Head shall forward the report, information, et cetera to Human Resources as soon as is practicable.
- d. Reports of any accidents or injuries, no matter how minor, shall be submitted according to procedure outlined by the Human Resources Director.
- e. Human Resources shall respond to or update the Department Head and employee upon receipt of information.
- f. All reporting of injuries and/or incidents will be reviewed by the Safety Committee for the City of Junction City.

5. Authorized Physician

- a. The City has the authority to select the medical provider who will treat the injury initially upon report.
- b. The City through the Human Resources Department shall send a job description for the affected employee to the medical provider and to Workers Compensation upon request.
- c. Workers Compensation shall take over treatment and other medical-related selection as allowed per statute or regulation.

6. Workers Compensation Payout

- a. Employees will receive a weekly check as determined by the State of Kansas.
- b. The check will be issued only when the employee is unable to work.
- c. For any wages not covered by Workers Compensation offered by the City, an employee may utilize accrued Sick Leave or Paid Time Off (PTO).
- d. Arrangements concerning Workers Compensation and ancillary issues must be made by the employee with the Human Resources Department within the

first seven (7) days after the date of injury. Such arrangements shall be made in writing.

- e. Employees are still responsible to ensure all their elected deductions are paid. Failure to communicate and decide may lead to the City seeking to recoup the funds as is legally permissible.
  - f. If Workers Compensation pays the employee for the first seven (7) days, then the employee shall reimburse the City in the amount of the Workers Compensation pay for any Injury Leave compensation to prevent double pay for the same time period.
7. Effects on Benefits
- a. During the period of time an employee is eligible for Workers Compensation benefits the City shall continue normal City contributions towards retirement, life insurance and health insurance.
  - b. Employees shall be responsible for making payment arrangements for the employee's contribution toward these benefits, as well as any other optional programs to which the employee may be contributing. Failure to provide employee's contribution shall result in forfeiture of City's contribution and loss of benefit.

## SECTION 16.4 RETURN TO WORK

Prior to returning to work, employees are required to provide a release to return to work from the treating health care provider.

1. **Without Limitations:** Employees who have been released without limitations may be required to undergo a fit for duty assessment as outlined in the "Fit for Duty Observation" (15.7) section of this Personnel Policy Manual.
2. **With Limitations:** Employees who have been released to perform work with limitations may be able to return to work under a Light Duty Work Program (Please refer to Section 15.6) if available. Should an employee turn down or fail to perform offered work that they are capable of doing the City may take all actions permitted under law, including but not limited to, contesting the employee's entitlement to further Workers Compensation benefits.
3. **Follow-up Appointments:** Employees with an approved Workers Compensation claim that have been released to perform work and have follow-up appointments during their regularly scheduled shift, may count the time away from work for doctor's visits, as time worked. Once the employee has been released from doctor's care for the accident/injury, they may no longer count doctor's visits as time worked.

## SECTION 16.5 FAMILY MEDICAL LEAVE ACT (FMLA)

Family Medical Leave can run concurrently with Workers Compensation and the approved FMLA hours deducted from the employee's annual event amount according to FMLA policy and procedures. (Please see Section 9.13 for more on FMLA).

## **SECTION 16.6 LIGHT DUTY WORK PROGRAM**

Employees who are temporarily unable to perform the duties of their position because of an injury may qualify for a Light Duty Work Program. The ultimate goal is to return the light duty employee back to full duty. Employees under a collective bargaining agreement will follow the provisions per their active collective bargaining agreement (See Section 15.3).

### **1. Duration**

The assignment may be for any duration. As a general rule, it should not exceed 6 months.

Dependent on the condition, status, or injury the duration may be shortened or lengthened as considered in application of the Americans with Disabilities Act, Pregnant Workers Fairness Act, and other similar protections under federal, state, or local law.

### **2. Requirements**

For work to be considered suitable under this program the following conditions must be met:

- a. A physician certification must be obtained clearing the employee to participate in such a program.
- b. It must be reasonably likely that the employee will return to work in full capacity to the position held by the employee prior to assignment to the program;
- c. The work assigned must be a meaningful and productive part of the department's operations; and,
- d. Employee must be qualified for the assignment.

### **3. Development and Approval**

A Light Duty Work Program is developed by the Department Head in conjunction with the Human Resources Director and must be approved by the City Manager or designee. All involved may consult with the City Attorney if necessary.

## **SECTION 16.7 FIT FOR DUTY OBSERVATIONS**

### **1. General**

The City shall accept and follow a certified medical provider's prognosis or "doctor's note" to deem an employee fit for duty. City employees and officials are not medical doctors nor are they acting in that capacity. However, if an employee voices concerns or is observed to be unable to fulfill job duties within the limitations set forth or lifted by a medical provider, then a supervisor or Department Head shall inform the Human Resources Director who shall then in turn inform Workers Compensation.

2. Applicability

Department Heads shall submit a narrative to the Human Resources Director to determine if a “fit for duty” observation raises concerns for the employee’s safety, job duties being fulfilled, or overall workplace safety. Department Head, in consultation with Human Resources, may place the employee on administrative leave with pay pending a “second opinion” from the same or another licensed health care provider.

Human Resources and Department Heads shall refer back to an employee’s current job description.

3. Workers Compensation

The follow through and determination is made by Workers Compensation and medical providers utilized during Workers Compensation process. City employees or officials shall not substitute their judgment aside from merely observing in the workplace.

**SECTION 16.8 SAFETY ISSUES**

Employees shall promptly report unsafe conditions or actions to the appropriate supervisor or Department Head. If the unsafe condition or action persists, employees shall notify the Human Resources Director.

## SECTION 17: CITY-OWNED PROPERTY

### SECTION 17.1 GENERAL USE

Employees shall use City-owned property appropriately and take care to utilize it in the manner in which it was made and for the use which it was intended.

#### 1. Vehicles

- a. General. Employees may be authorized to use City-owned vehicles. These uses are limited and highly regulated.
- b. Authorized employees shall utilize City-owned vehicles for City purposes only.
- c. Any use of a City-owned vehicle for personal convenience is strictly prohibited, unless the vehicle is assigned per Section 17.1.2.
- d. Employees are mandated to use seatbelts while operating City-owned vehicles and abide by all Kansas traffic laws, City traffic ordinances, and other regulations applying to the use and operation of vehicles. Violation of traffic laws, ordinances, or regulations can lead to administrative disciplinary action.
- e. Employees authorized to drive a City vehicle shall have a current and valid Driver's License. If the Employee's Driver's License privilege has a violation, restriction, suspension, or other impact upon the privilege then their driving status and job qualification will be subject to review by the Department Head and Human Resources.
- f. If a meal break or other de minimis incident arises while an employee is already utilizing a City vehicle for City purposes, then that use may be acceptable per approval of a supervisor or Department Head.

#### 2. Assigned Vehicles

- a. Select employees, due to the nature of their position responsibilities, are assigned a City-owned vehicle and are authorized to take that vehicle to their home.
- b. Assignment shall be approved by the Department Head. Use is intended to be for official business only; however, incidental uses may be used (ex. picking up employee's children from school, grocery store stop on the way home, et cetera). Other personal uses need authorization from the City Manager.
- c. Outside of Subsection (b) above, non-City-employee persons may be passengers in incidental or authorized personal uses. However, only City employees within the Department of the assigned vehicle may operate the vehicle or other appropriately authorized employees such as a City mechanic.
- d. Assignment of the vehicle shall be documented in writing or in a digital format. Verbal or oral is insufficient.
- e. This is also known as "take home" vehicle colloquially.
- f. All policies concerning "Vehicles" apply to "Assigned Vehicles" as well.

#### 3. Use During On-Call, Standby, or Call-Back Status Assignments

- a. Employees may be assigned On-Call, Standby, or Call-Back Status under Section 4.8 of this Personnel Policy.

- b. Employees so designated may be authorized to take a City-owned vehicle to their home during hours they are assigned to standby status, within City limits.
- c. The following criteria shall be considered when determining if a position shall be authorized for such use:
  - i. Time-critical emergency responses;
  - ii. The need for direct transportation to the site of an emergency; and
  - iii. Special equipment needs for such responses.
- d. Assignment and use shall be approved by the Department Head.

## SECTION 17.2 NON-VEHICLE EQUIPMENT ISSUED BY CITY

- 1. General
  - a. Employees may be authorized to use City-owned equipment including but not limited to the express items listed in this Section 16.2.
  - b. These uses are limited and highly regulated.
- 2. Assigned Electronic Devices
  - a. Select employees, due to the nature of their position responsibilities, are assigned a City-owned electronic device and may be authorized to take that device to their home. Assignment and use shall be approved and documented by the Department Head and the IT Department Head.
  - b. Examples of assigned electronic devices: cellular telephone, laptop computer, tablets, radios.
  - c. Employees, supervisors, and department heads shall refer to and abide by Section 14 *et sequential* as applicable.
  - d. The IT Department shall develop, provide, maintain, and store forms facilitating assignments of non-vehicle equipment pertaining to electronic devices and other similar equipment.
- 3. Uniforms
  - a. Some job positions or duties require City-issued uniforms.
  - b. Employees will keep uniforms, shirts, jackets, etc. in a clean and presentable state per their job duties.
  - c. Uniforms, shirts, jackets, etc. are for City work and City work-related events and shall not be worn for any other reason.
  - d. Employees are expected and required to follow Department-specific rules.
- 4. Credit Cards
  - a. Credit cards in the name of the City of Junction City ("Purchasing Cards") may be issued to employees in each department in order to facilitate an efficient means of purchasing goods and services for the benefit of the City.
  - b. Policy use of these cards is contained in Junction City Fiscal Policy Handbook.
  - c. Purchasing Cards shall not intentionally or knowingly be used for personal private purchases.



5. Passwords, Combinations, Keycards, Fobs, Keys, and Other Access Control
  - a. Employees granted access to City buildings, properties, IT, etc. will be responsible for keeping these items in a safe and secure manner.
  - b. Combination locks may be provided by the City and may be removed at any time.
  - c. Employees are expected to follow guidelines or other requirements for securing access control as prescribed by IT or access control responsible employees.
6. Work Tools and Equipment
  - a. Some employees will be assigned work tools and equipment which can include job or safety-required clothing items.
  - b. These work tools and equipment are the property of the City and must be used within the scope of the tool's design, equipment's design, and the employee's duties for the City.
  - c. These tools and equipment must be maintained in a good and safe working order throughout their useful lifespan.
  - d. Should a work tool(s) or equipment be broken, lost, or stolen, the employee shall report such incident to the supervisor or Department Head or immediate Supervisor.
  - e. Upon termination, resignation, retirement, or other change in status, an employee must return all work tools or equipment in good and working condition.
  - f. If the equipment is clothing and the employee leaves employment of the City, then the Department Head may waive return of the boots, gloves, et cetera if the value is depreciated below \$250 total.
7. Identification Badges
  - a. The City shall issue and require employees to have identification badges or cards. These identification badges shall double as FEMA badges in the result of an emergency for designated employees.
  - b. Employees will be responsible for keeping their identification badges in a safe and secure manner.
  - c. Should the employee's identification badge be lost or stolen, the employee needs to be reported immediately to the supervisor, Department Head, or Human Resources.
  - d. An employee should never use another employee's identification badge for any reason.

### **SECTION 17.3 STOLEN, LOST, OR DAMAGED EQUIPMENT**

Employees are responsible for equipment assigned to them by the Department and the City. The City expects them to protect and safeguard the equipment from loss, damage, or theft. At any time upon request, the employee shall produce the equipment for inspection by a supervisor or Department Head. Upon resignation or termination, the employee must produce and return the assigned equipment to the City.



## JUNCTION CITY PERSONNEL POLICIES

Failure to report the theft, loss, or damage to equipment within a day (24 hours) may lead to disciplinary action against the employee.

If an employee resigns, retires, or is terminated and equipment creates an outstanding debt, then the employee shall be responsible for recovery of the loss, theft, or damage. Refer to Section 5.11.

## **SECTION 18: MEETING AND PROFESSIONAL DEVELOPMENT**

### **SECTION 18.1 GENERAL**

All meetings and professional development activities available to City employees shall be identified as being either required or optional. Department Heads shall assess professional development activities to determine if the contents of such activities are required for staff to successfully perform their job responsibilities, to meet annual continuing education requirements, or to meet individual needs.

### **SECTION 18.2 TUITION, TRAVEL, AND PER DIEM**

- a. Departmental Heads will authorize registration fees if applicable, travel and per diem expenses according to Section 15: Travel for all training and professional development required by the City. Training and professional development required by the City includes but is not limited to the following:
  - i. Required continuing education or development per the job description;
  - ii. Required education or development per mandatory licensing for the job position;
  - iii. Required education or development per a collective bargaining agreement.
- b. Departmental Heads may approve registration fees (if applicable), travel and per diem expenses, for all training and professional development that is optional to assist staff in performing their job responsibilities, to meet annual continuing education requirements, or to meet individual needs of the job duties as assigned. Optional but suggested training and professional development includes but is not limited to the following:
  - i. Desired or suggested licensure or certification;
  - ii. Professional membership fees or dues;
  - iii. Requirements for a promotion but not for current job duties or description.
- c. Meetings, training, and travel will comply with the requirements of FLSA and overtime compensation.
- d. City Manager may change approval delegation according to their discretion.

### **SECTION 18.3 NEW EMPLOYEE ORIENTATION**

- a. All employees who are new hires or rehired to the City are required to attend New Employee Orientation training.
- b. Please refer to Section 3.10 for more on New Hire Orientation.
- c. All forms and other documents provided to a new hire shall be completed on the first day of employment as required by the Human Resources Department.

#### **SECTION 18.4 REQUIRED TRAINING FOR ALL EMPLOYEES**

- a. To meet federal, state, city, or department requirements all employees new to the City are required to complete specific training courses as soon as possible upon entering employment for the City. Training shall be completed within the first thirty (30) days; however, it is desired to finish those within the first day of employment if possible.
- b. Employees will be notified of specific training deadlines.
- c. Additional training may be required by the supervisor, Department Head, IT Department, or Human Resources Department for existing employees at which time notification will be sent with details regarding the need for training and the deadline to complete such training.
- d. Documentation of required training attendance shall be submitted to Human Resources for records retention.

#### **SECTION 18.5 REQUIRED TRAINING FOR SUPERVISORS**

To meet federal, state, city, or department requirements all new supervisors to the City are required to complete specific training courses as soon as possible upon entering supervision for the City. The new supervisor will be notified of specific training deadlines.

Additional training may be required by the Department Head or Human Resources Department for existing supervisors at which time notification will be sent with details regarding the need for training and the deadline to complete such training.

#### **SECTION 18.6 CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT**

- a. It is recommended that supervisors and staff develop a professional development plan for themselves, to assist them in successfully performing their job responsibilities, to meet annual continuing education requirements, or to meet individual needs.
- b. The City may or may not pay for these and the employee should follow guidelines for obtaining approval as mentioned previously in this policy.
- c. In an agreement, the City may

#### **SECTION 18.7 TUITION REIMBURSEMENT AND ASSISTANCE**

##### **A. Definitions**

1. Accredited: official recognition or approval that the content, curriculum, faculty, or instructors meet defined standards as issued by a governing body, governmental entity, or professional organization.

2. Assistance: payment to an approved college or university for eligible expenses submitted in accordance with this policy.
3. Distribution Date: date on which reimbursement or assistance payment is received by the employee or institution.
4. Professional Organizatoin: an association made up of members who are part of the same industry, profession, or career field.
5. Reimbursement: payment to an employee for eligible expenses submitted in accordance with this policy.
6. Tuition. The charge by the accredited training or educational institution, school, or professional organization for the instruction of the course taken.

B. Employee Eligibility

1. A full-time employee who has been employed by the City for at least 12 months may submit a request or application for tuition reimbursement or assistance.
2. The full-time employee has not received a disciplinary or corrective action resulting in a PiP or suspension in the immediately preceding twelve (12) months prior to the submission of the request/application; and
3. The full-time employee has not exhausted the \$5,250.00 per calendar year per Internal Revenue Service (IRS) regulations.

C. Eligible Course or Program for Reimbursement and Assistance

1. Eligible courses include all core and elective courses required for competition of a:
  - i. certificate,
  - ii. state licensure,
  - iii. General Education Development (GED),
  - iv. High School Equivalency (HSE),
  - v. associate's, bachelors', master's, or doctoral degree program offered through, in, or associated with an accredited training or educational institution, school, or professional organization.
2. This includes credit/no credit or pass/fail courses, refresher courses, or preparatory course work for licensure or certification when required for the completion of the program, or courses taken as a non-degree seeking student.
3. Courses dropped after an official "drop/add" date are not eligible for reimbursement or assistance. No reimbursement or assistance will be provided if a course is taken more than once or an employee takes another attempt at a course previously reimbursed or assisted by the City. No reimbursement or assistance will be provided if the employee does not complete the course with a satisfactory grade of at least a "C" or above demonstrated by a semester GPA of 2.0 or higher.

D. Costs Eligible for Reimbursement and Assistance

1. Employees may receive up to \$5,250.00 per calendar year for reimbursement and assistance.
2. Total reimbursement and assistance calculations are determined based on the distribution date and if budget permits any reimbursement or assistance.

3. Only tuition costs are eligible for reimbursement and assistance. All other fees are ineligible for reimbursement and assistance.
- E. Coordination with Other Education Financial Aid Program(s)
1. Employees interested in pursuing advanced academic or professional education are encouraged to file a FAFSA® as they may qualify for additional federal loans, grants, and other scholarships. Receiving reimbursement or assistance under this policy does not prohibit an employee from filing a FAFSA® for additional federal aid.
  2. Scholarship awards, grant funding, and financial assistance (including any applicable employee discounts), other than student loans, which can be applied to tuition must be deducted from the total amount requested for Reimbursement or Assistance prior to consideration for payment, except as required by federal law or regulation. However, these funds can be applied first to non-eligible courses taken concurrently with the eligible courses at the same institution before being deducted from the total amount requested for Reimbursement or Assistance. Student loans do not need to be deducted from the total amount requested for Reimbursement or Assistance.
  3. Agency or employee association fees, membership dues, or licensure expenses that may not be reimbursable under this policy may be eligible for expensing or somewhere within a departmental budget. However, total spending per employee per calendar year for reimbursement, assistance, and other professional development cannot exceed \$5,250.00 unless an exception has been approved by the employee's Department Head.
- F. Employee Responsibilities
1. Pursuing either Reimbursement or Assistance, but not both, for each course the employee seeks coverage under this policy;
  2. Submitting a completed Education Reimbursement & Tuition Assistance Application Form to the Appointing Authority or Designee(s) at least 30 calendar days prior to the start date of their course(s). Updating the Education Reimbursement & Tuition Assistance Application Form to reflect any changes in course availability due to educational institution, school, or professional organization changes before the course start date.
  3. Requesting Reimbursement or Assistance only for eligible courses and costs under this policy;
  4. Maintaining adherence to this policy to avoid disqualification;
  5. Informing the Appointing Authority or Designee(s) of course completion, proof of payment, and final grade within 30 calendar days of course completion or within 30 calendar days of grades released, whichever date comes last; and
  6. Initiating the reimbursement process by submitting an expense report through State Personnel Department | Education Reimbursement and Tuition Assistance PeopleSoft Financials within 30 calendar days of receiving final approval on State Form 57438. Expense reports must include proof of payment, State Form 57438 with Final Approval completed, along with final grades or proof of course completion if not graded.

G. Supervisor Responsibilities

Reviewing in a timely manner submitted Education Reimbursement and Tuition Assistance Applications to verify the employee has sought approval.

H. Human Resources Responsibilities

1. Working with agency leadership to assess employee, course, and cost eligibility;
2. Maintaining a copy of each Education Reimbursement and Tuition Assistance Application and approval in the employee's personnel file; and
3. Completing review of, and initial verification on, each Education Reimbursement and Tuition Assistance Application prior to the start date of the course.
4. Communicating to employees the availability of Reimbursement and Assistance;
5. Developing and implementing an effective process within the agency for reviewing requests, approving requests, and paying Reimbursement and Assistance;
6. Reviewing in a timely manner submitted Education Reimbursement and Tuition Assistance Applications to verify an employee's eligibility, intended coursework, and cost;
7. Completing review of, and initial decision on, each Education Reimbursement and Tuition Assistance Application prior to the start date of the course;
8. Tracking the utilization of Education Reimbursement and Tuition Assistance against the calendar year limit of \$5,250;
9. Reimbursing employees no more than \$5,250 per calendar year;
10. Recouping funds from employees that go beyond the calendar year limit of \$5,250;
11. Communicating to all agency employees the agency process and designated agency contact(s) for the process;
12. Communicating the determination to the employee and providing them with a copy of the completed form with approval signatures in a timely manner;
13. Verifying successful completion of the course and submission of all documents to determine if the employee remains eligible for final approval of Reimbursement or Assistance;
14. Coding Tuition Assistance expenses using the appropriate account when the reimbursement is paid directly to an approved college or university;
15. Supporting and recognizing the learning and development efforts of employees;
16. Implementing all aspects of this policy effectively and in a timely manner, including assigning appropriate staff and back-up staff to ensure employees can access the program and obtain the benefits without any administrative delays; and
17. Reporting to the Finance Director on the availability and use of funds for requests under this policy.
18. Interpreting this policy and advising Departments on adoption of their own processes to effectuate this policy.

19. Periodically reviewing reports on Reimbursement and Assistance and, where necessary, reimbursing state agencies for expenditures under this policy.

- I. Procedures

1. Applying

Employees seeking Reimbursement and Assistance must submit the following information on the correct form at least 30 calendar days before the first day of the course: • An Education Reimbursement or Tuition Assistance Application with employee information, course start date/anticipated end date, intended certificate, degree, or trade path; and • The course description(s) from the institution

2. Determining Eligibility

Appointing Authorities or Designee(s) are responsible for reviewing each application for Reimbursement and Assistance to determine the following: • The eligibility of the employee to participate in this program; • The eligibility of the course for Reimbursement or Assistance; and • The eligibility of recorded costs for which Reimbursement or Assistance is sought. Following the eligibility determination, the Appointing Authority or Designee(s) must notify the eligible employee of the decision and provide them with a copy of the completed form for their records with signatures of approval. Should any change in coursework or request be modified following the initial application, the employee must notify the Appointing Authority or Designee(s) immediately. A modification in coursework or initial application constitutes a new request which may be reviewed again and could result in a different determination.

3. Reimbursement to Employee

- i. Following successful completion of the approval process and the conclusion of the course with a satisfactory grade of at least a “C” or above (or an equivalent “pass” grade), the employee must notify the Human Resources Department and provide the following:
      - a. Official documentation for completion of the course with a grade of “C” or higher (or an equivalent “pass” grade), or the receipt of a certificate of satisfactory completion when no grade may be given by the educational institution no more than thirty (30) calendar days from the date of course completion. A course initially designated as “Incomplete” will not be considered complete until the final grade is issued.
      - b. Proof of payment by the employee, including itemized receipts of tuition, or account statements for reimbursement no more than thirty (30) calendar days from the course completion.
      - c. Reimbursement to the employee will not be issued until the eligible course is successfully completed and official notice of the final grade is submitted for verification. A course is

considered completed as of the date official notice of the final grade is provided to the employee.

- d. The employee must create and submit an expense report through a form created and maintained by the Human Resources Department.
  - e. Reimbursement is due upon the employee's submission of all required documentation for course completion, eligible grade, and expense report.
  - f. If the employee leaves employment with the City within two years (24 months) of completion and reimbursement, then the Employee shall owe monies received for reimbursement or assistance. Rates of reimbursement or assistance to be repaid shall be expressly and explicitly dictated within an individual contract between the employee and City.
- ii. Human Resources and Finance staff must properly document the use of funds for this purpose. Reimbursement, if appropriate, should be made as soon as practicable after eligibility is determined.

J. Reimbursement to Approved Colleges and Universities

The City will reimburse approved colleges and universities upon receipt of the following from the approved college or university:

- i. Official documentation for completion of the course(s) with a grade of "C" or higher (or an equivalent "pass" grade), or the receipt of a certificate of satisfactory completion when no grade may be given by the college or university, and
- ii. An invoice reflecting the amount due for the completed course(s), City fiscal staff will pay the balance due directly to the approved college or university.

K. Disqualification and Repayment

Employees who fail to comply with all guidelines and procedures set forth within this policy will be disqualified from Reimbursement or Assistance eligibility for the non-compliant submission.



## SECTION 19: TRAVEL

### SECTION 19.1 PURPOSE

Performance of City of Junction City official business will necessitate periodic travel by City employees beyond their offices or locations of normal work activities. The City shall pay for reasonable, essential travel expenses which directly and logically relate to the conduct of City business. City travelers shall exercise prudent judgment and show proper discretion for accountable and economic use of public funds. Expenses shall be documented as required and shall leave no reasonable question that such expenditures did, in fact, relate to and were necessary for conducting City business.

### SECTION 19.2 DEFINITIONS

- a. **Authorized Travel** is travel that is directly relevant to and necessary for successful accomplishment of legitimate City requirements (i.e., official City business, approved continuing education or professional development).
- b. **Authorized Individuals** are individuals who are either performing City business or representing the City in some fashion.
- c. **Meals and Incidental Expenses (M&IE) Only Per Diem** is the then-current Federal Per Diem Substantiation Method published by the Internal Revenue Service.
- d. **Mileage Reimbursement Rate** is the maximum mileage reimbursement rate permitted without tax consequence as set or issued by the Internal Revenue Service.
- e. **Purchasing Card** is any credit card or other similar item or arrangement which authorizes credit purchases by an elected official, Department Head, or employee in the name of the City of Junction City. May be known as a procurement card.
- f. **Reimbursable Expenses** is only those expenses for which City funds will be used for reimbursement.
- g. **Reporting Destination** is the location at which the employee has been directed by their supervisor to report for work for that particular day.
- h. **Travel Approving Official** is the Department Head or City Manager to whom the traveling employee most closely reports.

### SECTION 19.3 APPROVAL PROCESS

- a. Any authorized individual intending to travel on City business for any period of time exceeding one (1) overnight stay must submit a request in writing to their travel approving official at least seven (7) days prior to the planned departure date. Requests must be accompanied by sufficient information (e.g., copy of seminar brochure) about the proposed travel and an outline of the anticipated travel cost to allow informed decisions. The

notifications must be specific regarding the reason for travel. When necessary, requests should indicate who will be responsible during the absence.

- b. The travel approving official must approve the request prior to the planned departure date.
- c. Business/Travel expenses for Department Heads will be approved by the City Manager.
- d. Business/Travel expenses for personnel below the Department Head level will be approved by the Department Head or their assigned designee.
- e. Travel-approving officials may not authorize travel that exceeds the remaining amount in their department or division budget for travel. If a travel-approving official seeks to exceed their budget for travel, then they need City Manager approval or otherwise get approval and authorization as provided in the Financial or Fiscal Policy(ies) of the City.

## SECTION 19.4 MODES OF TRANSPORTATION

Employees needing to travel may use the following means of transportation:

- a. City Vehicle
  - i. Allowable expenses include actual expense for fuel, oil, emergency repairs, and other operating expenses.
  - ii. Employees without assigned City vehicles may request a City vehicle for business travel.
  - iii. City vehicle issuance is based on availability and shall be approved by the Department Head that has responsibility for the assigned vehicle.
- b. Commercial Carrier
  - i. The employee's Department Head or the Department Head's designee shall schedule the commercial carrier.
  - ii. Allowable expense is economy or tourist class if by air; first class day coach if by train.
  - iii. When possible, commercial travel should be planned far enough in advance to take advantage of reduced fares.
  - iv. Under no circumstances will an airline be selected or route established solely for the purpose of accruing airline bonus points.
- c. Private Vehicle
  - i. Rates for reimbursement will be the Mileage Reimbursement Rate.
  - ii. Mileage will be determined by the usually traveled, direct route in accordance with Google Maps or other similar mapping/route tool.
- d. Rental Vehicle
  - i. May be authorized if public transportation is unavailable or is more expensive due to location or required frequency of trips.
  - ii. Rental vehicle expenses may be reimbursed as for City or Private Vehicles.

## SECTION 19.5 OTHER EXPENSES

- a. Other business expenses directly attributed to City-related travel, i.e., taxi, bus fares, tolls, parking fees, fax service, office supplies, and courier services are allowed as long as receipts detailing the charges are provided.
- b. Airport parking will be reimbursed with prior approval. A receipt for parking will be required.

## SECTION 19.6 LODGING

- a. The City will pay lodging costs associated with attendance at an authorized business meeting, seminar, or conference.
- b. If in the conference area, reimbursement will be for the single room rate.
- c. If a room is shared with another conference attendee, half of the double occupancy rate will be reimbursed.
- d. Should a corporate or government rate be available, the employee is expected to avail themselves of such rate and reimbursement will be limited to that amount.
- e. Phone calls and internet access charges (above and beyond “free” Wi-Fi provided by lodging) on the hotel bill will be the employee’s financial responsibility unless identified as to who was called and the nature of City business conducted. If free Wi-Fi is not provided by the lodging establishment, then the City may reimburse or otherwise pay for internet access if the employee utilizes a City-provided laptop.

## SECTION 19.7 DAILY MEAL ALLOWANCE

- a. A daily meal allowance (“Per Diem” or M&IE) is established to cover the cost of meals and tips on the meal. All meals will be paid or reimbursed at an actual cost basis, not to exceed the allowable per diem rate.
- b. Per Diem will be provided, paid for, or reimbursed in accordance with the existing IRS allowance as shown on the internet address “gsa.gov”. This is the approved and accepted website for M&IE Per Diem: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Employees will attach a copy of the per diem schedule and attach it to their travel request.
- c. Conference meals with a separate sign-up and charge should be deducted from the Per Diem. This does not apply to meals included in the total cost of the conference where a separate charge and sign-up are not listed.
- d. Expenses for meals associated with a training seminar within the city limits of Junction City will not be reimbursed.
- e. Reimbursement may be made for meals in conjunction with local meetings or training outside the city limits of Junction City (no overnight stay involved). The meals must coincide with the meeting or training to be considered for reimbursement.

- f. The original receipt must be submitted to substantiate claim. The receipt must identify name and address of restaurant, date, and amount of services.
  - i. Receipt must be itemized.
  - ii. City will not pay for or reimburse the purchase of alcohol.
- g. Purchases on City Purchase Cards are not to exceed the allowable per diem rates.
- h. Union employees with an active bargaining contract will follow the terms outlined in their collective bargaining agreement in respect to meal reimbursements.

#### **SECTION 19.8 GUIDELINES-LOCAL TRAINING/CONFERENCES/MEETINGS**

- a. "Local" pertains to training, conferences, or meetings which do not require an "overnight stay" in lodging.
- b. Registration fees for City employees and officials attending authorized conferences and training sessions will be paid by the City.
- c. A travel request form is necessary for local training and conferences when the registration fee exceeds \$1,000 per employee.
- d. Advances for meals and travel for local conferences, seminars, or meetings will not be given.
- e. Note: It will be the approving authority's responsibility to monitor the time of departure and return.

#### **SECTION 19.9 BUSINESS MEALS**

- a. Expenses, that include meals, paid directly to a professional organization will be reimbursed for the full amount paid. When meals are paid for separately or directly to a restaurant, the daily meal allowance will be followed.
- b. Expenses for meals associated with meetings between City employees and officials outside the organization or between City employees and Commissioners or other similar members of elected or appointed bodies are permitted and reimbursable if the purpose of the meeting is to conduct business related to City activities, operations, or functions.
- c. Expenses for meals or refreshments between two or more employees are permitted and reimbursable if the purpose of the meeting is to conduct business related to City activities, operations, or functions when authorized by the approving authority.
- d. During emergencies, meals may be provided with the approving authority's authorization.

## **SECTION 19.10 USE OF PURCHASING CARD OR PROCUREMENT CARD**

The purchasing card may be utilized for similar purposes as can be reimbursed under this Section of the Personnel Policy.

## **SECTION 19.11 UNAUTHORIZED EXPENSES**

- a. Specifically exempted from reimbursement are expenses incurred by attendance at political rallies or events held for the specific purpose of promoting the candidacy of an individual for public office.
- b. Expenditures incurred by members of the public official's or employee's families will not be reimbursed.
- c. Reimbursement will not be made for expenditures which do not involve a public purpose, or those not necessarily incurred in the performance of a public purpose authorized by law, i.e., alcohol/liquor, tickets to movies, plays, sporting events, etc.
- d. If there is an additional lodging fee (except for telephone usage, data ports, dial up access to City resources) i.e., any form of entertainment, such fee will not be reimbursed.
- e. Entertainment costs (such as streaming, movies, personal phone calls, etc.) will not be reimbursed.
- f. If per diem is paid, expenses covered under per diem will not be eligible for reimbursement.

## **SECTION 20: TECHNOLOGY USAGE**

### **SECTION 20.1 GENERAL USE**

The City recognizes that use of the Telephones, Internet, E-mail, and other Electronic Devices has many benefits and is vitally essential to the workplace. Therefore, employees are encouraged to use the Telephones, Internet, E-mail, and other Electronic Devices systems appropriately, effectively, and professionally.

Unacceptable use of the Telephones, Internet, and E-mail can place the City and others at risk. This policy outlines the company's guidelines for acceptable use of Telephones, Internet, E-mail, and other Electronic Devices.

This policy must be followed in conjunction with other City policies governing appropriate workplace conduct and behavior. The City of Junction City complies with all applicable federal, state, and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

### **SECTION 20.2 TECHNOLOGICAL EQUIPMENT**

1. City-Owned/Provided Phones or Electronic Devices
  - a. Personal Calls
    1. Placing or receiving personal calls has the potential of reducing an employee's productivity. These calls should be kept to a minimum and ideally only made during the employee's breaks or lunch period.
    2. Employees are prohibited from utilizing the City's international service for business-related calls without prior approval from a Department Head.
    3. Employees are prohibited from utilizing the City's international service for personal calls.
    4. While abroad, employees are encouraged to utilize Wi-Fi or other non-international service calls to avoid costs, charges, et cetera.
    5. Department Heads may establish additional guidelines for their departments.
  - b. Data Usage or Document Production
    1. Data Usage such as for internet and other related activities shall only be for business-related activities.
    2. Document Production is the same as Data Usage.
  - c. Prohibited Uses of City-Owned Phones and Devices
    1. Sexually explicit or similar phone calls similar to 900 numbers;
    2. Sending, viewing, or soliciting sexually oriented messages or images;
    3. Messages or images with offensive or harassing statements or language; or
    4. Other similar inappropriate or unprofessional uses of City-owned equipment. Now, if an employee pays for the personal usage (assuming some of the cost) then the usage may be private and

personal so long as it does not detract from an employee's job, duties, or other City tasks.

2. City-Required Cellular Phones or Electronic Devices

- a. The City considers a cell phone to be a tool that in some job classifications (positions) is necessary to fulfill the employee's job requirements. Employees in these designated positions will be provided a City-issued cell phone.
- b. A Department Head will determine the employees who will be approved to be issued and carry a cell phone with approval of the IT Director.
- c. The City will assume all responsibility for the phone contract.
- d. The employee may elect to use the City-issued phone as a personal phone as well, but will assume some of the cost of the phone.
- e. The employee will authorize the monthly expense of using a City-issued cell phone also as a personal cell phone.
- f. All employees with a City-issued cell phone will be required to have their cell phone turned on and available for City business use as per the direction or guidelines of their Department Head.

3. Personal Cellular Phones or Electronic Devices

Employees may be prohibited from using a personal cellular phone or electronic device by their supervisor while engaged in work activities or on-duty. Prohibition or allowance is pursuant to job duties, work activities, and the Department Head. If a Department Head permits the use of a personal cellular phone, then the City will not and cannot charge an Employee for that usage. However, the City will need to be able to access the phone for Open Records possibilities.

4. Cellular Phone Usage

If an employee carries a cell phone or is required by the City to use or carry a cellular phone, such use shall be subject to the following requirements:

1. Within Department Head discretion:
  - a. Cellular phones should be set to vibrate or "silent ringer mode" during meetings, or at other times when audible ringers may be disruptive.
  - b. Employees should allow in-coming calls to "roll" to their voice mail when answering the call would be disruptive to a meeting, production, or would create a safety hazard.
2. All State and City traffic laws regarding cellular phones must be followed and take precedence over local policy.
3. Using a cellular phone while operating motorized equipment or power tools is prohibited.
4. Using a cellular phone while operating a motorized vehicle is prohibited, with the following exceptions:
  - a. Proper use of a hands-free device;
  - b. Use by emergency personnel as authorized and directed as part of their official City duties; or



- c. To contact law enforcement, a health care provider, the Fire/EMS Department, or another emergency entity in an emergency situation.

## SECTION 20.3 NETWORK

### 1. Computers/Network

The following policies include remote use of the City's network as well as use on City property. Usage may be monitored for compliance.

#### a. Privacy and Personal Use

- i. Computer equipment and related technology is the property of the City as well as any data stored or conveyed through the City's system. Electronic mail and other data including internet access is not private and is subject to archival and monitoring by the City and may be subject to open records and litigation requests.
- ii. Any personal use of the City's system should be kept to a minimum and ideally only during the employee's breaks or lunch period.
- iii. Though employees may be permitted to infrequent and minimal personal use, employees are forbidden and prohibited from using City equipment and related technology to set up, start, operate, maintain, or otherwise conduct business for a second job or other private personal business for profit or income.
- iv. Employees shall, even when on breaks or during non-working hours, abstain from using City equipment and related technology to access websites known to frequently carry viruses or cause other system problems; this includes online dating services and file-sharing services or live streaming websites not used for work purposes.
- v. Employees shall comply with any additional or more specific requirements in this regard as may be communicated by the Information Technology Department.
- vi. Employees who are unsure as to the appropriateness of an item should consult with the Information Technology Division and the Department/Division Head or use their personal equipment/networks.

#### b. Security

- i. Employees are responsible for keeping their access to the City's network secure, which includes, but is not limited to maintaining the confidentiality of passwords.
- ii. Each employee shall take reasonable measures to prevent their access to the City's network from being used inappropriately by others, and shall be held responsible for the effects of, or harm caused by any such use.
- iii. Employees are encouraged at a minimum to:
  - 1. Secure workstations with a password-protected screensaver or session lock with the automatic activation feature set at ten (10) minutes or less.



2. Log off or lock workstations when unattended. This can be done by pressing the Windows key + L.
3. Use passphrases or passwords that may include a combination of letters, numbers, and symbols that are fourteen (14) characters or more as recommended by National Institute of Standards and Technology (“NIST”). The IT Department, considering requirements of HIPAA or CJIS or other requirements, shall decide the necessary passphrase or password requirements.
- iv. The system will periodically require password changes. Akin to passphrases or passwords, IT will require changes in conjunction with HIPAA, CJIS, or NIST.

### c. Prohibited Conduct

The following prohibitions do not apply to situations where employees have been authorized and directed as part of their official City duties to participate in such conduct.

- i. Prohibited conduct includes, but is not limited to:
  1. Accessing sites prohibited by the Information Technology Department.
  2. Unauthorized use of another’s account or password/passphrase.
  3. Unauthorized remote access to the City’s network.
  4. Attempting to gain unauthorized access into any computer account or system.
  5. Accessing sexually oriented sites and viewing or distributing sexually explicit material.
  6. Creating or forwarding “chain letters”, “Ponzi schemes”, or other “pyramid schemes” of any type.
  7. Violation of copyright, trade secret, patent, or other rights to intellectual property.
  8. Falsely impersonating another user.
  9. Tampering with data or maliciously restricting the flow of data.
  10. Developing, using, or introducing malicious programs that harass other users, or infiltrate a computer, computing system, or network. This includes, but is not limited to viruses, worms, Trojan horses, phishing, malware, spyware/adware, and e-mail bombs.
  11. Employees shall not use the City’s email system as their personal email for purposes of notifications for non-City endorsed website accounts. Department Heads, with IT Department approval, may allow usage of the City email for notifications. An example is school notifications concerning an employee’s child.

### d. Additional Considerations and Policies

- i. Installation of additional programs, software, or hardware must be preapproved in writing through and by the Information Technology Department.

- ii. Employees are responsible for continuing and completing IT-issued training. This training must be actively engaged with by the employee. Failure to complete the IT-issued training will result in the employee losing access to the City's network and systems. Examples shall include but are not limited to:
  - 1. Phishing identification
  - 2. Malware/Spam awareness
  - 3. HIPAA Privacy and Security
  - 4. Password protection/creation
- iii. If an employee is absent from their job duties and access to the network or City technology for an elongated period of time, then the IT Department should and will temporarily disable or deactivate an employee's access. However, this will be coordinated with the Department Head and Human Resources.
- iv. The IT Department may and will promulgate further policies required for usage of and access to the City's network and systems.

## **SECTION 20.4 REPORTING**

- 1. Reporting
  - a. Employees shall promptly report any actions that they believe constitute a violation of this policy. This includes conduct by non-employees as well as employees.
  - b. Reports should be made to the employee's supervisor, the Department Head, Human Resources Department, Information Technology Department, or the City Manager, whichever one the employee feels most comfortable reporting to.
  - c. Reports regarding any unusual system behavior, such as missing files, frequent system crashes, or misrouted messages should be reported immediately to the Information Technology Division as well as any potential or actual security breaches.

## **SECTION 20.5 CELL PHONES AND COMPUTERS**

For the purposes of the Personnel Policy Handbook and any Information Technology Department policies issues, usage of computers, email, text messages, cellular telephones (cell phones), et cetera shall be interchangeable due to the evolution, prevalence, and nature of technology in 2025, 2026, and beyond.

## SECTION 21: SOCIAL MEDIA

### SECTION 21.1 PURPOSE

The purpose of the City of Junction City Social Media Policy is to enhance the use of online technology while providing safeguards to the risks of social media. The City recognizes that Social Media has become a popular form of communication and values the benefits that can be realized through effective use. Through the use of Social Media, the City can better disseminate information about the City's mission, meetings, activities, and current issues.

#### Definitions

- a. **Comments:** Includes without limitation, any content, information, articles, pictures, videos, or any other form of communicative content posted through Social Media. May also be referred to as "Posts" or "Postings."
- b. **City Social Media Accounts:** Authorized Social Media accounts created to represent the City of Junction City, Kansas, or any departments of the City.
- c. **External Use:** The activities of employees on Social Media accounts not created or controlled by the City of Junction City.
- d. **Internal Use:** The use of or interaction with Social Media accounts created or controlled by the City of Junction City.
- e. **Social Media:** Content created by individuals, using accessible publishing technologies, through and on the Internet. Examples of social media include but are not limited to Facebook, blogs, Discord, Twitch, Reddit, WhatsApp, Yahoo, YouTube, Instagram, Pinterest, Google Plus, X f/k/a Twitter, LinkedIn, MySpace, LiveJournal, TikTok, and Vyne.

### SECTION 21.2 INTERNAL USAGE OF SOCIAL MEDIA

This policy establishes guidelines for City employees relating to the establishment and use of Social Media as a means of conveying information about the City of Junction City to the public. The City of Junction City desires to be transparent with the public while assuring and ensuring the accuracy and created expectations through Social Media.

1. General Internal Usage of Social Media
  - a. Posting to social media platforms on behalf of the City will focus messaging on the City's broad interests, specific programmatic interests, and policy interests. City Social Media Accounts will not contain any political information or be used for political activity.
  - b. City Social Media Accounts are prohibited from exchanging any form of material that is:
    - i. Prohibited by federal, state, or local law; or City policies, specifically including this Personnel Policy, Social Media Policy, other Human Resources' policies, and Information Technology Department's policies;

- ii. Threatening, obscene, vulgar, offensive, abusive, derogatory, discriminatory, disparaging, defamatory, harassing or that which constitutes personal attacks of any kind;
- iii. Involving sales, solicitation, or facilitates any for-profit non-City business activity, including the sale of personal goods and services or any charitable fundraising campaigns that are not sanctioned by the City;
- iv. Used for any political advocacy efforts or any non-City activity that would cause the City to incur any liability. Though City Social Media may be used to inform the public about City-led ballot initiatives such as but not limited to sales tax initiatives.

2. Organization and Processes for City Social Media Accounts

- a. The establishment or use of City Social Media Accounts are subject to approval by the City Manager. All City Social Media Accounts shall be administered by authorized users designated by their Department Heads. All City Social Media Accounts will make clear that they are maintained by the City of Junction City and are subject to the City of Junction City Social Media Policy.
- b. If and when an employee uses Social Media to communicate on behalf of the City of Junction City, they shall only communicate on behalf of the City through a City Social Media Account.
- c. If and when a non-exempt employee uses Social Media to communicate on behalf of the City of Junction City, it will be considered time worked and should be done during regular work hours.
- d. All City policies, rules, policies, and standards of conduct apply to employees that engage in social networking activities. All incidents involving social media and employees shall be reviewed with consideration of these Personnel Policies and all federal, state, and local laws such as but not limited to Freedom of Expression as guaranteed under the First Amendment and the Kansas Constitution.
- e. Wherever possible, City Social Media Accounts should link back to the official City of Junction City website for forms, documents, online services, and other information necessary to conduct business with the City of Junction City.
- f. The Public Information Officer will monitor content on City Social Media Accounts to ensure adherence to both the City's Social Media Policy and the interest and goals of the City of Junction City.
- g. The City reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law.
  - i. Any content removed based on these guidelines must be retained by the Public Information Officer for a reasonable period of time, including the time, date, and identity of the poster, when available.
  - ii. Any "commenter" or other user of social media may appeal the removal of their comment or other posting within five (5) days of removal. Upon appeal, the City Attorney shall review and provide a written response with requisite legal authority.

- h. The City of Junction City's website at [www.junctioncity-ks.gov](http://www.junctioncity-ks.gov) will remain the City's primary and predominant internet presence.
- i. All City Social Media Accounts shall adhere to applicable federal, state, and local laws, policies, and policies.
- j. Employees shall follow all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply to the City.
- k. City Social Media Accounts are subject to the Kansas Open Records Act. Any content maintained in a Social Media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.
- l. This Social Media Policy may be revised at any time.
- m. These guidelines must be displayed to users or made available by hyperlink.

### SECTION 21.3 COMMENT POLICY

1. As a public entity the City must abide by certain standards to serve all its constituents in a civil and unbiased manner.
2. Comments containing any of the following inappropriate forms of content shall not be permitted on City of Junction City Social Media sites and are subject to removal by the Public Information Officer:
  - a. Profane, obscene, violent, or pornographic content;
  - b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
  - c. Defamatory attacks;
  - d. Threats to any person or organization;
  - e. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
  - f. Conduct in violation of any federal, state, or local law;
  - g. Encouragement of illegal activity;
  - h. Information that may tend to compromise the safety or security of the public or public systems; or
  - i. Content that violates a legal ownership interest, such as a copyright.
3. A comment posted by a member of the public on any City of Junction City Social Media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Junction City nor do such comments necessarily reflect the opinions or policies of the City of Junction City.
4. The City of Junction City reserves the right to deny access to City of Junction City Social Media sites to any individual who violates the City of Junction's Social Media Policy.
5. All comments posted to any City of Junction City Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at [www.facebook.com/terms.php](http://www.facebook.com/terms.php), and the City of Junction City reserves the right to

report any violation of Facebook's Statement of Right and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

6. This Comment Policy must be displayed to users or made available by hyperlink.

### **SECTION 21.4 SOCIAL MEDIA GUIDANCE FOR EMPLOYEES**

The City of Junction City understands that Social Media has become a common form of communication. Employees, who personally and whether on-duty or off-duty, who choose to utilize Social Media should adhere to the following policies:

1. Employees who participate in Social Media outlets are subject to the same standards for such communications as set forth in the City of Junction City Policies and Procedures Manual.
2. Minimal personal computer usage is allowed during the workday, including participating in non-work-related Social Media outlets. However, at no time should these activities impact productivity or cause performance issues.
3. Confidential or proprietary information or similar information of third parties who have shared such information with the City of Junction City should never be shared on Social Media outlets.
4. Any employee posting a Comment on Social Media relating to City business shall make it clear that they are not speaking on behalf of the City of Junction City but speaking in their capacity as a private citizen. In these instances, the employee shall use a disclaimer such as: "The postings on this site are my own and do not necessarily represent the City's positions or opinions." It should be noted however that a disclaimer will not prevent an employee from being disciplined if their communication has the effect of violating any City policy.
5. If a user identifies themselves as a City employee, the employee shall ensure that their profile and related content is consistent with City of Junction City's performance and conduct standards regarding how to present themselves to colleagues, citizens, and other stakeholders.
6. While the City of Junction City encourages its employees to enjoy and make good use of their off-duty time, City employees may be subject to discipline if their activities have the effect of disrupting the functioning or efficiency of the workplace. Activities which are considered disruptive include, but are not limited to: harassing, demeaning, or creating a hostile working environment for any other employee; disrupting the smooth and orderly flow of work within the City; disrupting working relationships, or any action that detrimentally affects the reputation of the City.

## **SECTION 21.5 PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT**

Employees are expected to engage in off-duty activities, including social media use, in a manner consistent with the expectations of public service. Employees must not engage in conduct—whether online or offline—that:

- Interferes with their ability to perform official duties;
- Reflects discredit upon the City;
- Creates a conflict of interest with City responsibilities;
- Damages public confidence in the employee or the City.

## **SECTION 21.6 PUBLIC-FACING AND HIGH-VISIBILITY ROLES**

Employees in high-visibility positions—including but not limited to department heads, police officers, firefighters, and others entrusted with public safety or service—are expected to maintain a high standard of professionalism at all times. These individuals may be perceived by the public as representatives of the City even while off duty. Accordingly, these employees must exercise heightened discretion in public conduct and personal online activity. Content that may be viewed as offensive, unprofessional, or inconsistent with the responsibilities of public service may subject the employee to review or discipline, even if posted in a personal capacity. For non-department head employees, such as those donning uniforms or under a collective bargaining unit, then the “high standard of professionalism” shall only be applied to conduct if written within a departmental policy or code of conduct.

## **SECTION 21.7 PROHIBITION ON SPEAKING FOR THE CITY**

Employees may not post content on a personal account that appears to speak on behalf of the City unless they are expressly authorized to do so in writing by the City Manager or their designee. Official communications on social media must only be made through designated City channels by approved personnel. Any social media post that uses a City logo, insignia, uniform, title, or other identifying information may not imply City endorsement or official communication without prior written approval by the City Manager or their designee.

## **SECTION 21.8 USE OF UNIFORM OR CITY EQUIPMENT**

Employees must not appear in City-issued uniforms or identifiable insignia on personal social media platforms in a manner that could reasonably be perceived as unprofessional, inappropriate, or discrediting to the City. This includes behavior that is unsafe, unlawful, offensive, or inconsistent with the ethical standards of municipal employment such as can be found in Section 1.8 or a department code of conduct.

Any photographs, videos, or other media posted to social media, which is monetized or used as an “influencer”, that depict an employee in uniform, in a City vehicle, or using City equipment must be approved in writing in advance by the City Manager or their designee. Personal photos for personal, non-monetized use is acceptable.



Uniforms, insignia, equipment, or other identifiers of the City shall not be utilized in personal content which furthers outside employment.

#### **SECTION 21.9 USE OF SOCIAL MEDIA DURING WORK HOURS**

Employees are prohibited from using personal social media accounts during work hours, except during designated break periods. If there are not designated break periods, the social media shall not detract from an employee's work or productivity. City equipment and networks must not be used to access or post to personal social media accounts unless expressly permitted in writing by the employee's Department Head. Official social media account use is limited to designated staff and must comply with the City's Records Retention and Public Communications policies as well as the Social Media Policy.

#### **SECTION 21.10 PUBLIC RECORDS AND RETENTION**

Any social media communication made in an official capacity may constitute a public record under the **Kansas Open Records Act (KORA)**. Departments managing official social media accounts must maintain records of posts in accordance with the City's records retention schedule. Designated account managers are responsible for ensuring compliance with archiving and transparency requirements.

#### **SECTION 21.11 PROTECTED ACTIVITY AND EMPLOYEE RIGHTS**

Nothing in this policy is intended to interfere with or restrict rights protected by law. Employees may engage in speech as private citizens, including discussing matters of public concern or job conditions, so long as such speech does not imply official City endorsement, reveal confidential information, or interfere with the City's operations as required by law. This policy does not restrict lawful union activity or protected concerted activity under applicable labor laws.

#### **SECTION 21.12 DISCIPLINE**

Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable City policies and collective bargaining agreements. All disciplinary actions will be administered consistently and without discrimination.

#### **SECTION 21.13 DISCLAIMERS**

Employees who identify themselves as City employees on personal accounts or post work-related content are strongly encouraged to include the following disclaimer: "The views expressed are my own and do not represent the views of the City of Junction City."



## **SECTION 22: ARTIFICIAL INTELLIGENCE POLICY**

### **SECTION 22.1 PURPOSE**

Employees of the City are expected and encouraged to utilize all appropriate tools for their jobs which can include burgeoning and developing technologies such as Artificial Intelligence (“AI”). Those new tools do come with risks and are to be used appropriately and with caution while they aid the fulfilling of duties.

### **SECTION 22.2 USAGE OF PARTICULAR ARTIFICIAL INTELLIGENCE**

Employees may only use an AI which is vetted, reviewed, and approved by the IT Department. Non-approved AI services or tools are prohibited.

### **SECTION 22.3 INPUT OF INFORMATION IN A.I.**

Information or data utilized with AI or inputted may only be information that is allowed to be inputted. Confidential, privileged, or other private information may not be inputted into AI unless safeguards within the employee’s particular job are met. In addition, HIPAA and CJIS protected information shall not be placed in AI unless explicitly approved by the federal oversight agency.

Information inputted in A.I. may likely be disclosable as a public record under KORA.

### **SECTION 22.4 A.I. AND DECISION-MAKING**

Prior to usage of AI results or generated product, all uses of AI shall be reviewed by knowledgeable, skilled, or otherwise applicable employees for accuracy, appropriateness, privacy, and security before being acted upon or disseminated.

### **SECTION 22.5 RESTRICTIONS ON A.I.**

A.I. generated product or answers or responses shall not:

- Be used verbatim without full review and revision being utilized prior to usage;
- Be assumed to be truthful, credible, or accurate;
- Be treated as the sole source of reference;
- Be used to draft official statements, policy, legislation, or regulations independent of employee drafting, revision, et cetera;
- Be solely relied upon for making final decisions;
- Be used to impersonate individuals or organizations.

## **SECTION 22.6 DEPARTMENT SPECIFIC RULES**

Department Heads may create, draft, and utilize rules for A.I. usage within each specific department or subdivision in collaboration with the IT Director and the City Attorney.

## **SECTION 22.7 CONTRACTORS, VENDORS, SOFTWARE**

Department Heads, the IT Department, and the City Manager shall seek, request, and annotate when contractors, vendors, and software purchased utilizes A.I., especially generative A.I. The third-party must provide whether generative A.I. was utilized in the creation of the product or the provision of the service.

## SECTION 23: INFECTIOUS DISEASE POLICY

### SECTION 23.1 PURPOSE

The City remains committed to safeguarding the health and well-being of staff. To slow the spread of the novel viruses or diseases, the City may implement a strict cleaning regiment, enforce social distancing practices, and limited public access to City facilities. Despite these precautions, the City recognizes that there are inherent health risks when people interact in close proximity. To safeguard the health of employees and the public, the City may require staff and visitors to follow specific guidelines related to decreasing the spread of infectious diseases in addition to the below enumerated Sections.

This policy outlines the specific steps that the City takes to safeguard employees' health and well-being during widespread outbreaks of infectious bacterial or viral diseases, while ensuring the City's ability to maintain essential operations and provide necessary services to customers.

### SECTION 23.2 INFECTIOUS DISEASE - DEFINITION

**Infectious Disease.** According to the federal Centers for Disease Control ("CDC") and the Kansas Department of Health and Environment ("KDHE"), emerging infectious diseases are new infections resulting from changes or evolution of existing organisms known infections spreading to new geographic areas or population, previously unrecognized infections appearing in areas undergoing ecologic transformation, old infections that are reemerging as a result of antimicrobial resistance in known agents breakdowns in public health measure. As of the adoption of these Personnel Policies, these include but are not limited to COVID-19, influenza, staph infections, the Ebola virus, and the Zika virus.

### SECTION 23.3 REMOTE WORK LOCATIONS

The City acknowledges that employees' access to and use of public services or transportation might be prohibited or curtailed by local, state, or federal authorities during an infectious disease outbreak. Employees also might be unable to access or leave buildings, and disruptions can occur in the delivery of goods or services. The City is prepared to continue key operations from several work locations, including employees' home offices only if necessary and work-from-home is unavoidable. Refer to Section 13 for more detail on Remote Work Policy implementation.

### SECTION 23.4 INFECTION CONTROL MEASURES

The City takes several steps to minimize, to the extent practicable, exposure to infectious diseases at the workplace. As appropriate, the City recommends measures that employees

can take to protect themselves outside the workplace and encourages employees to discuss their specific needs with a physician or other appropriate health or wellness professional.

- a. **Exposure Self-Check.** The City expects employees who contract an infectious disease or are exposed to infected family members or other persons, to stay home and seek medical attention, if needed. Before coming to work, the City suggests all employees to provide a self-check of the following example questions, to reduce work performance or productivity to suffer due to infectious disease(s):
  - i. Do you have a temperature?
  - ii. Have you been exposed to an individual who has tested positive for [known easily contagious/infectious disease]?
  - iii. Have you traveled to an area listed on KDHE's mandatory quarantine list?
  - iv. Do you have symptoms for a known and declared disease requiring quarantine according to the federal CDC or state KDHE?
  - v. Do you feel ill?

If the answers to any of these questions is "YES," the employee must notify their supervisor. The supervisor will work with the employee on the appropriate next steps including telework or utilizing leave as appropriate.

- b. **Meetings.** If a pandemic is declared, the City encourages all employees to limit meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, they must be conducted in a manner consistent with social distancing requirements.
- c. **Cleaning.** The City approves the installation or use, wherever possible, of improved equipment or cleaning methods to guard against the spread of infection at the workplace. All employees are required to practice regular infection control practices, such as regular hand washing, following proper coughing and sneezing etiquette, and proper tissue usage and disposal.
- d. **Training.** The City will provide training as appropriate to address issues such as the availability of vaccines; symptoms, treatment, and appropriate medical care; steps to take if exposure is suspected; proper use of provided personal protection equipment; and proper hygiene in the workplace and at home. Regardless, the City will not make or require medical decisions which are the employee's and the employee's only.

## SECTION 23.5 BUSINESS TRAVEL

The City will make all reasonable efforts to reduce the need for travel by, for example, using technology that allows employees to communicate or otherwise work electronically. In the event of an infectious disease outbreak, travel on the City's behalf generally is limited to a select group of essential employees who have the required travel authorization from the City Manager, and if necessary, outside authorities.

## SECTION 24: CORRECTIVE ACTION

### SECTION 24.1 CORRECTIVE ACTION

#### 1. General

The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued.

Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions.

The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement.

#### 2. Applicability

It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct:

- a. Conduct not consistent with this Personnel Policy Manual;
- b. Conduct not consistent with any other City policies or procedures;
- c. Conduct not consistent with an employee's Department's policies or procedures;
- d. Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City;
- e. Failure to cooperate with an internal investigation;
- f. Failure to perform job assignments efficiently and satisfactorily;
- g. Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions.

- h. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions.
  - i. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets;
  - j. Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City.
  - k. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or
  - l. Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City.
3. Forms of Corrective Action

The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City.

The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s).

Corrective action includes, but is not limited to the following:

- a. Verbal Warning
  - i. A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary.
  - ii. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning.
- b. Written Warning
  - i. A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies.
  - ii. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The

Department Head and the City Manager shall approve all Written Warnings.

- c. Performance Improvement Plan (PIP)
  - i. A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient.
  - ii. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future.
  - iii. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary.
- d. Salary Reduction
  - i. A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a disciplinary salary reduction shall be furnished to the employee and a copy filed in the employee's personnel file.
  - ii. Reduction shall only be for a set period of time ranging from one pay period up to no more than six (6) months. The City Manager may terminate the salary reduction early.
  - iii. Upon reinstatement from a salary reduction, an employee shall receive increase to pay based upon longevity or seniority automatically.
- e. Suspension with Pay
  - i. Suspension with Pay is also known as Administrative Leave when an employee is pending an internal investigation such as one conducted by Human Resources or JCPD Internal Affairs.
  - ii. Suspension with Pay is a temporary removal from position responsibilities without the loss of pay or benefits and normally coincides with an investigation. The decision to suspend will be a Department Head recommendation with the approval of the City Manager.
  - iii. There may be situations where the Department Head will need to remove an employee immediately and then notify Human Resources and the City Manager. The City Manager will then decide to follow the Department Head's removal and Suspension with Pay of an employee or reverse that decision.
- f. Suspension Without Pay
  - i. Suspension Without Pay is a temporary removal from position responsibilities and includes a suspension of pay and possible

- suspension of certain benefits depending on the duration of the suspension.
- ii. The decision to suspend will be a City Manager decision with Department Head recommendation. The Department Head will review with the Human Resources Office and seek the approval of the City Manager.
- iii. Suspension Without Pay may be a result of a disciplinary decision and investigation.
- iv. Suspension Without Pay may be a result of a pending investigation or criminal prosecution, which with a conviction will very likely result in termination of the employee.
- g. Demotion
  - i. A Demotion is a change in job position as contained within the Resolution as required by Ordinance 105.420, which may be accomplished by change in position or reclassification of the employee's current position.
  - ii. The decision to demote will be a Department Head recommendation. The Department Head will review with the Human Resources Office and get the approval of the City Manager.
  - iii. Demotion decisions shall be in writing and signed by the City Manager, Human Resources Director, Department Head, and Employee.
- h. Termination
  - i. A Termination is the removal of an employee from employment. The decision to terminate an employee will be the Department Head's recommendation. The Department Head will review with the Human Resources Department and get the approval of the City Manager.
  - ii. The City may, in its sole discretion, take other corrective action if it believes such action is appropriate and necessary. The City Manager may use their discretion to determine if the misconduct warrants immediate termination.
  - iii. Terminations shall be in writing and signed by the City Manager, Human Resources Director, Department Head, and Employee as is possible.
- i. Collective Bargaining Unit Guidance
  - i. Some employees are members of a collective bargaining unit.
  - ii. Those collective bargaining unit agreements shall control how corrective action is assessed and how it proceeds if the agreement details.

## **SECTION 24.2 SUGGESTED BUT NOT REQUIRED OFFENSES**

The following Group I, II, or III Offenses are guidance to educate and inform, but not restrict, employees and supervisors in light of the applicability of offenses. Every single



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corrective action or disciplinary decision must be based on the individual set of facts, employee, and other issues at-play and not looking solely at how the incident fits within a rubric. Therefore, discretion must be used in what is determined best for the City.

### GROUP 1 OFFENSES

\*unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file indefinitely.

| OFFENSE             | MINIMUM         | MAXIMUM     |
|---------------------|-----------------|-------------|
| First               | Verbal Warning  | Termination |
| Second              | Written Warning | Termination |
| Third or Subsequent | PIP             | Termination |

1. Late to work without an excuse acceptable to the Department Head or their designee.
2. Failure to properly check in at the beginning of the work shift.
3. Failure to report in writing personal injury or accident that occurs on the job within twenty-four (24) hours.
4. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time, or leaving the job during working hours without permission of the Department Head or their designee. Stopping work or preparing to leave work without authorization before the lunch period, official break in work, or before specified quitting time.
5. Disregarding job duties by neglect of work, carrying on personal business, surfing social media too much, or reading for pleasure.
6. Unexcused or unauthorized absence on one or more scheduled days of work in violation of these Personnel Policies or collective bargaining agreement. Can include Leave Without Pay (LWOP) not otherwise allowed or permitted.
7. Establishment of a pattern of sick leave abuse. Excessive absenteeism.
8. Violation of dress code and hygiene section of this Personnel Policy.
9. Failure to observe precautions for personal safety, posted rules, signs, protocols, safety instructions, or the use protective clothing or equipment. Neglect or carelessness that leads to unsafe conditions of self, other employees, contractors, or the public. Contributing to or creating unsafe working conditions.
10. Violating traffic policies, reckless driving, or improper operation of a motor vehicle owned by the City or owned by the employee that is used for City business. Except that in the Police and Fire Department, policies will be further defined and qualified by each Department in consultation with the City Attorney. Reckless driving includes operating a motor vehicle while utilizing an electronic device unless otherwise allowed per law.

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11. Careless workmanship resulting in spoilage or waste of materials or delay in labor.
12. Failure to attend meetings called by the City without presenting an excuse acceptable to the immediate supervisor, Department Head, or City Manager, dependent on who called the meeting, prior to the meeting.
13. Failure or delay in carrying out orders, work assignments, or instructions. Failing to provide, upon request to a Supervisor, accurate and timely information, orally or in writing, relating to the operation of the division or department.
14. Incompetence, inefficiency, or unsatisfactory work performance.
15. Unauthorized use of City resources or assets to include, but not limited to; envelopes, stationary, typewriters, computer terminals, printers, computer software, photocopy machines, other office equipment, electricity, time, etc.
16. Personal matters materially effecting job performance or personnel policies.

### GROUP 2 OFFENSES

\*unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file indefinitely.

| OFFENSE              | MINIMUM         | MAXIMUM     |
|----------------------|-----------------|-------------|
| First                | Written Warning | Termination |
| Second or Subsequent | PIP             | Termination |

1. Smoking, vaping, or chewing tobacco in an unauthorized area or in a City vehicle.
2. Permitting any person who is not an employee of the City of Junction City to enter or ride in a City vehicle without the authorization of the Supervisor or Department Head, except when in the course and scope of their official duties as a City employee.
3. Unauthorized possession of, loss of, or damage to City property or the property of others or endangering the same through carelessness.
4. Gambling or unlawful betting on City premises.
5. Covering up or attempting to conceal defective work; removing or destroying the same without permission.
6. Use of a City vehicle or City equipment or City buildings for purposes other than employer-directed use. Consider if usage was a violation of the Technology Usage Section within this Personnel Policy.
7. Disrespectful conduct; use of insulting, abusive, threatening, or obscene language toward subordinate, fellow employees, citizens, or supervisor.

## JUNCTION CITY PERSONNEL POLICIES

8. Unauthorized use of City property for private work or performing private work on City time.
9. Sleeping during working hours. Firefighter/EMT/AEMT/Paramedic shift personnel on down time excepted.
10. Disclosing confidential or privileged records or information unless directed to do so by their Supervisor or Department Head.
11. Violation of JCFD HIPAA Privacy and Security Policies and Procedures as maintained by the Privacy or Security Official of the Junction City Fire Department and supporting City staff. Same for CJIS violations concerning the Municipal Court, Legal Department, or Junction City Police Department. HIPAA and CJIS violations can be made by staff not in those departments though they are still held to the same standards so long as trained by the appropriate JCFD or JCPD staff.

### GROUP 3 OFFENSES

\* A verbal warning is not an appropriate disciplinary action for these offenses.

\*unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file.

| OFFENSE             | MINIMUM | MAXIMUM     |
|---------------------|---------|-------------|
| First or Subsequent | PIP     | Termination |

1. Disorderly conduct; fighting or engaging in dangerous horseplay.
2. Threatening, intimidating, coercing, or interfering with employees or supervision at any time.
3. Resisting competent authority.
4. Reporting for duty or being on duty under the influence of alcohol, drugs, narcotics, or other mind-altering substances prescribed, non-prescribed, legal, or illegal; unauthorized possession of, or attempting to, bring alcohol, drugs, narcotics, or other mind-altering substances, non-prescribed, legal, or illegal on City premises. An employee may bring prescription medication on City premises for the prescribed use.
5. Selling alcohol, drugs, narcotics, or other mind-altering substances prescribed, non-prescribed, legal, or illegal on City premises.
6. Possession of open carry firearms, explosives, or other weapons on the employer's premises. Police personnel excepted as authorized by the Chief of Police or court personnel excepted as authorized by the Municipal Judge or City Attorney.

## JUNCTION CITY PERSONNEL POLICIES

7. Conviction of a misdemeanor or felony while in the employ of the City. The City may treat a conviction of a misdemeanor as a Group I or II offense depending on the law and the facts of the incident.
8. Conviction of drunk or reckless driving while operating a City-owned vehicle or operating a personal vehicle while doing City business.
9. Being under the influence of narcotics or drugs without the written orders of a physician during working hours.
10. Violates Section 9 or engages in other similar behavior which affects fellow employees, vendors, citizens, or City operations.
11. Actual or attempted theft of City property or the property of others while on duty.
12. Discrimination against an employee or applicant because of race, color, religion, sex, national origin, ancestry, age, disability, or marital status and any reprisal action against an employee for reporting such discrimination.
13. Falsifications, misstatement, exaggeration, or concealment of material facts in connection with the employment, promotion, record investigation, official investigation (administrative and/or criminal), or other proper proceeding concerning an employee or applicant.
14. Falsifying attendance records for oneself or another employee.
15. Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from any Supervisor having responsibility for the work of the employee.  
Insubordination.
16. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, Workers Compensation, or unemployment compensation payment.
17. Accepting bribes in the course of work.

## SECTION 25: INVESTIGATIONS

All complaints, incidents, accidents, and other circumstances which may implicate these personnel policies or other policies, procedures, and practices of the City will be promptly and confidentially investigated. The listed steps or aspects will be followed by all parties involved in an investigation:

- Employees shall fully and completely cooperate with such investigations;
- The records concerning such investigations shall be kept by the assigned investigator. The records shall be kept confidential to the extent possible and shall only be released when required by law or when, in the judgment of the investigator, the disclosure of the requested records is necessary;
- The City Manager may authorize investigations due to the seriousness or other factors;
- The City will follow other more specific policies, collective bargaining agreement, or departmental policies if they exist and pertain to the situation(s);
- Any investigators shall submit its report or conclusion(s) to the Human Resources Director, City Attorney, and City Manager as necessary; and,
- The City Manager shall promptly address the results of the investigation upon consultation with the Human Resources Director and City Attorney.
- If a Department Head or the City Manager are involved in an investigation as an accused or reporting party, then the City may utilize a third-party investigator.

## SECTION 26: SEPARATION FROM EMPLOYMENT

### SECTION 26.1 GENERAL

Separation from employment can result from many different circumstances, including but not limited to resignation, termination, retirement, or disability. No matter what the reason may be for separation from employment, it is imperative that the employee return all City-owned property and encouraged to set up an exit interview as outlined below.

#### 1. Notice

- a. Employees are encouraged to give a minimum of two weeks' (14 days) notice should they decide to discontinue their employment. However, this does not change the status of an at-will employee, who may terminate, or be terminated, at any time with or without advance notice. The notification of intent to separate from employment should be in writing and provided to the Department Head or supervisor.
- b. Notice can be in any written form including letter, email, form, et cetera.
- c. It will be up to the City Manager to decide if they want to allow the employee to continue work after notice is given. The City Manager can instead choose to accept the employee's resignation effective immediately.

#### 2. Return of Property

Upon separation from employment, an employee shall return all City-owned property, which includes, but is not limited to the following: keys, computers, tools, uniforms, badges, and other City-owned items that may be in the employee's possession.

#### 3. Withholding Wages

- a. Upon separation from employment, according to the Kansas Wage Payment Act, the City will withhold wages from an employee's final paycheck to recover:
  - i. Property provided to the employee.
  - ii. Obtain repayment of an advance.
  - iii. Recover a payroll overpayment.
  - iv. Recoup the cost or unpaid balance of merchandise, uniforms or equipment purchased by the employee.
- b. The withheld amounts will not result in the employee being paid less than minimum wage in the State of Kansas or if the employee is exempt, the amount required to be paid to retain the exempt status.

## **SECTION 26.2 EXIT EMPLOYMENT ACTIONS**

1. Exit Meeting
  - a. Exiting employees need to contact the Human Resources Office as soon as possible in order to set up an exit meeting.
  - b. Exit meetings are as much for the benefit of the exiting employee as they are for the City. During an exit meeting an employee will receive information and have an opportunity to discuss important issues that may be time sensitive and require action by the employee.
  - c. This includes providing an opportunity:
    - i. For employees to return any City-owned property that they may have in their possession;
    - ii. For the Human Resources Office to provide information on certain employee benefits such as, life insurance and health insurance potential continued coverage or conversion;
    - iii. To discuss any retirement related issues; and
    - iv. To cover any other area that may be relevant to the situation and pertinent to the exiting employee.
  - d. Attendance at this meeting is vital to every employee who separates from employment with the City.

2. Exit Interview

In conjunction with the exit meeting listed above will be an opportunity for the exiting employee to comment on their employment. This process is completely voluntary and is requested in order to assist the City in maintaining a healthy work environment and in identifying areas that may be improved or that may be underappreciated.

## **SECTION 26.3 REDUCTION IN FORCE-LAYOFF**

The City Manager, or with their approval, a Department Head, may separate any employee when budgetary constraints determine that it is in the best interests of the City to reduce the number of employees. The City Manager shall determine when a reduction in force-layoff is required in the best interests of the City. The following general guidelines will govern the decision as to which positions are subject to reduction in force-layoff.

1. When possible, reductions in services provided by the City shall be accomplished before reductions in force-layoff are initiated. In the case of a Enterprise Fund, reductions in services shall be considered before reduction in force-layoff.
2. When possible, management/supervisory positions shall be considered for reduction in force-layoff before other positions are considered.
3. Employees who are eligible for retirement under KPERS or KP&F and occupy positions identified for reduction in force-layoff, may at their discretion submit their request for retirement in lieu of reduction in force.
4. No full-time employee shall be separated while there are employed provisional, initial trial period, part-time, seasonal, or temporary employees in the same Classification as described in Section 3.

5. When a reduction in force-layoff becomes necessary, the first employees of the same Classification within the Fund activity to be separated will be those who received a rate of "Below Average" or "Unsatisfactory" on their most recent performance evaluation. The remainder of the employees subject to reduction in force-layoff will be separated on the basis that the best qualified employee to perform the duties of the position shall be retained. Longevity may be considered in determining qualification but is not necessarily a controlling factor.
6. Reduction in force-layoff of employees subject to a collective bargaining unit which will supersede these parameters per the contract.
7. Any reduction in force-layoff shall be subject to all applicable laws of the State of Kansas and the United States.
8. In their sole discretion, the City Manager may modify these guidelines to identify position for reduction in force-layoff which are in the best interests of the City, within the parameters of paragraphs 6 and 7.

#### **SECTION 26.4 FINAL PAY**

Refer to Section 5.11 Final Pay for clarity and steps to be followed.



**SECTION 27: GLOSSARY**

The following terms used throughout this manual shall be defined as follows UNLESS otherwise specified in an individual section herein.

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CALL BACK                       | Service required after the normal work week.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| CITY MANAGER                    | Chief Executive/Administrative Officer of the City of Junction City, Kansas. Duties and powers defined by Ordinance 105.280 and K.S.A. 12-1040(c) as well as by the City Commission.                                                                                                                                                                                                                                                                                                                                              |
| CLASSIFICATION                  | The assignment of individual positions in the service of the City on the basis of the type, difficulty, and responsibility of the work performed in the position.                                                                                                                                                                                                                                                                                                                                                                 |
| COLLECTIVE BARGAINING AGREEMENT | A collective bargaining agreement is a formal agreement between a labor organization and an employer that outlines the terms and conditions of employment, including wages, hours, and other terms. As used in this Personnel Policy handbook, collective bargaining agreement may refer to agreements with a single employee or groups of employees not in a formal union or other labor organization recognized by the Kansas Public Employer-Employee Relations Act ("PEERA") or the Public Employee Relations Board ("PERB"). |
| DEMONSTRATED ABILITY            | The employee's current ability to perform the essential duties of the job.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| DEMOTION                        | The movement of an employee from one position to another position having a lower set of duties, initiated by the City for reasons including, but not limited to: disciplinary action, unsatisfactory work performance, or at the employee's request.                                                                                                                                                                                                                                                                              |
| DEPARTMENT                      | A major functional unit of the municipal government as specified by Ordinance 105.270.A.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| DEPARTMENT HEAD                 | The individual appointed by the City Manager who is responsible for the administration of a department or as otherwise defined by Ordinance 105.270.B.                                                                                                                                                                                                                                                                                                                                                                            |
| DISCIPLINARY ACTION             | A procedure designed to correct the actions of an employee for a violation of the personnel rules, department policies or accepted work behavior. Also known as CORRECTIVE ACTION.                                                                                                                                                                                                                                                                                                                                                |

## JUNCTION CITY PERSONNEL POLICIES

|                        |                                                                                                                                                                                                                                                                                                    |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DISCIPLINARY PROBATION | A time period specified by a Supervisor or Department Head in which an employee is required to demonstrate their fitness for the position.                                                                                                                                                         |
| DISCRIMINATION         | To single out an employee for unfavorable treatment or treating employees differently.                                                                                                                                                                                                             |
| DIVISION/SECTION       | An activity, program, or sub-unit within a Department.                                                                                                                                                                                                                                             |
| EMERGENCY              | A sudden and unforeseen event that requires the immediate attention or services of an employee.                                                                                                                                                                                                    |
| EXAMINATION            | An assessment of an applicant's capability to perform the duties of a position by means of written, oral, physical, or performance testing. May be medical, psychological, skills-based, or as otherwise needed for a job position.                                                                |
| EMPLOYEE               | Any person employed by the City of Junction City, KS                                                                                                                                                                                                                                               |
| EXEMPT EMPLOYEE        | A City employee who does not qualify for overtime pay.                                                                                                                                                                                                                                             |
| EXTENDED FAMILY        | An employee's great-grandparent, great-grandchild, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included.                                                                                                                 |
| FULL-TIME EMPLOYEE     | An employee that does not work less than 2080 hours a year. The calculation of hours worked is only applicable to time worked as a City of Junction City, KS employee.                                                                                                                             |
| IMMEDIATE FAMILY       | An employee's grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Bereavement Leave has a more extensive definition of Immediate Family than is used in the rest of the Personnel Policy. |
| INSUBORDINATION        | The willful disobedience of an order issued by a Supervisor or Department Head OR any disrespectful, mutinous, insolent, or abusive act towards a Supervisor.                                                                                                                                      |
| LAYOFF                 | The separation of an employee from City employment which has been made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on                                                                                                                     |

## JUNCTION CITY PERSONNEL POLICIES

|                     |                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | the part of the employee. Layoff does not apply to suspensions, medical conditions, or leaves of absences.                                                                                                                                                                                                                                                                          |
| LEAVE               | A period of authorized absence from work.                                                                                                                                                                                                                                                                                                                                           |
| LENGTH OF SERVICE   | Is measured from an employee's original date of employment with the City. Employees with a break in service may be credited for their prior service in certain circumstances within City Manager discretion.                                                                                                                                                                        |
| OVERTIME            | Time worked in excess of regularly scheduled workweek as defined by Fair Labor Standards Act.                                                                                                                                                                                                                                                                                       |
| NON-EXEMPT EMPLOYEE | A City employee who may qualify for overtime pay.                                                                                                                                                                                                                                                                                                                                   |
| PROBATION PERIOD    | The job period from the date of employment or promotion during which an employee is evaluated. This period may be extended as a disciplinary measure or to better judge the capabilities of the employee in a certain position.                                                                                                                                                     |
| PART-TIME EMPLOYEE  | An employee whose work week varies and is temporary in nature, is not eligible for any benefits, and does not accrue vacation, sick or personal leave, and is not eligible for paid holidays. KPERS eligibility is a separate consideration.                                                                                                                                        |
| PAY PERIOD          | An established interval of time during which the employee's attendance at work is accounted for in order to establish the individual's pay.                                                                                                                                                                                                                                         |
| POSITION            | A group of duties and responsibilities assigned or delegated by an appointed authority, requiring the employment of one person. A position may be defined as one of, or a combination of the following:                                                                                                                                                                             |
| PROMOTION           | Assignment of an employee to a position of a higher class, which has a higher maximum salary range, and which requires the assumption of additional responsibilities and duties.                                                                                                                                                                                                    |
| RECLASSIFICATION    | The reassignment of a position from one position to another position or to a newly created grade as a result of a change in duties or responsibilities performed by the employee or the requirements for the position; or upon approval by the City Manager for purposes of revising the pay plan. The pay rate may be changed as determined by the nature of the reclassification. |

## JUNCTION CITY PERSONNEL POLICIES

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RESIDENT             | Living within Geary County.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| RESIGNATION          | The formal notification by an employee that they are relinquishing their position.                                                                                                                                                                                                                                                                                                                                                           |
| SALARY RANGE         | The level of the pay plan assigned to a position that establishes the minimum and maximum amounts of money that can be earned within on position.                                                                                                                                                                                                                                                                                            |
| SALARY REDUCTION     | The lowering of the pay rate of an employee within the salary range established for the position held by the employee.                                                                                                                                                                                                                                                                                                                       |
| SALARY SCHEDULE      | The listing of all salary ranges for the entire City workforce, according to job specification.                                                                                                                                                                                                                                                                                                                                              |
| SEXUAL HARASSMENT    | Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This may include, but is not limited to offenses of sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; a display of sexually suggestive objects or pictures; demanding sexual favors accompanied by implied or overt threats; or any offensive or abusive physical contact. |
| SIGNIFICANT OTHER    | An individual who stands in place of a spouse, common law spouse, or a partner in a dating relationship which is a social relationship of a romantic nature as defined by Kansas Law.                                                                                                                                                                                                                                                        |
| SUPERVISOR           | Any person responsible to a superior for directing the work of others.                                                                                                                                                                                                                                                                                                                                                                       |
| SUSPENSION           | The temporary removal of an employee from a position with or without pay.                                                                                                                                                                                                                                                                                                                                                                    |
| TERMINATION          | The separation of an employee from employment with the City.                                                                                                                                                                                                                                                                                                                                                                                 |
| TRANSFER             | The movement of an employee from one department, division, or unit of the City to another.                                                                                                                                                                                                                                                                                                                                                   |
| UNCLASSIFIED SERVICE | All elected officials and all persons appointed to any Commission, or those persons who serve voluntarily without pay.                                                                                                                                                                                                                                                                                                                       |

## JUNCTION CITY PERSONNEL POLICIES

|           |                                                                                                                                                                                                                                                                                                                                                                       |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WORK WEEK | Seven (7) consecutive days beginning with the department's respective starting time on Monday with one (1) unpaid meal period of a minimum of 30 minutes during the day (not to exceed one (1) hour). Additional circumstances may require a change in the normal workweek or the requirement of a 12- or 24-hour shift schedule such as for JCPD, Dispatch, or JCFD. |
| VACANCY   | An established position that is not occupied and for which funds have been budgeted.                                                                                                                                                                                                                                                                                  |
|           |                                                                                                                                                                                                                                                                                                                                                                       |

**City of Junction City**  
**City Commission Agenda Memo**  
**February 23, 2026**

**From:** Britain D. Stites, City Attorney

**To:** City Commission

**Subject:** Interim Personnel Policy Resolution

**Background:** There is another agenda time about the entire personnel policy. In case the Commission does not approve it at this meeting, there is a possibility that proposed holidays may occur, which JCPD and JCFD union members will be allowed to observe while non-union employees will not have the same rules apply to them.

**Discussion of Issue:** The proposed resolution would add holidays and allow similar leave accrual as other employees.

Currently, employees accrue leave two pay periods per month. JCFD union employees accrue leave every pay period. This resolution closes that gap.

In addition, this resolution ensures that all City employees, union or not, receive the same holidays.

**Staff Recommendation:** Staff recommends approval of the new City of Junction City, Kansas Personnel Policy Handbook. In lieu of that, staff recommends passage of this resolution until the proposed personnel policy is adopted.

**Possible Motions:** I move to approve Resolution R-3128 as presented.

## **RESOLUTION R-3128**

### **A RESOLUTION UPDATING PORTIONS OF THE PERSONNEL POLICY HANDBOOK CONCERNING PAY PERIODS, HOLIDAYS, AND LEAVE ACCRUAL**

**WHEREAS**, the City is in the process of updating its personnel policies;

**WHEREAS**, some benefits have been bestowed upon the Local #3309 and JCPOA,

**WHEREAS**, the City desires to extend certain benefits to all non-union employees in recognition of their work, their impact upon the community, and their public service.

The City Commission of the City of Junction City, Kansas, does hereby order as follows:

**Section 1.** The following holidays shall be recognized by the City of Junction City, Kansas:

- New Year's Day (January 1<sup>st</sup>)
- Martin Luther King Day (3<sup>rd</sup> Monday in January)
- President's Day (3<sup>rd</sup> Monday in February)
- Good Friday (Friday before Easter Sunday)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19<sup>th</sup>)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (1<sup>st</sup> Monday in September)
- Indigenous People's Day (2<sup>nd</sup> Monday in October) also known as Columbus Day
- Veterans Day (November 11<sup>th</sup>)
- Thanksgiving (4<sup>th</sup> Thursday in November)
- Day After Thanksgiving (4<sup>th</sup> Friday in November)
- Christmas Eve (December 24<sup>th</sup>)
- Christmas (December 25<sup>th</sup>)

**Section 2.** Employees who earn paid leave (Vacation Leave, Sick Leave, Paid Time Off (PTO)) shall accrue such every pay period, every two weeks per their years of service with the City.

**Section 3.** The Commission shall endeavor to promptly pass a new personnel policy incorporating the above-mentioned sections as well as other provisions to provide clear, updated, and prudent policies for the City and its employees.

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

This Resolution shall take effect upon its execution and filing with the City Clerk.

**CITY OF JUNCTION CITY, KANSAS**

---

Terry Butler  
Mayor

ATTEST:

---

Ariana Diaz Lorenzo De Barreto  
City Clerk





February 6, 2026

Kim Zimmerman  
City Manager  
City of Junction City  
700 N. Jefferson  
Junction City, KS 66441

Re: City of Junction City  
Water Treatment Plant Improvements Phase 2  
KPWSLF Project Number 3046  
HDR Project #10132258 / 10308785  
WCD #120 Elevator Equipment Room HVAC

Mr. Zimmerman:

Enclosed for your review and the City's approval is one copy of Work Change Directive (WCD) #120 for approval by the City.

This change is to provide a conditioned air space for the elevator at the Water Treatment Plant. This is because current code requirements recommend temperature and humidity control in elevator equipment rooms to prolong the life of the equipment. The Contractor's proposal in the amount of \$29,298 is reasonable and we recommend approval.

Please return the City-approved copy of this WCD, and I will transmit it to KDHE for their approval. If you have any questions while reviewing this WCD, please contact Brent Hess or me.

Sincerely,

D. Matt Bond  
Senior Project Manager



## Work Change Directive No. 120

**Project Name:**  
Water Treatment Plant Improvements Phase 2

**Project Owner:**  
City of Junction City, Kansas

**HDR Project No.:**  
10132258

**Owner's Project No. (if applicable):**

**Contractor**  
Crossland Heavy Contractors, Inc.

**Regulatory Agency Project No. (if applicable):**  
KPWSLF No. 3046

Initiated by: **Engineer**

Date: **1/27/2026**

**You are directed to proceed with the following change(s):**

TK Elevators informed the Contractor that the elevator mechanical equipment room must be independently ventilated to meet current code requirements.

- Furnish and install 2#12, #12G, ¾" circuit from new 2P-15A breaker in 50-LP05 to 50-HP01. Install 2#12, #12G, ¾" circuit from 50-HP01 to 50-FCU15.
- Install disconnects as shown.
- Record drawings indicate that there are receptacles located within 25 feet of the equipment to be installed, therefore additional receptacles are not required per NEC 210.63. Contractor to confirm.

[ ☒ ] Authorization for Work described herein to proceed on Time and Material basis or other mutually acceptable negotiated basis due to:

[ ☐ ] Nonagreement on pricing of Change Proposal Request.

[ ☒ ] Necessity to expedite work described herein prior to agreeing on price and time changes.

[ ☐ ] Authorization for work described herein to proceed and be charged against Miscellaneous Work Allowance.

**Estimated increase or decrease in Contract Price and Contract Time**

Contract Price \$29,298.00 (increase/decrease)

Contract Time 0 (increase/decrease)  
days

If the change involves an increase, the estimated amounts are not to be exceeded without further authorization.

**File Attachments:**

COR-116 - Elevator Room

  
Accepted for Contractor by:

1/27/2026  
Date

  
Recommended for Approval by (HDR Engineering, Inc.)

1/27/2026  
Date

Approved for Owner by:

Date

Approved: (Other - when required)

Date

January 19, 2026

Matt Bond  
HDR  
10450 Holmes Road, Suite 600  
Kansas City, MO 64131

Reference: Junction City WTP Improvements – COR-116 – Elevator Room HVAC

Mr. Bond,

Please see the attached change order request for the cost associated with WCD No. 120.

This COR includes all costs for labor, equipment and materials required to complete the work.

Total Change Order Cost: See Below Summary Sheet

Please contact me with any questions regarding these items.

Regards,



Matt Rippe  
Division Manager  
Crossland Heavy Contractors

# CROSSLAND

## HEAVY CONTRACTORS

Project:

Junction City WTP Improvements

Description: Cost associated with the labor, equipment, and materials required to complete the work per WCD. No 120.

| Materials                        | # of Units | UOM | Unit Price | Extension     |
|----------------------------------|------------|-----|------------|---------------|
| <u>Total Materials</u>           |            |     |            | \$0.00        |
| <u>Total Materials w/taxes</u>   |            |     |            | \$0.00        |
| <u>Overhead &amp; Profit</u>     |            |     |            | 15% \$0.00    |
| <u>Total Materials w/O&amp;P</u> |            |     |            | <b>\$0.00</b> |

| Labor                          | Avg. Hourly \$ | # of Units | MH/U | Total MH | Extension     |
|--------------------------------|----------------|------------|------|----------|---------------|
| <u>Total Direct Cost Labor</u> |                |            |      |          | \$0.00        |
| <u>Labor Burden</u>            |                |            |      |          | 40% \$0.00    |
| <u>Total w/Labor Burden</u>    |                |            |      |          | \$0.00        |
| <u>Overhead &amp; Profit</u>   |                |            |      |          | 15% \$0.00    |
| <u>Total Labor w/O&amp;P</u>   |                |            |      |          | <b>\$0.00</b> |

| Equipment                        | # of Units | UOM | Unit Price | Extension     |
|----------------------------------|------------|-----|------------|---------------|
| <u>Total Equipment</u>           |            |     |            | \$0.00        |
| <u>Overhead &amp; Profit</u>     |            |     |            | 0% \$0.00     |
| <u>Total Equipment w/O&amp;P</u> |            |     |            | <b>\$0.00</b> |

| Subcontractor                        | # of Units | UOM | Unit Price  | Extension          |
|--------------------------------------|------------|-----|-------------|--------------------|
| DL Smith Electric                    | 1          | LS  | \$7,608.65  | \$7,608.65         |
| Kruse                                | 1          | LS  | \$17,809.00 | \$17,809.00        |
| MVP Painting                         | 1          | LS  | \$2,100.00  | \$2,100.00         |
| <u>Total Direct Cost</u>             |            |     |             | \$27,517.65        |
| <u>Overhead &amp; Profit</u>         |            |     |             | 5% \$1,375.88      |
| <u>Total Subcontractor w/O&amp;P</u> |            |     |             | <b>\$28,893.53</b> |

Total Proposal Amount

Bonds & Insurance 1.4%

\$28,893.53

**\$404.51**

Total Proposal Amount w/Bond

**\$29,298.04**

Total Proposal Amount w/Bond (Whole Number)

**\$29,298**

Days Requested to extend Contract Time

**0**

Signature:



Date:

**1/19/2026**



# CHANGE ORDER REQUEST

1405 SW 41st Street  
Topeka, Kansas 66609

Client Address:

## Crossland Heavy Contractors

Contact: Matt Rippe  
3252 Roanoke Road  
Kansas City, MO 64111

CCN # 34  
Date: 1/14/2026  
Project Name: JUNCTION CITY WTP  
Project Number: 21026  
Page Number: 1

## Work Description

Scope of Work:

Cost associated with WCD 120

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.

This price is good for acceptance within **10** days from the date of receipt.

We request a time extension of **3** days.

## Itemized Breakdown

| Unit Price                        | Qty    | Mtl Total       | Lab Hrs      |
|-----------------------------------|--------|-----------------|--------------|
| 3/4" RMC T-ROD FROM CONC 3 #12    | 105.00 | 1,321.72        | 32.28        |
| 30A 600V DSN SW FUSIBLE - NEMA 3R | 2.00   | 1,196.64        | 5.88         |
| Flex connect disconnect           | 2.00   | 21.40           | 3.72         |
| 15A 2P BREAKER BOLT-ON            | 1.00   | 244.15          | 1.52         |
| <b>Totals</b>                     |        | <b>2,783.90</b> | <b>43.40</b> |

## Summary

|                                                                    |  |                   |
|--------------------------------------------------------------------|--|-------------------|
| General Materials                                                  |  | 2,783.90          |
| Material Markup (@ 15.000 %)                                       |  | 417.59            |
| <b>Total Material</b>                                              |  | <b>3,201.49</b>   |
| ELECTRICIAN (43.40 Hrs @ \$91.50)                                  |  | 3,971.10          |
| PROJECT FOREMAN (2.00 Hrs @ \$98.65)                               |  | 197.30            |
| CONSUMABLES (43.40 @ 0.00 @ \$3.00 + 9.150 % + 0.000 % + 15.000 %) |  | 163.43            |
| <b>Subtotal</b>                                                    |  | <b>7,533.32</b>   |
| BOND (@ 1.000 %)                                                   |  | 75.33             |
| <b>Final Amount</b>                                                |  | <b>\$7,608.65</b> |

## CLIENT ACCEPTANCE

CCN # 34  
Final Amount: \$7,608.65

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Change Order #: \_\_\_\_\_

I hereby accept this quotation and authorize the contractor to complete the above described work.



---

8971 GREEN VALLEY, NO. 1  
MANHATTAN, KS 66502  
(785) 320-7990 • FAX (316) 832-2876  
WWW.KRUSECORP.COM

---

January 13, 2026

To: Crossland Heavy Contractors  
3252 Roanoke Road  
Kansas City, MO 64111

Attn: Matt Rippe

RE: Junction City WTP Improvements Phase 2 – Change Request #28 – WCD #120

The basis of our proposal is the requirement to provide and install a mini split / stand alone stat, associated refer piping / insulation, core drills, condensate piping & DWV below slab piping per WCD #120.

Included in our JUNCTION CITY WTP IMPROVEMENTS PHASE 2 – CHANGE REQUEST #28:

- Labor (straight time during normal working hours)
- Materials
- Core Drilling
- Insulation

CHANGE REQUEST #28 ..... \$ 17,809.00

Project Specific Exclusions:

- Line volt power
- BAS integration
- Slab cutting, removal and replacement
- Permits
- BAA/BABA/AIS
- Seismic
- 3<sup>rd</sup> party commissioning
- Trash dumpster
- BIM coordination
- Bond
- Tax
- Anything not specifically included in this proposal

Standard Exclusions:

- Site utilities of any kind (no gas, or water)
  - Electrical work of any kind (No starters, disconnects.)
  - Hauling of excess spoils
  - Asbestos abatement
  - Compaction testing of any kind
  - Furnish or installation of any fire or fire/smoke dampers not specifically shown
  - Fire protection or suppression work of any kind
  - Ceiling access panels
  - Painting of any kind
  - Structural members, steel supports, lintels or equipment pads not specifically shown
- “BIG ENOUGH TO DO ANY JOB, SMALL ENOUGH TO CARE THAT IT IS DONE RIGHT.”

If you have any questions, please do not hesitate to call (785) 320-7990.

Respectfully submitted,  
*KRUSE CORPORATION*

Kraig Kruse  
Estimator

Robert Crubel  
Estimator

A handwritten signature in black ink, appearing to read "Paul H. McAnerney", with a long, sweeping horizontal flourish extending to the right.

Paul McAnerney  
Project Manager

“BIG ENOUGH TO DO ANY JOB, SMALL ENOUGH TO CARE THAT IT IS DONE RIGHT.”



8971 Green Valley, No. 1 | Manhattan, Kansas 66502  
(785) 320-7990 | Fax (316) 832-2876  
www.KruseCorp.com

**CHANGE REQUEST ESTIMATE FORM**

DATE: 1/13/2026

C.R. NO.: 28

PROJECT: Junction City Water Treatment Plant Improvements Phase 2

PROJECT NO.: C-2344

DESCRIPTION OF CHANGE: Elevator equipment room mini split and drain pipe

|                                    |                             |       |                                             |          |  | Sub Totals  |
|------------------------------------|-----------------------------|-------|---------------------------------------------|----------|--|-------------|
| LABOR AND EXPENSES:                |                             |       |                                             |          |  |             |
|                                    | SM Shop Labor Add           | 0     | Hours@                                      | \$80.00  |  | \$0.00      |
|                                    | SM Shop Labor Deduct        | 0     | Hours@                                      | \$80.00  |  | \$0.00      |
|                                    | SM Shop Labor (Overtime)    | 0     | Hours@                                      | \$105.00 |  | \$0.00      |
|                                    | SM Field Labor Add          | 16    | Hours@                                      | \$80.00  |  | \$1,280.00  |
|                                    | SM Field Deduct             | 0     | Hours@                                      | \$80.00  |  | \$0.00      |
|                                    | SM Field Labor (Overtime)   | 0     | Hours@                                      | \$105.00 |  | \$0.00      |
|                                    | Piping Labor Add            | 50    | Hours@                                      | \$80.00  |  | \$4,000.00  |
|                                    | Piping Labor Deduct         | 0     | Hours@                                      | \$80.00  |  | \$0.00      |
|                                    | Piping Labor (Overtime)     | 0     | Hours@                                      | \$105.00 |  | \$0.00      |
|                                    | BIMM Coordination           | 0     | Hours@                                      | \$100.00 |  | \$0.00      |
|                                    | Estimate Preparation / PM   | 8     | Hours@                                      | \$80.00  |  | \$640.00    |
|                                    | Field Supervision           |       | 10% of Field Labor                          |          |  | \$528.00    |
|                                    | Cartage/Handling/Deliveries | 2     | Hours@                                      | \$60.00  |  | \$120.00    |
|                                    | Sheetmetal Shop Facility    |       | 25% of Shop Labor                           |          |  | \$0.00      |
| TOTAL COST-LABOR                   |                             |       |                                             |          |  | \$6,568.00  |
| PURCHASE EQUIP. AND MATERIALS      |                             |       |                                             |          |  |             |
|                                    | Equipment:                  |       |                                             |          |  | \$0.00      |
|                                    |                             |       |                                             |          |  | \$0.00      |
|                                    | Materials:                  |       | Refer, condensate, DWV, core drills         |          |  | \$1,933.00  |
|                                    |                             |       | Mini Split / wall bracket                   |          |  | \$3,410.00  |
|                                    |                             |       | Thermostat installation materials           |          |  | \$500.00    |
|                                    |                             |       | Penetration sealing and labeling            |          |  | \$500.00    |
|                                    |                             |       | Misc. unit mounting materials               |          |  | \$200.00    |
|                                    |                             |       | Refrigerant chage                           |          |  | \$200.00    |
|                                    |                             |       | Startup / HDR report / startup report / O&M |          |  | \$1,080.00  |
|                                    |                             |       |                                             |          |  | \$0.00      |
|                                    |                             |       |                                             |          |  | \$0.00      |
| TOTAL COST-EQUIPMENT AND MATERIALS |                             |       |                                             |          |  | \$7,823.00  |
| TOOLS / EQUIPMENT / CONSUMABLES    |                             |       |                                             |          |  |             |
|                                    | 10% of Field Labor          |       |                                             |          |  | \$528.00    |
| TOTAL COST- EQUIPMENT RENTAL       |                             |       |                                             |          |  | \$528.00    |
| SUBCONTRACTORS                     |                             |       |                                             |          |  |             |
|                                    | Capital Insulation          |       |                                             |          |  | \$500.00    |
|                                    | BCS                         |       |                                             |          |  | \$0.00      |
|                                    |                             |       |                                             |          |  | \$0.00      |
|                                    |                             |       |                                             |          |  | \$0.00      |
| TOTAL COST-SUBCONTRACTORS          |                             |       |                                             |          |  | \$500.00    |
| TOTAL COSTS                        |                             |       |                                             |          |  | \$15,419.00 |
|                                    | Overhead                    | 10.0% |                                             |          |  | \$1,541.90  |
|                                    | Profit                      | 5.0%  |                                             |          |  | \$848.05    |
|                                    | Taxes                       | 9.0%  | Tax Exempt enter 0, Taxable enter 1         | 0        |  | \$0.00      |
|                                    | Bond                        | 2.5%  | Not required enter 0, required enter 1      | 0        |  | \$0.00      |
| TOTAL CHANGE ESTIMATE              |                             |       | TOTAL:                                      |          |  | \$17,808.95 |

"BIG ENOUGH TO DO ANY JOB, SMALL ENOUGH TO CARE THAT IT IS DONE RIGHT"





# Daikin TMI, LLC.

8014 Flint Street, Lenexa, KS 66214

Voice (816) 298-6281

FAX (636) 532- 7318

## PROPOSAL

TPK

To: Kruse Corp

Date: 1/13/2026

Addenda Rcvd: None

Quote Revision: Original

Project: Junction City WWTP Elevator Room

Print Date: 1/13/26 12:57 PM

### **Ductless Mini-Split System (Tag: 50-HP01/50-FCU15):**

#### **(1) – Daikin Indoor Cassette and Outdoor Unit Split System**

- Voltage: 208-230/60/1 (indoor unit is powered through outdoor unit)
- Indoor unit: High wall fan coil
  - Wireless IR controller
  - Wired controller (field installed)
  - Condensate pump (field installed)
- Outdoor unit: Heat pump
  - R32 Inverter Scroll Compressor
  - Low ambient wind baffle for cooling to -4 °F (field installed)
  - Wall-mount bracket
  - Turbo Eagle hail guard
- 5 year parts only warranty

#### **Not Included:**

- Startup
- Line set/refrigerant piping
- Wiring
- Housekeeping pads, external isolators
- Disconnects
- BAS interface
- Drain pan heater
- Low ambient operation to -20 °F

**TOTAL NET PRICE.....\$3,410.<sup>00</sup>**

**Pricing is FOB Origin, Freight Allowed. Payment terms are NET 30 Days (subject to credit approval)**

**Due to material and freight cost instability, pricing is valid for 30 days from date shown.**

Best Regards,

**Taylor Shepherd**

Thermal Mechanics, Inc.

TAXES AND/OR PERMITS ARE NOT INCLUDED UNLESS NOTED OTHERWISE  
ALL PROPOSALS ARE SUBJECT TO THE ACCEPTANCE. TERMS AND CONDITIONS IMPOSED BY THE INDIVIDUAL SELLER COMPANIES AS OFFEREEES HEREIN ABOVE  
ENUMERATED. SUCH TERMS AND CONDITIONS CAN BE DOWNLOADED [HERE](#) AND ARE ALSO ON FILE AT DAIKIN TMI, LLC. AND AVAILABLE AT REQUEST.  
THE PURCHASER AND DAIKIN TMI, LLC. MUTUALLY AGREE THAT DAIKIN TMI, LLC. WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES, WHETHER FOR BREACH OF  
WARRANTY OR ANY OTHER CONTRACT BREACH, NEGLIGENCE OR OTHER TORT (INCLUDING STRICT LIABILITY) OR OTHER THEORIES OF LAW, WITH RESPECT TO A WORK  
ORDER, THE PRODUCTS OR SERVICES SUPPLIED THEREUNDER OR ANY ACTS OR OMISSIONS RELATING TO EITHER.

# PROPOSAL

Over 50 Years of  
Combined Excellence



Industrial Painting  
Sandblasting  
High Performance  
Coatings  
Lining Systems  
Facility Maintenance  
Caulking and Sealants  
Epoxy Floors

Commercial Painting  
Drywall finishing  
Staining  
Faux Finishes  
Wallcovering Install  
Graphics  
Transparent Finishes

816.743.1800 Phone  
816-743-1801 Fax

[www.mvppainting.net](http://www.mvppainting.net)

1203 Main Street  
Grandview, MO 64030

**Bid Date:** January 9, 2026

**Attention:** *Crossland-Matt*

**Project:** *Junction City WCD #120*

We propose to furnish all labor and install all materials required to complete the above project as specified below. This proposal is conditioned on our signing a contract that is fair (AIA-A401 or equiv.) and it becomes a part of the contract documents upon award of this project.

**Base Bid Total.....\$2,100**

**Scope of Work Includes**

- SSPC-SP1-2 solvent wipe and hand tool clean 20' of 2"-4" pipe.
- Apply 2 coats of in owner specified color.
- Materials and related items.
  - Straight time hour schedule.

**Exclusions:**

- Anything not outlined above.
- Sandblasting.

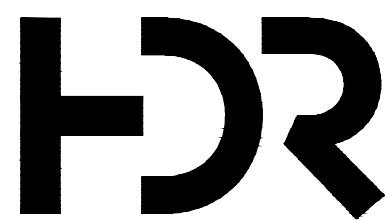
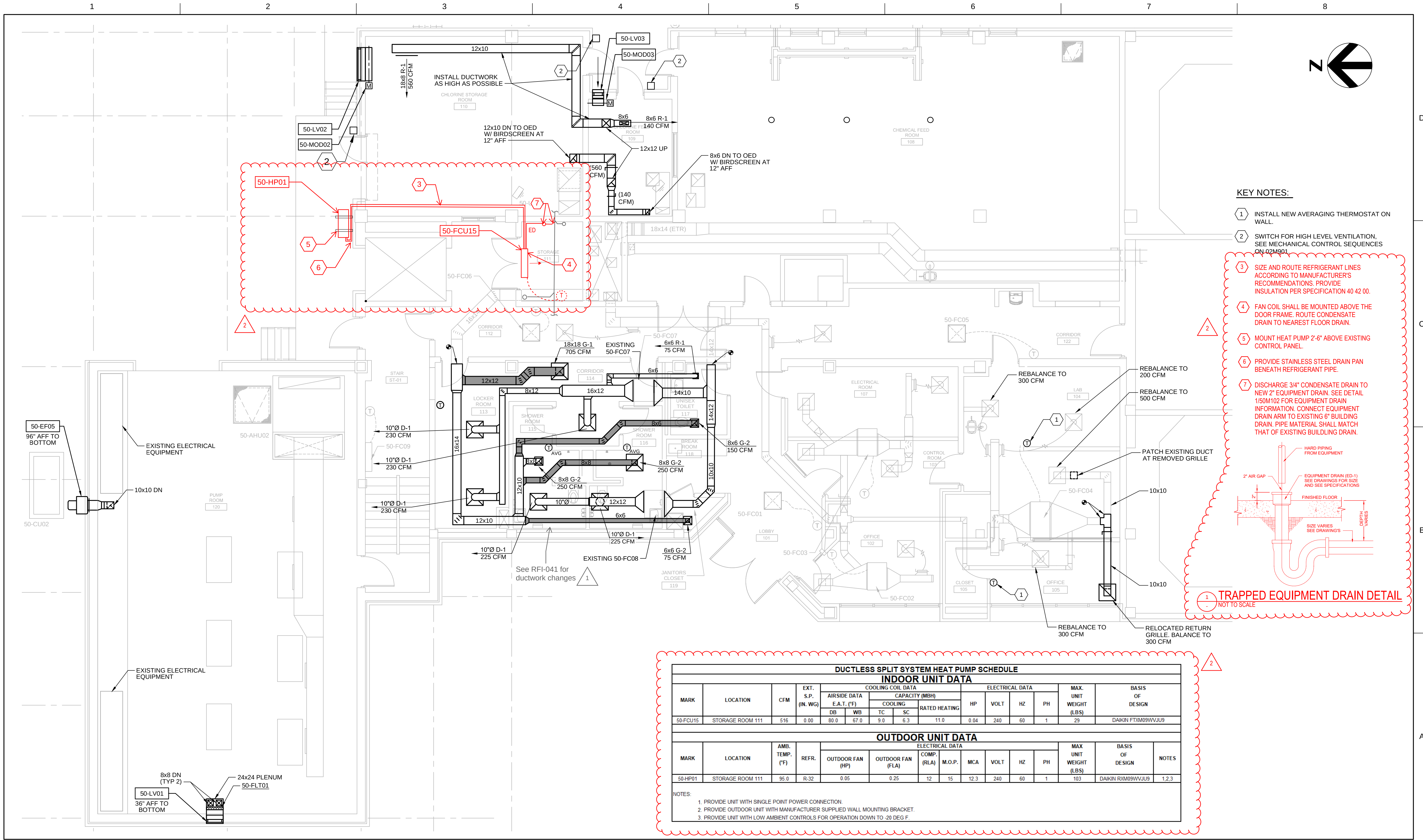
This proposal was prepared using the standards of the Painting and Decorating Contractors of America (PDCA). Full copies of these industry standards are available upon request.

We appreciate your business and value our relationship. Please feel free to call with any questions.

Sincerely,

Payden Hays  
(816) 289 3816

A handwritten signature in black ink, appearing to read 'Payden Hays', is written over a white rectangular background.



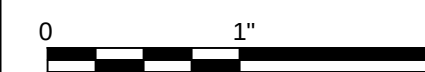
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| 2     | 01-2026 | WCD 120        |
| 1     | 05-2022 | RFI 041        |
| 0     | 04-2021 | ISSUED FOR BID |
| ISSUE | DATE    | DESCRIPTION    |

|                 |             |
|-----------------|-------------|
| PROJECT MANAGER | D. LINDEMAN |
| CIVIL           | D. LINDEMAN |
| STRUCTURAL      | D. WISEMAN  |
| ARCHITECTURAL   | J. RICKERT  |
| PROCESS         | M. DUBEN    |
| MECHANICAL      | L. WORTH    |
| ELECTRICAL      | K. BUECHLER |
| INSTRUMENTATION | K. BUECHLER |
| PROJECT NUMBER  | 10132258    |



CITY OF JUNCTION CITY, KANSAS  
WTP IMPROVEMENTS  
PHASE 2

ADMINISTRATION AND PROCESS BUILDING  
MECHANICAL PLAN EL 1085.00

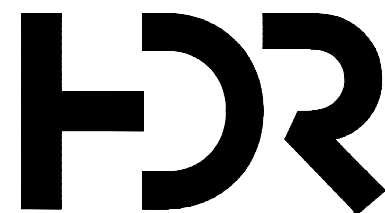


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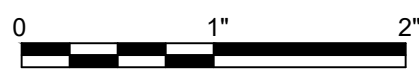
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| 3     | 11-2022 | WCD #9            |
| 2     | 06-2022 | ISSUED FOR WCD-32 |
| 1     | 07-2022 | ISSUED FOR WCD-16 |
| 0     | 04-2021 | ISSUED FOR BID    |

| PROJECT MANAGER | D. LINDEMAN |
|-----------------|-------------|
| CIVIL           | D. LINDEMAN |
| STRUCTURAL      | D. WISEMAN  |
| ARCHITECTURAL   | J. RICKERT  |
| PROCESS         | M. DUBEN    |
| MECHANICAL      | L. WORTH    |
| ELECTRICAL      | K. BUECHLER |
| INSTRUMENTATION | K. BUECHLER |
| PROJECT NUMBER  | 10132258    |



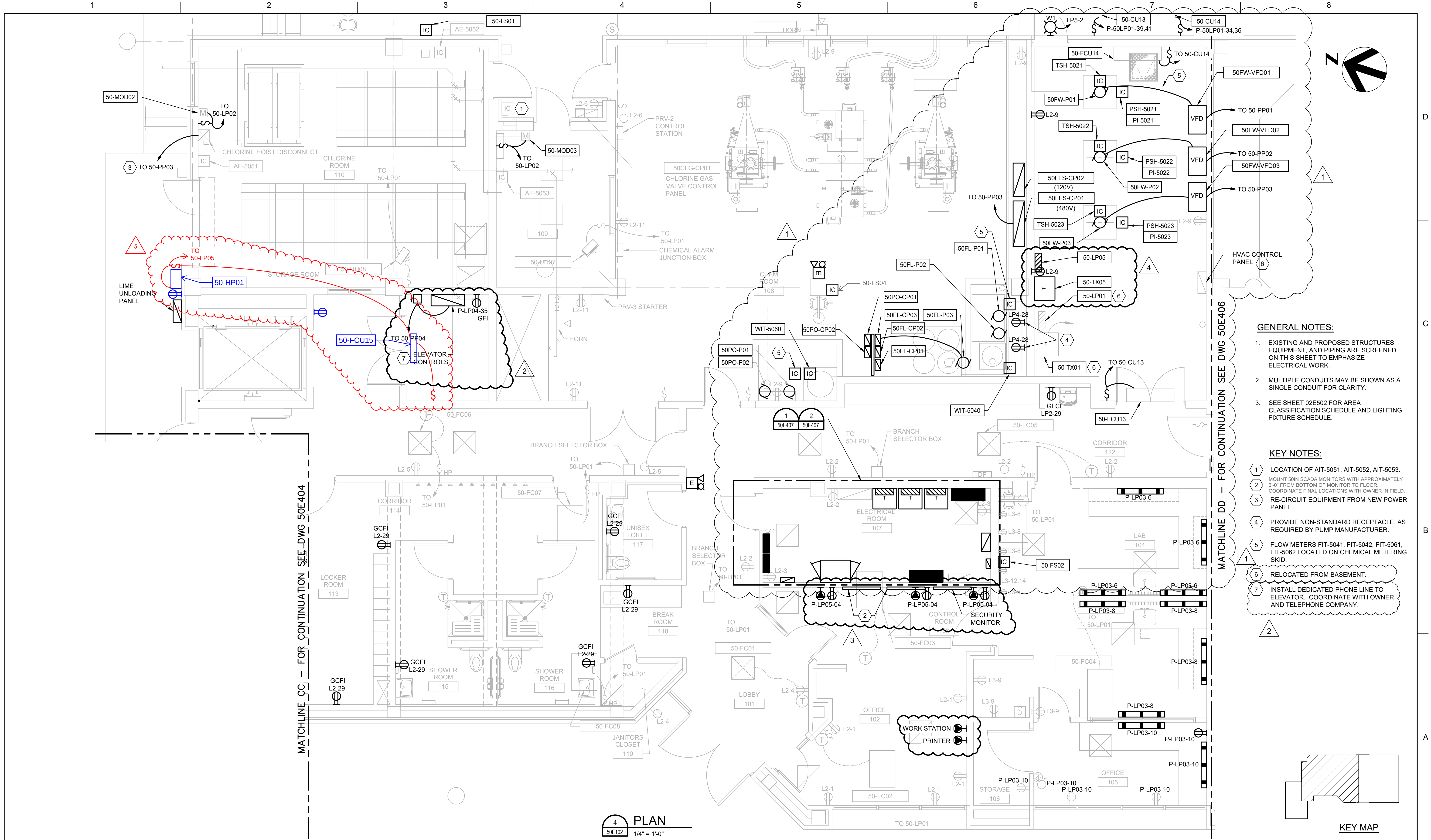
CITY OF JUNCTION CITY, KANSAS  
WTP IMPROVEMENTS  
PHASE 2

ADMINISTRATION AND PROCESS BUILDING  
OFFICE AND CHEMICAL AREA  
ELECTRICAL PLAN EL 1085.00



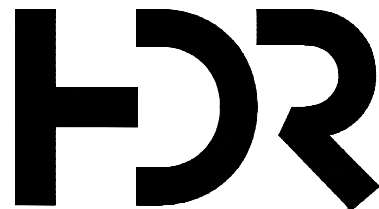
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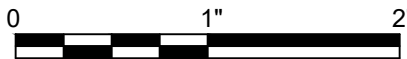
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| 4     | 11-2022 | WCD #9            |
| 3     | 11-2022 | WCD #53           |
| 2     | 11-2022 | WCD #11           |
| 1     | 07-2022 | ISSUED FOR WCD-16 |
| ISSUE | DATE    | DESCRIPTION       |

|                 |  |             |
|-----------------|--|-------------|
| PROJECT MANAGER |  | D. LINDEMAN |
| CIVIL           |  | D. LINDEMAN |
| STRUCTURAL      |  | D. WISEMAN  |
| ARCHITECTURAL   |  | J. RICKERT  |
| PROCESS         |  | M. DUBEN    |
| MECHANICAL      |  | L. WORTH    |
| ELECTRICAL      |  | K. BUECHLER |
| INSTRUMENTATION |  | K. BUECHLER |
| PROJECT NUMBER  |  | 10132258    |



CITY OF JUNCTION CITY, KANSAS  
WTP IMPROVEMENTS  
PHASE 2

ADMINISTRATION AND PROCESS BUILDING  
PANELBOARD SCHEDULE



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| 50E652 |

# Jan 1 2024 - Dec 31 2025 Accidents Within Intersections

| Address                         | Number of Accidents | Control Class   | Intersection Control Device |
|---------------------------------|---------------------|-----------------|-----------------------------|
| N EISENHOWER DR / W 6TH ST      | 10                  | CONTROLLED      | 4-WAY STOP LIGHT            |
| GOLDEN BELT BLVD / S US 77 HWY  | 9                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| N JACKSON ST / W 18TH ST        | 6                   | CONTROLLED      | 3 WAY STOP SIGN             |
| N EISENHOWER DR / W 8TH ST      | 6                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| ASH ST / WASHINGTON ST          | 6                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| N JACKSON ST / W 8TH ST         | 6                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| 6TH ST / WASHINGTON ST          | 5                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| K 18 HWY / N US 77 HWY          | 5                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| GRANT AVE / N FRANKLIN ST       | 5                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| N JACKSON ST / W 14TH ST        | 5                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| S US 77 HWY / W ASH ST          | 5                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| K 18 HWY / N RITTER RD          | 4                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| E 6TH ST / N FILLEY ST          | 4                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| RUCKER RD / W 8TH ST            | 4                   | SEMI-CONTROLLED | T INTERSECTION 1 WAY STOP   |
| CHESTNUT ST / WASHINGTON ST     | 4                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| 18TH ST / WASHINGTON ST         | 4                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| N JEFFERSON ST / W 6TH ST       | 4                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| S JACKSON ST / W CHESTNUT ST    | 4                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| N ADAMS ST / W 3RD ST           | 4                   | UNCONTROLLED    | NONE                        |
| K 18 HWY / N SPRING VALLEY RD   | 4                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| N ADAMS ST / W 4TH ST           | 3                   | UNCONTROLLED    | NONE                        |
| N MADISON ST / W 3RD ST         | 3                   | UNCONTROLLED    | NONE                        |
| S JACKSON ST / W ASH ST         | 3                   | CONTROLLED      | 4-WAY STOP SIGN             |
| N JEFFERSON ST / W 18TH ST      | 3                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| E 8TH ST / N FRANKLIN ST        | 3                   | CONTROLLED      | 4-WAY STOP SIGN             |
| S WEBSTER ST / W ASH ST         | 3                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| N JACKSON ST / W 6TH ST         | 3                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| N GARFIELD ST / W 6TH ST        | 3                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| MCFARLAND RD / N EISENHOWER DR  | 3                   | SEMI-CONTROLLED | T INTERSECTION 1 WAY STOP   |
| ST MARYS RD / W ASH ST          | 3                   | CONTROLLED      | 4-WAY STOP SIGN             |
| 8TH ST / WASHINGTON ST          | 3                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| MCFARLAND RD / S US 77 HWY      | 3                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| GRANT AVE / N MONROE ST         | 2                   | SEMI-CONTROLLED | T INTERSECTION 1 WAY STOP   |
| ELMDALE AVE / N JACKSON ST      | 2                   | SEMI-CONTROLLED | T INTERSECTION 1 WAY STOP   |
| N ADAMS ST / W 6TH ST           | 2                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| S JEFFERSON ST / W CHESTNUT ST  | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| N MADISON ST / W 8TH ST         | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| N WEBSTER ST / W 6TH ST         | 2                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| E 6TH ST / N FRANKLIN ST        | 2                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| N SPRING VALLEY RD / WILDCAT LN | 2                   | SEMI-CONTROLLED | T INTERSECTION 1 WAY STOP   |
| N JACKSON ST / W 7TH ST         | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| N WEBSTER ST / W 12TH ST        | 2                   | UNCONTROLLED    | NONE                        |
| 7TH ST / WASHINGTON ST          | 2                   | CONTROLLED      | 4-WAY STOP LIGHT            |
| N WEBSTER ST / W 9TH ST         | 2                   | SEMI-CONTROLLED | 2-WAY YIELD SIGN            |
| N JEFFERSON ST / W 14TH ST      | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| S ADAMS ST / W CHESTNUT ST      | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| N JEFFERSON ST / W 3RD ST       | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| S MADISON ST / W VINE ST        | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| N JEFFERSON ST / W 5TH ST       | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| S WEBSTER ST / W CHESTNUT ST    | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| E 12TH ST / N US 77 HWY         | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| N ADAMS ST / W 11TH ST          | 2                   | SEMI-CONTROLLED | 2-WAY STOP SIGN             |
| <b>Grand Total</b>              | <b>180</b>          |                 |                             |